



# Payroll Information



**EDEN PRAIRIE SCHOOLS**

*Inspiring each student every day*



## Outline

- Semi-Monthly Payroll
- Time & Attendance
- Miscellaneous Pay
- Staff Portal & Quick Links
- Payroll Forms
- Employee Access Center
- TRA / PERA

# Semi-Monthly Payroll

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- Semi-monthly: Paid on the 15<sup>th</sup> and the last day of the month.
- When the 15<sup>th</sup> or last day of the month falls on a weekend or holiday, payday will be moved to the preceding business day.
- Hourly Employees are paid approximately two weeks in **arrears**.  
*Example: hours worked during the October 16<sup>th</sup> - 31<sup>st</sup> pay period are paid on November 15<sup>th</sup> Pay date.*
- The [Payroll Calendar](https://team.edenpr.org/payroll) is available on the EPS Website under the Payroll section. (<https://team.edenpr.org/payroll>).



# Time & Attendance

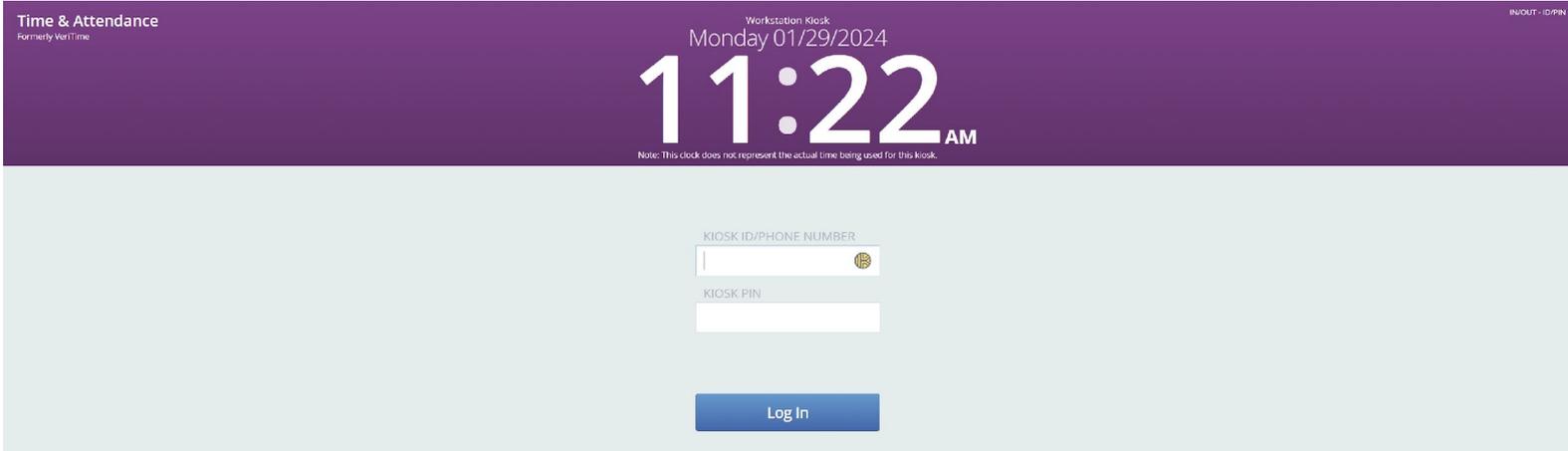
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- **Hourly employees** are required to record their hours worked through **Frontline**, the district's Time & Attendance system.
- Please check with your building's front office staff to located the clock-in/out stations (Kiosks). To clock in and out, you may either:
  - Swipe your ID badge at the provided station, or
  - Manually enter your Login ID (10-digit phone number) and your 4 or 5-digit PIN.
- ***If you forget to clock in or out, od if you need a correction made to your timesheet, please contact your supervisor or a site approver for a timesheet adjustment.***



# Recording hours – Clock in/out

- When clocking in at a Frontline Kiosk, the following screen will appear:



The screenshot shows a kiosk interface for clocking in. At the top left, it says "Time & Attendance" and "Formerly WebTime". In the center, it displays "Workstation Kiosk", "Monday 01/29/2024", and a large digital clock showing "11:22 AM". Below the clock is a note: "Note: This clock does not represent the actual time being used for this kiosk." The main area contains two input fields: "KIOSK ID/PHONE NUMBER" and "KIOSK PIN". Below these fields is a blue "Log In" button.

- Once you have successfully clocked in, you may add a comment if needed. However, you will not be able to adjust the clocked time. If a correction is necessary, please contact your supervisor.
- Complete the same process when clocking out at the end of your workday.

