

MIAMI-DADE COUNTY PUBLIC SCHOOLS PAYROLL PROCESSING PROCEDURES MANUAL



**FINANCIAL AFFAIRS
OFFICE OF THE CONTROLLER
PAYROLL DEPARTMENT**

TABLE OF CONTENTS

CHAPTER ONE DAILY ATTENDANCE

- Daily attendance
 - Sign-in procedures
 - Full-Time employees
 - Part-Time/Hourly employees
 - Cafeteria Substitutes and Special Function Cafeteria Substitutes
 - Overtime
 - Travelers
 - General Sign-in instructions
- Application for Short Term Leave
- Absence Codes and types of absences
- Temporary Instructors (Substitute) Charges
- Holiday/Recess Pay Entitlement Guidelines
- Compensatory Time
- Opt Days (Alternative Planning Days/Work Year)
- M-DCPS Work Week
- Employee Inquiry

CHAPTER TWO PAYROLL ROSTER PREPARATION

- Authorization Requirements
- Payroll Roster Preparation
- Current Pay Period – Full-Time
- Current Pay Period – Hourly
- Conversion Schedule for Hourly Employees
- Current Pay Period – Half-Time Employees
- Printed Roster
- Anticipated Payroll

CHAPTER THREE PAYROLL ROSTER APPROVAL

- Authorization Requirements
- Payroll Roster Approval
- Prior Period Adjustments
- Other Payroll Payments

TABLE OF CONTENTS

CHAPTER FOUR PAYROLL PROCESSING

CHAPTER FIVE PAYROLL DISTRIBUTION

- Manual (Off-Cycle) Check Requests

CHAPTER SIX OTHER PAYROLL PROCEDURES

- Defer Pay Plan Option (10/12-Month Pay Option)
- Voluntary Sick Leave Transfer to A Family Member
- Voluntary Sick Leave Transfer to Another District Employee
- Sick Leave Cash-In

CHAPTER SEVEN OTHER PAYROLL DOCUMENTS AND PROCESSES

- W-2
- W-2c
- W-4
- Payroll Deduction Authorization Form for Direct Deposit
- Florida Prepaid College Program
- Agreement for Designation or Change of Beneficiary for Accrued Annual (Vacation) and/or Sick Leave

CHAPTER EIGHT PAYROLL DOCUMENT RETENTION

- Payroll Documents - Filing Procedures
- Payroll Documents - Retention Schedule
- Attendance Reports, Registers, Rosters (Employee)
- Leave Records
- Payment Records

TABLE OF CONTENTS

CHAPTER NINE **ABSENCES, LEAVES AND VACATION**

- Sick Leave
- Personal Leave
- Annual Leave (Vacation)
- Holiday Leave
- Jury Duty and Subpoenaed as a Witness
- Illness In-Line-Of-Duty (Contagious Disease)
- Injury In-Line-Of-Duty
- Temporary Duty
- Voting Leave
- Leave of Absence for Emergency Purposes
- Board-Approved Leaves

CHAPTER TEN **PAYROLL DEDUCTIONS**

- Employee Benefit Deductions
- Union and Professional Dues
- Direct Deposit
 - EdFed (Credit Union)
 - Automated Clearing House Network (ACH)
- Florida Prepaid College Program

CHAPTER 1 DAILY ATTENDANCE

SIGN-IN PROCEDURES: FULL-TIME EMPLOYEES - DAILY PAYROLL ATTENDANCE SHEET AND ATTENDANCE REPORTS

Signing in on a daily basis is the most important documentation of an employee's time and attendance. Its accuracy, monitoring and reporting is critical, failure to do so, may create errors in time reporting, including a possible overpayment. All employees must indicate their attendance on a daily basis at the start of each scheduled workday.

The Daily Payroll Attendance Sheets/ Attendance Reports continue to be accessible through the employee portal and MUST be printed and maintained with the corresponding pay period.

The Daily Payroll Attendance Sheet for Full-Time employees are accessible through the employee portal by clicking on the SIGN IN tab, and through SAP for Part-Time (hourly) and Overtime. For control purposes, the following **required procedures** are to be used for each employee type:

Full-time employees (including principals/ worksite administrators) must indicate their attendance **electronically by logging into the employee portal or by using the M-DCPS mobile app to sign-in upon arrival** at the start of each scheduled workday.

This includes 10-month employees hired to work Summer on a Full-Time assignment.

- a) Full-Time 10 and 11-Month employees, the electronic sign-in is available commencing on the official start date noted on the **back** of the School Calendars.
- b) If the employee is absent, indicate the type of leave on the Daily Payroll Attendance Sheet/ Attendance Report, utilizing the leave codes (S for sick, V for vacation, etc.), or the SAP absence codes (0200 for sick, 0283 for vacation, etc.).
- c) There must be a completed and signed (in blue ink) Application for Short Term Leave (Leave Card) - FM-5949 for every absence. The type of leave indicated on the "sign-in sheet" **must agree** with the Leave Card.
- d) ALL absences must be input and approved by the payroll due date.
- e) The Sign-in Sheet/ Attendance Reports, which are available through the employee portal will display the results of all the full-time employees' attendance for the length of each pay period. The Sign-in Sheet **must be printed and maintained with the corresponding pay period.**
- f) Employees authorized to work overtime must sign in on the overtime sign in sheet available through SAP, indicating actual time in and out. (Refer to overtime section).

CHAPTER 1 DAILY ATTENDANCE

- g) During anticipated payrolls, the Sign-in Sheets must be printed and maintained when payroll is due, **and** at the end of the pay period, in order to properly capture any necessary payroll corrections.
- h) Eligible employees who select to OPT (work) the one (1) or two (2) days, must sign-in using the paper sign-in sheets available from SAP.
- i) This information must be transferred to the OPT DAYS (ALTERNATIVE PLANNING DAYS/WORK YEAR) FM-2832.

FULL-TIME TRADE EMPLOYEES – FACILITIES OPERATIONS, MAINTENANCE

- a) Facilities Operations, Maintenance (FOM) trade employees (AFSCME and DCSMEC) requiring the use of a punch clock (timecards as the time keeping system) are responsible for their own timecards. Employees are responsible for signing-in and out for themselves, and upon the start and at the end of each scheduled workday.
- b) Under no circumstances should an employee punch in or out on behalf of another employee.
- c) Timecards will consist of the employee's name, employee number, payroll work location number and name, job title, SAP pay period number, and pay period dates.
- d) The timecards are prepared by an administrator (or a designee) at Facilities Operations Maintenance.
- e) Each employee must have one timecard for every pay period.
- f) If the employee is absent, the work location administrator (or a designee) must indicate the details of the absence on the timecard.
- g) There must be a completed and signed (in blue ink) Application for Short Term Leave (Leave Card) – FM-5949 for every absence noted on the timecard.
- h) Certified Zone Mechanics (ZM) and Resident Maintenance Service Mechanics (RMSM) will continue to notify via email the Payroll Administrator upon arrival and departure from their assigned school site facilities. The email must contain the actual start and end of the workday. They will also sign-in using the M-DCPS mobile app or the employee portal.
- i) All other Full-Time employees shall be exempt from using timecards and are required to sign-in electronically using the M-DCPS mobile app or the employee portal, as noted on the procedure delineated above.

CHAPTER 1 DAILY ATTENDANCE

Employees working overtime must have pre-approval, their start and end times must be indicated on the payroll sign-in sheet to report actual time and total hours worked.

SIGN-IN PROCEDURES: PART-TIME/HOURLY EMPLOYEES - DAILY PAYROLL ATTENDANCE SHEET (FM-0657)

The Daily Payroll Attendance Sheet (“sign-in sheet”) is an important document in the payroll process. Its accuracy is critical, and in most cases, is the only tool available to the administrator when certifying that the payroll information is correct. All Part-Time (hourly), and employees working Overtime must personally sign-in and sign-out using blue or black **ink** only (no pencil).

