

Area:	Human Resources
Subject:	HR25 - Supplemental Payroll (Cycle 2) Authorization Form & Request for Short-Term/Substitute Work
Reference:	1304.52
Policy:	<p>The Supplemental Payroll (C-2) Authorization form is designed to authorize and provide necessary information to Budget and Payroll for all types of supplemental pay, including, but not limited to: short term/extra help, extra days (added assignments), and working out of classification.</p> <p>The Request for Short-Term/Substitute work is designed to secure the services of substitute and short-term workers.</p>

Procedure:

A need for out-of-class, extra days (added assignment), extra help, or a substitute is determined. The type of need determines whether a Cycle 2 Form, a Short-Term/Substitute work form or both is needed. **If the type of work is out-of-class or extra days (added assignment) for a SCOE permanent employee, then only a Cycle 2 form should be completed. Please go to the Cycle II Authorization form section. If extra help or a substitute is needed from a non-permanent SCOE employee, skip to the Short Term Worker or Substitute Worker section at the end of this procedure.**

Cycle II Authorization Form Procedure

1. The originator fills out a Cycle 2 form and seeks approval from authorized Manager. The Manager determines funding source and amounts.
2. The Manager verifies and approves the need for the out-of-class, extra days, or extra help.
3. Cycle 2 form is forwarded to Executive Director for approval. Executive Director verifies and approves.
4. Cycle 2 form is forwarded to Accounting Technician III for coding and to check if the account string(s) are in the accounting software. If the account string(s) do not exist in the accounting system, the Accounting Technician III will email a request to the Budget Position Control Analyst to add the account string in the system. The Accounting Technician III will also notify the Budget Analyst or Project Analyst and appropriate Manager that a budget revision is needed.
5. Cycle 2 form is forwarded to the CFS Fiscal Director for approval. CFS Fiscal Director approves.
6. Cycle 2 form is forwarded to the internal Program Accountant to forward to Human Resources.
7. Upon receipt of the approved Cycle 2 form, the internal Program Accountant notifies the Manager the form has been approved and that the form will be submitted to Human Resources.
8. The Program Accountant makes three copies of the Cycle 2 form. One copy goes to each: Program Accountant (for desk records), Accounting Technician III (to attach to time sheets), and the H Street Office Supervisor (to file in Employee/Short Term Binder).
9. The Program Accountant will forward the original Cycle 2 form to the Human

Resources Position Control Analyst for processing.

10. The Program Accountant receives a copy of the fully executed Cycle 2 form from Human Resources via route mail, which then is filed in the Employee/Short Term Binder.

Short Term Workers

1. If a Short Term worker is needed for extra help and the short term worker is not a SCOE permanent employee, the Manager will complete both a Request for Short-Term/Substitute Work form and a Cycle II Authorization form. The Request for Short-Term /Substitute Work form should be filled out first and e-mailed to HRSTS@stancoe.org with a copy to the CFS Director of Fiscal Services. Human Resources will find an appropriately qualified individual as requested on the form and will then contact the manager giving them the name of the individual. After the name of the individual has been communicated, the manager will complete a Cycle II form starting with Step 1 of the Cycle II instructions above.

Substitute Workers

1. If a substitute is needed (any substitute other than classroom teachers), the Manager will complete a Request for Short-Term/Substitute form and e-mail it directly to HRSTS@stancoe.org with a copy to the CFS Director of Fiscal Services. The Manager will follow Human Resources directions for completing the form. A Cycle II authorization form is not needed for substitutes.

Supervised by: Managers

Performed by: SCOE Staff

Forms needed: Cycle 2 Authorization and Request for Short-Term/Substitute Worker

Frequency: As Necessary