

DONNA INDEPENDENT SCHOOL DISTRICT

2024-2025

BUSINESS & FINANCE

SYMPOSIUM

PAYROLL DEPARTMENT

AGENDA

- Payroll
- Supplemental Pay (Extra Duty Pay)
- Time Clock
- Time Card
- Other Payroll Information

PAYROLL

“Gearing Up For Change”

A General Review of the Payroll Process from Start to Finish

- Payroll Processing Flow Chart
- The 2024-2025 Payroll Schedules are posted on the District’s website under Departments - Payroll.

PAYROLL (CONTINUED)

- The week begins on Sunday and ends on Saturday.
- Donna ISD follows a forty (40) hour work week.
- Most employees work eight (8) hours per day with a one (1) hour lunch break.
- Lunch for Para-Professionals/Auxiliary should be one hour. Minimum 30 minutes with approval from your immediate supervisor.
- Auxiliary employees schedules may vary depending on their job requirements. Each individual department should be aware of their schedules. If there are any questions on the schedules contact the HR department.
- Overtime is paid for auxiliary employees after **physically working** 40 hours.

SUPPLEMENTAL PAY

Extra Duty Pay

- *must be submitted on a monthly/bi-weekly basis*
- *pay cycle must be followed*

Supporting documentation must be attached

- ✓ Approved Extra Duty Pay Request
- ✓ Time cards
- ✓ Sign-In/Out forms
- ✓ Homebound Services
- ✓ Copy of Home Visit Tracking Log
- ✓ Any other supporting documentation.

SUPPLEMENTAL PAY (CONTINUED)

- **Function Codes** will be used for:
 - ✓ Afterschool programs
 - ✓ Weekend Programs
 - ✓ Summer School Programs

Request via e-mail to

jmarines@donnaisd.net

- ✓ Account number must be provided.
- ✓ Brief description of activity to be performed.
- ✓ Employee Name and ID# working activity is required for Pre-Authorizations

TIME CLOCK

- All District employees are required to sign in via Biometric clock.
Employees must clock in-out at their respective assigned campus or department
- No Punch / No Pay (for auxiliary employees)
- **Paraprofessional and Auxiliary** employees are **required** four time-clock (sign in/out) punches.
 - Clock-in upon arrival
 - Clock-out for lunch, clock-in from Lunch
 - Clock-out at the end of the day.
- **Professional** staff are required two time-clock punches.
 - Clock-in upon arrival
 - Clock-out at the end of day.
- If employee has an emergency and must leave, employee ***must*** clock out and clock back in, if returning to work. This applies to professionals and para-professionals.



TIME CLOCK (CONTINUED)

- ✓ Punches are required for Half-day attendance.
- ✓ No punches are required for Full-day Out-of-District conferences, trips or Staff Development attended during regular workday.

TIMECARD

The “timekeeper” is the first approver.

This is usually the role of the Department or Campus Secretary or Director/Principal designee.

- **It is the “timekeepers” responsibility to:**

- ✓ Maintain the employee’s work schedule and ensure that all employees are working the **correct** number of scheduled hours
- ✓ Manage the campus/department overtime/compensation time.
- ✓ Ensure correct absence codes are applied (JD, SD, PL, PI, FI)
- ✓ Scan and attach copy of supporting documentation to time card for absence
 - Jury Duty: **Jury Duty Summons and Certificate of Service**
 - Staff Development: **Travel approval, Registration, Certificate of Attendance**
 - Bereavement: **Bereavement form approved by HR**
- ✓ Create “Add Absence” record for employees who are not present for the entire work day, to complete the eight hour work day. Employee’s hours should total eight (8) hours every day, a total of forty (40) hours at the end of the week.
- ✓ If employee is out more than three days, please notify the HR department to properly document leave.
- ✓ If absence code needs to be corrected on time card, **DO NOT “void”** time card, change the absence code instead.

TIMECARD (continued)

TIME-KEEPER RESPONSIBILITY (CONTINUED)

- **Compensatory Time**
 - Must be pre-approved for Para-professionals, shall be exhausted at the end of same work week.
- **Exchange Days**
 - Must be pre-approved by Campus/Department and HR Director
 - For accountability purposes, Clock in-out is required
- **Bereavement**
 - Board approved three (3) days paid leave.
 - Additional days will be charged to available leave balance.
 - If leave exhausted, employee will be docked.

