

The Midlands STEM Charter School Payroll/Salary Policy and Procedures OFFICE OF

RESPONSIBILITY: Finance

EFFECTIVE DATE: 07/01/2026

THE MIDLANDS STEM CHARTER SCHOOL RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.

Payroll

POLICY

To establish the basic structure for payment of salary for the Charter, Midlands STEM Charter School under the direction of the Board of Directors at the Midlands STEM Charter School. Payroll must be approved by the Director of Operations prior to processing. The Executive Director and the Director of Operations, with joint agreement, are empowered to make non-material modifications to Midlands STEM Charter School policies without additional approval of the Board of Directors.

PROCEDURES

Pay Cycle

Employees are paid on a 12-month, semi-monthly schedule. The employee's pay cycle runs from July 1 to June 30 and these details are included in the Employee's work agreement.

Payday

The payday of the Midlands STEM Charter School is the 15th and last day of the month.

Hourly Employee

Time for an hourly employee is properly approved by both the individual and the Director of Operations via the payroll system. The Director of Operations must verify all individual timesheets and provide authorization for the Narron CPA Office to process payroll.

Change in Payrate

All employee payroll amounts are calculated based upon approved rates included in the individual's personnel file. All changes to pay rates or benefits are properly authorized by the Executive Director and Director of Operations.

Payroll Taxes

All payroll taxes are processed through the third-party vendor. The Narron CPA Office must keep a record of the payroll tax report on file.

Method of Pay

The Midlands STEM Charter School requires Direct Deposit for all employees, any exception must be approved in writing by the Executive Director and the Director of Operations.

CBIZ

The Midlands STEM Charter School utilizes CBIZ as the portal for the Human Resources and

Finance department. All employees must be entered into the CBIZ portal by the Narron CPA Office. The Narron CPA Office will work with the Director of Operations to ensure that all employees are in the system.

The Narron CPA Office will review the monthly payroll schedule to ensure accuracy. After review, the Narron CPA Office will present each month's payroll register to the Director of Operations for approval. Upon approval, the Finance Office will submit the payroll to CBIZ for processing 5 days before the pay date.

CBIZ will provide all documentations associated with the payroll run to the Narron CPA Office 48 hours prior to the pay date. The Narron CPA Office is responsible for ensuring that funding is available in the Payroll Account.

Per contract, CBIZ is responsible for all activities associated with payroll taxes.

Midlands STEM Charter School Accounting Software

After each payroll run, the Narron CPA Office will record all activities in Sage.

Time and Effort Standards

POLICY

The Midlands STEM Charter School maintains procedures that provide reasonable assurance that charges to federal grants for wages are accurate, allowable, and properly allocated. The Midlands STEM Charter School ensures all employees who are paid in full or in part with federal funds keep specific documents to demonstrate the amount of time they spent on grant activities.

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. 2 C.F.R. §200.430(i)(1). In addition, employees who are paid from state and local funds, but whose salaries are used for cost sharing or matching, must also keep time and effort documentation.

PROCEDURES

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. In accordance with § 200.430(i)(1), these records must:

- Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Be incorporated into official records;
- Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- Encompass both federally-assisted and all other activities compensated by the agency on an integrated basis;
- Comply with the established accounting policies and practices of the agency; and • Support the distribution of the employee's salary or wages among specific activities or

cost objectives.

Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to federal awards but, may be used for interim accounting purposes provided that the system for establishing the estimates produces reasonable approximations of the activity actually performed. 2 C.F.R. § 200.430(i)(1)(viii).

Time and Effort Procedures

To meet the above requirements, all employees who must complete time and effort forms must submit either a semi-annual certification or a personnel activity report (PAR) as required below. The type of form depends on the number of cost objectives that an employee works on.

A cost objective is a program, function, activity, award, organizational subdivision, contract, or work unit of which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. 2 C.F.R. § 200.1.

All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual certification. The semi-annual certification must be:

1. Completed at least every six (6) months (twice a year);
 2. Be signed by the supervisor with direct knowledge of the work being performed;
 3. Reflect an after-the-fact distribution of the actual activity; and
 4. Account for the total activity for which each employee is compensated. 5.
- Completed semi- annual certification(s) must be submitted to the Federal Programs Office.

In addition to semi-annual certifications, a blanket certification may be maintained that incorporates the above information into a single document for multiple employees. For example, if a stipend is earned by multiple employees, the supervisor could certify a single document that the stipend was earned by the listed employees per the above requirements.

A PAR must be completed if an employee works on multiple cost objectives. A PAR must meet the following standards:

1. Reflect an after-the-fact distribution of the actual activity, not a budget estimate;
 2. Account for the total work activity for which each employee is compensated; 3.
- Be prepared at least monthly (a separate PAR for each month) and coincide with one (1) or more pay periods; and
4. Be signed by the supervisor with direct knowledge of the work being performed;
 5. Completed PAR documents must be submitted to the Federal Programs Office.

See Appendix for a Sample Semi-Annual Certification, Blanket Certification and PAR forms

Reconciliation Procedures

It is critical for payroll charges to match the actual distribution of time recorded on the time and effort certification documents.

All Time and Effort certifications are collected, reviewed for accuracy, appropriate signatures, and dates. In order to reconcile actual costs to budgeted distributions, the Director of Operations and the Narron CPA Office will conduct semi-annual reconciliations of Semi-Annual Certification forms and quarterly reconciliations of PAR forms with budgeted distributions. This will include review of form ratios versus budgeted distributions after each review.

Approved 09/

APPENDIX

SAMPLE

Semi-Annual Certification for Salaries & Wages Charged to Grants

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. (2 C.F.R. § 200.430(i)(1)) Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed.

This is to certify that has worked 100% of his/her time for the period Jan 1, 2020 to June 30, 2020 on Additional TSI grant program.

The information recorded on this form is true and correct to the best of my knowledge.

Signature of Supervisor

Name of Supervisor

Date

SAMPLE

Time and Effort Certifications for Employee Stipends

I, [name] certify that in my position as [title] for the [SCHOOL NAME/School], on [insert date or date range] the following employees qualified for a stipend in the amount of [\$] for [insert what was required to receive the stipend].

This stipend is an allowable cost under [cost objective].

Names

Signature Date
It is recommended to use the PAR template that auto-calculates. Please [CLICK HERE](#) for link to this template.

SAMPLE Personnel Activity Report (PAR)

Date/Month of shared funding:
Statement of finding share and
sources:

Percentage of breakdown of shared funding for the month:

Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Hour(s)

Total Hours						

Staff Signature & Date:
Supervisor Signature & Date:

Approved 09/28/26