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**Kentwood Public Schools**  
**Payroll and Insurance Frequently Asked Questions (FAQs)**  
**July 1, 2023 – June 30, 2024**

**KPS Payroll**

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**Welcome back!** We trust that your summer was relaxing and filled with making memories with family and friends. We hope that this **Frequently Asked Questions** sheet will help answer your questions. You will also find this sheet, along with hyperlinks, on our District website ([www.kentwoodps.org](http://www.kentwoodps.org)) for future reference. This is not expected to be a complete list. Please check back, as this sheet will be updated as more questions arise. We welcome any questions and feedback. Thank you for everything you do for our district!

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## PAYROLL FAQs

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**Q: When are the pay dates scheduled for this year?**

A: For 52-week staff, the pay dates start on July 1, 2023 and continue every other Friday until June 30, 2024 (26 pays). For less than 52-week staff, your 1st check will vary depending on your start date. All pay dates are on Fridays. A complete payroll calendar is available on our [District website](#) under the "Payroll/Insurance/HR FAQs" section.

**Q: As a salary employee do I have a choice for 26 pays or 22 pays?**

A: KPS is a default 26-pay District. All salary employees are scheduled for 26 pays based on time worked unless they are hired on a "One Year Only" contract. "One Year Only" employees default to 22 pays.

**Q: I am a KEA member. When do I get my 1st paycheck for the 2023-2024 contract? When is my last paycheck? How do I find out my contract value?**

A: August 25, 2023 will be the 1st pay date for all KEA members. August 9, 2024 will be the last pay date, with the exception of "One Year Only" KEA members whose last pay date will be June 14, 2024. Your contract value or yearly salary is available on the [Employee Access Center \(EAC\)](#).

**Q: I am an hourly employee. When are my timesheets due to be processed for payment?**

A: Your timesheet should be "saved and submitted" on the last day of your work week. Please consult your supervisor for the approved deadline.

**Q: During payroll weeks, I receive an email on Wednesday identifying my check amount for Friday. What should I do if I feel it is wrong?**

A: We process direct deposits on Wednesdays to allow for review by the employee before the scheduled pay date on Fridays. If you notice any discrepancies, please immediately email [kps.payroll@kentwoodps.org](mailto:kps.payroll@kentwoodps.org), as well as your supervisor, with your question so a resolution can be found as quickly as possible.

**Q: I am a full-time teacher. Why does the gross pay line on my voucher state that I worked 60 hours?**

A: As a salaried employee, it is not necessary to state any hours for your bi-weekly wages on your pay stub. However, all Michigan school districts must report bi-weekly hours for all employees to the Office of Retirement Services (ORS) on a bi-weekly basis. ORS requires that we report these bi-weekly hours during the time period the employee is contracted to work. For a teacher, we report these bi-weekly hours over 21 pay periods starting August 25, 2023 to May 31, 2024.

The 60 hours reported for a full-time teacher are calculated by dividing the 21 pay periods into the annual instruction contract hours (182 days \* 7 hours per day) / 21 pay periods). A part-time teacher's bi-weekly hours are calculated in the same manner; however, it is adjusted for the percentage of time worked by the part-time teacher. Consequently, teaching staff that have additional hours worked (overloads, etc.) will have more than 60 hours posted.

ORS requires 1,020 hours worked of instruction to earn 1 year of service credit. Based on the above formula, a full-time teacher would receive 1,260 hours reported, which would satisfy ORS requirements. You are not permitted to earn more than 1 full year of service credit in a fiscal year.

**Q: How do I change my tax deductions for the Federal and State taxes withheld from my check?**

A: Tax deduction changes can be made on the [Employee Access Center \(EAC\)](#). No physical form needs to be submitted to Payroll. To update tax information, please go to: [Employee Access Center \(EAC\)](#) - "Salary and Benefits" tab - Tax Information - Choose the "Update Tax Information" box. Upon making changes, please make sure to enter an **Effective Date** and click **Save** to make your changes.

