

Payroll Information for Employees

Payroll Office

**Boulder Valley School
District**



Introduction to Payroll

Get paid correctly, on time every time!
A How-To Guide

You're hired! Congratulations!

- HRD will send new hire forms and info on your job and pay rate
- Turn in forms BEFORE you start work, and review and resolve any questions about your job and/or pay rate ASAP
- Determine to whom you report your hours EACH WEEK, what form you need to use, and your deadline to turn in your timecard

You start work!

- EACH WEEK, turn in your timecard on or before the deadline

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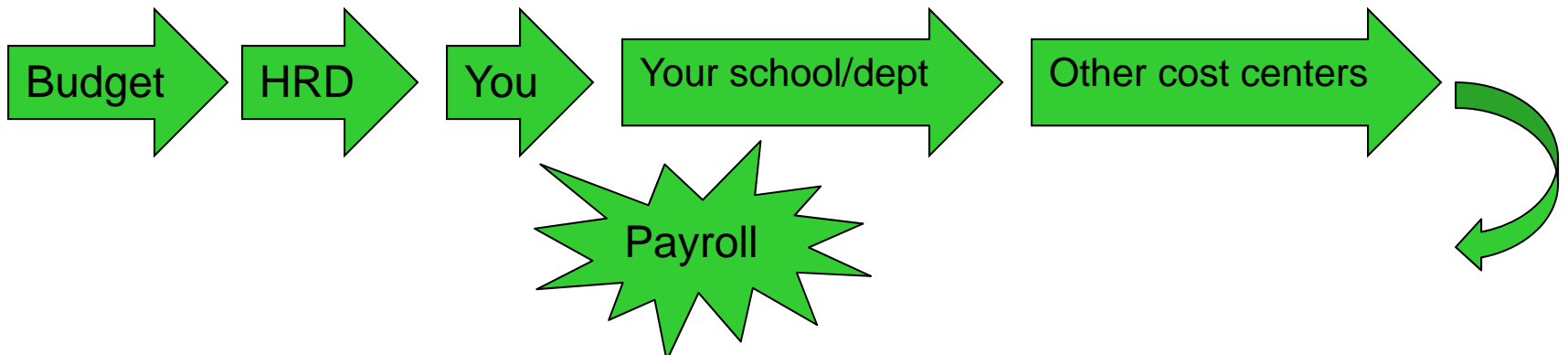
You found an error???

- Compare your pay statement to your weekly timesheets ASAP on or after each payday.
 - If any discrepancies, contact your timekeeper immediately.
- Check your taxes/deductions carefully if you've recently made a change.
 - If not what you expected, contact Payroll immediately.
- We will correct any errors on the next scheduled payroll run; the sooner you discover errors, the sooner we can make you whole.

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Payroll processes paychecks, but we are the last in a series of steps.
Errors are possible at any point along the line:



Even though we will do all we can to minimize errors, it is possible that an error will occur. In that event, we will do all we can to correct it ASAP.

Banking and Direct Deposit

- Direct Deposit – Mandatory for all employees
 - Only one account per employee
 - Exception: can divert portion of net pay to Boulder Valley Credit Union (contact BVCU to set up or change)
 - Pay Statements are emailed to the employee's bvsd.org email account
 - Until direct deposit is set up, live checks must be picked up by the employee in the Payroll Office with a photo ID

Savings Opportunities

- Tax-Deferred Savings –
 - 3 plans are available:
 - 401(k) – offered by PERA
 - 403(b) – offered by several vendors
 - 457(b) – offered by Great West “Educator\$ Money”
 - See list of current vendors for contact information

Miscellaneous

- Supplemental Life Insurance – two plans offered through PERA and Standard Life
 - Contact the Benefits Office for more information
 - Susana Aguirre, x5022

PERA and Payroll

- PERA, not Social Security
 - This may affect your future Social Security benefits; contact SSA for details
- Qualified Retirement Plan – state-mandated
- 8% of employee's salary, tax-deferred
- Get a PIN number
 - For online access to your PERA and/or 401(k) account
- Website: www.copera.org
- Phone: 303-832-9550, option 2 for Customer Service

Pay Periods and Pay Dates

- Pay Day is generally the last business day of the month
 - December payday for teachers is last day of school before Winter Break
 - December payday for all other employees is the last business day of December
 - Schedule for upcoming school year is published each August
- **All Employees** are responsible for reporting hours worked and leave taken on a **weekly basis** to their school/department “timekeeper”—contact your timekeeper for specifics

