



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



PAYROLL GUIDE FOR PARA PROFESSIONAL/CLERICAL 2022-2023

PAYROLL TOPICS



- Pay Schedules/Due Dates
- Reporting Absences
- Clocking In/Out
- Extra Duty
- Timesheets
- Payroll Web Page



2022-2023 Monthly Pay Schedule



\$ 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

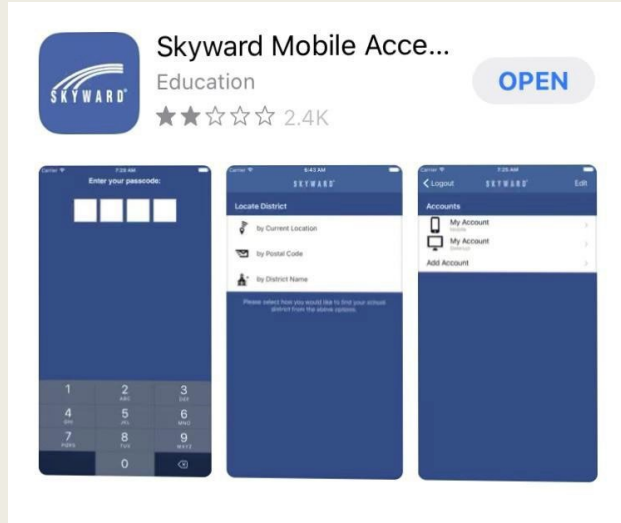
*Laserfiche Extra Duty Pay Requests must be electronically submitted to Payroll for final approval by **5:00 p.m. of Due to Payroll Date**. All requests received after *Due to Payroll Date* will be included the following month pay date.

Clocking In/Out



Skyward Mobile Access App

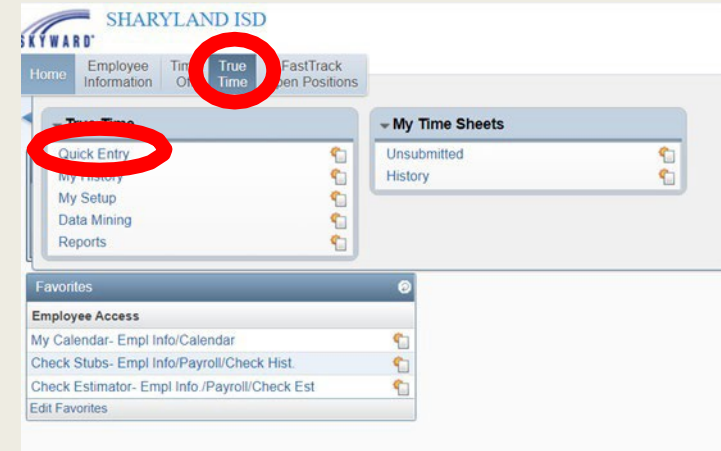
Mobile Phone



[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

- 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"/>

Timesheets

- MUST complete 40 hrs/week in PRIMARY job
- Comp Time requires prior approval from supervisor
- Review and submit to campus approver weekly
- Supervisors approve timesheets on Mondays
- MUST complete the work week before submitting
- Attach to extra duty pay request form when submitting for extra duty pay

Time Sheet for [REDACTED] 02/23/2019 - 03/01/2019

Period Summary			
Type	Pay	Note	Hours
Work	AIDSE (SPECIAL ED. AIDE)		40h 02m
Work	XSAFS (Shary Day Care)		4h 00m
Total Hours:			44h 02m
Original Hours Paid:			44h 00m
Requested Comp Time Clock Hours:			4h 00m
Adjusted Hours Paid:			40h 00m
Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours			

Comp Time Totals				
Time Off Code	Days or Hours	Clock Hours Requested	Comp Time Factor	Time Off Allocated
COMP TIME	Hours	4h 00m * 1.5	=	6h 00m

