

# **PAYROLL PROCEDURES**

## **TIME CLOCK**

All non-exempt employees and substitutes shall “clock-in” and “clock-out” through the Time Clock Plus Timekeeping System. Secretaries will be responsible for assuring substitutes clock in and clock-out.

- Failure to clock-in or clock-out may result in non-payment of unverified work.
- Substitutes will be paid from time clock reports beginning August 2014. (Substitutes will still be reported on absence from duty reports so the substitute can be charged to the correct fund).
- Failure of substitutes to “clock-in” will result in non-payment for that month. Payment to the substitute will be paid at the next pay period. Substitutes will be referred to the campus secretary for explanation if this occurs.
- If a substitute fails to clock in, report the failure and the clock-in time to the assistant principal for correction
- Signed Time Clock Reports shall be submitted to the business office by the 2nd Friday of the month for the previous month.

## **USING TIME CLOCK TO AID IN REPORTING ABSENCES AND PAYING SUBSTITUTES**

1. Time clock reports should be used to verify that non-exempt employees do not have unreported absences each month. If an employee is not clocked in on a particular day(s) secretaries should confirm that the employee was truly absent or just failed to clock in.
  - If the employee was absent, complete an absence report.
  - If the employee failed to clock in the employee needs to report that failure to the assistant principal for review and correction.
2. Time clock reports should be used to verify that substitutes have been reported on an absence reports each day they are clocked in on time clock reports.

## **ABSENCE FROM DUTY REPORTS**

Absence From Duty Reports shall be submitted to the payroll office by 4 P.M. on Wednesday of the week following the absence. Absence reports shall contain the following information:

1. Employee name and payroll number
2. Employee absences shall include absences for one month only (i.e. an employee who is absent on 9/30 and 10/1 should be reported on separate absence from duty forms, one form for each month)
3. List of each absence (i.e. 9/1, 9/2, 9/3 rather than 9/1-9/3) and the total number of absences.
4. Reason for the absence (i.e. workshop, conference, track meet, illness, personal, etc.)
5. Employee must check and initial the type of leave they want to use from the Campus Use List at the bottom of the absence report.
6. Employees should sign school business absence reports before the principal signs the report, the principal’s signature confirms that the absence reason is reported correctly.
7. Incomplete absence reports will be returned to the campus principal for completion.

## **ABSENCE FROM DUTY REPORTS THAT INDICATE USE OF A SUBSTITUTE**

Absence Reports shall be submitted to the payroll office by 4 P.M. on Wednesday of the week following the absence. Absence reports that indicate the employment of a substitute shall contain the following information:

1. Employee and substitute name and payroll number.
2. Employee absences with a substitute shall be reported separately from absences without a substitute(i.e. employee is absent three days; however, a substitute is employed for only one of those days, two absence from duty reports should be used, one form to report the employee absences and one form to report the absence that employed a substitute.
3. Incomplete absence reports will be returned to the campus principal for completion.

## **NEW SUBSTITUTES**

1. New subs should be reported to the payroll office via email or phone call the first day they work. This is imperative because new hires must be reported to the Attorney General's Office within 12 days of the day they start working.
2. Substitutes should be reported on absence from duty reports when they are working as extra help. If they are working in an employee's place and the employee is not absent but working somewhere beside their classroom, report the employee as absent with a reason of school business and indicate the reason the employee isn't performing their regular duty (mentoring someone, judging science fair, interviews, etc).
3. Substitutes who are working as extra help should be reported on an absence report that indicates the reason the substitute has been employed (i.e. field trip, play day, bookfair, etc.)

## **RECORDING LEAVE**

1. For positions that normally require a substitute, leave shall be recorded in half-day increments, even if a substitute is not employed.
2. For positions that normally do not require a substitute, leave shall be recorded on an hourly basis.

## **ORDER OF USE FOR AVAILABLE COMPENSATORY TIME, LOCAL AND STATE PERSONAL LEAVE**

1. Earned compensatory time shall be used before any available paid state and/or local leave.
2. Local leave shall be used next.
3. State sick leave accumulated before the 1995-1996 school year shall be used if no compensatory time or local leave is available.
4. State personal leave shall be used last.

## **ABSENCES OF MORE THAN 3 CONSECUTIVE DAYS**

1. Report employee to payroll by the 3<sup>rd</sup> day of absence.
2. Employees who are absent due to personal illness or illness in the immediate family must present a fitness for duty certification or release to return to work from a physician.

## **TRACKING STATUS OF ABSENCE REPORTS**

1. Record employee absence (and substitute if applicable) on calendar or form of your choice.
2. Highlight employee name when the absence form is given to employee.
3. Check the employee name off your calendar or form when absence form is returned with the principal's signature and the form has been submitted to payroll.
4. Send absence form to payroll office:
  - White copy to Dena
  - Canary copy to Gwen

## **SUPPLEMENTAL PAYMENT**

Destroy all old time sheets and use the timesheet available on the website or copy the form that is included in the payroll manual. Extra duty timesheets shall be generated by the campus and are due by the 1<sup>st</sup> Friday of the month for the previous month. Extra duty timesheets shall contain the following information:

1. Employee name and payroll number
2. Job performed
3. Budget Code
4. Date and Hours worked
5. Hourly Rate
6. Administrator and employee signature
7. Failure to provide complete information will result in the timesheet being returned to the campus and possible non-payment until the next pay period.

## **REPORTING COMPENSATORY TIME**

Destroy all old compensatory time sheets and use the timesheet that is on the website or copy the form that is included in the payroll manual. Compensatory timesheets shall be generated by the campus and are due by the 1<sup>st</sup> Friday following the event that caused the employee to earn compensatory time. Compensatory timesheets shall contain the following information:

1. Employee name and payroll number
2. Job performed
3. Date and Hours worked
4. Administrator and employee signature
5. Failure to provide complete information will result in compensatory timesheets being returned to the campus.

## **SUMMER SCHOOL AND EXTENDED YEAR WORK**

Summer school and extended year work will be treated as regular school term work. Workers will be paid in the month following the completion of said work.