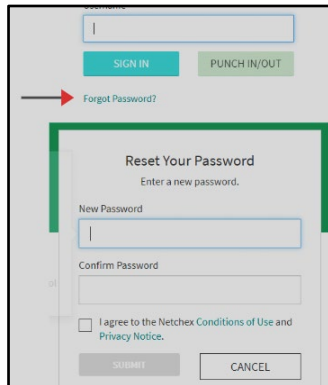# 2024-2025 Business Operations Guidelines - Payroll
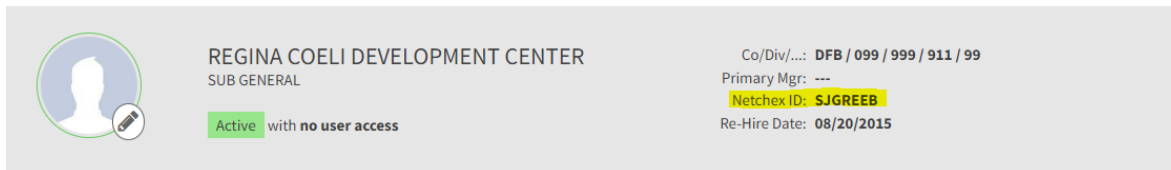
Netchex

- Regina Coeli uses the Netchex online platform to manage all employees' time, leave requests, pay and demographic information, etc. All employees (including exempt salary employees) must track their work time through Netchex.
- All employee information such as position, hire date, supervisor, timecard, direct deposit, etc is entered into Netchex. Changes are only made through a Payroll Data Form. No employee changes will be made without documentation/signature from the Business Operations Supervisor (Dora), Director of Business Operations or the Executive Director.
- Employees are to clock in/out using the designated computer at their work location.
- All leave requests, whether paid or unpaid, are completed in Netchex.
- New employees will receive their Netchex Activation Code within 2 business days of the first day of orientation. These codes are sent by Netchex to the employee's personal email address noted on the new hire paperwork. It's only good for 24 hours. If activation code email expires, please follow steps for resetting password.

How To Change Your Password

- Go to netchexonline.net.
- Click **Forgot Password?**
- On the next screen, enter your email address.
- You'll receive an email from Noreply@netchexonline.com with a **verification code**. Enter in your verification code on the Netchex screen.
- Enter a new password that meets the guidelines, and confirm the password. Agree to the **Netchex Conditions of Use and Privacy Notice**.
- Press **Submit**. Once you've reset your password it will return you back to the login page where you'll enter in your email and new password.

- If the employee needs to reset password, use the "forgot password" option on the log in screen. Supervisor will need to provide employee with NetchexID from Netchex to the employee.

REV 7.2024

Direct Deposit

- All staff are paid via direct deposit.
- **Payroll Direct Deposit** packets are to be scanned and emailed to Shannon R and Dora. Direct Deposit changes will be returned without processing if all documents are not submitted. ***Direct Deposit changes must be submitted by the deadline provided by Shannon R.***
- **Travel/Misc Reimbursement Direct Deposit** packets are to be scanned and emailed to Sherrell and Crysta. Direct Deposit changes will be returned without processing if all documents are not submitted. ***Direct Deposit changes must be submitted by the 5th of each month.***
- Direct Deposit will not be changed without ALL of the required information. This includes: 1) the ***Employee Direct Deposit Change Form*** that requests the change; 2) ***Direct Deposit Authorization Form***; 3) ***documentation of account information*** as specified on the direct deposit form.
- Direct Deposits that do not go through due to account closed, incorrect account information, etc., are not reissued until the next payroll processing once confirmation that the funds have been returned to the payroll account, which can take up to 1 week. It is VERY important to submit direct deposit changes by the deadline provided. NO CHANGES will be made AFTER the DEADLINE.
- Direct Deposits may not post until midnight on the pay date, as midnight is the end of the day. Should you have concerns about your direct deposit not being in your account on pay day, first call the bank to see if it's pending to post. If there are still concerns after contacting your bank, please contact Shannon R by email with the exact details of the concern.

Staff Payroll Record

- Staff payroll records are submitted at the end of every pay period once timecards have been reviewed by each Center
- Please keep a record of the substitute hours and positions that a substitute works at your center and record them on your staff payroll record. Subs time is coded during payroll processing.
- If you have a part day employee, who works more than their regular hours (outside of their regular position). Record the hours on Staff payroll record.

Reviewing Payroll

- All payroll reviewing must be completed by the stated dates given by Shannon R through email each pay period.
- Please be sure to check all employees for missing punches and/or missing workdays. Under NO circumstance is an employee's time to be adjusted to avoid overtime!
- All leave should be requested by the employee via Netchex. In the case where the employee is unable to request via Netchex by the stated dateline, supervisors can get written (text, email, etc.) permission from the employee to add manually. This includes LWOP (leave without pay). Remember, leave cannot be awarded for less than 30 min.
- Check edits and leave approvals after edits are entered and leave approved entries to make sure that everything went thru correctly.
- Supervisors are responsible for reviewing and verifying that all time is entered for an employee for the pay period. PLEASE DO NOT assume that the edit or leave approved was accepted by Netchex. ALWAYS, refresh (better yet, back to Netchex Home Page) and go back to check that all edits and leave requests were accepted by Netchex and is on the Time Card.
- Supervisors please be sure the employees have the leave type requested and have the available hours, BEFORE approving, which must be completed by the deadline. Leave/Salary will be adjusted as needed during review. DO NOT approve leave that is not available.

