

CLASSIFIED HIRE & PAYROLL PROCEDURES



PAYROLL TERMINOLOGY

Added Duty Authorization

Only for current permanent employees substituting for a different position. These added duties are PERS eligible hours.

Beneficiary Designation (Defined Benefit - Tier I, II, III) - Public Employee Retirement System (PERS) enrollment form for new employees if they've worked as a PERS employee before June 30, 2006. Employees are only eligible for PERS if they work at least 15 hours per week.

Beneficiary Designation 401(a) Plan (Defined Contribution - Tier IV) – Public Employee Retirement System (PERS) enrollment form for new employees who have not been a PERS employee in the past or if they have and were hired after June 30, 2006. **Employees are only eligible for PERS if authorized to work at least 15 hours per week.**

Criminal History Release – ALL applicants must fill out this form along with the application for employment before they can be considered. School Board Policy prohibits the district to hire applicants with certain felony convictions. Returning temporary employees need to be checked before allowed to work.

Designation of Beneficiary for Unpaid Compensation – This form must be on file in the case that something happens to the employee, the district needs authorization to release the last paycheck to someone. Without a beneficiary listed, any pay would be sent to the State of Alaska after death.

Direct Deposit – If an employee wants their check deposited directly into their bank account, this form must be filled out completely with routing number, account number and a voided check attached. Without a voided check, we will use the numbers written; which in some cases are not correct causing the deposit to be rejected by the employee's bank. A new Direct Deposit form must be submitted when a former employee returns to work, as these records are deleted from our system upon termination.

Hire Authorization Forms – Required to set up all temporary employees and permanent employees who are subbing in a position. Supervisors must authorize start date, rate of pay, and funding codes before an employee can be paid.

I-9 Form – **ALL** employees must have a valid I-9 form on file. Two forms of **original** IDs (or a Passport alone) need to be verified and signed off **on-site**. US Citizenship and Immigration Services does not allow us to verify copies of IDs.

Permanent Hire – Someone who is filling a regular position and is:

- Eligible for Public Employee Retirement System (PERS) – only if scheduled 15 hours per week or more
- Accrues Personal and Sick Leave
- Timesheets recorded in Frontline/Time & Attendance
- Issued YKSD email

Personnel Action Form – Generated by Human Resources for permanent hires and status changes. Must be approved/signed by supervisor, CFO and Superintendent.

Substitute Hire – Someone who is substituting for an existing position (not a new position) and being paid at the substitute wage. Substitutes do not accrue any paid leave and are not eligible for the Public Employee Retirement System (PERS).

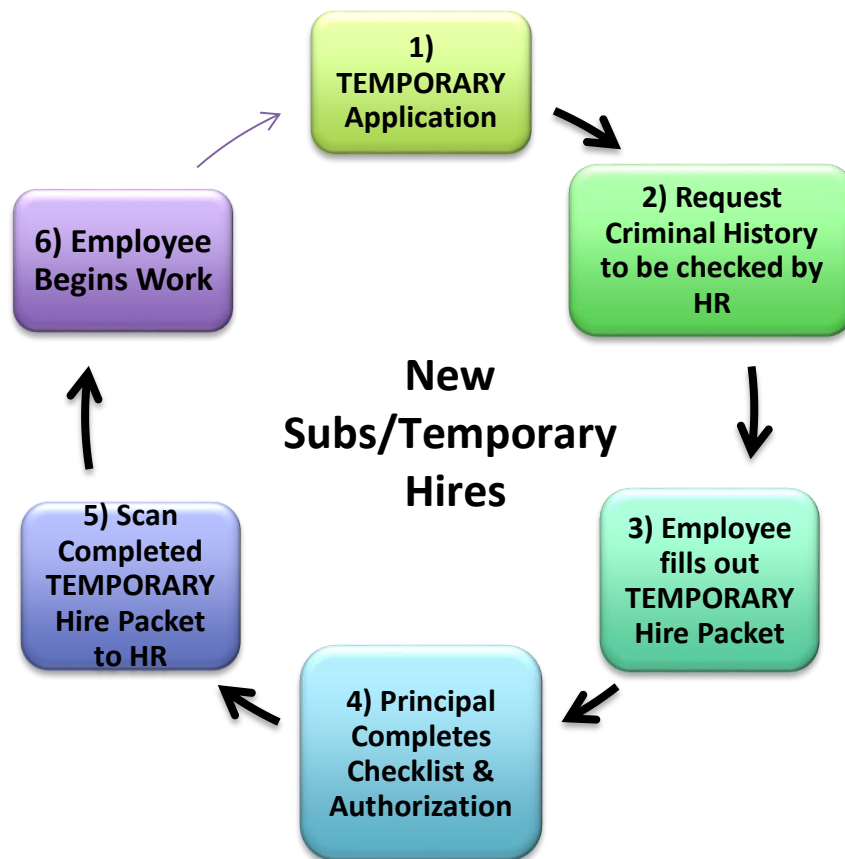
Temporary Hire – Someone who is hired for an approved temporary position but not substituting for an existing position. Temporary employees do not accrue any paid leave and are not eligible for the Public Employee Retirement System (PERS). Paper timesheets are submitted to payroll.

