

## **SECTION 5.01 – PAY**

Contact: Payroll @ Extension 4160

### **A. Overview**

Employee wages are determined and then entered into a computerized system (BusinessPlus) that processes the earnings, benefits and other types of deductions to produce a payroll. 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 is 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 (BusinessPlus). This import file then automatically creates a timecard entry for the employee leave taken and substitute pay.

Each site will print a 'job report' each day which is then posted at the front desk to collect the substitute signature when the substitute arrives for the job. Substitutes have received instructions to identify their job numbers on the sign-in report, sign-in, with a legible signature, and report any coverage hour discrepancies to the site immediately.

If there are corrections that need to be made regarding substitute pay hours, each site is encouraged to make the adjustment with the substitute present and to have them initial the change.

On a daily or weekly basis (depending on the site supervisor's direction) submit the job reports to your supervisor for review and signature. Each site will collect these reports and keep them in a binder for future verification and/or review. At the end of each school year, the payroll office will collect this information from each site and collectively store them per the required records retention schedule.

### **B. References**

Collective Bargaining Agreements – [Policy/Procedure – Series 5000](#)  
[RCW 28A.400.220](#)  
[RCW 49.46.020](#)  
[RCW 49.46.130](#)

### **C. Employee Pay Assignments**

The employee annual salary assignment information is determined and then entered into the computer system by the human resource department. The information entered is then electronically sent to payroll each month. Changes received in payroll reflect the new monthly salary amount and new hourly wage rate. The human resources department is responsible for the entry of:

- Basic salary assignments
- TRI assignments

- Supplemental and extended days
- Professional Certification Compensation Program
- Salary schedule placement
- Salary increases
- Retroactive pay
- Stipends
- Longevity pay
- Professional standards pay
- Athletic assignment

#### **D. Employee Timesheets**

Paper [timesheets](#) are turned in for additional hours worked, not already recorded electronically through the SmartFind Express or Electronic Registrar Online (ERO) Systems. [Timesheets](#) should be submitted to payroll on a weekly basis, and must be signed by the employee and approved by the employee's supervisor and/or budget authority. Do not pre-sign a [timesheet](#), estimate hours or submit a timesheet in advance for future hours. [Timesheets](#) cannot be processed for any person that has not been officially hired through the human resources department.

##### **Timesheets must:**

- be filled out completely and accurately **using pen NOT pencil**
- show the employee's name as it appears on their Social Security Card
- have the hours recorded to the nearest quarter hour
- list the actual dates worked, not a date range

The payroll period for [timesheets](#) is determined by the payroll office prior to the start of each school year. A payroll calendar, which identifies these dates, is printed and distributed to all office managers. The human resources substitute employee placement desk distributes a copy of the payroll calendar to all substitute employees. Any paper [timesheets](#) submitted to the payroll office after the payroll due date, will be processed in the next payroll period. A copy of the timesheet should be retained on file at the school and/or department.

All stipends, with the exception of overnight student camps, must be submitted to the human resources department for authorization.

#### **E. Substitute Pay**

Payroll will pay substitute employee wages using the SmartFind Express System as described in the overview listed above with a few unique exceptions. If a [timesheet](#) is submitted for substitute pay (ex: substitute custodians or food service), then the same rules as listed in Section D above will apply to these submittals. In addition, substitute [timesheets](#):

- should identify the date worked
- should identify the job number

- should determine if the work is for a full day or half day (for certificated substitutes), or determine the actual number of hours worked to the nearest quarter hour (for classified substitutes)
- should identify the name of the absent employee that the substitute is working for
- should be turned in to the school or department's office manager for proper account coding, principal or budget authority signing and timely submission to payroll for payment