# Recording hours – Clock in/out

- You can also clock in and out through the EP website by navigating to: Staff > [Staff Quick Links](#) > Time & Attendance.



QUICK LINKS

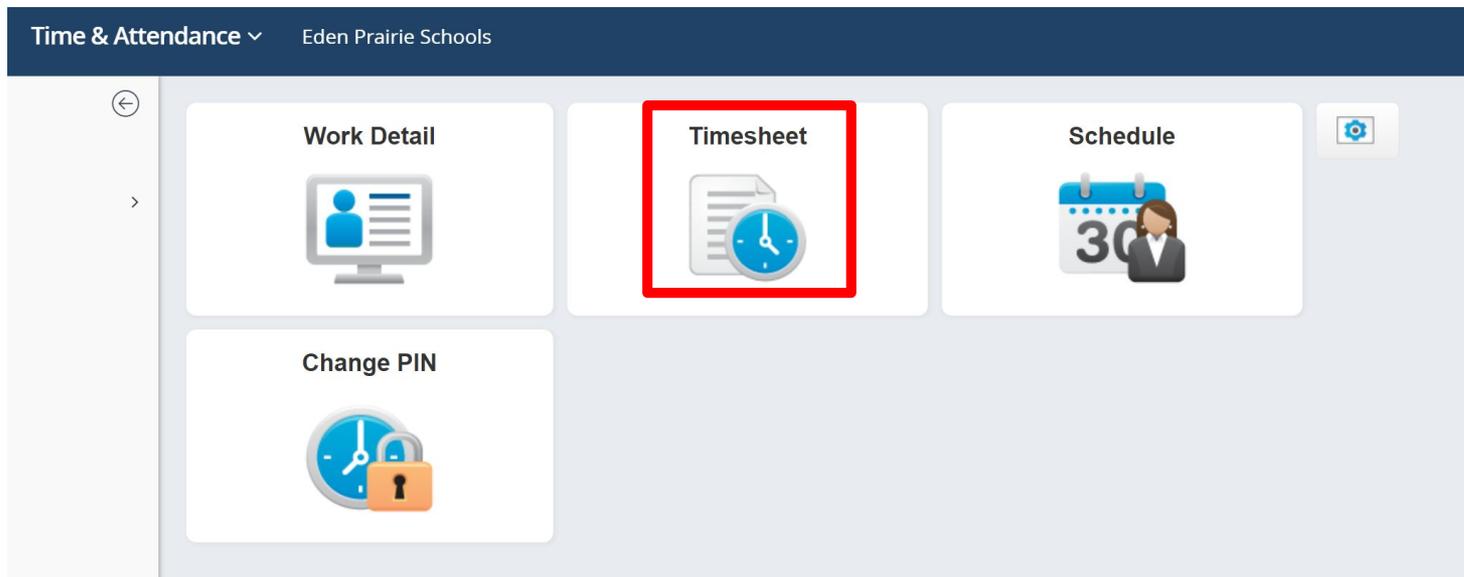
## Staff Access

Find the most common access points for staff. This is your gateway to all the digital tools and resources you need to make a difference in the lives of our students and contribute to the smooth operation of our school community.



# Review Timesheet

- You can view your timesheets in Frontline Time & Attendance. It is recommended to review your current at least once a week to ensure accuracy.
- To view your timesheet:
  - Log in to Frontline Time & Attendance
  - Click the “Timesheet” widget on your dashboard.



# Review Timesheet

The timesheet in Frontline is organized into three main sections: Timesheet Navigation, Timesheet Details and Timesheet Job Summary.

- o **Timesheet Navigation** (located at the top of the timesheet)



The screenshot shows the top navigation bar of the Frontline system. It includes an 'EMPLOYEE' label, an 'Actions' menu (1), a date range selector for 'Semi-Monthly' from '02/01/2024 - 02/15/2024' (2), a summary table (3) with 'TOTAL + 38:05' and 'PAID + 38:05', and a set of control buttons (4) including 'Undo Submission', 'Submit', 'Cancel All Changes', 'Save Changes', 'Expand All', and 'Collapse All'.

1. **Action Menu** – This allows you to review the payroll summary.
2. **Date Range** – This allows you to view past timesheets by choosing a particular week or selecting a custom date range.
3. **Summary of Hours** – This shows you at a glance both hours accounted for as well as hours that are paid.
4. **Expanding and Collapsing Buttons** – These buttons will allow you to expand or collapse all the timesheets at once.

