# WHAT TIMEKEEPERS SHOULD KNOW 2023-24

PROVIDED BY:
SAN DIEGO UNIFIED SCHOOL DISTRICT
PAYROLL DEPARTMENT

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# SECTION 1
# TIMEKEEPERS ROLES & RESPONSIBILITIES

## 1.1 Introduction

In a school district as large and complex as San Diego Unified, it can seem overwhelming to know and understand all of the intricacies involved in paying our employees. We, in Payroll rely on you, our site timekeepers, for timely and accurate reporting of employee absences, hours and leave. And in turn, we want you to rely on us for help with your timekeeping. The following statistics provide an overview of our payroll processing annually:

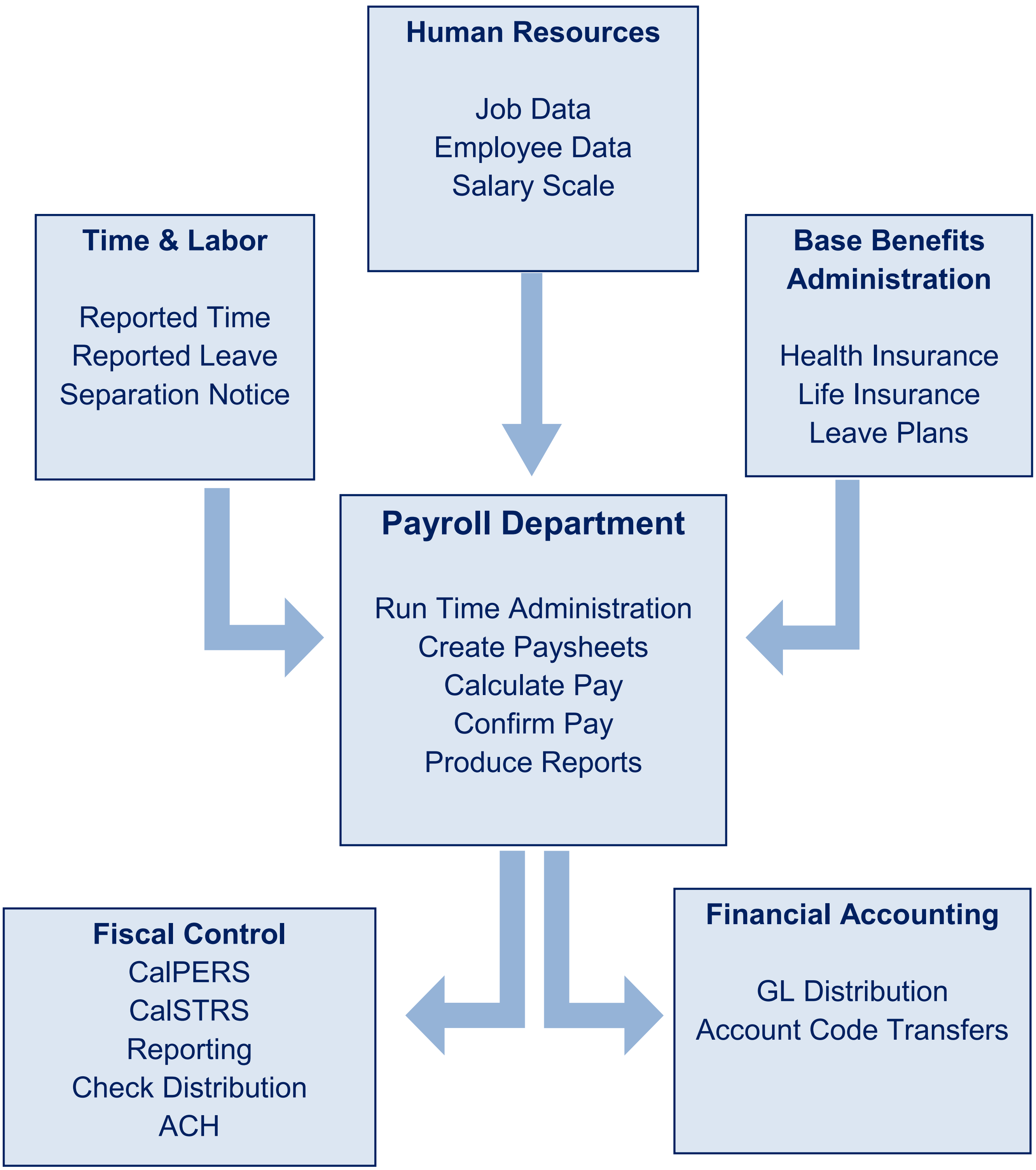
- ✓ 19,000 Active Employees
- ✓ 13,000 monthly, salaried employees
- ✓ $70,000,000 payroll monthly
- ✓ $833,000,000 payroll annually
- ✓ 2 payrolls processed each month
- ✓ 19,500 checks/advices processed each month (90% direct deposit)

Payroll and benefits comprises approximately 90% of the total district budget. That's why timely and accurate reporting of employee assignments, time worked and absences is so important.

Reports that are sent to county, state and federal agencies as well as district financial and personnel records are dependent upon the accuracy and care exercised by school and department Timekeepers and Administrators when reporting employee assignments and recording time worked promptly and accurately. Prompt and accurate time reporting also ensures that the employees who work at your location get their pay warrants on time and in the correct amount.

The information that follows is not meant to take the place of Time and Labor training, Collective Bargaining Agreements or District Policy and Procedure. Rather, what is provided is designed to help guide you in your responsibilities. Please be sure to familiarize yourself with all of the available PeopleSoft training tools and to regularly take advantage of Time and Labor training events. Locate links to training tools and opportunities on the Timekeepers Resources webpage.

## 1.2 Payroll Processing Flow Chart



## 1.3 Monthly Payroll Schedule Sample

Payroll deadlines are critical in in order to process the district payroll accurately and get employees paid on time. Payroll processing requires several days and includes functions not just within the Payroll Department but also through coordination with other departments in the district. Below is a sample of the payroll cycles in a typical payroll month.

<u>Off-Cycle (Hourly) Payroll Processing:</u>

| | |
|---|---|
| Hourly Payroll Timekeeper Cut-Off (Sites) | May 1st |
| Calculate and Make Adjustments | May 3rd to 4th |
| Deadline for Adjustments | May 4th |
| Run Final Calculation & Confirm Payroll | May 4th |
| Mail Checks/Send Direct Deposits (Fiscal Ctrl) | May 9th |
| Hourly Payday (Fiscal Ctrl) | May 10th |

<u>On-Cycle (Monthly) Payroll Processing:</u>

| | |
|---|---|
| Monthly Payroll Timekeeper Cut-Off (Sites) | May 16th |
| Calculate and Make Adjustments | May 18th-23rd |
| Deadline for Adjustments | May 24th |
| Run Final Calculation & Confirm Payroll | May 24th |
| Deadline for Cancellations (Fiscal Ctrl) | May 25th |
| Mail Checks/Send direct deposit files (Fiscal Ctrl) | May 30th |
| Monthly Payday (Fiscal Ctrl) | May 31st |

## 1.4 Payroll Deadlines


- Payroll processing is accomplished using very strict processing deadlines in order to assure the district meets its legally obligated pay dates.
- Be sure to stay on top of Payroll & Timekeeper deadlines.
- Each month Payroll sends out Timekeeping Tips that details reporting deadlines and other important information related to payroll.
- Timekeepers must join the timekeeper listserv by sending a request via an email addressed to both of the payroll supervisors whose addresses can be located on the Payroll Contacts sheet found on the website.
- The Timekeeping Tips can also be located on the Payroll: Timekeeper's Resources page on the district website.

*Carefully review the Timekeeping Tips sent each month.*

## 1.5 The Importance of the Timekeeper Role

You have a very important role when it comes to getting our employees paid in a timely and accurate manner. You are a key staff member for the department or site as well as the first point of contact with your Payroll Specialist who counts on information from you to help ensure accurate payment for time worked. Your actions help lead to accurate payment for services rendered in order to ensure efficient budgetary spending, but also to facilitate positive interactions with employees. Nobody wants to receive a paycheck that is incorrect or not on time. Each of us depends on accuracy and timely pay as we plan mortgage payments, utility bills, car payments, etc. Additionally, a happy employee is a productive employee. When we all work together to ensure we have paid our employees to the best of our abilities, we increase employee confidence and overall efficiency and productivity in the workplace.

## 1.6 Timely & Accurate Payroll Reporting

Payroll & Benefits account for more than 90% of the district budget and therefore accurate reporting and timely processing of payroll is critically important.

**Timely Reporting**

The hours and absences you report are reflected directly on employee pay checks. We must be diligent in reporting earnings and absences within the pay periods in which they occur. Late reporting results in skewed financial reports, inaccurate actual expenses, overpayments, and underpayments. Maintain a regular and frequent schedule of time entry, and never delay reporting positive time and/or absences.

**Accurate Reporting**

The Time and Labor module is a complex, rules-driven component of PeopleSoft. It relies on accurate reporting to operate with the greatest efficiency. Prepare yourself with appropriate and completed information regarding employee's hours and absences, as well as proper account/budget codes when you get ready to input data.

The Payroll Department reviews and audits time and labor data as much as possible when processing payrolls, looking for inconsistencies and inaccuracies. However, with the number of employees in the district, Payroll by itself cannot thoroughly evaluate each individual. We need to work as a team to achieve a high level of precision.

It is important to ensure correct data entry at the first pass. Multiple corrections made in the system can cause information to be more complex analyze due to excess data rows that result. If you have any uncertainties when entering data, seek assistance from job aids, Payroll, your Budget Analyst, or your Principal or Department Head so that you are able to avoid errors and corrections.

Several functions of your job help you to maintain a high level of accuracy including;

- Maintaining corresponding back-up documentation to reported data
- Regular and timely report reconciliation and auditing
- Keeping track of personnel changes at your site and reporting changes via Personnel Action Requests (PARs)


## 1.7 The Responsibility of the Timekeeper

**Be Detail Oriented**

- Detail matters. For detailed work, set aside time to concentrate on the task at hand.
- Make sure you have proper documentation for reported absences.

**Exercise Skills in Time Management**

- Be aware of payroll deadlines.
- Make a calendar of regularly scheduled events such as deadlines for reporting time.
- Establish a partnership with your Principal or Supervisor and make time reporting a priority.
- Set aside time on a daily basis to enter time rather than wait until the deadline.
- Learn how to balance between what needs to be done now and what is necessary by asking for direction from your Principal or Supervisor.

**Practice Effective Communications**

- Maintain open dialogue between yourself and your employees.
- Understand and communicate contracts, leave policies, and administrative procedures.
- Ask questions when needed. Your Payroll Specialist is here to help with any questions you may have regarding payroll issues.
- Share relevant information regarding employees with your Payroll Specialist.

