



# WHAT TIMEKEEPERS SHOULD KNOW 2019-20



PROVIDED BY:  
SAN DIEGO UNIFIED SCHOOL DISTRICT  
PAYROLL DEPARTMENT



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## INTRODUCTION:

In a school district as large and complex as San Diego Unified, it can seem overwhelming to know and understand all of the intricacies involved in paying our employees. We in Payroll rely on you, our site timekeepers, for timely and accurate reporting of employee absences, hours and leave. And we in turn, want you to rely on us for help with your individual payrolls. The following statistics provide an overview of our payroll processing annually:

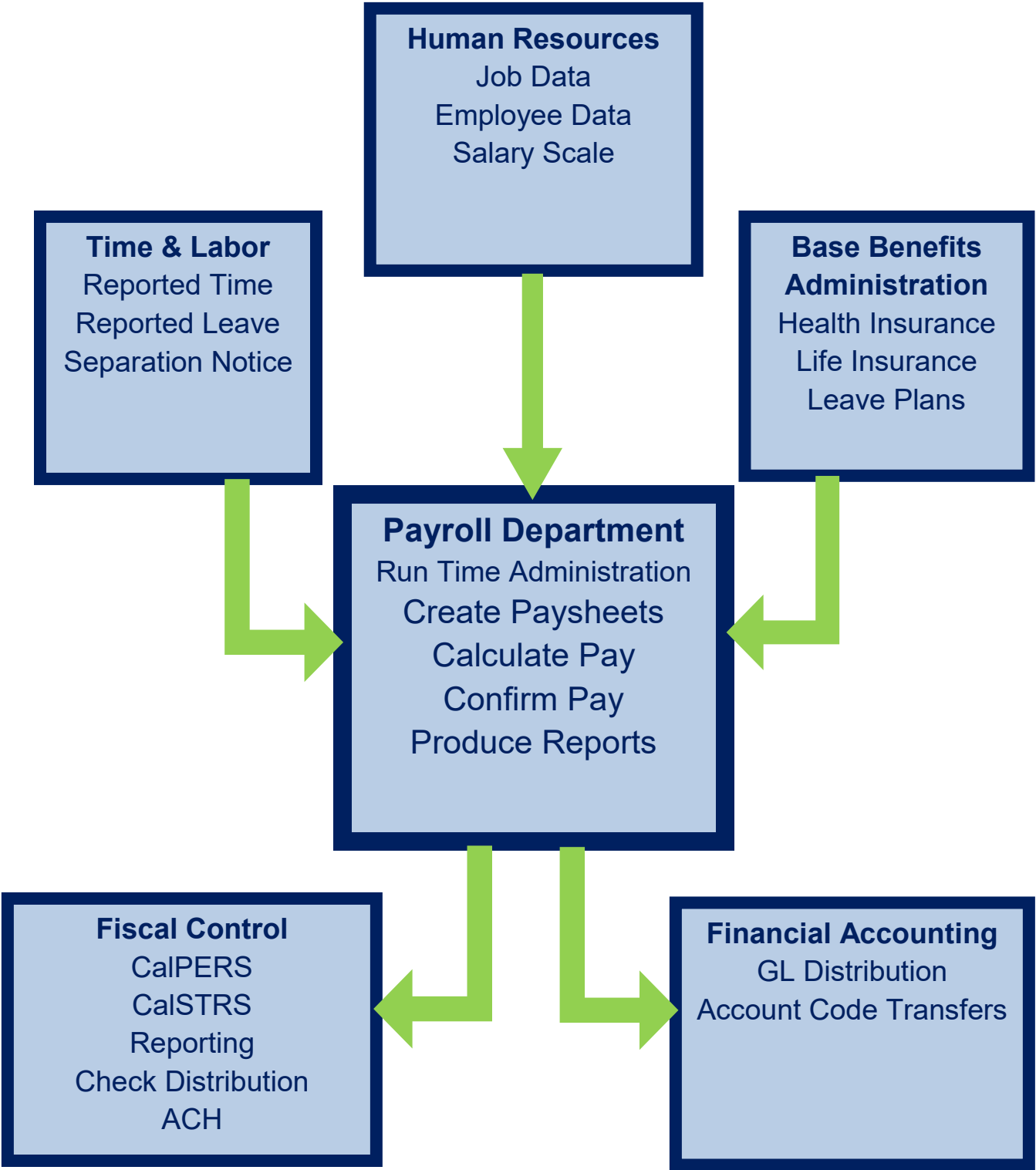
- ✓ 19,000 Active Employees
- ✓ 13,000 monthly, salaried employees
- ✓ \$70,000,000 payroll monthly
- ✓ \$833,000,000 payroll annually
- ✓ 2 payrolls processed each month
- ✓ 19,500 checks/advices processed each month (90% direct deposit)

Payroll and benefits comprises approximately 90% of the total district budget. That's why timely and accurate reporting of employee assignments, time worked and absences is so important.

Reports that are sent to County, State and Federal agencies as well as district financial and personnel records are dependent upon the accuracy and care exercised by school and department timekeepers and administrators when reporting employee assignments and recording time worked promptly and accurately. Prompt and accurate time reporting also insures that the employees who work at your location get pay warrants on time and in the correct amount.

The information that follows is not meant to take the place of Time and Labor training, Collective Bargaining Agreements or District Policy and Procedure. Rather, what is provided is designed to help guide you in your responsibilities. Please be sure to familiarize yourself with all of the available PeopleSoft training tools and to regularly take advantage of Time and Labor training events that are all available on the ITSS web site: <https://www.sandi.net/itd/it-resources/peoplesoft> .

# PAYROLL PROCESSING FLOW CHART



# MONTHLY PAYROLL SCHEDULE SAMPLE

Payroll deadlines are critical in order to process the district payroll accurately and get employees paid on time. Payroll processing requires several days and includes functions not just within the Payroll Department but also through coordination with other departments in the district. Below is a sample of the payroll cycles in a typical payroll month.

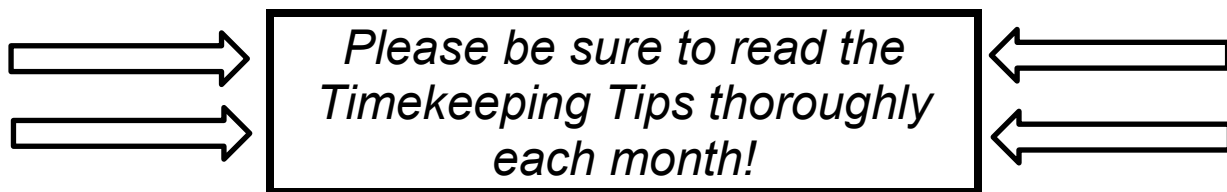
## Off-Cycle (Hourly) Payroll Processing:

Hourly Payroll Timekeeper Cut-Off (Sites)	May 1 <sup>st</sup>
Calculate and Make Adjustments	May 3 <sup>rd</sup> to 4 <sup>th</sup>
Deadline for Adjustments	May 4 <sup>th</sup>
Run Final Calculation & Confirm Payroll	May 4 <sup>th</sup>
Mail Checks/Send Direct Deposits (Fiscal Control)	May 9 <sup>th</sup>
Hourly Payday (Fiscal Control)	May 10 <sup>th</sup>

## On-Cycle (Monthly) Payroll Processing:

Monthly Payroll Timekeeper Cut-Off (Sites)	May 16 <sup>th</sup>
Calculate and Make Adjustments	May 18 <sup>th</sup> -23 <sup>rd</sup>
Deadline for Adjustments	May 24 <sup>th</sup>
Run Final Calculation & Confirm Payroll	May 24 <sup>th</sup>
Deadline for Cancellations (Fiscal Control)	May 25 <sup>th</sup>
Mail Checks/Send direct deposit files (Fiscal Control)	May 30 <sup>th</sup>
Monthly Payday (Fiscal Control)	May 31 <sup>st</sup>

Each month Payroll sends out Timekeeping Tips that details reporting deadlines and other important information related to payroll. Timekeepers must belong to the timekeeper listserv in the districts Outlook system in order to receive these mailings. Timekeepers must join the timekeeper listserv by sending a request via an email addressed to both of the payroll supervisors whose addresses can be located on the Payroll Contacts sheet found in this handbook and on the website. The Timekeeping Tips can also be located on the [Payroll: Timekeeper's Resources](#) page on the district website.



# THE IMPORTANCE OF THE TIMEKEEPER ROLE



## **What is the role of a timekeeper and why is it important to employees and departments/sites?**

You have a very important role when it comes to getting our employees paid in a timely and accurate manner. Your actions help lead to:

- Accurate payment for services rendered
- Accurate department and site spending
- Positive interactions with employees

You are a key staff member for the department and site as well as the first point of contact with your payroll specialist who counts on information from you to help ensure proper payment for time worked.

A happy employee is a productive employee. Nobody wants to receive a paycheck that is incorrect or not on time. Each of us depends on accuracy and on our pay dates. We plan mortgage payments, utility bills, car payments, etc. around our compensation and dates that we will be paid. When we all work together to ensure we have paid our employees to the best of our abilities, we increase employee confidence and productivity in the workplace.

# THE RESPONSIBILITY OF THE TIMEKEEPER

**What types of skills and abilities must a timekeeper possess?**

## **Be Detail Oriented**

- Detail matters. In order to do detailed work, you must put aside time so you can concentrate on the task at hand.

## **Exercise Skills in Time Management**

- Be aware of payroll deadlines
- Make a calendar of regularly scheduled events such as timekeeping deadlines for reporting time
- Establish a partnership with your principal or supervisor and make time reporting a priority.
- Set aside time on a daily basis to do time reporting. Don't wait until the deadline to do your input.
- Make sure you have proper documentation for reported absences (Sick leave, Worker's Comp., Jury Duty, Professional Development, etc.).
- Learn how to balance between what needs to be done now and what is necessary by asking for direction from your principal/supervisor.