Employee Attendance Plans

ATTENDANCE PLANS

+ Add

Status	Plan	Start Date	Beginning Balance (Hrs)	YTD Accrued (Hrs)	YTD Taken (Hrs)	Available (Hrs)	Future Approved Time-Off (Hrs)	Adjusted Available (Hrs)
ACTIVE	2 HR PERSONAL	01/27/2014	0	0	0	0	0	0
ACTIVE	8 HOUR TEST VACATION	08/01/2005	40	0	0	40	0	40
Total Number of Attendance Plans: 2								

- All leave requests must be approved or denied prior to the given payroll deadline. DO NOT approve leave after the reviewing deadline has been reached.
- When approving leave, the employee's time for the day should not exceed what they are scheduled to work, including leave. For example, an employee is scheduled for 7.5 hrs per day, he/she worked 3.25, there should no more than 4.25 hrs of leave requested. The same applies to totals hours for the work week. As stated above, leave will be adjusted according to employee scheduled hour per day and week.
- Also, if someone is short time one of their days, it cannot be included with another day's leave. If someone is short 15 min, they need to make it up or be short 15 min. All time should be adjusted during that work week. Regina Coeli work week is Sunday-Saturday.
- Check all hours that are awarded by payroll for accuracy. Examples: Holiday Pay, Emergency/Disaster Leave, Pre-Service (which will show as regular hours). DO NOT add hours for these days, as they are done by the Business Operations department.
- Please notify Shannon R if someone should NOT be receiving the above-mentioned hours, no later than the payroll review deadline. Examples: employee on LWOP, employee did not work at least half of their scheduled daily hours, or employee did not have approved paid leave the day before and day after holiday.

Leave Request

- All requests for leave, whether paid or unpaid, must be entered in Netchex.
- All leave requests must be approved or denied following the guidelines in the Employee Handbook.

Timekeeping:

- If an employee is unable to or forgets to clock in or out, an edit must be completed on the center's edit form.
- If employees are unable to clock in/out for training, offsite, etc. they must complete edit sheets which are to be brought back to their home center for entry into the time keeping system.
- *Statement of Hours* is the form used to assign time and hours worked for each employee. All new hires, center transfers, temporary appointments, schedule changes, etc. must be documented on this form.
- It is the employees' and their supervisor's responsibility to make sure that all time is recorded for the pay period.
- Overtime is to be pre-approved by the Executive Director prior to the overtime being worked.

Request to Pay

- Any time (missed punches or unapproved leave requests) that are not entered at the time of payroll processing will be paid to the employee on the next payroll (as long as time allows) after a "Request to Pay" form is submitted. The "Request to Pay" form must detail the type of time missing, the amount of

time missing and the reason for the missing time edit or paid leave request approval. NO checks will be issued for missing punches or unapproved leave requests. This applies to both exempt and nonexempt employees.
- All requests to pay forms must be signed by the Director of that department (ie. Center Operations, Monitoring & Compliance, Business Ops, etc)
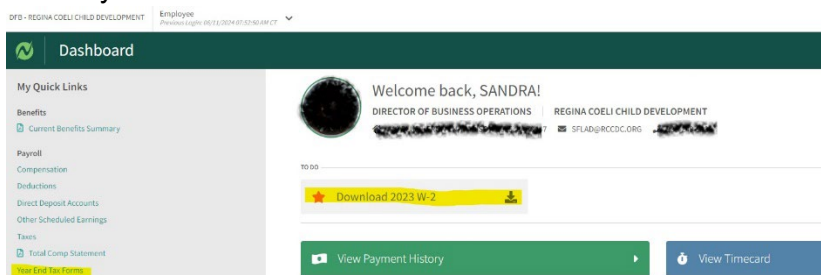
90 Day Probationary Period

- All new employees must complete a 90-day probationary period before being awarded paid leave.
- The supervisor will complete the 90-day probationary period evaluation task in Netchex. Once completed in Netchex please send an email to Dora. Once verified, Business Operations will complete Payroll Data form and submit to Shannon R for processing. Leave will be calculated and awarded. Leave can not be used until the leave balance is shown in the employee's Netchex portal.

Final Sign Off Sheets

- Sign-off sheets should be submitted by the end of the next payroll. They should be scanned and emailed to the Shannon R. Either include a cover page with total page count (including cover page) or include in subject line of email, (example: PPE 4/15/2024 Sign Off Sheets 35 pgs.)
- Shannon R will send an email when sign off sheets are ready for printing. Make sure all signatures are on sign off sheets before emailing signed sheets to Shannon R. All sheets must be signed by the employee unless the employee is unable for one of the following reasons:
    - N/A- RESIGNED/TERMED
    - N/A-SUBSTITUTE
    - N/A-EXTENDED LEAVE (MORE THAN 2 WEEKS)
    - N/A-SUMMER FURLOUGH
- Time sheets must be signed by the supervisor during the time worked which might not be the current supervisor. If an employee transfers locations/supervisors, please work together to get the appropriate supervisor signature.
- If you do not have edit sheets for that specific pay period, let me know "no edit sheets for PPE" Same applies for sign off sheets. This is more likely when school closes for the year.

End of Year Documents

- End of year documents such as W2s and 1095s are available online via the Employees Netchex portal.

Contact Us

- If there are questions or concerns, please contact the following Business Operations staff via email:
    - Payroll – Shannon Russelles, Business Operations Assistant at srusselles@rccdc.org
    - All – Dora Trosclair, Business Operations Supervisor at dfonti@rccdc.org
    - All - Sandra Flad, Director of Business Operations at sflad@rccdc.org
- To help us ensure Excellence, please send all questions and concerns via email initially so that we can address them accurately.

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