Part-Time/Hourly employees must sign in by indicating the actual time they start and end their workday.

- a) Record daily “time in”, “time out” and total number of hours for each day.
- b) The Sign-in Sheets for Part-Time (Hourly) employees continues to be available through SAP.
- c) Locations must use the conversion schedule for Hourly Employees, which is available in Chapter 2.

Eligible Part-time/hourly Employees are entitled to holiday pay, as specified in the AFSCME Union contract. These employees are automatically paid by the computer for eligible holidays, without any action required by the cost center. Therefore, do not enter any “holiday hours” for part-time (hourly) employees.

The following applies to breaks/lunch:

- a) Part-time employees are entitled to a paid 15-minute break, for every four (4) hours worked.
- b) 30- or 60- minute lunch break: If the employee works **more than five (5) hours**, he/she is entitled to a **non-paid** 30- or 60- minute lunch break, **in addition to** the paid 15-minute break. If the employee does not want to take the lunch break, they are not required to do so, with the approval of the responsible administrator. If a lunch break is taken, the condition must be clearly indicated on the Daily Payroll Attendance Sheet.

CHAPTER 1 DAILY ATTENDANCE

SIGN-IN PROCEDURES: CAFETERIA SUBSTITUTES AND SPECIAL FUNCTION SUBSTITUTES

Cafeteria substitutes and special function cafeteria substitutes are considered hourly employees; therefore, time worked must be reported in hours, and fractions thereof, as applicable. Hours worked should be recorded **on a daily basis** to facilitate the preparation of the Payroll Attendance Roster at the end of each payroll week. **Actual** “time in” and “time out” must be **personally** reported by the employee on the appropriate roster. Employees must write in blue or black **ink** only (no pencil).

If an employee works as both a cafeteria substitute and on a special function during the same pay period, he/she must be listed on two different rosters, as follows:

- a) An employee who works as a **cafeteria substitute** should be **manually** added at the bottom of the **P/T-Hourly roster**, indicating hours worked.
- b) An employee who works as a **special function cafeteria substitute** should be **manually** added at the bottom of the “blank” **Overtime** roster, indicating hours worked.

Due to the fact that actual time is to be reported, please refer to the “Conversion Schedule” for hourly employees in Chapter 2 for converting minutes to tenths of an hour.

The cost center to be charged will normally be the same as the cost center of the employee, except in those rare instances where an employee works at a cost center other than where he/she is normally assigned; this would involve Special Function employees.

SIGN-IN PROCEDURES: OVERTIME

- a) Overtime must be **approved** and must be recorded on a **blank** “sign-in sheet”, available through SAP.
- b) **ALL** employees working overtime must indicate the **actual** time the approved overtime started and ended, and the total number of hours worked. For specific contractual language, please access the Labor Relation’s web page, to access all the labor contracts (AFSCME, UTD, etc.).
- c) **Full-time employees cannot be reported as present or absent (vacation, personal, or sick, etc.), and also for overtime pay for the same time period of the day.**
- d) The Sign-in Sheets for overtime, continue to be available through SAP.
- e) Only the employee’s “prime assignment” cost center may report Overtime in the SAP system (with the exception of School Police Officers).
- f) If an employee works Overtime at an “alternate” cost center, then the “Overtime Approval for Alternate Assignment” form (FM-6796) must be

CHAPTER 1 DAILY ATTENDANCE

used for the purpose of inputting and approving the hours worked at the “alternate” site.

- g) This form is due at the “Prime Cost Center” by 9:00 A.M. on the “payroll due date”. Overtime hours must be entered by the “Prime Cost Center” and approved by the “Charge Cost Center” no later than 2:00 P.M. on the “payroll due date”.
- h) A separate form per pay period must be prepared.

SIGN-IN PROCEDURES: TRAVELERS

- a) To document attendance of employees whose assignments consist of visiting schools or other locations, the authorizing administrator must establish detailed procedures requiring employees to “call-in” from the assigned location, upon arrival at each new location, throughout the workday.
- b) These calls to report attendance must be logged. The Travelers Location Log (FM-5543) should be used for this purpose and should be summarized **daily** on the Daily Payroll Attendance Sheet, to facilitate the preparation of the Payroll Attendance Roster at the end of the pay period.

GENERAL SIGN-IN INSTRUCTIONS:

The Sign-in Sheets should be placed in a central location, accessible to all employees, and one individual should be directly responsible for its accuracy. It is not recommended to print the “sign-in sheet” too far in advance, as doing so will not provide the most recent (accurate) data. It is also essential that personnel actions (hires, transfers, terminations, etc.) are processed expeditiously in order to have accurate (most recent) data on the “sign-in sheet”.

The Payroll Department recommends that, whenever possible, the “sign-in sheet” be printed and reviewed **the day before** the pay period begins, and that the following steps be taken as soon as the Daily Payroll Attendance Sheet is printed from SAP:

- a) Mark through weekends and holidays.
- b) Add any employees that are missing (new hires, transfers or returned from leave, etc.). These employees that are not included on the Daily Payroll Attendance Sheet should be **manually** added at the bottom of the sheet, **under the proper employee “type” (P/T-Hourly, etc.)**, and the time worked reported accordingly.
- c) For employees going on-leave, terminating (resigning, retiring, etc.), transferring to another cost center (including Workers’ Compensation, OPS, etc.); the personnel actions required to move these employees should be completed prior to the “payroll due date”, so that SAP can prevent the employee from getting paid past the action effective date.

CHAPTER 1 DAILY ATTENDANCE

- d) However, if due to extenuating circumstances, the action was not finalized, the employee **must** be reported as Leave Without Pay Authorized (code 0400) beginning with the effective date of the leave, termination, transfer, etc. **Failure to do so will result in an overpayment.**

In order for the Daily Payroll Attendance Sheet and the on-line roster to be accurate, cost center administrators must note the importance of the following:

- a) New employees **must not** report to work until the process is fully approved by **all** of the offices in the hiring process. Once the employee is reflected in Human Resources (SAP), **then** they can report to work. **Newly-hired** employees that are not included on the Daily Payroll Attendance Sheet/Attendance Report should be **manually** added at the bottom of the sheet, **under the proper “employee type” (Instructional, Non-Instructional, Part-Time, etc.)**, and the time worked reported as explained above.
- b) Process terminations in SAP’s Human Resources application **immediately (no later than the “payroll due date”)** to eliminate the possibility of overpayments (days and/or holidays paid), and other situations, such as, accrual of additional sick/vacation days, continuation of Board-paid benefits, etc. **SAP allows “future-dated” transactions.**
- c) The Daily Payroll Attendance Sheet/Attendance Report **must** be totaled at the end of **each “payroll” week (Friday through Thursday)**. After the payroll is completed, retain as explained under the Payroll Document Retention section of this manual.

APPLICATION FOR SHORT TERM LEAVE (FM-5949)

The Application for Short Term Leave (“leave card”) is used by full-time employees to document absences for scheduled workdays. As a general rule, if the activity is with M-DCPS personnel, on M-DCPS property, no “leave card” is needed (**except when a temporary instructor (substitute) is required**). Enter all the necessary information on the Application for Short Term Leave, including an explanation for Injury at Work, Contagious Disease, Temporary Duty and Leave Without Pay, as well as all the absences listed under the “Other” category. Employees must write in blue or black **ink** only (no pencil).

A reasonable effort should be made to obtain the employee’s signature, however, in cases where the employee is on leave, extended sick leave, etc., indicate on the form why the signature is not obtainable, and proceed with the process.

Employee and administrator should sign the Application for Short Term Leave (“leave card”), in blue or black **ink** only (no pencil); and after the payroll is completed, retain as explained under the Payroll Document Retention section of this manual.

