The Classical Academy	Policies and Procedures
Policy Name:	Payroll Policy
Policy Number:	DKA-TCA
Original Date:	6/28/2010
Last Reviewed:	4/30/2013
Category:	Fiscal
Author:	Controller
Cabinet Approval:	Chief Financial Officer

TCA employees are paid on the last business day of the month.

Payroll-related documents must be submitted to payroll by three business days following the pay period end date.

Payroll documents include:

- ❖ iVisions leave data
- ❖ Smart Find substitute data
- ❖ Timesheets
- ❖ Pay Request forms
- ❖ Direct Deposit Change form
- ❖ Form W-4
- ❖ 401(k) & PERA Contribution forms
- ❖ Benefit forms (qualifying event, initiated with HR)

Leave forms need to be completed electronically in iVisions at the earliest possible time prior to the absence. All leave must be entered prior to the end of the respective pay period.

It is your responsibility to ensure that leave days are used appropriately; that the correct category is requested, and that you have available leave hours. Examples of Staff and Personal Leave are listed in the Employee Handbook's Leave of Absence section. Available leave balances can be found in iVisions.

When a substitute teacher is required in your absence, you must submit a request for a substitute in the Smart Find software, and a request for time off in iVisions. The office manager then matches your approved leave request to the Smart Find job data and verifies the data.

If the office manager does not see an approved leave request in iVisions to match up with the Substitute request in Smart Find by the pay period end date, deduction of pay at the full-time hourly rate will be made.

If no leave hours are available, and you are absent, deduction of full rate of pay* will be made unless the absence involves long-term disability and leave is granted from the Limited Sick Leave Bank. Employees must enter leave in iVisions for any absence even if the employee does not have leave available.

*For part year employees, the full rate of pay is the annual salary calculated as it is earned. The formula is the annual salary divided by the number of work days then divided by eight hours to get an hourly rate.

Policy Revision History

Date	Revision Details	Revised By
4/30/2013	Reformatted policy into new template. Completed annual review.	Controller