



September Payroll Deadlines

Pay dates: September 10 and September 30, 2008.

The deadline to enter positive pay hours for payment on September 10 was September 2.

The deadline to enter absences and positive pay hours for payment on September 30 is **September 16 at 5:00 p.m.**

The deadline to enter positive pay hours for payment on October 10 is **October 1 at 5:00 p.m.**

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.

Payroll Phone List

The attachment to this email is the latest edition of the payroll phone list. This list will show you who your payroll specialist is for certificated and classified employees by location number. The phones and payroll office are open from 8:00 a.m. to 5:00 p.m. Monday through Friday. We are located at the Eugene Brucker Education Center, Room 1150.

We are happy to serve you ☺

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 to the employee.

Employees No Longer at your Site

If on September 30, you receive a blue pay stub or a brown paycheck and the employee is no longer at your site, please call your payroll specialist before mailing the check to the employee. The payroll specialist will verify if the check is valid and if so, will instruct you to mail the check to the employee. If it is not valid, you will be asked to send the check or check stub to Payroll. Please attach a note to the check as to the status of the employee. It is very important that you call payroll with this information.

Verify SAMS Jobs

Please remember to verify on the SAMS system that substitutes (certificated and classified) assigned to your location actually showed up and worked the assigned jobs. Substitutes will not be paid unless the jobs they worked have been verified on SAMS. You must verify all jobs in SAMS at the latest by the day before the timekeeper cut-off for each payroll period. It is recommended that you take a few moments each day to verify the previous day's jobs. If you have any questions regarding this, please contact the SAMS office/sub desk at 619 725-8090.

September Holidays

There is one holiday in September – Labor Day on September 1. Do not report employee absences on that day! This is a **PAID** holiday for classified employees and a non-work day for certificated employees and should be left blank unless an employee works and is eligible for regular time, extra-time, or over-time.

Sick Leave Reporting

If an employee has not returned to work and was absent due to illness at the end of last school year, please remember to continue to report sick leave absences on your timesheet. If you do not report the employee as absent, then it appears as if they have returned to work. If you have questions regarding about this, please call your payroll specialist.

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. Please run the report now and give to your administrator as this will show who will be receiving vacation pay on the September 2008 pay warrant.

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

September 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. Remember to do a termination or leave of absence PAR.

Review the on-line roster on your timesheet 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 technician. 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!

Please do not respond to this email as it is informational only! Contact your payroll specialist if you have any questions.

**Thank-you!
SDUSD Payroll Dept.**

