

## Payroll Reporting for Certificated Employees

Certificated employees (teachers) are paid on a yearly contract based on 18.5 days per month for ten (10) months during the school year. Employees starting late will be prorated on the first month's check.

All extra time is paid on an extra time sheet available online through the District website (Departments – Business Services – Payroll – Certificated Extra Time Sheet). Make sure all information is complete and the employee and supervisor sign it.

Attendance is recorded by the school office manager on an attendance report, which is turned in to payroll around the 10<sup>th</sup> of the month. You will be emailed these dates.

All absences must be reported on a Self-Certification form turned in to the school. (Form available on website through Payroll)

Sick time is for illness, dentist or doctor visits for the employee only.

Personal necessity is for other family (child, spouse, and parent) illness or doctor visits or other reasons listed in the agreement between the District and FETA. Personal days are deducted from the sick leave balance.

Teachers are allowed to use 3 days of personal absence with pay if they send a check for each day at the sub pay rate.

Three days of bereavement leave are allowed for immediate family, as listed in the agreement between the District and FETA. An additional two days are allowed for travel of more than 300 miles.

**Jury duty must have a court certification for each day attended.** Reimbursement received from the court must be paid to the District minus mileage.

Payday is on the last working day of the month with the exception of December which is paid the day after New Year's Day.

### PAYROLL QUESTIONS:

Lucero Monroy, Assistant Director		447-7463
Angeli Shahbaz	<b>A-I</b>	447-7427
Aleida Bravo	<b>J-Q</b>	447-7426
Tracy Ocampo	<b>R, Subs</b>	447-7439
Jazmin Valtierra	<b>S-Z</b>	447-7428
	<b>Management</b>	