

February

W-2's for 2020 are
now available
for
employees
to print from their
Payroll Management
Screen



Important Dates to Remember

- ◆ February 11th Remote pay will open
- ◆ February 12th Last Day of February Payroll
- ◆ February 14th Valentines Day
- ◆ February 15th Presidents' Day
- ◆ February 16th Teacher Prep Day NO SCHOOL
- ◆ February 19th Payroll Closes @ Midnight
- ◆ February 26th PAYDAY!

WELCOME

- ♥ Michelle Golightly – Central Davis
- ♥ Lanette Todd – Nutrition Services
- ♥ Dawn Scholtec – Transportation Payroll Tech
- ♥ Jennifer Sisneros – Transportation Head Secretary
- ♥ Liz Houskeeper – Accounting, replacing Anne Cammack



Flexible Spending Reminder

Any remaining 2020 Flexible Spending contributions need to be incurred prior to the end of the “Grace Period” on March 15th, 2021. All receipts for the 2020 tax year (including the grace period) need to be received by National Benefits Services (NBS) no later than the last business day in March, which is March 31st.

No exceptions!



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.

PAYROLL NUMBERS

MAIN LINE 402-2582 FAX 402-5197

SCOTT (25325)

TAMI (25176)

HOLLY (25327)

KATHY (25326)

ELIZABETH (25232)

AMY (25348)

CINDY (25324)

ANGELA (25285)



Part Time Cook Pay

School Secretaries, please be aware that Nutrition Services enters part time hours for manager trainings. If you see hours entered in remote pay, please *do not override these hours*. Enter the hours worked at your school on an additional line.

ENTERING SUBS FOR COACHES

If you are entering a substitute for a coach who is attending an event/game, please 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, just include the school he/she is coaching at in the comments.

Retirement Info

Please pass this information on to your faculty/staff:



RETIREMENT DEADLINE FOR TEACHERS:

All Table 1 employees (teachers, counselors, administrative interns, psychologists, etc.) planning to retire at the end of the school year **MUST** complete the "EMPLOYEE EXIT PROCESS" in Encore by March 1st in order to qualify for the District Early Retirement benefits.



Classified employees and administrators

need to complete the "EMPLOYEE EXIT PROCESS" 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: <https://www.davis.k12.ut.us/departments/payroll/retirement>

COVID

An employee who gets Covid symptoms after receiving the Covid vaccine can use their Covid Sick leave, IF they have a balance.

LEAVE ENTRY ISSUE

If you have an employee that terminates but you are using a sub to fill the position until someone is hired,
ONLY ENTER LEAVE AS "OTHER"
Please do not enter any sick/personal leave or LWOP for someone after their termination date. This takes away leave that they may need to be paid out for. Thanks!

Secretary Checklist

- ♥ Run reports and review them
- ♥ Make sure that hours are entered for ALL employees
- ♥ Make sure hire date for new employees is their actual start date
- ♥ Add COVID sick hours for Part-Time Employees to their regular part-time pay
- ♥ Pay special attention to part-timers who exceed their "MAX" hours this month
- ♥ Add comments to overages. Please explain. This is EXTREMELY important
- ♥ Review past newsletters

PAYROLL CHANGES

The deadline to submit changes for the current month's check is the 15th. Any changes made after the 15th will take effect on the following month's check.

Please remember to read through snow removal memos

Happy Valentine's Day!