



Payday is August 30, 2019

*Reminder- Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September pay warrant! Please see below...*

**August Monthly Payroll Deadline**

The deadline to enter absences and positive pay hours (including summer school) for the August 30, 2019 payroll is **August 16** at 5:00 pm. Positive pay hours that do not make this deadline will be paid on September 10. Absences that do not make this deadline will be reflected on the next salaried paycheck issued to the employee.

REMEMBER: 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 has not been worked yet.

**September Hourly Payroll Deadline**

The deadline to enter positive pay hours for the September 10 payday is September 3 at 5:00 pm.

**Vacation Accrual and Maximum Accumulation of 328 Hours**

**REMEMBER TO REPORT ALL VACATION HOURS THROUGH AUGUST 31!**

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. **Please make sure all vacation that will be taken through August 31 is reported by the timekeeper deadline of August 16!**

Concurrently, the employee's vacation balance will be reset to 328 hours. It is the employee's responsibility to monitor vacation balances to make sure they do not exceed 328 hours. Managers and supervisors should also review vacation balances and may require an employee to use vacation to avoid reaching the maximum accumulation of 328 hours. To review the report in PeopleSoft please navigate to:

Benefits > Manage Leave Accruals > Leave Balance Reports

This report should be run on a monthly basis and provided to managers/supervisors who will use the information to manage leave schedules and advise their employees.

**Verify SAMS Jobs**

Please remember to verify on the SAMS system that substitutes (certificated and classified) assigned to your location actually showed up and worked the assigned jobs. 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).



## **Partial Month Pay for Classified Employees**

Classified ten (10) - month and eleven (11) - month traditional employees who do not work the whole month of August will be paid for working a partial month depending on their work schedule/calendar. They will be paid with the time reporting code of **PMP** (Partial Month Pay). This code will automatically appear in Time and Labor and you will see it on the timesheet.

### **Please do not change or delete PMP!**

Deleting or changing this code will affect how the employee is paid. If you need to report an absence or report positive pay hours on the same day as PMP, please do so by adding a new row on the timesheet. If you have questions regarding the reported PMP hours, please contact your payroll specialist.

## **SDEA Retired Visiting Teachers**

When an SDEA retired unit member returns to perform visiting teacher services, in most cases they are paid according to the visiting teacher rates.

If one of these retirees returns to perform the full range of duties associated with duties previously assigned to them as regular unit members (i.e. filling a vacancy to open a new school year, must have the credential associated with the position, does lesson planning, grading, assessing students, meeting with parents, student discipline, etc.) the SDEA Collective Bargaining Agreement, Appendix D, Section 7.01 requires they be paid at their pro-rata rate of pay. A separate job record has been established for these types of employees that should be used by sites to report PRO in these cases. Hours from SAMS will populate to the Time Sheet as visiting teacher. These rows should be deleted from the visiting teacher record and PRO reported on the record associated with pro-rata.

**Please check with your principal and/or your Human Resources Officer if you have questions about full range of duties.**

## **Sick Leave and Absence Reporting**

If an employee has not returned to work and was absent due to illness at the end of last school year, please remember to continue to report sick leave absences on the timesheet. If you do not report the employee as absent, then it appears as if they have returned to work. If the employee has returned to work, please place a note in the comments section of the timesheet on the last day that they were marked absent indicating their date of return. The comments field on the timesheet is the most underutilized tool in the timekeeping process and is a great way of communicating with payroll staff as well as having notes for yourself! If you have questions regarding this, please call your payroll specialist.

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

**If on August 31 you receive a pay stub or paycheck and the employee is no longer at your site, please call your payroll specialist before mailing the check to the employee. The payroll specialist will verify if the check is valid, and if so, will instruct you to mail the check to the employee. If it is not valid, you will be asked to send the paycheck or pay stub back to Payroll. It is very important to call Payroll immediately with this information.**



## **Reports**

Please review the *Time and Labor Manual for Timekeepers* ([www.sandiegounified.org](http://www.sandiegounified.org) > Staff Portal > Departments > Payroll > Timekeepers: Payroll Resources > PeopleSoft Time and Labor Manual v9.2.4) for information about the reports you are required to run and those reports which will help you reconcile your payroll in order to correct errors before the payroll is confirmed. The Audit Paid to Reported Time Report, the Site Account Code Charge Monitor Report and the Cross-Site Account Code Charges Report must be reviewed and signed by the site administrator each month. These are official audit documents.

## **Visiting Teachers**

Visiting teachers are credentialed unit members employed to work in the absence of a regular contract unit member. They cannot be used for extra help, testing, or any type of pull-out support. A visiting teacher who has retired from the district can perform non-classroom duties.

A visiting teacher assigned to replace a part-time teacher or a full-time teacher who is absent for only part of the day may be required to render and shall be compensated for a full day's service.

Certificated substitutes are paid the long term rate starting on the 6<sup>th</sup> day of a teaching assignment. On the 6<sup>th</sup> day, change the reason code to the long term reason in SAMS/Smartfind Express. If you do not change it on the sixth day, you will need to go into Time and Labor to update the time reporting code and you will need to contact the substitute help desk and have them change the reason to "Long Term".

ELPAC testing can only be done by a regular teacher or a retired teacher. The visiting teacher can be used as a substitute in the classroom while the teacher completes the ELPAC training. Each retired teacher working as a CELDT tester will need to be entered into SAMS/Smartfind Express and have a job number prior to the assignment. In the event you contact the retired teacher directly to work in an ELPAC assignment, you must ensure the job is entered into SAMS/Smartfind Express. Hours should not be entered manually into the visiting teacher job record in PeopleSoft Time and Labor. Retired teachers who are conducting ELPAC training will be paid at the non-classroom teacher rate.

## **Classified Permanence Bonus**

The OTBS and OSS bonus paid on August 2, 2019. This bonus is for all salaried, classified employees in the OTBS and OSS bargaining units in an active monthly assignment who reached permanent status as of June 1, 2019. Paraeducators and all other employees not in the OTBS and OSS bargaining units do not receive a bonus.

## **PeopleSoft Back-To-School Conference**

School Site staff are encouraged to attend the PeopleSoft Back-To-School conference organized by the IT Training department. This conference will provide you with information about new and updated processes, policies, and procedures as they pertain to PeopleSoft. The conference will be held at the Kearny High School Auditorium on Thursday, August 15, 2019, 7:30am-3:00pm. (1 hour lunch, not provided, 11:30am-12:30pm)

**This is one of the most useful tools we have to help you understand your role in the payroll process.**

For new timekeepers, the conference will introduce you to the timekeeping module and give you valuable information on how to report and track time for your employees

Expected Presentations:

SAMS, Time & Labor, eProcurement, Travel/Expenses, and Finance.

**Please register in ERO.** For more information, please contact Jessica Youngs at [jyoungs@sandi.net](mailto:jyoungs@sandi.net)

## August 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. **Please do a termination or leave of absence PAR.**

Please run the Filled Positions Report for your locations (*Workforce Administration > Workforce Reports > Filled Positions*). If there is an employee you know is not at your site, please call or email your payroll specialist. If an employee does not appear on the list and should appear, please call or email your payroll specialist.

We need your help in monitoring this as it will ensure our employees are paid correctly!

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

***Thank you!***

***SDUSD Payroll***