

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2018-2019 PAYROLL SCHEDULES

The 2018-2019 Payroll Schedules were approved by the School Board on June 5, 2018.



HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2018-2019 PAYROLL SCHEDULES

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HILLSBOROUGH COUNTY PUBLIC SCHOOLS

Fiscal Year Pay Dates
July 1, 2018 through June 30, 2019

Pay Periods	Paydate	Day of Week
July 1, 2018 - July 1, 2018	July 6, 2018	Friday
July 1, 2018 - July 14, 2018	July 20, 2018	Friday
July 15, 2018 - July 28, 2018	August 3, 2018	Friday
July 29, 2018 - August 11, 2018	August 17, 2018	Friday
August 12, 2018 - August 25, 2018	August 31, 2018	Friday
August 26, 2018 - September 8, 2018	September 14, 2018	Friday
September 9, 2018 - September 22, 2018	September 28, 2018	Friday
September 23, 2018 - October 6, 2018	October 12, 2018	Friday
October 7, 2018 - October 20, 2018	October 26, 2018	Friday
October 21, 2018 - November 3, 2018	November 9, 2018	Friday
November 4, 2018 - November 17, 2018	November 21, 2018	Wednesday ●
November 18, 2018 - December 1, 2018	December 7, 2018	Friday
December 2, 2018 - December 15, 2018	December 21, 2018	Friday
December 16, 2018 - December 29, 2018	January 4, 2019	Friday ●
December 30, 2018 - January 12, 2019	January 18, 2019	Friday
January 13, 2019 - January 26, 2019	February 1, 2019	Friday
January 27, 2019 - February 9, 2019	February 15, 2019	Friday
February 10, 2019 - February 23, 2019	March 1, 2019	Friday
February 24, 2019 - March 9, 2019	March 15, 2019	Friday
March 10, 2019 - March 23, 2019	March 29, 2019	Friday
March 24, 2019 - April 6, 2019	April 12, 2019	Friday
April 7, 2019 - April 20, 2019	April 26, 2019	Friday
April 21, 2019 - May 4, 2019	May 10, 2019	Friday
May 5, 2019 - May 18, 2019	May 24, 2019	Friday
May 19, 2019 - June 1, 2019	June 7, 2019	Friday
June 2, 2019 - June 15, 2019	June 21, 2019	Friday
June 16, 2019 - June 30, 2019	June 28, 2019	Friday

