


Things You Need to Know



2019-20 Pay Cycle Change

- All CTU members will transition to 24 semimonthly pays. CTU pay dates will be the 5th and 20th of each month.
- Non-CTU salaried employees will temporarily switch to 27 pays. These employees will return to 26 pays in the 2020-21 school year.

Employee Transition Guide

- The most comprehensive Employee Pay Cycle Change resource
- Includes biweekly vs. semimonthly, payroll deductions, pay dates, preparation checklist, etc.

Available Resources Accessible via Workday Announcements

- 2019 Payroll Calendars
- Employee Pay Cycle Change Resources (Transition Guide, CTU FAQ, Non-CTU FAQ, Fact Sheet, etc.)
- Job Aids, Training Materials, Tips & Tricks and Other Resources

Timekeeping

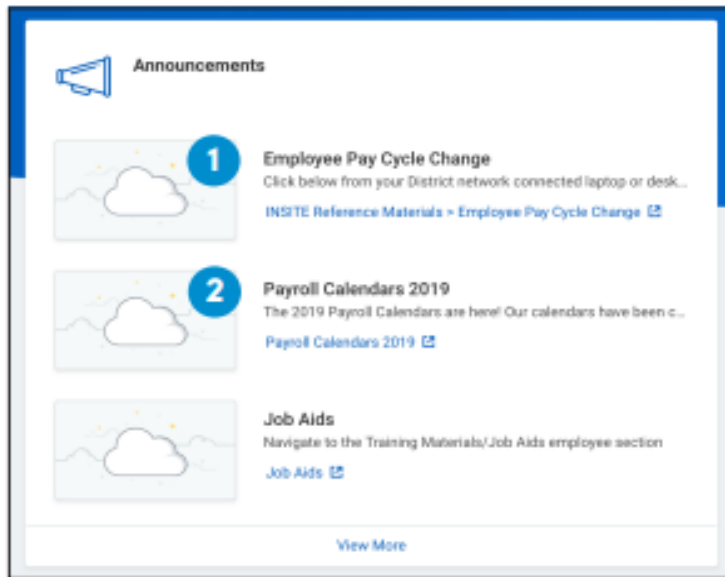
- There will be no change in how you enter and validate time
- You will need to validate time on a weekly basis
- Review the 2019 Payroll Calendars for timekeeping and submission dates
- Do not prepopulate time – this will result in an error

Accessing Pay Cycle Change Resources

Employee Pay Cycle Change Transition Guide

ADDITIONAL INFORMATION

- 1 Click the **Employee Pay Cycle Change** link in the *Announcements* section of the Workday homepage for all Pay Cycle Transition updates including:
 - ▶ CTU Employee FAQs
 - ▶ Non-CTU Employee FAQs
 - ▶ Employee Pay Cycle Change Transition Guide
 - ▶ Pay Cycle Transition Fact Sheet
 - ▶ Other Project Updates
- 2 Click the **Payroll Calendar 2019** link in the *Announcements* section of the Workday homepage for the time entry dates and deadlines.



Announcements

- 1 **Employee Pay Cycle Change**
Click below from your District network connected laptop or desk...
[INSITE Reference Materials > Employee Pay Cycle Change](#)
- 2 **Payroll Calendars 2019**
The 2019 Payroll Calendars are here! Our calendars have been c...
[Payroll Calendars 2019](#)

Job Aids
Navigate to the Training Materials/Job Aids employee section
[Job Aids](#)

[View More](#)

How to Access Employee Pay Cycle Change Documents on InSite

1. Open your internet browser and type clevelandmetroschools.org into the search bar. Hit enter.
2. Scroll right on the CMSD website homepage, click **Staff** then click **INSITE (Staff Only)**.



3. You should now be on the clevelandmetroschools.sharepoint.com site.
4. Type **Employee Pay Cycle Change** into the search box, hit enter.

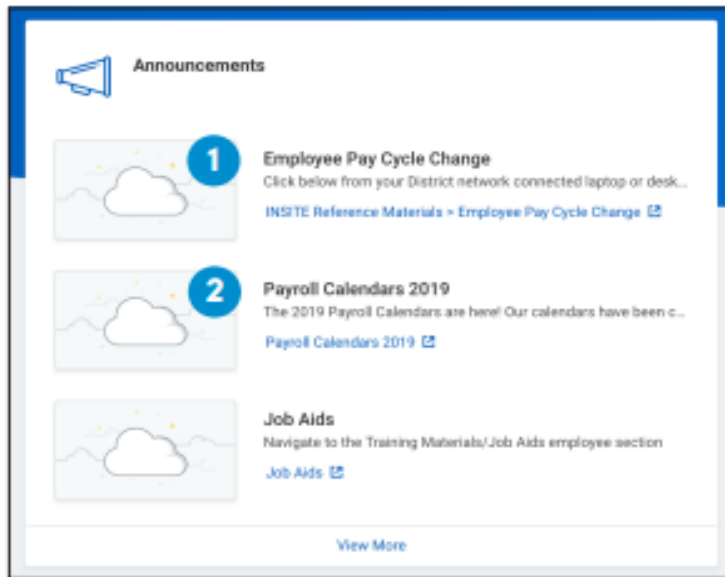


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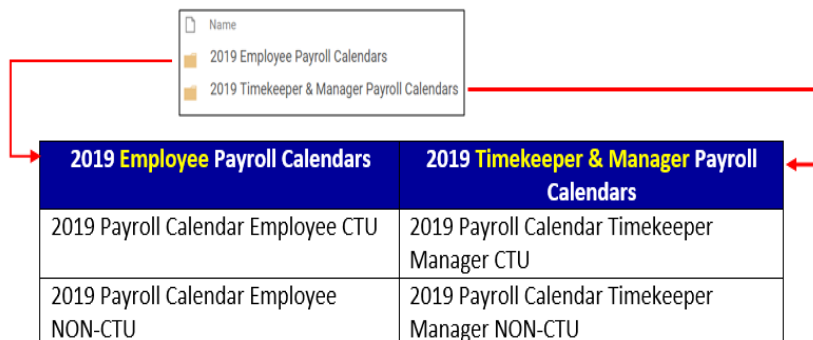
Payroll Calendars

Employees, timekeepers and managers should review the Payroll calendars on a regular basis for submission and lockout dates.

Payroll calendars can be accessed by clicking the Payroll Calendar 2019 link in the Announcements section for Workday.



The link will take you to the INSITE location where the payroll calendars are stored (see below). In 2019, the calendars were split to separate requirements for timekeepers, managers, and employees. Click the folder to view the calendars.



Employee Calendars vs. Timekeeper/Manager Calendars

Employee Calendar Features:

- Pay period start date
- Pay period end date
- Employee submission date
- Pay date

Additional features on the CTU employee calendar:

- Biweekly pay dates
- Transitional biweekly pay dates
- Semimonthly pay dates

Timekeeper & Manager Calendar Features:

The calendars for Timekeepers and Managers includes the employee calendar features and the following:

- Timekeeper entry completion date
- Manager approval completion date
- Time entry lockout date (Only Payroll team members are permitted to make adjustments.)