



# New Payroll System Faculty

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# New Payroll System - Faculty

Why are we implementing a new system?

When is the change happening?

What is changing?

# New Payroll System - Faculty

- **Why?**
  - Required by LACOE (Los Angeles County Office of Education)
- **When?**
  - April pay period
- **What?**
  - Timing of some payments may change
  - Direct Deposit
  - Supplemental Checks
  - Tax withholding
  - New Paystub

# New Payroll System – Faculty

## What is Changing?

- Full Time Faculty
  - Summer and Winter contracts
  - Special Assignment
  - Substitute pay
  - Extra duty
- Everything paid on regular monthly paycheck
- Part Time Faculty
- Everything paid on regular monthly paycheck

# New Payroll System - Faculty

## Direct Deposit

No paper checks when direct deposit is set up

Supplemental checks

Garnishments

## Supplemental Checks

1 to 2 supplemental check runs available each week

Verification process required

Payments processed outside the regular pay cycle will take longer in the new system

## Tax withholding

Pay is not aggregated in new system

# New Payroll System - Faculty

## New Paystub

Paid leave will be separate line item in earnings section on paystub

Sick leave balance will include both advanced sick leave and sick leave bank

ESL balances will not show on paystub



# HOW TO READ YOUR PAY STUB IN THE BEST ADVANTAGE SYSTEM – HCM APPLICATION

DISTRICT: <b>64360 - (XXXXX - DISTRICT/AGENCY NAME)</b>		PAY LOCATION ID: <b>CE ABC123</b>	PAYROLL NUMBER: <b>ABC123</b>	CHECK DATE: <b>18MM-DD-YYYY</b>	WARRANT NUMBER: <b>12345678</b>																														
<b>EMPLOYEE INFORMATION</b>																																			
EMPLOYEE NAME: _____		DISTRICT: _____																																	
EMPLOYEE ID: 000000XXX		CER: _____																																	
<b>TAX INFO</b>		<b>DISTRICT/AGENCY ADDRESS</b>																																	
FEDERAL	CA STATE	111 STREET ADDRESS CITY, STATE, ZIP																																	
MARITAL STATUS: SINGLE	SINGLE	PAY FREQUENCY: SEMI-MONTHLY																																	
ALLOWANCE: 0	0	PAY BEGIN DATE: 08-01-2020																																	
EXEMPT STATUS:		PAY END DATE: 08-15-2020																																	
<b>HOURS AND EARNINGS</b>			<b>EMPLOYER PAID BENEFITS</b>																																
DESCRIPTION	BEGIN DATE	END DATE	RATE	HOURS	EARNINGS																														
REGULAR PAY	08-01-2020	08-15-2020	\$9,224.10	86.41	\$9,224.10																														
DRPER	08-01-2020	08-15-2020			\$135.37																														
AUTO ALLOWANCE	08-01-2020	08-15-2020			\$270.74																														
			<table border="1"> <tr> <th>DESCRIPTION</th> <th>CURRENT</th> <th>YTD</th> </tr> <tr> <td>MEDICARE ER CON</td> <td>\$139.64</td> <td>\$991.77</td> </tr> <tr> <td>OASDI ER TAX</td> <td>\$597.08</td> <td>\$4,240.68</td> </tr> <tr> <td>CA UNEMPLOYMENT</td> <td>\$0.00</td> <td>\$29.40</td> </tr> <tr> <td>PERS C DIST CON</td> <td>\$1,909.32</td> <td>\$13,004.04</td> </tr> <tr> <td>PERS SCH C DSC</td> <td>\$28.02</td> <td>\$190.86</td> </tr> <tr> <td>PERS CHOICE ER</td> <td>\$856.61</td> <td>\$2,569.83</td> </tr> <tr> <td>DELTA DENTAL ER</td> <td>\$91.18</td> <td>\$273.54</td> </tr> <tr> <td>VSP EMPLOYER</td> <td>\$11.12</td> <td>\$33.36</td> </tr> <tr> <td>GROUP TERM LIFE</td> <td>\$4.48</td> <td>\$13.44</td> </tr> </table>			DESCRIPTION	CURRENT	YTD	MEDICARE ER CON	\$139.64	\$991.77	OASDI ER TAX	\$597.08	\$4,240.68	CA UNEMPLOYMENT	\$0.00	\$29.40	PERS C DIST CON	\$1,909.32	\$13,004.04	PERS SCH C DSC	\$28.02	\$190.86	PERS CHOICE ER	\$856.61	\$2,569.83	DELTA DENTAL ER	\$91.18	\$273.54	VSP EMPLOYER	\$11.12	\$33.36	GROUP TERM LIFE	\$4.48	\$13.44
