

PAYROLL

SECTION 6

FY 2026–2027

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GCSD Payroll Office

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Contact the Payroll Specialist for:

- Marathon leave process and entry instructions.
- Payroll Timesheets — Principals, Directors, and District Office Staff.
- New Employees.
- Substitutes (after Board approval).
- Terminating Employees.
- General payroll and benefit information.
- Changes: Insurance Deductions, Cafeteria Plan, Direct Deposit Form (on website), State & Federal Withholding Forms (on website).
- Time Clock issues — missed punches, clocking errors.
- Active Resource account issues.
- PERS Retirement (Public Employee Retirement System) — enrollment of new employees, retirement of current employees, retiree re-employment, withdrawal of contributions upon separation.
- Name and address changes. Note: name changes require an updated Social Security card; address changes can be made on Active Resources.
- BCBS Open Enrollment in October.

Privacy

❑ Important — Confidentiality of Payroll Records

Some reports run in Marathon may include Social Security numbers.

All payroll information is covered under the Federal Privacy Act.

Treat all employee records as strictly confidential.

- If you run a report for a specific employee, you must black out the Social Security number completely before giving the report to the employee.
- Do not leave reports containing Social Security numbers or other confidential information visible in your office. Place all such items in a secure location.
- Copies you are not going to keep or use must be shredded.
- When sending your payroll report through school mail, place it in a sealed envelope.

- All FMLA and other leave information is private. File in a secure environment and limit access within the payroll procedure.
- If an employee brings a direct deposit, deduction change, or address change to you, have the employee place it in an envelope, seal it, and send it through the mail themselves.

Payroll Cannot Discuss with Third Parties

Payroll cannot discuss anything related to deductions — including garnishments or demographic screens — with anyone other than the employee, including spouses.

- Employees working with payroll must understand that information is confidential and some is covered under the Federal Privacy Act.

Payroll Dates

George County School District Payroll Schedule — FY 2026–2027

Month	New Hire Orientation	Due to Payroll	Last Day for Changes	Payroll Date
July 2026	07/16/2026	07/16/2026	07/15/2026	07/31/2026
August 2026	08/14/2026	08/06/2026	08/14/2026	08/31/2026
September 2026	09/11/2026	09/07/2026	09/15/2026	09/30/2026
October 2026	10/20/2026	10/08/2026	10/15/2026	10/30/2026
November 2026	11/13/2026	11/05/2026	11/13/2026	11/20/2026
December 2026	12/08/2026	12/04/2026	12/10/2026	12/18/2026
January 2027	01/12/2027	01/08/2027	01/15/2027	01/29/2027
February 2027	02/09/2027	02/04/2027	02/12/2027	02/26/2027
March 2027	03/09/2027	03/04/2027	03/12/2027	03/26/2027
April 2027	04/13/2027	04/08/2027	04/15/2027	04/30/2027
May 2027	05/11/2027	05/06/2027	05/14/2027	05/28/2027
June 2027	06/11/2027	06/04/2027	06/15/2027	06/30/2027
July 2027	07/15/2027	07/15/2027	07/15/2027	07/30/2027

*Dates are subject to change by the business department as needed. **You will be notified immediately of any changes.**