CHAPTER 1 DAILY ATTENDANCE

ABSENCES CODES

Absences for Full-Time employees, and for P/T-Hourly employees on Injury and/or Contagious Disease, will be recorded using the following:

- 0200 - ILLNESS OF SELF
- 0201 - ILLNESS/DEATH OF RELATIVE
- 0282 - PERSONAL LEAVE (**CHARGEABLE** TO SICK LEAVE)
- 0285 - INJURY AT WORK (Full-Time)
- 0207 - INJURY AT WORK (P/T-Hourly)
- 0286 - CONTAGIOUS DISEASE (CONTRACTED AT WORK) (Full-Time)
- 0208 - CONTAGIOUS DISEASE (CONTRACTED AT WORK) (P/T Hourly)
- 0283 - VACATION
- 0287 - TEMPORARY DUTY
- 0297 - FLOATING RECESS (FOP)
- 0400 - LEAVE WITHOUT PAY (LWOP), AUTHORIZED
- 0401 - LEAVE WITHOUT PAY (LWOP), UNAUTHORIZED

“OTHER” ABSENCES

- 0284 - COMPENSATORY TIME
- 0288 - JURY DUTY/SUBPOEANED
- 0289 - OPT DAY
- 0290 - UNION REPRESENTATIVE
- 0291 - UNION OFFICIAL BUSINESS
- 0292 - UNION POOL DAY
- 0294 - ELECTED OFFICIAL
- 0296 - MILITARY TRAINING

ILLNESS OF SELF - This code is reserved to report an absence when the employee is sick. Administrators should exercise care when reporting sick leave, vacation and/or personal; each one of these codes serves a purpose and are **not** interchangeable.

ILLNESS/DEATH OF RELATIVE - Sick leave shall be approved for illness and/or death of the following:

Mother	Brother-in-Law	Grandmother	Foster Parents
Father	Sister-in-Law	Grandfather	Foster Children
Sister	Husband	Son-in-Law	Stepchildren
Brother	Wife	Daughter-in-Law	Step Parents
Mother-in-Law	Child	Uncle	Niece
Father-in-Law	Grandchild	Aunt	Nephew

Additionally, it may be used for illness and/or death of persons residing at the same residence as the person who is requesting sick leave.

CHAPTER 1 DAILY ATTENDANCE

PERSONAL LEAVE - Employees eligible for sick leave may also be granted personal leave to be used for personal reasons. The absence must be reported by the employee prior to the beginning of the workday. No reason needs to be specified.

UNEARNED SICK DAYS - If there is an indication that an employee is separating employment, under no circumstances should the employee be allowed to use the unearned sick days. See further details under “NOTE” at the end of this section.

INJURY AT WORK - All injuries occurring on-the-job must be reported to the Office of Risk and Benefits Management, **immediately**. Refer to the Workers’ Compensation Program Manual for detailed information. For payroll reporting purposes, use the appropriate SAP absence codes (see Application for Short Term Leave, FM-5949 (“leave card”). **No other absence code can be used for an employee who is out due to injury.**

CONTAGIOUS DISEASE - All contagious or infectious diseases contracted at work must be reported to the Office of Risk and Benefits Management, **immediately**. Refer to the Workers’ Compensation Program Manual for detailed information. For payroll reporting purposes, use the appropriate SAP absence codes (see Application for Short Term Leave, FM-5949 (“leave card”). **No other absence code can be used for an employee who is out due to contagious disease.**

VACATION (Annual Leave) - Twelve-month full-time employees are entitled to accumulate annual leave. Accrual rates and limits are specified in labor contracts. Earned vacation shall be used only with the approval of the responsible administrator. No special or advance issuance of checks is permitted, per state law.

TEMPORARY DUTY – As a general rule, if the employee is out on a work-related assignment, i.e., seminar, convention, school survey, professional meeting, training, student courses, workshops, etc., no “leave card” is needed if **all three** of the following apply:

- a) If the activity is on M-DCPS property;
- b) with M-DCPS personnel;
- c) and no temporary instructor (substitute) is required.

If any **one** of the above does not apply, then the employee **must** be reported as Temporary Duty, and a “leave card” **must** be completed.

ELECTED OFFICIAL – Authorized elected official absent from work to perform official functions or duties of the elected office **must** be reported as Elected Official. Elected Officials must complete and submit the “Elected Official Term of Office” form (FM-6506) within ten (10) working days of the election; and every fiscal year, no later than July 31.

CHAPTER 1 DAILY ATTENDANCE

“OTHER” ABSENCES - For payroll reporting purposes, if the employee is absent from the normally assigned cost center **for which payment is due**, on a non-work-related duty, such as, jury duty, subpoenaed as witness, military leave, compensatory time, opt days, etc., use the appropriate SAP absence codes (see Application for Short Term Leave, FM-5949 (“leavecard”)), for these types of absences.

LEAVE WITHOUT PAY (LWOP) - Authorized or unauthorized leave without pay should be reported when an employee is absent from the normally assigned cost center, for which payment is **not** due.

LWOP (Authorized) - Any absence without pay which has been requested and approved in advance by the worksite administrator, but is not covered by the employee’s accrued sick, personal or vacation leave. Explanation is required.

LWOP (Unauthorized) - Any absence which has not been properly reported by the employee prior to the beginning of the workday or does not have the prior approval of the worksite administrator.

NOTE: Authorized Leave Without Pay should be used to report days not worked in a pay period by new employees (after “hired date” but have not begun to work yet).

It is recommended that all personal and/or vacation days be used prior to reporting any authorized leave without pay.

The use of leave without pay in combination with available sick, personal and/or vacation days for any purpose including; extending the time out, continuing to accrue leave time, or qualifying for holiday/recess eligibility, etc. is **prohibited**. **Employees separating from the District (resigning, retiring, etc.) who are NOT sick, are not to be allowed to “run out” their sick, personal and/or vacation days. The only exception would be for an employee in DROP, who has already been paid for the sixty (60) day maximum (or nearly) of vacation days at the beginning of their DROP period; and would, therefore, lose the days if not used.**

If there is an indication that an employee is separating employment, under no circumstances should the employee be allowed to use the unearned sick days.

A sick employee who has exhausted all sick leave days to which he/she is entitled shall be considered automatically on leave without pay (not to exceed thirty (30) consecutive days).

TEMPORARY INSTRUCTOR (SUBSTITUTE) CHARGES – FUNCTIONAL AREA EXCEPTIONS (KELLY EDUCATION).

All temporary instructor (substitute) charges, including federal and special programs, are recorded at each cost center under the functional area of the absent teacher, as reflected on the Table of Authorized Positions, except as follows:

CHAPTER 1 DAILY ATTENDANCE

Temporary Instructor (substitute) is filling an open full-time position.

If a school cannot fill an open budgeted position after working with Labor Relations, Human Capital Management, and Budget, and it becomes necessary to fill the open position with a temporary instructor (substitute), the appropriate functional area to be charged is 97640000-500000 - Temporary Instructor (substitute) - Open Position.

Temporary Instructor (substitute) funded from discretionary funds (02).

The appropriate functional area to be charged is 70500000-500000 - Office of the Principal.

Alternate assignment of regular teacher. Temporary Instructors (substitutes) for all alternate assignments of regular teachers by Region Offices or the Division of Professional Standards are to be charged to functional area 97650000-500000 - Temporary Instructor (substitute) - Alternate Assignments.

Temporary Instructor (substitute) for UTD representatives are to be charged to functional area 97580000-500000 - Temporary Instructor (substitute) – Union Assignments.

Temporary Instructor (substitutes) funded from General Fund.

