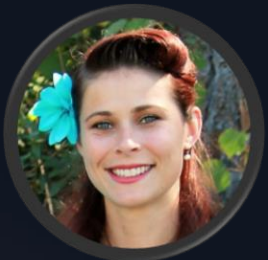


PAYROLL

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 "Tori"

Marsh

Payroll Analyst

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



Lisa Samanske

Payroll Clerk

Started with CCPS August 2022. Her work background consists of Payroll, Accounting and Human Resources.



Emily Lafond

Payroll Clerk

Started with CCPS December 2021. She is excited to be a member of the payroll department.



Cindy Woodard

Payroll Clerk

Started with CCPS April 2022. Born and raised in Charlotte County, PCHS graduate. Received her Bachelors at UNF in Jacksonville, happy to be back in her hometown with the CCPS payroll team!



Brenda Nease

Payroll Clerk

Started with CCPS in 2004 and retired in 2019. However, she missed all of us so much she rejoined Payroll department June 2020 as a Temp., then full time in August 2021.



Maxinne Calimaran

Payroll Clerk

Started with CCPS July 2022. She is a Charlotte High graduate and a student at the University of South Florida.

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](#)

Payroll Deadlines

(Unless Requested Early)

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

- 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 Pay Dates (unless stated otherwise)



Equal Pay Explained

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

Welcome to the real world, kid



- Equal Pay is:
 - Annual salary spread evenly over the entire year.
 - Same amount each pay day
(Regardless of how many days worked that pay period)

- Calculation:
$$\frac{\text{Calendar Days} * \text{Hours per Day} * \text{Hourly Rate}}{24 \text{ pays}}$$

Example:

$$\frac{194 * 8 * 27.38}{24} = \$42,493.76 = \$1,770.57$$

* Late Hire's first paycheck may be less/more than normal depending on start date within the pay period.

Leave Types Explained

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

❖ Leave form must be completed and submitted to school

Sick Days

- ❖ Teachers: 4 Advanced Sick Days on 1st Pay
- ❖ Support Employees: 4 Advanced Sick Days after one month
 - ❖ Includes: Classified, confidential and administration
- ❖ 1 Sick Day after 1 full month worked
- ❖ 1 Sick Day is Earned Monthly through February or March (depending on calendar)



Sick Leave

- ❖ Transfer:
 - ❖ To family or non-family
 - ❖ A Doctor note is required
 - ❖ Only after all other leave has been exhausted
 - ❖ Number of days MUST be on the form

Vacation Days (251 Calendar only)

- ❖ Cannot be used the first 6 months of employment
- ❖ 1 earned for each whole month worked

Personal Leave Explained

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



A diagram illustrating the relationship between Sick Hours and Personal Leave. A large light blue oval labeled 'Sick Hours' is positioned at the top left. A green arrow labeled 'Personal Leave' points from the bottom left towards the 'Sick Hours' oval. A small pink dot is located on the arrow, indicating that Personal Leave is a subset of Sick Hours.

Sick Hours

Personal Days are:

- Charged to sick (personal days come out of sick and personal)
- Not additional days given to employees, they are a subset of sick days

Employees:

- Receive an allocation of 6 personal days per year.
- Can not use personal leave if they do not have sick hours equivalent to the time requested

Time Card

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

Charlotte County Public Schools								Weekly Time Card			
Employee: _____								Position: _____			
PAF: _____								ID Number: _____			
								(Saturday)		(Friday)	
School Site/Department: _____								Week Beginning: _____		Week Ending: _____	

DAY	EXTRA HOURS (AM)		CONTRACT	LUNCH		CONTRACT	EXTRA HOURS (PM)		CONTRACT	OVERTIME	REMARKS
	START	STOP	START TIME	START	STOP	STOP TIME	START	STOP	HR:MIN	HR:MIN	Please insert abbreviations or comments below.
SAT									0:00	0:00	
SUN									0:00	0:00	
MON									0:00	0:00	
TUE									0:00	0:00	
WED									0:00	0:00	
THU									0:00	0:00	
FRI									0:00	0:00	
TOTAL HOURS WORKED									00:00	0:00	

This card must show the exact number of hours worked, including overtime, if any.

TIME REPORTED	
TOTAL EXTRA HOURS WORKED	0.00

Time Card

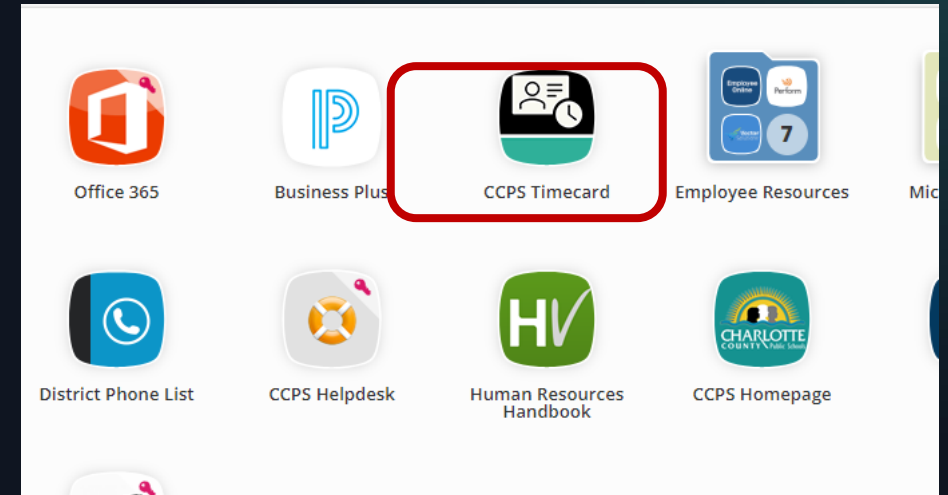
[Click here to return to topic list](#)

