

Administrative Regulation

Payroll Certification, Procedures for

Payroll reporting is a part of the district payroll procedures and requires the signature of the immediate supervisor on all reporting documents.

1. Employees are expected to notify their immediate supervisor of any absences due to illness or injury, or for personal reasons. Vacation scheduling should be planned in advance and approved by the appropriate department head. In all cases, except for emergencies, prior notification and approval is required.
2. An Absence Affidavit (Form #9701.01) must be completed and submitted to the employee's immediate supervisor immediately upon returning from any absence. If there were no absences during the reporting period, the employee must submit an Absence Affidavit to his/her immediate supervisor indicating "none."
3. Office or department heads will complete the preprinted Payroll Certification forms (classified and certificated) recording all absences that have been reported. This form, with all affidavits, other than those stating "none," are to be submitted to the payroll section on the last day of each time reporting period. Affidavits stating "none" should be retained by the office or department head for one full school year beyond the year in which the reporting period occurred.
4. Classified substitutes, noon duty supervisors, student workers, and food services hourly employees report their time to the payroll section on a positive basis. These employees complete the Classified Hourly Payroll Time Report (Form #9703.01). The form must be signed by the appropriate supervisor and submitted to the payroll section according to the published schedule.
5. Certificated substitutes and hourly employees report their time to the payroll section on a positive basis. These employees complete the Substitute Time Report (Form #9703.09) and Certificated Hourly Payroll Time Report (Form #9703.05). The form must be signed by the appropriate supervisor and submitted to the payroll section according to the published schedule.

Ref: EC Sections 35161, 42630-42694

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