JUNE 2015 HOT TOPICS

PAYROLL

KEY POINTS OF DISCUSSION

- RETIREES

- SUB VS TEMP ONE TIME PAY CODES

- TEMPORARY DISABILITY LEAVE / FMLA

  - TDL: RETURN TO WORK IN AUGUST (MUST RE-HIRE WITH HR)

  - FMLA: THE EMPLOYEE MUST RE-APPLY EACH SCHOOL YEAR(BABY IN MAY, STILL OUT UNTIL ALL 12 WEEKS ARE USED)

- NON-ROLLING LEAVE REPORT

- NEW HIRE PLAN OF ACTION AT LOCATION

- TIME CARD TRAINING

How much is **$15,035.52** worth to your location?

What could you do for your students/teachers
with that much money?

Unfortunately, this is the **total** for retiree
surcharges that our district has paid year-to-date.

How can you prevent a surcharge for your location?

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

Pasadena I.S.D.

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

PISD Email: Yes
Network ID:
Job Code: 1289
Description: Admin Substitute

Position	Description	Location	Company	Acct. Unit	Acct.	Sub Acct.	Fiscal Year	FTE
							Total Active	0.000

Note: RED = Future Postions, GREEN = Active Postions, and GRAY = Ended Positions.

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)

TRS will explain the three different date ranges as shown below:

THREE CATEGORIES

Retired BEFORE September 1, 2005	Retired between September 1, 2005- January 1, 2011	Retired AFTER January 1, 2011
Retiree may work without limit and receive annuity	Retiree may work without limit and receive annuity	Retiree limited to working one-half time or less or substitute UNLESS there has been a 12-consecutive month break in service
No surcharges due	Surcharges due if retiree works more than amount allowed	Surcharges due if retiree works more than amount allowed
Special Note: All retirees must have a complete month break from working for a TRS employer.	**Special Note:** The district is subject to a surcharge if the retiree works more than the one-half time allowed in the month	**Special Note:** The district & the retiree are subject to a surcharge if the retiree works more than the one-half time allowed in the month

RETIREE CODES

If the retiree is substituting for an employee for an extended absence you will use the appropriate pay code from the first set of one-time pay codes.

If the retiree is working on a temporary assignment – not an open position – you will use the appropriate pay code from the second set of one-time pay codes.

227	Retired LTSub Principal HS	46.875	X	X	000
228	Retired LTSub Princ Other	43.75	X	X	000
230	Retired LTSub Asst. Principal	36.875	X	X	000
231	Retired LTSub Counselor	31.25	X	X	000
232	Retired LTSub Tchr/Nurse/Libr	28.00	X	X	000
233	Retired LTSub Cler 1 17.00	17.00	X	X	
234	Ret LTSub Cler 2 10.50	10.50	X	X	
242	Retired Temp Principal HS	46.875	X	X	000
243	Ret Temp Principal Other	43.75	X	X	000
244	Retired Temp Asst. Principal	36.875	X	X	000
245	Retired Temp Counselor	31.25	X	X	000
246	Ret Temp Tchr/Nurse/Libr	28.00	X	X	000
247	Ret Temp Cler1 17.00	17.00	X	X	
248	Ret Temp Cler 2 10.50	10.50	X	X	

SUB VS TEMP ONE-TIME PAYS

❑ Use a Sub pay code for an absent employee: personal reasons (district paid), staff development (location/sponsor paid).
❑ Will typically be entered in the SmartFind system and uploaded into Lawson.
❑ If you are entering direct to the PS33, must verify the pay code based on substitute qualifications – resource: the employee look-up and/or the substitute office

❖ Use a Temporary pay code for specific assignments.
❖ Tutoring, ASCD approved aide assignments, Fish Camp/Orientations/Registration, Judges/Clinicians.
❖ The employee will complete a time card; the location will enter direct to the PS33 screen.
❖ The district does not pay for temporary hours worked.

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
  - LOCATION MUST FOLLOW-UP WITH HR TO CONFIRM RE-HIRE PAPERWORK IS COMPLETED. (YOUR HR CONTACT AND/OR BRENDA ZUNIGA)

If the employee reports to work and they have not completed all necessary steps with HR:
  - ➤ They will not get paid
  - ➤ They will not be eligible for benefit coverage
  - ➤ Potential issues regarding TRS reported days worked

NEW HIRES, JOB CHANGES AND TERMINATIONS

PLEASE PROCESS TERMINATIONS AS SOON AS POSSIBLE. CONTINUE TO SEND HR AND PAYROLL AN E-MAIL OF TERMINATIONS.

AT THE BEGINNING OF THE YEAR, WE NEED TO MAKE SURE WE ARE NOT PAYING SOMEONE WHO DIDN'T RETURN TO WORK OR WHO QUIT AFTER JUST A FEW DAYS.

RESOURCES:

❖ POSITION TRACKING REPORT ON DASHBOARD

❖ SIGN IN/OUT FOR EXEMPT STAFF

❖ TIME CARDS FOR NON-EXEMPT STAFF

Non-Rolling Leave Report

It is mandatory that the location is monitoring and comparing the non-rolling leave report against the time cards. Now is the time to clear out and pay all non-exempt employees for any remaining comp time balances.

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?

Payroll BOPM

- New Hire – Go Figure Payroll

Need to Know

1. General Payroll Information:
    1. What is Annualized Salary?
    2. Where is the Payroll Cycle Schedule?
    3. How do I find my Salary Letter?

2. Employee Self Service (ESS)
    1. Pay Checks
    2. W-2's
    3. Direct Deposit
    4. Leave Balances

3. Fair Labor Standards Act (FLSA)
    1. Time Cards
    2. Comp Time Balances
    3. Hours to pay