Time Cards

- ❖ Blank forms available on ClassLink
- ❖ **Do Not Change Formulas!**
- ❖ Must be entered in Bplus electronic Time Sheet tab
- ❖ Report hours beyond your contract in Extra Hours column
- ❖ Include PAF number, if applicable

Reminders

- ❖ Don't forget the mandatory 30 minute lunch
- ❖ Blue or black ink ONLY for signatures, Signatures are REQUIRED
- ❖ PREVENT DELAY: Incomplete time cards will be returned for correction
 - ❖ Handwritten corrections will not be accepted



Timecards

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

Reporting Extra Hours & Overtime

- Instructional staff always Report as “extra hours”

- Support staff are reported as “overtime”

CHARLOTTE COUNTY Public Schools

Payroll Time Sheets

Department: **0021**
Week Ending: **Jan 9, 2022**
Type: **Semi-Monthly**

Employee Name	Employee ID	Calendar	Hrs/Day	Reg Work Week	Holidays	Actual	Paid Leave	Unpaid Leave	Extra
	251		8.00	40.00	0.00	40.00	0.00	0.00	0.00

Date: Hrs: Type:

Comments:

- Administrative Leave
- Comp Time
- Duty (In County)
- Duty (Out County)
- Extra Hours - Instructional**
- Furlough
- ILD - Worker Comp
- Intermittent Sick Leave
- Jury Duty
- Leave Without Pay (PL)
- Meals
- Military Leave
- Overtime - Support**
- Personal Paid (PP)
- Sick (SL)
- Trips
- Union Leave
- Vacation (VL)

Timecards

Substitutes and Temporary Employees

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

1

Work Performed

- ❖ What kind of work was performed?
- ❖ Subs and temps may have different pay lines.
- ❖ Examples:
 - Para Sub
 - Break Aide
 - Sub Office assistant
 - Long Term Sub
 - Etc.

2

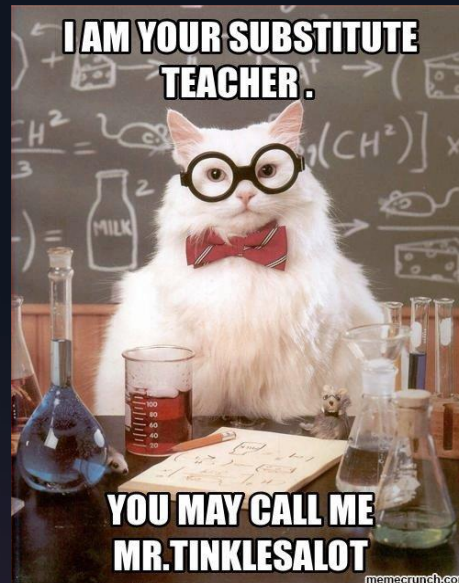
Paying for the Work

- ❖ Denote if charge is to a **project or special coding**
- ❖ This ensures proper accounts are charged.

3

PAF's

- ❖ **Payroll can not pay** unless they are properly set-up with a PAF if applicable.
- ❖ **Important:** Be sure to report hours on time since these employees are hourly.
- ❖ The sub will need a PAF for long-term sub status.
- ❖ PAF's are done at the school **before** submitting payroll.
- ❖ Long term subs can be paid at the higher rate starting on the first day of work.



Forms: Forms in Process

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

- ❖ Include this form if items are missing from your packet of weekly payroll paperwork
 - ❖ Employee location **MUST** be included on the form
- ❖ **If only a signature is missing** from a leave form or time card
 - ❖ Copy and attach (the copy) to a Forms in Process
 - ❖ **Send the original *after* it is signed**
 - ❖ Write 'COPY' on all non-originals
- ❖ The form is available in Bplus Time Sheet tab

The image displays two screenshots. The top screenshot shows a OneDrive interface with a file named '4-FORMS IN PROCESS.xlsx' highlighted by a red box. The bottom screenshot shows the BusinessPlus web application interface. A red arrow points from the '4-FORMS IN PROCESS.xlsx' file in OneDrive to the 'Time Sheet Form' link in the 'Forms' section of the BusinessPlus interface. Another red arrow points from the '4-FORMS IN PROCESS.xlsx' file to the 'Time Card Processing RESOURCES' link in the 'Resources' section of the BusinessPlus interface.

