

Payroll Authorization Instruction Sheet for High Schools

I. Definitions

- A. Full Time (FT): Employee working more than 30 hours in a work week.
- B. Part-Time (PT): Employee working less than 25 hours in a work week.
- C. Staff: Employee who works on an hourly basis and is subject to over time.
- D. Administrator (Admin): Employee who works on a salary basis and is exempt from overtime.
- E. Regular: Continuous employee without an end date. Can be full time or part time.
- F. Temporary: Employee working 12 weeks or less. Must have a 6 month break between assignments. Can be full-time or part-time. Can be a staff or admin employee.
- G. Seasonal: Employee working 26 weeks or less. Must have a 6 month break between assignments. Can be full-time or part-time. Can be a staff or admin employee.

II. Types of Payroll Authorization Forms

A Regular New Hire Form

- 1. Human Resources completes this form for all new regular FT Admin and Staff employees and for all new regular PT Admin and Staff Employees.

B Temporary and Seasonal Payroll Authorization Form

- 1. New temporary employee coming to work for only 12 weeks or 26 weeks. Example: coaches
- 2. Regular Admin or Teacher working on an additional assignment outside of normal job duties. Example: coaching
- 3. This form would not be used for staff employees. Staff employees would need to clock-in and out for additional assignments.

C One Time Payment Form

- 1. Form used to pay a FT/PT Admin or a FT/PT Teacher performing an activity or task that is one month or less and would come out of budget line 6230. Example: Saturday detention, placement test or attending a workshop.
- 2. This form is not used for staff employees and is not used for any on-going assignments.

D Part-Time Faculty or Faculty Overload Payroll Authorization Form

- 1. Hiring a PT Teacher for an academic term.
- 2. Hiring a Substitute Teacher
- 3. FT Teacher performing an extra on-going assignment that is not part of his/her contract. Example: committee work, extra teaching responsibility. Would use temporary/seasonal form for coaching assignments.
- 4. **It is recommended** to include additional assignments, such as, coaching and committee work in his/her contract. However, if the assignment is

added after the contract has been issued the part-time overload form would suffice.

E Faculty Request for Contract

1. Complete for all FT Teachers

F Professional Service Agreements

1. Used for non-employees, such as, Independent Contractors
2. Not used for employees or student workers
3. Follow the Employee vs Independent Contractors check list