

PAYROLL PROCEDURES

Revised
Sept 22, 2008

Payroll Technicians:

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Payroll Supervisor

Barb Lopez	02197
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Director Fiscal Services

Chuck Struck	02050
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**Payroll Office,
Main Administration Building, Room 128
Office Hours 8:00 to 5:00 M-F**

***Temporary Address 10-1-08 through 3-31-09
1033 N Franklin, Room 12**

FORMS DUE DATES

Forms increasing pay (overtime and extra work forms) are to be entered & approved in Peoplesoft by the 5TH of the month. Forms changing pay deductions are due in payroll by the 10th of the month. Peoplesoft is now Oracle-Peoplesoft Enterprise.

D. Regular Payroll – Payday is the first banking day of the month.

1. Employees who are paid on the regular payroll
 - a. Employees who fill a permanent position and who work standard hours
 - b. Employees who are entitled to benefits
2. Regular Payroll Process
 - a. Your advice is available 2 days prior to payday on the d11 website, under view paychecks, or by e-mail (self service, sign-up required).
 - b. Overtime/Extra Duty hours are paid with the following pay period (June hours are paid on the August 1 paycheck).

NOTE: Payroll is open daily from 8:00 a.m. to 5:00 p.m.

E. Special Payroll – Payday is the fifteenth of the month, or the first banking day thereafter.

1. Employees who are paid on the Special Payroll
 - a. Substitute employees
 - b. Crossing guards who are not employed in another permanent position
 - c. Employees who work on a non-regular basis
 - d. Employees who do not fill a permanent position
2. Special Payroll Process
 - a. Pay stubs are mailed.
 - b. Payment on the 15th is for the previous month's work (June hours are paid on the July 15 paycheck).

F. Food Service and Transportation Payroll

1. F/T Employees are paid twice a month.
 - a. Food Service employees
 - b. Food Service substitutes
 - c. Transportation employees
2. Twice a Month Payroll Process
 - a. Your advice is available 2 days prior to payday on the d11 website, under view paychecks, or by e-mail (self service, sign-up required).
 - b. Paydays are the first workday of the month and the 15th of the month.

G. How is Payroll Authorized to Pay Employees?

1. A Personnel Action initiated by Human Resources, after approved by the Board of Education
2. Master Agreement – approved by the Board of Education
3. ESP Handbook – approved by the Board of Education
4. Executive Professional Handbook – approved by the Board of Education
5. Other Board-approved payments, such as substitute pay rates

H. Compensation in Addition to Base Pay

NOTE: Forms received late or incomplete by the Payroll Department (after the due date) will be delayed until the following regular paycheck.

1. All Clubs and Activities Stipends, authorized by the Master Agreement, are paid in December and June only.
2. All Department Chair Stipends, authorized by the Master Agreement, are paid in December and June only.
3. Education Stipends, authorized by the ESP Handbook, are paid in December to grandfathered ESP employees.
4. Longevity Pay, authorized by the Master Agreement and ESP Handbook, is paid for 16, 29, and 32 year increments for Teachers and for 5, 10, 15, 25, and 30 year increments for ESP.
5. Educational Steps for Teachers become effective within 2 months after paperwork turned in.
6. Retirement Sick Leave Payouts of 75% accrued sick leave for retired Teachers, ESP and Executive/Professionals are paid in September and February.
7. Athletic Stipends, authorized by the Master Agreement, are paid when the **sport is finished** and the stipend has been approved by the Athletic Director.
Coaches will not be paid BEFORE completion of the above.
8. One Time Payments, as approved by the Board of Education, are paid on the next scheduled pay date.

II. Using the Absence Reporting System

A. Highlights

1. All employees must use the automated system to report absences, even if a substitute is not required.
2. To establish a personal identification number (PIN), call 520-2484 and follow the recorded directions.
3. See page 5 for a list of absence codes.
4. All absences recorded in the system are assigned a job number. If the absent employee cannot provide a job number, then the system did not record the absence. Supervisors should never approve a leave request form without a job number.
5. School administrators review daily absences to provide coverage for the classroom.

