

Summer School Payroll Information

Summer School Employee

- Summer school employees must be Conroe ISD employees and active in the system prior to working.
 - **Resigning Employees.** If an employee has resigned from Conroe ISD, please verify that the HR Department is aware of the continued employment during the summer.
 - **New Employee for 2022-23.** If the newly hired employee will work prior to their 2022-23 work schedule, new hire paperwork that reflects the employee's summer school start date must be completed and approved prior to working during summer school so that the employee can be hired through the summer school hire system.

Summer School Supplemental Reports

- After a payroll contact has been designated in the summer school hire system, a user ID and password will be assigned for the summer school pay entry. Please be sure to **designate your payroll contact** for each summer school program.

Timesheets

- List Employee ID Number on timesheet.
- Employees should check Non-Exempt or Exempt on their summer school timesheet.
 - Timesheet should be attached for each employee and list hours worked and duty performed for each day.
 - While Summer School Principals are not paid by hours worked, a timesheet should be attached with the payment request for documentation purposes.
 - Please indicate if administrator payment will be made in two one-half payments (7/15 & 8/1) or a full payment (8/1 for most principals). Full or final payment for ESY administrators is 9/1.
- Please refer to the second page for payment of employees with conflicting work schedules.

Entry into Supplemental System

- Summer school pay is turned in on supplemental reports and submitted in accordance with the Payroll Due Date Schedule. It is recommended that Payroll Schedules be given to summer school employees to reduce confusion and phone calls.
- Instructions for supplemental entry into system will be forwarded once the payroll contact has been entered into the summer school hire system.
- The supplemental report with timesheets should be received by the Payroll Due Date.
- Substitutes working during summer school will be paid using the supplemental system for days worked.
 - Do not submit pay on an Absence from Duty form or enter in the Frontline system.

Other Information

- Timesheet Forms and the Due Date Schedule can be found online:
- <https://www.conroeisd.net/wp-content/uploads/2021/03/21-22-Pay-and-Due-Date-Schedule.pdf>
- https://www.conroeisd.net/wp-content/uploads/2020/11/Pay_TimeSheet-2020.pdf

Pay Date	Due Date	Dates Included	
06/30/22	06/13/2022	05/22/22	06/11/22
07/14/22	06/27/22	06/12/22	06/25/22
08/01/22	07/11/22	06/26/22	07/09/22
08/15/22	07/25/22	07/10/22	07/23/22
09/01/22	08/08/22	07/24/22	08/06/22

Conflicting Work Schedules (Between Normal Work Schedule and Summer School)

If an employee's normal work schedule includes days required to be worked during the same time as the summer school session, the employee cannot be paid for both duties. Therefore, a payment request should not be submitted for days already being paid. Please see chart below for a reference.

- **Non-exempt** (paras) employees will clock in and out of Kronos to maintain expected hours during their normal work schedule. If expected hours equal hours worked, the employee will see no adjustments on their check during that time. Once their normal schedule is completed, hours should be maintained on a timesheet and submitted through the supplemental system with other summer school employees (for days after their normal work schedule only).
- **Exempt** (teachers, counselors, etc.) employees should not submit time sheets until their normal work schedule is complete (see below). Once their normal schedule is completed, hours should be maintained on a timesheet and submitted through the supplemental system with other summer school employees (for days after their normal work schedule only).
- **Make-up Days.** An employee should obtain approval from their Principal/Administrator to make up missed time later in the summer. After the days have been worked, the time should be entered at the summer school rate through the supplemental pay system by their home campus. A timesheet should be attached identifying the days as missed work days due to summer school employment. A letter with detailed information regarding this process will be provided to applicable employees and their administrators.

Normal Work Days Last Day of Work Schedule

No Conflict in Schedule

187 May 27, 2022
 183 (Prevention Control) May 27, 2022

Possible Conflict in Schedule –

Normal Work Days	Last Day of Regular Work Schedule	First Day Eligible for Summer School Pay
193	June 2, 2022	June 3, 2022
197	June 3, 2022	June 4, 2022
202	June 3, 2022	June 4, 2022
226	Year-round Employee	
261	Year-round Employee	

Monitor for conflict during normal work schedule. Some are only a conflict if working ESY Session 2.

