

SECTION 1

PAYROLL SERVICES

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**McALLEN INDEPENDENT SCHOOL DISTRICT
2011-2012 MONTHLY PAYDATES**

Beginning Date	Ending Date	Due Date	Pay Date	Weekday
05-28-11	06-24-11	07-11-11	07-25-11	Monday
06-25-11	07-29-11	08-08-11	08-25-11	Thursday
07-30-11	08-26-11	09-08-11	09-26-11	Monday
08-27-11	09-30-11	10-07-11	10-25-11	Tuesday
10-01-11	10-28-11	11-02-11	11-17-11	Thursday
10-29-11	11-25-11	12-01-11	12-20-11	Tuesday
11-26-11	12-30-11	01-09-12	01-25-12	Wednesday
12-31-11	01-27-12	02-08-12	02-27-12	Monday
01-28-12	02-24-12	03-01-12	03-26-12	Monday
02-25-12	03-30-12	04-05-12	04-25-12	Wednesday
03-31-12	04-27-12	05-08-12	05-25-12	Friday
04-28-12	05-25-12	06-08-12	06-25-12	Monday

Anything received after 5 p.m. on the due date will automatically be processed on the next scheduled Payroll. SFE Reports are due at the end of the work day.

NO EXCEPTIONS!!

**** Please note -- McAllen ISD paydays have been scheduled on the 25th of each month (or the following Monday if the 25th is a Saturday or Sunday) except during the months of November, 2011 and December, 2011.**

**McALLEN INDEPENDENT SCHOOL DISTRICT
2011-2012 BIWEEKLY PAYDATES**

Beginning Date	Ending Date	Due Date	Pay Date	Weekday
06-11-11	06-24-11	06-20-11	07-08-11	Friday (Projected)
06-25-11	07-08-11	07-13-11	07-22-11	Friday
07-09-11	07-22-11	07-26-11	08-05-11	Friday
07-23-11	08-05-11	08-09-11	08-19-11	Friday
08-06-11	08-19-11	08-22-11	09-02-11	Friday
08-20-11	09-02-11	09-06-11	09-16-11	Friday
09-03-11	09-16-11	09-20-11	09-30-11	Friday
09-17-11	09-30-11	10-04-11	10-14-11	Friday
10-01-11	10-14-11	10-18-11	10-28-11	Friday
10-15-11	10-28-11	11-01-11	11-11-11	Friday
10-29-11	11-04-11	11-11-11	11-25-11	Friday (Subs & PT)
10-29-11	11-11-11	11-11-11	11-25-11	Friday (Projected)
11-05-11	11-25-11	11-29-11	12-09-11	Friday (Subs & PT)
11-12-11	11-25-11	11-29-11	12-09-11	Friday
11-26-11	12-09-11	12-12-11	12-23-11	Friday
12-10-11	12-16-11	12-15-11	01-06-12	Friday (Subs & PT)
12-10-11	12-23-11	12-15-11	01-06-12	Friday (Projected)
12-17-11	01-06-12	01-10-12	01-20-12	Friday (Subs & PT)
12-24-11	01-06-12	01-10-12	01-20-12	Friday
01-07-12	01-20-12	01-24-12	02-03-12	Friday
01-21-12	02-03-12	02-07-12	02-17-12	Friday
02-04-12	02-17-12	02-21-12	03-02-12	Friday
02-18-12	02-24-12	02-29-12	03-16-12	Friday (Subs & PT)
02-18-12	03-02-12	02-29-12	03-16-12	Friday (Projected)
02-25-12	03-16-12	03-20-12	03-30-12	Friday (Subs & PT)
03-03-12	03-16-12	03-20-12	03-30-12	Friday
03-17-12	03-30-12	04-02-12	04-13-12	Friday
03-31-12	04-13-12	04-17-12	04-27-12	Friday
04-14-12	04-27-12	05-01-12	05-11-12	Friday
04-28-12	05-11-12	05-15-12	05-25-12	Friday
05-12-12	05-25-12	05-29-12	06-08-12	Friday
05-26-12	06-08-12	06-12-12	06-22-12	Friday

Anything received after 5 p.m. on the due date will automatically be processed on the next scheduled Payroll. SFE Reports are due at the end of the work day.

NO EXCEPTIONS!!

END OF YEAR RESIGNEES

Personnel who resign at the end of the school year may submit a written request to the Payroll Office by June 7, 2012 to have their summer pay advanced to them on June 25, 2012.

SUMMER PAY

Address changes should be made in the Human Resources Department.

FEDERAL PAYMENT TIMELINES

Pay periods and pay dates should be adhered to unless a federal fund/grant requires payment method by different timelines.

PROFESSIONAL EXTRA DUTY

Submit Payroll Request Form, with account number, signed by person with purchase order approval path authorization. Attach time sheets for services rendered signed by each employee and supervisor. Attach documentation approved by Human Resources indicating pay rate to be paid for services. Attach GL-20 as proof available to cover expense. (Separate monthly from biweekly)

PARA-PROFESSIONAL EXTRA DUTY

Submit Payroll Request Form, with account number, signed by person with purchase order approval path authorization. If extra duty is to be paid from regular salary account, employee should record time worked by clocking in and out at the nearest available time clock. Otherwise, attach original time sheets for extra duty services. Attach documentation from Human Resources indicating pay rate to be paid for services. Same or similar jobs will be paid at regular hourly rate up to 40 hours. Time and one-half of regular hourly rate will be paid beyond 40 hours in a work week. Wholly separate jobs will be paid a weighted average of the regular job hourly rate and extra duty hourly rate established by Personnel Services. Work weeks begin on Saturday and end on Friday. Attach GL-20 as proof available to cover expense. (Separate monthly from biweekly)

EXTRA DUTY PAY

Part-Time Professional (6117) & Para-professional (6125)

- Submit employment recommendation to Human Resources via Liquid Office
- Paid minimum daily or hourly rate on pay scale as approved by Human Resources
- Submit biweekly time sheet to Anita Solis-Garza (618-6043)
- Attach completed Supplemental Payroll Request Form

Professional (6118) Extra Duty

- Paid rate approved by Human Resources
- Submit signed monthly time sheet to Theresa Caceres (618-6044)
- Attach completed Supplemental Payroll Request Form & GL-20

Para-Professional (6121) Extra Duty/Overtime to be paid from Separate Account Number

- Submit copy of time clock Payroll/Detail Report to Theresa Caceres (618-6044)
- Attach original signed monthly time sheet indicating extra duty/overtime hours
- Attach Supplemental Payroll Request Form indicating name, pin number, account number and signatures. Final amount to be paid will be calculated by payroll based on same/similar job or wholly separate job. Include GL-20

Same or Similar Job

- Hourly rate up to 40 physical hours on job(s) beginning Saturday and ending Friday
- Time and one-half of hourly rate for over 40 hours

Wholly Separate Job (Weighted Average)

- $$\begin{array}{r} 37.5 \times 10.00 = \$375.00 \\ \underline{10.0 \times 6.25 = 62.50} \\ 47.5 \qquad \qquad \$437.50 \\ \div 47.5 \\ \$ 9.21 \\ \div 2 \\ \$ 4.61 \\ \times 7.5 \\ \underline{\$ 34.58} \\ 62.50 \\ \underline{\$ 97.08} \end{array}$$

SUPPLEMENTAL REQUEST FORM

All staff is required to use the new supplemental request form. The form must be complete; otherwise it will be sent back and not processed.

