



*Direct deposit deadline  
for Winter break is  
November 9, 2023*

**Payday is October 31, 2023**

### **October Monthly Payroll Deadline**

The deadline to enter absences and positive pay hours for the October 31 payroll is **October 16 at 5:00 p.m.** Positive pay hours that do not make this deadline will be paid on November 9. Absences that do not make this deadline will be reflected on the next salaried paycheck issued to the employee.

PLEASE MARK YOUR CALENDARS WITH THIS INFORMATION!

**REMEMBER: Do not wait to enter absences and positive pay hours until the day of the deadline.** Please do time entry daily or once a week. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Only hours already worked may be reported and paid on any given payroll. Please do not report positive hours for time that the employee has not yet worked.

### **November Hourly Payroll Deadline**

The deadline to enter positive pay hours for the November 9 payday is November 1 at 5:00 p.m.

### **Direct Deposit for Winter Break**

Employees who do not have direct deposit will need to sign up no later than November 9, 2023 in order to have direct deposit for the December 28, 2023 payroll. The direct deposit form is available on our website:

[www.sandiegounified.org](http://www.sandiegounified.org) > Staff Portal > Departments > Payroll > Forms (Payroll)

### **Employees No Longer at Your Site**

Please remember to review the Filled Positions Report for your site as soon as possible and verify that all employees listed on your roster are actively working for your site. If there is an employee who appears on your report that is not actively working, or should not be assigned to your location please email your payroll specialist immediately.

### **Absence Reporting**

Please note that absences should be reported in Time and Labor even if the signed absence form has not been turned in by the employee. You may report the absence based on the SAMS report, a phone call, an email message, etc. School sites should print the SAMS report daily and record all absences from the report. The timekeeper must still pursue obtaining the absence form from the employee since it includes the employee's signature authorizing the leave. If the timekeeper is not successful in obtaining an absence form, then the matter should be brought to the administrator's attention.



### **Half Pay Sick Leave**

If an employee is using half pay sick leave for a long term absence please **project** their absences to the end of the month. In other words, if you know the employee is going to be absent the whole month using half pay sick leave, report the half pay sick leave through the last day of the month. Please do not wait until after the payroll deadline to enter these absences for the remainder of the month. This will ensure that the appropriate amount of pay loss is reflected on their monthly check.

### **Physician's Release to Resume Normal Duties**

**Remember, clearance is required after an absence of 30 or more consecutive calendar days.**

The form must be submitted to Human Resources at least 3 work days prior to the date of intended return.

This form is located at Staff Portal > Departments > Human Resources > Human Resources Forms > [Leave of Absence Forms](#)

Please do not let the employee return without turning in a release form. Should they show up at the site, you may direct them to the Human Resources Department where they can turn in their release form and receive direction at that time.

If you have questions regarding any of the above, please call your payroll specialist.

### **SAMS/SmartFindExpress – Job Duration**

Please verify that the Job Start and Job End times for classified assignments are correct before that job is verified. In recent weeks, we have seen jobs verified where the Job End time was entered using PM (i.e. 7:30 AM to 11:30 PM instead of 7:30 AM to 11:30 AM) which resulted in 16.0 hours instead of 4.0 hours being brought into PeopleSoft for payment.

Visiting teacher assignments will populate into Time and Labor from SAMS at 8 hours/day. Visiting Teachers are paid a daily rate of pay, please do not adjust these hours.

### **SAMS/SmartFindExpress – Job Verification**

Please remember to verify on the SAMS system that substitutes (certificated and classified) assigned to your location actually came to work and completed the assigned jobs. **Please do not verify a job for an employee that did not work the assigned job.** Substitutes will not be paid unless the jobs they worked have been verified in SAMS. You must verify jobs in SAMS for those that have worked the assignment no later than the day before the timekeeper cut-off for each payroll period. It is recommended that you take a few moments each day to verify the previous day's jobs.

If you have any questions regarding this, please contact a SAMS Operator at (619)725-8090 or [subhelp@sandi.net](mailto:subhelp@sandi.net).

### **Time and Labor WorkCenter**

The "Time and Labor WorkCenter" is available in PeopleSoft HCM! This WorkCenter exists to help Timekeepers easily access all tools necessary to perform their Timekeeper-related tasks; including the timesheet, PeopleSoft HCM reports and queries, and other PeopleSoft HCM links. The WorkCenter also includes links to job aids, payroll forms, and more.

To navigate to the Time and Labor WorkCenter, click Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter. For more information, please see the PeopleSoft HCM Time and Labor WorkCenter job aid.



### **Payroll Reconciliation/Audit Reports Chart**

Please make sure reporting tools are being used to both reconcile payroll transactions prior to the payroll deadline for each payroll, and then for auditing those transactions after the payroll closes. There are official audit documents that must be produced, reviewed and signed by administrators/managers for each of the two payrolls produced each month. There is a new tool called the Payroll Reconciliation/Auditing Reports Chart. This chart provides an overview of each of these reporting tools that must be run each month. It highlights what needs to be signed and what needs to be retained and a brief "How to" column that gives you some pointers on using that tool.

The chart is located on the staff portal, Payroll, Timekeeper Resources.

[https://staff.sandiegounified.org/departments/payroll/timekeepers\\_payroll\\_resources](https://staff.sandiegounified.org/departments/payroll/timekeepers_payroll_resources)

### **October Resignations and Leaves of Absence**

Please notify your payroll specialist as soon as possible if you have an employee that is resigning or going on a leave of absence effective this month. **Remember to also do a termination or leave of absence PAR.**

Run your Filled Positions Report to verify the list of current employees at your location (*Workforce Administration > Workforce Reports > Filled Positions*). If an employee is listed that you know is not at your site, please call or email your payroll specialist. If an employee does not appear on the list and reports to the site, please call or email your payroll specialist.

We need your help in monitoring this report as it will ensure each employee is paid correctly!

### **Payroll Contact List**

The Contact list can be found on our website [www.sandiegounified.org](http://www.sandiegounified.org) > Staff Portal > Departments > Payroll > Contacts: Payroll Department

### **Time Reporting Codes/ Earnings Codes**

An updated listing of Time Reporting codes and earnings codes as of July 1, 2023 is posted to our website [www.sandiegounified.org](http://www.sandiegounified.org) > Staff Portal > Departments > Payroll > Timekeepers: Payroll Resources in the folder labeled: Time Reporting Codes/Earnings Codes

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

*Thank you!*