San Diego Unified
SCHOOL DISTRICT

TIMEKEEPERS!
It's almost time for the annual Back-to-School conference!
The conference will be held via Zoom: Wednesday, August 18, 2021. See below for more details.

Payday is July 30, 2021

July Monthly Payroll Deadline

The deadline to enter positive pay hours (including summer school hours) for the July 30 payroll is **July 16 at 5:00pm**. Positive pay hours that do not make this deadline will be paid on August 10.

WE NEED YOUR HELP!

REMEMBER: Posting of time after the deadline can create a delayed paycheck for the employee and require manual intervention by payroll. Only positive hours already worked may be reported and paid on any given payroll. Please do not report positive hours for time that has not yet been worked.

It is critical that any employee who is resigning or retiring in July has been updated in PeopleSoft with a termination date and that all of their absences have been entered by the timekeeping deadline. Please contact your payroll specialist as soon as you know about a termination/retirement/leave of absence. Taking these steps will ensure that these employees will be paid correctly on the last salaried paycheck issued to them by the district. This will also ensure that any unused vacation paid out to the employee is accurate.

Site Reporting and Auditing: Prior Period Adjustments

Things to keep in mind:
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.

August Hourly Payroll Deadline

The deadline to enter positive pay hours for the August 10 payday is Monday, August 2 at 5:00 pm.

July Holiday

There is one holiday on July 5. Please do not report employee absences on that day. This is a paid holiday for classified employees and should be left blank on the timesheet unless an employee works and is eligible for regular time, extra time or overtime.

See below under Summer School for the exception to July 4 holiday reporting.

Summer School

There is an exception for certificated and classified summer school employees and the July 5 holiday. Report summer school time (CSI or LSI) for July 5 as this is a paid day for certificated and classified salaried employees.

Visiting teachers do not get paid for July 5.

Please also do not report hours on the holiday for regular Hourly employees.

If an employee is absent during summer school, report CSI or LSI with the hours that would have normally been worked on that day. Report the absence (i.e. SLF) for the same day on an additional line on the timesheet. If you have questions regarding how to report time for July 5 or how to report time for summer school, please contact your payroll specialist.

Visiting teachers filling temporary assignments will be paid at the Day to Day Visiting Teacher Summer School daily rate of pay. Once the job is verified in SAMS, time for the visiting teacher will default into the PeopleSoft Time and Labor system with the number of hours that the site has identified and reported to the Summer School Office for their session. The time reporting code used should be **SIVT** for visiting teachers working summer school as a substitute for another teacher.

If you have a visiting teacher assigned to summer school as the primary teacher for the entire session the time reporting code used should be **SIVTL** for visiting teachers working summer school as an assigned primary teacher. Please refer to the Time & Labor for Summer School Handbook located on the Time and Labor WorkCenter contact your payroll specialist if you have questions.

PeopleSoft Back-To-School Conference

School Site staff are encouraged to attend the **PeopleSoft - Back to School Conference** | **Virtual Back to School Conference**. The conference will be held via Zoom: **Wednesday, August 18, 2021**
Don't miss the opportunity to learn PeopleSoft best practices from the experts before we begin another unprecedented school year.
A detailed agenda will be sent as we get closer to the event. Register in Professional Learning, found here.

Session A (HCM) - 9:00 -11:30 am This virtual conference will provide you with information about new and updated PeopleSoft processes, policies, and procedures related to Time & Labor and HR.

Session B (FIN) - 1:00 -3:30 pm This virtual conference will provide you with information about new and updated PeopleSoft processes, policies, and procedures related to expenses, budgets, and eProcurement.

This is one of the most useful tools we have to help you understand your role in the payroll process.
For new timekeepers, the conference will introduce you to the timekeeping module and give you valuable information on how to report and track time for your employees
Expected Presentations: SAMS, Time & Labor, eProcurement, Travel/Expenses, and Finance.

Please register for each session separately.
Contact Crystal Pena, cpena@sandi.net, for questions.

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](link) 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!