

# January 2015

## Hot Topics

Payroll

# Key Points of Discussion

- Non-Rolling Leave Report
- Temporary Disability Leave / FMLA
  - Flow Chart
  - LP51 e-mail notifications
  - Long Term Sub assignments
  - Temporary worker request
  - Verifying Employee Status
- Administrator One Time Pay Codes
- Official Business
- Exempt Employee Time Keeping

# Non-Rolling Leave Report

It is crucial that the location is monitoring the non-rolling leave report, leave balances and absences (pending and current) to allow sufficient time to notify HR and Payroll of pending terminations and/or TDL - LV



## Non-Rolling Leave Plan Balances - BOOK G

Plan order

Comp Time

Employee	Name	BALANCE	Non-Rolling Hours	Exempt Status	Last On-duty day
-		0.00	0.00	NON-EXEMPT	06/05/2015
-		8.00	8.00	NON-EXEMPT	07/09/2015
-		1.25	1.25	NON-EXEMPT	06/05/2015
-		0.00	0.00	NON-EXEMPT	06/05/2015
-		0.00	0.00	NON-EXEMPT	06/05/2015
-		0.00	0.00	NON-EXEMPT	06/05/2015
-		0.00	0.00	NON-EXEMPT	06/10/2015
-		0.00	0.00	NON-EXEMPT	06/05/2015

This report is run at the beginning of each payroll process. The **Balance** column should match the Comp Time Opening Balance on the non-exempt time card.

	Week-1	Week-2	Week-3
Comp Time Opening Balance		0.00	0.00
Comp Time Earned+		1.25	
Less OT for Trade Day Hrs			
Additional Straight Hours+			
Comp Time Used-			
Hours to Pay-		1.25	
Comp Time Ending Bal.	0.00	0.00	0.00
Additional Hours to Pay			
Hours to Dock			
Overtime Hours Paid @ 1.5		1.00	
Comp Time			

What is the process if it doesn't match?

What is consequence to the employee if comp time is used but not available?

Which leave plans are considered non-rolling?

# FMLA / Temporary Disability Leave

- ❖ Any employee absent over 5 consecutive days for personal illness or illness in household must apply for FMLA through the Benefits office. Once they are approved all absences will be coded as FMLA in Lawson and/or SmartFind. If absences have already processed payroll should be contacted to post the used FMLA hours.
- ❖ The LP51 notification e-mail sends the status of the approval or denial of FMLA. If you see **FMLA – NA** on the status line, the employee did not receive approval or allocation of FMLA hours.

## **If an employee is NOT approved for FMLA**

- If the employee is instructional they should be directed to Benefits to apply for Temporary Disability Leave. If this is approved the employee should be set up on a Leave status through Human Resources as of their last day of paid leave.
- If the employee is not instructional they must return to work no later than their 10th day absent without paid leave or they must be terminated.

## FMLA and Temporary Disability Leave

- ❖ Any employee absent over 5 consecutive days for personal illness or illness in household must apply for FMLA through the Benefits office.
- ❖ Once they are approved all absences will be coded as FMLA in Lawson and/or SmartFind.
- ❖ If absences have already processed payroll should be contacted to post the used FMLA hours.
- ❖ The LP51 notification e-mail sends the status of the approval or denial of FMLA.

The following records have been added to LP51 in the last 24 hours:

NOTIFICATION TYPE: NEW

EMPLOYEE:

LAST NAME:

FIRST NAME:

LOCATION: 854

PLAN: LV-FMLA-P

REQUESTED ON: 04/15/2013

BEGINS ON: 05/20/2013

ENDS ON: NONE

INTERMITTENT: NO

STATUS: FMLA-APPRV

EXPECTED BACK: 06/07/2013

RETURN TO WORK: NONE

CREATED BY: CBeltr

CREATED ON: 05/21/2013

UPDATED ON: 05/21/2013

ADD/UPDATE BY: CBeltran

**NEW!!**

Coming Soon to an E-mail to you:  
Our technology department is adding \*\*'s to the status line.

It will look similar to this:

**\*STATUS\*:**

If you see **FMLA – NA** on the status line, the employee did not receive approval or allocation of FMLA hours.

