



## **GREGORY-PORTLAND ISD**

### **ADMINISTRATIVE REVIEW & APPROVAL OF PROCEDURES, HANDBOOKS AND MANUALS**

Under Board Policy BP (Local), the Superintendent and administrative staff shall be responsible for developing and enforcing procedures for the operation of the District. These procedures shall constitute the administrative regulations of the District.

The Superintendent or designee shall ensure that administrative regulations are kept current and consistent with Board policy. The Superintendent or designee shall resolve any discrepancies among conflicting administrative regulations. In case of conflict between administrative regulations and policy, the policy shall prevail.

Administrative regulations are subject to Board review but shall not be adopted by the Board. The Superintendent shall review and approve all procedures, handbooks, and manuals.

| <b>Handbook/Manual</b> | <b>School Year</b> | <b>Revision Date</b> | <b>Approval</b> |
|------------------------|--------------------|----------------------|-----------------|
|                        |                    |                      |                 |

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# General Information

This Payroll Procedures Manual has been prepared to provide comprehensive procedures related to payroll data and file management, payroll processing and payroll reporting requirements.

## Payroll & Oversight Department Staff

The payroll department staff may perform multiple roles; however, adequate controls of separation of duties shall be maintained at all times. The staff consists of:

|                         |                                   |                        |  |
|-------------------------|-----------------------------------|------------------------|--|
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| Alberto Silguero        | Director of Business Services     | 361-777-1091 Ext. 1009 | <a href="mailto:asilguero@g-pisd.org">asilguero@g-pisd.org</a> |
| Buffy Longoria          | Senior Accountant                 | 361-777-1091 Ext. 1017 | <a href="mailto:blongoria@g-pisd.org">blongoria@g-pisd.org</a> |
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| Jacqueline Aragon       | Payroll Specialist                | 361-777-1091 Ext. 1088 | <a href="mailto:jaragon@g-pisd.org">jaragon@g-pisd.org</a>     |

All payroll department staff are expected to comply with the Code of Ethics and Standard Practices for Texas Educators [Board Policy DH (Exhibit), G-PISD Code of Conduct (Employee Handbook), and the data systems' Acceptable Use Guidelines. In addition, all business department staff shall comply with School Board Policy CAA Local regarding fraud.

Each staff member shall have an up-to-date job description on file in the human resources (HR) department. In addition, each staff member should receive and sign a job description and corresponding evaluation instrument during the annual evaluation process. Changes to job descriptions should be made when substantial changes occur in job duties or responsibilities.

## Payroll Department Functions

In collaboration with the human resources department, the payroll department functions include the following areas:

### Compensation Management

The Human Resources Department is directly responsible for compensation management.

### Direct Compensation Management

The Human Resources Department is directly responsible for compensation management such:

- Developing and maintaining pay scales,
- Determining employee creditable years of experience,
- Determining employee initial placement on the pay scale,
- Determining employee salary (hourly, daily and/or annual salary),
- Determining the employee salary disbursement method (annualized or non-annualized),

In collaboration with the Human Resources department, the payroll department is directly responsible for compensation management such as:

- Determining the employee salary payment schedule (monthly or semi-monthly pay schedule)

#### Direct Benefit Administration

The Human Resources Coordinator within the HR department is directly responsible for benefit administration. These duties include:

- Seeking and recommending benefit plans,
- Coordinating the Open Enrollment schedule with the Third-Party Administrators (TPA)
- Processing employee changes in enrollment
- Coordinating benefit plan issues between the employee and the insurance company
- Reconciling the employee/employer benefit deductions (deduction register) with the monthly invoices

#### The following are the direct responsibilities of the Payroll Department:

- Determining the employee and employer-paid benefit amounts
- Entering the employee and employer-paid benefit amounts in the HR/Payroll system
- Processing benefit deduction payments via ACH or check

#### Leave Management

The Human Resources department is directly responsible for leave management.

#### Direct Leave Management

The Human Resources department is directly responsible for leave management such as:

- Administering Family Medical Leave Act and other extended leaves,
- Providing employee training related to leaves and absences,
- Administering a Sick Leave Pool,
- Reconciling the employee leaves at the end of the school year to the Service Record Form
- Coordinating workers' compensation and entering FMLA leave

Other HR functions include:

- Risk management such as Workers' Compensation, Unemployment Claims Wage Certifications

Other payroll functions include:

- Verification of Employment
- Collecting leave data from employees (via Frontline or Skyward)

## **Payroll Department Reference Information**

The payroll department reference information includes basic payroll information that is used on a regular or daily basis to manage the payroll functions.

#### Calendars

Annual calendars shall be developed and distributed by HR as appropriate to all stakeholders. Annual calendars include:

- School Calendar – adopted by the Board of Trustees

- Work Calendars – Calendars with the scheduled working days for each Days/Year Group.

The duty dates for all district staff shall be calculated on an annual basis using the School Calendar and Work Calendars. The duty dates schedule shall include the 1<sup>st</sup> reporting date and last reporting date of each school year for every Days/Year Group.

The Duty Dates Schedule shall not include the total number of days (as recommended by TASB). All staff may be scheduled to work a given number of days, but the scheduled days do not necessarily represent the total number of days to be worked during the school year.

The Duty Dates Schedule shall be prepared and distributed to all district staff no later than June 30<sup>th</sup> of each school year for the following school year.

### Pay Dates and Pay Periods

The pay dates for the school year shall be scheduled as noted below. The pay date schedules shall include the pay periods for leave and supplemental pay purposes:

- Monthly Pay Dates (on or near the 20<sup>th</sup> of the month)
- Semi-Monthly Pay Dates (on or near the 5<sup>th</sup> and the 20<sup>th</sup> of the month).
- Supplemental Pay (Game workers, tutorials, etc.) on or near the 27<sup>th</sup> of the month
- Substitute Pay Dates (on or near the 23<sup>rd</sup> of the month)

All employees shall be paid on an annualized basis as noted below:

- Semi-Monthly (Auxiliary Staff) - Twenty-four (24) paychecks per school year, starting in August or September, depending on the work calendar
- Monthly (Professional and Paraprofessional Staff) – Twelve (12) paychecks per school year, starting in July, August, or September

### Payroll Deadlines

The payroll deadlines for timekeeping, leave, and other records shall be submitted by campuses and departments on a timely basis in accordance with the established Payroll Annual Deadlines. The deadlines shall be posted on the Business web page to ensure that all stakeholders are aware of and comply with the deadlines.

To ensure timely and accurate disbursement of wages, the payroll department must receive all timekeeping, leave, and other records by the established deadlines – the payroll disbursement deadline must be met without fail.

If a campus or department misses an established deadline, an email notification/reminder shall be forwarded the day after the deadline. If a campus or department regularly misses established deadlines, the Director of Business Services shall be notified to ensure that the non-compliance is addressed at an administrative level.

### Pay Scales

The pay scales for the school year shall be developed by the Human Resources department and submitted to the Superintendent for review and School Board approval.

## **Data Entry and Validation**

All data entry shall be from the appropriate source document(s). All data entry shall be validated (verified) with the source documents. A system of checks and balance shall be in place to ensure that all postings to the payroll system result in the desired outcome. For example, a supplemental pay transmittal shall be validated to ensure that the total amount matches the supplemental pay timesheet/record(s).

Ongoing, daily data entry validation greatly increases the accuracy of the fund accounting and facilitates reconciliation of the payroll disbursements.

## Segregation of Duties

At a minimum, the payroll department staff shall operate under a segregation of duties, including but not limited to, the following:

- **Endorsement of checks** – The same staff member shall not prepare **and** endorse payroll checks.
- **Bank reconciliations** – The same staff member shall not prepare payroll cash disbursements, cash deposits, or other cash transactions **and** reconcile the payroll bank accounts.
- **Maintain non-cash accounting records** – The same staff member shall not prepare payroll non-cash general ledger transactions **and** post the payroll transactions to the general ledger.
- **Employee Master File** – The same staff member shall not create the employee master file **and** enter payroll compensation and/or benefits for the employee.

## Retention of Records

All payroll records for the current fiscal year shall be retained for audit purposes in accordance with the district Local Records Retention Schedule. Destruction of records, at the expiration of the records, shall also be in accordance with the district's Local Records Retention Schedule. Note: The Destruction Schedule [list of all records destroyed] is a permanent document. Unless a record that has been destroyed is specifically listed on a Destruction Schedule, it is presumed to still exist.

The Payroll Supervisor is responsible for maintaining the district's payroll records as the records facilitator. Any inquiries regarding the retention, disposal, or inclusion of new record series should be addressed to either the District's Records Management Officer (RMO) or the designated record keeper.

## Data System Security & Access

Payroll department staff handles and/or processes a substantial amount of confidential information. All staff members are strictly prohibited from revealing confidential information to an unauthorized individual. All business office staff shall sign a [Confidentiality Agreement](#) on an annual basis. Among the most critical information is documentation related to employee's health, benefits, finances, family members, or other personal information. Violators will be subject to discipline, employment termination, and/or may be reported to the appropriate legal authorities. Violations of some protected information, such as health or medical information, are also protected by federal laws, such as HIPPA.

