BUTLER COUNTY SCHOOL SYSTEM

New Employee Orientation

July 31, 2024

Human Resource/Financial Information
Martha B. Lewis, Chief School Financial Officer

Financial Procedures

NEW EMPLOYEE ORIENTATION

Financial Accountability

If men were angels, no government would be necessary. If angels were to govern men, neither external nor internal controls on government would be necessary. In framing a government which is to be administered by men over men, the great difficulty lies in this: you must first enable the government to control the governed; and the next place, oblige it to control itself.

James Madison, fourth president of the United States and principal author of the U. S. Constitution

Financial Accountability

- **Fraud** is defined as the wrongful or criminal deception intended to result in financial or personal gain. Fraud includes false representation of fact, making false statements, or by concealment of information.
- **Waste** is defined as the thoughtless or careless expenditure, mismanagement, or abuse of resources to the detriment (or potential detriment) of the Board. Waste also includes incurring unnecessary costs resulting from inefficient or ineffective practices, systems, or controls.
- **Abuse** is defined as excessive or improper use of a thing, or to use something in a manner contrary to the natural or legal rules for its use. Abuse can occur in financial or non-financial settings.

Teacher Receipts

- Safeguard money and receipt books
- Use an ink pen and fill receipts out completely
- Do not use correction fluid on mistakes; mark through and correct
- Voided receipts must be retained
- Turn money in daily; do not hold cash
- Do not cash checks with school funds
- Do not send cash to office by students
- All funds collected must be deposited into the school's bank account
- Turn in your receipt books to the school secretary at year end

Teacher Receipts…continued

- If a receipt page is lost, the person to whom the page is issued should submit a written explanation to the Principal. This explanation should be initialed by the Principal and filed in numerical order with the other student receipt records.
- Do not hold funds until the activity or fund raiser collection is complete. Timely deposits of funds collected is required.
- The teacher is responsible for funds collected until turned into the office.
- As an alternative to writing individual receipts for amounts $10 and less, teachers may write a receipt to one individual for the entire amount. A roster of every individual paid should be attached to that one receipt. The roster should include purpose of the collection and be signed by the teacher.

Purchase Orders

- Obtain purchase order before purchasing items. No purchase should be made without an approved and numbered purchase order. Any purchases made without a purchase order could result in you having to pay for items.
- The Principal should approve all purchases that will be paid from school funds.
- Turn completed purchase order in and get PO# before purchasing item.
- Turn invoices/packing slips into office/bookkeeper for payment. Sign invoice.
- We are tax-exempt.
- Do not hold purchase order until invoice comes in. Submit it once it has been approved.

Purchase Order Steps

STEP 1: Get purchase order from Secretary/bookkeeper.

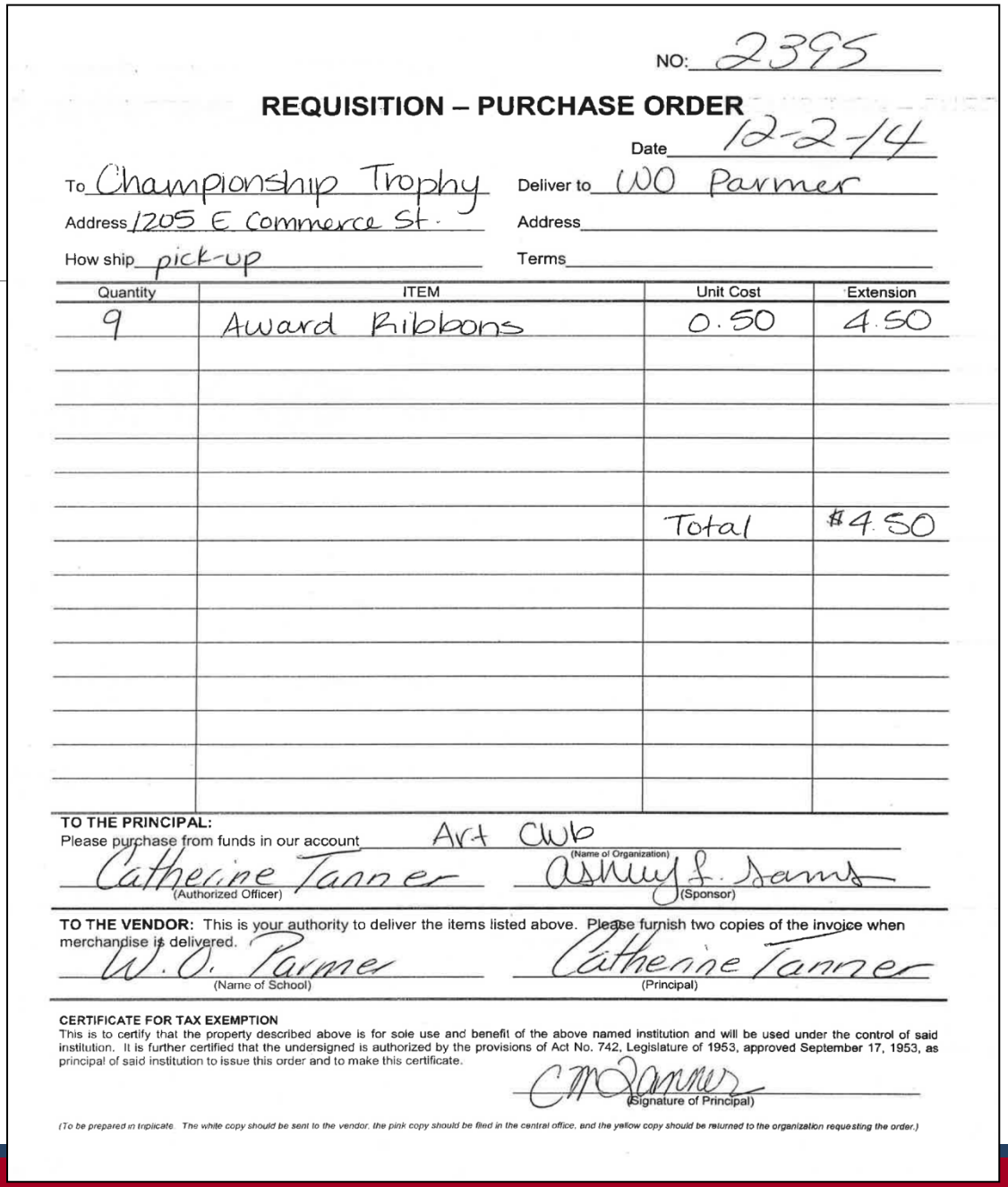
STEP 2: Fill out purchase order, turn back in and get it approved by Principal. Once approved by Principal the Secretary/bookkeeper will issue a number.

STEP 3: Once number is assigned and PO is signed by Principal you can then order your items.

STEP 4: Secretary/bookkeeper will submit a copy to central office so that the PO can be entered into accounting system.

STEP 5: Submit a signed copy of packing slip to secretary/bookkeeper. This lets them know that you have received all your items and the invoice is ready to pay.

School purchase order



NO: 2395

REQUISITION – PURCHASE ORDER

Date 12-2-14

To Championship Trophy
Address 1205 E Commerce St.
How ship pick-up

Deliver to WO Parmer
Address
Terms

Quantity	ITEM	Unit Cost	Extension
9	Award Ribbons	0.50	4.50
		Total	$4.50

TO THE PRINCIPAL:
Please purchase from funds in our account Art Club (Name of Organization)
Catherine Tanner (Authorized Officer)
Ashley L. Sams (Sponsor)

TO THE VENDOR: This is your authority to deliver the items listed above. Please furnish two copies of the invoice when merchandise is delivered.
W. O. Parmer (Name of School)
Catherine Tanner (Principal)

CERTIFICATE FOR TAX EXEMPTION
This is to certify that the property described above is for sole use and benefit of the above named institution and will be used under the control of said institution. It is further certified that the undersigned is authorized by the provisions of Act No. 742, Legislature of 1953, approved September 17, 1953, as principal of said institution to issue this order and to make this certificate.

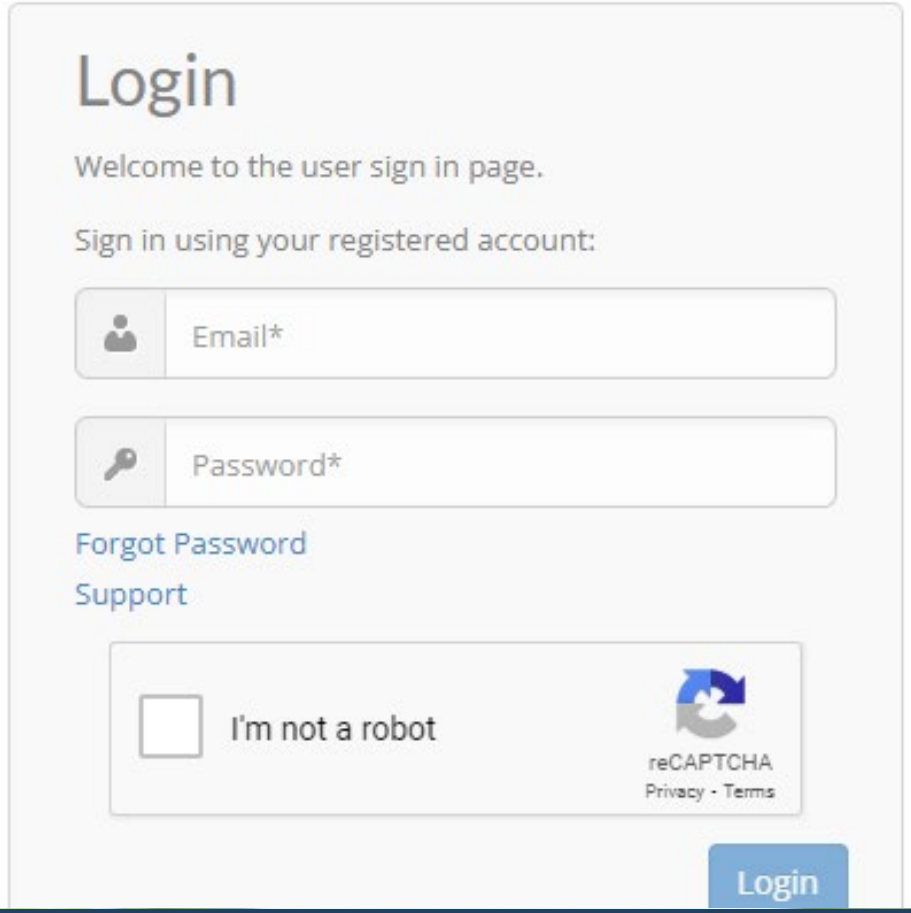
(Signature of Principal)

(To be prepared in triplicate. The white copy should be sent to the vendor, the pink copy should be filed in the central office, and the yellow copy should be returned to the organization requesting the order.)

Classroom Instructional Support Funds

- Allocated per unit
  - Classroom Materials and Supplies - $900.00/unit
    - Funds must be made available by December
    - ClassWallet
  - Professional Development - $100/unit
  - Library Enhancement $157.72/unit
  - Technology - $500/unit
  - Common Purchases $100/unit

You will receive an email from ClassWallet when your account has been set up.



Invoices

- An invoice should be obtained for each purchase before payment is made.
- The school employee receiving the items should sign the invoice to verify the items billed were actually received.
- No pre-payments will be made.

Expenditures

- Payments for school expenditures should be made from the school's checking account.
- Do not hold cash collections to purchase items. All purchases must go through the school's books.
- No items will be paid in advance of receiving items. No items will be paid for without the supporting documents such as invoice and proof items were received.

Fundraisers

- Complete a Permission to Hold Fundraising Drive form – submit to Principal for approval.
- Principal must approve and sign the above form prior to the start of the fundraising activity.
- All money collected must be turned in daily to the Principal, Secretary, or Bookkeeper to be receipted and deposited.
- Do NOT hold fundraiser collections until the end of the drive.
- Sales awards to students should be pre-determined and approved by the Principal.
- Do not make payments from funds collected.

Fundraisers continued

- A school employee cannot receive a gift or gratuity from the fundraising vendor.
- At completion, the Sponsor will complete the Fundraising Retail Accountability form and submit to the Principal to be reconciled to the Master Receipts.
- These forms are posted on the Board's website under Finance – Procedures and Guidance

Permission to Hold Fundraising Drive form

BUTLER COUNTY SCHOOLS

PERMISSION TO HOLD FUND-RAISING DRIVE

I REQUEST PERMISSION TO HOLD A FUND-RAISING DRIVE FOR THE:

_____

NAME OF CLUB OR ORGANIZATION OR SCHOOL

THIS FUND-RAISING DRIVE WILL INVOLVE *SELLING (Include specific items and cost per item):* _____

_____

_____

FUNDS WILL BE RAISED DURING THE FOLLOWING DATES: _____
(MONTH) (DAY) (YEAR)

I understand the Board policy concerning fund-raising activities. All fund-raising activities must be approved by the school principal and the superintendent of education prior to the beginning of the fund-raising activity. The collection of monies for such projects, the distribution of information or sale items, the return of unsold items, or other administrative functions shall not be allowed during the instructional time. Plans and purchases for fund-raising drives should not be made until approval has been granted.

ALL REQUESTS FOR PERMISSION TO HOLD FUND-RAISING DRIVES MUST BE SUBMITTED AT LEAST ONE WEEK IN ADVANCE OF THE ACTIVITY.

REQUESTED BY:

SPONSOR OR PRESIDENT
OF ORGANIZATION: _____

APPROVED BY:

SCHOOL PRINCIPAL: _____

SUPERINTENDENT OF
EDUCATION: _____

Central Office Use: Date Received:_____

Revised June 2011

Fundraising Retail Accountability form

FUND-RAISING RETAIL ACCOUNTABILITY

ORGANIZATION: ______________________ TEACHER: ______________

VENDOR: ______________________ DATE: ______________

PURPOSE FOR FUND RAISER: ______________________________________

ITEM	BEGIN INVENTORY	UNITS RECEIVED	TOTAL MERCHANDISE	ENDING INVENTORY	UNITS SOLD	SELLING PRICE	EXPECTED RECEIPTS
			0	0			$ -
			0	0			$ -
			0	0			$ -
			0	0			$ -
			0	0			$ -
			0	0			$ -
			0	0			$ -
			0	0			$ -
			0	0			$ -
			0	0			$ -
						TOTAL EXPECTED RECEIPTS	$ -

(If Total Expected Receipts do not equal Total Actual Receipts explain anydifferences in the REMARKS section below.)

Total Actual Receipts: $ -

Total Expected Receipts: $ -

OVER/UNDER: $ -

REMARKS:

Vendor: ______________________

Amount Of Invoice: ______________

Actual Receipts Minus Amount of Invoice=

TOTAL PROFIT MADE: $ -

Signature of Teacher: ______________________

Date: ______________

Signature of Principal: ______________________

Date:

1) Use additional paper for more receipts and/or more items of merchandise.
2) Record all Merchandise offered for sale including donated items.
3) Record only items actually sold (i.e. Popcorn bags NOT popcorn, flowers Not ribbon).

