Payroll Information

TACOMA
PUBLIC SCHOOLS
EVERY STUDENT. EVERY DAY.
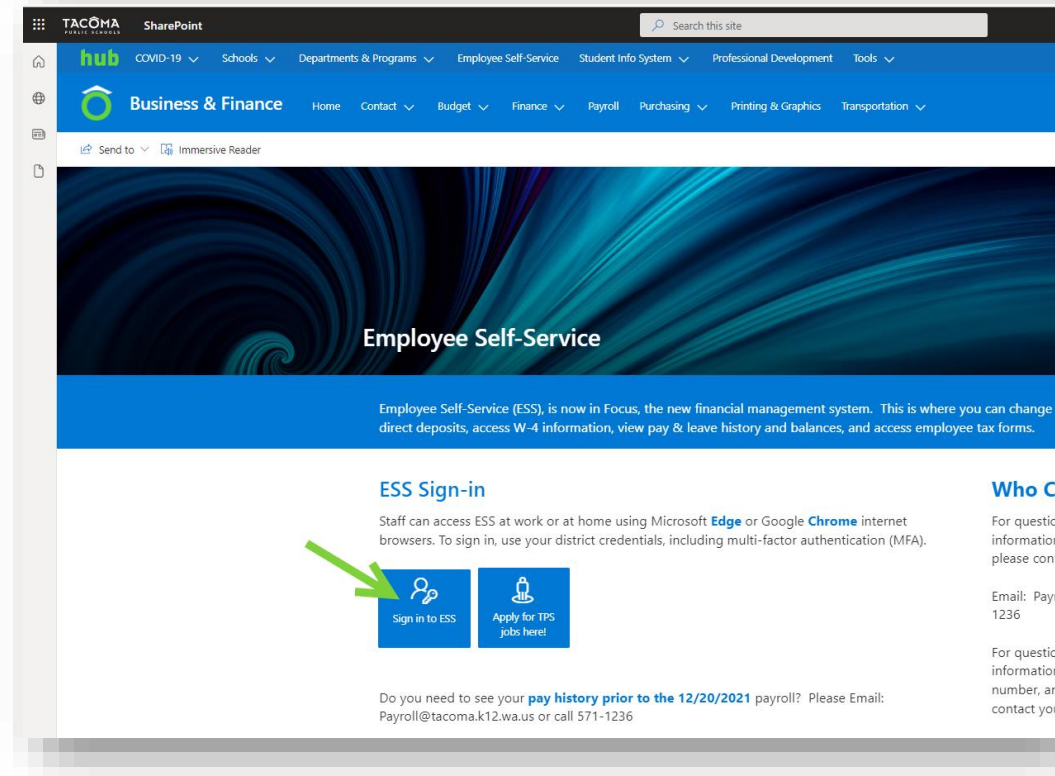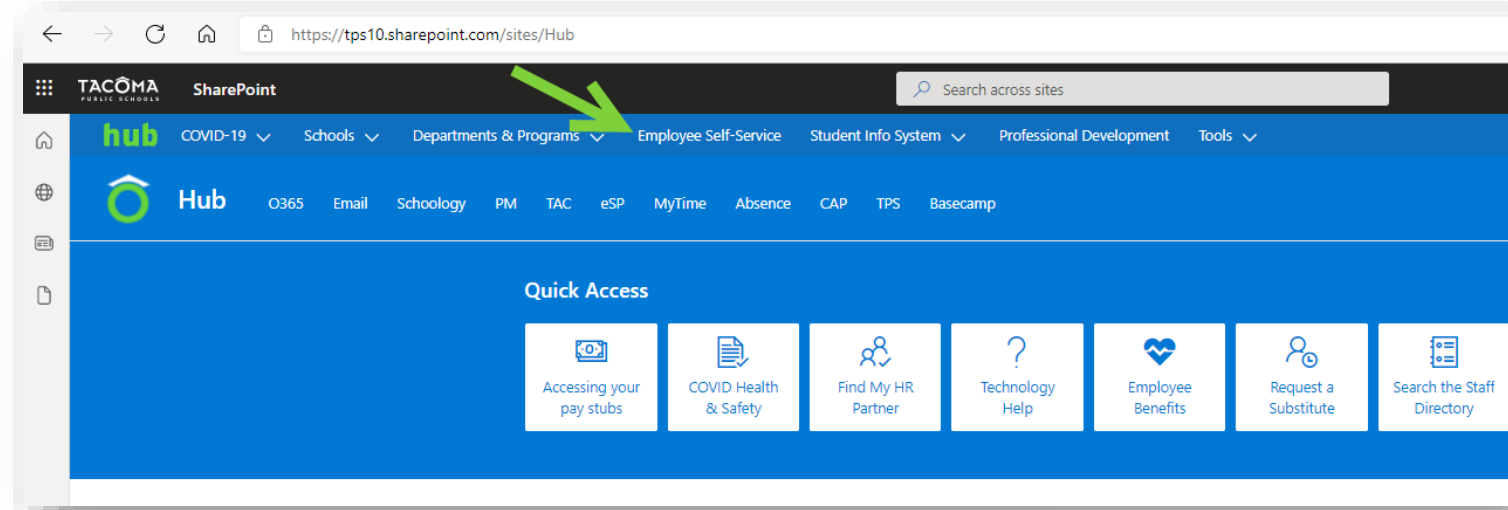
March 28, 2022

