



TEXARKANA ISD

Business Services

**Business Office Procedures
Manual**

(Fiscal Guide for District Staff)

Revised January 2024

Business Office Procedures Manual

Texarkana Independent School District

This Business Office Procedures Manual has been prepared to provide general information about several Texarkana ISD business functions. Additional information may be available within the [District's Board Policies](#), Administrative Procedures, or other web sources as referenced.

The Board of Trustees and administration of Texarkana Independent School District are charged with the responsibility of supervising the financial affairs of the District. These procedures have been developed to help safeguard all funds and to ensure that the District's financial activities are maintained with high standards and comply with federal and state laws and regulations.

In those regards, the Business and Financial Services Departments of the District are charged with providing:

1. A centralized, standard accounting system in accordance with the prescribed regulations from TEA and local policies set by the Board of Trustees;
2. Control over revenues and the disbursement of funds as prescribed by law and Board policies;
3. Appropriate financial records and reports as required by regulations and policies; and
4. Safekeeping of district assets.

The purpose of this manual is to provide employees of the District with guidelines for proper accounting procedures for expending funds belonging to the district, campus, and students. Principals, secretaries, coaches and sponsors are encouraged to become well acquainted with this manual and to utilize it as the official guide. For consistency, the procedures in this manual refer to the Business and Financial Services Departments as the Business Office. Questions regarding these procedures should be directed to the Business Office.

BUSINESS/FINANCE OFFICE STAFF

Phone Number: 903-794-3651

Anita Clay	Chief Financial Officer	anita.clay@txkisd.net ext. 1023
Louisa Strutton	Chief Accountant	louisa.strutton@txkisd.net ext. 1022
Kelli House	Comptroller	kelli.house@txkisd.net ext. 1024
Jennifer King	Payroll Specialist	jennifer.king@txkisd.net ext. 1021
Gabrielle Matthews	Accounts Payable Specialist	gabrielle.matthews@txkisd.net ext. 1027
Melrose Harden	Accounting Clerk	melrose.harden@txkisd.net ext. 1026
David Defoy	Director of Purchasing & Special Events	david.defoy@txkisd.net ext. 1028
Angel LeGrand	Administrative Assistant	angel.legrand@txkisd.net ext. 1025

Table of Contents

Business Office Procedures Manual	2
Texarkana Independent School District	2
BUSINESS/FINANCE OFFICE STAFF	3
Table of Contents	4
BUSINESS/FINANCE DEPARTMENT INFORMATION	8
Fiscal Year	8
Accounting.....	8
Basic Fund Code Composition.....	9
Petty Cash.....	10
Petty Cash Guidelines	10
Cash Handling.....	11
Cash Storage	12
Cash Receipts.....	12
Cash Handling	12
Activity Funds/Fundraisers.....	13
Campus Activity Funds	13
Student Activity Funds	13
Control Procedures for Funds	14
Depositing Funds Collected.....	14
Payments from Activity Funds.....	15
Allowable Expenditures.....	16
Carry Over Funds.....	16
State and Local Sales Taxes	17
Taxable Items.....	17
Tax-exempt Items	17
Grants Management (State, Federal or Other Grants).....	18
Audits	19
Annual Financial Audit.....	19
Single Audit	20
Budget Adoption.....	21
Budget Amendments.....	21

Budget Transfers	22
Fixed Assets.....	22
Travel.....	23
Out-of-State-Travel.....	24
Travel via CitiBank Card	24
Lodging	24
Requesting Hotel Payments.....	24
Hotel Cancellations.....	25
Federal Funds	26
Transportation.....	26
Airfare.....	26
Meals.....	26
Multiple Travelers.....	26
Board of Trustees Travel	27
Non-employee Travel	27
Purchasing.....	27
Gift Cards for Employees	27
Monitoring Open Purchase Orders.....	28
Accounts Payable.....	29
Accounts Payable Calendar	29
General Guidelines.....	29
Receiving Merchandise	29
Lost/Voided Checks.....	30
PAYROLL INFORMATION.....	40
Payroll.....	40
Required Payroll Deductions.....	40
Retirement Contributions	40
Federal Withholding.....	40
FICA/Medicare.....	41
Child Support	41
Levies	42
Optional Payroll Deductions.....	42

Direct Deposit	42
Paperless Pay Stubs	43
Stipends.....	43
Additional Compensation	43
Overtime.....	43
Errors on Direct Deposit/Paychecks.....	44
Absences	45
Leaves	45
Resignations	45
Jury Duty	45
Miscellaneous Information.....	45
Change of Address/Telephone Numbers	45
W-2 Forms	46
Skyward True Time –Time and Attendance System	46
Payroll Processing for Classified (Hourly) Staff	46
Recording Time	46
Other Assignments	46
Other Requirements	47
Rounding Rule	47
Other Employee Payroll Inquiries.....	47
PAYROLLPROCEDURES	48
General Information.....	48
Payroll Department Reference Information	48
Calendars	48
Payroll Deadlines	49
Pay Scales.....	49
Data Entry and Validation.....	49
Segregation of Duties	50
Data System Security & Access	50
Assignment of Access and Passwords	51
Revoking Access to Data Systems	52
Payroll Data Management.....	52

Employee Demographic Information.....	52
Insurance Data	53
Employment Information.....	54
Pay Information.....	55
Job Information	56

BUSINESS/FINANCE DEPARTMENT INFORMATION

Fiscal Year

The fiscal year begins on July 1st and ends on June 30th. All goods received and services rendered during these dates must be paid from current fiscal year funds.

All invoices for goods received on or before June 30th shall be submitted to the Business Office by July 10th for processing and payment.

Accounting

Section 44.007 of the Texas Education Code (TEC) requires that a standard school district fiscal accounting system be adopted by each school district. The system must meet at least the minimum requirements prescribed by the State Board of Education and also be subject to review and comment by the state auditor. Additionally, the accounting system must conform to Generally Accepted Accounting Principles (GAAP). This section further requires that a report be provided at the time that the school district budget is filed, showing financial information sufficient to enable the State Board of Education to monitor the funding process and to determine educational system costs by school district, campus and program.

TEC, Section 44.008, requires each school district to have an annual independent audit that meets the minimum requirements of the state board of education, subject to review and comment by the state auditor. The annual audit must include the performance of certain audit procedures for the purpose of reviewing the accuracy of the fiscal information provided by the district through the Public Education Information Management System (PEIMS). The audit procedures are to be adequate to detect material errors in the school district's fiscal data to be reported through the PEIMS system for the fiscal period under audit.

A major purpose of the following accounting code structure is to establish the standard school district fiscal accounting system required by law. Although certain codes within the system may be used at local option, the sequence of the codes within the structure, and the funds and chart of accounts, are to be uniformly used by all school districts in accordance with generally accepted accounting principles.

Basic Fund Code Composition

Fund Code

A mandatory 3-digit code is to be used for all financial transaction to identify the fund group and specific fund. Fund group 100 is for locally controlled funds, primarily the General Fund. Fund group 200 – 400 is for various federal and state grant programs. Fund group 500 is for debt service funds to repay bonded debt. Fund group 600 is reserved for capital project funds (bond money). The 700 series is for various internal service funds. The 800 series is for scholarship funds and clearing accounts.

Function Code

A mandatory 2-digit code applied to expenditures/expenses that identifies the purpose of the transaction. The first digit identifies the major class and the second digit refers to the specific function within the area.

Object Code

A mandatory 4-digit code which identifies the nature and object of an account, a transaction or a source. The first of the four digits identifies the type of account or transaction, the second digit identifies the major area, and the third and fourth digits provide further sub- classifications.

Sub-Object Codes (Optional Codes 1, 2 & 3– for local use)

A 3-digit code for optional use to provide special accountability at the local level.

