

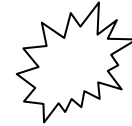
BALTIMORE COUNTY PUBLIC SCHOOLS OFFICE OF PAYROLL

June 2010

TO: ELEMENTARY SUMMER SCHOOL Program Administrators
CENTRAL OFFICE TITLE I FUNDING

FROM: Office of Payroll TITLE I FUNDING

RE: Summer 2010 Title I Funded Payrolls



Enclosed are the time sheets that are to be used by schools that are a part of the **“CENTRALIZED SUMMER SCHOOL PROGRAM”** under the direction of the Office of Alternative Education, Drop-out Prevention, and Summer School. **THESE YELLOW TIME SHEETS ARE TO BE USED FOR POSITIONS FUNDED BY THE TITLE I OFFICE ONLY (i.e., NOT for school or site-based funded positions).**

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 sheet. **PLEASE REMEMBER THAT THE INFORMATION REPORTED ON THESE TIME SHEETS WILL GENERATE YOUR EMPLOYEES' PAYMENTS. PAYMENTS WILL BE TWO WEEKS IN ARREARS.**
- 2) The Office of Alternative Education, Drop-out Prevention, and Summer School **MUST APPROVE IN ADVANCE** any changes to hours.
- 3) The hourly rate of \$45.21 is the approved rate for teachers and \$13.58 for clericals (funded by Title I). **THESE ARE THE ONLY RATES THAT WILL BE PAID, REGARDLESS OF FUNDING SOURCE.**
- 4) Ten-month teachers whose positions are funded by the Office of Title I centralized summer school program should **PRINT** their names and 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 SSNs, PLEASE DO NOT POST THESE SHEETS. COVER THE SSNs, FOLD THE PAPER TO HIDE THEM OR ADD THE COMPLETE SSNs TO THE TIME SHEETS PRIOR**

**TO SENDING THEM TO THE OFFICE OF TILE I FOR PROCESSING.
TIME SHEETS SHOULD BE KEPT IN A SECURE LOCATION.**

- 5) Each Title I summer program has a teacher whose salary is funded by the Office of Alternative Education. There is a separate **BLUE** time sheet for this teacher to sign in. The completed and signed time sheet should be sent to the **Office of Payroll** (**NOT** the Office of Title I) at the end of the pay period.
- 6) 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.
- 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).
- 8) The Office of Temporary Services and the Office of Alternative Education, Drop-out Prevention, and Summer School will approve the hiring of highly qualified 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 Ernestine Jones, Office of Title I,** at the end of each pay period. She will forward the form to the Office of Payroll. The hourly rate of pay for highly qualified substitute teachers is \$33.42/hour.
- 9) Summer school administrators have the option of having either a “Teacher-in-Charge” or a summer clerical employee funded by Title I. There is a space on the time sheet for a teacher-in-charge to sign in. There is also a SEPARATE time sheet for the summer clerical funded by Title I to sign in. **Please note: teachers and clerical employees are NOT paid on the same day; clerical employees are paid on the alternate Friday and, therefore, have a separate time sheet.** Please note that the approved hours that these employees are to work appear on the time sheet. Only the Office of Title I may approve an increase in the hours worked.
- 10) Keep a copy of the completed time sheet at your site for a minimum of 5 years.
- 11) Send the completed **YELLOW** time sheets to the Office of Title I on the due date appearing at the bottom of the time sheets.