OneDrive Interface:

- Search bar: Search
- Buttons: + New, Upload, Share, Copy link, Sync
- My files > Timesheet Resources
- Files:
 - 1-Weekly Time Card-Fillable_Updt-Dec2021.xlsx
 - 2-Corrected Payroll Form.xls
 - 4-FORMS IN PROCESS.xlsx**

BusinessPlus Interface:

- Header: BusinessPlus, CCPS (7.11-PP-1) U1021CU, Billien Mccowan, Settings, Help, Logoff
- Tabs: Home, All, Doc Online, Employee Online, Finance, HR, Payroll, **Time Sheets**
- Forms section:
 - Time Sheet Form**
- Reports section:
 - 1078 - SSN or EmpID Lookup by Last Name
 - 1220 - Leave Balances by Employee ID
 - 1213 - Leave
 - 1246 - Time Card Entries
 - 1242 - Payroll Time Sheet
- Resources section:
 - Time Card Processing RESOURCES**
 - User Guide - Time Sheet Processing
 - PP101 Help - How To Guide

Forms: Corrected Payroll

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

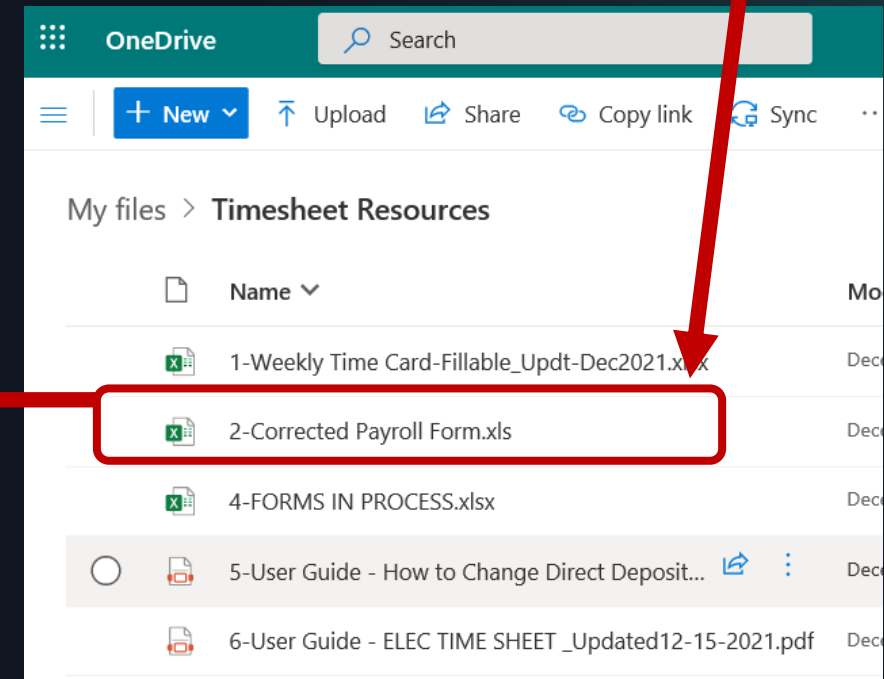
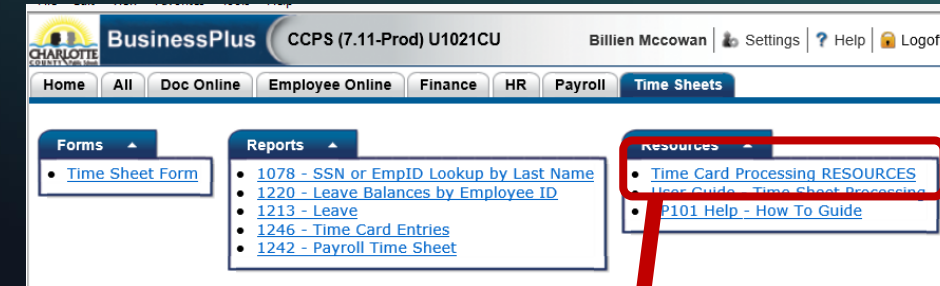
The form is available in Bplus Time Sheet tab

“From” row: Always to be the original value exactly as reported in B+

“To” row: This is what needed to be changed.

- Indicate in “Remarks” what change occurred.
- All supporting documents must be attached

Week Ending:		7/22/18		Department:		81	
NAME	Employee ID #		Reg Hours	OT Hours	Holiday	Leave Hours	REMARKS
Cinthia Walter	3775042214	From	32.5	14			Added hours incorrectly this changes her OT from 14 to 15.5 hrs.
		To	32.5	15.5			
Stephanie Hill	1227112314	From	35				Took SL 7/27 this changes Reg to 28 from 35 and Leave from 0 to 7.
		To	28			7	



Para Supplements

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

Reporting

Explained

- Paid to employees covering a minimum of 30 minutes
- Para supplements are \$5.00 per hour

Time Card

- Enter the supplement for the receiving employee only
 - Identify the teacher the para covered for in Remarks
- Clearly denote “Para Supplement” and highlight on leave form or timesheet.
- If a para is covering for something other than an employee’s absence, include coding to charge the supplement to.

