



Payroll Department FAQ's

Pay Periods/Pay Days

- **When are paydays?**
Payroll is processed on a semi-monthly basis with paydays on the 10th and 25th of each month. Exceptions are Thanksgiving Recess, Winter Break and Spring Break or if the pay date falls on a weekend, then payday is the Friday before. For more details, please refer to the Payroll Schedule, which is located on the CUSD 200 website under Departments/Business Office/Payroll.
- **Does the End Date printed on my paystub apply to me as a timesheet employee, substitute teacher/substitute aide?**
No. The date listed only applies to salaried and contractual employees.
- **I am a substitute teacher or aide. How do I know what date range I am being paid?**
Please refer to the message area of your paystub or direct deposit advice. Messages are located under the Employer Paid Benefits area.
- **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.

Paychecks/Direct Deposit

- **I have lost my paycheck. What should I do?**
Contact the Payroll Department immediately at ext. 2011 or 2030. We will re-issue a replacement check once the bank has verified that the check is still outstanding and a stop payment has been successful. You will be charged a \$25.00 stop payment fee which is payable at the time you pick up your replacement check. Consider enrolling in direct deposit!
- **I would like to enroll in Direct Deposit. What do I need to do?**
Log in to the iVisions Employee Portal. Under Pay/Tax Information, select Direct Deposit, Add New and use the description DD-Net Pay from the drop down menu.

You will be required to attach a supporting document, which can be a scanned copy of a voided check or a form from your bank that verifies the bank routing number and your account number.

It will take 2 (two) pay periods before your first direct deposit will begin.



Payroll Department FAQ's

Paychecks/Direct Deposit (con't)

- **I have direct deposit and have changed my bank or have a new account number. What should I do?**

Do not close your current direct deposit account, until your request has been processed. If you want to change your direct deposit information for a specific pay date, you will need to make the request at least 7 (seven) business days prior to that pay date. Otherwise, your request will be processed as received.

It will take 2 (two) pay periods for the change to be made.

Log in to the iVisions Employee Portal. Under Pay/Tax Information, select Direct Deposit and Edit. Make your changes, attach the supporting document and Save.

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.

- **I want to stop my direct deposit. What should I do?**

Do not close your current direct deposit account, until your request has been processed. If you want to stop your direct deposit for a specific pay date, you will need to make the request at least 7 (seven) business days prior to that pay date. Otherwise, your request will be processed as received.

To discontinue direct deposit please log in to the iVisions Employee Portal. Under Pay/Tax Information, select Direct Deposit and Delete.

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?**

Messages are located under the Employer Paid Benefits area on your check or direct deposit advice.

Federal and IL State Tax Forms

- **I want to change my current tax elections?**

Log in to the iVisions Employee Portal. Under Pay/Tax Information, select Employee Tax Forms and Click to Fill Out Tax Forms. For a specific pay date, you will need to make the request at least 7 (seven) business days prior to that pay date otherwise the change(s) will be processed as received. You may 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.



Payroll Department FAQ's

Vacation, Sick, Personal Time

- **How much vacation, sick, personal days do I have?**
Your Leave Accumulated information is located on your paystub just below the Employee Deductions area. The Human Resources Department maintains this information. Please contact them should you have any questions regarding your balances.

403(b)/457(b) TSA Program

- **When are the 403(b) and 457(b) open enrollment periods?**
We have 3 (three) open enrollment months per year; January, May and September. During these months, you have the opportunity to start, stop or make changes to your 403(b) and/or 457(b) deduction(s).
- **Where can I get forms and information on the 403(b) and 457(b) programs?**
Links for information and forms regarding these programs are on the CUSD 200 website under Departments/Business Office/Payroll 403(b) and 457(b) TSA Programs.