

PAYROLL STEPS

1. Verify Time Force time cards by the 3rd of the following month. Verification Supervisor = School Secretary, Director= School Principal
2. Send signed and approved SFX (Smart Find Express) reports and payroll vouchers for the previous month to the District Office by the 6th of each month. If there is not a pony fun by the 6th, please deliver or mail the reports.
3. Any employee's absence that is not reported in Smart Find Express should be reported on an absent form and written on the SFX report. Please be certain that the appropriate signatures are affixed.