



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