

This is our "Employee How-To" summary to help you through the operating processes at RSU 3**PAYCHECKS - Who doesn't want to know when they're getting paid....**

Paychecks are issued every other Thursday. Paycheck history is available through the Tyler Portal Employee Access Self-Service (see link via Website under Business Dept: Payroll Information).

Our official pay periods for hourly compensation are two weeks, from Thursday start of week 1, to Wednesday end of week 2. SCHEDULE of PAY PERIOD WORK DATES for corresponding PAYCHECK DATES can be found on the district website. Employee timesheets and Special Pay Forms must be submitted timely according to the PAYROLL SCHEDULE dates.

Changes in address should be reported to Central Office immediately. (pharper@rsu3.org)

TIMESHEETS Time and Effort documentation

Timesheets are a critical document representing all the **actual hours** worked during the pay period referenced. Employees sign this timesheet as certification that the hours listed represent all the hours worked during the pay period. We have a process in place to recognize and include Pre-Approved "Other" Hours on this timesheet.

Federal Wage and Hour regulations govern the need and requirements for timely, accurate compensation of hours worked.

Timesheets are due at Central Office by the Thursday following the end of the scheduled pay period, the sheets are due to your administrator as per building or department expectations.

DIRECT DEPOSIT PAY

Employees whose pay is direct deposited, will receive an RSU 3 e-mail notification with their paystub advice slip. Paycheck advice slips will be mailed to employees who do not have GMail accounts.

Direct Deposits are now available to all banking institutions. Forms are available on the district website.

SALARY CONTRACTS

Employees issued annual salary contracts are paid by dividing the annual contract amount by 26 paychecks and paychecks are issued every other week.

Approximately every 5-6 years, we have an exception, there must be a 3-week span for salaried exempt employees in order to keep the compensation aligned to the school year worked. We will send out messages ahead of time.

During the year of the exception, hourly paid employees working during the summer will receive a single week pay, and then resume the two week pay schedule.

This exception occurred August 2020.

SPECIAL PAY APPROVAL REQUEST FORMS -AKA "SPF" Time and Effort documentation

These forms are to be completed and submitted to request Superintendent's approval **before** working any "Additional" or "Other" hours.

The completed Special Pay Form [SPF] and process provides information for payroll to process the payroll payment to employees.

"Additional and/or Other Hours"- indicates hours above the number of hours planned and budgeted for your position; or other special project work hours paid from another budget line.

Employees are required to receive "Pre-Approval" of Additional/Other Hours. Once approved, this form will be returned to the employee to follow the directions.

Since hourly compensated employees always submit a signed timesheet with their hours, any pre-approved additional or other hours must be listed on that timesheet in the column titled **"Other" Pre-Authorized Hours**. A copy of the pre-approved SPF must be submitted with the timesheet for each payroll applicable.

Since salaried employees do not submit regular timesheets, the Special Pay Approval Request Form [SPF] has to be submitted, showing the actual hours worked per date according to the approval, signed by the administrator and submitted for payment according to the Payroll Schedule Pay Periods.

LEAVE SHEETS

Leave Request sheets are available on the district website. forms.rsu3.org Prior approval must be granted by your supervisor, except in emergency situations.

Please select the Reason as applicable.

CRIMINAL HISTORY RECORD CHECKS (CHRC)

The CHRC/Fingerprint Certificate must be renewed every 5 years, except for administrators, teachers and ed techs, whose CHRC expire in conjunction with the expiration date of their professional certification. Please note when yours expires and contact Pam at Central Office for appropriate forms.



MORE INFORMATION ON BACK OF PAGE



REQUISITIONS TO PURCHASE ITEMS

ALL purchases and financial commitments must be pre-approved. Requisitions for items must be submitted to your administrator/principal, who will submit for financial approval. Once approved, the Business Dept. will generate the Purchase Order to the vendor and place the order.

CONFERENCES

All requests to attend conferences should be submitted via the RSU 3 eForms for Professional Leave. Please complete all information as requested to help facilitate the timely processing of your approval. Please give the corresponding information to have a Requisition entered if there are any related costs. After attending the conference, please complete the eForm with proof of attendance.

PROFESSIONAL COURSE REIMBURSEMENTS

Employees who wish to take Professional Courses and seek reimbursement, are to complete the Professional Course Reimbursement Request Form, which can be found on the District Website. Please submit the completed form for Superintendent approval before the course begins.

Please remember that employees must submit final grades to Accounts Payable, as per the contract.

Upon approval of the request and the requirements as indicated, payment for professional course benefits are paid directly to the employee. *Teachers* requesting optional pre-payment must submit a copy of the tuition bill to Accounts Payable.

ACCOUNTS PAYABLE CHECKS

Accounts payable checks are issued every other week [opposite the paycheck week].

Accounts payable schedule can be found on the website.

INVOICES

After Purchased Order approval, all merchandise received must be documented by a signed invoice. Vendors are not paid until we receive a signed invoice from the administrator confirming receipt of merchandise as ordered, and okay to pay.

STORE INVOICES

Receipts for pre-approved purchases (with Purchase Order) at store locations, such as Wal-Mart or Staples or Unity Shop N Save, must be signed and submitted to Accounts Payable within 1 week of the purchase date. Some stores are not accepting PO's.

TECHNOLOGY PURCHASES

All technology purchases including software must be approved by the Technology Dept. All technology related requisitions must note the approval from the Technology Dept.

MILEAGE REIMBURSEMENT

The general mileage reimbursement form is available on the website and must be submitted every month.

Mileage related to conferences or workshops should be included on the Request for Pre-Approval to Attend Conference Form.

The mileage reimbursement rate is \$.46 per mile.

MEDICAL INSURANCE

Medical insurance benefits are available per contract(s).

Voluntary changes to benefit plans may be made during the month of May. **[changes will be effective as applicable...]**

We offer Pre-Tax Employee Deductions [Section 125] for Medical and Dental Insurance Premiums

Employee share of regular Medical and Dental insurance premiums will be deducted from the 1st and 2nd paycheck of the month.

Employees working "School Year Only" positions, will have premiums deducted from every paycheck starting the beginning of January through the end of June, to cover the cost due for their July and August insurance premiums.

GRANT APPLICATIONS

Applications for all grants must be reviewed and approved by the Superintendent/Ass't Sup't and Business Mgr prior to submitting.

Forms, documents and other guidelines can be found on our website [Departments> Business Office>Forms]

The RSU 3 website also lists district Employment Opportunities.

Contact Information:

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Hope you find this information helpful and we have a terrific year together.

- Barbara Van Deventer