

# 2016-2017 Summer Payroll

Training for Extended Year Secretaries

# Topics

- Timekeeper check off list
- How to begin
- Extended Year Payroll Procedures
- Payroll Cycle Schedule
- Time cards/sign-in sheets
- One time pay code
- Upload spreadsheets
- Bookkeeper

## TIMEKEEPER CHECK OFF LIST

Timekeeper's Signature:		
Supervisor's Signature:		
Period Begin Date:	5/29/2017	
Period End Date:	6/18/2017	
Entry Cutoff Date:	06/23/2017 10:00AM	
Pay Date:	7/3/2017	
Batch #:	18XXX	
Cycle:	21	
Temp Time Cards		Input time for all 'Temp Time Cards' for any Retirees not on SEMS, ASCD approved aides, Variable aides for Special Education, etc.
<del>SEMS reports</del>		<del>SEMS reports are verified and printed for the pay period.</del>
Sign In Sheets	Enter in one-time pays for hours worked.	Verify that all exempt employees have signed in each day or that an absence has been entered for each day not signed in (RAPTOR or any other form of sign in sheet is acceptable)
Time Records Report (Must be reviewed and corrected before cut off)		After payroll entry is completed run 'Payroll Time Records Report by Accounting Organization(this includes all entries for your location including SEMS) or Batch' from Dashboard, print, and verify. This is an audible record and should be saved and/or printed.
		Check report for 'More than 5 consecutive absences' (Verify that FMLA paperwork has been filled out if necessary)
		Verify all 212 and 213 entries have been entered with the correct week ending date.
		Verify all other one-time pay codes have been entered daily.
		Verify all time has been entered and pay rates/employee numbers are correct
		Check for duplicate entries and delete if necessary
		Check for entries that exceed the pay period ending date, delete if necessary to re-enter next payroll
		Verify all Exempt absences are entered in full or half day increments (the exceptions are Staff Development and Official Business)
		All other errors have been reviewed and corrected as needed.

# How to begin

- List of all the employees who will work the extended year program (you will need ID #s and names).
- Collect all sign-in sheets & time cards.
- Know what budget code and pay codes you should be using.
- Work closely with campus secretary/payroll bookkeeper to ensure the upload spreadsheet is correct.

# Extended Year Payroll Procedures

- ❖ Sign-in sheets or exempt temporary time cards must be used for exempt personnel.
- ❖ Non-exempt can **ONLY** use temporary time cards.
- ❖ Check time card/sign-in sheet dates
- ❖ Program manager **must** review & approve the time before entry.
- ❖ Once approved enter on spreadsheet and send to your payroll bookkeeper and review time records report (campus secretary will print out).
- ❖ All one time pays must be entered for the day they are worked; cannot enter a lump sum for the week.
- ❖ **Note:** Each pay cycle a new time card/sign-in sheet will be used and the dates will follow the payroll cycle schedule. These are all **AUDITABLE RECORDS.**

# Payroll Cycle Schedule

Payroll Cycle	Pay Period Beginning Date for Absences and Overtime	Pay Period Ending Date for Absences and Overtime	Payroll Entry Cut-off Date	Check Release Date - Direct Deposit
21	5/29/2017	6/18/2017	6/22/2017	7/3/2017
22	6/19/2017	7/2/2017	7/6/2017	7/17/2017
23	7/3/2017	7/16/2017	7/20/2017	8/1/2017
24	7/17/2017	7/31/2017	8/4/2017	8/15/2017

# TIME CARDS / SIGN IN SHEETS

## Where are the time cards located?

1.) District's home page



2.) Select payroll

3.) Click Payroll BOPM hyper link



4.) Scroll down to time card forms

- Time Card Example: Non-Exempt Comp I
- Time Card Example: Non-Exempt Trade D
- Time Card Forms
- Time Card Procedures
- Time Card Questions & Answers

5.) Choose the appropriate time card

### Time Card Forms

Non-Exempt Employee (Para, Support Staff) Time Card

Exempt Employee Time Card

Temporary/Sub Non-Exempt Employee Time Card

Teacher Extra Duty Pay Time Card (Manual)

Temp. Exempt / Teacher Extra Duty Pay (Excel)

# Temporary/Sub Non-Exempt time card

**Pasadena Independent School District**  
**Temporary / Substitute - Non-Exempt Employee Time Card**

Name

Lawson #

Department

Week Ending

Day	In	Out	In	Out	In	Out	Hours Worked	Absence Code	Absence Reason	Absence Hours	Total Hours
Mon, Jun 9	7:30 AM	12:30 PM					5.00				5.00
Tue, Jun 10	7:30 AM	12:30 PM					5.00				5.00
Wed, Jun 11	7:30 AM	12:30 PM					5.00				5.00
Thu, Jun 12	7:30 AM	12:30 PM					5.00				5.00
Fri, Jun 13											
Sat, Jun 14											
Sun, Jun 15											
<b>Total</b>							20.00				