The district utilizes the following software programs for business operations such as finance, HR, payroll, etc.

- Skyward Finance – the district is currently using the following modules:
  - Accounts Receivable
  - Bank Reconciliations
  - Budget
  - Employee Access/Self-Service
  - Finance
  - Human Resources

- Purchasing
- Payroll
- Skyward True Time – the district is currently using the Skyward True Time timekeeping system to collect and track all non-exempt staff work hours and leave
- Frontline – the district is currently using the Frontline Substitute and Leave Management System to Track all substitute assignments.
- DocuNav Solutions - the district is currently using DocuNav Solutions for records management, forms software, and automation software.
- Informed K12 – the district is currently using for workflow automation solution that helps the district's administrators manage forms, workflow, and approvals.

The payroll department staff shall be authorized to access the district’s financial and/or payroll system(s) for job-related purposes only. Use of the systems for personal reasons or benefits will result in disciplinary action, up to and including employment termination.

Each staff member shall take appropriate steps to ensure that their respective computer system is managed in a controlled environment to prevent unauthorized access. At no time (including lunch breaks) shall a computer system be logged on to a financial data system while unattended by the respective staff member. If an automatic screen lock capability is available, computer systems shall revert to a screen lock after 15 minutes of nonuse.

## **Assignment of Access and Passwords**

Access to data systems shall be based on the specific job duties and responsibilities of each staff member. Except for limited exceptions, staff will not be given unilateral access to all modules in the financial and payroll system. These restrictions on unilateral access are designed to prevent complete autonomy, which could lead to fraud.

Each staff member shall be responsible for securing their assigned (selected) password. At no time shall passwords be shared with others or posted in visible locations within the staff member’s workspace. Violators of this restriction shall be subject to disciplinary action, including but not limited to employment termination.

Data system access to the authorized modules shall be determined by the Superintendent. Each staff member shall have access to their respective database(s) and tabs within a database based on their position. Security roles will be established and assigned with specific access to each module. In the event that a staff member gains access, due to human or software error, that he/she is not entitled to, it is the responsibility and duty of the staff member to notify the Director of Business Services regarding the ability to access the restricted database or module(s).

Other secured access may include one or more of the following payroll-related websites:

- [TRS Employer Reporting Login – TEAMS](#)
- [EFTPS Online](#)
- [BCBS of Texas \(TRS Medical Insurance\) Benefit Administrators Site](#)
- [Docunav Solutions – Laserfiche Forms](#)
- [Docunav Services – Repository](#)
- [Informed K12](#)
- [FFenroll – First Financial Administrators Admin User Login](#)
- [Frontline Absence & Leave Management Admin Site](#)
- [Skyward True Time - Clocking In/Out](#)

- [Skyward True Time – Modifying Timesheets](#)
- [Skyward True Time – Submitting Timesheets](#)
- [TASB – HR/Payroll Services](#)

## Revoking Access to Data Systems

Access to payroll-related data systems is subject to change and/or revocation when changes occur to a staff member’s position, duties, or responsibilities. Access to payroll-related data systems is also subject to revocation when a staff member violates the Responsible Use Guidelines.

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1052&code=CQ#legalTabContent>

## Payroll Department Staff Training

Every payroll department staff member will be scheduled to attend at least one training and/or conference opportunity per year.

An annual training calendar shall be developed that may include, but is not limited to, topics in the following areas:

- Account coding
- Audit requirements
- Legal changes, such as federal or state laws
- Data system (Skyward)
- Federal laws under the US Department of Labor

Staff members who have attained TASBO certification status will be allowed to attend at least 20 hours per year (for a total of 60 every 3 years) through a TASBO-approved CEU provider.

Additional training requests should be submitted to the Director of Business Services. It is the employee’s responsibility to request additional training that he/she feels will be beneficial in performing the assigned job tasks. At times, the immediate supervisor may also recommend or direct that a staff member attend specific training to improve their skills or comply with a Growth Plan.

To support compliance with payroll policies and procedures, the payroll department shall conduct annual training for campus and department administrative and support staff, as appropriate. The Payroll Supervisor shall be responsible for developing the training calendar. Critical training areas shall include, but not be limited to:

- Timekeeping procedures
- Leave and Absence Management
- Board policies related to payroll management

In addition, the district shall post Employee Training Resources (presentations) on the Business Webpage to provide “Training on Demand” in the following areas:

- Timekeeping procedures
- Time Off Procedures
- Board policies related to payroll management

# Payroll Data Management

## Employee Demographic Information

Employee demographic data shall be collected and entered by the Human Resources department. **Note. The same individual shall not have access to create employee demographic data and payroll data as such access would subject the district to a potential for fraud.**

The Human Resources department shall create the basic employee demographic information such as:

- Employee ID number [Note. Number of automatically assigned by the HR/Payroll system.]
- **Social Security number**
- **Full legal name, including Maiden name and Former name, if provided**
- Mailing address and Alternate address, if any
- Phone number(s)
- **Sex code**
- **Date of birth**
- **Ethnicity and Race**
- Emergency contact information
- Marital status
- Driver's license number and expiration date
- Restrictions for public release of information
- Citizenship status
- **Texas Unique Staff ID**
- Work email address – may be used for payroll disbursement purposes

The employee demographic data denoted in **BOLD** is submitted through PEIMS. A change in name and/or address shall be reported to the TRS through an ED20 and ED40 record.

## Employment Information

Employment information shall be collected and entered by Human Resources. The employment may include:

- Employee status – the status should be determined by the HR department at initial employment and when employment changes occur and reported to the payroll department via the export function in Skyward or a workflow (form) to notify payroll of new hires, changes in employment, and separations.
  - 1 – Active professional
  - 2 – Active auxiliary
  - 3 – Retired
  - 4 – Resigned
  - 5 – On Leave
  - 6 – Substitute
  - 7 – Substitute retired
  - 8 – Temporary
  - 9 – Other

- A – Long term substitute
- **Highest degree – highest degree earned**
  - 0 – No degree
  - 1 – Bachelors
  - 2 – Masters
  - 3 - Doctorate
- **Percent of day employed** – enter the percentage of day based on the district’s standard work day. For example, if the standard work day is 8 hours, a bus driver who drives 5 hours a day would be coded as 62%, a teacher working 4 hours a day would be coded as 50%, and a custodian working 8 hours a day would be coded as 100%. The total work hours for an employee with a dual assignment or primary and secondary job should determine the percentage of day employed. For example, an employee employed to work 4 hours a day as a bus driver and 4 hours a day as a cafeteria worker would be coded as 100%.
- **Original employment Date** – the first day of work in the district. Note. All new hires shall be reported to TRS through an ED20 & ED40 record.
- **Latest re-employment date** – if the employee was a prior employee and is subsequently employed, the new employment date should be entered.
- **Total years of professional experience** – enter completed years of experience (not including current year). Professionals include Teachers, full-time librarians, full-time counselors, full-time school nurses, other employees who are required to hold a certificate, and any other personnel reported to PEIMS with a “Professional” Role ID (Code Table 021). **Note. The HR department shall obtain new hire paperwork to determine the creditable years of service for salary purposes.**
- **Total Years of Professional Experience in the District** – enter the completed number of years of professional experience even if a break in employment occurred. [Note. This field should add the total years of experience in the professional staff category only.]
- **Non-Professional Experience** – Total Years and Years in District. **Note. The HR department shall obtain new hire paperwork to determine the creditable years of service for salary purposes.**
- **TEA Reporting**

- **Responsibilities**

- Contract Information – Contract class, term and year
- Termination date – Effective date of termination/separation and the reason code [drop-down box] as reflected on an Employee Action Memo. Note. All terminations shall be reported to TRS through an ED90 record.
- Unemployment Eligibility – Check all appropriate boxes for Quarters 1, 2, 3, and 4.
- Fingerprint information – Status of extract, extract date, and fingerprinting date
- Extra duty pay – annualized extra duty pay/stipend including the account code, amount, remaining amount, and remaining payments.

The Payroll Department should enter the following:

- Retirement date – if the employee is a TRS retiree, the date of retirement should be entered. [Note. The date of retirement may be obtained through a View Employee Information query in the TRS TEAMS system.]
- Employment Type
  - F – Half-time or more
  - M – Temporary
  - P – Less than half-time
  - S – Substitute
- Retiree Surcharge – Check the box if a TRS retiree is subject to the TRS surcharge(s). If a TRS retiree is subject to the surcharge(s) **and** scheduled to work half-time or more the box should be checked. If a TRS retiree is subject to the surcharge(s) and is not scheduled to work more than half-time, the retiree must track their actual work hours every month to determine if they have exceeded the TRS maximum half-time hours per month. If the retiree is subject to the surcharge(s) during any given month, the box should be checked to ensure that the applicable surcharges are applied during the payroll process.
- Retiree Employment type –
  - C – Combination or substitute and half-time or less
  - F – Fulltime
  - H – Halftime or less
  - S – Substitute
- Extended Leave – Begin and End date of extended leave such as FMLA, Temporary Disability, etc. as reflected in the notification from the HR department.

