



Important Dates to Remember

- * November 12th Remote pay will open
- * November 15th Last Day of November Payroll
- * November 26th Payroll Closes @ 8:00 AM
- * November 30th PAYDAY

Click [here](#) to download PAYROLL CALENDAR

FALL RECESS

Fall recess was October 18th & 19th. These were unpaid, non contract days for ALL employees. Schools and District offices were closed. Make sure hours are not entered on these days.

THANKSGIVING BREAK

Thanksgiving Break will be Wednesday Nov. 21– Friday Nov. 23rd for ALL employees. All schools and District Offices will be closed. Wednesday November 21st is a Teacher Comp Day for doing ILP conferences. If you have a teacher who missed conferences, leave (or LWOP) should be entered with comments.

Enter leave or LWOP on 11/21/18 for missed conferences:

Missed 1 night=4 hrs Misses both nights =8 hrs

*Secondary schools that only did one night of conferences for first term enter 4 hrs.

Educator Leave for Teacher Prep days:

If you have teachers who were not present on the Teacher Prep Day on October 29th, they will need to take leave or LWOP. This is a contract day and teachers are expected to be in attendance.

***Secondary Schools Only

The first half of Secondary EXTRA DUTY POINTS should be paid THIS MONTH.

(The second half will be paid on the May 31, 2018 paycheck)

To enter Extra Duty Points in Remote Pay:

- Pay Type= Extra Duty Points Secondary
 - Pay Details= Select the assignment (Band Director, Cheer Advisor etc..)
- NOTE: Make sure all point assignments are correct for each employee and remove any points from last year if no longer applicable—otherwise you will exceed your maximum points!
- Sporting Events: Extra Duty pay for sporting events (ticket taker, score keeper etc..), should be paid per GAME, NOT per hour. Include what they did at the game (s) and the date of each game worked under “comments”.
 - When Coaches are paid from School Funds they should be paid a one-time stipend—at the end of the season.

Friendly Reminders

- IIL (Instructional Improvement Leaders) will be paid NEXT MONTH. Your Principal should have the IIL information to you NO LATER than December 10th! If you’re not sure how much IIL money you have please have your supervisor contact your school director.
- Insurance Open Enrollment will continue through November 16th. PLEASE remind your faculty and staff that they have to re-enroll in **FLEXIBLE SPENDING** every year.
- ***Their current health care and/or day care selections from this year will NOT carry over!***

Looking Ahead....

December Payroll will close on December 18th so you will only have 2 days after the cutoff to complete your payroll entries. Time is of the essence! Here are a few quick tips to help you through....

- Start working on Extra Duty payments (i.e. I.I.L) ASAP
- Stay caught up on absences and sub entries by doing them daily.

November Stipend:

The November Stipend will be paid on the November 30th paycheck. It is not paid separate due to the fact it would be taxed at a much higher rate. The stipend is 1.5% of the employee’s fiscal salary. Example: Sue works 5.9 hours per day for 178 days per school year, at a rate of \$13.07

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

$$\$13726.12 \times 1.5\% = \$205.90 \text{ Stipend}$$

PAYROLL NUMBERS / MAIN LINE 402-2582

SCOTT (25325)	LESLIE (25176)
HOLLY (25327)	KATHY (25326)
ELIZABETH (25232)	TAMI (25348)
AMY (25285)	CINDY (25324)