Payroll Deadlines — Please Read Carefully

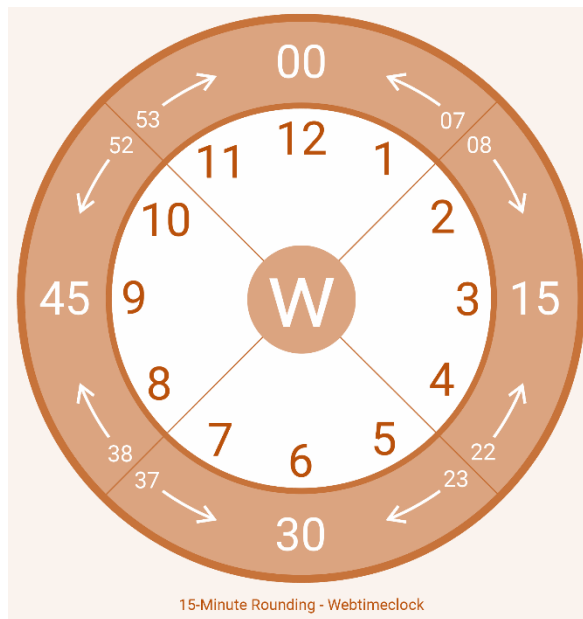
- All leave must be entered and checked for accuracy (including the correct substitute).
- All payroll reports must be correct before submission to Payroll.
- Administrator, Payroll Secretary, and any Overtime/Straight Time timesheets must be signed and submitted by the due dates above.
- If timesheets, sub reports, and leave forms are received after the payroll due dates, the employee will not be paid until the next payroll.

- All leave will be verified by the District Office Payroll each month after 9:00 AM on the day after the cut-off date.
- All substitutes will be paid according to the payroll cut-off dates.

Time Clock Illustration

Purpose:

To ensure consistent and compliant payroll processing, employee time punches are rounded to the nearest 15-minute increment as outlined below:



Actual Punch Time	Rounded Time (Payable)
8:00 AM – 8:07 AM	8:00 AM
8:08 AM – 8:22 AM	8:15 AM
8:23 AM – 8:37 AM	8:30 AM
8:38 AM – 8:52 AM	8:45 AM
8:53 AM – 9:07 AM	9:00 AM

Notes:

- Rounding applies to all clock-in and clock-out times.
- The system rounds to the nearest quarter hour based on the ranges above.
- This method ensures fairness over time and complies with standard payroll practices.

Terminated Employees

Notify Payroll Immediately Upon Any Employee Termination

Send the Personnel Recommendation Form to the Human Resource Director without delay. Do not wait. If overpayment occurs due to improper reporting, the principal/administrator/supervisor may be assessed with the overpayment.

- Send the Personnel Recommendation Form to the Human Resource Director immediately.
- If an employee will not furnish a termination letter, notify Human Resources.
- School secretaries must enter all leave through the termination date. If the employee leaves without notice, enter the leave record(s) with comments.
- Employees must work their last day or they will be docked their daily rate for missed work days.
- If the terminated employee is an hourly employee, run their payroll reports on the last day they work. Have the employee and supervisor sign the timesheet before the employee leaves but after clocking out. Send the timesheet and applicable leave reports to the Payroll Specialist.
- If an employee leaves without notice, run their timesheet and note the reason for no signature — the principal/administrator must sign. Send to the Payroll Specialist.

Do Not Enter Leave After the Termination Date

Do not enter any leave for a terminated employee dated after the termination date listed on the Personnel Change Form. Employees cannot use leave after their last worked day.

Note: The employee's final pay will be processed according to the paperwork received, including timesheets and leave reports. The final timesheet and leave reports must be accurate before being sent to Payroll. Ensure all missed punches are corrected before submitting timesheets to the District Office.

Substitute Personnel

Pay Scale

Category	Daily Rate
Non-Degree (Short or Long-Term)	\$65.00
B.S. Degree	\$73.00
B.S. Degree Long-Term — 7th Day and Beyond	\$80.00
Certified	\$78.00
Certified Long-Term — 7th Day and Beyond	\$113.00

Please explain to all substitutes that the days paid are from work performed the month prior to each payroll date.

Also explain to substitutes that if they do not agree with their pay, they must check with the School Secretary first to verify days submitted in the payroll report for that period.

New substitutes should be reported to the Payroll Specialist upon working their first day. They will not be entered into Marathon until their first day of work after board approval. After entry into Marathon, they can then be entered into the time clock.

Substitutes Must Clock In and Out Every Time They Sub

Substitutes should also sign in on the manual timesheet AND clock in at the time clock.

