ANNUAL STUDENT ACTIVITY WORKSHOP

FY 2023 - 2024

AUGUST 3, 2023

ENGAGE • EDUCATE • EMPOWER

FINANCIAL SERVICES

STUDENT ACTIVITY WORKSHOP

FY 2023 – 2024

WELCOME & INTRODUCTION

Sherri Mathews-Hazel, CPA
Chief Financial Officer

FINANCIAL SERVICES

STUDENT ACTIVITY WORKSHOP

GREETINGS

Dr. Craig Witherspoon

FINANCIAL UPDATES

Sherri Mathews-Hazel, CPA
Chief Financial Office

FINANCIAL SERVICES

- Finance 101
  - **August 10th** : *Student Activity*
  - **August 22nd** :*Procurement & Accounts Payable*
  - **August 29th** :*Budget & Grants*
  - **September 6th** :*Payroll/Kronos*

FINANCIAL SERVICES

- Salary Increases
  - A Step Increase for Teachers and non-teaching staff.
  - 4.5% COL increase for teachers
  - 3% COL pay increase for non-teachers
  - Retirees paid 100%

FINANCIAL SERVICES

❖ First Pay

- ❖ 1st pay and salary increases for 9 and 10 month employees: **September 1st**
- ❖ 1st pay and salary increases for 11 month employees: **August 16th**
- ❖ 1st pay for 12 month employees: Effective, **July 1st** , but will be reflected in their **August 16th** pay. The retroactive amounts from *July 2023* will be a separate paycheck on **August 16th**

FINANCIAL SERVICES

- Upcoming Incentives:
  - *Perfect Attendance:* **August 7th**
  - *Retention Incentive*: **Sept. 29th**
    - *$1,000 (Certified)*
    - **$**500 (Classified)
  - *Excess 90 Sick Days*-**August 21st**

FINANCIAL SERVICES

- Teacher Supply Funds.
  - State: Increased from $300 to $350
  - General Fund: $250
    - ***Requisitions***
    - ***Warehouse Requisitions***
    - ***Student Activity***

FINANCIAL SERVICES

STUDENT ACTIVITY WORKSHOP

PETTY CASH

- Prior Year Reimbursements
- Online Orders

FINANCIAL SERVICES

Policy DIBA Foundations/Booster Clubs and other Organizations

- Schools must enter into an agreement between the PTO/PTA/Foundation by signing a memorandum of agreement (MOA).
- MOAs are renewed by clusters. Next renewal date is October 1, 2023. An email is forthcoming to Principals.

FINANCIAL SERVICES

STUDENT ACTIVITY REVIEW

By Cynthia Johnson

Student Activity Monitor

STUDENT ACTIVITY REVIEW

- Turn in Money Daily
- Monthly Reports
- Deposits/4-Digit Receipt Number
- Payment to Vendors
- Multiple Activities by Sponsors
- Book Fairs

STUDENT ACTIVITY REVIEW

- PTO Sponsored Events
- Collecting Funds for Field Trips and Other Events
- Combination to Safe
- Rolled Coins
- Carowinds

STUDENT ACTIVITY CRITICAL POINTS

By Sheila Washington

- Preparing to Write Checks
- Receipting of Funds
- Monthly Reports

FINANCIAL SERVICES

Credit Card Payments

- EDLIO Online School Payment System
- Training today 1:00 – 3:00 pm

STUDENT ACTIVITY WORKSHOP

BREAK

ACCOUNTS PAYABLE UPDATES

Caroline Smith

Supervisor of Accounts Payable

WELCOME
FY 2023-2024

ACCOUNTS PAYABLES

WHAT YOU NEED TO KNOW

WHO'S WHO

Caroline H Smith	Accounts Payable Supervisor 803 231 7025 or 97525
Kimberly Smith	Senior Accountant A/P Team Lead A-G 803 231 7528 or 97528
Jennifer Howze	A/P Clerk H-O 803 231 7526 or 97526
Tosha Seabrooks	A/P Clerk P-Z 803 231 7529 or 97529
Andrea Duncan	A/P Clerk Pre-pays/ Utilities/ Student Nutrition 803 231 7527 or 97527
Tunisia Covington	* Travel and In District Mileage 803 231 7178 or 97178

CHECK RUN SCHEDULE

You will be receiving a document containing documents which you will need at some point this school term.

Included will be the Check run Schedule as well as a Use Tax run schedule.

Pay close attention to the “due by date” for timely processing.

Best practice for Best results

- Receive it in Munis
- Use district mail when necessary
- Remember deadlines
- Tax exempt is not for everything

GOAL: PROVIDE BEST POSSIBLE SERVICE

IN A TIMELY MANNER

REQUEST

RECEIVE

PROCESS

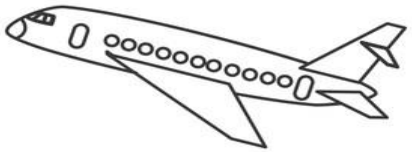
GET IT PAID

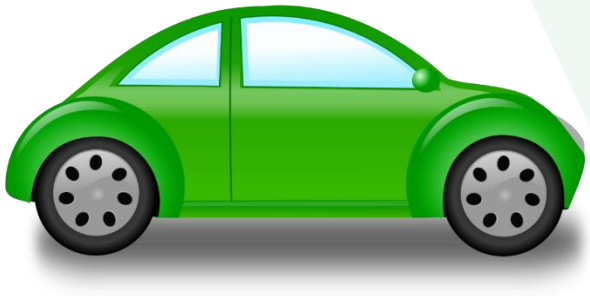
TRAVEL

BE PREPARED

EDUCATORS AND PROFESSIONAL DEVELOPEMENT

STUDENTS AND FIELD TRIPS





PREPAID PURCHASE ORDERS

ALLOW TIME FOR PROCESSING

ATTACH A QUOTE OR SOME FORM OF BACK UP

VERIFY CORRECT MAILING ADDRESS

INSTRUCTIONS FOR THE
PRINTED CHECK

FOLLOW UP WITH RECEIPT TO AP

PO CENTRAL
GREAT TOOL

YOU CAN FIND….

PAYMENT STATUS
CHECK BUDGET
RECEIVING FROM WAREHOUSE

GREAT TOOL USE IT OFTEN
YEAR END IS NOT SO BAD WHEN YOU KNOW

SOME OTHER THINGS……

DUPLICATE SHIPMENTS CAUSE MAJOR PROBLEMS KNOW WHAT COMES INTO YOUR SCHOOL

ALL PROFESSIONAL DEVELOPMENT REQUIRES SIGN IN SHEETS

ACCOUNTS PAYABLE CLERKS DO NOT RECEIPT MONEY

EXTENUATING CIRCUMSTANCES/ EXCEPTIONS DO COME UP

HELPFUL HINTS TOO…

Track your spending

USE Open PO reports

Submit invoices for payment timely

Receive in Munis **always**

Use Check Run Schedule

Have an awesome 2023-2024 school year!!!

BUDGET SERVICES UPDATES

Ciera Bing
Director of Budget Services
Bobbi Jean Flowers
Budget Analyst

School Component Budget Operations

Processes and Procedures

FY 2023-2024

Presented by Ciera Bing, Director of Budget Services and Bobbi Jean Flowers, Budget Analyst

FY24 Budget Updates

- Teachers Salary Schedule increase by 4.5% plus a step
- Non-Teachers Salary Schedule increase by 3.0% plus a step
- Language Immersion increase to include Middle School
- Receptionist for Elementary Schools
- Jobs for America's Graduates (JAG) at all High Schools
- Weapon detectors for all Middle Schools
- Ombudsman position
- Paid parental leave for all district employees
- Decrease in district general fund travel

Component Budget Allocations

- Initial “Base” per student allocations for FY 2023-2024 are based on the FY 2022-2023 45-day count

- “Base” per student amounts are allocated in each of the approved categories

- Revised allocations for FY 2023-2024 will be made on the FY 2023-2024 11-day ADM and posted to accounts when the rollover occurs.

Component Budget Operations

- Transfers from a component budget category will be allowed with proper approval. Transfers of 1,500.00 and above need to have the approval of the school's Executive Director.

Procedure for Transfer Request

- A budget transfer form must be completed and forwarded to the appropriate Executive Director for approval. The form must include the account you wish to transfer funds from and to, as well as the dollar amount. Once the transfer is approved, the form may be forwarded to Budget Services via e-mail or inter-office mail. E-mailed request will likely speed up the processing time.

Budget Overlay Accounts

- Budget allocations for the operation of a special program at a school location funded by the General Fund must be spent for that program.
- **No transfers** from that program to another budget category will be approved (i.e. Project GOAL, Montessori, Honors, IB).
- Percentages of orders for supplies, printing, etc. can be charged to these programs when orders are placed.

How will the system work?

- Each category and overlay has been assigned a unique “Roll up” code in MUNIS.
- MUNIS will look at all the accounts in the “Roll up” code in total before it determines that the requisition can proceed or be blocked
- Proper coding of expenditures is important and reflects on your individual location reports and reflects on the district spending habits as a whole.

Budget Category for Teacher Supplies (Object 410130)

- **<u>Teacher Classroom Supplies ($250 per teacher)</u>** – will be accounted for through use of a designated object code (410130).
- Schools will receive a report that will reflect the budgeted amount, expenditures to date and remaining balances.
- Amounts are based on the number of teachers assigned to your location as their home school.
- Itinerant teachers should only receive one allocation from their home school.

Budget Categories for Central Office

- **<u>Athletic Transportation</u>** for recognized athletic events and programs includes:
  - Scheduled high school league competitions
  - Middle school competitions
  - Scheduled scrimmage events
  - Transportation to practice sites (if not available on campus).
- Schedules must go through the office of District Athletic Director for approval and will then be provided to the Transportation Office.

What can you do now?

- A temporary budget has been loaded into the MUNIS system in order for you to begin the requisition process for FY 2023-2024.
- The budget has been loaded in the various categories we listed.
- This is not the final allocation. The final allocation will be made in the Fall and will be based on the 11-day ADM.

What limitations will you have once final allocations are made?

- Final allocations will be made when the rollover occurs.
- A minimum of 75% per category of expenditures applies to the final allocation.

