Summer School Payroll Training 2022-2023

Daily Sign In Sheets

Summer School Sign In _____						
Date: / /						
*Incorrect employee ID number will result in delayed payment				*Office Use Only		
ID#	Employee Name	Time In	Time Out	Hours	Function ID	Verified

Daily sign-in sheets for Exempt and Non-Exempt employees.

Correct ID numbers ensure on time payment.

A total number of hours are entered on uploads

Ext Year Function Codes are located on the Payroll BOPM. These codes will start with a 9.

90180 - Ext Year Aide $15.50
90000 – Ext Year Teacher $35
90130 – Ext Year Sec $16.41

Weekly Upload Spreadsheet

Activity Date
Date employee worked

Function ID
Use code related to job worked

Account Number String
*Provided by Budget Account & Year

Account Sting Cont.
6118 – Exempt Full Time
6121 – Non-Exempt Extra Pay
6116 – Professional Temp Exempt
6126 – Non-Exempt Temp
6122 – Para Subs

Amount
The amount entered is what will be paid to the employee

Person ID
Enter employee ID from sign in sheet

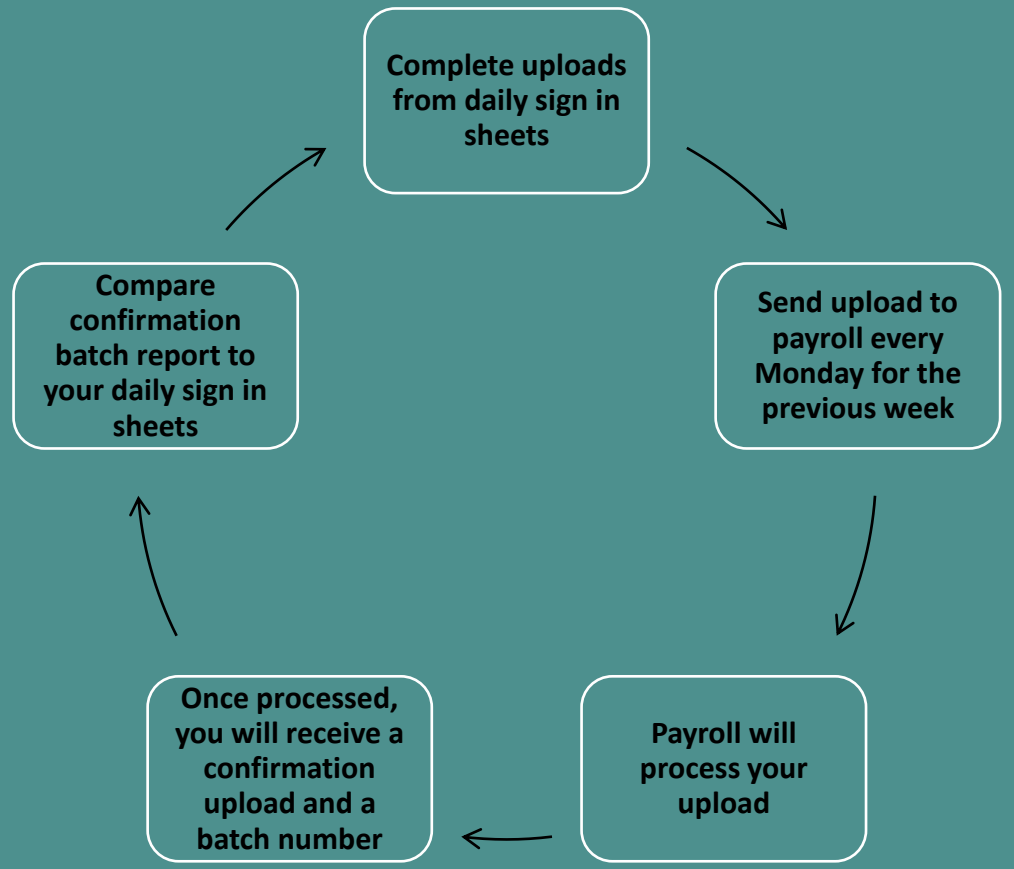
Hours
Total amount of hours worked per day only

Notes
Employee Name

Days
Each entry is per day. Enter a 1 or 0

Activity Date	Activity ID (Function Code)	Account Number String	Account Year	Amount	Person ID	Hours	Notes	Days
06-12-2023	90130	xxx-xx-6121-xxx-xxx-xx-xxxxxx	2023	98.46	123456	6	Secretary	1

Upload Process



Review, Verify, Confirm

Summer School Sign In _____						
Date: / /						
*Incorrect employee ID number will result in delayed payment				*Office Use Only		
ID#	Employee Name	Time In	Time Out	Hours	Function ID	Verified

Sign in sheets must be approved by Program Managers.

Batch numbers are confirmation that your upload has been added to the payroll.

*If you do not receive a batch number, your payroll has not been submitted.

Entered by: _____ Approved by:_____ Batch # : _____

Crossing Guards

Crossing Guards will fill out a manual timecard for summer school.

They are paid 2 hours per shift, morning, and afternoon.

If your guard only works 45 on the timecard, they are paid 2 hours on the upload.

Custodians & Maintenance

Employees earn and extra $2 day
Function ID - 90170 Ext year Custodial/Maintenance
Ask your Payroll Specialist for employee's rate of pay

Activity Date	Activity ID (Function Code)	Account Number String	Account Year	Amount	Person ID	Hours	Notes	Days
06-12-2023	90170	xxx-xx-6121-xxx-xxx-xx-xxxxxx	2023	72	123456	6	Custodian	1
06-12-2023	90170	xxx-xx-6121-xxx-xxx-xx-xxxxxx	2023	12	123456	0	Extra $2 for 6 hours	0

***Do not add number of hours for extra $2. This will result in a TRS error.**

When is the Payroll Deadline?
When will my staff receive pay?

PASADENA INDEPENDENT SCHOOL DISTRICT						
PAYROLL CYCLE SCHEDULE						
		22/23				
Payroll Cycle	Pay Period Beginning Date for Absences and Overtime	Pay Period Ending Date for Absences and Overtime	Payroll Entry Cut-off 1st Week Date	Payroll Entry Cut-off 2nd Week Date	Payroll Entry Cut-off 3rd Week Date	Check Release Date - Direct Deposit
20	5/15/2023	5/28/2023	5/23/2023	5/30/2023		6/15/2023
21	5/29/2023	6/11/2023	6/6/2023	6/13/2023		6/302023
22	6/12/2023	6/25/2023	6/20/2023	6/27/2023		7/14/2023
23	6/26/2023	7/16/2023	7/5/2023	7/11/2023	7/18/2023	8/1/2023
24	7/17/2023	7/31/2023*	8/4/2023	7/25/2023	8/2/2023	8/15/2023

Payroll Do's

Verify your batch reports. It will ensure accurate payroll

Meet your deadlines

Stay organized, and communicate with your campus secretary

Payroll Don'ts

Do not double dip. Employees on duty can not be paid for summer school until after their off-duty date.

Do not lump sum employee's days worked on the upload. Each entry must be per day only.

Do not use campus kiosk to clock in.

Still have questions?
Call Payroll

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