

HR & Payroll Process



Mobile County
PUBLIC SCHOOLS

Position Control

- Position Control is used to manage headcount and the staffing budget.
- New positions must be approved and assigned a position control number prior to the position opening being posted or employee hired.
- Vacancy reports from the Nextgen Position Control module will be used to track all vacancies.
- A position control number must be on every Personnel Action prior to submission to the Data Team.
- A position is marked 'Frozen' in Position Control if currently filled but will not be approved in the next budget year.
- Allowing multiples in a position control number should only be used in the following situations:
 - An employee is on a leave of absence (administrative or medical), the employee is expected to be returning to the role or if it is unknown if the employee will return and another employee is hired into the position during the leave.
 - Supplemental positions
 - Note: there is an interim period when a terminating employee and the replacement could be assigned to same position control number if the replacement is assigned before the incumbent is paid off by payroll.



Hiring Process

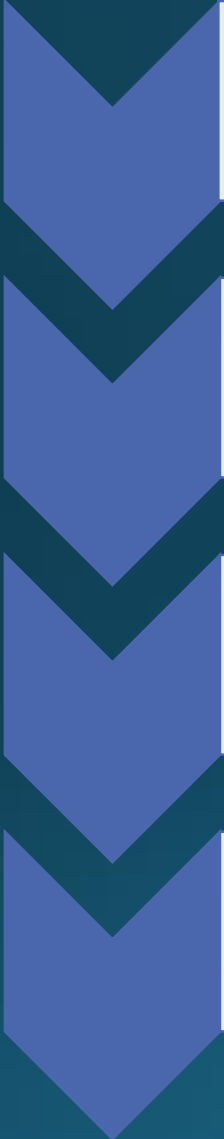
- The hiring process starts with a Principal/Manager entering a “Request to Hire” in SearchSoft
- This is routed to a Personnel Administrator (PA) in Human Resources
- The PA reviews the request against various criteria, such as: verification there is a vacancy in Position Control, correct General Ledger number is utilized, candidate meets job requirements, etc.
- If approved, the request is sent to the HR staff who contact the candidate and arrange completion of required paperwork, drug screen and background check.
- The candidate is added to the upcoming Board agenda for approval.
- If all prior phases are completed successfully, the next step is the HR Data Team who enter the data into NextGen and create a Personal Action Form (PAF).
- The PAF is sent to the Payroll Department.

Payroll



I used to live paycheck to paycheck, but through hard work and perseverance, I now live direct deposit to direct deposit.

Payroll Department

- 
- Supervisor

- Accountant I – Processing, Taxes, Calculation Review
- Accountant I – RSA File uploads, Reconciliation and Certifications

- Payroll Clerks (Staff of 6)

- Insurance Clerk

New Hire

Termination

Transfer


















Vacation
Payoff

Retro

Deceased

STANDARD Calculation Sheets for Payroll Clerks

Name

-  PAYOFF with Retro and Salary Change.xls
-  RETRO with Salary Change.XLS
-  RETRO.XLS
-  LEAVE.xls
-  NEW HIRE.XLS
-  PAYOFF.xls
-  PAYOFF with Salary Change.xls
-  LEAVE with Salary Change.xls
-  RETRO with Two Salary Changes.xls
-  LEAVE with Sick Bank Repayment.xls
-  RETRO with Three Salary Changes.xls
-  VACATION_PAYOFF.xls
-  LEAVE with Retro and Salary Change.XLS
-  DECEASED EMPLOYEE-PO YEAR OF DEATH.xls
-  DECEASED EMPLOYEE-PO YEAR AFTER DEATH.xls
-  VAC PO-DECEASED-PO YEAR OF DEATH.xls
-  SALARY ADJ.xls

NEW HIRE RECORD # _____				
NAME	A	B	C	D
SCHOOL/DEPT	LEAVE RECORD # _____			
EMPLOYEE #				
CONTRACT ID	NAME			
# OF PAY PERIODS	SCHOOL/DEPT			
BEGINNING DATE	EMPLOYEE #			
	CONTRACT DAYS			
	# OF PAY PERIODS			
	BEGINNING UNPAID DATE			
SALARY	RETURN DATE			
		ANNUAL	DAILY	PAY PERIOD
TOTAL CONTRACT	SALARY PRIOR TO		#DIV/0!	#DIV/0!
	SALARY AFTER		#DIV/0!	#DIV/0!
PAID				
	DAYS PRIOR TO		#DIV/0!	#DIV/0!
	DAYS AFTER	0.00	#DIV/0!	#DIV/0!
PRORATED CONTRACT	TOTAL DAYS			
	UNPAID DAYS PRIOR TO		#DIV/0!	#DIV/0!
# OF REMAINING	UNPAID DAYS AFTER		#DIV/0!	#DIV/0!
RETRO ADJUSTMENT	TOTAL OWED			#DIV/0!
NEW PAY PERIOD	PAID			
	TOTAL OWING	0	#DIV/0!	#DIV/0!
	PAY PERIODS REMAINING		#DIV/0!	#DIV/0!
	RETRO ADJUSTMENT			#DIV/0!
	NEW PAY PERIOD SALARY			
	#DIV/0!			
			INITIAL:	
			DATE:	03/31/23
			APPROVED:	

