

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
CURRENT STATUS REPORT – FOLLOW-UP ITEMS
BUSINESS SUPPORT CENTER – PAYROLL POLICIES & PROCEDURES**

REFERENCE DATE	RECOMMENDATION	MANAGEMENT'S RESPONSES	REGIONAL/CENTRAL OFFICE ADDITIONAL SUPPORT	Due/Target Date	CURRENT STATUS	RESPONSIBLE PERSON/ DEPARTMENT
11/16/23 Audit Committee Meeting (Cancelled) 01/11/2024 Audit Committee Meeting	<p>The Business Support Center Director reviews Business Practice Bulletin H-220 Additional Assignments with staff and follows procedures to ensure compliance with the guidelines established specifically:</p> <p>The Non-Instructional Additional Assignment Form must be completed for all noninstructional personnel regardless of the additional assignment and must be attached to the Additional Assignment iForm in order to be processed.</p> <p>The form must be reviewed to ensure that the assignment requested is justified as an additional assignment for which the District policy was intended before being approved. An additional position should not be used to pay an employee for the same work at the same location.</p> <p>The location to which the additional assignment belongs is responsible for maintaining applicable time recording documentation to support the hours worked in the additional</p>	<p>Meet with Director of Payroll, by 10/20/2023, to review the two remaining Non-Instructional Additional Assignments and confirm eligibility and adherence to all policies and Business Practice Bulletins. Implement any additional required changes based on the findings of the Meeting</p> <p>Schedule payroll training refresher for Office Manager, by 10/20/2023, to ensure full understanding of H-220 and all processes and forms involved with processing additional hours.</p>		10/20/2023	<p>Complete –</p> <p>The meeting with the Director of Payroll took place in June and the positions were deactivated on 6/28/2023.</p> <p>All annual forms have been obtained and all forms are completed as prescribed by Business Practice Bulletin H-220.</p> <p>The Business Practice Bulletin was reviewed with the Office Manager and the additional payroll training was completed on 10/7/2023.</p>	BSC

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	<p>assignment(s) for each pay period. NOTE: Refer to Business Practice Bulletin PR-100 Payroll and Time Entry for the approval process for hours worked and record-keeping requirements.</p> <p>All additional assignments are reviewed yearly by the director/principal and an expiration date is included on the agreement and iForm.</p>					