

Policies and Procedures Meeting
February 28, 2019, 9:15 am Ed House

Agenda

Topics of Discussion:

1. Purchasing: Toni Russo
 - Online Ordering: Staples, School Specialty, Lakeshore
2. Security Update: Sean Lewis
3. Payroll & Timesheets: Rochelle Retleff
4. Open Forum:
 - Discuss issues, problems and topics for upcoming meetings
 - Next meeting date: Thursday, March 28, 2019

Sign in Sheet

2.28.19

Name

Rochelle Rettleff

Marcie Briggs

Geri Dymes

Laura Leon Zagaya

Emilia Silva

Angelina Garbutt

Monica Alvarez

Pat Mincey

Barbara Penasso

Eric Beldoch

Katty Marte

Brenda Madera

Cathy Culp


Deana Guarino

Liza Torres

Tina Manorqui

Sean Lewis

Signature



Marcie Briggs



Laura Leon Zagaya

Emilia Silva

Angelina Garbutt



Pat Mincey

Barbara Penasso

Eric Beldoch

Katty Marte

Brenda Madera



Deana Guarino

Liza Torres

Tina Manorqui

Sean Lewis

TOPICS OF DISCUSSION:

Purchasing:

ONLINE ORDERING: Staples, School Specialty & Lakeshore

- The Approval Path Sheet for Online Ordering has been updated to include Lakeshore Learning. Lakeshore is on NYS contract (PC67562), which makes it easy for us to purchase from them. If you would like your teachers to utilize ordering from Lakeshore, have them fill out the form, sign off on it and then email to me and I will have the account set up. The teacher will receive an email with instructions to set up their account. Please note that the website that they will use has the NYS Contract price already on it so the cart will reflect the contract price. Please see the attached updated Approval Path Sheet.
- All online orders must follow the attached guidelines. Please note that all online orders will require purchase order numbers to be placed on the online cart prior to submitting the online order to the purchasing approval queue. The Purchasing Department will not approve any online order without a purchase order number on the cart. If the cart is submitted to the purchasing approval queue without the PO #, the cart will be rejected/disapproved and will be sent back to the originator.
- Please note that both the Approval Path Sheet and Online Ordering Guidelines are posted on my webpage.

Security Update: Sean Lewis

Payroll & Timesheets: Rochelle Retleff

Open Forum:

- Discuss issues, problems and any questions

Next MEETING DATE and TOPICS for upcoming meetings:

- Next meeting date: Thursday, March 28, 2019
- Suggestions on topics for next meeting

Approval Path Sheet for Online Ordering

Staples, School Specialty & Lakeshore

Fill out the below form and send it to the Purchasing Department. Please note this form must be signed by the Office Manager/Department Requisitioner.

Check accounts needed. Staples: _____ School Specialty: _____ Lakeshore: _____

Teacher Name: _____
(Please Print)

Email: _____

Delivery Location: _____

Room Number: _____ Telephone Extension: _____

Office Manager/Dept. Requisitioner: _____

Approval Path if different than above: _____

Office Manager/ Dept. Requisitioner Signature: _____

- This form must be submitted through your Office Manager/Dept. Requisitioner. They will email the completed form to the Purchasing Agent.
- Please allow up to 7 days for your request to be processed.
- Once this form has been submitted to Staples/School Specialty/Lakeshore, you will receive a welcome email. Please follow all instructions in your email to set up and access your account.
- If you are experiencing problems setting up your account or getting access, please email your Office Manager/Dept. Requisitioner with your issue. They will notify the Purchasing Department and your email will be forwarded to the appropriate vendor support team.

ALL STAPLES, SCHOOL SPECIALTY & LAKESHORE ORDERS

MUST BE PROCESSED ONLINE.

Please follow the guidelines below:

Staples Orders:

Create a cart, submit it and then email a copy to the Office Manager/Department Requisitioner.

The Office Manager/Department Requisitioner must enter the PO # on the online order for it to be approved by the Purchasing Department.