Payroll Calendar – Published Annually

MONTHLY EMPLOYEES					
Student Days Legend		182 - DAY LPN		186 - DAY BUS DRIVERS	
		New Hire	Payoff	New Hire	Payoff
7/1/2022	4/10 Friday	7/1/2022	-	7/1/2022	-
7/4/2022	Sys Holiday	7/4/2022	System Holiday	7/4/2022	System Holiday
7/5/2022	-	7/5/2022	-	7/5/2022	-
7/6/2022	-	7/6/2022	-	7/6/2022	-
7/7/2022	-	7/7/2022	-	7/7/2022	-
7/8/2022	4/10 Friday	7/8/2022	-	7/8/2022	-
7/11/2022	-	7/11/2022	-	7/11/2022	-
7/12/2022	-	7/12/2022	-	7/12/2022	-
7/13/2022	-	7/13/2022	-	7/13/2022	-
7/14/2022	-	7/14/2022	-	7/14/2022	-
7/15/2022	4/10 Friday	7/15/2022	-	7/15/2022	-
7/18/2022	-	7/18/2022	-	7/18/2022	-
7/19/2022	-	7/19/2022	-	7/19/2022	-
7/20/2022	-	7/20/2022	-	7/20/2022	-
7/21/2022	-	7/21/2022	-	7/21/2022	-
7/22/2022	4/10 Friday	7/22/2022	-	7/22/2022	-
7/25/2022	-	7/25/2022	-	7/25/2022	-
7/26/2022	-	7/26/2022	-	7/26/2022	-
7/27/2022	-	7/27/2022	-	7/27/2022	-
7/28/2022	-	7/28/2022	-	7/28/2022	-
7/29/2022	-	7/29/2022	-	7/29/2022	-
8/1/2022	TCH PD DAY	8/1/2022	DO NOT WORK	8/1/2022	186
8/2/2022	TCH PD DAY	8/2/2022	182	8/2/2022	186
8/3/2022	TCH PD DAY	8/3/2022	181	8/3/2022	185
8/4/2022	1	8/4/2022	180	8/4/2022	184
8/5/2022	2	8/5/2022	179	8/5/2022	183
8/6/2022	3	8/6/2022	178	8/6/2022	182
8/9/2022	4	8/9/2022	177	8/9/2022	181
8/10/2022	5	8/10/2022	176	8/10/2022	180
8/11/2022	6	8/11/2022	175	8/11/2022	179
8/12/2022	7	8/12/2022	174	8/12/2022	178
8/15/2022	8	8/15/2022	173	8/15/2022	177
8/16/2022	9	8/16/2022	172	8/16/2022	176
8/17/2022	10	8/17/2022	171	8/17/2022	175
8/18/2022	11	8/18/2022	170	8/18/2022	174
8/19/2022	12	8/19/2022	169	8/19/2022	173
8/22/2022	13	8/22/2022	168	8/22/2022	172
8/23/2022	14	8/23/2022	167	8/23/2022	171
8/24/2022	15	8/24/2022	166	8/24/2022	170
8/25/2022	16	8/25/2022	165	8/25/2022	169
8/26/2022	17	8/26/2022	164	8/26/2022	168
8/29/2022	18	8/29/2022	163	8/29/2022	167
8/30/2022	19	8/30/2022	162	8/30/2022	166
8/31/2022	20	8/31/2022	161	8/31/2022	165
9/1/2022	21	9/1/2022	160	9/1/2022	164
9/2/2022	22	9/2/2022	159	9/2/2022	163
9/5/2022	Sys Holiday	9/5/2022	System Holiday	9/5/2022	System Holiday
9/6/2022	23	9/6/2022	158	9/6/2022	162
9/7/2022	24	9/7/2022	157	9/7/2022	161
9/8/2022	25	9/8/2022	156	9/8/2022	160
9/9/2022	26	9/9/2022	155	9/9/2022	159
9/12/2022	27	9/12/2022	154	9/12/2022	158
9/13/2022	28	9/13/2022	153	9/13/2022	157
9/14/2022	29	9/14/2022	152	9/14/2022	156
9/15/2022	30	9/15/2022	151	9/15/2022	155
9/16/2022	31	9/16/2022	150	9/16/2022	154
9/19/2022	32	9/19/2022	149	9/19/2022	153
9/20/2022	33	9/20/2022	148	9/20/2022	152
9/21/2022	34	9/21/2022	147	9/21/2022	151
9/22/2022	35	9/22/2022	146	9/22/2022	150
9/23/2022	36	9/23/2022	145	9/23/2022	149
9/26/2022	37	9/26/2022	144	9/26/2022	148
9/27/2022	38	9/27/2022	143	9/27/2022	147
9/28/2022	39	9/28/2022	142	9/28/2022	146
9/29/2022	40	9/29/2022	141	9/29/2022	145
9/30/2022	41	9/30/2022	140	9/30/2022	144
10/1/2022	42	10/1/2022	139	10/1/2022	143
10/2/2022	43	10/2/2022	138	10/2/2022	142
10/3/2022	44	10/3/2022	137	10/3/2022	141
10/4/2022	45	10/4/2022	136	10/4/2022	140
10/5/2022	46	10/5/2022	135	10/5/2022	139
10/6/2022	47	10/6/2022	134	10/6/2022	138
10/7/2022	48	10/7/2022	133	10/7/2022	137
10/8/2022	49	10/8/2022	132	10/8/2022	136
10/9/2022	50	10/9/2022	131	10/9/2022	135
10/10/2022	51	10/10/2022	130	10/10/2022	134
10/11/2022	52	10/11/2022	129	10/11/2022	133
10/12/2022	53	10/12/2022	128	10/12/2022	132
10/13/2022	54	10/13/2022	127	10/13/2022	131
10/14/2022	55	10/14/2022	126	10/14/2022	130
10/15/2022	56	10/15/2022	125	10/15/2022	129
10/16/2022	57	10/16/2022	124	10/16/2022	128
10/17/2022	58	10/17/2022	123	10/17/2022	127
10/18/2022	59	10/18/2022	122	10/18/2022	126
10/19/2022	60	10/19/2022	121	10/19/2022	125
10/20/2022	61	10/20/2022	120	10/20/2022	124
10/21/2022	62	10/21/2022	119	10/21/2022	123