How will you know?

- Reports are available via your MUNIS hub that will provide you with the following information:
  - Budget report
  - Open Purchase Orders
  - Year to Date Expenditures
  - Percentages Spent

Who to call?

- General Fund/Position Control Questions: Bobbi Jean Flowers 231-7046, ext. 91746
- Special Revenue Questions:
  - Natasha Kelly 231-7045, Ext. 91745
- Director of Budget Services:
  - Ciera Bing 231-7006, Ext. 91706

Budget Services

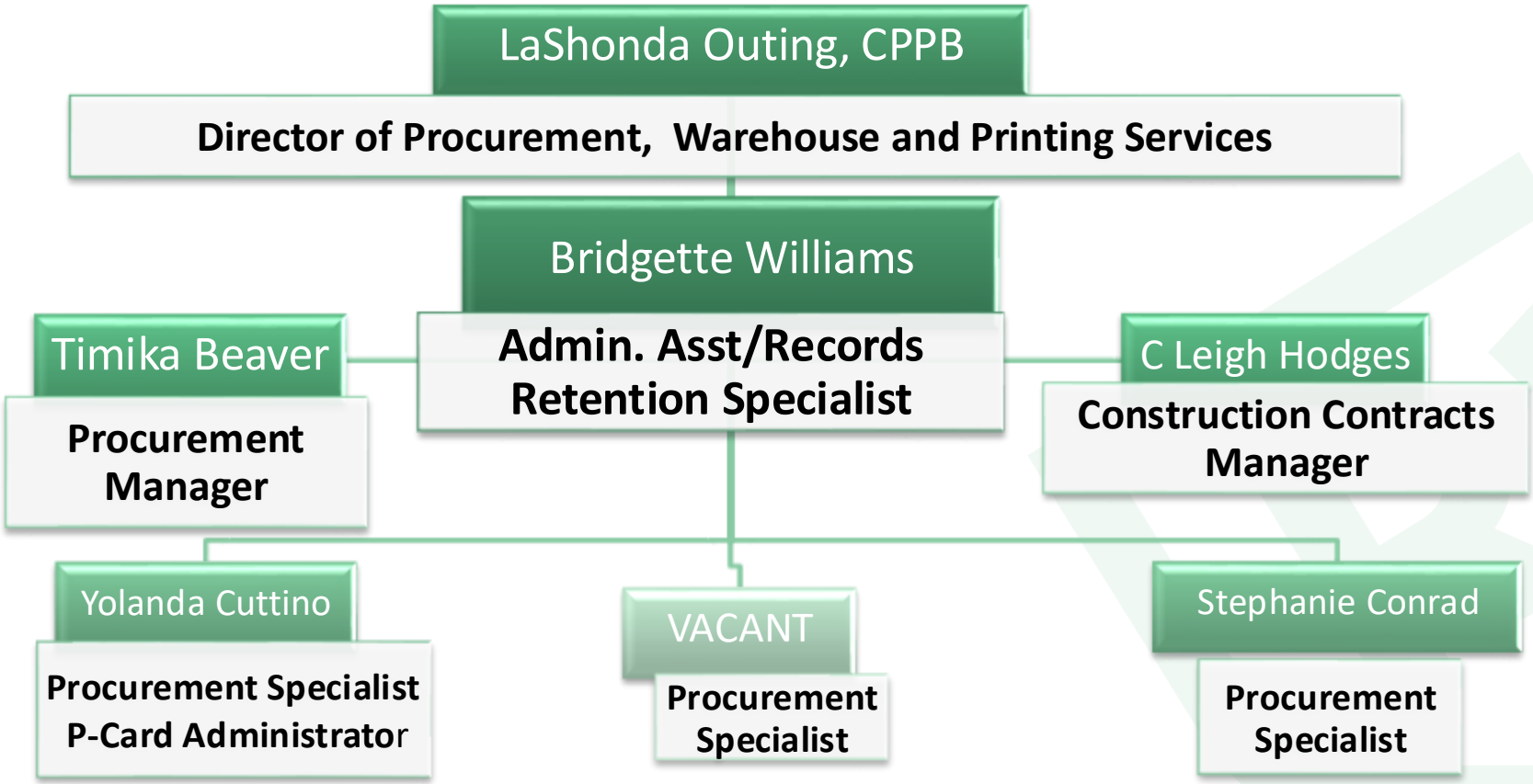
- Questions and Answers

PROCUREMENT UPDATES

LaShonda Outing
Director of Procurement Services

Student Activity/Bookkeepers Workshop
PROCUREMENT SERVICES

PROCUREMENT SERVICES TEAM



The PRO-curement Crew

Authorization Level Effective July 1, 2022

Procurement Requirements	Procurement Thresholds (All Sales Tax charges shall not be included, when determining the proper threshold)
No Competition Required	$0-$5,000 POs only
3 Informal written quotes, (Use District Form)	>$5,001.00 - $25,000.00
3 Formal Quotes, bids or proposals (Must be advertised & must include written clauses)	>$25,001.00 - $100,000 +

First and Foremost

PURCHASE ORDERs

- Purchases up to $5,000K – Provide Support for purchase (Quote/Shopping Cart, etc.
- Full Justification (Quote, support documents, etc) Required.
- 2-5 Days to process
- Must be educational (Classroom/student/teacher related).

Vendor Applications

- **Completed Vendor Apps accepted from the Schools/Departments**
- Check the website at
- www.richlandone.org
- Procurement Services Page
- Vendors must return completed Form to You..!

Procurement Portal

- **Submit the following to**
- **Procurement@richlandone.org**
- New/Updated Vendor Applications
- Ratifications (copy your buyer)
- Donation Forms
- PLO Approval Forms

PLO Memo & PLO Approval Form

MEMORANDUM

To: School Principals
Department Heads

From: Sandra Brossard, Ed.D.
Chief of Teaching and Learning

Re: PLO and Vendor Approval Processes

Date: August 22, 2022

Ensuring consistency of focus and alignment of our work to district goals and state standards is essential in supporting the growth and achievement of our students. While local, state, or national professional development vendors may be engaging, the professional learning opportunities some provide may not always meet this expectation. In some instances, in fact, their work may be outdated and/or contradictory to our district goals and state standards.

As shared at the last General Leadership meeting, the Office of Teaching and Learning is requiring schools and departments to complete a newly-revised *Professional Learning Approval Form* (Formerly $2500 PD Form) when requesting professional development from external vendors. Requests should be signed by the principal or department head and sent directly to Dr. Kuterah Singletary, Coordinator of Certified Instructional Services, at kuterah.singletary@richlandone.org. Dr. Singletary will secure additional required signatures.

In addition, the vendor must complete a *Request to Provide Professional Development Services in Richland School District One Vendor Form* (linked here: https://forms.office.com/r/scK0u9DTbK) and submit for approval. Vendors that are approved will be added to a district-approved list of providers for schools and departments to use for various services and support.

Schools and departments must receive approval and vendors must be vetted and approved by the Office of Instructional Services prior to rendering services.

If you have questions about the process or the forms, please reach out to Dr. Singletary.

Attachment (for Schools and Departments to Complete)

Cc: Executive Directors of Schools
Executive Directors of Teaching & Learning
Dr. Kuterah Singletary, Coordinator, Office of Instructional Services

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Professional Learning Approval Form

Department/School Click or tap here to enter text.

Date Click or tap to enter a date.

Vendor Name Click or tap here to enter text.

Audience: Click or tap here to enter text.

Description of Services (Please attach brochure or reference a website regarding vendor.)
Click or tap here to enter text.

Date(s) of Event/Service Click or tap to enter a date.

Location Click or tap here to enter text.

Cost Click or tap here to enter text.

# of Expected Attendees Click or tap here to enter text.

Point of Contact/Title Click or tap here to enter text.

Contact Phone Number Click or tap here to enter text.

Principal/Department Head: _____ _____
Signature/Title Date

Director of Federal/State Programs (if applicable): _____ _____
Signature Date

Executive Director of Program: _____ _____
Signature Date

****

FOR OFFICE USE ONLY

Vendor is on the Approved Professional Learning Providers list	_____Yes	_____No
References have been checked and confirmed as satisfactory.	_____Yes	_____No
Recent session evaluations have been reviewed (established providers)	_____ Yes	_____ No

Instructional Services Approval: _____ _____
Signature Date

Meal Purchase Justification Form

Revised (1) 02/28/22

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Meal Purchase Justification
(District Wide Approval Form)

*This form must be completed for all meal purchases **PRIOR** to completing any transactions*

General Information

Vendor Name: _____ Payment Method: P-Card* ☐ Purchase Order* ☐

**Prior Approval Required*

Vendor Address: _____ School/Department: _____ Account Code: _____

Check One: Breakfast ☐ Lunch ☐ Dinner ☐

($10.00 Max per person) *($15.00 Max per person)* *($20.00 Max per person)*

Provide an itemized list of items to be provided:

(Ex. Continental Breakfast: i.e. 4 Fruit Trays, 2 Pastry Trays, Coffee, and Water; Lunch: 24 Lunch Boxes, Juice, and Bottled Water)

Provide District Business Justification for purchase:

Type of Training/Seminar/Meeting:	
Date of Event:	Total Number of Attendees:
Time of Event:	Location:
ESTIMATED TOTAL PRICE (include all applicable taxes and fees) $	

Complete for PCard Use only:

