

CLEAR CREEK ISD  
HUMAN RESOURCES AND FINANCIAL SERVICES

NON-EXEMPT  
EMPLOYEES  
GUIDE TO PAYROLL MATTERS



NON-EXEMPT EMPLOYEES  
GUIDE TO PAYROLL MATTERS

TABLE OF CONTENTS

Introduction.....	3
General.....	3
Pay Dates	3
Verification of Pay Stub	3
Delivery of Checks	3
Pay Upon Separation from the District	4
Employee Service Calendars	4
Name/Address Changes and Employee Responsibilities	4
Processing of IRS W-4 Forms	4
Employee Responsibilities	4
Overtime.....	5
Eligible Employees	5
Definitions of Work	5
Overtime Approval	5
Compensatory Time	5
Payment of Overtime	5
Time and Attendance.....	6
Reporting Hours Worked	6
Compensation for Travel	6
Compensation for Training	6
Continuing Education – Licenses/Certification	7
Payment of On-Call Time	7
KRONOS Procedures	7
Extra-Help Compensation.....	7
Leave Policies.....	7
Reporting Leave	7
Full-Day and Half-Day Posting	8
Leave Time during the Summer	8
Leave Types Defined	8
Recording of Leave and Order of Usage	9/10
Leave Balance Carry-Over	10
Additional Local Leave	10
Reimbursement at Retirement	10
Resignation	10
Identification and KRONOS Badges.....	11
Social Security Statement.....	12
Acknowledgement of Understanding.....	13

# **NON-EXEMPT EMPLOYEES** **GUIDE TO PAYROLL MATTERS**

## **INTRODUCTION**

This document is provided to assist non-exempt employees in understanding payroll policies, procedures, and practices. Non-exempt employees are defined as employees whose pay is based on an hourly rate and are subject to the stipulations of the Federal Labor Standards Act (FLSA). Non-Exempt employees must be paid at least the federal minimum wage for each hour worked and given overtime pay of not less than one and a half times their hourly rate for hours worked beyond 40 each week.

In this booklet you will find important information regarding payroll policies and procedures that we hope will answer any questions you have. We encourage you to keep the booklet handy to use as a reference throughout the year.

There is an important acknowledgement located in the back of the booklet which must be returned to your Campus Timekeeper Manager upon your review and signature within 5 days of receipt.

The staff is committed to providing you with professional, helpful, and courteous service.

## **GENERAL INFORMATION**

### **Pay Dates**

Paraprofessional, substitute employees and auxiliary employees are paid semi-monthly. Pay schedules for the year are in the Employee Handbook. The District does not provide monetary advances.

### **Verification of Pay**

The Payroll office makes every effort to ensure that employee's pay, leave, and other information on each paycheck are correct, however, mistakes can occur. *It is the employee's responsibility to review their pay information each payday for accuracy, including but not limited to compensation, leave, federal withholding status, and deductions. This review process can be done through the Employee Access Center via the CCISD website.*

### **Delivery of Payroll Checks**

Employees are required to have their pay directly deposited to their bank accounts. The benefits of Direct Deposit include: Automatic posting of paychecks to individual's bank accounts and preventing the possibility of a lost check. Direct Deposit can be initiated by completing the Direct Deposit form which is available on the District's website or the Payroll office.

If for some reason, the employee receives a "live check", the check is distributed by the Principal/Supervisor each payday. During the summer months, "live checks" will be mailed to the home address on file the day prior to payday.

Substitute paychecks are mailed to their home address the day prior to payday.

### **Pay Upon Separation from the District**

Employees who leave CCISD before completing their calendar year assignment will be paid according to the days worked. Checks will be deposited to the bank account on file, or mailed to the address on file if the employee is not on Direct Deposit.

Questions concerning continuation of insurance benefits (COBRA) should be directed to the Benefits Department, questions concerning TRS Distribution can be directed to the Payroll Supervisor.

### **Employee Service Calendars**

Service calendars which reflect work schedules including required days of service and scheduled holidays are distributed each school year by the Human Resources Department and posted on the District website. A school calendar is adopted each year designating instructional and staff development days. Calendar days may not be altered in any way in lieu of time off. All scheduled work days of an employee's Service Calendar must be worked or the employee must take Leave time. If the employee has exhausted all Leave time, they will be docked accordingly.

