



## IMPORTANT DATES TO REMEMBER

**November 15th: Last Day of November Payroll**

**November 18th: Employee approval deadline**

**November 18th: Supervisor approval deadline**

**November 18th: Payroll Closes @ midnight**

**November 23rd: Teacher Comp Day**

**(for time spent at Parent/Teacher conferences)\***

**November 23rd–25th: Thanksgiving Break**

**November 30th: PAYDAY**

**Nov 18th  
Deadlines!**

## Educator Prep Day

The Professional Development Day on Tuesday, November 1st was a contract day for all educators (Table 1).

If they were not in attendance they will need to enter a leave request.

**Insurance Open Enrollment** will continue through **Friday, November 18th**. Please remind your faculty and staff:

- **Catastrophic Sick Leave Bank:**

- This is not a mandatory donation year for those already enrolled.
- **NEW** employees and those not currently enrolled, who wish to enroll, will need to donate **1 day** of Sick Leave to the bank during Open Enrollment

- **Flexible Spending:** **ALL** employees who want to enroll in Flex Spending for the **2023** tax year must **re-enroll** during Open Enrollment. Flex Spending health care and/or day care selections will **NOT** carry over to next year!

- **AFLAC:** Current coverage **will continue** if you do not cancel/make changes during Open Enrollment.
- **ARAG:** Current coverage **will continue** if you do not cancel during Open Enrollment.
- Charitable Giving is no longer part of Open Enrollment.

**2%  
Stipend!**



## November Stipend

**EMPLOYEES** will receive a one-time, **2% stipend** in **November**, as approved by the Board of Education. The stipend will be 2% of the employee's projected annual salary for the 2022-2023 fiscal year (based on salary as of November 1, 2022).

This does not include Student Employees, Substitutes or Coach/Paraprofessionals.

**Employees must have been hired and actively working in a full or part-time position as of November 1st.**

Employees who resigned/retired prior to November 1st will not receive the stipend.

## Thanksgiving Break



Thanksgiving Break will be **Wed, Nov. 23 – Fri, Nov. 25th** for all employees. All schools and District Offices will be closed.

**Wednesday, Nov. 23rd** is a **Teacher Comp Day** for doing ILP (Parent/Teacher) conferences. If a teacher missed conferences, they need to request leave (or LWOP) on that day, along with comments.

**Request leave on 11/23/2022:**

Missed 1 night = 4 hours

Missed both nights = 8 hours

**\*NOTE: When a long-term sub does conferences, their sub hours should be entered on November 23rd.**





## Name Changes

### Preferred Name Change:

Employees can change their "preferred" name (first or last) in Payroll Management under the "Update Personal Info" tab.

### Legal Name Change:

In order to change an employee's legal name we have to verify that their name has been changed with the Social Security Administration. We are required to enter legal names exactly as they appear on the Social Security card.

**Office Managers/Secretaries:** If an employee brings a Social Security card to you for a name change:

- Make sure they have signed the card.
  - Call Payroll and we can change the name over the phone if you read the name to us.
- \*Please have the card with you when you call so we can enter the name exactly as it appears on the SS card.

## Unscheduled Professional Days

**PLEASE** make sure you are keeping track of who has and has not been paid for the 5 extra **unscheduled** Professional Days. We found quite a few duplicates last month!



## Secondary Schools Only!

The first half of **Secondary EXTRA DUTY POINTS** should be paid **THIS MONTH!**

(The second half will be paid in May of 2023.)

### **To enter Extra Duty Points in Remote Pay:**

- Pay Type = Extra Duty Points Secondary
- Pay Details = Select the assignment (i.e. Band Director, 10th Grade Advisor, Drama Coach, etc.)

**NOTE:** Make sure all point assignments are correct for each employee. Remove any points from last year if no longer applicable and **inactivate** any employees who are NOT receiving points this year, otherwise you will exceed your maximum points!

- **Sporting Events:** Extra Duty pay for sporting events (ticket taker, score keeper etc.), should be paid **through the time system** and will be paid at an hourly rate for **ALL** employees (\$20/hour). Employees will clock in under School Funded / TCLK Scorekeeper or TCLK Ticket Taker). They can include "punch comments" regarding what game they did (i.e. girl's volleyball game vs. Viewmont; boy's basketball vs. Shoreline, etc.).

- When **Coaches** are paid from School Funds they should be paid a one-time stipend—at the end of the season.

## Friendly Reminders

Happy Thanksgiving

## Unscheduled Legislative Days

For the 4 unscheduled professional days funded by the State Legislature remember that educators must complete ALL 4 days before being paid. Enter as follows:

Extra Duty Lic. / Legislative Prof Dev—4 Days  
32 hours (for full-time) @ regular rate of pay

If you have already done partial payments for these days you can pay out the **remaining** hours.

## I.I.L. Payments are in December!

I.I.L. (Instructional Improvement Leaders) will be paid **NEXT** month. Your Principal or JSSC Chair should have the I.I.L. payment information to you **NO LATER** than Friday, **December 9th.**

## Buckle Your Seatbelts!

We are going to have a quick Payroll turn-around this month and next month!!

Stay caught up on sub entries and Time System approvals and notifications.





## LOOKING AHEAD TO DECEMBER!

### Plan Ahead for Next Month!

Please Note: Remote Pay records and Employee and Supervisor timesheet approvals will ALL close on Friday, **DECEMBER 16th** at midnight!

Here are a few quick tips to help you muddle through...

- Start working on I.I.L. and other remote pay ASAP. (Remote pay will be open no later than Monday, December 12th.)
- Stay caught up substitute reports and entries.
- Check your pending items daily and make sure timesheets are as "clean" as possible at the cutoff on the 15th.
- Call your payroll contact if you have any issues or questions.



**Alert! Alert! Alert!**  
Employees and Supervisors  
will only have **3 DAYS**  
to approve timesheets  
in **November** and  
**ONE day in December!**  
**ARE YOU READY**  
for the  
**CrAzY?!?**

Scott 25325

Holly 25327

Amy 25176

Angela 25348

Cindy 25324

Debi 25285

Kathy 25326

Tami 25232



## Thanksgiving Time System Tip

Full-time employees will need to work their total contract hours for the **WEEK**. For example:

$$7 \text{ daily authorized hours} \times 2 \text{ days} = 14 \text{ contract hours to work}$$

Part-time employees can work their **REGULAR** schedule on Monday and Tuesday.

They cannot "make-up" hours missed due to the Thanksgiving holiday on Wed, Thurs, & Friday.

### Nov. 18th DEADLINE!

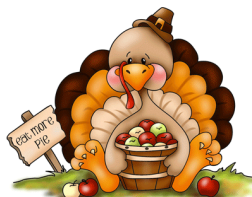
Don't forget the November 18th Deadline for ALL payroll records and Time Sheet approvals this month!



### New Employee Training Reminder

With the exception of cooks, new employee online training should be done during regular work hours. If you opt to have employees do this training outside of their normal work hours, they must be paid from school funds:

(i.e. School Funded / TCLK School Funded)



### Your Friendly Payroll Gnomes

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