



**2012-2013**  
**Payroll Procedures Manual**

# Table of Contents

## SECTION A – GENERAL INFORMATION

01. INTRODUCTION .....	2
02. LOCATION .....	2
03. PAYROLL STAFF & CONTACT INFORMATION.....	2
04. PAY DATES .....	2
05. FORMS .....	2

## SECTION B – LEAVE ABSENCE PROCESSING

01. INTRODUCTION .....	4
02. HANDLING OF “DOCKED DAYS” .....	4
03. ANNUAL SICK LEAVE RECORDS .....	4
04. LEAVE ABSENCE CORRECTSIONS TO SFE .....	4
05. CONTACT INFORMATION .....	4

## SECTION C – TIME CLOCK POLICY AND GUIDELINES

01. INTRODUCTION .....	6
02. OFFICIAL TIME OF RECORD .....	6
03. EMPLOYEE TIME REPORTS .....	6
04. MISD ID BADGE AND EMPLOYEE ID NUMBER .....	6
05. CLOCK LOCATIONS .....	6
06. DAILY CLOCK IN/OUT REQUIREMENTS .....	6
07. MULTIPLE JOB CODES .....	6
08. VIEWING HOURS WORKED .....	7
09. FALSIFICATION, TAMPERING, AND UNAUTHORIZED VIEWING .....	7
10. CLOCK PROBLEMS .....	7
11. LUNCHES .....	7
12. BREAKS .....	7
13. UNREPORTED HOURS .....	7
14. PROCESSING OF ELECTRONIC TIME REPORTS .....	8
15. PROCEDURE FOR CLOSING THE WORKWEEK .....	8
16. DISPUTES OVER TIME CLOCKED IN OR OUT .....	9
17. COMPENSATORY TIME .....	9
18. HOLIDAYS .....	9
19. DOCKED PAY .....	9
20. OVERTIME .....	9
21. TIME CLOCK MANAGERS .....	9
22. TIME CLOCK SUPERVISORS/APPROVERS .....	9
23. TIME CLOCK EDIT FORM .....	10
24. TIME CLOCK SYSTEM AUDITS .....	10
25. ADDING AND REMOVING EMPLOYEES .....	10
26. DEFINITIONS .....	11

## SECTION D – MONTHLY PAYROLL SUPPLEMENTAL

01. INTRODUCTION .....	13
02. SUPPORTING DOCUMENTS.....	13
03. ADDITIONAL REQUIRMENTS .....	13
04. EXTRA DUTY/SUPPLEMENTAL PAY RATES .....	13

05. OVERTIME .....	13
06. SAME OR SIMILAR JOB - OVERTIME .....	13
07. WHOLLY SEPARATE JOB – OVERTIME .....	14

#### **SECTION E – BIWEEKLY PAYROLL SUPPLEMENTAL/SUBSTITUTES/PART TIME**

01. INTRODUCTION .....	16
02. SUPPORTING DOCUMENTS.....	16
03. ADDITIONAL REQUIRMENTS .....	16
04. EXTRA DUTY/SUPPLEMENTAL PAY RATES .....	16
05. OVERTIME .....	16
06. SAME OR SIMILAR JOB - OVERTIME .....	16
07. WHOLLY SEPARATE JOB – OVERTIME .....	17
08. PROCESS FOR SUBSTITUTES .....	18
09. PROCESS FOR VACANCIES SUBSTITUTES .....	18
10. SUBSTITUTE BUDGET CODES .....	18
11. SFE REPORT SETUP FOR SFE DAILY JOB REPORT .....	19
12. CREATE AN ABSENCE ON SFE .....	21

#### **SECTION F – RATES**

01. EXTRA DUTY PAY.....	23
02. SUBSTITUTE TEACHER RATES .....	25
03. STADIUM WORKER RATES .....	26
03. SUMMER SCHOOL RATES . .....	27
03. EVENING STUDY RATES .....	27
03. PART TIME RATES .....	28
04. CDH CODES.....	29



**2012-2013  
Payroll Procedures Manual  
Section A**

**GENERAL  
INFORMATION**

## 1. INTRODUCTION

The primary goal of the Payroll Department of McAllen Independent School District (MISD) is to administer the payroll fiscal affairs of the district efficiently and in accordance with generally accepted accounting principles and within Texas Education Agency (TEA) guidelines.

## 2. LOCATION

The Payroll Department is located inside of the Business Administration building Room # 116 located on 2000 North 23<sup>rd</sup> Street in McAllen Texas.

## 3. PAYROLL STAFF & CONTACT INFORMATION

The Payroll Department's Staff is as follows:

• Oscar Luis Trigo Jr.	Director of Payroll	956-632-8849
• Lazaro Ramos Jr.	Payroll Staff Accountant	956-618-7345
• Theresa Caceres	Lead Payroll Clerk	956-618-6044
• Lucinda Jauregui	Payroll Clerk	956-632-8448
• Margot Ochoa	Payroll Clerk	956-618-6041
• Estella Salinas	Payroll Clerk	956-632-8849
• Anita Solis	Payroll Clerk	956-618-6043
• Belinda Solis	Payroll Clerk	956-618-6040

## 4. PAY DATES

Pay Dates for the 2012-2013 school year can be found on the McAllen ISD website under Payroll Services or by clicking on the following link:

<http://mws.mcallenisd.net/business/payroll/index.html>

## 5. FORMS

Any Payroll Related forms can be found on the McAllen ISD website under Payroll Services or by clicking on the following link:

<http://mws.mcallenisd.net/business/payroll/forms.html>

Forms can also be found on the Appendix section of this Manual.



**2012-2013  
Payroll Procedures Manual  
Section B**

**LEAVE ABSENCE PROCESSING**

## **1. INTRODUCTION**

All McAllen Independent School District employees with benefits must report absences to the automated sick leave/substitute calling system known as Smart Find Express (SFE) either by phone or via internet.

Effective with 2012-2013 school year, all leave tracking will be done through SunGard. Leave absence data will now be rolled in from SFE into SunGard so please ensure that all corrections are not only made on the Time Clock, but also on SFE.