Organization Code

A mandatory 3-digit code identifying the organization, i.e., High School, Middle, School, Elementary School, Superintendent's office, etc. An organization code does not necessarily correspond with a physical location. The activity, not the location, defines the organization. Campuses have their own organization code as specified for each school district in the Texas School Directory.

Fiscal Year Code

A single digit code that identifies the fiscal year of the transaction or the project year of inception of a grant project. In Skyward the General Fund fiscal year is always 0. Federal funds will use a specific year code.

Program Intent Code

A 2-digit code used to designate the intent of a program provided to students. These codes are used to account for the cost of instruction and other services that are directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the program intent code, not necessarily the demographic makeup of the students served.

Optional Codes 4, 5 & 6

A code that is used at the local option.

The TEA Financial Accountability System Resource Guide provides a complete listing of the codes to be used by school districts in recording financial transactions. Complete coding guidance is available in the guide and thus not reflected in this manual. The codes listed below represent custom codes for TISD and those that often cause errors in coding.

Please refer the [Texarkana ISD Budget Account Code Guide](#) for a more in-depth analysis of TISD's account codes.

Petty Cash

The term “petty cash fund” refers to a cash fund that has a fixed amount of dollars allotted to the fund. The funds are used to reimburse employees for small expenditures for District supplies and to make small District purchases. The size of the fund should be sufficient to meet the normal needs for small cash payments incurred during a monthly period. As each cash payment is made, a receipt is placed in the fund in lieu of the cash removed.

The petty cash fund is restored to its original amount at timely intervals via the submission of a Petty Cash Reconciliation Form by the custodian of the petty cash fund. The replenishment check is equal in amount to the expenditures made from the fund. The principal or department head is responsible for ensuring that the rules established herein are followed by the persons(s) designated to handle petty cash funds. The principal or department head is responsible for reviewing and authorizing advances and purchases from this funding source. Employees who have been assigned as custodians of petty cash funds are required to maintain accurate accounting records for all transactions.

Petty Cash Guidelines

- Only one person from each campus should be charged with the responsibility for handling transactions that require use of petty cash funds.

- The petty cash box should be locked and placed in the vault/secured location when not in use by the fund custodian.
- The petty cash custodian is responsible for ensuring the cash on hand and receipts equal the authorized amount of the fund at all times.
- All petty cash vouchers must be accompanied by original receipts/invoices. Only expenses related to school district business should be shown on the receipt. It is not permissible to commingle purchases of personal items with school business related items on the same receipt.
- Supplies, materials, and food (6319, 6329, 6399, and 6499 expenditure category) are the only types of expenditures that may be made out of the petty cash fund. The District cannot reimburse sales tax. A tax exemption certificate must be taken to the vendor to avoid paying sales tax.
- At least two people must be present to count the cash box when there is a change in petty cash custodians. Typically the bookkeeper/administrative assistants and principal.
- Replenishment of the petty cash fund should be done on a timely basis, but will vary by campus.
- All funds, regardless of amount, should be replenished at the fiscal year end so there are not outstanding receipts as of June 30.
- Send a copy of the June reconciliation to the Chief Accountant in the Business Office each year for audit purposes.

Cash Handling

The Business Office is responsible for ensuring the accuracy and completeness of the school district's financial records and the accountability of district assets. In the area of cash handling, fraud is the largest risk; therefore the handling and management of cash is a key area of responsibility. These guidelines are based on best practices and implemented to protect all parties involved in cash transactions. Each employee will be required to sign the appropriate Acknowledgement of Responsibilities for Fund Collection Form at the beginning of each year.

Cash Storage

All cash must be secured in a safe or locked location at all times. Under no circumstances should cash be left in desk drawers or filing cabinets overnight or longer. Campus personnel should be made aware of cash handling procedures and informed of the requirement to store cash in a secure safe.

Cash Receipts

When sponsors leave cash with administrative staff without a dual verification of the amount involved, the sponsor and administrative staff member are at risk of unresolved discrepancies. The potential for misappropriation is greatest when the person preparing the deposit has no documentation of the amount received and the person presenting the cash has no proof of what was transferred.

At any time when a staff member is taking cash from another individual, both parties should verify the amount delivered and a written acknowledgement (receipt) of the transfer should be provided.

The perfect cash handling system requires all cash transactions be handled with the issuance of receipts every time cash is transferred among individuals.

A Texarkana ISD Fundraising Summary Report must be completed upon receiving any funds collected on behalf of the District. The form can be found on the Texarkana ISD portal. The form is submitted electronically. The campus principal will be marked and sent a copy in email.

Cash Handling

All monies collected shall be promptly deposited into the appropriate district account at the district depository. Promptly is defined as the same day or in a timely manner. Funds are to be deposited as received. There is no need to wait until all funds from a specific activity have been collected to make deposits.

- Cash is never to be held and spent on expenses; all disbursements must be made with a check as a result of a purchase order or through a Student Activity Account.
- All money collected must be submitted in the same form as collected. A staff member is not to substitute his/her personal check for cash collected. No personal checks are to be cashed from the funds collected.

- Sponsors are not to take money home or keep it unsecured in classrooms after hours. Funds should be counted by the sponsor, secured in a locked box or bag, and given to the campus Secretary/Administrative Assistant for storage in a locked, secure cabinet or safe until deposited at the bank.
- Sponsors should not retain funds for longer than two days.

Activity Funds/Fundraisers

Activity funds are used to account for district, campus and student funds generated from fundraisers, donations, vending machines, rentals, gate receipts, concessions, and other sources of revenue. These funds are to be used to promote the general welfare of the school and the educational development and morale of all students. All funds collected by school district personnel from students are defined as activity funds and must be handled through the activity funds accounts.

Most school districts manage activity funds in accordance with two board policies: CFD Legal and CFD Local. These policies addressed the fiduciary responsibility, use and expenditure, and other related topics.

There are two (2) primary types of activity funds: Campus and Student Activity Funds. Generally, the source of the revenue determines the type of activity fund.

For more in-depth information regarding Campus Activity Funds and Student Activity Funds, please review the [Texarkana ISD Student Activity Funds Manual](#).

Campus Activity Funds

Campus Activity Funds are generally under the control of the campus principal. The revenue sources in this activity fund generally include vending machines, concessions, campus fundraisers, and commissions from school pictures, publications, or school stores. This fund may also include sub-accounts for the library, grade level, or other groups not defined as a student club or organization.

Student Activity Funds

Student Activity Funds generally belong to a bona fide chapter such as student groups or organizations. These funds do not belong to the district; however, the district must act as a trustee of the funds. Hence, these funds are accounted for in a trust fund group.

According to the State Comptroller's office a bona fide chapter is a group that must be organized for some business or activity other than instruction or a participatory group. Essentially, any student group that is recognized by the school and is organized by electing officers (not just participatory captains), holding meetings, and conducting business are bona fide chapters of the school. The designated Student Activity Fund Sponsor must be a professional staff member such as a teacher, counselor, or assistant principal.

The revenue sources of this fund typically include dues and fundraisers. All expenditures from this fund must be expended for the benefit of the students as approved by the students. The club or organization sponsor shall oversee the funds. The ultimate responsibility of this fund is also under the control of the campus principal.

Funds belonging to outside groups, such as the PTO, boosters club, or outside clubs, ARE NOT Activity Funds and ARE NOT to be the accounting responsibility of the school district. Although such groups and their activities are closely related to school functions or events, they should be handled by officers of the outside group itself, not by district employees.

Control Procedures for Funds

The principal, teachers, and clerical staff are placed in a position of extraordinary trust by parents and students when student funds are placed in their care. Adequate measures to control these student funds will assure parents and students that the funds are being handled properly. It is for the purpose of providing this assurance and protection that Activity Fund control procedures have been established.

