Training Manual

Payroll
Time & Attendance

July 2023

Leon County Schools

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Introduction

This training manual outlines the rules and procedures associated with payroll, time, and attendance reporting as well as information pertaining to payroll, leave, Time Off, True Time, and the Fair Labor Standards Act. Please refer to the Collective Bargaining Agreements, Board Policies, Board Procedures, and Skyward instructions for additional information.

Payroll Schedules and Pay Types

Employees are paid once a month. Payroll schedules are adopted annually by the Leon County School Board to be effective each July 1st and are available on the Payroll Department's webpage: Finance / Payroll (leonschools.net). The payroll schedules identify pay dates, work days, holidays, and due dates for the various pay types or descriptions of employees. The nine different pay types established by the District are described below:

MID-MONTH PAYROLL

- **Pay Type 1 (196 days):** Instructional employees who are paid on a 10-month basis (September thru June). This pay type is closed to new employees.

- **Pay Type 3 (185 days):** Non-Instructional employees such as Food Service, Bus Drivers, Paraprofessionals, etc., who are paid over 10 months (September thru June).

- **Pay Type 4:** Hourly, OPS Students, and Substitutes.

- **Pay Type 5 (212 days):** Non-Instructional employees who are paid on a 10-month basis (September thru June).

- **Pay Type 7:** Extended School Year (ESY) and Summer Programs

END-OF-MONTH PAYROLL

- **Pay Type 2 (252 days):** Non-Instructional employees who are paid on a 12-month basis.

- **Pay Type 6 (196 days):** Instructional employees who are paid on a 12-month basis.

- **Pay Type 9 (240 days):** District and School Administrators - paid on a 12-month basis.

- **Pay Type AD:** Athletic Directors - paid on a 12-month basis.

PAY TYPE DESCRIPTIONS

MID MONTH	END-OF-MONTH
PAY TYPE 1 Instructional 196 Days – 10 Checks Exempt	**PAY TYPE 6** Instructional 196 Days – 12 Checks Exempt
PAY TYPE 3 Paraprofessionals, Bus Drivers, Bus Assistants, Food Service Workers 185 Days – 10 Checks Non-Exempt	**PAY TYPE 2** 12 Month Non-Instructional 252 Days – 12 Checks Non-Exempt (Exception: Employee Type N2EXM - Exempt)
PAY TYPE 5 10 Month Non-Instructional 212 Days – 10 Checks Non-Exempt	**PAY TYPE AD** Athletic Directors 236 Days – 12 Checks Exempt
PAY TYPE 4 Hourly, Student OPS, Subs Exempt and Non-Exempt	**PAY TYPE 9** School & District Administrators 240 Days – 12 Checks Exempt
PAY TYPE 7 Extended School Year (ESY) Exempt and Non-Exempt	

True Time and Time Off

True Time is the timekeeping system and Time Off is the leave system for the District. The two systems work in conjunction with each other to:

- Ensure compliance with the Fair Labor Standards Act (FLSA).

- Collect time weekly as required by the FLSA.

- Eliminate and streamline manual processes.

- Standardize time keeping and leave throughout the District.

- Standardize equipment and provide technical assistance.

- Administer and monitor comp time correctly.

- Make the leave and time tracking reconciliation process easy and compliant.

The chart below outlines which pay types use each system:

PAY TYPE	PAY TYPE DESCRIPTION	TRUE TIME (Timekeeping)	TIME OFF (Leave)
2	12 Month Non-Instructional, LESPA, LOCAL 1010, District Personnel, Custodians, Bookkeepers, Secretaries, etc.	√	√
3	10 Month Non-Instructional, LESPA, LOCAL 1010, Paraprofessionals, Bus Drivers, Bus Assistants, & Food Service	√	√
5	LESPA - 10 Month Secretaries	√	√
1 & 6	LCTA – Instructional (>3.75 Hours per day)	N/A	√
AD	Athletic Directors (>3.75 Hours per day)	N/A	√
9	School & District Administrators	N/A	√
4	All Hourly Employees, Students, Substitute Teachers	√	N/A
7	ESY (Summer Positions)	√	N/A

The Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) was established to provide rules and guidance for minimum wage, overtime pay, and recordkeeping for non-exempt full-time and part-time employees.

Non-exempt employees are covered under the FLSA and must be paid at least the minimum wage for all hours worked and an overtime premium for hours physically worked over 40 in a work week.

Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include, but are not limited to, persons employed in bona fide executive, administrative, and professional positions, and certain computer positions. Such employees are exempt as long as they meet the salary requirements under the FLSA. Teachers and Substitute Teachers are generally exempt as well.

The FLSA defines the term "employ" to include the words "suffer or permit to work". Employees "Suffered or Permitted" to work means **work not requested by the employer but executed by the employee, so hours worked "suffered or permitted" to be performed is time worked requiring payment to the employee by the employer.**

For example, a non-exempt employee may "voluntarily" continue to work at the end of the day to finish an assigned task or to correct errors. **There is no voluntary uncompensated additional hourly work time for non-exempt employees. The reason is immaterial. The hours are work time and are compensable.**

Non-exempt employees must be paid for all additional time performing duties that are similar to their regular job. They cannot be considered volunteers unless they are performing a service that is completely unrelated to their regular job duties. The FLSA rigidly enforces employers to pay non-exempt employees for ALL hours worked.

<u>Examples of violations:</u>

- A Principal requires a non-exempt bookkeeper or secretary to perform work functions outside of work, such as responding to phone calls, emails, or text messages. This person is an employee, not a "volunteer" and is eligible to receive comp time or overtime for this activity. Timesheets must be corrected to reflect all hours worked.

- A secretary employed in a regular position cannot "volunteer" at an after-hours parent teacher conference. This is an employee, not a "volunteer" and is eligible to receive comp time or overtime pay for this activity. Timesheets must be corrected to reflect all hours worked.

Employers who <u>willfully</u> violate the FLSA may be prosecuted criminally and fined up to $10,000.

Timekeeping (Tracking and Recording Time)

All non-exempt employees entitled to overtime pay and/or compensatory time under the FLSA are required to clock-in and out each work day and at the beginning and end of their lunch break utilizing True Time for **all** positions.

All exempt and non-exempt employees employed in positions that are compensated on an hour for hour basis must record hours actually worked by clocking-in and out each work day utilizing True Time. This includes, but is not limited to all temporary, hourly, and OPS student positions

Employees, who occupy positions which are exempt from overtime pay under the FLSA, are not required to clock-in and out utilizing True Time at their work-site, **unless** employed in additional positions that are compensated on an hour for hour basis. At which point, the employee must clock in and out for the additional temporary, hourly, or OPS student position(s) only.

Employees who need to be paid for any type of pay that is paid by the hour such as training, workshops, extra duty, special pay, etc, must track or record their actual hours for payment by signing in and out on a sign in sheet. Name, date, time-in, time-out, and hours actually worked must be included.

Employees cannot be paid for the same period of time in two different capacities. The term for this is "double dipping".

Substitute teachers must record all hours actually worked on a sign in sheet at each site when substituting for a classroom teacher.

Refer to Procedure 6510A for further instructions regarding timesheets and clocking in and out.

Employee Guidelines for Clocking-In and Out

- Employees must clock-in punctually at the beginning and end of their lunch break and work day at their designated work site unless otherwise authorized by their supervisor. Employees are considered tardy when they arrive after their designated start time.

- Employees shall not clock in before their designated start time or after their designated ending time without prior approval from their supervisor.

- Employees must begin working at their scheduled time once they are clocked in. In event of a circumstance that the employee is not able to clock in (i.e., the time clock is not working, unable to log into your desktop, etc.) the employee must notify the site timekeeper immediately by email, phone, verbally, etc.

- Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.

- Employees must clock-in and clock-out daily for lunch breaks. An unpaid duty-free lunch break of <u>at least</u> thirty (30) minutes shall be provided for any employee scheduled to work more than four (4) consecutive hours unless prior arrangements have been made with the supervisor. The normal maximum amount of time for a lunch break is sixty (60) minutes. Site Administrators may flex work time individually with employees when, on rare occasions, lunch breaks extend beyond sixty (60) minutes for legitimate reasons.

- Employees shall not clock in early when returning from lunch.

- Employees shall not take their lunch breaks at the beginning or end of a work day unless authorized by the Site Administrator due to staffing pressures or needs of the site.

- Employees shall be granted one fifteen (15) minute break near the middle of each four (4) consecutive hour work period except for documented and unusual instances of extreme work pressures demanding immediate attention. Employees cannot take their work breaks at the beginning or end of a work day. Paid work breaks must be taken at or within one mile of your work site.

- Employees shall not clock-in or clock-out for another employee.

- Employees, timekeepers, and supervisors are required to use their own login ID and password. Access to any system using another user's logon credentials is fraudulent and may result in disciplinary action, up to and including termination.

- The Leon County Schools (LCS) workweek begins Sunday at 12:00 A.M. and extends through Saturday at 11:59 P.M. Employees must submit their own timesheets for the previous week every Tuesday by 5:00 p.m. after verifying the required number of hours (including leave) for the workweek has been met.

- True Time rounds to the nearest quarter hour. No employee may consistently clock in or out more than 7 minutes prior to, or 7 minutes after, his or her shift. However, the 7 minutes before or after the employee's assigned start time, is just a rounding function. Employees cannot habitually clock-in and clock-out to maximize the fourteen (14) minute window surrounding each hour so as to minimize minutes worked each day or to maximize minutes used on lunch breaks. Employees should not assume that it is acceptable to habitually clock in after their scheduled time to begin work.

- Employees who have not correctly clocked in or out on a specific day must request a correction to the recorded time in writing by submitting the "Timesheet Correction Request Form" to the site's "First Level Approver". The correction will then be made.

Employee's Responsibility (if applicable):

- Clock in and out correctly at their work site using True Time.

- Use and enter leave correctly using Time Off.

First Level Approver's Responsibility:

- Ensures that timesheets reflect the employee's actual hours worked.

- Ensures leave requests have been properly submitted and approved for **all** employees who take leave. Leave or "time off" is necessary to balance the True Time timesheets.

- Ensures that employees clock out at the end of every work day.

- Ensures that employees clock in and out correctly for lunch.

- Ensures that employees clock in and out of the correct position for those who have multiple positions.

- Ensures that comp time has been properly entered into Time Off Limited Access for any hours worked over the employee's contracted hours that are being submitted for comp time.

- Ensures that overtime hours have been properly submitted to the Payroll Department for those hours being submitted for payment.

- Ensures **that timesheets are submitted by employees in a timely manner.**

The "First Level Approver" is the employee at the site who is responsible for reconciling time and leave. This is typically the site's bookkeeper. This individual must be trained by Time & Attendance.

Final Approver's Responsibility:

- Verifies time records for accuracy.

- Approves the information entered by the employee or corrected by the First Level Approver

- Reviews and electronically approves timesheets and leave requests weekly to indicate authorization that the required number of hours for the workweek has been met and verified for **regular positions**.

- Reviews and electronically approves timesheets weekly to verify the number of hours actually worked for all **hourly positions**.

- Timesheet accuracy. Timesheets must reflect an employee's actual hours worked.

For school sites, the Principal must be the "Final Approver". For district sites, the "Final Approver" must be the District Administrator or a direct supervisor.

Timekeeping and Rounding

For timekeeping purposes, the number of hours worked by non-exempt employees will be rounded and calculated using the quarter-hour rounding method. This means that rounding will occur with each clock at the beginning and end of each lunch period and work day utilizing the seven (7) minute rule.

Using 8:00 a.m. as an example, time will be rounded to 8:00, 8:15, 8:30, and 8:45 as follows:

An employee clocks in between 7:53 and 8:07; the employee's time will be rounded to 8:00 a.m.
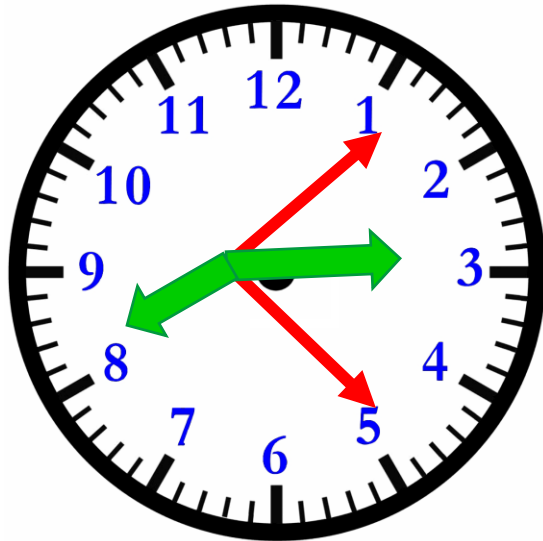
An employee clocks in between 8:08 and 8:22 minutes after the hour; the employee's time will be rounded to 8:15 a.m.
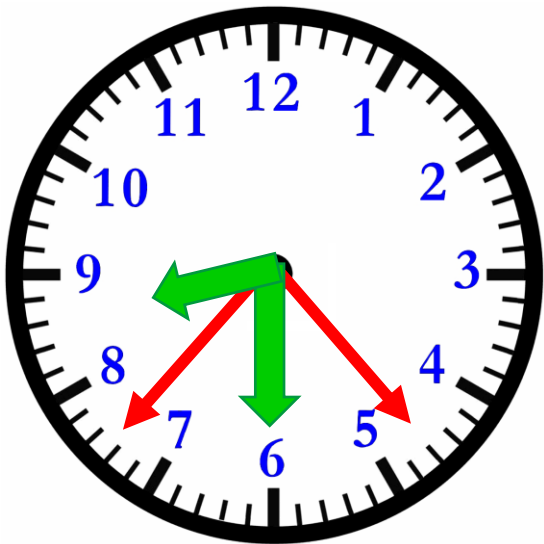
An employee clocks in between 8:23 and 8:37 minutes after the hour; the employee's time will be rounded to 8:30 a.m.
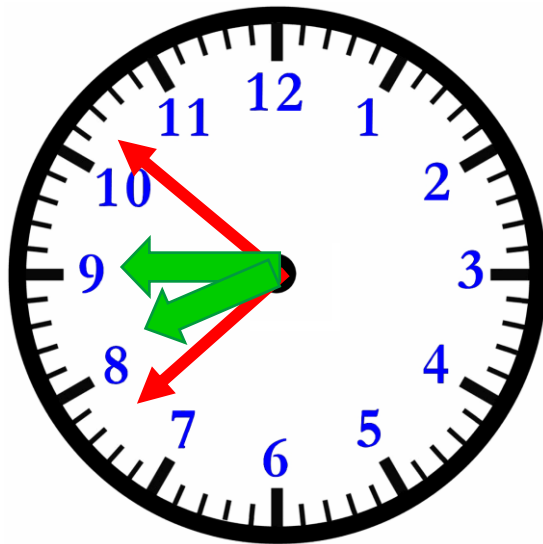
An employee clocks in between 8:38 and 8:52 minutes after the hour; the employee's time will be rounded to 8:45 a.m.

Employees must submit all leave requests and time sheets for the previous work week every Monday, but no later than Tuesday at 5:00 p.m. Stress to employees the importance of submitting both leave and timesheets in a timely manner.

By Wednesday of every week, you need to reconcile their time and leave to determine if each employee has met the required number of hours worked for the work week.

This means that the employee should have the scheduled number of hours worked for that week on his/her timesheet. If not, they will be either short or over. If they are short, they should submit a leave request. If they have worked over the scheduled hours, the employee will earn comp time unless preapproved for overtime pay. Anyone who physically works less than 40 hours earns at straight time. Anyone who physically works over 40 hours will earn at time and one-half.

Employees cannot earn comp time or overtime when also using leave during a work week. If you have this situation, the leave will need to be adjusted.

Employees cannot receive comp time and overtime for the same period of time or during the same workweek.

The chart below will assist with rounding and converting minutes to the decimal format.

ROUNDING/CONVERSION TO DECIMAL FORMAT

MINUTES ON THE CLOCK	MINUTES/ROUNDED	DECIMAL/CONVERSION
53 – 07	00	.00
08 – 22	15	.25
23 – 37	30	.50
38 - 52	45	.75

True Time Timekeeping Rules

A Timekeeping Rule is driven by the "primary job flag" established in the Payroll Department. Sometimes an incorrect pay code can be selected as primary during the export/import process. If the timesheet does not look correct, contact the Payroll Department, so we can double check the primary job flag especially if the employee has multiple positions. The Timekeeping Rules for employees who are paid by contract are set up as follows:

- **Pay Type 2** is set up for contract pay and will calculate comp time which means the comp time is automatically calculated and shown on the timesheets [in minutes and will need to be changed to quarter hours]. The comp time will have to be entered into Time Off Limited Access. However, if overtime is approved, the Overtime Report must be completed **instead** of comp time being entered. **Overtime will be paid by the Payroll Department on the employee's next regular payroll after the form has been received.** The comp time box will not calculate overages correctly during the 4-day Summer workweeks.

- **Pay Types 3 and 5** are set up for contract pay, but are **NOT** set up to calculate comp time automatically which means it will need to be calculated manually. The comp time will have to be entered into Time Off Limited Access. However, if overtime is approved, the Overtime Report must be completed **instead** of comp time being entered. Overtime will be paid by the Payroll Department on the employee's next regular payroll after the form has been received.

- **Pay Type 3 Nutrition Services** is set up for overtime.

- **Pay Type 3 Transportation** is set up for overtime.

- **Pay Type 4 (Worksheet-Hourly)** – Employees are set up to be paid by the hour and must be entered onto the Hourly worksheets in PAC.

- **Pay Type 7 (ESY)** – Employees are set up to be paid by the hour and must be entered onto the ZESY worksheets in PAC.

Clocking In And Out On True Time

Clocking in and out can be accomplished by utilizing the following methods:

1. Employee Access/True Time/Current Status Widget

2. Skyward Mobile App

**3.** True Time Clocks (TouchTime II, III, or Genus G2)

One page "How To" instruction guides have been provided to each site's Payroll and/or Leave Contact and should be posted near the timeclocks.

1. <u>SETTING UP THE TRUE TIME CURRENT STATUS WIDGET TO CLOCK IN AND OUT</u>

Log into Skyward. Select **Employee Access** from the dashboard. Then click the **Select Widgets** link.
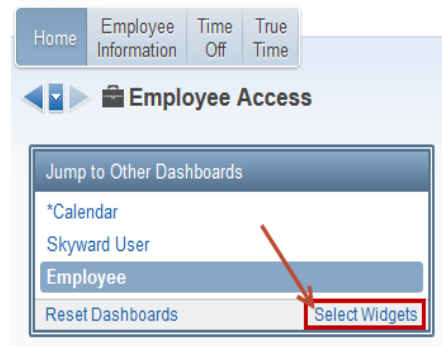
Click the **True Time Current Status** checkbox under Employee Widgets and click the **Save** button.
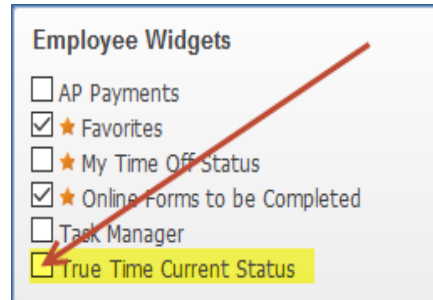
Click the **True Time Current Status** checkbox under Employee Widgets and click the **Save** button.

Click the Status drop-down box and select **In.**
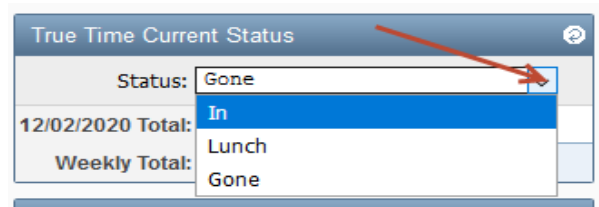
Note: If an employee has more than one position, he/she will be prompted to select the position he/she needs to log into.

This pop-up will *NOT* be available if the employee only has one position.
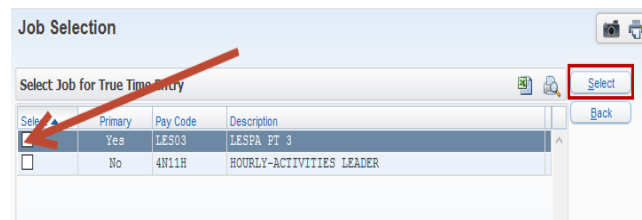
<u>TAKING LUNCH</u>

- Click the Status drop-down box and select **Lunch**. This will end the current "In" record.

- To return from lunch, click the Status drop-down box and select **In**. This will end the current "Lunch" record.

- If the employee may not be returning from lunch, he/she should select **Gone** rather than "Lunch" so he/she will not be automatically clocked out at 11:59 at the end of the work day.
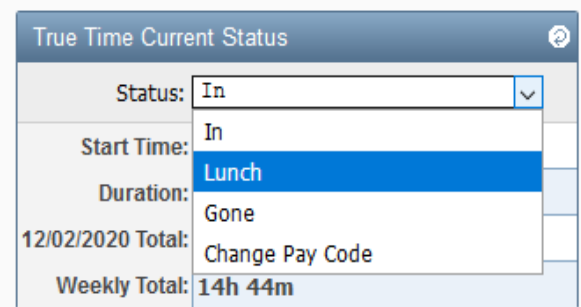
Don't forget to clock in and out for lunch!

CLOCKING OUT

- To clock out for the day, click the Status drop-down box and select **Gone**. This will end the current "In" record.

- Employees should use this option when leaving for an appointment or if there is a possibility he/she won't return for the day.

Don't forget to clock out at the end of the day!

CHANGING POSITIONS

If an employee has more than one position, he/she can change positions with the Status drop-down box by selecting "**Change Pay Code"**, selecting the correct position from the pop-up window, and clicking the **Select** button.

The Status drop-down box option will *NOT* be available if the employee only has one position.

2. Clocking in and out – Mobile Phone

Skyward may be accessed using a mobile smart phone for time off, viewing Pay Records, clocking in/out and more. The best way to access Skyward on a mobile smart phone is through the browser.

Each site's TechCon can assist employees in setting up bookmarks for later use.

The Mobile App can only be used while on campus and using a District IP address.

Scan QR code with QR reader on a phone to open in the phone's browser:

Click on "Secure Sign In" button:
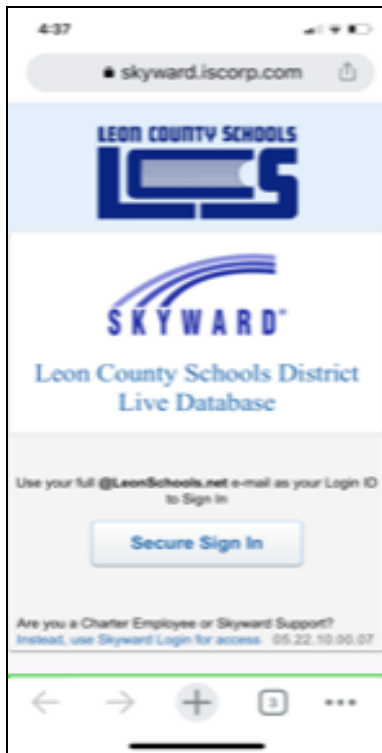
Type email and password (LCS Credentials)
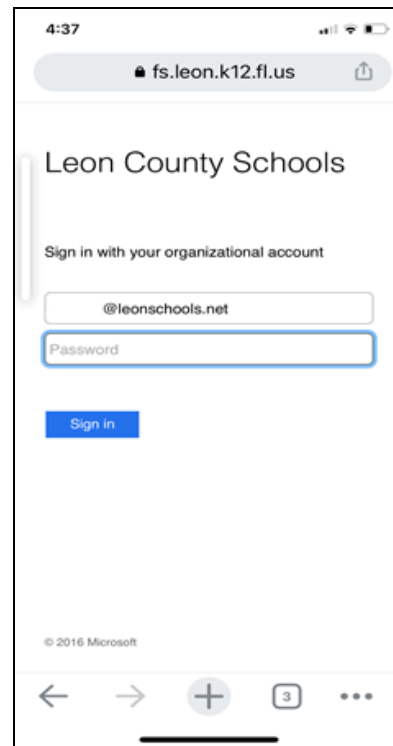
Verify Identity
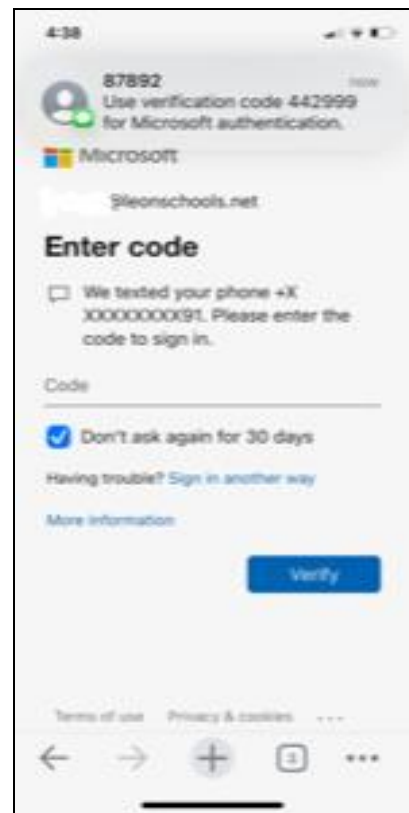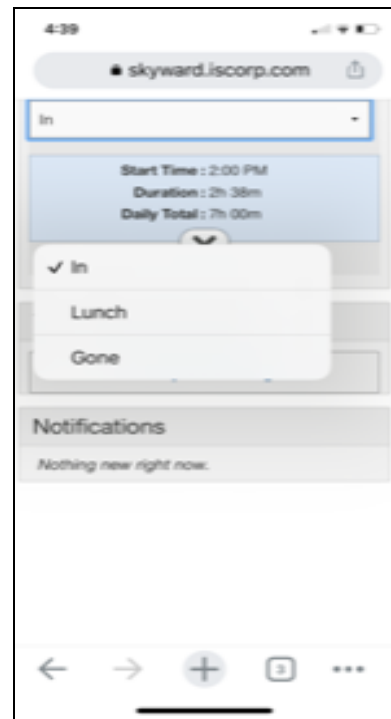
After following these steps, employees should be able to clock in, go to lunch, or leave for the day using the drop-down menu.

3. Clocking In and Out – TouchTime III Clock

To clock in and out using the Proxy Card, place the card on the proximity reader on the bottom of the clock.

To clock in and out using the number pad push the **F1** touchscreen button.

Employees can key in their PIN number on the touchscreen number pad and push the **ENTER** touchscreen button.

To clock in press the touchscreen button next to **IN**.

If employees only have one job the system will clock them in automatically to that job.

If they have multiple jobs, they need to choose the job they are working by pressing the touchscreen button next to that job.
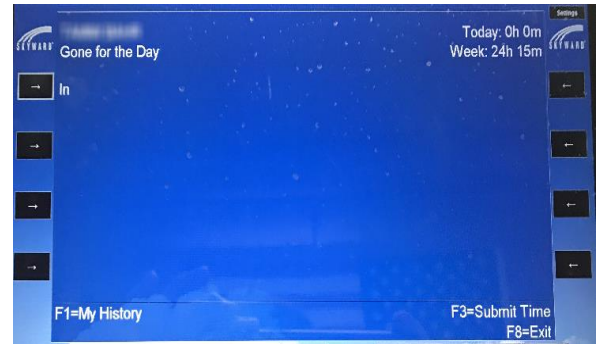
TAKING LUNCH

Employees can sign into the time clock with their proxy card or PIN number.

