

Payroll Services



Payroll Services Webpage

How to get to our Webpage: from the Waco ISD home page, (www.wacoisd.org) select Departments/then select Payroll Services

On our webpage, we have provided general payroll information, forms, helpful employee links, and a Q&A section.

WACO INDEPENDENT SCHOOL DISTRICT

Traducir WISD TV LiveStream Report Bullying User Options

If you have any questions pertaining to your paycheck, please contact our office Monday - Friday between 8 am - 5 pm

NEW EMPLOYEE INFORMATION

- NonExempt & Hourly Employee Checklist
- Exempt Employee Checklist
- New Employee Orientation - Payroll Information

CURRENT EMPLOYEE INFORMATION

- 2018 - 2019 Payperiod Cut Off Schedule
- 2018 - 2019 Pay Date Calendar & 1st/Last paycheck of Work Calendar
- 2019 W-4 Form
- Absences Change Form
- Approved Flex Time Form
- Direct Deposit Agreement
- Request to Work Beyond Regular Work Schedule
When do I complete the form?
- Time Clock Authorization Change Form
- W-2 Consent Form

FORMER EMPLOYEE INFORMATION

- Instructions on how to log into Employee Service Center (ESC)


TEACHER RETIREMENT INFORMATION (TRS)

- TRS 15 Designation of Beneficiary
- TRS 358 - Change of Address Notification Form
- TRS 6 - Application for Refund
- TRS 6 - Application for Refund (en ESPA)

Q & A

How do I clock in and out using a function?
[Click here to view instructions](#)

What are "involuntary" deductions on my paycheck?
[Click here to see a list of involuntary deductions](#)



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EXEMPT & SUBSTITUTE PAYROLL SPECIALIST

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NON-EXEMPT & HOURLY PAYROLL SPECIALIST

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Pay Schedule Explanation

- All employees are paid semi-monthly, on the 15th and the last day of each month
 - If payday falls on a weekend or bank holiday employees will be paid the business day before
- Cut-Off Schedule explanation:
 - Hourly & Substitute employees:
 - Time cards are consumed in payroll according to the pay period column
 - Exempt & Non-Exempt employees:
 - Absences and EDR's are consumed in payroll according to the pay period column

Cut-Off Schedule

2019-2020		
Cutoff Schedule for Payroll Documentation		
Pay Period	Due date for FINAL APPROVAL for all time cards, absences, extra duty, etc.	Pay Date
Aug 10 - Aug 16 Aug 17 - Aug 23	08/20/2019 08/27/2019	9/13/2019
Aug 24 - Aug 30 Aug 31 - Sept 6	09/03/2019 09/10/2019	9/30/2019
Sept 7 - Sept 13 Sept 14 - Sept 20	09/17/2019 09/24/2019	10/15/2019
Sept 21 - Sept 27 Sept 28 - Oct 4	10/01/2019 10/08/2019	10/31/2019
Oct 5 - Oct 11 Oct 12 - Oct 18	10/15/2019 10/22/2019	11/15/2019
Oct 19 - Oct 25 Oct 26 - Nov 1	10/29/2019 11/05/2019	11/29/2019
Nov 2 - Nov 8 Nov 9- Nov 15	11/12/2019 11/19/2019	12/13/2019
Nov 16 - Nov 22 Nov 23 - Nov 29 Nov 30 - Dec 6	12/03/2019 12/03/2019 12/10/2019	12/31/2019
Dec 7 - Dec 13 Dec 14 - Dec 20 Dec 21 - Dec 27	12/17/2019 01/07/2020 01/07/2020	1/15/2020
Dec 28 - Jan 3, 2020 Jan 4 - Jan 10	01/07/2020 01/14/2020	01/31/2020
Jan 11 - Jan 17 Jan 18 - Jan 24	01/21/2020 01/28/2020	2/14/2020
Jan 25- Jan 31 Feb 1 - Feb 7	02/04/2020 02/11/2020	2/28/2020

