



NCL (Non-Contract Leave)

There are PowerPoints on our webpage that will hopefully help answer most of your questions regarding 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

*There is also good information in the PowerPoints for Secondary Office Managers.

Reminder:

*Comp Time can NOT be used when needing a substitute.

*NCL can NOT be used on a school day.



School Funded

When issuing **school funded payments** to employees, don't forget about the additional amount the school must pay to cover retirement benefits and employer FICA taxes (approximately 33%). If you have a total of \$1,000 available, the gross amount the employee will receive will be about \$750. If you want to pay the employee the full \$1,000, the school will actually have to pay a total of roughly \$1,330 from that account.



Important Dates to Remember

- * July 4th ~ Independence Day (non-contract day)
- * July 11th ~ Remote pay will open
- * July 15th ~ Last Day of July Payroll
- * July 19th ~ Employee Approval Deadline
- * July 20th ~ Supervisor Approval Deadline
- * July 21st ~ Payroll Closes @ Midnight
- * July 25th ~ Pioneer Day Holiday
- * July 30th ~ PAYDAY!



July Timesheets

Due to the Fiscal Year rollover on July 1st, some employees may have multiple timesheets to approve this month for the same job/assignment. For most regular job assignments this will not be the case. However, with extra duty assignments there may be a "Prior Job" timesheet (for 6/16-6/30) and a regular timesheet (for 7/1-7/15). **ALL pending timesheets must be approved!**

(PRIOR JOB) EXTRA DUTY CLASSIFIED - TCLK - EXTRA OFFICE HOURS
EXTRA DUTY CLASSIFIED - TCLK - EXTRA OFFICE HOURS



Celebrate!



The Finance Department Will Be Closed...



The Finance Department
(Accounting, Accounts Payable, and Payroll)
will be **CLOSED** on Friday, July 15th
for a Professional Development Day.

PLEASE Forward the attached
"Description of
Educator Contract Days"
to ALL of your educators.
This is super important and will
hopefully reduce questions teachers
may have concerning their schedule.

EXTRA OFFICE HOURS & MOBILITY HOURS

Employees will need an assignment in order to clock in and out for Extra Office Hours and Mobility Hours (*elementary schools only*). The Remote Pay Assignments are:

Extra Duty Classified / TCLK—Extra Office Hours

Extra Duty Classified / TCLK—Mobility Hours

Elementary Office Managers: Mobility Hours Reminder

Mobility Hours can only be worked by employees who are not eligible for benefits.

If you have a part-time employee who is "grandfathered" and receiving benefits (like Personal Leave) they should not work Mobility Hours.

Also, Mobility Hours must be used in the office, not for playground or lunch duty.

Title I Schools Only: Your 80 Extra Office Hours and 40 Title I Summer Office Hours have been combined under Extra Office Hours (TCLK—Extra Office Hours), for a total of 120 hours.

There will no longer be a "TCLK—Title I Summer Office Hours" option!

If you have questions on your Mobility Hours you can contact: **Liz Houskeeper (x. 25233)**

Extra Office Hours Tracker

Did you know there are Excel spreadsheets available to keep track of your **EXTRA OFFICE HOURS** and **MOBILITY HOURS**?

They are available on the Payroll Department Webpage under the "Office Manager/Secretary Information" tab.
We've also included them here:

[ELEMENTARY TITLE 1 TRACKER](#)

[ELEMENTARY TRADITIONAL TRACKER](#)

[SECONDARY TRACKER](#)

“
**BABY
YOU'RE A
FIREWORK**”

Katy Perry

174 School Days

There are 174 school days again this year. If you have FT employees that are contracted for 174 days, please let them know they only work the days that students are at school. FT 178 day employees are expected to work all school days plus 4 additional days and 176 day employees are expected to work 2 additional days. To pull up a list of the number of days each employee works, search "Organizational Positions" in Encore. More information will be forthcoming on the extra days and how that will work with the calendars in the time system.

176 day employees dropped to 174 days, with 2 PD days that will be paid as Extra Duty if they attend. More information will be forthcoming in August on what assignment they will clock into for PD Trainings.

Aug 18th 8:00—11:30 at Layton High School

Save the Date for the Winter PD Day

January 17th

EMPLOYEE HOUR CHANGES

If you have any employees who are changing hours for the upcoming school year, please remember to do a PA as soon as possible so their pay and leave can be adjusted and their information will be correct in the Time Clock System (if applicable).

For Example:

- A teacher going from Full-time to Part-time
- A Classified employee going from Part-time to Full-time (will be getting benefits)
- A Classified Part-time employee going from 3.9 hours per day to 5.9 hours per day

Effective Date for Educators: 15-AUG-2022

Effective Date for Classified (School Based) Employees: 22-AUG-2022

Your Favorite Payroll Firecrackers!

Scott

25325

Holly

25327

Kathy

25326

Amy

25176

Cindy

25324

Angela

25348

Debi

25285

Tami

25232