The employee demographic data denoted in **BOLD** is submitted through **PEIMS**.

## Pay Information

Pay information shall be collected and entered by the payroll department. The pay information may include:

- Pay status – the status should be determined by the payroll department:
  - 1 – Active - employee is active to receive a paycheck
  - 2 – Inactive – an employee who is not active to receive a paycheck
- Pay status – campus or department check location
- Dock rate – calculated amount if the Auto Computing Salary is activated (HR District Options)
- Tax Information – based on the most recent Form W4 – verify the employee master file SSN. [Note. If the employee has elected to have an additional withholding from step 4(c), enter the amount in the Deduction Code record (1WX) which is attached to the primary pay record.
  - W4 Status – Step 1
  - Multiple Jobs or Spouse Works – Step 2
  - Claim Dependents and Other Credits – Step 3

- TRS Information
  - Refer to the Quick Reference Guide with TRS position and pay codes.
- Bank information – Direct deposit information – initial entry and changes should have the Prenote box checked to ensure that the banking information is validated through the district’s depository bank through a Prenote file. Employees should be allowed to select one or more banks to receive their wages. An electronic request for direct deposit through DocuNav should be completed by the employee as part of the new hire paperwork and at any time to change the banking information.

## Job Information

Job information shall be collected and entered by the Human Resources department. The job information may include:

- Job Code – Employee should have a primary job code, but may have multiple secondary job codes.
  - Every job code must have a percent assigned for the job code.
  - The Human Resources department shall maintain the Employee Type Code
- Primary campus – select the campus or department code
- Contract Info –
  - Pay type
    - Contracted employee (Professional employee whose salary is annualized). [Caution. The employee will automatically receive a check if the pay date is less than the employee’s payoff date.]
    - Non-contracted employee (Para or auxiliary employee whose salary is annualized). [Caution. The employee will automatically receive a check if the pay date is less than the employee’s payoff date.]
    - Hourly – (Para or auxiliary employee who is paid based on the actual work hours). [Note. If no hours are entered or imported, the employee will not receive a paycheck.]
    - Substitute – (Substitute employee paid on an hourly or daily basis based on the actual work hours/days. [Note. If no hours/days are entered or imported, the employee will not receive a paycheck.]
  - Pay Grade – should match the pay grade on the Para/Auxiliary Pay Scale (HR Tables) for the job code(s)
  - Salary – the total salary and remaining salary are set the same at employment. If a salary is recalculated during the school year, the total salary, remaining salary, number of remaining paychecks, daily rate, pay rate, and payoff date should be changed to match the new salary. The “Calculate” function may be used to calculate the daily and pay rates or the amounts may be entered manually.
  - Payoff date – The payoff date should represent the final paycheck for the school year. If the date is incorrect, an early payoff and a delayed payoff may occur. The payoff date may also impact the deductions taken on each pay date.
  - The Equal Employment Opportunity Commission code (EEOC) should reflect the employee’s job code. The Employee Type Code includes the EEOC code. If the EEOC code is included on the Employee Type Code, it will automatically populate which should ensure consistency in data.
  - Exempt status – the exempt status box should be checked if the employee meets the Fair Labor Standards Act (FLSA) exemption rules. Note. The employee’s exempt status is noted on the employee’s job description.

- Overtime eligible – the overtime eligibility box should be checked for all non-exempt employees as defined by the FLSA.
  - The overtime and hourly rates should also be entered for non-exempt employees to ensure that the overtime calculations are accurate.

State Info

- State Step – the state step shall reflect the total years of creditable experience based on the Commissioner’s Rules.
- TRS Member Position Code – the TRS member position code is an important data field for TRS reporting purposes. The TRS-required codes and expanded definitions are noted below:
  - 01 – Professional – Superintendent, Principal, Accountant, Director, Administrator, etc.
  - 02 – Teacher, librarian
  - 03 – Support staff – Aide, clerk, Security, Maintenance, Groundskeeper, Food Service, Secretary, Computer Technician, etc.
  - 04 – Bus Driver
  - 05 – FT nurse/counselor
  - 06 – Peace Officer
  - 07 – Food service worker
- State Minimum Salary, Foundation Daily rate, percent assigned and days employed
- Calendar/Local Options
  - Calendar – the School/work calendar for the employee should be entered based on the total days the employee is “scheduled” to work. Actual work days may vary. Best practice: the district should attempt to minimize the number of work day calendars to facilitate management of work/accrual calendars.
  - Begin and end dates should match the employee’s start and end dates for the school year.
  - Number of days employed – should match the employee’s scheduled work days
  - Years Job Experience – enter the job-related experience. This field is used to record non-public education experience that was awarded on a 2:1 ratio for the employee’s primary job.
  - ⊖ Workers Compensation Code – The workers compensation benefit code shall be set up for each employee based on the different classes of employees.
- Accrual Information – There are no ongoing accruals, the district posts accruals only at end-of-the-fiscal year for audit purposes.

## Distributions

The Distribution information shall be collected and entered by the Human Resources department using the position control system. HR shall notify payroll of changes to the account distribution codes via the export function in Skyward. The distribution information may include:

- Account code for each job code. The account code may be entered in the Job Code Table to automatically populate the correct code for each job code.
  - The account code must represent the funding source, function, object code, organization, fiscal year, and program intent code for each job code.
  - The object codes for exempt staff are restricted to:
    - 6112 – Substitute teacher pay
    - 6117 (Extra duty pay) & 6118 – Stipends
    - 6119 – Base salary for exempt staff
  - The object codes for non-exempt staff are restricted to:
    - 6121 – Extra duty pay/overtime

- 6122 – Substitute support staff
  - 6129 - Base salary for non-exempt staff
- The object code for employee allowance such as auto, housing, cell phone and uniforms is 6139.
- The district’s Chart of Accounts should be used to ensure that the correct account codes are used in the distribution record.
- If an account code entered for an employee generates an error message, the account code may not be part of the finance general ledger (budget). If this occurs, notify the finance administrator to determine if the account code is accurate and must be added to the finance general ledger or if it’s incorrect and must be corrected in the distribution record.
- Account codes for teachers and education aides shall be based on the students that they serve. The FTE Summary shall reflect the percentage of time by Program Intent Code (PIC) for each staff member as supported by the campus master schedule and/or campus roster of personnel.
- The HR department shall reconcile the master schedule assignments with the position control system throughout the school year but especially before the 1<sup>st</sup> paycheck of the school year and at the beginning of the 2<sup>nd</sup> semester as teacher assignments may occur at the start of a new semester.
- The amount to be charged (annual amount) to each account code should be entered. If an employee has two or more account codes for their base salary, the appropriate percentage should be entered for each account code. The total base salary percentages should total 100%.
- Activity code – the default activity code is 80 – base salary. The PEIMS Payroll Activity Code Table C018 should be used to determine the correct activity code for supplemental pay such as athletic, club or other stipends.

## Deductions

The Deduction information shall be collected and entered by the Payroll department. All employee deductions shall be supported by a signed (written or electronically acknowledged) document.

The Enrollment Confirmation form shall be used to enroll, change or drop deductions managed through the districts’ Third-Party Administrator, First Financial Administrators of America.

The deduction information may include:

- Net Amount – the net amount represents the employee-paid amount for each deduction.
- An employee’s election to have additional withholding deducted from their wages should be documented on a Form W-4.
- An employee’s election to have annuity deductions from their wages should be documented on a Salary Reduction Agreement **and** approval from the district’s 403b and 457b Administrator to ensure that the annual limits are not exceeded.
- All other employee elections should be supported by the appropriate benefit enrollment form or employee written statement.
  - Employee benefit elections for TRS Active Care, Dental, Group Term Life, and other voluntary deductions, except for agent-required products noted below, can be posted to the Deductions section upon receipt of the election form.
  - Employee benefit elections for an agent-required product such as disability, cancer, accident, or Texas Life insurance must be processed by FFA before making any payroll deductions. Upon approval from FFA, the deductions should be added in the Deduction section.
  - Employee benefit elections for Texas Life Insurance is effective the month of the deduction.

- Employer contribution – the employer contribution represents the district-paid amount for each deduction. G-PISD: The employer-paid contributions include the following:
- TRS Active Care contribution up to \$325 per month. The semi-monthly contribution is ½ of the total monthly contribution.
- Supplemental benefits and insurance – Supplemental flags should be checked for each deduction that the employee has elected to include in their supplemental plan election for the plan year **G-PISD: The Plan Year for the district is September 1 through August 31<sup>st</sup>.**
- Prior to every pay date, the deduction information should be changed as necessary to include employee benefit election changes.

Every employee shall complete a [Wage Deduction Authorization Agreement](#) upon employment to ensure that if a miscellaneous deduction due to overpayment of wages, leave taken over earned, non-return of district uniforms/supplies, etc. that the district has written authorization to make the deduction(s).

