



BACK TO SCHOOL 2021-22

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 we 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 & Time Codes
- Remote Timekeeping
- PPI Days
- Stipends and Pay Incentives
- Revised CalPERS & CalSTRS Rates



What's New: COVID-19 Leave



New agreements and CA State law SB-95

- In addition to our 2021 SDUSD COVID leave agreements for 80 hours, the State of California also passed SB-95, which also grants the same benefit of up to 80 hours of full pay COVID sick leave to all eligible employees. The bill was made retroactive beginning January 1, 2021 and remains active through stays in effect through September 30, 2021.
- The SDUSD agreements and SB95 COVID leaves are not separate leave banks. The maximum allowed leave is 80 hours for a full-time employee. Part-time employees are able to use up to the number of hours they are scheduled to work over a two-week period.

What's New: COVID-19 Time Reporting

New TRC and Earnings Codes for the 80 hours of COVID leave		
Time Reporting Code	Earnings Code	Description
19CSC	LSV	COVID Sick Leave CERT
19LSC	CSV	COVID Sick Leave CLASS

Reasons allowed under the 80 hour 2021 COVID leave:

- Experiencing side effects related to receiving a COVID-19 vaccine in the rare circumstance the side effects render the unit member unable to work (SB95 for all staff)
- Have tested positive for COVID-19
- Have been medically quarantined
- Have self-quarantined because of a medically vulnerable family member (including persons over 65)
- Have self-quarantined because of a first responder/medical personnel living in the same household
- Caring for children due to school closure/childcare closure

What's New: Remote Timekeeping

- One of the challenges of the site closures was that timekeeping had to be performed electronically
 - Time & Labor Reports and the Manager's Checklist continued to be run and audited but were maintained electronically.
 - Timekeepers found it necessary to accept scanned or emailed leave requests but maintained organized and complete payroll files.
 - Now that we are returning to sites, documents should be printed and signatures added where necessary, and then filed according to defined guidelines.



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



Per April 9, 2020 SDUSD and AASD MOU:

- **Certificated Bargaining Unit:**
 - 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
- **Certificated and Classified Bargaining Units:**
 - 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 2020-21 fiscal year and will still receive their four (4)-day annual accrual on July 1, 2020
 - The employee has until June 30, 2022 to reduce their PPI balance to eight days.

Some employees will have PPI balances up to 22 days, due to the 4 days of new accruals for 2021-2022, added to the increased rollover days, plus an additional 3-6 days for Site Administrators who worked over Spring break and/or Intersession in 2020.

What's New: Stipends and Pay Incentives

- **Summer School Compensation Incentive**
 - SDEA, OSS, OTBS, PARA & AASD unit members providing instruction or supporting the day-to-day operations for the entirety of the expanded summer school program(s) will receive a one-time lump sum payment equivalent to 2.0% of their annual rate of pay for instruction provided/work performed during the expanded summer school program(s).
 - Unit members who only work one of the two sessions of the expanded summer school program will receive half of the additional pay incentive.
 - This should be processed and paid on the September Monthly payroll.
- **Monthly stipends of \$250.00 from July 2020 through April 2021 (to be paid October 2021):**
 - Effective July 1, 2020 through April 5, 2021, OSS unit members shall receive a monetary stipend of \$250 per month for each month, if the employee was required to physically report to work on a daily basis; and reported at least 50% of their workdays that month.
 - This will be processed and paid on a special payroll in early October.

What's New: Stipends & Pay Incentives (cont.)

- **SDEA Hiring Incentive Unit** members who sign a new employment agreement with the District within the following hard to staff areas and with an offer of employment with a start date between August 1, 2021 and March 15, 2022, shall be eligible to receive a four-thousand dollar (\$4,000) new hire incentive:
 - School Nurse
 - Special Education Credentialed Unit Members
- Unit members currently teaching in general education who also hold a special education credential and notify Human Resources between May 1, 2021 and October 31, 2021 of their willingness to be transferred and assigned to teach in a special education assignment are eligible to receive a four-thousand dollar (\$4,000) incentive
- Both of the above incentives will be paid in two equal lump sum payments, the first payment shall be paid with the employee's first scheduled payroll after beginning the assignment, and the second payment paid in the month in which the unit member completes two (2) calendar years of service in the District.



What's New: Stipends & Pay Incentives (cont.)

