

Payroll Information for All Staff

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

Eva Kasinger, Payroll Coordinator - ext. 2402

Carrie Pyle, Payroll Specialist - ext. 2207

Stephanie Sweet, Clerk - ext. 2358

- **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 after an error is noticed.
- **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 will 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 through the Infinite Visions Employee Portal or on the 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** – JPS policy requires you to have a direct deposit account. 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 contacting the payroll office to stop the direct deposit.**
- **Leave Affidavits** – Complete a leave request anytime you are absent from your assigned duty. It is your responsibility to submit the electronic request for approval by your supervisor *within two days of your return to work.* Your electronic request can be done from any computer or smartphone with internet access. Please choose the correct type of leave you are requesting, this will be how it posts to your account; sick, personal, school business, bereavement, jury duty, absent without pay etc.
- **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 for additional information. Vacation days may not be accumulated beyond the end of the next fiscal year.
- **Jury Duty** – If you are called to jury duty, you must make a copy of your summons before you report for jury duty 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.
- **403(b) Annuity Information** – You may deposit a portion of your check into a tax-sheltered annuity. We will not counsel you but can provide you with a list of our vendors and the proper form to change your current annuity.