

EVENTS

- * May 11th: Remote pay will be open
- * May 15th: Last Day of May Payroll
- * May 17th: Employee Time Sheet approval deadline
- * May 18th: Supervisor Time Sheet approval deadline
- * May 22nd: Payroll Closes at Midnight
- * May 26th: Last Day of School
- * May 29th: Memorial Day
- * May 31st: Payday!

MAY

SECONDARY Extra Duty Points

Secondary Schools Only:

The 2nd half of Secondary Extra Duty Points should be paid this month.

- PAY TYPE: Extra Duty Points Secondary
- PAY DETAIL: Pick the Pay Detail based on their assignment
- ENTER COMMENTS
i.e. Cheer Advisor

LAST DAY OF SCHOOL

Friday, May 26th

*is the last day of school!
This is a regular contract
day. Full-time employees
who are absent must use
leave or take LWOP
for that day.*

Substitutes and Aesop

Log into the Aesop system, and go to:

Reports > Absence > Substitute Sign In

This is a Report Office Managers will use every day. Make sure the correct date is displayed.

The report defaults to the current day's date, which is generally what you need. However, you can change the date if you need to see an employee number for a substitute who was at your school previously.

Once you click **Search**, the assignments for that particular day will appear.

The substitute's employee number will appear and will be listed as **External ID** in Aesop.

Personnel Action Effective Dates



Make sure the Hire Date on Personnel Actions is their actual start date. Incorrect dates cause issues with the time system and leave requests.

It is also important that employees use the correct last day of employment (last day they will work) in Encore's "Exit Process".

Happy Trails...

To prevent overpayments PLEASE make sure all employees who are resigning or retiring at the end of the year have completed the Exit Process in Encore. If they don't, their supervisor will need to do that for them as soon as possible.

Weekly Awarded Comp Time

Week
4/24/2022 - 4/30/2022

Job Description	Compensation Type	Hours Worked	Multiplier	Accrual Hours	Accrual Awarded
Elem Media Specialist - 178 Days - 178 Days	Regular Comp Time	.25	1	.25	Yes
Facility Manager - Elementary - 257 Days - 257 Days	Overtime Comp Time	2.5	1.5	3.75	Yes

Leave Balances

Job
All

Employee
All

Leave Types
All
Advanced PLA
Advanced SICK
Compensation Time
Personal Leave
Non-Contract Leave

Leave Types
Compensation Time

Job	Bal.	Avail.
Teacher Assistant-Spec Ed - 176 Days	0.50	0.50
General Custodian - Elementary - 257 Days	3.02	3.02

Leave Summary

Leave Type	Balance	Available
Personal Leave	43.00	43.00
Sick	65.50	69.50
Non-Contract Leave	111.50	111.50
Compensation Time	45.92	45.92

Request Comp Time Payout

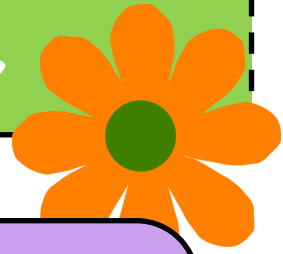
Comp Time Reminders

- Check the "Weekly Awarded Comp Time" screen to see how much Comp Time has been accrued by employees at your location week by week.
- The "Leave Balances" report shows comp time balances. **PLEASE** be aware of comp time that is being accrued and make sure it is valid! Things to look for:
 - * They clocked in AND entered leave
 - * They forget to clock out until after their shift ended
 - * They didn't clock out and have hours that cross-over from one day to the next (11:59 pm to 12:00 am)
- Early out/late start days are a good time for employees to use comp time since they shouldn't need a sub.
- Employees may request to have comp time paid out in the "Leave Summary" screen. (It is best to use as much comp time as possible as this does not result in a cost to the District.) These requests will go to the supervisor and Craig Carter from the superintendency for approval prior to payout. If approved the payout will be on that month's paycheck, or the next month's paycheck, depending on the timing of the approval.



Attention! Attention!

Important Reminders



TIMESHEET APPROVALS

Remember to have employees approve their **JUNE** timesheets after they clock out on the **LAST DAY** before their summer break.

This is **VERY** important!

Negotiations for the 2023-24 Year

Negotiations for licensed and classified employees are in the process of being ratified by their respective Associations (DEA and DCEA), so we will have all of those details in the **June newsletter**.

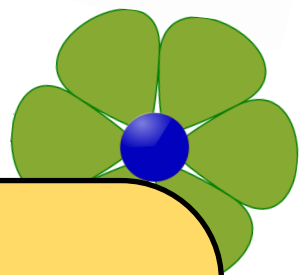
One thing we do know is that 12-month employees will **NOT** have a furlough day next year.



Summer Check Changes

Because the June, July, and August paychecks for 9-month employees (paid over 12 checks) are created in June, **ALL** payroll deduction changes **MUST** be made by June 15th. Any changes after that will **NOT** go into effect until their September 30th paycheck.

This includes: Direct Deposit, W-4, and 401k changes.



Woo-Hoo!
HAPPY
LAST DAY
School

Personal Leave Carry Over

If you have any **Classified** employees who have more than **20 days** of **Personal Leave**

please remind them the extra days need to be used by the end of the contract year or they will be **lost** at the end of the fiscal year (June 30th).

Note:

This cutoff does **NOT** apply to Classified employees who have **Vacation** or to **Licensed** employees who have **Personal Leave**.



Leave Entry for
employees who
are resigning

Employees who are resigning should enter any leave they **USE** up to and including their **last contract day**. They should not enter leave after their termination date. (**Note:** As long as a P.A. is in process, Encore will view that position as being vacant the day after their termination date, so you can enter the subs and leave using "Other" or "Part-time" leave with "vacant position" in the comments.) **LWOP:** Please make sure employees who are on a leave of absence have entered their leave or LWOP through the last day of school or the last day of their contract.

Scott 25325

Holly 25327

Amy 25176

Angela 25348

It's
May!

Your Payroll Deeps

Cindy 25324

Debi 25285

Kathy 25326

Tamí 25232