



Important Dates

- * March 15th—Last Day of March Payroll
- * March 18th—Employee approval deadline
- * March 18th—Professional Day (No School)
- * March 22nd—Supervisor approval deadline
- * March 22nd—Payroll Closes @ Midnight
- * March 31st—PAYDAY! \$\$\$
- * Spring Break (Schools)—April 4th to 8th
- * Spring Break (257 Day Employees)—April 7th-8th

Please Note! School Paid Subs

When an employee requests Professional Development leave and selects “School Paid Subs” as the type, the sub will be paid from your school’s 1190 account, which does not have a large balance.

When you are entering subs and the leave type is Professional Development, **PLEASE** make sure the employee has requested the correct Professional Development type. If they selected “School Paid Subs” you have two options:

- Before you enter the sub, ask the employee to cancel that leave request and enter the correct PD type. (In this example they should have selected “Trustlands pays for sub”.)
- If you tab down to the PD type, the “Prog” and “Bucket” fields will become white, so you can put in the program the sub should be paid from (based on the employee’s comments).

Leave Type	Balance	Available Hours	Taken	Employee Comment
Professional Develop	.00	.00	8.00	
Personal Leave	15.80	15.80		
Sick	1,063.50	1,079.50		
JSSC Approved Leav	.00	.00		
Leave Without Pay	.00	.00		
Administrative	.00	.00		
Reverse LWOP			8.00	

Find:	Emp ID	Sub Finder	Sub Name	Long Term Hours	Covid19	Productivity	Add to PLA	Position	Status
				7.5					PENDING

Professional Development	Hours	Attended Fund	Loc	Prog	Bucket	Acct
SCHOOL PAID SUBS	8.00					

Non-Contract Leave (NCL)

Elementary Office Managers and Secondary Secretaries (192, 202 & 212 Days):

- NCL should be used **only** on days when school is not in session and no sub is required.
- If you need to work beyond your contract time, **with approval** you can stay clocked in to your regular job and you will accrue Comp Time. (Remember Comp Time should only be used when **no sub is needed**.)
- If doing extra duty, clock out of your regular job and in to the **extra duty assignment**.
- You can view a PowerPoint that explains NCL for a particular position here:

[Office Manager/Secretary Information - Davis School District](#)



Teacher Comp Day

NOTE: If a teacher misses conferences, they have to take leave on the Teacher Comp Day (**Monday, April 4th**).

Secondary Schools:

- 4 Hours for 3rd Term Conferences
- 4 Hours for 4th Term Conferences

Elementary Schools:

- Missed 1 night = 4 Hours
- Missed both nights = 8 Hours

Full-time LWOP

Please remember that LWOP goes through the end of the month for Full-time employees. If you have an employee who is on a long-term leave of absence, PLEASE make sure they have requested leave/LWOP through the end of the month so they do not get overpaid. If they have not entered their leave, please contact us.

Professional Day

Friday, March 18th is a Prep Day for educators. This will also be a **CONTRACT** day for some full-time employees who need to work extra days to fulfill their contract (since there are only 174 school days this year).

- 178 Days = Contract Day
- 180+ Days = Contract Day
- Nutrition Services will be doing a training for their employees

If an employee has already worked their hours on another non-contract day, they will have accrued comp time they can use for the hours on March 18th.

This is a non-contract day for 176 day employees, including all SPED TA's.

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 (if you don't already have it from December).

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





Find:	Emp ID	Sub Finder	Sub Name	Long Term Covid19 Hours	Productivity	Add to PLA Position	Status
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Please Read!!



When entering subs, the boxes above circled in **ORANGE** are **VERY** important. Since we have quite a few new Office Managers, this is a good time for a review! When these boxes are used correctly it makes our job in Payroll a whole lot easier.

Here is when to use them:

Covid19: Check this when a teacher **with COVID** is using their own leave (not teaching remotely). This will pay the sub from District ESSER funds and not the normal District budget. This box should **NOT** be checked if a teacher has been EXPOSED to Covid but has not tested positive and has chosen to quarantine rather than come to work in a mask.

Long Term: Check this box if you have a long-term sub (that has been approved to receive the long-term rate by the Sub Systems office). If you **do not** click this box, the sub will not be paid the correct amount and, in turn, Payroll will need to do a special check to pay them the difference owed.

Productivity: This needs to be checked if the sub should be paid Productivity. (This applies mostly to **secondary** schools.)

- If the teacher is a productivity teacher, no comments are needed. Note: Productivity teachers will have an asterisk* next to their name in the leave entry screen. *** This teacher has Productivity this semester.**
- If the sub is under a teacher who does not have productivity (i.e. when they cover for another teacher during their prep-period) you **will need to put comments** as to why they should receive productivity: "PAY PRODUCTIVITY. Jane subbed for Mr. Jackson during her prep period."
 - Do **NOT** enter the sub under both teachers. Just use comments to clarify. If you enter the sub under the teacher they sub for during their prep period, Encore will create an error because that is more than a full day of subbing.
 - If you do not enter comments we will have to call you to see why the substitute should get paid that higher rate.

Add to PLA: This box is checked when a teacher is subbing for another teacher at their location and wants to get Personal Leave instead of getting paid the adjusted hourly sub rate (\$23.33).

- 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 automatically in the next pay period.

**Every month we (Payroll) go through EVERY substitute entry.
Having these boxes checked really helps us out!**



Your Luck of The Irish Payroll Staff



Scott	Holly	Kathy	Amy	Tami	Angela	Cindy	Debi
(25325)	(25327)	(25326)	(25176)	(25232)	(25348)	(25324)	(25285)

Home Hospital Visits

Teachers doing Home Hospital visits should be using the time system to record their hours. They will need the following Remote Pay assignment:

- Home Hospital Visits
- TCLK—Home Hospital Visits

• They should still complete the "Home Hospital Student Accounting Form", which can be found here: [Homebound/Hospital Instruction - Davis School District](#)

If you have a teacher who has not been using the time system, PLEASE have them start clocking in for the April pay period (beginning March 16th).

For this pay period they can submit their hours to you and you can enter them in Remote Pay. They will need the following assignment in Remote Pay:

- Home Hospital Visits
- Home Hospital Visits



Don't forget to set your clocks ahead an hour this weekend or you will be late for work Monday!

Secretary Checklist

- Run reports and review them.
- Enter the Program and Bucket for School Paid Sub entries
- If you have questions on Non-Contract Leave (NCL) view the PowerPoints on our website.
- If a teacher missed conferences they have to use leave on Monday, April 4th.
- LWOP goes through the end of the month
- The Professional Day on March 18th is a contract day for some classified Employees, but not SPED TA's.
- Review the information on the boxes in the leave entry screen
- Teachers should be clocking in and out for Home Hospital visits
- Try to have all employee timesheets approved by March 17th.

Oh so
LUCKY
to have
you!



Employee Approval Deadline!

This month we have ANOTHER quick turnaround for employee timesheet approvals because of the **Professional Day on Friday, March 18th**. It would be great if ALL employee timesheets were approved by March 17th since there are many employees on the timeclock system that will not be working on March 18th.

Thank you in advance!