**Possess the Ability to Produce, Read, Understand and Maintain Reports**

- Know when to run all your reports and make necessary changes as soon as possible.
- Be prepared to explain reports to you Principal or Supervisor.
- Make sure reports that need signatures have been verified and signed.

## 1.8 Overpayments

Errors made on behalf of employees can cause overpayments. Overpayments can occur for a variety of reasons. Some of those reasons are: duplicate time entry, incorrect FTE placement, unreported absences, leave of absence reported late, resignations reported late, etc. Payroll relies on site timekeepers to assist us in mitigating overpayments by reporting payroll information and transactions accurately and on time the first time.

**How do we reduce the number of overpayments that occur?**

- Improved management of employee data at the central office/sites/departments. Improved understanding of ramifications of mismanagement of employee data.
- Position management at the local level: Timely and accurate personnel actions by department level staff with regard to separation from the district (LOA, resignation, termination, etc.).
- Improvement in timekeeping at the department level.
- Improved understanding of pay warrants, how employees are paid and what to watch for each month when reviewing warrants.
- Consider labor agreements and potential negotiable items.
- Require 10-mo/12-pay direct deposit and authorization for auto debit of overpayment.
- Verification of SAMS assignments.


## 1.9 Getting Started

***Ten Things to Get You Started and Keep You on the Right Track:***

1. Know who your employees are. Review your rosters at least once a month.
2. Review your employee contracts and district administrative procedures and refer to them regularly. These contracts/procedures contain important guidance and requirements regarding employee pay, leaves, salary plans, etc.
3. Take the time and labor classes and/or the time and labor tune-up.
4. Develop and maintain a good working relationship with your payroll specialist.
5. Know how to run and interpret your reports.
6. Read your timekeeping tips for valuable information regarding current month deadlines, updates and reminders.
7. Make sure you have a timekeeping back-up at your site.
8. Keep your information neat and orderly in case you are out and someone else needs to work your desk.
9. Try to enter time every day or once a week. Don’t wait until the last day to report absences. Notify your Payroll Specialist of any changes that occur with employees. For example; employees on your roster who have not reported to your site; employees planning a leave of absence; employees on long term sick leave; employee resigning/terminating employment, etc.

# SECTION 2
# TIMEKEEPERS TOOLS & RESOURCES

## 2.1 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 Timekeeper's Job Tools 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.

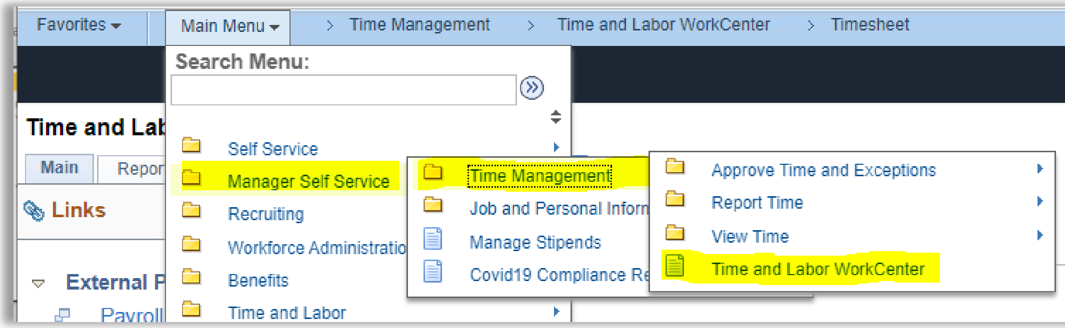
- **Time & Labor Training:** These classes are some of the most useful and underused tools available to help Timekeepers improve their skills and understand their role in the payroll process. (Please register using the Professional Learning website)

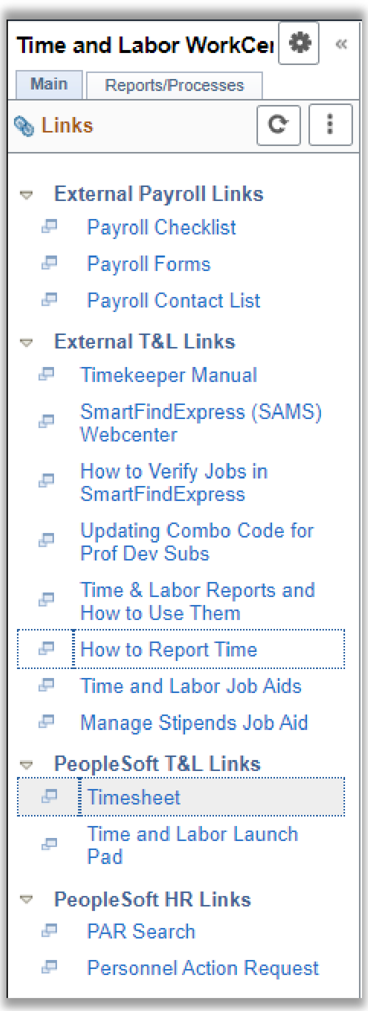
*Awareness of available **training tools** along with participation in regular training events are essential elements of being able to perform the tasks of a Timekeeper with promptness and accuracy.*

## 2.2 Time & Labor WorkCenter

The Time and Labor WorkCenter is an indispensable tool for Timekeepers to refer to throughout each day. All of your most necessary resources are centralized in one place right in the PeopleSoft Menu.

Log in to PeopleSoft and then navigate to Manager Self Service, Time Management, Time and Labor WorkCenter:



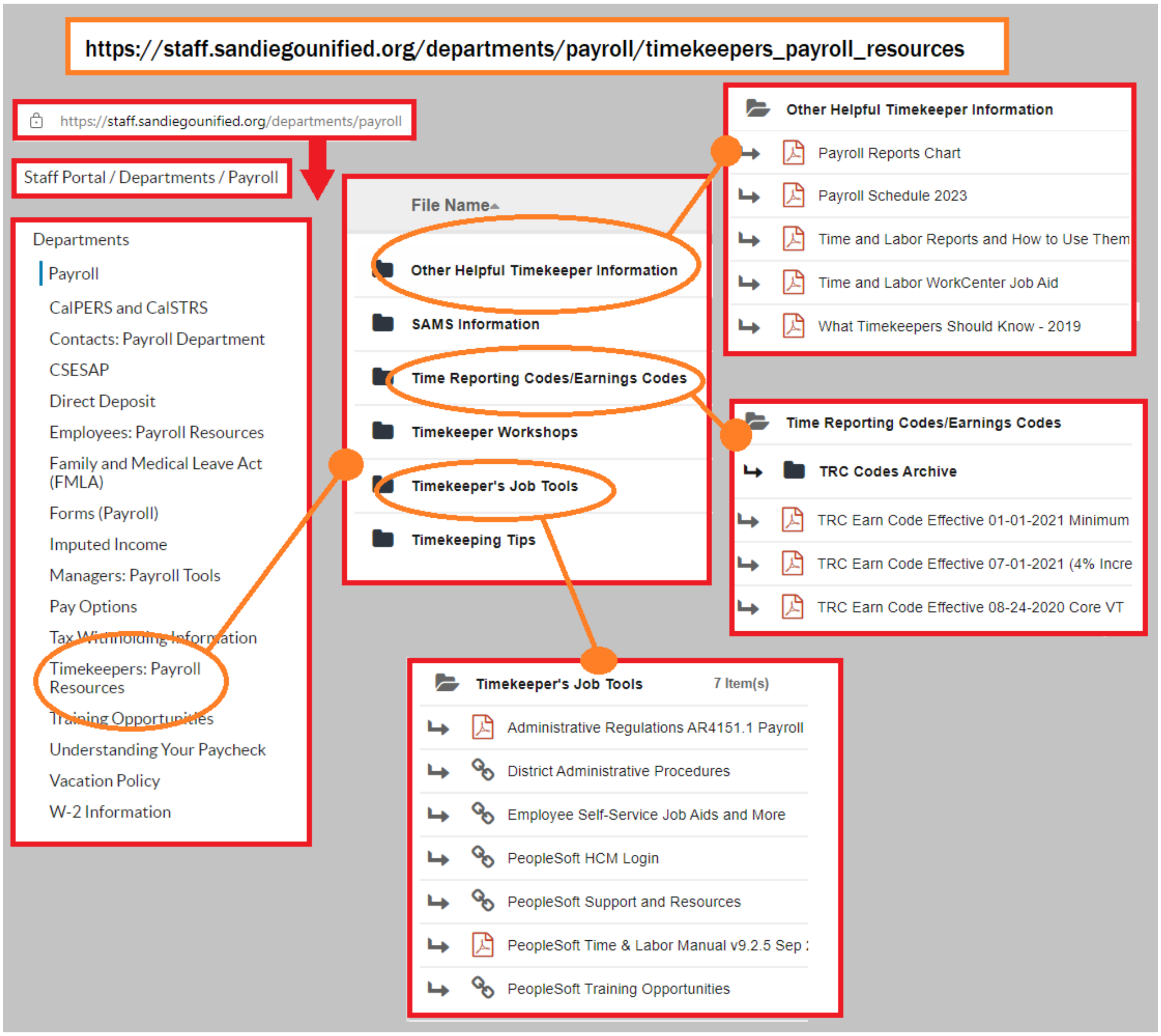




### Links to CriticalTimekeeping Resources:

- **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
  - Manage Stipends Job Aid
- **PeopleSoft T&L Links**
  - Timesheet
  - Time and Labor Launch Pad
- **PeopleSoft HR Links**
  - PAR Search
  - Personnel Action Request

## 2.3 Payroll Webpage

Be sure to familiarize yourself with the Payroll web page, which is home to essential information, vital resources, and a wide variety of indispensable timekeeping tools that are needed to perform timekeeping responsibilities. Among the many resources located in the menu bar, you will find links to important locations, such as dedicated pages for both Timekeepers and Managers as well as payroll contact information.

