



Payday is April 30, 2020

Reminder:

Please report vacation for spring break (March 30 –April 3) for those classified employees with vacation indicated on their work calendar.

Work schedules can be found here:

<https://www.sandi.net/staff/human-resources/employee-calendars>

Message from Director, Payroll/Benefits Regarding Reporting During the District Closure

Hello Timekeepers,

I wanted to let you know that we are preparing another notice (first was distributed March 20 at 5:19 p.m.) regarding continued and new payroll reporting that is required during the ongoing district closure. I will include that original notice along with new direction. Several new agreements have been reached with the bargaining units that define additional requirements. One of those requirements that elicited a series of questions is hazard pay. This type of pay is for certain employees who are required to work on-site who come in contact with the public/other employees. Payroll staff is currently developing a mechanism that will be used by timekeepers to report this type of work on behalf of the employees who meet the conditions outlined in these agreements. Substitute assignments and pay continues to generate many questions. We will do everything we can to provide additional answers to questions we are receiving.

I know information has been slow in coming and it has been a challenge to know what to report for some employees. We are working as hard as we can to ascertain changes being negotiated, district policy and procedure changes, etc. in order to keep you informed as we move along. That has been difficult at best. Implementation of changes that impact paying employees takes thoughtful consideration and time in the best of circumstances. The environment we find ourselves in right now makes those things that much more difficult. We certainly appreciate your continued patience as we work through these challenges. I hope to have that next notice mentioned above out to you in the next few days. I want to say thank you to all of you, our timekeepers in the field, our payroll specialists, our payroll supervisors, our payroll/benefits clerk and our payroll leadership team for your perseverance and your hard work. I really do appreciate all of you.

Respectfully,
Sue Weir

April Monthly Payroll Deadline

The deadline to enter absences and positive pay hours for the April 30, 2020 payday is **Thursday, April 16 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on April 30.



May Hourly Payroll Deadline

The deadline to enter positive pay hours for the May 8, 2020 payday is **Friday, May 1 at 5:00 pm.**

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

Voluntary 12-Pay Option for SDEA Members – Open enrollment

SDEA bargaining unit members who are not already enrolled in the voluntary 12-Pay Option have an opportunity to elect 12-pay for the 2020-2021 contract year by submitting the appropriate forms by June 12, 2020 by email to payroll@sandi.net or by mail to Human Resources; Input, Eugene Brucker Education Center, Room 1241. **Further details and forms are located on the District's Employee Portal web site by navigating to the Payroll page and clicking on Pay Options in the Payroll menu.**

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

All monthly employees assigned to a traditional 10- or 11-month work-year may opt to have a specified portion of their net pay set aside by the district from each monthly paycheck which is then returned to them during the summer month/s where they would not otherwise receive a salary payment. Interested employees must authorize a specified deduction from their monthly pay warrants issued from September 2020 through June 2021. For ten-month employees, the reserve net pay that is set aside will be paid back to them in two equal payments in July and August 2021. For 11- month employees it is paid back in one lump sum in July 2021. Employees who elect to participate must submit the appropriate form to the District's Payroll Department via email at payroll@sandi.net or by mail to Payroll Department 4100 Normal Street, Eugene Brucker Education Center, Room 1150 by August 31, 2020.

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

Spring Break: March 30 to April 3

School sites will be closed during spring break. Certificated employees at school sites are off during spring break. This break is not included in their work year calendar. Please do not report any absences for certificated staff at school sites during spring break.

Child Development Center teachers working 12 months on a 248 day calendar have March 30, 31, April 1, 2, and 3 as work days on their calendar. Please enter the appropriate leave for these employees who do not work on the scheduled work days during spring break.

Spring Break and Posting of Vacation for Classified Employees

Classified employees in 10-month positions and most 11-month classified employees should have vacation reported during spring break. If an employee does not have enough vacation hours to cover the entire break, report available vacation hours on the timesheet, and nothing more is required to be reported for the remaining days. **As stated in the notice to timekeepers on March 20**, unpaid time should not be reported where the employees balance is less than what is needed for the entire week. Do not report sick leave unless the classified employee who, while on vacation, has suffered a disability, injury or illness and as a result, shall have the right to use sick leave instead of vacation during each day of such disability. The alternative sick leave code 19-SLC should be used to report any illnesses. A statement from a licensed physician may be required by the supervisor.



