

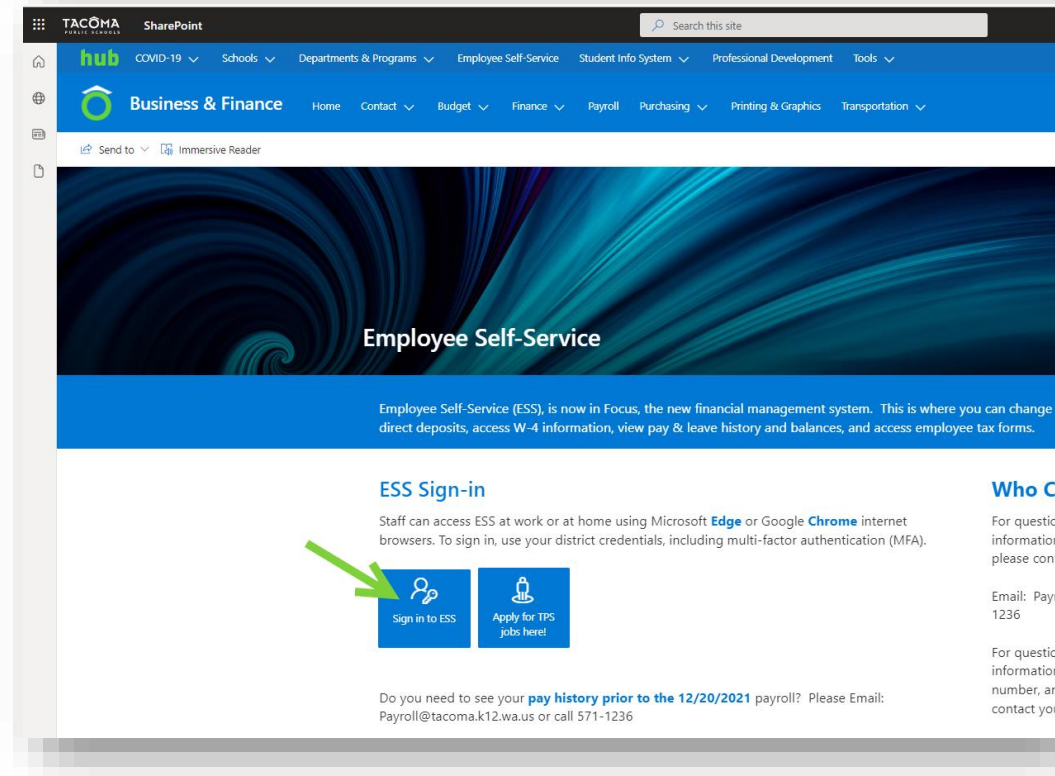
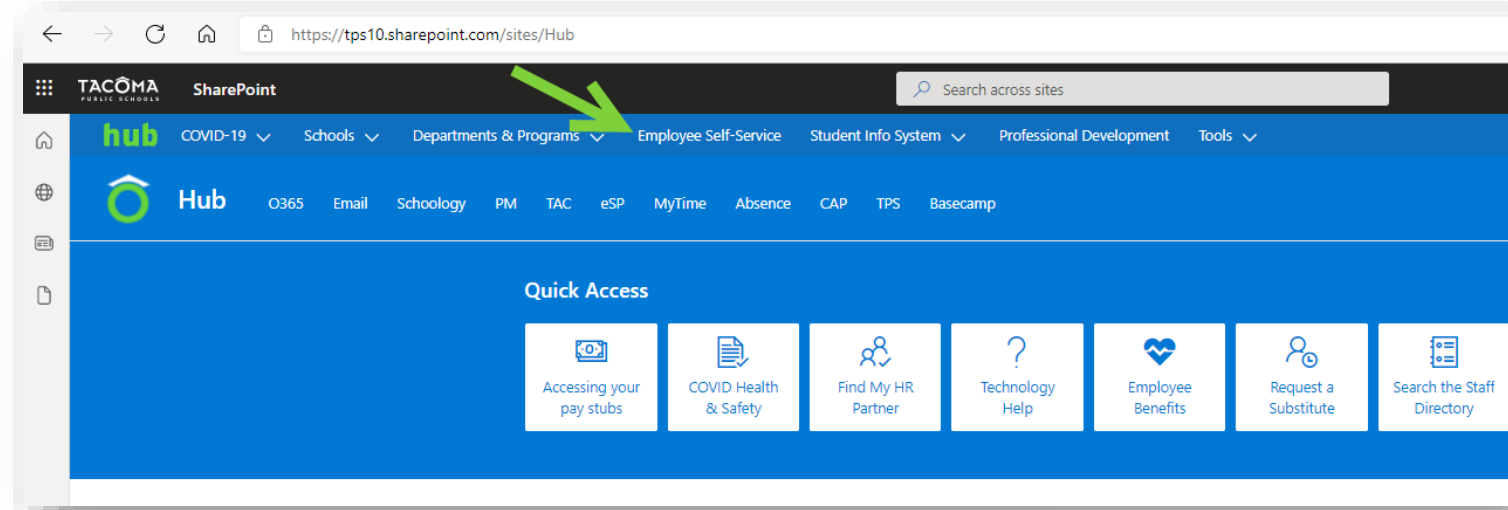
Payroll Information



