

JCPS PAYROLL DEPARTMENT

UNDERSTANDING ESCROW PAY FOR BUS DRIVERS

Kentucky Revised Statute 160.291 states, "The gross salary received on each pay date will be an amount equal to the school employee's annual salary divided by the number of pay dates. . ." This law was established to help provide equal paychecks to school board employees throughout the work year including times when employees do not work all ten (10) days in a pay period, such as Thanksgiving, Winter Break, Spring Break, Summer Break and snow days.

To provide equalized pay throughout the year, including times when employees do not work, an escrow account is established for each full-time employee who is assigned to an approved Working Calendar. Escrow is deducted from contract pay earned (i.e. contract days or hours *worked* and *paid* leave days). On non-contract days when employees do not work, escrow is paid to the employee for the non-work day to provide an equal paycheck.

Escrow Calculations

In a 12-month period of time, there are typically 260 work days (Monday – Friday). The contract work year for many JCPS employees only spans the 10-month period of time school is in session. Therefore, most JCPS employees work *less* than 260 contract days. Escrow percentages are used to spread the employee's base contract pay over the 260 days (26 pay periods x 10 work days per pay period).

Each employee's escrow percentage is calculated using the employee's number of contract days. The number of contract days will be divided by 260 days to obtain the escrow percentage. Bus Drivers typically work 184 contract days per year. Hours per day vary depending on each employee's scheduled route.

Example:

The following is an example of an employee who works 184 contract days with an hourly rate of \$21.9389 per hour. This employee works an average of 6 hours per day. The employee's average daily rate based on 6 hours x \$21.9389 per hour = \$131.6334.

- The escrow percentage is $184/260 = 70.77\%$.
- The average daily rate is multiplied by 70.77% to spread the employee's pay over 260 days (26 paychecks).
 - $70.77\% \times \$21.9389 \times 6 \text{ hours} = \93.16
- This employee would be paid \$93.16 per day on *non-work* days during the work week throughout the school year.

Remember, employees are receiving pay for *non-work days*. Therefore, escrow is deducted from the actual pay earned and deposited to the employee's escrow balance to fund these payments. The escrow deduction percentage is determined by taking 100% minus the Escrow Percentage. Continuing the example for the 184 day employee, the escrow *deduction* percentage would be 29.23%:

- $100\% - 70.77\% = 29.23\%$.

The sum of the escrow percentage *deducted* plus the escrow percentage *paid* equals 100% of the employees full contract pay.

- $29.23\% \text{ deducted} + 70.77\% \text{ payback} = 100\% \text{ contract pay}$

The following example shows how the employee's paystub will reflect for pay period in which he/she was paid for 38.84 contract hours worked and 5 non-work/escrow days. This example reflects 26 paychecks.

Detail Pay Information

Base Pay Earned (38.84 hours x \$21.9389)	\$852.11
Current Escrow this Pay Period	\$216.71
Gross Base Pay Received	\$1,068.82

Detail Escrow Information

Current Escrow Deducted (38.94 base hours x \$21.9389 x 29.23%)	- \$249.07
Plus Current Escrow Paid (5 non-work days x 6 hrs x \$21.9389 x .70.77%) +	\$465.78
Equals Current Escrow on Paycheck	= \$216.71

YTD (year-to-date) Escrow Balance
A negative (-) number reflects balance the employee owes the District. Positive number reflects balance the District owes the employee.

