



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, 2023

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 8 payroll is **December 1 at 5:00 p.m.**

December Monthly Payroll Deadline

The deadline to enter positive pay hours for the December 28 payroll is **December 18 at 5:00 p.m.** Timekeepers will need to complete all of the timekeeping entries for the December 28th payroll before leaving for Winter break on December 15th as school sites will be closed on the timekeeping deadline.

January Hourly Payroll Deadline

The deadline to enter positive pay hours for the January 10 payroll is **Tuesday, January 2, 2024 at 5:00 p.m.** Timekeepers will need to complete all of the timekeeping entries for the January 10th payroll before leaving for Winter break on December 15th as school sites will be closed on the timekeeping deadline.

November Holidays

There are three holidays observed in November – Veterans Day (Nov 10) and Thanksgiving (Nov 23 & 24). 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 Week

All school sites will be closed the week of Thanksgiving from November 20 through November 24.

The first three days of that week (Nov 20, 21, 22) will be unpaid days for classified **PARA** and **OSS** ten (10) month traditional and some eleven (11) month traditional employees. They will be docked for those unpaid days on the December 28, 2023 paycheck. Payroll will automatically add the unpaid time to the employee's timesheet in Time and Labor. Do not change or delete those hours.

Floating Holiday and/or Vacation hours cannot be used in lieu of the unpaid days.

OTBS Classified employees in 10-month positions and most 11-month positions should have vacation reported the first three days of that week (Nov 20, 21, 22). 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**.

Do not report sick leave unless the OTBS 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.

Address Changes for Pay Warrants

In anticipation of year end and W-2 forms for 2023, 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

Longevity Stipends

Longevity stipends for employees in the POA (School Police) bargaining unit will pay on November 30, 2023. 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 2023 on a separate payroll. These stipends will be not included on the employee's monthly paycheck. Exact pay date to be determined.

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.



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!