

August

PLEASE forward the attached "Professional & Contract Days" schedule to ALL of your educators. Hopefully this will answer questions they have concerning their days. August 15th, 16th, 17th, & 18th are Professional Days.*

August 19th is a Contract Day.

*The Educator Professional Days are part of the 185-Day contract, so leave must be used if they are absent.

Principals (Table 2) also qualify for the 4 unscheduled professional days funded by the Utah Legislature. Their plans and hours will be turned in to their school director.

BUDGET
NEGOTIATIONS
2022-2023

*A 5% COLA was funded.

*Step Raises were funded.

*No changes on Insurance costs.

TODAY IS THE DAY
to learn
SOMETHING NEW.

Unscheduled Professional Days for Educators

Educators may work up to **SIX unscheduled** Professional Days **beyond their regular contract time** "engaging in professional learning, planning, and implementation". Each "day" is the equivalent of a full contract day and is based on their FTE.

(.5 FTE = 4 hours per "day"; 1 FTE = 8 hours per "day")

- ♦ **One (1) day** is part of their **185-day contract**. Educators must complete these hours to fulfill their 2022-2023 contract. The Principal/Supervisor will verify completion of these hours.
- ♦ **Four (4) days** were funded by the Legislature. Educators must submit a plan for the use of these hours to their Principal/Supervisor and will report back to their Administrator upon completion of ALL hours (4 days). *Enter hours in Remote Pay:*

Extra Duty Licensed / Legislative Prof Dev—4 Days

- ♦ **One (1) day** will be paid from **school TSSA funds** and is for **school based educators only!*** The Principal will verify the completion of these hours. *Enter hours in Remote Pay:*

School Funded / TSSA ("Unscheduled Prof Day" in comments)

*District locations (i.e. Teaching & Learning, Related Services, SPED, etc. do not have TSSA funds to pay their educators).

These days may be worked throughout the contract year and will be paid at the employee's regular hourly rate of pay.

Administrators at each location may decide:

- ♦ How to track the completion of the days (spreadsheet, timecard, etc.)
 - ♦ When to pay employees for these days:
 - Monthly (by pay period)
 - Twice per year/Once per semester (i.e., November & May)
- (see attached "Professional & Contract Days 2022-2023" schedule)

ABC

Important Dates to Remember:

- ✓ August 11th: Remote pay opens
- ✓ August 15th: Last Day of August Payroll
- ✓ August 15th: Educators return to work
- ✓ August 17th: Employee Time Sheet Approval Deadline
- ✓ August 19th: Supervisor Approval Deadline
- ✓ August 22nd: FIRST DAY OF SCHOOL!
- ✓ August 23rd: Payroll Closes at **Midnight**
- ✓ August 31st: **PAYDAY!**

August



Use or Lose Hours

Employees who had a Personal Leave or Vacation carry-over balance that exceeded the allowable maximum as of July 1, 2022 have until **Friday, October 14th** to "Use It or Lose It". Any excess hours not used AND requested in Encore by that date will be lost!

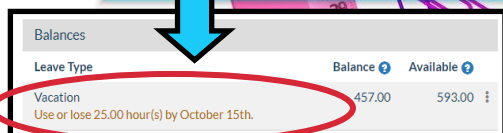
***Classified Employees** can carry-over a maximum of **50 days of Vacation**.

***Administrators** can carry-over a maximum of **50 days of Vacation**.

***Licensed Employees** can carry-over **30 days of Personal Leave**.

This is a maximum carry-over balance and does **NOT** include hours accrued for the current year (after July 1st).

In the "Leave Summary" screen employees can see how many hours they still need to use.



Leave Type	Balance	Available
Vacation	457.00	593.00

Use or lose 25.00 hour(s) by October 15th.

NEW EDUCATORS

Educators **NEW** to Davis School District may be paid for 2 additional days for training.

- These additional days will be entered and paid by the **DISTRICT**. Educators should **not** report these days as extra duty at their schools/departments.

Day One:

New Educator Curriculum Day:

- * August 9th (Elementary & Counselors)
- * August 10th (Secondary)

This extra day will be paid on the **September 30th** paycheck.