Pay Periods and Pay Dates

- Hourly Employees (tutors, paraeducators, bus drivers, food service employees, child care providers and others)
 - Paid for hours worked during published pay periods (see schedule)
 - Paid Leave (if eligible) taken during the pay period is included in total hours paid

Pay Periods and Pay Dates

- Salary Employees (Teachers, Admin, Office Professionals, Custodians, Maintenance, KE Specialists, SAC Supervisors and Professional/Technical employees)
 - Paid 1/12 of annual salary amount each month
 - Adjustments may be made to first paycheck
 - Additional hours and overtime worked will appear on pay statement based on Pay Period dates

Payroll Deductions

- Mandatory
 - PERA (8%)
 - Medicare (1.45%)
 - Federal and Colorado Income Taxes
 - Court-Mandated Garnishments

Payroll Deductions

- Voluntary
 - Dependent Health/Dental premiums
 - Flexible Spending account contributions
 - Union dues
 - Charitable contributions
 - Tax-Deferred Savings Plan contributions
 - Savings Bonds
 - Supplemental Life Insurance premiums
 - Additional Federal or Colorado Tax withholding

Paid Leave – Eligibility

Typically, employees are eligible for paid leave time only if scheduled to work 20 or more hours per week.

Exceptions:

- All employees that are part of the Paraeducator unit earn leave time, regardless of schedule.
- Most PERA retirees returning to work for BVSD are not eligible for paid leave.

Paid Leave – Rules for use

Not all types are available to all employee groups

- Annual: no restrictions on use
- Personal: business matters that cannot be attended to outside of work hours
- Sick: doctor appointments, illness/injury of employee or immediate family
- Vacation: no restrictions on use

Paid Leave – How you earn

Each employee group has its own rules for how much leave, and what type of leave, is earned.

The negotiated agreement is the best source of information; agreements are available online at bvsd.org/HR.

Unit A: DLT, Administrators and Prof-Techs

Unit B: Teachers and associated positions

Unit C: Maintenance, Operations, Custodians, Security, Transportation, Nutrition Services assistants

Unit D: Office professionals

Unit E: Paraeducators and associated positions

Non-represented: No formal agreement between BVSD and employee group. Includes Tutors, KE specialists, community liaisons, SAC employees, among others

Paid Leave – How you earn

NSAs/transportation/school security hourly employees:

- Personal given in October for the school year
 - Equivalent of two days based on October pay period
- Sick leave earned each month
 - 5% of paid hours
- Vacation given as additional pay each July, no time off

Paraeducators/tutors

- Annual or Personal and sick earned each month
 - Paraeducators:
 - Annual: 6.11% of paid hours
 - Tutors
 - Personal: 1.1% of paid hours
 - Sick: 5% of paid hours

Paid Leave – How you earn

Maintenance and Operations salaried employees
(includes custodians):

- All leave given each August, prorated by FTE:
 - Personal: 2 days
 - Sick: 12 days
 - Vacation: 12 days (tiered: 15 days after 5 years, 21 days after 10 years)
- New hires will be prorated for time actually worked

Paid Leave – How you earn

Office professional salaried employees

- 10/11 month: All leave given each August, prorated by FTE:
 - Personal: 2 days
 - Sick: 10 or 11 days
 - Vacation given as additional pay each month, no time off
- 12 month: All leave given each July, prorated by FTE:
 - Personal: 2 days
 - Sick: 12 days
 - Vacation: 12 days (tiered: 15 days after 5 years, 21 days after 10 years)
- New hires will be prorated for time actually worked

Pay Statement Questions

- Contact Payroll for....
 - Changes to Deductions
 - Changes to Tax withholding (W-4 changes)
 - Changes to Bank Account
 - Leave Balances
- Forms are available from school/department offices or the Payroll page on BVSD.org

Pay Statement Questions

- Contact Human Resources for....
 - Questions on Hourly pay rate or Salary calculations
 - Name/Address changes
- Contact timekeeper for.....
 - Questions on hours and/or position reported
 - Incorrect leave type reported for paid leave time

Help us help you!

Things to remember

- Get to know and love your employee number, printed on your pay statement (helps Payroll and HR find your information quickly)
- Your pay statement will be emailed to your BVSD email address
- Hourly positions are paid based on the published pay periods; check the schedule
- A correct pay statement begins with YOU: please make sure you turn in your timecard every week, on time

Contacting Payroll

- Located in Education Center, next door to Human Resources
- Email: payroll.helpdesk@bvsd.org
- Phone: 720-561-5921 or x5921
- Office hours: 8 – 4:30 M-F
- Website: www.BVSD.org,
click Employees on right, click Payroll on left