

# INDIAN RIVER COUNTY SCHOOL DISTRICT

## NEW EMPLOYEE HANDBOOK



### Payroll Department Contacts

Karla Swain	Payroll Manager	<a href="mailto:Karla.swain@indianriverschools.org">Karla.swain@indianriverschools.org</a>	772.564.3176
Janet Frengel	Payroll Jr. Programmer	<a href="mailto:Janet.frengel@indianriverschools.org">Janet.frengel@indianriverschools.org</a>	772.564.3181
Carol Decosa	Fiscal Specialist	<a href="mailto:Carol.decosa@indianriverschools.org">Carol.decosa@indianriverschools.org</a>	772.564.3194

Payroll Fax Number: 772.564.3017

[www.indianriverschools.org/directory/payroll](http://www.indianriverschools.org/directory/payroll)

Location:  
6500 57<sup>th</sup> Street  
Vero Beach, Florida 32967

## TABLE OF CONTENTS

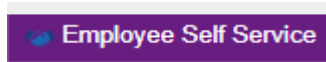
<b>Table of Contents.....</b>	<b>2</b>
<b>General Payroll Information.....</b>	<b>3</b>
<b>Accessing ESS.....</b>	<b>4</b>
<b>Vacation/Sick/Personal Leave.....</b>	<b>5</b>
<b>Steps to Request Leave.....</b>	<b>8</b>
<b>Steps to Add/Delete/Change Direct Deposit.....</b>	<b>9</b>
<b>FAQ/TOP PAYROLL QUESTIONS.....</b>	<b>10</b>
<b>2024-2025 Pay Date Schedule.....</b>	<b>11</b>
<b>2024-2025 Work Calendars.....</b>	<b>12</b>

## General Payroll Information

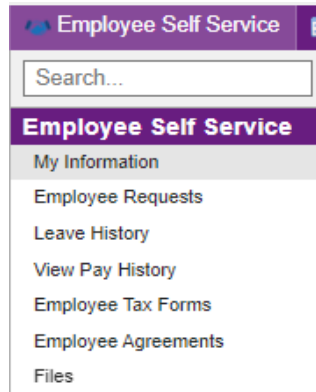
- Payroll is processed on a Semi-Monthly basis.
- Check dates are the 15<sup>th</sup> of the Month and the last day of the month.
  - If the 15<sup>th</sup> or last day of the month falls on a weekend or holiday, the pay date will be the business day prior, i.e. the 15<sup>th</sup> falls on a Sunday, the pay date will be Friday the 13<sup>th</sup>.
- The pay date schedule and work calendars are posted on the payroll website for viewing or printing ([www.indianriverschools.org/directory/payroll](http://www.indianriverschools.org/directory/payroll)).
- Direct Deposit is processed as soon as the payroll department receives the authorization form.
- Florida Retirement System (FRS) is a mandatory deduction of 3% for all eligible employees. Employees will receive an enrollment packet from FRS to designate or change their individual plan.
- Sick, and Vacation accrual and eligibility are based on position and length of time with the District.
- If you have a change of name, or address, please notify Human Resources as soon as possible to ensure the most up to date information is received.
- Employee Self Service (ESS) through FOCUS will be the hub for all requests, paystubs, W2's, and leave balances.

## Accessing Employee Self Service (ESS)

- Once you log into Focus, there will be a menu item titled “Employee Self Service” at the top of your screen. If you do not have access to Focus, you will need to contact your IT department at your school for assistance with access.



- In the Employee Self Service there will be multiple menu options to choose from



- **My information:** This is where you will locate all of your personal information such as address, contract information, direct deposit information.
- **Employee Requests:** This is where you will request time off for vacation or sick, change to your Direct Deposit, change your address, change your W4 information.
- **Leave History:** This is where you will see the balances that you have for sick, vacation, and personal time. You will also find tabs that will allow you to view your pending requests, unapproved requests, and the history of the time you have taken.
- **View Pay History:** This is where you will see all your pay history. If you have worked for the District for multiple years, you are able to view previous years of pay history and stubs as well.
- **Employee Tax Forms:** This is where you will find your W2 for the previous year. The W2's are stored for the current year and prior years.
- **Employee Agreements:** This will be where you will receive agreements for various aspects of your role, such as contract information, sick buy back agreements, etc.

