

## **Payroll Department Frequently Asked Questions**

### **When is Payday?**

Certificated paydays are the last working day of the month except December, which is paid on the first working day of January.

Classified paydays are the 10<sup>th</sup> of the month. Earned Salary Advances are the 25<sup>th</sup> of the month.

### **I'm a substitute employee, what days does my paycheck cover?**

Certificated: From the 6<sup>th</sup> of the month to the 5<sup>th</sup> of the following month

Classified: From the 11<sup>th</sup> of the month to the 10<sup>th</sup> of the following month

### **Where do I pick up my paycheck?**

All checks are mailed on payday. We no longer print check stubs, for those on direct deposit; you may print a direct deposit stub through the Employee Information System.

### **I'm on jury duty; will I be receiving a check from the State for that?**

The State of California no longer sends a check to city, county or school district employees for daily Jury service. The district continues your regular pay through any period of time you are required to serve jury duty. You will still receive a check for mileage only from the State. If you are a Short Term, Sub or Temporary employee and you opt to serve jury duty, pay for that is still done through the State.

### **My doctor is putting me off work for an extended period of time. Do I notify Payroll?**

You need to turn in a doctor's off-work certificate to both personnel and payroll. The certificated will need to state the duration of your disability. Prior to your return, you will also need to provide a doctor's release to return to work to your supervisor.

### **I am resigning from OUSD. Will my accumulated sick leave be paid out to me?**

PERS & STRS regulations prohibit any district from paying out sick leave. However, it can be transferred to a new school district, county or city in California. Notify your new employer that you have sick days at OUSD and they will send us a form for transfer. If you are retiring your sick days will be forwarded to PERS or STRS and used to increase your service credit.

### **I recently changed my name and or moved. How do I change that information?**

A form is available in Human Resources that you need to complete; this will be used to update your information. Human Resources will need to make a copy of your new social security card for any name changes, as it is required by IRS that we issue pay checks to the name that appears on your social security card. Please check the new information on your next check or check stub.

### **How often can I change my Federal and or State withholdings?**

You can change your withholding (Form W-4, federal; Form DE4, state) anytime. Forms are available in the payroll office or here on the website.