ACTUAL MASTER RECEIPTS		
MASTER RECEIPT DATE	RECEIPT NUMBER	RECEIPT AMOUNT
	TOTAL ACTUAL RECEIPTS	$ -

Fundraisers-Crowdfunding

- Crowdfunding involves funding a project by raising donations of money from many people, typically via the Internet. There are several platforms available to school personnel that are based in crowdfunding, including sites like Donors Choose, Go Fund Me, and many others.
- While crowdfunding opportunities can provide a mechanism for raising money for equipment and materials to supplement instruction, they also can result in unintended circumstances that could negatively impact school personnel. For instance, Go Fund Me requires the recipient of funds to set up an account in his/her name. The funds are then sent directly to the recipient.
- Funds raised in this manner should be considered taxable income. Most teachers would not want to be subject to such consequences. There are normally fees associated with these sites as well.
- These guidelines are intended to provide protection for teachers who wish to utilize crowdsourcing as a mechanism to raise funds for classroom use, as well as protection for their administrators and the district.

Crowdfunding Guidelines

- School personnel are encouraged to try to find traditional fund-raising opportunities for which to apply prior to turning to crowdfunding as an avenue for raising funds. If a crowdfunding platform is chosen for use, be advised that school personnel are expected to adhere to the following guidelines:
- A *Permission to Hold Fund-Raising Drive* form must be submitted, and approval obtained from the school principal and the Superintendent prior to posting a project on a crowdfunding platform.
- Any funds received as a result of the crowdfunding must be set up in the school's internal account. All funds should be recorded by the school in the School Funds accounting system at each school. No school banking information should ever be given out. A check should be requested to be mailed to the school in the name of the school, not an individual person.

Crowdfunding Guidelines… continued

- No crowdfunding accounts may be established in an individual teacher/staff member's name. **Crowdfunding accounts must be set up under a school's name and address**.
- Any materials received or purchased with crowdfunding sources must be included in the school's inventory.
- All materials and equipment purchased through crowdfunding platforms are the property of Butler County School System and should be handled according to the policies and procedures for materials and equipment. The materials and resources may move with a teacher from classroom to classroom within the building if the item has not been physically installed within the room.

Human Resource Information

NEW EMPLOYEE ORIENTATION

PAYROLL – WANDA WACHA

First Paycheck

- Nine month employees
  - September 30*
  - August 31* (13-month option)
- Ten and Eleven month employees
  - August 31*
- Twelve month employees
  - July 31*

**Checks are always issued on the last weekday of the calendar month.*

Mandatory Direct Deposit/Paperless Direct Deposit

Take Home Pay

- **Gross Pay** – before taxes and other deductions

- Less the Following if Applicable:
  - ✓ Federal Income Tax (based on **form W-4 Employee's Withholding Certificate)**
  - ✓ State Income Tax (based on form A4 Employees' Withholding Certificate)
  - ✓ FICA
  - ✓ Social Security (6.2% based on earnings)
  - ✓ Medicare (1.45% based on earnings)
  - ✓ Retirement – based on Tier Status
  - ✓ Insurance(s)
  - ✓ Other Deductions

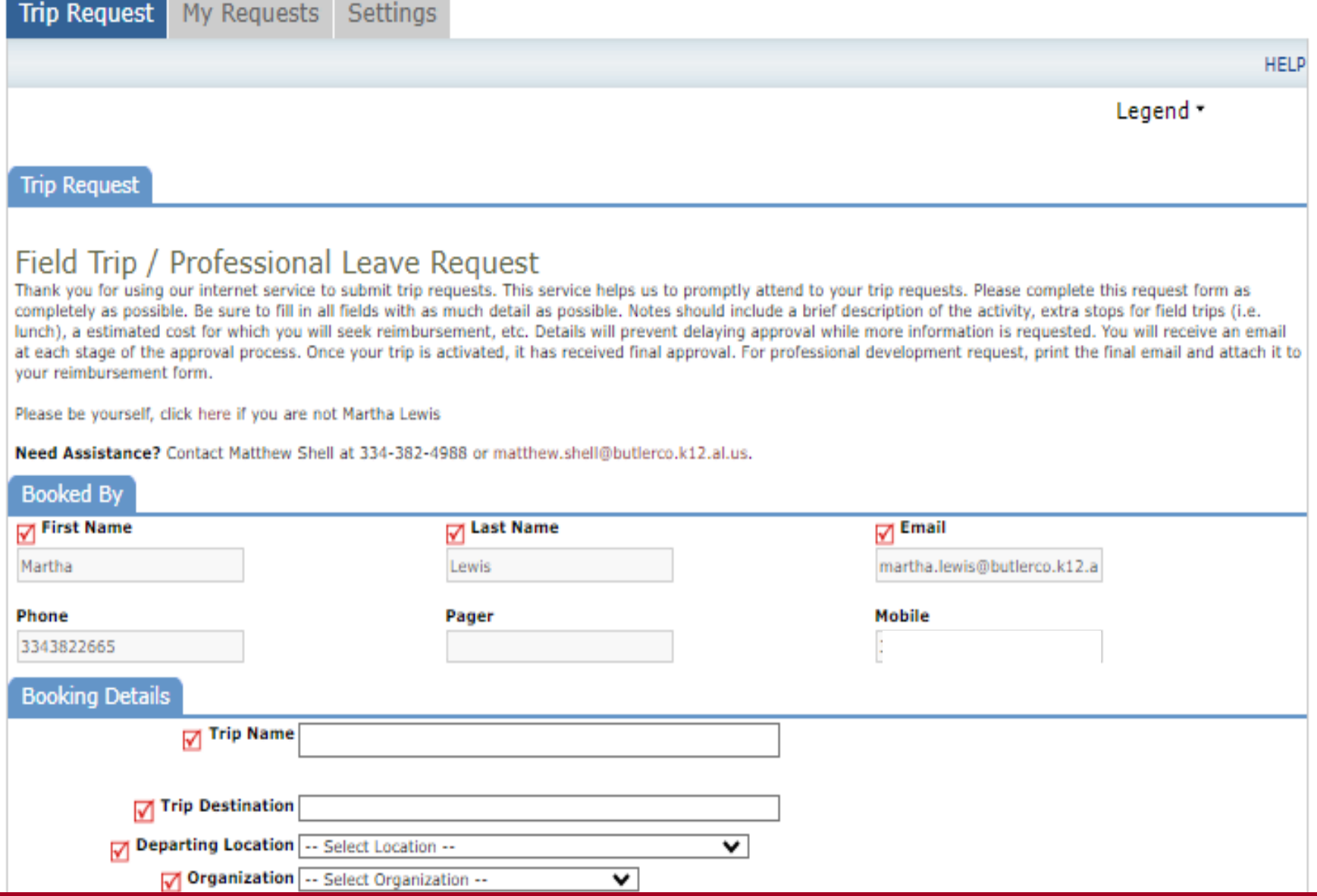
- **= Net Pay** – what you take home

Leave Types

- Sick
  - Follows your contract term – one day per month of employment
- Personal
  - 2 days per contract year (July – June)
  - 3 additional days at $60/each
- Vacation – only for 12-month employees
- Jury Duty
  - Jury Summons and Certificate of Service
- On the Job Injury – Report within 24 hours
  - Incident Report and Doctor's Excuse
- FMLA
  - Detailed paperwork to be filled out with HR department

Professional Development

- Purpose must be stated, approved by supervisor
- **Request must be submitted in Trip Direct** – this includes PD onsite. Should be entered 2 weeks prior to travel. Make sure you have received an approved copy before date of PD.
- Always attach the approval to travel reimbursement.
- Agendas are required! Should reflect dates & location.



Trip Direct

ACCESS THROUGH BOARD'S WEBSITE UNDER "FOR STAFF"

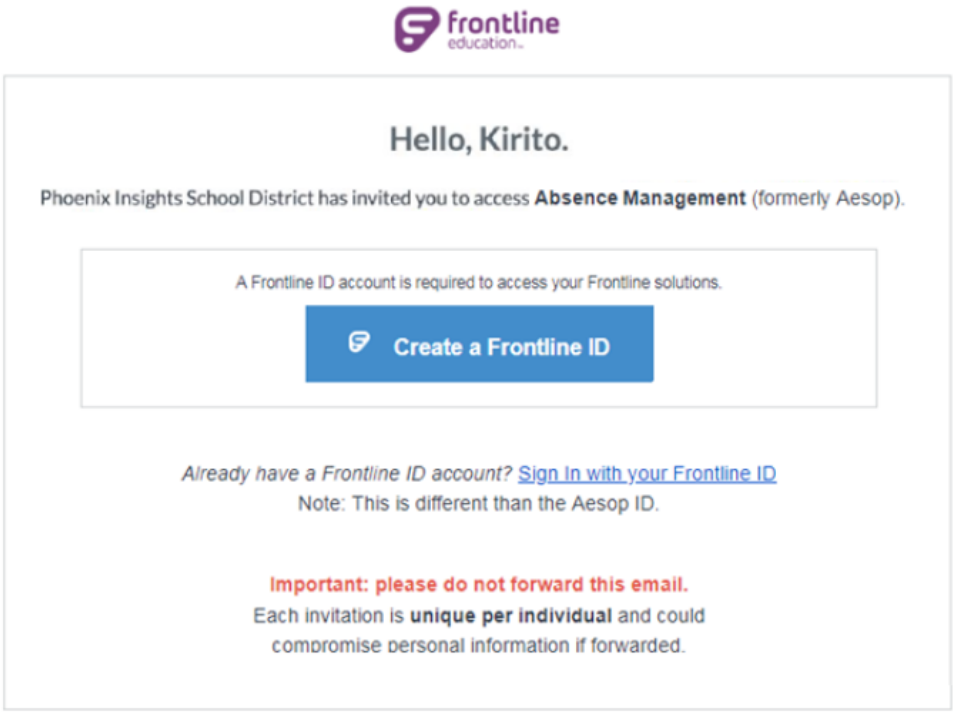
Absences

- Inform Secretary and Principal
- Let Secretary know what kind of day you will be taking.
- Sign Substitute voucher the next day.
- Complete Frontline Absence Management

Frontline Account Creation

Receiving an Email Invitation for Application Access

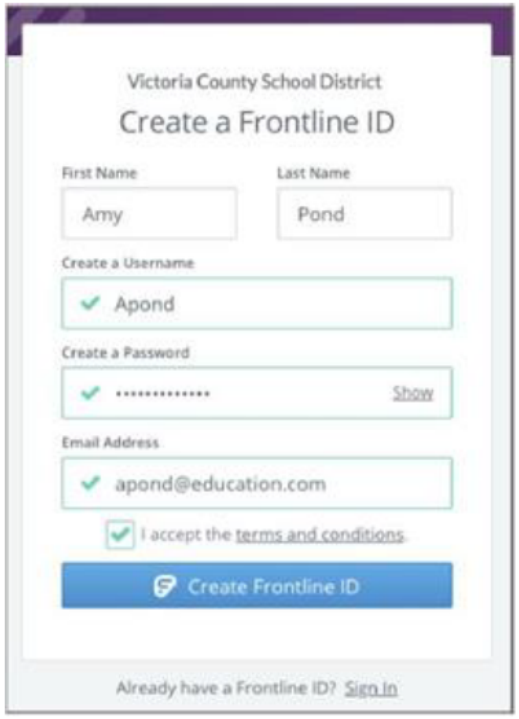
All users in Frontline Platform organizations will be sent an email invite similar to the example below, and the user must make the proper selections to either set up a new Frontline ID account or proceed with an existing account.



Frontline Account Creation

This link takes the user to a Sign In page where you must create login credentials in accordance to Frontline requirements:

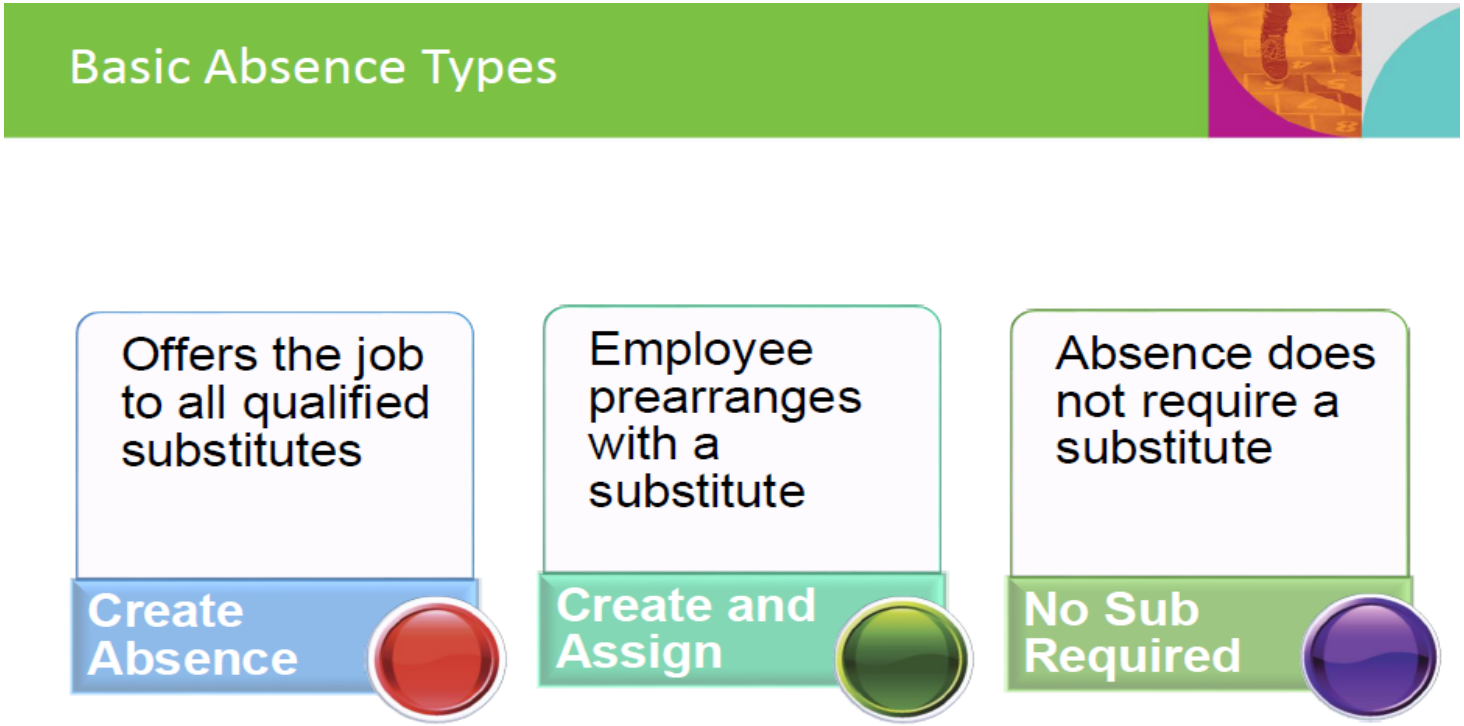
- The username must contain 1 alphabet character and at least 4 total characters. (Users can potentially use their email address, first initial and last name, or any different, district-preferred combination.)
- The password must have 1 alphabet character, 1 number or special character, and 8 total characters.
- Users must provide an email address to provide a means for password recovery and click the checkbox to accept the terms and conditions.