## **2. HANDLING OF “DOCKED DAYS”**

Effective July 1, 2011, docked days will no longer be spread to remaining pay dates. Instead, the new process will be to reduce your monthly check for the full amount.

For example, if you were out 3 days with no available leave and your daily rate is \$211 per day, then your monthly wages will be reduced by the 3 days times the \$211 daily rate of pay for a total of \$633.

Again, docked days will NOT be spread over remaining pay dates as was done in the past.

Para-professional and auxiliary employees will be deducted in the payroll generated after the pay period in which the accumulated sick leave is exhausted.

## **3. ANNUAL SICK LEAVE RECORDS**

Annual Sick Leave Records will be mailed by the Payroll Department in July. These records should be reviewed by employees and contact the Payroll Department if any discrepancies are found.

## **4. LEAVE ABSENCE CORRECTION TO SFE**

An After-The-Fact-Memo must be submitted to the Payroll Department to correct absences for a prior workday.

Each occasion for an After-The-Fact-Memo” for a Para-professional employee should also require a corresponding Edit Form to correct the time clock system.

## **5. CONTACT INFORMATION**

MARGOT OCHOA – MONTHLY EMPLOYEES

618-6041      email: [maochoa@mcallenisd.net](mailto:maochoa@mcallenisd.net)

ANITA SOLIS – BIWEEKLY EMPLOYEES

618-6043      email: [asolis@mcallenisd.net](mailto:asolis@mcallenisd.net)



**2012-2013  
Payroll Procedures Manual  
Section C**

**TIME CLOCK POLICY  
AND GUIDELINES**



## **1. INTRODUCTION**

McAllen Independent School District (MISD) uses an electronic time tracking system called Time Clock Plus to capture and record all non-exempt employee time records. Time Clock Plus is an electronic time tracking system that allows the District to accurately record, track, and report employee information in real time. This allows employees to accurately monitor and keep track of their time and enables the District to efficiently process employee time worked and leave taken for payroll purposes. The following procedures and guidelines have been created to ensure accurate recordkeeping and compliance within the District.

## **2. OFFICIAL TIME OF RECORD**

The Time Clock Plus electronic time keeping system is the official timekeeping software for all non-exempt employees. In order to ensure consistency of treatment for hourly paid employees, the data recorded in the Time Clock Plus system shall be considered as the “official” record of the workday for the District. Any disputes over actual hours worked or attendance will be resolved by referring to the Time Clock Plus records.

## **3. EMPLOYEE TIME REPORTS**

The Fair Labor Standards Act (FLSA) requires that employers keep detailed records on time and payments for all employees. All FLSA provisions guide utilization of the time clock system at MISD. The Time Clock Plus electronic timekeeping system is used to record all hours worked for non-exempt personnel.

## **4. MISD ID BADGE AND EMPLOYEE ID NUMBER**

Every MISD employee is assigned an MISD ID Badge and an Employee ID Number upon hire and is used for identification purposes throughout the District. The MISD ID Badge or the employee’s social security number can be used to clock in at the time clock location and to view time worked. Employees are responsible for knowing their MISD ID number and protecting it from unauthorized use.

## **5. CLOCK LOCATIONS**

Time Clocks are located throughout the District at every school and department site. Please check with your Supervisor regarding clock locations in your area.

## **6. DAILY CLOCK IN/OUT REQUIREMENTS**

It is a job requirement that all non-exempt employees must “clock in” and “clock out” at the start of their shift, during lunch breaks, and at the end of their shift.

Employees are expected to clock in and out at their regularly scheduled times.

Under certain conditions (such as trainings at an off-site location, extracurricular events, etc.) when an employee cannot “clock in” at their worksite, the employee should report time worked to the Time Clock Manager using the Time Clock Edit Form so that their time worked can be manually entered.

## **7. MULTIPLE JOB CODES**

There may be instances where employees have multiple job codes. If an employee is paid from multiple funding sources or has more than one position within the district, they will be assigned a separate job code for each non-exempt position. It is the responsibility of the employee to ensure that they are clocking in on the correct code at all times.

Failure to clock in and out correctly on multiple job codes may result in corrective action. If you are unsure which job code you should be using, please contact your Supervisor, Time Clock Manager, or the MISD Payroll Office for clarification.

Employees who have swiped incorrectly using the wrong job code will need to complete the Time Clock Edit form and submit the signed form to their Editor prior to the close of the pay period so their time can be corrected.

## **8. VIEWING HOURS WORKED**

Employees can view their hours worked from any clock in the District.

To view your hours from the time clock – click the ‘view’ button on the time clock and enter your Social Security number or swipe your MISD badge. Follow the prompts to view cumulative time for the current week.

## **9. FALSIFICATION, TAMPERING, AND UNAUTHORIZED VIEWING**

The following infractions are prohibited and will be considered severe. Due to the severity of these infractions, employees may be subject to immediate corrective action, up to and including termination.

- Any attempt to tamper with timekeeping hardware or software
- Punching in or out for another employee
- Interference with another employee’s use of the Time Clock Plus system
- Unauthorized viewing of another employee’s time in the Time Clock Plus system

## **10. CLOCK PROBLEMS**

If an employee is unable to punch in or out because of a time clock malfunction, accidental oversight, or other reason, it is the employee’s responsibility to immediately inform their Time Clock Manager and complete the Time Clock Edit form. In this situation, the Time Clock Manager will manually correct the clock in or clock out information and this form must be maintained at the worksite. The Time Clock Manager will notify the Help Desk of any clock problems or malfunctions with the Time Clock Terminal.

If the correction is needed for a workweek that has already closed, the Time Clock Edit Form must be submitted to the Payroll Department to manually correct the error.

## **11. LUNCHES**

All non-exempt employees are entitled and expected to take a duty free lunch period each day. The duty free lunch should be a minimum of 30 minutes in length.

