

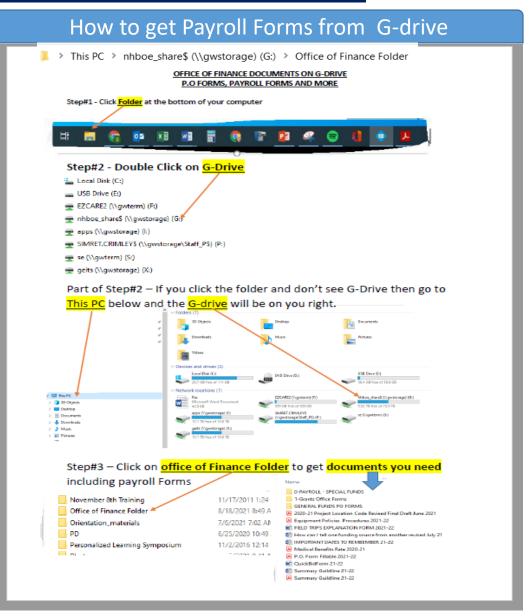




Table of Contents



Payroll contacts1 Part-Time Request – Prior to Submission...2 • PT Rate Code and Rates.....3 • Preparing Recommendation For Hire.....4-A, 4-B & 4-C Timesheet......5 Pre-Run.....6 Payroll Schedule.....8 Stipend Forms and Procedures.....9 -13 School Location Codes......14 • Navigating the Payroll Process – Follow the flow chart......16 From Human Resources Part-Time Staff



Part-Time and Full-Time Staff Contact Information



All Staff are paid for Services performed according to Payroll Schedule. All forms and procedure can be found on G-drive at https://pice.com/pice.c

Recommendation for Hire must be submitted and approved before an employee can start. Once approved the recommendation is emailed along with payroll forms to Supervisor/Principal with example of completing and submission of Payroll.

Special funds Payroll

Account # starting with 25*

Luz Rivera

475-220-1380 LUZ.RIVERA@new-haven.k12.ct.us

Simret Crimley

475-220-1382 SIMRET.CRIMLEY@new-haven.k12.ct.us

General Funds/Interdistrict Part-Time Payroll

Account # starting with: General Funds *190 Interdistrict 270*

Nikki Constance

475-220-1339 NIKKI.CONSTANCE@new-haven.k12.ct.us

F/T Para Substitute voucher pay
Paraprofessional yearly incentives
F/T Teachers and Para Degree Changes

Full Time (200 Orange St.)

Jessica Criscuolo

203-946-8290 JCriscuo@newhavenct.gov

F/T Teacher and Para Payroll

Substitute Payroll

Time Accruals

Pension

Direct Deposit

W4 updates/Changes

Note: you can view you pay stub at

https://newhavenct.munisselfservice.com.

PART-TIME REQUEST PAYROLL PROCESS



ALL PART-TIME POSITIONS SHOULD BE PLANNED IN ADVANCE AND DISCUSSED WITH YOUR ASSISTANT SUPERINTENDENT.

Know you Budget

Make sure to follow the following Procedure

- Make sure you have Money in the Payroll line
- Degree must be with the Rec. If you paying the employee Degree rate.
- All Teacher Certifications must be up to date/not expired

RULES FOR ALL FUNDS: General, Interdistrict & Special

- . No one is to begin work until the Requester has received written approval from Superintendent
- Part-Time staff should only work when students are in attendance...no one should be working on holidays, snow days, etc.
- Approvals are for current Fiscal Year only starting July 1st and ending the following June 30th.

General Fund Code begin with 190:

- Submit the completed Rec to Hire part -time Form to Nikki Constance in Business Office
- · Time sheets and Pre-Runs Should be Submitted to her as well.

<u>Interdistrict Funding Codes begin with 270:</u>

- Submit the completed Rec to Hire part -time Form to Ann Casey in the Business Office.
- · Timesheets and Pre-Runs should be submitted to Nikki Constance in the Business Office.

Special Funds Codes begin with 25:

- Submit the completed Rec to Hire part -time Form to Luz Rivera in the Business Office.
- Timesheets and Pre-Runs should be submitted to Luz Rivera & Simret Crimley in the Business Office.

PRIOR TO SUBMISSION

Payroll Rate Code and Rates



Rate Code	Job Title	Rate Codes					
700 702	CERTIFIED TEACHER PART-TIME CERTIFIED TEACHER PART TIME (Summer)	\$32.00 \$32.00					
700 702	CERTIFIED TEACHER - FULL TIME CERTIFIED TEACHER - FULL TIME (Summer)	\$32.00 \$32.00					
714	CERTIFIED TEACHER FULL TIME Building leaders	\$32.00					
704 707	NON-CERTIFIED INSTR. BA OR BETTER NON-CERTIFIED INSTR. BA OR BETTER (Summer)						
705	Skilled Worker- Non Degree tutors (Associate Degree)						
716	UNION PARAPROFESSIONAL (FULL-TIME) Union 3429	15.69					
720	Teacher Assistant-(PART-TIME Para/Parent Aid)						
725	PART-TIME CLERICAL STAFF						
730	STUDENTS						
723	Union Clerical 884/Business Managers, Union 3144	Varies					

Commonly Asked Questions

- How can I tell one funding source from another? And where should I direct my questions?
 General funds always <u>starts</u> with 190, Special Funds(grants) 25 and Interdistrict 270
- 2. How do I determine if a staff person is paid by General Funds, Interdistrict or Special Funds?

The funding codes are as follows

190 General Funds

270 Interdistrict

25 Special Funds

3. What is the difference between Part Time payroll codes 50136 and 50156 and 50141?

Below Lists are Rate Codes and descriptions

- 700/702 Teachers must make sure their certification is up to date/not Expired.
- 704/707 must be a Degreed copy of the degree or transcript must be provided and attached to the recommendation for Hire.
- <u>705</u> Skilled workers must have their classroom (e.g. sewing, basketball, college students)
- 716 Full Paraprofessional Union who are already working for New Haven Public Schools.
- 718 LPN/Nurse Part Must be Licensed. License must be provided
- 757 Nurse Part–Time Must be Licensed. License must be provided
- 720 Part Time Paraprofessional who are assisting a teacher in the classroom
- 725 Clerical Staff Part-Time
- 730 Student workers
- 723- Full-Time staff Varies (ex: FT Clerk) one hour a day