Once you are finished, you must click Create Frontline ID. The system will alert you if there are any issues with your selected username/password/email address.

Upon successful account creation, the system will sign you in with your new username and password and will require you use these credentials for any future logins. Employees and Substitutes will not be able to use your Frontline phone number or PIN to log into the website, only the Frontline Platform username and password.

Entering Absence into Frontline



https://absence-help.frontlineeducation.com/hc/en-us

Travel Policy (Section 4.10)

- Reimbursement for mileage is based on the state mileage reimbursement rate ($0.67/mile) and is from base or origin to destination and back, whichever is less. (Example – Your work location is Greenville and the PD is in Montgomery. The State allows 45 miles).
- Reimburse for lodging, meals, registration, coach airline tickets, parking and toll fees, checked bagging fee up to $50/round trip. All receipts should be presented for payment.
- Hotel expenses will be reimbursed for conferences and events located beyond a 75 mile radius. Hotels should be booked at the conference rate only.
- Meal allowance: $10 breakfast (prior to 6:30 a.m.): $15 Lunch (11 a.m. – 2 p.m.): $25 evening meal (6 p.m. – 8 p.m.)
- Must be submitted within 30 days of travel.

Reimbursement Process

- Complete Travel Form – forms are posted on the Board's website under Finance – Finance Forms
- Statement of Travel
- Travel Voucher
- State Mileage Chart

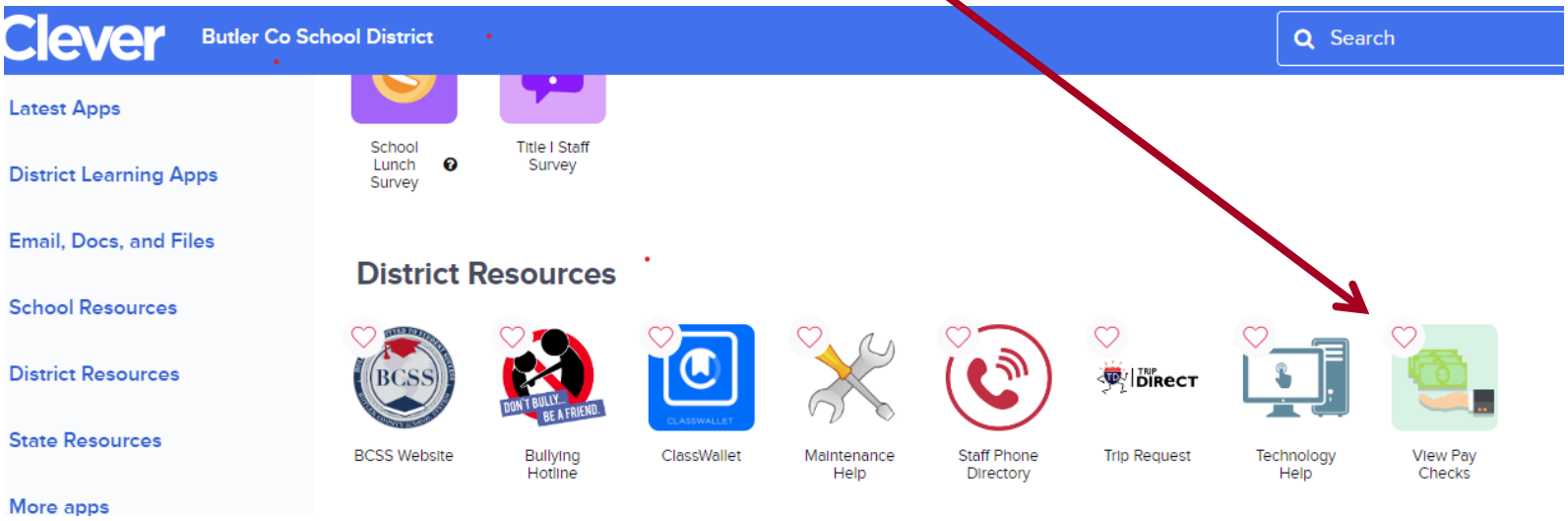
General Comments…

- All employees receiving compensation for any work performed on school premises must be paid through the school payroll system
  - Federal Wage and Hour requirement
  - No exceptions allowed
- Best point of contact – Secretary/Bookkeeper!

Employee Self Service - ESS

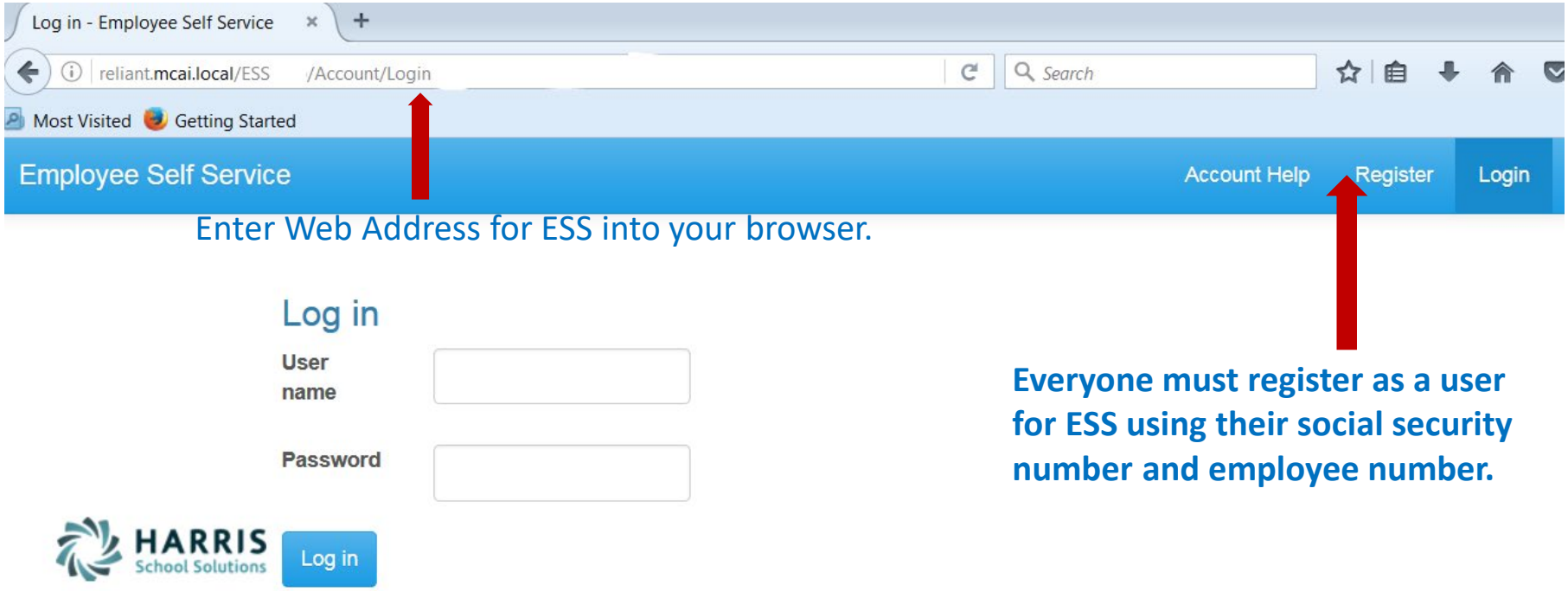
- Employees can…
- Access from any computer including cell phones
  - Access provided through Clever
- View/Print Pay Checks
- View/Print past check information
- View/Print W2s – current & past

ESS Access In Clever



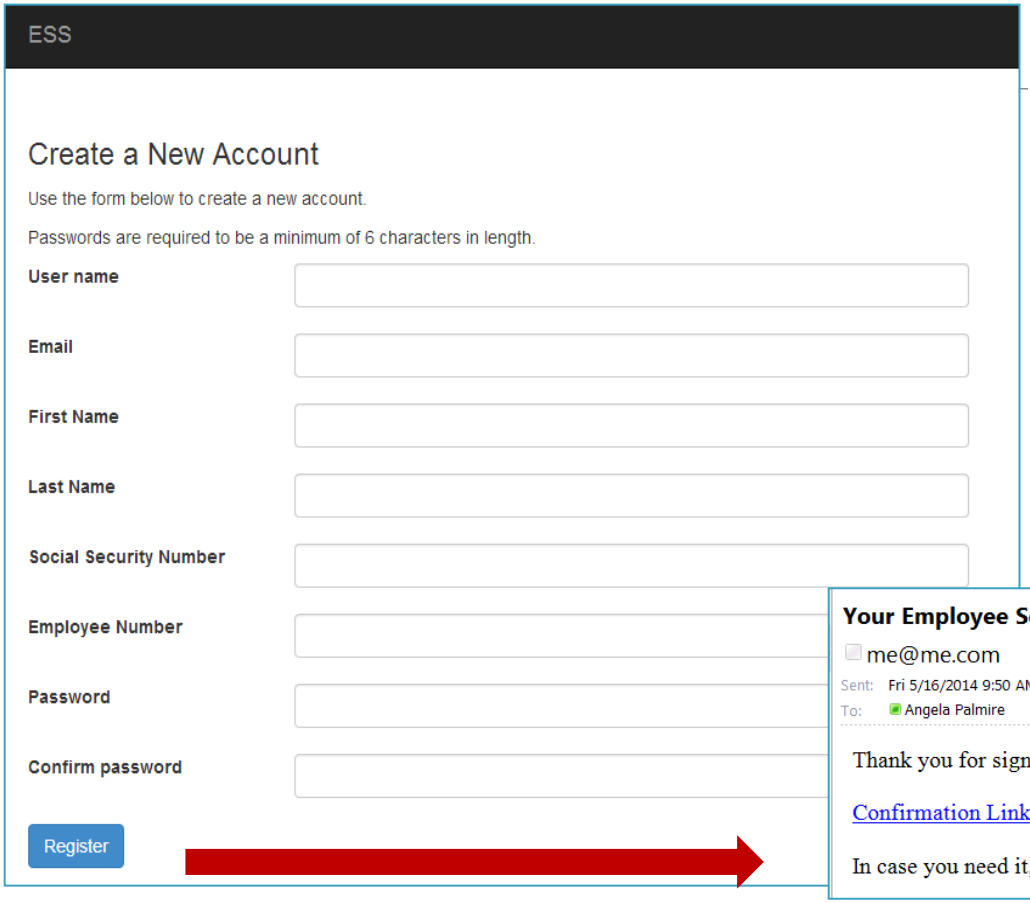
Employee Self Service – Register

Registration on Log In screen



Employee Self Service - Register

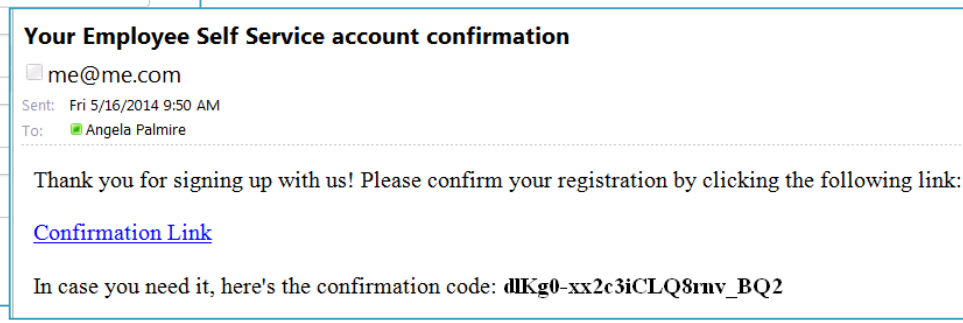
All employees must create an account in ESS.



Employee chooses their own User Name and Password. User name should not contain any special characters or spaces.

Social Security Number and Employee Number combination is validated in the payroll system.

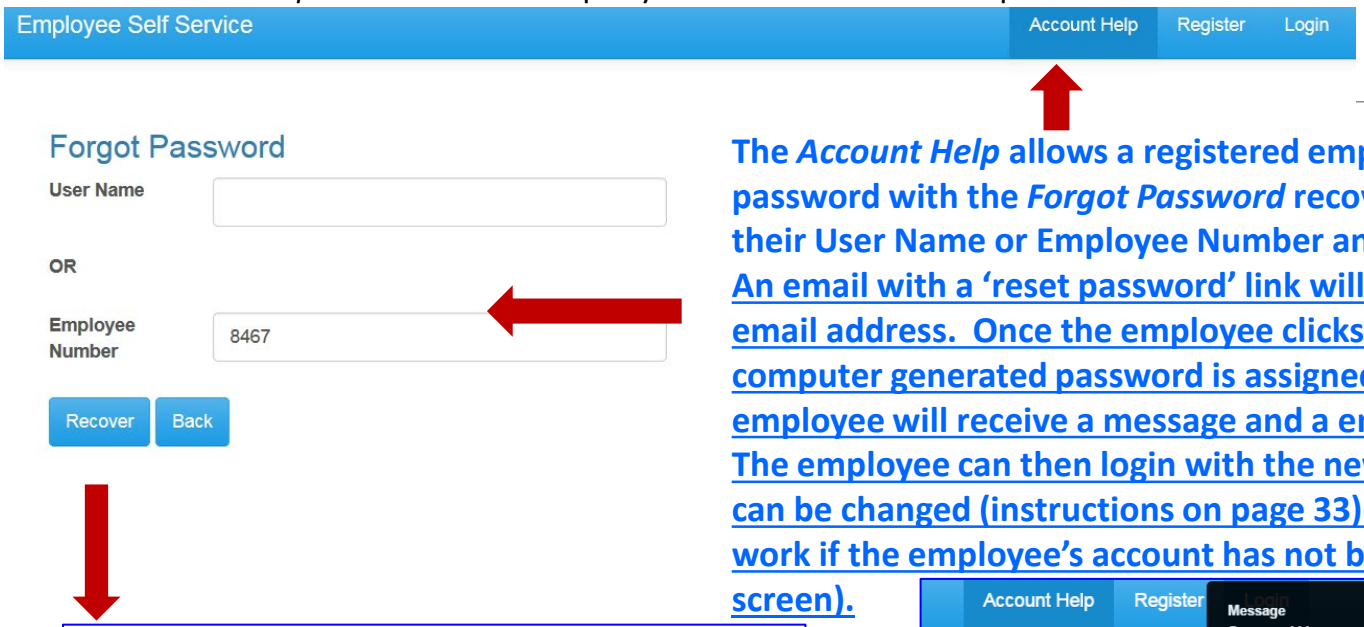
Email address will be used to send all notifications from ESS. This does NOT have to be a school district assigned email address. It may be an employee's personal email address.



