



**Payday is June 30, 2021**

### *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 9 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 21. 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 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 9 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 2021**

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 and entered by July 1 at 5:00 pm will pay on July 9. Time worked and entered through the July payroll deadline of July 16 at 5:00 pm will pay on July 30. Time worked for the rest of July and entered by the deadline of August 2 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 31.

### **Overlap of Regular Work Year with Summer School for Classified Employees**

The last day for the 2020/2021 school year for **traditional, clerical** (OTBS) staff is June 21, 2021. The start of summer school for OTBS at the elementary, middle and high schools will be June 21, 2021.

This means the regular work year overlaps with summer school by one day. Clerical staff will be paid for their regular school year assignment through June 21 unless their summer school assignment is at a higher salary.

Report the time as follows:

If the summer school assignment is at the same job title or lower than the regular school year assignment, report summer school hours beginning June 22. Do not report hours before that date.

If the summer school assignment is at a higher salary, begin reporting the hours on the first day of summer school June 21. Report unpaid time against the regular school year assignment.

In other words, if an employee normally works 8 hours a day and their summer assignment is 5 hours a day, report 5 hours of unpaid time the first day of summer school, June 21, on their regular school year assignment.

Report 5 hours a day on the summer school assignment so that the employee will be paid at the higher rate for summer school.

The remaining 3 hours of the work day should be worked in the regular assignment, or the employee may use available leave balances to fulfil the entire 8 hour work day.



## **Vacation Accrual Policy**

**This is a continuation of the vacation policy agreed upon by SDUSD and the AASD and POA bargaining units as well as board action pertaining to vacation for Non-represented and Confidential employees.**

The original language stated as follows:

AASD and POA members will not be forced to take vacation by August 15, 2020 in order to bring current vacation balances below 328 hours (Per MOU between SDUSD and AASD Certificated and Classified bargaining units dated July 13, 2020 and the POA MOU dated August 14, 2020).

Non-Represented and Confidential employees also will not be forced to take vacation by August 15, 2020 in order to bring current vacation balances below 328 hours (Per Board action dated July 28, 2020).

AASD Certificated employees who earn vacation accruals, AASD Classified employees, POA bargaining unit employees, Non-Represented and Confidential employees must create an annual plan with their supervisor to bring their vacation balance below the 328 cap by August 15, 2023.

**For the remaining bargaining units the vacation policies remain in force with regards to reducing balances on an annual basis:**

In accordance with District policy and Collective Bargaining Agreements, employees can accumulate a maximum of 328 vacation hours. Vacation hours are posted on employee pay warrants. Employees at or above 328 hours can carry excess vacation accrual forward for use prior to August 31. Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September pay warrant and charged directly to the site budget. Leave Balance reports can help sites monitor vacation balances. Here is the PeopleSoft navigation:

PeopleSoft HCM > Main Menu > Benefits > Manage Leave Accruals > Leave Balance Reports

These reports should be run on a monthly basis and provided to managers/supervisors who will use the information to manage leave schedules and advise employees. A manager or supervisor may require an employee to use vacation hours to avoid reaching the maximum accumulation. Regular classroom teachers do not accrue vacation.

Site administrators and/or department managers who have questions regarding the 328 vacation policy and possible changes to it may direct those questions to their executive leader. If and/or when changes are made to the policy staff will be notified.

## **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!***