



Compensation and Benefits Department
Serna Center, Suite 150
4735 47th Avenue, Sacramento 95824
 Marianne Clemmens, Director 643 9421

PAYROLL DEPARTMENT (Box 772) can assist with payroll questions, changing tax forms, completing salary reduction agreements for 403b or 457 plans, absence reporting, doctor verification covering time off work to avoid docking, issuing replacement W 2
Main Line: 643 9400 FAX: 643 7483 general email: payroll@scusd.edu

- Tanisha Turner, Supervisor IV 7465
- West Area 1**
- Gabe Estrada, Lead Payroll Technician 7469
- Tiffany Snowdon, Fiscal Services Technician I 7470
- Central – Area 2**
- Sandy Kiser Stodden, Lead Payroll Technician 2331
- Emily Hanisits, Fiscal Services Technician I 7468
- East – Area 3**
- Alex Spitsyn, Lead Payroll Technician 7466
- Tami Mora, Fiscal Services Technician I 7467
- Retirement Team: PERS/STRS**
- Keyshawn Marshall, Payroll Benefits Specialist PERS 7901
- Michelle DuPaty, Lead Payroll Technician STRS 9064

EMPLOYEE BENEFITS (Box 840B) can assist requests for medical, dental, vision, life for active and retired employees, 125 Plans
Main Line: 643 9432 FAX: 643 9457 general email: benefits@scusd.edu

- Phyllis Fogg, Employee Benefits Technician 7907
- Joanna Longmire, Employee Benefits Technician 7906

RISK MANAGEMENT DEPARTMENT (Box 840) can assist requests for certificates of insurance, field trip questions, claims against the districts, insurance loss, hazardous waste ID numbers, liability and property insurance, student activity waivers, student accident reports
Main Line: 643 9421 FAX: 643 9457 ~~Line~~ Insurance 6430250 Triskmidce0td.edu,

Per Diem Time Reporting in Escape Online

The Per Diem Time Report form must be completed by the site administrator or department manager to authorize Payroll Services to pay an employee. Whether the employee is Certificated or Classified, the Per Diem Time Report form designates the number of hours or days worked by date for a specific pay period. The Per Diem Time Sheet form can be printed from the Escape Online system at anytime during the month. We recommend that you print this report towards the 25th of the month to ensure that you have as many of your employees as possible on the report for payroll processing. It is also recommended that you use legal (8½ x 14 inch) paper, so that the report will be formatted properly. ***These reports should be completed by the site administrator or department manager, and sent to Payroll Services no later than 5:00 pm on the 25th of each month.***

Overview of How to Print a Time Report in Escape Online

Login to the Escape Online system.

Under Activities, select HR/Payroll à Reports à Admin.

