



New Hire Onboarding Frequently Asked Questions



New Hire Onboarding

Frequently Asked Questions

Pay / Paystub

- 1) How is pay calculated? I thought I would get paid by the hours worked?
- 2) Where do I view my paystub information? Where is the pay schedule located?
- 3) What does Section 3121 (on my paystub) mean?

Leave and Leave Forms: Vacation, Sick, Personal

- 4) What is the process to request vacation? Personal time? Sick day?
- 5) How are vacation and sick time calculated?
- 6) Where do I find the amount of leave time I have available?

Benefits and Retirement

- 7) How/When do I sign up for benefits?
- 8) What are the FRS (Florida Retirement System) rules if I am coming from a previous role that offered FRS?
- 9) Why is FRS (Florida Retirement System) deducted on my paystub and haven't signed up for benefits?

Work Days and Hours

- 10) How do I report hours worked?
- 11) What are the (paid) holidays that we are closed?

Miscellaneous

- 12) Who do I contact for questions?



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Frequently Asked Questions- Pay/Paystub

1) How is my pay calculated? I thought I would get paid by the hours worked.

Equal Pay is:

- Annual salary spread evenly over the entire year.
- Same amount each pay day
(Regardless of how many days worked that pay period)

Calculation:

$$\frac{\text{Calendar Days} * \text{Hours per Day} * \text{Hourly Rate}}{24 \text{ pays}}$$

Example:

$$\frac{194 * 8 * \$25.00 = \$38,800}{24} = \$1,616.67$$

- *The days worked and check amounts may vary if you start late in the school year.*



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Frequently Asked Questions- Pay/Paystub

2) Where do I view my paystub information? Where is the pay schedule located?

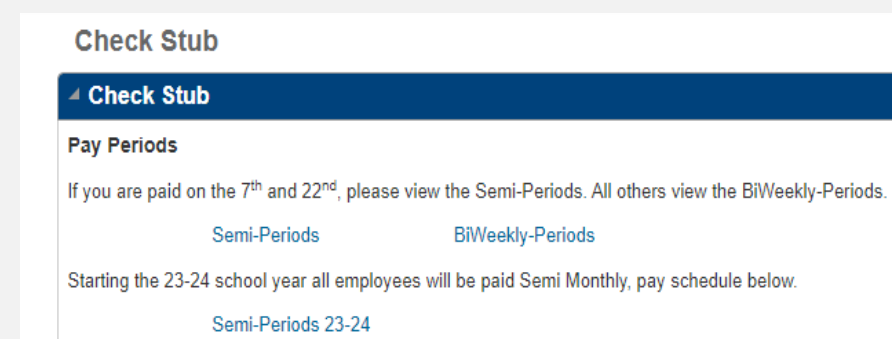
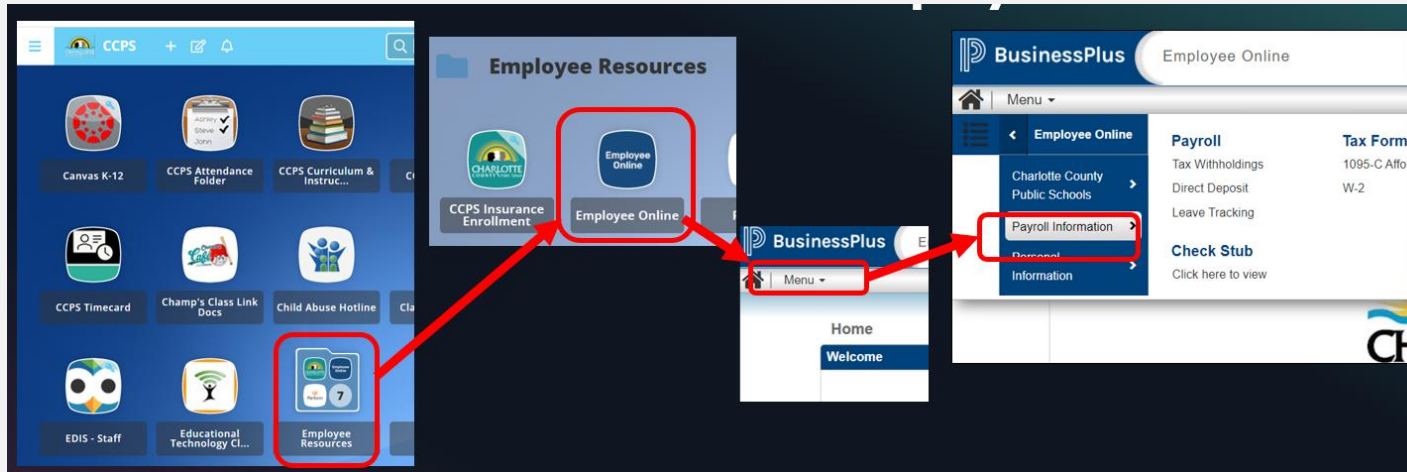
Employee Online