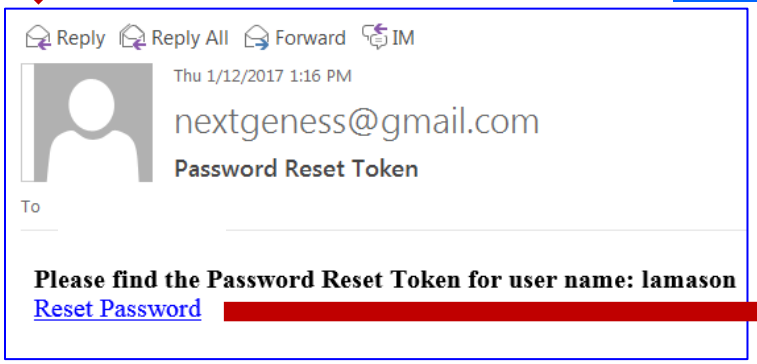
An email, with a confirmation link, will be sent to the email address the user provided when creating their account. User must use the confirmation link in the email to be confirmed as an authorized user for ESS.

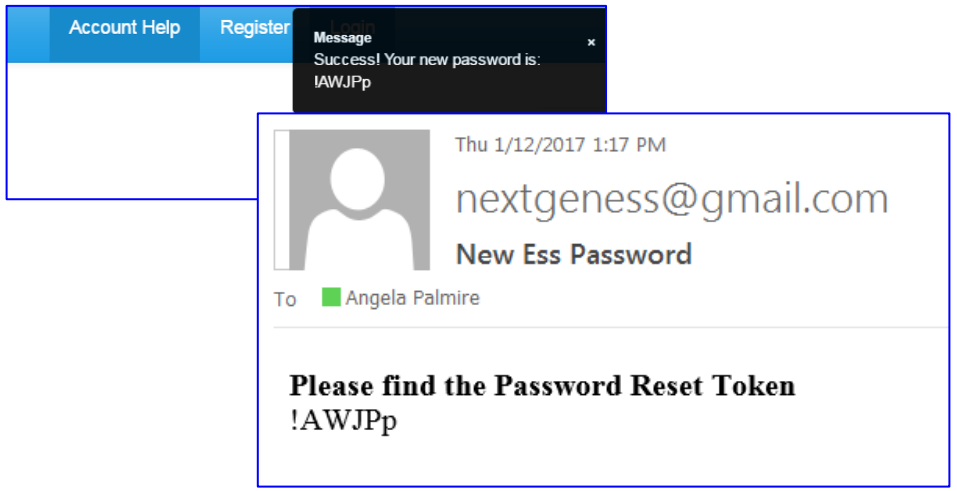
Employee Self Service – Account Help

Account Help allows the employee to recover their password.



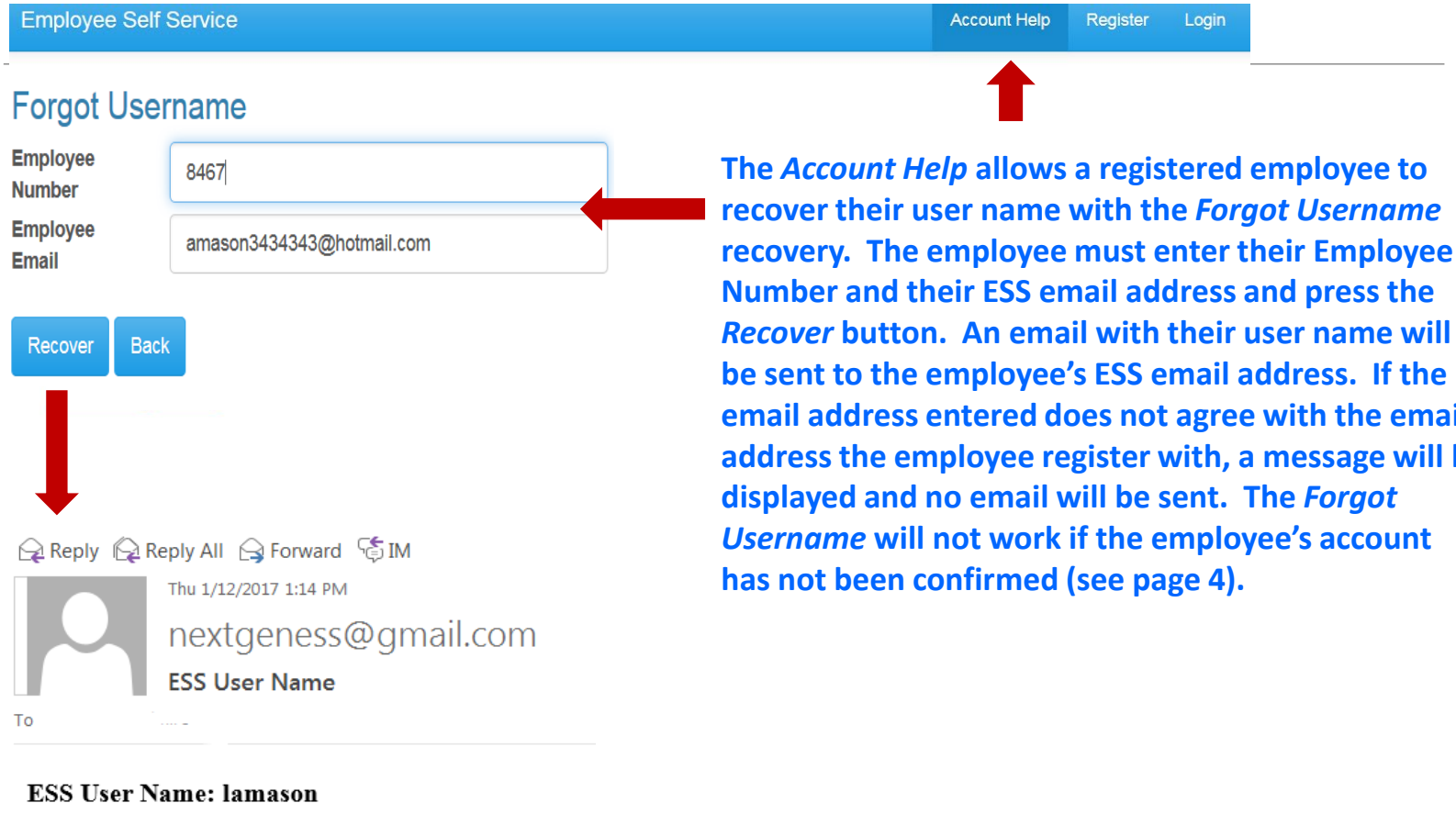
The *Account Help* allows a registered employee to recover their password with the *Forgot Password* recovery. The employee must enter their User Name or Employee Number and press the *Recover* button. An email with a 'reset password' link will be sent to employee's ESS email address. Once the employee clicks on the link in the email, a computer generated password is assigned to their user name. The employee will receive a message and a email with the new password. The employee can then login with the new password. The password can be changed (instructions on page 33). The *Forgot Password* will not work if the employee's account has not been confirmed (see previous screen).





Employee Self Service – Account Help

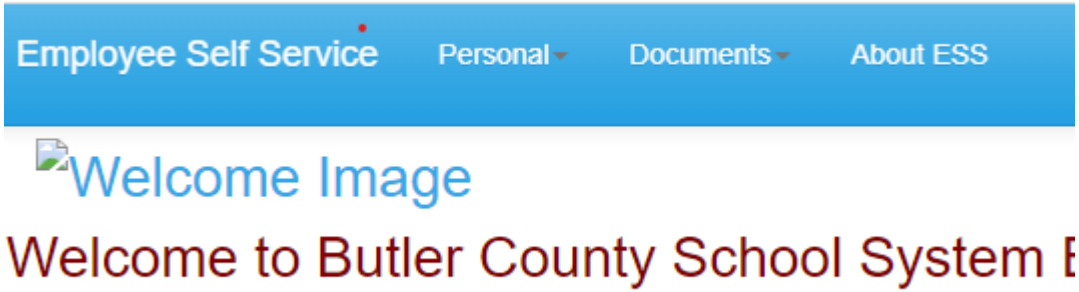
Account Help allows the employee to recover their user name.

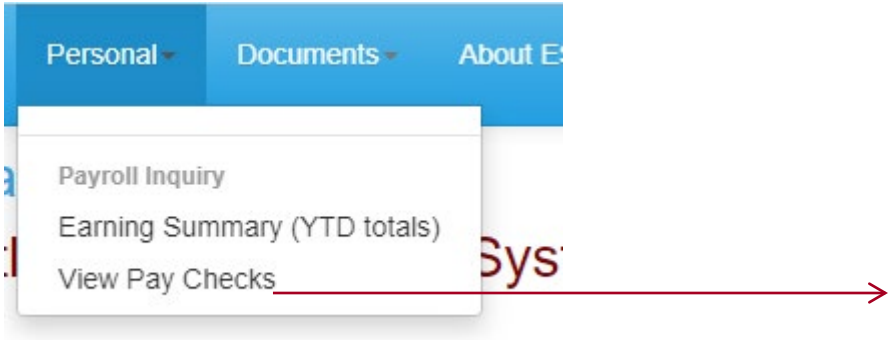


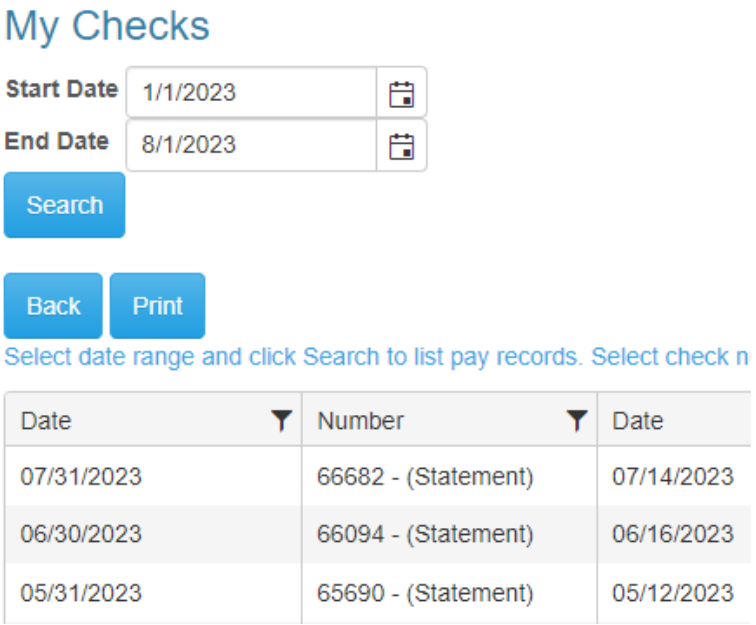
The *Account Help* allows a registered employee to recover their user name with the *Forgot Username* recovery. The employee must enter their Employee Number and their ESS email address and press the *Recover* button. An email with their user name will be sent to the employee's ESS email address. If the email address entered does not agree with the email address the employee register with, a message will be displayed and no email will be sent. The *Forgot Username* will not work if the employee's account has not been confirmed (see page 4).

Employee Self Service – Home Menu

Home screen menu will have Home–Employee and About ESS. The Home-Employee menu opens to other menu options. Employee will follow the links to the menu options they want..

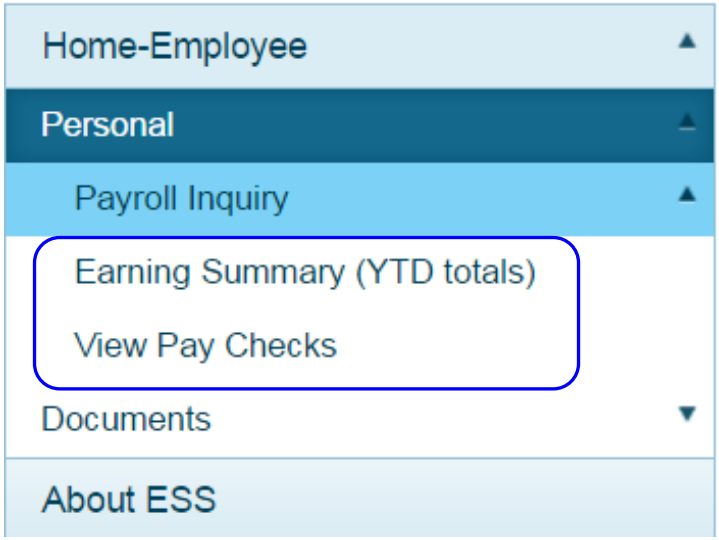






Employee Self Service–Personal/Payroll Inquiry

The Personal menu contains the sub-menu for Payroll Inquiry which includes the Inquiries available for the employee.

