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## Business Office Newsletter November 2019

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Dear Staff,

Rajwantie Sukram, Senior Payroll Audit Clerk will be leaving the Payroll Office on November 15<sup>th</sup>, having decided to take a position with another school district. We wish her luck in her new position. We are creating a plan to fill this void as we immediately begin recruiting for this very important position. My goal is to continue to build on the stability that we have been creating with her and Mekkah.

**Kimberly M. Lewis, District Director of Business and Finance**

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### Important Update

Employees Retirement System – We have made the necessary adjustments to the file for members of the Employees Retirement System and resubmitted. To be able to see the adjustments, prior to receiving your annual statement, you will need to set up an account in their **new** Online Retirement System. Registering in this system will provide you with many benefits as they continue to fully implement it.

A 22 page step by step instruction guide is available [here](#). They advised us to highlight the following information:

- Read through the entire instructions first.
- It will require at least 10 minutes of your time, and **you must complete the entire process at one time**. You will not be able to save and return later.
- This first step will allow you to set up your user name. You will then be mailed your initial password to your home address on file.
- Upon receipt of your temporary password, you will need to sign in and change your password to one that meets very stringent criteria. **Make sure to write it down and keep in a safe place.**
- **You will need to sign in once a year to keep your account active.**

### Upcoming Events

#### November 8

- Payroll – no changes

#### November 22

- Payroll - Winter Coach pay begins  
JV & Varsity 8 checks  
Modified 7 checks

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### Staff

**Kimberly M. Lewis**, District Director of Business & Finance

**Taryn Breen**, Assistant School Business Official

**Stacey Tasselmyer**, Executive Secretary

**Katie Devine**, District Treasurer

**Billy Carr**, Fiscal Analyst

**Ann Testa**, Tax Collector & Deputy Treasurer

**Elaine Reynolds**, Food Service Manager

**Kristin Chotkowski**, Purchasing Agent

**Karen Colangelo**, Senior Account Clerk Typist

**Nicole Livingston**, Senior Account Clerk Typist

**Angela MacVilla**, Senior Account Clerk Typist

**Rajwantie Sukram**, Senior Payroll Audit Clerk

**Mekkah Bergeron** Senior Payroll Audit Clerk,

**Irene Mazzucco**, Account Clerk Typist

**Beth Carusone**, Account Clerk Typist

[Who to contact list](#)

Need a form? Visit our website  
[click here for Business Office Forms](#)

## Payroll Office

### Leave Accruals

We have completed our review and updated the leave accruals that were identified as incorrect. If you believe yours is still incorrect, we ask that you notify us of each code and what you believe the balance should be.

### Payroll Schedule - Timing of Pay

It is critical for employees to understand when and how they get paid. The payroll schedule identifies the dates when paychecks are provided. The dates in the columns on the right DO NOT reflect the dates of pay for anyone on contractual pay. It is only for hourly employees or contractual pay employees who are receiving hourly pay in addition to their regular paycheck.

#### REMINDER: How you can contact the Payroll Office

**First step:** Enter your inquiry into Let's Talk. If it is straight forward, the response will be provided through Let's Talk.

**Appointments:** The payroll staff have set aside the following times to meet with you when an in-person conversation is needed to resolve more complex questions. *Please provide all pertinent information when scheduling, so that necessary research can be completed prior to the meeting.* After checking in with the Central Office receptionist, you will be able to wait on the benches until your Payroll representative comes to escort you to the Payroll Office.

Monday	Tuesday	Thursday	Friday
12-2 PM	2-4 PM	8-10 AM	2-4 PM

**Drop-in visits:** Best to avoid stopping by during the appointment block. Please be aware that you will also need to check in with the Central Office receptionist, who will notify the Payroll staff.

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### Travel & Conference Reimbursement

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Staff who travel on approved School District Business are entitled to receive reimbursement for authorized expenses. To receive reimbursement, appropriate documentation is required. The documentation includes: **original, itemized receipts for all purchases and a completed Request for Reimbursement of Meals form**. A credit card receipt for a meal is not sufficient. The itemized meal receipt, listing the food and drinks must be submitted. Meal allotments are limited, therefore, please ask for a copy of the purchase order that establishes what expenses you can be reimbursed.

## Let's Talk – October

### Business Office Area

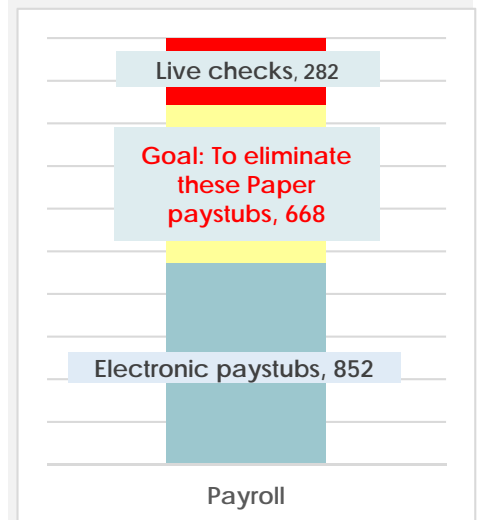
Total: 10  
Dialogue Age: .9 days

### Payroll Office Area

Total: 840  
Dialogue Age: 4.5 days

## Direct Deposit Electronic Paystub Campaign

October 25 payroll had 668 employees with direct deposit, who are receiving a **paper copy of their paystub instead of an electronic version**. We want everyone to switch to the electronic receipt of their pay stub. Here is the [form](#) to select email delivery.



## Has something changed in your life that we need to know?

If your name, address, phone number or email changed, then you need to complete the [change form](#) and submit in Let's Talk to the Human Resources interest area.

Please also remember to contact the Pension systems to report changes of your name as well.

November 2019