

PCA Charter School
Payroll Procedure

1. The Human Resource/Finance Manager must enter employee data into the Payroll Human Resource Statewide Technology (PHRST) system. This information includes pay from the State of Delaware or any Federal Program Grant which includes money for employee compensation. Federal paid employees must submit an Time and Effort report either monthly or semi-annually as specified in each awarded grant. Information must be entered into three areas - Human Resource (HR), Benefits, and Payroll (PR), by the Data Entry Dates specified by the State of Delaware, in order for the State of Delaware to build a pay-sheet for each employee. **Note: The Office Administrative Assistant, is the only other employee that has access to the PHRST system. Any changes to the Human Resource/Finance Manager's record must be done by the Office Administrative Assistant, or a request must be sent to the PHRST Helpdesk.** An explanation of the data entry areas is shown below:
 - a) HR Data Entry Date – Date range in which the Human Resource/Finance Manager enters employee information such as name, social security, certification, etc. Submission of an “Employment Data form” to the Human Resource/Finance Manager begins this process. This form is used for new employee enrollment, salary or hourly rate information.
 - b) Benefit Data Entry Date – Date range in which the Human Resource/Finance Manager must enter benefit information/changes for employee, if employee is eligible to receive benefits.
 - c) Payroll Data Entry Date - Date range in which the Human Resource/Finance Manager must enter employee withholding information such as tax status (married, single, number of dependents, etc.)
 - Note: if any of this information was not entered within the required date ranges and the employee was entitled to get paid for the given pay period, the Human Resource/Finance Manager can fill out a manual form for the State of Delaware, in order for a pay-sheet to be built, or, in some cases, enter the change directly on the paysheet.
2. Once the pay-sheet is built, the Human Resource/Finance Manager is able to enter the applicable timesheet information into the PHRST system for hourly employees. Timesheets are required to be signed by each hourly employee and submitted to department supervisors for approval. Department supervisors are required to sign timesheets and submit to the Human Resource/Finance Manager.
3. After all timesheet information is entered into the system, the Human Resource/Finance Manager must authorize payment for non-salaried employees by clicking an “OK” box in the PHRST system. Note that salary (or exceptional) employees wages are automatically generated in the PHRST system via the HR,

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BA, and PR Data that was entered by the Human Resource/Finance Manager in step 1; therefore no authorization is necessary for salary based employees.

4. The Human Resource/Finance Manager, prints the payroll register, reviews all payroll information and signs the Payroll Authorization that is be sent to the State of Delaware, which declares that all payroll information is accurate. This form must be signed by the Human Resource/Finance Manager in three places (Human Resources, Benefits and Payroll Manager, and by the Principal or Head of School) before being sent to the State of Delaware. Should the Head of School be unavailable, the Principal may sign the Payroll Authorization.

5. After the Head of School reviews the confirmed DPR011 payroll report the Wednesday before pay day, an email should be sent to PRFundExpAuth@state.de.us to advise that the current pay roll has been reviewed and authorized. This email should be sent to the above email address by the Head of School. Below is a sample message that the email should contain. Also - the paycheck date for the pay period being authorized should be listed in the subject line of the email.

I, (Insert name), certify that the associated charges for the Pay Period ending on (insert pay period end date) for the Department IDs listed below meet all federal and state legal and regulatory requirements and that the represented expenditures do not exceed the remaining balance of funds appropriated by the General Assembly to this Organization.

6. The Financial Report submitted to the Providence Creek Charter School Board includes both approved budget and actual salary figures, which are reviewed monthly by the Board. Any variances are researched and explained by the Financial Employee in the notes to the Board Report.

APPROVED BY THE BOARD OF DIRECTORS FEBRUARY 20, 2007
REVISED BY THE BOARD OF DIRECTORS OCTOBER 27, 2015
REVISED BY THE BOARD OF DIRECTORS APRIL 26, 2016
REVISED BY THE BOARD OF DIRECTORS JANUARY 24, 2017

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