Introduction to Payroll Entry

- This manual provides information needed to enter payroll for each location.
- This manual replaces any other Payroll Manual you may have at your location.
- As you review this manual, please make note of any questions you may have and feel free to contact your payroll specialist. A list of specialists is provided at the end of the manual and on the payroll website.

Lawson Payroll Training Manual

- 1. Introduction to Payroll Entry
- 2. PS33 (Payroll Entry)
- 3. Employee Reference Screens
 - HR11 (Employee)
 - ZE11 (Employee Contract)
 - LP65 (Employee Plan Balance Inquiry)
 - LP60.2 (Employee Event Inquiry)
 - LP64.3 (Employee Transaction Detail Balance Inquiry)
 - PS11 (Employee Annual Salary Summary)
- 4. Dashboard Reports
- 5. Glossary & Contacts
- 6. Additional Resources

LAWSON Payroll

- When using the SmartFind system, daily absences will not be entered by the Timekeeper.
- SmartFind will upload time records to PS33.
- For instructions on SmartFind, please refer to the Payroll BOPM.

- Effective August 1, 2011, TRS implemented a new work day eligibility policy that impacts our time keeping procedure.
- Each employee that contributes to TRS will receive TRS credit for each day they work, over and above their normal contract days which includes:
 - Extended Year and hours worked on Non-Working Days and Holidays.
- This reporting change will result in payroll entry procedure changes.

For Active Full Time Employees All time cards (non-exempt) and time records (exempt) must show the actual day and hours worked For Lawson Entry

- Additional hours and Overtime hours worked Monday Friday, will be entered as a weekly total on the <u>Friday</u> of that week.
- An entry must be made if hours are worked on a non-working day.
- All one time pays must be entered for the day they are worked; <u>cannot enter lump sum for the week.</u>
- Upload spreadsheets are available for use when entering the daily hours worked.

For Temporary Employees

- The actual hours and days worked must be entered daily; <u>cannot enter lump sum for the week.</u>
- Upload spreadsheets are available for use when entering the daily hours worked.

Logging onto PS33

- Open Lawson by typing **pisdlawson** into the internet explorer address bar.
- The payroll log in is: **XXXPRTIME** (enter your **location code** for the X's).
- Look at the upper right hand corner of the screen, it should read: Welcome, Payroll SpeedEntry.
- If you cannot log on or you do not have Welcome, Payroll SpeedEntry on your screen, please email Sabrina Howe (showe@pasadenaisd.org).

PS₃₃ PISD TIMERECORDSPEED ENTRY This is the only screen you will have access to using the PRTIME log in credentials.

	Ŀ,			Company Batch Nbr Wrk End Date	863 🛃	PAS		na Ind a y	. SC	HOOL DISTRICT Pos	ition	To Pay	
	F/C Employee		Name			Date		Code		Hours		Rate/Amount	
		2			[1		2				
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		2			Γ		1		2				
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		2			Γ		1		2				
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Enter 863 in the company box. You will always use this company number for Payroll entry.

Section 2017	PISD TIMERECO	PD Speed F	ntry (P\$33-1)	We	lcome, Connie	Wheeler - Yo	our current Productline	is TRAIN
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ps33 🔍	Inquire Next	Previous	Enable PageD	own PageUp				
Home PISD T								
Data Directory			Company:	863 🔹 🚽 🗖 🗛	SADENA IND. SC	HOOL DISTRIC	Т	
1) Company: 863			Batch Nbr: 🛛	· ·				
2) Batch Nbr:			Wrk End Date:	•		Pos	sition To:	
					Pay		Pay	
	F/C Employee	Name		Date	Code	Hours	Rate/Amount	
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- You will manually enter your batch number. Each payroll cycle will have a different batch number that is provided on the Payroll Check-off Sheet.
- Click the INQUIRE button at the top of the page.
- Select F/C Add for all entries during the pay period.
- Enter the employee number located on the time card.
- Verify the name in Lawson is the name on the time card.

