

Tips, Tricks & More



TABLE OF CONTENTS

<u>Title</u>	<u>Page #</u>
Staff FTE Verification	3
ePars	4
Pay card types	5
Absence Management	6
Accounting	7
Deposit Guidelines	8-9
Employee Reimbursements	10
Vendor Accounts	11
Purchase Cards	12
Direct Deposit	13
Website Links	14-15
iVision Reports	16
Contact Information	17

STAFF FTE VERIFICATION

**This process helps us to know that we have accounted
for all employees**

Our Payroll Department is depending on you to help verify the following information so they can make sure that all paychecks are accurate.

This is very important data that **needs to be verified weekly
until we get to the October Payroll.**

What to do if incorrect

- | | |
|----------------------|--|
| ◆ Staff Names | Tell employee to do a name change, they need to see Shyla in the Human Resources dept. |
| ◆ FTE | *Do an ePar |
| ◆ Position | *Do an ePar |
| ◆ Assignment | *Do an ePar |
| ◆ Location | *Do an ePar |

Questions?

Becky Martzall 7038 or Tony Wilson 7029 or Nick Do 7037

Kathe Monroe 7018 or Shyla Waldern 7095

*Epars are initiated by the school/department who currently has the employee in their DAC

EPARS

Electronic Personnel Action Request

Who Initiates: The building/department that currently has the employee in their DAC

When to Initiate: When an employee has any of the following changes

- ◆ goes on leave
- ◆ returns from leave
- ◆ increase or decrease in FTE
- ◆ location change
- ◆ assignment change
- ◆ separates from the district

Why: Doing an ePar will ensure that the employee is being paid and funded accurately. If they are not done in a timely manner, we could overpay, underpay or not pay an employee or even pay someone who has left the district.

When is a different process used?

A paper "PAN" is needed to process NEW HIRES and employees who have been on a 1 YEAR LEAVE OF ABSENCE only. They are located on the district website:

www.wlvv.k12.or.us

[Forms & Systems | District Forms | Licensed Forms or Classified Forms](#)

Questions?

Becky Martzall 7038 or Shyla Waldern 7095

PAY CARD TYPES

Extra Duty:

Used for Coaches, ASB Advisor, ISEF, Band, Link Crew, etc.
Please see page 62 of WLEA Agreement for extra duty categories.

Pay Cards:

Used for Enrichment, Ticket Takers, Interpreters, Summer School, Licensed Extended Day, Conferences, Moving Classrooms, Subbing less than 4 hrs (Please enter name of person they are subbing for), etc.

Questions?

Becky Martzall 7038 or Tony Wilson 7029 or Nick Do 7037

ABSENCE MANAGEMENT

Login:

User name - Phone Number

Password - Last 4 (or 5) of Social Security Number

DO NOT override the leave control. If this question comes up - please call Casey Fenner or Becky Martzall.

Please do not make any changes to jobs in Absence Management after payroll cut.

Questions?

Casey Fenner 7027 or Becky Martzall 7038

ACCOUNTING

General Fund 100

Curriculum Based Purchases

example: books & supplies for graded classes, ipads for staff
or class use, teachers, transportation, etc

Fund 209

MAP Donations Only

Use to purchase curriculum based materials.
Unused balances will carry over at year end

ASB

Student Initiated Activities

Non-Curriculum expenses approved by student body

Examples: parties, events, student activities

Questions?

Son Le Hughes 7005 or Tresa Davis 7042 or Carolyn Gray 7019

DEPOSIT GUIDELINES

**Deposits should be going into REVENUE accounts,
not offsetting expenditure accounts**

General Fund 100 Deposits

100.0000.1311.???090 - Pre-Kindergarten Tuition

100.0000.9481.???000 - PreK Tuition collected for next fiscal year

100.0000.1705.???000 - ALL Enrichment money collected

100.0000.1744.???000 - ALL Outdoor school money collected

**Athletic/Activity Fees need to be deposited into these accounts
2 weeks after season has started, if you deposit into your ASB first**

100.0000.1742.???000 - ALL MS activity/athletic fees collected

100.0000.1741.???000 - ALL HS activity/athletic fees collected

**Drama & Athletic Gate receipts need to be deposited into these
accounts as soon as function is over, if you deposit into your ASB
first**

100.0000.1700.???000 - ALL Drama gate receipts

100.0000.1710.???000 - ALL Athletic gate receipts

100.0000.1920.???000 - ALL Donations, PTA Reimbursements

*Your budget will be increased.

100.0000.1990.???000 - Misc Revenue:

Student payments for lost books

Spirals, planner, classroom supplies, etc.

Any deposit that does not fit anywhere else

Questions? Carolyn Gray 7019

DEPOSIT GUIDELINES CONT'D

Fund 209 Deposits MAP Donations ONLY

WLHS & WHS & Middle Schools:

209.0000.1991.???131	BAND
209.0000.1991.???133	ORCHESTRA
209.0000.1991.???135	CHOIR
209.0000.1991.???136	DRAMA
209.0000.1991.???137	VISUAL ARTS
209.0000.1991.???138	NON-DESIGNATED

Art Tech HS:

209.0000.1991.026.000	MUSIC
209.0000.1991.026.137	VISUAL ARTS

Primary Schools:

209.0000.1991.???000	MUSIC
209.0000.1991.???138	NON-DESIGNATED

Associated Student Body Deposits

- ◆ Student Initiated Fundraisers, Club Fundraisers, Book Fair
- ◆ Donations from parents or businesses to pay for “fun” activity to be used within that fiscal year
- ◆ Collect money from students to pay for “fun” activities (spirit shirts, classroom parties, etc)
- ◆ Collect money from students to pay for non-curriculum field trips (**optional** classroom event, i.e pumpkin patch)
- ◆ Collect money from students for a trip that might not take place that fiscal year or not a required trip (Washington D.C., Korea, Seattle, etc)

EMPLOYEE REIMBURSEMENTS

The district discourages the use of employee reimbursement expenses in favor of purchases processed with a purchase order. However, occasionally it is helpful or necessary to make a purchase personally and then submit a reimbursement request.

