



# HEAD START of Greater Dallas, Inc.

## PAYROLL STANDARD OPERATING PROCEDURES (SOP) PAYROLL POLICIES AND PROCEDURES

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**A NOTE TO ALL EMPLOYEES:** It is the **employee's responsibility to clock in & out;** and to communicate with the site coordinator or supervisor regarding any absences, in order that the proper documentation is submitted to payroll by the Pay-Period Ending date (PPE). These actions are very important in order to receive the correct pay.  
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*In order to expedite payroll efficiently and accurately, the following procedures must be enforced:*

### **SECTION I. TIME REPORTING**

1. **Salaried and Hourly Employees are required to punch in and out each working day. It is a requirement for hourly employees to punch 'Lunch Out and Lunch In' for lunch each day.** An approved **Leave Request** is must be submitted for any absence by the Payroll deadline day Friday, the Pay-Period Ending date (Week 2 of the pay period).
  - a. **Note:** It is the employee's responsibility to review and correct their timecards; then notify their supervisor/manager for approval prior to the payroll deadline to ensure the hours will be paid.
2. **Temporary, Substitutes, and New Hires must be finger-printed in order to access the fingerprint clock system to record their time worked. It is necessary these employees punch In & Out to ensure they are paid for their time worked.**
3. An '**Excessive Manual Entries Notice**' will be sent to the employee and site manager or supervisor to counsel the employee regarding their manual corrections. **Each manual entry will be a cause for an edit shown in red (not to exceed three entries).** This notice will be made part of the employee permanent file, and used for evaluation purposes.
4. **Prior Pay Period Adjustments (PPPA)** for unpaid days or hours - will be processed for the **next pay day** after the correct payroll documentation is received. If it is determined to be the agency's error, a manual check will be issued before the end of the pay date.

**Note:** In case of pay-shortages, please follow these steps to ensure the adjustments are processed.

- A. The employee **must submit** a Prior Pay Period Adjustment (PPPA) form; **and attach** the supporting payroll document. A Leave form must be submitted by using a date in the current pay period and a tracking number must be shown. Note - the actual date taken must be written on the form in the comment section; the actual date will be corrected by Payroll once the form is received.
  - B. **Or attach a copy of the Timecard with edits or correction with the Manager's signature.**
  - C. Payroll will process this additional information on the employee's next pay check.
5. **To minimize pay adjustments - please review your timecard frequently.** Complete all Timecard edits by Friday, the Pay Period Ending date (PPE) - week 2 of the pay period. All leave forms must be submitted by the PPE (week 2); and **approved no later than 11:00 am Monday** of the pay week. If the leave form is not submitted by the pay-period ending date 'Friday', it will be processed on the **next pay date - as an adjustment.**
  6. Lunch Policy – All full-time employees are required to take a lunch break, either 30 minutes or an hour, according to the approved work schedule of the employee. **Hourly employees are required to punch 'lunch out & lunch in' each day.** This will be monitored. Managers or Supervisors are required to monitor lunch punches for hourly employees.
    - a. **If for some reason an employee does not take a lunch,** lunch should be entered as (ex.12:00 pm 'Lunch Out' and 12:01 'Lunch in'), or between the time of arrival and out time; then change the 'Out for the Day Punch' by one minute.
  7. During **In-Service & Pre-Service Training** there will be Payroll Sign-In Sheets available. Late arrivals will have to punch 'in and out' or sign the payroll log-in sheet, and are paid accordingly. The Sign-in Sheets must be signed by the employee **at the conference location only** - to be paid. Otherwise, if there's no signature or clock punches this will result in shortage of pay. Staff Development must be contacted to confirm attendance, and make the adjustment for the employee.

## ***SECTION II. TIME AWAY FROM WORK***

**A Leave Request must be submitted for any absence, including Leave Without Pay (LWOP), to be paid.**

1. **Personnel Action Forms (PA)** are to be submitted out for the following reasons:
  - Vacation Leave
  - Personal Leave
  - Sick Leave
  - Dr.'s Appt (maximum 2 hours) – Hourly employee only
  - Jury Duty (attach Summons to PA)

- Bereavement (Relationship to Deceased must be provided)
- Administrative Day
- Leave Without Pay (LWOP)

**Salaried Employees cannot use partial leave hours.** You must request a full leave day (equivalent to 8 hrs.) for any absence. Or you may use a combination of other leave hours.

Example: partial leave request for salary employees (5.33 Vacation hrs + 2.67 Sick hrs = 8.00 hrs. equivalent to a full day).

2. If the employee is sick or not at an agency location, it is the employee's responsibility to access HRIS Database via the internet web address [http://dbapp.hsgd.org/hris\\_hsgd](http://dbapp.hsgd.org/hris_hsgd) from any location with computer access (home, smartphone, library, etc.) Employees should communicate to the Site Manager/Supervisor and Information Technology (IT) Department if any problems occur. The Leave Request must be submitted to Payroll by the Pay Period Ending date (PPE) to be paid on the upcoming paycheck.
3. **Doctor's Appointments *maximum 2 hours*.** If Dr's Appt. leave exceeds 2 hours, the system will instruct you to change Dr's Appt hours to Sick leave hours (for the entire amount of hours taken). The 2 hour Doctor's Appointment can only be used two times in a one month period (pg. 91 of Personnel Policies.)

Note: Time away from work taken to attend physical therapy will be counted against the employee's sick leave when the time away from work is in excess of two hours on any given day (pg. 50 of the Personnel Handbook).

