

SHARYLAND ISD



PAYROLL Guide for Administrators



2022 - 2023

Payroll Agenda

- 2022 – 2023 Pay Schedules
- Clocking In/Out Access
- Time Sheet Approvals
- Time-Off Requests
- Extra Duty Pay Requests
- Courtesy Funds
- May Stipends
- Substitutes
- Payroll Web Page-Resources



2022-2023 Pay Schedules



SHARYLAND ISD
MONTHLY PAY SCHEDULE
2022-2023 SCHOOL YEAR



\$ PAY DATE \$	Payroll Cut-Off Date	*DUE to PAYROLL DATE
August 24, 2022	July 29, 2022	July 29, 2022
September 23, 2022	September 2, 2022	September 2, 2022
October 21, 2022	September 30, 2022	September 30, 2022
November 18, 2022	October 28, 2022	October 28, 2022
December 21, 2022	December 2, 2022	December 2, 2022
January 20, 2023	December 30, 2022	January 4, 2023
February 22, 2023	February 3, 2023	February 3, 2023
March 24, 2023	February 24, 2023	February 24, 2023
April 25, 2023	March 31, 2023	March 31, 2023
May 25, 2023	April 28, 2023	April 28, 2023
June 23, 2023	June 2, 2023	June 2, 2023
July 25, 2023	June 30, 2023	June 30, 2023
August 25, 2023	August 4, 2023	August 4, 2023

* Laserfiche Extra Duty Pay Requests must be electronically submitted to Payroll for final approval by **5:00 p.m. of Due to Payroll Date**. All requests received after *Due to Payroll Date* will be included the following month pay date.

SHARYLAND ISD PAYROLL DEPARTMENT



SHARYLAND ISD
BI-WEEKLY PAY SCHEDULE
2022-2023 SCHOOL YEAR



1ST DAY OF PAY PERIOD		LAST DAY OF PAY PERIOD		\$ PAY DATE \$	
SAT	August 6, 2022	FRI	August 19, 2022	FRI	August 26, 2022
SAT	August 20, 2022	FRI	September 2, 2022	FRI	September 9, 2022
SAT	September 3, 2022	FRI	September 16, 2022	FRI	September 23, 2022
SAT	September 17, 2022	FRI	September 30, 2022	FRI	October 7, 2022
SAT	October 1, 2022	FRI	October 14, 2022	FRI	October 21, 2022
SAT	October 15, 2022	FRI	October 28, 2022	FRI	November 4, 2022
SAT	October 29, 2022	FRI	November 11, 2022	FRI	November 18, 2022
SAT	November 12, 2022	FRI	November 25, 2022	FRI	December 2, 2022
SAT	November 26, 2022	FRI	December 9, 2022	FRI	December 16, 2022
SAT	December 10, 2022	FRI	December 23, 2022	FRI	December 30, 2022
SAT	December 24, 2022	FRI	January 6, 2023	FRI	January 13, 2023
SAT	January 7, 2023	FRI	January 20, 2023	FRI	January 27, 2023
SAT	January 21, 2023	FRI	February 3, 2023	FRI	February 10, 2023
SAT	February 4, 2023	FRI	February 17, 2023	FRI	February 24, 2023
SAT	February 18, 2023	FRI	March 3, 2023	FRI	March 10, 2023
SAT	March 4, 2023	FRI	March 17, 2023	FRI	March 24, 2023
SAT	March 18, 2023	FRI	March 31, 2023	FRI	April 7, 2023
SAT	April 1, 2023	FRI	April 14, 2023	FRI	April 21, 2023
SAT	April 15, 2023	FRI	April 28, 2023	FRI	May 5, 2023
SAT	April 29, 2023	FRI	May 12, 2023	FRI	May 19, 2023
SAT	May 13, 2023	FRI	May 26, 2023	FRI	June 2, 2023
SAT	May 27, 2023	FRI	June 9, 2023	FRI	June 16, 2023
SAT	June 10, 2023	FRI	June 23, 2023	FRI	June 30, 2023
SAT	June 24, 2023	FRI	July 7, 2023	FRI	July 14, 2023
SAT	July 8, 2023	FRI	July 21, 2023	FRI	July 28, 2023
SAT	July 22, 2023	FRI	August 4, 2023	FRI	August 11, 2023
SAT	August 5, 2023	FRI	August 18, 2023	FRI	August 25, 2023

