

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2016-2017 PAYROLL SCHEDULES

NOTE: *All Payroll Schedules reflect standard biweekly pay periods.*

The 2016-2017 Payroll Schedules were approved by the School Board on June 14, 2016.

Revisions:

Escrow End of Year Payout was scheduled for 05/26/17, it has been changed to 06/09/17. (See Page 10)



HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2016-2017 PAYROLL SCHEDULES

TABLE OF CONTENTS

	<u>Page</u>
Paydates	1
A Payroll - Instructional Less Than 12-Month	2
A Payroll - Instructional Less Than 12-Month Job Share Positions	3
P Payroll - 12-Month Instructional Support	4
R Payroll - 12-Month Instructional & 12-Month Administrators	4
S02 Payroll - Instructional Support Substitutes	5
T01, T06, T07 & N01 Payroll - Non-permanent, Extended Learning Program, Students & College Work Study	6
2016 Extended School Year Program	7
V Payroll - Less Than 12-Month Instructional Support	8
<u>Deduction Schedule & Additional Information</u>	9
 <u>Escrow/Equalized Schedules:</u>	
A, P, R & V Payroll	10
 <u>Sick Leave Accrual Schedules:</u>	
A Payroll - Instructional	11
P & R Payroll - 12-Month Personnel	12
V Payroll - Less Than 12-Month Instructional Support	13

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

Fiscal Year Pay Dates
July 1, 2016 through June 30, 2017

Pay Periods	Paydate	Day of Week
July 1, 2016 - July 2, 2016	July 8, 2016	Friday
July 3, 2016 - July 16, 2016	July 22, 2016	Friday
July 17, 2016 - July 30, 2016	August 5, 2016	Friday
July 31, 2016 - August 13, 2016	August 19, 2016	Friday
August 14, 2016 - August 27, 2016	September 2, 2016	Friday
August 28, 2016 - September 10, 2016	September 16, 2016	Friday
September 11, 2016 - September 24, 2016	September 30, 2016	Friday
September 25, 2016 - October 8, 2016	October 14, 2016	Friday
October 9, 2016 - October 22, 2016	October 28, 2016	Friday
October 23, 2016 - November 5, 2016	November 10, 2016	Thursday *
November 6, 2016 - November 19, 2016	November 25, 2016	Friday △
November 20, 2016 - December 3, 2016	December 9, 2016	Friday
December 4, 2016 - December 17, 2016	December 23, 2016	Friday △
December 18, 2016 - December 31, 2016	January 6, 2017	Friday
January 1, 2017 - January 14, 2017	January 20, 2017	Friday
January 15, 2017 - January 28, 2017	February 3, 2017	Friday
January 29, 2017 - February 11, 2017	February 17, 2017	Friday
February 12, 2017 - February 25, 2017	March 3, 2017	Friday
February 26, 2017 - March 11, 2017	March 17, 2017	Friday
March 12, 2017 - March 25, 2017	March 31, 2017	Friday
March 26, 2017 - April 8, 2017	April 14, 2017	Friday
April 9, 2017 - April 22, 2017	April 28, 2017	Friday
April 23, 2017 - May 6, 2017	May 12, 2017	Friday
May 7, 2017 - May 20, 2017	May 26, 2017	Friday
May 21, 2017 - June 3, 2017	June 9, 2017	Friday
June 4, 2017 - June 17, 2017	June 23, 2017	Friday
June 18, 2017 - June 30, 2017	June 30, 2017	Friday

* The payday on Thursday, November 10, 2016 is one day earlier than normal due to the Federal banking holiday on Friday, November 11, 2016.

△ Paydates during the holidays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

