

# Payroll Information Sheet

## 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](mailto:mgreeley@shakopee.k12.mn.us)

Steve Haefs, HR/Payroll Assistant  
952-496-8717  
[shaefs@shakopee.k12.mn.us](mailto:shaefs@shakopee.k12.mn.us)

### **Benefits (includes Health/Dental Insurance and 403(b)/457 questions)**

Anna Kjesbo, HR Specialist (Leaves & Benefits)  
952-496-5080  
[akjesbo@shakopee.k12.mn.us](mailto:akjesbo@shakopee.k12.mn.us)

### **Human Resources (includes pay rate/stipend/contract-related questions)**

Elisabeth Olaniyi  
HR Generalist-Non-Licensed Staff  
952.496.5008  
[eolaniyi@shakopee.k12.mn.us](mailto:eolaniyi@shakopee.k12.mn.us)

Natasha Halseth  
HR Generalist - Licensed Staff  
952.496.5009  
[nhalseth@shakopee.k12.mn.us](mailto:nhalseth@shakopee.k12.mn.us)

## Payroll Information

- 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 (Excluding Long Term Subs), administrator, or Exempt Level Professional 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**.
- W-2s will be mailed out but can also be found online in Skyward starting with the 2020 W-2. You may choose to opt out of mailed copies a form will be sent out closer to the new calendar year.

- You can view your paycheck, time off, and other employee specific information on Skyward under Employee Access:
  - **Time Off:** Skyward reflects in hours and minutes (Ex. 2:30). Time off is updated every two weeks during payroll process.
  - **Printing Payroll Check Stub:** Details are attached in the supplemental materials and can also be found online [here](#).
  - **Employee Access App:** For those that want Employee Access at the palm of your hand there is a Skyward Mobile Access app which is available for free download on Android and iOS devices. Once you have installed the application on your device, you can launch it to begin the setup process. Instructions included but can be found online [here](#).
  - **Skyward Link:** <https://skyward.iscorp.com/ShakopeeSD720MNBUSSTS> can also be found on the Technology Staff Links page.
  - **User Log In:** You will use your standard Shakopee User Id and Password that you use to log into your computer.

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

**Skyward Pay Code:**

ACA Taxable  
 Pd. Leave  
 Unpaid Time  
 Unpd time-COVID  
 AP Yr-End Inc.  
 Aft. Sch. Prg.  
 Ath. Ev. Sup.  
 AUTO  
 Bereavement  
 Boilers STP  
 School Board  
 Buil Sup

**Pay Code Description:**

ACA Reportable Income  
 Paid Admin. Leave  
 Absent No Pay  
 Absent No Pay Covid-19 related  
 AP Pymt Added to YTD Gross  
 After School Program  
 Athletic Event Supervision  
 Auto Allowance  
 Bereavement Pay  
 Boiler License-Custodian  
 School Board  
 Building Supervisor Pay

CALM  
 Cust Call Back  
 Co-Curr Fall  
 Comb. Class  
 Co-Curr Spring  
 Co-Curr Winter  
 Co-Curr Full Yr  
 Comm. Ed. Inst.  
 Certfood STP  
 Certfood STP

Calamity Pay  
 Custodian Call Back  
 Co-Curricular Fall Assignment  
 Combined Class  
 Co-Curricular Sp. Assignment  
 Co-Curricular Wint. Assignment  
 Co-Curricular Year Assignment  
 Community Ed Instructor  
 Food Certification Stipend Pay  
 Food Cert Stipend Pay 26

CEU  
CEU26  
CEU Prior  
Chap  
Comp Time In  
Comp Time Out  
Comp

Covid Full Pay

Covid 2/3 Pay  
Sub Cust  
Curr Dev  
Curr Dev-Summer  
Cust STP  
Vol. Coord. STP  
DE BTW  
DE Class  
Staff Dev  
Double OT  
Electric STP  
Reimb Cust Ext  
Float Hol  
Float Hol In  
Float Hol Out  
FRINGE  
Sub Food Serv  
FS STP \$1/hr  
FS STP \$.50/hr  
GYM  
HlthClub TaxInc  
Holiday  
Homebound  
Overtime  
Interpreter Pay  
Itinerant STP  
Jury Duty  
Lane Change  
Lead STP  
Lic. Extended  
Lic. Sub Pay  
Meal  
Mntr Pay-Para

