



Kenosha Unified
School District

**EMPLOYEE
PAYROLL
INFORMATION**

Employee - Payroll Information

- Payroll Dates
- Employee Online
- Taxes
- Timesheets
- Pay Stubs
- Pay Stub Abbreviations
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Payroll Dates

2016-17

Pay Period	Pay Date		Paid From	Paid To
1	July 6, 2016		June 19, 2016	July 2, 2016
2	July 20, 2016		July 3, 2016	July 16, 2016
3	August 3, 2016		July 17, 2016	July 30, 2016
4	August 17, 2016		July 31, 2016	August 13, 2016
5	August 31, 2016		August 14, 2016	August 27, 2016
6	September 14, 2016		August 28, 2016	September 10, 2016
7	September 28, 2016		September 11, 2016	September 24, 2016
8	October 12, 2016		September 25, 2016	October 8, 2016
9	October 26, 2016		October 9, 2016	October 22, 2016
10	November 9, 2016		October 23, 2016	November 5, 2016
11	November 23, 2016		November 6, 2016	November 19, 2016
12	December 7, 2016		November 20, 2016	December 3, 2016
13	December 21, 2016		December 4, 2016	December 17, 2016
14	January 4, 2017		December 18, 2016	December 31, 2016
15	January 18, 2017		January 1, 2017	January 14, 2017
16	February 1, 2017		January 15, 2017	January 28, 2017
17	February 15, 2017		January 29, 2017	February 11, 2017
18	March 1, 2017		February 12, 2017	February 25, 2017
19	March 15, 2017		February 26, 2017	March 11, 2017
20	March 29, 2017		March 12, 2017	March 25, 2017
21	April 12, 2017		March 26, 2017	April 8, 2017
22	April 26, 2017		April 9, 2017	April 22, 2017
23	May 10, 2017		April 23, 2017	May 6, 2017
24	May 24, 2017		May 7, 2017	May 20, 2017
25	June 7, 2017		May 21, 2017	June 3, 2017
26	June 21, 2017		June 4, 2017	June 17, 2017

2017-18

Pay Period	Pay Date		Paid From	Paid To
1	July 5, 2017		June 18, 2017	July 1, 2017
2	July 19, 2017		July 2, 2017	July 15, 2017
3	August 2, 2017		July 16, 2017	July 29, 2017
4	August 16, 2017		July 30, 2017	August 12, 2017
5	August 30, 2017		August 13, 2017	August 26, 2017
6	September 13, 2017		August 27, 2017	September 9, 2017
7	September 27, 2017		September 10, 2017	September 23, 2017
8	October 11, 2017		September 24, 2017	October 7, 2017
9	October 25, 2017		October 8, 2017	October 21, 2017
10	November 8, 2017		October 22, 2017	November 4, 2017
11	November 22, 2017		November 5, 2017	November 18, 2017
12	December 6, 2017		November 19, 2017	December 2, 2017
13	December 20, 2017		December 3, 2017	December 16, 2017
14	January 3, 2018		December 17, 2017	December 30, 2017
15	January 17, 2018		December 31, 2017	January 13, 2018
16	January 31, 2018		January 14, 2018	January 27, 2018
17	February 14, 2018		January 28, 2018	February 10, 2018
18	February 28, 2018		February 11, 2018	February 24, 2018
19	March 14, 2018		February 25, 2018	March 10, 2018
20	March 28, 2018		March 11, 2018	March 24, 2018
21	April 11, 2018		March 25, 2018	April 7, 2018
22	April 25, 2018		April 8, 2018	April 21, 2018
23	May 9, 2018		April 22, 2018	May 5, 2018
24	May 23, 2018		May 6, 2018	May 19, 2018
25	June 6, 2018		May 20, 2018	June 2, 2018
26	June 20, 2018		June 3, 2018	June 16, 2018

Employee Online

Some of your payroll information is also available to you through the Employee Online website. Through Employee Online you are able to view and print your check stubs and W2s. There is a section called “What If” that can help estimate changes you may wish to make such as adding a TSA or changing tax status/exemptions. Direct deposit account changes should also be made on Employee Online. Below are examples of the screens you would see and use in Employee Online.

