

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:**

**Responsible Office:** Employee and Retiree Service Center

### Authorized Signatures for Payroll Documents

#### I. PURPOSE

To designate unit managers who are authorized and responsible for approving payroll documents and to establish procedures for designating and authorizing staff members to approve payroll documents in the absence of the responsible unit manager

#### II. PROCEDURES

##### A. Payroll Authorization

There are two basic types of payroll authorization for the Montgomery County Public Schools (MCPS): summary and individual employees.

##### 1. Online Summary Attendance Transactions

- a) Payroll Attendance Collection System (PACS) must be posted electronically by the timekeeper and electronically approved by the unit manager authorized to approve online attendance of all types.
- b) Hard copy PACS summary attendance approval reports are sent to all locations for review and signature by the principal, director, or authorized unit manager on a biweekly basis. There must be an authorized signature in ink on the last page of each type of summary attendance approval report. The signature of the principal, director, or authorized unit manager may not be made by another person, even with the initials of the person signing. A rubber stamped signature is not acceptable on the summary attendance approval reports.
- c) Regulations require that summary attendance approval reports and individual time- accounting reports be completed and signed in ink. It is also required that any corrections and/or changes made to the individual time accounting reports must be made by crossing out the

original time reported, writing in the correct amount, and initialing or signing all in ink by the employee, timekeeper, and administrator.

2. Individual Attendance Vouchers

a) The following individual vouchers must be signed in ink by the employee and the employee's immediate supervisor, unless otherwise noted:

- (1) MCPS Form 430-70: *PACS Timesheet*
- (2) MCPS Form 430-12: *PACS Timesheet Temporary Part-Time*
- (3) MCPS Form 320-2: *Biweekly Individual Timesheet for Adult Education Teachers*
- (4) MCPS Form 311-13: *Teacher's Biweekly Report of Home and Hospital Teaching*
- (5) MCPS Form 280-7: *Payroll Voucher Correction*
- (6) MCPS Forms 430-18: *PACS Timesheet for ECA Class 3-5 Activities Dollars Only*
- (7) MCPS Form 430-13: *PACS Timesheet for MCEA and MCAASP Employees with Required Summer Workdays*
- (8) MCPS Form 430-17: *PACS Timesheet—Short-Term Substitute Teachers*

b) Individual time/accounting reports for all staff must be signed by the individual employee and his/her immediate supervisor. The employee who posts the online payroll to the PACS system must sign or initial each individual time/accounting report in ink to indicate that an internal verification of the reported absences for that payroll period have been made.

c) All other types of individual time/accounting reports must be signed in ink by the individual and his/her immediate supervisor (e.g., building services managers sign all building services workers' time reports; cafeteria managers sign all cafeteria workers' time reports; business managers may be assigned some of this responsibility by the principal). The unit manager signs only those time reports for

employees reporting directly to that manager (e.g., the principal signs the vouchers for the building services manager, cafeteria manager, secretaries, and aides). Each school or unit is expected to verify absences as reported on timesheets to match the local records.

- d) The Department of Transportation pays its bus operators and attendants based on time established for set bus runs and field trips. Therefore, it does not utilize timesheets for these employees.
- e) Electronic tools to authorize payments must be authorized in advance by the chief operating officer.

**B. Unit Managers Authorized to Approve Payroll Documents**

- 1. The following unit managers are authorized to approve payroll documents. These documents include individual time/accounting reports, PACS approval reports, voucher corrections, special requests for payroll staff consideration, etc.
  - a) Schools – Principal
  - b) Executive staff and their administrative assistants—department or division directors or their designees
  - c) Summer instructional or curriculum development unit managers
- 2. Individuals assigned to the positions listed below may be designated and authorized to approve the payroll documents stated in II.B.1 by their principal/director. The designation must be sent in writing to the payroll supervisor in the Employee and Retiree Service Center. Principals and directors will continue to be responsible for additions, changes, and/or deletions.
  - a) Schools
    - (1) Assistant principal.
    - (2) Business manager (high school).
    - (3) Principal’s immediate supervisor (community superintendent), if none of the above are available and

payrolls are due according to the published schedule of pay period dates and paydays.

b) Administrative Offices

- (1) Assistant director or other administrative and supervisory (A & S) staff member.
- (2) Exceptions may be added, with approval of the chief operating officer, for departments or divisions within the Office of the Chief Operating Officer.

C. PACS Security

1. The ability to view and/or update payroll attendance data is controlled within the Lawson Human Resources Information System (HRIS). Authorized users are assigned to security groups, with each group assigned access to specific screens/forms within the HRIS.
2. An authorized user is created when MCPS Form 280-63: *Payroll Attendance Collection System Access Request* is completed, signed by the timekeeper, and approved by the principal/director. Authorized approvers of this form are those referenced above in Section B—Unit Managers Authorized to Approve Payroll Documents. The Division of Systems Architecture and Operations Support will process the signed form and enter the authorized user into the HRIS, and the timekeeper will then be granted access.
3. Removal of a timekeeper from the HRIS occurs when the timekeeper changes his/her time-reporting location. In this instance, the timekeeper is required to resubmit Form 280-63 with the appropriate signatures from the new location.

D. Approving Documents Submitted for Payroll Processing

1. Attendance for all employees will be submitted via online computer connection, according to a published schedule. The authorized timekeeper, or designee, may access the online system to view, enter, or correct employee attendance data for that location. The timekeeper will be assigned a security level that allows for this access.

The authorized unit manager must review and release the online PACS attendance by logging onto the HRIS Lawson system with his/her user

identification and password. The release of the PACS attendance indicates that all postings have been reviewed and verified for collection during the payroll process.

2. The Payroll Processing Unit will have access to all online summary attendance data and may view, change, or submit payroll data on behalf of other units/locations.
3. Online access to summary attendance data will be maintained for eighteen (18) months. A biweekly attendance summary will be sent to each location two (2) weeks after the end of the pay period. The MCPS record-retention requirements will apply to these printed biweekly attendance summary reports.
4. The MCPS record-retention requirement for the Payroll Attendance Collection System biweekly attendance approval reports and the individual time/accounting reports is to keep both at each location for the current year plus the prior three (3) years.

**Regulation History:** Formerly Regulation 281-1, June 21, 1979; revised May 2, 1988; revised October 9, 1995; revised May 2, 2005; revised April 18, 2007.