



**BACK TO SCHOOL**

**2020-21**

**PAYROLL GUIDELINES FOR SUPPORT STAFF**

**San Diego Unified School District  
Payroll Department**

# Welcome Back!

- **A Time of Patience and Adaptation**
  - We are in this together and will succeed as a team.

TOGETHER EVERYONE ACHIEVES MORE

- **Contents of this Guide:**
  - What's New
  - Reminders for the New School Year
  - Site Reporting & Auditing of Payroll Transactions
  - Absence Reporting
  - Questions

# What's New

- COVID-19 Changes
  - Then & Now
  - Time Codes & Pay Rates
- Remote Timekeeping
- Year-Round to Traditional Transition
  - Transition
  - Pay Options
- CSESAP
- Vacation Balances
- PPI Days
- Longevity Stipend
- New Federal W-4 Tax Form
- Revised CalPERS & CalSTRS Rates



# What's New: COVID-19 Changes, Then and Now

## Then (Mar 16, 2020 - Jun 30, 2020)

- **Cares Act** (*Coronavirus Aid, Relief, and Economic Security*)

The CARES Act is an over \$2 trillion economic relief package designed to assist citizens from the impacts of COVID-19 and was signed into law in March 2020.

The District was able to use CARES Act funding to replace SLF with the Code 19SLC for sick time submitted from March 13 through June 30

- **Hazard Pay** (*Agreements with CSEA, AASD, and POA Bargaining Units*)

Supplemental pay was designated for employees who were required to report to a school/site or department and/or who were required to come into contact with the public or other employees

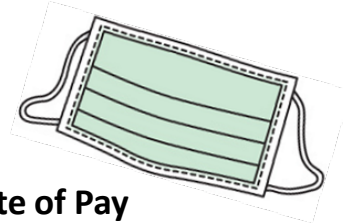


## Now (Jul 1, 2020 - Dec 31, 2020)

- **FFCRA** (*The Families First Coronavirus Response Act HR6201*)

Passed in March 2020, the FFCRA is legislation that extends employee sick leave benefits to employers with greater than 50 employees, expands access to free testing and provides food aid

# What's New: COVID-19 Changes, Time Codes & Pay Rates



Law/Policy	Empl Group	TRC	ERNCD	Description	Rate of Pay	Daily \$Limit
Cares Act	All Salaried Employees	19SLC	XSM	Sick Leave Monthly - COVID19	N/A	N/A

Hazard Pay	Certificated Admins	HZ19A	HZA	Hazard Pay Administrator	(.50) Standard Rate of Pay	N/A
	Classified Monthly	HZ19	HZP	Hazard Pay	(.50) Standard Rate of Pay	N/A
		HZ19S	HZS	Hazard Pay Straight Time	(.50) Standard Rate of Pay	N/A
		HZ19O	HZO	Hazard Pay Overtime	(.75) Standard Rate of Pay	N/A
		HZ19D	HZD	Hazard Pay Double Time	(1.0) Standard Rate of Pay	N/A
	Classified Hourly	HZH19	HZH	(.50) Standard Rate of Pay	(.50) Standard Rate of Pay	N/A

Families First Coronavirus Response Act	Certificated Contract	19LSL	LSL	Sick Leave Category 1	(1.0) Standard Rate of Pay	\$511
		19LSK	LSK	Sick Leave Category 2	(2/3) Standard Rate of Pay	\$200
	Classified Monthly	19CSL	CSL	Sick Leave Category 1	(1.0) Standard Rate of Pay	\$511
		19CSK	CSK	Sick Leave Category 2	(2/3) Standard Rate of Pay	\$200

# What's New: Remote Timekeeping

- One challenge of the site closures has been that Timekeeping must currently be performed electronically
  - Timekeepers may find it necessary to accept scanned or emailed leave requests, but must maintain organized and complete payroll files
  - Time & Labor Reports and the Manager's Checklist must continue to be run and audited, but can be maintained electronically for now
  - When returning to the school sites documents can then be printed and must be signed and filed according to usual guidelines



