Back-to-School 2017-18

Welcome Support Staff

Payroll Department

Welcome Back!

- What's New?
- Reminders for the New School Year
- Local Reporting and Auditing of Payroll Transactions
- Absence Reporting
- Questions?

What's New?

- Child Bonding Leave

- SDEA Collective Bargaining Agreement – Paternity/Adoption Leave Changes

- Reduced Work Year (Exception OSS Bargaining Unit)

- CalSTRS Employee Contribution Rate stays the same for 2017-2018 - Employer Contribution rate increases.

- CalPERS Classic Employee Rate remains same for FY 2017-2018 but increases for Reform members - Employer Contribution rate increases.

What's New?

Child Bonding Leave

- Effective January 1, 2017, Assembly Bill (AB) 2393 extended AB 375 to include the benefit of paid bonding leave to virtually all K-12 and community college employees.

- Bonding Leave provides mothers and fathers of newly born, adopted or fostered children with an additional paid leave opportunity.

- Employee must have worked for the district for at least 12 months prior to the start of leave.

- Can be taken for up to 12 work weeks and must be taken within one (1) year from the birth of the child/adoption/placement of child in home.

- Employee must exhaust all full sick leave, including all projected sick leave accruals prior to using half sick leave.

Half pay sick leave is a separate plan above the employee's half sick leave balance.

What's New?

Child Bonding Leave

- Employee applies through Human Resources Department for leave.

- Human Resources notifies Payroll of eligibility.

- Memo is produced with period(s) of time employee is on leave.

- HR Input updates job data to reflect paid leave – Action "Paid Leave of Absence" – Reason "Child Bonding Leave" for each increment of time the employee will be out.

- This is an approved paid leave of absence and all reporting of time will be the responsibility of the payroll specialist.

DO NOT REMOVE the time reporting codes that are entered by the payroll specialist as this may cause the system to make pay adjustments to the employee's pay.
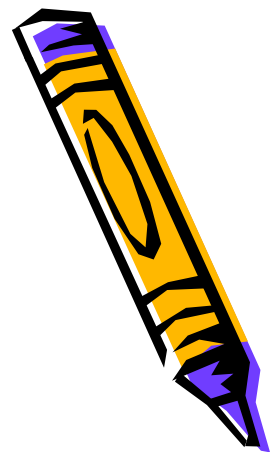
What's New?
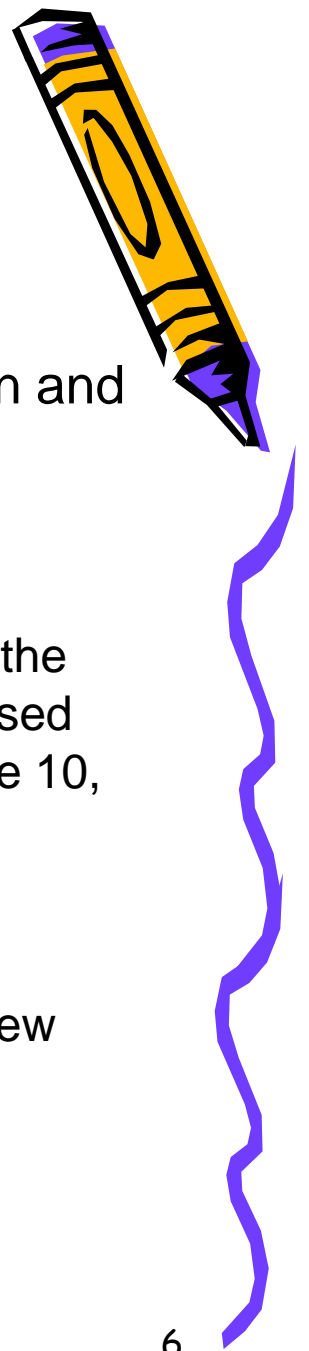
SDEA Collective Bargaining Agreements – Paternity/Adoption and Personal/Family Responsibility Leave

- Paternity leave has changed as a result of agreements reached between the District and SDEA and have been incorporated into the new contract: Up to 10 days of <u>accumulated</u> sick leave may be used immediately upon the birth or adoption of children. Review Article 10, Section 10.5 of the SDEA contract.

- SDEA unit members may now use up to 5 days (was 3 days) of <u>accumulated</u> sick leave for Personal/Family Responsibility. Review Article 10, Section 10.3.9 of the SDEA Contract.

What's New?

