

Important Dates to Remember

August 11th Remote pay will be open

August 15th Last Day of August Payroll

August 19th Additional Prep Day for Educators

August 20th & 21st Professional Days for Educators

August 21st Payroll Closes @ Midnight

August 24th Contract Day for Educators

August 25th First Day of Traditional School

August 31st PAYDAY!

August

NEW ASSIGNMENTS

Danielle Stucki—Head Secretary @Bluff Ridge Elementary

Janet Call—Head Secretary @ Cook Elementary

Ana Sanchez—Head Secretary @ Crestview Elementary

Krista Rea —Head Secretary @ Knowlton Elementary

Traci Manfull — Head Secretary @ Sand Springs Elementary

Annette Allred — Head Secretary @ Sunburst Elementary

Carolyn Baker— Head Secretary @ Mueller Park Jr. High

Shauna Fowers — Head Secretary @ North Layton Jr. High

Shelli Erikson — Head Secretary @ Clearfield High

Susan Westbroek — Payroll Secretary @ Clearfield High

Tiffany Mason—Head Secretary @ Woods Cross High

Congratulations on your new assignments, ladies! We look

forward to working with you!

BUDGET NEGOTIATIONS 2020-2021

- ◆ A 1.75% COLA was funded.
- ◆ Step Raises were funded.
- ◆ 257 Day Vacation eligible employees (as of July 1, 2020) will still have a “Floating Furlough Day” which should be taken as a full day. This has been added as a leave type in the leave entry screen.

Do not enter the Furlough Day as “Other”

- ◆ All Salary Tables are available on our website.

“NEW” EXTRA DUTY PAY RATES

- ◆ Extra Duty pay rate for Teachers \$26.49
- ◆ Teacher Lunch/Bus Duty rate is now \$16.84
- ◆ Classified Lunch/Bus Duty is now \$10.95

CUT AND HACK

If an employee had a VACATION/PERSONAL LEAVE carry-over balance that exceeded the allowable maximum as of the July 1, 2020 rollover, they have until Thursday October 15th to “Use It or Lose It”. Any excess Vacation/Personal Leave not used and entered in Encore by that date will be lost!

- ◆ Classified Employees can carry-over a maximum of 30 days of vacation.
- ◆ Licensed Employees can carry-over a maximum of 30 days of PLA.
- ◆ Administrators can carry over a maximum of 40 days of Vacation.

This is a maximum carry-over balance and does not include hours accrued for the current year (on or after July 1, 2020).

To figure the remaining Vacation/Personal Leave Hours:

- ⇒ Take the Beginning Balance and Subtract any hours used since July 1st. OR
- ⇒ Take the Current Balance and subtract any hours accrued since July 1st.

Back To School!

PAYROLL NUMBERS / MAIN LINE 402-2582

SCOTT (25325)

HOLLY (25327)

KATHY (25326)

ELIZABETH(25232)

TAMI (25285)

CINDY (25324)

AMY(25348)

ANGELA (25285)



PAYROLL 101: **(PAY PERIODS)**

- ♦ **257 Days:** The first day of the month to the last day if the month.
- ♦ The following Pay Periods go from the 16th to the 15th:
 - ⇒ **Part Time Employees**
 - ⇒ **Substitutes**
 - ⇒ **Extra Duty Pay**
- ♦ **Educators:** The Annual Salary is divided evenly over 12 checks.
- ♦ Leave Reporting Period for all employees goes from the 16th to the 15th.
- ♦ Leave without pay (LWOP) goes through the **end of the month.**

PAYROLL 201 (PA ' S)

Make sure all applicable Personnel Actions are in process:

- ♦ New Hires, Hour Changes, Transfers, Terminations, and Retirements
 - ♦ Don't forget to review your **"Organization Positions"** Report in Encore:
 - ⇒ The left-hand side of the screen indicates if a PA is in process for an employee.
 - ⇒ **Make sure the authorized hours (Pos Hrs) are correct for each employee.**
 - ⇒ **Enter a Position Change PA for employees if hours have changed since last school year.**
 - ⇒ Make sure a Separation Termination/Retirement or Transfer Reassignment PA is in process for employees who are no longer at your location but are on your report. If there is no PA, make sure either the employee or supervisor completes the new Exit Process in Encore.
 - ⇒ For a printed report click on the "Report" button on the bottom of the screen.
 - ♦ If you have new employees who are not on your report, check to see if a **Hire PA** or a **Transfer/Reassignment PA** has been entered for them. Make sure new hires who do not have a PA in process have been fingerprinted and processed with Human Resources.
- *Hires and Transfer/Reassignment PA's will be entered by Human Resources**

ALL EDUCATORS Prep Day

August 19th

Educators were given 1 additional Preparation day on August 19th. Half of the day will be district professional learning to meet needs specific to the COVID-19 pandemic. The other half day will be used to support the school's TSSA plan.

ALL educators may attend the full 8 hours, even if they are not full-time. They may be paid for the hours they work, up to 8 hours. Note: If they are only going to attend part of the day, we would strongly encourage them to attend the COVID-19 training portion of the day.