# VACATION/SICK/PERSONAL TIME

- **It is the Employee’s responsibility to know how much leave time they have available. Do not rely on your school timekeeper to know if you have time available. If you overuse leave time, you will be docked for the overused time.**
- In the ESS, employees can view their available leave balances. Pending requests do not deduct from the available hours until the payroll is posted for that requested date.
- Sections of Leave History in ESS”

- **Initial Column**

Initial		
Carried Over ↓	Hours ↓	Adjusted ↓
	32.00	
	40.00	

- The amount of time carried over from the previous year
- The 4 advanced sick days granted at the start of each fiscal year. These days are not technically earned until the last 4 months of the employee’s contract.

- **Earned Column**

Earned		
Adjusted ↓	Hours ↓	Adjusted ↓
	32.00	

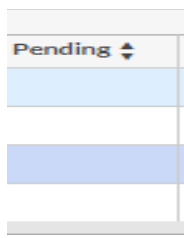
- The amount of hours accrued at the end of each month

- **Taken Column**

Taken	
Hours ↓	Adjusted ↓
14.00	
25.00	
8.00	

- The number of hours used and processed to date in the current fiscal year

- **Pending Column**

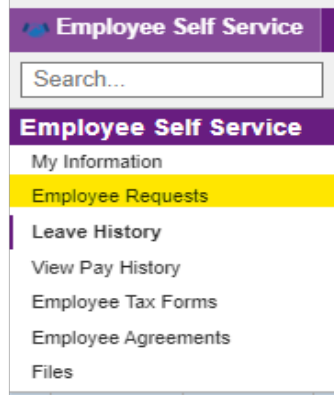


- The time submit, however not yet processed
  - It will not be included in the total balance available
  - Should be subtracted from the current balance to get the balance
- Accruals of time:
  - **Sick:**
    - **Accrual:**
      - Generally employees are credited with four (4) days on the first payroll of the fiscal year ( per Florida Statute 1012.61(2)(a)(1).
        - These days are advanced, therefore not earned until the end of the contract.
        - If any of the advance days are used before they are earned, and the employee leaves the District, the District will adjust the leave to recover those days and adjust pay based on available days.
      - Earn one (1) day per month thereafter at the end of the month
      - Accrual stops when maximum number of days are reached (approximately the end of January due to the initial four (4) days given initially.
      - Balances are available to the employee through ESS
      - Unused balance rolls forward to the following year
    - **Usage of Sick Time:**
      - **Employees taking sick leave shall notify their immediate supervisor and file a request for leave. If an employee is sick for more that (5) consecutive days, they may be asked to provide a physicians note.**
      - Sick leave may be taken for the following:
        - Sickness, accident, disability, extended personal illness

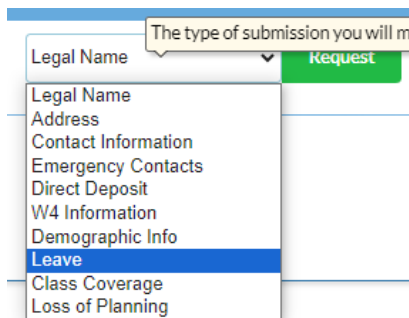
- Illness or death of the employee's spouse, child, father, mother, brother, sister, other close relative, or member of the employees own household.
- **Vacation:**
  - **Accrual:**
    - Earned by employees on a 12-month contract (250 days) and credited on each pay date
    - Earn 4 hours twice a month, 1 day per month 1-5 years with the District
    - Earn 5 hours twice a month, 1 ¼ day per month, 5-10 years with the District
    - Maximum cumulative number of vacation hours accrued is limited to 500 hours as of December of each year. Any hours over the 500 will be removed.
  - **Usage of Vacation Time:**
    - Employees should notify their immediate supervisor 5 working days in advance of any leave requests
    - Employees must have rendered at least 6 months of service prior to requesting vacation leave
- **Personal Leave:**
  - Personal leave is time FROM sick leave used for personal or non-medical reasons. Up to 5 days of accrued sick leave may be used for personal time.
  - Personal leave is **NOT in addition** to an employees' sick leave balance. If the sick leave balance is less than the requested hours of personal time, the employee will be docked for the overage of time taken.
  - **Personal leave hours are deducted from both personal leave bucket as well as sick leave bucket. I.e., an employee has a balance of 80 hours of sick leave, 40 of which can be used as personal. When requesting personal leave for 8 hours, it will reduce the sick leave to 72 hours and reduce the personal leave to 32 hours.**
  - **Personal Leave does not roll to the following year. The hours reset each year to the 5 days.**

