

MARCH



*Payroll Staff
Directory*

801-402-5282



Important Dates



- * March 15 Last Day of March Payroll
- * March 22 Payroll Closes @ Midnight
- * March 26 Professional Day/Classified Training Day (see page 2)
- * March 31 PAYDAY!
- * Spring Recess Schools March 29-April 2
- * Spring Recess 257 Day Employees April 1-2

Oh so
LUCKY
to have
you!



SCOTT (25325)
HOLLY (25327)
KATHY (25326)
TAMI (25176)
ELIZABETH (25232)
AMY (25348)
CINDY (25324)
ANGELA (25282)



Full-Time LWOP

Leave

Part-Time Paid Leave



Please remember that LWOP goes through the end of the month for Full Time employees. If you have an employee who is on long term leave, PLEASE make sure to enter LWOP through the end of the month. If you are on the leave system, make sure the employee has entered their LWOP. (Note: This month leave should be entered through March 26th UNLESS a teacher missed Conferences, in which case they will need to have LWOP on the COMP day on March 29th).

If you have Part-time employees who have paid leave, including COVID Sick, be sure to:

- 1) Deduct their leave
- 2) Add the hours in to their hours worked so they will be paid*

*If you are on the Time System, your Part-timers will automatically be paid for any paid leave they use once you go "live."





Professional Day

March 26th

March 26th is a Prep Day for educators. Way back before COVID blew up the calendar a few times, this was also tentatively scheduled to be a training day for 178-day and 180-day, school based, FULL-TIME classified employees, (Full-time employees who need to make-up one of their extra days since there were only 176 school days this year).

- Nutrition Services will be doing a training for their people.
- Apparently some schools did school-based training on February 16th or one of the other Professional days. If your school has NOT done a school-based training for a make-up day, you can use March 26th for some training, or they can just use the hours to get caught up at school.

You won't need to worry about your part-time employees because they would have been paid when they worked for the hours previously. If they still have that day to work, they can work on March 26th and should report their hours worked as usual.

NOTE: If you are on the **Time Clock System** or if you are going "live" on the **Time Clock System** on **March 16th**: March 26th has been included as a Contract Day on the FT Time clock calendar for 178 and 180 day employees. If you have a full-time employee who has already made up this day and will not be working on March 26th, go ahead and have them request "Other" leave for their scheduled hours that day and enter "Make-up" day already worked on _____" in the Comments.



Instructional Improvement Leaders (I.I.L)

The second half of I.I.L will be paid next month. Remind your Principal or JSSC Chair that you need the information turned into **YOU** by April 10th!

Extra Duty Points (Secondary Schools Only) will be paid in MAY.



IMPORTANT MESSAGE

Please make sure you run your reports and double check your payroll, **especially** this month. Spring Break is over payday, so we don't want employees to be without a paycheck for a week because no one is here to correct the error. Make sure **ALL** part-time timecards have been entered and check the report to verify their hours. Thanks!



Please Read!!



When entering leave the above boxes circled in red are **VERY** important. In talking with Secretaries, many of you did not know that these are here. When these boxes are used it makes our job in payroll a lot easier.

Here is when to use them:

Long Term: If you have a long term sub that should be paid the long term rate (they have been approved through the Sub Systems office) you need to click this box. If you **DO NOT** click this box the Sub will not get paid the correct amount and in turn we would need to do a special check to pay the difference.

Productivity: This needs to be checked if the sub should be paid Productivity. If the teacher is a productivity teacher, no comments are needed. If the sub is under a teacher who is not productivity (such as covering another teacher during a prep period) you will need to put comments as to why they should receive productivity. Do **NOT** enter the sub under both teachers. Just use comments to clarify. If you do not enter comments we will have to call you and see why this substitute should get paid that rate.

Add to PLA: This box is checked when a teacher is subbing for another teacher and wants to get personal leave instead of getting paid.

- If you need to completely delete an entry, you can click the **DELETE/CLEAR** tab.
- If you have a sub entry that needs to be entered **after** Payroll has closed, please enter the sub yourself and then call us to let us know it needs to be paid. You can enter leave even after remote pay has closed. If you do not notify us, it will pay in the next pay period, but if it needs to be paid in the current pay period, you will need to let us know.

Every month payroll goes through **EVERY** substitute entry.

Having these boxes checked can really help us out.



Mid-Pay Period Transfers

If you are **NOT** on the Time System and you have employees transfer to your school, or to a different position in your school, midway through the pay period, please send their hours to Payroll. We need to pay them out of their old position before transferring them to their new one. Please send the hours to: Amy Dobson

adobson@dsdmail.net

Happy St. Patrick's Day



Part-Time Overages

When entering PART TIME pay and Encore gives you a warning that the employee is over their max hours, please do the following:

1. Make sure hours were not entered on Holidays or non-contract days.
2. Make sure they aren't exceeding their WEEKLY authorized hours.
3. If they really worked more hours, please put in comments as to why. Such as SEM etc... We will call on all overages that do not have comments.

SNOW REMOVAL AND OVERTIME

Please enter the date in the "Date worked" column and enter each day on a separate line.

District recognized holidays and weekends are paid overtime with a minimum of 2 hours.

Enter hours under "Overtime"/"Overtime Snow Removal"

Please put in comments if they were called to come in before or stayed after their normal shift.

Substitute custodians are paid the current sub custodian rate (see Table 29) This applies to any classified employee doing snow removal (TA's, office staff, etc.)

Please refer to the payroll memos below

[Snow Removal for FT Employees](#)

[Snow Removal for PT employees](#)

Secretary Checklist



Run reports and review them.



Make sure that hours are entered for **ALL** PT employees



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



Add COVID sick hours for Part-Time employees to their regular pay



Pay special attention to part-timers who exceed their "MAX" hours



Add comments to overages. Please explain or you will get a phone call.

