



**GREENVILLE COUNTY
SCHOOLS**
Where enlightening strikes

12 Month Employee Payroll FAQ Sheet

I am a salaried employee and started work after the first day of the regular, fiscal year work 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:	7-7-2014		Gross Pay per check (Remaining Salary/23)	1,483.34
Salary based on 245 days	47,407.00			
Daily Rate	salary/245 days	193.50		
Days Paid	7/7/14 – 6/30/15	241		
Total salary earned fiscal year	Total days worked x daily rate	46,633.01		
1st check – July 15, 2014: 7 days pay (July 7 – July 15)		1,354.50		
Remaining Pay		45,278.51		

How do I use personal leave days?

Two (2) sick leave days may be used for personal leave each fiscal year, with advance approval by your supervisor. If you use more than 2 personal leave days, your pay will be docked your daily rate of pay for each additional personal leave 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 fiscal 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.

How many sick leave days do I receive?

12 Month Employees earn 18 days of sick leave per fiscal 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 July 1st) will be advanced with your first paycheck. Beginning with your first check of the next fiscal year, you will accrue sick leave each semi-monthly pay date. If required sick leave exceeds accrued days, your pay will be reduced as necessary.

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).

How many checks do I receive?

There are 24 paychecks in our fiscal year pay cycle. If you are a new employee to the District, and start after the first day of the fiscal year (July 1), your salary will be calculated over the remaining number of checks in the fiscal year that ends on June 30.

If I leave the District, will I be paid for unused sick leave?

In accordance with District Policy GBQ, payment is made only to retiring employees for unused sick leave.

If I leave the District, will I be paid for my unused, accrued vacation time?

In accordance with District Rule GBRK, employees with unused, accrued vacation time will be paid for any unused vacation days at separation. The location should key any vacation time taken up to the last day worked, and payroll will deduct these days from the unused, accrued vacation balance.

Will I receive a step increase each fiscal year like a teacher?

Salary increases are approved by the Board of Trustees during the Budget process each fiscal year. Step and cost of living increases are part of this process.

How do I know how many sick and vacation days I have available?

Absences are entered in TimeLink by your supervisor and loaded into the Infor/Lawson payroll system when each paycheck is processed. You may check your available balances using the Review Balance screen in TimeLink ESS. Vacation balances must be taken within 7 months of the end of each fiscal year (by January 31st) if the balance is not banked. These balances are displayed in a separate total in the Employee Space Self Service system. Vacation days may be banked if you meet eligibility requirements found in District Policy GBRK.

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-note" to your bank to validate your account and routing information before money is actively transmitted. The District sends pre-notified file several days before each pay date. Changes to direct deposit information are made via Employee Space Self Service. Any time a change is made to your direct deposit information, the "pre-note" process will occur. This option is removed from the self service system during payroll processing and you cannot make changes.

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

The district processes payroll for a specific pay period each paycheck date. Refer to the "Semi-Monthly Payroll Periods and Check Dates" calendar, find the 1st day you are employed in the Pay Period range, and the corresponding check date.

PayrollFAQ12MonthEmployee rev 12-2016