

September

Furlough Day

257-Day Vacation eligible employees (hired as of July 1st) have a floating Furlough Day that can be taken anytime during this fiscal year.
Leave Type = "Furlough"

"New Extra Duty Pay Rates

- ♦ Extra Duty Licensed (pay rate for Educators): **\$29.20**
- ♦ Licensed Lunch/Bus Duty/High school parking duty: **\$18.57**
- ♦ Classified Lunch/Bus Duty: **\$12.60**

Office Managers

Subs for SPED T.A.'s

When a Special Ed. T.A. in a self-contained class has a sub, please enter "self-contained" in the comments. This will be a BIG help to us as we review the sub list to make sure the sub is being paid correctly.

Secondary Schools

When a substitute covers another class during their prep-period, enter the sub hours **ONLY** under their regular sub job (not under the class they covered) with **COMMENTS** (i.e. *Pay Productivity—subbed for Murphy during prep). If you enter 1.5 hours under the teacher they covered for, it tries to pay them for more than a full day and creates an error.

Call us if you have any questions.

Important Dates to Remember

- * **September 12th:** Remote pay will open
- * **September 15th:** Last Day of September Payroll
- * **September 20th:** Employee Time Sheet Approval
- * **September 22nd:** Supervisor Approval Deadline

Who should you send forms to?

If employees bring forms to you that Need to be filled out with Payroll information, please send the forms to:

payrolloffice@dsdmail.net

This includes:

- Verification of Employment forms
- Employment Letters
- Department of Workforce Services
- PSLF (loan forgiveness) forms

Part-time Overages

You may have some part-time employees who are over their contract hours this month.

- ♦ Some 174 day employees had district training before school started. This was part of their 2 "extra" days for training. They **should have** clocked in to their regular job for the training, which *may* put them over their "contract hours".
- ♦ Employees working *less than* 174 days have been placed on a group calendar in the time system: 150-160 Days, 161-166 Days, and 167-173 Days.
- ♦ Their contract hours will not always match up with the time system, especially at the start and end of the school year. Schools are free to set the schedules for these employees based on their contract days and authorized hours, while making sure they do not exceed their contract hours for the **year**. (i.e. 166 days @ 5.9 hours = 979.4 hours)

Unscheduled Pro-

Educators may work up to SIX unscheduled Professional Days (beyond regular contract time) “engaging in professional learning, planning, and implementation.”

Each “day” is the equivalent of a “contract day” for the employee 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. All Educators (Table 1) must complete these hours to fulfill their 2022-2023 contract. The Principal or Supervisor will verify completion of these hours.
- ♦ **Four (4) days** were funded by the Legislature. Educators must submit a plan to their Principal or Supervisor for the use of these hours and will report back to their Administrator when hours for ALL 4 days have been completed.

Office Managers—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 completion of these hours.

Office Managers—Enter hours in Remote Pay:

School Funded / TSSA

(enter “Unscheduled Prof Day” in comments)

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

These days may be worked throughout the fiscal year and should 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 extra days:
 - Monthly (by pay period—16th to 15th)
 - Once per semester (i.e., November & May)

Absences for District Coaches

Employees required to miss work due to coaching duties for District sporting events should enter a leave request:

Leave Type: Professional Development

Professional Development Event:

COACHING EVENT—DISTRICT SPONSORED

Use or Lose Hours

Employees who had a leave balance (Personal Leave or Vacation) that exceeded the maximum allowable carry-over balance (as of July 1st) have until

Wednesday, October 12th

to “Use It or Lose It”. Any excess hours not taken AND requested in Encore by that date will be lost!

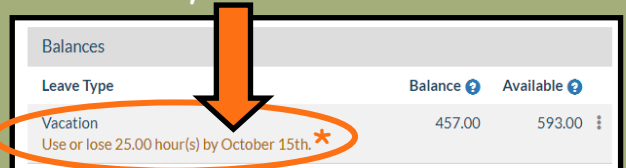
Note: This is a maximum carry-over balance and does NOT include hours accrued for the current fiscal year.

