



End of Year Procedures

Employment Procedures for all Student and Substitute Employees

School Year 2018-2019

June 30, 2019 - Automatic Deactivation

- Each student and substitute employee that has worked during the 2018-2019 school year will be deactivated in both HR and Payroll systems.
- No paychecks will be issued for hours worked after June 30, 2019. Any work performed beyond June 30 is unauthorized unless a new PAR has been issued with an effective date of July 1, 2019 or later.

School Year 2019-2020

July 1, 2019 - Student and/or Substitute Employees Rehire Procedures

- Fill out the Personnel Action Request (PAR) form designated specifically for student employees and/or substitute employees.
- If multiple positions apply, list each one separately per employee.
- A valid student work permit must be submitted with the PAR.
- Data Collection Sheet is required if employee's address or demographic information has changed.

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