Normal Work Days	First Day of Regular Work Schedule	Last Day Eligible for Summer School Pay
193	July 28, 2022	July 27, 2022
197	July 25, 2022	July 24, 2022
202	July 18, 2022	July 17, 2022
226	Year-round Employee	
261	Year-round Employee	

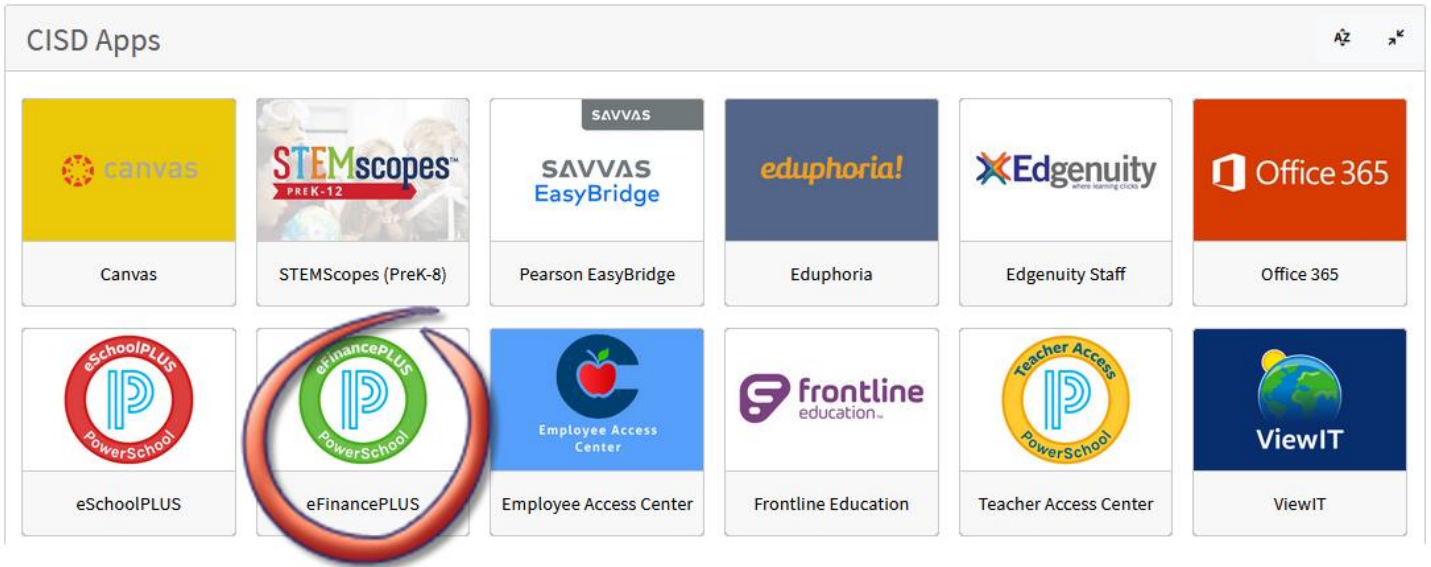
If you have questions, you may reach Rachel Jimenez at rjimenez@conroeisd.net or (936) 709-7716.

The summer school payroll secretary contact is **Gina Diamond** at gdiamond@conroeisd.net or (936) 709-7723.

