

## Important Employee Information

- **It is the responsibility of the employee to review his/her paycheck for accuracy. This is especially important at the beginning of the school year or when you make any change. Adjustments will be made as soon as possible if a correction is needed.**
- **If you notice any error in salary, rate of pay, tax withholding, retirement, JCTA dues, or TTCU deductions, contact the Payroll Office at extension 2358 or 2402.**
- **If you have questions regarding deductions for insurance, annuities or unreimbursed medical, contact the Insurance Office at extension 2379 or 2313.**

**Social Security Card Required** - We must see the original social security card and make a copy of it to insure we are using the correct name and social security number for reporting wages to the IRS and Social Security Administration. We also require a completed W-4.

**Payment will be delayed for work performed until the original social security card is provided.** If you have changed your name for any reason, please go to the social security office to change the name on your social security card. When you receive your new card, please bring it to the payroll office so we can make a copy and change your name on our records. We **will not** change your name unless we see a new social security card with your new name. This will be very important to you when you try to collect social security benefits at a later time.

**Address Changes** – Please complete a change of address form at your site office if you have moved. This is also important if you are leaving the district because we will need to send your W-2 to you at the end of the year.

**Direct Deposit** – Direct deposit is required for all employees paid through the payroll office. This eliminates lost checks or the need for you to arrange for someone else to pick up your check when you are absent. Your pay will be in your account the morning of payday. Forms are available in the Payroll office or on our JPS web site [www.jenksps.org](http://www.jenksps.org).

**Time Cards/Labor Claims** – **All** time cards and labor claims need to be signed by the employee and the supervisor. If the supervisor is not available, their designee may sign on occasion.

**Regular Hours & Overtime** – The employee should not exceed their contracted hours. It is the responsibility of the employee and their supervisor to see that they stay within their contracted time. **Overtime must be approved prior to the time it is worked.**

**Lunch Break** – Classified employees working 5 hours per day must clock out for a 30 minute lunch. The employee is entitled to this 30 minute break under the Fair Labor law.

**Leave Affidavits** – Complete a leave affidavit anytime you are absent from your assigned duty. It is your responsibility to complete the form and give it to your supervisor for signature within two days of your return to work. Mark the type of leave you are requesting so we can post it correctly, sick, personal, school business, bereavement, jury duty, etc.

**Jury Duty** – If you are called to jury duty, you must make a copy of your summons for the Human Resources office. You will continue to receive your regular pay while on jury duty. When you receive your paycheck from the court clerk for jury duty, make a copy and send to the Payroll office. We will deduct the amount paid for service but not the mileage or parking.

**Payroll Pay Dates on Reverse Side**