



Back to School 2019-20

Payroll Guidelines for Support Staff

Welcome Back!

Contents:

- What's New
- Reminders for the Upcoming School Year
- Reporting & Auditing of Payroll Transactions
- Absence Reporting
- Questions



What's New



- Work Year Restoration
- CalSTRS & CalPERS Rates
- Changes to the District's
Administrative Regulations
Format

What's New: Work Year Restoration

- The work year reduction that began on July 1, 2017 has ended and affected employee groups have had their work years restored for 2019-20.
 - 10- and 11- month employees may be required to take “forced vacation” during winter and spring breaks.
 - Timekeepers are responsible for reporting “forced vacation” in Time & Labor. Absence request forms are not necessary for those days, with some exceptions concerning sick leave or industrial accident.
 - You will find information on forced vacation dates in your monthly **Timekeeping Tips** as well as on **Employee Calendars**, which are located on the Human Resources webpage.
 - If an employee works on a date where forced vacation is designated, then only report the amount of vacation required to fulfil their assigned daily work schedule. Examples:



Scheduled	Works	What to Report
8 hours/day	0 hours	8 hours VAC
8 hours/day	4 hours	4 hours VAC
8 hours/day	8 hours	Nothing
6 hours/day	3 hours	3 hours VAC

What's New: **CalPERS & CalSTRS** Rates

Contribution rates have changed effective July 1, 2019 as follows:

CalPERS

- Employer rate increased from 18.062% to 19.721%.
- Classic PERS members remain at 7% creditable compensation. Reform PERS members changed from 6.50% to 7.00% of creditable compensation.
- Employees in the CalPERS Post-PEPRA (Reform) retirement system will see an increase to the retirement contribution on their paychecks

CalSTRS

- Employer rate increased from 16.28% to 17.10%
- Classic STRS members remain at 10.25% of creditable compensation.
- Reform STRS members increased from 9.205% to 10.205% of creditable compensation.



What's New: Changes to the District's Administrative Regulations Format

- A new system of Administrative Regulations is being implemented by the district that align to California School Boards Association (CSBA).
 - As Policies and Procedures are updated the old version will be deleted with a link to the new version in it's place on the website.
 - These documents are found on the District's Policies and Procedures webpage at:
<https://www.sandiegounified.org/policies-procedures>.
 - The new Payroll & Time Reporting Administrative Regulation AR4151.1(replaces Administrative Procedure 2600) is located on the Payroll Department's webpage: Timekeepers: Payroll Resources at:
<https://www.sandi.net/staff/payroll/timekeepers-payroll-resources>.

The Payroll Department's web page, Timekeepers: Payroll Resources is the home to all of the most pertinent information that you will require as an skilled and accurate timekeeper.

Reminders for the New School Year

- Maternity Leave
- Child Bonding Leave
- Personal Necessity
- Training and Tools
- Payroll Website
- Visiting Teachers
- Established VT's
- SDEA Retired Visiting Teachers
- ELPAC Testing
- Time Reporting Codes
- Payroll Deadlines
- Salaried vs. Substitute Pay
- Timekeeping for Salaried Employees
- Timekeeping for Substitutes

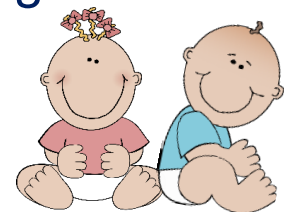




Reminders: **Maternity Leave**

- 3 consecutive work weeks of paid maternity leave are available for the birth mother immediately following the birth of her child.
- Paid maternity leave is available for birth mothers who have been employed by SDUSD for at least 12 months.
- A Maternity Leave Form is available on the [Payroll/Forms](#) web-page.
- Retro-active Maternity Leave requests use the same form but are submitted directly to the Payroll Department for special processing.
- Additional leave can be taken on an unpaid basis through FMLA or a Leave of Absence.
- Additional information is available through the Human Resources Department document [Maternity Leave Implementation Communication](#) found on the HR Forms page under Leaves of Absence.
- Paternity leave is defined in individual collective bargaining agreements. Please review collective bargaining language for those entitlements.

