



Reminder - There are 3 paid holidays in November.

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

Payday is November 30, 2022

November Monthly Payroll Deadline

The deadline to enter absences and positive pay hours for the November 30 payroll is **November 16 at 5:00 p.m.**

PLEASE MARK YOUR CALENDARS WITH THIS INFORMATION!

REMEMBER: Do not wait to enter absences and positive pay hours until the day of the deadline. Please do time entry daily or once a week. Posting of time after the deadline can result in 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 the employee has not yet worked.

December Hourly Payroll Deadline

The deadline to enter positive pay hours for the December 9 payroll is **December 1 at 5:00 p.m.**

December Monthly Payroll Deadline

The deadline to enter positive pay hours for the December 29 payroll is **December 16 at 5:00 p.m.**

January Hourly Payroll Deadline

The deadline to enter positive pay hours for the January 10 payroll is **Tuesday, January 3, 2023 at 5:00 p.m.**

- It is extremely important that you have positive time reported and SAMS jobs verified for the week of December 12th PRIOR to leaving work on Dec 16th for employees to be paid in a timely manner.

Address Changes for Pay Warrants

In anticipation of year end and W-2 forms for 2022, please communicate with your staff to access employee self-service and verify that their most up to date address is on file with the district. An employee can view their pay warrants and update address information online by using DWA Employee Self Service. If necessary, address changes may be sent to HRDocuments@sandi.net



November Holidays

There are three holidays observed in November – Veterans Day (Nov 11) and Thanksgiving (Nov 24 & 25). Please do not report employee absences on these dates. They are paid holidays for classified employees and non-work days for certificated employees. There should be no time reported on these dates unless an employee works and is eligible for regular time, extra time, or overtime.

Thanksgiving

All school sites will be closed the week of Thanksgiving from November 21 through November 25. The first three days of that week (Nov 21, 22, 23) will be unpaid days for classified ten (10) month traditional and some eleven (11) month traditional employees. They will be docked for those unpaid days on the December 29, 2022 paycheck. Payroll will automatically add the unpaid time to the employee's timesheet in Time and Labor. Do not change or delete those hours.

Vacation hours cannot be used in lieu of the unpaid days.

Longevity Stipends

Longevity stipends for employees in the POA (School Police) bargaining unit will pay on November 30, 2022. These stipends will be included on the employee's November monthly paycheck.

Longevity stipends for employees in the OSS bargaining unit will pay Mid-December 2022 on a separate payroll. These stipends will be not included on the employee's monthly paycheck. Exact pay date to be determined.

SAMS/SmartFindExpress—Job Duration

Visiting teacher assignments will populate into Time and Labor from SAMS at 8 hours/day. Visiting Teachers are paid a daily rate of pay, please do not adjust these hours.

SAMS/SmartFindExpress – Job Verification

Please remember to verify on the SAMS system that substitutes (certificated and classified) assigned to your location actually worked and completed the assigned jobs. **Please do not verify a job for an employee that did not work the assigned job.** 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.

Classified Sick Leave Incentive

Employees in the OTBS, OSS, PARA, and POA (School Police) bargaining units who have perfect attendance (not using any of their sick leave allotment) during one complete fiscal year shall be entitled to one paid day of leave during the next fiscal year. The time reporting code used to report the paid day is **CLSLI** (Classified Sick Leave Incentive).

The sick leave incentive day does not accrue from year to year and must be taken prior to June 30 of the following year. Absences where an employee used personal necessity leave for observance of a religious holiday (maximum of 3 days per year) will not be included when determining eligibility for the sick leave incentive.



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

| 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)

November 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.

Run your Filled Positions Report to verify the list of current employees at your location (*Workforce Administration > Workforce Reports > Filled Positions*). If an employee is listed 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.

We need your help in monitoring this report as it will ensure each employee is paid correctly!

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

Thank you!