

Miami-Dade County Public Schools
Payroll Department

The Miami-Dade County Public Schools Payroll Department is responsible for processing payments for over 48,000 full-time and part-time employees. We process bi-weekly payrolls for a gross amount of over 76 million dollars, or 1.9 billion dollars per year; making us the second largest payroll operation in the State of Florida.

All employees (instructional and non-instructional) are paid on a bi-weekly basis. Pay dates are every other Friday throughout the year (except when Friday is a holiday). Pay periods normally consist of 10 consecutive work days, beginning on a Friday and ending on a Thursday.

Commencing in January 2007, the biweekly Payroll Advice Statements (in addition to being printed and distributed) have been posted on the Employee Portal (<http://employeeportal.dadeschools.net>) for all employees to access and print at their leisure. At the School Board meeting of September 10, 2008, the Board approved a cost-saving, environmentally-friendly initiative, which required all employees who were receiving a paper check to enroll in direct deposit for all payroll-related payments. The initiative became effective March 2, 2009. In order to facilitate the transition, information in the form of tutorials were disseminated to employees both electronically and hard copy to ensure that all affected groups had access to the information in a timely manner. The District gave those employees that did not have the capability to enroll in direct deposit with a financial institution because of prior credit history, the access to a payroll "pay card". More than three hundred (300) employees enrolled in this program. Today, nearly one hundred (100) percent of our workforce is enrolled in the electronic transfer of funds (direct deposit). At the same Board meeting, the Board approved a cost-saving initiative which eliminated the distribution of Payroll Advice Statements. The District discontinued printing and distributing the advice statements effective March 2, 2009. The detailed Payroll Advice Statement continued to be posted on the Employee Portal. Employees may access and print **their own** advice statement as far back as January 2007, through the Employee Portal. These advice statements continue to be archived for future inquiries.

Commencing in January 2009, the District eliminated the printing and distribution of the Daily Payroll Attendance Sheets (sign-in sheets). Instead, the sign-in sheets were made available on-line and the responsibility of accessing and printing them was delegated to each individual work location. This represented another cost-saving initiative that eliminated the distribution of the sign-in sheets to over five hundred (500) work locations throughout the county.

The responsibility of Time and Attendance is a decentralized payroll function. Time and attendance data is entered online by each school/work location. After it is entered, the payroll is reviewed and approved online by the Principal or work site administrator. The Payroll Department then reviews, corrects, audits, and balances the information. The prior Payroll system used “in-house” developed software, which utilized an MSA system as its foundation.

Beginning in the year 2000, the Payroll Department transitioned to utilizing an Imaging System. Paper documents are imaged to provide a method of accessing and retrieving documents efficiently and in a timely manner. Imaged documents are shared with other departments within the District, as well as with outside agencies, in order to respond to public information requests, subpoenas, etc.

As a means of providing information, the Payroll Department has developed a website. This site (<http://payroll.dadeschools.net>) contains current payroll information, “hot news” postings for special items, links to all payroll-related forms, as well as, policies and procedures manuals for both payroll and travel.

These initiatives reduced our carbon footprint by allowing employees and work locations to access information electronically, thus reducing the consumption of paper. The implementation of these initiatives allows the District to better manage resources and improve overall workflow between departments.