



Important Dates to Remember:

- * March 13 Last Day of April Payroll
- * March 20 Payroll Closes at midnight
- * March 23 Professional Day/Classified Training Day
- * March 31 PAYDAY!
- * Spring Recess *(Traditional) March 30-April 3*
Year Round and 257 Day Employees April 1-3

Click [here](#) to download PAYROLL CALENDAR

Professional Day March 23rd

March 23rd is a contact day for Full-time employees. 178 day school-based classified employees are attending the DESP training at Northridge High from 8-12. These employees may NOT work these hours at their location on this day. They are expected to attend the trainings. If they do not attend, they would need to use personal leave, vacation, comp time, or LWOP for the full day. If they regularly work for more than 4 hours they need to go to their location to work their additional hours. PART TIME employees are welcome to attend the training and be paid for the hours they attend. If you are unsure who is a 178 day Classified Employee please check your organizational position screen in encore.

TEACHER LEAVE

There has been some confusion on how teachers are to take leave. Leave **does not** have to be used in full or half days to match the hours the substitute is there. Teachers can use leave in any increments necessary.

MID-PAY PERIOD TRANSFERS

If you have an employee transfer to your school or to a different position in your school mid-way through the pay period, please send their hours to payroll. We need to pay them out of their old position before transferring to the new one. Please send the hours to Tami @ tasorensen@dsdmail.net.

IMPORTANT PAYROLL MESSAGE

Please make sure to run reports and double check your payroll, especially this month. Spring Break is over pay day so we do not want people to be without a paycheck for a week because of an error. Make sure all part time timecards have been entered and check your report to verify. Thanks!

LEAVE WITHOUT PAY

Please remember that LWOP goes through the end of the month for Full-time employees. If you have an employee who is on long term leave please be sure to enter all of their LWOP.

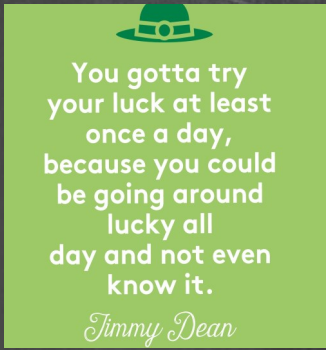
If you have any Part-Time employees who have leave (usually cooks) be sure to deduct their leave and also ADD the hours to their time card to be paid.

FURLOUGH DAY REMINDER

Please remind the 257 day employees at your location that their Furlough Day must be taken no later than June 30th 2020. Use the "Furlough" leave type.


INSTRUCTIONAL IMPROVEMENT LEADERS (I.I.L)

The second half of I.I.L will be paid next month. Remind your Principal or JSSC Chair that you need the information turned into you by April 10th! Extra Duty Points (Secondary Schools only) will be paid in May.



PAYROLL STAFF EXTENTIONS 801-402-5282

SCOTT (25325)
 LESLIE(25176)
 HOLLY (25327)
 KATHY (25326)
 ELIZABETH (25232)
 TAMI (25348)
 CINDY (25324)
 AMY (25282)



Leave Type	Balance	Available	Hours Taken	Check Run #	Status
OTHER	.00	.00			

Reverse LWOP

Find:	Emp ID	Sub Finder	Sub Name	Hours	Long Term	Productivity	Add to PLA	Position	Status
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Professional Development	Hours	Attended	Fund	Loc	Prog	Bucket	Acct

Save Duplicate **Delete/Clear** Dismiss

IMPORTANT LEAVE SCREEN INFORMATION.....PLEASE READ!!!!

When entering leave the above boxes circled in red are VERY important. In talking with Secretaries, many of you did not know these boxes are here. When these boxes are used it makes our job in payroll a lot easier.

Here is when to use them:

Long Term: If you have a long-term sub that should be paid the long-term rate (this means it has been approved through Sub Systems) you need to click this box. If you DO NOT click this box the Sub will not get paid the correct amount and in turn we would need to do a special check to pay the difference.

Productivity: This needs to be clicked if the sub should be paid Productivity. If the teacher is a productivity teacher, no comments are needed. If the sub is under a teacher who is not productivity, such as covering another teacher during a prep period, you will need to put comments as to why they should receive productivity. Do not enter the sub under both teachers. Just use comments to clarify. If you do not enter comments we will have to call you to see why this substitute should get paid that rate.

Add to PLA: Use when a sub (another teacher) is subbing for a teacher and wants to get personal leave instead of getting paid.

If you need to completely delete an entry, you can click the **DELETE/CLEAR** tab at the bottom of the screen.

If you have a sub entry that needs to be entered **after** Payroll has closed, please enter it in yourself and then call us to let us know it needs to be paid. You can enter leave even after remote pay has closed, but to have it paid in the current pay period, we need to know it is out there or it will not be paid until the next month.

Every month payroll goes through every substitute entry. This is very time consuming and clicking these boxes can really help us out. Thanks so much!

PART TIME OVERTAGES

When entering PART TIME pay and it shows that someone is over their hours, please do the following:

1. Check to make sure hours were not entered on Holidays or non-contract days.
2. If they really worked more hours, please put in comments as to why. Such as SEM etc... We **will** call on all overages that do not have comments.

SNOW REMOVAL AND OVERTIME

Please enter the date in the "Date worked" column and enter each day on a separate line.

District recognized holidays and weekends are paid overtime with a minimum of 2 hours.

Enter hours under "Overtime"/"Overtime Snow Removal"

Please put in comments if they were called to come in before or stayed after their normal shift.

Substitute custodians are paid the current sub custodian rate (see Table 29) This applies to any classified employee doing snow removal (TA's, office staff, etc.)

Please refer to the payroll memos below

[Snow Removal for FT Employees](#)

[Snow Removal for PT employees](#)