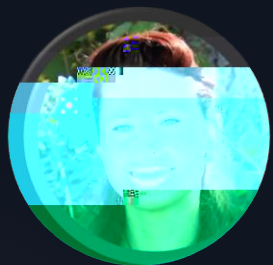


PAYROLL

Training

Training for School Secretaries and Bookkeepers

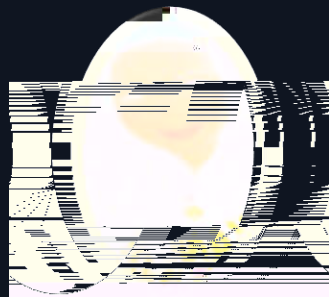
OUR TEAM



McKenzie Joseph

Payroll Manager

Started with CCPS July 2015 at East Elementary as a principal secretary. She started in payroll department in October 2018.



Victoria Ruhl

Marsh

Payroll Analyst

Started with CCPS February 2020. She is a Lemon Bay graduate, and proud to be a part of CCPS.

Emily Lafond

Payroll Clerk

Started with CCPS December 2021. She is excited to be a member

Agenda

Click on item below to view topic detail,
Or use your keyboard page down key to scroll through pages.

‡ [Payroll Deadlines](#)

‡ [Equal Pay Explained](#)

‡ [Leave Types](#) (2 pages)

‡ [Timecards](#) (4 pages)

‡ [Forms](#) (2 pages)

‡ Corrected Payroll and Forms in Process

‡ [Para Supplements](#)

‡ [Employee Online](#)

‡ [Direct Deposit](#)

‡ [Stipend Memos](#)

‡ [Reports](#) (2 pages)

‡ 1129 PAF and 1120 Leave

‡ [Tips to Prevent Payroll Delays](#)

‡ [Document Requests](#) (2 pages)

‡ [Contacts](#)

‡ On Monday By Time of Pony Pickup

All payroll and back up documentation are to be sent in the Pony on Monday (unless otherwise stated on payroll deadline schedule)

‡ 7th and 22nd Each Month

Semi-Monthly

Equal Pay Explained

- Equal Pay is:
 - Annual salary spread evenly over the entire year.
 - Same amount each pay day
(Regardless of

Leave Types Explained

TM Leave form must be completed and submitted to school

Sick Days

TM Teachers: 4 Advanced Sick Days on 1st Pay

TM Support Employees: 4 Advanced Sick Days after one month

TM Includes: Classified, confidential and administration

TM 1 Sick Day after 1 full month worked

TM

and not additional days (personal) employees, they are a subs



Timecards

Reporting Extra Hours & Overtime

‡ Instructional staff always
Report as ³ H [WKURDX U V]

‡ Support staff are reported
as ³ R Y H U W L P H]

0.00	40.00	0.00	0.00	0.00	BOEHLING, MARY E	6834100707	251	8.00	40.00
------	-------	------	------	------	------------------	------------	-----	------	-------

Date: Hrs: Type:

Timecards

Substitutes and Temporary Employees



Paying for

Work Performed

TM What kind of work was performed?

TM Subs and temps may have different pay lines.

TM Examples:

Para Sub

Break Aide

Sub Office assistant

Long Term Sub

Etc.



