INDIAN RIVER COUNTY SCHOOL DISTRICT
NEW EMPLOYEE ORIENTATION

Payroll Department

Kathleen Ritch, Payroll Manager…   **564-3068**
Janet Frengel, Payroll Jr. Programmer…   *564-3181*
Carol DeCosa, Fiscal Specialist II….   *564-3194*

Payroll fax number ……… ………….   *564-3017*

PAYROLL WEBSITE:
WWW.INDIANRIVERSCHOOLS.ORG/DIRECTORY/PAYROLL

SOURCES OF INFORMATION

PAYROLL WEBSITE:

WWW.INDIANRIVERSCHOOLS.ORG/DEPARTMENTS/PAYROLL

Pay Date Schedules

Work Calendars

Leave Accrual Schedules

Tax Information

Forms

Links to Outside Agencies

Payroll Contact Information

FOCUS EMPLOYEE SELF SERVICE:

BE SURE TO CLAIM YOUR FOCUS ACCOUNT

View your salary information
- DIRECT SALARY QUESTIONS TO HR

Leave Balances & History

Pay Stubs & W-2 Forms

Electronically submit changes for
- Direct Deposit
- Name, Address & Contact Information
- Selected sites using Electronic Leave Requests check with school secretary

INDIAN RIVER COUNTY SCHOOL DISTRICT

TOP PAYROLL QUESTIONS:

When do I receive my first pay check?
All new teachers who start between 7/23/22 or 8/5/22 will receive their first check on <u>8/14/2022.</u>

How often do I get paid?
All employees are paid on the same schedule. Pay day is the 15th and the last business day of the month. Please refer to the pay date schedule on the payroll website for any variations in those dates.

How much will my first check be?
Your per pay gross wage is calculated by dividing the annual contract amount by 24. You are paid 24 equal payments, <u>regardless of how many working days are in each pay period.</u>

For example, if your annual salary is $47,000. Your pay per amount is $1,958.33 ($47,000/24).

What if my check is missing years of experience?
Your initial placement on our salary schedule is based on what the Human Resources Department has verified and entered at the time the first check is processed. If you are expecting additional years of experience, please check with your HR representative to see if that information has been received. If it has not, reach out to your prior employers.

How do I receive my pay stub?
The District provides pay stubs to all employees online. No paper stubs are distributed. Stubs can be obtained through the FOCUS Employee Self Service Module>View Pay History. You must claim a FOCUS account in order to access this information.

Where can I go to get more payroll information?
The best resource for payroll information is the Payroll Department website:
<u>www.indianriverschools.org/directory/payroll</u>.
It contains Payroll forms (tax, direct deposit, etc.), links (IRS, FRS, etc.), work calendars, pay date schedules and sick leave accrual calendar. Also, the District Intranet has some valuable FAQs listed under <u>Payroll General FAQs</u> You will need District network credentials to access this link. Check out our video that explains the basics of how we calculate your pay and contains valuable information about leave time.

Thank you. The Payroll Department

General Information for Employees regarding Payroll

Timekeeping and Leave:
Signing in/out:
All employees are expected to sign in and out on or about their assigned scheduled times. Employees leaving the campus/site prior to the end of their normal schedule should obtain approval from their Administrator, as well as signing out. <mark>Documentation of attendance is mandatory for compensation to generate.</mark>
Absences:
It is the employee's responsibility to report both scheduled and unscheduled absences promptly.
Sick leave:
Any instructional employee who expects to be absent for any reason shall notify the Principal & arrange for a substitute using the District's electronic system (AESOP) the day before the absence, when possible, but no later than (1) hour prior to the opening of school, except in case of emergency.
In addition, a sick leave form must be submitted to the Site Timekeeper in advance, if possible, or immediately upon return to work when the absence is unplanned. If the employee is sick for more than (5) consecutive days, they may be asked to submit a physician's note.
Personal Leave:
Employees may use sick leave for personal reasons (not illness related, as defined by Board Policy). This is **NOT** in addition to your sick leave, it sick time available for another purpose. If the employee has no sick leave balance, they cannot request personal time.

Payroll Webpage:
The Payroll webpage is located at www.indianriverschools.org/directory/payroll and contains valuable employee information such as **pay dates**, salary schedule, employee forms, links to other important sites, contacts and calendars. Furthermore, we have added a video to help employees understand salary calculations and leave policies. Check it out at New Employee Benefit & Payroll Video

---

General Information:
Keep your name, address and phone numbers updated through the Human Resources Department or our new Employee Self Service module. That information is not only used within the District, but is provided to our outside agencies, such as Blue Cross Blue Shield and IRS for W-2 reporting. So, be sure these items are kept up to date.

FOCUS EMPLOYEE SELF SERVICE:
Paystubs, W-2 forms, Employee Information & Change Requests:
Employees receive their paystubs electronically, not on paper. To access your paystub, go to the District website homepage and click the FOCUS link in the upper right-hand corner. Your FOCUS password is the same as your network user id and password. Select the tab labeled ***EMPLOYEE SELF SERVICE***. Payroll strongly encourages all employees to check their stubs **regularly** to confirm salary, supplements, benefit deductions, tax withholding and banking information. Employees can also see tax withholding status, request changes to their information, and available leave balances.

Direct Deposit:
The District can direct deposit payments to up to (3) employee bank accounts.
Direct deposit is the fastest, safest and most secure method of payment. The paper forms are on the payroll webpage at www.indianriverschools.org/directory/payroll.   Employees can also use the FOCUS ESS system to submit Direct Deposit information electronically. If the employee changes banks, do not close the old account, until Payroll is notified with the new banking information. So, enroll today, if you haven't already. If the employee is not enrolled in direct deposit, their check will be mailed to their address of record from the District Administrative office at the close of business on pay day. Paper checks **DO NOT** go the school sites.

PAYROLL & BENEFITS ARE HERE TO SUPPORT YOU! REACH OUT TO US IF YOU NEED HELP.

INDIAN RIVER SCHOOL DISTRICT
EMPLOYEE PAYROLL SCHEDULE FY 2022-2023

				EMPLOYEE PAY TYPE # FROM CALENDARS *				
The Standard Pay Date is the 15th & the Last Business Day of each Month, unless otherwise noted below.				601, 614, 616, 660, 710, 720	153, 470 602, 603, 604, 830,	430	102, 151, 410, 440, 606, 615, 810, 850	101, 111, 121,152, 420, 460, 510, 820, 607,608,
PAY#	Pay Date	***Begin & End Dates		9 month	10 month	11 month	11 month	12 month
001	7/15/2022	7/1/2022	7/8/2022					1
002	7/29/2022	7/9/2022	7/22/2022				1	2
003	8/15/2022	7/23/2022	8/5/2022	1	1	1	2	3
004	8/31/2022	8/6/2022	8/19/2022	2	2	2	3	4
005	9/15/2022	8/20/2022	9/2/2022	3	3	3	4	5
006	9/30/2022	9/3/2022	9/16/2022	4	4	4	5	6
007	10/14/2022	9/17/2022	9/30/2022	5	5	5	6	7
008	10/31/2022	10/1/2022	10/14/2022	6	6	6	7	8
009	11/15/2022	10/15/2022	10/28/2022	7	7	7	8	9
010	11/30/2022	10/29/2022	11/11/2022	8	8	8	9	10
011	12/15/2022	11/12/2022	12/2/2022	9	9	9	10	11
012	12/20/2022	12/3/2022	12/16/2022	10	10	10	11	12
013	1/13/2023	12/17/2022	1/6/2023	11	11	11	12	13
014	1/31/2023	1/7/2023	1/20/2023	12	12	12	13	14
015	2/15/2023	1/21/2023	2/3/2023	13	13	13	14	15
016	2/28/2023	2/4/2023	2/10/2023	14	14	14	15	16
017	3/15/2023	2/11/2023	3/3/2023	15	15	15	16	17
018	3/31/2023	3/4/2023	3/17/2023	16	16	16	17	18
019	4/14/2023	3/18/2023	3/31/2023	17	17	17	18	19
020	4/28/2023	4/1/2023	4/14/2023	18	18	18	19	20
021	5/15/2023	4/15/2023	4/28/2023	19	19	19	20	21
601	5/30/2023	multi 1		20	20			N/A
602	5/30/2023	multi 2		21	21	20	21	N/A
603	5/30/2023	multi 3		22	22	21		N/A
022	5/31/2023	4/29/2023	5/19/2023	23	23	22	22	22
023	6/15/2023	5/20/2023	6/3/2023	24	24	23	23	23
024	6/29/2023	6/4/2023	6/30/2023			24	24	24
			**multis	3	3	2	1	0

SCHEDULE IS SUBJECT TO CHANGE DURING THE YEAR

* = First pay date is based on work calendars start date for fiscal year;

** = Eligible employees may receive 1, 2, 3 multicheck(s) depending on their pay type

***Beginning & Ending Dates are for absence reporting only for contracted (non hourly) positions

2022 -2023 Instructional 196 Day Calendar

Pay Type 470 Regular teachers

Aug 3 - First Day   ## June 1 - Last Day

July-22

S	M	T	W	T	F	S
					1	2
					0	
3	4	5	6	7	8	9
	0	0	0	0	0	
10	11	12	13	14	15	16
	0	0	0	0	0	
17	18	19	20	21	22	23
	0	0	0	0	0	
24	25	26	27	28	29	30
	0	0	0	0	0		0

