

## PAYROLL PROCESSING TIPS

1. SFE Absence Reports are due to payroll the following Wednesday after the week ending. Please put the beginning and ending date (that the absence report covers) at the top of report.
2. If a staff member fills out a leave form and then doesn't use the leave, please write CANCEL on the leave form and forward to payroll.
3. When verifying attendance on the SFE system. Watch the input on time for staff and substitute. Remember 3 hours and 45 minutes makes a ½ day.
4. If there is something wrong on the SFE Absence Report and you need to send a new report to Payroll-please write REVISED on the new report and run the whole report not just what has been corrected. Please highlight correction.
5. Extra Duty payroll claim forms should not have more than 1 month dates on the form.
6. When the end of the month falls during the week you should do 2 SFE Absence Reports. Remember attendance is from the first working day of the month to the last working day of month.
7. If a substitute subs for more than 1 teacher or you move a substitute around, please call Cindy Swanson at 366-5979. The SFE Absence Report needs to reflect the teacher(s) the sub worked for. Payroll verifies the SFE Absence Report to the Claims for Covering Classrooms. Also this step is necessary so that when a sub calls regarding questions concerning pay, Payroll has a record of where the sub was placed.