## Leave Information

The Leave Information shall be collected and entered by the Payroll department. The payroll department shall utilize the Frontline and/or Skyward systems to collect and enter/import all staff leaves. According to the Employee Handbook, *“employees must document any leave of absence using Skyward Time-Off and immediately post their absence into Frontline for payroll purposes.”*

The leave balance information may include:

- Leave type code – the leave type codes are included in the Leave Type Code Table. The leave codes noted below should be added for all district employees (except substitutes, temporary or seasonal workers).
  - 01 – Local Sick Leave – 5 days for all staff
  - 02 – State Personal Leave – 5 days for all staff
  - COMP – Comp time – applicable only to non-exempt staff – hours posted as used and/or earned
  - Other leave-type codes should be added as needed throughout the school year
- Beginning leave – The beginning leave should represent the balance of year carried forward from the prior school year, if any. The beginning balance may also include state leave (state sick or state person) that the employee transferred to the district on an Official Service Record.
- Earned leave – The leave earned should represent the leave earned during the school year. According to TEA, all state leave shall be made available to employees at the beginning of their school year. The district has the option to provide local leave at the beginning of the school year or throughout the school year under DEC Local policy. **G-PISD: The district shall make all state and local leave available to employees at the beginning of their school year.**
- If an employee begins the school year after the start date of their respective work calendar, the employee’s leave earned shall be reduced to the appropriate amount of leave based on the district’s leave pro-ration policy **G-PISD: The district pro-rates state and local leave based on the number of days employed under Board Policy DEC Local.**
- If an employee separates from their employment before the end of their respective work calendar, the employee’s leave earned shall be reduced to the appropriate amount of leave based on the district’s leave pro-ration policy. **G-PISD: The district pro-rates state and local leave based on the number of days employed under Board Policy DEC Local.** The Payoff Calculation Form should reflect the actual leave earned based on the date of separation or the number of days worked, as applicable.

- Used leave – The leave used should represent the leave that the employee has used during the school year. Note. The leave used and leave balance do not include any leave transactions that have not been processed through a payroll check.
- Leave balance – The leave balance should represent the remaining leave available for use by the employee. Note. The leave used and balance do not include any leave transactions that have not been processed through a payroll check.
- The HR department shall notify the payroll department of all extended leaves such as Administrative Leave, Temporary Disability Leave (TDL), and Family Medical Leave (FMLA).

## Employee Payroll File Management

### Employee Payroll File

Employee payroll files shall be created and maintained by the Payroll department. A Payroll Employee File Checklist form shall be used to ensure that all required documents are maintained in the appropriate file system. The employee payroll file may include the following:

- Employee Status Changes
  - The HR department shall report all employee status changes to the payroll department in accordance with the payroll period begin and end dates using the Skyward export function or a workflow (form).
  - The record of employee status changes includes:
    - New Employment
    - Change of name/address
    - Resignation/Termination
    - Leave of Absence and Extended Leaves such as FMLA & TDL
    - Change in Salary, Step, Degree, etc.
    - Transfer to Other Position
    - Other status change
- Salary Information
  - The HR department determines the salary information and notifies the employee at the time of job offer
- Tax Information
  - Form W4 – Form(s) executed by the employee to designate the withholding status and number of exemptions
- Direct Deposit Information –
  - Direct deposit form – Form(s) executed by the employee to designate their bank(s) for net pay direct deposit purposes.
  - Pre-note verification and/or bank account number rejection notice
- Other Documents
  - Benefit Election Forms – Employee election forms (if not filed separately)
  - TRS Eligibility – TRS Enterprise Application Modernization (TEAM) uses an employee information inquiry to determine if the employee is an active TRS member at the time of employment and/or re-employment

Other documents may be filed in an alpha or pay campus order for ease of use, retrieval and/or reconciliation. Examples of documents to be filed separately include:

- Benefit Election Forms
- Cafeteria Plan Enrollment Forms
- Salary Reduction Agreement Form

Upon separation from the district, the employee payroll file shall be inactivated and move to the inactive files for archival purposes.

## Payroll Data Verification

The payroll department shall conduct data verifications throughout the school year, especially in the areas of new hires, transfer of personnel, and employee separations.

### New Hires

All applicable payroll data fields shall be entered upon initial employment of a new hire. The payroll data shall be verified with the source documents such as the Skyward export or workflow (form) from HR, Form W-4, Benefit Election forms, etc. **The payroll department shall verify all new hire data entry prior to the issuance of the first paycheck.**

### Employee Transfers and Other Changes

All payroll data fields shall be verified for accuracy after an employee transfer from one position, employment status, or other change.

Other payroll data related to estimated salary, number of paychecks, payoff date, workers' compensation, accrual information, distributions, deductions, and leave shall be changed to ensure accuracy in payment and reporting of the employee wages and benefits.

On at least an annual basis, the critical data fields shall be verified using HR/Payroll system data extracts, payroll file audits, and other data quality checks, as appropriate.

At a minimum, the following critical data shall be verified at the designated time periods as noted below:

- Leave data – prior to the beginning of the school year **and** prior to the generation of Teacher Service Records – typically by June 30<sup>th</sup>
- TRS-related data – prior to the 1<sup>st</sup> report month for the school year (September)
- Salary-related data – prior to the 1<sup>st</sup> pay date
- Deductions – prior to the 1<sup>st</sup> deduction of the school year or plan year, as applicable
- Account code data – after the budget adoption **and** before the 1<sup>st</sup> pay date
- Year-to-date earnings data – prior to the preparation of the Form W2s (typically January)
- Insurance-related data – prior to the Affordable Care Act reporting deadline (typically January)

# Payroll Processing Procedures & Checklists

The payroll department shall use the [Payroll Processing Checklist](#) to ensure that all payroll disbursements are processed consistently and in an accurate manner. The Payroll Processing Checklist includes multiple steps such as:

- Preparation
- Maintenance Data Tab
- Payroll Processing Tab
- Reports

Every item on the checklist is included for a specific purpose; therefore, no steps shall be skipped during the payroll process.

## Payroll Preparation

Changes to employee data that occurred during the pay period should be updated prior to entering or importing timekeeping or leave records.

### Change in Employee Information (Name and Address/Phone Number)

All employee name changes should be received from the HR department on a weekly basis. Changes such as address or other contact information shall be submitted to the payroll department through Skyward Employee Access and will be approved by the Payroll Supervisor.

The HR department shall enter the employee name change in the Demographic record in the Skyward Finance HR/Payroll system.

The payroll department shall enter the employee information changes as noted below:

- Payroll file – the employee’s payroll file should be re-labeled if a name change has been processed by the HR department.
- BSwift Systems – the benefit enrollment system(s) should be changed to reflect the name and/or address change to ensure that the insurance carrier(s) are notified to update their systems and possibly to issue an insurance card(s) under the new name.
- TRS – the name and/or address changes shall be submitted to TRS through the TEAMS reporting system to ensure that the employee’s member file at TRS reflects the current name and/or address.

### HR Notification of Changes in Employee Status

All employee changes should be received from the HR department on a weekly basis and in accordance with the payroll periods. The changes shall be processed in accordance with the payroll period beginning and end dates. The HR department shall submit all changes due to the following to the payroll department using the export function in Skyward or a workflow (form).

- New employment – All new employee information shall be submitted in accordance with the Payroll Data Management section of this procedural manual.
  - The TRS Eligibility and New Member coding is critical before the 1<sup>st</sup> paycheck is issued to the new employee. A TRS Employee Information query (through TEAMS) shall be generated using the employee’s social security number to determine whether they have an existing TRS account.
- Leave of Absence – A leave of absence may be with or without pay. The impact on the employee’s salary and benefits should be determined based on the type of leave of absence.

- Change of Salary, Step, Degree, etc. – A change in salary, step, degree, etc. shall be compared to the employee’s current salary or other data. The changes shall be posted as noted in the Payroll Data Management section of this manual.
  - After entering the new employee information, a Skyward Report shall be generated and used to verify all of the data.
- Transfer from one position to another – A transfer in position may result in a higher or lower salary, but could also impact the employee’s eligibility for insurance benefits, TRS eligibility, Workers' Compensation type, etc. All data fields in the Payroll Data Management section should be reviewed to ensure that all appropriate changes have been made in the payroll system.
  - After entering the new employee information, a Skyward Report shall be generated and used to verify all of the data.
- Resignation/Termination – A resignation or termination date will impact the date that the employee should receive their final paycheck from the district. An Excel worksheet to calculate the last check amount is used to compare to Skyward as a check and balance process.

#### Change in Banking Information

The payroll department shall receive and enter employee banking information in the payroll system. The Direct Deposit Authorization Form shall be used to collect the banking information. A canceled check or deposit slip containing the bank routing number, account number, and type of account must be submitted with the form. The banking information (bank routing number, account number, and type of account) should be entered in the Pay Information tab. All changes to banking information shall be submitted to the district depository bank at least a couple of days to the next scheduled pay date using the prenote process. The first paycheck will be mailed or/paper check.

If the employee submits a change in banking information, the employee shall be informed that the banking information shall remain the same until the next pay date if it is too late to process the change. If the employee has closed the bank account currently used for direct deposit, the banking information change should be processed after informing the employee that without processing a prenote with the bank, their net pay amount may be returned by the district’s bank which would result in a delayed receipt of their payroll earnings.