March 28, 2022

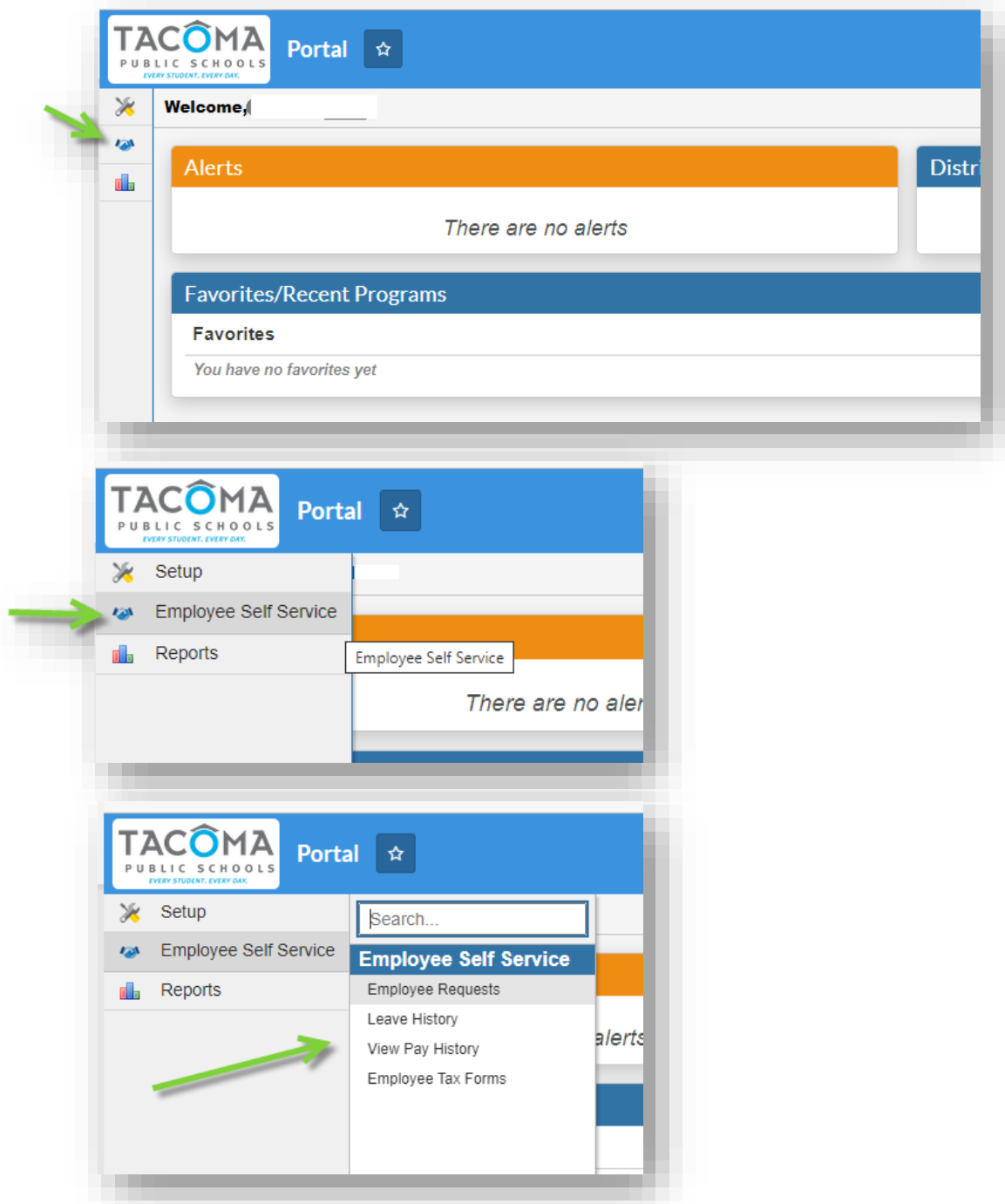
Accessing Employee Self-Service (ESS)

