FISCAL MANAGEMENT

Payroll Processing and Pay Submission

The Payroll Office of the Office of Financial Services is responsible for processing contract pay and salary as established by the Department of Human Resources for all regular employees for services performed. Supplemental pay for approved activities and coaching supplements shall be approved and submitted to the Payroll Office in accordance with Regulations 511.09-1, Criteria and Procedures for the Selection of Supplemental Contract Coaches and Extra-Curricular Sponsors; and 525-1, Establishment of Supplemental Contract Coach and Extra-Curricular Sponsor Positions, for payment in accordance with annual schedules.

Budget holders for each site shall approve time worked for services performed other than contracted work hours or days. Payments are typically made for hourly or daily work performed by substitutes, temporaries, employee overtime, and for certain non-standard supplements such as tutoring. Budget holders are authorized to pay individuals for work performed as a substitute, for temporary employees, for employee overtime, and for certain supplements in accordance with annually approved School Board rates. These rates are published annually during the budget process.

Budget holders may also request approval from the Department of Human Resources in collaboration with the appropriate associate superintendent to pay other than standard rates of pay in advance of the individual performing services for that site.

Each site shall be responsible for the input of pay approved by the budget holder. Time and Leave staff shall be appointed and trained at each site for direct input of time and leave for payroll processing. Pay requests for individuals not normally paid from the site shall be submitted to the Payroll Office of the Office of Financial Services as instructed with all documentation.

Temporary Teaching Contracts and Temporary Management Agreements shall be approved by the Department of Human Resources. Input of time for Temporary Teaching Contracts is then the responsibility of the work site. Timesheets for Temporary Management Agreements shall be forwarded to the Payroll Office after site approval.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2016.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS