

## Payroll Processing Guidelines for School Recognition Funds

To simplify submission of bonus payments, a query has been created which provides a list of employees for each school in a spreadsheet. Please follow the directions as outlined below to create a spreadsheet for payroll submission:

- Access PeopleSoft Human Resources/Payroll (HCM HRPRD)
- Run a query using the following navigation:
  - Reporting Tools>Query>Query Viewer
  - In the 'begins with' field enter: PB\_PR\_UPLD\_A\_PLUS and click 'search'
  - Click on the Excel link
  - In 'Dept ID' field: enter school number & click 'View Results'
- The query will display employee ID, employee pay group, employee name, and employee record number for those employees who were active at your location for FY24. Save the document in Excel.
- If a bonus is being paid to an employee who has transferred to another location and their information does not display on your query, please add their pay group, name, employee ID, amount and combo code to the bottom of your list. If a bonus is being paid to an employee no longer with the District, please add them to the bottom of the list using the same fields described above. (You do not need to include 'Dept Date', it is informational only.) Should you need assistance with this information, please contact Payroll.
- You only need to enter the payroll combo code and dollar amount for employees to receive the bonus\*; enter payroll combo code according to functions shown on the bonus calculation worksheet:
  - **Dept**-BON1101-5150-0000                      function 5150 = Instructional
  - **Dept**-BON1101-7310-0000                      function 7310 = Administrative
  - **Dept**-BON1101-7902-0000                      function 7902 = Custodial
  - **Dept**-BON1101-7922-0000                      function 7922 = Security

**(Replace Dept with your school location number)**

**\* Please do not remove, hide or otherwise rearrange the columns.**

*All teachers and paras, regardless of their function at the school, should be paid from function 5150 for these bonuses. Any other functions not listed on the bonus calculator worksheet should roll into function 7310.*

- **Please do not submit your spreadsheets directly to Payroll for processing.** Email your completed A+ spreadsheet and your teacher query as an **Excel** email attachment, along with a copy of the ballot and SAC minutes to Michelle Martin in Budget at [michelle.martin@palmbeachschools.org](mailto:michelle.martin@palmbeachschools.org)

Fully completed payment worksheets submitted will be paid as follows:

<b>Submitted by</b>	<b>Pay Check Date</b>
November 8, 2024	December 6, 2024
November 22, 2024	December 20, 2024
December 6, 2024	January 3, 2025
December 20, 2024	January 17, 2025

**Special processing for School Nurses:**

**Per the HealthCare District, school nurses are no longer eligible to receive a bonus.**

**For questions related to the A+ Bonus Calculator worksheet, please contact Michelle Martin at 561-434-8834.**

**For questions related to the Payroll Query please contact Terri Schade at 561-434-8451 or Teri Jensen at 561-434-8944.**