



Back-to-School 2018-19

Welcome Support
Staff

Payroll Department

Welcome Back!

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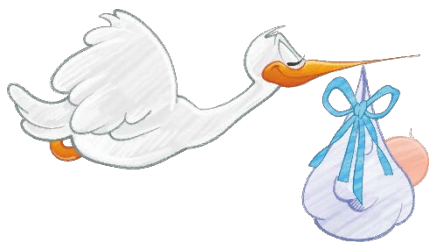
What's New



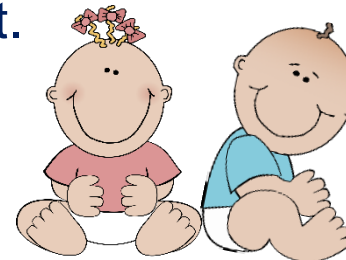
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What's New: **Maternity Leave**

- New agreements include 3 consecutive work weeks of paid maternity leave for the birth mother immediately following the birth of her child.
- Paid maternity leave is available for birth mothers who have been employed by SDUSD for at least 12 months.
- A Maternity Leave Form is available on the [Payroll/Forms](#) web-page.
- Retro-active Maternity Leave requests use the same form but are submitted directly to the Payroll Department for special processing.
- Additional leave can be taken on an unpaid basis through FMLA or a Leave of Absence.
- Additional information is available on the Human Resources Google Doc: [Maternity Leave FAQs](#).
- Paternity remains as follows: Up to 10 days of accumulated sick leave may be used immediately upon the birth or adoption of children. Review Article 10, Section 10.5 of the SDEA contract.



The maternity leave
timekeeping code is **MAT**



What's New: **Child Bonding Leave**

- Effective January 1, 2017, Assembly Bill (AB) 2393 extended AB 375 to include paid bonding leave to K-12 and community college employees. Bonding Leave provides mothers and fathers of newly born, adopted or fostered children with an additional paid leave opportunity.



- Employee must have worked for the district for at least 12 months prior to the start of leave.
- 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 all projected sick leave accruals prior to using half pay leave. Half pay child bonding leave is separate from the employee's half sick leave balance.

What's New: Child Bonding Leave (cont.)

- Employee applies for leave by submitting a Child Bonding Application to the Human Resources Department (HR).
 - HR notifies Payroll of eligibility.
 - A memo is produced regarding leave duration.
 - HR 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 and time reporting becomes the responsibility of the payroll specialist.



To avoid payment errors, **NEVER** remove the time reporting codes that are entered by the payroll specialist.



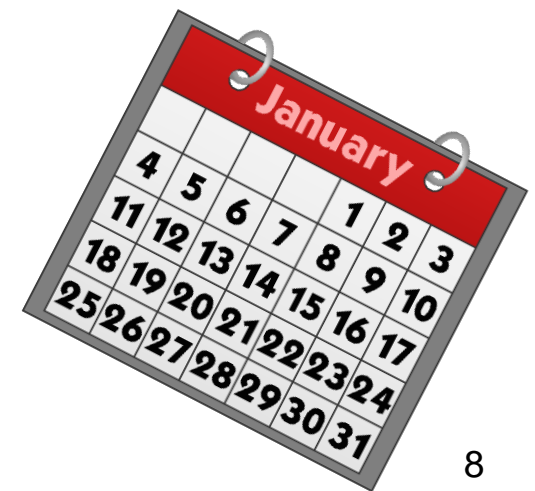
What's New: **Personal Necessity**

- Personal Business Days are no longer included in the SDEA or AASD collective bargaining agreements. Instead, members can use their accumulated full salary sick leave to take Personal Necessity.
- SDEA members may use 11 days of Personal Necessity within one work year.
- AASD members may use 10 days of Personal Necessity within one work year.
- All other bargaining units remain the same as in prior year agreements.
- The Sick/Personal Business/Personal Necessity Leave form has been updated to reflect these changes and now also includes a check box to denote Personal/Family Responsibility.
- The leave form is available on the [Payroll/Forms](#) webpage.