REDUCED WORK YEAR

- Effective July 1, 2017 all bargaining units, except OSS, have agreed to a work year reduction of up to the maximum of 14 days.

- The number of reduced days varies depending on the number of days on your work year calendar.

- Most reduced work year days are identified during the Thanksgiving, Winter and Spring breaks. This will greatly affect the way we report forced vacation for Winter and Spring break.

- AASD unit members may request a change to the standard calendar with the approval of their administrator. The approved calendar must be turned into Payroll (payroll specialist) and one copy will need to be kept on file at the site.

What's New?

REDUCED WORK YEAR

- Smoothing of pay for Classified Ten (10) and Eleven (11) Month Traditional Employees

  - Ten-month traditional employees will be paid 11 equal checks starting August 31, 2017 through June 30, 2018.

  - Eleven-month traditional employees will be paid 12 equal checks starting July 31, 2017 through June 30, 2018.

    - Eleven-month employees will still be required to turn in a calendar if they are not working the standard 11-month calendar. One copy must be turned into the Payroll Department and one should be kept in file at the site for reporting purposes.

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What's New?

REDUCED WORK YEAR

- A New paygroup has been created for 10-month traditional employees whose pay will be evenly distributed over 11 months.

  - The L11 paygroup identifies an employee who receives 11 equal checks

- Eleven (11) Month traditional employees whose pay will be evenly distributed over 12 months will see an L12 paygroup on their paychecks.

  - The L12 paygroup identifies an employee who receives 12 equal checks

What's New?

2017-18 Change to CalSTRS Contribution Rates

- 2017-18 Change to CalSTRS Contribution Rates Effective July 1, 2016, CalSTRS contributions have been increasing for either the Employee, Employer or both.

- Classic STRS members remain at 10.25% of creditable compensation.

- Reform STRS members remain at 9.205% of creditable compensation.

- Employer rate increased to 14.43%.

What's New?

2017-18 Change to CalPERS Contribution Rates

- Effective July 1, 2016, CalPERS member contributions have been increasing for either the Employee, Employer or both.

- Classic PERS members will remain at 7% creditable compensation. This amount has not increased.

- Reform PERS members change from 6.00% to 6.50% of creditable compensation effective July 1, 2017.

- Employer rates increased to 15.531%.

- This means employees in the CalPERS Post-PEPRA (Reform) retirement system will see an increase to the retirement contribution on their paychecks.
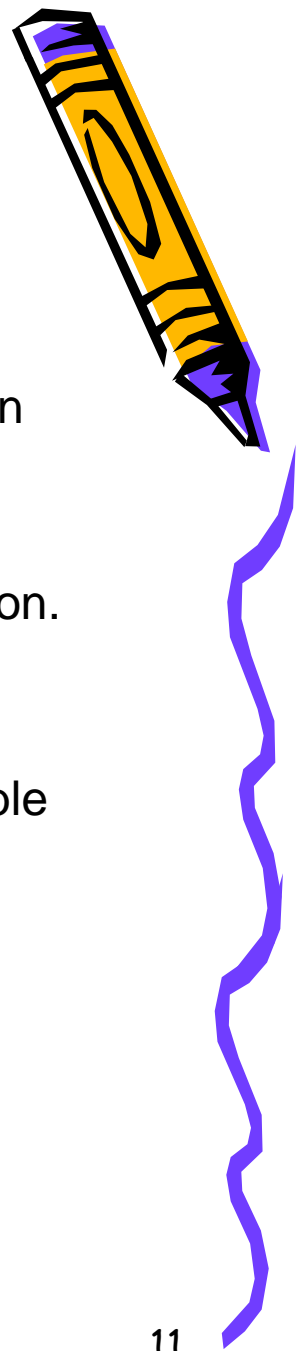
Reminders for the New School Year

Visiting Teachers

- Are credentialed unit members employed to work in the absence of a regular contract unit member.

- A Visiting Teacher assigned to replace a part-time teacher or a full-time teacher who is absent for only part of the day may be required to render and shall be compensated for a full day's service.

- A Visiting Teacher is paid the long term rate on the 6th day of a teaching assignment. On the 6th day, change the reason code to the long term reason in SAMS/Smartfind Express. If you do not change it on the 6th day, you will need to go into time and labor to update the time reporting code and you will need to contact the substitute help desk and have them change the reason to "Long Term".

