

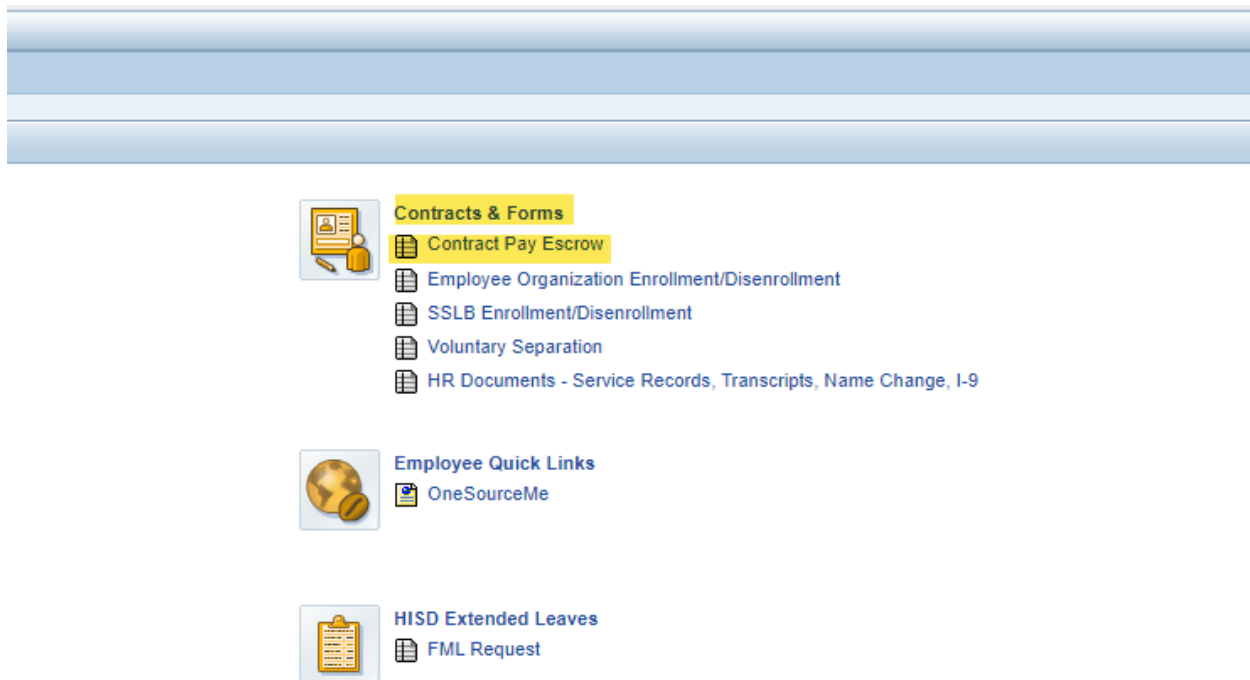
**Steps for Non-exempt positive pay employees to Opt Out of Escrow during enrollment window:**

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 (HISD) seal, which features a five-pointed star surrounded by a laurel wreath and the text "HOUSTON INDEPENDENT SCHOOL DISTRICT". To the right of the seal is the "OneSource" logo. Below the logo are two input fields: "User \*" and "Password \*". A "Log On" button is positioned to the right of the password field. A small mouse cursor is visible over the seal.

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



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 this is a status bar with a green checkmark and the text "Review Without Errors". The main content area is titled "Contract Escrow Plan Application" and contains a section for "Employee Information". This section includes input fields for "Personnel Number:", "First name:", and "Last name:". Below these fields is a message: "Please select the appropriate selection to Enroll/Disenroll from Escrow Plan". There are two radio button options: "Opt In" and "Opt Out". The "Opt Out" option is selected and highlighted with a yellow background.

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

The screenshot shows a confirmation message box with a blue header that reads "Step Completed". Below the header 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](mailto:Payroll@houstonisd.org) or 713-556-6440.

Thank you,

HISD Payroll Department