



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007	PAYROLL	IV-E
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PAYROLL DEPARTMENT FUNCTIONS

See I-C for Payroll Functions.

PAYROLL TIMELINES

Listed below are suggestions that will help to process payroll in a timely fashion:

FORM	PROCESSING ACTIVITY
HRTF Human Resources Transaction Form	HRTF forms require approval of appropriate staff prior to work being performed. <i>Remember...electronic HRTFs need approval of several departments before they appear in the HR/Payroll queue.</i>
HR-100 Leave/Absence Report/Request	HR-100 forms for <u>all</u> absences (excluding comp time) must be completed and forwarded to payroll immediately upon return of the employee to work; long-term absences can be reported weekly. <i>(Note: The HR-100 form is a substitute's time sheet--late arrival in the payroll office jeopardizes processing of compensation.)</i>
HR-105 Request for Substitute(s)	<u>Prior</u> approval is required.
Form HR-128 Hourly Payroll Time Work Sheet	<ul style="list-style-type: none"> • Submit Form HR-128 to payroll at completion of assignment, daily if necessary. Submit forms for ALL employees no later than the 10th of each month; if the 10th is on a weekend, submit on the preceding Friday. • HR-128 time sheets must be <u>totaled</u> prior to signature of claim and approval. • Do not attach HR-128 time sheets to Building Summary Payroll Report • HR-128 time sheets are paid through the 10th of the month for both classified and certificated employees. • All HR-128 time sheets must specify the HRTF number -- they cannot be processed without this reference.