

**Payroll Administration Branch
Payroll Education Training – Local District East
Attendee Questions and Answers
March 22, 2017**

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

1. Why do we need to report TM1 (Time Management Status 1) employees as UP (Unpaid) when the employee doesn't have any vacation time during winter/spring break rather than just leaving it blank?
 - A. Employees who are assigned to a specific calendar and are not at will employees need to be accounted for all days; therefore each day needs to have an attendance code. At will employees do not need to be reported UP if they do not work on a specific date.
2. Do X-Basis employees get paid holidays?
 - A. No, X-Basis employees are not eligible for holiday pay.
3. How do we print "Time Sheet Data Entry View"? Does TMS 9 (Time Management Status 9) include classified persons?
 - A. You do not need to print out CAT2, go to ZCATS_DA – Display Working Times to view all the time reported and approved.
 - B. TMS 9 is assigned to both certificated and classified regular, permanent employees. TMS 1 is assigned to at will employees, such as temporary, substitutes, or as needed.
4. Why is- it that regular/permanent employee's such as Food Services, Para-Educators and Special Education Assistants are TMS1?
 - A. Food services, Para-Educators and Special Education Assistants are considered temporary employees and therefore are assigned a time status 1. Also, Food Services employees are TMS1 because they are required to indicate specific funding lines to various tasks they perform to comply with the law. Special Education Assistants have a wide spectrum of assigned hours per day therefore cannot be made TMS9 as this can cause more overpayments.
5. If an employee has zero Illness hours and plenty of HPI (Half Pay Illness hours), how is it reported (or not) in payroll for employee to receive HPI? I am unable to save when reporting illness time, the screen goes to absence quota.
 - A. If an employee runs out of FPI (Full Pay Illness hours) but has HPI hours, you still report Illness and the system will pay out the HPI. If you are trying to report KC (Kin Care) or PN (Personal Necessity) you will get an error as employee needs to have FPI hours to use these benefits. If you are just reporting Illness and are still getting the quota message, please contact Payroll Customer Services for assistance.

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6. Which code to use for TA's (Teacher Assistant) that work Z-time?
 - A. If you are trying to report relief time (additional hours) for TA's, you use attendance code ZT.
7. Are TA's eligible for Annual Physical (MSAP)? Can TA's work ZT consecutive months if less than 15 hours?
 - A. No, TA's are not eligible for MSAP.
 - B. No, TA's cannot work ZT for consecutive months even if it is less than 15 hours. There is a 2 month wait period before they can work ZT again.
8. If an employee takes district test/interview, do they also complete Non-Illness form?
 - A. Yes, employees need to complete the Non-Illness form when they are out of the office/site. They need to provide documentation along with the form.
9. Do Principals, Coordinators, Support staff that attend district meetings/trainings have to complete the Non-Illness form? Are administrators informed? Also, what about Budget Planning meetings?
 - A. All employees need to have documentation on file whenever they are out of the office/site. This is for accountability and liability.
10. If a Special Education Assistant has an FMLA form on file, does the assistant need to provide a doctor's note each time they are absent to use FMLA?
 - A. No, they employee is not required to bring a doctor's note each time they are out for FMLA unless it is outside of the frequency stated on the Health Certification Form. However, the Illness Certification form must be completed for each absence and the FMLA Information section must be completed, all boxes must be checked yes or no.
11. When should we expect to receive the Power Point presentation?
 - A. We will be providing the Power Point to Ana by Monday March 27, 2017 and then she will distribute to all in attendance.
12. When attending a meeting at our Local District why do we need to fill out a Non-Illness form? Wouldn't the agenda for the meeting be sufficient?
 - A. All employees need to have documentation on file whenever they are out of the office/site. This is for accountability and liability reasons. The agenda is the supporting document.
13. On the overview, how far does it go, will it show my first day worked with the district?
 - A. In SAP, you will only be able to see data from 2007 to current.