Double-click on the Time Report - Pay201

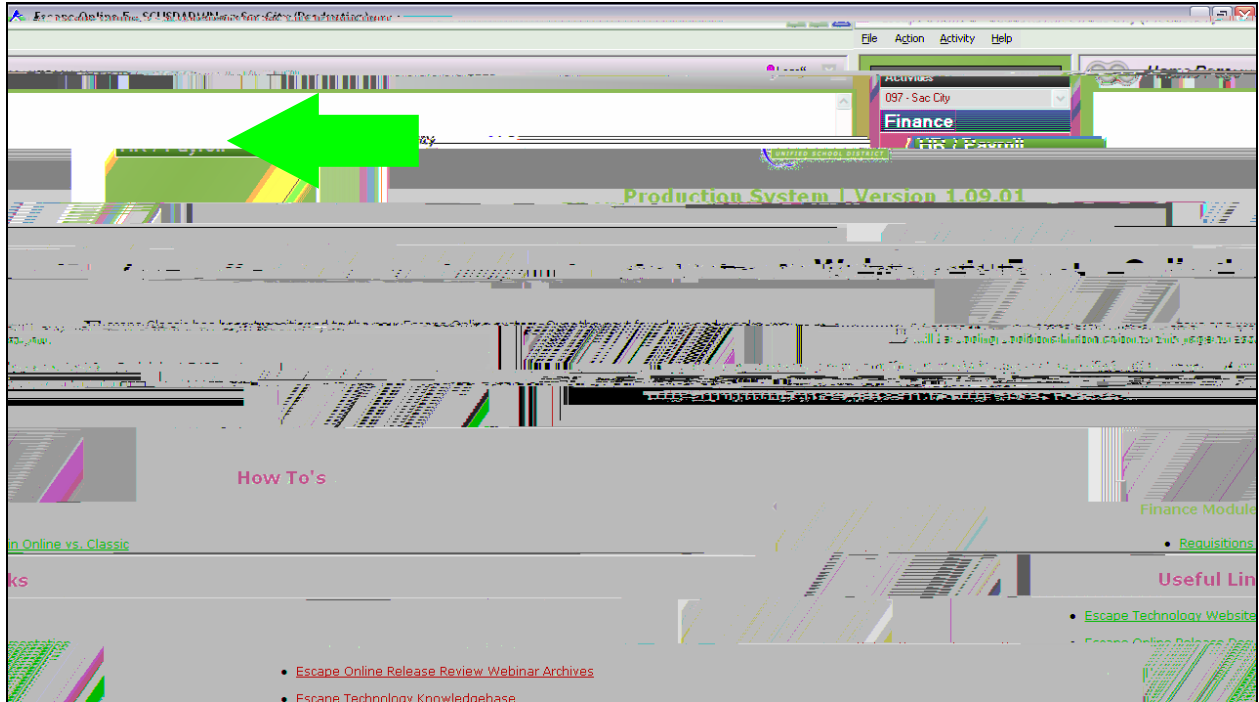
Click the Go button to run the Time Report for all pay cycles for the current month – OR – enter the Month, Year, and/or Pay Cycle and click the Go button to run the Time Report for a specific time period or pay cycle (e.g. Certificated M2 or Classified M3).

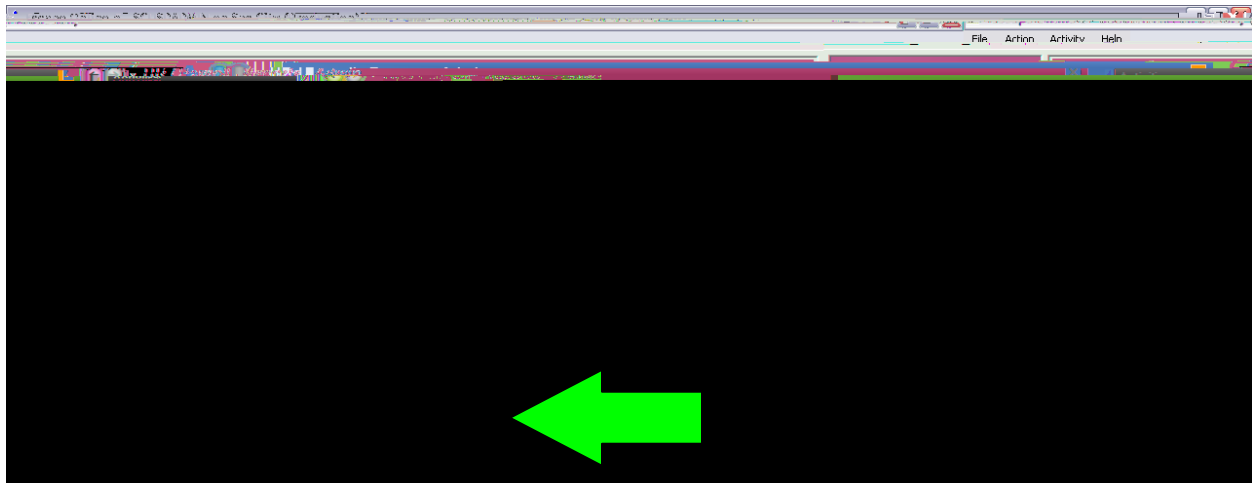
Click on the Printer icon to print the report to your local or network printer.

Select the appropriate printer from the Name drop-down menu. Either use the manual feed for legal paper or click on properties to select legal paper since Time Reports are designed to print on legal paper.