4. **Jury Duty** - the Jury Duty ***Summons*** is required with the Personnel Action Form (PA).
5. **Bereavement Leave** – The relationship of the deceased person to the employee must be shown on the Leave Request (PA) form, in order to be paid for leave. (Example: Relationship to you - Mother, Father, Sibling, Son, Daughter, etc.). Employee will be required to provide information to document the absence (pg. 36 of Personnel Handbook.)
6. **Administrative Day must be approved by the employee's supervisor who will request the leave approval from the CEO via e-mail.** If your request is approved, complete the leave request in HRIS; scan and attach the CEO's email approval and submit leave request.

Note: All PA forms submitted for an Administrative Day without the approved attachment should be rejected by the Supervisor.

7. **Holidays** – An employee must be in pay status the **day before and after the holiday in order to be paid** (as defined in SECTION 1.B.2. of the Personnel Policies on page 51). Pay status means the employee must have either worked these days or taken available vacation, sick, or personal leave time off. There are no minimum days of employment to qualify for holiday pay. Holiday hours do not accrue towards overtime.

7. **Inclement Weather:** When bad weather occurs, please watch the local news for Dallas ISD closings. If **DISD** is closed so are all locations of **Head Start of Greater Dallas**, pg. 52 of handbook. An employee must be in pay status the **day before and after the inclement weather day in order to be paid** (as defined in SECTION 1.B.2. of the Personnel Policies on page 51).

If a Leave Request has been submitted and approved, and inclement weather occurs, your leave balance will be charged.

9. If a Leave Request has been approved for a specific date, and later cannot be taken on that date, send an **e-mail** message to the Payroll Accountant stating to 'disregard' the PA, and include the tracking number. You may request that the date be changed or submit a new request.
10. **Part-time Employees:** 20 & 30 Hour Employees will only be paid their regular scheduled hours; whether 4 or 6 hours for training, leave, holidays, and any administrative time given.
11. **The Deadline** for *payroll forms* submitted to Payroll by the employee is **Friday, the Pay Period Ending Date (PPE)**, *week 2 of the pay period*. If you are absent on Friday, the PPE date, you may access the database from home or ask your manager to submit a Leave Request for you to be approved no later than Monday. **NOTE: Personnel Action Forms for vacation and personal leave should be submitted one week in advance to ensure the leave balances are available and correct (balances can be incorrect).**

## GENERAL PAYROLL INFORMATION:

1. Employee's Name and Social Security Number as shown on their Social Security Card must match our payroll records, and all documents that are received for the employee.
2. **Payroll Audits** are conducted **annually**. Employees must have a current driver's license, state issued I.D., or a Passport with picture, or NAS (green card) is acceptable. An Employee I.D. badge is not acceptable for payroll audits.
3. Pay checks (**Live Checks**) are distributed on pay day, Friday between 8:30 to 5:00 pm at the Central Office. **Employees receiving a live check must present identification at the Central Office.**

**NOTE:** The only checks that will be sent via mail are employees on Family Medical Leave (FMLA) per request, or who have resigned from HSGD. Live checks will also be mailed if the pay date falls on Spring Break, Winter Break or a Holiday.

4. Rare - Prior Pay Period Adjustment (PPPA) – An emergency request will only be accepted for the following reasons: victims of fire, hospitalization, eviction notice (required), and death in the family requiring out-of-town travel. You will be notified by Payroll when the check is available for pick up, normally no later than Monday after pay day. Employees requesting an Emergency Pay Check will be charged a \$2.00 administrative fee.

*INSTRUCTIONS:* When submitting a *PPPA Form*, attach a copy of the *supporting Payroll Document* (Personnel Action Form (PA) or Timecard with edits).

5. Hard copies of W2 forms will be distributed the last pay date in January. You may get a copy of your W2 via the ADP Self Service Portal, when they become available.

## GENERAL PAYROLL PROCEDURES:

1. Only Site Managers or Supervisors should contact payroll regarding pay issues for staff. Payroll's general information phone line is (972) 283-6402; please leave a message. You can also contact payroll via email and/or fax. The fax number is (972) 296-6553.
1. The deadline for all payroll documents is the Pay Period Ending Date (PPE) week 2, or to be safe – each Friday.
2. Employment Verifications should be directed to Human Resources, fax # (972)296-6554.
3. An e-mail request is required to investigate Vacation, Personal or Sick Leave Balances.
4. Submit 'Request for Copies' via the HSeIS (E-Forms) System for the following reasons:
  - (a) To get a copy of your check-stubs, there's a \$1.00 charge per stub.
  - (b) To receive a copy of your W2 statement, there's a \$1.00 charge per W2.

\*\*\*Employees have access to their check stubs via ADP Self Service Portal\*\*\*

6. **Direct Deposit** account numbers are entered by the employee via ADP Self Service Portal. Employees are required to change, add, or delete their direct deposit account information via the ADP Self Service Portal.

NOTE: Please make any changes to your *Direct Deposit Account* **by Monday** of the pay week (week 1) to ensure it is processed with the payroll. Otherwise, the changes will be processed for your next check. No replacement check will be issued if the Direct Deposit Account was not deleted by Monday of the pay week (week 1). A rejection notice will be received from your bank if the account was deleted too late, and our Payroll Provider will issue a statement to HSGD Payroll. We will then inform the employee regarding the refund of wages. To reverse the direct deposit wages, a fee (approximately \$60-\$80) will be charged to the employee.

7. If you are **temporarily transferred to a new center**, Site Managers are required to complete a 'Transfer' Personnel Action form (PA). Please contact Human Resources to ensure the transfer PA was received.
8. Class Hour Instructions – employees are required to punch 'in & out' on days they attend classes. Do not punch out for lunch if classes are during the lunch break. If you leave work early to attend class, punch out; then change the out punch (the following day) to your regular scheduled out time.
8. Please **print off your check-stubs** via the ADP Self Service Portal, and keep them for reference if needed at a later date.