



Timekeeper Workshop

Presented by:
SDUSD Payroll Department
May 14-15, 2009



Timekeeper Workshop

What's on Tap:

- Closing the School Year/Fiscal Year
- Late Reporting and Financial Accountability
- Employee Verification-Active/Terminated/FTE Placement
- SAMS Reporting/Verification and Reconciling Employee Attendance
- Demonstration of Earnings Calculations-Late Start/Early Term
- Vacation Payouts-Retiring/Separation and Continuing Employees >328 Hours
- Announcements/News

Sue Weir
Trudy Johnson

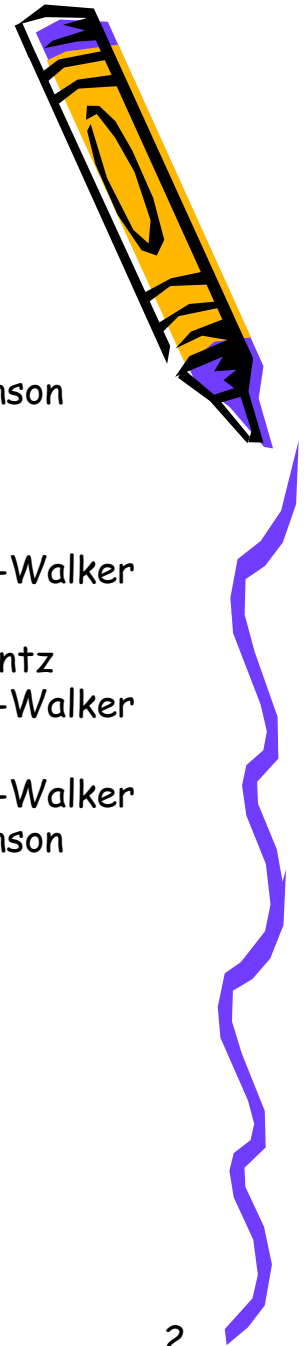
Sue Weir

Judy Wind-Walker

Lourdes Fontz
Judy Wind-Walker

Judy Wind-Walker
Trudy Johnson

Sue Weir



Closing the School Year/Fiscal Year

Validate Employee Actions and Payroll Reporting

- Are there employees who have been on long term illness/injury? Have all of their absences been reported?
- Has any employee indicated they will not be returning in the fall or are planning a leave of absence? Have you notified your payroll specialist? Have you submitted a termination PAR?
- Are you holding summer school at your site? Are all of your assignments on the system and ready for the start of the session?

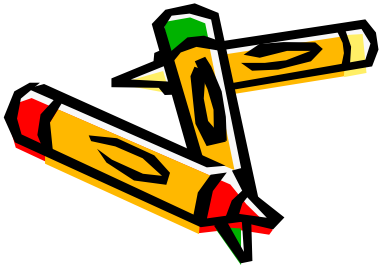


Closing the School Year/Fiscal Year



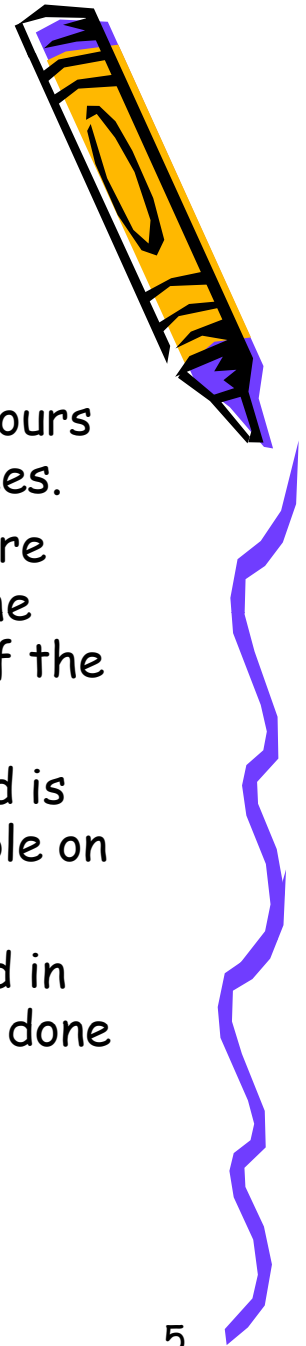
Validate Employee Actions and Payroll Reporting

