

Alum Rock Union Elementary School District

Payroll Dept. Quick Reference Guide

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Attendance – Sick Leave and Vacation Balances:

The main objective is to have the check stub balance reflect activity thru the prior month

- Ensure that **ALL** employees are entering absences in eSchool Solutions (SmartFind Express)
- Attendance Reports must be signed and dated by each employee
- Attendance Reports are due to Payroll by the 5th working day of the following month
- Include a coversheet with your completed report showing:
 - School Site/Department Name
 - Attendance Month
 - List of Employees with both absences and no absences
 - Prepared by and Approved by: Printed Name, Signature and Date
- When revising an employee's attendance please note **"REVISED"** at the top of the report

Electronic Timesheets:

- Service Period begins on the 25th of the month and continues to the 24th of the following month (**except November and December**)
- ONLY include hours already worked and not hours anticipated to be worked
- Employees are to submit Timesheets by the end of the day on the 24th of each month, to the School Site/Department where work was performed (**except November and December, see Payroll Calendar for due dates**)
- Timesheet must be signed and dated by the Employee and the Principal/Program Manager
- Please include Budget Coding prior to submitting. If unsure of Budget Code, please contact the Business Department.
- Principals/Program Managers must submit completed and legible timesheets to the Business Office within 2 working days of the 24th, for payment on the 10th of the following month

Short-Term Services Agreement/Employee Contract:

- Contact Human Resources before assignment begins as **prior approval is required.**
- **Sample Assignments:** Seasonal Sports Coaching, Athletic Director, Music, Student Counselor, Test Examiner, Therapist, R.N. etc.

Failed to Fill and No Sub for Para Paper Forms:

- Service Period begins on the 25th of the month and continues to the 24th of the following month (**except November and December**)
- Forms to be completed by School Site Administrative Assistant (same deadline as the timesheets)
- Print and attach the Absence Report from the substitute reporting system (of the absent teacher)
- Promptly submit completed form and Absence Report DIRECTLY to Human Resources
- Human Resources will forward approved form to Payroll for payment on the 10th of the month

Thank you and have a great year!