
Miscellaneous Jobs Payroll Procedure (PAY-P011)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Milford Board of Education pays employees for miscellaneous jobs outside of their normal work day or contract.

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

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations
- 2.2 Business Office Manager
- 2.3 Building Principals
- 2.4 Administrators
- 2.5 Athletic Directors
- 2.6 Payroll Department

Authorized Signature on File

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Business Office Manager

4.0 DEFINITIONS:

- 4.1 Employee – A person who gets paid by either pay check or direct deposit for work performed on behalf of Milford Board of Education. This includes but is not limited to: administrators, teachers, paraprofessionals, clerical staff, custodial/maintenance staff, substitute teachers, adult education staff members, coaches, etc.

5.0 PROCEDURE:

- 5.1 All Milford Board of Education employees will be compensated for work performed (this does not include reimbursement for out of pocket expenses of supplies, etc.) through the payroll system as part of their normal bi-weekly payroll check.
 - 5.1.1 No one (employee or independent contractor) is to be compensated with cash from proceeds at any event. There must be a pay check and appropriate audit trail for all compensation to any person.
 - 5.1.1.1 An employee will get compensated in their normal check, which is issued bi-weekly. This will be included in their W2 issued at year end rather than in a separate 1099.
 - 5.1.1.2 An independent contractor (for example: firemen, policemen, etc.) will get paid with a Milford Board of Education accounts payable or student activity check issued through the Student Activity Account or Accounts Payable Department. All such contractors must provide a social security number and a mailing address for accounting purposes at year end.

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- 5.2 Administrator or Athletic Director is responsible for submitting a completed Miscellaneous Special Payroll Authorization Form (PAY-F014) to the Payroll Department according to timeline established for each payroll (typically, payday is the day to turn in all approved forms).
- 5.2.1 Each form must have employee ID#, printed name and signature of employee, as well as the amount to be paid and a brief description stating the reason for payment.
 - 5.2.2 An account number must be assigned written in the appropriate spot on the form. Any questions regarding the correct account number to use, call the business office for assistance.
 - 5.2.3 Incomplete or improperly completed forms will be returned for corrections as needed, which may result in a delay of payment.
 - 5.2.4 Each form is intended for use only with one specific event on specific date.
- 5.3 Forms will be processed according to normal payroll procedures.
- 5.3.1 Payment will be listed as a separate line on the pay check.
 - 5.3.1.1 Typically, the code of ATH is used. However, other codes may be used.
 - 5.3.2 If multiple functions or events are worked during same pay period, payments may be combined in one pay check under the same "code" (see 5.3.1.1 above).
 - 5.3.2.1 Contact administrator, athletic director or payroll department with any questions regarding special payments. Please be prepared with date and name of event when you call.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Student Act Procedures
- 6.2 Payroll Processing Procedure PAY-P001
- 6.3 Payroll Schedule of Paychecks
- 6.4 Miscellaneous Special Payroll Authorization Form (PAY-F014)
- 6.5 Excel list of Student Activity Account Codes

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|--------------------------------|---------------------------------|-------------------|--------------------|-------------------|
| 6.1 & 6.2 Procedures | Electronic | Electronic | n/a | Electronic |
| 6.3 Payroll Schedule of Checks | Payroll Office & School Offices | Current year only | Discard as desired | None |

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|---|---------------|------------|-------|---------------|
| 6.4 Misc Special Payroll Authorization Form | Locked Office | 7 years | Shred | Locked Office |
| 6.5 List of Account Codes | Electronic | Electronic | n/a | Electronic |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 01/25/2006 | A | Initial Release |

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