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## PAYROLL

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\*\*\* The following terms are used interchangeably when processing payroll —

- a. Wage and Hour Employee
  - b. Classified Employee
  - c. Non-Exempt Employee
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## LCSD PAYROLL OFFICE

FARRAH ROBINSON-DAY, LEAD PAYROLL CLERK 244-5011

LINDA JEWELL, PAYROLL CLERK 244-5012  
(CONTACT FOR TIME TRUST)

E-MAIL [payroll@lowndes.k12.ms.us](mailto:payroll@lowndes.k12.ms.us)

FAX NO. 244-5044

### CONTACT *PAYROLL* FOR:

- Integrity **leave process and entry** instructions including Workers Comp and FMLA (see the following pages of this book **prior** to contacting payroll)
- Changes due to:
  - Insurance Deductions (BCBS application on web)
  - Cafeteria Plan (cafeteria plan status forms)
  - Direct Deposit (Form on web)
  - State And Federal Withholding Taxes
- Time Trust Reports

### Contact **PERSONNEL (244-5010)** for:

- **FMLA & Workers Compensation Claims** All aspects except how to enter the leave into Integrity
- **Retirement (PERS)**
  - Enrollment of new employees
  - Retirement of current employees
  - Retiree re-employment
  - Withdrawal of contributions when an employee separates employment
- **Donated Leave Request/Approval**
- **Name and Address changes including BCBS Health Insurance address changes**
- BCBS Open Enrollment in October

## PRIVACY ISSUE

### **SOME REPORTS YOU RUN IN INTEGRITY MAY INCLUDE SOCIAL SECURITY NUMBERS.**

- ✓ If you run a report for a specific employee, you must black out the social security number completely before giving this report to the employee.
- ✓ This is VERY IMPORTANT. Do not leave reports lying around in your office with social security numbers so others can view. Place all items with social security numbers or any other confidential information in a very secure place.
- ✓ Copies run that you are not going to keep or use must be burned or shredded.
- ✓ When you send your payroll report, you must place in an envelope and seal the envelope to send through the school mail.
- ✓ Also, all information concerning FMLA and other leave is private. You must file in a secure environment and limit the use to the payroll procedure.
- ✓ If an employee brings a direct deposit, deduction change or address change to you, please have employee place in an envelope, seal and send through the mail himself/herself. **Payroll CANNOT discuss anything on deductions, including garnishments or demographic screens, with anyone other than employee.**
- ✓ Employees working with payroll must understand that information is confidential and some of the information is covered under the Federal Privacy Act.

## PAYROLL CUT-OFF DATES 2015-2016 SCHOOL YEAR REGULAR & SUBSTITUTE PERSONNEL

<i>TIME SHEET/CLOCK SHOULD INCLUDE THESE DATES</i>	<i>PAYROLL REPORTS DUE TO PAYROLL OFFICE</i>	<i>PAYROLL PAY DATE Last work day of the month</i>	<i># OF WORK DAYS</i>
MONDAY-SUNDAY	THURSDAY		
JUN 08 - JUN 28	2-Jul-15	7/31/2015	15
JUN 29 - AUG 02	6-Aug-15	8/31/2015	24
AUG 03 - SEPT 06	10-Sep-15	9/30/2015	25
SEPT 07 - OCT 04	8-Oct-15	10/30/2015	19
OCT 05 - NOV 01	5-Nov-15	11/30/2015	19
NOV 02 - NOV 22	3-Dec-15	12/18/2015	15
NOV 23 - DEC 27	7-Jan-16	1/29/2016	15
DEC 28 - JAN 31	28-Jan-16	2/29/2016	19
FEB 01 - FEB 28	3-Mar-16	3/31/2016	19
FEB 29 - APR 03	7-Apr-16	4/29/2016	19
APR 04 - MAY 01	5-May-16	5/31/2016	20
MAY 02 - JUN 05	9-Jun-16	6/30/2016	24
JUN 06 - JUN 26	30-Jun-16	7/29/2016	15
JUN 27 - JUL 31	4-Aug-16	8/31/2016	24

- ALL LEAVE MUST BE ENTERED & CHECKED FOR ACCURACY (INCLUDING CORRECT SUBSTITUTE)
- ALL PAYROLL REPORTS MUST BE CORRECT BEFORE THEY ARE SUBMITTED TO PAYROLL, CHILD NUTRITION, OR THE BUS SHOP.
- All individual time sheets AND leave forms MUST be submitted by the above dates.
- IF TIME SHEETS, SUB REPORTS & LEAVE FORMS ARE RECEIVED AFTER THE ABOVE PAYROLL DUE DATES, THE EMPLOYEE WILL NOT BE PAID UNTIL THE NEXT PAYROLL.
- ALL LEAVE WILL BE VERIFIED BY CENTRAL OFFICE PAYROLL EACH MONTH AFTER 9:00 AM ON THE DAY AFTER THE ABOVE CUT-OFF DATE
- ALL SUBSTITUTES WILL BE PAID ACCORDING TO THE PAYROLL CUT-OFF DATES LISTED ABOVE.

## PAYROLL CUT-OFF DATES BUS DRIVERS - NON CERTIFIED 2015-2016 SCHOOL YEAR

<i>TIME SHEET/CLOCK</i> SHOULD INCLUDE THESE DATES	<i>DUE DATE TO</i> ASSISTANT PRIN.	<i>PICKED UP BY</i> MR. PATRICK ON	<i>DUE TO</i> CENTRAL OFFICE	<i>PAYROLL</i> DATE	<i>DAYS **</i>
MONDAY-SUNDAY JUN 29 - AUG 02	MONDAY 8/3/2015	WEDNESDAY 5-Aug-15	FRIDAY 08/07/15	8/31/2015	24
AUG 03 - SEPT 06	TUESDAY 9/8/2015	THURSDAY 10-Sep-15	MONDAY 09/14/15	9/30/2015	25
SEPT 07 - OCT 04	10/5/2015	7-Oct-15	10/09/15	10/30/2015	19
OCT 05 - NOV 01	11/2/2015	4-Nov-15	11/06/15	11/30/2015	19
NOV 02 - NOV 22	11/30/2015	2-Dec-15	12/04/15	12/18/2015	15
NOV 23 - DEC 27	1/4/2016	6-Jan-16	01/08/16	1/29/2016	15
DEC 28 - JAN 31	2/1/2016	3-Feb-16	02/05/16	2/29/2016	19
FEB 01 - FEB 28	2/29/2016	2-Mar-16	03/04/16	3/31/2016	19
FEB 29 - APR 03	4/4/2016	6-Apr-16	04/08/16	4/29/2016	19
APR 04 - MAY 01	5/2/2016	4-May-16	05/06/16	5/31/2016	20
<b><u>At this point all leave should be entered/turned in and all time sheets complete.</u></b>					
MAY 02 - JUN 05	6/6/2016	8-Jun-16	06/10/16	6/30/2016	24

All individual time sheets/time cards MUST be submitted by the above dates.

**IF TIME SHEETS, SUB REPORTS & LEAVE FORMS ARE RECEIVED AFTER THE ABOVE PAYROLL DUE DATES, THE EMPLOYEE WILL NOT BE PAID UNTIL THE NEXT PAYROLL.**

