

**Payroll Department**

**Employment Resource Information Sessions 2013  
Frequently Asked Payroll Questions & Answers**

1) **Question:** When will I get my final paycheck?

**Response:** Processing of your final paycheck is dependent upon when the action changing your employment status is entered into SAP.

- a. Layoff employees will receive a paycheck on the standard pay date for their calendar until their Calendar ends. If they are enrolled in Year Round Pay for the 12-13 school year, they will continue to receive bi-weekly summer checks until the Layoff action is processed in SAP.
- b. Surplus employees will receive a paycheck on the standard bi-weekly pay date for their calendar until their Calendar ends. If they are enrolled in Year Round Pay for the 12-13 school year, they will then receive summer checks until the last Year Round Pay biweekly paycheck scheduled for their Calendar.

2) **Question:** When will I get paid for my remaining Vacation hours?

**Response:** Processing of your payout for any remaining Vacation hours is dependent upon the effective date of the change in your status, and when it is entered into SAP.

- a. Layoff employees will receive a payout for any remaining Vacation hours after the Layoff action is processed in SAP.
- b. Surplus employees are classified as Active in SAP and will not receive a payout for any remaining Vacation hours. However, if the Surplus employee resigns or is terminated, they will then be paid for any remaining Vacation hours.

3) **Question:** When will I get paid for my remaining Comp Time hours?

**Response:** Processing of a payout for any remaining Comp Time hours will be handled per contract provisions for your bargaining unit.

3) **Question:** When will I get paid for my remaining Sick Leave hours?

**Response:** Only employees who retire and laid-off employees under the TSP unit are entitled to a payout of their remaining Sick Leave hours. Surplus and Terminated employees are **not** eligible for a Sick Leave payout.

5) **Question:** If I am enrolled in Year Round Pay for the 12-13 school year when will I get the money remaining in my Year Round Pay bucket?

**Response:**

- a. Layoff - Once the personnel action is processed the employee will receive a lump sum payout of the balance remaining in their Year Round Pay bucket.
- b. Surplus - If the employee was enrolled in Year Round Pay for the 12-13 school year, Surplus employees will receive bi-weekly summer checks as scheduled for their Calendar. They will not receive a lump sum payout for Year Round Pay unless their employment status is changed from Surplus (Active) to Inactive or Withdrawn (such as for Layoff, Terminated or Retired).

6) **Question:** Can I enroll in Year Round Pay now, just in case I am placed in an eligible position for the 13-14 school year?

**Response:** Eligible Active employees can enroll in Year Round Pay during the open enrollment period(s).

7) **Question:** If yes, when can I enroll in Year Round Pay for the 13-14 school year?

**Response:**

- a. If Layoff employees are placed in a new position for the 13-14 school year that is eligible for Year Round Pay, they will be able to enroll up to the day before the Calendar starts. There are two enrollment periods. The first period begins *May 22 through June 20* and the second begins *July 10 through the day before the start of the contract calendar*. For example, an employee who is re-hired on a standard 196 Day Calendar would be able to enroll in Year Round Pay up to 8/11/13 (since 8/11/13 is the last day before the start of the 196 day calendar). Note: employees who enrolled in YRP prior to being laid off **must reenroll in YRP** once they are re-hired, as that record would have been end-dated at layoff and is not automatically activated upon re-employment.
- b. Surplus employees remain active in SAP so they are able to enroll in Year Round Pay when the online enrollment option is open in ESS – from July 10 through the day before their Calendar starts.

8) **Question:** What if I am not re-hired until after my Calendar has already started – can I still enroll in Year Round Pay for the 13-14 school year?

**Response:** Employees not hired until after their Calendar for the 13-14 school year has started are **not** eligible for Year Round Pay for that school year. These employees would be encouraged to open a summer savings account at a financial institution of their choosing. Remember, in SAP employees are able to have up to five bank accounts set up for direct deposit.

9) **Question:** What will happen to my Year Round Pay bi-weekly summer checks if my Calendar is changed?

**Response:**

- a. An employee enrolled in Year Round Pay whose Contract Calendar is changed to another Calendar **which is also eligible** for Year Round Pay will receive bi-weekly summer checks up to the start date for the Calendars they are moved to if they have a remaining YRP balance.
- b. An employee enrolled in Year Round Pay whose Contract Calendar is changed to a Calendar **which is not eligible** for Year Round Pay will receive a lump sum payout of the remaining Year Round Pay balance, based on the effective date of the change; the date of the payout is dependent on when the action is processed in SAP.

10) **Question:** If I am placed on the Layoff or Surplus list will I have access to ESS after my last day of work?

**Response:** Employees who are classified with an Active or Inactive employment status retain access to ESS.

- a. Laid off employees are classified as Inactive and therefore retain access to ESS.
- b. Surplus employees are classified as Active and also retain access to ESS.
- c. Terminated and retired employees are classified as Withdrawn. They will continue to have access to ESS for 45 days after the effective date of their change of status in SAP from either Active or Inactive to Withdrawn.
- d. All employees are encouraged to update their permanent address via ESS for W2 mailings and other purposes.