



Important Dates

- * May 11th: Remote pay will be open
- * May 14th: Last Day of May Payroll
- * May 20th: Payroll Closes @ Midnight
- * May 28th: PAYDAY!
- * May 31st: Memorial Day Holiday



TIME CLOCK SYSTEM

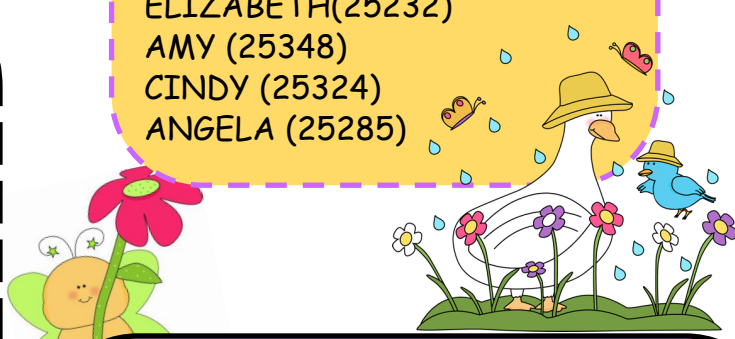
Many of you are already on the new Time Clock System. For those of you who aren't, it's coming soon! Because of the rounding function in the Time Clock System, all employees start and end times will need to be on the quarter hour (9:00, 9:15, 9:30, or 9:45). The **weekly** contracted hours will also need to be on the quarter hour. The schedule for an employee working 29.5 hours per week (5.9 daily authorized hours) might look like this:
Mon-Wed: 7.5 hours/day; Thu: 7 hours
Mon-Thu: 6.5 hours/day; Fri: 3.5 hours
Please keep this in mind when creating work schedules for next year. Accounting will work with you on prep-time schedules.



Payroll Staff Directory

Main Number **801-402-5285**
Fax 801-402-5197

SCOTT (25325)
TAMI (25176)
HOLLY (25327)
KATHY (25326)
ELIZABETH(25232)
AMY (25348)
CINDY (25324)
ANGELA (25285)



SECONDARY

Extra Duty Points

The 2nd half of Secondary Extra Duty Points should be paid this month.

- **PAY TYPE:** Extra Duty Points Secondary
- **PAY DETAIL:** Pick the PAY DETAIL based on their assignment

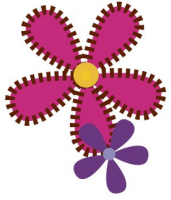


END OF YEAR HOUSEKEEPING:

Happy Trails: To prevent overpayments please make sure all employees who are resigning or retiring at the end of the year have completed the
Exit Process in Encore.
(instructions attached)



LAST DAY of SCHOOL



Friday, June 4th
is the last day of school.
This is a contract day, so
employees who are
absent *must* request leave or
LWOP on this day.

LEAVE ENTRY FOR TERMINATED EMPLOYEES



Employees who are resigning should enter any leave they use up to and including their last day worked. They should not enter leave after their termination date. As long as a P.A. is in process, Encore will view that position as being vacant the day after the termination date, so you can enter the subs and leave the same way you used to: "Other" or "Part-time" leave with "vacant position" in the comments.

LWOP: Since many of you will be difficult to reach during the summer, please make sure employees who are on a leave of absence have entered their leave or LWOP through the last day of school or last day of the contract (June 30th) for 257 day employees.







Personal Leave Carry Over



If you have any **Classified** employees who have more than 20 days of **Personal Leave**, please remind them the extra days need to be used by the end of the contract year or no later than **June 30th**, or they will be lost when we roll over to the new school year on July 1st. This cutoff does not apply to Classified employees who have Vacation or Licensed employees who have Personal Leave.



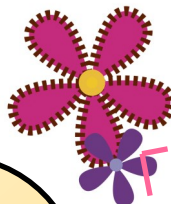
Secretary Checklist

-  Run reports and review them
-  Make sure hours are entered for **ALL** PT employees
-  Make sure the hire date on Personnel Actions for new employees is their actual start date
-  Add COVID sick hours for Part-Time employees to their regular part-time hours
-  Pay special attention to part-timers who exceed their "MAX" hours
Add comments to overages. Please explain or you will get a phone call.
-  Review past newsletters





Substitutes and Aesop



Need to find a sub number?

Secretaries log into the Aesop system, and go to:

Reports > Absence > Substitute Sign In

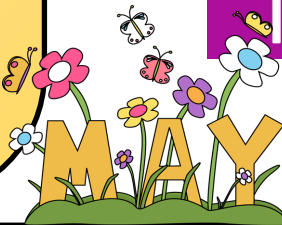
This is a Report that secretaries use every day. They will need to make sure the correct date is displayed.

The report defaults to the current days date, which is generally what they need. However, they can change the date if they need to see an employee number for a substitute who was there previously.

Once they click **Search**, the assignments for the particular day will appear.

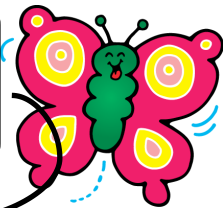
The substitute's employee number will appear and will be listed as **External ID** in Aesop.

No MATTER
how long the winter,
SPRING
is sure to FOLLOW.



Entering Leave

Professional Leave Vs. Other



Employees should be entering leave under

PROFESSIONAL DEVELOPMENT,

and then using the drop down box to pick the correct class Option based on who is paying the sub. If the class is not listed, they should reach out to the person doing the class.

ANY TIME they are not using a leave type or LWOP, this will likely be the leave type they should use.

DO NOT USE "OTHER" going forward.



The Leave type "OTHER" should ONLY be used in the following circumstances:

- * Worker's Comp
- * Vacant Position
- * Military Leave
- * Banked Hours

(Custodians until 6/4/2021)

The option for "OTHER" as leave will be going away by next school year.

