



Payday is September 28, 2018

Reminder- Check your Filled Positions report to ensure the employees listed are working at your site with the correct FTE. Please contact your payroll specialist if you have questions!

September Monthly Payroll Deadline

The deadline for entering absences and positive pay hours for the September 28, 2018 monthly payroll is **September 17** at 5:00 p.m. Positive pay hours that do not make this deadline will be paid on October 10. Absences that do not make this deadline will be reflected on the next salaried paycheck issued to the employee.

PLEASE MARK YOUR CALENDARS WITH THIS INFORMATION!

REMEMBER: **Do not wait to enter absences and positive pay hours until the day of the deadline.** Please do time entry daily or once a week. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Only hours already worked may be reported and paid on any given payroll. Please do not report positive hours for time that the employee has not yet worked.

October Hourly Payroll Deadline

The deadline to enter positive pay hours for the October 10 payday is October 1 at 5:00 p.m.

September Holiday

There is one holiday in September – Labor Day on September 3. Do not report employee absences on that day! This is a **PAID** holiday for classified employees and a non-work day for certificated employees and should be left blank on the timesheet unless an employee works on that day and is eligible for regular time, extra time, or overtime.

Longevity Pay for OTBS, Paraeducators and Confidential Employees

Longevity stipends for eligible employees in the OTBS and PARA bargaining units and longevity stipends for eligible Confidential employees will pay on the September 28 payroll.

Employees No Longer at Your Site

If on September 28 you receive a pay stub or paycheck and the employee is no longer at your site, please call your payroll specialist before mailing the check to the employee. The payroll specialist will verify if the check is valid, and if so, will instruct you to mail the check to the employee. If it is not valid, you will be asked to send the paycheck or pay stub back to Payroll. It is very important to call Payroll immediately with this information.



Updated Time Reporting/Earnings Code effective 07-01-2018

There are changes on the Time Reporting Code/Earnings Code document, effective July 1, 2018, due to a 1% across the board salary increase.

Payroll has added/changed the following time reporting/earnings codes. Please review and become familiar with these changes.

ECC – Emergency Class Coverage – Max of 47.68 or Pro Rata – Whichever is greater – Is for any certificated employee who is asked to cover a classroom for another staff member. This code has been added to more accurately reflect this type of service.

WPS – Teacher Working Prep – Remains for purposes of reporting time for a teacher who is working during their prep period for reasons other than emergency class coverage.

MPB – Move Prop/Bond work – Replaces MM (Prop MM) – Pays at Pro Rata Rate -This will encompass any Prop or Bond that is currently active.

MOV – Facility Move at VT Rate – Remains for purposes of reporting time for a teacher who is asked to move for reasons other than Prop/Bond work.

MAT – Maternity Leave – This is a new type of leave negotiated with all employee groups and Board adopted last spring. This leave is for birth mothers who, immediately upon the birth of their child, are eligible for 3 consecutive weeks of paid time off. Please begin using this time reporting code to report this type of leave.

SDEA Retired Visiting Teachers

When an SDEA retired unit member returns to perform visiting teacher services, in most cases they are paid according to the visiting teacher rates.

If one of these retirees returns to perform the full range of duties associated with duties previously assigned to them as regular unit members (i.e. filling a vacancy to open a new school year, must have the credential associated with the position, does lesson planning, grading, assessing students, meeting with parents, student discipline, etc.) the SDEA Collective Bargaining Agreement, Appendix D, Section 7.01 requires they be paid at their pro-rata rate of pay. A separate job record has been established for these types of employees that should be used by sites to report PRO in these cases. Hours from SAMS will populate to the Time Sheet as visiting teacher. These rows should be deleted from the visiting teacher record and PRO reported on the record associated with pro-rata.

Please check with your principal and/or your Human Resources Officer if you have questions about full range of duties.

Visiting Teachers

Visiting teachers are credentialed unit members employed to work in the absence of a regular contract unit member. They cannot be used for extra help, testing, or any type of pull-out support. A visiting teacher who has retired from the district can perform non-classroom duties.

A visiting teacher assigned to replace a part-time teacher or a full-time teacher who is absent for only part of the day may be required to render and shall be compensated for a full day's service.

Certificated substitutes are paid the long term rate starting on the 6th day of a teaching assignment. On the 6th day, change the reason code to the long term reason in SAMS/Smartfind Express. If you do not change it on the sixth day, you will need to go into Time and Labor to update the time reporting code and you will need to contact the substitute help desk and have them change the reason to "Long Term".



Visiting Teachers cont.

ELPAC testing can only be done by a regular teacher or a retired teacher. The visiting teacher can be used as a substitute in the classroom while the teacher completes the ELPAC training. Each retired teacher working as a CELDT tester will need to be entered into SAMS/Smartfind Express and have a job number prior to the assignment. In the event you contact the retired teacher directly to work in an ELPAC assignment, you must ensure the job is entered into SAMS/Smartfind Express. Hours should not be entered manually into the visiting teacher job record in PeopleSoft Time and Labor. Retired teachers who are conducting ELPAC training will be paid at the non-classroom teacher rate.

Time and Labor WorkCenter

The “Time and Labor WorkCenter” is available in PeopleSoft HCM! 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.

Sick Leave and Absence Reporting

Absences may be reported based upon a phone call, an email, or the SAMS report in order for the absences to be reported right away and reflect on the correct payroll. However, the absence form must still be obtained as it includes both the administrator and employee’s signatures authorizing the leave.

If an employee has not returned to work and was absent due to illness at the end of last school year, please remember to continue to report sick leave absences on the timesheet. If you do not report the employee as absent, then it appears as if they have returned to work. If the employee has returned to work, please place a note in the comments section of the timesheet on the last day that they were marked absent indicating their date of return. The comments field on the timesheet is the most underutilized tool in the timekeeping process and is a great way of communicating with payroll staff as well as having notes for yourself! If you have questions regarding this, please contact your payroll specialist.

Physician’s Release to Resume Normal Duties

Remember, clearance is required after an absence of 30 or more consecutive calendar days. The [form](#) must be submitted to Human Resources at least 3 work days prior to the date of intended return. Please do not let the employee return without turning in a release form. Should they show up at the site, you may direct them to the Human Resources Department where they can turn in their release form and receive direction at that time. If you have questions regarding any of the above, please call your payroll specialist.

Verify SAMS Jobs

Please remember to verify on the SAMS system that substitutes (certificated and classified) assigned to your location actually showed up and worked the assigned jobs. Substitutes will not be paid unless the jobs they worked have been verified in SAMS. You must verify jobs in SAMS for those that have worked the assignment no later than the day before the timekeeper cut-off for each payroll period. It is recommended that you take a few moments each day to verify the previous day’s jobs. If you have any questions regarding this, please contact a SAMS Operator at (619)725-8090 or subhelp@sandi.net.



Reports

Please review the *Time and Labor Manual for Timekeepers* (www.sandi.net > Staff Portal > Departments > Payroll > Timekeepers: Payroll Resources > PeopleSoft Time and Labor Manual v9.2.4) for information about the reports you are required to run and those reports which will help you reconcile your payroll in order to correct errors before the payroll is confirmed. The Audit Paid to Reported Time Report, the Site Account Code Charge Monitor Report and the Cross-Site Account Code Charges Report must be reviewed and signed by the site administrator each month. These are official audit documents.

September 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 effective this month. **Remember to also 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

Payroll Phone List

The phone list can be found on our website www.sandi.net > Staff Portal > Departments > Payroll > Payroll Contacts. Please post at your site for easy reference for our employees.

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

Have a great year!

SDUSD Payroll