

# **MISD Payroll Manual**

## **Section 11**



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## **SECTION 11.1**

### **INTRODUCTION**

This Payroll Operating Procedures Manual has been prepared to provide procedures related to payroll data and file management, payroll processing and payroll reporting requirements.

#### **Mission**

The mission of the Mansfield ISD Payroll Department is to ensure that all employees are paid in a timely and accurate manner and that necessary data, records, and reports are maintained and submitted in accordance with acceptable business and regulatory standards. Payroll staff provides quality customer service through a commitment to excellence and continuous improvement.

#### **Location**

The Payroll Department is located at: 605 East Broad Street, #100, Mansfield, TX 76063

#### **Contact Information**

Payroll Hotline: 817-299-6357

Payroll Email: [payroll@misdmail.org](mailto:payroll@misdmail.org)

## **SECTION 11.2**

### **PAYROLL RUNS**

The Payroll Department is responsible for three types of payrolls each month: bi-weekly, semi-monthly and monthly.

#### **Bi-weekly Payroll**

The Bi-weekly payroll generates paychecks every two weeks for auxiliary workers including cafeteria workers (non-managers), transportation workers, custodians, maintenance workers (non-shop foreman) and crossing guards. Depending on specific job, some positions are paid 18 times during the year and others are 26 times during the year. All time is to be recorded in Skyward True Time software.

#### **Semi-Monthly Payroll**

The Semi-Monthly payroll generates paychecks twice a month usually on the 1<sup>st</sup> and the 15<sup>th</sup> of the month during the school year. This payroll is for the district's part-time workers and tutors. Time sheets are either completed using the TrueTime system or via the Semi-Monthly Substitute paper time sheet. All time sheets must be approved and in the payroll office by the time sheet deadline for that month (see Semi-Monthly Payroll Dates).

#### **Monthly Payroll**

All Salaried (Professionals and Teachers) and Salaried Non-Exempt (Paraprofessional, Police, Student Nutrition Managers, Shop Foreman, Safety Trainers) employees are paid on a monthly basis usually on the 20<sup>th</sup> of the month for 12 months. Employees are paid their contracted amount divided into 12 equal monthly payments.

## **SECTION 11.3**

### **TIMEKEEPING PROCEDURES**

#### **Time Reporting**

All hours worked by non-exempt staff shall be reported the district's electronic timekeeping system, Skyward TrueTime. The electronic timekeeping system and associated work records will become the official basis for recording hours worked for non-exempt employees of MISD.

##### **Salaried Non-Exempt Staff**

The total work hours shall be collected through the Skyward True Time system to ensure compliance with the FLSA. The work hours shall be reviewed to identify if any additional time (straight-time compensatory time) or overtime (paid or compensatory time) were worked by the non-exempt employee beyond the number of their contracted hours in the time period (12:00am Monday through 11:59pm Sunday) usually 37.5 hours a week.

All salaried non-exempt employees must "clock in" in the morning, "in and out" at lunch, and "clock out" at the end of the work day. Employees should not clock in earlier than 7 minutes before their scheduled start time without prior supervisor approval. Employees shall not clock out before their scheduled ending time, unless authorized by their supervisor. Timesheets should be submitted at the end of every work week. Supervisors approve the timesheet electronically. The timesheet is then processed by the Payroll Department.

Additional hours worked beyond the employees contracted work week amount shall be added to the employee's compensatory leave balance as leave hours "allocated", unless the employee has been approved to receive paid overtime pay. Hours worked over 40 hours in a workweek will be compensated at 1 ½ times in compensatory time.

Any hours below the contracted work week amount shall be deducted from the leave type requested by the employee. If the employee has no paid leave available, the employee's compensatory time may be used to cover the absences. In the absence of any compensatory time available, the employee's pay shall be deducted ("docked") at the actual hourly rate of the non-exempt employee.

Work hours recorded on a separate, paper document is discouraged; however, in the case where special permission has been granted to "pay out" overtime, employees should notate time on an Extra Duty Employee Timesheet, provide a valid budget code, sign and date the form and provide it to their supervisor and budget code owner (if different) for approval. The ORIGINAL signed and fully approved timesheet must be received in the Payroll Department by the deadline (see calendar) to be included in the upcoming paycheck. Late timesheets will be postponed to the next pay period. Timesheet copies (non-originals) will not be accepted as they are required during Audits.

##### **Non-Salaried (Hourly) Non-Exempt Staff**

Employees whose jobs are subject to overtime pay regulations will report time worked using Skyward True Time System. Time records must accurately reflect hours worked. No employee shall

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allow another employee to sign in or out or to use the electronic timekeeping tool on his behalf. Electronic timesheets will be submitted by employees each week. Any changes made to the timecard/timesheet/electronic timekeeping tool must be documented and approved by the employee's supervisor. Any employee who falsifies a timesheet/timecard/electronic timekeeping document will be subject to termination of employment.

### Exempt Staff

The total work hours for exempt staff are not collected in a timekeeping system. The immediate supervisor is responsible to ensure that the employee reports all absences for personal and/or business leave through the Absence Management and Skyward True Time systems. The employee will automatically receive one of their regular paychecks unless absence deductions are posted which reduce the gross wages.

Teachers are paid extra duty pay for time worked outside the school day according to the pay periods established for monthly paid staff. At the present time, all supplemental work hours/days such as tutoring, credit recovery, summer school, homebound services, staff development, curriculum writing, etc. are reported to the Payroll Department for payout using a paper Extra Duty Employee Timesheet. Employees should notate time on the paper timesheet, provide a valid budget code, sign and date the form and provide it to their supervisor and budget code owner (if different) for approval. The ORIGINAL signed and fully approved timesheet must be received in the Payroll Department by the deadline (see calendar) to be included in the upcoming paycheck. Late timesheets will be postponed to the next pay period. Timesheet copies (non-originals) will not be accepted as they are required during Audits.

Stipends for Co/ Extra Curricular activities are generally paid throughout the fiscal year and are entered as necessary by Human Resources into Skyward Business.

