



Payroll & Benefits

José Chang – Senior Payroll and Benefits Analyst

Lisa D. Martin – Payroll and Benefits Manager

Where Can I Find Information?

- SCOE Website – Payroll & Benefits Page
<https://www.solanocoe.net/Administrative-Services--Operations/Payroll--Benefits/index.html>
- Employee Portal
 - Stores prior 12 months of paystubs (rolling 12 months)
 - Prior year W-2's
 - Most up-to-date leaves
 - Payroll Calculator
 - Tool to help update your tax withholding

Must be paid at least one time before being able to access the Employee Portal

SOLANO COUNTY OFFICE OF EDUCATION (SCOE) TIMECARD

All timecards must be turned in to your Administrator by the last working day of the month to receive payment on the following month's payroll. Instructions for completing timecard are on SCOE's website.

To be Completed by HR

EMP ID _____ Initial _____

Range/Step _____ Daily / Hourly

Pay Rate _____ Longevity _____

Name: John Smith Position: Paraeducator

NOE Hours: 6 Work Hours: Start 8:00 End 2:30

Contracted hours w/ Start and End times

Type of Pay: (Place "X" in appropriate box - please report only *one* type of pay per timecard.)

Extra Hours/Days Short Term Substitute Lift No Teacher Sub ESY/FLEX Interpreter

For Extra Hours Choose One: Pay Requested Compensatory Time Requested

Select appropriate box for type of pay

Date	Time In	Time Out	Minus Duty-Free Lunch	Hours or Days Worked	Leave Blank for Payroll Department		Work Description & Location	To Be Completed by Manager/Staff									
					S/T	O/T		Fund	Resource	Year	Goal	Function	Object	Location	Admin.	%	
5/9/23	2:30	3:00		0.5			New Hire Orientation										
Total Hours / Days:				0.5			Comments/Bill back to: _____										

Add only hours outside of contracted time, rounding to the nearest 5 minutes

Provide clear description of work being done

Add up all hours to be paid

I hereby certify that this is a true and accurate statement of time worked:

Payroll Calculations:

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Sign and Date

2023-2024 Payroll Dates

Timesheet Period Worked	Timesheet Due by 5:00 PM	Pay Date	Pay Type(s)
June 1 - June 30, 2023	6/30/2023	7/20/2023	Timesheets from Prior Fiscal Year (June 2023)
		7/28/2023	<i>Summer Arrears 2022-23 Payment 11-month and 12A employees (No gross earnings or deductions)</i>
		7/31/2023	12 Month Position Pay 2023-23
July 1-July 31, 2023	7/31/2023	8/31/2023	11- and 12-Month Position Pay, Timesheets
August 1-August 31, 2023	8/31/2023	9/29/2023	11- and 12-Month Position Pay, Timesheets
September 1-September 30, 2023	9/29/2023	10/31/2023	11- and 12-Month Position Pay, Timesheets
October 1-October 31, 2023	10/31/2023	11/30/2023	11- and 12-Month Position Pay, Timesheets
November 1-November 30, 2023	11/30/2023	12/22/2023	11- and 12-Month Position Pay, Timesheets
December 1-December 31, 2023	12/22/2023	1/31/2024	11- and 12-Month Position Pay, Timesheets
January 1-January 31, 2024	1/31/2024	2/29/2024	11- and 12-Month Position Pay, Timesheets
February 1-February 29, 2024	2/29/2024	3/29/2024	11- and 12-Month Position Pay, Timesheets
March 1-March 31, 2024	3/29/2024	4/30/2024	11- and 12-Month Position Pay, Timesheets
April 1-April 30, 2024	4/30/2024	5/31/2024	11- and 12-Month Position Pay, Timesheets
May 1-May 31, 2024	5/31/2024	6/28/2024	11- and 12-Month Position Pay, Timesheets
June 1-June 30, 2024	6/28/2024	7/19/2024	June 2024 Timesheets

How to Read Your Paystub - Regular

PLEASE DETACH AND RETAIN THIS STATEMENT FOR YOUR RECORDS

Solano County Office of Education - 050

DEPOSIT NUMBER ACH

PAY PERIOD 06/01/2023 THROUGH 06/30/2023

WITHHOLDING: FEDERAL [S 0] STATE [S 0: 0]

ISSUED 06/30/2023

EMPLOYEE NAME	EMPLOYEE #	SALARY PLACEMENT	PAY SITE		TYPE		
		17/ 2	MAIL-PAYROLL USE ONLY		CLASS		
PAY DETAIL	UNITS	RATE	EARNINGS	Deductions/Contributions Description	Employer Current	Employee	
						Current	YTD
PARAEDUCATOR, SPECIAL E			2,318.76				
COVID STIPEND			90.91	++SUMMER W/H		151.38	1,416.30
VACATION	0.70	150.29	105.40	FEDERAL TAX		94.41	824.09
				MEDICARE	37.66	37.66	260.90
				SDI		23.37	161.91
				SOCIAL SECURITY	161.02	161.02	1,115.51
				STATE TAX		27.97	227.28
				* PERS PEPPRA	615.01	193.93	1,329.04
				* KAISER MEDICAL	1,081.76	82.01-	442.45
				* TSA 403B		200.00	1,200.00
				CSEA CHAPTER DUES		4.00	24.00
				CSEA DUES		36.36	209.44
				TSA FEES		1.82	10.92
				DENTAL INSURANCE	113.23		
				VISION INSURANCE	26.95		
PAY SUMMARY							
TB Expiration: 03/04/2024			GROSS PAY	NET PAY			
Credential:	CURRENT:		2,515.07	1,665.16			
Expires:	YTD:		18,434.82	11,817.03			
Credential:				++ Fiscal YTD			
Expires:				* Pre-Tax Deductions			
IMPORTANT MESSAGES							
				TOTAL	2,035.63	849.91	7,221.84
LEAVES							
				SICK LEAVE		SB-114	
	Beg Balance		118.2750			24.0000-	
	Earned						
	Usages/Adj		6.0000-				
	End Balance		112.2750 H			24.0000-H	

