



DEPARTMENT OF FINANCE

LISA LEWIS, DIRECTOR

STEPHANIE BONNETT, ASSISTANT FINANCE OFFICER

NICOLE CURRY, ACCOUNTING SUPERVISOR

TO: Board Members

FROM: Lisa Lewis, Director of Finance *Lewis*

DATE: May 18, 2023

RE: Automatic Payroll Authorization Deductions

Submitted for approval are the proposed 2023-24 pay schedules for regular salary, coaching supplements and the Automatic Payroll Authorization deduction. The payroll schedule is approved each year for the upcoming fiscal year. Full time personnel are paid over 26 payroll checks. Most deductions are taken over all 26 payroll checks. Health insurance and American Fidelity deductions are only taken over 24 payroll checks; KASA is taken over 16 payroll checks. I ask the 2023-24 Regular Pay schedule, Coaching pay schedule, and the Automatic Payroll Authorization deduction schedule be approved.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

BULLITT COUNTY BOARD OF EDUCATION

2023-2024

PAYROLL SCHEDULE

Pay Period Begins	Pay Period Ends	Pay Date	Time Sheets Due to School	Time Sheets Due to C.O. Finance by NOON	12 Month	11 Month	10 Month	Coaching Pay Numbers
-	-	7/7/2023	6/30/2023		26			
7/1/2023	7/7/2023	7/21/2023	7/7/2023	7/12/2023	25			
7/8/2023	7/21/2023	8/4/2023	7/21/2023	7/26/2023	24			
7/22/2023	8/4/2023	8/18/2023	8/4/2023	8/9/2023	23	26		
8/5/2023	8/18/2023	9/1/2023	8/18/2023	8/23/2023	22	25	26	1
8/19/2023	9/1/2023	9/15/2023	9/1/2023	9/6/2023	21	24	25	2
9/2/2023	9/15/2023	9/29/2023	9/15/2023	9/20/2023	20	23	24	3
9/16/2023	9/29/2023	10/13/2023	9/29/2023	10/4/2023	19	22	23	4
9/30/2023	10/13/2023	10/27/2023	10/13/2023	10/18/2023	18	21	22	5
10/14/2023	10/27/2023	11/10/2023	10/27/2023	11/1/2023	17	20	21	6
10/28/2023	11/10/2023	11/24/2023	11/10/2023	11/15/2023	16	19	20	7
11/11/2023	11/24/2023	12/8/2023	11/24/2023	11/29/2023	15	18	19	8
11/25/2023	12/8/2023	12/22/2023	12/8/2023	12/13/2023	14	17	18	9
12/9/2023	12/22/2023	1/5/2024	12/19/2023	12/19/2023	13	16	17	10
12/23/2023	1/5/2024	1/19/2024	1/5/2024	1/10/2024	12	15	16	11
1/6/2024	1/19/2024	2/2/2024	1/19/2024	1/24/2024	11	14	15	12
1/20/2024	2/2/2024	2/16/2024	2/2/2024	2/7/2024	10	13	14	13
2/3/2024	2/16/2024	3/1/2024	2/16/2024	2/21/2024	9	12	13	14
2/17/2024	3/1/2024	3/15/2024	3/1/2024	3/6/2024	8	11	12	15
3/2/2024	3/15/2024	3/29/2024	3/15/2024	3/20/2024	7	10	11	16
3/16/2024	3/29/2024	4/12/2024	3/29/2024	4/3/2024	6	9	10	17
3/30/2024	4/12/2024	4/26/2024	4/12/2024	4/17/2024	5	8	9	18
4/13/2024	4/26/2024	5/10/2024	4/26/2024	5/1/2024	4	7	8	19
4/27/2027	5/10/2024	5/24/2024	5/10/2024	5/15/2024	3	6	7	20
5/11/2024	5/24/2024	6/7/2024	5/24/2024	5/29/2024	2	5	6	21
5/25/2024	6/7/2024	6/21/2024	6/7/2024	6/12/2024	1	4	5	22
6/8/2024	6/21/2024	6/28/2024	6/19/2024	6/21/2024		3	4	23
6/22/2024	6/30/2024	6/28/2024	6/19/2024	6/21/2024		2	3	24
6/22/2024	6/30/2024	6/28/2024	6/19/2024	6/21/2024		1	2	25
6/22/2024	6/30/2024	6/28/2024	6/19/2024	6/21/2024			1	26

