

Payroll Processing Guidelines for FY 2010 School Recognition Funds

In order to simplify the data entry and provide you a list of employees who are active at your location, we have created a query that you will run to create your spreadsheet. Once you create your spreadsheet you will submit to Mary Ussery, Budget Services for payment of bonuses. Once your payment request is validated by Budget Services it will be forwarded to Payroll for payment processing. Please follow directions as outlined below:

- Access PeopleSoft Human Resources/Payroll
- You will run a query using navigation:
 - Reporting Tools>Query>Query Viewer
 - In the search by field enter - PB_PR_UPLD_A_PLUS
 - Click to run using Excel link
 - Key in your department/location number and click 'View Results'
- The query will display employee ID, employee pay group, employee record number and employee name for those employees that are currently active at your location. Save your document in Excel.
- If a bonus is being paid to an employee who is no longer at your school, but has transferred to another location, please contact the employee's current location to obtain employee job data needed to complete the payroll request. If a bonus is being paid to an employee no longer with the District, please list them separately at the bottom of the list. Should you need assistance with this information, please let us know.
- You only need to enter the payroll combo code and dollar amount for employees to receive bonus; enter payroll combo code according to functions shown on the bonus calculation worksheet:
 - Dept-BON1101-5150-0000 function 5150 = Instructional
 - Dept-BON1101-7310-0000 function 7310 = Administrative
 - Dept-BON1101-7902-0000 function 7902 = Custodial
 - Dept-BON1101-7922-0000 function 7922 = Security(Replace Dept with your school location number)

All teachers, regardless of their function at the school, should be paid from function 5150 for these bonuses. This would include anyone in pay

groups 060 and 070. Any other functions not listed on the bonus calculator worksheet should roll into function 7310.

- **Please do not submit your spreadsheets directly to Payroll for processing.** Email your completed spreadsheet as an Excel email attachment to Mary Ussery at ussery@palmbeach.k12.fl.us

Fully completed payment worksheets submitted will be paid as follows:

<u>Received by</u>	<u>Pay Check Date</u>
October 16, 2009	November 13, 2009
October 30, 2009	November 27, 2009
November 13, 2009	December 11, 2009

Those received after these dates will be processed on the next available pay date.

Special processing for School Nurses:

School nurses are not employees of the District and cannot be paid through Payroll. To request payment for them, please complete form PBS1275 Miscellaneous Payment Request; attach a W9 form and send both forms to Accounts Payable. The funding strip information to be entered on the form is:

Dept (your school number); Fund 1101; Function 7310; Account 539900; Program 0000; Budget Manager (your school number); Local Code 000; Award Year – leave blank. Put the amount you wish to pay in the invoice amount field. Please ensure you have moved funds into this account funding.

For questions related to the A+ Bonus Calculator worksheet, please contact Mary Ussery at 561-434-8834 (PX48834); for questions related to the Payroll Query/Excel Spreadsheet please contact Terri Schade at 561-434-8451 or Stephanie Griffith at 561-434-8416 (PX48416).