

PeopleStuff



False Alarm

Moving to clear up confusion about a recent tax law change, the Internal Revenue Service today reassured teachers and other school employees that new deferred-compensation rules will not affect the way their pay is taxed during the upcoming school year.

Recently, the IRS has received inquiries from teachers who had been told that they had to make certain decisions about their pay, this month, or risk severe penalties. At issue

is a 2004 law change that applies to people who decide to defer compensation from one year to a future year. In April, the Treasury Department and the IRS issued final rules implementing this law change.

Under the 2004 law, when teachers and other employees are given an annualization election – that is, they are allowed to choose between being paid only during the school year and being paid over a 12-month period – and they choose the 12-month period, they are deferring part of

their income from one year to the next. For instance, a teacher who chooses to get paid over a 12-month period, running from August of one year through July of the next year, rather than over the August to May school year, falls under this law.

The IRS announced that the new deferred-compensation rules will not be applied to annualization elections for school years beginning before Jan. 1, 2008

The IRS clarified that the new rules do not require school districts to offer teachers an annualization election. Thus, school districts that have not been offering teachers this election are not required

to start.

School districts that offer annualization elections may have to make some changes in their procedures. The IRS announced that the new deferred-compensation rules will not be applied to annualization elections for school years beginning before Jan. 1, 2008, so school districts and teachers will have time to make any changes that are needed.

More information, including answers to frequently-asked questions is posted on:

<http://www.irs.gov/govt/fslg/article/0,,id=172914,00.html>

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Payroll Cards

HISD provides payroll cards for all employees not on direct deposit. The benefits for employees are numerous including: no check-cashing fees, convenient, easy access to funds, and no delays caused by mail, weather, or national emergencies. In addition, there are no required minimum balance,

credit check, or application fees, and employees will have fast access to funds if card is lost. There is an added security benefit because accounts are FDIC insured.

Employees pay only for additional transactions beyond

the one free over-the-counter transaction and two free ATM withdrawals per payday. HISD will realize lower payroll-processing costs for electronic versus paper transactions, lost or stolen checks, stop payments, and re-issuance of checks.

What To Do If You Have A Pay Problem

FOOD SERVICE



FS EMPLOYEES ASSIGNED TO A CAMPUS:

Notify your worksite supervisor (Senior Food Service Attendant) who will consult with the time recorder of the school to verify input of time

If time was reported correctly and approved, contact the Food Service HR to assist with the problem at 713/924-2372 or 713/924-2362. If the problem is not pay related, refer to the section below titled for "All Other Employees".

FS SUBSTITUTE ATTENDANT

If you are a substitute food service attendant and the time reported is incorrect, contact Nicole Blake, FS Payroll Manager at 713/924-2372.

FS EMPLOYEES ASSIGNED TO FS ADMIN OFFICE:

Contact Nicole Blake, FS Payroll Manager at 713/924-2372. .

CFS AND TRANSPORTATION

Contact your supervisor. Be prepared to provide your supervisor with a copy of your pay statement and any other documentation that may help resolve the pay issue.



Supervisors will research the problem and submit proper documentation to the Transportation Payroll Department.

It is the responsibility of the Supervisor to inform employees on the status of their payroll issue. If the issue has not been resolved by the following payday please call the HR Customer Services Department at 713-892-7378 or send an e-mail to:

hanswerline@houstonisd.org

All Other Employees

I did not get a check or a direct deposit pay statement

- Consult with the time recorder at your work site



My earnings or wages (before taxes and deductions) are wrong

- Consult with the time recorder at your work site
- Consult with your supervisor
- E-mail (or have your time recorder e-mail) the HR Answer Line (hanswerline@houstonisd.org) with details of your problem (employee ID number, name, work location and a description of your problem)
- Call the HR Customer Services Dept. at 713-892-7378

My deductions are wrong

- E-mail (or have your time recorder e-mail) the HR Answer Line (hanswerline@houstonisd.org) with details of your problem (employee ID number, name, work location and description)
- If unresolved, call the HR Customer Services Dept. at 713-892-7378