10/22/2022	63	10/22/2022	118	10/22/2022	122
10/23/2022	64	10/23/2022	117	10/23/2022	121
10/24/2022	65	10/24/2022	116	10/24/2022	120
10/25/2022	66	10/25/2022	115	10/25/2022	119
10/26/2022	67	10/26/2022	114	10/26/2022	118
10/27/2022	68	10/27/2022	113	10/27/2022	117
10/28/2022	69	10/28/2022	112	10/28/2022	116
10/29/2022	70	10/29/2022	111	10/29/2022	115
10/30/2022	71	10/30/2022	110	10/30/2022	114
10/31/2022	72	10/31/2022	109	10/31/2022	113
11/1/2022	73	11/1/2022	108	11/1/2022	112
11/2/2022	74	11/2/2022	107	11/2/2022	111
11/3/2022	75	11/3/2022	106	11/3/2022	110
11/4/2022	76	11/4/2022	105	11/4/2022	109
11/5/2022	77	11/5/2022	104	11/5/2022	108
11/6/2022	78	11/6/2022	103	11/6/2022	107
11/7/2022	79	11/7/2022	102	11/7/2022	106
11/8/2022	80	11/8/2022	101	11/8/2022	105
11/9/2022	81	11/9/2022	100	11/9/2022	104
11/10/2022	82	11/10/2022	99	11/10/2022	103
11/11/2022	83	11/11/2022	98	11/11/2022	102
11/12/2022	84	11/12/2022	97	11/12/2022	101
11/13/2022	85	11/13/2022	96	11/13/2022	100
11/14/2022	86	11/14/2022	95	11/14/2022	99
11/15/2022	87	11/15/2022	94	11/15/2022	98
11/16/2022	88	11/16/2022	93	11/16/2022	97
11/17/2022	89	11/17/2022	92	11/17/2022	96
11/18/2022	90	11/18/2022	91	11/18/2022	95
11/19/2022	91	11/19/2022	90	11/19/2022	94
11/20/2022	92	11/20/2022	89	11/20/2022	93
11/21/2022	93	11/21/2022	88	11/21/2022	92
11/22/2022	94	11/22/2022	87	11/22/2022	91
11/23/2022	95	11/23/2022	86	11/23/2022	90
11/24/2022	96	11/24/2022	85	11/24/2022	89
11/25/2022	97	11/25/2022	84	11/25/2022	88
11/26/2022	98	11/26/2022	83	11/26/2022	87
11/27/2022	99	11/27/2022	82	11/27/2022	86
11/28/2022	100	11/28/2022	81	11/28/2022	85
11/29/2022	101	11/29/2022	80	11/29/2022	84
11/30/2022	102	11/30/2022	79	11/30/2022	83
12/1/2022	103	12/1/2022	78	12/1/2022	82
12/2/2022	104	12/2/2022	77	12/2/2022	81
12/3/2022	105	12/3/2022	76	12/3/2022	80
12/4/2022	106	12/4/2022	75	12/4/2022	79
12/5/2022	107	12/5/2022	74	12/5/2022	78
12/6/2022	108	12/6/2022	73	12/6/2022	77
12/7/2022	109	12/7/2022	72	12/7/2022	76
12/8/2022	110	12/8/2022	71	12/8/2022	75
12/9/2022	111	12/9/2022	70	12/9/2022	74
12/10/2022	112	12/10/2022	69	12/10/2022	73
12/11/2022	113	12/11/2022	68	12/11/2022	72
12/12/2022	114	12/12/2022	67	12/12/2022	71
12/13/2022	115	12/13/2022	66	12/13/2022	70
12/14/2022	116	12/14/2022	65	12/14/2022	69
12/15/2022	117	12/15/2022	64	12/15/2022	68
12/16/2022	118	12/16/2022	63	12/16/2022	67
12/17/2022	119	12/17/2022	62	12/17/2022	66
12/18/2022	120	12/18/2022	61	12/18/2022	65
12/19/2022	121	12/19/2022	60	12/19/2022	64
12/20/2022	122	12/20/2022	59	12/20/2022	63
12/21/2022	123	12/21/2022	58	12/21/2022	62
12/22/2022	124	12/22/2022	57	12/22/2022	61
12/23/2022	125	12/23/2022	56	12/23/2022	60
12/24/2022	126	12/24/2022	55	12/24/2022	59
12/25/2022	127	12/25/2022	54	12/25/2022	58
12/26/2022	128	12/26/2022	53	12/26/2022	57
12/27/2022	129	12/27/2022	52	12/27/2022	56
12/28/2022	130	12/28/2022	51	12/28/2022	55
12/29/2022	131	12/29/2022	50	12/29/2022	54
12/30/2022	132	12/30/2022	49	12/30/2022	53
12/31/2022	133	12/31/2022	48	12/31/2022	52
1/1/2023	134	1/1/2023	47	1/1/2023	51
1/2/2023	135	1/2/2023	46	1/2/2023	50
1/3/2023	136	1/3/2023	45	1/3/2023	49
1/4/2023	137	1/4/2023	44	1/4/2023	48
1/5/2023	138	1/5/2023	43	1/5/2023	47
1/6/2023	139	1/6/2023	42	1/6/2023	46
1/7/2023	140	1/7/2023	41	1/7/2023	45
1/8/2023	141	1/8/2023	40	1/8/2023	44
1/9/2023	142	1/9/2023	39	1/9/2023	43
1/10/2023	143	1/10/2023	38	1/10/2023	42
1/11/2023	144	1/11/2023	37	1/11/2023	41
1/12/2023	145	1/12/2023	36	1/12/2023	40
1/13/2023	146	1/13/2023	35	1/13/2023	39
1/14/2023	147	1/14/2023	34	1/14/2023	38
1/15/2023	148	1/15/2023	33	1/15/2023	37
1/16/2023	149	1/16/2023	32	1/16/2023	36
1/17/2023	150	1/17/2023	31	1/17/2023	35
1/18/2023	151	1/18/2023	30	1/18/2023	34
1/19/2023	152	1/19/2023	29	1/19/2023	33
1/20/2023	153	1/20/202			

