Payroll Questions and Answers

My pay is lower than it should be when I multiply my hours worked by my hourly rate of pay. Why is this?

- As a contracted employee, your pay is prorated over the number of paychecks you receive and are issued in equal installments. Your pay is calculated by dividing your annual rate of pay by the number of checks you are scheduled to receive.

What are the deductions of Fed MED/EE and Fed OASDI/EE on my paycheck?

- Fed Med/EE is Medicare tax. Medicare tax is 1.45% of your taxable gross wages and is mandatory for employees and employers.
- Fed OASDI/EE is commonly called Social Security tax. OASDI tax is 6.2% of your taxable gross wages and is mandatory for employees and employers.

How do I earn sick leave hours?

- You earn one day of sick leave for each month worked.
- Instructional Personnel receive 4 days on the first day of the first month of employment, then one day a month until the maximum is reached.
- Non-instructional Personnel and Administrative Personnel receive 4 days on the last day of the first month of employment, then one day a month until the maximum reached.
- Days are converted to hours according to hours worked per day.
- Days can be banked and carried over from year to year.
- For Bereavement days, you may use your available sick, personal, or vacation leave.

How many personal days do I get per year and do they roll over from year to year?

- SEA, SECA, NIPSCO and administrative personnel receive 6 days
- Bus Drivers and Monitors receive 4 days.
- Personal leave cannot be granted immediately poreceding or following a negotiated holiday, make-up day, or during the first five or last five student attendance days.
- Exceptions can be made when a personal day falls on a student non-attendance day.
- Personal leave cannot be carried over from one year to the next.
- Personal leave is deducted from sick leave. Therefore you must have a balance of sick leave to use personal leave.

Can I transfer Sick Leave?

- You can transfer sick leave to SCPS from another Florida School District. For every day earned in SCPS, accumulated sick days from other Florida districts will be rewarded.
- You can transfer sick leave from SCPS to another Florida School District.
- Contact Michelle Green, Payroll Specialist, 407-320-0348.

Can I have more than one direct deposit?

- Yes, you may have more than one direct deposit account. Your net pay is deposited into your primary account after subsequent amounts are deposited.