

K-12 Payroll in Action:

MANUAL VS. AUTOMATED

1

Time to run payroll!

2

Can I please have any compensation adjustments for this pay period?

Tina

I'm sure it's around here somewhere...

Juan Martinez	
Years in District: 10	Education: M.Ed. Math
POSITIONS	
Math Teacher	FTE: 100%
Football Coach	50%
*Retiring Effective 10/20	

3

CLICK!

You have pending approvals

- Project Requisition Approval (3)
- Check Request (1)
- Job Title Change Request (2)
- Position Request (4)

Three **agonizing** days later...

Three days later...

5

By the way, Ivette, we have a few employees with step increases. I told them to come by on Monday.

Thanks for all your help with payroll, Ivette!