



*There are 2 paid holidays this month - February 17<sup>th</sup> and February 20<sup>th</sup>*

## **Payday is February 28, 2023**

### **February Monthly Payroll Deadline**

The deadline to enter absences and positive pay hours for the February 28, 2023 payday is **Thursday, February 16 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on February 28.

### **March Hourly Payroll Deadline**

The deadline to enter positive pay hours for the March 10, 2023 payday is **Wednesday, March 1 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.

### **February Holidays**

There are two holidays in February – Lincoln Day on February 17<sup>th</sup> and Washington Day on February 20<sup>th</sup>. These are **PAID** holidays for classified employees and non-work days for certificated employees and should be left blank on the timesheet unless an employee works and meets eligibility requirements for regular time, extra time, or overtime. **Do not report absences on these holidays.**

Classified hourly employees working on a holiday will be paid using the **LHR** time reporting code. Report overtime for time worked in excess of 8 hours.

### **Special/On Demand Check Processing**

The process for creating on demand checks has changed from prior years. Special checks for pay adjustments are produced and mailed two to three times per week. It is vital that all staff pay attention to timekeeping deadlines, and that employees positive pay hours and absences are reported by the appropriate deadline to ensure that the Payroll Department is able to process as accurate a payroll as possible.



### **Classified School Employees Summer Assistance Program**

The San Diego Unified School District is announcing its participation in the Classified School Employees Summer Assistance Program for the 2023-2024 school year. This program is offered in coordination with the California Department of Education (CDE).

Eligible classified employees may set aside up to 10% of their monthly salary during the 2023-2024 school year that will be matched up to \$1 for \$1 and paid back during the summer months of 2024.

Employees who meet the eligibility requirements must submit the appropriate form to the Payroll Department by March 1, 2023.

Eligibility Requirements and links to the Payroll Department webpage with the forms and instructions are below:

#### **Eligibility Requirements:**

1. Employed by the district in a classified position for at least one (1) year at the time you enroll; and
2. Employee assigned to a 10- or 11- month work year during the 2023-2024 fiscal year; and
3. Employees regular annual salary from the district is \$62,400 or less for the entire school year at the time of enrollment.

<https://staff.sandiegounified.org/departments/payroll/csesap>

### **February 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 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!

If employees have any questions about taking a Leave of Absence, they should contact Human Resources at [LOA@sandi.net](mailto:LOA@sandi.net)

### **Prior Period Adjustments in Time and Labor**

A prior period adjustment is a change in reported time in Time and Labor for a pay period that has already been processed through Payroll. Timekeepers cannot adjust or enter time that is older than 90 days from the current date.

These prior period adjustments should be made for reported time only (examples: incorrect TRC used, sick leave reported instead of vacation, incorrect number of hours reported) and not for trying to adjust charges that may have been applied to an inappropriate Combo/Account Code.

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 Budget Operations Department to adjust the expense. Once the payroll deadline has passed and payroll has been processed, paid and the charges have been distributed to the general ledger, Budget Operations must intervene to adjust account codes/expenses.

In many cases, prior period adjustments which only change budget information will create a check for an employee with no net pay. The payroll department will turn these checks off and the budget change will not process through the financials.



**Absence of Employee for Thirty Days or More**

Each employee absent for thirty or more consecutive calendar days shall secure written clearance of his/her private physician indicating fitness to resume normal duties and submit it to the principal/department head at least three (3) days prior to return to duty. The principal/department head shall notify the employee on extended absence of these requirements and provide employee with the “Physician’s Approval to Resume Normal Duties” form. Principal/department head shall forward the form to the Human Resources Services Division and communicate with their Human Resources Officer regarding the return of the employee.

**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)

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

***Thank You!***