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Employee Self Service Overview

Employee Self Service (ESS) is a web based application that allows Northside ISD Employees to securely access selected personal and payroll information.

Features and Information

- **PERSONAL INFORMATION**
  - View and update contact information (Home Address, Personal Email, and Telephone Numbers).
  - View and update emergency contact information.
  - View employee profile information (General employment and demographic information).
  - Submitting Letter of Resignation (*NEW*)

- **PAY AND TAX INFORMATION**
  - View and print pay check information.
  - View and print year-to-date gross earnings.
  - View and print historical W-2 information.
  - View and print current W-4 withholding information.
  - Paycheck Simulator utility.
  - Change your Direct Deposit information

- **TIME OFF INFORMATION**
  - View and print a history of used and accrued leave. This information is up-to-date as of the last pay period.

- **RESOURCE LINKS**
  - View and print any additional documents or links that have been provided for your reference.

Logging into Employee Self Service

- **USERNAME**: your E-Number without "e" and leading zeros “0” (example: for e056321, type 56321).

- **PASSWORD**: First time users will use the last 4 digits of their SSN# as the password and then be forced to create a new password.

Employee Self Service Contacts

**Payroll Related Questions**
Send a Gmail email to payroll.issue@nisd.net. The email will be forwarded to the appropriate staff for resolution.

**Human Resources Related Questions**
Send a Gmail email to hr@nisd.net explaining the issue plus include your employee number.
Accessing Employee Self Service (ESS) Resource Page

**STEP 1.** From the NISD homepage, click **Employee Self Service** from the **Employee Links** menu.

<table>
<thead>
<tr>
<th>Employee Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Management System (CMS)</td>
</tr>
<tr>
<td>ERO</td>
</tr>
<tr>
<td>Employee Self Service</td>
</tr>
<tr>
<td>eSchoolPlus</td>
</tr>
<tr>
<td>Fit Family 4 Life</td>
</tr>
<tr>
<td>Gradebook</td>
</tr>
<tr>
<td>Intranet</td>
</tr>
</tbody>
</table>

**STEP 2.** You will be directed to the **Employee Self Service Help** page:

**STEP 3.** Click the **EMPLOYEE SELF SERVICE** link to access the **Employee Self Service Login** screen.
Logging into Employee Self Service

STEP 1. Click the LOG IN link located at the top right of the screen.

STEP 2. USER NAME: enter your "Employee Number" without the "e" and leading zeros "0".

STEP 3. PASSWORD: if you have logged into ESS before enter your password and click the LOGIN button.

STEP 4. FIRST TIME USERS PASSWORD: enter the last 4 digits of your Social Security Number as the default password.

STEP 5. Click the LOG IN button.
Changing Your Password

*First time* users will be prompted to change their password.

### Change Password

Before proceeding you must change your password.

New password must be at least 8 characters long.

Current password

New password

Password strength: Acceptable

Confirm new password

New password hint: [Password Hint]

[Change] [Cancel]

---

**STEP 1.** **CURRENT PASSWORD**: Re-enter the last four digits of your Social Security Number.

**STEP 2.** **NEW PASSWORD**: enter a **NEW** password.

**NOTE:** Your new password must be:

- Minimum of 8 characters in length
- Must contain at least one number
- Must contain at least one special character such as @, #, $, %, * (passwords cannot begin with a special character)

**STEP 3.** **PASSWORD STRENGTH**: If your password strength is **UNACCEPTABLE**, ESS will not allow you to change it. Be sure to adhere to the password requirements in **STEP 2** (above).

**STEP 4.** **CONFIRM NEW PASSWORD**: Re-enter your **NEW** password.

**STEP 5.** **NEW PASSWORD HINT**: Enter a **New Password Hint**. This password hint will be emailed to you upon your request should you lose or forget your password.

**STEP 6.** Click the **CHANGE** button.

**STEP 7.** You should receive notification that your password was changed. Click **CONTINUE**.
Employee Self Service Welcome Page

STEP 1. Once you have logged in successfully, click the EMPLOYEE SELF SERVICE link from the list on the left.

Announcements
The Announcements panel provides used to communicate important announcements to all employees.

Personal Information
The Personal Information panel provides your information as stored in your employee record. Click View Profile to view your personal profile information.
Time Off
The Time Off panel displays a summary of your vacation, sick, and personal time off information.