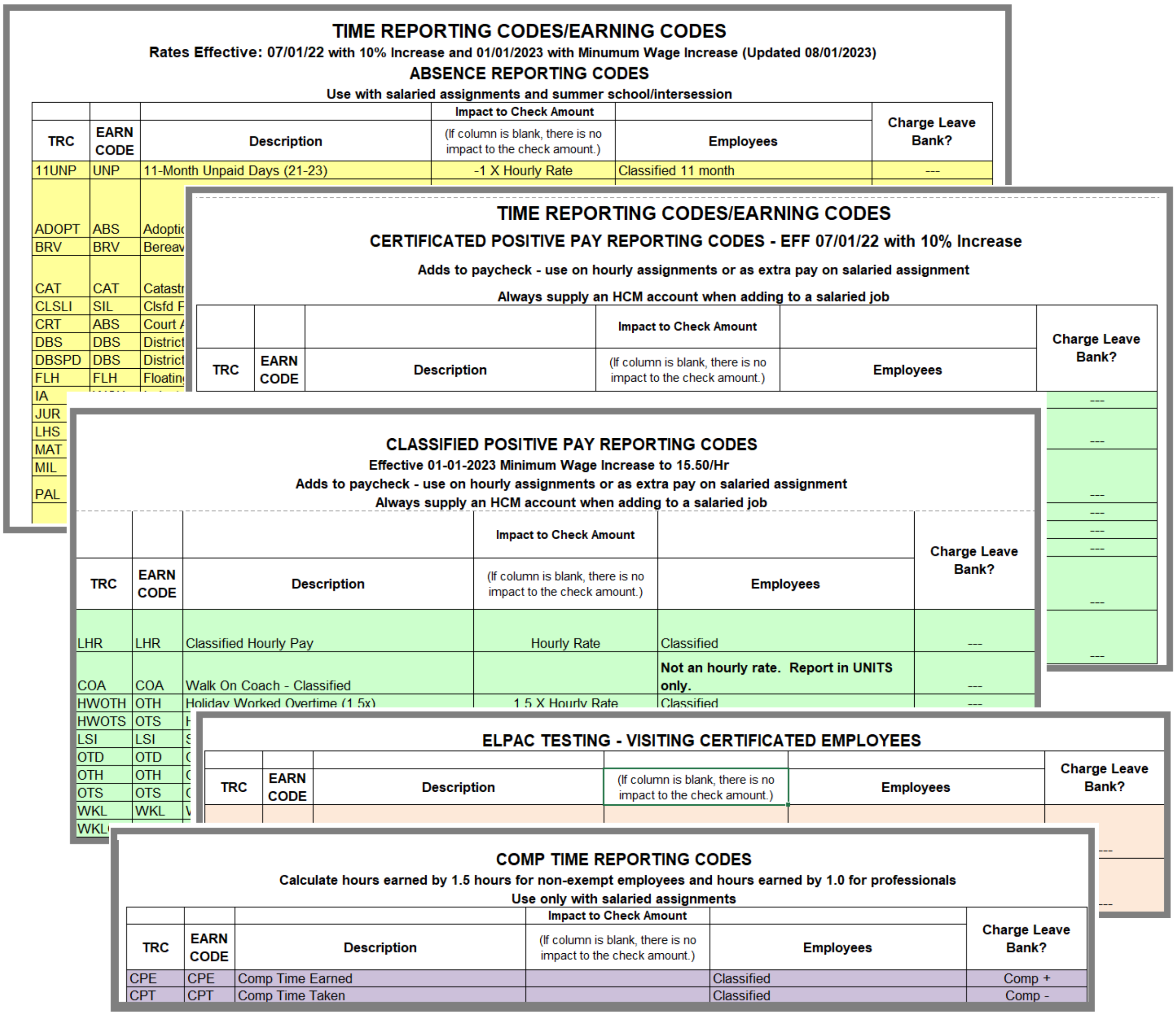



## 2.4 Payroll Contacts

Another crucial resource found on the Payroll web page is Payroll Contacts. Look for "**Contacts: Payroll Department**" in the side bar menu. Payroll Specialists are assigned to specific locations and this document is always updated with the most recent contact information and staffing changes. Consult this document to determine who you should contact regarding your Timekeeping questions or concerns, or to assist any employee who wants to determine who they should contact for assistance regarding their pay. Contacts are listed by location codes, and those can be found on an employee's check stub or Direct Deposit advice.

# 2.5 Time Reporting Codes

Time reporting codes are what timekeepers use to define the type of time being entered onto the timesheet. There is both “positive time” and “leave time”. Positive time is where you are recording the **hours that an employee worked** for a given period. Leave time is where you are reporting time that a salaried employee **did not work**. This is because salaried employees have a predetermined schedule and do not need positive hours reported.




# SECTION 3
# TIMEKEEPING POLICIES & PROCEDURES

## 3.1 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.
- Hourly time worked from the 1st -15th (or up to timekeeper deadline) pays on the last working day of the month.
- Remaining hourly time worked following the timekeeper deadline in that month, typically the 16th - 31st pays on or about the 10th of the following month.

### Substitute/Hourly 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.
- Positive paid time is only reported after the work is completed.

*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.*


## 3.2 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 also result in a skewed view of actual district expenses and require contacting an employee to notify and establish a payback agreement.

## 3.3 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.

***Call Payroll if you are ever unsure of how to report time for an employee!***

## 3.4 Leave Policies

This section provides a general explanation of policies for the most common types of leave that are used. For more explicit information on leave, please refer to the appropriate Collective Bargaining Agreements and/or District Administrative Procedures.

**Vacation**: Hours that exceed 328 as of August 31st of each year are 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 is terminated or moves from an accruing position to a non-accruing position within the district. Vacation balances are not paid out under any other circumstances.

*There are no types of pay advances against leave time allowed by the district.*

**Forced 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.

**Sick Leave**: Employees are allowed to use full salary sick leave for personal illness, injury, or exposure to contagious disease or temporary disability, as provided by law.

**Half Pay Sick Leave**: Half pay sick leave is to be used only after full salary sick leave benefits have been exhausted.

**Personal Necessity**:

- SDEA members may use eleven (11) days of Personal Necessity within one work year.
- AASD members may use eleven (11) days of Personal Necessity within one work year.
- CSEA OTBS and PARA may use ten (10) days of Personal Necessity within one work year.
- CSEA OSS may use eight (8) days of Personal Necessity days and two (2) Personal Business Days within one work year.
- Employees may not use half pay sick leave for this type of absence. If they do not have a full sick balance, employees need to be informed the time will be docked as unpaid time.
- The following reasons can be designated on the sick leave form:
  - **Death in the Immediate Family-** Death of a member of the immediate family or to attend the funeral of a close friend or relative not defined as an immediate family member. This may also be used as an extension of bereavement.
  - **Accident-** Involving unit member's person, property, or that of his/her immediate family of such an emergency nature that the immediate presence of the unit member is required during the workday.
  - **Court Appearance-** As a litigant or as a witness.
  - **Family illness-** Serious or critical illness of the unit member's immediate family that is serious or critical and that requires their presence during the regular work day.
  - **Religious Holiday-** Observance of a religious holiday of member's faith (limited to 3 days per year) with form filed no less than 5 workdays in advance of holiday.
  - **Act of Nature-** Unpredictable and verifiable acts of nature (such as catastrophic fire, flood, tornado, earthquake, or other acts of nature of similar intensity) beyond the control of the member which precludes them for reporting for duty
  - **Birth/Adoption-** A father, upon the birth of his child, and parents, upon the adoption of a child.

- **Family School Partnership Leave-** To participate in the member's children's school activities.
- **Personal/Family Responsibility-** Members may use a limited amount of accumulated full time sick leave in order to attend to a compelling personal/family responsibility which requires the immediate presence of the member during the workday.

**Personal Business Absence:**

- **Two-hour absence (PAID) -** Member may be excused from duty with the approval of the supervisor for personal business for up to two (2) hours without loss of pay.
- **Two-day Absence (PAID/SICK LEAVE) -** Members of CSEA-OSS are allowed two (2) days per school year of accumulated sick leave for personal business. These days may be used at the discretion of member. Normally, 48 hours advance notice shall be required and it may not be used the day prior to or after a holiday or school recess period.
- **One-month Absence (UNPAID) -** When urgent personal reasons demand a member's absences, he/she may be excused from duty without pay for a period not to exceed one (1) month with the approval of the supervisor.

**Bereavement Leave:**
Absence without loss of salary for a period not to exceed five (5) days, may be granted to a unit member upon the death of a member of his/her or the spouse's/same gender domestic partner's *immediate family.

*For the definition of immediate family, consult the appropriate collective bargaining agreement.*

**Jury Duty:** Unit members are granted leave without loss of pay for time that is required to perform jury duty. Employee must notify the District of service date(s) upon receiving notice and must provide proper documentation of services rendered.

**SDEA bargaining unit members may postpone jury duty to a time when they are not required to work and may receive additional compensation when the proper forms are completed and turned into payroll. Please refer to the SDEA contract for further information on this subject.*

**Catastrophic Leave:** An illness or injury defined to mean severe, incapacitating illness or injury which is expected to continue for an extended period of time which prevents the unit member from performing his/her duties. This type of leave must be approved by the Human Resources Department prior to being reported in time and labor. Please work closely with your payroll specialist if you have an employee who has applied for this leave. Following the initial donation period and first donation cycle, additional donations will be made on a three year cycle. The unit member's donation will be automatically renewed every three years. Employees may opt out during open enrollment.

## 3.5 California Sick Leave Law

- The California Sick Leave Law (otherwise known as the **Healthy Workplaces/Healthy Families Act of 2014**) provides paid sick leave to hourly and substitute employees.
- An eligible employee is one who works for 30 days or more in a year (July 1-June 30).

- Eligible employees will accrue 1 hour of sick leave for every thirty hours worked through the course of the fiscal year.
- Employees can receive up to three (3) paid sick days or 24 hours of sick leave in a 12-month period that can be used for the diagnosis, care or treatment of a health condition or for preventative care for the employee or a family member.
- Hourly employees not represented by a collective bargaining agreement are entitled to use accrued sick leave beginning on their 90th day of employment and an employee's paid sick leave accrual may not exceed 48 hours per fiscal year.
- Hourly employees are not eligible to use paid sick leave in advance of accrual.
- To use their accrued sick leave benefit, an employees must fill out an **Hourly Employee Sick Leave Request Form.** This form can be found on the SDUSD website, Human Resources public page under "Substitute Employee Resources".
- There are 5 different forms available depending on the hourly employee's position. Each form will provide instructions on where to submit the completed version:
    - Certificated Visiting Teachers and ECE Visiting Teachers
    - Certificated Visiting Nurses
    - Certificated Visiting SLP and School Psychologists
    - Classified Substitute Food Services, Custodial or Transportation Staff
    - Classified Clerical or Paraprofessional Staff
- Instructions for **employees** to submit forms are found on the individual forms.
- TRC and Account codes for **Timekeepers** are also found on the individual forms.
- Timekeepers must make these forms available to employees as needed.
- Visiting Teachers or hourly substitutes who received an offer through SAMS must first decline the assignment in SAMS selecting **"illness"** as the reason for the absence, and then submit a completed **Hourly Employee Sick Leave Request Form** as required.
- Day-to-Day Visiting Teachers and Certificated or Classified hourly employees who become ill after reporting to a school site and request to leave before the assignment day ends may request to use hours equivalent to the portion of the day that remain.
- The original leave form must be retained by the timekeeper reporting the absence into Time and Labor and be filed with all other payroll records for that location according to district records retention guidelines.
- Absences eligible for use of paid sick leave for Day-To-Day visiting teachers who decline an assignment offered directly by a department and not offered through SAMS will be reported by the timekeeper for the department that offered the assignment.
- Sick leave for Custodial Substitutes assigned directly to a department and not in SAMS/SmartFind Express who decline an assignment offered directly by a department and not offered through SAMS will be reported by the timekeeper for the department that offered the assignment.


