

# SEPTEMBER

## **“NEW “ EXTRA DUTY PAY RATES**

- ◆ Extra Duty pay rate for Teachers \$24.85
- ◆ Teacher Lunch/Bus Duty rate is now \$15.80
- ◆ Classified Lunch/Bus Duty is now \$10.27

## **PART TIME HOURS**

If you have Part-Time employees who did **NOT** work any hours in the pay period, please **do not enter anything** in remote pay. We have seen employees with 0 hours entered. There is no need to do this. Please just leave it blank.

## **LABOR DAY**

Labor Day was Monday September 3rd. All of the District was closed for the holiday so please make sure no leave and/or subs are entered on that day. Hopefully you all enjoyed the 3 day weekend!

## **DIBELS TESTING SALARIES**

EDUCATORS: Pay at the licensed Extra Duty Rate of \$24.85

CLASSIFIED EMPLOYEES: Pay at their **Regular Hourly Rate**

## Important Dates to Remember

- \* September 11th Remote pay will open
- \* September 14th Last Day of September Payroll
- \* September 20th Payroll Closes @ Midnight
- \* September 28th PAYDAY!

Click [here](#) to download PAYROLL CALENDAR

## **NEW EDUCATORS**

Educators **NEW** to Davis School District will receive 3 Extra Work Days

- ◆ New Teacher Classroom Day: Schools enter hours for payment in Remote Pay
- **Extra Duty Licensed—New Teacher Extra Day 2018**
  - ◆ New Teacher Orientation on August 14th
  - ◆ New Teacher Curriculum Day On August 15thBoth days **will be entered and Paid by the District** on September Checks.

## **TITLE 1 EDUCATORS**

Title 1 educators will receive 3 extra prep days. Please enter these in Remote Pay as follows:

- **Extra Duty Licensed : Title 1 Teacher Prep 2018**

## **ALL EDUCATORS**

Educators were given 1 additional Preparation day for the 2018-2019 school year:

**Monday, August 20th**

Enter as follows:

- **Prep-time Certified**
- **Extra Professional Day 2018-19**

Monday, September 17th is a Professional Day for teachers. Your 178 day employees will NOT work on this day. Friday, January 11th is also listed on the calendar as a Professional Day. This will be the District Professional Development Training Day, so your employees should work this day as it will be used for training and instruction.

## **PAYROLL NUMBERS / MAIN LINE 402-2582**

SCOTT (25325)

LESLIE (25176)

HOLLY (25327)

KATHY (25326)

ELIZABETH(25232)



TAMI (25348)

LAKI (25236)

CINDY (25324)

AMY (25285)

## ARE YOUR PERSONEL ACTIONS (PA'S)IN ORDER?

Make sure all applicable Personnel Actions are in process:

- ◆ New Hires, Hour Changes, Transfers, Terminations, and Retirements
- ◆ Don't forget to review your **"Organization Positions"** Report in Encore:
  - ⇒ The left-hand side of the screen indicates if a PA is in process for an employee.
  - ⇒ Make sure the authorized hours (Pos Hrs.) are correct for each employee.
  - ⇒ Enter a Position Change PA for employees if hours have changes since last school year.
    - ⇒ Make sure a Separation Termination/Retirement or Transfer Reassignment PA is on process for employees who are no longer at your location but are on your report.
  - ⇒ For a printed report click on the "Report" button on the bottom of the screen.
- ◆ If you have new employees who are not on your report, check to see if a **Hire PA** or a **Transfer/Reassignment PA** has been entered for them. Make sure new hires who do not have a PA in process have been fingerprinted and processed with Human Resources.

## USE IT OR LOSE IT

If an employee has a VACATION/PERSONAL LEAVE carry-over balance that exceeded the allowable maximum as of July 1, 2018 rollover, they have until Friday October 13th to "Use It or Lose It". Any excess Vacation/Personal Leave not used and entered in Encore by that date will be lost!

- ◆ **Classified** Employees can carry-over a maximum of 30 days of vacation.
- ◆ **Licensed** Employees can carry-over a maximum of 30 days PLA.
- ◆ **Administrators** can carry over a maximum of 40 days of Vacation.

This is a maximum carry-over balance and does not include hours accrued for the current year (on or after July 1, 2018).

To figure the remaining Vacation/Personal Leave Hours:

- ⇒ Take the Beginning Balance and Subtract any hours used since July 1st. OR
- ⇒ Take the Current Balance and subtract any hours accrued since July 1st.

## PART-TIME CUSTODIAN PAY

Please be aware of PART-TIME Hours verses BANKED OR SUB HOURS. We want to make sure that hours worked are not being paid twice. BANKED OR SUB HOURS should be written in extra duty on the timecard. Head Custodians should be entering the BANKED and SUB hours. Secretaries enter PART-TIME hours only.

## NEGOTIATED STIPEND

As per negotiations, all District Employees will receive a 1.5% stipend based on your yearly salary. This will be paid on the November 30, 2018 paycheck.

Example: Sue works 5.9 hours per day for 178 days per school year, at a rate of \$13.07

$$5.9 \times 178 \times 13.07 = \$13726.12 \text{ (Yearly Salary)}$$

$$\$13726.12 \times 1.05\% = \$144.13 \text{ Stipend}$$



Congratulations to **Laki Leota!** Laki will be retiring from the payroll department on September 14th.

She will be greatly missed and we wish her the best!