



Payday is April 30, 2019

Reminder:

Please report vacation for spring break (March 25 – March 29) for those classified employees with vacation indicated on their work calendar. Work schedules can be found here:

<https://www.sandi.net/staff/human-resources/employee-calendars>

April Monthly Payroll Deadline

The deadline to enter absences and positive pay hours for the April 30, 2019 payday is **Tuesday, April 16 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on April 30.

May Hourly Payroll Deadline

The deadline to enter positive pay hours for the May 10, 2019 payday is **Wednesday, May 1 at 5:00 pm**.

PLEASE MARK YOUR CALENDAR WITH THIS INFORMATION! Do not wait to enter time until the day of the deadline. Do time entry daily or once a week.

Open Enrollment Period for Voluntary 12-Pay Option for SDEA Members

Coming soon! Please watch the Newsline for further information.

Option for 10- and 11-Month Employees to Reserve Net Pay for Summer Months

Coming Soon! Please watch the Newsline for further information.

CELDT Testing – Reason Code in SAMS/SmartFind Express

Regular teachers who will be performing the CELDT testing will need to report their absence from the classroom using the reason code '27 – CELDT Training'. The SAMS/Smartfind Express system will call for a substitute that matches the teacher classification (subject and/or grade level).

When your site needs extra support for administering the testing, you must enter in a vacancy in SAMS with the classification of 'T-CELDT' and with the reason code '27 – CELDT Training' for call out. SAMS will call retired teachers that have the CELDT training and the classification in their profile. Only those trained will be called for the assignment.

Each retired teacher working as a CELDT tester will need to be entered into SAMS and have a job number prior to the assignment. In the event you contact the retired teacher directly to work in a CELDT assignment, you must ensure the job is entered into SAMS. Hours should not be entered manually into the Visiting Teacher job record in PeopleSoft Time and Labor. The retired teacher will be paid at the non-classroom teacher rate through SAMS and Time and Labor.



Spring Break: March 25 to March 29

School sites were closed during spring break. This break is not included in the work year calendar for most employees. Please do not report absences for staff at school sites during spring break.

Child Development Center teachers working 12 months on a 247 day calendar have March 25, 26, 27, 28, and 29 as work days on their calendar.

OSS employees have March 25, 26, 27, 28, and 29 as work days on their calendar.

Please enter the appropriate leave for these employees who do not work on the scheduled work days during spring break.

Spring Break and Posting of Vacation for Classified Employees

Classified employees, **with the exception of the OSS bargaining unit**, in 10-month and 11-month classified positions should not have vacation reported during spring break.

See below for list of dates to report by job type and schedule:

Food Services: (OSS bargaining unit only - traditional and year round)

- Report **5** days of vacation on March 25, 26, 27, 28, and 29

Bus Drivers:

- Report **5** days of vacation on March 25, 26, 27, 28, and 29

If an employee does not have enough vacation hours to cover the entire week, report the time as **unpaid**. Use the time reporting code of **UNP**. Please take into consideration the March vacation accruals that will be available for use on March 16th before docking an employee for unpaid time. Do not report sick leave unless the classified employee who, while on vacation, has suffered a disability, injury or illness and as a result, shall have the right to use sick leave instead of vacation during each day of such disability. A statement from a licensed physician may be required by the supervisor. Industrial accident can be reported for spring break if the employee had been out due to a work place injury the week prior to the break period.

Prior Period Adjustments in Time and Labor

A prior period adjustment is a change in reported time in Time and Labor for a pay period that has already been processed through Payroll. Timekeepers may not adjust or enter time that is older than 90 days from the current date.

These prior period adjustments for time that has already been issued on a paycheck, but is still within the 90 day limit, should be made for reported time only (examples: incorrect TRC used, sick leave reported instead of vacation, incorrect number of hours reported) and not simply for trying to adjust charges that may have been applied to an inappropriate Combo/Account Code.

In the event an employee has had time reported, paid and subsequently charged to the wrong account code, you must contact your Financial Planning and Development Analyst in the Budget Operations Department to adjust the expense. Once the payroll deadline has passed and payroll has been processed, paid and the charges have been distributed to the general ledger, Budget Operations must intervene to adjust account codes/expenses.

In many cases, prior period adjustments which only change budget information will create a check for an employee with no net pay. The payroll department will turn these checks off and the budget change will not process through the financials.