What's New: **Reduced Work Year**

- The work year reduction agreement that went into effect July 1, 2017 for all bargaining units (with the exception of OSS) will continue into the 2018-19 year.
 - The number of reduced days varies depending on the number of days on your work year calendar.
 - AASD unit members may request a change to the standard calendar with the approval of their administrator. (A copy of the approved calendar must be turned in to the Payroll Department and the original is kept on file at the site for reporting purposes.)
 - Most reduced work year days are identified during the Thanksgiving, Winter and Spring breaks. This affects the way we report forced vacation for Winter and Spring break.



What's New: **Reduced Work Year (cont.)**

- “Smoothing” of pay for classified ten (10) and eleven (11) month traditional Employees.
- Ten-month traditional employees will be paid 11 equal checks starting August 31, 2018 through June 30, 2019. The L11 paygroup identifies an employee who receives 11 equal checks
- Eleven-month traditional employees will be paid 12 equal checks starting July 31, 2018 through June 30, 2019.



- Eleven-month employees will still be required to turn in a calendar if they are not working the standard 11-month calendar. (A copy of the approved calendar must be turned in to the Payroll Department and the original is kept on file at the site for reporting purposes.)

What's New: Pay Increases

- All members will receive a 2% ongoing raise in the 2018-19 school year.
- This applies to each bargaining unit (SDEA, CSEA, AASD, and POA) as well as to Confidentials and Non-represented Managers.
- A 1% increase is effective for all members 7/1/18 and the remaining 1% is effective mid-year.
- For SDEA and AASD Certificated members the mid-year effective date is during January or February 2019, based on traditional or year-round calendar.
- The mid-year effective date for the remaining groups is 1/1/19.
- Classified and certificated hourly employees will also see a 2% increase in the hourly rate as follows:
 - 7/1/18 - 1% increase
 - 1/1/19 - 1% increase



What's New: **CalPERS** & **CalSTRS**

Contribution rates have changed effective July 1, 2018 as follows:

CalPERS

- Employer rate increased from 15.531% to 18.062%.
- Classic PERS members remain at 7% creditable compensation. Reform PERS members changed from 6.50% to 7.00% of creditable compensation.
- Employees in the CalPERS Post-PEPRA (Reform) retirement system will see an increase to the retirement contribution on their paychecks

CalSTRS

- Employer rate increased from 14.43% to 16.28%.
- Classic STRS members remain at 10.25% of creditable compensation.
- Reform STRS members increased from 9.205% to 10.205% of creditable compensation.





What's New: Training & Tools



- Earlier this year SDUSD welcomed a new Microcomputer Application Training Specialist, **Crystal Peña**. Crystal handles instructional job aids found on the website and conducts training classes.
- Instructional Job Aids are printable manuals that give step-by-step instructions for using PeopleSoft to perform job your timekeeping functions and can be found on the Timekeepers Payroll Resources page through clicking on the link entitled [Employee Self-Service Job Aids and More](#).
- Time & Labor training class calendars and registration information can be found on the Timekeepers Payroll Resources page through clicking on the link entitled [PeopleSoft Training Opportunities](#).

Awareness of available training tools along with participation in regular training events is an essential part of being able to perform the tasks of a Timekeeper promptly, accurately and efficiently.

What's New:

Time & Labor Training

- **Time and Labor Training** is one of the most useful and underused tools we have to help timekeepers understand their role and improve their skill in the payroll process.
- For new timekeepers, the training will introduce them to the timekeeping module and give them valuable information on how to report and track time for your employees.
- The trainer will also help them learn how to run all the reports that are needed at each site for auditing purposes.
- The Time and Labor tune up sessions are to help continuing timekeepers, or timekeepers who have not been assigned this task recently, to keep “tuned up” and up to date with Time and Labor information.

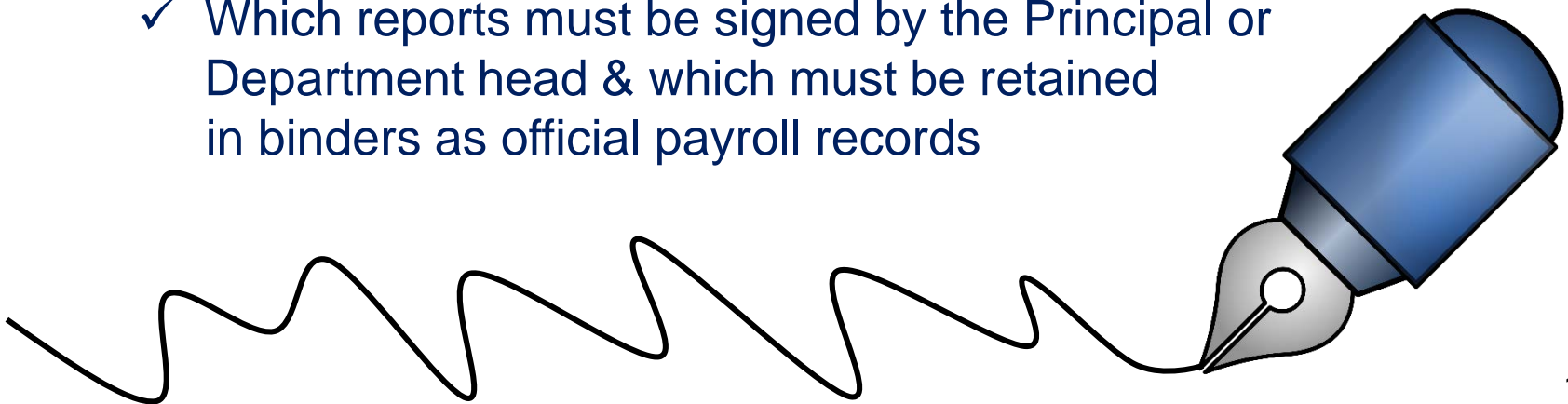
Check the ERO website for a list of training classes and get signed up!



What's New:

Payroll Reconciliation/Audit Reports Chart

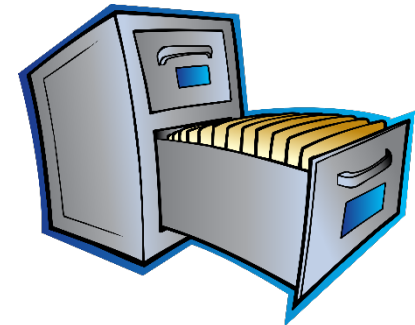
- A new **Payroll Reconciliation/Audit Reports Chart** is available to help Timekeepers navigate and track the various payroll reports that are required to be run and audited regularly throughout the month.
- A link to the chart is provided on the Timekeepers: Payroll Resources page.
- This chart provides 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




What's New:

Payroll Reconciliation/Audit Reports Chart

Page 1



 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?
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 >Workforce Reports >Filled Positions	Run on the 10th and the 20th of the month to assure these employee characteristics are accurate.	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
Leave Balance	This report produces data for employees at your site with vacation balances over 300 hours.	>Benefits >Manage Leave	Run on payday for the monthly payroll each month.	Use this report to identify those employees who may exceed 328 hours as of August 31st.	
T&L Blank Account Codes Report	This report details substitute hours pulled in from the SmartFind Express (SAMS) system to PeopleSoft Time & Labor via an interface.			>Time and Labor >Reports >T&L Blank Acct Codes	Report is to be run at least weekly and account code corrections must be made immediately.
T&L Blank Account Codes Report	This report details substitute hours pulled in from the SmartFind Express (SAMS) system to PeopleSoft Time & Labor via an interface.				Required for site accuracy of report 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 default.

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Payroll Reports - 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



rev 05/16/2018

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What's New: Payroll Website

- Check the payroll web page regularly for important news and updates.