The appropriate functional areas are:

60100000-500000 - Elementary Schools

60200000-500000 - Middle Schools

60300000-500000 - Senior High Schools

HOLIDAY/RECESS PAY ENTITLEMENT GUIDELINES (FULL-TIME EMPLOYEES)

1. **ACTIVE STATUS** – An employee must be **in pay status** (including paid absences) for at least one (1) day in the ten (10) day period **preceding** the holiday/recess and for at least one (1) day in the ten (10) day period **following** the holiday/recess to be eligible for holiday/recess pay.
2. **INACTIVE STATUS – (BOARD APPROVED LEAVE)** – If the Board-approved leave effective date is **prior** to the holiday/recess, the employee is **not entitled** to holiday/recess pay. If the leave effective date is the first day **after** the holiday/recess, or if the employee is **in pay status** (including paid absences) for at least one (1) day in the ten (10) day period **following** the holiday/recess, then the employee **is entitled** to holiday/recess pay.
3. **TERMINATED EMPLOYEES**
 - a) **Terminations (other than Retirement)** - An employee must be **in pay status** (including paid absences) for at least one (1) day in the ten (10) day period **preceding** the holiday/recess and for at least one (1) day in the ten (10) day period **following** the holiday/recess to be eligible for holiday/recess

CHAPTER 1 DAILY ATTENDANCE

pay. If the employee is **NOT in pay status** (including paid absences) **after** the holiday/recess, then he/she must be terminated effective the last workday prior to the holiday/recess and is **not entitled** to holiday/recess pay.

b) **Retired Status** - An employee must be **in pay status** (including paid absences) for at least one (1) day in the ten (10) day period **preceding** the holiday/recess and for at least one (1) day in the ten (10) day period **following** the holiday/recess to be eligible for holiday/recess pay. The employee's retirement date shall **NOT** be changed.

4. In the event an employee has been reported for pay for a holiday/recess period and it is determined that he/she is **not eligible**, the cost center must input and approve a payroll correction (time transaction) to reverse the days paid.

COMPENSATORY TIME

Those cost centers that grant compensatory time instead of paid overtime, must account for the overtime hours using the appropriate Compensatory Time Report. A separate sheet must be used for each individual. The principal or administrator is responsible for the up-to-date maintenance of this form and should initial each entry. **This responsibility is not to be delegated to the individual employee.** Compensatory time is credited at "straight time" and/or "time and one-half", depending on the employee's bargaining unit and "employee type". Compensatory time may be granted up to a maximum balance of thirty (30) hours (i.e., twenty (20) hours of employment at straight time and/or time and one-half) at any given time. Compensatory time must be used pursuant to each collective bargaining agreement. Additionally, when payment for unused accrued compensatory time is required due to extenuating circumstances (fiscal year-end, termination, reassignment to a different position, injury/contagious disease at work, etc.), the payment must also be made pursuant to each collective bargaining agreement. Forms for compensatory time, may be found in the Payroll Department's webpage by employee type.

Please be reminded that the unused compensatory time hours must be converted back to "straight time" (actual hours worked) before being reported as Overtime in the SAP system.

When compensatory time is used, it should be reported as Compensatory Time (absence code 0284) on the Daily Payroll Attendance Sheet and on the roster. An Application for Short Term Leave, FM-5949 ("leave card"), should be filled out for the days used indicating "Compensatory Time"; and a copy of the appropriate Compensatory Time form attached to it.

OPT DAYS (ALTERNATIVE PLANNING DAYS/WORK YEAR)

Eligible teachers, paraprofessionals and school support personnel may opt to work one (1) or two (2) days, before or after the school year, with the consent of the principal, in lieu of one (1) or two (2) days specified on the School Calendar.

CHAPTER 1 DAILY ATTENDANCE

The following procedure is to be used for recording and reporting the use of opt days:

- a) **Days worked:** Each school is responsible for manually keeping track of opt days worked by employees. The OPT DAYS (ALTERNATIVE PLANNING DAYS/WORK YEAR) form, FM-2832, must be used for this purpose. The principal or supervising administrator is responsible for the up-to-date maintenance of this form, and this responsibility is not to be delegated to the employee.
- b) **Days absent:** Employees must be reported as “OPT DAY” (absence code 0289) and an Application for Short Term Leave, FM-5949 (“leave card”), must be prepared, indicating “OPT DAY” under “Comments”.

M-DCPS WORK WEEK

For the School Board of Miami-Dade County, Florida, the work week commences on a Friday (the start of a pay period) and it ends the following Thursday, at close of business.

All employees entitled to overtime that work more than their regularly scheduled number of hours in a work week must be paid “straight time” and/or “time and one-half” (overtime pay), depending on the employee’s bargaining unit and “employee type”, for those hours over and above regular.

Since compensatory time is a form of overtime, the above definition also applies to compensatory time.

EMPLOYEE INQUIRY

Leave/Attendance Information: This information can be found in SAP under Reports/Payroll/Time Statement for Administrator, for employees currently assigned to that particular cost center.

CHAPTER 2 PAYROLL ROSTER PREPARATION

AUTHORIZATION REQUIREMENTS

Please note that authorization for ANY payroll processing duties including, but not limited to, input, approval, etc., can be granted to active District employees ONLY!

Please be reminded that the SAP Payroll Approver at each and every Cost Center (work location) **must** assign an Alternate SAP Time Specialist to input the payroll in the event of the absence of the regular Time Specialist.

Additionally, the SAP Payroll Approver at each and every Cost Center (work location) **must** assign an Alternate Payroll Approver to approve the payroll, in the event of his/her absence. **The Alternate Payroll Approver must be an ADMINISTRATOR!**

PAYROLL ROSTER PREPARATION

Refer to the SAP “ERP Training Resources” found on the SAP home page in the employee portal, under “PY Training” for a detailed explanation of how to use the computer system, for **both** the Payroll Time Specialist **and** the Payroll Administrative Approver.

To minimize error, 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.

SAP provides the ability to report time worked during a pay period only for those employees that have been “fully hired”.

CURRENT PAY PERIOD - FULL-TIME

The following instructions reflect the procedures for full-time employees only.

The computerized payroll reporting system allows the ability to report employees’ absences by entering the absences directly into the SAP system. Reporting can normally begin on the first day of the pay period.

When entering absences directly into the SAP system, using the Daily Payroll Attendance Sheet/Attendance Report and the leave card as the source to report absences. 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.

CURRENT PAY PERIOD - HOURLY

The following instructions apply to hourly employees only.

Reporting can normally begin on the first day of the pay period. The total number of hours worked **per payroll week (Friday through Thursday)**, based on the Daily Payroll Attendance Sheet, is entered into the SAP system.

Time reported must be to the nearest tenth of an hour. Please refer to the “Conversion Schedule” for hourly employees below. In order to facilitate the preparation of the Payroll

CHAPTER 2 PAYROLL ROSTER PREPARATION

at the end of **each payroll week (Friday through Thursday)**, it is recommended that minutes be converted to tenths of an hour **on a daily basis**. Time worked for these employees **must be input on a weekly basis**.

The above also applies to overtime reporting.

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 **on a daily basis**:

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.

- Cafeteria substitutes and special function cafeteria substitutes are considered hourly employees; therefore, time worked must be reported in hours, and fractions thereof, as applicable), **on a weekly basis**.

CURRENT PAY PERIOD – HALF-TIME EMPLOYEES

Instructional employees who are employed as half-time employees are to be reported as working **half days**. Additionally, personal leave or sick leave taken is to be reported in half-day increments, if the employee is absent during the period he/she normally works during the day.

PRINTED ROSTER

After all the absences for full-time employees have been reported and the time worked for hourly, and overtime have been entered, the roster should be printed in order to facilitate the verification process.

The cost center Time Specialist ("Preparer") must verify that attendance information on the printed roster matches the Daily Payroll Attendance Sheet/Attendance Report.