PAYOFF RECORD # _____

NAME: Joe Doe
 SCHOOL/DEPT: 1111-Any Department
 EMPLOYEE #: 88888888
 CONTRACT DAYS: 187
 # OF PAY PERIODS: 12
 BEGINNING DATE: 3-Jul-17
 TERM. DATE: 14-Nov-17

	ANNUAL	DAILY	PAY PERIOD
SALARY PRIOR TO	35,000.00	187.17	2,916.67
SALARY AFTER	36,000.00	192.51	3,000.00
DAYS PRIOR TO	15.58	187.17	2,916.11
DAYS AFTER	58.42	192.51	11,246.43
UNPAID DAYS PRIOR TO	2.00	187.17	(374.34)
UNPAID DAYS AFTER	0.00	192.51	0.00
TOTAL	74.00		13,788.20
PAID			8,916.67
SICK BANK LOAN OWED			0.00
BALANCE OWED		4,871.53	
UNION DUES DED. # 74	132		
DAYS OWED SICK BANK	0.00		

REMEMBER TO SHOW SICK BANK AS HAVING BEEN REPAID

INITIAL: _____
 DATE: 11-Aug-17
 APPROVED: _____

NEW HIRE RECORD # _____

NAME: John Doe
 SCHOOL/DEPT: 1111-Any Department
 EMPLOYEE #: 99999999
 CONTRACT DAYS: 260
 # OF PAY PERIODS: 12
 BEGINNING DATE: 1-Jul-17

	ANNUAL	DAILY	PAY PERIOD
SALARY	30,000.00	115.38	2,500.00
TOTAL CONTRACT DAYS	258	115.38	29,768.04
PAID			0.00
PRORATED CONTRACT	11	2,706.19	29,768.04
# OF REMAINING CHECKS	11	2,500.00	27,500.00
RETRO ADJUSTMENT			2,268.04
NEW PAY PERIOD SALARY \$2,500.00			

INITIAL: _____
 DATE: 11-Aug-17
 APPROVED: _____

of contract days.

12 (Monthly)
24 (Semi)

Effective date on PAF

Original salary

Use only if salary changed (10/1)

Number of Days from beginning of contract to 10/1

Total days in Payoff Column by effective

Total paid to date, found by running check report

12 (Monthly)
24 (Semi)

Effective date on PAF

of days in New Hire column

Only enter if employee owes sick bank days.

