

CLEVELAND METROPOLITAN SCHOOL DISTRICT

1111 Superior Avenue East-Suite 1800-Cleveland, OH 44114

Payroll Reference Guide



MAIN LINE: (216) 838.4PAY • FAX: (216) 436.5126

Mychael C. Henderson, CPP, Director of Payroll..... 216.838.4PAY  
Email: Mychael.Henderson@clevelandmetroschools.org

Kimberly N. Hill, Payroll Supervisor/Senior Payroll Specialist ..... 216.838.0383  
Email: Kimberly.N.Hill@clevelandmetroschools.org

---

Benjamin Steele, Payroll Specialist.....216.838.0358  
Email: Benjamin.Steele@clevelandmetroschools.org  
Court Ordered Garnishments, Child Support, Chapter 13, Tax Levy, Student Loans, and Deceased  
Employees Final Check, Annuities, AFLAC, CONSECO

Cerelia Willis, Payroll Specialist..... 216.838.0363  
Email: Cerelia.Willis@clevelandmetroschools.org  
Oversized Class, Garnishment Back-Up, Employment Verifications

Charlene Michael, Payroll Specialist .....216.838.0361  
Email: Charlene.Michael@clevelandmetroschools.org  
Food Service, Student Activities Stipend, Extension of Contract (Certificated), Trades, Students Data Entry,  
Manual Checks

Crystal Rodgers, Payroll Specialist..... 216.838.0075  
Email: Crystal.Monk@clevelandmetroschools.org  
Certificated Payrolls, Certificated Hourly, Principals, Assistant Principals, Campus Administrators, Tutors,  
Late Starts, Counselors, Nurses, Psychologist, CIS, Therapist, Social Workers, Coaches, Differentials,  
Direct Deposits, PayCards

Gerald Skillern, Payroll Specialist..... 216.838.0356  
Email: Gerald.Skillern@clevelandmetroschools.org  
Administration Payroll, In-service/Professional Development, Jury Duty, Unemployment

India Jefferson, Payroll Specialist..... 216.838.0355  
Email: India.Jefferson@clevelandmetroschools.org  
Substitute Teachers Payroll, Substitute Benefits Eligibility, Non- Teaching Sub Payroll, TPO Payments

Kathleen Dudley, Auditor ..... 216.838.0362  
Email: Kathleen.Dudley@clevelandmetroschools.org  
Paraprofessionals, Hourly Deferred Paraprofessionals, 10-12 month Secretaries, Security Officers,  
Mobile Patrol, Late Starts, Medication Dispensing, Classified Consultants, and Auxiliary Services  
Liaison (Classified), Oversized Class, Purchase Orders

Melody Patterson, Payroll Specialist .....216.838.0357  
Email: Melody.Patterson@clevelandmetroschools.org  
Transportation, Custodian, Cleaners, Laborers, Assistant Custodians, Garage Mechanics, Truck Drivers

Peggy Stash, Payroll Specialist..... 216.838.0359  
Email: Peggv.Stash@clevelandmetroschools.org  
STRS, Severance Pay, Final Checks (Certificated), Sick Leave Transfer, Tax Withholdings, Annuities

Rosa Rivera, Payroll Specialist..... 216.838.0076  
Email: Rosa.Rivera@clevelandmetroschools.org  
Direct Deposit, Voluntary Deductions, Credit Union Deductions, Duplicate W2's, Sick Leave Donations, STRS

# PAYROLL POLICY

## Submission Deadline

Payroll records MUST be submitted EVERY PAYDAY FRIDAY BY 5:00PM

- It is important for submission guidelines to be followed in order to promptly address errors and any impending problems that will need to be handled prior to the actual payroll run the following week.
- Please retain all payroll related attendance records.
- Copy all payroll related attendance documents before submission.

## Verification of Records

Attendance reporting should be verified on a daily basis.

- Reduces the amount of time required to submit verified records on payday Fridays.
- Reduces the amount of errors made when verifying attendance records for the entire campus.

## Late Attendance

Late attendance must be submitted manually and legibly on a **CORRECTION FORM** via:

- Facsimile
- school mail or
- hand delivery and

MUST include the following information:

- Employee's Name
- FULL Social Security Number
- Date(s) worked
- Pay Period to be paid
- Appropriate Principal's/Administrator's signature

## CORRECTION FORMS

- Sent without a Principal's Signature will be returned back to the school/department for authorizing signatures.
- scanned to any Payroll Specialist/Auditor will be sent back to the school/department to be mailed faxed or hand delivered.

## ATAS & TSSI

All attendance records (other than non-teaching substitutes) should be submitted via the ATAS system or the TSSI system.

