

PAYROLL ADMINISTRATIVE GUIDE

The Payroll Department is responsible for processing the weekly and semi-monthly payroll for all Cambridge Public School employees. The Payroll Department is also responsible maintaining the employee leave accrual system (i.e. records for sick, vacation, personal time use and balances).

Pay Cycles

CPS employees are paid either on a weekly or semi-monthly basis, depending on employee group. The attendance reporting for each employee aligns with the payroll cycle on which they are paid.

Weekly Pay Cycle

- The following employee groups are paid on a weekly basis:
 - * Clerks
 - * Custodians
 - * Cafeteria Workers
 - * Security Specialists
 - * 12-month Technology Specialists
- The pay period begins on Friday and ends on Thursday.
- Weekly paychecks are issued every Monday unless a holiday falls on Monday, then the pay date is the preceding Friday.

Semi-Monthly Pay Cycle

- The majority of CPS staff are paid on a semi-monthly basis, including the following employee groups:
 - Salaried Employees**
 - * Teachers
 - * Paraprofessionals
 - * Family Liaisons
 - * School & Central Office Administrators
 - Hourly Employees**
 - * Substitutes
 - * Instructional Aides
 - * Interns
 - * Service Agreements
- The pay periods are: 1st day through 15th of the month, and the 16th through last day of the month.
- Semi-monthly paychecks are issued on the 15th and last day of each month. If these dates fall on the weekend or a holiday, the pay date is the business day prior to the holiday or weekend (i.e. Friday).
- The annual salary of *salaried employees* is paid out in 24 paychecks a year.
- *Hourly employees* are paid based on hours worked only. If they work the entire school year, they receive 20 paychecks.

Time and Attendance Reporting

Key to the Payroll Department's ability to pay employees correctly and maintain accurate leave accrual records is time and attendance reporting. This is a shared responsibility:

- Each employee is responsible for accurately documenting and reporting their time to their principal/administrator.
- The principal/administrator is responsible for approving and ensuring that all employee attendance and timesheets are correct and are submitted to the Payroll Department in a timely manner. Below is information that will assist you in the employee time reporting process.

CPS uses an on-line time and attendance system called **NOVAtime** to record staff attendance and to maintains/track employee time accruals for vacation, sick, and personal time. All permanent employees have accounts in the NOVAtime system and may log in to see sick, vacation and personal leave balances at any time.

Attendance for most school based staff is recorded in NOVAtime by the school clerk; however, certain staff members individually complete and submit a weekly or semi-monthly timesheet via NOVAtime.

Instructions related to the NOVAtime Time and Attendance System are available on the CPS website.

Weekly Pay Cycle Attendance Reporting

The following employee groups complete individual timesheets on a weekly basis.

❖ **Clerks (including temporary clerks), Custodians, 12-month Technology Specialists, Security Specialists, Cafeteria Workers**

These individuals complete an individual weekly timesheet in NOVAtime detailing their hourly attendance, including any leave time used (sick, vacation, personal) or overtime hours worked (only OT related to their regular job—i.e. not service agreement work or detail work).

1. On Thursday of each week, each clerk and custodian completes and submits their timesheet through NOVAtime.
2. On Friday, (and no later than Monday), the **administrator** will "Approve" these timesheets.
 - The **principal** approves the school clerk's and senior custodian's timesheets.
 - The **senior custodian** approves the junior custodians' timesheets, and the Facilities Maintenance Department gives final approval for all custodians.
 - The **ICTS Dept.** approves the technology specialists' timesheets.
 - The **Food & Nutrition Dept.** approves the cafeteria workers' timesheets.

3. The pay date is Monday, unless a holiday falls on that day, in which case pay is issued on the Friday preceding the holiday.

Semi-Monthly Pay Cycle Attendance Reporting

The majority of CPS staff are paid on a semi-monthly basis. At schools, the clerk completes the NOVAtime attendance for most teachers and aides. All other staff complete individual timesheets in NOVAtime on a semi-monthly basis, reporting their daily attendance, including the use of any leave time (sick, vacation, personal).