## Entering time in Skyward TrueTime

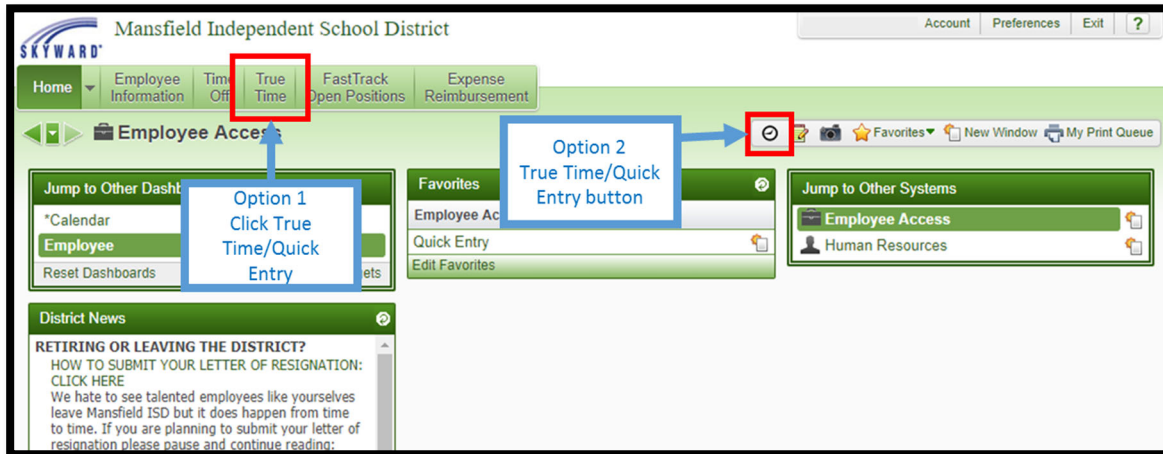
1. Log into Skyward Employee Access.
2. There are TWO ways to access True Time. Log into Skyward Employee Access:

**Option 1:** Click the **True Time Button**, then Click **Quick Entry**

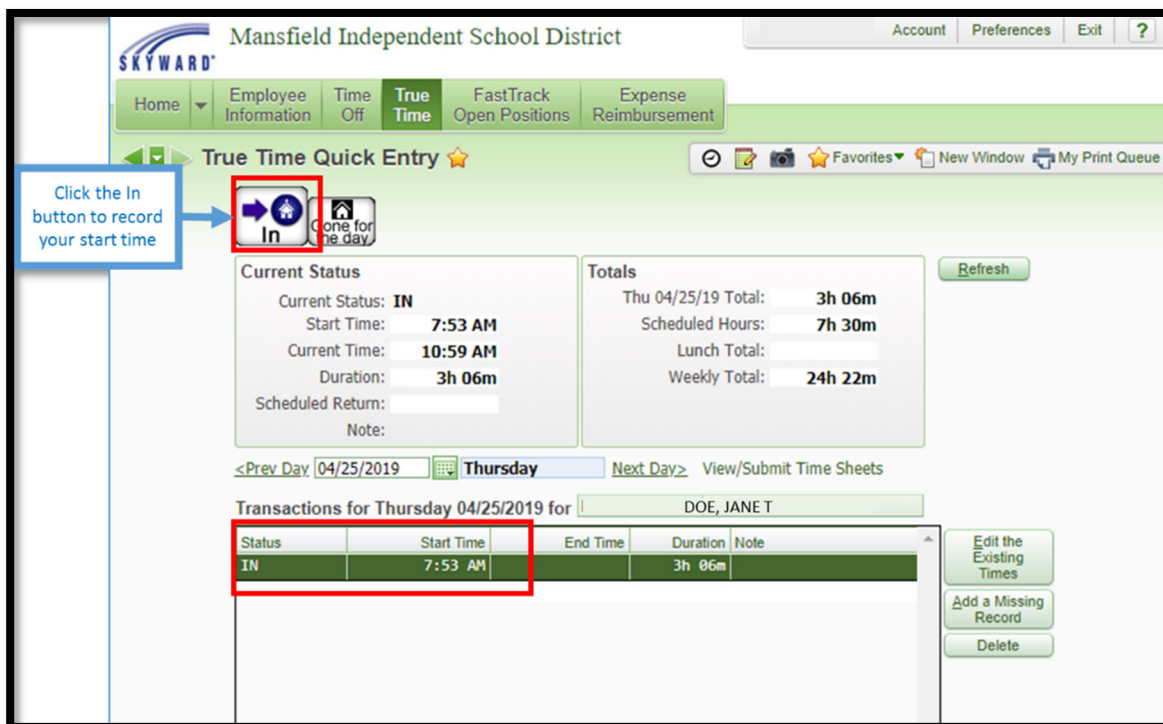
**Option 2:** Click the **True Time Quick Entry Button** (looks like a little clock) on the tool bar on the right side of your screen



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3. Click the “In” button. After you click “In”, you will see your time in transactions logged.



4. When you have finished working for the day, click the “Gone for the day” button. The End Time will be logged into Transactions. The system is set to automatically enter a “Lunch Punch” based on your schedule.

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**Mansfield Independent School District**

Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions Expense Reimbursement

**True Time Quick Entry**

Click Gone for the day when you leave

**Current Status**

Current Status:   
Start Time:   
Current Time:   
Duration:   
Scheduled Return:   
Note:

**Totals**

Thu 04/25/19 Total: **7h 37m**  
Scheduled Hours: **7h 30m**  
Lunch Total: **1h 00m**  
Weekly Total: **28h 53m**

Refresh

<Prev Day 04/25/2019 Thursday Next Day> View/Submit Time Sheets

Transactions for Thursday 04/25/2019 for HANSOHEA000 HANSON, HEATHER T

Status	Start Time	End Time	Duration	Note
IN	7:53 AM	12:00 PM	4h 07m	
LUNCH	12:00 PM	1:00 PM	1h 00m	Auto Create Lunch
IN	1:00 PM	4:30 PM	3h 30m	

Edit the Existing Times  
Add a Missing Record  
Delete

5. Manual Edits/Adjustments to your time should be kept at a minimum. However, when they are necessary, highlight the transaction line that needs to be changed, and click the **“Edit the Existing Times”** button. The Times/Note fields will become editable. Make the necessary changes, insert a note and click **“Save”**.

