

Conversion Regular to Track Calendar 2009-2010

Accurate and timely payroll checks for new Track E employees depends on updating employee data correctly in PeopleSoft. Budgeting and staffing changes required for converting schools from a regular school calendar to a Track E calendar directly affect payroll. Employees will not see a change to their bi-weekly pay schedule if all required steps are carefully followed by their respective school administration and school clerks.

Teachers, PSRP and Lunchroom Managers

2008-2009 Deferred Pay:

Payroll Services will pay deferred salary from the accumulated bank (earned 2008-2009 school year) to employees from June 15 - August 1, 2009. Any remaining funds as of August 1, 2009 will be paid out in a lump sum on August 28, 2009

Key Points:

- ❖ **The transition process has changed from prior years.** Schools that are moving/converting to Track E status will follow this new payment schedule which ensures that Track E employees are not overpaid or can easily transfer to a school on a regular calendar without a negative impact to pay.
- ❖ At this time, employees currently on the Track E schedule cannot be placed on this payment protocol. They will remain on their existing pay schedules.
- ❖ The unions have reviewed this change and support it as favorable for employees.
- ❖ The remaining funds that will be paid out as lump sum payment of deferred pay on August 28, 2009 is subject to supplemental tax (federal 25% and state 3%) and pension withholding.

2009-2010 Payroll:

Employees that are moving from traditional calendar to track E are subject to deferred pay deductions. Employees will begin earning the 2009-2010 salary as of August 2, 2009. Amounts withheld for deferred pay will be paid out during intersession periods through July of 2010.

Key Points:

- ❖ Employees that transfer out of a Track E school to a regular calendar school during the school year should contact Payroll Services to review their deferred pay balance. (773-553-4729 Option 2)
- ❖ Included is an example of a full year salary being paid out on the Track E schedule for a teacher on lane one – step one.

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New Method													
Pay #	Begin Date	End Date	Pay Date	10 Month Daily Rate	Gross Earnings	Deferred Pay Deducted (1)	Max Day Paid	Net Work Days Paid	Net Deferred Days Paid (2)	Net Gross Paid	Deferred Balance (1+2+Prior Balance)	Day in Bank	
											10,779.68		
14	7/1/07	7/4/09	7/17/09	265.50	0.00	0.00	7	0.00	1451.03	1451.03	9328.65		
14	7/1/07	7/4/09	7/17/09	265.50	0.00	0.00	3	0.00	621.87	621.87	8706.78		
15	7/5/09	7/18/09	7/31/09	265.50	0.00	0.00	10	0.00	2072.90	2072.90	6633.88		
16	7/19/09	8/1/09	8/14/09	265.50	0.00	0.00	10	0.00	2072.90	2072.90	4560.98		
17	8/2/09	8/15/09	8/28/09	265.50	0.00	0.00	0	0.00	4560.98	4560.98	414.58		
17	8/2/09	8/15/09	8/28/09	265.50	2123.98	465.66	10	1658.32	414.58	2072.90	465.66	2	
18	8/16/09	8/29/09	9/11/09	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	1047.74	5	
19	8/30/09	9/12/09	9/25/09	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	1629.81	8	
20	9/13/09	9/26/09	10/9/09	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	2211.89	11	
21	9/27/09	10/10/09	10/23/09	265.50	0.00	0.00	10	0.00	2072.90	2072.90	138.99	1	
22	10/11/09	10/24/09	11/6/09	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	721.06	3	
23	10/25/09	11/7/09	11/20/09	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	1303.14	6	
24	11/8/09	11/21/09	12/4/09	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	1885.21	9	
25	11/22/09	12/5/09	12/18/09	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	2467.29	12	
26	12/6/09	12/19/09	12/31/09	265.50	1327.49	291.04	10	1036.45	1036.45	2072.90	1721.88	8	
1	12/20/09	1/2/10	1/15/10	265.50	1327.49	291.04	10	1036.45	1036.45	2072.90	976.46	5	
2	1/3/10	1/16/10	1/29/10	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	1558.54	8	
3	1/17/10	1/30/10	2/12/10	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	2140.61	10	
4	1/31/10	2/13/10	2/26/10	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	2722.69	13	
5	2/14/10	2/27/10	3/12/10	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	3304.76	16	
6	2/28/10	3/13/10	3/26/10	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	3886.84	19	
7	3/14/10	3/27/10	4/9/10	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	4468.92	22	
8	3/28/10	4/10/10	4/23/10	265.50	1327.49	291.04	10	1036.45	1036.45	2072.90	3723.50	18	
9	4/11/10	4/24/10	5/7/10	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	4305.58	21	
10	4/25/10	5/8/10	5/21/10	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	4887.65	24	
11	5/9/10	5/22/10	6/4/10	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	5469.73	26	
12	5/23/10	6/5/10	6/18/10	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	6051.80	29	
13	6/6/10	6/19/10	7/2/10	265.50	2654.98	582.08	10	2072.90	0.00	2072.90	6633.88	32	
14	6/20/10	6/30/10	7/16/09	265.50	0.00	0.00	8	0.00	1451.63	1451.63	5182.25	25	
14	7/1/10	7/3/10	7/16/10	276.12	0.00	0.00	2	0.00	431.16	431.16	4751.09	22	
					53896.00								

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Lunchroom Employees (Local 1) (excluding Lunchroom Managers)

Local 1 Lunchroom employees are no longer on deferred pay program per the collective bargaining agreement.

Key Points:

- ❖ Lunchroom employees will receive their full 10 month rate as worked.
- ❖ Lunchroom employees will not receive pay checks during intersessions.

All Employees

Paycheck Distribution

During intersession employees earnings statements/paper checks will be delivered to schools.

Key Points:

- ❖ CPS Policy requires that all employees be enrolled in direct deposit..
- ❖ Direct Deposit Forms can be printed from HR Portal – https://cpsatworkprod.cps.k12.il.us/CPSHR_Docs/PDF/Direct_Deposit.pdf
- ❖ Employees can view online earnings statements on HR Portal (My Personal Information, My Payroll, View Paycheck) as early as Wednesday prior to pay date. <https://cpsatworkprod.cps.k12.il.us/psp/cpseprd/?cmd=login>

KRONOS

There are no changes to how time and attendance is collected for schools that are on Track E schedules. During intersession, *there should be no time and attendance submitted for employees.* This is consistent with how traditional calendar schools report time and attendance during summer break.

Employees can validate their KRONOS set up by reviewing the Pay Group assigned to them in KRONOS. The change to pay group will be effective August 2, 2009.

Action Item: Review your record in the Employee Panel in KRONOS. All employees should have a pay group of 16T or 16E (16T = teacher on track e schedule, 16E = PSRP/ESP on track e schedule).

	Date	Pay Code	Amount	Accruals	Out	Shift	Daily	Cum...
	Sun 4/19							
	Mon 4/20			8:50		6.75	6.75	6.75
	Tue 4/21							

Pay Rule: TEACHER NO LUNCH
Home Labor Accounts: 22161/22161117432/NONE/T/00/16T/0
Perkins Bass School/22161117432/NONE/Teacher/GENERAL OFFICE
/Teacher 60-20 Track E/Default
Daily: 6.25 Weekly: 31.25 Per Pay Period: 0.0

Resolution: If a discrepancy is found, the employee should notify their payroll clerk or business manager for resolution.