

# June

## PAYROLL NEWSLETTER



### Important Dates to Remember

- \* Remote pay will be open Monday, June 13th
- \* June 15th ~ Last Day of June Payroll
- \* June 20th ~ Employee Approval Deadline
- \* **new** June 20th ~ Juneteenth National Freedom Day holiday
- \* June 22nd ~ Supervisor Approval Deadline
- \* June 22nd ~ Payroll Closes @ Midnight
- \* June 30th PAYDAY!

Click [here](#) to download PAYROLL CALENDAR

### **TIMESHEETS CAN BE APPROVED NOW!**

Employees who have completed their contract for the year can approve their timesheets NOW!

Make sure you check your Time Sheet Summary for any pending items and reach out to anyone who has missed punches, short hours, etc. so they can work on getting their timesheet fixed before the employee deadline on **Monday, June 20th**, which is now a holiday! (see Page 3)

### **Summer Custodial Hours ~ Jr. High and Elementary:**

**Elementary** Facility Managers were given **1 (one) 5.9 hour per day** position for the summer.

**Junior High** Facility Managers were given **2 (two) 5.9 hour per day** positions.

They have **2 options** for using these hours:

1. Hire someone into the temporary position(s).
2. 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:** Employees should not clock in and out for these. They should use a paper timecard and list the extra hours on the top part of the timecard (not under "Extra Duty").
- ♦ **Paying the hours:** Since the position will be vacant, it will appear at the end of your employee list on the *Daily Leave Entry* screen and you—or your Facilities Manager—should be able to attach the part-time custodians as "subs" under that position (the way you did before going on the time system).

# Summer

### **FRIENDLY REMINDER**

- ♦ Payments from this year's budget must be paid this month!

### **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\*\***

### **NON-CONTRACT LEAVE<sup>1st!</sup>**

Employees who have Non-Contract Leave (NCL) need to make sure they have all of their NCL hours entered through the end of June. As of July 1st the NCL for 2022 will be deleted and the balance for the 2023 fiscal year will be loaded.

**Make sure any leave or NCL that has been entered on June 20th gets cancelled.**

**We will remove 1 day of NCL from your balance due to the holiday on June 20, 2022.**

### **TERMINATIONS & RETIREMENTS**

Make sure **ALL** employees who have resigned or retired have a Termination/Retirement PA in process. If they don't, 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.



## Hours Worked Report Reminder:



We have received several calls regarding how many Extra Office Hours and Mobility Hours (*elementary only*) you have remaining. The **"Hours Worked Report"** shows the total hours an employee has worked through the current date for regular part-time hours and remote pay assignments. You can also search by **Remote Pay Type** to see the total hours worked under any pay type.


- ◆ Under **View** select "By Location", then Click the Job Classifications and select "Remote Pay"
- ◆ Under **Job** select "Extra Duty Classified—Tclk—Extra Office Hours (or Mobility Hours)"
- ◆ Under **Employee** it should be "All"
- ◆ The **Begin Date** should be 7/1/2021 and the **End Date** should be today's date
- ◆ This will give you a current total of hours worked this fiscal year
- ◆ Please note the **new NCL** column. This give your total NCL in this date range. **These hours are already included in the leave hours and total hours, they are just broken out so you can see the amounts included in those totals.**  
*Please don't add NCL hours to the totals on the report or your total hours worked will be way off.*



### Hours Worked

Search \_\_\_\_\_

View  
☐ Directly Supervised Employees ☐ All Supervised Employees ☒ By Location

Location  
 Boulton Elementary (108)  **Your Location will default here.**

Job Classifications

Job  
 Extra Duty Classified - Tclk - Extra Office ...

Employee  
 All

Begin Date  
 7/1/2021

End Date  
 6/7/2022



Employee	Job Classification	Job Description	Location	Hours Worked	Leave Hours	NCL Hours <sup>1</sup>	Total Hours	Contract Hours	Over/Short
	Full-Time	Office Manager - Elementary - 212 Days		1473	302.25	160	1775.25	1752	23.25
	Remote Pay	Extra Duty Classified - Tclk - Extra Office Hours		57.75			57.75		

Records: 2

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<sup>1</sup> hours column.

