

APRIL PAYROLL UPDATE

***Help Desk Phone Number:
(209) 933-7001, Ext. 1
(or From SUSD Phones:
Ext. 2000)**



Highlights

- Payday in April is on 4/30/21.
- Warrants will be mailed on 4/29/21.
- STA Salary Increase—the new rates were implemented in the March end of month warrant.
- STA Retro pay will be paid no later than May 31, 2021.

ATTENTION ALL EMPLOYEES

PAYROLL HELP DESK PROCEDURES:

Effective Immediately, The Payroll Help Desk will respond only to calls reporting:

- 1) Incorrect pay;
- 2) Inaccurate Deductions;
- 3) Incorrect STRS/PERS credits or contributions.

***Note: Messages must contain the specific information necessary to research the problem being reported**

NOTE: If you have not received your paycheck within 2-3 business days after payday, you must come to the payroll office to sign an affidavit of non-receipt. A new check will be issued within 5 working days after payday. This process cannot be initiated or completed by phone.

******REMINDERS******

The proper procedure to report a Payroll problem is that the EMPLOYEE must call the Payroll Help Desk

DON'T FORGET - All paperwork (including Time Sheets and TSA's) are due in the Payroll office no later than April 12, 2021 and are to reflect time from the 11th of the previous month through the 10th of the current month. Please refer to the instructions on the back of the Time sheet, specifically #4. It is the employee's responsibility to assure timely submission.

***Late Time Sheets/TSA's will not be processed at the end of the current month.**

Employee Online Access:

You can view and print your paystubs, W2's and make address changes thru Employee Online. The access link can be found under the Departments/Payroll page on the SUSD website (www.stocktonusd.net). To log in for the first time, use your employee ID as your username and social security number (no hyphens/dashes) as your password. The system will prompt you to create a new password. Save your new password for future logins. If you are locked out of your account, you must call the help desk at (209) 933-7001 x1 to request a password reset.

Questions regarding class overage payments and/or adjustments should be directed to your principal.