Push the touchscreen button next to **OUT TO LUNCH**. This will end the current "In" record.

To clock back in from lunch, sign into the time clock with the proxy card or PIN number and push the touchscreen button next to **IN**. This will end the current "Lunch" record.
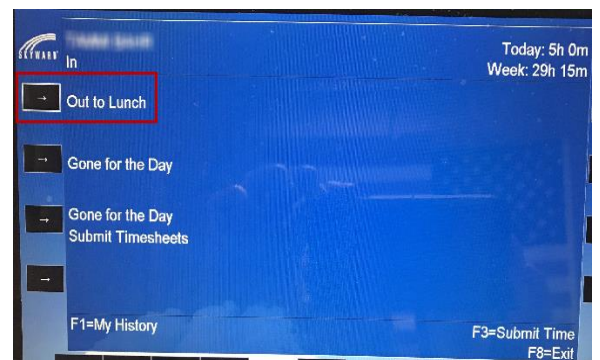
Don't forget to clock in and out for lunch!

CLOCKING OUT

Employees can sign into the time clock with the proxy card or PIN number.

Push the touchscreen button next to **GONE FOR THE DAY**. This will end the current "In' record.

Don't forget to clock out at the end of the day!

17
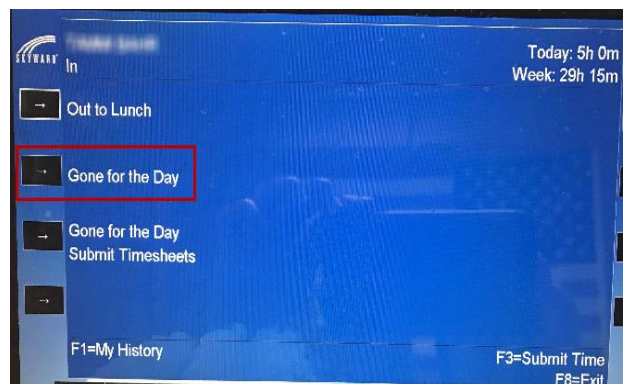
If they have multiple jobs, they can switch their job on the time clock.

Employees can sign into the time clock with the proxy card or PIN number.

Push the touchscreen button **F2** to change jobs. Employees can also push the touchscreen button next to the job they need to clock into.

This will end the "In" record for the previous job and start an "In" record for the newly selected job.
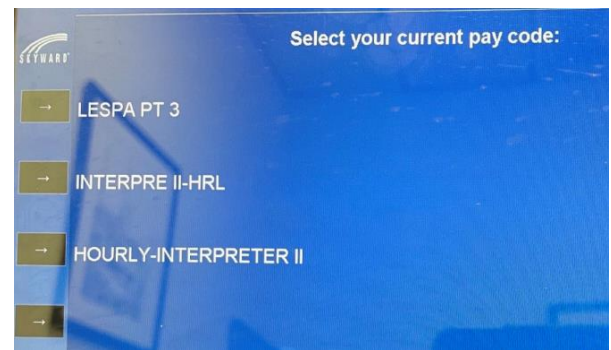
If the TouchTime III time clock isn't working, speak to your techcon at your site.

Your techcon has received a guide on how to support TouchTime III clocks and can use that guide to reboot the clock.

If your techcon cannot figure out the time clock issue, have them put in a Help Desk ticket to SkywardHelp@leonschools.net or call the Help Desk.

True Time and Time Off Org Charts/Approval Flow

**The District requires supervisory approval of time worked and leave used by employees to ensure that compensation payments are appropriate and leave balances are accurate. Timesheets must reflect an employee's actual hours worked.**

It is recommended that the site bookkeeper or employee trained to process payroll and leave has the role of "First Level Approver" because that individual is responsible for reconciling each employee's time and leave weekly by Wednesday. **First Level Approvers must attend True Time Training by the Time & Attendance Department.**

The Principal must be the "Final Approver" for school sites. For district sites, the "Final Approver" must be the District Administrator or a direct supervisor

A new Time Off and True Time Org Chart Change Request must be completed for new employees and those who have transferred to another site in order for their timesheets and leave to be approved by the correct supervisor.

True Time:

New non-exempt employees, hourly teachers, and transfers who are required to clock in and out can begin using True Time in Employee Access after the following has occurred:

- Personnel Action Form (PAF)/Data Sheet has been completed by the site, processed and exported by HR, then imported by Payroll.

- The Time Off and True Time Org Chart Request Form has been completed and properly submitted.

- The PIN Number has been assigned to the new employee.

- The Key card has been programmed and distributed to the site and distributed to the employee.

- Work week schedule has been created in Skyward by the site for contract employees (not hourly).

Time Off:

New leave eligible employees and transfers can begin using Time Off in Employee Access once the following has occurred:

- PAF/Data Sheet has been completed, sent to Staffing Services, and approved through Human Resources.

- The Time Off and True Time Org Chart Request Form has been completed and properly submitted.

Multiple Jobs:

If an employee has positions at different sites the employee will need to be put in the Org Chart for each position. Each site will be responsible for correcting and approving their positions time. The timesheet will not be final approved until both sites have approved the timesheet.

The employee will need to make sure that the appropriate supervisor is selected for each position when the timesheet is submitted.
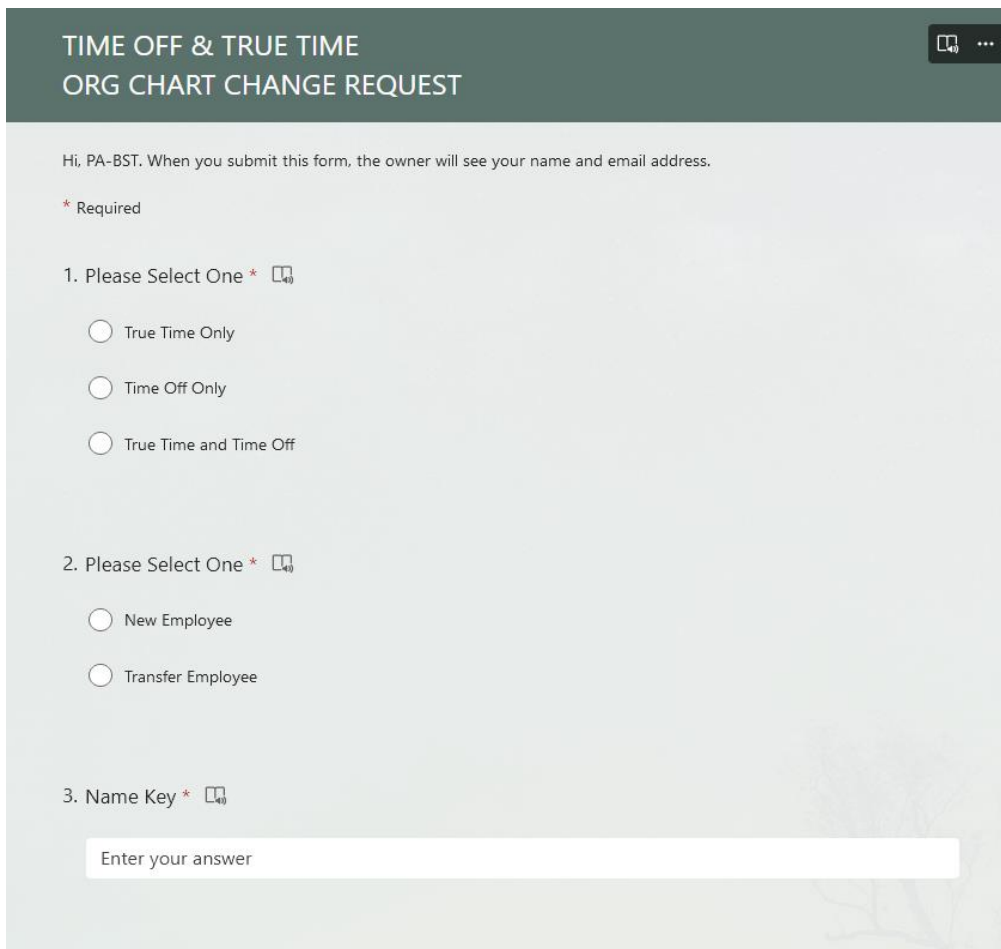
The 1st level approvers name will appear on the timesheet to indicate which position they are responsible for balancing and approving. This includes summer pay type 4 and 7 positions that may be at other sites.

Time Off & True Time Org Chart Change Request:

To complete a Time Off and True Time Org Chart Request, located on Payroll and Time & Attendance's webpages, click on the link and the "Start now" button.
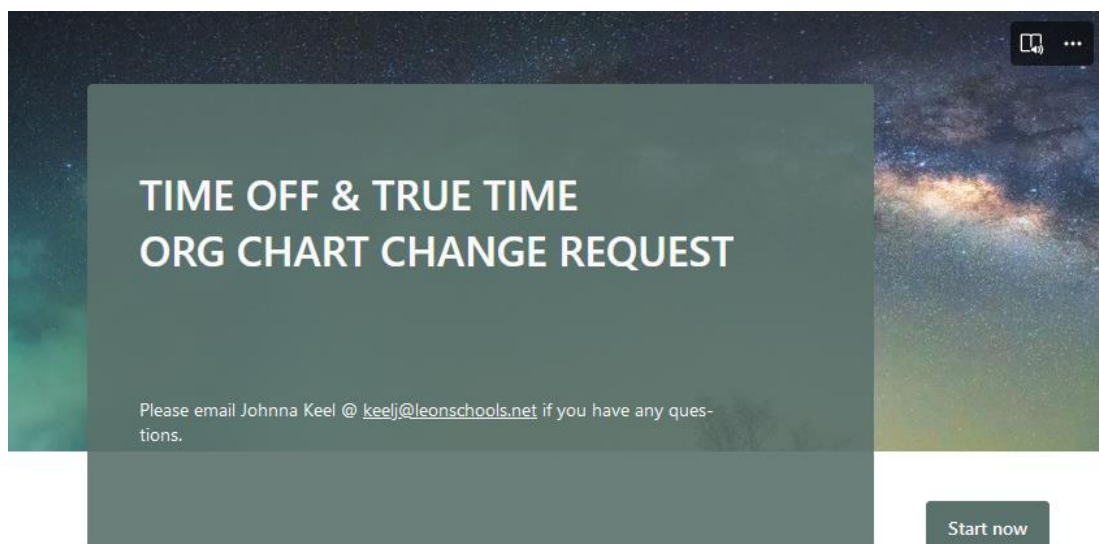
Answer the questions by clicking on the correct radio buttons and entering the correct information.

Once you have finished answering all of the questions, click on the "Submit" button. An email will be sent to the employee who will make the changes. You will be notified once the corrections are made.

Employee Access

Set up your widgets on your Home screen in Employee Access to accommodate your responsibilities, so you can have easy access to what you want to see.

Employee Access is a useful tool for employees and allows the following:

- Personal Information – View and Edit address, spouse, demographic
- Check History – View and print pay stubs
- Check Estimator – Tool for employees to estimate checks
- Calendar and Fiscal Year-to-Date – View and print payment information
- Direct Deposit – View bank account information
- W2 – View and print current and historical W2's
- W4 – View current W4 information for tax purposes
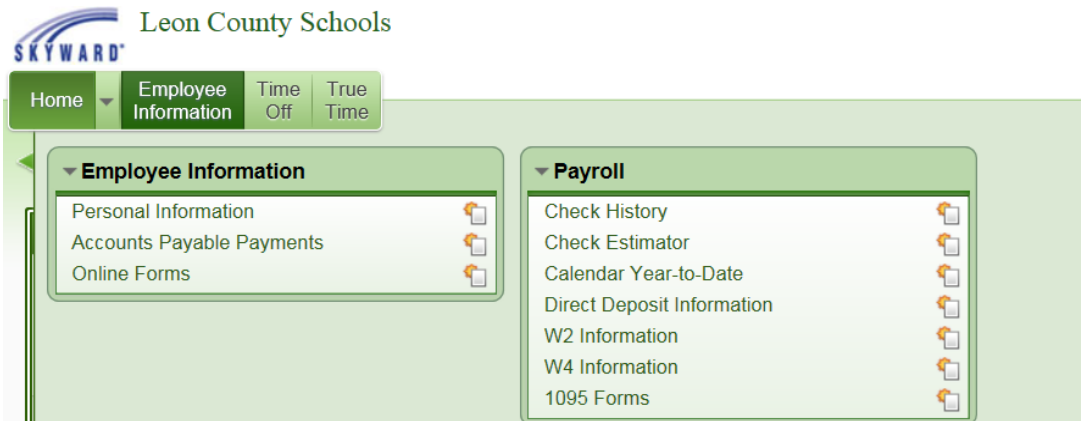
Note: A W-2 is provided to each employee to report wages paid and taxes withheld. Employees who select the electronic version of the W-2 will receive an email once it is available. The paper version will be mailed <mark>the last week of January to the address on record</mark> to employees who did not select the electronic version. Employees can view the electronic version in Employee Access.

How to Set Up A Filter For Unapproved Timesheets

In Employee Access choose the True Time Tab.

Under Supervisor Access choose Unapproved.
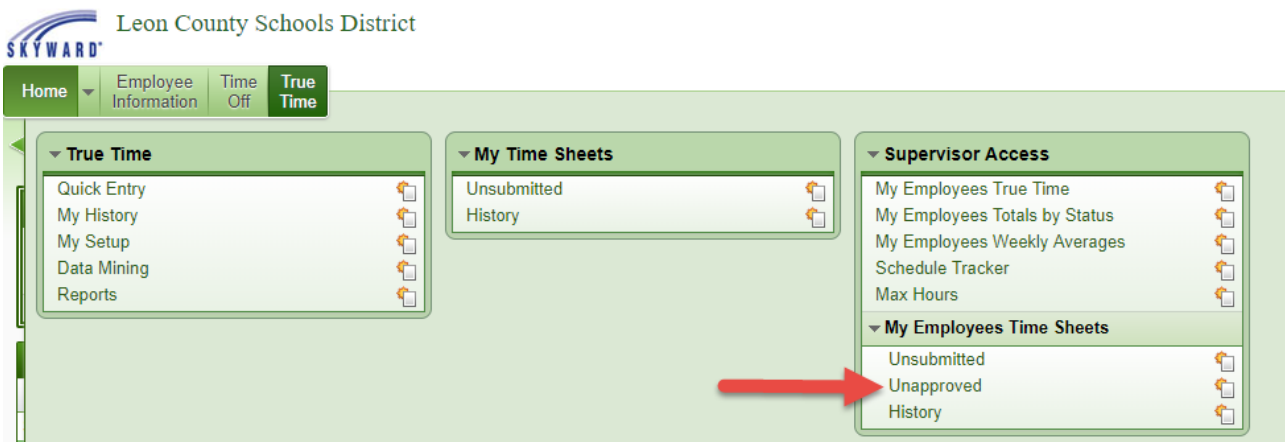
Change your status to WFM (Waiting for My Approval) from one of the following filter options:

- Status – All Unapproved
- Status – WFH (Waiting for Higher Approval)
- Status – WFL (Waiting for Lower Approval)
- Status – WFM (Waiting for My Approval)
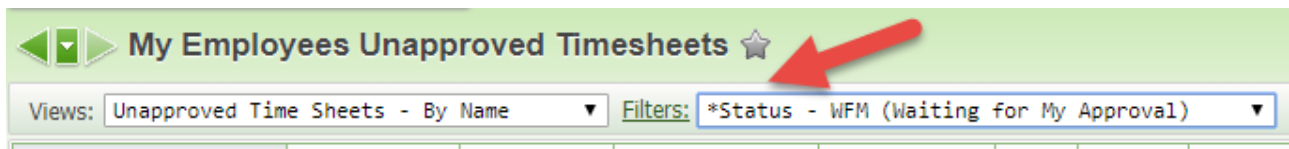
Setting up Widgets, Approving Leave Requests, & Timesheets

Setting up Widgets:

Setting up widgets on your Skyward dashboard will be very helpful with Time Off and True Time processing.

1. Click "Select Widgets" under your Dashboards area of Skyward Employee Access
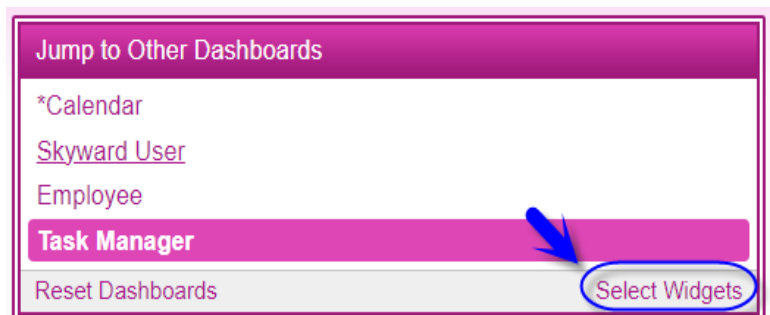
2. Select the highlighted Employee Widgets and click "Save".
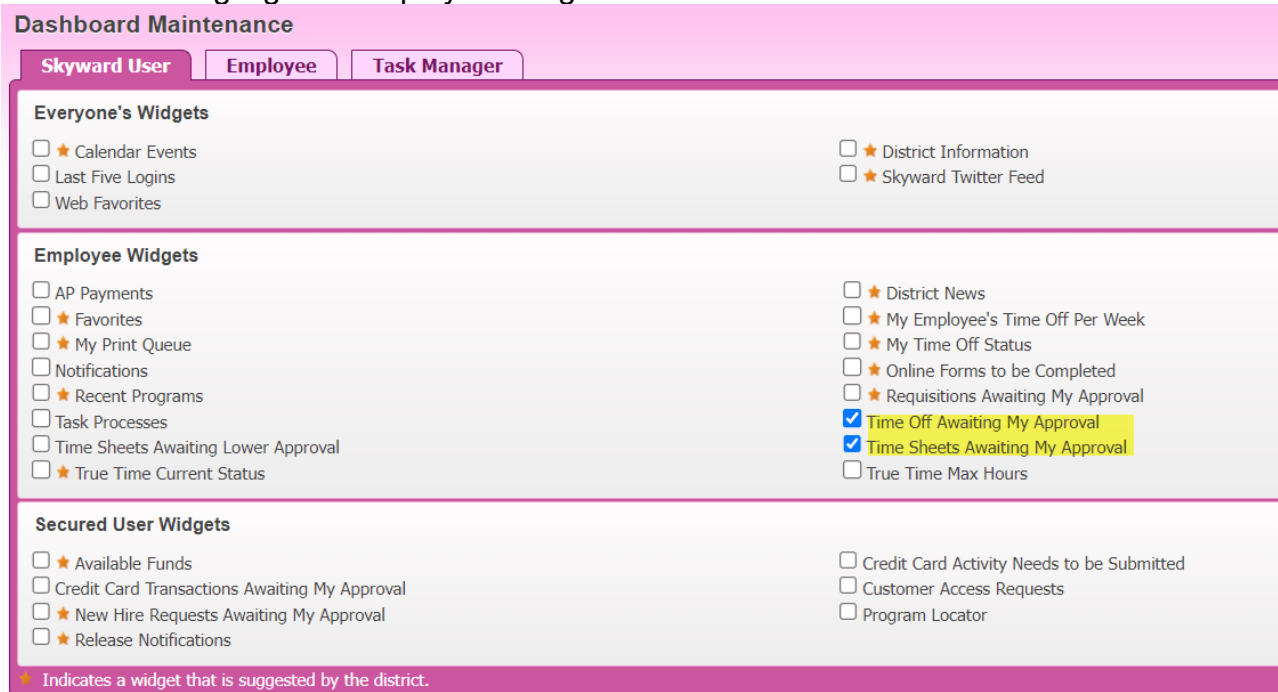
3. Click and drag your widgets around your dashboard as you wish.

4. You can see time sheets and time off requests awaiting approval.

5. Click on the title of the item you wish to approve.

Approving Leave Requests:

Leave can be approved from the "My Approvals" screen in Time Off.   If you click on the "Time Off Awaiting My Approval" it takes you to the screen below:

Make sure you set your filter to "Requests Waiting for Approval (sorted by date to approve your employee's leave request or change the filter as needed.

This browse view selection defaults to Waiting for Approval (sorted by date). Use the drop-down to change your view as needed.

Make sure that any required documentation is attached; i.e. bereavement leave and jury duty.

To approve or deny leave, click on the Approve or Deny box next to the employee or you can click on the "Select All" box. Then click on "Submit Approvals and Denials. A box will appear and if you are sure click "OK".

skyward.iscorp.com says

Are you sure you want to approve/deny the selected Time Off Requests?

OK   Cancel

Employees will receive an email notifying them that the leave request has been approved or denied.

Approving Timesheets:

To approve timesheets make sure your filter is set to "Waiting for My Approval".

Select and highlight an individual employee's timesheet. Choose the View/Approve/Deny Individual Timesheet button to review the timesheet that is highlighted individually.
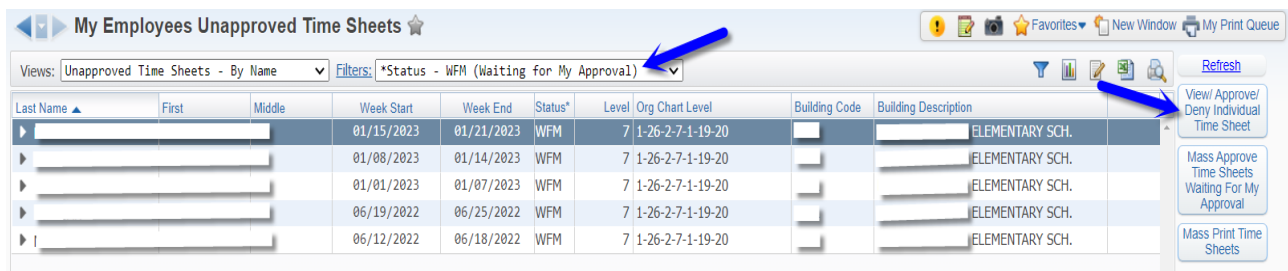
Select Approve to approve the timesheet and move to Payroll if you are the final approver.

Select Deny to deny the timesheet and send it back to the employee for review or editing.

Select Print if you want a printed version of the timesheet.

Select Back to go back to the My Employee Unapproved Timesheets browse.
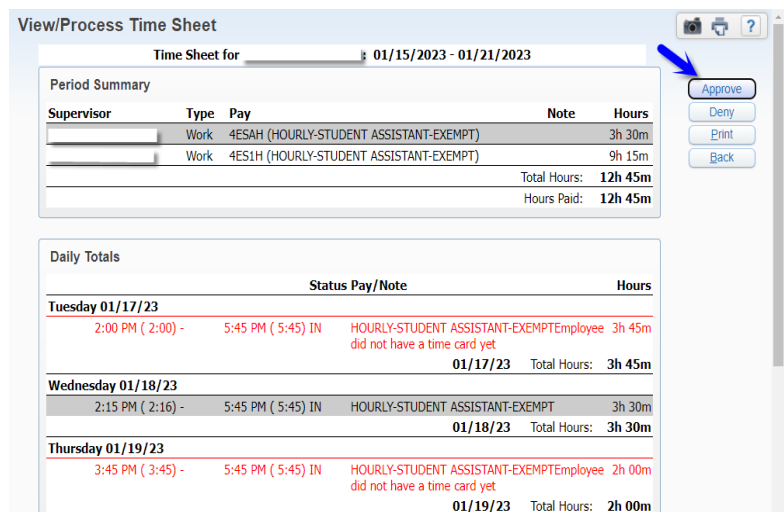
Once you select Approve or Deny, this screen will appear.

Notes are required and must be entered for denials as to why you are denying the timesheet. An email will be sent to the employee and will include the note.

Select **Save** when finished.

Approve Time Sheet

Period Summary				
Supervisor	Type	Pay Code	Job/Summary	Hours
	Work	4ESAH		3h 30m
	Work	4ES1H		9h 15m
			Total Hours:	12h 45m
			Hours Paid:	12h 45m

Save
Back

Approve/Deny Time Sheet

Approval Options: ● Approve ○ Deny

Approval/Denial Notes:

DO NOT MASS APPROVE TIMESHEETS!!

Employee Access – True Time Overview

True Time

Quick Entry and My History are only available for non-exempt employees.

Quick Entry – Click here to review your time, clock yourself in/out or add notes to any punch. You cannot modify your time. Only your Supervisor can modify your time.

Data Mining – Click to create custom reports

Reports – Click here to run standard reports

True Time – Summary and Detail Reports

- Employee Summary Report by Week
- Employee Summary Report by Day
- Employee Detail Transaction Report for Each Day

Adjustments – Reports on any changes made to a time sheet.

Exceptions – Reports on Exceptions

My Time Sheets

This option is only available for NON-EXEMPT employees. If you are EXEMPT, you will not see this option.

Unsubmitted – Click to view and submit YOUR time sheets.

History – Click here to view of any of your timesheet that have been processed and saved to history.

Supervisor Access

My Employees True Time – Click here to display a list of employees that report to you. From here, you can modify the pay code or daily clock in/out times for your employees.

My Employees Time Sheets

Unsubmitted – Click to view and submit time sheets that either have not been submitted or submitted for approval and denied. You cannot make changes to the time sheets from here.

Unapproved – Click here to view and approve timesheets that have been submitted for approval and are either currently waiting for approval from someone below you, you or someone above you in the org chart. You cannot make changes to the time sheet from here.

History – Click here to view any time sheets that have been processed and saved to history.

True Time PIN Codes Report

Purpose:

The purpose of this document is to walk the user through accessing and running the True Time PIN Codes report. If an employee at your site forgets or loses their True Time time card and does not remember their PIN code, you can use this report to look it up for them.

Detail Requirements:

To run this report, you must be part of the WbCrTrueTime security group for True Time custom reports. If you do not have access to this report, you are not part of this security group. Please see your True Time management group at your site for users who can access this report.

STEP 1 | Accessing Custom Reports

1) Log into Skyward with your credentials
2) Click on the Human Resources tab
3) Click on the Custom Reports tab
4) Click on the Reports link

STEP 2 | Running the report

1) Click on the report "PAYROLL – True Time PIN Codes by site"
2) Click the Run button on the right side of the screen

STEP 3 | Printing the report

1) The Name-ID at the bottom of the window is automatically selected based on your Skyward credentials. The report will run for the site associated with your employment information.
2) Click the Print button to print the report
3) Wait for the report to finish generating and click the link to open or save the report. You can also view this report in your Skyward Print Queue
4) If you are a True Time manager for multiple sites and your report has less than the expected number of sites, please email the TIS Help Desk.

Prompt Values

Report Name: PAYROLL - True Time PIN Codes by site

Report Comment: This by site report prints a list of employees at a site enrolled in True Time along with their PIN Access Codes. Bookkeepers and other True Time administrators can run this report to assist employees with timekeeping if they forget their time card and PIN.

