

Section 14

PAYROLL

Information and
Forms





Compensation and Benefits Department

Serna Center, Suite 150

4735 47th Avenue, Sacramento 95824

Marianne Clemmens, Director 643-9421

PAYROLL DEPARTMENT (Box 772) can assist with payroll questions, changing tax forms, completing salary reduction agreements for 403b or 457 plans, absence reporting, doctor verification covering time off work to avoid docking, issuing replacement W-2

Main Line: 643- 9400 FAX: 643- 7483 general email: payroll@scusd.edu

Tanisha Turner, Supervisor IV 7465

West - Area 1

Gabe Estrada, Lead Payroll Technician 7469

Tiffany Snowdon, Fiscal Services Technician I 7470

Central – Area 2

Sandy Kiser-Stodden, Lead Payroll Technician 2331

Emily Hanisits, Fiscal Services Technician I 7468

East – Area 3

Alex Spitsyn, Lead Payroll Technician 7466

Tami Mora, Fiscal Services Technician I 7467

Retirement Team: PERS/STRS

Keyshawn Marshall, Payroll Benefits Specialist - PERS..... 7901

Michelle DuPaty, Lead Payroll Technician - STRS 9064

EMPLOYEE BENEFITS (Box 840B) can assist requests for medical, dental, vision, life for active and retired employees, 125 Plans

Main Line: 643- 9432 FAX: 643- 9457 general email: benefits@scusd.edu

Phyllis Fogg, Employee Benefits Technician 7907

Joanna Longmire, Employee Benefits Technician 7906

RISK MANAGEMENT DEPARTMENT (Box 840) can assist requests for certificates of insurance, field trip questions, claims against the districts, insurance loss, hazardous waste ID numbers, liability and property insurance, student activity waivers, student accident reports

Main Line: 643- 9421 FAX: 643- 9457 general email: riskm@scusd.edu

WORKERS' COMPENSATION (Box 840A) can assist with workers' compensation questions and payroll interface, modified duty, disability questions

Workers' Compensation Claim Reporting Line 9299

Keyshawn Marshall, Payroll Benefits Specialist..... 7901

Martine Kruger, Risk Management Technician 9421



Payroll Services

Certificated or Classified Time Report

The Certificated and Classified Time Reports, also called Per Diem Timesheets, are utilized for reporting the actual hours worked for all hourly or per diem employees. These preprinted forms are sent out from Payroll Services with the names of hourly employees, their PSL numbers, budget codes, and rates of pay printed on each Time Report.

If there are hourly employees whose names do not show on the preprinted form, the site or department staff preparing it must add the names, social security numbers of the missing employees, their job description (i.e., Noon Duty, Tutor), rate of pay, and report actual hours worked.

How to Fill Out a Per Diem Timesheet

1. Complete the “Hours or Days Worked by Date” section of the form, and indicate the number of hours worked per day for the 26th through the end of the previous month and the first through the 25th of the current month.
2. Total the hours across for each employee, and enter total hours worked in the “Total Hours or Days Worked” column, separating hours by months.
3. The person who prepares the Time Report must sign at the upper top right area of the form.
4. The site Administrator or Principal must sign in the “Administrator Signature” area. The School Office Manager is not authorized to approve payment to an employee.

Other Notes:

1. It is helpful if additional information can be provided on this report to facilitate the processing of payroll. For example, if the budget code is known, please enter it in the “Employee Assignment Information” area under the employee name.
2. At times, employees have several payroll set-ups from which to receive pay. It would be helpful if you could also indicate in the “Employee Assignment Information” area what the employee actually did, i.e., Noon Duty, Instructional Aide, Tutor.

Due Date: The Time Report is due to Payroll Services by the 25th of each calendar month.

Where to Send Time Reports: Payroll Services,
5735 47th Avenue, Box 772.