### **Name and Address Changes**

Address changes and other contact information can be amended by accessing the Employee Access Center. Name changes must be submitted on a Name/Address/Telephone Change Form which can be found under the District Employee Portal. Print the form, complete it and return it to the HR Department.

For name changes, required documents include a new social security card depicting the new name.

### **Processing Of IRS W-4 Forms**

CCISD is not required to verify the accuracy of the information on an employee's W-4; however, the Payroll Office cannot knowingly accept an invalid form. A form is invalid if it is altered (e.g., sections are crossed out, whitened out, or information other than the requested entries had been added) or if the employee indicates that it contains false information.

The Payroll Office will request a new form if they become aware that a W-4 is invalid. If a corrected copy is not submitted to the Payroll Office, withholding will be based on the most recent correct W-4 on file. If forms are received illegible or incomplete, withholdings will be made as if the employee is single and claiming zero allowance, until a new one is submitted back to the Payroll Office.

Employees wishing to amend their withholding status can do so by completing a new W-4 form and sending it to the Payroll Department.

### **Employee Responsibilities**

This guide is provided to the employees in an effort to assist in answering basic questions regarding payroll policies and procedures and is posted on the District's website. Periodically, it may be necessary to update this document and/or include additional information. Efforts will be made to communicate major changes to employees; however, it is the employee's responsibility to periodically review this document and be aware of any changes.

As noted previously, the Payroll office makes every effort to ensure the accuracy of payroll information. Corrections of errors are handled as judiciously as possible. Employees grant the District the right to deduct from future paychecks any amount which is overpaid in error or amounts owed to the District.

## OVERTIME

### **Eligible Employees**

Under the Fair Labor Standards Act, paraprofessional and auxiliary employees are classified as non-exempt and eligible for overtime compensation.

Overtime is legally defined as all hours *physically* worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees must work more than 40 total hours in a week to earn overtime compensation. For purposes of calculation overtime, the District has designated a workweek as beginning at 12:00 A.M. Sunday and ending 11:59 p.m. Saturday.

### **Definitions of Work**

To assist employees in understanding what does and does not constitute work, the following examples are provided.

#### What is Work?

Examples of work include:

- Tasks completed during the regular work day
- Checking employee schedules
- Checking and/or responding to work-related email
- Responding to business phone calls or visitors
- Organizing your work area (including filing)
- Emptying trash cans or washing dishes

#### What is Not Work?

Examples of activities not considered work (even if completed at work) include:

- Checking personal email
- Making or responding to personal phone calls
- Talking with co-workers about topics unrelated to work
- Making coffee or snacks for employees
- Reading the newspaper or drinking coffee or other beverage

### **Overtime Approval**

Authorization to work beyond an employee's regular work schedule must be obtained *in advance* by the employee's supervisor. Non-exempt employees are not permitted to simply clock-in early or clock-out late without supervisory approval.

### **Compensatory or "Comp" Time**

The District *does not* allow employees to accrue overtime worked in a compensatory leave bank. However, supervisors have the option to allow employees time off in lieu of overtime if the time off is provided *within the same work week*, which is called Flex Time. As noted previously, the District has designated a workweek as beginning Sunday and ending Saturday. Employees are not allowed to work time to cover time off in another work week.

### **Payment of Overtime**

Overtime is calculated at 1.5 times the employee's regular rate of pay. Hours worked in excess of the employee's schedule, but less than 40 hours, are compensated at the employee's regular rate of pay. Overtime is included on the paycheck that corresponds to the pay period in which overtime was incurred. Pay schedules are posted on the District's website.

## TIME AND ATTENDANCE

The standard hours and days per year for non-exempt employees are reflected on their individual pay sheets (issued by the Human Resources Department at the time of hire). Any hours worked in excess of those will be paid at the appropriate rate; any hours not worked or not covered by leave will be deducted from their pay in accordance with the Fair Labor Standards Act.

