

# Important Dates

# MARCH

## Teacher Comp Day

**NOTE:** If a teacher misses conferences, they need to take leave on the Teacher Comp Day (**Monday, April 3rd**):

- Missed 1 night = 4 Hours
- Missed 2 nights = 8 Hours

### Long-term Substitutes:

If the long-term sub does conferences for the teacher, enter their hours worked on April 3rd (with comments).

- \* March 12th: Daylight Savings Time Begins :(
- \* March 15th: Last Day of March Pay Period
- \* March 15th & 16th: Elementary Early Dismissal
- \* March 16th: Last Day of 3rd Term
- \* March 17: Professional Day (No School)
- \* March 20th: Employee approval deadline
- \* March 21st: Supervisor approval deadline
- \* March 23rd: Payroll Closes @ Midnight
- \* March 31st: PAYDAY! \$\$\$
- \* **April 3rd: Teacher Comp Day** (for doing conferences)
- \* Spring Break (Schools): April 3rd–7th
- \* Spring Break (257 Day Contract): April 6th & 7th

## Home Hospital Visits

Teachers doing Home Hospital visits should use the Time System to record their hours:

- Home Hospital Visits
- TCLK—Home Hospital Visits
- They should still complete the "Home Hospital Student Accounting Form", found here:  
[Homebound/Hospital Instruction - Davis School District](#)

Daylight Savings

**SPRING  
FORWARD**  
DAYLIGHT SAVING TIME

March 12, 2023

@ 2:00 am  
(move an hour ahead)

## Non—Contract Leave (NCL)

**Elementary Office Managers and Secondary Secretaries (192, 202 & 212 Days):**

- NCL should be used **only** on days when school is not in session and no sub is required.
- If you need to work beyond your contract time, **with approval**, you can stay clocked in to your regular job and accrue Comp Time.
  - Remember: Comp Time should also be used when **no sub is needed**.
  - When doing **extra duty**, clock into an **extra duty assignment**.
- You can view a PowerPoint that explains NCL for a particular position here:

[Office Manager/Secretary Information - Davis School District](#)

## Utah House Bill 215

IMPORTANT

We are starting to get questions about HB 215 and what it means for educators.

The bill provides a \$6,000 increase in State funding (not salary) for educators:

- \$4,200 in salary
- \$1,800 for benefits & taxes
  - The combination of retirement benefits and District paid FICA taxes is approximately 30%
- This increase is in addition to Step Raises and any Cost of Living Adjustment (COLA) that may be approved for the coming school year

**Coming Soon**  
to a Remote Pay  
screen near you!

NEW

## Leave Without Pay (LWOP)

Please remember that LWOP goes through the end of the month for Full-time employees. If you have an employee who is on a long-term leave of absence, PLEASE make sure they have requested leave/LWOP through the end of the month so they don't get overpaid. If they have not entered their leave, please contact us.

## Emergency Late Start Info

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**Per the Superintendency: For an emergency 2 hour late start (due to snow, wind, etc.) employees should arrive at work as soon as they can do so safely. A 2-hour late start school schedule does NOT mean employees are also automatically on a 2 hour late start schedule (unless instructed differently by their principal or supervisor).**

- If an employee is late due to bad roads or weather conditions, they should be paid for a full day.
- Subs should be paid for the hours they were scheduled to work.
- 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.

**THIS MONTH** when Remote Pay opens you will see the **NEW** and improved Remote Pay screen! Scott gave the Elementary Office Managers a quick preview in their March meeting. (He will also attend the Jr. High and High School meetings this month.) Don't worry! The screen is user friendly and is similar to the old screen in many ways. Plus it includes some handy short cuts to other screens, but it will take some getting used to. As always, if you have any questions, please reach out to your Payroll contact.

Other Payroll screens are being converted as we speak!

**Remember, the only constant is change!**



# Entering Substitutes

When entering subs, don't forget about the boxes (circled in **ORANGE**)

Find:	Emp ID	Sub Finder	Sub Name	Hours	Long Term	Productivity	Add to PLA	Position	Status
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Long Term:** Check this box if you have a long-term sub that has been approved to receive the long-term sub rate by the Sub Systems office. If Encore will not allow you to click the long-term box, please call Angela Monroe (x. 25348) for assistance.

