

New Employee Orientation

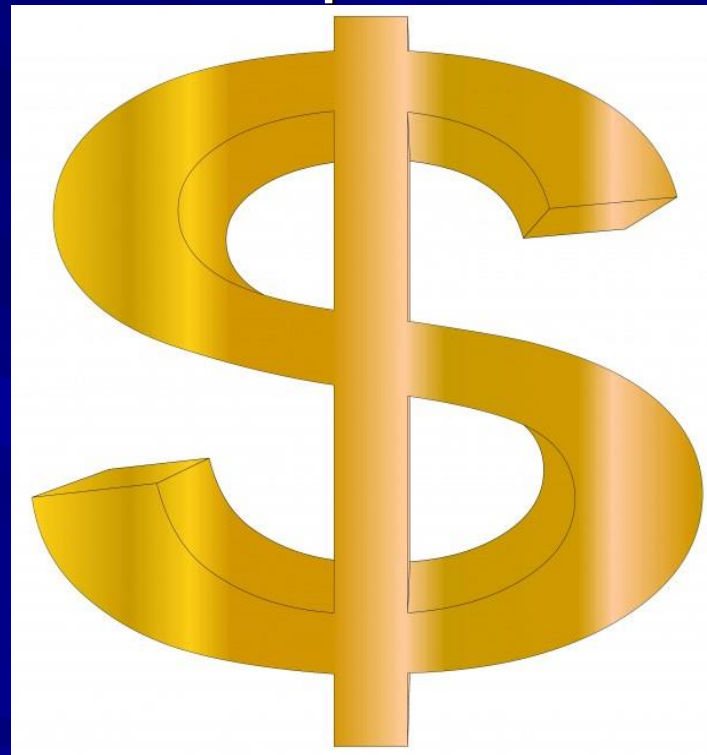
August 1, 2023

Jasper City Schools

SHOW ME THE MONEY

- Let's begin with the most important question:

When do I get paid?



First paycheck schedule:

- Nine and Ten month employees
 - *September 29** (you may request 13 checks your first year, moving paydate to August 31)
 - Eleven month employees
 - *August 31**
 - Twelve month employees
 - *July 27**
- *Checks are issued on the last working day of the calendar month.*

CONTRACT DAYS & PAY SCHEDULES

Annual salaries for the indicated months of employment are based on the following number of working days per scholastic year. For payroll purposes, annual salaries will be divided into twelve (12) equal payments.

Pay Schedule

- | | |
|---|-------------------------------------|
| ⑩ Nine–Month Employees
– 182/183/188/193/198 | September 30, 2023 - August 31,2024 |
| ⑩ Ten-Month Employees
– 203/213 | September 30, 2023 - August 31,2024 |
| ⑩ Eleven-Month Employees
– 223 | August 31, 2023 - July 31,2024 |
| ⑩ Twelve-Month Employees
– 240 | July 31, 2023 - June 30,2024 |

Salary

- Employees are placed on the salary schedule based on years of public school experience prior to joining the Jasper City School System.
- The salary schedule increases every year until it reaches the top according to that particular class of employee. This is called a step raise.
- Please contact Nikki Shipman upon completion of higher degree.

Payroll Deductions & Insurance

- If you are transferring from another PUBLIC school system in ALABAMA, your PEEHIP will automatically transfer. However, for one month you will need to log onto your member online account and pay for the month of August.
- ALL other voluntary deductions will NOT transfer.
 - AEA
 - VSP
 - American Fidelity, Life of Alabama, Liberty National, Collateral Benefits
 - Any tax deferred savings plan



- Teacher Retirement System of Alabama and RSA-1 (if applicable)
 - Make sure to have recent beneficiary form on file with TRS
 - Optional Policies
 - American Fidelity
 - Texas Life
 - Liberty National
 - Life of Alabama
 - AEA
 - Bank - It is important to have a Payable on Death (POD) beneficiary on your checking and savings account to receive the balance of funds when the last owner on the account passes away.



Each year I am reminded as I meet with employees regarding retirement just how important it is to invest in an additional savings plan. This is especially important for TIER II employees. RSA-1 is a great investment.

Summary of Payroll Procedures

- **Employees who are away from work must enter their absence on Kelly Educational Services website, and document the reason for the absence.**
- **This includes, but is not limited to:**
 - **Sick leave**
 - **Personal leave**
 - **Vacation leave**
 - **Professional leave**
 - **Jury duty**
 - **Military leave**
- **Please see your local school bookkeeper for specific submission instructions.**

Summary of Payroll Procedures

- **All employees must electronically sign in each morning, using their identification badge. Laptops are on-site, and your building bookkeeper can provide assistance.**

Summary of Payroll Procedures

- **Hourly employees must clock in and out for all duties performed. This includes any duties performed on school premises outside normal work schedule. Hourly employees must clock in and out for lunch.**

Kelly Educational Services (KES)

- KES is our teacher substitute service. All employees (other than bus drivers) must enter their absences on the KES software (using the Frontline system).
- You will be provided with a username and password with which to enter this information. Absences must be entered at least one day in advance, if known. Unexpected absences may require a telephone call to KES. Your bookkeeper will assist you with this information.

