Payroll Processing Checklist

If you are responsible for payroll processing at your site, you should routinely consider the items listed below:

Worksheets:

- ☐ Have you reconciled the timesheets within the pay period dates to obtain the correct number of hours?
- ☐ Have you entered the correct number of hours for the correct pay period dates?
- ☐ Have you entered hours for the correct employee?
- ☐ Have you entered the hours and the minutes using the decimal format (i.e. .25, .50, .75)?
- ☐ Have you calculated the hours correctly?
- ☐ Have you entered the hours using the correct pay code?
- ☐ Have you entered hours for hourly positions during contracted employees regular work hours?
- ☐ Have you entered hours for non-work days?
- ☐ Submit all supporting documentation, timesheets, sign-in sheets, etc. with the worksheet report.
- ☐ All entries must be verified in PAC by the site administrator.

Overtime:

- ☐ Are overtime hours properly recorded on the timesheets?
- ☐ Did any employees request leave during the week he/she earned overtime? If so, reduce the amount of leave taken.
- ☐ Verify that the actual number of hours have been entered on the Overtime Report?
- ☐ Enter the funding source on the Overtime Report if it is different than the regular position.
- ☐ Enter a Note in Time Off that you are paying this period of time as overtime.
- ☐ Attach timesheets to the Overtime Reports.
- ☐ Collect all required signatures and submit to Payroll

Sub-LESPA:

- ☐ Have timesheets been adjusted to reflect employee's scheduled hours when subbed in the classroom?
- ☐ Has the teacher who needed a sub requested leave if he/she was absent?
- ☐ Have you calculated and entered the correct number of hours subbed using the 7-minute rule and decimal format (i.e. .25, .50, .75)?
- ☐ Have you entered the hours onto the Sub-LESPA worksheet?
- ☐ Have you entered hours as Sub-LESPA for any duties other than subbing in the classroom? If so, remove.
- ☐ Have you entered less than 2 hours for Sub-LESPA pay in one day? If so, remove. Must be 2 or more.
- ☐ Have you completed the "School Use Only" section of the form correctly?
- ☐ Have you attached supporting documentation (timesheets and sign-in sheets)?

Substitutes:

- ☐ Make sure the pay period dates on the Substitute Sign-In Sheet correspond with pay period dates on the payroll schedule for pay type 4.
- ☐ Have you calculated and entered the correct number of hours subbed using the 7-minute rule and decimal format (i.e. .25, .50, .75)?
- ☐ Have you reconciled the Data Mining Report (after you receive email from Payroll) to the sign-in-sheet?
- ☐ Has the teacher who needed a sub requested leave if he/she was absent?
- ☐ Have you entered the correct funding if using an alternate source?
- ☐ Have you made the necessary corrections in Substitute Tracking (after you receive email from Payroll)?
- ☐ Have you sent a signed final copy of your data mining report to the Payroll Department by the due date listed in the email?

Workshops:

- [ ] Verify that trainings are paid as workshops and not as hourly positions, per LCTA contract language.
- [ ] Have you entered the hours onto the Workshop worksheet with the correct funding?
- [ ] Have you attached supporting documentation?

Leave Without Pay (LWOP):

- [ ] Have you entered the LWOP in Time Off Limited Access?
- [ ] Have you completed the LWOP form?
- [ ] Have you obtained the employee's signature?
- [ ] Have you submitted the LWOP form to the Payroll Department by the deadline date?