CEU Stipend Pay  
CEU26  
CEU Stipend Prior Grd/Ln  
Chaperone  
Comp Time In  
Comp Time Out  
Comp Time Pay

Covid Full Pay

Covid 2/3 Pay  
Substitute Custodian  
Curriculum Development  
School Curric Dev-Summer  
Custodian Stipend Pay  
Comm. Ed.-Vol. Coord. Stipend  
Drivers Education  
Drivers Education - Classroom  
District Staff Dev  
Cust. Holiday Double OT  
Electrician License-Custodian  
Reimb. Cust Time-NOT OT  
Floating Holiday  
FLOATING-IN  
FLOATING-OUT  
Fringe  
Food Service Substitute  
Food Svc Stipend-Addt'l \$1/Hr  
Food Svc Stipend-Addt'l \$.50Hr  
Gym Membership Fees  
Health Club Disc. -Taxable Inc.  
Holiday Pay  
Homebound  
Hourly Non Custodial Overtime  
Interpreter  
Itinerant Travel  
Jury Duty  
Lane Change Adjustment  
Leadership Stipend  
Licensed Extended Time  
Licensed Substitute  
Meal Reimbursement  
Mentor/Mentee Stipend-Para

Mntr Retro Pay  
Mntr Pay-Tchr  
Music Prog. Pay  
Non-lic. Ext.  
Non-Tax Wages  
Non-lic. SubPay  
Cust. Overtime  
Overload  
Over Pmt Reimb.  
Personal In  
Personal Out  
Personal  
PHD STP  
PHON STP  
Pool STP  
Princ Sp. Asst.  
Prep Sub Pay  
Presch Scr.  
SS Para Sped  
Retro Cert  
Hlth Rebate  
Regular Pay  
Regular Pay - N

Regular PayNL26  
Retro ExtraCurr  
Retro Extended  
Retro Fringe  
Retro Ins. Reb.  
Retro Lane Ch.  
Cust Reimb. OT  
Retro Overload  
Retro  
Retro Longevity  
Retro Shif Diff  
Retro SS  
Retro Workshop  
Sick In  
Sick Out  
Severance Pay  
Cust Shif Diff  
Sick  
SS Non-lic.

Mentor/Mentee Stipend-Retro  
Mentor/Mentee Stipend-Teacher  
Music Program  
Non Lic Extended Time  
NON CONTRACT WAGES Non-Taxable  
Non-Licensed Substitute  
Custodial Overtime-M-F  
Overload Pay  
Over Payment Reimb. -After Tax  
PERSONAL-IN  
PERSONAL-OUT  
Personal Day  
PhD Stipend Pay  
Phone Stipend  
Pool License-Custodian  
Principal on Special Assignmnt  
Teacher Prep Subbing  
Pre-School screening  
SumSch-Parar-SP Ed  
Retro Certification Pay  
Insurance Rebate-Teachers 1.0  
Regular Pay-Lic. and Admin.  
Regular Pay-Non-licensed

Regular Pay Non-licensed 26  
Extra Curricular Retro  
Extended Time Retro(all staff)  
Retro Fringe  
Insurance Rebate Retro  
Lane Change Retro  
Reimbursable Custodial - OT  
Overload Retro  
Retroactive Pay  
Longevity Retroactive Pay  
Retroactive Pay - SHIFT DIF  
Retroactive Pay Summer School  
Workshop Retro  
SICK-IN  
SICK-USAGE  
Severance Pay  
Custodial Shift Differential  
Sick Pay  
Summer Sch. Non-Licensed

Snow  
Sec. OT  
Patrol  
Sub Split Pay  
SS Coord.  
Spl. Shif. Para  
SS Teacher  
STIPEND  
STIPEND18  
Student Help  
Longevity Pay  
SS Tchr Sped  
Vacation  
Vacation In  
Vacation Out  
Work Comp  
Wellness In  
Wellness  
Wellness Out  
Cust OT Wkend

Snow Day Pay  
Secretary Overtime  
School Patrol Pay  
Sub Split Addt'l Students  
Sum. Sch. Coordinator  
Split Shift Para (\$1/hr)  
Sum. Sch.-Teacher  
STIPEND  
STIPEND18  
Student Workers  
Teachers Longevity Stipend  
Sum. Sch.-Teacher-Sp Ed  
Vacation  
VACATION - IN  
VACATION - OUT  
Work Comp Pay  
WELLNESS-IN  
Wellness Day Pay Out  
WELLNESS-OUT  
Weekend Custodial OT