

Orange Board of Education

Business Office Procedure

2012-2013 School Year



Date: August 24, 2012

To: District-Wide Staff

From: Adekunle James,
Business Administrator/Board Secretary

Re: 2012-2013 Business Office Procedures

It is with great pleasure that I welcome everyone back from the summer recess and to congratulate our newly hired colleagues to the Orange School District family. I strongly believe that we must all work together as a team to ensure that every child in our school district receives a thorough and efficient education. Once again, I look forward to working diligently and collaboratively with everyone to ensure that this school year is very productive and successful.

You will find enclosed in this procedures and regulations manual as related to the Business Office to help guide us through the 2012-2013 school year. Please take some time to review its contents and adhere to the stated procedures so as to make certain that all provisions for our student's needs are met. I thank you for your anticipated cooperation and look forward to a successful School Year.

Business Office Staff

Mr. Adekunle James
Business Administrator/Board Secretary

Mr. Akindele Ayodele
Assistant Business Administrator/Asst. Board Secretary

Ms. Faith Holmes
Confidential Secretary to the Business Administrator
Health Benefits Coordinator

Ms. Phyllis Williams
Confidential Secretary (Business Office)

Ms. LaTriva Nwokobia
Accounts Payable Bookkeeper

Mr. David Hawley
Accounts Payable Bookkeeper

Ms. Janice Clark
Head Bookkeeper/Accounts Payable

Ms. Marion Atkins
Confidential Payroll Bookkeeper

Mr. Chavous Hatchell
Accountant

Ms. Lisa Abdul
Accounts Officer

Ms. Beverly Bowers
School Transportation Operator

Mr. Tyrone Dorsey
Manager of Food Services

Mr. Henry Fagan
Courier

Mr. Edwin Vasquez
Supervisor of Security

BENEFITS AVAILABLE TO EMPLOYEES:

Tax Shelter Annuities

- Listing of Board **approved** providers is available in the Business Office

Direct Deposit of Net pay

- All 2012-2013 newly hired employees are mandated to sign up for Direct Deposit.
 - Available with any banking institution of your choice
 - Two to three week wait period for activation
 - Forms available in the Business Office
- * Please note that direct deposits will be suspended in the months of June and September, all employees will be issued live checks.*

Ten Percent Summer Savings

- Savings account must be established only with Bank of America at 425 Main Street Orange, New Jersey
- Ten percent of gross salary is deducted and deposited in your account as summer savings.

Prudential Disability Insurance

The Prudential Insurance Company of America
P.O. Box 13670
Newark, NJ 07188-0670 ;
Contact: Kindy
1 800 765-7005 ext 2241

Union Dues

- Contact your respective union representative for available forms

Procedures for the Business Office Pension

Mr. Chavous Hatchell
Accountant
Ext 6010

Pension Enrollment

New employees are required to complete a Pension Enrollment Application and submit it to the Business Office within 10 days of their hire date. Please note that non-compliance with this request negates your opportunity to designate a beneficiary for your pension account. Certified staffs are enrolled in the Teacher's Pension and Annuity Fund (TPAF). Pension deductions are currently withheld @ 6.64% of gross salary. Contributory life deductions are withheld @ 0.4% of gross salary. Non-certified staffs are enrolled in the Public Employees Retirement System (PERS). Pension deductions are withheld @ 6.64% of gross salary and contributory life deductions are withheld @ 0.5% of gross salary. **Note:** All said deductions are subsequently remitted to the State of New Jersey Division of Pensions and Benefits on a monthly basis.

Retirement

Retirement applications may be obtained from the Business Office. Said form should be submitted to the Division of Pensions and Benefits preferably 3 to 4 months prior to the anticipated retirement date. Moreover, employees who are retiring should notify in writing, the Superintendent's Office, Human Resources Department and the Business Office at least 60 days prior to their anticipated retirement date.

Pension Loans

Pension loan applications should be completed online through the New Jersey

Division of Pension and Benefits

Pension Withdrawals Applications withdrawal forms may be obtained from the

Business Office upon leaving the district by resignation or termination.

Please contact Mr. Chavous Hatchell at extension 6010 for any further information or concerns.

