

# New Hire Onboarding Frequently Asked Questions



1) How is my pay calculated? I thought I would get paid by the hours worked.

Equal Pay is:

- o Annual salary spread evenly over the entire year
- o Same amount each payday  
(Regardless of how many days worked that pay period)

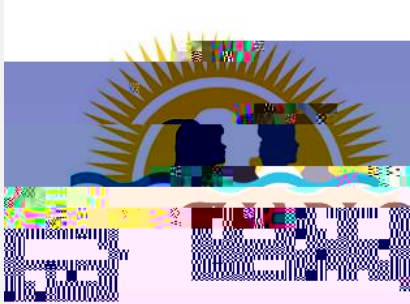
Calculation :

$$\frac{\text{Calendar Days} * \text{Hours per Day} * \text{Hourly Rate}}{24 \text{ pays}}$$

Example:

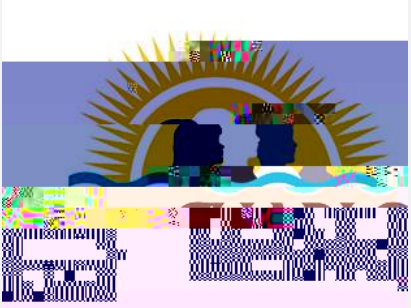
$$\frac{194 * 8 * \$25.00 = \$38,800}{24} = \$1,616.67$$

‡



2) Where do I view my paystub information? Where is the pay schedule located?

Employee Online



# New Hire Onboarding

## Frequently Asked Questions - Pay/Paystub

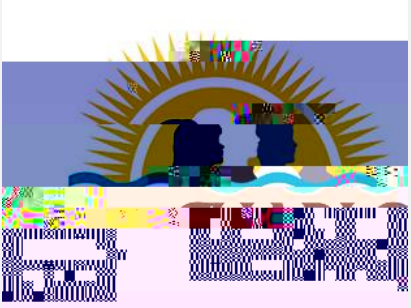
### 3) What does Section 3121 (on my paystub) mean?

3121 is a pre-tax deduction for substitutes.

§ 504(a)(1) of the Internal Revenue Code, and § 1401(a)(1) of the Social Security Act, require that employers that replaces Social Security, that provides retirement benefits, and has an accrued benefit or receives an allocation under the system that is comparable to the benefits the employee would have or receive under Social Security.

For more information visit:

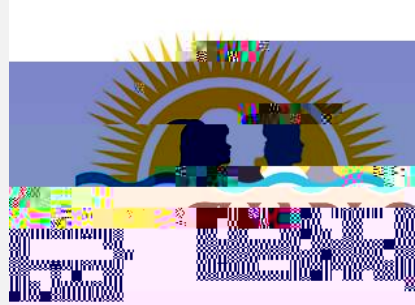
<https://www.keenan.com/Redirects/KeenanContent/the-abcsand123sof-3121-plans>



#### 4) What is the process to request vacation? Personal time? Sick day?

This is a two step process ( three steps if you are school site employee

- a) Communicate the request via email or phone with your administrator and site contact that processes timesheets.
- b) Request a substitute if you are a school site employee. This is done using SmartFind. SmartFind is accessed in ClassLink, select Employee Resou/0c0 g8.1 (k,)98( )18(th)3eno select S



# New Hire Onboarding

## 5) How are vacation and sick time calculated?

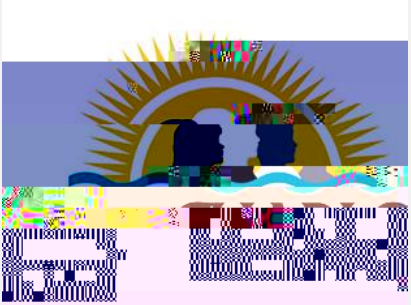
Vacation and sick time accrue per below.