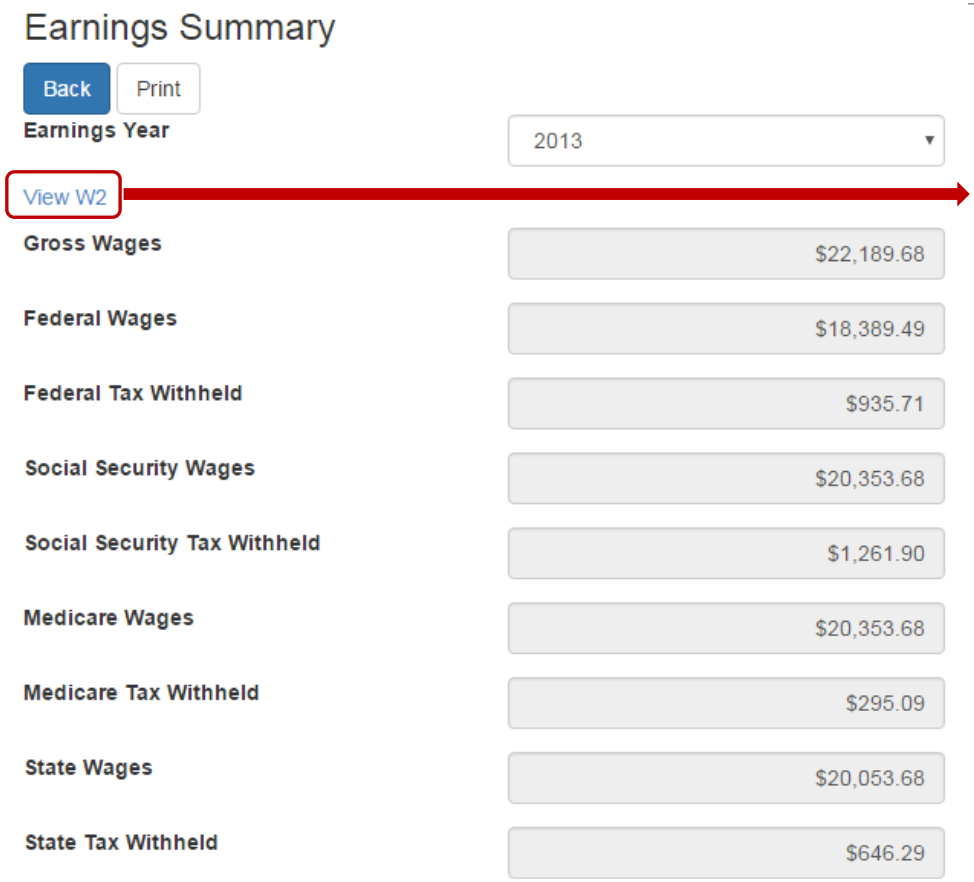


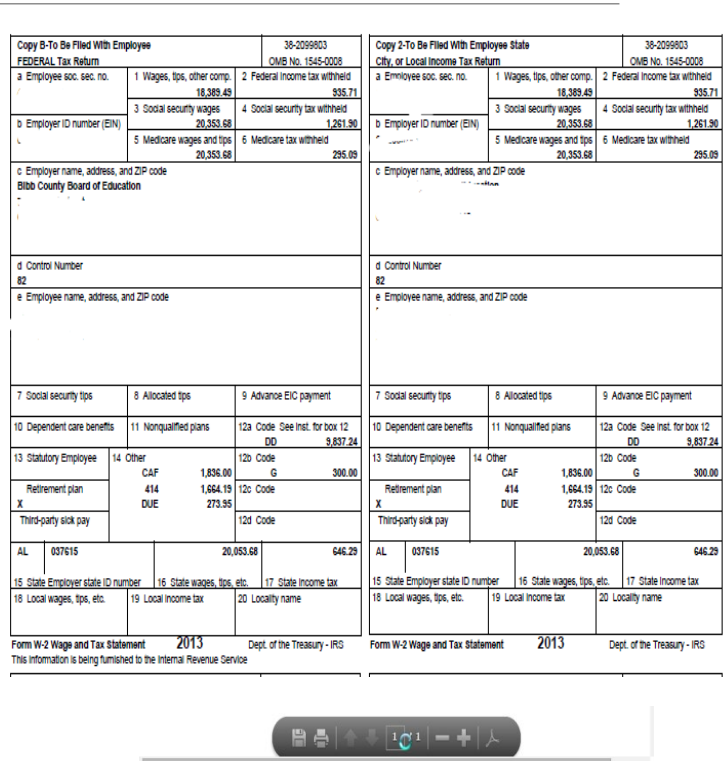
Employee Self Service – Earnings Summary

Employees can view and print their earnings summary by selecting the year they wish to view.

Employee Self Service-Earnings Summary (W2)

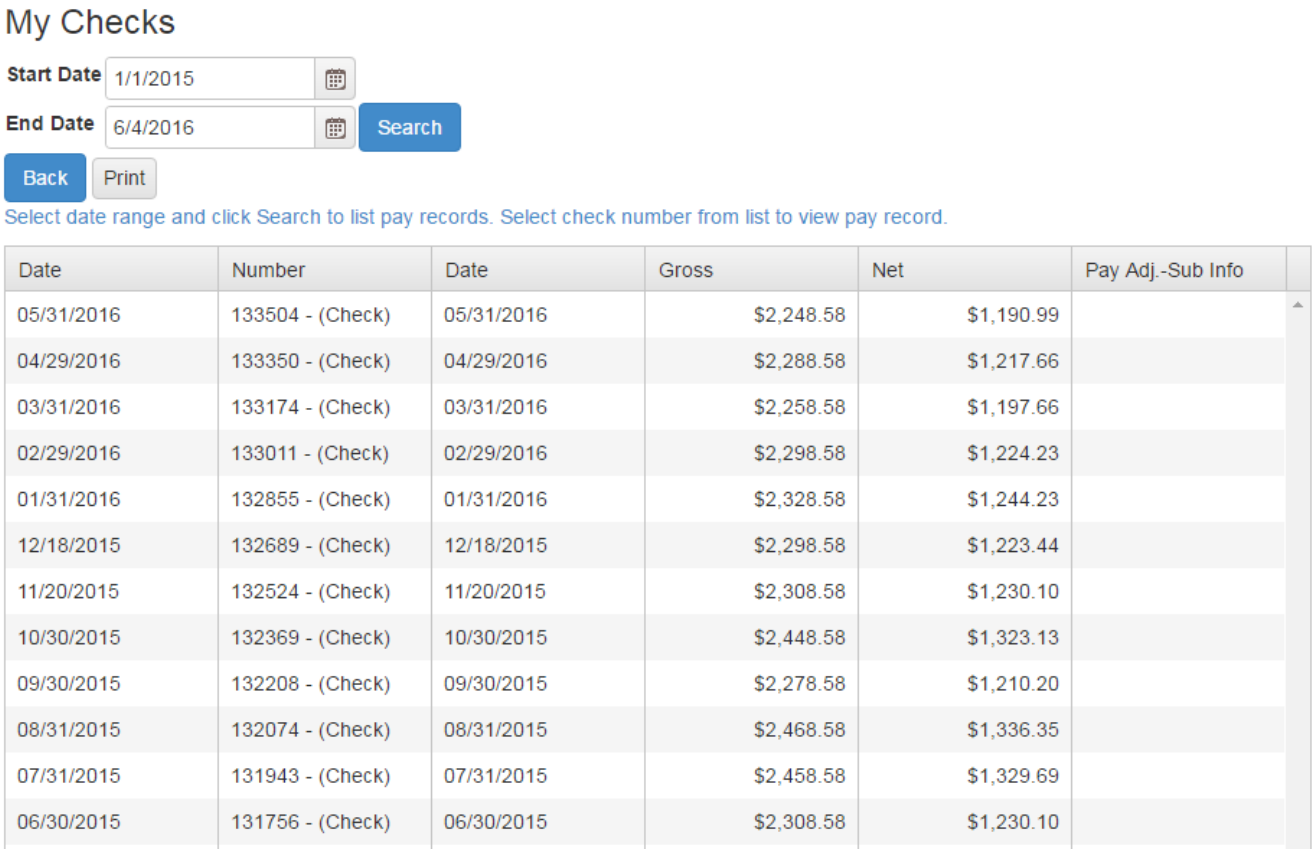
The employee can view and print their W2 for the selected year.





Employee Self Service – View Pay Checks

Employee can view and print check/statement summary for a specific check date range. The employee can view check detail by clicking on a particular check.



Date	Number	Date	Gross	Net	Pay Adj.-Sub Info
05/31/2016	133504 - (Check)	05/31/2016	$2,248.58	$1,190.99	
04/29/2016	133350 - (Check)	04/29/2016	$2,288.58	$1,217.66	
03/31/2016	133174 - (Check)	03/31/2016	$2,258.58	$1,197.66	
02/29/2016	133011 - (Check)	02/29/2016	$2,298.58	$1,224.23	
01/31/2016	132855 - (Check)	01/31/2016	$2,328.58	$1,244.23	
12/18/2015	132689 - (Check)	12/18/2015	$2,298.58	$1,223.44	
11/20/2015	132524 - (Check)	11/20/2015	$2,308.58	$1,230.10	
10/30/2015	132369 - (Check)	10/30/2015	$2,448.58	$1,323.13	
09/30/2015	132208 - (Check)	09/30/2015	$2,278.58	$1,210.20	
08/31/2015	132074 - (Check)	08/31/2015	$2,468.58	$1,336.35	
07/31/2015	131943 - (Check)	07/31/2015	$2,458.58	$1,329.69	
06/30/2015	131756 - (Check)	06/30/2015	$2,308.58	$1,230.10	

Employee Self Service – View Pay Checks

If an employee has extra pay, pay adjustments or substitute pay for a specific check, they can view detail information about the pay by clicking on *Adjusts/Sub Details* link.

My Checks

Start Date 1/1/2015 **End Date** 6/4/2016 Search

Back Print

Select date range and click Search to list pay records. Select check number from list to view pay record.

Date	Number	Date	Gross	Net	Pay Adj.-Sub Info
05/31/2016	133579 - (Check)	05/31/2016	$195.00	$180.08	Adjusts/Sub Details
04/29/2016	133425 - (Check)	04/29/2016	$65.00	$60.03	Adjusts/Sub Details
03/31/2016	133252 - (Check)	03/31/2016	$195.00	$180.08	Adjusts/Sub Details
02/29/2016	133089 - (Check)	02/29/2016	$260.00	$238.88	Adjusts/Sub Details
12/18/2015	132769 - (Check)	12/18/2015	$130.00		
11/20/2015	132602 - (Check)	11/20/2015	$195.00		
10/30/2015	132437 - (Check)	10/30/2015	$227.50		

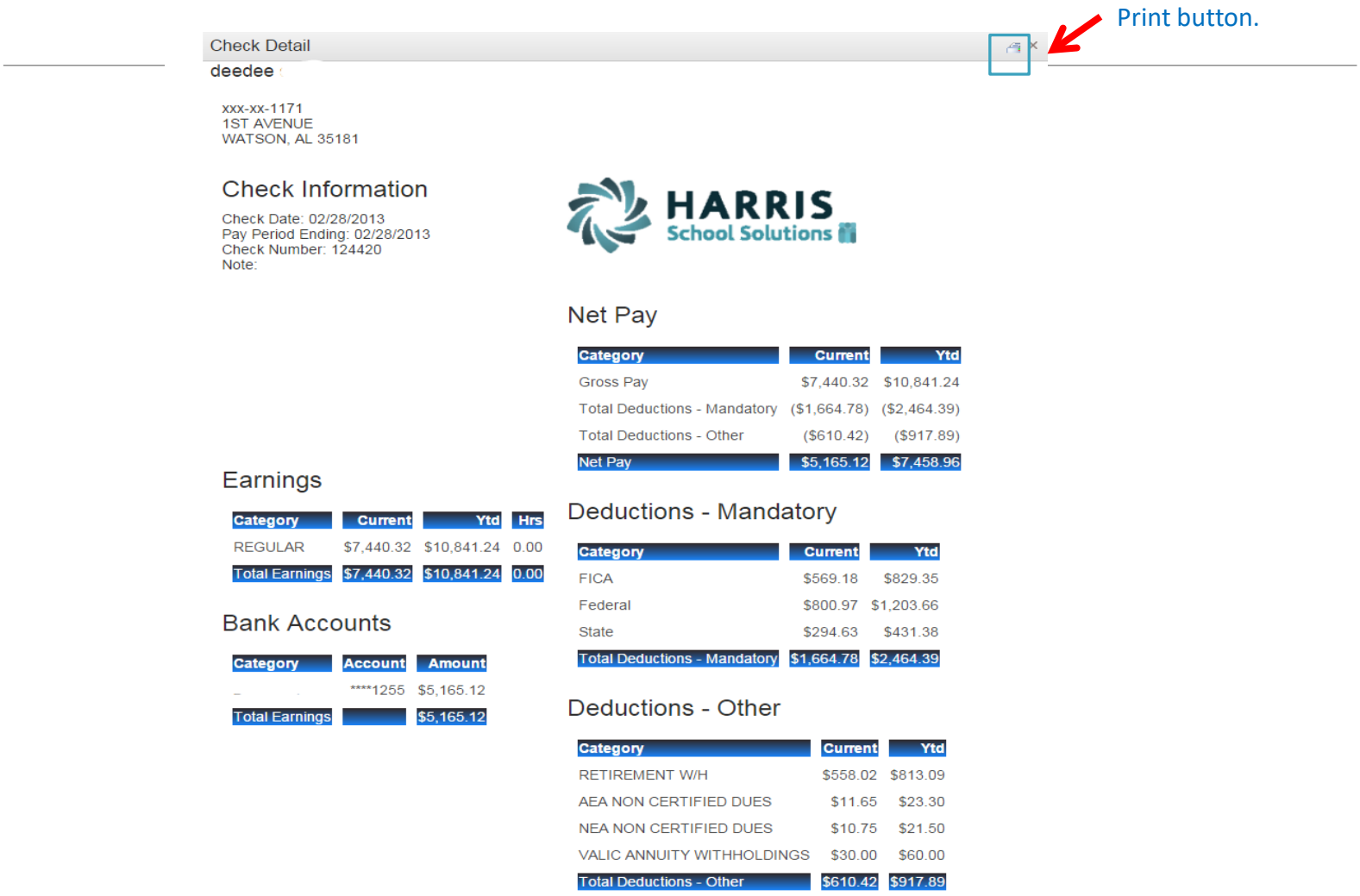
Pay Adj.-Sub Info

Adjustments to Pay/Substitutes List for:

Subbed For	Date	Day(s)	Pay Rate	Paid
WILLIAMS,	4/28/2016	0.50	$65.00	$32.50
WILLIAMS	4/26/2016	0.50	$65.00	$32.50
SMITH,	4/4/2016	0.50	$65.00	$32.50
LIGHTSEY,	4/26/2016	0.50	$65.00	$32.50
CHUC,	4/14/2016	0.50	$65.00	$32.50
CHUC,	4/15/2016	0.50	$65.00	$32.50
Totals		3		$195.00

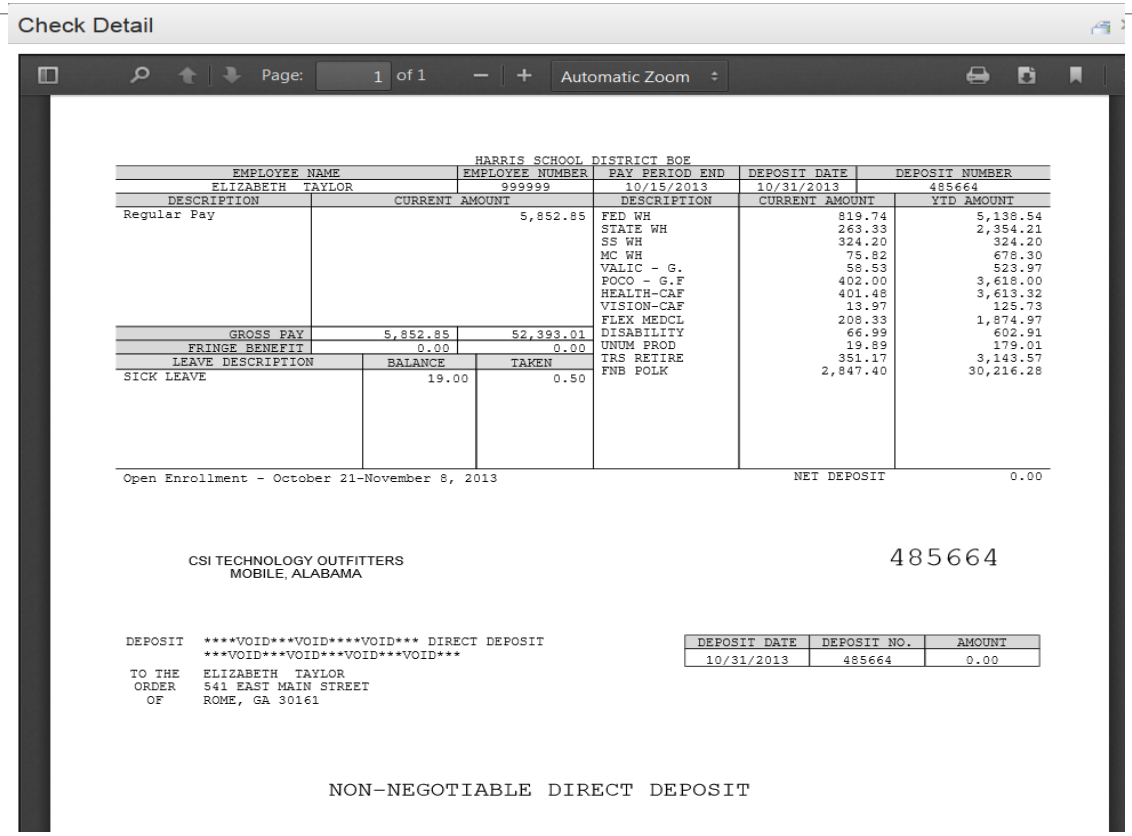
Employee Self Service – View Pay Checks

Employee's detail check information can be displayed and printed.