**\*\*AMOUNT PAID FOR HOURS OVER CONTRACT HOURS WILL BE ACCORDING TO THE # OF WORK DAYS IN A PAYROLL PERIOD.**

## PAYROLL CUT-OFF DATES 2015-2016 SCHOOL YEAR

TIME SHEETS FOR CHILD NUTRITION, TITLE, TUTORS, HOMELESS AND STIPENDS

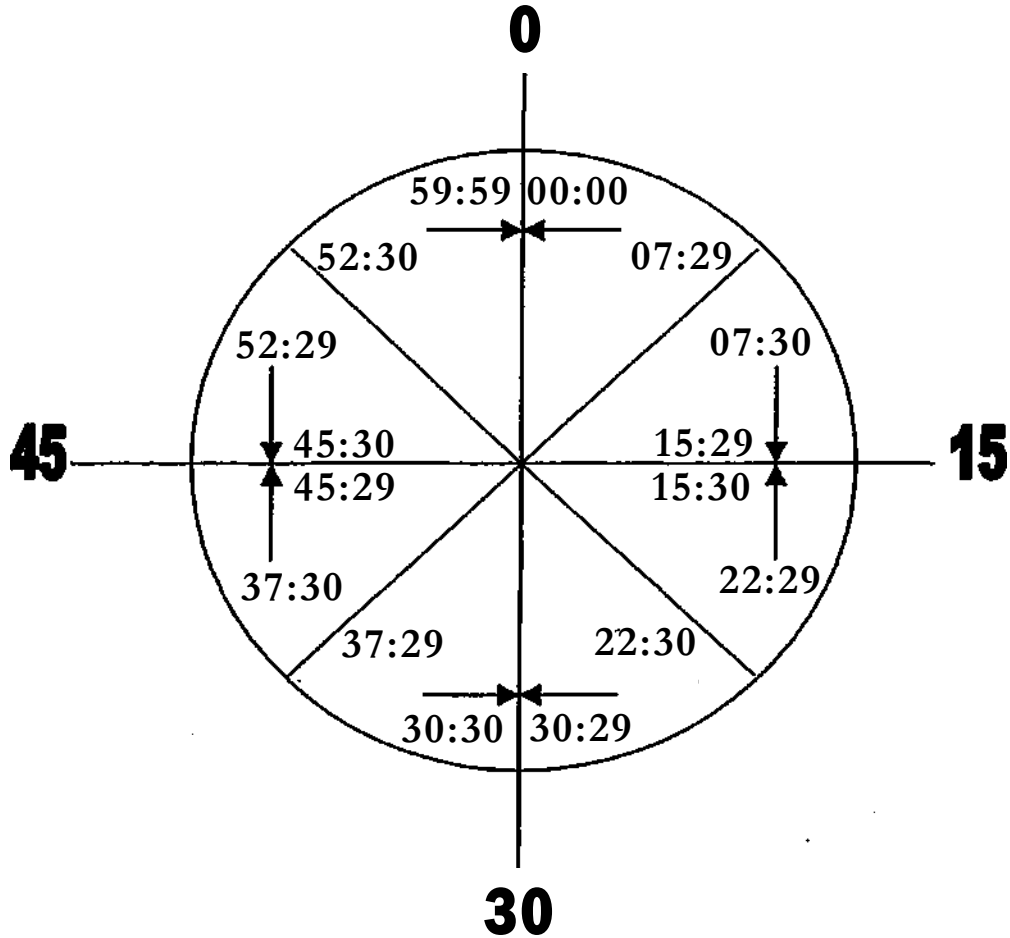
<b>TIME SHEET/CLOCK</b> <small>SHOULD INCLUDE THESE DATES</small>	<i>Date Due to Administrator</i>	<i>Administrator Date Due IN Payroll</i>	<i>Payroll Date</i>	<i># OF WORK DAYS **</i>
MONDAY-SUNDAY	WEDNESDAY	FRIDAY		
JUN 29 - AUG 02	5-Aug-15	08/07/15	8/31/2015	24
AUG 03 - SEPT 06	<small>THURSDAY</small> 10-Sep-15	<small>MONDAY</small> 09/14/15	9/30/2015	25
SEPT 07 - OCT 04	7-Oct-15	10/09/15	10/30/2015	19
OCT 05 - NOV 01	4-Nov-15	11/06/15	11/30/2015	19
NOV 02 - NOV 22	2-Dec-15	12/04/15	12/18/2015	15
NOV 23 - DEC 27	6-Jan-16	01/08/16	1/29/2016	15
DEC 28 - JAN 31	3-Feb-16	02/05/16	2/29/2016	19
FEB 01 - FEB 28	2-Mar-16	03/04/16	3/31/2016	19
FEB 29 - APR 03	6-Apr-16	04/08/16	4/29/2016	19
APR 04 - MAY 01	4-May-16	05/06/16	5/31/2016	20
MAY 02 - JUN 05	8-Jun-16	06/10/16	6/30/2016	24

All individual time sheets MUST be submitted by the above cutoff dates in order for employees to be paid.

Wage and Hour employee time sheets MUST be turned in by cutoff dates to avoid Wage and Hour violations.

If reports are received after the date due to payroll, the employee will be paid on the next payroll.

**TIME CLOCK ILLUSTRATION (min:sec)**



**Rounding:** The diagram above shows how the time clock rounds your time. An example would be if you clock in at 7:07:29 your start time would be 7:00. If you clocked out at 2:52:30 your end time would be 3:00.



**TERMINATED EMPLOYEES  
IN THE MIDDLE  
OF THE PAYROLL PERIOD/FISCAL YEAR**

- ✓ Notify personnel immediately.
- ✓ Send personnel change form to personnel immediately. **Do not wait.**
- ✓ If you have an employee that will not furnish termination letter, notify personnel.
- ✓ School payroll manager must enter all leave through the termination date. If the employee leaves without notice, you must enter leave record(s) with comments.
- ✓ If the terminated employee is a Wage and Hour employee, run his/her payroll reports on the last day he/she works. Have the employee sign the timesheet before he/she leaves. His/her timesheet and applicable leave forms must be faxed or e-mailed to the Chief Accounting Clerk, Derinda Graves, at 662-244-5044 or **generalledger@lowndes.k12.ms.us**.
- ✓ *If employee leaves without notice*, run his/her timesheet and state reason for no signature on the timesheet – principal/administrator must sign. Send to Chief Accounting Clerk as notated above.
- ✓ **DO NOT ENTER ANY LEAVE FOR THE TERMINATED EMPLOYEE DATED AFTER THE TERMINATION DATE LISTED ON THE PERSONNEL CHANGE FORM.** The principal must furnish a copy of the personnel change form to the school payroll manager before submitting it to Personnel to prevent this from happening.
- ✓ ***If employees are overpaid due to improper reporting, the principal/administrator/supervisor could be assessed with the overpayment.***

**SUBSTITUTES**

PLEASE FURNISH to ALL school substitutes:

1. A PAYROLL CUT-OFF CALENDAR, AND
  2. A TEACHER SUBSTITUTE PAYROLL SCALE
- 

**Please explain to all substitutes that the days paid each payroll are paid in accordance with the days in that period on the payroll cut-off calendar.**

**Exception: A substitute will be paid for days substituted on employees who are absent for FMLA or ineligible for FMLA and are on extended leave periods.**

**Also, explain to substitutes that if they do not agree with their pay, they must check with the school payroll manager **FIRST** to verify days submitted in payroll report for that period.**

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**Substitutes must be called from the Substitute List provided by Personnel Supervisor NOT from Integrity.**

Integrity has inactive subs as well as active subs. Personnel's list is the official board approved current list.

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**SUBSTITUTE REQUEST FORMS:**

- ✓ The Substitute Request Form is available online and a copy is provided in the "Forms" Section of this manual.
- ✓ Please email requests to [payroll@lowndes.k12.ms.us](mailto:payroll@lowndes.k12.ms.us) with "**SUBSTITUTE REQUEST FORM**" as the subject or fax to Payroll at 662-244-5044
- ✓ Payroll enters all submitted request forms daily after 9:00 a.m. If the form is not received by 9:00 a.m., the sub will be entered the following day.

**Substitutes MUST clock in & out!!!**

(The time station now **requires** that the sub select a Teacher to be clocked in; if a Teacher is not selected THE SUB IS **NOT CLOCKED IN!!!!**)

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## **SUBSTITUTE APPROVAL PROCESS**

1. Subs will be entered on leave records as the Substitute Approval process is completed —
  - a. All subs should clock every time they sub in the district. (NOTE: If the substitute has not worked in the district, he or she will not be able to clock until we have received a substitute request form and entered his or her packet. See page 10.)
  - b. No time edit requests should be entered for subs at the time station (no way to route approval). If a time edit is needed to correct time clocked, the sub must notify the payroll manager in writing.
  - c. Subs **SHOULD NOT be manually entered** on leave records unless directed by the Business Office; the sub approval process does this.
  - d. We recommend completing the sub approval process daily to ease payroll processing time.
  - e. It is imperative that this process is followed. We do not know when subs are subbing or for whom unless you tell us, so you have to be sure the subs you use are appropriately entered in the system **BEFORE** WE GET YOUR PAYROLL.
  - f. During the sub approval process make sure you are changing the “Pay Sub for \_\_\_\_ Days” number if not 1.00 or 0.50. Subs are paid for 1.00 full day of subbing or 0.50 a day of subbing depending upon the hours worked that day and what the supervisor approves. Subs can’t be paid for more than 1.00 day of subbing on any given day. **THIS SHOULD BE DONE BEFORE YOU APPROVE THE SUB’S TIME RECORD.**
  - g. Treat the approval process just as if you were entering these subs on the leave records manually; this is to keep you from having to process subs manually on the leave records. Check and double check the following **BEFORE YOU APPROVE** the sub’s time record:
    - i. Amount of time in “Pay Sub for \_\_\_\_ Days” box is 1.00 or 0.50
    - ii. Leave Record shown is for the correct job and date
    - iii. “Sub for” field is for the correct teacher

## Vacant Positions

If an employee has left and a replacement has not been hired, these are the steps to pay the substitute. These steps will also be used for the “odd” times a substitute is required and cannot be tied to a specific employee/position. Vacant Position is listed for each school in Integrity School Connect and should be accessible when entering a leave entry.

See portion of Integrity Manual on the pages inserted at the end of the Manual. You are basically entering a leave record. The employee will still clock and choose the vacant position (i.e. CES, Teacher) in the sub for box.

- Use the initials of your school to search for this position. **Example:** CES, Teacher. (TAB AFTER EACH SELECTION/ENTRY UNTIL READY TO ADD/SAVE.) **TAB**
- Using the arrows on your keyboard, hit the down arrow until the correct job is selected (should only be one). **TAB**
- Type “No” to say no to “Sub Used” (sub will be added through substitute approval process) **TAB**
- Enter the date the sub worked in “Date” box. **TAB**
- Excused = No **TAB**
- **Reason = Vacant Position** **TAB**
- Status = Unvalidated
- Memo —This is where you will list where the sub worked. **Example:** Name of former teacher and grade taught (E Smith/3<sup>rd</sup> grade) **TAB — TAB — TAB — TAB (4 times)**
- Leave Reported — Enter conversion hours as Personal (should = Day/HRS approved to pay sub on Sub Approval Screen – 0.50/1.00 day) **TAB**
- Click **Add** button if a *new* record or the **Save** button if *modifying* a leave record

**Add**



**Save**



This position will show on your leave verification reports sent to payroll each month. **Check to ensure Days/hrs and substitute name are correct.**

**NOTE:** *If the substitute does not know/remember for whom he or she is subbing, he or she will select the vacant position as the Teacher he or she is subbing for. PLEASE DO NOT HAVE THEM LEAVE IT BLANK; it will not show up in your approval list if they do not select a name.*

**Remember:** Each location should have a process in place to ensure all substitutes are clocking in and out and selecting the correct teacher for whom they are subbing. All substitutes are added to the appropriate leave records through the Substitute Approval Process (see page 11).