The screenshot shows the San Diego Unified School District payroll website. The header includes the district logo and the text 'INSIDE Un'. A navigation menu at the top has 'Home', 'News & Events', 'Resources', and 'Our District'. A left sidebar lists 'Payroll' categories: Overview, Payroll Contacts, Forms, W-2 Information, Withholdings, Employees: Payroll Resources, Timekeepers: Payroll Resources (marked with a red star), Payroll Tools for Managers, Vacation Policy, Pay Options (12-Pay Option, Reserve Net Pay Option), Direct Deposit, Understanding Your Paycheck, and Training Opportunities. The main content area features a 'Welcome to Payroll!' message and a list of links: District Administrative Procedures, Current Union Contracts, PeopleSoft Training Opportunities, Employee Self-Service Job Aids and More (pointed to by a yellow 'ERO Training' callout), PeopleSoft Support and Resources, PeopleSoft HCM Login, and PeopleSoft Time and Labor Manual Version 9. Below this is a 'Payroll Reports Chart - June 2018' section with links for Time and Labor Reports and How to, What Timekeepers Should Know - Aug, and Time and Labor WorkCenter Job Aid. Further down are links for SAMS Guidelines and Timekeeping Info, SAMS Rules: HCM Combo Codes, Time Reporting Codes/Earnings Code - (two instances), July 2018 Timekeeping Tips, June 2018 Timekeeping Tips, and May 2018 Timekeeping Tips. A word cloud at the bottom includes terms like 'Cooperative', 'Supportive', 'Talented', 'Friendly', 'Resilient', 'Helpful', 'Knowledgeable', 'Home', 'Team-Oriented', 'Payroll Services', 'Longevity', and 'Family'. A search bar is visible in the top right corner.

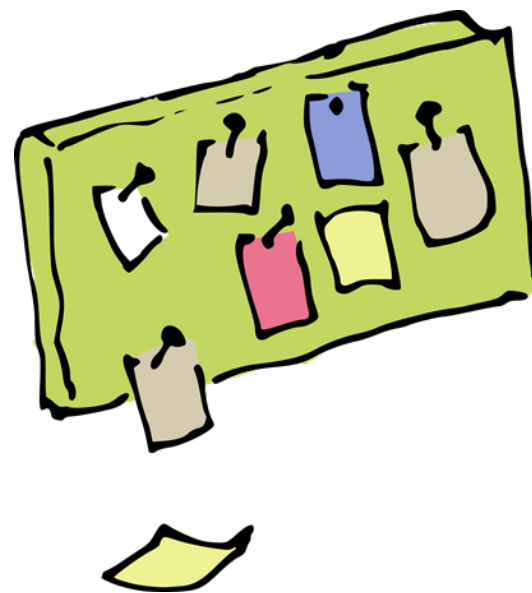
What's New:

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 (for example; 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.

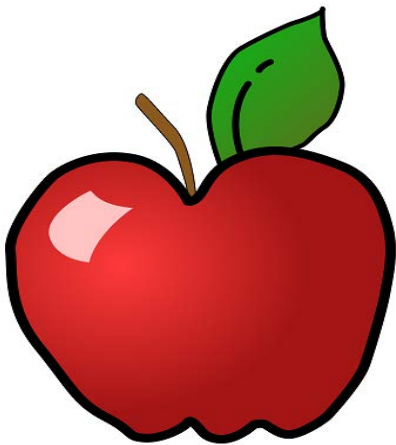
Reminders for the New School Year

- Visiting Teachers
- Established VT's
- ELPAC Testing
- Time Reporting Codes
- Payroll Deadlines
- Salaried vs. Substitute Pay
- Timekeeping for Salaried Employees
- Timekeeping for Substitutes



Reminders: Visiting Teachers

- Visiting Teachers (VT's) are credentialed unit members employed to work in the absence of a regular contract unit member.
- VT's are paid a daily rate: A VT 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.
- A VT is paid the long term rate beginning with the 6th day of a teaching assignment. Change the reason code to the long term reason in SAMS/Smartfind Express. If you do not change it on the 6th 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".
- Refer to the "What's New" section on Retired Visiting Teachers for additional information.



Reminders: 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 on the year-round calendar 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.



