



Important Dates to Remember:

- * October 11th: Remote Pay will be open
- * October 12th: Employees can approve their timesheets at the end of the day, BEFORE Fall Break!!!!
- * October 13th and 14th: Fall Break—All District offices will be closed
- * October 15th: Last day of October payroll
- * October 19th: Employee Timesheet approval deadline
- * October 21st: Supervisor Timesheet approval deadline
- * October 21st: Payroll Closes @ Midnight
- * October 31st: Halloween and PAYDAY!!
- * November 1st: Educator Professional Day

See attached PAYROLL CALENDAR



Insurance Open Enrollment

Insurance open enrollment is just around the corner.

Reminders for you and your faculty/staff:

- ◆ **Catastrophic Sick Leave Bank:**
 - ◆ This is not a mandatory donation year for those already enrolled.
 - ◆ NEW employees or those not currently enrolled but would like to enroll will need to donate 1 day of Sick Leave to the bank.
- ◆ **Flexible Spending:** ALL employees who want to be enrolled in Flexible Spending for the 2023 Tax Year must re-enroll during Open Enrollment.
 - ◆ Flexible Spending health care and/or day care selections will NOT carry over to next year!
- ◆ **ARAG**—Current coverage will continue if you do not cancel during Open Enrollment
- ◆ **AFLAC**—Current coverage will continue if you do not cancel/make changes during Open Enrollment.

Open Enrollment will be open from

October 31st—November 18th.

Insurance Department: 801-402-5200.



USE IT OR LOSE IT

If an employee has a VACATION/PERSONAL LEAVE carry-over balance that exceeded the allowable maximum as of the July 1, 2022 rollover, they have until **Wednesday, October 12th** to "Use It or Lose It". Any excess Vacation/Personal Leave 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 also carry over a maximum of **50 DAYS of Vacation.**
- ◆ **EDUCATORS** can carry over a maximum of **30 DAYS of Personal Leave.**

This is a maximum **carry-over** balance and does not include hours accrued for the current fiscal year (on or after July 1, 2022).

Please Note:

Employees who have hours that need to be used before the deadline will see a notification in their

Leave Summary screen:



Balances		
Leave Type	Balance ?	Available ?
Vacation	454.50	590.50
Use or lose 22.50 hour(s) by October 15th.		

NOTE: Leave must be used by Wednesday, Oct. 12th due to Fall Recess on October 13th & 14th.

Friendly Reminder New Hires and Transfers

Remember, when you enter a hire date or transfer date, it should be the **date** the employee is actually going to **start working** at your location. This is crucial because the effective date on PA's drives everything in the Time System. PA's that have to be deleted and redone because of incorrect dates and other errors cause a lot of problems in the Time System and create a lot of extra work for our programmers.



FRIENDLY REMINDERS



♦ Leave Without Pay (LWOP) should be entered/requested through the END of the month to help prevent overpayments, especially when employees are on a long-term leave of absence. If leave/LWOP is **not** entered and the employee is unable to enter it, please contact Holly in Payroll (x. 25327) for assistance.

♦ Overtime Reminder: Employees must **WORK** a total of 40 hours in a week to qualify for OT pay (or comp time at time and a half). Paid holidays and leave hours used during the week do not count toward these 40 hours. (Keep this in mind on things like building rentals!) The Time System will automatically accrue comp time and OT pay (for extra duty) if the employee has worked their 40 hours that week. **Note:** The week must be "clean" (no missed punches or pending items) for comp time to accrue or for OT to be calculated.

♦ Emergency Callouts for custodians are always paid as OT and a minimum of 2 hours. BEFORE the snow flies, please make sure any Facility Managers/Custodians who will be doing snow removal have the "Overtime Emergency Callout" assignment in remote pay, including part-time employees.

Fall Break Time System Tip:

Full-time employees need to work their total contract hours for the WEEK (i.e. 7 daily authorized hours x 3 days = 21 contract hours)

Part-time employees can work their "regular" scheduled hours on October 10th, 11th, and 12th.

They cannot "make up" hours missed due to Fall Break.

District Coaching

When a teacher who is also an athletic coach has to miss class due to a game, they should request the following leave:

"Professional Development" with "Coaching Event-District Sponsored" as the type. They should also enter comments regarding where they were (i.e. football game at Clearfield High or volleyball game at Shoreline Jr.).