The maternity leave timekeeping code is **MAT**



Reminders: Child Bonding Leave

- Through assembly bill (AB) 2393, extended AB 375 bonding leave provides mothers and fathers of newly born, adopted or fostered children with an additional paid leave opportunity.
- Employee must have been employed for the district for at least 12 months prior to the start of leave in order to qualify.
- Child bonding leave can be taken for up to 12 work weeks and must be taken within one (1) year from the birth, adoption, or placement of a child in home.
- Employee must exhaust all full sick leave, including projected accruals prior to using half pay bonding leave, which is separate from half-pay sick leave.
- Employee applies for leave by submitting a Child Bonding Application to the Human Resources Department, who provides notifications and updates the system to reflect paid leave (Action: Paid Leave of Absence”, Reason: Child Bonding Leave) for each increment of time that the employee will be out.
- This is a paid leave of absence that requires approval by HR, at which time the Payroll Specialist assumes the responsibility of reporting the time.



To avoid payment errors, **NEVER** remove the time reporting codes that are entered by the payroll specialist.

Reminders: **Personal Necessity**

- Personal Business Days are no longer included in the SDEA or AASD collective bargaining agreements. Instead, members can use their accumulated full salary sick leave to take Personal Necessity.
- SDEA members may use 11 days of Personal Necessity within one work year.
- AASD members may use 10 days of Personal Necessity within one work year.
- The Sick/Personal Business/Personal Necessity Leave form includes a check box to denote Personal/Family Responsibility.
- This form is available on the District's [Payroll/Forms](#) webpage.



Reminders: Training & Tools



- There are a number of tools available to help you increase your skill and efficiency as a Timekeeper. They are found on the District website on the [Payroll's Timekeeper Resources](#) page. Included are:
 - Instructional Job Aids: These are invaluable printable manuals that give step-by-step instructions for using PeopleSoft to perform your timekeeping functions and can be found on the same resource page by clicking on [Employee Self-Service Job Aids and More](#).
 - Time & Labor training: These classes are one of the most useful and underused tools we have to help timekeepers understand their role and improve their skill in the payroll process. Class calendars and registration information can be found by clicking on the link entitled [PeopleSoft Training Opportunities](#). Check the ERO website for a list of training classes and **get signed up!**
 - The Time and Labor WorkCenter Job Aid is available to familiarize you with this essential tool that centralizes your Timekeeper resources and helps you navigate PeopleSoft with ease.

Awareness of available training tools along with participation in regular training events are essential elements of being able to perform the tasks of a Timekeeper with promptness and accuracy.

Reminders: Payroll Website

San Diego Unified School District

INSIDE Unified [Employee Portal]

Home News & Events Resources Our District

Payroll

- Overview
- Payroll Contacts
- Forms
- W-2 Information
- Withholdings
- Employees: Payroll Resources
- Timekeepers: Payroll Resources**
- Payroll Tools for Managers
- Vacation Policy
- Pay Options
- Direct Deposit

Payroll

★

Knowledgeable Cooperative Talented
Supportive Family
Payroll
Resources Team Oriented Home Dependable Tech Cares

Timekeeper's Job Tools

- [District Administrative Procedures](#)
- [Administrative Regulations: AR4151.1](#)
- [Current Union Contracts](#) ★
- [PeopleSoft Training Opportunities](#) ★
- [Employee Self-Service Job Aids and More](#) ★
- [PeopleSoft Support and Resources](#)
- [PeopleSoft HCM Login](#)
- [PeopleSoft Time & Labor Manual v9.2.5](#)

Other Helpful Timekeeper Information

- [What Timekeepers Should Know - 2018](#)
- [Payroll Reports Chart - June 2018](#)
- [Time and Labor Reports and How to Use](#)
- [Time and Labor WorkCenter Job Aid](#) ★

Timekeeping Tips Archive

- [July 2019 Timekeeping Tips](#)
- [June 2019 Timekeeping Tips](#)
- [May 2019 Timekeeping Tips](#)

Welcome to Payroll

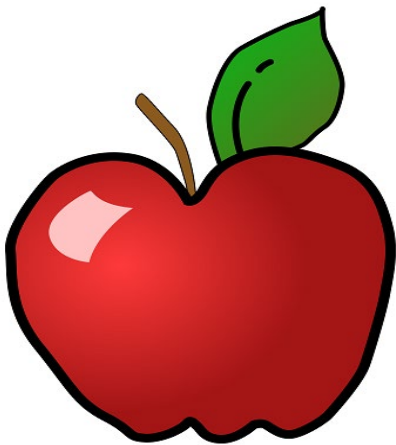
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...op a reputation of character and commitment to excellence

Check the payroll web page regularly for important news and updates.

