

COMPENSATION CONCERN GUIDELINES 2014-2015

1. The employee will complete the Compensation Concern Worksheet and attach a printed copy of their current Check Information from Employee Access for the pay period in question.
2. The employee will send both documents to Payroll either by fax (817-232-0238), inter-campus mail or by e-mail. Employees paid on a monthly basis can email D'Nan Dakan (ddakan@ems-isd.net). Employees paid on a bi-weekly basis can email Andrea Hawkins (ahawkins@ems-isd.net). Employees with a benefits question can email Missy Kistner, (Interim Sub) at (mkistner@ems-isd.net).
3. Payroll will process all salary concerns for existing employees continuing in the same position for the 2014-2015 school year. In some situations, it may be necessary to seek assistance from the Human Resources Department to help resolve the concern. The Human Resources Department number is 817-232-0880.
4. Payroll will refer all new employees and employees that have changed positions from the 2013-2014 school year to the 2014-2015 school year to Human Resources to process.
5. Final results of the worksheet review will be communicated back to the employee either by phone, email or inter-campus mail by the department responsible for resolving the concern.
6. It is the goal of the Payroll and Human Resource Departments to process all payroll concerns within two weeks from the time the concern is received.

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