Clark County School District
Payroll Audit Reports Training Guide

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Overview

The payroll time and absence report and the payroll exception report are tools to improve the process of monitoring employee's payroll for the current pay period.

Bi-Weekly and Semi-Monthly Employee Payroll Time and Absence Reports

All schools and departments will receive a payroll time and absence report via a system-generated email every Thursday. The email will be sent to the level 1 approvers and level 2 administrators on a weekly basis. The payroll time and absence report will require review by the level 1 approver and authorization by the level 2 administrator.

When reviewing the report, the reviewer must verify that all of the employees included for the location are actively employed. Please review this report in detail.

In the following bi-weekly example, the employee is a full time 12 months, 8 hours per day employee. The employee will be paid 80 hours, which includes an absence of 8 hours of sick leave on 09/16/21:

```
FT 12 mths       09/13/2021      REG - Regular Hours                8.00
FT 12 mths       09/14/2021      REG - Regular Hours                8.00
FT 12 mths       09/15/2021      REG - Regular Hours                8.00
FT 12 mths       09/16/2021      ZSKIH - Sick - Personal Illness    8.00
FT 12 mths       09/17/2021      REG - Regular Hours                8.00
FT 12 mths       09/20/2021      REG - Regular Hours                8.00
FT 12 mths       09/21/2021      REG - Regular Hours                8.00
FT 12 mths       09/22/2021      REG - Regular Hours                8.00
FT 12 mths       09/23/2021      REG - Regular Hours                8.00
FT 12 mths       09/24/2021      REG - Regular Hours                8.00

                 80.00
```

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In the following bi-weekly example, the employee is a part time 9 months, 7 hours per day employee. The employee will be paid 70 regular hours:

```
FT  9 mths          09/13/2021          REG - Regular Hours                        7.00
FT  9 mths          09/14/2021          REG - Regular Hours                        7.00
FT  9 mths          09/15/2021          REG - Regular Hours                        7.00
FT  9 mths          09/16/2021          REG - Regular Hours                        7.00
FT  9 mths          09/17/2021          REG - Regular Hours                        7.00
FT  9 mths          09/20/2021          REG - Regular Hours                        7.00
FT  9 mths          09/21/2021          REG - Regular Hours                        7.00
FT  9 mths          09/22/2021          REG - Regular Hours                        7.00
FT  9 mths          09/23/2021          REG - Regular Hours                        7.00
FT  9 mths          09/24/2021          REG - Regular Hours                        7.00
                    70.00
```

In the following semi-monthly employee example, the employee is included in the time and absence report with no hours listed to represent their semi-monthly contract pay. The employee will be paid their semi-monthly contract amount:
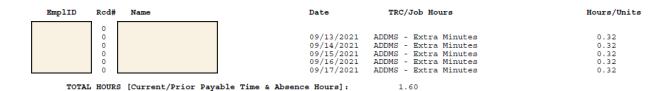
```
        0

        TOTAL HOURS [Current/Prior Payable Time & Absence Hours]:          0.00
```

In the following semi-monthly example, the employee is included in the time and absence report with no hours listed to represent their semi-monthly contract pay. The employee has also submitted absences and comp time taken for the pay period. The employee will be paid their **Semi-Monthly** contract amount on the first line:

```
    0
    0
    0                                   09/16/2021   CTAT - Comp Time Taken - Admin Only       8.00
                                        09/21/2021   ZSKFD - Sick -Immediate Family Illness     8.00
    TOTAL HOURS [Current/Prior Payable Time & Absence Hours]:      16.00
```