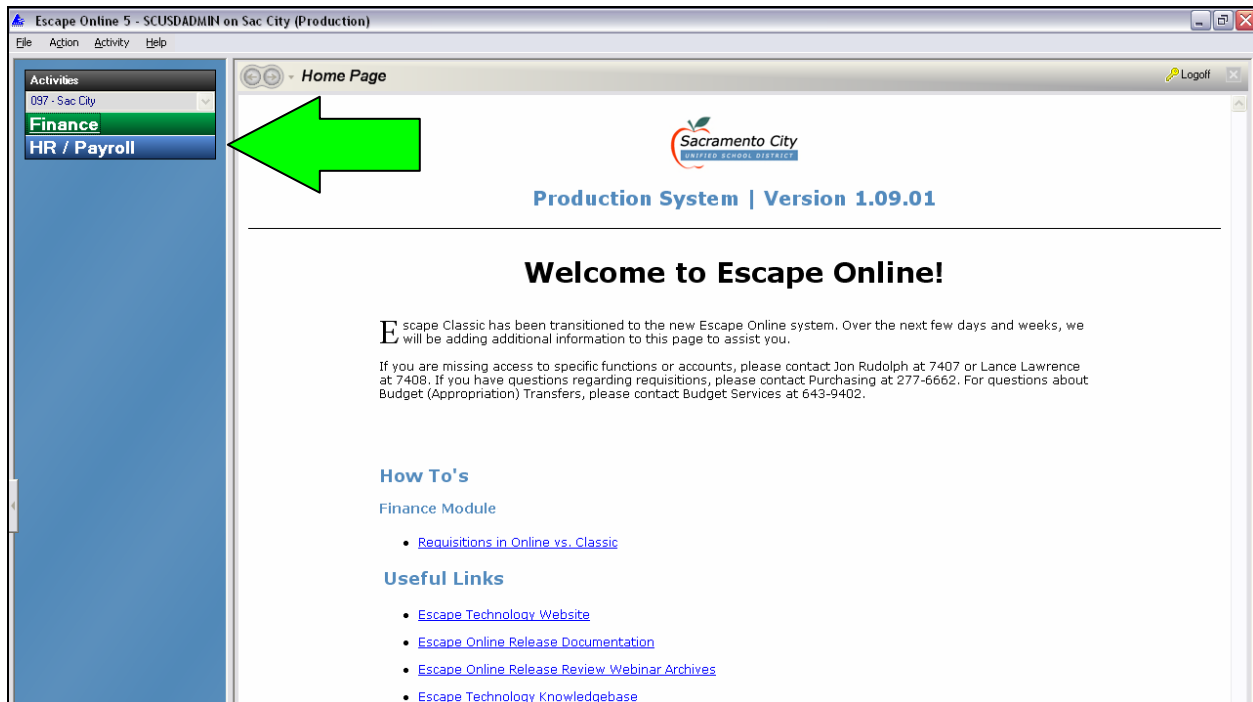
Per Diem Time Reporting in Escape Online

The Per Diem Time Report form must be completed by the site administrator or department manager to authorize Payroll Services to pay an employee. Whether the employee is Certificated or Classified, the Per Diem Time Report form designates the number of hours or days worked by date for a specific pay period. The Per Diem Time Sheet form can be printed from the Escape Online system at anytime during the month. We recommend that you print this report towards the 25th of the month to ensure that you have as many of your employees as possible on the report for payroll processing. It is also recommended that you use legal (8½ x 14 inch) paper, so that the report will be formatted properly. ***These reports should be completed by the site administrator or department manager, and sent to Payroll Services no later than 5:00 pm on the 25th of each month.***

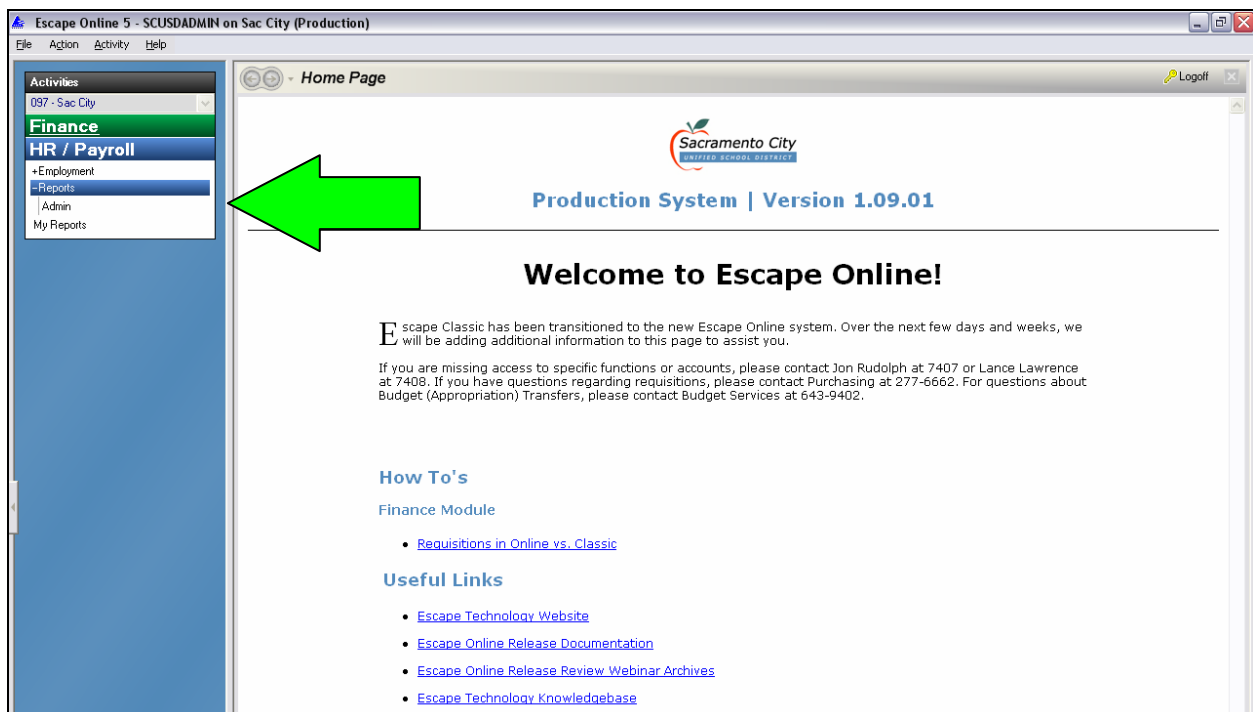
Overview of How to Print a Time Report in Escape Online