Please Note: Minimum wage will increase to \$15.69 on January 1, 2024

Regular Recommendation For Hire



To DR. Illue Tracey Date General Funds CC We are requesting your permission to hire temporary part-time applicant (s) to assist in our school-effective [warth of Delta Committed Com			* Rec	for Hire	must be su	bmitted 1	0 business day prior to the start date		ill Rec. to :	List negrons
We are requesting your permission to hire temporary part-time applicant (s) to assist in our school effective		no dia v						General Funds: NIKK	CONSTANC	@new haven.
Werk Location Flexe Specify the following information See search Funds Insert Legal Name Program Name Special Funds Insert Legal Name Program Name See search Funds Insert Legal Name Program Name See search Funds Insert Legal Name Program Name Program Name Insert Legal Name Program Name		DR. Hine Tracey			- 53			nter-District: ANN.C	ASET@new l	wenk12ct.us
Clearing Date Clearing Dat	From	440						_	_	
Program Name:		We are reque	rating your permission to hire temporary part-time a	pplicant (a) to assis	t in our sc	hool effective	fee	ordina (bata)	(Emdine Date
Pleaze Specify the following information See example below Fig. 25 Page	unding				(c)			(40	aring carry	ferrang cace
Pleaze Specify the following information See example below Flat white the state Pay Maintenant Name Carlos, Technol Name Ca		(Ex: 2523-3035-50136/50	141 Summer -0025) (Ex: 190 433 18 -50136) (EX: 270	433 18 -501	36)		Program Name:			
Please Specify the following information Seat Name Seat Catangle Selector First and Deleted Firs		Special Funds	General Funds Into	r-Distric			example: (21 rd Cen	tury, EDA, Title I, Gen	eral Funds,	Inter-District
FF 93 Certified Teacher (can only work 10 hours a week) FF 93 Certified Teacher (State Of hours a week) FF 10 hours a week hours week hours a week hours week hours a week hours a week hours a week hours week hours a week hours week hours a week hours a week hours a week hours a w	Work Location	Staff Name	See example below FT/PT and Union#		hour allowed to	of	(ex: Tutoring/replacing John Doe, reaso for replacement Ex: John Doe found	Emp# below) OR New(N)	Total	
FF 93 Certified Teacher (can only work 10 bours a week) FT Certified Teacher S32.00 BA or Better Tutor/Must be Degreed S22.50 PT Stalled Worker S15.00 FT Stalled Worker S15.00 FT Totalled Worker S15.00 FT Totalled Worker S15.00 FT Totalled Worker S15.00 FT Totalled Worker S15.00 Student Worker S15.00 Student Worker S15.00 Student Worker S15.00 FT 3429 Paragrofe zional Union S14.50 FT 350	nuert School Nar		CHOOSE ONE JOB TITLE FROM BELOW						_	
PT Certified Teacher 832.00 8A or Better Tutor / Must be Degreed 922.50 95 00 PT Stalled Worker \$15.00 95 00 PT Teacher Assistant \$14.00 \$19.5 \$0 \$0 \$19.5 \$19.5		-			100					
BA or Better Tutor/Maxt be Degreed \$22.50 19.5 0 30.00 PT Skilled Worker \$15.00 19.5 0 50.00 FT Househor Assistant \$14.00 19.5 0 50.00 Student Worker \$14.00 19.5 0 50.00 Community/Parent Aide \$14.00 19.5 0 50.00 FT 3429 Paraprofessional Union \$14.50 19.5 0 50.00 Part Time LPN - License Required \$21.00 19.5 0 50.00 Part Time LPN - License Required \$15.00 19.5 0 50.00 Part Time CNA - License Required \$15.00 19.5 0 50.00 Part Time CNA - License Required \$15.00 19.5 0 50.00 Part Time Expression as the second sequence \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 50.00 Part Time Nave - License Required \$15.00 19.5 0 19.5 0 50.00 Part Time CNA - License Required \$15.00 19.5 0 19		-					doing including subject		_	
PT Skilled Worker S15.00 PT Teacher Assistant S10.00 Student Worker S14.00 S10.00 First Time CNA - License Required S15.00 Fart Time CNA - License Required S15.00 Fart Time Name - Licen		+						12		
PT Teacher Assistant Student Worker Student		+						-	-	_
Student Worker S14.00 19.5 0 50.00 Community/Parwnt Aide S14.00 19.5 0 50.00 FT 3429 Paraprofessional Union S14.50 19.5 0 50.00 Part Time LPN - Licenze Required S21.00 19.5 0 50.00 Fart Time CNA - Licenze Required S15.00 19.5 0 50.00 Fart Time Nore - Licenze Required S15.00 19.5 0 50.00 Fart Time Nore - Licenze Required S15.00 19.5 0 50.00 FT Administrative Assistant union 3144 and 884 Varies 1 0 50.00 FT Administrative Assistant union 3144 and 884 Varies 1 0 50.00 Who will be performing their regular duties in a before or 30.00 19.5 0 50.00 Maximum hours is one hour per day, You will need to call PT Payroll Dept for Rate of Pay S0.00 0 0 50.00 Maximum hours is one hour per day, You will need to call PT Payroll Dept for Rate of Pay S0.00 0 0 FT Payroll Dept for Rate of Pay S0.00 0 0 FT Payroll Dept for Rate of Pay S0.00 0 0 FT Payroll Dept for Rate of Pay S0.00 0 0 FT Payroll Dept for Rate of Pay S0.00 0 FT Payroll Dept for Rate of Payroll Call 8-1339 or 1382 General Funds Payroll Call 8-1339 FT Payroll Dept for Rate of Payroll Call 8-1339 FT Payroll Dept for Rate of Payroll Call 8-1339 FT Payroll Dept for Rate of Payroll Call 8-1339 FT Payroll Dept for Rate of Payroll Call 8-1339 FT Payroll Dept for Rate of Payroll Call 8-1339 FT Payroll Dept for Rate of Payroll Call 8-1339 FT Payroll Dept for Rate of Payroll Call 8-1339 FT Payroll Call 8-1339 F		+				_	-	1		_
Community/Parent Aide S14.00 19.5 0		+			_			-		
FT 3429 Paraprofessional Union Fact Time LPN - Licenze Required Part Time CNA - Licenze Required \$15.00 Part Time CNA - Licenze Required \$30.00 Part Time CNA - Licenze Required \$30.00 Part Time CNA - Licenze Required \$30.00 Part Time Nurse - Licenze Required \$30.00 Part Tim		+						+		_
Part Time LPN - Licenze Required \$21,00 19.5 0 50.00 Fart Time CNA - Licenze Required \$15,00 19.5 0 50.00 Part Time Note - Licenze Required \$15,00 19.5 0 50.00 Fit Administrative Auditate union 3144 and ill14 Varies 1 0 50.00 who will be performing their regular detics in a before or after school program must be approved prior to working \$0,00 0 0 50.00 Maximum hours to one hour per day, You will need to call brunds Payroll call 8-1390 per fare Rate of Payroll Sound \$0.00 0 0 50.00 Hyou are unsure or have any question please give PT Payroll Department a call. Eyou are unsure or have any question please give PT Payroll Department a call. Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Department a call. Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339 Eyou are unsure or have any question please give PT Payroll Call 8-1339		+	Contract of the Contract of th	and the local division in which the local division in the local division in which the local division in the local	The second second	-			-	
Part Time ONA - License Required \$15.00 19.5 0 50.00 Part Time Nurse - License Required \$35.00 19.5 0 50.00 Part Time Nurse - License Required \$35.00 19.5 0 50.00 Part Time Nurse - License Required \$35.00 19.5 0 50.00 Part Time Nurse - License Required \$35.00 19.5 0 50.00 Part Administration 3144 and 8184 Varies 1 0 50.00 Part Administration 3144 and 8184 Part 1 0 50.00 Part Administration 3144 and 8184 Part 1 0 9 90.00 Part Part 1 0 90.00 Part 1 0 90.00 Part Part 1 0 90.00 Part 1 0 90.00 Part Part 1 0 90.00 Pa									-	
PT Administrative Assistant union 3144 and 814 who will be performing their regular decise in a before or after school program must be approved great to working 50,00 0 0 0 550.00 Maximum hover is one hour per day. You will need to call PT Payroll Dept for Rate of Pay 50,00 0 0 0 50,000 Maximum hover is one hour per day. You will need to call PT Payroll Dept for Rate of Pay 50,00 0 0 0 50,000 Maximum hover is one hour per day. You will need to call PT Payroll Dept for Rate of Pay 50,00 0 0 0 50,000 Maximum hover is one hour per day. You will need to call PT Payroll Dept for Rate of Pay 50,000 Maximum hover is one hour per day. You will need to call PT Payroll Dept for Rate of Pay 50,000 Maximum hover is one hour per day. You will need to call PT Payroll Dept for Rate of Payroll Solon Maximum hover is one hour per day. You will need to call Solon Maximum hover is one hour per day. You will need to call Solon Maximum hover is one hour per day. You will need to call Solon Maximum hover is one hour per day. You will need to call Solon Maximum hover is one hour per day. You will need to call Solon Maximum hover is one hour per day. Maximum hover is one hou			Part Time CNA - License Required	\$15.00	19.5	0				
who will be performing their regular duties in a before or after a chool program must be approved prior to working \$0.00 0 0 0 \$0.00										
Assistant Supervisor Assistant Supervisor Assistant Supervisor					_				-	
Some content of the		_		941/44				-		
f you are uncure or have any question please give PT Payroll Department a call. fed all funds Payroll call 8-1380 or 1882 General Funds Payroll call 8-1399 General Funds Payroll call 8-1399 General Funds Accounts Starts with 1904 and 2704 Human Resources: Finance: Chief of Operations/Chief of YFCE: Assistant Superintendent: Principal/Supervisor *Please note the Recommendation for hire form is a legal document and must be treated accordingly. Incomplete Forms will not be processed				-				-		
f you are untime or have any question please give PT Payroll Department a call. ecial Funds Payroll call 8-1380 or 1882 Ceneral Funds Payroll Call 8-1339 Ceneral Funds Payroll Call 8-1339 Ceneral Funds Account# Starts with 1904 and 2704 Human Resources: Finance: Chief of Operations / Chief of TYCE you have any questions I can be reached at Number Must Be provided if questions Should Arise Assistant Superintendent Principal/Supervisor * Please note the Recommendation for hire form is a legal document and must be treated accordingly. Incomplete Forms will not be processed		_	P1 Payron Dept for Kate of Pay					-	-	
Please note the Recommendation for hire form is a legal document and must be treated accordingly. Incomplete Forms will not be processed				41.00			Required Signatus	es: Please sia	\$0.00	- Andrew
Finance: Chief of Operations/Chief of YFCE: Thank you, please do not leave blank must include principal's signature Principal/Supervisor * Please note the Recommendation for hire form is a legal document and must be treated accordingly. Incomplete Forms will not be processed				704			Direct	or: Depar	tment Rea	d only
Finance: Chief of Operations/Chief of YFCE: Thank you, please do not leave blank must include principal's signature Principal/Supervisor * Please note the Recommendation for hire form is a legal document and must be treated accordingly. Incomplete Forms will not be processed		Les areas es interes					Human Recours	w:		
Chief of Operations / Chief of YPCE										
you have any questions i can be reached at Number Must Be provided if questions Should Arise Assistant Superintendent Thank you, please do not leave blank must include principal's signature Principal/Supervisor * Floase note the Recommendation for hire form is a legal document and must be treated accordingly. Incomplete Forms will not be processed							Chief of Operations / Chief of YF	CE:		
Thank you, please do not leave blank must include principal's signature Principal/Supervisor *Please note the Recommendation for hire form is a legal document and must be treated accordingly. Incomplete Forms will not be processed	too how any man	and and I can be reached.	Number Must Be provided if question	er Should	Arriva		AST 10 (20 A) 10 (20 A)	-		
Principal/Supervisor * Please note the Recommendation for hire form is a legal document and must be treated accordingly. Incomplete Forms will not be processed			Control of the Contro	LS SHIPMIN	AF LPC			- T		
*Please note the Recommendation for hire form is a legal document and must be treated accordingly. Incomplete Forms will not be processed	Thank you	please do no		-			Superintende	HDC		
			Principal/Supervisor							
Approval expires at the end of every school year								not be processed		
		ort-time staff our work	7 hours in one day: 7 hours is the number of hours for	и пай-сили	employee	Also, pa	rt-time staff cannot make hours up due to	school closings wh	neh result i	m a shorter