III. Payroll Reporting

Absence and Substitute Form #88550 will no longer be used when reporting absence/substitutes to the SEMS system. Please refer to your SEMS manual for procedures.

All employees (excluding bus drivers, food service workers, and substitutes) in the district will be required to call the SEMS system to record their absences, and where necessary to obtain a substitute to cover for their absence. The system will automatically notify a substitute where needed. If a teacher fails to call the system, a sub will not be notified!

Employees will no longer be required to complete an absence slip. They must login online or call the system to record their absences by the date of the absence. If an absence is not called in by the day of the absence, the employee will be required to complete an absence form (#88550) which will be sent to HR for data entry. Substitute pay must be entered at the site on the online time entry system. HR will track those schools/employees that do not use the system and notify Principals/Supervisors.

1. To pay a substitute outside the SEMS System, complete the absence and substitute form 88550. Pay data is automatic when the SEMS System is used. Use the SEMS System whenever possible.
2. Account numbers/chart fields vary by absence code.
 - a. For absences at school using absence codes beginning with 01, 02, 04 and 05 use the following account numbers:

Teacher	10-681-00-00900-012020-0000
Teacher Aide	10-681-00-00900-012040-0000
Clerical	10-681-00-24110-012050-0000
Class Coverage	10-681-00-00900-012020-0000
Campus Supervisor	Submit absence form to the Security Office for the account number/chart field and approval.

NOTE: The SEMS system will automatically add the account numbers, however, please verify them for accuracy when approving your employees/stubs.

**Substitutes are vital to this district. As part of our customer service to them, one of our primary goals is to pay them on time!
Substitutes who do not get paid on time will work for other districts that do pay on time!!!!**

CLASS COVERAGE

No class coverage will be paid for ESP absences that are unfilled.

If a teaching position goes unfilled and another teacher provides class coverage, the teacher(s) covering the class shall be paid at the rate of \$23.79 per hr. (Do Not pay the classroom teacher for time the students spend in PE or Music-they are paid for the time spent teaching the students ONLY.)

PE or Music teachers are paid class coverage when additional students are sent to their class.

To pay class coverage, we must first try to assign a substitute through the SEMS system prior to class coverage. The absence cannot be reported as “**No Sub Required**”.

Complete an absence and substitute form to include the name(s) of the teacher(s) providing class coverage and the rate of pay. Keep these forms for your records only.

If the absence is called in as a code 30, and the teacher could not get a substitute, the department who is paying for the training covers the cost of the class coverage for the absent employee.

You will enter the class coverage codes as follows:

CCE-Class Coverage for ESP

CCT-Class Coverage for Teachers

The account code fields will be automatically filled for class coverage (CCE and CCT).

All Class Coverage slips now will have to be keyed into the On-Line Time Entry System at your site. DO NOT SEND CLASS COVERAGE SLIPS TO HR OR PAYROLL AFTER ENTERING THEM INTO THE SYSTEM.

Call Barbara Lopez in the Payroll Department at 520-2197 to get access and training for the On-Line Time Entry System.

No Teacher Substitute Available

An ESP may cover when no Teacher Substitute is available at the rate of \$ 9.69.

Code 30's

Code 30 does occur when another department is paying for the substitute.

Before a Code 30 is used, the teacher requesting the substitute, the principal and the secretary will have been notified by e-mail by the person or department doing the training of what code to use and what department is paying for the substitute.

Once the absence is called in properly, the next day the paying department will go in to the system and approve the Substitute records. You the approver will go in and approve the Leave records of all employees *daily*. **Keep the form for your files.** **The Human Resource and Payroll Department do not need a copy of the forms.**

❖ **For 30 Codes that have not been called into the system**

- a. Complete the Absence & Substitute Form
- b. Keep a copy
- c. Forward form to the department paying for the substitute. **(See Attached List)**
- d. Forward copy to HR so the Leave record can be docked from the employee.

