

Financial Services Co-Op VIII: Next Year Payroll Service

Contract Description:

DESCRIPTION:

To perform business office functions according to the terms listed in the service option below:

Region 15 will perform the business office procedures as outlined below in an accurate and timely manner as prescribed by the Texas Education Agency (TEA) regulations. Accounting records will be maintained at Region 15 and shall be accessible to the District administration at all times during regular business hours. Region 15 will record the accounting transactions through the direction provided by the District. Business transactions will not be conducted via the telephone. No transactions will be posted without written documentation signed by the superintendent or a designated staff member of the District.

REGION 15 RESPONSIBILITIES:

Region 15 will develop Next Year payroll based on a schedule developed by the District and Region 15. As a part of the Next Year payroll process, Region 15 will perform the following functions based on information provided by the District:

- Prepare Next Year payroll for budget purposes and for the first payroll of the fiscal year Prepare payroll validation sheets and distribute to employees for verification
- Provide Next Year payroll reports to the District as requested
- Process August accruals (see Local District Responsibilities, bullet #3, below)
- Perform and maintain all file backups
- Assist auditors as requested
- Transfer confidential files via the Region 15 approved FTP system
- Region 15 is NOT responsible for documentation, reporting, data submission, or ensuring compliance with Affordable Care Act requirement