



IS YOUR PAYCHECK CORRECT? IS YOUR BONUS CORRECT?

September 29, 2017

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

It is important that you take a few minutes with your September paycheck stub and the 2017-2018 salary schedule 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 correct Step on the salary schedule. As an example, if you have 6 total years of service at the conclusion of the 2016-2017 school year, you should now be placed on Step 7.*
- 2) Locate your correct Column (by taking into account your SEMESTER units and degrees). If you are not sure how to determine your Step or Column, please contact your Site Rep and they will 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** pay (pay before deductions) salary for 2017-2018.
- 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 (57,697) and your paycheck stub "normal" reads \$4808.08, you are being paid correctly ($4808.08 \times 12 = 57,697$). Note that this "normal" pay is your **gross** pay (pay before deductions).
- 5) *If you also receive an annual stipend (see salary schedule attached to email 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.*

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 on a separate paycheck stub as "1% Bonus."

IF YOUR PAYCHECK OR BONUS APPEARS TO BE IN ERROR:

If you suspect an error in your pay (e.g., 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) on this email (IMPORTANT).

Malika Upshur (A-J): malikaupshur@berkeley.net

or

Victoria Session (K-Z): victoriasession@berkeley.net

If you receive no response within three days, or the problem continues unresolved, please email **Payroll Manager Nicole Caldwell** at nicolecaldwell@berkeley.net. Please cc BFT on this email (bft4tchr@lmi.net). We strongly advise that you do NOT attempt to resolve Payroll issues by phone.

***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. (See Article 14, Section 7.1 of our contract.)