### Sick Days

- ‡ Teachers: 4 Advanced Sick Days on Pay
- ‡ Classified Employee: 4 Advanced Sick Days after one month
- ‡ From there forward:
  - 1 Sick Day after 1 full month worked
  - 1 Sick Day is Earned Monthly through February or March  
(depending on calendar see chart above)

### Vacation Days

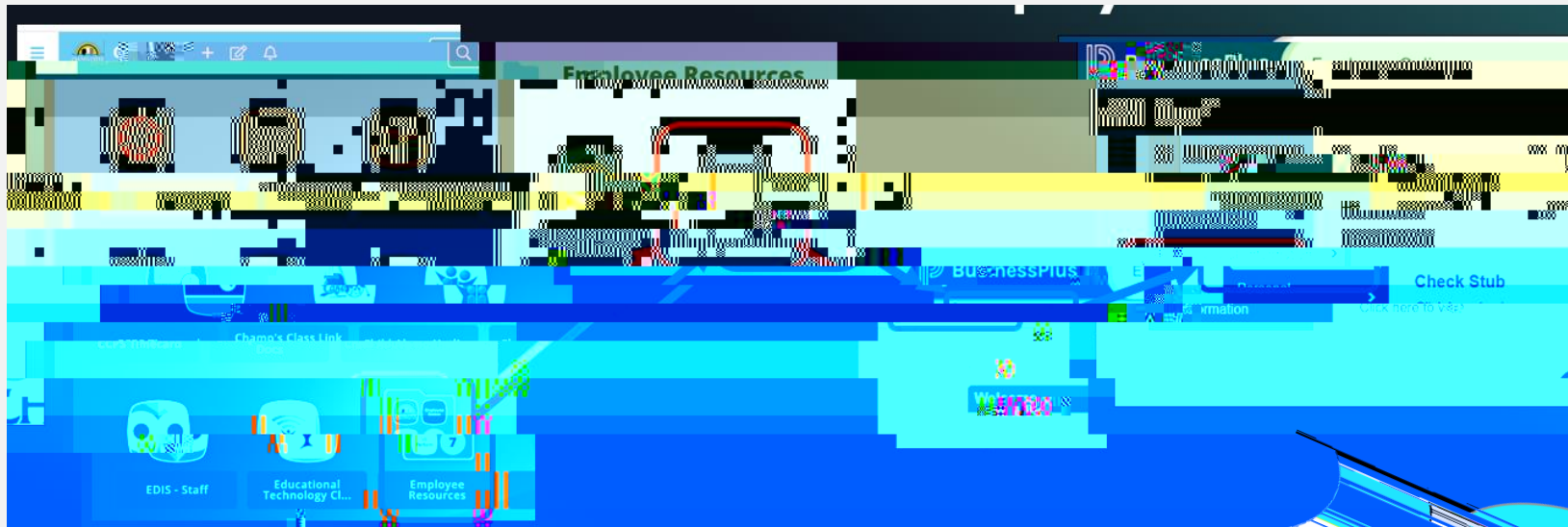
- ‡ Only 251-day calendar employees earn vacation
- ‡ Cannot be used the first 6 months of employment
- ‡ 1 earned for each whole month worked



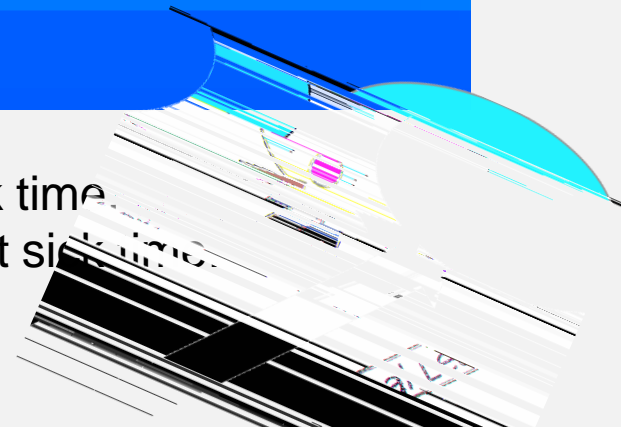
6) Where do I find the amount of leave time I have available?

Employee Online

Leave times viewable to all employees is Employee Online.



**IMPORTANT** Personal time is a subset of sick time  
Personal time is charged against sick





# New Hire Onboarding

## Frequently Asked Questions - Benefits

### 7) How/When do I sign up for benefits?

Watch for the email

Employees will be notified via email when they become eligible and with instructions on signing up for benefits.