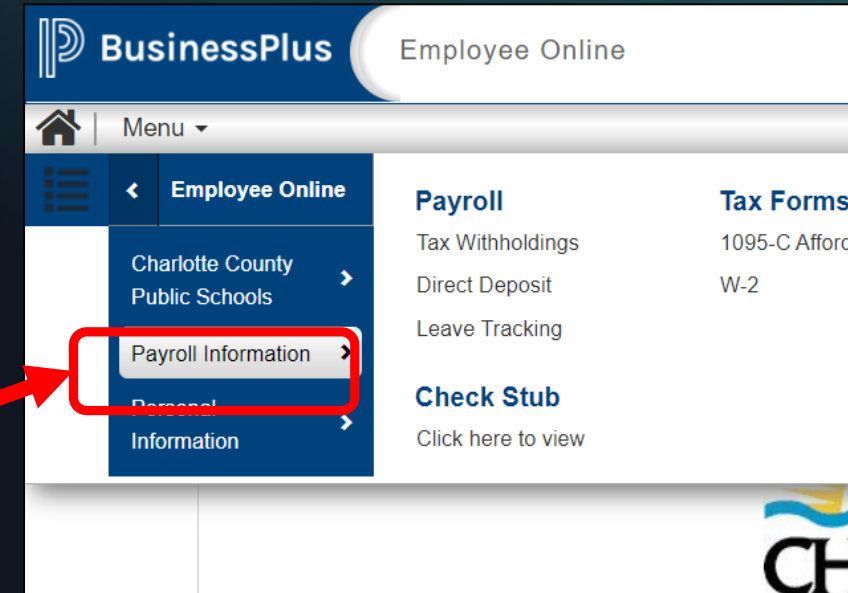
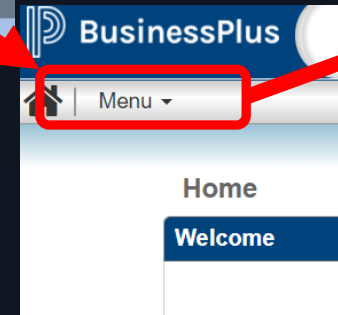
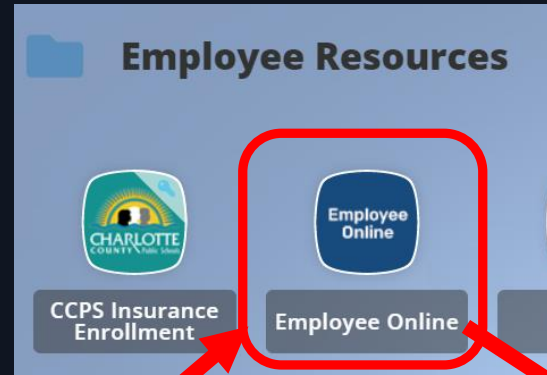
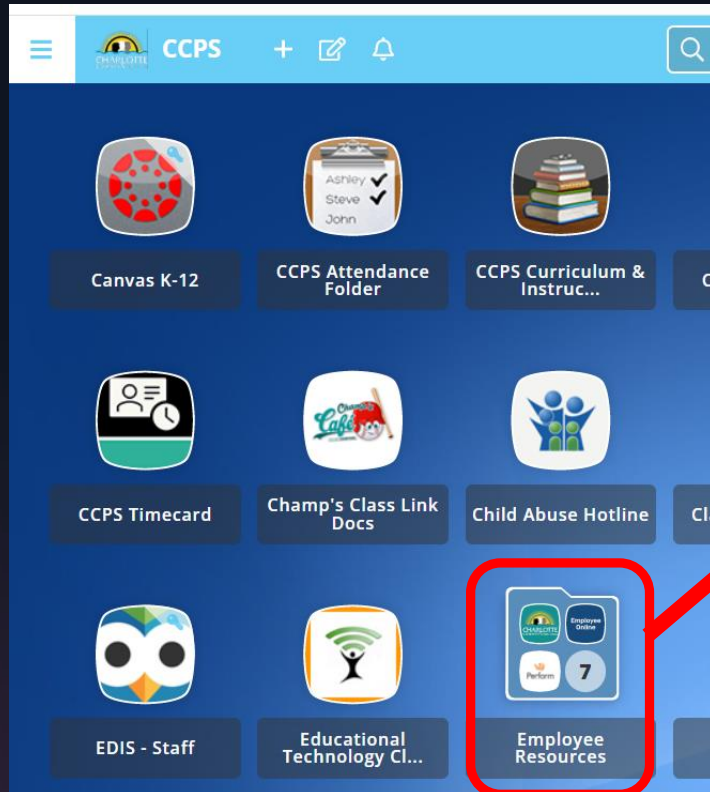


