

Getting to know your...

PAYROLL SERVICES



WHO WE ARE

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Catherine Macabitas - Payroll Technician for Classified, CAST and Administrative Staff

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PAYROLL SERVICES

LOCATION, HOURS AND PHONE NUMBER

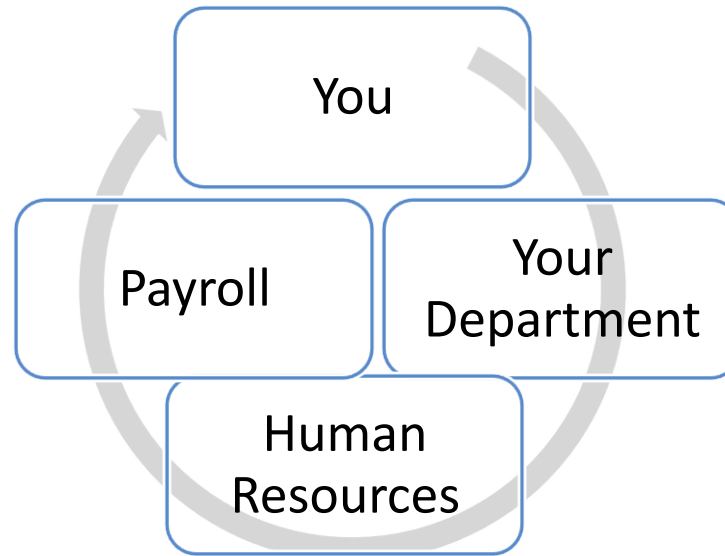
- **LOCATION:** San Marcos Campus, A113 – A119
- **HOURS:**
 - 8:00 a.m. to 5:00 p.m. Monday through Thursday
 - 8:00 a.m. to 4:30 p.m. Friday
- **MAIN PHONE LINE:** 760-744-1150 Ext. 2937
- **FAX NUMBER:** 760-761-3542

This is a dedicated fax line. It comes directly to the Payroll Services office. The faxed information is only seen by the Payroll staff.

COVID-19

- Due to Governor Newsom's Stay at Home order and our commitment to protecting the health and safety of our faculty and staff, the Payroll Staff is currently working remotely.
- Please contact the Payroll Department via email at payrolldepartment@palomar.edu.
- We will respond to your message as soon as possible.
- Thank you for your patience and understanding.

THE PAYROLL PROCESS



The payroll process requires collaboration between you, your department, Human Resources and Payroll. We work as a team to make sure you are paid accurately and on time. We strive to provide you with excellent customer service to meet your payroll needs.

HOW AM I PAID?



- You are paid on a monthly basis.
- Payday is dependent upon your employment category.
- If payday falls on a weekend or a holiday, payday is the last working day prior to that date.
- Select direct deposit to bank account or receive paycheck via USPS mail.

Understanding your paystub

- Working from the top of a paystub, you will find the Palomar College mailing address, your pay group, pay period, pay date, Employee ID, etc. **TAX DATA** is in accordance to your submitted W-4 and DE4.

Palomar Community College Dist 1140 West Mission Road San Marcos, CA 92069-1487		Pay Group: [REDACTED] Pay Begin Date: 10/01/2020 Pay End Date: 10/31/2020		Business Unit: PALMR Advice #: [REDACTED] Advice Date: 10/30/2020	
Employee ID: [REDACTED] Department: [REDACTED] Location: [REDACTED] Job Title: [REDACTED]		TAX DATA:			
		Federal		CA State	
		Tax Status: Single		S/M-2 inc	
		Allowances: N/A		0	
		Addl. Pct.: N/A			
		Addl. Amt.:			

- HOURS AND EARNINGS** column shows earnings for the current pay period and year-to-date balances by earnings type (regular wages and any additional pay).
- TAXES** column shows federal and state income tax withholdings, Medicare Tax, and Social Security Tax you paid for the current pay period and year-to-date balances.

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Wages			4,789.24	1,678.00	45,463.51	Fed Withholdng	339.56	3,323.48
Personal Necessity Leave			0.00	14.00	378.12	Fed MED/EE	69.48	685.42
Sick Leave Earnings			0.00	28.00	756.24	Fed OASDI/EE	297.08	2,930.74
Vacation Earnings			0.00	24.00	648.21	CA Withholdng	156.83	1,522.48
						CA Withholdng	0.00	0.00

Understanding your paystub

- Payroll deductions are grouped by **BEFORE TAX DEDUCTIONS** (i.e. PERS/STRS/APPLE, 403b, 457b, TSA & TCA, etc.), **AFTER TAX DEDUCTIONS** (i.e., ROTH IRA, union dues, wellness membership, etc.), and **EMPLOYER PAID BENEFITS** (health insurances, life and disability Insurances, retirement plan contributions, etc.).

