



Clark County School District Administrative Payroll Responsibilities and Checklist Training Guide to Assist with Payroll Responsibilities

Review payroll calendars in Employee Self Service (ESS) to be aware of all payroll deadlines and important dates. The navigation to view the payroll calendars is:

Human Capital Management (HCM) > Employee Self Service > Payroll > Sup/Sub/Pol Payroll Calendar
Human Capital Management (HCM) > Employee Self Service > Payroll > Sup/Admin/Licensed Calendar

Ensure employee absences are submitted daily and approved by the posted payroll deadlines. Absences for employees with no pay/no pers need to be submitted according to the employees payroll calendar and approved daily to prevent employee overpayments. **If an employee is on FMLA or bonding leave and has no accrued leave the employee or site must submit the no pay / no pers absences to align with the payroll period and approve the absences by the posted HCM payroll deadlines located in the payroll calendars.**

Review payroll audit and exception reports for accuracy. This review is mandatory and must be approved by the Level 2 Approver. The navigation to approve the payable time and absence reports is as follows:

Manager Self Service > Team Time/Absence > Payable Time Authorization

The following steps should be performed before authorizing payable time:

- Verify the employees included in your payroll audit reports are **actively** employed at your site and the hours are accurately reported. For terminated employees, please verify the payable time does not exist beyond the termination date.
- If an employee is no longer employed and is included in your payroll audit report, please contact the Human Resources Unit immediately. If an employee is absent (AWOL) without official leave (FMLA), please contact the Employee-Management Relations immediately to begin the AWOL process.
- Ensure the Level 1 reviewer or Timekeeper has reported extra time and positive pay (substitute teachers and temporary employees) time.
- Ensure the Level 1 reviewer or Timekeeper has reviewed the TRCs submitted via the employee's timesheet for accuracy.
- Review secondary position absence submissions for support professional employees when a full-day absence is submitted on the primary position. An absence on the secondary position is required if the employee did not work the additional hour(s).
- Ensure all extra time and absences are approved by both Level 1 and Level 2 Approvers by the HCM payroll deadlines located in the payroll calendars.

Every site is encouraged to have a backup to assist with payroll approvals for Level 1 and Level 2 Approvers if an approver is unavailable at either level. Administrators can submit an [HCM Rights Request Form](#) requesting to add a reviewer and approver at the appropriate level if needed.

Payroll Checklist for Administrators

The following checklist is provided for administrators to assure tasks required to monitor and audit payroll transactions will be completed. Please ensure the tasks are completed prior to each bi-weekly and semi-monthly payroll deadlines for reconciliation purposes.

- Ensure the timekeeper reported all employees extra time and absences for the earnings period. ***Please note: Earnings and absences must be reported in the earnings period they are earned/worked or the absences occur.***
- Ensure all employee positive pay (substitute teachers and temporary employees) time has been reported and approved.
- Ensure TRCs have been validated for reporting accuracy. Ensure the Timekeeper has submitted employees extra time, positive pay employees time, and absences. Ensure LLevel 1 has approved all time and absences as Level 1. Review your approval tile to ensure all time and absences have been approved.
- Review the payroll audit and exception reports to ensure accuracy of employee pay.
- Remember to contact the Human Resources Unit at (702) 799-0008 or Employee-Management Relations at (702) 799-0210 for any employee who is no longer employed or AWOL and is included in the payroll audit report.