

OTHER PAYROLL PROCEDURES

Chapter 6 Other Payroll Procedures

Defer Payment (Request for 12-Month Pay Plan Option (FM-5509))

10-month contract teachers and other eligible 10-month full-time employees have the option of receiving payment of salary over a 10-month or a 12-month period. If the 12-month pay option is elected, the annual salary for the school year is spread over 12 months. The result will be a paycheck reduced by approximately 15.9%, each payday, September through June, and the withheld wages will be paid in four (4) equal paychecks during June, July and August depending on the School Calendar.

If the 10-month pay option is elected, the annual salary will be paid over the regular 10-month period, with no paychecks during the summer break.

Eligible employees for the 10/12-month pay option are 10-month UTD employees and 10-month Assistant Principals. The following employees are not eligible:

1. Part-Time and Hourly Employees
2. Permanent Substitutes (Job Codes 3100 and 3110) and Pool Substitutes
3. Emergency Substitutes/Interim Employees

Procedure:

Once a selection is made, an employee will continue to be paid on the basis selected until he/she elects to change.

Each worksite will be able to input selections to participate in the 12-month pay option from July through December of each year.

Once selected, the 12-month option is irrevocable for the current school year, however, each worksite will be able to input withdrawals from the 12-month pay option (emergency situations only) from July through May of each year.

Early withdrawals are acceptable for emergency situations only. and must be approved by the Principal or supervising administrator. The employee should be advised that it will take approximately three (3) weeks to process the payment, and also, that he/she will not be able to participate in the program for the next two (2) years.

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Instructions For Processing Changes For The 10/12-Month Pay Option

In order to add an employee onto the 12-month pay option or cancel an employee from the 12-month pay option, you must:

1. Access PERS - Personnel through RACF
2. Access Application 08 - Personnel Actions
3. Select Option 05 - "Assignment Changes" screen

Enter employee number
Enter your work location number
Enter employee's pay code (A or H)
PRESS ENTER

This will bring you to the "Assignment Changes" screen.

4. Enter effective date (Year/Month/Date)

Type over your work location number
Type over pay code
Bring cursor to 10/12 field
5. Enter 00, if the employee wants 10-month pay option
Enter 12, if the employee wants 12-month pay option

PRESS ENTER

PRESS PF5 TO CONFIRM

NOTE: No input is required if the employee wishes to remain on the same pay option plan from the previous school year.

New employees in the affected units will automatically be placed on the 10-month pay option. If these employees wish to be placed on the 12-month pay option, the input operator at the school location should make the proper data entry.

If you need assistance with the above procedure, contact the Help Desk at (305) 995-7253.

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Workers' Education/Rehabilitation and Compensation (WERC) Program

The WERC Program is designed to be a transitional temporary assignment where an injured employee can function during the healing/rehabilitation process. Employees are eligible to enter this program if they are placed on limited duty work with restrictions such that the employee cannot continue to perform a modified version of work at his/her regular work site.

Work locations need to make accommodations for employees for the first ten (10) days. This is necessary because changing a PAC for less than one pay period creates administrative difficulties. **UNDER NO CIRCUMSTANCES SHOULD AN EMPLOYEE BE TOLD TO "GO HOME" BECAUSE THEIR REGULAR WORK LOCATION HAS "NO LIGHT DUTY WORK AVAILABLE". TRY TO BE CREATIVE AND FIND WORK FOR YOUR EMPLOYEE FOR THIS INITIAL PERIOD OF TIME.**

If, after ten (10) days, it still does not appear that the injured worker is ready to return to full duty, then you must call the Workers' Compensation Section and request to have the employee placed in the WERC Program.

Based on availability, the Workers' Compensation Section will transfer the injured employee to Risk Management or an alternate work location, and the employee will become virtually a "free" pair of hands to a work location. Placement is made using physicians and nursing provided by authorized Workers' Compensation providers.

WERC Program participants who have been assigned to your work location (PAC 3000 series) will appear on your payroll report along with regular staff. As such, your payroll clerk should report the WERC Program participant's time as they would any regular employee, and complete regular payroll procedures for them.

For all full-time employees, report as "PRESENT" **only** if the employee is actually present at the location. If an employee is absent, report leave information using the appropriate type of leave, otherwise, report as Authorized or Unauthorized Leave Without Pay -- **NO EXCEPTIONS.**

For all employees on the "W" payroll, report hours present. If an employee is absent, time is to be reported as with daily employees, using the type of leave that is appropriate. Please note that the computer will automatically show six (6) hours for absences of whole day, and three (3) hours for absences of a half day.

It is important to note that an employee **may not** work more hours than what the employee worked pre-injury, and in some cases the hours will be less, as ordered by the physician. **There is no overtime in the WERC Program.**

It is essential that absences from work be accurately recorded. For instance, "illness of self" should be documented for any absence caused by illness or conditions **other** than

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the employee's Workers' Compensation injury. An example of this might be an employee with a leg injury who is out of work due to a sore throat. If ever in doubt, please feel free to call the Workers' Compensation office for clarification as (305) 995-7139.

Employees in the WERC Program will earn 80% of their pre-injury average weekly wage while working, if the date of accident is 07/01/90 to present.

Sick Leave Cash-In

To encourage and reward employees who exercise particular care in the maintenance of their personal health and job attendance, the Board provides a good attendance incentive, whereby full-time employees may cash in sick leave days accrued each fiscal year provided the following criteria are met:

- a) No more than a total of three (3) sick/personal leave days may be used during the course of the fiscal year (July 1 - June 30).
- b) A minimum of twenty-one (21) accrued sick leave days must remain **after** cash-in of sick leave days accrued on an annual basis.
- c) Compensation for annual accrued sick leave cashed in pursuant to the above provisions shall be based on the employee's daily rate of pay during the fiscal year in which the days were accrued, times eighty percent (80%).
- d) Payment for this benefit will be made in accordance with contract provisions. Days for which such payment is received shall be deducted for the employee's accumulated leave balance.

Instructions and blank forms are distributed by the Payroll Department every year, during the month of May. Employees requesting to cash-in sick leave must return the form to the Payroll Department during the first week of June.