If an employee is **NOT** approved for FMLA:

- ❖ If the employee is instructional they should be directed to Benefits to apply for Temporary Disability Leave. If this is approved the employee should be set up on a Leave status through Human Resources as of their last day of paid leave.
- ❖ If the employee is not instructional they must return to work no later than their 10<sup>th</sup> day absent without paid leave or they must be terminated.

The following records have been added to LP51 in the last 24 hours:

NOTIFICATION TYPE: RTN DT

EMPLOYEE:

LAST NAME:

FIRST NAME:

LOCATION: 854

PLAN: LV-FMLA-P

REQUESTED ON: 05/28/2013

BEGINS ON: 05/24/2013

ENDS ON: NONE

INTERMITTENT: NO

STATUS: FMLA-NA-1

EXPECTED BACK: 06/10/2013

RETURN TO WORK: NONE

CREATED BY: CBeltr

CREATED ON: 06/04/2013

UPDATED ON: 06/04/2013

ADD/UPDATE BY: CBeltran

# Intermittent FMLA

The following records have been added to LP51 in the last 24 hours:

NOTIFICATION TYPE: CHANGE

EMPLOYEE:

LAST NAME:

FIRST NAME:

LOCATION:

PLAN: LV-FMLA-F

REQUESTED ON: 07/06/2011

BEGINS ON: 08/01/2011

ENDS ON: NONE

INTERMITTENT: YE

STATUS: FMLA-APPRV

EXPECTED BACK: NONE

RETURN TO WORK: NONE

CREATED BY: CBeltr

CREATED ON: 08/15/2011

UPDATED ON: 08/23/2011

When an employee applies for intermittent FMLA, it does not necessarily mean they will all be consecutive absences. Intermittent leave is commonly used by employees undergoing any type of medical treatment, or for the care of a family member, as these type of situations are unpredictable and at times may be 2 or 3 days in a row, and then back to work and then off again.

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# FMLA, TDL & Military Leave

- Employees on FMLA or Military Leave must have an absence keyed in for each day they are out.
- Employees that have been placed on TDL are essentially terminated from Lawson and will not require absences once all paid leave and/or FMLA has been exhausted.