The lunch period is considered unpaid time and employees must clock in and out. The lunch period is to be a duty free break for the employee and must be a minimum of 30 minutes in length.

Due to the nature of some district positions, exceptions to the lunch period may be made with the approval of the employee’s supervisor.

## **12. BREAKS**

The Fair Labor Standards Act (FLSA) does not require breaks or meal periods be given to workers. Non-exempt employees are allowed paid breaks during their shift as defined by their work schedule and their supervisor.

## **13. UNREPORTED HOURS**

The FLSA does not permit an employer to benefit from the work of an employee without compensating them for such work. Therefore, all hours worked must be reported using the Time Clock Plus electronic

timekeeping system. Any time spent working while not clocked in (a.k.a. “working off the clock”) is strictly prohibited. Employees are required to clock in before performing any work and are not permitted to clock out until all work has stopped. Employees that under report or fail to report hours worked are subject to corrective action up to and including termination.

Examples of “working off the clock” may include:

- Forgetting to clock in or out
- Voluntarily continuing to work at the end of regular working hours
- Taking work home to complete on the weekend or in the evening
- Checking/Reading/Reviewing work-related emails or listening to work-related voicemail messages while away from the office or workplace
- Answering phones, emails, or attending to customers while clocked out for a lunch break

Once an employee has clocked in, he/she is responsible for starting work. When a shift has been completed, it is the employee’s responsibility to clock out. Employees conducting personal business or simply not working while clocked in may be considered “riding the clock” and could be subject to corrective action up to and including termination. Some departments require employees to leave their workstation for lunch and breaks. Check with your supervisor regarding the policy in your area.

## **14. PROCESSING OF ELECTRONIC TIME REPORTS**

The MISD Payroll Office will close the work week in Time Clock Plus according to a preset schedule to ensure that time adjustments are properly recorded. The workweek begins on Saturday at 12:00 AM and runs through Friday at 11:59 PM. Time Clock Managers must resolve all missed punches and review clock hours for their staff on the Monday following the close of a pay period. It is imperative that employees complete any necessary Time Clock Edit Forms in a timely manner.

## **15. PROCEDURE FOR CLOSING THE WORKWEEK**

Every Monday morning, an e-mail will be sent from the Payroll Department to Time Clock Managers and Time Clock Supervisors notifying them that their approval of the Time Clock for the prior week is due by 5 o’clock that afternoon. It is understood that every department or campus must review hours worked by their employees.

The e-mail that is sent out will read as follows: “Good Morning Everyone, We are closing the work week of 04/30/11 -05/06/11. Please let me know via e-mail as soon as you are ready with your area. All schools/ departments must be closed by 5:00 p.m. on Monday, May 9, 2011.”

If the Campus/Department did not close their clock by 5 p.m., payroll does an automatic close of the time clock. This will allow the workweek to be released for Payroll Processing but without the Time Clock Supervisor site level approval. A weekly review of those Campuses/Departments that are not approving the current workweek by the deadline will be contacted and repeated violations may result in corrective action.

Edit to the time clock should be done daily at the campus/department level through a signed Time Clock Edit Form. These are maintained at the campus. If the clock has closed and as a last resort, edit forms are sent to the payroll office with proper signatures at which time the clock will be corrected. A copy of the Time Clock Edit Form can be found under in the Appendix section of this manual.

## 16. DISPUTES OVER TIME CLOCKED IN OR OUT

In the event an employee has a dispute over time that was clocked in or out, they should bring it to the attention of their supervisor immediately. The Time Clock Plus electronic time tracking system provides a log to assist in validating times and locations of all employee swipes. Any dispute that cannot be resolved using the logs should immediately be reported to the Human Resources Department.

## 17. COMPENSATORY TIME

MISD does not allow the accrual or use of Compensatory Time. With supervisor approval, employees may flex their hours within a single time clock week if necessary.

## 18. HOLIDAYS

Employees who are eligible for paid holidays will have those days manually entered into the Time Clock Plus system by the Payroll Department.

## 19. DOCKED PAY

If an employee is absent (half day or whole day) and has used up all available local days or state days, their pay shall be docked for the days missed based on their daily rate of pay.

## 20. OVERTIME

Unauthorized overtime is prohibited. Any time worked by an employee that exceeds the employees budgeted position hours must be approved by the employee's immediate supervisor prior to the time being worked. All approved overtime will be calculated based on the actual hours recorded and credited to the employee as measured by the Time Clock Plus electronic timekeeping system using straight time or time-and-a-half, based on the hours worked in the Time Clock Week.

Examples:

Overtime paid as Straight Time

35 hours physically worked

8 hours out on leave

43 hours paid at the regular hourly rate (no overtime)

Overtime paid at Overtime Rate

42 hours physically worked ( 2 hours paid at overtime rate of time-and-a-half)

## 21. TIME CLOCK MANAGERS

Time Clock Managers are appointed by the Time Clock Supervisors as those responsible for monitoring and editing the time clock records for a worksite. This includes:

- Collecting, verifying, and maintaining the Time Clock Edit Forms
- Editing employee's time as needed to correct missed punches and incorrect swipes

If you are unsure who the Time Clock Manager is for your worksite, please check with your supervisor or contact the Payroll Department.

## 22. TIME CLOCK SUPERVISORS/APPROVERS

Time Clock Supervisors/Approvers are assigned by the MISD Payroll Department and are responsible for monitoring and approving the electronic time and attendance information for their site each week. Time

cannot be released for Payroll Processing without site level approval. Approval by a Time Clock Supervisor/Approver certifies that the time submitted to the payroll office is correct.

A weekly review of those Time Clock Supervisors that are not approving the current workweek by the deadline will be contacted and repeated violations may result in corrective action.

