

PAYROLL PROCEDURES

Procedures for Administrator Attendance and Classified Absence Reporting

All employees must turn in an Attendance Report (*Administrator*) or Absence Report (*Classified*) each month. All reports are to be signed (in blue ink) and the hours must be reviewed and approved by the Employee's Principal/Supervisor. Reports may be delivered by either the Principal/Supervisor or Secretary on the date that they are due. All forms can be found at the district's staff website: <http://staff.mhusd.org/staff-intranet/business-services/forms/>

- **Administrator Attendance Report:** All Administrators, Supervisors, Executive Secretaries and other confidential employees must complete this form. It must be completed in full, including all weekend days and holidays and it is due the **LAST BUSINESS DAY OF THE MONTH**.
- **Classified Absence Report:** All full time Classified employees must complete this form. It must be completed in full and is due the **LAST BUSINESS DAY OF THE MONTH**.

Procedures for Payroll Time Sheet Submission

All time sheets are to be signed (in blue ink) and hours reviewed/approved by the Principal/Supervisor and delivered by either the Principal/Supervisor or Secretary by 12:00 P.M. on the date that they are due with correct budget number(s). The Payroll Department cannot pay on time sheets that are not original or photo-copied. All forms can be found at the district's staff website: <http://staff.mhusd.org/staff-intranet/business-services/forms/>

- **Certificated Regular Employees:** Extra and overtime hours are due on the **LAST DAY OF EACH MONTH**. If the last day falls on a weekend or a holiday, time sheets are to be submitted on the working day before. Print this form on **YELLOW** paper.
- **Certificated Substitute Employees:** Time sheets are due on the **LAST DAY OF THE MONTH**. If the last day falls on a weekend or a holiday, time sheets are to be submitted the working day before. Print this form on **GREEN** paper.
- **Classified Regular Employees:** Extra and overtime hours are due on the **LAST DAY OF THE MONTH**. If the last day falls on a weekend or a holiday, time sheets are to be submitted the working day before. Print this form on **BLUE** paper.
- **Classified Substitute Employees:** Time sheets are due on the **LAST DAY OF EACH MONTH**. If the the last day falls on a weekend or a holiday, time sheets are to be submitted the working day before. Print this form on **PINK** paper.

For assistance, please contact the Payroll Department
Certificated Employees: Danielle Nunes 408-201-6063
Classified Employees: Michele Thomsen 408-201-6062

Fiscal Services Payroll Procedures

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