Principal/Department Head approval is required to finalize the payroll process on the “Daily Approval”



TIMECARD (continued)

- Employees can view current day punch activity via TEAMS Employee Self Serve.
- It is the employee's responsibility to notify the timekeeper when punches are not recorded for the day or if there is an error with the hours.
- If you need to be out for personal reasons, the absence should be coded PL, personal illness should be coded PI.
- ❖ Please use “**Local Leave- Personal Illness**”, when employee has exhausted State Personal Leave for –Personal Leave- absences to avoid employee being docked.

LEAVE ABSENCES

- Local Leave will accrue at a rate of four (4) hours for every 144 hours worked [DEC(Local-X)];
- State Leave will be available at the beginning of the school year. Maximum hours of forty (40) can be earned per year;
- Employees without leave hours will be docked

LEAVE ABSENCES (CONTINUED)

- Notify HR if state days need to be transferred between Texas school districts;
- Leave absences summary is available via Employee Self Serve;
- Extended leave (Professional employees) approval must be granted by the Superintendent beforehand. Please make sure all employees are aware of this process;
- Human Resources will submit approved forms to the payroll office.

OTHER PAYROLL INFORMATION

Direct Deposit

- Direct Deposit is mandatory for ALL employees;
- Can use bank account or payroll debit card;
- Using direct deposit benefits both the employee and the District;

Benefits to the employee include:

- ✓ No lost or stolen checks;
- ✓ No unclaimed or un-cashed checks;
- ✓ Elimination of long banking lines and wasted time cashing checks.
- ✓ Assurance that payments will be automatically deposited while on vacation or out of town.

OTHER PAYROLL INFORMATION

(DIRECT DEPOSIT CONTINUED)

Benefits to the District include:

- ✓ Reduced processing time and requirements for check reconciliation
- ✓ Elimination of forged, stolen or lost checks;
- ✓ Reduced operating costs;
- ✓ Improved productivity; and
- ✓ Enhanced cash management by increasing predictability of cash flows.

OTHER PAYROLL INFORMATION

(CONTINUED)

- The employee must notify the Payroll Department immediately when closing bank accounts;
- If funds are rejected for an invalid or closed account, replacement checks will not be processed until seven (7) banking days after payday.
- Funds will be available to employee as per individual banking policy.

Please contact the payroll department immediately if the payroll check amount is incorrect.

OTHER PAYROLL INFORMATION

PAYROLL DEDUCTIONS

Voluntary Deductions include:

- Association Dues
- Administrator's Scholarship
- Employee Emergency Foundation

These types of deductions may be stopped by the employee at the employee's discretion by completing the Stop Deduction Form and submitting the form to the payroll department ten (10) days before the next payroll due date.

Federal and State Mandated Deductions

- Federal Income Tax;
- Medicare Tax;
- Social Security Tax (in some cases);
- And TRS and TRS Care.



OTHER PAYROLL INFORMATION

(Payroll Deductions continued)

Involuntary Deductions

- Tax Lien
- Garnishment
- Bankruptcy, etc.

Payroll will notify an employee, of a debt withholding notice it has received, such as:

garnishment;
tax liens;
Bankruptcy;
or wage assignment.

OTHER PAYROLL INFORMATION (continued)

INVOLUNTARY DEDUCTIONS

Employees should also receive prior notification of a debt collection by the issuing court or authorized agency.

The payroll department will continue to garnish wages until either:

- the entire amount is satisfied;
- the due date on the withholding notice is reached;
- or the garnishment is released by the court by written notification.
- Payroll remits the withheld amounts to the appropriate court on behalf of the employee.

OTHER PAYROLL INFORMATION (Continued)

Please contact the Human Resources Department for any updates/changes:

- ✓ Name
- ✓ Address
- ✓ W4
- ✓ Stipends

Thank you for all your help and for making the payroll process a success.

Q & A

PAYROLL DEPARTMENT
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