August-22

S	M	T	W	T	F	S
	1	2	3	4	5	6
	0	0	1	1	1	
7	8	9	10	11	12	13
	1	1	1	1	1	
14	15	16	17	18	19	20
	1	1	1	1	1	
21	22	23	24	25	26	27
	1	1	1	1	1	
28	29	30	31			
	1	1	1				21

September-22

S	M	T	W	T	F	S
				1	2	3
				1	1	
4	5	6	7	8	9	10
	1	1	1	1	1	
11	12	13	14	15	16	17
	1	1	1	1	1	
18	19	20	21	22	23	24
	1	1	1	1	1	
25	26	27	28	29	30	
	1	1	1	1	1		22

October-22

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	1	1	0	1	1	
9	10	11	12	13	14	15
	1	1	1	1	1	
16	17	18	19	20	21	22
	1	1	1	1	1	
23	24	25	26	27	28	29
	1	1	1	1	1	
30	31					
	1						20

November-22

S	M	T	W	T	F	S
		1	2	3	4	5
		1	1	1	1	
6	7	8	9	10	11	12
	1	1	1	1	0	
13	14	15	16	17	18	19
	1	1	1	1	1	
20	21	22	23	24	25	26
	0	0	0	1	1	
27	28	29	30			
	1	1	1				18

December-22

S	M	T	W	T	F	S
				1	2	3
				1	1	
4	5	6	7	8	9	10
	1	1	1	1	1	
11	12	13	14	15	16	17
	1	1	1	1	1	
18	19	20	21	22	23	24
	1	1	1	0	0	
25	26	27	28	29	30	31
	0	0	0	0	0		15

January-23

S	M	T	W	T	F	S
1	2	3	4	5	6	7
	0	0	1	1	1	
8	9	10	11	12	13	14
	1	1	1	1	1	
15	16	17	18	19	20	21
	1	1	1	1	1	
22	23	24	25	26	27	28
	1	1	1	1	1	
29	30	31				
	1	1					19

February-23

S	M	T	W	T	F	S
			1	2	3	4
			1	1	1	
5	6	7	8	9	10	11
	1	1	1	1	1	
12	13	14	15	16	17	18
	1	1	1	1	1	
19	20	21	22	23	24	25
	1	1	1	1	1	
26	27	28				
	1	1					20

March-23

S	M	T	W	T	F	S
			1	2	3	4
			1	1	1	
5	6	7	8	9	10	11
	1	1	1	1	1	
12	13	14	15	16	17	18
	1	1	1	1	1	
19	20	21	22	23	24	25
	0	0	0	0	0	
26	27	28	29	30	31	
	1	1	1	1	1		18

April-23

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	1	1	1	1	0	
9	10	11	12	13	14	15
	1	1	1	1	1	
16	17	18	19	20	21	22
	1	1	1	1	1	
23	24	25	26	27	28	29
	1	1	1	1	1		19

May-23

S	M	T	W	T	F	S
	1	2	3	4	5	6
	1	1	1	1	1	
7	8	9	10	11	12	13
	1	1	1	1	1	
14	15	16	17	18	19	20
	1	1	1	1	1	
21	22	23	24	25	26	27
	1	1	1	1	1	
28	29	30	31			
	1	1	1				23

June-23

S	M	T	W	T	F	S
				1	2	3
				1	0	
4	5	6	7	8	9	10
	0	0	0	0	0	
11	12	13	14	15	16	17
	0	0	0	0	0	
18	19	20	21	22	23	24
	0	0	0	0	0	
25	26	27	28	29	30	
	0	0	0	0	0		1

Legend:
- Non Work Days
- Paid Holidays
- Working Days
- Paid Tchr Prof/Work Days
- Conference Days off
- Flex Option Days
- Student Start Date

Grand Total   196

Paid Holidays
Sept 5- Labor Day
Nov 24, 25- Thanksgiving
January 16- MLK Day
February 20-President's Day
May 29-Memorial Day

Non Workdays
October 5-No School
November 11-Veteran's Day
November 21-23 Thanksgiving Break
December 22-Jan 4- Winter Break
March 20-24 Spring Break
April 7- No School

Paid Days
August 3-9 Teacher PD/Work Days
October 28-Conference Day Off
October 30- Teacher PD/Work Day
January 30-Teacher PD/Work Day
February 17-Conference Day Off

2022 -2023 Instructional 206 Day Calendar

Pay Type 430 Speech & Language Pathologists

July 26 - First Day

June 7 - Last Day

July-22

S	M	T	W	T	F	S	
					1	2	
					0		
3	4	5	6	7	8	9	
	0	0	0	0	0		
10	11	12	13	14	15	16	
	0	0	0	0	0		
17	18	19	20	21	22	23	
	0	0	0	0	0		
24	25	26	27	28	29	30	
	0	1	1	1	1		4

August-22

S	M	T	W	T	F	S	
	1	2	3	4	5	6	
	1	1	1	1	1		
7	8	9	10	11	12	13	
	1	1	1	1	1		
14	15	16	17	18	19	20	
	1	1	1	1	1		
21	22	23	24	25	26	27	
	1	1	1	1	1		
28	29	30	31				
	1	1	1				23

September-22

S	M	T	W	T	F	S	
				1	2	3	
				1	1		
4	5	6	7	8	9	10	
	1	1	1	1	1		
11	12	13	14	15	16	17	
	1	1	1	1	1		
18	19	20	21	22	23	24	
	1	1	1	1	1		
25	26	27	28	29	30		
	1	1	1	1	1		22

October-22

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
	1	1	0	1	1		
9	10	11	12	13	14	15	
	1	1	1	1	1		
16	17	18	19	20	21	22	
	1	1	1	1	1		
23	24	25	26	27	28	29	
	1	1	1	1	1		
30	31						
	1						20

November-22

S	M	T	W	T	F	S	
	1	2	3	4	5		
	1	1	1	1			
6	7	8	9	10	11	12	
	1	1	1	1	0		
13	14	15	16	17	18	19	
	1	1	1	1	1		
20	21	22	23	24	25	26	
	0	0	0	1	1		
27	28	29	30				
	1	1	1				18

December-22

S	M	T	W	T	F	S	
				1	2	3	
				1	1		
4	5	6	7	8	9	10	
	1	1	1	1	1		
11	12	13	14	15	16	17	
	1	1	1	1	1		
18	19	20	21	22	23	24	
	1	1	1	0	0		
25	26	27	28	29	30	31	
	0	0	0	0	0		15

January-23

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
	0	0	0	1	1		
8	9	10	11	12	13	14	
	1	1	1	1	1		
15	16	17	18	19	20	21	
	1	1	1	1	1		
22	23	24	25	26	27	28	
	1	1	1	1	1		
29	30	31					
	1	1					19

February-23

S	M	T	W	T	F	S	
		1	2	3	4		
		1	1	1			
5	6	7	8	9	10	11	
	1	1	1	1	1		
12	13	14	15	16	17	18	
	1	1	1	1	1		
19	20	21	22	23	24	25	
	1	1	1	1	1		
26	27	28					
	1	1					20

March-23

S	M	T	W	T	F	S	
			1	2	3	4	
			1	1	1		
5	6	7	8	9	10	11	
	1	1	1	1	1		
12	13	14	15	16	17	18	
	1	1	1	1	1		
19	20	21	22	23	24	25	
	0	0	0	0	0		
26	27	28	29	30	31		
	1	1	1	1	1		18

April-23

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
	1	1	1	1	0		
9	10	11	12	13	14	15	
	1	1	1	1	1		
16	17	18	19	20	21	22	
	1	1	1	1	1		
23	24	25	26	27	28	29	
	1	1	1	1	1		19

May-23

S	M	T	W	T	F	S	
	1	2	3	4	5	6	
	1	1	1	1	1		
7	8	9	10	11	12	13	
	1	1	1	1	1		
14	15	16	17	18	19	20	
	1	1	1	1	1		
21	22	23	24	25	26	27	
	1	1	1	1	1		
28	29	30	31				
	1	1	1				23

June-23

S	M	T	W	T	F	S	
				1	2	3	
				1	1		
4	5	6	7	8	9	10	
	1	1	1	0	0		
11	12	13	14	15	16	17	
	0	0	0	0	0		
18	19	20	21	22	23	24	
	0	0	0	0	0		
25	26	27	28	29	30		
	0	0	0	0	0		5

Legend:
- Non Work Days
- Paid Holidays
- Working Days
- Paid Tchr Prof/Work Days
- Conference Days off
- Student Start Date

Grand Total | **206**

Paid Holidays
Sept 5- Labor Day
Nov 24, 25- Thanksgiving
January 16- MLK Day
February 20-President's Day
May 29-Memorial Day

Paid Days
August 3-9 Teacher PD/Work Days
October 28-Conference Day Off
October 30- Teacher PD/Work Day
January 30-Teacher PD/Work Day
February 17-Conference Day Off

Non Workdays
October 5-No School
November 11-Veteran's Day
November 21-23 Thanksgiving Break
December 22-Jan 4- Winter Break
March 20-24 Spring Break
April 7- No School

2022 -2023 Instructional 216 Day Calendar

Pay Type 410, 440 - Guidance Counselors, Orchestra, Middle School Band Directors, High School Asst. Band Director, Automotive Program Technician

July 20 - First Day

June 15 - Last Day

FIRST CHECK 7/29/2022

July-22

S	M	T	W	T	F	S	
					1	2	
					0		
3	4	5	6	7	8	9	
	0	0	0	0	0		
10	11	12	13	14	15	16	
	0	0	0	0	0		
17	18	19	20	21	22	23	
	0	0	1	1	1		
24	25	26	27	28	29	30	
	1	1	1	1	1		8

