

EVENTS

* May 11th: Remote pay will be open

* May 15th: Last Day of May Payroll

* May 18th: Employee Time Sheet approval deadline

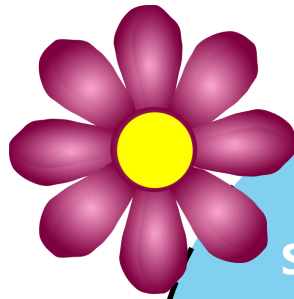
* May 20th: Payroll Closes @ Midnight

* May 23rd: Supervisor Time Sheet approval deadline

* May 31st: Memorial Day and PAYDAY!

MAY

Newsletter

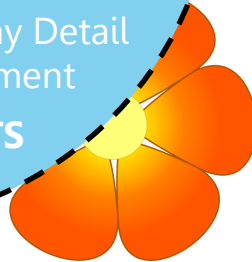


SECONDARY

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**



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 there 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.

Friday, May 27th

is the last day of school!

This is a regular contract day. Full-time employees who are absent must request leave or take LWOP for that day.

Requesting Professional Leave

Make
Today
Amazing

When requesting leave under **PROFESSIONAL DEVELOPMENT** employees should select "Professional Development" as the leave type, then use the drop down box to pick the correct class option (based on who is paying the sub.) If the class is not listed, they should reach out to the person hosting the class to see if it has been set up with Accounting.

When an employee is not using a regular leave type (Personal/Vacation, Sick Leave, Jury Duty, etc.) or LWOP, this will likely be the leave type they should select. "Other" is no longer an option for leave requests.

Contact Tami Sorensen in Accounting with any questions on PD.

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
Non-Contract Leave
Personal 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











Balances		
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.

Secretary Checklist



-  Run remote pay and sub reports and review them
-  Review the comp time your employees accrue to make sure it is valid
-  Check the Aesop report to find Sub ID numbers
-  Professional Development should be used for trainings and other District sponsored absences
-  **Secondary Schools:** The **2nd Half** of Secondary Points pays this month!
-  **Classified employees** can only carry over **20 days** of Personal Leave (this does **not** apply to Vacation)
-  Employees who resign should not request leave after their last day
-  Make sure the Hire Date on PA's is the actual start date
-  Make sure employees who are retiring or resigning do the Exit Process
-  Review past newsletters

Personnel Actions

Effective Dates

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

It is also important that employees use the correct last day of employment when completing the Exit Process in Encore.

**HAPPY
LAST
DAY OF
SCHOOL**

**SCHOOLS
OUT
FOR THE
SUMMER**

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 do not complete the Exit Process, their supervisor will need to do that for them as soon as possible.

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** when we roll over to the new fiscal year on **July 1st.**

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:** Since many of you will be difficult to reach during the summer, please make sure employees who are on a leave of absence have entered their leave or LWOP through the last day of school or last day of their contract (June 30th for 257 day employees).

Your
Payroll
Peeps

Holly 25327

Scott 25325

Debi 25285

Cindy 25324

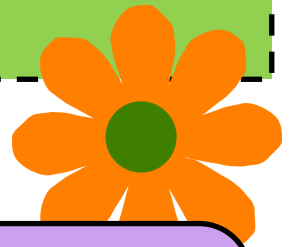
Amy 25176

Kathy 25326

Angela 25348



Attention! Attention!



TIMESHEET APPROVAL

Remember to approve your timesheets on the
LAST DAY before your summer break.

SUPER IMPORTANT!

STIPENDS for YOU!

You Get a Stipend AND You get a Stipend!

You heard that right! Through negotiations, ALL employees (minus subs, coaches and paraprofessionals) who are employed with the district as of

May 1, 2022 will receive a one-time 1%

stipend on their MAY check. Yes, THIS check! *Woot, Woot!*

Employees must be employed as of May 1st to qualify.



Summer Check Changes

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

This includes: Direct Deposit, W4, and 401K contributions changes.