Paychecks
The Paychecks panel displays information for the five most recent pay periods where you received pay.

*HINT* Under the Paychecks panel, click on the CAMERA to view an image of your paystub(s).

Resources
Important documents or links will be displayed under the Resources menu. You can access the Online Benefits System for purposes of enrollment and qualifying life event changes.
Employee Self Service Menu Options

Use the options under Employee Self Service to submit Expense Claim Reimbursements or to view information related to Pay/Tax information, Personal Information, and Time Off.

Expense Reports

Reimbursements claims related Mileage, Travel, and Student Activity Fund (campus only) expenses are initiated by the employee via Employee Self Service (ESS). All supporting documentation justifying the claim (i.e. scanned copies of receipts, mileage forms, etc.) MUST be attached electronically at the time the claim is submitted in ESS.

Once submitted, the claim is processed by the campus/department bookkeeper and then approved by your principal/director. Reviewed by the Purchasing Dept. (if applicable) and finally processed for payment by the Accounts Payable Department. For step-by-step instructions on how district employees submit expense claims in ESS please refer to the Employee Self Service Resource website at: http://www.nisd.net/ess/
Personal Information

STEP 1. Click the Personal Information panel under Employee Self Service.

STEP 2. Your current personal information will display (home address, e-mail, telephone, and emergency contacts information).

STEP 3. Click on the CHANGE links in each section to update the information.

STEP 4. Clicking on the respective CHANGE links will take you to a new page to edit your personal information.

STEP 5. Click the UPDATE button to save your changes on each screen.
STEP 1. Under the **Personal Information** panel, click **Employee Profile** to view general employment and demographic information.

![Employee Profile]

STEP 2. To make changes to your Employee Profile information please contact the Human Resources Department at hr@nisd.net
Pay/Tax Information
The Pay/Tax Information menu allows you to view/print:
- Pay check information
- Year-to-date gross earnings
- Historical W-2 information
- W-4 withholding information
- 1095-C information (**NEW**)

STEP 1. Click the PAY/TAX INFORMATION link under Employee Self Service.

STEP 2. To view the specific details of a paycheck click the DETAILS link.
YTD Information

The *YTD Information* menu allows you to view year-to-date gross earnings.

**STEP 1.** Click the *YTD INFORMATION* menu for a cumulative view of pay information for a given year.

![Year-to-Date Information](image-url)
**W-2 Information**

The **W-2 Information** menu provide wage and deduction details for the previous year. To view details for a different year, select the year from the Year list.

**STEP 1.** To view details for a different year, select the year from the **Year** list.

![W-2 Information](image)

**STEP 2.** To view an image of your actual W-2 click **View W-2 Image**.
**W-4 Information**

**STEP 1.** Click the **W-4** section to view information regarding current tax withholding status for Federal taxes.

![W-4 Information](image)

**STEP 2.** Click the **EDIT W-4 VALUES** link to make changes to your W-4 elections.

**STEP 3.** **MARITAL STATUS:** Choose your selection from the drop-down menu.

**STEP 4.** **EXEMPTIONS:** Enter the desired number of exemptions.

**STEP 5.** **ADDITIONAL AMOUNT:** Enter any additional amount you would like withheld from your paycheck.

**STEP 6.** Click the checkbox if you agree to the Disclaimer.
STEP 7. Click **CONTINUE**.

STEP 8. Review your proposed W-4 changes and click **SUBMIT** to submit those changes for approval.

![Edit W-4](image)

STEP 9. You should receive a confirmation that your proposed W-4 changes were submitted for approval.

![Edit W-4](image)
Paycheck Simulator

The Pay Check Simulator allows you to simulate adjustments to your pay, tax, or deductions in order to see how the changes would affect your total pay. The program does not permanently alter your pay records.

The most common use of this simulator is to verify what your Net Pay will be with a new raise the District may be awarding to all employees.

**STEP 1.** Under the PAY/TAX INFORMATION section, click Paycheck Simulator

**STEP 2.** Your Daily Rate and Gross Monthly Pay, Federal Filing Status, Number of Exemptions, and all you respective monthly Deductions will display:

![Paycheck Simulator](image)

**STEP 3.** PAY CYCLE drop-down menu: DO NOT CHANGE

**STEP 4.** AMOUNT field: enter your NEW monthly gross amount (with new raise).
**EXAMPLE:** The district grants a 3% raise which translates into a new monthly gross amount of $7,000. You would enter 7000 in the **AMOUNT** field.

![Pay Details Table]

**STEP 5.** Press **TAB**.

**STEP 6.** Select **RATE** from the following prompt:

![Rate Selection Prompt]

**STEP 7.** Click the **CONTINUE** button

**STEP 8.** **OPTIONAL:** You have the option of changing your Federal Filing Status (Single, Married, etc.).

**STEP 9.** Click the **CALCULATE** button to submit the data view the results.

**STEP 10.** The **Paycheck Simulator** will provide an estimate of your pay based on the information you have entered (Current Pay vs “New” Pay)

![Paycheck Simulation]
**Direct Deposit Information**

Using the Direct Deposit functionality in Employee Self Service the employee has the ability to:

- Update their Primary Direct Deposit account
- Add an account specifying a **percentage** of their net pay
- Add an account specifying an **exact dollar amount** of their net pay

Please note that you have the ability to submit one or a combination of the changes listed above at one time. Once submitted, any further desired changes cannot be made until the Payroll Department has processed your initial request.

**Making Changes to the Primary Account**

Before making any changes to your **Primary Banking Account** please gather the new account’s Routing Number and Account Number (refer to your personal check).

Use this picture to help you find your account number and routing transit number. Although, sometimes banks have a different routing number for ACH (i.e., EFT) versus paper checks.

Use the following steps to make changes to the primary bank account your paycheck is direct deposited into.

**STEP 1.** Under the **Primary account** section, click the **Change** link.
STEP 2. From the **EDIT DIRECT DEPOSIT NET PRIMARY** screen begin entering the Routing Number in the Bank routing number field.

**As you enter the Routing Number, banks that include those routing number digits will appear**

STEP 3. Select the applicable **BANK NAME**.

![Edit DIRECT DEPOSIT NET PRIMARY](image)

STEP 4. **BANK ACCOUNT TYPE** field: select whether this account is a **Checking** or **Savings** account.

![Edit DIRECT DEPOSIT NET PRIMARY](image)

STEP 5. **BANK ACCOUNT NUMBER** field: enter the applicable bank account number.

![Edit DIRECT DEPOSIT NET PRIMARY](image)

**IMPORTANT:** Please ensure that you enter this information accurately to avoid any issues or delays in receiving your paycheck.
STEP 6. You will see that your primary account information has been updated but not yet submitted.

<table>
<thead>
<tr>
<th>Primary account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank</td>
</tr>
<tr>
<td>BANK OF AMERICA</td>
</tr>
</tbody>
</table>

STEP 7. Please read the disclosure statement carefully and click the check box to authorize the changes made to your direct deposit information.

> Upon changing your direct deposit account information, you acknowledge that you are responsible for the accuracy of the information entered. Requests submitted by at least 6 business days prior to pay day will take effect by pay day.

Submit changes

STEP 8. Click the **SUBMIT CHANGES** button to submit your change to the Payroll Department.

STEP 9. Your changes have now been submitted to the Payroll Department. Changes are processed from ONE to no later than FIVE business days by Payroll. You must submit the change at least SIX business days prior to the desired pay day that you want your new bank info to take effect.

Your new direct deposit information has been successfully submitted for approval.

**IMPORTANT:** Making a change to your **Primary Account** information (i.e. switching banks or account numbers) will directly affect the account that any expense claim (if applicable) reimbursements are direct deposited into.
Adding a Percentage-based Account

Complete the following steps to add an account specifying a percentage of your net pay. For example, you would like 25 percent of your net pay to be deposited into your alternative Bank of America account.

**STEP 1.** Under the **Percentage-based accounts** section, click the **Add a percentage-based account** link to add a new account.

**STEP 2.** From the **ADD A NEW ACCOUNT** screen begin entering the Routing Number in the Bank routing number field.

**As you enter the Routing Number, banks that include those routing number digits will appear**

**STEP 3.** Select the applicable **BANK NAME**.

**STEP 4.** **BANK ACCOUNT TYPE** field: select whether this account is a **Checking** or **Savings** account.

**STEP 5.** **BANK ACCOUNT NUMBER** field: enter the applicable bank account number.
STEP 6. **PERCENTAGE** field: enter the percentage of your net pay that you would like to be deposited into this account.

