

# Payroll Frequently Asked Questions

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## **How often will I be paid?**

The District pays employees once a month. The regularly scheduled pay date is the 20th of each month, however when the 20th lands on a Saturday or Sunday, you will be paid the preceding Friday.

## **How will I be paid?**

All payroll-related payments shall be made by Direct Deposit to employee's bank account according to written authorization of employee. An employee may be exempted from participating in the Direct Deposit feature by completing a "Direct Deposit Personal Exemption Request Form." Forms available by request.

All earnings statements (pay stubs) will be available in electronic format only. Employees will be able to access their earnings statements and W-2 forms by secure website.

## **How can I sign up for Direct Deposit?**

Simply fill out the direct deposit form and attach a voided check with your account information to the form. A copy of the form and the voided check will be returned to you in the month the direct deposit starts. Forms are available in each school or the Central Office. Call Dezra at extension 3038 to request a form.

## **What are all the deductions from my paycheck?**

In general, Federal and State laws require us to withhold Federal Income Taxes, State Income Taxes and employment taxes from wages paid to employees. In addition, employees working 20 or more hours per week for 5 or more consecutive months will have a payroll deduction to PERSI. (Public Employees Retirement System of Idaho)

The percentage of income taxes is dependent on the number of exemptions an employee claims on their W-4 form and the taxable income. Federal Tax tables are available on the IRS web site at [www.irs.gov](http://www.irs.gov). You can access Idaho State tax information at <http://tax.idaho.gov/>

Employment taxes include social security and Medicare taxes, also called FICA taxes. Social security taxes are calculated at 4.2 % of eligible wages and Medicare taxes are calculated at 1.45% of eligible wages.

## **How can I reduce the Income taxes I pay through pre-tax deductions?**

The District offers the following opportunities to reduce income taxes:

- Tax deferred retirement plans including 403(b) plans and a 401(k) plan.
- A "premium only" 125K plan for health care premium deductions.
- A Flexible spending account to put aside dollars for health care expenses.
- A Dependent Day Care account to put aside dollars for day care.

For information on all of these opportunities see the District's benefits web site at [www.lewistonschools.net/benefits](http://www.lewistonschools.net/benefits).