



June Payroll Deadlines

June paydays: **June 10 and June 30.**

The deadline to enter absences and positive pay hours for the June 30 payroll is **June 17, at 5:00 p.m.** This deadline has been extended in order to accommodate ten month, traditional, certificated and classified employees whose last day working for this school year is June 16 through June 25 depending on their work schedule. This will ensure that absences and positive pay hours will be entered and posted on the June 30, 2009 paycheck. Positive pay hours that do not make this deadline will be paid on July 10. Absences that do not make this deadline will be reflected on the next salaried paycheck issued to the employee.

It is critical that employees who are laid off or resigning/retiring effective end of day June 30, 2009 have all of their absences entered by the June 17 deadline. This will ensure that these employees will be paid correctly on the last salaried paycheck issued to them by the District. This will also ensure that any unused vacation paid out to the employee is correct.

The deadline to enter positive pay hours for the June 10 payroll was June 1 at 5:00 p.m.

The deadline to enter positive pay hours for the July 10 payroll is July 1 at 5:00 p.m.

Summer School will pay on regular pay dates as long as the time is entered by the deadlines. Time worked in June and entered by July 1 at 5:00 p.m. will pay on July 10. Time worked and entered through the July deadline of July 21 at 5:00 p.m. will pay on July 31. Time worked for the rest of July and entered by the deadline of August 1 at 5:00 p.m. will pay on August 8.

PLEASE MARK YOUR CALENDAR WITH THIS INFORMATION!

Partial Month Pay

Classified, ten month, traditional employees who do not work the whole month of June (exclusive of summer school), will be paid for working a partial month. They will be paid with the time reporting code of **PMP** (Partial Month Pay). This code will automatically appear in Time and Labor and you will see it on the timesheet.

Please do not change or delete PMP! Deleting or changing this code will affect how the employee is paid. If you need to report an absence or report positive pay hours on the same day as PMP, please do so by "Adding a New Line" on the timesheet.

Overlap of Regular Work Year with Summer School for Classified Employees

The last day for the 2008/2009 school year for **traditional, clerical** (OTBS) staff is June 25, 2009. The start of summer school for OTBS at the elementary, middle and high schools will be June 22, 2009 (exception is La Jolla High's summer school starts on June 18). This means the regular work year

overlaps with summer school by four days. Clerical staff will be paid for their regular school year assignment through June 25 unless their summer school assignment is at a higher salary. Report the time as follows:

If the summer school assignment is at the same job title or lower than the regular school year assignment, report summer school hours beginning June 26. Do not report hours before that date.

If the summer school assignment is at a higher salary, begin reporting the hours on the first day of summer school June 22 (June 18 for La Jolla High). Report unpaid time against the regular school year assignment. In other words, if an employee normally works 8 hours a day and their summer assignment is 5 hours a day, report 5 hours of unpaid time from the first day of summer school through June 25 on their regular school year assignment. Report 5 hours a day on the summer school assignment so that the employee will be paid at the higher rate for summer school.

☺ Call your classified payroll specialist if you need clarification ☺

July 4 Holiday for Summer School

Please report hours (**CSI or LSI**) for July 4 as this is a paid day for certificated and classified **salaried** employees working summer school. Report the hours on July 4 based on the hours worked for summer school for classified employees and 5 hours for certificated employees. You will see these employees under the group ID for hourly employees in Report Time/Timesheet Summary, but they are not hourly employees. They are salaried employees using the hourly time reporting function in PeopleSoft.

Regular hourly employees such as visiting teachers and noon duty do not get paid for July 4. Do not report hours for regular hourly employees for July 4.

June Resignations or 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!