



November Payroll Deadlines

Paydays: November 10 and November 26.

The deadline to enter absences and positive pay hours for the November 26 payday is **November 17 at 5:00 pm.**

The deadline to enter positive pay hours for the December 10 payday is **December 1 at 5:00 pm.**

The deadline to enter positive pay hours for the November 10 payday was November 3.

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.

November Holidays

There are three holidays in November - Veterans Day on Tuesday, November 11, and two holidays for Thanksgiving, November 27 and 28. Do not report employee absences on those three days. They are **PAID** holidays for classified employees and non-work days for certificated employees and should be left blank unless an employee works and is eligible for regular time, extra-time, or over-time.

Thanksgiving

All school sites will be closed the week of Thanksgiving, November 24 through November 28. The first three days of that week, November 24, 25, 26 will be unpaid days for classified, 10 month and some 11 month, traditional employees. They will be docked those days on their December 30, 2008 paycheck. Payroll will automatically add the unpaid hours to the employee's record in Time and Labor. Do not change or delete those hours. **Vacation hours can not be used in lieu of the unpaid days.** Those three days will be added to their calendar as workdays at the end of the school year in June 2009 and will be included in their pay on the June 30, 2009 paycheck. Thursday, November 27 and Friday, November 28, are paid holidays.

Double-Time

Employees in bargaining unit 2 (OSS), 3 (OTBS), and 5 (Paraeducator) that are non-exempt, will be compensated at two times the unit member's regular rate of pay for work performed on any seventh consecutive workday where the unit member has worked hours on the six preceding calendar days. These are the only groups of employees eligible for double-time. All other employees are not eligible.

Longevity Stipend

Longevity stipends for employees in the OSS bargaining unit and the POA (School Police) bargaining unit will pay on November 26, 2008. These stipends will be included in the employee's monthly paycheck.

November Resignations and Leaves of Absence

Please notify your payroll technician 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 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!

Distribution of Pay Warrants for December

Please print and post the attached information circular (No. 501) regarding the distribution of pay warrants for December 2008. All district employees expecting a pay warrant on December 30 should know that all checks will be put in the U.S. mail on December 29. Therefore, it is important that the district has correct mail addresses for employees. Special handling will not be available. For those employees who have direct deposit, pay advices will be distributed to your site when your site reopens. Information about signing up for electronic deposit is available on the circular. Paycheck information can be viewed on-line using the DWA Employee Self Service.

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 Department**



SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 22, 2008
To: All Employees
Subject: DISTRIBUTION OF PAY WARRANTS FOR DECEMBER 2008
**Department and/or
Persons Concerned:** All Employees
Reference: None

Brief Explanation:

PAY DATE: December pay warrants for **all monthly employees, food service workers, and hourly employees with reported time for December 1 through December 15** will be payable on **December 30, 2008**.

DISTRIBUTION OF WARRANTS:

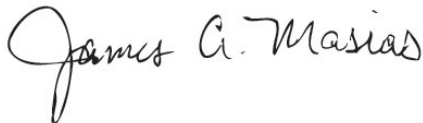
The Eugene Brucker Education Center will be closed during Winter Break and non-accessible to all staff and the public from December 22, 2008 through January 2, 2009. **All** December pay warrants will be placed in the U.S. Mail on December 29, 2008. Special handling will not be available. Please ensure that the district has your correct mailing address. For those employees who have direct deposit, pay advices will be distributed to your site when your site reopens. Paycheck information can also be viewed on-line using the DWA Employee Self Service.

If you will be out of town, please sign up for electronic deposit. Your pay warrant will be automatically deposited on payday to the bank account you designate. An "Employee Authorization for Automatic Payroll Deposit" form **RECEIVED NO LATER THAN 12 NOON, NOVEMBER 18**, will affect your December 30 pay. The form is available on the Payroll web site at <http://www.sandi.net/depts/payroll/>, from your school/department timekeeper or at the Payroll Department, Education Center, Room 1150. The automatic payroll deposit will continue for future payrolls or until it is terminated.

Counter pickup will not be available.

Ken Leighton
Accounting Operations Director
Financial Operations Division

APPROVED:



James A. Masias
Chief Financial Officer

JAM:vb

Distribution: List G