

Delayed and Prorated Payroll

Presented by: Human Resources and Payroll
Departments

Today's Objectives

- Introduce you to the Delayed & Prorated Payroll process
- Who is requiring the District to utilize Delayed & Prorated Payroll?
- Show examples of how the Delayed & Prorated Payroll works
- What does Delayed & Prorated Payroll mean to you?

Delayed Payroll

Delayed Payroll: A payroll for services rendered in a pay period which is processed for payment at the end of the following pay period, (i.e., two weeks in arrears).

- School districts are unable to pay for any goods/services before they are received.

Arizona Revised Statute. §15-905(N)

-This includes employee wages and including additional delay to ensure sufficient review to properly pay employee.

Delayed Payroll

- Payments are made after the end of a pay period based on actual time worked during that pay period.

-Uniform System of Financial Record (USFR), Payroll

- **Sufficient time should be allowed to make any necessary changes.**

USFR, Payroll

Prorated Payroll

- Districts must ensure that at no time during the year has the district paid an employee for more hours than actual hours worked to date.

USFR, Payroll

- **Sufficient time should be allowed to make any necessary changes.**

USFR, Payroll

What is Sufficient Time?

Our District partners with Maricopa County when processing our payroll and to issue all paychecks.

- Sufficient time for our District to process and send payroll information to the County office.

AND

- Sufficient time for County to process and issue pay checks.

When does this happen?

Effective July 1, 2014

Current District Payroll

Pay Checks are for hours worked
1 and 2 weeks prior

July/August						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 PAY DAY	23

Check reflects hours worked Aug. 4 - 8

and

Assumed hours worked Aug. 11-15

Delayed Payroll

Pay Checks are for hours
worked 2 and 3 weeks prior

July/August						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 PAY DAY	23

Check reflects hours worked July 28 – Aug. 8

Dollar amount **may not** be the same every pay check for Hourly (Non-Exempt) Employees.

EXAMPLE:

Illustration Only

Pay period July 28 – August 10

Start date July 30

Pay Check on August 22:

8 days of hours worked July 30 – August 8

July/August						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 PAY DAY	23

EXAMPLE:

Illustration Only

Pay period December 15 - 28

Pay check on January 9 :

6 days of hours worked

2 holiday days

2 days non-paid/non worked.

December/January						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14	15	16	17	18	19	20
21	22	23 Non-Paid Non Work	24 HOLIDAY	25 HOLIDAY	26 Non-Paid Non-Work	27
28	29	30	31	1 HOLIDAY	2	3
4	5	6	7	8	9 PAY DAY	10
11	12	13	14	15	16	17

When does this happen?

Effective July 1, 2014

Final Pay

Employees on 26 Pays

- Your final paycheck will be the following pay period after your final day of work.
- This includes Balance of Contract

							May/June						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	11	12	13	14	15	16							
17	18	19	20	21	22 Last Day of Work	23							
24	25	26	27	28	29	30							
31	1	2	3	4	5	6							
7	8	9	10	11	12 PAY DAY Final Pay Check/ Balance of Contract	13							

What this will mean for you.

Certified (Salary) **Employee**

- Your first pay check date and amount will change.
- Your last pay check date will change.
- On a 26 pay, your Balance of Contract pay check date will change.

Classified (Time Card) **Employee**

- Your first pay check date and amount will change.
- Your last pay check date will change.
- You will only be paid for hours worked.

When does this happen?

Effective July 1, 2014

You can calculate your pay...

- iVisions Portal
- Employee Compensation
- PayPeriod
- Paycheck Calculator

We are here to assist you.

Please contact either the Human Resource or Payroll Department if you have any questions.

Human Resources

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Payroll

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Julia Moya

ext. 4008

Sonia Heredia

Want to Talk One on One?

Admin Assistant will
schedule all appointments
for your campus.

**Our HR and Payroll Teams
are available to talk with you
one on one.**

- Answer any questions.
- Highlight changes.
- Specific changes to your employment.
- Explain in more detail the Delayed Payroll process

To be continued.....

- Visit www.tuhdsd.org : Quick Links : Delayed & Prorated Payroll
- This presentation will be offered several more times at each site.
- HR and Payroll Departments available by phone or email.