## 3.6 Family Medical Leave Act (FMLA)

Approved FMLA leaves can be taken concurrently or intermittently, up to 12 weeks within one (1) year. In some cases, Timekeepers have a role in reporting FMLA leave into PeopleSoft as follows.

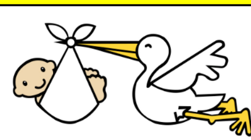
**Reporting FMLA:** Approved FMLA's can be taken in the following ways:

- **Continuous, unpaid:** Upon approval, the Human Resources Department (HR) suspends the employee's salary in PeopleSoft for the duration of the FMLA. The employee is out for a continuous block of time as specified. The Timekeeper does not make any Time & Labor entries for this time. The employee is unpaid for the duration.
- **Continuous, using paid leaves:** With this, the employee designates a continuous block of time during which they will use their available paid leave balances. HR approves the FMLA and notifies the Timekeeper, who then enters two (2) time reporting lines into Time & Labor. The first line is using the code "**FML**" to designate the FMLA period. A second line is added that denotes the type of leave being used for each individual day, such as **VAC, SLF**, etc.
- **Intermittent, unpaid:** In this case, HR approves the FMLA and notifies the Timekeeper. The Timekeeper then accepts leave forms from the employee requesting specific days and/or hours for which they are taking FMLA leave. The Timekeeper enters two (2) time reporting lines into PeopleSoft; the first is the **FML** line and then a second line is added using the time reporting code: **UNP** (classified unpaid time) **or UNC** (certificated unpaid time) for each instance. This time may be reported hourly and can be used intermittently for whole days, partial days, or for sporadic hours over an extended time period.
- **Intermittent, using paid leaves:** Similar to the previous situation, HR approves the FMLA and notifies the Timekeeper. The Timekeeper then accepts leave forms from the employee requesting specific days and/or hours for which they are taking FMLA leave. The Timekeeper enters two (2) time reporting lines into PeopleSoft. The first is the **FML** line. A second line is added that denotes the type of leave being used for each individual day, such as **VAC**, **SLF**, etc. This time may be reported hourly and can be used intermittently for whole days, partial days, or for sporadic hours over an extended time period.

**Workflow**

- When an FMLA leave is officially approved, HR will send a memo to Payroll, the Site Administrator and the Site Timekeeper that will include details about the type of FMLA.
- The Site Timekeeper enters FMLA related absences as needed using two (2) lines; one to designate FMLA using the time code: FML and the second to designate UNP, UNC, VAC, SLF, etc.
- Timekeepers can still report Non-FMLA related absences for an employee who is using FLMA intermittently if they request time off that is not related to the FMLA leave.

**Note:** Prior to 2022, FMLA leaves were applied by Human Resources within PeopleSoft job data and time reporting for this unpaid leave was not necessary at the site level.



## 3.7 Maternity Leave

- The maternity leave timekeeping code is “MAT”
- Paid maternity leave is available for birth mothers who have been employed by SDUSD for at least 12 months.
- Six (6) consecutive work weeks of paid maternity leave immediately following the birth of the child are available for the birth mother.
- In addition, the unit member may use up to sixty (60) days of their vacation, full salary and/or half-pay sick leave, immediately following the use of maternity leave, concurrently with any applicable FMLA and/or CFRA.
- Additional leave can be taken on an unpaid basis through FMLA or a Leave of Absence.
- A Maternity Leave Form is available on the Payroll/Forms web-page.
- Additional information is available through the Human Resource’s Family and Medical Leave Act web page under: Human Resources Forms / Family and Medical Leave Act
- Maternity, Partner and Adoption Leave options are defined in individual collective bargaining agreements. Please review collective bargaining language for those entitlements.
- Three (3) days of leave with full pay will be granted to a father/spouse/partner immediately following the birth of their child. In addition, a father/spouse/partner may use up to sixty (60) days of their full salary and/or half-pay sick leave, immediately following the use of partner leave, concurrently with any applicable FMLA and/or CFRA. Can be used in addition to annual allotment of personal necessity leave.
- Three (3) days of leave with full pay will be granted to either parent to make final arrangements to adopt a child. In addition, a unit member may use up to sixty (60) days of their full salary and/or half-pay sick leave, immediately following the use of adoption leave, concurrently with any applicable FMLA and/or CFRA. This leave can be used in addition to their annual allotment of days that can be used for personal necessity.

## 3.8 Child Bonding

- 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 then 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.*

## 3.9 Leave of Absence Guidelines for Payroll

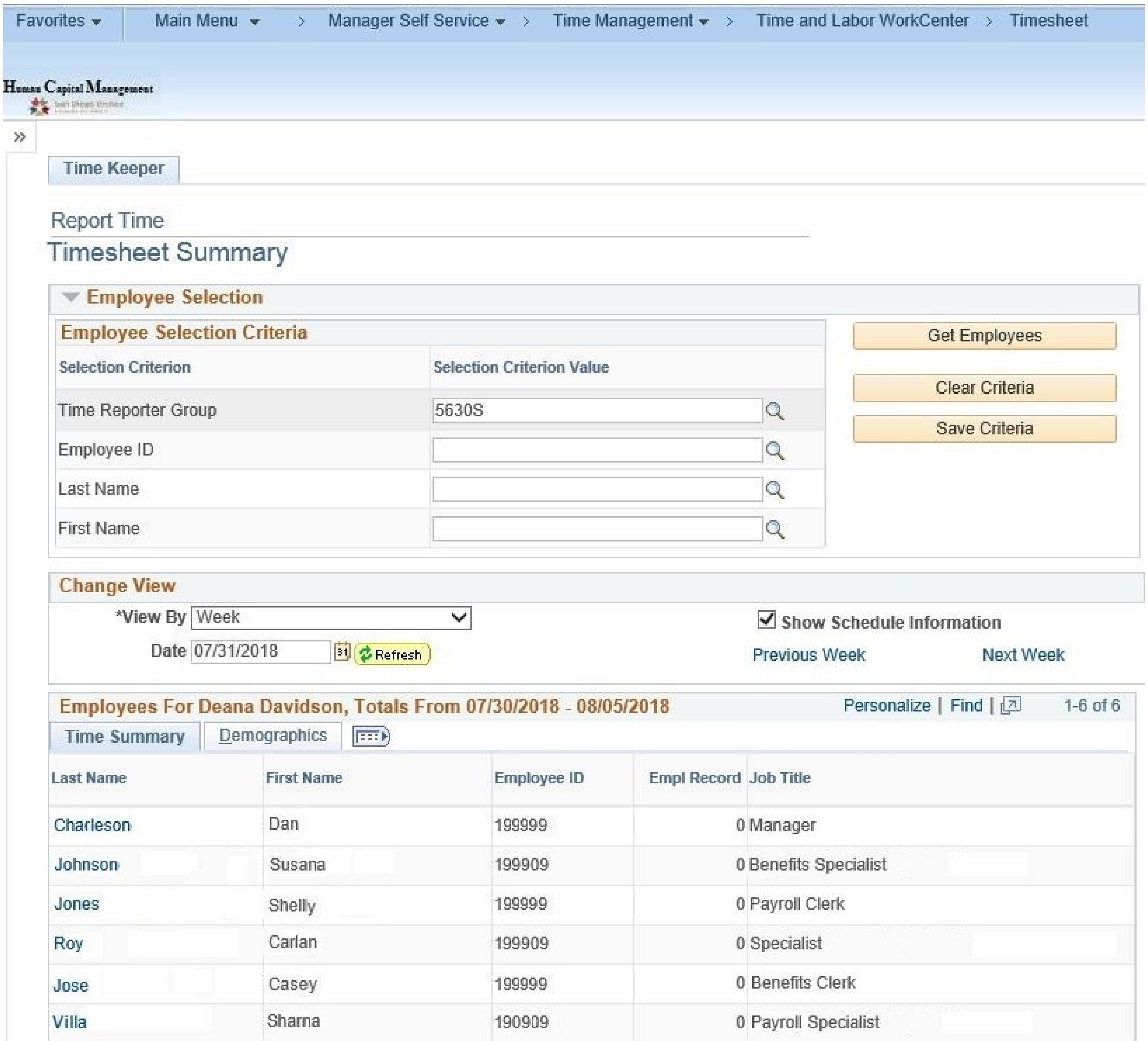
- ✓ The employee should apply for a leave of absence at the earliest practical date.
- ✓ Verify that a PAR has been created for the leave of absence. A PAR created a month or more before the leave begins is the best insurance that pay is issued correctly.
- ✓ Employees on 11- or 12-pay distribution who begin a leave of absence at any time other than July 1, are likely to have received more pay than they have earned. This is because contract pay for the year begins in July and includes advance payment for service in future months.
- ✓ If the employee is on 10-pay, the likelihood of overpayment is reduced since they are not paid in advance. However, if the employee's status on the system is not changed in advance or if they have unreported absences, they can be overpaid.
- ✓ If the employee has been absent and has begun to use half-pay sick leave or has had unpaid absences, checks may not have been fully adjusted for recent absences.
- ✓ To minimize the chance of overpayment, make sure you are aware of the employee's plans and are reporting absences as they occur. If the employee is out for more than a month those absences need to be reported by the 15th of the month for all workdays in the month.
- ✓ When an employee returns from a leave of absence any previous direct deposit instructions will be reactivated. If they have changed bank accounts or wish to stop their prior direct deposit please instruct them to contact Payroll.
- ✓ If an SDEA bargaining unit member previously signed up for the Voluntary 12-pay Option and wants to resume Voluntary 12-pay upon return, they must complete the application forms upon return to resume that payment method. This option can only be elected with a start of July 1. If the employee returns mid-year, they will not be eligible for 12-pay until the following fiscal year.

## 3.10 Leave of Absence Guidelines for Benefits

- ✓ The employee should apply for a leave of absence at the earliest practical date.
- ✓ If the employee is eligible for district paid benefits and is enrolled in health plans, district paid coverage will continue through the end of the month that the last day in paid status occurs.
- ✓ Once the leave of absence has been entered into the system, a letter will be sent to the employee explaining their options to continue benefits on a self-pay basis either through the leave of absence option defined in collective bargaining agreements or through COBRA.
- ✓ The employee will have 60 days from the date of the letter to make a decision on whether or not to continue district coverage at their own expense. If they elect coverage they will be responsible for premiums from the date the district paid coverage ended.
- ✓ If they do not elect to continue coverage during the leave they must reapply for benefits within 31 days of return to work. The employee should visit the Employee Benefits Department as soon as they return to complete application forms.
- ✓ Even if the employee elects to continue their benefits it is a good idea to contact the Employee Benefits Department as soon as they return to work. This can greatly improve a smooth transition back to district paid benefits.

