

Payroll Frequently Asked Questions

Absences																	
How many sick days do Classified Employees earn?	<p>Classified Employees earn one sick day for each month of service.</p> <ul style="list-style-type: none"> • A month of service is at least 75% of the working days. • For those who work 50% or more, but less than 75% of the working days in a month, they shall earn 1/2 sick day. <p>For example, 9.5 calendar employee will earn 9.5 sick days per school year.</p>																
Can sick days only be used for when I am sick?	<p>Employees are allowed to use sick leave for the purpose of:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #d3d3d3;">Employee Illness</td> <td></td> </tr> <tr> <td style="background-color: #d3d3d3;">Personal Necessity (PNE)</td> <td> <ul style="list-style-type: none"> • Beyond employee's immediate control, presents unavoidable conflict with duty hours and has no reasonable alternative • Maximum of 7 days per school year for Classified employees • Maximum of 8 days per school year for Certificated employees. </td> </tr> <tr> <td style="background-color: #d3d3d3;">Family Illness</td> <td> <ul style="list-style-type: none"> • Child, spouse, parent/step-parent • Maximum of 6 days per school year </td> </tr> </table>	Employee Illness		Personal Necessity (PNE)	<ul style="list-style-type: none"> • Beyond employee's immediate control, presents unavoidable conflict with duty hours and has no reasonable alternative • Maximum of 7 days per school year for Classified employees • Maximum of 8 days per school year for Certificated employees. 	Family Illness	<ul style="list-style-type: none"> • Child, spouse, parent/step-parent • Maximum of 6 days per school year 										
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Where can I view my sick and vacation days?	<p>Employees can view their sick and vacation entitlements in Frontline by visiting: app.frontlineeducation.com</p> <p>Once logged in, employees will select: Account → Absence Reason Balances</p> <p>*For assistance with Frontline, please contact HR Sub Desk by emailing: Dora.Rodriguez@sausd.us</p>																
What do the different Absence Reason Balances mean?	<p>There are a variety of absence reason buckets in Frontline but only the balances named SICK and VACATION should be used when determining your balances.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="4" style="background-color: #d3d3d3; text-align: center;">SICK</td> <td>Sick Employee Illness</td> <td></td> </tr> <tr> <td>Sick Adjustment</td> <td>Additional days earned; example: summer school</td> </tr> <tr> <td>Personal Necessity Emergency (PNE)</td> <td>7 days max for CL 8 days max for CE</td> </tr> <tr> <td>Sick Family Illness</td> <td>6 days max for CL and CE</td> </tr> <tr> <td rowspan="3" style="background-color: #d3d3d3; text-align: center;">VACATION</td> <td>Vacation Adjustment</td> <td>Additional days earned; example: summer school</td> </tr> <tr> <td>Vacation Carry Over</td> <td>Vacation days carried over from previous school year</td> </tr> <tr> <td>VacNew Allotment</td> <td>Vacation days earned in current school year</td> </tr> </table>	SICK	Sick Employee Illness		Sick Adjustment	Additional days earned; example: summer school	Personal Necessity Emergency (PNE)	7 days max for CL 8 days max for CE	Sick Family Illness	6 days max for CL and CE	VACATION	Vacation Adjustment	Additional days earned; example: summer school	Vacation Carry Over	Vacation days carried over from previous school year	VacNew Allotment	Vacation days earned in current school year
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<p>When are Classified Employees paid?</p>	<p>Classified employees receive their regular paycheck on the 10th of the month. Additionally, employees who earn a monthly salary are set up for an advance payment on the 25th of the month, which is approximately 35% of their net pay. It is important to note that this is a fixed amount and not tied to any hours worked.</p> <p>To clarify the process, you will receive your 25th paycheck as an advance, and the remaining portion of your salary will be paid on the 10th of the following month.</p> <p>If you prefer not to receive an advance check on the 25th of the month, you have the option to cancel it. To do so, please contact your payroll technician.</p>												
<p>Where can I view my paystubs and W—2 forms?</p>	<p>To access paystubs, employees are required to complete a registration process on the Employee Information Systems (EIS). There is a user-friendly Quick Start Guide accessible directly on the payroll website to assist with the process.</p> <p>The link to access EIS is: https://employee.ocde.us .</p>												
<p>How do I fill out a W-4 and DE-4 form?</p>	<p>We are unable to assist with the completion of your W-4 and DE-4 forms. For guidance and support in correctly filling out these forms, we recommend visiting the official IRS website or consulting with a qualified tax preparer or professional.</p>												