❖ Teachers, Paraprofessionals, Hourly Aides, Interns, Lunch Aides, Family Liaison

Attendance record keeping for these employees is a two-step process.

1. **School Staff Sign in Roster:** When these staff members arrive at school each day, they should sign-in on a school staff roster. The school clerk uses these sign-in sheets to record absences in NOVAtime on a semi-monthly basis.
 - a. It is important that teachers, paraprofessionals and other staff sign in on a daily basis. Staff members who forget to sign in, should be contacted by the school clerk and reminded to do so each day.
 - b. When a staff member is absent, the reason for the absence should be noted in writing by the school clerk on the attendance sheet.
 - c. When a staff member leaves school before the end of the day, this should be noted on the sign-in sheet either by the staff member or the school clerk.
 - d. The daily sign-in sheets are the **official employee time records**. The school is required to retain these attendance sign in sheets with other important school records.
2. **NOVAtime:** The school clerk is responsible for reviewing and updating the attendance of these school staff members in the NOVAtime system. The NOVAtime system is pre-populated with the names of all staff members and daily attendance is defaulted to REGULAR, which indicates the staff member is at work for the day. The school clerk only needs to record absences—this is known as **“exception reporting.”**
 - a. On the 15th and last day of every month (or prior business day if the dates fall on a weekend or holiday), the school clerk enters any staff absences (“exceptions”) that occurred during the pay period into NOVAtime by changing the REGULAR code to the appropriate pay code (e.g. SICK, PERSONAL, JURY DUTY, STAFF ON ASSIGNMENT).
 - b. Within two business days after the semi-monthly pay period closes, the Principal will review and approve all NOVAtime timesheets for their school.

❖ **Principals, Assistant Principals, School Operations Managers, Deans, Family Liaisons*, Teachers Assigned to Multiple Schools **, Central Office Administrators & Staff** (excluding those paid on weekly basis)

1. On the 15th and last day of the month, each individual completes and submits their timesheet through NOVAtime.
2. Within two business day, the responsible administrator reviews and approves the timesheets.
 - The **principal** approves the AP, SOM and Family Liaison timesheets.
 - The **Deputy & Assistant Superintendents** approve the principals' timesheets.
 - The **ICTS Dept.** approves the technology specialists' timesheets.
 - The **Office of Student Services** approves timesheets of special education staff assigned to multiple buildings.
 - The **Visual & Performing Arts Dept.** approves timesheets of art and music teachers assigned to multiple buildings.
 - The **PE/Health Dept.** approves timesheets of PE and health teachers assigned to multiple buildings.
3. The pay date is the 15th and last day of the month, unless a holiday falls on that day, in which case pay is issued on the business day preceding the holiday.

**Family Liaisons may complete an individual timesheet or may choose to sign-in the school attendance roster, as described below.*

*** Teachers who are assigned to more than two schools complete individual timesheets*

❖ **Substitutes**

Substitute teacher attendance is not reported through NOVAtime. Schools must complete and submit a separate substitute teacher attendance report via email to the Payroll Office at the end of each semi-monthly pay period. All substitutes are paid based on hours worked only. Therefore, it is very important for schools to report substitute teacher work hours in a timely manner to ensure that these individuals are paid.

1. **Building Subs, Day-to-Day Subs & Extended Term Subs:** Schools will report substitute teachers hired to cover for an absent teacher using the *Semi-Monthly Payroll Attendance Report for Substitutes*.
 - a. On the 15th and last day of every month (or prior business day if the dates fall on a weekend or holiday), the school clerk completes the substitute attendance report, including the name of the individual who served as a substitute teacher, the dates worked, and the name of the absent teacher/professional activity covered.

- b. This report should be signed by the principal and submitted to the Payroll Department NO LATER than two days after the semi-monthly pay period closes. A sample attendance report follows. This form is available on the CPS website.
- c. Substitutes are paid in arrears. This means that they are paid on the 15th of every month for hours worked from the 16th to the last day of the prior month, and are paid on the last day of the month for hours worked from the 1st to the 15th.