- From TPS hub, click on “Employee Self-Service”
- Click on “Sign in to ESS”



Accessing Employee Self-Service (ESS) (cont'd)

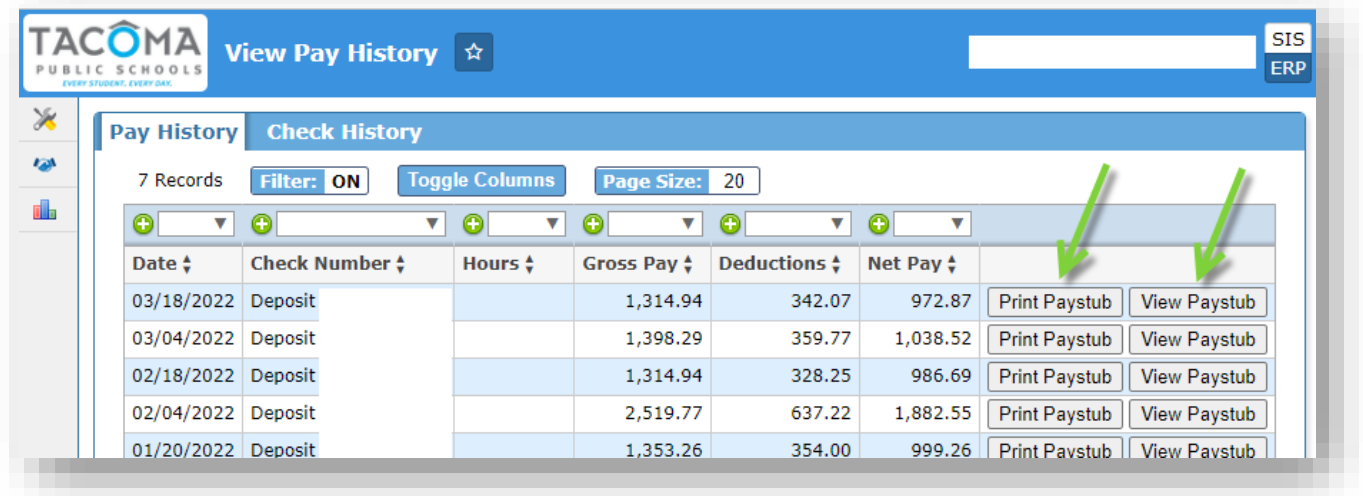
- Hover over Employee Self-Service icon (looks like a handshake)
- Click on Employee Self Service
- Make the selection of your choice
 - Employee Request (to update the following)
 - Legal Name
 - Address
 - Contact Info
 - Emergency Contacts
 - Direct Deposit
 - W4 Information
 - Leave History (displays leave balances, accruals, and usage)
 - View Pay History (access pay stubs)
 - Employee Tax Forms (access W-2)



Viewing Pay History

Printable and viewable versions of each paystub since 12/20/2021 is available in ESS

Please contact payroll@tacoma.k12.wa.us to request earlier paystubs from prior payroll system.