A PAYROLL
INSTRUCTIONAL LESS THAN 12-MONTH

	Employee Type	10-Month Teachers, Diagnosticians, Alt Ed Teachers	10-Month Social Workers	10 1/2-Month Teachers	Assistant Principals	11-Month Teachers	ROTC Instructors	10 1/2-Month Social Workers, Staff Spec	Elem & Middle School Counselors	High School Counselors, Psych.	District Resource Teachers Group A	District Resource Teachers Group B
Pay Class:		A01/198	A02/199	A03/203	A04/216	A05/213	A06/213	A07/205	A08/203	A09/205	A12/213	A13/213
Pay Period	Pay Date Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/16 - 07/02/16	07/08/16 Fri	---	---	---	---	---	---	---	---	---	---	---
07/03/16 - 07/16/16	07/22/16 Fri	---	---	---	5	4	---	---	---	---	5	10
07/17/16 - 07/30/16	08/05/16 Fri	---	---	4	10	10	---	---	2	4	10	10
07/31/16 - 08/13/16	08/19/16 Fri	9	10	10	10	10	10	10	10	10	10	10
08/14/16 - 08/27/16	09/02/16 Fri	10	10	10	10	10	10	10	10	10	10	10
08/28/16 - 09/10/16	09/16/16 Fri	10	10	10	10	10	10	10	10	10	10	10
09/11/16 - 09/24/16	09/30/16 Fri	10	10	10	10	10	10	10	10	10	10	10
09/25/16 - 10/08/16	10/14/16 Fri	10	10	10	10	10	10	10	10	10	10	10
10/09/16 - 10/22/16	10/28/16 Fri	9	9	9	9	9	9	9	9	9	10	10
10/23/16 - 11/05/16	11/10/16 Thu	10	10	10	10	10	10	10	10	10	10	6
11/06/16 - 11/19/16	11/25/16 Fri	10	10	10	10	10	10	10	10	10	10	---
11/20/16 - 12/03/16	12/09/16 Fri	8	8	8	8	8	8	8	8	8	8	---
12/04/16 - 12/17/16	12/23/16 Fri	10	10	10	10	10	10	10	10	10	10	---
12/18/16 - 12/31/16	01/06/17 Fri	2	2	2	2	2	2	2	2	2	1	---
01/01/17 - 01/14/17	01/20/17 Fri	10	10	10	10	10	10	10	10	10	10	10
01/15/17 - 01/28/17	02/03/17 Fri	9	9	9	9	9	9	9	9	9	9	10
01/29/17 - 02/11/17	02/17/17 Fri	10	10	10	10	10	10	10	10	10	10	10
02/12/17 - 02/25/17	03/03/17 Fri	10	10	10	10	10	10	10	10	10	10	10
02/26/17 - 03/11/17	03/17/17 Fri	10	10	10	10	10	10	10	10	10	10	10
03/12/17 - 03/25/17	03/31/17 Fri	5	5	5	5	5	5	5	5	5	5	8
03/26/17 - 04/08/17	04/14/17 Fri	10	10	10	10	10	10	10	10	10	10	10
04/09/17 - 04/22/17	04/28/17 Fri	10	10	10	10	10	10	10	10	10	10	10
04/23/17 - 05/06/17	05/12/17 Fri	10	10	10	10	10	10	10	10	10	10	10
05/07/17 - 05/20/17	05/26/17 Fri	10	10	10	10	10	10	10	10	10	10	10
05/21/17 - 06/03/17	06/09/17 Fri	6	6	6	8	6	8	9	8	8	5	9
06/04/17 - 06/17/17	06/23/17 Fri	---	---	---	---	---	6	3	---	---	---	10
06/18/17 - 06/30/17	06/30/17 Fri	---	---	---	---	---	6	---	---	---	---	10

Less than normal compensation may result on the January 6, 2017 payday.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

A PAYROLL
INSTRUCTIONAL LESS THAN 12-MONTH JOB SHARE POSITIONS

	Employee Type	10-Month Teachers JOB SHARE	10-Month Social Workers JOB SHARE	10 1/2-Month Teachers JOB SHARE	11-Month Teachers JOB SHARE	10 1/2-Month Social Workers JOB SHARE	Elem & Middle School Counselors JOB SHARE	High School Counselors, Psych. JOB SHARE
	Pay Class:	A01/209	A02/211	A03/214	A05/224	A07/223	A08/214	A09/223
Pay Period	Pay Date Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/16 - 07/02/16	07/08/16 Fri	---	---	---	---	---	---	---
07/03/16 - 07/16/16	07/22/16 Fri	---	---	---	4	---	---	---
07/17/16 - 07/30/16	08/05/16 Fri	---	---	4	10	---	4	8
07/31/16 - 08/13/16	08/19/16 Fri	15	17	16	16	17	16	17
08/14/16 - 08/27/16	09/02/16 Fri	10	10	10	10	10	10	10
08/28/16 - 09/10/16	09/16/16 Fri	10	10	10	10	10	10	10
09/11/16 - 09/24/16	09/30/16 Fri	10	10	10	10	10	10	10
09/25/16 - 10/08/16	10/14/16 Fri	10	10	10	10	10	10	10
10/09/16 - 10/22/16	10/28/16 Fri	9	9	9	9	9	9	9
10/23/16 - 11/05/16	11/10/16 Thu	10	10	10	10	10	10	10
11/06/16 - 11/19/16	11/25/16 Fri	10	10	10	10	10	10	10
11/20/16 - 12/03/16	12/09/16 Fri	9	9	9	9	9	9	9
12/04/16 - 12/17/16	12/23/16 Fri	10	10	10	10	10	10	10
12/18/16 - 12/31/16	01/06/17 Fri	2	2	2	2	2	2	2
01/01/17 - 01/14/17	01/20/17 Fri	11	11	11	11	11	11	11
01/15/17 - 01/28/17	02/03/17 Fri	9	9	9	9	9	9	9
01/29/17 - 02/11/17	02/17/17 Fri	11	11	11	11	11	11	11
02/12/17 - 02/25/17	03/03/17 Fri	11	11	11	11	11	11	11
02/26/17 - 03/11/17	03/17/17 Fri	10	10	10	10	10	10	10
03/12/17 - 03/25/17	03/31/17 Fri	5	5	5	5	5	5	5
03/26/17 - 04/08/17	04/14/17 Fri	10	10	10	10	10	10	10
04/09/17 - 04/22/17	04/28/17 Fri	11	11	11	11	11	11	11
04/23/17 - 05/06/17	05/12/17 Fri	10	10	10	10	10	10	10
05/07/17 - 05/20/17	05/26/17 Fri	10	10	10	10	10	10	10
05/21/17 - 06/03/17	06/09/17 Fri	6	6	6	6	12	6	10
06/04/17 - 06/17/17	06/23/17 Fri	---	---	---	---	6	---	---
06/18/17 - 06/30/17	06/30/17 Fri	---	---	---	---	---	---	---