In this semi-monthly example, the employee is included in the time and absence report with no hours listed to represent their semi-monthly contract pay. The employee has reported time from the timesheet. The employee will be paid their **Semi-Monthly** contract amount on the first line and **Extra Minutes** on the additional lines.
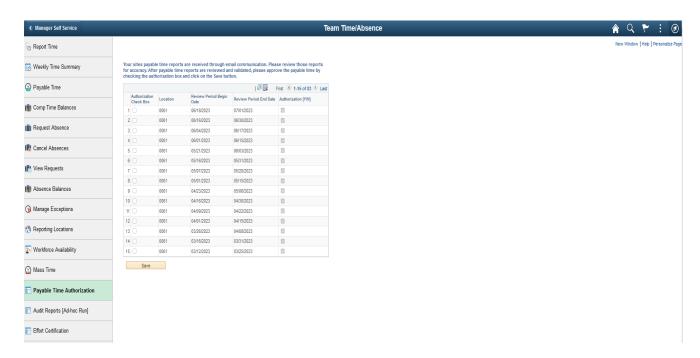
```
EmplID   Rcd#   Name                    Date        TRC/Job Hours                   Hours/Units
          0
          0                             09/13/2021   ADDMS - Extra Minutes              0.32
          0                             09/14/2021   ADDMS - Extra Minutes              0.32
          0                             09/15/2021   ADDMS - Extra Minutes              0.32
          0                             09/16/2021   ADDMS - Extra Minutes              0.32
          0                             09/17/2021   ADDMS - Extra Minutes              0.32
    TOTAL HOURS [Current/Prior Payable Time & Absence Hours]:      1.60
```

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Semi-Monthly and Bi-Weekly Employee Payroll Time and Absence Level 2 Authorization

Level 2 administrators will be required to authorize their department or school payroll time and absence reports on Fridays. The payable time authorization is located in the Team Time/Absence tile > Payable Time Authorization.

Please remember to approve your department or school payable time by Friday at 5:00 p.m. The department or school level 2 administrators will receive a reminder email if not authorized by the deadline.

Bi-Weekly Employee Payroll Exception Reports

All schools and departments will receive a payroll exception report if their employees have reported time greater than scheduled hours.

In this bi-weekly example, the employee has reported time greater than the scheduled hours. The exception was generated due to comp time earned of 3 hours in addition to working their scheduled 8 hours on 9/13/21:

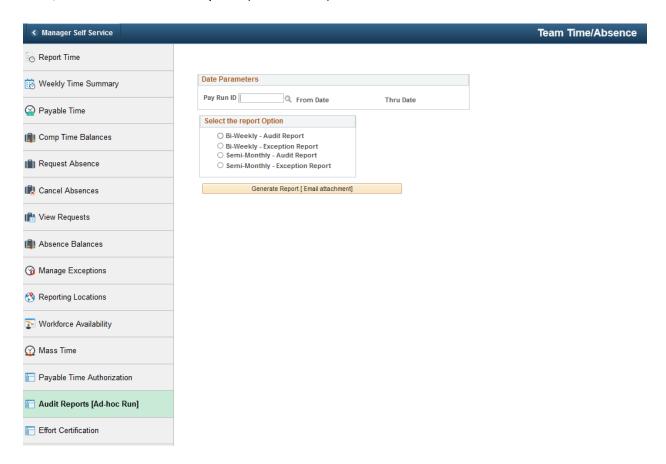| Date	TRC	Hours
09/13/2021	REG - Regular Hours	8.00
09/13/2021	CTE - Comp Time Earned	3.00
09/14/2021	REG - Regular Hours	8.00
09/15/2021	REG - Regular Hours	8.00
09/16/2021	REG - Regular Hours	8.00
09/17/2021	CTT - Comp Time Taken	8.00
09/20/2021	REG - Regular Hours	8.00
09/21/2021	REG - Regular Hours	8.00
09/22/2021	REG - Regular Hours	8.00
09/23/2021	REG - Regular Hours	8.00
09/24/2021	REG - Regular Hours	8.00

TOTAL REPORTED/SCHEDULED HOURS: 83.00/ 80.00

In this bi-weekly example, the employee has reported time greater than the scheduled hours. The exception was generated due to overtime earned of 10 hours within the pay period in addition to working their scheduled 8 hours per day:

Date	TRC	Hours
09/13/2021	REG - Regular Hours	8.00
09/14/2021	REG - Regular Hours	8.00
09/15/2021	REG - Regular Hours	8.00
09/16/2021	REG - Regular Hours	8.00
09/17/2021	REG - Regular Hours	8.00
09/20/2021	CTT - Comp Time Taken	1.50
09/20/2021	REG - Regular Hours	6.50
09/21/2021	REG - Regular Hours	8.00
09/22/2021	REG - Regular Hours	8.00
09/23/2021	REG - Regular Hours	8.00
09/24/2021	REG - Regular Hours	8.00
09/12/2021	OVT - Overtime	10.00

TOTAL REPORTED/SCHEDULED HOURS: 90.00/ 80.00

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Payroll Audit Reports Ad Hoc Run

All schools and departments have the ability to run payroll audit/exception reports via the Team Time/Absence tile > Audit Reports (Ad Hoc Run).
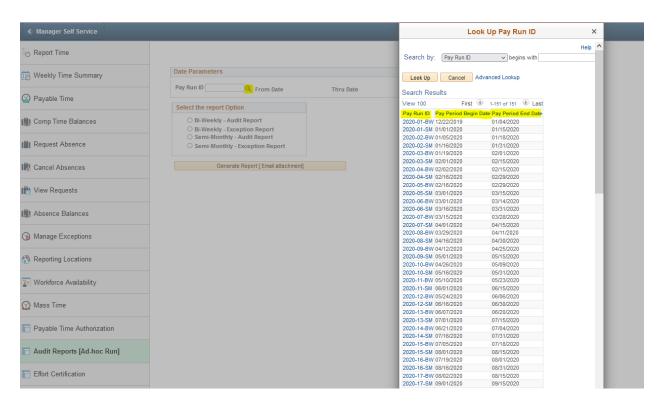

This enables the ability for level 1 approvers and level 2 administrators to run the reports any time you need to review your schools/departments payroll audit or exception reports. All schools and departments will continue to receive their reports Thursday mornings via a system-generated email.
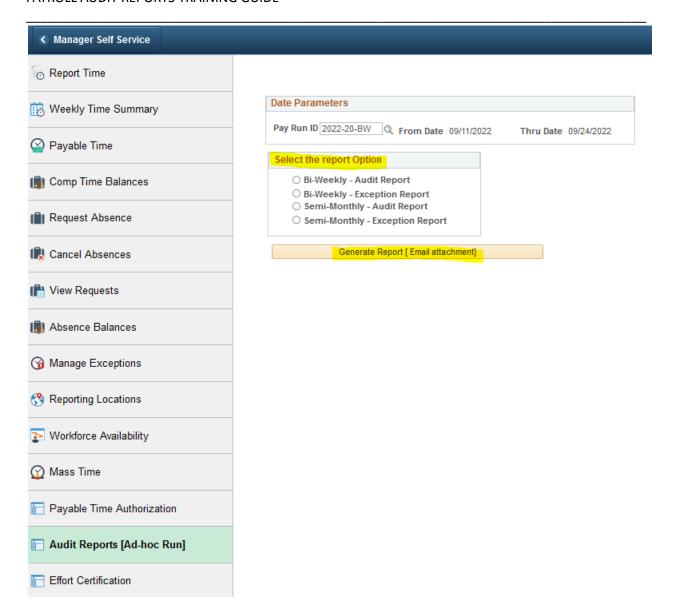
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In order to run the reports ad hoc you will need to select the appropriate pay run id (pay period begin and pay period end date). Please see the screenshot below.

Please note: BW identifies the bi-weekly pay groups (support professionals, police, substitute teachers, and temporary employees). SM identifies the semi-monthly pay groups (administrative, licensed, and police administrative employees).

Once the pay run id (pay period begin and pay period end date) has been selected, please choose the report option and select generate report. The report will be delivered to the user's email account. If you wish to run multiple ad hoc reports, please run the reports one at a time.

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Support

For any questions regarding the Payroll Audit Reports, contact the Payroll Department at (702) 799-5351. A CCSD help desk ticket may also be submitted at quickit.ccsd.net.