

**CERTIFIED EMPLOYEES PAYROLL CHECKLIST
(REQUIRED)**

SCHOOL/DEPT:

SEND REPORTS IN THE FOLLOWING ORDER

- 1** | **PRINCIPAL/SUPERVISOR/ADMIN. TIME SHEET** _____
- 2** | **EMPLOYEE ABSENTEE STATEMENT —**
IN DATE ORDER BEHIND RESPECTIVE TIME SHEET IN #1 ABOVE _____
- 3** | **APPLICABLE LEAVE DOCUMENTATION (PROFESSIONAL LEAVE
FORM, WC ELECTION, DR EXCUSES, OBITUARY, ETC.) —**
IN DATE ORDER BEHIND RESPECTIVE EMPLOYEE ABSENTEE STATEMENT _____
- 4** | **OTHER CERTIFIED TIME SHEETS (includes Asst. Principal, if app) —**
IN ALPHA ORDER _____
- 5** | **EMPLOYEE ABSENTEE STATEMENTS —**
IN DATE ORDER BEHIND RESPECTIVE TIME SHEET IN #4 ABOVE _____
- 6** | **APPLICABLE LEAVE DOCUMENTATION (PROFESSIONAL LEAVE
FORM, WC ELECTION, DR EXCUSES, OBITUARY, ETC.) —**
IN DATE ORDER BEHIND RESPECTIVE EMPLOYEE ABSENTEE STATEMENT _____
- 7** | **MAKE SURE THIS CHECKLIST IS COMPLETE**
(SCHOOL/DEPT NAME IS LISTED ABOVE & EACH ITEM IS "✓" OR INITIALED) _____

Leave records for vacant positions are entered at the school by using the teacher positions in system by school – e.g. CES, Teacher & NHMS, Teacher

NOTE: This SHOULD be used as a cover sheet each month to separate certified and non-certified payrolls.

**WAGE & HOUR EMPLOYEES PAYROLL CHECKLIST
(REQUIRED)**

SCHOOL/DEPT:

SEND REPORTS IN THE FOLLOWING ORDER

- 1 | **SIGNED WAGE & HOUR MONTHLY REPORT**
(straight time & overtime) _____
- 2 | **TIME TRUST SUMMARY REPORT —**
LIST OF EMPLOYEES WITH TOTAL HOURS FOR MONTH _____
- 3 | **TIMESHEETS —**
IN ALPHA ORDER _____
- 4 | **EMPLOYEE ABSENTEE STATEMENTS —**
IN DATE ORDER BEHIND RESPECTIVE TIME SHEET IN #3 ABOVE _____
- 5 | **APPLICABLE LEAVE DOCUMENTATION (PROFESSIONAL LEAVE
FORM, WC ELECTION, DR EXCUSES, OBITUARY, ETC.) —**
IN DATE ORDER BEHIND RESPECTIVE EMPLOYEE ABSENTEE STATEMENT _____
- 6 | **LEAVE VERIFICATION —**
DETAILED REPORT _____
- 7 | **SUBSTITUTE TIME SHEETS (if applicable) —**
IN ALPHA ORDER _____
- 8 | **EMAIL IN EXCEL FORMAT: WAGE AND HOUR REPORT,
VERIFICATION OF DAYS WORKED, AND HOURLY COACHES** _____
- 9 | **SUPPLEMENT BALANCES**
(SCHOOL/DEPT NAME IS LISTED ABOVE & EACH ITEM IS "✓" OR INITIALED) _____

Leave records for vacant positions must be keyed in under the School, teacher positions. Example: CES, Teacher

NOTE: This SHOULD be used as a cover sheet each month to separate certified and non-certified payrolls.