Reminders: **ELPAC Testing**

- The California Department of Education (CDE) is transitioning from CEDLT (California English Language Proficiency test to ELPAC (English Language Proficiency Assessments for California) as the state's language proficiency assessment.
- Refer to the 2018-19 Administrative Circular No. 67 for instructions on timekeeping and payment for employees who perform ELPAC testing.
- The CDE recommends that certificated teachers administer the ELPAC, whenever possible.
- Retired teachers who are conducting ELPAC training will be paid at the Non-Classroom Teacher (NCT) rate.
- Visiting Teachers (VT) conducting ELPAC will be paid at the short-term Visiting Teacher rate.
- Trained Classified staff may administer ELPAC and will be paid at their appropriate Regular Time (REG) hourly pay rate.



Always refer to the document linked on the Payroll webpage: "Time Reporting Earnings Codes" for current pay rates.

Reminders: Time Reporting Codes

TIME REPORTING CODES/EARNING CODES

CERTIFICATED POSITIVE PAY REPORTING CODES - EFF 01/01/17 with 1% increase

Adds to paycheck - use on hourly assignments or as extra pay on salaried assignment

Always supply an HCM account when adding to a salaried job

TRC	EARN CODE	Description	Impact to Check Amount 01/01/17 (If column is blank, there is no impact to the check amount.)	Employees	Charge Leave Bank?
AED	AED	Adult Education	30.39	Certificated	—
CHR	CHR	Certificated Hourly Pay	Hourly Rate	Certificated	—
CRH	CRH	Classroom Hourly	Max of 47.21 or Pro Rata	Certificated	—
CRW	CRW	Curriculum W			
CSI	CSI	Summer Sch			
CSP	CSP	Children Cent			
EXP	EXP	Walk On Coa			
HMG	HMG	Certificated M			
JDP	JDP	Jury Duty Pos			
MM	MM	Prop MM Wor			
MOV	MOV	Facility Move			
NCT	NCT	Non-Classroo			
NHM	NHM	Hrly NonMane			

TIME REPORTING CODES/EARNING CODES

VISITING CERTIFICATED EMPLOYEES POSITIVE PAY REPORTING CODES - EFF 01/01/17 with 1% increase as of 01/01/17

TRC	EARN CODE	Description	Impact to Check Amount 01/01/17 (If column is blank, there is no impact to the check amount.)	Employees	Charge Leave Bank?
		Visiting Teachers - SAMS system will populate time with this code	\$157.57 Daily Rate of Pay	Established Visiting Teacher - by d	N/A
					N/A

Found on the Timekeepers: Payroll Resources page!

CELDT TESTING - VISITING CERTIFICATED EMPLOYEES

TRC	EARN CODE	Description	Impact to Check Amount 01/01/17 (If column is blank, there is no impact to the check amount.)	Employees	Charge Leave Bank?
VRC	VRC	Retired Visiting Teacher (CELDT Testing)	35.77	SAMS system will default time for the number of hours worked with this code	—
SVT	VTS	Substieue Visiting Teacher (CELDT Testing)	\$157.57 Daily Rate of Pay	SAMS system will default WITH 8 hours to pay at per diem rate	—

Reminders: Payroll Deadlines

- Make sure you stay 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 listserv and carefully review the Timekeeping Tips sent each month. These tips include reporting deadlines and important information related to payroll.

If you have not already done so, please join the **timekeeper listserv** by sending a request via email addressed to both of our payroll supervisors:

- Anna Marie Villegas – avillegas1@sandi.net and
- Judy Wind-Walker – jwindwalker@sandi.net.

Reminders: 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 that month
- Additional time (extra time, overtime, etc.) is recorded hourly and pays on the hourly pay cycle:
 - ✓ 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.



Substitute 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.



Be aware of fluctuations in the timekeeper deadline, such as at the end of the school year and during the holidays. Refer to your Timekeeping Tips!

Reminders:

Salaried Pay Timekeeping

- 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.
- It takes many hours to write up an overpayment, contact the employee, explain the overpayment (which often means working with an upset individual), reverse overpaid earnings in the system to assure accurate reporting of earnings for year end and in some cases adjusting accrual balances.
- Please call us if you are not sure how to report time for an employee!



