



# ***District Dollars and \$ense***

SEPTEMBER 2016

## **District Bookkeeper / Secretary Newsletter**

*The Bookkeeping Coordinator Team in Finance Services is here to serve and support the Finance functions of our schools and departments.*

*Please contact our department with any questions you may have and we will be happy to assist.*

*Bookkeeping Coordinators:*

*DeEtte Parrish  
x42264  
[dparrish@pasco.k12.fl.us](mailto:dparrish@pasco.k12.fl.us)*

*Carol Jugan  
x42445  
[cjugan@pasco.k12.fl.us](mailto:cjugan@pasco.k12.fl.us)*

*Michael Gonzalez  
x42073  
[mmgonzal@pasco.k12.fl.us](mailto:mmgonzal@pasco.k12.fl.us)*

*Randi Moran  
x42261  
[rmoran@pasco.k12.fl.us](mailto:rmoran@pasco.k12.fl.us)*

*Senior Manager  
Dominick Cristofaro  
x42086  
[dcrstof@pasco.k12.fl.us](mailto:dcrstof@pasco.k12.fl.us)*

*Director of Finance Services  
Joanne Millovitsch  
[jmillovi@pasco.k12.fl.us](mailto:jmillovi@pasco.k12.fl.us)*

### **September Munis Trainings**

09/27/2016 8:30 - 12:30 *Budget Amendments/P-cards*

\*The training will be held in Training Room F unless there is low enrollment which then will be held in an OTIS small conference room.

### **Excel Training \*\*Excellent Feedback Received\*\***

These two trainings will show you simple things to save you time when reading and creating reports. It touches on Data Filters to view specific information to display on a report, Pivot Tables to build a custom report with just the information you want to view among other handy tools.

Please contact one of the Bookkeeping Coordinators to sign up for one of the following Excel trainings.

- Wednesday, September 14 Basic 9:00 am – 11:00 am
- Wednesday, September 14 Intermediate 1:00 pm – 3:30 pm

Both sessions will be held in the Finance Conference Room, Building 4.

### **myPRISM Training**

myPRISM is the District-wide standard system for maintaining asset records. Trainings for myPRISM have been established and are available on the following dates: September 13, 14, 15 and September 20, 21, 22. There will be 3 trainings per day lasting 2 hours each which can be reserved by accessing myPGS in the "Recommended Training" section.

### **District Bookkeeper Fall Meeting**

Save the date for the District Bookkeeping Meeting scheduled for 10/25/2016 in Portable 8A. The times and agenda are to be determined however the expectation is to be a half day beginning in the morning.

### **Payroll Differential**

Payroll time entry for shift differential will be entered every Friday. This is **only** for shift differential beginning 09/23/2016 for payroll run 707 and for all future payrolls. For your convenience an instruction guide has been attached.

### **New Onboarding Process**

- Once an offer letter is presented to the candidate, the designated employee handling the new hire process in your department will change the candidate to "Offer Status".
- The workflow is assigned to a Human Capital Partner in HREQ where the allocation is checked along with the eligibility of the candidate.
- The Onboarding Representative in HREQ sends an email to the candidate to log into "HireForms" with instructions on completing forms and initiating the fingerprinting process.
- Once completed forms are turned in to HREQ by the candidate, an email is sent to the new employee covering what items to bring for the first day of employment and an I9 is issued by HREQ.
- Once the I9 is complete, the employee is entered into Munis by HREQ and an email address is assigned.

\* Any returning employees with a break in service will be required to complete a new I9 whereas employees transferring to another position or department will not.

\*The New Onboarding Process is the procedure currently utilized and will be presented at the Fall District Bookkeeper Meeting scheduled 10/25/2016 by a Human Capital Partner from HREQ.