Payroll Procedures

PURPOSE: To pay our employees in a timely, accurate manner so as to eliminate future adjustments. To allow our employees to feel that their paystubs match that week's work and accurately reflect their leave time balances.

NEW HIRE PAPERWORK: All new hire, supplemental pay, and pay adjustments need to be received by the Human Resource staff at Central Office no later than ***4 PM on Tuesday*** the week prior to payroll. This allows for accurate processing between the Human Resource and Finance departments, while still being able to meet the payroll processing schedule.

LEAVE TIME: All leave time must be posted, whether from the Absence and Substitute module or manually entered into School ERP (Teachers and Administrators) or Time Clock Plus (hourly staff) on a weekly basis, **every Monday by noon.**

PAYROLL APPROVAL: Every Monday no later than NOON all time clock hours from the previous week, need to be reviewed and approved.

The Monday on the week of payroll, after approval, an email should be sent to: hslayton@lnsd.org, lbrown@lnsd.org and/or sharris@lnsd.org alerting them that they can proceed.

Once this email has been received, payroll is locked and no further adjustments can be made. Corrections, if needed, will be made in the subsequent payroll. It is strongly recommended to wait until all your corrections have been made before sending an email to your staff accountant that payroll is ready for processing.

To support these hard deadlines, we are implementing a new procedure of reviewing and submitting hours on a weekly basis. On non-payroll weeks we have more availability to support corrections or help with review. Please start approving payroll every Monday.

Reminder, all payroll is locked down at noon, on a payroll week, regardless of whether we have received notification of approval.

We recognize that sickness or holidays can impact this schedule and want to work with you to make this a smooth process. If there are concerns with meeting these deadlines or approving hours in a timely manner, please reach out to your staff accountant.