



Important Dates to Remember

- * November 15th Last Day of November Payroll
- * November 20th Payroll Closes @ midnight
- * November 29th PAYDAY

Click [here](#) to download PAYROLL CALENDAR

FALL RECESS

Fall recess was October 17th & 18th. These were unpaid, non contract days for ALL employees. Schools and District offices were closed. Make sure hours are not entered on these days.

THANKSGIVING BREAK

Thanksgiving Break will be Wednesday Nov. 27– Friday Nov. 29th for ALL employees. All schools and District Offices will be closed. Wednesday November 27th is a Teacher Comp Day for doing ILP conferences. If you have a teacher who missed conferences, leave (or LWOP) should be entered with comments.

Enter leave or LWOP on 11/27/19 for missed conferences:

Missed 1 night=4 hrs Misses both nights =8 hrs

*Secondary schools that only did one night of conferences for first term enter 4 hrs.

Educator Leave for Teacher Prep days:

If you have teachers who were not present on the Teacher Prep Day on November 1st, they will need to take leave or LWOP. This is a contract day and teachers are expected to be in attendance.

*****Secondary Schools Only**

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

(The second half will be paid on the May 29, 2019 paycheck)

To enter Extra Duty Points in Remote Pay:

- Pay Type= Extra Duty Points Secondary
- Pay Details= Select the assignment (Band Director, Cheer Advisor etc..)

NOTE: Make sure all point assignments are correct for each employee and remove any points from last year if no longer applicable—otherwise you will exceed your maximum points!

- Sporting Events: Extra Duty pay for sporting events (ticket taker, score keeper etc..), should be paid per GAME, NOT per hour. Include what they did at the game (s) and the date of each game worked under “comments”.
- When Coaches are paid from School Funds they should be paid a one-time stipend—at the end of the season.

Friendly Reminders

- IIL (Instructional Improvement Leaders) will be paid NEXT MONTH. Your Principal should have the IIL information to you NO LATER than December 10th! If you're not sure how much IIL money you have please have your supervisor contact your school director.
- Insurance Open Enrollment will continue through November 15th. PLEASE remind your faculty and staff that they have to re-enroll in **FLEXIBLE SPENDING** every year.
- **Their current health care and/or day care selections from this year will NOT carry over!**

Looking Ahead....

December Payroll will close on December 18th at noon, so you will only have 2.5 days after the cutoff to complete your payroll entries. Time is of the essence! Here are a few quick tips to help you through....

- Start working on Extra Duty payments (i.e. I.I.L) ASAP
- Stay caught up on absences and sub entries by doing them daily.

November Stipend:

In negotiations it was decided that employees would receive a larger COLA and **NOT** a November stipend this year.

New Employee Training:

New employee online training should be done during regular work hours. If employees do this outside of their normal work hours it needs to be paid through school funded.

PAYROLL NUMBERS / MAIN LINE 402-2582

SCOTT (25325)

LESLIE (25176)

HOLLY (25327)

KATHY (25326)

ELIZABETH (25232)

TAMI (25348)

AMY (25285)

CINDY (25324)