- **4% Salary Increase:** Pending Final Board Approval in September
 - SDEA has negotiated a four percent (4%) increase to salary schedules with a retroactive effective date of July 1, 2021.
 - Due to the “Me Too” clause in each of the bargaining unit contracts, it is anticipated that the increase to all other bargaining unit salary schedules will be applied immediately following board approval of the SDEA increase.
 - If approved by the board, the increases should be reflected on paychecks beginning with the monthly September payroll. The retroactive pay increase for July and August earnings will be calculated and processed on a special payroll in mid-October.

What's New:

Revised CalPERS & CalSTRS Rates

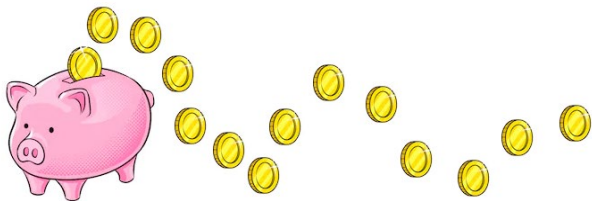
Contribution rates have changed effective July 1, 2021 as follows:

CalPERS

- Employer rate increased from 20.70% to 22.91%
- Classic PERS and Reform members remain at 7% creditable compensation

CalSTRS

- Employer rate increased from 16.15% to 16.92%
- 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



- Pay Options
- CSESAP
- Tax Withholding Forms
- Maternity Leave
- Child Bonding Leave
- Personal Necessity
- Payroll Website
- Training and Tools
- Time & Labor Work-Center
- Visiting Teachers (VT's)
- Established VT's
- Additional Pay for 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: 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 additional option of signing up for the Voluntary 12-pay option.

Pay Options		
	Reserve Net Pay Option	Voluntary 12-pay Option (SDEA Only)
Deduction from Check:	Employee-specified amount is deducted from each of ten checks, September through June of the school year	None. 10-month pay is spread over 12 months equally.
Distribution Schedule:	Deductions taken September through June are refunded in two payments after deductions are concluded: <ol style="list-style-type: none"> 50% refunded at the end of July 50% refunded at the end of August 	The employee's annual salary is issued over 12 equal payments from July through June of the school year (Note that July and August are pre-payments for the upcoming year)
When to Enroll:	Enrollment is continuous. However, September 15 is the enrollment deadline for deductions to being on the September paycheck.	The open enrollment period is in the spring preceding the affected contract year with a deadline to submit in June.

Reminders: Classified School Employees Summer Assistance Program (CSESAP)

This program is in coordination with the California Department of Education 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 following the school year.

2020/21 CSESAP:

- The match amount for 2020/21 was increased from \$.66 to \$.99 per dollar.
- The first payout took place on the July 30, 2021 paycheck
- The second half of the payment will be on the August 30, 2021 paycheck



Reminders: CSESAP (...continued)



2021/22 CSESAP:

- In January 2021, SDUSD announced its participation in the CSESAP program for the 2021/22 school year.
- The deadline to submit the election form was March 1, 2021.
- On May 27, 2021, confirmed participants were notified via email of the state-determined match amount of \$.88 per \$1 deducted.
- Participants have until September 30, 2021 to reduce their deduction.
- After September 30, no modifications are allowed, however employees may cancel participation due to economic or personal hardship.
- Upon cancellation or separation from the district, the employee is reimbursed their personal deduction amount, but is no longer eligible for state-matched funds.

Find additional information on the CSESAP page of the Payroll website.

Reminders: Tax Withholding Forms

- The Internal Revenue Service (IRS) introduced a revised form W-4 (Employee's Withholding Certificate) for federal tax withholding elections effective January 1, 2020
 - Employees may use the PeopleSoft self-service portal to submit changes to federal W-4 filing status
 - Links to the 2021 form, self-service Job Aids and other information regarding withholdings are available on the Payroll webpage: Tax Withholding Information
 - Changes to CA state withholding cannot be done through employee self-service. The DE-4 state withholding form is available on the payroll website.



