

Financial Services Co-Op II: 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 process monthly payroll based on a schedule developed by the District and Region 15. As a part of the payroll process, Region 15 will perform the following functions based on information provided by the District:

- Process monthly payroll, prepare and submit all associated monthly, quarterly and annual reports Prepare W2 forms, distribute to employees, and submit to IRS
- Prepare payroll and related deduction checks (NOTE: any documentation received after the deadline for data submission agreed upon by the District and Region 15 will be processed the following month)
- Provide standard payroll reports to the District as requested
- Process August accruals (see Local District Responsibilities, 5th bullet, below)
- Perform and maintain all file backups
- Assist auditors as requested
- Assist District with maintenance of service records as needed
- 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