# What's New:

## Year-Round to Traditional Transition

- All remaining school sites are transitioning from Year-Round to Traditional work calendars
- The transitional employees completed working their Year-Round schedule through July 2020
- They will work the full Traditional calendar for 2020/21
- Once the year is complete, they will end up working more days than what is included their assigned work calendars and these days will be paid at the end of the fiscal year (pay date to be determined)
- These employees will be placed on a “Grace-Year”, meaning that they will remain on a 12-pay schedule July 1, 2020 through June 30, 2021
- As of July 1, 2021 they will be converted to a Traditional pay schedule with no salary pay issued in July or August of 2021
- They were notified by email of available Pay Options to plan for the summer months of 2021 and onward



# What's New: Year-Round to Traditional Pay Options

- Classified or Certificated, Traditional, 10-mo or 11-mo employees are eligible to enroll in the Reserve Net Pay Option
- SDEA members have the option of the voluntary 12-pay option. Enrollments will open in the spring of 2021 for employees who would like to enroll for the 2021/2022 fiscal year

2020-2021 PAY OPTIONS		
Plan Name	Reserve Net Pay Option	12-Pay Option ( <b>SDEA only</b> )
Deduction from Check	Employee Specified Amount	None
Distribution Schedule	Deductions taken September 2020 through June 2021 and refunded in two payments: 1. 50% Refunded on 7/31/2021 2. 50% Refunded on 8/31/2021	Annual salary for 2021-2022 issued through 12 equal payments July 2021 through June 2022
When to Enroll	Continuous enrollment. However, September 15, 2020 is the deadline for deductions to begin September 30, 2020.	Open Enrollment will be in Spring 2021 for 2021/2022 contract year.



# What's New: Classified School Employees Summer Assistance Program (CSESAP)

- In February, SDUSD announced its participation in the CSESAP program for the 2020/21 school year. The program is in coordination with the California Department of Education (CDE) to allow eligible classified employees to set aside up to 10% of their monthly salary to later be matched **up to \$1 for \$1** and paid back during the summer months of 2021
- The deadline to submit the election form was March 1
- on May 27, confirmed participants were notified via email of the result of the state-determined match amount, which is **\$.66 per \$1 deducted**
- Participants have until September 30 to reduce their deduction or withdraw from the program
- After September 30, no modifications are allowed, however employees may cancel participation due to economic or personal hardship
- Upon cancellation, the employee is reimbursed their personal deduction amount, but is no longer eligible for state-matched funds
- Find additional information on the CSESAP page on the Payroll website



# What's New: **Vacation Balances**

- There are temporary changes in vacation balance policies:
  - Per an MOU between SDUSD and AASD Certificated and Classified bargaining units dated July 13, 2020, AASD members will not be forced to take vacation by August 15, 2020 in order to reduce balances below 328 hours
  - Per Board action dated July 28, 2020, Non-Represented and Confidential employees will not be forced to take vacation by August 15, 2020 in order to reduce balances below 328 hours
  - AASD Certificated employees who earn vacation accruals, AASD Classified employees, Non-Represented and Confidential employees who exceed the cap of 328 hours by August 15, 2020 will not receive payment for hours in excess of 328 hours and must create an annual plan with their supervisor to reduce their balance below 328 hours by August 15, 2023
  - Communications are ongoing regarding these policies and may continue to change



Check the [Payroll webpage](#) regularly to stay informed on changing events

# What's New: Personal Professional Improvement (PPI) Days

- **Per the MOU between SDUSD and the AASD, Certificated Bargaining Unit, dated April 9, 2020:**
  - Certificated school site administrators who worked during annual Spring Break due to necessity will be given three (3) additional PPI days
  - Year-Round certificated school site administrators who worked during their year-round break period due to necessity, will be given three (3) additional PPI days
  - Additional PPI days must be used by June 30, 2023
- **Per MOU between SDUSD and the AASD, Certificated Bargaining Unit and Classified Bargaining Unit, dated April 9, 2020:**
  - Employees with between nine(9) and twelve (12) PPI days on the books as of March 16, 2020, will be permitted to carry over up to twelve (12) PPI days into the 2020-2021 fiscal year and will still receive their four (4)-day annual accrual on July 1, 2020
  - The employee will have until June 30, 2022 to bring their PPI balance down to eight days