TACOMA PUBLIC SCHOOLS View Pay History SIS ERP

Pay History Check History

7 Records Filter: ON Toggle Columns Page Size: 20

Date	Check Number	Hours	Gross Pay	Deductions	Net Pay		
03/18/2022	Deposit		1,314.94	342.07	972.87	Print Paystub	View Paystub
03/04/2022	Deposit		1,398.29	359.77	1,038.52	Print Paystub	View Paystub
02/18/2022	Deposit		1,314.94	328.25	986.69	Print Paystub	View Paystub
02/04/2022	Deposit		2,519.77	637.22	1,882.55	Print Paystub	View Paystub
01/20/2022	Deposit		1,353.26	354.00	999.26	Print Pavstub	View Pavstub

Payroll Info for ESPs

- Expected Annual Wages are divided evenly across the paychecks of the school year
 - First check each year: September 20th payday
 - Final check each year: September 5th payday
 - Installments are listed as “Salary” on the pay stub
- Additional Pay
 - Time reported in myTime (such as extra work, class coverage, etc.) will appear as “Misc Pay” on pay stub
 - Time reported on Exception Reporting for Payroll Forms (via Informed K-12) or on specialized timesheets to CAB-based offices (such as Professional Development, Special Ed, Student Life, etc.) will appear as “Misc Pay <with additional notes>”

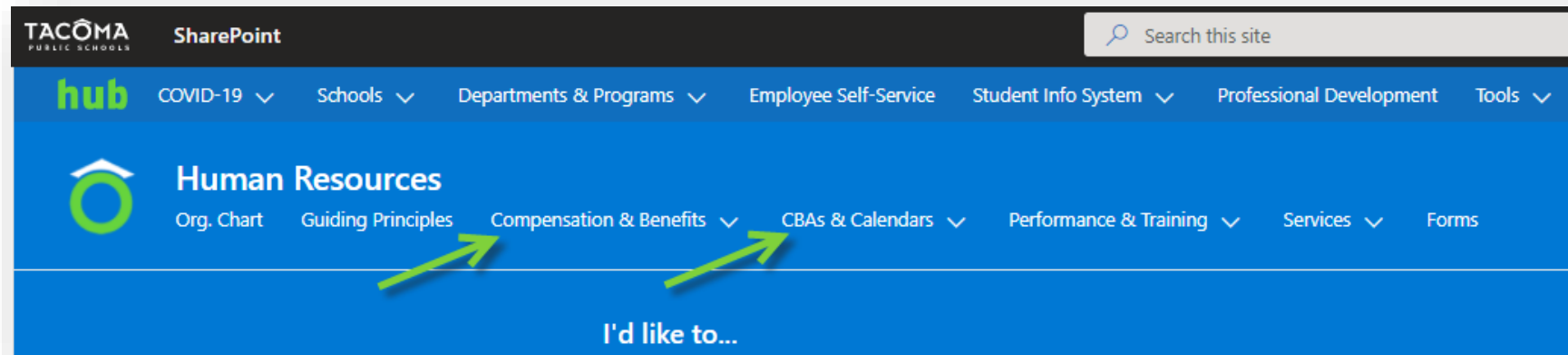
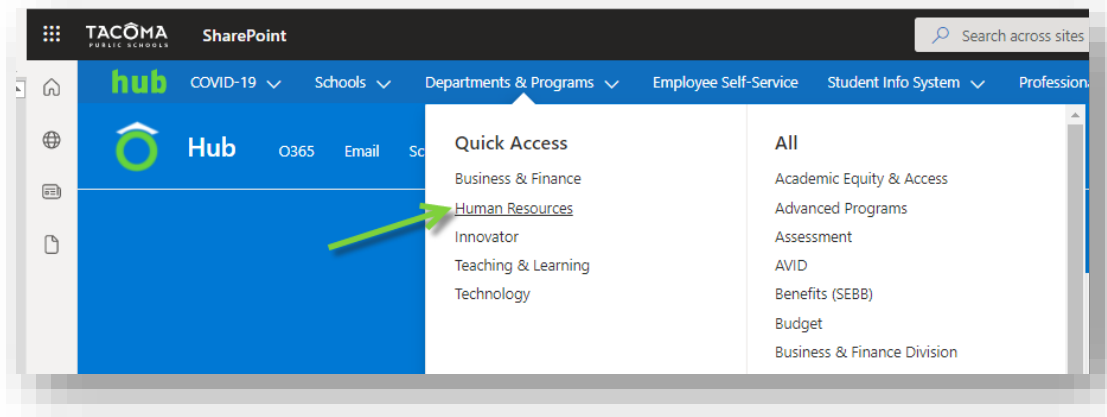
46 7. Payment of Wages