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

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

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

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

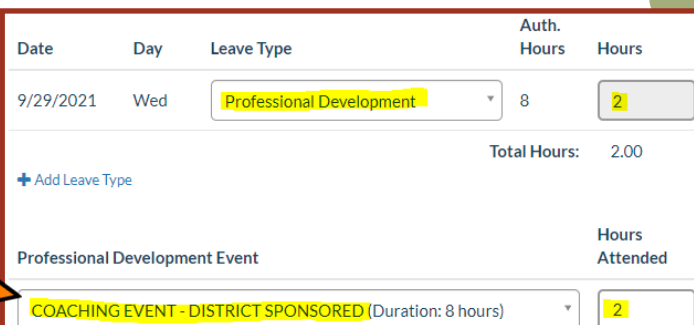


Leave Type	Balance	Available
Vacation	457.00	593.00

*Hours must be used no later than Wednesday, October 12th this year due to Fall Recess on Oct. 13th & 14th.

Principals also qualify for the 4 professional Legislative days.

Their plans will be submitted to their school director and they will report to their director when ALL hours have been completed.



Date	Day	Leave Type	Auth. Hours	Hours
9/29/2021	Wed	Professional Development	8	2

Total Hours: 2.00

+ Add Leave Type

Professional Development Event

COACHING EVENT - DISTRICT SPONSORED (Duration: 8 hours) 2

Do you know where your Personnel Actions (PA's) are?

Make sure all applicable PA's are in process:

- ◆ New Hires, Hour Changes, Transfers, Terminations, and 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.
 - * Make sure the authorized hours (Pos Hrs) are correct for each employee.
 - * Click on the "Report" tab to see what program each employee is paid from.
- ◆ Enter a Position Change PA for employees if their hours have changed or are incorrect, **especially** full-time employees when their hours have decreased!
- ◆ Make sure a Separation Termination/Retirement or Transfer/Reassignment PA is in process for any employees who are still on your report but are no longer at your location. If there is no PA, make sure either the employee (or their supervisor) completes the Exit Process in Encore ASAP!
- ◆ If you have new employees who are not on your report, see if a **Hire PA** or **Transfer/Reassignment PA** has been entered for them.
 - * Make sure new hires who do not have a PA in process have been fingerprinted and have processed with Human Resources.
- ◆ **Hires and Transfer/Reassignment PA's will be entered by Human Resources.**
- ◆ **PLEASE** make sure the "Hire Date" for employees is the first day they will work.
 - * Incorrect start dates may result in under/overpayment for full-time employees
 - * Employees may not be able to clock in if their start date is incorrect

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

NEW EDUCATORS

Educators NEW to Davis School District may be paid for TWO 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 this month, 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 for the August 31st check, etc.)
- ◆ The Pay Period goes from the **16th to the 15th** of the 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**

Important Tip About Employee Time Sheet Approvals

It's a brand new school year, and you know what that means!

Learning and relearning the Time System!!!

Remember, we have training videos on the Payroll Department webpage for

Employees, Secretaries, and Administrators: [Time System - Davis School District](#)

- ♦ Encourage employees to approve their time sheets on the 16th of the month when possible!
 - Even though several business days are typically allowed for employee approval, approving time sheets immediately give supervisors time to review them, return the time sheet back to the employee for changes (if necessary), and still allows time for the employee to resubmit their time sheet within the approval window.
- ♦ When an employee fails to approve their time sheet before the deadline:
 - They have to contact Payroll to verify their time sheet is correct.
 - Payroll has to contact the supervisor to make sure they approve the hours, then Payroll has to approve the time sheet for them. This can be a very tedious and time consuming process. We are happy to help with any issues preventing an employee from approving their time sheet before the deadline. Just reach out to us!

Office Manager Checklist

- ☐ Run Payroll reports and review them
- ☐ Make sure hours are entered for ALL
- ☐ Watch pending items (clear by the 15th)
- ☐ Notify employees of unapproved time sheets
- ☐ The hire date for new employees should be their start date
- ☐ "Use or Lose" leave must be used and requested in Encore by October 12th
- ☐ Add comments for subs in self-contained SPED classes
- ☐ When coaches need a sub they should request Professional Development Leave and "Coaching Event—District Sponsored)

Your "wise"



SCOTT (25325)

HOLLY (25327)

AMY (25176)

ANGELA (25348)

CINDY (25324)

DEBI (25285)

KATHY (25326)

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