### **Reporting Hours Worked**

Non-exempt employees are required to follow the KRONOS Electronic Timekeeping Guidelines Procedures. Time detail is based on the KRONOS time and attendance records. Each employee is responsible for completing any necessary forms for time corrections and/or absences. A Timekeeper Manager may not, under any circumstance, edit an employee's time card without the required Kronos Authorization form, signed by their Supervisor. These forms must be submitted to the Manager within three days of the error.

Any disagreements with the official time detail record should be reviewed with the employee's supervisor, who must authorize any changes to the timekeeping record.

Non-exempt employees are obligated to record actual hours worked. Should a supervisor request an employee to work "off the clock" or otherwise instruct him/her to work without recording time, the employee must report this incident to Human Resources). Failure, by a non-exempt employee, to comply with this requirement may result in disciplinary action up to and including termination.

### **Compensation for Travel Time**

The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved.

#### **Home to Work Travel**

An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

#### **Travel Within local area**

Travel time to and from a conference/workshop *within the local area* is considered work time *if the travel occurs during regular work hours*. Regular work hours are defined as the hours in which an employee is scheduled to work within their assigned employee service calendar.

#### **Travel outside local area**

Travel time to and from a conference/workshop *outside the local area* (another city) for one-day only (no overnight stay is required) will be considered work time and should be counted as hours worked.

#### **Overnight Travel**

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy the Division will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

### **Compensation for Training**

Training time including attendance at workshops, conferences, meetings, and lectures is considered work time and should be included as hours worked if attendance is required and has been *pre-approved* by the supervisor.

### **Continuing Education – Licenses/Certifications**

The District employs numerous non-exempt employees in positions which require a license or certification. Typically, in order to maintain proficiency and renewal of the license/certification, continuing education classes are required. Training time incurred to meet the requirements of license/certification is only required to be compensable if performed during regular work hours. Regular work hours are defined as the hours in which an employee is scheduled to work within their assigned employee service calendar.

Additional procedures may be in place specific to department requirements and/or individual circumstances.

### **Payment of On-Call Time**

Employees performing “on-call” duties receive additional compensation based on calculations outlined in the Non-Exempt Classification/Compensation Plan prepared by Human Resources Department. This document is available on the District’s website under Human Resources Department.

### **KRONOS Procedures**

Detailed procedures for the KRONOS Timekeeping system are explained in the District’s Kronos Electronic Timekeeping Guidelines which can be found on the CCISD website under the Employment tab and then Kronos.

## **EXTRA HELP COMPENSATION**

Non-exempt employees who perform duties outside their assignment must record actual hours worked. Time worked will continue to be recorded on the KRONOS timekeeping system. These additional duties will be compensated at the employee’s regular hourly rate up to 40 hours and 1.5 times the regular rate for hours physically worked over 40 within the workweek. Non-exempt employees may not receive stipends for work performed. In addition, non-exempt employees may not *volunteer* in positions similar to their assignment (i.e., teacher aide helps with reading group after school). They must be compensated at their regular hourly rate and paid overtime where applicable.

## **LEAVE POLICIES**

The following is provided as a summary of the District’s leave policies. For more specific information, refer to Sections DEC, DEC (LOCAL), DEC (LEGAL), DEC (REGULATION), and DED (LOCAL) of Board Policy.

### **Reporting Leave**

Non-exempt employees are required to record absences via the KRONOS Timekeeping System. This is accomplished by completing an “*Authorization to Change KRONOS Time Detail Record*” form and submitting it to the Time Manager/Supervisor at the campus or department.

Employees whose positions have been authorized to have a substitute are also required to call the AESOP system (Substitute system) so that a replacement can be found. The AESOP system should be called at least one hour before the scheduled report-to-work time. If an absence occurs within one hour of the assigned report-to-work time, report the absence to your home campus or the substitute office. The use of the AESOP system does not relieve the employee of the responsibility to notify the campus principal or supervisor.

Employees who are assigned to more than one campus must leave special instructions for the substitute on the AESOP system. Detailed system notes regarding the use of AESOP are available on the District’s website.