Reminders for the New School Year
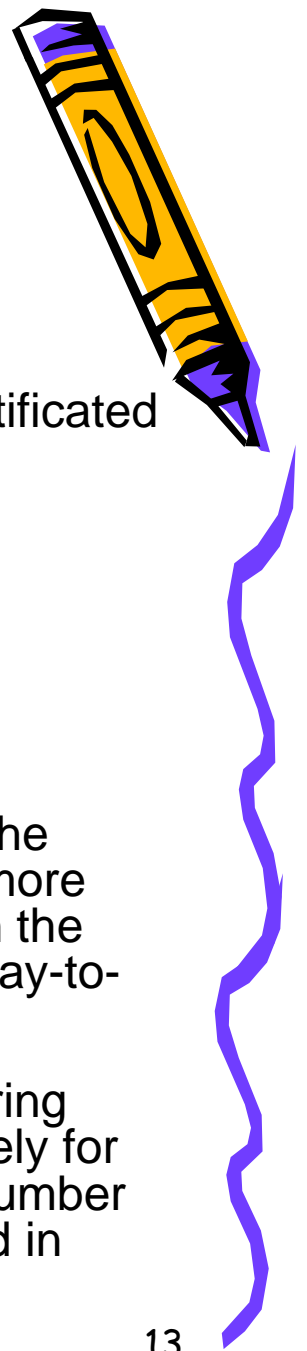
Visiting Teachers

- Four new daily rates of pay have been established on the Visiting Certificated Employee Salary Schedule:

    Established Visiting Teacher: $166.83/day

    Visiting Nurse: $251.33/day

    Visiting SLP: $327.82/day

    Visiting PSYCH: $382.46/day

- An Established Visiting Teacher is one who works more than 50% of the school year. Any Day-to-Day Visiting Teacher who works 91 days or more between the first day of school in August and the last day of school on the year-round calendar will see an increase in their daily rate of pay for day-to-day assignments worked after the 91st day.

- Established Visiting Teacher rates are adjusted in Time and Labor during Time Administration processing. Sites will not report anything separately for these employees. Time Administration calculates the number of days worked and changes the rate for hours reported in Time and Labor for those employees who have worked enough to be eligible.

Reminders for the New School Year

CELDT Testing

- Please refer to Administrative Circular 83 for the 2017-2018 Fiscal Year instructions for administering and paying employees who do CELDT testing.

- California Department of Education recommends that certificated teachers administer the CELDT, whenever possible.

- Retired teachers who are conducting CELDT training will be paid at the non-classroom teacher rate. The current rate of pay is $ 35.77/hr.

- Visiting Teachers will be paid at the daily rate of a short term substitute teacher. The current rate of pay is $157.57/day.

- Trained Classified staff may administer CELDT and should be paid at their appropriate "regular time" hourly pay rate for assessing students.

Time Reporting Codes/Earning Codes updated 01/01/2017
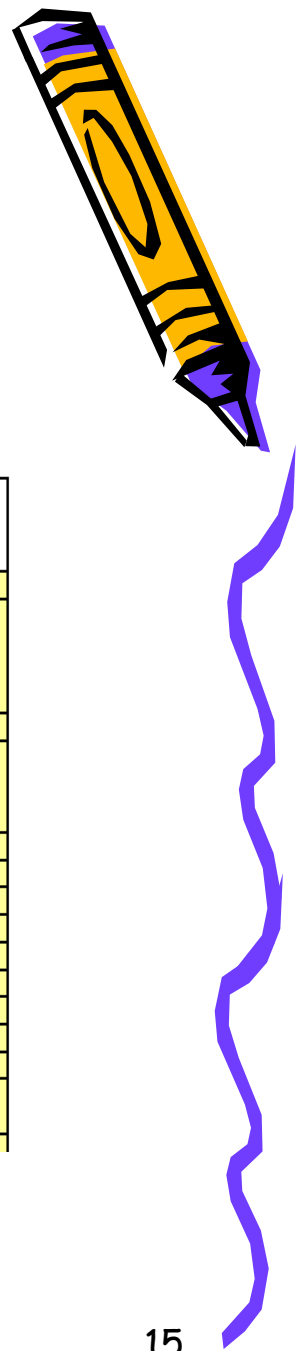
TIME REPORTING CODES/EARNING CODES

Rates Effective: 01/01/17 (Updated 1/1/2017)