# Review Timesheet

- o **Timesheet Details** (located at the middle of the timesheet)

SCHEDULE	Type	From	To	Duration	Paid
Jury Duty: <a href="#">173202797</a>	Leave	08:00 AM	10:00 AM	02:00	No
1 Regular	Work	10:00 AM	11:45 AM	01:45	--
	Break	11:45 AM	12:15 PM	00:30	No
	Work	12:15 PM	04:00 PM	03:45	--

[Add New Event](#)

TIME EVENTS	IN	OUT	Total	Paid
 Shift	10:00 AM -- (Actual)	04:00 PM -- (Actual)	+ 06:00	+ 06:00
Account: <b>Account D</b> <a href="#">Change</a>				

ADMIN TIME	Start	End	Total	Paid
 Auto Deduct Time	11:45 AM	12:15 PM	- 00:30	- 00:30
<a href="#">Disable</a>				

1. **Schedule** – This is the time you are expected to work in a given day.  
\* If there is a discrepancy, please let your supervisor know.
2. **Time Events** – These events are actual time worked.
3. **Admin Time** – This is auto-deducted time, typically an unpaid break.



# Review Timesheet

	LEAVE	From	To	Total	Paid
4	Jury Duty	08:00 AM	10:00 AM	+ 02:00	00:00
5	TIMESHEET COMMENT				
	What a crazy day!			+ 07:30	+ 05:30

4. **Leave** – This shows the paid absence reason or a Holiday or Unpaid General.
5. **Timesheet Comments** – This is a field where optional comments can be left for the approver. It is also good practice to notify your supervisor about any necessary adjustments via an additional method, such as email.

## o **Timesheet Summary** (located at the bottom of the timesheet)

At the bottom of the timesheet, total hours for the pay period are summarized, including hours categorized by Location, Job Type, and Event Type.

**\*Please note: Pay is calculated based on paid hours, not total hours.**

Semi-Monthly 02/01/2024 - 02/15/2024 Summary					
LOCATION	JOB TYPE	TYPE	TOTAL	PAID	
Eden Prairie High School	Office Professional	Time Events	39:05	39:05	
Eden Prairie High School	Office Professional	Admin Time	-01:00	-01:00	
<b>Total</b>			<b>38:05</b>	<b>38:05</b>	

# Timesheet - FAQ

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- **My Badge doesn't work. Now what?**

You can also clock in with your user ID (usually your phone #) and pin. If you have forgotten your login information, click on "Forgot ID or Forgot PIN" at the AESOP login page.

- **Where do I get a new badge?**

Human Resources at the Administrative Services Center.

- **I forgot to clock in or out. How do I get my time fixed?**

Contact your supervisor for adjustments to your time.

- **I have more than one job. Do I have to clock in/out for each job?**

No. As long as your schedule and hours are loaded correctly into VeriTime, it will clock you in and out for each position automatically based on your schedule, even if they are paid at different rates.

- **What do I do if my schedule is wrong?**

Contact your supervisor immediately, so they can contact HR/Payroll and get it corrected.

- **Do I have to clock in/out for breaks?**

No. VeriTime will auto-deduct your break for you. If you work through your break, notify your supervisor to adjust your time for you.



# Timesheet - FAQ

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- **I work in multiple buildings. Do I have to clock in/out at each one?**

No. You only need to clock in when you arrive to work and clock out when you are done for the day.

- **How do I submit my time?**

Your time is automatically submitted to your supervisor for approval.

- **What if I miss part of the day and want to use the leave hours (e.g. vacation, sick)?**

Clock in/out for your actual work hours, and then enter an absence in AESOP for the remaining time. AESOP will automatically insert your absence into VeriTime.

*\*Note: An absence cannot be created by the employee on the day of the absence once the scheduled time has started.*

- **Will I receive notification that my supervisor has approved my time?**

Yes. You will receive an email from VeriTime confirming the specific dates approved by your supervisor. This will most likely go to your personal email.

- **I clocked in at 7:58 am, why did I get paid starting at 8:00 am?**

The system is set up to round to the nearest 5-minute increment. Also, there are grace periods 5 minutes before and after to your scheduled start time, and 5 minutes before and after your schedule end time. If you clock in/out during either grace period, your time will automatically adjust to your scheduled start or end time.



# Create Absences

- You can submit an absence request through Frontline “**Absence Management**” > **Create Absence** tab.

*Please ensure that the absence duration (requested hours) matches your scheduled hours for the day.*

The screenshot displays the 'Absence Management' interface. At the top, the 'Absence Management' menu is highlighted with a red box. Below it, three calendar views for June, July, and August 2023 are shown. The 'Create Absence' form is the main focus, with the 'Substitute Required' dropdown menu highlighted in red and set to 'Yes'. A callout box points to this dropdown with the text: '\*Please indicate whether a substitute is required to cover your shift.' The form includes fields for 'Absence Reason', 'Time' (set to 'Full Day'), and 'Notes to Administrator' and 'Notes to Substitute'. A 'Create Absence' button is highlighted in red at the bottom right.

