

## Frequently Asked Questions – The “New” Payroll posted August 14, 2015

### **Q: What is the new pay period for OPUSD?**

A: Effective July 1, 2015, the pay period now begins on the first of every month and ends on the last working day of each month.

**Example:** The pay period for August 2015 began on August 1, 2015 and ends on August 31, 2015.

### **Q: When are timecards due to payroll?**

A: Copies of positional timecards (the 8 ½ x 11 cards) and soft timecards are now due on the 5<sup>th</sup> of each month.

Example: For the pay period that ends on August 31, 2015, timecards should be turned in to payroll by September 5, 2015. **Note:** that is *due* to payroll by the 5<sup>th</sup> *not filled out through the 5<sup>th</sup>*.

### **Q: Will there be new, revised timecards?**

A: Yes. Updated timecards that reflect the new pay period have been printed and sent out to the sites. They are also available at the district office. These are for guest teachers and for extra hours for classified employees and classified substitutes.

### **Q: Can we use the old timecards?**

A: No. Please recycle (as in recycle bin) any “old” time cards. Payroll will no longer accept the old soft timecards. These will be rejected back to the site office manager/program director to be completed correctly. See instructions below.

### **Q: Some employees have already filled out an “old” soft timecard for July 13<sup>th</sup> through August 12<sup>th</sup>. What should I do?**

A: A new timecard must be completed for the hours worked from July 13 through July 31. A new soft timecard should then be started for hours worked August 1<sup>st</sup> through August 31<sup>st</sup>. Those will be due on September 5<sup>th</sup> to be paid on September 30, 2015.

### **Q: Our school year started earlier. Will employees be paid earlier?**

A: Instructional assistants, student services, librarians, health techs, preschool specialists and aides, food service workers, the behavior specialist, occupational therapists will all be receiving their first paycheck on August 31. Any employee who has been on an 11 or 12 month pay cycle will not see any changes.

### **Q: When will employees receive their last paycheck of the year?**

A: For the school year employees listed above, the last paycheck of the year will be paid on May 31.

### **Q: What happens to insurance and other deductions?**

A: Deductions for health and welfare, teacher dues, flexible spending accounts, tax sheltered annuities, life insurance and other policies through AFLAC will continue to be deducted over ten months. The ten months will now begin in August and end in May.

### **Q: Some employees have summer arrears (summer buckets). Will that change?**

A: No. If an employee has previously signed up for and received summer arrears checks, they will continue to receive summer arrears checks.