Depositing Funds Collected

All money collected by club sponsors, fund-raiser sponsors, teachers, secretaries, or principals should be deposited on the day it is collected. If funds cannot be deposited, they should be turned in to the principal's office for placement in a safe until the deposit can be made. All funds shall be deposited within three days.

Under no circumstances should collected funds be kept in a desk, classroom, purse, taken home or other unsecured location.

Expenses CANNOT be taken out of cash receipts before deposited. Total funds collected are to be deposited with requests for payment through a purchase order to be prepared in spending funds.

1. Checks should be made payable to Texarkana Independent School District. All checks should be endorsed with a “restrictive endorsement” upon receipt (“For Deposit Only”).
2. Each deposit slip must contain the following information:
 - a. The date and the amount of the deposit.
 - b. The name of the group the deposit belongs to as well as the group’s account code.
 - c. A brief description of the revenue source (i.e. candle sales, candy sales, T- shirt sales, etc.) should be listed on the deposit tabulation sheet.
3. When depositing large amounts of cash, it is recommended that the person making the deposit remain with the teller until the transaction is verified. This will prevent any discrepancies that may arise in calculated totals.

Payments from Activity Funds

Funds may not be disbursed without the written authorization of the principal. Club and class accounts must be used for the intended purpose stated at the time the account was created. The principal must ensure that expenditures or transfers from those accounts are within the intended purpose and cannot divert funds for other used.

1. No expenditures shall be approved by the principal unless sufficient funds are available in the appropriate Activity Fund account unless funds are anticipated in the very near future and approval has been received from the Chief Financial Officer.
2. Purchases from activity funds should be made via the online requisitioning system.
3. If the campus receives the vendor invoice, the invoice should be forwarded to the Business Office for payment. All bills should be submitted to the Business

Office for payment in a timely manner. Any disputes over billing should be brought to the attention of the Business Office.

4. Activity Funds shall not be used for any purpose which represents an accommodation, loan, or credit to district employees or others. Post-dated checks may not be cashed for anyone. School Board Trustees, employees, or others may not make purchases through the Activity Fund in order to take advantage of student body or district purchasing privileges or credit capacity.
5. Schools and school organizations are not permitted to execute external debt instruments of any kind (including leases). School activities projects requiring financing on any deferred or installment repayment basis must be submitted to the Business Office for approval.

Allowable Expenditures

The principal shall use discretion in expending funds in accord with the stated basic purpose of the various funds. The collecting and expending of Campus Funds should have as its basic purpose the promotion of the general welfare of the school and the education, development and morale of all the school's students.

The collecting and expending of Student Activity Funds should be in accordance with the stated purpose of the particular funds. Within this purpose, funds should be expended to benefit the group that is responsible for producing them.

1. Funds resulting from school-wide fund-raisers and vending machines located in student areas must be expended to benefit the general student body. These expenditures may include supplies, equipment or activities.
2. Funds resulting from fund-raisers held by a specific club or other group should be expended to benefit the members of the club or other group and in accordance with the stated purpose of the club or group.
3. Donations from "club funds" are permissible providing that the club sponsor and members approve the donation.

Carry Over Funds

Funds collected by the campus and student groups shall remain in the appropriate account and each group shall retain any funds remaining at year end. If an organization ceases to

exist, any funds remaining shall be credited to a similar group or the appropriate administrative activity account with approval of the Principal and Chief Financial Officer. In the case of funds for the senior class, any funds that remain after all expenses have been covered will be transferred down to the incoming senior class unless prior instructions have been approved by the class officers and the Principal.

State and Local Sales Taxes

Exemption from imposition of sales tax on an organization's purchases does not relieve it from the obligation of collecting sales tax on its sales. An exempt organization (such as a school district), which sells taxable items, is responsible for collecting and remitting tax on all sales of taxable items made by the organization unless such sales are otherwise exempt from the tax.

In general if an item is purchased to enable the school to fulfill its educational purpose it is exempt from paying sales tax. However a school purchasing taxable items for resale must collect sales tax when the items are resold.

Taxable Items

The following items are examples of taxable sales items:

- Athletic/physical education equipment and uniforms sold directly to students;
- Other forms of clothing sold directly to students;
- School rings;
- Student publications such as yearbooks;
- Non-food items sold by clubs and organizations as fund-raising projects such as candles, cookbooks, T-shirts, caps, etc.;
- Automotive parts used in repairs performed by students;
- Items manufactured by students and sold.

Tax-exempt Items

The following items are examples of tax-exempt sales items:

- Food products, including candy and soft drinks, when sold in the school during the regular school day (must comply with FMNV rules);
- Food sales when sold by a person under 18 years of age who is a member of a group associated with a school as part of a fund-raising drive sponsored by the organization;
- Soft drinks, candy, popcorn, etc. are not taxable when sold at campus dances or similar events after the regular school day as the sales are part of an organization's fund-raiser;
- Athletic event concession sales are taxable unless the sales are part of a fund-raising event;
- Magazine subscriptions sold for 6 months or longer;
- School newspapers;
- Club memberships;
- Admission tickets for a school or PTO carnival, assembly, athletic events, dramas, and dances

Grants Management (State, Federal or Other Grants)

Seeking grant funds such as state, federal or from other sources is very desirable due to the impact of reduced local resources. It is recommended that grant applications be developed through a team approach to ensure that all stakeholders develop the grant goals, strategies and activities. Campus-based grant applications should be incorporated into the Campus Improvement Plan (CIP). All grant applications shall be reviewed and approved by the Superintendent or designee, utilizing the [Texarkana ISD Permission to Apply for Grants](#) form, prior to submission to the granting agency. Some granting agencies require matching funds, in-kind funds, or other specific requirements that may pose a financial liability to the District.

After the District has received confirmation that a grant application has been approved, typically through a Notice of Grant Award (NOGA), the Budget Manager shall prepare

and the Business Office shall enter the grant budget on the general ledger. No funds may be expended until the grant approval has been received from the granting agency.

The grants management administrator(s) shall be responsible for ensuring the expenditures are allowable within the parameters of the grant application. They shall work cooperatively with the Business Office to ensure compliance with all grant requirements as they relate to grant activities, expending of funds, supplement versus supplant rules, submitting reimbursement requests, financial reports and evaluation reports.

Policy regarding Equity among Campuses: The Texarkana Independent School District will not reduce local funding based on federal assistance which is a violation of Federal requirements and jeopardizes those federal funds. The District will ensure equivalence among schools in teachers, administrators, and other staff and in the provision of curriculum materials and instructional supplies. If any of these are found to be inadequate, appropriate measures will be taken to remedy the situation.

Please see the [Texarkana ISD State and Federal Grants Manual](#) for more detail regarding the District's grant management policies and procedures.

Audits

Audits may be conducted throughout the fiscal year by business office staff and/or regulatory agencies. Audits may include the annual financial audit, the Single Audit (federal grant funds), activity accounts, petty cash, payroll, attendance accounting, PEIMS, drop- out, state compensatory education, or other audits as deemed appropriate. The two most comprehensive audits are the Annual Financial Audit and the Single Audit. These are mandatory audits performed annually and are described below.

Annual Financial Audit

An annual financial audit must be conducted by an independent CPA firm selected by the District Board of Trustees and submitted to the TEA Division of Financial Audits by the established deadline of 150 days after the end of the fiscal year for review. For the District's fiscal year ending June 30th, the report shall be filed before November 27th. In addition, the audit report must be filed with certain other entities or regulatory agencies such as: Dun & Bradstreet, Municipal Advisory Council, bond debt issuers, depository bank, etc.

The District has engaged an outside CPA firm to conduct the annual financial audit. The role of the CPA firm is to conduct an audit of the District's financial statements in order to issue an opinion as to whether they present fairly, in all material respects, the financial position of the District. Furthermore, they review the District's internal control procedures, and test compliance with certain provisions of law, regulations, contracts, and grant agreements and other matters in order to issue a report that should be considered in assessing the results of the audit.

