

**Explore 2024 Timesheets and Payroll Processing Guide**

**PAY DATES**

**Session 1**

June 3rd-14th Paid June 28, 2024

June 15th- 29th Paid July 15, 2024

May training days paid on June 28, 2023

**Virtual**

June 3rd-29th Paid July 15, 2024

July 8th- Aug 2nd Paid Aug 15, 2024

**SEATED EXPLORE EMPLOYEES -** must fill out a timesheet

* The timesheets can be located on the [payroll department webpage](https://www.sps.org/Page/4125). Please download a copy and save to your desktop to be filled out daily in the electronic format.
* Employees will fill out the timesheet for each day they are present for work.
* If the employee is absent, the absence should be logged into Frontline, even if a sub is not needed. It is the principal’s responsibility to review the timesheet and verify accuracy.
* The timesheet will be used to process payroll for those employees, therefore it is extremely important that employees turn in a timesheet for approval at the end of the session.
* Any Explore staff hired through Penmac are paid by Penmac and will not submit a timesheet to SPS.

**DAILY TIMESHEET**: Seated Classroom Teachers, Counselors, Librarians, Principals, Assistant Principals (daily rate employees) will track all time worked using the [Explore Daily Timesheet](https://www.sps.org/Page/4125) and will be paid a daily rate.

* Daily rate staff must fill out an [Explore Daily Timesheet](https://www.sps.org/Page/4125) in excel and turn into the principal at the end of the session.

**HOURLY TIMESHEET (includes Retirees):** Clerical, Paraprofessionals, Nurses, School Police, Retirees, OT/PT, Behavior Techs will track all time worked using the [Explore Hourly Timesheet](https://www.sps.org/Page/4125) and will be paid an hourly rate.

* Hourly rate staff must fill out an [Explore Hourly Timesheet](https://www.sps.org/Page/4125) in excel and turn into the principal at the end of the session.

*\*Nutrition Services timesheets are approved by the Nutrition Services department*

*\*Special Education Therapeutic (OT/PT, Behavior Techs) timesheets are approved by the Special Education Coordinator*

**VIRTUAL EXPLORE TEACHERS**: A list of Explore virtual teachers will be submitted to payroll for payroll processing. Retirees teaching virtually will need to submit an hourly timesheet.

 **Virtual Launch June days paid July 15, 2024**

 **Virtual Launch July/Aug days paid August 15, 2024**

**SECRETARY responsibilities**

1. EACH DAY: provide customer service for staff on filling out timesheets
2. END OF SESSION: approved employee timesheets for the entire session must be sent to the Payroll Office at KAC on the final day of the session. These items can be scanned and emailed to explorepayroll@spsmail.org, faxed to 895-2007 Attn: Payroll or brought directly to the Payroll Office at KAC.

**PRINCIPAL responsibilities**

1. Verification and approval of employee attendance by signing and dating employee timesheets or electronically approving via email approval for remote work situations.
2. Ensure secretaries have performed their responsibilities and ensure paperwork is sent to the payroll office at the appropriate times.

**PAYROLL OFFICE CONTACT INFORMATION**

Terah Dick 523-0610

Katelyn Van Huis 523-0049

Payroll Office Fax 895-2007

Explore Payroll Email explorepayroll@spsmail.org