Title I and Grant funded employees

- Denoted these employees to ensure correct coding

Employee Online: Valuable Resources

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

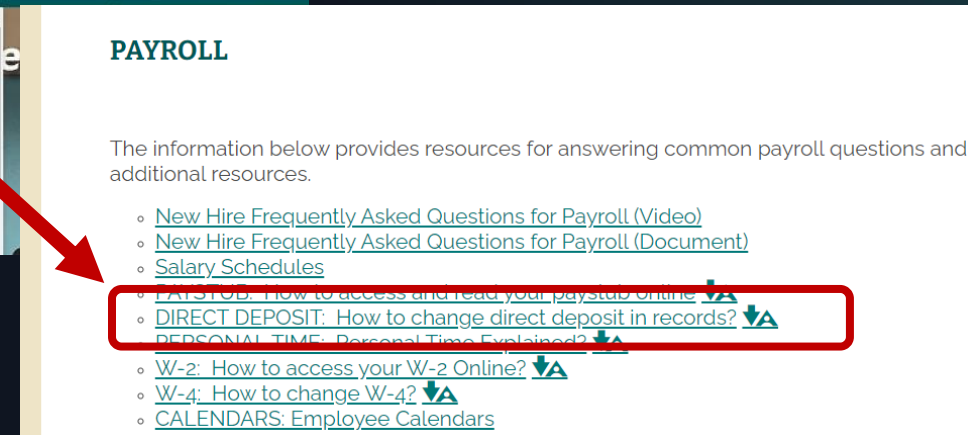
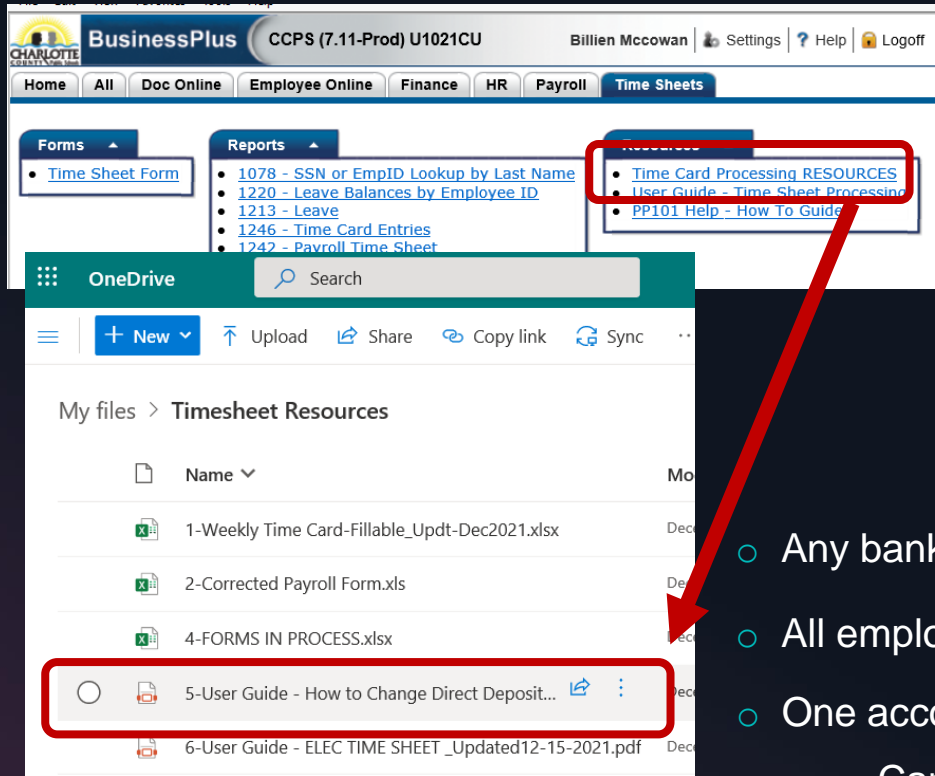


- Inform staff of information in ClassLink, under Employee Resources
 - Paystubs
 - W-2 (2019, 2020, 2021)
 - Tax Withholdings
 - Direct Deposit
 - 1095-C (2019, 2020, 2021)
 - Leave Tracking
 - How to guide

Direct Deposit

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

A step-by-step guide is available from Bplus Time Sheet tab and on Charlotte County' Public School website under Payroll (www.YourCharlotteSchools.net)

