

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

AUGUST PAYROLL UPDATE



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 check within 2-3 working days after payday, you must come to the payroll window to sign an Affidavit of Non-Receipt and a new check will be issued to you 5 working days after payday. This procedure must be strictly adhered to and cannot be initiated, expedited or completed by phone.

Highlights

- Payday is on August 31, 2020. Warrants will be mailed on August 29, 2020
- STA Settlement for 2019/2020 was 2% off salary schedule. Back pay will be paid no later than August 31, 2020. There is no change for 2020/2021 at this point, it's still to be determined. If you have any questions, please contact your union.
- Starting August 3rd, you can drop off payroll documents in the drop box located in the payroll lobby.
- Pay for contracted certificated summer school employees will be paid on August 14, 2020. It will be issued via direct deposit. If you do not have direct deposit a check will be mailed to the address we have on file.
- Deferred pay enrollment for fiscal year 2020/2021 is now available. Enrollment forms are available in the payroll office and on the payroll website.
- July Deferred Checks were paid on July 30, 2020 via direct deposit and if you did not have direct deposit setup your check was mailed to address we had on file. Please note: CSEAP Match is the employer portion which is taxable.

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 the 12th of each month and are to reflect time from the 11th of the previous month through the 10th of the current month. If the 12th falls on a weekend, time will be extended only to the next working day. **Time Sheets in August are due no later than 4:30 pm on Monday, August 12, 2020.** It is the employee's responsibility to assure timely submission.

Note: 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 through Employee Online. The 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 your social security number (no hyphens or 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 Ext.# 1.

Administration building hours as of
Monday, August 3rd are:
7:30am to 4:30pm