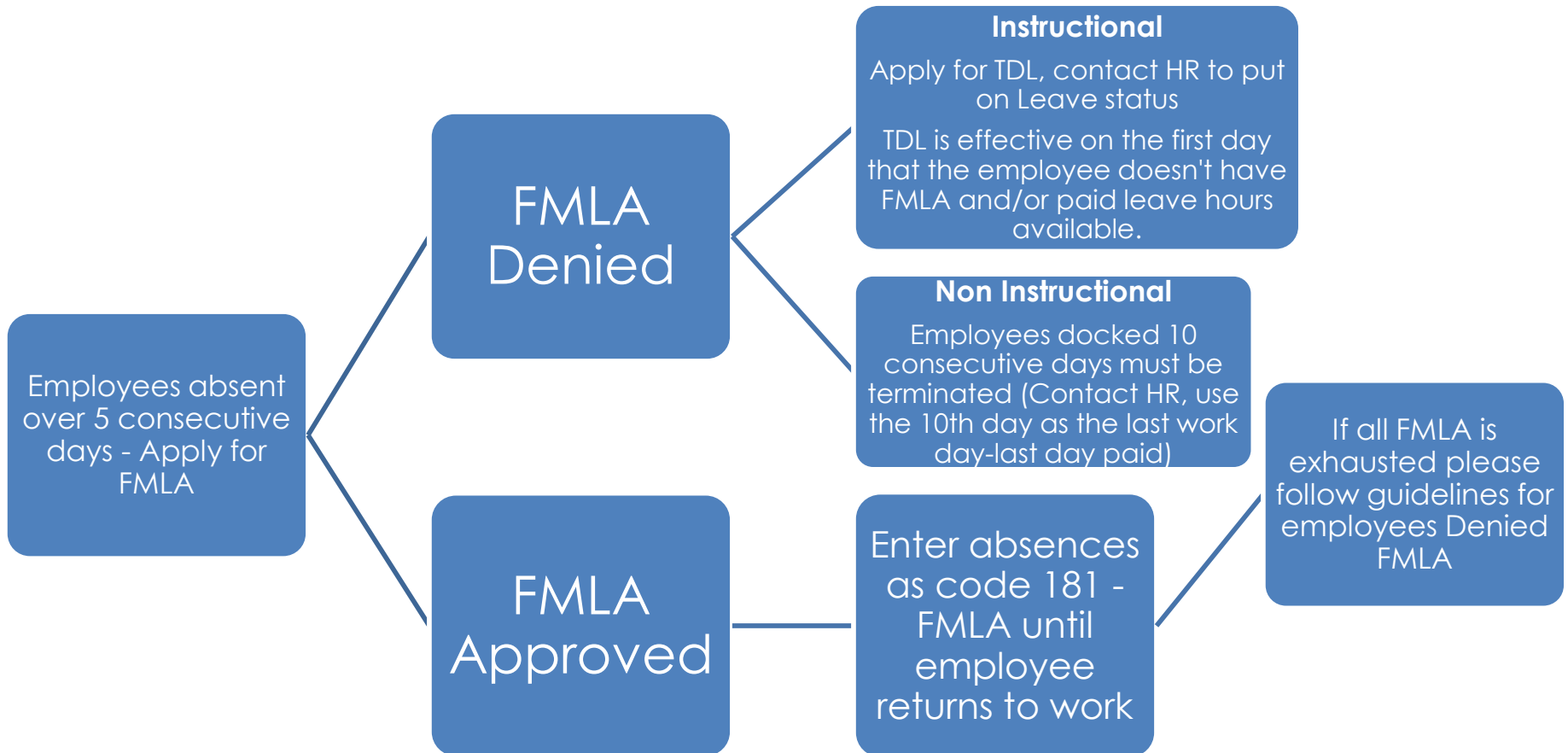


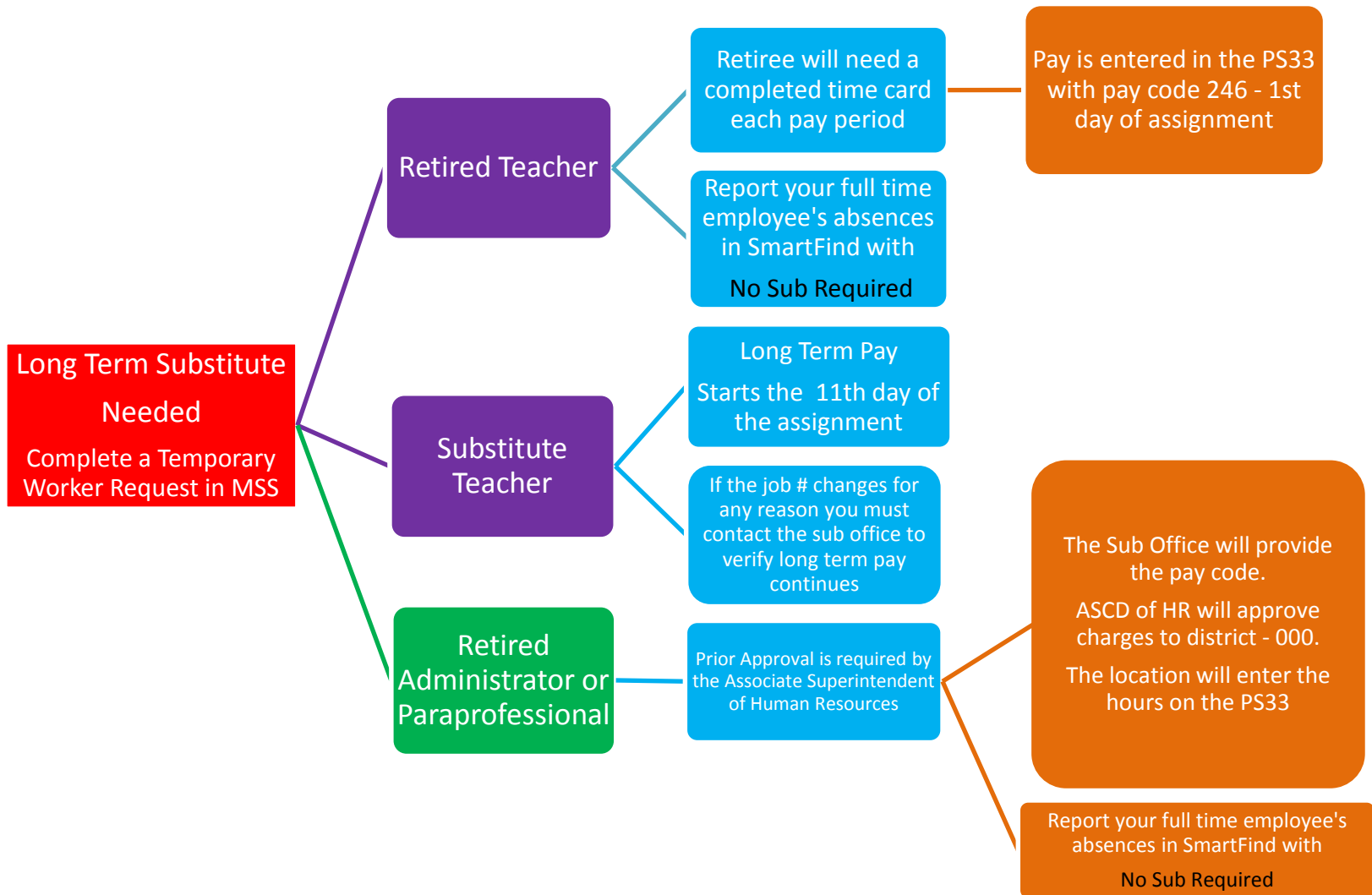
# What happens when your employee returns to work from LV status?

