

Business/Non-Instructional Operations

Payroll

CREC will ensure all of its employees are paid in a timely and efficient manner and proper documentation is maintained to verify accuracy and accountability.

Legal Reference: Connecticut General Statutes
 Wage and Hour Law
 10-248 Payment of school systems

Policy adopted:
Re-adopted: April 20, 2022

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

Business/Non-Instructional Operations

Payroll Procedures

Specific procedures for hiring staff and fingerprinting are located in the Personnel Policy and Procedures Manual.

Necessary Forms to be Completed

Upon hiring and completion of fingerprinting, each employee must complete an I-9 (with proper identification included), IRS W-4 and CT W-4 forms prior to beginning work. No individual will be paid unless these forms are completed and forwarded to payroll or downloaded into Frontline/Applitrack. If an individual is a Massachusetts resident, if requested, Business Services will provide a Mass tax form to be completed in addition to the CT W-4 to be completed.

Pay Period/Work Week

For the purpose of counting hours worked, the work week begins Sunday at 12:01 a.m. and ends Saturday at midnight.

The payroll is processed by the Payroll Department in Business Services covering a two-week (bi-weekly) pay period. Payday is Friday, unless otherwise specified.

Timesheets

Every staff member must complete a timesheet covering the appropriate two-week pay period. The specific kind of timesheets to be filled out and the time period that it covers is dependent on the employee classification. The timesheet categories are as follows:

Electronic – All CREC employees (unless directed by Payroll to use a different system) will enter their time electronically through Employee Self-Serve (ESS). Hourly employees will enter their in/out times for the day; salaried employees will enter a ‘1’ to signify they worked that day. If benefit or holiday time is used, the time will be entered under the appropriate line for that day.

Blue/Orange - Hourly employees or salaried employees receiving additional earnings over and above their contract shall complete right side of timesheet. Extra hours require prior approval from the Division Director.

Yellow - Substitute or Temporary employees.

Time Period Covered

All staff are paid on Fridays for the time entered on their timesheets ending the previous Saturday and submitted to the Payroll Department in Business Services.

Timesheet Due Dates

All paper timesheets and mileage forms are due at the Payroll Department in Business Services by noon on the Friday before payday. All electronic timesheets are due by the end of day on the Monday before payroll and must be approved by the supervisor prior to submission.

Payment for any timesheets received later than the specified due date will be included in the next pay period.

Paycheck Distribution

All live paychecks will be mailed out on the Thursday before payday. If there is a one-time emergency and you need to pick-up your check, please contact the Payroll Department before Thursday so that it can be ready for pick-up. The check will be available for pick-up on payday (Friday); identification is required when picking up a live check.

Direct deposits will be available for viewing on Munis Employee Self Serv (ESS) on payday (Friday). Direct deposits will not be mailed.

Regulation issued:
Revised: March 16, 2022

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