- Login to the Escape Online system.
- Under Activities, select HR/Payroll → Reports → Admin.
- Double-click on the Time Report - Pay201
- Click the Go button to run the Time Report for all pay cycles for the current month – OR – enter the Month, Year, and/or Pay Cycle and click the Go button to run the Time Report for a specific time period or pay cycle (e.g. Certificated M2 or Classified M3).
- Click on the Printer icon to print the report to your local or network printer.
- Select the appropriate printer from the Name drop-down menu. Either use the manual feed for legal paper or click on properties to select legal paper since Time Reports are designed to print on legal paper.
- Click the OK button to start printing the report to the printer that you selected.
- Fill out the report and submit to Payroll Services by 5:00 pm on the 25th of each month.

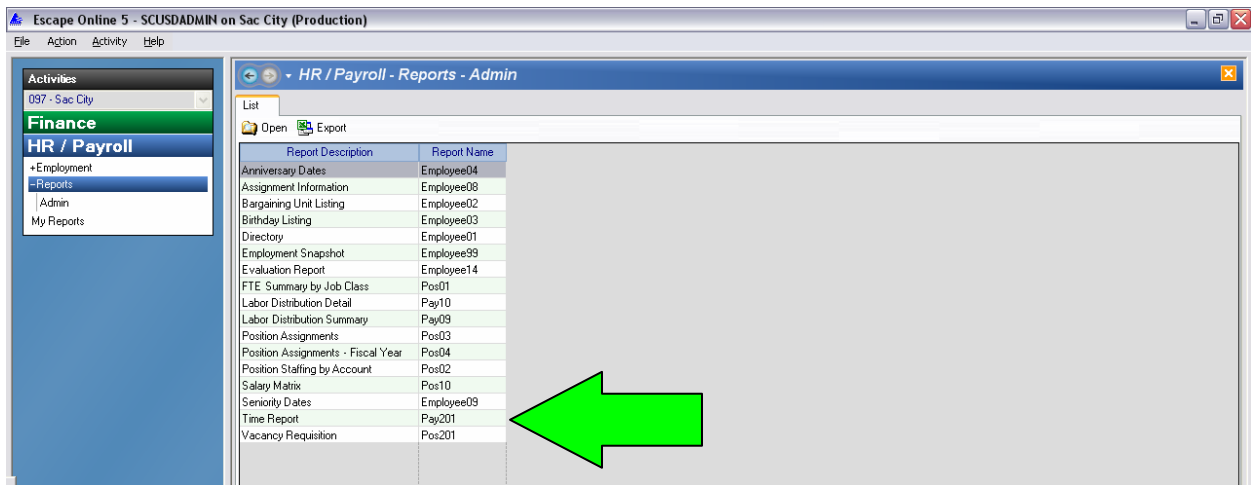
Instructions on How to Print a Time Report in Escape Online



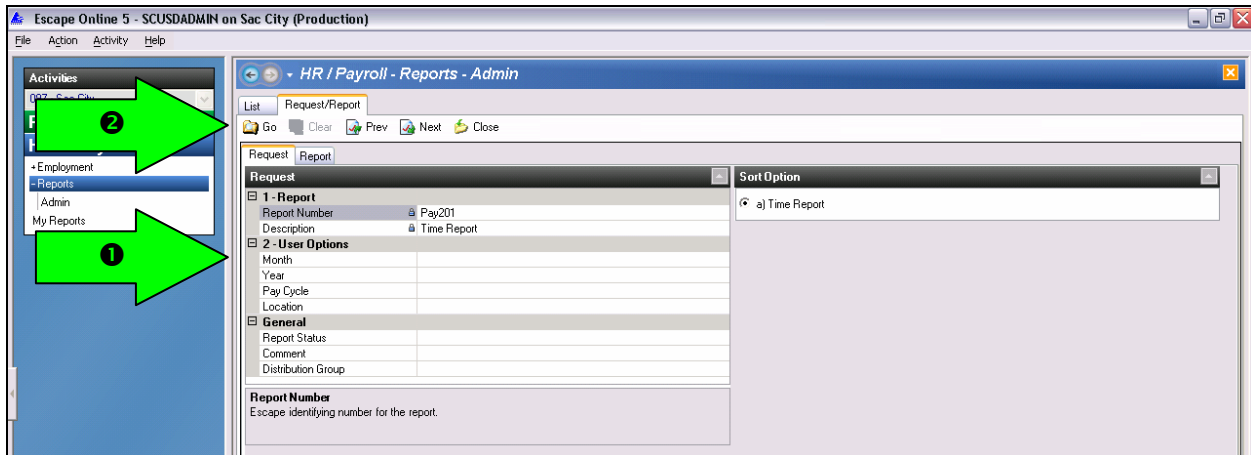
1. From the logged in homepage, click on HR/Payroll and then Reports to expand the Reports activity.