## **Full and Half Day Postings**

Employee leave is granted on the basis of full-day or half-day. **Leave cannot be taken in hourly increments.** (Part-time positions receive leave that is commensurate with their work schedule. For instance, half-time employees are charged one leave day for missing one work day.)

In lieu of taking leave, non-exempt employees who are absent less than one-half day may “make-up” the time off *during the same workweek* if prior approval is obtained from their supervisor.

Leave charged at full day and half-day increments are applied as presented (37.5 hour week employees):

- 0 – 3.75 hours are charged a half day leave
- 3.75+ hours are charged a full-day leave

Leave charged at full day and half day increments are applied as presented (40 hour week employees):

- 0 – 4 hours are charged a half-day leave
- 4+ hours are charged a full-day leave

## **Leave Time during Summer Work Schedule (Mon-Thurs)**

½ day absences (Personal Business or Sick Days) for the Summer Work Schedule are still only issued as 3.75, which is half of a 7.5 hour workday, (4hrs for 8hr/day employees). Full days are deducted as 1.25 days of Leave time.

We work 9.5 hours Monday through Wednesday, so, if you take a half day on any of those days, you will need to work 5.75 hours that day (until 12:45) and then your half day will be applied as 3.75 so your total for the day will be 9.5 hours.

On Thursdays, we work 9.0 hours and leave at 4:30. If you want to take a half day on Thursdays, you will need to work 5.25 hours that day (until 12:15) and when your half day (3.75 hours) is applied your total will be at 9.0 hours.

If you take a full day, it is actually 1.25 days. You will need to take 1 full day and then .25 of another. Please keep this in mind when completing your Leave Request forms (Non-Duty, Personal, Sick).

## **Leave Types Defined**

Leave is advanced in July of each year.

**Sick Leave (Local/State)** – Local and state sick leave may be used for illness of the employee; illness of a member of the employee’s immediate family; or death in the employee’s immediate family. Refer to Board Policy DEC (Local) for a definition of the term “immediate family”.

**Personal Leave (State)** – State personal leave may be taken at the employee’s discretion in accordance with the guidelines outlined in DEC (Regulation).

**Non-Duty** – Non-Duty leave is available for 230 day employees and 220 day custodial staff and must be used within the school year and is subject to supervisor’s approval. See also DEC (Local).

**Long Term Medical Leave** – There are a variety of medical leaves of absence that are available depending on various factors such as date of hire, number of hours worked, job classification, etc. Employees on an extended medical leave of absence of five days or longer are required to apply for a leave of absence through the Employee Benefits and Risk Management Department (281-284-0230). Forms for applying for medical leave are available on the Employee Portal. Employees who anticipate exhausting their sick leave while out on extended medical leave should contact the CCISD Payroll Department to determine how their paychecks will be affected.

### **Workers Compensation**

Employees who are injured during the course and scope of their employment may be eligible for income benefits from Worker Compensation once they have been unable to work for at least seven calendar days. Workers Compensation income benefits are often less than 75% of pre-injury wages; therefore, employees are instructed to indicate whether they wish to supplement their lost wages through the use of a portion of their leave. The combination of sick leave and Workers Compensation wage benefits may not exceed more than 100% of the employee's pre-injury wage. Employees elect to use or not to use their sick leave on the form used for reporting their injury.

**“Friends Helping Friends”** – “Friends Helping Friends” is a voluntary program designed to enable employees to donate sick leave days to a full-time Clear Creek ISD employee in the event of an unforeseeable, catastrophic illness or injury (cancer treatment, chemotherapy, heart surgery, etc.) to the employee or member of the employee's immediate family. The medical qualifier will be an Outlier Threshold of thirty (30) or more on the

Diagnosis Related Groups (DRG) found in the Federal Register. A copy of this list is available through the Employee Benefits Office (281-2840230). The immediate family is defined as the spouse, children, parents, and any other persons claimed as dependents on the employee's most recent tax return.

