

Clark County School District **Administrative Payroll Responsibilities/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:

Employee Self Service > Payroll > Payroll Calendars

Ensure employee absences are submitted daily and approved by the payroll deadlines. However, absences for employees with the time reporting codes (TRCs) No Pay/No PERS need to be approved daily to prevent employee overpayments.

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

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

The following steps should be followed before authorizing payable time:

- Verify the employees included in the reports are actively employed. **For terminated employees, please verify the payable time does not exist beyond the termination date.** If employees are no longer employed or are absent without official leave (AWOL), please reach out to Human Resources or Employee-Management Relations immediately.
- Ensure the Level 1 timekeeper has reported extra time and positive pay (substitute teachers and temporary employees) time.
- Ensure the Level 1 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 by the payroll deadlines.

Every site is encouraged to have a backup to assist with payroll approvals for Level 1 and Level 2, if an approver is unavailable at either level. Administrators can submit a ticket requesting to add an approver at the appropriate level if needed.

Payroll Checklist for Administrators

The below checklist is provided for administrators to assure tasks required to monitor and audit payroll transactions will be completed.

Please ensure the below tasks are completed prior to each bi-weekly and semi-monthly payroll deadlines for reconciliation purposes.

- Ensure the timekeeper reported all 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 extra time and positive pay (substitute teachers and temporary employees) time has been reported.
- Ensure TRCs have been validated for accuracy and all time and absences have been approved by both Level 1 and Level 2.
- Review the payroll audit and exception reports to ensure accuracy of employee pay.
Remember: *Contact Human Resources or Employee-Management Relations for any employee who is no longer employed or AWOL and is included in the payroll audit report.*

Contact Information

If you have questions, please call the Payroll Department at (702) 799-5351.