![Add a new account](image)

STEP 7. Click **OK**.

STEP 8. You will see that the new account you have added is now displayed but not yet submitted.

![Percentage-based accounts](image)

STEP 7. Please read the disclosure statement carefully and click the check box to authorize the changes made to your direct deposit information.

![Submit changes](image)

STEP 8. Click the **SUBMIT CHANGES** button to submit your change to the Payroll Department.

STEP 9. Your changes have now been submitted to the Payroll Department. Changes are processed from **ONE to no later than FIVE business days** by Payroll. You must submit the change at least **SIX** business days prior to the desired pay day that you want your new bank info to take effect.
Adding an Amount-based Account
Use the following steps to add an amount-based account specifying an exact dollar amount of your net pay.

STEP 1. Under the Amount-based accounts section, click the Add an amount-based account to add a new account.

STEP 2. From the ADD A NEW ACCOUNT screen begin entering the Routing Number in the Bank routing number field.

**As you enter the Routing Number, banks that include those routing number digits will appear**

STEP 3. Select the applicable BANK NAME.

STEP 4. BANK ACCOUNT TYPE field: select whether this account is a Checking or Savings account.

STEP 5. BANK ACCOUNT NUMBER field: enter the applicable bank account number.
STEP 6. **AMOUNT** field: enter the percentage of your net pay that you would like to be deposited into this account.

![Image of Add a new account form](image)

STEP 7. Click **OK**.

STEP 8. You will see that the new account you have added is now displayed but not yet submitted.

![Image of Amount-based accounts table](image)

STEP 9. Please read the disclosure statement carefully and click the check box to authorize the changes made to your direct deposit information.

![Image of disclosure statement](image)

STEP 10. Click the **SUBMIT CHANGES** button to submit your change to the Payroll Department.

STEP 11. Your changes have now been submitted to the Payroll Department. Changes are processed from ONE to no later than FIVE business days by Payroll. You must submit the change at least SIX business days prior to the desired pay day that you want your new bank info to take effect.
The 1095-C menu provides information related to Form 1095-C. Northside ISD is considered an Applicable Large Employer subject to the employer shared responsibility provision in the Affordable Care Act. Form 1095-C is filed and furnished to employees who were considered “full-time” for one or more months of the calendar year. Form 1095-C includes information about the health insurance coverage offered to you by your employer.

STEP 1. Click the 1095-C menu to view Employer-Provided Health Insurance Offer and Coverage information for 2015.

For more information regarding Form 1095-C, please visit www.irs.gov
Time-Off Information

The *Time Off* section allows you to view and print a history of used and accrued leave. This information is as of the last pay period.

**STEP 1.** Click **TIME OFF** menu under Employee Self Service.

**STEP 2.** The **Time Off** screen displays information for any leave taken and available time off as of the last pay period.

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Earned</th>
<th>Taken</th>
<th>Currently Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSD/LOCAL (0)</td>
<td>15.00</td>
<td>0.00</td>
<td>15.00</td>
</tr>
<tr>
<td>STATE/DISC (0)</td>
<td>5.00</td>
<td>0.00</td>
<td>5.00</td>
</tr>
<tr>
<td>VACATION (0)</td>
<td>13.00</td>
<td>5.50</td>
<td>8.00</td>
</tr>
<tr>
<td>STATE/PRV (0)</td>
<td>4.50</td>
<td>0.00</td>
<td>4.50</td>
</tr>
</tbody>
</table>

*H=Hours, D=Days.*
*This is an estimate. Please note that your actual earnings may differ.*

**STEP 3.** Click each **LEAVE** amount in the **TAKEN** column to view leave history information for each type of leave in a *calendar* view.

**STEP 4.** The highlighted dates signify the dates that particular kind of leave was taken.
Frequently Asked Questions (F.A.Q.)

- I cannot remember my ESS password. What can I do?

  **ANSWER:** Please contact the Help Desk at extension 77700 or send an email to Munis.Support@nisd.net and include your employee number, valid email address and the last four digits of your social security number.

- How long will it take for my direct deposit changes to take effect?