ABSENCE REPORTING CODES

Use with salaried assignments and summer school/intersession

TRC	EARN CODE	Description	Impact to Check Amount (If column is blank, there is no impact to the check amount.)	Employees	Charge Leave Bank?
11UNP	UNP	11-Month Unpaid Days (21-23)	-1 X Hourly Rate	Classified 11 month	---
ADOPT	ABS	Adoption		Certificated, managers, supv, and confidentials (other classified - use personal necessity)	---
BRV	BRV	Bereavement		All monthly	---
CAT	CAT	Catastrophic Leave		Prior approval required - site will receive notification from Human Resources	Cat
CLSLI	SIL	Clsfd Perfect Attendance		Classified monthly	---
CRT	ABS	Court Appear Subpoena Witness		All monthly	---
DBS	DBS	District Business		All monthly	---
DBSPD	DBS	District Bus Professional Dev		Certificated monthly	---
FLH	FLH	Floating Holiday		Classified monthly only	---
IA	WCH	Industrial Accident		All monthly	IA
JUR	JUR	Jury Duty		All monthly	---
LHS	LHS	Sick Leave-Half Pay	-.5 X Hourly Rate	Classified	Half Sick
MIL	MIL	Military Duty		All monthly	---
PAL	PAL	Paid Administrative Leave		By direction of Human Resources only	---

*Document can be found on the Payroll web page under the Staff Portal and the Timekeepers: Payroll Resources link.

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Local Reporting and Auditing

Payroll accounts for more than 90% of the district budget. Accurate reporting and timely processing of payroll is critically important.

- Late reporting results in:
  - skewed financial reports
  - inaccurate actual expenses
 - overpayments/underpayments to employees

  We must be diligent in reporting earnings and absences in the pay periods in which they occur. Do not wait to report.

- Auditing your payroll is essential in assuring you and your administrators understand what your payroll transactions look like and where there are anomalies that need review.

- Back-up documentation is required and critical in accounting for payroll transactions at your local sites.

Reminders for the New School Year:
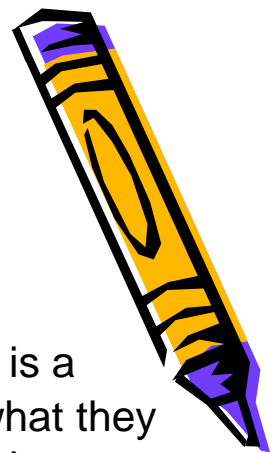
Review Filled Position Report:

This is a PeopleSoft report that provides employment data by position. This is a good tool to use to assure employee FTEs, status and account strings are what they should be. Far too often employee FTEs are reported inaccurately resulting in overpayment. Be sure that FTEs accurately reflect what employee work schedules reflect.

**This review gets missed by too many sites especially as school opens and employees transition between locations.

Timely Notification of Employee Status:

Identify employees who are no longer at your site or who should be at your site but do not appear on your timesheet. Keeping track of employees and reporting changes via Personnel Action Requests (PAR) are critical elements of paying employees accurately and avoiding overpayments. **This review is essential in accounting for who should or should not be assigned to your site and/or no longer working.**

CONTACT YOUR PAYROLL SPECIALIST WHEN THERE ARE DISCREPANCIES!

Reminders for the New School Year:

Stay on Top of Regular Audit Reporting (see attached Monthly Payroll Checklist for Managers)

The following reports are required to be reconciled by sites in order to accurately audit your payroll transactions:

- **Audit Paid to Reported Time Report** (official audit record must be reviewed and signed by administrator) - this report must be reconciled twice monthly. Run this report on the 10th of the month for previous monthly/on-cycle payroll and the 20th of the month for previous hourly/off-cycle payroll. This report provides information on what has been reported and paid on each payroll. Watch for the monthly listserv reminders to run these reports.
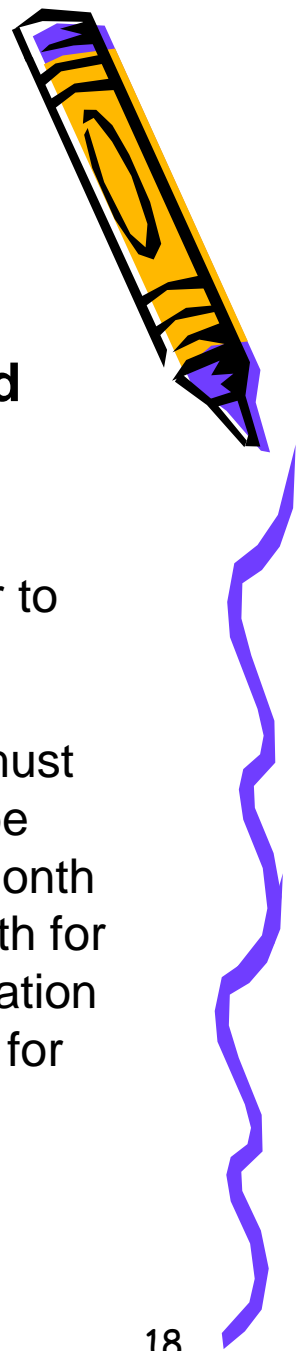
# Reminders for the New School Year:
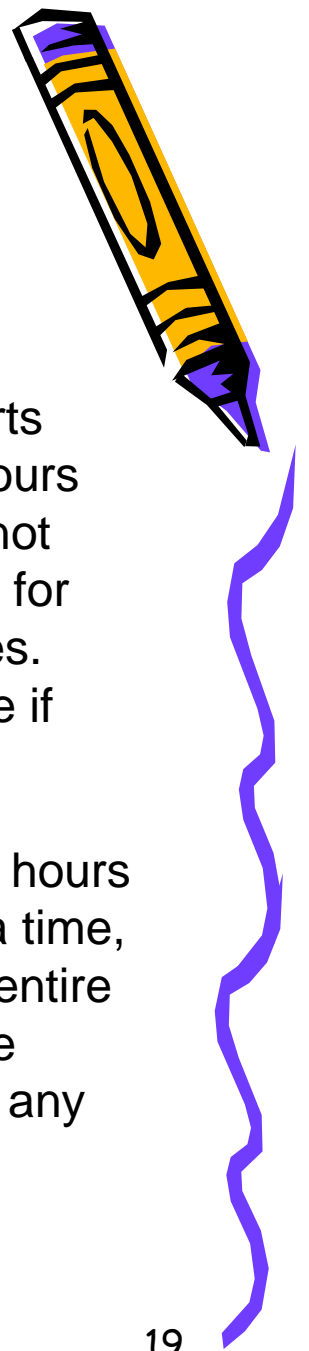
Regular Audit Reporting cont'd:

- **Site/Cross Site Account Code Charges Reports** - These reports show account code charges being charged to a site other than yours that originated with your site or charges hitting your site that did not originate with you. These should be run weekly as a mechanism for evaluating errors and making corrections prior to payroll deadlines. These are also official reports that need review, corrections made if necessary and sign-off by the administrator.

- **Time Summary Report** - This report should be used to evaluate hours being reported for employees at your site such as overtime, extra time, leave reported vs. absences, etc. You can run this report for an entire department or for an individual employee and for a particular date range. This can also be run to an Excel format in order to sort in any way desired. Timekeepers should use this report to check the accuracy of what has been reported in Time and Labor. This is not an official audit record.

Reminders for the new school year:
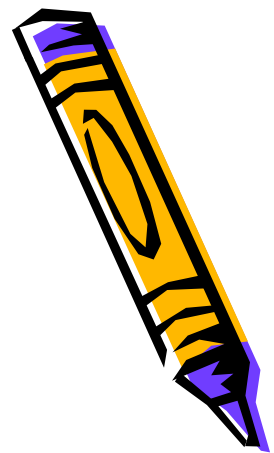
Regular Audit Reporting cont'd:

- **Leave Balance Reports - Vacation Balance of 300 or >**: Regularly review employee vacation balances using this report. The district's vacation accrual policy allows a maximum accrual of 328 hours. Employees may carry more than the maximum accrual up to August 31 each year. If at that time a balance of more than 328 hours exists, those excess hours will be paid to the employee on the September monthly payroll. The charges associated with these payments are charged against the site discretionary account. The vacation policy can be reviewed on the Payroll web site at www.sandi.net/Payroll.

A separate report is provided to area superintendents and cabinet each month which you may also be notified about.

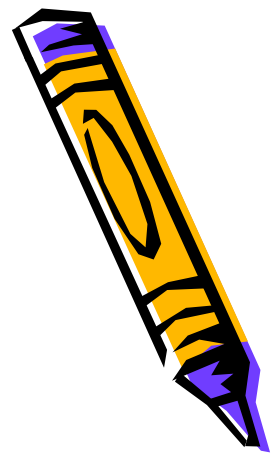# Reminders for the New School Year:

Prior Period Adjustments:

- A prior period adjustment is a change on the timesheet in Time and Labor for a pay period that has already been processed through Payroll and is reflected on paychecks. Timekeepers are restricted to go back no more than 90 days in the past to make time reporting changes.

