



Payday is May 29, 2020

May Monthly Payroll Deadline

The deadline to enter absences and positive pay hours for the May 29, 2020 payday is **Monday, May 18 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on May 29.

June Hourly Payroll Deadline

The deadline to enter positive pay hours for the June 10, 2020 payday is **June 1 at 5:00 pm**. Please mark your calendar with this information! Do not wait to enter time until the day of the deadline. Do time entry daily or once a week.

May Holiday

Please do not report employee absences on Memorial Day May 25th. This is a PAID holiday for classified employees and a non-work day for certificated employees. This day should be left blank on the timesheet unless an employee works and is eligible for regular time, extra time or overtime.

Unpaid Day in May

The Board approved school year calendar has a non-work day on May 22, 2020. This is an unpaid day for most employees similar to other non-work, non-paid days on the schedule. Days such as these are docked on the warrant in which less than a full month of work is performed. Below is a description of employee groups and what May 22 is for each (work or non-work):

- Classified employees (10/11 Month) who are on traditional pay schedules: May 22, 2020 is a non-work/non-paid day that will be docked as unpaid time on the May monthly payroll. This will be done as a mass update to the timesheets just as it is done for the non-work days during Thanksgiving Week. There will be no action required from the timekeeper to report the unpaid time. Please DO NOT change the unpaid time reported by Payroll on this day.
- Classified employees (10/11 Month) who are on year-round pay schedules: May 22, 2020 is a non-work day but their earnings are paid in 12 equal increments and therefore no docking or mass reporting will occur on their timesheets or paychecks.
- Certificated employees at school sites: May 22, 2020 is a non-work day. Certificated staff are paid in 10 or 12 equal payments therefore no action is required on behalf of these employees.
- Custodians are 12 Month employees and May 22, 2020 is a work day for them.

Employees may review their work calendar online to confirm if they are required to be at work on May 22. Calendars are accessible from the district webpage:

www.sandiegounified.org > Staff Portal > Resources > Human Resources > Employee Calendars

*Reminder:
Fiscal year close is fast approaching.
Make sure hours worked in June are reported for the
June 30/July 10 payroll on time in order to be charged
to the current fiscal year!
See below for details about 10-month traditional
employees with June partial month pay.*



Vacation Accrual Policy

Below is the current vacation policy. While this policy remains in force, there are ongoing conversations being had at the executive level to determine whether changes are necessary due to the current district closure. Vacation balances will be paid out in September that exceed 328 but whether or not that gets charged against a site discretionary account and whether or not a supervisor should be forcing anyone out on vacation in our current situation is still being worked through. Employees may still request using vacation where they intend on being unavailable all day both for those working remotely and those working on sites as is the normal course of action.

Site administrators and/or department managers who have questions regarding the 328 vacation policy and possible changes to it may direct those questions to their executive leader. If and/or when changes are made to the policy staff will be notified.

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. Regular classroom teachers do not accrue vacation.

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>



Voluntary 12-Pay Option for SDEA Members – Open enrollment

SDEA bargaining unit members who are not already enrolled in the voluntary 12-Pay Option have an opportunity to elect 12-pay for the 2020-2021 contract year by submitting the appropriate forms by June 12, 2020.

Notice: The Voluntary 12-Pay Option forms instruct you to send the forms through US Mail or in-person to the Human Resources Department. However, due to the District Offices being closed, we ask that you **please send your completed Voluntary 12-Pay Option form electronically to: payroll@sandi.net**. If you are unable to provide an electronic copy, you may still mail your form via USPS Mail to the address provided on the form.

Further details and forms are located on the District's Employee Portal web site by navigating to the Payroll page and clicking on Pay Options in the Payroll menu.

Option for 10- or 11-Month Employees to Reserve Net Pay for Summer Months

All monthly employees assigned to a traditional 10- or 11-month work-year may opt to have a specified portion of their net pay set aside by the district from each monthly paycheck which is then returned to them during the summer month/s where they would not otherwise receive a salary payment. Interested employees must authorize a specified deduction from their monthly pay warrants issued from September 2020 through June 2021. For ten-month employees, the reserve net pay that is set aside will be paid back to them in two equal payments in July and August 2021. For 11- month employees it is paid back in one lump sum in July 2021. Employees who elect to participate must submit the appropriate form to the District's Payroll Department at the Eugene Brucker Education Center, Room 1150 by August 31, 2020.

Notice: The Reserve Net Pay Option forms instruct you to send the forms through US Mail or in-person to the Payroll Department. However, due to the District Offices being closed, **we ask that you please send your completed Reserve Net Pay Option form electronically to: payroll@sandi.net**. If you are unable to provide an electronic copy, you may still mail your form via USPS Mail to the address provided on the form. Please note that the deadline for submitting the Reserve Net Pay Option form for the 2020/2021 school year is August 31, 2020.

Further details and forms are located on the District's Employee Portal web site by navigating to the Payroll page and clicking on Pay Options in the Payroll menu

May 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.

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

Thank you!

San Diego Unified Payroll Department