

EMPLOYEE PART-TIME TO FULL-TIME STATUS CHANGE

What You Should Know

About Your Paycheck

Any time worked is paid based on hours you report on your time sheet and paid based on the payroll calendar. Since some employees are paid based on a pre-set schedule in the payroll system, it is important that you review your first paycheck after your status change to make sure your pay is increased as expected. *If your pay is not increased, contact payroll immediately* to make sure they are aware of your status change. When a status/job change is entered into the HR system *after* the actual effective date of the status/job change, payroll may need to adjust your future paycheck to provide retro resulting from delayed notification. The sooner a problem is identified the smaller the problem and faster it can be corrected.

About 26 pay (Teachers)

If your salary is increasing based on your job change the deduction amount for 26 pay will also increase. The 26 pay is based on a percentage of net pay. If your pay is increasing the amount deducted will also increase. You also have the option to cancel 26 pay and receive a pay out of any balance, but if you cancel you are not eligible to re-enroll until the following school year.

About Summer Pay (Non-Licensed Staff)

If your job change happens before 10/1 you will be eligible to change your amount deducted for summer pay. If your change happens after 10/1, you would have the option to cancel summer pay and receive a pay out of any balance. If you cancel you are not eligible to re-enroll until the following school year.

About TSA Contributions

If you contribute to a Tax Sheltered Account (TSA) and are newly eligible for a district match as a full time employee, it must be actively requested. (It is not automatic). If you are already receiving a district match, your match amount should increase automatically based on FT status. However it is important that you review your first paycheck after your status change to make sure your match amount is increased as expected. *If you do not see the increased match amount, contact payroll immediately.* The sooner a problem is identified the easier it is to correct since match amounts are based on calendar year.

About Sick Leave Balances

If you receive a lump amount in January for your sick leave, your balance will be adjusted effective the first of the month following your change. You would receive the part-time sick amount for the months that you worked part-time. Then your balance will be adjusted for the months that you are working full-time. If you receive an accrual for your sick leave, your accrual amounts are calculated based on hours paid. The adjustment to your time will be effective to your paid hours after your job change.

About Vacation Leave Balances

If you receive a lump amount in January for your vacation leave, your balance will be adjusted effective the first of the month following your change. You would receive the part-time vacation amount for the months that you worked part-time. Then your balance will be adjusted for the months that you are working part-time. If you receive an accrual for your vacation leave, your accrual amounts are calculated based on hours paid. The adjustment to your time will be effective based your paid hours.

About Insurance Benefits

The change to your benefits will be effective the first of the month following the change or first of the month following in which the Benefits Department is notified (no retroactive adjustments).

If you are a 10-month employee and your status change occurs January through June, your summer deductions and/or your flex dollars (if applicable) will also need to be adjusted.

If you are currently waiving benefits because of part-time status, moving to full-time status may require you to be enrolled in coverage. You have 30 days to contact the Benefits Department from the date of you job change to enroll in required core benefits. If you do not contact the Benefits Department, you will automatically be enrolled in the necessary required core coverage (s). Please see your contract for required coverage.