Accessing Employee Self-Service (ESS)

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

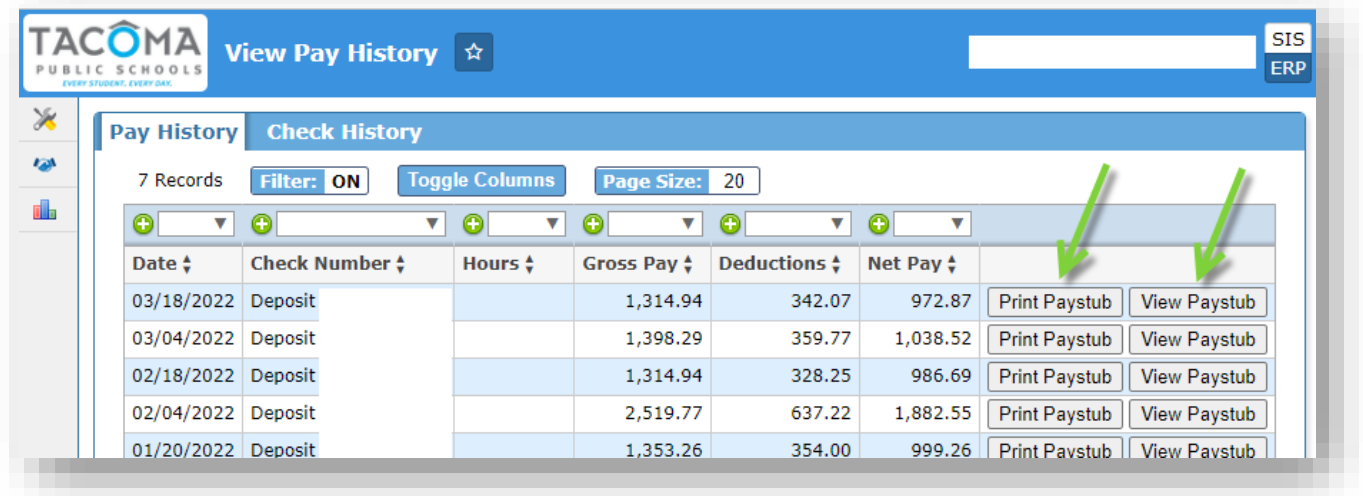# Accessing [Employee Self-Service (ESS)](cont'd)

- 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)