SCARY PA's

Make sure all applicable Personnel Actions are in process:

*New Hires, Hour Changes, Transfers, Terminations, and Retirements

*Don't forget to 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 (Position hours) and contract days are correct for each employee.
- ♦ Enter a Position Change PA if hours have changed since last school year.
- ♦ Make sure a Separation/Termination, Separation/Retirement, or Transfer/Reassignment PA is in process for any employees who are no longer at your location (but are still on your report).
- ♦ For a printed report click on the "Report" button on the bottom of the screen.
 - This report will also show you what program each employee is being paid from.

If you have new employees who are not on your report, check to see if a Hire PA or a Transfer/Reassignment PA has been entered for them. Make sure new hires who do not have a PA in process have been processed and fingerprinted with Human Resources.

*Note: Hires and Transfer/Reassignment PA's will be entered by Human Resources.

FALL BREAK

Fall Break is October 13th & 14th. These are unpaid, non-contract days for ALL employees. All schools and District offices are closed. Remember: Employees can **Approve** their timesheets **BEFORE** Fall Break!!!

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Beginning this month **all** LETRS payments will be issued by Teaching and Learning.

Payments will no longer be issued from the schools for ANY of the LETRS Trainings.



Secondary: Scorekeeping & Ticket Taking

All employees (Licensed and Classified) who help with ticket taking, scorekeeping, etc. should be **clocking in and out**.

These assignments will pay \$20.00 per hour.

School Funded / TCLK—Scorekeeping

School Funded / TCLK—Ticket Taking



Parent Teacher (ILP) Conferences ~Comp Day Reminder~

Per the Davis Educators' Agreement—"each ILP week should include seven and one-half hours of **teacher** time beyond the regular contract. This ... ensures that teachers earn the two compensatory days built into the District calendar" (*Addendum #2, page 69*).

The teacher "comp" days for the 2022-2023 school year are **Wednesday, November 23rd** and **Monday, April 3rd**. If you have teachers who miss conferences, they need to use leave (or LWOP) on the comp day for the conferences that semester.

If a long-term sub does conferences for a teacher, enter their sub hours on the comp day. If you have questions, contact Payroll.

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 the **185-day** contract.

All Educators (on 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 State Legislature. Educators submit a plan to their Principal/Supervisor for the use of these hours and will report back to their Administrator when the 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 therefore 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)

These days may be worked throughout the fiscal year and should be paid at the regular rate of pay.

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

FURLOUGH DAY

ALL full-time 257-day "VACATION" eligible employees (hired as of July 1, 2022) will have a Floating Furlough Day again this year, which should be taken as a **full day**. Employees will have a "Furlough" leave type in their Leave Request screen. The Furlough Day must be used by 6/30/2023.



Secretary Checklist

- ☐ Run your reports and review them
- ☐ Make sure ALL employees who should be are clocking in and out, or “in” for once-a-day punches
- ☐ Enter extra hours for educators (Legislative Days and School TSSA day)
- ☐ Make sure the hire date for new employees is their actual START DATE
- ☐ Check your “Organization Positions” report
- ☐ Ticket Takers and Scorekeepers should be clocking in and out
- ☐ Teachers who miss ILP Conferences must take leave on the comp day for 1st Semester (Nov. 23rd)



School Testing

Below is a list of the **Extra Duty Classified** assignments for testing:

- A. **TCLK—Acadience Testing Salaries**
Program 5239 - Elementary only
- B. **TCLK—WIDA Testing**
Program 2751 - Elementary only
- C. **TCLK—Testing Support Salaries**
Program 2717 - All locations

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 for payment when ALL 32 hours have been completed.

Kindergarten teachers

may select **one day** during each of the ILP conference weeks to have a substitute take their class while they plan and prepare, or begin conferences with parents.

*Full-time teachers receive a full day sub.

*Half-time teachers receive a half day sub.

Leave request should be entered as follows:

- ⇒ Professional Development
- ⇒ Kindergarten Parent Teacher Conferences

Happy Halloween



Scott 25325

Amy 25176



Holly 25327



Kathy 25326



Angela 25348



Debi 25285



Cindy 25324



Tami 25232



Your “bewitching” Payroll Staff