

JUNE 2016

Hot Topics

Payroll



Key Points of Discussion

- END OF YEAR PROCEDURES

- EMPLOYEE LEAVE

- FMLA, PAID LEAVE & TDL USE
- RESOURCES FOR EMPLOYEES

- WHERE CAN I FIND IT?

- WHO DO I NEED TO CALL?
- BOPM OVERVIEW

- ANNUALIZED SALARY

- REMINDERS



END OF YEAR PROCEDURES

- ✓ ALL TERMINATIONS SHOULD BE PROCESSED THROUGH HR AS SOON AS YOU KNOW ABOUT THEM
- ✓ ALL TRADE TIME AND COMP TIME SHOULD BE USED BY JULY 31ST (OR LAST ON DUTY DATE)
 - ✓ VERIFY BALANCES USING NON-ROLLING LEAVE REPORT AND TIME CARDS
 - ✓ UNUSED TRADE TIME IS LOST
 - ✓ UNUSED COMP TIME IS PAID OUT AS OVERTIME FROM CAMPUS BUDGET
 - ✓ TWO ENTRIES ARE NECESSARY: 210 - CLEAR COMP BALANCE, C13 - PAYS OUT TIME AT OVERTIME RATE



EXTENDED LEAVE (FMLA & TDL)

- WHEN ON AN EXTENDED LEAVE ALL TYPES OF LEAVE ARE USED CONCURRENTLY, BUT EACH SERVES A DIFFERENT FUNCTION
 - FMLA - HOLDS THE EMPLOYEE'S JOB FOR UP TO 12 WEEKS (THIS IS UNPAID LEAVE)
 - TEMPORARY DISABILITY LEAVE - HOLDS A JOB FOR THE EMPLOYEE FOR UP TO 180 CALENDAR DAYS (UNPAID LEAVE)
 - PAID LEAVE - ALLOWS AN EMPLOYEE TO CONTINUE RECEIVING WAGES WHILE ON LEAVE (LOCAL, STATE, STATE PERSONAL, VACATION, COMP TIME, TRADE TIME)
- AN EMPLOYEE CANNOT USE PAID LEAVE, FMLA, AND TDL SEPERATELY IN ORDER TO REMAIN ON THE SYSTEM LONGER
- PAYROLL WILL PREPARE SPREADSHEETS AND EXPLAIN OVERUSED LEAVE PROCEDURES UPON REQUEST



WHERE CAN I FIND IT? ON THE PAYROLL BOPM:

- ❖ ONE TIME PAY CODE LIST
- ❖ PAYROLL CYCLE SCHEDULE
- ❖ SALARY SCHEDULES
- ❖ TIME CARD FORMS
- ❖ TRAINING GUIDES
 - ❖ ESS
 - ❖ TIME CARDS
 - ❖ SECRETARY TRAINING

RETIREE INFORMATION, DIRECT
DEPOSIT, UPLOAD SPREADSHEET, AND SO
MUCH MORE!!

WHO SHOULD I CALL?

HUMAN RESOURCES: PAY
GRADE, STEP AND
STIPEND QUESTIONS

ACCOUNTING & DISTRICT
BOOKKEEPERS: ACCOUNT
CODE ERRORS, ACCOUNT
QUESTIONS

BENEFITS: FMLA,
WELLNESS CREDIT

SUB OFFICE: SMARTFIND
AND SUB CORRECTIONS



Annualized salary is based on the number of work days in the school year, multiplied by the daily rate for each full time position, divided by the number of paychecks for the school year.



20xx-20xx school year

187 days X \$268.07 (day) = \$50,129.09

\$50,129.09 divided by 24 pay periods = \$2,088.71 gross payment

Docked absences will reduce the gross amount. One-time payments for additional or overtime hours worked will increase the gross amount

ANNUALIZED SALARY DOES NOT MEAN AN EMPLOYEE IS PAID FOR THE WHOLE YEAR - ANNUALIZED SALARY MEANS AN EMPLOYEE RECEIVES A PAY CHECK ALL YEAR (ONLY WORK DAYS ARE PAID DAYS)

IMPORTANT REMINDERS

- EVERYONE SHOULD HAVE A TRAINED PAYROLL BACKUP
 - PAYROLL BACKUPS SHOULD PROCESS PAYROLL AT LEAST ONCE PER QUARTER
- PAYROLL NOW CHARGES \$0.10 FOR ANY COPIES: PAY STUBS, W-2'S, ETC.
- IF POSSIBLE HAVE EMPLOYEES REQUEST APPOINTMENTS TO COME TO PAYROLL