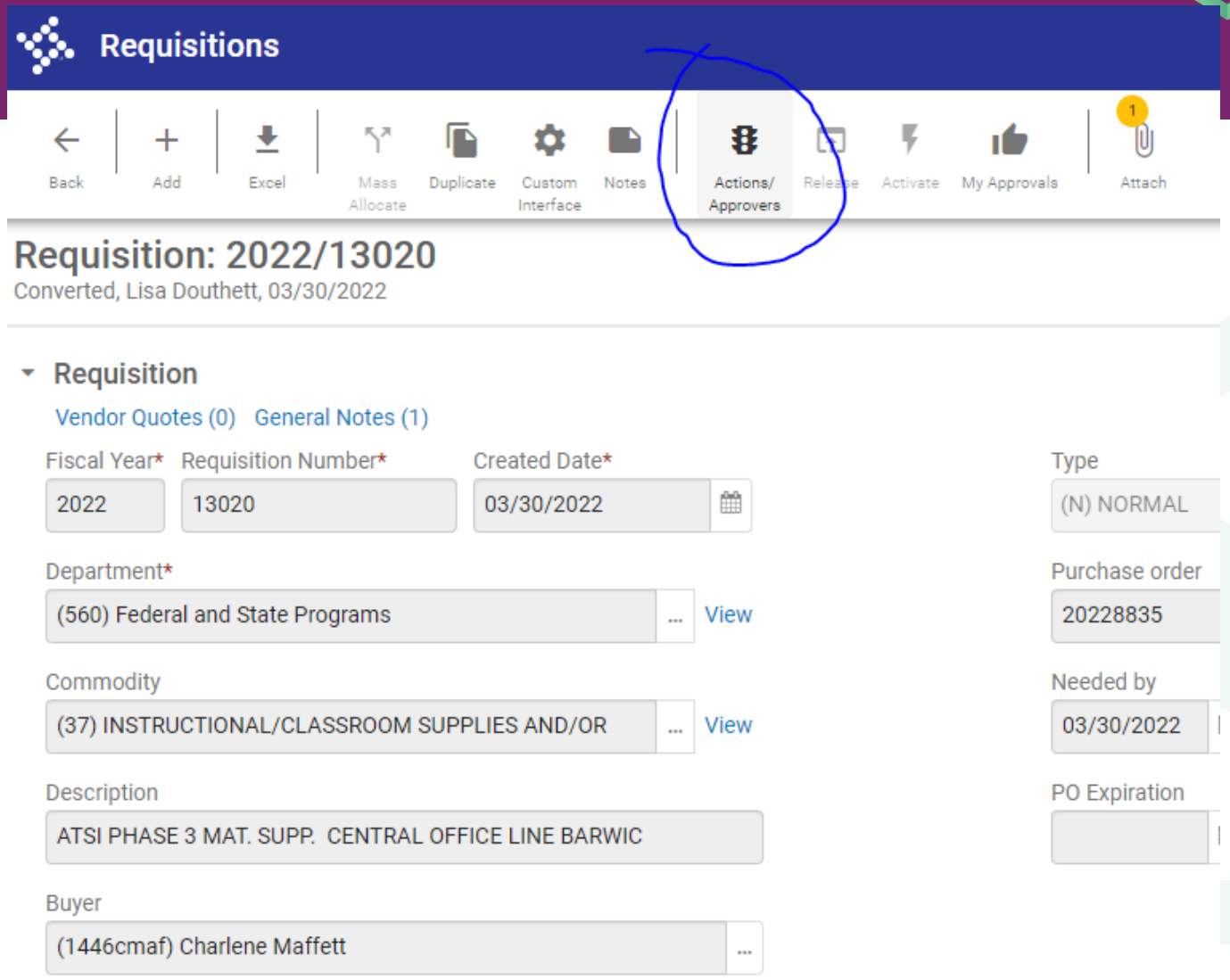
PCard Payment Date of Service:	
Cardholder Name:	
Card Last (4) Digits:	

(The PCARD purchase and receipt must be issued on the above date NO EXCEPTIONS)

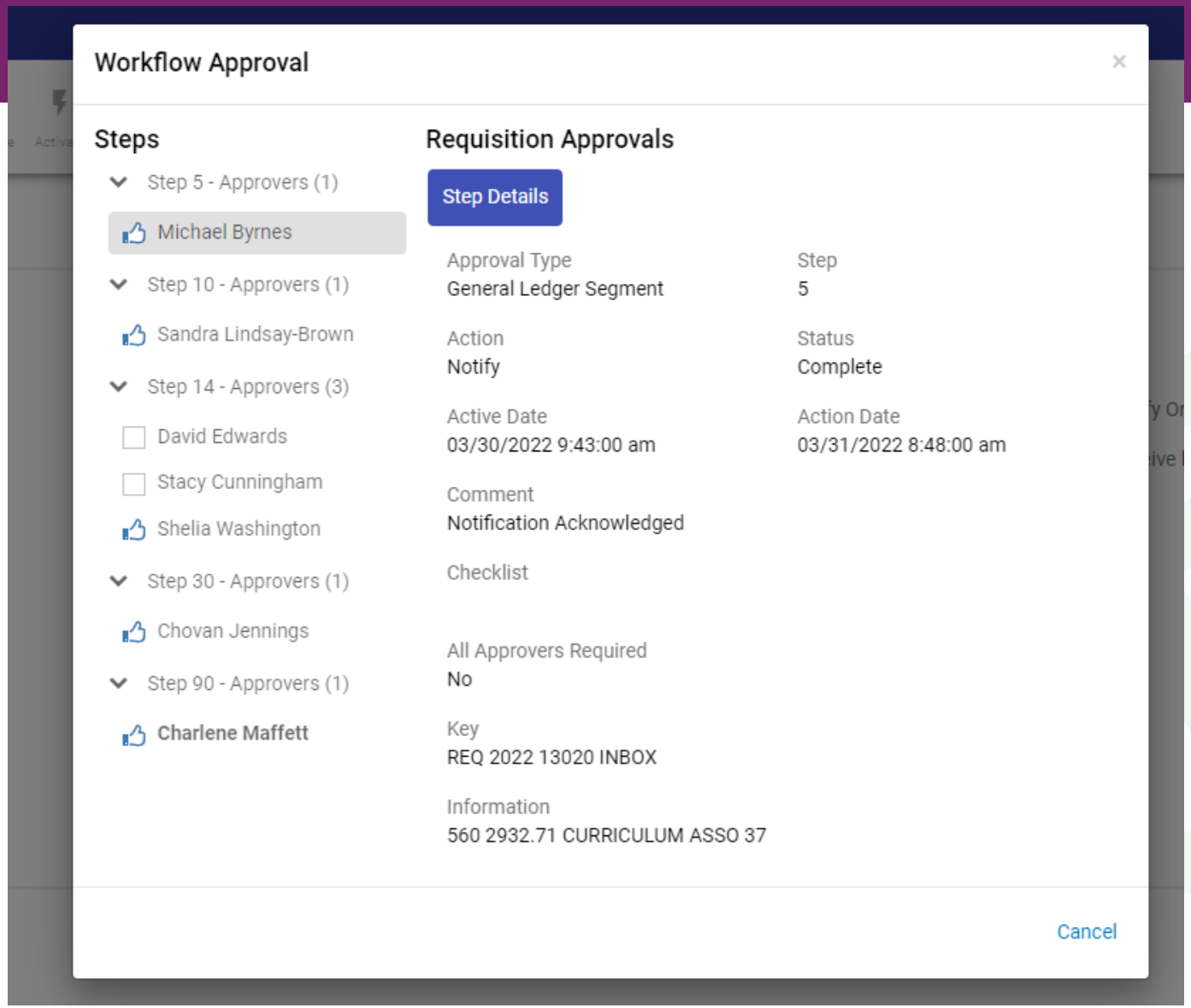
Supervisor Approval: _____ (Printed Name) _____ (Signature) _____ (Date)

Executive Level Approval: _____ (Printed Name) _____ (Signature) _____ (Date)

Tip


Requisitions
Back
Add
Excel
Mass Allocate
Duplicate
Custom Interface
Notes
Actions/ Approvers
Release
Activate
My Approvals
1
Attach
Requisition: 2022/13020
Converted, Lisa Douthett, 03/30/2022
Requisition
Vendor Quotes (0)
General Notes (1)
Fiscal Year*
2022
Requisition Number*
13020
Created Date*
03/30/2022
Type
(N) NORMAL
Department*
(560) Federal and State Programs
View
Purchase order
20228835
Commodity
(37) INSTRUCTIONAL/CLASSROOM SUPPLIES AND/OR
View
Needed by
03/30/2022
Description
ATSI PHASE 3 MAT. SUPP. CENTRAL OFFICE LINE BARWIC
PO Expiration
Buyer
(1446cmaf) Charlene Maffett

MUNIS Tip


Workflow Approval
Steps
Step 5 - Approvers (1)
Michael Byrnes
Step 10 - Approvers (1)
Sandra Lindsay-Brown
Step 14 - Approvers (3)
David Edwards
Stacy Cunningham
Shelia Washington
Step 30 - Approvers (1)
Chovan Jennings
Step 90 - Approvers (1)
Charlene Maffett
Requisition Approvals
Step Details
Approval Type
General Ledger Segment
Step
5
Action
Notify
Status
Complete
Active Date
03/30/2022 9:43:00 am
Action Date
03/31/2022 8:48:00 am
Comment
Notification Acknowledged
Checklist
All Approvers Required
No
Key
REQ 2022 13020 INBOX
Information
560 2932.71 CURRICULUM ASSO 37
Cancel

Proper Fund Code

- Important/Required:
- Use of proper fund codes on all line items
- i.e. Equipment, PD, Food, Miscellaneous, Office Supplies
- (Org – Object – Project)

Sole Source

- What type of purchases require sole source forms?
- ***A Sole Source is defined as:***
- ***Inability to obtain competition; May result in only one vendor or supplier who possess the unique or capability to meet the particular requirements.***
- All Justifications will be vetted.

Change Orders

- **What is the definition of a Change Order?**
- A written modification or amendment to an **EXISTING** contract.
- **vs**
- NEW PO
- **Goal – Decrease Changes Orders**
- ***Note: Changes +/- $300.00 does not require a written change order***

Change Orders

- **Submit all COs to**
- ***Budget Services via email***
- ***Do not batch/group multiple POs***
- ***Must be individual records per PO***

- ***Note: Copy your buyer as <u>information</u> only.***
- ***Budget must approve <u>BEFORE</u> any MUNIS changes.***

Change Orders

- **Current Naming Sequence for All Change Orders before emailing to Budget Services**
-
- **PO Number.Vendor.Dept Code:**

- **“2223XXXX.DellComputers.770”**

UNAUTHORIZED PROCUREMENTS

Ratification is a S-I-N

An agreement, a commitment, or an order for goods or services, or changes to existing contracts by any person **who does not have express written procurement authority** to bind the District.

