
**Payroll Processing of Personnel Action Notice (PAN)
Work Instruction (PAY-W001)**
Milford Public School District

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

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Payroll Department processes Personnel Action Notice(s) in the Milford Public School District.

2.0 RESPONSIBILITY:

- 2.1 Director of Management Services

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Accountant

Signature on File

Signature Date

4.0 DEFINITIONS:

- 4.1 PAN – Personnel Action Notice
- 4.2 AS 400 - Database

5.0 PROCEDURE: -

- 5.1 Payroll is in receipt of a PAN.
 - 5.1.1 Payroll date stamps with Payroll logo.

New Hires

- 5.2 Payroll reviews PAN for salary and/or hourly rate. This information is then entered into the AS-400 system.
 - 5.2.1 Payroll enters account code and creates a job code.
 - 5.2.2 Salary information is calculated and entered into the system.
 - 5.2.2.1 A copy of the salary work up is forwarded to the employee only if the employee is hired after the beginning of a school year or beginning of new fiscal year.
 - 5.2.3 Payroll completes any appropriate documentation attached to the PAN forwarded from Personnel. I.E. Direct Deposit, Sick Bank Membership, Tax Shelter Annuity.
 - 5.2.4 The Pan is initialed and forwarded to the Attendance Clerk.
- 5.3 The Attendance Clerk reviews, and gives time according to job contract and/or position by entering information into the AS-400.
 - 5.3.1 The PAN is forwarded to the Chief Accountant to encumber monies for the new hire.
- 5.4 The PAN is filed into the Payroll Personnel File.

Change of Location, Change of Assignment, Change of Account Code, Change of Address, Change of Salary, Change of Attendance Time, Step Increase, Degree Change, Stipends, and or Added Job Codes

- 5.5 Payroll reviews the PAN for type of needed change.

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5.6 Any financial change or time change is calculated out by the Payroll Office prior to entering the data into the AS-400 system.

5.6.1 Payroll enters all other changes into the AS-400 system as per the PAN.

5.7 The PAN is filed in the Payroll Personnel File.

Termination, Retirement, Return to Work, Leave of Absence

5.8 Payroll reviews the PAN termination, retirement, return to work and/or leave of absence.

5.9 Payroll works-up the financial aspect of the termination, retirement and return to work.

5.9.1 The information is entered into the AS-400.

5.9.2 The PAN is initialed and forwarded to the Chief Accountant.

5.9.3 The Chief Account reviews for financial account coding adjusting encumbrances accordingly.

5.10 Leave of Absence is reviewed for balances and processed accordingly.

5.11 PAN is filed in the Payroll Personnel File.

6.0 ASSOCIATED DOCUMENTS:

6.1 PAN – PER-P007

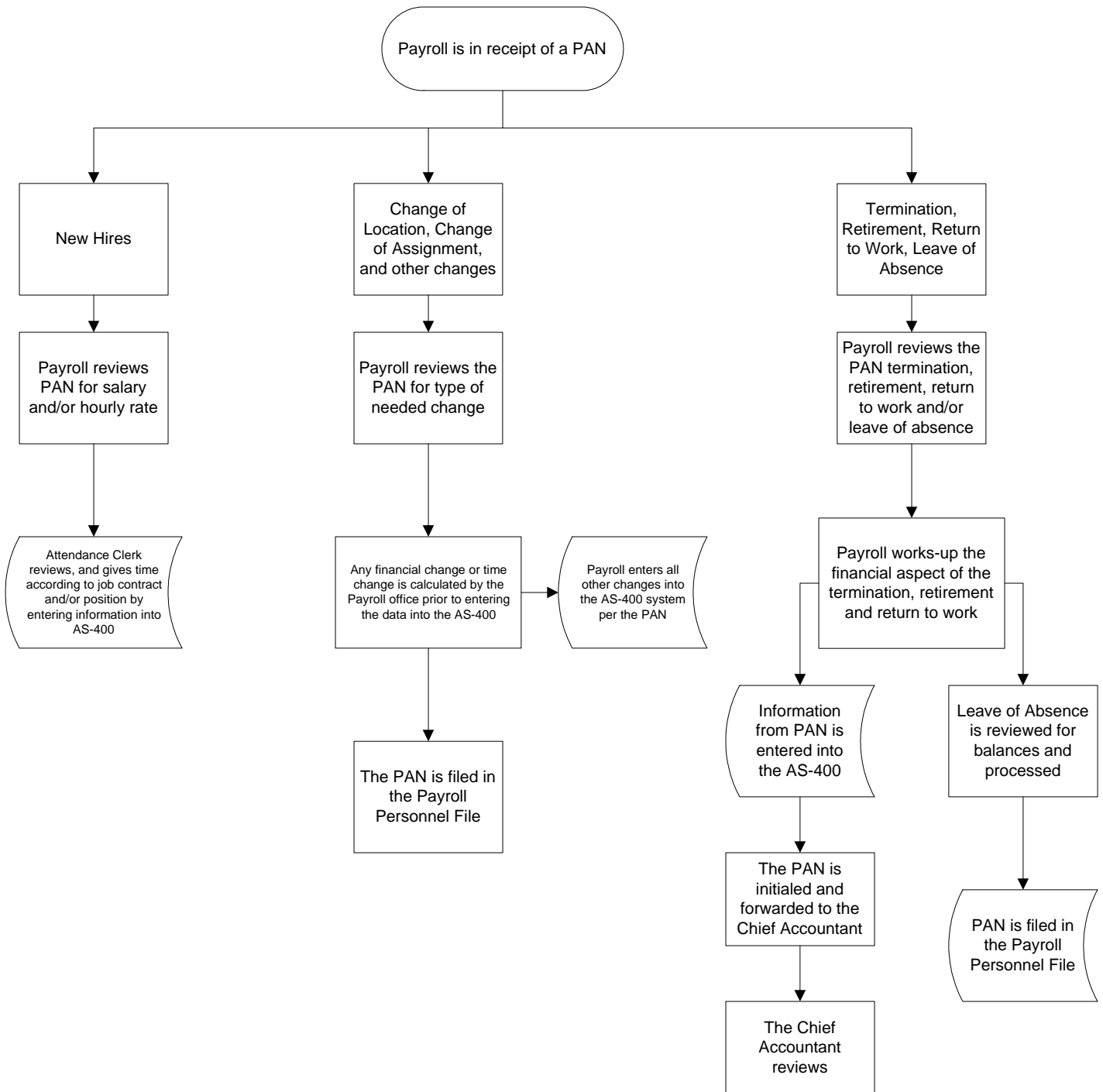
7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-------------------------|----------------|------------------|--------------------|-------------------|
| AS-400 Payroll Database | Electronic | 99 years | Discard as Desired | Electronic |
| PAN | Payroll File | 99 years | Discard as Desired | Locked Office |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|--|
| 08/25/2003 | A | Initial Release |
| 11/20/2003 | B | Insert flow chart, 6.1 - Correct number of PAN to PER-P007 |

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