



## **HOURLY EMPLOYEE PAYROLL PROCEDURE (PAY-P001)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for issuing hourly employees a paycheck.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Payroll Office Staff

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Financial Officer

### **4.0 DEFINITIONS:**

- 4.1 Pay Period: Bi-weekly with paydays being on Thursday.
- 4.2 Hourly employee: An employee who is paid by the hour and receives benefits such as sick leave, annual leave and personal leave.
- 4.3 Personnel Actions: Audit trail to document employee data.
- 4.4 AP: Accounts Payable

### **5.0 PROCEDURE:**

- 5.1 Payroll office staff retrieves Kronos timecards for upcoming pay period from individual employee.
  - 5.1.1 Employees record time and attendance and absences (i.e. sick leave, personal leave, annual leave and professional leave).
  - 5.1.2 Supervisor approves timecards and sends supporting documents (i.e. facilities use invoice request form for overtime billed to third-party, to Payroll office).
- 5.2 Payroll office staff reviews Kronos timecard and supporting documentation for accuracy.
  - 5.2.1 In the event there is a discrepancy with the daily and weekly totals; the daily total takes precedence.
- 5.3 Payroll office staff review, approve and output/post changes, additions and deletions of employees through personnel actions.
- 5.4 Payroll office generates payroll run to process a payroll disbursement.
- 5.5 Payroll office staff verifies entries of leave taken and hours worked then all time is imported into Payroll.
- 5.6 After payroll is verified and imported, the request is made to Computer Operations Coordinator to run the special trips report. Payroll staff verifies report and trips are imported into payroll.
- 5.7 Adjustments to pay and garnishment deductions are calculated, keyed and verified.



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- 5.8 Payroll office staff contacts the Computer Operations Coordinator to inform him/her they are ready to process the payroll. This step generates reports, pay checks and payroll totals.
  - 5.8.1 The reports generated are used to process accounts payable checks for garnishments, retirement deduction and matching pay to TCRS and association dues, credit union and United Way deductions.
  - 5.8.2 Insurance and annuity reports are given to the Accounting Office.
  - 5.8.3 Retirement reports are generated, received and calculated with each payroll. An accounts payable check is issued to the TN Consolidated Retirement System with each payroll processed.
- 5.9 AP checks received from the Accounting Office are deposited or mailed to the appropriate parties.
- 5.10 Payroll checks are sorted by the payroll staff and delivered by the Courier or mailed to employees.
  - 5.10.1 If a check is issued to an employee that is not exempt from the direct deposit requirement, the payroll staff contacts the employee until a completed Direct Deposit Authorization Form (PAY-F006) is submitted.
- 5.11 Completed timesheets are filed alphabetically, by location by category (i.e. food service, custodial, maintenance, clerical, bus driver).

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Kronos timecards
- 6.2 Leave Forms
- 6.3 Facilities Use Invoice Request **ACC-F006**
- 6.5 Special Trips Report
- 6.5 Payroll Reports
- 6.6 Calendar
- 6.7 Direct Deposit Procedure ([PAY-P005](#))
- 6.8 Direct Deposit Authorization ([PAY-F006](#))
- 6.10 Direct Deposit of Paychecks Statement for Applicants Recommended for Employment (HUM-F017)



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### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Special Trip reports, Facilities Use Invoice Request	Hallway in Finance Dept.	Current year plus five	Recycled	Secured Building
Payroll reports	Computer macro fiche	Indefinitely	N/A	Electronic back-up
Kronos timecards	Kronos software	Indefinitely	N/A	

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/09/02		Initial Release
1/08/03	A	Correct retention and disposition of timesheets, overtime & leave forms special trip reports
9/25/03	B	Add 5.11.1, 6.8, 6.9 & 6.10
10/30/06	C	Revision of procedure due to MUNIS implementation
5/29/08	D	Remove reference of IT Dept. and substitutes, update title of computer operations coordinator, reverse 5.5 & 5.6 and 5.7 & 5.8, reference trips in 5.6, update storage and flowchart
10/27/09	E	Procedure updated to implement Kronos timecard and eliminate paper copies of timesheets and overtime forms. Facilities Use Invoice added to associated documents.

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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# Hourly Employee Payroll Flowchart