Calculation Sheet - Tips for Clerks

Pull the PAF into Payroll



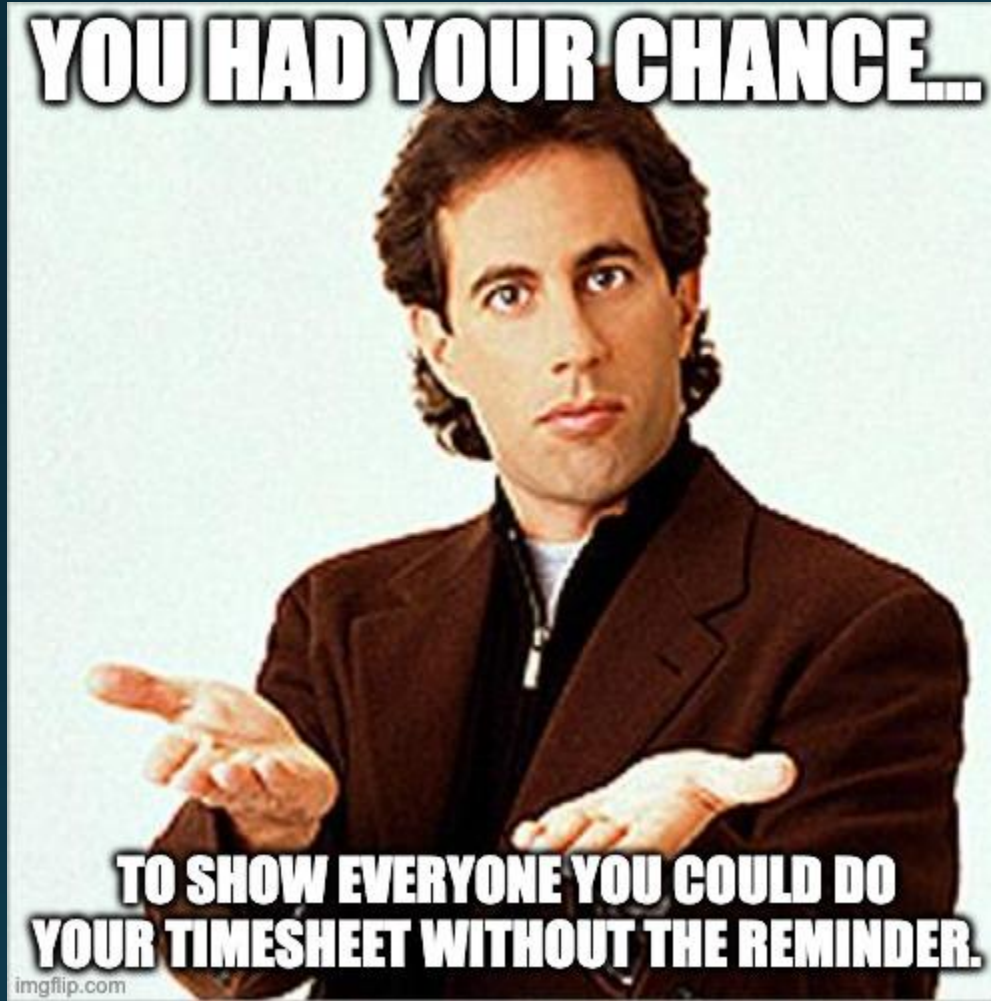
The screenshot shows a software interface with a tree view on the left and a list of applications on the right. The tree view includes folders like 'Employee Check & Input Queries', 'PR Check Processing', 'Monthly Procedures', 'Quarterly Procedures', 'Calendar YE Procedures', 'Fiscal YE Procedures', 'Miscellaneous Procedures', 'Miscellaneous PR Maint', 'Miscellaneous PR Reports', 'PR Salary Budgeting', 'Deduction Adjustment Module', 'Position Control Interface', 'Sick Bank Module', 'Payroll Site Specific', 'Remote PR', 'Position Control Interface', and 'Internal Control Queries'. The 'Position Control Interface' folder is selected. The list of applications on the right includes 'Update Payroll from PAF', 'Updated PAF Report', 'Position Control Exception ...', and 'PAF Edit Report'. A red arrow points from the 'Position Control Interface' folder in the tree view to the 'Update Payroll from PAF' button in the list.

1. Once you are ready to pull the PAF, you will go to **Position Control Interface**. Then click on **Update Payroll from PAF**.

After pull, the clerk updates any necessary fields in Employee Maintenance

Time & Attendance

- All employees clock in every day via Kronos
- Exempt – punch once a day as a record of attendance at desktop or clock
- Non-Exempt – In and Out for day and Lunch, must punch at clock
- Leave requests and substitute management are processed via Frontline
- Nightly integration updates Kronos with the leave data from Frontline
- Extra work is also recorded in Kronos separately from regular schedule



- Employees are expected to approve their time weekly.
- Supervisors should approve their staff's timecards
- Hourly employees may enter missed punches at the clock or via the website. The new punch is electronically sent to the supervisor for approval before the timecard is updated.