## **Practice Effective Communications**

- Have an open/honest dialogue between yourself and your administrator as well as with employees.
- Understand and communicate contracts, leave policies and administrative procedures.
- Ask questions: The only dumb question is the one that never gets asked!  
Your payroll specialist is always willing to help with questions you may have regarding payroll issues. Please contact our department at any time.
- Share information regarding employee's with your specialist. This is vital to ensure proper payment to our employees.

## **Possess the Ability to Produce, Read, Understand and Maintain Reports**

- Know when to run all your reports and make necessary changes as soon as possible.
- Be prepared to explain reports to you principal/supervisor.
- Make sure reports that need signatures have been verified and signed.



# GETTING STARTED



## Ten Things to Get You Started and Keep You on the Right Track

1. Know who your employees are. Review your rosters at least once a month.
2. Review your employee contracts and district administrative procedures and refer to them regularly. These contracts/procedures contain important guidance and requirements regarding employee pay, leaves, salary plans, etc.
3. Take the time and labor classes and/or the time and labor tune-up.
4. Develop and maintain a good working relationship with your payroll specialist.
5. Know how to run and interpret your reports.
6. Read your timekeeping tips for valuable information regarding current month deadlines, updates and reminders.
7. Make sure you have a timekeeping back-up at your site.
8. Keep your information neat and orderly in case you are out and someone else needs to work your desk.
9. Try to enter time every day or once a week. Don't wait until the last day to report absences.
10. Always notify your payroll specialist of any changes that occur with employees (for example; employee(s) on your roster who have not reported to your site; employee(s) planning a leave of absence; employee(s) on long term sick leave; employee(s) resigning/terminating employment, etc.).



## Time and Labor Pre-Audit Questions

Auditing payroll reporting and transactions at your site is a key element of being a successful timekeeper. Ask yourself these questions to make sure you are managing your payroll audit requirements.

1. Do you print a *SmartFindExpress* (SAMS) report daily and input the absences to Time and Labor?
2. Is there backup (timecard or absence request) for every time and labor entry?
3. Is backup (timecard or absence request) properly approved (an actual signature is required and not a signature stamp)?
4. Are all employees (salary and hourly) listed on your timesheet/roster working at your site? If not, should the employee have been terminated?
5. Was a termination PAR completed for the employees who terminated?
6. Does the FTE for each employee agree to actual hours worked (lunch should not be included)?
7. Do monthly payroll reports agree to backup each month and are the reports approved (Audit Paid to Reported Time Report, Allocation Status, Cross-Site Account Charges, etc.)?
8. Is forced vacation reported for all applicable employees?
9. Is the Job Report from SAMS printed daily with the signature line? Are all subs signing in? If subs do not sign in, is the sub job cancelled?
10. Are employees consistently signing in to your location? Do the sign in records agree with what's been reported in Time and Labor?

# Reviewing Timesheets

Review your site/department roster/timesheet regularly to ensure accurate accounting of site/department staff. The timesheet is readily available in the Time and Labor WorkCenter (Navigation: Main Menu/ Manager Self Service/Time Management/ Timer and Labor WorkCenter).

Favorites ▾
Main Menu ▾ >
Manager Self Service ▾ >
Time Management ▾ >
Time and Labor WorkCenter >
Timesheet

Best Places to Work  
Awarded by Glassdoor

»

Time Keeper

Report Time

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## Timesheet Summary

▾ Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	5630S <span style="float: right; font-size: x-small;">🔍</span>
Employee ID	<input type="text"/> <span style="float: right; font-size: x-small;">🔍</span>
Last Name	<input type="text"/> <span style="float: right; font-size: x-small;">🔍</span>
First Name	<input type="text"/> <span style="float: right; font-size: x-small;">🔍</span>

Get Employees

Clear Criteria

Save Criteria

Change View

\*View By Week ▾

Date 07/31/2018 📅 Refresh

Show Schedule Information

Previous Week
Next Week

Employees For Deana Davidson, Totals From 07/30/2018 - 08/05/2018
Personalize | Find | 🔍 1-6 of 6

Time Summary
Demographics
☰

Last Name	First Name	Employee ID	Empl Record	Job Title
Charleson	Dan	199999		0 Manager
Johnson	Susana	199909		0 Benefits Specialist
Jones	Shelly	199999		0 Payroll Clerk
Roy	Carlán	199909		0 Specialist
Jose	Casey	199999		0 Benefits Clerk
Villa	Sharna	190909		0 Payroll Specialist

# REPORTING REQUIREMENTS



## The Timekeeper must be aware of:

- Which reports are required
- Where they are located
- Which ones must be signed and kept on file
- How to use them as tools to monitor your payroll activity
- When they must be run

These **Payroll Department Reconciliation & Audit Reports Chart** can help you to answer these questions.

This report is found on the following two pages and is also available on the [Payroll/Timekeeper's Resources](#) web page of the Payroll website.



## Payroll Department Reconciliation & Audit Reports Chart

### Payroll Reports Chart

Report Title	Report Description	Navigation	When to Run	How to Use	Signature Required ?	Retain as Official Audit Record?
<b>Manager's Monthly Checklist</b>	This is a monthly payroll checklist for Site Administrators/Managers to verify completion of payroll audits.	<ul style="list-style-type: none"> <li>&gt;District Website</li> <li>&gt;Staff Portal</li> <li>&gt;Payroll Page</li> <li>&gt;Payroll Tools for Managers</li> </ul>	Include with Official Audit Records for <b>each calendar month</b> .	Use to ensure that all monthly payroll reconciliation & auditing is being completed.	Yes	Yes
<b>Site Account Code Charges</b>	This report will produce transactions that belong to your site but are being charged against another site's account. This is time that has not yet paid and can be corrected before the deadline.	<ul style="list-style-type: none"> <li>&gt;Time and Labor</li> <li>&gt;Reports</li> <li>&gt;Site Account Charges</li> </ul>	<b>Run prior to each Payroll time reporting deadline</b> for your records, and run <b>weekly</b> for maintenance.	Monitor time reported that is being charged to another site that should be charged to your site. Monitoring these transactions allows you time to make corrections to account codes prior to the timekeeping deadline.	Yes	Yes
<b>Cross-Site Account Code Charges</b>	This report will produce transactions that are being reported by another site but are being charged to the account for your site. This is time that has not yet paid.	<ul style="list-style-type: none"> <li>&gt;Time and Labor</li> <li>&gt;Reports</li> <li>&gt;Cross-Site Account Charges</li> </ul>	<b>Run prior to each Payroll time reporting deadline</b> for your records, and <b>weekly</b> for maintenance.	Monitor time reported by another site that is erroneously being charged to your site's account code. Producing and auditing this report prior to the payroll deadline allows you time to make corrections to erroneously reported account codes before the payroll confirms.	Yes	Yes
<b>Audit Reported to Paid Time Report (Official Audit Report of finalized payroll transactions )</b>	This report provides 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 paid.	<ul style="list-style-type: none"> <li>&gt;Payroll for North America</li> <li>&gt;US Quarterly Processing</li> <li>&gt;Audit Paid to Reported Time</li> </ul>	Run on or around the <b>10th</b> and the <b>20th</b> of each month.	Use this report to closely audit all hours, leave and account codes reported and resulting earnings paid by your site for each pay cycle.	Yes	Yes
<b>Time Summary</b>	This report provides hours and absences being reported in Time and Labor for all employees at your site in summary fashion.	<ul style="list-style-type: none"> <li>&gt;Time and Labor</li> <li>&gt;Reports</li> <li>&gt;Time Summary</li> </ul>	Run <b>weekly</b> to evaluate what is being reported in Time and Labor and <b>prior to each Payroll time reporting deadline</b> for one final review before payroll opens.	Used to audit and validate that what has been reported in Time and Labor is accurate (overtime, extra time, leave, etc.). This tool can be produced in Excel and can be run for one employee or an entire group of employees. Use this to review overtime that is being reported at your site for a current payroll or over a specified period of time (i.e. an entire fiscal year). Use it to evaluate absences and leave reported for employees in the same way you can for overtime usage.	No	Yes

<b>Filled Positions Report</b>	This report produces employee data to verify FTE's, employee pay status, position number, job title and account strings assigned to the position.	>Workforce Administration >Workforce Reports >Filled Positions	<b>Run on the 10th and the 20th of the month</b> to audit employee characteristics.	Compare to the Audit to Reported to Paid Time Report to assure payment is being made correctly based on the employee data for critical pay elements such as FTE's and account codes.	No	Yes
<b>Leave Balance</b>	This report provides data for employees at your site with vacation balances of over 300 hours.	>Benefits >Manage Leave Accruals >Leave Balance Reports	<b>Run on payday for the monthly payroll each month</b> . This follows the close of a monthly payroll which is when all vacation hours reported are "taken" from leave balances.	Use this report to identify those employees who may exceed 328 hours as of August 31st each year. Any employee who exceeds 328 hours on that date will be paid for the excess on the September monthly payroll and the cost of that payment will be charged against site/department discretionary accounts.	No	No
<b>T&amp;L Blank Account Codes Report</b>	This report provides details on substitute hours that were pulled in from the SmartFind Express (SAMS) system into PeopleSoft Time & Labor via an interface.	>Time and Labor >Reports >T&L Blank Acct Codes	Run at least <b>weekly</b> and any account code corrections must be made immediately.	Required for sites using SAMS to ensure the accuracy of reported Account Codes for substitutes. Account codes pulled in from SAMS are default codes for specified absences. Sites must change the default code for records that should be using something other than the	No	No
<b>Payroll Reports- Linear Calendar</b>						
<b>Schedule</b>		<b>Report Name</b>		<b>Purpose</b>		
Weekly		Site Account Code Charges		For Review		
		Cross-Site Account Code Charges		For Review		
		Time Summary		For Review		
<b>Prior to hourly payroll deadline:</b>		<b>Site Account Code Charges</b>		<b>Official Audit Record</b>		
		<b>Cross-Site Account Code Charges</b>		<b>Official Audit Record</b>		
<b>On or near the 10th</b>		<b>Audit Reported to Paid Time Report</b>		<b>Official Audit Record</b>		
		<b>Filled Positions Report</b>		<b>Official Audit Record</b>		
<b>Prior to monthly payroll deadline:</b>		<b>Site Account Code Charges</b>		<b>Official Audit Record</b>		
		<b>Cross-Site Account Code Charges</b>		<b>Official Audit Record</b>		
<b>On or near the 20th</b>		<b>Audit Reported to Paid Time Report</b>		<b>Official Audit Record</b>		
		<b>Filled Positions Report</b>		<b>Official Audit Record</b>		
<b>On the monthly pay date</b>		<b>Manager's Monthly Checklist</b>		<b>Official Audit Record</b>		
		Leave Balance Report		For Review		