SHARYLAND ISD PAYROLL DEPARTMENT



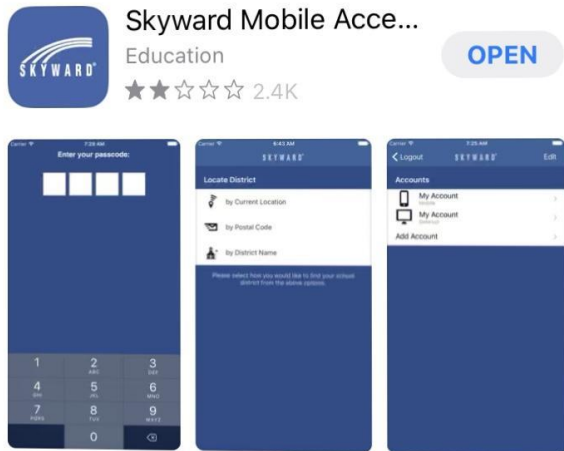
2022-2023
Sharyland ISD Payroll

Clocking In/Out Access

Para Professional and Clerical Employees

Skyward Mobile Access App

Mobile Phone

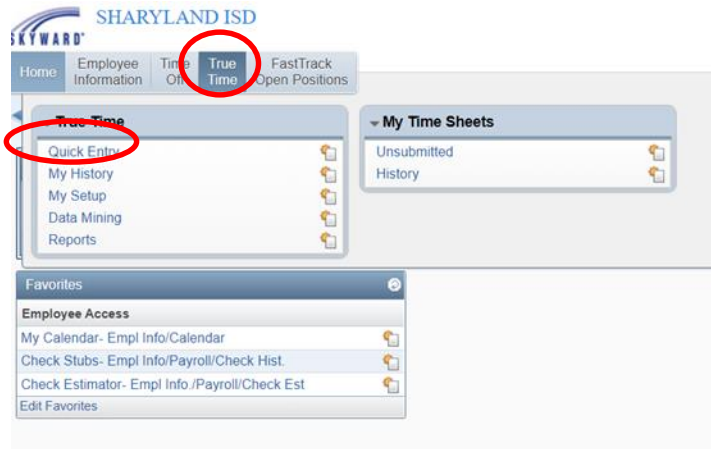


[Skyward Mobile Access App Instructions](#)

Skyward Employee Access

True Time Quick Entry

Desktop or Laptop



[Skyward Employee Access True Time Quick Entry Procedures](#)

Time Clock



Clocking In/Out

Para Professional and Clerical Employees

- Updated Training/Time Clock Agreement Form
 - [Sharyland ISD Time Clock Agreement](#)
- Select appropriate job when clocking in/out
- Notify supervisor of adjustments
- Review and submit weekly

In - SPECIAL ED. AIDE (Primary)	<input type="radio"/>
In - Shary Day Care	<input type="radio"/>
In - Extra Campus Duties	<input type="radio"/>
In - Academic Tutor Support	<input type="radio"/>
Temporarily Out of Office	<input type="radio"/>
Lunch	<input type="radio"/>
Gone	<input checked="" type="radio"/>



Time Sheet Approvals

- Approval Due Date:
MONDAY-12 NOON



TIME-SHEET




Time-Off Requests

- Approve ASAP



Extra Duty Pay Requests

- Prior approval from Supervisor
- Extra Duty Laserfiche Pay Request Form
 - Payroll Web Page(form link)
 - Log in to Laserfiche
 - Complete and correct
 - Non-exempt – attach timesheet
 - Complete work before submitting
 - Submit weekly
 - Submit by Payroll Due Date

