



Payroll Check Sorting Distribution Work Instruction (A/P-W004)

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This work instruction describes the process in which Accounts Payable sorts and distributes payroll checks at Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Chief Accountant

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 E70 - SSS - Student Support Services at Edison
- 4.2 AR/CR Clerk - Accounts Receivable/Cash Receipts Clerk
- 4.3 AP Clerk/Receptionist – Accounts Payable Clerk/Receptionist
- 4.4 MAI (Mail), HOL (Holds), RES (Resigned), RET (Retired), EOP (End of Position)
- 4.5 ES (Elementary Schools), MS (Middle Schools), HS (High Schools)

5.0 PROCEDURE:

- 5.1 Classified staff is paid bi-weekly on Wednesday. Certified staff is paid on the 22nd of each month unless the 22nd falls on a weekend or holiday. In this event, the pay date will be moved to the Friday preceding the 22nd. Payroll check sorting for distribution occurs 1 – 2 days prior to payday, after checks are printed and sealed by the Payroll Department.
- 5.2 Payroll checks consist of 2 different documents: actual checks (green background) and direct deposit advices (purple background). Checks and advices are printed in numerical order by department or school code (i.e. starts with Dept 005 and goes through 867). Checks and direct deposits with a code of E70 (SSS-Edison), MAI (U.S. Mail), HOL (Holds), RES (Resigned), RET (Retired) and EOP (End of Position) are printed at the end of the run. Within each department, checks and direct deposits are printed in alphabetical order.
- 5.3 AP Clerk/Receptionist and AR/CR Clerk sort the checks for distribution as follows:

AP Clerk/Receptionist

AR/CR Clerk

Dept. 005 to 101 (Dept 088 – Subs, go in US Mail)

Dept. 101-198 (E.S.)

Dept. 199 to 299

Dept. 300-399 (M.S.)

Dept. 400 (Plant Facilities)

Dept. 500-599 (H.S.)

Dept. 800-899



Payroll Check Sorting Distribution Work Instruction (A/P-W004)

E70, MAI, RES, RET, EOP (All US Mail)

- 5.4 The AP Clerk and AR/CR Clerk create labels for their respective sites in MS Word using a master list of Departments and the current School/Administration/Secretary. Labels are printed by department code and name (or school number and name) and are put on plain manila envelopes. Checks and direct deposits are put into the corresponding envelopes (kept in separate groups within the same envelope). Labels for the departments that pick up the checks and direct deposits on pay day [Dept. 008 (Business), Dept. 020 and 199 (Nutrition Services), Dept. 094 (Getto Transportation), Dept. 009 (Operations Center), Dept. 010 (Carpenter Shop), Dept. 015 (Equipment Repair), Dept. 036 (Paint Shop), Dept. 054 (Huffaker Maint.) and Dept 400 (Plant Facilities)] are put on 4 x 6 pieces of white paper and placed on top of the corresponding checks and direct deposits. Departments 009, 010, 015, 036, 054 and 400 are picked up by Plant Facilities. Checks and direct deposits marked HOL are held and given to the payroll department on the pay date.
- 5.5 After the checks and direct deposits are put into their manila envelopes, the manila envelopes are put into the vault to be picked up by the mailroom the morning of the pay date. The exceptions to this are Incline ES (Dept. 136), Incline MS (Dept. 315) and Incline HS (Dept. 515), which are sent by Fed Ex the day before the pay date, to Incline HS (all 3 groups go to the High School in one Fed Ex package). Call Fed Ex for pick-up by 12:00 noon the day before the pay date. Also, Johnson ES (Dept. 138), Natchez ES (Dept. 156) and Gerlach HS (Dept. 505) are grouped together and placed on top of the rest of the envelopes; the mailroom sends the envelopes for these schools out by courier on the pay date.
- 5.6 All checks and direct deposits coded as Dept. 088 (Subs), MAI, RES, RET and EOP are mailed the day before the pay date. At certain times of the year, when they are off-track or when their school calendars differ from the mainstream, the year round schools, Natchez and Incline are also mailed via U.S. Mail. Check the payroll calendars to determine these dates. On occasion, payroll may give the business office a written note of special instructions for a certain employee.
- 5.7 When all checks going out via U.S. Mail are ready and Fed Ex has been called to pickup the package for Incline H.S. an e-mail is sent to the Senior Accountant (Business) and the Senior Accountant (Payroll) informing them that the checks/direct deposits going out U.S. Mail/Fed Ex have been sent.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Department and School lists
- 6.2 Payroll Calendars

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A	N/A	N/A	N/A	N/A



**Payroll Check Sorting Distribution
Work Instruction (A/P-W004)**

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/1/05	A	Initial Release
04/16/07	B	Procedure revised for grammar and punctuation. Added Associated Documents.

***** End of work instruction *****