

Payroll Cheat Sheet

- Employees in the Shakopee School District are paid **bi-weekly** (normally every other Friday).
- All employees in the district put in Time Off Requests through **AESOP**.
- If you are a licensed teacher or administrator, you do not need to clock-in/out using Veritime.
- Licensed teachers, administrators and non-licensed 26-pay employees are paid all 12 months of the year.
- Non-licensed 18-pay employees, timesheet employees and substitutes are paid only when they work (for the previous two weeks).
- **Pay periods** always run **Sunday-Saturday** for a given two-week period.
- A new W-4 must be filled out any time you want to change your withholdings (if you want any additional taken out of your check or different withholdings for state taxes, you must fill out a W-4 for Minnesota as well-payroll can get you this form).
- Your **first check** in the district will be a **live paper check** (your first check after any direct deposit change will also be a live paper check).
- Any extra pay vouchers or miscellaneous items to be paid out through payroll **MUST be received by payroll at the District Office by the end of the day Monday prior to that Friday's pay date.**

Here is a list of commonly used Earnings and Deduction Codes that you could see on your pay check:

Earnings Codes

- REGULAR- Regular Pay
- EXTENDED- Pay at your normal rate outside of your normal week
- OVERTIME-1.5 times your normal rate of pay for non-custodial employees
- CUST OT/REIMB OT/WKND CUS/CUST DBL-Custodians: Overtime during the week/reimbursable overtime/weekend overtime/double-time
- OVERTIME-Overtime during the week for non-custodial employees
- CURR DEV- District staff development/Summer curriculum development
- CURRDEV- Curriculum Development (for the school year)
- CEU- CEU Stipend Pay
- CERT- Certification Stipend Pay
- CEU PRIO- CEU Stipend Pay for a previous CEU amount
- CUST/FSSU- Custodian Stipend Pay/Food Service Stipend Pay
- STIPEND-Stipend
- AUTO\$- Auto Allowance
- FRINGE- Fringe benefit to assist with medical costs
- GRP LIFE-Group term life insurance provided by district that is taxable
- FLOAT-Floating Holiday Pay
- HOLIDAY-Holiday Pay
- PERS-Personal Day Pay
- SICK-Sick Day Pay
- VAC-Vacation Day Pay
- BEREAVE-Bereavement Day Pay

- ANP-Absent No Pay (a reduction in pay for salary employees)
- NONCONTR-After School Program (Saber Squad) and Non-Contract Wages
- XTRA CUR-Athletic Event/Weight Room Supervision
- CE INST-Community Education Instructor
- PHONSTIP- Phone Stipend
- SUB CUST/FOOD SUB/NSUB/LIC SUB-Custodian sub/Food Service sub/Non-licensed sub/Licensed sub
- INS REBT-Insurance Rebate for Licensed Teachers (if they don't take health insurance)
- LANE CHG-Lane change adjustment
- OVER-Overload pay (teachers)
- PREP SUB-Subbing during prep time
- RETRO-Retroactive Pay
- 2nd SHFT-Shift differential for second shift custodians
- SPLITSHF-Split shift differential for paraprofessionals
- CUST HLP-Student Workers
- LONGEVIT-Teachers Longevity Stipend

Deduction Codes

- 403_-403B Deduction/Contribution
- AFLA/AFLC-Aflac After-Tax/Aflac Pre-Tax Deduction
- DNTL-Dental Insurance Deduction
- FED-Federal Tax Deduction
- FICA-Social Security Tax Deduction
- FLDC/FMED-Flex Dependent Care/Flex Medical Deductions/Contributions
- GRN_-Garnishment/Child Support Deduction
- HLTH-Health Insurance Deduction
- H S A-Health Savings Plan Deduction/Contribution
- LFSU-Supplemental Life Insurance Deduction
- MEDI-Medicare Tax Deduction
- PERA-Public Employees Retirement deduction/contribution (for non-teaching staff)
- SEEF-Shakopee Educational Endowment Foundation deduction/contribution
- SIT-State Income Tax (MN) Deduction
- TRA-Teachers Retirement deduction/contribution (for teachers)
- UCUS/UFSD/UPSA/USEA-Union dues for Custodians/Food Service/Paraprofessionals/Teachers
- UWAY-United Way Deduction/Contribution
- WASH-Off-set deduction to taxable Group Life

Your pay stubs and leave balances (for any permanent district employee) are available through 'Employee Self Service' within Infinite Campus.

- Leave balances are available under '**My Leave Information**' and only update once every two weeks on Self Service on pay dates.
- Pay stubs are available under '**My Payroll**'. W-2's and ACA documents are also located under this tab.

- Your tax withholdings are available on your pay stub in the upper right-hand corner:

W4: FED 2/0 M/0

The first set of numbers is how your federal taxes are set-up (2/0 stands for Married with 0 allowances). The first number is what you are filing as: 1 is single, 2 is married and 3 is married using single rate. The second number is always how many allowances you are claiming.

The second set of numbers is how your state (MN) taxes are set-up (M/0 stands for Married with 0 allowances). The first number is what you are filing as: S is single, M is married and MH is married using single rate. The second number is always how many allowances you are claiming.

- Your leave balances are also on your pay stub right below the 'Totals' section. These balances should match what is on your Self Service page (please let payroll know if these numbers are different).

Contacts

Here is a list of who to contact with different types of questions:

Payroll (includes Direct Deposit/W-4 changes and pay check questions)

Mike Greeley
Payroll Specialist
952.496.5012
mgreeley@shakopee.k12.mn.us

Emily Malinski
HR/Payroll Assistant
952.697.8717
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Benefits (includes Health/Dental Insurance and 403(b)/457 questions)

Kelly Kalash
Benefits Specialist
952.496.5080
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Human Resources (includes pay rate/stipend/contract-related questions)

Elisabeth Olaniyi
HR Generalist Non-Licensed Staff
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