

BUSINESS SERVICES PROCEDURES MANUAL

EDUCATIONAL EVENT / CONFERENCE TRAVEL

Prior to travel, an attendee must fill out a Request to Attend Educational Event that must be approved by the supervisor and the Board of Education if the total expense amount is over \$1,000. Upon return from the conference, within 15 days, an attendee must submit a Claim for Reimbursement Form.

Meals may be reimbursed up to the maximum allowable amount. Please see Request to Attend Educational Event Form for current rates. Daily maximum rate applies for full days only, it is prorated on the first and last day of travel. (75% on the first and last day of travel, maximum 15 % gratuity)

Employee must attach all original itemized receipts as documentation. No reimbursement will be issued without itemized receipts. (Alcohol is not reimbursable) All forms must be signed by a supervisor.

MILEAGE REIMBURSEMENT

For employees that are requested to travel between sites, sports events, and educational events, a Claim for Reimbursement will be filled out and once approved by the supervisor, submitted to business department. Each trip must be documented on a separate line and a map with mileage for each trip (up to one roundtrip per event/day) must be attached. Request for mileage reimbursement must be submitted within 10 days after each month. Reimbursements for mileage related to conferences should be requested on the same form as other expenses (such as meals). Please see Claim for Reimbursement Form for current rates.

PURCHASE REQUISITION

Site/Department employee completes a Purchase Requisition in Escape or through Purchase Request Form for the amount of the contracted services. Please select the preferred method of payment. If you need to borrow a company credit card, a three days' notice is required. When a credit card option is selected, please put US Bank as a vendor on the Payee Name line. Include as many details as possible and indicate what funds will be used to pay for the items/services. Obtain a supervisor's approval and submit to Purchasing/Business department. A supervisor should also review a complete Contract/Agreement as required by the consultant or vendor and request a W 9 form if not on file. Purchasing Technician reviews and checks for funding with Business Manager. Purchasing Technician scans all documentation and file electronically for archive recording.

NOTE: Only the Business Manager and/or the Superintendent are authorized and designated to sign Agreements/Contracts. Employees that sign Agreements/Contracts will be held individually liable for agreeing to terms and conditions without an authorized signature(s).

If there are any special payment/ instructions that A/P needs to be aware of (such as PREPAYMENTS), be sure to include it on the special instructions line in CAPS or in the body of the requisition, so that A/P can set aside the paperwork and process it according to the instructions.

If an invoice is not received by A/P, it is the original department/site's responsibility to obtain one from vendor and forward to A/P. All vendor payments must be supported by an invoice, purchase order, and a proof of receipt.

DIRECT DEPOSIT

Direct Deposit (ACH) when initiated takes two payroll cycles to be in effect. The first Payroll cycle is what is called a PRE-NOTE. The pre-note checks to make sure the account number and Name match with the bank.

To initiate direct deposit, download the Direct Deposit Sign up PDF from the forms section of the website, fill out, and personally submit to Payroll with a copy of a voided check or print out from your bank specifically for ACH. Do not send this information by email as it contains personal information, and it could be a subject to fraud. The business department will not process an emailed ACH application. When Direct Deposit is set up, you will receive an email from EscapeNotifications@alpinestudents.org at 4 am on the payroll pay date, which is the last business day of the month, with your payroll information. The PDF is password protected, the password is the last 4 digits of your social security number.

ESCAPE PORTAL

The Escape Portal is available to every Employee. It is a source of great information. On the Escape Portal one can find and view/print past payroll information and past W2's. Leave balances, and the detail of when the leaves were used are also available. The Escape Portal also includes the current Work Calendar for the employee's position. Another available option is to change a payroll tax information and contact information. Creating the account is very easy. Go to Alpine County Schools website at www.alpinestudents.org, click on the Escape Portal Icon and the sign on screen will open. Click on "Create new user" fill out all the information requested. To complete the process the employee will need his/her work email address, birth date and social security number. If the account gets locked out, please email drodriguez@alpinestudents.org to get it unlocked.