- Classified ten-month employees who do not work the whole month of June are paid for a partial month. You will see the Time Reporting Code of PMP on the timesheet. This reporting code is managed by Payroll. Please do not change or delete PMP reported on the timesheet in June. If you need to report an absence or positive pay hours on one of these dates you must add a new line on the timesheet. **DO NOT REPLACE OR DELETE PMP.**
- Make sure to report all positive hours for the month of June. The timekeeper deadline is June 17 at 5 p.m.
- All positive hours and absences/leave that needs to be reported for the end of the fiscal year should be done prior to the timekeeper deadline of June 17.



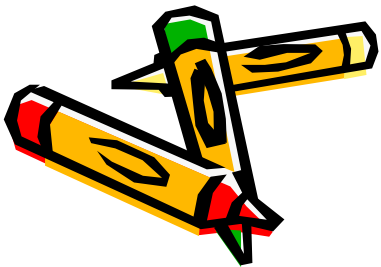
Late Reporting and Financial Accountability

- Between July 1 and April 30 of 2009 there were 2.8 million hours of positive time and absences processed for monthly employees.
- Between July 1 and April 30 of 2009 almost 70,000 hours were processed for monthly employees more than 75 days after the report date with a total gross worth more than \$1 million. Of the 70,000 almost 25,000 were absences.
- This district is considered a monthly remitter by the IRS and is expected to report as much of employee earnings as is possible on the monthly payroll for the current pay period.
- Hours and absences should be reported in the earnings period in which they are earned. That means time reporting should be done at least weekly for hours and absences that occur that week.



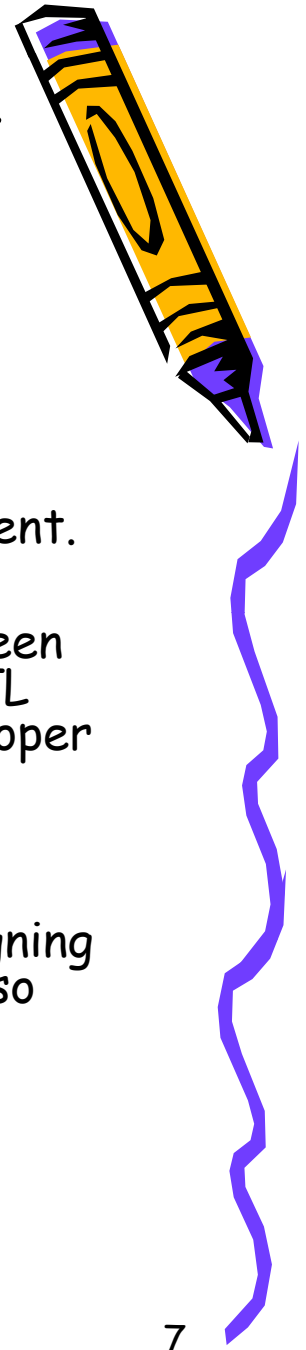
Late Reporting and Financial Accountability

- At no time should positive hours be withheld until the end of the fiscal year then paid in one lump sum. This practice distorts the payroll expense in your financial reports and does not provide a true picture of budgeted and actual expenses.
- Now more than ever accurate reporting and accounting of expenses is critical in managing district resources. The financial crisis we are experiencing currently requires diligent accounting in all areas.
- Payroll accounts for more than 80% of the district budget. All of us responsible for managing that expense must adhere to required timelines for reporting earnings and auditing our records.

