

PAYROLL SCHEDULE

Payroll schedules are sent out to all buildings before the beginning of each school year. They are also available from the District Office for anyone who needs one.

DUE BY THE PAYROLL CUT-OFF DATE OF EACH MONTH

Any and all changes that affect your pay or personal information. Some examples are:

- W-4's - Changes to your exemptions and taxes.
- Extra-Curricular Money Requests - Stipends, Coaching pay, etc.
- Address Changes
- Name Changes
- Social Security
- New Hires
- Terminations
- Location Changes
- Annuities
- Credit Union
- Medical & Dental

Any changes received after the payroll cut-off date of the month will go into effect the following month. **NO EXCEPTIONS.**

TIMESHEETS

Timesheets are required for all hourly employees and need to be filled out correctly by the employee and reviewed and signed by both the employee and their supervisor. These need to be used for all types of time, including overtime and comp-time. Please follow your payroll schedules. If the payroll cut off is the 10th of the month, then time should be recorded through the 10th. It is important timesheets arrive on time or your check could be delayed as law permits. Timesheets should NEVER have estimated time on them or be prepared in advance. Your timesheet should be filled out daily. Labor laws are very specific when reporting time. The law states that if an employee works overtime, they must be paid in either time or money (their choice). If overtime is not authorized, please make sure the employee does not work it. This is the principal or budget administrator's responsibility and must be documented and placed in the employee's file. Lawsuits, penalties and back pay are costly and affect the entire District in many ways.

Payroll will not accept early timesheets with time reported after the date received. Any type of emergency could change your "estimated" time and this constitutes fraudulent reporting. All timesheets/changes are the employee's responsibility.

Timesheets are due and payable according to the payroll schedule. If not in on time, your check can be delayed as law permits.

ABSENCE REPORTS

Absence sheets are to be sent to the payroll office with your timesheet each month no later than the payroll cut-off date.

Absence Report Procedures

- Upon returning to work, the employee is to mark the reason for their absence and sign the form.
- Available days are listed at the bottom of your check stub. It is advised that you check this information regularly. Absences that exceed the amount of days you have available will result in a payroll deduction.