

Accounting Procedures



Budget Transfers

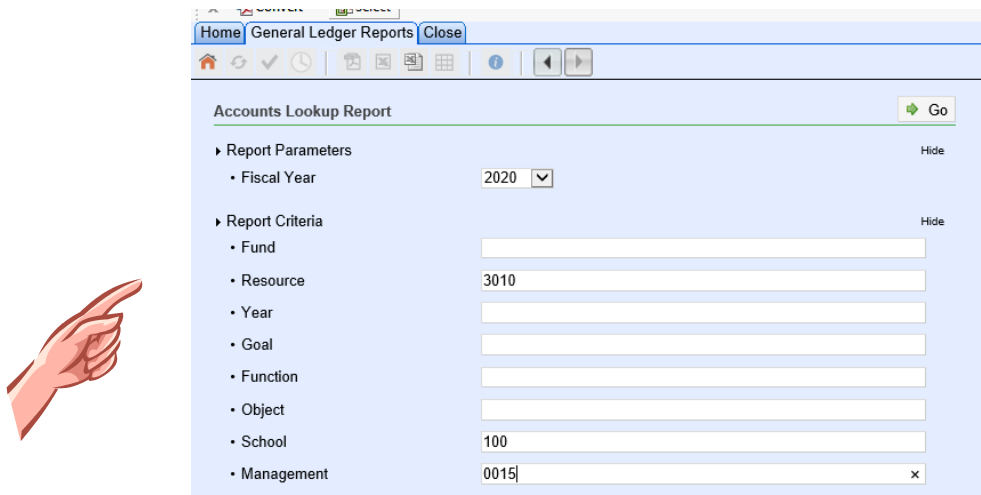
Budget transfers represent the movement of budget appropriations within the budget without affecting the total amount of the budget. When expenditures exceed appropriations in an account, or when accounts have not had budget appropriated, a budget transfer is required.

A budget transfer is processed using the Financial 2000 program Edureports 3.0 and emailing the Budget Transfer spreadsheet for approval. The Budget Transfer spreadsheet and instructions are available on the District website under the Fiscal Services webpage.

1. Go to Accounts Lookup option inside Financial 2000> Edureports 3.0 under Financial Reports



2. Enter parameters into the budget account search area, select go to run report.



3. Search will return results, view results and click on the excel icon on the tool bar to export

BEST NET CONSORTIUM
74 - Rialto Unified School District
Accounts Lookup Report - Summary (Fiscal Year 2020)

Account	Revised Budget	Actual Activity	Pre/Encumbered Pended Activity	Balance
Expenditure				
01-3010-0-0000-2140-1130-100-0015	2,500.00	0.00	0.00	2,500.00
01-3010-0-0000-2140-1140-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-2920-100-0015	1,645.00	765.14	0.00	879.86
01-3010-0-0000-2140-3101-100-0015	410.00	0.00	0.00	410.00
01-3010-0-0000-2140-3202-100-0015	261.00	99.25	0.00	161.75
01-3010-0-0000-2140-3312-100-0015	72.00	31.20	0.00	40.80
01-3010-0-0000-2140-3331-100-0015	35.00	0.00	0.00	35.00
01-3010-0-0000-2140-3332-100-0015	3.00	11.10	0.00	(8.10)
01-3010-0-0000-2140-3352-100-0015	6.00	9.81	0.00	(3.81)
01-3010-0-0000-2140-3501-100-0015	1.00	0.00	0.00	1.00
01-3010-0-0000-2140-3502-100-0015	3.00	0.38	0.00	2.62
01-3010-0-0000-2140-3601-100-0015	70.00	0.00	0.00	70.00
01-3010-0-0000-2140-3602-100-0015	53.00	22.54	0.00	30.46
01-3010-0-0000-2140-3702-100-0015	26.00	0.00	0.00	26.00
01-3010-0-0000-2140-4210-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-4310-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-5200-100-0015	473.00	0.00	0.00	473.00
01-3010-0-0000-2140-5299-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-5810-100-0015	0.00	0.00	0.00	0.00

4. Select Open

EduReports - General Ledger Reports - Internet Explorer

Convert Select

Home General Ledger Reports Close

BEST NET CONSORTIUM
74 - Rialto Unified School District
Accounts Lookup Report - Summary (Fiscal Year 2020)