Procedures for Health Benefits

Ms. Faith Holmes

Confidential Executive Secretary to the Business Administrator/

Health Benefits Coordinator (Ext. 6016)

HEALTH COVERAGE (UNDER THE STATE HEALTH BENEFITS PLAN) PROVIDED FOR EMPLOYEES AND ELIGIBLE DEPENDENTS:

- **Type of coverage can be selected based on individual needs. Choices include:**
 - a) HORIZON - NJ Direct 10 or NJ Direct 15, NJ Direct 1525, NJ Direct 2030 & NJ Direct HD 1500
 - b) AETNA – Aetna HMO, Aetna 1525, Aetna 2030 & Aetna HD 1500
 - c) CIGNA – Cigna HMO, Cigna 1525, Cigna 2030 & Cigna HD 1500
- **Prescription benefits or reimbursements included in all plans.**
- **Coverage is effective September 1st for all 10-month employees hired effective September 1st. There is a sixty (60) day waiting period for all others.**
- **All applications should be returned within ten (10) business days, but, no later than thirty days (30) from start date of employment. If an employee fails to return application within the required time, they will not be able to enroll until the annual open enrollment period, effective January 1st of the following year.**
- **Annual open enrollment, during the month of October, effective January 1st of the following year.**
- **Any changes that would affect your health benefits status (i.e. marriage, childbirth, death of a child or spouse) should be reported within thirty (30) days (a new application reflecting those changes should be completed).**

PLEASE NOTE: As required by the S-2937/A-4133, the Orange Board of Education started the employee deduction on July 1, 2012, because we were operating on an existing employee collective negotiation agreement which expired on June 30, 2012. On July 1, 2012, all district employees employed by June 30, 2012, covered under the School Employee's Health Benefits Program began to contribute at **year 1** of the phase-in, until we reach **year 4** of the phase-in. Any and all employees hired on or after the effective date (July 1, 2012), according to the legislation, shall contribute at the highest level (**year 4**).

DENTAL COVERAGE PROVIDED FOR EMPLOYEES AND ELIGIBLE DEPENDENTS AT NO COST TO THE EMPLOYEE

- Coverage is effective sixty (60) days from the 1st of the month subsequent to the employee's start date.
- All applications should be returned within ten (10) business days, but, no later than thirty days (30) from start date of employment.

- Any changes that would affect your dental benefits status (i.e. marriage, childbirth, death of a child or spouse) should be reported within thirty (30) days (a new application reflecting those changes should be completed).

NOTE: Under the New Jersey State Law, Chapter 2, P.L. 2010, effective May 21, 2010: Multiple coverage is prohibited under the State Health Benefits Program (SHBP) or School Employees Health Benefits Program (SEHBP). This means that an individual may only be covered by SHBP/SEHBP as an employee, retiree or dependent.

Workmen' Compensation

Since October 1, 2000, the Board of Education of the City of Orange Township has contracted with the New Jersey School Board's Insurance Group to provide services to employees with work related injuries. This workmen's compensation plan provides the district with an expanded network of physicians that provide needed initial services to employees.

The following procedures are to be adhered to when filing a Workmen's Compensation claim:

Only Non-Emergency Injuries that occurred on district property

1. Report the injury, within 24 hours, to the School Nurse and School Principal.
2. Confer with the School Nurse who will assist you in evaluating the extent of your injuries.
3. The School Nurse will give you a "red" Managed Care card that will have a telephone number for you to call to obtain medical assistance.
4. Wherever possible, have the school nurse call the managed care provider, with you present, to assist the managed care provider in obtaining vital information as to the extent of your injuries.
5. After the managed care provider has obtained all necessary information, you will be scheduled to see a doctor of your choice in the managed care network. Please note that each school should have a copy of the directory of all doctors in the network.
6. **FOR WORK RELATED INJURIES, EMPLOYEES MAY ONLY SEE DOCTORS APPROVED IN THE MANAGED NETWORK. IF YOU SEEK TREATMENT OUTSIDE THE MANAGED NETWORK YOU OR YOUR MEDICAL COVERAGE MAY BE RESPONSIBLE FOR THE PAYMENT OF THOSE SERVICES.**
7. Complete the School Accident Report Form and submit a copy to the Principal and Business Office.