August-22

S	M	T	W	T	F	S	
	1	2	3	4	5	6	
	1	1	1	1	1		
7	8	9	10	11	12	13	
	1	1	1	1	1		
14	15	16	17	18	19	20	
	1	1	1	1	1		
21	22	23	24	25	26	27	
	1	1	1	1	1		
28	29	30	31				
	1	1	1				23

September-22

S	M	T	W	T	F	S	
				1	2	3	
				1	1		
4	5	6	7	8	9	10	
	1	1	1	1	1		
11	12	13	14	15	16	17	
	1	1	1	1	1		
18	19	20	21	22	23	24	
	1	1	1	1	1		
25	26	27	28	29	30		
	1	1	1	1	1		22

October-22

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
	1	1	0	1	1		
9	10	11	12	13	14	15	
	1	1	1	1	1		
16	17	18	19	20	21	22	
	1	1	1	1	1		
23	24	25	26	27	28	29	
	1	1	1	1	1		
30	31						
	1						20

November-22

S	M	T	W	T	F	S	
	1	2	3	4	5		
	1	1	1	1			
6	7	8	9	10	11	12	
	1	1	1	1	0		
13	14	15	16	17	18	19	
	1	1	1	1	1		
20	21	22	23	24	25	26	
	0	0	0	1	1		
27	28	29	30				
	1	1	1				18

December-22

S	M	T	W	T	F	S	
				1	2	3	
				1	1		
4	5	6	7	8	9	10	
	1	1	1	1	1		
11	12	13	14	15	16	17	
	1	1	1	1	1		
18	19	20	21	22	23	24	
	1	1	1	0	0		
25	26	27	28	29	30	31	
	0	0	0	0	0		15

January-23

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
	0	0	0	1	1		
8	9	10	11	12	13	14	
	1	1	1	1	1		
15	16	17	18	19	20	21	
	1	1	1	1	1		
22	23	24	25	26	27	28	
	1	1	1	1	1		
29	30	31					
	1	1					19

February-23

S	M	T	W	T	F	S	
		1	2	3	4		
		1	1	1			
5	6	7	8	9	10	11	
	1	1	1	1	1		
12	13	14	15	16	17	18	
	1	1	1	1	1		
19	20	21	22	23	24	25	
	1	1	1	1	1		
26	27	28					
	1	1					20

March-23

S	M	T	W	T	F	S	
			1	2	3	4	
			1	1	1		
5	6	7	8	9	10	11	
	1	1	1	1	1		
12	13	14	15	16	17	18	
	1	1	1	1	1		
19	20	21	22	23	24	25	
	0	0	0	0	0		
26	27	28	29	30	31		
	1	1	1	1	1		18

April-23

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
	1	1	1	1	0		
9	10	11	12	13	14	15	
	1	1	1	1	1		
16	17	18	19	20	21	22	
	1	1	1	1	1		
23	24	25	26	27	28	29	
	1	1	1	1	1		19

May-23

S	M	T	W	T	F	S	
	1	2	3	4	5	6	
	1	1	1	1	1		
7	8	9	10	11	12	13	
	1	1	1	1	1		
14	15	16	17	18	19	20	
	1	1	1	1	1		
21	22	23	24	25	26	27	
	1	1	1	1	1		
28	29	30	31				
	1	1	1				23

June-23

S	M	T	W	T	F	S	
				1	2	3	
				1	1		
4	5	6	7	8	9	10	
	1	1	1	1	1		
11	12	13	14	15	16	17	
	1	1	1	1	0		
18	19	20	21	22	23	24	
	0	0	0	0	0		
25	26	27	28	29	30		
	0	0	0	0	0		11

Legend:
- Non Work Days
- Paid Holidays
- Working Days
- Paid Tchr Prof/Work Days
- Conference Days off
- Student Start Date

Grand Total: 216

Paid Holidays
Sept 5- Labor Day
Nov 24, 25- Thanksgiving
January 16- MLK Day
February 20-President's Day
May 29-Memorial Day

Paid Days
August 3-9 Teacher PD/Work Days
October 28-Conference Day Off
October 30- Teacher PD/Work Day
January 30-Teacher PD/Work Day
February 17-Conference Day Off

Non Workdays
October 5-No School
November 11-Veteran's Day
November 21-23 Thanksgiving Break
December 22-Jan 4- Winter Break
March 20-24 Spring Break
April 7- No School

2022 -2023 Instructional 244 Day Calendar

Pay Type 420, 460 - High School Band Director, Navy ROTC, Adult Ed RN, Guidance Directors

July 1 - First Day   June 30 - Last Day

July-22

S	M	T	W	T	F	S
					1	2
					1	
3	4	5	6	7	8	9
	0	1	1	1	1	
10	11	12	13	14	15	16
	1	1	1	1	1	
17	18	19	20	21	22	23
	1	1	1	1	1	
24	25	26	27	28	29	30
	1	1	1	1	1		20

August-22

S	M	T	W	T	F	S
	1	2	3	4	5	6
	1	1	1	1	1	
7	8	9	10	11	12	13
	1	1	1	1	1	
14	15	16	17	18	19	20
	1	1	1	1	1	
21	22	23	24	25	26	27
	1	1	1	1	1	
28	29	30	31			
	1	1	1				23

September-22

S	M	T	W	T	F	S
				1	2	3
				1	1	
4	5	6	7	8	9	10
	1	1	1	1	1	
11	12	13	14	15	16	17
	1	1	1	1	1	
18	19	20	21	22	23	24
	1	1	1	1	1	
25	26	27	28	29	30	
	1	1	1	1	1		22

October-22

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	1	1	0	1	1	
9	10	11	12	13	14	15
	1	1	1	1	1	
16	17	18	19	20	21	22
	1	1	1	1	1	
23	24	25	26	27	28	29
	1	1	1	1	1	
30	31					
	1						20

November-22

S	M	T	W	T	F	S
	1	2	3	4	5	
	1	1	1	1		
6	7	8	9	10	11	12
	1	1	1	1	1	
13	14	15	16	17	18	19
	1	1	1	1	1	
20	21	22	23	24	25	26
	0	0	0	1	0	
27	28	29	30			
	1	1	1				18

December-22

S	M	T	W	T	F	S
				1	2	3
				1	1	
4	5	6	7	8	9	10
	1	1	1	1	1	
11	12	13	14	15	16	17
	1	1	1	1	1	
18	19	20	21	22	23	24
	1	1	1	0	0	
25	26	27	28	29	30	31
	0	0	0	0	0		15

January-23

S	M	T	W	T	F	S
1	2	3	4	5	6	7
	0	0	1	1	1	
8	9	10	11	12	13	14
	1	1	1	1	1	
15	16	17	18	19	20	21
	1	1	1	1	1	
22	23	24	25	26	27	28
	1	1	1	1	1	
29	30	31				
	1	1					20

February-23

S	M	T	W	T	F	S
		1	2	3	4	
		1	1	1		
5	6	7	8	9	10	11
	1	1	1	1	1	
12	13	14	15	16	17	18
	1	1	1	1	1	
19	20	21	22	23	24	25
	1	1	1	1	1	
26	27	28				
	1	1					20

March-23

S	M	T	W	T	F	S
			1	2	3	4
			1	1	1	
5	6	7	8	9	10	11
	1	1	1	1	1	
12	13	14	15	16	17	18
	1	1	1	1	1	
19	20	21	22	23	24	25
	1	1	1	0	0	
26	27	28	29	30	31	
	1	1	1	1	1		21

April-23

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	1	1	1	1	1	
9	10	11	12	13	14	15
	1	1	1	1	1	
16	17	18	19	20	21	22
	1	1	1	1	1	
23	24	25	26	27	28	29
	1	1	1	1	1		20

May-23

S	M	T	W	T	F	S
	1	2	3	4	5	6
	1	1	1	1	1	
7	8	9	10	11	12	13
	1	1	1	1	1	
14	15	16	17	18	19	20
	1	1	1	1	1	
21	22	23	24	25	26	27
	1	1	1	1	1	
28	29	30	31			
	1	1	1				23

June-23

S	M	T	W	T	F	S
				1	2	3
				1	1	
4	5	6	7	8	9	10
	1	1	1	1	1	
11	12	13	14	15	16	17
	1	1	1	1	1	
18	19	20	21	22	23	24
	1	1	1	1	1	
25	26	27	28	29	30	
	1	1	1	1	1		22

Legend:
- Non Work Days
- Paid Holidays
- Working Days
- Paid Tchr Prof/Work Days
- Conference Days off
- Student Start Date

Grand Total 244

Paid Holidays
Sept 5- Labor Day
Nov 24, 25- Thanksgiving
January 16- MLK Day
February 20-President's Day
May 29-Memorial Day

Non Workdays
October 5-No School
November 11-Veteran's Day
November 21-23 Thanksgiving Break
December 22-Jan 3- Winter Break
March 23-24 Spring Break

Paid Days
August 3-9 Teacher PD/Work Days
October 28-Conference Day Off
October 30- Teacher PD/Work Day
January 30-Teacher PD/Work Day
February 17-Conference Day Off

2022 -2023 Non-Instructional 180 Day Calendar

Pay Type 660 Student Monitors

Aug 9 - First Day

May 31 - Last Day

July-22

S	M	T	W	T	F	S
					1	2
					0	
3	4	5	6	7	8	9
	0	0	0	0	0	
10	11	12	13	14	15	16
	0	0	0	0	0	
17	18	19	20	21	22	23
	0	0	0	0	0	
24	25	26	27	28	29	30
	0	0	0	0	0		0