Summer School Payroll Information/Procedures

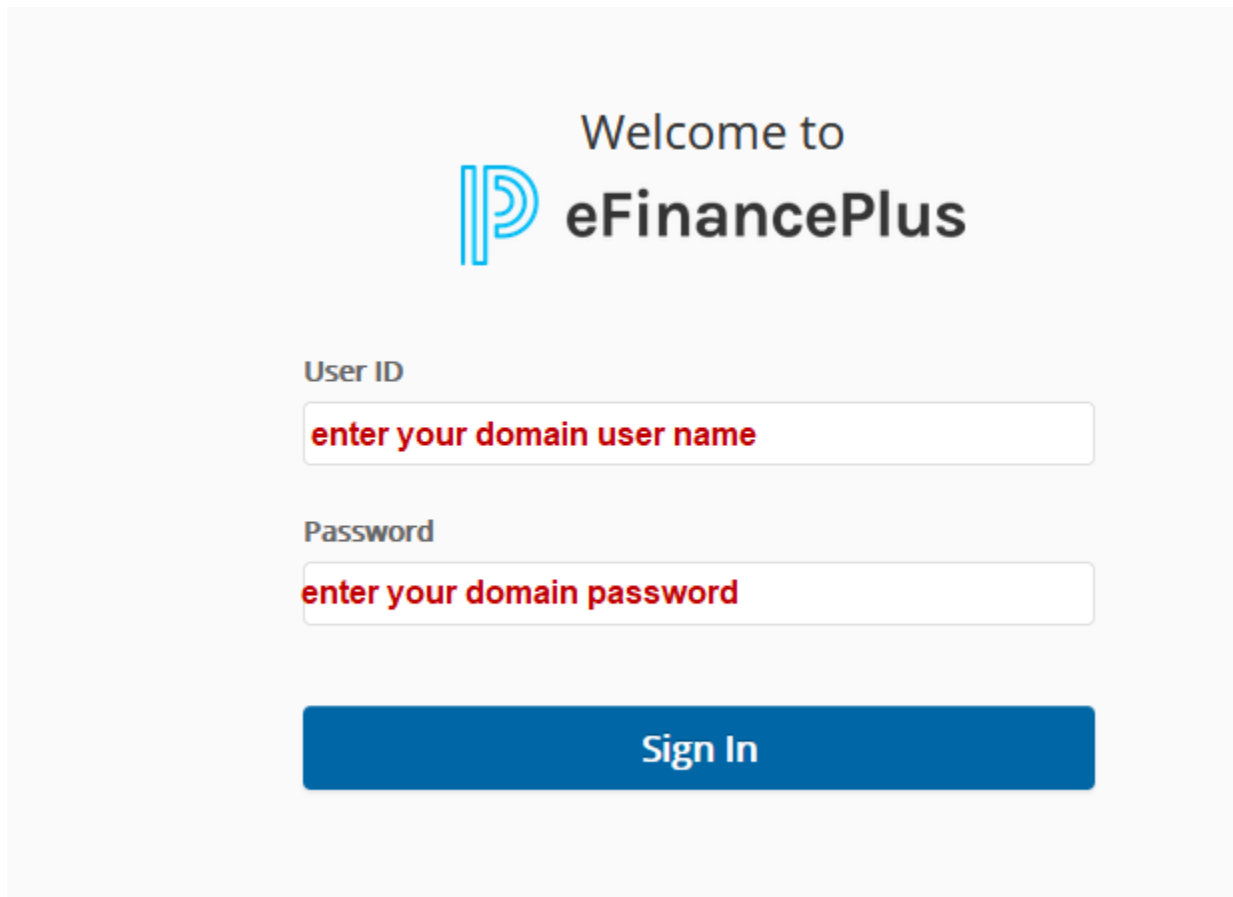
SUMMER SCHOOL SUPPLEMENTAL PAY PROCESSING

From the CISD SSO, select eFinance Plus:



The screenshot shows a grid of application tiles under the heading "CISD Apps". The tiles are arranged in two rows. The first row includes Canvas, STEMscopes (PreK-8), SAVVAS EasyBridge, Eduphoria!, Edgenuity Staff, and Office 365. The second row includes eSchoolPLUS, eFinancePLUS (which is circled in red), Employee Access Center, Frontline Education, Teacher Access Center, and ViewIT. Each tile contains the application's logo and name.

In the login screen, your credentials are the same as your domain log-in:

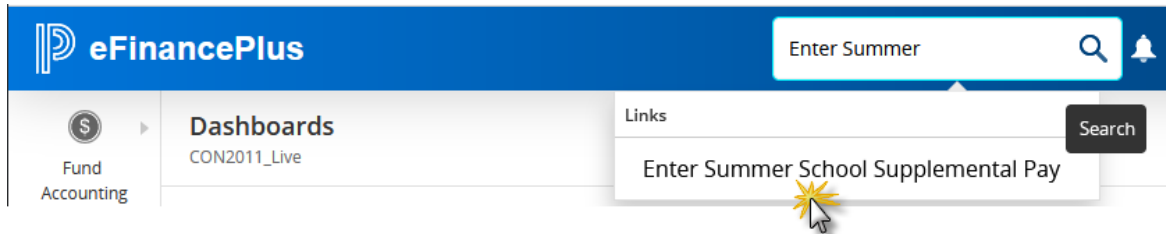


The login screen features the eFinancePlus logo and the text "Welcome to eFinancePlus". Below this, there are two input fields: "User ID" with the instruction "enter your domain user name" and "Password" with the instruction "enter your domain password". A blue "Sign In" button is positioned at the bottom of the form.