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**Mansfield Independent School District**

Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions Expense Reimbursement

**True Time Quick Entry** ★

Refresh

**Totals**

Thu 04/25/19 Total: 8h 07m  
Scheduled Hours: 7h 30m  
Lunch Total: 30m  
Weekly Total: 30h 18m

Transactions for Thursday 04/25/2019 for HANSOHEA000 HANSON, HEATHER T

Status	Start Time	End Time	Duration	Note
IN	07:53 AM	12:00 PM	4h 07m	
LNCH	12:00 PM	12:30 PM	30m	Short lunch
IN	12:30 PM	04:30 PM	4h 00m	

Save Cancel

Click Save.

Make necessary changes and add a note.

- Employees should submit their timesheet every Friday after clocking out for the week. To submit your timesheet, click “**Unsubmitted**” under the True Time/My Time Sheets menu.

**Mansfield Independent School District**

Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions Expense Reimbursement

**True Time**

- Quick Entry
- My History
- My Setup
- Data Mining
- Reports

**My Time Sheets**

- Unsubmitted**
- History

To submit timesheet, click “Unsubmitted”

Current Time: 10:59 AM Lunch Total:

- Click “**View Time Sheet**” to review your time sheet prior to submitting for approval. Click/highlight the time sheet you wish to submit, and then click “**Submit Time Sheet**”.

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**Mansfield Independent School District**

Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions Expense Reimbursement

My Unsubmitted Time Sheets

Time Sheet Information for DOE, JANE T

Week Start	Week End	Total Hrs	Status
04/22/2019	04/28/2019	25h 11m	Time Sheet Not Submitted

Click to view your Timesheet

Click to Submit Timesheet for approval

Filter Options View Time Sheet Submit Time Sheet

8. This is a sample of what your time sheet entries will look like. If you prefer, you can print your time sheet by clicking the **“Print”** button.
9. Click **“Submit Time Sheet”** to submit to your supervisor for final approval.

**Submit Time Sheet**

Time Sheet for DOE, JANE T : 04/22/2019 - 04/28/2019

Review Timesheet and if correct, Click Submit Time Sheet

Submit Time Sheet

Comp Time Information

Print

Back

**Period Summary**

Type	Pay	N	hrs
TIMEOFF	PARAJ (PARAPROFESSIONAL 12 MONTH ANNUALIZED)	Co	0m
WORK	PARAJ (PARAPROFESSIONAL 12 MONTH ANNUALIZED)		17h 51m
		Total Hours:	25h 21m
		Hours Paid:	25h 15m

**Daily Totals**

Status	Note	Hours
<b>Monday 04/22/19</b>		
N/A	TOF	COMP TIME
		7h 30m
		04/22/19 Total Hours: 7h 30m
<b>Tuesday 04/23/19</b>		
7:40 AM - 1:10 PM	IN	5h 30m
1:10 PM - 1:30 PM	LNCH	AUTO CREATE LUNCH
		0h 20m
1:30 PM - 1:47 PM	IN	HAD TO LEAVE EARLY
		0h 17m
		04/23/19 Total Hours: 5h 47m
<b>Wednesday 04/24/19</b>		
7:31 AM - 12:00 PM	IN	4h 29m
12:00 PM - 1:00 PM	LNCH	AUTO CREATE LUNCH
		1h 00m
1:00 PM - 4:30 PM	IN	3h 30m
		04/24/19 Total Hours: 7h 59m
<b>Thursday 04/25/19</b>		
7:53 AM -	IN	4h 05m
		04/25/19 Total Hours: 4h 05m

**Adjustments**

Workday Type	Status	Start Time	End Time	Pay Code	Adjusted	Original	Adjusted By	Note
04/23/19	Mod	IN	7:40 AM	1:10 PM	PARAJ	7:40 AM 12:00 PM	PARAJ	DOE, JANE T

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10. Make any necessary notes and click **“Save”**. Your time sheet is now officially submitted.

**Time Sheet Submission Information**

**Time Sheet Submission Information**

The Time Sheet for 09/21/15 - 09/27/15 has been successfully submitted by **DOE, JANET** on 10/07/2015 at 2:13 PM.

The Time Sheet is currently Waiting for the Approval of ELIZABETH J SCARBOROUGH.

You can add any additional information about this time sheet in the Notes field below. These notes will be tied to the time sheet and be viewable by Payroll.

Notes:

Save

## **SECTION 11.4**

### **LEAVES AND ABSENCES**

The district offers employees paid and unpaid leaves of absence in times of personal need. Employees who expect to be absent for an extended period of more than five days must call Benefits for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

All non-auxiliary employees must report their absences using a Time Off request in Skyward Employee Access and, if a substitute is necessary, in Frontline Absence Management (formally Aesop). It is very important that employees carefully select the type of leave to be taken (state, local, off-duty, etc.). Absences for exempt employees or for where a substitute is required must be taken in whole or half days. Absences for non-exempt employees and where a substitute is not required may be taken in 15 minute intervals.

Auxiliary departments should enter their absence requests into Skyward Time Off and speak to their direct supervisor.

#### **State and Local Personal Leave**

State law entitles all employees to five days of paid personal leave per year. MISD also allocates an additional five equivalent workdays of Local personal leave per school year, concurrently with State personal leave. Personal leave is available for use at the beginning of the year. A day of earned personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

##### *Nondiscretionary*

Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary leave will be granted to employees in the same manner as state sick leave.

- An employee absent more than 5 consecutive workdays because of personal illness shall submit, upon return to work, a medical certification of illness and of his or her fitness to return to work.
- An employee absent more than 5 consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness.

##### *Discretionary*

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her

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principal or supervisor 5 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

- Discretionary leave may not last more than 3 consecutive workdays. Any days above three will be docked at the employee's daily rate of pay except in extenuating circumstances as determined by the superintendent or designee.
- Discretionary leave may not be taken on the first day or last day of school or the day before or after a school holiday/break. An employee will be docked the daily rate of pay for leave taken on these days unless leave is approved by the superintendent or designee.
- Discretionary leave may not be used to extend days off before or after breaks, holidays, or designated SDCE days. An employee will be docked the daily rate of pay for leave on these days unless the leave is approved by the superintendent or designee.