Reminders:

Substitute Pay Timekeeping

- 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 for hours that an employee will work at a future date until they have completed the work.
- Time not reported by the deadline requires multiple phone calls and communications between the employee, payroll and the site.
- This also causes stress and frustration for the employee who is counting on accurate pay so they may meet their financial responsibilities.
- Most occasions the employee must make a trip to the Ed Center to pick up a check.
- Special checks are frequently an avoidable cost to the district budget.



Site Reporting and Auditing of Payroll Transactions

- Accuracy & Timeliness
- Filled Position Report
- Audit Paid to Reported Time Report
- Account Code & Time Summary Reports
- Prior Period Adjustments
- Leave Balance Reports

Site Reporting and Auditing: Accuracy & Timeliness

- Payroll & Benefits account for more than 90% of the district budget and this is why accurate reporting and timely processing of payroll is so critically important.
- Late reporting results in
 - skewed financial reports
 - inaccurate actual expenses
 - overpayments/underpayments
- We must be diligent in reporting earnings and absences within the pay periods in which they occur. Do not delay reporting positive time nor absences.
- Back-up documentation is required and necessary in accounting for payroll transactions at your local sites.
- Auditing your payroll is essential in assuring you and your administrators understand what your payroll transactions look like and where there are anomalies that warrant review.



Site Reporting and Auditing: **Filled Position Report**

- **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.

This review often gets missed by many sites particularly as the new school year opens and employees transition between locations.

- **Timely Notification of Employee Status:** Identify 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. This review is essential in accounting for who should or should not be assigned to your site and/or no longer working.

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

Site Reporting and Auditing:

Audit Paid to Reported Time Report

Each site is required to reconcile a specific set of reports in order to accurately audit their payroll transactions. These reports include the following:

- The **Audit Paid to Reported Time Report** is an official audit record that must be reviewed and signed by an administrator and must be reconciled twice monthly. Run this report on the 10th of the month for previous monthly/on-cycle payroll and the 20th of the month for previous hourly/off-cycle payroll. This report provides information on what has been reported and paid on each payroll. Watch for the monthly listserv reminders to run these reports.

*Stay on top of regular audit reporting by using the new
Timekeeper's tool:*

Payroll Reconciliation/Audit Reports Chart

Site Reporting and Auditing:

Account Code & Time Summary Reports

- **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. These should be run weekly as a mechanism for evaluating errors and making corrections prior to payroll deadlines. These are also official reports that need review, corrections made if necessary and sign-off by the administrator.
- **Time Summary Report** - 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.

Site Reporting and Auditing: Leave Balance Reports

- **Vacation Balance of 300 or >:** Regularly review employee vacation balances using this report. The district's vacation accrual policy allows 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 www.sandi.net/Payroll.

Area Superintendents are provided with a vacation balance report each month, which specifies the employees in each area that have exceeded the maximum accrual.

Site Reporting and Auditing:

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.
- These prior period adjustments should be made for reported time only (examples: change of TRC or leave type or additional hours worked) not to modify incorrect account codes that were used.
- 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 Financial Planning Department. Once payroll has been processed & paid, the funds have been distributed to the general ledger and your analyst must then intervene to adjust account codes and expenses.

NEVER change account codes in Time & Labor after the timekeeper deadline. This can cause overpayments. The Budget Department must process any late account code adjustments.

Absence Reporting

- Sick Leave
- Employee Separations & Leaves of Absence
- Leave Balances on the Timesheet
- Comments Field
- Vacations
- Error Notice
- Physicians Release
- SmartFindExpress (SAMS)
- Industrial Accident Reporting

Absence Reporting: Sick Leave

- 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 based upon 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 as it includes both the administrator and employee's signatures authorizing the leave.



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

Absence Reporting:

Employee Separations & 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 child birth, 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 – call payroll for instructions on how to handle the check.