# What's New: Longevity Stipend

- There are several new Longevity stipends, as well as updates to existing stipend amounts
- The table below shows the details of those stipend pay changes in effect as of July 1st, 2020

Contract-Section	Employee Group	Effective As Of	Service Criteria	Amount	Payout Method
SDEA Contract - Appendix A	Teachers & Nurses	30-Jun-20	6 or more years on step 17	\$2,500	Paid on monthly prorated basis; Added to and included in monthly salary
SDEA Contract - Appendix B	ECE	30-Jun-20	18 or more years of creditable experience		
SDEA Contract - Appendix C	Military Science	30-Jun-20	18 or more years of creditable and/or military experience		
SDEA Contract - Appendix F	Psychologists	30-Jun-20	22 or more years of creditable experience		
SDEA Contract - Appendix G	SLPs	30-Jun-20	22 or more years of creditable experience		
AASD Tentative Agreements (Cert-11, Class-4.08)	Classified & Certificated AASD	30-Jun-20	22 years of service with SDUSD in salaried position	2.5% of Annual Salary	Paid on September 30th Payroll each year
Board Approval on July 28th, 2020	Non-Reps & Confidentials	30-Jun-20	22 years of service with SDUSD in salaried position		

# What's New: New Federal W-4 Tax Withholding Form

- The Internal Revenue Service (IRS) introduced a revised form W-4 (Employee's Withholding Certificate) for federal tax withholding elections effective January 1, 2020
  - This form allows an individual to include spousal and additional job income information
  - Employees may use the PeopleSoft Self Service portal to submit filing status
  - Links to the 2020 form, a PS Self Service Job Aid and other information regarding withholdings are available on the Payroll webpage: Tax Withholding Information



*The Payroll Department's web page, entitled **Timekeepers: Payroll Resources**, is the home to all of the most pertinent information that you will need as a skilled and knowledgeable timekeeper.*

# What's New:

## Revised CalPERS & CalSTRS Rates

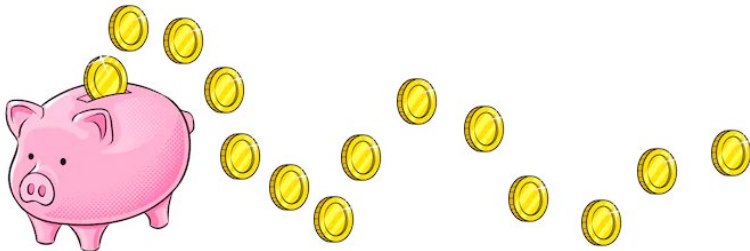
Contribution rates have changed effective July 1, 2020 as follows:

### CalPERS

- Employer rate increased from 19.721% to 20.70%
- Classic PERS and Reform members remain at 7% creditable compensation

### CalSTRS

- Employer rate decreased from 17.10% to 16.15%
- Classic STRS members remain at 10.25% of creditable compensation.
- Reform STRS members remain at 10.205% of creditable compensation



# 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

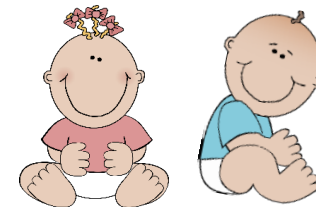




# Reminders: Maternity Leave

- 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
- 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
- The form is available on the website by navigating to the Payroll-Forms webpage in the Staff Portal by or going to:  
<https://www.sandi.net/staff/payroll/forms>



