



School Dollars and \$ense

SEPTEMBER 2016

School 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.

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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.

School Bookkeeper Fall Meeting

Save the date for the School Bookkeeper Meeting scheduled for 10/26/2016 in Training Room C. The times and agenda are to be determined however the expectation is to be a full day beginning in the morning.

Classroom Supply Funds (FKA Teacher Lead Funds)

The funds will be distributed to the eligible instructional staff through direct deposit on September 30th. The eligible staff members are required to upload the receipts to ESS. The ESS module will be open on September 30th. More information will be provided to you and your eligible staff in the next few weeks.

If you have any questions, please contact Jayne Haire jhaire@pasco.k12.fl.us

Fillable Monies Collected Form Process

The staff members who collect money (collectors) may use the fillable forms from the OTIS website found here: [MIS Forms for Pasco County Schools](#) . The fillable option may be used as well as printing the forms and completing them by hand. Two copies with original signatures must be turned in to the bookkeeper. One will be returned to the collector with the bookkeeper's signature and an official receipt. The collector should keep a copy of the form (electronic or physical) to compare to the copy returned by the bookkeeper.

Munis QSG updates

Student Activity Cash Transfers for moving funds within the range of activities between 900100 and 989015 along with **Student Activities – Transfer Funds to a GL account, or purchase from another activity** have been updated.

Payments to Officials for Sporting Events

As of now, all officials for regular season sports are on contracts that specify payment terms. No checks will be written to hand to officials on game days. When a school advances to either a district or regional playoff, the FHSAA (Florida High School Athletic Association) assigns the officials for these games. After playoffs, the official's group will send an invoice to the schools. The school will follow normal procedures to pay this invoice; the bookkeeper should complete the Athletic Official Reimbursement Form for reimbursement from the District.

SchoolPay Refunds

SchoolPay refunds will now be processed by your Bookkeeping Coordinators. The SchoolPay Refund Request Form must be completed, signed by your principal and sent to your Bookkeeping Coordinator.

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 10/26/2016 by a Human Capital Partner from HREQ.

Fingerprinting (Employees and Vendors)

- The process for employees regarding fingerprinting has remained the same with the exception that an outside vendor will be handling the actual fingerprinting.
- Vendors entering school property will always be fingerprinted unless there is a one day event and they are in constant sight of a school employee.
- All vendors who have been fingerprinted are required to have their state ID on them at all times.
- When the vendors check in on campus, even if they have a state ID, **always** verify online if there is any update that would adversely affect our schools and students.
- The vendors can access the fingerprinting website from the District web page and follow all instructions.

The following is the link for the fingerprinting process. [Vendor Fingerprinting](#)

Remember Due To District Payments by 09/30/2016

- Band/Chorus Payable funds collected
- Athletics Payable first of four payments

CheckCare Reports

With the announcement made last week that the District has terminated services with CheckCare, we request that you access the CheckCare website and run the three reports available to you: Checks Received, Payments Collected, and Claims. File these for your reference.