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GROUP TERM LIFE	\$4.48	\$13.44																																	
<b>TOTAL EARNINGS:</b>			<b>\$9,630.00</b>																																
<b>GROSS EARNINGS YTD:</b>			<b>\$68,398.03</b>																																
<b>BEFORE-TAX DEDUCTIONS</b>			<b>TAXES</b>																																
DESCRIPTION	CURRENT	YTD	DESCRIPTION	CURRENT	YTD																														
PERS SCH C SCP	\$9.48	\$66.36	FED INCOME TAX	\$2,003.26	\$14,356.86																														
PERS C MEM CON	\$645.66	\$4,519.62	STATE INCOME TX	\$759.19	\$5,415.25																														
			MEDICARE EE TAX	\$139.64	\$991.77																														
			OASDI EE TAX	\$597.08	\$4,240.68																														
<b>TOTAL:</b>	<b>\$655.14</b>	<b>\$4,585.98</b>	<b>TOTAL:</b>	<b>\$3,499.17</b>	<b>\$25,004.56</b>																														
<b>AFTER-TAX DEDUCTIONS</b>			<b>DIRECT DEPOSIT</b>																																
DESCRIPTION	CURRENT	YTD	DESCRIPTION	ACCT#	AMOUNT																														
			CHECKING	0703	\$5,475.90																														
<b>TOTAL:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>NET PAY: \$5,475.90</b>																																
<b>LEAVE BALANCES</b>			<b>SUBJECT GROSS YTD</b>																																
DESCRIPTION	ACCRUED	USED	ENDING BAL																																
SICK	00.00	00.00	1232.48	FED TAXABLE GROSS \$63,812.05																															
VACATION	00.00	00.00	80.38	STATE TAXABLE GROSS \$63,812.05																															
				MEDI TAXABLE GROSS \$68,398.03																															
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- Employee Information.** Displays your employee name and ID. This is used to identify you in the HCM System.
- Tax Info.** Displays Income tax withholding information, your allowances, marital status and exempt status when applicable.
- Hours & Earnings.** Displays all types of earnings that count as income, such as regular pay/hours, shift differentials, overtime, incentives, etc.
- Rate.** Displays your hourly rate depending on how you are paid.
- Hours.** Displays the number of hours you worked.
- Employer Paid Benefits.** Displays Benefits and total amounts paid for by your employer
- Before Tax Deductions.** Displays the deductions/reductions taken from your earnings before taxes are calculated and withheld. These IRS defined items include pre-tax deductions such as:
  - Medical, dental, and vision premiums
  - Flexible Spending Accounts (Health & Dependent Care Plans)
  - Deferred Compensation/Tax Sheltered Annuities
  - The Earned Salary Advance (ESA) reduction
  - CalPERS/CalSTRS Employee contributions
- Taxes.** Displays statutory taxes taken after income taxes are calculated and withheld may include:
  - Social Security (OASDI) tax
  - Medicare (MEDICARE) tax
  - Federal Withheld tax (FW)
  - State Withheld tax (SWT)
- After-Tax Deductions.** Displays additional or voluntary deductions taken after taxes which may include:
  - Credit Union Deductions
  - Supplemental Life Insurance
  - Union and/or Association Dues
  - State Disability Insurance Premium (SDI), if applicable
  - Medical, dental, and vision premiums
  - Flexible Spending Accounts (Health & Dependent Care Plans)
- Leave Balances.** Reflects sick and vacation balances based on your eligibility for the leave type.
- Subject Gross YTD.** Displays taxable gross dollar amount which forms the basis to calculate taxes.
- Direct Deposit.** Can be distributed to multiple accounts.
- Net Pay.** Reflects the total net amount of your paycheck.

# Questions?