



*There is one paid holiday this month  
January 16<sup>th</sup>.*

*HAPPY NEW YEAR!*

**Payday is January 31, 2023**

### **January Monthly Payroll Deadline**

The deadline to enter absences and positive pay hours for the January 31, 2023 payday is **TUESDAY, January 17th at 5:00 pm.** Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on January 31.

### **February Hourly Payroll Deadline**

The deadline to enter positive pay hours for the February 10, 2023 payday is **Wednesday, February 1st at 5:00 pm.**

### **PLEASE MARK YOUR CALENDARS WITH THIS INFORMATION!**

**\*Do not wait to enter absences and positive pay hours until the day of the deadline.** Please do time entry daily whenever possible. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Timely reporting is essential in order for the district to manage its resources.

### **January Holidays**

There is one holiday in January – January 16 is for the observance of Dr. Martin Luther King Jr.'s Birthday. This is a **PAID** holiday for classified employees and a non-work day for certificated employees and should be left blank on the timesheet unless an employee works and is eligible for regular time, extra time, or overtime. **Do not report absences on this holiday.**

### **Jury Duty Postponement**

**Certificated employees** who receive notice to appear for jury duty during their regularly assigned work year may postpone jury duty to a time when they are not required to render service to the District. Unit members will be compensated at seventy-five percent (75%) of the day-to-day visiting teacher rate in effect during the period of postponement of jury duty service for each non-contract day served on jury duty. Days assigned to work summer school or intersession shall be considered to be contract days. The employee should complete a Jury Duty Postponement Form and attach a copy of the original jury duty notice and official court validation for each day of jury duty served on non-contract days.



### **Winter Break and Posting of Vacation for Classified Employees**

Classified employees in 10-month positions and most 11-month classified employees should have vacation reported during winter break. If an employee does not have enough vacation hours to cover the days below, report the time as **unpaid**. Use the time reporting code of **UNP**. Please take into consideration the December vacation accruals that will be available for use on December 16<sup>th</sup> before docking an employee for unpaid time.

Do not report sick leave unless the classified employee who, while on vacation, has suffered a disability, injury or illness and as a result, shall have the right to use sick leave instead of vacation during each day of such disability. A statement from a licensed physician may be required by the supervisor. Industrial accident can be reported for winter break if the employee had been out due to a work place injury the week prior to the break period. Floating Holiday may not be reported during this time.

### **See below for list of dates to report by job type and schedule:**

Para educators:

- Report **7** days of vacation on December 19, 20, 21, 22; December 27, 28, and 29

Para educators with Wednesdays off:

- Report **5** days of vacation on Dec 19, 20, 22; December 27, and 29

Para educators with Fridays off:

- Report **7** days of vacation on December 19, 20, 21, 22; December 27, 28, and 29

State Preschool Para educators:

- Report **7** days of vacation on December 19, 20, 21, 22; December 27, 28, and 29

Clerical OTBS/POA:

- Report **7** days of vacation on December 19, 20, 21, 22; December 27, 28, and 29

Eleven-month employees:

- Report **7** days of vacation on December 19, 20, 21, 22; December 27, 28, and 29

Food Services:

- Report **7** days of vacation on December 19, 20, 21, 22; December 27, 28, and 29

Bus Drivers:

- Report **7** days of vacation on December 19, 20, 21, 22; December 27, 28, and 29

### **Winter Break Reporting for Certificated Employees**

Certificated employees at school sites are off during winter break. This break is not included in their work year calendar. Please do not report any absences for certificated staff at school sites during winter break.

### **Industrial Accident**

Report all absences due to a work injury in Time and Labor using the **IA** time reporting code. If an employee has an approved injury and an industrial accident leave balance, those absences will be charged to their IA balance. If the injury has not been approved and is pending, the absences will be charged to sick leave. Payroll will monitor all time reported as IA and change it accordingly to reduce from the proper leave bank as claim statuses are verified. If an employee has used their IA allotment for that work injury, continuing absences will be charged to sick leave, half pay sick leave, and if applicable, vacation hours. Those absences will show on the



timesheet with a **Payroll Use Only** IA time reporting code. Do not delete or change these entries as it will affect how the employee is paid.

Industrial Accident Leave forms must be filled out and signed by the employee, doctor, and the administrator and turned into the timekeeper. Please keep the completed IA forms on file at your site. They do not need to be sent to payroll. If the timekeeper is not successful in obtaining the Industrial Accident Leave form from the employee, then it should be brought to the administrator's attention.

### **January 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.

Run the Filled Positions Report to verify your list of current employees. If a name appears for an employee 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!

***Please do not respond to this email as it is informational only.  
Contact your payroll specialist if you have any questions.***