

# SAN DIEGO UNIFIED SCHOOL DISTRICT PAYROLL DEPARTMENT

## Key Elements of Payroll for Managers 2022-23

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# Key Elements of Payroll for Managers

- ▶ Timekeepers and Payroll Procedures
- ▶ Reconciling Your Local Payroll
- ▶ Audit Reports
- ▶ Late Reporting and Financial Accountability
- ▶ Employee Verification/ Actions
- ▶ SAMS Reporting-Verifying/Reconciling Attendance
- ▶ Payroll Deadlines
- ▶ What's New in 2022-23

# Timekeepers and Payroll Procedures

- ❑ Assist your Timekeeper in the development of well-organized procedures for payroll reporting.
- ❑ Ensure that Timekeepers are periodically attending Time & Labor Training.
- ❑ Open communication is key in assuring accurate payrolls. Set expectations for accountable payroll activity with your entire staff at the beginning of each school year.
- ❑ Integrity of data input and back-up documentation is crucial. All absences and hourly pay must have signed time cards for authorization.
- ❑ Develop an effective sign in procedure, particularly for visiting teachers and hourly subs.
- ❑ Record Retention: Payroll records must remain onsite for 3 years plus current. Grant requirements may require longer retention of certain records.

# Timekeepers and Payroll Procedures (Continued...)

- ❑ Ensure timely notification of employee status changes and PAR processing. Pay special attention to resignations, leaves of absence, and employees who do not report back after winter, spring and summer breaks. Make sure PARs are being submitted immediately when you become aware of status changes. If it's close to a payroll deadline, contact your Payroll Specialist so they can intervene if necessary.
- ❑ Make sure payroll reporting is accurate and on time to facilitate paying our employees correctly. Report all earnings in the earnings period that they are earned. Never hold timecards to be reported at a later date.
- ❑ Stay educated on our collective bargaining agreements and district procedures.
- ❑ Employee leave policies must be followed precisely and applied consistently among staff (ask your payroll specialist when in doubt).

# Reconciling Your Payroll

- ▶ Use the Monthly Payroll Checklist for Managers to assure all tasks and reports are being managed timely.
- ▶ Check your rosters (filled position reports and/or timesheet in Time and Labor) for employees you do not recognize or for employees working but not on your roster. Make sure your timekeeper notifies Payroll immediately of discrepancies.
- ▶ Review the time summary report for unusual Time and Labor entries, excessive overtime, etc.
- ▶ Validate that back-up documentation has been provided for all absences and time reported. Make sure your timekeeper has payroll records for your employees organized and up to date.
- ▶ Validate that absences have been reported for employees reporting to SAMS and that sub assignments have been reviewed and verified in Time and Labor.
- ▶ Take steps to avoid overpayments/underpayments. Overpayments occur as a result of things like: late notification of employee resignations, terminations and leaves of absence and inaccurate time reporting. Underpayments occur as a result of things like: late reporting of hours worked, late notification of increases in FTE and late PAR submission for employee actions.

# Audit Reports

- ▶ Audit Paid to Reported Time Report (official payroll audit report)
  - ▶ Make sure your timekeeper runs this twice a month: Tenth of the month for the monthly payroll and twentieth of the month for the hourly payroll. Validate what's been reported and sign as authorizing manager. These reports must be kept in an orderly fashion at the site for 3 years plus current, or 4 years.
- ▶ Cross Site Account Code Charges Report
  - ▶ Have your timekeeper run this just prior to timekeeper deadlines for monthly and hourly payrolls. Validate and sign as authorizing manager.
- ▶ Site Account Code Charges Report
  - ▶ Have your timekeeper run this just prior to timekeeper deadlines for monthly and hourly payrolls. Validate and sign as authorizing manager.
- ▶ Time Summary Report
  - ▶ Have your timekeeper run this periodically to review hours being reported for a range of dates and for either individual employees or your entire department.
- ▶ Leave and Vacation Balance Reports
  - ▶ Review leave balance and vacation balance reports regularly.
  - ▶ Run the last day of each month.