I am not on direct deposit

- It takes two complete pay cycles after you turn in your

direct deposit form for it to take effect

- If you have not yet enrolled direct deposit, ask your supervisor or time recorder for the form. Direct deposit forms may be downloaded from the HISD Portal



My leave balances are wrong

- E-mail (or have your time recorder e-mail) the HR Answer Line (hanswerline@houstonisd.org) with details of your problem (employee ID number, name, work location and a description of your problem)
- Call the HR Customer Services Dept. at 713-892-7378



My address is wrong

- You can change your address on-line using the portal: "Employee Service", Change Personal Information.
- Submit a form obtained from your work location time recorder
- Call the HR Customer Services Dept. at 713-892-7378

I have a question that is not listed here

- E-mail (or have your time recorder e-mail) the HR An-

Keys to first 2007-2008 payday



- Twelve-month salaried employees will receive their final paycheck for 2007–2008 on August 22, 2007.
- Salaried employees who work 10–11.5 months per year and who began work on August 13, 2007, will receive paychecks in the amount of their annual salary divided by 26, in 26 equal installments. Employees will receive the first paycheck on August 22, 2007.
- Hourly employees receive payment on each scheduled payday for the number of hours worked during the pay periods.
- Hourly and substitute employees, including Food Services and Transportation employees, who work from July 30, 2007 through August 12, 2007, will receive a check for that period.

Benefits Deductions Arrears

In order not to create an undue hardship on employees returning to work after the summer break, HISD takes benefits arrears deductions according to the table shown on the right.

PAYDAY	DEDUCTIONS TAKEN
August 22, 2007	No Arrears Deduction
September 5, 2007	Regular Deduction
September 19, 2007	Regular Deduction + One Arrears Deduction
October 3, 2007	Regular Deduction + One Arrears Deduction
October 17, 2007	Regular Deduction + One Arrears Deduction
October 31, 2007	Regular Deduction + One Arrears Deduction
November 14, 2007	Regular Deduction + All arrears taken

Direct Deposit

It is the policy of HISD to pay all employees by direct deposit of earnings on a bi-weekly payroll schedule. All salaried employees will be paid on a 26-payday annual schedule.

Employees may have their wages and earnings direct deposited into either a checking account or savings account at



the financial institution of their choice. A maximum of two different banks (any combination of saving or checking accounts) can be used with earnings split between them.

Although your bank or savings institution may have its own



forms, you must submit the HISD Direct Deposit form which contains unique setup information. Forms must be submitted with a blank “voided” check attached. Direct Deposit forms and instructions may be downloaded from the Portal, or from your school or department secretary.



The traditional customer service functions of the Human Resources and Payroll departments have been brought together under one umbrella called the Customer Service Center. Employees may call 713/892-SERV (7378) for assistance or e-mail the HR Answer Line

hanswerline@houstonisd.org

Leave Balance

Leave balances are reported in hours on your paycheck. All leave balances were converted from days to hours in January 2000. Current leave balances are reported every other Wednesday on the employee's pay statement and the HISD Portal.

The following leave balances are maintained:

- State Personal Leave (Replaced State Sick Leave beginning 9/1/95)
- State Sick Leave (Renamed to State Personal Leave begin-

ning 9/1/95)

- Local Personal Leave (non-hourly employees only)
- Vacation Leave (for 12-month salaried employees ONLY)



Note: Absence(s) due to illness will be deducted from your vacation balance if all other leave balances have been

exhausted. Leave balances are deducted for absences in the following order: 1) state personal, 2) state sick leave, 3) local personal leave, and 4) vacation (if

applicable). As per state law, state sick leave can only be used for personal illness. State Sick Leave remains available to active employees who were eligible before 9/1/95.

If you have questions about the District's leave program or your leave balances, contact your work location supervisor. Supervisors now have access to their employees' leave balances online at the work site. You may also use the District's e-mail system to contact the HR Answer Line

(hanswerline@houstonisd.org)

State Leave Buy Back



At the end of each school year, employees may sell up to 5 days of their unused current year allotment of state personal leave days. The days are paid at 50% of the employee's hourly rate of pay of the prior school year.