- GL 20 Showing available funds to cover expenditure (**Negative Balances NOT acceptable**)
- Approved by supervisor (*Person with PO Approval Path Authorization*)
- Employee pin number, social and CDH code must be on the form
- Alphabetical order
- Must have timesheet and/ or sign in sheet for all employees listed
- Must be **received** in the Payroll Office **by the due date**
- Do **NOT** alter the supplemental request form
- Do **NOT** mix monthly and biweekly staff on the same form.

CDH CODES:

- 205 GAME WORKER**
- 206 PART TIME**
- 207 COACHING**
- 303 SPECIAL EDUCATION**
- 304 BILINGUAL EDUCATION**
- 307 UIL**
- 311 TUTORIAL**
 - * *ASEP*
 - * *Enrichment*
 - * *TAKS*
- 312 EVENING STUDY**
 - * *Child Care*
- 313 STAFF DEVELOPMENT**
- 314 CURRICULUM WRITING**
- 316 SECURITY**
- 317 SUMMER SCHOOL**
- 319 MUSIC STIPEND**
- 323 TESTING**
 - * *Selection Committee*
- 326 SAFE & SECURE**
- 331 HOURLY EXTRA DUTY**
 - * *Migrant Science Camp*
- 345 INCENTIVE**
 - * *Transportation*

McALLEN INDEPENDENT SCHOOL DISTRICT Personnel Time Report

Name _____
Last
First
M.I.
Social Security Number / PIN NUMBER

Pay Period Beginning _____ Ending _____ Campus _____

DATE	DAY	A.M.		P.M.		TOTAL	COMMENTS
		IN	OUT	IN	OUT		
	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						

DATE	DAY	IN	OUT	WORKWEEK TOTAL		TOTAL	COMMENTS
				IN	OUT		
	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						

DATE	DAY	IN	OUT	WORKWEEK TOTAL		TOTAL	COMMENTS
				IN	OUT		
	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						

DATE	DAY	IN	OUT	WORKWEEK TOTAL		TOTAL	COMMENTS
				IN	OUT		
	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						

DATE	DAY	IN	OUT	WORKWEEK TOTAL		TOTAL	COMMENTS
				IN	OUT		
	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						

WORKWEEK TOTAL _____

NOTE: All Sec., Clerks and Aides Must Record Their Time Daily
Time Report Should Be Sent to Payroll at End of Each Month

SIGNATURE OF EMPLOYEE

SIGNATURE AND TITLE OF ADM/SUPV

DATE

DATE

**McALLEN INDEPENDENT SCHOOL DISTRICT
BIWEEKLY TIME SHEET**

PAY PERIOD BEGINNING _____ ENDING _____

Name _____
 (Last) (First) (Middle)

Social Security Number & PIN NUMBER _____

Location _____

DAY	IN A.M.	OUT A.M.		IN P.M.	OUT P.M.	TOTAL REG	TOTAL OT	EXPLANATION
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Total Hours _____

DAY	IN A.M.	OUT A.M.		IN P.M.	OUT P.M.	TOTAL REG	TOTAL OT	EXPLANATION
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Total Hours _____

Employee's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

PAYROLL ACCOUNT CODES

6112	Instructional Substitutes
6117	Professional Part-Time/Temporary
6118	Professional Extra Duty
6119	Professional Salaries
6121	Para-Professionals & Support Personnel Extra Duty/Overtime
6125	Para-Professional Part Time/Temporary
6129	Para-Professionals & Support Personnel Salaries
6141	FICA/Medicare
6142	Group Health, Dental & Life Insurance
6143	Workers Compensation
6145	Unemployment
6146	Teacher Retirement
6149	Retiree Sick Leave

EMPLOYEE ONLINE PROCEDURE

HOW TO PRINT YOUR PAYROLL CHECK STUB:

Go to MISD web site www.mcallenisd.org

Click on District Services

Click on Employee Online:

- Employee ID: (PIN) Number that is used to call in an absence.
- Password: (SSN)