- 11/23/18 payday paid in advance on 11/21/18 as a courtesy to all employees.
- Paydates during the holidays/breaks.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2018-2019 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	Elem & Middle School Counselors	10 1/2- Month Social Workers, Staff Specialist, HS Counselors, Psych.	District Resource Teachers Group A
	Pay Class	A01/198	A02/199	A03/203	A04/216	A05/213	A06/213	A08/203	A09/205	A12/213
Pay Period	Pay Date Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/18 - 07/01/18	07/06/18 Fri	---	---	---	---	---	---	---	---	---
07/01/18 - 07/14/18	07/20/18 Fri	---	---	---	---	---	---	---	---	---
07/15/18 - 07/28/18	08/03/18 Fri	---	---	1	10	10	---	---	2	10
07/29/18 - 08/11/18	08/17/18 Fri	7	8	10	10	10	8	10	10	10
08/12/18 - 08/25/18	08/31/18 Fri	10	10	10	10	10	10	10	10	10
08/26/18 - 09/08/18	09/14/18 Fri	9	9	9	9	9	9	9	9	9
09/09/18 - 09/22/18	09/28/18 Fri	10	10	10	10	10	10	10	10	10
09/23/18 - 10/06/18	10/12/18 Fri	10	10	10	10	10	10	10	10	10
10/07/18 - 10/20/18	10/26/18 Fri	10	10	10	10	10	10	10	10	10
10/21/18 - 11/03/18	11/09/18 Fri	10	10	10	10	10	10	10	10	10
11/04/18 - 11/17/18	11/21/18 Wed	10	10	10	10	10	10	10	10	10
11/18/18 - 12/01/18	12/07/18 Fri	7	7	7	7	7	7	7	7	7
12/02/18 - 12/15/18	12/21/18 Fri	10	10	10	10	10	10	10	10	10
12/16/18 - 12/29/18	01/04/19 Fri	6	6	6	6	6	6	6	6	6
12/30/18 - 01/12/19	01/18/19 Fri	6	6	6	6	6	6	6	6	6
01/13/19 - 01/26/19	02/01/19 Fri	10	10	10	10	10	10	10	10	10
01/27/19 - 02/09/19	02/15/19 Fri	9	9	9	9	9	9	9	9	9
02/10/19 - 02/23/19	03/01/19 Fri	10	10	10	10	10	10	10	10	10
02/24/19 - 03/09/19	03/15/19 Fri	9	9	9	9	9	9	9	9	9
03/10/19 - 03/23/19	03/29/19 Fri	5	5	5	5	5	5	5	5	5
03/24/19 - 04/06/19	04/12/19 Fri	10	10	10	10	10	10	10	10	10
04/07/19 - 04/20/19	04/26/19 Fri	10	10	10	10	10	10	10	10	10
04/21/19 - 05/04/19	05/10/19 Fri	10	10	10	10	10	10	10	10	10
05/05/19 - 05/18/19	05/24/19 Fri	10	10	10	10	10	10	10	10	10
05/19/19 - 06/01/19	06/07/19 Fri	9	9	9	9	9	9	9	9	9
06/02/19 - 06/15/19	06/21/19 Fri	1	1	2	6	3	8	3	3	3
06/16/19 - 06/30/19	06/28/19 Fri	---	---	---	---	---	7	---	---	---

Less than normal compensation may result on January 18, 2019 and March 29, 2019 paydays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2018-2019 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	Elem & Middle School Counselors JOB SHARE	10 1/2-Month Social Workers Psychologist JOB SHARE
	Pay Class		A01/209	A02/211	A03/214	A05/224	A08/214	A09/223
Pay Period	Pay Date Day		Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/18 - 07/01/18	07/06/18 Fri		---	---	---	---	---	---
07/01/18 - 07/14/18	07/20/18 Fri		---	---	---	---	---	---
07/15/18 - 07/28/18	08/03/18 Fri		---	---	1	10	---	4
07/29/18 - 08/11/18	08/17/18 Fri *		13	15	16	16	16	19
08/12/18 - 08/25/18	08/31/18 Fri		10	10	10	10	10	10
08/26/18 - 09/08/18	09/14/18 Fri		9	9	9	9	9	9
09/09/18 - 09/22/18	09/28/18 Fri		10	10	10	10	10	10
09/23/18 - 10/06/18	10/12/18 Fri		10	10	10	10	10	10
10/07/18 - 10/20/18	10/26/18 Fri		10	10	10	10	10	10
10/21/18 - 11/03/18	11/09/18 Fri		10	10	10	10	10	10
11/04/18 - 11/17/18	11/21/18 Wed		10	10	10	10	10	10
11/18/18 - 12/01/18	12/07/18 Fri *		8	8	8	8	8	8
12/02/18 - 12/15/18	12/21/18 Fri		10	10	10	10	10	10
12/16/18 - 12/29/18	01/04/19 Fri		6	6	6	6	6	6
12/30/18 - 01/12/19	01/18/19 Fri *		7	7	7	7	7	7
01/13/19 - 01/26/19	02/01/19 Fri		10	10	10	10	10	10
01/27/19 - 02/09/19	02/15/19 Fri		9	9	9	9	9	9
02/10/19 - 02/23/19	03/01/19 Fri		10	10	10	10	10	10
02/24/19 - 03/09/19	03/15/19 Fri		9	9	9	9	9	9
03/10/19 - 03/23/19	03/29/19 Fri		5	5	5	5	5	5
03/24/19 - 04/06/19	04/12/19 Fri *		11	11	11	11	11	11
04/07/19 - 04/20/19	04/26/19 Fri *		12	12	12	12	12	12
04/21/19 - 05/04/19	05/10/19 Fri		10	10	10	10	10	10
05/05/19 - 05/18/19	05/24/19 Fri		10	10	10	10	10	10
05/19/19 - 06/01/19	06/07/19 Fri		9	9	9	9	9	9
06/02/19 - 06/15/19	06/21/19 Fri		1	1	2	3	3	5
06/16/19 - 06/30/19	06/28/19 Fri		---	---	---	---	---	---

