

UESF Guide to Review Your Paycheck

Reprinted from the October 09 edition of the SF Educator

All UESF members should make it a point to look over every paycheck from the district. Presented below is a checklist of what to look for in monthly paychecks to certificated employees. The *SF Educator* will run an example of a classified paycheck in a future issue.

1. CHECK INFORMATION: This box contains the pay period and pay date for your check. If you use direct deposit, the line will read 'Advice #'. If you receive a physical check, it will read 'Check #'.

2. ADDRESS: If it is incorrect, contact HR.

3. EMPLOYEE INFORMATION: Check to make sure that you are paid the correct amount at the appropriate grade and step level. This is particularly important at the beginning of any school year when you move on the salary schedule.

Does the district have a record of all of your units, and/or years of service (up to 12) if you previously worked in another district? Transcripts should be turned in to HR by December 1st of each year.

4. TAX DATA: Make sure your marital status and the number of allowances you

**Questions about your check?
Call Human Resources at
241-6101.**

claim are correct. This will affect deduction for taxes. You may also have additional funds taken out of your check for tax purposes (Addl. Amt.).

5. HOURS & EARNINGS: Verify that all of the information in this section is correct for this pay period. Confirm that you are

Pay Group: CSF-Certificated Staff Pay Begin Date: 08/21/2009 Pay End Date: 09/20/2009		1 Business Unit: CERTS Advice #: 9568373 Advice Date: 9/30/2009																																																																																																																																																						
Jane Doe 2310 Mason St. San Francisco, CA 94133	2 Employee ID: 12345 Department: 652-John Swett Alternative Location: John Swett Alternative School Job Title: Regular Classroom Teacher Pay Rate: \$375.35 Daily Grade:B8 Step:14	3 TAX DATA: Federal CA State Marital Status: Married Married Allowances: 4 4 Addl. Pct.: Addl. Amt.:																																																																																																																																																						
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being paid the correct monthly amount (Reg Ern), per the salary schedule in the UESF contract. Other items include Sick Pay; Professional Development (Staff Dev); Extended Hours (Ext Hrs); Personal Emergency (Pers Emerg); and Workshops or In-service (Wksp/Ins).

There are dozens of additional categories for certificated staff pay. Take the responsibility to confirm that you are being paid the correct amount for the work that you perform.

The easiest way to monitor your pay for additional work is to keep a log of any additional hours worked, the date,

Save Your Pay Stubs!

Save your pay stubs! Always remember to keep your pay stubs on file at home. After you review your monthly check, put it away for safe keeping. This is especially important for the final paycheck of the calendar year, which you should compare to the W-2 sent to you by the district when doing your taxes.

the purpose or program of that work, and who the program manager was (e.g., the principal, site manager, APD, school health, etc.).

If you perform work and do not get paid, check with the program manager for the schedule of payment. Most work should be included in your monthly check. You should be paid for all work no later than the end of the school year.

Your increased pay for Proposition A also appears in this section, under the line item 'PropA UEASC' or 'Prop A UESF Addl Salary Comp'. It is important that you check to make sure that this amount correctly reflects the Prop. A raise that you are due. Multiply the monthly amount shown under this line by twelve. Check this number with the appropriate salary schedule in the UESF contract.

Additional Prop. A line items include: PR4 & PR8 – Retention bonuses paid for

in the September check following your 4th and 8th years; PHF – Stipend for teaching in Hard-to-Fill subject area, paid in two installments at the end of each semester; PHS – Hard to Staff School, also paid in two installments at the end of each semester; PAD – K-12 teacher Prop. A professional development; PAC – CDP teacher Prop. A professional Development; PMT – Prop. A Master Teachers.

Go to www.uesf.org/prop_a for more information about Prop. A. If you have any further questions, contact HR.

6. TAXES: This section describes the amount being taken out of your check at both the Federal and California levels.

Taxes are also taken out to cover Medicare. Teachers do not participate in California State Disability and most do not participate in Social Security, which, therefore, are not listed under taxes in this section.

7. BEFORE-TAX DEDUCTIONS: Deductions here include medical premiums (e.g., Kaiser) and retirement (CalSTRS). Check to make sure you are deducting the correct amount for your medical insurance, which will be based on whether you are covering yourself, plus one dependent, or plus two or more dependents. Remember you can make changes to your medical coverage during open enrollment in the month of April.

Also in this category will be any deductions you set up to contribute to a tax-sheltered annuity (either a 403B or 457 plan) or for additional items such as medical reimbursement, short term disability, and dependent care, which can also be set up during open enrollment.

8. AFTER-TAX DEDUCTIONS: Deductions in this category include monthly UESF dues (\$86.14), UESF dues for political education (COPE - typically \$1.67), and other dues paid for stipends and bonuses through Proposition A (1.5% of each stipend). The district has also set up a new Roth IRA program for employees. Contact HR for more information.

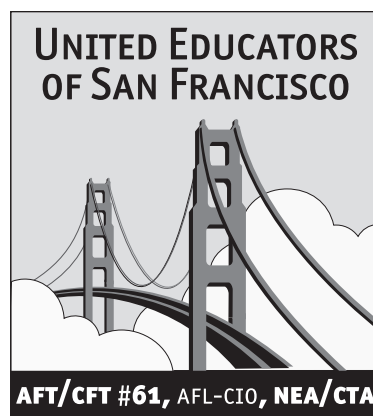
9. LEAVE BALANCES: Make sure to check your balances in both your Sick

Sign Up for Direct Deposit

According to SFUSD payroll, 70% of employees use direct deposit. Direct deposit guarantees you receive your pay at the very earliest opportunity. Most banks waive fees for those who choose direct deposit. It saves time, cuts down on paperwork, and is less prone to error. To sign up, go to www.uesf.org/forms.html and download the form to turn in along with a voided check to the SFUSD payroll department.

Leave (Sick) and Extended Sick Leave (Ext Sick). If you were sick during this pay period, make sure to check that the appropriate amount was deducted from your balance by reviewing your previous check stub. Teachers in the Child Development Program may also have a line for non-service days in this section. If you have any questions about your sick leave, talk to the timekeeper at your site, typically the school secretary.

10. TOTALS: In this section are the calculations that determine your pay. Total gross minus pre-tax deductions equals federal taxable gross. Total gross minus total taxes and total deductions equals net pay.



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