

This is a correction to December Timekeeping Tips:

Payday is December 30, 2008. All paychecks will be mailed on December 29, 2008 to the employee's home address. **All advices will be distributed to sites when the site reopens.**

See information circular #501 for information regarding the distribution of pay warrants and advices for the December 30 payday.

<http://www.sandi.net/staff/circulars/0809/ic501.pdf>



December Payroll Deadlines

Payday is December 30, 2008. All paychecks and advices will be mailed on December 29, 2008 to the employee's home address. Please share this information with your staff to ensure they have the most up to date address with the district. See information circular #501 for information regarding the distribution of pay warrants for the December 30 payday.

<http://www.sandi.net/staff/circulars/0809/ic501.pdf>

The deadline to enter absences and positive pay hours for the December 30, 2008 payday is **December 16 at 5:00 pm**. Please be sure and enter all positive time by this deadline to ensure everyone is paid on December 30. Payroll will be closed during winter break and will not be open again until January 5, 2009.

The deadline to enter positive pay hours for the December 10 payday **was** December 1.

The deadline to enter positive pay hours for the January 10, 2009 payday is **January 5 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.

December Holidays

There are three holidays in December - Wednesday, December 24; Thursday, December 25; Wednesday, December 31. 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. Do not report absences on those holidays.

All 12 month modified, 11 month, and 10 month traditional employees will return to work on January 5, 2009 after winter break. All 10 month year-round employees will return to work on January 20, 2009 after winter break and intersession.

Thanksgiving

All school sites were 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, traditional employees and some

classified, 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 timesheet in Time and Labor. **Do not change or delete those hours.**

Vacation or sick leave 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 22 and Friday, November 23, were paid holidays.

Winter Break and Posting of Forced Vacation for Classified Employees

Paraeducators (traditional and year-round):

- Report **6** days of forced vacation during winter break on December 22, 23, 26, 29, 30, and January 2.

Paraeducators with Wednesdays off (year-round and traditional):

- Report **6** days of forced vacation on December 22, 23, 26, 29, 30, and January 2.

Paraeducators with Fridays off (year-round and traditional):

- Report **4** days of forced vacation on December 22, 23, 29, 30.

Clerical OTBS (year-round and traditional):

- Report **6** days of forced vacation on December 22, 23, 26, 29, 30, and January 2.

Eleven month employees (year-round and traditional):

- Report **6** days of forced vacation on December 22, 23, 26, 29, 30, and January 2.

Food Services (year-round and traditional):

- Report **6** days of forced vacation on December 22, 23, 26, 29, 30, and January 2.

Bus drivers:

- Report **6** days of forced vacation on December 22, 23, 26, 29, 30, and January 2.

NOTE: If an employee does not have enough vacation hours to cover forced vacation the time should be reported as **unpaid**. Do not report it as sick leave or any other absence, unless the employee is ill or has a reason that applies to personal emergency, jury duty, etc.

December Resignations and 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. 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!

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.**