

# **TREASURER'S OFFICE NEWSLETTER**

December 2025

## **OFFICE HOURS 7:00 AM TO 4:00 PM**

Doug Beeman, Treasurer - Christine Chase, Asst. Treasurer  
Sue Edurese, Payroll - Lisa Freno, AP/PR Specialist  
Cheryl Harris, Admin. Assistant

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### **Change of Address and ESS**

As part of our ongoing efforts to streamline processes and ensure accurate employee information across all departments, the Treasurer's Office would like to remind staff of the District's updated procedure for reporting address changes.

Employees should now use the Employee Self-Service (ESS) portal to update their home address. ESS can be easily accessed by visiting the Wadsworth City Schools District webpage and selecting Staff Resources. Once your address is updated in ESS, the change will be automatically applied to payroll records as well as all other applicable District departments—no additional forms or notifications are required.

Because ESS now handles this process, the old paper Change of Address form is no longer in use and has been removed from the District's intranet page. Please discontinue use of any previously saved copies.

Keeping your address current ensures the timely delivery of important documents, accurate tax information, and clear communication from the District.

As a reminder, if you have a name change, please contact the Treasurer's Office directly, as additional documentation and a new Social Security card will be required.

Thank you for your cooperation in helping us maintain accurate and efficient records!

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## Helpful Resources Available on the Intranet

The Treasurer's Office would like to remind all staff that a wide range of helpful resources is available at any time on the **Treasurer's Office intranet page**. Whether you are looking for payroll information, contracts, or commonly used forms, our intranet page is designed to make it easy for you to find the materials you need.

Resources currently available include:

- **WESPA and WEA Contracts** – Convenient digital copies for quick reference.
- **Payroll Forms** – Including **direct deposit** and **tax withholding** forms.
- **Mileage Log** – For employees who track and submit mileage for reimbursement.
- **Fundraiser Form** – Required documentation for planning and approving fundraising activities.
- **Noncash and Cash/Gift Card Fringe Benefit Forms** – Required documentation when giving noncash items of material value or cash/gift cards to employees.
- **TimeClock Plus Resources** – Tools and guidance to help you navigate TimeClock Plus efficiently.

We encourage all employees to explore the Treasurer's Office intranet page and become familiar with the resources available. Keeping these materials at your fingertips helps ensure smoother processes and quicker access to important information.

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## Guidelines for Adding New Vendors

When planning purchases for your department or classroom, you may occasionally need to buy items from a vendor with which the District has not previously worked. To ensure compliance with District policy and state requirements, all new vendors must undergo an approval process before making any purchases.

Please review the steps below when working with a vendor not currently on the District-approved vendor list.

### Steps to Add a New Vendor

1. Secure a W-9 Form

Before anything else, obtain a completed W-9 form from the vendor. This is required for all new vendor setups.

2. Submit Vendor Terms and Conditions (If Applicable)

If the vendor has terms and conditions, a credit application, or any contractual documents, these must be sent to Dr. Hill for review.

- Dr. Hill will review the documents and route them for Board of Education approval, as required.
- Vendors cannot be used until this approval is complete.

3. Send the W-9 to Christine Chase

Once Board approval is obtained (if applicable), send the vendor's W-9 form to Christine Chase in the Treasurer's Office.

Christine will notify you once the vendor has been added to the system and it is acceptable to proceed with the purchase.

### **One-Time Purchase**

If you are purchasing from a vendor only once, it may be more efficient to use the District credit card rather than going through the vendor setup process. If you're unsure which option is best, please contact us.

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## **TimeClock Plus Implementation**

As we continue to implement **TimeClock Plus (TCP)**, the Treasurer's Office would like to extend a sincere thank you to all staff for your patience and flexibility throughout the transition. Implementing a new time-tracking system is never easy, and we truly appreciate the diligence everyone has shown as we transitioned from paper timesheets to a more modern, reliable, and efficient system.

We would also like to give special recognition to several individuals whose hard work made this project possible:

- **Jami Wyrick**
- **Sue Edurese**
- **Lisa Freno**
- **Steve Moore**

These team members have dedicated countless hours over the past 12 months to testing, troubleshooting, training, and supporting the rollout of TCP. Their efforts have been instrumental in helping the District move forward with a system that better supports accurate recordkeeping, transparency, and timely payroll processing.

We understand that adjusting to TimeClock Plus has been challenging at times, and we appreciate everyone's continued cooperation as we refine and improve the process. With your support, we are confident that TCP will serve as a more dependable and user-friendly solution for tracking employee time.

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## **Reminder About Taxable Fringe Benefits for 2025**

As we approach the end of the calendar year, the Treasurer's Office would like to remind all staff about taxable fringe benefits that may be reported on your 2025 W-2.

If you received any taxable gift items from Wadsworth City Schools during 2025—such as Grizzly Wear, Tech Tuesday gift cards, or any other taxable gift or award—the IRS requires the District to report



these as taxable fringe benefits. These amounts will be included in **Box 14 of your W-2** for the 2025 tax year.

**Have a great day!**

