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Contracted Employees: Timecard and Project Summary

Timecard Submission

If you are an hourly employee with PCMI, your timecards will be submitted via PCMI's proprietary system, Willsub. You have been issued an id and pin to log on at www.willsub.com. Once you login, you will see a screen similar to that shown below that lists the job(s) you are currently working for PCMI at your assigned district.

Building	Job Description	Pay Type
WillSub High School	Child Care	Hourly
Athletics	Assistant Coach	Stipend
WillSub High School	Business Manager	Salary
Athletics	Assistant Coach	Stipend

To find the appropriate timecard to submit your hours, go into the 'Payroll' tab, 'Timecards...', and select 'Show Current' or 'Show Not Finalized' as shown below.

You will then be able to select the appropriate timecard by clicking the timecard index(TC Index) link that is underlined in blue. Be sure to select the correct timecard by verifying the period end date and appropriate job description before entering your hours. If you performed work in more than one position during a pay period, you will need to complete a timecard for each position worked.

Timecards-Show Current									
TC Index	Name	CE Job ID	Job Description	Period End	Pay Date	Fin.	Vfy.	Auth.	
TC-00000356	Barb Vogt	CEJ-05452	Business Manager	6/23/2012	6/29/2012	No	No	No	
TC-00000320	Barb Vogt	CEJ-05375	Child Care	6/23/2012	6/29/2012	No	No	No	

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Contracted Employees: Timecard and Project Summary

Timecard Submission Contd.:

Once you click the TC index, you will see your timecard where you can enter your information. Once you have entered your hours for each day, you may click the finalized button and update your information to submit for approval.

Timecard Information:															
TC Index:	TC-00000005														
Contractor ID:	1008078 Name: Larry Davie														
CE Job ID:	CEJ-02085 Description: Instructor														
Pay Period Start:	7/24/2011 Pay Period End: 8/6/2011 Pay Date: 8/12/2011														
Finalized:	<input type="checkbox"/> Verified: No Authorized: No														
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">Check to Finalize and submit timecard.</div> <div style="border: 1px solid black; padding: 2px;">View if your timecard has been verified and authorized.</div> </div>															
Earning	Sun. 07/24	07/25	07/26	07/27	07/28	07/29	Sat. 07/30	Sun. 07/31	08/01	08/02	08/03	08/04	08/05	Sat. 08/06	
Holiday	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Regular Hourly Pay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">Based on your contract, you may be eligible for additional earning types, such as: holiday pay, or paid admin. time. Enter time in designated areas.</div> <div style="border: 1px solid black; padding: 2px;">Click update <u>without</u> 'Finalizing' to enter and save hours on a daily basis.</div> </div>															

Once your timecard has been finalized, it will be submitted to the district for verification of hours, and authorization of the pay amount. Both of these steps are required in order for you to be paid. You are able to verify that both of these steps have been completed in your Willsub account on the above timecard screen, or by viewing the timecard summary information in the payroll tab by selecting 'Timecards...', and 'Show All'.

Project Summary Submission

Another requirement of employment with PCMI may be to complete a project summary sheet to be submitted along with, or instead of a timecard according to your position and/or district assignment's preferences To find the appropriate project summary to submit your information, you would access the Payroll menu, Project Summaries, and 'Show Current' or 'Show Not Finalized' as shown below.

Description	Pay Type
retary	Salary
stant Principal	Hourly

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Contracted Employees: Timecard and Project Summary

Project Summary Submission Contd.:

You will be able to select the appropriate project summary by clicking the 'Summary ID' link that is underlined in blue. Be sure to select the correct summary by verifying the period end before entering your notes.

Project Summaries				
Summary ID	Description	Pay Period Ending	Finalized	Approved
PS-00000003	Instructor	8/6/2011	No	No

Once you click the 'Summary ID', you will see the project summary form where you can enter your information. Once you have entered your tasks for each day, you may click the finalize button and update to submit your project summary for approval. Do not finalize until you have completed entering your task descriptions.

Project Summaries Information:

Summary ID: PS-00000003

Job ID: CEJ-02085 Description: Instructor

Pay Period Ending: 8/6/2011 Pay Date: 8/12/2011

Sunday: 7/24/2011 Task:

Monday: 7/25/2011 Task:

Tuesday: 7/26/2011 Task:

Wednesday: 7/27/2011 Task:

Thursday: 7/28/2011 Task:

Friday: 7/29/2011 Task:

Saturday: 7/30/2011 Task:

Sunday: 7/31/2011 Task:

Monday: 8/1/2011 Task:

Tuesday: 8/2/2011 Task:

Wednesday: 8/3/2011 Task:

Thursday: 8/4/2011 Task:

Friday: 8/5/2011 Task:

Saturday: 8/6/2011 Task:

Finalize: Check to Finalize When you have completed all entries, check this box to make the summary 'Final'.

Click update without 'Finalizing' to enter and save information on a daily basis.

