



Payday is April 28, 2023

Reminder:

Please report vacation for spring break (March 27 –March 31) for those classified employees with vacation indicated on their work calendar. Work schedules can be found here: [2022-23 Classified Employee Calendars](#)

April Monthly Payroll Deadline

The deadline to enter absences and positive pay hours for the April 28, 2023 payday is **Monday, April 17 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on April 28th.

May Hourly Payroll Deadline

The deadline to enter positive pay hours for the May 10, 2023 payday is **Monday, May 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.

Voluntary 12-Pay Option for SDEA Members – Opening NEXT WEEK

SDEA bargaining unit members who are not already enrolled in the voluntary 12-Pay Option will have an opportunity to elect 12-pay for the 2023- 2024 contract year by submitting the appropriate forms by June 9, 2023 to Payroll@sandi.net or via USPS to Eugene Brucker Education Center, 4100 Normal Street, Payroll Department, Room 1150.

Forms may be found by navigating to the Payroll page (Staff Portal / Departments/ Payroll) and clicking Pay Options in the Payroll menu. Further details and the forms will be posted to the Payroll web site within the week.

Option for 10- or 11-Month Employees to Reserve Net Pay for Summer Months – Opening NEXT WEEK

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 August 2023 through May 2024. For ten-month employees, the reserve net pay that is set aside will be paid back to them in two equal payments in June and July 2024. For 11- month employees it is paid back in one lump sum in July 2024. Employees who elect to participate must submit the appropriate form via email to Payroll@sandi.net or to the District's Payroll Department at the Eugene Brucker Education Center, Room 1150 by July 31, 2023.

Forms may be found by navigating to the Payroll page (Staff Portal / Departments/ Payroll) and clicking Pay Options in the Payroll menu. Further details and the forms will be posted to the Payroll web site within the week.

Spring Break: March 27 to March 31

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

Spring 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 spring break. If an employee does not have enough vacation hours to cover the entire week, report the time as **unpaid**. Use the time reporting code of **UNP**. Please take into consideration the March vacation accruals that will be available for use on March 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 spring break if the employee had been out due to a work place injury the week prior to the break period.

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

Para educators:

- Report **5** days of vacation on March 27, 28, 29, 30, and 31

Para educators with Wednesdays off:

- Report **4** days of vacation on March 27, 28, 30, and 31

Para educators with Fridays off:

- Report **4** days of vacation on March 27, 28, 29, and 30

State Preschool Para educators:

- Report **5** days of vacation on March 27, 28, 29, 30, and 31

Clerical OTBS/POA:

- Report **5** days of vacation on March 27, 28, 29, 30, and 31

Eleven-month employees:

- Report **5** days of vacation on March 27, 28, 29, 30, and 31

Food Services:

- Report **5** days of vacation on March 27, 28, 29, 30, and 31

Bus Drivers:

- Report **5** days of vacation on March 27, 28, 29, 30, and 31

Industrial Accident

Report all absences due to a work injury in Time and Labor using the **IA** time reporting code. If an employee has an approved injury and an industrial accident leave balance, those absences will be charged to their IA balance. If the injury has not been approved and is pending, the absences will be charged to the alternative sick leave code IAPND. Payroll will monitor all time reported as IA and change it accordingly to reduce from the proper leave bank as claim statuses are verified. If an employee has used their IA allotment for that work injury, continuing absences will be charged to sick leave, half pay sick leave, and/or vacation hours. Those absences will show on the timesheet with a **Payroll Use Only** IA time reporting code. Do not delete or change these entries as it will affect how the employee is paid.



Industrial Accident cont.

Industrial Accident Leave forms must be filled out and signed by the employee, doctor, and the administrator and turned into the timekeeper. Please keep the completed IA forms on file at your site. They do not need to be sent to payroll. If the timekeeper is not successful in obtaining the Industrial Accident Leave form from the employee, then it should be brought to the administrator's attention.

Prior Period Adjustments in Time and Labor

A prior period adjustment is a change in reported time in Time and Labor for a pay period that has already been processed through Payroll. Timekeepers may not adjust or enter time that is older than 90 days from the current date.

These prior period adjustments for time that has already been issued on a paycheck, but is still within the 90 day limit, should be made for reported time only (examples: incorrect TRC used, sick leave reported instead of vacation, incorrect number of hours reported) and not simply for trying to adjust charges that may have been applied to an inappropriate Combo/Account Code.

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 Budget Operations Department to adjust the expense. Once the payroll deadline has passed and payroll has been processed, paid and the charges have been distributed to the general ledger, Budget Operations must intervene to adjust account codes/expenses.

Absence Reporting

Please note that absences should be reported in Time and Labor even if the signed absence form has not been turned in by the employee. You may report the absence based on the SAMS report, a phone call, an email message, etc. School sites should print the SAMS report daily and record all absences from the report. The timekeeper must still pursue obtaining the absence form from the employee since it includes the employee's signature authorizing the leave. If the timekeeper is not successful in obtaining an absence form, then the matter should be brought to the administrator's attention.

April 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.

Thank You!