**Note: a description of these reports is included in the Payroll Reports Chart. A link to this chart is found on the front page of the [Payroll web page](#).**

# Payroll Reports Chart



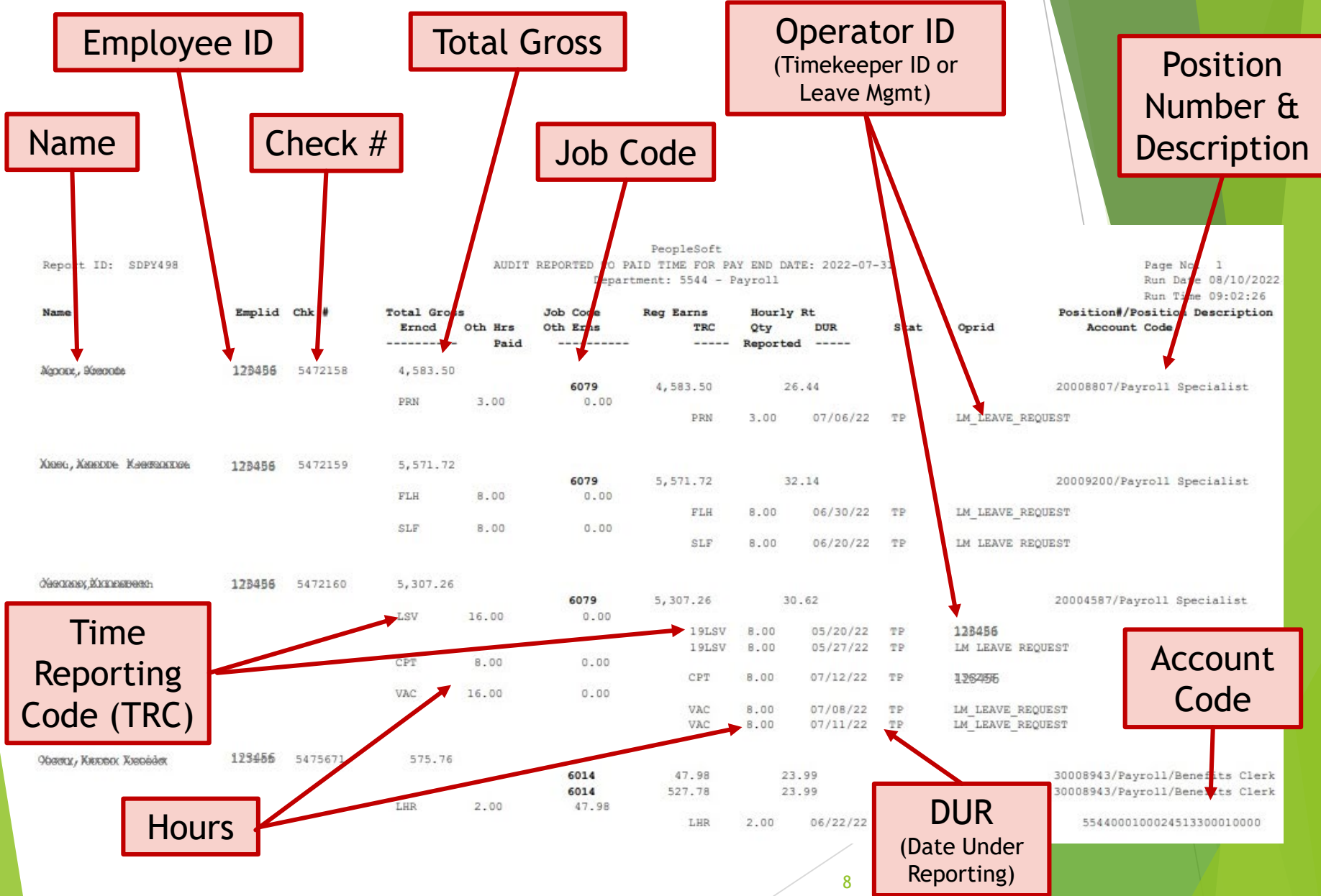
**San Diego Unified**  
SCHOOL DISTRICT

## Payroll Department Reconciliation & Audit Reports Chart

**Payroll Reports Chart**

Report Title	Report Description	Navigation	When to Run	How to Use	Signature Required?	Retain as Official Audit Record?
<b>Manager's Monthly Checklist</b>	This is a monthly payroll checklist for Site Administrators/Managers to verify completion of payroll audits.	>District Website >Staff Portal >Payroll Page >Payroll Tools for Managers	Include with Official Audit Records for each calendar month.	Use to ensure that all monthly payroll reconciliation & auditing is being completed.	Yes	Yes
<b>Site Account Code Charges</b>	This report will produce transactions that belong to your site but are being charged against another site's account. This is time that has not yet paid and can be corrected before the deadline.	>Time and Labor >Reports >Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and run weekly for maintenance.	Monitor time reported that is being charged to another site that should be charged to your site. Monitoring these transactions allows you time to make corrections to account codes prior to the timekeeping deadline.	Yes	Yes
<b>Cross-Site Account Code Charges</b>	This report will produce transactions that are being reported by another site but are being charged to the account for your site. This is time that has not yet paid.	>Time and Labor >Reports >Cross-Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and weekly for maintenance.	Monitor time reported by another site that is erroneously being charged to your site's account code. Producing and auditing this report prior to the payroll deadline allows you time to make corrections to erroneously reported account codes before the payroll confirms.	Yes	Yes
<b>Audit Reported to Paid Time Report (Official Audit Report of finalized payroll transactions )</b>	This report provides hours and leave reported in Time and Labor and the corresponding earnings paid for each employee at your site on an individual payroll. This time has already been paid.	>Payroll for North America >US Quarterly Processing >Audit Paid to Reported Time	Run on or around the 10th and the 20th of each month.	Use this report to closely audit all hours, leave and account codes reported and resulting earnings paid by your site for each pay cycle.	Yes	Yes