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CalPERS13	335.25	3,307.26	Delta Dental PPO 12	44.87	44.87	Kaiser HMO 12	2,061.00	2,061.00
			Palomar College CCE/AFT	59.56	592.36	Delta Dental PPO 12	28.33	28.33
						Vision Plan 12	14.73	14.73
						Future Retiree Health Premium	389.50	3,895.00
						Long Term Care Ins--Unum	3.50	35.00
						District Paid Employee Life In*	2.40	24.00
						District pd premium Life&AD/D	9.52	95.20
						Long Term Disability Ins	8.72	86.00
						CalPERS13	991.37	9,504.92

- You will find your leave balances in **SICK**, **VAC** (Vacation - applies to CLS/ADM/CAST only), **PN**(Personal Necessity), **C.T.** (Compensatory Time - applies to CLS only), and **LB** (Load Bank - applies to Permanent Faculty only) columns.

TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY
Current:	4,789.24		4,456.39		862.95		439.68	3,486.61
YTD:	47,246.08		43,962.82		8,462.12		3,944.49	34,839.47
SICK	VAC	PN	C.T.	LB	NET PAY DISTRIBUTION			
Balance: 148.91	Balance: 124.87	Balance: 48.00	Balance: 0.00	Balance: 0.00				3,486.61
	MAXIMUM VACATION	PN is part of Sick Leave						
	288.00						Total:	3,486.61

FACULTY AND ADJUNCT

Faculty

- Paid on the last working day of the month.
- Paid monthly by contract.
- Absence Reports are due on the 1st of the month.

More Full-time Faculty payroll information can be found here:

<http://www2.palomar.edu/pages/payrollservices/academic-personnel/>

Adjunct

- Paid on the 20th of each month during the semester.
- Paid for number of hours per assignment divided by number of paydays covered.
- Fall semester 4 paydays -paid September through December
- Spring semester 4 paydays - paid February through May
- Summer semester 2 paydays – paid July and August

More Adjunct Faculty payroll information can be found here:

<http://www2.palomar.edu/pages/payrollservices/home/adjunct-faculty/>

FACULTY

frequently asked questions....

When can faculty not load bank a class?

- Once semester starts and first payroll has been processed.
- Late start classes are okay (as long as no payment has been received for the class).
- Use guidelines per PFF agreement.

When do I get sick leave?

- CRC Faculty receives annual allotment at the beginning of each FY.
- Contract Faculty reports absences on monthly absence report using hours missed or percentage of day.

ADJUNCT

frequently asked questions ...

When are contract and ADJ/OVL sick hours/days reported?

- ADJ sick hours are posted to reduce balance only (no monetary value).
- ADJ/OVL accrue sick leave hours on each check per PFF agreement.

When is Professional Development Paid?

- May and June 20th (Spring), December and January 20th (Fall).
- PD questions should be directed to Kelly Falcone.

When are office hours paid?

- Fall office hours will be paid during fall pay dates.
 - ✓ December 20th and January 20th
- Spring office hours are paid during spring pay dates.
 - ✓ May 20th and June 20th

<https://www2.palomar.edu/pages/hr/officehours/>

ADJUNCT

frequently asked questions continued ...

When are NOHE'S due to Payroll?

- They are due the first week of the month you want them to be paid.
 - ❖ All signatures are required on form.
 - ❖ Account string must be in their record and activated.
 - ❖ Non-instruction account string should be used for all non-classroom work.
 - ❖ Non-instruction account string is paid at a lower rate (Non instructional job record needs to be created if not already generated).

Why didn't I get paid?

- Class assignment missed deadline and/or assignment not entered in system by department.

Why was my pay less than last month?

- Class assignment reduced.
- Fast track class ended.

Do I get sick leave?

- Yes, hours accumulate each payday using a formula per PFF agreement.
 - ❖ Example – total hours worked X .056 = sick hours accrued
- Any questions for sick leave, please see PFF Agreement 9.3.4.

Does ADJ/CRC get vacation?

- No.

TEMPORARY AND STUDENT EMPLOYEES

Temporary Employees

- Paid on the 10th of the month.
- Reports are due on the 26th of the month.
- Temporary Employee Time Reports should be printed on green paper. (Currently time reports may be submitted on white paper)

More Temporary Employee payroll information can be found here:

<http://www2.palomar.edu/pages/payrollservices/temporary-employees/>

Student Employees

- Paid on the last working day of the month.
- Time Reports are due on the 16th of the month.
- Student Employee Time Reports should be printed on yellow paper. (Currently time reports may be submitted on white paper)

More Student Employee payroll information can be found here:

<http://www2.palomar.edu/pages/payrollservices/student-employees/>

TEMPORARY AND STUDENT

Frequently asked questions ...

