

CHANDLER UNIFIED SCHOOL DISTRICT #80

Payroll Record Editor Agreement

Please select your assigned editor role and sign below indicating your understanding and agreement with the stated guidelines.

Primary Editor

Primary editors will have access to view and edit Workforce records for the designated site daily. Primary editor is replacing

Back-Up Editor (Note: Back-up editors will not be necessary if there are two primary editors at the site. This does not include your Administrator.)

Back-up editors will only have access to Workforce records for the designated site for a specific duration of time. Please list below the date access should begin and end.

Begin Date:

End Date:

Back-Up editor is replacing:

1. Editors may not edit or approve their own payroll records.
2. Payroll and leave information is confidential and should be shared on a need to know basis only.
3. Delegating responsibility to edit others' payroll records requires supervisor approval.
4. Employees should be held accountable for reporting time worked and appropriate leave.
5. Employee records may not be changed without express approval by the site administrator and payroll supervisor.
6. In the event of abuse or misuse of the system, corrective action is the responsibility of the supervisor.

Employees must be paid for time worked. The district may not refuse to pay time "permitted" to work, even if the employee worked without approval. If employees work excess hours without approval, the supervisor should take appropriate corrective action.

Site: _____

Print Name

Signature

Date

Site Supervisor Signature

Please forward the agreement to your Payroll Tech. Allow 3-5 business days for processing.

HR Use Only:

CSR submitted: _____ CSR# _____