W-4 - **ALL** employees must complete this before they can be paid. When W-4s are incomplete or completed incorrectly, Federal withholding will be entered at the maximum withholding rate until a corrected form is received.

NEW Substitute and Temporary Hires

Someone who substituting for an existing employee **AND** has not worked for the school district before **OR** has not worked for the district in the past 12 months.

1. Temporary Application
2. Request Criminal History checked by HR
3. Employee fills out Temporary Hire Packet
4. Principal completes and signs Temporary/Sub Hire Checklist & Authorization
5. Scan Completed Temporary Hire Packet to HR **before** 1st workday





TEMPORARY/SUB Hire Checklist & Authorization

(NEW temporary hires or those who have not worked in the past 12 months)

Employee Name _____ Location _____

- ☐ Completed Temporary Employment Application
- ☐ Background Check Authorization
- ☐ Completed I-9 with acceptable original ID's verified on-site (no copies)
- ☐ Completed W-4 (for current tax year)
- ☐ PERS/TRS Social Security Exemption
- ☐ YKSD Beneficiary Designation for Unpaid Compensation
- ☐ Direct Deposit Authorization (with voided check attached)

Authorized Fund Codes:

100-4??-100-000000-32?-Teacher & Aide 100-4??-600-000000-32?--Maintenance & Custodian
100-4??-450-000000-32?- Principal Aide 205-4??-760-000000-32?-Bus Driver
100-4??-200-000000-32?- Sped Aide 255-4??-790-000000-32?- Cook

Other Fund Code: _____

Start Date: _____

Administrator's Signature: _____ Date: _____

Please SCAN & EMAIL checklist and completed forms before
1st day of work to hr@yksd.com

DISTRICT OFFICE USE ONLY

Status: ☐ Temporary (329) ☐ Added Duty (328)

Authorized Rate of pay:
☐ \$14.00 per hour (Temporary/Sub) ☐ \$17.00 per hour (Non-certified Sub Teacher) ☐ Other \$ _____

