



RIALTO

UNIFIED SCHOOL DISTRICT
BRIDGING FUTURES THROUGH INNOVATION

NEW EMPLOYEE ORIENTATION

CLASSIFIED STAFF

PAYROLL DEPARTMENT

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RIALTO
UNIFIED SCHOOL DISTRICT
BRIDGING FUTURES THROUGH INNOVATION



FORMS

All forms must be submitted with wet ink signature

Business Services /FiscalServices



FORMS

Tax Forms- Due by the end of the month

Ex: Due by 3/31/22 to be effective 4/15/22

W-4: Federal Employee's withholding certificate

DE-4: State EDD Employee's withholding allowance

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate		OMB No. 1545-0074
	▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		2022
Step 1: Enter Personal Information	(a) First name and middle initial Last name	(b) Social security number	▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	Address City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . ▶ <input type="checkbox"/> TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.
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Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)



Clear Form

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

Enter Personal Information	
First, Middle, Last Name	Social Security Number
Address	Filing Status
City, State, and ZIP Code	<input type="checkbox"/> SINGLE or MARRIED (with two or more incomes) <input type="checkbox"/> MARRIED (one income) <input type="checkbox"/> HEAD OF HOUSEHOLD

- Use Worksheet A for Regular Withholding allowances. Use other worksheets on the following pages as applicable.
 - Number of Regular Withholding Allowances (Worksheet A) _____
 - Number of allowances from the Estimated Deductions (Worksheet B, if applicable.) _____
 - Total Number of Allowances you are claiming _____

- Additional amount, if any, you want withheld each pay period (if employer agrees), (Worksheet C) _____
OR

Exemption from Withholding

- I claim exemption from withholding for 2021, and I certify I meet both of the conditions for exemption. (Check box here)
OR
- I certify under penalty of perjury that I am **not subject** to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act

FORMS

DNP- Deferred Net Pay (10-month employees)

- Irrevocable for the school year & due by June 15th
- Normal Salary is paid 10 months August-May
- 16.67 % of net pay (after taxes) is placed in a “savings bucket”
- Paid out in two equal installments on June 15th & July 15th
- Previously taxed and a way to get paid each month for 12 months



FORMS

DNP-Deferred Net Pay



RIALTO UNIFIED SCHOOL DISTRICT

CLASSIFIED DEFERRED NET PAY Election/Cancellation

Name (Please print)

Social Security No.

Site

I wish to elect Deferred Net Pay beginning with the _____ school year.

I understand that: (1) One sixth (16.67%) of my net pay (take home pay) will be deferred each month to be paid on **JUNE 15 & JULY 15 (10-month employee)**.

I understand that: (1) One twelfth (8.33%) of my net pay (take home pay) will be deferred each month to be paid on **JULY 15 (11-month employee)**.



This election is irrevocable within the school year



I wish to cancel Deferred Net Pay beginning with the _____ school year.

Signature

Date

FORMS

Voluntary Deductions

Summer Savers-Schools First

Various Insurance carriers i.e. AFLAC, American Fidelity, The Standard Retirement accounts- Schools First Retirement

800-462-8328 Ext. 4116


Public-sector and nonprofit organizations don't offer 401(k) plans that employees can contribute to. However, they can and do offer other [employer-sponsored plans](#): the 403(b) and the 457.A [403\(b\) plan](#) (also called a tax-sheltered annuity or TSA plan) is a retirement plan offered by public schools and certain 501(c)(3) tax-exempt organizations. There are significant tax advantages for participants in a 403(b), including pre-tax contributions to a 403(b) plan and earnings on these amounts are not taxed until they are distributed from the plan. (<https://www.irs.gov/retirement-plans>)

FORMS

EFT Authorization Form & EFT Stop Notice

- Must be submitted in person with valid ID & voided check or bank form attached
- Prenote Test successful ➡ Direct deposit the following payroll
- 1st check sent to site
- Prenote Cycle each time you change your banking account

RIALTO UNIFIED SCHOOL DISTRICT
Fiscal Services
182 E. Walnut Avenue
Rialto, CA 92376
(909) 820-7700



Electronic Fund Transfer (EFT) Authorization Form

Last: First: M.I.

Job Title: Site:

Social Security No.: Classification:

I HEREBY REQUEST MY PAY WARRANT TO BE ELECTRONICALLY TRANSFERRED (EFT) TO MY BANK/CREDIT UNION (ATTACH VOIDED CHECK).


Financial Institution: Branch:

Financial Institution 9 Digit Transit/ABA No.:

Account Number: Checking Savings

I, shall hold harmless and indemnify the Rialto Unified School District

RIALTO UNIFIED SCHOOL DISTRICT
Fiscal Services
182 E. Walnut Avenue
Rialto, CA 92376
(909) 820-7700



Electronic Fund Transfer (EFT) Stop Notice

Last: First: M.I.

Job Title: Site:

Social Security No.: Classification:

I hereby authorize Rialto Unified School District Payroll Department to stop the electronic deposit of my pay warrant effective the next available payroll cycle.