## 3.11 Reviewing Timesheets

Review your site/department roster/timesheet regularly to ensure accurate accounting of site/department staff. The timesheet is readily available in the Time and Labor WorkCenter (Navigation: Main Menu/ Manager Self Service/Time Management/ Timer and Labor WorkCenter).



## 3.12 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. Timekeepers are restricted to 90 days either in the past or in the future to make time reporting changes.

Do not use a “prior period adjustment” to change a combination/account code on previously paid time. These prior period adjustments should only be made to adjust reported time, such as: wrong TRC; sick leave/vacation; or underpaid hours.

In the event an employee has had time reported, paid and subsequently charged to the wrong Account Code, you must contact your analyst in the Financial Planning, Monitoring and Accountability Department to adjust the expense.  Once payroll has been processed, paid and the charges have been distributed to the General Ledger, your analyst must intervene to adjust account codes.


*Corrections to Time Reporting Codes
*Corrections to the amount of hours entered


* Corrections to the Account Code
*You must contact your Financial Planning & Development Analyst in the Financial Planning Department to adjust account codes and expenses.*

## 3.13 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.

# SECTION 4
# REPORTING ABSENCES

## 4.1 Absence Reporting

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.

Please make sure that something is reported for each employee absence. It is better to adjust the absence reason once an absence form is received, rather than reporting nothing and waiting indefinitely for an absence form.

**Employees reporting absences to SAMS must have those absences reported in Time & Labor by their Timekeeper.

## 4.2 Employee Separations and 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.

## 4.3 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. |

## 4.4 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.

## 4.5 Leave Balances on the Timesheet

- 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).

**Leave and Compensatory Time Balances**

1-9 of 9

| Plan Type | Plan Type | | Recorded Balance |
|---|---|---|---|
| Leave | Sick Leave – Available | SICK LEAVE AVAILABLE | 55.00 |
| Leave | Vacation – Available | VACATION AVAILABLE | 34.25 |
| Leave | Industrial Accident | | 0.00 |
| Leave | Classified Sick Leave Incentiv | | 0.00 |
| Leave | Floating Holiday | | 0.00 |
| Leave | Half Pay Sick Leave | | 600.00 |
| Leave | Catastrophic Leave | | 0.00 |
| Leave | Sick Leave – Accrued | SICK LEAVE ACCRUED | -5.000 |
| Leave | Vacation – Accrued | VACATION ACCRUED | 4.250 |

## 4.6 Comments Field

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 |

****The timesheet comments field is one of the most useful, yet underused tools in Time and Labor.**

## 4.7 Reporting Absences in SmartFindExpress (SAMS)

**Timekeepers Must Enter Absences in Time and Labor for Employees Who Call Their Absences into SAMS.** Employees who report absences to the SAMS system must have a corresponding absence reported in Time and Labor using the appropriate leave for the absence. The SAMS system does not auto populate absences in Time and Labor as it does hours for substitutes. Please make sure you are running SAMS reports daily to assure corresponding absences are being reported in Time and 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. Follow-up with employees to obtain the required back-up documentation from them. See the following section for information regarding back-up documentation.

# SECTION 5
# REPORTING HOURLY & SUBSTITUTE TIME

## 5.1 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.

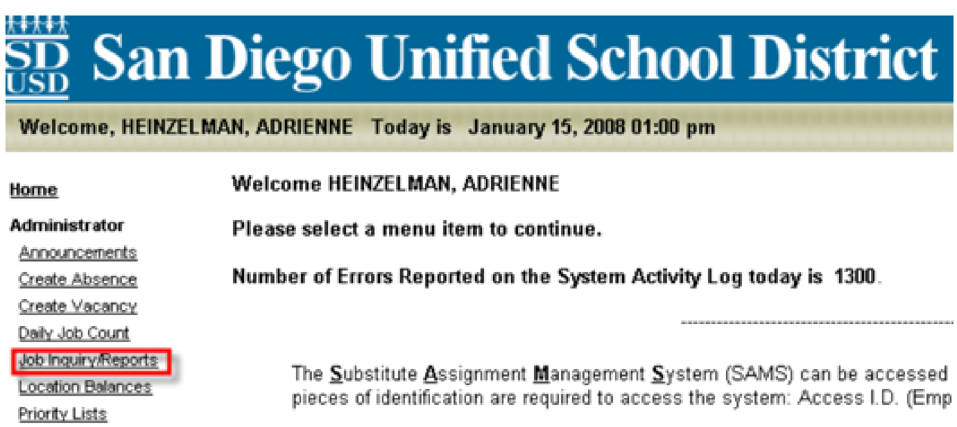
## 5.2 SAMS VERIFICATION

**VERIFYING JOBS IN SmartFind*Express* (SAMS)**

As part of the district's effort to reduce overpayments, timekeepers must "verify" in the SmartFind*Express* (SAMS) system that substitutes have arrived and worked the assigned jobs. **Substitutes will not be paid unless the jobs they worked have been verified in SAMS**.

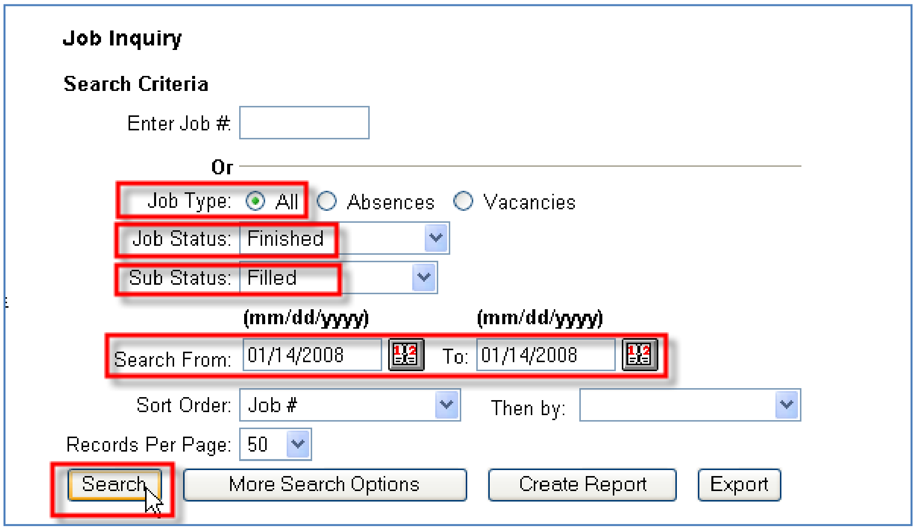
Timekeepers must verify all jobs in SAMS by the day before the timekeeper cut-off for each payroll period at the latest. However, it is strongly recommended that timekeepers take a few moments each day to verify the previous day's jobs. To verify jobs, you'll need to have at-hand the printed substitute sign-in sheet for the day(s) you want to verify; then follow the steps below.

1. In the SAMS system, select **Job Inquiry/Reports**.



**2.** In **Job Type**, select "**All**". In **Job Status**, select "**Finished**". In **Sub Status**, select "**Filled**". Then enter the date range (**Search From** date and **To** date) of the jobs you want to verify. If verifying daily, enter the previous work day. Click **Search**.

**Note:** If you are a timekeeper for multiple locations, click "More Search Options" and in Location, select the location you want to verify jobs for. (Timekeepers responsible for only one location need not select a location as it is pre-selected for you.)

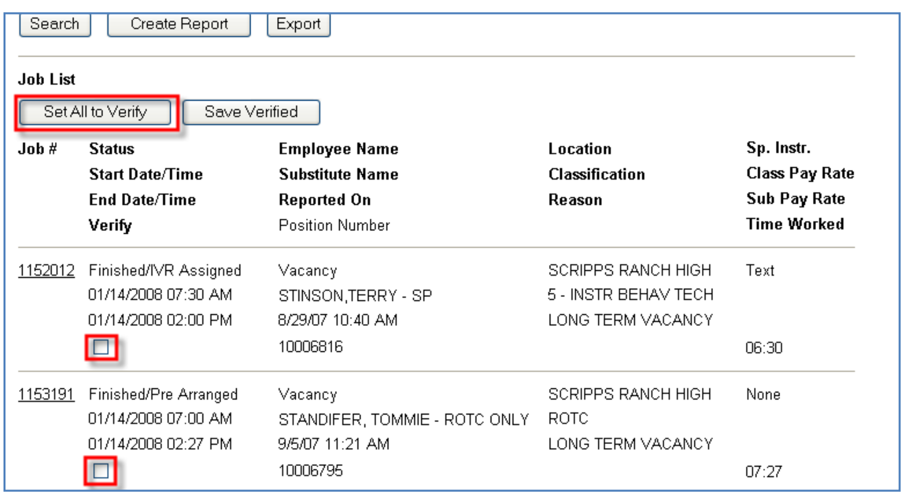



**3.** Scroll down to view the search results. With your substitute sign-in sheet for the date(s) selected above in-hand, indicate the jobs which the substitutes actually worked (signed in) in either of the following ways:

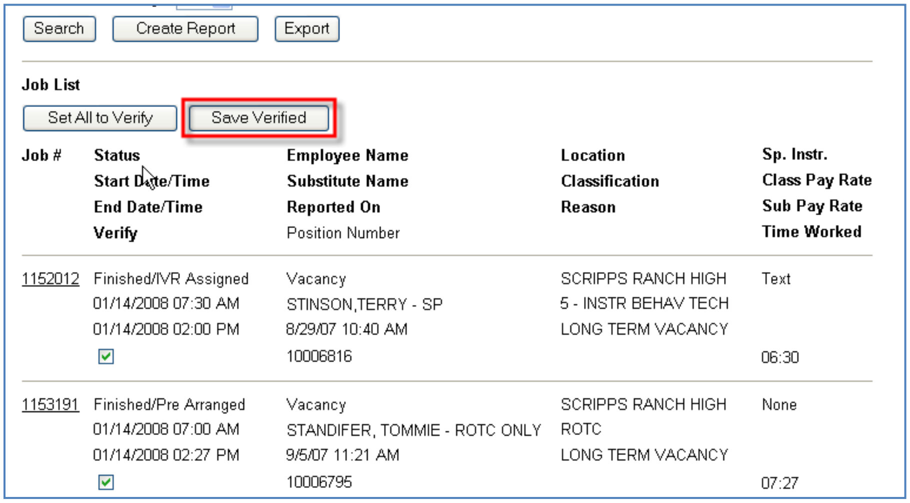
• Manually click the checkbox for each job for which the substitute signed in.

-Or-

• Click **Set All to Verify**. This automatically checks all the jobs' checkboxes. If not all jobs were actually worked by substitutes, remove checkmarks for those you do not want to verify by clicking the checkbox.