Reminders: Visiting Teachers

- Visiting Teachers (VT's) are credentialed unit members employed to work in the absence of a regular contract unit member.
- VT's are paid a daily rate: A VT 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 VT is paid the long term rate beginning with the 6th day of a teaching assignment. 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".
- Refer to the "What's New" section on Retired Visiting Teachers for additional information.



Reminders: **Established Visiting Teachers**

- 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.



Reminder: **SDEA Retired Visiting Teachers**

- When an SDEA retired unit member returns to perform visiting teacher services, they are typically paid according to visiting teacher rates.
- According to SDEA Collective Bargaining Agreement, Appendix D, Section 7.01, retirees returning to perform the full scope of duties previously assigned to them as regular unit members are to be paid at the current pro-rata hourly rate. Be aware that they must have the credential associated with the position.
- A separate job record is established for these types of employees and it is used to report PRO (pro-rata contract rate) in these cases.
- Hours from SAMS will populate to the timesheet for the visiting teacher. These rows should be deleted from the visiting teacher record and PRO reported on the record associated with pro-rata.

If you require approval or have questions about full range of duties, please consult with your principal or contact your Human Resources Officer.

Reminders: ELPAC Testing

- State and federal law require that districts administer a state test of English language proficiency to eligible students in kindergarten through grade twelve. ELPAC (English Language Proficiency Assessments for California) is designated as the state's language proficiency assessment.
- Refer to the 2018-19 Administrative Circular No. 34 for instructions on timekeeping and payment for employees who perform ELPAC testing.
- The CDE recommends that certificated teachers administer the ELPAC, whenever possible.
- Retired teachers who are conducting ELPAC training will be paid at the Non-Classroom Teacher (NCT) rate.
- Visiting Teachers (VT) may administer ELPAC if retired teachers are not available and will be paid at the short-term Visiting Teacher rate.
- Trained Classified staff may administer ELPAC and will be paid at their appropriate Regular Time (REG) hourly pay rate.



Always refer to the document linked on the Payroll webpage: "Time Reporting Earnings Codes" for current pay rates.

Reminders: Time Reporting Codes

TIME REPORTING CODES/EARNING CODES

Rates Effective: 01/01/19 (Updated 1/15/2019)

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.)
11UNP	UNP	11-Month Unpaid Days (21-23)	-1 X Hourly Rate
ADOPT	ABS	Adoption	
BRV	BRV	Bereavement	
CAT	CAT	Catastrophic Leave	
CLSLI	SIL	Clsfd Perfect Attendance	
CRT	ABS	Court Appear Subpoena Witness	
DBS	DBS	District Business	
DBSPD	DBS	District Bus Professional Dev	
FLH	FLH	Floating Holiday	
IA	WCH	Industrial Accident	
JUR	JUR	Jury Duty	
LHS	LHS	Sick Leave-Half Pay	
MAT	MAT	Maternity Leave	
MIL	MIL	Military Duty	
PAL	PAL	Paid Administrative Leave	

Found on the Timekeepers: Payroll Resources page!

