



August Payroll Deadlines

August pay dates: **August 10 and August 31, 2009.**

The deadline to enter absences and positive pay hours for the August 31, 2009 payroll is **August 17 at 5:00 p.m.**

The deadline to enter positive pay hours for the August 10 payroll **was** August 3.

The deadline to enter positive pay hours for the September 10 payroll is **September 1 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.

Partial Month Pay for Classified Employees

Classified, ten month, traditional employees who do not work the whole month of August will be paid for working a partial month depending on their work schedule/calendar. 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 in 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.

Please note that the information below does not refer to 10 month OTBS employees since their return date is August 24 not August 19. It is only referring to 11 month traditional and year-round OTBS employees. I apologize for the error.

Overlap of Regular Work Year with Summer School for Classified Employees

The last day for the second session of summer school is August 21, 2009. The start of the regular school year for all classified 11 month OTBS employees at the elementary, middle and high schools will be August 19, 2009. This means that summer school overlaps with the regular work year by three days. Eleven month clerical staff will be paid for their regular school year assignment beginning on August 19 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, stop reporting summer school hours on August 18. Do not report hours on August 19, 20 or 21. The employee will be paid for those three days on their regular monthly assignment.

If the summer school assignment is at a higher salary, continue to report summer school hours through August 21. Report unpaid time against the regular school year assignment for August 19, 20 and 21. In other words, if an employee normally works 8 hours a day during the regular school year and their

summer assignment is 5 hours a day, report 5 hours of unpaid time for August 19, 20 and 21 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 ☺

Positive Time Reporting

Please do not enter positive time for an employee before they actually work. In other words, do not enter positive time that may occur in the future. The time must be entered after the employee works otherwise this could result in an overpayment.

Classified Permanence Bonus

The OTBS and OSS bonus paid on August 5, 2009. This bonus is for all salaried, classified employees in the OTBS and OSS bargaining units who have reached permanent status as of June 1, 2009. Paraeducators and all other employees not in those two bargaining units do not receive a bonus.

Vacation Accrual and Maximum Accumulation of 328 Hours

In accordance with District policy and Collective Bargaining Agreements, employees can accumulate a maximum of 328 vacation hours. Vacation hours are posted on employee pay warrants.

Employees at or above 328 hours can carry excess vacation accrual forward for use prior to the end of August 31, 2009, and each August thereafter. Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September pay warrant. Concurrently, the employee's vacation balance will be reset to 328 hours.

It is the employee's responsibility to monitor vacation balances to make sure they do not exceed 328 hours as stated in Collective Bargaining Agreements. Managers and supervisors should also review their employees' vacation balances. A manager or supervisor may require an employee to use vacation hours to avoid reaching the maximum accumulation of 328 hours.

Two reports are available to assist employees with timekeeper roles and PAR processing roles. In PeopleSoft navigate to Human Resources 8.9, Benefits, Manage Leave Accruals, and finally to Leave Balance Reports. Timekeepers should run these reports on a monthly basis and provide the results to managers/supervisors who will use the information to manage leave schedules and advise employees.

If you have questions, please contact your payroll specialist or Sue Weir, payroll director, at 725-7717.

August Resignations and Leaves of Absence

Please notify your payroll specialist as soon as possible if you have an employee that is resigning or going on a leave of absence effective this month. **Please do a termination or leave of absence PAR.**

Review the on-line roster in Time and Labor (Timesheet) for 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!