Less than normal compensation may result on January 18, 2019 and March 29, 2019 paydays.

* Specific days in pay period require Job Share employee to work an 8-hour day, which equals two Job Share days. (See Employee Work Calendar)

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2018-2019 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
07/01/18 - 07/01/18	07/06/18 Fri	---	---	---	---
07/01/18 - 07/14/18	07/20/18 Fri	10	9	9	10
07/15/18 - 07/28/18	08/03/18 Fri	10	10	10	10
07/29/18 - 08/11/18	08/17/18 Fri	10	10	10	10
08/12/18 - 08/25/18	08/31/18 Fri	10	10	10	10
08/26/18 - 09/08/18	09/14/18 Fri	10	8	8	10
09/09/18 - 09/22/18	09/28/18 Fri	10	10	10	10
09/23/18 - 10/06/18	10/12/18 Fri	10	10	10	10
10/07/18 - 10/20/18	10/26/18 Fri	10	10	10	10
10/21/18 - 11/03/18	11/09/18 Fri	10	10	10	10
11/04/18 - 11/17/18	11/21/18 Wed	10	10	10	10
11/18/18 - 12/01/18	12/07/18 Fri	10	9	10	9
12/02/18 - 12/15/18	12/21/18 Fri	10	10	10	10
12/16/18 - 12/29/18	01/04/19 Fri	10	10	9	8
12/30/18 - 01/12/19	01/18/19 Fri	8	9	8	10
01/13/19 - 01/26/19	02/01/19 Fri	10	10	10	10
01/27/19 - 02/09/19	02/15/19 Fri	10	10	10	10
02/10/19 - 02/23/19	03/01/19 Fri	10	10	10	10
02/24/19 - 03/09/19	03/15/19 Fri	10	10	10	10
03/10/19 - 03/23/19	03/29/19 Fri	5	9	9	10
03/24/19 - 04/06/19	04/12/19 Fri	10	10	10	10
04/07/19 - 04/20/19	04/26/19 Fri	10	10	10	10
04/21/19 - 05/04/19	05/10/19 Fri	10	10	10	10
05/05/19 - 05/18/19	05/24/19 Fri	10	10	10	10
05/19/19 - 06/01/19	06/07/19 Fri	10	9	10	10
06/02/19 - 06/15/19	06/21/19 Fri	10	10	10	10
06/16/19 - 06/30/19	06/28/19 Fri	10	10	10	10

