



STATE OF HAWAII  
**Ke Ana La'ahana**  
Public Charter School

### Payroll Walk Through

Person responsible for payroll at Ke Ana La'ahana PCS is SASA, Roberta Souza.

Teachers and Director are fulltime and paid by the DOE central payroll system:

When a teacher starts at Ke Ana La'ahana PCS, DOE puts together a contract that the teacher signs to accept the duties and pay rate. Every year during spring, there is a school list generated by DOE, listing all current teachers with their position numbers, submitted to the school Director. The Director responds to Office of Human Resource (OHR) if it is approved or if there are changes for the next school year. This allows OHR ample time to process for the next school year. The Standard Form 5 (SF5) is generated by OHR with information for the upcoming school year contract. This process assures teachers that there is no break in service if there are no changes to their contract.

Teachers are paid on the 5<sup>th</sup> and 20<sup>th</sup> of each month by the DOE central payroll system. Timesheets are kept in the office for all teachers to initial everyday they are present. This is my record that they have attended for the day. Should they be absent, there is a leave form to fill out requesting their leave and designating the type of leave. Teachers are required to call Teacher Substitute Employee Automated System (T-SEAS) if they are out for a day.

Classified staff are all fulltime and paid by the DOE central payroll system:

An SF5 is generated by OHR according to the salary step that the school sets it at. There is a separate list for classified employees for the Director to approve every spring. The same process applies for this group of employees so there is no break in service. Timesheets are also kept in the office for classified staff to sign in and out to justify that they have attended. Should a classified employee be out on leave, they are instructed to fill out a leave form to request their leave. If it is a planned absence, form should be filled out prior to them taking off. If it is unforeseen, the form is available upon their return.

Substitute teachers are temporary employees:

Substitutes are paid by DOE central payroll system, through the T-SEAS program:

If a teacher is out and requires a substitute, he/she is expected to call the T-SEAS automated system to record a substitute job. We have a set of preapproved subs that we contact to fill in when a teacher is out. When a sub accepts the job, the teacher calls the T-SEAS system and reports that this sub will be working for them on specified day and time. A job number is generated to track this job. When a sub comes in for a teacher, they sign in at the front office at the beginning of job, using

this job number. Upon completion of the job, they fill out a sub form which is an over view of the sub's day. When the teacher returns they read and sign this form to agree to the sub's job. On the 16<sup>th</sup> and 1<sup>st</sup> of every month, the SASA goes into the T-SEAS system and approves the job number according to the sign in sheet of this job. Job numbers are unique to teacher/sub, day and time for job. The sub report that the sub fills out, teacher and principal sign off on this form also is documentation of the job according to job numbers. Should a sub not be able to commit, the SASA does have the flexibility to change details before verifying.

Casual employees consist of Part Time Teachers (PTT) and Paraprofessional Tutors (PPT), who are allowed no more than 17 hours per week are also processed through DOE payroll: These employees are inputted into the DOE casual employee system every year. They also sign in at the front office. According to their timesheets, I enter into the DOE casual payroll system and input their hours. If I input more than 17 hours per week, the system will not take it. Upon completion of inputting for all casual employees, the SASA generates and prints a copy of these hours. This printout is submitted to director for signature to verify and acknowledge these hours according to the timesheets.

DOE request all employees processed through their payroll system, set up direct deposit for their paychecks through The Hawaii Information Program. Employees also need to retrieve their pay statements through this system.