**Productivity (Secondary Schools only):** This box needs to be checked if the sub should be paid Productivity because they did not get a prep period.

- If the teacher is a productivity teacher, no comments are needed. **Note:** Productivity teachers will have an asterisk\* next to their name in the leave entry screen. **\* This teacher has Productivity this semester.**
- If the sub is entered for a teacher who does not have productivity (i.e. when they cover for another teacher during their prep-period) you **will need to put comments** as to why they should receive productivity: **\*\*\*PAY PRODUCTIVITY. Jane subbed for Mr. Jackson during her prep period.\*\*\***
  - ♦ Do **NOT** enter the sub under both teachers. Just use comments to clarify. (If you enter the sub under the teacher they subbed for during their prep period, Encore will create an error because it looks like more than a full day of subbing.)
  - ♦ If you do not enter comments we will have to call you to see why the substitute should get paid the Productivity rate.

**Add to PLA:** Check this box when a **teacher** is subbing for **another teacher at their location** and wants to get Personal Leave instead of being paid the adjusted hourly sub rate (\$25.00).

- If you have a sub entry that needs to be entered **after** Payroll has closed and subs have been pulled, enter the sub hours yourself, then call/email us to let us know it needs to be paid.
  - If you do not notify us, or if the sub is okay with waiting to be paid, those sub hours will pay automatically in the next pay period.

When you are entering subs and the leave type is "Professional Development", **PLEASE make sure the employee has requested the correct Professional Development type** so the sub will be paid from the right program.

**Note:** When an employee selects "School Paid Subs", the sub will be paid from your school's **1190** account, which has a very small balance.

When "School Paid Subs" has been selected you have TWO options:

1. Before you enter the sub, ask the employee to cancel the leave request and request the correct PD type. (In this example they should have selected "Trustlands pays for sub".)
2. If you tab down to the PD type, the "Prog" and "Bucket" fields will become white, so you can enter the program the sub should be paid from (based on the employee's comments).

**Employee on Leave Request System**

Leave Date: 10-Mar-2022  
Hours Taken: 8.00  
Comments: Attending Training - Principal said my sub will be paid from Trustlands

Leave Type	Balance	Available	Hours Taken	Employee Comment
Professional Develop	.00	.00	8.00	
Personal Leave	15.80	15.80		
Sick	1,063.50	1,079.50		
JSSC Approved Leav	.00	.00		
Leave Without Pay	.00	.00		
Administrative	.00	.00		

Reverse LWOP: 8.00

Find:	Emp ID	Sub Finder	Sub Name	Hours	Long Term	Productivity	Add to PLA	Position	Status
				7.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PENDING

Professional Development  
SCHOOL PAID SUBS

Hours: 8.00  
Attended Fund Loc: Prog Bucket: cct

Buttons: Save, Duplicate, Delete/Clear, Dismiss



## Professional Day

Friday, March 17th is a Professional Day for educators. This will also be a **CONTRACT** day for some full-time classified employees.

- 180+ Days = Contract Day
- <180 Days = Non-Contract Day

Classified Employees may use comp time or NCL on the Prep Day since school is not in session (as long as no sub is required).



## Looking Ahead



READY, SET...

**SPRING BREAK! 1**

**Elementary Office Managers:** No hours worked or NCL required this week.

**Secondary Secretaries with NCL:** Monday to Wednesday of Spring Break week are contract days. **Use NCL for these days.**

## 2 Instructional Improvement Leaders (I.I.L.)

The second half of I.I.L. will be paid in **April**.

## 3 Secondary Extra Duty Points (Secondary Schools Only)

The second half of points is paid in **MAY**.

## Employee Approval Deadline!

We have a quick turnaround for employee timesheet approvals again this month because of the upcoming **Professional Day on Friday, March 17th.**

Employee approvals are due on **Monday, March 20th.**

Thanks for all you do to get timesheets approved!

*Thank You!*

DEADLINES

## Flexible Spending Reminder!

All expenses for 2022 must be incurred by the end of the "Grace Period" (March 15th). All receipts for 2022 must be submitted to NBS by the last business day in March (31st).

There is a reimbursement form here:

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

**Use it or Lose It!**

*Your Luck O' the Irish*

**\$\$\$ Payroll Staff \$\$\$**

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