Employees can access their paystubs in Employee Online, as well as many other valuable resources such as: W-2s, Leave Tracking, Direct Deposit, Tax Withholdings.

Employee Online is found in **ClassLink > Employee Resources > Employee Online**

Pay Schedule

The school year pay schedule is located above the check stubs in Employee Online (see example below).





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Frequently Asked Questions- Pay/Paystub

3) What does Section 3121 (on my paystub) mean?

3121 is a pre-tax deduction for substitutes.

A 3121 plan or “FICA alternative plan” is a plan for seasonal, part-time, and temporary employees that replaces Social Security, that provides retirement benefits, and has an accrued benefit or receives an allocation under the system that is comparable to the benefits the employee would have or receive under Social Security.

For more information visit:

<https://www.keenan.com/Redirects/Keenan-Content/the-abcs-and-123s-of-3121-plans>



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Frequently Asked Questions- Leave & Leave Forms

4) What is the process to request vacation? Personal time? Sick day?

This is a two step process (*three steps if you are school site employee*):

- a) Communicate the request via email or phone with your administrator and site contact that processes timesheets.
- b) *Request a substitute if you are a school site employee. This is done using SmartFind. SmartFind is accessed in ClassLink, select Employee Resources, then select SmartFind.*
- c) Complete and sign a Leave form.
 - Obtain a Leave form from your site contact that processes timesheets.
 - This form is required to be signed by your administrator.
 - This form is required to be submitted with timesheets to Payroll.



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Frequently Asked Questions- Leave & Leave Forms

5) How are vacation and sick time calculated?

Contracted Work Days per Year	Number of Sick Days Accrued
194 or More, but Fewer than 215	10 Days
215 or More, but Fewer than 242	11 Days
242 or More	12 Days

Vacation and sick time accrue per below.

Sick Days

- Teachers: 4 Advanced Sick Days on 1st Pay
- Classified Employee: 4 Advanced Sick Days after one month
- From there forward:
 - 1 Sick Day after 1 full month worked
 - 1 Sick Day is Earned Monthly through February or March (depending on calendar- see chart above)

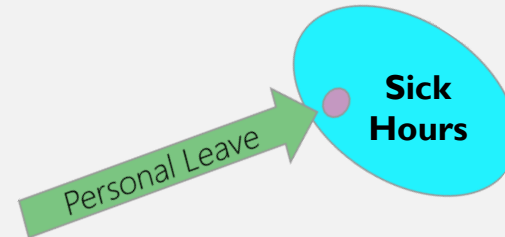
Vacation Days

- Only 251-day calendar employees earn vacation
- Cannot be used the first 6 months of employment
- 1 earned for each whole month worked

Personal Days (allocation of sick time)

- 6 personal days per school year

IMPORTANT: Personal time is a subset of sick time.
Personal time is charged against sick time.





