



**APRIL.**

# PAYROLL NEWSLETTER

## Important Dates to Remember

- \* *Spring Recess (Traditional) April 1-5*
- \* Year Round and 257 Day employees April 4 & 5
- \* April 11 Remote pay will open in
- \* April 15 Last Day of April Payroll
- \* April 22 Payroll Closes @ midnight
- \* April 24 Happy Administrative Professional's Day
- \* April PAYDAY!

Click [here](#) to download PAYROLL CALENDAR

## **INSTRUCTIONAL IMPROVEMENT LEADERS (I.I.L)**

The second half of I.I.L should be paid THIS MONTH. Hopefully you already have the payment information. If not, please check with your JSSC Chair or Principal ASAP! If an employee does not appear on your I.I.L. Remote Pay screen, you will need to give them that ASSIGNMENT under "Remote Pay Assignments.)

### **To enter I.I.L. Pay in "Remote Pay Entry":**

- Enter "I.I.L." for the "Pay Type" AND "Pay Detail"
- To pay a set amount (i.e. \$200.00), enter 1 unit @ \$200.00
- ENTER COMMENTS (i.e. JSSC Chair, JSSC, Web Master, etc.).



Happy Spring Break

## **Traditional Schools (Employees working less than 220 days)**

Monday, April 1st through Friday, April 5th

- No leave should be entered for these employees during Spring Recess

## **Year Round Schools and 257 Day Employees**

Thursday, April 4th and Friday, April 6th

- Thursday and Friday are non-contract days for **all** employees, so no leave should be entered.
- Leave or LWOP should be entered for any absences on Monday, Tuesday, or Wednesday.

## **Sub Pay Rates**

Many secretaries put in comments **to pay employee at their regular** rate when subbing. Generally, an employee subbing for someone in the same job code will receive their regular rate of pay. An employee does not receive their regular rate just because they are an employee at the school (only if subbing for someone with the same job code). The only time entering "pay at regular" is relevant is when a Office assistant subs for a Head Secretary or when a job share teacher subs for their job share partner.

## **Employees with LWOP**

**Please enter LWOP through the end of the month. Do not just enter it through the 15th or the employee will be overpaid.**

*Happy Administrative  
Professional's Day!  
Wednesday, April 24th*



HAPPY  
ADMINISTRATIVE  
PROFESSIONAL'S DAY  
*we appreciate you*

## **PAYROLL STAFF EXTENTIONS**

SCOTT (25325)

HOLLY (25327)

ELIZABETH(25232)

AMY (25282)



LESLIE (25176)

KATHY(25326)

TAMI (25348)

CINDY (25324)