No Timesheets should be submitted until the Rec. is approved and emailed to you from our Department

Below Lists Must be completed on the Rec.

Recommendation for Hire must be submitted and approved before an employee can start. Once approved the recommendation is emailed along with payroll forms to Supervisor/Principal with example of completing and submission of Payroll.

- To: Superintendent
- From: must be the name of the Supervisor, Principal or Department Head.
- <u>Funding Source:</u> is your Account # you should get that form the budget memo's you received from the Business Office.
- <u>Date:</u> Today's date (which means the day that you fill out the Rec. that is the date you should use.
- CC: Whoever you want to receive a copy of approved Rec. you can put them there.
- <u>Start and Ending Date:</u> The starting date should be 10 days prior to start and must be current Fiscal Year
- <u>Program Name:</u> should be the program name which is Grant name (not the School Name)
- Work Location: the school/Department, <u>Staff Name</u>: Employee first and last name, Job Title please you specify Full Time or Part Time. For Full Time please add union# (Ex: FT teacher Local #933 FT Para Local#3429) <u>Pay Rate</u>, <u>hours per a week</u>, <u>number of weeks</u>, <u>Detailed work description</u>, <u>Emp#</u> if new employee just type New do not leave blank, <u>Total Cost will automatically calculate</u> the <u>pay rate</u>, <u>hours and number of weeks</u>, <u>X Person hired meets program Requirements</u> just put X. At the bottom will automatically calculate Grand total of the Rec.
- At the bottom: Principal/Supervisor or Head Department signature and Phone# is required

The Same process goes when you are preparing a Recommendation for Hire for Replacement

The only thing different about the page is the Description of Duties (See Next Page)

<u>Please follow the Sample when completing the Rec. employees legal name, correct pay</u> rate, hours and weeks don't leave anything Blank

When Replacing an Employee use this Recommendation For Hire



Degree must be attached with the Rec. for Hire Rate \$22.50/\$17.50 Teacher Certification must be up to date/not Expired Rate \$32.00



To	: DR. Iline Tracey		* R	ec. for	Hire mu:	st be submitted 10 business day prior to the start date	– Special Funds: sp General Funds: N		@new-haven.k1
							Inter-District: AN	N.CASEY@new-l	naven.k12.ct.us
From		requesting your permission to hire temporary	nart tin	ao anni	CC:		- 1	20 000	
	weare	requesting your permission to nire temporary	r pur c-un	іе иррі	icuiic (s)	to assist in our school effective	ı	(Starting Date)	(Ending Date)
Funding						1		(Starting Sate)	(Lineming Date)
ш	(Ex: 2523-3035-50136/5	50141 Summer -0025) (Ex: 190 433 18 -50136) (EX:	270 433	3 18 -501	Program Name			
	Special Funds	General Funds I	nter-Dis	trict		example: (21 st Cent	ury, EDA, Title I, Ge	neral Funds, In	nter-District)
Work Location	Staff Name	Please Specify the following information See example below FT/PT and Union# Clerks, Teachers	Pay Rate	Hours Per week	Number of weeks	Brief Description of Duties (ex: Tutoring/replacing John Doe, reason for replacement Ex: John Doe found another Job, moved out of state on 1/1/1	Existing -(Type Emp# below) OR New (N) Employee	Total Cost	X Person Hired meets program Requirements
Wexler	Lisa books	Part-Time Teacher	\$32.00	19.5	15	Ex: Tutoring/replacing John Doe John Doe found another Job, moved out of state, Fired, on 1/31/22	256563	\$9,360.00	x
			\$0.00	0	0			\$0.00	
			\$0.00	0	0			\$0.00	
			\$0.00	0	0			\$0.00	
			\$0.00	0	0			\$0.00	
			\$0.00	0	0			\$0.00	
			\$0.00	0	0			\$0.00	
			\$0.00	0	0			\$0.00	
			\$0.00	0	0			\$0.00	
			\$0.00	0	0		+	\$0.00	
			\$0.00	0	0		_	\$0.00	
		tion for Hire- for Repl Part time employee who is no long	acer	ner	nt	Required Signatures Director:		\$9,360.00 an on the correc	
		you)				Human Resources	:		
						Finance			
lf you have a	ny questions I can be reach	ed at				Chief of Operations/Chief of YFCE			
Thank				7		Assistant Superintendent:			
		Principal/Supervisor				Superintendent	1		
		* Please note the Recommendation for	A	pprova	l expires	ent and must be treated accordingly. Incomplete Forms will not b at the end of every school year			
exceptions. P	art time Schedule sheet mu	st be attached with Rec. for Hire.				iso, part-time staff cannot make hours up due to school closings was dation for hire subject to change for correction if needed	rhich result in a sh	irter work wee	k. No
Justification	required with the recomm	enaation, for a new employee with the exception o	геріасеп	ient K	ecommen	uddon for nine sabject to change for correction if needed		Davisad 1	10/10/22

The Same process as shown previous page (Replacement Recommendation for Hire Form)

The only thing different about this page is the Description of Duties (See Sample below)

<u>Please Note:</u> On the description put Job Title, the name of person you are replacing, reason of replacement and Last day worked (1/12/22),

Ex: Tutoring/replacing John Doe John Doe found another Job, moved out of state, Fired, on 1/31/22

When Transferring Employees to different Funding use this Recommendation For Hire





Recommendation for Hire (Part Time Only)

