



PAYROLL INFORMATION

2020-2021 SCHOOL YEAR

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STATE TAXES-NJ W4 FORM FOR 2020

- To change your State Tax Exemptions
 - Google NJ W4 form for 2020
 - Print and complete the form
 - Send to Board Office
 - Within one pay cycle, change will be made

*Note: If your marital status *legally* changes, your address changes, or you want to increase or decrease your tax allowances, please come to the board office to fill out an updated W4 form.



FEDERAL TAXES-W4 FORM FOR 2020

- To change your Federal Tax Exemptions
 - Google W4 form for 2020
 - Print and complete the form
 - Send to Board Office
 - Within one pay cycle, change will be made

*Note: If your marital status *legally* changes, your address changes, or you want to increase or decrease your tax allowances, please come to the board office to fill out an updated W4 form.



DIRECT DEPOSIT FORM

- Direct Deposit is **mandatory**
- Find form on the Branchburg School Website
 - Click Departments
 - Click Business Office
 - Under Employee Information
 - Click Payroll Direct Deposit
 - Click Direct Deposit Form
- Please submit a voided check or voided deposit slip with the direct deposit form
- You can deposit money in multiple accounts
 - If you are depositing money into multiple accounts, please provide a voided check for each account



TAX-DEFERRED ANNUITY PLANS 403B & 457 PLANS

- **All Branchburg Twp. School District employees are eligible to contribute to a tax-deferred retirement plan.**
- **The District offers three Service Providers:**
 - **AXA Equitable**
 - **Fidelity Investment**
 - **Lincoln Investment**



STEPS TO ENROLL IN A TAX-DEFERRED ANNUITY PLANS 403B & 457 PLANS

- **Contact each provider we use and decide which plan is best for you:**
 - ✓ AXA Equitable-(Christopher Faust 732-865-4504 or 800-628-6673)
 - ✓ Fidelity Investment-(1-800-343-0860) our plan ID # is 64891
 - ✓ Lincoln Investment-(James Burr 201-424-2356)
- **Contact the individual company of your choice to choose your preferred plan**
- **The company of your choice along with PenServ (our third-party service provider) will then send the necessary information to the Board Office to begin contributions**



PENSERV

- **Branchburg School District has a 3rd party administrator, PenServ, to “oversee” our 403B & 457 tax-deferred annuity plans. Due to changes in IRS regulations, PenServ has the knowledge and expertise to administer these changes.**
- **Customer Care Center at 800-849-4001, 7:30 AM- 5:00 PM Monday through Friday**
- **www.penserv.com**



SALARY REDUCTION AGREEMENT FORM

- If you sign up with AXA Equitable or Lincoln, your advisor will have you fill out the Salary Reduction Agreement and automatically send it to PenServ.**
- If you sign up with Fidelity, call or email me and I will send you the Salary Reduction Agreement; once it is filled out I will send it to PenServ.**
- The district cannot make any deductions or changes to your 403b or 457 contributions without PenServ's authorization.**



NJEA UNION DUES

- Randi Lee Venturini - BTEA President
 - Ext. 3813
- Debbie Glick - BTEA Vice President
 - Ext. 4513
- Complete a NJEA Membership Application
- Amount Deducted per Pay:
 - Teacher \$68.15
 - Instructional Aides \$34.53
 - Secretaries \$34.53
 - Custodians \$34.53
 - Bus Drivers \$34.53



TYPES OF SAVINGS PLANS

- Direct Deposit \$\$ into your Personal account
- Direct Deposit into County Educators Federal C.U.
 - To establish an account:
 - Go to: www.CountyEDfcu.org
 - Or call: (908) 245-0173



EMPLOYEE PORTAL

- You will not receive a “paper” paystub, at this time you may go to our payroll website to set up your account- you will have to wait until you receive your first paycheck to set up your account.
 - ✓ User Name=Last name+ last 4 digits of S.S. #
 - ✓ Password=your own personal password
 - ✓ Answer 4 Security Questions
 - ✓ <https://my.doculivery.com/External/Systems3000-Branchb/Login.aspx>



EMPLOYEE PORTAL (CON'T)

- Paystub notification (email, text, etc...) will need to be establish by the employee during the account set up process.
 - Cannot setup account until after you receive your first check.
- User Guide (1 page document) will be provided by Systems 3000 and will be located on the district's web page.
- Paystubs/W2's may be viewed and printed for 7 years.



TIME SHEETS FOR 20-21

- Time sheets entered on Frontline Time and Attendance.
 - You will have to enter your time electronically for anything hourly
 - Tutoring
 - Home instruction
 - Guided Study
 - Fall, Winter, Spring Intramurals
 - Clubs
 - Teacher's Academy or In Service Presentations
- Time Sheets submitted on paper
 - Sports Stipends
 - Submitted at the end of the season
 - Academic Stipends
 - Can be submitted in December and June (for 2 half payments) or submitted for full payment in June
- Please see due dates on the following slide



STIPENDS/TIMESHEET DETAILS & DEADLINES

TO: ALL STAFF
 FROM: DONNA ECKEL
 RE: **PAYROLL DATES AND PROCEDURES FOR 2020-2021**
 DATE:

In order to pay part-time employees, stipends and overtime, the following schedule must be followed.

All NON STIPEND positions MUST be entered as an electronic timesheet in Frontline's Time and Attendance, and it MUST be approved by a supervisor prior to being paid. All timesheets must be entered and submitted by the due date.

All STIPEND positions should be recorded on a paper timesheet and submitted to your Supervisor for approval. **Please give yourself enough time before the deadline for your timesheet to be approved and signed by your supervisor.**

Principals, Directors and Supervisors are reminded that all paper timesheets **must be checked, approved and initialed with the appropriate account numbers listed prior to their submittal to the Board Office.**

<u>TIMESHEETS/STIPEND SUBMITTED TO SUPERVISOR</u>		<u>TIMESHEETS APPROVED BY SUPERVISOR</u>		<u>PAYDATES</u>
July	1 16	July	6 20	July 15 30
August	3 17	August	5 19	August 14 28
September	1 16	September	3 18	September 15 30
October	1 16	October	5 18	October 15 30
November	2 16	November	3 18	November 13 30
December	1 16	December	3 17	December 11 23
January	4 19	January	6 21	January 15 29
February	1 16	February	3 18	February 12 26
March	1 16	March	3 18	March 15 26
April	6 16	April	8 20	April 15 30
May	3 17	May	5 19	May 14 27
June	1 15	June	2 16	June 4 18 (Tentative)

