

ALL FCPS EMPLOYEES:

- Are paid over the length of their contract
(Contracts may be 10 months, 11 months, or 12 months)
- Are required to have direct deposit for pay

TERMS & EXPLANATIONS

Monthly Paid positions: Administrators, teachers, instructional assistants, office support, public health attendants and assistants, and other contracted educational and support staff. Monthly-paid employees are paid “current month” for regular duties and pay day is the last business day of the month. Pay for any additional duty positions/jobs (such as curriculum development, test proctoring, etc.) are paid one month in arrears and in a separate payment.

Biweekly Paid positions: Bus drivers and attendants, food service workers, custodial staff and maintenance personnel. Biweekly paid employees are paid every other Friday, two weeks in arrears. Pay for any additional-duty positions/jobs (such as hourly clerical, community use, etc.) is also paid two weeks in arrears, on the same pay dates as regular pay, in a separate payment.

Deductions: Withheld from your gross earnings or gross pay. There are both mandatory deductions such as taxes, and voluntary deductions, such as association membership dues.

Mandatory deductions: Long-term disability insurance, retirement (VRS & ERFC or FCERS), basic life insurance (VRS or FCERS), federal taxes, state taxes (based on resident state) and Maryland county/city taxes if applicable, Social Security taxes – FICA-O (Old Age Survivors Benefit) and FICA-M (Medicare).

Voluntary Deductions: Medical & dental insurance, flexible spending accounts, optional employee, spouse and/or dependent life insurances, professional association membership dues.

SPREADING INCOME OVER NON-CONTRACTED MONTHS

If you work 10 or 11 months and are interested in spreading your pay over 12 months, you can either:

- ◇ Transfer funds to a savings plan of your choice by designating a flat dollar amount to be withheld from each regular payment. This allows you to earn interest on your money, save an amount that you determine, and have access to your money at any time.
- ◇ Take advantage of the Apple Federal Credit Union Summer Pay program that sets aside money from your pay during the school year to be paid in the summer.

For more information contact Apple FCU directly at 703-788-4800 or www.AppleFCU.org/SummerPay

RESOURCES

Contact Payroll:

Payroll.Help@fcps.edu

PHONE: 571-423-3500

FAX: 571-423-3507

www.fcps.edu/fs/payroll/pay

Find Data: Work weeks, pay period end dates, and pay dates are found in **NOTICE 5620**

www.fcps.edu/fs/payroll/policies.shtml

Get Forms:

All payroll forms: www.fcps.edu/fs/payroll/forms

TAKE-HOME PAY:

...WHEN you'll be paid...HOW deductions are taken...& WHAT notifications you can expect...

Some deductions are taken over contract length, others are taken over a fixed period for all employees. Deduction frequency is not determined by contract type or whether it is considered a mandatory or voluntary deduction. They are separated as follows:

Retirement Deductions: Retirement plan deductions (VRS, ERFC, and FCERS) and contributions to 403(b) & 457(b) retirement savings accounts are taken over contract length.

Other Deductions: Health & dental insurance, flexible spending accounts, long-term disability, association dues, and optional life deductions are taken over 10 months (monthly) or 20 pays (biweekly).

MONTHLY PAID EMPLOYEES

HOW YOUR PAY IS CALCULATED	DEDUCTION FREQUENCY		PAY DAY*
	RETIREMENT DEDUCTED EACH MONTH YOU ARE PAID	OTHER DEDUCTED OVER 10 MONTHS	
Employees on a 10 MONTH schedule (180-208 days) are paid gross wages from September through June in equal installments of 1/10th of contracted salary.	10 DEDUCTIONS A YEAR	DEDUCTIONS ALL PAY PERIODS	Last business day of the month September-June
Employees on an 11 MONTH schedule (209-219 days) are paid gross wages from August through June in equal installments of 1/11th of contracted salary.	11 DEDUCTIONS A YEAR	NO DEDUCTIONS IN AUGUST	Last business day of the month September-July

BIWEEKLY PAID EMPLOYEES

HOW YOUR PAY IS CALCULATED	DEDUCTION FREQUENCY		PAY DAY*
	RETIREMENT	OTHER	
Biweekly employees submit a timesheet for hours worked and are paid every other Friday, two weeks in arrears. (All Contract Lengths)	Deducted from all eligible wages throughout the year.	Deducted over 20 pay periods, beginning the first full pay period of the school year.	Paid every other Friday, for the pay period that ended two weeks before.

PAY ADVICES

Your pay advice is sent as a PDF attachment to your FCPS e-mail address 3 days prior to payday. All monthly paid employees receive an electronic pay advice. Biweekly employees are being phased into this program; some still receive a paper pay advice via U.S. Mail.

Notes for Monthly Pay

You are paid "current month" for regular duties. A 1-month pay period beginning Nov. 1 and ending Nov. 30 is paid on the last business day of November. If you submit a leave slip for leave taken in November, it will be deducted from your December pay.

Pay Day Exception

In December, payday is the last school day prior to the winter holiday. The last business day of the month may not be the same as the last school day in the month.

Notes for Biweekly Pay

Each work week begins on a Saturday and ends the following Friday; two work weeks make one pay period.

A 2-week pay period beginning Saturday Nov. 1 and ending on Friday Nov. 14 is paid Friday Nov. 28. Gross pay reflects the hourly rate multiplied by the number of compensable hours during the pay period.