

January

Professional Development Day January 11th

This is a contract day for all full-time employees who works 178 or more contract days,(30 hours a week or more), even though school is not in session. If a full-time employee does not work on January 11th, they will need to take leave. It is **not an extra day** for full-time 178 day employees. *Therefore, they do not get paid extra for working it. Part-time employees who work 178 days or more, will get paid what they work on this day. To see which employees are 30 hours a week and 178 days, go into your organizational positions in encore by searching organizational positions. You can sort by days/hours and print a report. This is the daily authorized hours so you will need to times by 5 to get their weekly hours.*

W-2's for 2018

W-2's will be available on the Payroll Management screen by the end of the month. Employees will be notified via email when they are complete.

Flexible Spending Reminders

Expenses for the 2018 tax year should be incurred by December 31, 2018, but the "Grace Period" allows expenses to be incurred until March 15, 2019.

ALL receipts for 2018 must be submitted to National Benefit Services (NBS) no later than the last business day in March, which is Friday March 29th.

NO EXCEPTIONS!! USE IT OR LOSE IT!

NBS Claim Forms can be found on the Payroll Department website under the "Flex/HSA" tab or download [here](#).

If you are mailing in your receipts to NBS, keep a copy for your records.

***Last day to enroll in Flex Spending is January 15th!

NEW 2019 INSURANCE

The New 2019 Insurance selections (health, dental, life, etc.) went into effect on January 1st, so the new PREMIUMS will take effect this month.

LONG TERM SUBSTITUES

Please do the following steps when paying a Long Term Sub.

1. Fill out the needed paper work to be approved through the Sub Office. We CANNOT pay the long term rate until we receive this paperwork.
2. Have the long term sub check in everyday.
3. When you enter leave in leave entry be sure to check the Long Term pay box next to the sub.

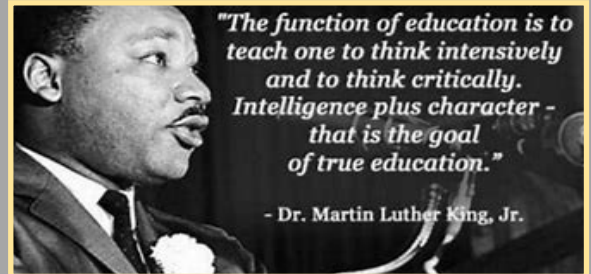
Important Dates to Remember

- * January 11th Remote pay will open
- * January 11th Prep/Prof. Development Day
- * January 15th Last Day of January Payroll
- * January 21st Martin Luther King Day
- * January 23rd Payroll Closes @ Midnight
- * January 31st PAYDAY

Click [here](#) to download PAYROLL CALENDAR

Martin Luther King Day

Just a reminder that all schools and District offices will be closed in observance of Martin Luther King Jr. Day on Monday January 21st.



PART TIME LEAVE

Please enter Part-Time Leave for your part-time employees, even if they do not have a sub, so there will be a leave record of their absences.

If you have a Part-time employee who is grandfathered in so they have leave, you will need to enter their leave **AND** add their leave hours used to their part-time hours in remote pay in order for them to be paid.

JOB SHARE TEACHERS

If you have a Teacher who subs for their Job Share Partner, please put in the comments to pay at their regular rate.

Example: Job Share/Pay at regular rate

PAYROLL NUMBERS / MAIN LINE 402-2582

SCOTT (25325)

LESLIE(25176)

HOLLY (25327)

KATHY (25326)

ELIZABETH(25232)

TAMI (25348)

CINDY (25324)



AMY (25285)

FAX (25197)