- At the pay code drop down box, you will see a list of Board approved pay codes and they must be used as intended.
- It is important that you select the correct pay code for the work the employee has performed.
- Please Note: Pay codes have a corresponding rate assigned. Do not enter a rate/amount unless instructed by your payroll specialist.
- If you do not find an appropriate pay code, please contact your payroll specialist.
- Reminder: Paraprofessionals working any hours unrelated to their normal duties should be paid using a board approved one-time pay code. If the job is related to their normal daily duties you will pay them at the additional or overtime rate.

- Enter an employee's absence, overtime, one-time pays and additional pay.
- Enter the time record date. For overtime or additional time pay, use Friday to enter those hours earned for the week.
- Any hours worked on a Non-Working day, must be entered on the date worked.
- Per policy the PISD work week is Monday through Sunday.

- All entries, excluding absences, will require an expense account and an activity number located under the Expenses tab at the bottom of the page.
- After all entries have been completed for this screen, click Enable at the top of the page. If more than one page of entries is necessary, highlight the first F/C box, use Shift/Control/K to clear the page. (Do not type over previous entries.)
- Watch the lower left of the screen for error messages. If you have an error, please review the PS33 Validation Rules (located on the Payroll BOPM). If the expense account or activity code have not been activated, you will need to contact one of the accountants.

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ps33	Q,	Inquire	Next	Previous	Enable	PageDow	n PageUp						
Home PISD T. Data Directory 1) Company: 863 2) Batch Nbr:					Comp Batch Wrk End D	Nbr:	63 •		NA IND. SCI Pay	HOOL DISTR	RICT Position To:	Pay	
		F/C Em	ployee	Name			Date		code 🗡	Hours	Rat	e/Amount	
		Expense	s Exp	ense Accou	nt -	•		>	Activity				

Comp Time

Board Policy states that Comp time must be used before Local or State leave. Please refer to policy DEC (local).

- Earned hours for comp time are entered as a negative number using pay code 210.
- Hours used for absences are entered as a positive number also using pay code 210.
- The maximum of 60 hours of compensatory time can be accrued.
- Compensatory time shall be used within the duty year in which it is earned.
- If a non-exempt employee achieves the maximum accrual, resigns, retires, or is discharged at a time when he or she has a balance of unused compensatory time off, the employee will be paid for the unused compensatory.

Paying Comp Time

- If an employee chooses to be paid for accrued comp time, two entries are required on PS33.
- The first entry will be a positive number using pay code 210 to deduct the hours requested to be paid.
- The second entry will be the positive number displayed in the overtime box on the employee's time card using pay code 213.

Non-Exempt Trade Time

- Trade days may not be earned after an employee's scheduled start date.
- Employees who are scheduled to work 240 days are not eligible for trade time.
- Earned hours for trade time are entered as a negative number using pay code 204.
- Hours used for absences are entered as a positive number also using pay code 204.

Exempt Trade Time

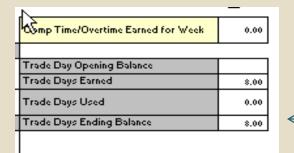
- Prior written approval from the appropriate Associate Superintendent for specific dates must be obtained for any trade time that may be requested for any employee.
- Trade time for teachers should only be requested for special training or staff development.
- Professional Employees should work their scheduled number of duty days during the school year.

PS33 Corrections

- Open the PS33 screen, enter your company number, batch number, and click the Inquire button.
- You may have multiple entries on your screen; select the entry you need to correct.
- At the F/C box, select Change or Delete.
- Tab to the area that needs correction. ex: date, pay code, hours, expense account, and/or activity account. Make the correction.
- Click Enable. Verify the correction has been made.
- Sometimes, the Change function does not correct the area you need to correct. In that case, you will need to delete the entry and re-enter the correct information.

