

TIME KEEPER  
REFRESHER TRAINING  
2015-2016

# ANNUALIZED SALARY

- Annualized salary is based only on pay for days scheduled to work in a school year. Non working days, such as Spring Break, are not included in the count of days worked.
- 2015-2016 annualized salary will be paid out over 24 checks from September 1, 2015 (first business day in September) to August 15, 2016.
- ..\..\..\Payroll Data\Payroll Calendars & Schedules\Payroll Cycle Schedule1516.xlsx

# EXEMPT TRADE TIME

- Trade days are available for employees that are not on the Clerical or Non-exempt salary schedules due to consequences in the Fair Labor Standards Act (FLSA).
- Prior written approval from the appropriate Associate Superintendent for specific dates must be obtained for any "trade days" that may be requested for any employee.
- "Trade days" for teachers should only be requested for special training, early registration, or staff development. **Teacher Trade days are to be used on non-instructional days.**
- **Any exceptions for teachers are to be approved by the appropriate ASCD.**
- Professional Employees should work their scheduled number of duty days during the school year.
- Trade days cannot be earned on scheduled duty days.
- Trade days are earned and used in half-day or full day increments.
- Earned trade days must be used by July 31 and cannot be carried over to the next school year.
- Trade days will be used to account for employee's days on flex work schedules that vary from their standard work calendar.
- Trade days used, but not earned, by July 31 will be deducted from available leave balances. If a leave balance does not exist, the employee will be docked.

- All additional or overtime worked that the employee does not choose to be paid for will be accrued as Comp Time.
- Compensatory Time paid is **ineligible** for TRS reported wages. (Use pay code **C13**)
- Additional time earned will be hour for hour
- Overtime earned will be multiplied at time and a half (all calculations will be done by the Time Card)

Week Ending		Aug 18, 2013														
Day	In	Out	In	Out	In	Out	Hours Worked	SEMS Code	Absence Code	Absence Reason	Absence Hours	A	Absence Code	Absence Reason	Absence Hours	Total Hours
Mon, Aug 12									000	Non-Working Day	8.00					8.00
Tue, Aug 13									000	Non-Working Day	8.00					8.00
Wed, Aug 14	7:00 AM	3:00 PM					8.00		000	Non-Working Day	8.00					8.00
Thu, Aug 15	7:00 AM	3:00 PM					8.00		000	Non-Working Day	8.00					16.00
Fri, Aug 16									000	Non-Working Day	8.00					16.00
Sat, Aug 17																8.00
Sun, Aug 18																
Total							16.00									

Week Ending		Aug 25, 2013														
Day	In	Out	In	Out	In	Out	Hours Worked	SEMS Code	Absence Code	Absence Reason	Absence Hours	A	Absence Code	Absence Reason	Absence Hours	Total Hours
Mon, Aug 19									000	Non-Working Day	8.00					8.00
Tue, Aug 20									000	Non-Working Day	8.00					8.00
Wed, Aug 21	7:00 AM	3:00 PM					8.00									
Thu, Aug 22	7:00 AM	3:00 PM					8.00									
Fri, Aug 23	7:00 AM	3:00 PM					8.00									
Sat, Aug 24																
Sun, Aug 25																
Total							24.00									

Total Hours	56.00
<input checked="" type="checkbox"/> Add to Comp Time Balance	Additional Hours
0.00	16.00
Overtime / Comp Time	

	Week-1	Week-2	Week-3
Comp Time Opening Balance		16.00	16.00
Comp Time Earned+			
Less OT for Trade Day Hrs			
Additional Straight Hours+	16.00		
Comp Time Used-			
Hours to Pay-			
Comp Time Ending Bal.	16.00	16.00	16.00
Additional Hours to Pay 212			
Hours to Dock			
Overtime 213 Paid @ 1.5			
Overtime C13 @ 1.5			
Comp Time 210	(16.00)		

Use the Check box to add Additional Time to the Comp Time balance

Example: [Registration Example.xls](#)

Enter Comp Time earned with pay code 210 (negative hours)

# For Active Full Time Employees

**All time cards (non-exempt) must show the actual day and hours worked. All exempt employees must have a daily time record (sign in, etc.).**

## **For Lawson Entry**

- ❖ Additional hours and Overtime hours worked Monday – Friday, will be entered as a weekly total on the last scheduled work day of that week (typically on *Friday*).
- ❖ Employees that work on a non-working day must have a time record entered on that day to get TRS credit for that day.
- ❖ Upload spreadsheets are available for use when entering the daily hours worked.

