GENERAL PAYROLL INFORMATION

1. Time sheets completed for payroll 9:00am each Thursday

2. Incorrect or unapproved time sheets will not be processed and special checks will no longer be issued.

3. Time sheet must reflect 40 hours of time worked plus any time off. Comp time must be used before any other leave. If time cards are approved and no time off has been entered the employee will be docked for time missed up to 40 hours. Changing punched times other than correcting a missed punch out time (11:59pm) is not legal. Hours clocked in/out by the employee cannot be changed.

4. New employees will be brought into the payroll system prior to the payroll. Keep a manual time sheet until we can get the information entered from HR.

5. Comp time is limited to a maximum of 60 hours per DAEB (local) policy. Prior approval must be approved by Mr. Higgs.

6. Overtime in an employee's regular position is NOT allowable unless pre-authorization has been approved by Mr. Higgs.

> Overtime should be rare and due to unusual circumstances
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> Paraprofessional/hourly employees may not work from home. Time worked must be
>
> Onsite.

7. **ALL TIME OFF MUST BE ENTERED IN SKYWARD FIRST**. Once entered in Skyward if a sub is needed the employee is directed to AESOP for a sub. Payroll will begin docking for time off not entered in Skyward. If an absence is denied by the campus administrator time off in AESOP must also be cancelled.

8. School business – a description must be entered in the description box as to what the employee is attending. If a paraprofessional employee is using school business and needs a sub they do not clock in/out as the absence will create an 8-hour day.

9. Employee access center is available for every employee. In the access center employees can look at check history, time off requests, & leave balances, W4 & W2 information. Under the employee information tab, the employee can see salary information, etc.

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