



February

Important Dates to Remember

- ♦ February 10th - Remote pay will be open
- ♦ February 14th - Happy Valentine's Day!
- ♦ February 15th - Last Day of February Payroll
- ♦ February 17th - Employee approval deadline
- ♦ February 20th - President's Day holiday
- ♦ February 21st - Supervisor approval deadline
- ♦ February 21st - Payroll closes at midnight
- ♦ February 28th - PAYDAY!



It's Another Short Month!

Employees will only have two days again this month to approve their time sheets.



Who's Our Valentine?

Roses are red.

Please don't make us blue.

Always remember when
Time sheets are due!



WELCOME!

Jessica Mikkelsen—
Sunset Jr. High Office Manager
Happy Retirement
Cindy Anderson!



Timeclock Tip

Check your "Time Sheets Summary" on Thursday each week:

- ♦ Make sure part-time employees aren't going to exceed their contract hours for the week with a normal Friday schedule
 - ♦ Make sure full-time employees will not be over/under their contract hours for the week with a normal Friday schedule.
- *It is very important to look for full-time employees who will be under hours on holiday weeks (i.e. President's Day)!*

Example: Employee works **32.5** hours per week (6.5 per day) with a TYPICAL schedule as follows:

- ♦ Monday through Thursday—Works 7 hours per day
- ♦ Friday—Works 4.5 hours per day

With the holiday they need to work **26 hours** (4 days @ 6.5 hours). If they work 7 hours Tuesday, Wednesday, and Thursday, and 4.5 hours on Friday, they will only have **25.5** hours. They would need to work **5 hours** on Friday (or use Personal Leave/Comp Time) to cover the time they are short.

Remember: Part-time employees get paid for the hours they work. On holiday weeks they cannot "make-up" hours missed due to a holiday, but they can work their normal schedule the rest of the week.

W-2's for the 2022 tax year are now available for employees to print from their Payroll Management screen.

W-2's were mailed to:

- ♦ Substitutes
- ♦ Coach/Paraprofessionals
- ♦ Former employees
- ♦ Including Retirees



Important Reminder!

- ♦ **Classified employees CANNOT be paid a stipend for hours worked. All classified employees should clock into a TCLK assignment in the time system for ANY hours worked for the District.***
- ♦ **IF a classified employee has been paid hourly for their hours worked (through the time system), a “thank you” stipend may be issued. Please make it clear in the comments that it is a “thank you” stipend and not pay for hours worked.**
- ♦ ***Per the Fair Labor Standards Act (FLSA) all non-exempt employees (classified employees) must be paid at least minimum wage for each hour worked and must be paid overtime for anything over 40 hours worked in any work week (Sun-Sat).**

\$ PRODUCTIVITY PAY \$

PRODUCTIVITY pay for **second semester** will begin on the **February** paycheck and will continue through the **June** paycheck. **Please** make sure your Productivity teachers know that Productivity pay will **NOT** be paid on their “Summer Checks” – July and August.

PRINCIPALS: Please make sure R.J. Barnes in Accounting has your Productivity information for second semester so your teachers can be paid correctly and on time.

***Elementary Office Managers:** Not many Elementary teachers are on Productivity, so if you don’t know what it is, you probably don’t need to worry about it.

Flexible Spending Reminder!

All expenses for 2022 must be incurred by the end of the “Grace Period” on Wednesday, March 15, 2023.

All receipts for 2022 must be submitted to NBS by the last business day in March (Friday, March 31, 2023). There is a reimbursement form here:

[Welfare-508.1-FSA-Claim-Form-2020.pdf \(nbsbenefits.com\)](https://nbsbenefits.com/Welfare-508.1-FSA-Claim-Form-2020.pdf)

2 Hour Late Start Update

An emergency 2 hour late start (due to snow, wind, etc.) does **NOT** mean employees are also on a 2 hour late start schedule. **Unless instructed differently by their principal or supervisor, employees should get to work as soon as they can do so safely.**

- **If an employee is late due to bad roads or other conditions, they should be paid for a full day.**
- **Employees who are absent on a late start day must take leave for the full day.**
- **This is also true for early out days (like the last day before winter break) and days when school is cancelled.**

Important Retirement Info!

Please pass this information on to your faculty/staff!

♥ **Retirement Notification Deadline for EDUCATORS:** All Table 1 employees (teachers, counselors, administrative interns, psychologists, etc.) planning to retire at the end of the school year **MUST** complete the “EMPLOYEE EXIT PROCESS” in Encore by **March 1st** in order to qualify for the District’s Early Retirement incentives and benefits.

♥ **Classified employees and Administrators** need to complete the “EMPLOYEE EXIT PROCESS” at least **30 days** prior to their planned district retirement date (last day worked).

♥ There is a “Retirement Section” available on the Payroll Department Website. Click here for the link: [Retirement - Davis School District](#)

The **Retirement Checklist** available on our web page has a lot of helpful information!

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.
 - ♦ They will have the option to select pay or comp time (at time and a half) for these hours when they clock out.
- ♦ If an employee stays beyond their normal contract time, they should stay clocked into their regular job assignment.
 - ♦ This will pay part-time employees
 - ♦ Full-time employees will accrue comp time.

Check out the Snow Removal memos here:

[Employee Information - Davis School District](#)



Secondary Schools ~ Sports Info

- ♦ There are several **School Funded TCLK** assignments for when custodial staff works multiple games and activities in a pay period so you can separate what programs they are paid from.
- ♦ Everyone (licensed and classified employees) doing scorekeeping, ticket taking, etc. should be using the time system to clock in and out. The pay is \$20 per hour. *(No longer per "game".)*

Your Payroll Sweethearts



Scott (25325)



Holly (25327)



Amy (25176)



Angela (25348)



Cindy (25324)



Debi (25285)



Kathy (25326)



Tami (25232)

Main Line: 402-2582 FAX: 402-5197