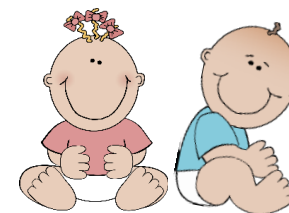
*The Payroll Department's web page, titled **Timekeepers: Payroll Resources**, is the home to all of the most pertinent information that you will need as a skilled and knowledgeable timekeeper.*



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
- This form is available on the District's Payroll/Forms webpage at sandi.net/payroll



Reminders: Payroll Webpage

STAFF PORTAL

Home News & Events

Staff - My Responsibilities

CalPERS and CalSTRS

CSESAP

Direct Deposit

Employees: Payroll Resources

Imputed Income

Pay Options

Contacts: Payroll Department

Forms (Payroll)

Managers: Payroll Tools

Tax Withholding Information

Timekeepers: Payroll Resources

Training Opportunities

Understanding Your Paycheck

Vacation Policy

W-2 Information

Available Resources:

- Labor Contracts
- Administrative Procedures
- Self-Service Job Aids
- PeopleSoft training videos

Staff Portal / Departments / Payroll / Timekeepers: Payroll Resources

TIMEKEEPERS: PAYROLL RESOURCE

File Name User	
Other Helpful Timekeeper Information sunil.kumar	Other Helpful Timekeeper Information
SAMS Information sunil.kumar	Payroll Reports Chart sunil.kumar
Time Reporting Codes/Earnings Codes sunil.kumar	PAYROLL SCHEDULE 2021 136288
Timekeeper Workshops sunil.kumar	Time and Labor Reports and How to Use sunil.kumar
Timekeeper's Job Tools sunil.kumar	Time and Labor WorkCenter Job Aid sunil.kumar
Timekeeping Tips sunil.kumar	What Timekeepers Should Know - 2019 sunil.kumar

Check the [Payroll Webpage](#) regularly for training resources and important news and updates!

Reminders: Training & Tools



- There are many tools available on the District's website that are designed to help you increase your skill and efficiency as a Timekeeper:

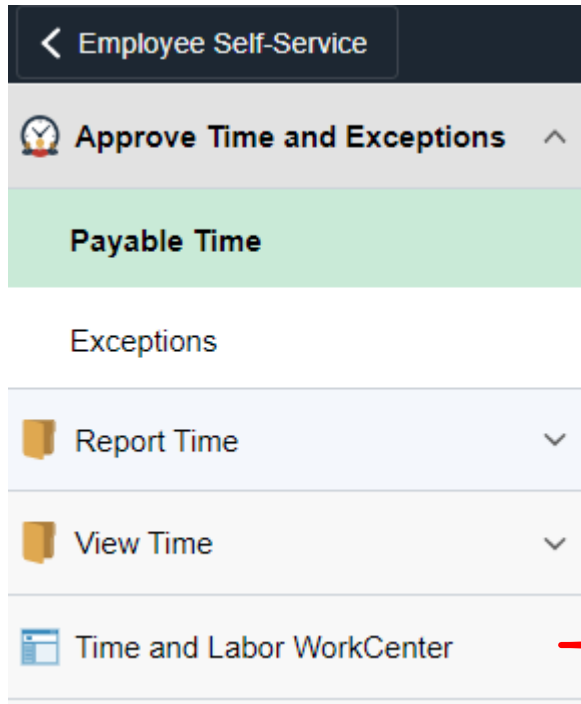
The following items are linked on the [Payroll's Timekeeper Resources webpage](#):

- **Instructional Job Aids:** These vital, printable manuals give step-by-step instructions for using PeopleSoft in performing your timekeeping functions (The "Employee Self-Service Job Aids and More" link can be found within the [Helpful Timekeeper Information](#) section).
- **Time and Labor WorkCenter Job Aid:** The Time and Labor WorkCenter is an essential tool for Timekeepers to utilize throughout the day where your resources are centralized. The link can be found under [Other Helpful Timekeeper Information/Time and Labor WorkCenter Job Aid](#).
- **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. (Please register using the Professional Learning website)

*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: Time and Labor WorkCenter

Navigate to the WorkCenter in PeopleSoft HCM by going to Main Menu/ Manager Self Service/ Time Management/ Time and Labor WorkCenter



External Payroll Links

- Payroll Checklist
- Payroll Forms
- Payroll Contact List

External T&L Links

- Timekeeper Manual
- SmartFindExpress (SAMS) Webcenter
- How to Verify Jobs in SmartFindExpress
- Updating Combo Code for Prof Dev Subs
- Time & Labor Reports and How to Use Them
- How to Report Time
- Time and Labor Job Aids

Frequent Timekeeping needs:

- Payroll Forms
- Payroll Contact List
- SAMS Link
- Timesheet
- Instructional Tools
- PAR Tools

- Manage Stipends job Aid
- Time & Labor for Summer School/ESY Handb
- How to Report Time for Summer School/ESY