For 039 (School Pays for Substitute)Code-If your site is paying for the substitute, you must then approve both the Leave record and the Substitute record. Enter your appropriate account number on the On-Line time entry System. **Keep the form for your files.** **The Human Resource and Payroll Department do not need a copy of the forms.**

CODE 30's

Codes 030's are broken down by departments who are paying for the Substitute. Makes it easier to track what department is responsible for the substitutes pay. **These codes require Pre-Approval from the departments before use.**

028-Human Resources

029-Meeting-No Substitute Required

030- Athletics

031- AREO

032- Risk Management

033- Curriculum & Instruction

034- ESL/ELL

035- Gifted & Talented

036- Instruction-School Leadership

037- SPED

038- Staff Development

039- School Pays for Substitute

070- Career & Technical Ed

071-LRS-Teachers

072-LRS-ESP

073-Fine Arts

074-Health/PE

075-Avid Tutors

076-Response to Intervention

100-Title 1 Department (The 100 series of numbers are dedicated to the Title 1 Department).

200+ Grants Department (The 200+ series of numbers are dedicated to the Grants Department).

Absence and Substitute forms are required if not reported in the SEMS System or recorded online.

If the employee is not able to call the absence in by the date of absence, the employee is required to complete an Absence and Substitute Form which will be sent to HR for data entry and auditing purposes. If there is a substitute associated with the absence, the school will enter the time on line to pay the substitute. The school office will keep the completed time slip for audit documentation.

1. The employee must sign the form attesting to days and hours worked. (Please do not hold the forms waiting for signatures, as they must be sent in a.s.a.p.)
2. The authorizing supervisor must sign the form attesting to days and hours worked.
 - 1) Principals are required to pay for the substitute costs when they approve an absence code beginning with 3.
 - a) If the teacher substitute costs are to be paid from the building administration program (24110), then use chart field 10-xxx-00-24110--012020-0000
Since budget is not allocated at the beginning of each fiscal year to the above 012020 account, budget funds will be drawn from the other discretionary 24110 accounts as needed to cover the salary and benefits authorized by the principal.
 - b) Or substitute costs can be charged to these Student School Activity (SSA) Funds. Use chartfields:
These are the only SSA accounts that can be used:

74-xxx-00-19024-742500-0000	Childcare
74-xxx-00-19025-742500-0000	School wide
74-xxx-00-19026-742500-0000	Sports Challenge
 - c) Absence codes beginning with 6 are used for CSEA business-related absences. A signed CSEA form authorizing the release must be attached to the absence form.

A. Overtime and Extra Work Form # 88180

Teachers will continue to utilize the Extra Work Forms to report hours beyond regular work day to be paid.

Substitutes not obtained through the SEMS system will report work time on form 88180.

ESP must complete the ESP tracking form identifying extra payment.

B. Online Time Entry

1. Staff turns in payment forms (above) by the 1st of the month to school and/or department office.
2. Office staff enters the additional time to be paid into Peoplesoft.
3. Forms are due to be entered & approved in Peoplesoft **by the 5th of every month.**
4. Enterer runs report – verify all entries properly entered and saved.
5. Give forms to Principal for approving time.
6. Principal approves, changes or recycles time entry in Peoplesoft.
7. Enterer again runs report. Verify all time entry has approved status.
8. Store report with approvals & work forms for future audits.

C. Account Numbers

1. Some standard account numbers/chartfields are:

Lunchroom Aides – 10-614-00-24110-012050-0000

Crossing Guards – 10-614-00-33910-012050-0000

2. If paying for the overtime and extra work from SSA funds, enter the SSA account number on the form.

a. Elementary and Middle Schools – Enter SSA # in Oracle online time entry.

b. **These are the only SSA accounts that can be used:**

74-xxx-00-19024-742500-0000 Childcare

74-xxx-00-19025-742500-0000 School wide

74-xxx-00-19026-742500-0000 Sports Challenge

c. High Schools – A reimbursement check must be submitted with the payroll form.

