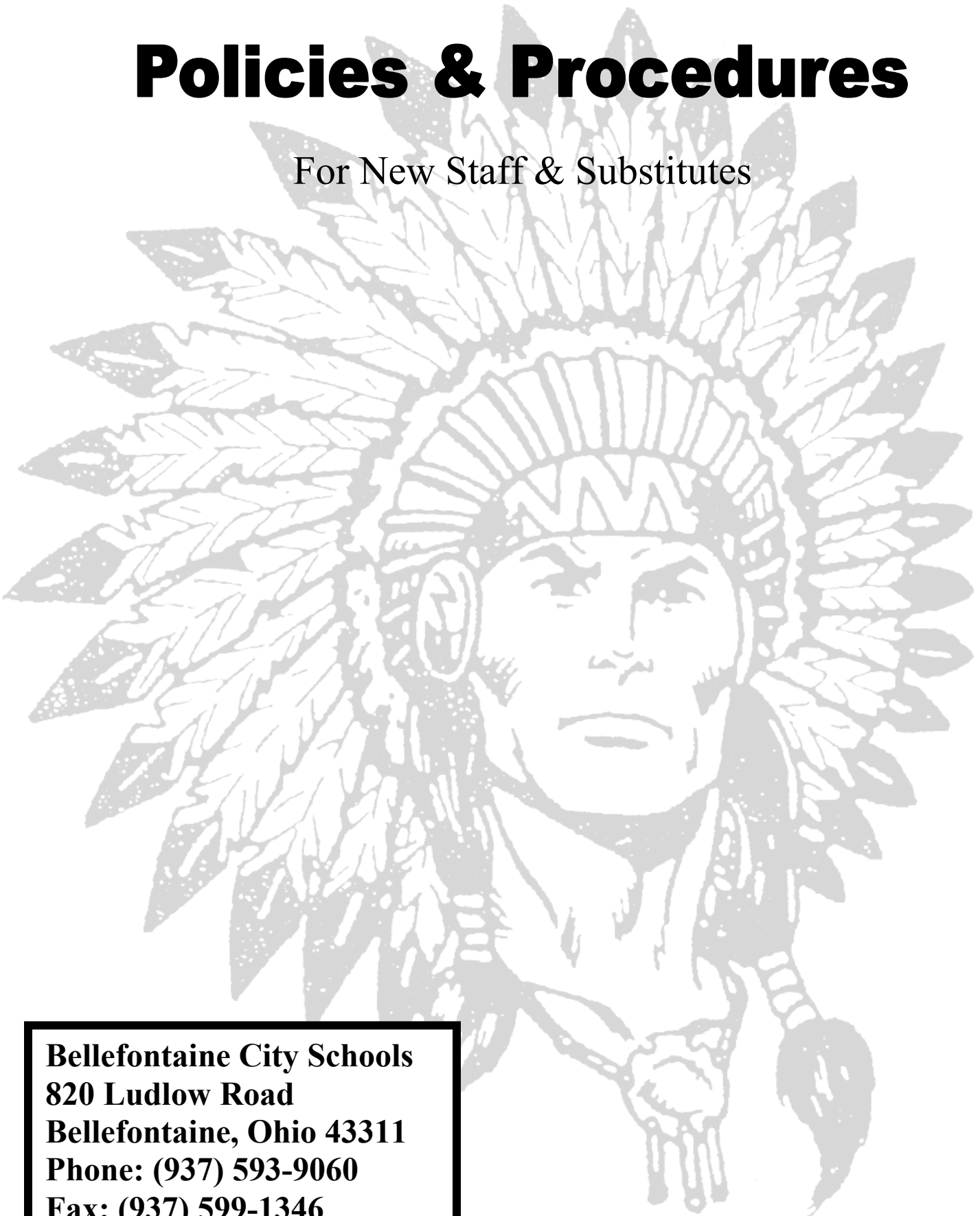


Policies & Procedures

For New Staff & Substitutes



**Bellefontaine City Schools
820 Ludlow Road
Bellefontaine, Ohio 43311
Phone: (937) 593-9060
Fax: (937) 599-1346**

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PAY SCHEDULE FOR THE 2023-2024 SCHOOL YEAR