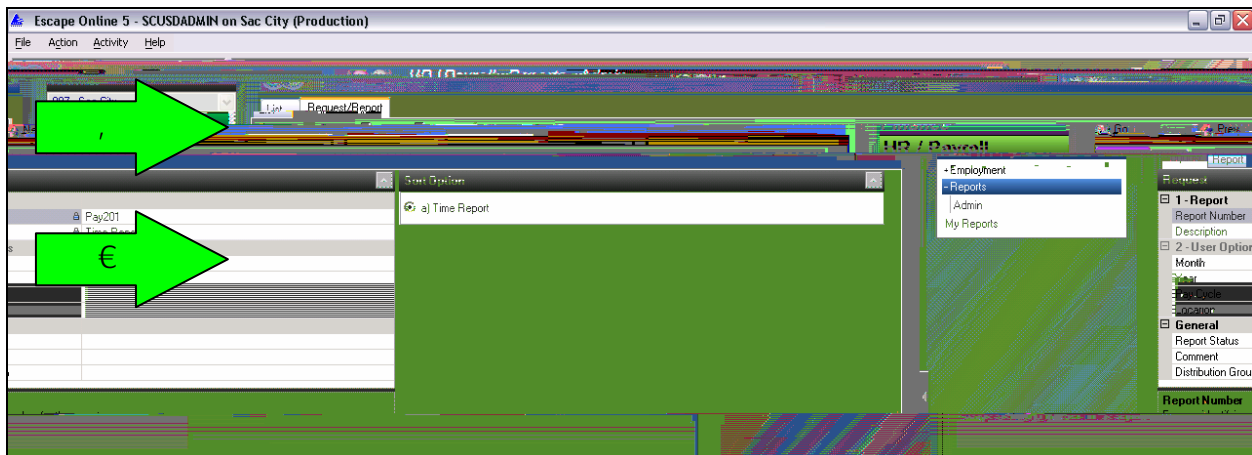
Click the OK button to start printing the report to the printer that you selected.