## **Audit Paid to Reported Time Report**

This report is an official audit record. The administrator must review and sign this document to validate the payroll.

- NAVIGATION: Payroll for North America > US Quarterly Processing > Audit Paid to Reported Time

This report shows you the earnings/leave reported and paid for each employee at your site. The report must be run for each month after the payroll processes. Run reports on the 10<sup>th</sup> of the month for the salaried payroll and the 20<sup>th</sup> of the month for the hourly payroll.

You must retain these reports in a binder with the corresponding time data.

Please refer to your time and labor reference guide for instructions and job aids that will help you learn how to run and interpret this report.

## **Site Account Code Charges Report**

This report is an official audit record. The administrator must review and sign this document to validate the payroll. To be most effective, this report should be run and validated on a weekly basis.

- NAVIGATION: Time and Labor > Reports > Site Account Charges

This report is provided for sites to monitor whether time that is supposed to be charged to your site is being charged to another site (Combination/Account Code contains a department value that is not your own).

Unlike the Audit Paid to Reported Time Report, this report includes time that has been reported in Time and Labor but has not yet been paid.

If time is being charged to a department other than your own, you can make the changes before the timekeeping deadline. Remember, Combination/Account Codes cannot be changed once payroll has processed.

## **Cross-Site Account Code Charges Report**

This report is an official audit record. The administrator must review and sign this document and it must be kept on file for auditing purposes. To be most effective, this report should be run and validated on a weekly basis.

- NAVIGATION: Time and Labor > Reports > Cross-Site Account Charges

This report is provided for sites to monitor whether time is being reported in Time and Labor by another site and has a Combo/Account Code containing the department value of your site (first 4 digits of an account string). This helps to prevent erroneous reporting of time to your budget.

Unlike the Audit Paid to Reported Time Report, this report includes time that has been reported in Time and Labor but has not yet been paid.

If you discover time being reported by another department, you can contact the timekeeper at the other site to make the correction before payroll is run.

\*Remember: This report is not meant to be used for budgeting purposes. If you find charges after the payroll has processed that do not belong to your department, you should contact your analyst in the Financial Planning, Monitoring and Accountability Department to assist you with the expense transfer. At this point, do not try to reverse these charges in Time and Labor

## **Time Summary Report**

This report is not an official audit record and does not need to be signed by the administrator.

- NAVIGATION: Time and Labor > Reports > Time Summary

This report is provided so that you may review reported time. It is to be used as a tool for reviewing reported time in a summary fashion. It should be used to validate what's been reported in Time and Labor prior to the payroll deadline.

You can run it for an entire department or for an individual employee and for a range of dates. The dates you enter represent dates on which time was reported and actual work days included within the range.

## **Time and Labor Blank Account Codes Report**

This report is not an official audit record and does not need to be signed by the administrator.

- NAVIGATION: Time and Labor > Reports > T&L Blank Account Codes

This report is only required to be used by timekeepers using SmartFindExpress (SAMS). It is a critical report to run on a regular basis to assure account codes are being reported accurately. This report displays substitutes whose time was pulled in from SAMS to Time and Labor via an interface.

Data is pulled into Time and Labor using default Combo/Account Codes for district related absences (i.e. professional development for teachers). You must change the default Combo/Account Codes for each of these records. This is your tool for identifying records that need to be changed.

Report should be run weekly and changes should be done at that time and not held to be done just prior to the timekeeping deadline.

## **Leave Balance Reports/Vacation over 300 Report**

- NAVIGATION: Benefits >Manage Leave Accruals >Leave Balance Reports

1. Enter your Run Control ID
2. Enter your Location Number
3. Run
4. Choose report you wish to run
5. Process

The vacation report will list all employees at your site who have a vacation balance that is over 300 hours. It is very important to run the report each month so that you may identify employees who may need to schedule time off or are reaching the maximum allowed accrual.



The following notice is included in Timekeeping Tips several times a year as a reminder to all sites that they need to monitor vacation balances closely.

*In accordance with district policy and collective bargaining agreements, employees can accumulate a maximum of 328 vacation hours. Employees at or above 328 hours can carry excess vacation accrual forward for use prior to August 31. (Regular classroom teachers do not accrue vacation.) Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September pay warrant. At the same time, the employee's vacation balance will be reset to 328 hours. Managers and employees share responsibility in monitoring vacation balances to make sure they do not exceed the 328 hour maximum at the end of August each year. A manager or supervisor may require an employee to use vacation hours to avoid reaching the maximum accumulation. For information, read the Vacation Accrual Policy on the Payroll Department website. For questions, contact your payroll specialist.*

*Remember: Your site budget will be charged with any vacation balances paid out to your employees in September each year.*

## **Overpayments**

Errors made on behalf of employees can cause overpayments. Overpayments can occur for a variety of reasons. Some of those reasons are: duplicate time entry, incorrect FTE placement, unreported absences, leave of absence reported late, resignations reported late, etc. Payroll relies on site timekeepers to assist us in mitigating overpayments by reporting payroll information and transactions accurately and on time the first time.

### **How do we reduce the number of overpayments that occur?**

- Improved management of employee data at the central office/sites/departments. Improved understanding of ramifications of mismanagement of employee data.
- Position management at the local level: Timely and accurate personnel actions by department level staff with regard to separation from the district (leaves of absence, resignation, termination, etc.).
- Improvement in timekeeping at the department level.
- Improved understanding of pay warrants, how employees are paid and what to watch for each month when reviewing warrants.
- Consider labor agreements and potential negotiable items.
- Continue to require 10-month, 12-pay direct deposit and authorization for auto debit of overpayment.
- Verification of SAMS assignments.

# LEAVE POLICIES



## Know Your Leave Policies

These are the most common types of leave that are used on a day to day basis by our employees. This section provides a general explanation of leave policies. For more specific information regarding all types of leave and the availability for each membership type, please refer to the appropriate Collective Bargaining Agreement and/or District Administrative Procedure.

**Sick Leave:** Employees are allowed to use full salary sick leave for personal illness, injury, or exposure to contagious disease or temporary disability, as provided by law.

**Half Pay Sick Leave:** Half pay sick leave is to be used only after full salary sick leave benefits have been exhausted.

**Personal Necessity:** Employees are allowed to use a limited number of days of full salary sick leave (CSEA and POA, Confidentials and Non-represented Managers: 8, AASD: 10, SDEA: 11) for the use of personal necessity according to their particular labor agreement. They may not use half pay sick leave for this type of absence. If they do not have a full sick balance, employees need to be informed the time will be docked as unpaid time.

- **Death in the Immediate Family-** Death of a member of the immediate family or to attend the funeral of a close friend or relative not defined as an immediate family member. This may also be used as an extension of bereavement.
- **Accident-** Involving unit member's person, property, or that of his/her immediate family of such an emergency nature that the immediate presence of the unit member is required during the workday.
- **Court Appearance-** As a litigant or as a witness.
- **Family illness-** Serious or critical illness of the unit member's immediate family that is serious or critical and that requires their presence during the regular work day.
- **Religious Holiday-** Observance of a religious holiday of member's faith (limited to 3 days per year) with form filed no less than 5 workdays in advance of holiday.
- **Act of Nature-** Unpredictable and verifiable acts of nature (such as catastrophic fire, flood, tornado, earthquake, or other acts of nature of similar intensity) beyond the control of the member which precludes them for reporting for duty

- **Birth/Adoption-** A father, upon the birth of his child, and parents, upon the adoption of a child.
- **Family School Partnership Leave-** To participate in the member's children's school activities.
- **Personal/Family Responsibility-** Members may use a limited amount of accumulated full time sick leave in order to attend to a compelling personal/family responsibility which requires the immediate presence of the member during the workday.

#### **Personal Business Absence:**

- **Two-hour absence (PAID)** - Member may be excused from duty with the approval of the supervisor for personal business for up to two (2) hours without loss of pay.
- **Two-day Absence (PAID/SICK LEAVE)** - Members of CSEA and POA, Confidentials and Non-represented Managers are allowed two days per school year of accumulated sick leave for personal business. These days may be used at the discretion of member. Normally, 48 hours advance notice shall be required and it may not be used the day prior to or after a holiday or school recess period.
- **One-month Absence (UNPAID)** - When urgent personal reasons demand a member's absences, he/she may be excused from duty without pay for a period not to exceed one (1) month with the approval of the supervisor.