**LEAVE — REPORTING AND PROCESSING INTO INTEGRITY**

**ALL LEAVE, EXCEPT PROFESSIONAL & FAMILY MEDICAL LEAVE (FML), IS ENTERED BY THE EMPLOYEE AT THE TIME TRUST STATION.** For more detailed instructions, see page 14 for Professional Leave and page 15 for FML. (Also, see the current leave policy.)

The Time Trust Station shows the employee's amount of Sick and Personal leave available as they are requesting leave — the amount is **REAL TIME** (includes any requests already submitted) and is in **HOURS** not days.

**Please ensure that the amount of time absent on the form(s)/request(s) is the correct time absent on that employee's time sheet.**

- Time on form/request must be shown by employee in hours and minutes **if** less than 8 hours.
- Time entered into Integrity is the converted day amount from the conversion chart (page 23 of this manual). (Payroll managers must convert hours and minutes - if less than 8 hours – on the form itself before entry into Integrity. Leave Request entered at time station are converted by the system.)
- Leave must be entered into Integrity and verified/ checked daily.

*Substitutes for these employees will be processed daily through the Substitute Approval Process (see page 11). When payroll verifies these leave days through the column on payroll cut-off calendar "TIME SHEET/CLOCK SHOULD INCLUDE THESE DATES", the subs will be paid that payroll month.*

**PROFESSIONAL LEAVE**

**MUST BE SIGNED** (as approval)

BY ALL REQUIRED AUTHORIZORS

**BEFORE**

THE LEAVE IS TAKEN & ENTERED INTO INTEGRITY

**OUT OF STATE PROFESSIONAL LEAVE**

MUST BE APPROVED

THE SCHOOL BOARD

**BEFORE**

THE LEAVE IS TAKEN & ENTERED INTO INTEGRITY

**NOTE:**

Supporting documents must be attached to the Travel Approval & Requisition form sent to the Purchasing Department PRIOR to approval.

**These documents need not be attached to the Travel Approval & Requisition form when sending to Payroll with the employees' monthly timesheets.**

## FMLA TRACKING

1. Employees who are out at least 4 consecutive days may qualify for FML. Payroll Manager should notify supervisor in these instances. Supervisor should contact employee to inquire if they feel they have a serious health condition; if so, the employee should complete a FMLA packet (located at the school or in the Personnel Office). If not a serious medical condition, employee should furnish a certificate of an appropriate physician, dentist, or other medical practitioner as to the illness of the absent employee. See sick leave policy.
2. After the Personnel Supervisor receives the signed FMLA request form from employee, personnel shall furnish supervisor a copy (unless school had a prior copy). The supervisor shall make copy available to the school payroll manager to monitor leave status.
3. Once Personnel Supervisor has reviewed paperwork for eligibility, a response to FMLA request will be sent to payroll, employee, and employee's supervisor.
4. If the employee is eligible for FML, the payroll manager must, on behalf of the employee, enter all sick leave records coded as FML.
5. If the employee is not eligible for FML but is out on extended leave (> 4 days):
  - a. AND returns before payroll period ends, employee should follow normal leave request procedure.
  - b. AND **does not** return before payroll period ends:
    - i. **SUMBITTED** Dr. Excuse, enter leave records on behalf of employee.
    - ii. **NOT SUBMITTED** Dr. Excuse, notate on employee's timesheet that you are aware the employee has not turned in a Dr.'s excuse and will be docked.
6. **If employee is absent with the same FML reason past the ending date on the "Response to FMLA Leave Request" form from personnel, the payroll manager or supervisor must notify Ms. Hill in Personnel:**
  - a. **Ms. Hill shall need to take action to extend FML if time is still available.**
  - b. **If time is not available, these absences must be coded to sick leave, not FMLA.**
7. **A confidential file must be kept in a locked filing cabinet of FMLA records.**  
This is information that is covered under the privacy act

### **NOTES:**

- ✓ It is imperative that you ensure FML is entered into Integrity correctly (with FMLA as the reason code) due to the employee having to pay the employer share of health and life insurance premiums after he/she has exhausted all of his/her FML.
- ✓ You may have a person out on intermittent FML for back surgery that is absent for a cold or dental appointment, **those absences would not be FML**. Employee would **not** mark FML; he or she would mark the type of sick leave that applies.

## **DONATED LEAVE**

(SEE THE CURRENT DONATED LEAVE POLICY)

**Before** Donated Leave can be taken by the recipient employee, the following must be furnished to the Payroll Office:

- ✓ Donor's Request to Donate Unused Accumulated Personal or Sick Leave Form
  - Completed and Signed by Donor Employee
  - Completed and Approved by Donor's Supervisor
  - Completed and Approved by Recipient's Supervisor
  - Completed and Approved by Personnel Director
- ✓ Letter of Approval or Disapproval of Recipient's Request for Donated Leave
  - Completed by Personnel Director
  - Accompanied by Catastrophic Medical Committee's votes regarding the Recipient's Request for Donated Leave; each member of the committee should sign his/her vote.
- ✓ Catastrophic Injury and Illness Licensed Physician Report — completed and signed by attending physician
- ✓ Recipient's Request for Donated Unused Accumulated Personal or Sick Leave Form — completed and signed by the Recipient

Donated Leave for the recipient employee **BEGINS**, if approved, on the 1<sup>st</sup> payroll following the Personnel Approval Date for the donor. Donated leave cannot be used for leave posted on processed payrolls prior to Personnel Approval Date.

### **VERONICA HILL — PERSONNEL SUPERVISOR**

Handles the following regarding Donated Leave:

- ✓ Forms
- ✓ Organizes approval of Donated Leave
- ✓ Any questions pertaining to Donated Leave Process



**LEAVE REPORTING FOR EXEMPT AND NON-EXEMPT (WAGE AND HOUR) STAFF**

1. Leave policies must be followed by all employees DISTRICT WIDE. (See current Personnel Handbook for current Leave Policy)
2. ALL LEAVE, **EXCEPT PROFESSIONAL & FAMILY MEDICAL LEAVE (FML)**, IS ENTERED BY THE EMPLOYEE AT THE TIME TRUST STATION. The Time Trust Station does show an employee's amount of Sick and Personal leave available as they are requesting leave — the amount is **REAL TIME** (includes any requests already submitted) and is in **HOURS** not days.
3. Applicable documents to support leave taken, must be submitted with payroll reports each month as listed on the Payroll Checklist (see page 33, 34, 35, & 36). **Please ensure that you allow ample time to submit Travel Approval & Requisition forms to the superintendent for approval and to be returned to you for payroll processing —** **They must be submitted for approval PRIOR to the absence.**

***Any employee that does not have an applicable leave form included with the payroll report shall be automatically docked for absences. Each payroll manager must verify that all applicable leave forms are included with the report.***

- a. Principal/supervisor must ensure that employees are aware that they must submit leave requests/forms **before** an absence occurs — in unforeseen circumstances, they should be submitted immediately or the day they return to work.
  - b. If you have an employee out on sick leave that has not returned before the cut-off date AND:
    - i. Dr. Excuse was SUBMITTED; enter leave records on behalf of employee.
    - ii. Dr. Excuse was NOT SUBMITTED, notate on employee's timesheet that you are aware the employee has not turned in a Dr.'s excuse and will be docked.
  - c. **Employees must be informed that no corrections for leave will be made until the next payday. We will not change reason codes or types of leave after payroll is processed.**
4. All absences must be reported in Integrity for all employees. The principal/supervisor must submit in writing to the payroll office with payroll report any **unapproved leave** that should be unexcused/unpaid and state the reason, date(s), and time missed each day. **These absences should be entered into Integrity.** Payroll will dock using the written documentation. **Examples:**
    - a. If an employee refuses to request leave as needed by his/her principal/supervisor/administrator, his/her absence will be considered unexcused and his/her pay shall be docked.

## PAYROLL

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- b. If principal **denies leave in accordance with policy** for leave taken during the first week of the school term, the last week of the school term, or the day before or after a holiday, unless it is a verified illness with documented doctor's excuse **and the employee is absent from work** (see current Leave Policy for all instances of approved/unapproved leave), **follow the guidelines below to notify payroll:**
- i. Wage & Hour employees:
    1. Document on the Wage and Hour report
    2. Include explanation in the Reason/Comment column to explain (i.e. no dr. excuse provided on day before/after holiday)
  - ii. Certified employees:
    1. Include written documentation with principal/supervisor/administrator signature
    2. Place a copy **on top of** your payroll directly behind the checklist
  - iii. Above it states if leave is "denied" – all docks due to the leave policy not being followed are processed through leave records, **so the leave request must be approved to become a leave record**, and written documentation (as stated above) is still required for Payroll to process these docks.
5. We **will not change the leave type** on forms/requested through TimeTrust. Once it is signed/requested by the employee and furnished/routed to the supervisor, the leave type is set and remains. **Each payroll manager must ensure that all leave shown in Integrity matches an employee's forms/requests before he/she sends the payroll report to Central Office. This is done by checking the Employee Absentee Statement for each employee (next page).**

## Individual Employee Absentee Statement

Schools shall run individual employee leave statements at the end of each month and furnish reports to employees with his/her direct deposit statement for review.