All financial transactions shall be in accordance with local, state and federal audit guidelines. The Financial Accountability System Resource Guide (FASRG) posted on the TEA website shall be utilized to ensure awareness of audit compliance areas. In addition, the EDGAR or 2 CFR 200 shall be utilized to ensure awareness of audit compliance areas for all state and federal grant funds.

The Chief Financial Officer is responsible for coordinating and overseeing the annual financial audit.

Single Audit

The EDGAR require school districts that expend total federal financial assistance (FFA) equal to or in excess of \$750,000 in a fiscal year to have an audit performed in accordance with the Act. School districts expending less than \$750,000 in federal financial assistance in a fiscal year are not required to an audit under the EDGAR; however, they must maintain records to support federal financial assistance programs and must have a financial audit performed under *Generally Accepted Auditing Standards* (GAAS) and *Government Auditing Standards* (GAS), also referred to as the Yellow Book. The single audit must be conducted in accordance with United States Office of Management and Budget and EDGAR.

The district has engaged an outside firm to conduct the single audit. The role of the CPA firm is to determine the major program(s) for the fiscal year and (if any) to test transactions to determine compliance with federal program requirements and to issue an opinion on the District's compliance based on the audit.

The Chief Financial Officer is responsible for coordinating and overseeing the single audit.

Budget Adoption

The District must adopt a budget no later than June 30th of each year. The Board of Trustees shall publish a notice and conduct a public hearing regarding the budget prior to adoption of the budget. The District must also publish a notice regarding the proposed budget on the District's website.

At a minimum, the Board of Trustees shall adopt a budget that includes the General Fund, Food Service Fund and Debt Service Fund, if any. The budget shall be adopted at the function code level; therefore, any changes to the budget at the functional level shall be approved by the Board of Trustees prior to exceeding a functional expenditure category. These changes are called budget amendments and are explained in further detail below.

The adopted budget shall be reported to TEA on an annual basis through the Fall PEIMS submission. The Chief Financial Officer shall be responsible for coordinating the development and adoption of the District's budget.

Every campus and department Budget Manager shall be responsible for monitoring and amending their respective budget to ensure that it meets the identified needs of the campus or department. The adopted budget shall correlate directly and/or indirectly to the District Improvement Plan (DIP) and Campus Improvement Plans (CIP).

Budget Amendments

A budget amendment is defined as a transfer of funds across different functions and requires board approval. For example: a budget amendment would result if instructional funds (function 11) were requested to be transferred to the library funds (function 12). The Chief Accountant, prior to submission to the School Board, must approve budget amendments.

School Board approval is required prior to exceeding the budget in any functional level. Requests should be submitted in accordance with agenda deadlines posted by the Superintendent. If a purchase order is pending the outcome of a budget amendment, the purchase order will not be processed until after the School Board has approved the request. The Business Office prefers that budget amendments be submitted in whole dollars.

Campus Activity Funds are permitted to enter an amendment from one function to another as a transfer rather than writing up an amendment for board approval.

Budget Transfers

A budget transfer is defined as a transfer of funds, which is not across different functions. The Budget Manager shall approve all budget transfers prior to sending the transfer to the Chief Accountant.

To keep budget transfers to a minimum, each budget manager should review his/her budget on at least a monthly basis to determine if any budget transfers are necessary. Each budget manager is encourage to limit budget transfers because excessive transfers may substantially change the budget document that was presented to the School Board during the budget adoption process.

Fixed Assets

Fixed assets are defined as equipment with a unit value over \$5,000. All fixed assets must be purchased through the use of object code 66xx. These assets are tracked and recorded on t h e District's general ledger.

Periodically, the Business Office will send out a list to be verified by the Campus Principal/Director or their designee. Fixed assets that are stolen, obsolete, damaged beyond repair, etc. should be reported to the Director of Purchasing for disposal.

Fixed assets are subject to audit on an annual basis. Documentation shall be maintained to support all additions, deletions, or changes to the fixed asset balances. Disposals of District property should be for fair market value and must be approved by the Superintendent or designee.

Technology inventory items are defined as equipment with a unit value equal to or greater than \$5,000. Other items with a unit value under \$5,000 are also tracked and tagged such as:

- TVs
- Computers and peripheral equipment

- Digital Cameras
- Camcorders
- E-Readers
- iPads
- PDAs
- Other items that may have personal use

Technology inventory items are tracked and recorded on the District's inventory tracking system. Inventory items that are lost, stolen, obsolete, or damaged beyond repair should be immediately reported to the Technology Department for removal from the District's inventory tracking system. Inventory items are also tracked for insurance purposes. Inventory items (with a unit value less than \$5,000) must be purchased through the object code 6399. Items lost due to theft or vandalism must be reported immediately to the Director of Purchasing for police report and insurance claim purposes.

The Acceptable User Policy will be used to assign District property, such as cell phones, cameras, PDAs, laptops, iPads, etc. to staff for business purposes. The receiver should read it carefully to understand their responsibility to act with care when using District property and due to the potential tax and financial impact of using the assigned property for personal benefit.

Travel

Employees authorized to travel for business and educational purposes on behalf of the District will be reimbursed for all usual and customary travel-related expenses made on behalf and in connection with district business according to district rates and state law. The processes established herein, and located in the [Texarkana ISD Guidelines and Procedures for Professional Travel](#), have been developed on the premise that employees will use good judgment and prudence in the expenditure of district funds when traveling. Travelers are expected to select the most economical and practical accommodations, arrangements and services in accordance with the needs of the trip. All travelers, as well as supervisors approving travel, are responsible for compliance with the provisions of the District's travel policies. Requests for exceptions to these

regulations must be made in writing prior to taking a trip and signed by the Superintendent of Schools or his designee.

Out-of-State-Travel

All out of state travel MUST be approved by the Superintendent or designee prior to making any airline or hotel reservations. This approval applies to both employee and student out-of-state travel.

When an employee becomes aware of the need to travel the Learning Opportunity Approval System (LOAS) and Transportation Request Form, located in the [TISD Travel System](#), must be completed. This form is used to 1) receive approval for the travel prior to expenses being incurred and, 2) request payment for any items that must be paid in advance such as registration fees and hotel costs.

Once the travel has occurred, the employee will submit the [Texarkana ISD Meal Reimbursement Log](#) to request reimbursement for expenses incurred during the travel (parking, mileage, meals, etc.).

Travel via CitiBank Card

In order to establish an efficient and cost effective method of paying for select transactions related to district travel, a purchasing card system has been implemented. Referred to as the CitiBank Card, employees may be issued a credit card for pre-authorized travel expenditures.

Lodging

TISD will cover the cost of overnight trips at the hotel/facility listed as the host hotel(s) where the conference, seminar, etc. is being held or an alternate location when necessary. Rooms should be booked at the most economical rate available and without additional amenities. If a spouse attends with a TISD employee, any additional room costs must be paid for by the employee. Additional charges such as movies and laundry will be at the employee's expense.

Requesting Hotel Payments

- Enter a LOAS in the [TISD Travel System Form](#)
- Notification will be sent via email once the TISD Travel System Form is approved and a number is assigned.

- The employee will need to make the reservation and attach a copy of the hotel confirmation to the TISD Travel System Form. The hotel confirmation should show the following information:
 - check-in/check-out date
 - nightly room rate
 - number of nights
- After approval, a check payable to the hotel will be available for pick-up or a CitiBank Card will be issued no later than the day before departure.