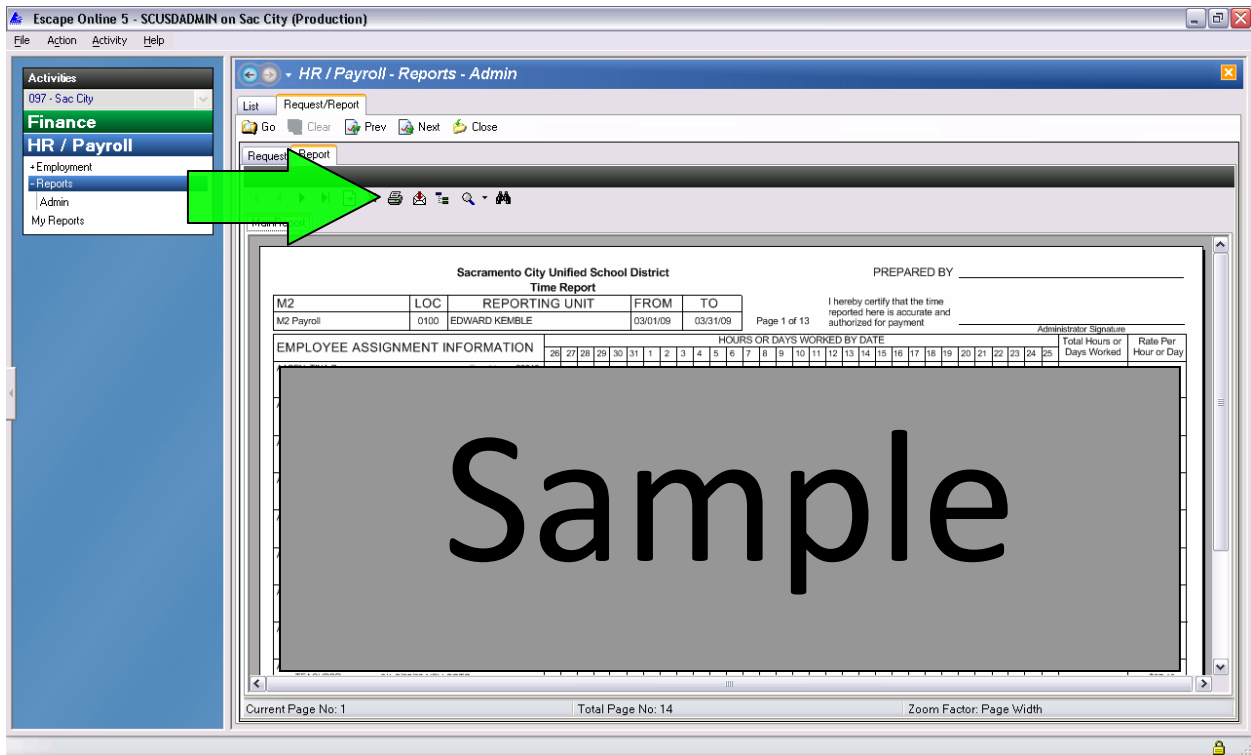
2. Click on Admin to view the HR/Payroll – Reports – Admin List tab as shown below.



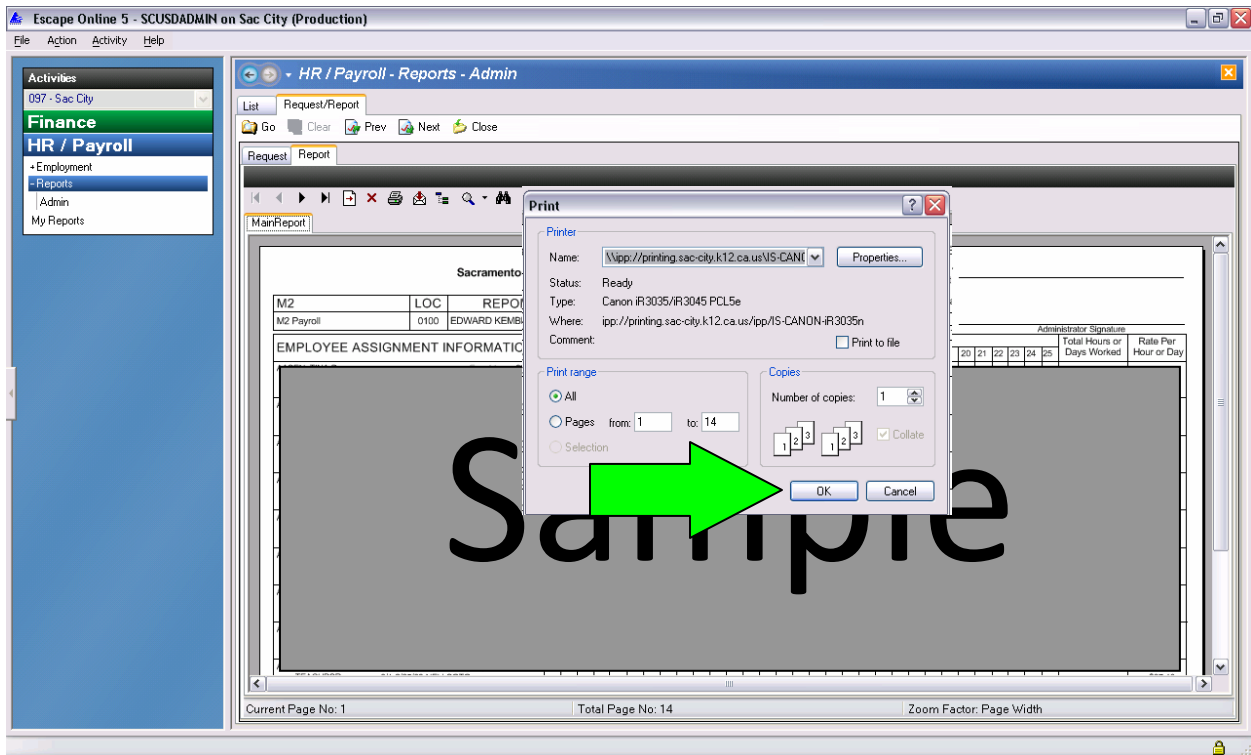
3. Double-click on the Time Report - Pay201.



