

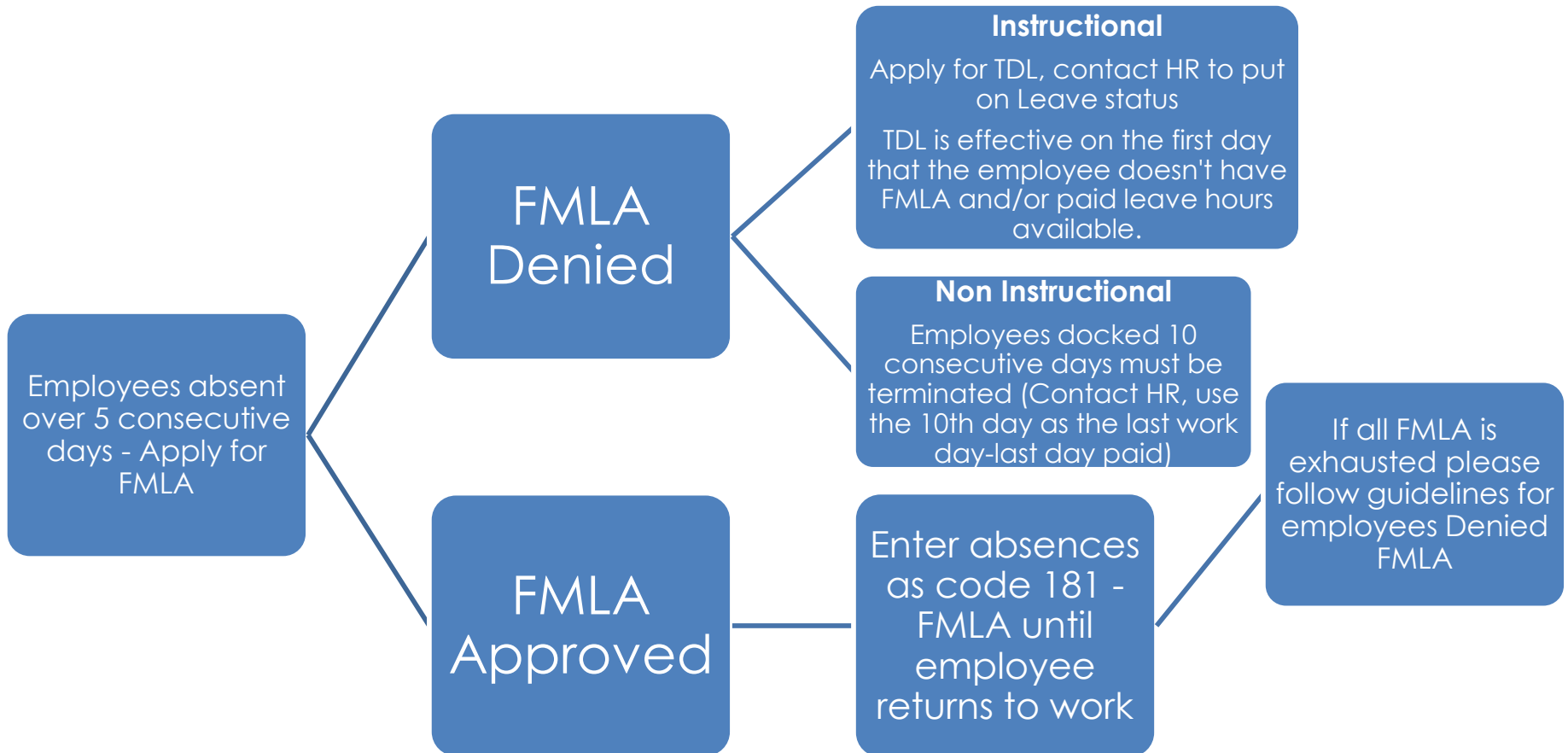
March 2014

Hot Topics

Payroll

Key Points of Discussion

- 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
- Ice Days
- Forms



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, 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.

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

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.

