

# *Hot Topics from Payroll*

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## **1. End of Year Retirees and Terminations**

Please notify your payroll specialist as soon as you are aware that someone is retiring at the end of this school year. Payroll will contact the retiring employee with information regarding their last check. As always, when you have a termination, you need to contact payroll.

## **2. 2013-14 Retirees**

We need to inform our employees that are planning to retire next school year (2013-14) that Payroll will need to process the final 2012-13 check differently than we will for other employees. If you have someone that is planning to retire next year, they will need to submit their retirement letter to Human Resources no later than July 1, 2013. The retiree's highest year will be effected if this is not completed, because the August 15, 2013 check will not be counted towards the 12-13 salary. TRS will only count 12 months of pay towards one salary year.

### **3. Non-Rolling Leave Balances**

Many timekeepers are using this report each payroll cycle to ensure their employees are using all available comp time before using a different leave plan. The mandatory requirement notice will begin with the processing of the 4/15/13 payroll. If a non-exempt employee has not used all comp time and/or trade time hours before their last working day, you will need to pay the employee out of your budget for those hours.

### **4. One Time Pay Codes**

When you have questions regarding one time pay codes, please refer to the One-Time Pay Code list found on the **Payroll BOPM**. This list has the board approved pay codes and pay rate. If your location has an employee working in a capacity that is not listed here, your administrator will need to ask his/her associate superintendent to submit your pay code needs to cabinet.

- This list should be consulted before quoting an employee a specific rate for a specific job to remain in compliance with the rates that are Board Approved.
- When paying substitutes:
  - Subbing for a specific position = Substitute pay code
  - Tutoring = Tutoring pay code (both Degreed and Certified subs qualify for the \$28/hour tutor pay code)

### **5. Account Codes for Payroll**

*Remember: For Payroll the object code will begin with 61xx and each account code will have a corresponding activity code*

Account codes for payroll can be found in several different places. For a specific employee's account code, you can look at the **HR11** and/or the **ZE11** screens. If you need other account code information, you need to refer to the **Accounting BOPM**. On this **BOPM**, you will find the account code and description to help you determine which code is the appropriate one to use. The section includes an overview as well as breakdowns for each component of the accounting unit.

## **6. Exempt vs. Non-Exempt**

You can verify an employee's exempt or non-exempt status on the *PAY* tab found on the **HR11** screen. Exempt employees are required to have a time record. This can be the exempt time card, a sign-in sheet (Raptor is okay) or similar list. Non-exempt employees are required to complete the time card that is on the district's website or use the department time clock.

The bottom section of the non-exempt time card is the tool that you need to use when entering and verifying your time records. You will need to confirm what comp time entries were on the Smart Find upload and what you may need to enter. If an employee wants to be paid for their overtime the 'Hours to Pay' box must be populated. The non-exempt time card is a legal document and must be filled out accurately to remain in compliance with the Fair Labor Standards Act.

Board policy states that an exempt employee is charged for absences in full or half day increments. This means teachers, nurses, librarians, speech, special education supervisors, administrators, and many

supervisors are not charged absences less than their full or half day of scheduled work hours.

**Staff Development** and **Official Business** are not charged to the employee's leave balances. Neither of these entries is subject to the half day or full day policy.

## 7. QUESTIONS:

- Hours for July 4th week
  - *All employees on duty July 1-5 are scheduled to work 32 hours for the week with 8 hours of Non-Working. If an employee is working 10 hour days with Friday off then they will need to work (or use paid leave) to equal 32 hours between Monday and Wednesday of that week.*
- 220 Campus Personnel Off Duty Schedule
  - *All 220 day campus personnel are scheduled through Monday, July 8<sup>th</sup>. This means the week of July 8-12 they are scheduled to work 8 hours. It is not necessary to work a 10 hour day during that week. If it is approved by the principal/superintendent then paid leave can be used.*
- Ext Day on a day absent from work
  - *For all 21<sup>st</sup> Century after school programs TEA has stipulated that any employee absent from work for personal reasons (illness or personal day) cannot work extended day for that program.*

## UPCOMING TOPICS:

Worker's Compensation

FMLA

Dashboard Reports

New Hires and Job Changes

ESS

Payroll Audits

Remember: For answers to your payroll questions, if you can't find it on the **Payroll BOPM**, then you probably can't do it.

Just kidding, please contact your payroll specialist we are here to support our employees.