

OCTOBER



Important Dates to Remember:

- * October 11th Remote pay will open
- * October 15th Last Day of October Payroll
- * October 23rd Payroll Closes @ Midnight
- * October 29 Teacher Prep Day
- * October 31st PAYDAY!

Click [here](#) to download PAYROLL CALENDAR

PAYROLL NUMBERS / MAIN LINE 402-2582

SCOTT (25325)

LESLIE (25176)

HOLLY (25327)

KATHY (25326)

ELIZABETH(25232)

TAMI (25348)

CINDY (25324)

AMY (25285)



FALL RECESS

Fall recess is October 18th & 19th. These are unpaid, non contract days for ALL employees. All schools and District offices are closed. Please have your classified employees work their “regular scheduled hours” on October 15, 16, and 17th.

FLOATING FURLOUGH DAY

ALL Full-Time 257 Day “VACATION” eligible employees have a Floating Furlough Day again this year, which should be taken as a full day. Enter Furlough day as follows: Employee: Use “Furlough” as leave type on the time/leave card

Secretaries: Enter the absence as “other” with Furlough Day in the comments.

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 Monday October 15th to “Use It or Lose It”. Any excess Vacation/Personal Leave not used and 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.
- ⇒ Divide that number by the daily hours worked.

⇒ Subtract the maximum days to carry over. If they are in the positive, this is the amount of days they need to use or lose.

Example: John has a beginning balance of 368 hours. He has used 90 hours in this school year, leaving him with 278 hours.

He is a classified 8 hours per day employee. $278/8 = 34.75 - 30 \text{ days} = 4.75 \text{ days left to use or lose.}$

PRODUCTIVITY PAY FOR SUBSTITUTES (For Secondary Schools)

Please make sure when entering subs that need to be paid productivity, that you check the productivity box and write comments. Also, make sure if a teacher is only paid productivity on A day or B day that the sub only gets the productivity on those days.

SCARY PA'S

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 (Position hours) are correct for each employee.
- ⇒ Enter a Position Change PA for employees if hours have changed since last school year.
- ⇒ Make sure a Separation Termination/Retirement or Transfer Reassignment PA is in 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.

**Hires and Transfer/Reassignments PA's will be entered by Human Resources.*

INSURANCE OPEN ENROLLMENT

Insurance open enrollment is just around the corner. *Please remind your faculty and staff that in addition to Insurance enrollment and the Catastrophic Sick Leave Donation they must re-enroll in FLEXIBLE SPENDING for the 2018 Tax Year.* Flexible Spending health care and/or day care selections will NOT carry over!

PAYROLL HACKS/TIPS

Here are a few useful tips from your friends in payroll

1. When printing your labels for timecards, mark all part time employees **that are grandfathered** with leave. This way you will be sure to check for hours taken and enter them in remote pay.
2. To see the most current status of your leave go into encore and click on your name in the right hand corner. Click on my encore and then my leave history. Easy as pumpkin pie!

DAVIS SCHOOL DISTRICT

HEALTH & BENEFITS FAIR

Join us for an evening of Wellness and Prizes!

Monday, October 29th
3:00 - 8:00 PM

Farmington High School
548 W Glovers Lane, Farmington, Utah



Biometric Screenings (for insured employees only)
Flu Shots
Talk with DSD Insurance and Benefits Providers and more!

PLUS:

FREE Bone Density Screening by University of Utah Health Center
FREE Memory Screening by Tanner Clinic
FREE Limited Skin Health Check by Tanner Clinic (by appt. only)
and FREE Glaucoma Screening by Opticare

DAVIS MOVES: Small steps lead to BIG CHANGES

FRIENDLY REMINDERS

- ◇ **Leave Without Pay (LWOP)** needs to be entered through the **END** of the month. This is especially important for employees who are on a long-term leave of absence.
- ◇ **Overtime:** Employees must work a total of 40 hours a week before qualifying for overtime pay. Any holidays or vacation, sick leave, etc. taken during the week does not count toward the 40 hours. Keep this in mind on things like building rentals!
- ◇ **Emergency Callouts** for custodians should always be paid as overtime and a minimum of 2 hours.
- ◇ **Part-Time Leave:** If you have part-time employees that are grandfathered in with leave, please be sure to enter the leave **AND** enter their hours in remote pay.