To	: Dr. Iline Tracey		On	e Recom		per Object Code	Funding S	Source Transf	ier Only
From					CC				
21011		requesting your permission to transfer the follow	ing Appro	ved Em				(Starting Date)	(Ending Dat
From			1	100	8				
Account	#		F	rograi	n Name:				
Account					n Name:				
		-0025) (Ex: 190 433 18 -50136) (EX: 270 433 18 -50136)				example: (21 st Century, EDA, Title I, Gen	eral Funds, Inte	r-District)	
		evious Approved Recommendation	1						
Work Location		Please Specify the following information See example below FT/PT and Union# Clerks, Teachers	Pay Rate	Hours Per week	Number of weeks	Brief Description of Duties (ex: Tutoring/replacing John Doe, reason for replacement Ex: John Doe found another Job, moved out of state on 1/1/1	Existing -(Type Emp# below) OR New (N) Employee	Total Cost	X Person Hired meet program Requiremen
Wexler	Lisa books	Part-Time Teacher	\$32.00	19.5	15	Tutoring in Math and English	256563	\$9,360.00	x
wexler	John James	Part-Time Para	\$14.00	19.5	15	Assisting in the classroom	222225	\$4,095.00	X
Wexler	lenn Fred	Full-Time teacher Local#933	\$32.00	10	15	Tutoring in Math and English	99999	\$4,800.00	x
Wexler	Mike Jones	Full-Time Para Local#3429	\$14.50	15	15	Tutoring one on one Math	1080932	\$3,262.50	X
			\$0.00	0	0			\$0.00	
			\$0.00	0	0			\$0.00	
92			\$0.00	0	0			\$0.00	
			\$0.00	0	0			\$0.00 \$0.00	
			\$0.00	0	0			\$0.00	
			\$0.00	0	0			\$0.00	
			\$0.00	0	0			\$0.00	
			\$0.00	0	0			\$0.00	
			\$0.00	-	0			\$21,517.50	+
						Required Signatures: Director:	G. Salara Mariana	n on the corre	
						Human Resources:			
						Finance		115-53-96	
lf you have any q	uestions I can be reached at					Chief of Operations/Chief of YFCE:		1150000	
Thank you,						Assistant Superintendent:			
	Pr	incipal/Supervisor				Superintendent:			
		* Please note the Recommendation for hire fo				must be treated accordingly. Incomplete Forms will not be proce	ssed		
Day UD No no	et time stell son work 7 hours in	one dow 7 hours is the number of hours for a full	App:	roval ex	pires at th	e end of every school year time staff cannot make hours up due to school closings which res	ult in a shorter	work week No	
exceptions. Part	time Schedule sheet must be atta	ched with Rec. for Hire.		myce,	aso, part	amentally same mane many up succession cosings when the		TOTAL WEEKE 110	
Justification req	quired with the recommendation,	for a new employee with the exception of replace	ement.					Revised 7	127/20
								HETHER /	/=//=0

Below Lists Must be completed on the Rec.

Recommendation for Hire must be submitted and approved before an employee can start. Once approved the recommendation is emailed along with payroll forms to Supervisor/Principal with example of completing and submission of Payroll.

- To: Superintendent
- From: must be the name of the Supervisor, Principal or Department Head.
- From Account# Type current Account current employees are getting paid from
- <u>To Account#</u> Type the new account that the employees will be paid out off. your Account # you should get that form the budget memo's you received from the Business Office.
- <u>Date:</u> Today's date (which means the day that you fill out the Rec. that is the date you should use.
- CC: Whoever you want to receive a copy of approved Rec. you can put them there.
- Start and Ending Date: The starting date should be 10 days prior to start and must be current Fiscal Year
- Program Name: should be the program name which is Grant name (not the School Name)
- Work Location: the school/Department, Staff Name: Employee first and last name, Job Title please you specify Full Time or Part Time. For Full Time please add union# (Ex: FT teacher Local #933 FT Para Local#3429) Pay Rate, hours per a week, number of weeks, Detailed work description, Emp# if new employee just type New do not leave blank, Total Cost will automatically calculate the pay rate, hours and number of weeks, X Person hired meets program Requirements just put X. At the bottom will automatically calculate Grand total of the Rec.
- At the bottom: Principal/Supervisor or Head Department signature and Phone# is required

<u>Please follow the Sample when completing the Rec. employees legal name, correct pay rate,</u>
<u>hours and weeks don't leave anything Blank</u>

Procedure on preparing Payroll Forms (Timesheet)





Part-Time Payroll Time-sheet

NOT TO E	EXCEED 19.5	HOURS A	WEEK & CA	N ONLY WO	RK ONE PART	TIME PROGR	AM!	EM	PLOYEE #:		
EMPLOY	EE NAME:						LAST 4	DIGITS SS #:	XXX-XX	<u>ζ-</u>	
HOME	ADDRESS:						TOWN				
WORK L	OCATION:								PROGRAM	NAME	
								Title I Pro			
ACCOUNT #:					Ī			21st Centu	ıry Program	n/YFCE	
	Fund	Program	Object	Location Code	†		World Language/History				
,					+				For the Har		
PERIOL	ENDING:							School Rea	adiness		
PHONE #:								Headstart			
Email:								State Bilin	gual Educa	tion	
200000									gnet Progra		
Calculate hours worked with this calculator General Funds Inter-District											
Below are the o					Auditing you	r Timesheet		School Acco		Intel Disti	
15 Min = .25	30 Mir			n = .75		in = 1.00		Other (Spec			
WEEK I MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY											
FROM										TOTAL	
DATES	IN	OUT	IN	OUT	OUT	IN	OUT	IN	OUT	HOURS	
PLEASE NO						sings which re			ek. No exce	ptions.	
Martin a						ould fill out t				ED AV	
WEEK 2	MONI	DAY	TUES	SDAY	NESDAY	THU	RSDAY	FK	IDAY		
то					IN						
DATES	IN	OUT	IN	OUT	OUT	IN	OUT	IN	OUT		
NO CHANGES can be made once the hours are submitted to payroll with signatures. TOTAL HOURS											
JOB TITLE:											
(MANDATORY) Example: Title One/21st Century Tutor.											
Per HR - No part-time staff can work 7 hours in one day; 7 hours is the number of hours for a full-time employee.											
DETAILED W	VORK DESC	RIPTION:									
(MANDATORY) Example: Tutoring students in Title One approved program in Math & Reading.											
EMPI.	OYEE'S SIG	NATURE:			,	and my state		DATE:			
DATE:											
RATE OF PAY, CIRCLE ONE ONLY											
700 CERTIFIED TEACHER 757 LPN/NURSE PART TIME											
	704	NON-CER	TIFIED INS	TR BA OR		720	COMMUNI	TY / PARE	NT AIDE		
	705	NON-CER	TIFIED INS		725	CLERICAL	STAFF				
	716	FULL TIM	ME PARA UN	IION			730	STUDENTS	s		—
718 LPN 723 FULL-TIME UNION EMPLOYEES (Varies)											
THIS TIME SHEET COVERS: TO BE PAID ON: *Highlighted sections must be completed that includes the student attendance. *Incomplete timesheets will be returned.											
*Highlighted	sections m		•							will be retu	ned.
Cartified tox	chare pleas					ance for stud			unis grant.		
* Certified teachers please make sure your certification is up to date to avoid hourly rate decrease *700 - If working with kids must attach attendance with timesheet and Original copy of Teacher's Certification required.											
704 - If worki											

Below Lists Must be completed on the Timesheet All Part- Time Employee should fill out their own Timesheet

- Emp#
- Employee First and Last Name
- Last 4 of SSN
- Home Address and Town
- **Work Location**
- Program#
- Period Ending:
- Phone# and Email
- Week 1 Date From then hours worked
- Week 2 Date To then hours worked
- Job Title
- **Detailed Work Description**
- Date:_____ Employee signature_____
- Principal Signature_____ Date:_____
 Dept. Head Signature_____ Date:_____
- This Date Covers From: ______To be paid

Please follow the Sample when completing the Rec. don't leave anything Blank

Summer Rate Codes are: (you will be using different timesheet with for summer) **702**- Certified Teachers **707**- NON Certified BA or Better

Procedure on preparing Payroll Forms (Pre-Run)





NEW HAVEN PUBLIC SCHOOLS

SCHOOL NAME:	Wexler	s Pre-Run	PROGRAM:	Title I - Wexler
ACCOUNT #	2523-2525-50136-0032	TO I	BE PAID DATE:	10/19/2018

	PAY PERIOD DATE	EMP#	LAST NAME	FIRST NAME	HOURS APPROVED Per a Week	REC EXPIRATION DATE	OBJECT	RATE CODE	RATE	HOURS	TOTAL AMOUNT	
1	9/24 -10/5	11111	Brown	John	19.5	6/20/19	50141	704	\$22.50	39	\$877.50	ĺ
2								0	\$0.00	0	\$0.00	ŀ
-								•	30.00		20.00	ſ
3								0	\$0.00	0	\$0.00	ĺ
												ĺ
4								0	\$0.00	0	\$0.00	
_								0	\$0.00	0	\$0.00	ŀ
5								U	\$0.00	U	\$0.00	ŀ
6								0	\$0.00	0	\$0.00	1
												ĺ
7								0	\$0.00	0	\$0.00	
												L
8								0	\$0.00	0	\$0.00	•
9								0	\$0.00	0	\$0.00	ŀ
_									40.00	Ť	\$0.00	1
10								0	\$0.00	0	\$0.00	ĺ
												ĺ
11								0	\$0.00	0	\$0.00	-
									\$0.00	_	\$0.00	ŀ
12								0	\$0.00	0	\$0.00	ŀ
13								0	\$0.00	0	\$0.00	1
												ĺ
14								0	\$0.00	0	\$0.00	ĺ
											*	1
15								0	\$0.00	0	\$0.00	ŀ
16				-				0	\$0.00	0	\$0.00	1
	Must	sort the F	Pre-Run in Emp#	Order		тот	AL HOU	_		39	877.5	
_	Piust	sort the r	Te Run in Emp	Oruci	ı	101	AL HOU	and of Air	TOUNT	37	077.5	Ĺ