Less than normal compensation may result on the January 6, 2017 payday.
 • Paid Days greater than 10-days require Job Share employee to work an 8-hour day, which equals two Job Share days.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

P PAYROLL - 12-MONTH INSTRUCTIONAL SUPPORT
 R PAYROLL - 12-MONTH INSTRUCTIONAL & ADMINISTRATORS

	Employee Type	12-Month Personnel (other than DJJ) 253 Days	12-Month School Readiness Group A 253 Days	12-Month School Readiness Group B 253 Days	DJJ Youth Services 257 Days
	Pay Class:	P01, R01 & R02	P04	P05	P03, R03 & R05
Pay Period	Pay Date Day	Paid Days	Paid Days	Paid Days	Paid Days
07/01/16 - 07/02/16	07/08/16 Fri	1	1	1	1
07/03/16 - 07/16/16	07/22/16 Fri	10	9	9	10
07/17/16 - 07/30/16	08/05/16 Fri	10	10	10	10
07/31/16 - 08/13/16	08/19/16 Fri	10	10	10	10
08/14/16 - 08/27/16	09/02/16 Fri	10	10	10	10
08/28/16 - 09/10/16	09/16/16 Fri	9	10	10	10
09/11/16 - 09/24/16	09/30/16 Fri	10	10	10	10
09/25/16 - 10/08/16	10/14/16 Fri	10	10	10	10
10/09/16 - 10/22/16	10/28/16 Fri	10	10	10	10
10/23/16 - 11/05/16	11/10/16 Thu	10	10	10	10
11/06/16 - 11/19/16	11/25/16 Fri	10	10	10	10
11/20/16 - 12/03/16	12/09/16 Fri	10	9	9	8
12/04/16 - 12/17/16	12/23/16 Fri	10	10	10	10
12/18/16 - 12/31/16	01/06/17 Fri	8	8	7	8
01/01/17 - 01/14/17	01/20/17 Fri	10	10	10	10
01/15/17 - 01/28/17	02/03/17 Fri	10	10	10	10
01/29/17 - 02/11/17	02/17/17 Fri	10	10	10	10
02/12/17 - 02/25/17	03/03/17 Fri	10	10	10	10
02/26/17 - 03/11/17	03/17/17 Fri	10	10	9	10
03/12/17 - 03/25/17	03/31/17 Fri	5	7	8	10
03/26/17 - 04/08/17	04/14/17 Fri	10	10	10	10
04/09/17 - 04/22/17	04/28/17 Fri	10	10	10	10
04/23/17 - 05/06/17	05/12/17 Fri	10	10	10	10
05/07/17 - 05/20/17	05/26/17 Fri	10	10	10	10
05/21/17 - 06/03/17	06/09/17 Fri	10	9	10	10
06/04/17 - 06/17/17	06/23/17 Fri	10	10	10	10
06/18/17 - 06/30/17	06/30/17 Fri	10	10	10	10

Less than normal compensation may result on the March 31, 2017 payday.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

S02 PAYROLL - INSTRUCTIONAL SUPPORT SUBSTITUTES

Please note: Employees are reported and paid for actual hours worked as of the payroll approval deadline. When the payroll approval deadline is before the end of the pay period, only the known hours worked can be reported.

