

Classified Employees

Payroll Frequently Asked Questions

<p><i>How is my pay determined? How many payments am I supposed to have per year?</i></p>	<p><i>For 11 pay (school-term) employees:</i> You are paid for actual work days in August, actual work days in June, and equalized base salary payments between September - May.</p> <p><i>12 pay (less than annual) employees:</i> You are paid for actual work days in July and pay is equalized from August - June OR actual work days in July and June, depending on the work calendar.</p> <p><i>12 pay (annual) employees:</i> Your base salary is equalized from July - June.</p>
<p><i>When is payday?</i></p>	<p>The 2024-25 Payroll Schedule can be found here. Base salary is issued on the last workday of each month, excluding holidays.</p> <p>Extra compensation (timesheet pay) is issued on or around the 15th of each month.</p>
<p><i>I need to complete a timesheet to submit extra hours. How can I go about completing one?</i></p>	<p>You should complete a Classified timesheet (click here) and follow the prompts. Be sure to have your employee ID handy.</p>
<p><i>What is the holiday schedule?</i></p>	<p>The 2024-25 Holiday Schedule can be found here.</p>
<p><i>How can I sign up for Direct Deposit?</i></p>	<p>Please complete the Direct Deposit Form online by clicking here. You can have up to three accounts - one primary and two secondary accounts. NOTE: Please have a scanned copy of a voided check OR a document from your banking institution showing your routing and account numbers. You are required to attach documentation to your form to submit it to Payroll.</p>

<p><i>I opted to receive paper checks. How are they distributed?</i></p>	<p>Paper checks are mailed to the home address we have on file the business day before payday. As such, employees must keep their address up to date. We must be notified right away. The easiest way to update your address is via the Employee Portal.</p>
<p><i>How can I sign up for a 403b or 457 plan?</i></p>	<p>BUSD has an authorized third-party administrator for tax annuities called TSA Consulting Group (TSACG). We recommend you review a list of BUSD authorized investment providers by clicking here. Once you identify a provider you want to use, please contact them directly to establish an account. Once your account is established, you or your financial advisor will need to submit an online Salary Reduction Agreement (SRA), which can be found here.</p>
<p><i>I've heard about the Summer Assistance Program. How does it work? How can I find out if I'm eligible?</i></p>	<p>The California Department of Education (CDE) provides a dollar-for-dollar match on amounts withheld for summer from eligible Classified employees' checks during the school year. Applications are distributed sometime in late Fall/early Winter and must be returned for processing by March 1 of the prior school year. Please reach out to Human Resources at hr@berkeley.net to see if you qualify. NOTE: If you apply for summer assistance this school year, it will be for the 2025-26 school year. It is too late to enroll for the current year.</p>
<p><i>What is summer arrears? How does this work</i></p>	<p>If you are a school-term employee, a percentage of your NET PAY is saved all year long (shows up as a "SUMMER W/H" deduction on your checks). If you save all year long, you will receive a summer arrears check on the end of July payroll. This combined amount will be an average of your net pays all year. It is essentially like a savings account that we will close out and return to you. Because this money has already been taxed, had benefits, union dues, and other types of deductions assessed, no deductions will come out at all.</p> <p>If you do not wish to participate in summer arrears, please email hr@berkeley.net and payroll@berkeley.net. NOTE: Once you withdraw from summer arrears, you will not be permitted to re-enroll again until the following school year.</p>

<p><i>What is the Employee Portal? How can I access it?</i></p>	<p>The Employee Portal is an employee self-service portal that allows employees to view and download paystubs and W-2s. Employees can also:</p> <ul style="list-style-type: none">● Verify leave balances● Review and update your current address, phone number, emergency contact info● Update your tax withholdings● Review your benefits
--	--

Rev. 8/28/25