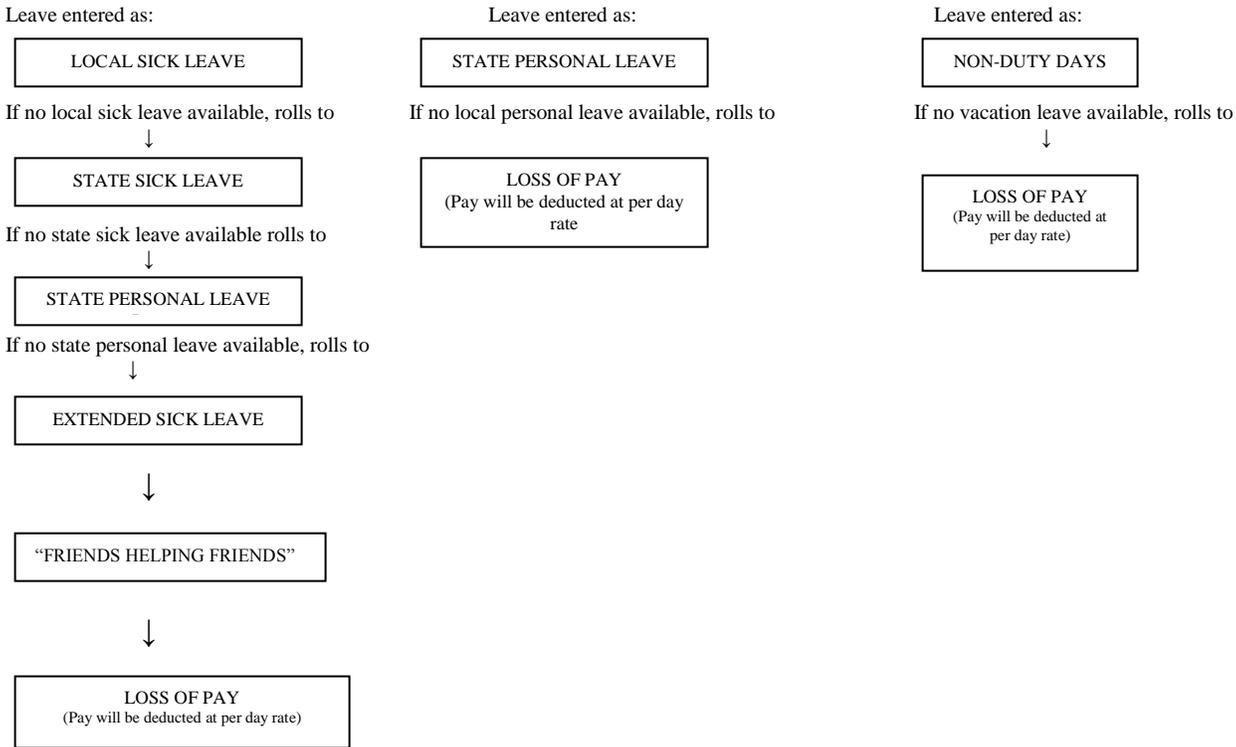
Days may be requested by the receiving employee only after he/she has exhausted all his/her accumulated paid leave days. The maximum number of days received through “Friends Helping Friends” program may not exceed 45 days during a school year. The school year is defined as August through July of the following year. Please contact your Principal, site Supervisor, or the Employee Benefits Office, if you believe you qualify for this type of assistance.

### **Recording of Leave and Order of Usage**

Leave is posted based on information provided through the KRONOS Timekeeping System. Leave will not be changed at a later date if incorrect information was submitted. Therefore, it is imperative that the reason given for the absence is accurate and employees are aware of the order of usage as outlined in the diagram below. The initial submission of the leave type determines how leave is applied based on the balance in leave banks.

If an employee takes leave in excess of the amount earned, the employee's pay will be deducted for the time missed based on their pay rate.

## Leave Order of Usage



### **Leave Balance Carry-Over**

State personal leave and state equivalent sick leave balances earned at other Texas school districts will be carried forward to CCISD. Transfer of unused leave is based on an employee's service record.

### **Additional Local Leave**

All full time employees shall earn an additional five, six, or seven equivalent workdays of local sick leave per school year, for the positions that normally require ten, eleven, or twelve months of service, respectively. For employees in positions requiring ten months of service, local sick leave shall accrue concurrently with state leave. For persons in positions requiring 11 or 12 months of service, the first five days of local sick leave shall accrue concurrently with state leave; the additional one or two days shall accrue at the rate of one day per month for each month worked over ten months.

