



*There are 2 paid holidays this month - February 14<sup>th</sup> and February 17<sup>th</sup>*

## Payday is February 28, 2020

### February Monthly Payroll Deadline

The deadline to enter absences and positive pay hours for the February 28, 2020 payday is **Tuesday, February 18 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on February 28.

### March Hourly Payroll Deadline

The deadline to enter positive pay hours for the March 10, 2020 payday is **Monday, March 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.

### February Holidays

There are two holidays in February – Lincoln Day on February 14<sup>th</sup> and Washington Day on February 17<sup>th</sup>. These are **PAID** holidays for classified employees and non-work days for certificated employees and should be left blank on the timesheet unless an employee works and meets eligibility requirements for regular time, extra time, or overtime. **Do not report absences on these holidays.**

Classified hourly employees working on a holiday will be paid using the **LHR** time reporting code. Report overtime for time worked in excess of 8 hours.

### Distribution of March Pay Warrants

Due to March 31 being a non-work day for most employees while also being the date of the March monthly payroll, all paychecks and pay advices for those employees that receive them will be mailed on March 30, 2020 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 Employee Self Service.

Employees who do not have direct deposit will need to sign up no later than February 18, 2020 at 5:00 p.m. in order to have direct deposit for the March 31, 2020 payroll. The Direct Deposit Request form is available on the Payroll website. It is important that the district has a valid mailing address for all employees.

**Special handling will not be available.**



### **February 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 the 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.

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

### **Winter Break and Posting of Vacation for Classified Employees**

Some Classified 10-month and 11-month employees should have vacation reported during winter break. If you have not entered vacation, **please do so now**. If an employee does not have enough vacation hours to cover the days during winter break, the time needs to be reported as **unpaid**. Do not report sick leave or any other absence unless the employee is ill or has a reason that applies to personal emergency, jury duty, etc. Please refer to the December 2019 or January 2020 Timekeeping Tips for more detailed instructions.

### **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 cannot adjust or enter time that is older than 90 days from the current date.

**These prior period adjustments should be made for reported time only (examples: incorrect TRC used, sick leave reported instead of vacation, incorrect number of hours reported) and not 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.

### **Absence of Employee for Thirty Days or More**

Each employee absent for thirty or more consecutive calendar days shall secure written clearance of his/her private physician indicating fitness to resume normal duties and submit it to the principal/department head at least three (3) days prior to return to duty. The principal/department head shall notify the employee on extended absence of these requirements and provide employee with the "Physician's Approval to Resume Normal Duties" form. Principal/department head shall forward the form to the Human Resources Services Division and communicate with their Human Resources Officer regarding the return of the employee.

**Return to Work Program**

Employees who are placed at your site with work restrictions should only be there for 90 calendar days. This limit applies to both industrial and non-industrial related injuries. If you have questions regarding the Return to Work Program for work related injuries or non-work related injuries, please contact Paulo DaSilva at (866) 548-2701 Ext 13957.

**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**

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.  
Contact your payroll specialist if you have any questions.***

***Thank You!***