Daily Totals			
	Status	Pay/Note	Hours
Monday 02/25/19			
7:00 AM - 12:37 PM	IN	SPECIAL ED. AIDE	5h 37m
12:37 PM - 1:08 PM	LNCH		0h 31m
1:08 PM - 3:30 PM	IN	SPECIAL ED. AIDE	2h 22m
3:30 PM - 4:43 PM	IN	Shary Day Care	1h 13m
02/25/19 Total Hours:			9h 12m
Tuesday 02/26/19			
7:02 AM - 2:49 PM	IN	SPECIAL ED. AIDE [REDACTED]	7h 47m
02/26/19 Total Hours:			7h 47m
Wednesday 02/27/19			
7:06 AM - 12:39 PM	IN	SPECIAL ED. AIDE	5h 33m
12:39 PM - 1:12 PM	LNCH		0h 33m
1:12 PM - 3:29 PM	IN	SPECIAL ED. AIDE	2h 17m
3:29 PM - 4:34 PM	IN	Shary Day Care	1h 05m
02/27/19 Total Hours:			8h 55m
Thursday 02/28/19			
7:09 AM - 12:51 PM	IN	SPECIAL ED. AIDE	5h 42m
12:51 PM - 1:14 PM	LNCH		0h 23m
1:14 PM - 3:37 PM	IN	SPECIAL ED. AIDE	2h 23m
3:37 PM - 4:35 PM	IN	Shary Day Care	0h 58m
02/28/19 Total Hours:			9h 03m
Friday 03/01/19			
7:03 AM - 12:47 PM	IN	SPECIAL ED. AIDE	5h 44m
12:47 PM - 1:18 PM	LNCH		0h 31m
1:18 PM - 3:55 PM	IN	SPECIAL ED. AIDE	2h 37m
3:55 PM - 4:39 PM	IN	Shary Day Care	0h 44m
03/01/19 Total Hours:			9h 05m
Hours Paid:			5h 05m

Reporting Absences



Browser window: Add - 05.21.06.00.03 - Google Chrome
URL: skyward.sharylandisd.org/scripts/wsisa.dll/WService=wsSky/rtorqedit001.w?isPopup=true

Add

Remaining Time Off				Future	Future	Future	
Time Off Code	Remaining	Approved	Waiting	Available	Remaining	Waiting	Available
COMP TIME	0h 53m			0h 53m			
LEAVE WITHOUT PAY	0 Days			0 Days			
LOCAL LEAVE	4.5 Days			4.5 Days			
NO CHARGE LV	0 Days			0 Days			
Professional Leave	0 Days			0 Days			
School Sponsored	0 Days			0 Days			
STATE PERSONAL	9 Days			9 Days			
STATE SICK	0 Days			0 Days			

Time Off Request

* Time Off Code: LOCAL LEAVE - Days Hours per Day: 8h 00m

* Reason: FAMILY ILLNESS [Detail...](#)

Description: FAMILY ILLNESS
Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 08/06/2021 **Friday**

Days: 1.0000

Start Time: 08:00 AM

Select additional employees to notify when this request is submitted and approved/denied
[Select Employee\(s\):](#)


Asterisk (*) denotes a required field

- Absences submitted through Skyward Employee Access Time Off
- Check *Substitute Needed (IF Applicable)* – routed to SEMS (Substitute/Employee Management System) to enter substitute request
- Refer to [How to Create an Absence](#) guide on the district’s Payroll Web Page

Extra Duty

- Extra Duty requires prior approval from supervisor
 - Daycare
 - Extra Campus Duties
 - Academic Tutoring Support
- Extra Duty Pay Request Form
 - Log in to Laserfiche
 - Complete form accurately
 - Attach completed and approved timesheet (supervisors approve timesheets on Mondays)
 - Work week must be completed before submitting for pay
 - 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*: PHG Summer School

Position Code*: 02 - Teacher / Librarian

Program Title*: Summer School - Teacher

Budgetary Code

FUND	FCN	OBJ	SO	ORG	YR	PIC	LCL
199	01	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
06/07/2021	12:30:00 PM	03:00:00 PM	2.50

Total hours for the week: 6.50
Pay Rate*: \$ 30.00
Gross Amount: \$ 195.00

Employee Signature*: Sandra Guerrero
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



[Extra Duty Pay Request](#)

Payroll Web Page



- Pay Schedules
- Extra Duty Pay Request
- Payroll Guides
- Skyward How-To
 - *Employee Access*
 - *True Time*
 - *Time Off*
- Internal Revenue Service
- Teacher Retirement System of Texas
- Contact Information

[Payroll Web Page](#)

The screenshot shows the Sharyland Independent School District website's payroll page. At the top, there is a header with the district's logo and name, along with the slogan "Excellence is our Tradition" and the motto "Trust • Communication • Collective Responsibility • Care • Pride". A "MENU" button is visible in the top right corner. The main content area is divided into two columns. The left column, titled "Departments", lists links for "Payroll", "Monthly Pay Schedule", "Biweekly Pay Schedule", and "Substitute Pay Schedule". The right column, titled "Payroll", contains a list of payroll staff with their names, positions, and extension numbers. Below this list, there are links for payroll contact information, district forms, extra duty pay requests, payroll guides, Skyward employee access how-to, Skyward True Time, Skyward Time Off how-to, Internal Revenue Service, and Teacher Retirement System of Texas.

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



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



Have a great 2022-2023 school year!