

Frequently Asked Payroll Questions

- 1) **Q:** I see GRPLIFE listed on my paycheck stub under earnings. What does this mean?

A: *GRPLIFE represents the words “Group Term Life”. As required by law, the portion of life insurance benefits that is provided to you by DPS that exceeds \$50,000, is taxable earnings to you. This amount is added to your Federal, State, and Medicare taxable earnings for W-2 reporting.*

- 2) **Q:** What amount am I being charged for fingerprinting?

A: *The cost to the employee is \$46.50. Two equal amounts of \$23.25 are deducted from an employee’s first two paychecks.*

- 3) **Q:** What day of the month is payday?

A: *Monthly paid employees are paid on the last weekday in each month unless otherwise notified. Semi-monthly paid employees are paid on the 15th of each month, unless the 15th falls on a weekend. In this situation, payday is scheduled for the Friday prior to the 15th.*

- 4) **Q:** How am I able to tell if I was paid for the sick, vacation, or personal hours taken?

A: *Your sick, vacation, and personal hours are listed separately under the earnings columns. Your pay stub lists both hours and total dollar amount. These hours and earnings are deducted from a contract employee’s regular earnings. For example: A teacher is paid for 122.67 hours each month. If a teacher were paid for 8 hours of sick time, their paycheck would reflect 114.67 regular hours and 8 hours of sick time to total 122.67 hours of pay. If an employee does not have enough paid time off available, their total regular pay will be docked accordingly.*

- 5) **Q:** How is my sick and vacation time earned?

A: *All employees receive and earn sick hours monthly. Specific employee groups will be allowed to go into a negative balance up to their annual allotment before being docked pay. Amounts in the negative will be collected at the time of employment separation.*

- 6) **Q:** Does the District “hold out” the first 2 weeks of my pay?
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A: *No! Contract employees are paid current, which means that at the end of the month, you are paid for all hours worked that month. "Exceptions", such as sick, vacation, and personal time are reported 2 weeks in arrears. Overtime and hours for hourly employees are paid 2 weeks in arrears to allow for payroll processing time.*

7) **Q:** If I leave the District, when will I receive my final paycheck?

A: *Your final earnings will be paid to you on the next scheduled payday.*

8) **Q:** What is City Tax?

A: *The City of Denver requires a \$5.75 Occupational Privilege Tax to be assessed on any employee who works in the city of Denver once they have been paid \$550 in one month. This tax is assessed throughout the year as long as you are being paid.*

9) **Q:** I have a MEDICR deduction taken from my pay. What is this and why is being deducted?

A: *MEDICR represents "Medicare Tax". The Social Security Administration requires that a 1.45% tax be assessed on gross Medicare taxable earnings for all employees who have been hired/rehired on or after April 1, 1986. Your pre-tax insurance deduction reduces your Medicare taxable wages.*

10) **Q:** How is Pension calculated?

A: *Pension replaces Social Security Tax for all DPS employees. It is calculated on 8% of your pensionable earnings. It reduces your federal and state taxes. PERA is DPS's retirement plan.*

11) **Q:** I am an active retired DPS employee and no social security tax is being deducted.

A: *As of April 1, 1999, the Social Security Administration ruled that when an employee who has retired from DPS returns to work for the district, no social security tax will be deducted.*

12) **Q:** I have PERA pension deducted from my check although I am receiving retirement from DPSRS or PERA benefits.

A: *All retirees as of January 1, 2011 are required to contribute to PERA.*

13) **Q:** My W-2 states that my earnings are lower than my annual salary.

A: *W-2's reflect federal and state taxable earnings only. Insurance and pension deductions reduce your federal and state taxable earnings.*

14) **Q:** How do I obtain a copy of a past year's W-2 or sign up for Electronic W-2 in Employee Self Service?

A: Complete a written request form, which can be picked up in the payroll department. A \$10 fee is assessed per W-2. The Payroll Department can only issue past W-2's for 5 years prior. If a W-2 is needed for years prior to the last five, contact the IRS. You may also sign up for electronic W-2's. The following link will give you instructions: <http://departmentforms.dpsk12.org/payroll/ElectronicW2QRG.pdf>

15) **Q:** I have lost my pay card. What do I do?

A: Contact the Disbursing Office or visit the Disbursing website for instructions. <http://departmentforms.dpsk12.org/payroll/paycardsfaq.pdf>

16) **Q:** Is Direct Deposit a requirement of the district?

A: Yes, effective April 1, 2003, all employees of the district are required to have their pay direct deposited. If Disbursing does not receive your bank information before your first payment, a pay card will be issued (see Disbursing website for instructions.)

17) **Q:** What departments do I contact if.....

I want to change my W-4? W-4 changes are made in Payroll & Business Services Department. Forms are available in the Payroll Department, from your school secretary, or obtained from the Payroll Website @ <http://payroll.dpsk12.org/>. Active employees with an outlook login can access their personal information via Employee Self Service @ <http://employeeinfo.dpsk12.org>. You can change your own W-4 information online through any district computer.

My address needs to be changed? An "Employee Change Form" is needed which can be obtained from the Human Resource Website or your school secretary. Active employees with an outlook login can change their address using Employee Self Service @ <http://employeeinfo.dpsk12.org>. <http://hrforms.dpsk12.org/> .

I want to stop or start a direct deposit? The Disbursing Office administrates all direct deposits as well as DPS Credit Union deductions. They are located on the 4th floor of 900 Grant Street.

I don't think I was paid for all my hours worked? First, contact the person who submits your hours to the Payroll Department. Typically, the situation can be remedied with communication between the person who submits your payroll and a payroll technician. If further action is required, contact the appropriate payroll technician who is assigned to your school or department.

I have a question regarding my insurance deductions? Contact the Benefits Department.

Who issues my "mileage" reimbursement check? Accounts Payable issues reimbursement checks such as mileage and travel.