



February Payroll Deadlines

February Paydays: February 10 and February 27, 2009

The deadline to enter absences and positive pay hours for the February 27 payroll is **February 17 at 5:00 pm.**

The deadline to enter positive pay hours for the March 10 payroll is **March 2 at 5:00.**

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.

February Holidays

There are two holidays in February...Lincoln's Birthday on the 9th and Washington's Birthday on the 16th. Do not report employee absences on those days! They are paid holidays for classified employees and non-workdays for certificated employees. Those days should be left blank unless a classified employee works and is eligible for overtime or extra time.

Classified hourly employees working on a holiday will be paid as **REG** time. Do not report it as overtime unless they work over 8 hours in a day.

Employee Self-Service

Employees can view all of their paycheck information; change their address and/or tax status on the computer through employee self-service. Here is the navigation from the SDUSD web page:

<http://www.sandi.net/> ...click on "For District Staff" on the left hand side of the page. On the next page look at the right hand side under "District Wide Applications", click on PeopleSoft Logon. This will bring you to the portal to PeopleSoft. Read the instructions under Signing in to the Portal. An employee will need to establish a password in order to view their personal information. If they need additional help they must call the SDUSD IT Help Desk at 619 725-7500.

Please share this important information with site personnel.

Winter Break

Ten month employees and most eleven month classified employees must have vacation time reported during winter break. This is a "forced" vacation for those employees. If you have not entered vacation, **please do so now.** If an employee does not have enough vacation hours to cover the days during winter

break, then the time needs to be reported as **unpaid**. You can 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. Refer to the December 2008 or January 2009 Timekeeping Tips for more detailed instructions.

Reporting Old Time

Site timekeepers can not enter time that is older than 90 days from the current date. The time must be sent to payroll on an **On-line Roster/Time Reporting Error Notice** available through the district website. Please attach a copy of the time card to the notice.

Monitoring of Absences

Personal Necessity Leave - A total of eight (8) days of sick leave benefits (full-pay sick leave) per fiscal year may be used for cases of personal necessity. Some bargaining units, at the unit member's request, may use vacation instead of sick leave. Please refer to union contracts and district administrative procedure for reasons for using personal necessity. Please monitor the employee usage of eight days per fiscal year as the system will not do this for you. Keep a record of employee requests at your site for personal necessity to ensure their requests do not exceed the eight days per fiscal year. If an employee exceeds 8 days, then it is charged as unpaid.

Two-Day Absence - Employees may use up to two (2) days per fiscal year of full-pay sick leave for personal business. Please monitor the employee usage of this two-day personal business absence as the system will not do this for you.

Personal & Professional Improvement Days - Managers, supervisors and confidential employees are entitled to use 4 days per fiscal year of PPI days with a carryover balance of 4 days from the previous fiscal year. Please monitor the employees at your site and their usage of PPI days as the system will not do this for you.

Floating Holiday - Classified employees are allowed one (1) floating holiday per fiscal year if they are in paid status on Admission Day (exception: Paraeducators can be in paid status at any time during the month of September). Please monitor the employees at your site and their usage of their floating holiday as the system will not do this for you.

February Resignations and Leaves of Absences

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!