Before they report to work at your location:

- The employee must contact HR to set up an appointment to complete rehire paperwork.
  - Select benefits
  - Re-open direct deposit / set – up W-4

Once they are on campus they should re-run a salary letter to verify their new contract information: # of days, daily rate, stipends, etc.





# When should you request a temporary worker?

1. Former employee that you want to bring back for tutoring, that is not already employed as a temporary employee (AT – active temporary or TR – temporary retiree).
2. Current AT or TR that will be working a long term assignment for your location – the SmartFind system will not contact them for other jobs while they are assigned to your location.
3. What is important about using retirees?

# Requesting Stipends & Temporary Workers

**PISD Bookmarks**

- Inventory ↕
- Ext Yr Hires by Location
- Ext Yr Apps by Position
- Ext Yr Apps by Location
- PISD Dashboard
- NT User ID Lookup
- Campus Responsibilities ↕**

**Campus Responsibilities**

- Parent Menu ↕
- Employee Groups Contact ↕
- Manager Tasks ↕**

**Manager Tasks**

- Parent Menu ↕
- Responsibility Audit
- Missing Responsibilities
- Request For Supplements**
- Request for Temp Worker**
- Responsibility List

### Request for Employee Supplements Form

Use Below List to Select Employee.

	LAST NAME	FIRST NAME	DESCRIPTION	
Select	BELTRAN	CECILIA	Gen Sec Human Resources	CB
Select	BURTON	MARLU	Certification Officer	MB
Select	CONDE	VONNIE	Benefits Specialist	VC
Select	CORONADO	MARTHA	Gen Sec Human Resources	MC
Select	DENNIS	JERRY	Assoc Supt for Human Resources	JDe
Select	FLORES	LINDA	Coordinator Human Resources	LF1
Select	GAMBOA	MARIA	Coordinator Human Resources	YG
Select	GARZA	DEBORAH	Gen Sec Human Resources	DJC
Select	GARZA	MARIBEL	Gen Sec Human Resources	Ma
Select	GARCABALLA	MICHAEL	Gen Sec Human Resources	Ma

Use Below List to Select Supplement.

Supplements List	
Select	D100 - Doctorate Degree
Select	P561 - Instruct Mate St Elem/Mid/ Int

**Review your selections and submit.**

Selected Employee ID:

Selected Employee First Name:

Selected Employee Last Name:

Selected Employee Email:

Selected Employee Position:

Assigned Supplement:

Submission Date:

Submitted by Employee ID

Location

Add or Remove Supplement

Comments (optional)

## Temporary Workers

Select from Candidates list generated based on  
Job type selected or enter existing Employee ID  
and press Select button

Job Type:

AVID Tutors ▼

Select

Start Date:

[Open Calendar](#)

Retiree ☐

Comments:

Verify

Selected Job Type: AVID Tutors

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# Temporary Worker Common Problem

Sometimes they can't find the sub they're looking for in the list of candidates, but if they'll put the employee # in the box and hit select, the sub should pop up.