### *Leave Proration*

If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state and local personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state and local personal leave the employee used beyond his or her pro rata entitlement for the school year.

## Compensatory Time

Earned comp time must be used before any available paid state and local leave.

### Limit of comp time

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours, the District shall require the employee to use the compensatory time or at the District's option, the District shall pay the employee for the compensatory time.

### Use by end of year

Compensatory time shall be used within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of the year, the District shall pay the employee for the compensatory time.

## Non-Duty Days

The District also provides non-duty leave for employees who work 12 months. The number of non-duty days shall be based on the difference between the number of annual workdays established in the respective work calendar, the number of holidays scheduled on the respective work calendar, and the number of contract days specified in the employee's job description.

Exempt employees may request the use of non-duty days beyond the employment year. Such requests must be made in writing on or before June 30 and approved by the employee's supervisor.



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Use of non-duty days beyond the employment year may only occur within 6 months of the end of the employment year. If written permission is not granted, days not used by June 30 shall be lost.

Non-exempt employees may request the use of non-duty days beyond the employment year. Such requests must be made on or before June 30 and approved by the employee's supervisor. A maximum of 40 non-duty leave hours may be carried forward to the next employment year for use during July and August. At the end of each fiscal year, any remaining non-duty hours shall be paid to the employee at the employee's prior year hourly rate. Any unused non-duty leave hours shall be paid to an employee upon resignation or retirement. However, an employee leaving prior to completing 12 months of service shall not be reimbursed for any unused non-duty leave hours. Employees retiring from or terminating employment prior to the completion of their annual contract shall be paid for only those days worked in fulfillment of their contract.

### **Jury Duty**

The district provides paid leave to employees who are summoned to jury duty. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave. An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or of documentation of time spent at the court will need to be emailed to payroll@misdmail.org.

### **Compliance with a Subpoena**

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

### **Truancy Court Appearances**

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

### **Religious Observance**

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any



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accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

### Other Leave Options

The district provides other leave options such as Assault Leave, Bereavement Leave, Military Leave, and Temporary Disability Leave for Certified Employees. Please refer to your Employee Handbook for more information.

### Extended Leaves

The Payroll Department shall review and process all request for extended leaves prior to **every** pay date. Extended leaves may include the following:

#### Workers Compensation

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absences exceed seven calendar days. Such protection applies only to injuries arising out of and in the course and scope of the employment.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work related illness or injury, which may not equal his or her pre-illness or -injury wage.

Benefit payments may be delayed if the doctor fails to make prompt and regular reports to the Benefits Department.

#### FMLA

The list of employees absent due to FMLA should be reviewed to determine if the employees have any compensable work hours and/or leave. . The district's Board Policy DEC Local requires that all employees use FMLA concurrently with all other leaves.

- FMLA leave is an unpaid leave, but payment of district-provided insurance benefits is required during the FMLA period.
- If an employee has available paid leave, the leave requested by the employee shall be posted to the leave transaction file.
- If the employee has no available paid leave, the appropriate absence deductions (Docks) shall be posted to the payroll transmittal file.
- If the employee will not receive a paycheck due to either no available leave or an absence deduction that is greater than their paycheck, the employee shall be notified that he/she will not receive a paycheck and that he/she must submit their employee-paid benefit payments, if any, to the Payroll Office.

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- If an employee has exhausted all of his/her FMLA (maximum of 12 or 26 weeks, as appropriate), the employee shall be notified in writing. The immediate supervisor shall be notified of the end date, too.
- If any new requests for FMLA have been received, the Personnel Department will determine the employee's eligibility for FMLA. The employee shall be notified in writing with an *FMLA Designation Notice (WH-382)* and *Notice of Rights and Responsibilities (WH-381)* within five (5) business days if the FMLA leave has been approved.

### Sick Leave Bank

MISD has established a sick leave bank that full-time employees may join through contribution of 2 local leave days. Leave contributed to the bank shall be solely for the use of participating employees and enrollment occurs during the district benefits open enrollment period in July. An employee who is a member of the bank may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave. If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

- Sick Leave Bank leave days are full paid leave, subject to receipt of days granted by the Sick Leave Bank administrator. There is no guarantee that an employee will receive days; as this is a determination made by the Sick Leave Bank administrator, based on requirements setup by the Sick Leave Bank committee.
- The Sick Leave Bank leave shall be administered in accordance with the district's Administrative Regulations.
- The maximum number of days of leave that an employee may donate is 2 days of local leave in a school year.
- The maximum number of days of leave that an employee may receive is 25 days in a school year.
- If Sick Bank is awarded, the employee must automatically enroll in the next years Sick Bank and donate an additional 2 local leave days.
- Days contributed to the Sick Bank will not be reimbursed upon termination in the Sick Bank program. If an employee elects not to continue participation in the Sick Bank, they forfeit their contributed days and, if they decide to re-enroll at a future date, they will be required to contribute an additional 2 days to enroll.

### Sick Leave Pool

An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate only local leave for use by the eligible employee.

If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested,

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uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent or designee shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. The maximum number of days an employee may donate to a sick leave pool;
3. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
4. The return of unused days to donors.

All decisions regarding the establishment or implementation of the District's sick leave pool may be appealed in accordance with DGBA(LOCAL), beginning with the Superintendent or designee.

## Dock Days

When employees need to take off work and have exhausted all their personal leave times, they will be required to put in a request for Dock Time. This time will be deducted from their next paycheck.