Click to view power point presentation

PROCEDURE FOR PROFESSIONAL DUES THROUGH PAYROLL DEDUCTION

The payroll office will make payroll deductions for professional dues for District employees. Listed below are the procedures to be followed:

1. For monthly paid employees wishing to join a professional organization other than TCTA or TEPSA, all forms must be in the payroll office no later than October 1 of each year with the employee's signature and social security number legibly written. The payroll office will take ten (10) equal deductions beginning October through and including July of each year. For those organizations choosing to rollover membership from year to year, only new member applications and drop slips are required.
2. For monthly paid employees wishing to join TCTA or TEPSA, all forms must be in the payroll office no later than September 5 of each year with the employee's signature and social security number legibly written. For TCTA, the payroll office will take five (5) equal deductions beginning September through and including January of each year. For TEPSA, the payroll office will take ten (10) equal deductions beginning September through and including June of each year. For those organizations choosing to rollover membership from year to year, only new member applications and drop slips are required.
3. For biweekly paid employees, all forms must be in the payroll office no later than October 1 of each year with the employee's signature and social security number legibly written. The payroll office will take eight (8) equal deductions beginning with the first October paycheck and ending with the first May paycheck of each year.
4. When submitting applications for deduction to the payroll office, separate the monthly applications from biweekly applications.

Any variations from these procedures must be cleared with the Payroll Office no later than September 5th of each year.

SOUTH TEXAS FEDERAL CREDIT UNION

GENERAL PROVISIONS

Employees of McAllen Independent School District may utilize payroll deduction for savings and loan payments to South Texas Federal Credit Union. Direct Deposit, Share Draft Checking Accounts and several other services are available through STFCU.

The total of Regular Share Accounts, Share Draft Accounts, and Share Certificate Accounts are collectively insured up to \$100,000 by the Administrator of the National Credit Union Administration for each member account.

Deductions for the South Texas Federal Credit Union will be made upon receipt of the proper forms from the Credit Union by the 10th of any month. To change or stop an automatic deduction to the Credit Union, the District employee must go to the Credit Union and complete the proper forms. These forms then will be forwarded to the McAllen ISD Payroll Office.

McAllen ISD employees seeking more information about utilization of Credit Union services may contact South Texas Federal Credit Union in any of the following ways:

by calling the STFCU office at 686-9515, or

by visiting the STFCU office at 2121 Dove in McAllen, or

by mail to the STFCU office at P.O. Box 3309, McAllen, Texas 78502-3309

MCALLEN INDEPENDENT SCHOOL DISTRICT SICK LEAVE / SUBSTITUTE PROCEDURE

1. Print Smart Find Express (SFE) Daily Job Report each morning.
2. Check times listed on the daily report (verify a.m. / p.m.) and verify job codes listed for all authorized school business absences.
3. Make any necessary edits in handwriting on the report.
4. Get substitutes' signatures on the report. Substitutes listed without a signature cannot be paid.
5. Prepare "After-The-Fact-Memos" for vacancies/ student teacher.
6. Enter handwritten edits to the SFE program in the computer.
7. After edits have been entered in the computer, print another SFE Daily Job Report. Verify that all handwritten edits have been entered in the computer.
8. Principal/ Department Head verifies and signs SFE Daily Job Report with substitutes' signatures.
9. Submit signed SFE Daily Report to Payroll via email/ fax on the next business day. Email Anita.Solis@McAllenISD.net or Fax (956) 618-6014. Keep original SFE Daily Job Report on file at the campus/department for audit. Originals must be maintained by the campus for four years.
10. Principals/ Department Heads are accountable for information on signed SFE Daily Job Report. Payment will be made to substitutes listed, from budget codes listed and sick leave will be deducted from employees' accrued sick leave as listed.
11. Reports should not be held at the campus/ department for signature. If a SFE Daily Job Report is submitted to Payroll without a signature, the substitute must sign the original report at the campus. Then the campus will fax the revised report to the Payroll Office.
12. Prepare and submit After the Fact memos by email/ fax for any changes not discovered until after the SFE Daily Job Report is signed.
13. Payroll must be at the Federal Reserve at least two business days prior to payday. Therefore, changes must be made and missing signatures must be resolved the Friday before payday; otherwise, they cannot be processed until the next biweekly payday.