Forms: Corrected Payroll

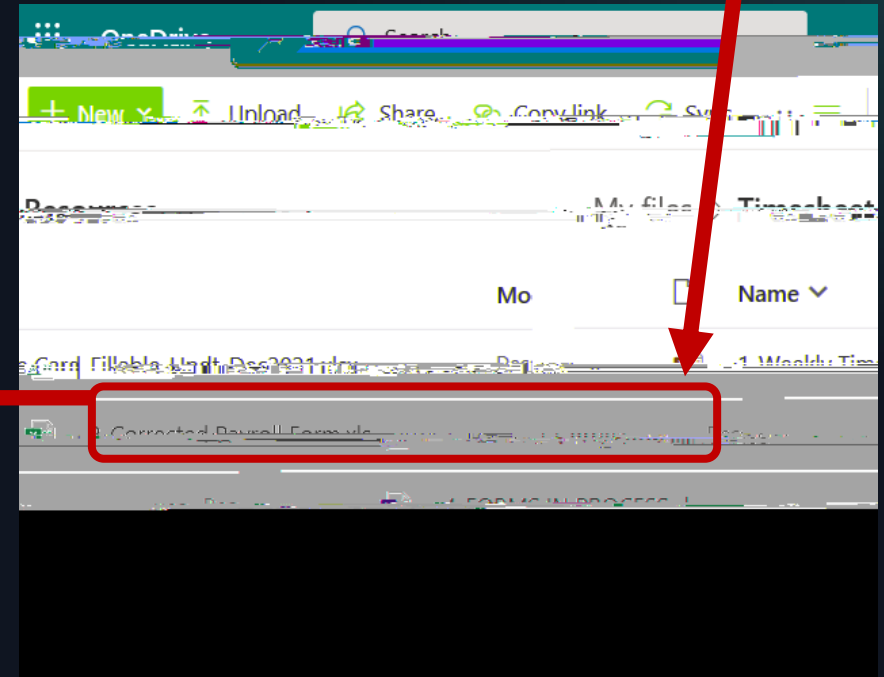
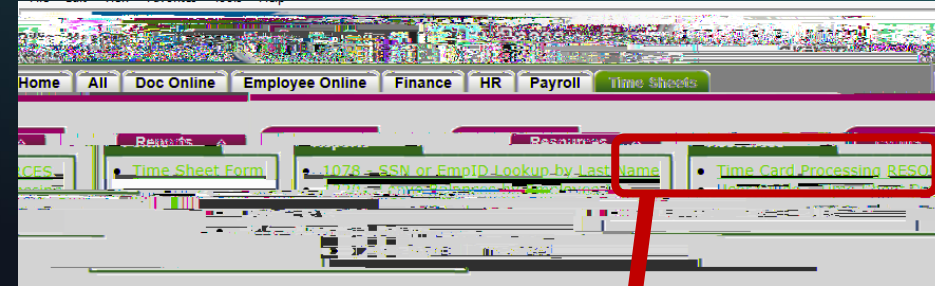
[Click here to return to topic list](#)

The form is available in Bplus Time Sheet tab

3) U R P U RA Ways to be the original value exactly as reported in B+

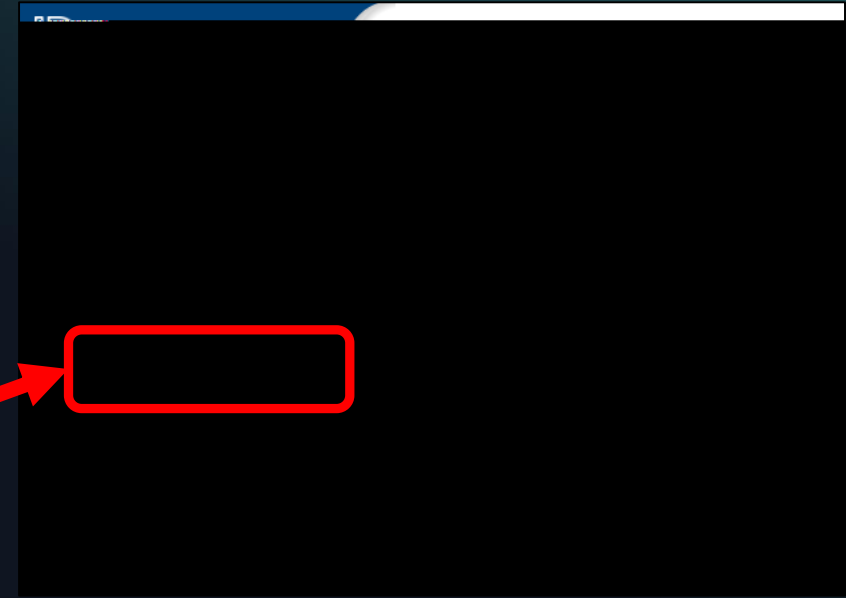
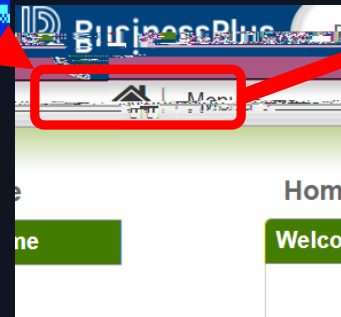
TR row: This is what needed to be changed.

- , Q G L F D W H L Q what change occurred.
- All supporting documents must be attached

A screenshot of a payroll time sheet grid. The grid has columns for 'Employee ID', 'Reg Hours', 'OT Hours', and 'Totals'. The first row shows '32.5' and '15.5' in the 'Reg Hours' and 'OT Hours' columns respectively. The second row shows '32.5' and '15.5' in the 'Reg Hours' and 'OT Hours' columns respectively. The grid is partially obscured by a red arrow pointing from the OneDrive screenshot.