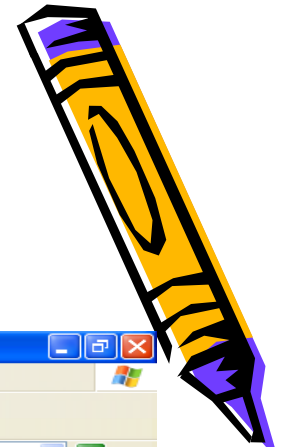


Employee Verification-Active/Terminated/FTE Placement

- Review your rosters and Filled Position reports.
- Too many employees are erroneously reported as active.
- Too many employees are reported with incorrect FTE placement.
- Make sure when you submit PARs that you review what has been entered is accurate. Make sure the FTE is correct and the TL calendar is correct. If you have questions about what the proper placement is contact Human Resources before you submit.
- Make sure termination or change of assignment PARs are completed immediately upon notification of an employee resigning or going on leave of absence. Contact your payroll specialist so they may intervene on the payroll if necessary to avoid overpayment.



Roster-Timesheet Summary



Timesheet - Microsoft Internet Explorer

Address: https://dwa.sandi.net/psp/hcm_3/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MSS_EE_SRCH_PRD.GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_MANAGER_SELF_SERVICE.HC_TIME_M

ORACLE

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	5544S
EmplID	
Last Name	
First Name	

Get Employees

Show Schedule Information

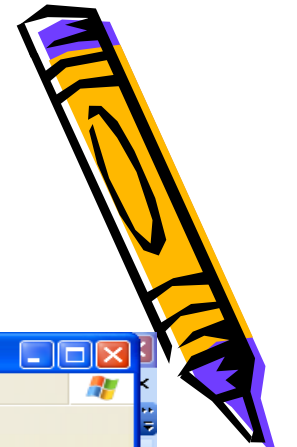
View By: Week Date: 05/07/2009 Refresh << Previous Week Next Week >>

Employees For Sue Weir, Totals From 05/04/2009 - 05/10/2009

Name	Job Description	Employee ID	Empl Rcd Nbr	Job	Location Code	Combination Code
Almazan,Patricia	Payroll Specialist	107613	0	6079A	5544A	5544000100024053300010000
Chernov	Payroll Specialist	140136	0	6079A	5544A	5544000100024053300010000
Brunetto,Dana	Payroll Specialist	136288	0	6079A	5544A	5544000100024053300010000
Davidson,Deana	Payroll Specialist	128702	0	6079A	5544A	5544067030024052800600000



Filled Position Report



http://www.sandi.net/peoplesoft/readandlearn/jobajds/hr/par/PAR_Filled_Positions.pdf - Microsoft Internet Explorer

Address: http://www.sandi.net/peoplesoft/readandlearn/jobajds/hr/par/PAR_Filled_Positions.pdf

Filled Positions Report

Status of Employee

Employee ID/Information

Job Code with Description

HCM Account Code (Combo Code)