Pay Check History Screen

The screenshot displays the 'Check Stub' history screen in the Employee Online system. The left sidebar contains the following navigation links:

- Personal Information
 - Home Address
 - Emergency Info
 - Family Info
- Pay Information
 - Direct Deposit
 - Deferred Comp
 - Check Stub
 - Tax Info
 - What If
 - W2 Info
- Job Information
 - Current Job
 - Historical Jobs
- Benefits
 - Insurance
 - Other Benefits

The main content area shows a table of check stubs with the following data:

Check Date	Check Number
09/14/2016	1025284
08/31/2016	1022412
08/17/2016	1020189
08/03/2016	1019249
07/20/2016	1018144
07/06/2016	1017184
07/06/2016	1016334
06/22/2016	1005016
06/22/2016	1014002
06/08/2016	1005453
05/25/2016	1002343
05/11/2016	999268
04/27/2016	996186
04/13/2016	993115

If you are having trouble with your Employee Online log-in, contact the KUSD Helpdesk at 359-7700 or helpdesk@kUSD.edu

Check Stub Screen

Employee Online Leave Tracking

EO Home

- Message Page
- Employee Directory

Personal Information

- Home Address
- Emergency Info
- Family Info

Pay Information

- Direct Deposit
- Deferred Comp
- Check Stub
- Tax Info
- What If
- W2 Info

Job Information

- Current Job
- Historical Jobs

Benefits

- Insurance
- Other Benefits

EO Administration

- EO Settings
- Impersonate User
- Open Enrollment
- Insurance

Check Stub

Print Page **Make sure to set Printer Preferences to Landscape

EMP ID: [REDACTED] DATE: 09/14/16 PERIOD ENDING: 09/10/16 CHECK NO: 01023522		
GROSS	TAXABLE GROSS	NET PAY
CURRENT 2,029.24	1,829.28	1,339.91
YEAR TO DATE 35,841.66	32,251.21	24,295.95
EARNINGS TYPE	HOURS	CURRENT YEAR TO DATE
SS PAY		2,875.00
CONTRACT	1,504.08	28,577.52
SUB TEAC		8.10
EX ASSIG	28.00	524.10
STIPEND		4,226.04
		155.00
VACATION: 0.00		SICK LEAVE: 187.50

TAX INFO	FEDERAL	STATE	AFTER-TAX DED.	Current	YTD
FILE STATUS	S	S	STD	6.54	85.02
EXEMPTIONS	1	1			
ADDL TAX	0.00	0.00			

EMPLOYER PAID	Current	YTD
FICA	121.65	2,148.21
MEDICARE	28.45	501.97
MEDICAL	464.97	6,386.61
LTD	3.03	57.57
DENTAL	24.22	340.18
GRP LIFE	2.02	22.18
LTC	0.00	804.96
ERRC	133.86	2,365.39
Taxable:	133.86	2,365.39

Kenosha Unified School District
300 24th Street
Kenosha, WI 53140
Phone: (262) 355-4333

Your pay has been deposited to

ACCOUNT NO.	Amount
****2373	1,339.91

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What If Screen

Employee Online Leave Tracking

EO Home

- Message Page
- Employee Directory

Personal Information

- Home Address
- Emergency Info
- Family Info

Pay Information

- Direct Deposit
- Deferred Comp
- Check Stub
- Tax Info
- What If
- W2 Info

Job Information

- Current Job
- Historical Jobs

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EO Administration

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What If

WHAT IF CALCULATOR

Description	Baseline	What If
GROSS	DOLLARS	<input type="text"/>
PRETAX	PRETAX1	<input type="text"/>
	PRETAX2	<input type="text"/>
	NEW PRETAX	<input type="text"/>
TAXES	FIT STATUS	<input type="text"/>
	FIT EXEMPTIONS	<input type="text"/>
	FIT ADDITIONAL	<input type="text"/>
	SIT STATUS	<input type="text"/>
	SIT EXEMPTIONS	<input type="text"/>
	SIT ADDITIONAL	<input type="text"/>
POSTTAX	DEDUCTION 1	<input type="text"/>
	DEDUCTION 2	<input type="text"/>
	DEDUCTION 3	<input type="text"/>
	DEDUCTION 4	<input type="text"/>