Account	Revised Budget	Actual Activity	Pre/Encumbered Pended Activity	Balance
Expenditure				
01-3010-0-0000-2140-1130-100-0015	2,500.00	0.00	0.00	2,500.00
01-3010-0-0000-2140-1140-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-2920-100-0015	1,645.00	765.14	0.00	879.86
01-3010-0-0000-2140-3101-100-0015	410.00	0.00	0.00	410.00
01-3010-0-0000-2140-3202-100-0015	261.00	99.25	0.00	161.75
01-3010-0-0000-2140-3312-100-0015	72.00	31.20	0.00	40.80
01-3010-0-0000-2140-3331-100-0015	35.00	0.00	0.00	35.00
01-3010-0-0000-2140-3332-100-0015	3.00	11.10	0.00	(8.10)
01-3010-0-0000-2140-3352-100-0015	6.00	9.81	0.00	(3.81)
01-3010-0-0000-2140-3501-100-0015	1.00	0.00	0.00	1.00
01-3010-0-0000-2140-3502-100-0015	3.00	0.38	0.00	2.62
01-3010-0-0000-2140-3601-100-0015	70.00	0.00	0.00	70.00
01-3010-0-0000-2140-3602-100-0015	53.00	22.54	0.00	30.46
01-3010-0-0000-2140-3702-100-0015	26.00	0.00	0.00	26.00
01-3010-0-0000-2140-4210-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-4310-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-5200-100-0015	473.00	0.00	0.00	473.00
01-3010-0-0000-2140-5299-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-5810-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-5840-100-0015	0.00	0.00	0.00	0.00
01-3010-0-0000-2140-2230-100-0015	330.00	0.00	0.00	330.00
01-3010-0-0000-2140-2240-100-0015	130.00	0.00	0.00	130.00

Internet Explorer

What do you want to do with compAccountsLookupReport.xlsx?

From: edu30.f2knat.sbcss.k12.ca.us

→ Open
The file won't be saved automatically.

→ Save

→ Save as

Cancel

6. Use this to copy and paste into the Budget Transfer Form and email to FiscalBT.

Account	Revised Budget	Actual Activity	Pre/Encumbered Pended Activity	Balance
01-3010-0-0000-2140-1130-100-0015	2,500.00	-	-	2,500.00
01-3010-0-0000-2140-1140-100-0015	-	-	-	-
01-3010-0-0000-2140-2920-100-0015	1,645.00	765.14	-	879.86
01-3010-0-0000-2140-3101-100-0015	410.00	-	-	410.00
01-3010-0-0000-2140-3202-100-0015	261.00	99.25	-	161.75
01-3010-0-0000-2140-3312-100-0015	72.00	31.20	-	40.80
01-3010-0-0000-2140-3331-100-0015	35.00	-	-	35.00
01-3010-0-0000-2140-3332-100-0015	3.00	11.10	-	(8.10)
01-3010-0-0000-2140-3352-100-0015	3.00	9.81	-	(3.81)
01-3010-0-0000-2140-3501-100-0015	10,000	1.00	-	1.00
01-3010-0-0000-2140-3502-100-0015	3.00	0.38	-	2.62

The Budget Transfer Form is available on the Fiscal Services website > Fiscal Forms < Budget Transfer Form.

Example of Balance Budget Transfer- Processed

A	B	C	D	E	F	G	H	I	J
PASTE HERE								COLUMN MUST NET TO ZERO	
								\$ -	
01	3010	0	0000	2140	1130	100	0015	-1000	
01	3010	0	0000	2140	1140	100	0015	1000	

Example of Un-balanced Budget Transfer-Rejected

A	B	C	D	E	F	G	H	I	J
PASTE HERE								COLUMN MUST NET TO ZERO	
								\$ 500.00	
01	3010	0	0000	2140	1130	100	0015	-500	
01	3010	0	0000	2140	1140	100	0015	1000	

Transfers created are posted the next business day by the Fiscal Analyst.

All site administrators will be responsible for any deficit account balances.

Note: Failure to process budget transfers will result in a hold being placed on all requisitions, TRVs, PRS, print orders, field trips, etc.

Cash Receipt & Deposit Procedures

CASH COLLECTION

Definition of Site Cash Collections - All cash/checks collected by a school site for exchange of a school related good or service (e.g. book fines, testing fees, donations, fundraisers, fieldtrips, etc.).

Procedures for Collection of Monies:

- a. All cash collected by teachers, classes, clubs, librarians, account clerks, etc. must be recorded in a District issued, pre-numbered, triplicate-copy, sub-receipt book. Copy 1 must be issued to the payee, Copy 2 must accompany the deposit to the budget/ASB office, and Copy 3 must be kept in the receipt book for reconciliation.
- b. Cash collected by site personnel (teachers or staff) must be submitted to the budget or ASB office at least once a week or when more than \$1000 is collected on any single day. **Cash must be properly safeguarded by keeping in a secure location, such as a locked drawer or safe.** All cash must be deposited before the site goes out for any school break.
- c. A master pre-numbered receipt book issued by the District Office must be kept by each site. A master receipt must be prepared by the site account clerk or ASB clerk to document the exchange of custody between site personnel and the budget/ASB office. The deposit must be counted by the account clerk or ASB clerk in the presence of the employee depositing the cash. The sub-receipts must agree with the cash deposit, reconciling the cash amount deposited with the receipts issued by the site employee. Once verified, a pre-numbered master receipt, prepared in triplicate, must be completed at the time cash or checks are received in the budget/ASB office. The original copy is given to the payer, and two copies are retained by the account clerk or ASB clerk.
- d. All cash collected must be completely deposited at the bank. No cash collected is to remain at the site to make change or for any other reason.
- e. **Receipts must never be erased or altered and must be issued in sequential order.** If an error is made, all three copies of the receipt must be marked "VOID", the account clerk must retain one copy in the book, and the original and District copies must be sent to the Fiscal Services Office. A new receipt must then be issued.
- f. **Missing receipts must be documented with an explanation that is certified by the site/department administrator.**
- g. The site must keep a log of the sub-receipt books issued, noting the beginning number and the last receipt number used by the user. Separate master receipt books must be kept for school accounts and ASB accounts.
- h. Checks must be endorsed immediately upon receipt with the wording "FOR DEPOSIT ONLY"
- i. Personal checks from teachers or other staff members must never be accepted in lieu of the actual cash collections. For example, Teacher A collects \$1000 cash from students and

wants to write a personal check for \$1000 to deposit at the site instead of cash. The account clerk must explain that this is not allowed and actual cash collected must be deposited.

CASH DEPOSITS

Deposits to Bank:

- a. Bank deposits must be prepared the day before your scheduled armored pick-up. If your site determines that an additional pick-up is required in between your scheduled pick-ups, please contact the armored service the day before or before 9AM the same day, to ensure an additional pick-up can be scheduled. Elementary schools must take their ASB deposits directly to the bank.
- b. During the preparation of a bank deposit, cash on hand must be counted in the presence of two employees. All master-receipts must be reconciled to the cash on hand and all sub-receipts to ensure cash has remained intact. A bank deposit slip must be prepared for the exact amount of the deposit, and the original must be placed in the armored tampered-evident deposit bag, along with the cash. *The deposit slip must include your school site name.*
- c. Deposits will be picked up according to the set armored schedule (unless otherwise requested). Only give deposits to authorized armored personnel, identified by their Armored Authorized Agent Identification. Complete armored pick-up receipt and ensure armored employee signs for receipt of deposit bags.
- d. **The Report of School District's Receipts form/BU-100 (available on the Fiscal Services website) needs to be completed or if no monies have been collected for the week, the form needs to be certified for non-receipt of monies.** Once armored services have picked up deposit, the Report of School District Receipts form, copy of deposit slip, bank deposit receipt and master-receipts must be sent to Fiscal Services.
- e. Deposit bag must be kept in a secure and locked place until armored truck picks up deposit. Limited personnel must have access to area where deposit is kept.

Deposits to Fiscal Services Office (Sites without armored services):

- a. During the preparation of a deposit, cash on hand must be counted in the presence of two employees. All master-receipts must be reconciled to the cash on hand and all sub-receipts to ensure cash has remained intact. A BU-100 form must be prepared for the exact amount of the deposit and placed in the locked blue deposit bag, along with the cash and backup.
- b. The Report of School District's Receipts form/BU-100 (available on Fiscal Services website) needs to be completed or if no monies have been collected for the week, the form needs to be certified for non-receipt of monies.
- c. Deposit bag must be kept in a secure and locked place until deposited. Limited personnel must have access to area where deposit is kept.

Library/Text Book Collection/Refund

It is the responsibility of the site administrator to oversee collection of monies for lost/damaged library/text books. The following are procedures for collection and refund of monies collected:

Collection

- Issue a receipt to the parent/guardian.
- Reference the student's name, book title, and book number on the receipt.
- Submit transaction with a completed "Money Transmittal" form B-28 and the yellow copy of the receipt to Fiscal Services.

A receipt will be issued to the site from Fiscal Services.

Refund

- Complete a Library/Text book "Request for Refund" form B-22.
- Attach a copy of the receipt that was issued to the parent/guardian.
- Submit the form to Fiscal Services.

A "Revolving Cash" check will be issued and mailed to the parent/guardian.

Note: Checks are not issued to students. Therefore, it is critical to indicate the full name and address of the parent/guardian.

Returned Check Collection Information

There are various reasons for departments or sites to receive money from parents/guardians, such as fund raisers, lost/damaged books, school property damage, personal copies, etc.

A personal check is discouraged from being accepted for payment.

If a personal check is returned to the District from the bank for a reason such as non-sufficient funds (NSF), Fiscal Services will issue an invoice to the originator of the NSF check. A copy will be sent to the site/department, and an entry will be made on the books to charge the site/department for the NSF check amount, along with any associated fees.