This ensures correct and timely payment. Conflicts with sub entry may delay payment to the following month.

Substitute Entry Process

1. Subs will be entered on leave records as the payroll process is completed.
 - a. All subs should clock every time they sub in the district.
 - b. Subs should sign in on the manual timesheet AND clock in at the time clock to ensure correct and timely payment. If there is a conflict with sub entry, the sub may not be paid until the following month for the time worked.
 - c. If time edits are necessary (missed punches), they should be submitted to the school secretary in writing.
 - d. We do not know when subs are working or for whom unless you tell us — be sure subs are entered in the system before your payroll is submitted.
 - e. During sub entry, make sure you are updating the **"Pay Sub For ___ Days"** number as needed. Subs are paid by the hour. Refer to the leave conversion chart when entering time. Example: if a sub works 7 hours and 45 minutes, enter 0.97 for an 8-hour employee.
 - f. Check and double-check the following **before you approve** the sub's time record:
 - i. Amount of time in 'Pay Sub for Days' box matches timesheet.
 - ii. Leave Record shown is for the correct job and date.
 - iii. 'Sub for' field is for the correct teacher.
 - g. When entering a sub in a vacant position, make sure the correct account line and location is chosen. Contact the payroll department with any account line questions.

If an employee has left and a replacement has not been hired, send a report with the following information to the Payroll Specialist:

- Vacant Position (Employee's Name)
- Substitute Name
- Days and Hours Worked

SUBSTITUTE TIME CONVERSION		
Time Out	Total Minutes	Conversion
15 Minutes	15	0.03
30 Minutes	30	0.06
45 Minutes	45	0.09
1 Hour	60	0.13
1 Hour 15 Minutes	75	0.16
1 Hour 30 Minutes	90	0.19
1 Hour 45 Minutes	105	0.22
2 Hours	120	0.25
2 Hours 15 Minutes	135	0.28
2 Hours 30 Minutes	150	0.31
2 Hours 45 Minutes	165	0.34
3 Hours	180	0.38
3 Hours 15 Minutes	195	0.41
3 Hours 30 Minutes	210	0.44
3 Hours 45 Minutes	225	0.47
4 Hours	240	0.50
4 Hours 15 Minutes	255	0.53
4 Hours 30 Minutes	270	0.56
4 Hours 45 Minutes	285	0.59
5 Hours	300	0.63
5 Hours 15 Minutes	315	0.66
5 Hours 30 Minutes	330	0.69
5 Hours 45 Minutes	345	0.72
6 Hours	360	0.75
6 Hours 15 Minutes	375	0.78
6 Hours 30 Minutes	390	0.81
6 Hours 45 Minutes	405	0.84
7 Hours	420	0.88
7 Hours 15 Minutes	435	0.91
7 Hours 30 Minutes	450	0.94
7 Hours 45 Minutes	465	0.97
8 Hours	480	1.00

Leave — Reporting & Entry

a. Reporting & Processing into Marathon

Sick, Personal, Jury Duty, and Military Leave is requested by the employee on the District Personnel Leave Request Form.

Please ensure that the amount of time absent on the form(s)/request(s) matches the correct time absent on that employee's timesheet.

- Time on the form/request must be shown by the employee in hours and minutes if less than 8 hours.
- Time entered for non-certified staff into Marathon is the converted day amount from the conversion chart.
- Time entered for certified staff into Marathon is deducted in $\frac{1}{2}$ and whole days only:
 - 0 – 3.75 hours worked = 1 whole day of leave needed.
 - 4 – 6.25 hours worked = $\frac{1}{2}$ day of leave needed.
 - 6.50+ hours worked = 0 hours of leave needed.
 - Certified staff must work at least 6.50 hrs per day AND 40 hrs per week.
- Leave must be entered into Marathon and checked daily before being sent to payroll for processing.

b. Professional Development

Sections 1 and 2 are completed at the school/location level. **Sections 3 through 6** are completed by the District Office.