TIME CARDS

- Due Date: First business day of the month to be paid the end of the following month
- Employee's responsibility to submit on time
- Extra Duty - Pink
- Overtime - Yellow
- PSR must be in Processed status

RIALTO UNIFIED SCHOOL DISTRICT
CLASSIFIED CONTRACT EXTRA HOURS TIME CARD
 **** SEE REVERSE FOR IMPORTANT INSTRUCTIONS ****
 DO NOT USE PENCIL

EMPLOYEE NAME (PLEASE PRINT LAST, FIRST) PSR# LAST 4 OF SSN

MONTH REGULAR CONTRACTED BEGIN & END TIME:

DATE	TIME		HRS x.xx	LUNCH BREAK		NAME OF ABSENT EMPLOYEE SITE/JOB TITLE OR PSR #	ACCOUNT NUMBER							ADMIN. SIGNATURE (NO INITIALS)	
	FROM	TO		FROM	TO		FND XX	RES XXXX	YR X	GOAL XXXX	FUNC XXXX	OBJ XXXX	SCH XXX		MGMT XXXX
1	10:00	3:00	4.5	12	12:30	PSR# XXXXXX									
2															
3															
4															
5															
6															
7															

RIALTO UNIFIED SCHOOL DISTRICT
CLASSIFIED OVERTIME CARD
 **** SEE REVERSE FOR IMPORTANT INSTRUCTIONS ****
 DO NOT USE PENCIL

EMPLOYEE NAME (PLEASE PRINT LAST, FIRST) PSR # LAST 4 OF SSN

MONTH REGULAR CONTRACTED BEGIN & END TIME:

DATE	TIME		HRS x.xx	LUNCH BREAK		NAME OF ABSENT EMPLOYEE SITE/JOB TITLE OR PSR #	ACCOUNT NUMBER							ADMIN. SIGNATURE (NO INITIALS)	
	FROM	TO		FROM	TO		FND XX	RES XXXX	YR X	GOAL XXXX	FUNC XXXX	OBJ XXXX	SCH XXX		MGMT XXXX
1															
2															
3															
4															

EMPLOYEE SIGNATURE

Payroll Due Dates

VOLUNTARY DEDUCTION CHANGES

- Classified – to be effective on the 15th of the month **Due on the last business day of the prior month**
- Classified – to be effective on the last business day of the month **Due on the 10th of the current month**



CHANGES TO TAX WITHHOLDINGS - FEDERAL (W-4's) & STATE (DE-4'S)

- Classified due on the last business day of the month to be effective on the 15th of the following month. Changes to W-4's are for the entire month; the 15th payroll and the end of the month payroll.

Adjusted Due Dates

December and fiscal year end - memos will be sent as needed

Due date falls on weekend or holiday - due last business day prior

SICK LEAVE & ABSENCE AFFIDAVITS

LEAVE TYPES - (Deducted from sick leave accrual)

- Personal Necessity - 7 days
- Family Illness - 6 days

LEAVE TYPES NOT DEDUCTED FROM SICK LEAVE ACCRUAL

- Jury Duty - slip required
- Bereavement - 3 days
 - Out of State- 5 days with approval from Personnel

ABSENCE AFFIDAVITS

- Site secretaries print on weekly basis and request your signature

RETIREMENT

CALPERS

Contribution Rates	2022 - 2023
Classic Members	7%
Pepra Members	8%

The California Public Employees Retirement System (CalPERS) offers a defined benefit retirement plan. It provides benefits based on members years of service, age, and final compensation.



[CLICK HERE TO CREATE A MYCALPERS ACCOUNT](#)

CalPERS - (888) 225-7377

RETIREMENT

ARS/APPLE

District employees who are not covered under the Public Employees' Retirement System (PERS) or the State Teachers' Retirement System (STRS), are a part of ARS/APPLE



	APPLE Example A
Employee-Employer Contribution Percentages	3.75% - 3.75%

APPLE Plan

Phone: 800-634-1178

OVERVIEW

The Employee Self Service gives you direct access to your payroll data via the web. You can review, print, or save your latest pay stub or annual W-2 tax form at your convenience from work or at home. Pay information is available for the current calendar year plus two historical years. W2 information is available for five calendar years. For districts currently using the [Employee Leave Tracking System](#), real-time Leave Activity is also available in detail or summary.

The Employee Self Service is a secure web site which requires authentication during the initial registration process as well as a user name and password every time the site is accessed.

Future enhancements will include integrating benefit information.



The screenshot shows the BEST NET Home page. It features a navigation menu on the left with categories like Main Menu, News, Recent Earning Statements, and Recent Tax Documents. The News section lists items such as '2012 W2's Displaying Incorrect Year' and 'More News...'. The Recent Earning Statements section lists dates from January 31, 2013, to September 28, 2012. The Recent Tax Documents section lists '2012 W-2'.

Each paystub is listed by the issue date; the W2 information is listed by the "year". Click one of the records to open either a paystub or W2.

For assistance with your account or registration, contact your Payroll administrator.

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BEST NET Employee Self Service Registration

<https://employeeselfservice.sbcss.k12.ca.us>



[CLICK HERE TO LOGIN TO BEST NET](#)

REGISTRATION PROCESS

"First time" users must go through the registration process. Start by selecting the "District" you work in and click on [Register].

Complete the Registration form and select [Continue].

Note: All fields must pass the authentication process to continue. "Net Pay" was selected as the optimum security question for your protection against identity theft.

If you don't have a password, enter your District, then click Register to begin the registration process.

District:

For assistance with your account or registration, contact your payroll administrator.

Register (Step 1 of 6)

To verify your identity, please enter the following information about yourself, then click Continue.

First Name:	<input type="text" value="John"/>	(Must match what is currently displayed on Warrant or EFT Stub)
Last Name:	<input type="text" value="Smith"/>	(Must match what is displayed on Warrant or EFT Stub)
Social Security Number:	<input type="text" value="111223333"/>	(Example: 123456789 (no hyphens))
Net Pay:	<input type="text" value="3,500.00"/>	(From your most recent earnings statement)

Conclusion

QUESTIONS?