RESULTS

Description	Baseline	What If
EARNINGS	<input type="text"/>	<input type="text"/>
PRETAX DEDS	<input type="text"/>	<input type="text"/>
TAXABLE EARNINGS	<input type="text"/>	<input type="text"/>
FICA EARNINGS	<input type="text"/>	<input type="text"/>
FED WITHHOLDING	<input type="text"/>	<input type="text"/>
FICA WITHHOLDING	<input type="text"/>	<input type="text"/>
MEDI WITHHOLDING	<input type="text"/>	<input type="text"/>
SIT WITHHOLDING	<input type="text"/>	<input type="text"/>
ESTIMATED NET	<input type="text"/>	<input type="text"/>

Estimates will be based on checks in month.

Create Baseline

This screen is an estimation tool only. It cannot calculate exactly what will appear on your next check.

If you leave the Baseline dollars field blank the system will provide a default dollar amount. Please view the Help file for further information about how this screen works.

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Taxes

At the time you are hired, you will fill out W-4 forms for your Federal and State taxes. You can change these at any time by logging in to Employee Online and choosing Tax Info from the menu. Please pay attention to the welcome page that will show the effective date of the change you are making.

A common question when filling out your tax forms is, “what’s the most/what’s the least?” If you claim single with zero exemptions, you will have the maximum amount of taxes withheld from your check. On the opposite side, if you claim married with 9 exemptions, you will have the least amount taxes withheld. Every time you add an exemption it lowers the amount of taxes you have withheld from your check.

If you have any questions on what you should claim – check with your accountant or whoever files your taxes at the end of the year. They know what your tax situation is and what would be best for you to claim.

W2s

Form W2 will be delivered via both USPS mailed to the address provided to Human Resources and also electronically on Employee Online by January 31st of each year.

Timesheets

Any extra time that you work will be paid from a timesheet that is submitted to Payroll by your school. Examples of such pay would be for intramurals, after school clubs, tutoring, lunch supervision, etc. You are responsible for submitting your time worked in writing to the school office. Timesheet due dates and pay dates are:

**KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
TIMESHEET SCHEDULE
2016-17**

<u>Timesheet Due Date</u>	<u>Pay Date</u>	<u>Timesheet Period</u>
August 22, 2016 Midnight Monday	August 31, 2016	8/7/16 - 8/20/16
September 5, 2016 Midnight Monday	September 14, 2016	8/21/16 - 9/3/16
September 19, 2016 Midnight Monday	September 28, 2016	9/4/16 - 9/17/16
October 3, 2016 Midnight Monday	October 12, 2016	9/18/16 - 10/1/16
October 17, 2016 Midnight Monday	October 26, 2016	10/2/16 - 10/15/16
October 31, 2016 Midnight Monday	November 9, 2016	10/16/16 - 10/29/16
November 14, 2016 Midnight Monday	November 23, 2016	10/30/16 - 11/12/16
November 28, 2016 Midnight Monday	December 7, 2016	11/13/16 - 11/26/16
December 12, 2016 Midnight Monday	December 21, 2016	11/27/16 - 12/10/16
December 21, 2016 Before you leave	January 4, 2017	12/11/16 - 12/24/16
January 9, 2017 Midnight Monday	January 18, 2017	12/25/16 - 1/7/17
January 23, 2017 Midnight Monday	February 1, 2017	1/8/17 - 1/21/17
February 6, 2017 Midnight Monday	February 15, 2017	1/22/17 - 2/4/17
February 20, 2017 Midnight Monday	March 1, 2017	2/5/17 - 2/18/17
March 6, 2017 Midnight Monday	March 15, 2017	2/19/17 - 3/4/17
March 20, 2017 Midnight Monday	March 29, 2017	3/5/17 - 3/18/17
April 3, 2017 Midnight Monday	April 12, 2017	3/19/17 - 4/1/17
April 17, 2017 Midnight Monday	April 26, 2017	4/2/17 - 4/15/17
May 1, 2017 Midnight Monday	May 10, 2017	4/16/17 - 4/29/17
May 15, 2017 Midnight Monday	May 24, 2017	4/30/17 - 5/13/17
May 29, 2017 Midnight Monday	June 7, 2017	5/14/17 - 5/27/17
June 12, 2017 Midnight Monday	June 21, 2017	5/28/17 - 6/10/17
June 26, 2017 Thurs-Close of Day *	July 5, 2017	6/11/17 - 6/30/17
July 10, 2017 Midnight Monday	July 19, 2017	7/1/17 - 7/8/17
July 24, 2017 Midnight Monday	August 2, 2017	7/9/17 - 7/22/17
August 7, 2017 Midnight Monday	August 16, 2017	7/23/17 - 8/5/17