Escrow Information	Current Escrow	216.71
	YTD Escrow Balance	1,666.81

Pay Type

Pay Type	Rate	Units	Amount	YTD
BASE PAY	21.9389	38.84	1,068.82	1,068.82
OVERTIME	32.9084	.00	19.75	19.75
EXTRA TIME	21.9389	1.18	25.45	25.45
TOTALS:		1,114.02	1,114.02	1,114.02

Deductions

Deductions	Current	YTD
COL PRETAX	23.25	23.25
CERS 5%	55.70	55.70
TEAMSTERS	24.88	24.88
DRIVE-TEAMST	2.00	2.00
BOSTON LIFE	14.06	14.06
DIRECT DEP	737.38	737.38

Taxes

Taxes	Current	YTD
FICA	43.47	43.47
MEDICARE	15.01	15.01
FEDERAL	128.11	128.11
KENTUCKY	47.85	47.85
LOUIRES	24.51	24.51

Employer Paid Local Tax

Tax	Current	YTD

Withholding Allowances

M/S	#	Extra
Federal	\$ 0	\$.00
State	\$ 0	\$.00

Current Pay 1,114.02
Minus Total Deductions 376.64
Current Net Pay 737.38

Jefferson County Board of Education, Louisville, Kentucky 40232-4020

Calculating Your Escrow for 26 pay dates:

- Determine your Escrow Payback percentage:
Base Contract Days 184 divided by 260 days = **70.77%**
- Determine your Escrow Deduction percentage:
100% minus 70.77% = **29.23%**
- Determine your **Escrow Deduction** amount for the *pay period**:
Number of base contract hours worked x Hourly Rate x 29.23% = _____
- Determine your **Escrow Payback** amount for the *pay period*:
Number of non-work (escrow days) x Average Hours per Day x Hourly Rate x 70.77% = _____
- Determine your escrow amount for the *pay period*:
Escrow Payback Amount for non-work days minus **Escrow Deduction** Amount = _____

*The JCPS *pay period* covers the two week period (14 calendar days) from Saturday through Friday. The pay date is two weeks following the pay period end date.

Why is My Escrow Balance Short?

In order for employees to have a sufficient escrow balance to cover non-work days, the employees must be paid for all contract work hours or days in the school year.

The following are examples of situations which can cause an employee to be short in their escrow balance:

- **Late Hire**
The employee begins work after the start of the contract work year. Therefore, the employee's escrow balance may be short because escrow was not deducted from the missed/unpaid contract days.
- **Unpaid Leave**
Escrow is deducted from every contract hour or day worked. When employees take unpaid leave, they miss escrow deductions causing a shortage in their balance.
- **Worker Compensation**
When an employee is out on approved Workers Comp, sick days which are coordinated with Workers Comp pay will have escrow withheld. However, checks received from the Worker's Comp vendor will not have escrow withheld. Therefore, this may cause employees to be short in their escrow balance.
- **Rate Change**
An employee may receive a mid-year rate change due to a reassignment or change in rank. This rate change may cause a perceived shortage in the employee's summer escrow pay. In this situation, the employee's contract pay rate has increased mid-year, however, the employee has deposited to his escrow account at the lower rate of pay for the first part of the year. The employee's summer escrow payments will be based on his new higher rate of pay. However, since he was not paid this higher rate all year, he will not have a sufficient escrow balance at the end of the school year to provide for full summer escrow checks at the new higher rate of pay.
- **Contract Day Change**
Escrow percentages are based on spreading the number of contract days over 260 days. A mid-year change in contract days may cause a shortage in summer escrow pay because the employee's escrow percentage has changed.
- **Working Calendar Change**
Every full-time employee is assigned a Working Calendar. The contract days in each working calendar are spread over 26 pay dates or 260 days. If the employee's working calendar is modified to start in a *later* pay period the following school year, this will cause the employee to have a gap between the last summer escrow paycheck and the first paycheck of the new school year.

Special Note

Employees must have a sufficient escrow balance to provide for payment of non-work days during breaks such as Thanksgiving, winter, spring and summer breaks. Escrow balances cannot fall below zero when payment for these non-work days is processed. In this situation, employees will receive escrow pay for the full calculated escrow pay amount for the pay period or the employee's positive escrow balance whichever is less.

Pay Stub Information

Note – The following pay stub is provided as an example only. Rates and deductions on this example are not applicable to all employees.