**Bereavement Leave:** Absence without loss of salary for a period not to exceed five (5) days, may be granted to a unit member upon the death of a member of his/her or the spouse's/same gender domestic partner's \*immediate family.

*\*Definition of immediate family: Following relatives of the unit member or the unit member's spouse/same gender domestic partner: mother, father, grandmother, grandfather, grandchild, spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, domestic partner, or any relative living in the immediate household of the unit member. Mother and father are defined to include stepmother and stepfather and court appointed legal guardians.*

**Jury Duty:** Unit members are granted leave without loss of pay for time that is required to perform jury duty. Employee must notify the District of service date(s) upon receiving notice and must provide proper documentation of services rendered.

*\*SDEA bargaining unit members may postpone jury duty to a time when they are not required to work and may receive additional compensation when the proper forms are completed and turned into payroll. Please refer to the SDEA contract for further information on this subject.*

**Catastrophic Leave:** An illness or injury defined to mean severe, incapacitating illness or injury which is expected to continue for an extended period of time which prevents the unit member from performing his/her duties. This type of leave must be approved by the Human Resources Department prior to being reported in time and labor. Please work closely with your payroll specialist if you have an employee who has applied for this leave.

# LEAVE OF ABSENCE GUIDELINES

## Payroll Guidelines

- ✓ The employee should apply for your leave of absence at the earliest practical date.
- ✓ Verify that a PAR has been created for your leave of absence. A PAR created a month or more before the leave begins is the best insurance that pay is issued correctly.
- ✓ Employees on 11- or 12-pay distribution who begin a leave of absence at any time other than July 1, are likely to have received more pay than they have earned. This is because contract pay for the year begins in July and includes advance payment for service in future months.
- ✓ If the employee is on 10-pay, the likelihood of overpayment is reduced since they are not paid in advance. However, if the employee's status on the system is not changed in advance or if they have unreported absences, they can be overpaid.
- ✓ If the employee has been absent and has begun to use half-pay sick leave or has had unpaid absences, checks may not have been fully adjusted for recent absences.
- ✓ Payroll staff are available to help employees plan for a leave of absence. Scheduling an appointment is helpful so the Payroll Specialist can prepare materials in advance.
- ✓ To minimize the chance of overpayment, make sure you are aware of the employee's plans and are reporting absences as they occur. If the employee is out for more than a month those absences need to be reported by the 15<sup>th</sup> of the month for all workdays in the month.
- ✓ When an employee returns from a leave of absence any previous direct deposit instructions will be reactivated. If they have changed bank accounts or wish to stop their prior direct deposit please instruct them to contact Payroll.
- ✓ If the employee is an SDEA bargaining unit member and previously signed up for the voluntary 12-pay Option and wants to resume voluntary 12-pay when they return, they must complete the application forms upon return to resume that method of payment. This option can only be elected with a start of July 1. If the employee returns mid-year, they will not be eligible for 12-pay until the following fiscal year.

## Benefits Guidelines

- ✓ The employee should apply for your leave of absence at the earliest practical date.
- ✓ If the employee is eligible for district paid benefits and was enrolled in health plans, district paid coverage will continue through the end of the month that the last day in paid status occurs.
- ✓ Once the leave of absence has been entered into the human resource system, a letter will be sent to the employee by the Benefits office explaining their options to continue benefits on a self-pay basis either through the leave of absence option defined in collective bargaining agreements or through COBRA.
- ✓ The employee will have 60 days from the date of the letter to make a decision on whether or not to continue district coverage at their own expense. If they elect coverage they will be responsible for premiums from the date the district paid coverage ended.
- ✓ If they do not elect to continue coverage during the leave they must reapply for benefits within 31 days of return to work. The employee should visit the Employee Benefits Department as soon as they return to complete application forms.
- ✓ Even if the employee elects to continue their benefits it is a good idea to contact the Employee Benefits Department as soon as they return to work. This can greatly improve a smooth transition back to district paid benefits.

# PAYROLL REPORTING

## The Importance of Entering Positive Time and Absences Carefully and Accurately the First Time

How important is it to enter and report hours and absences? *Extremely important!* The hours and absences you report are reflected directly on employee pay checks. The Time and Labor module is a complex rules driven component of PeopleSoft. As such, it requires accurate reporting and the more often we can get to entering time and absences right the first time, the more efficiently the system will run. Please use care and exercise caution when entering hours and absences for employees. Look to have accurate information at hand regarding how many hours employees are working and/or the correct absence and time reporting codes/budget codes ready when you sit down to input data.

The Payroll Department reviews as much time and absence information as it can when processing payrolls to look for inconsistencies and inaccuracies. However, Payroll cannot evaluate each individual department for accuracy. We as a district need to be much better at reporting time in the field accurately the first time. It can be very challenging to analyze reported time when it is reported, then deleted, then reported with a different Time Reporting Code, then has a budget code change, etc. There are many instances of multiple rows of changes for one day of time for employees. If you have questions about the right Time Reporting Codes to use, please contact your payroll specialist. If you have questions about the right budget to use, please contact your financial planning and development analyst. Let's work together to report employee data timely and accurately the first time!

## Prior Period Adjustments

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 are restricted to 90 days either in the past or in the future to make time reporting changes.



Do not use a prior period adjustment to adjust charges that may have been applied to an inappropriate Combination/Account Code. These prior period adjustments should only be made to adjust reported time, such as: wrong TRC; sick leave reported instead of vacation; or employee being underpaid

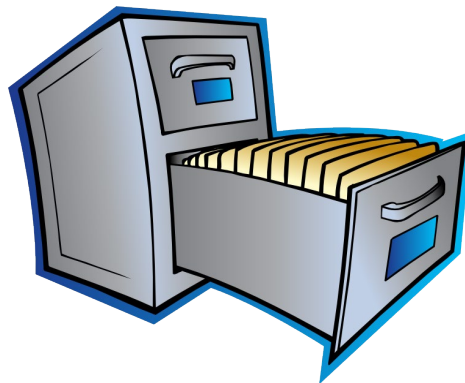
In the event an employee has had time reported, paid and subsequently charged to the wrong Account Code, you must contact your analyst in the Financial Planning, Monitoring and Accountability Department to adjust the expense. Once payroll has been processed, paid and the charges have been distributed to the General Ledger, your analyst must intervene to adjust account codes.

# REPORTING ABSENCES IN SAMS

## Timekeepers Must Enter Absences in Time and Labor for Employees Who Call Their Absences into SAMS

Employees who report absences to the SAMS system must have a corresponding absence reported in Time and Labor using the appropriate leave for the absence. The SAMS system does not auto populate absences in Time and Labor as it does hours for substitutes. Please make sure you are running SAMS reports daily to assure corresponding absences are being reported in Time and Labor. Employee leave balances are critically important in assuring accurate pay and reporting to pension systems (CalSTRS and CalPERS). Do not wait to enter these absences. Follow-up with employees to obtain the required back-up documentation from them. See the following section for information regarding back-up documentation.

## BACK-UP DOCUMENTATION



### Positive Hours/Absences Reporting and Back-Up Documentation

Please report all absences on the timesheet in Time and Labor as they are reported to you even if you have not received a form authorizing the absence. You may report the absence based on the SAMS report, a phone call, an e-mail message, etc. School sites should print the SAMS report daily and enter all absence from the report. The timekeeper must still pursue obtaining the absence form from the employee as it includes the employee and administrator signatures authorizing the leave. If the timekeeper is unsuccessful in obtaining an absence form, the matter should be brought to the administrator's attention. Please review contract language and Administrative Procedures related to leaves for further instructions.

## Back-Up Documentation

- All positive hours and all absences/leave require a signed authorization by both the administrator and the employee. Proper backup documentation (timecard, absence request, etc.) must be kept in an organized manner for auditing purposes.
- Internal and external audits often uncover significant errors in required backup documentation.
- There are many types of errors that may depend heavily upon back-up documentation for research, and can require corrective actions, online time reporting error notices and intervention by payroll staff. These include:
  - no time card submitted/signed for positive hours reported in Time and Labor
  - missing leave requests for absences reported in Time and Labor
  - leave requests turned in but no absences reported in Time and Labor
  - incomplete time cards on file
  - positive hours reported for substitutes with no corresponding absence reported for the employee who was out
- Absences that go unreported in many cases end up with an employee being overpaid as a result of insufficient balances at the time leave was taken.
- During site administrator training, expectations regarding clear site payroll practices and requirements for all staff members are discussed.

## Record Organization & Retention

The following retention procedure is recommended by the District. Please retain your payroll records for auditing purposes in the following manner:

- Timecards, absence requests, and relevant documentation should be retained in a binder designated as
  - "(Site Name) - Payroll Records – (fiscal year)"
  - Example: **Adams Elementary - Payroll Records - July 2017 - June 2018**
- Principal/Administrator signed copies of the Audit Paid to Reported Time Report (one for the monthly, on-cycle and one for the off-cycle), the Filled Position Report, Cross Site Account Charges and Site Account Charges reports along with the Manager's Checklist should be retained in a binder designated as
  - "(Site Name) - Payroll Reports – (fiscal year)"
  - Example: **Adams Elementary - Payroll Reports - July 2017 - June 2018**
- A separate binder should be used for each fiscal year.
- Payroll records are required to be kept for four years, plus current. Grants and other programs may require a longer retention period. Contact the program office or read the grant requirements to determine length of record retention.
- Records can be filed chronologically in folders in an accessible cabinet or in properly labeled boxes for years other than current.