## **23. TIME CLOCK EDIT FORM**

Any corrections to time that occur *PRIOR TO THE CLOSE OF THE WORKWEEK* require a Time Clock Edit Form. The form must be completed by the employee and signed by the employee's supervisor prior to the Time Clock Manager making any change to the employee's time. The original Time Clock Edit Form is kept on file with the employee's Time Clock Manager and the employee is provided with a copy. Examples of changes would include:

- Correcting missed punches
- Adjusting the clock in or clock out times
- Correcting lunch punches that were entered incorrectly
- Swipes against the wrong job code

Any corrections to time that occur *AFTER THE CLOSE OF THE WORKWEEK* will also require a Time Clock Edit Form. The form must be completed by the employee and signed by the employee's supervisor. When completed a copy of the form must be submitted to the Payroll Department. The original Time Clock Edit Form is kept on file with the employee's Time Clock Manager and the employee is provided with a copy. The Payroll cannot legally change or correct any electronic time card records without both the employee and supervisors signatures. Corrections resulting from a Time Clock Edit Form will be made on the next available payroll run if the workweek had already been paid.

## **24. TIME CLOCK SYSTEM AUDITS**

Time Clock Plus data is subject to annual external audit and may be monitored by a third party to verify compliance. Additionally, the MISD Payroll Department in conjunction with the Internal Audit Department will monitor Time Clock Plus data on a regular basis and review for irregularities or patterns. Any irregularities and/or patterns will be reported to the Time Clock Approver/Supervisor and all findings will be investigated.

## **25. ADDING AND REMOVING EMPLOYEES FROM SYSTEM**

Typically, employees are set up on the Time Clock when all necessary paperwork has been filled out with the Human Resources Department and the employee has been cleared to start working. The Payroll Department is responsible for adding new employees onto the Time Clock System and Time Clock Managers should register the employees palm print to allow them to begin using the Time Clock System.

If an employee's paperwork is delayed and the employee has not yet been entered into the Time Clock Plus system, they should complete the Time Clock Edit form for any hours worked until they can swipe. In the event of any difficulties in setting up an employee, please contact the Payroll Department.

Terminated employees will be removed from the system when the Termination documents are received in the Payroll Office from the Human Resources Department.

Transferring employees will be updated in the system when the Liquid Office Employee Action Form has been received in the Payroll Office from the Human Resources Department.

## 26. DEFINITIONS

**Non-exempt Employee** – Determined by FLSA and include but are not limited to clerical, aides, bus drivers, managers, HVAC workers, maintenance workers, cafeteria workers, clerks, etc. (Please contact the Human Resources Department if you have questions about a specific position designation).

**MISD ID Number** – Unique number that is assigned to each MISD employee upon hire. Employees can contact the Human Resources Department to obtain their MISD ID number.

**Flexing Time/Hours** – Adjusting or sliding regularly scheduled times as needed either by the employee or by the Supervisor. Hours can be flexed with Supervisor approval within a single pay week.

**Straight Time** – Hours physically worked up to 40 hours. If an absence is part of the total hours worked for the work week, and the hours physically worked do not exceed 40, then all hours worked will be paid at the straight time rate.

**Overtime** – Hours physically worked beyond 40 hours during a workweek.



**2012-2013  
Payroll Procedures Manual  
Section D**

**MONTHLY PAYROLL  
SUPPLEMENTAL**

## 1. INTRODUCTION

All staff is required to use the new excel supplemental request form available in the Payroll Forms section of the McAllen ISD Website. The form must be complete; otherwise it will be sent back and not processed.

Effective 07/01/2012 all Supplemental Payroll Request Forms are required to be submitted electronically as an excel document via e-mail to [otrigo@mcallenisd.net](mailto:otrigo@mcallenisd.net) as well as a signed and approved hard copy along with all supporting documentation.

## 2. SUPPORTING DOCUMENTS NEEDED FOR EACH SUPPLEMENTAL FORM

- A GL 20 Report showing enough available funds to cover expenditure (Negative Balances NOT acceptable)
- Each form must contain each employees pin number, social security number, full funding account number and CDH code (Approved CDH Listings can be found in the Appendix section of the Payroll Procedure Manual)
- A timesheet and/ or sign in sheet must accompany each supplemental form for all employees listed

## 3. ADDITIONAL REQUIRMENTS

- Form must be Approved by the designated Supervisor (Person with PO Approval Path Authorization)
- Names must be sorted in Alphabetical order
- All supplemental forms must be received in the Payroll Office by the due date listed on the Pay Dates Schedule
- Altered Supplemental Forms will not be accepted
- Supplemental Forms should not have monthly and biweekly staff on the same form.

## 4. EXTRA DUTY/SUPPLEMENTAL PAY RATES

All 2012-2013 Board Approved Extra Duty Pay Rates can be found in the Rates Section of this manual.

## 5. OVERTIME

For overtime that cannot be charged to the primary funding source of an employees pay assignment, please submit a copy of the employee's time sheet along with a completed supplemental form indicating the appropriate funding account.

## 6. SAME OR SIMILAR JOB - OVERTIME

When an employee physically works more than 40 hours during a workweek, compensation for time over 40 hours will be calculated at time and one-half. In other words, the overtime rate is equal to the employees regular rate times 1½ .

Example:



Employee "A" physically works 42 hours for a given workweek. This employee has an hourly rate of \$10.00/hour.

CALCULATION

\$400.00 (40 x \$10.00/hour) Regular Hourly Rate  
\$30.00 ( 2 x \$15.00/hour) Overtime Hourly Rate  
**\$430.00 Gross Wages**

## 7. WHOLLY SEPARATE JOB - OVERTIME

When an employee physically works two different types of jobs and works more than 40 hours between the two jobs, then the overtime wages are computed using weighted average calculation.

Example:

Employee "A" physically works 37.5 hours as a Aide for a given workweek and 10 hours as a Ticket Seller during the same work week. This employee has an hourly rate of \$10.00/hour.

CALCULATION

- 1) First Calculate what the wages would be based on the two different rates for the two different jobs.

\$375.00 (37.5 x \$10.00/hour) Regular Hourly Rate for 1<sup>st</sup> Job  
\$62.50 (10 x \$6.25/hour) Regular Hourly Rate for 2<sup>nd</sup> Job  
\$437.50

- 2) Next, divide the total salary calculated from #1 above by the total number of hours worked between both jobs.