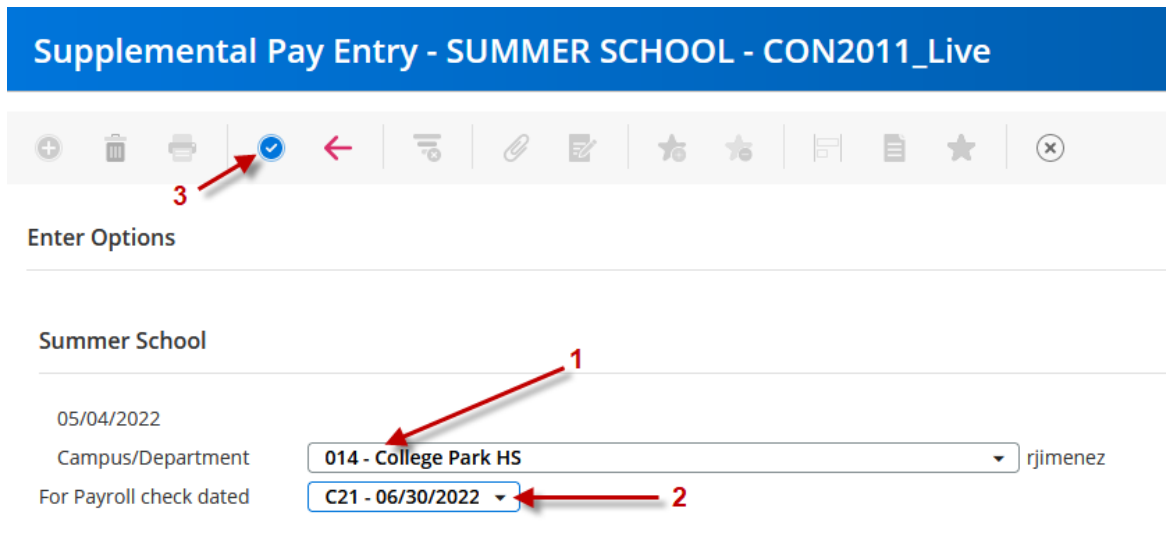
In FinancePlus, select the magnifying glass to open the search box:



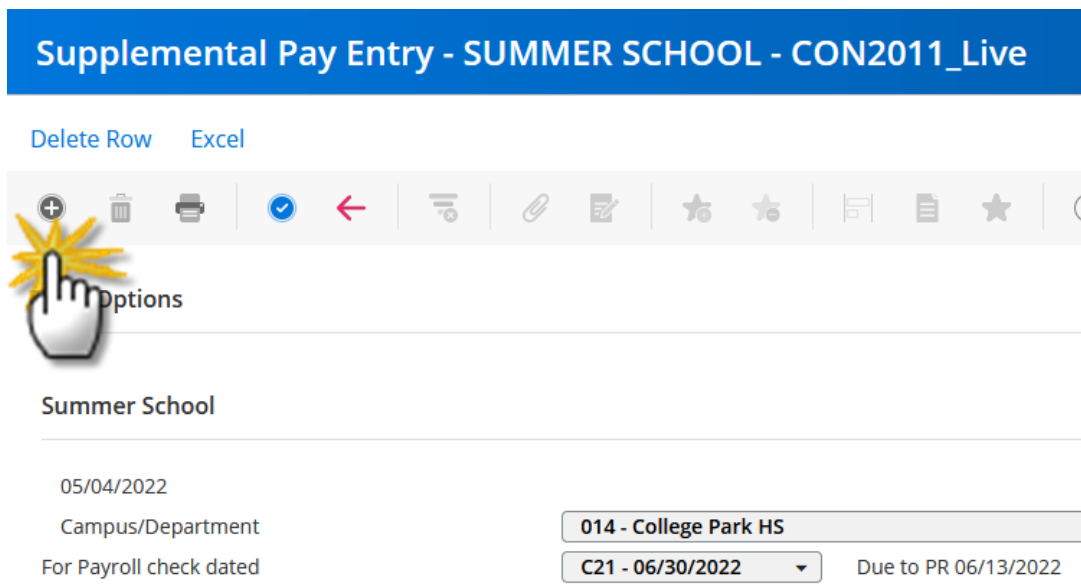
Begin typing in the search box and then select the Enter Summer School Supplemental Pay link:



Ensure your campus/department is selected, then select check date and **be sure to click OK (the blue check icon) to finish entering the program:**



Click the "+" icon to enter new information:



Enter 6-digit employee id number. **Verify** this is the correct employee. Enter the **Start Date and the End Date** (refer to the Payroll due dates schedule to ensure you are using the correct dates for the pay period) and the **number of units** (days for daily rates, hours for hourly rates).

