
PAYROLL PROCESSING PROCEDURE (PAY-P001)
DCSS – Human Resources

1.0 SCOPE:

- 1.1 This procedure applies to personnel responsible for processing pay checks for all employees of the Dougherty County School System including full time, part time and substitutes.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Payroll Coordinator
2.2 Payroll Clerks

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resources
3.2 Payroll Coordinator

4.0 DEFINITIONS:

- 4.1 DCSS – Dougherty County School System

5.0 PROCEDURE:

- 5.1 The Payroll Department is responsible for ensuring the proper payment of all employees of the Dougherty County School System. There are three (3) types of payroll, which are processed at different times within the month.
- 5.2 The types of Payroll include Substitute, Semi-monthly and Monthly. Further defined as:
- 5.2.1 Substitute: These employees are used to cover for a part time or full time employee in their absence. Substitutes are registered with AESOP (automated sub-finder system) and have been approved by the Board of Education per Human Resources Procedures.
- 5.2.2 Semi-monthly: These employees are typically classified employees or those employees who have been approved to be paid on a Semi-monthly basis.
- 5.2.3 Monthly: These employees are typically certified employees and/or administrators within the system.
- Note: An employee's status for their pay period is documented in the computer file, also known as the "Pay Record" for a given employee.
- 5.3 When a new employee joins DCSS, the Personnel Action Form is forwarded to the Payroll Department and a Pay Record is created. It includes all details of the employee such as pay amount, frequency, deductions, etc. This Pay Record is maintained for the duration of employment.
- 5.4 There are several forms used in the payroll process, if applicable.
- 5.4.1 The Statement to Discontinue Payroll Deductions, PAY-F005,
5.4.2 Direct Deposit Sign-up Form, HRS-F009

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5.4.3 Stop Direct Deposit, PAY-F004

5.5 The following are specific processing procedures for substitutes:

- 5.5.1 The cut off for processing substitute pay is typically the 8th or 9th of the month. This is to ensure that there is sufficient time for the verification process to be completed by the pay date of the 15th.
- 5.5.2 Site secretaries and/or cafeteria managers are responsible for maintaining daily sign in sheets for substitutes to verify the hours they are requested to work.
- 5.5.3 These sign in sheets are approved by site managers and sent to the Payroll Department on a weekly basis to maintain an even flow.
- 5.5.4 Once the sign in sheets are completed, the site secretary and/or cafeteria manager is responsible for loading the information into the computer which transmits this information to the Payroll Department.
- 5.5.5 The Payroll Department will then verify the computer transmittal information with the sign in sheets to ensure that all hours are accurate and that the substitute is authorized to work within DCSS.
- 5.5.6 Calculate garnishments and enter amounts into the computer.

5.6 The following are specific procedures for processing payroll for Semi-monthly employees:

- 5.6.1 The cut-off to have all information in for the Semi-monthly check run is Friday at 12:00 noon the week before the checks are processed with exceptions on holidays.
- 5.6.2 Those employees with regular hours are automatically paid on a Semi-monthly basis. An Adjustment to Payroll form, if applicable, is submitted to the Payroll Department for any changes to a specific pay period.
- 5.6.3 For employees without regular hours, a time sheet is required to be submitted to receive pay. Upon receipt of the time sheet, the Payroll Clerk will enter the information into the computer to ensure pay for the specific period.
- 5.6.4 A leave report is then run to receive all negative balances, and the payroll is adjusted.
- 5.6.5 Calculate garnishments and enter amounts into the computer.

5.7 The following are specific procedures for processing payroll for monthly employees:

- 5.7.1 The cut-off to have all information in for the monthly check run is the 15th of the month, with exceptions on holidays.
- 5.7.2 Those employees with regular hours are automatically paid on a monthly basis. A Monthly Timesheet form and the Adjustment to Payroll, if applicable, are submitted to the Payroll Department for any changes to a specific pay period.

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- 5.7.3 For employees without regular hours, a time sheet is required to be submitted to receive pay. Upon receipt of the time sheet, the Payroll Clerk will enter the information into the computer to ensure pay for the specific period.
- 5.7.4 A leave report is then run to receive all negative balances and the payroll is adjusted.
- 5.7.5 Calculate garnishments and enter amounts into the computer.
- 5.8 Once all payroll information is entered into the computer, a transmittal edit is processed and compared with other records as necessary to check for errors. This transmittal edit is run as many times as necessary until all errors are cleared.
- 5.9 Once any errors have been cleared, a final transmittal is run. As long as this is successful, the payroll is batched, the "calc" is set and MIS is called to notify them to print the checks.
- 5.10 The Payroll Check Run form, PAY-F006 is then completed by the Payroll Clerk.
- 5.11 Once the first two checks are printed, the Payroll Clerk goes to the MIS department to verify the accuracy of the checks. If everything is okay, the checks are printed and forwarded to payroll for distribution.
- 5.12 NOTICE #1: If work time has not been entered or turned in before the cut-off date for any of the payrolls, it will be adjusted on the next pay period.**
- 5.13 NOTICE #2: Copies or faxes are not permitted to adjust or enter time for payroll.**
- 5.14 Payroll reports are burned to a CD and the files are backed up onto the server.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Personnel Action Form – HRS-F002
- 6.2 Payroll Reports
- 6.3 Adjustments to Payroll Form - PAY-F001
- 6.4 Monthly Payroll Timesheet – PAY-F002
- 6.5 Statement to Discontinue Payroll Deductions, PAY-F005
- 6.6 Direct Deposit Sign-up Form, HRS-F009
- 6.7 Stop Direct Deposit, PAY-F004
- 6.8 Payroll Check Run, PAY-F006

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7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Personnel Action Form	Hard Copy in Payroll	Seven (7) Years	Maintained in Secure Location	Shred
Adjustments to Payroll Form	Hard Copy in Payroll	Seven (7) Years	Maintained in Secure Location	Shred
Monthly Payroll Timesheet	Hard Copy in Payroll	Seven (7) Years	Maintained in Secure Location	Shred
Statement to Discontinue Payroll Deductions	Hard Copy in Payroll	Seven (7) Years	Maintained in Secure Location	Shred
Direct Deposit Sign-up Form	Hard Copy in Payroll	Seven (7) Years	Maintained in Secure Location	Shred
Stop Direct Deposit	Hard Copy in Payroll	Seven (7) Years	Maintained in Secure Location	Shred
Payroll Check Run	Hard Copy in Payroll	Seven (7) Years	Maintained in Secure Location	Shred

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
30-Oct-03	B	Added Section 5.4; Changes in section 5.6.2, 5.7.2, 5.10, 6.0, 7.0
13-Oct-05	C	Changed the word bi-weekly to semi-monthly. Changed section 5.5.2

***** End of Procedure *****