# Reminders: Training & Tools



- These are several tools available on the District’s website designed to help you increase your skill and efficiency as a Timekeeper:
- The following items are linked on the [Payroll’s Timekeeper Resources webpage](#):
  - **Instructional Job Aids:** These vital, printable manuals give step-by-step instructions for using PeopleSoft in performing your timekeeping functions (Use the “Employee Self-Service Job Aids and More” link)
  - **Time & Labor Training:** These classes are some of the most useful and underused tools available to help Timekeepers improve their skills and understand their role in the payroll process. (click on the “PeopleSoft Training Opportunities” link for registration information, class schedules and a link to the ERO website where you can get signed up!)
  - **Time and Labor WorkCenter Job Aid:** This document will help familiarize you with the Time and Labor WorkCenter, an 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



INSIDE Unified [ Employee Portal ]

Login People Finder District Home

## Payroll

- > Overview
- > Payroll Contacts
- > Forms
- > W-2 Information
- > Classified School Employees Summer Assistance Program
- > Tax Withholding Information
- > Employees: Payroll Resources
- ★ > Timekeepers: Payroll Resources
- > Payroll Tools for Managers
- > Vacation Policy
- > Pay Options
- > Direct Deposit
- > Understanding Your Paycheck
- > Training Opportunities
- > CalPERS and CalSTRS
- > Imputed Income

### Timekeeper's Job Tools

- [District Administrative Procedures](#)
- [Administrative Regulations: AR4151.1 Payroll & Time Reporting](#)
- [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 Sep 2018](#)

Contracts!

ERO Training Classes!

Printed PeopleSoft instructions!

### Timekeeping Tips Archive

- [July 2020 Timekeeping Tips](#)
- [June 2020 Timekeeping Tips](#)
- [May 2020 Timekeeping Tips](#)

### Time Reporting Codes/Earnings Codes

- [Time Reporting Codes/Earnings Code - Effective 01/01/2020](#)
- [Time Reporting Codes/Earnings Code - Effective 01/01/2019](#)

## Timekeepers: Payroll Resources

### Timekeeper Workshops

- [2019-20 Back-to-School Workshop](#)
- [2018-19 Back-to-School Workshop](#)

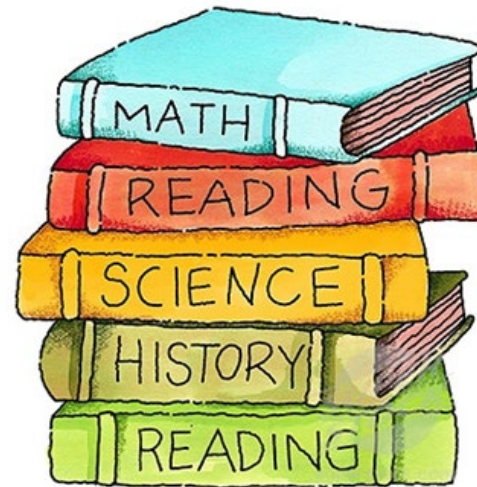
### Other Helpful Timekeeper Information

- **\*NEW\*** [Information Regarding Use of Sick Leave & Hazard Pay](#)
- [What Timekeepers Should Know - 2019](#)
- [Payroll Reports Chart](#)
- [Time and Labor Reports and How to Use Them - May 2018](#)
- [Time and Labor WorkCenter Job Aid](#)

