



BIRDVILLE INDEPENDENT SCHOOL DISTRICT DIRECT DEPOSIT PAY VOUCHER AUTHORIZATION TO STOP PRINTING DIRECT DEPOSIT VOUCHER

BIRDVILLE ISD
PAYROLL DEPARTMENT

To stop regular distribution of the paper direct deposit voucher, please complete this form online and print a copy to return to the Birdville ISD Payroll Department.

EMPLOYEE NAME

EMPLOYEE ID# (A/K/A PEOPLESOFT ID#)

CAMPUS/DEPARTMENT LOCATION

POSITION

I authorize the Birdville ISD Payroll Department to **discontinue** printing a paper copy of my direct deposit pay voucher.

I understand that I have online access to view and print my direct deposit voucher and that I will no longer be receiving a paper voucher.

DATE

SIGNATURE

By completing this form, employees will be able to keep their payroll information private and have their payroll information available **before** payday.

All employees may now:

- View and print current salary information and pay vouchers;
- View and print past pay vouchers;
- View current leave balances;
- View individual benefit information; and
- Change home address as well as update phone numbers and emergency contacts.

THE WEB NAVIGATION:

* Please review "[Frequently Asked Questions](#)" *

- BISD Homepage
- for Staff
- HCM eApplications
- **CLICK HERE**

USER NAME: EMPLOYEE ID (five digits)
(a/k/a employee PS # - Located at the top of each employee's pay voucher)

PASSWORD: LAST (4) DIGITS OF SOCIAL SECURITY #

- Employee Self Service
- Payroll and Compensation
- View Paycheck



PeopleSoft HCM eApplications

Welcome to the Birdville Independent School District's employee's PeopleSoft HCM eApplications.

- If you have never signed onto this system before, please read the [Frequently Asked Questions](#).
 - Your PeopleSoft employee number is your User ID.
 - For new users the Password is the last 4 digits of your social security number.
 - [CLICK HERE](#) to access the HCM eApplications.
- If you need assistance:
 - Please read the [Frequently Asked Questions](#).
 - All problems, questions or suggestions **must** be submitted by email to payroll2@birdville.k12.tx.us.
 - Please **do not** call Payroll, Personnel Services or TIMS Technical Support.
- New eApplication features:
 - 09/11/2006 - Available to all Birdville I.S.D. employees.
 - 05/05/2006 - Now accessible from anywhere on the Internet.
 - 11/02/2005 - Update access to employee addresses.
 - 08/22/2005 - Inquire only access to paycheck and limited benefit information.
 - 08/22/2005 - Update access available to phone numbers and emergency contacts.
 - 08/22/2005 - Annual Salary Information.

Frequently Asked Questions

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Why am I getting the following message?

"You are not authorized for this page."

The item you have selected is not available to you. If it should be available to you please send us a email and include the name of the item and page you are trying to access. payroll2@birdville.k12.tx.us

Why am I getting the following message?

"You are not authorized for this component."

The item you have selected is not available to you. If it should be available to you please send us a email and include the name of the item and page you are trying to access. payroll2@birdville.k12.tx.us

Why am I getting the following message?

"An error has occurred that has stopped this transaction from continuing."

The system is busy. Re-select the item you are trying to access.

Why am I getting the following message?

"Web Capture doe not know how to convert the information, do you want to open using your web browser".

Adobe Acrobat is trying to add the web page to the PDF document. Open the web page from the BISD Home Page or change your Adobe Acrobat settings. From the Acrobat menu select Edit then Preferences. On the left side of the Preferences window select Web Capture. Under Open Options and Open Web links: select In Web Brower.

Why am I getting the following message?

"Authorization Error -- Contact your Security Administrator ".

Ignore this message and continue to select from the menu.

Why am I getting the following message?

"The page cannot be displayed."

One reason could be that you are not accessing the web page as a secure site. You must use "https:" in the URL.

How do I login?

Select [CLICK HERE](#) on the HCM eApplications menu.

Enter your PeopleSoft employee number for the user id. This must be 5 digits.

Enter the last 4 digits of your social security number for the password.

How do I get a new password?

Please email your name and user id to payroll2@birdville.k12.tx.us and your password will be reset to the last 4 digits of your social security number.

How do I change my password?

While logged in select "Change My Password" on the PeopleSoft menu.

I am a part-time employee. Can I view my payroll information?

Yes, please reference the login information above.

When I try to access the web page why does a Download Status window open?

Adobe Acrobat is trying to add the web page to the PDF document. Open the web page from the BISD Home Page or change your Adobe Acrobat settings. From the Acrobat menu select Edit then Preferences. On the left side of the Preferences window select Web Capture. Under Open Options and Open Web links: select In Web Browser.

Kronos?

[CLICK HERE.](#)

Enter your PeopleSoft employee number for the user id. This must be 5 digits.
Enter the last 4 digits of your social security number for the password.

How do I view my paycheck information?

After logging in select "Employee Self Service" from the PeopleSoft menu.
Then select "Payroll and Compensation".
Then select "View Paycheck".
You can then view previous pay periods by selecting "View a Different Payment".