17			
·	Week-1	Week-2	Week-3
Comp Time Opening Balance	6.00	6.00	2.00
Comp Time Earned	6.00	4.50	
Additional Straight Hours			
Comp Time Used		4.00	
Hours to Pay	6.00	4.50	
Comp Time Ending Bal.	6.00	2.00	2.00
Additional Hours to Pay		4.00	
Hours to Dock			
Overtime Hours Paid @ 1.5	4.00	3.00	1
Comp Time		(4.00)	

As the timekeeper, you will enter the yellow box. The employee earned <u>4 hours of additional time</u>. The employee entered 4.5 hours to pay in the gray box which the time card formula converted to <u>3.0</u> <u>hours of overtime</u>. The 4.00 hours in Comp Time are <u>Red</u> to remind you to enter the <u>4 hours of used</u> <u>comp time</u>.



Enter any earned Trade Days Earned If the Trade Day Used absence is not in SmartFind, you will also enter the used hours.

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	Α	3.5	328	8/26/2011		199	11.XXX.099.XXX	6118	199.000.999.PAYR	6118
863			Α									
863			Α									
863			Α									
863			Α									
863			Α									
863			Α									
863			Α									
863			Α									

You will use 863, as the company for payroll entry. Complete all other fields, <u>except</u> 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.

Previous Pay Period Corrections

- For example: Employee John Doe was entered on August 26, 2011 for 8 hours of Staff Development. He came to you on September 6, 2011 and told you that he didn't attend the workshop because of personal illness.
- 1. Once you have corrected the SEMS/Smartfind system and completed your verification process, you will need to make the correction on PS33.
- 2. Open the PS33 screen enter your company number, the batch number and click the Inquire button:
- a) In the F/C box, select Add.
- b) Enter John Doe's employee number.
- c) Enter the date of the original entry absence.
- d) Enter the code of the original entry absence.
- e) Enter -8.00 (negative 8).
- f) Next Line: F/C box, select Add.
- g) Enter John Doe's employee number.
- h) Enter the date of the absence.
- i) Enter the correct pay code (personal illness).
- j) Enter 8.00
- k) Click Enable and verify the correction has been made.

IMPORTANT XXXPRTIME log is only for PS33 To go to another screen in Lawson (HR11, ZE11, LP60, RQ10, PS11, etc.) You must open another Lawson window using your normal log in.

Lawson Reference Screens

- HR11 INQUIRY ONLY
- ZE11 EMPLOYEE CONTRACT
- LP65 EMPLOYEE PLAN BALANCE
- LP60.2 EMPLOYEE EVENT INQUIRY
- LP64.3 EMPLOYEE TRANSACTION DETAIL INQUIRY
- PS11 EMPLOYEE ANNUAL SALARY SUMMARY

HR11 Inquiry Only

Use this screen to access the following employee information: home address, pay, hire date, assignment, and much more useful data.

		Welcome Connie your Productline is PROD [logout]
LAWS	Employee (HR11.1)	ir11 Inquiry Only 🔍 - 뚣 🕐
Home	🤐 🖣 Previous 💡 Inquire 🕨 Next 📔 Inquire 💌	Related Forms 👻
My Shortcuts		
Requisitions	Company 🔽	
Receiving	Employee Z	Effective
Receiving adjustments		
Commitment adjustments-GL	Main Assignment Pay Work Personal	Address Work Elig User Flds Tax »
Non Standard Purchase	Last Name	5
Petty Cash Checking	First Name	Preferred Name
Check Reconciliation	Middle Name	
Deposits	Name Title 🛛 🔀	
Employee Self-Service ×		
PISD Bookmarks	Social Number ***-**-	
User – Job & Print Queues 🥸	Status 🔽 🔁	
PO20 Inquiry Only	Hire Date	Adjusted Hire
HR11 Inquiry Only		
HR11 Full Function	Reported as New Hire	
	Anniversary 1	
	Seniority 1	Length of Service
	First Day Worked	Last Day Paid
	Termination	Comments
		connicitos
Field is required		Trusted sites

ZE11 Employee Contract

- The contract year equals the last year of the school year calendar.
- The Amount Tab shows the annual contract salary; the Account Tab will show the account and activity code for the employee; the Pay Tab will show the daily rate and the gross amount per check.
- Use the Next button to see additional contracts for the employee. Stipends: Bilingual; Special Education, Coaching, Team Leader, etc.