Print
Reset
Back

Export Method:

PDF Export Options

Page Range
◉ All
○ Page Range
From: 1 To: 1

☑ Create bookmarks from group tree

Your Skyward Name-ID: Automatically selected - will run for your site only PUSERNAMEID

Select a Value
48502 [ROBERT A JARVIS]

True Time Work Schedules

The True Time Work Schedule determines the number of hours per day that populates onto the True Time timesheets. Workweek schedules will need to be added for each employee prior to clocking in and out on True Time. Pay type 4 and 7 employees do not require work schedules. Workweek schedules will also need to be added or modified as new employees are hired or changes are made to employee's work hours (as authorized by a PAF).

Follow the instructions below to add or modify an employee's work schedule in True Time:

1. Go to Employee Access

2. Click on True Time

3. Under Supervisor Access, click on My Employees True Time
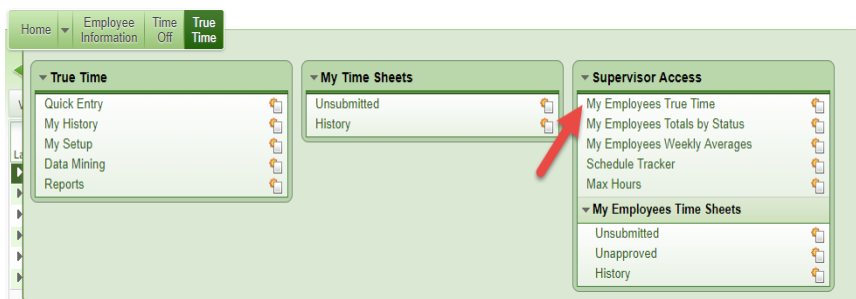
1. Click on the arrow to the left of the employee that needs the schedule added.

2. From the drop downs chose Work Schedule and click on Edit Workweek Schedule.

3. Edit the schedule from this screen.

1. Change the date to Sunday of the week that the new schedule starts (hire date).

2. Choose the days of the week the employee will be working, click the Work Day box and then assign the employees work times, including lunch time. The Hours box should equal the number of hours the employee is scheduled to work daily as authorized by the PAF.

3. Click Assign Times. This will change the times for the entire week. The effective end date should remain 12/31/2999.

4. Click Save when finished.

Employees can clock in and out on unchecked days. The schedule is for the purpose of populating hours onto the timesheet per week including holidays and non-working days.

Timesheet Corrections

Prior to being processed by Payroll:

From time to time, an employee will forget to clock in and out or need to correct his/her timesheet for various reasons. He/she can make the request in writing via email or the "Timesheet Correction Request Form Prior to Being Processed by Payroll".

DO NOT ACCEPT A VERBAL REQUEST TO CHANGE A TIMESHEET.

Make sure the request is authorized and keep it in your files for audit purposes. Make sure you make a note on the timesheet as to why you changed the time on the timesheet.

Current week corrections should be entered in My Employees True Time in Supervisor Access. A description of why the correction is being made should be entered in the Notes section. Example: Forgot to clock back in from lunch per 9/27 email.

Timesheets that have been submitted by the final approver and are in "Waiting for Payroll" status can be denied back to the employee by Time & Attendance.

Please email Time & Attendance with the name of employee to be rejected, position, date of week, and reason time sheet needs to be rejected. Correction can then be done, as above, and then the employee and approvers will need to approve the corrected time sheet.

How to correct time in timesheets:
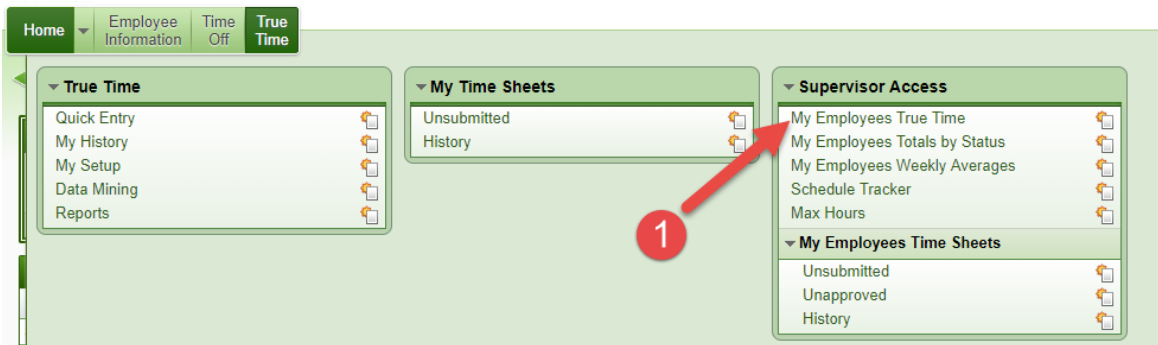
1. In EMPLOYEE ACCESS, under TRUE TIME choose My Employees True Time in Supervisor Access.

2. Click the drop down for the employee you need to make the correction to and under Workweek Totals click on the date you need to correct.
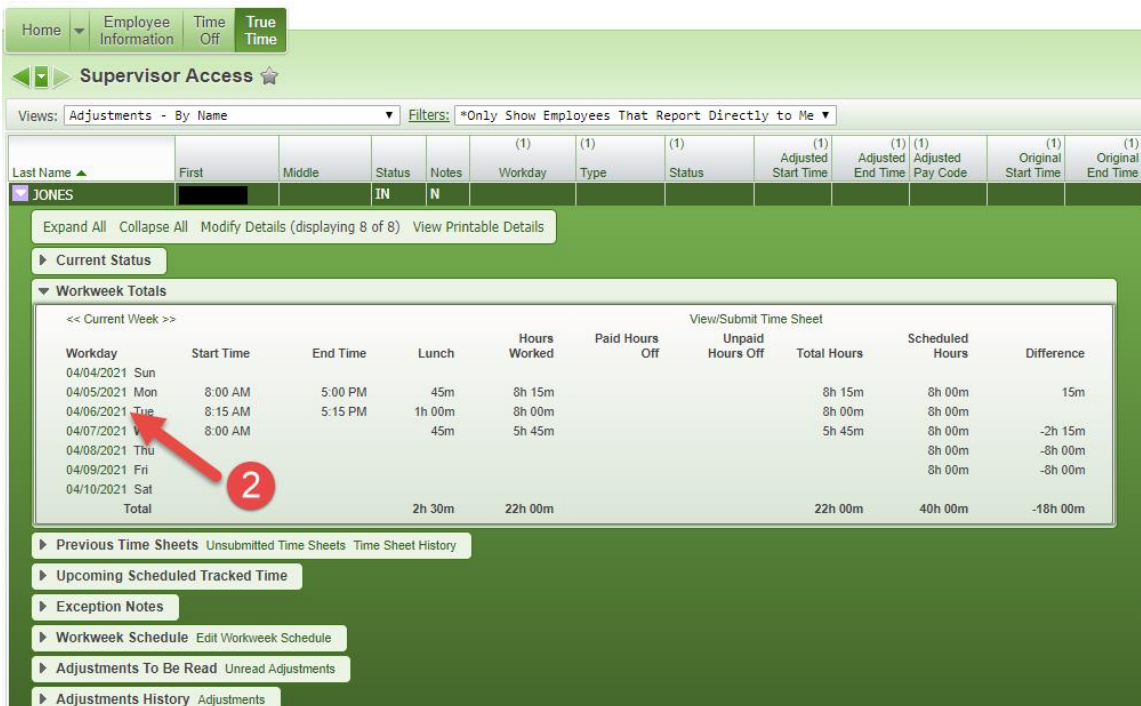
You can go to previous weeks by clicking the arrows to the left of where it says Current Week.

3. Click on Edit the Existing Times from the True Time Quick Entry page.

- Use the Add a Missing Record button to add both an In and Out time. The Start/End times will need to match the corresponding start and end time for the "In" transactions.

- Use the Delete button to remove a full line transaction.

4. Edit the time in the appropriate box. If you are editing a lunch time make sure to correct it in both the corresponding start and end time for the "In" transactions.

5. Enter a note as to why the change is being made.

6. Click Save.

7. It will then take you back to the previous screen and then click the close button.

**DO NOT ACCEPT A VERBAL REQUEST TO MAKE CHANGES TO A TIMESHEET. EITHER AN EMAIL FROM THE EMPLOYEE OR THE TIMESHEET CORRECTION REQUEST FORM ARE ACCEPTABLE.

How to change pay codes in timesheets:

1. In True Time go to Supervisor Access, My Employees True Time.
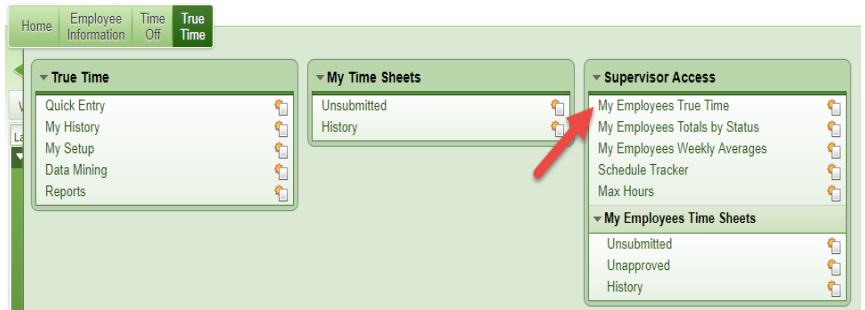
2. Click on the employee you need to correct and then the drop-down button. Under Workweek Totals click on the date you need to correct. You can change the date range by clicking on the forward or backwards arrows next to

3. Click on the Status transaction you need to correct and then the Edit the Existing Times button.

4. Click on the Status line you need to correct and then click in the Pay Code box and your choices for the multiple pay codes will drop down. Click on the correct pay code and save.

True Time Quick Entry

Totals
Mon 12/14/20 Total: 8h 00m
Scheduled Hours: 7h 00m
Lunch Total: 30m
Weekly Total: 35h 30m

Transactions for Monday 12/14/2020 for

Status	Start Time		End Time		Duration	Pay Code	
IN	07:30	AM	08:30	AM	1h 00m	4N11H - HO	
IN	08:30	AM	12:00	PM	3h 30m	LES - LE	
LNCH	12:00	PM	12:30	PM	30m	LES - LE	
IN	12:30	PM	04:00	PM	3h 30m	LES - LE	

Save   Cancel   Refresh

Timeline to correct leave request that affect timesheets

Employees can edit or delete leave requests in Employee Access Time Off up until the day the leave is to be used.

The leave site contact can make changes in Time Off Limited Access between the dates of the leave request and the date of the leave completion deadline.

Time sheets should not be submitted until leave shows correctly in timesheet. Leave requests (in Time Off) must be submitted and fully approved to display on the timesheet. The time sheet may need to be denied to update leave time.

Timesheets may need to be denied to allow leave to populate correctly onto the timesheet.

Time & Attendance will make changes AFTER the leave completion deadline once the Leave Correction Form has been completed and submitted to them.

The Leave Correction Form and Leave Completion Deadline Schedule can be located on their webpage.

Corrections for submitted time sheets in "History" status or that have been partial paid will not be able to be corrected in True Time.

Complete the "Timesheet Correction Request Form after Being Processed by Payroll" and submit it to Payroll with a copy of the time sheet with corrections made in red pen.

Keep a copy for your records.

LCS
LEON COUNTY SCHOOLS

TIMESHEET CORRECTION
REQUEST FORM
<u>AFTER</u> BEING PROCESSED BY PAYROLL

Employee Name (Printed): _____

Cost Center: _____ Cost Center #: _____

<u>To make timesheet corrections that have been processed by Payroll and cannot be edited follow the instructions below:</u>

- Provide a **copy** of the timesheet you wish to correct to the Payroll Department.

- Indicate the corrections in **RED** on the copy.

- Provide applicable supporting documentation.

<u>Reason for Correction:</u>

_____
_____
_____
_____

I understand my timesheet has been processed and cannot be edited by me or my supervisor. I further understand this correction could result in a correction to my pay.

Employee's Signature: _____ Date: _____

Principal/District Administrator: _____ Date: _____

Payroll Director/Designee: _____ Date: _____

***** This form should be used for corrections after the timesheet has been processed by Payroll and it cannot be edited *****

The Work Week

The work week is very important for timekeeping, leave, and payroll processing. The FLSA requires employers to keep records specific to the workweek and each workweek stands alone.

The Leon County Schools' work week begins on Sunday at 12:00 AM and extends through Saturday at 11:59 PM. Employees must reconcile their leave and/or time every Tuesday by 5:00 p.m.

Exempt and Non-exempt employees who have not met the required number of hours worked during a given work week, must submit a leave request (and/or required documentation) in order to complete the correct number of hours worked that week.

THE WORK WEEK

Hours Worked + **Approved Leave** + **Paid Holiday(s) AND/OR Non-working days** = **Required hours per week**
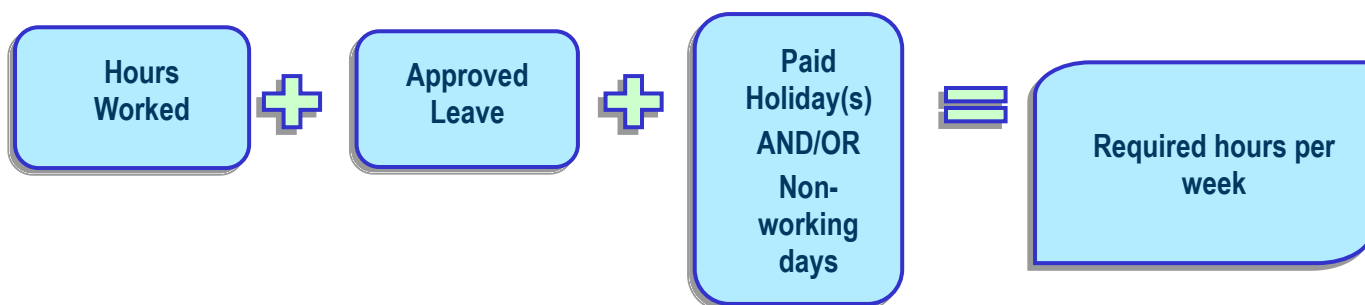
Non-exempt employees who physically work more than forty (40) hours during a given work week will receive overtime pay at time and a half or an award of compensatory time at time and a half in accordance with the FLSA for all hours worked in excess of forty (40).

Additional Hours Physically Worked Above 40 in the Same Work Week = **Comp Time @ 1.5 OR Overtime @ 1.5**
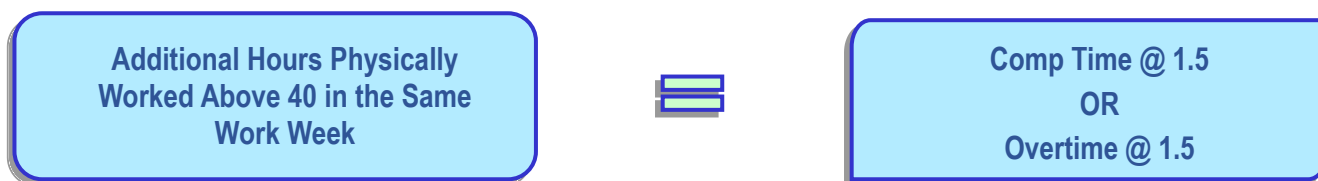
Non-exempt employees who physically work more than their required number of hours but less than forty (40) hours during a given work week will receive overtime pay at the straight time rate or an award of compensatory time at the straight time rate.

Additional hours above the required hours in the same work week = **Comp time or overtime @ straight time for any hours less than 40 AND/OR Comp time or overtime @ 1.5 for any hours greater than 40**
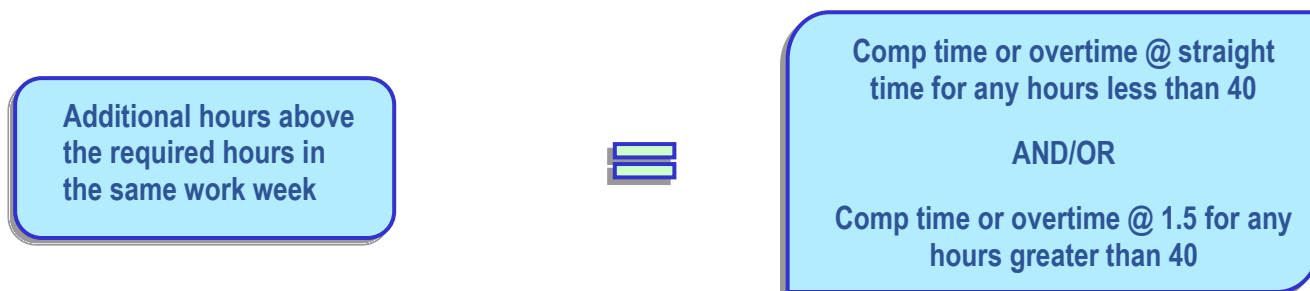
Compensatory Time for Non-Exempt Employees

Awarding Comp Time:

Compensatory (comp) time is leave earned by an employee who worked extra hours instead of receiving overtime pay. **Employees must be in "<u>overtime status</u>" to earn comp time.**

Comp time cannot be awarded to employees for any of the following reasons:

- Not working their required hours during the work week.

- Gifts at Christmas or anytime during the year.

- During the summer to 10-month employees such as paraprofessionals who are not normally scheduled to work. If you need them to work during the summer, they must be placed in hourly positions.

All comp time must be approved in advance by the Supervisor and all overtime must be approved in advance by the Superintendent. **Keep in mind non-exempt employees cannot volunteer and must be paid for all additional time worked even if it was not prior approved.**

Entering Comp Time Earned:

Once the work week has been reconciled and it has been determined that the employee has earned comp time, the site leave contact must enter comp time earned via Time Off Limited Access. However, if the employee has been approved for overtime by the Superintendent, do not enter the comp time, but follow the procedures for an overtime payment.

Make sure that any hours you have submitted to the Payroll Department as overtime ARE <u>NOT</u> entered as comp time. Employees cannot earn comp time and overtime for the same period of time.

Pay Type 2 Employees:

The Pay Type 2 timekeeping rule is set up to allow comp time to automatically calculate and appear on the timesheets. Comp time hours will appear in a separate box titled "Comp Time Totals" on the Time Sheet in minutes along with the Comp Time Factor. See example below:

Comp Time Totals					
Time Off Code	**Days or Hours**	**Clock Hours Requested**	**Comp Time Factor**		**Time Off Allocated**
COMPENSATORY TIME	Hours	1h 30m * 1.5		=	2h 15m

Time will appear in minutes (i.e. 15, 30, 45, 00) and will need to be converted to the quarter hour (i.e. .25, .50, .75, .00). Once converted to the quarter hour, you need to multiply the hours by the correct Comp Time Factor to calculate the number of hours to enter. Example: 1h 30m * 1.5 converts to 1.50 *1.5 = 2h 15m or 2.25.

The straight time factor for hours less than 40 is 1.

The time and a half factor for hours greater than 40 is 1.5.

Enter comp time in Time Off Limited Access for the total amount earned for the week using the last day of the week, Saturday.

Please review the comp time carefully because it is considered APPROVED when the True Time timesheet is submitted by the supervisor.

The comp time box will not be accurate during the 4-day summer workweeks.

Pay Types 3 and 5:

The timekeeping rules for **Pay Types 3 and 5** are set up for contract pay but are **NOT** set up to calculate comp time automatically which means it will need to be calculated manually.

The employee in the example below is scheduled for 8.00 hours per day or 40 hours per week, but worked a total of 41 hours and 45 minutes (converts to 41.75).

View Time Sheet

	Time Sheet for_____	02/23/2020 - 02/29/2020	

Period Summary

Type	Pay	Note	Hours
Work	LES05 (LESPA PT 5)		41h 45m
		Total Hours:	41h 45m
		Hours Paid:	41h 45m

He/she worked 1.75 hours above 40 hours during the work week and must be compensated at time and a half. The calculation is listed below:

> 1.75 (Actual) x 1.5 = 2.63 (entered as comp time into Time Off Limited Access)

The comp time will be listed in minutes and will need to be converted to the quarter hour, **then entered into Time Off Limited Access.**

Please review the comp time carefully because it is considered APPROVED when the True Time timesheet is submitted by the supervisor.

Using Compensatory Time:

An employee who has accrued compensatory time and requests use of the time must be permitted to use the time off within a reasonable period after making the request, if it does not unduly disrupt operations. It is recommended that employees use compensatory time prior to sick or annual leave. However, be careful not to require them to use their comp time on the books when they could be in danger of losing any annual leave in excess of the maximum allowed. This could cost the employees money out of their pockets.

Employees will request comp time via Time Off in Employee Access/Skyward.

All leave requests must be submitted and approved in order to appear on the timesheets.

Make sure timesheets are submitted and approved before termination, transfer, or retirement, PAF's are processed by HR.

Payment and Accrual Information:

Non-exempt employees can carry forward unused comp time to the next fiscal year, but should not accrue more than forty (40) hours of comp time at any given time. Supervisors should make every effort to grant time off to keep an employee's accrued comp time below forty (40) hours.

FLSA does not allow state and local government employees to accrue more than 240 hours of compensatory time at any time. In order to remain compliant, non-exempt employees shall receive payment for unused compensatory time above the two hundred and forty (240) hour accrual limit annually based on the regular rate of pay as of December 31st.

Non-exempt employees shall receive payment for any remaining unused compensatory time upon termination from employment with the Board at the final regular rate of pay received by the employee.

Comp Time - Teachers

Comp time for **Teachers** is not administered by the Benefits, Payroll, or Time & Attendance.

No monetary reimbursement shall be awarded for comp time for teachers at any time.

Comp time for **Teachers** must be entered in Time Off Limited Access so the time will be available for them to use when needed.

Comp Time – ICOMP

Teachers are exempt employees and are not entitled to overtime or compensatory time approved in lieu of overtime pay provided to non-exempt employees under the FLSA. However, Teachers may accrue compensatory time consistent with the plan developed and approved through article 7.04 of the LCTA bargaining agreement.

The code to use for this comp time is ICOMP.

All unused comp time (ICOMP) will lapse at the end of the annual employee contract year or upon the resignation of the employee.

ICOMP can only be used when staff do not have students.

Comp Time – TCOMP

A settlement agreement between LCS and LCTA dated 4/8/2021, was issued regarding Teacher Compensatory Time accrued/earned in the 2020 – 2021 school year. **The code to use for this comp time is TCOMP.**

According to the agreement:

- All instructional staff employee shall receive no less than 12 days of comp time for the 2020-21 school year. Does not include hourly personnel.

- This comp time may be used for sick or personal leave.

- Unused comp time will not be paid out for any reason upon separation of employment and will be removed from Skyward when a break in service occurs.

- Employees' approved earned comp time shall be carried forward from one year to the next and carries to another school if an instructional staff member transfers.

- The unused comp time for this agreement will be permitted to roll over for the next five fiscal years (thru 2025-2026). The settlement agreement expires on July 1, 2026.

Overtime

Non-exempt employees who work more than forty (40) hours during a given work week will be compensated for all hours physically worked in excess of forty (40) at the overtime rate of pay or awarded compensatory time equal to one and one-half times (OT1.5) the hours worked.

Non-exempt employees who work more than their required number of hours, but less than forty (40) hours during the work week, will be compensated for the additional hours at the straight time rate or awarded compensatory time at the straight time (OT1) rate.

Paid holidays or paid leave hours taken by employees are not included in the overtime calculation, because these hours are not actually "worked" and therefore not considered as hours counted toward overtime under the FLSA.

Employees cannot use leave during the same work week as earning overtime or comp time. In other words, leave hours should be removed or reduced.

All overtime must be PRIOR approved by the Superintendent or his/her designee.

Complete the Overtime Report. Use the same funding source as the position the overtime is occurring in, unless otherwise authorized.

On each line, enter beginning and ending dates of the work week in which, the overtime occurred. Leon County School's workweek begins on Sunday at 12:00 AM and extends through Saturday at 11:59 PM.

Enter the **actual** number of hours worked (straight time).

Submit the Overtime Report with the appropriate signatures along with a copy of the employee's timesheets for the time period he/she earned overtime to the Payroll Department by the due date for that employee's pay type.

The Payroll Department will enter the overtime on the employee's next available regular payroll.

Answer the following questions on the Overtime Report:

Has this period of time been entered into Skyward as comp time?
Yes _____   No _____

If yes, contact Time & Attendance to delete the comp time entry for this period of time.

Has a "Note" been entered in Time Off indicating each week was "Paid as Overtime"?
Yes _____   No _____

Has supporting Documentation been attached? (i.e.: time sheets)
Yes _____   No _____

Have you submitted a copy of this form to Time & Attendance?
Yes _____   No _____

The copy for Time & Attendance does not need all of the signatures, but Payroll's form does).

Employees cannot receive an award of comp time and payment of overtime for the same period of time.

Employees should be paid overtime and NOT in an hourly position if:

- Additional hours beyond their scheduled hours are an extension of the regular position.

- The additional hours worked occur during the employees' contract or school year. **Example:** The employee is employed in a pay type 3 position and the additional hours are during the regular school year.

Employees should be paid in a hourly position and NOT overtime if:

- The additional hours are in a completely separate position.

- The additional hours worked occur outside the employees' contract or school year. **Example:** The employee is employed in a pay type 3 position works during the summer. The time worked during the summer would need to be paid in an hourly position.

Non-Exempt employees in regular positions and hourly positions have to be monitored carefully. If they go over 40 hours in both positions they must be paid time and a half. It is your responsibility to monitor this and report this time on the Overtime Report with the required signatures. All Overtime must be PRIOR approved by the Superintendent or his designee.

Work Week Scenarios

Situation:
Our workweek begins on Sunday at 12:00 AM and extends through Saturday at 11:59 PM. John is regularly scheduled to work from 8:00 AM to 4:30 PM, Monday through Friday with a half hour off for lunch (from 1:00 PM to 1:30 PM). One week, John works his regularly scheduled 40 hours from Monday through Friday.   On Saturday, he works 5 hours, from 8:00 to 1:00 (without taking lunch).

Using the information described in the situation above, the scenarios below will illustrate how leave, overtime, and comp time, work together to create a work week:

Scenario 1: John did not use any of his leave that week, therefore he worked 5 hours over 40 for the work week and has earned 7.5 hours of compensatory (comp) time. (7.5 = 5 hours X 1.5 times)

Scenario 2: John did not use any of his leave that week and the Superintendent approved him for overtime pay, so he is entitled to 5 hours of pay at the overtime rate of 1.5 times his regular rate of pay.

Scenario 3: John did not come to work on Tuesday which means the 5 hours worked on Saturday counts towards his regular hours worked. He must use 3 hours of leave to properly report 40 regularly scheduled hours because he was absent on Tuesday.

Scenario 4: Monday was a holiday, the 5 hours worked on Saturday is considered straight time hours for the purposes of overtime or comp time because John did not physically work 40 hours. He worked 37 hours.

Scenario 5: Monday was a holiday. John was out for 3 hours on Tuesday. All 5 hours worked on Saturday must count towards regular hours worked. His leave must be deleted. He is then entitled to 2 hours of overtime pay at straight time or comp time at straight time.

Time Off

Leon County Schools offers several types of leave to eligible employees as a benefit in the form of paid time off for illnesses, jury duty, bereavement, military obligations, personal, and private matters.