Recording and Reporting Absences

- All McAllen Independent School District employees with benefits must report absences to the automated sick leave/substitute calling system known as Smart Find Express (SFE) either by phone or via internet.
- When an employee reports an authorized school business absence (reason number 6) which requires a substitute, the employee must enter a 5-digit code to pay for the substitute. If the 5-digit code is unknown, the employee must enter the 5-digit campus code and the substitute will be paid from the principal's campus allocated funds. Code "0" is no longer a valid code.
- Request for substitutes for vacancies must be submitted to Human Resources.
- Workday beginning and ending times for each campus have been recorded in the SFE system. For positions which require substitute absences equal to or less than 4 hours will constitute one-half day. Absences greater than 4 hours will constitute one day. Substitutes will be paid accordingly.
- Absences will be electronically posted to sick leave records nightly. Employees will receive an end-of-year sick leave report to verify their absences.
- Each occasion for an "After-The-Fact-Memo" for a Para-professional employee should also require a corresponding Edit Form to correct the time clock system.
- The SFE system operator can be reached at 632-8490.
- Sick leave /substitute questions for campuses should be addressed to Anita Solis at 618-6043.
- Sick leave questions for departments should be addressed to Margot Ochoa at 618-6041.

CHANGE IN HANDLING “DOCKED DAYS” FOR MONTHLY STAFF

Due to the new payroll processing system, effective July 1, 2011, docked days will no longer be spread to remaining pay dates. Instead, the new process will be to reduce your monthly check for the full amount.

For example, if you were out 3 days with no available leave and your daily rate is \$211 per day, then your monthly wages will be reduced by the 3 days times the \$211 daily rate of pay for a total of \$633.

Again, docked days will NOT be spread over remaining pay dates as was done in the past.

Para-professional and auxiliary employees will be deducted in the payroll generated after the pay period in which the accumulated sick leave is exhausted.

Annual Sick Leave Reports are mailed in June.

Should you have any questions, please contact the Payroll Office, at 618-6041.

McALLEN INDEPENDENT SCHOOL DISTRICT

REQUEST FOR 5-DIGIT CODE
FOR AUTHORIZED SCHOOL BUSINESS SUBSTITUTE ACCOUNT

- For all High Schools
- For all Middle Schools
- For all Elementary Schools
- For Locations: _____
- For one location only fill out below

___ - ___ - 6112 - ___ - ___ - ___ - ___ Account Number

Administrator/Principal

Date

Instructions: Fill in account number, sign, and date and submit to Payroll.

Attach a GL 20 showing funds available for this account.

Payroll will complete 5-digit code, sign, date and return to campus/department.

___ ___ ___ ___ ___ 5-Digit Code Assigned by Payroll

Director of Payroll

Date

AFTER THE FACT MEMO

Date: _____

To: George Cardenas
Director of Payroll

From: _____

Subject: Data Entry for SFE/Employee Absence

Employee Name: _____ SSN: _____

Work Location: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Budget Code: _____

Absence Reason: _____

- | | |
|-------------------------------|------------------------------|
| 1 Personal Illness | 8 Mandatory Court Appearance |
| 2 Illness in Immediate Family | 9 Teacher Vacancy |
| 3 Death in Immediate Family | 10 Military Leave |
| 4 Family Emergency | 11 Vacation |
| 5 Personal Business Leave | 12 Recuperative Leave |
| 6 Authorized School Business | 13 Workers' Compensation |
| 7 Jury Duty | |

Substitute Assigned:

