

# August

## Important Dates to Remember

- \* August 12th Remote pay will open
- \* August 12th-13th New Teacher Training
- \* August 12th First Day of D Track YR
- \* August 15th Last Day of August Payroll
- \* August 15-16th Professional Days
- \* August 20th Traditional School Starts
- \* August 22nd Payroll Closes @ Midnight
- \* August 30th PAYDAY!

Click [here](#) to download PAYROLL CALENDAR

## CUT AND HACK

If an employee has a VACATION/PERSONAL LEAVE carry-over balance that exceeded the allowable maximum as of July 1, 2019 rollover, they have until Tuesday October 15th to "Use It or Lose It". Any excess Vacation/Personal Leave not used and entered in Encore by that date will be lost!

- ◆ Classified Employees can carry-over a maximum of 30 days of vacation.
- ◆ Licensed Employees can carry-over a maximum of 30 days PLA.
- ◆ Administrators can carry over a maximum of 40 days of Vacation.

This is a maximum carry-over balance and does not include hours accrued for the current year (on or after July 1, 2019).

To figure the remaining Vacation/Personal Leave Hours:

- ⇒ Take the Beginning Balance and Subtract any hours used since July 1st. OR
- ⇒ Take the Current Balance and subtract any hours accrued since July 1st.

## NEW ASSIGNMENTS

Katia Ethington - Secretary Adelaide Elementary

Stephanie Nalder - Secretary King Elementary

Kellie Stucki - Secretary Mountain View Elementary

Sandra Kariya - Secretary Windridge Elementary

Katy Gamble - Secretary Taylor Elem. (moving from Foxboro)

Lori Wilson - Secretary Foxboro Elem. (Going from PT to FT)

Francine Marshall - Secretary Whitesides Elem. (Transferring from Taylor)

Michelle Smith - Head Secretary Bountiful High

Joy Brown - Head Secretary Mountain High

Congratulations! We look forward to working with you.

## BUDGET NEGOTIATIONS 2019-2020

- ◆ COLA was funded for everyone.
- ◆ Step Raises were funded for everyone.
- ◆ 257 Day Vacation eligible employees will still have a "Floating Furlough Day" which should be taken as a full day. This has been added as a leave type in the leave entry screen for 257 day employees that were in their position on July 1, 2019.

- ◆ All Salary Tables are available on our website.

## "NEW" EXTRA DUTY PAY RATES

- ◆ Extra Duty pay rate for Teachers \$26.03
- ◆ Teacher Lunch/Bus Duty rate is now \$16.55
- ◆ Classified Lunch/Bus Duty is now \$10.76

## PAYROLL NUMBERS / MAIN LINE 402-2582

SCOTT (25325)

LESLIE (25176)

HOLLY (25327)

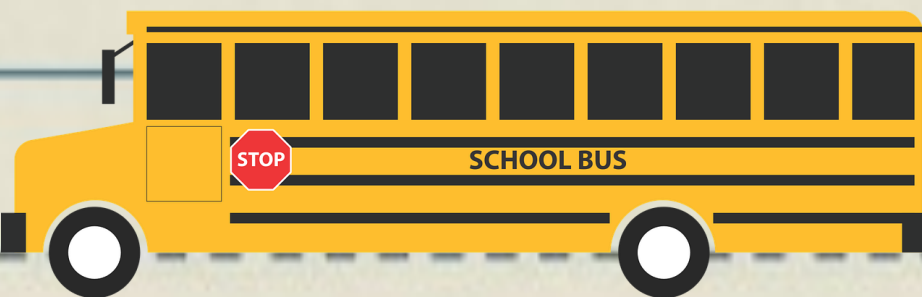
KATHY (25326)

ELIZABETH(25232)

TAMI (25348)

CINDY (25324)

AMY(25285)



## PAYROLL 101: (PAY PERIODS)

- ◆ **257 Days:** The first day of the month to the last day of the month.
- ◆ The following Pay Periods go from the 16th to the 15th:
  - ⇒ **Part Time Employees**
  - ⇒ **Substitutes**
  - ⇒ **Extra Duty Pay**
- ◆ **Educators:** The Annual Salary is divided evenly over 12 checks.
  - ◆ Leave Reporting Period for all employees goes from the 16th to the 15th.
  - ◆ Leave without pay (LWOP) goes through the end of the month.

## PAYROLL 201 (PA'S)

Make sure all applicable Personnel Actions are in process:

- ◆ New Hires, Hour Changes, Transfers, Terminations, and Retirements
- ◆ Don't forget to review your "**Organization Positions**" Report in Encore:
  - ⇒ The left-hand side of the screen indicates if a PA is in process for an employee.
  - ⇒ Make sure the authorized hours (Pos Hrs) are correct for each employee.
  - ⇒ Enter a Position Change PA for employees if hours have changed since last school year.
  - ⇒ Make sure a Separation Termination/Retirement or Transfer Reassignment PA is in process for employees who are no longer at your location but are on your report.
  - ⇒ For a printed report click on the "Report" button on the bottom of the screen.
- ◆ If you have new employees who are not on your report, check to see if a **Hire PA** or a **Transfer/Reassignment PA** has been entered for them. Make sure new hires who do not have a PA in process have been fingerprinted and processed with Human Resources.

**\*Hires and Transfer/Reassignment PA's will be entered by Human Resources**

## ALL EDUCATORS Prep Day August 14th

Educators were given 1 additional Preparation day for August 14th paid with school funds (TSSA)  
Full Time Teachers receive 8 hours / Part Time receive 4  
Enter in remote pay:  
School Funded TSSA Program 5291  
Enter Aug. 14th Prep day in Comments

## NEW EDUCATORS

Educators **NEW** to Davis School District have to training days. The additional days will be entered and Paid by the **District** on September Checks.

- ◆ **New Educators Orientation on August 12th**
- ◆ **New Educators Curriculum Day On August 13th**

## TITLE 1 EDUCATORS

Title 1 educators (**with Classrooms**) will receive 3 extra prep days that must be worked before August 13th.

Please enter these in Remote Pay as follows:

Extra Duty Licensed : Title 1 Teacher Prep 2019-20

All payroll calendars are available on the payroll website under Secretary Information.

Link Available [here](#).

