

Payroll FAQs:

1) When is payday?

All of our pay dates can be found on our website. Please go to our website at seq.org > Departments > Accounting > Pay dates. The direct link is below.

[Pay Dates](#)

2) How am I paid? Can I pick up my check?

All paychecks are mailed to the address that you provided Human Resources. Please contact Human Resources to verify that your address is current. Below is HR's contact information.

[HR Contact List](#)

Payroll does not allow check pick-up.

For all new employees, your first paycheck is always a physical check that is mailed to your home address. Direct deposit takes 1-2 pay periods to take effect.

3) How do I sign up for direct deposit? When is it effective?

The form to sign up for direct deposit is located on our website at seq.org > Departments > Accounting > Pay dates > Payroll forms > Direct Deposit Form. Please note you must provide a voided check or bank confirmation of your bank account with your name on it. Direct deposit takes 1-2 pay periods to take effect.

[Direct Deposit Form](#)

4) I am resigning from Sequoia Union HSD. Will my accumulated sick leave be paid out to me?

PERS & STRS regulations prohibit any district from paying out sick leave. However, it can be transferred to another PERS/STRS employer. You have 1 year from your resignation date to transfer the sick leave to your new employer. Please contact Human Resources to initiate the sick leave transfer request.

[HR Contact List](#)

5) Who should I contact about my rate of pay and salary placement?

Please contact Human Resources for information regarding your pay rate and salary placement.

[HR Contact List](#)

6) Why didn't I get paid?

Several situations can cause delay or non-receipt of compensation. Below are the most common reasons:

- Your timesheet was not approved, not submitted, or not approved on time.
- You were not fully hired by Human Resources.
- Your credential (certificated personnel only) has expired.
- Unpaid leave was taken in the pay period.
- If your start date is after the 15th of the month you will not receive a paycheck until the following month. Short months that include holidays and winter/spring break will have shorter payroll cut-offs.

7) I lost my paycheck. How do I get a new one?

A lost paycheck must have a stop payment placed. Please fill out an affidavit form using the link below and return it to payroll via email or hardcopy. It takes up to 3 weeks to reissue a paycheck.

[Affidavit to Obtain a Duplicate, Lost, or Destroyed Check](#)

8) I worked extra hours and/or overtime. When am I paid for this extra work? How am I paid?

All timesheet work, which includes extra hours/overtime, is paid 1-month behind. For example, October's timesheet is paid at the end of November. Timesheet hours are not paid separately from the main payroll every month. If you are a probationary/permanent employee, timesheet hours are combined with your positional pay for that month.

9) What if there is an error on my paycheck?

Discrepancies in pay should be immediately reported to payroll. Payroll will research the issue and you will be notified of the corrections if needed.

[Payroll Contact Info](#)

10) I need copies of my paystubs and/or W-2. Where do I get them?

Paystubs and W-2s are uploaded online on Employee Self-Service. To register follow the link below.

[ESS](#)

11) Do I need to submit a timesheet?

You only need to submit a timesheet if:

- You are a short-term employee
- You have a Short-term Temporary assignment (Out of Class Pay, duties outside of your regular hours)
- You've worked Extra hours and/or overtime (Probationary Employees)

All employees who are probationary do not need to submit a timesheet. Your regular positional pay will be paid to you on a monthly basis.

12) Who do I contact for my payroll questions?

Our contact information is below. Please note that we have dedicated staff for Certificated Employees and Classified Employees. All other inquiries that do not involve the calculation of your salary should be directed to the Payroll Technician.

[Payroll Contact Info](#)

13) I am calculating my paycheck. I was not fully compensated for the days I worked this month. Why?

Your monthly salary is not calculated by the number of days you worked each month. If you are a classified employee, your pay rate is annualized and then divided by the number of pay periods you are paid for the rest of the school year. This can get more complicated depending on your start date and if you are a 9-month employee.

For example (10 Month Employee):

Hourly Rate: \$30 (Provided by HR)

Daily Rate: \$225 (Based on 7.5 Hour Day)

Contracted Work days: 187 (Review your Work Calendar or HR can provide)

Annual Salary: \$42,075 (\$225 x 187)

Monthly Salary: \$4,207.50 (\$42,075 / 10 pay periods - Aug-June)

14) I am a paraprofessional and worked in August. Why did I not receive a paycheck at the end of August?

Paraprofessionals are 9-month employees. All 9-month employees are paid from September - June. Your first paycheck for the school year is at the end of September. The September paycheck will include August's salary as well.

15) How much sick and/or vacation time do I have?

To calculate your sick or vacation balance, please obtain the balances on your latest pay stub. These will reflect balances as through the end of the last month. Log into Frontline/AESOP to review your absences for the current month and deduct the amount of time you took off.

Your paystub's sick and/or vacation balances are always a month behind.

For example, John Doe's paystub on 10/31/23 shows 75 hours of sick leave and 10 hours of vacation. The sick and vacation leave balances current are as of 09/30/23. John took 60 hours of sick due to illness and 5 hours of vacation. His current sick leave balance is 15 hours of sick leave and 5 hours of vacation.

16) Why was I docked for excess sick leave usage? I used Personal Necessity.

Personal Necessity comes out of the same bank as sick leave. They are not separate banks of leave. Personal Necessity means you can use your sick leave for personal reasons.