



SALARIED EMPLOYEE PAYROLL PROCEDURE (PAY-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for issuing salaried employees a paycheck.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Payroll Office Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

4.0 DEFINITIONS:

- 4.1 Reporting Period: Time period designated by Payroll Office to report time and attendance.
- 4.2 Salaried Employee: For this procedure a salaried employee is an employee paid an annual salary according to their contractual pay schedule.
- 4.3 Personnel Actions: Audit trail to document employee data.

5.0 PROCEDURE:

- 5.1 Payroll Office retrieves approved Kronos timecards and receives supporting documentation delivered through the courier.
 - 5.1.1 Supervisor approves leave request through Kronos. Time and attendance personnel maintain supporting documentation for approved absences (purchased personal leave, bereavement leave, professional leave).
- 5.2 Payroll Office staff reviews Kronos timecards and supporting documentation for accuracy.
 - 5.2.1 Discrepancies between Kronos timecard and supporting documentation are reconciled by contacting the responsible Time and Attendance personnel for the particular work site.
- 5.3 Payroll office staff review, approve and output/post changes, additions and deletions of employees through personnel actions.
- 5.4 Payroll office generates payroll run to process a payroll disbursement.
- 5.5 Payroll Office staff imports, calculates (if applicable) and verifies:
 - 5.4.1 Leave taken.
 - 5.4.2 Garnishment deductions.
 - 5.4.3 Pay adjustments (i.e. stipends, leave of absences, in-services, purchase of personal leave, etc.).



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- 5.6 Payroll office staff contacts the Accounting Tech – ISA/Payroll to inform him/her they are ready to process the payroll. This step generates reports, pay checks and payroll totals.
 - 5.6.1 The reports generated are used to process accounts payable checks for garnishments.
 - 5.6.2 Insurance and annuity reports are given to the Accounting Office.
 - 5.6.3 Retirement reports are generated, received and calculated with each payroll. An accounts payable check is issued to the TN Consolidated Retirement System with each payroll processed.
- 5.7 Accounts payable checks written to cover TCRS, insurances, taxes, voluntary deductions and garnishments are received from the Accounting Office and mailed to the appropriate parties by the payroll staff.
- 5.8 Payroll checks are sorted and delivered by the Courier or mailed to employees.
 - 5.8.1 If a check is issued to an employee that is not exempt from the direct deposit requirement, the payroll staff contacts the employee until a completed Direct Deposit Authorization Form (PAY-F006) is submitted.
- 5.9 Kronos timecards are stored within the Kronos software.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Kronos Timecards
- 6.2 Leave Forms
- 6.3 Payroll Calendars
- 6.4 Payroll Reports
- 6.5 Direct Deposit Procedure ([PAY-P005](#))
- 6.6 Direct Deposit Authorization ([PAY-F006](#))
- 6.7 Direct Deposit of Paychecks Statement for Applicants Recommended for Employment ([HUM-F017](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Leave forms	Hallway in Finance Dept.	Current plus five years	Recycled	Secured Building
Payroll reports	Computer macro fiche	Indefinitely	N/A	Electronic back-up



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Kronos Timecards	Kronos software	Indefinitely	N/A	Electronic back-up
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/08/03	A	Correct retention and disposition of time logs and leave forms
4/22/03	B	Add 4.3, clarify 5.8, 6.3 and flowchart
9/25/03	C	Add 5.9.1, 6.5, 6.6 & 6.7
10/30/06	D	Revised according to MUNIS implementation, update flowchart
5/29/08	E	Reverse steps 5.4 & 5.5, update title of computer operations coordinator, storage area and flowchart
10/27/09	F	Remove hard-copy documents and revise to designate Kronos timecards. (See all changes in PRM Office.)
4/1/19	G	Updated 5.6, 5.8, logo, and hyperlinks.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

*****End of procedure*****