  **ANSWER:** A safe rule of thumb is to submit your change at least six business days before payday for it to be effective on payday. If you log in to ESS and access direct deposit and see the following prompt, your request has not yet been processed by the Payroll Department.

- What do I do if I submitted a change that I would like to amend?

  **ANSWER:** Please email the Payroll Department at Payroll.issue@nisd.net. Please include the following in the email correspondence:

  - Type “ESS Direct Deposit Change” in the subject line
  - Include your Employee number

- I would like to make changes to my direct deposit information for my upcoming paycheck. When is the cutoff for submitting a direct deposit change?

  **ANSWER:** 6 business days prior to the pay date in question. Please refer to the Payroll Calendars at the end of this guide.

- I do not see my bank and routing number for my bank account listed on the drop down screen. What should I do?

  **ANSWER:** Please use the paper direct deposit form. You may be the first employee to use such bank or routing number. The latest direct deposit form can be found in the payroll intranet website. Please follow the instructions outlined on the form. You will need to provide a copy of a voided check or other proof of official bank routing number documentation.
• In what order will my various bank accounts selections be taken out?

**ANSWER:** If you selected amount-based accounts, those will get deducted first, and then the percentage based accounts. See below image for an example of the maximum number of accounts that can be set up.

![Diagram of bank accounts with order of deductions and examples](image)

• My paycheck varies in amount each payday. I added two bank accounts for specific certain dollar amounts to be deposited. What if my check is not enough to cover both accounts?

**ANSWER:** It is strongly recommended that you choose amounts that you know with certainty you will be able to fund with your paycheck. If your paycheck is not enough to cover all the bank accounts you submitted and their respective amounts, your entire net pay will be deposited only in the primary account.
2015-2016 Pay Dates Schedule

MEMORANDUM

TO: Assist Superintendents, Directors, Principals and Supervisory Staff
FROM: Lori Ganci, Director of Payroll
THROUGH: David Rastellini, Deputy Superintendent Business and Finance
DATE: April 10, 2015
SUBJECT: 2015-2016 Pay Date Schedules

Attached are the 2015-2016 pay date schedules for all employees, substitutes, and temporary workers.

Monthly Employees-Professional and Classified Personnel

Determining due dates involves several factors including workload, processing time and banking requirements related to electronic fund transfers. Complying with cut-off dates is essential for the timely submission of payroll; therefore, pay data submitted after the established due dates will be processed the following month.

Biweekly Employees-Auxiliary Personnel

The attached Biweekly Pay Date Schedule for Auxiliary personnel includes Kronos and Manual forms due dates. It is essential that all related pay information be submitted on time in order for complete and accurate payroll processing. Failure to meet due dates will result in no pay and/or subsequent adjustments for that pay period.

Kronos sign-offs are due on Tuesdays, 12:00 Noon, after the 2nd week in the pay period.

Substitutes and Temporary Employees-Professional and Paraprofessional

Substitutes and temporary employees are paid on a biweekly pay schedule that generally includes two weeks in a pay period. However, holiday periods requiring early cut-offs will result in several pay dates consisting of one week pay periods.

SmartFind Express sign-offs are due on Mondays at 12:00 Noon.

cc: Dr. Brian Woods, Superintendent
    Ray Galindo, Deputy Superintendent Administration
    Dr. Linda Mora, Deputy Superintendent Curriculum & Instruction
## 2015-2016 Monthly Pay Date Schedule
### Professional and Classified Personnel