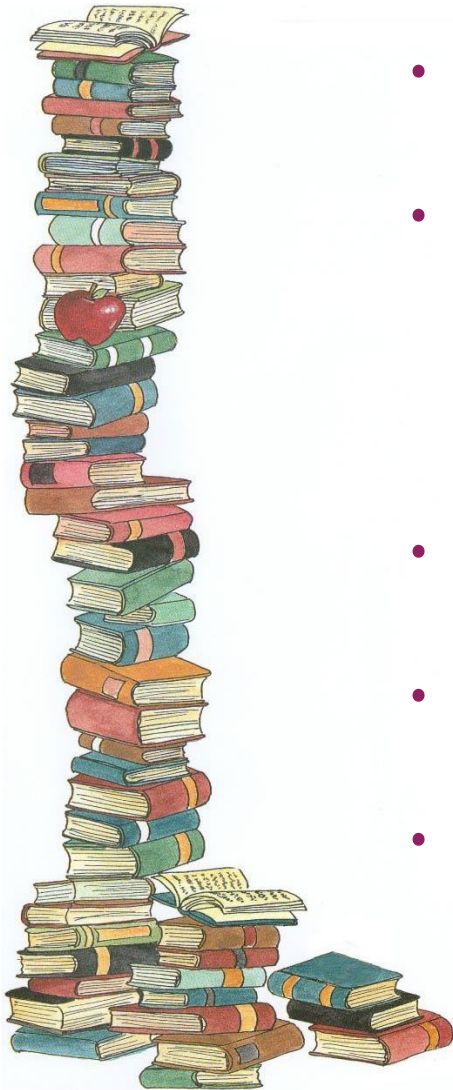
Check the **Payroll webpage** regularly for important news and updates!

# 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 6<sup>th</sup> day of a teaching assignment. Change the reason code to the long-term reason in SAMS/Smartfind Express
- *If you do not change the reason code on the 6<sup>th</sup> day, you must go into time and labor to update the time reporting code and you will need to contact the substitute help desk to have them change the reason code to "Long-Term"*



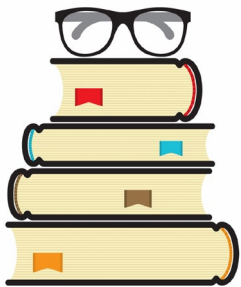
# Reminders: Established Visiting Teachers



- 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 eligible employees

# Reminder: SDEA Retired Visiting Teachers

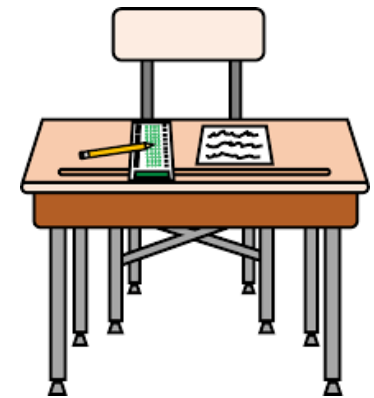
- When an SDEA retired unit member returns to perform visiting teacher services, they are typically paid according to visiting teacher rates
- According to SDEA Collective Bargaining Agreement, Appendix D, Section 7.01, retirees returning to perform the full scope of duties previously assigned to them as regular unit members are to be paid at the current pro-rata hourly rate
- These employees 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 and these rows must 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 scope 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 grades K through 12
- ELPAC (English Language Proficiency Assessments for California) is designated as the state's language proficiency assessment test
- Refer to the 2019-20 Admin. Circular No. 210 for instructions on timekeeping and payment for employees who perform ELPAC testing
- The CDE recommends that ELPAC is administered by certificated teachers
- 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 at their regular (REG) hourly pay rate



*Always refer to the “**Time Reporting Earnings Codes**” document found on the Timekeeper’s Payroll Resources webpage for current pay rates*  
<https://www.sandi.net/staff/payroll/payroll>



# Reminders: Time Reporting Codes

## TIME REPORTING CODES/EARNING CODES

Rates Effective: 01/01/20 (Updated 11/15/2019)

### 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.)	Employees	Charge Leave Bank?
11UNP	UNP	11-Month Unpaid Days (21-23)	-1 X Hourly Rate	Classified 11 month	
ADOPT	ABS	Adoption		Certificated, management and confidential	
BRV	BRV	Bereavement			
CAT	CAT	Catastrophic Leave			
CLSLI	SIL	Classified Perfect Attendance			
CRT	ABS	Court Appearance			
DBS	DBS	District			
DBSPD	DBS	District			
FLH	FLH	Full Day			
IA	WC	Interim Assignment			
JUR	JUR	Jury Duty			
LHS	LHS	Leave Without Salary			
MAT	MAT	Maternity Leave			
SVT	VTS	Substitute Teacher Day to Day			

