

PAYROLL GUIDELINES

- Leave should be entered on a daily basis. Any leave entered more than two days past the date of occurrence shall be considered late. Timely entry will enable accurate and up-to-date information on employees when questions arise such as workman's comp and excessive absences. This will also enable you to submit your payrolls on time.
- The Payroll department should be notified **immediately** of:
 - All terminations
 - Any errors
 - If an employee is out for more than **three** days in any pay period.
- Paydays are the 15th and 28th of each month unless they fall on a non-work day then payday is the workday proceeding. Leave on check stubs are two weeks behind.
- H608 may be used to display **ALL** absences posted and non. H605 is to lookup substitutes.
- Payroll reports:
 - Four reports should be submitted HB604, HB605, HB611 and HB612
 - Must be signed by principal/supervisor before submission. Be sure all employees for your site are reported on one of your payrolls.
 - **Payrolls are due the first courier after 15th or end of month.**
 - Please print payroll on 8x10 paper, Make sure the ink in the printer is adequate for easy reading.
 - All "write ins" must have detailed explanation.
 - Make sure all forms are attached or copy is attached.
 - Leave forms should be in the order of your payroll
 - If signature is not legible, please have employee print name.
 - The name on the leave forms must match the computer (no nicknames).
 - Submit sub printout (HB605) also and check for accuracy.
 - Errors will be returned for correction and subs will not be paid until we have the correction.
 - **Please double-check your payrolls after printing and before sending.**
- Stop payment fees are \$30.00. Please hesitate mailing out any checks. If an employee asks you to mail their check, inform them that if the check is lost it will be their responsibility to pay the stop payment fee, in cash, before the check is re-issued.
- Every document submitted to payroll must contain name and employee number.
- Leave forms:
 - Correct leave forms may be obtained off the school board website.
 - Ensure to mark the correct box for the leave used.
 - Complete all leave forms completely
 - Full date - 09/18/2003
 - **Printed name**
 - Employee #

Sumter County School Board

Payroll Guidelines

- Employee signature
- Signature of Supervisor
- Reason for absence if required
- All TD's or field trips must have funding source, project description **and** project number, and must be approved by project manager. TD's missing this information will be charged to the school budget.
- H608: Cannot enter more hours than an employee works per day
 - Let the computer auto generate the record number
 - Let the computer auto generate the pay.
 - If you change the leave hours blank out the pay and let it auto generate.
 - If the employee cannot be located through F4 prompt check H503 if not found on H503 call HR to set up employee and then payroll to set up job record. If job record not found call the payroll department.
 - All primary jobs are entered on job 01 and 09. This is to allow for dual jobs.
 - Sub strip must be entered for all Field Trips or Temporary Duty
 - Teachers are entered daily, all other are entered hourly. Teachers, aides, lunchroom and bus drivers can use ½ or 1 day of leave. The reason for this is the use of subs. If you call in a sub the least we can pay them is ½ day. Calendar people can use 1,2,3 hours etc. (no ½ hours) of leave.
 - Employees who are out for more than 10 days and are out of leave must fill out a Leave of Absence form or a Family Medical Leave form.
- Don't forget to report the extra 12 minutes that perm subs receive for substituting for a classroom teacher. **This must be reported timely.**
- Make sure that the secretary, the principal or another designated person will be at work on payday to receive paychecks. Let the payroll department know who the designated person will be if it is not the secretary or the principal.
- The payroll department will deliver checks to the schools/work sites. Employees may not pick up checks from county office.
- Extra Bus Trips should be sent to Payroll after the Principal signs
- Be sure to shred all documents that contain Social Security numbers
- The secretary is responsible for reporting payroll. Please inform the payroll department if someone other than the secretary will be entering payroll. Please direct all payroll questions for your site through the payroll designee. Each work site should have one person contacting the payroll department.
- Only one project per PS-100
- Any payroll check unclaimed after one week must be returned to the county office. Please make every effort to contact the employee/sub before returning the check