Teachers WILL need to list their hours worked on this day on their timecard under extra duty.

More information on how and where you will be entering this extra pay will be forthcoming in the September newsletter.

NEW EDUCATORS

- ♦ Educators NEW to Davis School District may be paid for 2 additional days for training.
- ♦ The additional days will be entered and paid by the DISTRICT. Teachers do not need to list these days as extra duty on their timecards.

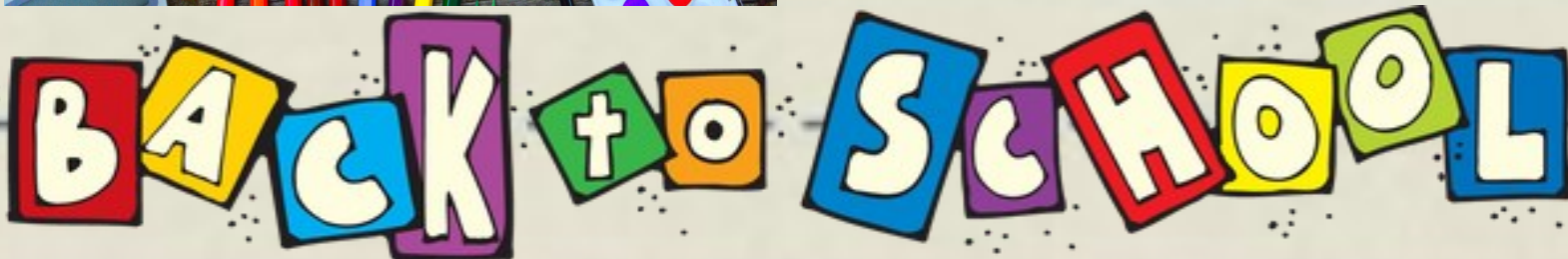
DAY ONE:

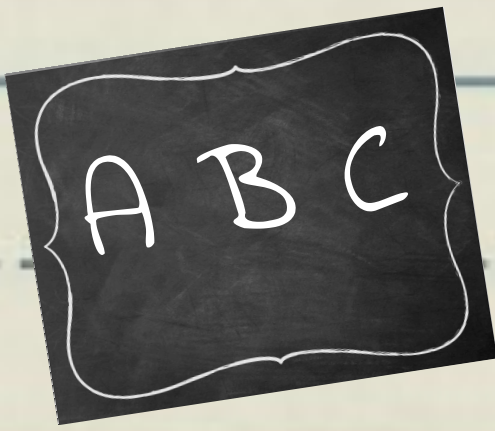
New Educators Curriculum Day:
August 17th (Elementary)
August 18th (Secondary)

We are planning to pay this extra day on the September 30th paycheck.

DAY TWO:

New Educator Canvas Training:
Upon successful completion of the Mastery Questions for all Canvas Training Modules, educators are eligible to receive an extra day of pay. The Canvas course must be completed by September 30th. The extra day of pay for those who complete the course will be on the October 31st paycheck.





TITLE 1 EDUCATORS

Title 1 educators (**with Classrooms**) will receive 2 extra prep days that must be worked by **August 18th**.

Please enter these in Remote Pay as follows:

Extra Duty Licensed : Title 1 Teacher Prep 2020-2021

SPECIAL ED. TRAINING

Special Ed. will be holding one of their two extra training days before school starts for those 178 day employees required to work two extra days.

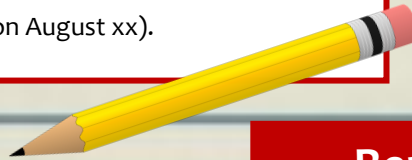
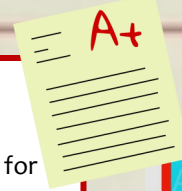
The trainings will be held on a few different days depending on what the job assignment is, but each employee will only attend one of the trainings.

All T.A.'s should list those hours worked on their timecards as regular hours worked, not as extra duty.

- Full-time: List their full authorized hours for the day.
- Part-time: List the full hours they attended the training, even if it is more than their regular daily authorized hours.

Secretaries, when you enter these hours for the SEPTEMBER payroll, please include in the comments that you are paying them for attending the training.

(i.e. Hours include 4 hours for training on August xx).



All payroll calendars are
available on the payroll
website
under Secretary
Information.



TEACH
THE CHILD

NOT just the
curriculum.

-Tamara L. Oliver

Remote Pay Change

We have inactivated the following pay types:
EXTRA DUTY CLASSIFIED/EXTRA DUTY CLASSIFIED

EXTRA DUTY LICENSED/EXTRA DUTY LICENSED

The pay types rarely, if ever, should be used because they pay from the employee's default account for their regular positions. Extra duty should usually come from other programs like:

- TRUSTLANDS
- TSSA
- SCHOOL FUNDED
- ETC...

If this change creates a problem for you, please contact us and we will try to work through a solution for you.