September

Reminder- Check your Filled Positions report to ensure the employees listed are working at your site with the correct FTE. Please contact your payroll specialist if you have questions!

Payday is September 29, 2023

September Monthly Payroll Deadline

The deadline for entering absences and positive pay hours for the September 29, 2023 monthly payroll is **September 18** at 5:00 p.m. Positive pay hours that do not make this deadline will be paid on October 10. Absences that do not make this deadline will be reflected on the next salaried paycheck issued to the employee.

PLEASE MARK YOUR CALENDARS WITH THIS INFORMATION!

REMEMBER: **Do not wait to enter absences and positive pay hours until the day of the deadline.** Please do time entry daily or once a week. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Only hours already worked may be reported and paid on any given payroll. Please do not report positive hours for time that the employee has not yet worked.

October Hourly Payroll Deadline

The deadline to enter positive pay hours for the October 10 payday is October 2 at 5:00 p.m.

September Holiday

There is one holiday in September – Labor Day on September 4. Do not report employee absences on that day! This is a **PAID** holiday for classified employees and a non-work day for certificated employees and should be left blank on the timesheet unless an employee works on that day and is eligible for regular time, extra time, or overtime.

Longevity Pay for OTBS, Paraeducators, AASD, and Confidential Employees

Longevity stipends for eligible employees in the OTBS and PARA bargaining units and longevity stipends for eligible AASD and Confidential employees will pay on the September 29 payroll.

Time and Labor WorkCenter

The "Time and Labor WorkCenter" is available in PeopleSoft HCM! This WorkCenter exists to help Timekeepers easily access all tools necessary to perform their Timekeeper-related tasks; including the timesheet, PeopleSoft HCM reports and queries, and other PeopleSoft HCM links. The WorkCenter also includes links to job aids, payroll forms, and more. To navigate to the Time and Labor WorkCenter, click Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter. For more information, please see the PeopleSoft HCM Time and Labor WorkCenter job aid.

Sick Leave and Absence Reporting

Absences may be reported based upon a phone call, an email, or the SAMS report in order for the absences to be reported right away and reflect on the correct payroll. However, the absence form must still be obtained as it includes both the administrator and employee's signatures authorizing the leave.

If an employee has not returned to work and was absent due to illness at the end of last school year, please remember to continue to report sick leave absences on the timesheet. If you do not report the employee as absent, then it appears as if they have returned to work. If the employee has returned to work, please place a note in the comments section of the timesheet on the last day that they were marked absent indicating their date of return. The comments field on the timesheet is the most underutilized tool in the timekeeping process and is a great way of communicating with payroll staff as well as having notes for yourself! If you have questions regarding this, please contact your payroll specialist.

Release to Resume Normal Duties

Remember, clearance is required after an absence of 30 or more consecutive calendar days. The form must be submitted to Human Resources at least 3 work days prior to the date of intended return.
Please do not let the employee return without turning in a release form. Should they show up at the site, you may direct them to the Human Resources Department where they can turn in their release form and receive direction at that time.
If you have questions regarding any of the above, please call your payroll specialist.

Verify SAMS Jobs

Please remember to verify on the SAMS system that substitutes (certificated and classified) assigned to your location actually showed up and worked the assigned jobs. Substitutes will not be paid unless the jobs they worked have been verified in SAMS. You must verify jobs in SAMS for those that have worked the assignment no later than the day before the timekeeper cut-off for each payroll period. It is recommended that you take a few moments each day to verify the previous day's jobs. If you have any questions regarding this, please contact a SAMS Operator at (619)725-8090 or subhelp@sandi.net.

Payroll Reconciliation/Audit Reports Chart

Please make sure reporting tools are being used to both reconcile payroll transactions prior to the payroll deadline for each payroll, and then for auditing those transactions after the payroll closes. There are official audit documents that must be produced, reviewed and signed by administrators/managers for each of the two payrolls produced each month. There is a new tool called the Payroll Reconciliation/Auditing Reports Chart. This chart provides an overview of each of these reporting tools that must be run each month. It highlights what needs to be signed and what needs to be retained and a brief "How to" column that gives you some pointers on using that tool.

The chart is located on the staff portal, Payroll, Timekeeper Resources.
https://www.sandi.net/staff/payroll/timekeepers-payroll-resources

San Diego Unified
SCHOOL DISTRICT

PAYROLL DEPARTMENT
PAYROLL RECONCILIATION/AUDIT REPORTS CHART

Report Title	Report Description	Navigation	When to Run	How to Use	Signature Required?	Retain as Official Audit Record?
Manager's Monthly Checklist	This is a monthly payroll checklist for Site Administrators/Managers to verify completion of Payroll audits.	Found on the Staff Portal, Payroll web page under "Payroll Tools for	Include with Official Audit Records for each calendar month.	Use to review what is reconciliation and auditing is required each month and assure monthly payroll reconciliation/auditing is being	Yes	Yes
Site Account Code Charges	This report will produce transactions that are for your site but being charged against another site's account. This is time that has not yet paid.	>Time and Labor >Reports >Site Account Charges	**Run prior to each Payroll time reporting deadline** for your records, and **weekly for maintenance.**	Monitor time reported that is being charged to another site that should be charged to your site. Allows time to make corrections to account codes being reported that are erroneous prior to the time keeping deadline.	Yes	Yes
Cross-Site Account Code Charges	This report will produce transactions that are being reported by another site but is using your site's account code to charge against. This is time that has not yet paid.	>Time and Labor >Reports >Cross-Site Account Charges	**Run prior to each Payroll time reporting deadline** for your records, and **weekly for maintenance.**	Monitor time reported by another site that is erroneously being charged to your site's account code. Allows time to make corrections to account codes being reported that are erroneous prior to the time keeping deadline.	Yes	Yes
Audit Reported to Paid Time Report (Official Audit Report of finalized payroll transactions)	This report produces hours and leave reported in Time and Labor and the corresponding earnings paid for each employee at your site on an individual payroll. This time has already been	>Payroll for North America >US Quarterly Processing >Audit Paid to	**Run on or around the 10th and the 20th** of each month.	Use this report to closely audit all earnings, leave and account codes reported and paid for your site for each pay cycle.	Yes	Yes

(Sample)

September Resignations and Leaves of Absence

Please notify your payroll specialist as soon as possible if you have an employee that is resigning or going on a leave of absence effective this month. Remember to also do a termination or leave of absence PAR.

Run your Filled Positions Report to verify the list of current employees at your location *(Workforce Administration > Workforce Reports > Filled Positions)*. If an employee is listed that you know is not at your site, please call or email your payroll specialist. If an employee does not appear on the list and should appear, please call or email your payroll specialist.

We need your help in monitoring this report as it will ensure each employee is paid correctly

Payroll Phone List

The phone list can be found on our website *www.sandi.net > Staff Portal > Departments > Payroll > Payroll Contacts.* Please post at your site for easy reference for our employees.

Please contact your payroll specialist if you have any questions.
Do not respond to this email as it is informational only.

Have a great year!

SDUSD Payroll