



Payroll Information

2023-2024 School Year

Sally Dolan, Business Administrator
Jill Liedtka, Assistant Business Administrator

Doculivery - Employee Portal

- » All payroll will be done through Direct Deposit
- » Pay Stubs can be found on the Doculivery Website
 - > <https://my.doculivery.com/External/Systems3000-Branchb/Login.aspx>
 - > Login is LASTNAME#### (### are the last 4 digits of your SS#)
 - > Password will be prompted upon first login
- » Changes to your Direct Deposit, Federal & State W4 can be made from the Info Forms tab
- » W2 tax forms can be obtained from the Tax Forms tab; Available for 7 years; Select electronic W2 forms



Tax-Deferred Annuity Plans

403B & 457 Plans

- » **Eligibility – 20 hours/week**
- » **Contact each provider to decide which plan is best for you:**
 - ✓ Equitable-(Chris Faust 732-865-4504)
 - ✓ Fidelity Investment-(1-800-343-0860) our plan ID # is 64891
 - ✓ Lincoln Investment-(James Burr 1-201-424-2356)
- » **PenServ – Third Party Administrator**
 - > **Customer Care Center at 800-849-4001 x1829, 7:30AM-5:00 PM Monday through Friday**
 - > **www.penserv.com**



NJEA Union Dues

- » Randi Lee (Venturini) Childers- BTEA President
- » Debbie Glick- BTEA Vice President
- » Amount Deducted per Pay (23-24 rates):
 - Teacher \$70.90
 - Instructional Aides \$15.58
 - Secretaries \$35.78
 - Custodians \$35.78
 - Bus Drivers \$35.78



NJ Pension

» TPAF – Teacher’s Pension & Annuity Fund

- > Eligibility - certified staff working more than 32.5 hours/week
- > TPAF deductions are 7.5 % of salary.
- > Contributory Group Life Insurance deductions are .4% of salary.
- > Deductions begin AFTER enrollment is certified. Certification may take up to 2 months which may require back deductions.
- > Employees will receive a copy of the deduction certificate and will be notified before deductions begin.
- > Employee managed through MBOS; Designate a beneficiary

» PERS – Public Employees Retirement System

- > Eligibility - certified staff working more than 32.5 hours/week
- > PERS deductions are 7.5 % of salary.
- > Contributory Group Life Insurance deductions are .5% of salary.
- > Deductions begin AFTER enrollment is certified. Certification may take up to 2 months which may require back deductions.
- > Employees will receive a copy of the deduction certificate and will be notified before deductions begin.
- > Employee managed through MBOS; Designate a beneficiary



NJ Pension

» DCRP – Defined Contribution Retirement Program

- > Eligibility - Employees earning \$5,000 or more; working less than 32.5 hours/week
- > DCRP deductions are 5.5 % of salary.
- > District contributes an additional 3% of salary.
- > Deductions begin immediately after enrollment.
- > Employees will be notified before deductions begin.
- > Managed by Prudential (866) 653-2771
- > Contact Prudential to elect your investments and designate a beneficiary.



Time Sheets for 23-24

» 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
- > Always paid a period behind



Stipends/Timesheet Details & Deadlines

Timesheets/Stipend Submitted to Supervisor	Timesheets Approved by Supervisor	Pay Dates
July 5	July 7	July 14
July 17	July 19	July 28
August 1	August 3	August 15
August 16	August 18	August 31
September 1	September 6	September 15
September 15	September 20	September 29
October 2	October 5	October 13
October 16	October 20	October 31
November 1	November 3	November 15
November 15	November 17	November 30
December 1	December 4	December 8
December 15	December 18	December 22
January 2	January 5	January 12
January 17	January 19	January 31
February 1	February 5	February 15
February 16	February 20	February 29
March 1	March 4	March 15
March 15	March 17	March 28
April 8	April 9	April 15
April 15	April 18	April 30
May 1	May 3	May 15
May 15	May 17	May 31
June 3	June 3	June 10
June 10	June 10	June 18



Questions ??

» (908) 722-3335 x 4770

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Wishing you much success!

