

EVERYTHING YOU EVER WANTED TO KNOW ABOUT YOUR PAYCHECK

(But were afraid to ask)

The logo for National Payroll Week 2021 is centered on a purple background. It features the text "NATIONAL PAYROLL WEEK 2021" in a bold, sans-serif font. "NATIONAL" and "PAYROLL" are in dark blue, "WEEK" is in a lighter blue, and "2021" is in green. A yellow horizontal line is positioned below the text.

**NATIONAL
PAYROLL
WEEK 2021**

topics

- What is my GROSS PAY
 - Hourly vs. Salary
- Deductions
 - Mandatory
 - Taxes
 - State Pension
 - Voluntary
 - Insurance
 - Investment
- Paid Time Off
- Overtime
- Employee Portal



But First....when and how often do I get paid?

Dysart Unified School District operates on a **BI-WEEKLY** pay schedule, which means that you get paid **every other week** on **TUESDAY!**

Click [HERE](#) to see the bi-weekly pay schedule for this year.





What is my GROSS PAY?



SALARIED or CERTIFIED employees:

Your GROSS pay (before deductions are withheld) is calculated by taking your annual or prorated annual salary divided by the number of pays you selected on your contract, or the number of pays left in that selection if starting mid-year. For example:

<u>Annual Salary</u>		<u>Pays selected</u>		<u>Bi-weekly Pay</u>
\$45,000.00	/	26	=	\$1,730.77

HOURLY or CLASSIFIED employees:

Your GROSS pay (before deductions are withheld) is calculated by taking the number of hours you worked in the 2-week pay period and multiplying by your hourly rate of pay.

For example:

<u>Hours Worked</u>		<u>Hourly Rate</u>		<u>Bi-weekly Pay</u>
70	x	\$14.48	=	\$1,013.60

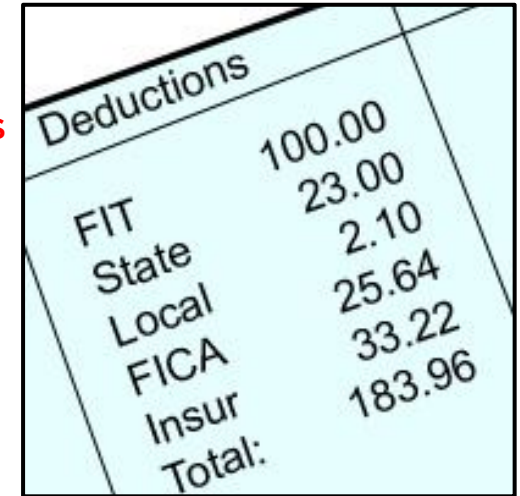
Any previously assigned supplemental work done outside your regularly scheduled job will be paid on the same bi-weekly pay schedule and paid in addition to your regular pay.

Mandatory Deductions

ALL INCOME YOU RECEIVE FROM YOUR EMPLOYER IS SUBJECT TO THESE DEDUCTIONS

Because you have a job in the **United States of America**, your gross pay is subject to the following withholdings:

- Social Security Tax (FICA-SOC SEC) - Withholding rate 6.2%
- Medicare Tax (FICA-MEDICARE) - Withholding rate 1.45%
- Federal Income Tax - Withholding based on an annual tax table and entries made on the the W-4 tax form
 - [IRS Form W-4 and Instructions](#)
 - [IRS Tax Withholding Estimator](#)




Deductions	
FIT	100.00
State	23.00
Local	2.10
FICA	25.64
Insur	33.22
Total:	183.96

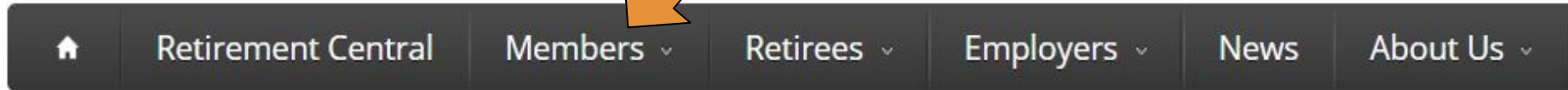
Because you work for a public school district in the state of **Arizona**, your gross pay is also subject to the following withholdings:

- State Income Tax - Withheld at the percentage selected on the [A-4 tax form](#)
- ASRS Retirement - Arizona State Retirement System (state pension), Withholding rate 12.22% for 2021-2022 school year. See next page for more information.
- ASRS LTD - Long Term Disability provided by ASRS, Withholding rate 0.19% for 2021-2022 school year.



