



Important Dates to Remember

- * January 13th Remote pay will open
- * January 15th Last Day of January Payroll
- * January 17th Teacher Prep Day
- * January 20th Martin Luther King Day
- * January 23rd Payroll Closes @ Midnight
- * January 31st PAYDAY

Click [here](#) to download PAYROLL CALENDAR

Professional Development Day January 17th

Friday January 17th is a REGULAR Teacher Prep day. Classified trainings will be held on the prep day scheduled for March 23rd.

Payroll Reports Reminder

Payroll Reports: Once all of your payroll entries are in, print your payroll reports, attach them to the time cards and give them to your Principal to review and sign.

1. You need to print the following Payroll Reports each month before Payroll closes:
 - A. Substitute Pay Report
 - B. Employee Time Off Listing
 - C. Remote Pay Report

*You can also print a Remote Pay report from your Remote Pay Entry screen. Make sure the "Pay Type" and "Pay Details" fields are blank and click on the "Report" tab at the bottom of the screen. Please double check your entries for errors.

W-2's for 2019

W-2's will be available on the Payroll Management screen by the end of the month. Employees will be notified via email when they are complete.

Flexible Spending Reminders

Expenses for the 2019 tax year should be incurred by December 31, 2019, but the "Grace Period" allows expenses to be incurred until March 15, 2020.

ALL receipts for 2019 must be submitted to National Benefit Services (NBS) no later than the last business day in March, which is Tuesday March 31st.

NO EXCEPTIONS!! USE IT OR LOSE IT!

***Last day to enroll in Flex Spending is January 15th!

LONG TERM SUBSTITUTES

Please do the following steps when paying a Long Term Sub.

1. Fill out the needed paper work to be approved through the Sub Office. We CANNOT pay the long term rate until we receive this paperwork.
2. Have the long term sub check in everyday.
3. When you enter leave in leave entry be sure to check the Long Term pay box next to the sub.

Martin Luther King Day



“
The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true education.”

Insider Inc.

Just a reminder that all schools and District offices will be closed in observance of Martin Luther King Jr. Day on Monday January 20th.

PART TIME LEAVE

Please enter Part-Time Leave for your part-time employees, even if they do not have a sub, so there will be a leave record of their absences.

If you have a Part-time employee who is grandfathered in so they have leave, you will need to enter their leave AND add their leave hours used to their part-time hours in remote pay in order for them to be paid.

JOB SHARE TEACHERS

If you have a Teacher who subs for their Job Share Partner, please put in the comments to pay at their regular rate.

Example: Job Share/Pay at regular rate

NEW 2020 INSURANCE

The New 2020 Insurance selections (health, dental, life, etc.) went into effect on January 1st, so the new PREMI-UMS will take effect this month.

MAIN LINE 402-2582 FAX 402-5197

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|------------------|---------------|
| SCOTT (25325) | LESLIE(25176) |
| HOLLY (25327) | KATHY (25326) |
| ELIZABETH(25232) | TAMI (25348) |
| CINDY (25324) | AMY (25285) |