Submission Deadline

This application must be submitted at a minimum of 2 weeks prior to leave.

Applications requiring board approval must be submitted before the board meeting preceding the training date. The application must be approved before attendance.

To be prepaid, the application must include Conference, Hotel, and Travel documentation when initially submitted. The form must be completed in its entirety or it will be returned.

School/Location Level (Sections 1 & 2):

1. Participant completes and signs Section 1 of the Professional Leave Form and submits it to Supervisor/Principal for funding and approval. Hotel information must be attached if applicable, including Check-In and Check-Out dates.
2. Principal completes Section 2 of the Professional Leave Form including complete fund numbers for all expenses.
3. Principal forwards the completed form to Human Resources and retains a copy.

District Office Level (Sections 3–6):

1. Human Resources logs Professional Leave and forwards to Fund Director/Designee.
2. Fund Director/Designee verifies funds are available and either approves or denies the leave.
3. If approved, the form is routed to the Chief Financial Officer for Fund Availability Verification.
4. Chief Financial Officer verifies/approves; hotel reservations will be made if applicable.
5. Upon complete approval, the form is routed to Human Resources, who will distribute as follows:
 - h. Original returned to School/Location Secretary.
 - i. Copies to Fund Director, Payroll, and Human Resources Director.
6. Hotel confirmation is provided by the Business Office if applicable; a requisition/purchase order will be submitted for Travel Card Services.

Approved originals returned to the school should be routed per the school's procedure. A copy of the Approved Professional Leave Form must be submitted with the Payroll Leave sheet for the employee and with all Travel Reimbursement requests.

c. FMLA Tracking

1. Employees who are out at least 3 consecutive days may qualify for FMLA. The school/department secretary should notify the supervisor, Human Resources, and Payroll/Benefits Specialists. The supervisor should contact the employee to inquire about a serious health condition; if applicable, the employee should complete an FMLA packet (available at the school or in the Human Resource Office). If not a serious medical condition, the employee should furnish a physician's certificate. See sick leave policy.
2. FMLA leave approval process:
 - a. Requesting FMLA Leave:
 - i. Employee completes the FMLA packet.
 - ii. After the Human Resource Director receives the signed FMLA request form, personnel shall furnish the supervisor a copy. The supervisor shall make a copy available to the school/department secretary to monitor leave status.
 - b. Determining Eligibility for FMLA Leave:
 - iii. Human Resource Director reviews the request and all attached documents.
 - iv. Human Resource Director sends a Notice of Eligibility and Rights & Responsibilities to payroll, the employee's supervisor, and the employee.
 - v. The employee receives further instructions to furnish certification within a specified number of days.
 - c. Designating Leave as Approved FMLA Leave:
 - vi. Human Resource Director reviews the certification from the employee's physician.
 - vii. Human Resource Director sends a Designation Notice to payroll, the employee's supervisor, and the employee.
 - viii. The employee also receives a Return to Work certification form to submit to Personnel prior to or upon returning to work.
3. If the employee is approved for FMLA, the school/department secretary must enter all sick leave records on behalf of the employee, coded as FMLA.
4. If the employee is not eligible for FMLA but is out on extended leave (more than 4 days):
 - a. And returns before the payroll period ends — follow normal leave request procedure.
 - b. And does not return before the payroll period ends:

- ix. Doctor's excuse submitted — enter leave records on behalf of the employee.
 - x. Doctor's excuse not submitted — notate on the employee's timesheet that no excuse has been received and the employee will be docked.
5. If an employee is absent with the same FMLA reason past the ending date on the Response to FMLA Leave Request form, the secretary or supervisor must notify the Human Resource Director:
 - a. The Human Resource Director shall take action to extend FMLA if time is still available.
 - b. If time is not available, these absences must be coded to sick leave, not FMLA.
 6. A confidential file must be kept in a locked filing cabinet for all FMLA records. This information is covered under the Federal Privacy Act.

