

Desert Sands Unified School District
Fiscal Services

PAYROLL FORMS DESCRIPTION

Absence Adjustment Form

Form 25-83B

When a discrepancy is found on the Monthly Absence/Attendance Report, payroll needs to be notified. If the discrepancy is found within (5) working days, please e-mail payroll of the absence and follow up with the Absence Adjustment Form for back up.

Absence/Attendance Report

Excel Spreadsheet

This form is used to report employee attendance thru the 15th of the current month. This information is reported to payroll and posted to the employees' individual Sick Leave, Vacation and Other Leave Record AND to the county database.

The information contained in the county data base prints out on the employee pay stub each month. It is important to remember that although this information is being provided on the last working day of the month, the actual balance of hours is only reporting absences through the 15th of the month.

Report Requirements

Type each employee name on the Absence/Attendance Report and save the file. Employees should be listed alphabetically. Report each absence using the Absence Codes provided on the form.

Partial Day Absences

Certificated Report in full hour increments

Classified Report in hour and minutes (ie: 2 hrs 30 min)

ABSENCE CODES

B	Beginning Date	BR	Bereavement	X	School Business
S	Sick	IN	Industrial	A	Pers Absence/Unpaid
P	Personal Necessity	J	Judicial	E	Ending Date
V	Vacation	M	Military		

Revised: January 2016

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Remind employee's to sign Absence/Attendance Report on the 15th of each month. Submit signed originals to Payroll ASAP.

It is not necessary to fax or e-mail your attendance reports unless specifically requested by payroll personnel.

Change of Employee Funding Distribution

Form (25)-40

This form is to be used when changing the funding distribution of an employee. Up to three employees can be submitted on one form.

Effective date should be the first day of the current month. Distribution forms submitted with a retroactive date will be changed to the current month unless prior approval is received from the Director of Fiscal Services.

Submit white, yellow and pink copies to categorical administrator or directly to fiscal services if categorical authorization is not needed.

Please verify that funding changes were posted in your ledgers, as confirmation copies are not sent back to the site and/or department.

Class Dispersal Coverage

Form (65)-2

Use this form **ONLY** when a classroom has been dispersed, due to the lack of a Guest Teacher. Be sure to indicate the total number of students assigned to the class and the number of students dispersed (or received) by the teacher.

Employee Leave Request or Report of Absence

Form (25)-79

This form is required prior to employee leave for personal, vacation or personal necessity purposes as well as unforeseen time off (ie: sick leave). The site administrator is responsible for verifying the information submitted, approve (or disapprove) the request and signing the form.

Note: The white copy of this form should only be attached to the Monthly Absence/Attendance Report if submitting for personal necessity or bereavement.

A copy of the Employee's Report of Absence should be maintained with the site or departments Monthly Absence/Attendance Report or in an employee file.

PAYROLL FORMS DESCRIPTION

Hourly/Daily Time Record

Form (25)-88

This form is to be used by Yard Supervisors, Specialists, and Guest Teachers on Special Assignment for reporting hours worked.

IMPORTANT: Fill in Action Form # for Specialist Assignments and Special Assignment Guest Teachers.

Monthly Employee's Extra Duty and Overtime Sheet

Form (25)-89

This form is to be used for salaried monthly employees and is due to Payroll within (5) working days after the end of the month.

- Extra duty and overtime is paid one (1) month behind
- Recorded by calendar month
- All extra duty and overtime should be submitted monthly

Completing the form:

- Legal name should be typed at the top with their site/department
- Employee ID#
- Indicate assignment & PAF/PSAF#
- List dates and time work performed
- Obtain authorized signature

Substitute Employees Time Record

Form (25)-82 Classified Substitute Time Record

Form (25)-82A Guest Teacher Time Record

The following information needs to be **typed** on the timesheets:

- Full Name – as it appears on the employee social security card (legal name)
- Employee ID# (6 digits long)
- Pay Period Beginning and Ending Dates

Classified employees need to report their time in hours. Certificated employees report their time in days.

PAYROLL FORMS DESCRIPTION

Program Charged **MUST** be filled in with appropriate funding source. List the categorical fund or site account to be charged for employee conferences or district business.

Note: Due to time constraints, site discretionary fund will be charged if funding is not provided.

Substitute and administrator (or designee) must sign before submitting to payroll for processing.

Home & Hospital Daily Attendance Record

Form (25)-95

This form is to be used to report home and hospital daily attendance as well as teacher extra duty hours.