



LISA LEWIS, DIRECTOR

STEPHANIE BONNETT, ASSISTANT FINANCE OFFICER

FREDA HOLDERMAN, ACCOUNTING SUPERVISOR

DEPARTMENT OF FINANCE

TO: Board Members

FROM: Lisa Lewis, Director of Finance *LWL*

DATE: May 6, 2024

RE: Automatic Payroll Authorization Deductions

Submitted for approval are the proposed 2024-25 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 2024-25 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

2024-2025

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
-	-	7/5/2024	6/30/2024		26			
7/1/2024	7/5/2024	7/19/2024	7/5/2024	7/10/2024	25			
7/6/2024	7/19/2024	8/2/2024	7/19/2024	7/24/2024	24			
7/20/2024	8/2/2024	8/16/2024	8/2/2024	8/7/2024	23	26		
8/3/2024	8/16/2024	8/30/2024	8/16/2024	8/21/2024	22	25	26	1
8/17/2024	8/30/2024	9/13/2024	8/30/2024	9/4/2024	21	24	25	2
8/31/2024	9/13/2024	9/27/2024	9/13/2024	9/18/2024	20	23	24	3
9/14/2024	9/27/2024	10/11/2024	9/27/2024	10/2/2024	19	22	23	4
9/28/2024	10/11/2024	10/25/2024	10/11/2024	10/16/2024	18	21	22	5
10/12/2024	10/25/2024	11/8/2024	10/25/2024	10/30/2024	17	20	21	6
10/26/2024	11/8/2024	11/22/2024	11/8/2024	11/13/2024	16	19	20	7
11/9/2024	11/22/2024	12/6/2024	11/22/2024	11/26/2024	15	18	19	8
11/23/2024	12/6/2024	12/20/2024	12/6/2024	12/11/2024	14	17	18	9
12/7/2024	12/20/2024	1/3/2025	12/20/2024	12/20/2024	13	16	17	10
12/21/2024	1/3/2025	1/17/2025	1/3/2025	1/8/2025	12	15	16	11
1/4/2025	1/17/2025	1/31/2025	1/17/2025	1/22/2025	11	14	15	12
1/18/2025	1/31/2025	2/14/2025	1/31/2025	2/5/2025	10	13	14	13
2/1/2025	2/14/2025	2/28/2025	2/14/2025	2/19/2025	9	12	13	14
2/15/2025	2/28/2025	3/14/2025	2/28/2025	3/5/2025	8	11	12	15
3/1/2025	3/14/2025	3/28/2025	3/14/2025	3/19/2025	7	10	11	16
3/15/2025	3/28/2025	4/11/2025	3/28/2025	4/2/2025	6	9	10	17
3/29/2025	4/11/2025	4/25/2025	4/11/2025	4/16/2025	5	8	9	18
4/12/2025	4/25/2025	5/9/2025	4/25/2025	4/30/2025	4	7	8	19
4/26/2025	5/9/2025	5/23/2025	5/9/2025	5/14/2025	3	6	7	20
5/10/2025	5/23/2025	6/6/2025	5/23/2025	5/28/2025	2	5	6	21
5/24/2025	6/6/2025	6/20/2025	6/6/2025	6/11/2025	1	4	5	22
6/7/2025	6/20/2025	6/27/2025	6/20/2025	6/20/2025		3	4	23
6/21/2025	6/30/2025	6/27/2025	6/30/2025	6/20/2025		2	3	24
6/21/2025	6/30/2025	6/27/2025	6/30/2025	6/20/2025		1	2	25
6/21/2025	6/30/2025	6/27/2025	6/30/2025	6/20/2025			1	26

**BULLITT COUNTY BOARD OF EDUCATION
SHEPHERDSVILLE, KENTUCKY**

2024-25

COACHING PAY SCHEDULE

**HIGH SCHOOL: BOYS FOOTBALL - BASKETBALL - BASS FISHING
ALL LEVELS: ARCHERY - CHEER - CHESS - DRILL CORP - ACADEMIC TEAM SPONSORS 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 date following the completion of the play. School needs to notify Central Office.

