Payroll Process

Staff have entered time/leave into Timetracker system.

↓

A week prior to completing payroll, Leave Requests are reviewed, either electronically or from a printed copy, from Timetracker by supervisors.

↓

Once approved by supervisors, Dept. Admin. Assistants process the leave in Timetracker. An automated email is sent to the requesting employee.

↓

The Payroll Clerk then verifies that there is ample leave available in the Smart System.

↓

A week prior to completing payroll, Dept. Admin. Assistant or Supervisor checks payroll hours for discrepancies. Staff are contacted if questions arise and any necessary changes are made.

↓

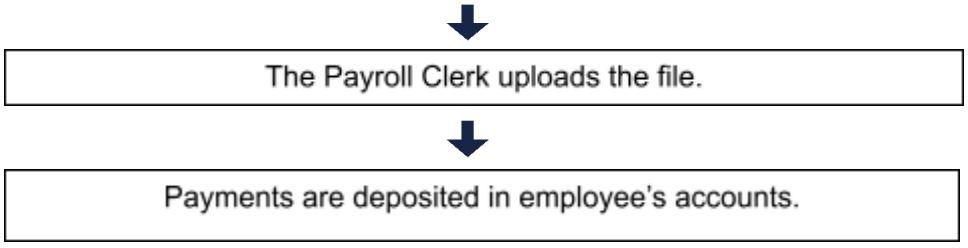
Department Admin. Assistants process the hours in the Timetracker system. The Payroll Clerk verifies all hours are approved by Supervisor. Once all departments are approved, the Clerk closes the payroll period and imports hourly payroll into Smart systems.

↓

Payroll Clerk sends timecard detail report to Admin. Assistants and Supervisors. Supervisors review the payroll reports and clarify any questions in coding, rates of pay, etc.

↓

The Business Manager requests transfer of funds from the state to the bank to cover the payroll amount.



Additional Information:

- Teacher/Itinerant payroll for contracts runs from September through August.
- Policy and Management are contracted July through June.
- Paraprofessionals and letter of assignment staff are paid hourly.
- In February of each year, a cross check of leave and contract work hours are completed and sent to staff.