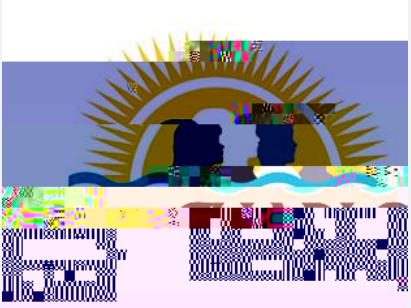
Employees in a benefits-earning position are eligible for group health insurance on the first day of the month following forty-three (43) days of continuous employment.

For example, if your date of hire is August 6, you are eligible for coverage on October 1.

It is important all new benefit eligible employees check their Charlotte County Public Schools email regularly for time-sensitive communications regarding their benefit enrollment window. They will receive detailed instructions on how to enroll using the Plan Source website (<https://benefits.plansource.com/>).

If you have questions after you have been notified you are eligible to sign up for benefits, contact your Human Resources representative.





## 9) Why is FRS (Florida Retirement System) deducted on my paystub and , K D Y H Q · W V L J Q H G X S I R U E H Q H I L W V "

The FRS requires all members (participating employers) to contribute 3% employee contributions. Employee contributions to FRS are required to be deducted ~~tax~~ from all employees.

Employee contributions are paid on a pretax basis. Your salary will be reduced by the amount of the employee contribution before determining the federal income tax deduction.

For more information visit:







# New Hire Onboarding

## Frequently Asked Questions

12) Who do I contact for payroll or benefit questions?

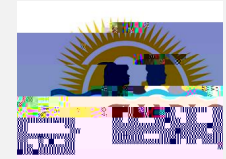
The school secretary or person that processes timesheets.

If there are additional questions they are unable to answer please email

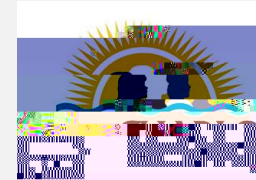
‡ Benefit questions to: [HR@YourCharlotteSchoolset](mailto:HR@YourCharlotteSchoolset)

‡ Payroll questions to: [Payroll@YourCharlotteSchoolset](mailto:Payroll@YourCharlotteSchoolset)





Question	Response
1) How is my pay calculated? I thought I would get paid by the hours worked?	EquaPayis: o Annualsalaryspread



Question	Response
6) Where do I find the amount of leave time I have available?	<p>Leave times viewable to all employees is Employee Online. Employee Online is found in ClassLink select Employee Resources, select Employee Online. IMPORTANT: Personal time is a subset of (within) sick time. Personal time is charged against sick time.</p>
7) How/When do I sign up for benefits?	<p>Employees receive an email when they become eligible to sign up for benefits.</p> <ul style="list-style-type: none"> <li>‡ Employees in a benefits earning position are eligible for group health insurance on the first day of the month following forty-three (43) days of continuous employment.</li> <li>‡ Employees sign up through the Plan Source website: <a href="https://benefits.plansource.com/">https://benefits.plansource.com/</a></li> </ul>
8) What are the FRS (Florida Retirement System) rules if I am coming from a previous role that offered FRS?	<p>There are termination requirements and reemployment limitations that affect your retirement benefit if you are employed with FRS participating employers during the first 12 calendar months after your DROP termination date. For more information visit: <a href="https://www.myfrs.com/Faq_Rehires.htm">https://www.myfrs.com/Faq_Rehires.htm</a></p>
9) Why is FRS (Florida Retirement System) deducted from my pay?	<p>The FRS requires all members (participating employers) to contribute 3% employee contributions. For more information visit <a href="https://www.myfrs.com/Faq_Employees.htm#employees7">https://www.myfrs.com/Faq_Employees.htm#employees7</a></p>
10) What are the (paid) holidays we are closed?	<p>Employee calendars are available at <a href="http://www.yourcharlotteschools.net">www.yourcharlotteschools.net</a></p>
11) How do I report hours worked?	<p>Contact your site contact that processes timesheets with any questions.</p>
12) Who do I contact for questions?	<p>For any additional payroll or</p>



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# Thank You