Processing a Payroll

Timekeeper submits Service Report

Responsible to Verify:

- All days in reporting period are accounted for
- There are no missed punches
- Principal reviews and approves
- Report is submitted to Payroll timely

Kronos Import to NextGen

After the service report due date, export files are generated from Kronos and imported into NextGen

Payroll Audit/ Entry/Processing

NextGen input pay reports are reconciled to service reports

Catastrophic days approved by the sick bank committee are keyed

The processing steps are run, and compute report reviewed

Employee Type will tell you if they are Exempt or Non Exempt employee. Refer to the list of employee types.

ID	000008442	Type	YA	Standard Hours	8.00	Contract Days	26000
Pay Code	Substitute Name	Days	Actual Hours	GL-ASN			
COMPTKN	-	0.00	0.10	-			
HOLREG	-	1.00	8.00	-			
PERS	-	1.50	12.00	-			
REG	-	20.50	159.90	-			
SCK	-	2.50	20.00	-			
STROVT-CMP	-	0.00	2.30	-			
Totals:		25.50	202.30				

COMPTKN 0.10
HOLREG 8.00
PERS 12.00
REG 159.90
SCK 20.00
TOTAL: 200.00

The hours balance

Should be 25 days,
initial & ok'd

Reconcile submitted Service Report to Input Pay Report

RECONCILIATION



Corrections are entered via Input Pay

As the processing completion date approaches, the accountant runs the compute report and distributes to the clerks to clear any issues.

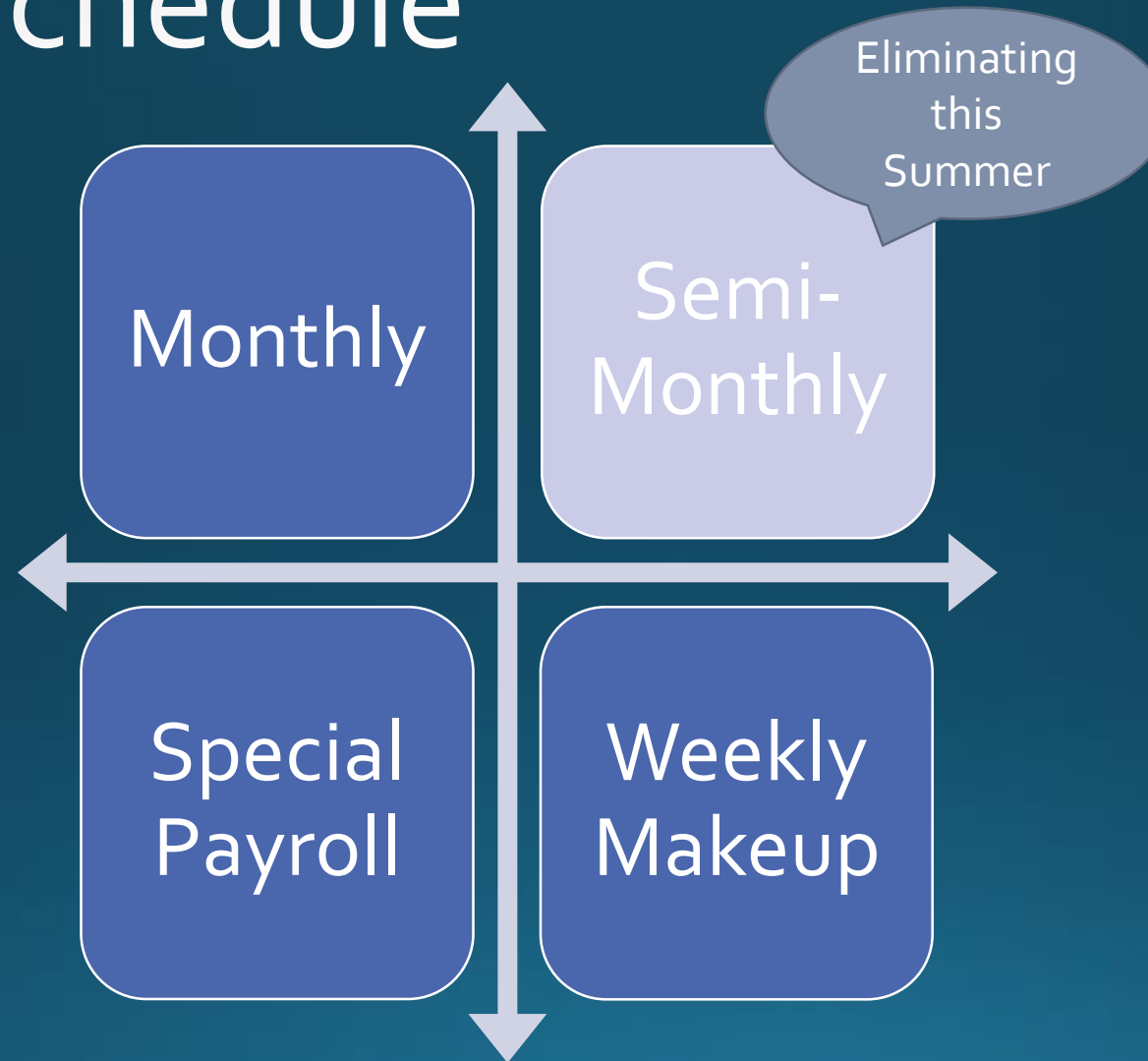
RUN DATE: 08/24/2020		MCAI PAYROLL SYSTEM				Page	
RUN TIME: 8:24 am		INPUT PAY EMPLOYEE REPORT				PR IPY	
LOCATIONS 5160 THRU 8410		ALL INPUT TYPES		PAYROLL RUN ID m083120		ONLY Semi-Monthly PAY PERIODS	
		MOBILE COUNTY BOARD OF EDUCATION					
		EMPLOYEE EDIT AND DISTRIBUTION REPORT				(RPT LOC	
Location: 6020 BRYANT CTR VOCATIONAL							
Emp: 114861 ORR JR, ABRAHAM							
Job 4: 6020 BRYANT CTR VOCATIONAL		Empl Type: YH CUSTODIAN - 12 MONTH					
		ADJUSTMENT		SUBSTITUTE			
<u>LEAVE DT</u>	<u>LEAVE TYPE</u>	<u>HRS/DAYS</u>	<u>AMOUNT CD</u>	<u>DESCRIPTION</u>	<u>NUMBER</u>	<u>NAME</u>	<u>JN</u> <u>rate</u> <u>HRS/DAYS</u> <u>extended</u>
08/16/2020	1-SICK	2.50 D	0.00			NO SUBSTITUTE	
08/16/2020	3-VACATION	5.00 D	0.00			NO SUBSTITUTE	
EMPLOYEE TOTALS :		7.50 D	0.00	SUBSTITUTE TOTALS :			D
		0.00H					H
<u>EXTRA SUBS</u> <u>NAME</u>		<u>JOB</u> <u>CCTR</u>		<u>GLAMT</u> <u>HOURS/DAYS</u>		<u>rate</u>	<u>extended</u>
		EXTRA SUB EMPLOYEE TOTALS:		0.00 H		0.00 D	0.00
>>> LOCATION 6020 TOTALS		<u>LEAVE TYPE AND DESCRIPTION</u>		<u>LEAVE TAKEN</u>		<u>SUBSTITUTES USED</u>	
				<u>HOURS</u>	<u>DAYS</u>	<u>HOURS</u>	<u>DAYS</u> <u>AMOUNT</u>
		SICK			2.50		

