

Payroll & Benefits Department
200 North Bernard Street
Spokane, WA 99201-0206

phone (509) 354-7333
fax (509) 354-7325
www.spokaneschools.org



TO: Spokane Public Schools Employees

FROM: Payroll & Benefits Department

SUBJECT: June 2021 Payroll Notification to Employees

UNIQUE PAYMENTS

Certificated Staff Supplemental Payments

National Board stipends for qualified staff are included in this month's payment.

Classified Staff Supplemental Payments

Medication Distribution stipends for eligible staff are included in this month's payment.

DEADLINE FOR SUBMISSION REMINDERS

Certificated

All Enrichment/Tri Time for the 2020-21 year must be used and submitted for processing no later than **July 15, 2021**.

All 2020-21 school year PERT needs to fall between the dates of 8/29/20 – 8/30/21 and the final deadline to submit approved & signed PERT forms is **August 31, 2021**.

Classified

All Non-Compulsory time for the 2020-21 year must be used and submitted for processing no later than **July 15, 2021**.

OTHER NOTICES

The Admin building will be "closed" the week of July 5 – July 9, 2021.

Department of Retirement Systems Service Credit

Certificated and classified staff, working less than half-time, and substitutes may be eligible to purchase retirement service credit for time worked. For additional information, contact the Department of Retirement Systems (DRS) at 1-800-547-6657.

Reminders from our HR Department – Certificated Staff

Things to Remember before you head out the door:

PERT deadline & eligible dates

- **2020/21 PERT**: Any remaining hours must be submitted on a PERT form by August 31, 2021. The eligible dates need to fall between 8/31/2020-8/29/2021.
- **2021/22 PERT**: You can start claiming against your 2021/22 PERT in September for first payment in October 2021. The eligible dates are 8/30/2021-8/28/2022.

Other housekeeping items

- For those who are National Board certified, payment will happen in June.
- 5/6 return MOU overload pay will be paid in July paychecks.
- Reminder that if your administrator reported to HR that you did not complete your 51 Professional Enrichment hours, uncompleted hours will be deducted in July paychecks. Contact your administrator if you have any questions about this.
- All unused personal days over 3 days will be paid out in July.
- If you have any new endorsements added to your teaching certificate, please send a copy of your updated certificate to HR.
- Finally, please submit to HR any new credits and clock hours from either inside SPS trainings (e.g. from Performance Matters) or from outside approved clock hours providers, as well as any new earned degrees as early as possible (preferred June & July) but at the very latest by September 30th. If you get to September 15th and haven't gotten an updated *Placement Detail Report* from HR, please contact us at 354-7265 to check in on things. Please see additional information below:

CREDITS & CLOCK HOURS SUBMISSIONS:

- **Why do I submit these to HR?** Certificated employees should submit credit & clock hours that they complete throughout their employment with SPS for the purpose of salary advancement, seniority as it related to total credits/clock hours, and to keep your personnel record in HR up to date.
- **How do I submit credits/clock hours that I have completed from an outside agency?** Just send a copy of clock hours or have official transcripts sent to Human Resources. After receipt and entry into your personnel record in HR, you will receive an updated placement detail report to review that all the hours you submitted were entered correctly.
 - Do not forget to check out the OSPI's website for *Approved clock hour providers* prior to taking classes you wish to submit for credit.
 - <https://www.k12.wa.us/educator-support/continuing-education-clock-hours>
 - Remember to always keep a copy for your records.
- **What is a "Placement Detail Report"?** This is a report out of your personnel record in HR where we store the credits & clock hours that you have submitted to HR. It shows credits/clock hours,

degrees and years of experience. It is a report that you always want to be sure lines out with what you think you have submitted. It helps you understand your placement on the salary schedule and verify that what we have is accurate.

- **What are “SPS Transcripts”?** This is data that is held exclusively in your Performance Matters training system. This system is administered by Teaching & Learning and does not automatically feed the information over to your personnel record in HR (see process below).
- **How do I submit clock hours that I have completed from SPS/Performance Matters?** You can go directly into your Performance Matters portal to view the transcript of courses you have completed through SPS. You need to submit it to HR after you review for errors. There is a button in Performance matters that you can click to either print or email PDF. By clicking “email pdf” you can insert your HR Specialist’s email address (Carol **or** Merri). If you send it to HR electronically through the Performance Matters system, you will receive a receipt that it made it to HR. Then, after all entries are made into your personnel record in HR, you will receive an updated placement detail report to review that all the hours you submitted were entered correctly.
 - o Remember to always keep a copy for your records.
- **If I want new credits or clock hours to apply to my salary placement and seniority each new school year, when is the deadline to get them into HR?** The last working day in September is the annual deadline, but you should always send copies in as you complete them so you don’t run up to the deadline and miss it on accident.
 - o Items received October 1st forward are entered as time allows throughout the new school year up until the next September deadline.
- **Questions?** Contact your HR Specialists: Carol Mack (CarolM@spokaneschools.org) or Merri Tomson (MerriT@spokaneschools.org) in HR.