

PeopleStuff



New Employees

Welcome! We are pleased to have you as part of our HISD family. You have gone through the orientation and have experienced your first day at work. There are some things to remember as an employee:

- Sign up for direct deposit or you will be assigned a pay card. Pay day is every other Wednesday
- Memorize your new employee identification number
- If you were processed with copies of your transcript, you must bring in an official transcript
- If you were processed with copies of your service records, you must

Welcome! We are pleased to have you as a part of our HISD family.

- bring in the original service records.
- If you have any HR or Payroll questions, your first point of contact is your Principal, Department Manager, or Work Location Supervisor. However, the Human Resources Generalist Team

for your district or department is also available to assist you.

- Benefits-eligible new hires have 30 days from their first day at work to sign up for benefits. Your benefits package will be mailed to your home. Immediately enroll for your benefits. If you have Benefits questions, your Benefits Coordinator at your

campus or department can assist you. Any employee beginning in August will be eligible for benefits on October 1st if enrolled within the 30 days from your first day on the job.

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Direct Deposit

It is the policy of HISD to pay all employees by direct deposit of earnings on a bi-weekly payroll schedule. All salaried employees will be paid on a 26-payday annual schedule.

Employees may have their wages and earnings direct deposited into either a checking account or savings account at the financial institution of their choice. A maximum of two different banks (any combination of saving or checking accounts) can be used with earnings split between them.

Although your bank or savings institution may have its own forms, you must submit the HISD Direct Deposit form which contains unique setup information. Forms must be submitted with a blank

“voided” check attached. Direct Deposit forms and instructions may be downloaded from the Portal, or from your school or department secretary.

HISD also provides payroll cards for all employees not on direct deposit. The benefits for employees are numerous in-

cluding: no check-cashing fees, convenient, easy access to funds, and no delays caused by mail, weather, or national emergencies. In addition, there are no required minimum balance, credit check, or application fees, and employ-



ees will have fast access to funds if card is lost. There is an added security benefit because accounts are FDIC insured.

Employees pay only for additional transactions beyond the one free over-the-counter transaction and two free ATM withdrawals per payday. HISD will realize lower payroll-processing costs for electronic versus paper transactions, lost or stolen checks, stop payments, and re-issuance of checks.



Gas Subsidy to be paid September 24th



In June, Houston ISD's Board of Education set aside funds to assist employees earning less than \$30,000 in the 2007-2008 school year with rising gas prices. Approximately \$2.85 million has been allocated for this project.

The one-time, \$250 subsidy will go to full time and regular hourly employees including most cafeteria workers, bus drivers, custodians, plant operators, and administrative support personnel. Not eligible for the subsidy are substitute teachers and substitute food service workers, and employees who worked less than 740 hours in the 2007-2008 school year.*

As required by law, the \$250 will be taxed at the regular rate. No other deductions, including TRS or benefits, will be taken. The payment will be direct deposited.

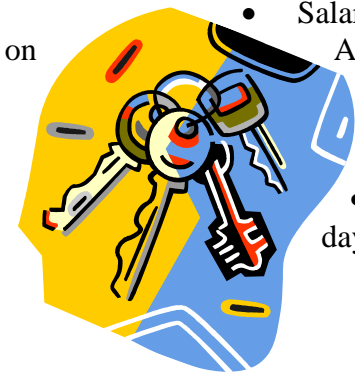
To quote Dr. Saavedra, "The lowest-paid employees are really hurting because of these incredibly high gasoline prices, and we need to do something to help. These men and women are vital to the effort every day to keep children fed, safe, and ready for school. They've given so much in support of our children and now we need to give something in support of them in this time of great need."

*Less-than-one full time employees (FTEs) and employees who were hired or rehired on or before June 30, 2008 may be eligible for the subsidy, depending on



their annualized hours and salary.

- Twelve-month salaried employees will receive their final paycheck for 2007–2008 on August 20, 2008.