Employees who are employed in a regular position are considered leave eligible. Student OPS, hourly, substitute teaching, and Annual Program Based instructional positions are not considered leave eligible positions. The chart below indicates the number of hours employees are required to work to be leave eligible:

Positions	Leave
LCTA	> 3.75 Hours
LESPA	> .01 Hours
LOCAL 1010	> .01 Hours
ADMIN & EXEMPT	> .01 Hours
ANNUAL PROGRAM BASED TEACHERS	Not Eligible

Any absence, on a scheduled work day, from an employee's regular work assignment requires an approved leave of absence. All absences (paid or unpaid) must be pre-approved by a supervisor except for unforeseen emergencies and unexpected sick leave. It is the employee's responsibility to initiate his or her leave request and appropriate supporting documentation.

Leave eligible employees can view and request certain types of leave in Employee Access which is located in Time Off/Skyward. Leave cannot be entered in the new fiscal year until the calendars for the new fiscal year have been created or "rolled over". However, there are some types of leave that cannot be requested through Time Off.

The types of leave employees can request through Time Off are listed in the chart below:

Type of Leave	Reason Code	Description & Attachments Required	Eligible Pay Types
Annual	Annual	N/A	2, 9, & AD
Sick	Sick Leave	Brief Description (i.e. Drs. Appt. or sick child)	All except 4 & 7
Sick	Personal Chgd To Sick/Emergncy	Brief Description (i.e. "out of town or car broke down")	All except 4 & 7
Sick Leave Pools	Sick Leave	Brief Description (i.e. Drs. Appt. or sick child)	9
Bereavement	Employee Request	Relationship of deceased and Obituary Notice with date of death	All except 4 & 7
Jury/Other Witness	Employee Request	Documentation from the Clerk of Courts Office	All except 4 & 7
Temp Duty	Temporary Duty	Supporting Documentation and Description including starting & ending dates and times	All except 4 & 7
Comp Time (Used)	Comp Time	N/A	2, 3, & 5 (Non-Exempt Employees Only)

The types of leave employees cannot request through Time Off that have to be entered through Limited Access by the leave contact are listed in the chart below:

Type of Leave	Time Off Code	Reason Code	Required Documentation	Eligible Pay Types
Family Medical Leave Act (FMLA)	FMLA	FMLA	If approved for FMLA leave and in unpaid status for more than 10 days, PAF must be submitted to Staffing Services. A Long Term Leave Request Form must also be sent to HR.	All except 4
Leave Without Pay LWOP (< 10 Days) Mid-Month Payroll	DOCKM	UNPAID	Enter using the L-Unpaid transaction code and submit the original LWOP form to the Payroll Department	Mid-Month 1, 3, & 5
Leave Without Pay LWOP (< 10 Days) End-of-Month Payroll	DOCK	UNPAID	Enter using the L-Unpaid transaction code and submit the original LWOP form to the Payroll Department	End-of-Month 2, 6, 9, & AD
Military Leave	MILLV	MILLV	Military Orders. If deployed Long Term Leave Request Form must be submitted to HR and PAF must be submitted to Staffing Services.	All except 4
Workers' Compensation	WCOMP	WC	Approval form must be scanned and attached to each leave entry	All except 4
Superintendent Early Release Days	OTHER	SUPTR	Add Reason in Comment Section	All except 4
Natural Disaster Emergency	OTHER	NATDI	Add Reason in Comment Section	All except 4
Leave for Domestic Violence Situations	OTHER	DOMVI	Leave Request for Domestic and Sexual Violence Situations (The form is located on Time & Attendance's webpage)	All except 4
Leave Contracting a Communicable Disease at the Worksite	OTHER	COMDI	Leave Request for Contracting a Communicable Disease at the Worksite (The form is located on Time & Attendance's webpage)	All except 4

**Long Term Leave (more than 10 days) is not entered into Time Off/Limited Access. Submit a PAF to Staffing Services and a Long-Term Leave Request Form (fillable pdf) to Human Resources (located on their webpage).

Time and Leave Reconciliation

Leave eligible employees who have NOT met the required number of hours worked during a given work week, must submit a leave request in order to complete the correct number of hours worked that week.

True Time and Time Off work in conjunction with each other and leave populates or "feeds" into the timesheets; therefore, leave has to be submitted by the employee and approved timely in order for it to appear on the timesheet so you can balance them weekly.

Employees must submit their own timesheets for the previous week before every Tuesday by 5:00 p.m. after verifying the required number of hours including leave for the workweek has been met.

You must review each employee's timesheet to determine if a leave request is needed by Wednesday or Thursday every week.

Payroll and/or Leave Contacts Responsibilities:

- Ensuring that employees are clocking in and out correctly. Timesheet's must accurately reflect an employee's work hours, leave, holiday hours, etc.

- Ensuring that employees are submitting their timesheets in a timely manner every week.

- Ensuring the leave is requested and approved in a timely manner every week.

- Ensuring that teachers are submitting leave when absent and requesting a sub.

- Ensuring that the correct number of hours is being allocated for leave for each employee.

- Ensuring that Work schedules in True Time are accurate because they affect the timesheets.

- Ensuring that timesheets are adjusted correctly when an employee has Sub-LESPA time.

- Ensuring that comp time is being awarded properly and entered into Skyward.

- Ensuring that leave is not be used incorrectly.

- Ensuring that the appropriate documentation is attached timely when required.

- Ensuring that Personal Charged to Sick/Emergency leave is not being overused or used incorrectly.

- Ensuring that Administrators are using "Admin Sick Leave Pools" first.

To assist you with the time and leave reconciliation process, we are providing you with several reports and tools to take advantage of.

District Time & Attendance Staff will audit what has been entered into Skyward on a monthly basis.

If an employee requests leave and later requests to change the type of leave made originally, changes may be made **only during the current fiscal year** with the approval of the Principal or District Administrator.

No corrections are to be made in Skyward by the Leave contact at the work sites after the leave requests have been submitted and the timesheets have been verified each week. Doing so can be considered fraud and can be a terminating offense.

True Time Exception Reports:

The Payroll/Leave contact will receive True Time Exception reports weekly and monthly to identify the following:

- Employees who have not submitted their timesheets.

- Employees who forgot to clock out at the end of the work day.

- Employees who did not work their scheduled hours and probably need a leave request.

- Employees who work more than their scheduled hours and have comp time or overtime.

- Employees who have not clocked in or out for the week.

The Final Approver will receive this report monthly. This report will expire after 4 days, please save and/or print. Notify TIS of any staff changes so corrections can be made to routing.

How to run your own True Time Exception Reports:

Running your own reports will allow you to choose the date range and type of information to view as well as choosing to view the information for the entire site, select group of employees or an individual.

1. From **Employee Access** click on **True Time** and then **Reports**.

2. There are several different report types. For this report choose **Exceptions Report.**
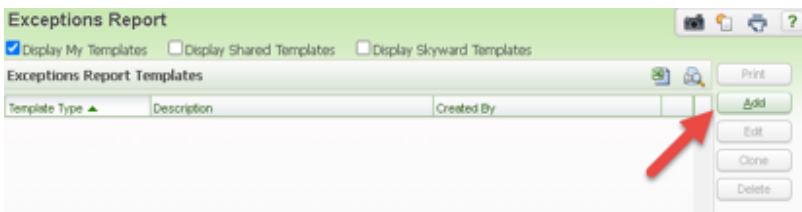
3. To add a new report click **Add**. You may add and name different reports. Ie: Exceptions, Unsubmitted Timesheets, etc

4. Name your report in the **Template Description**

- Change **Date Selection – i.e.**: Entered Date Range and payroll processing dates.

- Check the fields you want on your report.

- Click on **Selection Parameters** to set up parameters for your site, individual employee, or group of employees.

5. To create a new set of parameters click **Add.**

6. You can set up several different parameters depending on what information you would like to find.

- Name the set of parameters in the **Description** area. Ie: Site, Individual, Paras

- Choose whether you want to run the report for a range of employees or an individual.

Under Codes:

- Click on **Employee Building** and then **Select Employee Building** to add your site.

- Click on **Employee Type** and then **Select Employee Type** if you would like to look at a specific type of employees. If you want to look at everyone at your site nothing else is needed.

7. After you have set up your parameters click on **Save and Select**.

8. Once you are back at the main screen click **Save and Print**.

Detail Transaction Report:

The Detail Transaction Report **must** be ran monthly.

Detail Transaction Report

Template Settings

* Template Description: [   ]

☐ Share with other users in the district
☐ Print Greenbar

Save

Save and Print

Back

Report Format: ⦿ Detail ○ Summary ○ Group
Report Sequence: ⦿ Regular ○ Building ○ Building/Page Break
Date Option: ○ Use Today's Date ⦿ Use Date Range [   ] through [12/31/9999]

Note: All report options will print transactions that fall within the date range specified above.
Beginning balance will be a summary of the transactions prior to the specified low date.
⦿ Print all employee/code information - prints beginning balance
○ Print only employee/codes that have transactions within the date range
☑ Print beginning balance

Select Employee/Codes Exceeding Specified Units Used
⦿ Do not select based on units
○ Selection based only on hours used
○ Selection based only on days used

☐ Include only Employee/Time Off codes with a negative balance

Include Long-Term Disability Leave Type Time Off Transaction Entries
⦿ Include ○ Exclude ○ Report Only LTD

Include FMLA Leave Type Time Off Transaction Entries
○ Include ⦿ Exclude ○ Report Only FMLA
☐ Only print people with FMLA amounts over [0.0000] hours
☐ Convert FMLA days to hours

☐ Page Break by Employee
☐ Print Social Security Number
☑ Print "Grand Total Hours" and/or "Grand Total Days"
☑ Print time off code totals broken down by group at the end of the report

* Selection Parameters: [Default Parameters ▼]

Asterisk (*) denotes a required field

There are many different ways to run this report. It depends on the results you want. Be sure to review all the options and select your parameters.

This report will help you do the following:

- Review comp time balances.

- Make sure leave is allocating at the correct number of hours for your employees.

- Double check an employee's upfront hours.

- Teachers and other exempt employees have requested leave when they are absent.

Reports:

The following reports will be sent to the Payroll/Leave contact on a monthly basis or you can run your own reports weekly to ensure leave and timesheets are correct weekly by selecting the appropriate report under "Custom Reports" and "Reports".

Comparison of Substitution to Teacher Leave Time Taken:

This report shows teachers who have not requested leave when a sub was requested. You need to review this report and make sure that leave is entered for the teacher if he/she is absent for the day.

This report will expire after 4 days, please save and/or print. Notify TIS of any staff changes so corrections can be made to routing.

Sick Leave Approval Report:

Florida statutes allow for sick leave to be granted to all leave eligible employees to be used for the employee's personal illness or that of any other immediate member of his/her family. In addition, employees are entitled to six (6) days of leave each year for personal reasons that are to be charged to accrued sick leave. If an employee uses all of the personal charged to sick days during a year, any additional personal/emergency leave must be taken as leave without pay, annual leave, or comp time if available.

This report lists employees who have taken sick leave or personal charged to sick for the prior month. Review the list to determine if anyone has taken leave incorrectly. If so, follow the instructions for making corrections.

In the example below, the employee should have used "Personal Charged to Sick". Sick leave cannot be used for a reason such as this one.

This report will expire after 4 days, please save and/or print. Notify TIS of any staff changes so corrections can be made to routing.

Site	Building	NALPHAKEY	Name	Transaction Date	Hours	Reason Code	Reason Description
					8.50	SICK	out of town

Bereve_Jury_WCOMP_Leave_Approval Report:

Some types of leave require documentation such as bereavement, jury duty, and workers' compensation. It is your responsibility to make sure the appropriate documentation is attached to the leave request. This report will indicate which employees do not have their documents attached. Run the report and attach the appropriate documents.

This report will expire after 4 days, please save and/or print. Notify TIS of any staff changes so corrections can be made to routing.

Bereavement-Jury Duty-Worker's Comp Leave Approval Report

Site	Building	NALPHAKEY	Name	Date	Hours	TOF Code	Reason Code	Description	Attachment	Status
							EMPRQ	Bereavement	N	WAITING FOR DOCUMENTS
							EMPRQ	Bereavement	N	WAITING FOR DOCUMENTS
							EMPRQ	Bereavement	N	WAITING FOR DOCUMENTS

The following reports need to be ran from "Custom Reports" and "Reports". You can run them on a monthly basis or weekly to ensure leave and timesheets are correct.

Unapproved Leave Request Report:

Run the "Unapproved Leave Request Report" to identify leave requests for all leave eligible employees at your cost center that have not been fully approved. Hours will not show in the timesheet until fully approved.

1. Click on "Time Off".

2. Select Reports.

3. Select "Unapproved Time Off Requests Report".
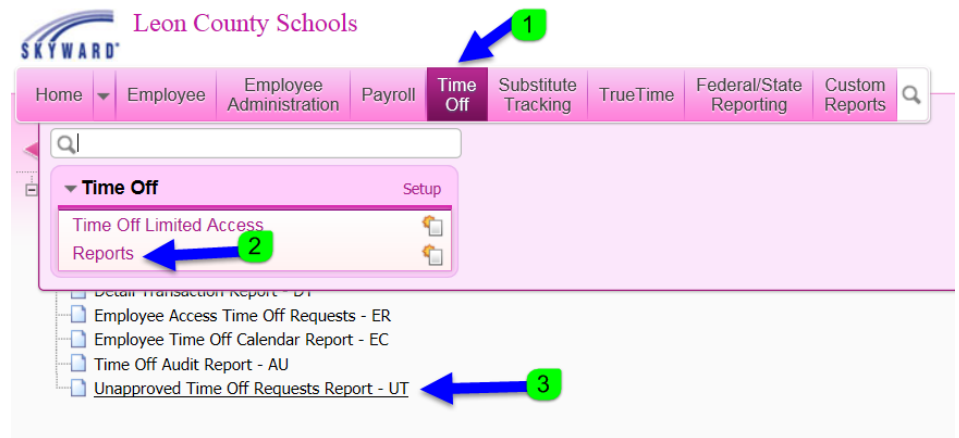
1. Click on "Add" to add a template.

2. Enter a name for your template.

3. Click on Selection Parameters to select your building.

4. Click on Save and Print.

Lunch Report:

Run this report monthly to determine who is not taking lunch properly. **Non-Exempt employees are required to clock in and out punctually at the beginning and end of their lunch periods.** Bona fide **meal periods** (typically lasting at least 30 minutes) are not compensable and not considered hours worked when the employee is completely relieved of duties for the purpose of eating a meal.

Please keep in mind that if employees work more than 4 consecutive hours, they should be taking at least a 30-minute lunch. However, in some unforeseen circumstances, that is not always the case. Please work with your employees to make sure they are clocking in and out properly for lunch. **Timesheets must reflect the employee's actual hours worked.**

Go to Custom Reports and click on Reports RE.

1. Make sure Excel is selected.

2. Enter the start date of your inquiry.

3. Enter the end date of your inquiry.

4. Enter the year. Example 2021-22.

5. Print.

6. Your cost center will print.

This report will identify employees who have not clocked out for lunch at all or who have clocked out for less than 30 minutes. It does not include employees who worked less than 5 hours.

	A	B C	D	E F	G	H	I J	K	L M	N	O P	Q R S T	U	V W	X	Y	Z	AA	A	AC	A(A	AF	A(AH	AI	A	AK
1							1/10/2022		1/10/2022		LUNCH			9854		12.75	13.00	0.25			Lunch less than 30 minute					
2							1/10/2022		1/18/2022		LUNCH	MODIFI		9854		12.75	13.00	0.25			Lunch less than 30 minute					
3							2/25/2022		2/25/2022		IN			9854		8.00	14.50	6.50			No Lunch Taken					
4							1/7/2022		1/7/2022		IN			9854		9.25	17.25	8.00			No Lunch Taken					
5							1/10/2022		1/10/2022		IN			9854		8.75	17.25	8.50			No Lunch Taken					
6							2/4/2022		2/4/2022		LUNCH			9854		15.75	16.00	0.25			Lunch less than 30 minute					
7							2/9/2022		2/9/2022		LUNCH			9854		17.25	17.25	0.00			Lunch less than 30 minute					
9	TOTAL COUNT:		7																							

Emergency and Personal Charged to Sick Exception Report:

This report will identify employees who have used more than 6 days of personal charged to sick and/or emergency leave.

From   Human Resources → Custom Reports → Reports →
LVA0001_Time_Off_EMR_n_Sick_by_Site.rpt

Select Report - LVA0001_Time_Off_EMR_n_Sick_by_Site.rpt.   Click Run.
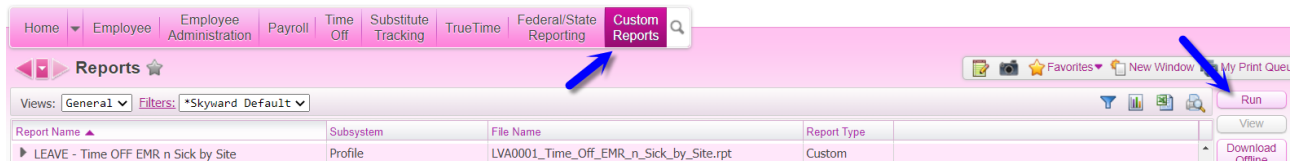
Parameter description:

1) You set the report to either "PDF Export Options" or "Excel Export Option". *Default "PDF Export Options".*

2) **Begin Date** – Use 7/1/20XX. Always use July 1 of the current fiscal year.

3) **End Date** – Use 6/30/20XX. Always use June 30 of the current fiscal year.

4) **Employee Status to Display** has the following two options:
   - Not Exceeded 6 Days Max
   - Exceeded 6 Day Max

5) **Your Skyward Name-ID:** Will automatically default to the Name-ID of the user running the report.

   Note: Only point of contact or Bookkeeper from the site will be setup to have access to this report.

Adjustment Report:

This report will show what adjustments have been made to the timesheets for the selected period of time. This report can be run for the entire site or an individual employee.

1. From **Employee Access** click on **True Time** and then **Reports.**
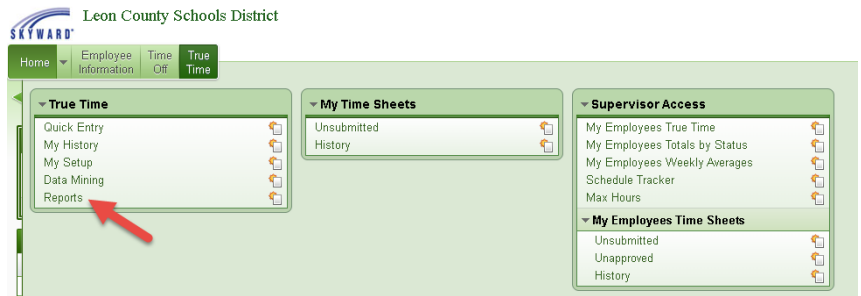
2. There are several different report types. For this report choose **Adjustment Report**.
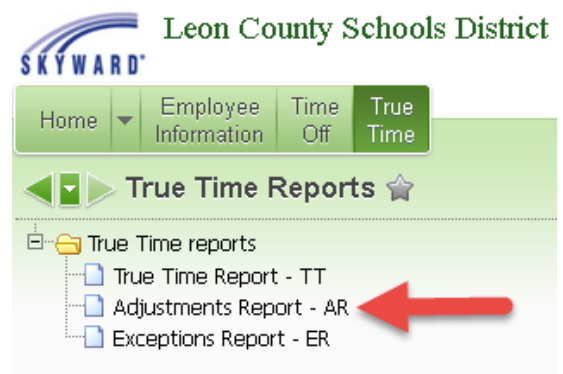
3. To create a new report click **Add.**
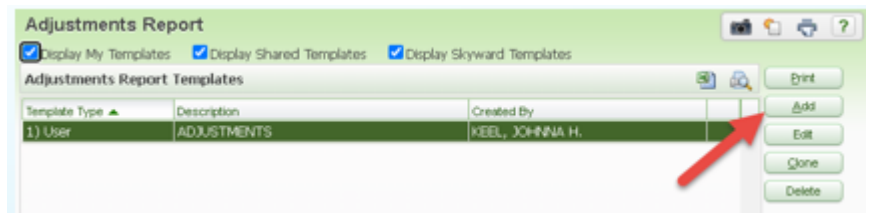
4. Name your report in the **Template Description**: Adjustments and check the boxes you would like to see on your report. Checked boxes are recommended for this report.

5. Click on **Employee Selection Parameter Set** to set up parameters for your site.

6. Click **Save and Select**.

7. From the main screen click **Save and Print**.

Leave Corrections

Time and Attendance verifies sick leave, annual leave, bereavement, jury duty, LWOP, compensatory leave, and workers compensation leave. All of these types of leave must be entered into Skyward. If there are discrepancies, you will be sent a Leave Variance Form or Notice of Correction Form for processing.

Leave Correction Form:

Identify the error and complete the Leave Correction Form to indicate how the leave entry should be corrected. Make sure the Leave Correction form is properly ==completed and signed== by the Leave site contact and site Administrator. Scan and email the form to your Time and Attendance contact.

Notice of Correction Form:

This form is being sent because an error has been identified and corrected. Acknowledge the correction by signing the form, keep the original for your records, make a copy for the employee, scan and email a copy to Time & Attendance.

Leave documentation must be scanned and attached to each leave entry in Skyward.

Corrections to LWOP will be made by Time & Attendance and processed by Payroll. DO NOT SEND TO PAYROLL or the correction will be made twice.

TIME & ATTENDANCE
NOTICE OF CORRECTION FORM

This form is to notify you of corrections made in the leave record of:

Employee Name:

Cost Center: Cost Center #:

Correction Month:

The appropriate box is checked below along with the reason for the correction:

☐ Added/Removed DOCK/LWOP
☐ Changed Hours
☐ Deleted Hours/Dates
☐ Changed Dates/Times
☐ Added Hours/Dates
☐ Changed Time Off Codes
☐ Changed Leave Hours Due to Hours Worked (on Timesheet)
☐ Other (Specify):

Once you receive the email indicating your timesheet has been denied, make any necessary corrections, and resubmit after you make sure your timesheet is balanced.

All Financial Accountants:
Please file this form with the monthly audit.

Signature: _____   Date: _____

Leon County Schools • Time & Attendance • 2757 W Pensacola Street • Tallahassee FL 32304 • Fax #: (850) 414-5131

Time & Attendance/9856 (Revised 7/1/2023)

Timeline for changes to leave entries in Time Off:

- Employees can edit or delete leave requests in Employee Access Time Off up until the day the leave is to be used.

- The leave site contact can make changes in Time Off Limited Access between the dates of the leave request and the date of the leave completion deadline.

- **Time & Attendance will make changes AFTER the leave completion deadline once the Leave Correction Form has been completed and submitted to Time & Attendance.**

- The Leave Correction Form and Leave Completion Deadline Schedule can be located on Time & Attendance's webpage.

Annual Leave

Annual leave is paid time off from work granted to leave eligible employees to be used for whatever the employee wishes such as vacations, rest, and relaxation.

Non-exempt 12 month employees (Pay Type 2) appointed to a leave eligible position earn annual leave at the following rate:

Years of Service	Days per Month	Total Days Per Year
0 – 5 (1 – 60 months)	1	12
5+ - 10 (61 – 120 months)	1.25	15
10+ (121 months & above)	1.5	18

Exempt employees (Pay Type 9) receive ten (10) days of annual leave July 1st of each fiscal year and if hired after July 1st, the 10 days of annual leave will be pro-rated. Exempt employees accrue leave proportional to the number of hours they are appointed per day and no more than 8 hours per month.

Athletic Directors (Pay Type AD) earn annual leave proportional to their hours per day and no more than 8 hours per month. They only earn annual leave during the months of June and July.

For the purpose of establishing an employees' annual leave accrual rate, the employee's earliest **continuous** employment date for any permanent position with LCS is to be used.

Annual leave earned in excess of the maximums established by the Board shall be forfeited each year at the close of the workday in accordance with the appropriate collective bargaining agreement and Board Policy. Refer to the chart below for guidance:

Employee Group	Maximum Days	Forfeiture Date
Exempt/Administrative	60	June 30th
LESPA	45	December 31st
1010	45	December 31st
LCTA	N/A	N/A
Athletic Directors	30	December 31st

Employees will request annual leave at least two (2) days in advance via Time Off in Employee Access/Skyward.

Annual leave is only paid out upon the termination of employment, death of the employee, retirement, entry into DROP, or transferring from an annual leave earning position to a non-annual leave earning position.

It is very important to make every effort to ensure that employees avoid forfeiture of their annual leave. It is also important to make sure that department activities will not be adversely affected by staff annual leave absences.

Refer to the Annual Leave Frequently Asked Questions for more detailed information.

Each leave contact should assist their employees as needed with leave requests and the "How to Request Leave" Guide, located on Time & Attendance's webpage, is a good resource to provide the necessary instruction.

Sick Leave

Sick leave is paid time off from work granted to all leave eligible employees to be used for the employee's personal illness or that of any other immediate member of his/her family. "Immediate member of the family" shall be interpreted to include spouse, parents, sisters, brothers, children, grandparents, and grandchildren of both the employee and the spouse of the employee. Sick leave shall also be granted for death or serious illness of any member of the immediate family.

Regular non-instructional leave eligible employees shall be credited with three (3) days of sick leave at the end of the first full calendar month ("upfront" days) of employment of each contract year and thereafter credited with one additional day of sick leave at the end of each full calendar month of employment.

Regular instructional leave eligible employees shall be credited with four (4) days of sick leave upon the first day ("upfront" days) of employment of each contract year and thereafter credited with one additional day of sick leave at the end of each full calendar month of employment;

"Upfront days" are defined as sick leave days credited to employees before they are earned. These days are credited annually during the employee's first month of employment as provided in Section 1012.61(2) of the Florida Statutes.

After this initial credit of sick leave, employees are credited with one additional day of sick leave for each month worked up to a grand total for the year of one day of sick leave for each month worked. Staff employed for 212 (pay type 5), 196 (pay type 1), or 185 (pay type 3) days will earn ten (10) days of sick leave per year.

Month	12 Month Employees	10 Month Instructional Employees	10 Month Non-Instructional Employees
July	8 + 24		
August	8	7.5 + 30	7 + 21
September	8	7.5	7
October	8	7.5	7
November	8	7.5	7
December	8	7.5	7
January	8	7.5	7
February	8		7
March	8		

April			
May			
June			

Example: Listed in the column labeled 12-month employee is an example of how a 12-month employee who works 8 hours per day will earn sick leave.

Example: Listed in the column labeled 10-month Instructional Employee is an example of how an employee who works 10 months @ 7.5 hours per day will earn sick leave.

Example: Listed in the column labeled 10-month Non-Instructional Employee is an example of how an employee who works 10 months @ 7 hours per day will earn sick leave.

Sick leave is accrued at the end of the month proportional to the number of scheduled work hours per day. Each employee shall be entitled to earn no more than one day of sick leave times the number of months of employment during the year. Employees with a start date after the 15th day of the month will not earn leave for that month. Employees with a start date on or before the 15th day of the month will be credited with a day of sick leave at the end of the month.

Sick Leave cannot be used prior to the time it is earned and credited to the employee.

