



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2004-010
CONTACT: Debbie Fetner, Payroll Supervisor
Payroll Department
TELEPHONE: 833-3646

TO: All Principals/Bookkeepers
FROM: Rita Scallan, Director – Finance
DATE: October 1, 2003
SUBJECT: Revised Payroll Procedures
Other Compensation & Temporary/Hourly Employees

The Other Compensation Report, MIS 3180 has been revised. A new form has been added that must be attached to the Other Compensation Report to provide documentation of the hours worked by the employee. The Other Compensation Report TIME SHEET, MIS 3475 must be filled out and signed by each employee acknowledging that they have verified the actual hours which are being submitted for payment.

Also attached is a temporary/hourly employee sign-in sheet, MIS 3474. Effective immediately, all employees need to sign in and out using this form. It must be signed by the employee in order for them to be paid. The sign-in sheet must be retained at your school/department for auditing purposes. The hours will be written on the Payroll Time Sheet.

If you have any questions, please feel free to contact Debby Fetner, Payroll at 833-3650.

C: Superintendent
Assistant Superintendents
Chief Officer – Human Resources
Chief Officer – Quality Assurance
OCEA