If the parent/guardian comes to the school/site to pay the invoice, they are to be referred to the Fiscal Services Department.

Note: Personal checks will not be accepted for NSF check collections.

Store Open Purchase Orders

The following procedures have been established to stay within the County guidelines and audit requirements. Non-compliance will result in the personal liability of the purchaser.

It is the responsibility of the site to keep track of all purchases made in order to not exceed the amount authorized on the purchase order.

Each time a purchase is made, a copy of the purchase order is presented to the store cashier, who notes the authorized user's name(s).

Before signing the invoice, it is the authorized user's responsibility to ensure that the following information is on the invoice:

Rialto Unified School District (not "South Middle School", etc.)

Correct purchase order number

All signatures must be legible. If the signature is not legible, print the name below the signature.

All purchases must be itemized

Submission of invoices for payment

Send the invoice and itemized cash register receipt to Fiscal Services **within 7** working days of the purchase. Also include an agenda, sign-in sheet, copy of P.O. with account number, and signature of administrator on the receipt (e.g. yellow copy of Stater Bros. receipt).

When the cash register receipt does not specifically identify items purchased (i.e. "grocery" or "miscellaneous"), then the item must be identified with an explanation.

All food purchases must be supported by a meeting agenda and a sign-in sheet. If food is purchased for students as part of reward, a Reward Justification Form and sign-in sheet (if required) must be submitted with receipts.

Failure to provide receipts within a timely manner will result in a District invoice being issued to the employee that made the purchase.

Conferences

All conferences/workshops/trainings and all related expenditures, must be pre-approved using the Travel Request Form (TRV) in Smart-e. The site's TRV designee should present all estimated costs associated with the travel in order for the approver to make an informed decision. If a completed TRV and all documentation are not received in Fiscal within 90 calendar days of the last day of travel, the employee will not be reimbursed.

When is a TRV created?

- Whenever an employee is asked to attend a conference/workshop/training on behalf of the District.

What account code is used?

- TRV's are coded to object code 5200. If travel is out-of-state/country, it must be coded to object code 5299. Travel outside the state requires superintendent approval, and travel outside the country requires Board approval.

Is a PSR (Personnel Service Request) needed if a TRV is done?

- You must create **both a PSR and a TRV**, if you will be requesting ***substitute coverage along with other expenses***. The PSR is the approval for payroll to pay the substitute assigned. The TRV is the approval for the employee to attend the conference. *Complete the PSR cell on the TRV with your PSR number so Personnel will know you've already requested a substitute.*
- Personnel will complete the AESOP cell on the TRV once the conference is approved by the Lead Personnel Agent. **Leave this cell blank.**
- A PSR will *not* be required if you are not requesting substitute coverage or extra duty pay for the employee attending

If employee attending does not request expense reimbursement, what do I create?

- If the employee will not be requesting any reimbursement, a TRV is still required to approve the employee's participation in the conference.

If the approved employee cannot attend the conference at the last minute, can someone go in place of the approved employee?

- If a TRV has been approved and the approved individual cannot attend, approval to substitute the individual must be obtained from the District School Site Support Provider. An email from that person approving the replacement must be attached to the TRV electronically and the notes section must state "John Doe, approved replacement for Maria Alba." When the TRV is submitted for reimbursement, a printed copy of the authorization email must be attached to the signed backup.

Who gets a copy of the TRV?

- A copy of the approved TRV with *Estimated Expenses* should be given to the employee *prior to* attending the conference.
- A copy of the completed TRV with the *Actual Expenses* section completed and *employee signature* in place should be given to the employee for his/her records.

Registration for Conferences

If a fee will be charged for a conference, a requisition must be processed in order to register. A copy of the TRV, with the registration form and a brochure of the conference must be sent to the Purchasing Department to generate a purchase order. Also, electronically attach a copy of the brochure/email/pamphlet to the TRV.

If a purchase order is not accepted for registration and prepayment is needed, a note must be written on the requisition requesting Fiscal Services to process a check for payment. This information must be requested of Fiscal Services at least 2 weeks prior to needing the check to allow plenty of time for Fiscal Services to process the payment.

If online/internet registration is required, the initial registration must be completed at the site. The Purchasing Department will require the same documentation indicated above, including any confirmation numbers to finalize the purchase order.

Reimbursement Process: Electronic TRV Form Actual Expenses

Actual reimbursement requests must be entered into the TRV Actual Expenses section by site TRV designee.

TRV Actual Expenses should not be more than TRV Estimated Expenses. If so, the TRV must be printed and the excess charges must be approved by the immediate supervisor. A note must be added to the TRV stating the approval date and supervisor's name giving approval.