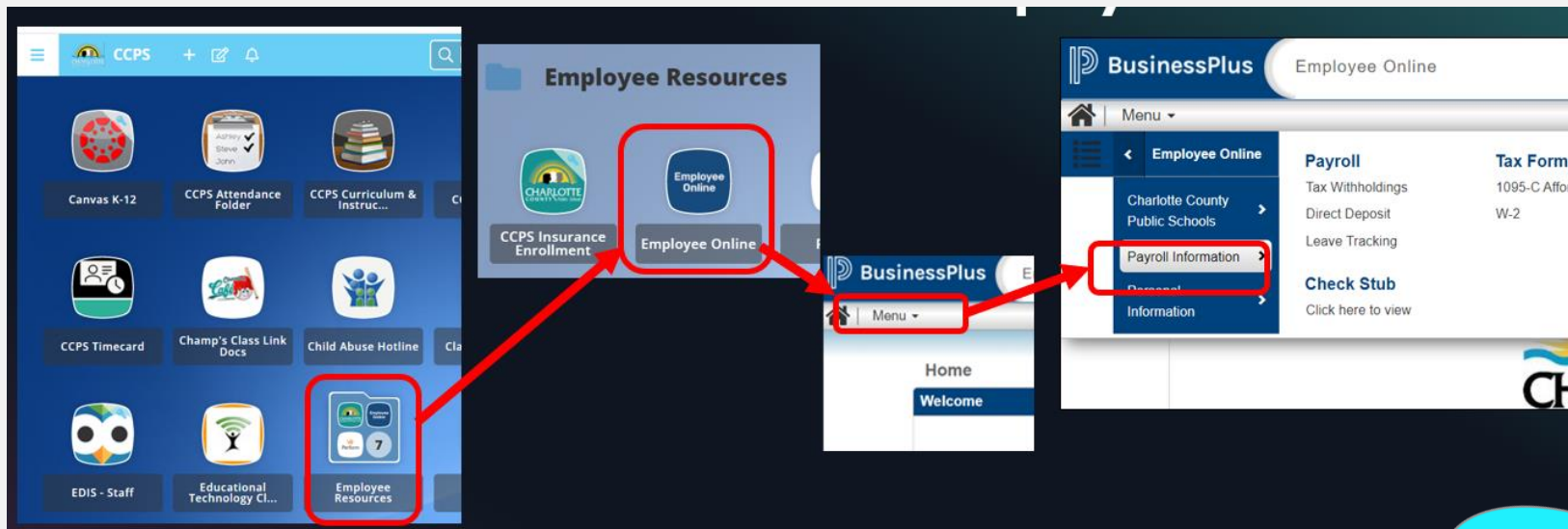
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Frequently Asked Questions- Leave & Leave Forms

6) Where do I find the amount of leave time I have available?

Employee Online

Leave time is viewable to all employees in Employee Online.



- In ClassLink, select:
- 1) Employee Resources
 - 2) Employee Online
 - 3) Menu (top left)
 - 4) Payroll Information
 - 5) Leave Tracking

IMPORTANT: Personal time is a subset of sick time.
Personal time is charged against sick time.





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Frequently Asked Questions- Benefits

7) How/When do I sign up for benefits?



Watch for the email

Employees will be notified via email when they become eligible and with instructions on signing up for benefits.

Employees in a benefits-earning position are eligible for group health insurance on the first day of the month following **forty-three (43) days** of continuous employment.

For example, if your date of hire is August 6, you are eligible for coverage on October 1.

It is important all new benefit eligible employees check their Charlotte County Public Schools email regularly for time-sensitive communications regarding their benefit enrollment window. They will receive detailed instructions on how to enroll using the Plan Source website (<https://benefits.plansource.com/>).

If you have questions after you have been notified you are eligible to sign up for benefits, contact your Human Resources representative.



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Frequently Asked Questions- Benefits

8) What are the FRS (Florida Retirement System) rules if I am coming from a previous role that offered FRS?

There are termination requirements and reemployment limitations that affect your retirement benefit if you are employed with FRS participating employers during the first 12 calendar months after your DROP termination date.

- If you return to work during the first six calendar months after your DROP termination date, you are not retired. Your retirement application is voided and you must repay all retirement benefits.
- You may not receive both a salary and a retirement benefit in the same month during the seventh through twelfth calendar months after your DROP termination date.
- Your retirement benefits are forfeited for the months you are employed by an FRS employer during the reemployment limitation period.

For more information visit: https://www.myfrs.com/Faq_Rehires.htm





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Frequently Asked Questions- Benefits

9) Why is FRS (Florida Retirement System) deducted on my paystub and I haven't signed up for benefits?

The FRS requires all members (participating employers) to contribute 3% employee contributions. Employee contributions to FRS are required to be deducted pre-tax from all employees.

