

W-2's for 2021 are now available for employees to print from their Payroll Management screen.

> W-2's were mailed to Subs and Coach/ Paraprofessionals.



- Jeanette Ellsworth Catalyst Cen
- AprilThompson North Davis Jr.
- Megan Noble Whitesides Elementary (Feb 22nd)
- Melissa Salimbene Kaysville Elementary (Feb 14th)
- Debi Symonds PAYROLL! (Feb 14th)



### ENTERING SUBS FOR COACHES

If you are entering a substitute for a coach who is attending an event/game, please have them enter the leave as "Professional

Development" and "Coaching Event-District Sponsored" with comments on where they are. If the employee is at your location and coaches at another location, it would be entered the same way, but the school he/she is coaching at should be included in the comments.

## Timeclock Tip

PAYROLL CHANGES

The deadline to submit

changes for the current

Remember to check your Time Sheets Summary on Thursday each week to make sure your part-time employees aren't going to exceed their contract hours for the week.

You also want to check your full-time employees to make sure they aren't going to be over/under hours for the week. This is very important on holiday weeks

#### (i.e. **President's Day**).

For example, an employee works **32.5** hours per week (6.5 hours per day). On a normal week they work 7 hours Monday through Thursday and only 4.5 hours on Friday. They cannot work 7 hours on Tuesday through Thursday and only 4.5 on Friday the week of President's Day or they will be short hours for the week. (Since there are 4 contract days in that week, the time system is expecting them to work a total of **26 hours**, but in the above example they would only end up working **25.5 hours**, so they would need to work **5** hours on Friday or use Personal Leave to cover the .5 hour they are short.)

Part-time employees get paid for whatever hours they work. Remember, on holiday weeks they cannot "make-up" hours missed due to a holiday, but they can work their normal schedule the rest of the week.

### Payroll Changes

With recent personnel changes in Payroll and Accounting, some assignments and responsibilities have changed:

- ◆ Tami will now be doing Flex Spending, District Daycare, HSA contributions, Workforce Services, and setting up Professional Development classes in Encore.
- Amy will now be a Retirement Specialist.
- ◆ Angela will be doing part-time hires, garnishments, tax levies, long-term subs, and the Payroll newsletter.
- Debi will be doing Direct Deposits, W-4's, Child Support, Deductions, and Verifications of Employment. For those of you who had Tami as your Payroll contact person, Debi will be your new contact! We are excited for her to join us!

# Secondary Schools

We added a few School Funded TCLK
assignments for when custodial staff
works multiple games and activities in a
pay period. We now have:
TCLK Boy's Basketball and
Girl's Basketball
TCLK Boy's Wrestling and
Girl's Wrestling
We can add additional sports as needed.

#### **PRODUCTIVITY**

**PRODUCTIVITY** pay for **second semester** will begin on the **February** paycheck and continue through the **June** paycheck.

**Please** make sure your Productivity teachers know that Productivity pay will **NOT** be on their "Summer Checks" – July and August.

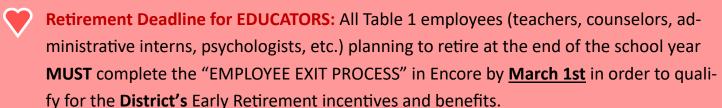
\*Elementary Secretaries: Very few Elementary teachers are on Productivity, so if you don't know what it is, you probably don't need to worry about it.

#### Important Dates to Remember

- February 10th Remote pay will be open
- February 14th Valentine's Day
- February 15th Last Day of February Payroll
- February 18th Payroll closes @ midnight
- February 18th Employee approval deadline
- February 21st President's Day holiday
- February 22nd Supervisor approval deadline

## Retirement Info

Please pass this information on to your faculty/staff:



Classified employees and Administrators need to complete the "EMPLOYEE EXIT PRO-CESS" at least 30 days prior to their planned district retirement date (last day worked).

There is a "Retirement Section" available on the Payroll Website. Click here for the link: <a href="https://www.davis.k12.ut.us/departments/payroll/retirement">https://www.davis.k12.ut.us/departments/payroll/retirement</a>

# Secretary Checklist



Make sure the hire date for new employees is their actual start date

Productivity pay for 2nd Semester begins on the February 28th paycheck (until June)

Be aware of retirement notification deadlines.

Remember to check your Timesheets Summary ... HOLIDAY WEEKS!!!

Secondary Schools: New TCLK assignments

Reread previous newsletters.

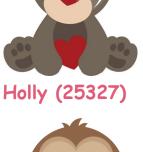


Please remember to read through the snow removal memos.

# Your Payroll Sweethearts Main Line: 402-2582 FAX: 402-5197



Scott (25325)





Tami (25232)\*



Amy (25176)\*



Angela (25348)\*



Kathy (25326)



Debi (25285)\*



Cindy (25324)