Ratification Requirements:

1. Memo/Letter to Director of Procurement Services with Explanation
2. Expenditure Request
3. Corresponding Invoices
4. Approval by Director of Procurement Services

Note:

1. ***Excessive ratifications may result in disciplinary action, loss of purchasing rights, or reimbursement to the District.***
2. ***Delays payment to vendor.***
3. ***Quarterly reports of each ratification will be sent to EDs***

Procurement Services: Contact Information

When unsure, contact the Procurement Services Team:

- LaShonda Outing: 803-231-7040 – lashonda.outing@richlandone.org
- Bridgette Williams: 803-231-7033 – bridgette.williams@richlandone.org
- Timika Beaver: 803-231-7037 – timika.beaver@richlandone.org
- Yolanda Cuttino: 231-7039 – Yolanda.cuttino@richlandone.org
- Leigh Hodges: 231-7052 –carolyn.hodges@richlandone.org
- Stephanie Conrad: 231-7031 – stephanie.conrad@richlandone.org

Procurement Department

- Questions ???
- Visit our webpage
- www.richlandoneone.org/procurementservices

PAYROLL UPDATES

Alma Neubig

Director of Payroll / Accounts Payable

Financial Services

Key Kronos Highlights and Training

Sherri Mathews-Hazel, Chief Financial Officer

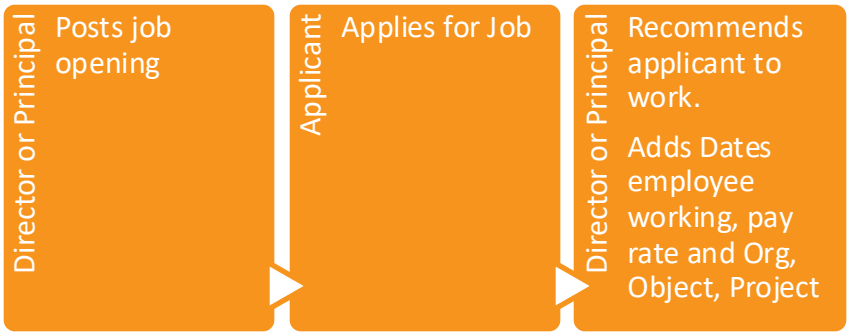
Cheslyn Jackson, Executive Assistant of Chief Financial Officer

Kronos Timekeeping and Absence Recording

- Kronos is our timekeeping and absence software.
- All hourly and salaried non-exempt employees are required to swipe in and out of Kronos. There are very few exceptions to this rule.

KRONOS

Workflow to Payroll



Executive Director Approves

Budget Approves

Personnel Analyst Verifies Employee Numbers
Rates
Dates
Org, Object, Project

Personnel Analyst Downloads information from Frontline to Excel, Formats for Payroll to upload

Payroll Uploads and additional pay screens are created for additional pay

Negative Impacts to Employees When the Workflow Fails

- If employees are working prior to the “Frontline” process being completed this will delay their pay .
- If employees are working prior to the “Frontline” process being completed the hiring manager is in violation of HR process.

Frontline

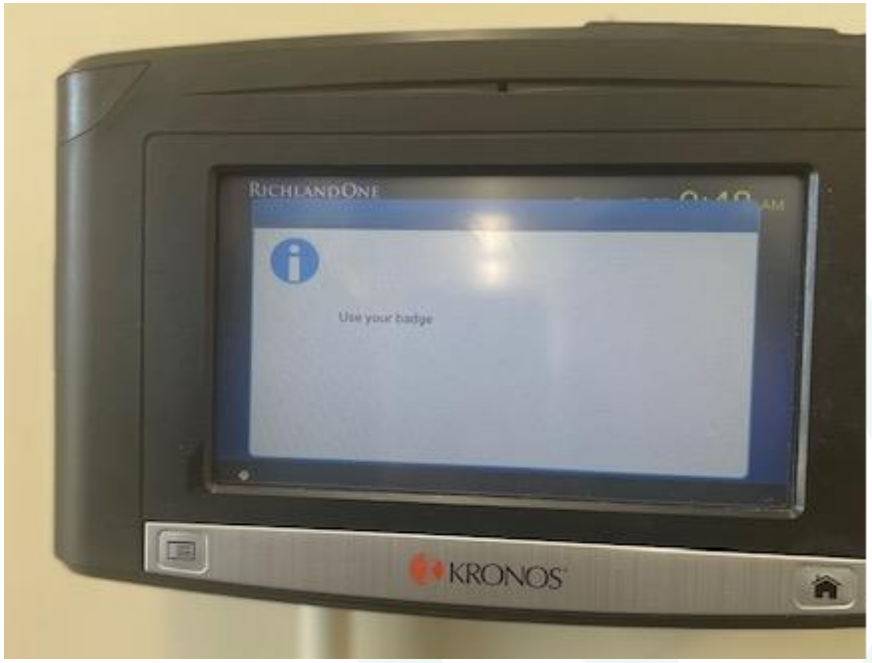
- All Frontline applications should be completed two weeks prior to the employee's start date so employee will be able to swipe at clock.
- All questions pertaining to Frontline are handled through Human Resources.

frontline education™

Employees
Clocking in/out

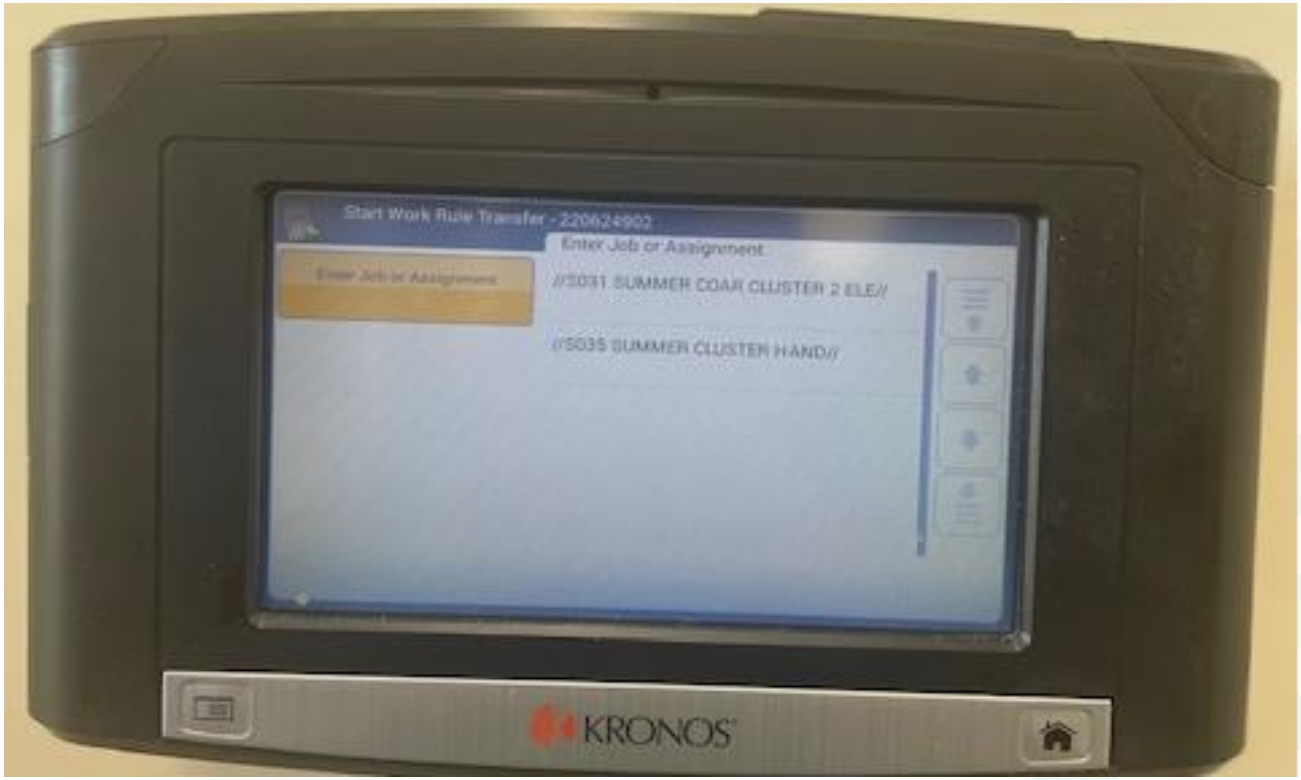
- Employees working Additional Work (Hourly)
  - Examples of Additional Work:
    - After school
    - CRP
    - Federal Programs

How to Swipe for Additional Work



- Touch the Additional Work button and then hold your badge up as if you are swiping in.

How to Swipe for Additional Work



- Select your job from the drop down menu.

How to Swipe for Additional Work

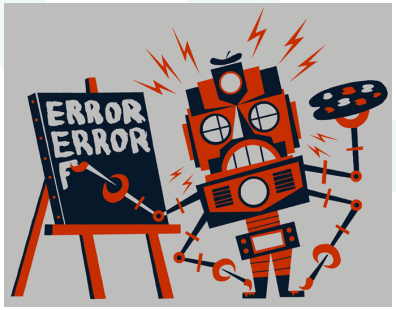
- This will record your time for the correct job.

