



Payday is March 29, 2019

March 2019

This month's edition contains information regarding distribution of paychecks for this month, vacation accruals and Leave Balance Reports, Established Visiting Teacher rates, and much more!

March Monthly Payroll Deadline

The deadline to enter absences and positive pay hours for the March 29, 2019 payday is **Monday, March 18 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on March 29.

April Hourly Payroll Deadline

The deadline to enter positive pay hours for the April 10, 2019 payday is **Monday, April 1 at 5:00 pm**. Timekeepers at year round sites will need to complete all of the timekeeping entries for the April 10th payroll before leaving for spring break as year round school sites will be closed on the timekeeping deadline.

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

IMPORTANT

Distribution of March Pay Warrants

The March 29 payroll falls during spring break for all school sites. As a result of school site closures, pay warrants and advices will be placed in the mail on March 28, 2019 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 HCM Employee Self Service. Please make sure any address changes occur by March 19 in order to have the correct address on file prior to the confirmation of the March payroll.



Vacation Accrual and Maximum Accumulation of 328 Hours

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.

Established Day-to-Day Visiting Teachers

Established Day-to-Day Visiting Teachers are those who, in one (1) school year, work more than fifty percent (50%) of the instructional days, in a classroom setting. Upon completion of the required fifty (50%), the rate of pay shall increase to Level 2 for future day-to-day assignments for the remainder of the current school year (SDEA Contract, Appendix D). Day-to-Day Visiting Teachers with assignments in Early Childhood Education classrooms are not eligible for the Established Day-to-Day Visiting Teacher rate.

For example, there are 180 instructional days in the 2018/2019 school year, therefore a Day-to-Day Visiting Teacher must work at least 90 days this school year (August 27, 2018 to July 19, 2019) to be eligible. The Level 2 rate is greater than the Day-to-Day Visiting Teacher daily rate but less than the Long-Term Visiting Teacher daily rate. Days worked in both short term and long term assignments (except Early Childhood Education assignments) count toward the determination of eligibility for the Established Day-to-Day Visiting Teacher rate of pay.

If an employee is working in a long term assignment and receiving the Long-Term Visiting Teacher daily rate of pay, they are already receiving the highest rate of compensation available for a visiting teacher. Payroll will manage determining eligibility for the Established Day-to-Day Visiting Teacher rate and also handle the adjustment of earnings for eligible employees. No action is needed by the timekeeper to make an adjustment on the timesheet.

Half Pay Sick Leave

If an employee is using half pay sick leave for a long term absence please **project** their absences to the end of the month. In other words, if you know the employee is going to be absent the whole month on half pay sick leave, report half sick leave through the last day of the month. Please do not wait until after the payroll deadline to enter these absences for the remainder of the month. This will ensure that the appropriate amount of pay loss is reflected on their monthly check. Please notify the payroll specialist for your location if you know that an employee will be out for an extended period of time.



Spring Break: March 25 to March 29

School sites will be 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 cannot adjust or enter time that is older than 90 days from the current date.

These prior period adjustments should be made for reported time only (examples: incorrect TRC used, sick leave reported instead of vacation, incorrect number of hours reported) and not 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.



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

Thank you!

SDUSD Payroll Department