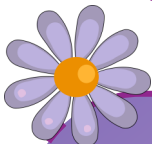




# april



## IMPORTANT DATES TO REMEMBER



- \* *Spring Break: April 4—April 8*
- \* April 12: Remote pay will be open
- \* April 15: Last Day of April Payroll
- \* April 20: Employee Approval deadline
- \* April 21: Payroll Closes @ Midnight (remote pay and subs)
- \* April 22: Supervisor Approval deadline
- \* April 27: Happy Admin. Professional's Day
- \* April 29: PAYDAY!



Spring Break!

**Employees Less Than 238 Days:**  
Monday, April 4th through  
Friday, April 8th

**238 & 257 Day Employees:**  
Thursday, April 7th and Friday April 8th

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



The **second half** of I.I.L. should be paid **THIS MONTH**.

Hopefully you already have the payment information. If not, please check with your JSSC Chair or Principal **ASAP!** If an employee does not appear on your Remote Pay screen under I.I.L., you will need to give them that assignment in "Remote Pay Assignments". (You may have to use the "Non-Loc" option.)

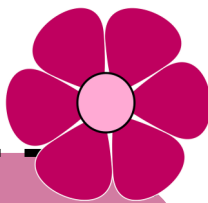
To enter I.I.L. Pay in "Remote Pay Entry":

- Enter "I.I.L." for the "Pay Type" AND "Pay Detail"
- To pay a set amount (i.e. \$200.00), enter 1 unit @ \$200.00
- **ENTER COMMENTS** (i.e. JSSC Chair, JSSC, Web Master, etc.).

Remember Classified employees can be paid a small "Thank You" stipend under I.I.L., but they should be **clocked in** for hours worked.



# Leave Reminders



- ♦ Sick Leave is to be used for illness, surgery, maternity/paternity leave, and for personal bereavement for the death of an immediate family member. For more information, including the definition of an “immediate member of the family”, see Section 4 of the Educators and Classified agreements.
- ♦ Compensation (Comp) Time should only be used when a sub is not required.
- ♦ Non-Contract Leave (NCL): NCL should **not** be used on a day that school is in session.
- ♦ Jury Duty: Employees selected for jury duty receive their full salary, minus the amount they receive as a juror.\* Have the employee endorse the check and send it to Payroll.
- ♦ Witness in Court: Employees subpoenaed to testify as a witness receive their full salary.\* Employees who are litigants in a case where the legal action is related to their District assignment may receive their full salary for the time **spent in court**.
- ♦ Funeral/Civic Duty: Full-time employees are allowed time for attendance at funerals and special civic programs as a speaker, chairperson, musician, etc., *with prior approval from their supervisor*. (If the funeral is for an immediate family member, **Sick Leave** should be used.)

\*Part-time classified employees are hourly, not “salary”, so they are only paid for hours worked, unless they have paid Sick Leave or Personal Leave they can use.

## Secondary Schools Only:

### Paying Subs Productivity:

- \* Remember to check the Productivity box when a substitute subs for a **Productivity** teacher.
- \* If you have a sub that is teaching in one position but covers another class during their Prep Period, they should be paid Productivity. Be sure to enter comments as shown below. **Only enter the sub for the teacher they subbed for all day. Do not enter the sub under both teachers.** Just use comments to clarify.

Leave Type	Balance	Available Hours	Taken	Employee Comment
Personal Leave	13.80	13.80		
Sick	1,070.50	1,078.50	8.00	
Professional Devolop	.00	.00		
JSSC Approved Leav	.00	.00		
Leave Without Pay	.00	.00		
Administrative	.00	.00		

Find:	Emp ID	Sub Finder	Sub Name	Long Term Covid19	Productivity	Add to PLA	Position	Status
				7.5	<input checked="" type="checkbox"/>			PENDING

Employees who are resigning or retiring should **not** put in leave **AFTER** the last day they will work. Once the separation PA is in process, you can enter a sub on that “vacant” position using “Other” or “Part-time Leave”, with “Vacant Position” in comments.



# Comp Time



♦ In the "Weekly Awarded Comp Time" screen you can see how much Comp Time has been accrued at your location week by week. Make sure your principals and supervisors are aware of this screen too!

♦ The "Leave Balances" report will also show comp time balances. PLEASE be aware of comp time that is being accrued and make sure it is valid! Make sure:

- \* They didn't clock in AND enter leave
- \* They didn't forget to clock out
- \* They don't have hours that cross-over from one day to another (11:59 pm to 12:00 am)

♦ Early out/late start days might be a good time for employees to use some comp 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 cost the District money from the budget.) These requests will go to the supervisor and Craig Carter from the superintendency for approval prior to payout.

## Weekly Awarded Comp Time

Filter  
View  
☐ Directly Supervised Employees ☐ All Supervised Employees ☒ By Location  
Location  
All  
Week  
3/20/2022 - 3/26/2022  
Employee (optional)  
Search  
Reset Search

Name (Employee ID)	Location	Job Description	Compensation Type	Hours Worked	Multiplier	Accrued Hours	Accrual Awarded
		Nutrition Services Manager - Jr/High - 178 Days - 178 Days	Regular Comp Time	2.5	1	2.5	Yes



### Elementary Office Managers:

No NCL will be required.

All of Spring Break week will be non-contract days.

### Secondary Secretaries: (192 and 202 days)

Monday, Tuesday, and Wednesday of Spring Break week are **contract days**. They **will** want to use NCL.



happy  
Administrative Professional's  
day












Thank you!

SPRING

Wednesday, April 27th



## Office Manager Checklist

-  Spring Break is April 4—April 8 for employees who work less than 238 days each year and April 7th & 8th for employees who work 238 & 257 days
-  I.I.L. should be paid this month
-  Review the policy for different leave types
-  Make sure you mark the Productivity box for subs who should receive Productivity pay
-  Make sure employees who have resigned/retired have not requested leave beyond their last day worked
-  Keep an eye on Comp Time balances!
-  Elementary Office Managers will not need to use NCL the week of Spring Break.
-  Secondary Secretaries (192 & 202 days) will need to use NCL on Monday, Tuesday & Wednesday next week.
-  Remember to check your Time Sheet Summary screen.
-  Review Payroll reports.
-  Have a great Spring Break!



Endless phone calls  
you will take.  
Endless deadlines  
you will make.  
Answering questions  
all day long.  
Making sure nothing  
goes wrong.  
Your organization is  
beyond compare;  
Knowing exactly  
what goes where.  
Your smile reaches  
far and near,  
And tells all  
They are welcome here.  
Thanks so much for  
all you do.  
Our schools would be  
lost without you!

## Your Payroll Peeps



Scott (25325)



Holly (25327)



Amy (25176)



Angela (25348)



Cindy (25324)



Debi (25285)



Kathy (25326)



Tami (25232)

Just call me

Office

Ninja

and nobody

gets hurt!