August-22

S	M	T	W	T	F	S
	1	2	3	4	5	6
	0	0	0	0	0	
7	8	9	10	11	12	13
	0	1	1	1	1	
14	15	16	17	18	19	20
	1	1	1	1	1	
21	22	23	24	25	26	27
	1	1	1	1	1	
28	29	30	31			
	1	1	1				17

September-22

S	M	T	W	T	F	S
				1	2	3
				1	1	
4	5	6	7	8	9	10
	0	1	1	1	1	
11	12	13	14	15	16	17
	1	1	1	1	1	
18	19	20	21	22	23	24
	1	1	1	1	1	
25	26	27	28	29	30	
	1	1	1	1	1		21

October-22

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	1	1	0	1	1	
9	10	11	12	13	14	15
	1	1	1	1	1	
16	17	18	19	20	21	22
	1	1	1	1	1	
23	24	25	26	27	28	29
	1	1	1	1	0	
30	31					
	0						18

November-22

S	M	T	W	T	F	S
		1	2	3	4	5
		1	1	1	1	
6	7	8	9	10	11	12
	1	1	1	1	0	
13	14	15	16	17	18	19
	1	1	1	1	1	
20	21	22	23	24	25	26
	0	0	0	0	0	
27	28	29	30			
	1	1	1				16

December-22

S	M	T	W	T	F	S
				1	2	3
				1	1	
4	5	6	7	8	9	10
	1	1	1	1	1	
11	12	13	14	15	16	17
	1	1	1	1	1	
18	19	20	21	22	23	24
	1	1	1	0	0	
25	26	27	28	29	30	31
	0	0	0	0	0		15

January-23

S	M	T	W	T	F	S
1	2	3	4	5	6	7
	0	0	0	0	0	
8	9	10	11	12	13	14
	1	1	1	1	1	
15	16	17	18	19	20	21
	0	1	1	1	1	
22	23	24	25	26	27	28
	1	1	1	1	1	
29	30	31				
	1	1					16

February-23

S	M	T	W	T	F	S
			1	2	3	4
			1	1	1	
5	6	7	8	9	10	11
	1	1	1	1	1	
12	13	14	15	16	17	18
	1	1	1	1	0	
19	20	21	22	23	24	25
	0	1	1	1	1	
26	27	28				
	1	1					18

March-23

S	M	T	W	T	F	S
			1	2	3	4
			1	1	1	
5	6	7	8	9	10	11
	1	1	1	1	1	
12	13	14	15	16	17	18
	1	1	1	1	1	
19	20	21	22	23	24	25
	0	0	0	0	0	
26	27	28	29	30	31	
	1	1	1	1	1		18

April-23

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	1	1	1	1	0	
9	10	11	12	13	14	15
	1	1	1	1	1	
16	17	18	19	20	21	22
	1	1	1	1	1	
23	24	25	26	27	28	29
	1	1	1	1	1		19

May-23

S	M	T	W	T	F	S
	1	2	3	4	5	6
	1	1	1	1	1	
7	8	9	10	11	12	13
	1	1	1	1	1	
14	15	16	17	18	19	20
	1	1	1	1	1	
21	22	23	24	25	26	27
	1	1	1	1	1	
28	29	30	31			
	0	1	1				22

June-23

S	M	T	W	T	F	S
				1	2	3
				0	0	
4	5	6	7	8	9	10
	0	0	0	0	0	
11	12	13	14	15	16	17
	0	0	0	0	0	
18	19	20	21	22	23	24
	0	0	0	0	0	
25	26	27	28	29	30	
	0	0	0	0	0		0

Non Work Days

Working Days

Student Start Date

Grand Total **180**

Non Workdays

Sept 5 - Labor Day
Oct 5 - No School
Oct 28-31 - No School
Nov 11 - Veteran's Day
Nov 21-25 Thanksgiving Week
Dec 22- Jan 6 - Winter Break
January 16 - Martin Luther King Day
February 17 - No School
February 20 - President's Day
March 20-24 Spring Break
April 7 - No School
May 29 - Memorial Day

2022 -2023 Non-Instructional 186 Day Calendar

Pay Type 601, 611, 612, 613, 614, 616, 710, 720 - Teachers Assistants, Cafeteria Workers, Bus Drivers, Bus Assistants, Computer Lab Assistants

FIRST CHECK 8/15/2022

Aug 9 - First Day   May 31 - Last Day

July-22

S	M	T	W	T	F	S	
					1	2	
					0	0	
3	4	5	6	7	8	9	
	0	0	0	0	0		
10	11	12	13	14	15	16	
	0	0	0	0	0		
17	18	19	20	21	22	23	
	0	0	0	0	0		
24	25	26	27	28	29	30	
	0	0	0	0	0		0

August-22

S	M	T	W	T	F	S	
	1	2	3	4	5	6	
	0	0	0	0	0		
7	8	9	10	11	12	13	
	0	1	1	1	1		
14	15	16	17	18	19	20	
	1	1	1	1	1		
21	22	23	24	25	26	27	
	1	1	1	1	1		
28	29	30	31				
	1	1	1				17

September-22

S	M	T	W	T	F	S	
				1	2	3	
				1	1		
4	5	6	7	8	9	10	
	1	1	1	1	1		
11	12	13	14	15	16	17	
	1	1	1	1	1		
18	19	20	21	22	23	24	
	1	1	1	1	1		
25	26	27	28	29	30		
	1	1	1	1	1		22

October-22

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
	1	1	0	1	1		
9	10	11	12	13	14	15	
	1	1	1	1	1		
16	17	18	19	20	21	22	
	1	1	1	1	1		
23	24	25	26	27	28	29	
	1	1	1	1	0		
30	31						
	0						18

November-22

S	M	T	W	T	F	S	
		1	2	3	4	5	
		1	1	1	1		
6	7	8	9	10	11	12	
	1	1	1	1	1		
13	14	15	16	17	18	19	
	1	1	1	1	1		
20	21	22	23	24	25	26	
	0	0	0	1	0		
27	28	29	30				
	1	1	1				18

December-22

S	M	T	W	T	F	S	
				1	2	3	
				1	1		
4	5	6	7	8	9	10	
	1	1	1	1	1		
11	12	13	14	15	16	17	
	1	1	1	1	1		
18	19	20	21	22	23	24	
	1	1	1	0	0		
25	26	27	28	29	30	31	
	0	0	0	0	0		15

January-23

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
	0	0	0	0	1		
8	9	10	11	12	13	14	
	1	1	1	1	1		
15	16	17	18	19	20	21	
	1	1	1	1	1		
22	23	24	25	26	27	28	
	1	1	1	1	1		
29	30	31					
	0	1					17

February-23

S	M	T	W	T	F	S	
		1	2	3	4		
		1	1	1			
5	6	7	8	9	10	11	
	1	1	1	1	1		
12	13	14	15	16	17	18	
	1	1	1	1	0		
19	20	21	22	23	24	25	
	1	1	1	1	1		
26	27	28					
	1	1					19

March-23

S	M	T	W	T	F	S	
			1	2	3	4	
			1	1	1		
5	6	7	8	9	10	11	
	1	1	1	1	1		
12	13	14	15	16	17	18	
	1	1	1	1	1		
19	20	21	22	23	24	25	
	0	0	0	0	0		
26	27	28	29	30	31		
	1	1	1	1	1		18

April-23

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
	1	1	1	1	0		
9	10	11	12	13	14	15	
	1	1	1	1	1		
16	17	18	19	20	21	22	
	1	1	1	1	1		
23	24	25	26	27	28	29	
	1	1	1	1	1		19

May-23

S	M	T	W	T	F	S	
	1	2	3	4	5	6	
	1	1	1	1	1		
7	8	9	10	11	12	13	
	1	1	1	1	1		
14	15	16	17	18	19	20	
	1	1	1	1	1		
21	22	23	24	25	26	27	
	1	1	1	1	1		
28	29	30	31				
	1	1	1				23

June-23

S	M	T	W	T	F	S	
				1	2	3	
				0	0		
4	5	6	7	8	9	10	
	0	0	0	0	0		
11	12	13	14	15	16	17	
	0	0	0	0	0		
18	19	20	21	22	23	24	
	0	0	0	0	0		
25	26	27	28	29	30		
	0	0	0	0	0		0

Non Work Days   Working Days   Student Start Date   Paid Holidays   **Grand Total** 186

Paid Holidays

Sept 5 - Labor Day
Nov 11 - Veteran's Day
Nov 24 - Thanksgiving
January 16 - Martin Luther King Day
February 20 - President's Day
May 29 - Memorial Day

Non Workdays

October 5 - No School
October 28-31 No School
Nov 21-23, 25 Thanksgiving Break
December 22 - Jan 5 Winter Break
Jan 30 - No School
February 17 - Conference Day off
March 20-24 - Spring Break
April 7 - No School

2022 -2023 Non-Instructional 196 Day Calendar

Pay Type 153, 603, 604, 830 - Media Assistants, 10 Month Pro/Tech., Health Assistants and Nurses, FS Managers

FIRST CHECK 8/15/2022

Aug 2 - First Day

June 2 - Last Day

July-22

S	M	T	W	T	F	S
					1	2
					0	
3	4	5	6	7	8	9
	0	0	0	0	0	
10	11	12	13	14	15	16
	0	0	0	0	0	
17	18	19	20	21	22	23
	0	0	0	0	0	
24	25	26	27	28	29	30
	0	0	0	0	0		**0**