FMLA Entry Notes

It is imperative that FMLA is entered into Marathon correctly, with 'FMLA' noted in the comment section of the employee's leave record.

If an employee is on intermittent FMLA (e.g., for back surgery) but is absent for an unrelated reason such as a cold or dental appointment, those absences are NOT FMLA. The employee should mark the applicable type of sick leave, not FMLA.

d. Donated Leave

See Policy **GADF** — Donated Leave.

Before Donated Leave can be taken by the recipient employee, the following must be furnished to the Payroll Office:

1. Donor's Request to Donate Unused Accumulated Personal or Sick Leave Form — completed and signed by the donor employee; approved by the donor's supervisor, recipient's supervisor, and Human Resources.
2. Letter of Approval or Disapproval of Recipient's Request for Donated Leave — completed by Human Resources.
3. Catastrophic Injury and Illness Report from a licensed physician — signed and dated.
4. Recipient's Request for Donated Unused Accumulated Personal or Sick Leave Form — completed and signed by the recipient.

Donated Leave for the recipient employee begins, if approved, on the 1st payroll following the Personnel Approval Date for the donor. Donated leave cannot be used for leave posted on processed payrolls prior to the Personnel Approval Date.

Human Resource Director — Donated Leave Responsibilities:

- Distributes and manages all Donated Leave forms.
- Organizes the approval of Donated Leave requests.
- Handles all questions pertaining to the Donated Leave approval process.

Policy Code GADF — Donating Leave to Another Employee

Any employee of the George County School District may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the George County School district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

- a. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation. **Donated days cannot exceed eligible FMLA days.**
- b. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
- c. An employee must have exhausted all of his or her available leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.
- d. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
- e. Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic within the meaning of this section.
- f. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
- g. Donated leave shall not be used in lieu of disability retirement.

For the purpose of this policy:

(i) "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the local school district for the employee.

Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work

and that are long-term in nature and require long recuperation periods may be considered catastrophic.

(ii) "Immediate family" means spouse, parent, stepparent, sibling, child or stepchild.

The superintendent or designee shall establish procedures to support this policy.

Legal Reference: **MS Code Section 37-7-307**

e. Leave Reporting for Exempt and Non-Exempt (Wage and Hour) Staff

1. Leave policies must be followed by all employees district-wide. See the current Personnel Handbook for the current Leave Policy.
2. Sick, personal, jury duty, and military leave is requested by the employee to the school/department secretary.
3. Applicable documents to support leave taken must be submitted with payroll reports each month as listed on the Payroll Checklist. They must be submitted for approval prior to the absence.

Automatic Dock Warning

Any employee who does not have an applicable leave form included with the payroll report shall be automatically docked for absences. Each payroll manager must verify that all applicable leave forms are included with the report.

- a. Principal/supervisor must ensure that employees are aware they must submit leave requests before an absence occurs. In unforeseen circumstances, forms should be submitted immediately or on the day the employee returns to work.
- b. If an employee is out on sick leave that has not returned before the cut-off date:
 - xi. Doctor's excuse was submitted — enter leave records on behalf of the employee.
 - xii. Doctor's excuse was not submitted — notate on the employee's timesheet that no excuse has been received and the employee will be docked.
- c. Employees must be informed that no corrections for leave will be made until the next payday. Reason codes or types of leave will not be changed after payroll is processed.
4. All absences must be reported in Marathon for all employees. The principal/supervisor must submit in writing to the payroll office any unapproved leave that should be unexcused/unpaid, stating the reason, date(s), and time missed each day.
 - d. If an employee refuses to request leave as required by their supervisor, the absence will be considered unexcused and pay shall be docked.
 - e. If a principal denies leave in accordance with leave policy (e.g., first/last week of school, day before/after a holiday without a verified doctor's excuse):
 - i. Wage & Hour employees: document hours absent on the Leave Report from Marathon; include an explanation in the Reason/Comment column.
 - ii. Certified employees: include written documentation with principal/supervisor/administrator signature; place a copy with your payroll along with a leave report.
 - iii. Note: The Leave Request must be approved to become a leave record. Written documentation is still required for Payroll to process docks.