# SAMS VERIFICATION

## VERIFYING JOBS IN SmartFindExpress (SAMS)

As part of the district's effort to reduce overpayments, timekeepers must "verify" in the SmartFindExpress (SAMS) system that substitutes have arrived and worked the assigned jobs. **Substitutes will not be paid unless the jobs they worked have been verified in SAMS.**

Timekeepers must verify all jobs in SAMS by the day before the timekeeper cut-off for each payroll period at the latest. However, it is strongly recommended that timekeepers take a few moments each day to verify the previous day's jobs. To verify jobs, you'll need to have at-hand the printed substitute sign-in sheet for the day(s) you want to verify; then follow the steps below.

1. In the SAMS system, select **Job Inquiry/Reports**.

**SD USD San Diego Unified School District**

Welcome, HEINZELMAN, ADRIENNE Today is January 15, 2008 01:00 pm

**Home**

**Administrator**

- [Announcements](#)
- [Create Absence](#)
- [Create Vacancy](#)
- [Daily Job Count](#)
- [Job Inquiry/Reports](#)**
- [Location Balances](#)
- [Priority Lists](#)
- [Profile Inquiry/Reports](#)
- [Profile New](#)

**Welcome HEINZELMAN, ADRIENNE**

Please select a menu item to continue.

**Number of Errors Reported on the System Activity Log today is 1300.**

-----

The **S**ubstitute **A**ssignment **M**anagement **S**ystem (SAMS) can be accessed via pieces of identification are required to access the system: Access I.D. (Employee ID)

To assist you using SmartFindExpress, guides are available and can be found on the system.

2. In **Job Type**, select "**All**". In **Job Status**, select "**Finished**". In **Sub Status**, select "**Filled**". Then enter the date range (**Search From** date and **To** date) of the jobs you want to verify. If verifying daily, enter the previous work day. Click **Search**.

**Note:** If you are a timekeeper for multiple locations, click "More Search Options" and in Location, select the location you want to verify jobs for. (Timekeepers responsible for only one location need not select a location as it is pre-selected for you.)



**Job Inquiry**

**Search Criteria**

Enter Job #:

Or \_\_\_\_\_

Job Type:  All  Absences  Vacancies

Job Status:

Sub Status:

(mm/dd/yyyy) (mm/dd/yyyy)

Search From:   To:

Sort Order:  Then by:

Records Per Page:

3. Scroll down to view the search results. With your substitute sign-in sheet for the date(s) selected above in-hand, indicate the jobs which the substitutes actually worked (signed in) in either of the following ways:

- Manually click the checkbox for each job for which the substitute signed in.
- Or-
- Click **Set All to Verify**. This automatically checks all the jobs' checkboxes. If not all jobs were actually worked by substitutes, remove checkmarks for those you do not want to verify by clicking the checkbox.

---

**Job List**

Job #	Status	Employee Name	Location	Sp. Instr.
	Start Date/Time	Substitute Name	Classification	Class Pay Rate
	End Date/Time	Reported On	Reason	Sub Pay Rate
	Verify	Position Number		Time Worked
<u>1152012</u>	Finished/IVR Assigned	Vacancy	SCRIPPS RANCH HIGH	Text
	01/14/2008 07:30 AM	STINSON,TERRY - SP	5 - INSTR BEHAV TECH	
	01/14/2008 02:00 PM	8/29/07 10:40 AM	LONG TERM VACANCY	
	<input type="checkbox"/>	10006816		06:30
<u>1153191</u>	Finished/Pre Arranged	Vacancy	SCRIPPS RANCH HIGH	None
	01/14/2008 07:00 AM	STANDIFER, TOMMIE - ROTC ONLY	ROTC	
	01/14/2008 02:27 PM	9/5/07 11:21 AM	LONG TERM VACANCY	
	<input type="checkbox"/>	10006795		07:27

**4. Click Save Verified.**

Search   Create Report   Export

---

**Job List**

Set All to Verify   **Save Verified**

Job #	Status	Employee Name	Location	Sp. Instr.
	Start Date/Time	Substitute Name	Classification	Class Pay Rate
	End Date/Time	Reported On	Reason	Sub Pay Rate
	Verify	Position Number		Time Worked
<u>1152012</u>	Finished/IVR Assigned 01/14/2008 07:30 AM 01/14/2008 02:00 PM <input checked="" type="checkbox"/>	Vacancy STINSON,TERRY - SP 8/29/07 10:40 AM 10006816	SCRIPPS RANCH HIGH 5 - INSTR BEHAV TECH LONG TERM VACANCY	Text
<u>1153191</u>	Finished/Pre Arranged 01/14/2008 07:00 AM 01/14/2008 02:27 PM <input checked="" type="checkbox"/>	Vacancy STANDIFER, TOMMIE - ROTC ONLY 9/5/07 11:21 AM 10006795	SCRIPPS RANCH HIGH ROTC LONG TERM VACANCY	None

**5.** The message "Jobs successfully verified" appears at the top of the screen. The verification process is complete and the time for those substitutes will be loaded into PeopleSoft Time and Labor.

**Jobs successfully verified.**

**Job Inquiry**

**Search Criteria**

Enter Job #:

Or

Job Type:  All    Absences    Vacancies

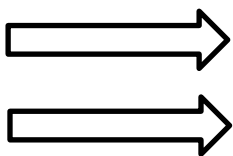
If you have questions or need further assistance, please contact the Substitute Help Desk at 619-725-8090.

# FAQS ABOUT VISITING TEACHERS

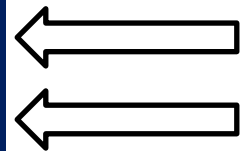


## What duties can be performed by a regular visiting teacher?

Article 32.1 (of the SDEA Collective Bargaining Agreement) states, “Visiting Teacher’ is a credentialed unit member employed to work in the absence of a regular contract unit member.”



**IMPORTANT:**  
**This means that regular visiting teachers cannot be used for extra help, most testing, or any type of pull-out support.**



## Can a regular visiting teacher be called in to perform ELPAC testing?

Yes. The process requires the classroom teacher to be asked first, then a retiree, then a visiting teacher in that order. If a visiting teacher is used to administer the testing, they must be paid the full daily rate of pay for a short-term assignment.

## Who can help with non-classroom duties?

A visiting teacher who has retired from the District can perform non-classroom duties. Visiting Teacher rates are subject to change. Always refer to the Time Reporting Codes document that is regularly posted on the [Timekeepers: Payroll Resources](#) page found on the Payroll website for the most current rate information.

## **Does a visiting teacher work 6 hours and 35 minutes (plus lunch) even if the teacher he/she is replacing works part-time or is only absent part of the day?**

Yes. Per Article 32, “the hours of employment for a visiting teacher shall be the same as for the unit member he/she is replacing, except that a visiting teacher assigned to replace a partial-contract teacher, or to replace a full-time teacher who is absent for only a part of the workday, may be required to render and shall be compensated for a full day’s service.”

## **Can a site dock a visiting teacher’s pay for being late?**

No, but the site administrator should complete a visiting teacher evaluation noting the tardiness.

## **What are visiting teacher evaluations and when should I use them?**

Evaluations may be completed for day-to-day visiting teacher and must be completed for long-term visiting teachers. They should be used to document behavior and skills with an overall rating of superior, effective, or unsatisfactory. You can find an electronic copy at [https://www.sandi.net/staff/sites/default/files\\_link/staff/docs/human\\_re...](https://www.sandi.net/staff/sites/default/files_link/staff/docs/human_re...)

## **How does a teacher request a visiting teacher when he/she is doing ELPAC testing?**

Regular teachers who will be performing ELPAC testing will need to report their absence from the classroom through the Smartfind Express (SAMS) system using the applicable reason code. The SAMS system will subsequently call for a substitute that matches the teacher classification (subject and/or grade level).

## **How does our site call in a retired visiting teacher to do ELPAC testing?**

When your site needs extra support for administering the testing, you must enter in a vacancy in SAMS to initiate a call out. SAMS will call retired teachers that have had ELPAC training and have the proper classification in their profile. Only those who are suitably trained will be called for the assignment. Each retired teacher working as an ELPAC tester will need to be entered into SAMS and have a job number prior to the assignment. In the event that you contact the retired teacher directly to work in an ELPAC assignment, you must ensure the job is entered into SAMS. Hours should not be entered manually into the Visiting Teacher job record in PeopleSoft. The retired teacher will be paid at the non-classroom teacher rate through SAMS and PeopleSoft processes.

## **How and when do we pay a visiting teacher for working a long-term assignment?**

Certificated substitutes are paid the long term rate starting on the 6th day of a teaching assignment. When providing timekeeping in the instance; track the number of days a certificated sub has worked in the same classroom and as of the sixth day, select the long-term reason code in SAMS. 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 then contact the substitute help desk to have the reason changed to ‘Long Term’.

# HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014

These procedures outline notification, reporting and approval of California mandatory paid sick leave for eligible hourly employees. The Healthy Workplaces/Healthy Families Act of 2014 (commencing with Labor Code Section 245) and otherwise known as the CA Sick Leave Law, requires California employers to provide certain sick leave entitlements to hourly employees who historically have not been eligible for paid sick leave under any collective bargaining agreement. Effective July 1, 2015, hourly employees eligible under this act are entitled to receive up to three (3) paid sick days or 24 hours of sick leave in a 12-month period for the diagnosis, care or treatment of a health condition or for preventative care for an employee or an employee's family member. This act also provides paid sick days to an employee for certain purposes related to being a victim of domestic violence, sexual assault or stalking. This act defines employee eligibility, prescribes use of mandatory paid sick days, defines eligible family members, notice requirements and contains non-retaliation provisions. The new law does not provide additional paid sick leave or change any sick leave entitlements for District employees who already receive paid sick benefits under a collective bargaining agreement.

