

STILLWATER PUBLIC SCHOOLS PAYROLL INFORMATION

Payroll contact information:

Desiree Burnsed

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Pay Periods:

Payroll is released on the last day of the month. If the last day falls on a weekend or holiday, payroll is released the last working day of the month based on the 260-day calendar. Attached is a list of payroll dates for this coming school year and it can be found on the finance page of the school website.

How teacher's salary are calculated:

The figures on the salary scale are including district paid retirement contributions. When your salary is figured, it is the salary scale amount minus 7% for retirement, which gives a taxable salary that is divided by 12 months. For example:

Base Salary (level 1, step 0)	\$40,500.00
X 7% Retirement	<u>\$2,835.00</u>
=Reduced Salary	\$37,665.00
Divided by 12 months	\$3,138.75 monthly gross

9/10 month certified staff will be paid from 9/30 to 8/31

Career tech staff will be paid from 8/31 to 7/31

12 month certified staff will be paid from 7/31 to 6/30

The first payroll date for this school year is September 30, 2022 and the final falls on August 31, 2023. New teachers have the option to receive a partial paycheck a month earlier. If you are interested in receiving a partial check, an authorization form is attached on yellow paper. Please sign and return to the payroll department by August 15, 2022.

Teacher Retirement:

Teacher retirement participation with OTRS (Oklahoma Teacher Retirement System) is mandatory for certified staff. When you join teacher retirement, 7% of your salary is remitted in your name to the retirement system in Oklahoma City. An additional 9.5% of your salary is paid by the school district as the employer's fee. If you would like more information about OTRS, a client handbook is available on their website. OTRS contact information: 1-877-738-6365, www.ok.gov/TRS/. TRS member portal registration: www.myotrs.trs.ok.gov

Payroll Changes:

Any changes that need to be made for taxes, direct deposit, or address will need to be made in TalentEd Records under the blank docs tab. Name changes will require an updated copy of your social security card and to update your teaching certificate.

District Paid Retirement Offset:

All teachers will have a specific amount credited against the contribution to the Teachers' Retirement System. This amount is paid by the State and is based on the minimum salary for a bachelor's degree. If you are employed less than full-time, the state credit will be prorated. This will show on check stub as "TR Credit-Sal" and paid to you as income.

YEARS OF SERVICE	CREDIT AMOUNT (yearly)
0	\$ 60.15
1	\$ 103.41
2	\$ 145.65
3	\$ 188.15
4	\$ 233.33
5	\$ 278.76
6	\$ 325.26
7	\$ 372.82
8	\$ 421.44
9	\$ 471.12
10	\$ 521.87
11	\$ 573.67
12	\$ 626.54
13	\$ 680.48
14	\$ 735.47
15	\$ 791.53
16	\$ 848.65
17	\$ 906.83
18	\$ 966.07
19	\$1,026.38
20	\$1,087.75
21	\$1,150.18
22	\$1,213.68
23	\$1,278.23
24	\$1,343.85
25	\$1,410.53

PAYROLL DATES

2022-23

MONTH	PAY DATE
AUGUST	AUGUST 31
SEPTEMBER	SEPTEMBER 30
OCTOBER	OCTOBER 31
NOVEMBER	NOVEMBER 30
DECEMBER	DECEMBER 29
JANUARY	JANUARY 31
FEBRUARY	FEBRUARY 28
MARCH	MARCH 31
APRIL	APRIL 28
MAY	MAY 31
JUNE	JUNE 30
JULY	JULY 31
AUGUST	AUGUST 31

Stillwater Public Schools

As stated in the certified master contract, entry level teachers have the option to receive a partial paycheck on August 31, 2022.

By signing on the line below, you agree to receive \$1,200.00 on August 31, 2022. The partial payment will be deducted from the next 12 checks of the school year at a rate of \$100.00 per check. If your employment is terminated before the end of your contract, the remaining amount will be deducted from your final check.

Print Name: _____

Signature: _____

Date: _____