3
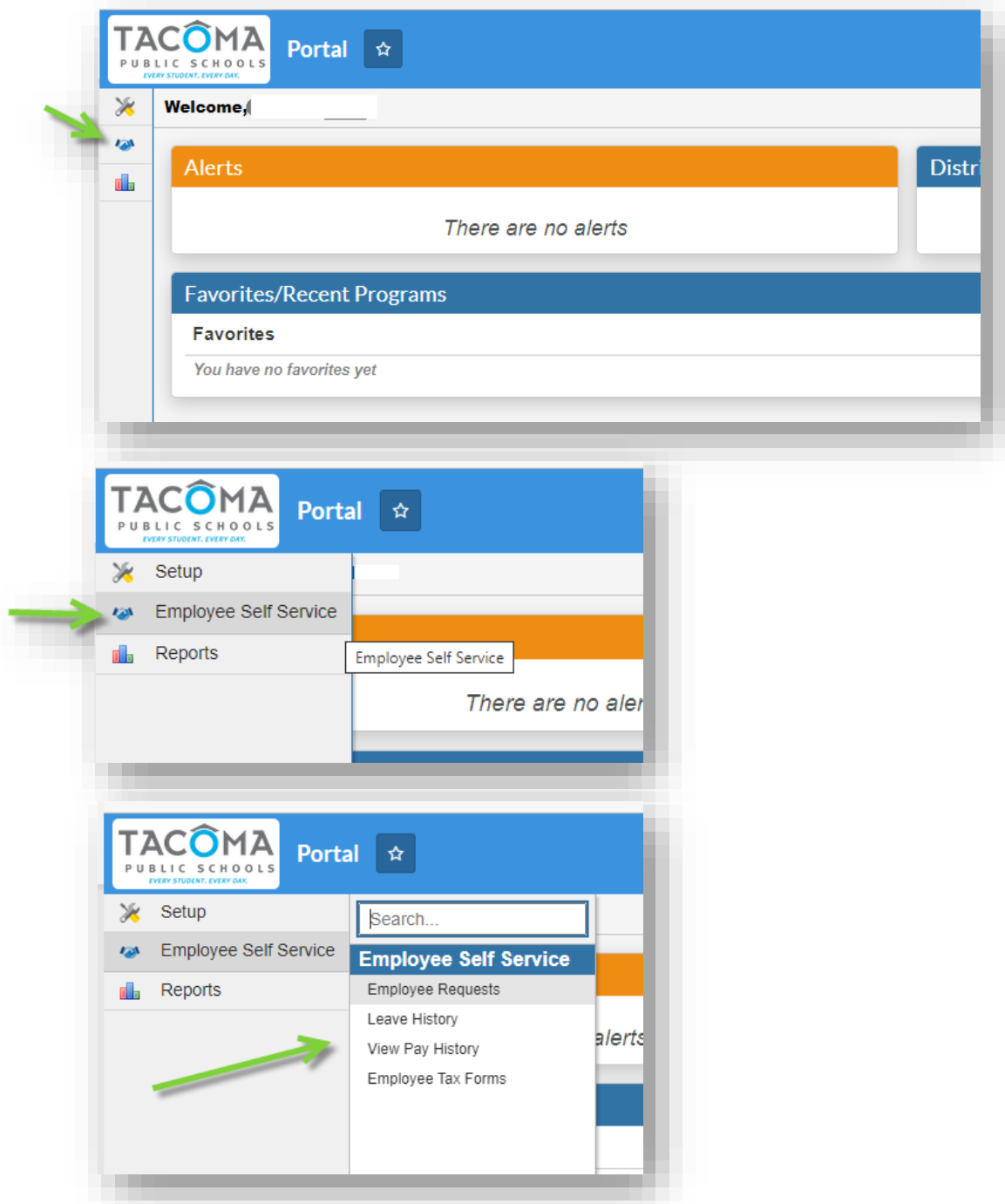
Viewing Pay History

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.