#### Change in Payroll Tax Information

The payroll department shall receive and enter employee payroll tax information from an electronically signed, Form W-4. The information as noted on the most recent Form W-4 should be entered in the Payroll Information Tab. An employee may change their Form W-4 at any time of the year. The changes should be posted to their payroll record before the next scheduled pay date if possible, otherwise, the changes should be posted no later than the next pay date. The Form W-4 shall be filed in the employee payroll file for audit purposes.

#### Change in Benefits or Other Deductions

The payroll department shall receive and enter employee benefit changes in the Deduction tab. The number of deductions to be taken during the school year, as appropriate. Every deduction change shall be supported by a Benefits Enrollment form, Salary Reduction Agreement (403b), or other employee election form.

The payroll department will ensure that any modifications to the employees' benefits plan during the middle of the year adhere to the guidelines stated in the Section 125 Plan and comply with the regulations regarding Qualifying Events.

#### Extended Leaves

An employee must request and complete a [Long Term Leave Request Form](#) and submit it to the HR department. The payroll department shall review and process all requests for extended leave prior to **every** pay date. The HR department shall notify the payroll department of all extended leaves. Extended leaves may include the following:

- Workers' Compensation – the list of employees absent due to workers' compensation should be reviewed to determine if the employees have any compensable work hours and/or leave. If an employee is eligible for workers' compensation benefits (Temporary Income Benefits – TIBS), the employee must complete a form with the TPA to choose to use their leave or receive the TIBS.
  - During the WC absence, the employee shall receive the employer-paid portion for group health insurance only if the employee is on paid leave or FMLA.
- Family Medical Leave Act –The HR department shall determine whether an employee is eligible for FMLA and shall provide the required notifications directly to the employee. The list or workflow notification from HR should be reviewed to determine if the employees have any compensable work hours and/or leave. FMLA leave shall be subject to Board Policies DEC and DECA Legal and Local. The district's Board Policy DEC Local requires that all employees use FMLA **concurrently** with all other leaves.
  - FMLA leave is an unpaid leave, but payment of district-provided insurance benefits is required during the FMLA period.
  - If an employee has available paid leave, the leave requested by the employee shall be posted to the leave transaction file.
  - If the employee has no available paid leave, the appropriate absence deductions shall be posted to the payroll transmittal file.
  - If the employee will not receive a paycheck due to either no available leave or an absence deduction that is greater than their paycheck, the employee shall be notified that he/she will not receive a paycheck **and** that he/she must submit their employee-paid benefit payments, if any
  - During an employee's FMLA leave period, he/she shall receive the employer-paid portion for group health insurance, if enrolled. The balance, if any, must be paid by the employee.
- Sick Leave Pool - The district's Board Policy DEC Local states: *An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness-may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal leave for use by the eligible employee.*
  - Sick Leave Pool leave is a full paid leave, subject to receipt of days from other employees. There is no guarantee that an employee will receive donated days from other employees.
  - The Sick Leave Pool shall be administered in accordance with the district's Administrative Regulations.
  - The employee requesting the leave days from a Sick Leave Pool shall an Application for Sick Leave Pool to the H/R department.
  - The employee donating leave shall complete and submit a Sick Leave Pool Donation form to the payroll department. The donated leave shall be posted to the Donated Leave code.
  - The maximum number of days of leave that an employee may do and/or receive is defined in the Employee Handbook. The practice has been no more than 3 days can be donated and no more than 30 days may be taken in a school year.
  - While on a paid sick leave pool absence, the employee shall receive the employer-paid portion of group health insurance.
- Extended Sick Leave - The district's Board Policy DEC Local states: *After all available state and local leave days have been exhausted, an employee shall be granted in a school year a maximum of 20 leave days of extended sick leave to be used only for the employee's own catastrophic illness or injury, including pregnancy-related illness or injury. A written request for extended sick leave must be accompanied by medical certification of the illness or injury. This medical statement must also indicate the anticipated date of return. The average daily rate of pay of a substitute (or a proportionate amount established by the Board by personnel classification) shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed.*
  - Extended Sick Leave is a partially paid leave subject to the deductions noted below:

- The non-degreed substitute rate shall be used for all non-exempt staff.
    - The degree substitute rate shall be used for all exempt staff, regardless of degree and/or certification.
    - The auxiliary substitute rate shall be used for all auxiliary hourly non-exempt staff.
  - The absence deduction shall be posted to the Leave Transmittal tab.
  - The HR department processes extended leave requests and notifies payroll of the approved leave.
  - While on paid extended sick leave, the employee shall receive the employer-paid portion for group health insurance.
- Temporary Disability Leave - The district's Board Policy DEC Local states: *Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the district shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days.*
- The HR department shall determine an employee's eligibility for TDL after verification that the employee is in a position that requires SBEC certification.
  - The HR department shall designate the employee's eligibility for TDL and whether more than one period of TDL may be taken in a school year.
  - Temporary Disability Leave is not a paid leave. An employee may use accrued leave, if any, while on TDL.
  - An employee is not eligible for employer-paid insurance benefits during TDL. The payroll department should notify the employee that they must make their insurance contributions during their TDL.

#### Wage Garnishments

The payroll department shall review the master list of wage garnishments prior to every pay date to verify if the garnishment order has changed or expired as of the payroll pay period. The amount of garnishment for each employee shall be calculated from the employee's total wages, i.e. base wages, supplemental wages, overtime, etc. A Garnishment or Withholding Order Notification form shall be completed and provided to every employee for which the payroll department receives a wage garnishment order.

The Withholding Order Calculation form shall be used to determine the appropriate wage garnishment for every paycheck. A copy of the calculation form shall be filed with the payroll processing files by the pay date.

#### TRS Retirees, subject to Retiree or Care Surcharges

The payroll department shall compile a master list of all TRS retirees employed by the district that may be subject to the TRS Retiree or Care surcharges, i.e. date of TRS retirement on or after September 1, 2005. Prior to every pay date, the payroll department shall obtain the employment status of each retiree and deduct surcharges, as appropriate, in accordance with the TRS Employment after Retirement Brochure. The link provided obtains the resources for retirees who wish to return to the workplace. [Employment After Retirement.pdf](#)

All TRS retirees with an employment status of "half-time" or less shall submit a work calendar or the "actual" number of hours worked during the payroll month. The number of hours worked shall be reported to TRS through the ER reports.

#### Salary Adjustments for Long-Term Teacher Substitutes

The payroll department shall generate a report prior to each pay date to identify any long-term substitutes and increase the substitute rate of pay in accordance with the district's substitute teacher pay scale. The district has two tiers of long-term substitutes: on the 11<sup>th</sup> day and on the 31<sup>st</sup> day.

## Leave Posting

All leave that was earned and/or used during the pay period shall be collected and posted to the payroll system to the appropriate pay date by the employee.

Leave transactions must be entered into Skyward and approved by campus secretaries and the campus administrator within the week of the absence posted. Employees who are required to submit weekly timesheets will need to review if time off is approved before submitting the timesheet.

Due to the use of Skyward and Frontline for leave recording, the payroll department shall compare the leave posting in both systems to ensure that all leave taken is properly charged to the employee's leave record.

An employee must have available leave before any additional leave days may be posted to the employee's leave transaction files. If the employee has exhausted all paid leave, the employee's salary shall be reduced by the number of days of leave. A non-exempt employee may be docked on an hourly basis based on their actual hourly rate. An exempt employee may be docked in ½ or full-day increments only based on their actual daily rate.

The Employee Handbook states that unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Compensatory time (if applicable)
2. Local leave.
3. State sick leave accumulated before the 1995–96 school year.
4. State personal leave.

If an employee has 3 days or less that need to be docked for the pay period, the employee shall be docked the full amount. If the employee is out on FMLA or has more than 3 days of dock days, a dock calculation is prepared, and the deduction is spread over 3 months at most.

Upon separation of an employee, the payroll department shall reconcile leave earned and taken on the Payoff Calculation form. All leave taken in excess shall be docked from the final payoff check. Compensatory time balances if any earned by a non-exempt employee, shall be paid to the employee on the final payoff check at their current hourly rate of pay, or the average of the last three (3) years, whichever is higher.

## Hours/Pay Transmittal Posting

All hours worked by non-exempt staff shall be reported through the district's electronic timekeeping system. No work hours shall be recorded on a separate paper document. The consolidated timekeeping records are critical to ensure compliance with the Fair Labor Standards Act (FLSA) for overtime purposes; the Affordable Care Act (ACA) to calculate whether the employee is full-time; and the TRS Entity Reporting Portal to report the total working hours with the monthly TRS reporting requirements.

The Timekeeping Procedures shall apply to the collection and reporting of all non-exempt work hours.

[Timekeeping Procedures - Hourly Staff](#)

All hours worked during the pay period shall be collected and posted to the payroll system by the pay date, as appropriate. The district has chosen to collect all timekeeping data through the Skyward True Time Timekeeping system. All timesheet manual edits and/or corrections should be entered by the employee, campus secretary, or supervisor, along with the reason for the edit in the notes section in Skyward.

Every department supervisor is responsible for ensuring that all assigned non-exempt employees use the district's timekeeping system to record and submit ALL work hours by the established submission deadline. In the absence of timekeeping records for a non-exempt employee, the payroll department will not process a paycheck. Catastrophic events may require an adjustment to the timekeeping submission method and deadline.