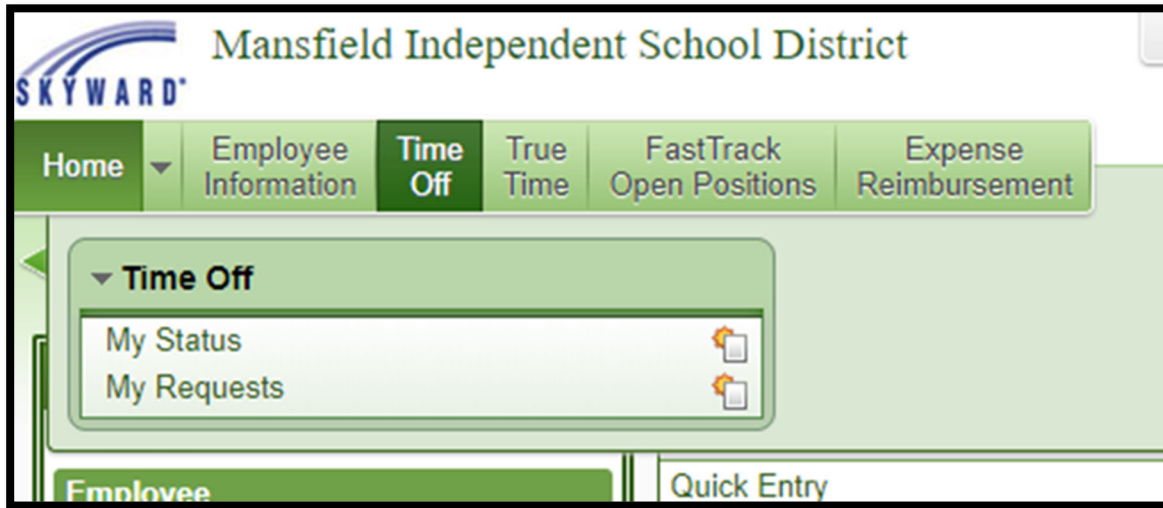
## Entering Time Off Requests (Skyward Employee Access)

1. Log into Skyward Employee Access.

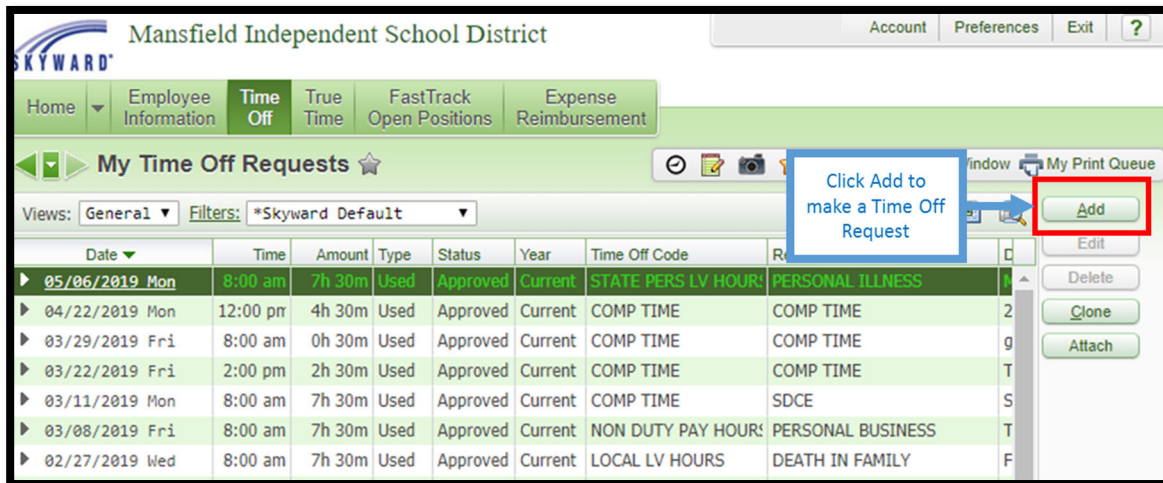


2. **My Status** will show you how much leave time you have to use within the year. It will also show you how much leave time you have used. Click **My Requests** to add a new leave request, edit requests or view approved requests.

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3. Click Add to add a new leave request to start a new request.



4. Select the type of leave you are taking:
  - Comp Time (if SNE employee)
  - Dock
  - Jury Duty
  - Local Leave
  - State Pers Leave
  - School Business – ONLY FOR DISTRICT REQUIRED TRAININGS/MEETINGS/ETC that take you out of the classroom.
  - Campus/District Closure – ONLY FOR DISTRICT/CAMPUS APPROVED CLOSURES
5. Single Date – enter the date you want to take leave.
6. Hours – enter the time you will be gone.

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7. Start Time – time your leave will begin
8. Select Additional Employees – you can add additional employees to notify if you are to be gone.
  - Your principal/supervisor will automatically get this request, but be sure to add:
  - Your building secretary
  - Any teacher or co-worker who needs to know you will be gone
9. Once complete, click “**Save**”. The request will be sent to your supervisor for approval. Once approved, the time will appear in your timesheet (for Salaried Non-Exempt employees using True Time).

**Add**

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
COMP TIME	1h 30m			1h 30m			
DOCK HOURS	0h 00m			0h 00m			
JURY DUTY HOURS	0h 00m			0h 00m			
LOCAL LV HOURS	3h 45m			3h 45m			
NON DUTY PAY HOURS	10h 30m			10h 30m			
SCHOOL BUSINESS HOURS	-39h 30m			-39h 30m			
STATE PERS LV HOURS	131h 15m	7h 30m		123h 45m			

**Time Off Request**

\* Time Off Code: STATE PERS LV HOURS - Hours Hours per Day: 7h 30m

\* Reason: PERSONAL ILLNESS [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

\* Start Date: 04/25/2019 Thursday

Hours:  0 hours  00 minutes

Start Time: 08:00 AM

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

[Save](#) [Back](#)

Asterisk (\*) denotes a required field

## **SECTION 11.5**

### **EXTRA DUTY, OVERTIME AND COMPENSATORY TIME**

#### **Extra Pay for Extra Duty**

Exempt employees who perform other duties in addition to their regular assignments are paid supplemental or Extra Duty pay.

Supplemental pay for duties such as coaching or sponsorship is determined by the Human Resource Services and is included in the employee's monthly paycheck.

Extra Duty are those duties will be paid at a rate of \$25 per hour. Extra duty pay will be paid for activities in which the building principal requests supervision of events not covered by contract, either teaching or supplemental.

Employees should notate time on an Extra Duty Employee Timesheet, provide a valid budget code, sign and date the form and provide it to their supervisor and budget code owner (if different) for approval. The ORIGINAL signed and fully approved timesheet must be received in the Payroll Department by the deadline (see calendar) to be included in the upcoming paycheck. Late timesheets will be postponed to the next pay period. Timesheet copies (non-originals) will not be accepted as they are required during Audits.