Click Payroll / Reports / Leave / **Employee Verification Statement**

Setup options for Report-

**USE THE PAYROLL CUTOFF DATES FOR THE CURRENT PAYROLL YOU ARE PROCESSING**

Click the Preview Button at the bottom of the screen to generate the report.

The report that generates -

Job	Abs Date	Sick	Pers	Vac	Proff	Jury	Mil	Reason
1	02/17/14	0.00	0.00	0.00	1.00	0.00	0.00	PROFESSIONAL
1	02/18/14	0.00	0.00	0.00	1.00	0.00	0.00	PROFESSIONAL

A separate page prints for each employee that has leave in the current payroll period; a line is at the bottom for the employee and supervisor to sign. These can be used as a checkpoint to ensure leave is requested and entered correctly.

**Employees need to be informed to check with the payroll manager on any leave questions before calling Payroll. School records shall be real time – payroll records are one month behind.**

**ABSENCE REASON CODES**

TYPE OF LEAVE REQUESTED	APPLICABLE REASON CODE OPTION:	
<p><b>SICK LEAVE</b> (with limitations from leave policy as specified on chart on pages 21-23)</p>	DEATH/FUNERAL	DEATH
	DESTRUCTION OF PERS HOME	PRSHM
	FAMILY MEDICAL LEAVE	FMLA
	ILLNESS OF IMMEDIATE FAMILY	ILLN
	SICK-(PERSONAL ILLNESS)	SICK
<p><b>PERSONAL LEAVE</b></p>	PERSONAL REASONS	PER
<p><b>OTHER</b> (as specified on chart on pages 21-23)</p>	JURY DUTY	JURY
	MILITARY LEAVE	MIL
	PROFESSIONAL	PRO
	SUSPENDED W/O PAY	SUSP
	UNEXCUSED NO PAY	UNEX
	VACANT POSITION	VP
	WORK COMP ABSENCES	WC
	SUSPENDED W/ PAY	SUSPW

**FML IS APPROVED THROUGH PERSONNEL;** THE PAYROLL MANAGER MUST BE CAREFUL TO ENTER APPROPRIATELY IN INTEGRITY.

An employee on Intermittent FML could be out due to other sicknesses, such as Dentist appointments, illness of immediate family, or stomach virus; in one of these cases, the other reason codes would be selected.

**NOTE:** Family Medical Leave (FML) can only be used and classified (when entering leave into Integrity) as FML for the number of days listed in the “**Maximum Length of Leave**” section of the Response to FMLA Leave Request form from Personnel. These days should fall within the period of time that is listed in the “**Type of Leave & Expected Leave Dates**” section of the Response to FMLA Leave Request form from Personnel. See “Notes” below in the table under “Sick Leave — FMLA” for employees still absent beyond dates approved on the Response to FMLA Leave Request form from Personnel.

**PROCEDURES FOR ENTERING LEAVE FORMS**

(SEE COPIES OF FORMS IN THE FORMS SECTIONS OF THE MANUAL)

<u>TYPE OF LEAVE</u>	<u>NOTES</u>	<u>EXCUSED</u>	<u>REASON</u>	<u>MEMO</u>	<u>LEAVE REPORTED</u>
SICK LEAVE — FMLA	Must have <b>approved</b> FMLA form from Personnel. Attach <b>approved</b> FMLA form to time sheet when sending to Central Office Payroll with monthly Payroll Reports.  If you have leave for an employee on FML and the dates approved on the FMLA form from personnel do not cover the absences, contact Veronica Hill in Personnel.	No	Family Medical Leave	If it is for Worker's Comp, note that here.	Enter Conversion hours from the leave conversion chart  <b>Sick</b>
	If you have leave for an employee on FML and he or she has exceeded the Maximum Length of Leave on the approved FMLA form from Personnel, <b>the reason code should be "SICK" not Family Medical Leave</b>		SICK		
SICK LEAVE — PERS ILL	NONE	No	SICK- (PERSONAL ILLNESS	NONE	Time Absent as converted on the Leave Conversion Chart  <b>Sick</b>
SICK LEAVE — ILL IMMED FAM	NONE	No	ILLNESS OF IMMED FAMILY	NONE	Time Absent as converted on the Leave Conversion Chart  <b>Sick</b>
SICK LEAVE — DEATH/FUNERAL RELATIVE <b>FIRST 3 DAYS</b>	NONE	No	DEATH/FUNERAL	NONE	Time Absent as converted on the Leave Conversion Chart  <b>Sick</b>
PERSONAL LEAVE — DEATH/FUNERAL RELATIVE <b>4TH DAY &amp; AFTER</b>	NONE	No	PERSONAL	NONE Required	Time Absent as converted on the Leave Conversion Chart  <b>Personal</b>

LEAVE CONTINUED TO NEXT PAGE...

# PAYROLL

<u>TYPE OF LEAVE</u>	<u>NOTES</u>	<u>EXCUSED</u>	<u>REASON</u>	<u>MEMO</u>	<u>LEAVE REPORTED</u>
SICK LEAVE — DEST OF PERS HM <b>FIRST 3 DAYS</b>	Use if employee's home is destroyed & leave is taken for this reason: Fire, Weather, etc.	No	DESTRUCTION OF PERS HOME	NONE	Time Absent as converted on the Leave Conversion Chart  <b>Sick</b>
PERSONAL LEAVE — DEST OF PERS HM <b>4TH DAY &amp; AFTER</b>	Use if employee's home is destroyed & leave is taken for this reason: Fire, Weather, etc.	No	DESTRUCTION OF PERS HOME	NONE	Time Absent as converted on the Leave Conversion Chart  <b>Personal</b>
SICK LEAVE — WORK'S COMP (WC)	Employees have the <b>OPTION</b> to use accumulated leave for this type of absence. A form electing to use/not use leave <b>must be attached</b> to the payroll reports.	No	WORK COMP ABSENCES	NONE (See note above for FML & WC absences)	Time Absent as converted on the Leave Conversion Chart  <b>Sick/Personal</b>
PERSONAL LEAVE	NONE	No	PERSONAL REASONS	NONE	Time Absent as converted on the Leave Conversion Chart  <b>Personal</b>
JURY DUTY	Must have a <b>copy of the employee's subpoena for witness (district related business only) and/or summons for jury duty</b> with monthly payroll reports when sending to Central Office Payroll. An employee is paid his/her regular salary in addition to the check from the court.  The time is not counted against the employee.	No	JURY DUTY	NONE	Time Absent as converted on the Leave Conversion Chart  Jury Duty
MILITARY LEAVE	Must have a copy of the employee's <b>MILITARY ORDERS</b> with monthly payroll reports when sending to Central Office Payroll.  <u>Any military leave taken on the 16th day and after will automatically roll to Personal Leave.</u>	No	MILITARY LEAVE	NONE	Time Absent as converted on the Leave Conversion Chart  Military

LEAVE CONTINUED TO NEXT PAGE...

# PAYROLL

<u>TYPE OF LEAVE</u>	<u>NOTES</u>	<u>EXCUSED</u>	<u>REASON</u>	<u>MEMO</u>	<u>LEAVE REPORTED</u>
PROFESSIONAL LEAVE	<p>The Travel Approval &amp; Requisition Form must have Business Manager and Superintendent's signature (this is his approval.)</p> <p>Leave Dates and Travel Dates may be different: (1) <b>Leave Dates</b> are the dates in which you were absent from your normal scheduled work hours <b>and</b> (2) <b>Travel Dates</b> are the actual dates you were traveling. Travel dates must be correct for employee's travel reimbursement.</p>	No	PROFESSIONAL	Enter meeting name or location attending from itinerary	Time Absent as converted on the Leave Conversion Chart <b>Professional</b>
SUSPENDED WITH PAY <b><u>RECEIVES PAY</u></b>	<p>Superintendent's decision documented on a <b>Notice of Administrative Leave</b> form (A completed form should be obtained from the Superintendent's office and signed by the Superintendent.</p> <p>Must have a copy of the above form attached with monthly payroll reports when sending to Central Office Payroll. <b><u>Place these on top of your Wage &amp; Hour report to ensure Payroll processes them accurately.</u></b></p>	Yes	SUSPENDED W/ PAY	NONE	Time Absent as converted on the Leave Conversion Chart <b>Personal</b>
SUSPENDED WITHOUT PAY <b><u>DOES NOT RECEIVE PAY</u></b>	<p>Superintendent's decision documented on a <b>Notice of Administrative Leave</b> form (A completed form should be obtained from the Superintendent's office and signed by the Superintendent.</p> <p>Must have a copy of the above form attached with monthly payroll reports when sending to Central Office Payroll. <b><u>Place these on top of your Wage &amp; Hour report to ensure Payroll processes them accurately.</u></b></p> <p><b>Note:</b> Only the Superintendent can suspend employees.</p>	No	SUSPENDED W/O PAY	NONE	Time Absent as converted on the Leave Conversion Chart <b>Personal</b>

