

## WHAT THE CBO DOES

### CBO Duties

- Entry of Payroll Settings
- Receive timesheets/source documents
  - Review to determine accuracy/questions
  - Communicate with district regarding questions and issues
- Summary of timesheet/source document totals
- Entry of timesheet/source document information into nVision (Timesheets or Additional Earnings sections)
- Entry of deduction items such as:
  - Flex Plan
  - 403b, 457
  - Insurance
  - United Way
- Entry of stipends/bonuses such as:
  - Coaches & Advisors
  - Attendance bonuses
- Verification of all entries made in nVision
- Printing/Emailing of paystubs or paychecks (optional)
- Printing of payroll reports
- Create templates for data submission from district/school buildings (if needed)
  - Timesheets
  - Spreadsheets for building-level entry
- Facilitation of payroll process meetings with district staff
- Additional reports as needed or required by the district (assessed on case-by-case basis)
- NACHA/Banking (optional w/ district approval & release)

## WHAT THE DISTRICT DOES/RETAINS

### District Duties (Retained PR or HR)

- **ANY** and **ALL** Human Resources related tasks including, but not limited to:
  - Employee File Maintenance
    - Entering new hires
    - Starting/Ending appointments
    - Establishing pay frequencies, pay rates and contracted hours
    - Name changes
    - Appointment changes
  - Employee communications
    - Health Insurance waivers/elections
    - Flex account elections & enrollment
    - Teacher pay options (i.e. 21 or 26 pays)
  - Payment of retirement incentives
  - Employee contract interpretation
  - Negotiations estimates & calculations
  - Affordable Care Act tracking and reporting
- Answering CBO questions regarding payroll processing
- Timely review & submission of timesheets/source documents
- Timely review of Payroll Settings
- Communication with CBO regarding any employee changes
- Sign off/final verification/certification of payroll
- Retro-pay & blended overtime calculations
- NYS Retirement Reporting, Tracking, and Correspondence

### District Duties (Other Items)

- Entry of Purchase Orders related to Payroll/HR
- General Ledger activities
- Journal Entries
- Other Accounting items
- W-2s and 1095s
- Tracking of Board of Education Meetings & Minutes for Personnel Actions/Items
- PCORI Filing
- Workers Compensation Filings
- Quarterly Withholding Reports (IRS 941 & NYS-45)