Why didn't I get paid?

- Time report was not received by deadline.
 - ✓ Temporary time reports due on 26th of each month.
 - ✓ Student time reports due on 16th of each month.
- Employee has not been hired. Check with Human Resources with any questions or concerns.

Do I get sick leave?

- Yes. Twenty four (24) hours are given each calendar year for temporary and student employees.
- Sick hours are for scheduled work day absences.

Do I get vacation?

- No, vacation is not accrued for temporary or student employees.

The account number listed on time report was not used, why did this happen?

- Account number on time report was not in employee's record. Department will work with HR to have this new account number added.

CLASSIFIED, CAST, AND ADMINISTRATORS

- Paid on the last working day of the month.
- Absence Reports are due on the 1st of the month.
- Overtime & Extra Hour Reports are due on the 16th of the month.
- All other forms are due the 10th of the month.
- If you are a Supervisor, then review salary account codes, hours, and pay rates for your employee.

More Classified, CAST and Administrators payroll information can be found here:

<http://www2.palomar.edu/pages/payrollservices/classified-employees/>

CLASSIFIED, CAST, AND ADMINISTRATORS

Frequently asked questions ...

When do I get paid?

- You are paid on the last working day of the month. If payday falls on a weekend or a holiday, payday is the last working day prior to that date.

How is my sick, personal necessity and vacation leave accrued?

- Sick, personal necessity and vacation leave are granted based on employees' contract months and contract percentages. Sick leave and personal necessity are accrued once at the beginning of the fiscal year, and vacation is accrued on a monthly basis. Please know that if your employment with the District terminates prior to the fulfillment of a fiscal year's contract obligations, pre-advanced sick leave and personal necessity will be adjusted (reduced) accordingly.

When is Overtime Form due in Payroll? (applicable to CLS and CAST only)

- Overtime Form is due in Payroll Services on the 16th of each month and is paid on the last working day of the month together with your regular earnings.

DEDUCTIONS

Required Deductions

- Federal Taxes - withheld in accordance to your W-4 form.
 - Effective 1/1/2020, employees will no longer be able to request adjustments to their withholding using withholding allowances.
 - Instead, using the new W-4 form, employees will provide employers with amounts to increase or reduce taxes and amounts to increase or decrease the amount of wage income subject to income tax withholding.
 - Employees who have submitted W-4 form in any year before 2020 are not required to submit a new form merely because of the redesign.
 - Use IRS Tax Withholding Estimator to determine how to complete the 2020 W-4.
<http://www.irs.gov/W4App>
- State Taxes- withheld in accordance to your DE-4 form.
- FICA Taxes (Social Security and/or Medicare)
- Retirement Withholdings - CalPERS, CalSTRS, or APPLE

Voluntary Deductions

- 403 B Retirement Plans
- 457 Deferred Compensation
- For other types of voluntary deductions contact HR.

RETIREMENT RESEARCH

Research regarding past employment and earnings for buy-back of CalPERS and CalSTRS service.

CalPERS:

888- CalPERS (or 888-225-7377)

CalSTRS:

800-228-5453

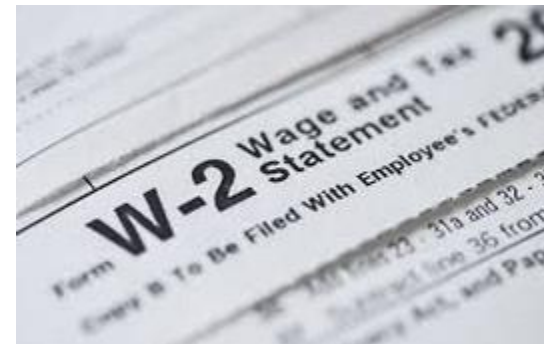
APPLE:

800-634-1178



W-2 FORMS

- W-2 forms are mailed to your address by the end of January.
- To change your mailing address, contact Human Resources.
- For reissue of W-2, submit Duplicate W-2 form to Payroll.
<https://www2.palomar.edu/pages/payrollservices/general-payroll-forms/>



Miscellaneous Items

- Vacation pay outs are paid one month after separation from the District.
 - Final absence report is required for leave balance calculations.
 - A live check will be processed.
- Address changes are processed through Human Resources.
<https://www2.palomar.edu/pages/hr/forms/>
- Employee Self-Service (online paystub, W-2, etc.) is not available at this time.

QUESTIONS???

Visit Palomar College Payroll Services website
for more information.

General Information

<https://www2.palomar.edu/pages/payrollservices/>

Payroll Forms

<https://www2.palomar.edu/pages/payrollservices/general-payroll-forms/>

THANK YOU!!