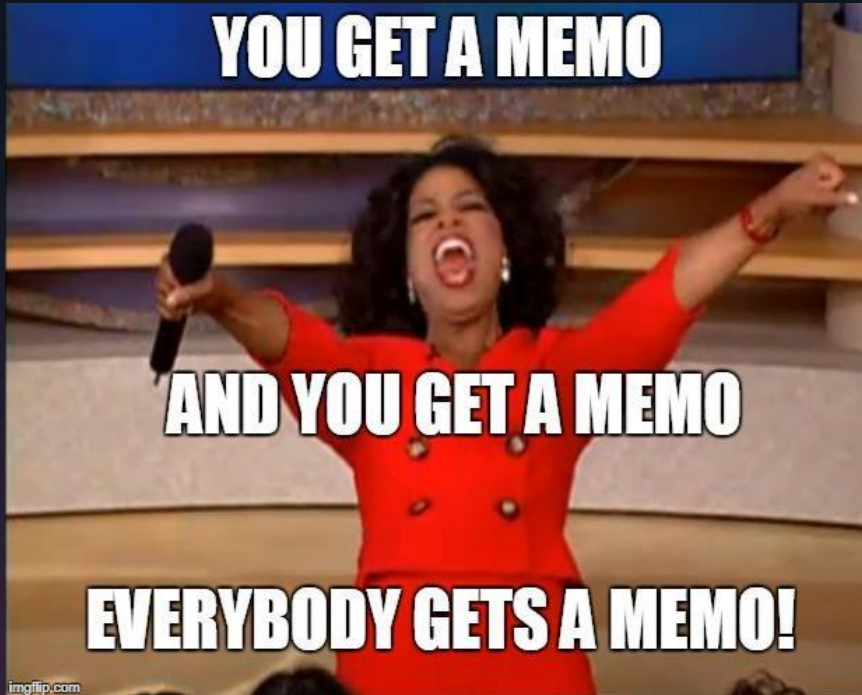


- Any banking institution
- All employees must be on direct deposit
- One account only (either checking *or* savings)
 - Cannot be split (at this time)
 - We no longer test accounts
- If you close an account, notify payroll Immediately
 - Payroll is processed *at least* 2 days prior to payroll date
- Changes to direct deposit must be done in records

Stipend Memo

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

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
- Include coding

1129 Report PAF Status

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

Reports

- [1078 - SSN or EmpID Lookup by Last Name](#)
- [1128 - Personnel Action Form \(search\)](#)
- [1129 - PAF Summary by Status](#)
- [1148 - Supplement Detail \(search\)](#)
- [1093 - Employee Supp by schl](#)
- [1139 - School Supps by Date Range](#)
- [1141 - Supplement Salary Schedule](#)
- [1068 - HQ ParaPro by schl](#)
- [1067 - ParaPro by Project](#)
- [1241 - Employee Inservice Rpt](#)
- [1136 - Substitute Listing](#)
- [1213 - Leave](#)
- [1070 - Position Control Report](#)

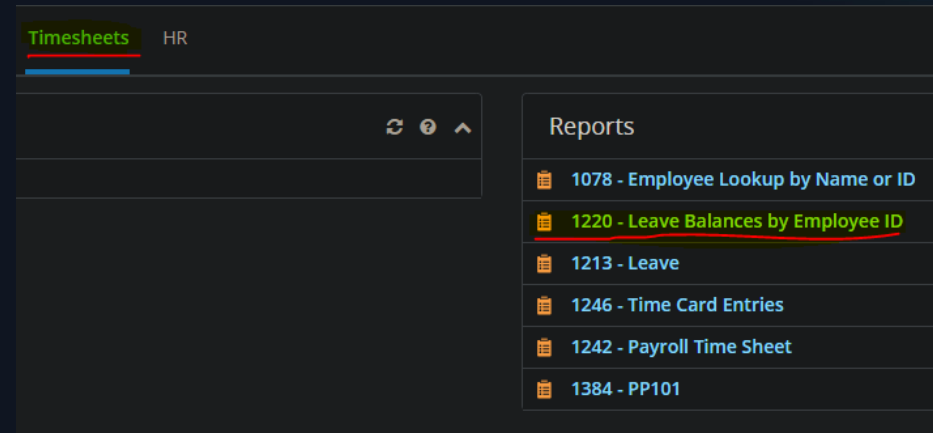
- Located under reports on
 - HR tab
 - All tab
- You see status of submitted PAFs

Charlotte County Public Schools Personnel Action Form (PAF)									
Status: All Dept: 9033		Effective Date from: 7/1/2021 thru 7/22/2021							
Status	PAF ID	Employee Name	Next Approver	Pay Req	Dept	PCN	Action Code	Effective Date	Agenda Date
DENIED									
	2104740	MARSH, DARLENE A		B	9033	9336310103	CID	07/19/2021	
SENDAG									
	2104759	MOTT, NICOLE LUJEAN		B	9033	93363105XE	TMP	07/01/2021	08/03/2021
	2104852	HILL, STEPHANIE L		B	9033	9335201805	TRA	07/06/2021	09/09/2021
	2104858	SCHELM, MARY NICOLE		B	9033	9335201809	TRA	07/06/2021	09/09/2021
	2104931	PRESSLEY, DAWN M		B	9033	93363105XD	TMP	07/09/2021	09/09/2021
	2104941	MUSTER, LEEANN M		B	9033	93363101TP	TMP	07/01/2021	09/09/2021
	2105041	AYERS, PAMELA KRISTINE		B	9033	93351071XX	TMP	07/01/2021	09/09/2021
	2200177	AYERS, PAMELA KRISTINE		B	9033	9335200901	TMP	07/01/2021	09/09/2021
	2200178	KELLY, CHRISTINE E		B	9033	9335200901	TMP	07/01/2021	09/09/2021
	2200179	DALY, JOHN J		B	9033	9335200901	TMP	07/01/2021	09/09/2021
	2200292	CROKER, MARIELA JOSEFINA		B	9033	93363101TP	TMP	07/01/2021	09/09/2021
	2200295	MARSH, DARLENE A		B	9033	9336310102	CID	07/19/2021	09/09/2021
	2200296	REYNOLDS, ELIZABETH M		B	9033	9336310102	CID	07/19/2021	09/09/2021
	2200306	LYNCH, LORI E		B	9033	9335200901	TMP	07/01/2021	09/09/2021
	2200307	BRADLEY, KELLY L		B	9033	9335200901	TMP	07/01/2021	09/09/2021
	2200308	VIVIAN, DANIELLE M		B	9033	9335200901	TMP	07/01/2021	09/09/2021
	2200644	REYNOLDS, ELIZABETH M		B	9033	9335209008	REP	07/01/2021	09/09/2021
	2200653	LAMBORN, CAROLYN		B	9033	93363101XX	TMP	07/01/2021	09/09/2021
SENDHR									
	2200456	WILLIAMS, BROOKE L		B	9033	9336310504	TMP	07/13/2021	
	2200462	SIMMONS, PENNY J		B	9033	9336310104	TMP	07/12/2021	
WAITAP									
	2200731	MOTT, NICOLE LUJEAN	Kristy L Johnson	B	9033		TMP	07/01/2021	
	2200744	PRESSLEY, DAWN M	Kristy L Johnson	B	9033	9336310502	TMP	07/20/2021	
	2200745	WOOD, SANDRA L	Kristy L Johnson	B	9033	9336310503	TMP	07/20/2021	
	2200770	PRYCE, OLIVE M	Kristy L Johnson	B	9033	9336109101	RLA	07/01/2021	

