

# Education Support Professionals New Hire Orientation

October 23, 2023

**Payroll Department** 

**Antonio Brihm - Payroll Supervisor** 



# **Agenda**

Payroll Cycle Overview

All Days Paid (ADP)

Year Round Pay {YRP)

Deductions

Paycheck Overview

Miscellaneous

Contact Information



# 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

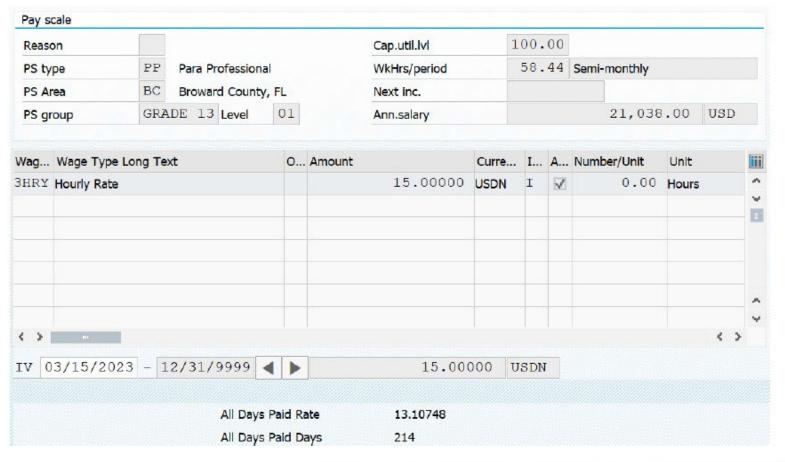
2023-2024 School Year

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

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



#### **ADP Continued**





#### **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.

PAYROLL DEPARTMENT

#### **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**

| TAX STATUS. Head of household or f EXEMPTIONS 00 |   |          |       | POSITIONTEACHER ASSISTANT-TI-PK-E<br>GROUPGRADE 13<br>STEP/RANGE01 |       |                          |                   | PERIOD FROM 02/27/2023 PERIOD THRU 03/12/2023 PSA/CAL 187B Day Cal |                                |                             |  |
|--|---|----------|-------|--|-------|--------------------------|-------------------|--|--------------------------------|-----------------------------|--|
| CURRENT  | SS INCOME<br>983.06<br>,966.12<br>,037.50 |          |       | TAXABLE IN 953.5   | 6     | TAXES<br>76.72<br>153.43 |                   |  | NET PAY<br>876.84<br>1,753.69  |                             |  |
| DESCRIPTION                                      | POSITION                                  | RATE     | HOURS | CURRENT  | RETRO | CHK TOTAL                | YTD               |  | CTIONS SUM                     |                             |  |
| Reg Hours-Prima<br>Holiday Pay                   | ry 80222644                               | 13.10748 | 75.00 | 983.06   |       | 983.06                   | 1,867.81<br>98.31 | TAXES FED W/H FICA MEDICARE  | CURR<br>1.51<br>60.95<br>14.26 | YTD<br>3.0<br>121.9<br>28.5 |  |
| Total gross                                      |   |          |       | 983.06   |       | 983.06                   | 1,966.12          | TaxYTD   | 76.72                          | 153.4                       |  |
|  |   |          |       |  |       |                          |                   | PRE-TAX<br>FRS CONTRB  | CURR<br>29.50                  | YTD<br>59.0                 |  |
|  |   |          |       |  |       |                          |                   | TTL PRE-TA   | 29.50                          | 59.0                        |  |



# **Paycheck Overview continued**

|                | BEG BAL | ADJUST | EARNED | USED | END BAL |
|----------------|---------|--------|--------|------|---------|
| CATION         | 0.00    | 0.00   | 0.00   | 0.00 | 0.00    |
| ICK            | 30.00   | 0.00   | 0.00   | 0.00 | 30.00   |
| PR *Included : | in SICK |        |        | 0.00 |         |
| COMP TIME      | 0.00    | 0.00   | 0.00   | 0.00 | 0.00    |

DIRECT DEPOSIT We Florida Financial

376.84

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 75<sup>th</sup> 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

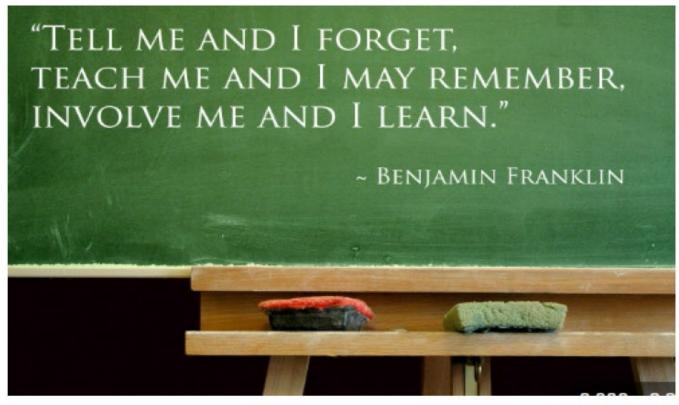
All important documents, reminders, payroll schedules and relevant payroll communication can be found on the Payroll Department SharePoint site:

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













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