Secretary Training
~ Payroll ~

Secretaries Information Link: https://www.davis.k12.ut.us/departments/payroll/secretary-information

➢ **Timecards:**

1. ***Note: If you are a Title I school, all your Time Cards will be Green.**
   A. **Licensed (salmon) –** Administrators, Teachers, Counselors, Psychologists, Secondary Media Teachers, etc.
   B. **Full-time Classified (yellow) –** Head Secretary, Secondary School Secretaries, Head Custodian, General Custodian, Elementary Media Specialist, Nutrition Manager, some Teacher Assistants)
   C. **Part-time Classified (yellow) –** All of your part-time employees will be listed alphabetically under "Part Time" in the "Remote Pay" screen.
   D. **Special Education/Related Services – Green**
   E. **Building Rental Supervision (light blue) –** All time cards related to Building Rental Supervision should be sent to **Rental Coordinator**, in the District Facilities Administration Office in the Kendell Building.
   F. **Licensed and Classified timecards can be downloaded from the Payroll Website. Special Ed/Title I and Building Rental Time Cards can be ordered from the Warehouse.**
2. **Divide Time Cards into 2 stacks—Part time and Full Time. Alphabetize each stack of time cards:** Make sure you have a time card for each employee.
3. **Make sure the hours on each time card are added correctly:**
   A. Each employee should add their own weekly and total hours then you double check their calculations.
   B. If the total hours are wrong, or if there are any other problems with the time card, the **employee** needs to correct the mistake and initial the correction.
4. **Make sure every time card is signed by the employee:**

➢ **All Payroll entries are done in the REMOTE PAY SCREEN and the LEAVE SCREEN:**
1. **REMOTE PAY –** The Remote Pay entry screen is used to enter hours for Part-time employees and all "Extra Duty" pay.
   A. To enter hours for your **Part-time** employees –
      - **In Encore, do a search for "Remote Pay Entry", click on the heart by it to add it to your Top Favorites.**
      - Click in "Pay Type" and put in the letters PA (or Type in "Part Time") and hit ENTER or TAB twice.
      - All of your Part-time employees will be listed in alphabetical order.
      - Enter the total hours worked in the "Units" column and click **SAVE**.
      - If an employee has exceeded their "Max Units" for the month, please:
        - Make sure the <u>weekly</u> authorized hours are not being exceeded.   (Look in the first column under "Auth Hrs" and multiply that total by 5 to get the weekly authorized hours.) If the employee is working more hours than authorized, speak to the employee, Principal, or immediate Supervisor to correct the problem as soon as possible.
        - Make sure no hours have been entered on District holidays or other non-contract days.

B. **Extra Duty** Pay is for any work done over and above an employee's regular contract. (i.e. Bus Duty, Snow Removal, Emergency Callout, JSSC, etc.)
- Click in "Pay Type" and put in the first few letters of the pay type (i.e. EXT for "Extra Duty Classified") and hit ENTER or TAB.
  - You can also click on the drop-down menu for all available Extra Duty "Pay Type" options.
- Click in "Pay Details" and put in the first few letters of the pay details (i.e. BU for "Bus Duty Classified") and hit ENTER OR TAB.
  - You can also click on the drop-down menu for all available options.
- Put in the "Units", enter comments and **SAVE**.

C. **Remote Pay Assignment.** If an employee is not in the remote pay screen, you need to give them the assignment. Choose: For Non-Loc Employees (people you need to pay i.e. coach/paraprofessional that is not linked to your location) or For Your Loc's Employees (people at your location) Enter the Pay Types and Detail Types. Click the small white box next to the employee. The job assignment should show up in the column to the right. If it is a non-location employee, you will need to enter the employee ID #. Save.

