Hourly instructors receive equal paychecks each month for their teaching assignments and do not complete time cards. The number of EQUAL paychecks they receive is determined by the number of months of their teaching assignment. Example: 16 week classes (August through December) will receive 5 equal paychecks. Hourly substitutes, hourly counseling and hourly librarians work is not included in the equal pay process. If you work as a substitute or an hourly counselor or librarian, you must process a time card to receive your pay. Academic hourly pay (timecards and Equal Pay) is issued on the 10th of the month following the pay period. If the 10th falls on a weekend or holiday, the check is issued the day before.

I. **EQUAL PAY**: To calculate how and when you will be paid, follow the four steps below.

**Step 1: Calculate the "total number of hours" for the assignment.**

Multiply the hours you are assigned each week by the all weeks in the assignment. If any of your classes are NOT 16 weeks in duration, you need to perform a separate calculation for each class. You may find overlapping monthly payments for classes of less than 16 weeks duration. Example: 2 eight week classes taught “back to back” (August - October and October - December) will receive two payments on one check for October work. This means that the October paycheck (issued in November) will be larger than the other checks for the semester.

**Step 2: Calculate the “total dollar value” of the assignment.**

Multiply the “total hours” found in Step 1 by your hourly rate.

**Step 3: Find the number of “months of duration” of the class.**

The number of months that the class spans tells you how many paychecks you will receive in “equal payments.” Example: If the class is taught from August through December you will receive 5 equal checks. If it is taught August through October you will receive 3 equal checks.

**Step 4: Find the “monthly equal pay amount”.**

Divide the “total dollar value” (Step 2) by the “number of months of duration” (Step 3) to find the “monthly equal pay amount”. This is the amount that you can expect to be paid in each paycheck for the semester. If you have more than one class, do the calculation for each one and then add them together.

II. **SICK LEAVE BALANCES & ABSENCES**

1. When you are absent for any reason, report it to your department secretary to be entered into the Time and Attendance Reporting System (TARS). Absences should be reported in hours and submitted to your timekeeper within the month that the absence occurred.

2. You accrue sick leave at the rate of 1 hour of sick leave for every 18 hours of paid work per month (except for substitute work). Your sick leave balance will appear in hours on your check stub under the heading: SK. LV. H/D. Your balance is updated each paycheck for the hours you have accrued or reported absent during the prior month.

III. **TAXES & DEDUCTIONS FROM YOUR PAYCHECK**

1. **Taxes** - Your federal and state tax withholding will be based on the W-4 exemption card you have on file in the payroll office. You may submit a new W-4 to Payroll at any time. It will become effective on the next available payroll processing period. You will have 1.45% of earnings deducted for Medicare tax.

2. **Retirement Deductions** – Retirement contributions are mandatory. No social security tax is deducted from your check. In lieu of social security you will have either STRS deductions or APPLE deductions taken. If you elected to STRS or qualified for STRS (State Teachers’ Retirement System) your employee contribution is 8% of your earnings. Your contributions go into the STRS defined benefit plan. You are vested in the defined benefit plan when you have five years of full time service. When you reach retirement age you can then retire and receive a monthly benefit. If you terminate instead, you can refund whatever you have contributed plus any interest it has gained. If you contribute to the Alternative Retirement plan, APPLE, instead, 7.5% of your earnings will be deducted. APPLE is a defined contribution plan. You are 100% vested from the beginning. Your contributions and the interest they have gained are distributable to you when you terminate or have a retirement status change.
3. **TSA Deductions** – Voluntary contributions may be made to 403(b) plans (Tax Sheltered Accounts – TSA). You are allowed to participate in special savings and investment programs unavailable to non-school district employees. These plans are designed to assist you in building and growing your savings for retirement. If you are interested, please contact the SchoolsFirst Federal Credit Union at 1-800-462-8328 extension 4727. SchoolsFirst is our 3rd Party Administrator for 403(b).

If you have any questions about your paycheck or deductions, please contact the Payroll/Benefits Office (LAC Building T1024, Mail Code G-2) at the numbers below:

Academic Payroll Technician: (562) 938-4463  Payroll Manager: Joan Carr (562) 938-4465