August-22

S	M	T	W	T	F	S
	1	2	3	4	5	6
	0	1	1	1	1	
7	8	9	10	11	12	13
	1	1	1	1	1	
14	15	16	17	18	19	20
	1	1	1	1	1	
21	22	23	24	25	26	27
	1	1	1	1	1	
28	29	30	31			
	1	1	1				**22**

September-22

S	M	T	W	T	F	S
				1	2	3
				1	1	
4	5	6	7	8	9	10
	1	1	1	1	1	
11	12	13	14	15	16	17
	1	1	1	1	1	
18	19	20	21	22	23	24
	1	1	1	1	1	
25	26	27	28	29	30	
	1	1	1	1	1		**22**

October-22

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	1	1	0	1	1	
9	10	11	12	13	14	15
	1	1	1	1	1	
16	17	18	19	20	21	22
	1	1	1	1	1	
23	24	25	26	27	28	29
	1	1	1	1	0	
30	31					
	1						**19**

November-22

S	M	T	W	T	F	S
		1	2	3	4	5
		1	1	1	1	
6	7	8	9	10	11	12
	1	1	1	1	1	
13	14	15	16	17	18	19
	1	1	1	1	1	
20	21	22	23	24	25	26
	0	0	0	1	0	
27	28	29	30			
	1	1	1				**18**

December-22

S	M	T	W	T	F	S
				1	2	3
				1	1	
4	5	6	7	8	9	10
	1	1	1	1	1	
11	12	13	14	15	16	17
	1	1	1	1	1	
18	19	20	21	22	23	24
	1	1	1	0	0	
25	26	27	28	29	30	31
	0	0	0	0	0		**15**

January-23

S	M	T	W	T	F	S
1	2	3	4	5	6	7
	0	0	0	1	1	
8	9	10	11	12	13	14
	1	1	1	1	1	
15	16	17	18	19	20	21
	1	1	1	1	1	
22	23	24	25	26	27	28
	1	1	1	1	1	
29	30	31				
	1	1					**19**

February-23

S	M	T	W	T	F	S
			1	2	3	4
			1	1	1	
5	6	7	8	9	10	11
	1	1	1	1	1	
12	13	14	15	16	17	18
	1	1	1	1	0	
19	20	21	22	23	24	25
	1	1	1	1	1	
26	27	28				
	1	1					**19**

March-23

S	M	T	W	T	F	S
			1	2	3	4
			1	1	1	
5	6	7	8	9	10	11
	1	1	1	1	1	
12	13	14	15	16	17	18
	1	1	1	1	1	
19	20	21	22	23	24	25
	0	0	0	0	0	
26	27	28	29	30	31	
	1	1	1	1	1		**18**

April-23

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	1	1	1	1	0	
9	10	11	12	13	14	15
	1	1	1	1	1	
16	17	18	19	20	21	22
	1	1	1	1	1	
23	24	25	26	27	28	29
	1	1	1	1	1		**19**

May-23

S	M	T	W	T	F	S
	1	2	3	4	5	6
	1	1	1	1	1	
7	8	9	10	11	12	13
	1	1	1	1	1	
14	15	16	17	18	19	20
	1	1	1	1	1	
21	22	23	24	25	26	27
	1	1	1	1	1	
28	29	30	31			
	1	1	1				**23**

June-23

S	M	T	W	T	F	S
				1	2	3
				1	1	
4	5	6	7	8	9	10
	0	0	0	0	0	
11	12	13	14	15	16	17
	0	0	0	0	0	
18	19	20	21	22	23	24
	0	0	0	0	0	
25	26	27	28	29	30	
	0	0	0	0	0		**2**

Non Work Days | Working Days | Student Start Date | Paid Holidays

Grand Total **196**

Paid Holidays

Sept 5 - Labor Day
Nov 11 - Veteran's Day
Nov 24 - Thanksgiving
January 16 - Martin Luther King Day
February 20 - President's Day
May 29 - Memorial Day

Non Workdays

October 5 - No School
October 28 - No School
Nov 21-23, 25 Thanksgiving Break
December 22 - Jan 4 Winter Break
February 17 - Conference Day off
March 20-24 - Spring Break
April 7 - No School

2022 -2023 Non-Instructional 220 Day Calendar

Pay Type 102, 151, 606, 610, 615, 810, 850 - Asst Principals, 11 Mth Secretaries, Dispatchers, Receptionists and 11 Mth Professional Techical

Jul 18 - First Day   June 21 - Last Day

July-22

S	M	T	W	T	F	S	
					1	2	
					0		
3	4	5	6	7	8	9	
	0	0	0	0	0		
10	11	12	13	14	15	16	
	0	0	0	0	0		
17	18	19	20	21	22	23	
	1	1	1	1	1		
24	25	26	27	28	29	30	
	1	1	1	1	1		10

August-22

S	M	T	W	T	F	S	
	1	2	3	4	5	6	
	1	1	1	1	1		
7	8	9	10	11	12	13	
	1	1	1	1	1		
14	15	16	17	18	19	20	
	1	1	1	1	1		
21	22	23	24	25	26	27	
	1	1	1	1	1		
28	29	30	31				
	1	1	1				23

September-22

S	M	T	W	T	F	S	
				1	2	3	
				1	1		
4	5	6	7	8	9	10	
	1	1	1	1	1		
11	12	13	14	15	16	17	
	1	1	1	1	1		
18	19	20	21	22	23	24	
	1	1	1	1	1		
25	26	27	28	29	30		
	1	1	1	1	1		22

October-22

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
	1	1	0	1	1		
9	10	11	12	13	14	15	
	1	1	1	1	1		
16	17	18	19	20	21	22	
	1	1	1	1	1		
23	24	25	26	27	28	29	
	1	1	1	1	0		
30	31						
	1						19

November-22

S	M	T	W	T	F	S	
		1	2	3	4	5	
		1	1	1	1		
6	7	8	9	10	11	12	
	1	1	1	1	1		
13	14	15	16	17	18	19	
	1	1	1	1	1		
20	21	22	23	24	25	26	
	0	0	0	1	0		
27	28	29	30				
	1	1	1				18

December-22

S	M	T	W	T	F	S	
				1	2	3	
				1	1		
4	5	6	7	8	9	10	
	1	1	1	1	1		
11	12	13	14	15	16	17	
	1	1	1	1	1		
18	19	20	21	22	23	24	
	1	1	1	0	0		
25	26	27	28	29	30	31	
	0	0	0	0	0		15

January-23

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
	0	0	0	1	1		
8	9	10	11	12	13	14	
	1	1	1	1	1		
15	16	17	18	19	20	21	
	1	1	1	1	1		
22	23	24	25	26	27	28	
	1	1	1	1	1		
29	30	31					
	1	1					19

February-23

S	M	T	W	T	F	S	
		1	2	3	4		
		1	1	1			
5	6	7	8	9	10	11	
	1	1	1	1	1		
12	13	14	15	16	17	18	
	1	1	1	1	0		
19	20	21	22	23	24	25	
	1	1	1	1	1		
26	27	28					
	1	1					19

March-23

S	M	T	W	T	F	S	
			1	2	3	4	
			1	1	1		
5	6	7	8	9	10	11	
	1	1	1	1	1		
12	13	14	15	16	17	18	
	1	1	1	1	1		
19	20	21	22	23	24	25	
	0	0	0	0	0		
26	27	28	29	30	31		
	1	1	1	1	1		18

April-23

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
	1	1	1	1	0		
9	10	11	12	13	14	15	
	1	1	1	1	1		
16	17	18	19	20	21	22	
	1	1	1	1	1		
23	24	25	26	27	28	29	
	1	1	1	1	1		19

May-23

S	M	T	W	T	F	S	
	1	2	3	4	5	6	
	1	1	1	1	1		
7	8	9	10	11	12	13	
	1	1	1	1	1		
14	15	16	17	18	19	20	
	1	1	1	1	1		
21	22	23	24	25	26	27	
	1	1	1	1	1		
28	29	30	31				
	1	1	1				23

June-23

S	M	T	W	T	F	S	
				1	2	3	
				1	1		
4	5	6	7	8	9	10	
	1	1	1	1	1		
11	12	13	14	15	16	17	
	1	1	1	1	1		
18	19	20	21	22	23	24	
	1	1	1	0	0		
25	26	27	28	29	30		
	0	0	0	0	0		15

Non Work Days   Working Days   Student Start Date   Paid Holidays   **Grand Total 220**

Paid Holidays

Sept 5 - Labor Day
Nov 11 - Veteran's Day
Nov 24 - Thanksgiving
January 16 - Martin Luther King Day
February 20 - President's Day
May 29 - Memorial Day

Non Workdays

October 5 - No School
October 28 - No School
Nov 21-23, 25 Thanksgiving Break
December 22 - Jan 4 Winter Break
February 17 - Conference Day off
March 20-24 - Spring Break
April 7 - No School

2022 -2023 Non-Instructional 250 Day Calendar

Pay Type 101, 111, 152, 510, 820, 607, 608 Administrative, Professional Technical and Confidential Managerial 12 month employees, custodian and secretaries

FIRST CHECK 7/15/2022

Jul 1 - First Day   June 30 - Last Day

July-22

S	M	T	W	T	F	S
					1	2
					1	
3	4	5	6	7	8	9
	1	1	1	1	1	
10	11	12	13	14	15	16
	1	1	1	1	1	
17	18	19	20	21	22	23
	1	1	1	1	1	
24	25	26	27	28	29	30
	1	1	1	1	1	21

August-22

S	M	T	W	T	F	S
	1	2	3	4	5	6
	1	1	1	1	1	
7	8	9	10	11	12	13
	1	1	1	1	1	
14	15	16	17	18	19	20
	1	1	1	1	1	
21	22	23	24	25	26	27
	1	1	1	1	1	
28	29	30	31			
	1	1	1			23