Note: Escrow is calculated on **Base Pay Only**

Additional hours paid will be reflected. Escrow is not deducted from Overtime or Extra Time.

Pay Type	Rate	Units	Amount	YTD	Deductions	Current	YTD	Taxes	Current	YTD
BASE PAY	21.9389	38.84	1,068.82	1,068.82	COL PRETAX	23.25	23.25	FICA	43.47	43.47
OVERTIME	32.9084	.60	19.75	19.75	CERS 5%	55.70	55.70	MEDICARE	15.01	15.01
EXTRA TIME	21.9389	1.16	25.45	25.45	TEAMSTERS	24.68	24.68	FEDERAL	126.11	126.11
					DRIVE-TEAMST	2.00	2.00	KENTUCKY	47.85	47.85
					BOSTON LIFE	14.06	14.06	LOU/RES	24.51	24.51
					DIRECT DEP	737.38				
TOTALS:				1,114.02	1,114.02					

Pay Type = Description of Pay
Rate = Rate of Pay
Units = Number of Hours or Days Paid
Amount = Gross Pay Amount before Deductions
YTD = Total Gross Pay for the Calendar Year-to-Date (January through December)

Deductions = Description of deduction withheld
Current = Current amount withheld for this pay date.
YTD = Total amount withheld in the calendar year (January through December)

Taxes = Description of mandatory taxes withheld
Current = Current tax amount withheld this pay date
YTD = Total tax amount withheld in the calendar year (January – December)

Current Escrow = Total current escrow amount for this pay date.
YTD Escrow Balance = Employee's total escrow balance for the school year.

Accrual Type = Leave type description
Current Used = Current leave days used for this pay period
Balance = Total leave balance.

W-4 Federal & State Tax Withholding Allowances.
M/S = Married(M) or Single(S)
= Nbr of Exemptions on W-4
Extra = Additional Flat Dollar Amt Deducted.

Current Pay = Current Gross Pay Amount before Deductions.
Minus Total Deductions = Total Voluntary and non-voluntary deductions
Current Net Pay = Net pay distributed to employee

Escrow Information	
Current Escrow	218.71
YTD Escrow Balance	1,065.81

Accrual Type	Current Used	Balance
SICK	.500	9.500
PERSONAL		2.000
EMERGENCY		2.000

Withholding Allowances		
M/S	#	Extra
Federal	S 0	\$.00
State	S 0	\$.00

Current Pay	1,114.02
Minus Total Deductions	378.64
Current Net Pay	737.38

Jefferson County Board of Education, Louisville, Kentucky 40232-4020

RETIREMENT (Deducted pre-tax from Federal, State, FICA and Medicare)

CERS 5% - COUNTY EMPLOYEES RETIREMENT SYSTEM (KY RETIREMENT SYSTEM) - 5% is withheld from employees who began participating in the retirement system prior to 9/1/2008.

CERS 6% - COUNTY EMPLOYEES RETIREMENT SYSTEM (KY RETIREMENT SYSTEM) – 6% is withheld from employees who began participating in the retirement system after 8/31/2008.

MEMBERSHIP DUES

DRIVE-TEAMSTR – TEAMSTERS DRIVE CAMPAIGN DEDUCTION

TEAMSTERS - TEAMSTERS FULL MEMBER DEDUCTION

JCPS Bus Driver Working Calendar for 2018-2019

MUNIS Calendar 17, 184/01, Fiscal Year Ending June 2019

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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		

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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		

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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				

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

Escrow Day
 Work Day
 Holiday

Important: This calendar is subject to change as a result of school closing due to inclement weather.