**Q: What do my pension/retirement deductions mean? How can I change my beneficiary with ORS? How soon can I retire?**

A: The State of Michigan mandates your pension/retirement agreement and/or qualifications. Kentwood Public Schools is a customer of the Office of Retirement Services (ORS). The following website will address many of your questions: <https://www.michigan.gov/orsschools>. For any further questions, please contact ORS directly.

**Q: When should I expect payment for a supervisor-approved Schedule B?**

A: Schedule B's for year-long activities will be paid in thirds. Seasonal Schedule B's (coaching, extra duties, etc.), will be paid on three (3) corresponding payroll(s): October 20, 2023, March 8, 2024, and June 14, 2024. All paperwork must be received by the Payroll Department no later than the Friday before a payroll week.

**Q: If I am a KEA member, when do I receive "teacher hourly" payments?**

A: Teacher hourly payments earned are paid with each payroll. You should typically receive payment for hours worked within one (1) to two (2) paychecks after your duties are complete.

**Q: If I retire or resign, when should I expect my contract to be paid out, including sick days and vacation days?**

A: Payment for retiring employees' severance, retirement incentive, and vacation days (if applicable) will be processed on June 14, 2024 for employees who finish their career on the last day of school. Any other retirement/resignations (mid-school year) will be processed on the last paycheck in the month in which you retire/resign.

**Q: Can I just put in the "notes" section of a personal leave request that I want to exchange two days for a purchase personal day/hours?**

A: No. Your leave request must be submitted as a purchase personal day/hours on the [Employee Access Center \(EAC\)](#) (non-teaching positions) or through [Frontline](#) (teaching staff).

**Q: In the past, I submitted a Change of Status for a purchase personal day/hours. Is this still the correct process?**

A: No. Requests only need to be submitted on the [Employee Access Center \(EAC\)](#) (non-teaching positions) or through [Frontline](#) (teaching staff).

**Q: How do I change my address?**

A: To update your address, please log into the [Employee Access Center \(EAC\)](#). Click "Update Information" and make any necessary changes. To submit the changes, please make sure to enter an **Effective Date** and click **Save** to make your changes.

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## **BANKING INFORMATION FAQs**

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**Q: How do I enroll in/change my Direct Deposit?**

A: Kentwood Public Schools processes all payroll through automated Direct Deposit. Direct Deposit information can be updated via [Frontline](#) by completing a "KPS Direct Deposit Authorization/Change" form. Any direct deposit updates must be received by the Payroll Department no later than the Friday before payroll is submitted.

**Q: I do not have an open checking or savings account. How can I receive my payroll compensation?**

A: Kentwood Public Schools processes all payroll through automated Direct Deposit. Effective June 1, 2016, the District moved to electronic payments. Per the State of Michigan (citation: 2010 MI HB5821; MI Pub. Ch 323; MCL 408.476), we can require Direct Deposits; however, it is up to the employee to choose whether to receive wages through Direct Deposit into a checking/savings account or onto a payroll debit card. If you choose to utilize a payroll debit card, you may obtain a card from multiple locations. Some suggestions include but are not limited to gas stations, grocery or convenience stores, pharmacies, etc.

**Q: Can I utilize another person's account for my Direct Deposit?**

A: Unfortunately, many banking institutions will not accept a deposit from Kentwood Public Schools into an account without your name on it. We can attempt to make a deposit on your behalf; however, we cannot guarantee access to those funds. In the event of a returned or rejected deposit, it can take between 5 and 10 business days for our bank to receive notification of the rejection/return. We cannot issue a secondary deposit (in any form) until we receive that notice from our bank. We highly discourage utilizing another person's account for your Direct Deposit.

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## INSURANCE FAQs

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**Q: I just started working for KPS as a full-time employee. When should I expect to receive Health Insurance coverage?**

A: Insurance coverage will begin on your first day of employment with KPS. Employees have 30 days to elect insurance coverage. After 30 days, employees will need to wait until open enrollment to make any necessary insurance changes.

**Q: When I resign or retire from KPS, when will my insurance coverage expire? Is COBRA available?**

A: Insurance coverage will end on the last day of the month of your retirement/resignation. For example, if you retire on December 21, 2023, your insurance benefits will expire on December 31, 2023. For employees who are contracted for less than 52 weeks, you must complete contractual obligations in order to receive insurance through the summer. Please refer to your contract for specific details. An offer of COBRA coverage will be mailed to you within 2 weeks of your insurance coverage being terminated.



