



# Southern Ohio Educational Service Center

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[www.southernohioesc.org](http://www.southernohioesc.org)

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## PAYROLL & MILEAGE/EXPENSE REIMBURSEMENT PROCEDURES

Effective 7/1/2010

### PAYROLL

1. Payday for employees is set by board policy as the 15<sup>th</sup> and 30<sup>th</sup> of each month. Exceptions apply when payday falls on a weekend or a day during a scheduled break. Payday will be the day preceding the weekend or the day preceding a scheduled break.
2. Employees can view check stub information on the Employee Kiosk and on their direct deposit notification that is sent via email. All employees will receive direct deposit and an email notification.
3. All new employees must fill out a direct deposit enrollment form and return to the Human Resources Department at Hopewell or Southern Ohio ESC. A "Voided" check must be attached to the form so that the payroll office can verify the bank account information. The first pay for a new employee will be a real check and all subsequent "checks" will be directly deposited into their bank account(s) (a maximum of 3 savings and/or checking accounts).
4. Employees must notify the payroll office to make any changes to their direct deposit accounts. The first pay after an employee makes bank account changes will be a real check and all subsequent "checks" will be directly deposited into the employee's bank account(s).
5. Payroll is normally started 9 days in advance of payday. Any employee desiring changes in deductions, direct deposit, etc., must notify the Payroll Specialist prior to this 9-day period.
6. Time sheets for hourly employees should follow the monthly fiscal calendar for timesheet due dates. Hourly employees "paid by timesheets" may have up to a two-week pay delay in pay (This does not apply to hourly employees who turn in timesheets for documentation only).
7. All paid leave (sick, vacation, personal) approved on the Employee Kiosk are posted each payroll. This should reflect leave usage up to 9-10 days prior to payday. Balances are shown on the direct deposit notification and on the Employee Kiosk. These balances should be noted by the employee to ensure correct balances and usage. Sick leave and vacation time (if eligible) is accrued at the beginning of each month. Personal leave is accrued at the beginning of each contract cycle.
8. If a mailed payroll check is not received by the employee board policy dictates that the Treasurer can reissue the payroll check after five (5) business days. Notification should be made to the Treasurer only after this period.

## **MILEAGE AND EXPENSE REIMBURSEMENT**

1. **A purchase order must be in place before any reimbursable travel or any reimbursable purchases occur.** If a purchase order is not in place before the expenditure occurs the employee will **NOT** be reimbursed. The fiscal office will send a copy of the purchase order to the employee once it has been approved.
2. Travel that is submitted for payment to the fiscal office (SOESC or HW) by the deadline will be paid by the 15<sup>th</sup> of the month by check. Any travel received afterwards will be processed at a later date. Deadlines may vary due to school holidays or vacations. See the monthly fiscal calendar for deadlines.
3. If a mailed travel check is not received by the employee board policy dictates that the Treasurer can reissue the check after five (5) business days. Notification should be made to the Treasurer only after this period.
4. Signed Mileage and Expense Reports should be submitted monthly to the fiscal office (SOESC or HW). Forms may be obtained via our website <http://www.southernohioesc.org> or <http://www.ohioregion14.org>. **Employees must use the Excel Mileage and Expense Report to be reimbursed. Handwritten Mileage and Expense Reports will not be accepted.**
5. Reimbursement for pre-approved purchases other than travel should be requested by using the "other expenses" column on the Mileage and Expense Report. The date of the purchase must be entered under the "date" column, and the description of the item(s) purchased must be entered under the "purpose" column. **Proof of purchase (receipts, cleared checks, bank statements, or credit card statements) must be attached to the report.** Employees should delete any account information, balances, and other non-work related items from bank statements and credit card statements before submitting to the fiscal office for payment. **Only itemized vendor receipts will be accepted for meal reimbursements (credit card authorization slips and receipts without detail will not be accepted).**
6. **A Professional Development Leave Request Form must be filled out for any travel that has additional costs (registration fee, food, hotel, etc...) or that is non-routine (out-of-state, out of region, non-typical work day, and longer distances than normal).** The request form must be submitted to and pre-approved by the employee's supervisor and Superintendent/designee. Out-of-state requests require pre-approval by the Southern Ohio ESC Governing Board.

**Employees are required to pay for the professional development costs (hotels, registration, travel, food, etc...) and request for reimbursement through the Mileage and Expense Report after the date of the event.** Exceptions will be made for the registration costs if it creates a financial hardship for an employee, if an organizational/group discount is given, or if an organizational registration is required.