

Frequently Asked Questions

Deferred for Summer Pay Program 2024-25

Q: What do I need to do if I want to receive my salary over the summer?

A: Teachers who wish to be paid over the summer of 2025 will enroll in the Deferred for Summer Pay Program between May 28, 2024 and June 29, 2024 and elect to have a portion of their net salary withheld each pay period during the 2024-25 school year. This withheld salary will be set aside by the District to be paid to you next summer.

Q: Will deductions be taken out of my summer pay checks?

A: No. The pay that is withheld and that you receive over the summer is net pay, which means that all deductions (taxes, health insurance, union dues, etc.) will have already been taken out of the regular school year pay checks (contract salary is distributed equally over 22 payroll periods). This will allow you to know exactly how much salary you will receive in the summer pay checks.

Q: How much money will I be paid in the paychecks I will receive over the summer?

A: You will decide how much money you will receive when you make your election to participate in the Deferred for Summer Pay Program. This is essentially a savings account which will be disbursed over (4) payroll periods.

Q: What will happen if I work extra hours during the 2024-2025 school year?

A: Any extra pay you earn during the 2024-2025 school year will be paid to you during the regular school year (or when normally scheduled to be paid). It will not affect the amount of money you receive during the summer months for the deferred for summer funds.

Q: What if I leave the District or go on an unpaid leave of absence during the school year?

A: If you have an interruption in pay due to the **end** of your employment, all deferred for summer monies that were withheld will be paid to you in the payroll following your last regularly scheduled paycheck.

If you have an interruption in pay due to an **unpaid leave of absence** through the end of the school year, you can request in writing to have the monies that were withheld paid to you or you will receive a lump sum payment on the first scheduled Deferred for summer payment date, that will be 7/11/2025 for the 2025 school year. In the event you return from leave before the end of the school year your deductions will begin again, however, your balance will only be what was set aside from all paychecks received.

Q: In the event I leave the District at the end of the school year, will I still receive checks over the summer or does my departure affect how the monies that were withheld get distributed?

A: Employees leaving at the end of the school year will affect how the monies that were withheld get distributed. Based on the separation date and timeliness of entry by the Human Resources Department, a lump sum payout will be processed however it may or may not be the first “refund deferred for summer” payout.

Q: What if I decide I want to opt out during the school year?

A: By electing to participate in the program you are agreeing that the funds will be paid during July and August or upon interruption of your paid employment.

I Agree

By making the election above, I agree that the Rochester City School District may withhold that portion of my bi-weekly salary to be paid to me during July and August or upon interruption of my paid employment.

Q: Are there any other requirements to participation in the Deferred for Summer Pay Program?

A: To participate you must be enrolled in direct deposit.

Q: Will I receive interest on the money that is withheld from my paycheck to be paid over the summer months?

A: No interest will be paid on amounts voluntarily withheld for the Deferred for Summer Program. If you wish to learn about ways you may have your salary placed in an interest bearing account, you may want to contact Advantage Federal Credit Union and inquire about their Spread-A-Check program. You may also wish to contact your current financial institution to see if they provide this service.

Q: If I am participating in the Deferred for Summer Pay Program, will I receive pay advice slips over the summer months?

A: We have discontinued the mailing of pay advices. Employees can review their pay information through the self-service page in PeopleSoft on pay day.

Q: There used to be a chart that showed us our salaries and the amount we would need to defer every two weeks in order to get a certain amount of pay over the summer; is one available?

A: In addition to the example provided in the instructions for enrolling in the Deferred for Summer Pay Program, we have listed the following steps to assist you with your calculation.

1. Decide the desired amount for each paycheck in the summer.
 - a. If you are unsure of how much to put aside, please review your current bi-weekly take home salary and consider how much you can afford to live on during the summer months and live without during the school year.

2. Multiply the desired amount to be withheld each pay period by 22 pay periods for the total amount you will be setting aside for summer.
 - a. If you start after the first pay date, divide the sum from step 2 by the remaining number of pay dates. You can find the Payroll Schedule in Peoplesoft on the Human Resources tab in the Payroll Forms section.
3. The amount from step 3 is the amount to be withheld from each regular bi-weekly payroll
4. Divide the sum from step 2 by 4; this will be the total amount of each summer check.

EXAMPLE

I want to receive \$1,677.50 each paycheck in the summer

- a. $\$305.00 \text{ multiplied by } *22 = \$6,710.00$
- b. $\$6,710.00 \text{ divided by } 4 = \$1,677.50$
- c. $\$305.00$ would be the amount to withhold from each regular bi-weekly payroll

*If you start after the first pay date, divide by the remaining number of payrolls.

Q: Will I receive confirmation I am enrolled in the Deferred for Summer Program?

A: Successful enrollment will produce an email to your District email address. If you do not receive the email, you will want to go back into PeopleSoft and repeat the steps.

Q: Who do I contact if I have any further questions?

A: If you have additional questions, you may email the Payroll mailbox Payroll@RCSDK12.org