

PAYROLL GUIDE FOR CHILD NUTRITION DEPARTMENT 2023-2024

PAYROLL TOPICS



- Pay Schedules
- Clocking In/Out
- Timesheets

- Reporting Absences
- Payroll Web Page
- Changes to Payroll Forms







2023-2024 BI-WEEKLY Pay Schedule





SHARYLAND ISD

BI-WEEKLY PAY SCHEDULE 2023-2024 SCHOOL YEAR



1ST DAY OF PAY PERIOD		LAST DAY OF PAY PERIOD		\$ PAY DATE \$		
SAT	August 5, 2023	,	FRI	August 18, 2023	FRI	August 25, 2023
SAT	August 19, 2023	1	FRI	September 1, 2023	FRI	September 8, 2023
SAT	September 2, 2023	1	FRI	September 15, 2023	FRI	September 22, 2023
SAT	September 16, 2023	1	FRI	September 29, 2023	FRI	October 6, 2023
SAT	September 30, 2023	1	FRI	October 13, 2023	FRI	October 20, 2023
SAT	October 14, 2023	1	FRI	October 27, 2023	FRI	November 3, 2023
SAT	October 28, 2023	1	FRI	November 10, 2023	FRI	November 17, 2023
SAT	November 11, 2023	1	FRI	November 24, 2023	FRI	December 1, 2023
SAT	November 25, 2023		FRI	December 8, 2023	FRI	December 15, 2023
SAT	December 9, 2023	1	FRI	December 22, 2023	FRI	December 29, 2023
SAT	December 23, 2023	1	FRI	January 5, 2024	FRI	January 12, 2024
SAT	January 6, 2024	1	FRI	January 19, 2024	FRI	January 26, 2024
SAT	January 20, 2024	1	FRI	February 2, 2024	FRI	February 9, 2024
SAT	February 3, 2024	1	FRI	February 16, 2024	FRI	February 23, 2024
SAT	February 17, 2024	1	FRI	March 1, 2024	FRI	March 8, 2024
SAT	March 2, 2024	1	FRI	March 15, 2024	FRI	March 22, 2024
SAT	March 16, 2024	1	FRI	March 29, 2024	FRI	April 5, 2024
SAT	March 30, 2024		FRI	April 12, 2024	FRI	April 19, 2024
SAT	April 13, 2024	1	FRI	April 26, 2024	FRI	May 3, 2024
SAT	April 27, 2024	1	FRI	May 10, 2024	FRI	May 17, 2024
SAT	May 11, 2024		FRI	May 24, 2024	FRI	May 31, 2024
SAT	May 25, 2024	-	FRI	June 7, 2024	FRI June 14, 2024	
SAT	June 8, 2024	1	FRI	June 21, 2024	FRI	June 28, 2024
SAT	June 22, 2024	1	FRI	July 5, 2024	FRI	July 12, 2024
SAT	July 6, 2024		FRI	July 19, 2024	FRI	July 26, 2024
SAT	July 20, 2024	1	FRI	August 2, 2024	FRI	August 9, 2024
SAT	August 3, 2024		FRI	August 16, 2024	FRI	August 23, 2024

SHARYLAND ISD PAYROLL DEPARTMENT

Clocking In/Out



- Select appropriate punch when clocking in/out
 - In
 - Temporary Out of Office
 - Lunch
 - Gone for the Day
- Notify supervisor of adjustments
- Review and <u>SUBMIT WEEKLY</u>

Timesheets

- Follow your work week schedule
 - (6 hours or 8 hours)
- Review and submit to supervisor approver weekly
- Supervisors approve timesheets on Mondays
- MUST complete the work week before submitting

View Time Sheet

Work CAF (CAFETERIA) 40h C Total Hours: 40h C		ime Sneet for	EXXXX-XX-7143): 04/30/2022 - 05/06/2022	
Work CAF (CAFETERIA) 40h C Total Hours: 40h C	Period Sun	nmary		
Total Hours: 40h 0	Туре	Pay	Note	Hours
	Work	CAF (CAFETERIA)	····	40h 01m
Hours Paid: 40h 0			Total Hours:	40h 01m
			Hours Paid:	40h 00m

