PAYROLL PROCEDURES

Certificated Payroll: Diana Romero

Classified Payroll: Ana Gonzalez

Timesheet 2022-2023 Due Dates

Due Dates for Supplemental Time have changed!

PAY DATE FOR SUPPLEMENTAL TIME AND SUBSTITUTE WORK HAS CHANGED TO THE 15TH OF EVERY MONTH

DATES TO INCLUDE ON A TIME CARD ARE FROM THE 1ST OF THE MONTH TO THE END OF THE SAME MONTH.

DUE DATE TO SUBMIT TIME CARDS HAS CHANGED TO THE 1ST OF THE FOLLOWING MONTH

ONLY ONE MONTH RECORDED PER TIMECARD

Burton School District
College and World Ready

2022-2023 Time Card Due Dates

Work Dates to be included on Time Card	Time Card Due Date	Pay Date
June 1st – June 30th, 2022	July 1st, 2022	July 15th, 2022
July 1st – July 29th, 2022	August 1st, 2022	August 15th, 2022
August 1st – August 31st, 2022	September 1st, 2022	September 15th, 2022
September 1st – September 30th, 2022	October 3rd, 2022	October 14th, 2022
October 3rd – October 31st, 2022	November 1st, 2022	November 15th, 2022
November 1st – November 30th, 2022	December 1st, 2022	December 15th, 2022
December 1st – December 29th, 2022	January 3rd, 2023	January 17th, 2023
January 3rd – January 31st, 2023	February 1st, 2023	February 15th, 2023
February 1st – February 28th, 2023	March 1st, 2023	March 15th, 2023
March 1st – March 31st, 2023	April 3rd, 2023	April 14th, 2023
April 3rd – April 30th, 2023	May 1st, 2023	May 15th, 2023
May 1st – May 31st, 2023	June 1st, 2023	June 15th, 2023

New Timesheet Format

The importance of processing timesheets on time:

➢ Avoid penalties

➢ Ensures employees are paid on time.

➢ Minimizes the risk of errors.

➢ Minimizes the risk of duplicating timesheets.

➢ Gives payroll time to efficiently process employee timesheets.

Note: Please do not use the old Timesheet template. Payroll will no longer be accepting them. They will be returned for re-submission

PAYROLL PAYMENTS PROCESSED BY SIGN-IN/OUT SHEETS

Notify payroll department ahead of time when you are planning to pay employees via Sign in sheets.

Provide payroll a Separate sign in sheet for Certificated and Classified Staff when attending the same training.

Sign in sheets **must include** the following information for payroll processing:

➔ Title of the Training
➔ Schedule Description (Start/End Time and designated Lunch Time duration)
➔ First and Last Name of each employee attending training.
➔ Signature of Employee
➔ Time in / Time out
➔ Signature of Admin authorizing payment
➔ Account Line

Classified staff gets paid differently from Certificated. Unless otherwise noted, classified employees will get paid at the regular hourly rate they normally get paid.

Using Payroll Timesheets for Comp Time

- If an Employee has been approved to work overtime but will be earning Comp Time in lieu of an actual payment then, a time sheet must be submitted to Human Resources directly.

- The New Timesheet Format must be used to record Comp Time and needs to be submitted to HR as soon as earned.

- Must Include date, site, reason for overtime, Time in/out and make sure you write down **"For Comp Time only"** and signatures.

- No account line is required for Comp Time.

- Comp Time must be utilized within the school year in which it is earned. Comp time cannot roll over to the next school year. If comp time is not taken within the school year in which it was earned it can be paid out.

BURTON SCHOOL DISTRICT
SUPPLEMENTAL TIMESHEET FORM

Month/Year: August 2022

IMPORTANT: Time worked from 1st of the month to the end of the month must be submitted by the 1st of the following month before 4:00 pm. Pay day for Supplemental time sheets is the 15th of every month (Adjusted for weekends and holidays)

Name: Anothny Stark   Last Four of SSN: XXX-XX- 1234

Teacher Sub ☐   Classified Sub ☐   Coach ☐   Regular Employee ☐

Date	Site	Position/Person Substitute for (For Reg. Employees -Reason for Overtime)	Time In	Time Out	Total Hours	Half Day	Full Day
8-9-22	BES	Translation for Afternoon Parent Meeting	5:00 pm	6:00 pm			
		Comp Time					

Total:

Employee:
I certify that, this is an accurate statement of hours worked
Signature: Anthony Stark   Date: 08 / 09 / 22

Department Approval:
I certify hours have been verified and approved for payment:
Signature: Supervisors Signature   Date: 08 / 10 / 22

........FOR OFFICE USE ONLY........

FD	RE	PY	GO	FN	OB	SI	TY	MGR	Units	Rate	Amount
									X		
									X		
									X		
									X		
									X		

Total: $

See reversed side for instructions

Revised 7/1/22

MONTHLY STIPENDS

- Position Controls for Monthly Stipends are due August 10th , 2022 if they are to be included with August Payroll.

- Examples of Monthly Stipends:
  - ➤ Itinerant Stipends
  - ➤ Department Chair Stipends
  - ➤ Club Advisors Stipends
  - ➤ Athletic Director Stipend
  - ➤ Band Director Stipend

NOTE: Position Controls for Stipends turned in after August 10th will be processed with Septembers Payroll.

CLASSIFIED WORK SCHEDULES

- Classified Work Schedules are shared with Site administrators through Google Sheets.

- Schedules are used to reconcile payroll

- Update Schedules as needed for New Employees and/or changes.

- Alphabetized by Last Name

- Vacant Positions

- Check account lines

- Break periods, paid or unpaid

- Lunch Breaks

Note: Classified Schedules have been rolled over to the new school year. They are now ready to be updated by either Principals or Vice Principals.

CLASSIFIED WORK SCHEDULES

2022-2023 SITE CHECKLIST:

❏ Schedules are updated at the beginning of the School Year and throughout the year as needed.

❏ All Position control forms are turned in to the District Office. (Auxiliary Positions, additional Jobs, Coaching, Vacant positions)

❏ All Employees should be signed in and out

❏ Complete and Correct Timesheets are turned in on time at the District Office.