

Payroll Information Sheet

Contacts

Here is a list of who to contact with different types of questions:

Payroll (includes Direct Deposit/W-4 changes and pay check questions)

Mike Greeley, Payroll Specialist
952.496.5012
mgreeley@shakopee.k12.mn.us

Steve Haefs, HR/Payroll Assistant
952-496-8717
shaefs@shakopee.k12.mn.us

Benefits (includes Health/Dental Insurance and 403(b)/457 questions)

Brady Lutz, HR Specialist (Leaves & Benefits)
952-496-5080
elutz@shakopee.k12.mn.us

Human Resources (includes pay rate/stipend/contract-related questions)

Elisabeth Olaniyi
HR Generalist-Non-Licensed Staff
952.496.5008
eolaniyi@shakopee.k12.mn.us

Shirley Madin
HR Generalist - Licensed Staff
952.496.5009
smadin@shakopee.k12.mn.us

Payroll Information

- Employees in the Shakopee School District are paid **bi-weekly** (normally every other Friday).
- All employees in the district put in Time Off Requests through **AESOP**.
- If you are a licensed teacher (Excluding Long Term Subs), administrator, or Exempt Level Professional you do not need to clock-in/out using Veritime.
- Licensed teachers, administrators and non-licensed 26-pay employees are paid all 12 months of the year.
- Non-licensed 18-pay employees, timesheet employees and substitutes are paid only when they work (for the previous two weeks).
- **Pay periods** always run **Sunday-Saturday** for a given two-week period.
- A new W-4 must be filled out any time you want to change your withholdings (if you want any additional taken out of your check or different withholdings for state taxes, you must fill out a W-4 for Minnesota as well-payroll can get you this form).
- Your **first check** in the district will be a **live paper check** (your first check after any direct deposit change will also be a live paper check).
- Any extra pay vouchers or miscellaneous items to be paid out through payroll **MUST be received by payroll at the District Office by the end of the day Monday prior to that Friday's pay date**.
- W-2s will be mailed out but can also be found online in Skyward starting with the 2020 W-2. You may choose to opt out of mailed copies a form will be sent out closer to the new calendar year.

- You can view your paycheck, time off, and other employee specific information on Skyward under Employee Access:
 - **Time Off:** Skyward reflects in hours and minutes (Ex. 2:30). Time off is updated every two weeks during the payroll process.
 - **Printing Payroll Check Stub:** Details are attached in the supplemental materials and can also be found online [here](#).
 - **Employee Access App:** For those that want Employee Access at the palm of your hand there is a Skyward Mobile Access app which is available for free download on Android and iOS devices. Once you have installed the application on your device, you can launch it to begin the setup process. Instructions included but can be found online [here](#).
 - **Skyward Link:** <https://skyward.iscorp.com/ShakopeeSD720MNBUSSTS> can also be found on the Technology Staff Links page.
 - **User Log In:** You will use your standard Shakopee User Id and Password that you use to log into your computer.

Here is a list of commonly used Earnings and Deduction Codes that you could see on your paycheck:

Skyward Pay Code:

ACA Taxable
Pd. Leave
Unpaid Time
Unpd time-COVD
AP Yr-End Inc.
Aft. Sch. Prg.
Ath. Ev. Sup.
AUTO
Bereavement
Boilers STP
School Board
Buil Sup

Pay Code Description:

ACA Reportable Income
Paid Admin. Leave
Absent No Pay
Absent No Pay Covid-19 related
AP Pymt Added to YTD Gross
After School Program
Athletic Event Supervision
Auto Allowance
Bereavement Pay
Boiler License-Custodian
School Board
Building Supervisor Pay

CALM
Cust Call Back
Co-Curr Fall
Comb. Class
Co-Curr Spring
Co-Curr Winter
Co-Curr Full Yr
Comm. Ed. Inst.
Certfood STP
Certfood STP

Calamity Pay
Custodian Call Back
Co-Curricular Fall Assignment
Combined Class
Co-Curricular Sp. Assignment
Co-Curricular Wint. Assignment
Co-Curricular Year Assignment
Community Ed Instructor
Food Certification Stipend Pay
Food Cert Stipend Pay 26