Receipts and supporting documents must be submitted to the immediate supervisor within 10 days after returning from the conference, according to Board Policy 3350 (AR 3350). If not submitted within these dates, reimbursement may be denied. A copy of the completed TRV has to be printed, reviewed, and signed by the employee. Once completed, the TRV is sent to Fiscal Services with any back-up, and the TRV designee moves/routes the TRV to the Accounts Payable Step.

A complete conference brochure stating the date, time and location of the conference and if any meals were included must be turned in with all TRV's. Fiscal Services needs to know what was included in the registration costs. An individual brochure is required for each person attending the conference. If registration was paid by the District, include a copy of the registration with the TRV.

If requesting reimbursement for registration, Fiscal Services needs one of the following:

- Copy of cancelled check (front and back).
- Copy of your credit card statement with your name on it showing the reimbursement has been charged.
- Copy of your checking account statement with your name on it showing the registration has been paid.

Failure to provide all required documentation will cause a delay in reimbursement.

Mileage (for Conferences traveled on TRV)

Employees claiming mileage for District approved travel must have liability insurance at the time of travel.

If travel occurs during the week, mileage is calculated from the work site (or home, if shorter distance).

If travel occurs on the weekend, mileage may be calculated from the home. Home address must be provided if the conference is on the weekend.

Mileage is calculated using MapQuest shortest distance (rather than the route you drove). This is for consistency purposes.

Mileage reimbursement is calculated using the Rialto Unified School District current approved mileage rate.

If carpooling, list the employees who carpoled with you and attach copies of their completed TRVs.

Only the owner/operator of the vehicle can claim mileage.

Transportation via District Concur Travel Website

When attending a workshop that requires an airplane ticket and/or car rental, travel arrangements must be made through the District's Concur Travel website.

In order to book the flight and/or rental car, the TRV must list "Transportation-Airline" and/or "Rental Car" in the Estimated Expenses section. In the Description field, the departing/returning airports need to be listed. The cost of the flight/rental car needs to be entered into the District Card field. The site TRV designee then logs onto Concur to enter the requested services. The request is then routed to Purchasing to confirm the booking. Purchasing will only confirm the booking if there is an *approved* TRV on file.

Estimated Expenses (Must Include Tax and Applicable Fees)									
Line	Expense Type	Description	Qty/Days	Employee Amt	PO/Sub. Amount	District Card	Total Estimate	Req. #	Delete
1	Transportation - Airline	ONTARIO/SAN FRANC	1.00	0.00	0.00	350.00	350.00		
2	Other - See Description	Rental	5.00	0.00	0.00	225.00	225.00		

A copy of the Flight Itinerary and/or Rental Agreement must be attached the completed TRV.

Note: It is advisable to obtain the estimated cost of airfare three weeks in advance and submit the TRV for approval. Once approval is received, the "Concur Travel Arranger" should input the flight booking, and email Purchasing to obtain confirmation. The airlines will only hold reservations for 24 hours. If an approved TRV is not in Smarte, Purchasing will not confirm the reservation, and the school site will have to input the flight booking all over again.

Transportation not through District Concur Travel Website

This type of transportation includes public carriers such as train, bus, taxi (to the airport and back), and/or shuttles (to the airport and back). Expenditures must be for official business only.

Original receipts are required.

If an attendee/employee chooses to drive their personal vehicle, the mileage may not exceed the cost of coach/economy airfare.

If using a credit card, the credit card must belong to the employee/attendee who is requesting reimbursement. Do not use credit cards of other employees or non-employees. You will not be reimbursed for something that someone else paid.

If a District car is requested, a "Request for Use of District Automobile" form B-15 must be completed and submitted to Educational Services for approval. Mileage will not be reimbursed.

Only a 15% tip reimbursement is allowed for everything, including baggage, taxi, and shuttle gratuity. Credit card receipt or other original receipt must be provided.

Parking

Original parking receipts with the dollar amount must be turned in, if requesting reimbursement.

Self-parking reimbursements are only allowed at the airports, hotels, and the conference sites (not restaurants).

If valet parking is utilized, reimbursement will be made at the cost of self-parking.

Lodging

All hotel rooms must be reserved using the District Concur Website. Overnight lodging is only allowed on travel for which the distance exceeds 50 miles from the work place or for a one way commute exceeding 1.5 hours, per AR3350.

In order to reserve a hotel room, the TRV must list "Lodging-Hotel" in the Estimated Expenses section, with the name of the hotel listed in the Description field, and cost of the room entered into the District Card field. The site TRV designee would then log onto Concur to enter the requested services. The request is then routed to Purchasing to confirm the booking. Purchasing will only confirm the booking if there is an *approved* TRV on file.

