



Reminder- There are 4 paid holidays over the winter break in December.

Please be sure to read the updated changes to time reporting during Winter break included below.

Payday is December 29, 2021

December Payroll Deadline

The deadline to enter absences and positive pay hours for the December 29, 2021 payday is **Thursday, December 16 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on December 29.

It is extremely important that you have time reported and SAMS jobs verified for the week of December 13 prior to leaving work on December 18 for employees to be paid in a timely manner.

January Hourly Payroll Deadline

The deadline to enter positive pay hours for the January 10, 2022 payday is January 3 at **5:00 pm**.

PLEASE MARK YOUR CALENDARS WITH THIS INFORMATION!

***Do not wait to enter absences and positive pay hours until the day of the deadline.** Please do time entry daily whenever possible. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Timely reporting is essential in order for the district to manage its resources.

Thanksgiving

School sites were closed the week of Thanksgiving from November 22 through November 26. The first three days of that week (November 22-24) are unpaid days for classified, 10-month, traditional employees and some classified, 11-month, traditional employees. The pay loss for those unpaid days will be docked on the December 29, 2021 paycheck. Payroll will add the unpaid hours to the employee's timesheet in Time and Labor. Do not change or delete these hours.

Vacation, sick leave, or Floating Holiday cannot be used in lieu of the unpaid days.

Thursday, November 25 and Friday, November 26 were paid holidays for classified employees. These are paid holidays for classified employees and non-work days for certificated employees. These days should be left blank on the timesheet unless an employee works and is eligible for regular time, extra time, or overtime.

Do not report absences on these holidays.

Winter Break Reporting: December 20, 2021 thru December 31, 2021

Holidays: There are 4 holidays during winter break - December 23, 24, 30 and 31, 2021. These are paid holidays for classified employees and non-work days for certificated employees. These days should be left blank on the timesheet unless an employee works and is eligible for regular time, extra time, or overtime.

Do not report absences on these holidays.

Winter 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 winter break. If an employee does not have enough vacation hours to cover the days below, report the time as **unpaid**. Use the time reporting code of **UNP**. Please take into consideration the December vacation accruals that will be available for use on December 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 winter break if the employee had been out due to a work place injury the week prior to the break period. Floating Holiday may not be reported during this time.

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

Para educators:

- Report **6** days of vacation on December 20, 21, 22; December 27, 28, and 29

Para educators with Wednesdays off:

- Report 4 days of vacation on Dec 20, 21; December 27, and 28

Para educators with Fridays off:

- Report **6** days of vacation on December 20, 21, 22; December 27, 28, and 29

State Preschool Para educators:

- Report **6** days of vacation on December 20, 21, 22; December 27, 28, and 29

Clerical OTBS/POA:

- Report **6** days of vacation on December 20, 21, 22; December 27, 28, and 29

Eleven-month employees:

- Report **6** days of vacation on December 20, 21, 22; December 27, 28, and 29

Food Services:

- Report **6** days of vacation on December 20, 21, 22; December 27, 28, and 29

Bus Drivers:

- Report **6** days of vacation on December 20, 21, 22; December 27, 28, and 29

Winter Break Reporting for Certificated Employees

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



December Retirements

For your employees retiring at the end of December 2020, be sure enter all absences through their last day in paid status before you leave on Winter break in order to have the employees last check as accurate as possible. These employees will not be accessible in time and labor upon your return.

December 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.

Remember to do a termination or leave of absence PAR.

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://staff.sandiegounified.org/departments/payroll/timekeepers_payroll_resources

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

***Happy Holidays from
Payroll!***