Segregation of Duties



- Employee enters punches and attests to their accuracy
- Timekeeper Reviews Timecard
- Principal/Manager Reviews and Approves Timecards
- HR manages the time & leave systems and also generates the export file
- PR imports the file, audits, and processes to a point
- Technology Department runs the transaction that generates the ACH file and vendor checks
- Payroll Accountant uploads the ACH file
- A supervisor must approve the ACH file

Payroll Schedule



All

ER0125 - Warning - Wage Variance - (COUNT: 114)

ER0264 - Information - Units Worked Mismatch - (COUNT: 93)

ER0086 - Error - Enrollment Does Not Exist for the

ER02 - - (COUNT: 1)

ER02 - - (COUNT: 1)

ER01 - - (COUNT: 1)

ER02 - - (COUNT: 1)

ER02 - - (COUNT: 1)

ER02 - - (COUNT: 1)

ER01 - - (COUNT: 1)

ER05 - - (COUNT: 1)

ER02 - - (COUNT: 1)

ER03 - - (COUNT: 1)

ER00 - - (COUNT: 1)

ER03 - - (COUNT: 1)

ER0039 - Error - Actual Units Worked Invalid - (COUNT: 1)

ER0181 - Error - Type of Rate of Pay provided with

ER0321 - Warning - Regular Pay Required with Pe

ER0264 - Information - Units Worked Mismatch - (COUNT: 1)

ER0125 - Warning - Wage Variance - (COUNT: 42)

ER0103 - Warning - - (COUNT: 1)

ER0258 - Error - - (COUNT: 1)

ER0252 - Error - - (COUNT: 1)

ER00 - - (COUNT: 1)

ER00 - - (COUNT: 1)

ER00 - - (COUNT: 1)

ER00 - - (COUNT: 1)

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ER00 - - (COUNT: 1)

ER00 - - (COUNT: 1)



View Contribution Container Details

Employer	Total Records	Pay Date	Reporting Frequency	Records Passed	Rejected Records	Records with Errors
TMOB - MOBILE	1215	11/15/2021	Semi-Monthly	1119	0	96

View Contribution Container Details

Employer	Total Records	Pay Date	Reporting Frequency	Records Passed	Rejected Records	Records with Errors
TMOB - MOBILE COUNTY BOE	1181	03/15/2023	Semi-Monthly	1107	0	74
TMOB - MOBILE COUNTY BOE	8219	03/31/2023	Monthly	7953	0	266
TMOB - MOBILE COUNTY BOE	1266	03/31/2023	Semi-Monthly	1180	0	86