Estimated Expenses (Must Include Tax and Applicable Fees)									
Line	Expense Type	Description	Qty/Days	Employee Amt	PO/Sub. Amount	District Card	Total Estimate	Req. #	Delete
1	Transportation - Airline	ONTARIO/SAN FRANC	1.00	0.00	0.00	350.00	350.00		
2	Other - See Description	Rental	5.00	0.00	0.00	225.00	225.00		
3	Lodging - Hotel	Hampton Inn	4.00	0.00	0.00	600.00	600.00		

Upon checking out of the hotel, the employee must obtain a copy of the hotel folio to confirm their stay during each of the reserved nights. A copy of the hotel folio must then be attached to the completed TRV.

A personal credit card will still be required for incidentals.

Meals

Discretion should be used as to how much allowance is given.

Meal allowance per diem shall be \$15 breakfast, \$20 lunch, \$30 dinner, for a maximum total of \$65 per day (**only if not included in the conference package.**) If meal is included in conference, no meal substitutions will be reimbursed.

Meals may be claimed based on the following timeframes for trips **more than 24 hours**:

First day of travel:

- Trip begins at or before 6:00 a.m., *breakfast* may be claimed
- Trip begins at or before 11:00 a.m., *lunch* may be claimed
- Trip begins at or before 5:00 p.m., *dinner* may be claimed

Last day of travel (after 24 hours):

- Trip ends at or after 8:00 a.m., *breakfast* may be claimed
- Trip ends at or after 2:00 p.m., *lunch* may be claimed
- Trip ends at or after 7:00 p.m., *dinner* may be claimed

Meals may be claimed based on the following timeframes for trips **less than 24 hours**:

- Trip begins at or before 6:00 a.m. and ends after 9:00 a.m., *breakfast* may be claimed
- Trip begins at or before 11:00 a.m. and ends after 2:00 p.m., *lunch* may be claimed

Meal allowances may only be approved for conferences that DO NOT include meals in the registration fee.

Meal allowance per diem will only be paid upon completion of the TRV, as this serves as proof of the business expenses incurred for IRS Accountable Plan Reporting Purposes.

Helpful Suggestions

Required Documentation (If Applicable):

- Completed and Signed TRV
- Registration (proof of payment if being reimbursed)
- Brochure (Must include: description of conference, start & end time, meals provided, and location)
- Hotel Folio
- Flight Itinerary
- Rental Car agreement
- Parking tickets showing amount paid
- Original receipts for any other approved expense taped on a blank sheet of paper

DO NOT HIGHLIGHT RECEIPTS. THE HIGHLIGHTER ERASES THE PRINT.

Staple all documents together so they do not get lost.

Mark out credit card numbers for security and privacy concerns.

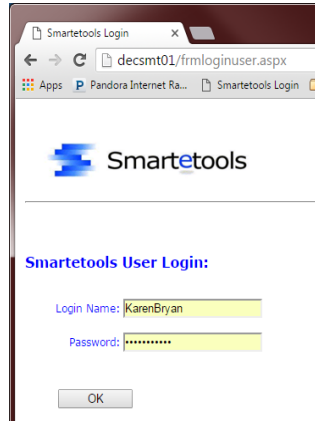
The following items are prohibited reimbursements:

- Alcohol purchases
- Room service fees/charges
- Personal phone calls

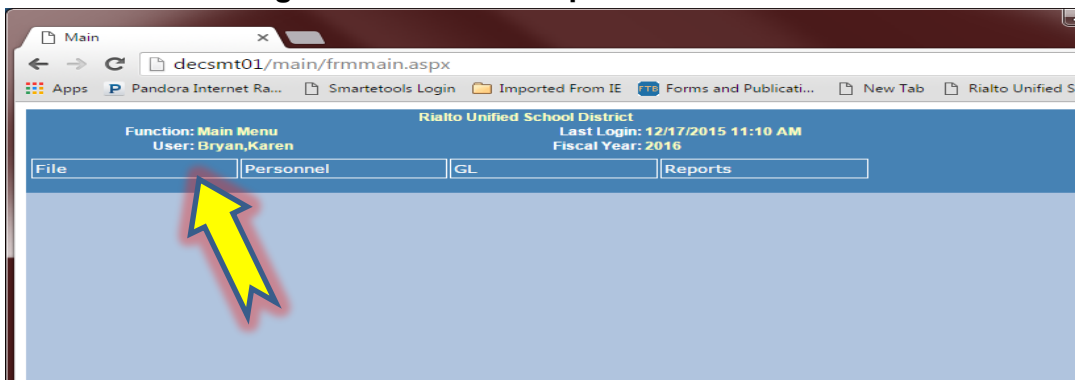
- Personal services (hotel, gym, movies, dry cleaning, internet, etc.)
- Meals before the conference starts or after the conference ends (see meals section for exceptions).
- Tips over 15%. This applies to everything.

