


Leave & Substitute Payroll Process Addendum

1. Payroll coordinator will check all the School's folders and verify the requests are correct. If the requests are correct, the payroll coordinator will place a check ✓ by the email. If the request is not correct, the payroll coordinator will contact the faculty member to correct the problem.
2. After completing the initial verification, the payroll coordinator will send an email to the approver(s) of the School to check the leave folder.
3. When checking the folder, the approvers will red flag  the approved request. All approved requests will be forwarded to the faculty by the approver. Unapproved requests will be handled by the approver. The approver may use the Outlook Categories column to help track the problem.
4. All approved requests will be added to the payroll roster by the payroll coordinator.

Substitutes

1. Red flagged substitute requests will be forwarded to the substitute by the payroll coordinator.
2. The substitute will reply to the payroll coordinator after the substitution has been completed.
3. The payroll coordinator will add the substitute hours to the payroll roster.