<b>Time Summary</b>	This report provides hours and absences being reported in Time and Labor for all employees at your site in summary fashion.	>Time and Labor >Reports >Time Summary	Run weekly to evaluate what is being reported in Time and Labor and prior to each Payroll time reporting deadline for one final review before payroll opens.	Used to audit and validate that what has been reported in Time and Labor is accurate (overtime, extra time, leave, etc.). This tool can be produced in Excel and can be run for one employee or an entire group of employees. Use this to review overtime that is being reported at your site for a current payroll or over a specified period of time (i.e. an entire fiscal year). Use it to evaluate absences and leave reported for employees in the same way you can for overtime usage.	No	Yes

# Audit Paid to Reported Time Report



Employee ID

Total Gross

Operator ID  
(Timekeeper ID or  
Leave Mgmt)

Position  
Number &  
Description

Name

Check #

Job Code

Time  
Reporting  
Code (TRC)

Hours

DUR  
(Date Under  
Reporting)

Account  
Code

Report ID: SDPY498  
 PeopleSoft  
 AUDIT REPORTED TO PAID TIME FOR PAY END DATE: 2022-07-31  
 Department: 5544 - Payroll  
 Page No: 1  
 Run Date 08/10/2022  
 Run Time 09:02:26

Name	Emplid	Chk #	Total Gross Erncd	Oth Hrs Paid	Job Code Oth Erncd	Reg Earns TRC	Hourly Rt Qty Reported	DUR	Stat	Oprid	Position#/Position Account Code
ΑΓΓΟΥΣ, ΑΓΓΕΛΟΣ	128456	5472158	4,583.50		6079	4,583.50	26.44				20008807/Payroll Specialist
				3.00	0.00						
						PRN	3.00	07/06/22	TP	LM_LEAVE_REQUEST	
ΧΙΩΣ, ΚΑΡΟΛΟΣ ΚΑΡΟΛΙΝΟΣ	128456	5472159	5,571.72		6079	5,571.72	32.14				20009200/Payroll Specialist
				8.00	0.00						
						FLH	8.00	06/30/22	TP	LM_LEAVE_REQUEST	
				8.00	0.00						
						SLF	8.00	06/20/22	TP	LM_LEAVE_REQUEST	
ΑΓΓΕΛΟΥ, ΔΩΚΙΜΟΣ	128456	5472160	5,307.26		6079	5,307.26	30.62				20004587/Payroll Specialist
				16.00	0.00						
						LSV	8.00	05/20/22	TP	128456	
						19LSV	8.00	05/27/22	TP	LM_LEAVE_REQUEST	
						CPT	8.00	07/12/22	TP	128456	
				16.00	0.00						
						VAC	8.00	07/08/22	TP	LM_LEAVE_REQUEST	
						VAC	8.00	07/11/22	TP	LM_LEAVE_REQUEST	
ΑΓΓΟΥΣ, ΚΑΡΟΛΟΣ ΚΑΡΟΛΟΣ	128456	5475671	575.76		6014	47.98	23.99				30008943/Payroll/Benefits Clerk
					6014	527.78	23.99				30008943/Payroll/Benefits Clerk
				2.00	47.98						
						LHR	2.00	06/22/22			5544000100024513300010000



