

# Payroll Employee Resource Workshop



# Who is eligible for payouts

- Layoff employees who have been placed on the layoff list are eligible for payouts and will receive final payouts based on the effective dates of their separation action and the date the action is processed in the system.
- Retirement employees who are retiring are eligible for payouts.



### Types of payouts

- In addition to their final wages earned, the following balances will be paid out to eligible employees:
  - Vacation hours employees on a vacation accruing calendar with a vacation balance will receive a payout.
  - Sick hours only retired and TSP employees who are laid off are eligible for payout of sick hours.
  - Compensatory hours these hours will be paid out based on contract provisions.
  - Year Round Pay (YRP) balance employees who are enrolled in the YRP program and have a remaining balance in their YRP bucket will receive a payout.



## Types of payouts continued

- Longevity will be paid out to eligible employees based on contract provisions.
- CAP Payments will be paid out to eligible employees based on contract provisions.
- Perfect/Good Attendance will be paid out to eligible employees based on contract provisions.



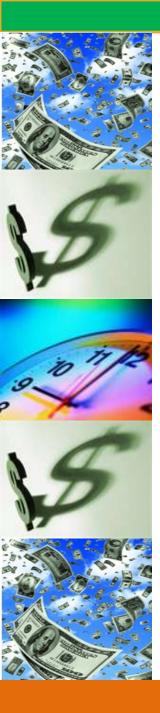
#### **Sick Time**

- Sick Time for terminated employees remains in a balance and is there if an employee is reemployed.
  - If you decide to work in another Florida
     School district, you have the option to
     transfer your time from SBBC into the new district.
  - Also Sick Time can be transferred out for Instructional employees to any other entity that will accept your time.



## When to expect your final payout

- All final payouts are contingent upon the following two dates:
  - The effective date of the employee's separation action.
  - When the separation action is processed in the SAP system.



# **Scheduled Paydates**

AA Payroll Area Pay Dates	BB Payroll Area Pay Dates
6/15/2018	6/22/2018
6/29/2018	7/06/2018
7/13/2018	7/20/2018
7/27/2018	8/03/2018



#### **Employee Self Service (ESS) Access**

- •All employees are required to update their permanent address via ESS to prevent lost or returned checks.
- •Employees who retire or separate from the District will continue to have access to ESS for 45 days after the effective date of the change.
- •Employees who are laid off will continue to have access to ESS (until a separation action is processed).



### **Year Round Payment (YRP) Option**

- Employees who are eligible for the YRP option may enroll during the following enrollment period:
  - Period 1: May 23 through August 7 (or the last day before the start of the employee's calendar). For example, employees on the 196-day calendar must enroll by August 7, 2018.



#### **Additional Information**

- Payroll Department: (754) 321-2450
- Website:
- http://www.broward.k12.fl.us/Payroll/
- Payroll Schedules
- Layoff /Surplus Q & A
- YRP Enrollment information