

New Hire Onboarding Frequently Asked Questions



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- 1) How is pay calculated? I thought I would get paid by the hours worked?
- 2) Where do I view my paystub information?
- 3) What does Section 3121 (on my paystub) mean?
- 4) How do I view my paystub information?
- 5) How are vacation and sick time calculated?
- 6) How do I sign up for benefits?
- 7) How/When do I sign up for benefits?
- 8) What are the FRS (Florida Retirement System) rules if I am coming from a previous role that offered FRS?
- 9) Why is FRS (Florida Retirement System) deducted on my paystub and haven't signed up for benefits?

1) How is my pay calculated? I thought I would get paid by the hours worked.

Equal Pay is:

- o Annual salary spread evenly over the entire year
- o Same as if you were paid hourly



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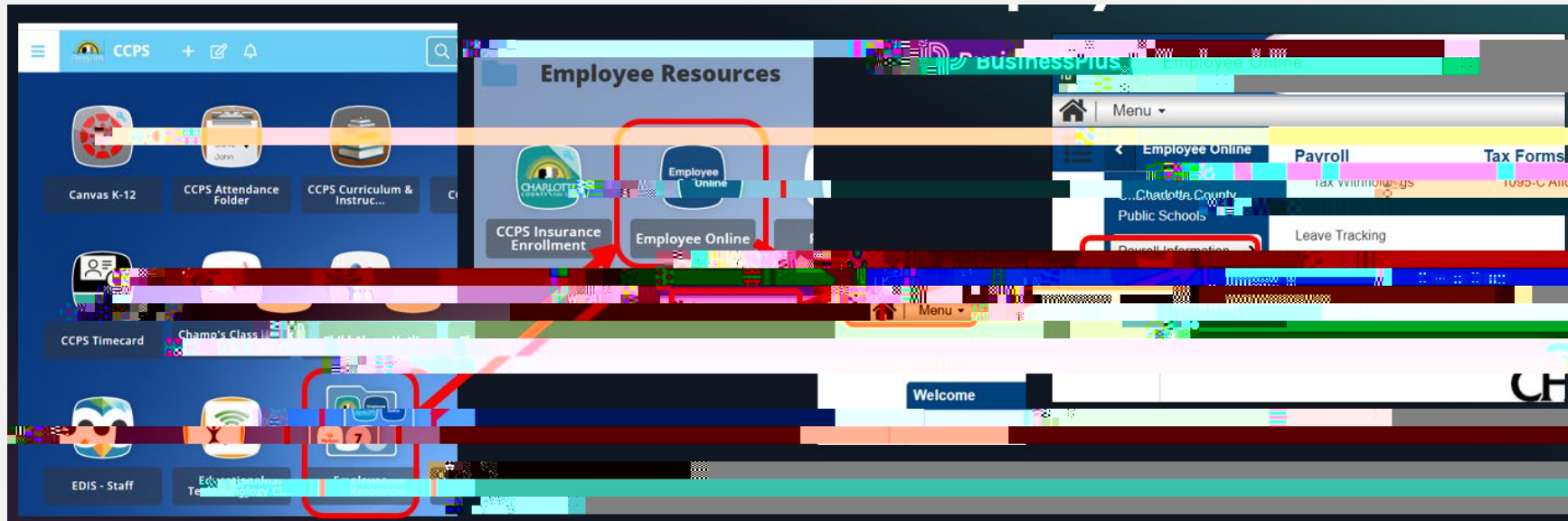
Frequently Asked Questions- Pay/Paystub

2) Where do I view my paystub information?

Employee Online

Employees can access their paystubs in Employee Online, as well as many other valuable resources such as: ~~W~~s, Leave Tracking, Direct Deposit, Tax Withholdings.

Employee Online is found @ ClassLink > Employee Resources > Employee Online





3) What does Section 3121 (on my paystub) mean?

3121 is a pre-tax deduction for substitutes.

A 3121 plan or “FICA alternative plan” is a plan for seasonal, part-time and temporary employees that replaces Social Security, that provides retirement benefits, and has an accrued benefit or receives an allocation under the system that is comparable to the benefits the.3 (t)0.1



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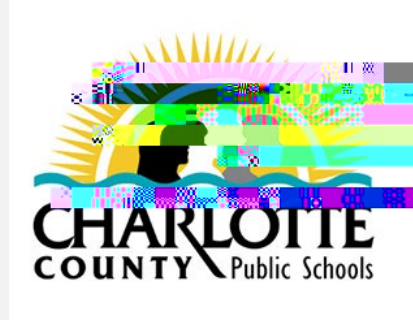
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Frequently Asked Questions - Leave & Leave Forms

4) What is the process to request vacation? Personal time? Sick day?