- ONLY Substitute Teachers are submitted via TSSI
- Non-Teaching Classified Substitutes must be submitted on Non-Teaching Substitute Time Record Cards.
- Substitute Time Record Cards along with ATAS & TSSI submission should be verified and submitted EVERY PAYDAY FRIDAY BY 5:00PM

## PLEASE NOTE:

- Payroll will NO LONGER accept SCANNED PAYROLL DOCUMENTS.
- ALL DOCUMENTS submitted to Payroll should include the following basic information:

Employee'sName•FULLSS#•AuthorizingSignature•DatesWorked•PayPeriod

## Substitute Information

### Substitute Teachers

#### Base Rates

Inexperienced Substitute Teachers.....	\$128.80
Experienced Substitute Teachers .....	\$143.61
61 Day Substitute Teachers .....	\$155.08

After (6) six consecutive days in one position

Inexperienced Substitute Teachers.....	\$143.61
Experienced Substitute Teachers .....	\$166.90
61 Day Substitute Teachers .....	\$175.24

#### Pay Codes

SUB – This pay code is use to process pay for a Substitute Teachers who has not reached their 6<sup>th</sup> consecutive day in the same position.

SUB6 - This pay code is used to process pay for a Substitute Teachers who has reached their 6<sup>th</sup> consecutive day in the same position and are eligible to receive the higher rate of pay.

#### Rates of Pay

Contracted Teachers, Guidance Counselors, Principal's, Paraprofessional's salaries vary based on experience. Refer to the current CTU CBA.

Information regarding Teachers' salaries is discussed in the current CTU CBA.  
Information regarding Principals salaries, contact Human Resources.

All other respective classifications have rates of pay which vary depending on the classification, experience, and years of service. Refer to the respective CBA for more pay rate information.

## Pay Codes

RED- Used to pay employees paid at a daily rate.

REH- Used to pay employees paid at an hourly rate.

ABSD – School Business/Snow Days

ABSH - School Business/ Snow Days

NCTD/ *Non Contract Time Daily*- Used when paying any time outside of the days required to work in the employee's contract.

SCK- Sick Time

VPD- Voluntary Professional Day

VAC- Vacation

WOPD- Without pay- daily

WOPH- Without pay- hourly

JURD- Jury duty- daily

JURH- Jury duty-hourly

EXD- Extension of Contract

PTC- Parent/Teacher Conference

IWW- Inclement Weather Worked

IST – In-service Participant

ISI – In-service Presenter

ISC – In-service Classified

## Special Privilege Pay

SP1- Religious Holiday

SP2- Court Appearance

SP3- Marriage in immediate family

SP4- College Graduation

SP5- School Related Conference

SP6- Paternity

SP7- Family Emergency

SP8- Unspecified

Professional Development Pay Codes	Rate
AAP- Academic Achievement Plan.....	\$41.16
AFL- Assessment for Learning.....	\$27.47
AFLI- Assessment for Learning Instructor.....	\$41.16
ALTER- Alternate Assessment.....	\$27.47
CHAMPS- Champs Workshop.....	\$27.47
CIERRA- Cleveland Reads.....	\$41.16
CNAP- CNAP Summer Training.....	\$41.16
EDY - Extended Day.....	\$41.16
EDYT - Extended Day Tutoring.....	\$41.16
EETT- EETT Grant Cert.....	\$27.47
EETTI- EETT Instructor.....	\$41.16
EVRYDC- Everyday Counts In-service.....	\$27.47
FLAP- FLAP Prof Development.....	\$27.47
FRMWRT- Formula Writing.....	\$27.47
HIST - History Workshop.....	\$27.47
HQT- Highly Qualified Training Inservice.....	\$27.47
HQT - Highly Qualified Training Presenter.....	\$27.47
ISI - In-service Train Instructor.....	\$41.16
1ST- In-service Training/Cert.....	\$27.47
LITGSE - Literacy Series.....	\$27.47
LTP- Learning Together Program.....	\$41.16
MKUPW- Makeup Workshops.....	\$27.47
MMIS- Monthly Meeting Inservice.....	\$27.27
MTWKS- Math Workshop.....	\$27.47
MTWKSI- Math Workshop Instructor.....	\$41.16
NTINS- New Teacher Inservice.....	\$27.47
OATI - OAT Instructor.....	\$41.16
OAT - Oat Participant.....	\$27.47
READI -Reading First Harcourt.....	\$27.47
READSI- Reading First Harcourt Ins.....	\$27.47
SCIWKI- Science Workshop Inst.....	\$41.16
SCIWKS - Science Workshop.....	\$27.47
SCORE -Scoring Camp.....	\$27.47
SCOREI - Score Instructor.....	\$41.16
SJRI- Summer Institute Rd Interv.....	\$27.47
SOSTI -Social Studies Inservice.....	\$27.47
SOSTII- Social Studies Instructor.....	\$41.16
SRFI- Reading First Instructor.....	\$41.16
SUMPDI - Summer Prof Development.....	\$27.47
SUMPDP- Summer Prof Dev Instructor.....	\$41.16
SURI -Survival Workshop Instructor.....	\$41.16
SURP- Survival Workshop.....	\$27.47
TTU- Test Taking Literacy Instructor.....	\$41.16
TTLP- Test Taking Literacy Participant.....	\$27.47