



SHARYLAND

INDEPENDENT SCHOOL DISTRICT

Excellence is our Tradition

Trust • Communication • Collective Responsibility • Care • Pride



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



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

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

Time Sheet for [REDACTED] (XXXX-XX-7143): 04/30/2022 - 05/06/2022

Period Summary			
Type	Pay	Note	Hours
Work	CAF (CAFETERIA)		40h 01m
			Total Hours: 40h 01m
			Hours Paid: 40h 00m

Print
Back

Daily Totals			
	Status	Note	Hours
Monday 05/02/22			
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 05/03/22			
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 05/04/22			
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.	

Employee: _____ Date: _____

Approved By: _____ Date: _____

Reporting Absences



Acc: 05.21.06.00.09 - Google Chrome

skyward.sdschools.org/scripts/wsba.dll/WService=wsSky/torque:fil001.w?isPopup=true

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
COMP TIME	0h 53m			0h 53m			
LEAVE WITHOUT PAY	0 Days			0 Days			
LOCAL LEAVE	4.5 Days			4.5 Days			
NO CHARGE LV	0 Days			0 Days			
Professional Leave	0 Days			0 Days			
School Sponsored	0 Days			0 Days			
STATE PERSONAL	9 Days			9 Days			
STATE SICK	0 Days			0 Days			

Time Off Request

* Time Off Code: LOCAL LEAVE - Days (Hours per Day: 8h 00m)

* Reason: FAMILY ILLNESS (Details)

Description: FAMILY ILLNESS

Maximum characters: 203, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 08/06/2021 (Friday)

Days: 1.0000

Start Time: 00:00 AM

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

As asterisk (*) denotes a required field

- Absences submitted through Skyward Employee Access Time Off
- Refer to [How to Create an Absence](#) 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

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	1191
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](#)

Changes to Payroll Forms/ Update Skyward Passwords

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



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



Have a great 2023-2024 school year!