

Secretary/Office Manager Training

Setting Up Remote Pay Assignments:

Remote Pay Assignment. If an employee is not in the remote pay screen, you need to give them the assignment.

- Choose: **For Your Loc's Employees** (people at your location) Enter the Pay Types and Detail Types. Click the small white box next to the employee. The job assignment should show up in the column to the right. Scroll to the bottom of the list of employees. Arrow down to create a blank space. Enter the employee ID #. Tab across to fill the line. Make sure the assignment is active. SAVE.
- Choose: **For Non-Loc Employees** (people you need to pay i.e., Coach/paraprofessional or employees at other locations) Enter the Pay Types and Detail Types. Click the small white box next to the employee. The job assignment should show up in the column to the right. Make sure the assignment is active. SAVE. If it is a non-location employee, you will need to enter the employee ID #. SAVE.
- Clean up "Remote Pay Assignments". Anything with "Clock-in/Clock-out" will allow employees to view and clock into that assignment. To help prevent people from clocking into the wrong assignment, activate assignments when needed and in-activate no longer necessary.

Entering Leave This is done in the Leave Request Screen

- Watch video
- Employees should enter their own leave. **This is done in the Leave Request system in Encore.**

Professional Development: When employees go to conferences or trainings sponsored by Curriculum, Staff Development, Special Ed., or other District programs.

- The employee will need to select **Professional Development** as a leave type. Next, select the class they attended in the Professional Development Event in the drop down box. They should NOT pick "other" If employee cannot find the conference/training the employee went to, e-mail the information to Elizabeth Ward in Accounting, and ask them to add the conference/ training to the Professional Development list.

JSSC Approved Leave: When JSSC (or the principal) has given approval for a teacher to use this leave. The computer keeps track of the school's remaining allotment every year. To see your school's "Allotted Hours", "Hours Used" and remaining "Balance", click on the "JSSC Leave" tab on the LEAVE ENTRY SCREEN.

- Employees need to use all **Personal Leave/Vacation** and **Sick Leave** before **LWOP** (Leave without Pay). If the employee is out of Personal Leave/Vacation and their absence does not qualify for the use of **Sick Leave**, they should request the time off as **LWOP**. An employee can advance up to 5 personal days a year and pay back with sick leave at time and a half. Instructions on Payroll Website
- A maximum of 10 Personal Leave days can be used in a school year.
- Employees who will be absent for more than 10 consecutive contract days need to write a letter to Human Resources requesting a Leave of Absence.
- Secretaries/Office Managers can enter leave under an Open Position.

Attaching Substitutes: This is done in the Leave Entry Screen

****Enter substitute entries every day or two throughout the month to make the end-of-the-month Payroll crunch easier.***

- Employees will have to enter leave and it will need to be approved before attaching sub
- Make sure your substitutes sign in and out on a computer.
 - Run the following two reports to reference when entering leave.
 - *Aesop (aesoponline.com) Go to: *Reports *Absence *Absentee Report *Enter Date Range *Search *Print PDF
 - Encore: *Check In Check Out Report *Substitute *Date Range (put same date range as report from Aesop) *Print
 - Put the substitute's Employee ID or Sub ID # under the "Find:" column, hit ENTER and the sub's name will pop up. Enter the number of hours the sub worked and **SAVE**. (The "hours" should be calculated from the time the sub checked in and checked out – **NOT** necessarily the number of leave hours entered for the employee.)
 - If the sub has been approved for Long-term Sub Pay, don't forget to click the "Long Term" box.
 - If the sub needs to be paid for Productivity, don't forget to click the "Productivity" box. (This is for secondary schools).

Payroll Reports: Once all your payroll entries are in, print your payroll reports and give them to your principal to review and sign.

- You need to print the following Payroll Reports each month before Payroll closes:
 1. Substitute Pay Report
 2. Employee Time Off Listing
 3. Remote Pay Detail Report: You can run this after stipends are entered, but for the timeclock information to be included run this report 2 days before payday.

Secretaries/Office Managers

- WORKING SUMMER HOURS: If you are not working on a contract day—enter NCL (Non-Contract Leave. Watch videos about NCL on Payroll Webpage under Office Manager/Secretary Info section.

Special Ed/Title 1:

- SAFETY CARE: FT and PT employees need to enter leave under "*Professional Development*" and "*Safety Care*". Do not clock into regular job. Time System will add hours to PT employees attending a Professional Development.
- ONE DAILY PUNCH: Special Ed and Title 1 Teachers will need to punch in 1 time daily if they are funded from Programs: 7000 range and 1200 range.

Time Clock Tips:

- You can only edit a punch that is within 4 hours—if more than 4 hours you will need to delete and do a missed punch
- Can only edit punch 1 time. Need to delete punch and start over
- When employee has 2 identical positions—can identify difference by the "days" to work
- Can't multiple punch within 7 minutes.
- Use transfer punch between jobs. Choose job to transfer to in drop-down menu. In the middle of green and red buttons will show a blue transfer button. If an employee has a gap of more than 7 minutes between the two positions/assignments, do not use transfer button because that will put them over their hours. They would need to clock out of the first position and when the second one begins clock into that one.