PAYROLL FREQUENTLY ASKED QUESTIONS

Tax Withholding Changes - download either a federal w4 or state IT-2104 from the internet and send the completed original form(s) to payroll via interoffice mail. Please review your next paystub to see that the changes have taken place – it can take one to two pay cycles depending on when received.

Direct Deposit Changes - email payroll@vschsd.org so that a new form can be sent to you. Once completed interoffice the original to payroll along with a voided check or ACH form. If there was an emergency with your bank account, please send us an urgent email after you have spoken with your bank so that we can turn your current direct deposit off.

Extra Earnings – will be paid as close to the payroll schedule that is included in this email. Keep track of your extra earnings – we strongly suggest using Excel/Google Sheets due to the separate tabs to keep track of the different categories of extra earnings. If your extra earnings are not matching up to the dates indicated on the payroll schedule, please 'follow the paper trail' starting at the building level to compare records.

Copies of Paystubs and W2s – can be found on the new portal for all in-district employees.

403b – the district uses a third-party provider, OMNI, to conduct all 403b transactions. Please contact them directly about transaction changes. More detailed information regarding funds, website links, and phone numbers can be found on the district website on the Staff Resources page.

All Other Questions - should be submitted in writing to payroll@vschsd.org . Inquiries will be answered as soon as possible in the order received. If needed, we will schedule a phone call or in person appointment once we have researched and gathered the necessary information.