

## **PAYROLL PROCEDURES**

Payroll is processed semi-monthly on the 15<sup>th</sup> and 30<sup>th</sup> of each month. If either of these dates fall on a holiday or weekend, payday will be the first business day preceding the 15<sup>th</sup> or 30<sup>th</sup>.

### **CONTRACT PAY**

Employees are paid semi-monthly in equal installments according to the terms of their contract.

### **TIME CARD PAY**

Time Card employees are paid semi-monthly for the time periods as follows:

<b>Work Days</b>	<b>Time card to Supervisor</b>	<b>To DSC Payroll Dept</b>	<b>Pay Day</b>
1 <sup>st</sup> – 15 <sup>th</sup> of month	Immediately following end of pay period	3 business days after 15 <sup>th</sup>	30 <sup>th</sup>
16 <sup>th</sup> – 31 <sup>st</sup> of month	Immediately following end of pay period	3 business days after last day of month	15 <sup>th</sup>

It is the employee's responsibility to legibly complete the time card with the following information:

1. Employee's legal name
  2. Title/Function of position worked
  3. Budget Code
  4. Hours indicated by date (must note paid time off)
  5. Hourly rate
  6. Employee Signature
- Time cards must be turned in to the employee's supervisor immediately following period end dates.
  - It is the Supervisor's responsibility to provide the approval signature, to verify the hours worked, rate of pay and budget expenditure code.

## **PAYROLL DISTRIBUTION**

### **Direct Deposit and Skyward Employee Access**

The direct deposit program allows for automatic deposit of the employee's earnings into a savings or checking account of their choice. All employees are required to use direct deposit and Skyward Employee Access. The pay detail is available on-line through Skyward Employee Access. Skyward Employee Access is the School District's paperless electronic system which provides a calendar of scheduled pay dates and personal payroll information such as current pay detail, past check history, year-to-date earnings, current tax exemption status, and W-2 information. If the employee is eligible, it will provide an electronic way to view paid sick leave, family illness/bereavement leave, vacation time and personal leave. It is located on the districts web site under Staff Resources/Skyward.

## **Paycheck**

If an employee has not provided the required information to switch to Direct Deposit, or if an emergency situation should arise involving the employees bank account, exceptions may be granted and a check provided. The employee will need to personally pick up their check at the District Service Center on payday between 7:30 am & 3:30 pm. Proper ID will be required.

Emergency contacts: Rachel Hockford (952-226-0046) [rhockford@priorlake-savage.k12.mn.us](mailto:rhockford@priorlake-savage.k12.mn.us)  
Kris Gerold (952-226-0044) [kgerold@priorlake-savage.k12.mn.us](mailto:kgerold@priorlake-savage.k12.mn.us)

## **ABSENCE REPORTING**

### **Skyward Employee Access**

All staff are required to request time off (vacation, sick leave, family illness/bereavement leave, personal leave and unpaid leave) electronically through Skyward Employee Access. Supervisors are required to approve or deny the absences in accordance with the district policy following the same period end dates as time cards. This system requires the employee to indicate if a sub is needed, reason for the absence, and duration of the absence.

Building Secretaries are required to verify each entry for hours and the reason absent. The verifications must be completed according to the same schedule and period end dates as timecards.

### **AESOP**

AESOP is used by the Human Resources Dept to track teacher absences (both paid and unpaid) and to create sub teacher pay reports associated with the absence. AESOP is located on the district's web site under Staff Resources/Skyward.

Teacher Subs and non-licensed subs are paid by Teachers On Call.

### **How Do I Submit an Absence and Request a Sub?**

- Log in to **Skyward Employee Access**. Skyward's Employee Access will then connect you to Aesop to request a Sub. Your transaction is not complete until you receive a confirmation number.
- Go to Employee Access/Time Off/My Time Off Requests.
- Click on Add button
- Select Time Off Code, Reason, Description, Start Date, Hours and Start Time. If you need a Sub, please check the "Sub Needed" box. Click Save.
- Once you check the "Sub Needed" box, the Aesop window will appear behind the Skyward screen. You must minimize the Skyward screen to view the Aesop screen.
- Enter your ID and PIN. Follow the steps.
- *If you have any questions regarding AESOP; contact Janna Johnson at the District Services Center at 952-226-0020.*
- *If you have any questions about Skyward time off, contact Payroll Dept 952-226-0046 or 952-226-0044.*