



**SHARYLAND ISD**



# **PAYROLL Guide for Campus Secretaries**



**2023 - 2024**

# AGENDA

- 2023-2024 Pay Schedules
- Laserfiche Extra Duty Pay Requests
- Forms Submission
- Courtesy Fund
- May Stipends
- Substitutes
- Clock In/Out Access
- Payroll Web Page



# 2023-2024 Pay Schedules



**SHARYLAND ISD**  
MONTHLY PAY SCHEDULE  
2023-2024 SCHOOL YEAR



\$ PAY DATE \$	Payroll Cut-Off Date	*DUE to PAYROLL DATE
August 25, 2023	August 4, 2023	August 4, 2023
September 22, 2023	September 1, 2023	September 1, 2023
October 20, 2023	September 29, 2023	September 29, 2023
November 17, 2023	October 27, 2023	October 27, 2023
December 20, 2023	December 1, 2023	December 1, 2023
January 24, 2024	December 29, 2023	December 29, 2023
February 23, 2024	February 2, 2024	February 2, 2024
March 22, 2024	February 23, 2024	February 23, 2024
April 24, 2024	March 29, 2024	March 29, 2024
May 24, 2024	May 3, 2024	May 3, 2024
June 25, 2024	May 31, 2024	May 31, 2024
July 25, 2024	June 28, 2024	June 28, 2024
August 23, 2024	August 2, 2024	August 2, 2024

\* 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  
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	FRI	September 1, 2023	FRI	September 8, 2023
SAT	September 2, 2023	FRI	September 15, 2023	FRI	September 22, 2023
SAT	September 16, 2023	FRI	September 29, 2023	FRI	October 6, 2023
SAT	September 30, 2023	FRI	October 13, 2023	FRI	October 20, 2023
SAT	October 14, 2023	FRI	October 27, 2023	FRI	November 3, 2023
SAT	October 28, 2023	FRI	November 10, 2023	FRI	November 17, 2023
SAT	November 11, 2023	FRI	November 24, 2023	FRI	December 1, 2023
SAT	November 25, 2023	FRI	December 8, 2023	FRI	December 15, 2023
SAT	December 9, 2023	FRI	December 22, 2023	FRI	December 29, 2023
SAT	December 23, 2023	FRI	January 5, 2024	FRI	January 12, 2024
SAT	January 6, 2024	FRI	January 19, 2024	FRI	January 26, 2024
SAT	January 20, 2024	FRI	February 2, 2024	FRI	February 9, 2024
SAT	February 3, 2024	FRI	February 16, 2024	FRI	February 23, 2024
SAT	February 17, 2024	FRI	March 1, 2024	FRI	March 8, 2024
SAT	March 2, 2024	FRI	March 15, 2024	FRI	March 22, 2024
SAT	March 16, 2024	FRI	March 29, 2024	FRI	April 5, 2024
SAT	March 30, 2024	FRI	April 12, 2024	FRI	April 19, 2024
SAT	April 13, 2024	FRI	April 26, 2024	FRI	May 3, 2024
SAT	April 27, 2024	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	FRI	June 21, 2024	FRI	June 28, 2024
SAT	June 22, 2024	FRI	July 5, 2024	FRI	July 12, 2024
SAT	July 6, 2024	FRI	July 19, 2024	FRI	July 26, 2024
SAT	July 20, 2024	FRI	August 2, 2024	FRI	August 9, 2024
SAT	August 3, 2024	FRI	August 16, 2024	FRI	August 23, 2024

SHARYLAND ISD PAYROLL DEPARTMENT

# Laserfiche Extra Duty Pay Requests

- Prior approval from Supervisor
- Extra Duty Pay Request Form
  - Log in to Laserfiche
  - Complete and correct
  - Non-exempt – attach timesheet
  - Complete work week prior to submitting for extra duty pay
  - Submit weekly
  - Submit by Payroll Due Date

### Extra Duty Pay Request



LEGAL NAME: **Laet Name** GUERRERO **First Name** SANDRA **MI** M **Last 4 SSN\*** 1234

**Campus\*** PHS Summer School

**Position Code\*** 02 - Teacher / Librarian

**Program Title\*** Summer School - Teacher

**Budgetary Code**

FUND	FCN	OBJ	SO	ORG	YR	PIC	LCL
199	11	0118	00	099	0	24	999

Only enter time actually worked. You may enter multiple times per day if necessary.  
Example: Employee works from 8am - 3pm, but has lunch from 11:30 am - Noon.  
Line 1: Start Time 08:00:00 AM / End Time 11:30:00 AM  
Line 2: Start Time 12:00:00 PM / End Time 03:00:00 PM

Date	Start Time	End Time	Total Hours
06/07/2021	08:00:00 AM	12:00:00 PM	4.00 X
06/07/2021	12:30:00 PM	03:00:00 PM	2.50 X

Add

Total hours for the week: 6.50

Pay Rate\* \$ 30.00

Gross Amount \$ 195.00

**Employee Signature\*** Sandra Guerrero

**Date** Date will be captured on form submission

Timesheets must be completed on a weekly basis and turned in to your campus or department for approval. Incomplete/inaccurate forms will be returned to employee for correction. See the Monthly Pay Schedule for out-off dates on our district's website.

