

To: Student Activities Payroll 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
- Certified High School Maximum Event Pay Schedules
- Multiple Employee Attachment STIPEND Template
- Parf Instructions for both certified and coach only
- Stipend Information
- Timecards

Certified employees, classified employees, and Police Officers who are paid using Student Activities Funds (525, 526, 850) are paid through Student Activities.

For certified employees working extra duties not including athletic events, 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.

Certified employees working at high school athletic events, JHAP or NAL judges are paid from the "Maximum Event Pay Schedule" for either Junior High or Senior High School".

Complete a "Multiple Employee Attachment STIPEND Template" spreadsheet with the complete account number, (XXX.6X0.1000.6112.XXX.000.XXXX.01). A multi employee stipend, flat rate variable e-par will need to be submitted, attaching the completed spreadsheet with other supporting documents.

Police officer rate is \$55.00 per hour with a three (3) hour minimum. The rate for a Sergeant is \$65.00 per hour with a three (3) hour minimum. A copy of their invoice, time sheet and the Police Officer Payroll Sheet will need to be sent to your Student Activities specialist and cc Tina, [tmgooder@mpsaz.org](mailto:tmgooder@mpsaz.org) to process.

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 are hiring additional **athletic, cheer or dance coaches** and paying for them out of a Student Activities account (525, 526), you will need to:

Complete the Coach Only Parf under Student Activities Payroll. Once you have the completed form you are able to submit a "Certified Coach Only New Hire" electronic PARF. This type of PARF will automatically route to Steve Hogan (if an athletic coach), Student Activities, and Human Resources. Athletic coaches are paid a flat stipend not to exceed \$1800 for the season. For classified personnel, you will submit a "Classified Part Time Additional Hours" or "Classified Full Time Additional Hours" versus a "Certified Coach Only Hew Hire" electronic PARF. You would select "Coaching Stipend" in the

Additional Work Description section of the electronic PARF. When determining if you have enough money in an account to cover the wages you will be paying, please take into consideration any benefits that will also be paid. Upon approval, the PARF will be returned to Steve to hold until the season is completed. He will then verify with the school that the coach completed the season and forward the PARF to Human Resources for payment. A classified person will be paid bi-weekly. **IMPORTANT: The PARF must be approved prior to the coach working with the students in order for them to get paid.**

If you hire a non-district employee to work any Student Activities event, they need to be sent to HR for a mini employment processing before they begin working. The pay rate is \$12.00 per hour. Before sending the person to Human Resources, you will need to do an electronic PARF so HR will know how to process them.

- Use a "Classified - Part Time New Hire PARF" if this is the first time the person has worked for the District or is a retiree. If the person is a retiree, note in the comment section if they are a certified or classified retiree so HR can pull their file before they come in.
- Use a "Classified - Part Time Additional Hours PARF" if this person has worked for Mesa Schools as a classified person before and is not a retiree.

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