

FAQ

Payroll/Benefits Office (319) 688-1004



Can I get a copy of my paystub?

- Paystub notifications are sent to all employees with each payment and past paystubs may be accessed at anytime through the Weblink Portal.
- For those still receiving paper checks, a stub copy can be issued if a check has been cashed and will take up to 5 business days.



What are my current withholdings?

- Your most recent W-4 withholding information is available under Personal Information in the Employee Information section of your Weblink Portal.
- You may change your Federal W-4 elections through Weblink.



Can I change my current benefits?

- Most benefits allow for changes to be made during an open enrollment period in May, with an effective date of July 1st. The one exception is Dental.
- You can change benefits within 30 days of an applicable qualifying event as well.



How is my gross pay calculated?

- If you are on salary with the district, your check is 1/12 of your total yearly amount.
- If you are hourly, you are paid for days recorded in Time Clock Plus for the previous period. 1st - 15th is paid at the end of month, and 16th-last day of month is paid the 15th of the following month.



Who is a Tier 1 health provider?

- Tier 1 providers are Mercy, Mercy affiliates and all others in the Wellmark network with the exclusion of University of Iowa Hospitals and Clinics and affiliates.
- Tier 2 is University of Iowa Hospitals and Clinics and affiliates.
- Tier 3 is all providers outside of the Wellmark network. Call 1-800-810-2583 to find an in-network provider.