## LEAVE CONVERSION CHART CONVERTING TIME WORKED INTO DAYS FOR ENTRY INTO INTEGRITY

TIME OUT	TOTAL MINUTES	8 HR EMPLOYEE CONVERSION	7 HR EMPLOYEE	6.88 HOUR EMPLOYEE (an 86%)	6.5 HOUR EMPLOYEE	6.00 HOUR EMPLOYEE (an 75%)	4 HOUR EMPLOYEE	2 HOUR EMPLOYEE
15 minutes	15	0.03	0.04	0.04	0.04	0.04	0.06	0.13
30 minutes	30	0.06	0.07	0.07	0.08	0.08	0.13	0.25
45 minutes	45	0.09	0.11	0.11	0.12	0.13	0.19	0.38
1 hour	60	0.13	0.14	0.15	0.15	0.17	0.25	0.50
1 hour 15 min	75	0.16	0.18	0.18	0.19	0.21	0.31	0.63
1 hour 30 min	90	0.19	0.21	0.22	0.23	0.25	0.38	0.75
1 hour 45 min	105	0.22	0.25	0.25	0.27	0.29	0.44	0.88
2 hours	120	0.25	0.29	0.29	0.31	0.33	0.50	1.00
2 hour 15 min	135	0.28	0.32	0.33	0.35	0.38	0.56	
2 hour 30 min	150	0.31	0.36	0.36	0.38	0.42	0.63	
2 hour 45 min	165	0.34	0.39	0.40	0.42	0.46	0.69	
3 hours	180	0.38	0.43	0.44	0.46	0.50	0.75	
3 hour 15 min	195	0.41	0.46	0.47	0.50	0.54	0.81	
3 hour 30 min	210	0.44	0.50	0.51	0.54	0.58	0.88	
3 hour 45 min	225	0.47	0.54	0.54	0.58	0.63	0.94	
4 hours	240	0.50	0.57	0.58	0.62	0.67	1.00	
4 hour 15 min	255	0.53	0.61	0.62	0.65	0.71		
4 hour 30 min	270	0.56	0.64	0.65	0.69	0.75		
4 hour 45 min	285	0.59	0.68	0.69	0.73	0.79		
5 hours	300	0.63	0.71	0.73	0.77	0.83		
5 hour 15 min	315	0.66	0.75	0.76	0.81	0.88		
5 hour 30 min	330	0.69	0.79	0.80	0.85	0.92		
5 hour 45 min	345	0.72	0.82	0.84	0.88	0.96		
6 hours	360	0.75	0.86	0.87	0.92	1.00		
6 hour 15 min	375	0.78	0.89	0.91	0.96			
6 hour 30 min	390	0.81	0.93	0.94	1.00			
6 hour 45 min	405	0.84	0.96	0.98				
6 hour 53 min	413	0.86	0.98	1.00				
7 hours	420	0.88	1.00					
7 hour 15 min	435	0.91						
7 hour 30 min	450	0.94						
7 hour 45 min	465	0.97						
8 hours	480	1.00						

Modified 03/26/14



# PAYROLL

LOWNDES COUNTY SCHOOL DISTRICT  
 LOCATIONS: All  
 STATUS : A  
 PAY FREQ : All  
 PAY TYPE : All  
 LVE STAT : All

SCHOOL LOCATION

AVE VERIFICATION - Reported

05/31/13 Page 1

UNVALIDATED

EMP ID	NAME	JOB POSITION	SICK	VAC	PERS	Proff	Jury	Mil	FPers
		1 TEACHER	-5.72	0.00	0.00	93.50	99.00	99.00	0.00
ABS DATE	EX REASON	SUBSTITUTE	DAYS						
08/20/12	N PERSONAL REASONS	NONE	0.00	0.00	0.25	0.00	0.00	0.00	0.00
08/22/12	N PERSONAL REASONS	NONE	0.00	0.00	0.25	0.00	0.00	0.00	0.00
09/11/12	N PERSONAL REASONS	SANDERS, HATTIE	0.50	0.00	0.50	0.00	0.00	0.00	0.00
09/12/12	N PERSONAL REASONS	SANDERS, HATTIE	1.00	0.00	1.00	0.00	0.00	0.00	0.00
10/04/12	N PROFESSIONAL	PRUDE, THOMAS	1.00	0.00	0.00	1.00	0.00	0.00	0.00
10/05/12	N PROFESSIONAL	PRUDE, THOMAS	1.00	0.00	0.00	1.00	0.00	0.00	0.00
10/10/12	N DEATH/FUNERAL	BUCK, DETHUR	1.00	1.00	0.00	0.00	0.00	0.00	0.00
10/11/12	N SICK- (PERSONAL ILLNESS)	WEATHERSPOON, TENI KA	1.00	1.00	0.00	0.00	0.00	0.00	0.00
10/15/12	N SICK- (PERSONAL ILLNESS)	NONE	0.00	0.22	0.00	0.00	0.00	0.00	0.00
10/26/12	N SICK- (PERSONAL ILLNESS)	NONE	0.00	0.50	0.00	0.00	0.00	0.00	0.00
10/31/12	N PROFESSIONAL	BUCK, DETHUR	1.00	0.00	0.00	1.00	0.00	0.00	0.00
12/13/12	N PROFESSIONAL	BUCK, DETHUR	0.50	0.00	0.00	0.50	0.00	0.00	0.00
12/18/12	N SICK- (PERSONAL ILLNESS)	NONE	0.00	1.00	0.00	0.00	0.00	0.00	0.00
01/02/13	N SICK- (PERSONAL ILLNESS)	NONE	0.00	1.00	0.00	0.00	0.00	0.00	0.00
01/04/13	N SICK- (PERSONAL ILLNESS)	HOWELL, KEI SHA	1.00	1.00	0.00	0.00	0.00	0.00	0.00
01/08/13	N SICK- (PERSONAL ILLNESS)	HOWELL, KEI SHA	1.00	1.00	0.00	0.00	0.00	0.00	0.00
01/09/13	N SICK- (PERSONAL ILLNESS)	HOWELL, KEI SHA	1.00	1.00	0.00	0.00	0.00	0.00	0.00
01/10/13	N SICK- (PERSONAL ILLNESS)	HOWELL, KEI SHA	1.00	1.00	0.00	0.00	0.00	0.00	0.00
01/11/13	N SICK- (PERSONAL ILLNESS)	HOWELL, KEI SHA	1.00	1.00	0.00	0.00	0.00	0.00	0.00
01/14/13	N SICK- (PERSONAL ILLNESS)	HOWELL, KEI SHA	1.00	1.00	0.00	0.00	0.00	0.00	0.00
01/15/13	N SICK- (PERSONAL ILLNESS)	HOWELL, KEI SHA	1.00	1.00	0.00	0.00	0.00	0.00	0.00
02/07/13	N PROFESSIONAL	HOWELL, KEI SHA	1.00	0.00	0.00	1.00	0.00	0.00	0.00
02/15/13	N PROFESSIONAL	SANDERS, HATTIE	1.00	0.00	0.00	1.00	0.00	0.00	0.00
02/20/13	Y SICK- (PERSONAL ILLNESS)	SANDERS, HATTIE	1.00	1.00	0.00	0.00	0.00	0.00	0.00
03/07/13	Y SICK- (PERSONAL ILLNESS)	GREEN, ASHANTE	0.50	0.50	0.00	0.00	0.00	0.00	0.00
03/25/13	N SICK- (PERSONAL ILLNESS)	HOWELL, KEI SHA	1.00	1.00	0.00	0.00	0.00	0.00	0.00
03/26/13	N SICK- (PERSONAL ILLNESS)	HOWELL, KEI SHA	1.00	1.00	0.00	0.00	0.00	0.00	0.00
04/29/13	N SICK- (PERSONAL ILLNESS)	ROBINSON, ADRIENNE	1.00	1.00	0.00	0.00	0.00	0.00	0.00
			PERIOD TOTAL	14.72	0.00	2.00	5.50	0.00	0.00
			ENDING	-20.44	0.00	-2.00	88.00	99.00	99.00

\*\* DEFICIT \*\*

**NOTE: THE LEAVE REPORTS INCLUDED IN THE MONTHLY PAYROLL TO CENTRAL OFFICE SHOULD LOOK LIKE THIS REPORT — THE EMPLOYEE NAME AND ID HAS BEEN REMOVED FOR PRIVACY.**

EMP COUNT : 1

TOTAL :

SICK : 14.72  
 PERSONAL : 2.00  
 VACATION : 0.00  
 Proff : 5.50  
 Jury : 0.00  
 Mil : 0.00  
 FPers : 0.00

SUB DAYS : 20.50

EXAMPLE

# PAYROLL

Per the Office of the State Auditor, no employee is entitled to payment of salary or wages when no work has been performed.