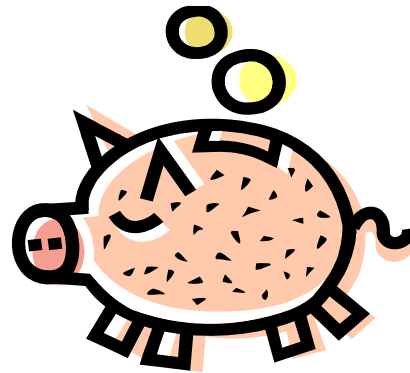
- Salaried employees who work 10–11.5 months per year and who began work August 11, 2008, will receive paychecks in the amount of their annual salary divided by 26, in 26 equal installments. Employees will receive the first paycheck on August 20, 2008.

- Hourly employees receive payment on each scheduled pay-day for the number of hours worked during the pay periods.

Deduction Holiday

It is HISD policy to collect benefit deductions in 24 pay checks and based on this policy there will be two pay periods in the 2008-09 school year where no benefit deductions will be taken.

Employees will have more money to take home on the following pay periods ending on October 29, 2008 and April 29, 2009 (See Benefit Deduction Arrears Schedule below)



Benefits Deductions Arrears

In order not to create an undue hardship on employees returning to work after the summer break, HISD takes benefits arrears deductions according to the table shown on the right.

PAYDAY	DEDUCTIONS TAKEN
August 20, 2008	Regular Deduction—No arrears
September 3, 2008	Regular Deduction—No arrears
September 17, 2008	Regular Deduction + One Arrears Deduction
October 1, 2008	Regular Deduction + One Arrears Deduction
October 15, 2008	Regular Deduction + One Arrears Deduction
October 29, 2008	Deduction Holiday No Regular Deduction Taken Only One Arrears Deduction
November 12, 2008	Regular Deduction + All arrears taken



The traditional customer service functions of the Human Resources and Payroll departments have been brought together under one umbrella called the Customer Service Center. Employees may call 713/892-SERV (7378) for assistance or e-mail the HR Answer Line

hanswerline@houstonisd.org

What To Do If You Have A Pay Problem

FOOD SERVICE



FS EMPLOYEES ASSIGNED TO A CAMPUS:

Notify your worksite supervisor (Café Manager, Senior Food Service Attendant, or Manager Trainee) who will consult with the campus time recorder to verify input of time. If time was reported correctly and approved, contact the Food Service Payroll Team for immediate assistance:

Valerie King, FS Payroll Supervisor – 713-491-5753
 Pamela Thomas, FS Payroll Senior Secretary – 713-491-5750
 Angelica, FS Payroll Clerk – 713-491-5750

If the problem is not pay related, refer to the section below titled for “All Other Employees”.

FS SUBSTITUTE ATTENDANT

If you are a substitute food service attendant and the time reported is incorrect, contact the FS Payroll Team.

CFS AND TRANSPORTATION

Contact your supervisor. Be prepared to provide your supervisor with a copy of your pay statement and any other documentation that may help resolve the pay issue.



Supervisors will research the problem and submit proper documentation to the Transportation Payroll Department.

It is the responsibility of the Supervisor to inform employees on the status of their payroll issue. If the issue has not been resolved by the following payday please call the HR Customer Services Department at 713-892-7378 or send an e-mail to:

hanswerline@houstonisd.org

All Other Employees

I did not get a check or a direct deposit pay statement

- Consult with the time recorder at your work site

My earnings or wages (before taxes and deductions) are wrong

- Consult with the time recorder at your work site
- Consult with your supervisor
- E-mail (or have your time recorder e-mail) the HR Answer Line (hanswerline@houstonisd.org) with details of your problem (employee ID number, name, work location and a description of your problem)
- Call the HR Customer Services Dept. at 713-892-7378

My deductions are wrong

- E-mail (or have your time recorder e-mail) the HR Answer Line (hanswerline@houstonisd.org) with details of your problem (employee ID number, name, work location and description)
- If unresolved, call the HR Customer Services Dept. at 713-892-7378

I am not on direct deposit

- It takes two complete pay cycles after you turn in your direct deposit form for it to take effect
- If you have not yet enrolled in direct deposit, ask your supervisor or time recorder for the form.