CEU
CEU26
CEU Prior
Chap
Comp Time In
Comp Time Out
Comp

Covid Full Pay

Covid 2/3 Pay
Sub Cust
Curr Dev
Curr Dev-Summer
Cust STP
Vol. Coord. STP
DE BTW
DE Class
Staff Dev
Double OT
Electric STP
Reimb Cust Ext
Float Hol
Float Hol In
Float Hol Out
FRINGE
Sub Food Serv
FS STP \$1/hr
FS STP \$.50/hr
GYM
HlthClub TaxInc
Holiday
Homebound
Overtime
Interpreter Pay
Itinerant STP
Jury Duty
Lane Change
Lead STP
Lic. Extended
Lic. Sub Pay
Meal
Mntr Pay-Para

CEU Stipend Pay
CEU26
CEU Stipend Prior Grd/Ln
Chaperone
Comp Time In
Comp Time Out
Comp Time Pay

Covid Full Pay

Covid 2/3 Pay
Substitute Custodian
Curriculum Development
School Curric Dev-Summer
Custodian Stipend Pay
Comm. Ed.-Vol. Coord. Stipend
Drivers Education
Drivers Education - Classroom
District Staff Dev
Cust. Holiday Double OT
Electrician License-Custodian
Reimb. Cust Time-NOT OT
Floating Holiday
FLOATING-IN
FLOATING-OUT
Fringe
Food Service Substitute
Food Svc Stipend-Addt'l \$1/Hr
Food Svc Stipend-Addt'l \$.50Hr
Gym Membership Fees
Health Club Disc.-Taxable Inc.
Holiday Pay
Homebound
Hourly Non Custodial Overtime
Interpreter
Itinerant Travel
Jury Duty
Lane Change Adjustment
Leadership Stipend
Licensed Extended Time
Licensed Substitute
Meal Reimbursement
Mentor/Mentee Stipend-Para

Mntr Retro Pay
Mntr Pay-Tchr
Music Prog. Pay
Non-lic. Ext.
Non-Tax Wages
Non-lic. SubPay
Cust. Overtime
Overload
Over Pmt Reimb.
Personal In
Personal Out
Personal
PHD STP
PHON STP
Pool STP
Princ Sp. Asst.
Prep Sub Pay
Presch Scr.
SS Para Sped
Retro Cert
Hlth Rebate
Regular Pay
Regular Pay - N

Regular PayNL26
Retro ExtraCurr
Retro Extended
Retro Fringe
Retro Ins. Reb.
Retro Lane Ch.
Cust Reimb. OT
Retro Overload
Retro
Retro Longevity
Retro Shif Diff
Retro SS
Retro Workshop
Sick In
Sick Out
Severance Pay
Cust Shif Diff
Sick
SS Non-lic.

Mentor/Mentee Stipend-Retro
Mentor/Mentee Stipend-Teacher
Music Program
Non Lic Extended Time
NON CONTRACT WAGES Non-Taxable
Non-Licensed Substitute
Custodial Overtime-M-F
Overload Pay
Over Payment Reimb. -After Tax
PERSONAL-IN
PERSONAL-OUT
Personal Day
PhD Stipend Pay
Phone Stipend
Pool License-Custodian
Principal on Special Assignmnt
Teacher Prep Subbing
Pre-School screening
SumSch-Parar-SP Ed
Retro Certification Pay
Insurance Rebate-Teachers 1.0
Regular Pay-Lic. and Admin.
Regular Pay-Non-licensed

Regular Pay Non-licensed 26
Extra Curricular Retro
Extended Time Retro(all staff)
Retro Fringe
Insurance Rebate Retro
Lane Change Retro
Reimbursable Custodial - OT
Overload Retro
Retroactive Pay
Longevity Retroactive Pay
Retroactive Pay - SHIFT DIF
Retroactive Pay Summer School
Workshop Retro
SICK-IN
SICK-USAGE
Severance Pay
Custodial Shift Differential
Sick Pay
Summer Sch. Non-Licensed

Snow
Sec. OT
Patrol
Sub Split Pay
SS Coord.
Spl. Shif. Para
SS Teacher
STIPEND
STIPEND18
Student Help
Longevity Pay
SS Tchr Sped
Vacation
Vacation In
Vacation Out
Work Comp
Wellness In
Wellness
Wellness Out
Cust OT Wkend

Snow Day Pay
Secretary Overtime
School Patrol Pay
Sub Split Addt'l Students
Sum. Sch. Coordinator
Split Shift Para (\$1/hr)
Sum. Sch.-Teacher
STIPEND
STIPEND18
Student Workers
Teachers Longevity Stipend
Sum. Sch.-Teacher-Sp Ed
Vacation
VACATION - IN
VACATION - OUT
Work Comp Pay
WELLNESS-IN
Wellness Day Pay Out
WELLNESS-OUT
Weekend Custodial OT