BULLITT COUNTY BOARD OF EDUCATION SHEPHERDSVILLE, KENTUCKY

2023-2024

COACHING PAY SCHEDULE

HIGH SCHOOL COACHING SUPPLEMENTS

FOOTBALL - BASKETBALL - CHEERLEADER - CHESS - DRILL CORP - ACADEMIC TEAM SPONSORS - ARCHERY AND OTHER POSITIONS NOT LISTED OVER 6 CHECKS

Paid over 26 checks concurrent with base contract pay schedule. If a coach does not work the full 187 day contract, the supplement will be prorated.

PLAY DIRECTOR

First pay day following the completion of the play.
School needs to notify Central Office.

WRESTLING, SWIMMING, DIVING, BOWLING

11/25/2023 -
2/16/2024

Pay #9	12/22/2023
Pay #10	1/5/2024
Pay #11	1/19/2024
Pay #12	2/2/2024
Pay #13	2/16/2024
Pay #14	3/1/2024

Paid over 6 checks

CROSS COUNTRY, SOCCER, GOLF, VOLLEYBALL, COMPETITIVE MARCHING

8/5/2023 -
10/27/2023

Pay #1	9/1/2023
Pay #2	9/15/2023
Pay #3	9/29/2023
Pay #4	10/13/2023
Pay #5	10/27/2023
Pay #6	11/10/2023

Paid over 6 checks

TENNIS, BASEBALL, TRACK, SOFTBALL

3/2/2024 -
5/24/2024

Pay #16	3/29/2024
Pay #17	4/12/2024
Pay #18	4/26/2024
Pay #19	5/10/2024
Pay #20	5/24/2024
Pay #21	6/7/2024

Paid over 6 checks

Athletic Directors will be paid over 26 checks concurrent with base contract pay schedule.
Supplement will be prorated based on 187 day contract in case of termination or late start.

ELEMENTARY AND MIDDLE SCHOOL COACHING SUPPLEMENTS

Volleyball and Archery will be paid from the High School Schedule listed above.

BASKETBALL

10/14/2023 -
1/5/2024

Pay #6	11/10/2023
Pay #7	11/24/2023
Pay #8	12/8/2023
Pay #9	12/22/2023
Pay #10	1/5/2024
Pay #11	1/19/2024

Paid over 6 checks

TRACK

2/3/2024 -
4/26/2024

Pay #14	3/1/2024
Pay #15	3/15/2024
Pay #16	3/29/2024
Pay #17	4/12/2024
Pay #18	4/26/2024
Pay #19	5/10/2024

Paid over 6 checks

CHEERLEADER - CHESS - ACADEMIC TEAM SPONSORS AND OTHER POSITIONS NOT LISTED OVER 6 CHECKS WILL BE
Paid over 26 checks concurrent with base contract pay schedule. If a coach does not work the full 187 day contract,
the supplement will be prorated.

