

Paraprofessional Pay Transition Meetings Frequently Asked Questions

Q: When will the options be available? If I select extended payments and/or the savings option, when will I see the effect on our paychecks?

A: Options are available now for the 2007-08 School Year and employees must make their selection by the established deadlines below:

June 14 – 230-day employees

June 28 – All other employees

If you do elect to spread your checks out over extended payments and/or select the savings option, this will be reflected in your first check for the 2007-08 School Year. You can find information regarding the first check for your 2007-08 work schedule by going to the NEISD homepage → Quick Links → Accounting Services & Finance → Related Information → Pay Schedule Transition Information → 2007-08 First/Last Check Info & 2008-09 First Check Info by Work Schedule. If you do not make a selection by the deadline above, you will automatically be set to Option #3 (26 prorated payments with no savings option).

Q: When will my pay revert back to 26 prorated payments?

A: This is a one year transition period. Your pay will revert back to 26 prorated payments with your first check of the 2008-09 school year. You can find information regarding the first check for your 2008-09 work schedule by going to the NEISD homepage → Quick Links → Accounting Services & Finance → Related Information → Pay Schedule Transition Information → 2007-08 First/Last Check Info & 2008-09 First Check Info by Work Schedule.

Q: Will I will be able to access the online option page (Employee Portal) from home?

A: You can access the Employee Portal from any computer with internet access by logging onto www.employee.neisd.net. We will also mail-out a reminder to those employees that have not gone online to select an option. The mail-out will include a form that you can complete and return via US Postal mail, or in person, to the Payroll Department. Please keep in mind that any mailed form will have to be received by the deadline above.

Q: What log on do I use to access the selection page?

A: You will use your normal Novell user id and password. If you do not remember your user id and password, please contact the NEISD Help Desk at 805-5315

Q: Who do I contact if I have questions either understanding the options, the impact to my benefit deductions, or experience technical problems once I am logged into the Employee Portal?

A: Please use the chart below to assist you in contacting the correct person.

Question/Problem	Department	Contact Person(s)	Phone Number & Extension
User ID and Password	Educational Technology	Help Desk	805-5315
Technical Problem in Employee Portfolio (i.e. error message when submitting option, wrong # extended payments, etc)	Data Processing	Michelle Evans	804-7280 ext 239
Number of Extended Payments and other payroll questions	Payroll	Emma Jackson	804-7060 ext 356
		Donna Cochran	804-7060 ext 355
		Michelle Ferrara	804-7060 ext 377
Benefit deductions	Employee Benefits	Steve Tovar	804-7231 ext 240

Q: If I select the savings option #2, will I see this as a separate deduction from my paycheck?

A: This will not be listed as a separate deduction, but it will be listed at the bottom of your direct deposit advice as a designated amount to your secondary account. If you receive a live check, this will show on the remittance portion of your check stub.

Q: Can I have amounts for a checking and a savings account going to the same routing number?

A: Yes

Q: Would the savings deduction automatically stop when I revert back to the 26 prorated paychecks for the 2008-09 SY?

A: No, you will have to go into the Employee Portal at www.employee.neisd.net and elect to remove the savings option if you do not wish to have this continue for the 2008-09 School Year.

Q: Will the reduction and/or deduction under Options 1 & 2 be from every paycheck?

A: If you select option 1 or 2 you will see a reduction/deduction in every paycheck beginning with your first paycheck for the 2007-08 school year.

Q: If I select Option #2, can I change or discontinue the amount that I originally identified to go to a savings account?

- A: You can go in at anytime to make a change to the savings amount. Changes will be subject to the payroll processing deadlines for the pay period. If you miss the deadline for the next scheduled paycheck, the change will be effective on the following paycheck. If you wish to change the amount to \$0.00 for a particular paycheck you can do so in the Employee Portal, however, you will need to remember to go back and re-enter an amount if you would like to resume the deduction.
- Q: If I choose Option #2, may I switch to another bank/savings account after I have made my original selection?
- A: Yes. Changes will be subject to the payroll processing deadlines for the pay period. If you miss the deadline for the next scheduled paycheck, the change will be effective on the following paycheck. If your new account is with a different bank, Payroll will need to submit a pre-note which requires additional processing time.
- Q: Where can I find information online regarding the Paraprofessional Pay Transition (i.e. memos, power point presentations, video or informational meetings, etc)?
- A: You can access it from the NEISD homepage → Quick Links → Accounting Services and Finance → Related Information → Pay Schedule Transition Information.
- Q: If I elect Option #1, will the difference between the normal standard gross and the standard gross for extended payments be shown on the paycheck?
- A: No. You can calculate the difference by figuring out your current base salary (hourly rate x hours per day x days in work schedule) and dividing this by 26 payments to get your normal standard gross. Then take the same base salary divided by the number of extended payments that applies to your work schedule to get your standard gross for extended payments. Subtract the extended standard gross amount from the normal standard gross amount to see the difference per paycheck. This information was also included in your individual letter that you received via PONY.
- Q: Will the District automatically convert to direct hourly pay versus prorated pay in the 2008-09 School Year? If so, would all paraprofessional employees have to convert over?
- A: The proposal to convert paraprofessionals to a direct hourly pay basis will be evaluated and presented to the Board as a change for future school years. If the District considers this option, administration will explore the possibility of grandfathering current employees.
- Q: When is the date that the new pay schedule will start?

A: It will depend on your position and the first day of your work schedule for the 2008-09 School Year. The pay schedule (first and last check dates) is posted online. You can view your specific checks dates by going to NEISD homepage → Quick Links → Accounting Services & Finance → Related Information → Pay Schedule Transition Information → 2007-08 First/Last Check Info & 2008-09 First Check Info by Work Schedule

Q: How does this affect the 230-day employees if they start July 1 and the later school start date does not impact them?

A: The work schedule for employees working 230-days runs from July 1 through June 30. Currently 230-day employees receive their first check for the 2007-2008 school year on July 12 which is concurrent with the end of the pay period instead of two week after the end of the pay period. The pay schedule is being adjusted beginning with the 2008-2009 school year in order to allow for a 2-week processing timeframe between the end of the pay period and the issuance of check. This will better coordinate the reporting of compensation, leave, overtime, and dock information.

Q: When is the lapse in payment(s)? Is it for two school years?

A: This lapse in payment(s) is a one time occurrence and will happen between the 2007-08 and 2008-09 School Year. There is currently no lapse that should occur in the following school years, however if the State Legislation changes the start date for school in future years, then the district will have to evaluate this to determine if the pay schedule will have to be changed again.

Q: When will benefit deductions occur if I select 26 payments versus extended payments?

A: Employees on the extended payments option would not experience any change in benefit deductions. If you select Option #2 or Option #3 to have 26 payments premium payments that normally would have been deducted from the lapsed checks will be deducted as follows.

Lapse of 1 check – Premiums will be deducted from your November 30, 2007 paycheck.

Lapse of 2 checks – Premiums will be deducted from your November 30, 2007 and May 30, 2008 paychecks.

Lapse of 3 checks – Premiums will be deducted from your November 30, 2007 and May 30, 2008 paychecks, and Employee Benefits will work individually with employees to schedule the deductions that normally would have been deducted from the third paycheck.