# Leave Information and Vacation Balance Reports

## Process Scheduler Request

User ID 136288

Run Control ID DNA

Server Name PSNT

Run Date 08/13/2021

Recurrence

Run Time 10:59:33AM

Reset to Current Date/Time

Time Zone

### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Leave Information by Dept	SDHR868	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Vacation Balances of 300 or >	SDHR868A	SQR Report	Web	PDF	Distribution

OK

Cancel

### PeopleSoft LEAVE INFORMATION BY DEPARTMENT

Report ID: SDHR868  
Dept ID: 5544

EMPLID	Employee Name	Plan Type	Accrual Date	Balance
100943	Agoc, Rocco	Sick	07/17/2022	21.00
100943	Agoc, Rocco	Vacation	07/17/2022	16.00
100943	Agoc, Rocco	PLTG HOL	07/17/2022	0.00
100943	Agoc, Rocco	SKLV HALF	07/17/2022	784.00
100971	Kino, Koko	Sick	07/17/2022	178.25
100971	Kino, Koko	Vacation	07/17/2022	276.88
100971	Kino, Koko	PLTG HOL	07/17/2022	-8.00
100971	Kino, Koko	SKLV HALF	07/17/2022	621.75

Report ID: SDHR868A  
Dept ID: 5544

### PeopleSoft VACATION BALANCE

EMPLID	Employee Name	Plan Type	Accrual Date	Balance
100288	Kocoboy, Xosena	Vacation	07/17/2022	329.03
100255	Kocoboy, Xosena	Vacation	07/17/2022	343.08
100098	Kocoboy, Xosena	Vacation	07/17/2022	354.00
100906	Kocoboy, Xosena	Vacation	07/17/2022	353.99
100815	Kocoboy, Xosena	Vacation	07/17/2022	410.00

## Late Reporting and Financial Accountability

- ▶ Hours and absences should be reported in the earnings period in which they are earned. That means time reporting should be done at least weekly for hours and absences that occur that week. Planned vacation can be entered prior to the week in which it will occur. Vacation taken will be deducted from balances during the monthly payroll cycle. The monthly payroll close process takes into account leave taken on dates during that pay period (1<sup>st</sup> of the month to last day of the month).
- ▶ Projected sick leave for employees on extended absence should be entered for the duration of the extended illness and will be taken in each month that it has been reported for.
- ▶ Between July 1, 2021 and June 30, 2022, 5.2 million hours of positive time and absences were processed for employees.
- ▶ Between July 1, 2021 and June 30, 2022 more than 51,000 hours were processed for employees more than 75 days after the report date (date worked or date of absence). Of the 51,000, more than 28,000 were absences.
- ▶ This district is considered a monthly remitter by the IRS and is expected to report as much of our employee earnings as possible on the monthly payroll for the current pay period.

# Late Reporting and Financial Accountability (Continued)

- ▶ At no time should positive hours be withheld until subsequent payrolls or the end of the fiscal year then paid in one lump sum. This practice distorts the payroll expense in your financial reports and does not provide a true picture of budgeted vs. actual expenses.
- ▶ SAMS absences must have a corresponding absence reported in Time and Labor. Only hours for substitutes are populated to Time and Labor through the SAMS interface. Please make sure your timekeeper evaluates SAMS absences and reports an absence for that employee in Time and Labor.
- ▶ Accurate and timely reporting and accounting of expenses is critical in managing district resources. District financial reporting requires diligent accounting in all areas.
- ▶ Payroll accounts for more than 90% of the district budget. Everyone responsible for managing these expenses must adhere to required timelines for reporting earnings and auditing our records.

## Employee Verification-Active/Terminated/FTE Placement

- ▶ Review your rosters and Filled Position reports (see sample roster and filled position report on next two slides) .
- ▶ Check to see if too many employees are erroneously reported as active.
- ▶ Review FTE placements for accuracy.
- ▶ Carefully review any Personnel Action Requests (PARs) for accuracy. Verify the FTE and the Time and Labor calendar. These two job characteristics are critical to paying employees accurately. Contact Human Resources with any questions about the correct calendar or FTE placement.
- ▶ Make sure a termination or change of assignment PAR is completed immediately upon notification of an employee resigning or going on leave of absence. Notify your Payroll Specialist so they may intervene as needed if necessary to avoid overpayment.