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

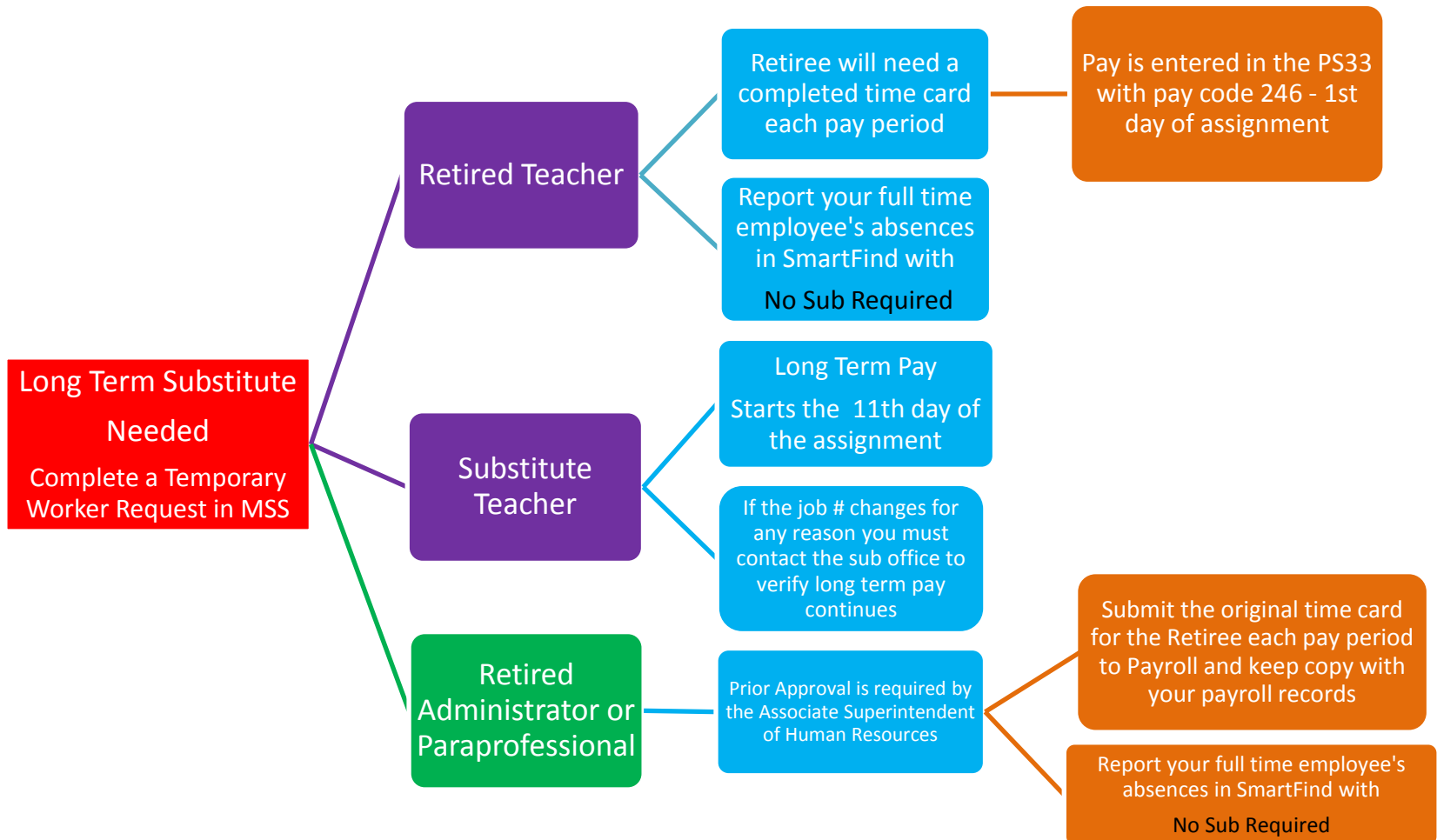
RETURN TO WORK: NONE

CREATED BY: CBeltr

CREATED ON: 06/04/2013

UPDATED ON: 06/04/2013

ADD/UPDATE BY: CBeltran



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

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

<u>EMP#/SSN</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDLE NAME</u>	<u>LOCATION</u>	<u>HIRE DATE</u>	<u>Sts</u>	<u>TERM DATE</u>	<u>ESS Status</u>
						T2	12/10/2013	INACTIVE
		PISD Email: Yes						
		Network ID:						

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.

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.

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	

In a recent payroll process, it was discovered that administrators had been receiving one time pay codes. You will see this warning/error message on the **Time Records** report . There were a few pay codes that were approved for administrators to receive. All others will result in this message.

If the pay code that you are using for the administrator is not one of the approved codes, the ASCD will need to send the approval to Payroll.

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

Ice Days

January 24th and 28th, 2014

- All employees are expected to make-up those days.
- Friday, April 18th and Monday, May 26 are the make-up days.
- Terms that resigned and no longer worked prior to either of these days will be charged an absence for the ice day.
- New hires that begin work after either day will need to be paid if they are required to work at their location on the make-up day.
- For those employee's already scheduled to work on 4/18 will need to obtain administrator/supervisor permission to take an absence or use the week of July 4th to work the additional 8 hours.

Employee Forms

Campus Personnel are not authorized to sign the following forms:

- Any and all **TRS** and **FMLA** forms (submit directly to the Benefits office)
- **Annuity** plan forms **403b** and **457** (the employee should refer to the Payroll BOPM for specific requirements)

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.