



VERY Important Dates!

- * **December 8th: Remote pay will be open!**
- * **December 15th: Last Day of December Payroll (employees can approve timesheets at the end of the day)**
- * **December 16th: Payroll closes at midnight**
- * **December 16th: Employee AND Supervisor timesheet approval deadline!!**
- * **December 20th: Early Out**
- * **December 31st: PAYDAY**



Super Duper Important!

Extra! Extra! Read All About It!

All payroll records (Remote Pay and Sub Records) for the December check will **CLOSE** on

FRIDAY, December 16th at midnight!

But **never fear!** We will be opening Remote Pay **EARLY** this month, on **Thursday, December 8th.**

By opening Remote Pay a little earlier than usual we are hoping you will be able to have all of your Remote Pay and Sub Records entered by the 15th so you can work on timesheets on the 16th. As always, we in Payroll will be available to help you as much as we can!

BE LIKE SANTA...

MAKE A LIST AND CHECK IT TWICE!



Helpful Hints for a smooth December Payroll

- * Begin entering I.I.L. and other Remote Pay ASAP. Remote pay will be open Thursday!
- * Kindly remind your faculty & staff that it is VERY important to get their leave in!
 - ♦ If you have issues with an employee not requesting leave, reach out to your payroll contact for help.
- * Stay caught up on substitute reports and entries by entering subs DAILY!
- * Check pending items often, especially on **Thursdays**. Encourage employees to have a "clean" timesheet by Friday each week.
- * Check your pending items on Monday, Tuesday, and Wednesday next week and hopefully all timesheets will be "clean" by the 15th. This is the season of miracles!
- * Encourage employees to approve their timesheets at the end of their shift on the 15th, or **first thing on the 16th.**
- * Keep checking your Unapproved Timesheet screen on the 16th. It's the deadline!!!
- * Reach out to your Payroll contact, or anyone in Payroll if you need help.



It's Almost Tax Time!

W-2's for the 2022 tax year will be available via the Payroll Management screen before the end of January. Employees will be notified via e-mail when the W-2's have been posted.

Note: W-2's will be mailed to coach/paraprofessionals, substitutes and previous employees, including retirees.

 **HO, HO, NO!**

Parent Teacher Conferences

Remember, Wednesday, November 23rd was a Teacher "Comp" Day for doing conferences.

If an educator missed conferences, they need to request leave (or LWOP) on November 23rd. When they request leave they can enter comments saying they missed conferences.

If a long-term sub did conferences, this is also the day you will enter their hours worked.

Leave should be requested as follows:

Missed 1 night = 4 hours

Missed both nights = 8 hours

Part-time employees CANNOT "make-up" hours missed due to a holiday because they are non-contract (non-budgeted) days.

Holiday Time System Tip

Part-time employees can work their **REGULAR** schedule on days school is in session (to prevent disruption to school classes and schedules).

Example: If an employee works 19.5 hours per week (4 hours on Monday-Thursday and 3.5 hours on Friday), on a short week (like the week Winter break begins) the employee may work their **NORMAL** schedule on the regular contract days (Monday and Tuesday), for a total of 8 hours, but CANNOT make-up hours missed the rest of the week.

Full-time employees will need to work their total contract hours for the WEEK.

Full-time employees who work different hours on different days need to make sure they work all their contract hours on short weeks or they will have to use leave to make-up their "short" hours that week.

Example: An employee who works 32.5 hours per week is contracted for 6.5 hours per day, but may work 7 hours Monday-Thursday and 4.5 hours on Friday) for a total of 32.5. However, on the week Winter break begins there are only 2 contract days, for a total of 13 hours. If they work 7 hours on Monday and Tuesday, they will get 1 hour of Comp Time.

Snow Removal

We no longer have an Overtime assignment specifically for snow removal. If an employee is called in for snow removal, they should punch into the Overtime Emergency Callout assignment and enter comments on their punch that it was for snow removal. If an employee stays beyond their regular contract time for snow removal, they should stay clocked in to their regular job (with comments).



Flexible Spending Reminders

Please Remind Your Faculty and Staff:

Eligible Expenses for the 2022 tax year should be incurred by December 31, 2022, but the "Grace Period" allows expenses to be incurred until **March 15, 2023**.

ALL receipts for 2022 must be submitted to National Benefit Services (NBS) no later than the last business day in March. **NO EXCEPTIONS!! USE IT OR LOSE IT!**

NBS Claim Forms can be found on the Payroll Department website under "Flex/HSA".

When mailing receipts to NBS, keep a copy for your records.

The last day to enroll in Flex Spending for 2023 is January 15th!

Contact Tami Sorensen in Accounting with questions.





We just want to say “Thank You”
again for the amazing job you all did
with timesheet approvals in November.

Buckle Your Seatbelts!

Here we go again!

Thanks!



happy
HOLIDAYS



Your Somewhat Naughty but mostly Nice Payroll Staff



I.I.L.

(Instructional Improvement Leaders)

I.I.L. should be paid this month. If you have not received the I.I.L. pay breakdown from either your JSSC Chair or principal, check with them ASAP so you can start getting everything entered when remote pay opens this week.

- * Pay **HALF** of the total I.I.L. allocation now.
(The other half will be paid in April)
- * To pay a total of \$80.00, enter 1 unit @ \$80.00.
- * Please include comments (i.e. JSSC Chair, Department Chair, etc.)
- * To enter I.I.L. pay for someone not tied to your location (i.e. Speech/Language Pathologist, Psychologists, etc.) go to Remote Pay Assignments under “Non-location Employees”.

For **EDUCATORS** who punch once a day
(federally funded):

Wednesday, November 23rd will show as a contract day for them since that is the Teacher Comp Day for doing conferences. They can do a missed punch on that day and include a comment that they did parent teacher conferences. If they did not do conferences, they should not punch in on that day because they will need to request leave.