Employee Self Service – View Pay Checks

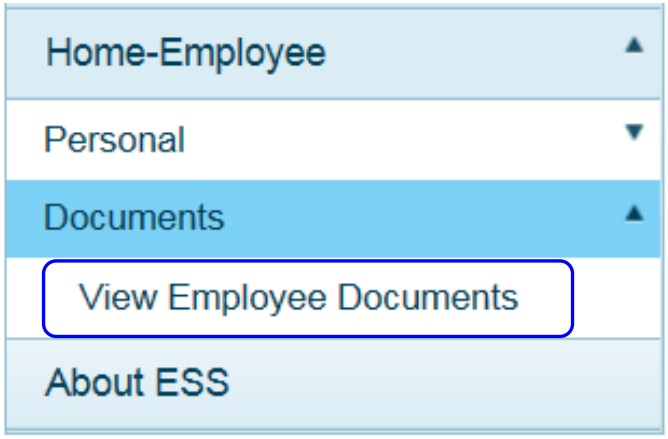
The check/statement detail will display as a copy of the original check/statement. The employee can also print a copy of the displayed check/statement.



Print toolbar is at bottom of check display.

Employee Self Service–Documents

Documents menu allows the employee to view their personal documents under View Employee Documents.



Employee Self Service–View Employee Documents

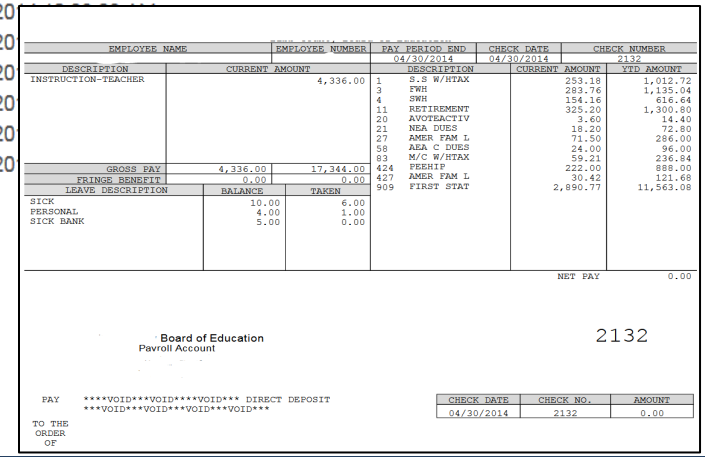
Employee can view and print their detail check information by selecting checks from drop down and pressing the search button. A list of all the employee check/statements will be displayed. Employee will then click on the check/statement to view and the check will open in a separate browser tab. The check/statement can then be printed or saved. Each tab that is opened with detail records must be closed manually when logging out of ESS.

Employee Documents

Checks

Search

Document	Document Type	Document Date
127566	Check	8/27/2013 11:20:14 AM
128078	Check	9/24/2013 1:53:20 PM
128591	Check	10/29/2013 2:44:58 PM
283	Check	11/20/2013 10:33:29 AM
648	Check	12/17/2013 2:27:14 PM
1016	Check	1/27/20
1386	Check	2/24/20
1756	Check	3/20/20
2132	Check	4/25/20
2508	Check	5/27/20
2883	Check	6/25/20



EMPLOYEE NAME	EMPLOYEE NUMBER	PAY PERIOD END	CHECK DATE	CHECK NUMBER
		04/30/2014	04/30/2014	2132

DESCRIPTION	CURRENT AMOUNT		DESCRIPTION	CURRENT AMOUNT	YTD AMOUNT
INSTRUCTION-TEACHER	4,336.00		1 S.S W/HTAX	253.18	1,012.72
			3 FWH	283.76	1,135.04
			4 SWH	154.16	616.64
			11 RETIREMENT	325.20	1,300.80
			20 AVCTEACTIV	3.60	14.40
			21 NEA DUES	18.20	72.80
			27 AMER FAM L	71.50	286.00
			58 AEA C DUES	24.00	96.00
			83 M/C W/HTAX	59.21	236.84
GROSS PAY	4,336.00	17,344.00	424 FEEHIP	222.00	888.00
FRINGE BENEFIT	0.00	0.00	427 AMER FAM L	30.42	121.68
			909 FIRST STAT	2,890.77	11,563.08

LEAVE DESCRIPTION	BALANCE	TAKEN
SICK	10.00	6.00
PERSONAL	4.00	1.00
SICK BANK	5.00	0.00

NET PAY 0.00

Board of Education
Payroll Account

2132

PAY ****VOID***VOID****VOID*** DIRECT DEPOSIT
VOIDVOID***VOID***VOID***

CHECK DATE	CHECK NO.	AMOUNT
04/30/2014	2132	0.00

TO THE ORDER OF

Employee Self Service–View Employee Documents

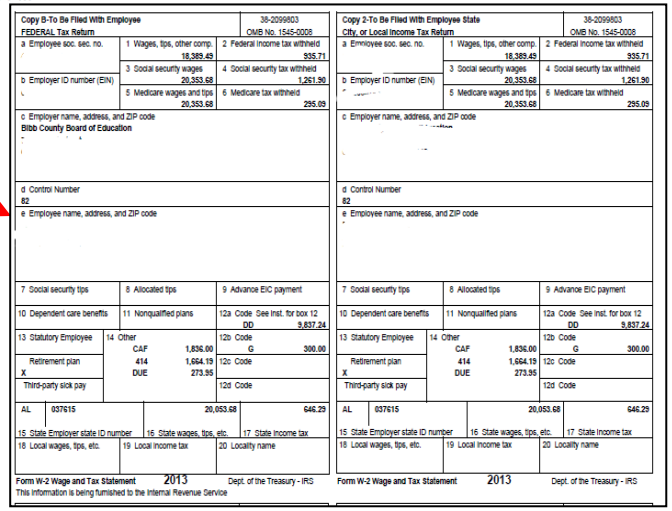
Employee can view and print their W2 records by selecting W2 from drop down and pressing the search button. A list of all the employee W2s by year will be displayed. Employee will click on the W2 to view the detail record. The document will open in a separate browser tab. The W2 can then be printed or saved. Each tab that is opened with detail records must be closed manually when logging out of ESS.

Employee Documents

W2

Search

Document		Document Type	Document Date
2013 W2	Board of Education	W2	2/6/2014 9:52:35 AM
2014 W2	Board of Education	W2	1/19/2015 12:27:50 PM



Copy B-To Be Filed With Employee FEDERAL Tax Return — 38-2099803 OMB No. 1545-0008

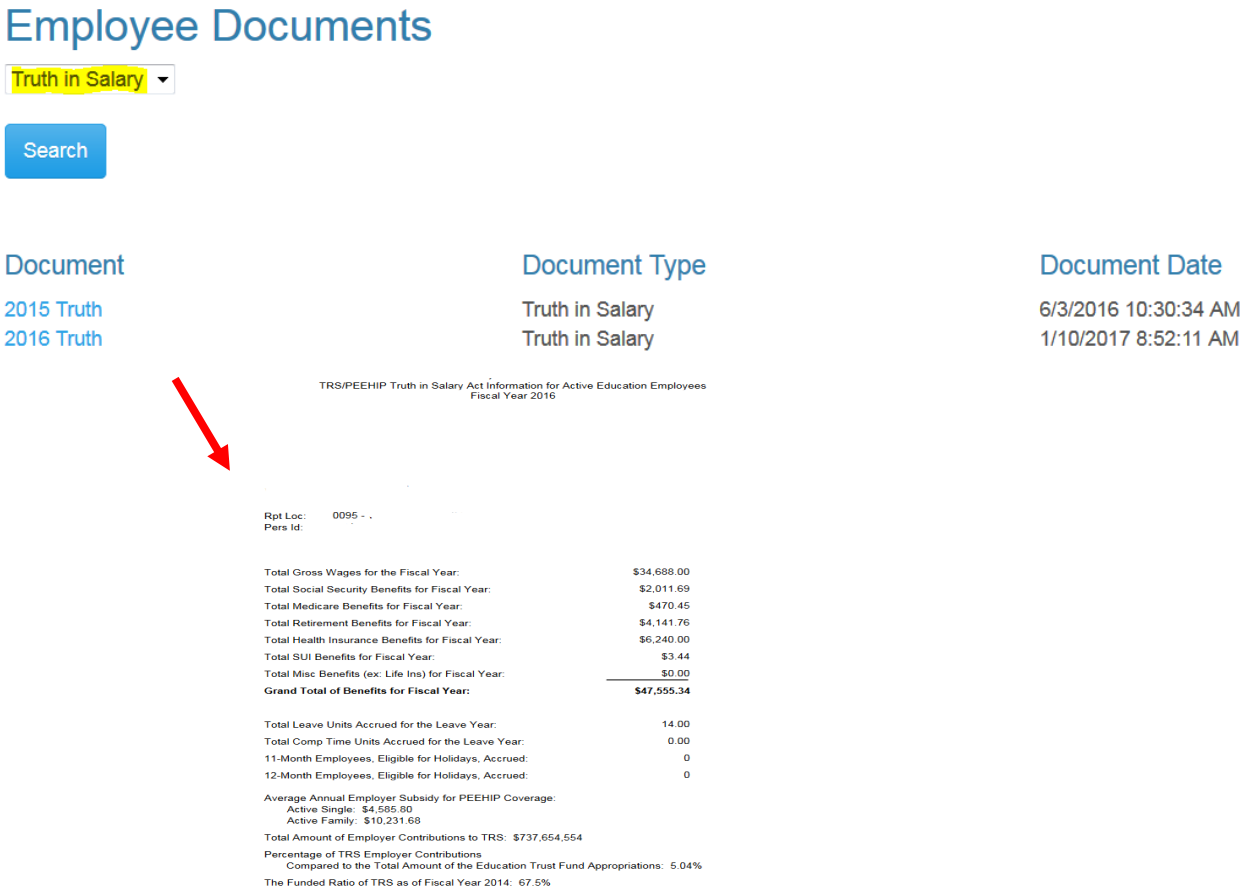
a Employee soc. sec. no.
1 Wages, tips, other comp. 18,389.45
2 Federal income tax withheld 935.71
3 Social security wages 20,353.68
4 Social security tax withheld 1,261.90
b Employer ID number (EIN)
5 Medicare wages and tips 20,353.68
6 Medicare tax withheld 295.09
c Employer name, address, and ZIP code
Bibb County Board of Education
d Control Number
82
e Employee name, address, and ZIP code
7 Social security tips
8 Allocated tips
9 Advance EIC payment
10 Dependent care benefits
11 Nonqualified plans
12a Code See inst. for box 12 DD 9,837.24
13 Statutory Employee
Retirement plan X
Third-party sick pay
14 Other CAF 1,836.00; 414 1,664.19; DUE 273.95
12b Code G 300.00
12c Code
12d Code
AL 037615 20,053.68 646.29
15 State Employer state ID number
16 State wages, tips, etc.
17 State income tax
18 Local wages, tips, etc.
19 Local income tax
20 Locality name
Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury - IRS
This information is being furnished to the Internal Revenue Service

Copy 2-To Be Filed With Employee State City, or Local Income Tax Return — 38-2099803 OMB No. 1545-0008

a Employee soc. sec. no.
1 Wages, tips, other comp. 18,389.45
2 Federal income tax withheld 935.71
3 Social security wages 20,353.68
4 Social security tax withheld 1,261.90
b Employer ID number (EIN)
5 Medicare wages and tips 20,353.68
6 Medicare tax withheld 295.09
c Employer name, address, and ZIP code
d Control Number
82
e Employee name, address, and ZIP code
7 Social security tips
8 Allocated tips
9 Advance EIC payment
10 Dependent care benefits
11 Nonqualified plans
12a Code See inst. for box 12 DD 9,837.24
13 Statutory Employee
Retirement plan X
Third-party sick pay
14 Other CAF 1,836.00; 414 1,664.19; DUE 273.95
12b Code G 300.00
12c Code
12d Code
AL 037615 20,053.68 646.29
15 State Employer state ID number
16 State wages, tips, etc.
17 State income tax
18 Local wages, tips, etc.
19 Local income tax
20 Locality name
Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury - IRS