CHAPTER 2 PAYROLL ROSTER PREPARATION

After the Preparer is completely satisfied that the information on the last printed roster is correct, it is signed by the Preparer and provided to the Approving Administrator (“Approver”) with supporting documents (leave cards, etc.). The Preparer must **properly exit** by clicking on the “EXIT” button, in order to release the roster for approval. **The roster for each employee “type” (Instructional, Non-Instructional, Part-Time, etc.) for the pay period must be printed and released for approval individually.**

The cost center Approver must verify that attendance information on the printed roster matches the Daily Payroll Attendance Sheet, as well as, the information entered into the SAP system. If an error is found at this point, the payroll is NOT approved, and the Time Specialist must enter the correct information into the SAP system and **reprint** that roster. After correcting the error(s), the entire verification and approval procedure is repeated.

After the Approver is completely satisfied that the information on the last printed roster, and in the SAP system, is correct, he/she must sign the printed roster, and then approve the on-line roster electronically.

The printed roster must be signed by the Preparer (employee that prepared the roster) and by Approver (principal or supervising administrator that approved the roster), and then retained in pay period sequence, as explained in the Payroll Document Retention section of this manual. Final roster cannot be reprinted after approved.

ANTICIPATED PAYROLL

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

Anticipate, as accurately as possible, the time to be 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***), paraprofessional, cafeteria and special function substitutes and overtime.

After the pay period ends, the cost center must input and approve a payroll correction for the corresponding pay period in order to report the remaining hours worked during the anticipated period, and/or to correct the anticipated time reported for any Full-Time and **Permanent** Part-Time employees, if necessary.

For part-time/hourly and employees working overtime, during anticipated or non-anticipated payrolls, if an employee has not started their workday or their overtime, at the time that the payroll was input and approved, their time cannot be anticipated. **Payroll is due at 2:00 P.M. (8:00 P.M. for Adult Centers).**

*(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). **Permanent Part-Time Employees are identified as EE Group 1, EE Subgroup A3 in SAP, under PA20-Display HR Master Data.**) Employees are also identified by an (*) on the sign in sheet.

CHAPTER 3 PAYROLL ROSTER APPROVAL

AUTHORIZATION REQUIREMENTS

Please note that authorization for ANY payroll processing duties including, but not limited to, input, approval, etc., can be granted to active District employees ONLY!

PAYROLL ROSTER APPROVAL

Payroll is due at 2:00 P.M. (8:00 P.M. for Adult Centers).

Refer to the SAP “ERP Training Resources” found on the SAP home page in the employee portal, under “PY Training” for a detailed explanation of how to use the computer system, for **both** the Payroll Time Specialist **and** the Payroll Administrative Approver.

After the preparation and printing of the roster is completed by the Time Specialist (“preparer”), the cost center Approving Administrator (“approver”) must verify that attendance information on the printed roster matches the Daily Payroll Attendance Sheet, as well as, the information entered into the SAP system. The last printed roster must be signed (full signature is required, no initials) and also approved on-line, certifying that the information is true and correct. **The roster for each employee “type” (Instructional, Non-Instructional, Part-Time, etc.) for the pay period must be approved individually.** Continue the approval process until there are no transactions pending approval.

After all approvals have been processed, the Approving Administrator **is required** to run the “Timesheet/Payroll Approval Status Report”, located under the “Reports” tab, to ascertain that **all current and prior pay period** transactions have been approved.

The employee that “logs-in” the computer system to prepare and print the roster **cannot** be the same as the employee approving the payroll (electronically or otherwise).

Errors 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 payroll roster in the SAP system, 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 “final” payroll roster **cannot** input time, absences, etc. into the SAP system, and also, **cannot** print the roster prepared for approval.
4. The authorizing administrator at each location is responsible for designating an “alternate approver”. **An “alternate approver” MUST BE AN ADMINISTRATOR.**

CHAPTER 3 PAYROLL ROSTER APPROVAL

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.

PRIOR PERIOD ADJUSTMENTS

Payroll Corrections

Refer to the SAP “ERP Training Resources” found on the SAP home page in the employee portal, under “PY Training”, for a detailed explanation of how to use the computer system, for **both** the Payroll Time Specialist **and** the Payroll Administrative Approver.

The payroll corrections screens are used to correct information previously reported, such as, change time reported as vacation to sick leave; or time reported as present to personal leave; or number of hours worked; or time not previously reported, etc.

After all required information is entered onto the payroll corrections screens in the SAP system, all transactions must be approved on-line by the appropriate Authorizing Administrator by the “payroll due date”, in time for processing with the next available payroll.

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 (i.e., payment for attendance at a workshop, in-service education, etc.).

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 copies of the sign-in sheets, etc.

When submitting adjustments-to-gross for Professional Development, please note that curriculum planning, chaperoning field trips, creating master schedules, testing, or grant preparation do not constitute professional development.

CHAPTER 4 PAYROLL PROCESSING

PAYROLL PROCESSING

In the days following the approval of the payroll by each and every cost center, and the processing of the payroll in the SAP system, the payroll results are edited and balanced individually by the Payroll Department and the ERP Payroll Team.

Exceptions found during this process are corrected by the Payroll Department, the ERP Payroll Team, HR, Retirement, Risk and Benefits Management, Accounting, etc.

CHAPTER 5 PAYROLL DISTRIBUTION

PAYROLL DISTRIBUTION

After the payroll is executed, several registers, reports and statistics are available to the Payroll Department, while any actual checks produced are generated by the Accounts Payable Department for distribution.

Employees are required to have their payroll direct deposited into **any** financial institution that allows electronic fund transfers, including EdFed (Credit Union).

The computer system will combine all payments due to an employee into one single "Pay Statement", including reimbursements (travel, tuition, etc.). An actual paper paycheck will be issued only on an "exception basis", when an employee was not paid for time worked. If a check **must** be produced, the following distribution rules apply:

- 1) If a check is produced because of either of the following reasons, the check should be sent to the employee's cost center:
 - a. Time was not reported on a timely basis by the cost center; and/or
 - b. Employee is in the process of updating their direct deposit information.
- 2) For circumstances where the employee does not have **mandatory direct deposit** set up, the check will be held for pick-up; at which point the employee will be required to sign-up for direct deposit **before** picking up the check.
- 3) For any other circumstances where a check is held for pick up, the check may be picked up by the employee themselves or a designee (with written consent) from the employee or by the cost center Administrator. The person cannot be the same individual who was involved in the preparation or approval process.

When checks are received at the cost center, **an employee other than the authorizing administrator or preparer of the payroll must distribute them.** That employee must keep the checks secured under lock and key until they are distributed. **UNDER NO CIRCUMSTANCES ARE UNDISTRIBUTED CHECKS TO BE TURNED OVER TO THE AUTHORIZING ADMINISTRATOR OR PREPARER OF THE PAYROLL.**

In those instances where the employee has been erroneously reported for payroll purposes, it is the responsibility of the individual authorizing the payroll roster to correct the payroll records and notify the employee, **in writing**, of the impending collection of the resultant overpayment.

If a payroll check is undeliverable, after a reasonable effort has been made to locate the employee, it should be returned to the Accounts Payable Department for disposition, with a note of explanation attached. **In no case should this time-frame exceed the next**

CHAPTER 5 PAYROLL DISTRIBUTION

scheduled pay date. Additionally, if a check should be voided due to incorrectly submitted payroll information, it should also be returned to the Accounts Payable Department with a memorandum of explanation attached.

Employees receiving an actual **payroll check** must sign the “signature line” provided on the Payroll Checks Control Report (**full signature - in ink**) as verification of having received their check.

Detailed Payroll Statements will be electronically posted and can be accessed and printed from the Employee Portal and will be archived for future inquiries. Only the employee will have access to their own electronic Payroll Statement.

MANUAL (OFF-CYCLE) CHECK REQUESTS

In the event of an extreme emergency, for an employee who is OMITTED when the payroll is approved by the cost center, and an “OFF-CYCLE” check is required, a “Manual Payroll Check Request – Employee Payment” form (FM-0659) must be completed and signed by the worksite administrator, and the corresponding Region Superintendent/Cabinet Member, and the original/signed form routed to the Payroll Department. Forms must be received in the Payroll Department at least 48 hours before the next payroll due date.