Extra Duty Pay Request 

LEGAL NAME: Last Name: GUERRERO First Name: SANDRA MI: M Last 4 SSN*: 1234

Campus*: PHS Summer School

Position Code*: 02 - Teacher / Librarian

Program Title*: Summer School - Teacher

Budgetary Code

FUND	FCN	OBJ	SO	ORG	YR	PIC	LCL
199	11	0118	00	099	0	24	999

Only enter time actually worked. You may enter multiple times per day if necessary.
Example: Employee works from 8am - 3pm, but has lunch from 11:30 am - Noon.
Line 1: Start Time 08:00:00 AM / End Time 11:30:00 AM
Line 2: Start Time 12:00:00 PM / End Time 03:00:00 PM


Date	Start Time	End Time	Total Hours
06/07/2021	08:00:00 AM	12:00:00 PM	4.00 X
06/07/2021	12:30:00 PM	03:00:00 PM	2.50 X

Add

Total hours for the week: 6.50

Pay Rate*: \$ 30.00

Gross Amount: \$ 195.00

Employee Signature*:  X

Date:
Date will be captured on form submission

Timesheets must be completed on a weekly basis and turned in to your campus or department for approval. Incomplete/inaccurate forms will be returned to employee for correction. See the Monthly Pay Schedule for out-off dates on our district's website.

Submit

[Laserfiche Extra Duty Pay Request](#)



Courtesy Fund

- Google Form-e-mailed to campus Principal/Secretary- 8/05/2022
- Employee electronic reply DUE to Payroll- 9/02/2022
- September and October payroll deduction

2022-2023 Courtesy Fund

Payroll Deduction

This form is automatically collecting emails for Sharyland ISD users. [Change settings](#)

LAST NAME *

Short answer text

FIRST NAME *

Short answer text

SOCIAL SECURITY # (Last 4 Digits) *

Short answer text

Campus *

1. Sharyland High School
2. Pioneer High School
3. B. L. Gray Jr. High School
4. Sharyland North Jr. High School
5. John H Shary Elementary School
6. O. Garza Elementary School
7. J. Jensen Elementary School
8. R.D. Martinez Elementary School
9. L. Bentsen Elementary School
10. R. Hinojosa Elementary School
11. D. Wernecke Elementary School

MAY Stipends

- 2022-2023 Salary and Stipend Pay Rate Structure
- Email spreadsheet template to Campus Principal/Secretary– 10/3/2022
- DUE to Payroll – 10/28/2022



