

Payroll Orientation

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Or, please contact us via El Rio's Microsoft Outlook email system.

Direct Deposit – You may have up to three different Direct Deposits. It takes two pay periods for new accounts/deposits to take effect. Please always review your check stub to ensure accuracy and also confirm with your bank to be sure your funds are in your account. Some banks will show the funds as “pending in today's transactions” on pay day, so confirm with your bank when the funds are posted and made available.

Overtime – Eligible employees shall be paid overtime at the rate of 1.5 times their hourly rate of pay for hours *physically* worked in excess of 40 hours in one work week. The work week begins on Sunday and ends on Saturday.

All overtime must be approved in advance by your Supervisor. Please check with your Supervisor during your Departmental Orientation for more information on how overtime requests and approvals are handled in your department.

Holidays – Employees will receive holiday pay provided that the employee works the *scheduled* day before and after the holiday. The scheduled day may not be the day immediately preceding or following the holiday if you have already scheduled time off. The scheduled day is the day you are expected to be at work before and after that particular holiday. Any instance of unscheduled absence (defined as 2 or more hours) on either of those days will mean an employee is ineligible to receive holiday pay, no exceptions.

Probationary employees are eligible for holiday pay as outlined in the policy above.

Holiday hours do count towards the calculation of overtime.

Jury/Witness Duty – This benefit does not apply to probationary employees. If you receive a Summons for Jury Duty, please request an extension until after your probationary period.

Funeral Leave - Employees on probation are not eligible for Funeral Leave.

Dayforce Overview – Refer to Applicable Informational Section Form: Dayforce Basic Users Guide v.2 (elrio.org Home page)

Rounding Rules/Pay Practice – Refer to Applicable Informational Section Form: Dayforce Basic Users Guide v.2 (elrio.org Home page)

How is Tardiness different than the Rounding Rules for Pay Practice? - Refer to Applicable Informational Section Form: Dayforce Basic Users Guide v.2 (elrio.org Home page)

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Vacation – Refer to Applicable Informational Section Form: Refer to Applicable Informational Section Form: Dayforce Basic Users Guide v.2 (elrio.org Home page). Never assume that your Time-Off Request has been approved until you submit it and receive approval through Dayforce.

Probationary employees are not eligible to take vacation leave, but you will accrue time during your probation.

Vacation time may be taken in 15 minute increments (.25 of an hour).

You may request vacation no more than 90 days in advance.

Your Supervisor has 10 working days to respond.

When more than one employee requests the same time off and the requests are received on the same day, the request of the employee with the most center-wide seniority will be approved first.

Sick Leave – Employees on probation are not eligible for paid sick leave, but you will accrue during your probation.

Employees may use sick leave for themselves, their immediate family members (spouse, domestic partner, father and mother, and dependent minors) and it may be used for illnesses, provider appointments, illnesses of immediate family requiring the employee's presence, and medical emergencies.

Sick leave may be taken in 15 minute increments (.25 of an hour).

If you run out of sick leave, vacation and floating holidays will be substituted.

Written provider verification of illness is required for any employee who has taken three (3) or more consecutive workdays off for personal illness before they can return to work. The provider verification must contain documentation that the employee is safely able to return to work.

Written verification of illness may be required if the employee has a pattern of three occasions of unscheduled time off that interferes with the scheduling/operations of the department.

Failure to submit verification of illness, upon request, will result in the absence being considered to be unapproved, and the employee will be ineligible to receive sick leave pay for the days in question.

Jury/Witness Duty – This benefit does not apply to probationary employees. If you receive a Summons for Jury Duty, please request an extension until after your probationary period.

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To be eligible for pay for the time spent to attend Jury Duty, you must submit the Demographic Information Form that you receive when you attend. We cannot accept the Summons for Jury Duty that you receive in the mail due to the fact that your actual date of service may be cancelled or postponed.

If you are released from Jury Duty early, you are expected to return to work.

If you provide the Demographic Information Form as indicated above, El Rio will pay you for the time off needed to attend at Jury Duty. In exchange, you must turn over all pay received for serving on the Jury to El Rio. If you would prefer, you may keep any pay received for serving as a Juror and take Vacation or Leave Without Pay for the time spent.

You may keep any mileage reimbursement you receive for attending.

You must submit a copy of your official Subpoena to request paid time off to serve as a Witness. You will be given a reasonable amount of time to attend with your supervisor's approval.

Funeral Leave - Employees on probation are not eligible for Funeral Leave.

A maximum of three (3) days leave with pay (24 hours) shall be granted in the case of death in the immediate family. Immediate family is defined as: parents, grandparents, spouse, child, step-child, grandchild, brother, sister, father in law, mother in law or domestic partner of record.

One day leave with pay (8 hours) shall be granted for the death of a brother in law, sister in law, aunt, uncle, the employees godparents, or nieces and nephews (limited to 2 occasions per year).