## PAYROLL PROCEDURES TO PREPARE REPORT TO PAYROLL/CENTRAL OFFICE

*Do not alter or change any payroll forms.*

**DO NOT STAPLE TIME SHEETS, LEAVE FORMS, OR REPORTS TO BE SENT TO PAYROLL OFFICE. USE CLIPS FOR EACH REPORT.**

1. Separate time sheets/applicable leave forms by **certified** and **non-certified**.
2. Check applicable leave forms:
  - a. For signatures —
    - i. **All** should have EMPLOYEE **and** SUPERVISOR signature.
    - ii. Professional leave should have Superintendent's signature. **Superintendent's signature is his approval.** If travel approval & requisition form is **not** approved, form should have been sent back to school/department stamped "**not approved**".
    - iii. **EXCEPTION:** Employee is out on leave and not available to sign. In this case, notate "Not available to sign" or a reason for no signature. **DO NOT LEAVE BLANK**; the form **will** be returned.
  - b. For attachments —
    - i. FML — Approved FML form from Personnel
    - ii. Jury Duty — Court Summons
    - iii. Military Leave — Orders
    - iv. **These should be directly behind the corresponding Employee Absentee Statement**
  - c. For correct selection of leave type:
    - i. Only **one** type of leave **must** be marked clearly per form/request.
    - ii. Different types of leave **must** be on **separate** forms/requested separately.
  - d. For correct dates, amount of leave time, and conversion number (on form and in Integrity/TimeTrust):
    - i. If a Travel Approval & Requisition form is used (only used in certain instances – **see pg 13-18**):
      1. Schools **must** enter hours under the leave dates.
      2. Each absence **has** to be listed on a separate form **unless the absence is for consecutive days with same time each day and only for the current cut-off period.**
    - ii. Leave requested at the station (REQUIRED – **see pg 13-18**):
      1. The system converts the amount of time requested.
      2. Each day must be requested separately.
      3. Leave request should match the employee's time sheet.
      4. To REVISE a leave request in Time Trust (requested 1.5 hours for Dr. appt & only needed 1 hour):
        - a. Submit an email to your supervisor/payroll manager revising the leave request originally submitted & approved.

# PAYROLL

Per the Office of the State Auditor, no employee is entitled to payment of salary or wages when no work has been performed.

- b. Please ensure the email is detailed enough so the Payroll manager can accurately revise the leave record:
          - i. Employee name
          - ii. Date(s) – original and revised
          - iii. Times – original and revised
          - iv. Any other info; such as wrong reason code selected, etc.
3. **Check time sheets against Employee Absentee Statements for All Personnel:**
  - a. Ensure all timesheets are signed by EMPLOYEE and SUPERVISOR. **EXCEPTION:** Employee is out on leave and not available to sign. In this case, notate “Not available to sign” or a reason for no signature. **DO NOT LEAVE BLANK**; the time sheet will be returned.
  - b. Must be in alpha order with Employee Absentee Statement and all applicable documentation for each individual employee behind his/her timesheet
  - c. Timesheets must be checked to the Time – Time Trust Summary Report from Integrity to ensure that there is a timesheet for all personnel. (Run ACTIVE employees only!!!)
  - d. Ensure the amount of time on the Employee Absentee Statement is the correct time absent on the employee’s time sheet.
  - e. Each Scheduled work day should show TIME worked or LEAVE.
  - f. **NON-CERTIFIED ONLY (f-j):** If the employee works over his/her regular work hours in a pay period (our workweek) **and physically** works more than 40 hours for the week, time (over 40 hrs) must be entered on the Wage & Hour report under **overtime**. FLSA states that any person who physically works over 40 hours in a pay period (our workweek) must be paid overtime for the hours over 40.
  - g. If an employee works over his/her regular work hours in a pay period (our work week) **but does not physically** work 40 hours for the pay period (our work week), time must be entered on the Wage & Hour report under **straight time**. (Be sure to use conversion on Wage & Hour report.)
  - h. Check to be sure totals are on the Wage & Hour report and are accurate.
  - i. The Wage & Hour Report must be in **alphabetical** order and a **blank line between employees** to separate one employee from the next.
  - j. For examples of calculating straight time and overtime and completing the Wage & Hour Report, see example time calculations and a Wage & Hour Report after this section.
4. Enter FML & Professional leave and any substitute time records (should not occur frequently) into Integrity:
  - a. If you do not see a time record for a sub you know was at your location, verify with that sub that he/she clocked in/out **BEFORE** entering a time record for him/her.

# PAYROLL

Per the Office of the State Auditor, no employee is entitled to payment of salary or wages when no work has been performed.

- i. If the sub failed to select the teacher they subbed for, the system did not recognize the sub as having clocked in; INFORM your subs of this & ensure they are selecting the correct teacher (including a Vacant Position).
- ii. If the sub selected the incorrect teacher in the drop down box, it could cause you not to be able to see the record, even if they clocked at your location. The subs should only be able to see a list of teachers at your location; notify payroll if this is not the case.
- iii. If a sub is certain he/she clocked and you can't see the time record, run a scan results report to see if he/she attempted to clock.
  1. If he/she attempted to clock, but you still can't see the time record, **call or email us.**
  2. We will need the sub name, teacher name, and date.
  3. We will look up the information to see if the sub clocked but the information is incorrect.
  4. **We will correct, so you can appropriately approve your subs through the system.**
- iv. **Do not assume** a sub failed to clock just because no time record is in the system for that sub. Make sure you have a process in place to verify who subbed for whom on which days, so you can approve sub time records through the sub approval process.
- v. Subs SHOULD NOT be manually entered on leave records unless directed by the Business Office:
  1. the sub approval process does this (see page 11)
  2. **NOTE:** If a manual time record is entered for a substitute, the substitute will have to be MANUALLY added to the leave record as well.
- b. Run leave verification report:
  - i. With the following setting —
    1. With current payroll period cut-off dates (per cut-off calendar)
    2. Run "unvalidated" (In the event an employee is out of leave or on FMLA, you may need to run the report "all" to check those days that have been posted past the cut-off calendar date. **Be sure to send to Central Office Payroll "unvalidated"**)
    3. In **alpha** order
- c. **Check Employee Absentee Statement against leave verification report to be sure they match.**
- d. **Check substitute time sheets against same report to be sure they match.**

# PAYROLL

Per the Office of the State Auditor, no employee is entitled to payment of salary or wages when no work has been performed.

- e. If errors, correct, run another leave verification report, with no markings, to send to payroll office. **Do not** make corrections and insert corrected sheet into old report. **You must run a complete new report.**
  - f. **ONCE REPORTS ARE SENT TO THE PAYROLL OFFICE, DO NOT MAKE ANY ADDITIONS OR CORRECTIONS WITHOUT FIRST CLEARING WITH PAYROLL.**
5. Place time sheets in **alpha order with Employee Absentee Statement and applicable forms directly behind each timesheet** **in date order** to send to payroll office.
  6. **Send all reports to payroll office per checklist — you should have two sets, Certified & Non-Certified** (see pages 33 &34)
  7. **IMPORTANT!!** If an employee's normal contracted work schedule (including days worked in summer) will be temporarily modified, Payroll needs:
    - a. Written directive from the employee's supervisor (attached letter or notation on the timesheet)
    - b. The written directive must include:
      - i. Supervisor signature
      - ii. Days/Hours scheduled to work on contract
      - iii. Days/Hours he/she will be working in the place of his/her normal contract work schedule
      - iv. If modification is not for a full day, specify the number of hours per day modified.
      - v. Reason for the modification

## WAGE AND HOUR REGULATIONS

1. Pay all covered nonexempt employees for all hours worked in a workweek.
2. Pay straight time, an employee's regular rate of pay, for any time actually worked over their regular work schedule in a week if total physical hours worked is less than 40 hours.

<b>Example:</b>	<u>Weekday</u>	<u>Hours Physically Worked</u>
	Monday	Holiday (0.00)
	Tuesday	8.00
	Wednesday	8.00
	Thursday	9.00
	Friday	8.00
	<u>TOTAL</u>	<u>33.00*</u>

**\*Employee would receive one (1) hour straight time.**

3. Pay one and one-half times the employees' regular rate of pay for all hours physically worked over 40 in the workweek.
  - Overtime after 40 hours in a week = 1 ½ times an employees' regular rate of pay.
  - Dual positions — in LCSD, dual positions are paid a blended rate of overtime.

# PAYROLL

Per the Office of the State Auditor, no employee is entitled to payment of salary or wages when no work has been performed.

- 40 hours are hours actually worked, including professional leave (Does not include any other leave or holiday pay.)

<b><u>Example:</u></b>	<u>Weekday</u>	<u>Hours Physically Worked</u>
	Monday	8.00
	Tuesday	8.00
	Wednesday	8.00
	Thursday	9.00
	Friday	8.00
	<u>TOTAL</u>	<u>41 .00*</u>

**\*Employee would receive one (1) hour over time**

4. Comply with the recordkeeping requirements — we need employee schedules on file, and each employee must be informed of his/her schedule and hourly rate of pay. Work schedules must be updated in the time and attendance software at the beginning of each fiscal year or when the employee's supervisor changes the schedule.