JCPS PAYROLL DEPARTMENT

2018-2019 PAY DATES

Pay Period Begin Date	Pay Period End Date	Pay Date
Sunday, July 01, 2018	Friday, July 13, 2018	Friday, July 27, 2018
Saturday, July 14, 2018	Friday, July 27, 2018	Friday, August 10, 2018
Saturday, July 28, 2018	Friday, August 10, 2018	Friday, August 24, 2018
Saturday, August 11, 2018	Friday, August 24, 2018	Friday, September 07, 2018
Saturday, August 25, 2018	Friday, September 07, 2018	Friday, September 21, 2018
Saturday, September 08, 2018	Friday, September 21, 2018	Friday, October 05, 2018
Saturday, September 22, 2018	Friday, October 05, 2018	Friday, October 19, 2018
Saturday, October 06, 2018	Friday, October 19, 2018	Friday, November 02, 2018
Saturday, October 20, 2018	Friday, November 02, 2018	Friday, November 16, 2018
Saturday, November 03, 2018	Friday, November 16, 2018	Friday, November 30, 2018
Saturday, November 17, 2018	Friday, November 30, 2018	Friday, December 14, 2018
Saturday, December 01, 2018	Friday, December 14, 2018	Friday, December 28, 2018
Saturday, December 15, 2018	Friday, December 28, 2018	Friday, January 11, 2019
Saturday, December 29, 2018	Friday, January 11, 2019	Friday, January 25, 2019
Saturday, January 12, 2019	Friday, January 25, 2019	Friday, February 08, 2019
Saturday, January 26, 2019	Friday, February 08, 2019	Friday, February 22, 2019
Saturday, February 09, 2019	Friday, February 22, 2019	Friday, March 08, 2019
Saturday, February 23, 2019	Friday, March 08, 2019	Friday, March 22, 2019
Saturday, March 09, 2019	Friday, March 22, 2019	Friday, April 05, 2019
Saturday, March 23, 2019	Friday, April 05, 2019	Friday, April 19, 2019
Saturday, April 06, 2019	Friday, April 19, 2019	Friday, May 03, 2019
Saturday, April 20, 2019	Friday, May 03, 2019	Friday, May 17, 2019
Saturday, May 04, 2019	Friday, May 17, 2019	Friday, May 31, 2019
Saturday, May 18, 2019	Friday, May 31, 2019	Friday, June 14, 2019
Saturday, June 01, 2019	Friday, June 14, 2019	Friday, June 28, 2019
Saturday, June 15, 2019	Friday, June 28, 2019	Friday, July 12, 2019

Additional Important Information

- **Communication**
 - The JCPS Payroll Department communicates frequently with employees via your JCPS e-mail account. This includes the delivery of your paystubs, W-2s, and other important information. For help logging on to your JCPS e-mail account, please contact the HELP DESK at 485-3552.
- **Direct Deposit and Paystub Distribution**
 - Direct Deposit is mandatory for all JCPS employees and is a condition of employment. Your net pay will be deposited to your bank account on the morning of each pay date. Paystubs are generally delivered via your JCPS email account on the Wednesday before the pay date. The password to access your electronic paystub is the last four digits of your social security number.
- **Employee Self Service (ESS)**
 - Employees may access paystubs, W-2s, leave balances and other employment information via the Employee Self Service (ESS) website. Employees also enroll in JCPS sponsored benefits via the ESS website during the annual Open Enrollment period. Your *User Name* to access ESS is your six (6) digit employee id number located on your paystub. If you are unable to log in to the ESS website, please try resetting your password at <http://jcps.me/password>. If you have trouble with the password site, please call the Technology Service Desk at 485-3552.
- **Important Websites**
 - JCPS Password Assistance
<http://jcps.me/password>
 - Employees Self Service (ESS) for Pay Stubs & W-2s:
<https://employee.jefferson.kyschools.us/ESS>
 - JCPS Payroll Website:
<http://www.jefferson.kyschools.us/Departments/FinancialServices/Payroll.html>
 - Payroll Forms:
<http://www.jefferson.kyschools.us/Departments/FinancialServices/PayrollForms.html>

 - **JCPS Payroll Department Contact Information**
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