For some positions, the daily rates may be an average of the first and last day which are full days (7:30-3:30) and remaining days which are 5.5 hour days (7:30-1:00).

The **position and budget code** will automatically populate as you tab, but you may override any defaulted data, if necessary. **Click OK to save the data when finished.**

Supplemental Pay Entry - SUMMER SCHOOL - CON2011_Live

5. Click OK (blue check icon) when ready to save your entry

Enter Options

Summer School

05/04/2022
Campus/Department: 014 - College Park HS
For Payroll check dated: C21 - 06/30/2022 Due to PR 06/13/2022

Audit AMI/ARI
Service Days
Extended V

Payroll Reports Make TimeCards Re-open for User Update SS Staff Close Access Update SS Rates

Emp No	Employee Name	Home	Wrk Beg	Wrk End	Units	Rate	Earned	Extra Work Performed
No matches found.								

Enter Personnel Working Summer School

1. Enter employee id# and then tab - verify name is correct
2. Enter start and stop dates (must use separate entries if different months)
3. Enter the units (days or hours) worked
4. Tab after entering the units and the position worked will automatically populate. Verify this position then tab to automatically populate the budget and then account codes.

Empl No. Employee Name Dept

Start Date End Date Units Subbing For Position Worked Week Days


06/08/2022 06/08/2022 3.00 SS10 - COUN; LIB; TCH - FULL DAY 3

Budget: 282111H5699110AC
Account: 6118

\$300.00 Rate \$900.00 Earned
Check the rate and total earned for reasonableness

Note: TRS and the Affordable Care Act both require monthly reporting of all hours worked. Therefore, we are required to **split months** when entering Summer School Supplemental. Example: (Pay Date 8/1), Work Begin: 6/27 and Work End: 6/30 entered for days worked June, and Work Begin: 7/1 and Work End: 7/08 for days worked in July – resulting in two entries for any employees that worked in both months.

Emp No	Employee Name	Home	Wrk Beg	Wrk End	Units	Rate	Earned	Extra Work Performed
150000	WANDA COOPER		06/27/2022	06/30/2022	4.00	300.000	1200.00	COUN; LIB; TCH - FULL DAY
150000	WANDA COOPER		07/01/2022	07/08/2022	5.00	300.000	1500.00	COUN; LIB; TCH - FULL DAY

Once you click OK this will populate the information to the summary screen. To enter the next supplemental click on the  sign and repeat the process. If you choose to check the “Continuous” checkbox, when you click OK, it will take you back to the Empl No. field so you can begin entering your next employee. Employee data will not show up in the summary section until you finish your entries and click the back button (the red arrow near the top of the screen)

Enter Options
 Summer School

05/04/2022
 Campus/Department: 014 - College Park HS
 For Payroll check dated: C21 - 06/30/2022 Due to PR 06/13/2022

Buttons: Payroll Reports, Make TimeCards, Re-open for User, Update SS Staff, Close Access, Update SS Rates

Emp No	Employee Name	Home	Wrk Beg	Wrk End	Units	Rate	Earned	Extra Work Performed
00000	00000-00000		06/06/2022	06/08/2022	3.00	300.000	900.00	COUN; LIB; TCH - FULL DAY

1 match(es) found

Enter Personnel Working Summer School

Empl No. Employee Name Dept

Start Date End Date Units Subbing For Position Worked

Budget Account

06/06/2022 06/08/2022 282111HS699110AC 6118 Continuous

Click two times on this box if you would rather enter your employees continuously. They will appear in the summary section after you enter the last employee and click the back icon (the red arrow)

To **delete** an entry, highlight the employee’s row and select Delete Row:

Supplemental Pay Entry - SUMMER SCHOOL - CON2011_Live

Buttons: Delete Row, Excel

Enter Options
 Summer School

05/04/2022
 Campus/Department: 014 - College Park HS
 For Payroll check dated: C21 - 06/30/2022 Due to PR 06/13/2022