Most Staples orders will be approved within 1-2 days of receiving them in the Purchasing Department approval queue. Please notify your Office Manager/Department Requisitioner if you have a special request.

If an item was ordered in error, received broken, or will not be used, return it. Please go online and set up an online return and let the Accounts Payable office know that the item will be returned and credited.

Staples orders usually have a 24 hour turn around for delivery once they have been approved through the Purchasing Department approval queue.

August and September orders will take longer to be delivered because that is their busiest time. Allow for more time for deliveries during these months.

School Specialty & Lakeshore Orders:

Create a cart, submit it and then email a copy to the Office Manager/Dept. Requisitioner.

Office Manager/Department Requisitioner will create a requisition and attach the online cart. The cart number must appear on the requisition. If there is not a cart attached to the requisition, it will be disapproved.

Once the requisition has been converted to a purchase order, the Office Manager/Department Requisitioner will update the PO # on the online cart and submit. **The PO # must be on the cart in order for the online cart to be approved by the Purchasing Department.** If the PO # is not referenced on the online order, the cart will be rejected and sent back to the originator.

If an item was ordered in error, received broken, or will not be used, return it. Please call School Specialty/Lakeshore and set up a return and let the accounts payable office know that the item will be returned and credited.

School Specialty/Lakeshore orders will usually take up to 2 weeks to receive depending on availability once they are approved through the Purchasing Department approval queue. Please allow time for delivery.

August and September orders will take longer to be delivered because that is their busiest time. Allow for more time for deliveries during these months.

LEARN Welcome, White Plains Schools
Purchasing

SHOP
STAPLES
Business Advantage
Other Staples Sites

Messages 1

Your Store
Portchester, NY
515 Boston Post Road

Shipping Location
D-421

\$12.23

Help

Review Cart (2)

SEARCH

Track Order

My Account

RECENTLY
PURCHASEDBROWSE
CATEGORIESQUICK
ORDERYOUR
LISTSYOUR
DASHBOARD

DOWNLOAD PDF VERSION

PRINT

APPROVE ORDERS

Order Pending Review

BACK

DECLINE

MODIFY

ACCEPT

ORDER DETAILS

Status: PENDING APPROVAL

Approver: White Plains Schools
Purchasing (Supervisor)

Order Number: 7214245652**Ordered By:****Order Date:** 02/27/2019

SHIPPING INFORMATION

D-421
WHITE PLAINS SCHOOL DIST

RM:
WHITE PLAINS, NY 10605
USA

ACCOUNTING INFORMATION

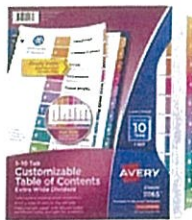
P.O. Number: 190285

PAYMENT INFORMATION

Merchandise Total: \$ 69.45

Total: \$ 69.45

Items for Delivery



Avery Ready Index Numeric Paper Dividers,
10-Tab, Multicolor (11165)

\$ 4.63 ST/1

15

\$ 69.45

Item Number: 379075**MFR Number:** 11165**Customer ID:** 379075

NJPA CONTRACT ITEM

THE VALUE OF STAPLES BUSINESS ADVANTAGE

About Us

Our Offerings

Contact Us

Privacy, Terms & Conditions

Get our Mobile App

Join our LinkedIn Group

Approve Carts

Click on a cart number to view details.
Click on a column heading to sort list by that column.

Tip

Select one or more carts then click the action you wish to perform

View Carts/Order:

Show/Hide Columns:

Total number of carts pending your Approval 3 (\$405.78)
Total number of carts matching your search 3 (\$405.78)
Total number of carts on this page: 3 (\$405.78)