\$437.50 (Salary Calculated from #1 above)  
/ 47.5 (Total number of hours worked between both jobs)  
\$9.21 (Average hourly rate)

- 3) Divide the average hourly rate calculated from #2 above by the number of different jobs worked.

\$9.21 (Average hourly rate calculated from #2 above)  
/ 2 (Total number different types of jobs)  
\$4.61 (Average overtime hourly rate)

- 4) Finally multiply the Average overtime hourly rate calculated from #3 above and multiply by the number of overtime hours worked between the two jobs.

\$4.61 (Average overtime hourly rate calculated from #3 above)  
x 7.5 (Total number hours worked over 40 between the two jobs)  
**\$34.58 (Overtime due for hours physically worked over 40 between the two jobs)**

- 5) Employee "A" would be entitled to the following:

\$375.00 (37.5 hours x \$10.00/hour) Regular Hourly Rate for 1<sup>st</sup> Job  
\$62.50 (10.00 hours x \$6.25/hour) Regular Hourly Rate for 2<sup>nd</sup> Job  
\$34.58 (7.5 hours x \$4.61/hour) Overtime for hours physically worked over 40  
**\$472.08**



**2012-2013  
Payroll Procedures Manual  
Section E**

**BIWEEKLY PAYROLL  
SUPPLEMENTAL/  
SUBSTITUTES/PART-TIME**

## 1. INTRODUCTION

All staff is required to use the new excel supplemental request form available in the Payroll Forms section of the McAllen ISD Website. The form must be complete; otherwise it will be sent back and not processed.

Effective 07/01/2012 all Supplemental Payroll Request Forms are required to be submitted electronically as an excel document via e-mail to [otrigo@mcallenisd.net](mailto:otrigo@mcallenisd.net) as well as a signed and approved hard copy along with all supporting documentation.

## 2. SUPPORTING DOCUMENTS NEEDED FOR EACH SUPPLEMENTAL FORM

- A GL 20 Report showing enough available funds to cover expenditure (Negative Balances NOT acceptable)
- Each form must contain each employees pin number, social security number, full funding account number and CDH code (Approved CDH Listings can be found in the Appendix section of the Payroll Procedure Manual)
- A timesheet and/ or sign in sheet must accompany each supplemental form for all employees listed

## 3. ADDITIONAL REQUIRMENTS

- Form must be Approved by the designated Supervisor (Person with PO Approval Path Authorization)
- Names must be sorted in Alphabetical order
- All supplemental forms must be received in the Payroll Office by the due date listed on the Pay Dates Schedule
- Altered Supplemental Forms will not be accepted
- Supplemental Forms should not have monthly and biweekly staff on the same form.

## 4. EXTRA DUTY/SUPPLEMENTAL/SUBSTITUTE/PART TIME PAY RATES

All 2012-2013 Board Approved Pay Rates can be found in the Rates Section of this manual.

## 5. OVERTIME

For overtime that cannot be charged to the primary funding source of an employees pay assignment, please submit a copy of the employee's time sheet along with a completed supplemental form indicating the appropriate funding account.

## 6. SAME OR SIMILAR JOB - OVERTIME

When an employee physically works more than 40 hours during a workweek, compensation for time over 40 hours will be calculated at time and one-half. In other words, the overtime rate is equal to the employees regular rate times 1 ½ .

Employee "A" physically works 42 hours for a given workweek. This employee has an hourly rate of \$10.00/hour.

CALCULATION

\$400.00 (40 x \$10.00/hour) Regular Hourly Rate  
\$30.00 ( 2 x \$15.00/hour) Overtime Hourly Rate  
**\$430.00 Gross Wages**

## 7. WHOLLY SEPARATE JOB - OVERTIME

When an employee physically works two different types of jobs and works more than 40 hours between the two jobs, then the overtime wages are computed using weighted average calculation.

Example:

Employee "A" physically works 37.5 hours as a Aide for a given workweek and 10 hours as a Ticket Seller during the same work week. This employee has an hourly rate of \$10.00/hour.

CALCULATION

- 1) First Calculate what the wages would be based on the two different rates for the two different jobs.

\$375.00 (37.5 x \$10.00/hour) Regular Hourly Rate for 1<sup>st</sup> Job  
\$62.50 (10 x \$6.25/hour) Regular Hourly Rate for 2<sup>nd</sup> Job  
\$437.50

- 2) Next, divide the total salary calculated from #1 above by the total number of hours worked between both jobs.

\$437.50 (Salary Calculated from #1 above)  
/ 47.5 (Total number of hours worked between both jobs)  
\$9.21 (Average hourly rate)

- 3) Divide the average hourly rate calculated from #2 above by the number of different jobs worked.

\$9.21 (Average hourly rate calculated from #2 above)  
/ 2 (Total number different types of jobs)  
\$4.61 (Average overtime hourly rate)

- 4) Finally multiply the Average overtime hourly rate calculated from #3 above and multiply by the number of overtime hours worked between the two jobs.

\$4.61 (Average overtime hourly rate calculated from #3 above)  
x 7.5 (Total number hours worked over 40 between the two jobs)  
**\$34.58 (Overtime due for hours physically worked over 40 between the two jobs)**

- 5) Employee "A" would be entitled to the following:

\$375.00 (37.5 hours x \$10.00/hour) Regular Hourly Rate for 1<sup>st</sup> Job  
\$62.50 (10.00 hours x \$6.25/hour) Regular Hourly Rate for 2<sup>nd</sup> Job  
\$34.58 (7.5 hours x \$4.61/hour) Overtime for hours physically worked over 40  
**\$472.08**

