
PAYROLL PROCESSING PROCEDURE (PAY-P001)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure applies to the Payroll Department when processing bi-weekly payroll for employees and substitutes within the Milford Public Schools

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Accountant, Payroll Manager, Payroll Supervisor
and Payroll Secretary

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Accountant

Approval Signature on File

Signature _____

Date _____

4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools

5.0 PROCEDURE:

- 5.1 Exempt/Salaried Employees Payroll Process:

- 5.1.1 A two week attendance register is given to each director on payday for the upcoming two week pay period. At this time, the attendance register is collected and/or returned to the Payroll Department for the previous two weeks. A check list is prepared to insure all attendance registers are received.
- 5.1.2 These attendance registers are signed by the employee and approved by the employee's immediate supervisor and submitted to the Payroll Department.
- 5.1.3 Upon receipt of the attendance registers, the Payroll Department will update the computer system with any vacation, sick days, personal days, etc.
- 5.1.4 At this time, exempt/salaried employees' records are ready for payroll processing.

- 5.2 Non-Exempt/Hourly Employees Payroll Processing:

- 5.2.1 Each non-exempt/hourly employee is responsible for maintaining a Payroll Timesheet. This time sheet is submitted to the employee's immediate supervisor for review and approval every two weeks and then submitted to the Payroll Department for processing.
- 5.2.1.1 Time sheets for custodians are approved by the buildings administrator/principal and then forwarded to the Payroll Department who will obtain the initials of the Custodial Manager in Maintenance.
- 5.2.1.2 Food Service employees submit timesheets to the Food Service Office.
- 5.2.2 Upon receipt of the time sheets, the Payroll Department will confirm that all time sheets have been received. Payroll will then update the computer system with

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any vacation time, sick days, personal days, etc. Food Services will do the same operation for Food Service employees.

- 5.2.3 These time sheets are then forwarded to either the Payroll Supervisor or Payroll Secretary to calculate any overtime, if applicable, so the pay rate can be adjusted appropriately. Food Service does the same operation for Food Service employees.
 - 5.2.4 These time sheets are also compared to existing contracts between the employee and MPS to ensure compliance and proper pay. Appropriate actions are taken to correct differences.
 - 5.2.5 Upon completion of the review, the time sheets are data controlled by Payroll and held in a temporary file awaiting the run of payroll processing. Food Services does the same operation for Food Service employees.
- 5.3 Substitute Teacher Payroll Processing:
- 5.3.1 All substitute teachers are required to enter their daily time on the Substitute Time Record form held by their building location.
 - 5.3.2 At the end of each week, each building administrator is required to review the time record(s) and, if acceptable, approve the record and forward it to the Payroll Department.
 - 5.3.3 Upon receipt of the Substitute Time Record(s), the Payroll Department will first ensure that all locations have submitted their record(s) and, if not, contact the location to request it be submitted.
 - 5.3.4 At this time, the Payroll Department will code each record with the appropriate location and account code.
 - 5.3.5 Once completed, the Payroll Department will enter information into the Payroll computer system such as name, social security number, the date and hours worked and proper pay codes.
- 5.4 Process all other requests such as Leave of Absences, Payroll Action Notices, letters of garnishment, modifications in pay due to excessive leave, etc.
- 5.4.1 In the event any information is received in the Payroll Department that requires an adjustment to an individual's pay, the proper steps and approvals are taken to ensure that the computer system is updated prior to payroll processing.
 - 5.4.1.1 PAY-F005 Payroll Change Notice is used for adjustments.
- 5.5 Run Edit Reports:
- 5.5.1 At this time, the Payroll Department will run a first "Edit Report" to check for any errors. This process will be repeated until all errors are corrected, as necessary. The Food Service Department does the same operation for Food Service employees.
 - 5.5.2 At this point in the procedure, the Payroll Department performs all remaining tasks for Food Service employees.

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- 5.5.3 Once all errors, if found, are corrected, the Payroll Department, will run the Payroll Processing run referred to as "Proforma".
- 5.5.4 This will be repeated until any warnings requiring adjustments are taken.
- 5.6 Payroll Check Printing Process:
 - 5.6.1 After Payroll processing is complete, Direct Deposit receipts are printed and stuffed into envelopes.
 - 5.6.2 Actual payroll checks are compared to processed checks to insure numbering is correct. Checks are then printed and stuffed.
 - 5.6.3 Deduction checks are processed through Accounts Payable. These checks are then disbursed to the proper vendor, i.e. Federal Government for tax, credit union, etc.
 - 5.6.4 Direct deposit funds are transmitted electronically to Milford clearing bank.
- 5.7 Payroll checks are delivered via central office mail, U.S. Mail and/or pickup in the Payroll Office.
 - 5.7.1 If an employee picks up the paycheck from the Payroll Office, PAY-F002 Sign Out Sheet for Paychecks is signed.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Substitute Time Record – PAY-F001
- 6.2 Sign Out Sheet for Paychecks – PAY-F002
- 6.3 Teachers Covering for Teachers – PAY-F003
- 6.4 Substitute Time Records sent by Schools – PAY-F004
- 6.5 Payroll Form (Non-Exempt and Hourly Time) – PAY F007
- 6.6 Direct Deposit Request Form - PAY-F008
- 6.7 Debit Entry Correction Form - PAY-F009

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Completed Direct Deposit Form	Payroll Office	99 years	Discard as desired	Locked Office
Time Records	Payroll Office	7 years	Discard as desired	Locked Office

8.0 REVISION HISTORY:

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<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision</u>
08/25/2003	A	Initial Release
10/02/2003	B	Add 5.2.1.2, 5.5.2. Add sentence to 5.2.2, 5.2.3, 5.2.5 and 5.5.1 Change 5.3 and 5.3.1

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