All paid overtime hours shall be compensated at 1 ½ times the regular rate of the employee. The regular rate is defined as the hourly rate of pay that includes all employee compensation, such as base pay, stipends, supplemental pay, etc. If a non-exempt employee has more than the hourly rate of pay, the paid overtime shall be calculated using the Weighted Overtime Calculation Worksheet. Non-exempt employees should be paid at an hourly rate of pay for all hours worked. If a flat rate of pay is authorized by the HR department, such as per game or event flat rates, the flat rate and the actual hours worked must be added to the WOC worksheet to ensure that overtime pay is calculated for ALL work hours over 40 in a workweek.

Timekeeping rules for non-exempt employees such as parameters for hours per day and days per school year. When processing the timekeeping records, the extra time goes to comp time, and deficit time is docked. Generate an exceptions report to monitor the actual hours worked with the hours that have been annualized.

The HR department shall hire and process all student workers and shall inform the payroll department of the age of the student workers to ensure that the district complies with the Child Labor provisions of the FLSA. The payroll department shall monitor the work hours per day and per week for all school and non-school days. Violations of the number of hours or work times shall be reported to the HR department.

#### Annualized Non-Exempt Staff

The total work hours shall be collected through the Skyward True Time system to ensure compliance with the FLSA. The work hours shall be reviewed to identify if any additional time (straight-time compensatory time) or overtime (paid or compensatory time) was worked by the non-exempt employee beyond the number of hours in the pay period that have been included in the employee's annualized salary. **Note. The work hours are not imported or entered into the HR/payroll system due to the annualized salary. The employee will automatically receive one of their regular paychecks unless absence deductions are posted, which reduces the gross wages.**

Additional hours worked by paraprofessional and clerical staff beyond the annualized hours shall be added to the employee's compensatory leave balance (leave code COMP) as leave hours "earned". If an Auxiliary employee exceeds their regular working hours, they will be eligible to receive overtime pay at a rate of one and a half times their regular wage, rather than compensatory time off. Any hours below the annualized hours shall be deducted from the leave type requested by the employee. If the employee has no paid leave available, the employee's compensatory time may be used to cover the absences. In the absence of any compensatory time available, the employee's pay shall be deducted at the actual hourly rate of the non-exempt employee.

#### Exempt Staff

The total work hours for exempt staff are not collected in a timekeeping system. The immediate supervisor is responsible for ensuring that the employee reports all absences for personal and/or business leave through the Skyward Time Off system and AESOP system. **The employee will automatically receive one of their regular paychecks unless absence deductions are posted, which reduces the gross wages.**

All supplemental wages are paid according to the pay periods established for monthly paid staff. At the present time, all supplemental work hours/days, such as tutoring, staff development, curriculum writing, etc., are collected through supplemental pay forms that are submitted to payroll, entered in a payroll worksheet in Skyward, and imported into the payroll process.

## Pre-Post Calculations

After all employee changes, hours worked, leave taken, etc. have been posted to the payroll system, the payroll department shall run the pre-post calculations (Run Payroll tab). The initial pre-post calculations shall serve to ensure that there are no fatal errors.

The payroll department shall review all pre-post reports to verify the accuracy and run the pre-post calculations multiple times, as necessary.

- Payroll Earnings Detail Report
  - Verify the total earnings and total hours for all staff, look for outliers (either too low or too high)
  - Verify the supplemental pay, including Non-TRS payments
  - Verify the deductions, especially any deductions coded as a “refund”
  - Verify New TRS Gross and Deposits - new employees not active in TRS (90-day period)
  - Verify the FICA gross and Medicare gross
  - Verify that all surcharges have been applied, as appropriate
  - Other current pay period changes, such as name, withholding changes, deductions, etc.
- Check Register
  - Look for net pay outliers by dropping the data into Excel and sorting by how and low amounts - this may be indicative of an error in payroll posting or deductions
  - Verify that all employees have banking information – the district is a 100% direct deposit employer
  - Verify last pay date and remaining payments – an error would result in an early or delayed payout for an employee due to an incorrect payoff date
- Deduction Register
  - Verify that all payments reflect the number of deductions taken as “1” unless the multiple deductions are due to an early summer payoff or deduction correction
- Account Distribution Journal
  - The HR department provides the account distribution codes through the position control system.
- General Journal Transactions
  - The finance department monitors general ledger transactions
- Leave Dock Report
  - Verify that the leave dock report includes the correct employees and the correct absence deductions for the current pay period.
  - Notify the employees if the total amount to be docked exceeds the notification thresholds.
- Leave Status Report
  - Verify leave used during the current period – the total leave used should match the leave transmittal

After the payroll department reviews all pre-post reports to verify the accuracy of the data, errors if any, should be posted to the payroll system, and the pre-post reports regenerated to verify the corrections.

## Posting the Payroll Calculations

The posting of the payroll calculations should be processed by the payroll department after the accuracy of the paychecks has been verified.

The Payroll Frequency files (12-month and 24-month) should be backed up in the event that the posting process fails and the payroll files must be reloaded to make additional corrections.

After posting the files to the payroll master file, the verification steps, as noted below, should be conducted by the payroll department.

- Generate a YTD Payroll Earnings Register for at least one (1) employee in the current pay date. The current pay date details should be posted to the YTD Payroll Earnings Register. If the current pay date details are not included in the YTD report, the payroll master file was not updated during the posting process. Steps should be taken to research and resolve the error.
- Verify that the beginning and ending check numbers are accurate. Record the beginning and ending check numbers on the Payroll Check Number Log.

If all of the verification steps are completed and no errors are detected, the payroll reports listed below should be printed in PDF format and saved under the pay date file in OneDrive for audit purposes.

- Payroll Control Listing
- Proof List of Payroll Transactions
- Check Register
- Payroll Earnings Register
- Deduction Register
- Account Distribution Journal
- Bank Account Listing
- Wage and Earning Statements

## **Generating the Electronic Funds Transfer (EFT) File**

Every employee at Gregory-Portland ISD receives their paycheck through direct deposit by sending an EFT file to the depository bank. Employees may choose to deposit their net pay in a checking or savings account at any bank in the U.S. At employment, and at any time during the year, an employee should complete a Direct Deposit Authorization form to notify the district of their banking information. Note. Exceptions to the 100% direct deposit may include an employee who does not have a bank account or a student worker.

**The EFT file must be submitted to the depository bank no later than 6:00 p.m. one (1) business day before the scheduled pay date.**

The EFT file should be created with the appropriate “effective date,” which should be the same as the pay date. The EFT Report should be compared to the Check Register to verify that the net payroll for each employee is accurate and that the total of the EFT Report and Text File matches the check register total. The total number of transactions should also match the reports and files. The EFT file should be saved in OneDrive.

## **Interfacing the Payroll to the Finance System**

All payroll transactions should be posted to the finance system after completing the payroll posting process. The payroll department creates a fund transfer and sends it to the finance department for posting to the general ledger.

## **Processing Deduction Checks and/or ACH Transactions**

The Deduction Register should be reviewed to determine if any garnishments, such as Child Support, must be paid immediately. If so, the garnishments should be disbursed via check, ACH, or Expert Pay, as appropriate. A copy of

the Deduction Register for the particular deduction code(s) should be attached as supporting documentation with the payment.

Other deductions should be processed for payment in accordance with the Payroll End-of-the-Month Checklist.

## ***Update Monthly Payroll Worksheets***

To facilitate the end-of-month and end-of-quarter reporting requirements, the following worksheets should be updated immediately after processing the payroll.

### Payroll Wages & Taxes Worksheet

The Payroll Wages and Taxes Worksheet should be updated with the totals on the Payroll Earnings Register to facilitate the end-of-month and end-of-quarter 941 Report reconciliation. The following data should be posted to the Payroll Wages and Taxes Worksheet:

- Gross Salary
- Withholding tax
- FICA Gross
- Medicare Gross
- FICA Tax
- Medicare Tax
- TRS Gross
- TRS deposit
- Annuities
- Non-Pay taxable payments
- Net pay

### TRS Monthly Worksheet

The TRS Monthly Worksheet should be updated with the totals on the Payroll Earnings Register to facilitate the monthly TRS reporting requirements. The following data should be posted to the TRS Monthly Worksheet:

- TRS Gross
- TRS deposits
- TRS Employee Care
- TRS Federal gross
- TRS Federal deposits
- TRS Federal Care
- TRS Buy Back
- TRS New Member gross
- TRS New Member deposits
- TRS Retiree Gross
- TRS Retiree Surcharge
- TRS Retiree Care Surcharge

## ***Archive Payroll Files***

After the entire Payroll Processing Checklist has been completed, it should be filed with all payroll transaction files for audit purposes.

## **Payroll Reporting Requirements**

### ***Payroll Reporting Checklists***

The Payroll department is required to submit reports on a monthly, quarterly and annual basis. The following checklists should be utilized to ensure that all reporting requirements are filed accurately and timely.