#### **Overtime and Compensatory Time**

Mansfield ISD compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only non-exempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A non-exempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Non-exempt employees that are paid on a salary basis are paid for a 37.5 or 40-hour workweek and do not earn additional pay unless they work more than their 37.5 or 40 scheduled hours. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Monday and ends at 12:00 midnight Sunday.

Non-exempt employees that are paid on a salary basis are paid for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay as compensatory time.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all non-exempt employees:

- Employees may accumulate up to 60 hours of comp time.

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- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- Overtime payment, in lieu of compensatory time, must be approved by the supervisor and an executive director, assistant superintendent or superintendent.

## **SECTION 11.6**

### **EMPLOYEE PAYCHECKS**

#### **Direct Deposit**

All District employees are required to authorize the District to initiate credit entries directly to their financial institution account(s) for making payroll deposits in accordance with standardized employee practices.

Employees must fill out a Direct Deposit Authorization Agreement form. Below are instructions to complete a Direct Deposit Authorization Agreement and must be made in person with the Payroll Dept.

1. Check the appropriate type of action (new account or change).
2. Accurately fill in Name, ID #, and Campus/Location.
3. Select type of account for direct deposit. Direct deposit may be authorized for a checking account or a savings account.
4. Employees have the option to "split" their paychecks into two accounts by indicating a set amount (not a percentage) and providing required account information for the second account.
5. Sign and date agreement.
6. If the direct deposit is for a checking account, attach a voided check or a Direct Deposit Authorization form from the bank to the bottom of the form.
7. If the direct deposit is for a savings account, attach a savings account deposit slip.

Please note: All account information **MUST** be printed by the bank. No handwritten account information will be accepted.

#### **Important:**

When you are changing accounts, do not close your old bank account until you are aware of the effective date for the change. A replacement check will only be issued to the employee once the employee's bank rejects the ACH direct deposit. Delays of up to a week may occur if your funds are processed for a closed account. The Direct Deposit Due Date Schedule will provide guidance with the timing for changes.



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### **Stop Direct Deposit**

An employee may cancel their direct deposit at any time prior to their payroll being ran and updated in the system. See the “Stop Direct Deposit Form” on the Payroll webpage.

### **Paper Paychecks**

All paper checks are mailed two days before pay day. Please ensure addresses are kept current with HR.

### **Pay Cards**

Employees who do not have a bank account have the option for their paychecks to be electronically deposited on to a MasterCard Pay Card. Employees who are interested in the Pay Card option should contact Payroll Services to complete an Enrollment Form.

### **Paycheck Discrepancies**

In the event an employee does not feel he/she has received proper payment for extra duty, tutorial, or any other after school activities, the employee should first contact the campus/department secretary. They will contact the payroll department.

### **Salaries**

Employees are paid in accordance with administrative guidelines and an established pay structure. The district’s pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or non-exempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked over their scheduled hours and beyond 40 in a workweek.

All monthly employees will receive written notice of their pay before the September pay date each year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to

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the district's extra-duty pay schedule.

Employees should contact Human Resource Services for more information about the district's salary schedules.

### **Records Updates**

It is important that employment records be kept current. Employees must notify Human Resource Services if there are any changes or corrections to their address, legal name and/or telephone/cell number.

## **SECTION 11.7**

### **TAX, TRS, AND OTHER DEDUCTION INFORMATION**

#### **Required Deductions**

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) for half-time or full-time employees
- Federal income tax required for all employees in accordance with the employee's withholding certificate (W-4)
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Wage Garnishments as requested by law

#### **Teacher Retirement System of Texas (TRS)**

Texas public school employees employed in a TRS eligible position must contribute to the TRS system. The total deduction is 8.9 percent of TRS-eligible wages. This deduction consists of a 8.25 percent pre-tax deduction and a .65 percent after-tax deduction for the TRS-Care program. Each employee that is required to participate in the TRS program will receive an annual statement of their account showing all deposits made from September through August. The annual statement is provided from TRS. Please keep your address updated to ensure receipt of your statement.

If you are planning to retire under TRS, you should notify TRS as soon as possible to obtain a retirement packet. You can request this packet and other information from TRS. Contact information for TRS is listed below. You may also contact the Benefits Department for more information.

Teacher Retirement System of Texas  
1000 Red River Street  
Austin, Texas 78701-2698  
1-800-223-8778  
<http://www.trs.state.tx.us/>

#### **State and Federal Income Tax Withholding (W-4)**

Employees must complete a W-4 form so that the payroll department can withhold the correct federal income tax from wages. Because tax situations can change, a new form may be necessary. Please consult a tax advisor with any questions regarding withholding.

A new W-4 form can be completed at any time of the year and may be accessed from the IRS website ([www.irs.gov](http://www.irs.gov)) or forms are available in the payroll department. A new properly executed form will replace all prior forms received and will be filed in the employee payroll file for audit purposes.

A Paycheck Change Estimator, also available in Employee Access, provides a simulation of the check with W-4 changes.

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## **Social Security and Medicare Tax**

Deductions for Social Security and Medicare tax are based on certain percentage rates set by the federal government. Annual maximums are set by the Social Security Administration for Social Security subject wages. Once the maximum amount has been withheld, no further deduction is taken until the following January. The percentages for Social Security and Medicare tax may differ from year to year. Both the rate and the maximum amounts are on the online Fact Sheet available at the Social Security Website. Members of TRS do not pay into Social Security.

## **Wage Garnishments**

Child support payments are processed by payroll only when properly received from a county Child Support Office, from the Child Support Services division of the Attorney General's office or appropriate court of jurisdiction. It is the employee's responsibility to file a change of employment request with State Child Support Office. Tax levies from the Internal Revenue Service or payment orders from the Texas Guaranteed Students Loan Fund for repayment of student loans are also processed by Payroll Department, and are mandatory employee deductions when properly received by Mansfield ISD.

## **Voluntary Deductions**

### **Cafeteria Plan Benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

### **Health, Dental, and Life Insurance**

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Benefits for more information.

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### **Professional Dues**

Association of Teachers Professional Educators (ATPE) and United Educators Association (UEA) deductions are authorized by the employee through a third party. Payroll deductions are taken in equal payments based on the start of the plan (usually October).