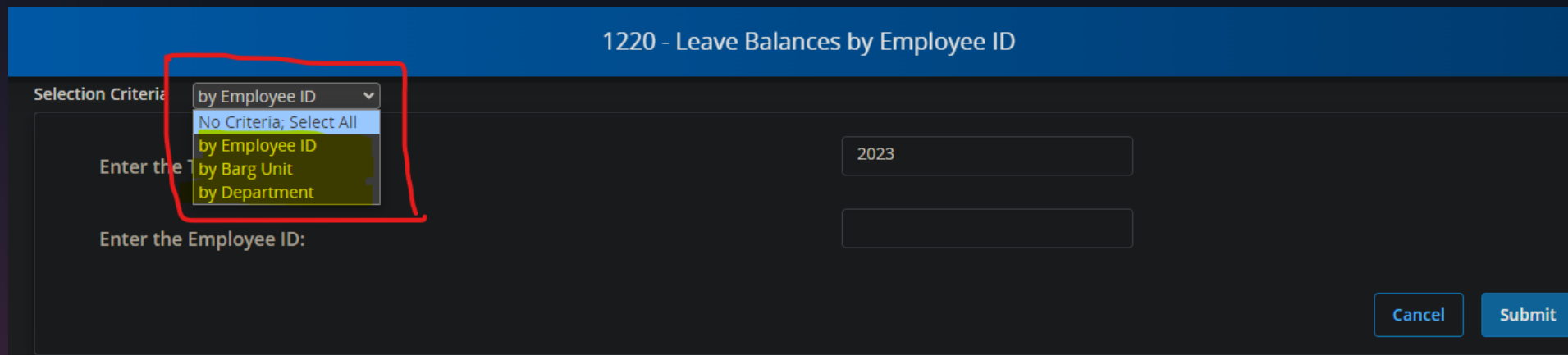
1220 Leave Report

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

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



The screenshot shows the 'Timesheets' tab in the HR system. On the right, there is a 'Reports' section with a list of reports. The report '1220 - Leave Balances by Employee ID' is highlighted with a red box. Other reports listed include '1078 - Employee Lookup by Name or ID', '1213 - Leave', '1246 - Time Card Entries', '1242 - Payroll Time Sheet', and '1384 - PP101'.

