



SHARYLAND

INDEPENDENT SCHOOL DISTRICT

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PAYROLL GUIDE FOR SUBSTITUTES



2023-2024

PAYROLL TOPICS



- Monthly Substitute Pay Schedule
- Approved Daily Pay Rates
- Deductions/Benefits
- Direct Deposit
- Personal Workday Calendar
- Teacher Retirement System
- Skyward Employee Access
 - *Print Check*
 - *Substitute Transactions*
- Payroll Review
- Payroll Web Page



2023-2024 Monthly Substitute Pay Schedule



1 ST DAY OF PAY PERIOD	LAST DAY OF PAY PERIOD	\$ PAY DATE \$
August 7, 2023	September 1, 2023	September 22, 2023
September 5, 2023	September 29, 2023	October 20, 2023
October 2, 2023	October 27, 2023	November 17, 2023
October 30, 2023	December 1, 2023	December 20, 2023
December 4, 2023	December 29, 2023	January 24, 2024
January 8, 2024	February 2, 2024	February 23, 2024
February 5, 2024	February 23, 2024	March 22, 2024
February 26, 2024	March 29, 2024	April 24, 2024
April 1, 2024	May 3, 2024	May 24, 2024
May 6, 2024	May 31, 2024	June 25, 2024

Approved Daily Pay Rates



Category	Daily Rate
1 Full Day Non-Degreed	\$100.00
2 Full Day Degreed	\$120.00
3 Full Day Degreed/Certified	\$150.00

Deductions & Benefits



Required Deductions

- Federal Withholding
- FICA Medicare
- Retirement Savings
(N/A for Retirees)

Benefits

- FICA Medicare
- Workers Comp

Please contact the district's insurance department for questions regarding the Retirement Savings.

Direct Deposit



- Direct Deposit is mandatory
- Form available in the Payroll Office
- Banking information required to verify bank routing and checking account numbers
- Payroll deposit can be split between 2 bank accounts
- Report banking changes immediately
 - *Deposits to employee closed accounts cannot be reissued until funds are returned to district bank account*



Personal Work Day Calendar



- DATE
- CAMPUS
- NAME of TEACHER
- SEMS JOB#

Teacher Retirement System of Texas



- DEFINITION - A person who serves on a temporary basis in the place of a current employee and paid at the daily rate of pay as set by the employer.
- Work as a substitute is NOT eligible for TRS membership.
- Substitute compensation and days/hours worked is reported to TRS monthly.
- Vacancy limit – 20 days max
- TRS RETIREES – Working any portion of a day as a substitute counts as working a full day.

TRS states that a Texas school district employee is not permitted to advise a district employee of their rights regarding retirement funds or specific deposit information. Please contact the Teacher Retirement System of Texas for more information.

1-800-223-8778

www.trs.texas.gov

Skyward Employee Access



- Demographic Information
- Personnel Information
- Payroll Information
- Sub Transactions



[Skyward Employee Access](#)

Please contact the Payroll Office for assistance with your Skyward Employee Access Login credentials.

Skyward Employee Access



■ To print your check:

- *Log into Skyward*
- *Employee Access*
- *Employee Information*
- *Payroll*
- *Check History*
- *Show Check - PRINT*



Skyward Employee Access



- *To view your substitute transactions:*
 - *Log into Skyward*
 - *Employee Access*
 - *Employee Information*
 - *Personal Information*
 - *Sub Transactions*



Payroll Review



- Notify the Payroll Office of the following changes:
 - *Address*
 - *Tax Status (W4)*
 - *Name Change (Social Security Card required)*
 - *Bank Account Information*
- Forms available in the Payroll Office



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

[Payroll Web Page](#)

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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](#)



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Have a great 2023-2024 school year!