

BALTIMORE COUNTY PUBLIC SCHOOLS OFFICE OF PAYROLL

June 2010

TO: CENTRALIZED SUMMER SCHOOL Program Administrators
FROM: Office of Payroll
RE: Summer 2010 Payroll

Enclosed are the time sheets that are to be used by schools that are a part of the “CENTRALIZED SCHOOL SUMMER PROGRAM” under the direction of the Office of Alternative Education, Drop-out Prevention, and Summer School. These time sheets are for **GENERAL EDUCATORS AND NURSES** funded by the **OPERATING BUDGET**.

Below are the instructions for completing these time sheets.

- 1) There are separate time sheets for staff who are to be paid from the local operating budget (**BLUE** paper), from Title I (**YELLOW** paper), and from the special education Extended School Year (ESY) Program (**GREEN** paper). Summer administrators are responsible for making sure that their staff sign-in on the correct time sheets. **PLEASE REMEMBER THAT THE INFORMATION REPORTED ON THESE TIME SHEETS WILL GENERATE YOUR EMPLOYEES’ PAYMENTS. PAYMENTS WILL BE TWO WEEKS IN ARREARS. ALL SITES ARE REQUIRED TO HAVE “BACK-UP” TIMEKEEPERS TO ENSURE THAT TIME SHEETS ARE COMPLETED CORRECTLY AND SENT TO THE OFFICE OF PAYROLL PROMPTLY.**
- 2) The scheduled number of hours that staff are expected to work appears on the time sheets. The Office of Alternative Education, Drop-out Prevention, and Summer School **MUST APPROVE IN ADVANCE** any changes to these hours.
- 3) The rates that employees are to be paid also appear on the time sheets. **THESE ARE THE ONLY RATES THAT WILL BE PAID, REGARDLESS OF FUNDING SOURCE.**
- 4) Ten-month teachers and nurses who are a part of centralized summer school program should **PRINT** their names and **ENTIRE** social security numbers in the spaces provided. **THE OFFICE OF PAYROLL HAS A LEGITIMATE BUSINESS REASON FOR REQUIRING EMPLOYEE SOCIAL SECURITY NUMBERS. FAILURE TO PROVIDE SOCIAL SECURITY NUMBERS WILL DELAY PAYMENT.** Because of the concern about the display of social security numbers, **PLEASE DO NOT POST THESE SHEETS. TIME SHEETS SHOULD BE KEPT IN A SECURE LOCATION.**

COVER SSNs OR ADD THEM TO THE TIME SHEETS ON THE LAST DAY OF THE PAY PERIOD PRIOR TO MAILING THEM.

- 5) Employees should initial each day worked. **IF A SPACE IS LEFT BLANK, THE EMPLOYEE WILL NOT BE PAID FOR THAT DAY.** If the employee has an approved absence, code the time with the appropriate absence code.
- 6) The Office of Temporary Services and the Office of Alternative Education, Drop-out Prevention, and Summer School will approve the hiring of substitute teachers and the appropriate rate of pay for these employees. There is a “Summer School Substitute Teacher Payroll Information” form that should be completed and sent, **along with a copy of the teacher payroll time sheet(s)** to Beth Kirtland, Office of Alternative Education, Pulaski Park, at the end of each pay period. She will forward the form to the Office of Payroll.
- 7) Report teacher absences using one of the codes appearing on the time sheet. Report the amount of time the teacher was absent in 10-minute increments (e.g., 1.0 = 1 hour; 1.2 = 1 hour 20 minutes; 1.3 = 1 hour 30 minutes).
- 8) Keep a copy of the completed time sheet at your site for a minimum of 5 years.
- 9) Send the completed time sheets to the Office of Payroll on the due date appearing at the bottom of the time sheets.
- 10) Questions? Contact Roxanne Hoover at 4240, x 257, or Pat Keller at 4240, x 247. The Summer School Office contact is Mike Kulansky at 2883.

PLEASE NOTE: Summer clerical staff and paraeducators are NOT be paid on the same day as teachers. They will be paid on the “alternate” Friday and there will be separate time sheets and due dates for these non-exempt employees.