

Election Workers Payroll FAQ's

Frequently Asked Questions

Written by Brooke Greenfeder | Last published at: February 16, 2023

This document is for Travis County election workers who work during early voting and on election day to provide the most frequently asked payroll questions.

When will I be paid?

Below are the pay periods and payment schedule for all election workers for 2023. Most election checks are mailed and may take a couple of weeks for you to receive it.

Pay Period	Check Date		Pay Period	Check Date
01/01 - 01/15	01/31/2023		07/01 - 07/15	07/31/2023
01/16 - 01/31	02/15/2023		07/16 - 07/31	08/15/2023
02/01 - 02/15	02/28/2023		08/01 - 08/15	08/31/2023
02/16 - 02/28	03/15/2023		08/16 - 08/31	09/15/2023
03/01 - 03/15	03/31/2023		09/01 - 09/15	09/29/2023
03/16 - 03/31	04/14/2023		09/16 - 09/30	10/13/2023
04/01 - 04/15	04/28/2023		10/01 - 10/15	10/31/2023
04/16 - 04/30	05/15/2023		10/16 - 10/31	11/15/2023
05/01 - 05/15	05/31/2023		11/01 - 11/15	11/30/2023
05/16 - 05/31	06/15/2023		11/16 - 11/30	12/15/2023
06/01 - 06/15	06/30/2023		12/01 - 12/15	12/29/2023
06/16 - 06/30	07/14/2023		12/16 - 12/31	01/12/2024

How do I read my pay statement?



Travis County
PO Box 1748
Austin, Texas, 78767

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NAME: EDNA EMPLOYEE		PERSONNEL NBR: 00000000		PAYDATE:03/15/2022		PERIOD:02/16-02/28	
EARNINGS & REIMB	HOURS	AMOUNT	YTD	DEDUCTIONS	AMOUNT	YTD	
PAY FOR SPECIFIC HOURS				TAXES			
Temp Hourly Wages		0.00		Social Security	29.76	45.57	
Overtime Regular	6.00	90.00	90.00	Medicare	6.96	10.66	
Overtime Premium	6.00	45.00	45.00				
EARLY VOTING CLERK	23.00	345.00	562.50	*** Total Deductions	36.72	56.23	
EARLY VOTING CLERK TR			37.50	**** Any adjustments to deductions will be included in current period			
Total Earnings & Reimb		480.00	735.00				
Adj* indicates a prior period adjustment							
LEAVE				NET PAY		CURRENT	YTD
	EARNED	TAKEN	BALANCE			443.28	678.77
				Gross Earnings	480.00	735.00	
				Federal W-2 Earnings	480.00	735.00	
				Social Sec Earnings	480.00	735.00	
				Medicare Earnings	480.00	735.00	
COUNTY PAID BENEFITS		AMOUNT	YTD	NET PAY DISTRIBUTION			
				Check		443.28	

1. This section displays your current and YTD(year to date) earnings for the pay period - including the specific job you performed, hours worked, and amount paid.
 - o In the example above - this employee worked at total of **29 hours** as an early voting clerk.
 - o **23 hours** were paid at hourly wage of \$15 ($\$345/23 = \15)
 - o **6 hours** were paid at 1.5 (time and a half) and broken down as:
 - **Overtime Regular** (the "time" in time and a half) $6 * \$15 = \90
 - **Overtime Premium** (the "half" in time and a half) $6 * \$7.50 = \45
 - **Total Overtime paid** = \$135

2. This section displays the Pay Date and Pay Period that was processed
3. This section displays the current and YTD amount of taxes and deductions taken from your earnings.
 - **Taxes** include:
 - **Federal Withholding** - this is the amount of federal income tax withheld based on your W-4 form.
 - **Social Security** - the amount of Federal Social Security (6.2% of total earnings) withheld from your pay.
 - **Medicare** - the amount of Federal Medicare Tax (1.45% of total earnings) withheld from your pay.
4. This section does not apply for Election employees.
5. This section displays the current and YTD gross earnings as well as Federal taxable earnings.
 - **Gross Earnings** - your total pay from the Earnings and Reimb section, before any deductions are taken out.
 - **Federal W-2 Earnings** - the amount used to calculate your federal income tax; reported on your W-2 (Box 1)
 - **Social Sec Earnings** - the amount reported on your W-2 (Box 3)
 - **Medicare Earnings** - the amount reported on your W-2 (Box 5)
6. This section does not apply for Election employees.
7. This section displays how your Net Pay amount was distributed into your bank account or paper check.

What do I do if I have lost my paycheck and need a replacement?

Contact the Treasurer's Office at 512-854-9361 to get a copy of an affidavit form. Complete and return the form to them. The payment will be reissued with the next election payroll cycle/check date listed in the "When will I be paid" section above.

What do I do if I haven't received my paycheck?

Contact the County Clerk Election's office to confirm your information/hours worked have been sent to our Payroll department. They can be reached by phone at 512-854-4996 (select '1' for the call center) or email eRecruiting@traviscountytexas.gov.

How do I change my address?

Email the changed information to County Clerk Elections office at eRecruiting@traviscountytexas.gov.

Who do I contact if my hours/payment is not correct?

Contact the County Clerk Election's office to review the hours/payment. They can be reached by phone at 512-854-4996 (select '1' for the call center) or email eRecruiting@traviscountytexas.gov. Please

do not attempt to contact Payroll or the Treasurer, only the County Clerk can verify and/or adjust your hours.

How do I set up direct deposit?

If you are working early voting, you can complete a direct deposit form and return it to the County Clerk Elections office by email at eRecruiting@traviscountytx.gov.

If you are only working on election day you are not eligible for direct deposit at this time.

Why did I not receive a W-2 this year?

You earned less than \$600 for the calendar year therefore a W-2 was not issued. You can reference your most recent pay statement, if you need to know the amount you were paid for the calendar year.