REPORT PREPARED BY:	John Brown
PRINCIPAL'S SIGNATURE:	Ondy Mark
DEPT HEAD SIGNATURE:	Lig Mariney

Below Lists Must be completed on the Pre-Run

- School Name and Program Name
- Organization Code/Funding Source#
- To be paid Date:_____
- Pay Period Date: _____ and Emp#
- Last Name and First Name
- Hours Approved Per a week
- Rec. Expiration Date
- Object Code
- Rate Code
- Rate
- Hours
- Total Amount
- Make sure Pre-Run is sorted in Emp# order.
- Employee signature______
- Principal Signature______
- Dept. Head Signature

<u>Please follow the Sample when completing the Rec. don't leave</u>

<u>anything Blank</u>

Procedure on Preparing Payroll Forms (Student Attendance)



Date: 9/3/20 School:Wexler Grant



Teacher Name: John Brown

	✓ Please check the box (week days)			ee					We					
	STUDENTS NAME					F		M	T	W	R	F	SUBJECT - TUTORED	
kid John			_	_	_	ĸ		_	k 1	k i	k b	Ŕ	Math and English	
Liz Mike		X	X	X	X	X		X		X 2	X)	X	Math and English	
Son Book		X	X	X	X	X		x	x	x	2	X	Math and English	
Dany Fred	l	X	X	X	X	X		X	X	,	x y	X	Math and English	
		Γ	Γ	Γ	Γ	Γ	I	T	╗	T	T	╗		1
		Г	T	T	T	T	ı	7	┪	7	┪	┪		
		Г	T	T	Ť	Ť	۱	7	7	7	7	┪		
		Г	T	T	t	T	۲	7	┪	7	✝	┪		
		T	t	t	t	t	۲	7	┪	✝	+	┪		
		Н	t	t	t	t	۲	+	┪	┪	+	┪		
		H	H	t	t	t	۲	+	┪	+	+	┪		
		┝	┝	┝	┝	┝	۲	+	+	+	+	┥		
		┝	┝	┝	┝	┝	۲	+	+	+	+	┥		
		L	L	L	Ļ	Ļ	٠	4	4	4	4	4		
		L	L	L	L	L	ı	4	4	4	4	┙		
		L	L	L	L	L		╛		┙	┙	╛		•
				L	L	L								
			L	L	L	L	I			\perp	\Box			
		L	L	L	L	L		_	_	\perp	_	╛		
		L	L	L	L	L				\perp	╛			
		Γ	Γ	Γ	Γ	Γ		T	T	T	Т	1		
		Г	Г	Т	Т	Т		┪	╛	┪	┪	┪		

Below Lists Must be completed on the Attendance sheet

Must be provided by Teacher, Degreed employees, and Skilled workers Position

- Date_____School Name____Teacher/tutor Name____
- Students Name
- Put check mark \checkmark or X on the days that you seen the students for Week 1 and Week 2
- Subject Required

Please follow the samples on the Student Attendance sheet, when completing a blank Student Attendance Sheet.

<u>Please follow the Sample when completing the Rec. don't</u>

leave anything Blank

Part Time Payroll Schedule









NEW HAVEN PUBLIC SCHOOLS

Part-Time Payroll Schedule

2021 - 2022

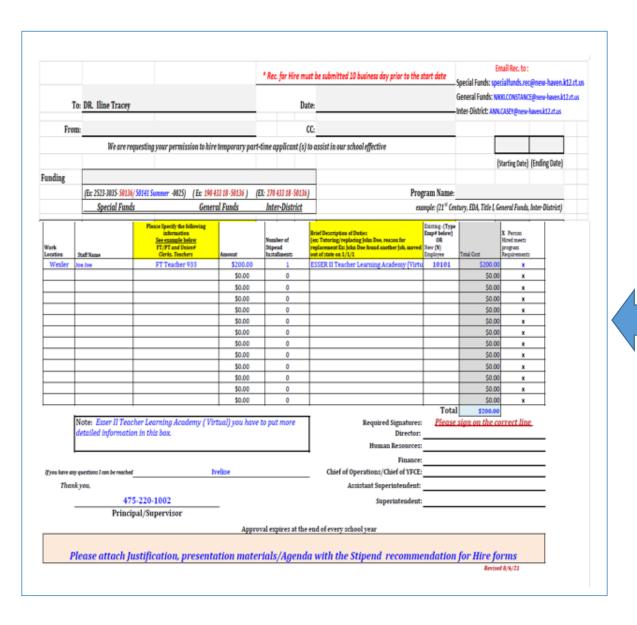
		2021		
Pay Cycle	Check Date	<u>Date Covers</u> From To	Days Worked	Payroll Due Dates
01	09/17/21	08/23/21 - 09/03/21	5	09/06/21
02	10/01/21	09/06/21 - 09/17/21	6	09/20/21
03	10/15/21	09/20/21 - 10/01/21	10	10/04/21
04	10/29/21	10/04/21-10/15/21	9	10/18/21
05	11/12/21	10/18/21-10/29/21	10	11/01/21
06	11/24/21	11/01/21-11/12/21	8	11/15/21
07	12/10/21	11/15/21-11/26/21	8	11/29/21
08	12/23/21	11/29/21-12/10/21	10	12/13/21
09	01/07/22	12/13/21-12/24/21	9	12/27/21
10	01/21/22	12/27/21-01/07/22	4	01/10/22
11	02/04/22	01/10/22-01/21/22	9	01/24/22
12	02/18/22	01/24/22-02/04/22	10	02/07/22
13	03/04/22	02/07/22-02/18/22	10	02/21/22
14	03/18/22	02/21/22-03/04/22	5	03/07/22
15	04/01/22	03/07/22-03/18/22	10	03/21/22
16	04/14/22	03/21/22-04/01/22	10	04/04/22
17	04/29/22	04/04/22-04/15/22	9	04/18/22
18	05/13/22	04/18/22-04/29/22	5	05/02/22
19	05/27/22	05/02/22-05/13/22	9	05/16/22
20	06/10/22	05/16/22-05/27/22	10	05/30/22
21	06/24/22	05/30/22-06/10/22	9	06/13/22
22	07/08/22	06/13/22-06/21/22	6	06/21/22

^{*}Please follow schedule for completing timesheet. Do not combine pay periods on one timesheet. Do not work over the allocated days per pay period. Payroll is due on posted dates to ensure timely processing.

- Pay Cycle shows how many checks Bi-Weekly would be processed for the school of 2020-21
- <u>Check date</u> is a Pay Day and also the day Part Time employees submit the timesheet to be paid next payroll. For example: if you received a check on check date 9/17/21 you would submit a timesheet on <u>September 17, 2021 for check date 10/1/21</u>
- <u>Date Covered</u> is two weeks hours you worked for the pay period.
 Also you must put those dates on your time sheet.
- <u>Days Worked</u> are depends how many working days are each pay period. For example 10 is full two weeks anything less than 10 days, is due to holidays, Recess, snow days, early dismissal
- <u>Payroll Due Date</u> the day you submit Signed Pre-run and
 Timesheets along with Student Attendance to the Payroll Department

Stipend Rec. for Hire – for Full Time Teachers only





Below Lists Must be completed on the Rec.

Recommendation for Hire must be submitted and approved before an employee can start. Once approved the recommendation is emailed along with payroll forms to Supervisor/Principal with example of completing and submission of Payroll.

