

## School Business Advisory Services

## **Summer School – Options for payment**

Teachers and Instructional Aides generally receive their pay on a 10-month or 11-month pay cycle.

If a district provides a Summer School session, there are options for paying Summer School employees outside of their designated primary pay cycle.

Pay these employees using a 12-month Pay Cycle such as 1VAR-Certificated Various or 2VAR-Classified Various using one of the Options from the examples below. Or the new Pay Cycle 1SUM – Summer School for pay in June, July, or August for summer school.

### **OPTION 1**

### HR/Payroll – Employment – Employee Management – Addon Tab

- Select which Addon to use.
  - Use existing Addons already setup for certificated or classified daily or hourly time and input a 12-month Pay Cycle; or
  - Use existing Addons already setup for certificated and input the <u>Summer</u>
     <u>School Pay Cycle</u>; or
  - Create an Addon specifically for summer school.
- Attach the existing or Summer School Addon to employees working the session.

### **OPTION 2**

### HR/Payroll – Employment – Additional Pay (input data directly into Additional Pay)

- Add summer school employees into the Additional Pay-Batch Info Tab screen with a
   12-month Pay Cycle or the Summer School Pay Cycle (not the employees' 10-month
   or 11-month primary pay cycle).
- Setup the employees' applicable Addons and Budget accounts in advance to reduce the amount of data entry necessary in June, July, or August.

### **OPTION 3**

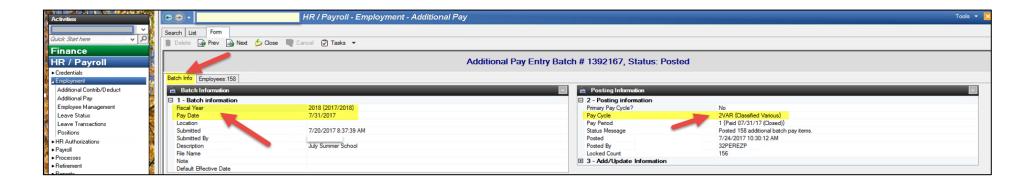
# HR/Payroll – Employment – Additional Pay (using a spreadsheet to import data)

- Create an Additional Pay spreadsheet for the summer school time. Use the template
  provided by Escape. Use a <u>12-month Pay Cycle</u> or <u>the Summer School Pay Cycle</u> (not
  the employees' 10-month or 11-month primary pay cycle).
- Test the spreadsheet format by importing a small amount of data into the Additional Pay activity.
- Populate the spreadsheet with each summer school employee's information including Addons and Budget accounts in advance to minimize data entry in June, July, or August.
- In June, July, or August input time units for each employee into the already prepared spreadsheet.
- Import the completed spreadsheet into the Additional Pay activity.

## **Example**

Pay Cycle in <u>Additional Pay/Batch Info Tab</u> must be a 12-month Pay Cycle or the Summer School Pay Cycle when manually inputting or importing employee data

(Verify correct Fiscal Year, Pay Date, and Pay Cycle before inputting or importing data)



### **Example**

### **Additional Pay Batch import results**



## **Example**

### **Certificated Summer School Addon**