CLASSIFIED POSITIVE PAY REPORTING CODES

Effective 01-01-2019 Minimum Wage Increase to 12.00/Hr

Adds to paycheck - use on hourly assignments or as extra pay on salaried assignments

Always supply an HCM account when adding to a salaried job

TRC	EARN CODE	Description	Impact to Check Amount	
			(If column is blank, there is no impact to the check amount.)	
LHR	LHR	Classified Hourly Pay	Hourly Rate	Classified
COA	COA	Walk On Coach - Classified	1110.82 per unit	Not an in UNIT
EXTA	AST	Extra Time - Absences	Hourly Rate	Food Service
EXTC	AST	Extra Time - POS/Computer	Hourly Rate	Food Service
EXTCC	AST	Extra Time - Cash Control	Hourly Rate	Food Service
EXTCT	AST	Extra Time - Catering	Hourly Rate	Food Service
EXTE	AST	Extra Time - Equipment Failure	Hourly Rate	Food Service
EXTP	AST	Extra Time - Production	Hourly Rate	Food Service
EXTRA	AST	Extra Time	Hourly Rate	Classified
EXTS	AST	Extra Time - Serving	Hourly Rate	Food Service
EXTT	AST	Extra Time - Training	Hourly Rate	Food Service
HWOTH	OTH	Holiday Worked Overtime (1.5x)	1.5 X Hourly Rate	Classified
HWOTS	OTS	Holiday Worked Straight (1x)	1 x Hourly Rate	Classified
LSI	LSI	Summer School/Intersession Pay	Hourly Rate	Classified
OTD	OTD	Overtime Double Time (2x)	2 X Hourly Rate	Classified
OTH	OTH	Overtime	1.5 X Hourly Rate	Classified
OTS	OTS	Overtime Straight Time (1x)	1 X Hourly Rate	Classified
WKL	WKL	Workshop Classified	12.00	Classified
WKLOT	WOT	Workshop Classified Overtime	18.00	Classified

Reminders: **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, please join the **timekeeper listserv** by sending a request via email addressed to both of our payroll supervisors:

- **Anna Marie Villegas** – avillegas1@sandi.net and
- **Judy Wind-Walker** – jwindwalker@sandi.net.

Reminders: Salaried vs. Substitute Pay

Salaried Employee Pay

- Pay is automatically generated according to the employee's calendar, job position, and salary placement.
- A monthly salary pays on the last working day of the month
- Additional time (extra time, overtime, etc.) is recorded hourly and pays based on when it is reported:
 - ✓ Time worked from the 1st -15th (or up to timekeeper deadline) pays on the last working day of the month.
 - ✓ Remaining time worked following the timekeeper deadline in that month (typically 16th – 31st) pays on or about the 10th of the following month.



Substitute Pay

- Pay is based on positive time reported by the site timekeeper.
- Checks are generated only when time is reported into time and labor for the respective pay period.
 - ✓ Time worked from the 1st -15th (or up to timekeeper deadline) pays on the last working day of the month.
 - ✓ Remaining time worked following the timekeeper deadline in that month (typically 16th – 31st) pays on or about the 10th of the following month.



Read the monthly Timekeeping Tips to be aware of fluctuations in the timekeeper deadline, such as at the end of the school year and Winter Break.

Reminders:

Timekeeping for Salaried Employees

- Timely entry of absences is critical in order for the payroll department to pay 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.
- Overpayments are complicated and no employee wants to be contacted and told they are overpaid.
Overpayments result in a skewed view of actual district expenses and require collecting after the fact.



Please call us if you are ever unsure of how to report time for an employee!

Reminders:

Timekeeping for Substitutes

- 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 hours that an employee will work at a future date. Only report hours that have been worked and completed.
- Time not reported by the deadline results in frustrated employees who don't get paid on time.
- Many of these late transactions result in special checks that employees must pick up at the Education Center.
- Special checks are frequently an avoidable cost to the district budget.

Please call us if you are ever unsure of how to report time for an employee!



