

1.0 The Payroll staff is responsible for the timely and accurate processing of Food Service employees time and attendance, resulting in the bi-weekly distribution of payroll checks.

1.1 All food service employees payroll is processed as follows:

- All forms are date/time stamped when received.
- Forms are separated by type of employee (regular, substitute, and student). Regular employees are separated by payroll variance location number, substitute employees are alphabetized, and the payroll variance location number separates students.
- All time and/or absences for subs or student workers are entered in the On-Line Absence Reporting (OARS) system found on the mainframe.
- All absences and/or overtime for regular status employees are entered in the On-Line Absence Reporting (OARS) system found on the mainframe.
- Screen prints of the employee list on OARS are printed after time has been entered and balanced with actual time cards.
- CCF-125 absence correction forms and memos to payroll are used to report any data entry errors, or time received after the payroll deadline. All changes and corrections are noted on the payroll variance.
- Payroll Variance Reports (M6011176) are received (Tuesday following the payroll deadline), each Operations Clerk will review the variance for errors and immediately notify payroll of any corrections via a memo or CCF-125 form.
- All employee inquiries regarding pay will be researched and resolved immediately.

2.0 Regular Status Employee Payroll – regular status employees are those that have been hired as a permanent employee and are assigned 4.1 hours or more per day with various rates of pay. Regular status employees receive CCSD benefits. Regular status employee's time cards and CCF-101 forms are processed as regular and late OARS depending on what variance location the employee is assigned. Regular status employee's time and absences are recorded on the food service time cards (FS-20) for employees working in the schools. Office staff submits exceptions to time worked on a CCF-101 and CCF-74 forms.

3.0 Substitute Employee Payroll – substitute employees are those employees hired to meet a specific need. These employees do not receive CCSD benefits and receive the appropriate hourly rate. All substitute time cards are processed as late OARS, due every other Monday. Substitute employees time is submitted using the green time cards (FSD-190).

4.0 Student Worker Payroll – student workers are assigned by school personnel as part of a class credit program. These workers are working less than 4.1 hours per day and receive minimum wage. All student time cards are processed as regular OARS, due every other Friday. Student's time is submitted on the student time card (FS-20A).

5.0 Responsibility Pay – Any employee who is assigned to perform the responsibilities of a regular position in a higher class, for the majority of the shift because of the absence of a regular status employee shall, after five (5) consecutive days, five (5) days in a three-month period, or eight (8) days within the school year be granted retroactively a five (5), ten (10), or fifteen (15) percent increase. When the food service responsibility pay form (FS-93-XE) is received the following process is completed:

- 5.1 All responsibility pay forms are alphabetized and processed every other week.
- 5.2 Time recorded as worked on the form, is verified on the payroll variance.
- 5.3 Employee's name and time are entered on a responsibility pay worksheet for tracking purposes.
- 5.4 An authorization for extra pay form (CCF-005) is completed for each employee and sent to pay data for processing.
- 5.5 A responsibility pay checklist form (FSD-103) is used to make sure all steps have been completed.
- 6.0 Uniform Allowance – Any employee required by CCSD to wear special clothing in performance of his/her duty will receive either special clothing or an allowance determined by the district to purchase clothing that meets the specifications of the District. The following process is completed:
 - 6.1 All regular status employees deemed eligible for uniform allowance will be submitted to the pay data department via a memo for processing in October. This memo will then be completed monthly for those new employees that have passed his/her six-month probation.
- 7.0 Remote Pay – Full-time education support Employees assigned to remote or isolated areas as of July 31, 2003 shall receive an incentive allotment in addition to their regular salary. Employees new to these remote or isolated areas on August 1, 2003 and thereafter shall not receive remote pay.
 - 7.1 All regular status employees working at an outlying school and meeting the above criteria, will be submitted to the pay data department via a memo for processing in December and again in May.

DOCUMENT REVISION HISTORY

Date:	Revision	Description of Revision
30 Aug 2004	A	Initial Release of document

THIS DOCUMENT APPROVED BY

Director III, Food Service