4. Click the Go button to run the Time Report for the current month and all pay cycles. It is recommended that you run the Time Report just prior to the 25th of the month to ensure that any newly entered employees are reflected on the report. The report will be sorted by paycycle, i.e., M2 (certificated) is printed before M3 (classified).
5. Under 2 – User Options, you can also enter the month (e.g. 03), year (e.g. 2009), and/or Pay Cycle (e.g. M2), if you want to run the Time Report for a specific time period / pay cycle. Click the Go button once you have entered your selections.



6. Click on the Printer icon to print the report to your local or network printer.



7. Select the appropriate printer from the Name drop-down menu, and click properties to select legal size paper or manual feed.
8. Click the OK button to start printing to the printer that you selected.
9. Enter the required information, as shown below, and submit to Payroll Services by 5:00 pm on the 25th of the month.

Sample Per Diem Time Report (Certificated / Classified)

Sacramento City Unified School District Time Report					PREPARED BY _____																																																									
M2	LOC	REPORTING UNIT	FROM	TO	I hereby certify that the time reported here is accurate and authorized for payment.																																																									
M2 Payroll	0100	EDWARD KEMBLE	03/01/09	03/31/09																																																										
EMPLOYEE ASSIGNMENT INFORMATION					Administrator Signature _____																																																									
HOURS OR DAYS WORKED BY DATE					Total Hours or Days Worked																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">26</td><td style="width: 20px;">27</td><td style="width: 20px;">28</td><td style="width: 20px;">29</td><td style="width: 20px;">30</td><td style="width: 20px;">31</td><td style="width: 20px;">1</td><td style="width: 20px;">2</td><td style="width: 20px;">3</td><td style="width: 20px;">4</td><td style="width: 20px;">5</td><td style="width: 20px;">6</td><td style="width: 20px;">7</td><td style="width: 20px;">8</td><td style="width: 20px;">9</td><td style="width: 20px;">10</td><td style="width: 20px;">11</td><td style="width: 20px;">12</td><td style="width: 20px;">13</td><td style="width: 20px;">14</td><td style="width: 20px;">15</td><td style="width: 20px;">16</td><td style="width: 20px;">17</td><td style="width: 20px;">18</td><td style="width: 20px;">19</td><td style="width: 20px;">20</td><td style="width: 20px;">21</td><td style="width: 20px;">22</td><td style="width: 20px;">23</td><td style="width: 20px;">24</td><td style="width: 20px;">25</td> </tr> <tr> <td colspan="25" style="text-align: center; vertical-align: middle;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid black; padding: 10px; text-align: center;"> <p style="font-size: 24px; margin: 0;">Sample Employee Assignment Information</p> </div> <div style="width: 60%; border: 1px solid black; text-align: center;"> <p style="font-size: 24px; margin: 0;">S a m p l e R a t e s</p> </div> </div> </td> </tr> </table>					26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid black; padding: 10px; text-align: center;"> <p style="font-size: 24px; margin: 0;">Sample Employee Assignment Information</p> </div> <div style="width: 60%; border: 1px solid black; text-align: center;"> <p style="font-size: 24px; margin: 0;">S a m p l e R a t e s</p> </div> </div>																										
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Alphabetical codes used in denoting type of absence on this report are obtained from the Employee Absence Report Form 12. The "X" code is not an absence but assigned to another location. If absence is for part day, indicate fraction in addition to code. The Staff Handbook of Administrative Rules and Regulations explains the reasons for absences. Certificated R-3000/R-3050; Classified R-4100/R-4600. Please return completed forms to Payroll Services, Box 772.					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>CODE</th><th>REASON</th><th>CODE</th><th>REASON</th><th>CODE</th><th>REASON</th></tr> <tr> <td>A</td><td>Industrial Accident or Illness</td><td>J</td><td>Employee Illness</td><td>C</td><td>Sick Leave</td></tr> <tr> <td>B</td><td>Bereavement</td><td>J</td><td>Jury Duty</td><td>S</td><td>Subpoena</td></tr> <tr> <td>C</td><td>Paternity (Birth of a Child)</td><td>M</td><td>Duty with Armed Forces</td><td>T</td><td>Travel Imminent Death or Bereavement</td></tr> <tr> <td>D</td><td>Imminent Death</td><td>P</td><td>Personal Reasons</td><td>V</td><td>Vacation</td></tr> <tr> <td>E</td><td>Emergency Leave</td><td>PN</td><td>Commuting Personal Importance</td><td>X</td><td>Not at Assigned Location, Not Absent</td></tr> </table>	CODE	REASON	CODE	REASON	CODE	REASON	A	Industrial Accident or Illness	J	Employee Illness	C	Sick Leave	B	Bereavement	J	Jury Duty	S	Subpoena	C	Paternity (Birth of a Child)	M	Duty with Armed Forces	T	Travel Imminent Death or Bereavement	D	Imminent Death	P	Personal Reasons	V	Vacation	E	Emergency Leave	PN	Commuting Personal Importance	X	Not at Assigned Location, Not Absent																					
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1. Enter hours or days worked by date.
2. Enter total hours or days worked and separate by month. If an employee is not listed on the Time Report - Pay201, please check with Human Resource Services on the employee's status and manually add the employee to the end of the report.
3. Enter name of person who prepared the Time Report.
4. Enter authorized signature of the site administrator or department manager who certifies the accuracy of the Time Report.

