



Important Dates to Remember:

- * March 11 Remote pay will open in the afternoon
- * March 15 Last Day of April Payroll
- * March 18 Teacher Prep Day
- * March 21st Payroll Closes
- * March 29 PAYDAY!
- * Spring Recess *(Traditional) April 1-5*
Year Round and 257 Day Employees April 4-5

Click [here](#) to download PAYROLL CALENDAR

NEW EMPLOYEE TRAINING

New employee training required through HR should be done during the employee's regular hours (except for Nutrition Services). If the school wishes to pay for additional hours for this to be done, it needs to be paid under school funded.

LEAVE WITHOUT PAY

Please remember that LWOP goes through the end of the month for Full Time employees. If you have an employee who is on long term leave please be sure to enter this.

PART-TIME LEAVE

If you have any Part-Time employees who have leave (usually cooks) be sure to deduct their leave and also add the hours to their time card to be paid.

FUNERAL LEAVE

If an immediate family member passes away an employee may use up to 5 days of Sick Leave. If an employee has to go to a funeral they would not have attended other-wise to officiate, speak, perform a musical number etc. they can, with approval from the Principal, use Civic Duty for the absence. If an employee is attending the funeral of a non-immediate family member he/she should use Personal Leave or Vacation.

FLEXIBLE SPENDING DEADLINES

The 2018 Flexible Spending Deadlines are almost here! Any remaining 2018 Flexible Spending contributions need to be incurred prior to the end of the "Grace Period" on March 15, 2018. All receipts for the 2018 tax year (including the grace period) need to be received by 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!! Claim Forms can be found on the Payroll website under "FLEX Spending", or Click the links below. Keep a copy of all receipts for your records!

[FLEXIBLE SPENDING CLAIM FORM](#)

[LIMITED FLEXIBLE SPENDING CLAIM FORM](#)

PERSONAL LEAVE CARRY OVER

If you have any classified employees who have more than 20 days of Personal Leave, please remind them the extra days need to be used by the end of the contract year or they will be lost when we roll over to the new school year on July 1st. This cutoff does not apply to Personal Leave for Licensed employees.

FURLOUGH DAY REMINDER

Please remind the 257 day employees at your location that their Furlough Day must be taken no later than June 30th 2018.

INSTRUCTIONAL IMPROVEMENT LEADERS (I.I.L)

The second half of I.I.L will be paid next month. Remind your Principal or JSSC Chair that you need the information turned into you by April 10th! Extra Duty Points (Secondary Schools only) will be paid in May.

PAYROLL STAFF EXTENTIONS

SCOTT (25325)
LESLIE(25176)
HOLLY (25327)
KATHY (25326)
ELIZABETH(25232)
TAMI (25348)
CINDY (25324)
AMY (25282)



Leave Type	Balance	Available	Hours Taken	Check Run #	Status
OTHER	.00	.00			

Reverse LWOP

Find:	Emp ID	Sub Finder	Sub Name	Hours	Long Term	Productivity	Add to PLA	Position	Status
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Professional Development	Hours	Attended	Fund	Loc	Prog	Bucket	Acct

Save Duplicate **Delete/Clear** Dismiss

IMPORTANT LEAVE SCREEN INFORMATION.....PLEASE READ!!!!

When entering leave the above boxes circles in red are VERY important. In talking with Secretaries, many of you did not know that these are here. When these boxes are used it makes our job in payroll a lot easier.

Here is when to use them:

Long Term: If you have a long term sub that should be paid the long term rate (This means it has been approved through Sub Systems) you need to click this box. If you DO NOT click this box the Sub will not get paid the correct amount and in turn we would need to do a special check to pay the difference.

Productivity: This needs to be clicked if the sub should be paid Productivity. If the teacher is a productivity teacher, no comments are needed. If the sub is under a teacher who is not productivity, such as covering another teacher during a prep period, you will need to put comments as to why they should receive productivity. Do not enter the sub under both teachers. Just use comments to clarify. If you do not enter comments we will have to call you and see why this substitute should get paid that rate.

Add to PLA: This box is checked when a sub (another teacher) is subbing and wants to get personal leave instead of getting paid.

If you need to completely delete an entry, you can click the **DELETE/CLEAR** tab.

If you have a sub entry that needs to be entered **after** Payroll has closed, please enter it in yourself and then call us to let us know it needs to be paid. You can enter leave even after remote pay has closed, but to have it paid in the current pay period, we need to know it is out there.

Every month payroll goes through every substitute entry. This is very time consuming and clicking these boxes can really help us out. Thanks!

PART TIME OVERTAGES

When entering PART TIME pay and it shows that someone is over their hours, please do the following:

1. Check to make sure hours were not entered on Holidays or non-contract days.
2. If they really worked more hours, please put in comments as to why. Such as SEM etc... We **will** call on all overages that do not have comments.

SNOW REMOVAL AND OVERTIME

Please enter the date in the "Date worked" column and enter each day on a separate line.

District recognized holidays and weekends are paid overtime with a minimum of 2 hours.

Enter hours under "Overtime"/"Overtime Snow Removal"

Please put in comments if they were called to come in before or stayed after their normal shift.

Substitute custodians are paid the current sub custodian rate (see Table 29) This applies to any classified employee doing snow removal (TA's, office staff, etc.)

Please refer to the payroll memo sent out all secretaries January 18, 2019 when entering any snow removal.

[Snow Removal for FT Employees](#)

[Snow Removal for PT employees](#)