Instructions on How to Print a Time Report in Escape Online

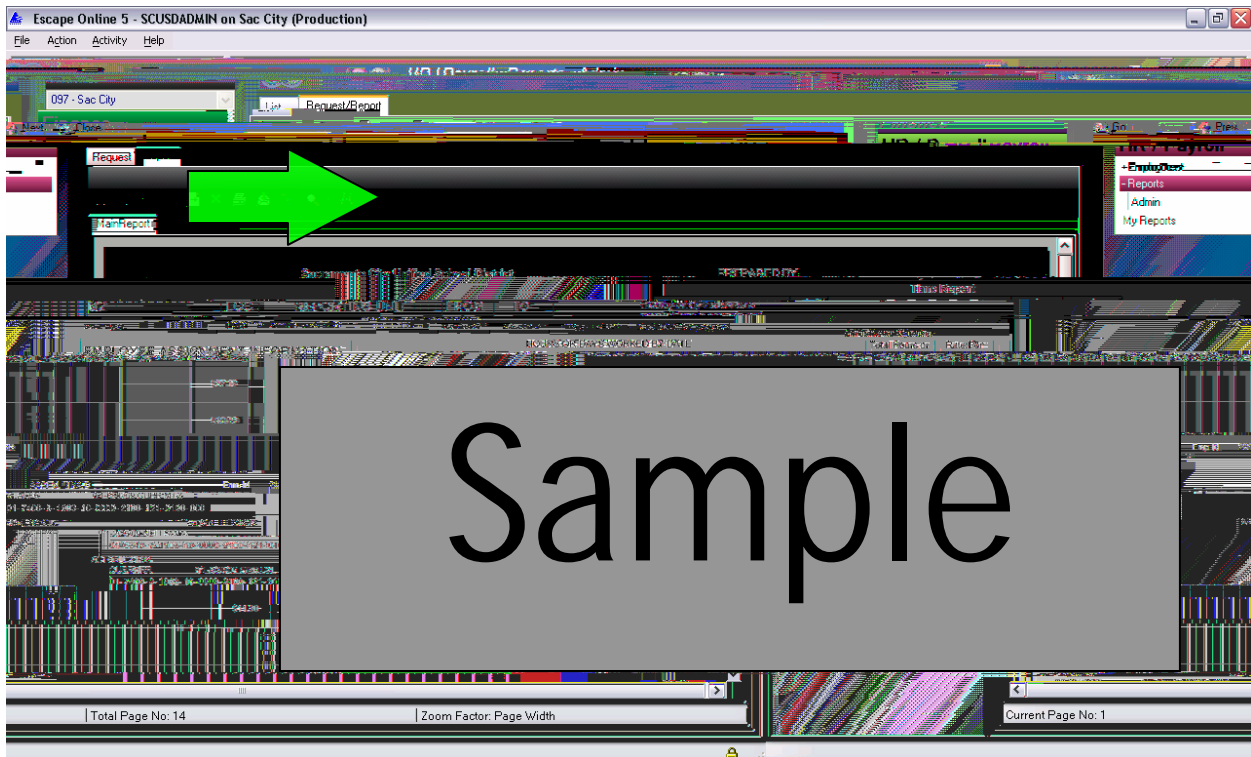




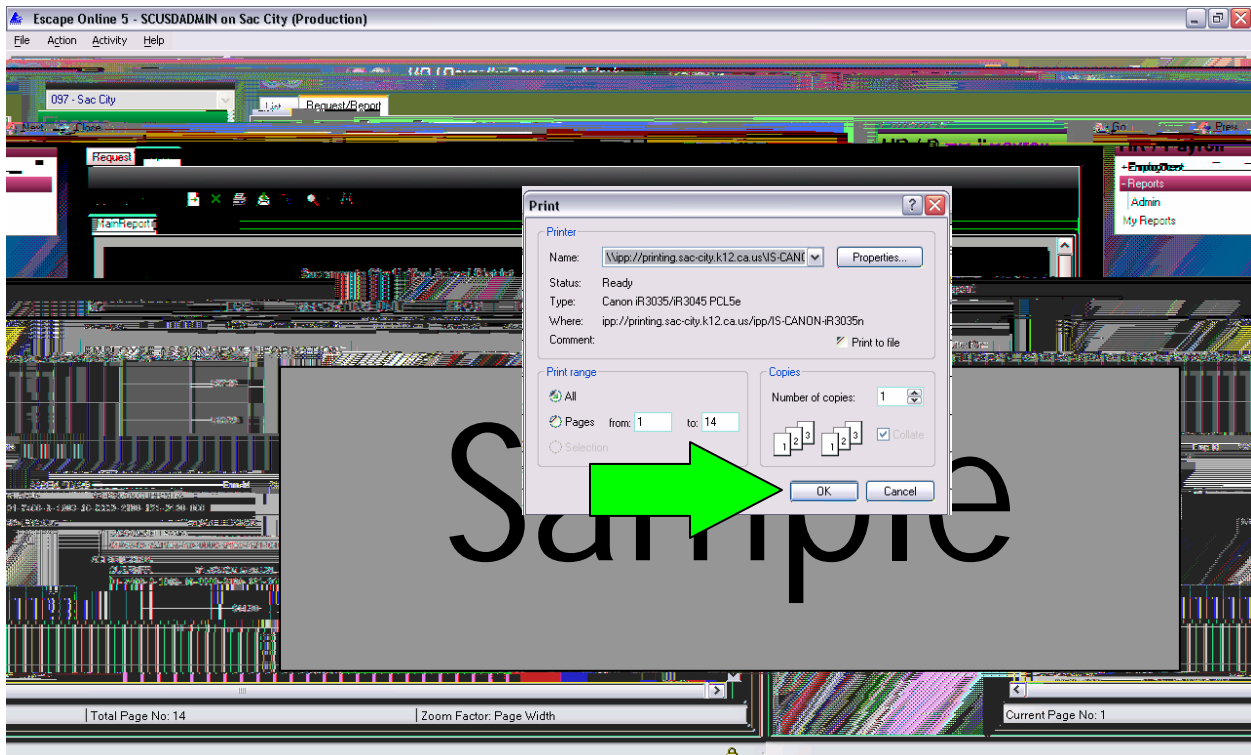
3. Double-click on the Time Report - Pay201.