2019-2020		
Cutoff Schedule for Payroll Documentation		
Pay Period	Due date for FINAL APPROVAL for all time cards, absences, extra duty, etc.	Pay Date
Feb 8 - Feb 14 Feb 15- Feb 21	02/18/2020 02/25/2020	3/13/2020
Feb 22 - Feb 28 Feb 29 - Mar 6 Mar 7 - Mar 13	03/03/2020 03/17/2020 03/17/2020	3/31/2020
Mar 14 - Mar 20 Mar 21 - Mar 27	03/24/2020 03/31/2020	4/15/2020
Mar 28 - April 3 April 4 - April 10	04/04/2020 04/14/2020	4/30/2020
April 11 - April 17 April 18 - April 24	04/21/2020 04/28/2020	5/15/2020
April 25 - May 1 May 2 - May 8	05/05/2020 05/12/2020	5/29/2020
May 9 - May 15 May 16 - May 22	05/19/2020 05/26/2020	6/15/2020
May 23 - May 29 May 30 - June 5 June 6 - June 12	06/02/2020 06/09/2020 06/16/2020	6/30/2020
June 13 - June 19 June 20 - June 26	06/23/2020 06/30/2020	7/15/2020
June 27 - July 3 July 4 - July 10	07/07/2020 07/14/2020	7/31/2020
July 11 - July 17 July 18 - July 24	07/21/2020 07/28/2020	8/14/2020
July 25 - July 31 Aug 1 - Aug 7	08/04/2020 08/11/2020	8/31/2020