LAWS	Welcome Connie your Productline is PROD [logout] Employee Contract (ZE11.1) Zeil Image: Contract (ZE11.1)
Home	» 🕂 Add 🖋 Change — Delete 📢 Previous 🍞 Inquire 🕨 Next 🖡 Inquire 💌
My Shortcuts	
Requisitions	Contract Year 2010 Company 863 🔀
Receiving	Employee 🔀
Receiving adjustments	Position 🛛
Commitment adjustments-GL	, ,
Non Standard Purchase	
Petty Cash Checking	Process Level 🛃 Location 🔁
Check Reconciliation	FTE Sched Grd Step 🔂 🛃
Deposits	1st Work Date Last Work Date
Employee Self-Service ×	1st Pay Period 🔄 🖞 Last Pay Period 🔯 ZE511 Sw 🛛 🖓 Update via ZE511
PISD Bookmarks ×	
	Amounts Addendas User Fields Pay Options Amount Pay Periods Work Days Original Contract
E Done	✓ Trusted sites

PS11 Employee Annual Salary Summary This screen displays all of an employee's contracts for the year specified. Some employees may have numerous contracts, use the PAGE DOWN feature to see all contracts for an employee.

	Welcome Connie v	our Productline is PROL) [logout]
LAWS	Employee Annual Salary Summary (PS11.1)	ps11	🔍 - 🔚 ?
Home	→ Previous ? Inquire > Next Inquire >		
My Shortcuts ^			
Requisitions	Fiscal Year 2010		
Receiving	Company 863 🔁 PASADENA IND. SCHOOL DISTRICT		
Receiving adjustments	Employee 🔀		
Commitment adjustments-GL	Hire Date What If Adj	Base Annual Salary	
Non Standard Purchase		-	
Petty Cash Checking	What-If Date	\$55,790.03	
Check Reconciliation	S/L/V		
Deposits	Pay Wrk - Pay Wrk - Pay Acct Pay Job Wrk Wrk Dly/Hr Base Rec		
Employee Self-Service ×	Cde Begin Date End Date Resp Typ Code Grd Stp Hrs Dys Rate Salary		
PISD Bookmarks ×	X01 08/17/2009 06/04/2010 000 A 0999 T07 20 8.00 187 \$281.657 \$52,669.97		
	08/15/2009 07/31/2010 109 BIL Pre-K Te Y/Y/N \$35.207 \$2,237.55		
	X01 08/17/2009 06/04/2010 000 A L100 00 8.00 187 \$16.684 \$3,120.06		
	08/15/2009 07/31/2010 109 Bilingual Su N/N/N \$2.085 \$.00		

LP65 Employee Plan Balance Inquiry

- This screen shows the total leave balances for the employee since the last payroll cycle.
- After your payroll cut-off, leave balances will not be updated until you receive your new Payroll Check-Off Sheet.