Applications will be sent out in mid-September for the prior year ONLY to employees who have days eligible for buyback. For the 2006-2007 school year, applications will be available through your school or department work location in the fall.

RECRUITMENT INCENTIVE

Certified teachers who were hired for the 07-08 school year and signed a Recruitment Incentive Agreement, prior to August 27, 2007, will receive the first payment on the paycheck scheduled for October 3, 2007.




Recruitment Incentives were available in a limited number to certified teachers in certain subject areas. If you sign a Recruitment Incentive but do not receive



payment on this check, please submit an e-mail to your HR Generalist. Your request will be researched and you will receive a response.

Teachers hired in the 2006-07 school year who are eligible for the second half of the recruitment incentive will receive that payment on the last pay-

check in April 2008.

HR GENERALISTS		
AREA	PHONE#	NAME
East Region: Austin, Chavez, Furr, and Milby Feeders, and Eastwood Academy	713-556-7455	Arlene Lassin
Central Region: Lamar, Reagan, Scarborough, Waltrip, and Yates Feeders	713-556-7419	Mary Pena
North Region: Davis, Houston, Kashmere, Washington, and Wheatley Feeders, and Crossing Guards	713-556-7443	Stephanie Hudson
West Region: Bellaire, Lee, Westbury, Sharpstown, and Westside Feeders	713-556-7431	Mike Luman
South Region: Jones, Sterling, Madison, and Worthing Feeders Alternative Schools: Carter, CEP, CLC, Crossroads, Harper, HCC, and Houston Night	713-556-7437	Nora Rodriguez
Administration (Warehouse & Police Dept.)	713-556-7449	Audrey Gomez
CFS, Transportation, and Custodians	713-556-7461	Gary Estess
Food Service Employees	713-556-7467	Tesha Foster
SUBSTITUTE TEACHERS AND CLERKS		
Associate Teacher Office	713-556-7405	Subanswerline@houstonisd.org
PAYROLL ISSUES AND CONCERNS		
Payroll issues & concerns	713-556-7378	HR Customer Service Department
Garnishment	713-556-6459	Payroll Department
Stipend payments	713-556-6452	Payroll Department
W-2 copies	HR Answerline	hanswerline@houstonisd.org
Direct Deposit and PayCard	Must be done in person	HR Customer Service Department
RETIREMENT		
Obtain a retirement package	800-223-8778	Teacher Retirement System
Speak with an HISD Retirement Counselor	713-613-2255	Euletha Campbell ecambe2@houstonisd.org
For final status of forms TRS 7	713-613-2255	Euletha Campbell ecambe2@houstonisd.org
For final status of forms TRS 6	713-892-7378	HR Customer Service Department
COMPENSATION  JOBS  BENEFITS 		
Compensation and Service Records	713-556-7323	
HISD Jobs	713-556-7363	
HISD Benefits Outlook	877-780-4473	

District-wide Stipends

Stipends are additional compensation generally reserved for school based employees who are handling additional responsibilities or who are certified in critical shortage areas. Examples and payment schedules of some pre-approved stipends are:

<i>Bilingual/ESL Stipends</i>	paid in December and June
<i>Athletic Coaching Stipends</i>	paid at various times depending on the sport
<i>Departmental Chairperson Stipends</i>	paid in December and May
<i>Extracurricular Stipends</i>	paid in December and May
<i>Magnet Coordinator Stipends</i>	paid in 20 bi-weekly installments starting 9/5/07
<i>Special Education Stipends</i>	paid in December and May
<i>Title One Coordinator Stipends</i>	paid in December and May

New stipends may be created following the process outlined in the Compensation Manual.

Additional Time Worked - Any payment to teachers and other instructional employees for additional time worked during the contract year will continue to be reported through Time and Labor as Extra Pay. Refer to the current HISD Compensation Manual for more information.

Additional Pay (Differential Pay)

Additional Pay - Other additional compensation paid to employees may include shift differentials, money carrier, leaderman and lock up pay. The 2007-2008 Compensation Manual contain the guidelines for eligibility and rates of pay.

