

## **Payroll Frequently Asked Questions**

### **What day of the month do I get paid?**

Pay day for employees is the last business day of the month.

### **Can my paycheck be Direct Deposited?**

Yes! Rome City Schools encourages all employees to take advantage of Direct Deposit; however, Direct Deposit is **not** required. You can opt to receive a paper check.

### **How can I view my paystub?**

You can view your paystubs by logging in the [Informa Portal](#), the “Log In to My Documents” button. Click on “Form Groups,” and you will see “Paystubs” listed as an option.

### **How do I change my tax withholding allowances or Direct Deposit information?**

If you wish to make changes to your Federal, State Withholdings, or Direct Deposit information, you must complete the W4, G4, or Direct Deposit Authorization forms through the [Informa portal](#), “Log In to Submit or Approve a Form” button.

### **Will the Payroll Office make loans or advance in pay to employees?**

No.

### **What is an ‘extended year’ supplement, and how is it calculated?**

Teacher’s are paid based on a 190-day work schedule. When a teacher is required to work beyond the standard 190 days, they are entitled to additional compensation. We determine the daily rate of pay by taking annual salary and dividing by 190 contract days. We, then, take the daily rate and multiple by how many additional days beyond 190 to get the extended year supplement. (Example: if you are a 210-day employee, you will receive extended year for 20 additional days)

### **How is unpaid leave documented and calculated?**

Unpaid leave is entered at the school level, and a monthly report is run to get the total number of unpaid days by employee. Note: unpaid leave is run a month behind, so if you missed days in October, the unpaid leave would be deducted from your November paycheck.

We take your annual salary and divide by your contract days (in most cases, 190 days) to get a daily rate. We then multiple that daily rate by the number of days missed. If you missed a portion of one day (Ex. 0.45) we take the daily rate and multiply by the decimal.