



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.

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. 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. 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 a letter of verification stating your unused days. The unused days will be added to your District sick leave balance on a later paycheck.

How many sick leave days do I receive?

Employees earn 15 - 18 days of sick leave per fiscal year depending on how many days you work each 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 my employee number?

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

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 so that one paycheck will not absorb 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) (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).

I worked 12 hours in one day. Will I be paid overtime?

Overtime is calculated based on a seven day pay week (Monday - Sunday). If your worked time, not including sick leave or vacation time, exceeds 40 hours in your primary position, you will be eligible for compensatory time earned at the rate of 1.5 hours for each hour worked over 40. Your supervisor has the option of paying out the compensatory time or you may use it in lieu of leave time for paid time off. When the multiple job hours + primary job hours exceed 40 in a work week, the District pays overtime.

If I leave the District, will I be paid for my 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.

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 Lawson payroll system during payroll processing. 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 Lawson ESS system. Vacation days may be banked if you meet eligibility requirements found in District Policy GBRK.

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.

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 a pre-notified file 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. This option is removed from the self service system during payroll processing and you cannot make changes.

I did not work enough hours to cover my benefit deductions. Will more money be withheld from my checks to catch up my premiums?

Payroll is notified after each check date of employees who did not have benefit deductions. Additional amounts will be withheld from future checks to make up the missed amounts. If you are working in a benefits eligible position, it is important that you work the required number of hours each pay period. This will ensure that your earnings are sufficient to deduct benefit premiums. Failure to work the required number of hours each year may jeopardize your benefits eligibility.

When am I paid?

The District processes payroll twice monthly; the pay dates are on the 15th and 30th of each month. The pay calendar is published with check dates and pay periods. Your paycheck is based on the number of hours worked in each pay period and the hourly rate approved by Human Resources. The hours you work are entered and imported into the payroll system from the TimeLink Time & Attendance system. You must clock in and out to record your hours worked. If you are out of work on leave, you must notify your supervisor so that leave time may be entered and you will be paid accurately on time.