Semi-Monthly Payroll Attendance Report For Substitute Teachers

Cambridge Public Schools Page ____ of ____
 Semi-Monthly Payroll Attendance Report for Substitute Teachers
This report is due in the payroll office on the day following the close of the semi-monthly attendance period. Failure to submit this report on a timely basis may result in employee's paycheck not being processed until the next pay period.

School/Department: _____ Pay Period: 5/16/2015 5/30/2015

Day to Day Subs

Date	Name of Teacher Absent	Sub Name	Sub Total Hours for		Dept responsible for SOA
			Day	Reason Teacher was Out	

Extended Term Substitutes

Name of ETS and Building Subs	Dates Worked (indicate if Less than Full Day)	Dates Absent for ETS/Building Sub	Reason Out for ETS/Building Sub	Total # of Days Worked in Pay Period

I hereby certify that the above is a true and accurate record of attendance for the period indicated. (Approved by): _____ Date _____
 Principal/Administrator

Scan report to payroll@cpsd.us

- 2. **Paraprofessional Sub-ing:** When paraprofessionals substitute for teachers, they earn an hourly pay differential (“Para Sub Rate”) in addition to their salary. Paraprofessional substitute hours are reported using the *Paraprofessional Substitute Attendance Form*, which is submitted to Payroll on a monthly basis.
 - a. On last day of every month (or prior business day if the dates fall on a weekend or holiday), the school clerk completes the paraprofessional substitute attendance report, including the name of the individual who served as a substitute teacher, the dates worked, and the name of the absent teacher/professional activity covered.
 - b. This report should be signed by the principal and submitted to the Payroll Department NO LATER than two days after close of the month. A sample

Paraprofessional Substitute Attendance Form follows. This form is available on the CPS website.

- c. Paraprofessional receive substitute pay in arrears. Pay received on the 15th is for hours worked during the prior month.
- d.

Paraprofessional Substitute Attendance Form

<u>Cambridge Public Schools</u>		
Paraprofessional Substitute Attendance Form for the month of: _____, 20____		
<small>This form is to be used to report days that Unit E Paraprofessional Employees serve as a Substitute Teacher for an absent teacher in accordance with Article 4, E of the Paraprofessional Contract.</small>		
Name of Employee: _____		
School or Department: _____		
<small>Date(s) Substituted</small>	<small>Name of Absent Teacher</small>	<small>Reason for Coverage</small>
_____ <small>Total number of days for above month.</small>		
<small>I hereby certify that the above is a true and accurate record of days worked for the period indicated.</small>		
Principal _____		
Date: _____		

Reporting Additional Work Hours

❖ **Family Liaisons**

Per the collective bargaining agreement, all family liaisons may work an additional 45 hours per school year and be compensated through a district managed funding source. The allocation of any such hours is at the discretion of the principal and the scheduling of these additional hours must be mutually agreed to by the individual employee and the principal. The additional hours are reported through the NOVAtime system, using a pay code established for this purpose: **Pay Code 2-Additional HRS.**

1. On the 15th and last day of the month, the Family Liaison reports to the school clerk any additional hours worked during the pay period.
2. The school clerk adds these additional hours to the NOVAtime timesheet for the liaison by adding a row, selecting Pay Code 2-Additional HRS, and recording the additional hours on the day the hours were worked.
3. The Payroll Office will run a report on the additional hours and Liaisons will receive pay for this time one pay cycle behind. Example: Hours worked from 9/1-9/15 will be paid on 9/30.
4. The Payroll Office will periodically review the total number of additional hours in NOVAtime so that no one exceeds the 45 hours per school year.

❖ Hourly Aides

If a permanent hourly school aide works additional hours on a project or to assist a teacher or administrator, these hours must be reported separately from the NOVAtime attendance system, using the Semi-Monthly Hourly Aide Attendance Report. The form requires that the principal/administrator identifies a funding source.

