

## IMPORTANT DATES TO REMEMBER

November 13th: Last Day of November Payroll  
November 19th: Payroll Closes @ *midnight*  
November 30th: PAYDAY

### THANKSGIVING BREAK

Thanksgiving Break will be  
Wed, Nov. 25– Fri, Nov. 27th  
for ALL employees. All schools and District  
Offices will be closed.

Wednesday, Nov 25th 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 11/25/20 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.

\*If a long-term sub did ILP conferences,  
enter their hours on this day.

### Educator Leave for Teacher Prep Days

If you had teachers who were  
not present on the Teacher  
Prep Day on October 30th, they  
will need to take leave or  
LWOP.

This was a contract day and  
teachers were expected to be  
in attendance.



### 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 20th. 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!**

### New Employee Training:

(\*With the exception of cooks)

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.

\*Cooks can be paid for their  
hours under EXTRA DUTY  
Classified/Nutrition Services  
Extra Duty Training.

Thanksgiving  
Break  
November 25th–  
November 27th

So Very  
Thankful

### PAYROLL NUMBERS / MAIN LINE 402-2582

SCOTT (25325)

TAMI (25176)

HOLLY (25327)

KATHY (25326)

ELIZABETH (25232)

AMY (25348)

ANGELA (25285)

CINDY (25324)



## 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 28, 2021** 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 or **inactivate** any employees who are NOT receiving points — 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.

*gobble  
gobble*

# Happy Thanksgiving

## November Stipend

All employees will receive a 2% one-time stipend as approved in negotiations and a 1% one-time stipend as approved by the School Board.

Classroom teachers will also receive a \$600 one-time stipend.

*Yippee!*

## Part-Time COVID Sick

When a part-time employee enters COVID sick on their timecard, those hours **MUST** be added to their regular hours or they won't get paid.

Add in comments: Hours include “x” paid COVID Sick Leave hours.

Payroll Techs **LOVE**  
comments on  
Part-Time  
Overages!!  
We LOVE them  
SOOOOO much!!

# GIVE THANKS



gobble  
gobble..



## LOOKING FORWARD

December Payroll will close on  
**December 17th at 11am,**  
so you will only have 2.5 days after the  
cutoff to complete your payroll entries.

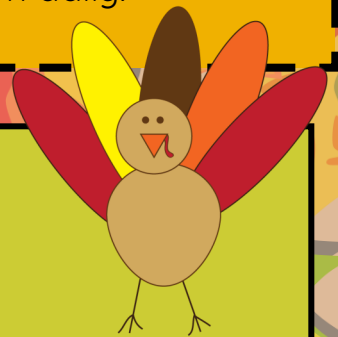
### **Time is of the essence!**

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.



## Secretary Checklist



- ☐ Run reports and review them
- ☐ Make sure that hours are entered for **ALL** part-time employees (if they worked or have paid leave)
- ☐ Make sure that the hire date for a new employee is their **START DATE**
- ☐ Check Secondary Points \*secondary schools only
- ☐ Add COVID hours for Part-Time employees to their regular pay
- ☐ Review past Payroll Newsletters *(They're awesome!)*