## 8. PROCESS FOR SUBSTITUTES

- Print Smart Find Express (SFE) Daily Job Report each morning.
- Check times listed on the daily report (verify a.m. / p.m.) and verify job codes listed for all authorized school business absences.
- Make any necessary edits in handwriting on the report.
- Get substitutes' signatures on the report. Substitutes listed without a signature cannot be paid.
- Prepare "After-The-Fact-Memos" for vacancies/ student teacher. (After-The-Fact-Memos can be found in the Appendix section of this manual.
- Enter handwritten edits to the SFE program in the computer.
- After edits have been entered in the computer, print another SFE Daily Job Report. Verify that all handwritten edits have been entered in the computer.
- Principal/ Department Head verifies and signs SFE Daily Job Report with substitutes' signatures.
- Submit signed SFE Daily Report to Payroll via email/ fax on the next business day. Email [Lucinda.Jauregui@McAllenISD.net](mailto:Lucinda.Jauregui@McAllenISD.net) or Fax (956) 632-8448. Keep original SFE Daily Job Report on file at the campus/department for audit. Originals must be maintained by the campus for four years.
- Principals/ Department Heads are accountable for information on signed SFE Daily Job Report. Payment will be made to substitutes listed, from budget codes listed and sick leave will be deducted from employees' accrued sick leave as listed.
- Reports should not be held at the campus/ department for signature. If a SFE Daily Job Report is submitted to Payroll without a signature, the substitute must sign the original report at the campus. Then the campus will fax the revised report to the Payroll Office.
- Prepare and submit After the Fact memos by email/ fax for any changes not discovered until after the SFE Daily Job Report is signed.
- Payroll must be at the Federal Reserve at least two business days prior to payday. Therefore, changes must be made and missing signatures must be resolved the Friday before payday; otherwise, they cannot be processed until the next biweekly payday.

## 9. PROCESS FOR SUBSTITUTES FOR VACANCIES

- The steps for processing payroll for substitutes for vacancies is the same as item #7 above with the exception that a request for substitutes for vacancies must be submitted to Human Resources. (Long-Term Substitute Request Form can be found in the Appendix section of this manual.
- The Payroll Department will not process any payment for Substitutes for Vacancies unless a Request for a Long-Term Substitute has been submitted to the Human Resource Department and approved.

## 10. SUBSTITUTE BUDGET CODES

- When an employee reports an authorized school business absence (reason number 6) which requires a substitute, the employee must enter a 5-digit code to pay for the substitute. If the 5-digit code is unknown, the employee must enter the 5-digit campus code and the substitute will be paid from the principal's campus allocated funds. Code "0" is no longer a valid code.
- A request for a Substitute Budget Code must be submitted to the Payroll Department. The form can be found in the Appendix section of this manual.

## 11. SFE REPORT SETUP FOR SFE DAILY JOB REPORT

- Log in to SFE using complete social security number as the User ID and your Employee ID as your password.

The screenshot shows the login interface for the SmartFindExpress system. At the top, a blue banner reads '<<<< MCALLEN INDEPENDENT SCHOOL DISTRICT >>>>'. Below this, on the left, is a blue box with a cartoon illustration of a person at a computer and the text 'SmartFindExpress™ Substitute and Employee Management System for Schools'. On the right, a white box contains the following text: 'Welcome to the McAllen Independent School District's SmartFind Express System', 'Employees -- Access/User ID: Social Security Number and Password: PIN', and 'Substitutes -- Access/User ID: Telephone Number and Password: PIN'. Below this is a 'SIGN IN' section with two input fields labeled 'User ID' and 'Password', a 'Submit' button, and a link 'Trouble signing in?'. At the bottom, there is a footer with the 'eSchool SOLUTIONS' logo, links for 'Terms of Use' and 'Privacy', and a copyright notice: '© 2001-2009 eSchool Solutions, Inc. All rights reserved'.

- After logging in, you will see a Welcome screen.

The screenshot shows the welcome screen for user ANITA SOLIS. At the top, a blue banner reads 'Welcome, ANITA SOLIS Today is August 27, 2012 10:31 am' and 'Sign Out'. Below this, on the left, is a navigation menu with links: 'Home', 'Employee Profile', 'Create an Absence', 'Review Absences', 'Administrator Profile', 'Announcements', 'Create Absence', 'Create Vacancy', 'Daily Job Count', 'Job Inquiry/Reports', 'Location Balances', 'Priority Lists', 'Profile Inquiry/Reports', 'Profile New', 'System Operations', 'Import/Export', 'Substitute Availability', 'System Activity Log', 'Telephone Monitor', 'Telephone Voicing', 'Tools', '# Days Worked', 'System Configuration', and 'Parameters'. The main content area on the right contains the following text: 'Welcome ANITA SOLIS', 'Please review your notifications, then select a menu item to continue.', 'Number of Errors Reported on the System Activity Log today is 525.', 'Cell phone users that are experiencing problems when calling or accepting incoming calls from SmartFindExpress should contact their cell phone carriers to activate Dual-Tone Multi-Frequency (DTMF) tones. Dual-Tone Multi-Frequency (DTMF), better known as touch-tone, is a system of signal tones used in telecommunications.', 'Administrator Announcements', 'ATTN: SFE ADMINISTRATORS', 'When submitting your daily absence report to Payroll, DO NOT indicate Access ID or External ID on your report. Please continue to indicate the Budget Code.', '\*\*Also, please do not make any changes to Vacancies entered by HR.\*\*', 'Substitute Announcements', 'Please do not change your (Password) PIN. Any changes will affect Payroll records. If you have not submitted your Reasonable Assurance Letter, please submit no later than August 31, 2012.', 'Employee Announcements', and 'Please do not change your Password (PIN). Changes will affect Payroll records.'

- Click on Job Inquiry/Reports and change the Search From Date if necessary and click on create report.