# Miscellaneous Pay

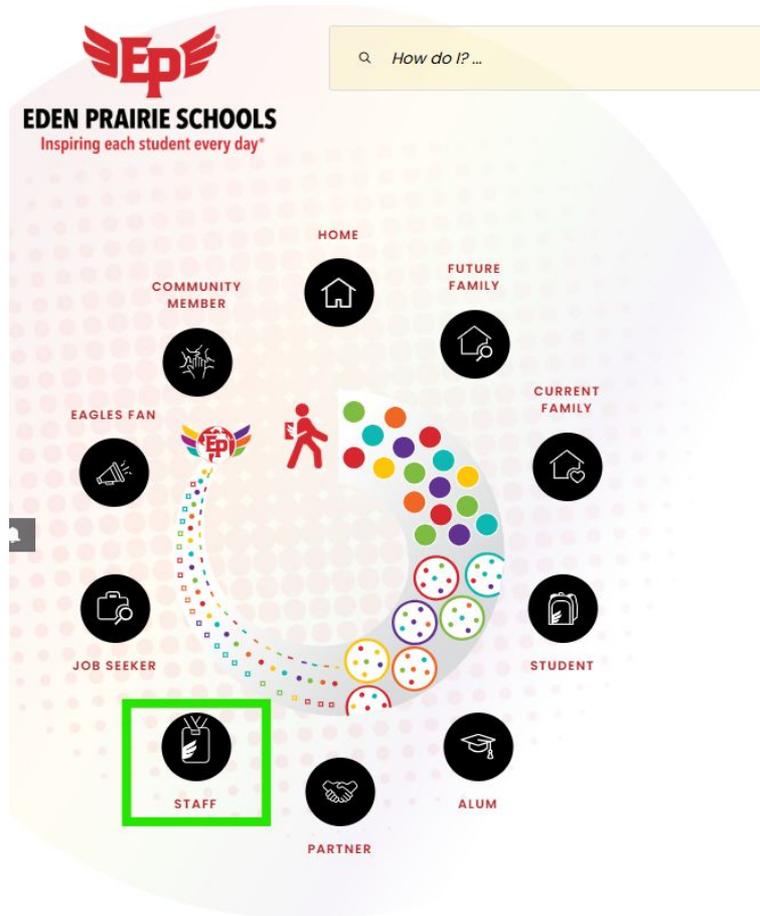
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- Miscellaneous Pay applies to time worked outside of your regular assignment.
- Typically, advance approval from your Principal or department head is required before engaging in any activities that may result in additional pay.
- After completing the additional work, please submit **claim forms** to your supervisor or a site authorizer for approvals. Claim forms are available on the EPS website: <https://team.edenpr.org/payroll>
- It is important to report hours worked for each pay period as they occur to ensure compliance with the Fair Labor Standards Act (FLSA), accurate overtime calculations, and timely payroll tax processing.

*For example: if you tutor a student for 2 hours per week, submit your time for each pay period, broken down by week, rather than accumulating hours and submitting them all at once at the end of the year.*

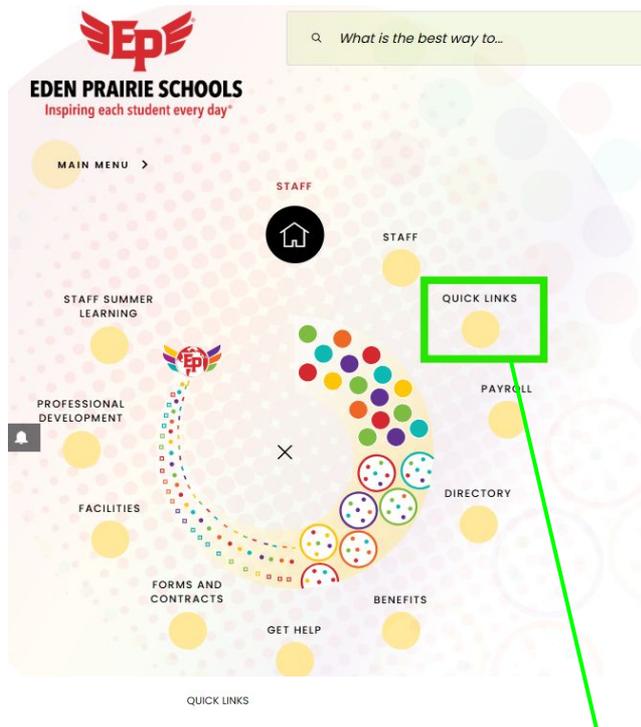


# Staff Portal & Quick Links



- EPS website: <https://www.edenpr.org/>
- To access the Staff Portal, please click on **“STAFF”** in icorn.