This is a two step process (three steps if you are school site employee)

- a) Communicate the request via email or phone with your administrator and site contact that processes timesheets.
- b) Request a substitute if you are a school site employee. This is done using SmartFind. SmartFind is accessed in ClassLink, select Employee Resources, then select SmartFind
- c) Complete and sign a Leave form.
 - Obtain a Leave form from your site contact that processes timesheets.
 - This form is required to be signed by your administrator.
 - This form is required to be submitted with timesheets to Payroll.



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Frequently Asked Questions- Leave & Leave Forms

5) How are vacation and sick time calculated?

Vacation and sick time accrue per below.

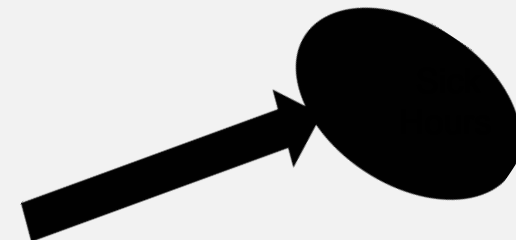
Sick Days

- Teachers: 4 Advanced Sick Days off Pay
- Classified Employee: 4 Advanced Sick Days after one month
- From there forward:
 - 1 Sick Day after 1 full month worked
 - 1 Sick Day is Earned Monthly through February or March (depending on calendar)

Vacation Days

- 1 earned for each whole month worked
- 3 flex days for semi employees
 - Must be used in whole day increments
 - Flex days can change each school year
- Only semimonthly employees earn vacation

IMPORTANT Personal time is a subset of sick time.
Personal time is charged against sick time.





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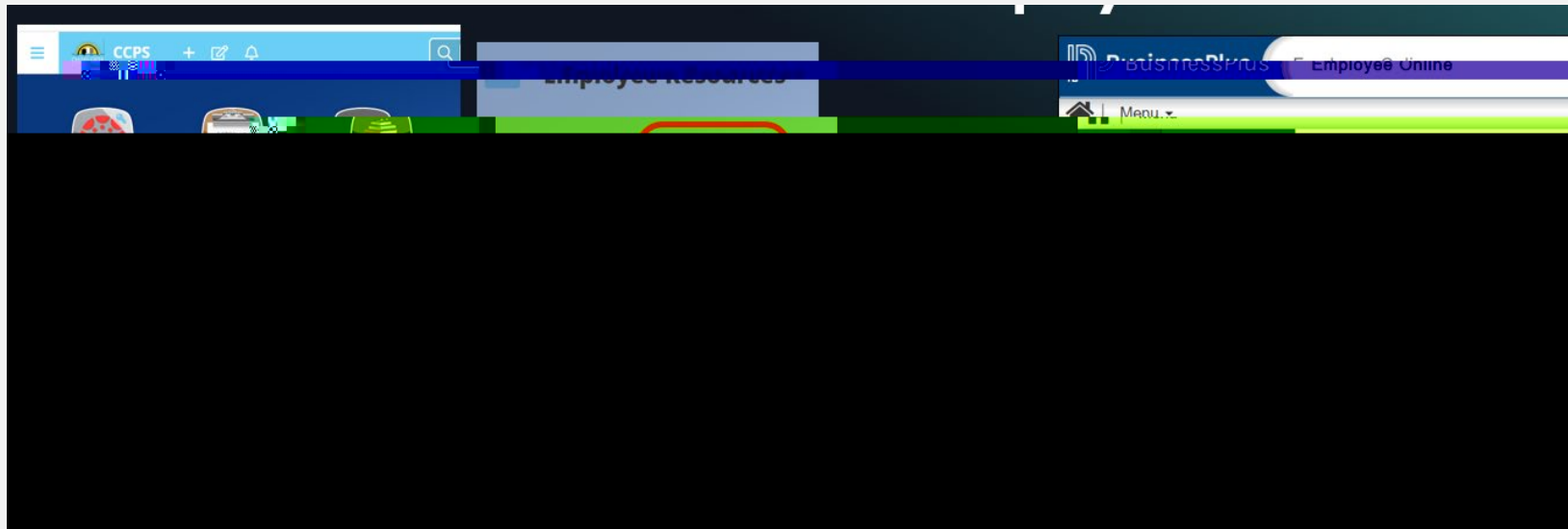
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Frequently Asked Questions- Leave & Leave Forms

6) Where do I find the amount of sick time and personal time I have available?

Employee Online

Leave times viewable to all employees is Employee Online.



In ClassLink, select:

- 1) Employee Resources
- 2) Employee Online
- 3) Menu (top left)
- 4) Payroll Information
- 5) Leave Tracking

IMPORTANT Personal time is a subset of sick time.
Personal time is charged against sick time



7) How/When do I sign up for benefits?