How to Swipe for Additional Work

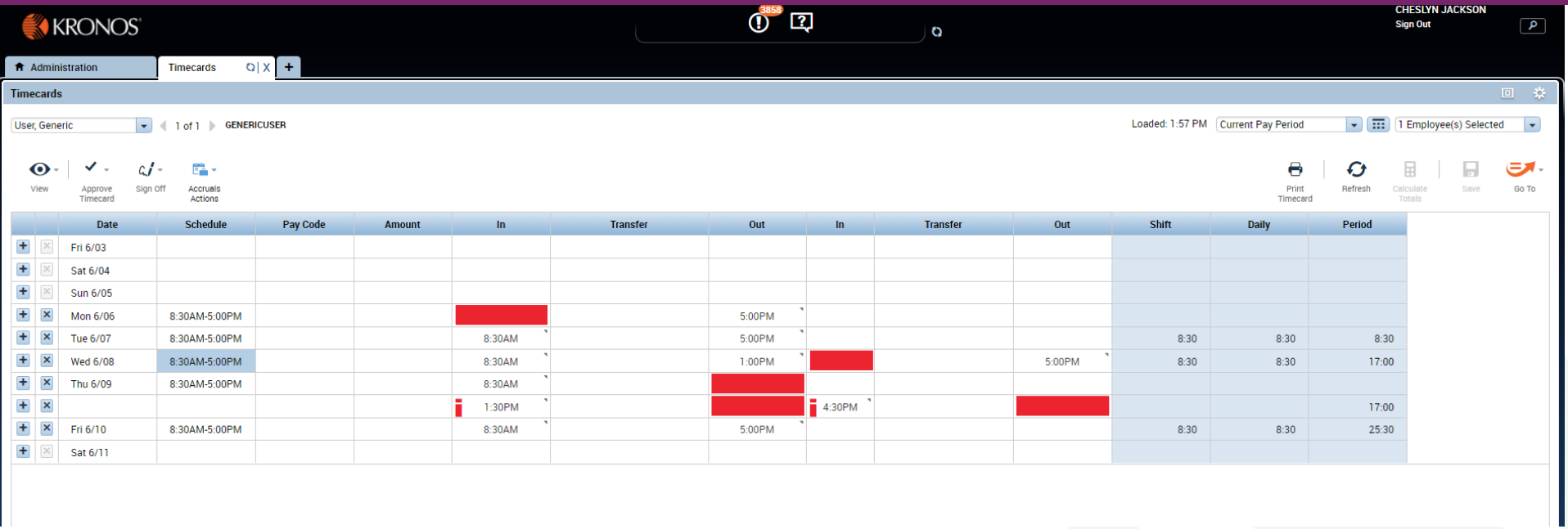
- To Swipe out, simply hold your badge up to the clock as normal.

Timeclock Error

- If an employee does not see his/her job on the drop down list please do the following.
  - Collect the missed punch form for that employee.
  - Immediately check Frontline status to ensure that the employee's process in Frontline has been completed for that program.
    - If their status is not complete, please contact HR to see what needs to be completed so that this employee can be paid at the correct rate and budget code.
    - If their status is complete, please contact Payroll. Payroll will put in a ticket to IT to correct the problem.



Missed Punches

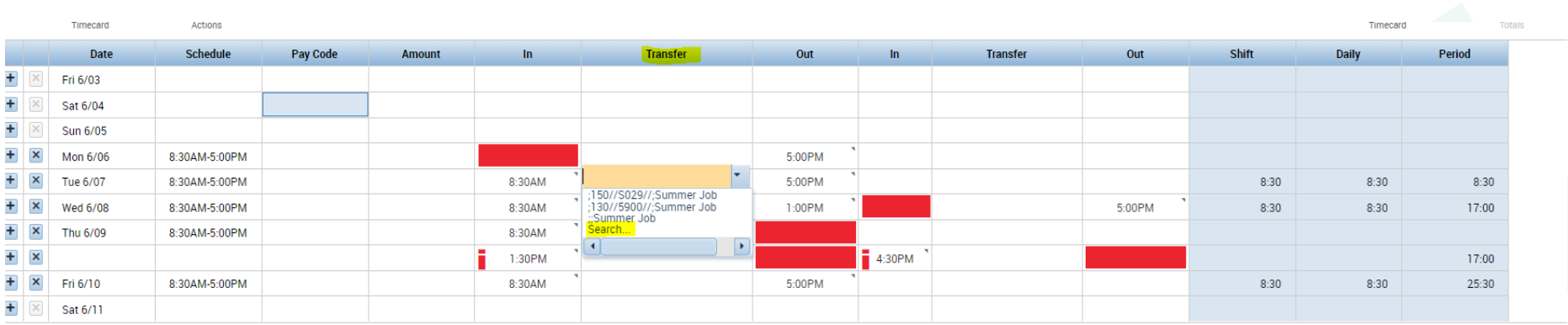


Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Fri 6/03												
Sat 6/04												
Sun 6/05												
Mon 6/06	8:30AM-5:00PM					5:00PM						
Tue 6/07	8:30AM-5:00PM			8:30AM		5:00PM				8:30	8:30	8:30
Wed 6/08	8:30AM-5:00PM			8:30AM		1:00PM			5:00PM	8:30	8:30	17:00
Thu 6/09	8:30AM-5:00PM			8:30AM								
				1:30PM			4:30PM					17:00
Fri 6/10	8:30AM-5:00PM			8:30AM		5:00PM				8:30	8:30	25:30
Sat 6/11												

Incomplete Timecard. This shouldn't be approved!

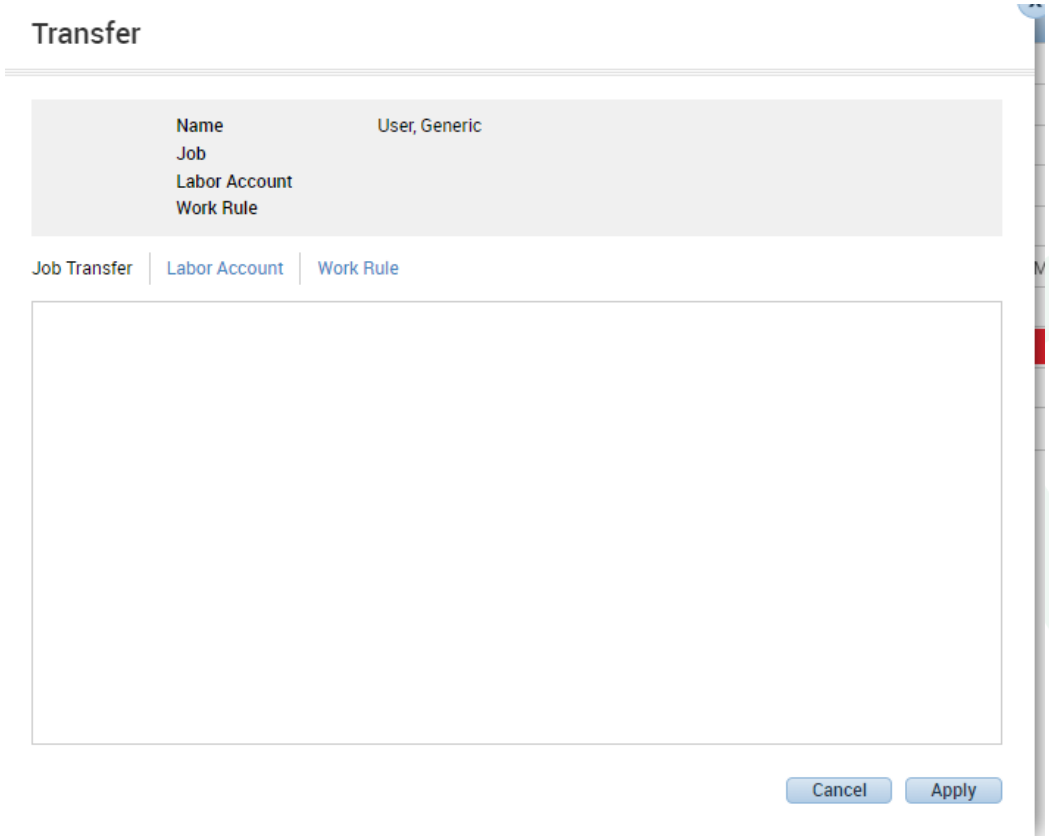
Transfer codes for Missed Punches Only

- Click the Transfer Block and Search



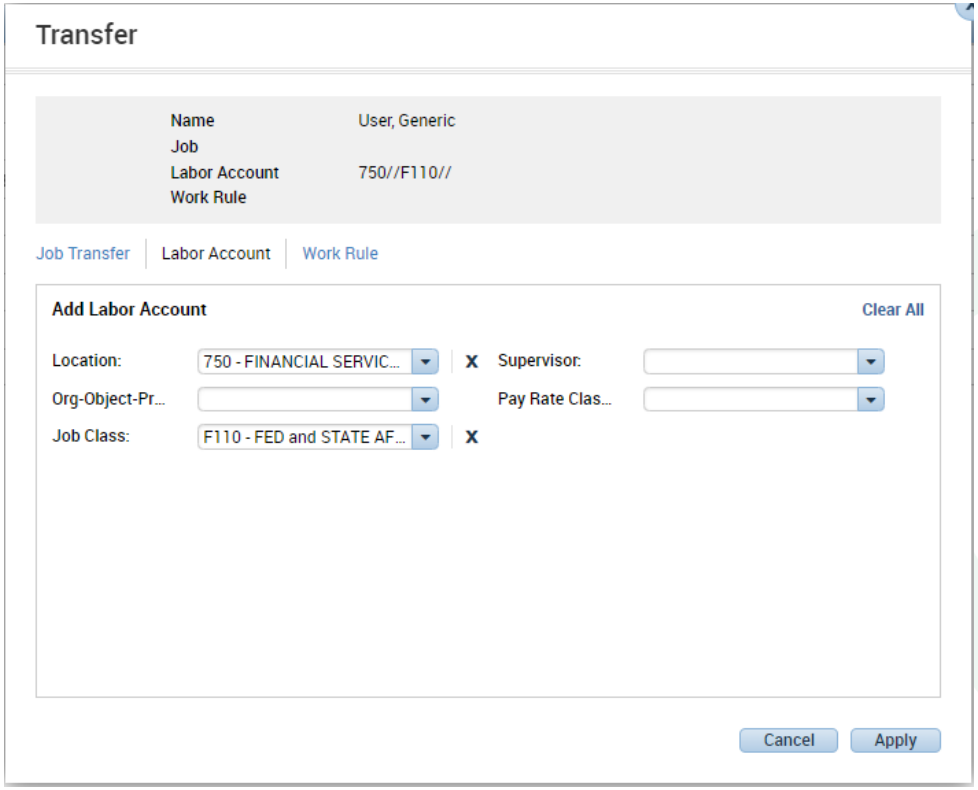
Transfer codes for Missed Punches Only

- Once search is clicked this is what will pop up.



