

# PAYMENTS TO EMPLOYEES FOR HOURS WORKED

## Time Reporting Form

Most employees will receive a paycheck because they are salaried. [Time reporting forms](#) are exceptions. Such exceptions may include:

- Class coverage (time reporting forms submitted in December and June)
- Extra-duty pay (includes supervisors for athletic events)
- Club sponsor pay (according to Appendix C of the [Master Agreement](#))
- Performance pay

**Employees may not be compensated with gift cards/certificates for work performed.**

- **Description**

Time reporting forms are coded to salary accounts and processed by the [Payroll Department](#). Salary accounts may only be used to pay employees of the district. Whether the salary account being used is district provided or site specific, it is important to remember that these accounts can only be accessed by submitting a time reporting form. **AP checks cannot be coded to salary accounts.**

Salary accounts are identified by an object code of 0110 through 0150 and will have a job class assigned to the budget code. There are no salary accounts in Fund 74 (Pupil Activity).

All salary accounts have been assigned a quick code. You may obtain a quick code report by contacting Budget Services at 303-365-5812 and requesting an [APS GL QuickCode Listing \(M91\)](#) report. If your site is responsible for paying an employee for hours worked, a quick code will need to be assigned to the time reporting form.

Time reporting forms should be submitted on a weekly basis to ensure employees are paid in the appropriate pay period for the work performed. Instructions for completing time reporting forms are available on the Payroll web site's [Time Reporting Form tab](#).

Online [Agreement for Services](#) (AFS) should be completed for additional work performed by employees. To determine the correct rate of pay, see the [Standardized Agreement for Services Rates](#) memo.

Please see the back of the time reporting form for more information and descriptions of categories.

## ● Procedure

The following areas need to be completed (either hand written or typed) in order for the time reporting form to be processed:

- First and last name of employee
- Social security number or employee I.D. number (located on back of I.D. badge)
- Dates worked
- Description of work performed
- Hourly rate or total pay (for performance pay)
- Quick code (for time reporting forms to be charged different than contract/assignment - required on non-contract and performance)
- Signature and date

All time reporting forms must have authorized signatures and be submitted on original time reporting form stock from [Print Services](#). For control purposes, no photo copies or faxes will be accepted. A copy of the AFS must be submitted with all-time reporting forms.

Failure to follow these guidelines may require the return of the time reporting forms to the site and result in delay of payment.

The [payroll cutoff date is the Saturday before the 15<sup>th</sup> of each month](#) (except December, which is earlier). Time reporting forms for work performed through the Saturday before the 15<sup>th</sup> of each month must be received by the Payroll Department by 4:30 p.m. the next working day in order to be paid that month. Time reporting forms received after the cutoff date will be paid the following month.

Summarized employee pay will show up as monthly payroll transactions on [APS GL Transaction History Download XML \(M367\) reports](#), under the budget codes (quick codes) for which they were entered. To obtain a detailed breakdown of the month's payroll transactions by employee name (known as a costing report), contact the Accounting Department at 303-365-5810.

For questions regarding:

- Paying an employee for hours worked, please contact [Human Resources](#) at 303-340-8060.
- Time reporting forms, please contact [Payroll Department](#) at 303-365-5814.
- Quick codes, please contact [Budget Services](#) at 303-365-5812.
- Running reports on salary accounts, please contact the [Accounting Department](#) at 303-365-5810.