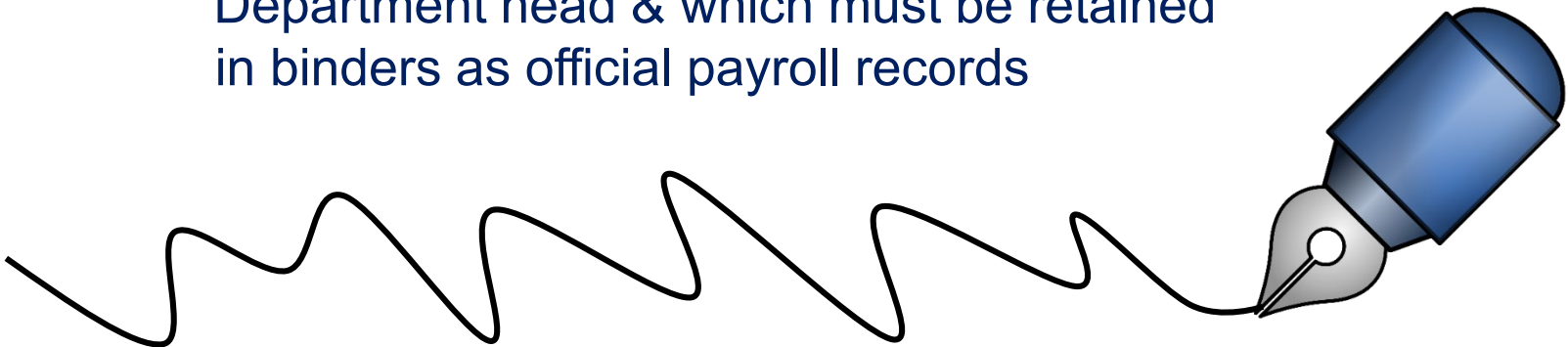
Site Reporting and Auditing of Payroll Transactions

- Payroll Reconciliation/Audit Reports Chart
- Accuracy & Timeliness
- Filled Position Report
- Audit Paid to Reported Time Report
- Account Code & Time Summary Reports
- Leave Balance Reports
- Prior Period Adjustments

Site Reporting and Auditing :


Payroll Reconciliation/Audit Reports Chart

- The **Payroll Reconciliation/Audit Reports Chart** is available to help Timekeepers navigate and track the various payroll reports that are required to be run and audited regularly throughout the month.
- A link to the chart is provided on the Timekeepers: Payroll Resources page.
- This chart provides a quick reference to determine:
 - ✓ When each report is to be run
 - ✓ The navigation to each report
 - ✓ How to use each report to reconcile your payroll
 - ✓ Which reports must be signed by the Principal or Department head & which must be retained in binders as official payroll records



Site Reporting and Auditing: Payroll Reconciliation/Audit Reports Chart

Page 1

 <p>San Diego Unified SCHOOL DISTRICT</p>		<p>PAYROLL DEPARTMENT PAYROLL RECONCILIATION/AUDIT REPORTS CHART</p>			
Report Title	Report Description	Navigation	When to Run	How to Use	Signature Required?
Filled Positions Report	This report produces employee data to verify FTE's, employee pay status, position number, job title and account strings assigned to the position.	>Workforce Administration >Workforce Reports >Filled Positions	Run on the 10th and the 20th of the month to assure these employee characteristics are accurate.	Compare to the Audit to Reported to Paid Time Report to assure payment is being made correctly based on the employee data for critical pay elements such as FTE's and account codes.	No
Leave Balance	This report produces data for employees at your site with vacation balances over 300 hours.	>Benefits >Manage Leave	Run on payday for the monthly payroll each month.	Use this report to identify those employees who may exceed 328 hours as of August 31st	
T&L Blank Account Codes Report	This report details substitute hours pulled in from the SmartFind Express (SAMS) system to PeopleSoft Time & Labor via an interface.			>Time and Labor >Reports >T&L Blank Acct Codes	Report is to be run at least weekly and account code corrections must be made immediately.
T&L Blank Account Codes Report	This report details substitute hours pulled in from the SmartFind Express (SAMS) system to PeopleSoft Time & Labor via an interface.				Required for site accuracy of report substitutes. Account codes pulled in from SAMS are default codes for specified absences. Sites must change the default code for records that should be using something other than the default.