Emergencies

1. Immediately report the injury to the School Nurse and/or School Principal.
2. With the assistance of the School Nurse and/or Principal, immediately contact and go the nearest emergency room to obtain medical attention.
3. Inform the emergency room that the injury was work related.
4. Once your condition has stabilized, contact the managed care provider to report the injury and to provide all other necessary information.
5. Whenever possible, complete the School Accident Report Form and submit a copy to the Principal and Business Office.

The above procedures should help to simplify the process to obtain medical treatment and to provide employees with a network of physicians that may be more convenient to their home. If you have questions or need additional information, please contact your school nurse or Ms. Faith Holmes, confidential secretary and coordinator of Workman comp. @ Ext. 6016.

Doing Business with New Vendors/Consultants

The State of New Jersey Department of Treasury has mandated that in order for all Public School Districts in the State to do business with any Vendor or Consultants, certain documents must be furnished to the District. These include:

- Certificate of Employees Information Report.
- Completion of certain Mandatory Equal Employment Opportunity Language (Exhibit A).
- Where a Vendor does not have a Certificate of Employees Information Report, such Vendor is required to complete Form # AA302, and file this with the State of New Jersey, Department of Treasury.

We implore all Administrators (Principals, Directors) planning to use new vendors to obtain these documents upfront, and save the business office staff the time and efforts of going after vendors to obtain the documents during State of NJ Department of Treasury's audit.

Procedures for the Business Office

Field Trips

Ms. LaTriva Nwokobia Accounts
Payable Bookkeeper Ext 6012

Field Trips

All field trips that require students to be taken off school premises must first have Board approval.

- School administrators who have scheduled field trips must submit a field trip request form no less than sixty days prior to the event.
- Field trip transportation request form and admission fees should be submitted on a requisition
- Requisitions should contain the following information for processing:- Name of participating school, date of the trip, location of trip, person/s requesting trip, number of students and staff attending and total cost of the trip
- All requisitions must have the appropriate signatures of approval prior to being submitted to the Curriculum department to be placed on a Board agenda for approval
- The district has contracted with Sussex County Regional Services for all field trip transportation, it is imperative that a transportation request form is completed during this process, if a trip is cancelled, you must notify Sussex County Regional Services **five days** in advance so that you will not be charged a cancellation surcharge.
- Please notify Ms. LaTriva (ext. 6012) at **least one week prior** to an approved trip if a down payment, deposit or advance payment is required to secure a reservation
- Please notify Ms. LaTriva of any trip cancellation and or rescheduling
- All questions regarding approval of a field trip request should be directed to the Curriculum Department.

Procedures for the Business Office

Accounts Payable Department:

Head Bookkeeper — Janice Clark ext 6013

Handles vendors **A - D**

Workshop/Conferences Reimbursement, Bus cards for vocational students, Course Reimbursements, Professional Development PO's, Tuition for Special Services/Out of district student's reimbursements, Food Service payables & Staff training for Budgetary Req's/ PO's.

Bookkeeper – David Hawley ext 6011

Handles vendors **E –O**; Including PSE& G and Ricoh Copiers/Printers

Bookkeeper- Latriva Nwokobia ext 6012

Handles vendors **P – Z**; Including Field Trips, Certificate of Insurance, Students Accident & Insurance, Payroll and General Fund Transmissions.

Paperless Requisition Procedure:

1. Initial requisition must be inputted into the Smart budgetary accounting system by the assigned secretary in each school or department. Each requisition must contain the following information:
 - Vendor's name and address
 - Name of school/department making the requisition & shipping location.
 - Budget line (account code to be charged)
 - A detailed description of item(s) being requisitioned.
 - System assigned requisition number.
 - Unit cost, quantities of item (s) requisitioned and total amount.

NOTE: To key in Requisition: (a) Click on P.O Entry

(b) Click on New

(c) Click on Next Requisition #

Also, the supporting documents (quotes, relevant copy of catalog, contracts etc.) must be scanned and attached to each requisition. Failure to adhere to this simple instruction may cause delay in processing the requisition.

