




**Date:** June 5, 2017  
**To:** New Hire Teachers  
**From:** Elsie I. Schiro, Chief Financial Officer   
**Subject:** 2017 13<sup>th</sup> Check Option for New Teachers to the Profession

**Welcome to the Fort Worth Independent School District.** We are pleased that you are joining our elite teaching staff for the 2017-2018 school year. We also are pleased to offer teachers, *new to the profession only*, the option to receive a check for a portion of the money earned during August 2017 to help get settled in Fort Worth. This correspondence provides information on how the amount will be calculated.

**A teacher is not considered to be “new to the profession” if one of the following is true:**

1. If you are a current employee transferring from a non-teaching full-time position; i.e., teacher assistant to classroom teacher. (Your final check for 2016-2017 will be paid in August 2017 for the former position).
2. You are coming to FWISD from another educational entity.

***The early September check will be for 10 days based on step 0 for a bachelor degree of the 2016-2017 pay schedule (rounded down to \$2,724). Please note, a new teacher must work all 10 days (with no absences) from August 21<sup>st</sup> through September 1<sup>st</sup>.***

**If you work less than the 10 days, you will not receive payment and your request will be canceled:** \_\_\_\_\_

Initial

**Payroll Checks For September 2017 through August 2018**

1. From the **2017-2018 TEACHER SALARY SCHEDULE**, locate the salary that corresponds to your highest degree and the total number of completed years of experience as of August 31, 2017 (based upon official transcripts and service records; submitted to and verified by the Compensation Department). The years are the total number of creditable years completed at the close of the 2016-2017 school year.
2. Divide the appropriate salary by 12. This is the approximate monthly gross amount that you can expect to receive in September 2017 through August 2018. For example, based upon the 2016-2017 teacher salary schedule, a new teacher with a bachelor’s degree and no prior teaching experience can expect a monthly gross of approximately \$4,250.00 (before deductions).
3. Once the gross is determined: (1) the required and optional deductions will be deducted, (2) 1/12<sup>th</sup> of the amount received in early September 2017 will be deducted from each check during September 2017 through August 2018 to provide a net check, and (3) if you elected health insurance coverage, please be aware that if you opted for insurance coverage in August 2017, two deductions will be taken in September 2017 for August 2017 and September 2017 (if you began your coverage in September, there will be 1 deduction taken in September 2017 for September coverage). Please see examples on the back of this memo.
4. **Upon receipt of valid documentation, verified by Compensation, your data will be adjusted to reflect the correct salary for the remainder of the school year.**

This information should be useful as you review your monthly pay advice. Submit any questions in writing regarding your compensation to [Compensation@fwisd.org](mailto:Compensation@fwisd.org) and questions about your benefits deductions to [Benefits@fwisd.org](mailto:Benefits@fwisd.org).

**September 2017 Check [Example](#)**

Base Salary	\$4,250.00	Base Pay
Medicare Tax	(\$59.06)	Required
Flexible Spending	(\$50.00)	Optional
TRS ActiveCare Health	(\$108.00)	Optional (this example is two months premiums; see explanation below)
Dental	(\$12.66)	Optional
Supplemental Life Ins	(\$6.22)	Optional
Tax US (Estimated)	(\$375.00)	Required
Non-Taxable TRS	(\$327.25)	Required
Taxable TRS	(\$27.63)	Required
Region XI ACP	\$0.00	Optional (ACP Payment)
<b>September 1, 2017 Recoup</b>	<b>(\$227.00)</b>	<b>Required</b>
Amount of Direct Deposit	<b>\$3,057.18</b>	Amount to be deposited in your account

**October 2017 – August 2018 Check [Example](#)**

Base Salary	4,250.00	Base Pay
Medicare Tax	(\$59.84)	Required
Flexible Spending	(\$50.00)	Optional
TRS ActiveCare Health	(\$54.00)	Optional
Dental	(\$12.66)	Optional
Supplemental Life Ins	(\$6.22)	Optional
Tax US (Estimated)	(\$381.00)	Required
Non-Taxable TRS	(\$327.25)	Required
Taxable TRS	(\$27.63)	Required
Region XI ACP	\$0.00	Optional (ACP Payment)
<b>September 1, 2017 Recoup</b>	<b>(\$227.00)</b>	<b>Required</b>
Amount of Direct Deposit	<b>\$3,104.40</b>	Amount to be deposited in your account

**Explanation**

The deductions used in this example are:

1. Medicare Tax – the amount is dependent upon the amount of income subject to Medicare tax.
2. Flexible Spending – the amount is dependent upon your selection. If you do not opt for this benefit, the amount will be \$0.
3. TRS ActiveCare Health – the amount is dependent upon your coverage selection. If you do not opt for this benefit, the amount will be \$0. This example is based upon a rate of \$54/month. If you opt for health insurance coverage, you will pay 1 or 2 premiums in September dependent upon the month you opt for coverage to begin. Two monthly premiums if coverage begins in August and one monthly premium if coverage begins in September.
4. Dental - the amount is dependent upon your selection of coverage. If you do not opt for this benefit, the amount will be \$0.
5. Supplemental Life INS - the amount is dependent upon your selection of coverage. If you do not opt for this benefit, the amount will be \$0.
6. Tax US – the amount is dependent upon your taxable income and your W-4 information.
7. Non-Taxable TRS – the amount is dependent upon your income.
8. Taxable TRS – the amount is dependent upon your income.
9. Region XI ACP – this is an example. If you are not in an ACP, the amount will be \$0. Otherwise the amount is dependent upon the cost of your ACP; it is not necessarily Region XI.
10. September 1, 2017 Recoup – a deduction of 1/12 of the check received the 1<sup>st</sup> week of September.