<b>Total Hours</b>	20.00
<b>Additional Hours</b>	
<b>Overtime / Comp Time</b>	

Week Ending

Day	In	Out	In	Out	In	Out	Hours Worked	Absence Code	Absence Reason	Absence Hours	Total Hours
Mon, Jun 16											
Tue, Jun 17											
Wed, Jun 18											
Thu, Jun 19											
Fri, Jun 20											
Sat, Jun 21											
Sun, Jun 22											
<b>Total</b>							0.00				

<b>Total Hours</b>	0.00
<b>Additional Hours</b>	
<b>Overtime /</b>	



# Continued...

										Overtime / Comp Time		
Week Ending	Jun 29, 2014											
Day	In	Out	In	Out	In	Out	Hours Worked	Absence Code	Absence Reason	Absence Hours	Total Hours	
Mon, Jun 23												
Tue, Jun 24												
Wed, Jun 25												
Thu, Jun 26												
Fri, Jun 27												
Sat, Jun 28												
Sun, Jun 29												
<b>Total</b>							<b>0.00</b>			<b>Total Hours</b>	<b>0.00</b>	
											<b>Additional Hours</b>	
											<b>Overtime / Comp Time</b>	

Employee Signature	Date

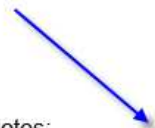
Comp Time Opening Balance	
Comp Time Earned	
Comp Time Used	
Comp Time Ending Balance	0.00

Supervisor Signature	Date

Comp Time / Overtime Hours Earned	
>>> Overtime Hours to Pay - 6121	
Net Comp Time Hours Earned	
Additional Comp Time Hours @ 1.5	

>>> Additional Hours to Pay	
>>> Hours to Dock	

Notes:




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# Crossing Guards

Don't forget about your crossing guards; they are also part of your payroll.

- ❖ How do I pay them? They are paid 2 hours per shift. There are typically 2 shifts per day (morning and afternoon).
- ❖ Do I pay them for 2 hours even if they only work 45 minutes for that shift? Yes, because they are guaranteed 2 hours of pay.



# Example of Exempt Personnel Sign In Sheet

Sample Exempt Personnel Sign In for Extended Year																
Name	Emp ID	6/9/2014			6/10/2014			6/11/2014			6/12/2014			Date In	Date Out	Hours Worked
		Date In	Date Out	Hours Worked	Date In	Date Out	Hours Worked	Date In	Date Out	Hours Worked	Date In	Date Out	Hours Worked			
Teacher 1	123654	7:30	12:30	5:00	7:30	12:30	5:00	7:30	12:30	5:00	7:30	12:30	5:00			
Teacher 2	100099	7:30	12:30	5:00	7:30	12:30	5:00	7:30	12:30	5:00	7:30	12:30	5:00			
Nurse	200819	7:30	12:30	5:00	7:30	12:30	5:00	7:30	12:30	5:00	7:30	12:30	5:00			
Principal	116204	7:30	12:30	5:00	7:30	12:30	5:00	7:30	12:30	5:00	7:30	12:30	5:00			
Administrator Signature :										Date:						

All exempt employees are required to sign in and out each day worked for the extended year program. At the end of each pay period, the program manager must sign the form indicating approval of hours worked.

**Note:** The program manager’s payroll is not entered at the campus level.

# Board Approved One-Time Pay Code List

404	Ext Year Secretary 12.20	12.20
405	Ext Year Teacher 28.00	28.00
407	Ext Year Sp Ed Service 37.00	37.00
408	Ext Year Nurse/Sec/Elem 28.00	28.00
409	Ext Year Teacher Sp Ed 28.00	28.00
410	Ext Year Nurse Sp Ed 28.00	28.00
411	Ext Year Crossing/Monitor 9.00	9.00
412	Ext Year Sp Ed Aide 11.25	11.25
413	Ext Year Teacher Aide/Sec 8.56	8.56
414	Ext Year Cust/Bus/Food/main	
419	Ext Yr PLATO Aide 11.25	11.25
425	Ext Yr Counselor HS 4004.	4004.00
453	Ext Yr Elem Prog Mgr 3837.	3837.00
454	Ext Yr Elm/PS Prog Mgr 5817.	5817.00
455	Ext Yr Mid/Int Prog Mgr 4331.	4331.00
456	Ext Yr Int Coun 3234.	3234.00
457	Ext Yr HS Prog Mgr 5250.	5250.00
458	Ext Yr Asst Prog Mgr 3465.	3465.00
460	Ext Yr Sp Ed Prog Mgr 41.25	41.25
484	Ext Yr HS Asst Prog Mgr 4588.	4588.00