CHAPTER 6 OTHER PAYROLL PROCEDURES

DEFER PAY PLAN OPTION: REQUEST FOR 12-MONTH PAY PLAN OPTION

Miami-Dade County Public Schools provides a benefit plan to eligible Full-Time 10-month employees who wish to spread their salary over 12 months. The IRS has identified this plan as a Section 409A (Deferred Compensation). Deferred compensation is an arrangement under which compensation is earned in one year and paid in the following year. The gross amount of eligible wages will be reduced by 17.3% and placed in a deferred accumulator from September through June (depending on the school calendar). The accumulated deferred amount will be paid in five (5) equal payments during the months of June, July and August, depending on the school calendar.

If the 12-month pay option is NOT selected, the annual salary will be paid over the regular 10-month period, with **no paychecks during the summer break**.

Eligible employees for the Defer Pay Plan Option are Full-Time 10-month UTD employees and 10-month Assistant Principals. The following employees are **not** eligible:

1. Part-Time and Hourly Employees
2. Permanent Substitutes (Job Codes 3100 and 3110)
3. Interim Employees

In order to comply with IRS guidelines, the selection to enroll/cancel must be made PRIOR to the first work day of the new school year; otherwise, the employee will have to wait until the following school year to participate or to cancel.

Guidelines/Requirements:

- There is a **SPECIFIC ENROLLMENT/CANCELLATION PERIOD**, which is the day **AFTER the last work day** of the current school year through the day **PRIOR to the first work day** of the subsequent school year (**during the summer**).
- Per IRS regulations, this election is **“IRREVOCABLE”**, and **cannot** be changed during the school year.
- It is **not** necessary to renew enrollment in the Defer Pay Plan Option every year (or the choice not to participate). The current selection will remain in effect for the subsequent school year.
- The only time that deferred compensation funds can be paid prior to the scheduled pay dates, is if an employee transfers to an ineligible job position, resigns, retires, joins DROP, or passes away.

CHAPTER 6 OTHER PAYROLL PROCEDURES

- Prior to the beginning of the school year, the Payroll Department will publicize the biweekly pay dates from which the Defer Pay Plan Option gross wage reduction will be withheld and the summer payment dates. This is posted at the end of the school year before summer break.
- Mandatory deductions, such as taxes (Federal, Social Security and Medicare), FRS and any garnishment deductions are taken at the time of payment.

NOTE: If an employee joins DROP, the balance of Defer Pay deducted up to that date will be paid out. The employee will remain in the Defer Pay Plan Option for the remainder of the school year.

VOLUNTARY SICK LEAVE TRANSFER TO A FAMILY MEMBER

Pursuant to the provisions of Florida Statute 1012.61, the district provides a benefit under which a District employee may authorize the voluntary transfer of sick leave that has been accrued, to his/her spouse, child, parent, or sibling, who is also a District employee, to use, with the following restrictions:

1. The recipient must have depleted all of his/her available sick days (does not include the unearned sick days).
2. The authorizing employee (donor) must retain at least ten (10) sick days, after the donation.

Procedure:

1. The donor must complete an “Authorization For The Transfer of Accrued Sick Leave Day(s) To A Family Member” form (FM-6306).
2. The “Authorization For The Transfer of Accrued Sick Leave Day(s) To A Family Member” form (FM-6306) must be submitted to the Payroll Department at least three (3) days before payroll is due.

VOLUNTARY SICK LEAVE TRANSFER TO ANOTHER DISTRICT EMPLOYEE

Pursuant to the provisions of Florida Statute 1012.61, the district provides a benefit under which a District employee may authorize the voluntary transfer of sick leave that has been accrued, to another District employee to use, with the following restrictions:

1. The recipient must provide documentation by the treating physician, of the illness, accident, or injury for which leave is otherwise authorized.
2. The recipient must have depleted all of his/her available sick days (does not include the unearned sick days).
3. The recipient must need a minimum of ten (10) sick days.

CHAPTER 6 OTHER PAYROLL PROCEDURES

4. The authorizing employee (donor) must retain at least ten (10) sick days, after the donation.
5. The donated days will be accepted for processing only as needed per pay period; therefore, all donated days will be used.

Procedure:

A form packet (FM-7522) has been created by the Payroll Department, which must be used to complete the following procedures:

1. The Cost Center (work location) where the recipient works must contact the Payroll Department **directly** to obtain the form packet FM-7522, which includes all required documentation: Memorandum, Transmittal Forms, Sample Doctor's Letter, and Donor Authorization Form. **This packet is not available on-line and under NO circumstances should anyone forward it from one work location to another.** Form packet FM-7522, along with detailed instructions, must be obtained from the Payroll Department **ONLY**.
2. The memorandum provided by the Cost Center Administrator must include the following information and attachments:
 - a. Recipient's Name
 - b. Person ID (Employee Number)
 - c. Cost Center Name and Number
 - d. Cost Center Administrator's ORIGINAL signature/initials
 - e. Attachments:
 - i. Medical Documentation (provided by a treating physician, of the illness, accident, or injury, for which the leave is otherwise authorized)
 - ii. Transmittal Form (containing Donors' Name, Person ID (employee number) and the Total Number of Days Being Donated by each employee and their Remaining Balance after donation)

The above-mentioned document packet must be hand-delivered to the Payroll Department, who will present it to the following committee for approval:

- Chief Operating Officer, School Operations
- Associate Superintendent/Chief Financial Officer Financial Services
- Chief Human Capital Officer, Office of Human Capital Management

CHAPTER 6 OTHER PAYROLL PROCEDURES

Upon approval, the Payroll Department will forward a copy of the approved request to the Cost Center Administrator.

3. Donors must complete an “Authorization For The Voluntary Transfer of An Accrued Sick Leave Day To Another District Employee” (donor authorization) form.

NOTE: One authorization form must be completed/signed for EACH day donated. In other words, if an employee is donating five (5) days, then he/she must complete/sign five (5) authorization forms. Each form must contain an ORIGINAL signature.

The completed/signed forms must be retained at the work location, until notification has been received that the request has been approved.

Upon notification of approval, the “Authorization For The Voluntary Transfer of An Accrued Sick Leave Day to Another District Employee” forms must be submitted to the Payroll Department at least three (3) days before the current payroll is due. Donated days cannot be utilized for pay periods occurring prior to the committee’s authorization of the donation.

NOTE: Only submit forms equal to the number of work days to be used for each pay period (maximum of ten (10) days). Do not include forms for eligible holidays, recess days or opt days.

SICK LEAVE CASH-IN

To encourage and reward employees who exercise particular care in the maintenance of their personal health and job attendance, the Board provides (pursuant to contractual and/or procedural agreement) a good attendance incentive, whereby eligible full-time employees may cash-in sick leave days accrued each fiscal year, provided the following criteria are met:

- a) No more than a combined total of three (3) sick/personal/leave without pay days may be used during the course of the fiscal year (July 1 - June 30).
- b) A minimum of twenty-one (21) accrued sick leave days must remain **after** cash-in of sick leave days accrued on an annual basis.
- c) Compensation for annual accrued sick leave cashed-in, pursuant to the above provisions, shall be based on the employee’s daily rate of pay during the fiscal year in which the days were accrued, times eighty percent (80%).
- d) Payment for this benefit will be made in accordance with contract provisions. Days for which such payment is received shall be deducted from the employee’s accumulated leave balance.

CHAPTER 6 OTHER PAYROLL PROCEDURES

Instructions are distributed by the Payroll Department every year. Employees requesting to cash-in sick leave must make their election through the employee portal by the published deadline.