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Payroll Reports - Calendar		
Schedule	Report Name	Purpose
Weekly	Site Account Code Charges	For Review
	Cross-Site Account Code Charges	For Review
	Time Summary	For Review
Prior to hourly payroll deadline	Site Account Code Charges	Official Audit Record
	Cross-Site Account Code Charges	Official Audit Record
On or near the 10th	Audit Reported to Paid Time Report	Official Audit Record
	Filled Positions Report	Official Audit Record
Prior to monthly payroll deadline	Site Account Code Charges	Official Audit Record
	Cross-Site Account Code Charges	Official Audit Record
On or near the 20th	Audit Reported to Paid Time Report	Official Audit Record
	Filled Positions Report	Official Audit Record
On the monthly pay date	Manager's Monthly Checklist	Official Audit Record
	Leave Balance Report	For Review

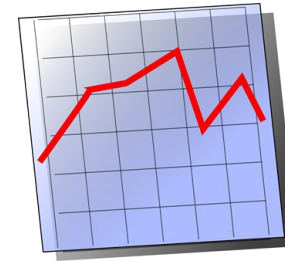
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Site Reporting and Auditing: Accuracy & Timeliness

- Payroll & Benefits account for more than 90% of the district budget and this is why accurate reporting and timely processing of payroll is so critically important.
- Late reporting results in
 - skewed financial reports
 - inaccurate actual expenses
 - overpayments/underpayments
- We must be diligent in reporting earnings and absences within the pay periods in which they occur. Do not delay reporting positive time and/or absences.
- Back-up documentation is required and necessary in accounting for payroll transactions at your local sites.
- Auditing your payroll is essential in assuring you and your administrators understand what your payroll transactions look like and where there are anomalies that warrant review.



Site Reporting and Auditing: **Filled Position Report**

- **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 often gets missed by many sites particularly as the new school year 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 if you find any
DISCREPANCIES!*

Site Reporting and Auditing:

Audit Paid to Reported Time Report

Each site is required to reconcile a specific set of reports in order to accurately audit their payroll transactions. These reports include the following:

- The **Audit Paid to Reported Time Report** is an official audit record that must be reviewed and signed by an administrator and 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.

*Stay on top of regular audit reporting by using the
Timekeeper's tool:*

Payroll Reconciliation/Audit Reports Chart

Site Reporting and Auditing:

Account Code & Time Summary Reports

- **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.

Site Reporting and Auditing: 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.

Cabinet members are provided with a vacation balance report each month, which specifies the employees in each area that have exceeded the maximum accrual.

Site Reporting and Auditing:

Prior Period Adjustments

- A prior period adjustment is a change on the timesheet in Time & Labor for a pay period that has already been processed through Payroll and has been reflected on paychecks.
- These prior period adjustments should be made for reported time only (examples: change of TRC or leave type or additional hours worked) not to modify incorrect account codes that were used.
- 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. Once payroll has been processed & paid, the funds have been distributed to the general ledger and your analyst must then intervene to adjust account codes and expenses.

NEVER change account codes in Time & Labor after the timekeeper deadline. This can cause overpayments. The Budget Department must process any late account code adjustments.

Absence Reporting

- Sick Leave
- Employee Separations & Leaves of Absence
- Leave Balances on the Timesheet
- Comments Field
- Vacation
- Online Roster/Time Reporter Error Notice
- Physicians Release
- SmartFindExpress (SAMS)
- Industrial Accident Reporting

Absence Reporting: Sick Leave

- When reporting absences for an employee who is sick or injured, full pay sick leave is reported first then half pay sick leave. If applicable, 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.



Employees reporting absences to SAMS must have those absences reported in Time & Labor by their Timekeeper.

Absence Reporting:

Employee Separations & Leaves of Absence

- Contact your payroll specialist if you know of an intent from an employee to resign or take any type of long term leave due to child birth, illness, etc.
- 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 how to handle the check.



Absence Reporting: Leave Balances on the 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	Vacation – Available	VACATION AVAILABLE →		281.62			
Leave	Industrial Accident			386.87			
Leave	Classified Sick Leave Incentiv			0.00			
Leave	Floating Holiday			0.00			
Leave	Half Pay Sick Leave			544.61			
Leave	Catastrophic Leave			0.00			
Leave	Sick Leave – Available	SICK AVAILABLE →		75.04			
Leave	Sick Leave – Accrued	SICK ACCRUED →		14.540			
Leave	Vacation – Accrued	VACATION ACCRUED →		281.621			

Balances shown on the timesheet are 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**

The timesheet comments field is one of the most useful, yet underused tools in Time and Labor.