Error Validations:

ER0125 - Warning - Wage Variance





SP Num: 0021-032123084601

CCTR: 0021

School/Dept North Mobile K-8 School

Payroll Type Field Trip/Athletics

Date From: 02/16/2023

To: 03/15/2023

Account Num: 11 - 5 - 4150 - 199 - 0021 - 6995 - 0 - 4500 - 7011

This Form Is Set For Full-Time Employees

- ☒ Full-Time
☐ Part-Time

Subtotal of Salaries

\$ 283.51

*** MILEAGE ***

367

\$ 1.85

\$ 678.95

Fringe Benefits

20.28%

\$ 57.50

\$ 1,019.96

Total Special Payroll (Make Check Payable To: BOARD OF SCHOOL COMMISSIONERS)

Prepared By: North Mobile Bookkeeper

Date: 03/21/2023

Approved By: Randall Reed

Date: 03/21/2023

Email Address for Originator

Isa0021@mcpss.com

Reject

Update

Send Changes

Approval Needed

Send Copy

Verify

Payroll

✓ Approve

Accounting

✗ Approve

Trans

✓ Approve

Fed Prog

✗ Approve

Local

✓ Approve

Payroll Period: SP-Apr23

Payroll Detail

Add Row

Emp Num ↑↓	Employee Name ↓	Emp Code ↑↓	Rate Code	Hrs / Days ↑↓	Rate ↑↓	Gross Earned ↑↓	
107788	Byrd, Robin	BF	FTT - \$10.50	6	\$10.50	\$ 63.00	✗ false
110060	Byrd, Tracey	BF	FTT - \$10.50	12	\$10.50	\$ 126.00	✗ false
103028	DeWitt, Blake	BA	FTT - \$10.50	6.25	\$10.50	\$ 65.63	✗ false
127033	Sherer, Sarah	BB	FTT - \$10.50	2.75	\$10.50	\$ 28.88	✗ false

Notes:

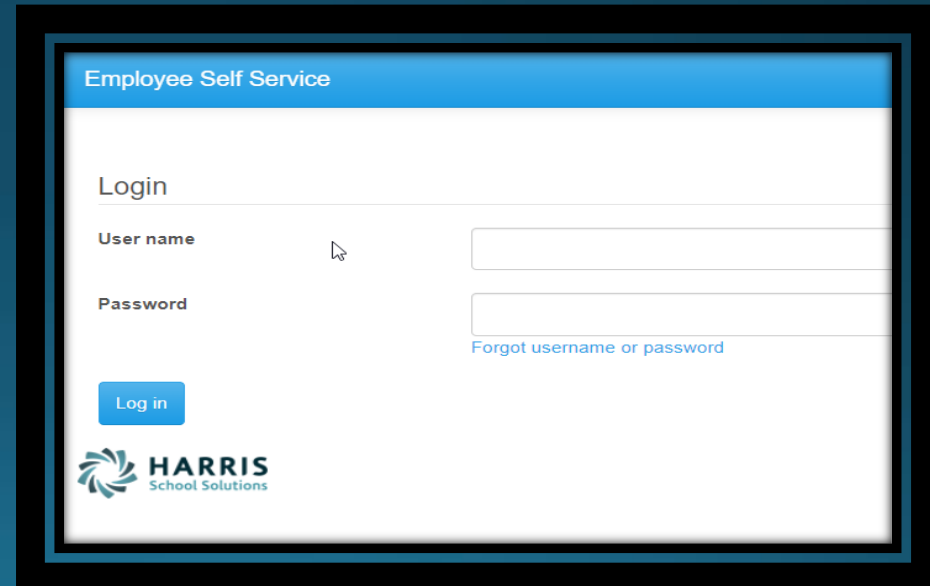
Attachments:

Scanned from a Xerox Multifunction Printer (55).pdf

Attach file

Employee Self Service (ESS) Portal

- MCPSS has excellent physical and administrative safeguards in place such as a robust firewall to prevent malicious items from coming into the network.
- Even with all the safeguards in place, payroll averages 1-2 scam attempts per week where a hacker is attempting to redirect/steal someone's paycheck.
- With over 7,000 employees we receive dozens of direct deposit changes during the month, and many of them still come through email.
- We only accept direct deposit changes through the ESS Portal, OR in person with valid photo identification.



The screenshot displays the login interface for the Employee Self Service (ESS) Portal. At the top, a blue header bar contains the text "Employee Self Service". Below this, the word "Login" is centered. The form includes two input fields: "User name" and "Password". A blue "Log in" button is positioned below the password field. To the right of the password field, there is a link that reads "Forgot username or password". At the bottom left of the page, the logo for "HARRIS School Solutions" is visible, featuring a stylized green and blue circular icon next to the company name.



Mobile County

PUBLIC SCHOOLS

10,525
Personnel
Action Forms

8,700
W-2

> 100,000
Payroll Checks
Annually

Lori A. Zirlott
Chief School Financial Officer
lazirlott@mcpss.com