Please note: Your employees are printed on the Time Report - Pay201 upon approval of the appropriate requisition by Budget Services and once the employee's assignment information is entered / updated in Escape Online by Human Resource Services.



Payroll Services

Payroll Deadlines

To successfully pay the district's employees accurately and on a timely basis requires the coordination and cooperation of each and every employee, site, or department staff along with the administrative areas to complete and submit the necessary information on the prescribed due dates.

Employees must complete attendance information and be sure to update Payroll Services when there are changes which can affect pay and/or how the paychecks are to be delivered (i.e., address changes, bank account changes for direct deposit).

Site or Department Staff must accurately and thoroughly complete the Time Reports along with associated paperwork, and submit them on the due dates to assure timely payment of each employee's paycheck.

Administrative Areas (Personnel, Benefits, Budget, and Payroll) must then process the information quickly and correctly. However, if Payroll Services does not receive the information on time, then the staff is not able to meet the deadlines for payroll closings.





BULLETIN

SUBJECT: PAYROLL DEADLINES 2011-12

2011-12 No. AS-18

TO: Principals, Administrators, Office Managers
and Administrative Support Staff

DATE: September 7, 2011

PREPARED BY: Tanisha Turner

DEPARTMENT: Compensation and Benefits

REVIEWED BY: Christina Villegas

APPROVED:

Pat A. Boyer

The following are this year's dates for paperwork due to Human Resource Services and Payroll Services for payroll deadlines:

Requisitions for Monthly Payroll	Requisitions for Mid-Month Payroll	Timesheets for Mid-Month Payroll	Absence Reports (1 st – End of Month)
07-08-11	06-17-11	07-25-11	08-05-11
08-10-11	07-15-11	08-25-11	09-06-11
09-09-11	08-18-11	09-23-11	10-05-11
10-10-11	09-16-11	10-25-11	11-04-11
11-10-11	10-14-11	11-18-11	12-05-11
12-09-11	11-18-11	12-23-11	01-09-12
01-09-12	12-15-11	01-09-12	02-03-12
02-10-12	01-13-12	02-24-12	03-05-12
03-09-12	02-15-12	03-23-12	04-05-12
04-10-12	03-16-12	04-25-12	05-04-12
05-09-12	04-13-12	05-25-12	06-05-12
06-08-12	05-18-12	06-25-12	07-05-12

If you have any questions, please contact Tanisha Turner, Payroll Supervisor, at (643)-7465.



BULLETIN

SUBJECT: PAYROLL DEADLINES AND PAY DATES 2011-12 NO. AS-25

TO: All District Employees
Office Managers: Please Post at Site

DATE: November 2, 2011

PREPARED BY: Tanisha Turner **DEPARTMENT:** Employee Compensation & Benefits

REVIEWED BY: Marianne Clemmens

APPROVED:

District offices will be closed from November 19, 2011 through November 27, 2011 and December 24, 2011 through January 8, 2012. In order to ensure payment on the mid-month and month-end payrolls, paperwork must be submitted in accordance with the following timelines:

SUBMIT	DEADLINE	PAY DATE
Sub Pay Verification	November 28, 2011 by 4:00 p.m.	December 15, 2011
Sub Pay Verification	January 9, 2012 by 4:00 p.m.	January 20, 2012
Per Diem Timesheets	November 18, 2011	December 15, 2011
Per Diem Timesheets	December 23, 2011	January 20, 2012

As in previous years, these deadlines allow per diem and substitute employees to be paid for all of December's time worked. Employees will be paid on January 20, 2012 for their time worked November 26 through December 25.

Please be sure to do your Sub Pay Online Verification and turn in all per diem and labor statements by the deadlines above, as we will be on a **very** tight schedule.

