



Helpful Hints for a *smooth* December Payroll

- * Please DO NOT ask for timecards early!
- * Kindly remind your faculty/staff that it is very important for them to turn in their timecards on time this month.
- * Enter your "EXTRA DUTY" (i.e. I.I.L.) as soon as remote pay opens.
- * Enter all employee leave and subs DAILY!
- * PAYDAY is December 31st, but we won't be back in the office until January 4th, so it is very important that we all make every effort to pay people correctly the first time around, ESPECIALLY PART-TIME EMPLOYEES!



SUPER DUPER IMPORTANT



All payroll records (remote pay and sub records) for the December check will close on

THURSDAY, December 17th at 11:00am.

Due to the time crunch this month we may not be able to make corrections or additions to payroll after it is closed.

If you have an EMERGENCY call us and we will see what we can do, but most mistakes, (missed/late timecards) will be taken care of after the break (January 4th)!

BE LIKE SANTA...

MAKE A LIST AND CHECK IT TWICE!



PAYROLL NUMBERS / MAIN LINE 402-2582

SCOTT (25325)

CINDY (25324)

HOLLY (25327)

KATHY (25326)

AMY (25348)

TAMI (25176)

ANGELA (25285)

ELIZABETH (25232)



W-2's for the 2020 tax year will be available via the Payroll Management screen before the end of January. Employees will be notified via e-mail when the W-2's have been posted. (W-2's will be mailed to Substitutes and previous employees)



I.I.L.

(Instructional Improvement Leaders)

I.I.L. should be paid this month. If you have not received the I.I.L. pay breakdown from either your Principal or your JSSC Chair, please check with them ASAP so you can start getting everything entered when remote pay opens.

- * Pay **HALF** of the total I.I.L. allocation now.

The other half will be paid on the April 30th check

- * To pay a total of \$80.00, enter 1 unit@ \$80.00
- * Please include comments (i.e. JSSC Chair, Department Chair etc.)
- * To enter I.I.L. pay for someone not tied to your location (i.e. Speech/Language Pathologist, Psychologists, etc.) go to Remote Pay Assignments under "Non-location Employees".
- * Enter I.I.L. as the Pay Type and Pay Detail and add the employee on the first blank line.

Important Dates to Remember

- * December 10th Remote pay will open
- * December 15th Last Day of December Payroll
- * December 17th Payroll Closes @11:00 A.M.
- * December 31ST PAYDAY



ILP Conferences

If you had teachers who missed ILP conferences, please remember to enter leave or LWOP on the teacher Comp Day on November 25th. (This is a Comp Day teachers are given for doing ILP conferences. If you have a teacher who missed conferences, leave (or LWOP) should be entered with comments. If a long-term sub did conferences, this is where you would enter their sub pay.)

Enter leave or LWOP on

11/25/2020 for missed conferences:

Elementary: Missed 1 night=4 hrs


Missed both nights =8 hrs

*Secondary schools: 4 hrs for 1st term

and 4 hrs for 2nd term



Flexible Spending Reminders



Expenses for the 2020 tax year should be incurred by December 31, 2020, but the "Grace Period" allows expenses to be incurred until March 15, 2021.

ALL receipts for 2020 must be submitted to National Benefit Services (NBS) no later than the last business day in March, which is Wednesday, March 31st.

NO EXCEPTIONS!! USE IT OR LOSE IT!

NBS Claim Forms can be found on the Payroll Department website under "Flex /HSA".

When mailing receipts to NBS, keep a copy for your records.

The last day to enroll in Flex Spending for 2021 is January 15th!

Contact Elizabeth Ward with questions.



Paying Part-Time Employees

Part-time employees are only paid when you enter hours for them. Their pay is NOT tied to the daily leave entry screen, so any hours entered in the leave screen (whether paid leave or Professional Development), **MUST** be added to their regular part-time hours or they will not be paid.

Example 1: A PT employee attends Safety Care training and has a sub.

1. Enter their leave and sub in the daily leave screen under Professional Development with "Special Ed Training/Mentoring" as the type and "Safety Care" in comments.
2. The employee should also list these as hours worked on their timecard.

Example 2: A PT employee uses COVID Sick Leave.

1. They should list the leave and hours under Leave Reporting on their timecard.
2. You will need to enter their leave as usual in the Leave Entry screen, along with their sub (if applicable)
3. Add their **total** paid leave (whether COVID Sick, Personal Leave, etc.) into their regular part-time hours and include them when you enter their hours in remote pay with comments:

"Hours include 20 hours of paid COVID Sick Leave"



Heather Peterson – Head Secretary @ Tolman Elem.
Monica Kirkman – Head Secretary @ Syracuse Elem.
Adria McDonald – Head Secretary @ Knowlton Elem.
Terrie Nielson – Head Secretary @ Syracuse Jr. High
Wendy Spafford – Payroll Secretary @ Clearfield High
Cheri Slager–Head Secretary @ Northridge High

Procedures for Self-Contained Classrooms

When a teacher for a learning center or functional skills class will be absent from the classroom and requires a sub, the following are possible options:

1. Use the Aesop System to obtain a certified teacher as a sub for the classroom. The teacher will usually assign a regular TA in the classroom (usually the Full-time TA), to be responsible for overseeing the classroom routines and procedures and to assist the sub in the duties left by the teacher.
2. If the classroom has one or more Part-time TA's, they could sub for the teacher on their "off" hours. This would provide the classroom with a full day of coverage in the teacher's absence. If the TA subs for the teacher, they will be paid at the **sub rate** since that is the job they are filling. (Please be aware that in some cases this is less than the TA's hourly rate.)
3. Other PT employees at the school could be considered as a sub for the teacher.
4. If the teacher is going to be out for an extended amount of time it would be important to secure a long-term sub. Principals are welcome to work with the SPED District Office to see if they may be able to help find a qualified individual.
5. If the teacher will only be absent from the classroom for a couple of hours, he/she may elect not to have coverage.

SECRETARY CHECKLIST



- ☐ Run reports and review them
- ☐ Make sure that hours are entered for ALL employees (ESPCALLY THIS MONTH)
- ☐ Make sure the hire date for new employees is their START DATE
- ☐ Add COVID hours for Part-Time Employees to their regular pay
- ☐ PLEASE make sure you haven't entered any leave/subs on the 3 day Thanksgiving Break (November 25-27th). "DELETE/CLEAR" any absences that have been entered in error (with the exception of the teacher comp day on Nov. 25th as previously mentioned)
- ☐ PLEASE, PLEASE, PLEASE make sure your part-time employees have NOT included hours on their timecards for the 3 days of Thanksgiving Break. Pay special attention to part-timers who exceed their "Max" hours this month.
- ☐ Add comments to overages. Please explain. This is EXTREMELY helpful!
- ☐ Review past Payroll Newsletters



If cooks are reassigned to other schools during a soft closure, they are to turn in their timecards to their HOME school



Part-time employees CANNOT "make-up" hours missed due to holidays because these are non-contract days.

Example: An employee who works 19.5 hours per week is authorized for 3.9 hours per day. So on a 2 day work week (like Thanksgiving Break) they would only work a total of 7.8 hours .

This can vary for employees who regularly work more hours on some days than on others (i.e. an employee who works 5 hours per day Monday through Thursday and is off on Fridays) These employees should work their normal schedule on the regular contract days. In the example above, this employee would work 10 hours that week.

R
E
M
E
M
B
E
R