A day of sick leave is interpreted to mean the number of hours an employee is scheduled to work per day in a regular position. For example, an employee appointed to work 4.5 hours per day is credited with 4.5 hours of leave. Student OPS, hourly, substitute teaching, and Annual Program Based instructional positions are not considered leave eligible positions.

Employees must be in paid status at least **one-half their scheduled work hours** to earn leave for the month. If they are not, contact Time & Attendance to take back the accrual for the month.

Substitutes/employees who work in the same teaching position for twenty (20) consecutive school days will receive the same benefits as the regular teacher, including leave for the duration of employment.

Employees who terminate employment or go on unpaid leave before the 15th day of the month will not be credited with a day of sick leave for that month. If an employee terminates employment or goes on an unpaid leave of absence, upfront days are removed or taken back. If it is necessary to take back upfront days and the employee ends up with a negative balance, this time must be paid back upon returning to work (in the case of a leave of absence) or in the last pay check in the case of a termination**.**

You must notify Time & Attendance immediately if any of your employees are terminating employment or going on leave, to adjust their upfront time and report overused time to the Payroll Department.

Leave is allocated in Skyward at the end of every month. Employees cannot request leave prior to earning leave with the exception of the four days of sick leave credited to teachers at the beginning of the school year or initial employment.

Employees who are not in a leave eligible position or who do not work enough hours to earn leave, may not use leave even if there is leave accumulated from prior years. Employees not earning leave cannot use leave.

Employees will request sick leave via Time Off in Employee Access/Skyward.

Each leave contact should assist their employees as needed with leave requests and the "How to Request Leave" Guide, located on Time & Attendance's webpage, is a good resource to provide the necessary instruction.

Personal Charged To Sick/Emergency Leave

Employees are entitled to six (6) days of leave each year for personal reasons that are to be charged to accrued sick leave. These days are not cumulative.

Requests for personal charged to sick leave must be filed with the employee's immediate supervisor at least two (2) days in advance of the leave being taken. A request for personal leave should not be granted when fifteen (15) percent or more of the total number of employees in a cost center have been authorized to be absent, or would be authorized to be absent as a result of granting such a request, on the day(s) that the personal leave is requested. In applying for personal charged to sick, leave requests that have already been approved shall take priority over those submitted at a later date.

Personal charged to sick leave may not be used the day before or the day after a scheduled vacation or holiday period without the approval of the employee's immediate supervisor.

Review the collective bargaining agreements for more specific information.

Each leave contact must monitor personal charged to sick leave by running the Emergency and Personal Charged to Sick Exception Report under Custom Reports.

If an employee uses all of the personal charged to sick/emergency days during a year, any additional personal leave must be taken as leave without pay, annual leave, or comp time if available.

According to the LCTA contract, no more than three days of personal leave may be used consecutively; however, a site administrator may approve more than 3 days in unusual and compelling circumstances. When using up to three days of sick for personal reasons, the employee has to submit the leave request with his/her supervisor two work days before the leave is to begin. When requesting the use of more than 3 consecutive days of such leave, the employee must submit the leave request at least 5 work days before the leave is to begin.

Employees will request Personal Charged to Sick/Emergency Leave via Time Off in Employee Access.

Each leave contact should assist their employees as needed with leave requests and the "How to Request Leave" Guide, located on Time & Attendance's webpage, is a good resource to provide the necessary instruction.

Sub Needed Option For Teachers

The "Sub Needed" option has been turned on for Teachers; therefore, when submitting a Time Off request, they will need to click the check box before saving the request.

After saving the request, Skyward will automatically redirect them to the Absence Management web site where they must sign in to request a sub.

If the Time Off request is deleted for any reason, Skyward will also prompt the requestor to return to the Absence Management system in order to remove the request for the sub.

Parental/Maternity Leave

A parental/maternity leave of absence without pay shall be granted to any employee for the purpose of childbearing and/or child rearing as follows:

An employee who is pregnant shall be entitled upon request to a leave to begin at any time between the commencement of her pregnancy and up to one (1) year after a child is born. Such leave may extend for up to one (1) year, subject to a qualified replacement being available. The employee requesting the leave shall notify the Board in writing a minimum of thirty (30) days prior to the commencement of such leave and the date of its termination, except in the case of emergency. Such leave may be extended with the approval of the Board. Any employee who is pregnant may continue in active employment as late into her pregnancy as she desires. All or any portion of a leave taken by an employee connected with or resulting from her pregnancy may, at the employee's option, be charged to her available sick leave when:

1. A physician certifies that the employee is physically unable to perform her duties (example: the employee is placed on bed rest);

2. The day the baby is born for a period not to exceed six (6) weeks if a normal delivery, eight (8) weeks if a C-section. The employee may also use annual leave, if available.

In the event the parental leave exceeds the employee's available paid sick or annual leave, the employee shall be placed on unpaid leave. Upon return, the employee shall be returned to her former position or to a substantially similar position.

A male employee shall be entitled, upon request to an unpaid leave to begin at any time between the birth of his child and up to one (1) year thereafter. Such leave may extend for up to one (1) year, subject to a qualified replacement being available. The employee requesting the leave shall notify the board in writing a minimum of thirty (30) days prior to the commencement of such leave and the date of its termination, except in the case of emergency. Upon return the employee shall be returned to his former position or to a substantially similar position.

An employee adopting a child shall be entitled, upon request, to an unpaid leave to begin at a time during the first year after receiving de facto custody of the child, or prior to receiving such custody if necessary in order to fulfill the requirements for adoption. Such leave may extend for up to one (1) year, subject to a qualified replacement being available. The employee requesting the leave shall notify the Board in writing a minimum of thirty (30) days prior to the commencement of such leave and the date of its termination, except in the case of emergency. Upon return, the employee shall be returned to his/her former position or to a substantially similar position. In the case of the adoption of a newborn, the employee may use accumulated sick leave for a period not to exceed six (6) weeks. The employee may also use annual leave, if available.

Any employee granted parental/maternity leave may request an extension of such leave for up to one (1) additional year.

Employees should make an appointment with the Benefits Department four (4) – six (6) weeks prior to the birth/adoption of a child.

Employees who wish to use sick, annual, comp time or personal charged to sick leave will request it via the Time Off system in Employee Access/Skyward.

Each leave contact should assist their employees as needed with leave requests.

Refer to the Board procedures for further requirements by Human Resources. If the employee is going to be on leave without pay for a period longer than 10 days, complete a PAF and Long-Term Leave Request Form **as required by Human Resources. Send the PAF to Staffing Services.**

Sick Leave Pools and Banked Time

Effective 7/1/2004, Florida Statutes created sick leave pools. Only Admin and Exempt pay type 9 employees have sick leave pools which are explained below:

Pool # 1	2004-2005 carry forward balance	Will be paid out at the rate earned
Pool # 2	Sick leave earned for the 2005-2006 year	Will be paid out at the rate earned
Pool # 3	Sick leave earned for the 2006-2007 year	Will be paid out at the rate earned
Pool # 4	Sick leave earned for the 2007-2008 year	Will be paid out at the rate earned
Pool # 5	Sick leave earned for the 2008-2009 year	Will be paid out at the rate earned
Pool # 6	Sick leave earned for the 2009-2010 year	Will be paid out at the rate earned
Pool # 7	Sick leave earned for the 2010-2011 year	Will be paid out at the rate earned
Pool # 8	Sick leave earned for the 2011-2012 year	Will be paid out at the rate earned
Pool # 9	Sick leave earned for the 2012-2013 year	Will be paid out at the rate earned
Pool # 10	Sick leave earned for the 2013-2014 year	Will be paid out at the rate earned
Pool # 11	Sick leave earned for the 2014-2015 year	Will be paid out at the rate earned
Pool # 12	Sick leave earned for the 2015-2016 year	Will be paid out at the rate earned
Pool # 13	Sick leave earned for the 2016-2017 year	Will be paid out at the rate earned
Pool # 14	Sick leave earned for the 2017-2018 year	Will be paid out at the rate earned
Pool # 15	Sick leave earned for the 2018-2019 year	Will be paid out at the rate earned
Pool # 16	Sick leave earned for the 2019-2020 year	Will be paid out at the rate earned
Pool # 17	Sick leave earned for the 2020-2021 year	Will be paid out at the rate earned

And so forth….

Sick leave for employees promoted to positions below the level of Director will be transferred to the first available pool. Example: If the employee was transferred prior to 7/1/2004, the sick leave was transferred to Pool 1.

Only upon death, retirement, or DROP participation will employees be eligible to receive payment for accumulated sick leave. **Sick leave pools are paid out at the rate the leave was earned.** **Therefore, it is to their advantage financially to request sick leave from the Admin Sick Leave Pools first because they are using the leave that will be paid out first at the lower rate upon retirement or DROP participation.**

Admin and Exempt pay type 9 employees will request sick Leave via Time Off in Employee Access/Skyward. The sick leave pools are set up in a cascading group so that the leave used by the employee is deducted from the earliest pool.

Each leave contact should assist their pay type 9 employees as needed with leave requests and the "How to Request Leave" Guide, located on Time & Attendance's webpage, is a good resource to provide the necessary instruction. See screenshot below:

Grandfathered or Banked Leave

Only employees with a title of Director or above are eligible for "grandfathered or banked" leave. The District Time & Attendance staff will send a memo to an employee when he/she has been promoted to a principal, assistant principal, director, and above position indicating that his/her sick leave balance has been "banked". The employee will have 15 days to respond if he/she does **NOT** want their sick leave banked.

Banked sick leave is paid out at the employee's current rate of pay when the employee retires, begins, or exits DROP participation. **This type of leave should only be used by the employee if all other leave has been exhausted.**

Transfer From Administrative to Teacher Position

The following steps will be taken when an employee is transferred from an administrative position to a teaching position:

1) Leave will be audited with the site from where the administrator is being transferred.

2) All pools of sick leave, including any grandfathered (banked) leave will be added together to make one single pool of leave.

3) A "Sick and Annual Leave Verification and Pay Out Request" form will be completed and sent to Retiree Benefits along with a copy of the Detail Transaction Report.

4) Retiree Benefits will calculate the annual leave and send it to the Payroll Department for payment.

5) Leave should then be transferred either to the new pay type at the same work site or to the new work site.

Bereavement Leave

Bereavement leave is paid leave available to regular employees who have completed the six-month probationary period to use in the event of a death in the employee's immediate family.   Immediate family is defined as a spouse, parent, sibling, child, grandparents, grandchild, or in-law or step-relative counterparts.

Employees must provide a copy of the obituary or other satisfactory documentation to the leave contact within five (5) working days of the Bereavement Leave being used, or they must use sick, annual, or comp time.   Paid bereavement leave is only for days an employee is scheduled to work.

In accordance with Board policy and collective bargaining agreements, Bereavement Leave ordinarily is to be used within twenty (20) work days of the death of a family member, unless the employee documents a legitimate reason to extend this period and it is approved by the Time & Attendance Coordinator. The Bereavement Affidavit (located on Time & Attendance's webpage) must be completed by the employee indicating the reason why the leave was not taken immediately upon the death of a family member.

Employees may use other leave they may have accrued (sick, annual, compensatory,) for one or more subsequent deaths in their immediate family if they have already exhausted their 3 days of bereavement leave during the year.

Employees may use two (2) additional days of bereavement leave if they are required to travel more than two hundred and fifty (250) miles one way for the services. Documentation will be required. The total number of days must be consecutive.

Refer to the Frequently Asked Questions for more detailed information.

Employees will request Bereavement Leave via the Time Off system in Employee Access/Skyward as an "Employee Request".   The appropriate supporting documentation needs to be attached to the request for Time & Attendance's review.   Do NOT attach a link because the link (from a newspaper, funeral home, etc.) may expire.

Each leave contact should assist their employees as needed with leave requests and the "How to Request Leave" Guide, located on Time & Attendance's webpage, is a good resource to provide the necessary instruction.

This type of leave or non-accrual leave does not carry a balance so it will appear as a negative number when entered. The balance reverts to 0 when the new fiscal year "rolls over" and the allocation and used amounts become positive.

Jury Duty and Court Appearances

Leon County Schools grants full pay and benefits to leave eligible employees for appearances in court only under the following circumstances:

- The employee is summoned **and** appears as a juror.

- The employee is summoned to appear as a defendant or witness in an action arriving out of, and in the course of his/her employment with the School Board.

- The employee is summoned to appear as a witness (except as a character witness) in any civil or criminal action in which the **employee is not the defendant or the plaintiff**.

Employees must notify their supervisor immediately upon notification that they must appear in court to provide the greatest amount of time for their supervisor to plan for their absence. It is the employee's responsibility to submit an online leave request in advance and provide the proper documentation for verification.

Employees are required to submit documentation from the Clerk of Courts Office, which they will provide upon request, indicating the date and time served. If the employee does not provide the required documentation given by the Clerk's office, the leave will be charged to personal charged to sick or annual leave if they earn annual leave. If no leave is available, the time taken will be leave without pay.

The only time a jury summons will be accepted as documentation is when the employee is summoned to appear on a Monday, they call the night prior to see if they have to report, and they are told to call back Monday at 10:00 a.m. If they are released from having to report, the summons will be accepted as documentation provided it can be verified by the district office.

Employees will request leave for Jury Duty and Court Appearances via the Time Off system in Employee Access/Skyward as an "Employee Request". The appropriate supporting documentation needs to be attached to the request for Time & Attendance's review.   Do NOT attach a link because the link may expire.

Each Leave contact should assist their employees as needed with leave requests and the "How to Request Leave" Guide, located on Time & Attendance's webpage, is a good resource to provide the necessary instruction.

Each leave contact must inform the employee that he/she is required to submit documentation from the Clerk of Courts Office, which they will provide upon request, indicating the date and time served.

This type of leave or non-accrual leave does not carry a balance so it will appear as a negative number when entered. The balance reverts to 0 when the new fiscal year "rolls over" and the allocation and used amounts become positive.

Temporary Duty

Temporary duty applies when an employee is on a prior approved assignment from his/her regular work station. This leave is granted with pay under the following circumstances:

- An employee is sponsoring or participating in a school or district sponsored activity.

- An employee is sent to an out-of-county meeting to represent the District.

- An employee is loaned to another school district (or governmental agency) for special assignment such as evaluations or school plant surveys.

- An employee is authorized to attend an educational meeting or a staff development or professional improvement activity, but does not include courses taken by the employee at a higher education institution for credit.

- An employee is authorized to engage in activities for which temporary duty is provided under the provisions of a collective bargaining contract.

Refer to the "How to Request Leave" Guide, located on Time & Attendance's webpage, for instructions on how to enter leave requests of this nature.

The temporary duty request should be submitted to the site administrator at least two (2) workdays prior to date of request in order to allow time for approval. Attach a screen print of the employee's leave request from Employee Access to the temporary duty request along with the required documentation and submit to the appropriate supervisor. Information such as beginning and ending dates and times for the period of time requested and the reason for the request must be entered in the comments section.

This type of leave or non-accrual leave does not carry a balance so it will appear as a negative number when entered. The balance reverts to 0 when the new fiscal year "rolls over" and the allocation and used amounts become positive.

Family Medical Leave

The Family and Medical Leave Act of 1993 – or FMLA – is a federal law that entitles eligible employees to take 12 weeks of unpaid, job-protected leave for specific family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. This leave is granted for the following purposes:

- Birth of a baby

- Care of a child after birth or adoption

- Care of a seriously ill family member (spouse, child, parent)

- Serious personal illness

- Military caregiver

Sick leave may be used concurrently with FMLA for the period of time the physician states the employee is unable to work and for six (6) weeks after the birth/adoption of a newborn.

Refer to the Frequently Asked Questions for more detailed information.

Advise the employee to contact the Benefits department for an appointment.

Employees **cannot** request FMLA leave through the Time Off system in Employee Access/Skyward. This type of leave must be entered by the site's Time & Attendance contact via Time Off Limited Access as an Other/Allocation.

Contact the Benefits department when an employee needs FMLA and unable to make an appointment.

If an employee has been approved for FMLA leave and will be in unpaid status for more than 10 days, complete a Personnel Action Form (PAF) and send it to Staffing Services once you are notified of the approval. Staffing Services will forward the PAF to Human Resources. Also, complete the Long-Term Leave Request Form and send it to Human Resources.

If employees are using sick leave, annual leave, and/or comp time concurrently with FMLA, he/she will enter the leave request in Time Off and enter "FMLA" in the description area.

Leave must be entered via Limited Access and there will be two entries for each date. One will be FMLA and the other will be Sick, Annual, Comp, LWOP (DOCK or DOCKM).

Employees **cannot** request FMLA leave through the Time Off system in Employee Access/Skyward. This type of leave must be requested by the Time & Attendance contact via Limited Access.

Unpaid Leave – LWOP - (Less than 10 Days)

Absences of <mark>10 days or less</mark> and not covered by any other type of leave are considered to be Leave without Pay (LWOP).

Employees must use all accrued paid leave prior to requesting unpaid leave unless he/she has been authorized in writing by a site administrator or designee to take unpaid leave of more than ten (10) days without exhausting paid leave due to unusual and compelling individual circumstances.

An employee may be authorized to take unpaid leave, other than the long-term unpaid leave only in unusual and compelling circumstances approved by the site administrator or designee such as serious personal or family illness or critical child care needs. An employee must submit a written request for such unpaid leave, specifying the reason(s) for such leave.

Employees who are on unpaid leave:

- Will not earn sick or annual leave

- Will not be paid for paid holidays <u>if on unpaid status the day before the paid holiday</u>

- Will not receive board contributions for insurance. An employee must receive salary for at least five (5) days during the pay period to be eligible to receive a Board contribution toward their health insurance.

A request for an unpaid leave of absence of ten (10) or less days must be approved by the employee's immediate supervisor before it is taken.

LWOP hours should be entered via Time Off Limited Access and a LWOP form must be submitted to Payroll by the deadlines listed on the Payroll Schedules.

PAY DATES	REMAINING PAYS	PAY PERIOD DATES	NUMBER OF DAYS IN PAY PERIOD	PAF'S DUE TO STAFFING SERVICES	PAF...E TO PERSONNEL FROM STAFFING SERVICES	DUE: LWOP ENTRY LWOP FORMS MID MONTH WORKSHEETS BACKUP REPORTS	NO DATA ENTRY FOR MID MONTH WORKSHEETS
09/15/2022	10	8/4 - 8/27	17	07/25/2022	08/08/2022	08/31/2022	9/1 - 9/22

Enter LWOP hours as a positive number for Pay Types 1, 3, and 5 (Mid-Month) using the Time Off code DOCKM and the "unpaid" transaction code.

Enter LWOP hours as a positive number for Pay Types 2, 6, 9, and AD (END-of-Month) using the Time Off code DOCK and the "unpaid" transaction code.

Transaction Detail Maintenance

Add Transaction Detail

Name: I[_____]

Group Code: 9

* Time Off: DOCK ▼ DOCK - PT 2, 6, 9

Code Type: Hours   Hours per day: 8.0000

* Date: 05/05/2022 🗓

* Trans. Type: L - Unpaid ▼

Amount: 8.0000 Hours

Reason: UNPD ▼ UNPAID LEAVE [?]

Description: UNPAID LEAVE

Maximum characters: 200, Remaining characters: 200

> Use DOCKM for Pay Types 1,3, & 5

Teachers may have both codes, DOCKM needs to be selected for Pay Type 1 and DOCK needs to be selected for Pay Type 6.

A signed LWOP Form is needed for unpaid absences of ten or less days. Submit the original LWOP Form to the Payroll Department. Payroll has to have this form to compare to your entered transactions. Submit a copy of the LWOP Form to Time & Attendance as well by the monthly completion date. Both Departments will use the LWOP Form. **KEEP A COPY FOR YOUR RECORDS.**

Employees must sign the LWOP form acknowledging their pay will be "docked". However, the Payroll Department will pull entered LWOP transactions into the payroll (with or without the LWOP form) and they will convert to negative transactions.

If LWOP is related to approved Workers' Compensation, check the "WC" box next to each entry on LWOP Form.

LCS
LEON COUNTY SCHOOLS

Payroll Department

LEAVE WITHOUT PAY

Name: _____

Pay Type: _____ Date: _____

Cost Center Number: _____ Food Service ☐

Cost Center Name: ~~EXAMPLE~~

Check the WC box if the LWOP is related Workers' compensation.

Date(s):	LWOP Hours:	WC: ☐
Date(s):	LWOP Hours:	WC: ☐
Date(s):	LWOP Hours:	WC: ☐
Date(s):	LWOP Hours:	WC: ☐
Date(s):	LWOP Hours:	WC: ☐
Date(s):	LWOP Hours:	WC: ☐
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Date(s):	LWOP Hours:	WC: ☐
Date(s):	LWOP Hours:	WC: ☐
Date(s):	LWOP Hours:	WC: ☐

_____ X $_____ = $_____
Total Hours Hourly Rate Total Cost of LWOP

Employee Signature: _____ Date: _____

Signature (Site Authorization): _____ Phone #: _____

Payroll/9654 (Rev. 9/26/2016)

Long Term Unpaid Leave (More than 10 Days)

Absences more than 10 days and not covered by any other type of leave is considered to be long term unpaid leave.

In accordance with the collective bargaining agreements and Board policy, employees may request and be granted up to two (2) years of unpaid leave in a five-year period. This leave must be requested and approved by the supervisor, Superintendent, and School Board. Application for such leave must ordinarily be made to the site administrator at least forty (40) days prior to its commencement and shall include information regarding the purpose and length of the leave.

Instructional staff are requested to consider long term unpaid leave to be taken in semester increments to reduce any disruption to the classroom setting.

Employees who are on long term unpaid leave:

- Will not earn sick or annual leave

- Will not be paid for paid holidays <u>if on unpaid status the day before the paid holiday</u>

- Will not receive board contributions for insurance. An employee must receive salary for at least five (5) days during the pay period to be eligible to receive a Board contribution toward their health insurance. The **exception** to board insurance contributions is <u>approved</u> family medical leave.

All employees on long term leave who are utilizing the Family Medical Leave Act must complete the appropriate paper work in the Benefits Department **immediately.**

A PAF and Long-Term Leave Request must be completed and sent to HR for all employees on long term leave <u>immediately</u> to stop the employee's pay.

The Payroll Department must be notified <u>immediately</u> of any <u>terminations or long-term leave</u> that occur during the current pay period to prevent overpayments.

<mark>DO NOT SUBMIT a LWOP form to the Payroll Department AND a PAF for the same time period because this will cause the employee's pay to be "docked" twice for the same period of time.</mark>

Employees in unpaid leave status will be paid the balance of his/her contract through the last working day before the leave begins. If the employee returns during the school year, his/her pay will be calculated beginning with the day he/she returns from leave through the end of the school year or termination date; whichever comes first.

The remaining contract upon his/her return from leave will be divided equally over the number of remaining checks for the school year.   Please be aware that this may result in <u>lower pay checks</u> for the remainder of the school year depending on the employee's position and pay type. **This is more common among Instructional Staff.**

Military Leave

For the purpose of administration of military leave, a work year shall be defined as beginning October 1st and ending September 30th of the following year. (This mirrors the military calendar.)

All labor contracts provide seventeen (17) days of paid military leave per year for employees who are members of the reserves in the United States Armed Forces or members of the National Guard or Naval Service.

At the sole discretion of the Board, employees who are called to active military service may be granted an additional thirteen (13) days of paid leave up to a maximum of thirty (30) days for each separate deployment.

During this thirty (30) day period of approved military leave, the employee will be paid his/her full salary and will earn sick and/or annual leave. At the end of the thirty (30) day period, if the employee has not returned to his/her regular employment, the employee will be placed on long-term leave at which time sick/annual leave accrual will cease. The Board will supplement the employee's military salary, should the base pay be lower than his/her Board monthly salary. This supplement shall be based upon regularly scheduled contract workdays. The Board will also contribute to the employee's health insurance for the duration of the employee's deployment.

Military leave must be entered via Limited Access by the leave contact and a copy of the military orders must be scanned and attached to the request.

Employees **cannot** request military leave through the Time Off system in Employee Access/Skyward.

Refer to the Board procedures for further requirements by Human Resources. If the employee is going to be on leave without pay for a period longer than 10 days, complete a PAF and Long-Term Leave Request Form **as required by Human Resources if the employee is being deployed. Send the PAF to Staffing Services.**

Illness In the Line of Duty – Workers Compensation

When an employee is injured on the job, they are entitled to fifteen (15) days of full pay when they are taken out of work by a workers' compensation physician. If the employee is still out on workers' compensation leave after the fifteen (15) days, workers' compensation will only pay 2/3 of the employee's salary. The employee may use 1/3 of their sick, annual, or compensatory time to continue to receive their full salary. An employee will continue to earn sick and/or annual leave for the fifteen (15) days. After the fifteen (15) days of full workers' compensation leave, the employee will earn leave at 1/3 if they have available leave. If the employee does not have available leave to cover them for over half the month, they will not earn leave for that month.

Time & Attendance cannot approve or deny workers' compensation leave.

Send Risk Management a copy of the leave request, supporting documentation, and an approval form.

If Risk Management approves the leave, the site contact will enter the leave via Limited Access, scan, and attach the approval form to each leave request.

If Risk Management denies the leave, the site contact will notify the employee and correct the leave to sick, annual, or compensatory time.

Employees **cannot** request this type of leave through the Time Off system in Employee Access/Skyward.

Superintendent Early Release Days

The Superintendent occasionally sends an email releasing employee early from a workday. Hours representing the amount of time released will need to be entered into Time Off Limited Access using the Time Off code OTHER - Misc/Non-Leave Related and the Reason code SUPTR (Superintendent Early Release). Enter a description for the use such as EARLY RELEASE FOR THANKSGIVING.

The number of hours given should be the same for all employees at your worksite. Employees who are not working or previously scheduled leave that day will not receive this time.

Examples:

- Employees are released at 1 pm and your office/schools normal closing time is 5pm. You will give **all** employees **who worked** that day 4 hours.

- Employees are released at 2 pm and your office/schools normal closing time is 4pm. You will give **all** employees **who worked** that day 2 hours.

Be sure to put a note identifying the adjustment because it will show up on the True Time timesheet as hours worked.

Natural Disaster Days

In the event of a natural disaster or severe weather such as a hurricane or snow (in Florida) that causes the District offices to be closed by the Superintendent follow the instructions listed below:

Complete leave entries as described below for non-exempt employees using Time Off:

Enter the employees scheduled or contracted hours into Time Off Limited Access using the Time Off Code OTHER - Misc/Non-Leave Related and Reason Code NATDI (Natural

disaster/Emergency) for each day we are closed. Enter a description such as Hurricane Michael or Snow Day for historical information and research purposes.

In the event employees are required to work during the period of time identified by the Superintendent, instructions and forms regarding comp time and overtime pay will be sent out by Time & Attendance.

Leave for Domestic Violence Situations

Leon County School Board shall grant leave up to three (3) days in any twelve (12) month period to a leave eligible employee if the employee, or a family or household member, is the victim of domestic or sexual violence as defined in Board Policy for the following purposes:

- To seek protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence.

- To obtain medical care and/or mental health counseling for the employee or a family or household member to address physical or psychological injuries resulting from domestic or sexual violence.