Less than normal compensation may result on September 14, 2018 payday.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2018-2019 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				
06/17/18 - 06/30/18	07/06/18	Fri		10
07/01/18 - 07/14/18	07/20/18	Fri		10
07/15/18 - 07/28/18	08/03/18	Fri		10
07/29/18 - 08/11/18	08/17/18	Fri		10
08/12/18 - 08/25/18	08/31/18	Fri		10
08/26/18 - 09/08/18	09/14/18	Fri		10
09/09/18 - 09/22/18	09/28/18	Fri		10
09/23/18 - 10/06/18	10/12/18	Fri		10
10/07/18 - 10/20/18	10/26/18	Fri		10
10/21/18 - 11/03/18	11/09/18	Fri		10
11/04/18 - 11/17/18	11/21/18	Wed		10
11/18/18 - 12/01/18	12/07/18	Fri		5
12/02/18 - 12/15/18	12/21/18	Fri		10
12/16/18 - 12/29/18	01/04/19	Fri		5
12/30/18 - 01/12/19	01/18/19	Fri		5
01/13/19 - 01/26/19	02/01/19	Fri		10
01/27/19 - 02/09/19	02/15/19	Fri		10
02/10/19 - 02/23/19	03/01/19	Fri		10
02/24/19 - 03/09/19	03/15/19	Fri		10
03/10/19 - 03/23/19	03/29/19	Fri		5
03/24/19 - 04/06/19	04/12/19	Fri		10
04/07/19 - 04/20/19	04/26/19	Fri		10
04/21/19 - 05/04/19	05/10/19	Fri		10
05/05/19 - 05/18/19	05/24/19	Fri		10
05/19/19 - 06/01/19	06/07/19	Fri		10
06/02/19 - 06/15/19	06/21/19	Fri		10

Due to early approval deadlines, remaining hours worked will be reported for payment on the next scheduled payday. Refer to Payroll Verification & Approval Schedule

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

2018-2019 NON-PERMANENT ASSIGNMENTS

Pay Class	Employee Type		Instructional	Instructional Support
	Pay Class		T01 - Non-Permanent T07 - Extended Learning Position (ELP)	T06 - Non-Permanent N01 - Students, College Work Study
Pay Period	Pay Date	Day	Maximum Days	Maximum Days
06/17/18 - 06/30/18	07/06/18	Fri	---	10
07/01/18 - 07/14/18	07/20/18	Fri	---	10
07/15/18 - 07/28/18	08/03/18	Fri	---	10
07/29/18 - 08/11/18	08/17/18	Fri	1	10
08/12/18 - 08/25/18	08/31/18	Fri	10	10
08/26/18 - 09/08/18	09/14/18	Fri	9	10
09/09/18 - 09/22/18	09/28/18	Fri	10	10
09/23/18 - 10/06/18	10/12/18	Fri	10	10
10/07/18 - 10/20/18	10/26/18	Fri	10	10
10/21/18 - 11/03/18	11/09/18	Fri	10	10
11/04/18 - 11/17/18	11/21/18	Wed	9	10
11/18/18 - 12/01/18	12/07/18	Fri	5	5
12/02/18 - 12/15/18	12/21/18	Fri	10	10
12/16/18 - 12/29/18	01/04/19	Fri	5	5
12/30/18 - 01/12/19	01/18/19	Fri	4	5
01/13/19 - 01/26/19	02/01/19	Fri	9	10
01/27/19 - 02/09/19	02/15/19	Fri	9	10
02/10/19 - 02/23/19	03/01/19	Fri	9	10
02/24/19 - 03/09/19	03/15/19	Fri	9	10
03/10/19 - 03/23/19	03/29/19	Fri	5	5
03/24/19 - 04/06/19	04/12/19	Fri	9	10
04/07/19 - 04/20/19	04/26/19	Fri	9	10
04/21/19 - 05/04/19	05/10/19	Fri	10	10
05/05/19 - 05/18/19	05/24/19	Fri	10	10
05/19/19 - 06/01/19	06/07/19	Fri	9	10
06/02/19 - 06/15/19	06/21/19	Fri	---	10

○ Due to early approval deadlines, maximum days reported may be less than displayed. Any remaining days will be reported on the next scheduled payday.
Refer to Payroll Verification & Approval Schedule

2018 EXTENDED SCHOOL YEAR PROGRAM

"T03" Summer Instructional & "T05" Summer Instructional Support						
Dates to Report				Pay Date	Day	max
05/30/18	Wed	06/16/18	Sat	06/22/18	Fri	11
06/17/18	Sun	06/23/18	Sat	06/29/18	Fri	4
06/24/18	Sun	06/30/18	Sat	07/06/18	Fri	4
07/01/18	Sun	07/14/18	Sat	07/20/18	Fri	6
07/15/18	Sun	07/28/18	Sat	08/03/18	Fri	8