For travel in Texas, a [Hotel Tax Exemption Certificate](#) must accompany payment to the hotel to avoid paying Texas State sales tax. These certificates will be provided to the employee at the time the CitiBank Card or check is issued. When checking into the hotel, provide the desk clerk with the Hotel Tax Exemption Certificate. Some hotels require proof of employment such as a pay stub or an identification badge. The sales tax in states other than Texas will be reimbursed.

Upon check out, it is very important that the person traveling review the billing to ensure that state sales tax was not charged to the CitiBank Card. The District will not provide reimbursement for Texas state sales tax. County and municipal hotel occupancy taxes will be reimbursed.

To be reimbursed for hotel expenses (when prepayment is not made), an itemized bill showing payment must be submitted. If an itemized receipt is not provided, one must be requested.

Hotel Cancellations

To avoid cancellation fees, the employee is responsible for notifying the hotel prior to the cancellation deadline. If the hotel is not notified by the required deadline, the employee may be required to pay any fees assessed by the hotel. If a trip is cancelled due to district actions, the employee will not be held responsible for the cancellation fees. A written explanation by the employee's direct supervisor will be required in such instances. In addition, employees who extend their hotel stay beyond what is reasonably required to carry out the purpose of the trip, or who take leave during the trip, will not be reimbursed for lodging expenses incurred during that period.

Federal Funds

If lodging costs are chargeable to federal grant funds, employees must follow the Federal Domestic Maximum Per Diem Rates schedule for in-state and out-of-state costs, supported by original itemized receipts. For cities not listed (in-state or out-of-state), the rate of the county should be used. When neither the city nor county are listed, the lodging rate is the actual cost up to \$107 per night plus city and local taxes. Travel reimbursement rates can be found at <https://fmxcpa.texas.gov/fmx/travel/texttravel/rates/current.php>.

Transportation

Airfare

Reimbursement for airfare will be allowed when either 1) airfare is cheaper than the mileage reimbursement, or 2) when travel by automobile is not feasible. Employees traveling by commercial air carrier must travel in the most cost-effective manner and utilize the lowest possible coach fares. Officials or employees traveling by commercial air carrier will not be reimbursed for the portion of non-coach (first class, business class, etc.) airfare which exceeds the cost of the lower coach fare.

For all flights, luggage charges shall be reimbursed for 1 bag, not to exceed the weight limit for the airline. Additional costs selected by the employee for early boarding will not be reimbursed. When traveling with students if early boarding fees are incurred, the additional costs must be paid from student or campus activity funds.

All flights shall be purchased by the Business Office for the most economical route and schedule to meet the travel plans. Travelers shall submit their travel preferences to their respective supervisor for approval – the campus or department shall forward the preferences to the Business Office with approved travel information (LOAS) including the agenda.

Meals

All information regarding reimbursements on meals is located in the [Texarkana ISD Guidelines and Procedures for Professional Travel](#).

Multiple Travelers

If multiple staff members attend the same conference, TISD will NOT reimburse in a way that would allow each individual or split groups of individuals to seek

reimbursement. If an employee wishes to take his/her own vehicle and chooses not to ride with others, the vehicle expense will not be reimbursed.

If a spouse accompanies an employee requiring additional rooms for the other employees the cost of the additional room would be at the employee's expense.

Board of Trustees Travel

School Board Member travel on behalf of the district is governed by policies BBG (Legal) and BBG (Local). Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board. Tips, gratuities, past the allowable 15% for single person or 18% for a group, and alcohol are not reimbursable expenses.

Members of the Board traveling on school business will be assigned a CitiBank Card for lodging expenses and must return the card and the itemized hotel receipt within 10 days of return. Reimbursements for expenses shall be made according to the procedures for employee travel.

Non-employee Travel

Texarkana ISD will not reimburse travel expenses incurred by an employee's spouse or an individual accompanying an employee on business unless the spouse/companion is a district employee and is required to be in attendance. Travel reimbursements by Texarkana ISD to contractors/consultants are governed by the terms of the associated contracts/agreements.

For more information on this process, please review the [Texarkana ISD Guidelines and Procedures for Professional Travel](#).

Purchasing

For all purchasing inquiries, please review the [Texarkana Purchasing Policy and Procedures Handbook](#) or the [Texarkana ISD Internal Reference System](#).

Gift Cards for Employees

District funds shall **NOT** be used to purchase gift cards. Gift cards are considered cash equivalents and are deemed as "gifts of public funds" if not included as taxable wages. This restriction applies to all gift cards purchased including tokens of appreciation to guest speakers. According to the Internal Revenue Services (IRS), gift cards in any amount are

taxable to the employee and must be reported as taxable wages and processed through the employee's paycheck.

According to IRS regulations, gift cards donated to the District by outside sources are also taxable to the employee if awarded to the employee by the District. Gift cards shall not be issued to staff without prior approval from the Superintendent or designee.

Monitoring Open Purchase Orders

You should routinely print out a list of your open purchase orders and review it to make sure that all purchase orders on the list should remain open for the amount that remains encumbered.

If an open purchase or due to an order not being placed or canceled and/or a partially paid purchase order containing a balance needs to be cancelled, contact Louisa Strutton (ext. 1023) to cancel the remaining balance.

Remember, open purchase order balances encumber budgeted funds and reduce available budgets. Keeping track of your open purchase orders and their liquidated/available balance is an important step in overseeing your budget.

Accounts Payable

Accounts Payable Calendar

Accounts Payable issues checks weekly according to the following schedule:

Prior Friday 12:00 PM	Due date for all invoices, receiving of PO's or other documentation (ex. mileage forms, travel forms) to be processed that week
Wednesday	Checks are processed
Friday	Checks released for mailing/distribution

General Guidelines

- Forward ALL invoices to Accounts Payable if received at the campus, or accounts.payable@txkisd.net if received from a vendor
- Send original copies of registration forms, order forms, or other items that need to be mailed with the check
- Reimbursement requests MUST show the method of payment (i.e. credit card/cash/check/on-line payment)
- Payments to employees for extra duty pay must be paid through Payroll, not Accounts Payable
- All contract service vendors must be set up as a 1099 vendor. In order to set up a new 1099 vendor, the Business Office must have the vendor's Social Security # or Tax ID #, provided via a W-9 Form. District employees are not 1099 vendors. See the [Texarkana Purchasing Policy and Procedures Handbook](#) or the [Texarkana ISD Internal Reference System](#) for more information.

Receiving Merchandise

Prior to paying an invoice, district orders for merchandise must be received in Skyward. Line item purchase orders can be received in full or as a partial delivery. Merchandise received on a Purchase Order must be received in the system by the originator in order for Accounts Payable to process payments. It is imperative that merchandise is received in the system in a

timely manner so that payment can be processed in order to avoid potential interest and late fees, and to maintain amicable vendor relations. If an invoice is received directly from a vendor, please forward the original invoice to the Business Office and note the Purchase Order number on the invoice if it is not shown. Please forward all receipt information to the Business Office daily, or at least weekly for prompt payment to the vendors.

Lost/Voided Checks

Questions regarding lost checks should be directed to Louisa Strutton, Chief Accountant at 903-794-3651 ext. 1023. If a stop payment needs to be issued, the Business Office should be notified. If a check is incorrect or no longer needed, the check should be forwarded to the Chief Accountant in the Business Office so that the check can be properly voided.

PAYROLL INFORMATION

Payroll

All Texarkana ISD teachers, professional, administrative employees, instructional aides, clerical/technical and manual trade employees are paid on a monthly basis, normally the 25th of each month. However, if the regularly scheduled pay date falls on Saturday, Sunday or scheduled school holiday, the pay date will be the prior business day. The District does not provide monetary advances. Supplemental pay is paid according to dates worked and the payroll schedule provided each year.

The District pays all employees over 12 months, regardless of the number of months the employee works in order to provide employees with a stable income. Beginning with the first pay period of their work calendar for accrued employees and the preceding month for hourly and non-accrued employees, an employee will receive his or her salary in equal monthly payments.

