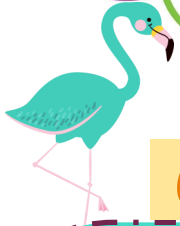


# June



## Great News!



### TIME SHEETS CAN BE APPROVED NOW!

Our wonderful programmers worked very hard last week to make it possible for employees to approve their time sheet in the time clock system BEFORE the end of the pay period! Yay!

With that being said, you will want to check your time sheet summary for pending items and reach out to anyone who doesn't have a clean time sheet (missed punches, short hours, etc.). If their time sheet is clean, they can go to their time sheet and verify their hours and approve their time sheet at any time.

They don't have to wait until the 16th!

We would recommend waiting until all time sheets for your location are clean, then you can do a callout to let employees know they can approve their time sheets. We're sorry this wasn't ready last week, but it was a HUGE job for our programmers and we are so grateful to them for fixing this for us.

This will also be very helpful for you during the school year when employees resign or retire because they will be able to approve their time sheet before they leave.

### Important Dates to Remember

- \* Remote pay is now open
- \* June 15th Last Day of June Payroll
- \* June 22nd Payroll Closes @ midnight
- \* June 30th PAYDAY!

### FRIENDLY REMINDERS



Payments that come from this year's budget must be paid in June!



Monday May 31st was Memorial Day. Do a quick double check to make sure no absences and subs have been entered that day.



### LEAVE REQUESTS

Please make sure **ALL LEAVE** for June has been requested and approved by June 30th before we roll into the new fiscal year on July 1st.

### TERMINATIONS & RETIREMENTS



Make sure ALL employees who have resigned or retired have a TERMINATION/ RETIREMENT P.A. in process. If they do not they likely did not complete the Exit Process. If they are unable to be reached to complete the Exit Process, their supervisor can do the Exit process for them.





# Summer Custodial Hours



As most of you probably know, your Facility Managers will no longer be “banking” unused custodial hours to use at a later time, specifically in the summer. Instead they have been given an additional position for the summer. Elementary schools were given 1 (one) 5.9 hour per day position and the junior high schools were given 2 (two) 5.9 hour per day positions. They have 2 options for using these hours.

1. They can hire someone into the position(s) for the summer.
2. They can divide the extra hours up among their current custodial staff. If they choose to do this, they will need to do the following:
  - ◆ Recording the Hours: Part-timers should NOT clock in and out for these hours (or include them in their regular hours worked for those not on the time system yet).
    - ◆ For those on the time system they should keep a paper time card with the extra hours. Since they won't be using the time card for their regular hours, they can list the extra hours each day on the top part of the time card instead of putting the hours under extra duty.
    - ◆ For those not on the time system yet, they should keep a separate time card for their “Summer Hours” and should list that on the time card to keep them separate from their regular hours.
  - ◆ Paying the Hours: Since the position will be “vacant”, it will appear at the end of your employee list in the Daily Leave Entry screen and you should be able to attach “subs” to the position the way you did before going on the leave system.
    - ◆ Enter part-time or “Other” leave (if that is all that is available) for 5.9 hours each day with “Summer Hours” in the comments. Then you can attached the part-time custodians as subs to pay them.



**\*\*Please forward this information to your Head Facilities Manager**



## Payroll Staff Directory



SCOTT (25325)

HOLLY (25327)

KATHY (25326)

ELIZABETH (25232)

TAMI (25176)

CINDY (25324)

AMY (25348)

ANGELA (25285)



## You're NEXT!



For those of you about to join the TIME CLOCK adventure on the 16th of June, you should all be practicing on the Test Database (link on the Payroll Dept. webpage) and eating popcorn as you devour the Time Clock videos that we have provided to help you be ready for this new change.