



Please read this newsletter in it's entirety. Timekeepers new to the role should pay close attention to the information that follows.

Payday is October 31, 2019

October Monthly Payroll Deadline

The deadline to enter absences and positive pay hours for the October 31 payroll is **October 16 at 5:00 p.m.** Positive pay hours that do not make this deadline will be paid on November 8. Absences that do not make this deadline will be reflected on the next salaried paycheck issued to the employee.

PLEASE MARK YOUR CALENDARS WITH THIS INFORMATION!

REMEMBER: Do not wait to enter absences and positive pay hours until the day of the deadline. Please do time entry daily or once a week. 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 the employee has not yet worked.

November Hourly Payroll Deadline

The deadline to enter positive pay hours for the November 8 payday is November 1 at 5:00 p.m.

Direct Deposit for Winter Break

Employees who do not have direct deposit will need to sign up no later than November 14, 2019 in order to have direct deposit for the December 30, 2019 payroll. The direct deposit form is available on our website:

www.sandiegounified.org > Staff Portal > Resources > Payroll > Forms > Direct Deposit

Physician's Release to Resume Normal Duties

Remember, clearance is required after an absence of 30 or more consecutive calendar days. The [form](#) must be submitted to Human Resources at least 3 work days prior to the date of intended return.

Please do not let the employee return without turning in a release form. Should they show up at the site, you may direct them to the Human Resources Department where they can turn in their release form and receive direction at that time.

If you have questions regarding any of the above, please call your payroll specialist.

Time and Labor WorkCenter

The “Time and Labor WorkCenter” is available in PeopleSoft HCM! 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.

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.

Half Pay Sick Leave

If an employee is using half pay sick leave for a long term absence please **project** their absences to the end of the month. In other words, if you know the employee is going to be absent the whole month using half pay sick leave, report the half pay sick leave through the last day of the month. Please do not wait until after the payroll deadline to enter these absences for the remainder of the month. This will ensure that the appropriate amount of pay loss is reflected on their monthly check.

Employees No Longer at Your Site

If on October 31 you receive a pay stub or paycheck and the employee is no longer at your site, please call your payroll specialist before mailing the check to the employee. The payroll specialist will verify if the check is valid, and if so, will instruct you to mail the check to the employee. If it is not valid, you will be asked to send the paycheck or pay stub back to Payroll. It is very important to call Payroll immediately with this information.

SAMS/SmartFindExpress – Job Duration

Please verify that the Job Start and Job End times for classified assignments are correct before that job is verified. In recent weeks, we have seen jobs verified where the Job End time was entered using PM (i.e. 7:30 AM to 11:30 PM instead of 7:30 AM to 11:30 AM) which resulted in 16.0 hours instead of 4.0 hours being brought into PeopleSoft for payment.

Visiting teacher assignments will populate into Time and Labor from SAMS at 8 hours/day. Visiting Teachers are paid a daily rate of pay, please do not adjust these hours. The standard work day is 6 hours/35 minutes on site exclusive of a 30 minute duty free lunch. Early Childhood Education teachers assigned to a Child Development Center are on site for 7 hours/30 minutes.



SAMS/SmartFindExpress – Job Verification

Please remember to verify on the SAMS system that substitutes (certificated and classified) assigned to your location actually came to work and completed the assigned jobs. **Please do not verify a job for an employee that did not work the assigned job.** Substitutes will not be paid unless the jobs they worked have been verified in SAMS. You must verify jobs in SAMS for those that have worked the assignment no later than the day before the timekeeper cut-off for each payroll period. It is recommended that you take a few moments each day to verify the previous day's jobs.

If you have any questions regarding this, please contact a SAMS Operator at (619)725-8090 or subhelp@sandi.net.

Employee Self-Service

Employees can view pay and compensation history, manage their personal information, make changes to W-4 information and other services all online through Employee Self Service. Please help us inform employees about how to navigate to the PeopleSoft HCM application.

To access Employee Self Service:

- Click on Staff Portal from the district website (www.sandiegounified.org)
- If prompted, log in to the Staff Portal (User ID is your 6 digit employee ID number / Password is the same used to access your district email account)
- Click on the PeopleSoft – HCM link on the left side of the page
- Log in to PeopleSoft – HCM with the same login information used to log in to Staff Portal
- Under the Main Menu: Click Self Service

Back to School Presentation: Answers

These questions were asked at the Back to School event, and we let you know that we would get back to you with the answers. As promised:

How does 2-hour personal business work for reduced FTE employees?

For SDEA, PARA and OSS: Leaves shall be prorated for employees working less than full time. A 50% employee would be eligible for 1 hour of PRB-2 hr.

For OTBS and POA: Unit members working less than six (6) hours, the two (2) hours shall be reduced proportionately.

Is a religious holiday exempt for sick leave incentive?

When determining if an employee is eligible for Classified Sick Leave Incentive days used for RH – Religious Holiday do NOT count as absences.



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)

October 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 effective this month. **Remember to also do a termination or leave of absence PAR.**

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 reports to the site, please call or email your payroll specialist.

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

Payroll Phone List

The phone list can be found on our website www.sandi.net > Staff Portal > Departments > Payroll > Payroll Contacts. Please post at your site for easy reference for our employees.

*Please contact your payroll specialist if you have any questions.
Do not respond to this email as it is informational only.*

Thank you!