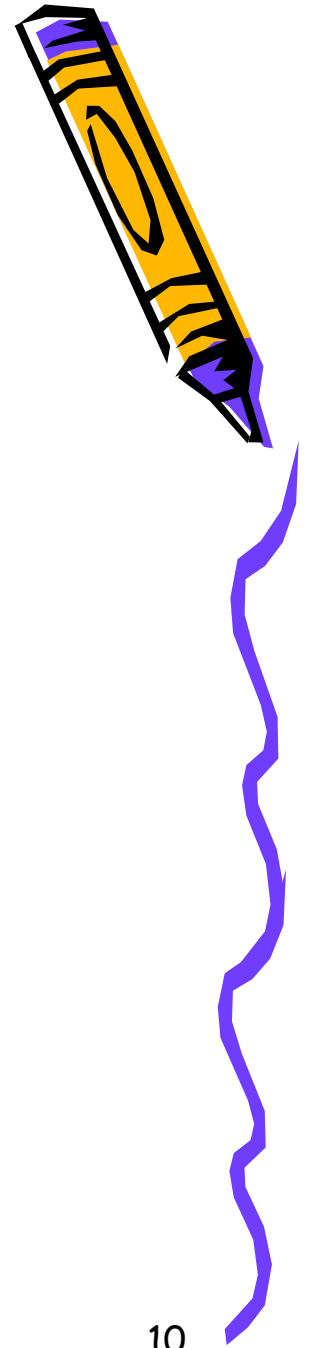
Status	Emp ID Pos Mail	Name Emp Descr	POS DEPT	FTE	ROI POS LOC	Jobcode Description HCM ACCOUNT CODE	SECT	RESOURCE	BUDGET	ACCOUNT	PROGRAM	CLASS	FUND	EXTENDED	PROJECT
Active	123456 10005027	Dee, Jane Res Spc Mo	0324	1.0000	0324A	2102 Resource Specialist-Spec Educ 0324650030011280321014750	0324	65003	00	1128	1120	5770	01000	4750	
Active	987654 10005010	Dee, John Elem Tchr	0324	1.0000	0324A	2000 Regular Teacher 0324000100011070102010000	0324	00010	00	1107	1000	1110	01000	0000	
Active	032165 10005050	Jones, James In Beh Tec	0324	0.7500	0324A	6434 Instruct Behavior Techn 0324650030021120220014210	0324	65003	00	2112	1110	5750	01000	4210	
Active	458703 10005010	Smith, Sally Elem Tchr	0324	1.0000	0324A	2000 Regular Teacher 0324000100011070102010000	0324	00010	00	1107	1000	1110	01000	0000	
Active	667564 10005015 10017557	Smith, Sam Counselor Counselor	0324	0.6700 0.3300	0324A	2612 Secondary Counselor 0324301000015011602010000 0324719400015011202010000	0324	30100 70940	00	1501	3110	1110	01000	0000	

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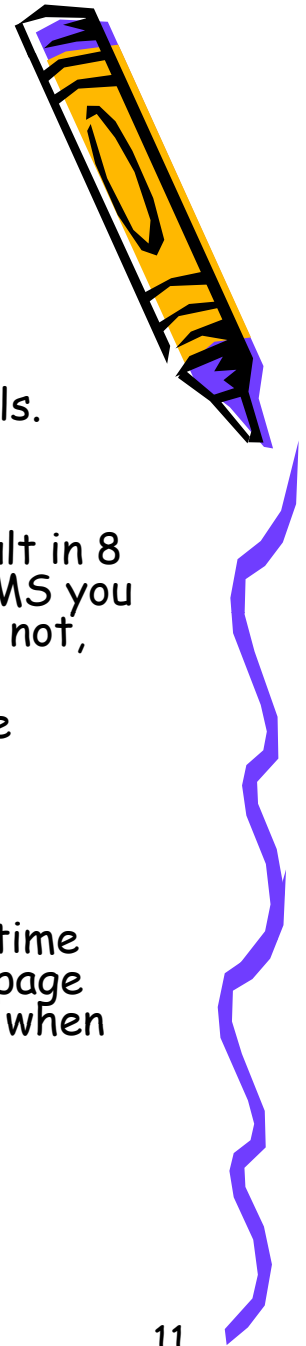
SAMS Reporting/Verification and Reconciling Employee Attendance

- Lourdes Fontz



SAMS Reporting/Verification and Reconciling Employee Attendance

- Make sure you have a sign in system for all substitutes at your schools.
- Validate that substitutes have signed in and out for the entire time reported for the assignment.
- SAMS certificated assignments are scheduled for 8 hours and default in 8 hours of time to Time and Labor. When verifying assignments in SAMS you **MUST** reconcile whether assignments are for a full day. If they are not, you must make the appropriate adjustment to Time and Labor.
- SAMS classified assignments are scheduled for the actual time to be worked. These assignments should also be validated for actual time worked.
- SAMS verification can be done by individual job/employee or with a feature called "Set All to Verify." When using the Set All to Verify feature you must be sure that all substitutes worked the amount of time reported. In addition, this feature only verifies all assignments one page at a time. If using this feature you must verify all pages individually when there are more than one.



Demonstration of Earnings Calculations: Late Start/Early Terminations

Classified Year-Round Calculation:

Classified year-round employees are paid based on their hourly rate of pay and the number of work days per year, including holidays. Here is a sample calculation for a 10 month School General Secretary III on step 1.

