

# *Payroll Information for All Staff*

*Payroll Department Hours 7:30 a.m. – 4:30 p.m.*

*Eva Kasinger, Payroll Coordinator*

*Karen Henderson, Clerk - ext. 2358 or 2402*

- **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. Review salary, deductions, rate of pay, etc. Adjustments will be made as soon as possible if a correction is needed.
- **Social Security Card Required** – We must see the original social security card and make a copy to insure we are using your correct legal name when reporting taxes to the IRS and Social Security Administration. You must also complete a W-4. *Payment may be delayed for work performed until we receive these forms.* **PLEASE USE THE LEGAL NAME ON YOUR SOCIAL SECURITY CARD.** We cannot change your name until you have a new social security card indicating a legal name change.
- **Address Change** – Please complete a change of address form at your site office if you have moved. This is also important if you leave the district because we will need to send your W-2 at the end of the year.
- **Direct Deposit** – Anyone paid through the payroll office must sign up for direct deposit. Your pay will be in your account the morning of payday. Forms are available in the Payroll office. **\*Do not close your direct deposit account without first contacting the payroll office to stop the direct deposit.**
- **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.* If you are going to be out for a long period of time, please complete your leave affidavits periodically during your time off. Clearly indicate your name, employee ID number on the form and mark the correct type of leave you are requesting so we can post it correctly, sick, personal, school business, bereavement, jury duty, etc. If you will miss 10 consecutive days, you must request FMLA (Family Medical Leave) by writing a letter to Human Resources explaining your need to be away from your job assignment.
- **Vacation** – Full-time employees who are contracted and working ***twelve calendar months*** each fiscal year, July 1 to June 30, are entitled to vacation with pay with supervisor's approval. Vacation days are earned according to your assignment. See Board of Education Policy Manual at [www.jenksps.org](http://www.jenksps.org) for additional information. Vacation days may not be accumulated beyond the end of the next fiscal year. The district permits carry-over of vacation earned in the current fiscal year.
- **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. Complete a leave affidavit indicating you were on jury duty and the dates served. 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.