Payroll End-of-the-Month Checklist  
Payroll End-of-the-Quarter Checklist  
Payroll End-of-the-Calendar Year Checklist

Each processing list includes the how-to process the data extract and/or report, the due date, and the submission instructions.

### ***Payroll End-of-the-Month Checklist***

The End-of-the-Month (EOM) Checklist includes report requirements related to the following:

941 Monthly Report  
Teacher Retirement System  
Deductions  
New Hire Reporting

#### **941 Monthly Report (Payroll Wages and Taxes Worksheet)**

The 941 Monthly Report should be reconciled monthly to ensure that payroll transactions are tracked and reconciled regularly prior to the quarterly and/or annual reporting deadlines. **There is no monthly reporting deadline.**

The 941 data should be tracked manually on a Payroll Wages and Taxes Worksheet (Excel spreadsheet) and compared to a Payroll System 941 Worksheet/Report in Skyward Finance monthly.

As part of the Payroll Processing Checklist, the Payroll Wages and Taxes Worksheet (Excel spreadsheet) should be completed after every pay date, including all voids and issues. This worksheet tracks the following data from the Payroll Earnings Register. The last page of the Payroll Earnings Register contains all of the summary information.

- Salary: Total Gross, Withholding Gross, FICA Gross, Medicare Gross, and TRS Gross
- Taxes: Withholding Tax, FICA & Medicare Tax (Employee or Employer)
- Other Deductions: TRS Deposit, Annuities, Non-Pay Taxed Payments, and Other Deductions

A reconciliation worksheet is used to compare the tax payment to the 941 report.

The 941 Report Deposit Recap Worksheet includes the tax liability and payments by pay date. The Totals per Month should match the 941 Worksheet monthly totals.

As part of the Payroll Processing Checklist, the Payroll Wages and Taxes Worksheet (Excel spreadsheet) should be completed after every payroll pay date, including all voids and issues. This worksheet tracks the following data from

the Payroll Earnings Register. The last page of the Payroll Earnings Register contains all of the summary information.

A copy of the 941-monthly worksheet, EFTPS Recap Worksheet, Payroll Earnings Register totals for each pay date, and the Payroll Business system (Skyward) 941 Worksheet report should be filed in the Form 941 Worksheet file for reconciliation of the quarterly report. All e-files should be filed in the Quarterly Reports – Form 941 Shared Folder.

#### Teacher Retirement System (TEAMS Reports)

As part of the Payroll Processing Checklist and the TRS Monthly Worksheet (Excel spreadsheet) should be completed after every payroll pay date, including all voids and issues. This worksheet tracks the following data from the Payroll Earnings Register. The last page of the Payroll Earnings Register contains most of the summary information. Additional information should be available through the Deduction Register and the Child Nutrition Claim Report.

- Salary: TRS Gross Salary, TRS Federal Gross, New Member Gross, and TRS Retiree Gross
- Deposits: Member Deposits, Federal Deposit, Federal CARE, Buy Back, Employee CARE, Employer CARE, New Member Deposits, Retiree Surcharge, and Retiree CARE Surcharge.

Several documents should be gathered in an effort to collect all data necessary for the TRS TEAMS reports. Some of the documents are listed below:

- List of all TRS retirees by date of retirement. All retirees with a retirement date after September 1, 2005, may be subject to one or both of the TRS Surcharges (Retiree and/or CARE). The TEAMS View Employee Information screen should provide the necessary data.
- The “actual” work hours for all post-2005 retirees should be submitted to the payroll department no later than the 1<sup>st</sup> of each month for the prior month. The AESOP system is used to collect days and hours.
- The Child Nutrition department provides its claim data on a monthly basis for TRS purposes.
- Combined Deduction Register for the current month for the Buy Back (Special Purchase) and Surcharge Deductions.
- HR shall notify payroll of the new hires, separations, and name/address changes that have occurred during the current month via the export function in Skyward or other workflow (form) process. This data is used to enter and/or verify the ED 20/40 and ED 90 records.

The step-by-step procedures on the EOM Checklist should be followed to extract the TEAMS data in the Payroll system, Skyward Finance, and to perform the necessary maintenance on the extracted data. The TEAMS submission data files (TXT file) should be generated and saved in OneDrive.

The TEAMS reports generated through the Payroll system (Skyward Finance) should be compared to the TRS Monthly Worksheet (Excel spreadsheet) to ensure that the data is accurate.

The step-by-step procedures on the EOM Checklist should be followed to submit the TEAMS reports through the TRS Portal: <https://mytrs.texas.gov/EmprSelfService/>. The submission process should start with the ED Reports. Only after the ED Reports are in “Complete” status should the other reports be submitted through the TRS system.

#### Teacher Retirement System (Payment of TRS Deposits)

After reconciling the TRS Monthly Worksheet (Excel spreadsheet) and TEAMS Reports (Skyward Finance), the TRS deposits shall be submitted through the TEX-NET system at [https://texnet.cpa.state.tx.us/Txn\\_IdLocPwd.aspx?](https://texnet.cpa.state.tx.us/Txn_IdLocPwd.aspx?)

The payment must be settled on or before the 6<sup>th</sup> of the following month. If the 6<sup>th</sup> of the month falls on a weekend or holiday, the due date **rolls forward** to the previous business day.

The Payroll Supervisor shall upload and finalize the ED, RP, and ER reports and notify the Director of Business Services when the TRS reports are ready for review and approval. The Director of Business Services shall access the TRS ER Portal to “sign/certify” the TRS monthly reports (RP and ER).

As an internal control procedure, the preparation of the Remit Summary and the TEX-NET payment should be completed by two (2) separate individuals. The Payroll Supervisor shall prepare the Remit Summary and the Director of Business Services or the Accountant shall submit the payment through TEX-NET.

The Remit Summary and TEX-NET payment confirmation (with Trace Number) should be forwarded to the accountant for posting to the general ledger or posting via the Transfer Transaction Processing (Skyward Finance).

The Payroll Supervisor shall log on to the TRS Portal to verify if all reports are in the “Complete” status and to verify if there are any Termination Certifications pending action.

A copy of all TRS Monthly Reports and supporting documentation shall be filed for audit purposes.

#### Deductions – Disbursement of all Employer and Employee-Paid Deductions

All deductions should be disbursed in accordance with federal or state law. For example, the disbursement of all 403B annuities to the vendor must comply with federal law. And, the disbursement of Child Support Garnishments should be in accordance with the Withholding Order. The disbursement of all other deductions, not governed by federal or state law, should be disbursed no later than five (5) days after the second payroll run of the month.

The Payroll Supervisor should follow the step-by-step process on the Payroll EOM Processing Checklist to disburse all of the employee and employer-paid deductions.

The total deductions for each pay date, as reflected on the total page of the Payroll Earnings Register, should be reconciled with a Combined Deduction Register (Skyward Finance: HR Reports: YTD Reports).

Payroll deduction disbursements should be made as noted below:

- Expert Pay – Child Support Garnishments
- ACH – Third Party Administrator managed deductions
- TEX-NET – TRS ActiveCare premiums (by the 15<sup>th</sup> of the current month)
- Vendor Accounts Payable checks – All deductions not disbursed as noted above

All deductions should be reconciled by the categories noted above using the check register for liability checks.

### ***Payroll End-of-the-Quarter Checklist***

The End-of-the-Quarter (EOQ) Checklist includes report requirements related to the following:

941 Quarterly Report

TWC Wage Reporting

TWC Quarterly Benefits Reports

## 941 Quarterly Report

The 941 Quarterly Report is due to the IRS within 30 days after the end of a quarter. For the purposes of submission of the Form 941 Report, the quarters and due dates are noted below:

| <b>The Quarter Includes....</b> | <b>Quarter Ends</b> | <b>Form 941 is Due</b> |
|---------------------------------|---------------------|------------------------|
| January, February, March        | March 31            | April 30               |
| April, May, June                | June 30             | July 31                |
| July, August, September         | September 30        | October 31             |
| October, November, December     | December 31         | January 31             |

Detailed instructions related to the completion and filing of the 941 Quarterly Federal Tax Return can be found on the IRS website at: <https://www.irs.gov/pub/irs-pdf/i941.pdf>. The 941 Quarterly Federal Tax Return and Form 941 Schedule B for the current calendar year can be found on the IRS website at: [www.irs.gov](http://www.irs.gov) under Forms and Publications.

The 941 Monthly Report should be reconciled monthly to ensure that payroll transactions are tracked and reconciled regularly prior to the quarterly and/or annual reporting deadlines. **There is no reporting deadline on a monthly basis.**

At the end of the quarter, a 941 report is created in Skyward. The accountant uses a spreadsheet to reconcile the 941 return.

As an internal control procedure, the preparation of the 941 Quarterly Federal Tax Return/Schedule B and approval/signature of the Return/Schedule B should be completed by two (2) separate individuals: 1) The Payroll Manager shall prepare and enter the Return/Schedule B and supporting documents; and, 2) the Business Director shall review, approve and sign the Return.