$\$18.18 \text{ per hour} \times 8 \text{ hours} \times 217 \text{ days} = \$31,560.48 / 12$
months = \$2630.04 monthly



Demonstration of Earnings Calculations: Late Start/Early Terminations



Classified Year-Round Calculation Continued:

Sample calculation for a late start SGS III at a year-round school for the 08/09 school year:

Start Date: 10/06/2008

Schedule ID: L10 Y217

10/06/2008 thru 06/30/2009 = 170 days

Yearly earnings will be: 170 days x \$145.44 = \$24,724.80

Earnings for October will be: 15 days x \$145.44 = \$ 2,181.60

Will be paid 11/01/2008 - 6/30/2009:

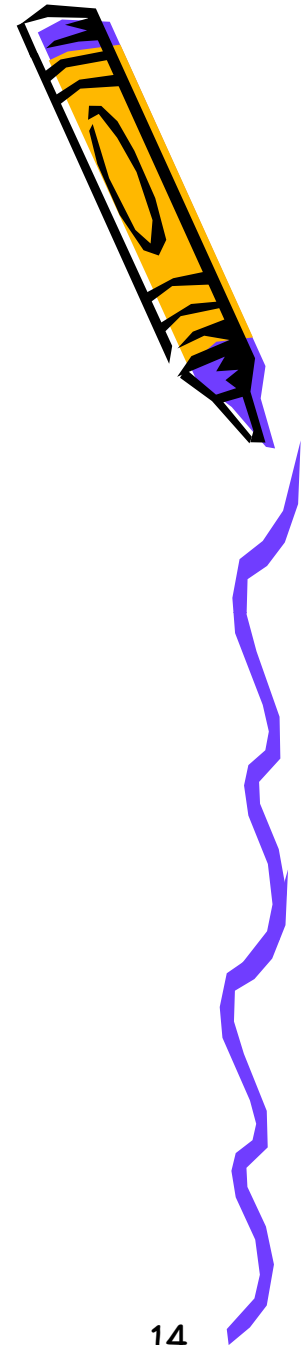
8 months x \$2630.04 = \$21,040.32

Set aside amount to be paid on June 30:

\$ 1,502.88



Demonstration of Earnings Calculations: Late Start/Early Terminations



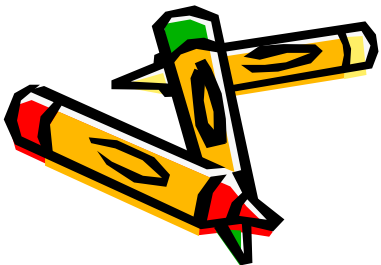
Certificated C13 Contract Calculation Early End:

First Name / MI	<u>John</u>
Last Name	<u>Deer</u>
ID Number	<u>999999</u>
SS Number	<u>C13</u>