PeopleSoft T&L Links

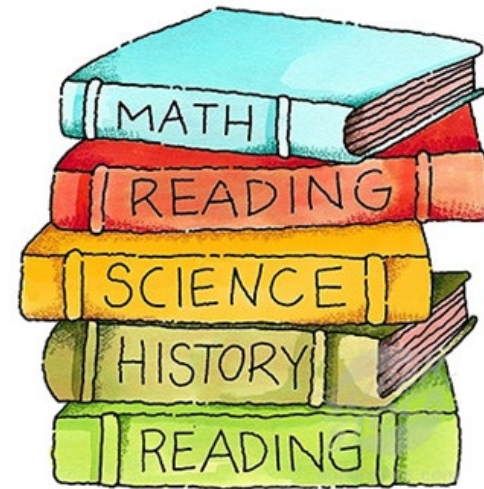
- Timesheet
- Time and Labor Launch Pad

PeopleSoft HR Links

- PAR Search
- Personnel Action Request

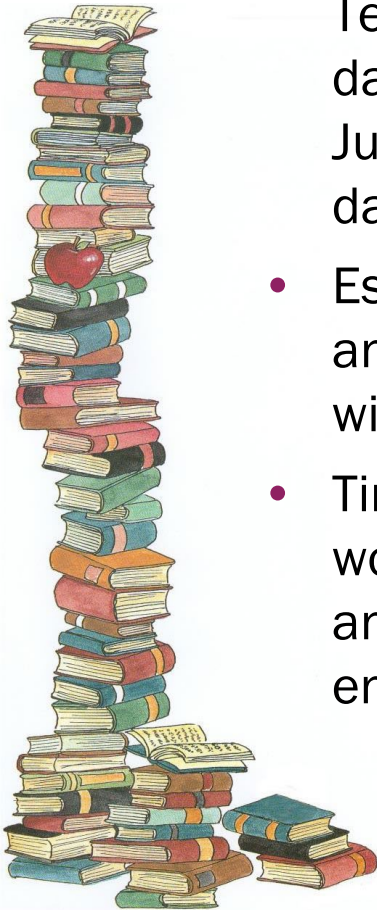
Reminders: Visiting Teachers

- Visiting Teachers (VT's) are paid a daily rate
- A VT assigned to replace a part- or full-time teacher who is absent for only part of the day is compensated for a full day's service.
- A VT is paid the long-term rate beginning with the 6th day of a teaching assignment and the reason code should be changed to "Long-Term" in SAMS/Smartfind Express.
- *If you do not change the reason code on the 6th day, you will have to go into time and labor to update the time reporting code manually. You will also need to contact the substitute help desk and have them change the reason to "Long-Term".*



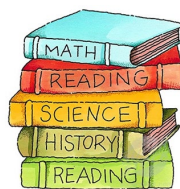
Reminders: Established Visiting Teachers

- 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 in June 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.



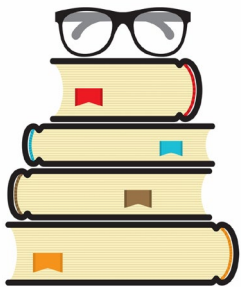
Reminders: Additional Pay for Visiting Teachers

- Apart from the Visiting Teacher daily rates of pay highlighted in the previous slides, Visiting Teachers are not eligible for most other certificated hourly rates of pay, with the following exceptions:
 - Supervision Session Authorized (SPV)
 - Extended-Day Service Units (EXP)
 - Emergency Class Coverage (ECC/WPS)
 - Other rates of pay permitted and outlined explicitly within an agreement or MOU, as with the Tutoring rate of pay within recent bargaining unit agreements with SDEA



Reminder: SDEA Retired Visiting Teachers

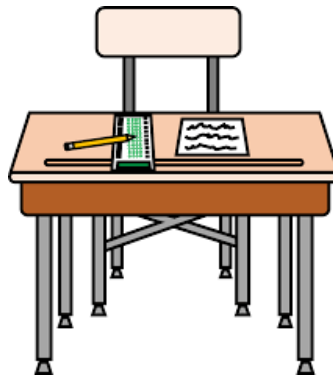
- When an SDEA retired unit member returns to perform visiting teacher services, they are typically paid according to visiting teacher rates.
- According to SDEA Collective Bargaining Agreement, Appendix D, Section 7.01, retirees returning to perform the full scope of duties previously assigned to them 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 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 kindergarten through grade twelve. ELPAC (English Language Proficiency Assessments for California) is designated as the state's language proficiency assessment.
- The California Department of Education recommends that certificated teachers administer the ELPAC
- Refer to the 2020-21 Administrative Circular No. 210 and Circular No. AC 210 for more details about ELPAC testing.