☐ Entered in iVisions Employee # _____
Date _____ HR Initials _____

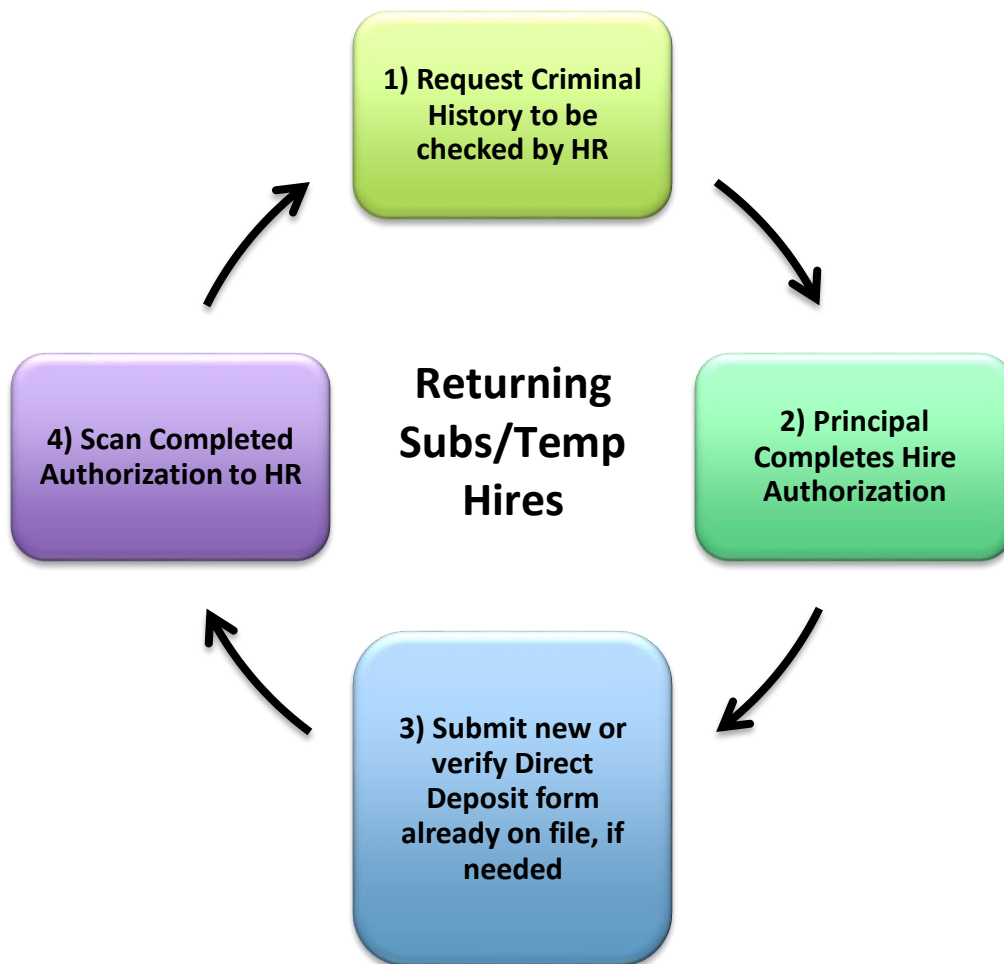
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Rev 8/2019

RETURNING Substitute and Temporary Hires

Someone who substituting for another employee **AND** has worked for the district within the last 12 months. Check with HR if you are not sure.

1. Request Criminal History to be checked by HR
2. Principal fills out Temporary/Sub Hire Authorization
3. Submit new or verify Direct Deposit form already on file, if needed
4. Scan Authorization to HR





HIRE AUTHORIZATION



Employee Name: _____ **Location:** _____

Start Date: _____

Authorized Fund Codes:

100-4??-100-000000-32?-Teacher & Aide

100-4??-450-000000-32?- Principal Aide

100-4??-200-000000-32?- Sped Aide

100-4??-600-000000-32?--Maintenance & Custodian

205-4??-760-000000-32?-Bus Driver

255-4??-790-000000-32?- Cook

Other Fund Code: _____

Administrator's Signature: _____ **Date:** _____

**Please SCAN & EMAIL Hire Authorization before
1st day of work to hr@yksd.com**

DISTRICT OFFICE USE ONLY

Status: ☐ Temporary (329) ☐ Added Duty (328)

Authorized Rate of pay:

☐ \$14.00 per hour ☐ \$17.00 per hour ☐ Other \$ _____
(Non-certified Teacher)

☐ Entered in iVisions Employee # _____

Date _____ HR Initials _____

REV 9/2019

Added Duties for Regular Part-time Hires

Only for current permanent employees substituting for a different position outside their normally scheduled workday. These added duties are PERS eligible hours.