Advanced Search | Reject | Print | Copy Items | Modify | Approve

Rows/Page: 10

Select	Cart Number	PO / Ref Number	Created By	Total	Pmt Type	Attention To	Creation Date	Requested Ship Date	Ship To Location	Exception	Store
<input type="checkbox"/>	7789723362	190123		\$49.62	Invoice		26-FEB-2019	27-FEB-2019			SCHOOL SPECIALTY MARKETPLACE
<input type="checkbox"/>	7789491595	Edit		\$94.04	Invoice		18-JAN-2019	27-FEB-2019	SCHOOL		SCHOOL SPECIALTY MARKETPLACE
<input type="checkbox"/>	7789448655	Edit		\$262.12	Invoice		11-JAN-2019	27-FEB-2019	SCHOOL		SCHOOL SPECIALTY MARKETPLACE

Rows/Page: 10

Advanced Search | Reject | Print | Copy Items | Modify | Approve

Free Classroom Design, Delivery & Installation. [learn more](#)search Welcome, Toni Russo. | [sign out](#) | [my account](#) | [contact us](#) | [quick order](#) [category](#)[grade / age](#)[stores](#)[services](#)[about us](#)[my cart \(0\)](#)**my
account****Order**[Order Status](#) [Pending Orders](#) [Saved Carts](#)**Users**[Manage Users](#) [Shipping](#)

pending orders

 [export to Excel](#)

search order fields

search

pending #	date	user	approver	school / dept	payment	total
1000089724	01/04/2019		Toni Russo		PO 190123	\$93.67

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Employee Timesheet For Pay Period:

02/10/2019 - 02/23/2019

ID:

Work Sub Group	Date	Shift Name	Actual Start	Actual End	Rounded Start	Rounded End	Lunch Hrs	Actual Hrs	Rounded Hrs	Adj. Hrs	Adj. Comment	Event Hrs	Total Hrs
	Mon 02/11/19	8:30a-3:30p 30 lun 6.5hr day	8:29:24 AM	3:31:52 PM	8:30:00 AM	3:30:00 PM		7.04	6.50	6.50			6.50
	Tue 02/12/19	Snow Day											
	Wed 02/13/19	8:30a-3:30p 30 lun 6.5hr day	8:29:46 AM	3:33:27 PM	8:30:00 AM	3:30:00 PM		7.06	6.50	6.50		6.50	6.50
	Thu 02/14/19	8:30a-3:30p 30 lun 6.5hr day	8:28:42 AM	3:33:28 PM	8:30:00 AM	3:30:00 PM		7.08	6.50	6.50			6.50
	Fri 02/15/19	8:30a-3:30p 30 lun 6.5hr day	8:29:01 AM	12:03:59 PM	8:30:00 AM	12:00:00 PM		3.58	3.50	3.50			3.50
	Fri 02/15/19	Personal (12:15PM - 3:30PM)										3.25	3.25
	Mon 02/18/19	Holiday - Presidents' Day											
	Tue 02/19/19	Recess Paid										6.50	6.50
	Wed 02/20/19	Recess Paid										6.50	6.50
	Thu 02/21/19	Recess Paid										6.50	6.50
	Fri 02/22/19	Recess Paid										6.50	6.50
Totals													65.25

Employee Pay Summary

Work Sub Group	Pay Code	Account Code	Pay Rate	Pay Factor	Rate Increase	Units Paid	Paid Amount
	CONTRACT		24.494	0.0000		65.00	0.00
	EXTRA PAY		24.494	1.0000		0.25	6.12
Totals:							65.25
							6.12

This 3.25 Hours Personal Time Resulted in 1/4 hour overtime payment. Change to 3.0 Hours.

02/10/2019 - 02/23/2019

change it to 2.0 to urs family illness

This Family illness resulted in
1/4 hr. overtime payment.

