TIPS FOR CBO TRANSITION SUCCESS

Over-communicate

- The more information the CBO has, the better the service results will be.
- Please share anything payroll-related with us as soon as possible.
- We don't know what we don't know! Please keep the CBO in the loop on all things Payroll!
- Contact listing of district employees involved in Payroll.



Provide Complete Information

- Source documents/timesheets should be fully completed and approved before reaching the CBO. We need to know the following:
  - Full Legal Name (no nicknames)
  - Position
  - Budget Code
  - Hourly/Daily Pay Rate
  - Number of Hours/Days Worked (Time start & Time end)
  - Required supervisor signature



Let us help you

- We can help the district to streamline processes & procedures.
- We will provide suggestions for amendments to employee forms.
- We will provide templates for HR/payroll contacts/building contacts to use.
  - This establishes uniformity and continuity throughout the district and helps to enhance the CBOs abilities to serve the district.



Recognize this is a Joint Effort

- The success of the CBO service relies on a joint effort between district staff and the CBO.
- Ensure that district staff understands their role in the payroll process.
- Be aware of and respect payroll deadlines.
- Keep us aware of any issues with the payroll process so that we can work on solutions together.