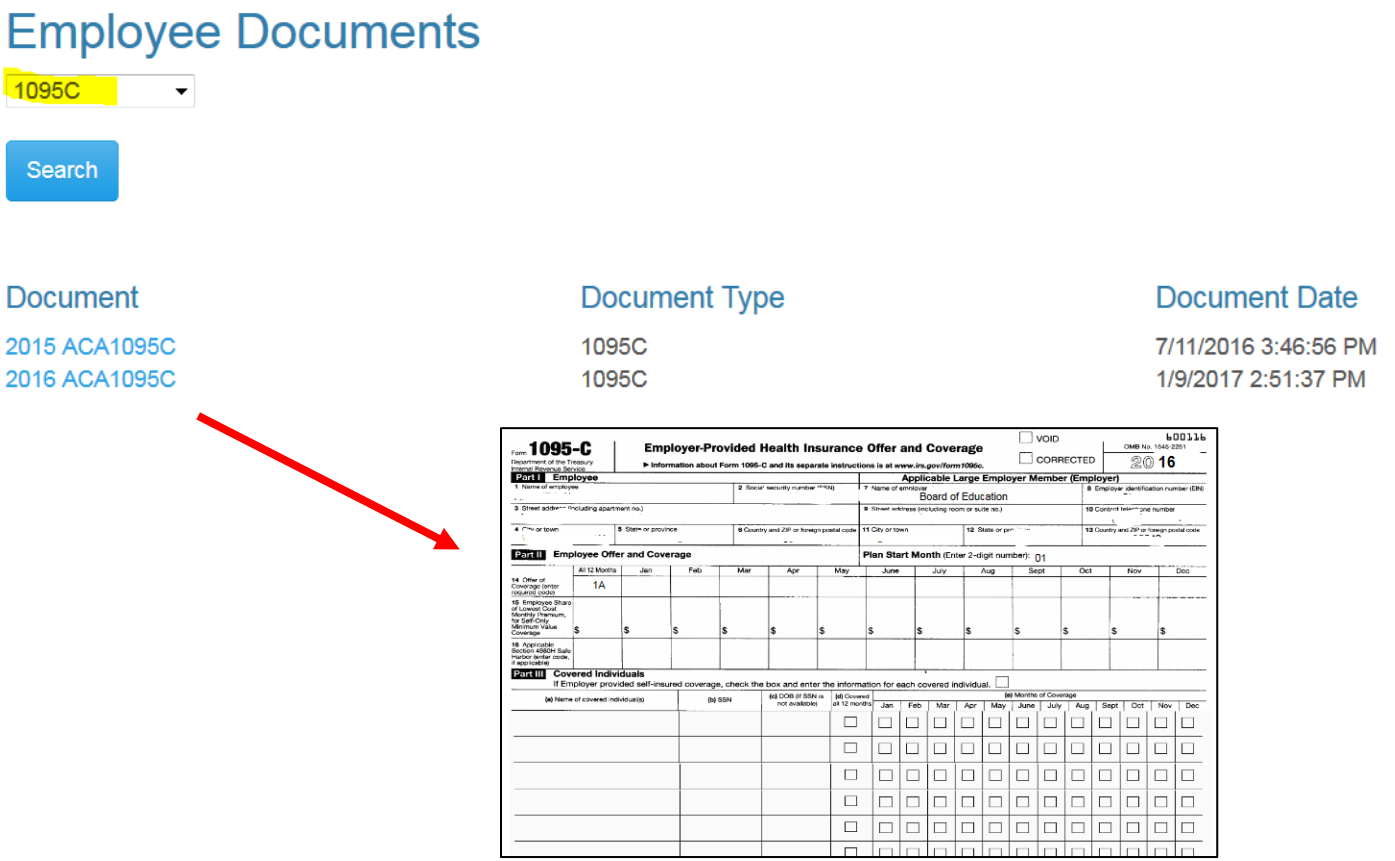
Employee Self Service–View Employee Documents

Employee can view and print their Truth In Salary documents by selecting Truth In Salary from drop down and pressing the search button. A list of all the employee's document by year will be displayed. Employee will click on the document to view the detail. The document will open in a separate browser tab. The document can then be printed or saved. Each tab that is opened with a detail record must be closed manually when logging out of ESS.



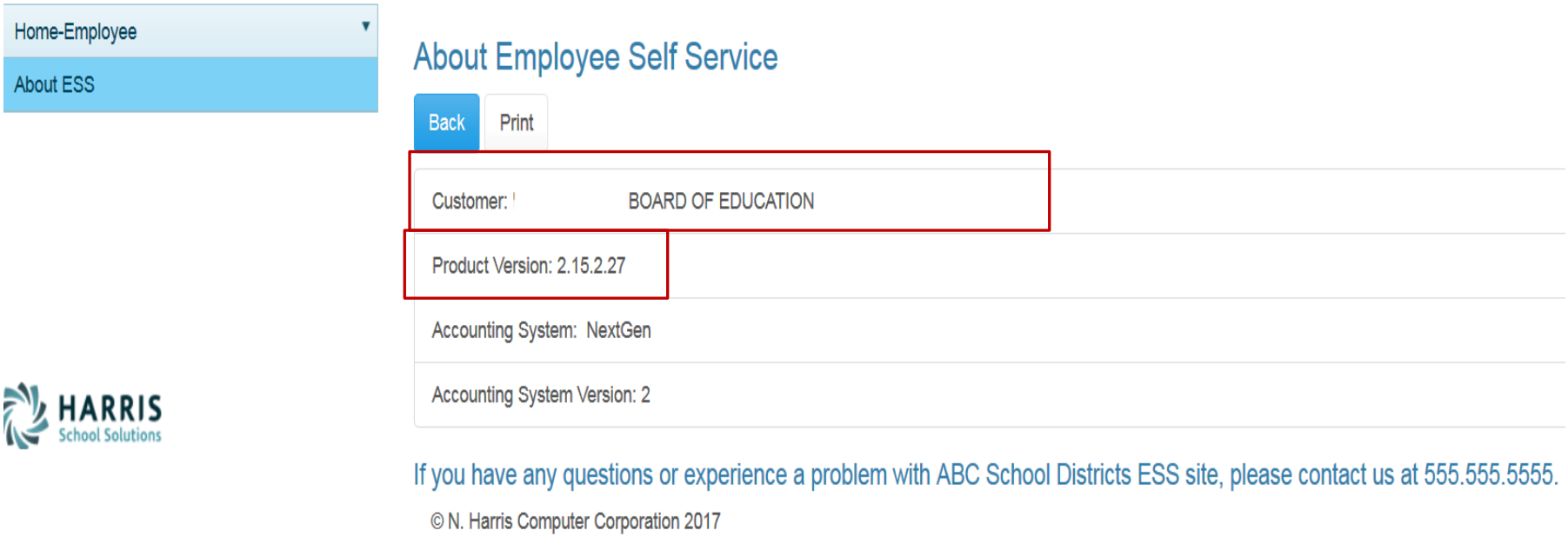
Employee Self Service–View Employee Documents

Employee can view and print their 1095C documents by selecting 1095C from drop down and pressing the search button. A list of all the employee's document by year will be displayed. Employee will click on the document to view the detail. The document will open in a separate browser tab. The document can then be printed or saved. Each tab that is opened with a detail record must be closed manually when logging out of ESS.



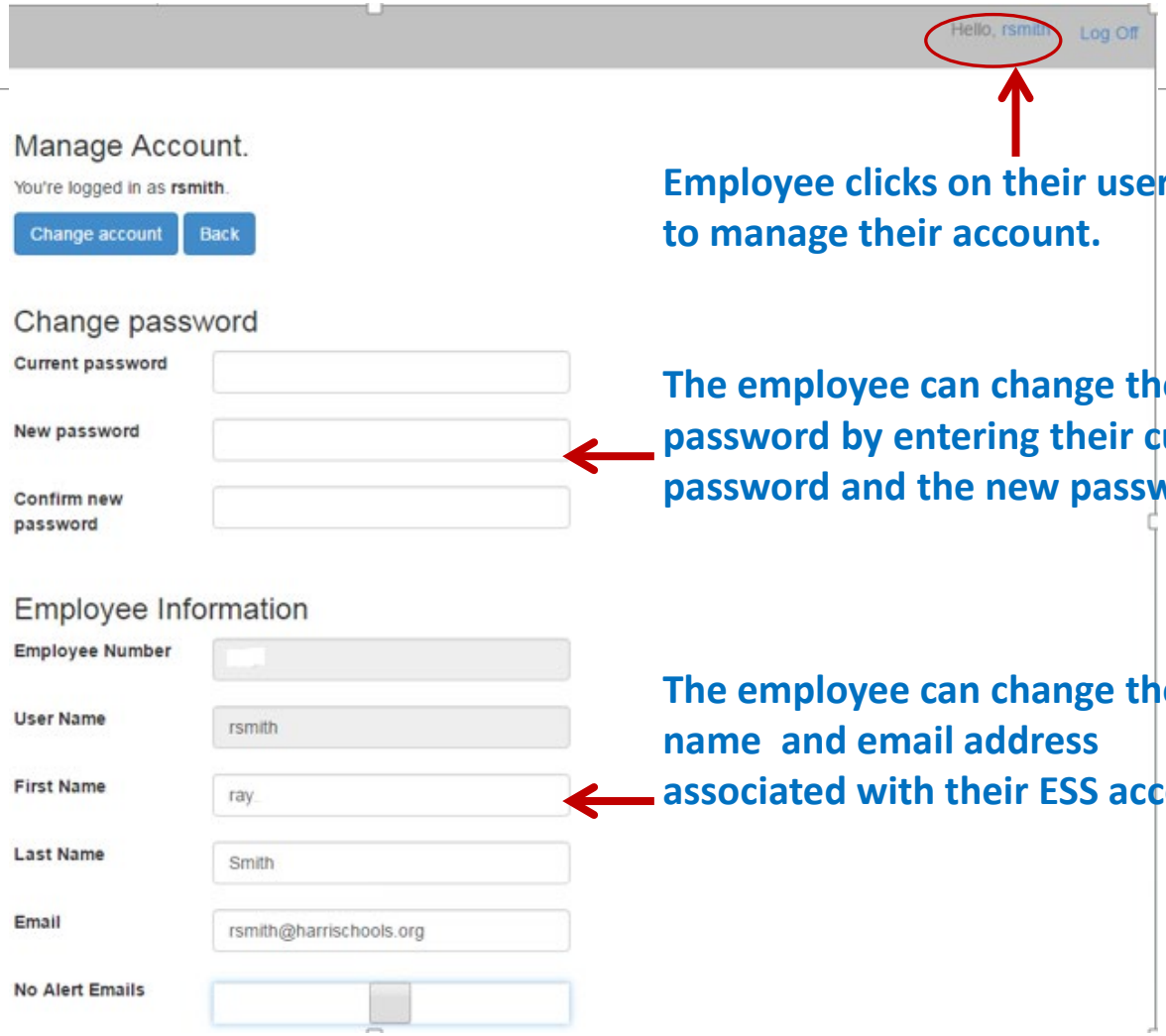
Employee Self Service – About ESS

The *About ESS* Menu option identifies the Product Version and the District. The District's contact information for Employee Self Service can also be displayed here.



Employee Self Service – Manage Account

An employee can manage their ESS account by clicking on their user name in the toolbar.



Employee clicks on their user name to manage their account.

The employee can change their password by entering their current password and the new password.

The employee can change the name and email address associated with their ESS account.

Retirement

- Teachers' Retirement System – Tier 1 – 7.5%
  - Began working before January 1, 2013
  - 10 years service – retire at age sixty
  - 25 years service – retire at any age
  - After just 10 years of service, you become "vested" in the Teacher's Retirement System.
  - Sick leave can be used to determine years of creditable service for retirement purposes.

Retirement

- Teachers' Retirement System – Tier 2 – 6.2%
  - Began work after January 1, 2013
  - 10 years service – retire at age sixty-two
  - 30 years service – retire at any age
  - After just 10 years of service, you become "vested" in the Teacher's Retirement System.
  - ~~Tier 2 employees cannot use accumulated sick leave in determining their amount of creditable service~~. Now allowable in accordance with Act 2021-537.

Sick Leave Conversion Chart

TRS OF ALABAMA

TRS Agency Manual

SICK LEAVE CONVERSION CHART

Accumulated Sick Leave Days	Months of Service
0-7	0
8-22	1
23-37	2
38-52	3
53-67	4
68-82	5
83-97	6
98-112	7
113-127	8
128-142	9
143-157	10
158-172	11
173-187	12
188-202	13
203-217	14
218-232	15
233-247	16
248-262	17
263-277	18
278-292	19
293-307	20
308-322	21
323-337	22
338-352	23
353-367	24
368-382	25
383-397	26
398-412	27
413-427	28
428-442	29

TRS Tier 1 Active Members | The

rsa-al.gov/trs/tier-1-active-members/

BCSS | Inbox (21) - martha.... | Butler County Boar... | STAARS Log-In | Alabama LEA Fiscal... | Alabama LEA Accou... | Truist | Personal Ba... | Welcome to EFTPS...

MEMBER LOG IN | EMPLOYERS | ABOUT RSA | REAL ESTATE | SEARCH

A− A+

TRS | ERS | PEEHIP | JRF | RSA-1

877.517.0020 CONTACT

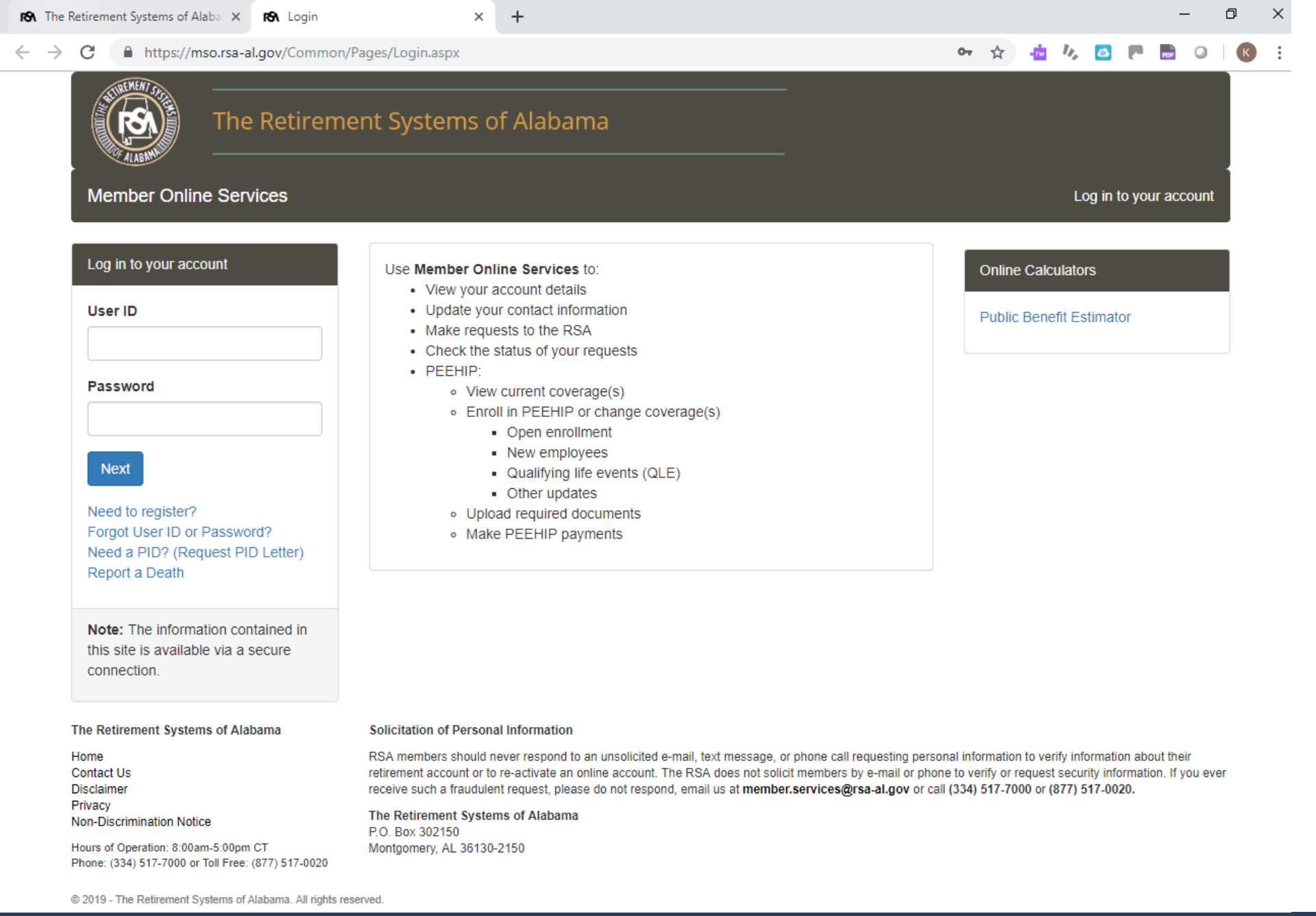
TEACHERS' RETIREMENT SYSTEM

TRS > ACTIVE MEMBERS

ACTIVE MEMBERS

TRS Tier 1 Active Members: Any member of the TRS who had service credit with the ERS or TRS prior to January 1, 2013.

