

PAYROLL ROSTER PREPARATION

Chapter 2 Payroll Roster Preparation

Refer to the PARS Reference Manual from the Information Technology Services for a detailed explanation of how to use the computer system.

PARS is the computerized **Payroll Absence Reporting System** of Miami-Dade County Public Schools. The system uses an on-line terminal and an optical mark reader (SCANTRON) to process the leave cards of employees.

The Payroll Department strongly recommends that the employee responsible for preparing the payroll and reporting the time in the computer, be allowed to work in a secluded place until the entire process is completed. It is very difficult to complete this task properly while the telephone is ringing and students/parents/other employees are asking questions.

Providing the assignment for the employee is properly set-up in the computer, PARS provides the ability to report all time worked during a pay period.

Current Pay Period - Full-Time

The following instructions reflect the procedures for full-time employees only. The pay codes for full-time employees are as follows:

PAY CODE		DESCRIPTION
A	-	Ten-Month Full-Time Non-Instructional
C	-	Twelve-Month Full-Time
D	-	Board Members
H	-	Ten-Month Full-Time Instructional
J	-	Eleven-Month Full-Time Vocational Instructional
Q	-	Instructional (Summer)
R	-	Non-Instructional (Summer)
W	-	Bus Drivers

The computerized payroll reporting system allows the ability to report employees' absences by reading the leave card through an optical mark reader (SCANTRON) or by entering the absences directly into a terminal. Reporting can normally begin three (3) days before the approval is due (usually on Tuesday of the week when the payroll is reported and approved).

When entering absences directly into a terminal, using the Daily Payroll Attendance Sheet as the source, the correct type of leave should be entered under the correct day of absence. Absences for full-time employees are reported in half-day increments.

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Current Pay Period - Hourly

The following instructions apply to hourly employees. The pay codes for hourly employees are as follows:

PAY CODE		DESCRIPTION
B	-	Ten-Month Hourly
E	-	Part-Time Vocational Teachers
F	-	Twelve-Month Hourly
C	-	Community School Instructional and Non-Instructional Hourly
L	-	Lunchroom Aide
P	-	Part-Time Hourly (Summer)
V	-	Overtime Hourly
X	-	Ten-Month Hourly (Probationary)
Y	-	Twelve-Month Hourly (Probationary)

Reporting can normally begin three (3) days before the approval due date. The total number of hours worked, based on the Daily Payroll Attendance Sheet, is entered in the terminal.

Time reported must be to the nearest tenth of an hour. Please refer to the "Conversion Schedule" for hourly employees on the following page. In order to facilitate the preparation of the Payroll at the end of a pay period, it is recommended that minutes be converted to tenths of an hour **on a daily basis**.

The above also applies to overtime rosters (pay code V).

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CONVERSION SCHEDULE FOR HOURLY EMPLOYEES

In processing Payroll Attendance Rosters
for hourly employees, the following conversion
schedule will be used to convert minutes
to tenths of an hour:

1 or 2 minutes	-	drop
3 to 8 "	-	.1 hr.
9 to 14 "	-	.2hr.
15 to 20 "	-	.3hr.
21 to 26 "	-	.4hr.
27 to 32 "	-	.5hr.
33 to 38 "	-	.6hr.
39 to 44 "	-	.7hr.
45 to 50 "	-	.8hr.
51 to 56 "	-	.9hr.
57 to 59 "	-	add 1.0 hr.

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Current Pay Period - Substitutes

The following instructions apply to the reporting of time worked by substitutes. The following type of employees are considered substitutes for the purpose of this manual:

WORK LOCATIONS		PAY CODE	DESCRIPTION
9971	-	I	- Emergency Substitute
XXXX	-	I	- Pool Substitute
9972	-	I	- Clerical Substitute
9973	-	I	- Paraprofessional Substitute
9977	-	B	- Cafeteria Worker Substitute
9162	-	V	- Special Function Lunchroom Substitute
9971	-	Z	- Summer School Emergency Substitute

Emergency, pool, paraprofessional and clerical substitutes are considered daily employees, therefore, time must be reported in half-day increments (**H** = half-day, **F** = full-day).

Cafeteria worker and special function lunchroom substitutes are considered hourly employees, therefore, time worked must be reported in hours, and fractions thereof, as applicable.

Current Pay Period - Write-Ins

New or transferred employees that are not listed on the Daily Payroll Attendance Sheet for that location, but are properly set up in the computer by the time the roster is being prepared, should be reported on-line via the "Current Pay Period Write-In" option.

This procedure applies when reporting time for full-time, part-time and substitutes.

Working Roster

After all the absences for full-time employees have been reported, and current pay period write-ins and the time worked for hourly and overtime have been entered, the Working Roster is printed in order to facilitate the verification process.

Locations should verify that attendance information on the working roster matches the Daily Payroll Attendance Sheet before the Final Roster is printed and approved.

The Working Roster can be printed as many times as necessary, as long as the Final Roster has not already been printed, or if the Final Roster has been disapproved (Approval = N).

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Final Roster

After the preparer is completely satisfied that the information on the last printed Working Roster is correct, the Final Roster is printed. **All pay codes for the pay period must be printed individually.**

The Final Roster (all pay codes) should be given to the approving administrator, along with the Daily Payroll Attendance Sheet and the Application for Leave forms, for approval. If an error is found at this point, the roster should be disapproved (approval = N). After correcting the error(s), the entire verification and approval procedure is repeated.

The Final Roster must be signed by the employee that prepared the roster and by the principal or supervising administrator, then retained in pay period sequence as explained in the Payroll Document Retention section of this manual.

Anticipated Payroll

When the payroll is anticipated due to a holiday, the following rules must be observed:

Anticipate, as accurately as possible, the time worked for all full-time and permanent part-time employees only.

Report only **actual** time worked for the pay period, for hourly, part-time (except permanent part-time*), substitutes and overtime. The remaining hours worked during the anticipated period should be added on the next payroll.

- * (Employees under the AFSCME contract who are regularly scheduled to work 30 or fewer hours per week on either a 10-month or 12-month basis (mainly cafeteria workers). The "Contract Type" field on the employees' on-line Personnel Inquiry screen is equal to "D" for this type of employee, and they are also identified on the Daily Attendance Sheet with a "P" next to the employee number.)