5. We will not change the leave type on forms/requests once it is signed by the employee and sent to the supervisor. Each school/department secretary must verify that all leave shown in Marathon matches the employee's forms/requests before sending payroll.

f. No Show Report

Schools shall run No Show Reports at the end of each month to compare with their leave requests. Any missing days without a leave request should be entered as an unexcused day.

Navigation: Remote Link → Activities → Active Time → Active Time Queue

Filter for your location, all employees, and the applicable date range. Generate individual reports for all employees with leave requests and have them sign the report to keep with your payroll.

Marathon Web - Google Chrome
 Not secure | 10.198.2.12/MarathonWeb/RL/Reports/ActiveTime/NoShowsReportPRB.aspx?NoMen...
 Remote Link | George County FY21 | aestis | Close

No Shows Report or Who's Still In (LIVE)?

Complete

Filter Options

Locations: ALL Locations ▼

Employee: ALL Employees ▼

All Positions

Licensed: All ▼

Date Range: 07/01/2020 **To** 07/22/2020

Import Time Job Only: No ▼ **Report:** No Shows Report ▼

Print Employee ID: Yes ▼ **Order by:** Employee Name ▼

Exclude With Leave Entry from No Shows Report: No ▼ **Exclude Substitutes from No Shows Report:** No ▼

Exclude validation of employee's work schedule for each job from No Shows Report: No ▼

Report: 🗨️

Print Selection Criteria First Page Only ▼

Report Settings (Show) 🗨️

Important Reminder

Employees need to check with the school/department secretary on any leave questions before calling the Payroll Specialist.

School records are real-time — payroll records are one month behind.

g. Procedure for Entry of Leave

See the Forms section for copies of any necessary forms.

Type of Leave	Notes	Excused or Unexcused	Reason	Memo	Leave Reported
Sick / FMLA	Must have approved FMLA form from Human Resources. If employee has exhausted FMLA but is still out, code as Sick.	Unexcused	Family Medical Leave / Sick	Note if Workers' Comp applies	Sick — Time Absent
Sick — Death/Funeral (Relative)	Per Leave Policy: only 3 days of sick leave may be charged for death/funeral of a relative.	Unexcused	Death / Funeral	None	Sick
Personal — Death/Funeral (Relative)	The 4th day and beyond of leave for death/funeral of a relative may be charged to personal leave.	Unexcused	Personal	None	Personal
Personal	None	Unexcused	Personal Reasons	None	Personal
Jury Duty	Must have a copy of the employee's subpoena for witness and/or summons for jury duty.	Excused	Jury Duty	None	Jury Duty
Military	Must have a copy of military orders. Leave on the 16th day and beyond rolls to Personal Leave.	Excused (days 1–15) Unexcused (day 16+)	Military Leave	None	Military
Professional Leave	Pay attention to (1) Leave Dates and (2) Travel Dates.	Excused	Professional	Meeting name or location	Professional
Suspended With Pay	Proper documentation must be sent to Payroll.	Excused	Suspended with Pay	None	Personal
Suspended Without Pay	Proper documentation must be sent to Payroll.	Unexcused	Suspended Without Pay	None	Personal