<table>
<thead>
<tr>
<th>Period Begin Date</th>
<th>Period End Date</th>
<th>Due Date</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 25, 2015</td>
<td>August 28, 2015</td>
<td>September 01, 2015</td>
<td>September 25, 2015- Friday</td>
</tr>
<tr>
<td>August 29, 2015</td>
<td>September 25, 2015</td>
<td>September 29, 2015</td>
<td>October 30, 2015- Friday</td>
</tr>
<tr>
<td>September 26, 2015</td>
<td>October 23, 2015</td>
<td>October 27, 2015</td>
<td>November 20, 2015- Friday</td>
</tr>
<tr>
<td>October 24, 2015</td>
<td>November 20, 2015</td>
<td>November 24, 2015</td>
<td>December 17, 2015-Thurs</td>
</tr>
<tr>
<td>November 21, 2015</td>
<td>December 25, 2015</td>
<td>January 05, 2016</td>
<td>January 22, 2016- Friday</td>
</tr>
<tr>
<td>December 26, 2015</td>
<td>January 22, 2016</td>
<td>January 26, 2016</td>
<td>February 26, 2016- Friday</td>
</tr>
<tr>
<td>January 23, 2016</td>
<td>February 26, 2016</td>
<td>March 01, 2016</td>
<td>March 24, 2016- Thurs</td>
</tr>
<tr>
<td>February 27, 2016</td>
<td>March 25, 2016</td>
<td>March 29, 2016</td>
<td>April 29, 2016- Friday</td>
</tr>
<tr>
<td>March 26, 2016</td>
<td>April 22, 2016</td>
<td>April 26, 2016</td>
<td>May 27, 2016- Friday</td>
</tr>
<tr>
<td>April 23, 2016</td>
<td>May 20, 2016</td>
<td>May 24, 2016</td>
<td>June 24, 2016- Friday</td>
</tr>
<tr>
<td>May 21, 2016</td>
<td>June 24, 2016</td>
<td>June 28, 2016</td>
<td>July 29, 2016- Friday</td>
</tr>
<tr>
<td>June 25, 2016</td>
<td>July 22, 2016</td>
<td>July 26, 2016</td>
<td>August 26, 2016- Friday</td>
</tr>
</tbody>
</table>

**Early due dates or pay dates**

Period Begin Date – Period End Date  
Refers to Days off entered in SFE & Supplemental pay

Note: This schedule is also available on Payroll’s Intranet Site.
| First Week Begin / End | Second Week Begin / End | Manual Forms Due Date | KRONOS Approval Date | Kronos Sign Off Date By 12:00 Noon | Pay Date | Early Due Dates. Hours processed on manual forms will include 1 week's pay. *Early pay dates.
|------------------------|-------------------------|-----------------------|----------------------|------------------------------------|----------|-----------------------------------------------
| 19-Dec-15 ~ 25-Dec-15  | 26-Dec-15 ~ 01-Jan-16   | 04-Jan-16             | 04-Jan-16            | 05-Jan-16                          | 15-Jan-16|
| 02-Jan-16 ~ 08-Jan-16  | 09-Jan-16 ~ 15-Jan-16   | 19-Jan-16             | 19-Jan-16            | 19-Jan-16                          | 29-Jan-16|
| 16-Jan-16 ~ 22-Jan-16  | 23-Jan-16 ~ 29-Jan-16   | 01-Feb-16             | 01-Feb-16            | 02-Feb-16                          | 12-Feb-16|
| 30-Jan-16 ~ 05-Feb-16  | 06-Feb-16 ~ 12-Feb-16   | 15-Feb-16             | 15-Feb-16            | 16-Feb-16                          | 26-Feb-16|
| 13-Feb-16 ~ 19-Feb-16  | 20-Feb-16 ~ 26-Feb-16   | 29-Feb-16             | 29-Feb-16            | 01-Mar-16                          | 11-Mar-16|
| 26-Mar-16 ~ 01-Apr-16  | 02-Apr-16 ~ 08-Apr-16   | 11-Apr-16             | 11-Apr-16            | 12-Apr-16                          | 21-Apr-16*|
| 09-Apr-16 ~ 15-Apr-16  | 16-Apr-16 ~ 22-Apr-16   | 25-Apr-16             | 25-Apr-16            | 26-Apr-16                          | 06-May-16|
| 23-Apr-16 ~ 29-Apr-16  | 30-Apr-16 ~ 06-May-16   | 09-May-16             | 09-May-16            | 10-May-16                          | 20-May-16|
| 07-May-16 ~ 13-May-16  | 14-May-16 ~ 20-May-16   | 23-May-16             | 23-May-16            | 24-May-16                          | 03-Jun-16|
| 18-Jun-16 ~ 24-Jun-16  | 25-Jun-16 ~ 01-Jul-16   | 05-Jul-16             | 05-Jul-16            | 05-Jul-16                          | 15-Jul-16|
| 02-Jul-16 ~ 08-Jul-16  | 09-Jul-16 ~ 15-Jul-16   | 18-Jul-16             | 18-Jul-16            | 19-Jul-16                          | 29-Jul-16|
| 16-Jul-16 ~ 22-Jul-16  | 23-Jul-16 ~ 29-Jul-16   | 01-Aug-16             | 01-Aug-16            | 02-Aug-16                          | 12-Aug-16|

