



Payday is June 30, 2019

Reminder- Fiscal year close is fast approaching. Make sure all hours and absences are being reported on time. Please review all SAMS absences to be sure there has been a corresponding absence entered in Time and Labor. Make sure hours worked in June are reported for the June 30/July 10 payroll on time in order to be charged to the current fiscal year!

June Payroll Deadlines

The deadline to enter absences and positive pay hours for the June 30 payday is June 16 at 5:00 pm.

The last work day for traditional 10 Month OTBS employees is June 11. Please report any known absences for the entire month of June for all employees by the timekeeper deadline. If there are unplanned, additional absences that occur after the deadline please continue to report them in Time and Labor. Contact your payroll specialist to pull in any needed time entries which occur after the timekeeping deadline. Absences that do not make these deadlines will be reflected on the next salaried paycheck issued to the employee.

Please ensure that all time has been verified in SAMS before leaving for summer break for the substitutes with jobs confirmed as of 5 p.m. on March 13, 2020; and any new jobs added for working subs since that time before leaving for the summer. Substitutes provide vital services and are entitled to be paid in a timely manner. It is very difficult for payroll to contact a timekeeper and/or a Principal over the summer months to try and have time verified so that these employees can be paid.

Please encourage employees at your site to turn timecards in daily or at the end of each week. Remember that you can enter absences before the employee turns in the absence request or the sick leave/personal business/personal necessity form. Enter the absence based upon contact by phone, an email or the SAMS report. You must still pursue obtaining the absence form from the employee as it includes both the administrator and employee signatures authorizing the leave. If you are not successful in obtaining an absence form, then the matter should be brought to an administrator's attention.

The deadline to enter positive pay hours for the July 10 payday is July 1 at 5:00 pm.

REMEMBER: Only hours already worked may be reported and paid on any given payroll. Please do not report positive hours for a future date. Do not wait to enter absences and positive pay hours until the day of the deadline. Enter hours/absences daily or at least once a week. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll.

Employees Resigning/Retiring in June 2020

It is critical that employees who are resigning or retiring at the end of June have all of their absences entered by the June monthly payroll deadline. This will ensure that these employees will be paid correctly on the last salaried paycheck issued to them by the district and that any unused vacation paid out to the employee is accurate.



Partial Month Pay for Classified Employees

June is a partial pay month for all 10-month traditional classified employees. This means that these employees will be paid on June 30 for working a partial month (exclusive of summer school) in June. They will be paid with the time reporting code of PMP (Partial Month Pay). This time is processed and reported by payroll and will automatically appear on the timesheet.

Please do not change or delete PMP!

Deleting or changing this code will affect how the employee is paid. If you need to report an absence or report positive pay hours on the same day as PMP, please do so by adding a new row on the timesheet. If you have questions regarding the reported PMP hours, please contact your payroll specialist.

Summer School

Summer School will pay on regular pay dates as long as the time is entered by the payroll deadlines. Time worked in June that was reported and processed before the June payroll confirm will pay on June 30. Time worked in June and entered by July 1 at 5:00 pm will pay on July 10. Time worked and entered through the extended July payroll deadline of July 16 at 5:00 pm will pay on July 31. Time worked for the rest of July and entered by the deadline of August 1 at 5:00 pm will pay on August 10. Time worked and entered through the August deadline of August 16 at 5:00 pm will pay on August 30.

Vacation Accrual Policy

In accordance with District policy and Collective Bargaining Agreements, employees can accumulate a maximum of 328 vacation hours. Employees at or above 328 hours can carry excess vacation accrual forward for use prior to August 31. (Regular classroom teachers do not accrue vacation.) Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September pay warrant. At the same time, the employee's vacation balance will be reset to 328 hours. Managers and employees share responsibility in monitoring vacation balances to make sure they do not exceed the 328 hour maximum at the end of August each year.

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

Benefits → Manage Leave Accruals → Leave Balance Reports

Time and Labor WorkCenter

This WorkCenter exists to help Timekeepers easily access all tools necessary to perform their Timekeeper-related tasks; including the timesheet, PeopleSoft HCM reports and queries, and other PeopleSoft HCM links. The WorkCenter also includes links to job aids, payroll forms, and more. To navigate to the Time and Labor WorkCenter, click Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter. For more information, please see the [PeopleSoft HCM Time and Labor WorkCenter](#) job aid.



Payroll Reconciliation/Audit Reports Chart

Please make sure reporting tools are being used to both reconcile payroll transactions prior to the payroll deadline for each payroll, and then for auditing those transactions after the payroll closes. There are official audit documents that must be produced, reviewed and signed by administrators/managers for each of the two payrolls produced each month. There is a new tool called the Payroll Reconciliation/Auditing Reports Chart. This chart provides an overview of each of these reporting tools that must be run each month. It highlights what needs to be signed and what needs to be retained and a brief "How to" column that gives you some pointers on using that tool.

The chart is located on the staff portal, Payroll, Timekeeper Resources.

<https://www.sandi.net/staff/payroll/timekeepers-payroll-resources>

San Diego Unified SCHOOL DISTRICT		PAYROLL DEPARTMENT					
		PAYROLL RECONCILIATION/AUDIT REPORTS CHART					
Report Title	Report Description	Navigation	When to Run	How to Use	Signature Required?	Retain as Official Audit Record?	
Manager's Monthly Checklist	This is a monthly payroll checklist for Site Administrators/Managers to verify completion of Payroll audits.	Found on the Staff Portal, Payroll web page under "Payroll Tools for	Include with Official Audit Records for each calendar month.	Use to review what is reconciliation and auditing is required each month and assure monthly payroll reconciliation/auditing is being	Yes	Yes	
Site Account Code Charges	This report will produce transactions that are for your site but being charged against another site's account. This is time that has not yet paid.	>Time and Labor >Reports >Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and weekly for maintenance.	Monitor time reported that is being charged to another site that should be charged to your site. Allows time to make corrections to account codes being reported that are erroneous prior to the time keeping deadline.	Yes	Yes	
Cross-Site Account Code Charges	This report will produce transactions that are being reported by another site but is using your site's account code to charge against. This is time that has not yet paid.	>Time and Labor >Reports >Cross-Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and weekly for maintenance.	Monitor time reported by another site that is erroneously being charged to your site's account code. Allows time to make corrections to account codes being reported that are erroneous prior to the time keeping deadline.	Yes	Yes	
Audit Reported to Paid Time Report (Official Audit Report of finalized payroll transactions)	This report produces hours and leave reported in Time and Labor and the corresponding earnings paid for each employee at your site on an individual payroll. This time has already been	>Payroll for North America >US Quarterly Processing >Audit Paid to	Run on or around the 10th and the 20th of each month.	Use this report to closely audit all earnings, leave and account codes reported and paid for your site for each pay cycle.	Yes	Yes	

(Sample)

Resignations and Leaves of Absence

Please notify your payroll specialist as soon as possible if an employee is resigning or going on a leave of absence effective this month or next month. Do a termination or leave of absence PAR.

Review your Filled Positions Report to verify your list of current employees. If a name appears that you know is not at your site, please call or email your payroll specialist. If an employee does not appear on the list and should appear, please call or email your payroll specialist.

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

Contact your payroll specialist if you have any questions.

Thank you!