- To obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic or sexual violence.

- To secure their home from the perpetrator of domestic or sexual violence or to seek new housing to escape the perpetrator.

- To seek legal assistance in addressing issues arising from the act of domestic or sexual violence or to attend and prepare for court-related proceedings arising from the act of domestic or sexual violence.

The leave shall be granted with pay and is subject to the following conditions:

- Except in cases of imminent danger to the health or safety of the employee or to the health and safety of a family or household member, the employee seeking the leave must provide appropriate advance notice along with sufficient documentation of the act of domestic or sexual violence as required the administrative procedures implementing this policy.

- **The employee shall be required to have exhausted all annual or vacation leave, personal leave, and sick leave prior to utilizing this leave.**

- Pursuant to Florida statutes, the Board shall keep information concerning leave for domestic or sexual violence confidential and exempt from disclosure.

- The Board may not discharge, demote, suspend, retaliate, or in any other manner discriminate against an employee for exercising his/her rights under the provisions of this policy. However, this does not limit the Board's right to discipline or terminate any
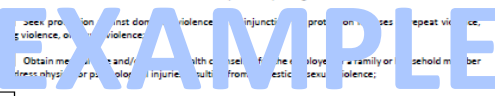
employee for any reason, including, but not limited to, reductions in the work force or termination for cause.

Employees must complete and sign the Leave Request for Domestic and Sexual Violence Situations (located on Time & Attendance's webpage). The employee must provide documentation of the incident.

The site administrator must approve or deny the request. **If approved, this type of leave must be entered via Limited Access by the Time & Attendance contact and the supporting documentation must be scanned and attached.**

Employees **cannot** request this type of leave through the Time Off system in Employee Access/Skyward.

If the request is denied, keep the records for your files. Time & Attendance does not need a copy of denied requests.

Leave for Contracting a Communicable Disease at the Worksite

Leave eligible employees who are unable to perform their assigned duties because they contracted a communicable disease that is substantially likely to have been contracted at their worksite shall be authorized to receive up to three (3) days of leave per fiscal year for such illness.

Employees must file a claim with their site administrator on the appropriate form within three (3) days upon return to work and provide a doctor's statement supporting this type of leave request. **Employees must complete and sign the Leave Request for Contracting a Communicable Disease at the Worksite (located on Time & Attendance's webpage).**

The disease must be one that is ordinarily transmitted in a densely populated setting such as a school and for which the incidence of contagion at the school is considerably higher than in the general population at the time the disease is contracted.

The common cold and influenza are **NOT** included among the contagious diseases for which this leave is granted. Examples include pink eye, ringworm, and lice.

Employees requesting this type of leave are not eligible to receive Workers' Compensation benefits.

The site administrator must review and approve or deny the request. The site administrator must also provide a statement and supporting documentation along with a determination that there is a substantial likelihood that the employee's disease was contracted at the worksite, if the request is approved. **If approved, this type of leave must be entered via Limited Access by the leave contact and the supporting documentation must be scanned and attached.**

Employees **cannot** request this type of leave through the Time Off system in Employee Access/Skyward.

If the request is denied, keep the records for your files. Time & Attendance does not need a copy of denied requests.

Holidays

Paid holidays for each payroll cycle are listed under each schedule in the payroll procedures and Payroll's webpage. Review the appropriate collective bargaining agreement for questions regarding holiday pay.

Pay type 4 & 7 employees are not eligible for paid holidays.

An employee must be in **paid status** (either at work or using leave time) the day before a holiday in order to be paid for the holiday. The instructions below outline how to handle a holiday that will be unpaid as a result of being in LWOP status the day prior to:

Bus Drivers and Bus Assistants - Pay Type 3 (Only):

Pay Type 3 Bus Drivers and Assistants **are utilizing True Time _and_ Time Off**. **Paid** holidays are automatically pulled into the True Time timesheet. If the employee is in unpaid status the entire work day before the holiday, edit the hours in the True Time timesheet to zero (0) to remove them.

Pay Type 2 and 3 Employees:

Paid holidays are automatically pulled into the True Time timesheet. If the employee is in unpaid status the entire work day before the holiday, edit the hours in the True Time timesheet to zero (0) to remove them. Also, go to Time Off Limited Access and enter the number of hours the employee is scheduled to work as DOCK (pay type 2) or DOCKM (pay type 3) and use the transaction type L-Unpaid.

If the holiday hours are incorrect on the timesheet, edit the holiday hours to reflect the scheduled hours on the timesheet so the employee will not be short.

Once the holiday hours are entered, they will show on the timesheet.

Holiday Pay – Non-Exempt LESPA & LOCAL 1010 Employees:

In the event that an employee is **required** to work during one of the nine (9) District-recognized holidays, the employee shall be compensated at a total rate of two (2) times the employee's normal rate of pay for the hours worked in this capacity regardless of the leave taken or hours worked during the rest of the work week.

Example:
An employee with a regular hourly rate of pay of $10 is assigned to work on Thanksgiving Day and Thanksgiving Day is a paid holiday for that employee.

The employee would receive additional compensation in an amount of $10, or one hour of compensatory time, for each hour worked.

The employee would also receive his/her regular pay for Thanksgiving Day. If Thanksgiving Day is not a paid holiday for the employee, the employee would receive additional

compensation in an amount of $20, or two hours of compensatory time, for each hour worked.

If the employee is being paid overtime and not being awarded comp time, follow the instructions listed below:

- Complete the Overtime Report and obtain the appropriate instructions according to the overtime instructions.

- In the "Reason For Overtime" section, write the date of the holiday.

- Attach the time sheets for the corresponding work week.

If the employee is earning comp time, follow the instructions in the Time & Attendance Manual located on Time & Attendance's Webpage.

Suspensions With and Without Pay

Safety and Security will provide a letter with instructions for this type of leave. Suspensions without pay that are less than 10 days will be treated like LWOP. Suspensions without pay that are more than 10 days will require a PAF. **Refer to the sections regarding Unpaid Leave and Long-Term Unpaid Leave for instructions and additional information.**

Unauthorized Leave

An employee is deemed to be on unauthorized leave when the employee is absent from required duties without having obtained the necessary approval for such absence. **Unauthorized leave will be considered leave without pay.**

Unauthorized leave is a serious offense which could result in the following:

- Dismissal
- Loss of Pay
- Disciplinary Action
- Poor Evaluation
- Breach of Contract
- Abandonment of Position

Unauthorized leave is defined as nonperformance of those duties and responsibilities assigned by the District and its representatives, including all duties and responsibilities as defined by statute; rules of the State Board of Education; and policies, rules and procedures of the School Board. Such unauthorized leave includes but is not limited to collective refusals to provide service, unauthorized use of sick or other leave benefits, and nonattendance at required meetings. An employee is deemed to be on unauthorized leave when the employee is absent from required duties without having obtained the necessary approval for such absence. Refer to the collective bargaining agreements and Board Policy for more detailed information.

Voluntary Sick Leave Bank

Application for Membership:

The Leon County Schools (LCS) Voluntary Sick Leave Bank provides full-time employees an opportunity to pool sick leave days together to protect its members if they have to be absent from work for an extended period of time due to a personal illness, accident, or injury. Members of the Sick Leave Bank may receive **paid leave** benefits to minimize loss of salary. Twice each year (September 1–30 and February 1–15) employees may apply to become members of the Sick Leave Bank.

Employees must apply for membership, contribute one (1) sick leave day, and meet the following eligibility requirements:

- Employees must be employed in a full-time regular position by LCS for at least twelve consecutive (12) months.

- Employees (including DROP participants) must have at least ten (10) days accrued unused sick leave, not including up-front days.

- Employees who have used the sick leave bank in the past must have at least twenty-two (22) days of unused sick leave, not including the current year's upfront days.

The employee's signature on the application authorizes Time & Attendance to deduct one (1) day of sick leave as your initial enrollment in the Sick Leave Bank and an additional day each time the balance drops below 200 days. A leave request is not necessary because the application for membership serves as authorization.

When processing has been completed, Time & Attendance will notify the leave contact of the "approval" or "denial". If the application is approved, Time & Attendance will enter the day in Skyward.

Application for Benefits from the Sick Leave Bank:

Employees who need to use time from the Sick Leave Bank due to a serious personal illness, accident, or injury that may be sudden or unexpected must meet the criteria required in board policy and

1. Submit the Sick Leave Bank Benefits Application to Time & Attendance, and

2. Submit two (2) physician statements to the Time & Attendance

no later than thirty (30) calendar days from the employee's first day of leave without pay in order to be considered. Prior to receiving paid leave benefits from the Bank, employees must use all of their accumulated sick, annual, and compensatory leave and be in unpaid leave status for five (5) continuous workdays. Participating members shall not be eligible to use sick leave from the bank until after they have been a member of the bank for six (6) months.

Employees will be subject to an approval process to use any time requested from the Sick Leave Bank.

Refer to the Frequently Asked Questions on Time & Attendance's webpage for more detailed information.

The application to use the sick leave bank benefits must be received by Time & Attendance within 30 days of the date the employee reaches leave without pay status.

Sick Leave Transfers

Transfer In:

Upon employment in a leave eligible position with Leon County Schools (LCS), employees may transfer unused sick leave from a previous employer under the following conditions:

- LCS has a reciprocal agreement to **transfer and receive** unused sick leave with the transferring agency.

- The unused sick leave must have been accrued while employed by the transferring agency.

- Payment has not been received for the sick leave being transferred.

- **The ORIGINAL written request must be received by Time & Attendance within 120 calendar days of initial employment with LCS or within 120 days of such sick leave becoming available for transfer.**

New Employee Sick Leave Transfer in Request forms are located on the Time & Attendance webpage. Forms must be completed and sent to the transferring agency. Refer to the appropriate Policy and Administrative Procedure regarding the transfer of sick leave.

Sick leave that is transferred in is credited to employees on a day earned basis. As a day is earned with LCS, a day of time that was transferred in is also credited. This process continues until all the leave is transferred to the employee.

Transfer Out:

Upon **termination of employment** in a leave eligible position with Leon County Schools (LCS), employees may request to transfer the balance of unused sick leave to another employer. The transaction must be completed within twenty-four (24) months from the date of termination of employment. After this twenty-four (24) month period, any accrued sick leave will no longer be available for transfer and will be removed from Leon County Schools' leave liability report.

Request to Transfer Sick Leave Out forms are located on the Time & Attendance webpage. Forms must be completed and submitted to the Time & Attendance office. Refer to the appropriate Policy and Administrative Procedure regarding the transfer of sick leave.

Transfer Between Employees:

Sections 1012.61, Florida Statutes, allows a district employee to donate accrued sick leave to another district employee, provided the transfer relates to personal illness, injury, or disability of the receiving employee or employee's immediate family. According to Board Policy and Procedures, the following criteria must be met:

- The transferred sick leave may not be used until the receiving employee has depleted all his/her available sick leave.

- A physician's certification will be required to accompany the sick leave transfer request to document the personal illness, accident, injury, or disability of the employee or family member to whom the leave is transferred.

- Credit of transferred sick leave will be effective retroactively only if the request is received in the Time & Attendance Office no fewer than fifteen (15) workdays after the employee is in leave without pay status. Requests not received by this deadline will be processed effective from the date of receipt in the Time & Attendance Office.

- Sick leave will be transferred in blocks of five (5) days. Days will be converted to hours which are proportional to the number of hours the receiving employee works per day. (Example: The receiving employee works six (6) hours per day. The transferring employee will transfer thirty (30) hours of sick leave (five (5) days x six (6) hours = thirty (30) hours.).

- The transferring employee must retain at least twenty (20) days of sick leave at the time of donation.

- Any transferred sick leave that is not used as anticipated shall be returned to the donating employee upon the recipient's return to work. In the case of multiple donors, the unused leave will be pro-rata to each donor.

Requests to Transfer Sick Leave to Another Employee and Physician's Statements are located on the Time & Attendance webpage. Forms must be completed and submitted to the Time & Attendance office. Refer to the appropriate Policy and Administrative Procedure regarding the transfer of sick leave.

Non-Standard Work Days

Most employees will work the same number of hours each day of the week. There are circumstances where some staff may work a different number of hours each day. There will also be times when an employee may work only designated days of the week (such as Monday, Wednesday, Friday).

In these situations, the following procedures listed below determine the leave accrual and reporting of leave.

- An employee, using sick leave, must use the number of hours they are scheduled to work on that given day or the number of hours necessary to balance their timesheet.

- Paid holiday calculations for employees who are working non-standard work days (flex schedules).

1) Take the total number of hours an employee is scheduled to work each week and divide it by 5. (Example – I am scheduled to work 20 hours per week, but I only work 4 days at 5 hours – when the 20 is divided by 5, you will get 4 hours – that is what SKYWARD should show)

2) Back out the number of paid holidays that occur during that week at the number of hours above (4/day). So if you have two holidays, you take the 20 hours subtract 8 and you are left with 12 hours that has to be worked or sign out for.

These 12 hours have to be made up.
Examples of how to make up time

1) Either the employee has to work 6 hours 2 days during that week or
2) They must do a leave form for the difference in what they work and what is left.
3) Work a 12-hour day
4) Work 3, 4-hour days
5) Combination as long as they either work or turn in leave for 12 hours

Remember, these are just examples.

If they work less than the 12 hours needed to make up the 20 hours they will have to complete a leave request for leave (sick or annual) or unpaid leave.

Their total number of scheduled hours for the week must equal 20 (in this example) or whatever their scheduled hours are.

Any further questions regarding non-standard work days should be directed to Time & Attendance.

Multiple Jobs

Be aware that when employees are placed in more than one job in the District complications in addition to leave can arise such as:

- If both positions are non-exempt, hours worked in each job must be combined for calculating overtime/compensatory time (blended rate or weighted average). The two (2) managers must determine whose budget will pay for the overtime if the employee exceeds forty (40) hours during the work week.

- Leave may have to be maintained on spreadsheets and NOT in Time Off/Skyward.

- If one position is instructional and the other is non-instructional (non-exempt), the following complications will arise:

    - The employee cannot clock in and out. He/she must use a sign in sheet.
    - Tracking leave is a difficult manual process for the sites and District office.
    - Insurance deductions will be an issue; 10 or 12.
    - DOE reporting
    - FTE

Multiple Jobs with Different Classifications

There are a number of employees who may have two jobs in different classifications, ie, 4-hour aide, 4-hour custodian. Skyward cannot handle this type of recordkeeping because each of these positions most likely will have different rates of pay and have different pay requirements according to their classification contract. These employees must have their leave tracked in Excel spreadsheets. Each work site will have a spreadsheet set up so they can track the leave used at their site. The procedure for tracking the leave for these employees is as follows:

- The employee will have no leave record in Skyward except for unpaid leave and compensatory time. All earned and used leave will be recorded in Excel spreadsheets.

- In the event the employee has unpaid leave or compensatory time, the home base (home base is the first site listed on the Personnel tab in Employee Profile) will be responsible for entering this into Skyward. The secondary site must send all unpaid leave and compensatory time from their site to the home site each week.

- All LWOP forms and comp earned/used forms (with timesheets for comp earned transactions) must be sent in to Time & Attendance by the Leave Completion Deadline.

- After entering the leave into the spreadsheet, a leave entry must also be done in Skyward in order for the time to populate into the timesheet.

- You will need to contact your Time & Attendance contact to have the OTHER-TRUE TIME MULTIPLE-JOB TIME OFF code added if it is not already in their Time Off codes.

- Enter a USED leave transaction in Limited Time Off Access with a Time Off code of "OTHER – TRUE TIME MULTI-JOB TIME OFF" and a Reason Code of "OTHER – MISCELLANEOUS"

Transaction Detail Maintenance

View Transaction Detail

Name:	
Group Code:	9 *** Time Off record exists for this Name/Date/Trans. Type ***
Time Off:	OTHR TRUE TIME MULTI-JOB TIME OFF
Code Type:	Hours Hours per day: 4.0000
Date:	10/18/2021
Trans. Type:	U - Used
Amount:	4.0000 Hours
Reason:	OTHER MISCELLANEOUS [?]
Description:	Annual time off in Pay type 02 spreadsheets

- In the Description area notate what type of leave was used and what pay type it was for.

- Input an entry for hours needed for each Pay Type.

- Both entries will appear in one transaction on the timesheet and will post to the primary pay code in the timesheet. The timesheet will not be able to be balanced per pay code.

- When approving the timesheet enter a note that timesheet was not balanced by pay code due to leave.

Time Sheet for ._____: 01/09/2022 - 01/15/2022

Period Summary

Supervisor	Type	Pay	Note	Hours
	Timeoff	PAI02 (LOCAL 1010-PT 2)	TRUE TIME MULTI-JOB TIME OFF	8h 00m
	Work	PAI02 (LOCAL 1010-PT 2)		16h 00m
			Subtotal Hours:	24h 00m
_____ E	Work	PAI03 (LOCAL 1010-PT 3)		16h 00m
			Total Hours:	40h 00m
			Hours Paid:	40h 00m

Daily Totals

	Status	Pay/Note	Hours
Monday 01/10/22			
	N/A	TOF True Time Multi-job Time Off	8h 00m
		01/10/22 Total Hours:	8h 00m

90

Multiple Jobs in Same Classification

There are a number of employees who may have two jobs at different sites, but are in the same classifications ie, 4-hour teacher at Leon, 3.5 hour teacher at Lincoln. These employees leave will be tracked in Skyward like all the other employees with the exception of unpaid leave and comp earned time. This will be tracked as follows:

- The home base site will enter any unpaid leave and comp earned time. The secondary site will send the home base site the time sheet if comp time is earned and a LWOP worksheet if there is any unpaid leave to be posted.

Multiple Jobs - Pay Types 3 and 4:

The timekeeping rule for **Pay Type 3** is set up for contract pay but is **NOT** set up to calculate comp time or overtime automatically which means it will need to be calculated manually. Please note the following:

The employee in the example (see timesheet below) is scheduled for 7.00 hours per day or 35 hours per week in the pay type 3 or regular position and also has 1 or more hourly positions.

- The employee must clock in and out of each position correctly in order for the correct hours to be recorded under each pay code.

- For example, if an employee is working in a PT 4 position before school, he/she must clock in that position and out when finished. He/she will then clock into the PT 3 position when it is time to start that job.

- In the example below, the PT 4 job is highlighted in green and the Time Off/Sick Leave Request is highlighted in yellow.

- All leave requests must be submitted and approved in order to appear on the timesheets. As you can see below, this employee clocks in and out of the PT 4 position and in and out of the PT 3 position daily.

- The totals for each job (per pay code) are listed at the top of the timesheet (see blue arrow).

- This employee works 35 hours per week in the PT 3 job and as you can see the total sick leave hours plus the PT 3 hours total 35 hours.

- This means he/she has met her required hours including a Time Off Request.

- The 35 hours are paid as contract pay.

- It is important to make sure the employee has met their contractual obligation for each work week.

- This employee also has 5 hours in the PT 4 position which will have to be entered onto the PAC worksheet for the correct pay period to be paid. Unfortunately, this is still a manual process.

Multiple Jobs - Pay Types 2, 3, and 5:

The employee in the example (see timesheet below) works 20 hours per week in the PT 3 job and 20 hours per week in the PT2 job for a total of 40 hours.

The employee must clock in and out of each position correctly in order for the correct hours to be recorded under each pay code.

It is important to make sure the employee has met their obligation in each job for each work week.

Period Summary

Type	Pay	Note	Hours
Work	4N11H (HOURLY-ACTIVITIES LEADER)		5h 00m
Timeoff	LES03 (LESPA PT 3)	SICK LEAVE	2h 30m
Work	LES03 (LESPA PT 3)		32h 30m
		Total Hours:	40h 00m
		Hours Paid:	40h 00m

Print
Back

Daily Totals

		Status	Pay/Note	Hours
Monday 12/07/20				
7:30 AM (7:27) -	8:30 AM (8:30)	IN	HOURLY-ACTIVITIES LEADER	1h 00m
8:30 AM (8:30) -	12:00 PM (11:55)	IN	LESPA PT 3	3h 30m
12:00 PM (11:55) -	12:30 PM (12:28)	LNCH		0h 30m
12:30 PM (12:28) -	4:00 PM (3:57)	IN	LESPA PT 3	3h 30m
			12/07/20 Total Hours:	8h 00m
Tuesday 12/08/20				
N/A		TOF	Sick Leave	2h 30m
7:30 AM (7:25) -	8:30 AM (8:30)	IN	HOURLY-ACTIVITIES LEADER	1h 00m
11:00 AM (10:59) -	12:00 PM (12:00)	IN	LESPA PT 3did not clock out for lunch	1h 00m
12:00 PM (12:00) -	12:30 PM (12:30)	LNCH		0h 30m
12:30 PM (12:30) -	4:00 PM (4:00)	IN	LESPA PT 3did not clock out at end of work day	3h 30m
			12/08/20 Total Hours:	8h 00m
Wednesday 12/09/20				
7:30 AM (7:25) -	8:30 AM (8:30)	IN	HOURLY-ACTIVITIES LEADER	1h 00m
8:30 AM (8:30) -	12:00 PM (11:54)	IN	LESPA PT 3	3h 30m
12:00 PM (11:54) -	12:30 PM (12:24)	LNCH		0h 30m
12:30 PM (12:24) -	4:00 PM (3:59)	IN	LESPA PT 3	3h 30m
			12/09/20 Total Hours:	8h 00m
Thursday 12/10/20				
7:30 AM (7:28) -	8:30 AM (8:30)	IN	HOURLY-ACTIVITIES LEADER	1h 00m
8:30 AM (8:30) -	11:45 AM (11:52)	IN	LESPA PT 3	3h 15m
11:45 AM (11:52) -	12:15 PM (12:14)	LNCH		0h 30m
12:15 PM (12:14) -	4:00 PM (3:58)	IN	LESPA PT 3	3h 45m
			12/10/20 Total Hours:	8h 00m
Friday 12/11/20				
7:30 AM (7:26) -	8:30 AM (8:31)	IN	HOURLY-ACTIVITIES LEADER	1h 00m
8:30 AM (8:31) -	12:00 PM (12:03)	IN	LESPA PT 3	3h 30m
12:00 PM (12:03) -	12:30 PM (12:28)	LNCH		0h 30m
12:30 PM (12:28) -	4:00 PM (3:57)	IN	LESPA PT 3	3h 30m
			12/11/20 Total Hours:	8h 00m

Extended School Year

Annually, directions for the administration of sick leave for summer employment will be distributed to all schools with other extended school year procedures. Sick leave instructions for previous years provide that staff who are employed for the extended school year must work thirteen or more days to earn sick leave. Please review the directions and contact Time & Attendance for any clarifications.

The criteria used for posting <u>extended school year sick leave</u> are as follows:

- Each day worked counts as a day, regardless of the number of hours worked. (Hourly positions are not allowed to earn for summer school.) An employee does not earn for the extended school year unless they were in a regular position the previous school year. If an employee does not earn sick leave, they may not use sick leave.

- Days are considered separately for each funding source (i.e., workshops cannot be combined with the extended school year).

Sick leave is earned as follows:

- from one to twelve days worked earns zero (0) credit.
- thirteen days worked and over earn as follows: All are based on the four-day summer work week

4 hours work day	3.2 sick leave hours
5 hour work day	4.0 sick leave hours
6 hour work day	4.8 sick leave hours
7 hour work day	5.6 sick leave hours
7.25 hour work day	5.8 sick leave hours
7.5 hour work day	6 .0 sick leave hours
8 hour work day	6.4 sick leave hours
8.25 hour work day	6.6 sick leave hours
9 hour work day	7.2 sick leave hours
10 hour work day	8 sick leave hours

Schedules other than those listed above should follow this formula:

Total # of hours per day times 4 divided by 5.

- Employees who work the regular 5-day week will receive the normal sick leave credit.

- Should an employee work a daily schedule not covered in this criteria, please contact Time & Attendance for specific instructions.

- All sick leave which is earned is posted <u>at the end</u> of the extended school year (summer school) and may not be used while working in the summer position.

Time & Attendance will send a print out to each site listing the employees who are working summer school at that site. The Leave contact should calculate the summer school time earned and enter it on this print out and return the original copy to Time & Attendance for posting. Time & Attendance will post the leave earned into Skyward.

Leave Payouts/DROP and Retirement

Retiree Benefits will notify the leave contact when an employee enters the DROP program or retires. A memo will be sent with the new sick leave balance and/or annual leave balance (if applicable).

Time & Attendance will deduct the number of hours paid out from the employee's sick and annual leave balances as instructed by Retiree Benefits.

The leave contact will read the materials from Retiree Benefits and verify that the employee's leave has posted correctly.

IF THERE ARE ANY QUESTIONS OR CONCERNS REGARDING THE DROP PAYOUT POSTING, PLEASE CONTACT YOUR DISTRICT TIME & ATTENDANCECONTACT IMMEDIATELY. IT IS IMPERATIVE THAT THE LEAVE POSTED IS CORRECT FROM ONE ANNIVERSARY DATE TO THE NEXT SO THE EMPLOYEE WILL BE PAID OUT CORRECTLY.

At the time employees begin DROP participation and/or upon retirement, employees are paid for accrued annual leave up to 360 hours for non-exempt positions or 480 hours for exempt positions at the rate of pay as of the date of retirement.

Payment for annual leave **only** upon Retirement and DROP participation will be reported to the FRS and will be included in the employee's current year's salary for retirement purposes, which may increase his/her average final compensation (AFC-average of your five highest years) with the Florida Retirement System (FRS). Sick leave is not included in the calculation of an employee's AFC.

Upon retirement or DROP participation employees may be eligible to receive payment for all or part of his/her accumulated sick leave. The percentage (listed below) that he/she will receive is based upon the length of employment with Leon County Schools, School Board Policy, or applicable collective bargaining agreement

Years of LCSB Employment	Percentage of sick leave to be paid
0 – 3	35 %
3.01 – 6	40 %
6.01 – 9	45 %
9.01 – 12	50 %
12.01 – +	100 %

Employees who participate in DROP for the full eight years, will be paid for sick leave based on his/her length of service according to the following schedule:

Date of entry	17 %
1st Anniversary	20 %
2nd Anniversary	25 %
3rd Anniversary	33 %
4th Anniversary	50 %
5th Anniversary	50 %
6th Anniversary	50 %
7th Anniversary	50 %
Termination from DROP	100 %

Employees who do not participate in DROP for the full eight years, will be paid for the remainder of his/her sick leave based on his/her length of service.

Employees who are employed in pay type 9 Admin or Exempt positions and have sick leave pools will be paid in accordance with Board Policy.

The process for DROP sick leave payouts will occur every year approximately 6 to 8 weeks after the DROP anniversary date.

Employees, who are members of the **FRS Pension Plan**, are considered retired and eligible for a leave payout upon termination of employment and receipt of FRS retirement benefits immediately after retirement from employment with Leon County Schools, which includes Normal Retirement, Early Retirement, Disability Retirement, or termination from DROP participation.

