



*Reminder- There are 4 paid holidays  
over the winter break.  
3 days in December & 1 day in January.*

*Please be sure to read the updated  
changes to time reporting during Winter  
break included below.*

**Payday is December 30, 2019**

#### December Payroll Deadline

The deadline to enter absences and positive pay hours for the December 30, 2019 payday is **Monday, December 16 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on December 30.

It is extremely important that you have time reported and SAMS jobs verified for the week of December 16 prior to leaving work on December 20 for employees to be paid in a timely manner.

#### January Hourly Payroll Deadline

**The deadline to enter positive pay hours for the January 10, 2020 payday is January 2 at 5:00 pm.**

**PLEASE MARK YOUR CALENDARS WITH THIS INFORMATION!**

**\*Do not wait to enter absences and positive pay hours until the day of the deadline.** Please do time entry daily whenever possible. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Timely reporting is essential in order for the district to manage its resources.

#### Distribution of December Pay Warrants

All paychecks and pay advices for those employees that receive them will be mailed on December 28, 2019 to the employee's home address. Please share this information with your staff to ensure they have the most up to date address on file with the district. An employee can view their pay warrants and update address information online by using PeopleSoft Employee Self Service.

#### Thanksgiving

School sites were closed the week of Thanksgiving from November 25 through November 29. The first three days of that week (November 25-27) are unpaid days for classified, 10-month, traditional employees and some classified, 11-month, traditional employees. The pay loss for those unpaid days will be docked on the December 30, 2018 paycheck. Payroll will add the unpaid hours to the employee's timesheet in Time and Labor. Do not change or delete these hours.

#### **Vacation or sick leave cannot be used in lieu of the unpaid days.**

Thursday, November 28 and Friday, November 29 were paid holidays for classified employees.

**Winter Break Reporting: December 23, 2019 thru January 3, 2020**

**Holidays:** There are 4 holidays during winter break - December 24-25, December 31, 2019 and January 1, 2020. These are paid holidays for classified employees and non-work days for certificated employees. These days should be left blank on the timesheet unless an employee works and is eligible for regular time, extra time, or overtime.

**Do not report absences on these holidays.**

**Winter 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 winter break. If an employee does not have enough vacation hours to cover the days below, report the time as **unpaid**. Use the time reporting code of **UNP**. Please take into consideration the December vacation accruals that will be available for use on December 16<sup>th</sup> before docking an employee for unpaid time. 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. A statement from a licensed physician may be required by the supervisor. Industrial accident can be reported for winter 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 **6** days of vacation on Dec 23, 26, 27, 30; January 2, and 3

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

- Report **5** days of vacation on Dec 23, 27, 30; January 2, and 3

Para educators with Fridays off (traditional):

- Report **5** days of vacation on Dec 23, 26, 27, 30; January 2

Para educators with Fridays off (year round):

- Report **5** days of vacation on Dec 23, 26, 30; January 2, and 3

State Preschool Para educators (traditional and year round):

- Report **6** days of vacation on Dec 23, 26, 27, 30; January 2, and 3

Clerical OTBS/POA (traditional and year round):

- Report **6** days of vacation on Dec 23, 26, 27, 30; January 2, and 3

Eleven-month employees (traditional and year round):

- Report **6** days of vacation on Dec 23, 26, 27, 30; January 2, and 3

Food Services (traditional and year round):

- Report **6** days of vacation on Dec 23, 26, 27, 30; January 2, and 3

Bus Drivers:

- Report **6** days of vacation on Dec 23, 26, 27, 30; January 2, and 3

**Winter Break Reporting for Certificated Employees**

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



**December Resignations and Leaves of Absence**

**Please notify your payroll specialist as soon as possible if you have an employee that is resigning or going on a leave of absence.**

Remember to do a termination or leave of absence PAR.

**Timekeeping for Employees Participating in Return to Work Program:**

If an employee belonging to your site is participating in the Return-To-Work Program (TWA), a substitute can be selected to cover the position while they are absent. Once placed in the Return-To-Work Program, the employee is no longer part of the home site's cost center even if he/she is doing their light duty there. The substitute must be placed in SAMS using vacancy as the reason and using the position number assigned to the light duty employee. Please refer to the Allocation Status Report for position information. If the SAMS job for the substitute is set up using Industrial Accident (Worker's Comp) as the reason instead of vacancy, an invalid budget string will be populated into PeopleSoft. If you have any questions, please contact Carol Komaki in the Risk Management Department at (858) 627-7346 or ckomaki@sandi.net.

Run your Filled Positions Report to verify the list of current employees at your location (*Workforce Administration > Workforce Reports > Filled Positions*). If an employee is listed that you know is not at your site, please call or email your payroll specialist. If an employee does not appear on the list and should appear, please call or email your payroll specialist.

We need your help in monitoring this report as it will ensure each employee is paid correctly!

***Happy Holidays from***  
***Payroll!***