

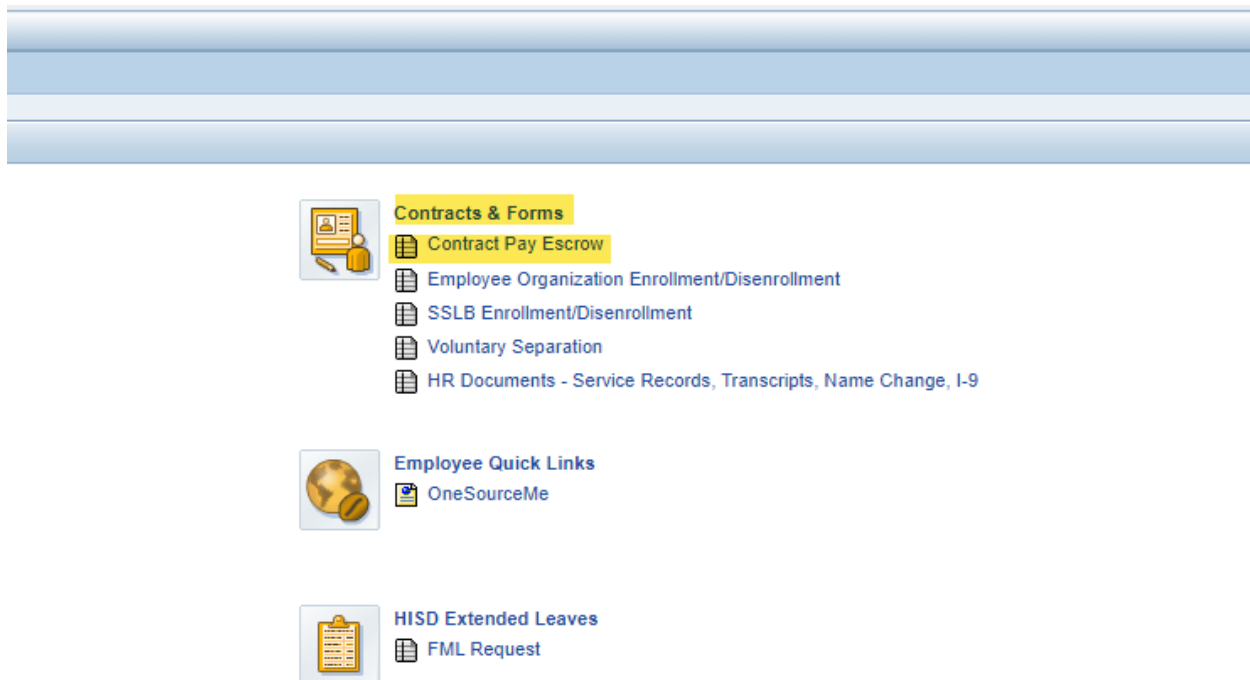
Steps for Non-exempt positive pay employees to Opt Out of Escrow during enrollment window:

1. Log into OneSource using your user ID and network password.



The image shows the OneSource login interface. On the left is the Houston Independent School District logo, which features a blue star with a white center, surrounded by a circular border with the text "HOUSTON INDEPENDENT SCHOOL DISTRICT". To the right of the logo is the "OneSource" logo. Below the logos are two input fields: "User *" and "Password *". A "Log On" button is located to the right of the password field.

2. Under 'Contracts and Forms', select 'Contract Pay Escrow'.



The image shows a screenshot of the OneSource application menu. The menu is organized into three main sections: "Contracts & Forms", "Employee Quick Links", and "HISD Extended Leaves". Under "Contracts & Forms", the "Contract Pay Escrow" option is highlighted in yellow. Other options in this section include "Employee Organization Enrollment/Disenrollment", "SSLB Enrollment/Disenrollment", "Voluntary Separation", and "HR Documents - Service Records, Transcripts, Name Change, I-9". Under "Employee Quick Links", there is a link to "OneSourceMe". Under "HISD Extended Leaves", there is a link to "FML Request".

3. Select "Opt Out" and click "Check" on the top left-hand corner. You should see a message display, 'Review without errors'.

The screenshot shows a web application window titled "Contract Escrow Plan for Employee:". The window has a top bar with "Check" and "Send" buttons. Below the bar, there is a section titled "Contract Escrow Plan Application" with a dropdown arrow. Under this section, there is a form titled "Employee Information" with fields for "Personnel Number:", "First name:", and "Last name:". Below these fields, there is a message: "Please select the appropriate selection to Enroll/Disenroll from Escrow Plan". There are two radio buttons: "Opt In" and "Opt Out". The "Opt Out" button is highlighted in yellow.

4. Click "Send". See the confirmation with a reference number.

The screenshot shows a confirmation message box with a blue header bar that says "Step Completed". Below the header, there is a green checkmark icon followed by the text: "Data sent (process reference number: 000000377111)".

What Happens When Opting Out of Escrow?

1. There will be no escrow deductions from your paychecks.

Comparison:

- **School Year 2023 – 2024:** Escrow deductions applied.

Description	Rate	Hours	Earnings
Regular Pay	42.44	77.50	3,288.76
Pay Per. Escrow Acc.	0.00	0.00	-828.78
Pay Per. Escrow Payout		0.00	0.00
Escrow Adjustment	0.00	0.00	0.00

- **School Year 2024 – 2025:** If you opt out, a typical pay period with 10 working days may look as follows:

Description	Rate	Hours	Earnings
Regular Pay	16.96	80.00	1,356.96

You will be paid only for the working days based on hours worked. Non-working days as per your work calendar will not be paid.

Work calendars for school year 2024 – 2025 can be accessed [here](#)

For example, the August 14, 2024, paycheck for the period 07/22/24 – 08/04/24 includes eight (8) non-working days and two (2) working days. If you opt out of escrow, only the two (2) working days will be paid.

This change is effective the first day of the 2024 – 2025 work calendar.

If you have additional questions, please contact the Payroll department at Payroll@houstonisd.org or 713-556-6440.

Thank you,

HISD Payroll Department