- Direct deposit forms may be downloaded from the HISD Portal.

My leave balances are wrong

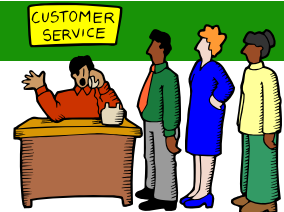
- E-mail (or have your time recorder e-mail) the HR Answer Line (hanswerline@houstonisd.org) with details of your problem (employee ID number, name, work location and a description of your problem)
- Call the HR Customer Services Dept. at 713-892-7378

My address is wrong

- You can change your address on-line using the portal: “Employee Service”, Change Personal Information.
- Submit a form obtained from your work location time recorder

I have a question that is not listed here

- E-mail (or have your time recorder e-mail) the HR Answer Line (hanswerline@houstonisd.org) with details of your problem (employee ID number, name, work location and a description of your question)
- Call the HR Customer Services Dept. at 713-892-7378



Leave Balance

Leave balances are reported in hours on your paycheck. All leave balances were converted from days to hours in January 2000. Current leave balances are reported every other Wednesday on the employee's pay statement and the HISD Portal.

The following leave balances are maintained:

- State Personal Leave (Replaced State Sick Leave beginning 9/1/95)
- State Sick Leave (Renamed to State Personal Leave beginning 9/1/95)
- Local Personal Leave (non-

hourly employees only)

- Vacation Leave (for 12-month salaried employees ONLY)

Note: Absence(s) due to illness will be deducted from your vacation balance if all other leave balances have been exhausted. Leave balances are deducted for absences in the following order:

- 1) state personal,
- 2) state sick leave, 3) local personal leave, and 4) vacation (if applicable). As per state law, state sick leave can only be used for personal illness. State



Sick Leave remains available to active employees who were eligible before 9/1/95.

If you have questions about the District's leave program or your leave balances, contact your work location supervisor. Supervisors now have access to their employees' leave balances online at the work site. You may also use the District's e-mail system to contact the HR Answer Line

(hanswerline@houstonisd.org)

State Leave Buy Back



At the end of each school year, employees may sell up to 5 days of their unused current year allotment of state personal leave days. The days are paid at 50% of the employee's hourly rate of pay of the prior school year. Applications will be sent out in mid-October for the prior year

ONLY employees with state leave days from prior years will be eligible to sell back. For the 2008-2009 school year, applications will be available through your school or department work location in the fall.

RECRUITMENT INCENTIVE

Certified teachers who were hired for the 08-09 school year and signed a Recruitment Incentive Agreement, prior to August 25, 2008, will receive the first payment on the paycheck scheduled for October 1, 2008.

Recruitment Incentives were available in a limited number to certified teachers in certain subject areas. If you sign a Recruitment Incentive but do not receive



payment on this check, please submit an e-mail to your HR Generalist. Your request will be researched and you will receive a response.

Teachers hired in the 2007-08 school year who are eligible for the second half of the recruitment incentive will receive that payment on the last pay-

check in April 2009.

HR GENERALISTS

AREA	PHONE#	NAME
East Region: Austin, Chavez, Furr, and Milby Feeders, and Eastwood Academy	713-556-7455	Arlene Lassin
Central Region: Lamar, Reagan, Scarborough, Waltrip, and Yates Feeders	713-556-7419	Mary Pena
North Region: Davis, Houston, Kashmere, Washington, and Wheatley Feeders, and Crossing Guards	713-556-7443	Stephanie Hudson
West Region: Bellaire, Lee, Westbury, Sharpstown, and Westside Feeders	713-556-7431	Mike Luman
South Region: Jones, Sterling, Madison, and Worthing Feeders Alternative Schools: Carter, CEP, CLC, Crossroads, Harper, HCC, and Houston Night	713-556-7437	Nora Rodriguez
Administration (Warehouse & Police Dept.)	713-556-7397	Barbara Gupta
CFS, Transportation, and Custodians	713-556-7461	Gary Estess
Food Service Employees	713-556-7467	Tesha Foster

