

May 2019

Important Dates to Remember

- * May 12th Mother's Day
- * May 10th Remote pay will open
- * May 15th Last Day of May Payroll
- * May 20th Davis Dash
- * May 22nd Payroll Closes @ Midnight
- * May 27 Memorial Day
- * May 31 PAYDAY! Last Day of Traditional School

Click [here](#) to download PAYROLL CALENDAR

****SECONDARY** Extra Duty Points

The 2nd half of Secondary Extra Duty Points should be paid this month.

- **PAY TYPE:** Extra Duty Points Secondary
- **PAY DETAIL:** Pick the PAY DETAIL based on their assignment

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 no later than June 29th, or they will be lost when we roll over to the new school year on July 1st. This cutoff does not apply to classified employees who have vacation or Licensed employees with Personal Leave .

FURLOUGH DAY REMINDER

Please remind the 257 day employees at your location that their Furlough Day must be taken no later than June 28th 2019. This should be taken as a full day.

- Enter Leave as OTHER with Furlough Day in the comments

Memorial Day
May 27th
NO SCHOOL



Summer Check Changes

Employees who work less than 257 days and are paid on a 12 check pay schedule must submit change requests for their "Summer Checks" to Payroll by Friday June 15th! This includes:

- 401 (K), 457, 403(b) and Roth Changes
 - W-4 Changes
 - Direct Deposit Changes

Please make sure your employees are aware of this deadline before school gets out.

DIBELS TESTING:

When paying employees for Dibels testing please use the following pathway:

Classified Employees:

Regular Hourly Rate

PAY TYPE: Extra Duty Classified

PAY DETAIL: Dibels Testing Salaries

Certified Employees: Rate \$24.85

PAY TYPE: Extra Duty Licensed

PAY DETAIL: Dibels Testing Salaries

PAYROLL STAFF EXTENTIONS

SCOTT (25325)

HOLLY (25327)

ELIZABETH(25232)

CINDY (25324)



LESLIE (25176)

KATHY (25326)

TAMI (25348)

AMY (25285)

Happy Retirement...

We wish you the best!

Aloha Peirce (Windridge Elementary) June 14th

Marilyn Miller (Millcreek Junior High) March 29th

Dolores Heyne (Special Education) May 15th

Patty Dickson (Mountain View Elementary) June 26th

Bette Ann Hatch (King Elementary) June 21st

Jackie Manning (Adelaide Elementary) June 28th

Welcome...

Cynthia Webb (Head Secretary Fairfield Jr. High)

Sheri Tanner (Head Secretary Sunset Elementary)

Jennifer Hamblin (Head Secretary Millcreek Junior High)

Heidi Carlson (Head Secretary Burton Elementary)

Stacie Petersen (Head Secretary Canyon Creek Elementary)

Karrie Nyre (Head Secretary Syracuse Elementary)

END OF YEAR HOUSEKEEPING:

Elementary Secretaries: Please make sure your SEM teachers do not exceed their YEARLY authorized hours:

- Enrollment of 550 or below= 427 Hours
- Enrollment of 551-799= 534 Hours
- Enrollment of 800+= 641 Hours

Happy Trails: To prevent overpayments make sure you enter **ALL Terminations** and **Retirement PA's** **ASAP** but no later than the last day of school.

LEAVE ENTRY FOR TERMINATED EMPLOYEES:

You must enter any leave taken for an employee who is terminating as soon as you receive their timecard. **DO NOT wait until the end of the pay period** as the employee may get paid out for leave they have taken but has not been entered.

LWOP: Since many of you will be difficult to reach during the summer please make sure **ALL LWOP** is entered through the **last day of school**. Please **DO NOT** enter LWOP for them after their **last contract day**.

Friday May 31st is the **last day of traditional school**. This is a contract day so employees who are absent must be marked absent and leave entered.

Join us for the Davis Dash! To register or for further information click [here](#).