# PAYROLL

## Examples - Calculation of Time on Wage & Hour Report

	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL	ST	OT	DT
<b>ANCESTOR, FRED</b>									
W/E 04/07/13									
Physical Hours Worked	9.00	7.50	6.00	8.00	8.00	38.50			
Leave Taken		0.50	2.00			2.50			
<b>Total Hours</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>41.00</b>	1.00	0.00	0.00
<b>BAKER, BENJAMIN</b>									
W/E 04/14/13									
Physical Hours Worked	7.50	7.00	8.00	7.75	8.00	38.25			
Leave Taken	0.50	1.00				1.50			
<b>Total Hours</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>7.75</b>	<b>8.00</b>	<b>39.75</b>	0.00	0.00	0.25
<b>DENVER, JOE</b>									
W/E 04/14/13									
Physical Hours Worked	7.50	7.00	8.00	8.00	8.00	38.50			
Leave Taken	0.50	1.00				1.50			
<b>Total Hours</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>40.00</b>	0.00	0.00	0.00
<b>GERMANY, GERIATRIC</b>									
W/E 04/14/13									
Physical Hours Worked	9.00	9.00	9.00	7.00	9.00	43.00			
Leave Taken				1.00		1.00			
<b>Total Hours</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>	<b>9.00</b>	<b>44.00</b>	1.00	3.00	0.00
<b>MERCURY, MILES</b>									
W/E 03/24/13									
Physical Hours Worked	6.25	0.00	9.00	7.00	8.00	30.25			
Leave Taken	1.50	8.00		1.00		10.50			
<b>Total Hours</b>	<b>7.75</b>	<b>8.00</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>	<b>40.75</b>	0.75	0.00	0.00
*Note: Examples assume employees' normal working hours are 40 hours per week. See example Wage & Hour report to show how to report on the Wage & Hour form.									
<b>SMITH, SALLY</b>									
CHILD NUTRITION - 32.5 HOURS PER WEEK									
W/E 03/24/13									
Physical Hours Worked	6.25	0.00	6.50	5.50	7.00	25.25			
Leave Taken	0.25	6.50		1.00		7.75			
<b>Total Hours</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>7.00</b>	<b>33.00</b>	0.50	0.00	0.00
*Note: See example Wage & Hour report to show how to report on the Wage & Hour form.									
<b>LEGEND:</b>	ST	STRAIGHT TIME							
	OT	OVERTIME							
	DT	DOCK TIME							

# PAYROLL

## LOWNDES COUNTY SCHOOLS "WAGE AND HOUR" MONTHLY REPORT TO PAYROLL

REVISED 05/31/2013

PAYROLL PERIOD BEGINNING DATE 03-18-13 THROUGH 04-21-2013

SCHOOL NAME OR DEPARTMENT CERTIFIED ELEMENTARY SCHOOL

				BLANK COLUMNS ARE FOR CENTRAL OFFICE PAYROLL ONLY			
LAST NAME	FIRST NAME	BADGE NUMBER	WEEK ENDING	STRAIGHT TIME HOURS	OVERTIME HOURS	DOCK TIME HOURS	REASON OR COMMENT
Ancestor	Fred	156	03/24/2013	0.50	2.00		assisting supervisor
Ancestor	Fred	156	03/31/2013	7.50			finalize project
Ancestor	Fred	156	04/07/2013	1.00			
Ancestor	Fred	156	04/14/2013		7.25		assisted in after school meeting
Baker	Benjamin	2229	03/24/2013	1.00	0.25		
Baker	Benjamin	2229	04/07/2013			2.00	no leave form
Baker	Benjamin	2229	04/14/2013			0.25	clocked out early
Baker	Benjamin	2229	04/21/2013	0.25			clocked out late
Denver	Joe	1116	03/24/2013	5.50			assisted supervisor
Germany	Geriatric	2256	04/14/2013	1.00	3.00		see principal letter attached to timesheet
Germany	Geriatric	2256	04/21/2013	0.25	5.00		
Mercury	Miles	2005	03/24/2013	0.75			
Mercury	Miles	2005	04/07/2013	0.25	0.50		
Twister	Bob	4862	03/24/2013			0.50	no leave form
Twister	Bob	4862	04/07/2013	0.25			clocked out late
Twister	Bob	4862	04/14/2013	0.25			clocked out late
Zaxby	Aimee	9992	04/14/2013			8.00	no leave form
<b>TOTAL HOURS FOR THE MONTH (LAST PAGE ONLY) :</b>				<b>18.50</b>	<b>18.00</b>	<b>10.75</b>	

NOTE: STRAIGHT TIME IS PAID ON HOURS WORKED OVER REGULAR ESTABLISHED WORK WEEK HOURS BUT 40 HOURS OR LESS (THIS IS A STATE LAW.).

EXAMPLE: SECRETARY WORKS 9 HRS MONDAY, 9 HRS TUESDAY, 8 HRS WED, AND IS OUT SICK ON THURS AND FRI.

SHE WOULD GET 8 HOURS SICK LEAVE FOR THURS AND FRIDAY AND HAVE 2 HOURS OF STRAIGHT TIME FOR MON AND TUES.

NOTE: OVERTIME IS PAID ON ACTUAL, PHYSICAL HOURS WORKED (NOT HOLIDAY, SICK, PERSONAL OR VACATION LEAVE) OVER 40 HOURS.

scale for calculation

15 min = 0.25

30 min = 0.50

45 min = 0.75

SIGNATURE OF PERSON PREPARING REPORT: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF PRINCIPAL/ADMINISTRATOR/SUPERVISOR \_\_\_\_\_ DATE: \_\_\_\_\_

INITIALS OF PAYROLL PROCESSOR \_\_\_\_\_ DATE ENTERED \_\_\_\_\_ DATE BALANCED \_\_\_\_\_ INITIALS \_\_\_\_\_

Completed form must be in alphabetical order and a blank line between employees when sending to Central Office Payroll.



<u>LOCATION:</u>  
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**CERTIFIED EMPLOYEES PAYROLL CHECKLIST (REQUIRED)**

**SEND REPORTS IN THE FOLLOWING ORDER**

- 1 PRINCIPAL/SUPERVISOR/ADMINISTRATOR TIME SHEET — IN ALPHA ORDER \_\_\_\_\_
- 2 EMPLOYEE ABSENTEE STATEMENT — IN DATE ORDER BEHIND RESPECTIVE TIME SHEET IN #1 ABOVE \_\_\_\_\_
- 3 APPLICABLE LEAVE DOCUMENTATION (PROFESSIONAL LEAVE FORM, WC ELECTION, DR EXCUSES, DEATH NOTICE, ETC.) — IN DATE ORDER BEHIND RESPECTIVE EMPLOYEE ABSENTEE STATEMENT \_\_\_\_\_
- 4 OTHER CERTIFIED TIME SHEETS (includes Asst. Principal, if app) — IN ALPHA ORDER \_\_\_\_\_
- 5 EMPLOYEE ABSENTEE STATEMENTS — IN DATE ORDER BEHIND RESPECTIVE TIME SHEET IN #4 ABOVE \_\_\_\_\_
- 6 APPLICABLE LEAVE DOCUMENTATION (PROFESSIONAL LEAVE FORM, WC ELECTION, DR EXCUSES, DEATH NOTICE, ETC.) — IN DATE ORDER BEHIND RESPECTIVE EMPLOYEE ABSENTEE STATEMENT \_\_\_\_\_

Leave records for vacant positions are entered at the school by using the teacher positions in system by school – CES, Teacher & NHMS, Teacher)

**NOTE: This SHOULD be used as a cover sheet each month to separate certified and non-certified payrolls.**

<u>LOCATION:</u>  
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**WAGE & HOUR EMPLOYEES PAYROLL CHECKLIST**  
*(REQUIRED)*

**SEND REPORTS IN THE FOLLOWING ORDER**

- 1 WAGE & HOUR REPORT (straight time & overtime) \_\_\_\_\_
- 2 TIME TRUST SUMMARY REPORT — LIST OF EMPLOYEES WITH TOTAL HOURS FOR MONTH \_\_\_\_\_
- 3 TIME SHEETS — IN ALPHA ORDER \_\_\_\_\_
- 4 EMPLOYEE ABSENTEE STATEMENTS — IN DATE ORDER BEHIND  
RESPECTIVE TIME SHEET IN #3 ABOVE \_\_\_\_\_
- 5 APPLICABLE LEAVE DOCUMENTATION (PROFESSIONAL LEAVE  
FORM, WC ELECTION, DR EXCUSES, DEATH NOTICE, ETC.) — IN  
DATE ORDER BEHIND RESPECTIVE EMPLOYEE ABSENTEE  
STATEMENT \_\_\_\_\_
- 6 LEAVE VERIFICATION – DETAILED REPORT \_\_\_\_\_
- 7 SUBSTITUTE TIME SHEETS (if applicable) — IN ALPHA ORDER \_\_\_\_\_
- 8 EMAIL W&H SPREADSHEET TO PAYROLL \_\_\_\_\_

Leave records for vacant positions must be keyed in under the School, teacher positions. Example: CES,teacher

**NOTE: This SHOULD be used as a cover sheet each month to separate certified and non-certified payrolls.**

## PROCESSING CHILD NUTRITION PAYROLL

1. Leave for all child nutrition employees must be processed as detailed on pages 13-25 above **daily**.
2. Leave must be verified for correctness **before** timesheets/leave forms are submitted to the Central Office Payroll Department. (See pages 26-30).
3. Original child nutrition time sheets and leave forms must be sent to Child Nutrition Office Manager at the Central Office — **not to payroll** — at the payroll cut-off period.

