

June Timekeeping Tips

June Payroll Deadlines

The deadline to enter absences and positive pay hours for the June 30 payroll is **June 18, at 5:00 p.m.** This deadline has been extended in order to accommodate ten month, traditional, certificated and classified employees whose last day working for this school year is June 17 through June 25 depending on their work schedule. This will ensure that absences and positive pay hours will be entered and posted on the June 30, 2008 paycheck. Positive pay hours that do not make this deadline will be paid on July 10. Absences that do not make this deadline will be reflected on the next salaried paycheck issued to the employee.

It is critical that employees who are laid off effective end of day June 30, 2008 have all of their absences entered by the June 18 deadline. This will ensure that laid off employees will be paid correctly on the last salaried paycheck issued to them by the District.

The deadline to enter positive pay hours for the June 10 payroll was **June 2 at 12:00 p.m.**

The deadline to enter positive pay hours for the July 10 payroll is Monday, July 1 at 5:00 p.m.

Summer School will pay on regular pay dates as long as the time is entered by the deadlines. Time worked in June and entered by July 1 at 5:00 p.m. will pay on July 10. Time worked and entered through the July deadline of July 21 at 5:00 p.m. will pay on July 31. Time worked for the rest of July and entered by the deadline of August 1 at 5:00 p.m. will pay on August 8.

PLEASE MARK YOUR CALENDAR WITH THIS INFORMATION!

Classified Employees at Traditional Sites

Please review the enclosed chart for the last day for classified employees at traditional sites for the 07-08 school year. Please look at the job titles and last column (Last Day 2007-2008 Fiscal Year) to determine the last day the employee is to be at work.

Payroll has received questions regarding the last day for paraeducators. The chart is correct and their last day is June 17, 2008 even though the last day for students is June 16, 2008. If they do not work on June 17 then the absence must be reported as vacation or unpaid. You can report sick leave if the employee is ill.

If you have any questions regarding this, please call your classified payroll specialist.

Partial Month Pay

Classified, ten month, traditional employees who do not work the whole month of June (exclusive of summer school), will be paid for working a partial month. They will be paid with the time reporting code of **PMP** (Partial Month Pay). This code will automatically appear in Time and Labor and you will see it on the timesheet.

Please do not change or delete PMP! Deleting or changing this code will affect how the employee is paid. If you need to report an absence or report positive pay hours on the same day as PMP, please do so by "Adding a New Line" on the timesheet.

Overlap of Regular Work Year with Summer School for Classified Employees

The last day for the 2007/2008 school year for **traditional, clerical** (OTBS) staff is June 25, 2008. The start of summer school for OTBS at the elementary and middle schools will be June 23, 2007. This means the regular work year overlaps with summer school by three days. The start of summer school for OTBS at the high schools will be June 19, 2008. This means that summer school will overlap with the end of the regular school year by five days. Clerical staff will be paid for

their regular school year assignment through June 25 unless their summer school assignment is at a higher salary. Report the time as follows:

If the summer school assignment is at the same job title or lower than the regular school year assignment, report summer school hours beginning June 26. Do not report hours before that date.

If the summer school assignment is at a higher salary, begin reporting the hours on the first day of summer school (June 19 or June 23). Report unpaid time against the regular school year assignment. In other words, if an employee normally works 8 hours a day and their summer assignment is 5 hours a day, report 5 hours of unpaid time from the first day of summer school through June 25 on their regular school year assignment. Report 5 hours a day on the summer school assignment so that the employee will be paid at the higher rate for summer school.

☺ Call your classified payroll specialist if you need clarification ☺

July 4 Holiday for Summer School

Please report hours (**CSI** or **LSI**) for July 4 as this is a paid day for certificated and classified **salaried** employees working summer school. Report the hours on July 4 based on the hours worked for summer school for classified employees and 5 hours for certificated employees. You will see these employees under the group ID for hourly employees in Report Time/Timesheet Summary, but they are not hourly employees. They are salaried employees using the hourly time reporting function in PeopleSoft.

Regular hourly employees such as visiting teachers and noon duty do not get paid for July 4. Do not report hours for regular hourly employees for July 4.

Maternity Leave

Maternity leave = sick leave. Employees who are absent due to having a baby or a difficult pregnancy can use their sick leave while absent. These types of absences are normally charged to sick leave. After the baby is delivered, a physician will typically approve the employee to return to work within six to eight weeks. If the employee does not want to return to work at that time, they must apply for a leave of absence or resign from their position. They can not continue to use sick leave once the doctor has released them to return to work.

June Resignations or 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. It is especially important to do this for employees working at a traditional school site as this will ensure the employee is paid correctly since the June 30 paycheck will be the last check issued by the District.

Do a termination or leave of absence PAR.

Review the on-line roster in Time and Labor or 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.

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