



**SCHOOL DISTRICT OF OKALOOSA COUNTY
INTEROFFICE MEMORANDUM
FINANCE DEPARTMENT**

FINANCE TAM: 2008-035
CONTACT: Debbie Fetner
Payroll Supervisor
TELEPHONE: 833-5849

TO: All Principals and Payroll Bookkeepers
FROM: Rita Scallan, Chief Financial Officer
DATE: February 26, 2008
SUBJECT: Payroll Reporting & Documentation - Tutors

Recently, the Payroll Department has become aware of payroll reporting and documentation difficulties related to tutors who are not regular District employees, that is someone hired outside of the District for the sole purpose of providing tutor services. The funding strip set up in the personnel module, on the AS/400, sometimes reflects incorrect coding information.

Currently, there are two methods used to pay tutors. The two existing methods are as follows:

1. If the employee is a regular District employee, then the individual must complete an "Other Compensation Time Sheet" which is submitted to the Payroll Office along with the "Other Compensation Summary Report" completed by the employee who handles the payroll function at the school level.
2. If the employee is hired for the sole purpose of providing tutoring services, then the individual's hours are submitted to the Payroll Office on an ~~"Other compensation Summary Report"~~, the **"Time sheet."** They are not required to complete an "Other Compensation Time Sheet."

Beginning with the March payroll period, the District will standardize and establish one consistent method (see item #1 above) of reporting payroll hours for all tutors. The change only affects the payroll reporting for tutors who are hired outside the District. Remember, that an employee must have an active job record in order to receive a District paycheck. If a tutor is not in a regular established position, then an active substitute or tutor position must be set up.

All tutors must complete and sign an "Other Compensation Report Time Sheet", MIS form #3475. The time sheets must be attached to the "Other Compensation Report", MIS form #3180 and submitted with your payroll information to the Payroll Department. All tutors will be paid through other compensation. Effective with the March payroll, schools WILL NO LONGER WRITE IN HOURS on the time sheets.

In summary, this change will provide a consistent method of payroll reporting and the corresponding signed documentation related to tutoring services provided to students.

Should you have any questions or require further information, please contact Debby Fetner at 833-5849.

Attachments

C: Superintendent
Cabinet Members
Bookkeepers – Budget

**SCHOOL DISTRICT OF OKALOOSA COUNTY
OTHER COMPENSATION REPORT
TIME SHEET**

NAME: _____ SSN: _____ JOB ID: _____

SCHOOL/DEPARTMENT: _____ COST CENTER #: _____

Note: A separate Other Compensation Report Time Sheet must be submitted for each activity an employee works. All information must be completed on this form which will in turn be attached to the Other Compensation Report (MIS 3180) submitted to Payroll.

DETAILED DESCRIPTION OF ACTIVITY:

DATE	START TIME	END TIME	HOURS WORKED

By signing below, I am acknowledging that I have performed the above listed activity and worked the hours I have indicated.

Signature of Employee

Date

SCHOOL DISTRICT OF OKALOOSA COUNTY
FINANCE DEPARTMENT
OTHER COMPENSATION REPORT

MIS 3180
Rev. 9/03

Activity Date: _____ Description: _____

Funding: _____

Fund	Function	Object	Center	Project
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INSTRUCTIONS:

- ◆ List only *one* entry per employee per activity.
- ◆ Attach a signed Other Compensation Report Time Sheet (MIS 3475) for *each* employee listed.
- ◆ Do not report substitutes on this form – all subs must be reported by school on a Substitute Time Report.

EMPLOYEE NAME	SOCIAL SECURITY #	JOB ID	TIME (HRS)	TOTAL \$

Approved:

Signature of Principal/Department Head

Date

FOR PAYROLL USE ONLY	
RUN #	_____
BATCH #	_____
DATE ENTERED	_____
INITIALS	_____