

# Taylor ISD- Payroll

Frequently Asked Questions



## Direct Deposit Information



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

The 12th of the month

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### **How do I change my direct deposit information if I change banks?**

Notify payroll immediately and the payroll department will send you a direct deposit form to be completed. Once completed, turn form into the payroll department in person and bring your supporting documentation for your bank information.

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### **Can I update my direct deposit information online?**

No, the payroll department requires direct deposit information to be updated in person.

## Tax Withholding Information



### **Can I make a change to my tax withholding?**

Yes, in order to change your tax withholding you will need to complete a new W4 form.

You can complete a new W4 form and turn it into the payroll department or complete it online in the Employee Service Center.

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### **How can I submit a new W4 online in the Employee Service Center?**

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

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## How can I estimate my tax withholdings?

You can use a helpful tool called “My Proposed W-4” that is located in the Employee Service Center. This tool can help you estimate your tax withholding. It is recommended that you contact your tax advisor or the IRS for specific information and advice.

# General Payroll Information

## 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.

## What does TRS mean on my paystub?

TRS is an abbreviation for 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. (These two TRS contributions are subject to change for the upcoming school year.)

## What does the calendar information represent on my paystub?

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).

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Got more questions?  
Reach out to us!

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