h. LEAVE CONVERSION CHART FOR 8 HOUR EMPLOYEES

Time Out	Total Minutes	Conversion
15 Minutes	15	0.03
30 Minutes	30	0.06
45 Minutes	45	0.09
1 Hour	60	0.13
1 Hour 15 Minutes	75	0.16
1 Hour 30 Minutes	90	0.19
1 Hour 45 Minutes	105	0.22
2 Hours	120	0.25
2 Hours 15 Minutes	135	0.28
2 Hours 30 Minutes	150	0.31
2 Hours 45 Minutes	165	0.34
3 Hours	180	0.38
3 Hours 15 Minutes	195	0.41
3 Hours 30 Minutes	210	0.44
3 Hours 45 Minutes	225	0.47
4 Hours	240	0.50
4 Hours 15 Minutes	255	0.53
4 Hours 30 Minutes	270	0.56
4 Hours 45 Minutes	285	0.59
5 Hours	300	0.63
5 Hours 15 Minutes	315	0.66
5 Hours 30 Minutes	330	0.69
5 Hours 45 Minutes	345	0.72
6 Hours	360	0.75
6 Hours 15 Minutes	375	0.78
6 Hours 30 Minutes	390	0.81
6 Hours 45 Minutes	405	0.84
7 Hours	420	0.88
7 Hours 15 Minutes	435	0.91
7 Hours 30 Minutes	450	0.94

7 Hours 45 Minutes	465	0.97
8 Hours	480	1.00

Leave Conversion Chart for Transportation

Time Out	Total Minutes	3 hr	4 hr
15 minutes	15	0.08	0.06
30 minutes	30	0.17	0.13
45 minutes	45	0.25	0.19
1 hour	60	0.33	0.25
1 hr 15 min	75	0.42	0.31
1 hr 30 min	90	0.50	0.38
1 hr 45 min	105	0.58	0.44
2 hours	120	0.67	0.50
2 hr 15 min	135	0.75	0.56
2 hr 30 min	150	0.83	0.63
2 hr 45 min	165	0.92	0.69
3 hours	180	1.00	0.75
3 hr 15 min	195	—	0.81
3 hr 30 min	210	—	0.88
3 hr 45 min	225	—	0.94
4 hours	240	—	1.00

Preparing Payroll Reports for District Office

Do Not Alter or Change Any Payroll Forms

1. Missed Punches

- a. Remote Link → Reports → Active Time → Swipe Problems
- b. Filter for Date Range and Swipe Input Type: "Unequal Swipes"
- c. Missed punches should be corrected on a weekly basis. Do **NOT** delete any punches. You **cannot** edit your own time — those corrections must be sent to Payroll/Benefits.

2. Print Timesheets

- a. Remote Link → Reports → Active Time → Time Sheet Report. Complete date range and check the box "Print Missed Days from Work Schedule."
- b. Employees must verify their correct time on their timesheet and sign each timesheet. Principals must also sign each employee's timesheet.

3. Send timesheets for Principals/Directors/Payroll Secretaries/Overtime & Straight Time only.

4. Payroll Secretaries' leave will be entered at the District Office.

5. Enter Leave into Marathon

- a. Remote Link → Activities → Employee Leave Maintenance → Add New Leave Record
- b. Filter for the employee → Choose job, date absent, and reason → Use the conversion chart to input the correct leave amount. Example: 1 hour of sick leave = enter 0.13 under "Reported" on the right side of the leave screen.
- c. Make sure to add the substitute used under "Substitute."
- d. Press "Add Leave" at the bottom of the screen.
- e. **Mark all excused leave — such as Professional, Jury, Military — as EXCUSED. Missing this step will cause the employee to be docked on the next payroll.**

6. Input Overtime, Extra Duty, etc.

- a. Remote Link → Activities → Employee Time Maintenance → ADD TIME
- b. Filter for employee → Choose the correct job and account line → Enter week ending date → Enter time as follows:
 - iv. Overtime: enter in "overtime hours"
 - v. Straight Time: enter in "regular hours"
 - vi. Extra Duty: enter in "other amount"
- c. Press "Save" at the bottom of the screen.
- d. **Overtime is any time worked exceeding 40 hours in a week**, including holiday weeks. Example: if an employee works 41 hours in a 32-hour work week, they earn 8 hours of straight time and 1 hour of overtime.

7. Print Leave Report

- a. Remote Link → Reports → Employee Leave → Comprehensive Leave Report → Enter the previous month for the date range → Filter and print.

