



Education Support Professionals New Hire Orientation

October 23, 2023

Payroll Department

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Agenda

Payroll Cycle Overview

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ESPs You Are 3,408 Strong!



Payroll Cycle Overview

- Bi-weekly payroll frequency
- Two payroll cycles – AA and BB (pays on alternate Fridays)
- Most ESPs are on the AA payroll cycle
- Your work location (payroll representative) is responsible for the timely and accurate processing of your payroll information
- You are responsible for submitting your approved timesheets and certificate of absence (COA) in a timely manner to avoid incorrect payments



All Days Paid (ADP)

- The ADP rate is used to pay employees for all the days (paid and unpaid weekdays) on their calendar, from the first day of the calendar to the day. (8/17/2023 thru 06/10/2024)
- Most ESP employees are on the 188 Day calendar, therefore there are 212 ADP days in the 2023-2024 school Year
- The ADP rate enables the District to pay equal paychecks throughout the school year
- Your contractual annual salary is not impacted by the ADP rate and is used only for calculation purposes



ADP Days – Example

Example:

ESP – 188 Day Calendar

2023-2024 School Year

Calendar Begins 08/17/2023 and ends 06/10/2024

181 Workdays + 6 Paid Holidays + 25 Non-Workdays = 212 ADP Days



ADP Continued

Pay scale					
Reason			Cap.util.lvl	100.00	
PS type	PP	Para Professional	WkHrs/period	58.44	Semi-monthly
PS Area	BC	Broward County, FL	Next inc.		
PS group	GRADE 13	Level 01	Ann.salary	21,038.00	USD

Wag...	Wage Type Long Text	O...	Amount	Curre...	I...	A...	Number/Unit	Unit
3HRY	Hourly Rate		15.00000	USDN	I	<input checked="" type="checkbox"/>	0.00	Hours

IV	03/15/2023	-	12/31/9999	<input type="button" value="◀"/>	<input type="button" value="▶"/>	15.00000	USDN
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All Days Paid Rate	13.10748
All Days Paid Days	214



Year Round Pay

- Year-round Pay is an optional plan offered to employees on certain calendars (240 and below)
- YRP spreads your annual contract salary over 12 months allowing you to receive checks during the summer break.
- Enrollment Begins in May of Each school year
- Once you are enrolled, the enrollment is perpetual, you will remain in the program year after year unless you elect to opt-out during the enrollment period.
- The District follows the IRS regulations for Deferred Compensation therefore you cannot opt in or out after the start of your calendar unless you have a qualified hardship.

Deductions

- All health related deductions such as medical, dental, vision and other supplemental insurances are handled by the Benefits Department
- All other deductions such as union dues, garnishments, child support, taxes, Tax Shelter Annuities (TSA) etc. are handled by the Payroll Department
- To establish a TSA account, you must consult with the respective Agent (changes and modifications to an existing account must also be coordinated by the Agent)
- FRS deduction (employee contribution) – 3% of qualified wages



Paycheck Overview

NAME.....		LOCATION....	MIRROR LAKE EL	CHECK DATE.....	03/17/2023
PERS. NO....		POSITION....	TEACHER ASSISTANT-TI-PK-E	PERIOD FROM...	02/27/2023
TAX STATUS..	Head of household or f	GROUP.....	GRADE 13	PERIOD THRU...	03/12/2023
EXEMPTIONS..	00	STEP/RANGE..	01	PSA/CAL.....	187B Day Cal

	GROSS INCOME	PRE-TAX DEDUCTION	TAXABLE INCOME	TAXES	POST-TAX DEDUCTION	NET PAY
CURRENT	983.06	29.50	953.56	76.72	0.00	876.84
CAL YTD	1,966.12	59.00	1,907.12	153.43	0.00	1,753.69
ANNUAL SLRY	21,037.50					

DESCRIPTION	POSITION	RATE	HOURS	CURRENT	RETRO	CHK TOTAL	YTD	DEDUCTIONS SUMMARY		
								TAXES	CURR	YTD
Reg Hours-Primary	80222644	13.10748	75.00	983.06		983.06	1,867.81	FED W/H	1.51	3.02
Holiday Pay							98.31	FICA	60.95	121.90
								MEDICARE	14.26	28.51
Total gross				983.06		983.06	1,966.12	TaxYTD	76.72	153.43
								PRE-TAX FRS CONTRB	29.50	59.00
								TTL PRE-TA	29.50	59.00



Paycheck Overview continued

	BEG BAL	ADJUST	EARNED	USED	END BAL
VACATION	0.00	0.00	0.00	0.00	0.00
SICK	30.00	0.00	0.00	0.00	30.00
SPR *Included in SICK				0.00	
COMP TIME	0.00	0.00	0.00	0.00	0.00
DIRECT DEPOSIT We Florida Financial					876.84
The School Board of Broward County, Florida					



Miscellaneous

- Direct Deposit is a mandatory requirement for ALL SBBC employees: if you do not have direct deposit, you must establish an account ASAP.
- Employees on the 188 Calendar do not accrue vacations hours: they accrue nine (9) sick days annually.
- Four (4) sick days are given at the start of the school year, therefore if an employee uses the days before they are earned, the value of those days must be paid back to the District if the employee leaves the District.



Miscellaneous continued

- Sick hours accrual begins after the 45th day of employment (ESP)
- Hours cannot be used until after the 75th workday
- Employees may use up to six (6) days per year as Personal days (deducted from sick accrual bucket)
- Probationary period ends at the completion of 131 work days
- Employees may view their payroll information including accruals and deductions by logging into Employee Self Service (ESS)
- <https://browardcountyschools.sharepoint.com/sites/technology/ERP/SitePages/ESS>



Payroll Department Contact Information

Phone: (754) 321-2450

Fax: (754) 321- 2478

All important documents, reminders, payroll schedules and relevant payroll communication can be found on the Payroll Department SharePoint site:

<https://browardcountyschools.sharepoint.com/sites/Intranet/PAP/SitePages/Home>





"TELL ME AND I FORGET,
TEACH ME AND I MAY REMEMBER,
INVOLVE ME AND I LEARN."

~ BENJAMIN FRANKLIN





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