# STEPS TO REQUEST LEAVE

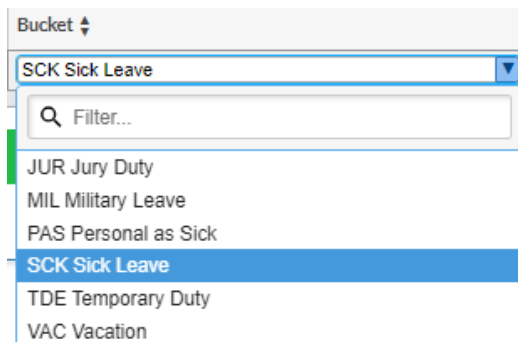
- Sign into Focus at <https://sdirc.focusschoolsoftware.com/focus>
- On the menu bar, click “Employee Self Service”
- Click Employee Requests



- From the Drop down, select the request type of “Leave” (it will automatically default to “Legal Name”)



- You must hit enter after each line for it to record the date that is being requested off.
- Click the dropdown for “Bucket” and choose which leave type you are taking, i.e. Vacation, sick, personal.





- If you are in a non-instructional position, be sure to choose the “Non-Instructional” Reason

A screenshot of a web form showing a dropdown menu for 'Reason'. The menu is open, displaying three options: 'SCI Sick Instructional' (highlighted in blue), 'SCN Sick Non-Instructional', and 'TRF Transfer Leave to Family'. Above the menu is a search bar with the text 'Filter...' and a magnifying glass icon.

- Enter the number of hours requested and hit **ENTER**
- Once all entries have been input, click the green **SUBMIT** button

## **STEPS TO ADD/DELETE/CHANGE DIRECT DEPOSIT**

- Sign into Focus at <https://sdirc.focusschoolsoftware.com/focus>
- On the menu bar, click “Employee Self Service”
- Click Employee Requests
- From the Drop down, select the request type of “Direct Deposit”
- Under Account Type, select Checking or Savings. Enter the Routing Number and Account Number.
- If you add multiple accounts, ensure you enter the dollar amount you wish to go to each account as well as the priority. Whichever account is the last account to have funds added to, check the box for “Catch all”, and DO NOT fill out the amount and in the Priority tab enter “999999”

Account Type	Bank	Routing Number	Account Number	Amount	Percent	Status	Files & Comments	Catch All	Priority
Checking <input type="checkbox"/>	Credit Karma	051504759	[REDACTED]	20.00		Active <input type="checkbox"/>	Files & Comments	<input type="radio"/>	2
Checking <input type="checkbox"/>	JP MORGAN CHASE BANK	267084131	[REDACTED]		0.00	Active <input type="checkbox"/>	Files & Comments	<input checked="" type="radio"/>	999999
Checking <input type="checkbox"/>	JP MORGAN CHASE BANK	267084131	[REDACTED]	1050.00		Active <input type="checkbox"/>	Files & Comments	<input type="radio"/>	1
Checking <input type="checkbox"/>						Active <input type="checkbox"/>		<input type="radio"/>	

**Do not delete an old Direct Deposit that you need to stop using.  
Change the Status to “Inactive”**

- Payroll will receive the electronic request. Once approved, an automatic email will be sent to the employee about the status of the direct deposit.