### Office Manager/Secretary Checklist:

- Run your remote pay and sub reports and review them.
- Payments from this year's budget must be paid this month!
- Make sure all leave for June (including NCL) is entered and approved by June 30th.
- **Juneteenth** is now an official holiday, so **Monday, June 20th** will be a **holiday**. All District buildings will be closed.
- Any leave (including NCL) that has been entered on June 20th should be cancelled. We will remove 1 day of NCL from each balance due to the new holiday.
- Make sure all employees who have resigned/retired have completed the Exit Process in Encore and a PA is in process.
- Make note of the rules for the Summer Custodial positions.
- Use the "Hours Worked" report to keep track of the Extra Office Hours and Mobility Hours that have been used.
- The new **optional** Classified Extra Duty Rate is \$20.00 per hour.



### A Poem About Summer

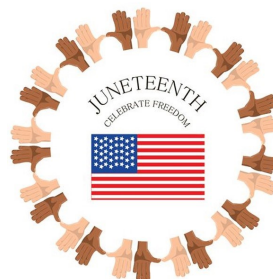


**It's Hot**  
**The End**



# Juneteenth

FREEDOM DAY



## Juneteenth National Freedom Day:


The Juneteenth “National Freedom Day” holiday has been officially declared a federal and state holiday. Therefore, per the Davis School District Board of Education and the Superintendency, **ALL** district offices will now be **closed** on **Monday, June 20, 2022**. (Note: This holiday is **NOT** listed on the *Holiday Schedule for the 2021-2022 School Year*.) The holiday, which will traditionally be held on June 19th, **IS** listed on the *Holiday Schedule for the 2022-2023 School Year* ~ on Monday, June 19, 2023.


## What is Juneteenth?


**Juneteenth**, short for **June Nineteenth**, celebrates the end of slavery in the United States. Also known as “Emancipation Day”, it marks the day federal troops arrived in Galveston, Texas in 1865 to take control of the state and ensure that all enslaved people were freed. The arrival of the troops in Texas came two and a half years after the signing of the Emancipation Proclamation, in January of 1863.


**SCHOOL  
IS OUT!**  
SCREAM AND SHOUT


## Your Sunny Payroll Staff


 Scott (x. 25325)


 Holly (x. 25327)


 Amy (x. 25176)

 Angela (x. 25348)

 Cindy (x. 25324)

 Debi (x. 25285)

 Kathy (x. 25326)

 Tami (x. 25232)

## New Classified Extra Duty Rate

A new “**Classified Extra Duty Rate**” has been approved. This will be similar to the *Licensed Extra Duty* rate of \$27.81, but for **Classified employees**. The current rate is **\$20/hour**. You can find it in Remote Pay under **School Funded/ TCLK—Classified Ex Duty Rate**. This will default to the \$20 per hour rate.

(Remember to go in to the “Time System School Funded Remote Pay Account Setup” screen to enter the account information.)

### What you need to know:

- This does not replace their regular rate of pay or pay rates for other extra duty like lunch/bus duty, subbing, ticket taking, or scorekeeping.
- This extra duty rate is for Classified employees who are doing extra work outside of their regular job (for things like teaching summer school classes, working on special projects, etc.).
- *This rate is higher than the regular hourly rate for many of the Classified employees. You are not required to pay this rate.* You can still pay their regular hourly rate for extra duty assignments.
- The extra duty rate was created because there was a wide range of rates being paid between different schools for classified extra duty assignments. (One school might be paying \$15/hour while another school was paying \$25/hour.) The goal is to help establish equal pay for equal work throughout the District.
- Please contact Payroll if you have already made an agreement with a classified employee to pay **more** than the \$20 rate and we will help you figure out how to handle that.