Smart-e Travel Request Form System Processing

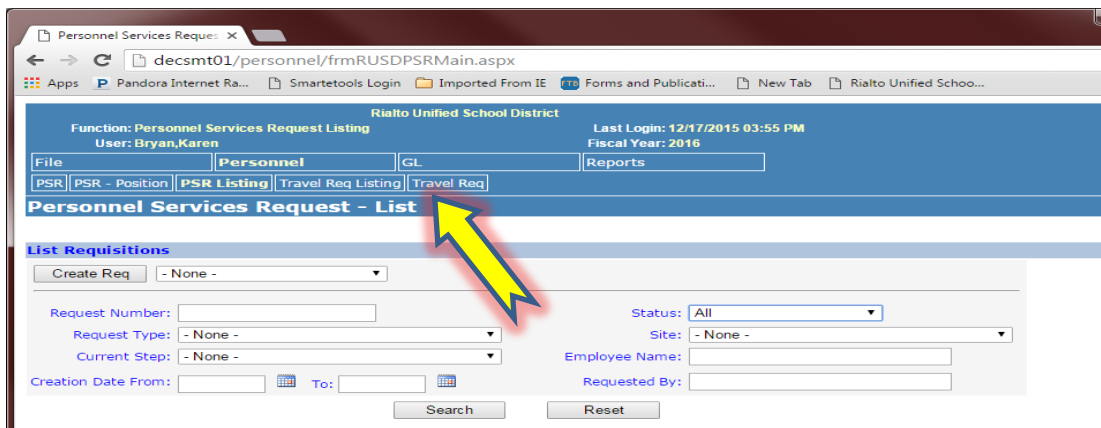
1. Log onto Smart-e



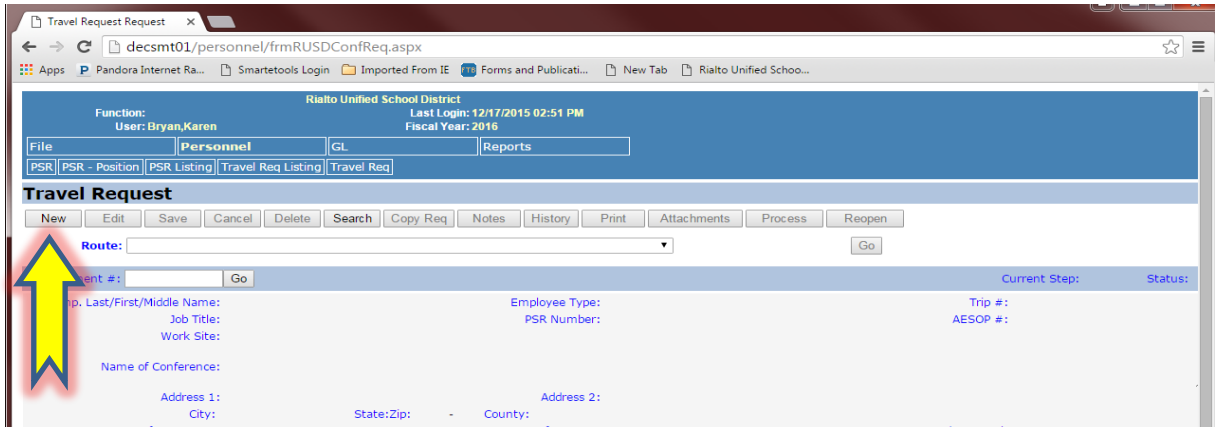
2. Select Personnel icon to get to the Travel Request area



