

Payroll Presentation

May 14, 2013

Time Sheet

- No SSA # now EID# - Please enter this # on Adjustments – Not Badge #'s.
- **PB** – No Pay. **EL** – Personal Necessity – Comes from Sick Days. Allowed 7 Days.
- **8 hours/day = 1.000** 9 hours/day = **1.125** 10 hours/day= **1.250**
- Percentages – Set calculator for 3 decimals. Divide the # of hours out by # hours worked.
(2 ÷8 = .250)
- Flex in Green on top of timesheet
- Comp time in Red – Use within the year.
- Overtime – Need OT account no. Written in column next to “Description”

Vacation/Sick Report

- Vacation Days accrued at the end of the month - depends on how many years of service in classified position on monthly accrue. In Contract.
- Advanced 12 Sick Days July 1st.
- ECC does not contribute to State Disability.
- Sick – Per Ed Code 100 days Sick. SD paid at ½ time you are out. Can use Vacation or Comp time with SD. (SD/V, SD/CT, SD/No Pay)
- Reports printed every month after 10th payroll.

Pay Stubs

- 1st check of the month 25th **ESA – Estimated Salary Advance.** ½ of your Adjusted Gross Salary. Pre-Tax Reductions(PERS, TSA, Section 125 (Insurance, Reimbursed Medical)
- Mo. Salary – Pre-Tax Reduction ÷2 = ESA.
- 10th check – Actual Check. ESA shows as Pre Tax Deduction.
- Overtime, Dock -time, Adjustments processed on this check.
- Voluntary Deductions (ECCE, Disability Ins., Computer Loan, Insurance not pre-taxed) paid on 10th – Under “Employee Deductions”
- Additional Tax Withholding – 10th check.
- EID # & Tax Status – On pay stub.
- 25th or 10th – lands on weekend – Paid the Friday before.

Any questions – call me @ ext. 3144 or email me – egardea@elcamino.edu