Pay Period	Employee Type		Instructional Support Substitutes	
	Pay Date	Day	Pay Class:	S02
			Maximum Days ¹	
06/19/16 - 07/02/16	07/08/16	Fri	(10)	
07/03/16 - 07/16/16	07/22/16	Fri	9	
07/17/16 - 07/30/16	08/05/16	Fri	10	
07/31/16 - 08/13/16	08/19/16	Fri	10	
08/14/16 - 08/27/16	09/02/16	Fri	10	
08/28/16 - 09/10/16	09/16/16	Fri	9	
09/11/16 - 09/24/16	09/30/16	Fri	10	
09/25/16 - 10/08/16	10/14/16	Fri	10	
10/09/16 - 10/22/16	10/28/16	Fri	10	
10/23/16 - 11/05/16	11/10/16	Thu	(10)	
11/06/16 - 11/19/16	11/25/16	Fri	(10)	
11/20/16 - 12/03/16	12/09/16	Fri	5	
12/04/16 - 12/17/16	12/23/16	Fri	(10)	
12/18/16 - 12/31/16	01/06/17	Fri	---	
01/01/17 - 01/14/17	01/20/17	Fri	(10)	
01/15/17 - 01/28/17	02/03/17	Fri	10	
01/29/17 - 02/11/17	02/17/17	Fri	10	
02/12/17 - 02/25/17	03/03/17	Fri	(10)	
02/26/17 - 03/11/17	03/17/17	Fri	(10)	
03/12/17 - 03/25/17	03/31/17	Fri	5	
03/26/17 - 04/08/17	04/14/17	Fri	10	
04/09/17 - 04/22/17	04/28/17	Fri	10	
04/23/17 - 05/06/17	05/12/17	Fri	10	
05/07/17 - 05/20/17	05/26/17	Fri	10	
05/21/17 - 06/03/17	06/09/17	Fri	9	
06/04/17 - 06/17/17	06/23/17	Fri	(10)	

() Hours worked after the payroll approval deadline will be reported for payment on the next scheduled payday.

¹The maximum number of days in each pay period will vary depending on the appropriate work schedule for each position. For example, substitute custodians may work on a conference day while substitute lunchroom workers may not work this day.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

NON-PERMANENT ASSIGNMENTS

Pay Period	Employee Type		Instructional		Instructional Support	
	Pay Class:		T01 - Non-Permanent		T06 - Non-Permanent	
	Pay Date	Day	T07 - Extended Learning Position (ELP)		N01 - Students, College Work Study	
			Maximum Days		Maximum Days	
06/19/16 - 07/02/16	07/08/16	Fri	---		10	
07/03/16 - 07/16/16	07/22/16	Fri	---		9	
07/17/16 - 07/30/16	08/05/16	Fri	---		10	
07/31/16 - 08/13/16	08/19/16	Fri	3		10	
08/14/16 - 08/27/16	09/02/16	Fri	10		10	
08/28/16 - 09/10/16	09/16/16	Fri	9		9	
09/11/16 - 09/24/16	09/30/16	Fri	10		10	
09/25/16 - 10/08/16	10/14/16	Fri	10		10	
10/09/16 - 10/22/16	10/28/16	Fri	9		10	
10/23/16 - 11/05/16	11/10/16	Thu	10		10	
11/06/16 - 11/19/16	11/25/16	Fri	9		10	
11/20/16 - 12/03/16	12/09/16	Fri	5		5	
12/04/16 - 12/17/16	12/23/16	Fri	10		10	
12/18/16 - 12/31/16	01/06/17	Fri	---		---	
01/01/17 - 01/14/17	01/20/17	Fri	9		10	
01/15/17 - 01/28/17	02/03/17	Fri	9		10	
01/29/17 - 02/11/17	02/17/17	Fri	9		10	
02/12/17 - 02/25/17	03/03/17	Fri	10		10	
02/26/17 - 03/11/17	03/17/17	Fri	10		10	
03/12/17 - 03/25/17	03/31/17	Fri	5		5	
03/26/17 - 04/08/17	04/14/17	Fri	10		10	
04/09/17 - 04/22/17	04/28/17	Fri	9		10	
04/23/17 - 05/06/17	05/12/17	Fri	10		10	
05/07/17 - 05/20/17	05/26/17	Fri	10		10	
05/21/17 - 06/03/17	06/09/17	Fri	5		9	
06/04/17 - 06/17/17	06/23/17	Fri	---		10	

○ Hours worked after the payroll approval deadline will be reported for payment on the next scheduled payday.