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14. Would you please explain the correct way to use PN? When we request paperwork for certificated employees, they say they have the right to take a Personal Day without paperwork. If their child has a fever, they stay home but no doctor's note available, so what do we do? Can I still report PN?
- A. There are certain circumstances for which PN can be used. Not all circumstances require employees to submit back up documentation, but they do need to submit the absence certification form. For the example in this question, the employee can claim PN for staying home with their child who has a fever and the employee is not required to submit a doctor's note in order to be reported PN. PN is not a protected absence unlike Kin Care. There are some instances of PN use where back up documentation is needed, for example if the employee is claiming PN for a court date, then documentation is needed before PN is reported. Please refer to the employee's bargaining unit for the uses of PN and documentation required.
15. We have an employee on WC (Worker's Comp). I reported WC which later is changed to WI by Payroll. Employee turned in FMLA paperwork much later, but it was back dated to the first date out. How can I go back and change it to FWC if it doesn't let me change it?
- A. When changes to WC hours need to be made, once Payroll has already made their changes, you will need to contact the Worker's Comp Unit in Payroll. Call Payroll Customer Services for assistance.
16. For the planned hours on the TA's, every pay period they don't match because HR has all TA's as 6 hours. Can they change it? I called and she said that's how it is done on their end.
- A. This is a policy and procedure for PC/HR for temporary employee's as their hours can fluctuate.
17. When using PN, what side of the Certification of Illness/Non-Illness does the employee fill out?
- A. For PN, employees will need to either complete the Absence Certification form for Non-Illness or the Absence Certification Form Illness, it all depends on what the reason for/circumstance of the personal necessity. Both forms have items that can be identified as PN.
18. Is baby bonding paid or unpaid? Is it protected by FMLA? What wage type do we use?
- A. As of January 1, 2017, baby bonding is now a paid leave. It is protected by CFRA. Currently, Benefits and Payroll are working on creating attendance codes specifically for bonding leave. For now please use FMLA illness (FCIL).
19. Employee goes out on FMLA leave right before winter or spring break, what do we report on the days we are out, FCIL or VA?
- A. You will report vacation.

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20. For classified employees, is longevity automatically generated or do we have to send in a form?
- A. Longevity is automatically generated once the employee has reached the years needed for longevity.
21. If an employee requests BV (Bereavement) do we need proof of services, death certificate, etc.?
- A. For Bereavement the employee is required to submit proof when claiming the 5 days due to the services being held more than 200 miles away. Please refer to your internal office policies for additional requirements.
22. Do all Principals and Assistant Principals need to complete a Non-Illness Absence Certification form every time they go to meetings/training? Do we need to complete the section in the time card where you add the days? Do Teacher Assistants need to complete an Illness or Non-Illness Absence Certification form?
- A. Yes, all employees need to have documentation on file whenever they are out of the office/site. This is for accountability and liability reasons.
 - B. Yes, everything needs to be filled out on the time card for audit purposes.
 - C. Yes, especially if they are requesting PNWD (Paid Non-Working Day) benefits.
23. ZT – If an employee worked 2 consecutive months of 10 hours of ZT per month, can he/she work 10 more hours on the 3rd month? Take a break the 4th month?
- A. Employees being reported for ZT time on consecutive months need to take a break on the 3rd month, after working ZT for 2 consecutive months.
24. If an employee didn't turn in certification form, should their time be reported as Unpaid? Are all tardiness Unpaid, 1 to 10 minutes?
- A. All employees are required to submit Absence Certification forms when they are out of the office/site immediately upon their return. If there is no Absence Certification form at the time of reporting Payroll then Unpaid needs to be reported.
 - B. For tardiness, your location needs to establish its own Policies and Procedures.
25. Are you going to tell the Principals that they have to complete a Non-Illness form every time they go to a meeting or training?
- A. Inform your Principals that you were informed at a training that you need to have Absence Certification forms for all absences, whether it's a training/meeting or any other reason. This is for accountability and liability reasons.
26. Did you tell the Principals about completing the Non-Illness form for meetings?
- A. We will ask for Local District East's Leadership to pass the information to the Principals.

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27. Do TA's qualify for SBTM?

- A. No, TA's do not qualify for SBTM as they are entitled to PNWD to use as a benefit when out for illness, personal necessity, etc.

28. Today for MS will be 4.5 hours? $8 - 12 = 4$ hours plus half hour for travel time back to work, correct?

- A. Correct, request MS for travel time and training.

29. Who is entitled to MSAP, Classified/Certificated employees?

- A. Only permanent Classified employees are entitled to MSAP. Pre-approval is required and the backup documentation stating that it was a physical. Certificated employees are not eligible for MSAP.