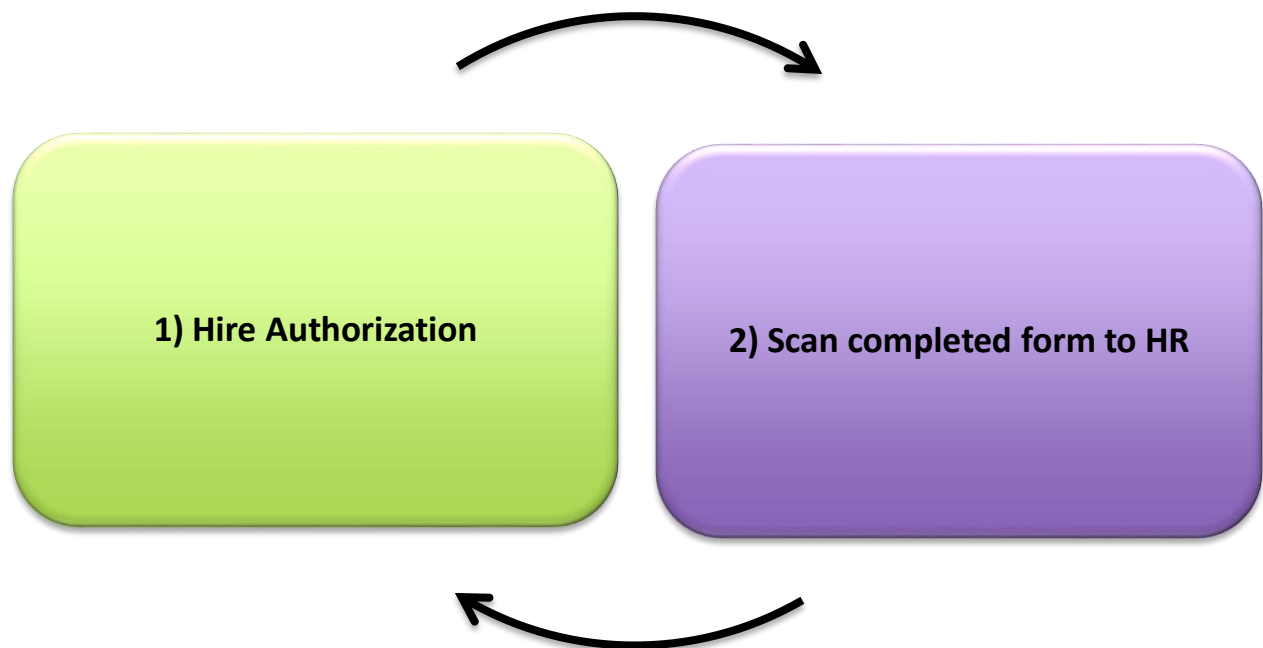
For Example:

Teacher aide substitutes for a Teacher

Custodian substitutes for a Cook

Exception:

*Permanent employees who substitute for another position during their normally scheduled workday will be paid at their regular rate of pay and fund code. These hours will be reported on their regular timesheet and **will not** need an Added Duty Authorization.*





HIRE AUTHORIZATION



Employee Name: _____ **Location:** _____

Start Date: _____

Authorized Fund Codes:

100-4??-100-000000-32?-Teacher & Aide

100-4??-600-000000-32?--Maintenance & Custodian

100-4??-450-000000-32?- Principal Aide

205-4??-760-000000-32?-Bus Driver

100-4??-200-000000-32?- Sped Aide

255-4??-790-000000-32?- Cook

Other Fund Code: _____

Administrator's Signature: _____ **Date:** _____

**Please SCAN & EMAIL Hire Authorization before
1st day of work to hr@yksd.com**

DISTRICT OFFICE USE ONLY

Status: ☐ Temporary (329) ☐ Added Duty (328)

Authorized Rate of pay:

☐ \$14.00 per hour ☐ \$17.00 per hour ☐ Other \$ _____
(Non-certified Teacher)

