

General Payroll Questions

Who should I contact if I have payroll questions?

Monthly Payroll: Julie Porter at jporter@taylorisd.org or 512-352-1391x1048

Semi-Monthly Payroll and Benefits: Kristen Sovil at kkieschnick@taylorisd.org or 512-352-1391x1045

Where can I receive copies of my earnings statements, W-2s and other payroll related information?

All payroll related information can be retrieved through the Employee Service Center.

<https://taylor.teams.hosting/servicecenter/EntryPointSignOnAction.do>

What does TRS mean?

Teacher Retirement System. The TRS Member Contribution deduction refers to your contribution towards retirement. This is a mandatory 8.25% employee contribution. The TRS Care Member Contribution is your contribution toward TRS Care which is the insurance option offered if/when you become eligible for retirement. This is a mandatory 0.65% employee contribution (subject to change for upcoming school year).

What does the calendar information represent?

The Calendar information represents the year-to-date information based on the calendar year (January-December), not the employee pay cycle (July-June, August-July, or September-August).

Direct Deposit

What happens if I change banks?

Notify payroll immediately and we will send you a direct deposit form.

What is the deadline to make a change on my Direct Deposit?

The 15th of the month

Tax Withholding

Can I make a change to my tax withholding?

Yes. Log into the Employee Service Center, click on My Payroll Information, then click on My Tax Withholding (W-4). Scroll to the middle and complete the New W-4 Details.

How can I estimate my tax withholding?

Log into the Employee Service Center, click on My Payroll Information, then click on My Proposed W-4.

This tool can help you estimate your tax withholding. Payroll does not provide tax advising or consultation services. It is recommended that you contact your tax advisor or the IRS for specific information and advice.