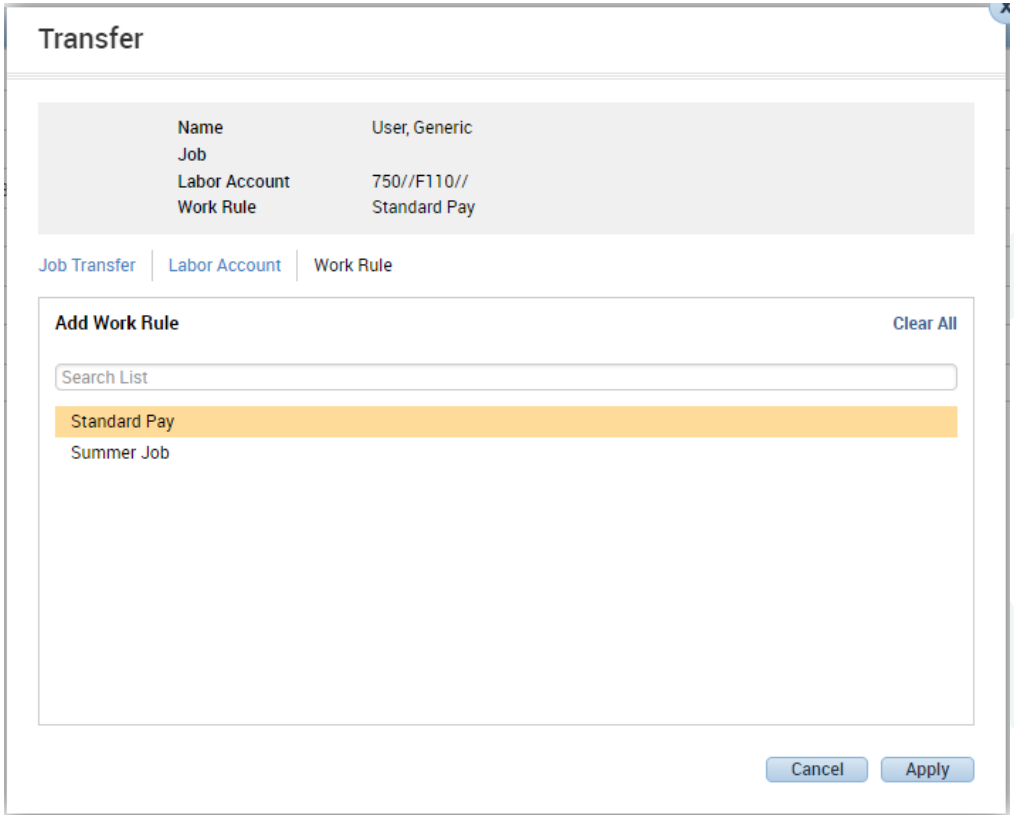
Transfer codes for Missed Punches Only

- Next Click Labor Account. Select the Location and Job Class



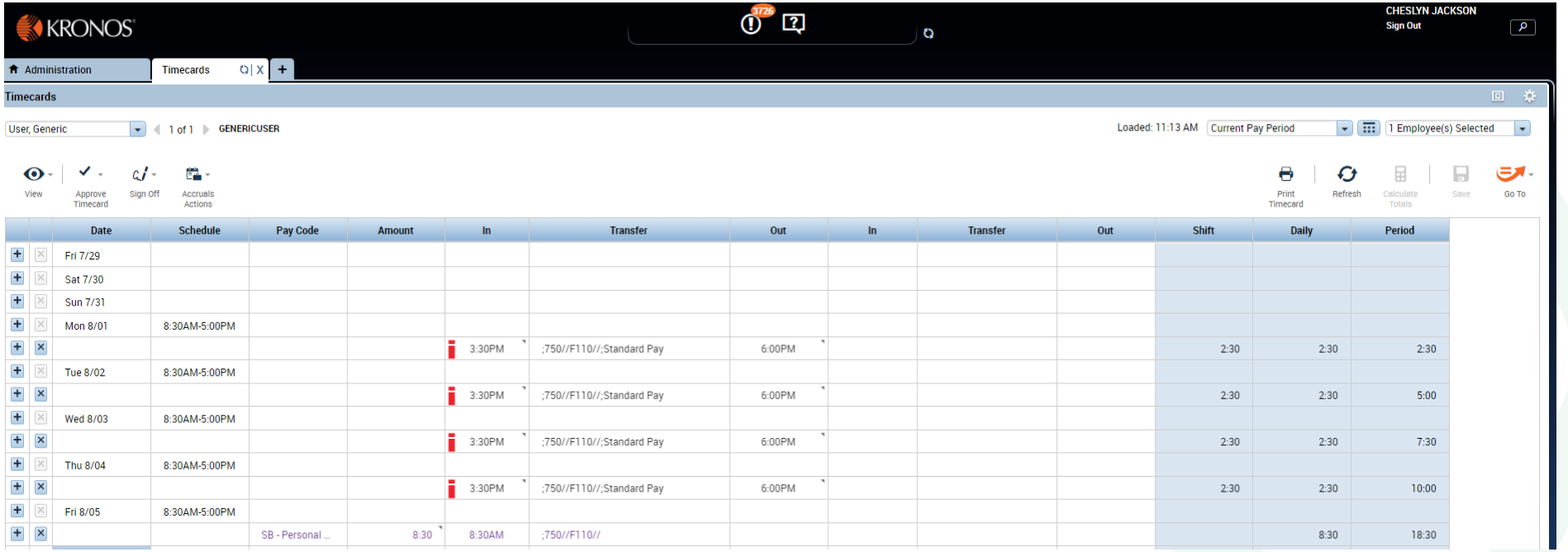
Transfer codes for Missed Punches Only

- Next, click Work Rule and select Standard Pay. Lastly, click Apply.



Transfer codes for Missed Punches Only

- This is example of a completed Timecard with all codes.



Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Fri 7/29												
Sat 7/30												
Sun 7/31												
Mon 8/01	8:30AM-5:00PM											
				3:30PM	;750//F110//;Standard Pay	6:00PM				2:30	2:30	2:30
Tue 8/02	8:30AM-5:00PM											
				3:30PM	;750//F110//;Standard Pay	6:00PM				2:30	2:30	5:00
Wed 8/03	8:30AM-5:00PM											
				3:30PM	;750//F110//;Standard Pay	6:00PM				2:30	2:30	7:30
Thu 8/04	8:30AM-5:00PM											
				3:30PM	;750//F110//;Standard Pay	6:00PM				2:30	2:30	10:00
Fri 8/05	8:30AM-5:00PM											
		SB - Personal ...	8:30	8:30AM	;750//F110//						8:30	18:30

Kronos Approval

- Approving time in Kronos is legally attesting that all employees' hours have been reviewed and are accurate.

What to Look for Before Approving Kronos

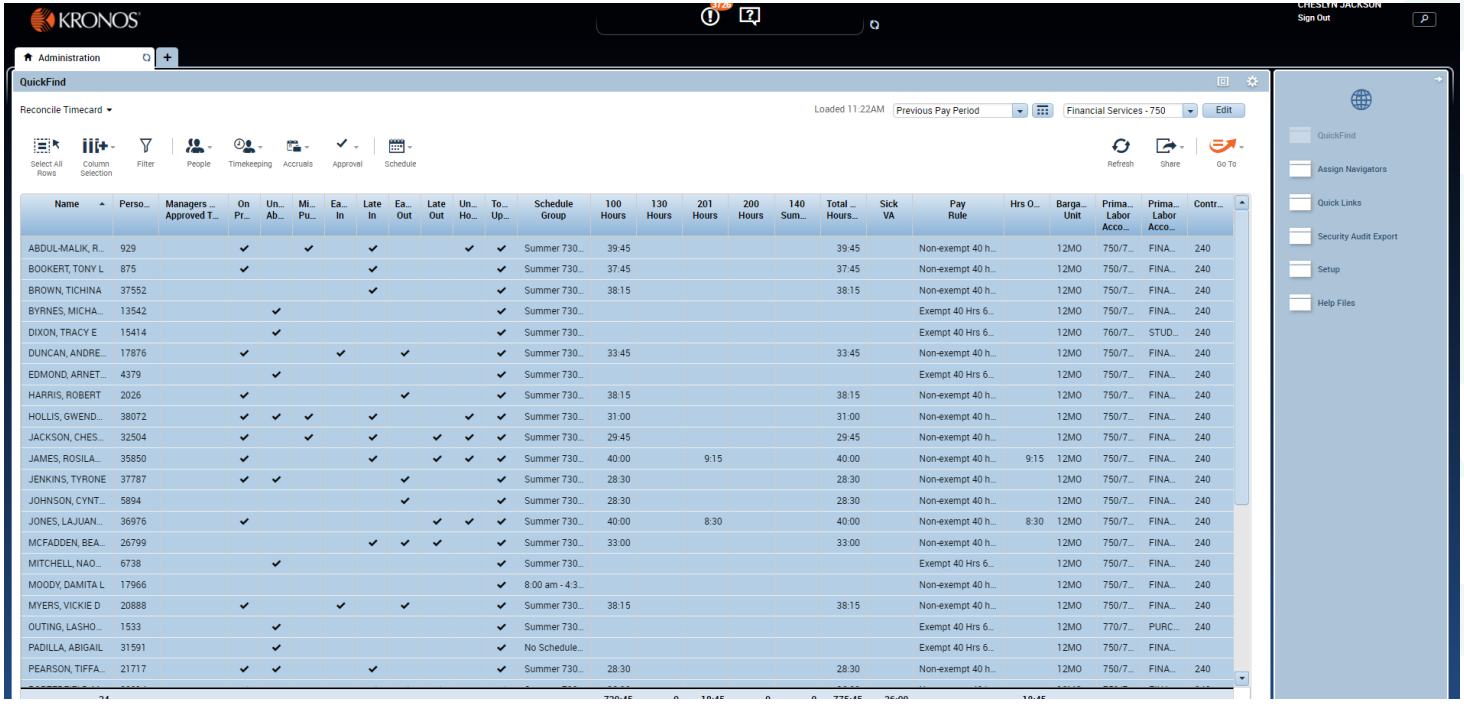
- First your paymasters should review and edit all missed punches, correct any AM/PM errors, put in proper transfer code and key any absences.