BULLITT COUNTY BOARD OF EDUCATION

2023-2024

Automatic Payroll Authorization Deductions

For those persons who sign an automatic Payroll Authorization Form, authorized deductions will be made as follows:

American Fidelity is our Section 125 Plan Administrator -

All full-time employees must sign a deduction agreement each year with the representative

Company/Organization *N/S=Not Soliciting	Product	M = Mandatory V = Voluntary	Number of Deductions	Frequency	Deduction Codes
Voluntary Deductions					
American Fidelity	403b -- Fixed & Variable	V	24	Skip 9/29/2023 and 3/29/2024	2001
American Fidelity	Roth - IRA	V	24	Skip 9/29/2023 and 3/29/2024	8324
American Fidelity	Cancer/Accident/Health	V	24	Skip 9/29/2023 and 3/29/2024	2614/8316/2615/2003/2611/ 8031
American Fidelity	Critical Illness	V	24	Skip 9/29/2023 and 3/29/2024	8315
American Fidelity	Disability - Tax	V	24	Skip 9/29/2023 and 3/29/2024	8314
American Fidelity	Long-term Care - Tax	V	24	Skip 9/29/2023 and 3/29/2024	8322/8327
American Fidelity - Texas Life	Convertible Life - Texas Life - Tax	V	24	Skip 9/29/2023 and 3/29/2024	8021
American Fidelity	Term Life - Tax	V	24	Skip 9/29/2023 and 3/29/2024	8323
American Fidelity	Group Hospital Indemnity	V	24	Skip 9/29/2023 and 3/29/2024	2612
American Fidelity	Hospital - DAP	V	24	Skip 9/29/2023 and 3/29/2024	8317
Kentucky Deferred Comp	401K & 457	V	26	Each Check	8801/8802/8800/2022/2023
MetLife	403b -- Investor & Resources	V	26	Each Check	2004/2010
Employee Benefit - Legend	403b & 457	V	26	Each Check	2013/8325/2011
GWN Marketing	403b & 457	V	26	Each Check	2005/2006
Security Benefit Group - N/S	403b -- NEA ValueBuilder	V	26	Each Check	2009
American Express Fin. - N/S	403b -- A.E. - IDS (Ameriprise)	V	26	Each Check	2008
UBS (Edward Jones) - N/S	403b (Aspire)	V	26	Each Check	2014
Grange Insurance	Guaranteed Life	V	26	Each Check	8326
Natl. Tchrs. Assc. -- N/S	Cancer/Disease/Disability - Tax	V	26	Each Check	8332
Pre-Paid Legal - N/S	Legal Services	V	26	Each Check	8700
BCEA Scholarship	Charity	V	26	Each Check	9015
Metro United Way	Charity	V	26	Each Check	8033
Fund for the Arts	Charity	V	26	Each Check	8032
CASA	Charity	V	26	Each Check	8034
Bullitt Co. Educational Found	Charity	V	26	Each Check	8035
WHAS Crusade for Children	Charity	V	26	Each Check	8036
American Cancer Society	Charity	V	26	Each Check	8031/2020
Kentucky Deferred Comp	401k Loan Repayment	V	26	Each Check	8800
KASA	Membership Dues, Life, Liability	V	16	Deducted ONLY from October 2023 - May 2024 Exclude 3/29/2024	8020
State Life Insurance	Term Life - Tax	V	24	Skip 9/29/2023 and 3/29/2024	8411/8412
Health Insurance Providers	Individual/Family Health Insurance	V	24	Skip 9/29/2023 and 3/29/2024	2413/2410/8410/2440/2445
Dental Insurance Providers (State & District)	Individual/Family Dental Insurance	V	24	Skip 9/29/2023 and 3/29/2024	2451/2400/2401/2402/2403/ 2404/2405/2406/2407/2408/ 2409/2411/2412
Vision Insurance Providers (State & District)	Individual/Family Vision Insurance	V	24	Skip 9/29/2023 and 3/29/2024	2452/2675/2676/2677/2678

*IPS Payments are to be excluded from the third check - deduction#7560 is to be excluded from 9/29/2023 & 3/29/2024 payroll.
Talk to the state before taking IPS Payments from Summer Checks, this would only apply to 10 and 11 month employee as 12 months
employees do not have summer checks. An IPS contract is put in place when an employee has an agreement with the state to buy
service credit back through retirement. IPS checks are submitted on a monthly basis.*

7560: 10 Month Employee

Deduction 7560 should be excluded from ALL Summer Checks