



POWAY UNIFIED SCHOOL DISTRICT

MEMORANDUM

To: Selected Employees
From: Paula Rians
Date: August 8, 2016
Re: **CLASSIFIED EMPLOYEES THAT WORK LESS THAN 245 DAYS**

As part of the continued communication of the PeopleSoft payroll conversion this memorandum addresses compensation distribution changes for the 2016/2017 school year.

Pay Frequency

Equal paychecks will be received over eleven months from August through June. This means that your contracted salary will be spread equally over eleven months. There will not be fluctuations in gross salary at the beginning or end of the school year (August and June) or during months in which recess periods occur. There will be an example to view on the payroll website Friday August 12th. <http://powayusd.com/en-US/Departments/Personnel-Support-Services/Payroll>. If additional work is performed during the summer or recess periods those hours will continue to be turned in on a time sheet and paid according to the time sheet due date for the associated month worked.

There will not be a paycheck in July. 10/12 will no longer be available. However, those who had participated in the 10/12 pay option are encouraged to use direct deposit to set up your own savings for the month of July. Enclosed is a direct deposit form. Please use your employee ID on the form and submit to your Payroll Technician. Feel free to scan and email the completed form.

Vacation Entitlement

Annual vacation entitlement will be given at the beginning of the school year versus a prorated amount each month. A reminder that if you leave PUSD before the end of the school year and you have used all your vacation balance you may be in an overpayment status and owe PUSD for the overpayment amount.

Sick Entitlement

Sick entitlement will not change. The annual entitlement is received at the beginning of the school year.

Help Desk

There will be a dedicated line to call for help logging into the new system to view your paycheck, password resets and questions regarding your paycheck. The direct number is **858-521-2790**. Please listen carefully to the menu of options to select the number that best fits your inquiry.

Payroll Department Support

In order for the Payroll Department to assist PUSD staff in a more efficient and timely manner during this transitional period of high volume inquiries, a dedicated line has been established **858-521-2790**. You will be asked to leave specific information such as your name, employee identification number, detail to the issue that you are concerned about and a call back number or email address. Additionally, we have created an email address which is dedicated solely to the payroll team payroll@powayusd.com which you may use for inquiries. All pay check concerns will be prioritized and calls/emails will be responded to within 24-48 hours.

We appreciate your patience. Have a great school year!