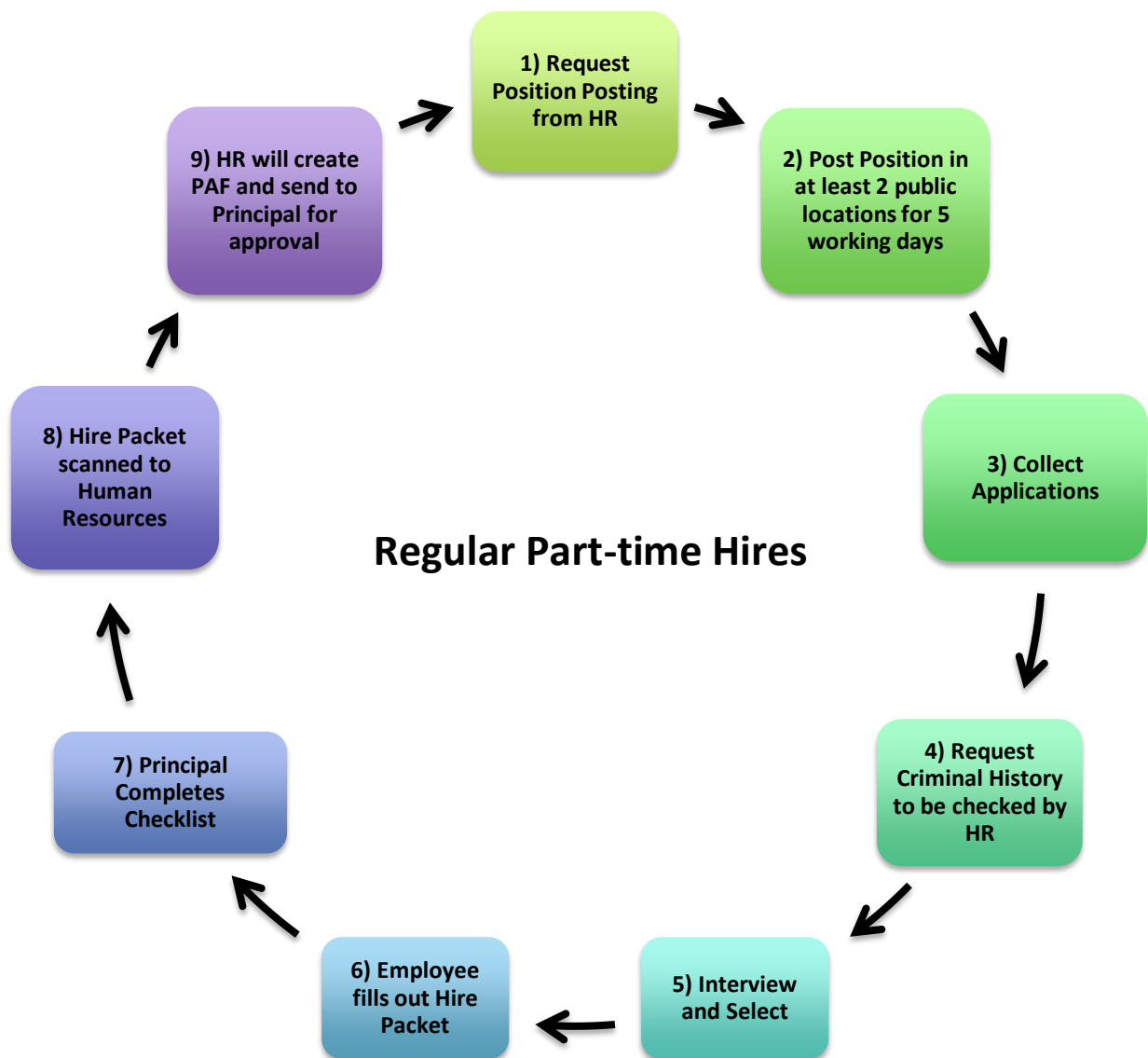
☐ Entered in iVisions Employee # _____

Date _____ HR Initials _____

REV 9/2019

Regular Part-time Hires (New permanent employees)

1. Request Position Posting from HR
2. Post Position in at least 2 public locations for 5 working days
3. Collect Applications
4. Scan Criminal History Release to HR to be checked/approved for all applicants
5. Interview and Select
6. Employee fills out Regular Part-time Hire Packet
7. Principal Completes Checklist, including work & break schedule
8. Hire Packet is scanned to Human Resources
9. HR will create Personnel Action Form (PAF) and send to Principal for approval





