



Payday is July 31, 2019

Reminder:

July is the end of the year-round school year. Please be sure all absences and positive hours worked are reported to assure July paychecks are accurate and leave balances are correct.

Make sure all absences reported to SAMS have a corresponding absence reported in Time and Labor.

July Monthly Payroll Deadline

The deadline to enter absences and positive pay hours (including summer school hours) for the July 31 payroll is **July 16 at 5:00pm**. An additional July deadline has been extended from July 16 to July 19 in order to accommodate the last day year round schools are in session. This will ensure absences and positive pay for the entire school year will be entered and posted on the July 31 paycheck. Positive pay hours that do not make this deadline will be paid on August 9. Absences that do not make this deadline will be reflected on the next salaried paycheck issued to the employee.

WE NEED YOUR HELP! Although the deadline has been extended to accommodate the end of the year-round school year, we ask that you please **do the bulk of your timekeeping as soon as possible**. We will start our processes for the payroll on Wednesday, July 17 and we confirm the payroll on Wednesday, July 24. The timekeeping extension does not give our specialists much time to make necessary changes to an employee's pay so please be aware that we all need to work together to ensure a successful payroll!

REMEMBER: Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Only hours already worked may be reported and paid on any given payroll. Please do not report positive hours for time that has not yet been worked.

It is critical that any employee who is resigning or retiring in July has been updated in PeopleSoft with a termination date and that all of their absences have been entered by the timekeeping deadline. Please contact your payroll specialist as soon as you know about a termination/retirement/leave of absence. Taking these steps will ensure that these employees will be paid correctly on the last salaried paycheck issued to them by the district. This will also ensure that any unused vacation paid out to the employee is accurate.

August Hourly Payroll Deadline

The deadline to enter positive pay hours for the August 9 payday is Thursday, August 1 at 5:00 pm.

July Holiday

There is one holiday on July 4. Please do not report employee absences on that day. This is a paid holiday for classified employees and a non-work day for certificated employees at year-round school sites and should be left blank on the timesheet unless an employee works and is eligible for regular time, extra time or overtime.

See below under Summer School for the exception to July 4 holiday reporting.



Summer School

There is an exception for certificated and classified summer school employees and the July 4 holiday. Report summer school time (CSI or LSI) for July 4 as this is a paid day for certificated and classified salaried employees work.

Visiting teachers do not get paid for July 4. Please also do not report hours on the holiday for regular hourly employees.

If an employee is absent during summer school, report CSI or LSI with the hours that would have normally been worked on that day. Report the absence (i.e. SLF) for the same day on an additional line on the timesheet. If you have questions regarding how to report time for July 4 or how to report time for summer school, please refer to the summer school handbook.

Visiting teachers filling temporary assignments will be paid at the Day to Day Visiting Teacher Summer School daily rate of pay. Once the job is verified in SAMS, time for the visiting teacher will default into the PeopleSoft Time and Labor system with the number of hours that the site has identified and reported to the Summer School Office for their session. The time reporting code used should be **SIVT** for visiting teachers working summer school as a substitute for another teacher. If you have a visiting teacher assigned to summer school as the primary teacher for the entire session, please contact your payroll specialist for time reporting instructions.

Classified Sick Leave Incentive

Employees in the OTBS, OSS, Paraeducator and Police Officers Association bargaining units having perfect attendance (not using any of their sick leave allotment for reasons other than observance of a religious holiday) during one complete fiscal year (July 1 through June 30) shall be entitled to one (1) paid day of leave for personal or professional improvement during the next fiscal year. Attendance records for determining an employee's eligibility for the incentive will be maintained by the site or department where the employee works. This day may be used at any time with the prior approval of the department head or principal. The absence time reporting code to use is **CLSLI**. The day does not accrue from year to year and must be taken prior to June 30. If an employee's request for use of the day is denied and denial results in the loss of the day, the unit member shall be paid for the day. The classified sick leave incentive does not apply to confidential, supervisory or management employees.

Professional and Personal Improvement (PPI)

A management, supervisory or confidential employee is granted 4 days of release time during the regularly assigned work year for purposes of professional and personal improvement (PPI). An employee may never have more than 12 days of release time reported as PPI in a fiscal year. This includes the 4 new professional and personal improvement days for the current fiscal year plus a maximum of 8 unused days carried over from the prior fiscal year. Advance approval of the employee's administrator is required for this absence.

Vacation Accrual Policy

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 monthly 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. Payments to employees that have exceeded the cap will be charged directly to the site budget.

Run the “Leave Balance Reports” to identify employees at your site whose vacation balance is at or above 328 hours. There are two reports that can be run: Leave Information by Department and Vacation Balances of 300 or >. Here is the navigation:

Benefits → Manage Leave Accruals → Leave Balance Reports

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)

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.

Review 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.

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

Contact your payroll specialist if you have any questions.

Thank you!