Required Payroll Deductions

Retirement Contributions

Full-time employees of the district do not contribute to the social security system. Instead, they participate in the Teacher Retirement System of Texas (TRS), a state, local and member funded program. TRS is withheld from each employees gross pay at a rate of 8.25% (*effective September 1, 2023*) on a pre-tax basis. Additionally, the state of Texas contributes an equal amount up to the statutory minimum salary amount for each employee that is subject to the statutory minimum. Also, each employee makes a contribution to the TRS-CARE health insurance program of 0.65% of the gross pay. All TRS Reporting Contribution Rates FY2017-Present are located on the [TRS website](#).

In order to receive TRS credit for a year of service, an employee (Exempt or Non-Exempt) must work 90 days during a school year to receive a year of service credit for that year.

Federal Withholding

All school district employees are required to have a federal W-4 form on file. The amount deducted from an employee's check depends on the number of allowances and the filing status claimed by the employee. The Internal Revenue Service form W-4 is the document used by

each employee to declare his or her filing status (single, married, married but withhold at the higher single rate, exempt) and number of allowances claimed. TISD is not required to verify the accuracy of the information on an employee's W-4; however, the Payroll Office cannot knowingly accept an invalid form. A form is invalid if it is altered (e.g., sections are crossed out or information other than the requested entries has been added) or if the employee indicates that it contains false information. The Payroll Office will request a new form if there is reason to believe that a W-4 is invalid.

If a valid W-4 form is not submitted to the Payroll Office, federal taxes will be withheld as if the employee was single and claimed zero allowances. In addition, the IRS has the authority to assess a penalty against an employee who claims more allowances than they are entitled.

Employees wishing to amend their withholding status can download a W-4 form from the district web site or at the IRS web site: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>. A completed signed form must be submitted to the Payroll Office 7 working days prior to the next scheduled pay date to ensure that any change in tax status is reflected in the next regular payroll.

FICA/Medicare

All employees who were hired after March 31, 1986 are required to pay 1.45% of the gross pay to the federal government for Medicare. Individuals not eligible to participate in the TRS program (typically part-time employees, working less than 20 hours a week and/or substitutes) are required to contribute to a social security alternative plan established by the District under the Internal Revenue Code, Section 457. These individuals contribute 7.5% of their gross pay on a pre-tax basis to an individual account, held in trust by the District and the investment company that manages the Section 457 Plan on behalf of the District. There are strict limitations on access to this money as it is intended by Congress to function in the place of social security.

Child Support

Child support payments are processed by the Payroll Office only when court orders are properly received from a county child support office, from the Child Support Services Division of the Attorney General's Office or from an appropriate court of jurisdiction. It is the employee's responsibility to file a change of employment request with the state Child Support Office.

Levies

Tax levies from the Internal Revenue Service or payment orders from a Guaranteed Student Loan Fund for repayment of student loans are also processed by Payroll, and are mandatory employee deductions when jurisdictional orders are properly received by TISD.

Optional Payroll Deductions

Many optional payroll deductions are available to TISD employees. Among just a few of these are the following options:

- 403b tax sheltered investments – open to all employees and available through the District's third party administrator
- Health insurance, vision, dental, cancer, additional life, short-term disability and other health-related coverages
- Professional organization dues
- All-in-One Contributions to the Texarkana ISD Education Foundation

Direct Deposit

In order to conserve District funds and improve productivity, the electronic transfer of funds (Direct Deposit) has been determined to be the most efficient system of paying employees. Payroll payments are made via direct deposit for all employees, including substitutes and student workers. Direct deposit can be made to any bank, savings or brokerage account in the United States Federal Reserve banking system as long as an account number and an ABA routing number are available. The appropriate form is available from the Human Resources Department.

All employees should verify the deposit of their pay on the date listed on the payroll schedule. In the event the employee's pay does not reach his/her account, they should first contact their bank. If the bank has rejected the deposit, a replacement check cannot be issued until the funds are returned to TISD. This may take as long as five business days after the payroll office receives notification of the return of funds.

A notification period of twenty (20) days prior to monthly pay date is necessary to activate this service. Regardless of the payment method chosen, a new employee's first pay check from the District will be a paper check. Contact the Business Office at (903) 794-3651 ext. 1021 for more information about the automatic payroll deposit service.

Paperless Pay Stubs

Pay stubs are not distributed in paper form following payroll distributions. Instead, all pay stubs are available online through Skyward Employee Access which is accessible from the District's website under the link for "Staff Resources". Employees can access and print pay stubs at any time in the [Skyward Employee Access Center](#).

Stipends

Exempt employees who perform additional duties beyond their assignment or work additional days beyond their contract period are compensated via the assignment of a stipend. Stipends are NOT to be assigned to hourly employees (with the exception of Special Services stipends for certain instructional aides). The campus principal must designate the employee performing the additional duties before the beginning of the school year. These designations must be submitted to the Human Resources Department in order for employees to receive the stipend.

Most stipends are paid out monthly over the course of the school year. However certain stipends, typically those in amounts less than \$2,500.00, are paid at the end of the semester (in the months of December and May) in which the duties for the stipend are fulfilled. The amount of stipend allocated to the additional duty is outlined in the Board approved Compensation Plan located on the Human Resources Page.

Additional Compensation

Overtime

If at any time during the work week an employee in an hourly position expects to work beyond 40 hours, the supervisor should grant approval for overtime to be incurred. The supervisor will approve time worked via the True Time system. Supervisors should address overtime issues with their employees if unauthorized overtime becomes a problem.

Non-exempt Employees

When non-exempt employees perform duties outside their assignment, they must record actual hours worked. Payment will be based upon a predetermined hourly rate for the duties performed as defined in the Compensation Plan. If non-exempt employees perform duties similar to their regular assignment, they will be compensated at their regular hourly rate up to 40 hours and at 1.5 times their regular rate over 40 hours per standard workweek. Non-exempt employees may not volunteer in positions similar to their

assignment (i.e., teacher aide helps with reading group after school). They must be compensated for any additional duties performed.

Examples of tasks performed that typically fall outside of an hourly employee's regular work are: coaching, translations, monitoring, assisting with extra-curricular programs.

Working athletic events are jobs performed that typically fall outside of an hourly employee's regular work schedule that are not paid under overtime but as a separate duty at the rate of pay for that task.

Exempt Employees

Exempt employees who perform duties outside their assignment must do so outside of their work schedule and log hours worked within True Time or complete an Authorization to Pay (ATP) form and receive approval from their supervisor in order to be compensated. Payment will be based upon a predetermined hourly rate as defined in the Compensation Plan. All requests for Supplemental Pay must align with the Compensation Plan. All Supplement Pay requests submitted with a rate of pay outside of the approved Compensation Plan will be returned.

Exempt employees completing duties such as: detention, Saturday school, AP testing, summer school or a duty that has been assigned a stipend will be paid based on the rates established in the Compensation Plan and Job Classification document. Hours worked may be recorded within True Time.

Please contact the payroll department at 903-794-3651 ext. 1021 for training on the True Time system.

Errors on Direct Deposit/Paychecks

In the event an employee does not feel he/she has received proper payment for services rendered, the employee should contact the Payroll Office for further review of the matter. When contacting Payroll, employees must have their most current pay stub available along with their full name as documented in [Skyward Employee Access](#). Employees should not call the Payroll Office with questions based on the direct deposit amount as it appears on the bank's website. Employees should refer to the pay stub itself before calling. Questions will not be answered until the employee receives and reviews his/her pay stub.