2. The Principal, Supervisor or Director is required to approve the requisition in the system.
3. All other authorized signers should approve the requisition in the system, based on the established dollar threshold specified below:

<u>Amount</u>	<u>Administrators Approval Required</u>
• \$1 - \$500	Principal / Director
• \$501 - \$1,000	Principal/Director, Asst. Business Administrator
• \$1,001 - \$2,499	Principal/Director, Deputy Superintendent Business Administrator or Asst. Business Administrator
• Over \$2,500	Principal/Director, Deputy Superintendent, Superintendent Business Administrator or Asst. Business Administrator

4. After approval by required individuals, the requisition becomes a purchase order; this is printed by the designated accounts payable staff and mailed to Vendor, fund is encumbered towards the purchase
5. When item(s) ordered is delivered, the recipient (Principal/Director or the assigned Secretary) should go back to the Smart accounting system to indicate that the order(s) is received.
6. The Accounts Payable Bookkeepers will thereafter process the payment and mail check to the vendor.

The purchase of goods and/or services by a board of education is governed by state statutes, administrative code and board policy. New Jersey State Law 18A:18A-2(b).

Please do not place any confirmation orders!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!.

Meaning: - All orders to a vendor should be by a purchase order only; no orders should be placed by phone calls or any other means prior to generating a purchase order.

All purchase orders must be generated prior to the date of expected service or before goods and services are received from a vendor.

All phone calls received by accounts payable regarding discrepancies or increases with orders will be forwarded to the individual schools or departments

Checking Requisition Status

In order to check on the status of requisition, follow the procedure below:

- Click on Requisition (in the Smart budgetary accounting system)
- Select: Requisition status

All rejected requisitions appear in **red**, the initial of person that rejected the requisition appears in lower-case.

Partially approved/Unapproved requisitions numbers appear in **blue**.

Conference/Workshop:

ALL CONFERENCES MUST BE BOARD APPROVED.

1. Fill out a conference/workshop form.
2. Make sure you get your principal, supervisor or director signature
3. Obtain from your designated secretary a requisition number
4. Go into MyLearning Plan and complete the registration forms and submit
5. The designated director or supervisor will approve or deny the request submitted
6. You will receive a confirmation email if approved or denied

The requisition must have date of conference/workshop and who is attending. Both forms must be attached to the requisition in the Smarts System. The form will go through same procedures for signatures after obtaining Mr. James' signature. The original workshop/conference form will then be sent to Curriculum & Testing department to be assigned a resolution number for the board meeting.

Payment:

After board approval a check will go out for payment.

1. All conference / workshop form plus requisition must be received by the first Tuesday of every month in order to be placed on the next board meeting agenda.
2. Please keep in mind when selecting a workshop that you leave enough time for signatures & board approval.
4. Plan your conferences ahead of time. Waiting to the last minute may result in possible delay and you may have to pre-pay out of pocket and will not be reimbursed for unapproved and unnecessary out of pocket expenditures.

Reimbursements:

1. To be reimbursed for a board approved conference/workshop expenses. You must attach a copy of the approved conference/workshop form with a requisition, payable to the person who paid for the workshop/conference.
2. Receipt must accompany vouchers to facilitate reimbursement.
3. For one day conference/workshop, there is no reimbursement for meals.
4. Overnight conferences/workshops. Reimbursement for meals excluding alcoholic beverages will **not exceed \$40.00 per day with appropriate receipts. Mileage is 55.5 cent per mile.**

Procedures for the Business Office Payroll

Ms. Marion Atkins, Payroll
Bookkeeper Ext. 6006
Payroll Pay Dates and Deadlines

Employees are advised that **only two (2) payrolls will be processed per month, the 15th and the last business day of the month.** If a pay date occurs on a Monday, paychecks will be issued on the prior Friday. Necessary adjustments to paychecks will be processed with the next regular payroll cycle. **NO MANUAL CHECKS WILL BE ISSUED FOR ADJUSTMENTS FOR PAYROLL!!!**

Listed on the following page is a schedule of stipend payroll time sheet due dates and pay dates for the month of September 2012 through June 2013. **All timesheets are due in the Business Office by 12:00 noon of the deadline date. All timesheets submitted for stipend programs must have the appropriate signatures of the program Supervisor, Principal. In addition, the correct budget account codes must be noted on the timesheets. Timesheets that do not have the necessary information stated above will not be processed and will be returned for corrections.** Payroll sheets specifying total hours, pay period and hourly rates must be submitted for all **per diem and hourly employees.** **ANY TIMESHEETS RECEIVED AFTER THE DEADLINE DATE WILL BE PROCESSED ON THE NEXT PAY CYCLE WITHOUT EXCEPTION.**