Thank you for your assistance in ensuring prompt payment to our employees. If you have any questions regarding this information, please contact the appropriate Payroll Technicians at:

AREA 1		AREA 2		AREA 3	
Gabe Estrada	643-7469	Sandy Kiser-Stodden	643-2331	Aleks Spitsyn	643-7466
Tiffany Snowdon	643-7470	Emily Hanisits	643-7468	Tami Mora	643-7467

MAC/TT:glm



Payroll Services

Direct Deposit

Employees who have their checks automatically deposited to their bank account will receive a copy of their pay warrant at their home address for their records.

The electronic deposit of employees' pay into their checking or savings bank account is a convenient benefit to many employees and virtually eliminates the problems of delayed or checks lost in the mail.

Upon submitting a request for direct deposit to Payroll Services (PSL-F086), it will take one month to verify the account number, and direct deposit will be effective the following month (called **prenote**). For example, a form submitted on January 5th will be verified on the January 31st payroll, and the actual direct deposit will begin with the February 28th paycheck.



Closing Your Bank Account

If you are closing your existing bank account and are NOT opening a new account, please be sure to advise Payroll Services at least one week before payday. When an account is closed and Payroll Services is not notified, it can take up to 10 days before the district receives those funds back from the bank. The district must receive the funds back from the bank before they reissue the funds to you.

Closing an Existing Account and Opening a New Account

Please be aware that if you close one account and open another account, not only must you notify Payroll Services, but also the first check after you close that account will be a live check. As with opening a new account, Payroll Services sends a "prenote" that helps insure that the information provided by the employee regarding his or her account numbers and financial institution is accurate. If the entry is returned as incorrect, a new prenote will be sent. Verifying that direct deposit has started is as simple as opening your payroll voucher and checking to see if it states Notification of Deposit or if it is a "live" check.



Payroll Services

Amendment to Employment Contract

PAY-F005

Tax Sheltered Annuities 403(b) / Tax Deferred Compensation 457

As an employee of the district, you are eligible to participate in a 403(b) and/or 457 deferred retirement plan. Participation is voluntary and it is employee paid, not district paid.

403(b) Plan: This plan permits you to defer taxes voluntarily through salary reduction contributions. Through commonly referred to as a Tax Sheltered Annuities (TSA's), investment options include fixed and variable annuities, as well as custodial mutual fund accounts. Please find the complete list of available 403(b) vendors at the CalSTRS website: www.403bcompare.com.

457 Deferred Plan: This plan permits you to defer taxes voluntarily through salary reduction contributions. This option is commonly referred to simply as a "457 Plan." The available investment options in this plan differ from those offered under a 403(b) Plan. Please contact CalPERS 1-(800) 260-0659, AIG Valic 1-(800) 633-8960, or The Hartford 1-(800) 528-9009 for plan information.





Payroll Services

Amendment to Employment Contract

403B

457

New

Change

Close

For the purpose of qualifying under the provisions and for the benefits of Section 403(b) of the Internal Revenue Code and California Revenue and Taxation Code Sections 17501 and 17506:

IT IS HEREBY AGREED by the Sacramento City Unified School District (hereinafter called the "District") and _____ (hereinafter called the "Employee") that certain valid and existing employment contracts made and entered into by and between the District and Employee be amended in the following manner, and that this amendment be incorporated therein by reference and made a part thereof as if set out therein in full, as of the date of this agreement:

1. The salary to be paid to the Employee by the District shall be reduced by the sum of \$_____ per pay period beginning with the pay period commencing _____, 20_____.
2. The reduction will result in the sum of \$_____, applicable to the current school year. In the event that this amendment is entered into at the time other than the beginning of the school year, the reduction will result in the sum of \$_____ applicable to each succeeding school year, unless the sum is changed for a succeeding school year or unless termination of this amendment is made pursuant to paragraph four (4) of this amendment. These sums shall be transmitted by the District in accordance with the District's tax-sheltered annuity plan in the following manner:
 - a. The sum of \$_____ per pay period to:

Company

Home Office Address

as premium for an annuity contract issued by a company (must be in multiples of \$25.00).
 - b. The sum of \$_____ per pay period to the State Teachers' Retirement System. This shall be additional deposit, in accordance with such plan, and in the name of the Employee in accordance with the provisions of Section 22400 of the Education Code and the regulation and procedures adopted by the State Teachers' Retirement Board (must be in multiples of \$25.00).
3. The Employee releases any and all rights, present and future, to receive from the District and payment of the sums resulting from such salary reduction in any other form, except (1) the right of the Employee's estate to receipt of sums payable upon his death; or (2) the right of the Employee upon termination of employment by reason other than death personally to receive all or any part of the amount specified for which services have been rendered but which has not been transmitted to a company or to the State Teachers' Retirement System.
4. This amendment of employment contract shall automatically apply to the employment contract entered into between the Employee and the District for each succeeding school year unless written notice of change in the amount of the reduction or unless written notice of termination is given to the District at least thirty (30) days prior to the expiration of the then-current school year. I understand that this reduction shall be in effect for a minimum of one full year (January 1 through December 31), and that no more than one salary reduction agreement can be made with the District during the calendar year.

