

Business Office

**Offices are located at the Elementary School –
2nd floor w/ CSE Offices**

Nicky Linderman, Business Administrator ext. 3220

Mel Patanella, District Treasurer/Extracurricular ext. 3226

Denise Carapellatti, Payroll/Benefits ext. 3225

Tonya Campell, Purchasing/Accounts Payable ext. 3230



Blue sheets

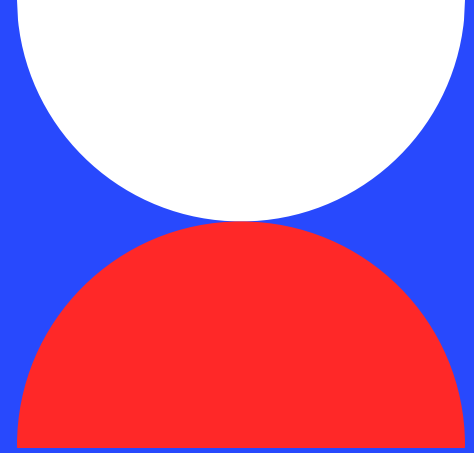
Things we like – Legible and Complete 😊

- Include:
 - Dates and times for each line
 - Names of coworkers for which you cover
 - Correct start times for after-school activities
 - Teacher's day ends at 3:10 p.m.
 - Teaching Assistant's day ended at 3:00 p.m.

NOTE: Coverage pay is not applicable to WIN periods



Attendance

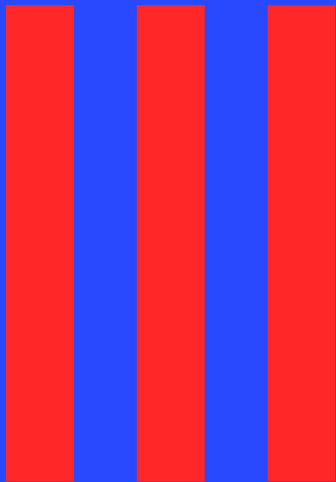
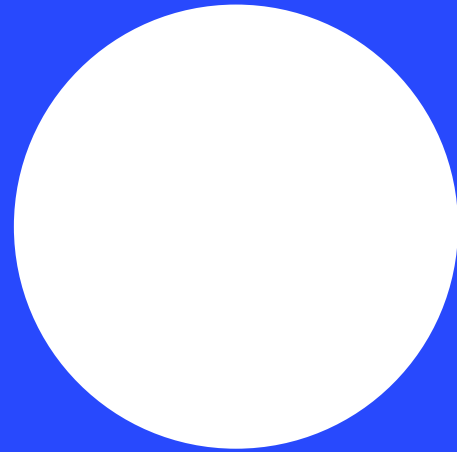


Absences are reported in WinCap Web

- If an absence is planned and known in advance, please enter your absence request when known.
- For unplanned absences (i.e. sickness), absence requests can be entered from home or the day you return to work.



Purchase Requisitions

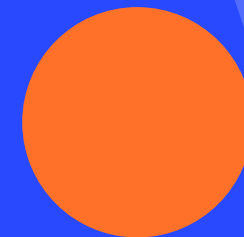


- A requisition is a request to make a purchase and initiates the entire purchasing process
- General process:
 - Requisition entered
 - Supervisor approval
 - Purchasing agent approval – Purchase Order issued
 - Purchase takes place
- Entered via WinCap Web
- Requisitions must be submitted prior to purchases and workshop/conference registrations
- Why is this important?
 - Taxpayer funded
 - Laws and regulations that dictate purchasing processes and establish competitive bidding requirements

Credit Cards

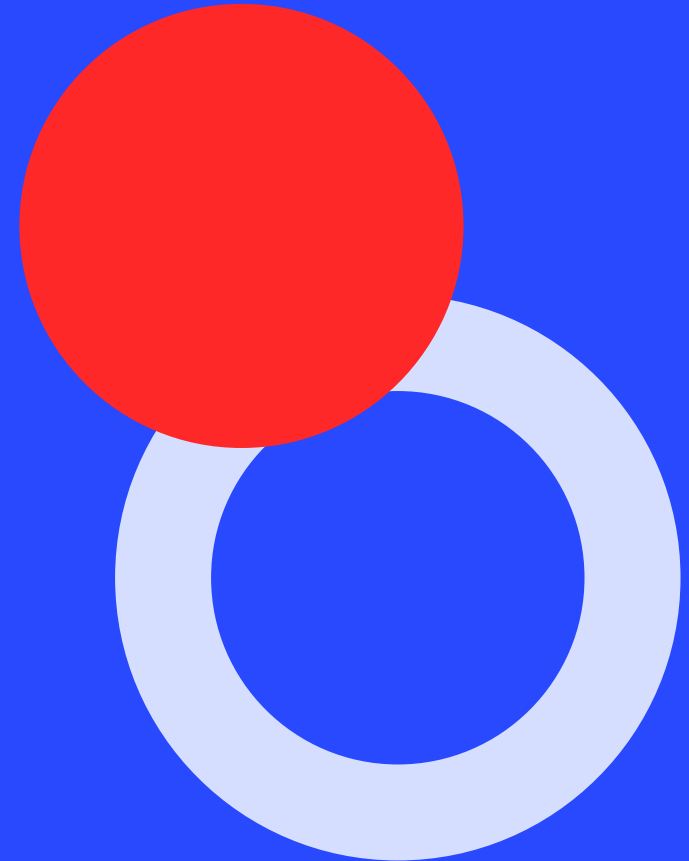
Allowable use is limited – primarily for travel

- Requisitions submitted in advance
- Credit cards are signed out in Tonya's office after approval
- Return the credit card to Tonya immediately after your return
- Must provide itemized receipts for all purchases



Travel

- Employee submits requisitions for:
 - Registration
 - Lodging
 - Food
- Once PO is generated, employee registers themselves for the conference
- Tonya books lodging
- Day before travel, pick up packet from Tonya
 - Lodging confirmation
 - ST-129 tax exempt form
 - Hotel credit card authorization form
 - Credit card
 - Copies of POs
 - Envelope to collect itemized receipts
- Reminders
 - Give hotel ST-129 at check-in or check-out
 - Get an itemized hotel receipt
- Within two days of return, provide Tonya with:
 - Credit card
 - Hotel receipt
 - Itemized receipts for food, parking, etc.



Medical Leave/FMLA

- Extended medical leaves require a written request to Superintendent/BOE
- FMLA – Family and Medical Leave Act
 - Provides 12 weeks of leave to eligible employees for child birth and a severe medical condition of the employee or family member
 - Protects an employee’s job and group health insurance coverage under the same terms and conditions as if the employee had not taken leave
 - Accrued leave accumulated by the employee is used concurrently with FMLA – FMLA is not an additional 12 weeks after accrued leave is exhausted
 - FMLA is not automatically granted
 - Eligibility must first be determined
 - Medical Certification from a doctor is reviewed to determine if the condition is considered a “severe medical condition” as defined by FMLA
 - Best practice – if you are going to be out for medical reasons other than a typical illness, come see Nicky!
- Return to work letters



**The Business Office is
here to support you!**

GR

