Alum Rock Union Elementary School District

Payroll Dept. Quick Reference Guide

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Attendance – Sick Leave and Vacation Balances:

The main objective is to have the check stub balance reflect activity thru the prior month

- Ensure that **ALL** absences are entered in SmartFind Express, as we extract from there and import into QSS
- Attendance Reports must be signed and dated by each employee
- Attendance Reports are **DUE** to Payroll by the 5th work day of the following month (*e.g.* Aug due in Sept)
- Include a coversheet with your completed report showing:
  - School Site/Department Name
  - Attendance Month
  - List of Employees with both absences and no absences
  - Prepared by and Approved by: Printed Name, Signature and Date

IMPORTANT: Please notify Payroll via email of any attendance revisions, as they impact the balance

Electronic Timesheets:

- Service Period runs from the 25th to the 24th (*e.g.* 09/25 – 10/24), **EXCEPT Nov.** *and* **Dec.**
- ONLY include hours already worked and not hours anticipated to be worked
- Employees **MUST** submit Timesheets by the end of the day on the 24th of each month, to the School Site/Department where work was performed, **EXCEPT Nov.** *and* **Dec.**
- Timesheet must be signed and dated by the Employee and the Principal/Program Manager
- Budget Coding required prior to submitting. If unsure of Budget Code, please contact the Business Dept.
- Principals/Program Managers must review/approve timesheets for accuracy and send to the Business Dept. within 2 work days of the 24th for payment on the 10th of the following month**, EXCEPT Nov** *and* **Dec.**

IMPORTANT: Fail to do so will DELAY PAYMENT until the following 10th of Month Pay

Electronic Form - Short-Term Sports Services Agreement:

IMPORTANT: Contact Human Resources before assignment begins as ***prior approval is required.***

- ***Samples:*** Seasonal Sport Coaching, Athletic Director, Music, Student Counselor, ELPAC, Therapist, R.N. etc.

Electronic Forms - Failed to Fill, No Sub for Required Para, and Maintaining a Classroom Forms:

- Service Period runs from the 25th to the 24th (*e.g.* 09/25 – 10/24), **EXCEPT Nov.** *and* **Dec.**
- These Forms are completed by School Site Admin. Asst. and should be submitted on a weekly basis
- Attach the Absence Report from SmartFind Express (of the absent teacher) as this is a required item
- Human Resources will forward approved form to Payroll for payment on the 10th of the month

IMPORTANT: Fail to do so will DELAY PAYMENT until the following 10th of Month Pay

Thank you and have a great year!