Employees, who are members of the **FRS Investment Plan**, are eligible for payment of sick leave at age 57 or 25 years of service. In order to be considered retired under the Investment Plan, employees must terminate from Leon County Schools and take a distribution or roll his/her funds from the Investment Plan as soon as possible. **Sick leave will only be retained on the books for two years after termination of employment.**

Employees will continue to earn sick and annual leave while participating in **DROP.**

Annual and sick leave payments totaling more than $2500.00 will be transferred into a personal special pay plan account with BENCOR for employees unless his/her position is covered by the Local 1010 Collective Bargaining Unit.

Contact Retiree Benefits @ 850-487-7104 for assistance with leave pay outs.

Salary (Contract Pay) Formula

FORMULA FOR SALARY (CONTRACT PAY)

Number of Days in Contract   X   Hours Per Day   X   Hourly Rate   =   Annual Contract

Annual Contract   / (10 or 12 Months) =   Monthly Salary

This formula is fairly straight forward and consistent provided the employee works without changes for the entire fiscal/school year. Employee's salaries will be calculated based on the number of days during the fiscal/school year upon separation of employment.

This formula does not apply to Pay Type 4 and 7 employees.

Supplements for most employees are paid on a 10-month basis from September through June.

Salary – PAF's and/or Data Sheets

Salary (contract pay) and Supplements for employees are entered in Employee Management by the HR Department and will roll or carry forward from month to month.

Employee Management "drives" Payroll.

The PAF/Data Sheet "drives" the amount of an employee's pay and Employee Management.

Any changes such as; hour changes, rate changes, terminations, and long-term leave; to an employee's salary (contract pay) or Supplements must be submitted via PAF to HR in a timely manner.

Notify the Payroll Department by phone or email immediately for changes that occur during the current pay period to prevent overpayments or underpayments.

Terminations and long-term leave are the most critical because the District may not be able to recover the overpayment.

Payroll Schedules

The pay period dates for pay types 3, 4, and 5 on the Mid-Month Payroll coincide with **full workweeks and not the full month.**

Make sure you enter hours onto the Payroll Worksheets according to the pay period dates.

Pay close attention to the due dates for Worksheets (highlighted in yellow) to avoid the risk of your employees not being paid.

The Payroll Department is completely deadline driven.

LEON COUNTY SCHOOLS

2023-2024 MID MONTH PAYROLL SCHEDULE
PAY TYPES 1, 3, & 5

PAY DATES	REMAINING PAYS	PAY PERIOD DATES			PAF'S DUE TO STAFFING SERVICES	PAF'S DUE TO PERSONNEL FROM STAFFING SERVICES	DATE WORKSHEETS ARE AVAILABLE FOR ENTERING	DUE: LWOP ENTRY LWOP FORMS MID MONTH WORKSHEETS BACKUP REPORTS	PAYROLL IMPORT	CALCULATE PAYROLL UPLOAD FILES SUBMIT DIRECT DEPOSIT CHANGE FREQUENCY	DO NOT ENTER ONTO MID-MONTH WORKSHEETS
		PT 1	PT 3	PT 5							
09/15/2023	10	8/2-8/31	8/4 - 8/26	8/2 - 8/26	08/04/2023	08/11/2023	08/28/2023	09/01/2023	09/05/2023	09/12/2023	9/2 - 9/25
10/13/2023	9	9/1-9/30	8/27-9/30	8/27-9/30	08/31/2023	09/08/2023	09/26/2023	10/02/2023	10/03/2023	10/10/2023	10/3 - 10/25
11/15/2023	8	10/1-10/31	10/1-10/28	10/1-10/28	10/02/2023	10/11/2023	10/26/2023	11/01/2023	11/02/2023	11/09/2023	11/2 - 11/26
12/14/2023	7	11/1-11/30	10/29-11/25	10/29-11/25	10/31/2023	11/07/2023	11/27/2023	12/01/2023	12/04/2023	12/11/2023	12/2 - 12/12
01/16/2024	6	12/1-12/31	11/26-12/30	11/26-12/30	11/17/2023	11/29/2023	12/13/2023	**12/19/2023	01/05/2024	01/10/2024	12/20 - 1/25
02/15/2024	5	1/1-1/31	12/31-1/27	12/31-1/27	12/18/2023	01/11/2024	01/26/2024	02/01/2024	02/05/2024	02/12/2024	2/2 - 2/25
03/13/2024	4	2/1-2/29	1/28-2/24	1/28-2/24	02/01/2024	02/09/2024	02/26/2024	03/01/2024	03/04/2024	03/08/2024	3/2 - 3/25
04/15/2024	3	3/1-3/31	2/25-3/30	2/25-3/30	02/27/2024	03/05/2024	03/26/2024	04/02/2024	04/03/2024	04/10/2024	4/3 - 4/24
05/15/2024	2	4/1-4/30	3/31-4/27	3/31-4/27	04/03/2024	04/11/2024	04/25/2024	05/01/2024	05/03/2024	05/10/2024	5/2 - 5/22
06/13/2024	1	5/1-5/29	4/28-5/24	4/28-5/29	04/29/2024	05/08/2024	05/23/2024	05/30/2024	06/03/2024	06/10/2024	5/31 - 6/21

** Due before leaving for the winter holidays

Employees required to clock in and out must reconcile timesheets and submit outstanding leave requests EVERY MONDAY.
Supervisors must balance and approve timesheets EVERY WEDNESDAY.

Guidelines for Supplemental Payrolls

Supplemental Payrolls (or off-cycle payrolls) are generally run 3 to 4 days after a regular payroll.

Reasons why we would put an employee on a Supplemental Payroll:

- Direct Deposit Returns

- Administrative corrections resulting in a "no pay" situation. Payroll will need to be notified in order to make payment.

- 1st payroll of the new school year for each pay type if the initial deadline is not met. (Example: July for PT2 & PT9, August for PT6 and September for PT1 & 3).

Employees will be paid on the next available payroll and NOT a Supplemental for the following reasons:

- New employees who missed their 1st regular payroll will be paid on the next available regular payroll regardless of the number of days worked provided the PAF has been processed by HR.

Example: A pay type 2 employee is hired on July 28, 2020 (3 work days). The employee will be exported to be paid on the August 14th payroll for the July period. The exception to this new process will be the 1st payroll of the school year.

- Employees returning from leave who missed their 1st regular payroll will be paid on the next available regular payroll provided the PAF has been processed by HR.
-

Employees will be paid on their regular payroll and NOT a Supplemental for the following reasons:

- Correction to number of hours worked
- Supplements
- Salary Increases
- Salary Corrections
- Overtime
- Missed deadlines
- Missed Worksheet entries for overtime, sub paras, extra time, workshops, hourly, etc.

Federal Withholding – Flat Rate

The Payroll Department uses the optional flat rate method for withholding taxes, which is currently 22% on supplemental wages.   According to the IRS, supplemental wages are wage payments made to an employee as a separate payment from regular wages. Supplemental wages may include, but are not limited to:

- Bonuses
- Overtime pay
- Payments for accumulated sick and annual leave
- Severance pay
- Back pay
- Retroactive pay increases
- Taxable fringe benefits

Skyward Payroll Processing User's Manual

The Skyward Payroll Processing User's Manual is a useful tool to be used in your day-to-day routine. It will provide with you with instructions for the following:

- Navigating, selecting, building, and submitting the Skyward Payroll Worksheet
- Entering hours on the Skyward Payroll Worksheet
- Preparing the verification report
- Verifying the Skyward Payroll Worksheet
- Entering Hours for Substitutes

To navigate to the Skyward Payroll Processing User's Manual, follow the instructions below:
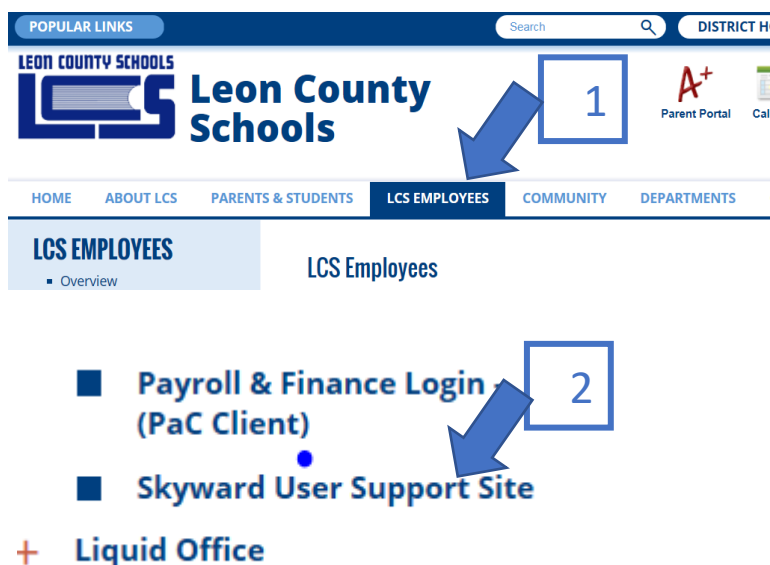
Finance:

- Finance - Budget Transfers
- Finance - Chart of Accounts
- Finance - Payroll Processing - *New!! 4/15/2016* New OPS/AESOP instructions.
- Finance - Purchasing_Receiving_Web
- Finance - Purchasing_Receiving_PAC
- Finance - Vendor Profile
- Finance - Viewing Purchasing Activity
- Finance - Mass Generate Employee Accounts Payable Invoices

Worksheets

Other (non-contract) pieces of pay such as hourly/OPS, overtime, workshops, and sub-LESPA time are submitted to Payroll through Skyward Worksheets.

Step 1: Navigate to the Payroll Worksheet:

Click on Human Resources (HR), Payroll (PA), Cur Payroll (CP), Payroll Worksheet

Breadcrumbs: HR\PA\CP\PW
The **Payroll Worksheet Master Screen** opens.
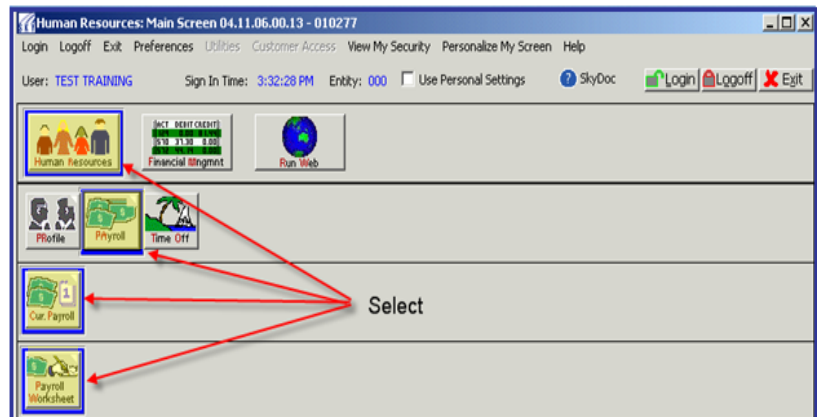
The recorded hours for each employee must be accurately transcribed from the timesheets and/or sign-in sheets and entered onto the Payroll Worksheets by the designated staff member at each site in accordance with the payroll schedules.

Worksheet entries do not need to be added for employees receiving only the salary or contract piece of pay.

Parameters are set to include employees assigned to your building/cost center. If an employee is assigned to another building or cost center, they will not automatically build into your worksheet. You will need to add them manually.

Do NOT rename or create new worksheets. There is a method to naming the worksheets and creating or adding new worksheets may result in employee's not being paid.

Please call the Payroll Department if you do not have a worksheet or if you need to have one rebuilt that was accidentally deleted.

Hours should be entered on the worksheet as .00, .25, .50, .75. (ie: .15 = .25).

MINUTES ON THE CLOCK	MINUTES/ROUNDED	DECIMAL/CONVERSION
53 – 07	00	.00
08 – 22	15	.25
23 – 37	30	.50
38 - 52	45	.75

Common errors to avoid when preparing worksheets:

- Entering an incorrect number of hours onto the worksheets
- Entering minutes onto the worksheets rather than the decimal format
- Not calculating the total number of hours correctly from the sign in sheets
- Paying hours that have been paid on a previous month's payroll
- Paying dates outside of the current pay period
- Paying hours worked before/after dates on PAF
- Paying against the wrong pay code
- Paying employees for hourly positions for work performed during their regular work hours
- Paying employees for holidays when LCS was closed.
- Not submitting sign in sheets/timesheets
- Omitting hours from the PT4 worksheet
- Entering hours into PT 4 worksheet for the wrong employee
- Paying workshop hours against hourly positions
- Not submitting worksheets by due dates

The Payroll Worksheet Reports must be physically signed (not stamped) and the hours actually worked must be verified in PAC/Skyward by the Site Administrator. S/he may name a designee for this responsibility; however, this employee must be in a supervisory position.

All worksheets must be signed and verified in the system by a Principal or District Administrator by the due date listed on the payroll schedule. It is also recommended that each site has a designee (supervisor) set up as his/her back up in case the Principal or District Administrator is absent.

Once the worksheets have been verified and we have received the correct signature, the employees will be paid on the next **regular** payroll.

Adhere closely to the Payroll schedules to ensure that all employees are paid in a timely manner.

Print the Worksheet report and submit the original with the appropriate signatures together with the timesheets or backup documentation to the Payroll Department in the school mail by the due date.

Keep a copy of the Worksheet report for your records along with any copies of the sign in sheets, timesheets, or backup documentation. These documents may be needed for audit and accountability purposes.

After a pay day, the Payroll Department will purge all worksheets and set them up with the next month's Affordable Healthcare (ACA) information. Dates that the worksheets are available for entry are listed on the payroll schedules.

Do not fax/email reports unless requested. This causes an excess of paperwork.

Hourly and Student OPS Positions

Hourly worksheets are used to pay hourly and student OPS positions including hourly teachers, EDEP workers, etc. Both a Bookkeeper and an EDEP Director may be using the same worksheet. Please discuss with each other how you would like to handle.

Enter the total number of hours worked for the time period on the worksheet. Hours should be totaled from time cards used during that time period.

If an employee is not on your worksheet once it is built and/or cannot be added, please contact the Payroll Department so that we can assist you in determining why and when the employee will get paid.

Make sure you are entering time for the correct position. Employees may have multiple positions/pay codes/funding.

Submit the original Hourly Report with the appropriate signatures to the Payroll Department by the due date along with copies of the timesheets.

Make sure the Hourly Skyward worksheet is marked complete and all entries on the worksheet are verified by the Worksheet Due Date listed on the appropriate Payroll Schedule.

All Hourly (Instructional and Non-Instructional) and Student OPS employees must record hours actually worked by clocking-in and out each work day utilizing True Time.

ESY – Extended School Year

ESY positions (Pay type 7) for Extended School Year, VPK, Summer Reading Academy, or other programs designated by the District should be entered on the ZESY worksheet.

ESY schedules will be sent to the schools hosting these programs prior to the start. Only Extended School Year, VPK and Summer Reading Academy positions should be entered on these worksheets. Please enter Hourly (Pay type 4) positions on the Hourly worksheets as normal.

Submit the original ZESY Report with the appropriate signatures to the Payroll Department by the due date along with copies of the timesheets.

Make sure the ZESY Skyward worksheet is marked complete and all entries on the Worksheet are verified by the Worksheet Due Date listed on the appropriate Payroll Schedule.

Paper Checks & Direct Deposit

Paper Checks:

- Contact the Payroll Department immediately and return the check to be voided or reissued as appropriate.

- Paper checks must be distributed from each school/department to employees.

Direct Deposit:

- Employees must complete a Direct Deposit Authorization Agreement upon employment or when an account change occurs with his/her bank or credit union.

- Employees must complete a Direct Deposit Cancellation Form if he/she needs to cancel his/her direct deposit.

- Direct Deposits cannot be split into multiple accounts.

- It may take at least two payroll cycles for processing or cancellations

Each site will receive a Payroll Check Sign-Off List, Payroll Deposit Sign-Off List, and memo with each payroll run for each employee being paid. You must review the lists, sign and date the bottom of the memo, and retain all three in your records for audit purposes.

Each site is responsible for the following:

- Verifying payment eligibility.

- Obtaining employee's signature and verifying identification upon distribution of paper checks.

- Holding paper checks that may cause an employee to be overpaid.

- Notifying the Payroll Department immediately if an employee terminates employment or goes on long term leave during the current pay period to prevent overpayments.

- Ensuring that employees are not paid for time he/she has not worked or absences in which he/she has not accrued leave.

- Verifying that employees on the lists are currently working at your site. If not, please call the Payroll Department.

Forms

There are two ways to access forms for Payroll and Time & Attendance; the Forms Database and each department's webpage. To access the Forms Database, go to the District's website, LCS Employees, Forms Database, and type in the department you are looking for, then click on Submit.

Do **NOT** create your own forms. Use the official forms for each department.

The forms illustrated in the manual are subject to change from time to time. Make sure you use the most current forms.

Records Retention

Each school/cost center must maintain and retain leave and attendance records for their employees while they are employed at their site and for the 5 following fiscal years.   The following link provides records retention information for state and local government agencies. http://dos.myflorida.com/media/693576/gs1-sl-2017-final.pdf

Workshops, Special Pay, & Extra Duty

Eligible employees may be due other types of compensation such as Workshops, Special Pay, and Extra Duty.

Workshops:

Employees may be required to attend or instruct training sessions <u>outside of their normal work day</u> that are paid as Workshops.

Teachers are paid $20 per hour for attending a workshop/training. Attending a workshop is not covered for retirement purposes by the Florida Retirement System (FRS).

Teachers are paid $28 per hour for instructing a workshop/training. Instructing a workshop is covered for retirement purposes.

Non-Instructional employees are paid their hourly rate for attending a workshop. Attending a workshop is not covered for retirement purposes.

Use the "Workshop Sign-in Sheet" to have employees sign in and out when attending a training/workshop.

At the top of the form, record the hours, dates, and funding of the Workshop.

Each employee must sign the form to verify attendance.

Use times listed in the "time in" and "time out" columns to calculate how many hours attended or instructed and write the total in the "Office Use Only" area.

WORKSHOP SIGN-IN SHEET

WORKSHOP NAME: Depth + Complexity Training

WORKSHOP HOURS: 8:00 – 11:00   WORKSHOP DATES: 6/13/21

FUNDING SOURCE: 4200 (FUND) 6300 (FUNCTION) 7510 (OBJECT) 0123 (COST CENTER) 1C002 (PROJECT) 00000 (SUB-PROJECT) 00000 (PROGRAM)

OFFICE USE ONLY

DATE	NAME (Print)	TIME IN	TIME OUT	SIGNATURE	TOTAL HOURS WORKED
6/13	Joy Jones	8:00	11:00	Joy Jones	3
6/13	Ann Adams	8:00	11:00	Ann Adams	3
6/13	Steve Smith	8:00	11:00		3
6/13	Bob Burns	9:00	11:00	BB	2

PLEASE SUBMIT A COPY OF THIS FORM ALONG WITH YOUR WORKSHOP WORKSHEET AND WORKSHOP INFORMATION.

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Payment will be included in the employee's regular check; therefore you must enter the workshop information on the WKSHP Mid-Month or WKSHP End-of-Month Worksheet to coincide with the employee's regular payroll cycle.

Adhere closely to the payroll schedule for the dates you are allowed to work in each End or Mid-Month worksheet.

DO NOT HOLD FOR PAYMENT AT A LATER DATE.

Contact the Payroll Department to set up a MID-Month or END-of-Month Workshop Worksheet if you do not have one. Contact the Payroll Department to add the appropriate workshop pay code if the employee does not have one set up.

The workshop pay codes are listed below:

WKSPI – Teachers @ $28 per hour for instructing (Has FRS coverage)

WKSHP – Teachers @ $20 per hour for attending (No FRS coverage)

WKSP4 –Pay Type 4 - Hourly employees paid at their normal hourly rate (No FRS coverage)

WKSP2 – Pay type 2 – Non-Instructional employees paid at their normal hourly rate (No FRS coverage)

WKSP3 – Pay type 3 – Non-Instructional employees paid at their normal hourly rate (No FRS coverage)

WKSP5 – Pay type 5 – Non-Instructional employees paid at their normal hourly rate (No FRS coverage)

Review and correct the funding allocation in the worksheet (see diagram) prior to submitting your worksheet to Payroll. Do NOT assume that the funding in the workshop pay code in your worksheet is correct. Funding may be changed in Workshop Worksheets.

Clip the signed Worksheet Report, Workshop Sign-In Sheet, and documentation (agenda, flyer, etc.) together and submit to the Payroll Department by the payroll schedule deadline.

Make sure the Workshop PAC worksheet is marked complete and all pages of the Worksheet are verified by the Principal or District Administrator.

Special Pay:

The Special Pay Payroll Report (see example below) should be used for Instructional or Non-Instructional employees who are to be paid for any work performed outside of their regular duties/hours after hours in a different capacity on an occasional or sporadic basis such as a ticket taker, admission worker, etc.

Make sure the funding submitted on the report is correct and active. If not, contact the Finance Department.

Payment will be included in the employee's regular check.

DO NOT HOLD FOR PAYMENT AT A LATER DATE.

All employees MUST be listed in alphabetical order within the facility number.

Include the employees' correct names (no nicknames). The Payroll Department cannot identify and pay the employee correctly if a nickname is used.

Special Pay Payroll Reports must be typed or in ink.

Complete separate forms for Mid-Month and End-of-Month employees.

Special Pay Payroll Reports are due in accordance with the payroll schedules for the employee's pay type.

LEON COUNTY SCHOOLS

SPECIAL PAY PAYROLL REPORT

The Special Pay Payroll Report should be used for Instructional or Non-Instructional employees who are to be paid for any work performed outside of their regular duties/hours, except as described in the corresponding sections, after hours in a different capacity on an occasional or sporadic basis such as ticket takers, admission workers, etc. This form must be completed before payment can be processed.

EVENT/ASSIGNMENT: Boys Basketball Ticket Seller

LIST IN ALPHABETICAL ORDER AND USE PROPER NAMES

NAME	NAME KEY	SCHOOL	DATES	TIMES	HOURS	RATES	AMOUNT
Joy Jones	Jonesjoy000	Leon	2/12/20	5:30-9:30	4	10.00	40.00
			2/19/20	5:30-9:30	4	10.00	40.00
Steve Smith	Smithstee001	Leon	2/2/20	5:30-9:30	4	10.00	40.00
			2/8/20	5:30-9:30	4	10.00	40.00

EXAMPLE

CONTACT: Betty Bookkeeper PREPARED BY Betty Bookkeeper PHONE #: 487-0000

APPROVAL SIGNATURE: _____ TOTAL AMOUNT: $ 160.00

FUND: 1100 FUNCTION: 5100 OBJECT: 1500 CENTER: 0021 PROJECT: 00000 PROGRAM: 00000-05100

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Extra Duty:

Work performed by Non-instructional employees after hours in a different capacity on an occasional or sporadic basis and paid for by an outside entity, such as food service or custodial type work is considered Extra Duty.

Fees for this type of service are in addition to the facility rental charges and shall be calculated at the rate of one and one-half (1.5) times the employee's actual regular hourly rate of pay, plus matching Social Security, Medicare, and retirement (calculation factor on the Extra Duty Payroll Report).

Use the Extra Duty Payroll Report to pay employees for this type of work.

DO NOT submit Extra Duty as overtime on the Overtime Report.

Extra Duty Reports should be submitted within the pay period that they are completed and in accordance with the payroll schedule for the employee's pay type. Payment will be included in the employee's regular check.

Submit Extra Duty Reports and payments to Ceja Burns, Finance.

Employees shall NOT be paid directly by the outside entity or organization.

All employees MUST be listed in alphabetical order within the facility number.

Include the employees' correct names (no nicknames). The Payroll Department cannot identify and pay the employee correctly if a nickname is used.

Extra Duty Payroll Reports must be typed or in ink.

Extra Duty Payroll Reports are due in accordance with the payroll schedules for the employee's pay type.

Make sure the Calculation Factor is listed on the form. The Calculation Factor may change each July.

How to pay teachers outside of their regular job (196 days):

▶ **Hourly Position:** TEACHERS are to be paid in an hourly position and <u>NOT</u> as a Workshop, Special Pay, or Extra Duty for any work performed outside of their regular duties/hours (196 days) on a regular basis. Hourly positions must be initiated by completing a Personnel Action Form (PAF). Teachers are exempt and not subject to overtime.

▶ **Workshop Sign-In Sheet:** Use the Workshop Sign-In Sheet to pay TEACHERS for attending or instructing workshops. The rate for attending a workshop is $20 per hour and the rate for instructing is $28 per hour.

▶ **Special Pay Report:** Use the Special Pay Report to pay TEACHERS for any work performed outside of their regular duties/hours (196 days), after hours in a different capacity, on an occasional or sporadic basis such as a ticket taker, admission worker, etc.

▶ **Extra Duty Payroll Report:** DO NOT USE THIS FORM TO PAY TEACHERS. This form should only be used to pay non-instructional employees for custodial type work after hours.

Sub-LESPA Time

According to the LESPA contract, <u>any interested qualified LESPA employee or Educational Support Professional (ESP) (effective 9/7/2022)</u> may be assigned to cover a classroom for a certified teacher who: notifies the site administrator that s/he is sick, going to be on personal leave, on temporary duty, or will have an unanticipated absence.

Under the circumstances listed above that require an ESP to be assigned to provide classroom coverage <u>for more than two (2) hours during a day</u>, the following conditions must be met:

- The site administrator shall compensate an ESP for the total hours worked during the day in this capacity at one and one-half (1.5) times their regular hourly rate of pay or at the current substitute teacher rate, whichever is greater, for the total time worked as a substitute.

- The site administrator shall assign one ESP to provide coverage during the entire period rather than two (2) or more ESPs at various times throughout the day.

- The site administrator shall, where possible, assign for this purpose only those ESPs who have indicated an interest in receiving such assignments and where possible and practical, fairly offer the opportunity to as many ESPs as possible.

ESPs who cover a class for a teacher for 2 or more hours during the day should receive time and ½ for **all** hours worked as a sub that day.

If an ESP covers a class for 2 hours or more, the hours worked as a sub that are less than or equal to the employee's scheduled hours should be paid at ½ the regular rate of pay using the pay code **SA.5 or SE.5**.

Any hours worked as a sub **above the scheduled hours** need to be paid at 1.5 times the employee's regular rate of pay using the pay code **SA1.5 or SE1.5**.

Mid-Month Payroll – Pay Types 3 & 5

- Pay types 3 & 5 employees who cover a class for a teacher for 2 hours or more during the day will be paid Sub-LESPA time on the mid-month payroll along with their regular pay.

- Use the pay codes **SA.5 and SA1.5** to enter hours on the PAC Worksheets titled "Sub LESPA MID >>cost center #>>cost center name" in accordance with the pay types 3 & 5 payroll schedule due dates.

End-of-Month Payroll – Pay Type 2

- Pay type 2 employees who cover a class for a teacher for 2 hours or more during the day will be paid Sub-LESPA time at the end of the month with their regular pay.

- Use the pay codes **SE.5 and SE1.5** to enter hours on the PAC Worksheets titled "Sub LESPA END >>cost center #>>cost center name" in accordance with the pay type 2 payroll schedule due date.

Example:

An ESP is set up in the system to work 6 hours per day per the PAF that was submitted.

He/she subs for a teacher for 7.5 hours.

