



May Payroll Deadlines

May paydays: **May 8 and May 29, 2008.**

The deadline to enter positive pay hours for the May 8 payday **was** May 1 at 5:00 p.m.

The deadline to enter absences and positive pay hours for the May 29 payday is **May 18 at 5:00 p.m.**

The deadline to enter positive pay hours for the June 10 payday is **June 1 at 5:00 p.m.**

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 can create 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. Remember that you can enter absences before the employee turns in the absence request or the sick leave/personal business/personal necessity form. Enter the absence from a phone call, an email or the SAMS report. You must still pursue obtaining the absence form from the employee since it includes the employee's signature authorizing the leave. If you are not successful in obtaining an absence form, then the matter should be brought to the administrator's attention.

May Holiday

There is one holiday in May....Memorial Day on May 25. **Do not report employee absences on that day.** This is a PAID holiday for classified employees and a non-work day for certificated employees. This day should be left blank unless an employee works and is eligible for regular time, extra-time or overtime.

May 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!

Sick Leave for Ten Month, Traditional, Classified Employees

June is a partial pay month for all ten month, traditional, classified employees. This means that these employees will be paid on June 30 for working a partial month in June. If you have an employee who is out on long term sick leave in May (especially if it is half-pay sick leave), please project and report their sick leave absences through May 30 so that these absences will dock from their May paycheck. If you do not project their half-pay sick leave through May 30, the docking of their half-pay sick leave could exceed their June pay. This could result in either no check for June or a very small check in June. If you need clarification about this, please contact your classified payroll specialist.

Reporting Old Time

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

2 hr PB vs. PB from Sick Leave

There are two types of paid personal business absences:

- **Two-Hour Absence (Paid)**

An employee may be excused from duty subject to the approval of the administrator/supervisor for personal business for up to two (2) hours in any workday. The time reporting code is **PB2HR**.

- **Two-Day Absence (Paid)**

An employee may use up to two (2) days per fiscal year of accumulated sick leave for personal business. These days may be used at the employee's discretion. Normally, forty-eight (48) hours advance notice shall be required and such leave may not be used the day prior to or after a holiday or school recess period. Such leave shall not be used to participate in any concerted activities. The time reporting code is **PRB**.

Leave Balances on Timesheets

When entering sick leave or vacation hours for an employee, please let the system "tell" you when an employee does not have adequate hours for the leave taken. Do not use the balance on the timesheet to determine how many hours to enter. This is because all salaried employees are entitled to use sick leave in advance of accrual up through June of every year. Sick leave can be a negative balance.

The same holds true for vacation hours for 10 and 11 month classified employees in their second through sixth year of employment. These employees can use vacation in advance of accrual up to 5 months. In this instance, vacation can be a negative balance.

Entering Absences on more than one Job Record

When an employee is absent and has more than one employee job record, the absence must be reported on both job records. Do not select one record and report all the hours on that record.

For example, employee John Smith works as a 6 hour SEA on record zero and a 2 hour SEA Bus Monitor on record one. If this employee is out sick for 8 hours, 6 hours of sick leave must be reported on record zero and 2 hours of sick leave must be reported on record one. Do not report all 8 hours on record zero.

Vacation Accrual Policy

In accordance with District policy and Collective Bargaining Agreements, employees can accumulate a maximum of 328 vacation hours. Employees at or above 328 hours can carry excess vacation accrual forward for use prior to August 31. (Regular classroom teachers do not accrue vacation.) Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September pay warrant. At the same time, the employee's vacation balance will be reset to 328 hours. Managers and employees share responsibility in monitoring vacation balances to make sure they do not exceed the 328 hour maximum at the end of August each year. A manager or supervisor may require an employee to use vacation hours to avoid reaching the maximum accumulation. Payments to employees that have exceeded the cap will be charged directly to your site budget. For more information, visit the [Payroll](#) website. With questions, contact your payroll specialist.

Run the "Leave Balance Reports" to identify employees at your site whose vacation balance is at or above 328 hours. There are two reports that can be run: Leave Information by Department and Vacation Balances of 300 or >. Here is the navigation:

Benefits → Manage Leave Accruals → Leave Balance Reports

Short Term Leave Without Pay Request Form

When urgent personal reasons demand an employee's absence, he/she may be excused from duty without pay for a period not to exceed one month with the prior approval of the administrator or supervisor. Such leave may be granted in increments of one hour up to and including the employee's assigned workday. Personal business leave will not be granted for periods greater than one month. If the absence is more than one month, a regular leave of absence must be requested.

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.

Employees who are absent in an unpaid status for any reason for more than 15 days in a month shall not accrue sick leave and/or vacation during the unpaid period of absence.

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. This will ensure that the employee is paid correctly and not receiving sick leave and/or vacation accruals for that month if applicable. Remember to keep a copy of the request form for your files.

***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.***