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## Payroll Action Notification (PAN) Procedure (PER-P007)

Milford Public School District

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### 1.0 SCOPE:

- 1.1 This procedure describes the process in which the Human Resources Department processes all employee status changes in the Milford Public School District.

### 2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

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

### 3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

### 4.0 DEFINITIONS:

- 4.1 PAN – Payroll Action Notice

*Authorized Signature on File*

Signature

Date

### 5.0 PROCEDURE: -

- 5.1 The Human Resources Department is responsible for Payroll Actions in the following 12 areas:

- New Hires
- Change of Salary
- Change of Work Location
- Return to Work
- Resignation
- Termination
- Change of Assignment
- Change of Account Number
- Additional Assignment
- Stipend
- Retirement
- Other

- 5.2 The department or administrator must submit Payroll Action Request Form PER-F004 to the Human Resources Department in a timely fashion.

- 5.3 Human Resources Department reviews the form for accuracy and completeness.

5.3.1 If the form is not completed accurately, Human Resources Department will return to the appropriate department for completion.

5.3.2 If the form is complete and accurate, Human Resources Department will process the Human Resources action requested.

- 5.4 The data on the Payroll Action Request Form is transferred to the HR database.

5.4.1 The data on the Payroll Action Request is transferred to one or more of the following screens as appropriate:

- Salary
- Certification
- Position Control

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- Leave
- Stipend Assignment

5.5 A Payroll Action Notice is produced from the database.

5.5.1 Copies are made and forwarded to the appropriate departments, Superintendent's Office, Benefits, and Payroll.

5.5.2 The original is date stamped as received in Payroll and maintained in the Human Resources Office.

### 6.0 ASSOCIATED DOCUMENTS:

6.1 Payroll Action Request PER-F004

6.2 Payroll Action Notice (PAN) - electronic

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
PER-F004 Payroll Action Request	Human Resources Files	99 years	Discard as desired	Locked Office
Payroll Action Notice	Electronic	99 years	Discard as desired	electronic

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
10/22/2003	B	Add 5.4.1
01/21/2004	C	Change wording in title from "Personnel" to "Payroll"
10/01/2004	D	3.1, change approval authority title

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