



SHARYLAND

INDEPENDENT SCHOOL DISTRICT

Excellence is our Tradition

Trust • Communication • Collective Responsibility • Care • Pride



PAYROLL GUIDE FOR
PARA PROFESSIONAL ATHLETIC
COACHES
2023-2024



PAYROLL TOPICS



- Pay Schedules/Due Dates
- Clock In/Out
- Timesheets

- School Sponsored Absences
- Extra Duty
- Payroll Web Page



2023-2024 Monthly Pay Schedule



\$ 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

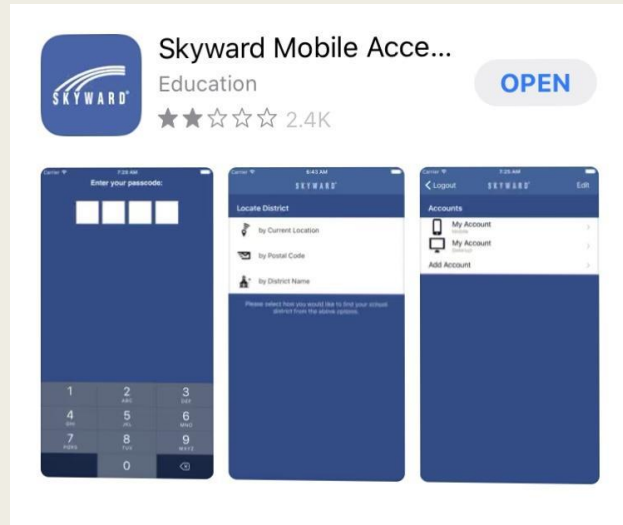
*Laserfiche Extra Duty Pay Requests must be electronically submitted to Payroll for final approval by **5:00 p.m. of Due to Payroll Date**. All requests received after *Due to Payroll Date* will be included the following month pay date.

Clocking In/Out



Skyward Mobile Access App

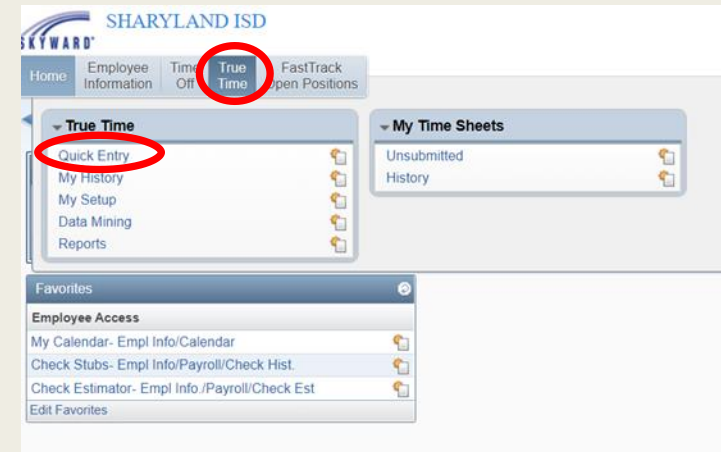
Mobile Phone



[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)
In - Summer Camps Support
In - EXTRA DUTY ATHLETICS
Temporarily Out of Office

In - SPECIAL ED. AIDE (Primary)
In - Summer Camps Support
In - EXTRA DUTY ATHLETICS
Temporarily Out of Office
Lunch
Gone



Timesheets

- MUST complete 40 hrs/week in PRIMARY job
- Prevents errors and allows Skyward to calculate accurately
- Review and submit to campus approver weekly
- Supervisors approve timesheets on Mondays
- MUST complete the work week before submitting
- Attach to extra duty pay request form



view Time Sheet

Time Sheet for: /12/08/2018 - 12/14/2018

Period Summary			
Type	Pay	Note	Hours
Work	AIDSE (SPECIAL ED. AIDE)		40h 00m
Work	XATHL (EXTRA DUTY ATHLETICS)		22h 35m
Total Hours:			62h 35m
Original Hours Paid:			62h 30m
Requested Comp Time Clock Hours:			22h 30m
Adjusted Hours Paid:			40h 00m
Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours			

Comp Time Totals				
Time Off Code	Days or Hours	Clock Hours Requested	Comp Time Factor	Time Off Allocated
COMP TIME	Hours	22h 30m * 1.5	=	33h 45m

