SHARYLAND ISD
PAYROLL Guide for Administrators

2022 - 2023

Payroll Agenda

- 2022 – 2023 Pay Schedules
- Clocking In/Out Access
- Time Sheet Approvals
- Time-Off Requests
- Extra Duty Pay Requests
- Courtesy Funds
- May Stipends
- Substitutes
- Payroll Web Page-Resources

2022-2023 Pay Schedules

SHARYLAND ISD
MONTHLY PAY SCHEDULE
2022-2023 SCHOOL YEAR

$ PAY DATE $	Payroll Cut-Off Date	*DUE to PAYROLL DATE
August 24, 2022	July 29, 2022	July 29, 2022
September 23, 2022	September 2, 2022	September 2, 2022
October 21, 2022	September 30, 2022	September 30, 2022
November 18, 2022	October 28, 2022	October 28, 2022
December 21, 2022	December 2, 2022	December 2, 2022
January 20, 2023	December 30, 2022	January 4, 2023
February 22, 2023	February 3, 2023	February 3, 2023
March 24, 2023	February 24, 2023	February 24, 2023
April 25, 2023	March 31, 2023	March 31, 2023
May 25, 2023	April 28, 2023	April 28, 2023
June 23, 2023	June 2, 2023	June 2, 2023
July 25, 2023	June 30, 2023	June 30, 2023
August 25, 2023	August 4, 2023	August 4, 2023

* Laserfiche Extra Duty Pay Requests must be electronically submitted to Payroll for final approval by **5:00 p.m. of *Due to Payroll Date***. All requests received after *Due to Payroll Date* will be included the following month pay date.

SHARYLAND ISD PAYROLL DEPARTMENT

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	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	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

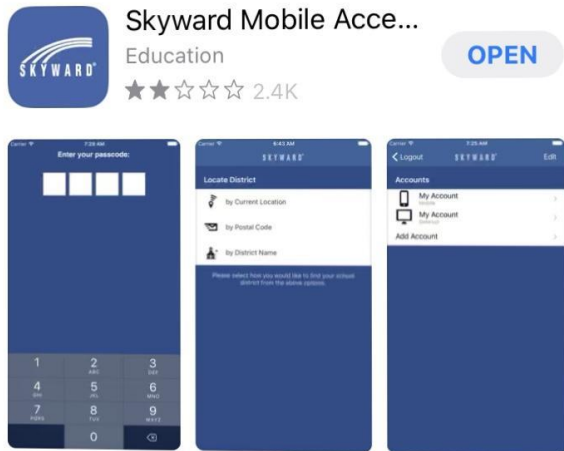**SHARYLAND ISD PAYROLL DEPARTMENT**

2022-2023
Sharyland ISD Payroll

Clocking In/Out Access
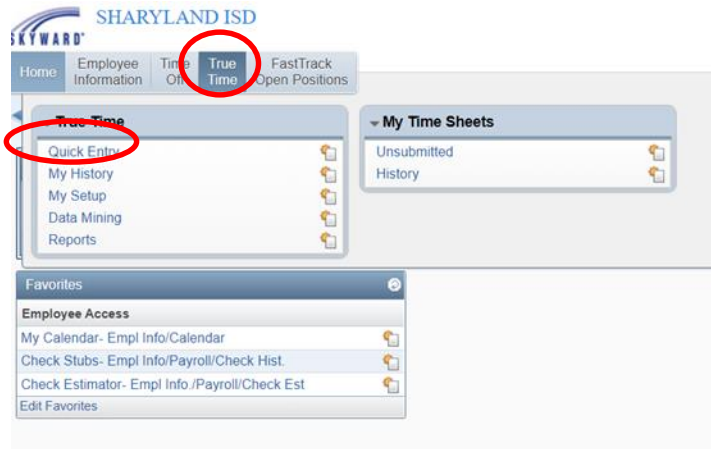## Para Professional and Clerical Employees

Skyward Mobile Access App

Mobile Phone

[Skyward Mobile Access App Instructions](#)

Skyward Employee Access
True Time Quick Entry

Desktop or Laptop

[Skyward Employee Access True Time Quick Entry Procedures](#)

Time Clock

2022-2023
Sharyland ISD Payroll

Clocking In/Out
Para Professional and Clerical Employees

- Updated Training/Time Clock Agreement Form
  - [Sharyland ISD Time Clock Agreement](#)
- Select appropriate job when clocking in/out
- Notify supervisor of adjustments
- Review and submit weekly

In - SPECIAL ED. AIDE (Primary)	○
In - Shary Day Care	○
In - Extra Campus Duties	○
In - Academic Tutor Support	○
Temporarily Out of Office	○
Lunch	○
Gone	◉

Time Sheet Approvals

- Approval Due Date:

MONDAY-12 NOON

TIME-SHEET

APPROVED

2022-2023
Sharyland ISD Payroll

Time-Off Requests

- Approve ASAP

Extra Duty Pay Requests

- Prior approval from Supervisor

- Extra Duty Laserfiche Pay Request Form
  - Payroll Web Page(form link)
  - Log in to Laserfiche
  - Complete and correct
  - Non-exempt – attach timesheet
  - Complete work before submitting
  - Submit weekly
  - Submit by Payroll Due Date

Laserfiche Extra Duty Pay Request

Courtesy Fund

- Google Form-e-mailed to campus Principal/Secretary-8/05/2022

- Employee electronic reply DUE to Payroll-9/02/2022

- September and October payroll deduction

2022-2023 Courtesy Fund

Payroll Deduction

This form is automatically collecting emails for Sharyland ISD users. Change settings

LAST NAME *

Short answer text

FIRST NAME *

Short answer text

SOCIAL SECURITY # (Last 4 Digits) *

Short answer text

Campus *

1. Sharyland High School
2. Pioneer High School
3. B. L. Gray Jr. High School
4. Sharyland North Jr. High School
5. John H Shary Elementary School
6. O. Garza Elementary School
7. J. Jensen Elementary School
8. R.D. Martinez Elementary School
9. L. Bentsen Elementary School
10. R. Hinojosa Elementary School
11. D. Wernecke Elementary School

2022-2023
Sharyland ISD Payroll

MAY Stipends

- 2022-2023 Salary and Stipend Pay Rate Structure

- Email spreadsheet template to Campus Principal/Secretary– 10/3/2022

- DUE to Payroll – 10/28/2022

Substitutes

SEMS
- Assigned Job #
- Accurate and Timely Recording

VACANCY
- 20 Day MAX
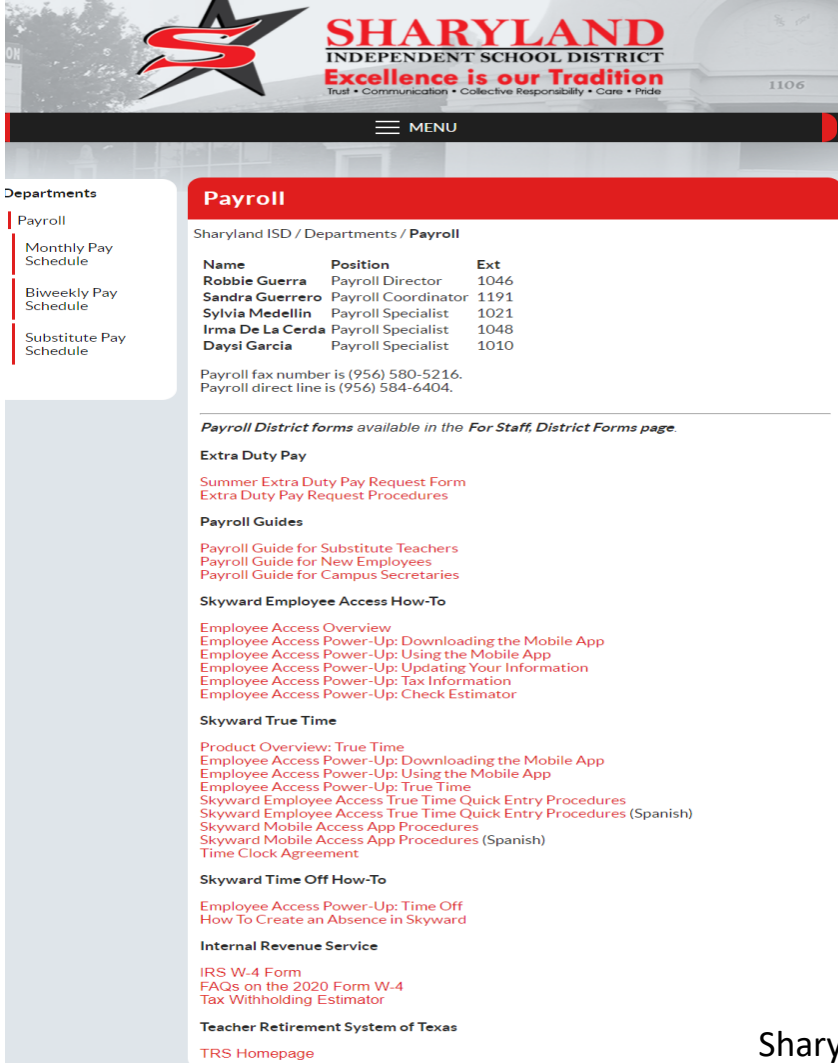
VERIFY
- Number of Absent Teachers
  =
  Number of Subs on Campus

- Corresponding Teacher Time Off

2022-2023
Sharyland ISD Payroll

PAYROLL Web Page

- Pay Schedules
- Payroll Guides
- Skyward How-To
  - Employee Access
  - True Time
  - Time Off
- Internal Revenue Service
- Teacher Retirement System of Texas
- District Payroll Forms available in the For Staff, District Forms page
- Contact Information

2022-2023
Sharyland ISD Payroll

THANK YOU!

2022-2023
Sharyland ISD Payroll