PAYROLL PROCEDURES

Payroll is processed semi-monthly on the 15th and 30th of each month. If either of these dates fall on a holiday or weekend, payday will be the first business day preceding the 15th or 30th.

☐ **CONTRACT PAY**   *Your Contract*: **Begins: _____ - Ends:_____**
                            Contract Amount:_____
Employees are paid semi-monthly in equal installments according to the terms of their contract.

☐ **TIME CARD PAY**

Time Card employees are paid semi-monthly for the time periods as follows:

Work Days	Time card to Supervisor	To DSC Payroll Dept	Pay Day
1st – 15th of month	15th	3 business days after 15th	30th
16th – 31st of month	Last day of month	3 business days after last day of month	15th

The employee clearly completes the time card with the following information:
1. Employee's legal name
2. Title/Function of position worked
3. Budget Code
4. Hours indicated by date (must note paid time off)
5. Hourly rate
6. Employee Signature
- Turn in time cards to supervisor <u>immediately</u> following period end dates.

Pay Frequency: _____   **Date of First Paycheck**:_____

Direct Deposit, Skyward Employee Access, and District Email

Direct deposit allows for automatic deposit of the employee's earnings into a savings or checking account of their choice. All employees are required to use direct deposit and Skyward Employee Access. The pay detail is available on-line through Skyward Employee Access. Skyward Employee Access is the School District's software system for financial, time off, and employee management. Eligible employees use Skyward Employee Access to request paid sick leave, family illness/bereavement leave, personal leave and unpaid time off. It is located on the districts web site www.priorlake-savage.k12.mn.us: Staff (log in), Skyward.

<u>District Email</u>: Employees assigned to a regular position will receive a district email address. You will receive this notification through the personal email that was on your application. It will come from Sandy Moore in the Technology Department. Employees can access their e-mail through the school website Staff portal. Upon sign in, access email from the Outlook button.

Questions about Skyward Employee Access or district email: call the IT Dept. at 952-226-0060

Assignment and Human Resource Questions
Contact: Rachel Hockford, Human Resources Specialist for Support Staff at 952-226-0023 or rhockford@plsas.org
Contact: Deb Beuch, Human Resources Specialist for Certified Staff at 952-226-0022 or dbeuch@plsas.org

Paycheck & Time Off Questions

Payroll & Time Off Contacts:
> Morgan Ziskovsky, 226-0046, mziskovsky@plsas.org
> Kris Gerold, 952-226-0044, kgerold@plsas.org

If an employee has not provided the required information for Direct Deposit, or if an emergency situation arises involving the employee's bank account, the employee should contact the Payroll Department. In the event a printed check must be provided, the employee shall personally pick it up at the District Service Center on payday between 7:30 am & 3:30 pm. Proper ID will be required.

ABSENCE REPORTING

All paid time off is allocated according to your contract or terms and conditions 1) upon hire and 2) annually on July 1 or the first day of your work calendar for the new school year. In the event you do not complete the assigned work year, all paid time off will be pro-rated based on what is earned and accrued to the point of termination of the position. Over-use of paid time off will be deducted from the final paycheck.

Skyward Employee Access

All staff are required to request time off electronically through Skyward Employee Access (sick leave, family illness/bereavement leave, personal leave, vacation and unpaid leave; eligibility is determined by the terms and conditions of employment).   Supervisors approve/deny the absences in accordance with the district policy following the same period end dates as time cards.

Skyward prompts the employee to indicate reason for the absence, duration of the absence, and if a sub is needed. If a sub is needed, the system connects the employee to Frontline Absence Management.

Frontline Absence Management   (Sub Tracking System)

Frontline Absence Management is used to obtain subs and to create substitute pay reports associated with the absence. From the district website staff portal, under Staff Resources/Skyward or Staff Resources Frontline: Absence Management (formerly AESOP).

Teacher Subs and non-certified subs are employed by Teachers On Call, a third party vendor.

How Do I Submit an Absence and Request a Sub?
- Log in to *Skyward Employee Access*.
- Go to Employee Access/Time Off/My Time Off Requests.
- Click on Add button
- Select Time Off Code, Reason, Description, Start Date, Hours and Start Time of your leave. If you need a Sub, please check the "Sub Needed" box. Click Save.
  If you have questions re: Skyward time off, contact Payroll Dept 952-226-0044 or 952-226-0046.

If a Substitute is hired to replace you:
- Once you check the "Sub Needed" box, the Frontline window will appear behind the Skyward screen. You must minimize the Skyward screen to view the Aesop screen.
- Enter your ID and PIN. Follow the steps. Enter the beginning and end times that the substitute should work. Your transaction is not complete until you receive a confirmation number.
- *If you have any questions regarding Absence Management, contact the District Services Center at 952-226-0020.*