 GROSS PAY minus DEDUCTIONS equals **NET PAY**

For more information about the **Arizona State Retirement System (ASRS)**, visit their website at www.azasrs.gov and click on the Members tab.



ASRS contributions are withheld for all employees who *work 20 hours or more per week* and are forwarded to ASRS on a bi-weekly basis. Once you enroll and create your login account on their website, you are able to see your contributions accumulate over time and see your projected pension payment amounts.



Voluntary Deductions

If you work in a **benefit-eligible position** (scheduled for 30 or more hours per week), you have the choice to enroll in employee benefits which include:

- Health Insurance through Blue Cross/Blue Shield of AZ
 - The HSA plan includes a Health Savings Account through Health Equity
- Dental Insurance through Delta Dental or Total Dental Administrators
- Vision Insurance through Avesis
- Accident Insurance through Colonial Life
- Short-Term Disability Insurance through Sun Life
- Supplemental Life Insurance for Self, Spouse, Child
- See complete 2021-2022 Benefits Guide [here](#).



PRE-TAX Deductions!

Some benefit deductions such as Medical, Dental, and Vision premiums, plus HSA and Retirement plan contributions are withheld before taxes are calculated, meaning your **taxable income** is lower than your actual income.

For additional **retirement** savings, you can open a **403b**, or **457b** account with one of our approved [Investment vendors](#) and make your pre-tax contributions by payroll deduction!



PAID TIME OFF!

Depending on the [Work Calendar](#) for your position, you will earn some or all of the following Paid Time Off:

- Sick Leave (all positions earn up to a maximum of 40 hours per year)
- Discretionary Leave
- Vacation
- Paid Holidays

Please refer to your Work Calendar in the link above to see how much paid time off you are eligible for and how it is accrued.

How does Paid Time Off affect my paycheck?

Normally it does not. However, if you are in a situation where you need to take a day off work and you do not have enough accrued paid time off to cover the absence, your pay will be docked for time you are deficient. For example, if you take a full 8 hour day off for Discretionary leave and you only have 4 hours of Discretionary leave available, your paycheck will be docked for 4 hours at your hourly rate, or a half day at your daily rate.

Overtime



U.S. DEPARTMENT OF LABOR

The Fair Labor Standards Act dictates that nonexempt (hourly) employees must receive overtime pay for hours **worked** over 40 per workweek at one-half times the regular rate of pay.

Dysart Unified School District defines the workweek as **Saturday through Friday**. Working overtime is under the direction of each supervisor and must be **pre-approved** by the supervisor **before** the hours are worked.

For those employees who work more than 40 hours per week doing multiple jobs at different rates of pay, Dysart uses a **blended rate**, or *weighted average* calculation to determine the rate at which to pay hours worked over 40.

Hours Worked	Pay Rate	Pay			
<u>Job 1</u>	<u>Job 1</u>	<u>Job 1</u>			
35	\$14.48	\$506.80			
			Total Pay	Total Hours	Blended Rate
			\$689.05	50	\$13.78
<u>Job 2</u>	<u>Job 2</u>	<u>Job 2</u>			
15	\$12.15	\$182.25			



Where do I find my Pay Stub?

Why, the Employee Portal, of course! After logging in to the Employee Portal (a two-step authentication process that requires entering a 6-digit code that is sent to your Dysart email account), you can view your leave (PTO) balances and change your address under **Employee Resources**. View or print your pay stubs and W-2's, change your Federal and State tax withholding, and change your direct deposit account information under **Pay/Tax Information**. Enroll in benefits within 30 days of hire, or during annual Open Enrollment under **Benefits**. And much more!! Take a look and get acquainted!



PAYROLL

**Still have questions?
We are here to help!**

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