MCS Payroll Process

Frequently Asked Questions

When will I receive a paycheck?

- Checks are typically issued via direct deposit the last working day of the month with the exceptions of November, December, and January when you are paid earlier. The monthly payroll schedule is located in the Financial Services section of the MCS Employee Portal. (Note: The login credentials for the portal are the same as your MCS network username and password.)

I started working for Marietta City Schools during pre-planning in July. When will I receive my first paycheck?

- Your first paycheck will be issued on the last working day of August.

How can I access my paycheck information?

- Paycheck information is available through Employee Self Service (ESS). A link to ESS is located on the landing page of the MCS Employee Portal.

How is my monthly pay calculated?

- Employees are paid in checks of an equal amount over a 12-month period. This amount is determined by dividing your annual salary by 12.
  - 178-218 work calendar: pay cycle is August - July
  - 219-239 work calendar: pay cycle is July - June

I started later in the year, how is the monthly payment determined?

- To determine the monthly amount, the number of days remaining in your work calendar is multiplied by your daily rate of pay. This total is then divided by the remaining monthly payroll periods.

Why is Social Security not deducted from my paycheck?

- In lieu of Social Security, MCS employees are provided with a Tax-Sheltered Annuity through TIAA-CREF. As a condition of employment, all employees working at least 25 hours/week, must contribute 3% to their TSA. For additional information about retirement savings, please visit the MCS Benefits Center.

Who should I contact with questions regarding my paycheck?

- Please contact Annette Evans (Financial Services Payroll Accountant):
  - Email – aevans@marietta-city.k12.ga.us
  - Phone – 678-695-7271