



Scottsboro City Schools

Payroll Change Procedures

I. Origin / Initiation

A Payroll Action Form should be generated by the Secretary for the Board as a result of each instance of personnel action approved by the Board. For hiring actions or transfers, upon completion of the form by the Secretary, the form should be forwarded to Human Resources to determine placement on the salary schedule. For terminations, upon completion of the form by the Secretary, the form should be forwarded to the Payroll Clerk in order to prevent overpayment.

II. Initial Placement on the Salary Schedule

At the time of initial employment by the Board, an employee shall be placed at Step 0 on the salary schedule. The employee shall then bear the responsibility to complete a 'Verification of Work Experience' form to gain credit for previous experience. There are two types of Verification of Work Experience forms: one for teaching experience and one for non-teaching experience. All employees should utilize a Verification of Work Experience form in order to gain credit for previous, relevant experience.

III. Limitations and Notifications

An employee shall have up to six (6) months to complete the Verification of Work Experience form in order to have this experience paid retroactive from the start date. The Department of Human Resources will notify employees of any work experience received. In the event an employee has documentation of attempts to verify work experience from other employers that were unsuccessful, the six months deadline may be modified depending on the circumstances. Official verification of prior work experience submitted for review to determine placement on the salary schedule that is received after six months from the employee's hire date will be effective the date verification is received in the Human Resources Department. All submission of official verification of prior work experience is subject to approval by the Superintendent.

IV. Payroll Action Form

A Payroll Action Form shall be issued by Human Resources in order to initiate any change regarding an existing employee. Upon completion of the form by the Human Resources Director, the form should be forwarded to the Chief Financial Officer for verification of correct placement on the salary schedule. The Chief Financial Officer shall then forward the Payroll Action Form to the Superintendent to complete the checks and balances for the payroll change. Once approved, the form shall then be sent to the Payroll Clerk in order to make the change official in the accounting system.