2. **LEAVE SCREEN –** The Leave screen is used to enter substitutes and leave for employees.
*Do your leave and substitute entries every day or two throughout the month to make the end-of-the-month Payroll crunch easier.
   A. Make sure your substitutes sign in and out on a computer. Run the following two reports to reference when entering leave.
   - Aesop (aesoponline.com) Go to: *Reports *Absence *Absentee Report *Enter Date Range *Search *Print PDF
   - Encore: *Check In Check Out Report *Substitute *Date Range (put same date range as report from Aesop) *Print
   B. Put the substitute's Employee ID or Sub ID # under the "Find:" column, hit ENTER and the sub's name will pop up. Enter the number of hours the sub worked and **SAVE**.   (The "hours" should be figured from the time the sub checked in and checked out – **NOT** necessarily the number of leave hours entered for the employee.)
   - If the sub has been approved for Long-term Sub Pay, don't forget to click the "Long Term" box.
   - If the sub needs to be paid for Productivity, don't forget to click the "Productivity" box.
   C. Use all **Personal Leave/Vacation** and **Sick Leave** before **LWOP** (Leave without Pay).
   If the employee is out of Personal Leave/Vacation and their absence does not qualify for the use of **Sick Leave**, please enter the time off as **LWOP**. You may have to call payroll to have the LWOP entered if they still have a balance of Sick Leave.
   D. Use **Professional Development** leave when employees go to conferences or trainings sponsored by Curriculum, Staff Development, Special Ed., or other District programs.
   - The employee should tell you the name of the class they attended and who is paying for their sub.
   - You should be able to find the class in the drop-down menu box. If you cannot find the conference/training the employee went to, e-mail the information to Steve Snow or Elizabeth Ward in Accounting and ask them to add the conference/ training to the Professional Development list.
   E. Use **School Professional Leave** only when JSSC (or the Principal) has given approval for a teacher to use this leave. The computer keeps track of the school's remaining allotment every year.
   - To see your school's "Allotted Hours", "Hours Used" and remaining "Balance", click on the "Scl Prof Leave" tab on the LEAVE SCREEN.
   F. A maximum of 10 Personal Leave days can be used in a school year.
   G. Employees who will be absent for more than 10 consecutive contract days need to write a letter to Human Resources requesting a Leave of Absence.

- **Payroll Reports:** Once all of your payroll entries are in, **print your payroll reports**, attach them to the time cards and give them to your Principal to review and sign. (Some time cards may have already been signed by the employee's immediate supervisor – i.e. Head Custodian, Nutrition Services Manager, etc.)
    1. You need to print the following **Payroll Reports** each month <u>before</u> Payroll closes:
        A. **Substitute Pay Report**
        B. **Employee Time Off Listing**
        C. **Remote Pay Report**
           *You can also print a Remote Pay report from your Remote Pay Entry screen. Make sure the "Pay Type" and "Pay Details" fields are blank and click on the "Report" tab at the bottom of the screen.

Advanced Sick Leave or Personal Leave
    1. To request Advanced Sick or Personal Leave search for: **Advanced Leave Requests**
    2. Enter the date requested. (Please note that days off must be in the future. If the requested day off has passed, enter a date in the future and put the correct day in "Comments".)
    3. Select the Leave Type. If requesting Advanced Personal Leave (Advanced PLA) you must select "Yes" or "No" in the Payback column. By selecting "Yes" the advanced days will be paid back with one and a half days of Sick Leave. By selecting "No" the advanced days will be deducted from the leave accrual in the coming year/years.
       A. Educators are limited to an advance of 5 days of Personal Leave and 5 days of Sick Leave per school year.
       B. Classified employees are limited to an advance of 5 days of Personal Leave per school year and 5 days of Sick Leave in any 3 year period.
    4. Select % Day (Either .5 or 1 for half or full day.)
    5. Press Tab and the hours will fill in automatically.
    6. Enter comments and click **SAVE**.
    7. Once the request has been saved it will go to the Principal's screen for approval.
    8. As soon as the request has been approved the Advanced PLA or Sick will be on the Leave Screen.
       *All available PLA or Sick Leave must be used <u>before</u> using Advanced Leave.
- **Funeral Leave**
    1. If an immediate family member passes away an employee may use up to 5 days of **Sick Leave**.
    2. If an employee has to go to a funeral they <u>would not have attended otherwise</u> to officiate, speak, perform a musical number etc. they can, with approval from the Principal, use **Civil Duty** for that absence.
    3. If an employee is attending the funeral of a non-immediate family member he/she should use **Personal Leave** or **Vacation**.
- **Payroll Calendar**
    1. To view/print the Payroll Calendar go to the Davis School District webpage:
       Departments → Payroll → Secretary Information
       **You can also find previous Payroll newsletters and information on ordering timecards
    2. This calendar shows the monthly **Payroll deadlines** along with Payday, Holidays and other applicable District information.
- **Don't hesitate to call any of us in Payroll. We are always here to help!**
    - **Scott Douglas, Payroll Director (x. 25325)**
    - **Holly Thurgood, Asst. Payroll Supervisor (x. 25327) Leave of Absence; Catastrophic Leave**
    - **Payroll Techs:**
        - **Cindy Chambers (x. 25324) Remote Pay; Worker's Comp; Military Leave; Retirement**
        - **Elizabeth Ward (x. 25232) Flexible Spending; District Daycare; HSA Contributions**
        - **Leslie Rice (x. 5176) Retirement, 401K**
        - **Tami Sorensen (x. 25282) Part-Time PA's; Child Support, Long Term Substitutes**
        - **Kathy Hall (x. 5348) Full-time PAs; Terminations; ROTC**
        - **Amy Dobson (x. 25285) Direct Deposit, Deductions, W4's, VOE, Garnishments**