



# PAYROLL GUIDE FOR TRANSPORTATION DEPARTMENT 2022-2023

## PAYROLL TOPICS



- Pay Schedules
- Clocking In/Out
- Timesheets

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







### 2022-2023 BI-WEEKLY Pay Schedule





#### SHARYLAND ISD

BI-WEEKLY PAY SCHEDULE 2022-2023 SCHOOL YEAR



1ST DAY OF PAY PERIOD		LAST DAY OF PAY PERIOD		\$ PAY DATE \$		
SAT	August 6, 2022	FRI	August 19, 2022	FRI	August 26, 2022	
SAT	August 20, 2022	FRI	September 2, 2022	FRI	September 9, 2022	
SAT	September 3, 2022	FRI	September 16, 2022	FRI	September 23, 2022	
SAT	September 17, 2022	FRI	September 30, 2022	FRI	October 7, 2022	
SAT	October 1, 2022	FRI	October 14, 2022	FRI	FRI October 21, 2022	
SAT	October 15, 2022	FRI	October 28, 2022	FRI	November 4, 2022	
SAT	October 29, 2022	FRI	November 11, 2022	FRI	November 18, 2022	
SAT	November 12, 2022	FRI	November 25, 2022	FRI	December 2, 2022	
SAT	November 26, 2022	FRI	December 9, 2022	FRI	December 16, 2022	
SAT	December 10, 2022	FRI	December 23, 2022	FRI	December 30, 2022	
SAT	December 24, 2022	FRI	January 6, 2023	FRI	January 13, 2023	
SAT	January 7, 2023	FRI	January 20, 2023	FRI	January 27, 2023	
SAT	January 21, 2023	FRI	February 3, 2023	FRI	February 10, 2023	
SAT	February 4, 2023	FRI	February 17, 2023	FRI	February 24, 2023	
SAT	February 18, 2023	FRI	March 3, 2023	FRI	March 10, 2023	
SAT	March 4, 2023	FRI	March 17, 2023	FRI	March 24, 2023	
SAT	March 18, 2023	FRI	March 31, 2023	FRI	April 7, 2023	
SAT	April 1, 2023	FRI	April 14, 2023	FRI	April 21, 2023	
SAT	April 15, 2023	FRI	April 28, 2023	FRI	May 5, 2023	
SAT	April 29, 2023	FRI	May 12, 2023	FRI	May 19, 2023	
SAT	May 13, 2023	FRI	May 26, 2023	FRI	June 2, 2023	
SAT	May 27, 2023	FRI	June 9, 2023	FRI	FRI June 16, 2023	
SAT	June 10, 2023	FRI	June 23, 2023	FRI	June 30, 2023	
SAT	June 24, 2023	FRI	July 7, 2023	FRI	July 14, 2023	
SAT	July 8, 2023	FRI	July 21, 2023	FRI	July 28, 2023	
SAT	July 22, 2023	FRI	August 4, 2023	FRI	August 11, 2023	
SAT	August 5, 2023	FRI	August 18, 2023	FRI	August 25, 2023	

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

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

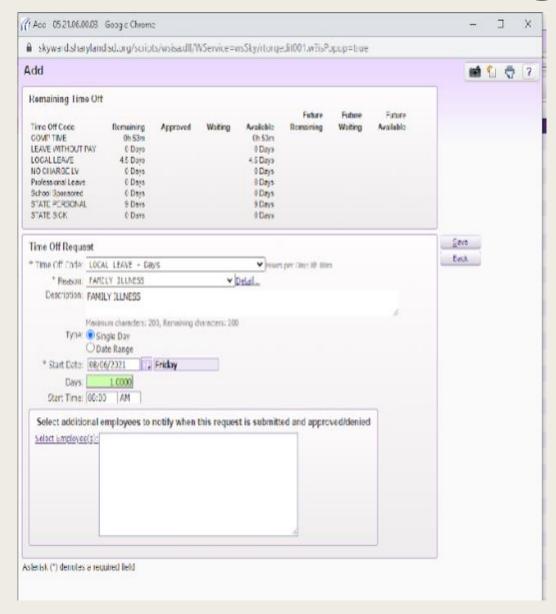
(	Print
	Back

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

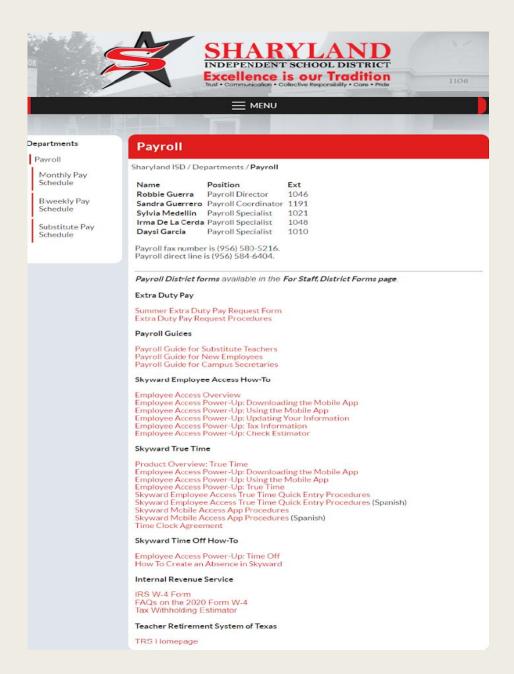




- Absences submitted through
  Skyward Employee Access Time Off
- Refer to <u>How to Create an Absence</u> guide on the district's Payroll Web Page

## Payroll Web Page

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





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 2022-2023 school year!