- The comments character field is extremely large and allows for detailed messages
- Comments help managers to easily identify reasons for overtime and absences.
- Helps payroll staff track long term absences, such as RTW dates for employees coming back from long term illness or industrial accident (IA)
- Use of the comment field is particularly critical when reporting IA
- Can be used to identify Professional Development specifics
- Examples:

Time Reporting Code	Combination Code	Comments		
IA - Industrial Accident		DOI: 7/1/18, RTW: 7/6/18	+	-
OTH - Overtime (1.5x)		ADA Event Preparation	+	-
MAT - Maternity Leave		DOB: 6/10/18	+	-

Absence Reporting: Vacation



- Winter and Spring break periods require “forced vacation” for ten (10) and eleven (11) month employees. “Forced vacation” is reported by the Timekeeper without timecard usage. Review slide 4 for more details.
- Employees are able to accrue up to 328 hours annually. Hours accrued that exceed 328 as of August 31st each year are paid out to the employee on the September monthly payroll. It’s important that employees reduce their vacation balances below 328 at the end of each August.
- Vacation balances are only payable when accruals exceed 328 at the end of each August, and when an employment has been terminated. Vacation balances are not paid out at any other time and there are no types of pay advances against vacation time allowed by the district.

Always be sure to read your monthly **Timekeeping Tips** where you will find crucial timekeeping information including instruction for the months affected by “**forced vacation**”.

Absence Reporting:

Online Roster/Time Reporter Error Notice

- Use the Online Roster/Time Reporter Error Notice when you are unable to access Time and Labor for the employee on the date indicated so that the corrections can be made by Payroll.
- Timekeepers are not permitted to make corrections in Time and Labor that surpass 90 calendar days and will require Payroll intervention beyond that time frame.
- Please include copies of the time card, absence request form, and any other supporting documentation.
- This form is **not** to be used to correct budget account codes for time that has already paid. In that situation you must contact your Financial Planning and Development Analyst for assistance.



Absence Reporting: Physician's Release

- After an absence of 30 or more consecutive calendar days, employees must submit a **Physician's Release to Resume Normal Duties** form to Human Resources (HR) in order to be allowed to return to duty.
- This document can be found in the forms section of the HR web page on the Employee Portal and must be submitted at least 3 work days prior to the date of intended return.
- Employees must **not** be allowed to return to duty without proper authorization from HR and they should be directed to HR if they arrive at the site without proper authorization to return to duty



Absence Reporting: SmartFindExpress (SAMS)

- Timekeepers **must** enter absences in Time & Labor for employees who call their absences into the SAMS system.
- Employees who report absences to the SAMS system must have a corresponding absence reported in Time & Labor using the appropriate leave for the absence.
- The SAMS system does not auto populate absences in Time & Labor in the way it populates the positive hours for the substitutes. Please make sure that you are running SAMS reports daily to assure that the corresponding absences are being reported in Time & 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.
- The HCM account code provided to teachers attending a professional development is for reporting time for their substitute VT's.
- Follow-up with employees to obtain the required back-up documentation.

Absence Reporting:

Industrial Accident Reporting

- Enter the IA time reporting code for employees in the event that they have claimed worker's compensation for an injury.
- Salary continuation allows monthly employees to receive their pay as usual, on schedule at the end of each month providing that they have adequate full pay sick leave to cover the time until the Worker's Compensation funds are processed.
- This time is charged against the full pay sick leave balance until payroll receives confirmation of an accepted claim.
- Any pay loss resulting from the temporary use of half pay sick leave is corrected by payroll as soon as possible.
- Salary continuation is not available for hourly employees.
- Be certain to enter details in the comments field including the date of injury and any other pertinent information.



Any Questions?



Notes

A notepad with a white background and blue horizontal lines. A red vertical line runs down the left side, creating a margin. The word "Notes" is written in a simple, black, sans-serif font at the top right of the page. A yellow pencil with a red eraser and a black band is positioned diagonally in the top right corner, as if about to write. There are three small grey circles on the left side of the notepad, one in each of the first three rows, possibly representing hole punches.

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

- Aristotle

- Aristotle

**Increase
your
knowledge
and
improve
your
performance!**