### **457 – FICA Alternative**

Mansfield ISD does not deduct for social security. The 457 FICA Alternative program has been established for temporary and part-time employees who are not eligible for TRS membership. The deduction is 7.5 percent of gross pay and is pre-tax.

Questions regarding the 457-FICA Alternative Plan may be directed to the administrator, TCG Administrators at 1-800-943-9179 or 457@tcgservices.com. Their website is <http://www.tcgservices.com>.

### **Charitable Deductions**

These are deductions authorized by the employee during yearly fund drives (i.e, MISD Education Foundation). Deductions may be stopped by emailing the payroll department to cease withholdings.

## **W-2 Forms**

### **Original W-2 Forms**

W-2 forms will be sent/available on or before January 31st each year. Current employees will have the option to receive their W-2 form electronically or a paper copy mailed to the address on file.

Former employees will have their W-2 form mailed to the address of record. Therefore, it is very important to keep your mailing address updated. If you have moved, please complete a Change of Address/Name form with HR.

#### **Copies of Current and Previous Years**

Additional W-2 form copies for the current year and previous years will be available online through Employee Access.

### **W-2 “Reissued Statement”**

If the original W-2 form is lost and a “REISSUED STATEMENT” is required, contact the Payroll Department. A W-2 “REISSUED STATEMENT” will be provided with a completed request form and a current Photo I.D. Please allow 3-5 days for processing.

## **Affordable Care Act (1095 Form)**

The Affordable Care Act requires employers to report the cost of coverage under an employer-sponsored group health plan. Reporting the cost of health care coverage on the Form W-2 does not mean that the coverage is taxable. The value of the employer’s excludable contribution to health

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coverage continues to be excludable from an employee's income, and it is not taxable. This reporting is for informational purposes only and will provide employees useful and comparable consumer information on the cost of their health care coverage.

Box 12, Code DD will include employee and employer contributions for Major Medical (021, 021B, 021L, 021H, 081, 081B, 081L, 081H, 024, and 084) and Hospital Indemnity Insurance (02I).

## **Frequently Asked W-2 Questions**

### **Why are my W-2 form wages less than my actual wages?**

#### **Box 1 Taxable wages**

Gross pay

Less pretax deferred compensation (TRS, 403B, 457)

Less pretax benefits (Medical, Dental, Vision, Cancer, Accident, Flex Spending Accounts, HSA)

#### **Box 5 Medicare Wages**

Gross pay

Less pretax benefits (Medical, Dental, Vision, Cancer, Accident, Flex Spending Accounts, HSA)

### **Why is Box 1 different than Box 5?**

Box 1 is taxable wages and box 5 is Medicare wages. Retirement deductions (TRS, 403B & 457) do not reduce Medicare wages.

### **How can I understand the form?**

The W2 form has a Notice to Employee that explains the codes and provides a description for the amounts included in each box.

## **SECTION 11.8**

### **SALARY, LEAVE DAY, AND RESIGNATION INFORMATION**

#### **Example Salary Calculation**

The information below provides examples of the calculation for an employee working a full 187 or 226 work schedule compared to an employee working less than the full 187 or 226 work schedule (late start).

\*The examples are general and are intended for illustration purposes only. Further, the examples are not intended to be a substitute for official salary/compensation calculations.

<b>Example 12 Month Employee</b>	
<b>New Hire</b>	<b>Late Hire</b>
Works 226 days of 226 Schedule	Works 166 days of 226 schedule
Yearly Salary - \$40,000 for 226 days	Yearly Salary - \$40,000 for 226 days
Start Date: 7/1/2019	Start Date: 10/1/2019
Days Worked: 226	Days Worked: 166 (approximate)
Daily Rate: \$176.99 (approximate)	Daily Rate: \$176.99 (approximate)
Salary: \$40,000 for 226 days	Salary: \$29,380 for 166 days (approximate)
Paycheck: Approx. \$3,333.33/paycheck	Paycheck: Approx. \$3264.44/paycheck
Pay Periods: 12 (July 20 – June 20)	Pay Periods (approx): 9 (Oct 20 – Jun 20)

<b>Example Teacher</b>	
<b>New Hire</b>	<b>Late Hire</b>
Works 187 days of 187 Schedule	Works 99 days of 187 schedule
Yearly Salary - \$43,253 for 187 days	Yearly Salary - \$43,253 for 187 days
Start Date: 8/10/2018	Start Date: 1/2/2019
Days Worked: 187	Days Worked: 99 (approximate)
Daily Rate: \$231.30 (approximate)	Daily Rate: \$231.30 (approximate)
Salary: \$43,253 for 187 days	Salary: \$22,899 for 99 days (approximate)
Paycheck: Approx. \$3604.42/paycheck	Paycheck: Approx. \$2,862.33/paycheck
Pay Periods: 12 (Sept – Aug)	Pay Periods (approx): 8 (Jan – Aug)

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### Example Final Check Calculation

#### EXAMPLE FINAL CHECK CALCULATION

The information below provides examples of an employee's final check calculation. The examples are general and are intended for illustration purposes only. Further, the examples are not intended to be a substitute for an official final check calculation.

**Example Employee (187 day/10 month employee paid over 12 months)**  
**Employee would earn \$41,000 for 187 days ( $\$41,000/187 = \$219.25$  Daily Rate)**

Days actually worked (includes any earned paid leave taken)**	100
Daily Rate	\$219.25
Total Earned Salary (days worked x daily rate)	\$21,925.00
Amount Paid to Date (12 checks x 1708.33 per check)	\$20,499.96
Total Earned Less Paid	\$1,425.04
Less Unearned Leave Taken (2 unearned state days)	Less \$438.50
Amount Due on Final Check (Earned Less Paid)*	\$986.54

**Example Employee (10 month hourly paid over 12 months)**  
**180 Day Employee with 5 Hr Standard ( $180 \times 5/24 = 37.5$  standard hours per check)**

Days actually worked (includes any earned paid leave taken)**	103
Standard Hours	5
Total Standard Hours Earned (days worked x standard)	515
Amount Paid to Date (12 checks x 37.5 hrs per check)	450
Standard Earned Less Paid	65
Less Unearned Leave Taken (2 unearned state days x 5 hrs)	Less 10
Standard Hours Due On Final Check (Earned Less Paid)**	55

\*Final checks are paid in accordance with District procedures and according to the District pay schedule. If an employee's last day worked is the last day of their work schedule, a final check will be issued at the end of the check cycle associated with their work schedule.\*

\*\*Off-duty days for 217, 220, 226, and 230 day-employees are not paid leave and are not included in calculation for days actually worked.\*\*

### Resignation/Retirement Information

**Q. I am resigning/retiring at the end of the school year. Do I have any options as to when I will receive my final check?**

**A.** Only if the employee is retiring. Please contact the Benefits Dept for an election form. Final checks are paid in accordance with District procedures and according to the District pay schedule. If your last day worked is the last day of your work schedule, a final check will be issued at the end of your check cycle, unless doing so will result in overpayment. As stated in the employee handbook,



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your final paycheck or direct deposit voucher will be mailed to the address listed on your resignation form.