Absence Reporting

Please note that absences should be reported in Time and Labor even if the signed absence form has not been turned in by the employee. You may report the absence based on the SAMS report, a phone call, an email message, etc. School sites should print the SAMS report daily and record all absences from the report. The timekeeper must still pursue obtaining the absence form from the employee since it includes the employee's signature authorizing the leave. If the timekeeper is not successful in obtaining an absence form, then the matter should be brought to the administrator's attention.

Vacation Accrual Policy

In accordance with District policy and Collective Bargaining Agreements, employees can accumulate a maximum of 328 vacation hours. Vacation hours are posted on employee pay warrants. Employees at or above 328 hours can carry excess vacation accrual forward for **use prior to August 31**. Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September pay warrant and charged directly to the site budget. Leave Balance reports can help sites monitor vacation balances. Here is the PeopleSoft navigation:

PeopleSoft HCM > Main Menu > Benefits > Manage Leave Accruals > Leave Balance Reports

These reports should be run on a monthly basis and provided to managers/supervisors who will use the information to manage leave schedules and advise employees. A manager or supervisor may require an employee to use vacation hours to avoid reaching the maximum accumulation. Regular classroom teachers do not accrue vacation.

April 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.

Run 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.

Time and Labor WorkCenter

This WorkCenter exists to help Timekeepers easily access all tools necessary to perform their Timekeeper-related tasks; including the timesheet, PeopleSoft HCM reports and queries, and other PeopleSoft HCM links. The WorkCenter also includes links to job aids, payroll forms, and more. To navigate to the Time and Labor WorkCenter, click Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter. For more information, please see the [PeopleSoft HCM Time and Labor WorkCenter](#) job aid.

Payroll Reconciliation/Audit Reports Chart

Please make sure reporting tools are being used to both reconcile payroll transactions prior to the payroll deadline for each payroll, and then for auditing those transactions after the payroll closes. There are official audit documents that must be produced, reviewed and signed by administrators/managers for each of the two payrolls produced each month. There is a new tool called the Payroll Reconciliation/Auditing Reports Chart. This chart provides an overview of each of these reporting tools that must be run each month. It highlights what needs to be signed and what needs to be retained and a brief "How to" column that gives you some pointers on using that tool.

The chart is located on the staff portal, Payroll, Timekeeper Resources.
<https://www.sandi.net/staff/payroll/timekeepers-payroll-resources>

San Diego Unified SCHOOL DISTRICT		PAYROLL DEPARTMENT PAYROLL RECONCILIATION/AUDIT REPORTS CHART				
Report Title	Report Description	Navigation	When to Run	How to Use	Signature Required?	Retain as Official Audit Record?
Manager's Monthly Checklist	This is a monthly payroll checklist for Site Administrators/Managers to verify completion of Payroll audits.	Found on the Staff Portal, Payroll web page under "Payroll Tools for	Include with Official Audit Records for each calendar month.	Use to review what is reconciliation and auditing is required each month and assure monthly payroll reconciliation/auditing is being	Yes	Yes
Site Account Code Charges	This report will produce transactions that are for your site but being charged against another site's account. This is time that has not yet paid.	>Time and Labor >Reports >Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and weekly for maintenance.	Monitor time reported that is being charged to another site that should be charged to your site. Allows time to make corrections to account codes being reported that are erroneous prior to the time keeping deadline.	Yes	Yes
Cross-Site Account Code Charges	This report will produce transactions that are being reported by another site but is using your site's account code to charge against. This is time that has not yet paid.	>Time and Labor >Reports >Cross-Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and weekly for maintenance.	Monitor time reported by another site that is erroneously being charged to your site's account code. Allows time to make corrections to account codes being reported that are erroneous prior to the time keeping deadline.	Yes	Yes
Audit Reported to Paid Time Report (Official Audit Report of finalized payroll transactions)	This report produces hours and leave reported in Time and Labor and the corresponding earnings paid for each employee at your site on an individual payroll. This time has already been	>Payroll for North America >US Quarterly Processing >Audit Paid to	Run on or around the 10th and the 20th of each month.	Use this report to closely audit all earnings, leave and account codes reported and paid for your site for each pay cycle.	Yes	Yes

(Sample)

Please do not respond to this email as it is informational only.

Thank You!