"T04" Summer Bus Drivers Payroll						
Dates to Report				Pay Date	Day	max
05/30/18	Wed	06/16/18	Sat	06/22/18	Fri	11
06/17/18	Sun	06/23/18	Sat	06/29/18	Fri	4
06/24/18	Sun	06/30/18	Sat	07/06/18	Fri	4
07/01/18	Sun	07/14/18	Sat	07/20/18	Fri	6
07/15/18	Sun	07/28/18	Sat	08/03/18	Fri	8

Notes:

The Extended School Year Program will begin on May 30, 2018 and end on July 26, 2018

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

The last work dates of the 2017-2018 regular school year are:

- a. Tuesday, May 29, 2018, for 10-month teachers
- b. Tuesday, May 29, 2018, 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, 2018-2019, the employee should no longer be paid on their summer assignment.

The beginning work dates of the 2018-2019 regular school year are:

- a. Thursday, August 2, 2018, for 10-month teachers
- b. Friday, August 3, 2018, for bus drivers
- c. Various dates for other less than 12-month personnel.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2018-2019 V PAYROLL
LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT

Pay Period	Employee Type		Bus Drivers	Elementary & Middle Secty 4 Hd Start Pgm Mgr	10 1/2-Month Clerks	Middle School Bookpr	High School Bookpr	Data Processors	SNS Mgr	SNS Asst, Product Coord	Paraprofessionals	High School Registrar	OT/PT Asst	Riders	Health Asst & LPN	Staff Nurses	Asst Teachers, OT & PT	Comm School Officer 2	
	Pay Class	Pay Date	Day	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	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
07/01/18 - 07/01/18	07/06/18	Fri	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
07/01/18 - 07/14/18	07/20/18	Fri	---	10	---	---	---	---	---	---	---	---	10	---	---	---	---	---	---
07/15/18 - 07/28/18	08/03/18	Fri	---	10	1	8	8	10	---	---	---	10	10	---	1	1	---	---	---
07/29/18 - 08/11/18	08/17/18	Fri	6	10	10	10	10	10	10	7	7	10	10	5	10	10	10	10	8
08/12/18 - 08/25/18	08/31/18	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
08/26/18 - 09/08/18	09/14/18	Fri	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
09/09/18 - 09/22/18	09/28/18	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
09/23/18 - 10/06/18	10/12/18	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
10/07/18 - 10/20/18	10/26/18	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
10/21/18 - 11/03/18	11/09/18	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11/04/18 - 11/17/18	11/21/18	Wed	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11/18/18 - 12/01/18	12/07/18	Fri	6	6	6	6	6	6	6	6	6	6	6	6	6	6	7	7	7
12/02/18 - 12/15/18	12/21/18	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
12/16/18 - 12/29/18	01/04/19	Fri	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
12/30/18 - 01/12/19	01/18/19	Fri	6	6	6	6	6	6	6	6	6	6	6	5	6	6	6	6	6
01/13/19 - 01/26/19	02/01/19	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
01/27/19 - 02/09/19	02/15/19	Fri	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
02/10/19 - 02/23/19	03/01/19	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
02/24/19 - 03/09/19	03/15/19	Fri	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
03/10/19 - 03/23/19	03/29/19	Fri	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
03/24/19 - 04/06/19	04/12/19	Fri	9	10	10	10	10	10	10	9	10	10	10	9	10	10	10	10	10
04/07/19 - 04/20/19	04/26/19	Fri	8	10	10	10	10	10	10	10	10	10	10	8	10	10	10	10	10
04/21/19 - 05/04/19	05/10/19	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
05/05/19 - 05/18/19	05/24/19	Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
05/19/19 - 06/01/19	06/07/19	Fri	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
06/02/19 - 06/15/19	06/21/19	Fri	1	5	5	2	4	4	1	---	---	4	5	---	5	5	---	---	---
06/16/19 - 06/30/19	06/28/19	Fri	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Less than normal compensation may result on the January 18, 2019 and March 29, 2019 paydays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2018-2019 EMPLOYEE DEDUCTION SCHEDULE