Daily Totals			
Status	Pay/Note		Hours
Saturday 12/08/18			
8:24 AM - 12:34 PM IN	EXTRA DUTY ATHLETICS		4h 10m
			12/08/18 Total Hours: 4h 10m
Monday 12/10/18			
7:30 AM - 1:49 PM IN	SPECIAL ED. AIDE		6h 19m
1:49 PM - 2:19 PM LNCH			0h 30m
2:19 PM - 4:00 PM IN	SPECIAL ED. AIDE		1h 41m
4:00 PM - 9:01 PM IN	EXTRA DUTY ATHLETICS		5h 01m
			12/10/18 Total Hours: 13h 01m
Tuesday 12/11/18			
7:41 AM - 1:51 PM IN	SPECIAL ED. AIDE		6h 10m
1:51 PM - 2:15 PM LNCH			0h 24m
2:15 PM - 4:05 PM IN	SPECIAL ED. AIDE		1h 50m
4:05 PM - 5:56 PM IN	EXTRA DUTY ATHLETICS		1h 51m
			12/11/18 Total Hours: 9h 51m
Wednesday 12/12/18			
7:16 AM - 1:42 PM IN	SPECIAL ED. AIDE		6h 26m
1:42 PM - 2:26 PM LNCH			0h 44m
2:26 PM - 4:00 PM IN	SPECIAL ED. AIDE		1h 34m
4:00 PM - 6:22 PM IN	EXTRA DUTY ATHLETICS		2h 22m
			12/12/18 Total Hours: 10h 22m
Thursday 12/13/18			
7:50 AM - 1:57 PM IN	SPECIAL ED. AIDE		6h 07m
1:57 PM - 2:17 PM LNCH			0h 20m
2:17 PM - 4:17 PM IN	SPECIAL ED. AIDE		2h 00m
4:17 PM - 6:39 PM IN	EXTRA DUTY ATHLETICS		2h 22m
			12/13/18 Total Hours: 10h 29m Hours Paid: 2h 41m
Friday 12/14/18			
7:37 AM - 9:30 AM IN	SPECIAL ED. AIDE		1h 53m
9:30 AM - 10:00 AM LNCH			0h 30m
10:00 AM - 4:00 PM IN	SPECIAL ED. AIDE		6h 00m
4:00 PM - 10:49 PM IN	EXTRA DUTY ATHLETICS		6h 49m
			12/14/18 Total Hours: 14h 42m Hours Paid: 0h 00m

School Sponsored Absences



Add

Remaining Time Off							
Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
COMP TIME	0h 00m			0h 00m			
LEAVE WITHOUT PAY	0 Days			0 Days			
LOCAL LEAVE	10 Days			10 Days			
NO CHARGE LV	-2 Days			-2 Days			
Professional Leave	0 Days			0 Days			
School Sponsored	-32.25 Days			-32.25 Days			
STATE PERSONAL	18 Days			18 Days			
STATE SICK	0 Days			0 Days			

Time Off Request

* Time Off Code: School Sponsored - Days Hours per Day: 8h 00m

* Reason: Athletics Related [Detail...](#)

Description: Athletics Related
Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 03/06/2018 Tuesday

Days: 1.0000

Start Time: 08:00 AM

Sub Needed

Sub Request Job ID:

Select additional employees to notify when this request is submitted and approved/denied
[Select Employee\(s\):](#)

Asterisk (*) denotes a required field

- Submit school sponsored absence through Skyward Employee Access Time Off
- Check *Substitute Needed (IF Applicable)* – routed to SEMS (Substitute/Employee Management System) to enter substitute request
- Refer to *How to Create an Absence* guide on the district's Payroll Web Page

School Sponsored Absences



Time Sheet for : 03/03/2018 - 03/09/2018

Period Summary			
Type	Pay	Note	Hours
Timeoff	AIDLA (COMPUTER LAB MANAGER)	School Sponsored	0h 00m
Work	AIDLA (COMPUTER LAB MANAGER)		40h 09m
Work	XATHL (EXTRA DUTY ATHLETICS)		27h 10m
			Total Hours: 67h 19m
			Original Hours Paid: 67h 15m
			Requested Comp Time Clock Hours: 27h 15m
			Adjusted Hours Paid: 40h 00m
Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours			

Comp Time Totals				
Time Off Code	Days or Hours	Clock Hours Requested	Comp Time Factor	Time Off Allocated
COMP TIME	Hours	27h 15m * 1.5	=	40h 53m