Do not allow stipends to accumulate for payments on Christmas, recesses or at the end of the school year. Submit days worked within the specified time period according to the stipend payroll schedule. **PLEASE FOLLOW THE STIPEND PAYROLL SCHEDULE. Additionally, allow enough time to obtain signatures. DO NOT WAIT FOR THE LAST MINUTE.**

- All payroll timesheets for stipends and overtime payments should be submitted on monthly bases and overtimes are paid on the last pay day of the month.

DEDUCTIONS –MANDATORY:

- Payroll taxes including Federal, State, FICA/Medicare, and Unemployment are deducted from each paycheck

DEDUCTIONS- VOLUNTARY:

A New mandate has been put in place, all new staff must have direct deposit.

So you will not find yourself in the following situations at some point in time:

- It is a pay day and a snow day, the District is closed, can't pick up my pay check but I need to go the bank to deposit my check, or I won't be able to pay my bills.
- I am out sick and asked for my check to be mailed – its three days later, I don't understand why I haven't gotten my check. My check is lost in the mail.

SIGN UP FOR DIRECT DEPOSIT. IT'S SAFE. IT'S HASSLE FREE

All current employees not yet enrolled in direct deposit, are requested to do so on or before the end of 2012-2013 school year.

If for any reason you cannot open an account, you must obtain a letter from the bank to substantiate this fact.

Extra Tax Deductions

Please be advised that all employees who have completed a W4 form requesting that extra taxes (federal and/or state) be withheld from their paycheck will have the extra taxes deducted from ALL payroll checks including stipend checks. As per the federal form W-4 line 6, it states "additional amount, if any you want withheld from **each paycheck**". We will adhere to this federal guideline. **NO REIMBURSEMENT CHECKS FOR ANY EXTRA FEDERAL TAX DEDUCTIONS WILL BE ISSUED.** Please review your tax filing status and make necessary adjustments to your W-4 form to ensure that the proper taxes you require on an additional basis is deducted uniformly throughout the year.

Separate Paychecks

All employees who desire to have separate checks issued for any additional payments exclusive of salaried pay must do so in writing.

Substitute Teachers/Lunch Aides

Time sheets for Substitute teachers and Lunch aides are due in the Business Office according to the stipend pay schedule below. Please, note that the schedule relates to all staff, ie: Teachers, Substitute Teachers and Lunch Aides. Administrators who fail to report the payroll consistently to the Business Office will be held responsible to the employee.

Again, the schedule as stated above should be adhered to when submitting timesheets for substitute teachers and lunch aides only.

- PLEASE SEE APPENDIX #1 FOR THE APPROVED STIPEND TIME SHEETS FORM
- PLEASE SEE APPENDIX #2 FOR THE APPROVED SUBSTITUTE TIME SHEETS FORM
- PLEASE SEE APPENDIX #3 FOR THE APPROVED HOURLY TIME SHEETS FORM

Payroll Concern Forms

Anyone having concerns or discrepancies with regards to their paychecks are to complete the enclosed Payroll Concern Form and return it to the box labeled "Payroll Concern", by room 116 at the Administrative Building located at 451 Lincoln Avenue.

Longevity Payments

Employees with concerns regarding longevity should FIRST contact the Human Resources Department. Longevity payments are issued ONLY with the documented approval of Ms. Belinda Smiley, Administrative Assistant to the Superintendent.