2016 EXTENDED SCHOOL YEAR PROGRAM

"T03" Summer Instructional & "T05" Summer Instructional Support						
Dates to Report				Pay Date	Day	max
06/14/16	Tue	06/22/16	Wed	06/30/16	Thu	6
06/23/16	Thu	06/30/16	Thu	07/08/16	Fri	5
07/01/16	Fri	07/16/16	Sat	07/22/16	Fri	9
07/17/16	Sun	07/30/16	Sat	08/05/16	Fri	8
07/31/16	Sun	08/13/16	Sat	08/19/16	Fri	8

"T04" Summer Bus Drivers Payroll						
Dates to Report				Pay Date	Day	max
06/14/16	Tue	06/22/16	Wed	06/30/16	Thu	6
06/23/16	Thu	06/30/16	Thu	07/08/16	Fri	5
07/01/16	Fri	07/16/16	Sat	07/22/16	Fri	9
07/17/16	Sun	07/30/16	Sat	08/05/16	Fri	8
07/31/16	Sun	08/13/16	Sat	08/19/16	Fri	8

Notes:

The Extended School Year Program will begin on June 14, 2016 and end on July 29, 2016

HCPS utilizes a 4-day work week during the Extended School Year Program.

The last work dates of the 2015-2016 regular school year are:

- a. Monday, June 13, 2016, for 10-month teachers
- b. Monday, June 13, 2016, for bus drivers
- c. Various dates for other less than 12-month personnel.

Please Read - Important Information



Once the employee's normal contract year begins, 2016-2017, the employee should no longer be paid on their summer assignment.

The beginning work dates of the 2016-2017 regular school year are:

- a. Tuesday, August 2, 2016, for 10-month teachers
- b. Wednesday, August 3, 2016, for bus drivers
- c. Various dates for other less than 12-month personnel.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

V PAYROLL
LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT

	Employee Type		Bus Drivers	Elementary & Middle Secty 4	10 1/2-Month Clerks	Middle School Bookpr	High School Bookpr	Data Processors, SNS Area Spec	SNS Mgr	SNS Asst, Product Coord	Paraprofessionals	High School Registrar	OT/PT Asst	Riders	Health Asst & LPN	Staff Nurses	Asst Teachers, OT & PT	Head Start Instructors	Comm School Officer 2
	Pay Class:		V22/193	V23/224	V24/205	V25/209	V26/211	V27/213	V28/200	V30/195	V31/196	V32/213	V34/224	V35/190	V36/205	V37/205	V39/200	V40/201	V53/198
Pay Period	Pay Date	Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/16 - 07/02/16	07/08/16	Fri	---	1	---	---	---	---	---	---	---	---	1	---	---	---	---	---	---
07/03/16 - 07/16/16	07/22/16	Fri	---	10	---	---	---	---	---	---	---	---	10	---	---	---	---	---	---
07/17/16 - 07/30/16	08/05/16	Fri	---	10	5	10	10	10	4	---	---	10	10	---	5	5	3	4	---
07/31/16 - 08/13/16	08/19/16	Fri	8	10	10	10	10	10	10	10	9	10	10	5	10	10	10	10	9
08/14/16 - 08/27/16	09/02/16	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
08/28/16 - 09/10/16	09/16/16	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
09/11/16 - 09/24/16	09/30/16	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
09/25/16 - 10/08/16	10/14/16	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
10/09/16 - 10/22/16	10/28/16	Fri	9	9	9	9	9	9	9	9	9	9	9	10	9	9	9	9	9
10/23/16 - 11/05/16	11/10/16	Thu	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11/06/16 - 11/19/16	11/25/16	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11/20/16 - 12/03/16	12/09/16	Fri	7	7	7	7	7	7	7	7	7	7	7	7	7	7	8	8	8
12/04/16 - 12/17/16	12/23/16	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
12/18/16 - 12/31/16	01/06/17	Fri	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2
01/01/17 - 01/14/17	01/20/17	Fri	9	10	10	10	10	10	10	10	10	10	10	9	10	10	10	10	10
01/15/17 - 01/28/17	02/03/17	Fri	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
01/29/17 - 02/11/17	02/17/17	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
02/12/17 - 02/25/17	03/03/17	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
02/26/17 - 03/11/17	03/17/17	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
03/12/17 - 03/25/17	03/31/17	Fri	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
03/26/17 - 04/08/17	04/14/17	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
04/09/17 - 04/22/17	04/28/17	Fri	9	9	9	9	9	9	9	9	10	9	9	9	9	9	10	10	10
04/23/17 - 05/06/17	05/12/17	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
05/07/17 - 05/20/17	05/26/17	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
05/21/17 - 06/03/17	06/09/17	Fri	6	9	10	9	10	10	6	5	6	10	9	5	10	10	5	5	6
06/04/17 - 06/17/17	06/23/17	Fri	---	4	---	---	1	3	---	---	---	3	4	---	---	---	---	---	---
06/18/17 - 06/30/17	06/30/17	Fri	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Less than normal compensation may result on the January 6, 2017 and March 31, 2017 paydays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

