



*Reminder- There are 4 paid holidays
over the winter break.
3 days in December & 1 day in January.*

*Please be sure to read the updated
changes to time reporting during Winter
break included below.*

Payday is December 28, 2018

December Payroll Deadline

The deadline to enter absences and positive pay hours for the December 28, 2018 payday is **Monday, December 17 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on December 28.

January Hourly Payroll Deadline

Due to the furlough days at winter break and the late return to work on January 7, Payroll will be producing the January off-cycle on the afternoon/evening of January 7. Therefore, we have included a mid-day deadline on January 7 for timekeepers to report anything that needs to pay on January 10.

The deadline to enter positive pay hours for the January 10, 2019 payday is January 7 at 12:00 pm (NOON).

PLEASE MARK YOUR CALENDARS WITH THIS INFORMATION!

***Do not wait to enter absences and positive pay hours until the day of the deadline.** Please do time entry daily whenever possible. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Timely reporting is essential in order for the district to manage its resources.

Distribution of December Pay Warrants

All paychecks and pay advices for those employees that receive them will be mailed on December 27, 2018 to the employee's home address. Please share this information with your staff to ensure they have the most up to date address on file with the district. An employee can view their pay warrants and update address information online by using PeopleSoft Employee Self Service.



Thanksgiving

All school sites were closed the week of Thanksgiving from November 19 through November 23.

OSS classified 10-month traditional and some 11-month traditional employees are in an unpaid status the first 3 days of that week (Nov 19, 20, 21). These unpaid days will be docked on the December 28, 2018 paycheck. Payroll will automatically add the unpaid time to the employee's timesheet in Time and Labor. Do not change or delete these hours. Vacation hours cannot be used in lieu of the unpaid days.

OTBS and PARAEDUCATOR employees are on a reduced work year during the Thanksgiving break and are now paid in equal increments. Therefore, unpaid time is not reported during this period.

Winter Break Reporting: December 24, 2018 thru January 4, 2019

Holidays: There are 4 holidays during winter break - December 24-25, December 31, 2018 and January 1, 2019. These are paid holidays for classified employees and non-work days for certificated employees. These days should be left blank on the timesheet unless an employee works and is eligible for regular time, extra time, or overtime.

Do not report absences on these holidays.

Winter Break and Posting of Vacation for Classified Employees

Some Classified 10-month and 11-month employees should have vacation reported during winter break. If an employee does not have enough vacation hours to cover the days below, report the time as unpaid. Use the time reporting code of **UNP**. Please take into consideration the December vacation accruals that will be available for use on December 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 winter break if the employee had been out due to a work place injury the week prior to the break period.

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

Food Services (traditional):

- Report **6** days of vacation on Dec 26, 27, 28, January 2, 3, and 4.

Food Services (year round):

- Report **6** days of vacation on Dec 26, 27, 28, January 2, 3, and 4.

Bus Drivers:

- Report **6** days of vacation on Dec 26, 27, 28, January 2, 3, and 4.



Winter Break Reporting for Certificated Employees

Certificated employees at school sites are off during winter break. This break is not included in their work year calendar. Please do not report any absences for certificated staff at school sites during winter break.

Religious Holiday

Employees are allowed to request leave for religious holidays of his/her faith provided that notification is given to the supervisor at least five 5 work days in advance of the religious holiday. The time reporting code for religious holiday is **RH** even though it is a type of personal necessity leave. Absences reported using this code will dock from an employee's full salary sick leave balance. Please refer to each individual collective bargaining agreement for specific information on religious holiday.

December Resignations and Leaves of Absence

Please notify your payroll specialist as soon as possible if you have an employee that is resigning or going on a leave of absence.

Remember to do a termination or leave of absence PAR.

Run your Filled Positions Report to verify the list of current employees at your location (*Workforce Administration > Workforce Reports > Filled Positions*). If an employee is listed 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 report as it will ensure each employee is paid correctly!

Happy Holidays from
Payroll!