

# **Snyder Independent School District**

# **Payroll Manual**

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## **1.0 Establishing a New Employee for Payroll Purposes**

- 1.1 Each supervisor employing a new employee must complete a Personnel Action Form (PAF).
  - 1.1.1 Attach completed application packet including transcripts, service record, and teaching certificate.
- 1.2 The completed Personnel Action Form is sent to the Human Resource Office for verification. Human Resources will then forward a copy to the Payroll Office.
- 1.3 The employee must complete an I-9, W-4, and SSA 1945 form if appropriate.
  - 1.3.1 The employee must submit a copy of his/her social security card.
  - 1.3.2 The employee must submit a copy of his/her driver's license.
  - 1.3.3 The employee must be fingerprinted or show evidence of required fingerprinting.
- 1.4 The Personnel Action Form is matched with the documents previously listed. If there is a variation in the information provided, the employee is contacted for correction.

## **2.0 Authorization Agreement for Direct Deposit**

- 2.1 S.I.S.D. has a mandatory Direct Deposit policy.
- 2.2 Employees must complete a Direct Deposit Authorization form for automatic deposit.
  - 2.2.1 This will provide the employee's bank transit number, account number, and account type to the business office.
  - 2.2.2 A voided check or deposit slip must be attached to the Direct Deposit Authorization form.

## **3.0 Employee Irregular Payment Request**

- 3.1 Obtain Irregular Payment Request forms from campuses or from the business office for extra duty payment. This form must be completed and submitted to the Payroll Office.
  - 3.1.1 The Irregular Payment Request must be signed and dated by the employee and the supervisor in order for Payroll to process a payment.

3.1.2 It is the responsibility of the supervisor to indicate to payroll on the irregular payment request the budget account in which payment is to be distributed from. The business office can assist you in obtaining the correct budget number.

3.1.3 Documentation verifying extra duty should be attached to the Irregular Payment Request. Pay request must be submitted within 30 days of duty.

#### **4.0 Payroll Deduction Agreement**

4.1 Arrangements for S.I.S.D. approved payroll deductions may be set up. Employees must provide the Payroll Deduction Authorization form with required information.

#### **5.0 Distribution of Paychecks**

5.1 Payroll Calendar:

5.1.1 Employees are paid on the 25<sup>th</sup> of each month unless that date falls on a weekend or holiday.

5.1.2 If the normal pay date falls on a weekend or holiday, pay checks are normally distributed the first business day prior to the 25<sup>th</sup>.

5.1.3 The supervisors must have Irregular Payment Requests and Time Sheets submitted and approved 10 days prior to payday. These requests must have the correct budget account number to charge, proper approvals in compliance with the fiscal authorization form and must be signed by the employee and supervisor.

5.2 Campus Paychecks:

5.2.1 S.I.S.D has a mandatory Direct Deposit Policy. Payroll paper checks will not be issued.

5.2.2 Wage and earning statements/vouchers may be viewed and printed through True Time's Employee Access.

### 5.3 Non-Distributed Paychecks and Direct Deposit Vouchers:

5.3.1 The appropriate campus supervisor must secure any paycheck or direct deposit voucher issued to an employee who is known to be absent on payday until the employee returns to campus. If the employee does not return, the paycheck or direct deposit voucher should be sent back to the business office.

5.3.2 Any paycheck or direct deposit voucher for an employee who has been terminated, transferred or is on leave of absence, should be returned to the business office immediately.

5.3.3 NO PAYCHECK OR DIRECT DEPOSIT VOUCHER ARE EVER TO BE GIVEN TO ANY OTHER PERSON UNLESS THEY HAVE A WRITTEN NOTE FROM THE EMPLOYEE AND PROPER IDENTIFICATION.

### 5.4 Miscellaneous Paychecks and Direct Deposit Transfer Procedures:

5.4.1 Employee must contact the payroll office if a direct deposit transfer was not received.

5.4.2 An employee may be responsible for any stop payment charges.

## 6.0 Time Sheet/Card Procedures

6.1 All non-exempt employees should accurately record all time transactions. Employees set up on True Time should clock in and out each day.

6.2 It is a supervisor's responsibility in directing employees to submit time sheets accurately and in a timely manner.

6.3 Time Sheets or Irregular Payment Request should not be submitted or approved unless employee work hours are accurate and ready for payment.

6.4 Actual hours worked should be recorded by rounding to the nearest ¼ hour per table below.

## **Rounding Table**

0-7 minutes report as an even hour (part of last completed hour)

8-24 minutes report as a quarter hour

25-37 minutes report as a half hour

38-52 minutes report as a three quarter hour

53-60 minutes report as an even hour

- 6.5 Calculate the totals for each day and week.
- 6.6 Employees must indicate in and out times for lunch or other breaks in the workday in excess of 15 minutes.
- 6.7 Supervisors must approve all variations from standard work schedule in advance.
- 6.8 If an employee is eligible for overtime and works more than 40 hours during the regularly scheduled work week, he/she will receive pay at the rate of time and a half.
  - 6.8.1 Straight time will be earned for holiday days worked, unless the weekly total of hours worked exceeds 40 hours.
- 6.9 Overtime Pay
  - 6.9.1 Hours worked in excess of 40 hours per week require the approval of a supervisor. Hours will be considered over time if there is no vacation, sick or personal time during that period.
  - 6.9.2 Overtime pay will be established at the rate of time and one-half.
  - 6.9.3 Forward fully completed and approved Time Sheets or Irregular Payment Request form to the business office for payment within thirty (30) days of the duty.