Payroll BOPM Training

2017/2018
Content List

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• Salary Letters
• Time cards & Training
• Retirees
• Payroll contacts/BOPM link
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Employees working before their on-duty date

Early Work Pay

Clerical employees that principals have come in prior their official beginning work day can either earn Trade Days or will be paid using a one-time pay at their existing hourly/daily rate of pay. See web page for Trade Days or "Overtime/Compensatory Time" for the rules and the excel time sheet example. Compensatory time is only earned when the Non-Exempt works over 40 hours for the week.

This only applies to employees that work during the month of August. Any work performed in the month of July must be paid according to the payroll cycle schedule.

If the employees are brought in to assist with the normal registration process or other normal heavy work at the beginning of school, then the payment is to be charged to the principal's budget.

If the employees are brought in to assist with some sort of special project that is approved by the appropriate Associate Superintendent, then the payment can be charged to responsibility 899. Once the project is approved, the appropriate Associate Superintendent will notify Jeanne Conway that the charge has been properly authorized.

Teachers or other Administrative staff can make arrangements with the principal for "trade days". See web page "Trade Days" for the rules and examples.

Please call if you have any questions.

- The beginning of the year is wild, but we still have to take care of our employees.
- Time card examples are available on the Payroll BOPM.
Salary Letters

- Where can employees find them?
- Why they need to be printed.
- When they should be printed.
- Ensure you have an accurate employee list for your campus/department(s).
General ESS

- Benefit Handbook
- Benefit Plan Descriptions
- Benefits Enrollment
- Current Benefits
  - Flex Spending Accounts
  - Account Balances
  - Account Contributions
- Payroll
- Schools/Departments

- Employee Self-Service
- Documentation
- General
- Legacy Reporting
- Miscellaneous Tools
- New Hire
  - Benefits
  - Benefit Handbook
  - Benefit Plan Descriptions
  - New Hire Enrollment
- Pay
  - 403 and 457 Links
    - 403B Action Form
    - 403B Salary Reduction Info
    - TRS Approved Vendor List
    - Log On To JEM
    - PISD Rules Solicitation
    - 457 Plan Information
  - Direct Deposit
  - Leave Balances
  - Leave Balances Detail
  - Pay Rate History
  - Payment Modeling
  - Payroll Deductions
    - Cornerstone Club
    - Houston Chronicle
  - PISD Payroll Docs/Images (Hover for List)
    - Tax Withholding
    - Year to Date

- Employment
  - Absence Management
  - Claim Inventory
  - Employment Contracts
  - Inventory
  - Inventory Instructions
  - Job Profile
  - Phone Book
  - Policy Manual
  - Summer School Application
  - Work Phone & E-Mail

- Life Events
  - ACA 1095C Images Link
  - Pay-Check Images Link
  - W-2 Images Link
  - Payroll Letters
  - Leave Balance Summary with Running Total Detail
Time cards

Step 1
Employee fills out & signs time card.

Step 2
Supervisor reviews & approves.

Step 3
Time Keeper enters in approved time

The number one process that is not followed.

Approval of Time cards
All employees must sign their time card and it must have signature approval of their supervisor. All time cards must have the signature approval of the appropriate supervisor such as assistant principal, manager, director, etc. Time cards for principals must be emailed or faxed to the appropriate ASCD for each payroll period. Cabinet members reporting to the Superintendent must fax, email, or deliver a paper copy of their time card to the Superintendent’s Office each pay period.
Time card Training

- New school year = New employees, please contact us for time card trainings.

- Audits – each location will have at least one audit a year. ASCDs are now requesting to see all payroll audit results.

- Time Card Example: Exempt Employee Trade Days
- Time Card Example: Non-Exempt Comp Time
- Time Card Example: Non-Exempt Trade Days
- Time Card Forms
- Time Card Procedures
- Time Card Questions & Answers
- Time Card Training for Exempt Employees (PDF)
- Time Card Training for Non-Exempt (PDF)
- Time Card Training-Manual Time Card-Spanish
Retirees

New

• A retiree who serves in the place of a current employee: For the purposes of Employment After Retirement only, retirees are allowed to serve in a vacant position or positions for no more than 20 days in each vacant position and still be considered a 'substitute', provided the retiree is not serving the vacant position created by that retiree's retirement.
• Should you hire a retiree for a vacant position, please let payroll know.

Reminder

• Each retiree should review and sign a waiver form.
• Retirees should receive a TRS eligible days calendar (available on the BOPM).
• Always verify a retiree’s date of retirement before they work.

Retiree Employment Information
- Retired Employee Agreement
- Retiree Guidelines
- Retiree Eligible Days/Hours to Work in 2014-2015
- Retiree Eligible Days/Hours to Work in 2015-2016
- Retiree Eligible Days/Hours to Work in 2016-2017
- TRS Category Slide
Who you gonna call?

- The red hyperlink directs you to the Payroll BOPM.
- We will conduct 2 Payroll Hot Topics this year. Please send us any suggestions you may have for the meeting.
- We would also like to provide another back-up training to ensure they understand payroll procedures.
Now it’s time to Kahoot it

Your code to access the quiz is: