



# District Dollars and Sense

JULY 2017

## 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:

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### **Excel Trainings**

Contact a Bookkeeping Coordinator to sign up for one of the following Excel trainings:

Tuesday, September 26, 2017	Basic	<b>9:00 - 11:00 AM</b>
Tuesday, September 26, 2017	Intermediate	<b>1:00 - 3:30 PM</b>

\*All training sessions will be held in the Finance Conference Room, Building 4.

### **Munis Trainings: July/August** - Register for trainings through myPGS:

Wednesday, July 5, 2017	Contracts	<b>8:30 - 12:00 PM</b>
Thursday, July 6, 2017	Payroll	<b>8:30 - 12:00 PM</b>
Tuesday, July 18, 2017	Work Orders	<b>1:00 - 4:30 PM</b>
Wednesday, July 19, 2017	Requisition Entry	<b>1:00 - 4:30 PM</b>
Thursday, July 20, 2017	Budget Amendments/P-Cards	<b>1:00 - 4:30 PM</b>
Wednesday, July 26, 2017	Advanced Munis	<b>1:00 - 4:30 PM</b>
Tuesday, August 2, 2017	Contracts	<b>1:00 - 4:30 PM</b>
Thursday, August 3, 2017	Payroll	<b>8:30 - 12:00 PM</b>
Wednesday, August 9, 2017	Advanced Munis	<b>8:30 - 12:00 PM</b>
Tuesday, August 22, 2017	Budget Amendments/P-Cards	<b>8:30 - 12:00 PM</b>
Thursday, August 24, 2017	Requisition Entry	<b>8:30 - 12:00 PM</b>
Thursday, August 31, 2017	Work Orders	<b>8:30 - 12:00 PM</b>

All trainings are scheduled to be held in Building 3, Training Room F. In the case of low enrollment, the trainings will be held in one of the small conference rooms in OTIS.

### **Payroll Report – Employee Inquiry**

An employee payroll report needs to be generated before the payroll due dates to verify if any employees were paid that are inactive or on leave. Only the top portion of the QSG is completed for this report (See link below steps 1-5).

[Employee Inquiry - Employee Rosters, Leave Reports, and Accruals](#)

Once the list is generated, review the list and notify payroll if an employee appears on the list that is terminated or on leave.