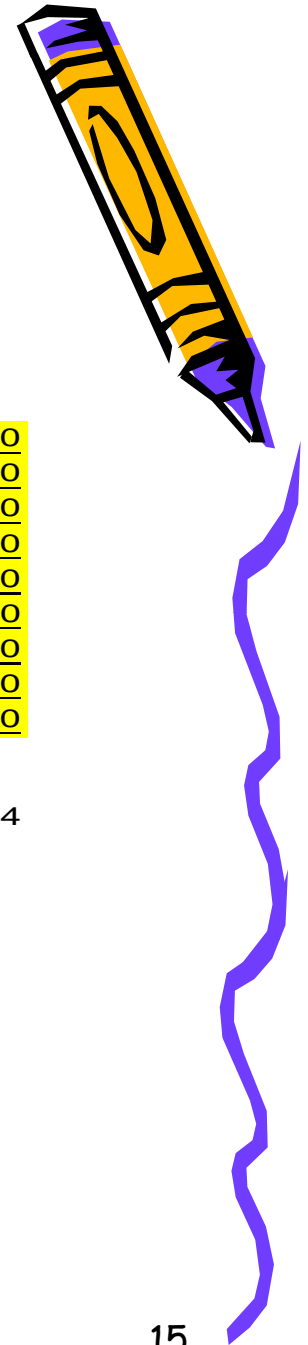
Earnings

Assignment Assignmer Assignment 3

Start Date	<u>8/27/2008</u>	
End Date	<u>3/4/2009</u>	
Monthly Salary Rate	<u>\$4,270.78</u>	
Special Comp	<u>\$0.00</u>	
Total Salary Rate	\$4,270.78	
FTE	<u>1.0000</u>	
# of Pays	<u>12</u>	
Contract Salary	\$51,249.40	
Contract Days	<u>184</u>	
Daily Rate	\$278.53	
Days Worked	<u>116</u>	
Earnable Salary	\$32,309.48	
Half Pay Sick Leave	<u>\$0.00</u>	
Unpaid Absences	<u>\$0.00</u>	
Net Earnable	\$32,309.48	\$32,309.48



Demonstration of Earnings Calculations: Late Start/Early Terminations



Certificated C13 Contract Calculation Early End Continued: Paid to Date

Date	Amount	Date	Amount	Date	Amount
7/31/2008	\$4,270.78	1/31/2009	\$4,270.78		\$0.00
8/31/2008	\$4,270.78	2/28/2009	\$4,270.78		\$0.00
9/30/2008	\$4,270.78		\$0.00		\$0.00
10/31/2008	\$4,270.78		\$0.00		\$0.00
11/30/2008	\$4,270.78		\$0.00		\$0.00
12/31/2008	\$4,270.78		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00

Total Paid to Date \$34,166.24

Future Payrolls

# of Pays	0
Monthly Salary Rate	\$0.00
Total Future Pays	\$0.00

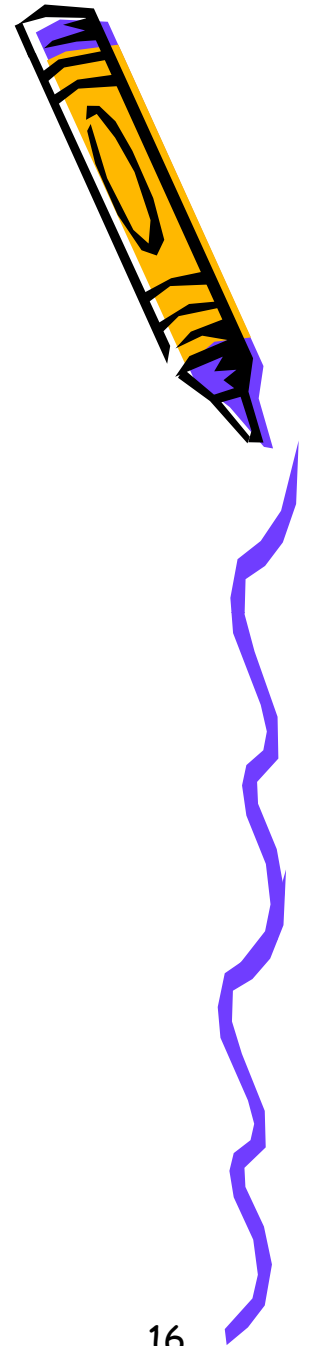
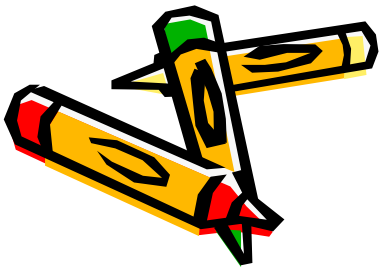
Adjustment Calculation

Total Earnings	\$32,309.48
Less Paid to Date	-\$34,166.24
Less Future Payrolls	\$0.00
Adjustment to be Made	-\$1,856.76
Date to Pay	O/P



Timekeeper Workshop

- Vacation Payouts-Retiring/Separation and Continuing Employees >328 Hours
- Announcements/News





Timekeeper Workshop

THANKS TO ALL OF OUR
TIMEKEEPERS!

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May 14-15, 2009

