

What You Should Know

About Your Paycheck

All time worked before and after a job change from the “Birth to Three” program (L12) to a 10 month school (L10) is paid according to the regular payroll schedule. Hours on and after the effective date of the job change are paid based on your rate of pay when annual salary is prorated over 12 months. Hours before the effective date of the job change are paid based on your rate of pay when annual salary is prorated over 10 months

Moving from a position in the “Birth to Three” program (L12) to a position at a 10 month school (L10) *will* impact your per-pay amount received even if your annual salary is the same. As an employee in the “Birth to Three” program, your salary is divided over 26 paychecks. As an employee at a 10 month school, your salary is divided over 21 paychecks. Other additional pay such as longevity is also prorated over fewer paychecks, so you will notice more per paycheck even though the total annual amount will be the same. Keep in mind, there will be 5 paychecks over the summer months in which you do not receive any earnings. Also, certain deductions transition from being deducted over 24 or 26 paychecks to being deducted over 21 paychecks.

Example: Annual Salary \$60,000.00

\$60,000.00 divided by 21 paychecks = \$2857.14 gross per paycheck. (2857.14 divided by 80 hrs per ck = \$35.71 per hr)

\$60,000.00 divided by 26 paychecks = \$2307.69 gross per paycheck. (2307.69 divided by 80 hrs per ck = \$28.85 per hr)

Even though the hourly rate and per paycheck amount changed, the pay is the same by the end of each year. The hourly rate for salaried individuals is not displayed on their paychecks because they are not paid hourly; they are paid either 1/21st or 1/26th of their annual salary.

About 26 pay and Summer Pay Deductions

If your job change occurs before October 1st, you are able to enroll in the 26-pay or summer pay plan. These plans are designed to deduct a portion of your net pay during the school year and refund it to you over 5 paychecks over the summer months. If your job change occurs after October 1st, you still have the option to set money aside on a pay card to help you through the summer months when you receive no earnings.

About Sick/Vacation Leave Balances

Check your bargaining agreement (union contract) to determine if you receive an “up front” credit for sick/vacation leave, or if you receive a per-paycheck accrual.

- If you receive an “up front” credit for your sick leave, your balance will be adjusted effective the first of the month following your change. You will receive the 12 month sick amount for the months that you worked in a 12 month program/school. Then your balance will be adjusted for the months that you are working in a 10 month program/school.
- If you receive a per-pay accrual for your sick leave, your accrual amounts are calculated based on hours paid. The adjustment to your time will be effective on your paid hours. Any pay received as a paid over 12 months (L12) will have the 12 month accrual amount. Any pay received as an employee paid over 10 months (L10) will have the 10 month accrual amount.

If you are no longer eligible for vacation leave as an employee paid over 10 months, your earned and unused vacation balance will be paid out to you, generally on the paycheck after the job change occurs.

About Insurance Benefits

The change to your benefits will be effective the first of the month following the change or first of the month following in which the Benefits Department is notified (no retro-active adjustments). Employees paid over 10 months (L10 pay group) have insurance deductions (and flex credits) for July and August applied January-June on top of their regular deductions for January – June. Depending on the timing of your change from being paid over 12 months (L12) to being paid over 10 months (L10), you may end up owing money and being billed directly for your summer coverage to “catch up” for missed additional deductions from January – June.