ΙΛ\Λ/ς 🙈 ΝΙ				weicome connie y	our Productime is PROD (regour)
LAWS	Employee Plan	Balance Inquiry	(LP65.1)		Ip65 🔍 🖓 🕹 🕐
Home	🤉 🖣 Previous 💡	Inquire 🕨 Next	Inquire	2 7	Related Forms 👻
My Shortcuts					
Requisitions					
Receiving	Co	mpany 🛛 863 🛃		PASADENA IND. SCHOOL DISTRICT	
Receiving adjustments	Em	ployee	24		
Commitment adjustments-GL					Position To VACATIONND
Non Standard Purchase					POSICION TO WACATIONND
Petty Cash Checking					
Check Reconciliation		Structure		Available	Available
Deposits	SC Plan	Group	Position	Hours	Earnings
Employee Self-Service ×		LP:COMP		9.00000	
PISD Bookmarks 🛛 🗸	COURTSUMM	LP:ACTIVE			
	EXCUSEDDCK	LP:EXCUSED			
	FMLA	LP:FMLA			
	LOCALLEAVE	LP:LEAVE		48.750000	
	MILITARY	LP:ACTIVE			
	SCKLVBANK	LP:SICKBNK			
	STPRSNALAL	LP:LEAVE		86.250000	
	TRADE DAYS	LP:TRADE			
		LP:UNEXCUD			
	Reserve	ryover			
	Reserve	e Hours		Earnings	
				Earnings	

LP60.2 Employee Event Inquiry

This screen allows searches by the type of absence, a particular date of absence, a day of the week, etc.

					weicome	Connie your Pr	oauctiine is PRO	
LAWS	Employ	ee Event Inquiry (_P60.2)				lp60.2	🍳 - 🚰 ?
Home	🤉 🖣 Pre	vious 💡 Inquire 🕨	Next	quire 💌			ł	Related Forms 👻
My Shortcuts								
Requisitions		Company	863 🔁	PASADENA I	ND. SCHOOL DISTRICT			
Receiving		Employee	2					=
Receiving adjustments		,						
Commitment adjustments-GL		🖌 🛛 Reason Class						
Non Standard Purchase			2				Tot	als
Petty Cash Checking	UK	Reason Code	2					
Check Reconciliation	-	🔶 Date Range 🗌	1-1 1	1				
Deposits		Search Day	•					
Employee Self-Service 🔹 👻								
PISD Bookmarks ×	Reason							
	Code	Description		Date	Day	Hours	Points	Occ

LP64.3 Employee Transaction Detail Balance

- This screen lists the individual transactions of absence history with a running balance.
- Enter the employee number and then click the NEXT button at the top of the page. This will pull up the first absence plan for the employee.
- Click INQUIRE button on the far right and select PAGE DOWN / PAGE UP to see more absences in the same plan.
- o Clicking NEXT will advance the screen to the additional absences plans.

						me Connie your H	roductline is P	ROD [logout]
LAWS	Employ	ee Transa	ctio	n Detail Balance Inq	uiry (LP64.3)		lp64.3	🔜 🍳 - 🖾 🕐
Home	🈕 🖣 Prev	vious 💡 In	quire	Next Inquire	2 1			Related Forms 👻
My Shortcuts								
Requisitions		-						
Receiving		Comp	pany	863 🔁	PASADENA IND. SCHOOL DI	STRICT		
Receiving adjustments		Emple		<u> </u>				
Commitment adjustments-GL			-	Local Leave				
Non Standard Purchase								
Petty Cash Checking		Structure G	roup	LP:LEAVE 🔁	Local/State Personal Leave			
Check Reconciliation		Posi	ition	2				
Deposits		Accrual [*]	Туре	1 💌	Hours		Position 1	ío 1
Employee Self-Service ×								
PISD Bookmarks ×	< Date	St	Trar	isaction Type	Cycle or Hrs	Amount		Balance
	08/01/2007	9	З	EOY 2006-07 - PYB		1120.0	00000	1120.0000000
	08/01/2007	9	З	EOY 2006-07 - USAGE		32.00	0000-	1088.0000000
	08/01/2007	9	34	Transfer from Allotment		32.0	00000	1120.0000000
	01/11/2008	9	61	Personal Illness - Local Le	ave	8.00	0000-	1112.0000000
	04/18/2008	9	61	Personal Illness - Local Le	ave	8.00	0000-	1104.0000000
	05/05/2008	9	61	Personal Illness - Local Le	ave	8.00	0000-	1096.0000000
	05/06/2008	9	61	Personal Illness - Local Le	ave	8.00	0000-	1088.0000000
	05/15/2008	9	З	SEPARATION PAY; EMPL	RETIF	800.00	0000-	288.0000000

Dashboard

The DASHBOARD offers many different reports for your review. A few are listed below.

