



I am a salaried employee and started work after the first day of the regular contract period. How is my total salary calculated?

Your pay will be calculated based on the number of days that you are expected to work (example shown below)

Employee:	John Employee	
Date of Hire:	9-13-2010	
Salary based on		
190 days		32,595.00
Daily Rate	Salary/190 days	171.55
Days Paid	9/13/10 – 6/3/11	165
Total salary earned school year	Total days worked x daily rate	28,305.75
Remaining number of pay checks in year	09/30/10 – 8/15/11	22.00
Gross Pay / Check	09/30/10 – 8/15/11	1,286.63

How many sick leave days do I receive?

Employees earn 15-18 days of sick leave per year. Sick leave balances carry over from year to year with no limit. If you are a new employee to Greenville County Schools, your days (or pro-rated portion if you start after the first day of school) will be advanced with your first paycheck. Beginning with your first check of the next year, you will accrue sick leave each semi-monthly pay (20 checks for employees working 185-190 days). If required sick leave exceeds accrued days, your pay will be reduced as necessary. Absences are imported to TimeLink by the Smart Find system and are loaded into the Lawson payroll system when each paycheck is processed. You may check your available balances using the Review Balance screen in TimeLink ESS.

How do I use personal leave days?

Two (2) sick leave days may be used for personal leave each year, with advance approval by your supervisor. If you use more than 2 personal leave days, your pay will be docked by your daily rate of pay for each additional day. You cannot carry over unused personal leave days. If personal days are not used, the days remain in your available sick leave balance.

What if I run out of leave time and cannot report to work because of medical reasons?

If you expect to run out of accrued sick leave, your supervisor should let Payroll know immediately. You will be removed from payroll. Upon notification by your supervisor of your return, your salary will be re-calculated based on the number of days you will be paid for the remainder of the school year. Talk to your supervisor about the District's Leave of Absence process.

I transferred from another S.C. school district or S.C. State Agency. Can I transfer my unpaid/unused sick leave days to Greenville County?

Yes. If you begin employment with the District within 30 days of leaving your previous S.C. school district or S.C. state agency, we will accept your unused/unpaid sick leave days. Your previous S.C. employer must send verification of this information on business letterhead. Transferred leave will be added to your District sick leave balance on your first paycheck, if received before payroll is processed.

What is the Pre-tax adjustment I see on my paycheck?

Greenville County Schools pays State Employee Insurance Program premiums each month. The “pre-tax adjustment” is the difference between the total amount owed for the benefit year (January – December) and what will be collected through regular payroll deductions. The adjustment deduction is spread out over a short period of time to prevent one paycheck from absorbing the entire adjustment amount. An example is shown below:

Health Savings Account pretax premiums (September - December, 4 months) (108.56/month, full family coverage)	434.24
Regular payroll deduction for 6 checks (October 15 - December 30, 2010) (54.28/check)	325.68
Total adjustment needed:	108.56

In this scenario, an additional \$27.14 is taken from 4 checks to collect the adjustment (\$108.56 / 4).

Will I receive paychecks during the summer?

Salaried employees are scheduled to be paid during the summer months. However, if you leave employment during or at the end of the school year, your final earnings will be calculated and paid in one check. Supplemental earnings are paid according to the District's Supplemental Pay Schedule and are not paid on summer checks.

How many checks do I receive?

There are 24 paychecks in your pay cycle. If you are a new employee to the District, and do not begin employment on the first day of your work schedule, your salary will be calculated over less than 24 checks. Salaried employees are paid 1/24th of their annual salary, regardless of the number of work days in the period. The leave reporting period is used to record any absences.

I received my new certificate with a valid date of July 1. Why do my summer checks not reflect the retroactive pay for my increase?

July 1 is the beginning of the fiscal year. The checks you receive in the summer are for money you earned prior to July 1. Your new salary will be effective with your first check of the new school year.

I have teaching experience in another state or at a private school, but I am only being paid on 0 years. Why?

Greenville County Schools pays you based on the experience on your S.C. teaching certificate. In order to be paid for your experience, you will need to have your prior employer complete a "Verification of Teaching Experience" form and submit it to the SDE, Office of Certification. The form will be evaluated and approved experience added to your S.C. certificate. In order for the SDE to make a change on your certificate, you will also need to complete and submit the "Request for Change Action" form. Both forms are available at www.ed.sc.gov. Send your updated certificate to the Human Resources Department. Your records will be updated, payroll will be notified to change your salary and any retroactive pay will be processed based on the effective date of the certificate.

How do I get paid for summer school or receive the money I earned for extra work?

If you are doing work different from your primary job, you will clock in on the TimeLink system to record hours worked for additional pay. Your location is responsible for submitting pay information for any worked performed for a stipend (flat amount regardless of the number of hours worked). Time should be entered when you perform the service, and the additional wages will be processed with your regular paycheck. Refer to the "Semi-Monthly Payroll Periods and Check Dates for Hourly/Substitute Pay" to determine when you will be paid for.

What is my employee number?

An employee number is provided to all newly hired employees. Your location's payroll time editor or your supervisor can assist you with identifying your number. The ETS Help Desk will assign your email and network user ID.

I signed up for Direct Deposit, but my first check was not sent to my bank?

The District is required to send a test "pre-notification" to your bank to validate your account and routing information before money is actively transmitted. The District sends a file to be pre-notified several days before each pay date. Changes to direct deposit information are made via Lawson Employee Self Service. Any time a change is made to your direct deposit information, the "pre-note" process will occur.

I am a new employee. When will I receive my first paycheck?

The district processes payroll for a specific pay period each paycheck date. Pay dates for non-12 month work schedules are as follows:

185/190 days – Semi-monthly (24 checks)	200/205/210/215/220 days – Semi-monthly (24 checks)
Beginning August 30, 2011 Ending August 15, 2012	Beginning July 30, 2011 Ending July 15, 2012