

To: Elementary School Secretaries  
From: Tina Gooder  
Re: Student Activities Payroll

On our website under payroll you can find links to the following:

- Payroll Schedule for Certified and Police Officers
- Multiple Employee Attachment STIPEND Template
- Parf Instructions
- Stipend Information
- Timecards

Certified employees, classified employees, and police officers who are paid using Student Activities Funds (526, 850) are paid through Student Activities.

For certified employees working extra duties, a paper parf needs to be submitted. The rate for certified employees remains until further notice at \$23.25 per hour and is for teaching only. Don't forget to figure in benefits (social sec., retirement and incentive at 25.27%) when determining if you have enough money in an account to pay someone (see parf instructions). A timecard must be turned in with your Student Activities payroll.

1. Complete a paper parf, this is a fillable form. PARF instructions can be found on the MPS website under Student Activities/Payroll/Parf. Email the Paper Parf to Tina Gooder, [tmgooder@mpsaz.org](mailto:tmgooder@mpsaz.org). **No work should start until this parf is approved.** It will be emailed back to you with an approval signature and date. Complete the form in its entirety including the complete account # (XXX.6X0.1000.6112.XXX.000.XXXX.01)
2. At the completion of the assignment, all timecards need to be submitted to the designated person at the school who will be overseeing this payroll, i.e. secretary. Certified Personnel will be paid at the **COMPLETION OF THE ASSIGNMENT**. They will no longer be paid bi-weekly, once a month, etc.
3. Once the assignment is completed, the secretary/designated person needs to email the time cards along with the completed "Multiple Employee Attachment STIPEND Template" to your Student Activities specialist and cc Tina, [tmgooder@mpsaz.org](mailto:tmgooder@mpsaz.org).

4. Student Activities will put on an e-par to pay the employee based on the hours that they worked and the approved parf. This e-par will be routed to your administrator for approval.

All time worked by classified personnel is paid through Timeclock Plus (TCP) using position code #500999. Classified employees are paid their normal hourly wage with overtime rules applying. You will need to edit the punch to add the Student Activity account number in the Cost Code field. The number is entered as your school number, a slash, and the 4-digit account number. An example would be 107/7101. If you have any questions regarding classified payroll, please call your District payroll clerk.

If you have any questions, please call me at 20134.