



*Reminder:
Fiscal year close is fast approaching.
Make sure hours worked in June are reported for the
June 30/July 10 payroll on time in order to be charged
to the current fiscal year!*

Payday is May 31, 2023

May Monthly Payroll Deadline

The deadline to enter absences and positive pay hours for the May 31, 2023 payday is **Tuesday, May 16 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on May 31.

June Hourly Payroll Deadline

The deadline to enter positive pay hours for the June 9, 2023 payday is **June 1 at 5:00 pm**. Please mark your calendar with this information! Do not wait to enter time until the day of the deadline. Do time entry daily or once a week.

May Holiday

Please do not report employee absences on Memorial Day May 29th. This is a PAID holiday for classified employees and a non-work day for certificated employees. This day should be left blank on the timesheet unless an employee works and is eligible for regular time, extra time or overtime.

Unpaid Day in May

The Board approved school year calendar has a non-work day on May 26, 2023. This is an unpaid day for most employees similar to other non-work, non-paid days on the work schedule. Days such as these are docked on the pay warrant in which less than a full month of work is performed. Below is a description of employee groups and what May 26 is for each (work or non-work):

- Classified employees (10/11 Month) who are on traditional pay schedules: May 26, 2023 is a non-work/non-paid day that will be docked as unpaid time on the May monthly payroll. This will be done as a mass update to the timesheets just as it is done for the non-work days during Thanksgiving Week. There will be no action required from the timekeeper to report the unpaid time. Please DO NOT change the unpaid time reported by Payroll on this day.
- Classified employees (10/11 Month) who are on year-round pay schedules: May 26, 2023 is a non-work day but their earnings are paid in 12 equal increments and therefore no docking or mass reporting will occur on their timesheets or paychecks.
- Certificated employees at school sites: May 26, 2023 is a non-work day. Certificated staff are paid in 10 or 12 equal payments therefore no action is required on behalf of these employees.
- Custodians are 12 Month employees and May 26, 2023 is a work day for them.

Employees may review their work calendar online to confirm if they are required to be at work on May 26. Calendars are accessible from the district webpage:

www.sandiegounified.org > Staff Portal > Resources > Human Resources > Employee Calendars



Vacation Accrual Policy

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.

Voluntary 12-Pay Option for SDEA Members – Open enrollment

SDEA bargaining unit members who are not already enrolled in the voluntary 12-Pay Option have an opportunity to elect 12-pay for the 2023-2024 contract year by submitting the appropriate forms by June 9, 2023.

We ask that you **please send your completed Voluntary 12-Pay Option forms electronically** to: payroll@sandi.net. If you are unable to provide an electronic copy, you may mail your form via USPS Mail to the address provided on the form, or deliver in person to the Payroll Department.

Further details and forms are located on the District's Employee Portal web site by navigating to the Payroll page and clicking on Pay Options in the Payroll menu.

Option for 10- or 11-Month Employees to Reserve Net Pay for Summer Months

All monthly employees assigned to a traditional 10- or 11-month work-year may opt to have a specified portion of their net pay set aside by the district from each monthly paycheck which is then returned to them during the summer month/s where they would not otherwise receive a salary payment. Interested employees must authorize a specified deduction from their monthly pay warrants issued from August 2023 through May 2024. For 10-month employees, the reserve net pay that is set aside will be paid back to them in two equal payments in June and July 2024. For 11-month employees it is paid back in one lump sum in June 2024. Employees who elect to participate must submit the appropriate form to the District's Payroll Department at the Eugene Brucker Education Center, Room 1150 by July 31, 2023.

We ask that you please send your completed Reserve Net Pay Option form electronically to: payroll@sandi.net. If you are unable to provide an electronic copy, you may mail your form via USPS Mail to the address provided on the form, or deliver in person to the Payroll Department. Please note that the deadline for submitting the Reserve Net Pay Option form for the 2023/2024 school year is July 31, 2023.

Further details and forms are located on the District's Employee Portal web site by navigating to the Payroll page and clicking on Pay Options in the Payroll menu



May 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 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.

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

Thank you!

San Diego Unified Payroll Department