Instructional Less Than 12-Month	Instructional Support Less Than 12-Month	Instructional Support & Administrators 12-Month	
A Payroll	V Payroll	P & R Payrolls	
20 Deductions per Year & Paydays	20 Deductions per Year & Paydays	20 Deductions per Year & Paydays	25 Deductions per Year & Paydays
09/14/18 -06/07/19	09/14/18 -06/07/19	09/14/18 -06/07/19	07/20/18 - 6/21/19
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 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 07/20/18 - 6/28/19 Deduction Title Credit Union
** HSEF Dues=Every payday is subject to contributions.			

Additional Deduction Information

Mandatory Deductions:

Taxes, Levies, and Hillsborough Education Foundation are withheld on every payday.

Health Insurance:

- The health insurance plan year is January 1st through December 31st for all employees.
- Premiums are deducted one month in advance (December 1st through November 30th).
- A & V payrolls have 20 deductions, while P & R payrolls have 25 deductions per year.

Voluntary Benefits:

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)

- Health Care Spending
- Dependent Care Spending

Supplemental Life Insurance:

- Twenty (20) deductions must be withheld for Supplemental Life from December through November for each plan year.
- Remaining deductions for the 2018 insurance plan year will be taken from September through November 2018.
- Deductions for the 2019 insurance plan year will be withheld from December 2018 through November 2019.
- Normally, no deductions are taken during the summer.

EYP (Extended Year Payments):

EYP refunds will be split equally into four (4) equal payments issued on 6/21/19, 7/05/19, 7/19/19 and 8/02/19.

2018-2019 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?

- Escrow contribution percentage is used on each 10-day paycheck.
- Escrow percentages withheld are as follows: Less than 12-Month Employees 10%, and 12-Month Employees 3.75%.
- 10-day paychecks, will have an escrow contribution withheld. This is displayed as **Escrow** on the employee's pay advice.
- **Less than 12-Month Employees:**
 - 8-day paychecks or less, will utilize the employee's escrow balance to equalize the paycheck. Equalized pay is displayed as **EPayback** on the employee's pay advice.
 - Shortages may occur, if an employee has non-paid absences during the year, or does not contribute each eligible paycheck. The escrow balance may be insufficient to equalize the pay for less than 9-day paychecks. (See *Other Employee Escrow Shortage Circumstances listed below*)
- **12-Month Employees:**
 - 9-day paychecks or less, will utilize the employee's escrow balance to equalize the paycheck. Equalized pay is displayed as **EPayback** on the employee's pay advice.
 - Shortages may occur, if an employee has non-paid absences during the year, or does not contribute each eligible paycheck. The escrow balance may be insufficient to equalize the pay for 9-day paychecks or less. (See *Other Employee Escrow Shortage Circumstances listed below*)
- Escrow contribution is only withheld on paid scheduled time.
- Escrow is not taxed when it is withheld, taxes are assessed when it is paid back to the employee.
- Escrow account balances remaining at the end of the year are paid out to the employee at the end of the fiscal year.
- Escrow balances appear on the pay advice under Equalized Pay Information.
- Escrow balance adjustments may occur due to the following:
 - Unearned advanced sick days owed to the district due to employees taking long term leave of absence or terminate employment prior to the contract end date.
 - Overpayments for paid time.