September-22

S	M	T	W	T	F	S
				1	2	3
				1	1	
4	5	6	7	8	9	10
	1	1	1	1	1	
11	12	13	14	15	16	17
	1	1	1	1	1	
18	19	20	21	22	23	24
	1	1	1	1	1	
25	26	27	28	29	30	
	1	1	1	1	1	22

October-22

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	1	1	1	1	1	
9	10	11	12	13	14	15
	1	1	1	1	1	
16	17	18	19	20	21	22
	1	1	1	1	1	
23	24	25	26	27	28	29
	1	1	1	1	1	
30	31					
	1					21

November-22

S	M	T	W	T	F	S
	1	2	3	4	5	
	1	1	1	1		
6	7	8	9	10	11	12
	1	1	1	1	1	
13	14	15	16	17	18	19
	1	1	1	1	1	
20	21	22	23	24	25	26
	1	1	1	1	0	
27	28	29	30			
	1	1	1			21

December-22

S	M	T	W	T	F	S
				1	2	3
				1	1	
4	5	6	7	8	9	10
	1	1	1	1	1	
11	12	13	14	15	16	17
	1	1	1	1	1	
18	19	20	21	22	23	24
	1	1	1	0	0	
25	26	27	28	29	30	31
	0	0	0	0	0	15

January-23

S	M	T	W	T	F	S
1	2	3	4	5	6	7
	0	0	1	1	1	
8	9	10	11	12	13	14
	1	1	1	1	1	
15	16	17	18	19	20	21
	1	1	1	1	1	
22	23	24	25	26	27	28
	1	1	1	1	1	
29	30	31				
	1	1				20

February-23

S	M	T	W	T	F	S
			1	2	3	4
			1	1	1	
5	6	7	8	9	10	11
	1	1	1	1	1	
12	13	14	15	16	17	18
	1	1	1	1	1	
19	20	21	22	23	24	25
	1	1	1	1	1	
26	27	28				
	1	1				20

March-23

S	M	T	W	T	F	S
			1	2	3	4
			1	1	1	
5	6	7	8	9	10	11
	1	1	1	1	1	
12	13	14	15	16	17	18
	1	1	1	1	1	
19	20	21	22	23	24	25
	1	1	1	1	0	
26	27	28	29	30	31	
	1	1	1	1	1	22

April-23

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	1	1	1	1	1	
9	10	11	12	13	14	15
	1	1	1	1	1	
16	17	18	19	20	21	22
	1	1	1	1	1	
23	24	25	26	27	28	29
	1	1	1	1	1	20

May-23

S	M	T	W	T	F	S
	1	2	3	4	5	6
	1	1	1	1	1	
7	8	9	10	11	12	13
	1	1	1	1	1	
14	15	16	17	18	19	20
	1	1	1	1	1	
21	22	23	24	25	26	27
	1	1	1	1	1	
28	29	30	31			
	1	1	1			23

June-23

S	M	T	W	T	F	S
				1	2	3
				1	1	
4	5	6	7	8	9	10
	1	1	1	1	1	
11	12	13	14	15	16	17
	1	1	1	1	1	
18	19	20	21	22	23	24
	1	1	1	1	1	
25	26	27	28	29	30	
	1	1	1	1	1	22

Legend:
- Non Work Days
- Working Days
- Student Start Date
- Paid Holidays

Grand Total   250

Paid Days Off
July 4 - Independence Day
Sept 5 - Labor Day
Nov 24 - Thanksgiving
January 16 - Martin Luther King Day
February 20 - President's Day
March 23 Spring Break
May 29 - Memorial Day

Non Workdays
Novmber 25 - Thanksgiving
December 22 - Jan 3 Winter Break
March 24 Spring Break

DRAFT

INDIAN RIVER SCHOOL DISTRICT LEAVE INFORMATION

Introduction:
This document is designed to educate employees on the types of leave available, what said leave can be used for and how to access and understand leave balances.

SICK LEAVE

ACCRUAL:

GENERALLY, EMPLOYEES ARE:
- Credited with four (4) days on first payroll of fiscal year (per Florida Statute 1012.61 (2)(a)(1.)
  - Technically, (4) of the advanced days are _**not earned**_ until the end of the contract
  - If any of the advanced days are used before they are earned and the employee leaves the District (or goes into an unpaid status), the District will recover any paid time that wasn't earned.
- Earn one (1) day per month thereafter at the end of each month
  - Accrues at the end of each month- see accrual calendar on Payroll webpage
  - Accrual stops when maximum number of days is reached (approximately end of January/beginning or February due to 4 days given up front)
- Balances are available to the employee through the FOCUS Employee Self Service Module
- Unused balance rolls forward to the next year.

USAGE:
Employees taking sick leave shall notify the appropriate supervisor and file a request for leave of absence form before beginning the leave, if possible. If the employee is sick for more than (5) consecutive days, they <u>may</u> be asked to submit a physician's note.

In an emergency, the leave of absence form may be filed immediately following return to duty. Teachers are required to request a substitute through the District's substitute calling system (AESOP).

- Sick leave may be taken for the following reasons:

  - when the employee is unable to perform his/her duty in the school due to personal sickness, accident, disability, or extended personal illness, and consequently needs to be absent from his/her work;

  - for the illness or death of the employee's spouse, child, father, mother, brother, sister, other close relative, or member of the employee's own household;

If the employee needs more leave than they have available, they should contact the Human Resources Department and refer to the Leave of Absence Checklist.

SICK LEAVE TRANSFERRED

Sick leave may be transferred from other public schools in Florida. Transferred days will only be credited in an equal number of hour to the number of hours earned in this District.

An employee may authorize transfer of accrued sick leave to their spouse, child, parent or sibling, who is also a District employee, provided that the transfer relates to one of used reasons listed above under sick leave.

PERSONAL LEAVE

Personal leave is time *from* sick leave used for personal or non-medical reasons. Only five (5) days of <u>accrued sick leave</u> may be used for personal business.

Personal leave hours are deducted from the sick leave hours' balance. Personal leave *<u>is NOT in addition</u>* to the employees' sick leave balance. If the employee's sick balance is less than the amount of the personal leave requested, the personal leave requested will not be approved.

Personal leave DOES NOT automatically convert to vacation leave if all personal leave is exhausted. The leave type must be entered separately as each specific type.

VACATION (ANNUAL) LEAVE:

Earned by employees on a 12-month contracts (250 days)
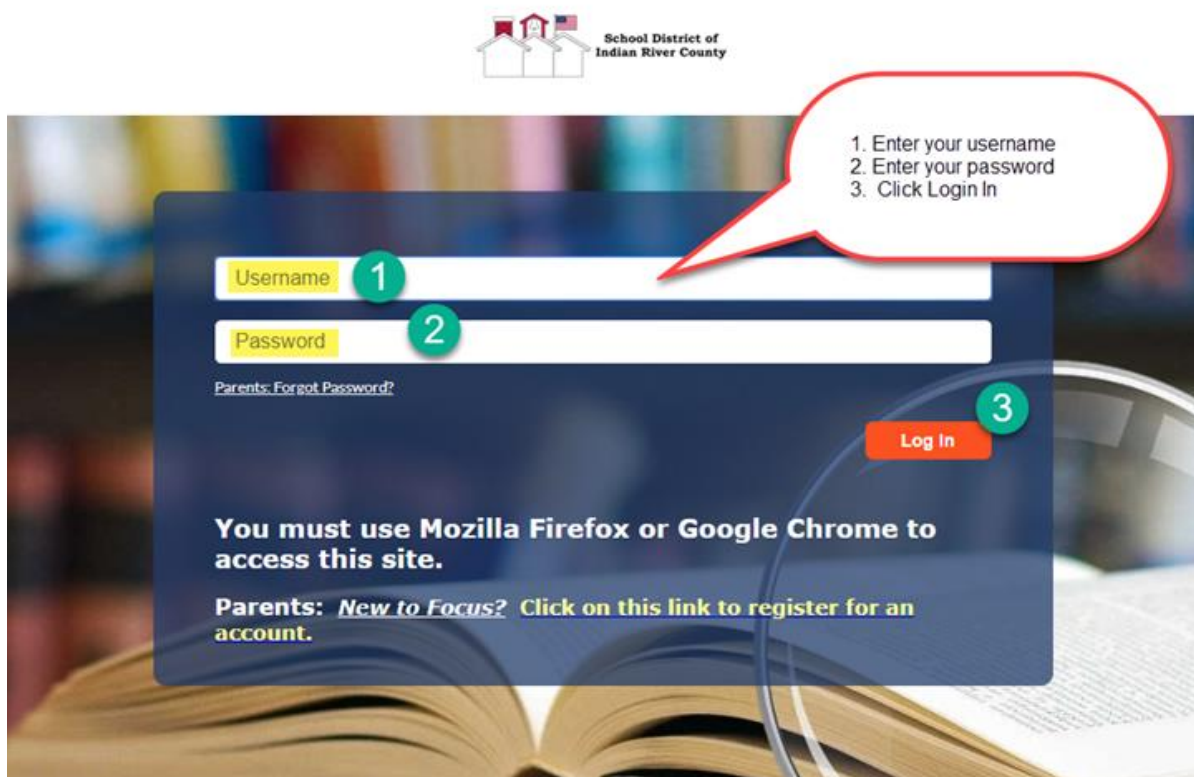
- o Accrues as follows:
    - ▪ 4 hours twice per month (1 day per month) - 1-5 years
    - ▪ 5 hours twice per month (1 ¼ day per month – 5-10 year
- o Accrued on the 15th and the last day of the month
- o Employees should notify their supervisors 5 working days in advance for any vacation leave requests
- o Employees must have rendered at least (6) months of service
- o Annual accrual stops when maximum number of days reached based on the annual contract length
- o Maximum cumulative number of vacation hours accrued is limited to 500 hours as of December of each year