Employee Online: Valuable Resources

[Click here to return to topic list](#)

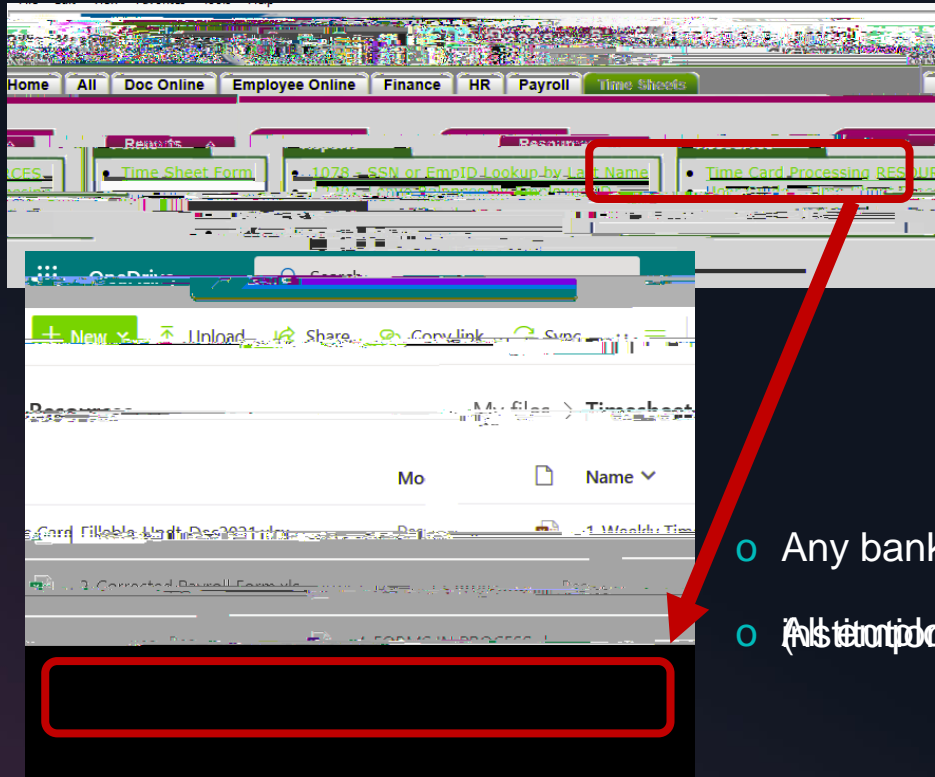


- ‡ Inform staff of information in ClassLink, under Employee Resources
 - ‡ Paystubs
 - ‡ W-2 (2019, 2020, 2021)
 - ‡ Tax Withholdings
 - ‡ Direct Deposit
 - ‡ 1095-C (2019,2020, 2021)
 - ‡ Leave Tracking
 - ‡ How to guide

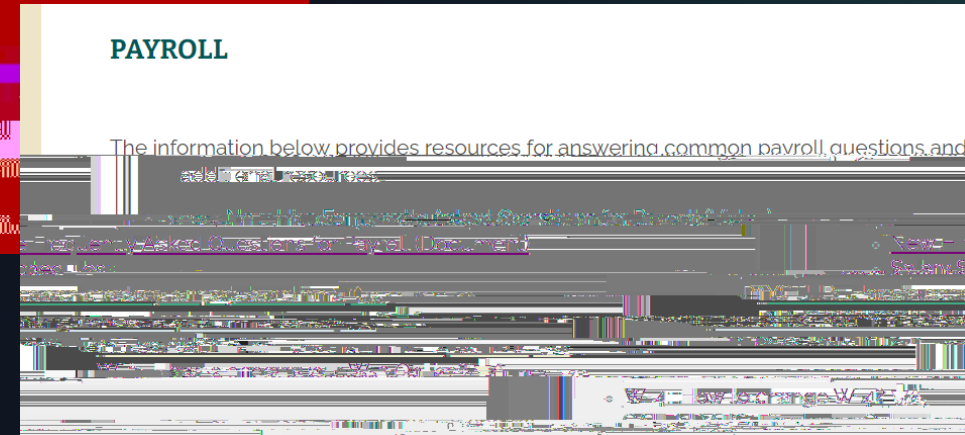
Direct Deposit

A step-by-step JXLGH LV DYDLODEOH IURP %SOXV 7LPH 6KHHW WDE DQG RQ &KDUO

(www.YourCharlotteSchoolsGw q5(o)4(u)4(r)5(7ID 13>BDC q0.000014305 0 960 540 r



- Any banking institution
- All employees must be on direct deposit



Stipend Memo

Prepare a Memo on Letterhead with the following :

- ‡ Please pay the following employees \$25.00 per hour for attending_____.
(This rate is only for Unit 1 instructional.)
- ‡ Name, ID, School, Hours
- ‡ Attach a signed participant roster or completed timecard for each employee attending training
- ‡ Support employees are paid at their hourly rate
 - ‡ Create two separate memos, support and instructional
- ‡ I01 0 0 1 388.75 101.4 Tm1 g1 GP087TJETQ EMC /P A MCID 69

1220 Leave Report



You can run this report by
Employee ID, Bargaining Unit, & Department!

