

DIOCESE OF SACRAMENTO

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LAY PERSONNEL

July 1, 2024

To: Pastors, Agency Directors, Office Managers, School Principals, and Human Resources Representatives

FR: Anna Schiele

RE: **Updated Sick Pay Procedures**

The Lay Personnel Handbook updates released in January of 2024, included the updated Sick Pay Policy to reflect the new legal requirements. Unfortunately, we had to wait for ADP to determine how to address the accrual requirements for the various categories of positions. Based upon the communication with ADP the following changes will be made:

1. All current Temporary and Occasional Part-Time employees will have 40 hours of sick time frontloaded by ADP for pay date 7/5/24.
2. All Temporary and Occasional Part-Time Employees will need to be manually frontloaded with 40 sick hours at the time of hire.
3. The Sick Time Off Policy effective date will need to be **after** 90 days of employment for Temporary and Occasional Part-Time Employees.

Please Note: No changes were made for Regular Part-Time and Full-Time Employees, as such no different steps will need to be taken for these categories.

Action to Take:

For Temporary and Occasional Part-Time Employees (New Hires)

1. When setting up the employee profile in ADP ensure the employee is set to the 19HR clock. Ensure to manually frontload 40 hours of sick time.
Note: If you are hiring a Temporary and Occasional Part-Time Employees employee during the 6/16-6/30 pay period ADP will automatically upload the 40 hours of sick time for all employees with the 19 HR clock. ADP will only do this for employees hired during this pay period. The site will be responsible for loading sick hours outside of this pay period.
2. Ensure all Temporary and Occasional Part-Time Employees have been assigned a time off policy after 90 days of hire. Please follow the directions provided by ADP on the process of assigning time off policies.
Note: Assigning the time off policy must be done at the same time as when setting up the new temporary/occasional part-time employee. The assignment start date must be 90 days after date of hire/rehire (i.e. hire date 7/1/24, assignment start date is 10/1/24.)

Resources:

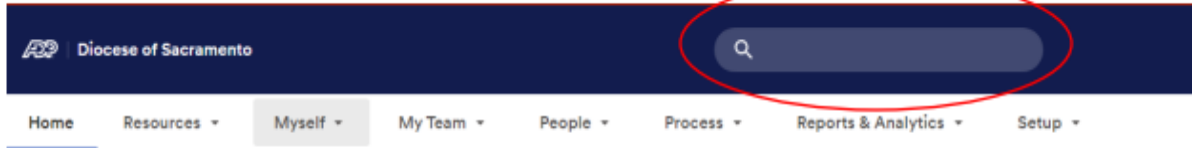
For your ease we have attached the ADP Guides regarding how to load sick hours and assign time off policies for the Temporary and Occasional Part-Time Employees.

If you have any questions or concerns, please feel free to contact the Office of Lay Personnel at 916-733-0239.

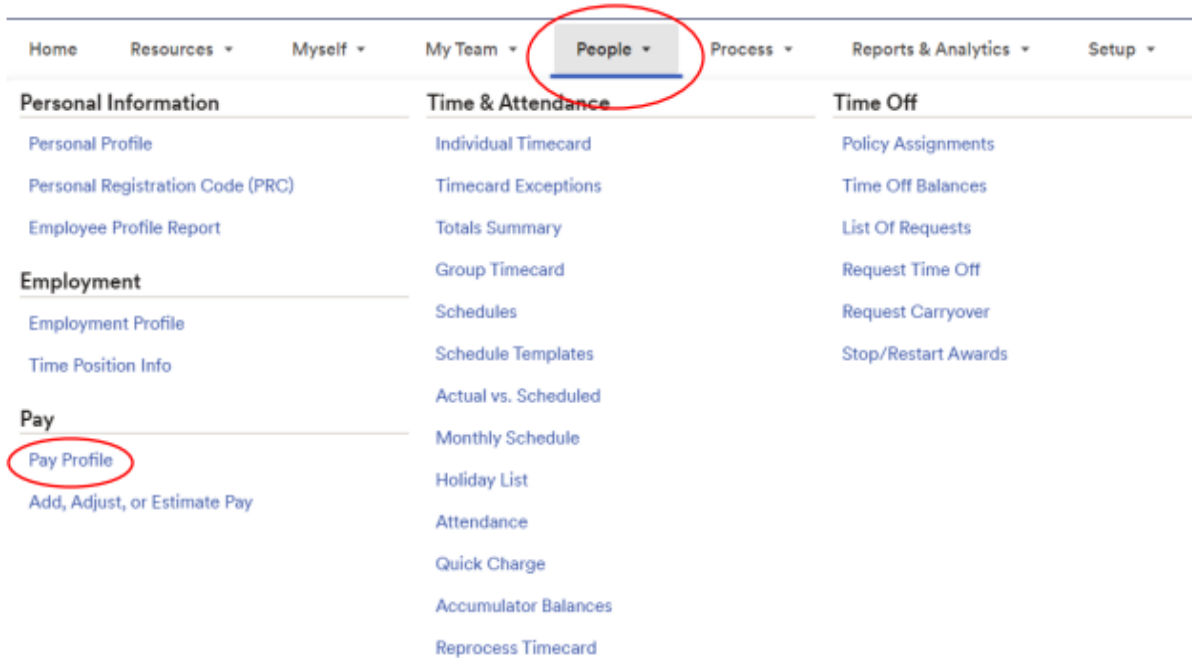
How to Manually Load Sick Hours for Any New Occasional Part Time/Temporary Employees

***Make sure you start your payroll cycle**

1. Search the employee's last name in the search bar.



2. Go to People > Pay Profile.



3. Scroll all the way down. Click Allowed and taken on the bottom left side of the screen.



4. Click Add Allowed and Taken and select sick.

Allowed and Taken ?

Status
Active

All amounts are as of 6/17/2024, payroll week # 25

Add Allowed and Taken

5. Click Adjust under Make Adjustments. Enter 40 in the Allowed Adjustment box. Enter Reset Year (first year of the current fiscal year). Click Save.

Number - Code
2 - S - Sick

Current Values as of 6/17/2024

Allowed 0.00	Taken 0.00	Balance 0.00
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Make Adjustments

Allowed
 No Changes Replace Adjust (+)

Taken
 No Changes Replace Adjust (-)

Allowed Adjustment (+)
40.00

Result after these changes are applied:

New Allowed Amount 40.00	New Taken Amount 0.00	New Balance 40.00
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Benefit Accrual Adjustments

Cycle Code
▼

Reset Year
2023

Cycle Amount

Amount

Cancel **Save**

Note: You will not need to load the hours if you are setting up the employee during 6/30 pay period. Your next step is to assign the sick time off policy. The assignment date for any temporary and occasional part time employees is always 90 days after hire/rehire date (i.e. hire date is 7/1/24, assignment date is 10/1/24).

Assigning/Updating Time Off Policies

Note: This solution is valid for both the **Classic WFN Experience** and the **New WFN Experience**.

Time Off Assignment for Occasional Part Time

If you're managing a policy for an individual employee:

- **People > Time Off > Policy Assignments:**
 - Select **Manage Assignments**
 - To assign: select the sick policy from the Policies list and use the center arrow to assign the policy to the employee
 - Click **Continue**
 - Enter the assignment date three months after hire/rehire date (i.e. if DOH is 4/1/24, assignment date is 7/1/24)
 - Click **Done**