Substitutes



SEMS

- Assigned Job #
- Accurate and Timely Recording

VACANCY

- 20 Day MAX



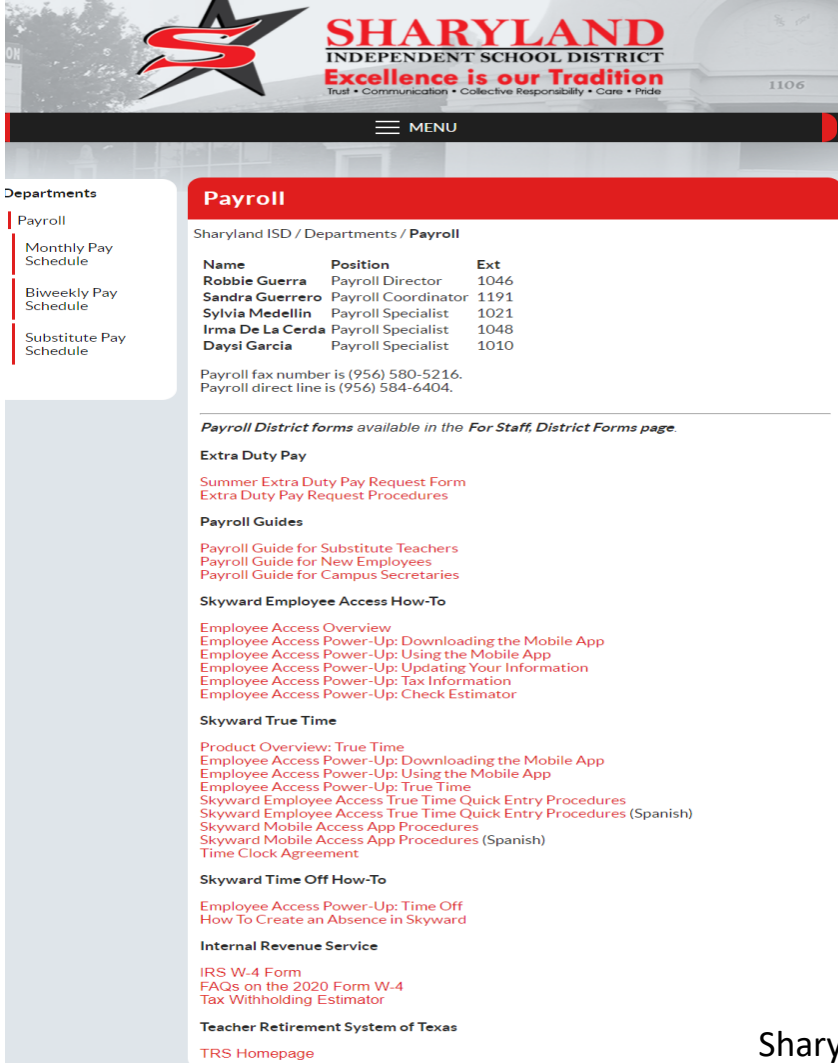
VERIFY

- Number of Absent Teachers
= Number of Subs on Campus
- Corresponding Teacher Time Off



PAYROLL Web Page

- Pay Schedules
- Payroll Guides
- Skyward How-To
 - Employee Access
 - True Time
 - Time Off
- Internal Revenue Service
- Teacher Retirement System of Texas
- District Payroll Forms available in the For Staff, District Forms page
- Contact Information



SHARYLAND
INDEPENDENT SCHOOL DISTRICT
Excellence is our Tradition
Trust • Communication • Collective Responsibility • Care • Pride

MENU

Departments

- Payroll
- Monthly Pay Schedule
- Biweekly Pay Schedule
- Substitute Pay Schedule

Payroll

Sharyland ISD / Departments / Payroll

Name	Position	Ext
Robbie Guerra	Payroll Director	1046
Sandra Guerrero	Payroll Coordinator	1191
Sylvia Medellin	Payroll Specialist	1021
Irma De La Cerda	Payroll Specialist	1048
Daysi Garcia	Payroll Specialist	1010

Payroll fax number is (956) 580-5216.
Payroll direct line is (956) 584-6404.

Payroll District forms available in the For Staff, District Forms page.

Extra Duty Pay

- Summer Extra Duty Pay Request Form
- Extra Duty Pay Request Procedures

Payroll Guides

- Payroll Guide for Substitute Teachers
- Payroll Guide for New Employees
- Payroll Guide for Campus Secretaries

Skyward Employee Access How-To

- Employee Access Overview
- Employee Access Power-Up: Downloading the Mobile App
- Employee Access Power-Up: Using the Mobile App
- Employee Access Power-Up: Updating Your Information
- Employee Access Power-Up: Tax Information
- Employee Access Power-Up: Check Estimator

Skyward True Time

- Product Overview: True Time
- Employee Access Power-Up: Downloading the Mobile App
- Employee Access Power-Up: Using the Mobile App
- Employee Access Power-Up: True Time
- Skyward Employee Access True Time Quick Entry Procedures
- Skyward Employee Access True Time Quick Entry Procedures (Spanish)
- Skyward Mobile Access App Procedures
- Skyward Mobile Access App Procedures (Spanish)
- Time Clock Agreement

Skyward Time Off How-To

- Employee Access Power-Up: Time Off
- How To Create an Absence in Skyward

Internal Revenue Service

- IRS W-4 Form
- FAQs on the 2020 Form W-4
- Tax Withholding Estimator

Teacher Retirement System of Texas

- TRS Homepage



2022-2023

Sharyland ISD Payroll

THANK YOU!



2022-2023
Sharyland ISD Payroll