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To: All Employees

Date: May 3, 2013

**From: Odalis J. Garces, District Director
Payroll Department**

Memo Ref.: OJG-362

Subject: IMPORTANT PAYROLL FACTS!

The following represents very important Payroll facts. Please retain this memorandum for future reference to answer questions which may arise from now through the beginning of the 2013-2014 school year:

Access to Pay Statements and Time Statement (Leave Balances) is as follows:

The Employee Portal contains important payroll information, such as, your Pay Statements and Time Statement (leave balances).

- a) Log on to the District's main home page at www.dadeschools.net.
- b) Click on the "Employees" tab.
- c) Scroll down and click on the "Login to Employee Portal" bar.
- d) Enter your username (employee number) and password; then click on "Login".
- e) Click on the "SAP ERP" tab.
- f) Click on the "Employee Self Service" tab.
- g) Click on "Payroll".
- h) If you wish to view and/or print detailed Pay Statements for payments made in **"SAP" (pay date of 11/18/11 to present)**; click "Pay Statement".
- i) If you wish to view and/or print a detailed Leave History in **"SAP" (10/28/11 to present)**; click "Working Time", then click "Time Statement for a Chosen Period". Type in the inclusive dates for which you wish to view your absences, and then click "Display".

End of School Year Payments:

<u>Pay Period</u>	<u>Pay Date</u>	<u>Number of Days</u>
05/10/13 – 05/23/13	05/31/13	10 days (regular deductions and defer pay deduction)
05/24/13 – 06/06/13	06/14/13	Teachers – 10 days (last check with regular deductions; <u>NO</u> defer pay deducted) 10-month Clerical & AP's – 10 days (last check with regular deductions; <u>NO</u> defer pay deducted) 1 st Defer Payment
06/07/13 – 06/20/13	06/28/13	Teachers – 1 day 10-month Clerical & AP's – 6 days 2 nd Defer Payment

MEMORANDUM

Six (6) Defer Payment dates are:

June 14, 2013	July 26, 2013
June 28, 2013	August 9, 2013
July 12, 2013	August 23, 2013

Summer School Payment dates are:

To be announced upon approval by the Board.

Sick Leave Cash-In:

If you wish to “cash-in” your sick leave, you may login to the Employee Portal, which can be accessed through the District’s main home page at www.dadeschools.net. Once you are in the Employee Portal, click on the “SAP ERP” tab; click on the “Employee Self Service” tab; click on “Payroll”; click on “Sick Leave Cash In”. Please see the complete detailed instructions sent to All Employees via Outlook on April 25, 2013, from the Chief of Staff.

>> ENROLLMENT ENDS ON THURSDAY, JUNE 6, 2013. <<

Payment will be made on July 12, 2013 via direct deposit.

Uniform Allowance (AFSCME and DCSMEC):

Payment will be May 31, 2013.

In-County Travel:

All documents are due in the Payroll Department **by Friday, May 24, 2013.**

Documents received by May 24 will be paid by June 28, 2013.

Here are some **hints** to help you complete your forms correctly and expedite your payment:

- 1) Remember, there are two (2) mileage rates for this fiscal year:
 - a. 01/01/12-12/31/12 is \$.555 per mile
 - b. 01/01/13 to the present is \$.565 per mile.
- 2) Form FM-0148 **must be accessed on-line**, through the Payroll website or the Records and Forms Management website. You **must** use this interactive form which calculates everything (i.e., net miles, multiplies by correct mileage rate, adds tolls, parking, registration fees, etc.). If all information is entered correctly on-line, there is absolutely no human error involved in the final calculation.
- 3) You **must** use **valid SAP budget structures**.
- 4) A separate FM-0148 must be submitted for each mileage reimbursement rate, but **only submit one (1) FM-2821** for the entire packet, **per person**. Please be sure to **STAPLE** your packet together...**NO PAPERCLIPS!!**
- 5) Verify that the miles being claimed are in compliance with M-DCPS policies and procedures.
- 6) Please be reminded of School Mail route reductions, therefore, if travel forms must be approved by the Region Center/District Office, they should be submitted to that office early enough to be forwarded to the Payroll Department by the due date of May 24, 2013.
- 7) This end-of-the-year deadline is the **only time** that In-County Travel Reimbursement requests for less than \$50.00 are accepted.
- 8) The administrator must sign **both** forms (FM-0148 and FM-2821).
- 9) For complete instructions on how to prepare your travel, please see “The Travel Policies and Procedures” manual.
- 10) Claims for expenses older than one (1) year will not be reimbursed.

July 26, 2013 – Payment date for the following:

Attendance Incentive (DCSMEC)

August 23, 2013 – Payment date for the following:

Alternative Education Stipend

Urban Education Stipend

Community School Supplement

Employees in DROP:

- 1) A percentage of your sick days available will be paid June 28, 2013. The payment will be sent directly to BENCOR. The number of days, pay rate, and the amount transmitted to BENCOR will be indicated on your pay statement. If you wish to contact BENCOR directly, the phone number is 1-888-258-3422.
- 2) AFSCME employees are not entitled to this payment.
- 3) If the payment calculation is less than \$1,000, no payment will be processed.
- 4) You must have a remaining balance of 21 sick days.
- 5) The percentage is calculated based on your "DROP end date":
 - A) Between 07/01/2013 and 06/30/2014 – 50%
 - B) Between 07/01/2014 and 06/30/2015 – 33%
 - C) Between 07/01/2015 and 06/30/2016 – 25%
 - D) Between 07/01/2016 and 06/30/2017 – 20%

2013-2014 School Year

<u>Pay Period</u>	<u>Pay Date</u>	<u>Number of Days</u>
08/02/13 – 08/15/13	08/23/13	Teachers – 1 day 10-month Clerical/AP's – 6 days Last Defer Payment
08/16/13 – 08/29/13	09/06/13	10 days (defer pay deducted)
08/30/13 – 09/12/13	09/20/13	10 days (1 st check with regular deductions <u>and</u> defer pay deducted)

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