White Plains City SD

Employee Timesheet For Pay Period:

02/10/2019 - 02/23/2019

ID:

Work Sub Group	Date	Shift Name	Actual Start	Actual End	Rounded Start	Rounded End	Lunch Hrs	Actual Hrs	Rounded Hrs	Adj. Hrs	Adj. Comment	Event Hrs	Total Hrs
	Mon 02/11/19	Sick										7.00	7.00
	Tue 02/12/19	Snow Day										7.00	7.00
	Wed 02/13/19	8:00a-4:00p 60 lun 7 hr day	7:43:09 AM	3:59:23 PM	8:00:00 AM	4:00:00 PM		8.27	7.00	7.00			7.00
	Thu 02/14/19	8:00a-4:00p 60 lun 7 hr day	7:47:18 AM	4:00:32 PM	8:00:00 AM	4:00:00 PM		8.22	7.00	7.00			7.00
	Fri 02/15/19	8:00a-4:00p 60 lun 7 hr day	7:52:00 AM	3:59:55 PM	8:00:00 AM	4:00:00 PM		8.13	7.00	7.00			7.00
	Mon 02/18/19	Holiday - Presidents' Day											
	Tue 02/19/19	8:00a-4:00p 60 lun 7 hr day	7:49:35 AM	3:58:47 PM	8:00:00 AM	4:00:00 PM		8.15	7.00	7.00		7.00	7.00
	Wed 02/20/19	8:00a-4:00p 60 lun 7 hr day	7:50:02 AM	11:58:28 AM	8:00:00 AM	12:00:00 PM		4.14	4.00	4.00		3.00	4.00
	Wed 02/20/19	Early Dismissal/Delayed Opening (8:00AM - 11:00AM)											3.00
	Thu 02/21/19	8:00a-4:00p 60 lun 7 hr day	7:47:06 AM	4:00:29 PM	8:00:00 AM	4:00:00 PM		8.22	7.00	7.00			7.00
	Fri 02/22/19	8:00a-4:00p 60 lun 7 hr day	8:00:00 AM	3:59:13 PM	8:00:00 AM	4:00:00 PM		7.99	7.00	7.00			7.00

Totals 0.00 53.12 46.00 24.00 70.00

Employee Pay Summary

Work Sub Group	Pay Code	Account Code	Pay Rate	Pay Factor	Rate Increase	Units Paid	Raid Amount
	CONTRACT		35.833	0.0000		67.00	0.00
						67.00	0.00

Because the Early Dismissal Hours are the same Hours worked it is Docking this employee 3 Hours because they did not work.

White Plains Public Schools Time Sheet 2018-2019

*****ALL TIME SHEETS MUST BE SUBMITTED WITHIN 2 WEEKS OF HAVING COMPLETED THE ASSIGNMENT PER THE PAYROLL SCHEDULE**

*****PLEASE NOTE THAT ANY TIMESHEET MISSING INFORMATION WILL BE RETURNED TO THE SCHOOL FOR CORRECTIONS AND THIS MAY DELAY PAYMENT TO THE EMPLOYEE**

Name _____ School _____

Date Worked: _____ Time Worked: _____ # of Hours: _____ Description of Activity: * (see chart below)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Hours

Budget Code _____

Employee's Signature _____ Date _____

I certify that I worked the times and dates as set forth on this timesheet

Signature of Principal _____ Date _____

I certify that I have authorized this work, and to the best of my knowledge, the time submitted is accurate

Signature of Supervisor _____ Date _____

I certify that I have authorized this work, and to the best of my knowledge, the time submitted is accurate

Signature of Cabinet Member _____ Date _____

I certify that I have authorized this work, and to the best of my knowledge, the time submitted is accurate

* Chart

Academic – Work w/ Students (Tutorial or Remediation) \$60.03	Non Academic - Work w/ Students \$43.54	Curriculum Development School Year \$43.54 ----- \$20 BA or \$25 MA Summer	Training / Workshop Same Rate All Year Long \$20 BA or \$25 MA	Teaching Assistant Hourly Rate of Pay Except for Training	Summer CSE Work Own Hourly Rate of Pay *(1/2 hour for lunch will be deducted from all hours beyond 5 hours per day)	Athletics Varsity Football Home \$80 Away \$100 (Clock, PA, Site Supervisor, Chaperone) Chain Crew \$50 per Home Game, Must Be Present At Least 2.5 Hours All Other Sports, Home or Away \$60 Per Game
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Please forward originals with signatures for processing.
(Please sign in a COLORED ink, NO BLACK INK)