# UPLOAD SPREADSHEET

- ❖ The Upload Spreadsheet is available on the Payroll BOPM. This is a tool designed to assist you with the time record entry. You can use the spreadsheet for one-time pay codes and absences.
- ❖ For example: extended day programs, extended year programs, custodial absences.
- ❖ Please send the upload to payroll one to two days before the cut-off date and time.
- ❖ You need to have plenty of time to review your time records in order to make any necessary corrections.



# UPLOAD SPREADSHEET EXAMPLE

PAYROLL FOR ### - ####/####												
Company	Batch	Employee #	FC	Hours	Pay Code	DATE	Amount	Company	Accounting Unit	Exp Account	Activity Code	Sub Activity
f22	f24	f29	f32	f33	f34	f36	f37	f56	f57	f58	f60	f61
863	14XXX	123456	A	3.5	328	8/26/2011		199	11.XXX.099.XXX	6118	199.000.999.PAYR	6118
863			A									
863			A									
863			A									
863			A									
863			A									
863			A									
863			A									
863			A									

You will use 863, as the company for payroll entry. Complete all other fields, except the amount column. Be sure you enter the accounting unit separately as shown. You must include the decimal point for both the accounting unit and the activity code. Please use the upload spreadsheet that is on the Payroll BOPM.



# REMEMBER: BOPM

The **B**usiness **O**ffice **P**rocedure **M**anual is a valuable tool for account code research and business office procedures.

The PAYROLL **BOPM** includes payroll specific reference materials that can answer many of your questions.



From the PISD Home Page, click Departments.

- Click: Departments A-B – Business & Financial Services

Pasadena Independent School District » Departments » Departments A-B » Business & Financial Services

## Business & Financial Services

Welcome to Pasadena I.S.D. Business and Financial Services -- Financial Services

**Business Office Procedure Manual**

Publications Forms

Check Registers

Finance

Budget

Accounting

Payroll

Tax Office

Search

Download Forms

**Business Office Procedure Manual**

**Our Mission**

Our mission is to do our best by supporting the instructional goals for the students and make your job a pleasant experience every day. You are the heart of our school.

**Contact Information**

**LAWSON**

- To access the Accounting BOPM click on the icon
- To access the Payroll BOPM click on Payroll

You can search any of the sections of the book for help with business office procedures.

## Business Office Procedure Manual

### Additional Federal & ARRA Procedures

Account Codes

Fund

Function

Object

Sub-Object

Organization/Campus

Fiscal Year

Program

Responsibility

Payroll Activity Codes

Textbook Codes

Student Parking Lot Codes

Athletics

Laundry Fees-P/E Codes

Fine Arts

Other Department Vending Codes

Budget Code Mapping Rules - Lawson

Function-Object Accounting Matrix

Donations for Hurricane Katrina

### Inventory/Fixed Assets

Asset Categories

New Acquisitions

Asset Templates

Procedures

Inventory Contacts

Inventory Reports

Inventory Transfers

Donations & Gifts

IAT Form

Catalog# List

### Reimbursements

National Competition Level

### Accounts Payable

Department Contact List

Check Writing Schedule

Support Documentation

Sales Tax

Additional Signatures Required

Receiving Reports

Form to Add New Lawson Vendor

### Year End Procedures for Closing Blankets for 2011-2012

### Administration Bldg. Mailroom Guidelines

### Activity Funds

Fund Raising-Sales Tax

Susan Komen T-shirt Sales

Book Fairs

Field Day T-Shirts

Fund 865 Requirements for Clubs

Teacher Vending Machine Revenue

Ned Show Guidelines

### Cashier's Office

Check Policy

Money Handling Procedures

Employment Verification

### Contract Services

Professional Services

Consulting Services

Employee or Contractor?

Sample Consultant Contract (Personal Services)

IRS Publication 1779 Employee vs. Contractor

### Accounting

Sam's & Walmart

Grants & Allowable Guidelines

MAC-Medicaid

Donations

Employee & Student Gifts-Awards

Raffles

### Budget

Monitoring Budget Balances

Accessing the New Year Budget

Coordination of Various Funds

### Excel Accounting Program

Instructions

Sample Excel Accounting Sheets

### Payroll

Department Contact List

Direct Deposit vs. Live Checks

Payroll Cycle Schedule

Paycheck Sample

Payroll Deductions

Early Payoff: Resign or Retire

Time and Absence Procedures PowerPoint

Absence Increments

One-Time Pay Codes

PS33 Validation Rules

Pay Codes for Absenteeism

Overtime/Compensatory Time

Trade Days

Work Day Hours

Early Registration/Work One-Time Pay

Fair Labor Standards Act Power Point

Payroll

## Payroll Contact List

**Payroll BOPM**

- Click on the Payroll BOPM icon to access information on:
  - Pay Codes
  - Payroll Cycle Schedule
  - Salary Schedule
  - Trainings & Hot Topics
  - And much more!