

Board Policies

PERSONNEL

310.00 PAYROLL ACCOUNTING

Each administrative office shall approve leave requests of all classified and administrative employees assigned within the payroll system. For each absence, the Vice President of Finance and Administration shall maintain adequate records and accountability for pay status and entitlement to leave of personnel covered by Absence with Pay and Absence Without Pay.

- Classified and administrative personnel are required to complete a request for vacation and sick leave within the payroll system. Requests for vacation and sick leave for planned medical appointments should be submitted in advance of scheduled absences. Unplanned leave should be submitted no later than the first day of returning to duty. The payroll system will route the request to the appropriate supervisor for approval.
- The appropriate Supervisor shall:
 - Review and approve or deny (based on criteria in policy 165) the completed request for vacation or sick leave, and obtain a certificate from the attending physician when considered appropriate.
 - Obtain and submit to Human Resources no later than the 10th day of the absence an interim report from the employee, if an absence is for a prolonged illness and there is a possibility that the illness will exceed accumulated leave.
 - Submit a purchase requisition for a substitute teacher, if needed, indicating name and days taught, and the rate of pay after the last day of substitution.
- Human Resources shall:
 - Establish a Payroll and Attendance Record for each employee to be maintained in the payroll system.
 - Post to each employee's record the approved leave that will be recorded on each employee's payroll check.
 - Provide to the employee necessary information concerning FMLA and obtain FMLA authorization forms from the employee if the absence is likely to extend 3 or more days.

Classified, administrative, and part-time personnel may authorize automatic payroll deductions for the following purposes:

- Payment of premiums for College approved IRC 125 Salary Reduction items, such as:
 - Health/dental plan
 - Salary Protection Insurance Plan
 - Contributions to approved tax sheltered annuities
 - Life insurance plans
 - Voluntary insurance such as accident, short-term disability, etc.
- Payment of miscellaneous deductions such as:
 - College Education Association dues
 - Cowley Foundation
 - Auxiliary Services
 - Clubs and Fundraisers
 - Ark City Teachers Credit Union
- All applications for IRC 125 Salary Reduction items must be submitted in writing no later than 10 days prior to beginning of the benefit year. Such deductions may not be discontinued during a contract year except as stated in the IRC 125 plan.
- Miscellaneous salary deductions may be added or discontinued at any time during the school year by contacting payroll by the cut-off dates for the specified period. Payroll date information is provided annually by the payroll office.

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- A list of approved tax-sheltered annuity and/or life insurance companies are maintained in the Finance Office.

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