State leave and local sick leave shall accumulate to the maximum number of workdays in the employees' usual work year and shall be taken with no loss of pay. When the employees' accrued state leave reaches the maximum number of days, the employee shall no longer earn local sick leave. State leave will continue to accrue without limit.

### **Reimbursement at Retirement**

Full-time employees who have been employed by the District a minimum of five years and who retire under TRS guidelines shall be paid for unused state leave and local sick leave at retirement up to the number of work days for one contract year or the number of duty days specified for the position, whichever is appropriate. Payment shall be at the certified substitute rate of pay for professional employees, including administrators. For all other employees, the rate of pay shall be 50 percent of the employees' daily rate of pay not to exceed the daily rate of pay for a non-certified substitute teacher.

## **IDENTIFICATION AND KRONOS BADGES**

For security purposes, employees are expected to wear their badges at all times while on duty. Lost badges should be reported to the Safe and Secure Schools Department. Employees must obtain a new badge from Safe and Secure Schools within 3 working days.

Paraprofessional/Technology employees who have lost or damaged their badge or forgotten it may clock in and out used KRONOS on the Internet. All others may use the "Authorization to Change KRONOS Timesheet Data" form available in each department/campus.

Worn out badges are replaced free of charge. Lost or damaged badges will be replaced at a charge of \$2.00 for each lost ID badge (non-proxy) and \$8.00 for each lost access (proxy) badge.

**INFORMATION ABOUT SOCIAL SECURITY FORM SSA-1945,  
STATEMENT CONCERNING YOUR EMPLOYMENT IN A JOB NOT COVERED  
BY SOCIAL SECURITY**

New legislation [Section 419 © of Public Law 108-203, the Social Security Protection Act of 2004] requires State and local government employers to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The statement explains how a pension from that job could affect future Social Security benefits to which they may become entitled.

Form SSA-1945, **Statement Concerning Your Employment in a Job Not Covered by Social Security**, is the document that employers should use to meet the requirements of the law. The SSA-1945 explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security. The Windfall Elimination Provision can affect the amount of a worker's Social Security retirement or disability benefit. The Government Pension Offset Provision can affect any possible Social Security benefit entitlement as a spouse or an ex-spouse.

Employers must:

- Give the statement to the employee prior to the start of employment;
- Get the employee's signature on the form; and
- Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

Copies of the SSA-1945 are available online at the Social Security website, [www.socialsecurity.gov/form1945](http://www.socialsecurity.gov/form1945). Paper copies can be requested by email at [oplm.oswm.rqct.orders@ssa.gov](mailto:oplm.oswm.rqct.orders@ssa.gov) or by fax at 410-965-2037. The request must include the name, complete address and telephone number of the employer. Forms will not be sent to a post office box. Also, if appropriate, include the name of the person to whom the forms are to be delivered. The forms are available in packages of 25. Please refer to Inventory Control Number (ICN) 276950 when ordering.

ACKNOWLEDGEMENT OF UNDERSTANDING

*Please return this completed page to your campus Timekeeper Manager (Super User) within five days of receipt.*

This is to verify that I have received a copy of the CCISD Guide to Payroll Matters. I understand that the document I received contains specific information, rules, and consequences that are extremely important to me and that I must read and complete this form to acknowledge my understanding of District guidelines and practices. I also understand that any changes to District policy or law could cause changes to the content of this document and it is my responsibility to periodically review it on the District's website for updates and new information.

In addition, should the Payroll Office inadvertently make an error in my payroll check which creates an over payment, I hereby authorize Clear Creek ISD to deduct from future check(s) an amount equal to the error to correct the discrepancy. I also agree to allow Clear Creek ISD to collect any amounts owed by me through payroll deductions.

Completed forms should be returned to your Campus/Location Timekeeper Manager **within 5 days of receipt.**

If you have questions about any information contained in this document, please contact the CCISD Payroll Department at 281-284-0000.

Employee's Name (Please print) \_\_\_\_\_

Employee No. \_\_\_\_\_ Campus/Department \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_