# Roster-Timesheet Summary



- Approve Time and Exceptions
- Payable Time
- Exceptions
- Report Time
- Timesheet**
- Mass Time
- View Time
- Time and Labor WorkCenter

### Report Time Timesheet Summary

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	5544S
Employee ID	
Last Name	
First Name	

Change View

\*View By: Week

Date: 08/10/2022

Show Schedule Information

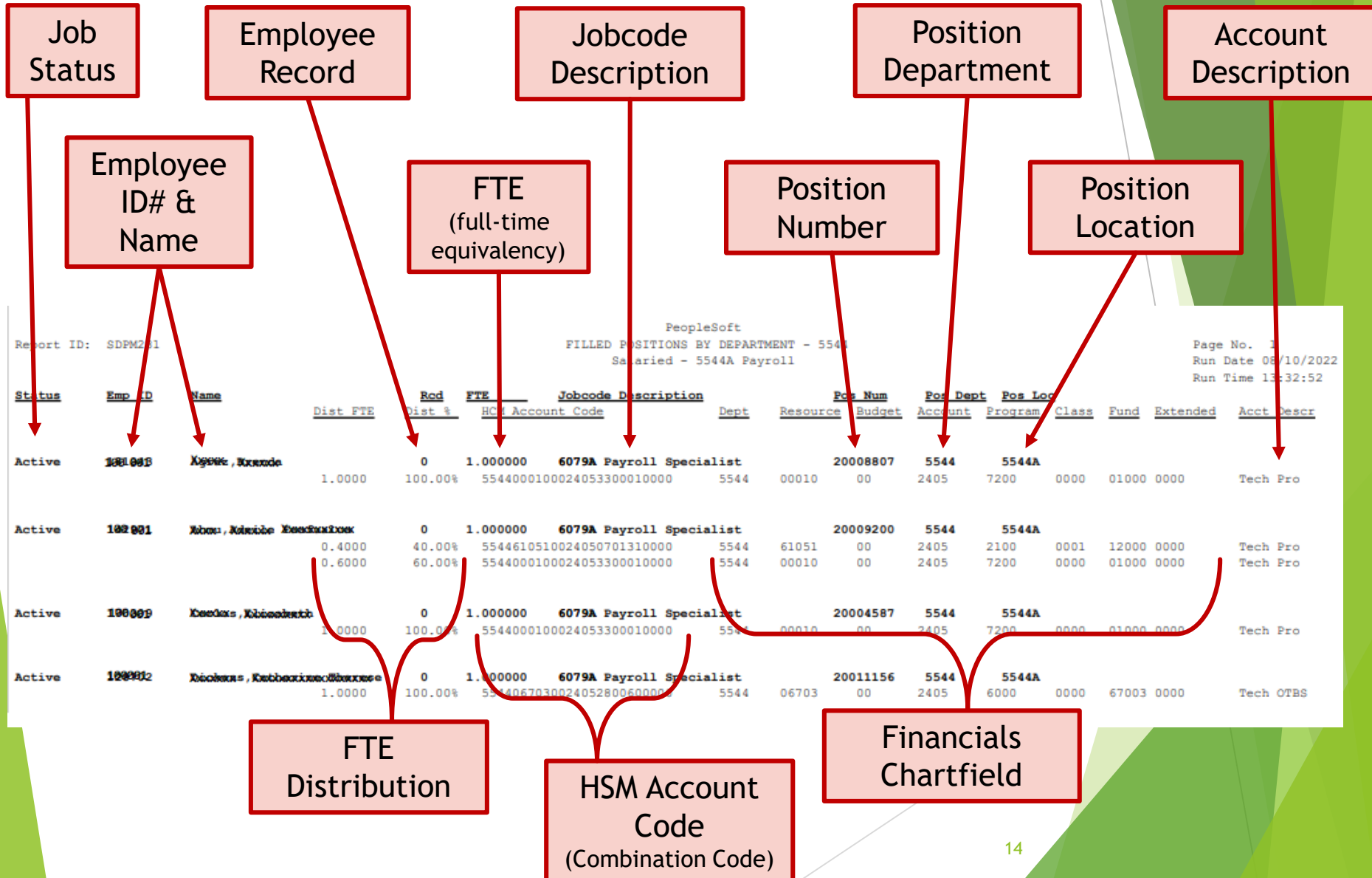
Previous Week Next Week

Employees For **Dean Dawn**, Totals From 08/08/2022 - 08/14/2022

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title
Devotaxx	Devotaxx	123456	0	Payroll Specialist
Kxxxx	Reoocx	123456	0	Conf Administrative Asst I
xxxxxx	xxxxxx	123456	0	Payroll Specialist