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?
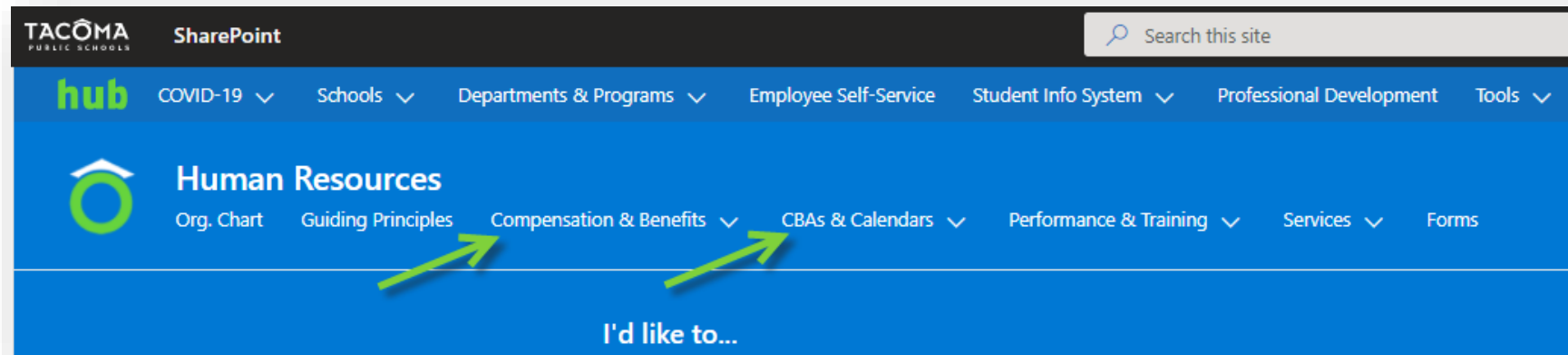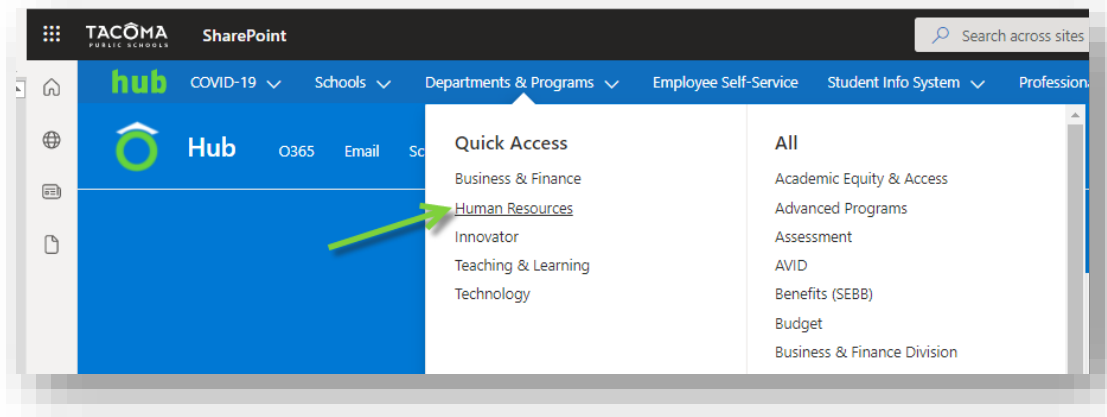
How can I validate my "salary" pay period amount?

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 D	04 E	05 F	06 G	07 H	08 I	09 J	10 K	After completion of 15 yrs. L	After completion of 20 yrs. 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
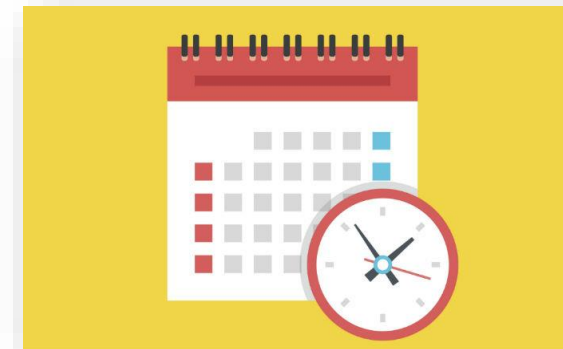
How can I validate my "salary" pay period amount? (cont'd)

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 x 5.5 = $122.24 daily rate

$122.24 x 194 days = $23,714.56 annual gross

$23,714.56 / 24 paydays = $988.11 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

S	M	T	W	Th	F	S
			N	N	N	4
5	N	7	SS	9	10	11
12	KS	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6th Labor Day (non-workday)
7th First Day of Work
8th First Student Day
13th Kindergarten Start Date
18 workdays

OCTOBER 21

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21 workdays

NOVEMBER 21

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	H	12	13
14	15	16	17	18	19	20
21	22	23	N	H	H	27
28	29	30				

11th Veterans' Day Holiday
24th Non-workday
25th, 26th Thanksgiving Break
18 workdays

DECEMBER 21

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	N	N	N	H	H	25
26	N	N	N	H	H	

Dec 20 – 31 Winter Break/No school
13 workdays

JANUARY 22

S	M	T	W	Th	F	S

1st New Year's Day

FEBRUARY 22

S	M	T	W	Th	F	S

18th 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

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

- Section 1: Overtime

- Section 2: Misc Pay

- Section 3: Deduction Info

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/