Absences

Leaves

When an employee is absent from duty for 5 or more consecutive days due to personal illness or 3 or more consecutive days due to illness in the immediate family, they must provide a doctor's note. Both the Payroll and Human Resources Departments must be notified when an employee is off duty for 5 days or more. Employees must provide the Human Resources Department with a doctor's release before returning to work. If an employee reports for duty without a release from a doctor, the supervisor should contact Human Resources.

Resignations

When an employee resigns, both Human Resources and Payroll should be notified immediately. Final payroll calculations, if applicable, will not be determined until written notice is submitted to the Human Resources office and forwarded to the Payroll office.

Employees who leave TISD before completing their calendar year assignment, and pay is still owed, will be paid a final check in the month following their resignation.

Employees who separate from the District will receive a final paycheck via their current pay method, which in most cases is direct deposit. Employees must contact the Payroll Office immediately upon resignation if they wish to pick up their final paycheck rather than having it direct deposited. Questions concerning continuation of insurance benefits (COBRA) should be directed to Human Resources.

Jury Duty

All staff members called for federal or state jury duty may be absent without loss of pay, subject to verification of actual days served providing a jury certificate. If a jury certificate is not provided, the employee will be required to use leave for the absence.

Please refer to the [Texarkana ISD Employee Handbook](#) for more detailed explanations regarding attendance, leaves, and absences.

Miscellaneous Information

Change of Address/Telephone Numbers

It is important that district files contain the most current address for all employees at all times. The Change of Address form should be used to notify the District of any address changes through the Human Resources Department.

W-2 Forms

Paper and electronic copies of W-2 forms are issued no later than January 31st each year to all current and former employees who received any compensation from the District during the previous calendar year via a payroll check. Employees can log on to [Skyward Employee Access](#) to review and print their W-2 form at any time after January 31st.

Skyward True Time –Time and Attendance System

Payroll Processing for Classified (Hourly) Staff

Non-exempt employee (hourly) pay will be processed based on actual hours worked and recorded through the Skyward True Time System. Time clocked in/out via the clock or computer serves as the official time worked. Any corrections, missed punches and submissions of leave time can be processed in Skyward Employee Access 'True Time'.

Once the True Time timesheet has been completed, it can be 'Submitted'. Time sheets must be submitted by the employee each Monday for the prior week's activity. Timesheets will be approved by the employee's campus or department Supervisor. Any timesheet not approved will be denied and returned to the employee for correction.

Recording Time

Employees must record time worked in the True Time system by using their Employee Identification Number as listed on their badge. Time clocks have been placed at various locations throughout the District and each employee must clock in and out on the clock that is designated by their supervisor. Be sure to follow the time shown on the time clock and not the time of other clocks. If an employee's designated clocking terminal does not function properly, it is the employee's responsibility to report it to their supervisor immediately.

Other Assignments

Non-exempt employees who perform duties outside their assignment must record actual hours worked. Hours worked will continue to be recorded in the True Time system. Employees must record in/out times for other assignments the same way they record regular hours. When working dual assignments, the employee must clock out for the job that is ending and clock back in for the new job choosing the appropriate job code. Time worked beyond 40 hours/week and for other assignments that are not dual assignments must be pre-approved.

Other Requirements

All hourly employees are given at least a ½ hour lunch break. Each campus or department sets the time issued for lunch each day. True Time will not automatically deduct the lunch break based on the employee's schedule. All employees must clock out and clock in for lunch breaks as the system will not allocate a lunch break. Federal laws require a minimum of 30 minutes for lunch in order to be considered a non-duty break. Employees must be completely relieved of duties during this time. If the employee works the day without taking a lunch break, the supervisor should approve the time worked without a break.

Rounding Rule

The True Time timekeeping system will calculate the actual time worked each day and then round to the nearest 15 minutes at the end of the work week.

Other Employee Payroll Inquiries

All other employee inquiries can be answered in the [Texarkana ISD Employee Handbook](#) or by reaching out to the Human Resources Department at 903-794-8473 or the Payroll Office at 903-794-3651.

PAYROLL PROCEDURES

General Information

All payroll department staff are expected to comply with the Code of Ethics and Standard Practices for Texas Educators [Board Policy DH (Exhibit), The Texarkana ISD Code of Conduct (Employee Handbook), and the data systems' Acceptable Use Guidelines. In addition, all business department staff shall comply with School Board Policy CAA Local regarding fraud.

Payroll Department Reference Information

Calendars

Annual calendars shall be developed and distributed, as appropriate, to all stakeholders. Annual calendars include:

- School Calendar – Adopted by the Board of Trustees and can be found at www.txkisd.net.
- Work Calendars – Calendars with the scheduled working days for each Days/Year Group and be found in the [Texarkana ISD Compensation Plan](#).
- The Current Days/Year Groups include:
 - 173 Days (August 16, 2023 through May 24, 2024)
 - 187 Days (August 3, 2023 through May 24, 2024)
 - 197 Days (July 27, 2023 through June 4, 2024)
 - 207 Days (July 20, 2023 through June 11, 2024)
 - 222 Days (July 1, 2023 through June 30, 2023)
 - 231 Days (July 1, 2023 through June 30, 2024)
 - 261 Days (July 1, 2023 through June 30, 2024)

Payroll Deadlines

To ensure timely and accurate disbursement of wages the payroll department must receive all timekeeping, leave and other records by the established deadlines. Should a failure to meet a deadline exist, a notification will be sent to all parties involved with a submission process for review. The following deadlines will be set and monthly calendars created at the beginning of the school year and sent to the appropriate employees:

- Supplemental Pay Deadline
- Approved Timesheets and Leave Deadline
- Benefits, Substitute Pay and Docked Pay Deadline
- New Hires, Terminations and Changes Deadline

Pay Scales

The [Texarkana ISD Compensation Plan](#) for the school year shall be developed by Human Resources and submitted to the Superintendent for review and approval prior to presenting to the Board of Trustees.

The following pay scales shall be recommended to the Board of Trustees for approval in conjunction with the annual budget adoption process, but not later than July 1st.

- Teacher Hiring Scale – Applicable to teachers (as defined by TEC, librarians, nurses)
- Mid-Point Pay Scale – Applicable to all classifications of employees. This scale includes a minimum rate or pay, a mid-point rate and maximum rate.
- Stipend and Extra Duty Pay – Includes all approved stipends and extra duty pay rates.

Data Entry and Validation

All data entry shall be from the appropriate source document(s). All data entry shall be validated (verified) with the source documents. A system of checks and balances shall be in place to ensure that all postings to the payroll system result in the desired outcome. For example, a supplemental pay transmittal shall be validated to ensure that the total amount matches the supplemental pay timesheet/record(s).

Segregation of Duties

- Endorsement of Checks – The same staff member shall not prepare **and** endorse payroll checks.
- Bank Reconciliations – The same staff member shall not prepare payroll cash disbursements, cash deposits, or other cash transactions **and** reconcile the payroll bank accounts.
- Maintain Non-cash Accounting Records – The same staff member shall not prepare payroll non-cash general ledger transactions **and** post the payroll transactions to the general ledger.
- Employee Master File – The same staff member shall not create the employee master file **and** enter payroll compensation and/or benefits for the employee.

*Shared separation of duties for employee data maintenance involves the Human Resource Department.

Data System Security & Access

The payroll department staff handle and/or process a substantial amount of confidential information. All staff are strictly prohibited from revealing confidential information to an unauthorized individual. All business office staff shall sign a Confidentiality Agreement on an annual basis. Among the most critical information is documentation related to an employee's health, benefits, financial, family members, or other personal information.

Violators will be subject to discipline, employment termination, and/or may be reported to the appropriate legal authorities. Violations of some protected information, such as health or medical information, is also protected by federal laws, such as HIPPA.