Mandatory Reports

Payroll Time Records Report (after PS33 payroll entry) Non-Rolling Leave Report

Other Reports

Labels for your Employees Leave Summary w/ Running Balance Account Distribution by Employee Account Distribution by Account

- To create a shortcut for your dashboard, click on the small calendar at the right of Schools/Departments, select "set as front page", confirm.
- The Schools/Departments page will now be your "home" page for Lawson Reporting.
- This is an example of what your Schools/Departments screen should look like:

LAWS	Home	welcome connie your Pr		lingoar
LAVS	Home		Search 🔍	- 🔚 🕐
Home				
My Shortcuts			-	
Requisitions	General Payroll Legacy Reporting Documentation Schoo	ls/Departments	Search	Q, 🖿
Receiving	Schools/Departments >			
Receiving adjustments	Schools/Departments 🗈 🗲			
Commitment adjustments-GL				
Non Standard Purchase		Web Links	~ 🖻	
Petty Cash Checking	🔨 🔷 🗀 Leave Reports	Lawson Portal		
Check Reconciliation	Leave Report For 730 NEW!	PISD Internal Website (Intranet) PISD Website		
Deposits	Leave Summary With Running Balance	 Texas Education Agency 		
Employee Self-Service ×	∧ 🗀 Reports —	· · · · ·		_
	I I TEA DATE Grant Award			
PISD Bookmarks ×	🛛 🖬 Absences Per Category 🛅			
	Activity Reason List			
	Additional Pay and Overtime Report			
	 Employee Absence History II Employee Absentee Report III 			
	Employee Absentee Report by Location (New			
	Batch)			
	Employee Address Verification			
	🛛 📄 Employee Birthday List			
	Employee Certification Listing For 730 NEW!			
	o 📄 Employee Counts 🔟			
	o 📄 Employee Directory 🔟			
	 Employee Experience By Location and Job Code NEW! 			
	o 🖻 Employee Lookup 🔟			
	🛛 🖃 ESS Benefit Enrollment Status NEW!			_
	Electricity Letters			

Payroll Time Records Report

Enter prompt values.	
Enter Run Type: Accounting Organization (Organization or Responsibility)	Run Type
Enter a Location OR a Batch Number for Run Type entered above	Location or Batch Number
	ОК

<u>This report is mandatory</u>. The timekeeper is required to verify all payroll entries for the current pay period before the cut-off date. The report captures all SmartFind entries, PS33 entries, and upload spreadsheets.

Run Type: Accounting Organization (Org. or Resp.)

Location/Batch Number: XXX

Leave Summary With Running Balance

Enter prompt values.	
Employee/Process Leve/Enter '999' for All Locations	Employee/Process Leve/Enter '999' for All Locations
Set to Null	
FYR	FYR
Set to Null	
	ОК

This report will show the balance and itemized transactions of each leave plan for an employee. You will enter the employee id number and the fiscal year. The fiscal year is the last year of the school year.

Non-Rolling Leave Plan Balances

Enter prompt values.		
Employee or Location		Employee or Location
Se	et to Null	
Show -0- Balances?		Show -0- Balances
No - Suppress	$\overline{\mathbf{v}}$	
		ОК

Initial mandatory review after Spring Break. Enter location or employee id number and set balance parameter. Yes is the default and will show leave plans with a zero balance.

