



August Payroll Deadlines

August pay dates: August 8 and August 29, 2008.

The deadline to enter absences and positive pay hours for the August 29, 2008 payroll is **August 18 at 5:00 p.m.**

The deadline to enter positive pay hours for the August 8 payroll **was** Wednesday, August 1.

The deadline to enter positive pay hours for the September 10 payroll is **September 2 at 5:00.**

PLEASE MARK YOUR CALENDARS WITH THIS INFORMATION! Also, please do not wait to enter absences and positive pay hours until the day of the deadline. Do time entry daily or once a week.

Partial Month Pay for Classified Employees

Classified, ten month, traditional employees who do not work the whole month of August will be paid for working a partial month depending on their work schedule/calendar. 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 in 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.

Positive Time Reporting

Please do not enter positive time for an employee before they actually work. In other words, do not enter positive time that may occur in the future. The time must be entered after the employee works it otherwise this could result in an overpayment.

Classified Permanence Bonus

The OTBS and OSS bonus paid on August 5, 2008. This bonus is for all salaried, classified employees in the OTBS and OSS units who have reached permanent status as of June 1, 2008. Paraeducators and all other employees not in those two bargaining units do not receive a bonus.

Vacation Accrual and Maximum Accumulation of 328 Hours

In accordance with District policy and Collective Bargaining Agreements, employees can accumulate a maximum of 328 vacation hours. Vacation hours are posted on employee pay warrants.

Employees at or above 328 hours can carry excess vacation accrual forward for use prior to the end of

August 31, 2008, and each August thereafter. Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September pay warrant. Concurrently, the employee's vacation balance will be reset to 328 hours.

It is the employee's responsibility to monitor vacation balances to make sure they do not exceed 328 hours as stated in Collective Bargaining Agreements. Managers and supervisors should also review their employees' vacation balances. A manager or supervisor may require an employee to use vacation hours to avoid reaching the maximum accumulation of 328 hours.

Two reports are available to assist employees with timekeeper roles and PAR processing roles. In PeopleSoft navigate to Human Resources 8.9, Benefits, Manage Leave Accruals, and finally to Leave Balance Reports. Timekeepers should run these reports on a monthly basis and provide the results to managers/supervisors who will use the information to manage leave schedules and advise employees.

If you have questions, please contact your payroll specialist or Sue Weir, payroll director, at 725-7717.

August 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 effective this month. **Please do a termination or leave of absence PAR.**

Review the on-line roster in Time and Labor (Timesheet) for 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!