The District utilizes the following software programs for business operations such as finance, HR, payroll, etc.:

- Skyward
 - Assets Management
 - Payroll
 - Human Resources

- Sub Tracking
 - Time Off
 - Finance
 - State Reporting
- Frontline/TEAMS
 - Time & Attendance
 - Absence Management
 - Substitute Tracking

The payroll department staff shall be authorized to access the District's financial and/or payroll system(s) for job-related purposes only. Use of the systems for personal reasons or benefit will result in disciplinary action, up to and including employment termination.

Each staff member shall take appropriate steps to ensure that their respective computer system is managed and in a control environment to prevent unauthorized access. At no time (including lunch breaks) shall a computer system be logged on to a financial data system while unattended by the respective staff member. All computer systems shall revert to a screen lock after set amount of time of nonuse.

Assignment of Access and Passwords

Access to data systems shall be based on the specific job duties and responsibilities of each staff member. Except for limited exceptions, staff will not be given unilateral access to all modules in the financial and payroll system. These restrictions to unilateral access are designed to prevent complete autonomy, which could lead to fraud.

To be given data system access to the authorized modules shall be determined by the Technology Department, Chief Financial Officer and/or the Chief Accountant. Each staff member shall have access to their respective database(s) and tabs within the database(s) based on their position. Security roles will be established and assigned with the specific access to each module. In the event that staff member gains access, due to human or software error, he/she is not entitled to, it is the responsibility and duty of that staff member to notify the Security Administrator and/or the immediate supervisor regarding the ability to access the restricted database or module(s).

Other secured access may include one or more of the following payroll-related websites:

- [TRS Employer Reporting Login – RE Portal](#)
- [TexNet Electronic Payment Network \(Comptroller of Public Accounts\)](#)
- [EFTPS Online](#)
- [AESOP Absence & Leave Management](#)
- [MyTASB – HR/Payroll Services](#)

Revoking Access to Data Systems

Access to payroll-related data systems are subject to change and/or revocation when changes occur to a staff member's position, duties or responsibilities. Access to payroll-related data systems are also subject to revocation when a staff member violates the Responsible Use Guidelines.

Payroll Data Management

Employee Demographic Information

Employee demographic data shall be collected and entered by the Human Resources Department.

****The same individual shall not have access to create employee demographic data and payroll data as such access would subject the district to a potential for fraud.**

The Human Resources Department shall create the basic employee demographic information such as:

- Employee ID number [Note. Number of automatically assigned by the HR/Payroll system.]
- Social Security number
- **Full legal name, including Maiden name and Former name, if provided**
- Mailing address and Alternate address, if any
- Phone number(s)
- Sex code
- **Date of birth**

- **Ethnicity** and Race
- Emergency contact information
- Marital status
- Driver's license number and expiration date
- Restrictions for public release of information
- Citizenship status
- Texas Unique Staff ID
- Work email address – may be used for payroll disbursement purposes

The employee demographic data denoted in **BOLD** is submitted through PEIMS. A change in name and/or address shall be reported to the TRS through a MD 20 and/or MD30 record.

Insurance Data

Insurance data shall be collected and entered by the Employee Benefits Specialist. The insurance data is essential for completion of the Affordable Care Act reporting. The insurance data may include:

- Insurance company name
- Insurance company code – The Insurance Code Table should be used to add the appropriate insurance code.
- Insurance plan number and/or description
- Insurance plan type such as E/O, E/S, E/F or E/F
- Employee Insurance ID
- Individuals covered under the insurance plan including: SSN, DOB, relation, full legal name and coverage begin and end dates

The Human Resources Department shall create and maintain the Insurance Company Code Table.

The data on the Insurance Data section shall be current as of the latest benefit enrollment form submitted by the employee. The insurance data is essential to complete the Affordable

Care Act (ACA) reporting requirements such as a 1094 or 1095 reports. The data should be manually entered or imported from an external source.

The insurance data in this section should also match the following data sections:

- Health insurance status – the offer date, and action status (accept or reject) should match the employee’s insurance election decision.
- ACA 1095 YTD Data – the coverage type and covered individuals should match the data employee’s insurance election decision. Note. The insurance data section, if completed, may be imported to this section to avoid manually entering the data.
- FSP Staff Salary Data [Pay Information section] – the employee’s eligibility and enrollment code should match the employee’s insurance election decision.

Employment Information

Employment information shall be collected and entered by the Human Resources Department. The employment information may include:

- Employee status – the status should be determined by the HR department and reported on an Employee Authority to Report to Work Form
- Highest degree – highest degree earned
- **Percent of day employed** – the percentage of the total hours worked per according to the districts standard work day schedule per assignment.
- Original employment Date – first day of work in the district.
- Latest re-employment date – if the employee was a prior employee and is subsequently employed, the new employment date should be entered
- Retirement date – if the employee is a TRS retiree, the date of retirement should be entered. [Note. The date of retirement may be obtained through a View Employee Information query in the TRAQS system.]
- Employment Type- Updated according as per TRS requirements.
- Retiree Surcharge – Indicate if employee is working in full time or part time status to determine TRS amounts.

- **Total years of professional experience** – enter completed years of experience (not including current year). Professional includes Teachers, full-time librarians, full-time counselors, full-time school nurses, other employees who are required to hold a certificate and any other personnel reported to PEIMS.
- Non-Professional Experience – Total Years and Years in District.
- Contract Information – Contract class, term and year
- Extended Leave – Begin and End date of extended leave such as FMLA, Temporary Disability, etc.
- Termination date – Effective date of termination/separation and the reason code [drop down box] as reflected on Skyward.
- Fingerprint information – Status of extract, extract date and fingerprinting date
- Estimated Annual Salary – enter the budget code(s) and estimated annual salary only for auxiliary staff not paid on an annualized pay basis.

The employee demographic data denoted in **BOLD** is submitted through **PEIMS**.

Pay Information

Pay information shall be collected and entered by the Human Resources Department upon onboarding or exiting the District. The pay information may include:

- Pay Status – The status should be determined by the Human Resources Department.
 - Active – The employee is active to receive a paycheck.
 - Inactive – The employee is not active to receive a paycheck.
- Pay Campus – The campus or department of the primary job or location.
- TRS Coding
- FSP Data
- Dock Rate – Based on the employee's daily or hourly rate.

- Tax Information – This is based on the most recent Form W-4 received from the employee.
- Extra Duty Pay – Annualized extra duty pay or stipends including the account code, amount, remaining amount and remaining payments.
- Bank Information – This shall be entered by the Payroll Department.
- Direct Deposit – This form must be completely filled out and submitted in person with voided check or validated bank authorization form.

Job Information

Job information shall be collected and entered by the Human Resources Department. The job information may include:

- Job Code – Employees should have a primary job code, but may have multiple secondary job codes.
 - Every job code must have a percent assigned for the job code.
- Primary Campus – Select the campus or department code.
- Contract Info – If the “Automatically Compute” boxes are checked in District HR Options, the daily rate and pay rate are calculated when the salary data is entered.
- Pay Type
 - Contracted Employee (professional employee whose salary is annualized).
 - Non-contracted Employee (para or auxiliary employee whose salary is annualized.)
 - Hourly (para or auxiliary employee who is paid based on the actual hours worked.)
 - Substitute (substitute employee paid on an hourly or daily basis based on the actual hours/days worked.)
- Pay Grade – Should match the pay grade on the Mid-Point Pay Scale for the job code(s).

- Salary – The total salary and remaining salary are set at the same amount when hired. If a salary is recalculated during the school year, the total salary, remaining salary, number of remaining paychecks, daily rate, pay rate, and payoff date should be changed to match the new salary. The “Calculate” function may be used to calculate the daily and pay rates or the amount may be entered manually.
- EEOC Code – Should reflect the employee’s job code.
- Exempt Status – The exempt status box should be checked if the employee meets the Fair Labor Standards Act (FLSA) exemption rules. Note: The employee’s exempt status is noted on the employee’s job description.