

**Payroll Administration Branch**  
**Payroll Education Training – Local District Northeast**  
**Attendee Questions and Answers**  
**March 9, 2017**

**Note: All the questions below and follow-up clarifications were answered during the Q&A portion of the training.**

1. Has anyone considered consolidating the cut-off dates? Because sometimes we have to report on Wednesday or Thursday and again on Friday.
  - A. The cut off dates are pre-scheduled on an annual basis. Reporting time every Friday is in place to better assist you so that by the cut-off date the majority of the time has already been reported. We are also trying to avoid forgetting to report employees or waiting until the cut-off to report an entire period. Another reason is to be in compliance with the Education code, there are specific pay dates we need to pay employees by. Consistent time reporting also eliminates time anticipation, which also avoids mistakes, oversights, underpayments and overpayments.
  
2. If time has been reported and charged to a specific fund, but later I find out the fund needs to be changed how do I change the fund so as to not create an overpayment? Is it as simple as just deleting the fund or must I zero out the hours?
  - A. Yes, you can change the funding line by typing over the existing data and saving. For some employee's you may have to zero out the entire line and report the correct funding line. Any adjustments made must be certified at the same time. If there aren't any changes to the actual attendance codes or hours previously reported then an overpayment should not occur.
  
3. Does supervision staff receive benefits? If they have an illness balance on their stub how do they collect that? FMLA (Family Medical Leave Act) do we take the initiative to designate for payroll or do we wait for someone to call me? If someone needs to designate their illness FMLA what do I give them and where do I send those forms?
  - A. The employee may have previously been assigned to an illness earning position, but is not currently in that position. Although they may see FPI (Full Pay Illness) hours on their check stub, the employee may be entitled to SBTM time. The employee cannot use SBTM (Substitute/Temp Eligible for Sick Leave) time and the FPI hours together, usage of either depends upon the assignment.
  - B. Refer to the Division of Risk Management for the appropriate FMLA documents such as basic FMLA information, Physician Statement and Designation Form.
  
4. Unable to report time for one employee. No authorization.
  - A. Please contact HR (Human Resources) or PC (Personnel Commission) so the assignment can be reviewed. If the employee is a new employee and the assignment was created today, you will not have access for 24 hours.

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5. What recourse do the time reporters have to make sure employees sign their time card? What should we do if an employee refuses to sign their time card at the end of the month?
  - A. The time card is a legal document and subject to audit. Therefore the Administrator should speak with the employee and provide a copy of the Payroll Concepts Manual time card statement.
  
6. SBTM: Who is eligible? Any substitute or only long term substitute?
  - A. Any employee with illness eligible assignment will be excluded. Teacher Assistants and Personnel Commission members are not eligible for SBTM. Substitutes and Temporary employees are entitled, as long as they meet the qualifying terms.
  
7. Unpaid doesn't work on my supervision staff is this correct?
  - A. If the employee is X basis they are at-will employees so you don't need to report unpaid.
  
8. For principals and coordinators do they fill out the PD (Professional Development) or MS (Miscellaneous) form?
  - A. Illness and Non-Illness Certification Forms should be completed for all employees.
  
9. MSAP (Miscellaneous Annual Physical): On the certification form do they select other and write physical?
  - A. Yes, also request the employee to provide a Doctor's note that states the visit was for a physical and include it with the absence certification form for record purposes.
  
10. 528 OT(Overtime) Limit: Does this also apply to Special Education Assistant's if it has been pre-approved by the Special Education Division for an employee who rides the bus with a student? In this specific case I report 1.25 overtime daily, until the end of the school year.
  - A. There are "special circumstances" and exceptions to the 528 OT Limit. As long as the Division or Administrator has pre-approved the hours and the appropriate documentation is on file.
  
11. Do we have to print out the summary of each payroll when it is done? Do auditors look at the print out of each payroll summary?
  - A. No, you don't have to print out each summary, if feasible keep a digital copy. Auditors will compare SAP data to the actual time card. The time card should be retained for 5 years.
  
