

NEWMAN-CROWS LANDING UNIFIED SCHOOL DISTRICT

PAYROLL PROCEDURES/BENEFIT INFORMATION

PAYROLL:

- Pay day is the last working day of the month. Checks may not be picked up early! Checks/direct deposit slips will be distributed from your site office.
- For paydays that fall during the winter holidays and the summer months when school sites are closed, checks/direct deposit slips will be mailed the day before pay day. Please be sure that your address is current on your check/direct deposit slip. Change of Address forms are available in your school office.
- It is highly recommended that employees have DIRECT DEPOSIT. This ensures that your pay is automatically deposited into your bank account each month or before pay day, which is especially important in the months that checks are mailed. You do not have to rely on the US postal service to deliver your check on time, and it also saves you a trip to the bank or ATM on payday!
- Items for payroll, such as TIMESHEETS, W-4 CHANGES, DIRECT DEPOSIT CHANGES, or a change in 403b/457 CONTRIBUTION MUST be received by the District Office by the **5th** of each month; **any items received after the deadline will be held and processed the following month.**
- If you need: Employee Self Service instructions(Pay Stubs & W-2's), direct deposit, or Tax forms you can find them here <https://www.nclUSD.org/documents/staff-documents/payroll-documents/100387>

TIMESHEETS (EXTRA WORK AGREEMENTS):

- Employees must have a timesheet that has been pre-approved for any extra duty or for any time worked if you perform work daily and record your time for an entire month before submitting payroll.
- Timesheets will be generated by the site secretary and/or program supervisor and must be returned to the site secretary/supervisor at the end of the month in order for the time to be entered and set up in payroll. Please see your site secretary/supervisor for specific details on how your site will handle this process.
- Timesheets must be turned in fully completed (Date, Time-in, Time-out, # of hours worked, Initials, signed and dated) – incomplete timesheets will be returned to the employee, which will delay the processing and payment time.
- Only one month's time can be recorded on a timesheet. Timesheets cannot be accumulated and turned in at one time. Each month must be turned in at the end of the month.
- Timesheets are employee specific – they include the employee's name, the proper hourly rate, the project/task, and the funding source to be used. An altered timesheet will be returned to the employee, which will delay processing and payment.

BENEFITS:

- Employees who work 30+ hours weekly qualify for mandatory Dental/Vision insurance and voluntary Health insurance.
- Voluntary and Involuntary benefits information can be found on our website under Human Resources>Employee Benefits <https://www.nclUSD.org/documents/human-resources/employee-benefits/361896>

CalPERS-Health Benefits

- Health is optional! To decline please complete and return the **Health Benefits Enrollment Form-Denial coverage** form
- Enrollment is online via <https://my.calpers.ca.gov/web/ept/public/systemaccess/selectLoginType.html>
- See the **MyCalPERS-How to register** and **Guide to understanding open enrollment** links for instructions
- Starting on page 16 in the **2023 Health Benefit Summary** link you can find specific plan deductibles and copays

CVT-Dental and Vision Benefits

- Dental/Vision is mandatory! If you already have coverage, you will now have DUAL COVERAGE
- There is a Dental Composite rate for **Admin/Management** which remains the same no matter the dependents
- Enrollment is online via <https://www.cvtrust.org/>

Contributions are applied to the total for Dental, Vision and/or Health-anything over will be deducted from your paycheck as an "offset" – please see the Contribution-Offset Estimator PDF to estimate monthly contributions

- \$700/Month (Certificated Teachers)
- \$804.17/Month (Classified Employees)
- \$1636.49/Month (Administrators, Confidential/Management employees)