CHAPTER 7 OTHER PAYROLL DOCUMENTS

W-2

The W-2 Wage and Tax Statement form is furnished to each employee that had any earnings during the calendar year. The W-2 form is distributed, in the latter part of January, to the current work location of all active employees. For terminated employees, employees on Board-approved leave, and for employees on suspension, the W-2 form is sent to the home address currently on file in the computer at the time the W-2 was produced.

W-2c

This form is used whenever there is a need to correct information on a previously filed W-2 form. The distribution of the W-2c form is the same as the W-2.

W-4

The Employee's Withholding Allowance Certificate is used so that the employer can withhold the correct amount of federal income tax from the employee's paycheck. Employees may complete this process on-line, in the SAP system, through the Employee Portal or through Human Resources.

PAYROLL DEDUCTION AUTHORIZATION FORM FOR DIRECT DEPOSIT

The Payroll Deduction Direct Deposit Authorization form (FM-4679) authorizes the School Board to automatically deposit the net amount of a paycheck into the financial institution specified by the employee. Please see Chapter 5 for specific instructions, depending on the banking institution you choose. This form is available on-line, from the Records Management or Payroll websites.

FLORIDA PREPAID COLLEGE PROGRAM ENROLLMENT FORM

This form authorizes the School Board to deduct a specific amount from the paycheck to be applied to the Florida Prepaid College Program account(s). Forms are available upon request from the Payroll Department.

AGREEMENT FOR DESIGNATION OR CHANGE OF BENEFICIARY ACCRUED ANNUAL (VACATION) AND/OR SICK LEAVE

This designates the beneficiary(ies) who is/are to receive payment of any accrued annual (vacation) and/or sick leave which may be payable upon an employee's death. Employees may complete this process **on-line**, in the SAP system, through the Employee Portal.

CHATER 8 PAYROLL DOCUMENT RETENTION

PAYROLL DOCUMENTS - FILING PROCEDURES

In order to standardize filing procedures and facilitate access to payroll records at schools and other work locations, the following procedures are recommended by the Payroll Department and endorsed by Management and Compliance Audits.

- A) Prepare and label a file folder for each pay period. The following records should be filed:
- 1) The Final Roster, signed by the employee who prepared it and the authorizing administrator.
 - 2) The Daily Payroll Attendance Sheet, indicating the daily attendance or absence of each employee.
 - 3) Any required Application for Short Term Leave cards, signed by the employee and the principal/supervisor. These leave cards must be filed in employee number sequence for each employee "type" (Instructional, Non-Instructional, P/T-Hourly, etc.) in the pay period.
 - 4) Any additional documentation used by the work location to prepare the payroll for that pay period, such as, Traveler's Location Log, Time Sheets, Time Cards, copies of Jury Duty or Temporary Duty notices, etc.
- B) At the end of the fiscal year, the above-mentioned records must be placed in special "Records Retention" boxes, properly marked and retained at the work location for at least two (2) years **** (see NOTE on last page of this section)**. After two (2) years, the work location should send the old payroll records to Records Retention where they will be kept for the remainder of the retention period **** (see NOTE on last page of this section)**. Refer to the Records Management Services Handbook and General Records Schedule and Disposition Guide provided by the Office of Document Management, Department of Records & Forms Management.

PAYROLL DOCUMENTS - RETENTION SCHEDULE

The following section represents the Retention Schedule to be followed in reference to payroll documents.

Statutory Authority:

Chapter 119, Florida Statutes, Public Records Act, defines "public records" in terms of

CHATER 8 PAYROLL DOCUMENT RETENTION

physical characteristics; and in legal and/or official documentation relationships, it also defines “agency”, providing an inclusive listing of state, local and special government officials and organizational elements subject to laws and regulations pertaining to public records. In addition, the Chapter establishes the legal basis for the custody and disposal of public records and for public access to these records.

Chapter 257, Florida Statutes, establishes the State’s Records Management and Archives Program under the direction of the Division of Library and Information Services, Department of State; it specifically provides for a system for the scheduling and disposal of public records. The Act also authorizes the Division to establish and coordinate standards, procedures, and techniques for efficient and economical record making and keeping.

ATTENDANCE REPORTS, REGISTERS, ROSTERS (EMPLOYEE)

M-DCPS: Daily Payroll Attendance Sheet and Signed/Approved Roster

This record series consists of, but is not limited to, a record of daily hours worked by individual employees, where hours are stated and routinely verified; to includes time sheets, time cards, summary sheets of daily working hours and all related documents involved in the reporting of time worked.

RECOMMENDED RETENTION: Record (master) - Five (5) fiscal years.
**** (see NOTE on last page of this section)**

LEAVE RECORDS

M-DCPS: Application for Short Term Leave

This record series consists of, but is not limited to, documentation of sick, vacation, and other types of leave submitted by the employee to document authorized absence. Record may also include leave balance reports.

RECOMMENDED RETENTION: Record (master) - Five (5) fiscal years;
provided a leave balance record is kept.
**** (see NOTE on last page of this section)**

PAYMENT RECORDS

M-DCPS: Payroll Checks Control Report

This record series consists of a report documenting employee “Person ID” number, employee name, employee status, check number, check date and employee signature; for any employee receiving a “paper” pay check.

RECOMMENDED RETENTION: Record (master) - Five (5) fiscal years.

**** (see NOTE below)**

CHAPTER 8 PAYROLL DOCUMENT RETENTION

**** NOTE:** The master of the above-mentioned records must be retained at the work location for at least two (2) years, or until the audit for the fiscal year is completed if more than two (2) years. After the audit is completed, they should be placed in special “Records Retention” boxes, properly marked and sent to Records Retention for the remainder of the retention period.

Duplicate copies should be retained until obsolete, superseded, or administrative value is lost.

CHAPTER 9 ABSENCES, LEAVES AND VACATION

The policies and rules governing absences and leaves of personnel are determined by and patterned after state laws and regulations.

SICK LEAVE

Each full-time employee is entitled to accumulate one (1) day of sick leave per month of employment. Such sick leave shall not be used prior to the time it is earned and credited to the employee; furthermore, the employee shall be entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year. An employee who is paid for eleven (11) days or more during the payroll accrual month will accrue one (1) day sick leave for that month.

Half-day employees are to be reported as working half-days, and similarly, any sick or personal leave taken is to be reported in half-day increments.

Employees are allowed to accumulate and carry forward unused sick leave, to be added to their next year's sick leave balance, not to exceed legal limitations.

Sick leave may be used for illness and/or death of the following:

Mother	Brother-in-Law	Grandmother	Foster Parents
Father	Sister-in-Law	Grandfather	Foster Children
Sister	Husband	Son-in-Law	Step Children
Brother	Wife	Daughter-in-Law	Step Parents
Mother-in-Law	Child	Uncle	Niece
Father-in-Law	Grandchild	Aunt	Nephew

Additionally, it may be used for illness and/or death of persons residing at the same residence as the person who is requesting sick leave.

PERSONAL LEAVE

Each employee eligible for sick leave accrual is also entitled to use six (6) of their **earned** sick leave days for personal reasons each fiscal year. Personal leave is chargeable to accrued sick leave and is noncumulative.

EXAMPLE: If an employee has ten (10) sick leave days and four (4) personal days, the total balance of sick leave days and personal days is ten (10), four (4) of which can be used for personal reasons.

ANNUAL LEAVE (VACATION)

Full-Time 12-Month employees are entitled to accumulate annual leave. Vacation accrual rates and vacation accrual limits are specified in the individual labor contracts for employees represented by exclusive bargaining agents.

CHAPTER 9 ABSENCES, LEAVES AND VACATION

Vacation accrual rates depend on number of years of employment. A year of creditable service, for annual leave purposes, is defined as over one-half of the employee's contractual period during a fiscal year. An employee who is paid for eleven (11) days or more during the payroll accrual month will accrue vacation for that month. Use of annual leave shall be approved by supervisors so that there is minimum disruption of the operation of the department/school. Vacation leave cannot be taken in advance of its accrual.