<<<< MCALLEN INDEPENDENT SCHOOL DISTRICT >>>>

Welcome, ANITA SOLIS Today is August 27, 2012 10:34 am 
[Sign Out](#) SmartFindExpress

[Home](#)  
**Employee**  
[Profile](#)  
[Create an Absence](#)  
[Review Absences](#)  
**Administrator**  
[Profile](#)  
[Announcements](#)  
[Create Absence](#)  
[Create Vacancy](#)  
[Daily Job Count](#)  
[Job Inquiry/Reports](#)  
[Location Balances](#)  
[Priority Lists](#)  
[Profile Inquiry/Reports](#)  
[Profile New](#)  
**System Operations**  
[Import/Export](#)  
[Substitute Availability](#)  
[System Activity Log](#)  
[Telephone Monitor](#)

### Job Inquiry

**Search Criteria**

Enter Job #:

or

Job Type: ☒ All ☐ Absences ☐ Vacancies

Job Status:

Sub Status:

Search From:  To:

Sort Order:  Then by:

Records Per Page:

- Once you click on Create Report, you will be prompted to Enter a Job Report Title, please enter your campus number, campus name and report date. Also ensure that your print details check marks match the sample below. Click on Add check to Budget code. Remove from all boxes on substitute and employee below name box.

[Home](#)  
**Employee**  
[Profile](#)  
[Create an Absence](#)  
[Review Absences](#)  
**Administrator**  
[Profile](#)  
[Announcements](#)  
[Create Absence](#)  
[Create Vacancy](#)  
[Daily Job Count](#)  
[Job Inquiry/Reports](#)  
[Location Balances](#)  
[Priority Lists](#)  
[Profile Inquiry/Reports](#)  
[Profile New](#)  
**System Operations**  
[Import/Export](#)  
[Substitute Availability](#)  
[System Activity Log](#)  
[Telephone Monitor](#)  
[Telephone Voicing](#)  
**Tools**  
[# Days Worked](#)  
**System Configuration**  
[Parameters](#)  
[Budget Codes](#)  
[Calendar](#)  
[Certifications](#)  
[Classification Profiles](#)  
[Classification Groups](#)

### Job Report

Report Title:

☐ Primary Sort is on a New Page

**Report Sections must be selected for the fields to print**

☒ **Print Details**

<input checked="" type="checkbox"/> Location	<input type="checkbox"/> Last Modify date/by
<input checked="" type="checkbox"/> Classification	<input checked="" type="checkbox"/> Reported date/by
<input checked="" type="checkbox"/> Reason	<input checked="" type="checkbox"/> Verified date/by
<input checked="" type="checkbox"/> Dates/Times	<input type="checkbox"/> Filling Method
<input checked="" type="checkbox"/> Substitute Allocation Units	<input checked="" type="checkbox"/> Budget Code
<input checked="" type="checkbox"/> Job Time	
<input type="checkbox"/> Comments	

<b>Substitute:</b> <input checked="" type="checkbox"/> Name <input type="checkbox"/> Access ID <input type="checkbox"/> External ID <input type="checkbox"/> Time Worked <input type="checkbox"/> Pay Rate <input type="checkbox"/> Level <input type="checkbox"/> Class Pay Rate	<b>Employee:</b> <input checked="" type="checkbox"/> Name <input type="checkbox"/> Access ID <input type="checkbox"/> External ID
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------

Print Totals for Primary Sort

- If you run report and there are no records found, this indicates that for the date range there were no substitutes accounted for. The payroll department will still need a copy of this report to document that for that day there were no substitutes to pay.

## 12. CREATE AN ABSENCE ON SFE

- Click on create absence and enter social security number or use name lookup

- Enter reason. Use drop down. If reason is 6 authorized school business, you must enter a valid 6 digit budget code. A code zero is invalid. Make sure absence date is correct. You may only enter absences for today or in future. Absences for prior dates must be submitted on After the fact memos and must be entered by Payroll. The time and dates default to current day and standard time. You may change to future date or half day if needed. Keep in mind that 12 noon is PM. If you enter as 12:00 am it will be a full day not a half day. When you change to a half day am, be sure to change the end time to am if it is before noon. If a sub is allowed, you may enter info for sub.

- After you enter continue, you will be allowed to revise info before you submit. Absence will be complete when a job is assigned to you.





**2012-2013  
Payroll Procedures Manual  
Section F**

**RATES**

# McALLEN INDEPENDENT SCHOOL DISTRICT

2012-2013

## Extra Duty Pay

### I. Presenters (*Pre- or post-contract, weekend, after school*):

1. If the presentation is intended for a district-wide audience as a part of the School for Professional development or any campus presentations the District will pay:

Schedule:	Rate per Presenter (maximum of 3)	Maximum Pay:
Presentation	\$26 per hour/6 hour maximum	\$156
Preparation	\$18 per hour/6 hour maximum	\$108
Set-up/Take down	\$11 per hour/4 hour maximum	\$ 44
Total		\$308

2. Presentation rate for a repeat session will be:

Schedule:	Rate per Presenter (maximum of 3)	Maximum Pay:
Presentation	\$26 per hour/6 hour maximum	\$156
Preparation	\$18 per hour/2 hour maximum	\$ 36
Set-up/Take down	\$11 per hour/4 hour maximum	\$ 44
Total		\$236

**NOTE:** *Presentation, preparation, and set-up time is to be determined by coordinator or administrator. McAllen ISD Presenter form must be completed and agreed upon by all parties prior to presentation.*

### II. Presenters (*During contract*):

- A. If the teacher presents during a contracted day, preparation rate for a first time presentation will be:

Schedule:	Rate per Presenter	Maximum Pay:
Preparation	\$18 per hour/6 hour maximum	\$108
Set-up/Take down	\$11 per hour/4 hour maximum	\$ 44
Maximum Total:		\$152

- B. Preparation rate for a repeat session during a contracted day:

Schedule:	Rate per Presenter	Maximum Pay:
Preparation	\$18 per hour/2 hour maximum	\$ 36
Set-up/Take down	\$11 per hour/4 hour maximum	\$ 44
Maximum Total:		\$80

**NOTE:** *Presentation, preparation, and set-up time is to be determined by coordinator or administrator. McAllen ISD Presenter form must be completed and agreed upon by all parties prior to presentation.*

### III. Teacher participation in District sponsored Saturday or after school training sessions during the school year will be:

Number of hours:	Rate:
2 hours	\$27 for completion of a two hour session
3 hours	\$40 for completion of a three hour session
6 hours	\$80 for completion of a six hour session

