

# Q & A

Payroll/Benefits Office (319) 688-1004



## Am I paid during the summer if I don't work in June and July?

- Salaried employees receive 12 monthly payments.
- Hourly employees are paid for the time worked during the previous month. If no hours are worked in June and July, no deposit will be paid in July or August.



## How do I make my summer check election?

- Teachers will have the option of being paid all three summer deposits in June, or one in June, July and August.
- Elections will be made electronically during the open enrollment process in May. Verify and confirm your election each year.
- If electing 3 deposits in June, teachers will receive 3 separate pay stubs and deposits in June (not one large payment).



## When can I make changes to my benefits?

- The open enrollment period for all benefits runs from May 2nd-May 31st. Elections will be made electronically.
- Dental DOES NOT have an open enrollment option.
- Open enrollment information for all applicable benefits are emailed at the end of April and beginning of May.



## Are there elections I must submit during open enrollment?

- Vision and flexible spending benefits are both annual enrollments. Enrollment must be completed each year.
- If updated Vision and Flexible Spending information are not submitted during open enrollment, coverage will end on June 30th.
- All other benefits will continue under the current coverage level if changes are not completed.



## If I resign my position when will my benefits end?

- If you fulfilled your entire contract or letter of assignment, District paid benefits end on June 30th with the end of your contract. COBRA coverage takes effect July 1st.
- School year employees submitting resignations prior to the start of the new school year will be resigned based on their last day worked. Benefits will still end June 30th even if a resignation is submitted in June, July or August.
- Employees resigning during the contract year, before the contract is complete, will have benefit coverage through the end of the month in which they last worked.



## Direct Deposit

- It is important to ensure you have accurate direct deposit information on file to receive your pay efficiently and securely.
- Check with your bank for the appropriate routing and account number(s) to use.
- The payroll office will receive notice from the bank if your account information is inaccurate. The payroll team will discontinue your current direct deposit and notify you an update is needed.
- You may review and/or update your direct deposit via Web Link. Navigate to *Employee Information > Personal Information > Direct Deposit*.