

Payroll Department
FAQ's

Pay Periods/Pay Days

- **When are pay days?**
Payroll is processed on a semi-monthly basis with paydays on the 10th and 25th of each month. If the date falls on a weekend, then payday is the Friday before. Please refer to the Payroll Schedule which can be found on the CUSD200 website under Business Office/Payroll for any exceptions during holiday and summer breaks.
- **Does the Period End Date printed on my paystub apply to me as a timesheet employee or substitute teacher/aide?**
No. The date listed only applies to salaried employees.
- **I am a substitute teacher. How do I know what date range I am being paid?**
The message area of your paystub will list the Substitute pay dates.
- **I am a timesheet employee. How do I know what date range I am being paid?**
There is a 30-day lag in payment of timesheets. Time worked during the 1st – 15th of the month will be paid the 10th of the following month. Time worked during the 16th – 31st will be paid the 25th of the following month. To ensure that your timesheet is processed and paid accordingly you must adhere to the due dates as outlined on the Payroll Schedule. This schedule can be found on the CUSD200 website.

Paychecks/Direct Deposit

- **I have lost my paycheck. What should I do?**
Contact the Payroll Dept immediately. We will re-issue a replacement check once stop payment has been completed. A \$25.00 stop payment fee will be imposed. Consider enrolling in direct deposit!
- **I would like to enroll in Direct Deposit. What do I need to do?**
Complete a direct deposit form which is available at each school office or at the Payroll Dept. Once completed, submit your form to our office for processing. It will take approximately two (2) pay periods to activate this payment option.
- **I have direct deposit and have changed bank accounts. What should I do?**
We need a minimum of seven (7) days notice prior to a payday. Complete a direct deposit form instructing us to stop your current account and activate a new account. Once completed, submit your form to our office for processing. You will receive a negotiable paycheck for at least one (1) pay cycle that must be deposited while your new account is tested. Our office will send you confirmation of the paydays affected by this process.

If a deposit is sent to a closed account, there will be a waiting period until your bank returns the money and a replacement check is issued. There will be a \$25.00 fee imposed.

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Paychecks/Direct Deposit (con't)

- **I have direct deposit and no longer wish to participate in this payment option. What should I do?**

We need a minimum of seven (7) days notice prior to a payday. Complete a direct deposit form instructing us to stop your participation. You will then begin to receive negotiable paychecks that must be deposited.

If a deposit is sent to a closed account there will be a waiting period until your bank returns the money and a replacement check is issued. There will be a \$25.00 fee imposed.

- **Where is the message area on my pay stub?**

It is located just above the perforated tear line for negotiable checks or your non-negotiable deposit advice section.

Tax Forms

- **I want to change my tax allowances?**

Complete a new W-4 form (Federal and/or State) which are available on our website under Business Office/Payroll, your school office or at the Payroll Dept. Once completed, submit your form(s) to Payroll for processing. You can complete new W-4 forms anytime throughout the year.

- **I am married and my pay stub indicates that I am single?**

The tax marital status shown on the pay stub reflects what you indicated on your W-4 form for taxation calculations. It does not indicate your marital status as retained in your personnel records.

Vacation, Sick, Personal Time

- **How much vacation, sick, personal days do I have?**

Your Absence/Leave Summary information can be found on your paystub listed just below the tax marital status information. If you have any questions regarding your balances, contact the Human Resources Dept which maintains this information.

403(b)/457(b)

- **When are the 403(b) and 457(b) open enrollment periods?**

The months of January, May and September.

- **Where can I get forms and information on the 403(b) and 457(b) programs?**

Forms and program information can be found on the CUSD200 website under Business Office/Payroll and at the Payroll Dept.