**4.** Click **Save Verified.**




**5.** The message "Jobs successfully verified" appears at the top of the screen. The verification process is complete and the time for those substitutes will be loaded into PeopleSoft Time and Labor.


***If you have questions or need further assistance, please contact the Substitute Help Desk at 619-725-8090.***

## 5.3 FAQS about Visiting Teachers

- ***What duties can be performed by a regular visiting teacher?***

Article 32.1 (of the SDEA Collective Bargaining Agreement) states, "'Visiting Teacher' is a credentialed unit member employed to work in the absence of a regular contract unit member." ****IMPORTANT: *This means that regular visiting teachers cannot be used for extra help, most testing, or any type of pull-out support.***

- ***Who can help with non-classroom duties?***

A visiting teacher who has retired from the District can perform non-classroom duties. Visiting Teacher rates are subject to change. Always refer to the Time Reporting Codes document that is regularly posted on the "Timekeepers: Payroll Resources" page found on the Payroll website for the most current rate information.

- ***Does a visiting teacher work 6 hours and 35 minutes (plus lunch) even if the teacher he/she is replacing works part-time or is only absent part of the day?***

Yes. Per Article 32, "the hours of employment for a visiting teacher shall be the same as for the unit member he/she is replacing, except that a visiting teacher assigned to replace a partial-contract teacher, or to replace a full-time teacher who is absent for only a part of the workday, may be required to render and shall be compensated for a full day's service."

- ***Can a site dock a visiting teacher's pay for being late?***

No, but the site administrator should complete a visiting teacher evaluation noting the tardiness.

- ***What are visiting teacher evaluations and when should I use them?***

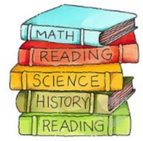
Evaluations may be completed for day-to-day visiting teacher and must be completed for long-term visiting teachers. They should be used to document behavior and skills with an overall rating of superior, effective, or unsatisfactory. You can find an electronic copy on the website.

- ***Can a regular visiting teacher be called in to perform ELPAC testing?***

Yes. The process requires the classroom teacher to be asked first, then a retiree, then a visiting teacher in that order. If a visiting teacher is used to administer the testing, they must be paid the full daily rate of pay for a short-term assignment.

- ***How does a teacher request a visiting teacher when he/she is doing ELPAC testing?***

Regular teachers who will be performing ELPAC testing will need to report their absence from the classroom through the Smartfind Express (SAMS) system using the applicable reason code. The SAMS system will subsequently call for a substitute that matches the teacher classification (subject and/or grade level). Read more about ELPAC testing in the ELPAC section of this manual.




## 5.4 Visiting Teachers

- Certificated Substitutes, or “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.
- For Timekeeping, track the number of days a certificated sub has worked in the same classroom and as of the sixth day, select the “Long-Term” reason code in SAMS.
- 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”.
- Apart from temporary daily rate increases, 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/COA)
    - 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.

## 5.5 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.

## 5.6 Resident Visiting Teachers

- A Resident Visiting Teacher (RVT) is a visiting teacher who works primarily at one school location for the school year.
- Their role is to provide instruction and supervision of students in the absence of one or more teachers.
- When a school does not need the RVT at a school on a particular day, that individual could be asked to cover a neighboring school.
- One or more Resident Visiting Teachers may be assigned to a school.

- Schools may select RVT's from the District's eligible Visiting Teachers list/pool.
- RVT's would remain in the assignment during the entire school year so long as their performance is satisfactory and they remain qualified for the position.
- Being qualified for the position means the RVT maintains their credential and they comply with employment paperwork/ training (e.g. Kavanugh notice, TB test, etc.)
- Time for Resident Visiting Teachers must be reported on the RVT job record so that the time/cost is charged to the budgeted position which has been setup for that site.
- No Account Strings should be entered on the timesheet when reporting RVT time.
- RVT time coming over from the SAMS system must be moved to the correct job record and the account string removed.

## 5.7 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.

## 5.8 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. The English Language Proficiency Assessments for California (ELPAC) is designated as the state's assessment test for language proficiency.
- The CA Department of Education recommends that certificated teachers administer the ELPAC and must complete required annual training.
- Further details can be found on Administrative Circular No. 210 issued Dec. 16, 2021: 2022 Computer-Based Summative ELPAC Training.
- When your site needs extra support for administering the testing, you must enter in a vacancy in SAMS to initiate a call out. SAMS will call retired teachers that have had ELPAC training and have the proper classification in their profile. Only those who are suitably trained will be called for the assignment. Each retired teacher working as an ELPAC tester will need to be entered into SAMS and have a job number prior to the assignment. In the event that you contact the retired teacher directly to work in an ELPAC assignment, you must ensure the job is entered into SAMS. Hours should not be entered manually into the Visiting Teacher job record in PeopleSoft. The retired teacher will be paid at the non-classroom teacher rate through SAMS and PeopleSoft processes.
- ***If you require approval or have questions about full scope of duties, please consult with your principal or contact your Human Resources Officer.***

# SECTION 6
# ADDITIONAL SUPPORT & SITE RESPONSIBILITIES


## 6.1 Opening of School Reminders

The following information is provided to principals and department heads prior to the start of the new school year. These reminders should be used by timekeepers as well. It's a good way to start the year off right!

- ✓ **Timely Notification of Employee Status**: Make sure timekeepers are checking your roster (timesheet list of employees) for 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.

- ✓ **Timely Reporting of Employee Absences/Leave and Hourly Earnings:** Make sure absences/leave and hourly earnings are reported within the earnings period in which they are earned. The district is considered a monthly remitter by the IRS. This means we are obligated to report as much of our earnings on the monthly payroll as possible. This is also a critical element of managing district resources and an accurate reflection of district expenses. When earnings are reported late or withheld for subsequent payrolls, financial reports are skewed because they don't reflect current and accurate payroll expenses. Do not withhold timecards and/or delay reporting hours/absences for any reason. Administrative Regulation AR4151.1: Payroll and Time Reporting, requires prompt and accurate payroll reporting.

- ✓ **Reporting Absences in Time and Labor for Employees calling them into SAMS:** Make sure your timekeepers are reporting an absence in Time and Labor for absences being called into SAMS. Absences do not automatically populate to Time and Labor from SAMS. Your timekeeper must report the appropriate Time Reporting Code in Time and Labor for the absent employee. This is critical in keeping employee leave balances accurate and up to date.

- ✓ **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. Far too often employee FTEs are reported inaccurately resulting in overpayment. Be sure that FTEs accurately reflect what employee work schedules reflect.

- ✓ **Stay on Top of Regular Audit Reporting**: The following reports are required to be reconciled and signed by principals and department heads:

1. Audit Paid to Reported Time Report - This report provides information on what is being reported and what is being paid for each payroll.
2. 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.
3. Time Summary Report-This report is used to check the accuracy of what has been reported in Time and Labor, including overtime, extra time, and leave reported vs. absences. This report can be run for a range of dates for an entire department or just one individual.

- ✓ **Regularly Review Employee Vacation Balances**: The district's vacation accrual policy includes 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 Payroll web site at https://www.sandi.net/staff/payroll/vacation-policy.

- ✓ **Sign-In Procedures**: Make sure you have established a clear and consistent sign-in procedure. This is especially important for visiting teacher and hourly employee reporting. These sign-in documents should be used to validate hours and absences are being reported accurately in Time and Labor each month.

- ✓ **Payroll Deadlines:** Make sure your timekeeper stays 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 listserve and carefully review Timekeeping Tips sent to them each month. These tips include reporting deadlines and important information related to payroll every month. Have your timekeeper join the list serve if they have not already done so.

- ✓ **Time and Labor Training**: This is one of the most useful tools we have to help timekeepers understand their role in the payroll process. This training will introduce new timekeepers to the timekeeping module and provide valuable information on how to report and track time for your employees. They will learn how to run all of the reports required at each site for auditing purposes. The time and labor "tune-up" sessions are to help timekeepers to stay informed and up to date with time and labor information. Register for PeopleSoft Training Sessions by accessing training opportunities in the Time & Labor WorkCenter or on the website.

## 6.2 Maintaining Reports to Information

Timekeepers must regularly update and maintain the "Reports To" information in PeopleSoft on a weekly basis and whenever job changes take effect, such as new hires, transfers, promotions and TOC's. There is a PeopleSoft HCM job aid available entitled "PeopleSoft Reports to Information" for which there is a link in the Timekeepers Job Tools folder on the Payroll webpage for Timekeepers.

Navigation to the PeopleSoft tool is as follows:

**Main Menu/Organizational Development/Position Management/Maintain Positions/Budget/Maintain Reports to Info**

After entering your department code you will have the ability to review all of the positions assigned to that location, ensuring that the "Reports To" information is correct. The fields can be sorted by clicking the header titles in order to help you perform your review. If an entry needs to be updated, click the "modify" box and enter the correct position number. Seek assistance from your Principal or Department Head as needed to determine the appropriate Report to structures in your location.

## 6.3 Time & Labor Pre-Audit Questions

Auditing payroll reporting and transactions at your site is a key element of being a successful timekeeper. Ask yourself these questions to make sure you are managing your payroll audit requirements.

1. Are you printing a *SmartFindExpress* (SAMS) report daily and input the absences to Time and Labor?
2. Is there backup (timecard or absence request) for every time and labor entry?
3. Is the backup (timecard or absence request) properly approved (an actual signature is required and not a signature stamp)?
4. Are all employees (salary and hourly) listed on your timesheet/roster working at your site? If not, should the employee have been terminated?
5. Was a termination PAR completed for the employees who terminated?
6. Does the FTE for each employee agree to actual hours worked (lunch should not be included)?
7. Do monthly payroll reports agree to backup each month and are the reports approved (Audit Paid to Reported Time Report, Allocation Status, Cross-Site Account Charges, etc.)?
8. Is forced vacation reported for all applicable employees?
9. Is the Job Report from SAMS printed daily with the signature line? Are all subs signing in? If subs do not sign in, is the sub job cancelled?
10. Are employees consistently signing in to your location? Do the Sign in records agree with what's been reported in Time and Labor?

## 6.4 Reporting Requirements

The following reports must be run at certain intervals, audited & signed by a principal or department head, and then retained in a binder along with the corresponding time data. Watch for the monthly listserv reminders to run these reports.

**Audit Paid to Reported Time Report**

This report is an official audit record. The administrator must review and sign this document to validate the payroll. NAVIGATION: Payroll for North America > US Quarterly Processing > Audit Paid to Reported Time

This report shows you the earnings/leave reported and paid on each payroll for each employee at your site. The report must be run for each month after the payroll processes. Run reports on the 10th of the month for the salaried payroll and the 20th of the month for the hourly payroll.

Please refer to your time and labor reference guide for further instructions and job aids that will help you learn how to run and interpret this report.