Name: _____ SSN: _____

Site Administrator's Approval or
Principal's Signature

Date

MCALLEN INDEPENDENT SCHOOL DISTRICT

SICK LEAVE AT A GLANCE

. Four Types of Sick Leave:

- . Local New Sick Leave
- . Local Old Sick Leave
- . State Non-Discretionary (Old State) Sick Leave
- . State Discretionary (New State) Leave

. Local New Sick Leave

- . One-Half Day Earned for Each 18 Days Worked. (Maximum 5 Days Per Year and No Limit on Accumulation)
- . Used for Personal Illness, Family Illness, Death in Family and Family Emergency
- . With 10 Years of MISD Experience and Normal or Disability Retirement, Employee Can Be Paid up to 65 new upon Retirement at the Rate of \$100 Per Day for Professionals or \$35 Per Day for Paraprofessionals and Hourly.

. Local Old Sick Leave

- . No Longer Earned
- . Used for Personal Illness, Family Illness, Death in Family and Family Emergency
- . With 10 Years of MISD Experience and Normal or Disability Retirement, Employee Can Be Paid for Up to 10 Unused Days upon Retirement at the Rate of \$100 Per Day for Professionals or \$35 Per Day for Paraprofessionals and Hourly.

. State Non-Discretionary (Old State) Sick Leave

- . Sick Leave Earned Prior to 1995-96
- . Used for Personal Illness, Family Illness, Death In Family and Family Emergency
- . Can Be Transferred Among Districts in State of Texas

. State Discretionary (New State) Leave

- . Earned After May 30, 1995
- . One-Half Day Earned For Each 18 Days Worked. (Maximum 5 Days Per Year and No Limit on Accumulation)
- . Used for Personal Illness, Family Illness, Death in Family, Family Emergency and Personal Business
- . Maximum 5 Consecutive Personal Business Days Unless Prior Approval
- . Personal Business Shall Not Be Allowed On:
 - . End-of-Semester or End-of-Year Exam Days
 - . State Mandated Assessment Test Days
 - . Professional or Staff Development Days
- . Can Be Transferred Among Districts in State of Texas

. Extended Local Personal Illness Leave ("D" Days) and ("DD" Days)

- . Additional Days Granted to Employees When All Sick Leave Has Been Used
- . Number of Days Granted Is Number of Local Sick Leave Days Accumulated at the Beginning of the Current School Year Plus the Number of Local Sick Leave Days Earned During the Current School Year Prior to the Initiation of the Extended Leave
- . Example of "D" Days and "DD" Days:

	<u>Local Old</u>	<u>Local New</u>	<u>Old State</u>	<u>New State</u>	<u>Total</u>
Sick Leave Carried Into School	2	2	3	4	11
Sick Leave Earned During School Year	0	4	0	4	8
	-----	-----	-----	-----	-----
Sick Leave Accumulated (Full Pay)	2	6	3	8	19
* "D" Days (Reduced Pay)	2	6	0	0	8
** "DD" Days (Reduced Pay)	2	6	0	0	8

	-----	-----	-----	-----	-----
**** Total Days	6	18	3	8	35

* Employee Would Be Paid Full Daily Rate for 19 Days

** Employee Would Be Paid Reduced Pay for Additional 8 Days at Full Daily Rate Less the Following:

- . Professional - \$60 Per Day
- . Paraprofessional - One-Fourth of Daily Rate Per Day
- . Hourly - One-Fourth of Daily Rate Per Day

*** Employee Would Be Paid Reduced Pay for Additional 8 "DD" Days at Full Daily Rate Less the Following:

- . Professional - \$65 Per Day
- . Paraprofessional - One-Third of Daily Rate Per Day
- . Hourly - One-Third of Daily Rate Per Day