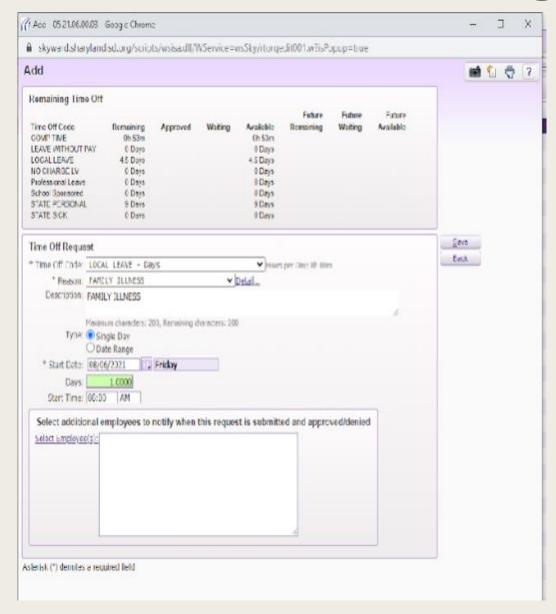
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Daily Totals					
	Status	Note			Hours
Monday 05/0	2/22				
6:27 AM -	1:29 PM IN				7h 02m
1:29 PM -	2:00 PM LNCH				0h 31m
2:00 PM -	2:59 PM IN				0h 59m
			05/02/22	Total Hours:	8h 01m
Tuesday 05/0	3/22				
6:26 AM -	1:26 PM IN				7h 00m
1:26 PM -	1:55 PM LNCH				0h 29m
1:55 PM -	2:55 PM IN				1h 00m
			05/03/22	Total Hours:	8h 00m
Wednesday 0	5/04/22				
6:24 AM -	1:29 PM IN				7h 05m
1:29 PM -	1:59 PM LNCH				0h 30m
1:59 PM -	3:05 PM IN		``		1h 06m
			05/04/22	Total Hours:	8h 11m
Thursday 05/	05/22				
6:28 AM -	1:32 PM IN				7h 04m
1:32 PM -	2:01 PM LNCH				0h 29m
2:01 PM -	2:51 PM IN				0h 50m
			05/05/22	Total Hours:	7h 54m
Friday 05/06/	22				
6:25 AM -	1:29 PM IN				7h 04m
1:29 PM -	1:59 PM LNCH				0h 30m
1:59 PM -	2:50 PM IN				0h 51m
			05/06/22	Total Hours:	7h 55m

Adjustments	
No Adjustments For This Timesheet.	
A STATE OF THE STA	
Employee:	Date:
Approved By:	Date:

Reporting Absences

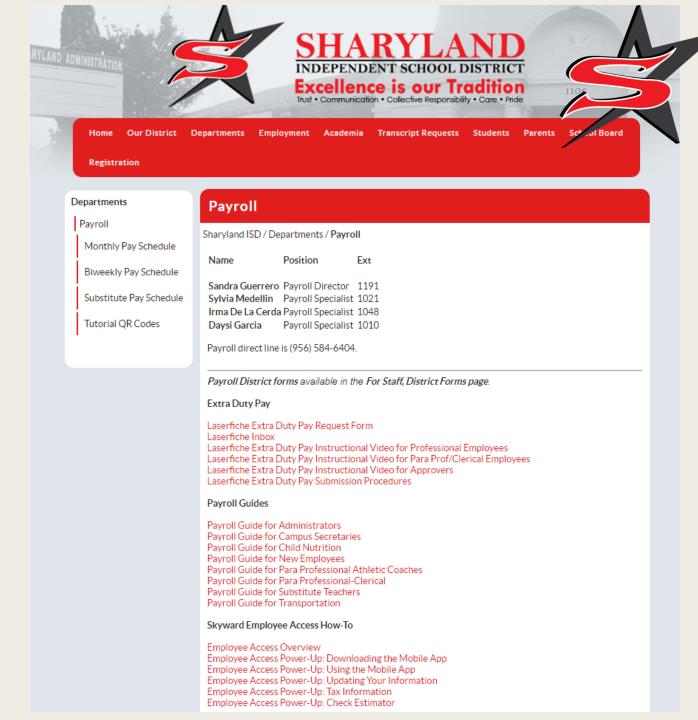




- Absences submitted through
 Skyward Employee Access Time Off
- Refer to <u>How to Create an Absence</u> guide on the district's Payroll Web Page

Payroll Web Page

- Pay Schedules
- Payroll Guides
- Skyward How-To
 - Employee Access
 - True Time
 - Time Off
- Contact Information



Payroll Web Page

Changes to Payroll Forms/ Update Skyward Passwords

- W-4 Form
- Address Change Form
- Direct Deposit Form-bank information needed
- Update Skyward Passwords





Have a great 2023-2024 school year!