Full document found on the Timekeepers: Payroll Resources page of the Payroll website: <https://www.sandi.net/staff/payroll/payroll>

### CLASSIFIED POSITIVE PAY REPORTING CODES

Effective 01-01-2020 Minimum Wage Increase to 13.00/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.)	Employees
LHR	LHR	Classified Hourly Pay	Hourly Rate	Classified
COA	COA	Walk On Coach - Classified	1151.92 per unit	Not an hourly rate. in UNITS only.
EXTA	AST	Extra Time - Absences	Hourly Rate	Food Services only
EXTC	AST	Extra Time - POS/Computer	Hourly Rate	Food Services only

# Reminders: Payroll Deadlines

- Be sure to remain mindful 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 other vital Payroll information



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](mailto:avillegas1@sandi.net)
- **Gina Mendez-Gonzalez (TOC) :** [gmendez-gonzalez@sandi.net](mailto:gmendez-gonzalez@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 – 31<sup>st</sup>) 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 should enter time through the end of the month, particularly if the employee is in half pay sick leave status
- Failure to report absences 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 all hours for time worked by the timekeeping deadline
- Positive hours are reported for time that has been worked and completed
- Do not report hours that an employee will work at a future date
- Time not reported by the deadline can result in frustrated employees who did not get paid on time
- Late transactions frequently result in special checks that do not qualify for Direct Deposit
- Special checks are an avoidable cost to the district budget

**[Timekeepers: Payroll Resources](#)** is the name of the webpage devoted to providing all the vital information and tools that Timekeepers require to perform their role in the District



# Site Reporting and Auditing

- 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 on the Payroll website : <https://www.sandi.net/staff/payroll/payroll>
- 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

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 <b>San Diego Unified</b> SCHOOL DISTRICT		<b>PAYROLL DEPARTMENT</b> PAYROLL RECONCILIATION/AUDIT REPORTS CHART			
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 <b>Audit to Reported to Paid Time Report</b> 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

rev 05/16/2018

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# Site Reporting and Auditing:

## Accuracy & Timeliness

- Payroll & Benefits account for more than 90% of the district budget and for this reason accurate reporting and timely processing of payroll is critically important
- Late reporting results in
  - skewed financial reports
  - inaccurate actual expenses
  - Overpayments & underpayments
- We must be diligent in reporting time and absences within the pay periods in which they occur
- Back-up documentation is required and necessary in accounting for payroll transactions at your local sites
- Auditing your payroll is essential in assuring you that and your administrators understand what your payroll transactions should look like and to quickly detect 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
- It is used to ensure that FTEs, status and account strings are accurate
- Inaccurate reporting of employee FTEs can result in overpayments
- Be sure to confirm that FTEs accurately mirror work schedules

*This audit is particularly important at the **start of the school year** when employees are frequently transitioning between locations*

- **Timely Notification of Employee Status:**

- This audit is essential to identify employees who are no longer at your site or who should be at your site but do not appear on your timesheet
- Monitoring and reporting status changes via Personnel Action Requests (PARs) is a critical element of accurately paying employees and avoiding overpayments

*Contact your Payroll Specialist right away 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:*

- **Audit Paid to Reported Time Report:**
  - This 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***

*found by navigating to the [Timekeeper's Resources webpage](#)*

# 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 originated at a different site
  - These should be run weekly to identify errors in time to make corrections prior to payroll deadlines
  - These are official reports that corrections as necessary, and sign-off by the administrator
- **Time Summary Report:**
  - This is used to evaluate hours reported for employees at your site including overtime, extra time & reported leave vs. absences
  - It can be run using a date range for either a department or for one person
  - It can be run to an Excel format in order to sort as 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 & does not require a signature

