



January Payroll Deadlines

January paydays: **January 9 and January 30, 2009.**

The deadline to enter absences and positive pay hours for the January 30 payday is **January 16 at 5:00 pm.**

The deadline to enter positive pay hours for the January 10 payday was January 5.

The deadline to enter positive pay hours for the February 10 payday is **February 2 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. Late entry of time delays the employee's paycheck and requires manual intervention by payroll.

January Holidays

There are two holidays in January – New Year's Day on January 1, 2009 and Martin Luther King Jr's Birthday on January 19, 2009. These two days are paid holidays for classified employees and non-work days for certificated employees. Those days 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 days.

Winter Break and Posting of Forced Vacation for Classified Employees

It is mandatory to report vacation hours for all 10 month and some 11 month classified employees during winter break for the days listed below depending on the bargaining unit. There are four paid holidays during winter break, December 24, 25, 31 and January 1. Do not report vacation on those holidays. 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 necessity, jury duty, etc.

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.

Industrial Accident

Report all absences due to a work injury with the **IA** time reporting code in Time and Labor. If the employee has an approved injury and an industrial accident leave balance, those absences will be charged to their IA balance. If the injury has not been approved and is pending, the absences will be charged to sick leave. The worker's comp specialist in payroll will monitor all time reported as IA and change it accordingly to reduce from the proper leave bank as claim statuses are verified. If an employee has used their IA allotment for that work injury, continuing absences will be charged to sick leave, half-pay sick leave and if applicable, vacation hours. Those absences will also appear with the **Payroll Use Only** time reporting code. Do not delete or change these entries as it will affect how the employee is paid.

Industrial Accident Leave forms must be filled out and signed by the employee, signed by a doctor and the administrator and turned into the timekeeper. Please keep the IA forms on file at your site. They no longer need to be sent to payroll. If the timekeeper is not successful in obtaining the Industrial Accident Leave form from the employee, then this should be brought to the administrator's attention.

January 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!

YEAR-ROUND TIMEKEEPERS AND INTERSESSION TIMEKEEPERS

Please make sure the long term subs at your site who were working in December did not have time automatically populated during intersession. If you find any, please zero out the time. These jobs should have been turned off for this period and restarted when you return from the break.

If you have visiting teachers working at your site during intersession, please observe the following:

- Time can be reported on the subs regular 5998 sub assignment

These are the codes to use during intersession:

- **SIVT** – Used for visiting teacher who is subbing for another intersession teacher
- **SIVTL** – Used if the visiting teacher is the primary teacher responsible for the classroom

Please do not use SVT or LVT for intersession time reporting. Report time worked as 5 hours per day not 8 hours per day for VT's.

Reg vs. Extra

Regular (REG) time can never be reported in Time and Labor for a **salaried** classified employee as it will not pay. Please report the time as extra-time or over-time depending on the work performed.

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.

Go Chargers!