- 1
- 2 a. An employee will be paid in twenty-four (24) equal installments in accordance
- 3 with the District's payroll procedures, payable not later than the 5th and 20th of
- 4 each month, normally beginning September 20th. Should there be any changes to
- 5 the payroll cycle, the District will provide the union and employees sixty (60)
- 6 calendar days' notice of such changes.

Job Type	Rate	Hours	Amount
Salary			\$1,388.03
Misc Pay	\$10.00/hr	1.00	\$75.00
Misc Pay	\$22.90/hr	1.00	\$22.90
Total Earnings		2.00	\$1,485.93

Job Type	Rate	Hours	Amount
Salary			\$1,006.07
Misc Pay PABD / PD_OPPT PARA_3.18.2022	\$22.23/hr	15.00	\$333.39
Total Earnings		15.00	\$1,339.46

Where can I find the Salary Schedules, Collective Bargaining Agreements, and Calendars?



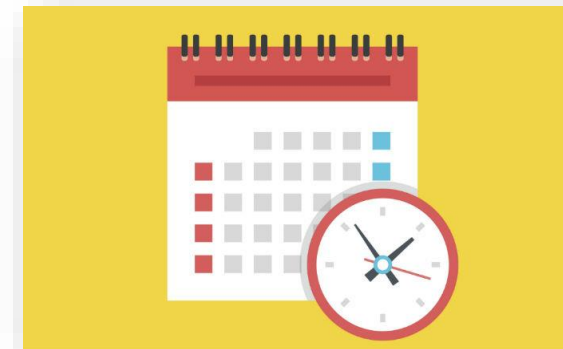
How can I validate my “salary” pay period amount?

1. Identify your pay rate

2. Identify your FTE/Hours Per Day

Education Support Professional
2021-2022 Education Support Professional SALARY SCHEDULE
EFFECTIVE SEPTEMBER 1, 2021

