



Elementary schools were given the option to transmit their payroll electronically to the Payroll Department by scanning, and then by emailing to the Payroll Department, using the District encrypted email called Movelt (to protect personal information on payroll, copiers and District email may not be used for transmitting payroll). Elementary schools began this delivery method a couple of months ago, and Payroll has then been printing and distributing the time sheets accordingly. The employees involved in this have appreciated the new process, as they do not need to leave the schools and travel across town to deliver what is now only a few pieces of paper.

Beginning next month (February 1), these payrolls will be sent electronically with Movelt from the Payroll Department to the departments for signatures as well. This way departments will no longer need to travel to pick time sheets up, or to deliver them back to the Payroll Department. The **ONLY** change that you will see with this is the delivery of the paper time sheets. All other processes and steps you have previously done will remain the same.

Here is a breakdown of the changes that will be effective February 1:

1. Paper time sheets will be scanned and sent from the elementary schools to the Payroll Department using Movelt.
2. Payroll will forward these time sheets to the applicable department for editing and signatures using Movelt.
3. Departments will need to print the time sheets from Movelt, make any corrections if necessary, and obtain proper signatures.
4. Option to scan (do not use copier), and email with Movelt (do not use District email) back to Payroll, or deliver the paper copies to the Payroll Department.
5. All previous deadlines remain the same.

Please remember not to send in originals, as this could cause duplicate time sheets. Also, all True Time employees should use the True Time system to record their time for any extra jobs rather than using a paper time sheet.

As you are already aware, Payroll has been continually changing and becoming more efficient using technology over the past couple of years. Because of these many payroll changes, and to avoid conflicting information between departments and schools regarding payroll, we ask that you please clarify or discuss any payroll issues and/or concerns through the Payroll Department.

We thank you for your continued support, suggestions, and especially for your hard work in helping Payroll run smoothly each month. If you have any questions, please contact Sarah Palmer, Payroll Director, at 801-567-8154 or email sarah.palmer@jordandistrict.org.