Additional Duty

PLEASE DETACH AND RETAIN THIS STATEMENT FOR YOUR RECORDS

Solano County Office of Education - 050

DEPOSIT NUMBER ACH-

PAY PERIOD 06/01/2023 THROUGH 06/30/2023

WITHHOLDING: FEDERAL [S 0] STATE [S 0: 0]

ISSUED 06/30/2023

EMPLOYEE NAME	EMPLOYEE #	SALARY PLACEMENT		PAY SITE			TYPE	
		17/ 2		MAIL-PAYROLL USE ONLY			CLASS	
PAY DETAIL	UNITS	RATE	EARNINGS	Deductions/Contributions Description	Employer Current	Employee Current YTD		
EXTRA HOURS	0.75	21.47	16.10					
INT/TRNS I	126.00	2.00	252.00	++SUMMER W/H			1,416.30	
NO TEACHER SUB PAY	1.50	2.00	3.00	FEDERAL TAX		66.30	890.39	
SHORT TERM REG EE	11.42	21.47	245.19	MEDICARE	8.49	8.49	269.39	
SUB CLASS .5 NC	2.00	11.56	23.12	SDI		5.27	167.18	
SUB CLASS 1.0 C	2.00	23.11	46.22	SOCIAL SECURITY	36.31	36.31	1,151.82	
				STATE TAX		15.69	242.97	
				* PERS PEPRA	78.02	24.60	1,353.64	
				* KAISER MEDICAL			442.45	
				* TSA 403B			1,200.00	
				CSEA CHAPTER DUES			24.00	
				CSEA DUES			209.44	
				TSA FEES			10.92	
PAY SUMMARY								
TB Expiration: 03/04/2024		GROSS PAY		NET PAY				
Credential:	CURRENT:	585.63	428.97					
Expires:	YTD:	19,020.45	12,246.00					
Credential:				++ Fiscal YTD				
Expires:				* Pre-Tax Deductions				
IMPORTANT MESSAGES								
					TOTAL	122.82	156.66	7,378.50
LEAVES								
					SICK LEAVE	SB-114		
Beg Balance		118.2750		24.0000-				
Earned								
Usages/Adj		6.0000-						
End Balance		112.2750 H		24.0000-H				

Common Paycheck Descriptions

Check Description	Explanation
Dock Pay Hourly Rate	Salary dock at regular hourly rate
Dock Pay LTSL .5	Dock at 50% of hourly rate due to illness/medical leave
EX HRS .5 NC (used with EX HRS 1.0C)	Overtime - less than 40 hours in a week, extra hours at 50% pay, not creditable to CalPERS
EX HRS 1.0 C (used with EX HRS .5 NC)	Overtime - less than 40 hours in a week, extra hours at hourly rate, creditable to CalPERS
EX HRS 1.5 NC	Overtime - extra hours over 40 in a week, not creditable to CalPERS
EXTRA HOURS	Extra hours less than 40 hours in a week, creditable to CalPERS
INT/TRANS I	Interpreter/Translator Level I \$2.00
INT/TRANS II	Interpreter/Translator Level II \$3.00
Lift Pay	Transportation only - Lift Pay \$2.00
No Teacher Sub Pay	No sub teacher \$2.00
OT AA DEG/OT BA DEG/OT DOCTORATE/OT PROF GROWTH	Additional stipend pay (hourly rate) for hours over 40 in a week
OUT OF CLASS NC	Hours worked in a position other than your own, not creditable to CalPERS

Common Paycheck Descriptions

Check Description	Explanation
SHORT TERM .5 NC (used with SHORT TERM 1.0 C)	Overtime - less than 40 hours in a week, extra hours at 50% pay, not creditable to CalPERS
SHORT TERM 1.0 C (used with SHORT TERM .5 NC)	Overtime - less than 40 hours in a week, extra hours at hourly rate, creditable to CalPERS
SHORT TERM 1.5 NC	Overtime - extra hours over 40 in a week, not creditable to CalPERS
SHORT TERM REG EE	Short term assignment hours less than 40 hours in a week, creditable to CalPERS
CERT DAILY	Daily per diem rate certificated
ADDTL CERT HOURLY	Additional certificated services hourly pay rate
EXTRA DUTY PD	Hourly per diem rate certificated
DOCK EXTND ILLNESS	Dock pay at daily sub rate
DOCK DAILY PAY RATE	Dock pay at daily per diem rate
UNIFORM	Value of uniforms creditable for Classic CalPERS members