

IS YOUR PAYCHECK CORRECT? IS YOUR BONUS CORRECT?

October 31, 2012

To: All BFT Members on the K-12 salary schedule,

It is important that you take a few minutes with your October paycheck stub and refer to the salary schedule on the back of this flier in order to be certain that you are being paid correctly. You can also check the accuracy of your bonus once you have checked your overall pay.

How to Check Your Paystub:

- 1) Locate your Step. As an example, if you have 6 total years of service at the conclusion of the 2011-2012 school year, you should now be placed on Step 7. *
- 2) Locate your Column (by taking into account your SEMESTER units and degrees). If you are not sure how to determine your step or column please feel free to contact BFT and we can assist you.
- 3) With two fingers (or a pencil), follow your Step row horizontally and your Column vertically until your two fingers (or pencil marks) meet evenly at a single cell. The number in this cell is your annual gross (before deductions) salary for 12-13.
- 4) On your paycheck stub, find the "Pay Type" box in the upper right-hand corner and multiply the amount labeled "normal" by 12 to verify your annual pay/salary. For example, if you were at Step 4, Column III (51,255) and your paycheck stub "normal" reads 4271.25, you are being paid correctly ($4271.25 \times 12 = 51,255$). Note that this "normal" pay is your gross pay (pay before deductions).
- 5) Note: if you also receive an annual stipend (see reverse for a list of annual stipends and stipend rates), 1/12 of it should also be included as part of your "normal" rate each month.

***NOTE TO TEACHERS WHO CAME TO BUSD WITH PREVIOUS EXPERIENCE:** In BUSD teachers who are hired with prior experience are "frozen" at Step 12 for three years. This is Article 14, Section 7.1 of our contract.

How to Check Your Bonus:

Take the annual salary you determined in Step #3 above and calculate 1% of this total gross salary. The gross amount of your bonus (before deductions) should equal this amount and it should be listed in the same box as your "normal" pay, and labeled "bonus".

IF YOUR PAYCHECK OR BONUS APPEARS TO BE IN ERROR:

If you suspect an error in your pay (i.e. incorrect step or column placement, incorrect FTE%, incorrect stipend amount, incorrect calculation, incorrect deduction, TSA, Section 125, retirement, etc..) first email your Payroll Specialist. Please cc BFT (bft4tchr@lmi.net), and Mary Buttler, Director of Personnel, on this email.

Malika Upshur (A-J): malikaupshur@berkeley.net or Kevin Younger (K-Z): kevinyounger@berkeley.net

If you receive no response within a few days, or the problem continues unresolved, please email **Payroll Manager Robert Martin at robertmartin@berkeley.net. Please cc BFT and Mary Buttler on this email.**

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