**Site Account Code Charges Report**

This report is an official audit record. The administrator must review and sign this document to validate the payroll. To be most effective, this report should be run and validated on a weekly basis. NAVIGATION: Time and Labor > Reports > Site Account Charges

This report is provided for sites to monitor whether time that is supposed to be charged to your site is being charged to another site (Combination/Account Code contains a department value that is not your own).

Unlike the Audit Paid to Reported Time Report, this report includes time that has been reported in Time and Labor but has not yet been paid.

This report can be run weekly as a mechanism for evaluating errors and making corrections prior to payroll deadlines. If time is being charged to a department other than your own, you can make the changes before the timekeeping deadline. Remember, Combination/Account Codes cannot be changed once payroll has processed.

**Cross-Site Account Code Charges Report**

This report is an official audit record. The administrator must review and sign this document and it must be kept on file for auditing purposes. To be most effective, this report should be run and validated on a weekly basis.NAVIGATION: Time and Labor > Reports > Cross-Site Account Charges

This report is provided for sites to monitor whether time is being reported in Time and Labor by another site and has a Combo/Account Code containing the department value of your site (first 4 digits of an account string). This helps to prevent erroneous reporting of time to your budget.

Unlike the Audit Paid to Reported Time Report, this report includes time that has been reported in Time and Labor but has not yet been paid.

If you discover time being reported by another department, you can contact the timekeeper at the other site to make the correction before payroll is run.

*Remember: This report is not meant to be used for budgeting purposes. If you find charges after the payroll has processed that do not belong to your department, you should contact your analyst in the Financial Planning, Monitoring and Accountability Department to assist you with the expense transfer. At this point, do not try to reverse these charges in Time and Labor.

*Contact your Payroll Specialist right away if you find any DISCREPANCIES!*

**Time Summary Report**

This report is not an official audit record and does not need to be signed by the administrator.
NAVIGATION: Time and Labor > Reports > Time Summary

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.

This report is provided so that you may review reported time. It is to be used as a tool for reviewing reported time in a summary fashion. It should be used to validate what's been reported in Time and Labor prior to the payroll deadline.

You can run it for an entire department or for an individual employee and for a range of dates. The dates you enter represent dates on which time was reported and actual work days included within the range.

**Review Filled Position Report:**

This report is not an official audit record and does not need to be signed by the administrator.
NAVIGATION: Workforce Administration > Workforce Reports > Filled Positions

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.

*The Filled Position Report is particularly important at the **start of the school year** when employees are frequently transitioning between locations.*

**Time and Labor Blank Account Codes Report**

This report is not an official audit record and does not need to be signed by the administrator. NAVIGATION: Time and Labor > Reports > T&L Blank Account Codes
This report is only required to be used by timekeepers using SmartFindExpress (SAMS). It is a critical report to run on a regular basis to assure account codes are being reported accurately. This report displays substitutes whose time was pulled in from SAMS to Time and Labor via an interface.

Data is pulled into Time and Labor using default Combo/Account Codes for district related absences (i.e. professional development for teachers). You must change the default Combo/Account Codes for each of these records. This is your tool for identifying records that need to be changed.

Report should be run weekly and changes should be done at that time and not held to be done just prior to the timekeeping deadline.

**Leave Balance Reports/Vacation over 300 Report:** This report lists all employees at your site who have a vacation balance that is at or over 300 hours. It is important to run the report each month so that you may identify employees who may need to schedule time off or are reaching the maximum allowed accrual. NAVIGATION: Benefits >Manage Leave Accruals >Leave Balance Reports

1. Enter your Run Control ID
2. Enter your Location Number
3. Run
4. Choose report you wish to run
5. Process

Regularly review employee vacation balances using this report. In accordance with district policy and collective bargaining agreements, employees can accumulate a maximum of 328 vacation hours. Employees at or above 328 hours can carry excess vacation accrual forward for use prior to August 31. (Regular classroom teachers do not accrue vacation.) Any vacation time that exceeds 328 hours at the end of August will paid to the employee on the September pay warrant and the employee's vacation balance will be reset to 328 hours. Managers and employees share responsibility in monitoring vacation balances to make sure they do not exceed the 328 hour maximum at the end of August each year. A manager or supervisor may require an employee to use vacation hours to avoid reaching the maximum accumulation. For information, read the Vacation Accrual Policy on the Payroll Department website. For questions, contact your payroll specialist. **Remember:** 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 periodically, which specifies the employees in each department that have exceeded the maximum accrual. Notices are also included in Timekeeping Tips several times a year to remind sites to monitor vacation balances.*

## 6.5 About the Payroll Reconciliation & Audit Reports Chart

The Payroll Reconciliation & Audit Reports Chart is an instrumental tool to help Timekeepers understand and track the various payroll reports that are required to be run and audited regularly throughout the month.

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

A link to this chart is provided under Other Helpful Timekeeper Information page in the Timekeepers: Payroll Resources section of the Payroll website.

> To get to the Payroll webpage, navigate to www.sandiegounified.org and go to the Staff Portal. Click on “Departments” and then find “Payroll”. Look in the left sidebar menu and click on “Timekeepers Payroll Resources”. Go to the “Payroll Website” section of this guide for more information.

## 6.6 About the Monthly Payroll Checklist for Managers

See the following pages for a copy of the Monthly Payroll Checklist for Managers that your Principal or Department Head will need to verify and sign each month as a part of auditing the required payroll reports. This completed and signed document should be retained along with the required periodic reports.

## 6.7 See: Payroll Reconciliation/Audits Report Chart … p.41-42

## 6.8 See: Monthly Payroll Checklist for Managers … p.43-44

San Diego Unified SCHOOL DISTRICT

# Payroll Department Reconciliation & Audit Reports Chart

## Payroll 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. | >District Website<br>>Staff Portal<br>>Payroll Page<br>>Payroll Tools for Managers | Include with Official Audit Records for **each calendar month**. | Use to ensure that all monthly payroll reconciliation & auditing is being completed. | Yes | Yes |
| **Site Account Code Charges** | This report will produce transactions that belong to your site but are being charged against another site's account. This is time that has not yet paid and can be corrected before the deadline. | >Time and Labor<br>>Reports<br>>Site Account Charges | **Run prior to each Payroll time reporting deadline** for your records, and run **weekly** for maintenance. | Monitor time reported that is being charged to another site that should be charged to your site. Monitoring these transactions allows you time to make corrections to account codes prior to the timekeeping deadline. | Yes | Yes |
| **Cross-Site Account Code Charges** | This report will produce transactions that are being reported by another site but are being charged to the account for your site. This is time that has not yet paid. | >Time and Labor<br>>Reports<br>>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. Producing and auditing this report prior to the payroll deadline allows you time to make corrections to erroneously reported account codes before the payroll confirms. | Yes | Yes |
| **Audit Reported to Paid Time Report** (Official Audit Report of finalized payroll transactions ) | This report provides 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 paid. | >Payroll for North America<br>>US Quarterly Processing<br>>Audit Paid to Reported Time | Run on or around **the 10th** and the **20th** of each month. | Use this report to closely audit all hours, leave and account codes reported and resulting earnings paid by your site for each pay cycle. | Yes | Yes |
| **Time Summary** | This report provides hours and absences being reported in Time and Labor for all employees at your site in summary fashion. | >Time and Labor<br>>Reports<br>>Time Summary | Run **weekly** to evaluate what is being reported in Time and Labor and **prior to each Payroll time reporting deadline** for one final review before payroll opens. | Used to audit and validate that what has been reported in Time and Labor is accurate (overtime, extra time, leave, etc.). This tool can be produced in Excel and can be run for one employee or an entire group of employees. Use this to review overtime that is being reported at your site for a current payroll or over a specified period of time (i.e. an entire fiscal year). Use it to evaluate absences and leave reported for employees in the same way you can for overtime usage. | No | Yes |

| | | | | | | |
|---|---|---|---|---|---|---|
| **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<br>>Workforce Reports<br>>Filled Positions | **Run on the 10th and the 20th of the month** to audit employee characteristics. | 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 | Yes |
| **Leave Balance** | This report provides data for employees at your site with vacation balances of over 300 hours. | >Benefits<br>>Manage Leave Accruals<br>>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 | No |
| **T&L Blank Account Codes Report** | This report provides details on substitute hours that were pulled in from the SmartFind Express (SAMS) system into PeopleSoft Time & Labor via an interface. | >Time and Labor<br>>Reports<br>>T&L Blank Acct Codes | Run at least **weekly** and any 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 | No | No |

## Payroll Reports- Linear Calendar

| Schedule | Report Name | Purpose |
|---|---|---|
| Weekly | Site Account Code Charges | For Review |
| | Cross-Site Account Code Charges | For Review |
| | Time Summary | For Review |
| **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 |

# MONTHLY PAYROLL CHECKLIST FOR MANAGERS

This checklist is used for managers and site administrators to use each month to verify that necessary reconciling and auditing of payroll transactions is being accomplished. Review the checklist to confirm that the tasks are being completed, checked off and signed by the manager or site administrator and then file this document along with the mandatory audit reports. This checklist is also located on the www.sandi.net payroll web page.

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## Reconciling Your Payroll

**Run these reports prior to the timekeeping/payroll deadline (There are two (2) payrolls and two (2) corresponding deadlines each month):**

- ☐ Run the Time Summary Report to review positive hours and absences that have been reported.
  Look for: excessive overtime, absence reporting, etc. This report should be run regularly (weekly) to assure what is being entered into Time and Labor is accurate.

  This can also be used as a tool to review employee hours and absences over periods of time where excessive absences, for example, are being monitored. It can be used to evaluate overtime expense year over year as well. Download to Excel to sort and filter what you need.

- ☐ Validate back up documentation (time cards and leave requests) has been provided for all absences and hours reported.

- ☐ Make sure your timekeeper runs the SAMS Job Report daily. Make sure substitutes are signing in.

- ☐ Validate absences have been reported in Time and Labor by your timekeeper for employees reporting to SAMS. SAMS populates hours to Time and Labor for substitutes but not absences for absent employees.

- ☐ Make sure your timekeeper is reporting hours and absences for each reporting period in Time and Labor. Meaning, earnings and absences must be reported in the earnings period they are earned/worked or the absences occur.

- ☐ Make sure your timekeeper is checking your roster/Filled Position Report each month for employees you do not recognize or for employees working but not on your roster. Have the timekeeper notify Payroll immediately of any discrepancies.

- ☐ Run the Cross Site Account Code Charges Report regularly during the month **and one last time prior to the payroll deadline.** If there are charges being made against your department that shouldn't be, have your timekeeper contact the site charging and **correct the entries prior to the payroll deadline**. Sign the final document for the payroll deadline and file with payroll records.

☐ Run the Site Account Code Charges Report (follow the same directions above for Cross Site Account Code Charges Report). Make sure your site is not charging against another site in error. Any errors should be corrected by your timekeeper. Sign the document and file with payroll records.