Orange Board Of Education

Stipends – Pay Schedule 2012-2013

<u>Pay Period</u>	<u>Due to Business Office</u>	<u>Pay Date</u>
Aug. 23 – Sep. 7	Sep. 10, 2012	Sep. 14, 2012
	September 3, 2012 – Labor Day – District Closed	
Sep. 10 – Sep. 20	Sep. 21, 2012	Sep. 28, 2012
Sep. 21 – Oct. 4	Oct. 5, 2012	Oct. 12, 2012
	October 8, 2012 – Columbus Day – District Closed	
Oct. 5 – Oct. 18	Oct. 19, 2012	Oct. 31, 2012
Oct. 19 – Oct. 31	Nov. 1, 2012	Nov. 15, 2012
	November 8 & 9, 2012 – NJEA Convention – District Closed	
Nov. 1 – Nov. 16	Nov. 19, 2012	Nov. 30, 2012
	November 22 & 23, 2012 – Thanksgiving Recess – District Closed	
Nov. 19 – Dec. 5	Dec. 6, 2012	Dec. 14, 2012
Dec. 6 – Dec. 12	Dec. 13, 2012	Dec. 21, 2012
	December 24, 2012 – January 1, 2013 Holiday Recess – District Closed	
Dec. 13 – Jan. 3	Jan. 4, 2013	Jan. 15, 2013
Jan. 4 – Jan. 18	Jan. 22, 2013	Jan. 31, 2013
	January 21, 2013 – MLK Birthday – District Closed	
Jan. 22 – Feb. 5	Feb. 6, 2013	Feb. 15, 2013
Feb. 6 – Feb. 12	Feb. 13, 2013	Feb. 28, 2013
	February 18 – February 22, 2013 Winter Recess – District Closed	
Feb. 13 – Mar. 7	Mar. 8, 2013	Mar. 15, 2013
Mar. 8 – Mar. 19	Mar. 20, 2013	Mar. 28, 2013
Mar. 20 – Mar. 27	Mar. 28, 2013	** Apr. 5, 2013
	March 29, 2013 – Good Friday – District Closed	
Mar. 28 – Apr. 1	Apr. 22, 2013	Apr. 30, 2013
	April 8, 2013 – April 12, 2013 Spring Recess – District Closed	
Apr. 22 – May 3	May 6, 2013	May 15, 2013
May 6 – May 17	May 20, 2013	May 31, 2013
	May 27, 2013 – Memorial Day – District Closed	
May 20 – Jun. 4	Jun. 5, 2013	Jun. 14, 2013
Jun. 5 – Jun. 17	Jun. 18, 2013	Jun. 27, 2013
Jun. 18 – Jun. 26	Jun. 27, 2013	Jun. 28, 2013

****No Stipends!**

1. for each pay date, submit ONLY the corresponding days worked. DO NOT carry over dates that don't correspond with the pay period.
2. All time sheets must have the following signatures in order to be processed
 - A. Board Approval Date noted and copy of the agenda when approved
 - B. Correct budget account code
 - C. Signatures of Principal/Program Director
3. Time sheets will be returned if the above information is NOT provided which will hinder employees receiving payments in a timely manner
4. All final paychecks for the June 30th pay date will be mailed home. Employees should make sure their home address is current.

The deadlines for submitting payroll timesheets must be adhered to in order for timely processing to occur. Timesheets are due in the Business Office by 12:00 noon of the deadline date. Please allow enough time to obtain the necessary signatures from the required administrators.

INSTRUCTIONS TO ACCESS YOUR DIRECT DEPOSIT STUBS & PAYROLL HISTORY

1. GO TO DISTRICT EMAIL: www.orange.k12.nj.us
2. CLICK ON THE LEFT – HR – Payroll Module
3. THEN “CLICK HERE TO ACCESS THE HR PAYROLL MODULE”
4. **LOGIN EMAIL** – Type in your email address (please do not omit mail from your email address).
5. Then Click **“FORGOT PASSWORD”**? (If this is the first time using the HR Payroll Module system, do not insert a password, the system will email you a temporary password).
6. Next Page – **“RESET PASSWORD”** – type your email address again, then Click **“SUBMIT”**.
7. Message should read – Password sent to your email address.
8. Log in again but this time **“INSERT THE PASSWORD”** that was sent to you.
9. Click **“LOG IN”**.

At this point you should have access to your payroll information; you can also “CHANGE YOUR PASSWORD”, for your conveniences.

Any additional questions, I can be reach either thru my email address: atkinsma@mail.orange.k12.nj.us or by phone 973 677-4190 x 6006.

Payroll Concern Form

Please list below any payroll concerns you may have. Return this form promptly to Ms. Marion Atkins, Payroll Bookkeeper in Room 116 in the Business Office of the Administration Building.

_____ Salary/Step

_____ Longevity

_____ Voluntary Deduction

_____ Other

Explanation:

Employee Name _____

Employee Signature

School Location/Dept.