- <u>From:</u> must be the name of the *Supervisor, Principal* or Department Head.
- <u>Funding Source:</u> is your Account # you should get that form the budget memo's you received from the Business Office.
- <u>Date:</u> Today's date (which means the day that you fill out the Rec. that is the date you should use.
- <u>CC:</u> Whoever you want to receive a copy of approved Rec. you can put them there.
- Start and Ending Date: the starting date should be 10 days prior to start.
- Program Name: should be the program name which is Grant name (not the School Name)
- Fill in Employees information follow sample in the Rec.
- At the bottom: Principal/Supervisor or Head Department signature and Phone# is required
- Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms

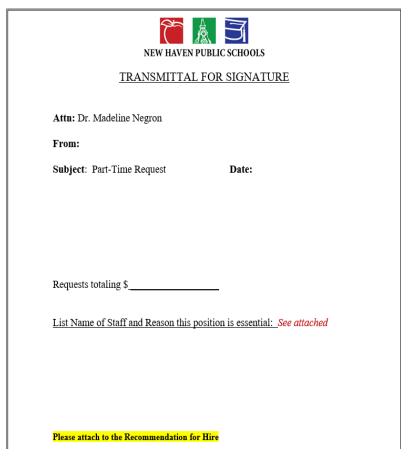
Please follow the Sample when completing the Rec. employees legal name, correct pay rate, hours and weeks don't leave anything Blank

Please follow the Sample when completing the Rec. don't leave

anything Blank

Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms (see sample below)

Sample of Justification



Sample of presentation

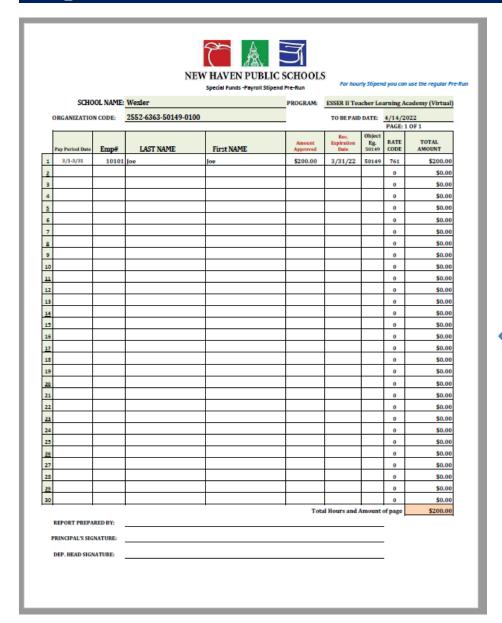


Sample of materials/Agenda



Stipend Pre-Run for Full Time Teachers only





<u> Reiom</u>	LISTS IVIUS	t be com	<u>pietea on</u>	<u>tne Pre-Kun</u>

- School Name and Program Name
- Organization Code/Funding Source#
- To be paid Date:_____
- Pay Period Date: _____and Emp#
- Last Name and First Name
- Hours Approved Per a week
- Rec. Expiration Date
- **Object Code**
- Rate Code
- **Stipend Amount**
- **Total Amount**
- Make sure Pre-Run is sorted in Emp# order.
- Employee signature_____
- Principal Signature_____
- Dept. Head Signature_____

Please follow the Sample when completing the Rec. don't leave anything Blank If the Pre-Run is completed by someone else other than you, Skip this page

Stipend Timesheet—for Full Time Teachers only



Code 761 - Without Kids Pensionabl Code 790 - With Kids No Pension



Stipend Time-Sheet

EMPLOYER NAME: Home ADDRESS: WORK LOCATION: Account Number: PERIOD ENDING: Employee Fhones Employee Fanal: Meetings - List meetings attended pursuant to roll (this will be Supported by Sign-in sheets) PLASE BUST DATES WORKED BLADW FROM TO EX. 11/14 - 11/18 Ex. 3:30pmash 5:30pm Brief Description of Duties Brief Description of Duties Job Title: DATE:	* Time sheet must be fille weekly	ed out completely; your work	log will be the forms	that you complete	Employee #
WORK LOCATION: Account Number: PERIOD ENDING: Employee Fhanal: Meetings: List meetings attended pursuant to roll (this will be Supported by Sign-in sheets) PLESS LIST POWN TO EX: 3:30pm 5:30pm Brief Description of Duties EX: 11/14-11/18 Ex: 3:30pm 5:30pm Brief Description of Duties Job Title: EMPLOYEE SCHATURE: DATE: PERIODE SCHATURE: DEPT. HEAD SIGNATURE: DEPT. HEAD SIGNATURE: Original Signature and Date ABOYZ / BLUE INS - NO COPIES THIS TIME SHEET COVERS: "Time sheet must be filled out completely; your work log will be the form: that you complete weekly in fire forms: EXEXED 11/2222 * Please attach justification, presentation materials/Agenda with the Stipend recommendation for Hire forms:				Last 4 dig	
Account Number: PERIOD ENDING: Employee Phones Employee Phones Employee Email: Meetings - List meetings attended pursuant to roll (this will be Supported by Sign-in sheets) PELESE LIST HOUSE WORKED BLOW FROM TO EX 11/14-11/18 Em 3:30pm	Home ADDRESS:				
PERIOD ENDING: Employee Phones Employee Phones Employee Email: Meetings - List meetings attended pursuant to roll { this will be Supported by Sign-in sheets} PLESS LIST PLESS LIST PROME TO From TO Brief Description of Duties EX 11/14-11/18 Ex 3:30pm 5:30pm Brief Description of Duties Date: Do Title:	WORK LOCATION:				
Employee Phone# Employee Email: Meetings - List meetings attended pursuant to roll (this will be Supported by Sign-in sheets) PLESS LIST PLESS LIST PLESS LIST NOWS WORKED BELOW FROM TO From TO EX 11/14-11/18 Ex 3:30pm 5:30pm Brief Description of Duties Brief Description of Duties Job Title: EMPLOYEE SIGNATURE: DATE: DATE: Original Standaure and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS. Time sheet must be filed out completely; your work log will be the forms that you complete weekly Please attach Justification, presentation materials/Agende with the Stipend recommendation for Hire forms	Account Number:				PROGRAM NAME
Employee Phone# Employee Email: Meetings - List meetings attended pursuant to roll (this will be Supported by Sign-in sheets) PLESS LIST PLESS LIST PLESS LIST NOWS WORKED BELOW FROM TO From TO EX 11/14-11/18 Ex 3:30pm 5:30pm Brief Description of Duties Brief Description of Duties Job Title: EMPLOYEE SIGNATURE: DATE: DATE: Original Standaure and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS. Time sheet must be filed out completely; your work log will be the forms that you complete weekly Please attach Justification, presentation materials/Agende with the Stipend recommendation for Hire forms	PERIOD ENDING:		-		
Meetings - List meetings attended pursuant to roll (this will be Supported by Sign-in sheets) PLEASE LIST DATES WORKED BLOW FROM TO EX 31:30pm 5:30pm Brief Description of Duties Brief Description of Duties FROM TO EX 31:30pm 5:30pm 5:30pm Brief Description of Duties FROM TO EX 31:30pm 5:30pm 5:30pm Brief Description of Duties FROM TO EX 31:30pm 5:30pm 5:30pm Brief Description of Duties FROM TO EX 31:30pm 5:30pm 5:30pm Brief Description of Duties FROM TO EX 31:30pm 5:30pm 5:30pm Brief Description of Duties FROM TO EX 31:30pm 5:30pm 5:30pm Brief Description of Duties FROM TO EX 31:30pm 5:30pm 5:30pm Brief Description of Duties FROM TO EX 31:30pm 5:30pm 5:30pm Brief Description of Duties FROM TO EX 31:30pm 5:30pm 5:30pm Brief Description of Duties FROM TO EX 31:30pm 5:30pm 5:30p					
PLASE LIST HOURS WORKED BELOW FROM TO EX 3:30 pm 5:30 pm TO EX 3:30 pm T					
PLASE LIST HOURS WORKED BELOW FROM TO EX 3:30 pm 5:30 pm TO EX 3:30 pm T	Meetings -	List meetings attended	pursuant to roll (this will be Supp	orted by Sign-in sheets)
FROM To Ex: 3:30pm TO Ex: 3:30pm TO Ex: 3:30pm Brief Description of Duties Job Title:	PLEASE LIST	PLEASE LIST	I		
Job Title: V 761	FROM To	From TO		Print Descrip	tion of Duties
EMPLOYEE SIGNATURE: PRINCIPAL'S SIGNATURE: DATE: DEPT. HEAD SIGNATURE: Original Signature and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS: * Time sheet must be filled out completely; your work log will be the forms that you complete weekly REVISED 11/22/22 * Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms	EX: 11/14 - 11/18	Ex: 3:30pm 5:30pm		ьпет резспр	tion of Duties
EMPLOYEE SIGNATURE: PRINCIPAL'S SIGNATURE: DATE: DEPT. HEAD SIGNATURE: Original Signature and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS: * Time sheet must be filled out completely; your work log will be the forms that you complete weekly REVISED 11/22/22 * Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms					
EMPLOYEE SIGNATURE: PRINCIPAL'S SIGNATURE: DATE: DEPT. HEAD SIGNATURE: Original Signature and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS: * Time sheet must be filled out completely; your work log will be the forms that you complete weekly REVISED 11/22/22 * Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms					
EMPLOYEE SIGNATURE: PRINCIPAL'S SIGNATURE: DATE: DEPT. HEAD SIGNATURE: Original Signature and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS: * Time sheet must be filled out completely; your work log will be the forms that you complete weekly REVISED 11/22/22 * Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms					
EMPLOYEE SIGNATURE: PRINCIPAL'S SIGNATURE: DATE: DEPT. HEAD SIGNATURE: Original Signature and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS: * Time sheet must be filled out completely; your work log will be the forms that you complete weekly REVISED 11/22/22 * Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms					
EMPLOYEE SIGNATURE: PRINCIPAL'S SIGNATURE: DATE: DEPT. HEAD SIGNATURE: Original Signature and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS: * Time sheet must be filled out completely; your work log will be the forms that you complete weekly REVISED 11/22/22 * Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms					
EMPLOYEE SIGNATURE: PRINCIPAL'S SIGNATURE: DATE: DEPT. HEAD SIGNATURE: Original Signature and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS: * Time sheet must be filled out completely; your work log will be the forms that you complete weekly REVISED 11/22/22 * Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms					
EMPLOYEE SIGNATURE: PRINCIPAL'S SIGNATURE: DATE: DEPT. HEAD SIGNATURE: Original Signature and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS: * Time sheet must be filled out completely; your work log will be the forms that you complete weekly REVISED 11/22/22 * Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms					
EMPLOYEE SIGNATURE: PRINCIPAL'S SIGNATURE: DATE: DEPT. HEAD SIGNATURE: Original Signature and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS: * Time sheet must be filled out completely; your work log will be the forms that you complete weekly REVISED 11/22/22 * Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms					
PRINCIPAL'S SIGNATURE: DATE: DATE: Original Stanature and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS: *Time sheet must be filled out completely; your work log will be the forms that you complete weekly REVISED 11/22/22 *Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms	Job Title:		761	790 тотаі	STIPEND: \$
PRINCIPAL'S SIGNATURE: DEPT. HEAD SIGNATURE: Original Signature and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS: *Time sheet must be filled out completely; your work log will be the forms that you complete weekly REVISED 11/22/22 *Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms	EMPLOYEE SIGNATURE:			DATE:	
DATE: Original Signature and Date ABOVE / BLUE INK - NO COPIES THIS TIME SHEET COVERS: *Time sheet must be filled out completely; your work log will be the forms that you complete weekly REVISED 11/22/22 *Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms				DATE:	
Original Signature and Date ABOVE / BLUE INK = NO COPIES THIS TIME SHEET COVERS: * Time sheet must be filled out completely; your work log will be the forms that you complete weekly REVISED 11/22/22 * Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms				DATE:	
*Time sheet must be filled out completely; your work log will be the forms that you complete weekly *Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms		Signature and Date ABOVE	BLUE INK - NO COPIE		
* Please attach Justification, presentation materials/Agenda with the Stipend recommendation for Hire forms					
					pena recommendation for thre forms