Buttons: Payroll Reports, Make TimeCards, Re-open for User, Update SS Staff, Close Access, Update SS Rates

Emp No	Employee Name	Home	Wrk Beg	Wrk End	Units	Rate	Earned	Extra Work Performed
00000	00000-00000		06/06/2022	06/08/2022	3.00	300.000	900.00	COUN; LIB; TCH - FULL DAY

How to Enter Summer School Substitutes

Enter 6-digit employee id number of the substitute. **Verify** the substitute name. Enter the **Start Date and the End Date** (refer to the Payroll due dates schedule to ensure you are using the correct dates for the pay period) and the **number of units** (days for daily rates, hours for hourly rates). **Enter the employee id number of the employee for whom the substitute is subbing**. When you press Tab, the position worked will populate based on the substitute rate for the position of the absent employee. Enter the number of days worked for this entry in the Week Days field.

The **position and budget code** will also automatically populate as you tab, but you may override any defaulted data, as necessary. **Click OK to save the data when finished**.

no matches found.

Enter Personnel Working Summer School

1. Enter the substitute employee id, press Tab, verify name is correct

2. Enter start & stop dates (must use separate entries if different months)

3. Enter the units (days or hours) worked

4. Enter the employee id # of the absent employee and press tab

5. The position worked will automatically populate based on the sub rate for the absent employee's position. Tab to automatically populate the budget and account codes, as well

6. Enter the number of days worked for this entry.

Check the rate and total amount earned for reasonableness.

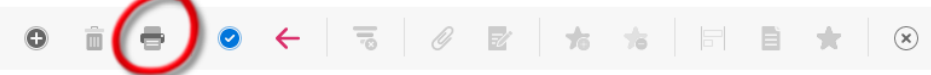
Empl No.	Employee Name	Dept	Start Date	End Date	Units	Subbing For	Position Worked	Week Days
			06/10/2022	06/10/2022	1.00		SS18 - Substitute - Full day	1
Budget	Account	Rate	Earned					
282111HS699110AC	6118	\$300.00	\$300.00					
<input type="checkbox"/> Continuous								

*Note: TRS and the Affordable Care Act both require monthly reporting of all hours worked. Therefore, we are required to **split months** when entering Summer School Supplemental. Example: (Pay Date 8/1), Work Begin: 6/27 and Work End: 6/30 entered for days worked June, and Work Begin: 7/1 and Work End: 7/08 for days worked in July – resulting in two entries for any employees that worked in both months.*

To **print** the report that you will have signed and will scan/fax to payroll by the deadline, click the “Print” icon:

Supplemental Pay Entry - SUMMER SCHOOL - CON2011_Live

Delete Row Excel



Enter Options

Summer School

05/04/2022

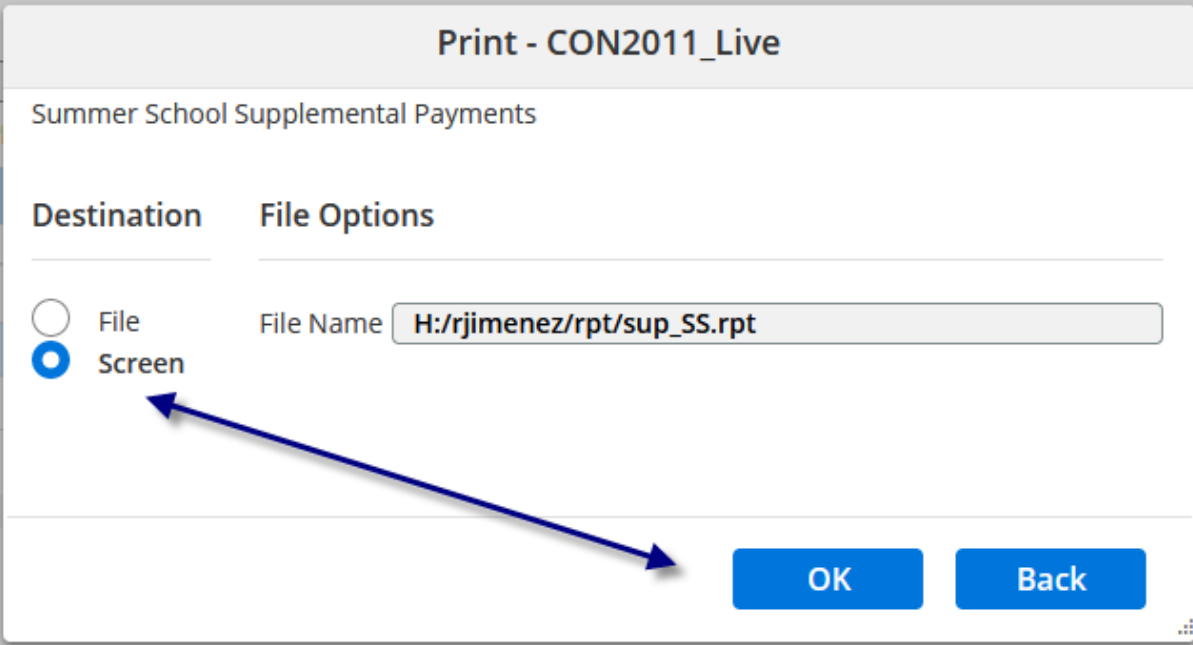
Campus/Department: 014 - College Park HS