Pay Day Calendar

Pay Day Calendar & First/Last paycheck of your Work Calendar

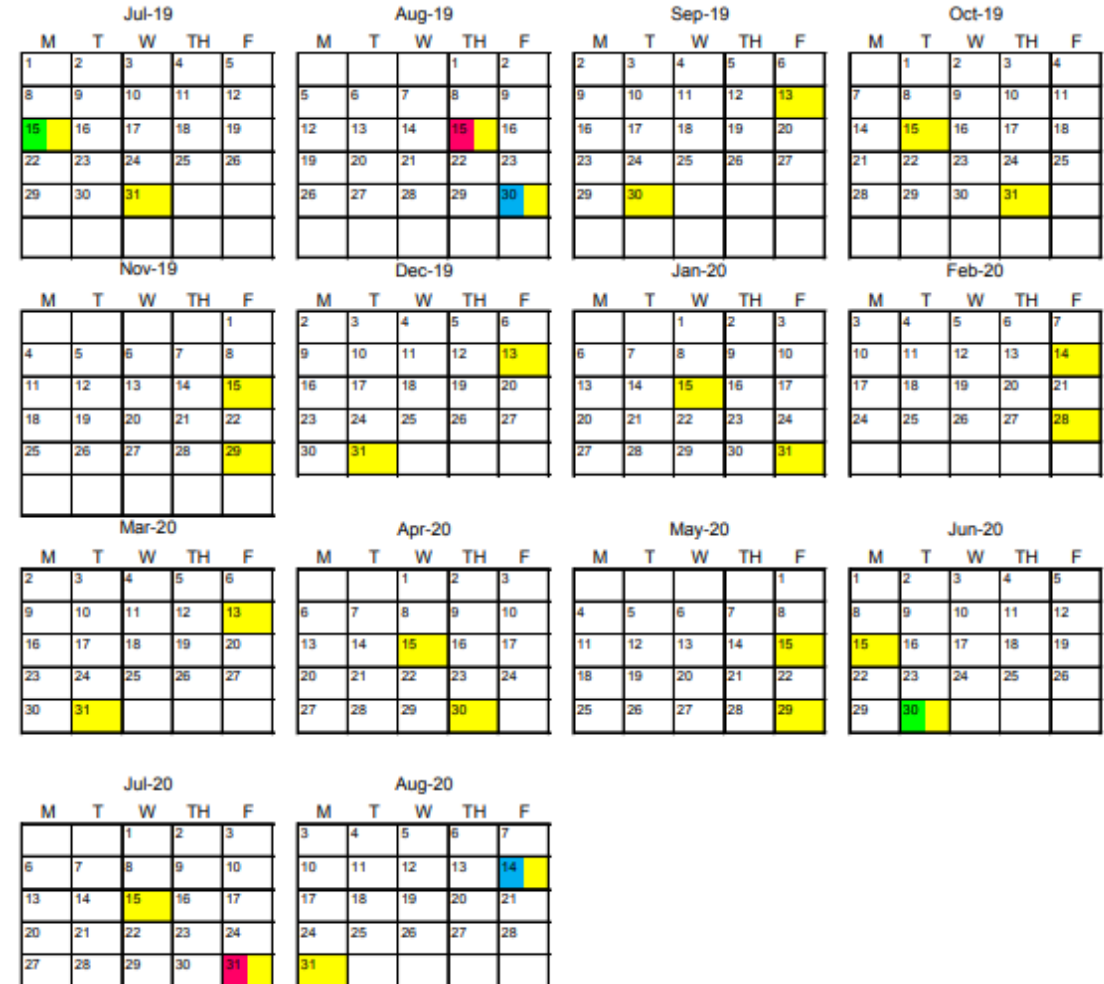
2019-2020

Legend

- Calendars 153, 178, 180, 184, 187, 188, 190, 193 and 196 - First pay check 8/30/19; Final pay check 8/14/20
- Calendars 202, 203, 207 and 212 - First pay check 8/15/19; Final pay check is 7/31/20
- Calendars 226 and 240 - First pay check 7/15/19; Final pay check is 6/30/20
- Pay Date All Calendars

Use the color legend to determine your first and last paycheck based on the number of days in your work calendar.

*If you start late, use the Cutoff Schedule to determine when you will receive your first paycheck.



Salary Explanation

- Non-Exempt & Exempt employees salary is annualized

- Your annual salary is divided by 24 paychecks over the course of 12 months, which gives you a standard paycheck amount. Employees will receive their standard paycheck amount all year long, even when school is closed for the holidays or summer vacation.
 - For example: Pay periods can vary in hours, but if all scheduled hours are worked, an employee will still receive their full standard paycheck amount.
- If you start later than your calendar start date, your salary is pro-rated based on the number of days remaining in your work calendar. Your pro-rated salary is then divided by the number of remaining paychecks left in your work calendar to give you an adjusted standard paycheck amount.

Paycheck Delivery Method

- All employees must have their paychecks electronically direct deposited
- Direct deposit forms are made available on our webpage, or can be picked up from the Payroll department.
- We offer two methods on how to setup or change your direct deposit banking information
 1. Provide a direct deposit authorization form along with a voided check or supporting documentation from your financial institution
 2. Direct deposit banking information can also be setup and/or changed in the Employee Service Center (under the My Payroll Information tab). The ESC will generate an email to the Payroll Department of any changes made and when the change will be effective. The employee is responsible for verifying their banking information when submitted via ESC
- When making changes to Bank information please do so at least 5 business days prior to the pay date

Payroll Involuntary Deductions

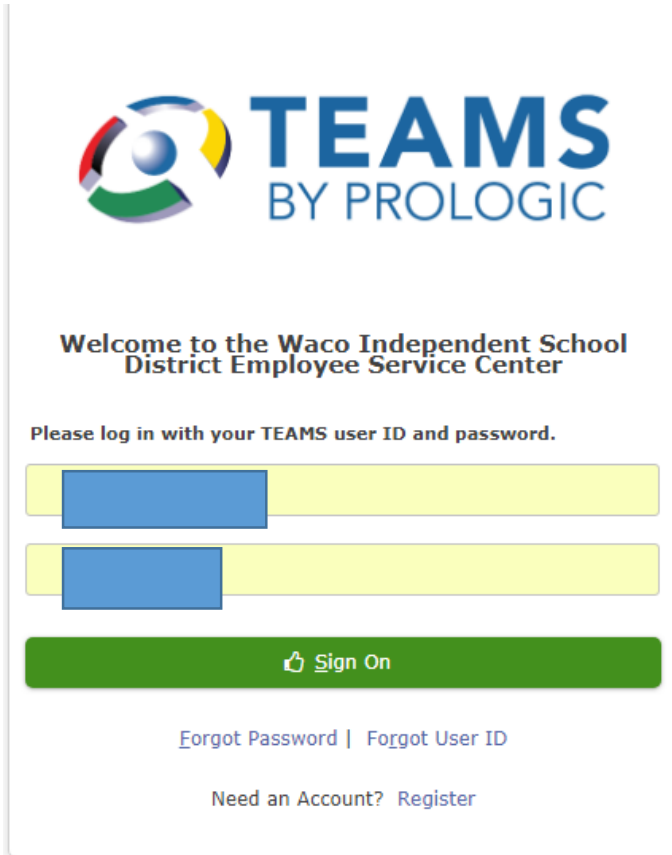
Waco ISD does not pay into Social Security. Instead, a deduction is made to Teacher Retirement System (TRS) or FICA Alternative (Premier Plan). TRS member eligibility applies to any employee working more than half-time (50 %). For employees working less than 50 %, you would contribute into the FICA Alternative plan.

