

SEPTEMBER

“NEW “ EXTRA DUTY PAY RATES

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

PART TIME HOURS

If you have Part-Time employees who did **NOT** work any hours in the pay period, please **do not enter anything** in remote pay. We have seen employees with 0 hours entered. There is no need to do this. Please just leave it blank.

LABOR DAY

Labor Day was Monday September 2nd. All of the District was closed for the holiday so please make sure no leave and/or subs are entered on that day. Hopefully you all enjoyed the 3 day weekend!

DIBELS TESTING SALARIES

EDUCATORS: Pay at the licensed **Extra Duty Rate of \$26.03**

CLASSIFIED EMPLOYEES: Pay at their **Regular Hourly Rate**

Important Dates to Remember

- * September 10th Remote pay will open
- * September 13th Last Day of September Payroll
- * September 20th Payroll Closes @ Midnight
- * September 30th PAYDAY!

Click [here](#) to download PAYROLL CALENDAR

NEW EDUCATORS

Educators NEW to Davis School District have 2 training days :

- ◆ New Teacher Orientation on August 12th
 - ◆ New Teacher Curriculum Day On August 13th
- Both days **will be entered and PAID BY THE DISTRICT** on September Checks.

TITLE 1 EDUCATORS

Title 1 educators (with classrooms) will receive 3 extra prep days. Please enter these in Remote Pay as follows

- **Extra Duty Licensed : Title 1 Teacher Prep 2019-2020**

ALL EDUCATORS

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 as follows: **School Funded**

- **TSSA (program 5291) Comments Aug. 14th Prep day**

504 HEALTH CLERK TRAINING

Health clerks attended a 3 hour training on August 15th. If they attended this training, these three hours should be added to their regular part-time hours.

PAYROLL NUMBERS / MAIN LINE 402-2582

SCOTT (25325)

LESLIE (25176)

HOLLY (25327)



KATHY (25326)

ELIZABETH(25232)

TAMI (25348)

CINDY (25324)

AMY (25285)

ARE YOUR PERSONNEL ACTIONS (PA'S) IN ORDER?

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 changes since last school year.
 - ⇒ Make sure a Separation Termination/Retirement or Transfer Reassignment PA is on 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.

USE IT OR LOSE IT

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.

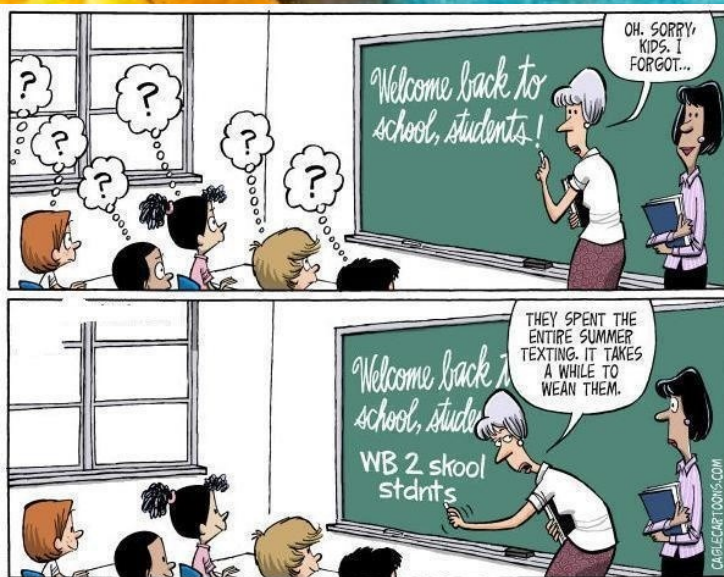
PART-TIME CUSTODIAN PAY

Please be aware of PART-TIME Hours verses BANKED OR SUB HOURS. We want to make sure that hours worked are not being paid twice. BANKED OR SUB HOURS should be written in extra duty on the timecard. Head Custodians should be entering the BANKED and SUB hours. Secretaries enter PART-TIME hours only.

WHERE TO VIEW LEAVE BALANCES?

Leave Balances are no longer listed on employee pay stubs. To view leave balances, please search **MY LEAVE** in encore. This is a detailed list of leave that has been used and accrued. Please pass along this information to all employees at your location.

Thanks!



encore

ent Information System ▾ Human Reso

my leave

♥ My Leave History

Financials / Payroll

My Leave History