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Contracted Employees: Expense Reimbursement

Entering Expenses (if applicable):

Some categories of employees may be eligible for reimbursement of certain expenses. If you are eligible for expense reimbursement, the appropriate expense categories will be added to your job in Willsub. When those expenses are incurred, you can then report these expenses in Willsub for district approval and reimbursement. To add an expense, access the Payroll tab, 'Expenses...', and 'Show All' as shown below.

The screenshot shows the Willsub web application interface. At the top, there are navigation tabs: Home, Jobs, Payroll, and Information. The 'Payroll' tab is selected. Below the tabs, the user's name 'Nick Broussard' and the district 'WillSub Demo District' are visible. A dropdown menu is open under 'Payroll', with 'Expenses...' highlighted. Other options in the menu include 'Timecards...', 'Project Summaries...', 'View Payroll Transactions', 'View Payroll YTD', 'View Payroll Archives', and 'Pay Periods'. Below the menu, there is a table with columns for 'Building' and 'Pay Type'. The table lists 'WillSub High School' and 'Athletics' under 'Building', and 'Hourly', 'Stipend', 'Salary', and 'Stipend' under 'Pay Type'. A 'Show All' button is also visible.

You will select the job for which the expense was incurred (only if you fulfill multiple jobs at your assigned district, otherwise simply click add) and then click add.

The screenshot shows the 'Reimbursement Items-Show All' table. The table has columns for ID, Job Description, Expense Type, Expense Desc., Date, and Amount. Below the table, there is a message: 'To add items, select the job and click 'Add''. A dropdown menu is open, showing 'WillSub High School-Business Manager' selected. An 'Add' button with a plus sign is visible.

Once you click add, you will enter the reimbursement information, selecting the appropriate reimbursement type (which has been pre-populated for your job). If the reimbursement type you need is not listed, do not enter the expense without first contacting PCMI. When you are sure the information is correct, click update. This information will then be sent to your assigned district for them to authorize the reimbursement amount. Once this amount is authorized, the reimbursement will be reflected in the next payroll period.

Reimbursement Item Information:	
Bldg Name:	WillSub High School
CE Job ID:	CEJ-05452 Job Description: Business Manager
Date:	5/30/2012
Reimbursement type:	Mileage-Mileage ▾
Amount: If mileage, enter number of miles driven.	300
Expense Description:	Round trip travel to Training Conference
<input type="button" value="Update"/>	

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Payroll: View Payroll Transactions

This menu item is your "check stub". Each payroll period ending date will be listed.



If you click into the appropriate blue ID number, you will see the detail of that pay transaction as shown below.

Current Year Payroll Summaries	
PR. ID.	Prd. Ending
203899	1/7/2012
201059	12/24/2011
197445	12/10/2011
193530	11/26/2011
189844	11/12/2011
185953	10/29/2011
182049	10/15/2011
178302	10/1/2011
174958	9/17/2011

Listed is the date, location of the job, amount of time worked, and the authorized pay for that pay period. Additionally, the amount of time that you had worked during that period is broken out by the type of hours that were worked (if you are paid hourly).

 **Tip: If you would like a printed pay stub, print this screen. This information can be accessed at any time and will show your earnings for the year.**

The screenshot shows the detailed view of a payroll transaction for 'Nick Brousseau' at 'Public Schools' (PCMI - PO Box 516 - Portland MI 48875). It includes a summary table with earnings and withholdings, and a detailed table of payroll transactions.

Ref#	Date	Building	Description	Authorized Pay
CEPR-032193	1/7/2012		9.75 hours pay	\$81.41
			Reg. 9.75 OT 0.00 Vac. 0.00 Hol. 0.00 Sick 0.00 Misc. 0.00	
CEPR-032189	1/7/2012		10.5 hours pay	\$110.25
			Reg. 10.50 OT 0.00 Vac. 0.00 Hol. 0.00 Sick 0.00 Misc. 0.00	

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Payroll Contd.:

In the 'Payroll' menu, there are a couple other helpful items that pertain to your pay with PCMI

'View Payroll YTD' allows you to view your accrued pay for the calendar year rather than by the school year.

'View Payroll Archives' allows you to view payroll from previous school years

'Pay Periods' allows you to view the pay periods, as well as the corresponding dates in which the money will actually be deposited to you.

Building	Description	Pay Type
Athletics		Stipend
WillSub High School	Evaluation	Hourly

Information Menu:

In the Information Menu you can find information regarding your status with PCMI.

'View W4 Information' allows you to view the tax withholding information that you have on file with PCMI.

'Compliance Status' allows you to view your compliance status with PCMI. This will show if you are missing any necessary documentation, as well as the status of your GCN training tutorials.

'GCN Training' provides you with information regarding PCMI's requirements for GCN online training, as well as providing a link to your GCN account to complete any necessary training.

Building	Job Description	Pay Type
Athletics	Coach	Stipend
WillSub High School	\$400 Evaluation	Hourly

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