SUBSTITUTE TEACHERS AND CLERKS

Associate Teacher Office	713-556-7405	Subanswerline@houstonisd.org
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PAYROLL ISSUES AND CONCERNS

Payroll issues & concerns	713-556-7383	HR Customer Service Department
Garnishment	713-556-6459	Payroll Department
Stipend payments	713-556-6452	Payroll Department
W-2 copies	HR Answerline	hanswerline@houstonisd.org
Direct Deposit and PayCard	Must be done in person	HR Customer Service Department

RETIREMENT

Obtain a retirement package	800-223-8778	Teacher Retirement System
Speak with an HISD Retirement Counselor	713-613-2255	Euletha Campbell ecambe2@houstonisd.org
For final status of forms TRS 7	713-613-2255	Euletha Campbell ecambe2@houstonisd.org
For final status of forms TRS 6	713-892-7378	HR Customer Service Department

COMPENSATION  JOBS  BENEFITS 

Compensation and Service Records	713-556-7323	
HISD Jobs	713-556-7363	
HISD Benefits Outlook	877-780-4473	

District-wide Stipends

Stipends are additional compensation generally reserved for school based employees who are handling additional responsibilities or who are certified in critical shortage areas. Examples and payment schedules of some pre-approved stipends are:

<i>Bilingual/ESL Stipends</i>	paid in December and June
<i>Athletic Coaching Stipends</i>	paid at various times depending on the sport
<i>Departmental Chairperson Stipends</i>	paid in December and May
<i>Extracurricular Stipends</i>	paid in December and May
<i>Magnet Coordinator Stipends</i>	paid in 20 bi-weekly installments starting 9/3/08
<i>Special Education Stipends</i>	paid in December and May
<i>Title One Coordinator Stipends</i>	paid in December and May

New stipends may be created following the process outlined in the Compensation Manual.

Additional Time Worked - Any payment to teachers and other instructional employees for additional time worked during the contract year will continue to be reported through Time and Labor as Extra Pay. Refer to the current HISD Compensation Manual for more information.

Additional Pay (Differential Pay)

Additional Pay - Other additional compensation paid to employees may include shift differentials, leaderman and lock up pay. The 2008-2009 Compensation Manual contain the guidelines for eligibility and rates of pay.

A roster is sent out at the beginning of the school year for work location supervisors to designate who should receive differential or lock up pay. If after the beginning of the school year, an employee transfers into a position that is eligible for differential, lead, or lock up pay, the work location notifies the Human Resources Department in writing and the employee is setup in PeopleSoft to receive it automatically. When an employee transfers out of that assignment, the work location notifies Katie Wolfe in writing and the pay associated with the former position is stopped.

TSR

Teacher Supply Reimbursement (TSR) - Salaried teachers are eligible to purchase up to \$50 in classroom supplies annually and be reimbursed by the district. Upon purchasing your supplies, you may contact your school office and turn in your receipts.

The Time Recorder at your school will input your request for reimbursement once the principal has approved it. The reimbursement will appear on your check as a net pay item (no taxes deducted).

Understanding Your Pay Statement...

It is important that you review your pay statements each payday. It contains information including:

- pay period covered by the pay statement
- the number of hours worked
- Name, address and social security number (last four digits suppressed)
- Employee ID number
- tax status and withholding allowances.
- current and year-to-date earnings, wages and taxes
- pre – and post –tax deductions
- Benefits paid by HISD on your behalf
- Calendar Year-To-Date Earnings, Deductions and Tax balances
- leave balances (state sick leave, state personal leave, local personal leave, and vacation if applicable).
- Net pay
- Special payroll message

A sample pay statement is shown on the next page.