Below Lists Must be completed on the Timesheet All Teachers should fill out their own Timesheet

- Emp#
- Employee's First and Last Name
- Last 4 of SSN
- Home Address and Town
- Work Location
- Program#
- Period Ending:
- Phone# and Email
- Dates then Time From and To dates should be one week, period for each line, e.g. If the stipend is only for 2 days a month then you are going to put on the date section 2/18 & 2/28 but if the stipend is every day for 5 days a week then put 3/1-3/8 on each line per week. (follow the sample, if you are out of space on the timesheet, an additional sheet is available with the original timesheet)
- Job Title
- Detailed Work Description (must be detailed information and don't forget to add the time as shown on the sample)

•	Employee signature	Date:
•	Principal Signature	Date:

- Dept. Head Signature______ Date:_____
- This Date Covers From: ______ To be paid ____

Please follow the Sample when completing the Rec. don't leave anything Blank

Things to Attach when submitting the Payroll



Please Sign In School Name: Teacher Name: Check date: P for Present Name Student Name OR Thank you for Attending

Attach
Sign-In Sheet
or
Student listing

With the payroll

Location/School Codes



School	Location	New L.	School	Location	New L.
Central Office - Use Sub DEPT.	0000		Sound School	0067	
21st. Century Extended Day Program	0000		Hyde Leadership Academy Magnet	0068	
Central Office - Magnet Office	0000		New Haven Academy Magnet	0070	
Elm City Montessori	0001		New Horizons School	0072	
Barnard Environmental Studies Magnet	0002		DR.REGINALD MAYO E.L.C	0081	
LW Beecher Museum School of Arts & Sciences Magnet	0003		Helene Grant	0082	
Clinton Avenue School	0006		80 Hamilton - 103 Hallock Ave.	0083	
Hill Central Music Academy	0007		Riverside Academy	0091	
John S Martinez	0008		Polly T. McCabe	0092	
Davis Street Arts & Academics School	0009		Amistad Academy	0093	
ROSS-WOODWARD Classical Studies Magnet	0010		Booker T Washington	0094	
Edgewood School	0012		Common Ground	0095	
John C Daniels School	0013		High Ville	0096	
Nathan Hale School	0014		Wintergreen	0097	
Augusta Lewis Troup School	0015		Central Office - Alliance	0420	
Fair Haven School	0016		Central Office - School Readiness	0442	
Engineering & Science University Magnet	0017		Central Office - Head Start	0443	
Benjamin Jepson Magnet	0018		Central Office - Office of Special Education	0490	
MAURO-SHERIDAN	0019		Sacred Heart	NP01	
Lincoln-Bassett School	0020		St. Bernadette	NP03	
Brennan-Rogers School	0021		St. Francis	NP05	
Law Public Safety and Health of Hillhouse	0023		St. Rose	NP06	
Idea Academy of Hillhouse	0025		ST. Thomas	NP07	
New Light High School	0026		Gan School	NP08	
Barack Obama School Strong School	0028		St. Francis Home	NP09	
Truman School	0029		Cold Spring	NP10	
King-Robinson International Baccalaureate Magnet	0030		Foote school	NP11	
Conte-West Hills School	0031		Hopkins Grammar	NP12	
WEXLER-GRANT School	0032		СССР	NP13	
Quinnipiac School	0035		Yeshive Gedolah Rabbinical	NP14	
Worthington Hooker School	0038		Chapel Haven	NP15	
Columbus Family Academy	0041		St. Martin De Porres	NP16	
Clemente Leadership Academy	0042		St. Francis/St. Rose All Saints Catholic Academy	NP17	NP23
Bishop Woods School	0043		St. Aedan/St. Brendan Catholic Academy of New Haven	NP18	NP22
East Rock School	0046		Newhall Ville Academy	NP19	

Celentano School	0048	Summer School Co	odes
West Rock Authors Academy Magnet	0049	Coop Arts & Humanities	SS40
Adult Education Center	0053	ESUMS	SS41
Betsy Ross Arts Magnet	0055	Career	SS42
Donnis Academy	0056	Hillhouse	SS43
Metropolitan Business Academy Magnet	0060	HSC	SS44
Wilbur Cross High School	0061	Metropolitan	SS45
James Hillhouse High School	0062	New Haven Academy Magnet	SS46
Hill Regional Career Magnet	0063	Riverside Academy	SS47
Cooperative Arts & Humanities Magnet	0064	Sound School	SS48
High School in the Community Magnet	0066	Cross	SS49