- **These prior period adjustments should be made for reported time only (examples: wrong TRC, sick leave reported instead of vacation, employee was underpaid) <u>not</u> for trying to adjust charges that may have been applied to an incorrect Combo/Account Code.**

NOTES FROM THE PAYROLL SPECIALISTS: Changing account codes in time and labor after the timekeeper deadline causes undo amounts of data on reports that make it difficult to manage and can cause overpayments to employees.
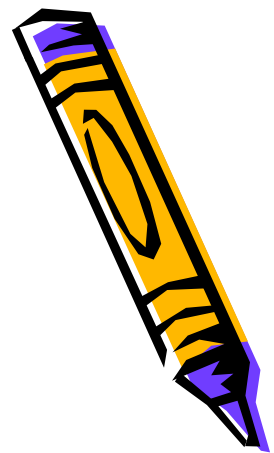
Reminders for the New School Year:

Prior Period Adjustments cont'd:

- 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 Financial Planning Department to adjust the expense. Once payroll has been processed, paid and the charges have been distributed to the general ledger, your analyst must intervene to adjust account codes/expenses.

Reminders for the New School Year:

Payroll Deadlines:

- Make sure you stay on top of payroll/timekeeper deadlines.
- Payroll processing is accomplished using very strict processing deadlines in order to assure the district meets its legally obligated pay dates.
- All timekeepers should belong to the timekeeper listserv and carefully review the Timekeeping Tips sent each month. These tips include reporting deadlines and important information related to payroll.
- If you have not already done so, join the listserv. Information on how to join is included with the timekeeper reminders for the opening of school. You may also contact payroll supervisors Anna Marie Villegas – avillegas1@sandi.net or Judy Wind-Walker – jwindwalker@sandi.net to join.

Reminders for the New School Year:

Time and Labor Training: (Temporarily unavailable while we await a new trainer)!

- This is one of the most useful tools we have to help timekeepers understand their role in the payroll process.

- For new timekeepers, the training will introduce them to the timekeeping module and give them valuable information on how to report and track time for your employees.

- The trainer will also help them learn how to run all the reports that are needed at each site for auditing purposes.

- The Time and Labor tune up sessions are to help continuing timekeepers, or timekeepers who have not been assigned this task recently, to keep "tuned up" and up to date with Time and Labor information.

- Check the ERO website for a list of training classes and get signed up!

Absence Reporting/Comments Field

How are absences reported for a bargaining unit employee who is sick?

- Full pay sick leave is reported first then half pay sick leave. Vacation can be used instead of sick leave upon administrator approval.

- Absences can be reported based upon a phone call, an email or the SAMS report in order for the absence to be reported right away and reflect on the correct payroll. However, the absence form must still be obtained as it includes both the administrator and employee's signatures authorizing the leave.

> **NOTES FROM THE PAYROLL SPECIALISTS**:
> - Contact your payroll specialist if you know of an intent from an employee to resign or take a long term leave.
> - Notify payroll immediately if you have a "no show" or unpaid absences in August or September so that we can stop payment to the employee and avoid overpayment.
> - Do not mail a check to an employee if they are not at the site – call payroll for instructions on the check.

Absence Reporting/Comments Field

- Leave Balances on Timesheet

| Reported Time Status | Summary | Leave / Compensatory Time | Exceptions |

Leave and Compensatory Time Balances ?   Personalize | Find | ⊡ | 🖩   1-10 of 10

Plan Type	Plan Type	Recorded Balance
Leave	Sick Leave – Available	1372.25
Leave	Vacation – Available	298.00
Leave	Personal	64.00
Leave	Industrial Accident	186.75
Leave	Classified Sick Leave Incentiv	0.00
Leave	Floating Holiday	0.00
Leave	Half Pay Sick Leave	0.00
Leave	Catastrophic Leave	0.00
Leave	Sick Leave – Accrued	1284.250
Leave	Vacation – Accrued	298.000

Balances show on the timesheet for sick leave/vacation accrued and sick leave/vacation available.

- Employees can borrow projected sick leave accrual through the end of the year (June).
- Some employees are eligible to borrow up to 5 months of projected vacation accrual (2nd through 6th year).