EMPLOYEE DEDUCTION SCHEDULE				
Instructional Less Than 12- Month		Instructional Support Less Than 12- Month	Instructional Support & Administrators 12-Month	
A Payroll	A13 Payroll	V Payroll	P & R Payrolls	
20 Deductions per Year & Paydays	20 Deductions per Year & Paydays	20 Deductions per Year & Paydays	20 Deductions per Year & Paydays	25 Deductions per Year & Paydays
09/16/16 -06/09/17	07/22/16 -10/28/16 and 01/20/17 - 06/23/17	09/16/16 -06/09/17	09/16/16 - 6/09/17	07/22/16 - 6/23/17
Deduction Title	Deduction Title	Deduction Title	Deduction Title	Deduction Title
Voluntary Benefits Pretax & Posttax Health Insurance Gap Insurance Supplemental, Spousal, Dependent Life MetLife-Accident, Critical Illness Low, Illness High, Whole Life Cancer Insurance-AFLAC Income Protection-FORTIS Unum Benefits Tax Sheltered Accounts (TSA) Trustmark Posttax HCTA Dues, Economic Services, Liberty Mutual HASA, FASA, NAESP, NASSP Dues Pen of Florida Credit Union EYP United Way	Voluntary Benefits Pretax & Posttax Health Insurance Gap Insurance Supplemental, Spousal, Dependent Life MetLife-Accident, Critical Illness Low, Illness High, Whole Life Cancer Insurance-AFLAC Income Protection-FORTIS Unum Benefits Tax Sheltered Accounts (TSA) Trustmark Posttax HCTA Dues, Economic Services, Liberty Mutual HASA, FASA, NAESP, NASSP Dues Pen of Florida Credit Union	Voluntary Benefits Pretax & Posttax Health Insurance Gap Insurance Supplemental, Spousal, Dependent Life MetLife-Accident, Critical Illness Low, Illness High, Whole Life Cancer Insurance-AFLAC Income Protection-FORTIS Unum Benefits Tax Sheltered Accounts (TSA) Trustmark Posttax HCTA Dues, Economic Services, Liberty Mutual HSEF Dues** Credit Union EYP United Way	Cancer Insurance-AFLAC Income Protection-FORTIS Unum Benefits HCTA Dues, Economic Services, Liberty Mutual HASA, FASA, NAESP, NASSP Dues Pen of Florida United Way	Voluntary Benefits Pretax & Posttax Health Insurance Gap Insurance Supplemental, Spousal, Dependent Life MetLife-Accident, Critical Illness Low, Illness High, Whole Life Tax Sheltered Accounts (TSA) Trustmark Posttax HSEF Dues **
				26 Deductions per Year & Paydays 07/22/16 - 6/30/17
				Credit Union
* **HSEF Dues =Every payday is subject to contributions.				
Additional Deduction Information				
<p><u>Mandatory Deductions:</u> Taxes, Levies, and Hillsborough Education Foundation are withheld on every payday.</p> <p><u>Health Insurance:</u> a. The health insurance plan year is January 1st through December 31st for all employees. b. Premiums are deducted one month in advance (December 1st through November 30th). c. A & V payrolls have 20 deductions, while P & R payrolls have 25 deductions per year.</p> <p><u>Voluntary Benefits:</u> All voluntary benefits are deducted one month in advance of coverage with the exception of the following accounts which are taken in the current month: Flexible Spending Account (FSA) a. Health Care Spending b. Dependent Care Spending</p> <p><u>Supplemental Life Insurance:</u> a. Twenty (20) deductions must be withheld for Supplemental Life from December through November for each plan year. b. Remaining deductions for the 2016 insurance plan year will be taken from September through November 2016. c. Deductions for the 2017 insurance plan year will be withheld from December 2016 through November 2017. d. Normally, no deductions are taken during the summer.</p> <p><u>EYP (Extended Year Payments):</u> EYP refunds will be split equally into four (4) equal payments issued on 6/23/17, 7/07/17, 7/21/17 and 8/04/17.</p>				

Escrow Frequently Asked Questions

What is Equalized Pay and Escrow?

Equalized pay is a method used to have paychecks consistent throughout the year. Escrow is a percentage withheld from each 10-day paycheck to equalize pay during the year when pay periods include more than one non-paid day. At the end of the school year any remaining escrow balance is paid to the employee. Participation is not optional.

