

STILLWATER PUBLIC SCHOOLS PAYROLL INFORMATION

Payroll contact information:

Desiree Burnsed
Ext 5033
dburnsed@stillwaterschools.com

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) | \$40,625.00 |
| X 6% Retirement | <u>\$2,437.50</u> |
| =Reduced Salary | \$38,187.50 |
| Divided by 12 months | \$3,182.29 monthly gross |

180-190 day certified staff will be paid from 9/30 to 8/31

200 days certified staff will be paid from 8/31 to 7/31

260 day certified staff will be paid from 7/31 to 6/30

The first payroll date for this school year is September 29, 2023 and the final falls on August 31, 2024. 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 16, 2023.

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
2023-2024

| MONTH | PAY DATE |
|--------------|-----------------|
| AUGUST | AUGUST 31 |
| SEPTEMBER | SEPTEMBER 29 |
| OCTOBER | OCTOBER 31 |
| NOVEMBER | NOVEMBER 30 |
| DECEMBER | DECEMBER 29 |
| JANUARY | JANUARY 31 |
| FEBRUARY | FEBRUARY 29 |
| MARCH | MARCH 29 |
| APRIL | APRIL 30 |
| MAY | MAY 30 |
| JUNE | JUNE 27 |
| JULY | JULY 31 |
| AUGUST | AUGUST 30 |

Stillwater Public Schools

As stated in the certified master contract, entry level teachers have the option to receive a partial paycheck on August 31, 2023.

By signing on the line below, you agree to receive \$1,200.00 on August 31, 2023. 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: _____