1. On the 15th or last day of the month, the aide completes and submits an ***Attendance Form for Hourly Aides: Additional Work Hours*** with his/her additional hours to the principal/administrator for his/her approval.
2. The principal/administrator provides the proper budget codes for these additional work hours and the related salary expense.
3. The approved attendance report is submitted to the Payroll Department NO LATER than two days after the semi-monthly pay period closes. A sample attendance report follows. This form is available on the CPS website.

Attendance Form for Hourly Aides Additional Hours

Cambridge Public Schools						
Attendance Form for Hourly Aides: Additional Work Hours						
<p><i>This form is to be used for any <u>pre-approved</u> additional hours (such as SIP-funded projects) are to be reported for hourly aides (Section A), or when hourly aides work additional hours to cover as substitutes for absent teachers (Section B). School budget codes <u>must</u> be entered for Section A.</i></p>						
Name of Employee: _____			Work Period _____ thru _____			
School: _____						
A. Pre-approved Funding			Administrator must enter full Budget Codes for this additional compensation (AC)			
Day	Date	# of Addtl Hours	Account	Fund	Org (AU/Prog)	Proj/Grant
			5XXXX	XXXXX	8XXXXX	SCXXXXX
Sub-Total Hours:						
B. Substitute Coverage for Absent Teacher			Administrator must enter the Accountable Unit code for this additional compensation (AC)			
<i>Note: extra hrs for aides substituting for other staff (clerks, etc) are to be entered in Section A with acct. codes (not sub tchr acct.)</i>						
Day	Date	# of Addtl Hours	Name of Absent Teacher	Account	Fund	Org (AU/Prog)
				5XXXX	XXXXX	8XXXXX
				51203	15000	8 148
						(NA)
Sub-Total Hours:						
<i>(note: if the substituting costs are to be charged to a grant professional dev. or other account, please enter full codes.)</i>						
<p><i>On this form, please list <u>only</u> the additional hours beyond the regular work schedule</i></p> <p><i>I hereby certify that the above is a true and accurate record of hours worked on the dates indicated.</i></p>						
Employee: _____			Date: _____			
Administrator/Supervisor: _____			Date: _____			

❖ Overtime

The following employee groups are subject to overtime pay requirements for hours worked in excess of 40 hours per week:

- Clerks
- Family Liaisons
- Cafeteria Workers
- Security Specialists
- Technology Specialists
- Custodians
- Paraprofessionals

Overtime Paid for Regular Positions: When an individual is asked to work more than 40 hours in their regular position, the overtime hours are **reported through the NOVAtime system**. NOVAtime calculates overtime based on the times entered.

Service Agreements: Hours worked under a service agreement are **reported through a Payment Voucher**. Regardless of the type of work performed under a service agreement, once an employee entitled to overtime works more than 40 hours, they must be paid an overtime rate.

Detail Overtime: Custodians, Security Specialists and Cafeteria workers may be asked to work a paid “detail” when a school building is permitted for after- hours use. Detail work is reported on a Detail Timesheet Form, maintained by the Facilities Maintenance Department.

Vacation, Sick and Personal Leave Accruals

The Payroll Department maintains all employee vacation and sick time records in NOVAtime. All employees have on-line access to their leave balances. For balance inquiries, please contact the Payroll Department. Sick, Vacation and Personal time are allocated on an annual basis depending on the employee group – a chart showing those dates is below.