*July 5th payroll cutoff should include all time worked through June 30th 2017
This will post to the 2016-17 fiscal year.

Dates and times are subject to change

Pay Stubs

Check stubs are paperless and can be viewed on Employee Online.

Here is some information to help you better understand your check stub. Below is an example of what you would find in each of the areas of your check stub.

Name				ID#	Pay Period Dates	Check Stub #
Current and year to date totals of gross pay, taxable gross pay and net pay.				Your federal and state tax information such as filing status, exemptions, and additional tax.		The current and year to date amounts of all after tax deductions withheld from your payroll check (such as life insurance, etc.)
Description of earnings types	Number of hours for timesheet entries	Total pay for each earnings types for the current payroll	Year to date totals for each earnings type.	The current and year to date amounts of all of your taxes withheld from your check (such as federal, state, FICA, Medicare).		
				The current and year to date amounts of all pre-tax deductions withheld from your check (such as dental, TSA).		The current and year to date totals of all the contributions the District makes on your behalf. Amounts in this box are not deducted from your check.

Vacation Balance in Hours

Sick Balance in Hours

Pay Stub Abbreviations

SHORT NAME	LONG NAME	DESCRIPTION
CONTRACT	Bi-weekly Salary	Normal bi-weekly salary from the salary schedule
DENTAL	WEA Dental Insurance	Pre-tax benefit (Sect 125)
DEP LIFE	Dependent Life Insurance	Life Insurance (Family members)
FICA	Social Security	6.2% of Salary
FICAALT	FICA Alternative for non-union employees	7.5% of Salary
FLEX DEP	FLEX Dependent Care	Pre-tax benefit (Sect 125)
FLEX MED	FLEX Medical	Pre-tax benefit (Sect 125)
GRP LIFE	Group Life Insurance	Life Insurance
KKGFSF	Kenosha Kids Great School Fund	Sponsored by KEA
LTD	Long Term Disability	Begins after 90 days
MEDICAL	WEA Medical Insurance	Pre-tax benefit (Sect 125)
MEDICARE	Medicare	1.45% of Salary
STD	Short Term Disability	This is a deduction no district contribution
EERC	Wisconsin Retirement (Pension)	Employee share paid by the Employee
ERRC	Wisconsin Retirement (Pension)	Employer share paid by the District
TSA= Your Fund's Name (e.g. AXA, Fidelity, WEA etc.)	Tax Sheltered Annuity Plan	403B

Who to contact?

Topic	Contact	Phone #
Taxes, direct deposits, Garnishments	Payroll Supervisor	359-5920
Medical and dental insurance, retirement, TSA, general benefit questions	Benefits Specialist	359-6344 359-6112
Timesheets, general info	Payroll	359-7891
Contracts, credits, tuition reimbursement, name/address changes, leaves of absence	Human Resources	359-6333

