



## **SALARIED EMPLOYEE PAYROLL PROCEDURE (PAY-P003)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for issuing salaried 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 Reporting Period: Time period designated by Payroll Office to report time and attendance.
- 4.2 Salaried Employee: For this procedure a salaried employee is an employee paid an annual salary according to their contractual pay schedule.
- 4.3 Personnel Actions: Audit trail to document employee data.

### **5.0 PROCEDURE:**

- 5.1 Payroll Office retrieves approved Kronos timecards and receives supporting documentation delivered through the courier.
  - 5.1.1 Supervisor approves leave request through Kronos. Time and attendance personnel maintain supporting documentation for approved absences (purchased personal leave, bereavement leave, professional leave).
- 5.2 Payroll Office staff reviews Kronos timecards and supporting documentation for accuracy.
  - 5.2.1 Discrepancies between Kronos timecard and supporting documentation are reconciled by contacting the responsible Time and Attendance personnel for the particular work site.
- 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 imports, calculates (if applicable) and verifies:
  - 5.4.1 Leave taken.
  - 5.4.2 Garnishment deductions.
  - 5.4.3 Pay adjustments (i.e. stipends, leave of absences, in-services, purchase of personal leave, etc.).



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- 5.6 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.
  - 5.6.1 The reports generated are used to process accounts payable checks for garnishments.
  - 5.6.2 Insurance and annuity reports are given to the Accounting Office.
  - 5.6.3 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.
- 5.7 Accounts payable checks written to cover TCRS, insurances, taxes, voluntary deductions and garnishments are received from the Accounting Office and mailed to the appropriate parties by the payroll staff.
- 5.8 Payroll checks are sorted by the payroll staff and delivered by the Courier or mailed to employees.
  - 5.8.1 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.
- 5.9 Kronos timecards are stored within the Kronos software.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Kronos timecards
- 6.2 Leave forms
- 6.3 Payroll Calendars
- 6.4 Payroll Reports
- 6.5 Direct Deposit Procedure (PAY-P005)
- 6.6 Direct Deposit Authorization (PAY-F006)
- 6.7 Direct Deposit of Paychecks Statement for Applicants Recommended for Employment (HUM-F017)

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

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Leave forms	Hallway in Finance Dept.	Current plus five years	Recycled	Secured Building



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Payroll reports	Computer macro fiche	Indefinitely	N/A	Electronic back- up
Kronos Timecards	Kronos software	Indefinitely	N/A	

### **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
1/08/03	A	Correct retention and disposition of time logs and leave forms
4/22/03	B	Add 4.3, clarify 5.8, 6.3 and flowchart
9/25/03	C	Add 5.9.1, 6.5, 6.6 & 6.7
10/30/06	D	Revised according to MUNIS implementation, update flowchart
5/29/08	E	Reverse steps 5.4 & 5.5, update title of computer operations coordinator, storage area and flowchart
10/27/09	F	Remove hard-copy documents and revise to designate Kronos timecards. (See all changes in PRM Office.)

### **9.0 FLOWCHART:**

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

**\*\*\* End of procedure \*\*\***

Salaried Employee Payroll Flowchart