For Payroll check dated: C21 - 06/30/2022 Due to PR 06/13/2022

Buttons: Payroll Reports, Make TimeCards, Re-open for User, Update SS Staff, Close Access, Update SS Rates

Emp No	Employee Name	Home	Wrk Beg	Wrk End	Units	Rate	Earned	Extra Work Performed
1552020	VERDEZ, JIM		06/10/2022	06/10/2022	1.00	300.000	300.00	Substitute - Full day
1552020	VERDEZ, JIM		06/06/2022	06/08/2022	3.00	300.000	900.00	COUN; LIB; TCH - FULL DAY

Choose the “Screen” option and click OK:



Print - CON2011_Live

Summer School Supplemental Payments

Destination File Options

File Screen

File Name: H:/rjimenez/rpt/sup_SS.rpt

Buttons: OK, Back

Your report will pull to your screen as a pdf document. Verify that the information is accurate, have your supervisor sign the printed form, and scan the report and all supporting timesheets (in alphabetical order) to payroll@conroeisd.net or by fax to 936-709-9722. If there is a line for a second signature, Payroll will be responsible for forwarding your submission to that department. We like to do that after we have checked your report and timesheets.

The original copy should be retained in your files.

05/04/22 17:18:07		CISD Summer School Supplemental Payments for College Park HS checks dated 06/30/2022										Page 1 (sup_ss.4g1)	
EMP NO	AMOUNT	FUND	FC	SO	ORG	BUD	ACCT	E	____PAID FOR WORKING____	WORK	WEEK		
	EMPLOYEE							X	START ENDED UNITS	RATE	DAYS	DAYS	
155429	300.00	2821	11	HS	699	110AC	6118	E	06/10 06/10 1.00	300.00	187	1	
									Substitute - Full day				
155438	900.00	2821	11	HS	699	110AC	6118	E	06/06 06/08 3.00	300.00	187	3	
									COUN; LIB; TCH - FULL DAY				

\$1,200.00 TOTAL

This report is approved by: _____
(Sign with RED ink) ~~XXXXXXXXXX~~
SUMMER SCHOOL Principal

SUMMER SCHOOL SUPPLEMENTAL CHECKLIST

\$ _____ All Summer School supplemental pay entered in FinancePlus Summer School supplemental pay system for the dates included in the pay period.

\$ _____ Review Supplemental Report for accuracy.

- Verify that there is a signed timesheet for each entry.
- Verify that duty rate is accurate for the duty performed on the timesheet.
- Review budget code.

Any changes in staff (new employees, reassigned employees) need to be updated by your Summer School Principal in the Summer School hiring site in order for the supplemental pay system to bring in the correct information.

\$ _____ Obtain Principal's signature on Supplemental Report.

\$ _____ Retain the original copy of the supplemental report and all timesheets for your records.

\$ _____ Scan Supplemental Report and all Timesheets (**in alphabetical order**) to the payroll department: payroll@conroeisd.net or by fax to (936) 709-9722, in time to be received by the due date.