	Sick	Vacation	Personal	Personal/ Sick	Floating Holiday
Administrators	7/1	7/1	7/1	N/A	N/A
Principals - 11 Month	9/1	N/A	7/1	7/1	N/A
Principals - 12 Month	7/1	7/1	7/1	7/1	N/A
Managers - 12 Month	7/1	7/1	7/1	7/1	N/A
Non Union - 12 Month	7/1	7/1	7/1	7/1	N/A
Non Union – 10 & 11 Month	9/1	N/A	9/1	9/1	N/A
Clerical - 10, 11 & 12 Month	7/1	7/1	7/1	N/A	7/1
Teachers - 10 & 11 Month	9/1	N/A	9/1	9/1	N/A
Unit B - 10 & 11 Month	9/1	N/A	9/1	9/1	N/A
Para - 10 & 11 Month	9/1	N/A	9/1	9/1	N/A
Family Liaisons	9/1	N/A	9/1	9/1	N/A
Food Services	9/1	N/A	9/1	9/1	N/A
Custodians	7/1	7/1	7/1	N/A	N/A
Safety/Security - 10 & 12 Month	7/1	7/1	7/1	7/1	N/A
Non Union - 9 Month	10/1	N/A	N/A	10/1	N/A
Non Union - SAM's	9/1	N/A	9/1	9/1	N/A

Sick Leave Bank

The district maintains an additional allocation of sick leave time for each collective bargaining unit and for non-union employees. The purpose of the sick leave bank is to provide additional sick leave to those staff members who are ill and whose sick leave has been exhausted. The following chart shows the number of days an individual may be granted by employee group.

Group	Maximum days per application	Maximum days per year
CEA A, B	25	45
CEA C, E	20	30
Liaisons	20	30
Custodians	20	30
Food Services	15	30
Security	7	7
Non-union	20	30

Short Term Leaves of Absence

Employees who would like to request a short-term leave of absence such as a personal day, a bereavement day, jury duty, or personal legal days (CTA Units A & B only) should complete a Short-Term Leave of Absence form. The employee should then submit this form to his/her principal/administrator for approval. A sample of this form follows. This form is available on the CPS website.

The principal/administrator will approve or disapprove the request and retain a copy of the approved form with the school attendance records. A copy need NOT be forwarded to Human Resources or Payroll. The approved days and reason for the individual's short term leave is to be recorded, however, in NOVAtime for the relevant pay period for the school, department, or individual, and submitted to the Payroll Department.

A chart detailing leaves is available in the appendix of this section and on the CPS website. If the principal/administrator is unsure whether the employee has exceeded the authorized number of days, and/or if he/she has questions regarding Short Term Leave, he/she should check with the Payroll Department.

Cambridge Public Schools
Request for Short Term Leave of Absence

Name: _____ Date: _____

School/Program: _____

Please Check Appropriate Boxes:	Unit: <input type="checkbox"/> Teacher/Admin. (CTA Unit A or B)	<input type="checkbox"/> Food Service
	<input type="checkbox"/> Clerical	<input type="checkbox"/> Safety Specialist
	<input type="checkbox"/> Paraprofessional	<input type="checkbox"/> Family Liaison
	<input type="checkbox"/> Custodial	<input type="checkbox"/> Non-Union
Type of Leave:	<input type="checkbox"/> Personal Day	<input type="checkbox"/> Bereavement Day
	<input type="checkbox"/> Legal Day *	<input type="checkbox"/> Jury Duty * * requires documentation

Note: Please refer to your respective collective bargaining agreements to review the limitations on number of days and other rules & restrictions that may apply

Dates(s) of Requested Absence: _____

Name/Relationship: _____
(for Bereavement Leave only)

Submitted By: _____ Date: _____
(signature)

Approved by: _____ Date: _____
(Supervisor's signature)

The approved form is to be retained with the school or department attendance records. Approved days and the reason for absence are to be recorded on the standard attendance forms that are sent to Payroll each payperiod.

Extended Term Leave of Absence

Employees who would like to request an extended leave of absence such as medical leave, military leave, parenthood leave, etc. should contact the Human Resources Department.

Direct Deposit

The Cambridge Public Schools offers direct deposit to its employees. When an employee signs up for direct deposit, rather than receiving a physical check, his/her pay will be electronically transferred into his/her personal bank account. A copy of the direct deposit advice will be emailed to the employee's CPSD email address. However, substitutes or contractual employees on service agreements and hourly aides will receive their advices via mail. The Cambridge Public Schools encourages all employees to sign-up for direct deposit. To determine if you are eligible, please contact the Payroll Department. To sign-up for direct deposit, the employee must complete a **Direct Deposit Form**. This form is available through the Payroll Department.