Importance of Sick Leave

- Sick Leave may be used when
 - An employee is ill or has suffered bodily injury.
 - A member of the employee's immediate family is ill.
 - A death has occurred in the employee's immediate family.
- The State of Alabama has issued legal opinions stating that sick leave cannot be used for any other reasons. Also sick leave cannot be used for time prior to retirement.

Sick Leave Bank

- Commit five (5) days to the bank to become a member.
- Eligible to give or receive donations in case of catastrophic illness.
- Borrow a maximum of fifteen (15) days against future days earned.
 - An approved loan application is required.
 - Submit loan request to Mrs. Shipman.

Summary of Payroll Procedures

- All employees receiving compensation for any work performed on school premises must be paid thru the school payroll system. This is a Federal Fair Wage and Hour requirement. No exceptions to this procedure are allowed.

Direct Deposit

- Improved Security
- No waiting in lines at the bank
- Money available the morning of payday
- Choose your own bank
- **Notify Payroll Department immediately**
 - *If you change banks and/or your account is closed.*
 - *If your account number changes.*

DOCUMENT SERVICES

- On JCS website, under Faculty Information, choose ESS (Employee Self Service)
- Receipt of e-mail on payday of direct deposit information
- Provide your monthly pay information for future use
- Provide W-2 information
- Retrievable only through network access

Faculty Information

- On the JCS website, the Faculty Information tab has very useful information available to you anytime.
- The Employee Handbook is located on the Faculty tab.
- Scroll down to Employment-Related Information, and you will find resources concerning your employment, including 2 powerpoint presentations that require your viewing.

Faculty Information

- Please view both the Preventing Sexual Harrassment PP and the Payroll & Benefits PP.
- There are four statements of agreement on the last page of the Employee Handbook. Once you are in agreement, please sign and return to your school bookkeeper by Wednesday, August 16.

How do I purchase things I need to do my job?

- Start with your new best friend - your **SCHOOL BOOKKEEPER!**
- A purchase order must be completed for **EVERY PURCHASE**

- No orders until you receive an **APPROVED** purchase order.
- All technology purchases must go through the technology department.
- We are exempt from sales taxes.
- Plan ahead - purchase orders take time to process through the system.
- State-funded classroom supply monies are now available to you early, thanks to state legislature.

How do I purchase things I need to do my job?

- We can order on-line through Amazon and other vendors, but there are limitations and restrictions - check with your bookkeeper.
- You may need to check out a purchasing card from your school office. Again, check with your bookkeeper.

Teacher Classroom Supply Monies

- This year, the state will fund each teacher with \$1,000 to be used for classroom supplies.
- These funds will be accessed to you through a purchase order.
- Funds cannot be used on food, personal items, etc. They are to be used strictly for classroom supply items.
- Contact your school bookkeeper when you are ready to access these funds.

Teacher Receipt Books

- Your school bookkeeper will give to you a pre-numbered receipt book with YOUR name on it.
- DON'T LOSE THIS!
- As you receive monies from students (field trip fees, various event fees, etc.), each payment of \$10.00 or more requires a receipt.
- Each receipt must be signed by you and a copy provided to the student.
- Do not white out receipts.
- Do not destroy receipts.

Teacher Receipt Books

- If there is an error, write "void" on the receipt, leave it intact in the book, and write the next receipt as the replacement.
- Stay in numerical order within the receipt book.
- Turn in the receipt book and monies collected to your school bookkeeper, DAILY.
- This is your responsibility, and your proof that you have collected and receipted from students in a fair manner.

Public Monies

There are very specific rules and restrictions when dealing with public monies.

Be sure to follow instructions when receiving and disbursing public monies.

If you unsure as to which form to use, where to sign, etc.

ASK!

Professional Development

■ Approval Process:

- Get the conversation started
- Grade level/Department Representative
- Principal

■ Complete Leave Request:

- Know the Fund Source – include with request
- Sign
- Forward to School office for principal signature
- Central Office must sign approval
- Make sure you have approved copy before date of PD

Professional Development

■ Expense Reimbursement:

- Expense Reimbursement Form is on JCS website
- List of required attachments is on the form, including itemized receipts, mapquest
- Expenses must fall within allowed travel times – these are included in the Employee Handbook, online
- Meal reimbursement limits are inclusive of maximum 20% tip.
- enter your approved absence in KES

Who do I call?

Contacts at the Board Office 205-384-6880

- Payroll & Benefits

Nikki Shipman, Payroll Specialist

- General Concerns & Board Issues

Monique Rector, Chief School Financial Officer

- Contracts, Teacher Certificates & Transcripts & Federal Programs

Rita Pilling, Federal Programs Director

Kristy Watkins, Curriculum Director

Kristi Bozeman, Secretary to the Superintendent