Escrow and Equalized Pay Information

Escrow Date Information

- Escrow Begin Date = First 10-day paycheck
- Escrow End Date = May 10, 2019
- Escrow End of Year Payout = May 24, 2019

Other Employee Escrow Shortage Circumstances:

- Employees that begin work after the normal contract start date
- Non-paid time
- Work Calendar change
- Pay rate change
- Leave of Absence
- Escrow balance insufficient to equalize pay for Non-paid holidays on paycheck

Important Escrow Shortage Payment Date Information Below

Pay Class	Employee Description	Pay Date
P04, P05	School Readiness Group A & B	September 14, 2018
A01, A02, A06	10-Month Teachers, Diagnosticians, Alternative Ed Teachers	January 18, 2019
V *	Less than 12-Month Instructional Support (*Excludes: V23, V27, V32, V34, V39)	January 18, 2019
A & V	Less than 12-Month Instructional & Instructional Support	March 29, 2019

Note: Pay Class info is displayed on the pay advice

Sample of Partial Paystubs

Equalized Payback Pay Dates by Pay Class					HOURS AND EARNINGS			HOURS AND EARNINGS		
12-Month Employees			Less Than 12-Month Employees		DESCRIPTION	HOURS	EARNINGS	DESCRIPTION	HOURS	EARNINGS
P01, R01, R02	P04, P05	P03, R03, R05	A	V						
---	09/14/18	---	---	12/07/18	SCHEDULE	80.00	2,525.26	EPayback		1,210.12
---	* 12/07/18	---	12/07/18	01/04/19	SUP 2-10		50.51	SCHEDULE	24.00	757.57
---	01/04/19	---	01/04/19	01/18/19	GRP LIFE		0.05	SCK REG	16.00	505.06
01/18/19	01/18/19	12/07/18	01/18/19	03/29/19	ESCROW		-257.58	SUP 2-10		25.25
03/29/19	03/29/19	01/04/19	03/29/19	* 04/26/19				GRP LIFE		0.05

Escrow Contribution withheld for 10-day check

Equalized EPayback paid for less than 9-day check

* P04 only

* V22, V35 only

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2018-2019 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	Elem & Middle School Counselors	10 1/2-Month Social Workers, Staff Specialist, HS Counselors, Psychologists	District Resource Teachers Group A
Pay Class	A01 & A02	A03	A04 & A05	A06	A08	A09	A12
Pay Date	Days	Days	Days	Days	Days	Days	Days
07/06/18	---	---	---	---	---	---	---
07/20/18	---	---	---	---	---	---	---
08/03/18	---	4.5	4.5	---	---	4.5	4.5
08/17/18	4.5	0.5	0.5	4.5	4.5	0.5	0.5
08/31/18	0.5	---	---	0.5	0.5	---	---
09/14/18	0.5	0.5	0.5	0.5	0.5	0.5	0.5
09/28/18	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10/12/18	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10/26/18	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11/09/18	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11/21/18	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12/07/18	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12/21/18	0.5	0.5	0.5	0.5	0.5	0.5	0.5
01/04/19	0.5	0.5	0.5	0.5	0.5	0.5	0.5
01/18/19	0.5	0.5	0.5	0.5	0.5	0.5	0.5
02/01/19	---	0.5	0.5	0.5	0.5	0.5	0.5
02/15/19	---	---	0.5	0.5	---	---	0.5
03/01/19	---	---	---	---	---	---	---
03/15/19	---	---	---	---	---	---	---
03/29/19	---	---	---	---	---	---	---
04/12/19	---	---	---	---	---	---	---
04/26/19	---	---	---	---	---	---	---
05/10/19	---	---	---	---	---	---	---
05/24/19	---	---	---	---	---	---	---
06/07/19	---	---	---	---	---	---	---
06/21/19	---	---	---	---	---	---	---
06/28/19	---	---	---	---	---	---	---
Total Days	10.0	10.5	11.0	11.0	10.5	10.5	11.0

Sick leave is accrued on paid time only. Employees will be given 4-days of advanced sick leave on the first day of the contract year. 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, with a maximum of two paydays per month, until the total annual accrual is credited.