4. Click the Go button to run the Time Report for the current month and all pay cycles. It is recommended that you run the Time Report just prior to the 25th of the month to ensure that any newly entered employees are reflected on the report. The report will be sorted by paycycle, i.e., M2 (certificated) is printed before M3 (classified).
5. Under 2 – User Options, you can also enter the month (e.g. 03), year (e.g. 2009), and/or Pay Cycle (e.g. M2), if you want to run the Time Report for a specific time period / pay cycle. Click the Go button once you have entered your selections.



6. Click on the Printer icon to print the report to your local or network printer.



7. Select the appropriate printer from the Name drop-down menu, and click properties to select legal size paper or manual feed.
8. Click the OK button to start printing to the printer that you selected.
9. Enter the required information, as shown below, and submit to Payroll Services by 5:00 pm on the 25th of the month.

Sample Per Diem Time Report (Certificated / Classified)

Sacramento City Unified School District
Time Report

PREPARED BY f

EMPLOYEE ASSIGNMENT INFORMATION

WORKED BY DATE

Sample
Employee
Assignment
Information

S
a
m
p
l
e

R
a
t
e
s

1. Enter hours or days worked by date.
2. Enter total hours or days worked and separate by month. If an employee is not listed on the Time Report - Pay201, please check with Human Resource



Payroll Services

Payroll Deadlines

To successfully pay the district's employees accurately and on a timely basis requires the coordination and cooperation of each and every employee, site, or department staff along with the administrative areas to complete and submit the necessary information on the prescribed due dates.

Employees must complete attendance information and be sure to update Payroll Services when there are changes which can affect pay and/or how the paychecks are to be delivered (i.e., address changes, bank account changes for direct deposit).

Site or Department Staff must accurately and thoroughly complete the Time Reports along with associated paperwork, and submit them on the due dates to assure timely payment of each employee's paycheck.

Administrative Areas (Personnel, Benefits, Budget, and Payroll) must then process the information quickly and correctly. However, if Payroll Services does not receive the information on time, then the staff is not able to meet the deadlines for payroll closings.



BULLETIN

SUBJECT:

PAYROLL DEADLINES 2011-12

2011-12 N. 10 10

DATE:

September 7, 2011

PREPARED BY:

Tonisha Turner

DEPARTMENT

10 10



BULLETIN

SUBJECT: PAYROLL DEADLINES AND PAY DATES 2011-12 NO. AS-25

TO: All District Employees
Office Managers: Please Post at Site

DATE: November 2, 2011

PREPARED BY: Tanisha Turner **DEPARTMENT:** Employee Compensation & Benefits

REVIEWED BY: Marionna Clammens **APPROVED:** 

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]

[Redacted line]



Payroll Services

Direct Deposit

Employees who have their checks automatically deposited to their bank account will receive a copy of their pay warrant at their home address for their records.

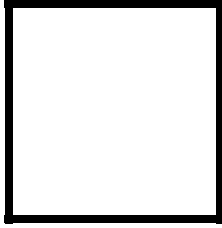
The electronic deposit of employees' pay into their checking or savings bank account is a convenient benefit to many employees and virtually eliminates the problems of delayed or checks lost in the mail.

Upon submitting a request for direct deposit to Payroll Services (PSL-F086), it will take one month to verify the account number, and direct deposit will be effective the following month (called **prenote**



Human Resource Services





Payroll Services

Amendment to Employment Contract

PAY-F005

Tax Sheltered Annuities 403(b) / Tax Deferred Compensation 457

As an employee of the district, you are eligible to participate in a 403(b) and/or 457 deferred retirement plan. Participation is voluntary and it is employee paid, not district paid.