**** After 35 Days, Employee Receives No Further Pay Until Able to Return to Work

. Sick Leave Pool

- . Employees May Receive Donated Sick Leave from Other Employees After They Have Been Docked Full Pay for 5 Days
 - Due to Catastrophic Illness of the Employee or member of the Employee's Immediate Family
- . Employees May Donate Up to 3 Local Sick Leave Days per Year
- . Employees May Receive Up to 50 Donated Days

. Sick Leave Questions Should Be Addressed To Margot Ochoa at 618-6041, Room 108 in the Administration Building

. Further Detail Available in Board Policies DEC Legal and DEC Local

PROCEDURE FOR DIRECT DEPOSIT

- MISD application and voided check should be received in the Payroll Office at least 3 banking days prior to payday.
- MISD must provide payroll information to the Federal Reserve at least two banking days prior to payday.
- Funds are available when the banking institutions open on payday.
- Employee Online is available to McAllen ISD employees to print check stub information.

HOW TO PRINT YOUR PAYROLL CHECK STUB:

Go to MISD web site www.mcallenisd.org

Click on District Services

Click on Employee Online:

- Employee ID: (PIN) Number that is used to call in an absence.
 - Password: (SSN)
- The District's Depository Bank will advise MISD of any rejected direct deposits.
 - If for some reason an employee's account is closed or for any other reason a bank declines a deposit, MISD cannot reissue the funds to the employee until they have been returned by the Federal Reserve to MISD's Payroll Account.
 - Direct Deposit continues from year to year and month unless an employee terminates employment or submits an MISD Cancellation of Authorization Agreement form.

McALLEN INDEPENDENT SCHOOL DISTRICT

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

NAME _____ SOCIAL SECURITY # _____

SCHOOL/ORGANIZATION _____

=====

Please follow the instructions on the back of this form to complete this section.

ACCOUNT NAME _____

DEPOSITORY NAME _____

DEPOSITORY ABA NO. _____ ACCOUNT NO. _____

=====

For the purpose of direct deposit of payroll checks only, I hereby authorize McAllen Independent School District (District) and the depository named above to initiate direct deposit (credit) entries and correction (debit) entries to the depository account listed above. This authority is to remain in effect until the District has received written notification from me of its termination in such time and in such manner as to afford the District and the depository a reasonable opportunity to act on the termination notice.

I agree to indemnify the District from any claims incident to the direct deposit of my payroll check including, without limitation, any claim based on alleged loss as a result of non-posting of any credit, and any claim which may be made by any person as a result of the rejection of any of my checks because of insufficient funds arising from the failure of my financial institution to post the credit on my account.

EMPLOYEE'S SIGNATURE _____ DATE _____

This form must be received by the Payroll Office at least three banking days prior to pay day with a copy of your voided personalized check.

PAYROLL USE ONLY:

RETURN WHITE COPY OF THIS AGREEMENT
AND YOUR VOIDED CHECK TO THE PAYROLL OFFICE
SECOND COPY TO BE RETAINED BY EMPLOYEE

McALLEN INDEPENDENT SCHOOL DISTRICT
CANCELLATION OF AUTHORIZATION AGREEMENT
FOR DIRECT DEPOSIT

NAME _____ SOCIAL SECURITY _____

SCHOOL/ORGANIZATION _____

=====

I hereby cancel my authorization agreement for direct deposit which was made for the purpose of direct deposit of payroll checks only. I understand this cancellation must be received in the Payroll Office of the McAllen Independent School District at least three banking days prior to the payday in which it will be effective.

I also understand that should this form not be filed with the Payroll Office at least three banking days prior to payday, my payroll check will be forwarded to my financial institution according to the authorization agreement currently in effect, and my cancellation will not be effective until the following pay day.

EMPLOYEE'S SIGNATURE: _____ DATE: _____

RETURN WHITE COPY OF THIS CANCELLATION TO THE PAYROLL OFFICE
SECOND COPY TO BE RETAINED BY EMPLOYEE

MCALLEN INDEPENDENT SCHOOL DISTRICT

TIME CLOCK PROCEDURE

. All para-professionals must punch in:

- . beginning of work
- . beginning of lunch
- . end of lunch
- . end of work
- . anytime leaving and returning

Para-professional and Biweekly employees are prohibited from clocking out at anytime and returning back to work. If **working** the employee **must** be "**Clocked In**" and "**Clocked Out**" if **not working**.