**NOTE:** *Courses eligible for stipends and the designated audience will be identified in the ERO.*

**McAllen Independent School District  
Extra Duty Pay cont.**

**IV. The following hourly rates are applicable for district staff providing:**

- Testing Proctor
- LAS Assessment
- LPAC
- Student Registration

<b>District Employees</b>	<b>Hourly Rate:</b>
Degreed Professional/Certified	\$19.00 (during the day) \$23.00 (outside of contract day)

**V. The following hourly rates are applicable for district staff providing:**

- Tutoring (outside of contract day)
- Credit by Exam
- Migrant Tutoring

<b>District Employees</b>	<b>Hourly Rate:</b>
Degreed Professional/Certified	\$23.00
Non-Degreed Employees <ul style="list-style-type: none"><li>▪ Paraprofessional (48 hrs required)</li></ul>	\$10.00

**VI. Curriculum Development (Sequencing, alignment activities, correlations, etc.)**

<b>District Employees</b>	<b>Hourly Rate:</b>
Degreed Professional/Certified	\$25.00

**McALLEN INDEPENDENT SCHOOL DISTRICT  
2012-2013**

**Substitute Teacher Rates**

	<b>Daily Rate</b>	<b>Hourly Rate</b>
Full-day non-degreed substitute	60.00	7.50
Long- term non-degreed substitute (15+ days)	65.00	
Full-day associate-degreed substitute	70.00	8.75
Long- term associate -degreed substitute (15+ days)	75.00	
Full-day -degreed substitute	80.00	10.00
Long- term -degreed substitute (15+ days)	85.00	
Full-day degreed/certified substitute	100.00	12.50
Long term degreed/certified substitute (15+ days)	105.00	
Full-day instructional aide substitute	55.00	7.33

**McALLEN INDEPENDENT SCHOOL DISTRICT  
2012-2013**

**Stadium Worker Rates**

	<b>Hourly Rate</b>
<b>Varsity Football</b>	
Chain Crew	30.00 (flat rate)
Game Manager/Bookkeeper	12.50
Ticket Seller	11.25
Usher/Ticket taker	8.50
Gate Keeper (East/West)	9.00
Spotter	8.12
Press Box Supervisor	9.38
25 Second Clock	10.63
Clock	10.63
Announcer	11.25
Scoreboard Graphics	13.75
<b>Sub-Varsity Football/Soccer</b>	
Game Manager	11.25
Clock	10.63
Ticket Seller	11.25
Ticket Taker	8.50
Gate Keeper	9.00
<b>Varsity Basketball &amp; Volleyball</b>	
Ticket Seller	11.25
Gate Keeper	9.00
<b>Wrestling</b>	
Ticket Seller	11.25
<b>Baseball &amp; Softball</b>	
Ticket Seller	11.25
<b>After school Coaching</b>	7.25

**McALLEN INDEPENDENT SCHOOL DISTRICT  
2012-2013**

**Summer School Rates**

	<b>Flat Rate</b>
Prof. Staff Workday Stipend	60.00
Prof. Staff Dev. Stipend	80.00
	<b>Hourly Rate</b>
Director (25 prep hours)	29.00
Assistant Director	26.00
Lead Teacher/Program Coord	24.00
Teacher (certified)	23.00
Substitute for teacher (Board approved rates)	Based on credentials
Librarian	23.00
Counselor	24.00
Nurse	24.00
Social Worker	23.00
Test Administrator/Monitor	23.00
Parent Training Specialist	23.00
Secretary	11.00
Clerk	10.00
Instructional Aide	10.00
Instructional tutor	10.00
Child Care Aide	10.00
Security Guard	10.00
Bus Driver	10.00
Bus Aide	8.00
Cross Guard	8.00

**Evening Study Center Rates**

	<b>Hourly Rate</b>
Lead Teacher/Program Coord	24.00
Teacher (certified)	23.00
Social Worker	23.00
Parent Training Specialist	23.00
Tutors (degreed)	19.00
Tutors (48 hours)	10.00
Attendance Clerk	10.00
Computer Lab Aide	10.00

**McALLEN INDEPENDENT SCHOOL DISTRICT  
2012-2013**

**Part Time Rates**

	<b>Hourly Rate</b>
Student Worker	7.25
Substitute Food Service Worker	8.00
Part-time coach (out of district)	7.25
Part-time Child Care Aide (Even Start Program)	8.00
Part-time Child Care Aide (Safe & Secure Program)	10.66
Part-time clerk	8.00
Part time-Professional	Minimum of AE/AM schedule
Presenters	10.00
Tutor-(48 hrs. not required)	8.00
Tutor (out of district)	10.00
Tutor-Professional (MISD employee)	23.00 (Deg/Cert) After School 19.00 (Deg/Cert) During the day

## **CDH CODES:**

<b><u>205</u></b>	<b>GAME WORKER</b>	<i>(Biweekly)</i>
<b><u>206</u></b>	<b>PART TIME</b>	<i>(Biweekly)</i>
<b><u>207</u></b>	<b>COACHING</b>	
<b><u>311</u></b>	<b>TUTORIAL</b>	
<b><u>312</u></b>	<b>EVENING STUDY</b>	
<b><u>313</u></b>	<b>STAFF DEVELOPMENT</b>	
<b><u>314</u></b>	<b>CURRICULUM WRITING</b>	
<b><u>316</u></b>	<b>SECURITY</b>	
<b><u>317</u></b>	<b>SUMMER SCHOOL</b>	
<b><u>319</u></b>	<b>MUSIC STIPEND</b>	<i>(Fine Arts)</i>
<b><u>323</u></b>	<b>TESTING</b>	
<b><u>326</u></b>	<b>SAFE &amp; SECURE</b>	
<b><u>345</u></b>	<b>INCENTIVE</b>	<i>(No TRS)</i>
<b><u>349</u></b>	<b>INCENTIVE</b>	<i>(With TRS)</i>

Rev. 09/2012