Pay Statement Detail



Houston ISD
 4400 West 18th
 Houston, TX 77092-8501

Pay Terms:	12 Mos Over 12 Pay 26	Last Check Due On:
Pay Begin Date:		Advice #:
Pay End Date:		Advice Date:

 SSN:	Employee ID: Department: Location:	TAX DATA: Federal Marital Status: Allowances: Adnl. Pot.: Adnl. Amt.:
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HOURS AND EARNINGS						TAXES		
Description	-----Current-----		Earnings	School YTD Earnings	Calendar YTD Earnings	Description	Current	CYTD
	Rate	Hours						
						Fed Withholding		
						Fed MED/EE		
Total:						Total:		

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	CYTD	Description	Current	CYTD	Description	Current	CYTD
Aetna Med Employee Cont			Child Life and AD&D			Aetna Med NT Employer Cont		
National Pacific Dental			Income Replacement-After Tax			Supp Life-Non Taxable (Std)		
Supplemental Life - Standard			Teacher Retirement Sys -- AT			Supp Life-Taxable (Std) *		
Teachers Retirement Sys -- BT						Unemployment Insurance Contrib		
Vision						Worker's Comp - Admin		
Total:			Total:			* Taxable		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current:					
CYTD:					

VACATION	SVTD	State Personal Leave	SVTD	State Sick Leave	SVTD	Local Personal Leave	SVTD	NET PAY DISTRIBUTION
Beginning Balance		Beginning Balance		Beginning Balance		Beginning Balance		Direct Deposit Advice Checking
+ Advanced:		+ Advanced:		+ Advanced:		+ Advanced:		
+ Bought:		+ Bought:		+ Bought:		+ Bought:		
- Taken:		- Taken:		- Taken:		- Taken:		
- Sold:		- Sold:		- Sold:		- Sold:		
+ Adjustments:		+ Adjustments:		+ Adjustments:		+ Adjustments:		Total:
End Balance:		End Balance:		End Balance:		End Balance:		

2008-2009 PAYDAY CALENDAR

FROM (MONDAY) 1	TO (SUNDAY) 1	PAYDAY (WEDNESDAY) 2	# PAYDAYS 10-11.5 MO EMPLOYEES	# PAYDAYS 12 MO EMPLOYEES
07/28/08	08/10/08	08/20/08 ⁴	1	
08/11/08	08/24/08	09/03/08 ³	2	1
08/25/08	09/07/08	09/17/08	3	2
09/08/08	09/21/08	10/01/08	4	3
09/22/08	10/05/08	10/15/08	5	4
10/06/08	10/19/08	10/29/08	6	5
10/20/08	11/02/08	11/12/08	7	6
11/03/08	11/16/08	11/26/08	8	7
11/17/08	11/30/08	12/10/08	9	8
12/01/08	12/14/08	12/24/08	10	9
12/15/08	12/28/08	01/07/09	11	10
12/29/08	01/11/09	01/22/09	12	11
01/12/09	01/25/09	02/04/09	13	12
01/26/09	02/08/09	02/18/09	14	13
02/09/09	02/22/09	03/04/09	15	14
02/23/09	03/08/09	03/18/09	16	15
03/09/09	03/22/09	04/01/09	17	16
03/23/09	04/05/09	04/15/09	18	17
04/06/09	04/19/09	04/29/09	19	18
04/20/09	05/03/09	05/13/09	20	19
05/04/09	05/17/09	05/27/09	21	20
05/18/09	05/31/09	06/10/09	22	21
06/01/09	06/14/09	06/24/09	23	22
06/15/09	06/28/09	07/08/09	24	23
06/29/09	07/12/09	07/22/09	25	24
07/13/09	07/26/09	08/05/09 ⁵	26	25
07/27/09	08/19/09	08/19/09 ⁶		26
08/10/09	08/23/09			

1. Pay period begins on Monday and ends on Sunday

2. Payday will occur every other Wednesday

3. Only less than 12-month employees who began the 2008-2009 school year on or after August 1, will be paid on August 20

4. First payday of 2008-2008 school year for all 12-month employees.
Second payday for all other employees.

5. Final check for less than 12-month employees

6. Final check for 12-month employees