**SDEA CalSTRS retirees working in hourly assignments are now eligible to accrue sick leave or use any sick leave accrued prior to retirement to cover an absence in their hourly assignment.**

Employees are eligible to begin to accrue paid sick leave provided that on or after July 1, 2015, they have worked in California for 30 or more days within a year from commencement of employment with the District. Sick leave will accrue at a rate of one (1) hour for every 30 hours worked. Hourly employees not represented by a collective bargaining agreement are entitled to use accrued sick leave beginning on their 90<sup>th</sup> day of employment and an employee's paid sick leave accrual may not exceed 48 hours per fiscal year. Hourly employees are not eligible to use paid sick leave in advance of accrual. An Hourly Employee Sick Leave Request Form can be located on the district's Human Resources web page entitled [Healthy Workplaces/Healthy Families Act of 2014](#) and must be completed and submitted to the appropriate entity as described below. The original leave form must be retained by the timekeeper reporting the absence into Time and Labor and be filed with all other payroll records for that location according to district records retention guidelines.

## Procedure for Certificated Hourly Employees

### **Day-to-Day Visiting Teachers: (Includes Early Childhood Education Visiting Teachers and Counselors)**

Absences eligible for use of paid sick leave by Day-to Day visiting teachers who decline an assignment offered through the Substitute Assignment Management Systems (SAMS) will be reported and approved by Human Resource Services Division staff in the Substitute Management Unit. In order to use accrued sick leave to cover an absence and receive compensation, a Day-to-Day visiting teacher must first decline the assignment in SAMS and then submit a completed Hourly Employee Sick Leave Request Form to the Substitute Management Unit in a timely manner for payroll reporting on the next available payroll processing date. **Please note that when declining the assignment in SAMS, illness must be selected as the reason for the absence in order to be eligible to receive the sick leave benefit.** The Hourly Employee Sick Leave Request Form may be obtained online on the district's Human Resources web page entitled [Healthy Workplaces/Healthy Families Act of 2014](#). Timekeepers will be required to make the form available to employees. The completed Hourly Employee Sick Leave

Request Form may be submitted to the Substitute Management Unit by Fax (619.686.6650), by e-mail ([sub-illness-reporting@sandi.net](mailto:sub-illness-reporting@sandi.net)) or by mail to: Eugene Brucker Education Center Human Resources-Substitute Management Unit 4100 Normal St, San Diego, CA 92103. Substitute Management Unit staff will verify that an employee was offered and subsequently declined an assignment from SAMS for the date(s) described on the form. Day-to-Day visiting teachers who become ill after reporting to a school site and request to leave before the assignment day ends may request to use hours equivalent to the portion of the day that remain. An Hourly Employee Sick Leave Request Form must be submitted following the directions outlined above.

Absences eligible for use of paid sick leave for Day-To-Day visiting teachers who decline an assignment offered directly by a department and not offered through SAMS will be reported by the timekeeper for the department that offered the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the department timekeeper for entry into Time and Labor.

**Long-Term Visiting Teachers (Non-Early Childhood Education Program and School Counselors):**

Long-Term Visiting Teachers are defined as those visiting teachers who complete more than 5 consecutive teaching days in a single assignment. Absences eligible for use of paid sick leave for Long-Term Visiting Teachers will be reported by the timekeeper at the location where the employee is working the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the site timekeeper for entry into Time and Labor.

**Long-Term Early Childhood Education Visiting Teachers:**

Long-Term Early Childhood Education Visiting Teachers are defined as those visiting teachers who complete 20 or more consecutive teaching days in a single assignment. Absences eligible for use of paid sick leave for Long-Term Early Childhood Education Visiting Teachers will be reported by the timekeeper at the location where the employee is working the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the site timekeeper for entry into Time and Labor.

**Visiting Nurses:**

Absences eligible for use of paid sick leave for certificated hourly employees who decline an assignment offered by the Nursing and Wellness Department will be reported and approved by the Nursing and Wellness Department. In order to use accrued sick leave to cover an absence and receive compensation, a certificated hourly employee must first decline the assignment and then submit a completed Hourly Employee Sick Leave Request Form to the Nursing and Wellness Department in a timely manner for payroll reporting on the next available payroll processing date. The Hourly Employee Sick Leave Request Form may be obtained online on the district's Human Resources web page entitled [Healthy Workplaces/Healthy Families Act of 2014](#). Timekeepers are required to make the form available to employees. The completed Hourly Employee Sick Leave Request Form may be submitted to the Nursing and Wellness Department by Fax (619.725.8073), or by mail to: Eugene Brucker Education Center, Attn: Nursing and Wellness, 4100 Normal St Room 2121, San Diego, CA 92103. Please contact the office for further information at (619)725-5501.

## **Other Certificated Hourly Employees (Certificated Hourly, Speech Language Pathologists and School Psychologists):**

Absences eligible for use of paid sick leave for certificated hourly employees who decline an assignment offered through the Substitute Assignment Management Systems (SAMS) will be reported and approved by Human Resource Services Division staff in the Substitute Management Unit. In order to use accrued sick leave to cover an absence and receive compensation, a certificated hourly employee must first decline the assignment in SAMS and then submit a completed Hourly Employee Sick Leave Request Form to the Substitute Management Unit in a timely manner for payroll reporting on the next available payroll processing date. **Please note that when declining the assignment in SAMS, illness must be selected as the reason for the absence in order to be eligible to receive the sick leave benefit.** The Hourly Employee Sick Leave Request Form may be obtained on the district's Human Resources web page entitled [Healthy Workplaces/Healthy Families Act of 2014](#). Timekeepers will be required to make the form available to employees. The completed Hourly Employee Sick Leave Request Form may be submitted to the Substitute Management Unit by Fax (619.686.6650), by e-mail ([sub-illness-reporting@sandi.net](mailto:sub-illness-reporting@sandi.net)) or by mail to: Eugene Brucker Education Center Human Resources-Substitute Management Unit 4100 Normal St, San Diego, CA 92103. Substitute Management Unit staff will verify that an employee was offered and subsequently declined an assignment from SAMS for the date(s) on the Hourly Employee Sick Leave Request Form. Certificated hourly employees who become ill after reporting to their assignment and request to leave before the assignment day ends may request to use hours equivalent to the portion of the day that remain. An Hourly Employee Sick Leave Request Form must be submitted following the directions outlined above.

Absences eligible for use of paid sick leave for certificated hourly employees who decline an assignment offered directly by a department and not offered through SAMS will be reported by the timekeeper for the department that offered the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the department timekeeper for entry into Time and Labor.

## **Procedure for Classified Hourly Employees**

### **Classified Day-to-Day Substitutes:**

Absences eligible for use of paid sick leave by a classified substitute who declines an assignment offered through the Substitute Assignment Management Systems (SAMS) will be reported and approved by Human Resource Services Division staff in the Substitute Management Unit. In order to use accrued sick leave to cover an absence and receive compensation, a classified substitute must first decline the assignment in SAMS and then submit a completed Hourly Employee Sick Leave Request Form to the Substitute Management Unit in a timely manner for payroll reporting on the next available payroll processing date. **Please note that when declining the assignment in SAMS, illness must be selected as the reason for the absence in order to be eligible to receive the sick leave benefit.** The Hourly Employee Sick Leave Request Form may be obtained online on the district's Human Resources web page entitled [Healthy Workplaces/Healthy Families Act of 2014](#). Timekeepers will be required to make the form available to employees. The completed Hourly Employee Sick Leave Request Form may be submitted to the Substitute Management Unit by Fax: (619)686-6650, by e-mail ([sub-illness-reporting@sandi.net](mailto:sub-illness-reporting@sandi.net)) or by mail: Eugene Brucker Education Center Human Resources-Substitute Management Unit 4100 Normal St, San Diego, CA 92103. Substitute Management Unit staff will verify that an employee was offered and subsequently declined an assignment from SAMS for the date(s) on the Hourly Employee Sick Leave Request Form.

Classified substitutes who become ill after reporting to their assignment and request to leave before the assignment day ends may request to use hours equivalent to the portion of the day that remain. An Hourly Employee Sick Leave Request Form must be submitted following the directions outlined above.

**Classified Substitutes Assigned to a Site/Department for More Than 5 Days:**

Absences eligible for use of paid sick leave by classified substitutes in an assignment of more than 5 days will be reported by the timekeeper for the site/department that offered the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the site/department timekeeper for entry into Time and Labor. This will be the same timekeeper who has been reporting the regular hours worked.

**Custodial Substitutes:**

Absences eligible for use of paid sick leave by classified substitutes who decline an assignment offered directly by Custodial Services will be reported by the timekeeper for Custodial Services that offered the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the Custodial Services Department timekeeper. The completed Hourly Employee Sick Leave Request Form may be submitted via school mail or US mail to 4860 Ruffner Street, San Diego CA 92111-1522. Requests forms may also be faxed to 858-496-1737 for entry into Time and Labor. The Hourly Employee Sick Leave Request Form may be obtained online on the district's Human Resources web page entitled [Healthy Workplaces/Healthy Families Act of 2014](#). Questions may be directed to Custodial 858-627-7224 or 858- 627-7225.