30. During winter or spring break if an employee doesn't have enough vacation time are they to complete a Non-Illness form for the unpaid time?

- A. Yes, employees need to mark Yes on the box that states, "are you requesting Unpaid for this absence".

31. Can you forward the power point to all SAA's?

- A. The power point presentation will be provided to Anna no later than Monday for her to distribute to all SAA's.

32. If an employee is scheduled to work OT (Overtime) on Saturday, however the employee is out Illness in the week prior to Saturday but that Illness day is Unpaid. How do we report Saturday? Would it be Z-time?

- A. If the employee was absent during the week, and the day was reported Unpaid, then report RG (Regular) for Saturday. If the employee was absent and the day was reported as paid Illness, then report OT.

33. My Principal was told by his Fiscal Specialist that you can have a TA work 4 hours as a TA and 1 hour as a Supervision Aide and will not be eligible for Benefits the following year because they are two different assignments. Is this True or False?

- A. Please contact the Benefits Department for clarification of eligibility.

34. Do all questions on the Illness Absence Form have to be answered? Including FMLA if the employee does not have FMLA on file?

- A. Yes, all boxes must be checked. If the employee does not have FMLA or is not requesting FMLA protections then they should check box "No".

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35. If an employee does not fill out the Illness Form correctly or each box, do I send it back? For Miscellaneous is it pre-approved? For everyone including the Principal, and Certificated staff? I was told their Agendas needed to always be submitted.
- A. Yes, return the form to the employee and point out where the employee needs to complete the form in order to be accepted. Yes, pre-approval is needed for all employees who will be attending meetings/trainings. If your locations Office Policies indicate an Agenda always needs to be submitted, then yes it is acceptable as documentation.
36. When an employee has FMLA records on file, do they need to bring a Doctor's note every time they are absent? When absent for PD/MS besides the absence certification do you need to provide proof that you went to the meeting/training?
- A. No, a Doctor's note is not necessary every time an employee is absent; as long as they select and complete the FMLA section on the Absence Certification Form and there aren't any changes to their FMLA paperwork. Examples of supporting documents to be included with the PD/MS Absence Certification Form could be a copy of the meeting invitation, or a certificate provided at the meeting/training.
37. Can an employee request FMLA after submitting IL/PN requests (months later)? If TA's are absent and no IL/PN has been requested do we report UP or do we leave it blank? Are teachers supposed to write in the time when arriving late or leaving early?
- A. If the FMLA documents submitted months later are approved and backdated to the time when IL/PN was originally requested; Yes the time should be changed to reflect FMLA protections of the absence. If TA's are absent and do not request PNWD then leave it blank. TA's are at will employees if they do not work then they do not receive pay. If your locations Office Policies indicate Teachers should write in the time of arrival when late or time they leave because they are leaving early, then yes it is acceptable.
38. For cut-off date approval time 10:00 am or 6:00 pm the Principal has told me 10:00 am. How do you print the reports so that they are readable?
- A. The final Payroll Cut-off time is 6:00 pm, however it is at the discretion of your Principal to request all time to be reported and approved by 10 am to avoid last minute entries. We suggest either taking a screen shot or snip it of the screen you want to print, or Exporting the report into an Excel Spreadsheet and adjusting the size.
39. I have a Library Aide that is a TMS1. Do I only report time to date or do I report to the end of the month?
- A. Time should be reported up to date; the system will not allow you to anticipate time.
40. When was AIP established?
- A. The Classified Attendance Incentive Plan was established in Fiscal Year 1994/1995.

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41. For Teamsters: If the first paycheck is August 8, 2017 what days are covered on that paycheck?
- A. The August 8, 2017 paycheck will cover July 15, 2017 – July 31, 2017.
42. Is there a report to run using various Perner numbers (Groups of Employees)?
- A. Yes, the team displayed the ZTIMERECON report on the projector to show where this option to enter multiple employees can be entered.
43. Is Mileage incorporated into regular salary or does the site have to set money aside for it?
- A. Mileage needs to be budgeted by the location.
44. When was PN increased from 6 days to 7 days? Does Mileage need to be budgeted or is it built in with the position?
- A. The amount of days an employee is eligible for is based upon their Collective Bargaining Unit Agreement. Mileage needs to be budgeted by the location.