Payroll Deductions

The Payroll Department maintains all the payroll deductions for an employee. For questions and/or changes to an employee's tax, pension and 403(B) plan deductions, please contact the Payroll Department. For health benefit and life insurance deductions, please contact the Human Resources Department.

MBTA Payroll Deduction Program

The MBTA Payroll Deduction Program offers permanent employees who work at least 20 hours per week and typically receive paychecks 12 months per year the option to purchase discounted MBTA monthly passes through a payroll deduction. The deduction is consistent with the monthly MBTA reimbursement benefit described below and in compliance with current employee contracts. Please send an email to payroll@cpsd.us to request an application and start the enrollment process.

Monthly MBTA Reimbursements

Permanent employees who work at least 20 hours per week are eligible for MBTA reimbursements (excluding MBTA Payroll Deduction Program enrollees). The reimbursement rate is 65% of your monthly MBTA purchase amount up to \$60 as determined by your union contract or position for non-union employees.

Employees seeking reimbursement must complete a Monthly MBTA Reimbursement Form and submit it to their principal/administrator for an approval signature. The signed form must then be submitted to Accounts Payable via interoffice mail along with a copy of the corresponding Charlie Card or Charlie Ticket(s) and the original payment receipt(s). Reimbursement payments are issued in the form of a check that is separate from employee payroll checks.

You can access the form on the CPS website or request one by sending an email to payroll@cpsd.us.

Monthly MBTA reimbursements are budgeted and funded through the Cambridge Public School's Central Administration budget. MBTA reimbursement expenses will not be deducted from school or department budgets.

This form to be used by CEA Members (Units A, B, D, E) & Non-Union Permanent Employees required to work 20 or more hours per week

MONTHLY MBTA REIMBURSEMENT FORM

Use this form if you are eligible for MBTA Reimbursement, but not enrolled in the MBTA Payroll Deduction Program

To receive a partial reimbursement of Monthly MBTA purchases the following paperwork needs to be completed and submitted each month to the **Accounts Payable Department, 159 Thorndike Street**

- Completed and Approved Monthly MBTA Reimbursement Form
 - Original Receipt (Taped to a 8 1/2 X 11 sheet of paper)
 - Copy of the corresponding CharlieTicket/Card/Pass
- Please retain a copy for your records

REIMBURSEMENT REQUEST FOR _____
Month

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

1.	Total Purchased	_____
	<i>(Original Receipts Attached)</i>	
2.	X 65% =	\$0.00
Total \$ Amount to be Reimbursed:		\$0.00
		<i>Not to exceed \$50</i>

Submitted by: _____ Date: _____
(Signature)

Approved by: _____ Date: _____
(Supervisor/Administrator)

***Who is eligible for the MBTA Pass Reimbursement Benefit?**
All Cambridge Teacher's Association members, full or part time (Units A-E)
All full and part time members of Custodian, Family Liaison, Food Services, and Security Collective Bargaining Units
Any Non-Union, Permanent Employee who works 20 or more hours per week

Payment Vouchers

The Payroll Department also processes all payment vouchers for:

- Professional development workshop compensation
- Curriculum development, project work, meeting time and other additional compensation specified in the collective bargaining contract.
- Service Agreement compensation--Refer to the ***Service Agreements*** section of this guide for further details.

In order to receive compensation, the service provider must submit a completed and signed **CPS Payment Voucher** to the principal/administrator for his/her approval. Upon approval, this voucher should be submitted directly to the CPS Payroll Department for processing. All Payment Vouchers must be submitted to the Payroll Department on a regular basis. Each payment voucher must be filled out completely, including:

- Budget Codes that will be charged
- Name, Address and Last 4 Digits of Social Security #
- Date and time of work (for hourly wages)

It is very important that payment vouchers are submitted to the Payroll Dept. on a regular basis. This ensures that your budget reflects the expenditures, which will improve your ability to manage your budget, and that the service provider receives pay in a timely fashion. Temporary salary funds may not be reserved and used in a future fiscal year. This means that if an individual does the work in a prior fiscal year (before June 30), but submits a payment voucher for this work after July 1, your current year budget will be charged for the payment. This will reduce the funds you have available for service agreements in the current year.

