Avoyelles Parish School Board Payroll Process Flow Chart for New Hires

Supervisor/Principal

- Completes
 Recommendation
 to Hire
 documentation
 and routes to HR
 Dept. (Lorraine)
- Employee completes new employee application & Payroll Application and is routed to HR Dept. and Payroll Dept.

Personnel Dept/ Lorraine

- Receives completed application and Recommendation to Hire form for ALL NEW HIRES. (teachers, bus drivers, food service, paras, etc)
- Upon approval of hire by Personnel Dept. - Hire Recommendation document is completed and sent to Payroll (Christy Dauzat; Kristy Gremillion) and Health Inurance Dept.(Judy Guillote)

New Hire

- Must Be Fingerprinted by APSB (Dana Bordelon) at a cost of \$20.00.
- Must be Drug Screened by N-Compliance - free of charge. <u>This should</u> <u>be done immediately</u>.
- Christy Dauzat will notifiy Asst.
 Superintendent of any new hires that are not fingerprinted and/or drug tested

Payroll Dept./ Christy Dauzat

- Meets with New Hire to complete Payroll Documents.
- Compiles Documents for Employee Payroll/Personnel File. Enters new Employee in Payroll System. If New Hire is LSERS then enrolls into LSERS.
- Routes notification of New Hire to Health Insurance Dept.

Payroll Dept. / Bonnie Ponthier

- Receives Employee Payroll/Personnel file from Christy Dauzat IF new hire is TRSL.
- Enrolls new employee in TRSL.

Payroll Dept. / Kristy Gremillion

- Receives
 Employee/Personnel
 file from Christy Dauzat
 or Bonnie Ponthier.
- Reviews employee file for completion and calulates salary & deductions if applicable.
- Completes employee information in Payroll System.
- Forwards new employee Deductions to First Financial

Health Insurance Dept/ Judy Guillote

- Meets with new hire and completes all documentation for Health Insurance.
- Enters all health insurance & life insurance deductions in Payroll System and OGB portal.