PAYROLL DATE	DUE DATE FOR TIMESHEETS**	PAY PERIOD
September 8, 2023	August 25, 2023	August 14 – August 27, 2023
September 22, 2023	September 8, 2023	August 28 – September 10, 2023
October 6, 2023	September 22, 2023	September 11 – September 24, 2023
October 20, 2023	October 6, 2023	September 25 – October 8, 2023
November 3, 2023	October 20, 2023	October 9 – October 22, 2023
November 17, 2023	November 3, 2023	October 23 – November 5, 2023
December 1, 2023	November 17, 2023	November 6 – November 19, 2023
December 15, 2023	December 1, 2023	November 20 – December 3, 2023
December 29, 2023	December 15, 2023	December 4 – December 17, 2023
January 12, 2024	December 29, 2023	December 18 – December 31, 2023
January 26, 2024	January 12, 2024	January 1 – January 14, 2024
February 9, 2024	January 26, 2024	January 15 – January 28, 2024
February 23, 2024	February 9, 2024	January 29 – February 11, 2024
March 8, 2024	February 23, 2024	February 12 – February 25, 2024
March 22, 2024	March 8, 2024	February 26 – March 10, 2024
April 5, 2024	March 22, 2024	March 11 – March 24, 2024
April 19, 2024	April 5, 2024	March 25 – April 7, 2024
May 3, 2024	April 19, 2024	April 8 – April 21, 2024
May 17, 2024	May 3, 2024	April 22 – May 5, 2024
May 31, 2024	May 17, 2024	May 6 – May 19, 2024
June 14, 2024	May 31, 2024	May 20 – June 2, 2024
June 28, 2024	June 14, 2024	June 3 – June 16, 2024
July 12, 2024	June 28, 2024	June 17 – June 30, 2024
July 26, 2024	July 12, 2024	July 1 – July 14, 2024
August 9, 2024	July 26, 2024	July 15 – July 28, 2024
August 23, 2024	August 9, 2024	July 29 – August 11, 2024

**** All Time Sheets are due to Payroll no later than 3:30 on these dates.**

Welcome to Bellefontaine City Schools

As a new employee of Bellefontaine City Schools, I'm sure you have many questions and you are not sure who to ask or where to find the answers. There are many forms that contain information we need before you can be added to our payroll system. I hope you will find this booklet helpful in answering many of your questions.

You will receive a New Employee Packet which will include the following forms. These items must be submitted before you can be added to our payroll system.

- College transcripts (certified staff)
- Other district experience
- State certification or license (if position requires)
- Bureau of Criminal Investigation (BCI) verification
- Federal Bureau of Investigation (FBI) verification
- Federal & State Tax information forms
- Retirement forms & SSA Form
- I-9 form (requires a copy of Driver's License & Social Security Card)
- Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization
- Direct Deposit form with a voided personal check
- Fraud-Reporting System Information

If eligible:

- Health & Dental Insurance
- Vision Insurance
- Life Insurance

When Will I Receive My First Pay Check?

Before anyone can be paid by Bellefontaine City Schools he/she must be hired by the Board of Education. All **regular employees** are paid for their duties in 26 equal installments on every other Friday of the month in accordance with the schedule on page 3. **Substitutes and time sheet employees** are paid in accordance with the "Time Sheet Dates" schedule on page 3. Every attempt is made to pay you on the next scheduled pay date after you begin working. However, on occasion, coordination of the board meeting date, when approval for hiring takes place, the employee's start date, and paperwork processing can cause an unavoidable delay in the first pay.

Direct Deposit

All employees are required to receive their pay through direct deposit. You must complete a direct deposit form and supply the payroll office with a voided check to get this setup for you. Your pay will be held until this information is provided.

Where Will My Check Be?

Check stubs will be delivered to your school email account the Thursday before Friday payroll. Substitutes will receive their check stubs to a personal email. Funds will not be available until Friday.