**Q. I am resigning/retiring at the end of the school year. When will my insurance end, and do I have the option to continue my insurance benefits after leaving MISD?**

A. Your final check will be received on the last date of your check cycle, as indicated on your paycheck stub or on Employee Access. Insurance benefits will end at the end of your check cycle unless contact is made with the Benefit office to extend it to August 31<sup>st</sup>, if check cycle ends sooner.

You may have the option of continuing some of your insurance after your end date through COBRA. This information is automatically sent to your home address upon resignation/retirement. Should you have questions regarding COBRA, please contact either the Benefits Office at (817) 299-6356.

**Q. What happens to my leave days when I resign or retire from the district?**

A. Leave is not paid to employees at the time that they resign or retire, except for accrued compensatory leave or vacation (261 day employees).

Accumulated state leave is transferrable to other Texas school districts, and generally transfers to education service centers. For this purpose, unused state leave will be reflected on the employee's service record.

**Q. What do I do with the TRS7 form I received with my TRS packet, and when will Payroll complete my TRS7 and mail it to TRS?**

A. As soon as you receive your TRS7 (Notice of Final Deposit) from TRS, you should send it to the Payroll Department. Payroll will complete your TRS7 after you have received your final paycheck and we will forward it to TRS. A copy will be placed in your file.

**Q. When will Payroll complete my TRS6 and mail it to TRS?**

A. Once you have submitted a [TRS6](#) (Notice of Final Deposit and Request for Refund) form to TRS, TRS will notify the Payroll Department of your request, we will notify TRS of your final day worked and your final monthly contributions after you have received your final paycheck. TRS has instructions on how to request a refund on their website: [Refunding Your Member Account](#).

**Q. What if I should choose to come back to work for MISD? Would my annuity, insurances, direct deposit, etc. still be set up, or will I have to re-enroll?**

A. If, after resignation or retirement, you were to decide to come back to work for MISD, you would be treated as any other new employee. You will need to re-enroll in your insurances and your annuity, and you will need to fill out a new direct deposit form and W-4.

### **Helpful Links**

**TRS**

(800) 223-8778

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<http://www.trs.state.tx.us/>

### **Social Security Administration**

(800) 772-1213

<http://www.ssa.gov/>

### **TCG Administrators**

(800) 943-9179

<http://www.tcgservices.com>

### **Auxiliary Handbook**

An employee who resigns before completing ten (10) months of employment with the District will not be paid any earned vacation. Any accrued vacation taken by the employee who has not worked ten (10) months will be deducted from the employee's last paycheck.

## **Skyward Employee Access**

Using Skyward Employee Access, employees are able to access address, salary, check history, print W2 forms, view leave balances, benefit, certification and degree information on the web.

Employee Access is also the location for the online resignation form, supplemental and substitute pay detail, and annual year-to-date wage information.

## SECTION 11.9

### REMINDERS FROM THE PAYROLL DEPARTMENT

- Failure to turn in paperwork by deadlines may prevent timely pay of employees.
- Always use current forms.
- Refer to the Payroll Due Date Schedule for absences included in each pay period and the specific **DUE DATES**. Please note that the due date is the date payroll must be RECEIVED by our department. Should any problem arise in complying with the due date, please notify the payroll department.
- All time sheets/supplemental sheets must be signed by the appropriate Principal/Supervisor. Stamped signatures are not acceptable. A Principal/Supervisor cannot approve his/her own time sheet/supplemental. When a Principal/Supervisor who generally signs for the entire campus/department is included on the supplemental pay report, a secondary signature must be obtained.
- Appropriate court documentation is required to support jury duty absences. The jury duty summons is not acceptable. This support must be emailed to payroll@misdmail.org.
- An employee **MUST** use all days available to him/her before full dock can be taken. Workers' compensation and military leave are the only exceptions.
- Extended leave absences are entered in the substitute system and treated as any other absence. Be sure absences are entered for anyone on extended leave for each pay period while out.  
**Please notify payroll when the employee returns to work.**
- Requests for the establishment of a campus sick leave pool (donated day pool) are available only to employees who are currently on an approved medical leave. Requests must be submitted in writing to the campus principal. The campus principal will consult the Human Resources Department to verify that the request complies with District policies and procedures. If the HR department approves the request, a campus pool will be created by the campus principal.
- Extra duty pay for hours worked by a non-exempt employee will be paid at straight time up to 40 hours per week. Anything over 40 hours worked per week will be paid at time and one-half.
- Most extra duty/supplemental pay can be viewed by employees using the Employee Access Center.

## **SECTION 11.10**

### **PAYROLL DEPARTMENT REFERENCE INFORMATION**

The Payroll Department reference information includes basic payroll information that is used on a regular or daily basis to manage the payroll functions including Compensation Manuals, Pay Dates and Deadlines, W-4 Form and Paper Timesheets may be found on the MISD District website at: <https://www.mansfieldisd.org/departments/payroll>

#### **Retention of Records**

All payroll records for the current fiscal year shall be retained for audit purposes in accordance with the district *Local Records Retention Schedule*. Destruction of records, at the expiration of the records, shall also be in accordance with the district's *Local Records Retention Schedule*. Note: The Destruction Schedule [list of all records destroyed] is a permanent document. Unless a record that has been destroyed is specifically listed on a Destruction Schedule, it is presumed to still exist.