**Auditing Your Payroll**

**Run these reports following the close of the payroll (2 payrolls per month). Timekeepers will be notified by listserv when these steps can be taken:**

☐ Run the Audit Paid to Reported Time Report (official payroll audit report). Review reported hours and absences (right side of the document) to what was paid (left side of the document). Sign the document and file with payroll records. For assistance with using this document or to review your payroll, contact the payroll director for an overview.

☐ Run the Filled Positions Report (also referred to as a roster). Review filled positions along with the Audit Paid to Reported Time Report. This will help you reconcile who is active, working and being paid at your site along with critical elements of pay like FTE. File this report with your Audit Paid to Reported Time Report.

☐ Make sure all employees appearing on the Audit Paid to Reported Time Report are your employees or did work for you during the pay period. Contact Payroll regarding any discrepancies.

☐ Run the Vacation Balance Report to review employee balances approaching or exceeding maximum accrual (328 hours).

Please sign and date this checklist each month and file with your payroll records.

Signature ________________________________________

Date ____________________________________________

## 6.9 Back Up Documentation

**Positive Hours/Absences Reporting and Back-Up Documentation**

Report all absences on the timesheet in Time and Labor as they are reported to you even if you have not received a form authorizing the absence. You may report the absence based on the SAMS report, a phone call, an e-mail message, etc. School sites should print the SAMS report daily and enter all absence from the report. The timekeeper must still pursue obtaining the absence form from the employee as it includes the employee and administrator signatures authorizing the leave. If the timekeeper is unsuccessful in obtaining an absence form, the matter should be brought to the administrator's attention. Please review contract language and Administrative Procedures related to leaves for further instructions.

- All positive hours and all absences/leave require a signed authorization by both the administrator and the employee. Proper backup documentation (timecard, absence request, etc.) must be kept in an organized manner for auditing purposes.
- Internal and external audits often uncover significant errors in required backup documentation.
- There are many types of errors that may depend heavily upon back-up documentation for research, and can require corrective actions, online time reporting error notices and intervention by payroll staff. These include:
    - no time card submitted/signed for positive hours reported in Time and Labor
    - missing leave requests for absences reported in Time and Labor
    - leave requests turned in but no absences reported in Time and Labor
    - incomplete time cards on file
    - positive hours reported for substitutes with no corresponding absence reported for the employee who was out
- Absences that go unreported in many cases end up with an employee being overpaid as a result of insufficient balances at the time leave was taken.
- During site administrator training, expectations regarding clear site payroll practices and requirements for all staff members are discussed.

## 6.10 Record Retention

The following retention procedure is recommended by the District.  Please retain your payroll records for auditing purposes in the following manner:

- Timecards, absence requests, and relevant documentation should be retained in a binder designated as
    - "(Site Name) - Payroll Records – (fiscal year)"
    - Example: **Adams Elementary - Payroll Records - July 2017 - June 2018**

- Principal/Administrator signed copies of the Audit Paid to Reported Time Report (one for the monthly, on-cycle and one for the off-cycle), the Filled Position Report, Cross Site Account Charges and Site Account Charges reports along with the Manager's Checklist should be retained in a binder designated as
    - "(Site Name) - Payroll Reports – (fiscal year)"
    - Example: **Adams Elementary - Payroll Reports - July 2017 - June 2018**

- A separate binder should be used for each fiscal year.

- Payroll records are required to be kept for four years, plus current. Grants and other programs may require a longer retention period. Contact the program office or read the grant requirements to determine length of record retention.

- Records can be filed chronologically in folders in an accessible cabinet or in properly labeled boxes for years other than current.

## 6.11 Industrial Accident & Workers Compensation

Workers compensation insurance for industrial accidents is a coordinated benefit between San Diego Unified School District & our workers' compensation (WC) insurance carrier.

**SDUSD Contact Person:**
Catherine Dickens
SDUSD Payroll Department
(619) 725-8146
FAX (619) 686-6729
cdickens@sandi.net

**Claims Administrator:**
**Sedgwick**
**Toll-free: (800) 854-6188**
**Fax: (833) 875-6678**

- **Notification of Accepted Claim**

1) Initially hours reported on the time sheet as industrial accident will be charged to sick leave until payroll receives notification that the claim is accepted.
2) A copy of the claim form is received in payroll when the employee has been given medical care.
3) When information is received from York Risk Services Group, Inc. that the Workers' Comp. claim has been accepted and the employee has been off work more than three days, Payroll is immediately notified and any dollars due the employee for loss of pay is corrected and paid as soon as possible.
4) Employees off no more than 1 - 3 days should contact Payroll to receive the adjustment to their sick leave account and any pay due.

- **Salary Continuation**

Hours equal to 60 "working" days of industrial accident leave are set up and adjusted for any sick leave previously used. Sick leave taken is then returned. If the employee remains off work after the industrial accident hours are exhausted - hours are then charged to sick leave, 1/2 pay sick leave and finally vacation, always being used in that order unless the employee is on a 10-month assignment and has forced vacation. In that case, vacation is used just as if the person were working. (Industrial accident leave may be used in lieu of vacation if the employee requests.)

- **Restoration of Hours (If Applicable)**

A calculation is done to arrive at a percentage figure for restoration of hours used. (This is equal to the percentage of pay per hour provided by Workers' Comp.) The percentage is used to restore hours to each category of leave as it is used (not including industrial accident hours). The hours used in sick leave include the projected accrual for the fiscal year.
When the employee is close to exhausting paid leave with the District, Human Resources will notify them of their options, i.e. long term leave of absence, retirement or termination.

- **Payroll for the Injured Worker**

1. Monthly employees are paid at the end of each month as always. The pay will consist of dollars from the District and W/Comp (district pay being taxable and W/Comp non-taxable.)

2. The gross amount of the District warrant and the total of the W/Comp checks will equal the employee's normal monthly salary. The exception is if: the employee is in 1/2 pay sick leave and their loss of hourly pay is greater per day than the amount of W/Comp. paid per day. The total of these payments should not be larger than the normal monthly salary.
3. The portion of salary paid in W/Comp. non-taxable dollars may vary each month. This is because our deadline date for payroll is different each month.
4. An adjustment to the gross salary is made to lower the taxable dollars and that same amount is paid to the employee in non-taxable dollars. NOTE: All of the dollars relating to the gross earnings, District and W/Comp, are subject to retirement, PERS and STRS.
5. When an employee is paid out of 1/2 pay sick leave, the loss they suffer is covered by W/Comp dollars. Any amount over the loss is non-taxable against their pay. If the loss is greater than the amount of W/Comp dollars available, the employee suffers the loss.

- **Hourly Employees**

Hourly employees receive only the Workers' Compensation dollars. No salary continuation benefit is paid by the District in this case. Payments are generally mailed to the home and do not go through payroll. If the employee is off only 1 to 3 days NO compensation is paid for the loss of wages.

- **Vacation Hours**

An employee off work on industrial accident leave continues to accrue vacation hours at their regular rate as long as they are not being paid totally from vacation hours.

- **Employees Out of Work for 30 Days or More**

If you have an employee who has been off of work for 30 consecutive calendar days, they will need to complete the Physicians Approval to Resume Normal Duties, with their doctor's signature, prior to returning to your site. A copy of the form can be found on the Human Resources website in the Employee Portal.

Important Note: It is the employee's responsibility to send their industrial accident absence forms signed by the treating physician to their site before the 16th of each month. If these forms are not received timely it may result in pay loss for the employee. If you have not received industrial accident absence forms please contact your site timekeeper.

## 6.12 Assisting Site Employees with FAQ's

**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 (10) paychecks (Example: August through May) of the school year. | None. Ten (10)-month pay is equally spread over twelve (12) months. |
| **Distribution Schedule** | Deductions taken throughout ten (10) paychecks are refunded in one (1) or two (2) equal payments during the summer months following the school year (Example: June & July). | The employee's annual salary is issued over twelve (12) equal payments from July through June of the school year. (Payments between July 1 and the start of the school year are "pre-payments") |
| **When to Enroll** | Enrollment is continuous. However, enrollment forms submitted later than the annually set deadline will likely reduce the number of deductions taken. | The open enrollment period is in the Spring preceding the affected contract year. The deadline to submit in announced early in the year for a specific date in June. |

**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.

Each year, San Diego Unified School District announces early in the calendar year whether it will participate in the CSESAP program for the upcoming school year. The deadline to enroll is usually on March 1. After eligible enrollments are provided to the state, were are informed how much the match amount will be, which is based on the number of state-wide participants in the program. On June 1, confirmed participants are notified via email of the state-determined match amount. Participants have until 30 days after the start of school to cancel or reduce their deduction. Deductions then occur for ten months of the regular school year. During the following summer, the deductions as well as the matched percentage amount from the state is returned to the employee at the end of the two non-salary summer months. After the deadline, no modifications are allowed. However, employees may still cancel participation due to economic or personal hardship. Upon cancellation or voluntary separation from the district the employee may request to be reimbursed their personal deduction amount at that time. Once reimbursed the employee is no longer eligible for state-matched funds. Find additional information on the CSESAP page of the Payroll website.

**Direct Deposit**

- The Payroll Department encourages all district employees to participate in direct deposit.
- In 2009, the San Diego Unified School District discontinued the automatic printing of direct deposit advices in an effort to reduce paper usage and associated costs. Employees do still have the option to receive a printed advice upon request. However, advices are always easily available electronically to view and/or print through PeopleSoft. You can log in to your self-service district account through PeopleSoft Human Resources 8.9 to view or print your direct deposit statement. If this is your first time using the PeopleSoft self-service application, the Viewing and Printing Your Pay Advice job aid can help. You can also contact the IT Help Desk at 619-209-HELP (4357) for assistance with your password.
- Employees can stop by the Payroll Office to fill out a Direct Deposit Form.
- Printable Direct Deposit Authorization and Direct Deposit Cancellation forms are also available on the Payroll Forms webpage.
- For questions regarding electronic or paper advices, please contact the Fiscal Control Department at (619) 725-7679.
- Employees may choose to continue receiving a printed advice by following the directions in the How to Setup Your Pay Statement Print Option Job Aid.


**W-2 Information**

- Each year, all W-2's are mailed to the address on file no later than January 31st.
- Address changes may be made online or via written request to HR Dept., Room 1241, Ed Center.
- PDF versions of your W-2 can be obtained online through PeopleSoft Self Service, under Payroll and Compensation/View W-2/W-2c Forms. (Tip: turn off pop up blocking if your form doesn't load correctly)
- Employees may also refer to the job aid: How to Access Your Self-Service W-2 Forms:
- HCM training materials
- For those who do not have PeopleSoft access, consult the website for Fiscal Control contact information and instructions.

*Please invite employees to log in to the Staff Portal of the www.sandi.net website for additional information and for to locate contact information for their Payroll Specialist.*

# NOTES