Reminders: ELPAC Testing (...continued)

- 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
- All VT/Retired Teacher ELPAC assignments are managed through the SAMS system and then processed through the SAMS-PeopleSoft interface
- Non-VT/Retired Teacher ELPAC assignment hours performed outside an employees work schedule are reported via timecard and entered in to PeopleSoft.

Refer to the Smart Find Express presentation or the SAMS/Smart Find Express Guidelines and Timekeeper Information for more details about time reporting and pay for ELPAC testing.

Reminders: Time Reporting Codes

TIME REPORTING CODES/EARNING CODES

Rates Effective: 01/01/21 (Updated 01/08/2021)

ABSENCE REPORTING CODES

Use with salaried assignments and summer school/intersession

TRC	EARN CODE		Impact to Check Amount	Charge Leave
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CLASSIFIED POSITIVE PAY REPORTING CODES

Effective 01-01-2021 Minimum Wage Increase to 14.00/Hr

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

Always supply an HCM account when adding to a salaried job

TRC	EARN CODE	Description	Impact to Check Amount	Employees	Charge Leave Bank?
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VISITING CERTIFICATED EMPLOYEE ABSENCE REPORTING CODES

Use with hourly visiting teacher assignments

TRC	EARN CODE	Description	Impact to Check Amount	Employees
			(If column is blank, there is no impact to the check amount.)	
SLSVT	SSV	Sick Leave Substitute Teacher Day to Day	1 X Hourly Rate (20.83625)	Substitute Teacher Day to Day
SLCVT	SCV	Sick Leave Core Visiting Teacher	1 X Hourly Rate (22.06125)	Core Visiting Teacher
SLEVT	SEV	Sick Leave Established Visiting Teacher	1 X Hourly Rate (22.06125)	Established Visiting Teacher
SLLVT	SLV	Sick Leave Visiting Teacher Long Term	1 X Hourly Rate (23.28500)	Visiting Teacher Long Term
SLCVN	SCN	Sick Leave Visiting Certificated Nurse	1 X Hourly Rate (33.23375)	Visiting Certificated Nurse
SLPSY	SPY	Sick Leave Visiting Certificated Psychologist	1 X Hourly Rate (50.57250)	Visiting Certificated Psychologist

The full doc is found on the *Timekeepers: Payroll Resources* page of the Payroll website:
https://staff.sandiegounified.org/departments/payroll/timekeepers_payroll_resources

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
- **Gina Mendez-Gonzalez (TOC) :** 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 – 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 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 under **Other Helpful Timekeeper Information** page in the **Timekeepers: Payroll Resources** section of the Payroll website :
https://staff.sandiegounified.org/departments/payroll/timekeepers_payroll_resources
- 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



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?
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 Accruals >Leave Balance Reports	Run on payday for the monthly payroll each month. This follows the close of a monthly payroll which is when all vacation hours reported are "taken" from leave balances.	Use this report to identify those employees who may exceed 328 hours as of August 31st each year. Any employee who exceeds 328 hours on that date will be paid for the excess on the September monthly payroll and the cost of that payment will be charged against site/department discretionary accounts.	No
T&L Blank Account Codes Report	This report details substitute hours that were 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.	Required for sites using SAMS to ensure the accuracy of reported Account Codes for 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.	No

required for sites using SAMS to ensure the accuracy of reported Account Codes for substitutes. Account codes pulled in from AMS are default codes for specified absences. Sites must change the default code or records that should be using something other than the default.

	Time Summary	
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

Site Reporting and Auditing: Accuracy & Timeliness

- Payroll & Benefits account for more than 90% of the district budget and therefore 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. Inaccurate reporting of employee FTEs often result in overpayments. Ensure that FTEs accurately reflect employee work schedules.

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

- 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
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 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 staff portal of the Payroll web site at :

Staff Portal/Departments/Payroll/Vacation Policy

*Executive Leadership is 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.



- Corrections to Time Reporting Codes (TRC)
- Corrections to the amount of hours



- Corrections to the Account Code

You should contact your Financial Planning and Development Analyst in the Financial Planning Department to adjust account codes and expenses.

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. Instead, 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 30).*
- *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.
- It 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 31st 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