Employee Self Service (ESS) Training Document

Log into Focus. The Focus web site can be accessed in several ways.
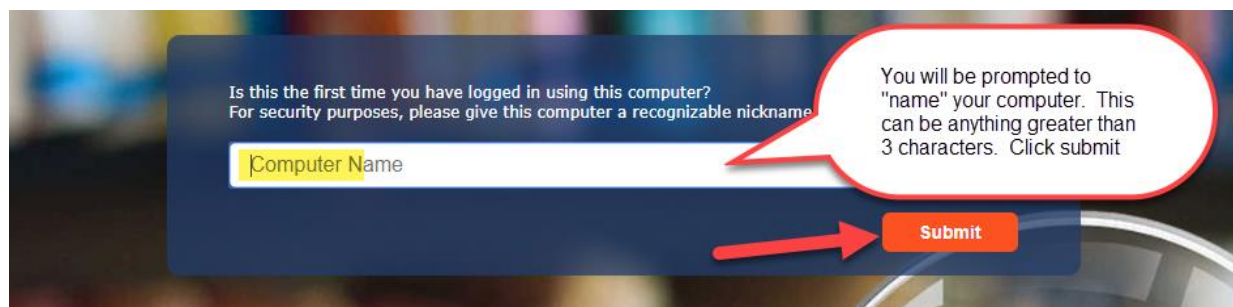
1. ClassLink - Look for the Focus icon
2. District Website via Chrome, Firefox, Safari, or your smartphone
   a. Go to https://www.indianriverschools.org
   b. Click "Employees"
   c. Click "Focus SIS
3. Direct link via Chrome, Firefox, Safari, or your smartphone
   a. Go to https://sdirc.focusschoolsoftware.com/focus

Your username and password will be the same that you use to log into a school computer.

After logging into Focus for the first time, you will be prompted to name your device. This will occur once per each device.

Once you have logged into Focus, there will be a menu item titled "Employee Self Service" and it contains several menu items:
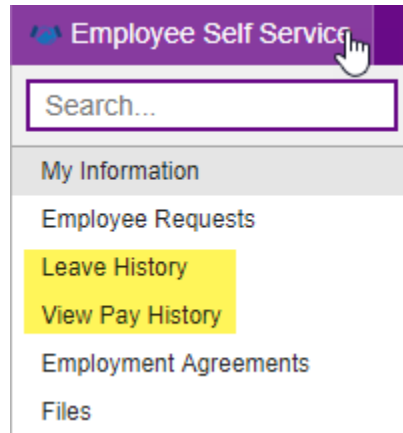
Menu Item	Description
My Information	Information about your Focus account
Employee Requests	This will allow you to view, and if necessary, submit change requests
Leave History	View your sick, vacation, and other information
View Pay History	View your payroll and deductions (similar to Doculivery)
Employee Agreements	(coming soon – Responsible Use Policy, Employee Contracts, etc.)
Files	(coming soon – documents can be scanned for viewing)

Here are samples screens of the screens you will use often:

Leave History:

NOTE: Total Hours is the total processed hours. It will not include the "Pending" hours until the next payroll is processed.

View Pay History (the first time you click it may take 10 seconds to display):

The Pay History tab is selected by default. From this screen, you can review the Date, Check Number, Hours worked, Gross Pay, any Deductions made, and your Net Pay.

Pay History

‹ Prev   Page: 2 / 4   Next ›

Date	Check Number	Hours	Gross Pay	Deductions	Net Pay	
05/15/2017	Deposit #000781642-1	65.28000	1,139.41	313.61	825.80	Print Paystub
04/28/2017	Deposit #000780261-1	65.28000	1,139.41	313.61	825.80	Print Paystub
04/14/2017	Deposit #000778921-1	65.28000	1,139.41	313.61	825.80	Print Paystub
03/31/2017	Deposit #000777542-1	65.28000	1,139.41	313.61	825.80	Print Paystub
03/15/2017	Deposit #000776183-1	65.28000	1,139.41	313.61	825.80	Print Paystub

To view each pay stub attached to pay history entries, click the **Print Paystub** button. This allows you to preview your pay stub in a print preview, which also gives you the ability to print if needed.

1 / 1

◼◼◼◼◼ COUNTY SCHOOL BOARD
241 TRUMBO RD
◼◼◼◼◼ , FL 330◼◼
30529◼◼◼◼

Richard ◼◼◼◼◼ ◼
475 Central Ave
BIG PINE, FL 33043

Earnings Statement
Period Begin: 03/01/2018
Period End: 03/15/2018
Check Date: 03/15/2018
Check #: ACH#15845873
Check Amount: $872.39
Facility: ◼◼ ◼◼ ◼◼ ◼◼◼◼ 0101

Earnings	Job Type	Hours	Non-Cash	Cash	Calendar YTD	Fiscal YTD
SPECIALIST, OPERATIONS	Salary	56.00	$0.00	$1,187.76	$5,938.80	$17,816.40
Totals:		56.00	$0.00	$1,187.76	$5,938.80	$17,816.40

Type	Deduction	Amount	Calendar YTD
Federal Taxes	001:001 FEDERAL WITHHOLDING	$54.20	$295.20
Social Security/Medicare	005:010 SS-EMPLOYEE	$65.64	$328.20
Social Security/Medicare	005:020 MC - EMPLOYEE	$15.35	$76.75
Retirement	010:101 REGULAR RETIREMENT DEDUCTION	$35.63	$178.15
Medical	015:102 EE+1 PLAN - HIGH DEDUCTIBLE	$129.09	$645.45
Other Optional Insurance	032:021 AMERICAN FIDELITY - DISABILITY	$15.46	$77.30
Totals:		$315.37	$1,601.05

Filing Status	Allowances	Additional	Sick Bank
	0	0.00	

Bank	Account	Amount

From the print preview screen, you have several other options including, Rotate clockwise (circular arrow), Download as a PDF (down arrow), Print (printer icon), Fit to page (small inner arrows), Zoom in (plus sign), and Zoom out (minus sign).

There is a "Help" link in the lower right of your screen. Clicking this link will pop up a document that will describe in detail the process.

Messenger   Help   Logout
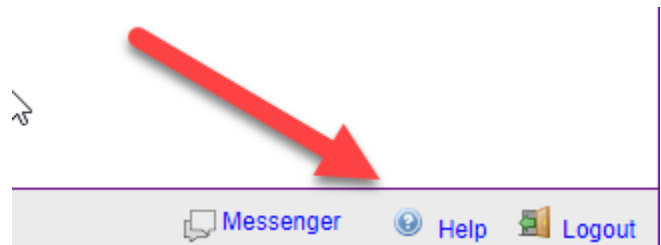
HOW TO READ & UNDERSTAND LEAVE BALANCES IN FOCUS EMPLOYEE SELF SERVICE

Once logged into the FOCUS ESS system, each employee can view their own leave balances. **IT IS THE EMPLOYEE'S RESPONSIBILITY TO KNOW HOW MUCH LEAVE THEY HAVE AVAILABLE. DO NOT RELY ON YOUR SCHOOL TIMEKEEPER TO KNOW IF YOU HAVE TIME AVAILABLE. PAYROLL WILL NOT MAKE LEAVE ADJUSTMENTS OR DOCKAGE REFUNDS FOR INCORRECT LEAVE SUBMISSIONS.**

The FOCUS leave screen opens directly to the balance totals. Below is a screen shot of a leave balance screen. Click the Show Details button ON.

Leave Bucket	Initial			Earned		Unapproved	Transfer		Bank				Donation(s)		Taken			Balance		
	Carried Over	Hours	Adjusted	Hours	Adjusted	Hours	Available	Credited	Awarded	Contributed	Recovered	Sent	Received	Hours	Adjusted	Pending	Docked Hours	Total Hours	Total Days
SCK Sick Leave	232.00													48.00				184.00	23.00
VAC Vacation	235.00			5.00														240.00	30.00
PAS Personal as Sick		40.00																40.00	5.00

Each type of the leave the employee carries a balance for will be displayed.

The **Initial Column (Purple Box)** displays the following things:

- The amount of time underline carried over from the previous year.
- The (4) advanced sick days granted at the start of each fiscal year. These days are not technically earned until the last 4 months of the employee's contract. And we caution employees not to use those days until after they are earned.
- The maximum amount of Personal Leave the employee can use each year.

The **Earned Column (Green Box)** reflects the amount hours accrued at the end of each month. Each employee earned (1) day of sick leave at the end of each month. This day may not be used until the following month.   Vacation Leave (if eligible) is earned at ½ day at the 15th of the month and the end of the month.

The **Taken Column (Red Box)** reflects all hours used and processed to date in the current fiscal year.

The **Pending Column (Yellow Box)** reflects time submitted in the current payroll, but not processed yet.

- it **will NOT** be included the total balance available.
- The pending time should be subtracted from the current balance to get a "real time" balance.

PLEASE NOTE THAT ALTHOUGH PERSONAL LEAVE HAS ITS OWN BALANCE, THE TIME TAKEN IS REDUCED FROM THE SICK BUCKET. The balance in the personal bucket is just listed so the employee does not exceed the (5) day maximum allowed by District policy. Again, personal balances *are NOT in addition* to sick balances.