## Temporary Workers

Select from Candidates list generated based on  
Job type selected or enter existing Employee ID  
and press Select button

Job Type:

AVID Tutors ▼



Select

# Verifying Employee Status

When you have an employee that you want to use for tutoring, substitute, other one-time pay reasons, you must verify that the employee is an active employee with the district.

The Employee Lookup report will help you with that. Before you have an employee work for your location, you must confirm with HR that the employee has completed all of their requirements.



## EMPLOYEE LOOKUP

Emp#	Last Name	First Name	Middle Name	Location	Sts	Hire Date	Term. Date	Retire Dt.	ESS Status
				515 Substitutes	TR	09/01/2005		06/30/2004	ACTIVE 02/04/2010
PSD Email: Yes      Job Code: 1289									
Network ID:      Description: Admin Substitute									
Position	Description	Location	Company	Acct. Unit	Acct.	Sub Acct.	Fiscal Year	FTE	
Note: RED = Future Postions, GREEN = Active Postions, and GRAY = Ended Positions.								Total Active	<u>0.000</u>

AT = Active Temporary

TR = Temporary Retiree (may be subject to restrictions)

AF = Active Full-time

LV = Currently on TDL , Military or Prof Development Leave (not eligible to work)

T1/R1 = Termination / Retiree Pending (eligible for current time records only)

T2/R2 = Terminated / Retiree Final (not eligible to work)

T3 = Terminated Owes Money (not eligible to work)



# **New Hires, Job Changes and Terminations**

Please continue to send HR and Payroll an e-mail of terminations. The sooner we know about the termination we can begin processing the last paycheck correctly. Our objective is to not over-pay an employee.

# Administrator One-Time Pay

Date	Abs.	Reason Desc.	Addl.	OT	Comp.	One Time	Extend.	Account Charged
02/25/2014	8.00	Personal Bus - State Pers Lv	-	-	-	\$-	\$-	199.00-11.049.011.000-6119-0000
03/04/2014	-	Ext Day Teacher 28.00 Hr	1.00	-	-	\$-	\$28.00	
		→ Exempt employee paid with Pay Code 327 on 03/04/2014						
03/06/2014	8.00	Ill In Household - Local Leave	-	-	-	\$-	\$-	199.00-11.049.011.000-6119-0000
	16.00		1.00	-	-	\$-	\$28.00	

You may see this warning/error message on the **Time Records** report. There are a few One-Time Pay codes that were approved for administrators to receive. All others will result in this message.

For all other One-Time Pay codes, the ASCD will need to pre-approve the work performed by an administrator. That approval will need to be sent to Payroll.

This effects all administrator pay grades, not just the principal and assistant principal.

# One-Time Pays

One-Time Pays are for additional duties/work performed outside of the normal work day. For Exempt staff: the time records must be recorded on a temporary time card or other time record form that includes the date and the in/out hours worked. What form is used for non-exempt employees to record OTP?

## **Which of these examples is an acceptable/allowable One Time Pay?**

1. Extended day (327) tutoring performed between 3:30 pm – 5:00 pm on Mondays and Wednesdays
2. Presentation full day (393) that is performed on a district wide staff development
3. Curr Writing / Training (324) The writing and development of new lessons performed by Campus Specialist during the normal work day
4. Curr Writing / Training (324) Campus Specialist trains the teachers on the new lesson plan at a meeting on the campus
5. Curr Writing / Training (324) CS trains the teachers on the new lesson plan during a Saturday workshop
6. Extended day (327) for an instructional aide that worked the after-school program