8. Print Substitute Report

- b. Remote Link → Reports → Employee Leave → Substitute Leave Report → Enter the previous month for the date range → Filter and print.

9. Assemble Your Payroll Packet in the Following Order:

- a. Cover Sheet
- b. Substitute Recap — followed by substitute report
- c. Overtime/Straight Time/Comp Time Recap — followed by overtime form and timesheets
- d. Emergency Leave Recap
- e. Leave Without Pay Recap
- f. FMLA Recap
- g. Excused Leave Recap — followed by leave report, leave request forms (signed and approved), and professional leave forms
- h. **Dual Job Employee Recap** — followed by dual job employee timesheets. *****Dual job employees will be entered into Marathon at the District Office level.*****
- i. Payroll Secretary Timesheet/Leave Request Form
- j. Director/Principal Timesheets

Please utilize payroll packet documents shared with you on Google Drive.

Time Conversion Chart

When inputting overtime and straight time, use the conversion chart below:

Time Worked	Marathon Conversion
15 minutes	0.25
30 minutes	0.50
45 minutes	0.75
1 hour	1.00

Workable Day Calendar

Month	180 Days	183 Days	187 Days	190 Days	200 Days	210 Days
July	1	1	5	5	5	5
August	21	21	21	21	21	21
September	18	18	18	18	18	18
October	20	20	20	20	20	20
November	16	16	16	16	16	16
December	14	14	14	14	14	14
January	16	16	17	17	17	17
February	18	18	18	18	18	18
March	18	18	19	19	19	19
April	20	20	20	20	20	20
May	18	18	19	20	19	19
June	0	2	0	2	8	13
July	0	1	*	*	*5	*10

Month	220 Days	230 Days	240 Days
July	15	20	23
August	21	21	21
September	19	19	22
October	20	20	20
November	18	18	18
December	15	15	15
January	19	19	20
February	18	18	18
March	19	19	20
April	20	20	20
May	21	21	21
June	15	20	22

Note on Next Year July Workable Days

The next school term will begin sometime in July for staff. Keep this in mind — the current year's workable days will need to be completed before the next school term begins.

*****REMINDER - 60% DAYS ARE FOR STUDENTS ONLY. STAFF MUST WORK THEIR FULL DAY.*****

Overtime/Comp Time Payroll Signature Sheet — George County School District

Employee Name: _____
 Employee #: _____
 Number of Overtime Hours Worked: _____
 If more than 2 hours per month, date of pre-approval from superintendent:

 (Documentation of pre-approval must be attached. Approval via email from Superintendent is sufficient.)
Employee and Supervisor agree overtime will be:
 _____ Paid at 1½ hourly rate of pay
 Employee's timesheet must be attached.
 Employee Signature: _____ Date: _____
 Supervisor Signature: _____ Date: _____

Straight Time Payroll Signature Sheet

Employee Name: _____
 Employee #: _____
 Number of Straight Hours Worked: _____
 Employee and Supervisor agree straight time will be paid at the hourly rate of pay.
 Employee Signature: _____ Date: _____
 Supervisor Signature: _____ Date: _____

FMLA Recap

Employee Name	Employee ID #	# of Days

Leave Without Pay Recap

Employee Name	Employee ID #	# of Days

Emergency Leave Recap

Employee Name	Employee ID #	# of Days

Excused Leave Recap

Employee Name	Employee ID #	# of Days

Dual Job Employee Recap

Employee Name: _____ Employee #: _____

Week	Primary Job Hours	Deduct	Bus Job Hours	Overtime Hours
TOTALS		Total Deduct:		Total OT:

Change of Information Form

George County School District — Payroll Department

Employee's Name: _____ SSN: _____

	FROM	TO
Name Change (attach new social security card)		
Address Change		
Telephone Number		
Effective Date of Change		

Employee Signature: _____ Date: _____

Date Completed by Payroll Department: _____

Payroll Department Signature: _____

Must be submitted to the District Office before the 15th of the month for changes to take effect.