- Federal Income Tax Withheld - is calculated based on your W-4 Form information. Please refer to how your W-4 Form is setup in the ESC. If you feel this needs to be changed, you may make the change via the ESC or by completing and returning a new W-4 Form to the Payroll Department.
- Medicare Tax Withheld - is 1.45 % of your taxable wages. Keep in mind, this is not gross wages, taxable wages do not include wages that were pre-tax (such as health, dental, vision, etc.)
- TRS Member Contribution - is 7.7 % of your gross wages. This amount is sent into TRS on your behalf for retirement purposes.
- TRS Care Member Contribution - is 0.65 % of your gross wages. This amount is sent into TRS on your behalf for retirement purposes.
- FICA Alternative (Premier Plan) - is 7.5 % of your gross wages. This applies to employees working in a temporary or part-time position, which does not meet the TRS Member eligibility guidelines.

Note:

- If you are a TRS Retiree, you are exempt from TRS Member Contribution, TRS Care Member Contribution and FICA Alternative.

Employee Service Center



The screenshot shows the login interface for the TEAMS BY PROLOGIC system. At the top left is the logo, which consists of a stylized globe icon with red, yellow, and green segments, followed by the text "TEAMS BY PROLOGIC" in blue. Below the logo, the text reads "Welcome to the Waco Independent School District Employee Service Center". A prompt says "Please log in with your TEAMS user ID and password." There are two input fields: the first is for the user ID and the second is for the password, both with blue masks. A green "Sign On" button is located below the fields. At the bottom, there are links for "Forgot Password | Forgot User ID" and "Need an Account? Register".

The Employee Service Center (ESC) is the resource where you can find information related to your payroll, absences, benefits and other human resource information

**URL: <https://teams.wacoisd.org/servicecenter>
Login: Using Active Directory User ID & Password**

***New Security measure implemented:**
When logging into the ESC you will be sent an access code via text or call. Please make sure you do not block phone number 512-645-2766

Employee Service Center Welcome Page

Payroll Related Tools on the Side Bar



My Personal Information: Name/[address/phone number\(s\)/emergency contacts/privacy flag](#) (indicates if information is private). [Blue](#) text indicates the information is editable

My TimeCards: Applies to Hourly & Non-Exempt employees. This is where you would verify and approve your time cards and absences

My Pay Information: Base pay information includes the assignment start/end dates, first and last check dates, number of days to work, pay grade, rate of pay (hourly/daily) and the effective pay (for school year)

My Payroll Information: My Paychecks/My Payroll Deductions/My Tax Withholdings W4 ([can be updated in the ESC](#))/My W-2/My 1095/My Direct Deposit

Contact Information

All questions regarding payroll including TRS:

Jennifer Collier – Supervisor of Payroll

Direct Line: 254-710-9256

Extension: 2161

Exempt or Substitute paycheck assistance:

Megan Chilton – Payroll Specialist

Direct Line: 254-755-9449

Extension: 2135

Non-Exempt or Hourly paycheck assistance:

Krystal Rodriguez – Payroll Specialist

Direct Line: 254-755-9447

Extension: 2134

Assistance in general payroll questions:

Manuela Quijano – Payroll Clerk

Direct Line: 254-755-9506

Extension: 2160

Payroll Fax Number: 254-755-9591