# Completed Upload Example

PAYROLL FOR ###-####														
Company f22	Batch f24	Employee # f29	FC f32	Hours f33	Pay Code f34	DATE f36	Amount f37	Fund f56	Company f57	Accounting Unit f57	Exp Account f58	Activity Code f60	Sub f61	Employee Name
863	15654	123456	A	5	413	6/5/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JOHN DOE	
863	15654	123456	A	5	413	6/6/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JOHN DOE	
863	15654	123456	A	5	413	6/7/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JOHN DOE	
863	15654	123456	A	5	413	6/8/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JOHN DOE	
863	15654	123456	A	5	413	6/9/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JOHN DOE	
863	15654	123456	A	5	413	6/12/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JOHN DOE	
863	15654	123456	A	5	413	6/13/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JOHN DOE	
863	15654	123456	A	5	413	6/14/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JOHN DOE	
863	15654	123456	A	5	413	6/15/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JOHN DOE	
863	15654	123456	A	5	413	6/16/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JOHN DOE	
863	15654	204123	A	5	413	6/5/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JANE DOE	
863	15654	204123	A	5	413	6/6/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JANE DOE	
863	15654	204123	A	5	413	6/7/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JANE DOE	
863	15654	204123	A	5	413	6/8/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JANE DOE	
863	15654	204123	A	5	413	6/9/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JANE DOE	
863	15654	204123	A	5	413	6/12/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JANE DOE	
863	15654	204123	A	5	413	6/13/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JANE DOE	
863	15654	204123	A	5	413	6/14/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JANE DOE	
863	15654	204123	A	5	413	6/15/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JANE DOE	
863	15654	204123	A	5	413	6/16/2017		199	XX.XXX.XXX.XXX	XXXX	199.00.999.PAYR	XXXX	JANE DOE	

# What happens after the spreadsheet?

1. After your upload spreadsheet is completed, you will email it to your designated payroll bookkeeper.
2. The bookkeeper will let you know if there were any errors or not.
3. The campus secretary will assist you in printing the Time Records Report. (**Note:** this copy must be kept with the payroll records).
4. You will verify all of the entries. Double check names, dates, amounts, and account numbers.
5. If there are any corrections, submit them to your bookkeeper.

**ATTENTION:** All time cards, sign-in sheets, and time records reports are **auditable documents** and must be kept in a secure location.

Both the **employee** and the **program manager** are required to sign the time card (non-exempt employee) and the sign-in/out sheet (exempt employee).

What happens if I forget to do someone's payroll?

Affects TRS

Timely Payments



Why is this a concern?

Could impact their retirement

It's the law (FLSA)



How do I prevent it?

Check reports & lists!

Communicate with payroll



# Who is my payroll bookkeeper:

<b>HIGH SCHOOL</b>	<b>Responsibility</b>	<b>Payroll Bookkeeper</b>
Dobie HS	604	Monica Arizaga
Sam Rayburn HS	602	Shannon Reid
<b>INTERMEDIATE</b>		
South Houston Int	610	Krystal Ramos
Southmore Int	614	Julie Gilbert
<b>MIDDLE SCHOOL</b>		
DeZavala MS	622	Sylvia Castillo
Roberts MS	621	Krystal Ramos
<b>ELEMENTARY</b>		
Bailey Elem	654	Perlita Garza
Burnett Elem	650	Shannon Reid
Freeman Elem	657	Julie Gilbert
Gardens Elem-ESYS	651	Jennifer Smith
Golden Acres Elem	655	Jennifer Smith
Jessup Elem	653	Monica Arizaga
McMasters Elem	656	Julie Gilbert
Moore Elem	658	Jennifer Smith
Pearl Hall Elem	659	Perlita Garza
Richey	660	Shannon Reid
Teague Elem	661	Krystal Ramos
Young Elem- GT Camp	652	Sylvia Castillo
<b>PRE SCHOOL</b>		
Golden Acres PK	669	Jennifer Smith
Jessup PK	671	Monica Arizaga
Pearl Hall PK	668	Perlita Garza
<b>Alternative Campus</b>		
Community Evening School	676	Sylvia Castillo
Summit	606	Julie Gilbert

# How do I contact my payroll bookkeeper:

Sabrina Howe, Payroll Manager  
[showe@pasadenaisd.org](mailto:showe@pasadenaisd.org)

**Main Payroll Phone Number: 713-740-0263**

Julie Gilbert 713 740-0014  
713 740-4003 Fax  
[jgilbert@pasadenaisd.org](mailto:jgilbert@pasadenaisd.org)

Shannon Reid 713 740-0021  
713 740-4052 Fax  
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