3. Occasionally an outside entity will agree to pay for a sub in order to have D11 staff pursue a particular activity. When requesting the reimbursement, include the salary and benefits. Benefit amounts are as follows:

<u>Date</u>	<u>Medicare</u>	<u>PERA</u>		<u>Benefit Amount</u>
July-Dec 2008	1.45%	12.05%	=	13.50% of salary
Jan-June 2009	1.45%	12.95%	=	14.40% of salary

Anytime slips that need to be sent to Payroll – Grants Title or SPED, are due in the Admin Bldg. on the 1st day of the month. Late time slips or late approvals will be paid on the next paycheck - (2 month lag – rather than 1 month lag)

D. Athletic Game Management Form #88020

1. Timesheets must be submitted first to the Athletic Department for approval.
2. Forms are due in Athletic Office **by the first day of every month.**
NOTE: Forms received late or incomplete (after the due date) will be delayed until the following regular paycheck.
3. The form is used to report game management at sport events, such as ticket takers, track officials, and scorekeepers, as described on page 10.
4. This form is not used to pay certified officials, such as football, basketball and wrestling referees or baseball umpires. These officials are independent contractors and are paid as non-employees.

NOTE: Forms approved online or received late or incomplete by the Payroll Department (after the due date) will be delayed until the following regular paycheck.

Forms available at the warehouse

88550

88180

88020

COLORADO SPRINGS SCHOOL DISTRICT NO. 11

ABSENCE CODES

<u>FAMILY/NAME</u>	<u>CODE</u>	<u>ALPHA CODE</u>
<u>Paid Absences and Leaves</u>		
Teacher/Paid Leave	010	TLV
Vacation	011	VAC
Sick Leave	020	SCK
Additional Sick Days	021	SHD
Maternity Leave	022	MTR
<u>Departments and Meetings</u>		
Meet and Confer	023	DMT
Negotiations	024	DMT
Human Resources	028	DMT
Meeting-No Sub Required	029	DMT
Athletics	030	DMT
AERO	031	DMT
Risk Management	032	DMT
Curr and Instruction	033	DMT
ESL/ELL	034	DMT
Gifted and Talented	035	DMT
Achiev & Accountblty	036	DMT
Special Education	037	DMT
Staff Development	038	DMT
School Pays for Sub	039	DMT
Career & Technical ED	070	DMT
LRS-Teachers	071	DMT
LRS-ESP	072	DMT
Fine Arts	073	DMT
Health/PE	074	DMT
AVID Teachers	075	DMT
Response to Intervention	076	DMT
<u>Leaves</u>		
Admin LV with Pay	040	AWP
Prof Leave	041	PRO
PLV No Loss of Pay	042	PLV
LV without Pay	043	LOP
Adm Leave w/o Pay	044	AWO
Visitation-ESP Only	045	VIS
<u>Miscellaneous</u>		
Jury/Court Duty	050	JUR
Workers Compensation	051	W/C
Military Duty	052	MIL
Evaluation Rel Time	053	EVL
Interview Committee	054	INT
<u>CSEA</u>		
CSEA Business	060	CEA
D11/CSEA Business	061	CDE

Colorado Springs School District No. 11

Substitute Pay Rates for FY 08/09

Sub-Teacher

Certificated	Full Day	\$85.00
	Half Day	\$42.50
Non-Certificated	Full Day	\$85.00
	Half Day	\$42.50
Emergency ESP Sub (Non-certified)	Per Hour	\$ 10.08

Sub-Teacher:

Certified or Non-certified On the 11th day in the same position and thereafter, the sub is entitled to \$156.84 per day, and \$78.42 per ½ day.

Other Sub Rates:

Certificated Rates:	Per Hour	
	Class Coverage	\$23.79
	Program Coordinator	\$23.79
	Curriculum Writing	\$23.79
	Tutoring	\$23.79
	In Service Instruction	\$31.92

ESP Rates:

	Per Hour	
	Clerical	\$ 9.00
	Clerical – Passed Clerical Testing	\$ 9.00
	Library Media Tech	\$ 9.00
	Study Hall Supervisor	\$ 9.00
	Computer Lab Asst	\$ 9.00
	Copy Assistant	\$ 9.00
	Lunchroom Aide	\$ 7.02
	Crossing Guard	\$ 9.00
	Teacher Assistant	\$ 9.00
	Educational Assistant	\$ 9.00

Extra hour schools			
Substitute- teachers	1-10 Days	91.00 per day	45.50 ½ Day
	11 th and Beyond	176.34 per day	88.17 ½ Day

Adams, Hunt, Rogers, Twain, Wilson