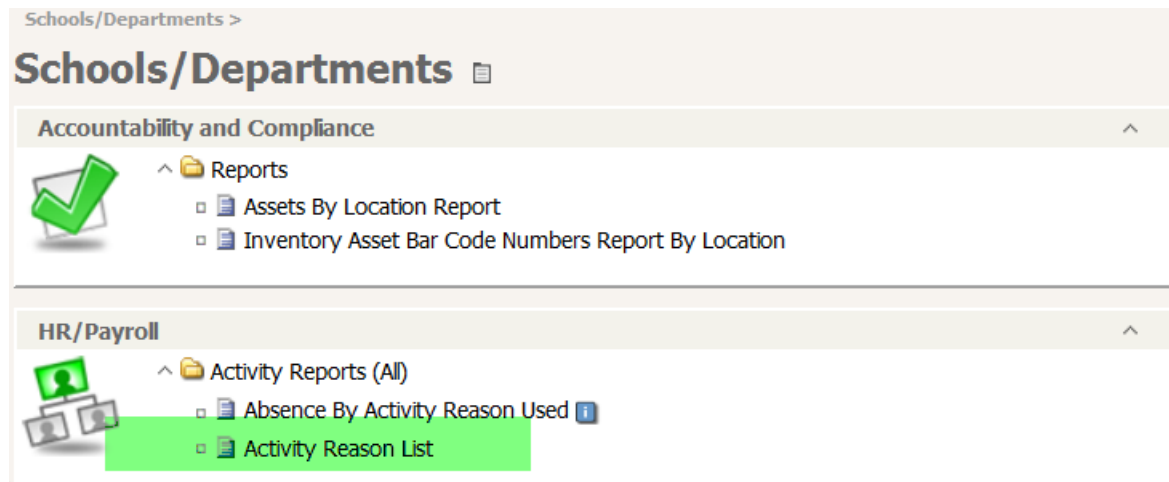
# Official Business

This is the latest information regarding the use of Official Business substitutes:

*“Official Business subs should be used for limited testing, coaches who travel with teams, limited field trips, and limited planning. If you have the need to use this code for other reasons, please work with your [ASCD or supervisor for approval].”*

If you are not sure if you can charge the absence/sub as Official Business, you need to get the approval from your ASCD.

If your budget is going to pay for the sub, you can use your Activity Reason code in SmartFind. This will charge the sub to the budget set up for that activity code.



# Exempt Employee Time Keeping

- Exempt employees are not required to complete a time card for each day worked.
- When an exempt employee has received ASCD approval to earn a trade day, they must complete the exempt time card showing the day and the hours (full or half-day) earned.
- For absences, the exempt employee can show the absence (full or half-day) on the Exempt Employee – Payroll Excuse Form or the method approved by their supervisor (ie: e-mail, other form)

## Time Card Forms

Non-Exempt Employee (Para, Support Staff) Time Card

[Exempt Employee Time Card](#)

Temporary/Sub Non-Exempt Employee Time Card

Teacher Extra Duty Pay Time Card (Manual)

Temp. Exempt / Teacher Extra Duty Pay (Excel)

[Standby Pay Time Card](#)

Call Out Pay – Not on Standby Time Card

[Police Officer Time Card](#)

[Police Officer Time Card \(More In & Out\)](#)

[Police Dispatchers Time Card](#)

Manual Time Card-English

Manual Time Card-Spanish

[Exempt Employee - Payroll Absence Excuse Form](#)



This form is for those employees on the administrator and exempt pay scale to show their absences in full or half-day increments. It does not track hours worked.

Pasadena Independent School District Exempt Employee - Payroll Absence Excuse Form										
Name				Lawson ID #						
				Department						
Week Ending	Jan 4, 2015			Rev. 1-8-15						
Day	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Total Hours
Mon, Dec 29										
Tue, Dec 30										
Wed, Dec 31										
Thu, Jan 1										
Fri, Jan 2										
Sat, Jan 3										
Sun, Jan 4										
Week Ending	Jan 11, 2015									
Day	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Total Hours
Mon, Jan 5										
Tue, Jan 6										
Wed, Jan 7										
Thu, Jan 8										
Fri, Jan 9										
Sat, Jan 10										
Sun, Jan 11										
Week Ending	Jan 18, 2015									
Day	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Total Hours
Mon, Jan 12										
Tue, Jan 13										
Wed, Jan 14										
Thu, Jan 15										
Fri, Jan 16										
Sat, Jan 17										
Sun, Jan 18										
Employee Signature						Date				
Supervisor Signature						Date				

If the administrator or exempt personnel uses SmartFind, they do not need to complete an additional absence time record. They would still need to follow the procedures that their supervisor requires to request the absence.

## **UPCOMING TOPICS:**

**We want to hear from you.**

**Please send your Hot Topic ideas to your payroll specialist.**

Remember: For answers to your payroll questions,  
refer to the **Payroll BOPM**.

Please contact your payroll specialist we are here  
to support our employees.