

COVINGTON INDEPENDENT PUBLIC SCHOOLS

TIMEKEEPING PROCEDURES

Annual Contract

- Employees are contracted on a school year basis.
- Their contract consists of a set number of days, set hours per day and a pre-determined work schedule.
- The employee's salary is pre-determined by the board approved salary schedule.

Annual Salary

- Annual Salary is divided evenly over 24 checks per year.
- Employee's are paid on the 15th and 30th of each month.
- Employees that work 205 days or more per year are paid July 15th – June 30th in 24 equal installments.
- Employees that work 204 days or less per year are paid August 30th – June 30th but receive 3 additional checks in June to cover summer months for a total of 24 equal installments.

TIMESHEETS

- EACH LOCATION HAS A TIMESHEET FOR:
 - CERTIFIED
 - CLASSIFIED
 - SUBSTITUTE STAFF
 - PART-TIME STAFF (STUDENT WORKERS, PARA-PROFESSIONALS ETC)
 - EMPLOYEES ARE REQUIRED TO SIGN IN AND OUT EACH DAY.
 - ADMINISTRATIVE ASSISTANTS CHECK THE SHEETS EACH DAY.
 - Custodial, maintenance and transportation employees use a time clock to sign in and out. This information is then verified by their supervisor prior to the completion of their timesheet.

EXTRA HOURS

- ALL EXTRA HOURS ARE RECORDED ON A SEPARATE TIMESHEET
 - Extra hours are above and beyond the employee's annual contract salary.
 - All extra hours require prior approval by the Superintendent via:
 - Hourly supplemental authorization form (if extra hours are foreseeable.)
 - or
 - Over contracted hours/ overtime request (if extra hours are unforeseeable.)

ADMINISTRATIVE ASSISTANTS

- Check timesheets at the end of payroll period.
 - All missing time is highlighted on timesheet.
 - Employee completes a leave affidavit slip for any missed work and the slip is attached to the timesheet.
 - Sub cards that record days worked and account codes are completed for each sub and attached to the sub sign in sheet.
 - All information is combined and recorded on the “Principal’s Report” that is sent in with the timesheets.

PRINCIPALS/SUPERVISORS

- Principals/Supervisors review the “Principal’s Report”.
 - Any corrections or adjustments are made and then the Principal/Supervisor signs the report for approval and it is sent to the payroll department.
 - Timesheets are submitted to the payroll department in accordance with the due dates on the payroll calendar in our special blue folders.

PAYROLL DEPARTMENT

- Rechecks the sign in sheets for any missing time.
- Compares the timesheet to the Principal's Report.
- Checks for all supporting documentation, leave slips, sub cards, etc.
- Contacts administrative assistants for any missing information or supporting documentation.
- If an employee does not have a leave accrual to cover a missed day, their pay is docked accordingly.

PAYROLL DEPARTMENT cont....

- Totals all extra hours and verifies that extra hour authorization is in place prior to paying hours. (hourly supp form or over hours authorization.)
- Calculates any overtime for hours worked over 40 for any non-exempt employee.
- Payroll is entered and all appropriate taxes and other withholdings are deducted and submitted to vendors.

PAYDAY