Note: The first and last paychecks normally are not a component of equalized pay.

How does Escrow work?

A predetermined escrow contribution percentage is assigned to all employee types to be used each pay period consisting of 10-paid days. This is shown as EPC (Equalized Pay Contribution) on the employee's pay advice.

When pay periods consist of less than 9-days paid, escrow is used to equalize the paycheck. Equalized pay is displayed as EPP (Equalized Pay Payback) on the employee's pay advice.

Escrow is only withheld on paid scheduled time. If an employee has non-paid absences during the year, or does not contribute each eligible pay period, the escrow balance may not be sufficient to equalize all less than 9-day paychecks.

Escrow is not taxed when it is withheld but taxes are assessed when it is paid back to the employee.

Any escrow balance remaining at the end of the year is paid to the employee.

Escrow and Equalized Pay Information

- Escrow Begin Date = First 10-day paycheck
- Escrow End Date = May 26, 2017
- Escrow End of Year Payout = June 9, 2017

Escrow Balances appear on paycheck.

Escrow shortage Payment Dates:

- P01, R01, R02, R03 & R05 Payroll: March 31, 2017
- A Payroll: January 6, 2017
- V Payroll: January 6, 2017 & March 31, 2017

Other Employee Escrow Shortage Circumstances:

Employment started after the normal contract starting date

- Non-paid time
- Leave of Absence
- Pay rate change

Sample of Partial Paystubs

12-Month	Less Than 12-Month	Less Than 12-Month	Less Than 12-Month
P & R Payrolls	A Payroll	A13 Payroll	V Payroll
Factor	Factor	Factor	Factor
0.0375	0.0100	0.0100	0.0100
Equalized Payback	Equalized Payback	Equalized Payback	Equalized Payback
09/16/16 *	12/09/16		12/09/16
01/06/17	01/06/17	11/10/16	01/06/17
03/31/17	03/31/17	03/31/17	03/31/17

HOURS AND EARNINGS		
DESCRIPTION	HOURS	EARNINGS
SCHEDULE	80.00	2,525.26
SUP 2-10		50.51
GRP LIFE		0.05
ESCROW		-257.58

Escrow Contribution for 10 day check

HOURS AND EARNINGS		
DESCRIPTION	HOURS	EARNINGS
E Payback		1,210.12
SCHEDULE	24.00	757.57
SCK REG	16.00	505.06
SUP 2-10		25.25
GRP LIFE		0.05

Equalized Payback for less than 9 day check

* P01, R01, R02 only

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

A PAYROLL - LESS THAN 12-MONTH INSTRUCTIONAL
SICK LEAVE ACCRUAL SCHEDULE

Employee Type	10-Month Personnel	10 1/2-Month Personnel	11-Month Personnel	ROTC Instructors	10 1/2-Month Social Workers	Elem & Middle School Counselors, Psychologists, High School Counselors	District Resource Teachers Group A	District Resource Teachers Group B
Pay Class:	A01 & A02	A03	A04 & A05	A06	A07	A08 & A09	A12	A13
Pay Date	Days	Days	Days	Days	Days	Days	Days	Days
07/08/16	---	---	---	---	---	---	---	---
07/22/16	---	---	4.0	---	---	---	4.0	4.0
08/05/16	---	4.0	0.5	---	---	4.0	0.5	0.5
08/19/16	4.0	0.5	0.5	4.0	4.0	0.5	0.5	0.5
09/02/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
09/16/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
09/30/16	---	---	---	---	---	---	---	---
10/14/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10/28/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11/10/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11/25/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	---
12/09/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	---
12/23/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	---
01/06/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	---
01/20/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
02/03/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
02/17/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
03/03/17	---	---	---	0.5	0.5	---	---	0.5
03/17/17	---	---	---	0.5	---	---	---	0.5
03/31/17	---	---	---	---	---	---	---	---
04/14/17	---	---	---	---	---	---	---	0.5
04/28/17	---	---	---	---	---	---	---	0.5
05/12/17	---	---	---	---	---	---	---	---
05/26/17	---	---	---	---	---	---	---	---
06/09/17	---	---	---	---	---	---	---	---
06/23/17	---	---	---	---	---	---	---	---
06/30/17	---	---	---	---	---	---	---	---
Total Days	10.0	10.5	11.0	11.0	10.5	10.5	11.0	11.0

Sick leave is accrued on paid time only. Employees accrue one day of sick leave for each month of employment per Florida Statute 1012.61(2)(a)1. A half day (.5) accrual is credited on each payday until the annual accrual is credited.