Why am I getting the following message?

"An error has occurred that has stopped this transaction from continuing."

The system is busy. Re-select the item you are trying to access.

Why isn't my leave balance displayed?

Leave balances are only displayed with the most recent paycheck detail. Make sure you are looking at your most recent paycheck.

What is the TRS Care listed on my check?

It is your contribution to the health plan for TRS retirees.

How do I print my paycheck information?

Right click within the paycheck frame and select print. If the right side of the page is cutoff then you will need to change the print margins. Select file then page setup. Change the left margin, try .25.

What is the problem when the right side of the page is cutoff when I print the my paycheck information?

If the page is cutoff then you will need to change the print margins. Select file then page setup. Change the left margin, try .25.

Why isn't 457e listed with my deductions?

Effective in October 2005 457e is no longer a deduction. It is now a benefit that is paid by BISD and is listed under the employer paid bebenefits.

My YTD infomation is not correct?

The YTD information is for the calendar year.

My Sick Bank balance is zero. Am I enrolled in the Sick Bank?

View the Benefits Summary page to verify enrollment in the Sick Bank.
After logging in select "Employee Self Service" from the PeopleSoft menu.
Then select "Benefits".
Then select "Benefits Summary".
If you are enrolled then **Sick Bank** will be listed under Type of Benefit.

What is the cut-off date for changes to my paycheck?

This link will list the cut-off dates for the [06-07 school year](#).

This link will list the cut-off dates for the [07-08 school year](#).

I don't have any federal withholding taxes deducted from my check?

The taxes that are deducted from your paycheck is determined by the W-4 form you filled out. Therefore if there are no taxes being deducted from your check you would need to fill out a new W-4 form. The more exemptions you claim the less taxes will be deducted. Likewise if you claim married the taxes will be less also.

When do I receive sick and personal leave for the next school year?

You receive 5 sick (local) and 5 personal (state) days each school year. These days are given to you on June 1, 2006 each year.

I took sick leave, why did they deduct days from my personal leave?

One reason could be if you use a sick (local) day and do not have any of these days available then your absence will use any available days from a different leave type. (Example: you are out sick and use a sick day but do not have any sick days available, all you have are personal days. Your absence will be deducted from your personal days.)

Why was my pay docked?

One reason could be if you use a personal (state) day and do not have any of these days available then your absence will be docked regardless of whether you have any other type of leave available. (Example: you are out a personal day and you do not have any personal days left, regardless of the fact that you may have 100 sick days you will be docked.) Also since your sick leave days are given to you in advance, if you resign prior to completing your days of duty for the current school year, you will be docked on your final paycheck if you have overused your sick leave.

Why aren't dollar amounts listed on the Benefit's page?

At this time dollar amounts are only available with the paycheck information.

Why isn't my disability insurance listed on the Benefit's page?

At this time disability insurance is only listed with the paycheck information.

What is Life in Excess of \$50,000?

The first \$50,000 of life insurance can be tax sheltered. Anything over that has to be taxed and therefore requires a different category.

How do I know if I am enrolled in the Sick Bank?

After logging in select "Employee Self Service" from the PeopleSoft menu.
Then select "Benefits".
Then select "Benefits Summary".
If you are enrolled then **Sick Bank** will be listed under Type of Benefit.

How do I access my annual salary information?

After logging in select "Employee Self Service" from the PeopleSoft menu.
Then select "Payroll and Compensation".
Then select "Annual Salary Information".

What is the Effective Date field on the Annual Salary Information screen?

This screen display the most recent information. The Effective Date field will tell you when it last changed.

What is the Empl Rcd Nbr field on the Annual Salary Information screen?

This used when an employee has more than one position (ie 1 will be display for the second position). Also if an employee has more than one position the buttons Next in List and Previous in List will appear at the bottom of the screen to allow access to information for all positions.

What are the Next in List and Previous in List buttons on the bottom of the Annual Salary Information screen?

These appear when an employee has more than one position. Also the Empl Rcd Nbr field will different for each position.

How do I change my address?

After logging in select "Employee Self Service" from the PeopleSoft menu.
Then select "Personal Information".
Then select "Home and Mailing Address".
You can then select "Edit" or "Add".

My W-2 is wrong, my salary is different than what is in Box 1?

Your W-2 box 1 field is determined by calculating your taxable wages. Your taxable wages are figured based on a calendar year (January-December). The amount that is Box 1 is calculated by taking your "current" wages total on each check, minus the "current" before tax deductions total on each check. You do not pay taxes on your full salary and therefore your full salary is not what is included in Box 1 of your W-2.

I don't have any federal withholding taxes deducted from my check?

The W-4 form you filled out determines the taxes that are deducted from your paycheck. Therefore if there were no taxes being deducted from your check you would need to fill out a new W-4 form. The more exemptions you claim the less taxes will be deducted. Likewise if you claim married the taxes will be less also.

How do I obtain Technical Support?

All problems, questions or suggestions should be emailed to payroll2@birdville.k12.tx.us.