

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 FY22. 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 add their pay group, name, employee ID, amount and combo code to the bottom of your list. If a bonus is being paid to an employee no longer with the District, please add them to the bottom of the list using the same fields described above. (You do not need to include 'Dept Date', it is informational only.) 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 the 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)

*** Please do not remove, hide or otherwise rearrange the columns.**

All teachers and paras, regardless of their function at the school, should be paid from function 5150 for these bonuses. 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 Michelle Martin in Budget at michelle.martin@palmbeachschools.org

Fully completed payment worksheets submitted will be paid as follows:

Submitted by	Pay Check Date
November 18, 2022	December 23, 2022
December 9, 2022	January 6, 2023
December 23, 2022	January 20, 2023
January 6, 2023	February 3, 2023

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

Special processing for School Nurses:

Since school nurses are not District employees they cannot be paid through Payroll. The budget department will compile a list of nurses based on the A+ Bonus Calculation Worksheet and will forward to the Health Care District. Bonuses for school nurses will then be paid directly by the Health Care District.

For questions related to the A+ Bonus Calculator worksheet, please contact Michelle Martin at 561-434-8834 (PX48834).

For questions related to the Payroll Query/Excel Spreadsheet please contact Terri Schade at 561-434-8451 (PX48451) or Teri Jensen at 561-434-8944 (PX48944).