**Food & Nutrition Services Substitutes:**

Absences eligible for use of paid sick leave by a classified substitute who declines an assignment offered through the Substitute Assignment Management Systems (SAMS) will be reported and approved by the Food & Nutrition Services Department staff. In order to use accrued sick leave to cover an absence and receive compensation, a classified substitute must first decline the assignment in SAMS and then submit a completed Hourly Employee Sick Leave Request Form to the Food & Nutrition Services Department in a timely manner for payroll reporting on the next available payroll processing date. **Please note that when declining the assignment in SAMS, illness must be selected as the reason for the absence in order to be eligible to receive the sick leave benefit.** The Hourly Employee Sick Leave Request Form may be obtained online on the district's Human Resources web page entitled [Healthy Workplaces/Healthy Families Act of 2014](#) Food & Nutrition Services Supervisors, Area Supervisors and Timekeepers are required to make the form available to employees. The completed Hourly Employee Sick Leave Request Form may be submitted to the Food & Nutrition Services Department by Fax (858.565.6378), or by mail to: Food Services, Attn: Labor, 6735 Gifford Way, Room 5, San Diego, CA 92111

**All other Classified Substitutes assigned directly to a department and not in SAMS/SmartFind Express:**

Absences eligible for use of paid sick leave by classified substitutes who decline an assignment offered directly by a department and not offered through SAMS will be reported by the timekeeper for the department that offered the assignment. Employees must complete an Hourly Employee Sick Leave Request Form and submit it directly to the department timekeeper for entry into Time and Labor.



# MONTHLY PAYROLL CHECKLIST FOR MANAGERS

This is a checklist that managers and site administrators must use each month to ensure that the tasks associated with reconciling and auditing payroll transactions at their sites are being accomplished. This checklist is additionally located on the [payroll web page](#). Be sure to review the checklist to confirm that the tasks are being completed, checked off and signed by the manager or site administrator each month, and then file this document along with the mandatory audit reports.

## Monthly Payroll Checklist for Managers

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This checklist is provided to managers to assure tasks required to monitor and audit payroll transactions will be completed each month. This checklist must be completed and signed by each site administrator/department head monthly.



### Reconciling Your Payroll

Prior to the timekeeping/payroll deadline (2 payrolls and 2 deadlines each month):

- Run the Time Summary Report to review positive hours and absences that have been reported. Look for: excessive overtime, absence reporting, etc. This report should be run regularly (weekly) to assure what is being entered into Time and Labor is accurate.  
  
This can also be used as a tool to review employee hours and absences over periods of time where excessive absences, for example, are being monitored. It can be used to evaluate overtime expense year over year as well. Download to Excel to sort and filter what you need.
- Validate back up documentation (time cards and leave requests) has been provided for all absences and hours reported.
- Make sure your timekeeper runs the SAMS Job Report daily. Make sure substitutes are signing in.
- Validate absences have been reported in Time and Labor by your timekeeper for employees reporting to SAMS. SAMS populates hours to Time and Labor for substitutes but not absences for absent employees.
- Make sure your timekeeper is reporting hours and absences for each reporting period in Time and Labor. Meaning, earnings and absences must be reported in the earnings period they are earned/worked or the absences occur.
- Make sure your timekeeper is checking your roster/Filled Position Report each month for employees you do not recognize or for employees working but not on your roster. Have the timekeeper notify Payroll immediately of any discrepancies.
- Run the Cross Site Account Code Charges Report regularly during the month **and one last time prior to the payroll deadline**. If there are charges being made against your department that shouldn't be, have your timekeeper contact the site charging and **correct the entries prior to the payroll deadline**. Sign the final document for the payroll deadline and file with payroll records.
- Run the Site Account Code Charges Report (follow the same directions above for Cross Site Account Code Charges Report). Make sure your site is not charging against another site in error. Any errors should be corrected by your timekeeper. Sign the document and file with payroll records.



## Auditing Your Payroll

**Following the close of the payroll (2 payrolls per month) have your timekeeper prepare these reports for your review. They will be notified by listserv when these steps can be taken:**

- Run the Audit Paid to Reported Time Report (official payroll audit report). Review reported hours and absences (right side of the document) to what was paid (left side of the document). Sign the document and file with payroll records. For assistance with using this document or to review your payroll, contact the payroll director for an overview.
- Run the Filled Positions Report (also referred to as a roster). Review filled positions along with the Audit Paid to Reported Time Report. This will help you reconcile who is active, working and being paid at your site along with critical elements of pay like FTE. File this report with your Audit Paid to Reported Time Report.
- Make sure all employees appearing on the Audit Paid to Reported Time Report are your employees or did work for you during the pay period. Contact Payroll regarding any discrepancies.
- Run the Vacation Balance Report to review employee balances approaching or exceeding maximum accrual (328 hours).

Please sign and date this checklist each month and file with your payroll records.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# OPENING OF SCHOOL REMINDERS FOR YOU AND YOUR PRINCIPAL OR DEPARTMENT HEAD



The following information is provided to principals and department heads prior to the start of the new school year. These reminders should be used by timekeepers as well. It's a good way to start the year off right!

- ✓ **Timely Notification of Employee Status:** Make sure timekeepers are checking your roster (timesheet list of employees) for employees who are no longer at your site or who should be at your site but do not appear on your timesheet. Keeping track of employees and reporting changes via Personnel Action Requests (PAR) are critical elements of paying employees accurately and avoiding overpayments.
- ✓ **Timely Reporting of Employee Absences/Leave and Hourly Earnings:** Make sure absences/leave and hourly earnings are reported within the earnings period in which they are earned. The district is considered a monthly remitter by the IRS. This means we are obligated to report as much of our earnings on the monthly payroll as possible. This is also a critical element of managing district resources and an accurate reflection of district expenses. When earnings are reported late or withheld for subsequent payrolls, financial reports are skewed because they don't reflect current and accurate payroll expenses. Do not withhold timecards and/or delay reporting hours/absences for any reason. Administrative Regulation AR4151.1: Payroll and Time Reporting, requires prompt and accurate payroll reporting.
- ✓ **Reporting Absences in Time and Labor for Employees calling them into SAMS:** Make sure your timekeepers are reporting an absence in Time and Labor for absences being called into SAMS. Absences do not automatically populate to Time and Labor from SAMS. Your timekeeper must report the appropriate Time Reporting Code in Time and Labor for the absent employee. This is critical in keeping employee leave balances accurate and up to date.
- ✓ **Review Filled Position Report:** This is a PeopleSoft report that provides employment data by position. This is a good tool to use to assure employee FTEs, status and account strings are what they should be. Far too often employee FTEs are reported inaccurately resulting in overpayment. Be sure that FTEs accurately reflect what employee work schedules reflect.

- ✓ **Stay on Top of Regular Audit Reporting:** The following reports are required to be reconciled and signed by principals and department heads:
  1. Audit Paid to Reported Time Report (official audit record)-this report must be reconciled twice monthly, on the 10<sup>th</sup> of the month for monthly/on-cycle payroll and the 20<sup>th</sup> of the month for hourly/off-cycle payroll. This report provides information on what is being reported and what is being paid for each payroll.
  2. Site/Cross-Site Account Code Charges Reports-These reports show account code charges being charged to a site other than yours that originated with your site or charges hitting your site that did not originate with you. These are also official reports that need to be reviewed, corrected, and signed-off by the principal/department head.
  3. Time Summary Report-This report is used to check the accuracy of what has been reported in Time and Labor, including overtime, extra time, and leave reported vs. absences. This report can be run for a range of dates for an entire department or just one individual. This is not an official audit record.
  
- ✓ **Regularly Review Employee Vacation Balances:** The district's vacation accrual policy includes a maximum accrual of 328 hours. Employees may carry more than the maximum accrual up to August 31 each year. If at that time a balance of more than 328 hours exists, those excess hours will be paid to the employee on the September monthly payroll. The charges associated with these payments are charged against the site discretionary account. The vacation policy can be reviewed on the Payroll web site at <https://www.sandi.net/staff/payroll/vacation-policy>.
  
- ✓ **Sign-In Procedures:** Make sure you have established a clear and consistent sign-in procedure. This is especially important for visiting teacher and hourly employee reporting. These sign-in documents should be used to validate hours and absences are being reported accurately in Time and Labor each month.
  
- ✓ **Payroll Deadlines:** Make sure your timekeeper stays on top of payroll/timekeeper deadlines. Payroll processing is accomplished using very strict processing deadlines in order to assure the district meets its legally obligated pay dates. All timekeepers should belong to the timekeeper listserve and carefully review Timekeeping Tips sent to them each month. These tips include reporting deadlines and important information related to payroll every month. Have your timekeeper join the list serve if they have not already done so. Joining information is included in the timekeeper reminders for the opening of school.
  
- ✓ **Time and Labor Training:** This is one of the most useful tools we have to help timekeepers understand their role in the payroll process. This training will introduce new timekeepers to the timekeeping module and provide valuable information on how to report and track time for your employees. They will learn how to run all of the reports required at each site for auditing purposes. The time and labor "tune-up" sessions are to help timekeepers to stay informed and up to date with time and labor information. Go to the ITSS website for a list of training classes and to get your timekeeper signed up!

Register for PeopleSoft Training Sessions by logging into ERO at:

<https://ero1.eschoolsolutions.com/user/Login.taf?orgId=92103>.

# INDUSTRIAL ACCIDENTS & WORKERS' COMPENSATION

Workers compensation insurance for industrial accidents is a coordinated benefit between San Diego Unified School District & our workers' compensation (WC) insurance carrier.

## **SDUSD Contact Person:**

Catherine Dickens

SDUSD Payroll Department

(619) 725-8146 FAX (619) 686-6729

[cdickens@sandi.net](mailto:cdickens@sandi.net).

## **Claims Administrator:**

**York Risk Services Group, Inc.**

Toll-free number: (866) 548-2701.

## **Notification of Accepted Claim**

- 1) Initially hours reported on the time sheet as industrial accident will be charged to sick leave until payroll receives notification that the claim is accepted.
- 2) A copy of the claim form is received in payroll when the employee has been given medical care.
- 3) When information is received from York Risk Services Group, Inc. that the Workers' Comp. claim has been accepted and the employee has been off work more than three days, Payroll is immediately notified and any dollars due the employee for loss of pay is corrected and paid as soon as possible.
- 4) Employees off no more than 1 - 3 days should contact Payroll to receive the adjustment to their sick leave account and any pay due.