In all cases, prior approval is still required for these purchases - either verbally or in writing by the department head or supervisor.

Reimbursements need to be turned in monthly, or at least quarterly for small amounts. Employee reimbursements should **not** be saved up until the end of the year. Receipts must show items purchased and proof of payment. Employees should not be using credit cards that offer any type of rewards.

To add employees to the vendor list, call or email Paula. Do not use 000-Request New Vendor .

Questions ?

Paula Hotaling 7036

VENDOR ACCOUNTS

If you do a lot of purchasing from certain vendors that don't take PO's then ask the vendor if you can open an account. This gives you the ability to create an OPEN PO so when the invoice comes in, the funds are already encumbered and the payment process is quicker.

The vendor may require an application to be filled out by the District. Paula Hotaling will fill those out and return it to you. You will then forward the application to the vendor.

Any vendor wishing to do business with the West Linn-Wilsonville School District shall be required to complete the following:

- ◆ Vendor Application
- ◆ W-9.
- ◆ If they are an individual they will also be asked to fill out the Determination of Independent Contractor form

Forms are located on the district website:

www.wlww.k12.or.us | [Departments](#) | [Business Office](#) | [Vendor Information](#)

Questions?

Paula Hotaling 7036 or Tresa Davis 7042

PURCHASE CARDS

BANK OF AMERICA

We have a purchase card program through Bank of America.

Credit Cards: All administrators have a card issued to them to use for purchasing where it is impractical or not enough time to issue a purchase order.

Some schools have a card issued with the school name on it that is used for purchases by various staff members to cut down on the number of employee reimbursements. It is managed and held by the building secretary.

Declining Balance cards are used in a couple of schools for department heads. This card has a limit set and can not be exceeded.

Questions ?

Tresa Davis 7042

DIRECT DEPOSIT

The Business Offices goal is to have everybody receive their paychecks by direct deposit.

It is faster, safer and costs the district less money to process.

By far the majority of employees already are utilizing this process. If you would like to sign up for this service the form is available on the district website:

www.wlww.k12.or.us | [Departments](#) | [Payroll](#).

Simply fill it out and return it to our payroll department.

Questions?

Becky Martzall 7038 or Nick Do 7037

WLWV WEBSITE LINKS

Please see the district website for more information:

www.wlww.k12.or.us | [Departments](#) | [Business Office](#)

Accounting Page:

- Tax Exempt Information & Letter
- Mileage Rate

Budget Information Page:

- Current budget, along with all past years

CAFR Page:

- All years of the Comprehensive Annual Financial Report

Credit Card Payments:

- SchoolPay Links

Forms Page:

- Student incident report
- Certificate of Liability request form
- Missing receipt documentation form
- NSF collection letter
- Employee reimbursement form
- Mileage chart

Reference Materials Page:

- Bank of America access instructions
- iVisions user information, basics, logging on, reports & more
- Account code manual
- Account & Function descriptions
- Deposit guidelines
- Deposit detail fillable form
- Records Retention schedule

Student Body Accounting:

- Training video
- EPES Manual

Vendor Information:

- Vendor Application, W9, PO Terms & Conditions, etc.

WLWV WEBSITE LINKS CONT'D

www.wlww.k12.or.us | [Departments](#) | [Payroll](#)

Payroll Page:

Payroll Cutoff Calendar

Classified Time Card

Secretary/IA Sub Time Card

Pay Card

Request to Transfer Sick Leave

W4 - Can also be completed in Employee Portal

Direct Deposit

www.wlww.k12.or.us | [Departments](#) | [Payroll](#) | [Benefits](#)

Benefits Page:

Benefits Elect

Benefit Summaries/Rates

EAP

TSA

FSA

PERS

IVISIONS REPORTS

Has a vendor been paid?

[Purchasing & Payables | Reports | Vendors/Purchase Orders](#)

Enter vendor name

Report type: vendor PO history

Show report

What PO's do I have open?

[Purchasing & Payables | Reports | Vendors/Purchase Orders](#)

PO Status choose Open

Report type: Vendor PO totals

Show report

You can also run reports by account using "Purchase Orders by Account"

If you create Req's using different requester names you can run reports by requester

I want to see my building budget:

[General Ledger | Reports | Budget Control Group Reporting](#)

Choose: Budget Type

Control Group: All

Date Range: (i.e. 7/1/2017-6/30/2018)

Check "show account detail", not "transaction detail" or "encumbrance"

Check "page break"

This report will give you the "balance by function" which is how your budget control group is set up.

If you want to see all the detail, then choose "show transaction detail"

Questions?

Tresa Davis 7042 or Paula Hotaling 7036 or Carolyn Gray 7019

CONTACT INFORMATION

Business Office

Son Le Hughes	673-7005
Tresa Davis	673-7042
Carolyn Gray	673-7019
Paula Hotaling	673-7036

Payroll

Becky Martzall	673-7038
Tony Wilson	673-7029
Nick Do	673-7037

Human Resources

Kathe Monroe	673-7018
Shyla Waldern	673-7095
Casey Fenner	673-7027
Maria Horton	673-7004