



## **PAYROLL INPUT REQUEST INSTRUCTIONS**

### **BACKGROUND**

The Advantage HR system for Time & Leave input allows Time & Leave employees ability to make entries for pay or leave for employees assigned to their department or school on a regular basis and all system temporary employees (including substitute teachers). Sometimes in the course of doing business, a school or department will use the services of an employee regularly assigned to another school or department. In order to pay that employee for a limited time, information will be submitted to the Payroll Office for entry.

**NOTE: Central Offices routinely paying employees regularly assigned in schools or other departments shall be assigned an Advantage HR user ID for system-wide entry of pay charged to their specific budget.**

### **REQUIREMENTS:**

1. The Payroll Input Request form shall be completed by the Time & Leave employee at the department paying the employee after the time is submitted and approved as normally required for any employee to be paid.
2. Fund and Detail accounting codes must be entered in order for the originator's budget to be appropriately charged.
3. Any pay rates requested as overrides (other than School Board approved rates as set forth in the Budget Manual) shall include the approval source.
4. Payroll Input Request must be sent to Payroll via email or school courier. Requests must be received by the first of the month (for 16<sup>th</sup> through end of month pay dates) or by the 16<sup>th</sup> of the month (for 1<sup>st</sup> through the 15<sup>th</sup> of the month pay dates) for payment on the next payroll date. Any requests received late shall be paid on the next available pay date.
5. Each school or department is required to maintain all time sheets and approvals at their site for review or audit purposes.

JOHN WALLINGFORD  
*Director of Financial Services*

	<b>PAYROLL INPUT REQUEST</b>			Pay Date: _____
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FROM:	Request Pay Input For:
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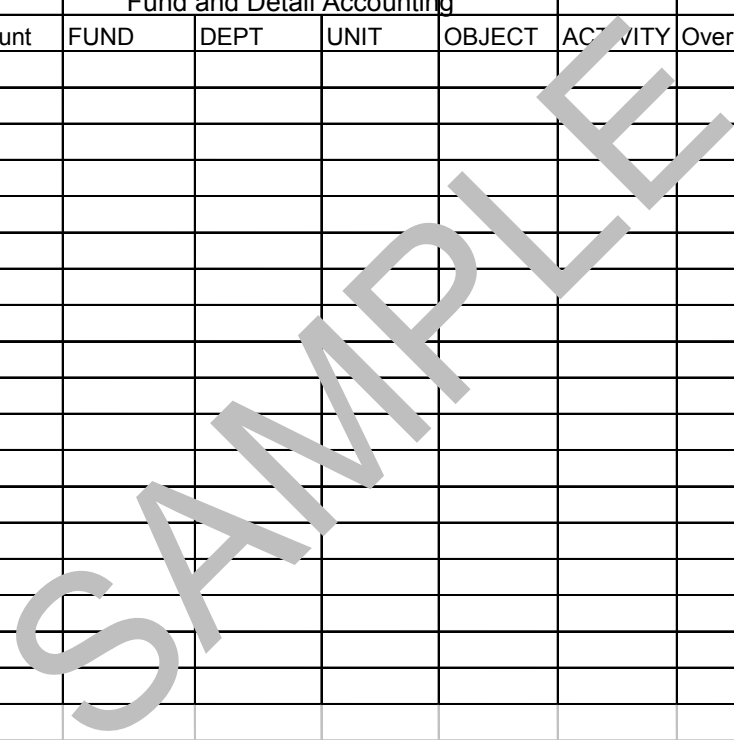
Time & Leave Employee Name:	Employee Name:
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School or Department:	Employee ID:
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Approved by:	
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<b>Fund and Detail Accounting</b>									
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Pay Event Date	Event Type	Amount	FUND	DEPT	UNIT	OBJECT	ACTIVITY	Override Rate	Approved By:



I certify that the pay requested has been approved by the budget holder or the employee delegated for approval. Appropriate documentation is available for review and or audit at this department or school.

<b>Payroll Use Only</b>									
Employee Signature: _____						Date Input: ____ / ____ / ____			