## **Salary Continuation**

Hours equal to 60 "working" days of industrial accident leave are set up and adjusted for any sick leave previously used. Sick leave taken is then returned. If the employee remains off work after the industrial accident hours are exhausted - hours are then charged to sick leave, 1/2 pay sick leave and finally vacation, always being used in that order unless the employee is on a 10-month assignment and has forced vacation. In that case, vacation is used just as if the person were working. (Industrial accident leave may be used in lieu of vacation if the employee requests.)

## **Restoration of Hours (If Applicable)**

A calculation is done to arrive at a percentage figure for restoration of hours used. (This is equal to the percentage of pay per hour provided by Workers' Comp.) The percentage is used to restore hours to each category of leave as it is used (not including industrial accident hours). The hours used in sick leave include the projected accrual for the fiscal year.

When the employee is close to exhausting paid leave with the District, Human Resources will notify them of their options, i.e. long term leave of absence, retirement or termination.

## **Payroll for the Injured Worker**

- Monthly employees are paid at the end of each month as always. The pay will consist of dollars from the District and W/Comp (district pay being taxable and W/Comp non-taxable.)
- The gross amount of the District warrant and the total of the W/Comp checks will equal the employee's normal monthly salary. The exception is if: the employee is in 1/2 pay sick leave and their loss of hourly pay is greater per day than the amount of W/Comp. paid per day. The total of these payments should not be larger than the normal monthly salary.
- The portion of salary paid in W/Comp. non-taxable dollars may vary each month. This is because our deadline date for payroll is different each month.
- An adjustment to the gross salary is made to lower the taxable dollars and that same amount is paid to the employee in non-taxable dollars. NOTE: All of the dollars relating to the gross earnings, District and W/Comp, are subject to retirement, PERS and STRS.
- When an employee is paid out of 1/2 pay sick leave, the loss they suffer is covered by W/Comp dollars. Any amount over the loss is non-taxable against their pay. If the loss is greater than the amount of W/Comp dollars available, the employee suffers the loss.

## **Hourly Employees**

Hourly employees receive only the Workers' Compensation dollars. No salary continuation benefit is paid by the District in this case. Payments are generally mailed to the home and do not go through payroll. If the employee is off only 1 to 3 days NO compensation is paid for the loss of wages.

## **Vacation Hours**

An employee off work on industrial accident leave continues to accrue vacation hours at their regular rate as long as they are not being paid totally from vacation hours.

***Important Note:*** *It is the employee's responsibility to send their industrial accident absence forms signed by the treating physician to their site before the 16th of each month. If these forms are not received timely it may result in pay loss for the employee. If you have not received industrial accident absence forms please contact your site timekeeper.*

## **Employees Out of Work for 30 Days or More**

If you have an employee who has been off of work for 30 consecutive calendar days, they will need to complete the Physicians Approval to Resume Normal Duties, with their doctor's signature, prior to returning to your site. A copy of the form can be found on the Human Resources website in the Employee Portal.

# PAYROLL WEB PAGE

Please be sure to familiarize yourself with the Payroll web page!

The Payroll webpage is home to essential information, vital resources, and a wide variety of indispensable timekeeping tools that are needed to perform timekeeping responsibilities. Among the many resources in the menu that is located to the left of the front page, you will find two vital links that are specifically designed for Timekeepers and Managers: [Timekeepers: Payroll Resources](#) & [Payroll Tools for Managers](#):

**INSIDE Unified** [ Employee Portal ]

Home News & Events Resources Our District Departments A - Z Search

**Payroll**

- Overview
- Payroll Contacts
- Forms
- W-2 Information
- Withholdings
- Employees: Payroll Resources
- Timekeepers: Payroll Resources**
- Payroll Tools for Managers**
- Vacation Policy
- Pay Options
- Direct Deposit
- Understanding Your Paycheck
- Training Opportunities
- CalPERS CalSTRS

**Payroll**

Knowledgeable Team Oriented Dependable

- [PeopleSoft Training Opportunities](#)
- [Employee Self-Service Job Aids and More](#)
- [PeopleSoft Time & Labor Manual v9.2.5](#)
- [PeopleSoft HCM Login](#)
- [What Timekeepers Should Know](#)
- [Payroll Reports Chart](#)
- [Time Reporting Codes/Earnings Code](#)
- [Time and Labor WorkCenter Job Aid](#)
- [SAMS Guidelines and Timekeeping](#)
- [July 2019 Timekeeping Tips](#)

Welcome to Payroll

The mission of the Payroll Department is to provide a service that is cost efficient to the District. The Payroll Department is committed to honesty and professionalism. Our goal is to develop a team of knowledgeable, cooperative, and talented employees who are team oriented, resourceful, and dependable.

Payroll is a part of the Finance Division and is located in the Education Center. For employees who prefer to meet with a payroll specialist, please arrange an appointment by phone or email. Please contact your assigned payroll specialist and determine your assigned payroll specialist and timekeeper.

- [Current Union Contracts](#)
- [Welcome Back Principals/Department Heads](#)
- [Administrative Regulations: AR4151.1 Payroll](#)
- [Payroll Reports Chart - May 2018](#)
- [Manager Monthly Payroll Checklist](#)
- [Key Elements of Payroll for Managers 2018](#)
- [What Timekeepers Should Know 2018](#)

**EASY ACCESS QUICKLINKS!**

Quicklinks for Timekeepers & Managers

- [Payroll Schedule 2019](#)
- [What Timekeepers Should Know 2018](#)
- [Back to School Workshop 2018](#)
- [Time and Labor Manual v9.2](#)

<https://www.sandi.net/staff/payroll/payroll>



**PAYROLL DEPARTMENT**  
EFFECTIVE 07/16/2019

Main Number: (619) 725-7736

FAX Number: (619) 686-6729

**MONTHLY PAYROLL**

➤ **Elementary School Locations:**

0001 – 0089	725-7706	Sophia Van Vechten	<a href="mailto:svanvechten@sandi.net">svanvechten@sandi.net</a>
0090 – 0150	725-7712	Gina Mendez-Gonzalez	<a href="mailto:gmendez-gonzalez@sandi.net">gmendez-gonzalez@sandi.net</a>
0153 – 0217	725-7727	Becky Morstad	<a href="mailto:rmorstad@sandi.net">rmorstad@sandi.net</a>
0218 – 0297	725-7710	Lori Wilkinson	<a href="mailto:lwilkinson@sandi.net">lwilkinson@sandi.net</a>

➤ **Secondary School Locations:**

0301 – 0331	725-7723	Valerie Navarro	<a href="mailto:vnavarro@sandi.net">vnavarro@sandi.net</a>
0332 – 0350	725-7733	Yesenia Mundo	<a href="mailto:ymundo@sandi.net">ymundo@sandi.net</a>
0352 – 0369, 3637, 3732-3753	725-7728	Lorene Whitley	<a href="mailto:lwhitley@sandi.net">lwhitley@sandi.net</a>

➤ **Central Office Locations:**

0370–0791, 5100–5377, 5521	725-7733	Yesenia Mundo	<a href="mailto:ymundo@sandi.net">ymundo@sandi.net</a>
5378 – 5393, 9481	725-7728	Lorene Whitley	<a href="mailto:lwhitley@sandi.net">lwhitley@sandi.net</a>
5400 – 5568	725-7726	Sherie Redding	<a href="mailto:sredding@sandi.net">sredding@sandi.net</a>
5571 – 5707, 5900	725-7709	Liliana Jimenez	<a href="mailto:ljimenez@sandi.net">ljimenez@sandi.net</a>
0834 – 0896, 8302 – 8813, 5831, 5605	725-7711	Adeile Ahmu	<a href="mailto:aahmu@sandi.net">aahmu@sandi.net</a>

**HOURLY PAYROLL**

Last name begins with letter A through O:	725-7729	Elizabeth Carlos	<a href="mailto:ecarlos1@sandi.net">ecarlos1@sandi.net</a>
Last name begins with letter P through Z:	725-8146	Catherine Dickens	<a href="mailto:cdickens@sandi.net">cdickens@sandi.net</a>
Food Service Sub Workers (all letters):	725-7711	Adeile Ahmu	<a href="mailto:aahmu@sandi.net">aahmu@sandi.net</a>

**MISCELLANEOUS FUNCTIONS**

Wage Withholding Orders	725-8009	Charles Nassau	<a href="mailto:cnassau@sandi.net">cnassau@sandi.net</a>
Workers' Compensation	725-8146	Catherine Dickens	<a href="mailto:cdickens@sandi.net">cdickens@sandi.net</a>
Direct Deposit: A – Z	725-7736	Laura Rubio	<a href="mailto:lrubio@sandi.net">lrubio@sandi.net</a>

**ADDITIONAL DEPARTMENT STAFF**

Payroll/Benefits Director	725-7717	Sue Weir	<a href="mailto:sweir@sandi.net">sweir@sandi.net</a>
Payroll Supervisor - Classified	725-7702	Anna Marie Villegas	<a href="mailto:avillegas1@sandi.net">avillegas1@sandi.net</a>
Payroll Supervisor - Certificated	725-7730	Judith Wind-Walker	<a href="mailto:jwindwalker@sandi.net">jwindwalker@sandi.net</a>
Confidential Administrative Assistant I	725-7718	Deana Davidson	<a href="mailto:ddavidson1@sandi.net">ddavidson1@sandi.net</a>
Payroll/Benefits Clerk (Front Lobby)	725-7736	Laura Rubio	<a href="mailto:lrubio@sandi.net">lrubio@sandi.net</a>