



100 Washington Street
Canal Winchester, Ohio 43110
p: (614) 920-2686 f: (614) 920-2620
Denise Feeny, Payroll
dfeeny@canalwin.k12.oh.us

To: Our Valued ESCCO Teachers and/or Paraprofessionals
From: Payroll

RE: Payroll Information

Upon your 1st day as a sub in our district you will be required to complete and submit at least 2 payroll forms. Each year you work in our district you will be required to complete this information. We are aware that you submit payroll information to ESCCO; however, that information is for their use only.

Canal Winchester is on a bi-weekly pay schedule and subs are paid 2 weeks behind. A Pay Schedule is attached if you want to determine when you could expect to be paid for subbing. We make every effort to pay our subs in a prompt and accurate manner; however, in order for payment to be issued payroll must first have the necessary completed payroll paperwork on file. Because we pay subs 2 weeks behind, it is possible for you to work at the very beginning of a pay cycle and not receive payment for 3+ weeks.

If you have a question about your check or think you may have only received partial payment, please contact the payroll department. Payroll can be reached at dfeeny@canalwin.k12.oh.us or by phone (614)920-2686. When inquiring about payment for a day worked, please know either the name of the teacher for whom you subbed/or the date.

Thank you and have a great year!

Please keep this letter and attached
Pay Schedule for your records.



Canal Winchester Local Schools 2011-2012 Pay Schedule

<u>Pay Date</u>	<u>Pay Period Dates</u>	<u>Date Time Sheet is Due</u>
September 09 September 23	August 14 - August 27 August 28 - September 10	Monday, August 29 Monday, September 12
October 07 October 21	September 11 - September 24 September 25 - October 08	Monday, September 26 Monday, October 10
November 04 November 18	October 09 - October 22 October 23 - November 05	Monday, October 24 Monday, November 07
December 02 December 16 December 30	November 06 - November 19 November 20 - December 03 December 04 - December 17	Monday, November 21 Monday, December 05 Monday, December 19
January 13 January 27	December 18 - December 31 January 01 - January 14	Monday, January 02 Tuesday, January 16
February 10 February 24	January 15 - January 28 January 29 - February 11	Monday, January 30 Monday, February 13
March 09 March 23	February 12 - February 25 February 26 - March 10	Monday, February 27 Monday, March 12
April 06 April 20	March 11 - March 24 March 25 - April 07	Monday, March 26 Monday, April 09
May 04 May 18	April 08 - April 21 April 22 - May 05	Monday, April 23 Monday, May 07
June 01 June 15 June 29	May 06 - May 19 May 20 - June 02 June 03 - June 16	Monday, May 21 Monday, June 04 Monday, June 18
July 13 July 27	June 17 - June 30 July 01 - July 14	Tuesday, July 02 Monday, July 16
August 10 August 24	July 15 - July 28 July 29 - August 11	Monday, July 30 Monday, August 13

CANAL WINCHESTER LOCAL SCHOOLS
PAYROLL INFORMATION

SUBSTITUTE-check applicable position

TEACHER _____ PARAPROFESSIONAL _____

PLEASE PRINT

EMPLOYEE NAME: _____
(as shown on social security card)

ADDRESS: _____

CITY, STATE, ZIP: _____

HOME PHONE: _____

SOCIAL SECURITY NUMBER: _____

BIRTHDATE: _____ EMAIL: _____

FEDERAL INCOME TAX – MARITAL STATUS (M OR S): _____

FEDERAL INCOME TAX – NUMBER OF EXEMPTIONS: _____

FEDERAL INCOME TAX – ADDITIONAL TAX (\$ OR %): _____

STATE INCOME TAX – NUMBER OF EXEMPTIONS: _____

STATE INCOME TAX – ADDITIONAL TAX (\$ OR %): _____

CANAL WINCHESTER CITY INCOME TAX (2%): mandatory for all employees - #110

OTHER RESIDENTIAL CITY TAX: _____

SCHOOL DISTRICT OF RESIDENCE: _____

SCHOOL DISTRICT INCOME TAX – NUMBER OF EXEMPTIONS: _____

ARE YOU A RETIREE OF ANY OTHER PUBLIC RETIREMENT SYSTEM: YES OR NO

(IF YES, COMPLETE ATTACHED RE-EMPLOYED RETIREE NOTIFICATION FORM)

Signature _____

Date _____

COMPLETE ONLY IF YOU ARE A
RETIREE OF A PUBLIC RETIREMENT
SYSTEM



STATE TEACHERS
RETIREMENT SYSTEM
OF OHIO

275 East Broad Street
Columbus, OH 43215-3771
1-888-535-4050
www.strsoh.org/employer

REEMPLOYED RETIREE NOTIFICATION
For use by all employers except colleges and universities.

Instructions

You must notify STRS Ohio of the employment of a retiree of an Ohio public retirement system within 10 days of his or her first date on payroll.

Please log in to the secure Employer Account Information area of www.strsoh.org/employer to submit the information online (preferred), or fax this completed form to STRS Ohio at (614) 227-7893.

Note: If the employee recently retired from your school, you do not need to submit Form SSA-1945. Otherwise, you must send STRS Ohio a properly completed Form SSA-1945 signed by the employee. Please print a copy of the form from the Online Forms section of our Web site and fax it to (614) 227-7893.

SECTION 1 — Employee Information

Name _____

Social Security no. _____

Birthdate _____

Gender:

Male Female

Address _____

City _____

State _____ ZIP code _____

First date of service after retirement _____

Type of retirement benefit:

Age and service retirement Disability

Effective retirement date _____

Ohio public retirement system paying the benefit:

- State Teachers Retirement System of Ohio
- Ohio Public Employees Retirement System
- School Employees Retirement System of Ohio
- City of Cincinnati Retirement System
- Highway Patrol Retirement System
- Ohio Police & Fire Pension Fund

SECTION 2 — Employer Information

School _____ Employer number _____

Name _____ Title _____

Please check this box if this retiree was reemployed under Section 3307.353, Revised Code, that requires public notices be given and public meetings be held for certain rehires.

I certify that the requirements for reemployment under Section 3307.353, Revised Code, were met.

Signature _____ Date _____



5 0 - 2 9 5 4/07/40

COMPLETE ONLY IF YOU ARE A
RETIREE OF A PUBLIC RETIREMENT
SYSTEM

**Statement Concerning Your Employment in a Job
Not Covered by Social Security**

Employee Name _____ **Employee ID#** _____
Employer Name Canal Winchester Schools **Employer ID#** 2503 25-004

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security (\$500 - \$400=\$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, "Government Pension Offset."

For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

Signature of Employee _____ **Date** _____

Canal Winchester Local School District Substitute Direct Deposit Election Form

Name: _____ Social Security # _____

Direct Deposit Action: New Change Stop
(please circle one)

Checking Account Information:

_____ Checking Account
(attach voided check)**

Bank Name: _____

Account #: _____

Routing #: _____

STAPLE VOIDED CHECK HERE

**** Please Note: If a voided check is not attached,**
the first paycheck you receive will serve as a "testing pay" to ensure
Routing and Account #'s are correct. Provided there are no errors, your
Second paycheck will be direct deposited.

Signature _____ Date _____

Return completed form to: Canal Winchester Local Schools
Attn: Payroll
100 Washington Street
Canal Winchester, Ohio 43110