A payment voucher form is available on the CPS website. Hard copies of the form are also available through the Payroll Department. A sample form follows.

**CAMBRIDGE PUBLIC SCHOOLS
PAYMENT VOUCHER**

This form is used to authorize payment for completed services (i.e. service agreements, meetings, workshops, translations, projects, curriculum development). All information requested must be provided to ensure payment. Please submit completed signed voucher to the Payroll Department at 159 Thorndike Street.

Budget Codes					For Payroll Dept Use Only	
Account	Fund	Org/Dept.	Proj./Grant	Fiscal Year	Payroll	Code

Name: _____ Last 4 Digits of Social Security # (REQUIRED): _____

Street / Apt: _____

City: _____ State: _____ Zip Code: _____

Is the individual a current school department employee? YES NO

To be completed for hourly wages:

Date	Start Time	End Time	Hours	Description of Services	Rate	Total Wages
Grand Total Hourly Wages						

To be completed for flat-rate stipends:

Start Date	End Date	Description of Services	Total Stipend

I certify that the hours, rates, and services detailed above are a true and accurate record of authorized service.

Submitted By: _____ Service Provider Signature _____ Phone/Evt. _____ Date _____

Approved By: _____ Administrator Signature _____ Evt. _____ Date _____

Administrator Name and Title (please print or type) _____

Revised 11/01/2004

Glossary

Fair Labor Standards Act (FLSA): A federal labor law that establishes the right to a minimum wage and to "time-and-a-half" overtime pay when people work over forty hours a week, as well as youth employment standards and a variety of recordkeeping requirements for employers.

NOVATime: A time and attendance software system used by the CPS for employee timesheets and maintenance of employee leave accruals.

Pay Cycle: The frequency that a business pays its employees is called the pay cycle. CPS has two pay cycles, Weekly and Semi-Monthly.

Pay Period: The period of time that the employee performed work is the pay period. For example, if an employee worked from June 1st to the 15th, that stretch of time is the pay period. Weekly pay periods generate approximately 52 paychecks per year. Semi-monthly pay periods generate 24 paychecks per year.

Contact Information

For questions regarding all payroll matters, including reporting, paychecks, and vacation/personal/sick leave accruals/banks, please contact the Payroll Department at:

Manager of Payroll

Deborah Nordstrom, CPP
dnordstrom@cpsd.us
(617) 349-6464

Assistant Manager of Payroll

Meghan Ritchie
Mritchie@cpsd.us
(617) 349-6463

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Glenda Delgado
gdelgado@cpsd.us
(617) 349-6462

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jwest@cpsd.us
(617) 349-6461

Michelle Cataldo
micataldo@cpsd.us
(617) 349-6460

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mcrowley@cpsd.us
(617) 349-6465

APPENDIX
Cambridge Public Schools - Short Term Leaves of Absence

(refer to specific union contracts for exact language)