Teacher Time Sheet Example:

Time Sheet

- Exempt-Teachers and Professionals use *Exempt supplemental form*
- Non-Exempt-Hourly, Paraprofessionals, and Auxiliary use *Non-Exempt supplemental form*


Employee ID _____ Campus/Department Ford Elem. Summer School

Name _____ Position Bilingual Teacher - PK

Pay period (mm/dd/yy to mm/dd/yy) 05/23/21 to 06/12/21

Date (mm/dd/yy)		In	Out	In	Out	In	Out	Regular Hours	Extra/OT hours	Job Performed
	Sunday									
	Monday									
	Tuesday									
	Wednesday									
6/3/2021	Thursday	7:30	12:00	12:30	3:30			7.5		Bilingual Teacher - PK
6/4/2021	Friday	7:30	12:00	12:30	3:30			7.5		Bilingual Teacher - PK
	Saturday									
Week's total hours:								15 (2)		
	Sunday									
6/7/2021	Monday	7:30	12:00	12:30	3:30			7.5		Bilingual Teacher - PK
6/8/2021	Tuesday	7:30	12:00	12:30	3:30			7.5		Bilingual Teacher - PK
6/9/2021	Wednesday	7:30	12:00	12:30	3:30			7.5		Bilingual Teacher - PK
6/10/2021	Thursday	7:30	12:00	12:30	3:30			7.5		Bilingual Teacher - PK
6/11/2021	Friday	7:30	12:00	12:30	3:30			7.5		Bilingual Teacher - PK
	Saturday									
Week's total hours:								37.5 (5)		
	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Saturday									
Week's total hours:										
Pay Period's total hours:								52.5 (7)		

I certify that this is an accurate record of the actual hours worked.


 Employee's signature (red ink only)
 CISD-308 (5/08)


 Principal's/Director's signature (red ink only)


 Title

Para Timesheet Example:

Time Sheet

- Exempt-Teachers and Professionals use *Exempt supplemental form*
- Non-Exempt-Hourly, Paraprofessionals, and Auxilliary use *Non-Exempt supplemental form*


Employee ID _____ Campus/Department Ford Elem. Summer School

Name _____ Position Title III ESL Paraprofessional


Pay period (mm/dd/yy to mm/dd/yy) 05/23/21 to 06/12/21

Date (mm/dd/yy)		In	Out	In	Out	In	Out	Regular Hours	Extra/OT hours	Job Performed
	Sunday									
	Monday									
	Tuesday									
	Wednesday									
6/3/2021	Thursday	7:30	12:00	12:30	3:30			7.5		Title III ESL Para
6/4/2021	Friday	7:30	12:00	12:30	3:30			7.5		Title III ESL Para
	Saturday									
Week's total hours:								15 (2)		
	Sunday									
6/7/2021	Monday	7:30	12:00	12:30	3:30			7.5		Title III ESL Para
6/8/2021	Tuesday	7:30	12:00	12:30	3:30			7.5		Title III ESL Para
6/9/2021	Wednesday	7:30	12:00	12:30	3:30			7.5		Title III ESL Para
6/10/2021	Thursday	7:30	12:00	12:30	3:30			7.5		Title III ESL Para
6/11/2021	Friday	7:30	12:00	12:30	3:30			7.5		Title III ESL Para
	Saturday									
Week's total hours:								37.5 (5)		
	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Saturday									
Week's total hours:										
Pay Period's total hours:								52.5 (7)		


I certify that this is an accurate record of the actual hours worked.



 Employee's signature (red ink only)
 CISD-308 (5/06)



 Principal's/Director's signature (red ink only)



 Title

Substitute Timesheet Example:

Time Sheet

- Exempt-Teachers and Professionals use *Exempt supplemental form*
- Non-Exempt-Hourly, Paraprofessionals, and Auxillary use *Non-Exempt supplemental form*

Employee ID _____ Campus/Department Ford Elem. Summer School

Name _____ Position Substitute

Pay period (mm/dd/yy to mm/dd/yy) 05/23/21 to 06/12/21

Date (mm/dd/yy)	In	Out	In	Out	In	Out	Regular Hours	Extra/OT hours	Job Performed
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Week's total hours:									
Sunday									
6/7/2021	Monday	7:30	12:00	12:30	3:30		7.5		PK Bil. Tchr for Auers (162969)
6/8/2021	Tuesday	7:30	12:00	12:30	3:30		7.5		PK Bil. Tchr for Auers (162969)
Wednesday									
Thursday									
Friday									
Saturday									
Week's total hours:							15 (2)		
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Week's total hours:									
Pay Period's total hours:							15 (2)		

I certify that this is an accurate record of the actual hours worked.



 Employee's signature (red ink only)
 CISD-308 (5/06)



 Principal's/Director's signature (red ink only)



 Title