

Paying Non-Contracted Hourly Employees.


Paying non-contracted hourly employees requires one-time setup (see steps 1-5) per program. Steps 1-3 below must occur prior to employees working. Non-contracted pay includes but is not limited to: hourly employees, extended day, tutors, summer school, lunch monitors, homebound, temporary employees, night school teachers, VHSL, and etc.

1. Identify the positions. For example, Tutors, Lunch Monitors, and etc.
2. Establish the hourly rate of pay.
 - a. Refer to the RPS Salary Schedule.
 - b. Must confer with Leadership, to obtain approval, if the appropriate rates are not identified in the Salary Schedule.
3. Work with the Budget team to set-up a budget, if necessary, and/or to obtain the budget code from which the employees will be paid.
4. Identify the employees who will be working.
5. Send to Talent – the Benefits and Compensation team, at least **FIVE** business days prior to the Timekeeper deadline for Web Time, (refer to the Payroll Processing Calendar and the example below), an excel spreadsheet to include the following information:
 - a. First name
 - b. Last name
 - c. Employee ID number
 - d. Location (Org) number (not name)
 - e. Start date – must be formatted as 210701
 - f. End date – must be formatted as 220630
 - g. Hourly rate
 - h. Budget Code – should not include any period, dots, spaces
 - i. Job code

A	B	C	D	E	F	G	H	I
LAST NAME	FIRST NAME	EMPLOYEE ID	JOB CODE	TIME CARD LOCATION	START DATE MM/DD/YY	END DATE MM/DD/YY	HOURLY RATE	BUDGET CODE
SMITH	JAMES	123456	EXTDAY	3104	210901	220630	35.00	100110031042000000

6. Key hours worked into the Timekeepers Online (Web Portal) software – every day but no later than the date noted on the Payroll Processing calendar [HERE](#) (Timekeeper Deadline) which is the day after pay date (see below for an example).

RICHMOND PUBLIC SCHOOLS
DEPARTMENT OF FINANCE
DISTRICTWIDE PAYROLL PROCESSING SCHEDULE
SCHOOL YEAR 2021-2022



PayDay	Run Type	Calc Day	TIMEKEEPERS DEADLINE for TSSI & Web Time (no later than noon)	PayDay	Run Type	Calc Day	TIMEKEEPERS DEADLINE for TSSI & Web Time (no later than noon)
7/15/2021	Spread Pay	7/6/2021		7/14/2022	Regular	1/10/2022	1/3/2022
7/15/2021	Regular	7/8/2021	7/1/2021	7/14/2022	Supplemental	1/19/2022	
7/22/2021	Supplemental	7/20/2021		7/24/2022	Supplemental-Stipend/Deplnv	1/20/2022	
7/26/2021	Supplemental-Stipend/Deplnv	7/21/2021		7/31/2022	Regular	1/25/2022	1/18/2022
				7/24/2022	Supplemental	2/2/2022	

- a. The Web Portal is used to enter hours for non-contracted employees.
- b. All non-contracted employees must have an assignment setup in AS400 by the Talent Office – Benefits and Compensation team **before** they appear on the portal to enter hours worked.

- c. If you do not see an employee listed on the web portal, contact the Talent Office immediately.
 - d. Must process overnight before hours will show up to be approved by the administrator.
7. Approve the hours keyed.

Additional Notes:

- Refer to the Timekeeper Training Manual for more complete instructions and forms.
- Please find the spreadsheet template used to set-up assignments [HERE](#). Please contact Alyson Davis, Director of Benefits and Compensation if you need assistance for completing the template.
- Timekeepers and their alternates must have an Authorized Signature form on file with the Department of Finance beginning July 1 of each year to enter and verify payroll.
 - The Authorized Signature form must be signed by the Budget Holder.
- The timekeeper must have access to the AS/400 prior to being able to enter time. Please contact [servicedesk@rvaschools.net](mailto: servicedesk@rvaschools.net) for Quickbase request instruction.
- Payroll is typically processed (Calc Day) five business days prior to the pay date. Refer to the Payroll Processing Calendar to identify the “Calc Day” and Timekeeper deadlines for each pay date. For example:
 - Per the Payroll Processing Calendar, Calc Day for 10/15/21 Regular Payroll is 10/11/2021.
 - Hourly employees will be paid for days worked 9/16-21-9/30/21.
 - For the initial set-up or if new employees are added after the initial set-up, the excel spreadsheet is due to Talent ASAP but no later than COB 9/24/21.
 - For the initial set-up, the hours worked must be keyed no later than noon 10/1/21.
 - After the initial set-up, hours worked should be keyed daily but are always due the day following pay day.
 - The hours must be verified/approved by 10/1/21.