Employee contributions are paid on a pretax basis. Your salary will be reduced by the amount of the employee contribution before determining the federal income tax deduction.

For more information visit:

https://www.myfrs.com/Faq_Employees.htm#employees7





New Hire Onboarding

Frequently Asked Questions- Work Days and Hours

10) How do I report hours worked?

Complete a **Weekly Time Card** to reflect hours worked. Below is an example image.



CCPS Timecard

Timecards are available from ClassLink (see icon to the left), and from Business Plus Time Sheets' Resources link.

Contact your site contact that processes timesheets with any questions.



Charlotte County Public Schools							Weekly Time Card				
Employee: _____							Position: _____				
PAF: _____							ID Number: _____				
							(Saturday)		(Friday)		
School Site/Department: _____							Week Beginning: _____		Week Ending: _____		
DAY	EXTRA HOURS (AM)		CONTRACT START TIME	LUNCH		CONTRACT STOP TIME	EXTRA HOURS (PM)		CONTRACT HOURS HR:MIN	OVERTIME HR:MIN	REMARKS <small>Please insert abbreviations or comments below.</small>
	START	STOP		START	STOP		START	STOP			
SAT									0:00	0:00	
SUN									0:00	0:00	
MON			7:30 AM	11:30 AM	12:00 PM	4:00 PM			8:00	0:00	
TUE			7:30 AM	11:30 AM	12:00 PM	4:00 PM			8:00	0:00	
WED	6:00 AM	7:15 AM	7:30 AM	11:30 AM	12:00 PM	4:00 PM			8:00	1:15	
THU			7:30 AM	11:30 AM	12:00 PM	4:00 PM			8:00	0:00	
FRI			7:30 AM	11:30 AM	12:00 PM	4:00 PM	4:15 PM	7:00 PM	8:00	2:45	
TOTAL HOURS WORKED									40:00	4:00	



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Frequently Asked Questions- Work Days and Hours

II) What are the (paid) holidays that we are closed?

Employee calendars are available on www.yourcharlotteschools.net.

On the website, select:

- Employees (drop down menu)
- Employee Resources
- Employee Calendars (from left menu)

Contracted Work Days per Year	Number of Paid Holidays
194 or More, but Fewer than 226	4 Holidays
227 or More, but Fewer than 246	5 Holidays
247 or More	6 Holidays

The screenshot shows the Charlotte County Public Schools website. The top navigation bar includes links for Home, District, Departments, Schools, Parents & Students, Community, Employees, News, and Job Opportunities. The 'Employees' menu is open, showing options like Employees Home, Employee Resources (highlighted with a red box), Web Services, Teachers, Florida Abuse Hotline, Employee Calendars, and Employee Evaluation. The main content area displays 'Regular School Calendars' for the 2021-2022 school year, listing various calendar types such as Regular School Calendar, 151 Day Calendar, 185 Day Driver/Attendant Calendar, 188 Day Calendar, 194 Day Calendar, 196 Day Calendar, 196 Day Classroom Teacher Calendar, Early Head Start Calendar, Year Round School Calendar, 188 Day Yr Round Calendar, 194 Day Yr Round Calendar, 196 Day Yr Round Calendar, and 196 Day Classroom Teacher Yr Round Calendar. A left sidebar menu also has 'Employee Calendars' highlighted with a red box.



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Frequently Asked Questions

12) Who do I contact for payroll or benefit questions?

The school secretary or person that processes timesheets.

If there are additional questions they are unable to answer, please email:

- Benefit questions to: HR@YourCharlotteSchools.net
- Payroll questions to: Payroll@YourCharlotteSchools.net



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Summary of Frequently Asked Questions