TRS Tier 2 Active Members: Any member of the TRS who had no


The Retirement Systems of Alaba
Login
https://mso.rsa-al.gov/Common/Pages/Login.aspx
The Retirement Systems of Alabama
Member Online Services
Log in to your account
Log in to your account
User ID
Password
Next
Need to register?
Forgot User ID or Password?
Need a PID? (Request PID Letter)
Report a Death
Note: The information contained in this site is available via a secure connection.
Use Member Online Services to:
View your account details
Update your contact information
Make requests to the RSA
Check the status of your requests
PEEHIP:
View current coverage(s)
Enroll in PEEHIP or change coverage(s)
Open enrollment
New employees
Qualifying life events (QLE)
Other updates
Upload required documents
Make PEEHIP payments
Online Calculators
Public Benefit Estimator
The Retirement Systems of Alabama
Home
Contact Us
Disclaimer
Privacy
Non-Discrimination Notice
Hours of Operation: 8:00am-5:00pm CT
Phone: (334) 517-7000 or Toll Free: (877) 517-0020
Solicitation of Personal Information
RSA members should never respond to an unsolicited e-mail, text message, or phone call requesting personal information to verify information about their retirement account or to re-activate an online account. The RSA does not solicit members by e-mail or phone to verify or request security information. If you ever receive such a fraudulent request, please do not respond, email us at member.services@rsa-al.gov or call (334) 517-7000 or (877) 517-0020.
The Retirement Systems of Alabama
P.O. Box 302150
Montgomery, AL 36130-2150
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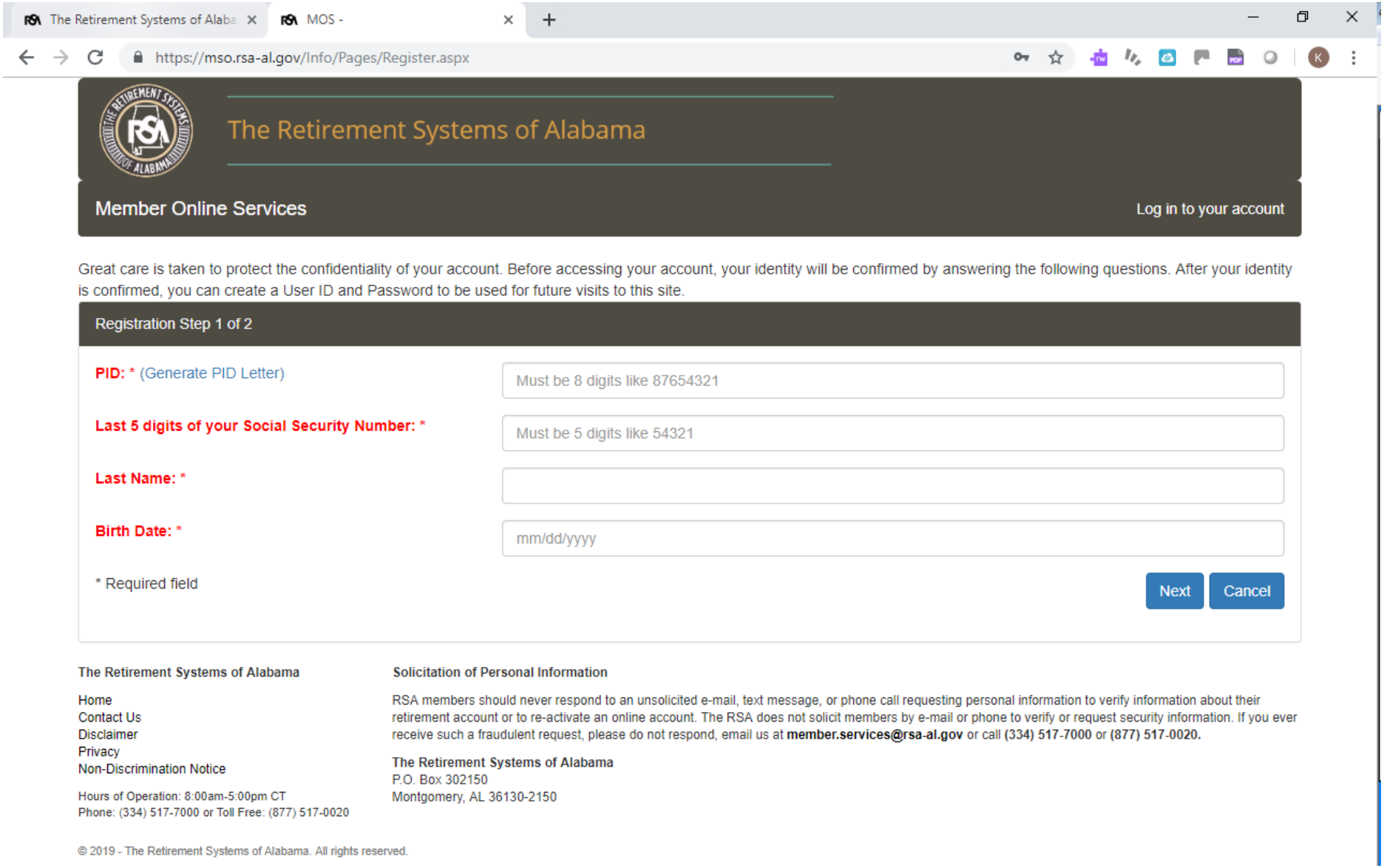
The Retirement Systems of Alaba
MOS -
https://mso.rsa-al.gov/Info/Pages/Register.aspx
The Retirement Systems of Alabama
Member Online Services
Log in to your account
Great care is taken to protect the confidentiality of your account. Before accessing your account, your identity will be confirmed by answering the following questions. After your identity is confirmed, you can create a User ID and Password to be used for future visits to this site.
Registration Step 1 of 2
PID: * (Generate PID Letter)
Must be 8 digits like 87654321
Last 5 digits of your Social Security Number: *
Must be 5 digits like 54321
Last Name: *
Birth Date: *
mm/dd/yyyy
* Required field
Next
Cancel
The Retirement Systems of Alabama
Home
Contact Us
Disclaimer
Privacy
Non-Discrimination Notice
Hours of Operation: 8:00am-5:00pm CT
Phone: (334) 517-7000 or Toll Free: (877) 517-0020
Solicitation of Personal Information
RSA members should never respond to an unsolicited e-mail, text message, or phone call requesting personal information to verify information about their retirement account or to re-activate an online account. The RSA does not solicit members by e-mail or phone to verify or request security information. If you ever receive such a fraudulent request, please do not respond, email us at member.services@rsa-al.gov or call (334) 517-7000 or (877) 517-0020.
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P.O. Box 302150
Montgomery, AL 36130-2150
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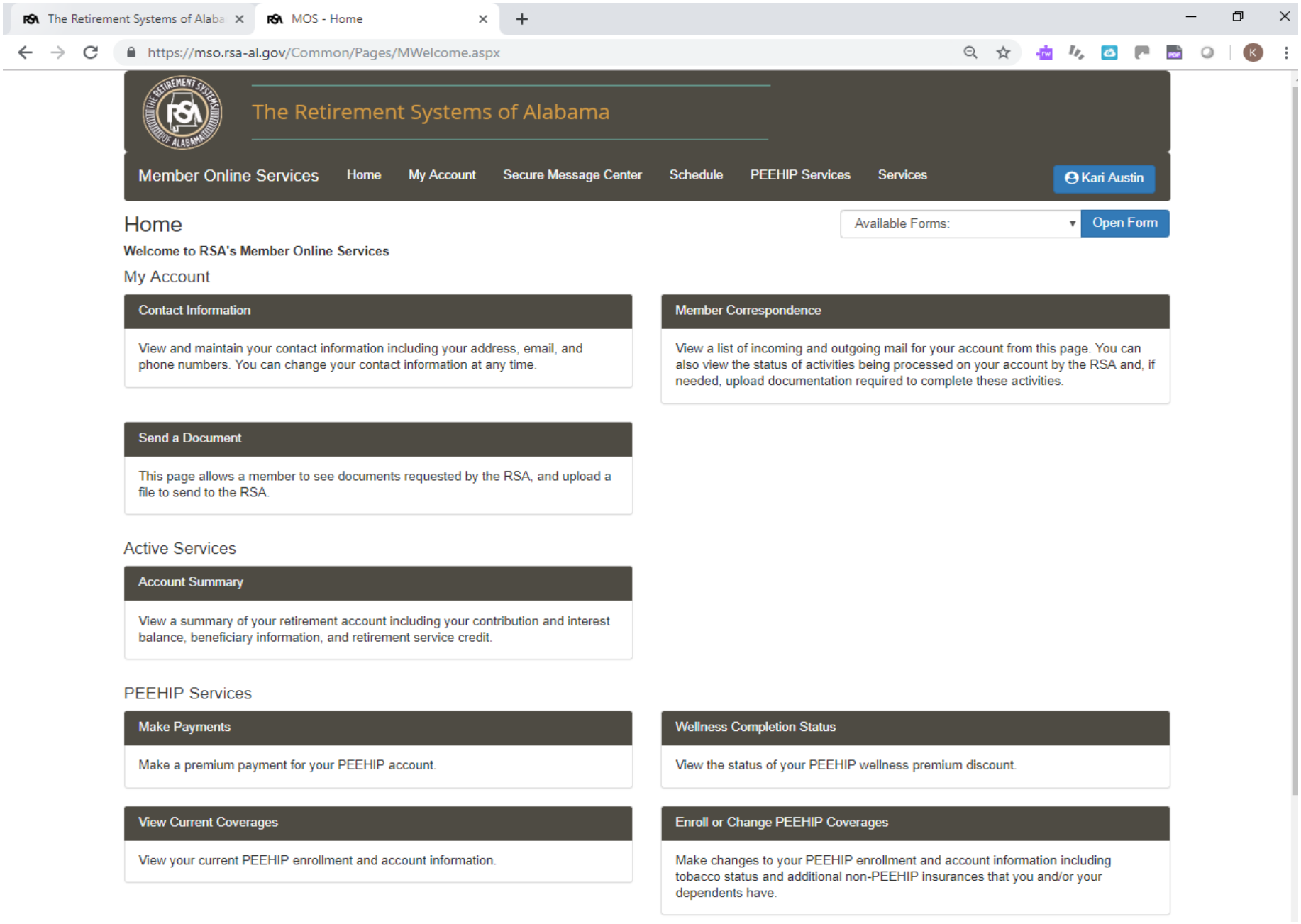
The Retirement Systems of Alaba
MOS - Home
https://mso.rsa-al.gov/Common/Pages/MWelcome.aspx
The Retirement Systems of Alabama
Member Online Services
Home
My Account
Secure Message Center
Schedule
PEEHIP Services
Services
Kari Austin
Home
Available Forms:
Open Form
Welcome to RSA's Member Online Services
My Account
Contact Information
View and maintain your contact information including your address, email, and phone numbers. You can change your contact information at any time.
Member Correspondence
View a list of incoming and outgoing mail for your account from this page. You can also view the status of activities being processed on your account by the RSA and, if needed, upload documentation required to complete these activities.
Send a Document
This page allows a member to see documents requested by the RSA, and upload a file to send to the RSA.
Active Services
Account Summary
View a summary of your retirement account including your contribution and interest balance, beneficiary information, and retirement service credit.
PEEHIP Services
Make Payments
Make a premium payment for your PEEHIP account.
Wellness Completion Status
View the status of your PEEHIP wellness premium discount.
View Current Coverages
View your current PEEHIP enrollment and account information.
Enroll or Change PEEHIP Coverages
Make changes to your PEEHIP enrollment and account information including tobacco status and additional non-PEEHIP insurances that you and/or your dependents have.

Health Benefits - PEEHIP

- Blue Cross Blue Shield
- VIVA
- Optional Plans
  - Cancer
  - Vision
  - Dental
  - Indemnity
- Allocation paid by the Board
- Premium paid by the employee

Life Insurance

- Teachers Retirement System of Alabama (TRS) Group Term Life Insurance
  - Provided at no cost to employees after one year of service
  - Active employees contributing to TRS and who have completed one year of service are covered under the system's Pre-Retirement Death Benefit (PRDB) and Term Life Insurance (TLI) plan.
  - Pre-Retirement Death Benefit – member contributions, total interest earned, plus an amount equal to member's annual salary plus a $15,000 Term Life Insurance for full-time employees.

Sick Leave Transfer

- If transferring in from another school district.
- Must request this from the school district you are transferring from

Sick Leave Bank

- Commit five (5) days to the bank to become a member.
- Eligible to give or receive donations in case of catastrophic illness.
- Borrow a maximum of fifteen (15) days against future days earned.
- Voluntary

Resources

- Local School Accounting Manual https://www.alabamaachieves.org/lea-accounting/
- Butler County Board of Education Accounting Policy
- Butler County Board of Education Policies & Procedures

Procedures & Guidelines

Guidelines

- Booster Clubs & School Related Organizations Guidelines
- Booster Clubs & School Related Organizations Training Presentation
- BCSS Accounting Manual
- Local School Financial Procedures Manual
- School Parking & Locker Fees
- Field Trip/Athletic Trip Bus Procedures

Contacts

LOCAL SCHOOL BOOKKEEPERS

McKenzie – Angie Kidd

Greenville High – Angie Kidd

Greenville Middle – Angie Kidd

Greenville Elementary – Gayle Kirby

W.O. Parmer – Gayle Kirby

Georgiana – Angie Kidd

CENTRAL OFFICE

Accounts Payables – Pat Luckie

Payroll – Wanda Wacha

Purchase Orders – Gayle Kirby

CSFO – Martha Lewis