



Coronavirus Information SBBC Locations March 22, 2020

TO: ALL LOCATIONS

SUBJECT: EMPLOYEE PAYCHECKS, TIME ENTRY AND ACCESS TO SAP

First and foremost, we hope this finds you and your families safe and healthy. Our priority is on the safety and well-being of our students, teachers, fellow employees and their families. As you are aware, the impact of the COVID-19 virus has been very fluid. We are all experiencing unprecedented challenges during this time and we appreciate your continued support and the unwavering dedication you provide the District. Our employees have been a tremendous asset while we continue to prioritize our students' learning.

This communication is to deliver a brief update on happenings in Human Resources and Payroll. Listed below are some recent events.

Paychecks

- All **salaried/permanent employees** will continue to receive their scheduled pay checks via direct deposit through the remainder of the school year. Employees can expect to receive their salaried amount and supplements that they have been receiving.
- **Temporary employees:** our temporary employees are "at-will" employees and not guaranteed work each week; however, because we value the work they do, Mr. Runcie has authorized payment for some. Unfortunately, we are not able to pay all temporary employees and established criteria to determine eligibility.
 - The attached chart identifies those temporary employees that will receive a payment.
 - As of today, a commitment has been made to pay temporary employees through April 15, 2020.
 - The payment will be described on their check as "Declared Emergency".

Time and Absences Entered on or after March 16, 2020

- The District officially closed on March 16, 2020, therefore, any work time that was entered into SAP on or after March 16, 2020 has been deleted.
 - Some employees have been contacted by their supervisor to perform work duties. If these employees are eligible to receive additional pay per their Collective Bargaining Agreement, those hours should be captured on the COVID-19 Timesheet that was distributed.
- Our priority was getting employees paid. If a supplement or additional hours that an employee worked was not included, this information will need to be captured when we return to work.
- If an employee had an absence entered in SAP for any date after March 16, the absence may have already been processed. We will be reviewing these absences to determine if they should be removed. We will keep you apprised of the decision.

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Entering Time and Creating iForms

- The HR Action Processor (HRAP) and Payroll Entry roles have been disabled in SAP. This was required to keep our payroll data intact. This means you only have view access and are not able to create iForms or enter time. We realize that there may be a need to create iForms and are working on a process to capture that information. In the meantime, if an HR Action (i.e. Separation of Employment, Return from Leave, etc.) must be completed, or you have a question regarding payroll email the information to Payrollquestions@browardschools.com. Please be sure to include the following information:
 - Name of employee, personnel number, description of issue, your contact name and number.
 - This email box is being monitored; however, due to limited staff, responses may be delayed

Employee Self Service

- We regret to inform you that Employee Self Service (ESS) is temporarily not accessible from outside the District's network. We hope to resolve this issue quickly.

We appreciate your patience during this time. Please continue to monitor the District's website and mailboxes for updates. If you have questions, please send an email to the appropriate email:

Payroll Questions: payrollquestions@browardschools.com.

Questions unrelated to payroll but regarding HR actions, email the appropriate staffing Director.

Non-instructional: Eric.Chisem@browardschools.com or

Instructional: SRockelman@browardschools.com

We are monitoring these mailboxes; however, due to limited staff, responses may be delayed.

We hope you all remain safe and we appreciate your commitment to our students.