

Frequently Asked Questions

Payroll and Benefits

Fall 2018

Questions	Answers
Are benefit rates more expensive for part-time employees?	Depending on your bargaining unit, the District's contribution toward benefits is prorated based on the proportion of full time employment.
Is the District nurse under management benefits or certificated benefits	Nurse is a Certificated Management position receiving benefits based on that position. Your payroll professional can answer specific questions.
Is our first pay check a physical check that we have to pick up?	All checks are mailed. We offer Automated Payroll Deposit for all forms of payroll. Forms are available on the website.
When would direct deposit kick in?	Direct deposit takes at least two payroll cycles from the moment FCOE receives the documentation.
What do you mean that anything out of your contract time will get paid? How?	When working beyond your contract you must submit a timesheet to be paid. Hours before and after school.
Still don't understand 11 month pay?	All recent new hires are paid in 11 months. Aug to June. Employees have an option to have checks prorated "Deferred" to paid in 12 equal payments. (Aug-July) If not you will be paid in 11 equal payments (Aug-June)
Are all comp time requests paid out in the following month's check?	Comp time is not paid out when entered on DMS. You may use the hours instead of using sick leave or personal. Comptime balance is paid at the end of the year if not used.
Are there any other life insurance plans? Recommendations?	We have voluntary, supplemental life and accidental insurance with Met life. Please refer to website for more details. PFA members can also enroll with The Standard Insurance. Please contact your Site Rep for more information.
I see the helpful information for domestic partnership. Do we file separately and contact your office	You will select your domestic status directly with CVT on their enrollment page.
Do we have to have/get insurance even if we already have one?	If you are full time employee you must enroll in insurance. We have zero out-of-pocket plans if you already have insurance coverage elsewhere.
First auto deduct in October	Deductions are taken September to June
Who do I talk to about how the retirement plan works?	Feel free to contact your payroll professional for questions on your mandated retirement coverage. For information on finding your payroll professional, check the Business/Payroll website.
Does benefit enrollment include 403? Is deadline this Friday?	No. Omni is PUSD third party administrator's for 403b's. Please refer to the Business/Benefits website for more information. http://omni403b.com/