

ROSTER ADJUSTMENTS & PAYROLL INFORMATION

Roster Adjustment Window (Monthly)

- We will be sending out monthly payroll & roster adjustment schedules with important dates to note.
 - Example Roster Adjustment Calendar (see below):

- These dates pertain to your monthly Roster Adjustment Time window, which affects payroll processing. In order to report accurate class numbers for each month's payroll, it is crucial that you do not miss your Roster Adjustment Window.
- The Roster Adjustment Calendar will specify the date in which your Roster Spreadsheet will open up to you. By 3:00 pm on this date, your Roster Spreadsheet will be available for you to edit.

December 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8 Email Rosters to faculty for review. Feedback due by Noon on Dec 12	9	10	11
12 Roster Feedback due by Noon	13	14	15	16	17	18
19 Make-Up Week	20	21	22	23 Submit Payroll on Paycor (due to holidays we are submitting earlier than the 28th) *payroll worksheets will be viewable on Paycor	24	25
26	27	28	29	30	31	

Wyoming Fine Arts Center Payroll Schedule



- Your Roster Spreadsheet will be available for you to edit until the designated date, at 12:00 Noon. This date will be listed on the Roster Adjustment Calendar as *Roster Feedback due by Noon*.
- Once we get your written approval that the information on your roster is true and accurate, these records will be used to help determine your payroll data for the month.
- **Any changes made to rosters after the 12:00 pm cutoff time will be added to the following month's payroll period.**
- After the Roster Adjustment Window has closed, if you would like to submit changes to your roster for the following payroll period, your changes can be emailed to registrar@musicartdance.org

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Roster Spreadsheets

If you teach Traditional Lessons, your roster will look similar to this (see below):

STUDENT NAME	SEMESTER	# OF LESSONS	LESSON LENGTH	INSTRUMENT	COMMENTS & NOTES	DATE OF EDIT	KEY
	Fall	15	30				
	Spring						
	Summer						
POTENTIAL ROSTER ADDITIONS							
NO LONGER ON ROSTER							

If you teach Suzuki Lessons, your roster will look similar to this (see below):

STUDENT NAME	SEMESTER	# OF LESSONS	LESSON LENGTH	INSTRUMENT	SUZUKI BILLING INFO	COMMENTS & NOTES	DATE OF EDIT	KEY
	Fall	15	30		SUZUKI			
	Spring				GROUP/SUZUKI			
	Summer				GROUP + ORCHESTRA/SUZUKI			
POTENTIAL ROSTER ADDITIONS								
NO LONGER ON ROSTER								

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Roster Spreadsheets & Adjustment Instructions

- When you enter your roster spreadsheet, **please verify and make sure that the information you see on the front page is true and accurate.**
 - You will see several sections and pages on the spreadsheet file. It is crucial that you only make changes on the first page of the spreadsheet, which will be titled **Teacher Roster**.
 - **DO NOT make changes to the Office Invoicing Records page under any circumstances.** Only edit the *Teacher Roster* page that appears on the front of the spreadsheet when you open the file.
 - There is a section at the top that will contain a list of all of your **Current Students**.
 - Please fill in any blank boxes for each student. Information such as **# of Lessons** and **Lesson Length** is crucial to calculating data for your monthly payroll. If these boxes are empty, there are more likely to be inconsistencies.
 - If you do not see a student that you should have on your roster, please add them to this section with all relevant information included.
 - Below this section, there is another list containing **Potential Roster Additions**.
 - This is where you will see a record of any New Student Requests that have been sent to you. Please provide updates as you are able to regarding the status of the student in the *Comments & Notes* section.
 - The third and final section lists students that are **No Longer on Your Roster**.
 - If you have any students that need to be removed from your roster, **DO NOT DELETE THE STUDENT FROM THE SPREADSHEET.**
 - Instead, move their information from your *Current Students* list down to the *No Longer on Roster* list.
 - Please specify their final lesson date and their final number of lessons. Any other relevant information can be added to the *Comments & Notes* section.
 - **If you make any changes to your roster, please highlight them in bright green.**
 - There is a key off to the right side that you can reference for color coding.
 - When you are finished adjusting your Roster Spreadsheet, X out of the window.
 - Once we are given your written confirmation that you have verified that the information in your Roster is correct, these records will be processed by the Office.