

2022 Payroll FAQ's



WIAA School Ball

METHOD OF PAY: Officials will be paid through ArbiterPay for all WIAA school games. Instructions for setting up an account are available in Arbiter Help, or by viewing a step-by-step video posted on SBU's Main Page. When setting up an account you have multiple options for drawing funds out of your ArbiterPay account. Prepaid debit cards, paper checks, and automatic transfers to your checking account all have fees involved. Manual transfers to your checking account do not have a fee. Do not turn on the automatic features when creating your account if you don't want to pay a fee.

GAME REPORTS: In order to receive payment the **lead official must complete a game report indicating the final score of the game**. Reports should be completed the night of the game or first thing the next morning to avoid a reduced game fee being paid. Reports can be completed by clicking the red **File** next to the game number on a computer, or by clicking on the **File Game Report** link when using the phone app. Simply enter the score and click **Save**. Once completed, the funds will be available in ArbiterPay, generally within 48-72 hours. **Do not** include ejection reports. Those still need to be filed on the WOA website.

GAME FEES: Fees are set statewide by WIAA. The fee schedule is available in Arbiter under **Lists > Forms**.

TRAVEL FEES: Travel fees are also set by WIAA and listed with the game fee schedule. The majority of schools are within a perimeter whereby each official receives \$18. For schools outside this perimeter the default is to split the total travel evenly between the crew. If carpooling is arranged each passenger will receive \$10 and the driver receives the remainder. **Carpool arrangements must be listed in the comments section when filing the game report.** Once the game has been paid we cannot adjust the travel.

DUES: WOA will deduct \$65 NASO dues one time per school year and \$30 WOA sport specific dues from ArbiterPay funds. No other dues or assessments will be deducted.

PAYCHECK DETAIL: ArbiterPay transaction details are available under **Payments > Account History**. A file can be generated for export if desired.

NON-WIAA Rec Ball

METHOD OF PAY: The payroll process for non-WIAA games is separate from ArbiterPay. Payroll will be processed monthly on the 5th for all games worked through the end of the prior month. Direct deposit is the preferred method of pay, but not required. Paper checks will be mailed that day to the address shown in Arbiter. Direct deposit entries will post the next business day. The form to sign up for direct deposit is available in Arbiter under "Lists>Forms". It only needs to be completed for new enrollees or situations where existing enrollees have changed accounts.

OUT-OF-CYCLE PAYCHECKS: Requests for out-of-cycle checks will be accepted and are subject to a \$3 fee.

GAME REPORTS: Game reports are **not required** for REC games unless something unusual or a serious incident has happened. e.g. Teams or other officials don't show. **Do not** report scores, make comments about the caliber of play, or post ejection reports. Those should be done by contacting your assigner.

GAME FEES: Game fees vary for the different programs we service. The fee schedule is available in Arbiter under [Lists > Forms+](#)

TRAVEL FEES: Travel is paid for all American Legion games and any other games played outside our immediate service area.

DUES: \$15 annual + 8% of game fees will be deducted for association dues.

UNIFORM PURCHASES: Deducted in full once funds are available unless other arrangements are made in advance.

PAYCHECK DETAIL: Paper check stubs will only include the game numbers being paid. Direct deposit entries will only reflect SBU in the description. Full paysheet detail can be viewed in Arbiter by clicking on "Payments > Paysheets". Select the desired paysheet date and then "Print". Choose the option button for "Add & Deduct Detail". This provides the full listing of game fees and deductions that make up the net check amount.

IRS FORMS: Paychecks will not be issued until the social security number has been properly entered into Arbiter by the official. The number will be masked from viewing except for the last 4 digits for security purposes. 1099's will be filed at the end of the year for those earning over \$600. Separate 1099's will be issued for WIAA school ball vs. non-WIAA Rec ball.

As always let me know if you have any questions.

Rich Hobson, Treasurer

509-951-8236

rhobson.treasurer@comcast.net