Absence Reporting/Comments Field

- Leave Balances on Timesheet

| Reported Time Status | Summary | **Leave / Compensatory Time** | Exceptions |

Leave and Compensatory Time Balances (?)   Personalize | Find | 🗗 | 🎟   1-9 of 9

Plan Type	Plan Type	Recorded Balance
Leave	Sick Leave – Available	157.35
Leave	Vacation – Available	69.08
Leave	Industrial Accident	0.00
Leave	Classified Sick Leave Incentiv	0.00
Leave	Floating Holiday	0.00
Leave	Half Pay Sick Leave	558.65
Leave	Catastrophic Leave	0.00
Leave	Sick Leave – Accrued	92.350
Leave	Vacation – Accrued	36.580

NOTES FROM THE PAYROLL SPECIALISTS: Personal Business (PRB) and Personal Necessity (PRN) should be tracked at the site level. Refer to your contracts for the different amounts of leave each bargaining unit member is entitled to.

Absence Reporting/Comments Field

The comments field on the electronic timesheet is one of the most underused tools in Time and Labor.

- ➤ Character length extremely long.
- ➤ Helps easily identify reasons for overtime.
- ➤ Helps Payroll staff track long term absences (i.e. return dates for employees coming back from long term illness or industrial accident).
- ➤ Identifies PD being attended

NOTES FROM THE PAYROLL SPECIALISTS: The combo code that is provided to teachers when attending a professional development is to be used for reporting the time for the visiting teacher who substituted in their classroom while they were at training.
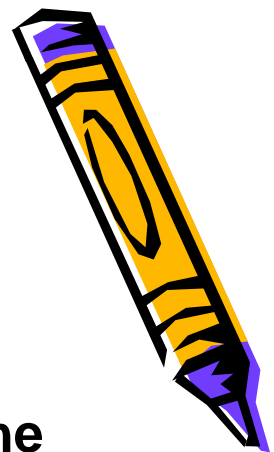
Absence Reporting/Comments Field
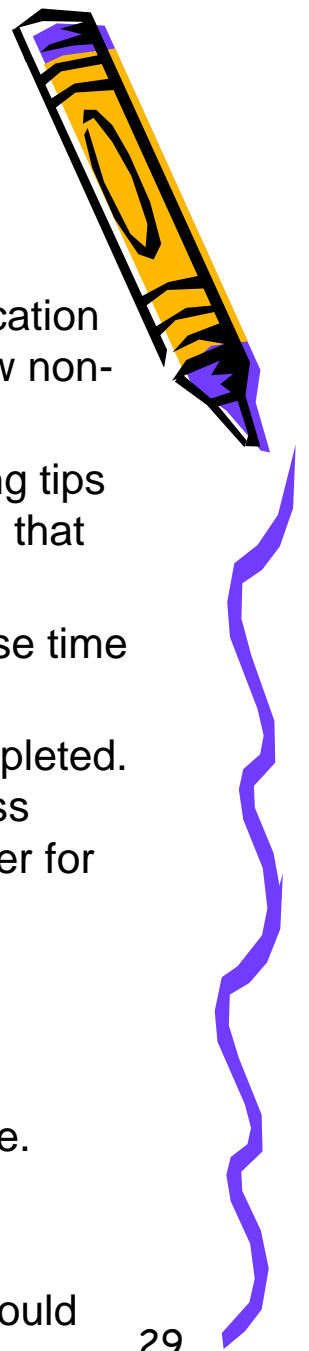
When is vacation required to be reported?

- Winter and Spring break periods used to require the reporting of forced vacation for ten (10) and eleven (11) month employees. Most of these days are now non-work days and in most cases, vacation will no longer need to be reported.

- It will be very important to follow the instructions provided in the timekeeping tips to make sure time is reported for employees who may still have some days that may need to have vacation time reported.

- Timekeepers are responsible for reporting hours in Time and Labor for these time periods.

- Absence request forms for vacation during this time do not need to be completed. If an employee is out on sick leave or industrial accident during these recess periods, they will need to provide the appropriate leave request form in order for an absence other then vacation to be reported.

What if an employee works on a date where vacation would be reported?

- The amount of vacation would be reduced or not reported at all for that date.

  Example: An 8 hour/day employee works 4 hours. Only report 4 hours of vacation.

  A 6 hour/day employee works 6 hours. No vacation should be reported.

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Absence Reporting/Comments Field

When to Complete an Online Roster/Time Reporter Error Notice:

- Use this notice when you cannot access Time and Labor for the employee and/or date indicated on the timecard and the corrections must be made by Payroll. Please include a copy of supporting documentation.

- This form is *not* to be used if only budget information needs to be changed for time already paid. Contact your Financial Planning and Development Analyst for assistance in that case.

Absence Reporting/Comments Field

When is the Physician's Release to Resume Normal Duties form needed?

- 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. If they show up at the site, you can direct them to the Human Resource Department where they can turn in their release form and receive direction at that time.