Submit

[Laserfiche Extra Duty Pay Request](#)

# Forms Submission

- **PAYROLL Forms**
  - Extra Duty Pay Request Laserfiche Form (Payroll Web Page)
  - IRS W-4 (Payroll Web Page)
  - Direct Deposit Authorization (Laserfiche/For Staff-District Forms Page)
    - Bank Direct Deposit Form or Voided Check required
  - Employee Personal Information Changes (Employee Access)
    - Name Change requires Social Security Card
- **Inter-District Mail: Address to PAYROLL**
  - Deadlines
  - Confidentiality
  - Lost



# Courtesy Fund

- Google Form - e-mailed to campus Principal/Secretary – **August 10, 2023**
- Employee electronic reply DUE to Payroll – **September 1, 2023**
- September and October payroll deduction

2023-2024 Courtesy Fund

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Payroll Deduction

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This form is automatically collecting emails from all respondents. [Change settings](#)

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LAST NAME \*

Short answer text

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FIRST NAME \*

Short answer text

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SOCIAL SECURITY # (Last 4 Digits) \*

Short answer text

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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

# MAY Stipends

- 2023-2024 Salary and Stipend Pay Rate Structure
- Email spreadsheet template to Campus Principal/Secretary— 10/6/2023
- DUE to Payroll – 11/3/2023



# 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



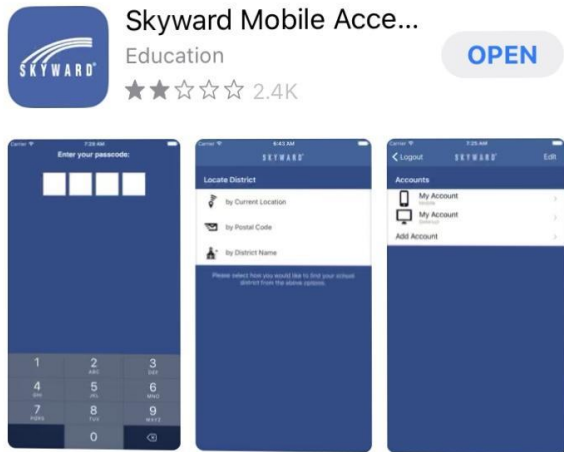


# Clocking In/Out Access

## Para Professional and Clerical Employees

### Skyward Mobile Access App

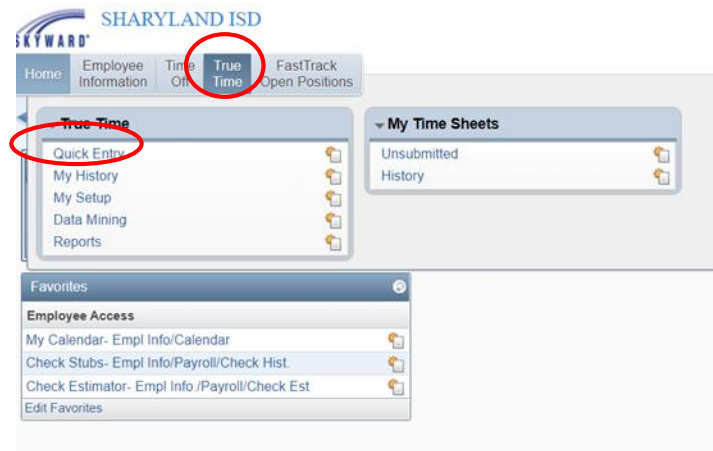
Mobile Phone



[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



# Clocking In/Out

- 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)	<input type="radio"/>
In - Shary Day Care	<input type="radio"/>
In - Extra Campus Duties	<input type="radio"/>
In - Academic Tutor Support	<input type="radio"/>
Temporarily Out of Office	<input type="radio"/>
Lunch	<input type="radio"/>
Gone	<input checked="" type="radio"/>

# 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

**SHARYLAND INDEPENDENT SCHOOL DISTRICT**  
Excellence is our Tradition  
Trust • Communication • Collective Responsibility • Care • Pride

Home Our District Departments Employment Academia Transcript Requests Students Parents School Board

Registration

Departments

- Payroll
  - Monthly Pay Schedule
  - Biweekly Pay Schedule
  - Substitute Pay Schedule
  - Tutorial QR Codes

**Payroll**

Sharyland ISD / Departments / Payroll

Name	Position	Ext
Sandra Guerrero	Payroll Director	1046
Sylvia Medellin	Payroll Specialist	1021
Irma De La Cerda	Payroll Specialist	1048
Daysi Garcia	Payroll Specialist	1010

Payroll direct line is (956) 584-6404.

Payroll District forms available in the For Staff, District Forms page.

**Extra Duty Pay**

- Laserfiche Extra Duty Pay Request Form
- Laserfiche Inbox
- Laserfiche Extra Duty Pay Instructional Video for Professional Employees
- Laserfiche Extra Duty Pay Instructional Video for Para Prof/Clerical Employees
- Laserfiche Extra Duty Pay Instructional Video for Approvers
- Laserfiche Extra Duty Pay Submission Procedures

**Payroll Guides**

- Payroll Guide for Administrators
- Payroll Guide for Campus Secretaries
- Payroll Guide for Child Nutrition
- Payroll Guide for New Employees
- Payroll Guide for Para Professional Athletic Coaches
- Payroll Guide for Para Professional-Clerical
- Payroll Guide for Substitute Teachers
- Payroll Guide for Transportation

**Skyward Employee Access How-To**

- Employee Access Overview
- Employee Access Power-Up: Downloading the Mobile App
- Employee Access Power-Up: Using the Mobile App
- Employee Access Power-Up: Updating Your Information
- Employee Access Power-Up: Tax Information
- Employee Access Power-Up: Check Estimator

**Skyward True Time**

- Product Overview: True Time
- Employee Access Power-Up: Downloading the Mobile App
- Employee Access Power-Up: Using the Mobile App
- Employee Access Power-Up: True Time
- Skyward Employee Access True Time Quick Entry Procedures
- Skyward Employee Access True Time Quick Entry Procedures (Spanish)
- Skyward Mobile Access App Procedures
- Skyward Mobile Access App Procedures (Spanish)
- Time Clock Agreement



*Thank you*