CLASSIFIED PERSONNEL ACTION FORM

Employee Name: _____ Temporary Position: Yes ☐ No ☐

Employee #: _____ Location: _____

| | | | | | | | |
|-----------------------|--|--|--|---------------------------------------|--|--|--|
| SECTION I | | New Hire <input type="checkbox"/> | | Rehire <input type="checkbox"/> | | Remove From Payroll: <input type="checkbox"/> (Removal/Separation Packet Required) | |
| Position: _____ | | Changes Made: <input type="checkbox"/> | | Position: <input type="checkbox"/> | | Fund Code: <input type="checkbox"/> | |
| Effective Date: _____ | | Hours Authorized: <input type="checkbox"/> | | Hourly Rate: <input type="checkbox"/> | | Other (explain): _____ | |
| Days Worked: _____ | | Start Time: _____ | | Unpaid Break: _____ | | End Time: _____ | |

| | | | | | |
|-------------------------------|--|--|--|--|--|
| SECTION II | | Rate per hour: _____ (See District Classified Pay Scale) | | Total Salary Budgeted for Position: _____ (# of Days x Hrs. x Rate/hour = Total Salary Budgeted) | |
| # of days: _____ (Max) | | # of hours: _____ | | College Degree: _____ | |
| Salary Placement Range: _____ | | Step: _____ | | Degree Verified: _____ | |
| Funding Code(s): _____ | | Salary Breakdown (Not to exceed budgeted amount) | | Percentage (Must total 100%) | |
| _____ | | _____ | | _____ | |
| _____ | | _____ | | _____ | |
| _____ | | _____ | | _____ | |
| _____ | | _____ | | _____ | |
| _____ | | Total | | _____ | |

| | | | |
|-------------------------|--|----------------------------------|--|
| SECTION III | | Administrator: _____ Date: _____ | |
| Business Manager: _____ | | Date: _____ | |
| Superintendent: _____ | | Date: _____ | |

Revised 6/2017

PAYROLL PROCEDURES

Payroll processing order:

1. **Permanent Employees** – Electronic timesheets must be submitted for supervisor approval through Time & Attendance AND submitted to Payroll within 3 business days after the pay period ends. Substitute or other work performed during their normally scheduled workday will be paid at their regular rate of pay and fund code. These hours will be reported on their regular timesheet and **will not** need an Added Duty Authorization.
2. **Temporary Employees** - Paper timesheets must be submitted for all **temporary** employees before they will be paid. All timesheets must have employee signatures; the only exception is for substitute/temporary employees who cannot be contacted or are unable to return to sign their timesheet. In this is the case '**Unavailable**' needs to be written on the signature line.
3. **All timesheets** (Electronic & Paper) are reviewed by the Principal Aide or Principal to make sure hours and leaves are correct. Added Duty and Temporary timesheets are fillable and the preferred method is to have them completed electronically.
4. Payroll documents are submitted to the Principal/Administrator or designee for their review and approval.
5. Temporary and Added Duty (outside employee's regular scheduled hours) timesheets must be scanned and emailed to Payroll (payroll@yksd.com) within 3 business days of the end of the pay period.
6. The payroll department reviews temporary timesheets. All permanent timesheet are processed for payment based on the records submitted.
7. If there are addition/subtraction discrepancies on paper timesheets, payroll makes corrections and processes.
8. All other discrepancies will be sent back to the site for clarification and/or corrections.
9. Any timesheet not received by the specified due date will be processed in the next pay run. Time and leave corrections will be made using the Time Adjustment form.
10. All permanent employees will enter their leave into Absent Management to be reviewed and approved by the Administrator. Leave is automatically recorded on the employee's timesheet in Time & Attendance.

Monthly Absentee & Acting Principal Reports:

Monthly Absentee and Acting Principal Reports are used to check certified employee leave days and to process payment to the employees who subbed as acting principals. This report is completed by calendar month (i.e. Sept. 1-30) and needs to be submitted to Payroll by the 15th of each subsequent month.

PAY ADVANCE PROCEDURES

A payroll advance may be granted to any regular employee when circumstances defined as unforeseen, unplanned and unavoidable require a staff member to secure funds on short notice and the employee has exhausted all other reasonable sources of financial relief.

- No more than **three (3) pay** advances per year.
- The amount requested for an advance cannot exceed 80% of the employee's net pay for one pay period. The minimum request is \$100.00 and the maximum request is \$2,000.00.
- Repayments must be made through payroll deductions.
- Employees are required to sign a payroll advance form.
- Employees with an outstanding pay advance are not eligible for another advance.
- Classified staff must submit an approved timesheet along with their pay advance form.
- Pay advance requests must be received by the Payroll Department by noon on Wednesday for payment on Friday.