Daily Totals			
Status	Pay/Note		Hours
Saturday 03/03/18			
8:00 AM - 6:00 PM IN	EXTRA DUTY ATHLETICS		10h 00m
			03/03/18 Total Hours: 10h 00m
Monday 03/05/18			
7:26 AM - 1:02 PM IN	COMPUTER LAB MANAGER		5h 36m
1:02 PM - 1:33 PM LNCH			0h 31m
1:33 PM - 4:01 PM IN	COMPUTER LAB MANAGER		2h 28m
			03/05/18 Total Hours: 8h 04m
Tuesday 03/06/18			
N/A	TOF	School Sponsored	0h 00m
N/A	TOF	School Sponsored	0h 00m
7:25 AM - 12:00 PM IN	COMPUTER LAB MANAGER		4h 35m
12:00 PM - 12:30 PM LNCH			0h 30m
12:30 PM - 4:00 PM IN	COMPUTER LAB MANAGER		3h 30m
4:00 PM - 11:55 PM IN	EXTRA DUTY ATHLETICS		7h 55m
			03/06/18 Total Hours: 16h 00m Hours Paid: 14h 19m
Wednesday 03/07/18			
7:31 AM - 1:02 PM IN	COMPUTER LAB MANAGER		5h 31m
1:02 PM - 1:33 PM LNCH			0h 31m
1:33 PM - 4:02 PM IN	COMPUTER LAB MANAGER		2h 29m
			03/07/18 Total Hours: 8h 00m Hours Paid: 7h 41m
Thursday 03/08/18			
N/A	TOF	School Sponsored	0h 00m
N/A	TOF	School Sponsored	0h 00m
7:30 AM - 12:00 PM IN	COMPUTER LAB MANAGER		4h 30m
12:00 PM - 12:30 PM LNCH			0h 30m
12:30 PM - 4:00 PM IN	COMPUTER LAB MANAGER		3h 30m
6:00 PM - 11:45 PM IN	EXTRA DUTY ATHLETICS		5h 45m
			03/08/18 Total Hours: 13h 45m Hours Paid: 0h 00m
Friday 03/09/18			
N/A	TOF	School Sponsored	0h 00m
N/A	TOF	School Sponsored	0h 00m
7:30 AM - 12:00 PM IN	COMPUTER LAB MANAGER		4h 30m
12:00 PM - 12:30 PM LNCH			0h 30m
12:30 PM - 4:00 PM IN	COMPUTER LAB MANAGER		3h 30m
5:00 PM - 8:30 PM IN	EXTRA DUTY ATHLETICS		3h 30m
			03/09/18 Total Hours: 11h 30m Hours Paid: 0h 00m

- Submit school sponsored absence when working an athletic event
- School sponsored will appear as zero "0" on timesheet
- Clock out of primary job at the end of the work day
- Clock into Extra Duty Athletics at the end of the work day


Extra Duty

- Extra Duty Pay Request Form
 - Log in to Laserfiche
 - Complete form accurately
 - Attach **completed and approved timesheet** (supervisors approve timesheets on Mondays)
 - Work week must be completed before submitting for pay
 - Submit weekly
 - Submit by Payroll Due Date

■ Extra Duty Approvers-Athletics

Funding Source	Type of Account	Approver 1	Approver 2
Fund 183/001	Athletic Fund-SHS	SHS Admins	Craig Krell/Raul Castillo
Fund 183/007	Athletic Fund-PHS	PHS Admins	Eduardo Galindo/Laura Cavazos
Fund 183/041	Athletic Fund-BL Gray	BL Gray Admins	Frank Silva
Fund 183/042	Athletic Fund-SNJH	SNJH Admins	Jeffrey Getz

Extra Duty Pay Request



LEGAL NAME:

Last Name
GUERRERO

First Name
SANDRA

M I
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	6118	00	699	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

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](#)

Payroll Web Page



- Pay Schedules
- Extra Duty Pay Request
- Payroll Guides
- Skyward How-To
 - *Employee Access*
 - *True Time*
 - *Time Off*
- Internal Revenue Service
- Teacher Retirement System of Texas
- Contact Information

[Payroll Web Page](#)

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MENU

Departments

- Payroll
- Monthly Pay Schedule
- Biweekly Pay Schedule
- Substitute Pay Schedule

Payroll

Sharyland ISD / Departments / Payroll

Name	Position	Ext
Robbie Guerra	Payroll Director	1046
Sandra Guerrero	Payroll Coordinator	1191
Sylvia Medellin	Payroll Specialist	1021
Irma De La Cerda	Payroll Specialist	1048
Daysi Garcia	Payroll Specialist	1010

Payroll fax number is (956) 580-5216.
Payroll direct line is (956) 584-6404.

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

Extra Duty Pay

- Summer Extra Duty Pay Request Form
- Extra Duty Pay Request Procedures

Payroll Guides

- Payroll Guide for Substitute Teachers
- Payroll Guide for New Employees
- Payroll Guide for Campus Secretaries

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

Skyward Time Off How-To

- Employee Access Power-Up: Time Off
- How To Create an Absence in Skyward

Internal Revenue Service

- IRS W-4 Form
- FAQs on the 2020 Form W-4
- Tax Withholding Estimator

Teacher Retirement System of Texas

- TRS Homepage



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Have a great 2023-2024 school year!