**Q: If I am an hourly employee, when do I start paying for insurance based on my contract?**

A: For 52-week employees, insurance deductions will begin on your first paycheck. For less than 52-week employees, insurance deductions will begin September 8, 2023 and end June 14, 2024 (no insurance deductions on January 12, 2024 and April 19, 2024).

**Q: If I am a salaried employee, when do I start paying for insurance based on my contract?**

A: Insurance deductions will begin on your first paycheck. For less than 52-week employees who are paid over 26 pays (typically KEA or certified staff), insurance deductions will be withheld from each paycheck on a bi-weekly basis.

For less than 52-week employees who are paid over 22 pays (typically "One Year Only" employees), insurance deductions will begin September 8, 2023 and end June 14, 2024 (no insurance deductions on January 12, 2024 and April 19, 2024).

**Q: I have a Health Savings Account (HSA) through Priority Health (Health Equity). When are employer contributions funded?**

A: Employer contributions are scheduled based on a calendar year. Your contributions for the upcoming 2024 calendar year will be equally divided and deposited into your account on January 1 and July 1.

**Q: I've elected a plan with a Health Savings Account (HSA). How do I change my contribution?**

A: HSA contributions can be updated via [Frontline Central](#) by completing a "KPS Health Savings Account (HSA) Contribution Form" form. Any changes to your HSA contributions must be submitted to the Payroll Department no later than the Friday before payroll.

**Q: If I choose "cash in lieu," when will I start receiving payments?**

A: For 26 pay employees, cash in lieu begins September 8, 2023 and ends August 23, 2024. For 22 pay employees, cash in lieu begins on September 8, 2023 and ends June 28, 2024. Cash in lieu will only be paid on the 1st and 2nd paychecks of each month.

**Q: When is open enrollment? What happens if I get married and/or have a child after the open enrollment period?**

A: Open Enrollment is scheduled for November 1 through November 21 (exact dates TBD). During this time period, all employees eligible for insurance are able to make changes to their insurance coverage. Changes will be effective January 1, 2024.

Outside of the Open Enrollment period, employees have 30 days after a life event (marriage, birth, loss of insurance coverage) to change their insurance coverage. It is the employee's responsibility to contact the insurance department if any of these events occur.



**Q: How are my insurance deductions calculated?**

A: New insurance rates are effective January 1, 2024. Your 1st paycheck of 2024 (January 14) will reflect the new rates in your insurance deduction. All monthly insurance rates can be found on the KPS website, under the [Budget and Salary/Compensation Transparency Reporting](#) page. Bi-weekly insurance deductions are calculated based on the number of pays you receive (either 22 or 26).

**26 Pay Employees**

Employee insurance monthly cost x 12 months ÷ 26 pays = per pay insurance deduction

**Example:** \$59.91 x 12 months = \$718.92 ÷ 26 pays = \$27.65

**22 Pay Employees**

Since you are not paid during the summer, your deductions are broken down into two different calculations. Your insurance deductions from January through June cover the cost of insurance from January through August. There are 10 paycheck deductions between the start of the New Year and the first pay in June and 8 months of coverage that need to be paid for.

Employee insurance monthly cost x 8 months ÷ 10 pays = per pay insurance deduction

Once you return to work in August, your paycheck deduction will be lower. You will have 4 months of coverage to pay for and 9 paycheck deductions remaining in the calendar year.

Employee insurance monthly cost x 4 months ÷ 9 pays = per pay insurance deduction

**Example:** \$290.96 x 8 months = \$2,327.68 ÷ 10 pays = \$232.77

\$290.96 x 4 months = \$1,163.84 ÷ 9 pays = \$129.32

For 22 pay employees, there will be no insurance deduction on January 12, 2024 or April 21, 2024.

If you would like more information on how your insurance deduction is calculated, please contact the Insurance Department at [kps.insurance@kentwoodps.org](mailto:kps.insurance@kentwoodps.org) or extension 79913.