Help Prevent Payroll Delays

™ LOCATION NUMBER on all documents!

™ PAF ENTERED before Payroll is due!

™ PAF APPROVED before payroll is processed

™ CLEARLY WRITE NAME & ID NUMBER
on all documents submitted to payroll.

™ LABEL SUBSTITUES with POSITION they are covering

™ TRANSFER (CL)5(EARL)79Tf1 0 0 1 341.3 293.66 Tm1 glSFA (CL)5(EARL)79Tf1 0 0 1 341.3 293.66 Tm1 0 941.3

Payroll Document Requests

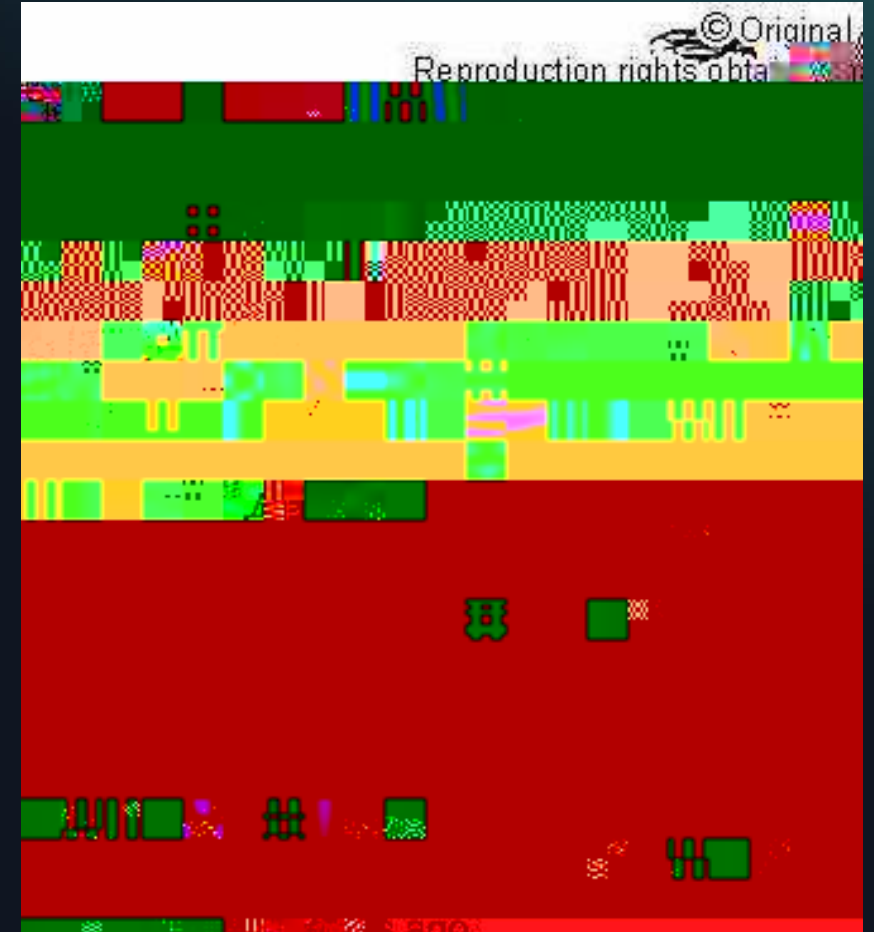
[Click here to return to topic list](#)

Employees have direct access to documents in Employee Online
‡ Remind staff of these resources. It helps avoid them waiting on Payroll.

- o Paystubs (21 Checks)
- o W-2 (2019, 2020, 2021)
- o Tax Withholdings
- o Direct Deposit
- o Leave Tracking
- o 1095-C (2019, 2020, 2021)

To request documents through payroll:

- ‡ Submit request to email: Payroll@YourCharlotteSchools.net
- ‡ Allow 24 hours to process request
- ‡ Response is provided via fax or mailed through pony



