



CATEGORY: **Fiscal Management, Payroll**

EFFECTIVE: **1-29-62**

SUBJECT: **Payroll and Time Reporting**

REVISED: **12-04-06**

A. PURPOSE AND SCOPE

1. To define administrative procedures for employee time reporting and payroll calculation.
2. **Related Procedures:**

Mandatory reports for employee injury or illness on the job	5170
Personal business leave	7134
Sick leave	7130
Tax-sheltered annuities	2630
Voluntary payroll deductions	2625

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-1000, I-1020; Education Code Section 42647.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Payroll/Employee Benefits Department, Human Resource Services Division, Office of the Chief of Staff (for payroll functions); and Accounting Operations Department, Financial Operations Division, Office of the Chief Administrative Officer (for warrant disbursement or issuance).
2. **Prompt and Accurate Payroll Reporting.** Budgeting and accounting by program and by organizational unit require prompt and accurate reporting of employee assignments and time worked in each assignment. Most reports to federal, state and county agencies and most of the district’s official financial and personnel records are dependent upon the accuracy and care exercised by school and department secretaries in personnel/payroll matters. (Equally important is that every employee be paid accurately and on time.) Relative roles and responsibilities of schools, departments and divisions are outlined in C.3.
3. **Responsibilities**
 - a. **Employees** provide accurate income tax withholding and absence data and report time worked.
 - b. **Principals/department heads** establish procedures providing for prompt and accurate reporting of assignments, time worked and absence information for district employees on designated forms.

- c. **Payroll/Employee Benefits Department** establish payroll schedules; process time reported through Time and Labor system; process deduction forms and tax withholding forms; override system generated salary information when employee begins or ends their salaried assignment on other than the first or last day of the work year; provide required input to computer to obtain pay warrants; and maintain all related files and records.
- d. **Information Technology Department**, Business Operations Division, Office of the Chief Administrative Officer, prepare and deliver pay warrants to the Accounting Operations Department.
- e. **Accounting Operations Department** distribute pay warrants to employees; transmit voluntary and mandatory deduction amounts to appropriate agencies and companies; monitor payroll processing to ensure accuracy, security and existence of an effective audit trail; sign original of “Warrant Accountability and Signature Plate Log”; and return Copy 2 to the Information Technology Department. Maintain all related files, registers, records and reports; and determine that charges are made to appropriate account codes.

D. IMPLEMENTATION

1. **Schools and departments** input positive time worked (hourly and beyond salaried time) and leave taken to the Time and Labor system; file all original time cards and leave forms at site.
2. **Hourly Employee and Substitute Employee Time Reports**
 - a. **Payroll/Employee Benefits Department** process time submitted for payment; review Personnel Action Request forms and prepare necessary manual inputs to system for position/salary changes; monitor use of catastrophic, industrial and half pay sick leave; apply garnishments as required by court order; process time reported through substitute system; maintain direct deposit instructions for employees; conduct audits of time paid; calculate and seek resolution of overpayments.
3. **Withholding Tax Exemptions and Voluntary Deduction Cards.**
 - a. **Payroll/Employee Benefits Department** receives the forms and enters data online. Deductions for Tax Sheltered Annuities (403b) are submitted to the Accounting Operations Department.

4. Review of Preliminary Calculations

- a. **Payroll/Employee Benefits Department** reviews preliminary calculations to determine if adjustments are properly reflected on the employee's check; corrects as necessary prior to final calculation and confirmation of the check.

5. Review of Payroll and Preparation of Deduction Payments

- a. **Accounting Operations Department** prepares and reviews payroll registers; prepares positive pay file transfer to County Treasurer's Office; prepares check and advice files for printing; orders remittance of deductions to appropriate agencies for voluntary deductions, retirement and taxes.

6. Pay Warrants

- a. **Information Technology Department** produces pay warrants and delivers to the Accounting Operations Department together with duplicate copies of "Warrant Accountability and Signature Plate Log."
- b. **Accounting Operations Department** records beginning and ending warrant numbers and payroll identification numbers on summary sheet; disburses warrants; retains warrant registers and summary sheets; signs original of "Warrant Accountability and Signature Plate Log"; and returns Copy 2 to the Information Technology Department.

E. FORMS AND AUXILIARY REFERENCES

- 1. California State Accounting Manual
- 2. Warrant Accountability and Signature Plate Log

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff

For the Superintendent of Schools