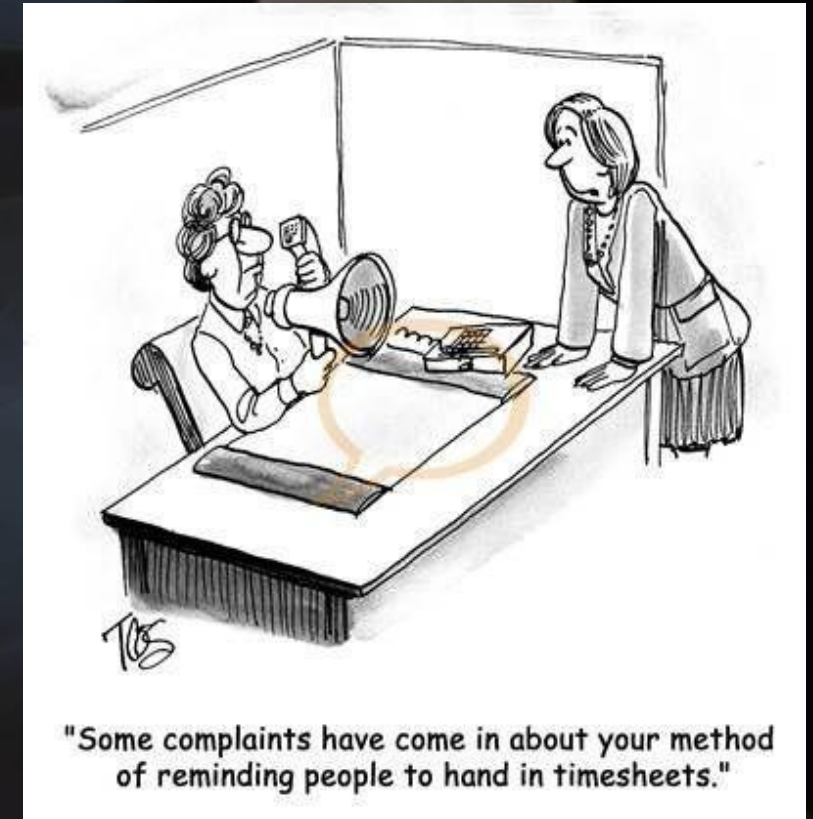


The screenshot shows the configuration screen for the '1220 - Leave Balances by Employee ID' report. The title bar is blue and contains the text '1220 - Leave Balances by Employee ID'. Below the title bar, there is a 'Selection Criteria' section with a dropdown menu. The dropdown menu is open, showing options: 'by Employee ID' (selected), 'No Criteria; Select All', 'by Employee ID', 'by Barg Unit', and 'by Department'. The 'by Employee ID' option is highlighted with a red box. To the right of the dropdown menu, there is a text input field labeled 'Enter the' with the value '2023'. Below this, there is another text input field labeled 'Enter the Employee ID:'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

Help Prevent Payroll Delays

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

- ❖ 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
- ❖ TRANSFERS / RESIGNATIONS: Send your clerk an e-mail to inform us when these events occur.
- ❖ CLEARLY MARK 'COPY' on all copies



Payroll Document Requests

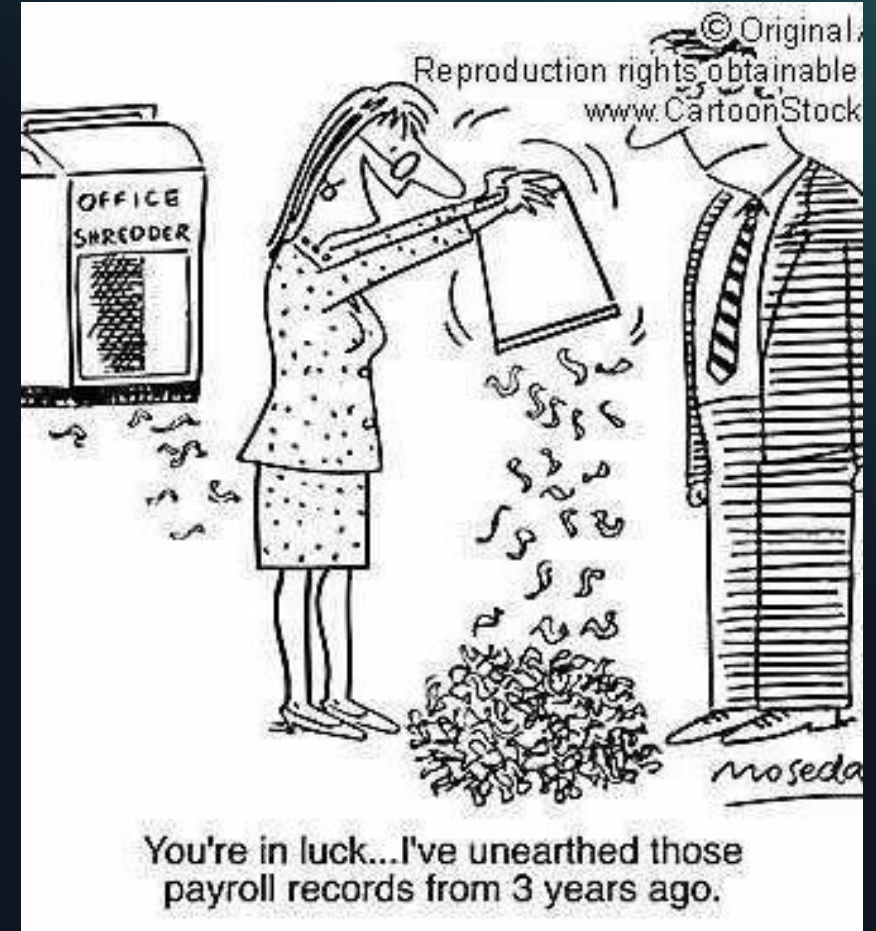
[Click here to return to topic list](#)

Employees have direct access to documents in Employee Online

- Remind staff of these resources. It helps avoid them waiting on Payroll.
 - Paystubs (21 Checks)
 - W-2 (2019, 2020, 2021)
 - Tax Withholdings
 - Direct Deposit
 - Leave Tracking
 - 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

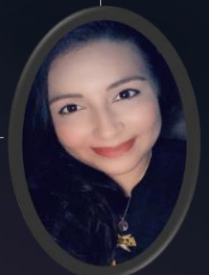
Payroll@YourCharlotteSchools.net



**McKenzie
Joseph**

X 2023

Payroll Manager



Victoria "Tori" Marsh

X 2021

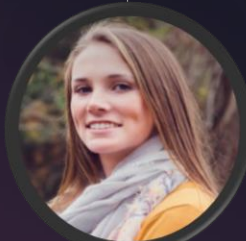
**Subs*

**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,
9022,9024,9025,9031,9032,9033,903
5,9039,9043,9044*

**Lemon Bay High School*

**Charlotte Technical College*





PAYROLL

Thanks You
for All You Do
