



## PAYROLL REPORTING FOR CLASSIFIED EMPLOYEES

Employees working more than 4 hours a day (or 20 hours + per week) are paid on a **monthly** assignment based on 21.6 days per month. **Monthly time sheets are blacked out in the “regular hours” column, and all that needs to be reported is extra, overtime or time away from their assignment.**

**Note: monthly timesheets are now a buff color instead of white which will remain for hourly, and lavender for noon duty supervisors and all subs.**

**Hourly Employee’s** (less than 4 hours a day or 20 hours a week) time must be recorded in the regular time column for each day worked based on the assignment given by personnel. Time worked exceeding the regular assignment up to 8 hours is to be recorded as extra time. Any time worked over 8 hours a day or on the weekend or holiday is to be recorded as overtime and is paid at 1.5 times your pay rate.

Attendance is recorded on the timesheet from the 18<sup>th</sup> of one month to the 17<sup>th</sup> of the next month. The **EIS** system is available to view the attendance after payroll has processed the current pay period.

**Comp time** should be recorded in the comp time column. When used, record in the comp time off column. It will be recorded in the attendance system until used and the balance will be paid at the end of the school year if not used.

**Sick** time is for illness, dentist or doctor visits for the employee only. Use of vacation is not permitted until you pass probation. At that time your vacation time will be credited to your vacation bank.

**Personal necessity** is for other family (child, spouse, and parent) illness or doctor visits or other approved reasons listed on the back of the timesheet.

Three days of **bereavement leave** are allowed for immediate family, as listed on back of timesheet. Five days are allowed for travel out of state or more than 300 miles.

**Jury duty** must have a court certification for each day attended. Reimbursement received from the court must be paid to the district minus mileage.

**Payday** is on the **10<sup>th</sup>** of the month or the working day before if on a weekend or holiday for the previous month worked. An advance is paid on the **25<sup>th</sup>** of the month with no deductions taken. This amount is deducted from the 10<sup>th</sup> check.

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