



Payday is June 29, 2018

**Reminder-** *Fiscal year close is fast approaching. Make sure all hours and absences are being reported on time. Please review all SAMS absences to be sure there has been a corresponding absence entered in Time and Labor. Make sure hours worked in June are reported for the June 29/July 10 payroll on time in order to be charged to the current fiscal year!*

### Maternity Leave

New!

There are new agreements for 3 consecutive work weeks of paid maternity leave immediately following the birth of a child for the mother. The details of this leave and time reporting are currently being developed. Relevant information will be shared as soon as details are finalized. In the interim, if you have an employee who requests this type of leave, please contact your payroll specialist.

### Personal Necessity Days Change - SDEA / AASD Only

New!

New agreements have been reached that define the use of Personal Necessity days for SDEA and AASD. Personal Business (PRB) will no longer be an active time reporting code for these bargaining unit members. All absences associated with this new language should now be recorded as Personal Necessity (PRN) in Time and Labor.

- **SDEA** – A unit member may use up to eleven (11) days of accumulated full-salary sick leave benefits described in Section 10.2 in any school year in cases of personal necessity.  
\*Please refer to new collective bargaining unit agreements for more details.
- **AASD** - A unit member may use up to ten (10) days of accumulated full-salary sick leave benefits described in Section 2 in any school year in cases of personal necessity.  
\*Please refer to new collective bargaining unit agreements for more details.

### June Payroll Deadlines

**The deadline to enter absences and positive pay hours for the June 29 payday is June 18 at 5:00 pm.**

The last work day for traditional 10 Month OTBS employees is June 15. Please report any known absences for the entire month of June for all employees by the timekeeper deadline. If there are unplanned, additional absences that occur after the deadline please continue to report them in Time and Labor through June 21 and we will continue to pull in that time. Contact your payroll specialist to pull in any needed time entries which occur after June 21. Absences that do not make these deadlines will be reflected on the next salaried paycheck issued to the employee.

Please ensure that all time has been verified in SAMS before leaving for summer break for the substitutes whose attendance at your location has been confirmed. Substitutes provide vital services and are entitled to be paid in a



timely manner. It is very difficult for payroll to contact a timekeeper and/or a Principal over the summer months to try and have time verified so that these employees can be paid.

Please encourage employees at your site to turn timecards in daily or at the end of each week. Remember that you can enter absences before the employee turns in the absence request or the sick leave/personal business/personal necessity form. Enter the absence based upon contact by phone, an email or the SAMS report. You must still pursue obtaining the absence form from the employee as it includes both the administrator and employee signatures authorizing the leave. If you are not successful in obtaining an absence form, then the matter should be brought to an administrator's attention.

**The deadline to enter positive pay hours for the July 10 payday is July 2 at 5:00 pm.**

REMEMBER: Only hours already worked may be reported and paid on any given payroll. Please do not report positive hours for a future date. Do not wait to enter absences and positive pay hours until the day of the deadline. Do time entry daily or at least once a week. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll.

### **Employees Resigning/Retiring in June 2018**

It is critical that employees who are resigning or retiring at the end of June have all of their absences entered by the June monthly payroll deadline. This will ensure that these employees will be paid correctly on the last salaried paycheck issued to them by the district and that any unused vacation paid out to the employee is accurate.

### **Partial Month Pay for Classified OSS Employees**

Classified ten (10) - month and eleven (11) - month traditional OSS employees who do not work the whole month of August will be paid for working a partial month depending on their work schedule/calendar. They will be paid with the time reporting code of **PMP** (Partial Month Pay). This code will automatically appear in Time and Labor and you will see it on the timesheet.

### **Please do not change or delete PMP!**

Deleting or changing this code will affect how the employee is paid. If you need to report an absence or report positive pay hours on the same day as PMP, please do so by adding a new row on the timesheet. If you have questions regarding the reported PMP hours, please contact your payroll specialist.

### **Summer School**

Summer School will pay on regular pay dates as long as the time is entered by the payroll deadlines. Time worked in June and entered by July 2 at 5:00 pm will pay on July 10. Time worked and entered through the extended July payroll deadline of July 20 at 5:00 pm will pay on July 31. Time worked for the rest of July and entered by the deadline of August 1 at 5:00 pm will pay on August 10. Time worked and entered through the August deadline of August 16 at 5:00 pm will pay on August 31.



### **Vacation Accrual Policy**

In accordance with District policy and Collective Bargaining Agreements, employees can accumulate a maximum of 328 vacation hours. Employees at or above 328 hours can carry excess vacation accrual forward for use prior to August 31. (Regular classroom teachers do not accrue vacation.) Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September pay warrant. At the same time, the employee's vacation balance will be reset to 328 hours. Managers and employees share responsibility in monitoring vacation balances to make sure they do not exceed the 328 hour maximum at the end of August each year. A manager or supervisor may require an employee to use vacation hours to avoid reaching the maximum accumulation. Payments to employees that have exceeded the maximum hours will be charged directly to the site budget.

Run the "Leave Balance Reports" to identify employees at your site whose vacation balance is at or above 328 hours. There are two reports that can be run: Leave Information by Department and Vacation Balances of 300 or >. Here is the navigation:

Benefits → Manage Leave Accruals → Leave Balance Reports

### **Resignations and Leaves of Absence**

Please notify your payroll specialist as soon as possible if an employee is resigning or going on a leave of absence effective this month or next month. Do a termination or leave of absence PAR.

Review your Filled Positions Report to verify your list of current employees. If a name appears that you know is not at your site, please call or email your payroll specialist. If an employee does not appear on the list and should appear, please call or email your payroll specialist.

We need your help in monitoring this as it will ensure each employee is paid correctly!

***Contact your payroll specialist if you have any questions.***

***Thank you!***