Payroll Do's and Don'ts

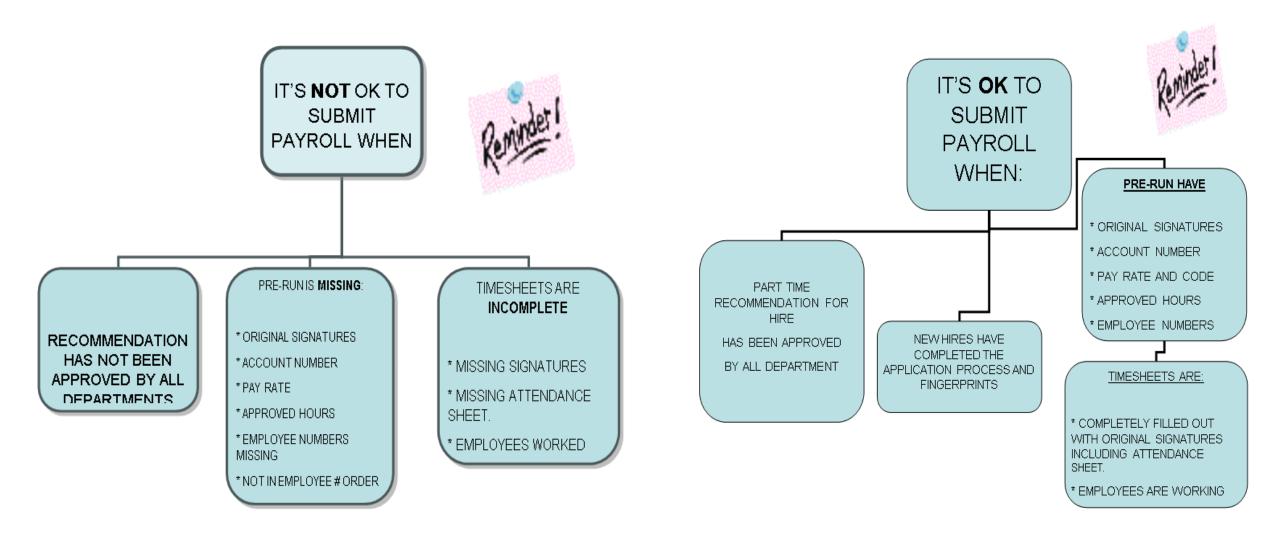


	NEW HAVEN PUBLIC SCHOOLS		
<i>DO</i> :	DON'T:		
Recommendation for Hire must be approved by all Departments before employee can begin.	Under no circumstances, can a part-time employee begin working until all		
Once approved the recommendation is emailed along with payroll forms to Supervisor/Principal	documentation has been properly submitted AND until the principal/hiring manager		
with example of completing and submission of Payroll.	receives a copy of approved Rec. by email from the Business Office.		
Pre Run and Timesheets must be Completely filled out and in Employee Number order. Please	Do not submit Pre-Run without Employee Numbers, Account number, correct pay code		
make sure that student attendance is included for all teachers and non-certified staff.	and hourly rate. Do not submit timesheets without student attendance.		
All payrolls should be submitted in a timely manner to Department Head for their signature.	Do not submit Pre Runs late or it will not be processed until the following pay period.		
Pre Run and Timesheets must have original signatures along with student attendance.	Do not Submit copies of signatures on Pre-Runs or Timesheets or they will be returned.		
Maximum part time hours are not to exceed approved hours and should not exceed the	Do not Submit timesheets over hours approved to work. Timesheet will be returned		
maximum of 19.5 hours per week. No part-time staff can work 7 hours in one day; 7 hours are	for correction.		
the number of hours for a full-time employees. Full-Time Teachers can work a maximum of 10			
hours per week in combination with all programs.			
Copies of bachelor's degree or an official school transcript must be submitted to the Business	Degree Rate is only applicable to employees with degrees who will be teaching in a		
Office 4th Floor along with student attendance. Teacher's Official Certification must be submitted	classroom. If they are assisting in the classroom employee does not qualify for degree		
for EIN #.	<u>rate.</u>		
Skilled Rate (\$15.00hourly) is for qualified staff teaching a skill (Ex: Cooking, Sewing, Music)	Do not pay skilled rate if a skill is not being taught Certificate or Associates required.		
Student attendance must be included.	Tutoring does not fall in this category (Ex: Cooking, Sewing or Music). College students		
Full Time Union Clerks 884 can only work a total of 1 hour a day 5 hours a week at their hourly	They cannot begin until HR has approved the hours. Timecards are to be submitted to		
Rate.	Department to forward to Payroll Department once signed.		
Full Time Union management 3144 can only work a total of 1 hour a day 5 hours a week at their	They cannot begin until HR has approved the hours. Do not work over One Hour a day		
hourly Rate. Any additional hours maybe Comp Time depending on Range.	without checking your Range and a Recommendation must be approved.		
Full Time UNION Para Rate (\$14.50) is for FULL TIME PARA PROFESSIONAL who works for the	Do not pay parents, substitutes, or community workers or any PART TIME staff Para		
Board of Education. Union rate supersedes all other degrees.	rate.		
COMPLETED payroll must be submitted to Director/Asst. superintendent of the Program. If there			
is no Program Director assigned to that Program than your assigned Department Head for your	Do not Submit payroll to the wrong Director. Please verify who is the Program Director		
school must sign off on the payroll.	is you're unsure.		
 Adding/Replacing employees must be approved prior to starting. Rec. must be submitted. 	Do not submit payroll until these changes have been approved.		
 It's ok to have employee drop off timesheet w/pre-run and student attendance. 	Do not have employee drop off timesheet without all completed forms		
FT hourly apply to those performing Regular duties after School			
Please do not hire the same employee to work under different funding sources. They cannot exceed the 19.50hours per week in combination to all Part Time Programs. Employees cannot			

Please do not hire the same employee to work under different funding sources. They cannot exceed the 19.50hours per week in combination to all Part Time Programs. Employees cannot work from Home or make up hours due to school closing. Timesheet Hours cannot be changed by employee once submitted to payroll.

Navigating the Payroll Process – Follow the flow chart to process payroll Accurately





From HR. and Superintendent Part-Time Staff Guidance



Lisa J. Flegler, Director Human Resources Tel: 475-220-1540 Fax. 203-946-8805

MEMORANDUM

DATE: Thursday, October 14, 2022

TO: All Administrators

FROM: Lisa J. Flegler, Director of Human Resources & Labor Relations

SUBJECT: Part-Time Staff Guidance

Purpose

This Guidance Document directs the schools and departments on the district process to obtain part-time staff and ensures they are paid according to New Haven Public Schools 'operating procedures.

- Part-time staff hired can work a maximum of 19.50 hours per week in combination with all programs.
- Part-Time staff can only work 6.5 hours in one day; 7 hours is the number of hours for a full-time
 employee. In addition, part-time staff cannot make up hours due to school closings, which results in
 a shorter workweek.
- Full-Time Teachers can work 10 hours per week with all programs. Full-Time Teachers cannot exceed 10 hours per week.
- Substitutes working and subbing simultaneously- Substitutes would need to substitute for two days
 and work part-time for Three days. However, a substitute cannot substitute and work part-time on the
 same day.
- Retired/Resigned employees within a year- They must complete an application and fingerprints.
- All Full-Time Employees in Union 884/3144 who will be performing their regular day duties before or
 after school after-schools are approved by all departments on the Recommendation for Hire before they
 can begin, with no exceptions. The maximum hours they can work is one hour per day.

<u>Full-Time Clerks Union 884</u>- Those working Part-Time hours will be paid their hourly rate and must be included in your budget. They can only work one hour a day for the school year. So, you must submit your request to the Office of Human Resources before adding them to your budget. During the summer, they can work hours approved by the Office of Human Resources.

<u>Full-Time Para Professionals Union 3429</u>- can only receive a \$14.50 Rate in any after School, before School, or Summer Program, which supersedes all other degrees with or without degree or certification except Head Start. Full-Time employees cannot begin part-time hours until the completion of the full-time hours. They can not omit lunch from the hours because it is mandated by the union that they have their lunch hour.

PLEASE NOTE: Under no circumstances can a part-time employee begin working until all documentation has been appropriately submitted AND until the principal/hiring manager receives notification from the Office of Human Resources that the candidate has completed processing.

Please Note: Any new rates approved by the board will supersede this Memo.

- PLEASE NOTE: The Human Resources Department will verify the following:
- Verify proof of full COVID-19 vaccination; i.e. copy of covid-19 vaccination card.
- · Verification of medical or religious exemption submitted.
- The Business Office will verify funding and other related information.

Below email is form Superintendent Office



From: <u>JOHNSON, RAE</u> (Dr. Tracey) Sent: Friday, January 28, 2022 11:56 AM

Subject: Existing Employees Working Extra Hours

Good afternoon Everyone!

I trust this email finds you all well. Dr. Tracey would like to emphasize, as a reminder, that all existing employee working extra hours CAN NOT EXCEED 10 hours per week. Principals, please check all Recs before submittal to the Business office; and Business office, please check the Rec before sending them to Dr. Tracey for signature. Thank you all so much.

Have a great day!

Best,
Rae Johnson
Executive Administrative Assistant to the Superintendent
New Haven Public Schools
54 Meadow Street New Haven, CT 06519
P: (475) 220-1003 F: (203) 946-7300

Excellence in Education!

Human Resources • 54 Meadow Street, New Haven, CT 06519