Day Two:

New Educator Canvas Training:

- Upon successful completion of the Mastery Questions for all Canvas Training Modules, educators are eligible to receive an extra day of pay (at their regular rate).
- The Canvas course must be completed by **September 30th**.
- Those who complete the course will be paid for the extra day on their **October 31st** paycheck.



PAYROLL 101: Pay Periods

- 257 Days:** The first day of the month to the last day of the month (August 1st to August 31st, etc.)
- The Pay Period goes from the **16th to the 15th** each month for the following:
 - * Part-time Employees
 - * Substitutes
 - * Extra Duty Pay
- Educators:** Annual Salary is divided evenly over 12 checks
- Full-time, 9 & 10-Month Employees:** Annual Salary is divided evenly over 12 checks
- The Leave Reporting Period for **ALL** employees goes from the 16th to the 15th
- Leave Without Pay (LWOP) goes through the **end of the month**



PAYROLL 201: PA's

Make sure all applicable Personnel Actions are in process: New Hires, Hour Changes, Transfers, Terminations/Retirements.

- Review your **"Organization Positions"** report in Encore:
 - * The left-hand side of the screen indicates if a PA is in process for an employee.
 - * Click on the "Report" tab to see what program each employee is paid from.
 - * Make sure the authorized hours (Pos Hrs) are correct for each employee.
- Enter a **Position Change PA** for employees if their hours have changed or are incorrect, **especially** full-time employees who have decreased in hours!
- Make sure a Separation PA or Transfer/Reassignment PA is in process for employees who are no longer at your location but are still on your Organization Positions report. If there is no PA, make sure either the employee (or their supervisor if the employee cannot be reached) completes the Exit Process in Encore ASAP!
- If you have new employees who are not on your report, see if a **Hire PA** or a **Transfer PA** has been entered for them. Also (for new employees) make sure they have been fingerprinted and processed with Human Resources.
- Hires** and **Transfer/Reassignment PA's** will be entered by Human Resources.
- Position Change PA's can be entered at the school/department level.

Note: With the Time System it is **VERY** important that employee start dates are correct. If the effective date is incorrect they may not be able to clock in on their first day.

We have A LOT of Hire and Transfer PA's (both full-time and part-time). We are working on them as quickly as we can.

EXTRA OFFICE HOURS TRACKER

The Excel spreadsheets to help you keep track of your **EXTRA OFFICE HOURS** and **MOBILITY HOURS** (Elementary only) are available on the

Payroll Department Webpage under the "Office Manager/Secretary Information" tab.

You can also find them here:

ELEMENTARY TITLE 1 TRACKER
ELEMENTARY TRADITIONAL TRACKER
SECONDARY TRACKER

Please have your staff verify that their address, phone numbers, and **DIRECT DEPOSIT** information is accurate in Payroll Management!

Click here: [Payroll Management](#)

Non-Contract Leave

There are PowerPoints on our webpage that will help explain Non-Contract Leave.

[Elementary NCL PowerPoints \(link\)](#)

202 Day Elementary Office Manager

212 Day Elementary Office Manager

[Secondary* NCL PowerPoints: \(link\)](#)

192 Day Secondary School Secretary

202 Day Secondary School Secretary

*They are helpful for Secondary Office Managers too!

Reminders:

*Comp Time cannot be used when a sub is needed.

*NCL cannot be used on a school day.

Floating Furlough Day

257-Day Vacation eligible employees (hired as of July 1, 2022) will have a "Floating Furlough Day" this year.

In the Leave Request screen in Encore they should have a "Furlough" leave type available.

New Extra Duty Rates

- ◆ Licensed Extra Duty Rate: \$29.20
- ◆ Classified Extra Duty Rate: \$20.00
- ◆ Licensed Lunch/Bus Duty: \$18.57
- ◆ Classified Lunch/Bus Duty: \$12.60
- ◆ Home Hospital Rate: \$40.76



All Salary Tables are available on the Payroll Department webpage:
[Salary Tables](#)



As always, if you have any questions, reach out to your "colorful" Payroll Staff!
Phone: 801-402-5282
Fax: 801-402-5197

Scott x. 25325

Holly x. 25327

Amy x. 25176

Angela x. 25348

Cindy x. 25324

Debi x. 25285

Kathy x. 25326

Tami x. 25232