



March 2021
Important information
regarding Spring Break 2021
reporting below!

Payday is March 31, 2021

March Monthly Payroll Deadline

The deadline to enter absences and positive pay hours for the March 31, 2021 payday is **Tuesday, March 16 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on March 31.

April Hourly Payroll Deadline

The deadline to enter positive pay hours for the April 9, 2021 payday is **Thursday, April 1 at 5:00 pm**. Timekeepers will need to complete all of the timekeeping entries for the April 10th payroll before leaving for spring break on March 26 as school sites will be closed on the timekeeping deadline.

PLEASE MARK YOUR CALENDAR WITH THIS INFORMATION! Also, please do not wait to enter time until the day of the deadline. Do time entry daily or once a week.

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 on half pay sick leave, report half 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. Please notify the payroll specialist for your location if you know that an employee will be out for an extended period of time.

Payroll Department Contacts List Updated

The Payroll Department Contact List has been updated effective February 26, 2021. Affected timekeepers were notified via email of a change to their payroll specialist. The list is available on the payroll page at the following link:
https://staff.sandiegounified.org/departments/payroll/payroll_contacts



Spring Break: March 29 to April 2

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

Spring Break and Posting of Vacation for Classified Employees

Classified employees in 10-month positions and most 11-month classified employees should have vacation reported during spring break. If an employee does not have enough vacation hours to cover the entire week, report the time as **unpaid**. Use the time reporting code of **UNP**. Please take into consideration the March vacation accruals that will be available for use on March 16th before docking an employee for unpaid time. Do not report sick leave unless the classified employee who, while on vacation, has suffered a disability, injury or illness and as a result, shall have the right to use sick leave instead of vacation during each day of such disability. A statement from a licensed physician may be required by the supervisor. Industrial accident can be reported for spring break if the employee had been out due to a work place injury the week prior to the break period.

Please note: Timekeepers will need to report vacation prior to leaving for break at the end of March.

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

Para educators:

- Report **5** days of vacation on March 29, 30, 31, April 1, and 2

Para educators with Wednesdays:

- Report **4** days of vacation on March 29, 30, April 1, and 2

Para educators with Fridays off:

- Report **4** days of vacation on March 29, 30, 31, and April 1

State Preschool Para educators:

- Report **5** days of vacation on March 29, 30, 31, April 1, and 2

Clerical OTBS/POA:

- Report **5** days of vacation on March 29, 30, 31, April 1, and 2

Eleven-month employees:

- Report **5** days of vacation on March 29, 30, 31, April 1, and 2

Food Services:

- Report **5** days of vacation on March 29, 30, 31, April 1, and 2

Bus Drivers:

- Report **5** days of vacation on March 29, 30, 31, April 1, and 2



Vacation Accrual and Maximum Accumulation of 328 Hours

In accordance with District policy and Collective Bargaining Agreements, employees can accumulate a maximum of 328 vacation hours. Vacation hours are posted on employee pay warrants. Employees at or above 328 hours can carry excess vacation accrual forward for **use prior to August 31**. Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September pay warrant and charged directly to the site budget. Leave Balance reports can help sites monitor vacation balances. Here is the PeopleSoft navigation:

PeopleSoft HCM > Main Menu > Benefits > Manage Leave Accruals > Leave Balance Reports

These reports should be run on a monthly basis and provided to managers/supervisors who will use the information to manage leave schedules and advise employees. A manager or supervisor may require an employee to use vacation hours to avoid reaching the maximum accumulation.

Prior Period Adjustments in Time and Labor

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

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

In the event an employee has had time reported, paid and subsequently charged to the wrong account code, you must contact your Financial Planning and Development Analyst in the Budget Operations Department to adjust the expense. Once the payroll deadline has passed and payroll has been processed, paid and the charges have been distributed to the general ledger, Budget Operations must intervene to adjust account codes/expenses.

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

March Resignations and Leaves of Absence

Please notify your payroll specialist as soon as possible if an employee is resigning or going on a leave of absence effective this month or next month. Do a termination or leave of absence PAR.

Run your Filled Positions Report to verify your list of current employees. If a name appears that you know is not at your site, please call or email your payroll specialist. If an employee does not appear on the list and should appear, please call or email your payroll specialist.



Time and Labor WorkCenter

This WorkCenter exists to help Timekeepers easily access all tools necessary to perform their Timekeeper-related tasks; including the timesheet, PeopleSoft HCM reports and queries, and other PeopleSoft HCM links. The WorkCenter also includes links to job aids, payroll forms, and more. To navigate to the Time and Labor WorkCenter, click Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter. For more information, please see the [PeopleSoft HCM Time and Labor WorkCenter](#) job aid.

Payroll Reconciliation/Audit Reports Chart

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

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

<https://www.sandi.net/staff/payroll/timekeepers-payroll-resources>

San Diego Unified SCHOOL DISTRICT		PAYROLL DEPARTMENT				
PAYROLL RECONCILIATION/AUDIT REPORTS CHART						
Report Title	Report Description	Navigation	When to Run	How to Use	Signature Required?	Retain as Official Audit Record?
Manager's Monthly Checklist	This is a monthly payroll checklist for Site Administrators/Managers to verify completion of Payroll audits.	Found on the Staff Portal, Payroll web page under "Payroll Tools for	Include with Official Audit Records for each calendar month.	Use to review what is reconciliation and auditing is required each month and assure monthly payroll reconciliation/auditing is being	Yes	Yes
Site Account Code Charges	This report will produce transactions that are for your site but being charged against another site's account. This is time that has not yet paid.	>Time and Labor >Reports >Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and weekly for maintenance.	Monitor time reported that is being charged to another site that should be charged to your site. Allows time to make corrections to account codes being reported that are erroneous prior to the time keeping deadline.	Yes	Yes
Cross-Site Account Code Charges	This report will produce transactions that are being reported by another site but is using your site's account code to charge against. This is time that has not yet paid.	>Time and Labor >Reports >Cross-Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and weekly for maintenance.	Monitor time reported by another site that is erroneously being charged to your site's account code. Allows time to make corrections to account codes being reported that are erroneous prior to the time keeping deadline.	Yes	Yes
Audit Reported to Paid Time Report (Official Audit Report of finalized payroll transactions)	This report produces hours and leave reported in Time and Labor and the corresponding earnings paid for each employee at your site on an individual payroll. This time has already been	>Payroll for North America >US Quarterly Processing >Audit Paid to	Run on or around the 10th and the 20th of each month.	Use this report to closely audit all earnings, leave and account codes reported and paid for your site for each pay cycle.	Yes	Yes

(Sample)

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

Thank you!

SDUSD Payroll Department