

SECTION 8 – ASB PAYROLL & TIMESHEETS

INTRODUCTION

Employee wages are determined and then entered into a computerized system (IFAS) that processes the earnings, benefits and other types of deductions to produce a payroll warrant. There are various types of pay within the computerized system. An employee with an annual salary assignment typically receives an equal monthly salary amount. Timesheets can be used to pay substitutes and additional hours worked outside an employee's annual salary assignment. Most substitute pay is generated by the SmartFind Express System which is used to assign and call substitutes for teacher absences. All absences for each employee group are recorded in this system, whether requiring a substitute or not. The absence and substitute pay information is periodically sent electronically through an import file to the payroll software (IFAS). This import file then automatically creates a timecard entry for the employee leave taken and substitute pay.

GUIDELINES FOR ASB TIMESHEET PAYMENTS AND SUBSTITUTE COSTS

Payment to employees who perform a service for an ASB activity or game must be paid through Payroll to ensure compliance with payroll laws. These payments cannot be made through the school imprest account.

- 1) Once an employee has been officially hired and set up for payment through our Human Resources Department, timesheets may be submitted for work performed.
- 2) Schools and/or departments may turn in timesheets to Payroll using the account code and object code of 9713007251 / 4396. This is a holding account code used until the expenditures are cleared through the ASB Fund.
 - Timesheets must be filled out completely and accurately using ink, not pencil.
 - The timesheet must have the employee's name as it appears on their payroll warrant, which matches the current Social Security Card name on file in HR.
 - Timesheets can not be processed for any person that has not been officially hired through the Human Resources Department.
 - Hours worked must be recorded to the nearest quarter hour.
 - The hourly rate of pay is determined only by the Human Resources Department.

- Timesheets are signed by the employee's Supervisor/Principal.
 - Timesheets should be submitted to Payroll on a weekly basis.
 - The pay dates for timesheets will follow the published payroll calendar for the current fiscal year.
 - Payroll will process timesheets with the General Fund account code of 9713007251-4396.
 - If an employee is going to be absent because of an activity or related event and requires a substitute paid for by ASB, the employee can not enter the absence themselves. The School Office Manager should be entering leave as it is related to District Release or a Job Related Leave. To charge the substitute expenditure to ASB, enter the General Fund holding account code (9713007251-4396) in the SmartFind Express System. Do not enter the actual ASB expenditure code.
- 3) If the ASB event is performed at the Everett Memorial Stadium, the Athletics Department will complete a timesheet using the 9713007251-4396 account code. These timesheets will then be sent onto Payroll and to Accounting for processing.
- Accounting completes an ASB Authorization Form using the timesheet from Athletics to identify a breakdown by location with the employee's name, date of service, activity or game, hours worked and gross pay.
 - Accounting will forward this ASB Authorization Form onto each location to obtain the appropriate signatures.
- 4) ASB Secretaries will send to Accounting the ASB Authorization Form with the appropriate signatures that include the:
- ASB Treasurer
 - Student Activity Representative
 - ASB Primary Advisor
 - ASB Activity Advisor.
- 5) The ASB Authorization Form is NOT a Payroll Timesheet. No payment to the employee will occur with this form. This form is submitted to Accounting with the actual ASB Account Code to be charged.
- 6) Four work days prior to the Payroll pay date, Accounting will be able to run a Payroll Distribution Report that will display gross wages plus benefits. (PYREFLSH, DISTRP)

- 7) Accounting will match the transactions on the Payroll Distribution Report to the ASB Authorization Form. If there are any missing ASB Authorization Forms, Accounting will determine the following:
- Was the payment initiated by the SmartFind Express system? Accounting will log into SmartFind Express to determine if payment was initiated by SmartFind Express rather than a payroll timesheet. Accounting will identify the school or department to contact to request an ASB Authorization Form for payment authorization.
 - If the payment was initiated by a payroll timesheet, Accounting will contact Payroll to receive a copy of the timesheet to determine the school or department. Accounting will then contact the school or department to request an ASB Authorization Form for payment authorization.
- 8) Accounting will be able to pay the ASB expenditure through the Accounts Payable system for all ASB Authorization Forms received.

Everett Public Schools

ASB Authorization Form for employee pay

No payment to employee will occur with this form

Employee Name (List sub name if applicable)	Date of Service	Service Performed & List Activity or Game	Hours Worked	Estimated Gross Pay	ASB Code

I authorize the above services rendered are ASB activities. This authorization is for reimbursement to the Everett Public Schools General Fund, by the ASB program funds for payroll charges, including fringe benefit costs.

ASB Treasurer **Date**

Student Activity Representative **Date**

ASB Primary Advisor **Date**

ASB Activity Advisor **Date**

This authorization form is NOT a payroll timesheet. This form is authorization for ASB to reimburse General Fund for employee pay only.



Everett Public Schools

2011 - 2012 Payroll Calendar

(Subject to change)

Timesheets are due into Payroll on a weekly basis.

MONTH	PAY PERIOD FOR TIMESHEETS	TIMESHEETS DUE IN PAYROLL	PAY DATE
Year End ACCRUAL SEPTEMBER 2011	PRIOR TO SEPT 1 SEPT 1 – SEPT 3	SEPTEMBER 9 SEPTEMBER 6	SEPTEMBER 23 SEPTEMBER 30
OCTOBER 2011	SEPT 4 – OCT 8	OCTOBER 11	OCTOBER 31
NOVEMBER 2011	OCT 9 – NOV 5	NOVEMBER 8	NOVEMBER 30
DECEMBER 2011	NOV 6 – NOV 26	NOVEMBER 29	DECEMBER 16
JANUARY 2012	NOV 27 – JAN 7	JANUARY 10	JANUARY 31
FEBRUARY 2012	JAN 8 – FEB 4	FEBRUARY 7	FEBRUARY 29
MARCH 2012	FEB 5 – MAR 3	MARCH 6	MARCH 30
APRIL 2012	MAR 4 – APR 7	APRIL 10	APRIL 30
MAY 2012	APR 8 – MAY 5	MAY 8	MAY 31
JUNE 2012	MAY 6 – JUNE 9	JUNE 12	JUNE 29
JULY 2012	JUNE 10 – JULY 7	JULY 10	JULY 31
AUGUST 2012	JULY 8- AUG 4	AUGUST 7	AUGUST 31



EVERETT PUBLIC SCHOOLS

TIME SHEET AND PAYROLL ADJUSTMENT RECORD

				thru
Employee ID#	Last Name	First Name	Location No.	Payroll Period

15 min. = .25
 30 min = .50
 45 min = .75
 60 min = 1.00

Record hours to the nearest Quarter Hour (.25)

Date	Activity Performed	Regular Hours	Overtime Hours		Date	Duties Performed	Regular Hours	Overtime Hours
				Total Hours - - - - -				

PAYROLL ADJUSTMENTS (Shift Difference, Rate Difference):

Date	Description of Adjustments	Hours	Rate	Total Addition	Total Deduction
					()
					()
					()

I certify that the above is an accurate record of time worked and adjustments during the period indicated.

Authorization: I hereby approve the hours and payroll adjustments indicated above for payment.

<u>Employee Signature</u>	<u>Date</u>	<u>Supervisor Signature/ Budget Authority</u>	<u>Date</u>
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RECAPITULATION

Hours	Account Code	Regular @ \$	Overtime @ \$	
				()
Gross monthly salary- - - - -				\$

Timesheets must be submitted to Payroll at the end of each pay period.