

## **Business/Non-Instructional Operations**

### **Payroll**

CREC will ensure all of its employees are paid in a timely and efficient manner and proper documentation is maintained to verify accuracy and accountability.

Legal Reference:      Connecticut General Statutes  
                                 Wage and Hour Law  
                                 10-248 Payment of school systems

Policy adopted: No Date

## **Business/Non-Instructional Operations**

### **Payroll Procedures**

Specific procedures for hiring staff and fingerprinting are located in the Personnel Policy and Procedures Manual.

### **Necessary Forms to be Completed**

Upon hiring and completion of fingerprinting, each employee must complete an I-9, IRS W-4 and CT W-4 forms (see Exhibits S, U and V) prior to beginning work. No individual will be paid unless these forms are completed and forwarded to payroll. If an individual is a Massachusetts resident, Business Services will provide a Mass tax form in place of a CT W-4 to be completed.

### **Pay Period/Work Week**

For the purpose of counting hours worked, the work week begins Sunday at 12:01 a.m. and ends Saturday at midnight.

The payroll is processed by the Business Services Payroll Office covering a two-week (bi-weekly) pay period. Payday is Friday, unless otherwise specified.

### **Timesheets**

Every staff member must complete a timesheet covering the appropriate two-week pay period. The specific kind of timesheets to be filled out and the time period that it covers is dependent on the employee classification. The timesheet categories are as follows:

**Blue** - Hourly employees or salaried employees receiving additional earnings over and above their contract. Complete right side of timesheet. Need prior approval from their Division Heads. See Exhibit L for revised blue timesheet and Exhibit M for instructions.

**Yellow** - Substitute or Temporary employees. See Exhibit N for Yellow Timesheet and Exhibit O for instructions to complete form manually and Exhibit P for instructions to complete form electronically.

**White** – Salaried (non-Bargaining Unit) employees. See Exhibit R for White timesheet.

**Time Period Covered**

All staff are paid on Friday for the time entered on their timesheets ending the previous Saturday and turned in to the Business Services Payroll Office.

**Timesheet Due Dates**

All timesheets and mileage forms are due at the Business Services Payroll Office by noon on the Monday before payday.

Any timesheets received later than their specified due date will be included in the next pay period.

**Paycheck Distribution**

Paychecks are available for distribution to staff from 10:00 am to 4:00 pm on payday, unless otherwise notified.

Staff may choose to have their check or direct deposit receipt mailed to their home or made available for pick-up by a designated staff member from participating programs (CREC work site). Each staff member must indicate this choice by completing and returning to the CREC Payroll Office the Paycheck Destination Form (see Exhibit Q). If this form is not returned to the CREC Payroll Office, the staff member will have his/her check mailed to his/her home. Checks and/or direct deposit receipts will be mailed on Friday (payday). Changes can only be in writing and only with the use of this form. In the event that an employee wishes to make a change during the course of the year, the Paycheck Destination Form must be filled out and returned to the Payroll Department at least one week (must be received by Friday of the week before payday) in advance of the planned change. Changes will not be processed without the use of this form.

The participating programs (CREC work site) will send a designated staff member to pick up all of the checks for that program (CREC work site). In no case will an individual staff member be able to pick up his/her own check or direct deposit receipt at CREC central.

**Vacation/Away From Office**

In the event that a staff member is going to be on vacation or away from his/her primary CREC work site, unless notified one week in advanced, his/her paycheck or direct deposit receipt will be distributed as originally requested (to program or mailed).

**Sickness/Personal Time**

In the event that a staff member is out sick, his/her paycheck or direct deposit receipt will be distributed as originally requested (to program or mailed).

**Does Not Work on Payday**

In the event that a staff member does not work on payday, his/her paycheck or direct deposit receipt will be distributed as originally requested (to program or mailed). In no case will that staff member be able to pick up his/her check at CREC Central, and in no case will that check be made available to that staff member at any time earlier than all checks are made available to all staff.

**Holiday Schedule**

Different arrangements may need to be made on an as needed basis to deal with pay dates on which holidays fall. Staff will be notified of any changes in advance of these holidays.

**Prepayment of Vacation Pay**

A staff member may receive his/her earned vacation pay in advance of the pay date in which he/she will be on vacation in accordance with the following: A staff member must submit written request to the Assistant Executive Director of Finance & Operations with signed approval by Program Manager. This request must be received by the Assistant Executive Director of Finance & Operations at least four full weeks (twenty M-F workdays) prior to the pay date in which the staff member will be on vacation.

Regulation approved: No Date