



Denville Township Schools

1 St. Mary's Place, 2nd Floor, Denville, New Jersey 07834

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Payroll & Benefits Coordinator
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Welcome New Employees,

This packet will provide you with some basic payroll information.

PAY CHECKS

Pay checks are paid on the 15th and 30th of each month, unless that day falls on a weekend or holiday when the schools are not in session, then they are paid the business day prior.

Once you are paid, you can access your payroll information via the districts payroll portal. Please see attached flyer to register and sign in to the website.

TIME SHEETS

Attached you will find a sample time sheet. Time sheets need to be completed, signed by the employee and approved by your administrator for any additional duties you are asked to perform, for example: lunch/recess duty, AM/PM bus duty, morning duty, IEP meetings, chaperone, detention, MAP. Time sheets need to be turned in by the end of each month and are paid once a month in the 15th payroll. Time sheets must be filled out on a separate form for each duty worked and filled out in pen, if you use pencil, it will be returned to you. Please see the attached example of how the time sheets should be filled out. If any information is missing, the time sheet will be returned to you and possibly be delayed in payment.

LEAVE REPLACEMENT TEACHERS

Leave replacement teachers are hired at a daily rate and need to fill out a time sheet for payment. Time sheets for days worked for the 1st through the 15th need to be turned in to your administrator no later than the end of day on the 16th of the month. Those days will be paid on with the 30th. Time sheets for day's work for the 16th through the 30th (month end) need to be turned in to your administrator not later than the end of day on the 1st of the month. Please include the days you are out sick or personal since you are entitled to those days paid.

NJ DIVISION OF PENSION AND BENEFITS

All employee's need to be enrolled in one of the following State pension programs: TPAF (Teacher's Pension and Annuity Fund), PERS (Public Employee's Retirement System), or DCRP (Defined Contribution Retirement Program.) Attached are the instructions and how to register to access your account through the State's MBOS website. If you have any questions regarding your pension and/or deductions, please do not hesitate to email me.

TAX SHELTERS AND DISABILITY INSURANCE

These opportunities are optional Attached is a list of approved companies and their contacts to provide you with information regarding additional retirement plans and disability insurance. Denville Township BOE does not participate in the NJ State disability plan, which means we do not deduct any state disability tax from your check, so if you were to become disabled, you would not be qualified for State assistance. Since our district does not contribute to the plan, our employees cannot be paid from the plan.

DIRECT DEPOSIT

Since direct deposit is **mandatory** in our district, it is important to contact me as soon as possible if any of your banking information changes. If your payroll is sent to the bank and your account is closed, it takes time for the money to find its way back to the district and I cannot cut you a manual check until the money is returned to our account. I have attached a direct deposit form to be filled out should you need it.

FLEXIBLE SPENDING 125 AND DEPENDENT CARE ACCOUNTS

Flexible 125 and Dependent Care Accounts are offered through Discovery Benefits. The flexible 125 account is a benefit to our employees to reduce their tax liability and provide an account for their out of pocket medical, dental, and prescription expenses as well as a dependent care account (i.e., child care.) It will allow you to elect an amount of money (before tax) to put aside for certain expenses thus reducing your income. However, there are strict guidelines on what you can use the money for and how much you can elect as well as if you don't use the money, you can lose it. These accounts are offered once a year in October during open enrollment, so if you are interested} please watch for open enrollment emails. Since these are IRS based accounts, deadlines cannot be adjusted.

HEALTH BENEFITS

Health benefits are provided to eligible full-time employees through the NJ School Employees Health Benefits Program. If you have any questions, please contact me at 973-983-6530 ext. 3095 or hfiorella@denville.org.

CLOSING THE YEAR IN JUNE

June is a very busy time of year for everyone. There are three payrolls in June each year, June 15th which is your base pay plus any extra pay for additional duties, June 21 (or whenever the last day of school is) and June 30 which is a supplemental payroll to finish the current school year, this is for all time sheets for the month of June. All time sheets must be turned in by the end of the last day of school in order to be paid in the supplemental payroll.

TIME SHEETS SUBMITTED JULY 1ST OR AFTER WILL NOT BE ACCEPTED

BOARD OFFICE HOURS

The Board Office is located on the second floor of the Municipal Building and open from 8:00 — 3:45 each day. Everyone is welcome to stop by any time, but it is always best to call or email ahead to make sure the person you wish to see is working that day.

Steven Forte, Superintendent	973-983-6530 ext. 3092
Bonny Engelhardt, Admin. Asst. to the Superintendent	973-983-6530 ext. 3091
Damaris Gurowsky, Business Administrator	973-983-6530 ext. 3093
Aura Molina, Asst to the Business Administrator	973-983-6530 ext. 3096
Holly Fiorella, Payroll & Benefits Coordinator	973-983-6530 ext. 3095
Lucille Scheer, Accounts Payable Bookkeeper	973-983-6530 ext. 3094
Sandy Cullis, Asst Superintendent of Curriculum	973-983-6530 ext. 4407
Amy Rossi, Literacy Coach	973-983-6530 ext. 3097

Have a great year!

Holly Fiorella
Payroll & Benefits Coordinator