

PAYROLL ROSTER APPROVAL

Chapter 3 Payroll Roster Approval

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

After preparation of the roster is completed, the Principal, Department Head or their designee, should verify the Final Roster to ensure that it has been properly completed and is accurate. The Final Payroll Attendance Roster report must be signed (full signature is required, no initials), and also electronically approved, certifying that the information is true and correct. All pay codes for the pay period must be approved individually. Continue the approval process until there are no pay codes awaiting approval.

The employee that “logs-on” the computer system to prepare the Working Roster and print the Final Roster cannot be the same as the employee approving the payroll (electronically or otherwise).

Errors, and even fraud, in employee time reporting and processing can cost thousands of payroll dollars. The loss occurs largely through improper enforcement of M-DCPS policies by supervisors charged with verifying the time reported and determining time off (vacation, sick, etc.).

Security is a very sensitive issue when approving the Final Roster, and therefore, approving payment. Each authorizing administrator is responsible for understanding and conforming to the following regulations:

1. The Personal Employee Password is known only to the individual employee.
2. You are responsible and will be held accountable.
3. The individual approving the roster cannot prepare the Working Roster, and also, cannot print the Final Roster.
4. The authorizing administrator at each location is responsible for designating an alternate approver.
5. Authorizing administrators have been defined as:
 - a) School Principals;
 - b) Administrators at the “Director” level and above at non-school site locations; or
 - c) The highest ranking administrator at work sites not having a Director or above.

The system provides the option to disapprove the Final Roster if an error is found. When a Final Roster is disapproved, additions, deletions and changes can be made,

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and the entire verification and approval procedure repeated (NOTE: This option is not available for Transportation payroll reporting.).

Prior Period Adjustments

Write-In Transactions

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

The Write-In Transactions screen is used to report time worked during a prior pay period, that has not been previously reported for payment. It is also used to report absent time for hourly employees when payment is due: jury duty, contagious disease, injuries, etc. When reporting time on a Write-In, the same rules and regulations as for the current pay period apply. Employees not active on the pay code submitted for payment, will not be processed until such employee is properly set up.

After all required information is entered onto the Write-In Transactions screen, and is approved by the appropriate administrator, it is automatically routed to the Payroll Department for processing.

Write-In Transactions must be approved by the appropriate administrator **by the date the payroll is due for approval**, in order to be processed with the regular payroll.

Payroll Corrections

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

The Payroll Corrections screen is used to correct information previously reported, i.e., change time reported as vacation to sick leave; or time reported as present to personal leave; or number of hours worked, etc.

After all required information is entered onto the Payroll Corrections screen, and is approved by the appropriate administrator, it is automatically routed to the Payroll Department for processing.

Other Payroll Payments

Adjustment-To-Gross (FM-0661)

The Adjustment-To-Gross form is used when a request for a lump sum payment is needed. An example of such a payment is the daily-rated payment for inservice education.

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After all required information is entered onto the Adjustment-To-Gross form, and the proper approvals, as indicated on the form, are obtained, it should be submitted to the Payroll Department for processing. It must be submitted along with a cover memorandum indicating the reason for payment (i.e., nature of the workshop), date of the function and any other pertinent information regarding the payment.

Adjustments-To-Gross received in the Payroll Department by the date the payroll is due for approval are normally processed for payment with the regular payroll. Payment requests received after the due date will be processed with the following payroll.

Request For Payment Using Computer Listings

For certain special payments, such as uniform allowance, alternative education stipend, etc., the Payroll Department may send computer reports to work locations. Specific schedules are followed for these processes and instructions are attached to the computer report.