

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Payroll Authorization	
Procedure No. 6510-00-01	Eff. Date: 12/21/2009
Implements Board Policy(ies) 6510 Payroll Authorization	Last Reviewed: 11/5/2014

1. Background

Describe relevant background to the implementation of the policy.
 The most substantial payment of public funds for the operation of the school district is that which is made to the employees of the Board of Education for services rendered.

2. Responsibilities

Title: Payroll	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
<i>Describe responsibilities:</i> To ensure that all persons employed by this district are paid accurately and on time based on the payroll schedule set forth and that the compensation remitted fairly represents the services rendered.	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. Employees' work hours are tracked by timekeepers (Building Engineer, Lunchroom Manager and Lead Secretary) at the school/office where the employees are assigned.
2. At the end of the pay period, the timekeeper submits all hours worked and exceptions to payroll for processing.
 - a. Civil Service employees' hours, including leave hours are submitted through Timecard Online.
 - b. Certificated employees' exceptions are submitted via Aesop.
3. Payroll clerks review and approve the submitted data and process after information has been validated.
4. When all time data is imported into the Business Plus software, the payroll department runs the full payroll for the district.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.Certificated Hourly Timesheet	Employee Time Reporting for Certificated additional assignments.	6/5/18
2.Civil Service Blue Timesheet	Employee Time Reporting for Civil Service.	6/5/18
3.Home Instruction Confirmation-Personnel Activity Report	All earned activity verified for payroll.	3/20/17
4.Home Instruction Timesheet	Employee Time Reporting for Certificated Home Instruction assignments.	4/11/17

6. Additional Information

Describe any additional information relevant to the implementation of the policy.