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A TRADITION OF EXCELLENCE FOR ALL



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LYNCHBURG CITY SCHOOLS

PAYROLL & BENEFITS DEPARTMENT

PAYROLL

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What does LCS Payroll Department provide?

- Processing payroll
- Processing W-4's & VA-4 forms
- Maintaining employee payroll records
- W-2 forms
- Payroll Questions
- Direct Deposits
- Process Leave, Levy and Garnishments

When do I get paid?

- LCS is on a semi-monthly schedule. The 15th and 30th of the month. If the 15th or 30th fall on a weekend or a federal holiday, payment will be on the prior business day.

To access the semi-monthly payroll schedule, please visit lcsedu.net/departments/payroll-benefits/payroll/timesheet-pay-schedule

How do I get paid?

- Employees are paid through direct deposit. Contracted employees are paid in equal installments over the contracted year. Most employees are paid in 24 equal payments. If you are a classified employee and have less than a 260 day contract, you have the option of being paid over 22 equal payments. If you choose the 22 pay option, you will not receive payment in the month of July.

How are all contracted employees paid?

Your total contract is spread over your assigned number of pays:

- 12 month employees - 24 pays
- 11 month employees - 24 pays
- 10.5 month employees - 24 pays
- 10 month professionals - 24 pays

All classified employees less than 260 days can choose 22 or 24 pay option. Contracted employees are not paid by pay period.

Prorated Contract Pay (Based on the number of days worked out of your yearly contract)

- Start after the school year begins or
- End before the contract end date

How are hourly employees paid?

- Hourly employees are paid based on hours worked per pay period.

Pay Periods

- 1st – 15th of the month and are payable on the 30th
- 16th – 30th of the month and are payable on the 15th of the month.

What does the pay period on my check mean?

- Pay periods only apply to overtime, additional work, and substitutes.

Do I have to fill out a timesheet?

- Certain employees performing additional duties such as 21st Century, summer work, & miscellaneous work must submit a timesheet indicating the number of hours worked on each day for the pay period. All payroll activity beings at the school/department level. Each school/department is responsible for obtaining all required documentation and signatures for timesheets, and for maintaining time entries. Both the employee and supervisor must sign and date the timesheet and turn it in to payroll with the appropriate cover sheet. Only accurately filled out timesheets will be processed if submitted by the deadline.
- Be sure to include full legal name (clearly print), employee ID, correct calculations and clearly print dates. Do not fill out the timesheet in advance of the last day worked in the pay period.

Am I eligible for overtime?

- Eligibility for overtime is determined by job classification. Only non-exempt pre-approved employees may acquire overtime.

I think my paycheck is incorrect. What should I do?

- Contact the office of Payroll & Benefits immediately.

BENEFITS

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What does LCS Benefits Department provide?

- Health & Welfare Benefits
- Voluntary Benefits
- Extended Illness Program
- Virginia Retirement System (VRS)
- Paid Leave
- Wellness
- Short-Term & Long-Term Disability
- Continuation of Health Coverage (COBRA)
- Family and Medical Leave Act (FMLA)
- Workers' Compensation

How do I enroll?

You can enroll via Mark III, our benefits Call Center or Self-Service. Please contact Lakrisha Scott at **(434) 515-5089** or **scottly@lcsedu.net** for enrollment questions.

What is the deadline for new hires to enroll?

New hires must enroll within 31 days of their contract start day. Coverage will take effect on the first day of the month following your contract start date. All benefits are based on a calendar year (January through December).

What benefits am I eligible for based on hours worked?

Benefit Coverage	Less than 6 Hours Per Day	Equal to 6 Hours Per Day or Less Than 7 Hours	Equal to or Greater Than 7 Hours Per Day
Anthem Medical	Not Eligible	√	√
Anthem Dental	Not Eligible	√	√
Anthem Vision	Not Eligible	√	√
Mark III Voluntary Benefits	Not Eligible	√	√
Securian Life Insurance	Not Eligible	Not Eligible	√
Virginia Retirement System (VRS)	Not Eligible	Not Eligible	√

What are eligible dependents?

Dependent Eligibility

You can enroll the following members of your family:

- Your spouse/partner, who is defined as the person to whom you are legally married and for whom you have a valid government issued marriage certificate.
- Your natural children, legally adopted children, children placed with you for legal adoption, stepchildren or foster children up to the age of 26, regardless of student status. Coverage ends at the end of the month that they turn 26.
- Your children age 26 or older who are not able to support themselves because of a physical or mental disability.

Note: When you add a new dependent, you will need to provide proof of his or her eligibility, such as a marriage certificate for a spouse, birth certificate or adoption certificate for children.

When can I make changes to my benefits?

Changes may be made during Annual Open Enrollment or within 31 days of a qualifying event.

What is the Virginia Retirement System (VRS) employee and employer mandatory contribution?

If you work seven or more hours per day the employee mandatory contribution is 5% of your creditable compensation. The employer contribution is listed below.

Job Position	Plan 1 Members Employer Contribution	Plan 2 Members Employer Contributions	Hybrid Members Employer Contribution
Professional Positions (Teachers, Clerical Personnel, Supervisory Personnel, Administrative Personnel, Instructional Assistants, Managers, Nurses)	16.62%	16.62%	15.62%
Non-Professional Positions (Custodial, Maintenance, Cafeteria, Bus Drivers)	5.75%	5.75%	4.70%

Do I have to enroll in all benefits that are available?

No, you do not have to enroll in benefits. All benefits are optional.

How much does medical, dental, and vision benefits cost?

You can access this information by going to lcsedu.net/departments/payroll-benefits/benefits/benefits-premiums-chart.

What is WellBeats and TicketsatWork?

Wellbeats is an on-demand fitness provider that delivers fitness classes, challenges, and fitness assessments to employees (Benefit Eligible) anytime, anywhere.

TicketsatWork is the leading Corporate Entertainment Benefits provider, offering exclusive discounts, special offers and access to preferred seating and tickets to top attractions, theme parks, shows sporting events, movie tickets, hotels and much more. It is free and simple to enroll:

1. ticketsatwork.com/tickets
2. Use our company code or your work email to create an account
3. Company Code: LYNCHBURG



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