5. The Employee has reviewed the provisions of Section 403(b) of the United States Internal Revenue Code and Sections 17501 and 17506 of the California Revenue and Taxation Code and certified that the maximum deduction allowed pursuant to such sections for his/her salary is in the amount of \$_____ (annually).
6. Employee further agrees that to the extent permitted by law, neither the District nor any other person shall incur any liability for any acts or for any failure to act except for his or her own willful misconduct or willful breach of the duty to the above-cited plans.
7. It is expressly understood and agreed by each Employee that the District shall not in any way be subject to any legal liability to any Employee for any cause or reason whatsoever in connection with the above cited plan, and each such Employee hereby releases the District and its agents from any and all liability or obligation, except as provided for in this section or by applicable federal or California law.

IN WITNESS WHEREOF, this amendment has been executed by and on behalf of the parties hereto this _____ day of _____, 20_____.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Employee

For the Sacramento City Unified School District

Employee Social Security Number

Agent's Name

Agent's Phone Number





Payroll Services

Overtime Labor Statement

PAY-F011

Note: Employees fill out the Overtime Labor Statement.

Overtime Reporting for Regular Employees

The Overtime Labor Statement is a timesheet used for reporting overtime hours worked by a regular employee. Each form is completed by the employee and given to the employee's supervisor for approval before submitting it to Payroll Services. The site or department should include the appropriate budget code in the Employee Assignment Information block. A delay in submitting this form will result in the employee not receiving the pay that is due on the current month's paycheck. Upon receipt of the Overtime Labor Statements, Payroll Services reviews the information and forwards to Budget Services. This is a time-consuming process that makes it essential for sites and departments to submit information in a timely manner.

Overtime and Compensatory Time Requests – Overtime Request Form

Prior supervisory approval is required for overtime work. The Overtime Request Form should be used whenever an employee is requesting to work hours beyond those prescribed by the position. The form must be signed by both the employee and authorized by the supervisor prior to the dates requested. All overtime must be reported to Payroll Services, indicating whether pay or compensatory time off is appropriate.

Instructions for Completion of the Overtime Labor Statement

1. Complete the top portion of the form with Name, Social Security Number, Position, Location, and Date.
2. Complete Day/Month the overtime was worked.
3. Record the number of overtime hours per day in the Regular Column 1 under Hours Worked. Total the overtime hours listed in Column 1, and enter at the bottom of the column.
4. Complete the Description of Work portion with a detailed description of the overtime work performed.

5. Employee must sign the Overtime Labor Statement in the Employee Signature section of the form.
6. The site Administrator or Supervisor must sign the Overtime Labor Statement in the Authorized Signature area.

Due Date: The Overtime Labor Statement form is due to Payroll Services by the 10th of each calendar month. Should the 10th fall on a weekend or holiday, then Labor Statements are due the preceding day.

Where to Send Overtime Labor Statements:
Payroll Services, 5735 47th Avenue, Box 772.



Sacramento City Unified School District
PAY-F011 OVERTIME LABOR STATEMENT

NAME					SOCIAL SECURITY No.		
POSITION					LOCATION	DATE	
DATE		OVERTIME HOURS WORKED					DESCRIPTION OF WORK
MO	DAY	GENERAL	OTHER FUNDING	BILLABLE *	CIVIC	PERMIT NUMBER	
							<p>EMPLOYEE SIGNATURE _____ DATE _____</p> <p>I hereby certify that the hours worked and described have been performed by the individual named as listed on this labor statement.</p> <p>AUTHORIZED SIGNATURE _____ DATE _____</p> <p>AUTHORIZED SIGNATURE _____ DATE _____</p> <p>AUTHORIZED SIGNATURE _____ DATE _____</p> <p>AUTHORIZED SIGNATURE _____ DATE _____</p> <p>AUTHORIZED SIGNATURE _____ DATE _____</p> <p>AUTHORIZED SIGNATURE _____ DATE _____</p> <p>1. Labor statements reporting overtime are due in Payroll the first working day of the month.</p> <p>2. Hours worked are to be reported by day and totaled. Partial hours are to be recorded as .25, .50, .75 rather than ¼, ½, ¾ respectively.</p> <p>3. Record employee Social Security number in space provided.</p> <p>4. Before the statements are sent to Payroll, remove the "Location Copy"</p> <p>5. *Billable hours require the following information to be completed in the section "Description of Work" area: permit number, appropriate signature, organization responsible including contact name, address, and phone #.</p>
TOTAL HOURS OF OVER TIME =							
ADMINISTRATIVE USE ONLY							
BUDGET DEPARTMENT APPROVED BY:							
DATE/S	HOURS	BUDGET CODE					

General: General Funds
Other: Specific resources/goals indicated by site (i.e. Title 1, SIP, other than General Funds.)
Billable: Site use by other groups/organizations (i.e. Student Activities, PTA, Band Boosters, Student Gov't...)
Civic: Site use by external organizations. Requires permit # that always ends with a "P".

PAYROLL -WHITE COPY; LOCATION-CANARY COPY