Absence Reporting: Leave Balances on the Timesheet

Reported Time Status		Summary		Leave / Compensatory Time		Exceptions	
Leave and Compensatory Time Balances ?				Personalize Find  		1-9 of 9	
Plan Type	Plan Type	Recorded Balance					
Leave	Vacation – Available	VACATION AVAILABLE →		281.62			
Leave	Industrial Accident			386.87			
Leave	Classified Sick Leave Incentiv			0.00			
Leave	Floating Holiday			0.00			
Leave	Half Pay Sick Leave			544.61			
Leave	Catastrophic Leave			0.00			
Leave	Sick Leave – Available	SICK AVAILABLE →		75.04			
Leave	Sick Leave – Accrued	SICK ACCRUED →		14.540			
Leave	Vacation – Accrued	VACATION ACCRUED →		281.621			

Balances show on the timesheet for sick leave/vacation accrued and sick leave/vacation available.

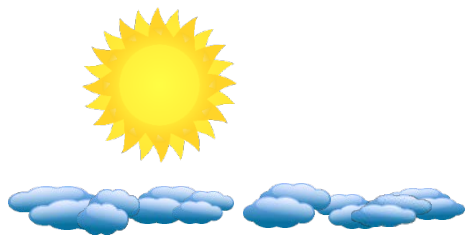
- Employees can borrow projected sick leave accrual through the end of the year (June).
- Some employees are eligible to borrow up to 5 months of projected vacation accrual (2nd through 6th year).

Absence Reporting: Comments Field

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

- 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
- 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	+	-



Absence Reporting: Vacation



- Winter and Spring break periods previously required forced vacation for ten (10) and eleven (11) month employees. Most of these days are now non-work days and in most cases, vacation will no longer be reported.
- Follow the instructions provided in the timekeeping tips to determine which employees may still need to have vacation time reported.
- Timekeepers are responsible for reporting these hours in Time & Labor.
- Absence request forms for vacation during this time do not need to be completed. If an employee is out on sick leave or industrial accident during these periods, they will need to provide the appropriate leave request form in order for an absence other than vacation to be reported.
- If an employee works on a date where vacation would be reported then the amount of vacation would be reduced or not reported for that date.

Examples:

- An 8 hr/day employee works 4 hrs: Report 4 hrs vacation
- A 6 hr/day employee works 6 hrs: No vacation reported.

Absence Reporting:

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 time card, absence request form, and any other supporting documentation.
- This form is **not** to be used to correct budget account codes on time that has already paid. In that situation you must contact your Financial Planning and Development Analyst for assistance.



Absence Reporting: 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 the Human Resources Department (HR) in order to be allowed to return to duty.
- This document can be found in the forms section of the HR web page in the Employee Portal and must be submitted at least 3 work days 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



Absence Reporting: 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 combo 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.

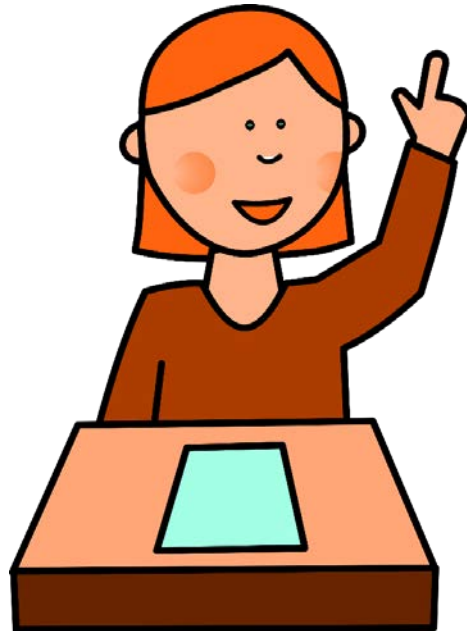
Absence Reporting:

Industrial Accident Reporting

- Enter the IA time reporting code for employees in the event that 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.



Any Questions?



Notes



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"We are what we repeatedly do. Excellence, therefore, is not an act but a habit."

- Aristotle

- Aristotle

**Let's continue
to learn and
improve our
performance!**