. Clock accepts:

- . District issued photo ID
- . social security number
- . SEMS ID

. Use right hand in palm reader

. May not clock in/out for anyone else. Disciplinary action will be taken

. Clock rounds to nearest quarter hour

. Complete Edit Form if clock is down or punch is missed

. Monthly pay periods end on last Friday of each month

. Work weeks begin on Saturday and end on Friday

. Must be paid overtime (time and one-half) for more than 40 hours physically on the job in a week unless flex time is used

. Flex time is used in the same pay period. If an employee physically works 42 hours in a week, 3 hours should be taken off in the same pay period

. If an employee physically works 34 hours in a 40 hour week and uses 8 hours of sick leave, employee will be paid 42 hours regular pay. If flex time is used, 40 hours will be paid and employee takes off 2 hours in the same pay period

. Supervisor submits Supplemental Payroll Request form for any employees with extra duty pay at the end of a pay period

. Object for extra duty is 6121

- . All fund 199, object 6121 (extra duty/ overtime) must have “T” in the 18th digit (except org 802) for departments. (Department 802 will have “M” in the 18th digit).
- . All fund 199, object 6121 (extra duty/ overtime) must have “A” in the 18th digit for campuses.
- . Employees will be docked if all hours are not worked in pay period
- . If working, employee must be clocked in. If not working, employee must not be clocked in.
- . Overtime will be paid from supply account
- . Supervisors/employees should adhere to MISD budget

PROCEDURE FOR CLOSING THE WORKWEEK ON THE TIME CLOCK

- A) As it relates to supplemental pay coming through the time clock
- a. Every Monday e-mail goes out to all schools and departments on their closing of the time clock by 5 o'clock that afternoon. It is understood that every department or campus must review hours worked by their employees. E-mail reads as follows: **"Good Morning Everyone, We are closing the work week of 04/30/11 -05/06/11. Please let me know via e-mail as soon as you are ready with your area. All schools/ departments must be closed by 5:00 p.m. on Monday, May 9, 2011."**
 - b. If School/department did not close their clock by 5 p.m., payroll does an automatic close of the time clock. So whatever is out there at time of closing is what we will process for payroll through the creation of batches at the end of each pay period.
 - c. Edit to the time clock should be done daily at the campus/department level through a signed edit form. These are maintained at the campus. If the clock has closed and as a last resort, edit forms are sent to the payroll office with proper signatures at which time the clock will be corrected.
- B) As it relates to supplemental pay coming through the supplemental forms:
- a. Supplemental form is prepared at the campus/department level.
 - b. Upon receipt by the due date of the supplemental form by the payroll department, it is reviewed for any obvious discrepancies like – like no social security numbers, comparing the time on timesheets with time stated on supplemental forms, rate of pay, approving signature, etc.
 - c. Once any discrepancies cleared then batches are created and processed as part of the payroll to get employees paid.

**McAllen Independent School District
Time Clock Edit Form**

Date: _____

To: _____
(Principal/Supervisor)

From: _____
(Employee's Name)

Subject: Time Clock Correction for _____
Date

Please correct my time as follows:

<u>Time</u>	<u>Circle One</u>
_____	a.m./p.m./noon/midnight when I came in
_____	a.m./p.m./noon/midnight when I left for lunch
_____	a.m./p.m./noon/midnight when I returned from lunch
_____	a.m./p.m./noon/midnight when I left at the end of the day

Reason for error/Remarks: _____

Employee's Signature

Principal's/Supervisor's Signature

Employee's Social Security Number

Date Corrected in Time Clock