What to Look for Before Approving Kronos

- Before approving Kronos, it is important to review each employee's timecard for accuracy first.
- This will prevent under and overpayments which can potentially have a negative impact on their paycheck.

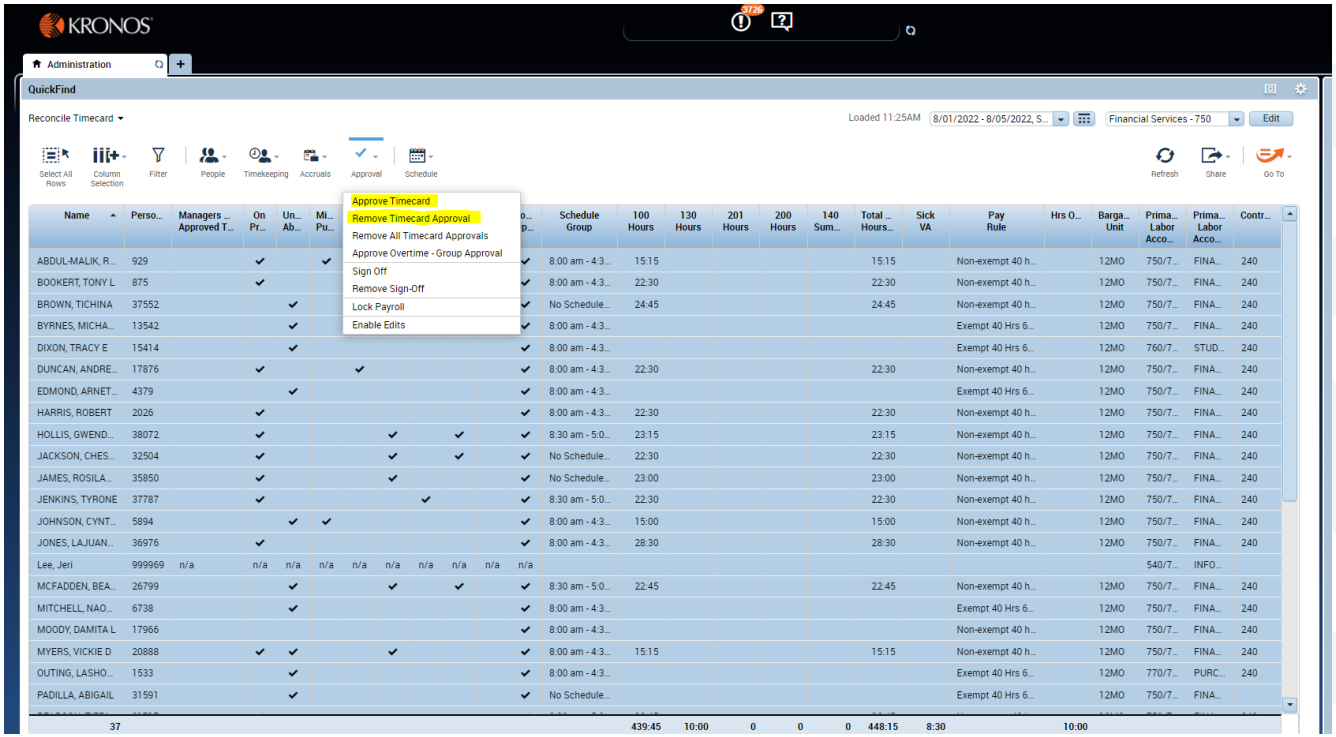
Approving Timecards

- Click Select All Rows or hold CTRL and click the employees you will like to approve.



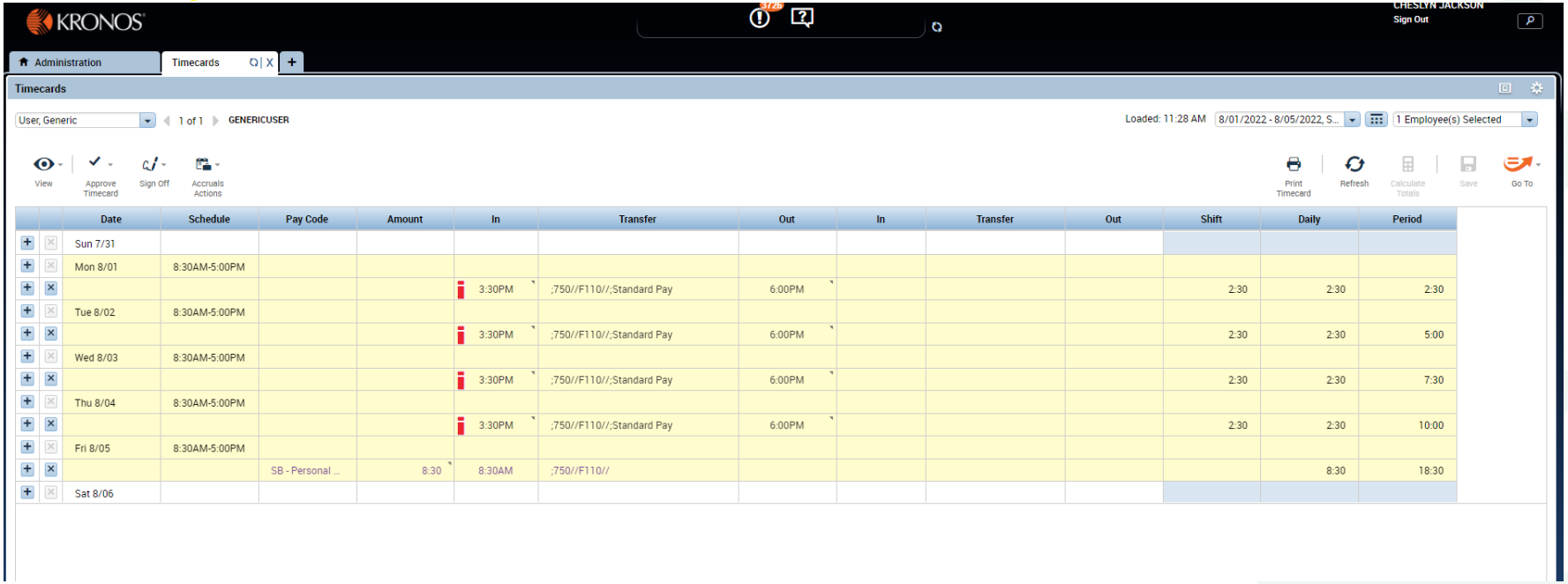
Approving Timecards

- Click Approval and the drop down menu will appear. Click Approve Timecard or Remove Timecard Approval.



Approving Timecards

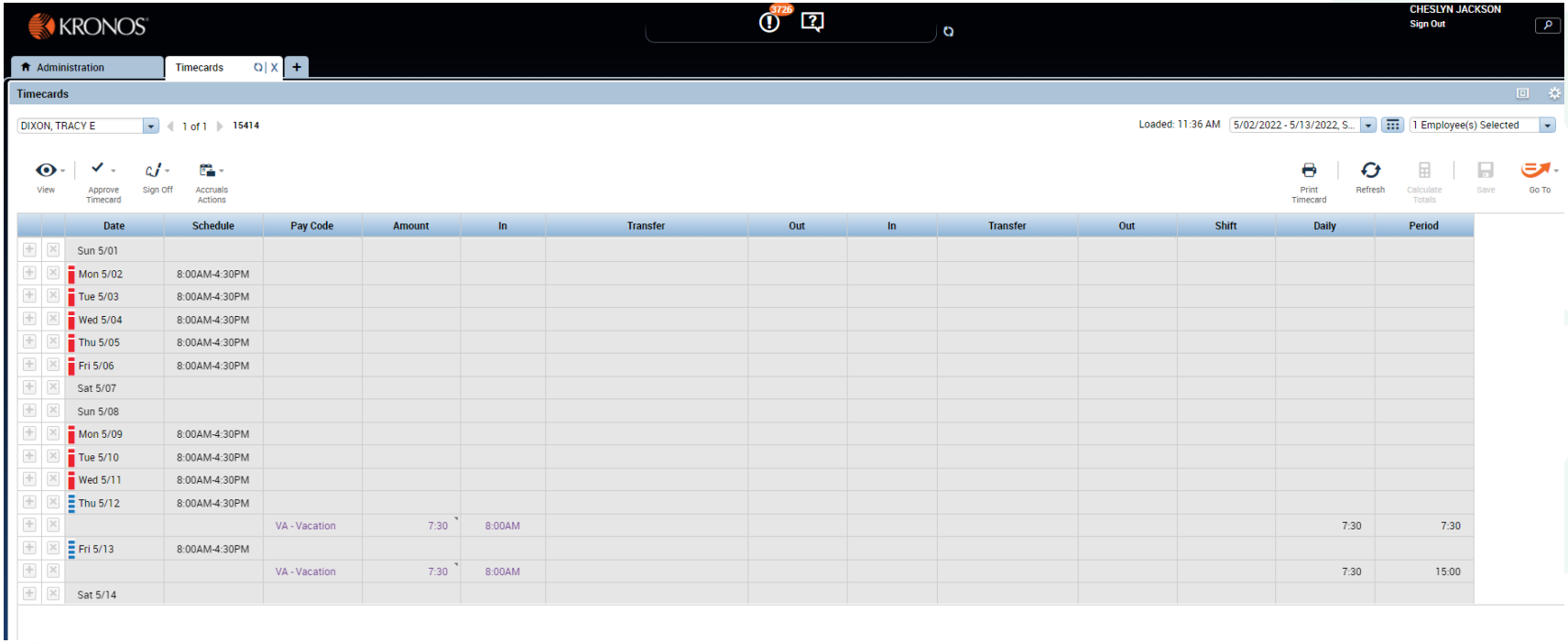
- Timecards are officially approved when the timecards turn **yellow**.



Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sun 7/31												
Mon 8/01	8:30AM-5:00PM											
				3:30PM	;750//F110//;Standard Pay	6:00PM				2:30	2:30	2:30
Tue 8/02	8:30AM-5:00PM											
				3:30PM	;750//F110//;Standard Pay	6:00PM				2:30	2:30	5:00
Wed 8/03	8:30AM-5:00PM											
				3:30PM	;750//F110//;Standard Pay	6:00PM				2:30	2:30	7:30
Thu 8/04	8:30AM-5:00PM											
				3:30PM	;750//F110//;Standard Pay	6:00PM				2:30	2:30	10:00
Fri 8/05	8:30AM-5:00PM											
		SB - Personal ...	8:30	8:30AM	;750//F110//						8:30	18:30
Sat 8/06												

Approving Timecards

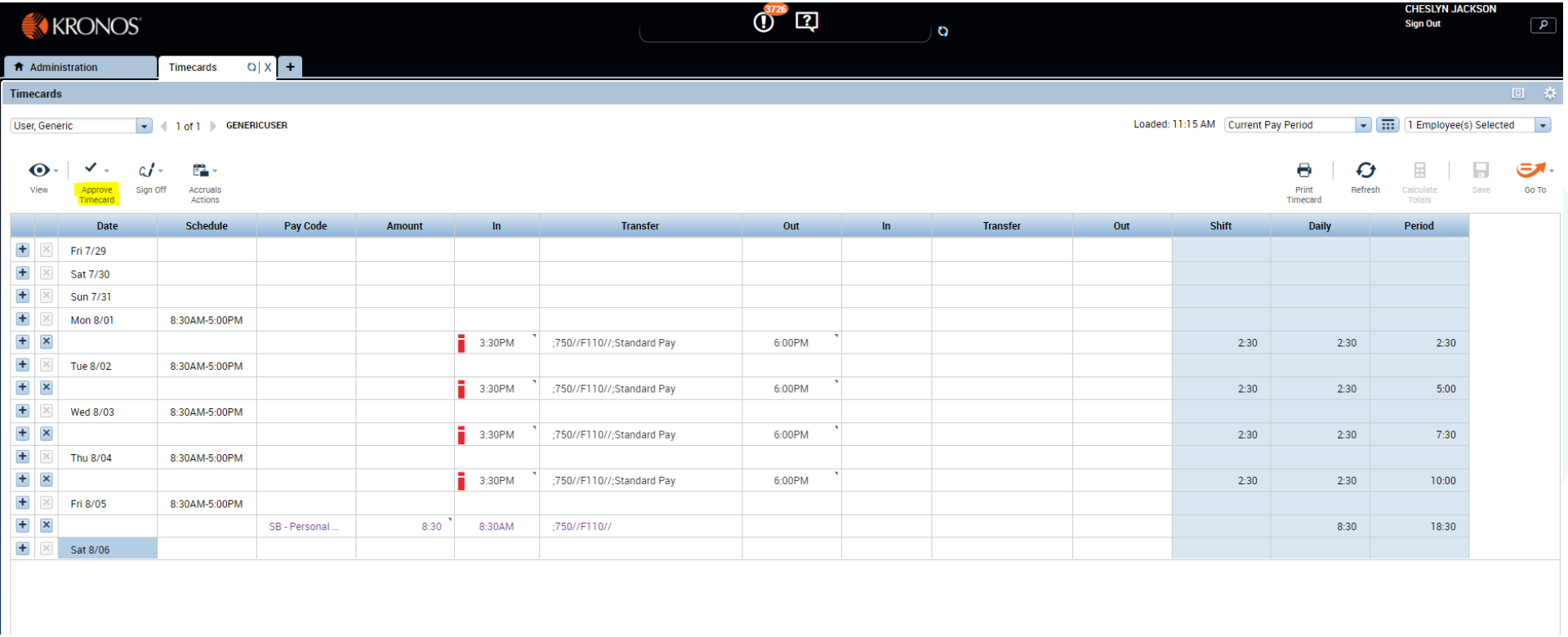
- Timecards are locked when the timecard turns gray. Locking the timecards are done by payroll. This allows no changes to be done.



Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sun 5/01												
Mon 5/02	8:00AM-4:30PM											
Tue 5/03	8:00AM-4:30PM											
Wed 5/04	8:00AM-4:30PM											
Thu 5/05	8:00AM-4:30PM											
Fri 5/06	8:00AM-4:30PM											
Sat 5/07												
Sun 5/08												
Mon 5/09	8:00AM-4:30PM											
Tue 5/10	8:00AM-4:30PM											
Wed 5/11	8:00AM-4:30PM											
Thu 5/12	8:00AM-4:30PM											
		VA - Vacation	7:30	8:00AM							7:30	7:30
Fri 5/13	8:00AM-4:30PM											
		VA - Vacation	7:30	8:00AM							7:30	15:00
Sat 5/14												

Approving a Timecard

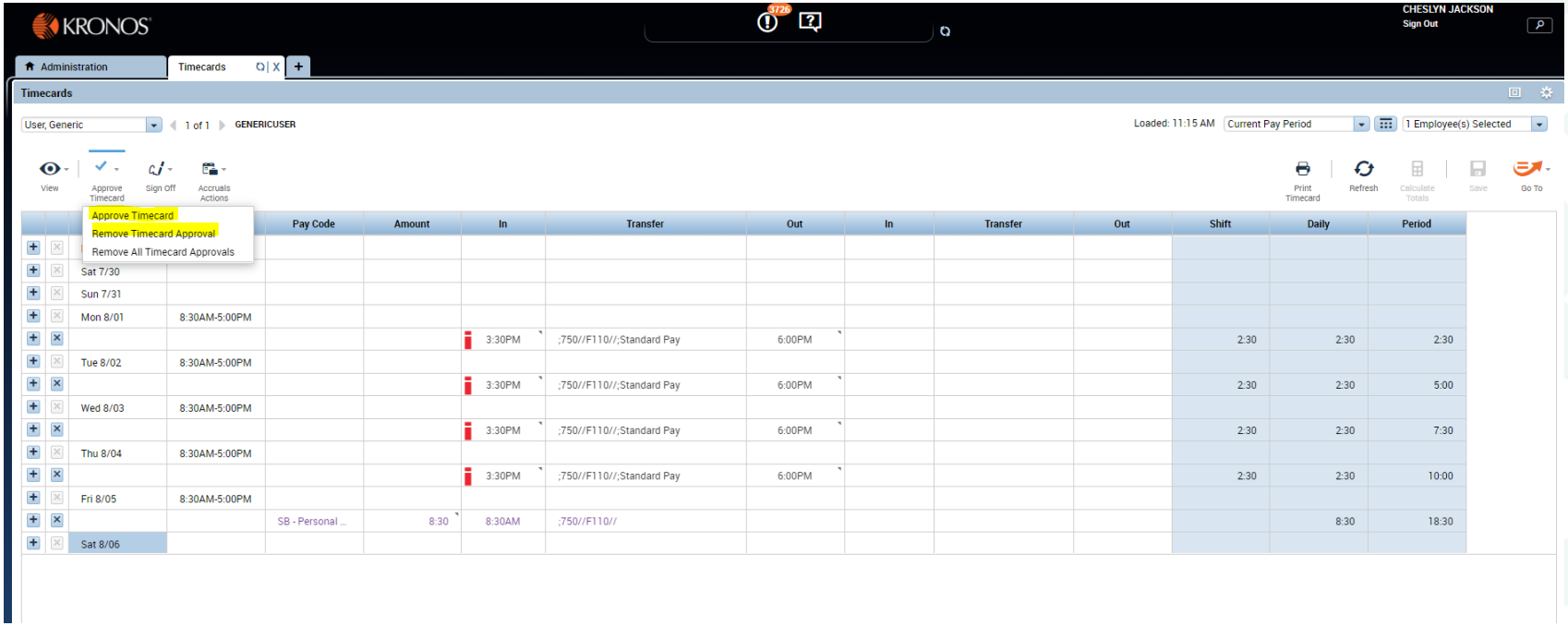
- Click Approve Timecard



Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Fri 7/29												
Sat 7/30												
Sun 7/31												
Mon 8/01	8:30AM-5:00PM											
				3:30PM	;750//F110//;Standard Pay	6:00PM				2:30	2:30	2:30
Tue 8/02	8:30AM-5:00PM											
				3:30PM	;750//F110//;Standard Pay	6:00PM				2:30	2:30	5:00
Wed 8/03	8:30AM-5:00PM											
				3:30PM	;750//F110//;Standard Pay	6:00PM				2:30	2:30	7:30
Thu 8/04	8:30AM-5:00PM											
				3:30PM	;750//F110//;Standard Pay	6:00PM				2:30	2:30	10:00
Fri 8/05	8:30AM-5:00PM											
		SB - Personal ...	8:30	8:30AM	;750//F110//						8:30	18:30
Sat 8/06												

Approving a Timecard

- A drop down menu comes and click Approve Timecard or Remove Timecard Approval.



Kronos Reminders

- Paymasters should collect and key all missed punches daily so problems can be corrected early in process.
- Missed punch forms should not be sent to payroll unless requested.
- The paymaster may not edit their punches. It must be completed by their supervisor.

Kronos Reminders

- Approvals of payroll must be timely to ensure employees are paid timely.
- 7 minute Rule.
- Short hours.

Kronos Roster

- A missing employee is an indication that something may not be complete in the hire or transfer process.
- This is a key indicator of a potential problem. This needs to be addressed quickly to ensure timely payment.
- Employees appearing on your Kronos who do not work for your location also require additional action.
- Please verify whether a Form A needs to be submitted, a transfer, or whether the employee is on leave and needs to be coded.
- Code AU for any employees who do not work at your location if you are uncertain of the above status.
- We do not want to overpay employees who may not be working.

What to do if an employee does not get paid on payday?

- The paymaster will need to contact the Payroll Office on behalf of the employee.

Questions

- **Questions ?**

HUMAN RESOURCES UPDATES

Kathy Parker
Personnel Analyst

QUESTIONS AND ANSWERS

? ? ?

STUDENT ACTIVITY WORKSHOP

FY 2023 - 2024

AUGUST 3, 2023

Thank you for coming !!!

Have a Great Year !!!!!

We Look Forward to Serving You in the New Year !!