CLASSIFICATION	03	04	05	06	07	08	09	10	After	After
	D	E	F	G	H	I	J	K	completion	completion
									of 15 yrs.	of 20 yrs.
	L	M							L	M
ESP-4	22,2255	22,8954	23,6564	24,2960	25,0267	25,7420	26,4270	27,1580	28,1580	29,1580
AA or AS Degree (+ \$.75)	22,9755	23,6454	24,4064	25,0460	25,7767	26,4920	27,1770	27,9080	28,9080	29,9080
BA or BS Degree (+ \$ 1.00)	23,2255	23,8954	24,6564	25,2960	26,0267	26,7420	27,4270	28,1580	29,1580	30,1580
ESP-5	23,6871	24,3874	25,0571	25,7572	26,4270	27,1580	27,8733	28,6040	29,6040	30,6040
AA or AS Degree (+ \$.75)	24,4371	25,1374	25,8071	26,5072	27,1770	27,9080	28,6233	29,3540	30,3540	31,3540
BA or BS Degree (+ \$ 1.00)	24,6871	25,3874	26,0571	26,7572	27,4270	28,1580	28,8733	29,6040	30,6040	31,6040
ESP-6	25,7269	26,4118	27,1580	27,8429	28,5581	29,1977	29,9284	30,6438	31,6438	32,6438
AA or AS Degree (+ \$.75)	26,4769	27,1618	27,9080	28,5929	29,3081	29,9477	30,6784	31,3938	32,3938	33,3938
BA or BS Degree (+ \$ 1.00)	26,7269	27,4118	28,1580	28,8429	29,5581	30,1977	30,9284	31,6438	32,6438	33,6438
ESP-7	27,8581	28,5737	29,1977	29,9741	30,6438	31,3442	32,0596	32,7753	33,7753	34,7753
AA or AS Degree (+ \$.75)	28,6081	29,3237	29,9477	30,7241	31,3938	32,0942	32,8096	33,5253	34,5253	35,5253
BA or BS Degree (+ \$ 1.00)	28,8581	29,5737	30,1977	30,9741	31,6438	32,3442	33,0596	33,7753	34,7753	35,7753
ESP-8 COTA / PTA	29,8612	30,3528	30,8443	31,3500	31,8560	32,8967	33,9663	35,0647	36,0647	37,0647
AA or AS Degree (+ \$.75)	30,6112	31,1028	31,5943	32,1000	32,6060	33,6467	34,7163	35,8147	36,8147	37,8147
BA or BS Degree (+ \$ 1.00)	30,8612	31,3528	31,8443	32,3500	32,8560	33,8967	34,9663	36,0647	37,0647	38,0647
ESP-8 Sign Language Interpreter (No AA)	29,8612	30,3528	30,8443	31,3500	31,8560	32,8967	33,9663	35,0647	36,0647	37,0647
Lead (+\$.50)	30,3612	30,8528	31,3443	31,8500	32,3560	33,3967	34,4663	35,5647	36,5647	37,5647
ESP-9 Sign Language Interpreter (AA / AS + EIPA 3.5)	34,1976	34,6888	35,1804	35,6861	36,1921	37,2328	38,3024	39,4008	40,4008	41,4008
Lead (+\$.50)	34,6976	35,1888	35,6804	36,1861	36,6921	37,7328	38,8024	39,9008	40,9008	41,9008
ESP-10 Sign Language Interpreter (BA / BS + EIPA 4.0 or Nat'l Cert)	35,6427	36,1342	36,6259	37,1315	37,6374	38,6781	39,7479	40,8461	41,8461	42,8461
Lead (+\$.50)	36,1427	36,6342	37,1259	37,6315	38,1374	39,1781	40,2479	41,3461	42,3461	43,3461
ESP-11 Health Room Assistant	37,6427	38,1342	38,6259	39,1315	39,6374	40,6781	41,7479	42,8461	43,8461	44,8461
AA or AS Degree (+ \$.75)	38,3927	38,8842	39,3759	39,8815	40,3874	41,4281	42,4979	43,5961	44,5961	45,5961
BA or BS Degree (+ \$ 1.00)	38,6427	39,1342	39,6259	40,1315	40,6374	41,6781	42,7479	43,8461	44,8461	45,8461



How can I validate my “salary” pay period amount? (cont’d)

3. Identify the annual paid days on your calendar. Note: 194 days in 2021-2022 school year.

4. Run the calculation.

(Hourly Rate x Hours Per Day x Total Paid Days) / 24 pay days

$$\$22.2255 \times 5.5 = \$122.24 \text{ daily rate}$$

$$\$122.24 \times 194 \text{ days} = \$23,714.56 \text{ annual gross}$$

$$\$23,714.56 / 24 \text{ paydays} = \$988.11 \text{ salary amount (per pay period)}$$

Tacoma Public Schools
2021-22 10-Month Education Support Professionals Calendar -- REVISED 01/27/22
183 days + 11 holidays

