SEO True Pay Approver and Extra Pay Procedures

Contacts for Payroll and Extra Pay

- Malorie Ellis and Vanessa Ferrel – Financial Specialist Team
    - SEO_payroll@dpsk12.org
- **Questions about Regular or Extra Pay by staff? SEO Pay Question Link**
   - Give the above to direct reports and/or district employees receiving extra pay

Payroll – True Pay Approval/Process

1. **Time off Request Approve/Deny**
    - IMPORTANT: Regularly review pending approvals in True Pay
        - Click **REVIEW TIME OFF REQUESTS**
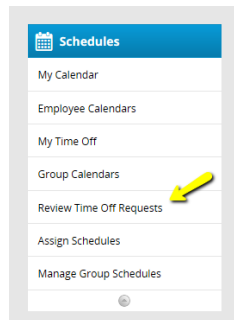

        - Approve or deny the request based on information given. A notice is sent to the employee once complete.
            - **NOTE**: It is important to review all requests before a pay period ends. The goal is to capture all requests in the pay period that they occur.
        - **Adding Direct Report Requests to your Outlook**
            - You will receive an approval confirmation from True Pay. **CLICK the "Approved" icon calendar**
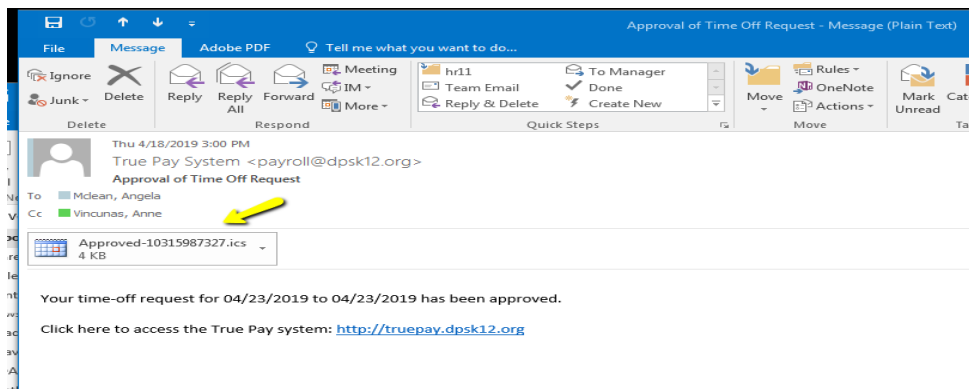
        - **Click ACCEPT** when Outlook opens
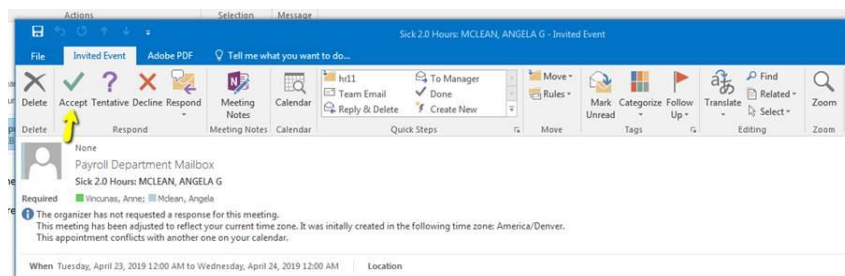
- o **REMINDER…**change the "Show As" box to FREE. If you do not change this to free, your calendar will show as BUSY during the time your direct report request off.
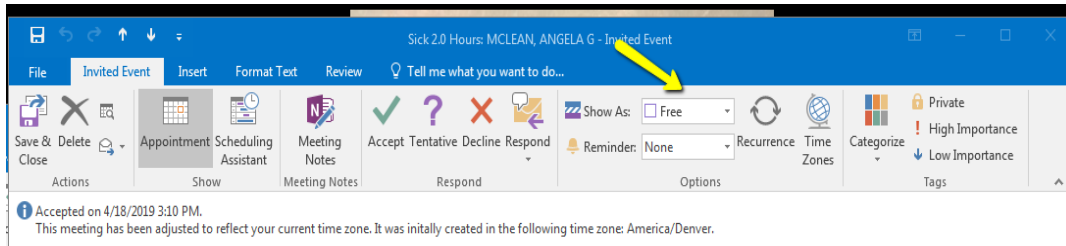
2. **Payroll Approval**
   - **Prep for approval by Financial Specialist Team** - Malorie Ellis and Vanessa Ferrel
     - o Audit SE&O True Pay payroll records for ERRORS and WARNINGS
     - o Run True Pay reports to correct schedule issues, time submissions, duplicate entries, etc
     - o Review current pay period TIME OFF REQUEST and verify all approved/denied
   - **Prep by Manager/Supervisor**
     - o If you have insight into unusual situations from your direct reports, email SEO_payroll@dpsk12.org. Send information at any time before, during, or after the current pay period. We can always make corrections.
     - o IMPORTANT: True Pay system generated email telling you to approve payroll – **DISREGARD and DO NOT approve payroll**
     - o IMPORTANT: **"Clear to approve" email will come from Malorie or Vaness**a – please by date/time stated in email. Typically, you will receive the email the day before the deadline.

Extra Pay Process – Submitted to payroll mid-month and end-of-month

1. **Extra Pay Google form** – SEO direct report submit extra pay through form
   - Malorie and Vanessa review extra pay submissions
     - o Charge to School: Most submissions charge to school. Principal approval will be reviewed/obtained along with account code
     - o SEO Approval: If submission appears that it should expense to SEO, approval/insight will be obtained from employee's manager/supervisor by email.
2. **Extra Pay – Trainings**
   - Send training details to SEO_payroll@dpsk12.org
   - Financial Specialists will contact you to set up sign in if necessary
   - After training, you will be contacted to approve attendee list and will be submitted to payroll
3. Financial Specialists prepare extra pay for payroll, submit to Tom O'keefe/Mike Hanley for final approval/record keeping and submit to payroll
4. **Extra Pay – When employee will receive pay**
   - 1st – 15th of the month submissions pay the following month in the 1st paycheck
   - 16th – end of the month submissions pay the following month in the 2nd paycheck
     - o EXCEPTION: Hourly non-exempt employees (example: paras) will receive pay in the pay period that the training occurs. These pays are uploaded directly into True Pay to accurately pay and must occur in the pay period