Watch for the email

Employees will be notified via email when they become eligible and with instructions on signing up for benefits.

Employees in a benefits-earning position are eligible for group health insurance on the first day of the month following forty-three (43) days of continuous employment.



9) Why is FRS (Florida Retirement System) deducted on my paystub and I haven't signed up for benefits?



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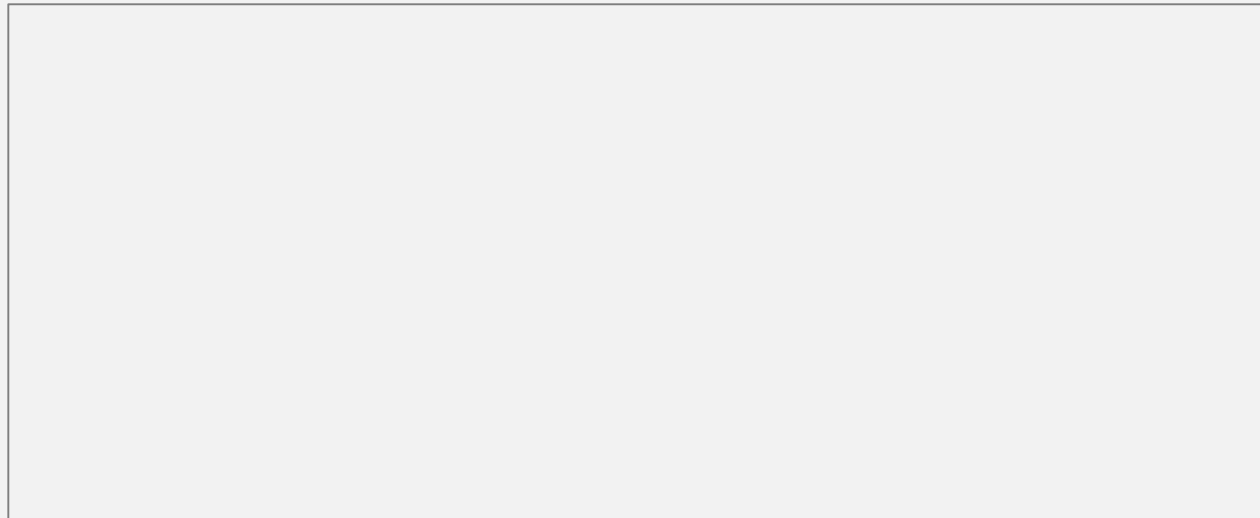
Frequently Asked Questions- Work Days and Hours

10) How do I report hours worked?

Complete a Weekly Time Card to reflect hours worked. Below is an example image.

Timecards are available from ClassLink, and from Business Plus Time Sheets' Res link.

Contact your site contact that processes timesheets with any questions.

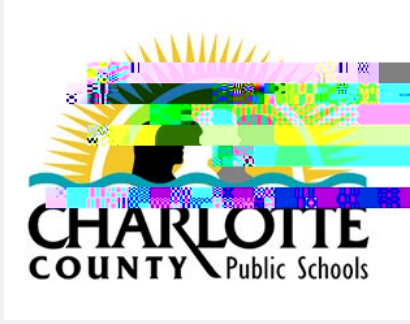


New Hire Onboarding

Frequently Asked Questions-

The logo for Charlotte County Public Schools features a stylized sun with rays in shades of yellow and orange, rising over a silhouette of a person. Below the sun and person are horizontal bands of various colors including green, blue, and purple. The text "CHARLOTTE COUNTY Public Schools" is positioned at the bottom of the logo.

CHARLOTTE
COUNTY Public Schools



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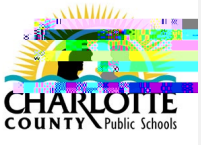
Frequently Asked Questions

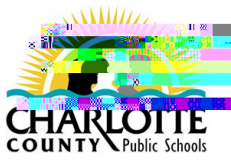
12) Who do I contact for payroll or benefit questions?

The school secretary or person that processes timesheets.

If there are additional questions they are unable to answer, please email:

- Benefit questions to: HR@YourCharlotteSchoolset
- Payroll questions to: Payroll@YourCharlotteSchoolset





Question	Response
6) Where do I find the amount of sick time and personal time I have available?	Leave times viewable to all employees in Employee Online. Employee Online is found in ClassLink, select Employee Resources, select Employee Online. IMPORTANT: Personal time is a subset of (within) sick time. Personal time is charged against sick time.
7) How/When do I sign up for benefits?	Employees receive an email when they become eligible to sign up for benefits. <ul style="list-style-type: none">• Employees in a benefits