12. What code do you use for meetings or trainings for classified? Do we need to get a non-illness form?
  - A. Yes, a non-illness certification form should be submitted. For Classified employees attending meetings or trainings, MS time should be reported.

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13. For state preschool differential what type is it supposed to be? \$842 each semester? She got \$442.
- A. If you are trying to pay the complete differential make sure you report 100%.  
(We requested contact and employee information for further review).
14. Am I supposed to report time for cafeteria workers if the supervisor didn't sign the timesheet? Or the supervisor did sign but the time doesn't add up.
- A. It is the responsibility of the cafeteria manager to verify the time worked and sign the time sheet. We advise you to meet with the cafeteria manager and discuss the process. We do not recommend reporting the time if it has not been signed or verified.
15. Can you please also send the updated forms such as illness, non-illness, OT request, required preapproval for relief time along with the power point slides?
- A. We will provide Shelly the forms as well as the link to access the forms, so she may distribute to all in attendance today.
16. SBTM – 24 hours per year? If an employee does not have illness hours to cover March 8<sup>th</sup> but will have accrued hours by March 17<sup>th</sup> can we go back and pay illness on the 8<sup>th</sup>?
- A. No, If the employee does not have quotas available at the time of the request, but later accrue the time, systematically you cannot go back to pay it.
17. For Classified employees what happens to Illness hours accumulated once you separate or retire?
- A. If the employee separates and goes to another school district, they can request the hours to be transferred and converted.
- B. If the employee retires the illness time may be converted to service credit. We recommend contacting the Retirement Unit at 213-241-2570.
18. If you have more than 2,000 hours of illness does this qualify you for an extra year of service credit towards retirement?
- A. Yes, if the employee retires the illness time may be converted to service credit. We recommend contacting the Retirement Unit at 213-241-2570
19. If one of my cafeteria employees worked as a pool worker on Tuesday (3/7/17) can she get paid for her 3 hours work at our school?
- A. If the employee did not work at your location then no. If the employee worked at your location and as a pool worker then yes.
20. Is it 3 days or 24 hours?
- A. For SBTM it is a total of 24 hours available; no matter what the assigned hours are.

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21. Is SBTM automated to stop after the 24 hours is over for any specific employee?
- A. Yes, the SAP system tracks all SBTM hours and will prevent entering time over the 24 hour cap.
22. What absence form do I do with a custodian when he is out due to a physical exam?
- A. The employee must submit a certification form, and provide a doctor's note. Miscellaneous time for an Annual Physical can only be taken once per year and is time reported as MSAP.
23. Will Semi-Monthly time cards be created for school sites?
- A. There are currently Semi-monthly time cards on the payroll administration website that you can download and modify for your employees. Payroll Administration will be creating Semi-Monthly time cards for the different basis but, not by employee type.
24. For military leave who is eligible (Subs, Special Education Trainee's)?
- A. All employees with orders to serve or participate in training. Employees need to provide documentation of orders to be out of work due to service in the military, marines, navy, etc. Employees, except substitutes or temporary employees may be granted a military leave of absence. Substitute and temporary employees will not be placed on military leave, but will be considered as "not available" for a period not to exceed six months.
25. For a teacher that is working on a modified schedule due to illness, her week will show 15 regular hours and 15 illness hours. Employee runs out of full pay illness days and now she's getting half pay illness. Will this affect this teacher's annualization when it comes to money? Will this teacher be overpaid or underpaid at the end of the school year?
- A. As long as all the hours are reported on a monthly basis for this teacher, whether it's illness or unpaid (if they run out of half pay illness hours), they should not have any issues with annualization at the end of the school year. Issues occur when time is not reported on time and the employee is missing contract hours.
26. Can an employee use PN (Personal Necessity) to attend a wedding under "Religious Ceremony"?
- A. PN can be used for religious holidays; a wedding is not a religious holiday. A holiday is a day fixed by law or custom on which ordinary business is suspended in commemoration of some event or in honor of some person.
27. When an employee goes for TB (Tuberculosis) test is it considered MS?
- A. No, the employee will need to use benefit time if an appointment is made during working hours.

