

# CRACK THE PAYROLL CODE



## SUPERVISOR'S PAYROLL CHECKLIST

PAYROLL

WEEKLY TIME SHEET

Tue	Wed	Thu
6/11	6/12	6/13
8.00	8.00	8.00

### AT THE BEGINNING OF EACH ASSIGNMENT:

1. Have a job code
2. Assign employee(s) to the job code
3. Provide information (1 & 2) by email to: [timeclockplus@rsd7.net](mailto:timeclockplus@rsd7.net)
4. Give job code to employee(s)
5. Insist employee(s) enter time worked by 10am the following day



TimeClock Plus®

### TO APPROVE:

1. Review hours worked and entered into TimeClock Plus by employee(s) regularly. Don't wait until the last minute!
2. Identify employee(s) who worked but have not entered time into TimeClock Plus. Insist they enter their time immediately.
3. Approve hours entered by employee(s) into TimeClock Plus no later than the payroll due date.

#### Payroll Due Dates

1/3/2018  
1/16/2018  
2/1/2018  
2/16/2018  
3/1/2018  
3/16/2018  
4/2/2018  
4/16/2018  
5/1/2018  
5/16/2018  
6/1/2018  
6/19/2018  
7/2/2018

### REMEMBER:

- Do not wait until the last minute!
- Have an alternate approver in your absence.
- Make sure you approve by the payroll due date (see right).

**Resources:** [timeclockplus@rsd7.net](mailto:timeclockplus@rsd7.net)  
[www.reynolds.k12.or.us/district/timeclock-plus](http://www.reynolds.k12.or.us/district/timeclock-plus)