Electronic Leave Request

Sign into Focus at https://sdirc.focusschoolsoftware.com/focus

On the menu bar, click "Employee Self Service"

Click "Employee Requests"
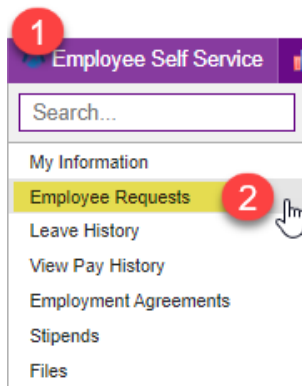
From the dropdown, select the request type of "Leave"

Click green "Request" button

You **must put each day on a separate line**. Example: If you were taking 3 days off, there will be 3 lines on the request with different from/to dates.

- Enter the From Date
- Enter the To Date
- Click the dropdown for "Bucket". Most common are PAS – Personal from Sick, SCK – Sick Time, and VAC – Vacation.
- ___**PRESS ENTER**___ this will save the line item and create a record. Repeat for each day you are requesting.
- Click the green "Submit" button when finished.

Leave

Has a File or Comment:
Empty File or Comment:

****IMPORTANT**** Press ENTER after entering data to create the line

Select Reason

New Balance

Enter From Date
Enter To Date

Choose Instructional or non-instructional

| | JUR Jury Duty 0 | SCK Sick Leave 58.5 | ...cation 268 | PAS Personal as Sick 40 |

Export

Staff Job	From Date	To Date	Bucket	Reason	Hours/Day	Current Balance	Requested Hours	Files & Comments
01 APPLICATION SUPPORT SPEC			JUR Jury Duty	JDI Court/Jury Duty Instructional	8.00	0		
01 APPLICATION SUPPORT SPEC	11/27/2019	11/27/2019	Filter	VCI Vacation Instructional	8.00	276	8	Files & Comments
01 APPLICATION SUPPORT SPEC	11/13/2019	11/13/2019	JUR Jury Duty / PAS Personal as Sick / SCK Sick Leave / VAC Vacation	SCI Sick Instructional	8.00	74.5	8	Files & Comments
01 APPLICATION SUPPORT SPEC	11/12/2019	11/12/2019		SCI Sick Instructional	8.00	74.5	8	Files & Comments

Submit Request

****IMPORTANT**** Each day off needs to be on it's own line. If you are requesting 3 days off, there should be 3 lines

Export:

No red minus sign. This means you did not press ENTER to save the line

Staff Job		To Date		Reason	Hours/Day	Balance	Files & Comments
01 EDUCATION/INSTRUCTION ANALYST	09/25/2019	09/25/201...	VAC VACATION	VCN Vacation Non-Instructional	8.00	499.50	

Submit Request

Leave

Has a File or Comment:
Empty File or Comment:

After pressing "Enter", a red minus sign will appear next to each day. This is how you know it saved properly. If you made a mistake, you can click on the red minus sign to delete the entry.

Export

Staff Job	From Date	To Date	Bucket	Reason	Hours/Day	Balance	Files & Comments
01 EDUCATION/INSTRUCTION ANALYST	09/25/2019	09/25/2019	VAC VACATION	VCN Vacation Non-Instructional	8.00	499.50	Files & Comments
01 EDUCATION/INSTRUCTION ANALYST	09/26/2019	09/26/2019	VAC VACATION	VCN Vacation Non-Instructional	8.00	499.50	Files & Comments
01 EDUCATION/INSTRUCTION ANALYST	09/27/2019	09/27/2019	VAC VACATION	VCN Vacation N...		499.50	Files & Comments
01 EDUCATION/INSTRUCTION ANALYST			CBA COMPASSIONATE DONATION	VCI Vaca...		499.50	

Click "Submit Request"

Submit Request

You can check on the status by clicking on the "History" tab in the upper left side of the Leave screen. If the request has an hourglass, it indicates it is pending approval. Hover over the hourglass will display the pending approval flow.

On the "History" tab, hovering over hourglass will show pending approval flow.

Drafts **History**

Filters: ON

Request Type	Status	Date Requested	
Leave	Pending	September 6, 2019, 5:54 am	Select
Leave	Approved	September 12, 2019, 8:47 am	Select
Leave	Approved	September 6, 2019, 10:33 am	Select

Drafts History

Filters: ON

Approval Chain
— Cost Center —
MacDonald, Gregory David

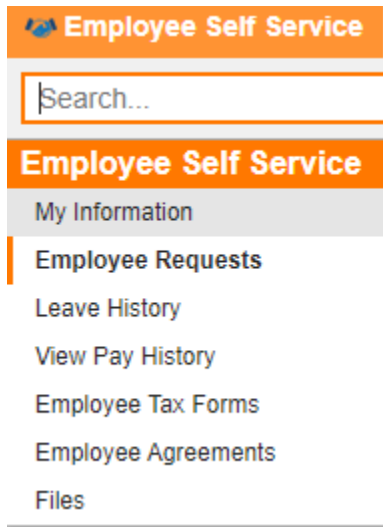| Request Type	Status		
Leave	Pending		Select
Leave	Approved	September 12, 2019, 8:47 am	Select
Leave	Approved	September 6, 2019, 10:33 am	Select

Direct Deposit Change with Employee Self Service (ESS)
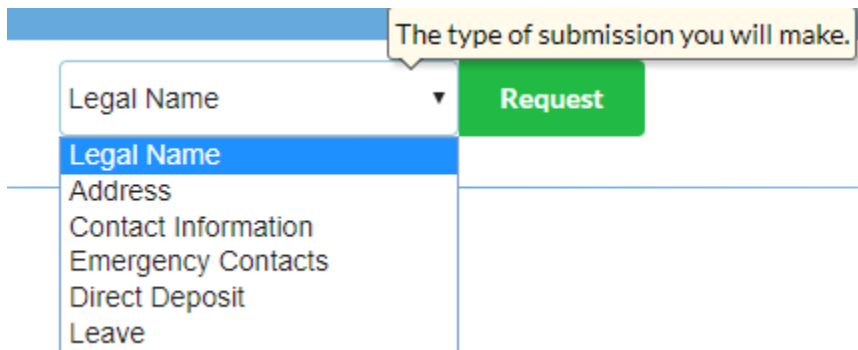
Log in to Focus.

Once you have logged into Focus, there will be a menu item titled "**Employee Self Service**". After clicking on it, there is a dropdown menu.

Select "**Employee Requests**".

Click on "**Legal Name**" to view the dropdown menu.

Select "**Direct Deposit**" and click **Request**.

✏ Direct Deposit

❓ **Catch all:** This option will use the remaining amount from a check.
Example: $500 check, $50 for one account, the other account is a Catch All. This means that $450 will be deposited into the Catch All account (450-50).

	Account Type	Bank	Routing Number	Account Number	Amount	Status	Files & Comments	Catch All
➖	Checking ▼	OCULINA BANK	067092556 ⓘ	ⓘ	100.00	Active ▼	Files & Comments	○
➖	Checking ▼	SPACE COAST CREDIT UNION	263177903 ⓘ	ⓘ		Active ▼	Files & Comments	◉
	Checking ▼			Integers Only ⓘ		Active ▼		○

Submit Request

Under Account Type, select Checking or Savings. Enter the Routing Number and Account Number.

Instructions for ONE Checking/Savings account:

If you only have one account to enter in Focus, type 0.00 under the Amount field and 999999 in Priority. The field will be grayed out after entering an amount, it's OK. Select Active. Click on the radius for Catch All.

Instructions for TWO or more Checking/Savings accounts:

If you have several accounts you'd like to submit, enter the amount you'd like to have deposited in the first account and 0.00 for the remainder (Net pay) account. Catch All should be selected for the account you want the remaining funds to be deposited to.

Priority

If you have several accounts set up, please enter Priority **1** on the account that you set a particular amount and **99999** to the Catch All Net Pay account. See sample below:

	Account Type	Bank	Routing Number	Account Number	Amount	Status	Files & Comments	Catch All	Priority
➖	Checking ▼	IBM SOUTHEAST FEDERAL CR UN	267077627 ⓘ	ⓘ	150.00	Active ▼	Files & Comments	○	1
➖	Checking ▼	SPACE COAST CREDIT UNION	263177903 ⓘ	ⓘ		Active ▼	Files & Comments	◉	999999
➖	Savings ▼	CAPITAL ONE	031176110 ⓘ	ⓘ	50.00	Active ▼	Files & Comments	○	2
	Checking ▼		ⓘ	ⓘ		Active ▼		○	

Inactivating an account:

Don't delete the old Direct Deposit you need to stop using. Just choose "Inactive" under Status.

Verify your information:

Make sure you verify that your routing and account number are entered correctly before submitting request.

Payroll is **not** responsible for incorrect account information entered by employees. It is not necessary to upload Direct Deposit Authorization Forms nor copy of void checks in "Files & Comments".

<mark>IMPORTANT NOTE:</mark> You must click on one of the open fields, such as Routing # or Account # and then press enter in order to submit the request. Once the red line is showing before the account type, it means the entry has been done correctly.

You may then click "Submit Request".

<u>Final Review:</u>

Payroll will receive the electronic request. Once approved, an automatic email will be sent to about the status (to your school email address).

Should you have any questions, please contact the Payroll Department.

Kathy Ritch - *Payroll Manager*   **772-564-3068**

Janet Frengel – *Payroll Jr. Programmer*   **772-564-3181**

Carol DeCosa – *Fiscal Specialist II*   **772-564-3194**