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28. If an employee is on a vacation during winter break and has a death in the family during those 3 weeks, can BV (Bereavement) time be reported or can it only be vacation?
- A. Yes, BV can be reported during the winter break.
29. If an employee is late to work, do they need to complete the absence certification form?
- A. This is at the discretion of the Administrator and based on the policies and procedures established at your school site on tardiness.
30. If a teacher goes to training off campus, is this MS? If a coordinator goes to an offsite meeting/training it's designated MS? If a classified employee goes to a meeting or union meeting it's MS?
- A. For Certificated employee's trainings should be coded as PD, meetings should be coded as MS. For Classified employees, trainings and meetings should be coded MS.
31. Do I use PN (Personal Necessity) or KC (Kin Care) when an employee takes child to the doctor?
- A. If an employee is out due to a child's doctor appointment or illness, then they can claim either KC or PN. The difference is that KC is a protected absence but PN is not. Direct employees to their Bargaining Unit Agreements for appropriate uses of PN and KC.
32. If time cards are to be retained for 5 years and we destroy the documents after 5 years; and years later a prior employee asks for copies and we don't have them, then how do they get their time cards?
- A. Legally we are only obligated to go back 3 years to adjust an employee's record. Please refer to Bulletin 5503.1, Records Retention and Destruction Policy.
33. So if I have 50 full pay illness hours remaining at the end of every fiscal year, I'll receive 2 additional vacation days?
- A. This is a Classified Incentive: Employees with 50 days of full pay illness will receive an additional 2 days of vacation time added to their balance at the end of the fiscal year. Thereafter, per increments of 25 full pay illness days, employees will receive an additional 1 day of vacation time added to their balance.
34. Could you repeat the subject about how to earn 2 vacation days when you have not used your illness?
- A. This is a Classified Incentive: Employees with 50 days of full pay illness will receive an additional 2 days of vacation time added to their balance at the end of the fiscal year. Thereafter, per increments of 25 full pay illness days, employees will receive an additional 1 day of vacation time added to their balance.

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35. What are the percentages (taxes) taken on a lump sum vacation payment?
- A. If the payment is paid in the Regular scheduled payroll then it is subject to normal tax exemptions. If the payment is paid outside of the major payroll then it is taxed at 25% for Federal and 6% for State taxes.
36. Up to how many full differentials can be reported on the same month?
- A. Employees can have multiple differentials reported up to a 100%, as long as they have met all the requirements. The multiple differentials must be reported on different days.
37. When approving payroll, my principal denied the hours for an employee, which he decides to approve afterwards. How can I report these hours when the principal denied before?
- A. If the time was rejected and you are unable to report the hours, please contact Payroll Customer Services for assistance and they can provide a job aid to walk the Administrator through this process. We don't recommend that Time Approvers use the reject button for hours they do not want to approve.
38. How does degree differential work? Based on position? Does it apply to classified & certificated?
- A. For classified employees the only degree differential they can receive pay for is a Doctorate Degree and only when the position states it's a requirement. For certificated employees only if the position requires that they have the specific degree.
39. Employees who want to keep receiving warrants; they say they do so because if they get a physical check the district can't take out any money due to overpayments etc.....
- A. This statement is not true. All payments are subject to Payroll's validation process. Deductions are validated prior to releasing the check for payment. Moreover, Payroll highly encourages all employees to partake in Direct Deposit or Pay Card as it improves efficiency, reduces mailing delay and delivery, safeguards against stolen mail, and payments are received sooner.
40. If an Early Education Aide has exhausted all benefits can they be separated or terminated?
- A. Please contact HR/PC for any employee that has exhausted their quota benefits.
41. Does the "Time Not Yet Approved" report include subs?
- A. Yes, if the employee is assigned to your cost center. And Yes, for subs not assigned to your cost center as long as "You" reported the time.

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42. For 92/93 Retirement Bonus: If someone takes a paid maternity leave of absence in 2010, would they still qualify for the Retirement bonus?
- A. As long as the employee does not have a break in service they still qualify. However they must also meet other qualifying terms to receive the retirement bonus payment.