

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.