

School Business Advisory Services

Summer School – Options for payment

Teachers and Instructional Aides generally receive their pay on a 10-month or 11-month pay cycle.

If a district provides a Summer School session, there are options for paying Summer School employees outside of their designated primary pay cycle.

Pay these employees using a 12-month Pay Cycle such as 1VAR-Certificated Various or 2VAR-Classified Various using one of the Options from the examples below. Or the new Pay Cycle 1SUM – Summer School for pay in June, July, or August for summer school.

OPTION 1

HR/Payroll – Employment – Employee Management – Addon Tab

- Select which Addon to use.
 - Use existing Addons already setup for certificated or classified daily or hourly time and input a 12-month Pay Cycle; or
 - Use existing Addons already setup for certificated and input the <u>Summer</u>
 <u>School Pay Cycle</u>; or
 - Create an Addon specifically for summer school.
- Attach the existing or Summer School Addon to employees working the session.

OPTION 2

HR/Payroll – Employment – Additional Pay (input data directly into Additional Pay)

- Add summer school employees into the Additional Pay-Batch Info Tab screen with a
 12-month Pay Cycle or the Summer School Pay Cycle (not the employees' 10-month
 or 11-month primary pay cycle).
- Setup the employees' applicable Addons and Budget accounts in advance to reduce the amount of data entry necessary in June, July, or August.

OPTION 3

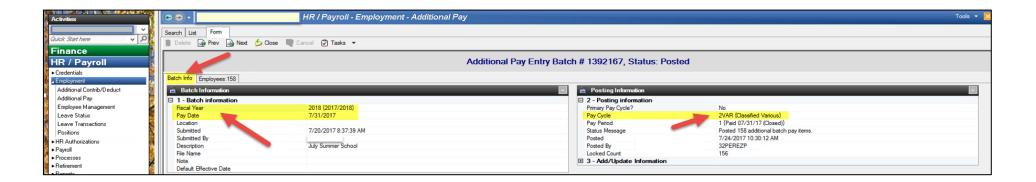
HR/Payroll – Employment – Additional Pay (using a spreadsheet to import data)

- Create an Additional Pay spreadsheet for the summer school time. Use the template
 provided by Escape. Use a <u>12-month Pay Cycle</u> or <u>the Summer School Pay Cycle</u> (not
 the employees' 10-month or 11-month primary pay cycle).
- Test the spreadsheet format by importing a small amount of data into the Additional Pay activity.
- Populate the spreadsheet with each summer school employee's information including Addons and Budget accounts in advance to minimize data entry in June, July, or August.
- In June, July, or August input time units for each employee into the already prepared spreadsheet.
- Import the completed spreadsheet into the Additional Pay activity.

Example

Pay Cycle in <u>Additional Pay/Batch Info Tab</u> must be a 12-month Pay Cycle or the Summer School Pay Cycle when manually inputting or importing employee data

(Verify correct Fiscal Year, Pay Date, and Pay Cycle before inputting or importing data)



Example

Additional Pay Batch import results



Example

Certificated Summer School Addon