Industrial accident can be reported for spring break if the employee had been out due to a work place injury the week prior to the break period.

See below for list of dates to report by job type and schedule:

Para educators (traditional and year round):

- Report **5** days of vacation on March 30, 31, April 1, 2, and 3

Para educators with Wednesdays off (traditional and year round):

- Report **4** days of vacation on March 30, 31, April 2, and 3

Para educators with Fridays off (traditional and year round):

- Report **4** days of vacation on March 30, 31, April 1, and 2

State Preschool Para educators (traditional and year round):

- Report **5** days of vacation on March 30, 31, April 1, 2, and 3

Clerical OTBS/POA (traditional and year round):

- Report **5** days of vacation on March 30, 31, April 1, 2, and 3

Eleven-month employees (traditional and year round):

- Report **5** days of vacation on March 30, 31, April 1, 2, and 3

Food Services (traditional and year round):

- Report **5** days of vacation on March 30, 31, April 1, 2, and 3

Bus Drivers:

- Report **5** days of vacation on March 30, 31, April 1, 2, and 3

Industrial Accident

Report all absences due to a work injury in Time and Labor using the **IA** time reporting code. If an employee has an approved injury and an industrial accident leave balance, those absences will be charged to their IA balance. If the injury has not been approved and is pending, the absences will be charged to the alternative sick leave code 19-SLC. Payroll will monitor all time reported as IA and change it accordingly to reduce from the proper leave bank as claim statuses are verified. If an employee has used their IA allotment for that work injury, continuing absences will be charged to 19-SLC and/or vacation hours. Those absences will show on the timesheet with a **Payroll Use Only** IA time reporting code. Do not delete or change these entries as it will affect how the employee is paid.

Industrial Accident Leave forms must be filled out and signed by the employee, doctor, and the administrator and turned into the timekeeper. Please keep the completed IA forms on file at your site. They do not need to be sent to payroll. If the timekeeper is not successful in obtaining the Industrial Accident Leave form from the employee, then it should be brought to the administrator's attention.

Absence Reporting

Please note that absences should be reported in Time and Labor even if the signed absence form has not been turned in by the employee. You may report the absence based on the SAMS report, a phone call, an email message, etc. School sites should print the SAMS report daily and record all absences from the report. The timekeeper must still pursue obtaining the absence form from the employee since it includes the employee's



signature authorizing the leave. If the timekeeper is not successful in obtaining an absence form, then the matter should be brought to the administrator's attention.

Prior Period Adjustments in Time and Labor

A prior period adjustment is a change in reported time in Time and Labor for a pay period that has already been processed through Payroll. Timekeepers may not adjust or enter time that is older than 90 days from the current date.

These prior period adjustments for time that has already been issued on a paycheck, but is still within the 90 day limit, should be made for reported time only (examples: incorrect TRC used, sick leave reported instead of vacation, incorrect number of hours reported) and not simply for trying to adjust charges that may have been applied to an inappropriate Combo/Account Code.

In the event an employee has had time reported, paid and subsequently charged to the wrong account code, you must contact your Financial Planning and Development Analyst in the Budget Operations Department to adjust the expense. Once the payroll deadline has passed and payroll has been processed, paid and the charges have been distributed to the general ledger, Budget Operations must intervene to adjust account codes/expenses.

In many cases, prior period adjustments which only change budget information will create a check for an employee with no net pay. The payroll department will turn these checks off and the budget change will not process through the financials.