Note: This schedule is also available on Payroll’s Intranet Site.
# 2015-2016 Biweekly Pay Date Schedule

## Northside Independent School District
Payroll Department
5900 Evers Road
San Antonio, Texas 78238-1606
(210) 397-8675
www.nisd.net

## Substitutes and Temporary Employees

<table>
<thead>
<tr>
<th>First Week</th>
<th>Second Week</th>
<th>Third Week</th>
<th>SmartFind Due Date</th>
<th>MUNIS Time Entry Due Date</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>29-Aug-15 ~ 04-Sep-15</td>
<td>05-Sep-15 ~ 11-Sep-15</td>
<td></td>
<td>14-Sep-15</td>
<td>14-Sep-15</td>
<td>25-Sep-15</td>
</tr>
<tr>
<td><strong>05-Dec-15 ~ 11-Dec-15</strong></td>
<td><strong>12-Dec-15 ~ 18-Dec-15</strong></td>
<td><strong>NOT PAID THIS PAY DATE</strong></td>
<td><strong>One Week's pay Only</strong></td>
<td><strong>Due to Winter Break</strong></td>
<td><strong>31-Dec-15</strong></td>
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<tr>
<td><strong>12-Dec-15 ~ 18-Dec-15</strong></td>
<td><strong>19-Dec-15 ~ 25-Dec-15</strong></td>
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<td><strong>26-Dec-15 ~ 01-Jan-16</strong></td>
<td><strong>NO SUB / TEMP WORK</strong></td>
<td><strong>15-Jan-16</strong></td>
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<tr>
<td>02-Jan-16 ~ 08-Jan-16</td>
<td>09-Jan-16 ~ 15-Jan-16</td>
<td></td>
<td>19-Jan-16</td>
<td>19-Jan-16</td>
<td>29-Jan-16</td>
</tr>
<tr>
<td>16-Jan-16 ~ 22-Jan-16</td>
<td>23-Jan-16 ~ 29-Jan-16</td>
<td></td>
<td>01-Feb-16</td>
<td>01-Feb-16</td>
<td>12-Feb-16</td>
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<tr>
<td>30-Jan-16 ~ 05-Feb-16</td>
<td>06-Feb-16 ~ 12-Feb-16</td>
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<td>11-Mar-16</td>
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<tr>
<td><strong>12-Mar-16 ~ 18-Mar-16</strong></td>
<td><strong>19-Mar-16 ~ 25-Mar-16</strong></td>
<td><strong>NO SUB / TEMP WORK</strong></td>
<td><strong>One Week's pay Only</strong></td>
<td><strong>Due to Spring Break</strong></td>
<td><strong>28-Mar-16</strong></td>
</tr>
<tr>
<td>26-Mar-16 ~ 01-Apr-16</td>
<td>02-Apr-16 ~ 08-Apr-16</td>
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<td>11-Apr-16</td>
<td>11-Apr-16</td>
<td>21-Apr-16</td>
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<td>09-Apr-16 ~ 15-Apr-16</td>
<td>16-Apr-16 ~ 22-Apr-16</td>
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<td>25-Apr-16</td>
<td>25-Apr-16</td>
<td>08-May-16</td>
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<tr>
<td>23-Apr-16 ~ 29-Apr-16</td>
<td>30-Apr-16 ~ 06-May-16</td>
<td></td>
<td>09-May-16</td>
<td>09-May-16</td>
<td>20-May-16</td>
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<td>07-May-16 ~ 13-May-16</td>
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<td>23-May-16</td>
<td>23-May-16</td>
<td>03-Jun-16</td>
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<tr>
<td>21-May-16 ~ 27-May-16</td>
<td>28-May-16 ~ 03-Jun-16</td>
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<td>06-Jun-16</td>
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<tr>
<td>18-Jun-16 ~ 24-Jun-16</td>
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<td>23-Jul-16 ~ 29-Jul-16</td>
<td></td>
<td>01-Aug-16</td>
<td>01-Aug-16</td>
<td>12-Aug-16</td>
</tr>
</tbody>
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## Note
- Early pay dates: One week pay only.

This schedule is also available on Payroll’s Intranet Site.