



### **October Payroll Deadlines**

October paydays: October 10 and October 31 - *Happy Halloween!*

The deadline to enter absences and positive pay hours for the October 31<sup>st</sup> payday is **October 16<sup>th</sup> at 5:00 pm.**

The deadline to enter positive pay hours for the October 10<sup>th</sup> payday, was October 1<sup>st</sup>.

The deadline to enter positive pay hours for the November 10<sup>th</sup> payday is **November 3<sup>rd</sup> at 5:00 pm.**

**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. Waiting until the day of the deadline can be risky in case there are system problems and/or you are unexpectedly absent.

### **Online Roster/Time Reporting Error Notice**

Please remember to use the "Online Roster/Time Reporting Error Notice" when you are unable to enter time on the timesheet because the employee no longer works at your site. Always include the employee ID number and location number. Please send in the form and attach photocopies of timecards/leave forms to the attention of the appropriate payroll specialist in room 1150.

If you are unable to enter time for an employee because the employee is new at your site or a time reporting code is unavailable, please call the appropriate payroll specialist in payroll. We will be able to help you with this situation.

### **Regular Time for Classified Employees**

Please remember to report **REG** (Regular) time for hourly employees only. This time reporting code can not be used for salaried employees. If it is used, the employee will not be paid. If a salaried employee works additional hours up to 8 hours a day, use **EXTRA** as the time reporting code. If a salaried employee works on a non-scheduled workday, use **EXTRA** as the time reporting code. If you have questions regarding this, please contact your payroll specialist.

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### **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 them absent on sick leave in Time and Labor. If you do not report the employee absent, it appears as if the employee has returned to work. If you have questions regarding this, please contact your payroll specialist.

### **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.

### **October 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 in Time and Labor (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 specialist. If an employee does not appear on the list and they 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.

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