# Filled Position Report



# SAMS Reporting/Verification and Reconciling Employee Attendance

- ▶ Ensure that you have a sign in system for substitutes.
- ▶ Validate that substitutes have signed in and out for the entire time reported for the assignment.
- ▶ Validate an absence has been reported in Time and Labor by your timekeeper for any absence reported to SAMS.
- ▶ SAMS certificated substitute assignments are scheduled for 8 hours and default to 8 hours in Time and Labor. Visiting teachers are paid a daily rate of pay regardless of hours of service according to SDEA contract language, associated with assignment (Review SDEA contract language in Article 32, Section 32.3.1.)
- ▶ SAMS classified assignments are scheduled for the actual time to be worked. And should be validated as such.
- ▶ SAMS verification can be done by individual job/employee or with a feature called “Set All to Verify.” When using the Set All to Verify feature you must be sure that all substitutes worked the amount of time reported. In addition, this feature only verifies all assignments one page at a time. If using this feature you must verify all pages individually when there are more than one.

# Payroll Deadlines

*Remain conscious of payroll processes and deadlines:*

## September 2022 Monthly Payroll (Salary and Hourly time)

-On-Cycle Payroll Processing	September 16-26	
-Time keeper cut-off	September 16	5:00 pm
-Run Time Administration	September 19	9:00 am
-Run Paysheet Load	September 19	7:00 pm
-Run Preliminary Calculation	September 20	3:30 am
-Calculations	September 20-26	3:30 am
-Deadline for Paysheet Adjustments	September 26	3:00 pm
-Run Final Calculation	September 26	4:00 pm
-Run Back-Up and Confirm	September 26	6:00 pm
-Deadline for Cancellations	September 27	2:00 pm
-ACH File Sent	September 28	8:00 am
-Mail Checks	September 29	3:00 pm
-Payday	September 30	

## October 2022 Off-Cycle (Hourly Time Only)

-Off-Cycle Payroll Processing	October 3-4	
-Payroll Timekeeper Cutoff	October 3	5:00 pm
-Run Time Administration	October 3	8:00 pm
-Run Paysheet Load	October 3	9:00 pm
-Run Preliminary Calculation	October 5	3:30 am
-Run Back-Up and Confirm	October 5	5:00 pm
-Mail Checks	October 6	3:00 pm
-Payday	October 7	



# What's New in 2022-23

- ▶ Time Reporting Changes
  - ▶ COVID Sick Leave Codes
  - ▶ FMLA codes
  - ▶ Resident Visiting Teachers
- ▶ Stipends & Pay Incentives
- ▶ Resident Visiting Teachers
- ▶ Employee Calendar Changes
  - ▶ Associate Principals (Now 219 or 228 days)
  - ▶ Commingled Classrooms (Now 187 days)
  - ▶ Athletic Directors (Now 208 days)

# Payroll Web Page

## STAFF PORTAL



Home News & Events Resources Our District Departments A-Z Intranet Applications Log-In Help Desk

Staff - My Responsibilities COVID Testing

### Payroll

Staff Portal / Departments / Payroll

## PAYROLL

### Welcome to Payroll

*The mission of the San Diego Unified School District is to provide a quality education for all students in a manner that is cost effective, honest and ethical.*

### Announcements

#### \*Office Hours

The Payroll office is open in person at the office in person during the exception of the telephone or email.

linked [HERE](#). Alternatively, you may send an email to the Payroll general email: [payroll@sandi.net](mailto:payroll@sandi.net). Thank you.

### Labor Relations

Bargaining Updates

Collective Bargaining

Grievances

Tuition Reimbursement

COVID-19 Agreements

Administrative Regulations AR4151.1 Payroll & Time Reporting

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Current Union Contracts

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Key Elements of Payroll for Managers 2019

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Manager Monthly Payroll Checklist

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Payroll Reports Chart

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What Timekeepers Should Know 2019

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*employees in a manner that is cost effective, honest and ethical.*

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CalPERS and CalSTRS

CSESAP

Direct Deposit

Employees: Payroll Resources

Imputed Income

Pay Options

Contacts: Payroll Department

Forms (Payroll)

Managers: Payroll Tools

Tax Withholding Information

Timekeepers: Payroll Resources

Training Opportunities

Understanding Your Paycheck

# Any questions?



Going forward:

- ✓ Call your Payroll Specialist as needed.
- ✓ Locate Payroll [contact information](#) on the Payroll web site.

*Thank you  
for your leadership and assistance  
with these important tasks!*