PAYROLL TAXES

To change your deductions for either Federal or State taxes, forms available on the website to print out, fill out, and submit in person or interoffice envelope. The W4 2023 is the Federal form, the de4 – California is for California. If you prefer, you could go to the Escape portal, click on "My Payroll" and click on the Paycheck calculator in the upper right-hand corner of the page and it will bring up your last payroll information. You can make changes here and it will show you how your changes will affect your Net Pay. To finalize your selection just click on the "Update Withholding Forms" at the bottom right-hand corner of the page and it will submit the changes to payroll for approval.

LEAVE OF ABSENCE SLIPS

To take time off from a regular duty day/hour the employee needs to fill out a Leave of Absence form. This form is in triplicate and can be found at the District Office or your location office. If an employee is sick, he/she needs to fill out the form upon return to work and submit to a supervisor for approval. To request Personal time, Vacation, etc. the request needs to be submitted prior to the absence for approval. Once approved, the supervisor will return the pink copy of the slip to the employee who will submit it with his/her timesheet. Please check to make sure the time is recorded in the correct position

of the timesheet. The supervisor will submit the rest of the forms to Payroll. If there is an emergency situation, and the form is not available to the employee, the employee may download one from the website and print it out on white paper. Once approved, a copy of the approved form will be kept for the employee's records and the original one submitted to Payroll.

VACATION PAYOUT

Classified employees may request payouts of vacation up to 60 hours of accrued vacation every September, December, and March. These forms are available at the District Office or can be downloaded from the website and copied on BLUE paper. They need to be submitted to Payroll once you have all approval signatures on the form. These forms need to be turned into Payroll, with all approvals, no later than the 10th of the month that they are being paid in so Payroll will have time to process.

STIPENDS

If you are receiving a Stipend for extra duty work you need to submit the Coaching Stipend form complete with approvals to Payroll by the 10th of the month that they are to be paid. This form is for all of the "One-time stipend payments".

TIMESHEETS

- A. Certificated Employees do not have to fill out a monthly timesheet. Their contract is their monthly timesheet. However, if a Certificated Employee completes an extra duty and is being paid for their time, they need to fill out an Extra Duty OT slip (green sheet) and get their Supervisor's approval and submit to Payroll no later than the 16th of the Month.
- B. Classified Employees must fill out a timesheet every month that they work. These are available at your location, and at the District Office. They are also on the website, please print on Yellow paper. When filling them out, the employee must ensure that Holidays hours are listed under the Holiday column, and any leaves of absences are in the appropriate column. The employee also must ensure that there is a total for all columns across as well as down the page, and put the total hours in the total hours in the box at the bottom. Also, if there is anything listed in the "Other Column" that an explanation of what it was is in the box above the signature. The form must be signed and submitted to the supervisor for approval no later than the 16th of each month. The supervisor will submit the signed timesheet to Payroll.
- C. Substitute Employees must fill out a Sub timesheet (pink paper) available at the District Office, at your location office, and on the website. When printing one from the website please print or copy on Pink paper, sign and submit to Supervisor or Superintendent no later than the 16th of each month.

EXTRA DUTY OVERTIME SLIPS

These slips are available at the District Office, each site office, and on the website. Whenever you work anytime outside of your duty days/hours you need to fill out an Extra Duty OT slip. Overtime must be approved by the supervisor before you work it. These slips need to be included with your timesheets to back up the overtime you listed on your timesheet. If you print one from the website, make sure you print it on green paper.

CAFETERIA

REQUEST FOR FIELD TRIP LUNCHES

When a school lunch is needed during a field trip, the teacher needs to fill out a Request for Field Trip Lunches. Please indicate what day the field trip will take place and estimate how many lunches will be needed and what time the teacher will pick them up. If adult lunches are also desired, then include it on the form as well.