	SEPTEMBER 21	OCTOBER 21
6 th Labor Day (non-workday)	S M T W Th F S N N N 4	S M T W Th F S 1 2
7 th First Day of Work	5 N 7 8 9 10 11	3 4 5 6 7 8 9
8 th First Student Day	12 KS 14 15 16 17 18	10 11 12 13 14 15 16
13 th Kindergarten Start Date	19 20 21 22 23 24 25	17 18 19 20 21 22 23
18 workdays	26 27 28 29 30	24 25 26 27 28 29 30 31
		21 workdays

	NOVEMBER 21	DECEMBER 21
11 th Veterans' Day Holiday	S M T W Th F S 1 2 3 4 5 6	S M T W Th F S 1 2 3 4
24 th Non-workday	7 8 9 10 H 12 13	5 6 7 8 9 10 11
25 th , 26 th Thanksgiving Break	14 15 16 17 18 19 20	12 13 14 15 16 17 18
18 workdays	21 22 23 N H H 27	19 N N N H H 25
	28 29 30	26 N N N H H
		13 workdays

	JANUARY 22	FEBRUARY 22
1 st New Year's Day	S M T W Th F S	S M T W Th F S
		16 th Snow make-up day

Report - My Extra Pay and Deduction Details

- Lists details of dates and hours paid
- You may use a date range to identify payments across multiple payrolls

The image displays three sequential screenshots of the TACOMA Public Schools Portal interface, illustrating the steps to access the 'My Extra Pay and Deduction Details' report. Green arrows highlight key navigation and action points.

Top Screenshot: Shows the main 'Portal' navigation menu. The 'Reports' menu item is highlighted with a green arrow. A dropdown menu is visible, with 'District Reports' selected and highlighted by another green arrow.

Middle Screenshot: Shows the 'District Reports' page. A table lists available reports. The report 'My Extra Pay and Deduction Details' is highlighted in blue. The 'Export' and 'Run' buttons for this report are highlighted with a green arrow.

Bottom Screenshot: Shows the 'My Extra Pay and Deduction Details' report configuration screen. The 'Start Date' is set to '01/01/2022' and the 'End Date' is set to '03/28/2022', both highlighted with green arrows. A pink message box contains the text: 'Please ensure all variables are filled out correctly, then click Run or Export.' The 'Export' and 'Run' buttons are highlighted with a green arrow.

Report - My Extra Pay and Deduction Details (cont'd)

- Section 1: Overtime
- Section 2: Misc Pay
- Section 3: Deduction Info

My Extra Pay and Deduction Details

Start Date: 01/01/2022 End Date: 03/28/2022

1. Results: Records: 0 Time: 0.01s

No Records Found

2. Results: Records: 110 Time: 0.02s

< Prev Page: 1 / 6 Next > 110 Records Export Filter: ON

ID	Name	Check Date	Date Worked	Wage Type	Rate	Wages	Hours	Notes
		2022-01-20	2021-12-17	Misc Pay	22.4466000000	11.2200000000	0.5000000000	Imported
		2022-01-20	2021-12-16	Misc Pay	22.4466000000	11.2200000000	0.5000000000	Imported
		2022-01-20	2021-12-15	Misc Pay	22.4466000000	11.2200000000	0.5000000000	Imported
		2022-01-20	2021-12-14	Misc Pay	22.4466000000	11.2200000000	0.5000000000	Imported
		2022-01-20	2021-12-13	Misc Pay	22.4466000000	11.2200000000	0.5000000000	Imported

3. Results: Records: 4 Time: 0.03s

4 Records Export Filter: ON

Deduction	Total
Dues	117.92
D825: WA CARES FUND	.00
Industrial Insurance	23.78
D402: LTD SUPPLEMENTAL	20.05

Contacts and Resources

Payroll: payroll@tacoma.k12.wa.us

(253) 571-1236

Payroll website:

<https://tps10.sharepoint.com/sites/business/SitePages/Payroll.aspx>

Human Resources website:

<https://tps10.sharepoint.com/sites/HR/>