A roster is sent out at the beginning of the school year for work location supervisors to designate who should receive differential or lock up pay. If after the beginning of the school year, an employee transfers into a position that is eligible for differential, lead, or lock up pay, the work location notifies the Human Resources Department in writing and the employee is setup in PeopleSoft to receive it automatically. When an employee transfers out of that assignment, the work location notifies Human Resources in writing and the pay associated with the former position is stopped.

TSR

Teacher Supply Reimbursement (TSR) - Salaried teachers are eligible to purchase up to \$50 in classroom supplies annually and be reimbursed by the district. Upon purchasing your supplies, you may contact your school office and turn in your receipts.

The Time Recorder at your school will input your request for reimbursement once the principal has approved it. The reimbursement will appear on your check as a net pay item (no taxes deducted).

Understanding Your Pay Statement...

It is important that you review your pay statements each payday. It contains information including:

- pay period covered by the pay statement
- the number of hours worked
- Name, address and social security number (last four digits suppressed)
- Employee ID number
- tax status and withholding allowances.
- current and year-to-date earnings, wages and taxes
- pre – and post –tax deductions
- Benefits paid by HISD on your behalf
- Calendar Year-To-Date Earnings, Deductions and Tax balances
- leave balances (state sick leave, state personal leave, local personal leave, and vacation if applicable).
- Net pay
- Special payroll message

A sample pay statement is shown on the next page.

Houston ISD
3830 Richmond Avenue
Houston, TX 77027

Pay Terms: 10 Mos Over 12 Pay 26 Last Check Due On: 08/11/2004
Pay Begin Date: 03/15/2004 Advice #: 2345678
Pay End Date: 03/28/2004 Advice Date: 04/07/2004

Topnotch Aide 234 Any Street Houston, TX 77000 SSN: 234-56-XXX	Employee ID: 23456 Department: 234-Sch Location: Topline Aide, No. 100000000 \$22,357.00 Contract	TAX DATA: Fed: 0 Marital Status: Single Allowances: 0 Addl. Per.: Addl. Amt.:
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This section shows your name, your address, and your Social Security Number with the last four digits concealed

Employee ID Number is unique identifier

Status and Allowances claimed on your W-4 Form

HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Current Earnings	School YTD Earnings	Calendar YTD Earnings	Description	Current	CYTD
Regular Pay		80.00	1,094.62	17,566.21	7,452.34	Fed Withholding	172.06	1,050.64
Escrow - Earned Not Paid			184.26	3,040.29	1,289.82			
Escrow - Paid Not Earned			20.47	92.18	143.29			
Unpaid Holiday		40.00	0.00		0.00			
Bus Driver Wheelchair @ 1.06	15.710550	23.75	395.31	2,589.52	1,261.46			
Overtime Pay (Premium @ 0.5)					3,491.65			
State Supplemental Co					124.98			
Unpaid Leave					302.12			
Unpaid Time					181.27			
Incentive Pay			0.00	309.00	0.00			
Bus Driver Pay - Regular Route			0.00	61.61	0.00			
State H&W Supplement			0.00	83.33	0.00			
Total:		167.75	1,441.96	27,996.46	10,413.03	Total:	172.06	1,050.64

This section shows your earnings for the current pay period, the school year year-to-date, and the calendar year-to-date

The amount of Federal Income Taxes withheld, Social Security Taxes, or Medicare Taxes deducted as applicable

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	CYTD	Description	Current	CYTD	Description	Current	CYTD
401(k)	46.13	323.05	Child Life and AD&D	0.74	5.18	Supp Life-Non Taxable (Std)	0.40	3.22
National Pacific Dental	11.36	79.52	First Educators Credit Union	50.00	350.00	Supp Life-Taxable (Std)*	1.94	13.58
Supplemental Life - Standard	7.50	52.50	Income Replacements-After Tax	4.12	28.84	Unemployment Insurance Contrib	0.75	5.25
Teachers Retirement Sys - BT	92.29	658.51	Houston Educ Support Personnel	11.12	77.84	Worker's Comp - Admin	23.51	164.47
Vision	9.14	63.98	Houston Paraprofessional Staff	12.00	84.00			
Total:	166.44	1,177.56	Total:	112.08	785.54	* Taxable		

