

Payroll Information for all Staff

It is the employee's responsibility to review his/her paycheck for accuracy. This is especially important at the beginning of the school year or when you make changes. Review your contact information, payroll by pay period, contracts, etc. through the Employee Portal. Adjustments will be made as soon as possible if a correction is needed.

Social Security Card Required – Human Resources will make a copy of your original Social Security Card when you are hired. Your legal name on your Social Security Card will be used for all your employment records. When completing any employment documents, use your legal name to insure we are correctly reporting taxes to the IRS and Social Security Administration. Payment may be delayed for work performed until we receive these forms. 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 request through the Employee Portal. This is also important after you leave the district in order to receive 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 and changes can be made through the Employee Portal. Funds can be deposited to multiple accounts. ***Do not close your direct deposit account without first 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 complete the request 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 requests periodically during your time off. Classified staff use the Employee Portal to request leave, Certified Staff will use Aesop to request leave. 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 for, and working, twelve calendar months during the fiscal year, July 1 to June 30, are entitled to vacation with pay. Vacation days are accrued according to your assignment. See Board of Education Policy Manual at www.jenksp.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.

Payroll Office Contact Information:

Located in the Education Service Center, 211 East A Street, south of the Football Stadium.

Office hours are: 8:00 AM to 5:00 PM.

Telephone: 918-299-4415

Carrie Pyle, Payroll Coordinator, ext. 2207

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