How to pay members of boards and commissions

Board members who get a regular monthly payment
If a board member gets a regular payment each month, that payment is done through Great Plains and nothing needs to happen in the time and attendance system.

Things to know about these board members:
- They will appear in the department’s list of employees
- They do not need a schedule applied

Boards receiving a regular monthly payment through GP:
- Board of Supervisors
- School Board
- Planning Commission
- Board of Elections

Board members who are paid for each meeting attended
If a board member is paid for each meeting attended, that person has a temp record in Great Plains with the correct budget code for that payment in your department’s budget. The payment for meeting attendance is $45 per meeting attended.

Things to know about these board members:
- An employee in the department has been designated as “supervisor” of these board members for the purpose of being able to apply the payment to the member’s timecard.
- This supervisor will apply the “Board Member Meeting Pay” pay code with one unit for the day of the board meeting to pay them $45 out of the correct budget code. See below for step-by-step documentation.
- Only supervisors/timekeepers can see that code.

<table>
<thead>
<tr>
<th>Boards paid per meeting attended</th>
<th>Designated Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Review Board</td>
<td>Margaret Maliszewski Fritz</td>
</tr>
<tr>
<td>Board of Zoning Appeals</td>
<td>Bart Svoboda</td>
</tr>
<tr>
<td>Board of Equalization</td>
<td>Annette Shatz</td>
</tr>
</tbody>
</table>
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Step-by-step: How to pay board members for meetings attended

1. On the Manage My Department page, click on the magnifying glass icon to view the list of employees you supervise.

2. Select the employee or employees for whom you want to apply the payment:
   - To select multiple employees, hold down the CTRL key and click to select employee names. Each employee’s name will be highlighted.

3. Click on the Timecards link on the Related Items pane on the right-hand side of the page.
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4. When the first timecard opens, navigate to the week that the meeting occurred, if necessary, using the navigation commands on the upper-right side of the screen:

5. Once you can view the appropriate week, click on the **Enter Pay Code** cell in the **Pay Code** column.

6. A dropdown menu appears; select **Board Member – Meeting Pay**.

7. Click into the cell for the date of the meeting and enter 1.0. This step applies one payment to the meeting date.

8. Click on the **Save** command in the upper-right corner.
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10. If you need to apply the meeting payment to additional board members, click on the dropdown arrow in the upper-left corner of the screen to select the next board member, or click on the right-facing arrow to advance to the next board member’s timecard.

11. To verify that the payment has been applied, click on the **Show/Hide More Content** command at the bottom of the schedule and then select the **Totals** tab. A summary line displays the applied payment and the amount ($45 per meeting attended).

   ![Summary Line](image)

   **Note:** if the board is not meeting again in the week where you applied the payment, you can approve the timecard after applying the payment. Click on the **Approve Timecard** command above the timecard and select **Approve Timecard** from the dropdown menu.

   ![Approve Timecard](image)

   Once you have approved the timecard, the background turns yellow.