



Cuyahoga Falls

"Home of the Black Tigers"

City School District

Office of the Treasurer

Kristy M. Stoicoiu

To: All Classified Employees (non-teaching)

From: Treasurer's Office

Although this information has been sent out in the past we felt it would be of benefit to send out this information again as a refresher on payroll procedures.

All Classified Employees who submit a time sheet must complete it in full. If the time sheet is not completed in full then it will be returned to the employee for completion and not processed to be paid.

Employees must calculate their own time sheets. If the time sheet is not calculated then the time sheet will be returned to the employee for completion and not processed. Please add up and total the time sheet before submitting it for approval from your Supervisor.

Time sheets not completed correctly could result in a delay in processing and not be paid in a timely manner - meaning you may not be paid.

Please use the guidelines below in completing time sheets correctly.

Time Sheets 101

Completing Time Sheets

Who should complete a time sheet? The following pay groups should use a time sheet each pay period:

- **12 Month Secretaries**
- **Attendants**
- **Cafeteria Staff**
- **Noon/Playground Monitors**
- **Bus Drivers/Bus Monitors**
- **Parking Lot Attendants**
- **Educational Aides/Para Pro – ONLY if you work beyond your regularly scheduled hours**
- **9/10 Month Secretaries – ONLY if you work beyond your regularly scheduled hours**
- **Study Hall Monitors – ONLY if you work beyond your regularly scheduled hours**

The following sections of a time sheet must be completed by the employee:

- Name
- Building
- Position
- Regular hours and any extra hours or overtime hours worked.
- Employee Signature – The employee’s signature indicates that the Employee has completed and calculated their own time sheet. It is the employee’s approval.
- **After the Building Principal reviews your time sheet they will sign it. Their signature states that they have reviewed your time sheet and your hours are correct. They can make changes if hours are not recorded or added up correctly.**

Calculating Hours:

An employee is responsible for calculating hours on their time sheet before it is submitted to the Principal/Supervisor for approval. **This must be** done by the employee. The payroll department will verify all hours and will make corrections to the time sheet if there are calculation errors made.

An Employee should fill in the hours they are regularly scheduled to work each day unless they work additional hours.

If you work hours outside of your regularly scheduled hours but not over 8 hours in a day then those hours are not considered over time.

For example: You regularly work 7 hours each day but work an extra hour for a meeting one afternoon. You would write 8 hours in the Reg. Hours column. Not 7 in Reg hours column and 1 in OT column. Per negotiated contracts OT is given after 8 hours worked in a day.

If you work any extra or OT hours please put an explanation of why you worked extra hours and OT worked.

For Example: Meeting, Snow Plow, Events, bus duty, field trip, etc....

If you work hours less than your regularly scheduled hours, please include a reason as well. Sometimes a student will be absent. If you leave work because of illness then you must use sick leave to cover your absence.

If you run out of leave you must contact the HR to discuss how you will be covering your leave. It is very important that you keep track of your leave balance and contact the Human Resources Department for approval when you know you are going to be on a long-term leave. When you run out of leave you are considered “out of a payroll status”. You are not eligible for any benefits if this occurs. Your calendar work days will be docked and you will not be paid.

Calamity Hours for Custodial Staff – see your supervisor about this.

Please use the conversion table below for calculating your hours on your time sheet.

Converting time for use on the time sheet:

- 15 minutes = $\frac{1}{4}$ hour or .25
- 30 minutes = $\frac{1}{2}$ hour or .50
- 45 minutes = $\frac{3}{4}$ hour or .75
- 60 minutes = 1 hour

Absence and Sick leave info:

You must receive approval for any type of leave you want to use. Make sure that you are putting ALL absences in AESOP for approval. If you are using sick leave, personal leave or vacation to cover an absence this means you are paid for your regular assigned hours. You will put those hours on your time sheet and then you will put the appropriate leave in the correct column.

If you use a time sheet to report your hours to payroll then you will record your absences on your time sheet.

If you are absent please use the absence codes that are on the time sheet only. Reasons are as follows:

Sick Leave	SL
Personal Leave	PL
Jury Duty	JD
Calamity	CA not CL
Deduct Day/Dock	DO
Military Leave	ML
Professional Leave/COD	PR
Vacation	VA
Other	OTR – Use SI-4 for Death in family

Sick Leave is the only type of leave where you are required to list a category of the type of sick leave. Those categories are as follows:

Personal Illness (NOT PERSONAL LEAVE)	SL-1
Family Illness	SL-2
Spouse Illness	SL-3
Death in family or Other Death	SL-4

Please note that if you are involved in a personal court case or are summoned to be in court for a non-school related situation you are to use personal leave, vacation or a dock day to cover this absence.

If you leave early because a student leaves early or does not come to school, please record the reason why you are leaving early on your time sheet.

PLEASE MAKE SURE YOU ARE USING AESOP TO RECORD YOUR ABSENCES AS WELL.

- **AESOP IS USED TO REPORT AN ABSENCE.** You have been given access to AESOP from the Personnel Office when you are hired.
- It is very important that you enter all absences in AESOP.
- If you leave during a work day and cannot enter your absence please call Karen Brown (ext. 502037) or Trish Peters (ext. 502073) to enter the absence in AESOP.
- If you put a request in for an absence and don't take the absence then you must remember to take the absence out of AESOP. You will be charged for that absence if you don't remove it and don't take it.

AESOP is used to balance sick, personnel and vacation leave. It is the employee's responsibility to request their absence using AESOP. If you don't know how to use it contact Karen Brown in the HR Office for instructions.

EMAIL and the EMPLOYEE KIOSK

EMAIL

The Payroll Department will use email as a means to contact Classified Employees first.

All regular employees (not substitutes) are given a Cuyahoga Falls School District email. If you don't know you have an email address please contact the Technology Department or Trish at extension 502073.

When you are assigned an email you are also assigned a password. It's **VERY IMPORTANT** that you remember your password or store it in a place that you will have easy access to it.

The Payroll Department emails pay vouchers to all employees the Wednesday before each pay date. Your work email is utilized to do this.

Your work email is also used to connect you to the Employee Kiosk.

THE EMPLOYEE KIOSK

What is the Employee Kiosk?

- **The Employee Kiosk has been set up as a self-service means for each employee to track their financial information with the District.** *If you need a copy of the last 30 pay vouchers or the last 7 years of W-2's then it is recommended that you log-in to your kiosk and download and print those vouchers yourself.*
- You can also review your leave balances. Please keep in mind that we process payroll on a two week delay so any balances posted may not be current to date.
- The Employee Kiosk is not used to track your years of service with the District. This is done by the Personnel and Payroll Departments using a different tracking method.

To have access to the Employee Kiosk YOU must register.

Please note - You must have access to your work email to register and access the Employee Kiosk.

When you are registered and have access it is YOUR responsibility to remember your password or have access to your password. If you forget your password then you must reset it and it can be a timely process.

If you have any payroll questions you can contact the Payroll Department below:

Trish Peters – Payroll Supervisor (Certified Payroll)

(330)926-3800 ext. 502073

cf_peterst@cfalls.org

Brenda McLaughlin – Payroll Coordinator (Classified Payroll)

(330)926-3800 ext. 502074

cf_mclaughlinb@cfalls.org