403(b) Plan: This plan permits you to defer taxes voluntarily through salary reduction contributions. Through commonly referred to as a Tax Sheltered Annuities (TSA's),



Payroll Services

Amendment to Employment Contract

œ 403B

œ 457

New œ

Change œ

Close œ

For the purpose of qualifying under the provisions and for the benefits of Section 403(b) of the Internal Revenue Code and California Revenue and Taxation Code Sections 17501 and 17506:

IT IS HEREBY AGREED by the Sacramento City Unified School District (hereinafter called the "District") and _____ (hereinafter called the "Employee") that certain valid and existing employment contracts made and entered into by and between the District and Employee be amended in the following manner, and that this amendment be incorporated therein by reference and made a part thereof as if set out therein in full, as of the date of this agreement:

1. The salary to be paid to the Employee by the District shall be reduced by the sum of \$_____ per pay period beginning with the pay period commencing _____, 20_____.

Payroll Services

PAY-F011

Note: Employees fill out the Overtime Labor Statement.

Overtime Reporting for Regular Employees

The Overtime Labor Statement is a timesheet used for reporting overtime hours worked by a regular employee. Each form is completed by the employee and given to the employee's supervisor for approval before submitting it to Payroll Services. The site or department should include the appropriate budget code in the Employee Assignment Information block. A delay in submitting this form will result in the employee not receiving the pay that is due on the current month's paycheck. Upon receipt of the Overtime Labor Statements, Payroll Services reviews the information and forwards it to Budget Services. This is a time-consuming process that makes it essential for sites and departments to submit information in a timely manner.

Overtime and Compensatory Time Requests – Overtime Request Form

Prior supervisory approval is required for overtime work. The Overtime Request Form should be used whenever an employee is requesting work hours beyond those prescribed by the position. The form must be signed by both the employee and authorized by the supervisor prior to the date requested. All overtime must be reported to Payroll Services, indicating whether pay or compensatory time off is appropriate.

Instructions for Completion of the Overtime Labor Statement

1. Complete the top portion of the form with Name, Social Security Number, Position, Location, and Date.
2. Complete Day/Month the overtime was worked.
3. Record the number of overtime hours per day in the Regular Column 1 under Hours Worked. Total the overtime hours listed in Column 1, and enter at the bottom of the column.
4. Complete the Description of Work with a detailed description of the overtime work performed.

Sacramento City Unified School District
PAY-F011 OVERTIME LABOR STATEMENT

NAME					SOCIAL SECURITY No.		
POSITION					LOCATION	DATE	
DATE		OVERTIME HOURS WORKED					DESCRIPTION OF WORK
MO	DAY	GENERAL	OTHER FUNDING	BILLABLE *	CIVIC	PERMIT NUMBER	
							<p>EMPLOYEE SIGNATURE _____ DATE _____</p> <p>I hereby certify that the hours worked and described have been performed by the individual named as listed on this labor statement.</p> <p>AUTHORIZED SIGNATURE _____ DATE _____</p> <p>AUTHORIZED SIGNATURE _____ DATE _____</p> <p>AUTHORIZED SIGNATURE _____ DATE _____</p> <p>AUTHORIZED SIGNATURE _____ DATE _____</p> <p>AUTHORIZED SIGNATURE _____ DATE _____</p> <p>AUTHORIZED SIGNATURE _____ DATE _____</p> <p>1. Labor statements reporting overtime are due in Payroll the first working day of the month.</p> <p>2. Hours worked are to be reported by day and totaled. Partial hours are to be recorded as .25, .50, .75 rather than ¼, ½, ¾ respectively.</p> <p>3. Record employee Social Security number in space provided.</p> <p>4. Before the statements are sent to Payroll, remove the "Location Copy"</p> <p>5. *Billable hours require the following information to be completed in the section "Description of Work" area: permit number, appropriate signature, organization responsible including contact name, address, and phone #.</p>
TOTAL HOURS OF OVER TIME =							
ADMINISTRATIVE USE ONLY							
BUDGET DEPARTMENT APPROVED BY:							
DATE/S	HOURS	BUDGET CODE					

- General:** General Funds
- Other:** Specific resources/goals indicated by site (i.e. Title 1, SIP, other than General Funds.)
- Billable:** Site use by other groups/organizations (i.e. Student Activities, PTA, Band Boosters, Student Gov't...)
- Civic:** Site use by external organizations. Requires permit # that always ends with a "P".

PAYROLL -WHITE COPY; LOCATION-CANARY COPY