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## Payroll Absence Reporting Procedure (PAY-P008)

Milford Public School District

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### 1.0 SCOPE:

- 1.1 This procedure describes the process in which the Payroll Department processes absences in the Milford Public School District.

### 2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations
- 2.2 Business Office Manager
- 2.3 Payroll Supervisor
- 2.4 Payroll Clerk

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

### 3.0 APPROVAL AUTHORITY:

- 3.1 Business Office Manager

*Authorized Signature on File*

Signature

Date

### 4.0 DEFINITIONS:

- 4.1 MPS – Milford Public School District
- 4.2 Leave Request: Form used to request and record authorized sick, personal, vacation time. Also used for jury duty, bereavement time and unpaid leave of absences. NOTE: Does not include leave for professional development. Please see CUR-F012 & CUR-P001.

### 5.0 PROCEDURE: -

- 5.1 All employees at MPS have a time sheet or an attendance register to complete. On a bi-weekly basis approved time sheets and the attendance registers are forwarded to the Payroll Office.
- 5.2 The Payroll Office verifies that all time sheets and attendance registers have been received and approved.
  - 5.2.1 If a time sheet or attendance register is missing, Payroll will contract the appropriate office or employee.
- 5.3 Payroll verifies that all leave and sick time on the time sheets and attendance registers have been accounted for.
- 5.4 All time sheets and attendance registers information is logged into the AS-400 database after steps 5.4.1 – 5.4.2.2 have been taken.
  - 5.4.1 The attendance clerk verifies that the time sheet or attendance register has been received and approved.
  - 5.4.2 The attendance clerk manually writes in any time taken by an employee onto the time and attendance register.
    - 5.4.2.1 The attendance clerk must verify that the appropriate request for leave form has been filled out and approved.

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5.4.2.2 If the form has not been completed, the attendance clerk must forward and track the request for leave form of said employee with Word® form letter for missing request.

5.4.3 The attendance clerk then forwards the time sheets and the attendance registers to the Payroll Secretary for input as required for inclusion in biweekly pay checks.

5.4.4 Payroll runs a report to verify that the coding is correct for the type of absence(s) taken.

5.4.4.1 A docking report is run to verify that the employee has the adequate amount of sick, personal, vacation or bereavement time available.

5.4.4.2 If the report states that an employee has an inadequate amount of time, the Payroll Department forwards a Word® “dock” form letter to the employee stating that their next pay check gross amount will be reduced.

5.4.4.3 It is the employee’s responsibility to keep track of their leave time.

5.4.4.3.1 Note: Check Stub information typically runs 2 weeks behind information reported on current pay stub.

5.4.5 When payroll has been completed, the attendance clerk verifies that all attendance information has been logged into the AS-400 system correctly.

5.4.5.1 This is verified by comparing the new run of the time and attendance register against the first run time and attendance register.

### 6.0 ASSOCIATED DOCUMENTS:

6.1 Time and Attendance Register AS400

6.2 Time Sheets PAY-F007 & PAY-F013

6.3 Attendance Register AS400

6.4 Leave Request – PAY-F006

6.5 Word® “dock” Letter

6.6 Word® Missing Leave Request Letter

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
6.1 Time and Attendance Register	Payroll Office	7 years	Shred	Locked Office
6.2 Time Sheets	Payroll Office	7 years	Shred	Locked Office

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6.3 Attendance Register	Payroll Office	7 years	Shred	Locked Office
6.4 Leave Request (PAY-F006)	Payroll Office	7 years	Shred	Locked Office

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/25/03	A	Initial Release
09/29/2005	B	Add staff to 2.0; change title in 3.0; added new definition to 4.0; add language to 5.3, 5.4.2.2, 5.4.3, 5.4.4.2, 5.4.4.3.1, added items to 6.0; added items and adjusted 7.0

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