

SECTION 5

Payroll

I. Supplemental Pay Procedures

- A. All SGISD employees, full-time or part-time, must be paid through Payroll for any type of compensation, EXCEPT reimbursements for travel, fees, dues, etc. If an employee earned monies in a second unrelated job such as judging contests, assisting with plays, taking tickets and so forth, the compensation will go through Payroll. These payment requests do not belong on a requisition, but should be sent through regular payroll channels using timesheets.
- B. ALL extra duty pay must have some form of documentation to verify the hours worked. Normally, this is in the form of a timesheet/extra duty form. The employee and Principal/Supervisor/Program Director must also sign the timesheet. STAMPED SIGNATURES WILL NOT BE ACCEPTED.

II. Weekly Timesheet Procedures

- A. All paraprofessionals are required to fill out a timesheet on a weekly basis
 - 1. Enter the name of the employee at the top and campus.
 - 2. Verify the correct week period for hours worked. Time worked each day must be shown, not just extra hours worked. This is necessary for determining overtime payment.
 - 3. After the employee adds up the total of hours he/she is to be paid, the supervisor is to:
 - a) Check total hours
 - 1) Regular Hours
 - 2) Overtime Hours
 - 3) Extra Pay
 - b) Sign the sheet. Employee and Supervisor must have both of their signatures on the timesheet.

FAILURE TO TURN IN TIMESHEETS AND/OR FOLLOW ANY OF THE ABOVE
PROCEDURE, MAY RESULT IN DELAY OF PAYMENT

III. W-4 Procedures

- A. The law requires a completed W-4 Form so Federal Income Tax can be withheld from each employee's paycheck. The W-4 form will remain in effect until December 31 of the current year or until a new form is submitted.

B. Every employee must have a W-4 form on file, which must have the following information:

1. Full name and address.
2. Social Security Number.
3. Single, Married, married but withhold at higher single rate.
4. If name differs from that on the social security card, check here. Social Security cards should be kept current with the present name.
5. Total number of allowances employee wishes to claim, determining federal tax deduction from paycheck.
6. Additional amount, if any, employee wants withheld from each paycheck.
7. Enter "EXEMPT" if the employee wishes to claim exemption from ANY income tax being deducted.

"Please ensure that the W-4 is signed and dated.

The most current form will replace any previous form submitted.

IV. A Few Reminders from your RISD Payroll Office

- A. Before turning in your payroll to the Business Office, please double-check the following to ensure accuracy.
 1. All timesheets/supplemental sheets are to be signed by the principal/supervisor. Stamped signatures are not acceptable.
 2. Use the current forms as this will ensure that all necessary information is completed and that forms are being used consistently throughout the district.
 3. Be sure to turn the payroll in on time based on the Payroll Due Date schedule.