# Site Reporting and Auditing:

## Leave Balance Reports

- **Vacation Balance of 300 or >:**
  - This report is used to regularly review employee vacation balances
  - The district's vacation accrual policy allows a max accrual of 328 hours
  - Employees may carry more than the maximum accrual up to August 31; 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 staff portal of the Payroll web site at <https://www.sandi.net/staff/payroll/payroll>

*Executive Leadership receives a **vacation balance report** each month, detailing the employees in each area that have exceeded the maximum accrual*

*Please review the “What’s New” section to review current changes to the **vacation balance “cap”** policies due to special circumstances*

# 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.***

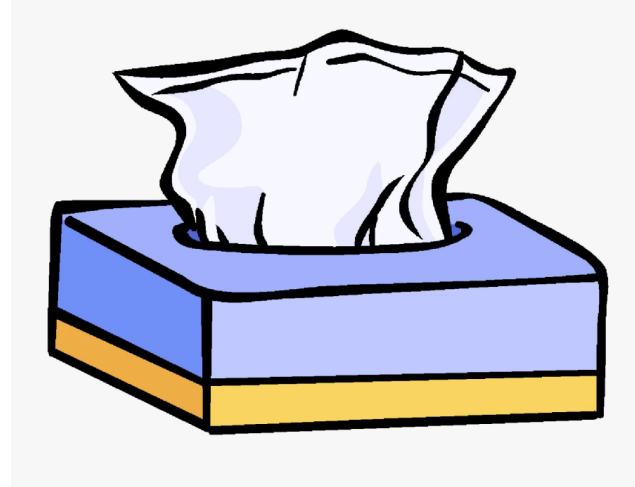
# Absence Reporting

- 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 by 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 afterwards 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 childbirth, 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	
<b>Leave and Compensatory Time Balances</b> ?				Personalize   Find      		1-9 of 9	
Plan Type	Plan Type	Recorded Balance					
Leave	Vacation – Available	<b>VACATION AVAILABLE</b> ➔		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	<b>SICK AVAILABLE</b> ➔		75.04			
Leave	Sick Leave – Accrued	<b>SICK ACCRUED</b> ➔		14.540			
Leave	Vacation – Accrued	<b>VACATION ACCRUED</b> ➔		281.621			

*Balances shown on the timesheet are for sick leave/vacation accrued and sick leave/vacation available.*

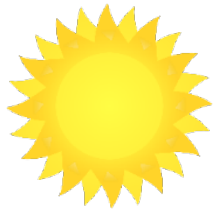
- *Employees can borrow projected sick leave accrual through the end of the year (June 30).*
- *Some employees are eligible to borrow up to 5 months of projected vacation accrual (2<sup>nd</sup> through 6<sup>th</sup> year).*

# 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 and does not involve a timecard
- It’s important for employees to plan to reduce their vacation balances below 328 by the end of each August because hours that exceed 328 as of August 31<sup>st</sup> each year are generally paid out to the employee the following month\*
- Vacation balances are only payable when accruals exceed 328 at the end of each August or when employment has been terminated
- Vacation balances are not paid out under any other circumstances and there are no types of pay advances against leave time allowed by the district

*\*Please refer to the “**What’s New**” section to review changes to the vacation balance “cap” policies to be in effect over the next several years*

*Remind yourself to review your **Timekeeping Tips** each month to stay current on crucial information including how to report “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 timecard, 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 workdays 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:

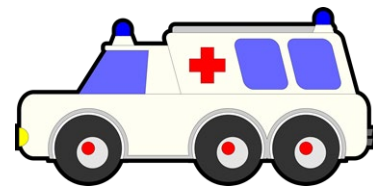
## SmartFindExpress (SAMS)

- 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 if 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?





AN INVESTMENT IN KNOWLEDGE PAYS THE BEST INTEREST.

—BENJAMIN FRANKLIN