Instructional employees are entitled to 4-days of sick leave on the first day of each contract year.
All other employees are entitled to 4-days of sick leave at the end of the first month of each contract year.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin working after the normal contract starting date.
- (2) Employees who take a long-term leave of absence or terminate employment prior to the normal contract ending date.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

12-MONTH PERSONNEL
SICK LEAVE ACCRUAL SCHEDULE

Employee Type	12-Month Support Personnel	12-Month Instructional Personnel	12-Month Administrators Personnel
	Pay Class:	P01, P03, P04 & P05	R01 & R03
Pay Date	Days	Days	Days
07/08/16	---	4.0	---
07/22/16	---	0.5	---
08/05/16	---	0.5	---
08/19/16	5.0	0.5	5.0
09/02/16	0.5	0.5	0.5
09/16/16	0.5	0.5	0.5
09/30/16	---	---	---
10/14/16	0.5	0.5	0.5
10/28/16	0.5	0.5	0.5
11/10/16	0.5	0.5	0.5
11/25/16	0.5	0.5	0.5
12/09/16	0.5	0.5	0.5
12/23/16	0.5	0.5	0.5
01/06/17	0.5	0.5	0.5
01/20/17	0.5	0.5	0.5
02/03/17	0.5	0.5	0.5
02/17/17	0.5	0.5	0.5
03/03/17	0.5	0.5	0.5
03/17/17	0.5	---	0.5
03/31/17	---	---	---
04/14/17	---	---	---
04/28/17	---	---	---
05/12/17	---	---	---
05/26/17	---	---	---
06/09/17	---	---	---
06/23/17	---	---	---
06/30/17	---	---	---
Total Days	12.0	12.0	12.0

Instructional employees are entitled to 4-days of sick leave on the first day of each contract year. All other employees are entitled to 4-days of sick leave at the end of the first month of each contract year. This date will fall within the applicable pay period dates. Sick leave of 4-days will be credited on the corresponding payday.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin working after the normal contract starting date.
- (2) Employees who take a long-term leave of absence or terminate employment prior to the normal contract ending date. □

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

V PAYROLL - LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT
SICK LEAVE ACCRUAL SCHEDULE

Employee Type	Bus Drivers	Elem & Middle Secy 4's	10 1/2-Month Clerks	Middle School Bookpr	High School Bookpr	Data Processors & SNS Area Spec	SNS Mgr	SNS Asst, Prod Coord	Paraprofessionals	High School Registrar	OT/PT Asst	Riders	Health Asst	Staff Nurses	Assistant Teachers & OT/PT	Head Start Instructors	Comm School Officer 2
Pay Class:	V22	V23	V24	V25	V26	V27	V28	V30	V31	V32	V34	V35	V36	V37	V39	V40	V53
Pay Date	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days
07/08/16	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
07/22/16	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
08/05/16	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
08/19/16	---	5.0	---	---	---	---	---	---	---	---	5.0	---	---	---	---	---	---
09/02/16	---	0.5	4.5	4.5	4.5	4.5	---	---	---	4.5	0.5	---	4.5	4.5	4.5	4.5	---
09/16/16	4.5	0.5	0.5	0.5	0.5	0.5	5.00	4.5	4.5	0.5	0.5	4.5	0.5	0.5	0.5	0.5	4.5
09/30/16	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
10/14/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10/28/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11/10/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11/25/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12/09/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12/23/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
01/06/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
01/20/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
02/03/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
02/17/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
03/03/17	0.5	0.5	0.5	0.5	0.5	0.5	---	0.5	0.5	0.5	0.5	---	0.5	0.5	---	---	0.5
03/17/17	---	---	---	---	0.5	0.5	---	---	---	0.5	---	---	---	---	---	---	---
03/31/17	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
04/14/17	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
04/28/17	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/12/17	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/26/17	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/09/17	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/23/17	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/30/17	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Total Days	10.0	11.5	10.5	10.5	11.0	11.0	10.0	10.0	10.0	11.0	11.5	9.5	10.5	10.5	10.0	10.0	10.0

Sick leave is accrued on paid time only. Employees accrue one day of sick leave for each month of employment per Florida Statute 1012.61(2)(a)1. A half day (.5) accrual is credited on each payday until the annual accrual is credited.

Instructional employees are entitled to four days of sick leave on the first day of each contract year.

All other employees are entitled to four days of sick leave at the end of the first month of each contract year. This date will fall within the applicable pay period dates. Four days of sick leave will be credited on the corresponding payday.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin working after the normal contract starting date.
- (2) Employees who take a long-term leave of absence or terminate employment prior to the normal contract ending date.