Vacation Accrual Policy

In accordance with District policy and Collective Bargaining Agreements, employees can accumulate a maximum of 328 vacation hours. Vacation hours are posted on employee pay warrants. Employees at or above 328 hours can carry excess vacation accrual forward for **use prior to August 31**. Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September pay warrant and charged directly to the site budget. Leave Balance reports can help sites monitor vacation balances. Here is the PeopleSoft navigation:

PeopleSoft HCM > Main Menu > Benefits > Manage Leave Accruals > Leave Balance Reports

These reports should be run on a monthly basis and provided to managers/supervisors who will use the information to manage leave schedules and advise employees. A manager or supervisor may require an employee to use vacation hours to avoid reaching the maximum accumulation. Regular classroom teachers do not accrue vacation.

April Resignations and Leaves of Absence

Please notify your payroll specialist as soon as possible if an employee is resigning or going on a leave of absence effective this month or next month. Do a termination or leave of absence PAR.

Run your Filled Positions Report to verify your list of current employees. If a name appears that you know is not at your site, please call or email your payroll specialist. If an employee does not appear on the list and should appear, please call or email your payroll specialist.



Time and Labor WorkCenter

This WorkCenter exists to help Timekeepers easily access all tools necessary to perform their Timekeeper-related tasks; including the timesheet, PeopleSoft HCM reports and queries, and other PeopleSoft HCM links. The WorkCenter also includes links to job aids, payroll forms, and more. To navigate to the Time and Labor WorkCenter, click Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter. For more information, please see the [PeopleSoft HCM Time and Labor WorkCenter](#) job aid.

Payroll Reconciliation/Audit Reports Chart

NOTE: We have been made aware of an issue with the Cross-Site Account Code Charges Report that is currently being worked on through IT. You may not get the results you expect for visiting teacher hours recently paid on the April 10 payroll due to changes that occurred based on the MOU reached with SDEA.

Please make sure reporting tools are being used to both reconcile payroll transactions prior to the payroll deadline for each payroll, and then for auditing those transactions after the payroll closes. There are official audit documents that must be produced, reviewed and signed by administrators/managers for each of the two payrolls produced each month. There is a new tool called the Payroll Reconciliation/Auditing Reports Chart. This chart provides an overview of each of these reporting tools that must be run each month. It highlights what needs to be signed and what needs to be retained and a brief "How to" column that gives you some pointers on using that tool.

The chart is located on the staff portal, Payroll, Timekeeper Resources.
<https://www.sandi.net/staff/payroll/timekeepers-payroll-resources>

San Diego Unified SCHOOL DISTRICT		PAYROLL DEPARTMENT				
		PAYROLL RECONCILIATION/AUDIT REPORTS CHART				
Report Title	Report Description	Navigation	When to Run	How to Use	Signature Required?	Retain as Official Audit Record?
Manager's Monthly Checklist	This is a monthly payroll checklist for Site Administrators/Managers to verify completion of Payroll audits.	Found on the Staff Portal, Payroll web page under "Payroll Tools for	Include with Official Audit Records for each calendar month.	Use to review what is reconciliation and auditing is required each month and assure monthly payroll reconciliation/auditing is being	Yes	Yes
Site Account Code Charges	This report will produce transactions that are for your site but being charged against another site's account. This is time that has not yet paid.	>Time and Labor >Reports >Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and weekly for maintenance.	Monitor time reported that is being charged to another site that should be charged to your site. Allows time to make corrections to account codes being reported that are erroneous prior to the time keeping deadline.	Yes	Yes
Cross-Site Account Code Charges	This report will produce transactions that are being reported by another site but is using your site's account code to charge against. This is time that has not yet paid.	>Time and Labor >Reports >Cross-Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and weekly for maintenance.	Monitor time reported by another site that is erroneously being charged to your site's account code. Allows time to make corrections to account codes being reported that are erroneous prior to the time keeping deadline.	Yes	Yes
Audit Reported to Paid Time Report (Official Audit Report of finalized payroll transactions)	This report produces hours and leave reported in Time and Labor and the corresponding earnings paid for each employee at your site on an individual payroll. This time has already been	>Payroll for North America >US Quarterly Processing >Audit Paid to	Run on or around the 10th and the 20th of each month.	Use this report to closely audit all earnings, leave and account codes reported and paid for your site for each pay cycle.	Yes	Yes

(Sample)

Please do not respond to this email as it is informational only.

Thank You!