



FPS PAYROLL INFORMATION

FPS pay date is the 14th of month. If the 14th is on a weekend the pay date will be the Friday prior. Payroll is directly deposited into the employee bank account or Cash Card.

Employee leave is posted to AESOP for payroll processing.

Time sheets are a record of an employee's workday. Timesheets include dates worked, hours worked, leave taken, and any comp time. Time sheets should be sent to the Business Office by the 5th of each month. **Classified employees should be provided the time sheets so they may complete their hours each day. *Example: Provide time sheet at the end of each month for the following month.***

The following should apply to classified employees when completing their time sheet:

- Each day should reflect actual hours worked.
- Any additional above contract hours/overtime work should be pre-approved by a supervisor. If an employee works additional time without pre-approval, the employee will still need to be paid and hours reported on time sheet but **supervisor** should remind the employee of the pre-approval process.
- In the box at the bottom of time sheet, detail of additional hours worked should be noted.
This box must be completed for payroll to process any additional pay owed.
- If employee prefers comp time as opposed to being paid, please log the comp time on the date/month that it was earned (this will be noted in the bottom box on timesheet).
Example: Earned comp time = 4 hours 1/15/2018.
- When taking comp time, please write "comp" on the date you are wanting to use this banked comp time. Also, in the bottom section put the date the comp time was earned, how many hours you are using for that day, and then write using comp time.
Example: Taking comp time 4 hours from 1/15/2018