



*There are 2 paid holidays this month  
January 1<sup>st</sup> and January 21<sup>st</sup>.*

*HAPPY NEW YEAR!*

**Payday is January 31, 2019**

### **January Monthly Payroll Deadline**

The deadline to enter absences and positive pay hours for the January 31, 2019 payday is **Wednesday, January 16 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on January 31.

### **February Hourly Payroll Deadline**

The deadline to enter positive pay hours for the February 8, 2018 payday is **Friday, February 1 at 5:00 pm**.

### **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.

### **January Holidays**

There are two holidays in January – January 1 is a district holidays for New Year's Day and January 21 is for the observance of Dr. Martin Luther King Jr.'s Birthday. They are **PAID** holidays for classified employees and non-work days for certificated employees and 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.**

### **Year Round Sites with Long Term Subs**

Please make sure the long term subs at your site who were working in December did not have time automatically populated for verification during winter break. The SAMS desk does look for employees who have long term assignments at year round sites and will modify the assignment to continue after the break period but this should also be checked at the site level. If you find any time that is waiting to be verified, please cancel the jobs that were not worked so there is no risk of overpayment.

### **Change to California Minimum Wage**

Effective January 1, 2019 the minimum wage in California is \$12.00 per hour. This rate increase affects the rate of compensation for workshop participation for regular monthly classified unit members.



### **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 16<sup>th</sup> 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.

### **Jury Duty Postponement**

**Certificated employees** who receive notice to appear for jury duty during their regularly assigned work year may postpone jury duty to a time when they are not required to render service to the District. Unit members will be compensated at seventy-five percent (75%) of the day-to-day visiting teacher rate in effect during the period of postponement of jury duty service for each non-contract day served on jury duty. Days assigned to work summer school or intersession shall be considered to be contract days. The employee should complete a Jury Duty Postponement Form and attach a copy of the original jury duty notice and official court validation for each day of jury duty served on non-contract days.

### **Industrial Accident**

Report all absences due to a work injury in Time and Labor using the **IA** time reporting code. If an employee has an approved injury and an industrial accident leave balance, those absences will be charged to their IA balance. If the injury has not been approved and is pending, the absences will be charged to sick leave. Payroll will monitor all time reported as IA and change it accordingly to reduce from the proper leave bank as claim statuses are verified. If an employee has used their IA allotment for that work injury, continuing absences will be charged to sick leave, half pay sick leave, and if applicable, vacation hours. Those absences will show on the timesheet with a **Payroll Use Only** IA time reporting code. Do not delete or change these entries as it will affect how the employee is paid.

Industrial Accident Leave forms must be filled out and signed by the employee, doctor, and the administrator and turned into the timekeeper. Please keep the completed IA forms on file at your site. They do not need to be sent to payroll. If the timekeeper is not successful in obtaining the Industrial Accident Leave form from the employee, then it should be brought to the administrator's attention.



**January 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 the Filled Positions Report to verify your list of current employees. If a name appears for an employee 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!

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