



Payday is May 31, 2019

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 28/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, 2019 payday is **Thursday, 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 10, 2019 payday is **June 3 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 27th. 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.



Voluntary 12-Pay Option for SDEA Members – Open enrollment

SDEA bargaining unit members who are not already enrolled in the voluntary 12-Pay Option will have an opportunity to elect 12-pay for the 2019-2020 contract year by submitting the appropriate forms by June 14, 2019 to Human Resources; Input, Eugene Brucker Education Center, Room 1241.

Further details and forms are located on the District's Employee Portal web site by navigating to the Payroll page and clicking on Pay Options in the Payroll menu.

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

All monthly employees assigned to a traditional 10- or 11-month work-year may opt to have a specified portion of their net pay set aside by the district from each monthly paycheck which is then returned to them during the summer month/s where they would not otherwise receive a salary payment. Interested employees must authorize a specified deduction from their monthly pay warrants issued from September 2019 through June 2020. For ten-month employees, the reserve net pay that is set aside will be paid back to them in two equal payments in July and August 2020. For 11- month employees it is paid back in one lump sum in July 2020. Employees who elect to participate must submit the appropriate form to the District's Payroll Department at the Eugene Brucker Education Center, Room 1150 by August 31, 2019.

Further details and forms are located on the District's Employee Portal web site by navigating to the Payroll page and clicking on Pay Options in the Payroll menu

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