

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-4294

PAYROLL PROCESSES AND APPROVAL: ALL EMPLOYEES

I. Procedures for Payroll Warrants

- A. Submission of Time and Leave: All employees must submit any leave taken and any schedule exceptions in the Human Capital Management (HCM) system by the deadlines set by the Payroll department.
- B. Review and Approval: Supervisors and/or site administrators will review and approve all reported hours in the HCM system before payroll is processed.
- C. Reporting Errors or Discrepancies: If an employee believes the recorded hours, pay rate, or leave balances are incorrect, the employee must notify the supervisor and/or site administrator as soon as possible, ideally immediately after the pay period ends.

II. Payroll Reporting Changes

- A. Processing Corrections in HCM: Any errors or required changes to time and absence records after initial submission must be entered promptly in the HCM system.
- B. Any changes to previously submitted time, such as misreported time or corrections to hours worked, must also be approved by the supervisor and/or site administrator prior to payroll processing.
- C. If it is determined that an employee's placement on the salary schedule is incorrect or a change in assignment has occurred, the supervisor and/or site administrator must submit a request for correction to the Human Resources Division.
- D. Manual Corrections (CCF-125 Voucher): Corrections that cannot be processed within the HCM system due to system limits or constraints must be submitted using the CCF-125 Employee Leave and Absence Correction Voucher. The completed voucher must be submitted directly to the Payroll Department for official processing.

III. Payroll Auditing Processes

- A. Supervisors and/or site administrators are responsible for reviewing time entries, approvals, and payroll audit reports to ensure accuracy and identify any discrepancies.

- B. Approval of the payroll audit reports is required by the supervisor and/or site administrator to ensure the accuracy of employee payments and to maintain compliance with District policies.

Review Responsibility:	Business and Finance Unit
Adopted:	[4321/4921:7/64; 6/77 4621:7/64; 8/76; 8/79] (10/22/81)
Revised:	(10/26/93; 09/24/26)
Pol Gov Rev:	6/28/01