

Payroll Processing Guidelines for School Recognition Funds

To simplify submission of bonus payments, a query has been created which provides a list of employees for each school in a spreadsheet. Please follow the directions as outlined below to create a spreadsheet for payroll submission:

- Access PeopleSoft Human Resources/Payroll (HCM HRPRD)
- Run a query using the following navigation:
 - Reporting Tools>Query>Query Viewer
 - In the 'begins with' field enter: PB_PR_UPLD_A_PLUS and click 'search'
 - Click on the Excel link
 - In 'Dept ID' field: enter school number & click 'View Results'
- The query will display employee ID, employee pay group, employee name, and employee record number for those employees who were active at your location for FY 2010. Save the document in Excel.
- If a bonus is being paid to an employee who has transferred to another location and their information does not display on your query, 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 add them to the bottom of the list. Should you need assistance with this information, please contact Payroll.
- 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 in Budget at ussery@palmbeach.k12.fl.us

Fully completed payment worksheets submitted will be paid as follows:

Submitted by	Pay Check Date
October 29, 2010	November 26, 2010
November 12, 2010	December 10, 2010
November 26, 2010	December 23, 2010
December 10, 2010	January 7, 2011
January 7, 2011 ¹	February 4, 2011
January 21, 2011	February 18, 2011
February 4, 2011	March 4, 2011
February 18, 2011	March 18, 2011

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. For questions related to these payments, please contact Migdalia Ramos at ramosm@palmbeach.k12.fl.us 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 (PX48451) or Stephanie Griffith at 561-434-8416 (PX48416).

¹ Due to the Winter Break period, no submission date was included.