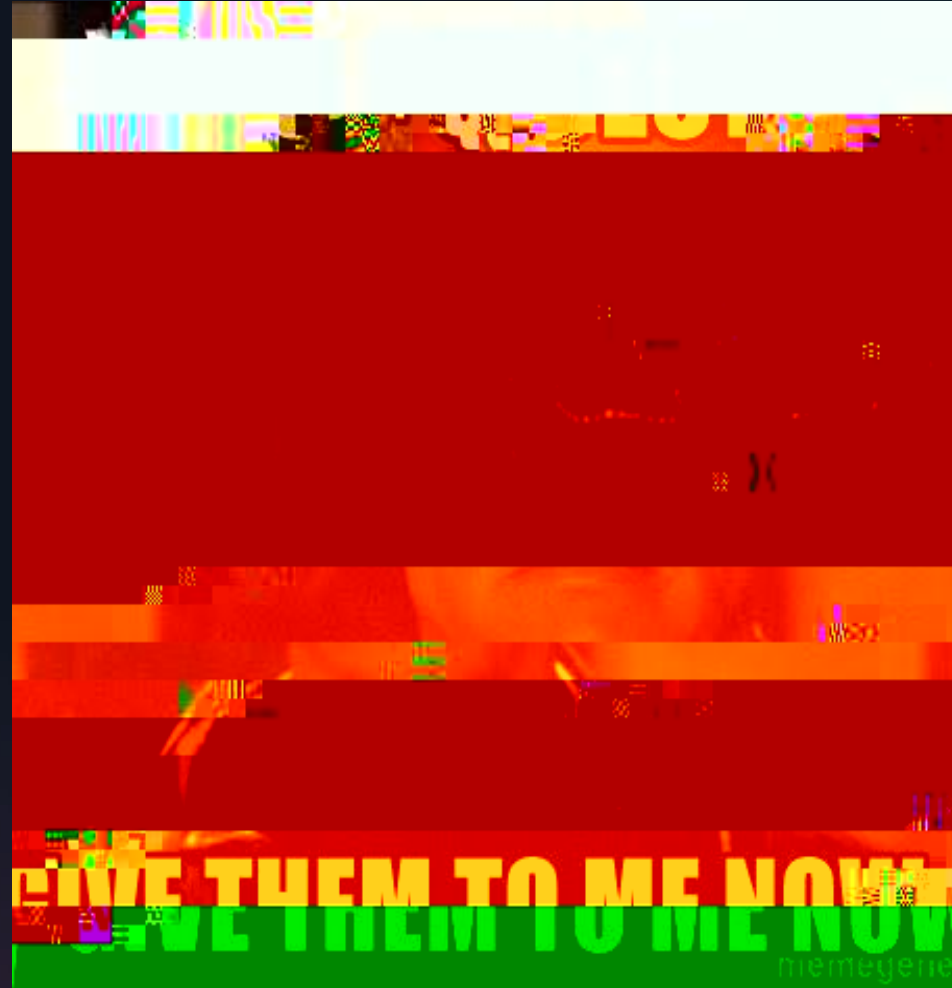
Do you have a backup?

[Click here to return to topic list](#)



Questions?

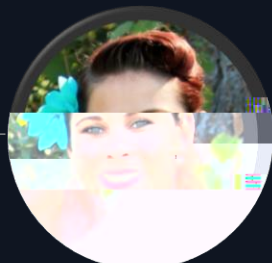
[Click here to return to topic list](#)



Payroll Contact Information

941-255-0808

Payroll@YourCharlotteSchools.net



McKenzie Joseph

X 2023

Payroll Manager

Victoria Marsh

X 2021

*Subs

*Baker *Pumpkin Patch

*Charlotte Harbor Center

*Kingsway Elem.

*Food Service Substitutes/Office

Emily Lafond

X 2026

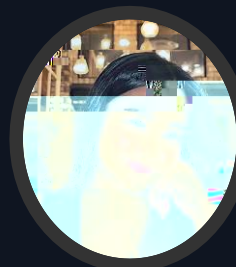
*Food Service

*Neil Armstrong Elementary

*Port Charlotte High School

*Murdock Middle

*Print Shop



Maxinne Calimaran

X 2024

*East Elem.

*Academy

*Vineland Elem.

*Liberty Elem.

*Kingsway Elem.

*Port Charlotte Middle

Cindy Woodard

X 2197

*Transportation & Transportation Subs

*Sallie Jones Elem.

*Charlotte High

*Deep Creek Elem.



Lisa Samanske

X 2025

*Departments:9038,9045,9053

*Peace River Elem.

*Punta Gorda Middle

*Meadow Park Elem.

*Myakka River Elem.

*LA Ainger Middle

Brenda Nease

X 2022

*Departments:9000,9010,9011,9021,9022,9024,9025,9031,9032,9033,9035,9039,9043,9044

*Lemon Bay High School

*Charlotte Technical College