### **CHILD NUTRITION OFFICE MANAGER:**

1. The Child Nutrition Office Manager will print timesheets for all child nutrition employees and send them to the child nutrition manager at each location for signatures.
2. The Child Nutrition Office Manager will receive, verify, and total each timesheet correlating timesheets, employee absentee statements, and appropriate leave documentation to avoid duplicate time paid.
  - a. The Child Nutrition Office Manager will check employee absentee statements to timesheets. Employee cannot have leave reported for actual time worked reflected on timesheet; timesheets and employee absentee statements must correlate. Employee cannot be duplicate paid for duplicate time.
  - b. If time on timesheets or employee absentee statement is incorrect, the Child Nutrition Office Manager will communicate with employee to correct. The Supervisor should initial corrections (due to the Supervisor originally signing as correct) and return any modified reports to the Child Nutrition Office Manager.
3. Once the timesheets have been verified and totaled, the weekly time from each child nutrition employee's time sheet will be keyed into a Wage & Hour report by the Child Nutrition Office Manager.
  - a. The Child Nutrition Office Manager can utilize one wage & hour report for all Child Nutrition employees.
  - b. Each Wage & Hour Report should be signed by the preparer, supervisor, and administrator.
4. The Child Nutrition Office Manager will send the final Wage & Hour report to Payroll each month in accordance with the Payroll Cut-off Calendar.
5. The Child Nutrition Office Manager will also prepare the child nutrition substitute report each month and submit to Payroll with other Wage & Hour Reports.

**CHILD NUTRITION WAGE AND HOUR EMPLOYEES  
PAYROLL CHECKLIST**

**SEND REPORTS IN THE FOLLOWING ORDER**

- 1 PART-TIME & SUB REPORT \_\_\_\_\_
- 2 SUBSTITUE TIMESHEETS IN ALPHA ORDER \_\_\_\_\_
- 3 WAGE & HOUR REPORTS (straight time & overtime) \_\_\_\_\_
- 4 TIME TRUST SUMMARY REPORT — LIST OF EMPLOYEES WITH TOTAL HOURS FOR MONTH \_\_\_\_\_
- 5 TIMESHEETS — IN ALPHA ORDER \_\_\_\_\_
- 6 EMPLOYEE ABSENTEE STATEMENTS — IN DATE ORDER BEHIND  
RESPECTIVE TIME SHEET \_\_\_\_\_
- 7 APPLICABLE LEAVE DOCUMENTATION (PROFESSIONAL LEAVE  
FORM, WC ELECTION, DR EXCUSES, DEATH NOTICE, ETC.) — IN  
DATE ORDER BEHIND RESPECTIVE EMPLOYEE ABSENTEE  
STATEMENT \_\_\_\_\_
- 8 INTEGRITY LEAVE VERIFICATION – DETAILED REPORT \_\_\_\_\_
- 9 EMAIL W&H SPREADSHEET TO PAYROLL \_\_\_\_\_

**NOTE: This SHOULD be used as a cover sheet each month  
to separate certified and non-certified payrolls.**

**CHILD NUTRITION CERTIFIED EMPLOYEES  
PAYROLL CHECKLIST**

**SEND REPORTS IN THE FOLLOWING ORDER**

- 1 **TIMESHEETS — IN ALPHA ORDER** \_\_\_\_\_
- 2 **EMPLOYEE ABSENTEE STATEMENT — IN DATE ORDER BEHIND  
RESPECTIVE TIME SHEET** \_\_\_\_\_
- 3 **APPLICABLE LEAVE DOCUMENTATION (PROFESSIONAL LEAVE  
FORM, WC ELECTION, DR EXCUSES, DEATH NOTICE, ETC.) — IN  
DATE ORDER BEHIND RESPECTIVE EMPLOYEE ABSENTEE  
STATEMENT** \_\_\_\_\_

**NOTE: This **SHOULD** be used as a cover sheet each month  
to separate certified and non-certified payrolls.**



## PROCESSING BUS DRIVER PAYROLL

1. Leave for all bus driver personnel must be processed in Integrity by the assistant principal at the school daily.
2. Leave must be verified as correctly requested/entered. Applicable forms & time sheets must be compared to the Employee Absentee Statements for correctness **before** timesheets/leave forms are submitted to the Transportation Clerk.
3. Original forms and reports must be sent to Transportation Clerk at the Bus Shop — not to payroll — at the payroll cut-off period.

### TRANSPORTATION CLERK:

1. Transportation will receive, verify, and total each timesheet/employee absentee statement/applicable leave form/leave report correlating all to avoid duplicate time paid or leave entered.
  - a. Transportation will check travel approval and requisition forms and field trips to timesheets. Employee cannot have leave reported for actual time clocked on timesheet. Timesheets, employee absentee statements, and field trips must correlate. Employee cannot be duplicate paid for duplicate time.
  - b. If time on timesheets/employee absentee statement/applicable leave forms/leave report is incorrect, Transportation Clerk will send it back to Assistant Principal for correction. The Assistant Principal will make corrections, reprint all applicable report(s), and return corrected report(s) to Transportation.
2. Once the timesheets have been verified and totaled, if applicable, the weekly time from each bus driver's time sheet and field trip form will be keyed into the bus driver spreadsheet by Transportation.
  - a. Payroll will send the bus driver spreadsheet to Transportation each month. (On the Friday before the timesheet cut-off date or after Board meeting.)
  - b. The bus driver spreadsheet is set-up with each employee in alphabetical order in three different sections: (1) full-time, (2) bus aide, and (3) Substitutes.
  - c. The spreadsheet is organized so that the different types of routes/services are in the following order:
    - i. Regular Route — includes any hours driven for:

## PAYROLL

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1. Ability Works
  2. Handicap (extra hours if not the employees regular route)
  3. Alternative
  4. Allied Health
  5. Or Other Routes
- ii. Bus Servicing (extra hours board approved to be paid @ \$7.75/hr)
  - iii. Field Trips (Blended Rate Bus Drivers are not to drive field trips)

*Item ii. Above (bus servicing) is strictly for those employees who require a separate timesheet for these hours.*

**TIP: Organizing the timesheets alphabetically and in the above order per employee can shorten the time taken to enter hours into the spreadsheet and needs to be reported to Payroll in this order.**

- d. Only enter the following into the spreadsheet:
    - i. The Base Hours for that pay period
    - ii. The hours worked by each employee
    - iii. Formulas are in the spreadsheet to calculate totals and should not be altered/deleted. Transportation will not be responsible for rates.
3. Dual Positions –
- a. Transportation will be monitoring wage & hour dual position employees. Wage & hour dual position employees **must not drive fieldtrips**. If Transportation notices this activity then the Assistant Principal is to be notified by the Transportation Supervisor.
  - b. Payroll will enter the primary job hours for wage & hour dual positions.
4. Payroll will not check the accuracy of timesheets or verify entry into the spreadsheet. Payroll will key directly from the spreadsheet into Integrity; therefore, all time entered on the spreadsheet must be double checked to the timesheets before the spreadsheet is submitted to payroll.
  5. Once the spreadsheet is finalized by Transportation Clerk, it will be emailed to the Transportation Supervisor for approval.
  6. If the Transportation Supervisor approves the spreadsheet, he will forward the original message received from the Transportation Clerk to payroll.
    - a. The email will include the following statement:



**“I approve the payroll report as entered for the payroll period ending \_\_\_\_\_.”**

- b. The blank should be changed to the ending date of the Time Sheet/Clock that pertains to that current month’s payroll report.

**NOTE:** These emails serve as the electronic signature of the Transportation Clerk as preparer and Transportation Supervisor as approver for these hours.

*Remember this is a person’s pay. Accuracy is of utmost importance. Double check all work!*

7. Payroll should receive the following items each month by the cutoff calendar dates:
  - a. Email from Transportation Supervisor that was forwarded from the Transportation Clerk as electronic signature approving time reported
  - b. Bus Driver Spreadsheet attached to the above email
  - c. **All** original timesheets, Employee Verification Statements, and applicable documentation supporting leave taken (all in order as shown on Checklist on page 42)
  - d. Leave Verification Report for all bus drivers in alpha order – must be run at the Bus Shop
  - e. Checklist below **MUST** be used as a cover sheet.
  - f. Timesheets and leave forms shall be submitted by school mail or hand delivered (in case of emergency) to Payroll.
8. Payroll will add/delete employees as needed in the spreadsheet.

**BUS DRIVER & BUS AIDE EMPLOYEES  
PAYROLL CHECKLIST**

**SEND REPORTS IN THE FOLLOWING ORDER**

- 1 LIST OF DRIVERS/SUBS/AIDES TO ADD TO SS, if any \_\_\_\_\_
- 2 TIMESHEETS FOR #1 ABOVE \_\_\_\_\_
- 3 TIMESHEETS (all others) — IN ALPHA ORDER \_\_\_\_\_
- 4 EMPLOYEE ABSENTEE STATEMENTS — IN DATE ORDER BEHIND  
RESPECTIVE TIME SHEET \_\_\_\_\_
- 5 APPLICABLE LEAVE DOCUMENTATION (PROFESSIONAL LEAVE  
FORM, WC ELECTION, DR EXCUSES, DEATH NOTICE, ETC.) — IN  
DATE ORDER BEHIND RESPECTIVE EMPLOYEE ABSENTEE  
STATEMENT \_\_\_\_\_
- 6 LEAVE VERIFICATION – DETAILED REPORT (all bus drivers in  
alpha order) \_\_\_\_\_
- 7 EMAIL BUS DRIVER SPREADSHEET TO PAYROLL \_\_\_\_\_

**NOTE: This SHOULD be used as a cover sheet each month.**

## SUMMER PROGRAMS

- The Summer Programs Payroll Calendar is created annually and will be sent out prior to the summer programs commencing.
- All employees working a summer program or attending a training session must be individually board approved by submitting a personnel change form to Personnel Department prior to employee working. This is an important step to ensure their position is available in TimeTrust to clock in and out.