Time Sheet Employees

The first pay date for time sheet employees will be determined by the date the Board of Education meets and approves them for hire. In cases where days are worked prior to board approval, time sheet employees will be paid for that time on the first subsequent pay. Time sheets must be signed by the supervisor, and you cannot be paid without supervisor approval. You must turn your time sheet in to your supervisor by the date(s) indicated on the Pay Schedule on page 3 in order to allow adequate time for their approval and transfer to the payroll department. If the payroll department has not received your time sheet by the due date, you will not be paid until the following payroll date. Separate/special pays cannot be run for this situation. If you will be absent and cannot turn in your time sheet on time, it is your responsibility to notify your supervisor so that necessary arrangements can be made with the payroll department.

Payroll Errors

We strive to make sure that errors do not happen, however, there are times when we do have to deal with this situation. **All errors will be corrected on the payroll that follows the pay in which the error occurred.**

Active Annuities & Other Insurances

For a current listing, contact the payroll department.

STRS/SERS

All school employees in Ohio pay into either State Teachers Retirement System (STRS) for certified staff or School Employees Retirement System (SERS) for classified staff. We do not pay into Social Security for retirement purposes. For SERS deduction, ten percent of your gross salary is paid toward your retirement. For STRS deduction, fourteen percent of your gross is paid toward your retirement. The Board of Education is required to pay 14% of your gross salary into either STRS or SERS. This benefit is pre-taxed so that your gross salary is decreased for income tax purposes.

Mandatory Deductions

By law you are required to pay the following deductions:

- State Teachers Retirement System (certified staff only) 14% of gross per pay (Effective July 1, 2016)
- School Employee Retirement System (classified staff only) 10% of gross per pay
- Federal taxes
- State taxes
- Medicare – 1.45% of gross per pay
- Bellefontaine City Income tax – 1.333% of gross per pay

Collecting City Income Taxes

If you live in a city other than Bellefontaine that collects an income tax, you must let our payroll office know this information. If the rates changes at any time it is your responsibility to notify the payroll department of that change.

Ohio School District Income Taxes

If you live in a school district that collects a school district income tax, you must let our payroll office know this information. If the rates changes at any time it is your responsibility to notify the payroll department of that change.

Websites to Know

- Bellefontaine City School - www.bellefontaine.k12.oh.us
- BCS Treasurer's Office - www.bellefontaine.k12.oh.us/district/treasurer_s_office
- American Fidelity - www.afadvantage.com/
- Trustmark - https://web9.hlthben.com/apps/um/login/hb_login.jsp?t_eventcode=1001
- Delta - Dental - www.consumertoolkit.com/ipWeb/appmanager/ct/desktop
- AESOP – www.frontlingk12.com/aesop

Making Changes in Contact Information

Please contact either Christina Prine or Martha Earick with name, address, and/or phone number changes. They will, in turn, inform the others at the Board Office who need this information. It is very important that we have your current contact information on file. If you have any questions, please feel free to contract the payroll office at 593-9060.

AESOP/Frontline Education

Aesop is an automated sub-calling. Teachers register their absences at any time, either by calling a toll-free number or by logging on to Aesop online. Aesop immediately starts to look for an available substitute that matches the specified qualifications and preferences. Subs can proactively fill their work calendars by searching for available assignments anytime they wish, either by calling a toll-free number or by logging on to Aesop online. Aesop will also call substitutes based on rules managed by the district. Midwest Regional Educational Service Center will be contacting you with Log-In information.

Central Office Staff		
Emily Baldeh	Accounts Payable	Ext. 3306
Annie Scott	EMIS Coordinator	Ext. 3307
Pat Martz	Special Education Director	Ext. 3459
Martha Earick	Superintendent's Secretary	Ext. 3302
Roger Ely	Business Manager	Ext. 3305
Brad Hall	Superintendent	Ext. 3300
Shanel Henry	Curriculum Director	Ext. 3301
Winnie Jacks	Food Service Supervisor	Ext. 3309
Christina Prine	Assistant Treasurer	Ext. 3305
Josh Wasson	Treasurer	Ext. 3304