



## Monthly Payroll

How Do I Get Paid??

Generally the last working day of the month

Paid by Direct Deposit Only

Any additional jobs worked – extended day, bus monitor, field trips, athletics, etc. are paid out in the following month. All time sheets should be signed by you and Principal/supervisor and turned in no later than the 10<sup>th</sup> of every month.

Please make sure you take initiative to sign your timesheets



## Employee Self Service (ESS)

Employee Self Service portal allows you to:

- View Paystubs
- View W2's
- Make changes to direct deposit bank
- Name & address changes
- Withholding changes

<https://ess-eufaula.asc.edu/EmployeeSelfService/Account/Login>

You must register with your employee ID number & any email address (does not have to be an ecsk12 account)



## Sign-in at Work - AOD

All employees will use the AOD time management system to "sign-in" each day.

You are responsible for punching yourself in each day. Requesting someone else to do this for you is a violation.

If you forget to punch in or out, please prepare a request for edit in writing. Your local bookkeeper has forms.



# AOD

## Certified Employees

- To begin clocking in, use the below website. Website can be accessed using a smart phone or computer. Please bookmark below site.
- <https://eufaulacityschoools.attendanceondemand.com/ess/>
- Username will be your employee number
- Password will be 0 (zero)

## Classified Employees

- Each location has a hand punch system that your bookkeeper or I will assist with scanning your hand to register your punches in the system. You are required to clock in each morning upon arrival, clock out for lunch, clock back in after lunch, and a final punch at the end of your day.



## Working Additional Jobs?

**Additional job?** (extended day, athletics, bus monitor, driver, etc)

You must transfer your time from one position to another within the AOD system. It is your responsibility to transfer to your new job & punch out only after your original job ending time has passed. You must complete one job fully before beginning another.



## Employee Benefits

- [Teacher Retirement System \(TRS\)](#)
- [Public Education Employees Health Insurance Plan \(PEEHIP\)](#)
- [Supplemental Plans](#)
- [Other](#)



## TRS Teachers Retirement System

- RSA Participation is a mandatory deduction for all full-time employees. Deductions range from 6 – 7.5%.
- Enrollment forms are available online or through Central Office.
- Tier I – employees who were employed with any Teacher Retirement System before January 1, 2013.
- Tier II – employees who were employed with any Teacher Retirement System after January 1, 2013.



# PEEHIP

## Public Education Employees Health Insurance Plan

- Monthly premiums are deducted from check to cover insurance costs for the upcoming month.
- Eligible benefits through PEEHIP:
  - Health Insurance
  - Dental
  - Vision
  - Cancer
  - Indemnity
  - Flexible Spending Account
  - Dependent Care
- Changes can only be made during open enrollment period or within 45 days of a "life changing event"
- Changes can be made online through members service portal or by mail with status change form.
  - <https://mso.rsa-al.gov>



# PEEHIP

- Open Enrollment period for changes related to your Insurance plans extends from July 1 – August 31<sup>st</sup> when mailing in a form and end on September 10<sup>th</sup> for online changes. Any changes made will be reflected on your September 30<sup>th</sup> check to cover premiums for your October month of coverage.
- You must enroll within 30 days of employment. If you chose to begin your insurance coverage before October 1<sup>st</sup> you will be invoiced by PEEHIP.





## RSA-1

- Retirement Systems of Alabama offers an RSA-1 deferred compensation plan to all members to supplement your other retirement benefits received.
- Voluntary plan which allows extra money to be saved for retirement.



## What If I Have to Miss Work?



## What If I Have to Miss Work?

- (1) Notify Kelly Educational Staffing
  - [www.kellyeducationalstaffing.com](http://www.kellyeducationalstaffing.com)
  - Log on with your schools phone number as username & your employee ID number as password
  - Log ALL absences with Kelly - if you need a sub or not. This means PD, Sick, Personal, Vacation!
  - (866) 535-5998 (**866-Kelly-98**)
- (2) Notify your Principal/Supervisor by phone call or by text as soon as possible.



## What If I Have to Miss Work?

- (3) Etrieve (leave requests) for PD, Personal, Vacation, Jury, etc
  - <https://etcentral.ecs.k12.al.us>
  - Log in using username: firstname.lastname
  - Password: Gotigers1
  - (please log in and change to a unique password)

Leave requests must be submitted a minimum of 2 weeks prior to leave date.