- Sick leave accrual adjustments will be made for:
- (1) Employees that begin work after the normal contract start date.
 - (2) Employees who take a long-term leave of absence or terminate employment prior to the normal contract end date.
 - (3) Proration of unearned advanced sick days.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2018-2019 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	R02 & R05
Pay Date	Days	Days	Days
07/06/18	---	---	---
07/20/18	5.0	5.0	5.0
08/03/18	0.5	0.5	0.5
08/17/18	0.5	0.5	0.5
08/31/18	---	---	---
09/14/18	0.5	0.5	0.5
09/28/18	0.5	0.5	0.5
10/12/18	0.5	0.5	0.5
10/26/18	0.5	0.5	0.5
11/09/18	0.5	0.5	0.5
11/21/18	0.5	0.5	0.5
12/07/18	0.5	0.5	0.5
12/21/18	0.5	0.5	0.5
01/04/19	0.5	0.5	0.5
01/18/19	0.5	0.5	0.5
02/01/19	0.5	0.5	0.5
02/15/19	0.5	0.5	0.5
03/01/19	---	---	---
03/15/19	---	---	---
03/29/19	---	---	---
04/12/19	---	---	---
04/26/19	---	---	---
05/10/19	---	---	---
05/24/19	---	---	---
06/07/19	---	---	---
06/21/19	---	---	---
06/28/19	---	---	---
Total Days	12.0	12.0	12.0

Sick leave is accrued on paid time only. Employees will be given 4-days of advanced sick leave on the first day of the contract year. A half day (.5) accrual is credited on each payday, with a maximum of two paydays per month, until the total annual accrual is credited.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin work after the normal contract start date.
- (2) Employees who take a long-term leave of absence or terminate employment prior to the normal contract end date.
- (3) Proration of unearned advanced sick days.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2018-2019 V PAYROLL - LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT
SICK LEAVE ACCRUAL SCHEDULE

Employee Type	Bus Drivers	Elem & Middle Secy 4s Hd Start Pgm Mgr	10 1/2-Month Clerks	Middle School Bookpr	High School Bookpr	Data Processors	SNS Mgr	SNS Asst, Prod Coord	Paraprofessionals	High School Registrar	OT/PT Asst	Riders	Health Asst	Staff Nurses	Assistant Teachers & OT/PT	Comm School Officer 2
Pay Class	V22	V23	V24	V25	V26	V27	V28	V30	V31	V32	V34	V35	V36	V37	V39	V53
Pay Date	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days
07/06/18	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
07/20/18	---	5.0	---	---	---	---	---	---	---	---	5.0	---	---	---	---	---
08/03/18	---	0.5	4.5	4.5	4.5	4.5	---	---	---	4.5	0.5	---	4.5	4.5	---	---
08/17/18	4.5	0.5	0.5	0.5	0.5	0.5	4.5	4.5	4.5	0.5	0.5	4.5	0.5	0.5	4.5	4.5
08/31/18	0.5	---	---	---	---	---	0.5	0.5	0.5	---	---	0.5	---	---	0.5	0.5
09/14/18	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
09/28/18	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
10/12/18	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
10/26/18	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
11/09/18	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
11/21/18	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
12/07/18	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
12/21/18	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
01/04/19	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
01/18/19	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
02/01/19	---	0.5	0.5	0.5	0.5	0.5	---	---	---	0.5	0.5	---	0.5	0.5	---	---
02/15/19	---	---	---	---	0.5	0.5	---	---	---	0.5	---	---	---	---	---	---
03/01/19	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
03/15/19	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
03/29/19	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
04/12/19	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
04/26/19	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/10/19	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/24/19	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/07/19	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/21/19	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/28/19	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
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

Sick leave is accrued on paid time only. Employees will be given 4-days of advanced sick leave on the first day of the contract year. 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, with a maximum of two paydays per month, until the total annual accrual is credited.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin work after the normal contract start date.
- (2) Employees who take a long-term leave of absence or terminate employment prior to the normal contract end date.
- (3) Proration of unearned advanced sick days.