Pay Code Totals

Enter prompt values.	
Location/Employee number	Location/Employee number
ALL Set to Null	
Enter Pay Code or 'ALL'	Pay Code
	Selected Values: Remove Remove All
From date	From date
Please enter Date in format "mm/dd/yyyy".	
To date	To date
Please enter Date in format "mm/dd/yyyy".	
	ОК

This report will assist you with your budget reports. Enter location number, pay code(s) you need to review, set your date parameter, and click OK.



The Business Office Procedure Manual 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.

Select Accounting to get to the BOPM

District	Our District Superinter	ndent/Administration	School Board	Board Policy	Departments
Welcome		Pasadena	Independent Scho	ol > Microsites	> Departments List
District News	Departments List				
Contact Us		713.740.0012			
Search	Administrative Services	713.740.0027			
District Calendar	Advanced Academics	713.740.0104			
District News - Spanish	Alternative Teacher Certification Program	713.740.0029			
Departments List	Athletic Office	713.740.0837			
2009-2010 District	Athletic Ticket Office	713.740.0841			
Calendar PDF	Attorney	713.920.4640			
Pasadena ISD	Bilingual/ESL	713.740.0065			
Regulations	Business and Finance	713.740.0023			
Flash District Album	Child Nutrition Services	713.740.0146			
What's New	Communications/Printing	713 740 0186			
School Phone Numbers	Curriculum and Instruction	713.740.0055			
School Phone Numbers	Career and Technical Education	713.740.0802			
	Credit Union	281.487.9333			

Then Click on the book



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

Search

Business Office Procedure Manual

Download Forms

Account Codes

Fund Function Obiect Sub-Object Organization/Campus Fiscal Year Program Responsibility 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

Accounts Payable

Feedback

Home

Department Contact List Check Writing Schedule Support Documentation Sales Tax Additional Signatures Required Receiving Reports Form to Add New Lawson Vendor

Activity Funds

Fund Raising-Sales Tax Susan Komen T-shirt Sales

Cashier's Office

Check Policy Money Handling Procedures Employment Verification

Contract Services

 Professional Services
 Direct Depositivs. L

 Consulting Services
 Payroll Cycle Sched

 Employee or Contractor?
 Paycheck Sample

 Sample Consultant Contract (Personal Services)
 Payroll Deductions

Purchasing

Department Contact List Purchasing Services Purchasing Guidelines Approval to Sign Contracts Sole Source/Copyright Items Filling Out a Purchase Requisition Receiving Reports

Sam's & Walmart Grants MAC-Medicaid Donations Employee & Student Gifts-Awards Raffles

PISD Home Page

<u>Budget</u>

Links

Accounting

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

Payroll BOPM Select Payroll from the Department List

S	abrina Howe, Payroll Superv Training for Non-Exempt (howe@pasadenaisd.org		Payroll BOPM Click here for payroll related procedures	Employee Self-Service	<u>Handbook-New</u> <u>Time</u> C
7	<u>1aria Castle</u> 13 740-4004 Fax ncastle@pasadenaisd.org	713 740-0280	Employee S	Self-Service Video for Subs	titutes-New
7	<u>ulie Gilbert</u> 13 740-4003 Fax <u>jilbert@pasadenaisd.org</u>	713 740-0014			PASADENA INDEPERDENT SCHOOL DISTRICT
7	rittany Kaighen 13-740-4006 Fax kaighen@pasadenaisd.org	713 740-0007			Salary Schedules
7	athy Tew. 13 740-4052 Fax tew@pasadenaisd.org	713 740-0021			Click on the Salary Schedule for current year salary information
7	<u>ennifer Smith</u> 13-740-4005 Fax esmith@pasadenaisd.org	713 740-0878			France Reports And Providence South Providence South Providence
7	ionia Roque_ 13-740-4063 Fax roque@pasadenaisd.org	713-740-0961			
7	<u>Connie Wheeler</u> 13-740-4064 Fax wheeler@pasadenaisd.org	713-740-0960			