



March Payroll Deadlines

March paydays: **March 10 and March 31, 2009.**

The deadline to enter positive pay hours for the March 10 payday was March 2 at 5:00 pm.

The deadline to enter absences and positive pay hours for the March 31 payday is **March 16 at 5:00 pm.**

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

PLEASE MARK YOUR CALENDAR 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. Posting of time after the deadline creates a delayed paycheck for the employee and manual intervention by payroll. Encourage employees at your site to turn timecards in daily or at the end of each week.

Printing of Direct Deposit Advices

In an effort to reduce the use of paper and the cost associated with printing advices, SDUSD will end automatic printing of direct deposit advices effective with the March 31, 2009 monthly payroll.

Through employee self-service, advices will be available to all employees who have electronic deposit. This on-line advice will look exactly like the printed advice and can be printed on one page. This printed document can be used for all of the same purposes where a paycheck document is required.

Effective March 6, 2009 employees can continue to receive a printed advice by requesting it through employee self-service. The advice will continue to be printed and distributed in the normal manner. Here is the navigation: Self-Service→Payroll and Compensation→Direct Deposit. Click on Pay Statement Print Option. Select the appropriate button to indicate preference for receiving a printed copy of your direct deposit pay statement. Click SAVE.

Please share this information with site staff. Contact your payroll specialist if you have any questions.

Absence Reporting and Documentation

Please report all absences on the timesheet in Time and Labor as they are reported to you even if you have not received a form authorizing the absence. You may report the absence based on the SAMS report, a phone call, an email message, etc. School sites should print the SAMS report daily and enter all absences from the report. The timekeeper must still pursue obtaining the absence form from the employee since it includes the employee's signature authorizing the leave. If the timekeeper is not successful in obtaining an absence form, then the matter should be brought to the administrator's attention.

SDUSD administrative procedure #7130 for sick leave absences states that "**absent employees must submit a leave application form to the principal or department head within ten days after return to duty or after termination of period of disability. The form must be signed by the employee and principal or department head**".

Short Term Leave Without Pay Request

Classified employees who are absent without pay on a short term leave before and after a holiday, will not be paid for that holiday. The timekeeper must enter the time as unpaid on the holiday. If the employee is in paid status before or after the

holiday and is on one unpaid day before or after the holiday, then the holiday is paid and unpaid time does need to be entered.

Please review the instructions at the top of the Short Term Leave Without Pay Request for the distribution of this form. It is required that the original be sent to Payroll. The payroll specialist must audit this type of absence against what was entered on the Timesheet to ensure that these unpaid absences have been entered and entered correctly. Remember to make a copy of the request form for your files.

Half-Pay Sick Leave

If an employee is out on long term sick leave and is using half-pay sick leave, please **project** their absences to the end of the month. In other words, if you know the employee is going to be absent the whole month on half-pay sick leave, report the half-sick leave through the last day of the month. This will ensure the employee is paid correctly for the month since the pay period is the first of the month to the last day of month.

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.

March 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!