Payroll Processing Instructions

Daily / Weekly

- Approve or deny "Pending Items" (missed punches and changed punches) daily. Make sure they are not waiting supervisor approval. Refer to video on Pending items.
- Make sure all employees are using the Time and Leave System by checking Time Sheet Summary Report. (Look for short hours, over hours, zero hours)
- Look at Time Sheet Summary at least twice a week: Monday (check previous week-over or under hours?) and Thursday (check to make sure employees will not go over their authorized hours on Friday)
  - Watch that leave is entered daily and being approved so it does not hold up the Time Sheet Approval process.

Pay Period Closed (16th of the Month)

- Check Unapproved Time Sheets at end of pay period. Refer to video for questions**. RESOLVE BY APPROVAL CLOSE DAY THE DEADLINE. Encourage Employees to approve Time Sheet on the first day. This will give time to resolve issues within the 3-day window.** Typically, employees have 3 days to approve their Time Sheet (Refer to Payroll Newsletter and Gold Action Required box on Time Sheet for exact dates) Supervisors must approve within 2 days after the employee deadline.
  - Some employees may have more than 1 Time Sheet to approve. **These will all need to be approved.** The gold "Action Required" alert box will link to all Time Sheets to approve.
  - Before contacting employees about their unapproved Time Sheets, make sure there are no pending items waiting on supervisor approval.
  - Contact employees directly that have not approved their Time Sheet by the second day. Many employees do not check emails daily. We have found the best way to contact employees is by phone call or text. The callout system for your staff is an option.
  - Any changes made by supervisor or employee after the Time Sheet has been approved will restart the approval process. **Continue to check Pending Items and Unapproved Time Sheets as changes occur frequently.**
  - **Teachers**: No Time Sheet to approve if no extra duty is clocked into. If they clocked into extra duty (bus duty, lunch duty, etc.) they will need to approve a time sheet.
  - **SPED Teachers**: Clock in once a day (Funding 1200 & 7000). They will need to approve Time Sheet at end of Pay Period.
- Clean up "Remote Pay Assignments". Anything with "Clock-in/Clock-out" will allow employees to view and clock into that assignment. To help prevent people from clocking into the wrong assignment, activate assignments when needed and in-activate no longer necessary.

Remote Pay:

- All employees that are required to clock in for their full-time or part-time position will already be set up (no remote pay assignment needed).
- Any time an employee is paid at an hourly rate, they must clock into a remote pay assignment. This is why Remote Pay Assignments must be set up in advance as mentioned above.
- Stipends: This is the only remote pay you will enter. Stipends are paid the same as in the past for exempt employees (teachers). Classified employees are **NOT** to be paid stipends. Please see memo for clarification.

Substitute Pay:

- Once leave has been entered (by employee) and approved (by supervisor) you will be able to enter a sub in the leave entry screen. **Substitutes cannot be entered for a future date**.
- Secretaries can enter leave under an Open Position. These are found at the end of your list of employees in the Leave Entry screen. Make sure you are using the correct open position.
- Facility Managers and Kitchen Managers are to enter substitutes for their own departments.