

# May 2020

## **\*\*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 .

## **END OF YEAR HOUSEKEEPING:**

**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 29TH** is the **last day of school**. This is a contract day so employees who are absent *must* be marked absent and leave entered.

## Important Dates to Remember

- \* May 15th Last Day of May Payroll
- \* May 21nd Payroll Closes @ Midnight
  - \* May 25 Memorial Day
- \* May 29 PAYDAY! Last Day of School

Click [here](#) to download  
**PAYROLL CALENDAR**

## **TIME CLOCK SYSTEM FOR 2020-2021**

The district will begin implementing a time clock system in the 2020-2021 school year. This means all employees start and end times will need to be on the quarter hour such as 9:00, 9:15, 9:30, or 9:45. In creating work schedules for next year please accommodate this change.

## **PAYROLL DEPARTMENT CHANGES**

As of May 18th there will be a few position changes in the Payroll Department. Leslie Rice has taken a position is accounts payable and will be moving across the hall. Tami Sorensen will be taking over the retirement portion of payroll, and Amy Dobson will now be working with the Part Time PA's. We are happy to welcome Angela Cornford as our new Payroll Technician.

We are excited to have her!

Please see the updated extensions below.



## **PAYROLL STAFF EXTENTIONS**

Main Number 801-402-5285 Fax 801-402-5197

SCOTT (25325)

TAMI (25176)

HOLLY (25327)

KATHY (25326)

ELIZABETH(25232)

AMY (25348)

CINDY (25324)

ANGELA (25285)