



*Reminder:
Fiscal year close is fast approaching.
Make sure hours worked in June are reported for the
June 30/July 9 payroll on time in order to be charged
to the current fiscal year!*

Payday is May 28, 2021

May Monthly Payroll Deadline

The deadline to enter absences and positive pay hours for the May 28, 2021 payday is **Monday, May 17 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on May 28.

June Hourly Payroll Deadline

The deadline to enter positive pay hours for the June 10, 2021 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 31st. 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 28, 2021. 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 28 is for each (work or non-work):

- Classified employees (10/11 Month) who are on traditional pay schedules: May 28, 2021 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 28, 2021 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 28, 2021 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 28, 2021 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 28. Calendars are accessible from the district webpage:

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



Overlap of Regular Work Year with Summer School for Classified Employees

The last day for the 2020/2021 school year for **traditional, clerical** (OTBS) staff is June 21, 2021. The start of summer school for OTBS at the elementary, middle and high schools will be June 21, 2021.

This means the regular work year overlaps with summer school by one day. Clerical staff will be paid for their regular school year assignment through June 21 unless their summer school assignment is at a higher salary.

Report the time as follows:

If the summer school assignment is at the same job title or lower than the regular school year assignment, report summer school hours beginning June 22. Do not report hours before that date.

If the summer school assignment is at a higher salary, begin reporting the hours on the first day of summer school June 21. Report unpaid time against the regular school year assignment.

In other words, if an employee normally works 8 hours a day and their summer assignment is 5 hours a day, report 5 hours of unpaid time the first day of summer school, June 21, on their regular school year assignment.

Report 5 hours a day on the summer school assignment so that the employee will be paid at the higher rate for summer school.

The remaining 3 hours of the work day should be worked in the regular assignment, or the employee may use available leave balances to fulfil the entire 8 hour work day.

Vacation Accrual Policy

This is a continuation of the vacation policy agreed upon by SDUSD and the AASD and POA bargaining units as well as board action pertaining to vacation for Non-represented and Confidential employees.

The original language stated as follows:

AASD and POA members will not be forced to take vacation by August 15, 2020 in order to bring current vacation balances below 328 hours (Per MOU between SDUSD and AASD Certificated and Classified bargaining units dated July 13, 2020 and the POA MOU dated August 14, 2020).

Non-Represented and Confidential employees also will not be forced to take vacation by August 15, 2020 in order to bring current vacation balances below 328 hours (Per Board action dated July 28, 2020).

AASD Certificated employees who earn vacation accruals, AASD Classified employees, POA bargaining unit employees, Non-Represented and Confidential employees must create an annual plan with their supervisor to bring their vacation balance below the 328 cap by August 15, 2023.

For the remaining bargaining units the vacation policies remain in force with regards to reducing balances on an annual basis:

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.

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.



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 2021-2022 contract year by submitting the appropriate forms by June 11, 2021.

Notice: 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 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 2021 through June 2022. 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 2022. For 11- month employees it is paid back in one lump sum in July 2022. 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, 2021.

Notice: 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 2021/2022 school year is August 31, 2021.

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