

January



IMPORTANT DATES TO REMEMBER

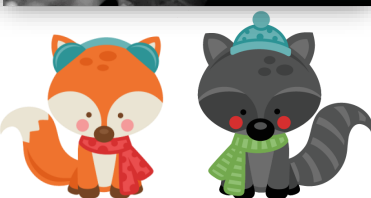
- * January 11th: Remote pay will be OPEN!
- * January 15th: Last Day of January Payroll
- * January 16th: Martin Luther King Jr. Day
- * January 17th: Professional Day (no school)
- * January 20th: Employee approval deadline
- * January 21st: Payroll Closes @ Midnight & Supervisor approval deadline
- * January 31st: PAYDAY!

Entering Subs in Vacant Positions

When an employee has termed or transferred, but is still in a position at your location, you should be able to enter a sub for them anytime after their last day (as long as there is a separation/transfer PA in process to move them out of the position. Enter leave type as "Other" and put "vacant position" in comments. When the position is truly vacant, it will be listed at the bottom of your employee list. You will still be able to enter subs as described above.



Just a reminder that all schools and District offices will be closed in observance of the Martin Luther King Jr. holiday on **Monday, January 16th.**



DESP Professional Development Day Tuesday, January 17th Professional Day

The Winter DESP Professional Development Day:
"Strength in Unity" is on Tuesday, January 17th from 8:00 am—12:00 pm at Layton High School. (flyer attached)

This will be a **contract day** in the Time System for some classified employees. (Their *Weekly Summary* will show it as either a contract or non-contract day.)

150-176 Day Employees (Full & Part-time):

This will be **EXTRA DUTY pay** so they will need to be given the following remote pay assignment to clock into:

*****Extra Duty Classified / TCLK -DESP PD Day*****

These hours will be paid from the employee's default program for their position. For employees who have **multiple positions** the hours will be paid at the **RATE** and **from the program** for the position the remote pay assignment is assigned under. Please pay attention to what position you use for the assignment for them!

Pay Types		Detail Types	
EXTRA DUTY CLASSIFIED		TCLK - DESP PD DAY	
Emp Id	Name	Position	
<input type="checkbox"/>	Doe, Jane	\$15.38/hr	TEACHER ASSISTANT-SPEC
<input type="checkbox"/>	Doe, Jane	\$14.64/hr	TEACHER ASSISTANT

Jane Doe will be paid at the **rate** of the position the assignment is attached to!

Employees working **MORE** than 176 days should clock in to their **REGULAR** job assignment.

Don't give the TCLK—DESP PD Day assignment to an employee working more than 176 days.

Note: Full-time employees will need to return to the school to complete their contract hours, or use leave.

W-2's for 2022

W-2's will be available in Payroll Management by the **end of the month**. Employees will be notified via email when they are posted online.

W-2's for Subs, Coaches/Paraprofessionals, and all former employees (including retirees) will be mailed to the address on file.





We just want to say **THANK YOU** for all your hard work for the December payroll. It was a VERY short timeframe and you guys knocked it out of the park!

You made our lives SOOO much easier. We could not have done it without you!

We appreciate you all so much!

New 2023 Insurance

The new 2023 Insurance selections (health, dental, life, etc.) went into effect on January 1st, so the new **PREMIUMS** will take effect on this month's check.

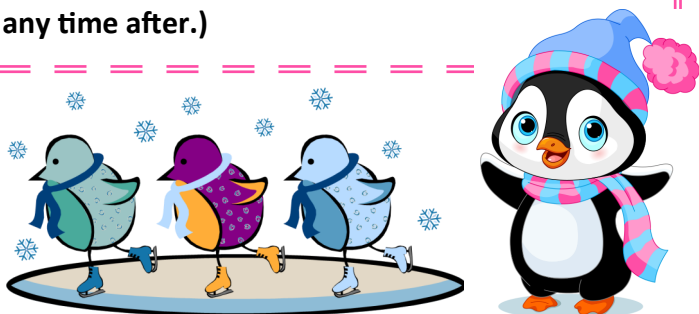
Payroll Reports Reminder

When all of your remote pay entries are in and your subs have been entered, you still want to print your payroll reports before Payroll closes:

- A. Substitute Pay Report
- B. Employee Time Off Listing
- C. Remote Pay Report*

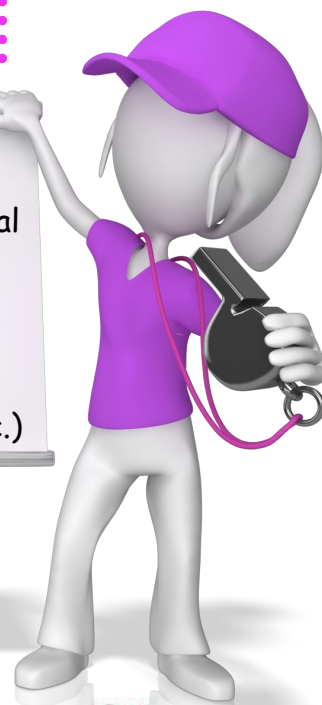
*You can print a Remote Pay report from the **Remote Pay Entry** screen. Make sure the "Pay Type" and "Pay Details" fields are blank and click on the "Report" tab at the bottom of the screen. Please double check your entries for errors!

Once we have pulled all of the payroll records across, you can print a "Remote Pay Details" report, which will include the TCLK entries. (This will usually be the day before Payday or any time after.)



Subs for Coaches

When a teacher is a coach and needs a sub to go to a game, the teacher should select "Professional Development" as the leave type with "Coaching Event—District Sponsored" as the type. They should also enter comments: (i.e. Volleyball game at Legacy; etc.)



Elementary Job Share Teachers

If you have a teacher who subs for their Job Share Partner, please put in the comments to pay them at their regular rate. Example: Job Share/Pay at regular rate

Flexible Spending Reminders

Expenses for the 2022 tax year should have been incurred by December 31, 2022; however, there is a "Grace Period" that allows expenses to be incurred until **March 15, 2023!**

All receipts for 2022 should be submitted to National Benefit Services (NBS) for reimbursement by the last business day in March. There is a reimbursement form on the Payroll Department webpage.

NO EXCEPTIONS!! Use It or Lose It!

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

Contact Tami Sorensen in Accounting if you have any questions (x. 25232).





Big Changes!



• New Office Managers:

- Lincoln Elementary: **Meisha Hammond**
 - Mountain View Elementary: **Pauline Spencer**
 - Sand Springs Elementary: **Lyndi Willis**
 - **Sheri Lamb** is working in Federal Programs
 - **Kellie Stucki** is working in the Technology Integration Center
 - **Traci Manfull** replaced Torrie Layton in Human Resources
 - **Torrie Layton** replaced Kayleen Carter in the School Director's office
 - **Kayleen Carter** retired on December 15th
 - **Cindy Anderson** (Sunset Jr. High) is retiring at the end of the month
- Happy Retirement to Kayleen and Cindy. We will miss them!*



Snow Removal Reminders

If an employee is "called out" (comes in early) for snow removal, they should clock into: **Overtime / TCLK—Emergency Callout**

This will automatically pay overtime and a minimum of 2 hours.

If an employee stays beyond their normal contract time, they should stay clocked into their regular job assignment. This will **pay part-time** employees and **accrue comp time for full-time employees**.

(At time and a half if they have worked over 40 hours in that week.)



Time System Tip: Holidays

On a week with a holiday on Monday, **full-time employees** need to make sure they are completing their **contract hours for that week**.

Example: Employee A works 6.5 hours per day (32.5 hours per week) They typically work 7 hours Mon-Thurs and 4.5 hours on Friday.

When there is a holiday on Monday:

- They work 7 hours on Tues, Wed, & Thurs and only 4.5 on Friday (25.5)
- They will be .5 hours short that week: $6.5 \times 4 \text{ days} = 26 \text{ contract hours}$
- They would have to use comp time or leave to cover the short hours



Payroll

801-402-5282

Fax:

801-402-5197

Scott (25325) Holly (25327) Amy (25176) Angela (25348) Cindy (25324) Debi (25285) Kathy (25326) Tami (25232)