**HIGH SCHOOL: CROSS COUNTRY - SOCCER - GOLF - GIRLS VOLLEYBALL - COMPETITIVE
MARCHING BAND
MIDDLE SCHOOL: GIRLS BASKETBALL - CROSS COUNTRY
ELEMENTARY: CROSS COUNTRY**

8/3/2024 - 10/25/2024

Pay #1	08/30/2024
Pay #2	09/13/2024
Pay #3	09/27/2024
Pay #4	10/11/2024
Pay #5	10/25/2024
Pay #6	11/08/2024

Paid over 6 checks

**HIGH SCHOOL: WRESTLING - SWIMMING - DIVING - BOWLING - GIRLS FLAG FOOTBALL
MIDDLE SCHOOL: BOYS BASKETBALL - VOLLEYBALL
ELEMENTARY: BOYS AND GIRLS BASKETBALL**

11/23/2024 - 02/14/2025

Pay #9	12/20/2024
Pay #10	01/03/2025
Pay #11	01/17/2025
Pay #12	01/31/2025
Pay #13	02/14/2025
Pay #14	02/28/2025

Paid over 6 checks

**HIGH SCHOOL: TENNIS - BASEBALL - TRACK - SOFTBALL - BOYS VOLLEYBALL
MIDDLE SCHOOL: TRACK - SOCCER - BASEBALL - SOFTBALL
ELEMENTARY: TRACK - WELLNESS CLUB SPONSOR**

02/15/2025 - 05/9/2025

Pay #15	03/14/2025
Pay #16	03/28/2025
Pay #17	04/11/2025
Pay #18	04/25/2025
Pay #19	05/09/2025
Pay #20	05/23/2025

Paid over 6 checks

BULLITT COUNTY BOARD OF EDUCATION

2024-2025

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 <i>*N/S=Not Soliciting</i>	Product	M = Mandatory V = Voluntary	Number of Deductions	Frequency	Deduction Codes
Voluntary Deductions					
American Fidelity	403b -- Fixed & Variable	V	24	Skip 8/30/2024 and 1/31/2025	2001
American Fidelity	Roth - IRA	V	24	Skip 8/30/2024 and 1/31/2025	8324
American Fidelity	Cancer/Accident/Health	V	24	Skip 8/30/2024 and 1/31/2025	2614/8316/2615/2003/2611/ 8031
American Fidelity	Critical Illness	V	24	Skip 8/30/2024 and 1/31/2025	8315
American Fidelity	Disability - Tax	V	24	Skip 8/30/2024 and 1/31/2025	8314
American Fidelity	Long-term Care - Tax	V	24	Skip 8/30/2024 and 1/31/2025	8322/8327
American Fidelity - Texas Life	Convertible Life - Texas Life - Tax	V	24	Skip 8/30/2024 and 1/31/2025	8021
American Fidelity	Term Life - Tax	V	24	Skip 8/30/2024 and 1/31/2025	8323
American Fidelity	Group Hospital Indemity	V	24	Skip 8/30/2024 and 1/31/2025	2612
American Fidelity	Hospital - DAP	V	24	Skip 8/30/2024 and 1/31/2025	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
Nat. 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 2024 - May 2025 Exclude 1/31/2025	8020
State Life Insurance	Term Life - Tax	V	24	Skip 8/30/2024 and 1/31/2025	8411/8412
Health Insurance Providers	Individual/Family Health Insurance	V	24	Skip 8/30/2024 and 1/31/2025	2413/2410/8410/2440/2445
Dental Insurance Providers (State & District)	Individual/Family Dental Insurance	V	24	Skip 8/30/2024 and 1/31/2025	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 8/30/2024 and 1/31/2025	2452/2675/2676/2677/2678
<p>IPS Payments are to be excluded from the third check - deduction #7560 is to be excluded from 8/30/2024 & 1/31/2025 payroll.</p> <p>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.</p> <p>7560: 10 Month Employee</p> <p>Deduction 7560 should be excluded from ALL Summer Checks</p>					