	Question	Response	
Pay / Paystub	1) How is my pay calculated? I thought I would get paid by the hours worked?	<p>Equal Pay is:</p> <ul style="list-style-type: none"> ○ Annual salary spread evenly over the entire year. ○ Same amount each pay day (Regardless of number of days worked that pay period) ○ Calculation: <u>Calendar Days * Hours per Day * Hourly Rate</u> <p style="text-align: center;">24 pays</p>	
	2) Where do I view my paystub information? Where is the pay schedule located?	<p>-Employees can access paystubs in Employee Online, as well as many other valuable resources such as:W-2s, Leave Tracking, Direct Deposit, Tax Withholdings. Employee Online is found in ClassLink > Employee Resources > Employee Online -Pay Schedule is located above check stubs in Employee Online.</p>	
	3) What does Section 3121 (on my paystub) mean?	<p>3121 is a FICA Alternative Plan pre-tax deduction for substitutes. For more information visit: https://www.mymidamerica.com/employers/retirement-plan-solutions/3121-fica-alt-plan/</p>	
Leave	4) What is the process to request vacation? Personal time? Sick day?	<p>This is a two step process:</p> <ol style="list-style-type: none"> a) Communicate the request via email or phone with your administrator and site contact that processes timesheets. b) Complete and sign a Leave form. 	
	5) How is vacation and sick time calculated?	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p>Sick Days</p> <ul style="list-style-type: none"> • Teachers: 4 Advanced Sick Days on 1st Pay • Classified Employee: 4 Advanced Sick Days after one month • 1 Sick Day after 1 full month worked • 1 Sick Day is Earned Monthly through February or March (depending on calendar) </td> <td style="vertical-align: top;"> <p>Vacation Days (only 251-day calendar)</p> <ul style="list-style-type: none"> • Cannot be used the first 6 months of employment • 1 earned for each whole month worked <p>Personal Days (allocation of sick time)</p> <ul style="list-style-type: none"> • 6 personal days per school year </td> </tr> </table>	<p>Sick Days</p> <ul style="list-style-type: none"> • Teachers: 4 Advanced Sick Days on 1st Pay • Classified Employee: 4 Advanced Sick Days after one month • 1 Sick Day after 1 full month worked • 1 Sick Day is Earned Monthly through February or March (depending on calendar)
<p>Sick Days</p> <ul style="list-style-type: none"> • Teachers: 4 Advanced Sick Days on 1st Pay • Classified Employee: 4 Advanced Sick Days after one month • 1 Sick Day after 1 full month worked • 1 Sick Day is Earned Monthly through February or March (depending on calendar) 	<p>Vacation Days (only 251-day calendar)</p> <ul style="list-style-type: none"> • Cannot be used the first 6 months of employment • 1 earned for each whole month worked <p>Personal Days (allocation of sick time)</p> <ul style="list-style-type: none"> • 6 personal days per school year 		



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Summary of Frequently Asked Questions

	Question	Response
Leave	6) Where do I find the amount of leave time I have available?	Leave time is viewable to all employees in Employee Online. Employee Online is found in ClassLink, select Employee Resources, select Employee Online. IMPORTANT: Personal time is a subset of (within) sick time. Personal time is charged against sick time.
Benefits / Retirement	7) How/When do I sign up for benefits?	Employees receive an email when they become eligible to sign up for benefits. <ul style="list-style-type: none"> • Employees in a benefits-earning position are eligible for group health insurance on the first day of the month following forty-three (43) days of continuous employment. • Employees sign up through the Plan Source website (https://benefits.plansource.com/).
	8) What are the FRS (Florida Retirement System) rules if I am coming from a previous role that offered FRS?	There are termination requirements and reemployment limitations that affect your retirement benefit if you are employed with FRS participating employers during the first 12 calendar months after your DROP termination date. For more information visit: https://www.myfrs.com/Faq_Rehires.htm
Benefits / Retirement	9) Why is FRS (Florida Retirement System) deducted on my paystub and I haven't signed up for benefits?	The FRS requires all members (participating employers) to contribute 3% employee contributions. For more information visit: https://www.myfrs.com/Faq_Employees.htm#employees7
Hours	10) What are the (paid) holidays we are closed?	Employee calendars are available on www.yourcharlotteschools.net .
	11) How do I report hours worked?	Timecards are available from ClassLink, and from Business Plus Time Sheets' Resources link. Contact your site contact that processes timesheets with any questions.
Misc	12) Who do I contact for questions?	For any additional payroll or benefit questions contact your school secretary or person that processes timesheets. Additional contacts can be reached via email at: <ul style="list-style-type: none"> • Benefit questions: HR@YourCharlotteSchools.net • Payroll questions: Payroll@YourCharlotteSchools.net

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Thank You