## **FAQ/TOP PAYROLL QUESTIONS**

- When do I receive my first pay check for the new school year?
  - All instructional positions will receive their first pay check on August 15<sup>th</sup> or the first business day before if that day falls on a weekend
- How often do I get paid?
  - All employees are paid on the same schedule. Pay dates are the 15<sup>th</sup> and the last day of the month. If the date falls on a weekend or a holiday, the pay date will be the first business day prior to that date.
- How much will my first check be?
  - Your per pay gross wage is calculated by dividing the annual contract amount by 24, which is the total number of checks you will receive within the Fiscal Year. You are paid 24 equal payments, regardless of how many working days are in each pay period.
- What if my check is missing my experience or education?
  - Your initial placement on our salary schedule is based on what the Human Resources Department has verified and entered at the time the first check is processed. If you are expecting additional years of service or an educational supplement, please check with your Human Resources representative to see if that information has been received.
- How do I receive my pay stub?
  - The District provides pay stubs to all employees online. You can locate these in Employee Self Service => Pay History.
- Where can I go to get more payroll information?
  - The best resource for payroll information is the Payroll Department Website:  
[www.Indianriverschools.org/directory/payroll](http://www.Indianriverschools.org/directory/payroll)

## EMPLOYEE PAYROLL SCHEDULE FY 2024-2025

The Standard Pay Date is the 15th & the Last Business Day of each Month, unless otherwise noted below.				EMPLOYEE PAY TYPE # FROM CALENDARS *				
				601, 614, 616, 660, 710, 720	153, 470 602, 603, 604, 830,	430	102, 151, 410, 440, 606, 615, 810, 850	121,152, 420, 460, 510, 820, 607,608,
PAY#	Pay Date	Period Begin/End Dates		9 month	10 month	11 month	11 month	12 month
001	7/15/2024	7/1/2024	7/5/2024					1
002	7/31/2024	7/6/2024	7/19/2024				1	2
003	8/15/2024	7/20/2024	8/2/2024	1	1	1	2	3
004	8/30/2024	8/3/2024	8/16/2024	2	2	2	3	4
005	9/13/2024	8/17/2024	8/30/2024	3	3	3	4	5
006	9/30/2024	8/31/2024	9/13/2024	4	4	4	5	6
007	10/15/2024	9/14/2024	9/27/2024	5	5	5	6	7
008	10/31/2024	9/28/2024	10/18/2024	6	6	6	7	8
009	11/15/2024	10/19/2024	11/1/2024	7	7	7	8	9
010	11/27/2024	11/2/2024	11/15/2024	8	8	8	9	10
011	12/13/2024	11/16/2024	11/29/2024	9	9	9	10	11
012	12/17/2024	11/30/2024	12/13/2024	10	10	10	11	12
013	1/15/2025	12/14/2024	1/3/2025	11	11	11	12	13
014	1/31/2025	1/4/2025	1/17/2025	12	12	12	13	14
015	2/14/2025	1/18/2025	1/31/2025	13	13	13	14	15
016	2/28/2025	2/1/2025	2/14/2025	14	14	14	15	16
017	3/14/2025	2/15/2025	2/28/2025	15	15	15	16	17
018	3/31/2025	3/1/2025	3/14/2025	16	16	16	17	18
019	4/15/2025	3/15/2025	4/4/2025	17	17	17	18	19
020	4/30/2025	4/5/2025	4/18/2025	18	18	18	19	20
021	5/15/2025	4/19/2025	5/2/2025	19	19	19	20	21
601	5/29/2025	multi checks		20	20			N/A
602	5/29/2025	multi checks		21	21	20	21	N/A
603	5/29/2025	multi checks		22	22	21		N/A
022	5/30/2025	5/3/2025	5/16/2025	23	23	22	22	22
023	6/13/2025	5/17/2025	5/30/2025	24	24	23	23	23
024	6/26/2025	5/31/2025	6/30/2025			24	24	24
				<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

**SCHEDULE IS SUBJECT TO CHANGE DURING THE YEAR**

\* = First pay date is based on work calendars start date for fiscal year;

\*\* = Eligible employees may receive 1, 2, 3 multichек(s) depending on their pay type

# **Work Calendars**

Instructional and Non-Instructional Work Calendars can be found at:

<https://www.indianriverschools.org/directory/payroll>