

Biggs Unified School District

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Superintendent

Contracts/Payroll/Timecards **FREQUENTLY ASKED QUESTIONS**

1. What is my contract or pay assignment/notification?

- ❖ It is a detailed breakdown of your pay for the year fiscal year (July – June).
- ❖ Under the section headers you will find Assignment information. This shows your start and end dates, what calendar you are on, job classification, how many hours a day/days a year you work, hourly rate, gross monthly, and gross annual salary.
- ❖ All your deductions for medical, dental, vision, taxes, PERS/STRS information, voluntary deductions. As well as all district contributions.
- ❖ If you need assistance finding the information please reach out to payroll, mgraves@biggs.org
- ❖ You will receive a paper copy and an emailed copy. You must either sign the hard copy and return to payroll OR “agree” online in your employee portal. If you have questions regarding any part of your assignment prior to signing/ agreeing contact payroll. Depending on the question, payroll will either assist or refer you to the appropriate department to direct your question to.

2. How do I know what range/step I am on the salary schedule? Where can I find a copy of the Districts Salary Schedules?

- ❖ On your pay assignment/notification, under the section heading “Assignment Information” there is an additional heading labeled **placement** and **range/step**. This will match the appropriate salary schedule based on your bargaining unit.
- ❖ The salary schedules are listed on the District website here:
<https://www.biggs.org/Staff/Employees/index.html>

3. When do I get paid and what should I expect?

- ❖ Pay day is always the last working day of the month. Please refer to the yellow half sheet you received at the Back to School Breakfast for additional information.
- ❖ School payroll is annualized. Meaning, you will make a set amount for the year, that amount is divided up over all your working months. You should expect to see the same amount every month, regardless of how many working days in that month.
- ❖ Your pay will change if you make changes to your payroll set up OR have docks for over used time off.

4. What should I expect if I don't work summer months?

- ❖ Summer months change from 10 to 11 months depending on the school calendar. You will receive either 10 or 11 paychecks depending on that calendar.
- ❖ If you would like to receive 12 payments you will need be set up to “arrears.” You will complete this form in your new hire paperwork. If you would like to change your set up, please contact payroll.

5. What if I work additional hours outside of my normal contractual hours?

- ❖ **All hours worked outside or you regular contractual hours must be pre-approved by your supervisor.** There is a pre-approval form in your site office or you can print one off the District website here. <https://www.biggs.org/Staff/Employees/index.html>
- ❖ List your extra hours on a timecard under the correct column (extra time/ OT/sub) and list a brief description of the work performed or who you sub for.
- ❖ Attach your pre-approval form to your timecard and submit to your site supervisor on the last working day of the month, unless specified otherwise.

6. Where do I get a timecard and who do I turn it into?

- ❖ You can find timecard in your site office (green sheet) or here on the District website: <https://www.biggs.org/Staff/Employees/index.html>

7. When do I get paid for my extra time?

- ❖ Extra time is paid on the variable payroll. Typically variable payroll is paid on the 10th of the month or closest to the 10th depending on Holidays and weekends.

8. How do I get a copy of my paycheck stub?

- ❖ You will receive a monthly email from Escape email address Escapeserver@bcoe.org with a PDF attachment. The PDF is your pay stub. It will be locked, the password is the last four (4) digits of your SS#.

9. What is Escape and employee portal?

- ❖ Escape is our payroll software and the Employee Online Portal is where you can access current and past payroll information. You can also view leave time, benefit information, tax information, etc.
- ❖ REMINDER: Employee portals update when payroll processes. Leave balances will be delayed a month because the payroll department does not get your absence report until after payroll is processed

10. How do I access my employee portal?

- ❖ You will need to set up your account following these steps:

Employees with their accounts already set up:

1. To access the Portal on your web browser type: <https://EscapeWeb.bcoe.org>
2. Login using your “**Username**” and “**Password**”
3. You can see view and print payroll information, W2s, view benefits information, and leave balances

New Employees:

1. From your web browser type: <https://EscapeWeb.bcoe.org>
 2. Select “**Register as a new user**”
 3. Enter your “**Email Address**” (preferably your work email address)
 4. Enter your “**First Name**”
 5. Enter your “**Last Name**”
 6. Enter your “**Birth Date**” in the following format **mm/dd/yyyy**
 7. Enter the “**Last 4 digits or your SSN**”
 8. Enter a “**Password**”
 9. Type the password again to “**Confirm**” you entered it correctly
 10. Select “**Submit**”
- ❖ The system will email a confirmation code to the email address you entered. You will need this code to finish your portal setup. Once you enter the code your set up should be complete.
 - ❖ If you are not successful with the setup, it is usually because one of the setup components entered does not match what was set up in the system. Please contact payroll.

11. What if my pay is incorrect?

- ❖ Contact the payroll department as soon as possible. Payroll will verify the pay is incorrect, recalculate what the correct pay will be, and notify you when to expect the corrected amount.

12. How do I make changes to my employee set up? (Examples: address change, bank account update, taxes, etc.)

- ❖ Complete the **payroll change form** found on the District website here:

<https://www.biggs.org/Staff/Employees/index.html>