Enter 6 hours on the Skyward Payroll Worksheet as **SA.5 or SE.5**. The employee is already receiving his/her regular pay for 6 hours per day, therefore he/she is only eligible for half (.5) of the amount of his/her regular pay for the first 6 hours to equal time and a half (1.5).

Enter the remaining 1.5 hours as **SA1.5 or SE1.5** on the Skyward Payroll Worksheet.

The result is for all 7.5 hours to be paid as time and a half.

Use the "Sub-LESPA Sign-in Sheet" (below) to have the ESPs sign in and out when subbing. A separate sheet should be used for each ESP. Each ESP should record their name, cost center, cost center number, date, name of each teacher subbed for, start time, and end time for the period of time worked as a sub. Have the ESP sign the form after it is complete.

SUB-LESPA SIGN-IN SHEET

Qualified LESPA employees who cover a class for a teacher for 2 hours or more during the day should receive time and ½ for all hours worked as a sub that day. Hours worked as a sub that are <u>less than or equal to</u> the employee's scheduled hours will be paid ½ the regular rate of pay using the pay code SA.5 (Mid-Month, pay types 3 & 5) or SE.5 (End-of-Month, pay type 2). Hours worked as a sub <u>above the scheduled hours</u> will be paid at 1.5 times the employee's regular rate of pay using the pay code SA1.5 5 (Mid-Month, pay types 3 & 5) or SE.5 (End-of-Month, pay type 2).

Our timekeeping system cannot accommodate the Sub-LESPA process for these employees subbing in the classroom; therefore, timesheets may need to be adjusted to reflect only the time worked in their regular position. Time subbed in the classroom will be reflected on the PAC Worksheets.

EMPLOYEE'S NAME: _____
POSITION: _____ | PAY TYPE: _____
COST CENTER: _____ COST CENTER #: _____

SCHOOL USE ONLY

DATE	TEACHER SUBBED FOR (PRINT)	SUBBED START TIME	SUBBED END TIME	HOURS SUBBED IN THE CLASSROOM	REGULARLY SCHEDULED HOURS	SA.5 OR SE.5 HOURS	SA1.5 OR SE1.5 HOURS	TIMESHEET CORRECTED

I verify that the hours I subbed in the classroom are correct.

_____ Date: _____
Employee's Signature

Total Hours: SA.5 or SE.5 _____ SA1.5 or SE1.5 _____

I verify that the Sub-LESPA Worksheets in PAC have been completed and adjustments have been made to the timesheets. (Attach copy of this sign-in sheet to the PAC Worksheet).

_____ Date: _____
Authorized Personnel (Bookkeeper)   Payroll/9854 (Rev. 9/29/2022)

There are 10 lines for entry on each Sign In sheet which is enough for 2 full workweeks. Leon County School's workweek begins on Sunday at 12:00 AM and extends through Saturday at 11:59 PM.

Review the correct pay schedule (pay type 2, 3, or 5) for the pay period dates (#1 below).

Do not make entries for two different pay periods on the same form.

Forms for the correct pay period must be submitted in accordance with the due dates listed (#2 below) on the pay schedule or payment will be made on the next regular payroll.

PAY TYPE 3

Paraprofessionals (including Sub Aide/Para time) and Food Service Workers (10 Checks - 185 Days)

PAY DATES	REMAINING PAYS	PAY PERIOD DATES	NUMBER OF DAYS IN PAY PERIOD	PAF'S DUE TO STAFFING SERVICES	PAF'S DUE TO PERSONNEL FROM STAFFING SERVICES	DUE: LWOP ENTRY LWOP FORMS MID MONTH WORKSHEETS BACKUP REPORTS	NO DATA ENTRY FOR MID MONTH WORKSHEETS
09/15/2022	10	8/4 - 8/27	17	07/25/2022	08/08/2022	08/31/2022	9/1 - 9/22

Total the SA.5 or SE.5 and SA1.5 or SE1.5 hours and sign (bookkeeper) the form. Submit the Sign-in Sheets, Worksheet reports, and corrected timesheets for each pay period to the Payroll Department.

School Use Only Box:

Use the "School Use Only" area to calculate the SA.5 or SE.5 and SA1.5 or SE1.5 hours to enter on the Sub-LESPA worksheet.

Using the start and end times listed on the form, calculate how many hours the ESP subbed in the classroom and enter them in the column titled "Hours Subbed in the Classroom".

Enter the total number of contracted hours for the ESP as per the PAF(s) in the column titled "Regularly Scheduled Hours". If the employee has multiple ESP positions, enter the combined total hours.

Using the example in slide 3, an ESP who works 6 hours per day and subs for a teacher for 7.5 hours, subtract 6 from 7.5. 6 hours would be entered in the column titled "SA.5 or SE.5" and 1.5 hours would be entered in the column titled "SA1.5 or SE1.5".

SUB-LESPA SIGN-IN SHEET

Qualified LESPA employees who cover a class for a teacher for 2 hours or more during the day should receive time and ½ for all hours worked as a sub that day. Hours worked as a sub that are less than or equal to the employee's scheduled hours will be paid at ½ the regular rate of pay using the pay code SA.5 (Mid-Month, pay types 3 & 5) or SE.5 (End-of-Month, pay type 2). Hours worked as a sub above the scheduled hours will be paid at 1.5 times the employee's regular rate of pay using the pay code SA1.5 5 (Mid-Month, pay types 3 & 5) or SE1.5 5 (End-of-Month, pay type 2).

Our timekeeping system cannot accommodate the Sub-LESPA process for these employees subbing in the classroom; therefore, timesheets may need to be adjusted to reflect only the time worked in their regular position. Time subbed in the classroom will be reflected on the PAC Worksheets.

EMPLOYEE'S NAME: Jane Jones
POSITION: Para   PAY TYPE: 3
COST CENTER: Leon   COST CENTER #: 021

SCHOOL USE ONLY

DATE	TEACHER SUBBED FOR (PRINT)	SUBBED START TIME	SUBBED END TIME	HOURS SUBBED IN THE CLASSROOM	REGULARLY SCHEDULED HOURS	SA.5 OR SE.5 HOURS	SA1.5 OR SE1.5 HOURS	TIMESHEET CORRECTED
1-24-22	Sally Smith	7:45	3:15	7.5	6	6	1.5	✓
1-27-22	Ann Adams	8:00	9:30	1.5	6	—	—	—

EXAMPLE

I verify that the hours I subbed in the classroom are correct.

Employee's Signature _Jane Jones_   Date: 1/28/22

Total Hours: (SA.5) or SE.5 _6_ (SA1.5) or SE1.5 _1.5_

I verify that the Sub-LESPA Worksheets in PAC have been completed and adjustments have been made to the timesheets. (Attach copy of this sign-in sheet to the PAC Worksheet.)

Betty Bookkeeper   Date: 2-1-22
Authorized Personnel (Bookkeeper)

Payroll/9854 (Rev. 9/29/2022)

- Unfortunately, True Time cannot accommodate the sub-LESPA process. The ESP will clock in and out of the "LES03" job.

- Using the same example in slide 3, if the employee clocks in for the whole day subbed, you will need to adjust the hours down to reflect the hours he/she is normally scheduled to work per the PAF.

- If the hours are not adjusted to reflected the hours scheduled to work, he/she will be overcompensated as he/she is already being paid for the extra time worked as a sub-LESPA.

- After you have made the necessary corrections to the timesheet(s), put a check mark in the column titled "Timesheet Corrected" on the Sub-LESPA Sign-In Sheet.

Time Sheet for JANE JONES : 01/23/2022 - 01/29/2022

Period Summary

Type	Pay	Note	Hours
Work	LES03 (LESPA PT 3)		31h 30m
		Total Hours:	31h 30m
		Hours Paid:	31h 30m

TIMESHEET SHOWS EMPLOYEE DUE 1.5 HOURS COMP

Daily Totals

	Status	Note	Hours
Monday 01/24/22			
7:45 AM (7:46) - 3:15 PM (3:15) IN			7h 30m
		01/24/22 Total Hours:	7h 30m
Tuesday 01/25/22			
7:45 AM (7:43) - 1:00 PM (1:01) IN			5h 15m
1:00 PM (1:01) - 1:30 PM (1:31) LNCH			0h 30m
1:30 PM (1:31) - 2:15 PM (2:17) IN			0h 45m
		01/25/22 Total Hours:	6h 00m
Wednesday 01/26/22			
7:45 AM (7:47) - 1:00 PM (1:03) IN			5h 15m
1:00 PM (1:03) - 1:30 PM (1:33) LNCH			0h 30m
1:30 PM (1:33) - 2:15 PM (2:15) IN			0h 45m
		01/26/22 Total Hours:	6h 00m
Thursday 01/27/22			
7:45 AM (7:41) - 1:00 PM (1:03) IN			5h 15m
1:00 PM (1:03) - 1:30 PM (1:32) LNCH			0h 30m
1:30 PM (1:32) - 2:15 PM (2:21) IN			0h 45m
		01/27/22 Total Hours:	6h 00m
Friday 01/28/22			
7:45 AM (7:42) - 1:00 PM (1:06) IN			5h 15m
1:00 PM (1:06) - 1:30 PM (1:33) LNCH			0h 30m
1:30 PM (1:33) - 2:15 PM (2:16) IN			0h 45m
		01/28/22 Total Hours:	6h 00m

Time Sheet for JANE JONES : 01/23/2022 - 01/29/2022

Period Summary

Type	Pay	Note	Hours
Work	LES03 (LESPA PT 3)		30h 00m
		Total Hours:	30h 00m
		Hours Paid:	30h 00m

CORRECT CONTRACT HOURS WORKED

Daily Totals

		Status Note	Hours
Monday 01/24/22			
7:45 AM (7:46) -	1:00 PM (1:00) IN	SUBBED FOR SALLY SMITH	5h 15m
1:00 PM (1:00) -	1:30 PM (1:30) LNCH		0h 30m
1:30 PM (1:30) -	2:15 PM (2:15) IN		0h 45m
		01/24/22 Total Hours:	6h 00m
Tuesday 01/25/22			
7:45 AM (7:43) -	1:00 PM (1:01) IN		5h 15m
1:00 PM (1:01) -	1:30 PM (1:31) LNCH		0h 30m
1:30 PM (1:31) -	2:15 PM (2:17) IN		0h 45m
		01/25/22 Total Hours:	6h 00m
Wednesday 01/26/22			
7:45 AM (7:47) -	1:00 PM (1:03) IN		5h 15m
1:00 PM (1:03) -	1:30 PM (1:33) LNCH		0h 30m
1:30 PM (1:33) -	2:15 PM (2:15) IN		0h 45m
		01/26/22 Total Hours:	6h 00m
Thursday 01/27/22			
7:45 AM (7:41) -	1:00 PM (1:03) IN		5h 15m
1:00 PM (1:03) -	1:30 PM (1:32) LNCH		0h 30m
1:30 PM (1:32) -	2:15 PM (2:21) IN		0h 45m
		01/27/22 Total Hours:	6h 00m
Friday 01/28/22			
7:45 AM (7:42) -	1:00 PM (1:06) IN		5h 15m
1:00 PM (1:06) -	1:30 PM (1:33) LNCH		0h 30m
1:30 PM (1:33) -	2:15 PM (2:16) IN		0h 45m
		01/28/22 Total Hours:	6h 00m

- Include a note when adjusting the time (i.e. subbed for Ms. Smith).

- If the ESP clocks in and out as normal for hours he/she is scheduled to work per the PAF and no corrections to the timesheet(s) are necessary, mark the column titled "Timesheet Corrected" as N/A or ------.

- Timesheets should be corrected weekly so that timesheets can be submitted and approved in a timely manner.

The ESP should clock in and out as normal for the hours he/she is normally scheduled to work per the PAF. However, if the employee clocks in for the whole day subbed, you will need to adjust the hours down to reflect the hours he/she is normally scheduled to work per the PAF. Include a note when adjusting the time as to the reason why.

If the hours are not adjusted to reflected the hours scheduled to work, he/she will be overcompensated because it will appear that the employee has earned comp time or overtime.

Sub-LESPA time CANNOT be allocated to Federal funding.

<u>Options for changing funding on SA and SE codes:</u>

- Complete and submit the Funding Allocation for Sub-LESPA Time form to the Payroll Department to allocate funding other than Federal or what is designated for the employee's primary position. **The Payroll Department will change the funding in the pay record.**

- You can change the funding allocation in the worksheet for the payroll in process.

Do NOT call the Payroll Department to change funding. The Payroll Department will NOT change funding in the PAC worksheets. They will be paid as submitted.

Substitutes

Policy 3120.04

Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. The principal shall obtain substitute teachers from the approved list published by the Human Resource Office.

In the absence of a regular teacher, a substitute teacher shall be employed under the following conditions:

- Absences of regular teachers shall be filled by highly qualified substitute teachers whenever possible.

- All substitute teachers shall observe the same hours and perform the same duties as regular teachers. Substitutes may be excused by the principal from instructional meetings.

- Each substitute teacher shall conduct classes according to lesson plans and schedules prepared by the teacher who is absent.

- Substitutes shall be responsible for the extra-curricular duties assigned to the regular teacher. Each substitute shall leave for the returning teacher a summary of the work covered and work assigned to students.

- Compensation of substitute teachers shall be established by the School Board.

- The Board authorizes the employment of State and District-certified substitute teachers pursuant to the Florida statutes.

- The District may revoke a substitute teacher's certificate for cause.

- Such employees shall be appointed to be available to serve for a school year or remainder of a school year, but shall work only those days as called upon by an appropriate school or program administrator. The Board shall establish the daily rate of pay for substitute teachers.

In the event a substitute serves more than twenty (20) consecutive classroom days in the same substitute assignment, s/he must meet certification requirements and shall be appointed as a regular teacher including salary schedule placement and fringe benefits.

Use the Substitute Sign-In Sheet (below) to track hours for Substitute Teachers and use it as a verification tool against the data mining report.

Record the name of the cost center, cost center number, and pay period dates.

The pay period dates can be located on the pay type 4 pay schedule.

PAY TYPE 4 - (12 Months - 12 Checks - Hourly as Needed)

Hourly, Hourly Teachers (including Lively and Adult Education), Student OPS, and Substitutes Teachers

PAY DATES	PAY PERIOD DATES	PAF'S DUE TO STAFFING SERVICES	PAF'S DUE TO PERSONNEL FROM STAFFING SERVICES	DATE WORKSHEETS ARE AVAILABLE FOR ENTERING	MID MONTH WORKSHEETS AND REPORTS DUE	NO DATA ENTRY FOR MID MONTH WORKSHEETS
10/14/2022	8/28 - 9/24	08/18/2022	09/01/2022	09/23/2022	09/28/2022	9/29 - 10/26

Substitutes must record the date, his/her name, the full name of the teacher he/she subbed for, the arrival time, and departure time.

SUBSTITUTE SIGN-IN SHEET

COST CENTER: XYZ Elementary   COST CENTER #: 0123

(PAY PERIOD DATES) FROM: 1/30/22 TO: 2/26/22

SCHOOL USE ONLY

CHECK THE BOXES BELOW

DATE	SUBSTITUTE NAME (PRINT)	FULL NAME OF TEACHER SUBBED FOR (PRINT)	TIME IN	TIME OUT	ENTER TOTAL NUMBER OF HOURS SUBBED	HAVE YOU RECONCILED DATA MINING REPORT TO SIGN-IN SHEET	HAS LEAVE BEEN ENTERED INTO TIME OFF FOR EACH TEACHER	IS ALTERNATE FUNDING BEING USED
1/31	Mandy Moore	Sue Smith	7:54	3:10	7.25	✓	✓	✓
1/31	Sue Huang	Chris Pratt	7:34	3:07	7.50	✓	✓	
1/31	Sophia Long	Travis Trit	7:39	3:15	7.50	✓	✓	
1/31	Kristyn Ortiz	Lauren Williams	7:40	3:16	7.50	✓	✓	
2/1	Mandy Moore	Sue Smith	7:50	3:00	7.25	✓	✓	✓
2/1	Paul Rogers	Dave Kim	7-47	3:15	7.50	✓	✓	
2/1	Sophia Long	Linda May	7:48	3:10	7.50	✓	✓	
2/1	Kristyn Ortiz	Lauren Williams	7:42	3:16	7.50	✓	✓	

EXAMPLE

I verify that I have reconciled the data-mining report to substitute sign-in sheet and confirmed that each teacher's leave has been entered into Skyward.

Betty Bookkeeper Date: 2/28/22

Authorized Personnel (Bookkeeper)   Payroll/9854 (Rev. 3/22/2022)

In the "SCHOOL USE ONLY" area complete the following:

- Enter Total Number of Hours Subbed: Use the "Time In" and "Time Out" columns to calculate how many hours subbed in the classroom. Make sure you use the 7-minute rule to calculate the number of minutes which must be rounded to the quarter hour.

- Have you reconciled the Data Mining Report to the sign-in-sheet? Check this box once you have completed this process to ensure accuracy in payroll processing.

- **Has leave been entered into Time Off? Check this box once you have verified that the teacher who needs a sub has submitted the required leave request in Time Off (temp duty, sick leave, etc.)**

- Is alternate funding being used? Check this box if you are using an alternate funding for the sub transaction. For example, the District is paying for the sub.

Hourly time for substitute teachers will be entered through Frontline. The transactions will be imported into Skyward SUB TRACKING.

Once the Frontline import has been downloaded into Skyward <u>AND</u> you have received the email from the Payroll Department (Gillian Jones), you can begin working in Substitute Subtracking.

Do not attempt to run your Data Mining Report until you receive notification from the Payroll department.

The email will be sent **after the last day of the pay period** to provide instructions and indicate when the report is due to Payroll.

From the Skyward Web home screen, click **SUBSTITUTE TRACKING**, and then select **REPORTS** from the drop-down menu.
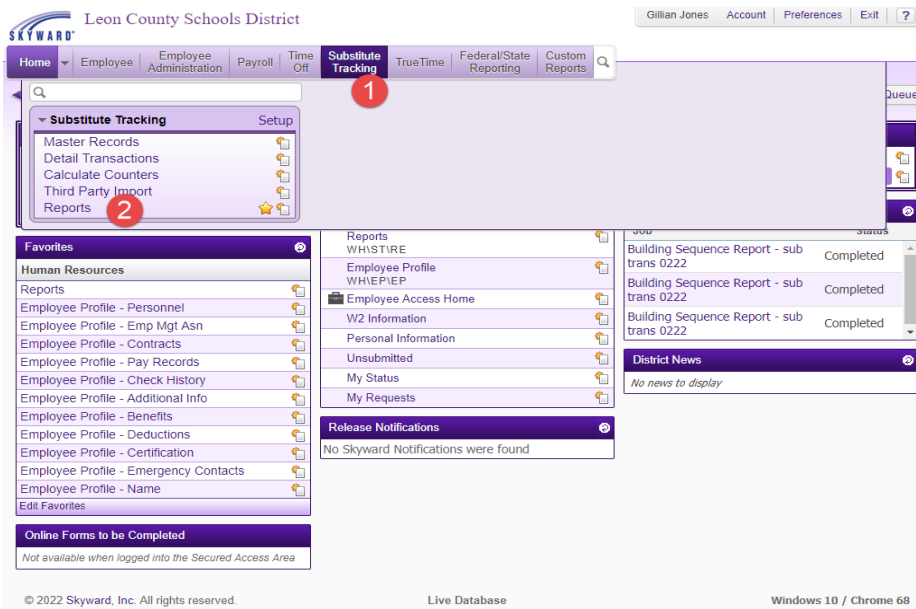
Click on **Building Sequence Report**
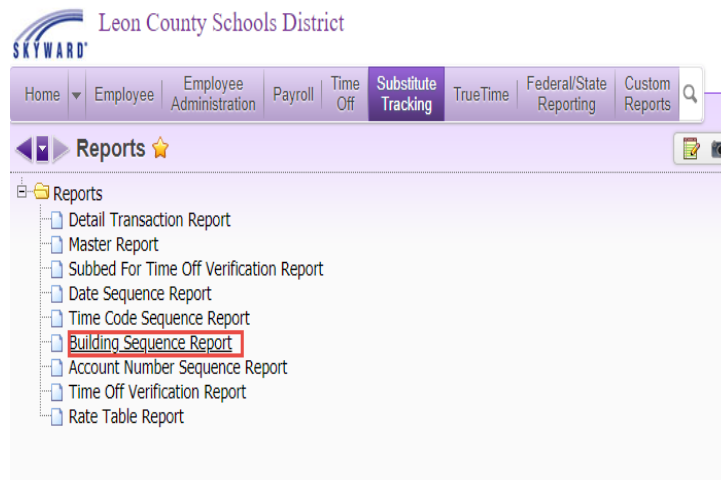
The **Building Sequence Report Template** will appear. Click **EDIT** and check that your cost center # is in the template description **and** in the subbed building range.

Change the dates in the subbed date range to the present pay period.

Click on "Save and Print".

Reconcile the Data Mining Report against your Substitute Sign-In Sheet to ensure the following:

- All entries have been downloaded from Frontline.

- Overpayments do not occur for jobs that are imported from Frontline for subs **WHO HAVE NOT ACTUALLY WORKED**

- Subs who did not get added in Frontline receive payment for work performed.

Review your Data Mining report for accuracy and make the appropriate corrections in Skyward **ONLY.** Corrections are made in Skyward by entering the sub's name key and going to Sub Tracking and then Detail Transactions.

Possible corrections may include:

- Add a substitute who worked in that month, but did not import from Frontline.

- Make any necessary corrections to the number of hours subbed.

- **DO NOT** set hours to "0". Delete the transaction if they should not be paid.

- Make necessary corrections to funding.

- Make sure you do **NOT** have any entries using the default funding (1100-E-5000-7560-9999-00000-00000).

You must ensure that a teacher's name is next to each sub entry. Sub Floater **CANNOT** be used under the following circumstances:

- Teachers who are absent due to illness or injury and require a sub must request sick leave. **You must verify that a leave request has been entered. This is crucial in ensuring that each teacher's leave balance is correct for future leave payouts at retirement in order to minimize overpayments.**

- Teachers who are absent from the classroom room and are in leave without pay (LWOP) status. LWOP is defined as absences that are 10 days or less.

- Teachers who are on "temp duty". A temp duty leave request must be submitted.

- If a sub is assigned to two different classes in one day, each of those transactions should be entered separately for each teacher.

In situations when a sub cannot be assigned to a teacher, Sub Floater must be entered. All Sub entries must be tied to a Teacher or Sub Floater. **Do not leave blank.**

Sub-Floater can only be used **as the exception** in cases where the teacher's name cannot be entered. The following examples describe situations when sub floater can be used:

- A sub is "floating" between multiple classes in one day.

- A sub is in the classroom because the teacher no longer works at your site. If this situation occurs, write the name of the teacher who has left your site at the bottom of your report with name of the sub and the total number of days subbed that pay period.

- A sub is in the classroom because the teacher is on long term leave. Long term leave is defined as absences more than 10 days. Please ensure that a PAF has been sent to HR for processing.   If this situation occurs, contact the HR Department for additional guidance.

HOW TO RUN A DETAIL TRANSACTION REPORT TO CHECK LEAVE TIME AGAINST THE SUB DATA MINING REPORT:

In Skyward/Web/Human Resources:

1. Click on Time Off
2. Detail Transaction Report
3. Click on "Add" to create a Monthly Leave Report or Click on "Edit" if you have already created your report but need to update the Date Range.

Adjust your Date Range for the time period you are checking. This should be the Pay Period Dates for the PT4/Subs.

PAY TYPE 4 - (12 Months - 12 Checks - Hourly as Needed)

Hourly, Hourly Teachers (including Lively and Adult Education), Student OPS, and Substitutes Teachers

PAY DATES	PAY PERIOD DATES	iP'S DUE TO STAFFING SERVICES	PAP'S DUE TO PERSONNEL FROM STAFFING SERVICES	EXPORT/IMPORT FROM EMPLOYEE MANAGEMENT	DATE WORKSHEETS ARE AVAILABLE FOR ENTERING	MID MONTH WORKSHEETS AND REPORTS DUE	PAYROLL IMPORT	CALCULATE PAYROLL UPLOAD FILES SUBMIT DIRECT DEPOSIT CHANGE FREQUENCY	NO DATA ENTRY FOR MID MONTH WORKSHEETS
*7/15/2021	6/1 - 6/30	05/26/2021	06/08/2021	06/21/2021	06/24/2021	07/01/2021	07/06/2021	07/12/2021	7/2 - 7/26
08/13/2021	7/1 - 7/31	06/23/2021	07/07/2021	07/21/2021	07/27/2021	08/04/2021	08/05/2021	08/10/2021	8/3 - 8/25
09/15/2021	8/1 - 8/28	07/22/2021	08/09/2021	08/23/2021	08/26/2021	09/01/2021	09/02/2021	09/10/2021	9/2 - 9/23

Detail Transaction Report

Template Settings

* Template Description: MONTHLY LEAVE REPORTS
☐ Share with other users in the district
☐ Print Greenbar

Report Format: ⦿ Detail ○ Summary ○ Group
Report Sequence: ⦿ Regular ○ Building ○ Building/Page Break
Date Option: ○ Use Today's Date ⦿ Use Date Range 10/31/2021 through 11/27/2021

Note: All report options will print transactions that fall within the date range specified above.
Beginning balance will be a summary of the transactions prior to the specified low date.
⦿ Print all employee/code information - prints beginning balance
○ Print only employee/codes that have transactions within the date range
    ☑ Print beginning balance

Select Employee/Codes Exceeding Specified Units Used
⦿ Do not select based on units
○ Selection based only on hours used
○ Selection based only on days used

☐ Include only Employee/Time Off codes with a negative balance

Include Long-Term Disability Leave Type Time Off Transaction Entries
⦿ Include ○ Exclude ○ Report Only LTD

Include FMLA Leave Type Time Off Transaction Entries
○ Include ⦿ Exclude ○ Report Only FMLA
    ☐ Only print people with FMLA amounts over   0.0000 hours
    ☐ Convert FMLA days to hours

☐ Page Break by Employee
☐ Print Social Security Number
☑ Print "Grand Total Hours" and/or "Grand Total Days"
☑ Print time off code totals broken down by group at the end of the report

* Selection Parameters: ALL EMPLOYEES

Asterisk (*) denotes a required field

Add/Edit your Selection Parameters to run for your Building. You can also run by Employee Type and specific Time Off Codes.

In most cases, a leave entry (sick leave, bereavement, jury duty, temp duty, etc.) should be made when a teacher is not in the classroom.

DO NOT USE SUB FLOATER TO AVOID ENTERING LEAVE FOR A TEACHER.

Click Save and Select and then Save and Print on the first screen to run the report.

Verify all entries for teachers and Sub-floaters are correct.

Once you have made your corrections, you must run another Data Mining report for further verification.

Send a signed copy of the final report to the Payroll Department **by the due date** listed in the email.

DO NOT EMAIL THE REPORT

According to Policy 3120.04, substitutes who meet certification requirements and work in the same teaching position for twenty (20) consecutive school days shall be placed at the appropriate step of the regular employee salary schedule and will receive all benefits stated in this Contract for the duration of employment.

Please email Vicki Morrison at morrisonv@leonschools.net in the HR Department for instructions if this situation arises at your school.