Time Record Errors Currently Being Searched For

RECORD MAY BE DUPLICATED

ACCOUNT NOT VALID FOR THIS LOCATION

ONE-TIME PAY EXCEEDS $500.00

WARNING - ## CONSECUTIVE DAYS

TRANSACTION DATE MM-DD-YYYY IS BEYOND PERIOD END DATE MM-DD-YYYY

THERE IS A TRANSACTION POSTING TO THE GL ERROR SUSPENCE FOR THIS TIMERECORD

TRANSACTION POSTING TO 6119 FOR NON-EXEMPT EMPLOYEE

ABSENCE POSTED FOR HOURS OTHER THAN 4 OR 8 FOR EXEMPT EMPLOYEE

TIMERECORD ABSENCE DATE IS A SATURDAY, SUNDAY, OR A HOLIDAY

POSSIBLE CONTRACT DATE MISMATCH

COMP TIME LIMIT OF 60 HOURS WILL BE EXCEEDED WITH COMP TIME ACTIVITY TRANSACTIONS

LOCAL/STATE ABSENCE ENTERED FOR EMPLOYEE WITH COMP TIME HOURS

OVERTIME MAY NOT BE PAID OUT OF RESPONSIBILITY '000'

FULL ABSENCE AND PAY ON THE SAME DAY

EARNED TRADE TIME ENTERED AFTER ON-DUTY DATE

EMPLOYEE HAS ABSENCE AND OVERTIME IN SAME WEEK

LEAVE PLAN "xxxxxxxxxxxxx" MISSING FOR EMPLOYEE

TIMERECORD POSITION (999999999999) - DATED 99/99/9999 - NOT FOUND FOR EMPLOYEE

STUDENT WORKER PAY CODE NOT 241

EXEMPT EMPLOYEE RECEIVING TEMP/PARA PAY

TIME ENTERED HAS EXCEEDED 8 HOURS

ADMINISTRATOR BEING PAID USING NON-ABSENCE PAY CODE

ADMINISTRATOR EMPLOYEE PAID WITH OTP PAY CODE

EXEMPT EMPLOYEE PAID WITH PAY CODE 327

STUDENT WORKER PAY CODE NOT 241

EXEMPT EMPLOYEE RECEIVING TEMP/PARA/OT/ADDL PAY

PAY CODE TRH USED FOR NON-EXEMPT EMPLOYEE

ABSENCE TIME ENTERED HAS EXCEEDED 8 HOURS

LOCAL/STATE ABSENCE ENTERED FOR EMPLOYEE WITH COMP TIME HOURS

Warning - ASCD approval must be sent to Payroll when 000 responibility used

Temporary Pay Code used for AF employee

Expense Account Unit is Inactive/Does Not Exist

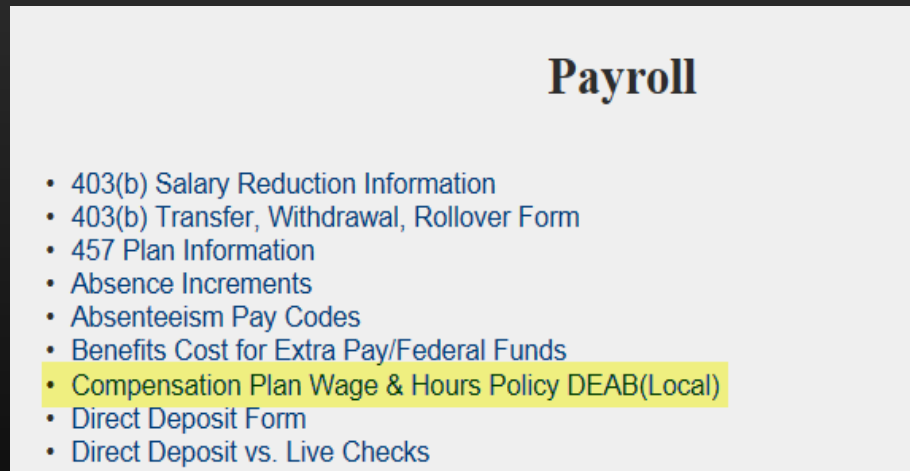Expense G/L# is Inactive/Does Not Exist

FMLA Balance <=80

FMLA ending within 2 weeks

Absence time record(s) missing for FMLA Leave

Verify entries and ensure absences do not exceed 8 hours for one day.

No future dates. Follow the cycle schedule.

Exempt employee absences must be entered in half day or full day increments per district policy.
The only absences recorded on a holiday or weekend date should be Trade or Comp time earned.

Comp time must be used first!! This is district policy.

You must have Assoc. Supt. approval for this. Keep the approval with your payroll for auditing purposes and forward to payroll.

If the employee is out of leave, they must be terminated after 10 days of no FMLA coverage.

Tips for Payroll Processing

- Uploads – How they can speed up your data entry process.

- Call out pay – The rules have been added to the BOPM. This answers what qualifies as call out pay or OT.

Payroll

- 403(b) Salary Reduction Information
- 403(b) Transfer, Withdrawal, Rollover Form
- 457 Plan Information
- Absence Increments
- Absenteeism Pay Codes
- Benefits Cost for Extra Pay/Federal Funds
- Compensation Plan Wage & Hours Policy DEAB(Local)
- Direct Deposit Form
- Direct Deposit vs. Live Checks

- Audits – since we have a full staff, audits will begin (at least 1x per year).

FMLA: Why you need to apply

- It's the law
- It's job protection (in other words it holds your job)
- It serves as documentation for extended absences

Changes for Sub/Temporary Retirees

- Retirees can now work in a "vacancy/open position", but TRS does have stipulations for this change. They may only work in this position for 20 days, and they are coded as a sub for these days (must use retired vacancy sub code).

- After the 20 days are up they may no longer work in that position, or they will be considered "temporary".

- Double check your pay code- the retiree pay codes have changed.

Reminder: Each year, when a retiree works for your campus, they must sign the Retiree Agreement and read the Guidelines (these can all be found on the Payroll BOPM).

Friendly Reminders

- One Time Pay Code List – PLEASE DO NOT PRINT IT- Always refer to the BOPM (this has the most up to date information).

- Full Dock pay code – When to use & how.

- New Hire procedures – It is important to keep in contact with HR and verify they have completed all necessary paperwork. Please do not assume with subs/temps that they are in the system, verify their social.

- Payroll questions – Double check with your payroll bookkeeper when unsure after speaking to your secretary 'buddy'.

Upcoming/helpful items

- Time card trainings: How often do you need one?

- Dashboard on duty calendar: Where to find it, when to use it?

- Back-up training: This will be separate from new secretary training. They should bring timecards for examples to help with hands-on training.

- BOPM – How can we help you more? What else would you like to see? Please email suggestions. ☺

- Appointments – They help us be prepared with paperwork, streamline employee visits, and can sometimes help them to avoid unnecessary trips.