

WELCOME TO THE CHELSEA SCHOOL DEPARTMENT.  
FROM YOUR PAYROLL TEAM MEMBERS





## **INTRODUCING YOUR PAYROLL MEMBERS**

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Monitored Daily

### **Our Mission:**

It is the primary mission of the payroll team, to serve our employees, by providing reliable, responsive, and timely service in support of the Chelsea School Depts., compensation and benefits.

## SY 23-24 PAY SCHEDULE

Please find attached the SY 23-24 school pay calendar.

- Bi-Weekly Teachers and Nurses

Per the teachers and nurses current contract you will be paid on a bi-weekly basis; your salary is divided by 24 pay periods starting on August 31, 2023 thru June 7, 2024 you will receive 21 pay checks, with the last three received on the last day of school, that date will be determined in the month of April (pending snow days), these last three checks will total 24.

<b><u>Teachers/Nurses-Paid Bi-Weekly</u></b>		
<b>Pay Check Date</b>	<b># of Paychecks</b>	
August 31, 2023	Thursday	1
September 15, 2023		2
September 29, 2023		3
October 13, 2023		4
October 27, 2023		5
November 9, 2023	Thursday	6
November 21, 2023	Tuesday	7
December 8, 2023		8
December 22, 2023		9
January 5, 2024		10
January 19, 2024		11
February 2, 2024		12
February 16, 2024		13
March 1, 2024		14
March 15, 2024		15
March 28, 2024		16
April 12, 2024		17
April 26, 2024		18
May 10, 2024		19
May 24, 2024		20
June 7, 2024		21
TBD-Last Three Teach		22;23;24

## DIRECT DEPOSIT INFORMATION

- The initial direct deposit transaction is a pre-notification (pre-note). That is, the first cycle of the direct deposit is processed with a zero amount to verify that the bank account and transit routing number are accurate and that the financial institution is a member of the ACH (**Automated Clearing House** (ACH) is an electronic network for financial transactions in the United States). This process alerts the receiving bank that the transaction will occur electronically.
- **First Paycheck:**
  - First issued check is a paper check for new teachers (no direct deposit).
- **Number of Allowed Bank Acct's:**
  - You can have up to 4 bank accounts, but they must have flat dollar amounts. The system will not let us enter percentages.
- **Incorrect Bank Acct:**
  - The bank will notify the Treasury Dept., in turn notifying the payroll unit., if the transaction is not acceptable. This occurs when incorrect or missing information is entered on the direct deposit form and may delay your payment.

# PAYROLL DEDUCTIONS

Here is a list of payroll deductions and their abbreviations. The abbreviations will be listed on your check:

## Health and Dental Insurance:

Health and Dental Insurance is paid a month in advance. The September payment is paying for October. It is deducted on the first pay period of each month. Depending on when you fill and send your form you may have one deduction from each check for any particular month.

Starting April 12th, deductions for health/dental/life insurance will be deducted from each check thru June 7th, in order to extend your coverage until the following September. No health/dental/life insurance will be taken from the last 3 checks, unless there was a change made during open enrollment.

## PAYROLL DEDUCTION ABBREVIATIONS

EACH SALARY CHECK	
ABBREVIATIONS	
MDCRSCHL	MEDICARE TAX(1.45%)
FIT	FEDERAL INCOME TAX
SIT	STATE INCOME TAX
SRTP 7%	MASS TEACHERS RETIREMENT 7%
SRTP 8%	MASS TEACHERS RETIREMENT 8%
SRTP 9%	MASS TEACHERS RETIREMENT 9%
SRTP 11%	MASS TEACHERS RETIREMENT 11%
SRTP30	MTRS MEMBERS WHO ESTABLISHED MEMBERSHIP ON OR AFTER 1/1/1979 AND WHO ARE NOT PARTICIPATING IN RETIREMENT PLUS
FIRST CHECK OF MONTH	
	<u>Health Insurance</u>
HCHP IND.TFM	INDIVIDUAL TAX FREE HEALTH INSURANCE-\$194.78 (HMO)
HCHP FAM.TFM	FAMILY TAX FREE HEALTH INSURANCE-\$523.91 (HMO)
HPPO ITFMO	INDIVIDUAL TAX FREE HEALTH INSURANCE-\$328.91 (PPO)
HPPO FTFMO	FAMILY TAX FREE HEALTH INSURANCE-\$884.79 (PPO)
	<u>Dental Insurance</u>
DENTAL IND TF	ATLUS DENTAL-INDIVIDUAL TAX FREE-\$45.12
DENTAL FAM TF	ATLUS DENTAL-FAMILY TAX FREE-\$104.87
DENTAL DMSTFI	DMS DENTAL-INDIVIDUAL TAX FREE-\$24.10
DENTAL DMSTFT	DMS DENTAL-INDIVIDUAL PLUS ONE-TAX FREE-\$45.10
DENTALDMSTFF	DMS DENTAL-FAMILY- TAX FREE-\$65.60
SECOND CHECK OF MONTH	
#1340	UNION DUES (\$87.00) MONTHLY ON THE SECOND PAY PERIOD OF EACH MONTH
LIFE TF	LIFE INSURANCE (BASIC POLICY OF \$5000.\$2.95/MONTH) TAX FREE
MISCELLANEOUS	
CREDU	CREDIT UNION-EACH PAYCHECK

You will not have all these deductions

# Miscellaneous Items

## Sick Leave:

- Every member of the bargaining unit shall be credited with an annual leave of fifteen (15) days without loss of pay for absence caused by illness.

## Verification of Employment (as needed by your bank):

- Please have your bank institution fax or send request to 617-889-8328 (to payroll unit) or they can be emailed to [payroll@chelseaschools.com](mailto:payroll@chelseaschools.com)

## Salary Letters

### **H. Notices and Announcements**

4. Information on the accumulated sick leave, salary step and lane, longevity tier and personal time available for each teacher shall be sent to each teacher by October 15 of each school year. The information shall be transmitted in a sealed envelope.

# Current Salary Scales

**EFFECTIVE JULY 1, 2023**

Step	Pay Scale 1- Bachelors		Pay Scale 2- Masters		Pay Scale 3- Masters +30		Pay Scale 4- Doctorate/CAGS	
	Min	Max*	Min	Max*	Min	Max*	Min	Max*
1	\$54,432.45		\$57,698.40		\$61,160.30		\$64,829.93	
2	\$57,169.74		\$60,599.92		\$64,235.92		\$68,090.08	
3	\$59,998.15		\$63,598.04		\$67,413.92		\$71,458.76	
4	\$63,026.40		\$66,807.98		\$70,816.47		\$75,065.46	
5	\$66,158.81		\$70,128.34		\$74,336.04		\$78,796.21	
6	\$69,462.85		\$73,630.62		\$78,048.46		\$82,731.37	
7	\$72,958.10		\$77,335.59		\$81,975.73		\$86,894.27	
8	\$76,586.69		\$81,181.90		\$86,052.81		\$91,215.98	
9	\$80,416.29		\$85,241.27		\$90,355.75		\$95,777.09	
10	\$84,437.77		\$89,504.03		\$94,874.28		\$100,566.74	
11	\$89,863.85	\$97,898	\$95,255.69	\$102,728	\$100,971.03	\$109,039	\$107,029.29	\$115,288

\* Max is only applicable to teachers who had Permanent Merit Pay in 1991-1992 and 1992-1993