Bargaining Unit	Type of Leave			
	Personal Days	Bereavement Days	Legal Days - (Personal Legal Days - not job related)	Jury Duty
CTA Units A & B Teachers & Administrators	3 days/year last two days deducted from sick leave Not permitted immediately before or after a holiday or vacation period	5 consecutive work days for: child, parent, parent-in-law, husband, wife, sister, brother or other relative who resided in home of the employee 1 day for: grandparent, grandchild, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, sister-in-law, brother-in-law	Time necessary for appearance for any legal proceedings to which the employee is required to attend (documentation required)	as needed (documentation required)
CTA Unit C Clerks	3 days/year last day deducted from sick leave. Not permitted immediately before or after a holiday or vacation period	5 consecutive work days for: child, parent, parent-in-law, sister, brother, husband, wife, son-in-law, daughter-in-law or any other relative who was a permanent member of the employee's household or other person with whom the employee made his/her home 1 day for: grandparent, grandchild, nephew, niece, aunt, uncle, sister-in-law, brother-in-law, first cousin, spouse's grandparent, spouse's brother-in-law, spouse's sister-in-law	N.A.	as needed (documentation required)
CTA Unit E Paraprofessionals	3 days/year last day deducted from sick leave. Not permitted immediately before or after a holiday or vacation period	5 consecutive work days for: child, parent, parent-in-law, sister, brother or other relative who resided in the home of the employee 3 days for: grandparent or grandchild 1 day for: nephew, niece, aunt, uncle, son-in-law, daughter-in- law, sister-in-law, brother-in-law	N.A.	as needed (documentation required)
Family Liaisons	3 days/year last day deducted from sick leave. Not permitted immediately before or after a holiday or vacation period	5 consecutive work days for: child, spouse, parent-in-law, sister, brother or other relative who resided in the home of the employee 1 day for: grandparent, grandchild, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, sister-in-law, brother-in-law	N.A.	as needed (documentation required)

Bargaining Unit	Personal Days	Bereavement Days	Legal Days - (Personal Legal Days - not job related)	Jury Duty
AFSCME Local 1611 Custodians	3 days/year Not deducted from sick leave	5 consecutive work days for: child, spouse, parent, parent-in-law, sister, brother or other relative who resided in the home of the employee 3 consecutive work days for: any other relative who was a permanent member of the employee's household or person with whom the employee made his/her home 1 day for: grandparent, grandchild, nephew, niece, aunt, uncle, sister-in-law, brother-in-law, first cousin	N.A.	as needed (documentation required)
CTA Unit D Substitutes Extended Term Sub or Building Sub Only	N.A.	3 consecutive work days for: parent, spouse, child, parent-in-law, sister, brother or a relative who resided in the home of the extended term or building sub 1 day for: grandparent, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, sister-in-law, brother-in-law	N.A.	N.A.
Food Service	3 days/year last day deducted from sick leave. Not permitted immediately before or after a holiday or vacation period	5 consecutive work days for: child, parent, parent-in-law, sister, brother, husband, wife, son-in-law, daughter-in-law, grandchild, grandparent or any permanent member of the employee's household 2 days for: first cousin, nephew, niece, aunt, uncle, sister-in-law, brother-in-law	N.A.	as needed (documentation required)
Safety Specialist	3 days/year last day deducted from sick leave. Not permitted immediately before or after a holiday or vacation period	5 consecutive work days for: child, parent, parent-in-law, sister, brother or other relative who resided in the home of the employee 1 day for: grandparent, grandchild, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, sister-in-law, brother-in-law	N.A.	as needed (documentation required)

Bargaining Unit	Personal Days	Bereavement Days	Legal Days - (Personal Legal Days - not job related)	Jury Duty
Non-Union	3 days/year last 2 days deducted from sick leave. Not permitted immediately before or after a holiday or vacation period	5 consecutive work days for: child, spouse, parent, parent-in-law, sister, brother or other relative who resided in the home of the employee 1 day for: grandparent, grandchild, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, sister-in-law, brother-in-law	N.A.	as needed (documentation required)
Non-Union Hourly Aides & Home Visitors	3 days/year all three days deducted from sick leave Not permitted immediately before or after a holiday or vacation period	5 consecutive work days for: child, spouse, parent, parent-in-law, sister, brother or other relative who resided in the home of the employee 1 day for: grandparent, grandchild, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, sister-in-law, brother-in-law	N.A.	as needed (documentation required)
Non-Union Senior Administrators (with contracts)	3 days/year Not deducted from sick leave. Not permitted immediately before or after a holiday or vacation period	5 consecutive work days for: immediate family member or relative who resided in the home of the employee 1 day for: close relative	N.A.	as needed (documentation required)