

## PAYROLL SCHEDULE AND PROCEDURES

### SUMMER STAFF MORALE

The morale of the summer center staff is an important factor in the success of the 2009 Educational Summer Services. Compensation of salary earned WHEN EXPECTED contributes a great deal to maintaining good staff morale. It is imperative, therefore, that the summer center administrators take the responsibility of ensuring that documents (e.g., summer pay rosters, RPAs, substitute reports) are properly completed and submitted in a timely manner. Failure to comply with processing deadlines for submission of documents will delay payroll checks.

It is essential that the person(s) assigned the responsibility for payrolls have access to the *Payroll Procedures Manual* as well as the *Automated Summer School Program Procedures* and that they be thoroughly familiar with them. In addition, it is important to know the name and the telephone number of the payroll specialist in the Payroll Department who will handle each summer center payroll. The use of these manuals and the Payroll Department telephone contact should keep payroll problems from occurring.

### PAYROLL PROCESSING SCHEDULE

The payroll processing schedule presented below is for your assistance in the prompt processing of payrolls. The following payroll codes will be used for the 2009 Educational Summer Services:

PAYROLL CODES	TITLES
"G"	Hourly Rated: Non-Instructional
"Q"	Daily Rated: Instructional
"R"	Daily Rated: Non-Instructional
"P"	Hourly Rated: Non-Instructional/Instructional
"W"	Hourly Rated: Bus Driver
"Z"	Hourly Rated: Substitute (Temporary Instructor)

**2009 EDUCATIONAL SUMMER SERVICES - 2009 PAYROLL CODES "G," "Q," "R," "P,"  
"W," AND "Z"**

LV. ACC.	PAY PERIOD From - Through	STANDARD DAYS IN PAY PERIOD	PAYROLL PROCESSING SCHEDULE				CHECKS		PAYDATE FOR
			ROSTER STRIP DATE BY ITS	DAILY ATTENDANCE SHEETS <u>AVAILABLE</u> <u>ONLINE</u>	FINAL ROSTERS APPROVED BY WORK LOCATION BY 2:00 P.M.	PAYROLLS PROCESSED BY ITS	FROM ITS TO TREASURY MANAGEMENT	FROM TREASURY MANAGEMENT TO MAIL ROOM	ALL 2009 EDUCATIONAL SUMMER SERVICES EMPLOYEES
	06/12-06/25	4	06/19	06/22	06/25	06/26	06/29	07/01	07/02
1	06/26-07/09	9	07/06	07/07	07/10	07/13	07/14	07/16	07/17
	07/10-07/23	10	07/20	07/21	07/24	07/27	07/28	07/30	07/31
	07/24-08/06	1	08/03	08/04	08/07	08/10	08/11	08/13	08/14

## TEMPORARY INSTRUCTORS

Temporary Instructors are paid at an hourly rate in the 2009 Educational Summer Services, but their time must be reported in half-day increments.

## FOOD SERVICE EMPLOYEES

The schedule for Food Service employees reporting to work at the Production Centers for the 2009 Educational Summer Services will be determined.

## PROFESSIONAL DEVELOPMENT DAYS

All teachers report to their summer work location and participate in Professional Development Activities provided by the District or by each school.

Grade Three Summer Reading Camps teachers will report for training on Thursday, June 18, 2009, to a single school site to be announced in an upcoming Weekly Briefing. On Friday, June 19, 2009, teachers will report to their summer work locations.

**Half-day Teachers** working the 24 half-day period of the Grade Three Summer Reading Camps for retained third grade students and the 24 half-day period for grades 6, 7, and 8 will be afforded **two half-days** of Professional Development on the mornings of Thursday, June 18, 2009, and Friday, June 19, 2009. Half-day teachers will accrue sick leave at one-half the rate it is accrued for full-time teachers. Professional Development will not be provided for those who teach grades 9-12 through Adult Education.



2009 Summer Implementation Document