

July Payroll Deadlines

July pay dates are: **July 10 and July 31.**

The deadline to enter positive pay hours for the July 10 pay date was July 1.

The deadline to enter absences and positive pay hours (including summer school) for the July 31 payday is **July 22 at 5:00 p.m.** The July deadline has been extended from July 16 in order to accommodate the last day year-round schools are in session and to accommodate summer school. This will ensure absences and positive pay hours will be entered and posted on the **July 31, 2009** paycheck. Positive pay hours that do not make this deadline will be paid on **August 10, 2009**. Absences that do not make this deadline will be reflected on the next salaried paycheck issued to the employee.

The deadline to enter positive pay hours for the August 10 payday is **August 3 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.

July Holiday

There is one holiday on July 3rd. Do not report employee absences on that day. This is a **PAID** holiday for classified employees and a non-work day for certificated employees at year-round school sites and should be left blank unless an employee works and is eligible for regular time, extra-time, or over-time.

See below under Summer School for the exception to July 3 holiday reporting.

Summer School

There is an exception for certificated and classified summer school employees and the **July 3** holiday. Report summer school time (CSI or LSI) for **July 3** as this is a paid day for certificated and classified, salaried employees working summer school. Regular hourly employees such as visiting teachers and noon duty do not get paid for **July 3**. Do not report hours for regular hourly employees on that day.

If an employee is absent during summer school, report CSI or LSI with the hours worked each day. Report the absences on a separate line (i.e. sick leave, vacation, bereavement, etc.).

If you have questions regarding how to report time on July 3 or how to report absences for summer school, please contact your payroll specialist or refer to your summer school manual.

Classified Sick Leave Incentive

Employees in the OTBS, OSS, Paraeducator and Police Officer Association bargaining units having perfect attendance (not using their annual sick leave allotment of 10, 11, or 12 sick leave days) during one complete fiscal year (July 1 through June 30) shall be entitled to one (1) paid day of leave for personal, professional improvement during the next fiscal year.

Attendance records for determining an employee's eligibility for a personal, professional improvement day will be maintained by the site or department where the employee works. The personal, professional improvement day may be used at any time with the prior approval of the department head or principal.

The personal, professional improvement day does not accrue from year to year and must be taken prior to June 30. If an employee's request for the use of the day is denied and the denial results in the loss of the personal, professional improvement day, the unit member shall be paid for the day.

The classified sick leave incentive does not apply to employees who are confidential, supervisory, and management.

July 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. It is especially important to do this for employees working at a year round school site as this will ensure the employee is paid correctly since the July 31 paycheck will be the last check issued by the District.

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!