SAMS ABSENCE REPORTING

Timekeepers Must Enter Absences in Time and Labor for Employees Who Call Their Absences into SAMS

Employees who report absences to the SAMS system must have a corresponding absence reported in Time and Labor using the appropriate leave for the absence. The SAMS system does not auto populate absences in Time and Labor as it does hours for substitutes. Please make sure you are running SAMS reports daily to assure corresponding absences are being reported in Time and Labor. Employee leave balances are critically important in assuring accurate pay and reporting to pension systems (CalSTRS and CalPERS). Do not wait to enter these absences. Follow-up with employees to obtain the required back-up documentation from them. See the following section for information regarding back-up documentation.

NOTES FROM THE PAYROLL SPECIALISTS

Why are monthly and hourly rates different?

Monthly Pay

- Monthly job record and is paid earnings according to calendar, position and salary placement.
- System automatically generates a payline for all active monthly employees when producing the end of month payroll.
- Is paid on last working day of the month for salaried time (Aug 1 to Aug 31 pays on Aug 31) and any additional time worked in the beginning of the month up to timekeeper deadline (extra-time/overtime).
- Paid on or about the tenth of the next month for additional time worked in the second half of the month.

Hourly Pay

- Has hourly job records and is paid for time reported by the sites through timekeeper deadline.
- Only has a payline created if there is time reported in time and labor for the time reporting period we are paying.
- Is paid on the last working day of the month for time worked in the first part of the month (through timekeeper deadline – usually time worked from 1st through 15th).
- Is paid on or about the tenth of the next month for time worked in the second half of the previous month (usually time worked form the 16th to the end of the month).
    - This can vary with the extension of timekeeper deadlines at certain times of the year.

NOTES FROM THE PAYROLL SPECIALISTS

MONTHLY TIMEKEEPING

- Time entry of absences is critical in paying monthly employees on time and accurately.

- If you know of an employee who is going to be on a long term illness, you can enter time through the end of the month. Especially if the employee is in half pay sick leave!

- Absences not reported for an employee can cause overpayments.
  - It takes many hours to write up an overpayment, contact the employee, explain the overpayment (which often means working with an upset individual), reverse overpaid earning in the system to assure accurate reporting of earnings for year end and in some cases adjusting accrual balances.

  Please call us if you are not sure how to report time for an employee!

HOURLY TIMEKEEPING

- Hourly employees are only paid if time is reported in time and labor. Please report hours for time worked by the timekeeping deadline.

- Positive hours are reported for time worked – please do not report for hours that an employee will work at a future date until they have completed the work.

- Time not reported by the deadline causes multiple phone calls between the employee, payroll and the site.

- This also causes stress and frustration for the employee who is counting on accurate pay so they may meet their financial responsibilities.

- Most occasions the employee must make a trip to the Ed Center to pick up a check.

- Special checks are also an additional cost to the district in a time where budget costs are significant .

Payroll Web Site

Back-to-School 2017-18

Questions?
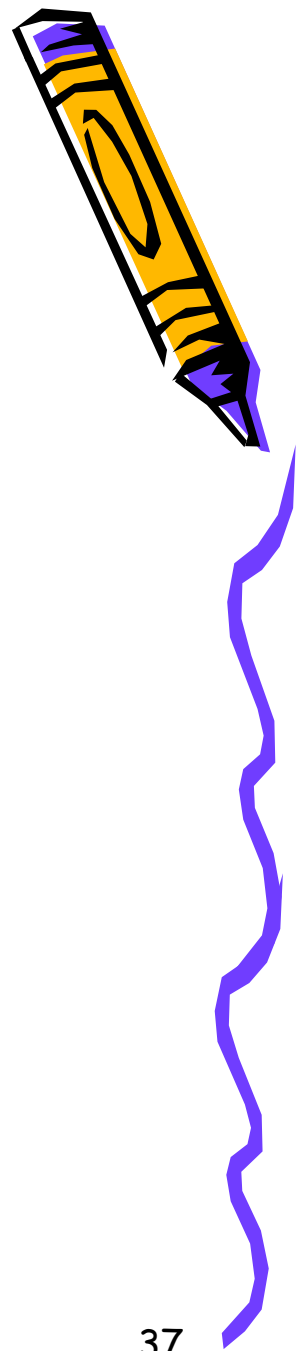
"We are what we repeatedly do. Excellence, therefore, is not an act but a habit."

- Aristotle

Let's keep learning and improving performance!