

General Information for Employees regarding Payroll

Timekeeping and Leave:

Signing in/out:

All employees are expected to sign in and out on or about their assigned scheduled times. Employees leaving the campus/site prior to the end of their normal schedule should obtain approval from their Administrator, as well as signing out. **Documentation of attendance is mandatory for compensation to generate.**

Absences:

It is the employee's responsibility to report both scheduled and unscheduled absences promptly.

Sick leave:

Any instructional employee who expects to be absent for any reason shall notify the Principal & arrange for a substitute using the District's electronic system (AESOP) the day before the absence, when possible, but no later than (1) hour prior to the opening of school, except in case of emergency.

In addition, a sick leave form must be submitted to the Site Timekeeper in advance, if possible, or immediately upon return to work when the absence is unplanned. If the employee is sick for more than (5) consecutive days, they may be asked to submit a physician's note.

Personal Leave:

Employees may use sick leave for personal reasons (not illness related, as defined by Board Policy). This is **NOT** in addition to your sick leave, it sick time available for another purpose. If the employee has no sick leave balance, they cannot request personal time.

Payroll Webpage:

The Payroll webpage is located at www.indianriverschools.org/departments/payroll and contains valuable employee information such as **pay dates**, salary schedule, employee forms, links to other important sites, contacts and calendars. Furthermore, we have added a video to help employees understand salary calculations and leave policies. Check it out!

General Information:

Keep your name, address and phone numbers updated through the Human Resources Department or our new Employee Self Service module. That information is not only used within the District, but is provided to our outside agencies, such as Blue Cross Blue Shield and IRS for W-2 reporting. So, be sure these items are kept up to date.

FOCUS EMPLOYEE SELF SERVICE:

Paystubs, W-2 forms, Employee Information & Change Requests:

Employees receive their paystubs electronically, not on paper. To access your paystub, go to the District website homepage and click the FOCUS link in the upper right-hand corner. Your FOCUS password is the same as your network user id and password. Select the tab labeled **EMPLOYEE SELF SERVICE**. Payroll strongly encourages all employees to check their stubs **regularly** to confirm salary, supplements, benefit deductions, tax withholding and banking information. Employees can also see tax withholding status, request changes to their information, and available leave balances.

Direct Deposit:

The District can direct deposit payments to up to (3) employee bank accounts.

Direct deposit is the fastest, safest and most secure method of payment. The paper forms are on the payroll webpage at www.indianriverschools.org/departments/payroll. Employees can also use the FOCUS ESS system to submit Direct Deposit information electronically. If the employee changes banks, do not close the old account, until Payroll is notified with the new banking information. So, enroll today, if you haven't already. If the employee is not enrolled in direct deposit, their check will be mailed to their address of record from the District Administrative office at the close of business on pay day. Paper checks **DO NOT** go the school sites.

PAYROLL & BENEFITS ARE HERE TO SUPPORT YOU! REACH OUT TO US IF YOU NEED HELP.