# Staff Portal & Quick Links



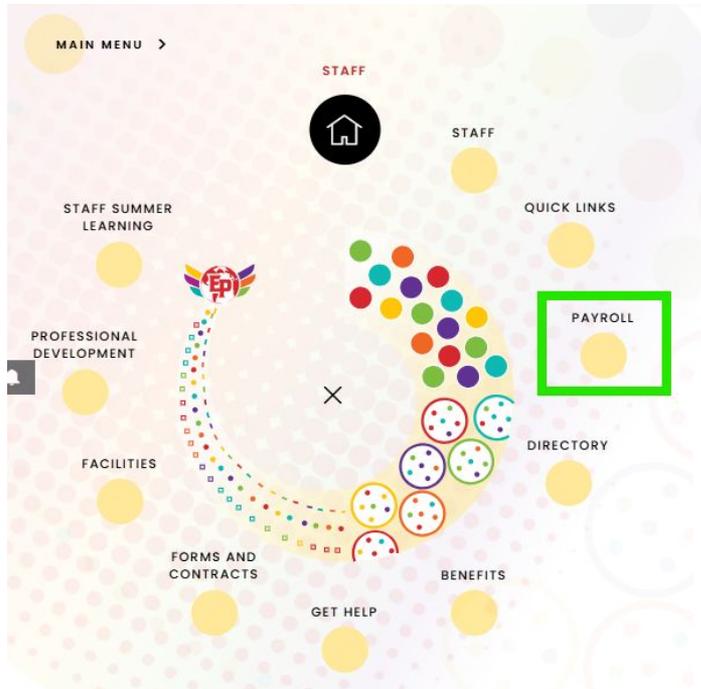
By clicking “**Quick Links**”, you can access Frontline, Employee Access Center, VeriTime Clock In/Clock Out, and other essential resources.

## Staff Access

Find the most common access points for staff. This is your gateway to all the digital tools and resources you need to make a difference in the lives of our students and contribute to the smooth operation of our school community.



# Payroll Forms



To access the Payroll Department, please click on “**PAYROLL**”.

Under the Payroll Department section, you can access the **Employee Access Center (EAC)**, as well as **Payroll Forms**, the **Payroll Calendar**, and the **Frontline Timesheet Guide**.

## Resources

### Payroll Information

<b>2025-26 Public Payroll Calendar</b> <a href="#">Access</a>	<b>Direct Deposit Form</b> <a href="#">Access</a>	<b>Frontline Timesheet Guide</b> <a href="#">Access</a>	<b>Minutes Conversion Chart</b> <a href="#">Access</a>
<b>Miscellaneous Pay Form</b> <a href="#">Access</a>	<b>Payroll Claim Form</b> <a href="#">Access</a>	<b>Payroll Deduction Description</b> <a href="#">Access</a>	<b>Payroll Deduction Processing Timelines</b> <a href="#">Access</a>
<b>Payroll Information</b> <a href="#">Access</a>	<b>Payroll Options for Teachers</b> <a href="#">Access</a>		



# Employee Access Center

- The Employee Access Center (EAC) allows employees to view and print:
  - Paychecks
  - Deductions and Benefits
  - Current tax withholding elections (W-4)
  - Current and previous year's W-2 forms
  - Demographic Information
- Employees with a district email address are granted access to the Employee Access Center (EAC) upon hire.
- If you do not have a district email address or need assistance logging in, please contact the **Technology Help Desk** at (952) 975-8383 or email [EPSTech\\_Support@edenpr.k12.mn.us](mailto:EPSTech_Support@edenpr.k12.mn.us).



\*[EAC Instructions](#) (linked)\*



# TRA / PERA

- As an employee of the Eden Prairie School District, you will contribute to your future retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA).

<b>Pension</b>	<b>PERA</b>		<b>TRA</b>	
<b>Member</b>	Non-instructional employees		Instructional employees	
<b>Contributions</b>	Employee	6.5%	Employee	8.00%
	Employer	7.5%	Employer	9.81%
<b>Questions</b>	T. 651-296-7460 www.mnpera.org		T. 651-269-2409 www.minnesotatra.org	

- Each pay period, your contribution to TRA or PERA is automatically deducted from your paycheck. Both employee and employer contributions are required by Minnesota law.



# Payroll Team

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If you have any payroll questions, please contact us.

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**THANK YOU**



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