This section shows deductions BEFORE taxes including medical, dental, vision, TRS Before-Tax (6.4%), and flexible spending accounts

This section shows deductions AFTER taxes including garnishments, charitable contributions, employee organization dues, and TRS After-Tax (0.65%)

This section shows benefits paid by HISD on your behalf

TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY	
Current:	1,441.96		1,277.46		172.06		278.52		991.38
CYTD:	10,413.03		9,249.95		1,050.64		1,963.10		7,400.19

VACATION	SYTD	State Personal Leave	SYTD	State Sick Leave	SYTD	Local Personal Leave	SYTD	NET PAY DISTRIBUTION	
Beginning Balance:	0.00	Beginning Balance:	0.00	Beginning Balance:	0.00	Beginning Balance:	0.00	Advice #000000002345678	991.38
+ Advanced:		+ Advanced:		+ Advanced:		+ Advanced:	40.00		
+ Bought:		+ Bought:		+ Bought:		+ Bought:			
- Taken:		- Taken:	40.00	- Taken:		- Taken:	32.00		
- Sold:		- Sold:		- Sold:		- Sold:			
+ Adjustments:		+ Adjustments:		+ Adjustments:		+ Adjustments:	8.00		
End Balance:	0.00	End Balance:	0.00	End Balance:	0.00	End Balance:	0.00		

This section shows your leave balance by category

Districtwide messages are printed here

Houston ISD
3830 Richmond Avenue
Houston, TX 77027-5838

Date: 04/07/2004
Advice No: 2345678

Deposit Amount: \$991.38

To The Account(s) Of

TOPNOTCH AIDE
234 Any Street
Houston, TX 77000

Your Name and Address

DIRECT DEPOSIT DISTRIBUTION	
Account Type	Deposit Amount
Checking	\$991.38
Total:	\$991.38

Net Pay deposited into your bank account

NON-NEGOTIABLE

2007-2008 PAYDAY CALENDAR

FROM (MONDAY) 1	TO (SUNDAY) 1	PAYDAY (WEDNESDAY) 2	# PAYDAYS 10-11.5 MO EMPLOYEES	# PAYDAYS 12 MO EMPLOYEES
07/30/07	08/12/07	08/22/07	1	
08/13/07	08/26/07	09/05/07	2	1
08/27/07	09/09/07	09/19/07	3	2
09/10/07	09/23/07	10/03/07	4	3
09/24/07	10/07/07	10/17/07	5	4
10/08/07	10/21/07	10/31/07	6	5
10/22/07	11/04/07	11/14/07	7	6
11/05/07	11/18/07	11/28/07	8	7
11/19/07	12/02/07	12/12/07	9	8
12/03/07	12/16/07	12/26/07	10	9
12/17/07	12/30/07	01/09/08	11	10
12/31/07	01/13/08	01/23/08	12	11
01/14/08	01/27/08	02/06/08	13	12
01/28/08	02/10/08	02/20/08	14	13
02/11/08	02/24/08	03/05/08	15	14
02/25/08	03/09/08	03/19/08	16	15
03/10/08	03/23/08	04/02/08	17	16
03/24/08	04/06/08	04/16/08	18	17
04/07/08	04/20/08	04/30/08	19	18
04/21/08	05/04/08	05/14/08	20	19
05/05/08	05/18/08	05/28/08	21	20
05/19/08	06/01/08	06/11/08	22	21
06/02/08	06/15/08	06/25/08	23	22
06/16/08	06/29/08	07/09/08	24	23
06/30/08	07/13/08	07/23/08	25	24
07/14/08	07/27/08	08/06/08	26	25
07/28/08	08/10/08	08/20/08		26

1. Pay period begins on Monday and ends on Sunday
2. Payday will occur every other Wednesday
3. Only less than 12-month employees who began the 2006-2007 school year on or after August 1, will be paid on August 23
4. First payday of 2006-2007 school year for all 12-month employees.
Second payday for all other employees.
5. Final check for less than 12-month employees
6. Final check for 12-month employees