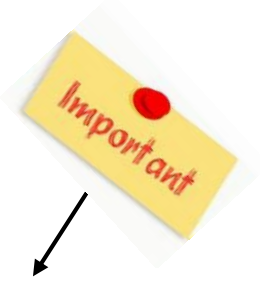
BUSINESS OFFICE MEMORANDUM

To: **OUSD Employees**

FROM: Walter Con, Assistant Superintendent – Business Services
Rebecca Holmes, Director – Fiscal Services

DATE: July 24, 2015



SUBJECT: **New Payroll System – IMPORTANT INFORMATION ABOUT *YOUR* PAYCHECK**

Effective July 1st, all school districts in Santa Barbara County will be using a new payroll system. We have been preparing for over a year on this transition. As part of the preparation, the district has been working closely with the Santa Barbara County Office of Education to achieve a seamless transition.

It is important with a large scale transition to a new payroll system that employees carefully review and validate their paychecks. Attached is a Quick Reference Guide to our new paycheck stubs.

For your first paycheck (see directly below) of the 2015-16 School Year, we recommend employees follow these proactive steps towards validating paychecks:

- **July 31, 2015:** 12-month employees
- **August 31, 2015:** 11-month employees
- **September 30, 2015**: 10-month employees

1. If you have elected Direct Deposit (ACH Transfer), we ask that you please monitor your bank account on the date of payday to ensure your paycheck has been deposited. **Banking institutions have until midnight the night of payday to deposit funds.**
2. Please review your paycheck stub in detail (see attached Quick Reference).
3. Please immediately notify the Payroll Department in the event of any discrepancies.

Although we don't anticipate any issues, in the event that you have a discrepancy on your paycheck, staff will be available to quickly resolve it. Please contact Nicki Draper with Certificated Payroll at 938-8902 or Michelle Gitchell with Classified Payroll at 938-8903 with any questions.

After Hours HELP Line ---- Please call 938-8906
(HELP Line will be available Saturday, August 1st, 9am – 2pm)

We thank you in advance for your patience through this transition to our new payroll system. We are excited to share the additional tools that are forthcoming to provide you with online access to view paycheck stubs, leave balances/detail, and annual W-2 forms. More information to follow on this.

Orcutt Union School District
500 Dyer Street
Orcutt, CA 93455

(805) 938-8900

Issue Date 06/30/2015

ACH See below

ACH= Paycheck is Direct Deposit (Or check # will be listed)

Organization 016
Type 1 - Certificated
Distribute OAHS

Paycheck Location

Employee ID

Messages

Leave Balances include leaves taken through June 30, 2015

(Sick Leave includes AB109 & PN balances)
D = Days

Sick Leave 45.8000 D

Gross Pay Detail	Units	Rate	Compensation
Teacher	-----	5,650.40	5,650.40
BCLAD	1.00	92.50	92.50
Extra Hours	20.66	40.00	826.40
Total Gross Pay	-----	-----	7,169.30

Detail of Pay

Employer Contribution Detail	Current	CYTD
Retirement PERS	-----	-----
Retirement STRS / 60	636.63	1,186.84
Medicare	99.03	183.94
Social Security	-----	-----
Unemployment Ins	3.41	6.34
Worker's Comp	140.00	260.05
Medical Blue Cross	1,084.80	2,169.60
ORCUTT SCHL DIST- DELTA DENTAL	74.64	149.28
ORCUTT SCHOOL DISTRICT - VSP	15.00	30.00
Total Employer	2,053.51	3,986.05

Employee Deduction Detail		Current	CYTD
AMERICAN FIDELITY AS *		50.00	100.00
Delta Dental PPO - No Ortho	#	53.76	107.52
Medical Blue Cross	#	271.20	542.40
SISC Vision VSP	#	15.00	30.00
CTA Dues	^	82.40	164.80
Dues Union & Assoc	^	24.60	49.20
Insurance Posttax	^	125.62	251.24
Total Employee		622.58	1,245.16

= Totals Tax Exempt

^ = Totals other deductions

Gross to Net	Current	CYTD
Gross Pay	7,169.30	13,365.40
Summer Savings - FYTD Ded	-653.94	1,251.75
Federal Tax [S 1]	-1,066.99	1,910.51
State Tax [S 1: 0]	-361.47	631.49
PERS	-----	-----
STRS / 60 / Tax Def*	-584.30	1,089.29
Medicare	-99.03	183.94
Social Security	-----	-----
Deductions - Tax Deferred *	-50.00	100.00
Deductions - Tax Exempt #	-339.96	679.92
Deductions - Other ^	-232.62	465.24
Net Pay	3,780.99	-----

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RECORD OF PAYROLL DIRECT DEPOSIT

Banking Institution	Account Number	Amount
	**********	3,780.99

Total $3,780.99

CERTIFICATED STAFF

ISSUE DATE 06/30/2015

**********VOID**********NON-NEGOTIABLE***

Orcutt Union School District
500 Dyer Street
Orcutt, CA 93455

ACH= Paycheck is Direct Deposit
(Or check # will be listed)

Issue Date 06/30/2015
ACH See below

Organization 016
Type 2 - Classified
Distribute TRAN

Paycheck Location

Employee ID

(805) 938-8900

Messages

Leave Balances include leaves taken through June 30, 2015

(Sick Leave includes AB109 & PN balances)

H = hours

Sick Leave 179.6100 H Vacation 6.5000 H

Gross Pay Detail	Units	Rate	Compensation
Bus Driver	-----	2,845.06	1,511.44
Longevity	1.00	125.00	125.00
CL Extra Hours	47.92	19.12	916.23
Sub Classified	17.17	19.12	328.29
Overtime 1.5	10.24	28.68	293.68
Total Gross Pay	-----	-----	4,677.88

Detail of Pay

Employer Contribution Detail	Current	CYTD
Retirement PERS / 55	339.11	633.55
Retirement STRS	-----	-----
Medicare	60.80	94.65
Social Security	259.97	404.72
Unemployment Ins	1.34	2.51
Worker's Comp	55.14	103.00
Medical Blue Cross	1,517.76	3,035.52
ORCUTT SCHL DIST- DELTA DENTAL	74.64	149.28
ORCUTT SCHOOL DISTRICT - VSP	15.00	30.00
Total Employer	2,323.76	4,453.23

Employee Deduction Detail		Current	CYTD
Delta Dental PPO - No Ortho	#	105.36	210.72
Medical Blue Cross	#	379.44	758.88
CSEA State (%)	^	36.75	73.50
Dues Union & Assoc	^	3.00	6.00
Total Employee		524.55	1,049.10

^ = Totals other deductions

= Totals Tax Exempt

Gross to Net		Current	CYTD
Gross Pay		4,677.88	7,497.37
Summer Savings - FYTD Ded		-----	-----
Federal Tax [M 10]		-----	-----
State Tax [M 10: 0]		-----	-----
PERS / 55 / Tax Def*		-201.67	376.77
STRS		-----	-----
Medicare		-60.80	94.65
Social Security		-259.97	404.72
Deductions - Tax Deferred *		-----	-----
Deductions - Tax Exempt	#	-484.80	969.60
Deductions - Other	^	-39.75	79.50
Net Pay		3,630.89	-----

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RECORD OF PAYROLL DIRECT DEPOSIT

Banking Institution	Account Number	Amount
	**********	3,630.89
Total		$3,630.89

CLASSIFIED STAFF

ISSUE DATE 06/30/2015

**********VOID**********NON-NEGOTIABLE***