



Payday is May 31, 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 30/July 10 payroll on time in order to be charged to the current fiscal year!*

May Monthly Payroll Deadline

The deadline to enter absences and positive pay hours for the May 31, 2018 payday is **Wednesday, May 16 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on May 31.

June Hourly Payroll Deadline

The deadline to enter positive pay hours for the June 8, 2018 payday is **June 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.

May Holiday

Please do not report employee absences on Memorial Day May 28th. This is a PAID holiday for classified employees and a non-work day for certificated employees. This day should be left blank on the timesheet unless an employee works and is eligible for regular time, extra time or overtime.

IMPORTANT: JUNE PARTIAL MONTH PAY-SICK LEAVE FOR 10-MONTH OSS TRADITIONAL CLASSIFIED EMPLOYEES

June is a partial pay month for OSS 10-month traditional classified employees. This means that these employees will be paid on June 30 for working a partial month in June. If you have an employee who is out on long term sick leave in May (especially if it is half pay sick leave), please project and report their sick leave absences through May 31 so that these absences will dock from their May paycheck. If you do not project their half pay sick leave through May 31, the pay loss due to the half pay sick leave could exceed their June pay and result in either no check for June or a very small check in June. If you need clarification about this, please contact your payroll specialist.

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)

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.



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

SDEA bargaining unit members who did not sign up in spring 2017 for the voluntary 12-Pay Option will have an opportunity to elect 12-pay for the 2018-2019 contract year by submitting the appropriate forms by June 14, 2018 to **Human Resources, Room 1241, Attention: Input**. For information and the enrollment forms, please go to the Payroll website through the Employee Portal and click on Pay Options (12-Pay Option, 10- mo., 11- mo. Option).

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

All monthly certificated and classified employees working a traditional 10- or 11-month work year may choose to have some of their net pay set aside by the district for payment in summer 2019. To accomplish this, interested employees may authorize a deduction from monthly pay warrants issued September 2018 through June 2019. These deductions will be paid back to employees in July and/or August 2019. Employees who would like to participate must submit the appropriate form by August 31, 2018 to the Payroll Department, Eugene Brucker Education Center Room 1150. For information and the enrollment form, please go to the Payroll website through the Employee Portal and click on Pay Options (12-Pay Option, 10- mo., 11- mo. Option).

May 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.

**Please do not respond to this email as it is informational only.
Contact your payroll specialist if you have any questions.**

Thank you!

San Diego Unified Payroll Department