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
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 Vanessa – 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