The Return and Schedule B should be submitted electronically or mailed as noted on the Form 941 Instructions:

**Without a Payment Mail to:**

Department of the Treasury Internal  
Revenue Service Ogden, UT 84201-  
0005

**With a Payment Mail to:**

Internal Revenue Service P.O.  
Box 37941 Hartford, CT 06176-  
7941

The finance general ledger is reconciled at the end of each quarter by the finance department to ensure that all tax deductions are paid to the IRS. Specifically, the Payroll Clearing Fund (Fund 863) tax liability accounts (object codes 2151 and 2152) should zero out at the end of quarter. If the tax liability accounts are not zero, funds may be owed to the IRS or a refund may be due to the district from the IRS.

All 941 Report documents should be filed in the Quarterly Reports – Form 941 OneDrive for audit purposes and for preparation of the annual return (Form W-2 and Form W-3).

## ***TWC Wage Reporting***

[Texas Workforce Commission \(TWC\) Rules 815.107 and 815.109](#) require all employers to report Unemployment Insurance (UI) wages and to pay their quarterly UI taxes electronically. Employers that do not file and pay electronically may be subject to penalties as prescribed in [Sections 213.023 and 213.024 of the Texas Unemployment Compensation Act \(TUCA\)](#).

The Due Dates for Employer’s Quarterly Reports and Payments are noted below:

| <b>For Wages Paid During</b> | <b>Quarter Ends</b> | <b>Must Be Filed &amp; Paid By</b> |
|------------------------------|---------------------|------------------------------------|
| January, February, March     | March 31            | April 30                           |
| April, May, June             | June 30             | July 31                            |
| July, August, September      | September 30        | October 31                         |
| October, November, December  | December 31         | January 31                         |

If the due date for a report or tax payment falls on Saturday, Sunday, or a legal holiday on which Texas Workforce Commission offices are closed, reports and payments are considered timely if they are **received on or before the following business day**.

The district has elected to pay taxes as a Reimbursing Employer and pays the unemployment benefits to former employees as noted in the section titled: TWC Quarterly Benefits Report (Payment). If the district chooses to change from a Reimbursing Employer in the future, the reimbursing status may be changed by filing the Application for [Withdrawal of Election to Pay Reimbursements \(Form C-6F\)](#) with TWC no later than December 1. The new status takes effect on January 1 of the following year.

The district has subscribed to TASB’s Risk Management Fund’s Unemployment program. The Quarterly Wage Report is filed through TASB through the online wage report submission process on TASB’s website at: [https://www.tasb.org/apps/ucw/ucw\\_districtinput.cfm](https://www.tasb.org/apps/ucw/ucw_districtinput.cfm). The deadline to file the Quarterly Wage Report to TASB is the 25<sup>th</sup> of the month after the end of the quarter.

The Payroll Manager should follow the step-by-step process on the End-of-the-Quarter Processing Checklist to extract, verify, and submit the data file to the Director of Business for review and approval. The Director of Business should load the TWCWAGES (txt file) to the TASB Member Service Center.

## ***TWC Quarterly Benefits Report (Payment)***

Contributions are paid to the Texas Workforce Commission (TWC) in one of two ways: taxes or reimbursements. Taxed employers pay taxes every quarter. Reimbursing employers, which include certain non-profit and government employers, pay no taxes but must repay TWC for unemployment benefits paid to eligible former employees.

The district pays the unemployment taxes to TASB Risk Management Fund.

## ***Payroll End-of-the-Calendar Year Checklist***

The End-of-the-Calendar-Year Checklist includes report requirements related to the following:

941 Annual Report  
Form W2 Reports  
Affordable Care Act (ACA) 1095 Reports

941 Annual Report

**At the end of the calendar year, the same process for the 941 Quarterly Return is used to ensure that the entire calendar year's reports are accurate.**

## Form W2 Reports

The accountant uses an Excel worksheet and 941 Annual Report (Skyward Finance) to compare to the W2 Forms Report (Skyward Finance).

The Payroll Manager should follow the step-by-step process as noted in the Payroll End-of-the-Calendar Year Processing Checklist to ensure that the Form W2 is reconciled, prepared, and distributed to employees prior to the IRS filing deadlines. The General Instructions for Forms W2 and W3 include the following deadline under the What's New section.

The Payroll Supervisor releases the Form W2s after the accountant has verified the calendar year totals on a spreadsheet.

**New due date for filing with SSA.** The due date for filing 2016 Forms W-2, W-2AS, W-2CM, W-2GU, W-2VI, W-3, and W-3SS with the SSA is now January 31st, whether you file using paper forms or electronically.

If the deadlines are not met, the district may be subject to filing penalties. The penalties are based on when the Form W2 is filed. The penalty amounts are indexed for inflation and tend to increase every calendar year.

The planning steps for preparing the Form W2s are critical to ensure that the Form W2s are processed accurately and on a timely basis. For example, it is essential to obtain a copy of the current calendar year's General Instructions for Forms W2 and W3 from the IRS website to ensure compliance with any new filing requirements. The What's New section should be reviewed carefully before preparing the Form W2s. The General Instructions provide guidance for all tax statement boxes.

Every employee who received wages and/or paid federal taxes must receive a Form W2 on or before the filing deadline. Employers who file 250 or more Form W2 are required to submit the Form W2s to the IRS through the e-filing process. The district routinely issues more than 250 Form W2 (including substitutes, temporary workers, etc.), therefore, the district's Form W2 shall be filed using the Business Services Online (BSO) website located at: <https://www.ssa.gov/bsowelcome.htm>.

Another critical planning step is to ensure that the Director of Business Services has access to the BSO website. Failure to register and obtain a password could result in late filing due to a delay in obtaining website access. On an annual basis, but not later than January 1<sup>st</sup>, the Director of Business Services shall ensure that they have access to the BSO website and that their password is up to date.

The Payroll Supervisor should generate the AccuWages test file and forward it to the Director of Business Services for upload through the BSO website. Errors, if any, should be corrected until the AccuWages generates no errors. A copy of the reports should be saved in the Form W2 Reports OneDrive. The Director of Business Services shall review and approve the AccuWages test file and results prior to printing and distributing the Form W2s to employees.

Common processing errors, as reflected in the General Instructions, as noted below:

Do not:

- Omit the decimal point and cents from entries.
- Make entries using ink that is too light. Use only black ink.
- Make entries that are too small or too large. Use 12-point Courier font, if possible.
- Add dollar signs to the money-amount boxes. They have been removed from Copy A and are not required.
- Inappropriately check the "Retirement plan" checkbox in box 13. See *Retirement plan*.
- Misformat the employee's name in box e. Enter the employee's first name and middle initial in the first box, his or her surname in the second box, and his or her suffix (such as "Jr.") in the third box (optional).
- Cut, fold, or staple Copy A paper forms mailed to SSA.

**Government employers.** Federal, state, and local governmental agencies have two options for reporting their employees' wages that are subject to only Medicare tax for part of the year and both social security and Medicare taxes for part of the year.

The first option (which the SSA prefers) is to file a single set of Forms W-2 per employee for the entire year, even if only part of the year's wages are subject to both Social Security and Medicare taxes. Check "941" (or "944") in box b of Form W-3 or check "941-SS" in box b of Form W-3SS. The wages in box 5 of Form W-2 must be equal to or greater than the wages in box 3 of Form W-2.

The second option is to file one set of Forms W-2 for wages subject only to Medicare tax and another set for wages subject to both Social Security and Medicare taxes. Use a separate Form W-3 to transmit each set of Forms W-2. For the Medicare-only Forms W-2, check "Medicare govt. emp." in box b of Form W-3. For the Form W-2 showing wages subject to both social security and Medicare taxes, check "941" (or "944") in box b of Form W-3 or check "941-SS" in box b of Form W-3SS. The wages in box 5 of Form W-2 must be equal to or greater than the wages in box 3 of Form W-2.

The district has decided to file the Form W2s using the first option. The district shall file a single set of Forms W-2 per employee for the entire year, even if only part of the year's wages are subject to both social security and Medicare taxes.

The Form W2s shall be printed and distributed using one or more of the options noted on the End-of-the-Calendar Year Processing Checklist such as: Distribution through the district's internal mail system, US Mail, or distribution through the Skyward Finance HR System Employee Self-Service module.

The W2Report (txt file) should be uploaded to the BSO website, by the Director of Business Services after completion of the Form W2 and issuance of any corrected Form W2s. The upload confirmation should be saved in the Form W2 Report Shared Folder with all work copies for audit purposes.

#### Form 1095C Reports

All Applicable Large Employer Members (ALE Members) are required to file Forms 1094-C and 1095-C each year. An ALE is defined as an employer that employed an average of at least 50 full-time employees (including full-time equivalent employees) during the calendar year. The district meets the definition of an ALE employer.

The planning steps for preparing the Form 1095Cs are critical to ensure that the forms are processed accurately and on a timely basis. The General Instructions for the Form 1095C and 1094C contain information related to the preparation of the forms and the filing deadlines. The Instructions can be found on the IRS website at: <https://www.irs.gov/instructions/i109495c/ar01.html#d0e31>.

GPISD uses ETC Lite, LLC to prepare 1095Cs. The payroll supervisor should send ETC a payroll file at the end of each month for them to use to compile the 1095c for the district.