Leave request approval is the responsibility of the employee to monitor for approvals or questions. Please pay attention to your leave form until it is approved.

To receive reimbursement for PD Leave your leave request must be approved PRIOR to leave date. Reimbursement forms must be submitted within two weeks of your leave date.

Leave form not approved before leave date = will not be reimbursed

Leave form turned in months after leave date = not reimbursed

Leave forms without values listed under columns

Travel/hotel/registration/meals, etc = not reimbursed



- Sick Leave
- Personal leave
- Vacation leave
- Professional leave
- Military leave
- Court leave
- Other unpaid leave that is specifically approved by the Board upon a showing of substantial hardship or extraordinary circumstances



# Reasons for Teacher Absence

## Sick Leave

- Personal illness;
- Incapacitating personal injury;
- Attendance upon an ill member of the employee's immediate family, defined as a spouse, parent, child, sibling or any person with a close personal tie;
- Death of a family member, including a spouse, parent, child, sibling, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, nephew or niece, grandparent, grandchild, aunt or uncle;
- Death or care of an individual with whom unusually strong personal ties exist because of a relationship other than those listed above.

Employees earn sick leave at one day per month of working employment.



# Reasons for Teacher Absence

## Personal Leave

5 Days, with the first 2 at no cost; other three days at the cost of certified substitute (Currently at \$85 for each day)

Unused personal leave will automatically convert to sick leave in July of each year. All full-time classified employees unused personal days will convert to sick leave.

Certified personnel may request compensation for the first two unused personal days. The remaining three days will automatically convert to sick days. It is certified employee's responsibility to contact payroll department by May 10<sup>th</sup> in writing to request compensation for the first two unused personal days. We will place a form on the website to complete for these requests.

Cannot take personal leave immediately before or after a school holiday or in the first or last ten days of a school term



## Reasons for Teacher Absence

### Vacation Leave (240-Day only)

Vacation Leave is available to 240-Day employees only. Eligible employees will earn annual leave days at the rate of one (1) day per month for a total of twelve (12) days per year. Employees may accrue no more that twenty-five (25) annual leave days.



## Reasons for Teacher Absence

### Professional Leave

...With pay to Board employees to engage in educational activities that, in the judgment of the Superintendent, serve the needs and interests of the school system. The number of days approved for such leave will be at the discretion of the Superintendent.

### Court Leave

Regular compensation while performing jury duty (Code of Alabama §12-16-8) or when the employee is summoned under subpoena or other legal requirement to testify at trial in a court of law or in an administrative proceedings constituted under the statutory authority of the agency conducting the proceedings. You must attach Jury Duty Summons to your Etrieve leave form for this to be considered court leave absence.

Paid leave is not authorized to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board.



# Reasons for Teacher Absence

## Family Medical Leave (FMLA)

FMLA is applicable to all persons who have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours during that twelve (12) month period.

Eligible employees are entitled to twelve (12) weeks of unpaid leave during any twelve (12) month period for one or more of the following reasons:

- The birth and first year care of a newborn child;
- The placement of a foster child or adoption;
- The care of an immediate family member, defined as a spouse, child or parent, with a serious health condition;
- The taking of medical leave because of the employee's own serious health condition.



## Degree Upgrades

- All degree upgrades must be recognized by the State by the 10<sup>th</sup> of the month to be reflected in that same months pay. If your degree upgrade occurs after the 10<sup>th</sup> of the month your increase in salary will occur in the following month.
- Any degree upgrade received May 11th or after will not begin until the following school year.
- All New employees will be paid at a Bachelors level with zero experience until verification is received regarding highest degree and past employment verification. Once verification is received, any underpayments will be paid to the employee.



## Contracts

- Nine (9) month employee contracts are paid over a 12 month period with your first scheduled check received in September and ending in August.
- Other contract lengths are paid on a different schedule.



## Job Injury

- In the unfortunate event you are hurt while performing your duties on campus, within 24 hours, please contact your Principal or Supervisor to have an incident report completed and signed with the School Nurse.
- All subsequent procedures related to doctor's notices and absences should be discussed with Assistant Superintendent, Deltonya Warren.



# Q & A

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