HOLIDAY LEAVE

Twelve-Month Employees - The following days are normally observed as paid holidays:

Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King's Birthday
All Presidents' Day
Memorial Day
Juneteenth

In addition to the holidays listed above, the following three (3) days have been approved as official paid holidays:

Friday following Thanksgiving;
Two (2) days in addition to December 25.

Ten-Month Employees - Holiday leave for ten-month employees is determined by the calendar adopted annually by the Board.

Ten-Month Employees working during the summer in any capacity (FT or PT), are **not** entitled to any paid legal holidays during the summer (Juneteenth and Independence Day).

JURY DUTY AND SUBPOENAED AS A WITNESS

Any **full-time** or **regular part-time** employee who is summoned as a member of a jury panel,

OR

any **full-time** or **regular part-time** employee who is subpoenaed as a witness, **not** involving his/her own personal litigation,

OR

any employee subpoenaed in the line of duty to represent the School Board as a witness or defendant, shall be reported as "**Jury Duty/Subpoenaed**".

CHAPTER 9 ABSENCES, LEAVES AND VACATION

When subpoenaed as a witness, or on jury duty, official notification from the court, indicating time spent, should be attached to the Application for Leave form.

NOTE: When an employee is involved in **his/her own litigation** and must appear in court, the time **must** be reported as either “PERSONAL”, “VACATION” (if approved by the administrator), or “LWOA”.

ILLNESS IN-LINE-OF-DUTY (CONTAGIOUS DISEASE)

Any District School Board employee is entitled to illness in-line-of-duty leave when he/she has to be absent from duties because of illness from any contagious or infectious disease contracted in School Board work. Illness In-Line-of-Duty for employees represented by a collective bargaining agent will be defined in the collective bargaining agreement.

Contagious or infectious diseases shall include, but are not limited to, measles, chicken pox, diphtheria, rubella, typhoid, meningitis, tuberculosis, conjunctivitis (pink eye), hepatitis, mononucleosis, ring worm and pediculosis (head lice), when substantial proof is provided that such illness resulted from contact with students or other employees. Influenza and strep throat are not construed to be contagious diseases.

Contagious or infectious disease claims should be directed to the Office of Risk and Benefits Management, Workers’ Compensation section.

Leave will be authorized for all school board employees, **not to exceed a total of ten (10) working days** per incident, for illness contracted from the causes prescribed above. Part-time employees should be reported on the Miscellaneous Transaction screen for the number of hours that the employee would have worked during the ten (10) days, **not to exceed the ten (10) working days limit**.

The cost center is not authorized to pay any time over ten (10) days.

Part-Time/Hourly employees should be reported under the “Report Miscellaneous Payroll Transactions” link, as code (0208 – Contagious Disease).

INJURY IN-LINE-OF-DUTY

Any district School Board employee shall be entitled to injury in-line-of-duty leave when he/she has to be absent from duties, as determined by a Board approved physician, because of an injury received in the discharge of School Board duties. Injury In-Line-of-Duty for employees represented by a collective bargaining agent will be defined in the collective bargaining agreement.

All injuries occurring on the job must be reported immediately to the worksite administrator. A Notice of Injury must be completed by the worksite, via telephone, by calling the Office of Risk and Benefits Management.

If medical treatment is necessary, the employee will be directed to the appropriate facility.

A medical evaluation, conducted by a Board-approved physician approved by the Office of Risk and Benefits Management, will be the determining factor as to when the employee is able to return to duty.

CHAPTER 9 ABSENCES, LEAVES AND VACATION

Full-time employees whose authorized disability extends beyond thirteen (13) weeks will receive the Statutory Workers' Compensation benefit checks from our servicing agent.

Part-Time/Hourly employees should be reported under the "Report Miscellaneous Payroll Transactions" link, as code (0207 – Injury at Work).

Payment for sick leave granted for Injury In-Line-of-Duty will be computed at the daily sick leave rate, less the daily Workers' Compensation rate, for each sick leave day granted.

For a complete overview of Workers' Compensation issues, you may contact the Office of Risk and Benefits Management, Workers' Compensation section.

TEMPORARY DUTY

Any regular employee may be assigned to be temporarily absent from their regular duties and place of employment for the purpose of performing other educational services, including participation in school surveys, professional meetings, study courses, workshops, etc. Such temporary assignments will ordinarily be initiated by the school/worksite administration. Employees will receive their regular pay and may be allowed expenses as provided by law and regulations of The School Board of Miami-Dade County, Florida. Such temporary duty shall be considered equal to the regular duties of the individual, and employees performing such assigned temporary duties shall not be considered to be on leave.

VOTING LEAVE

The Board agrees, upon approval of the principal or supervising administrator, to allow an employee who is a registered voter a reasonable amount of time off with pay, to vote in each local and general election. The location of the employee's precinct, work location and work schedule shall be considered in scheduling such time off. The employee can be required to show proof of registration.

LEAVE OF ABSENCE FOR EMERGENCY PURPOSES

Board Policy 8420 – Emergency Closing of Schools

The Superintendent may provide for the payment of salaries according to labor contracts. If the affected bargaining units' labor contracts do not include provisions to address the compensation of hourly or part-time employees, all available options will be considered to all hours not worked during the emergency to be made up by these employees.

BOARD-APPROVED LEAVES

For information regarding other various types of Board-approved leaves, contact the Office of Leave/Retirement/Unemployment Compensation.

CHAPTER 10 PAYROLL DEDUCTIONS

The following information is furnished regarding the various voluntary deductions authorized for School Board employees.

EMPLOYEE BENEFIT DEDUCTIONS

For information regarding any benefit-related deductions, including those listed below; offered pursuant to contractual agreements, please contact the Benefits Section in the Office of Risk and Benefits Management:

- Medical
- Dental
- Vision
- Legal & Senior Legal
- Long & Short-Term Disability
- Group Term & Voluntary Life Insurance
- Accidental Death & Dismemberment (AD&D)
- Flexible Spending Accounts (FSA's)
- Hospital Income Protection
- Tax-Shelter Investment Plans (403b, 457, 401K, etc.)

UNION AND PROFESSIONAL DUES

Dues for unions and professional organizations which are approved for payroll deductions must be transacted through the union or organization. These transactions include both enrollments and cancellations.

DIRECT DEPOSIT

The School Board of Miami-Dade County has a **mandatory** program that requires employees to authorize payroll deposits into their checking or savings account.

EdFed (Credit Union)

Deductions are authorized for deposit to an employee's account with the EdFed (Credit Union). All transactions, including cancellations, must be arranged directly with the Credit Union.

Automated Clearing House Network (ACH)

Any employee who has a checking or savings account with a bank or financial institution, which participates in the Automated Clearing House Network and is a member of the Federal Reserve System, is eligible to participate.

Payroll payments for participants in the **mandatory** direct deposit program will automatically be credited to his/her personal checking or savings account each pay period.

Participants have access to an on-line Pay Statement which reflects the same information that would have been shown on a paycheck stub.

CHAPTER 10 PAYROLL DEDUCTIONS

The Payroll Deduction Direct Deposit Authorization forms (FM-4679) for the **mandatory** direct deposit program is available on-line, from the Records Management or Payroll websites, or from the Payroll Department.

FLORIDA PREPAID COLLEGE PROGRAM

Full-time employees who are participating in the Florida Prepaid College Program and making **monthly** payments are eligible to use the payroll deduction plan to make payments to this program.

Employees may transfer their monthly payments to biweekly payroll deductions by completing a Payroll Deduction Authorization form available by contacting the Payroll Department before August 1st, for deductions to be effective at the start of the new school year, as published.

There are 20 scheduled biweekly payroll deductions during each calendar year.