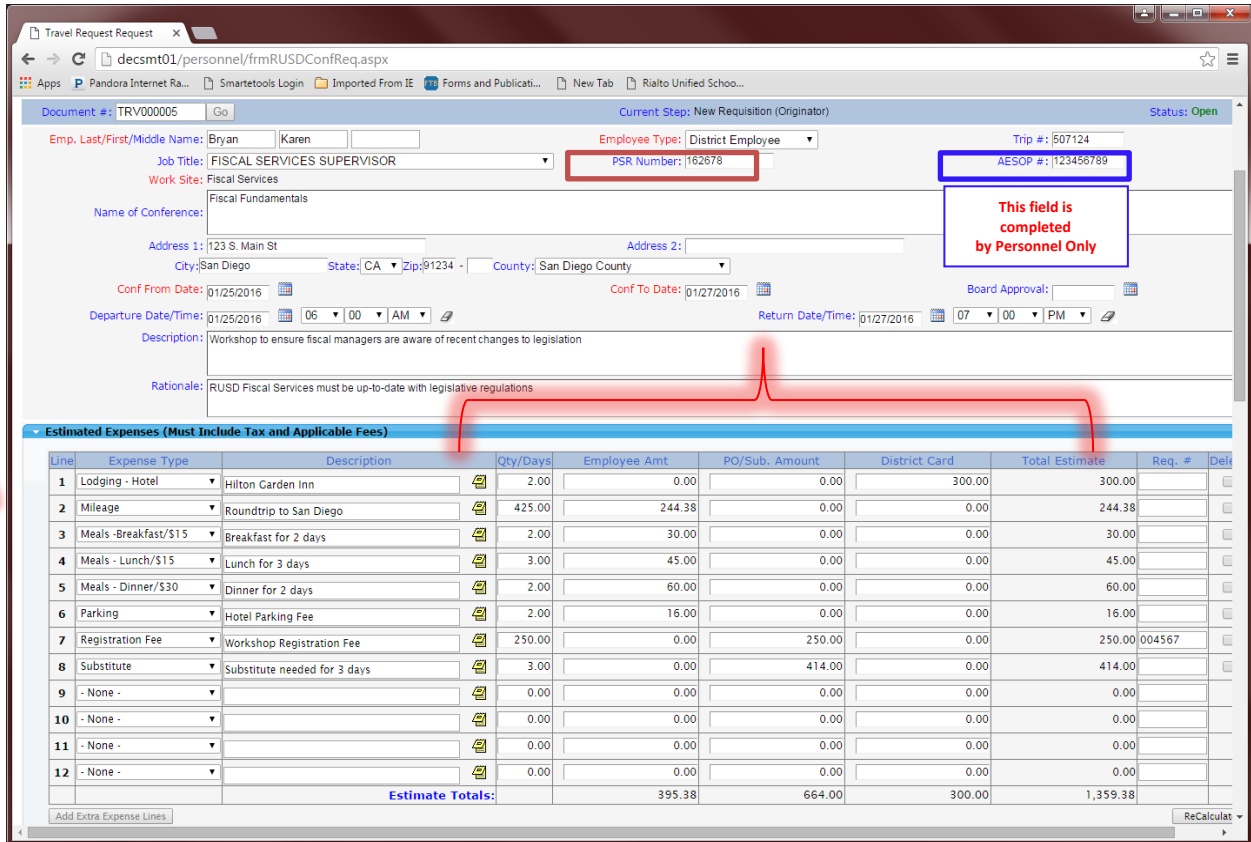
3. To create Estimated TRV Expenses, first select the Travel Req icon



4. Next, click “New”



5. All fields at the top must be completed and all estimated expenses and method of payment must be listed.



6. Select account number(s) to be charged in the 'Travel/Conference Accounts' chart, along with corresponding costs

The screenshot shows the 'Travel Request Request' interface. The top section, 'Estimated Expenses (Must include Tax and Applicable Fees)', contains a table with 12 lines of expenses. The bottom section, 'Travel / Conference Accounts', shows a table for selecting account numbers to be charged. Yellow arrows point to the 'Account(s)' table and the 'Substitute Account' field.

Line	Expense Type	Description	Qty/Days	Employee Amt	PO/Sub. Amount	District Card	Total Estimate	Req. #	Delete
1	Lodging - Hotel	Hilton Garden Inn	2.00	0.00	0.00	300.00	300.00		<input type="checkbox"/>
2	Mileage	Roundtrip to San Diego	425.00	244.38	0.00	0.00	244.38		<input type="checkbox"/>
3	Meals - Breakfast/\$15	Breakfast for 2 days	2.00	30.00	0.00	0.00	30.00		<input type="checkbox"/>
4	Meals - Lunch/\$15	Lunch for 3 days	3.00	45.00	0.00	0.00	45.00		<input type="checkbox"/>
5	Meals - Dinner/\$30	Dinner for 2 days	2.00	60.00	0.00	0.00	60.00		<input type="checkbox"/>
6	Parking	Hotel Parking Fee	2.00	16.00	0.00	0.00	16.00		<input type="checkbox"/>
7	Registration Fee	Workshop Registration Fee	250.00	0.00	250.00	0.00	250.00	004567	<input type="checkbox"/>
8	Substitute	Substitute needed for 3 days	3.00	0.00	414.00	0.00	414.00		<input type="checkbox"/>
9	- None -		0.00	0.00	0.00	0.00	0.00		<input type="checkbox"/>
10	- None -		0.00	0.00	0.00	0.00	0.00		<input type="checkbox"/>
11	- None -		0.00	0.00	0.00	0.00	0.00		<input type="checkbox"/>
12	- None -		0.00	0.00	0.00	0.00	0.00		<input type="checkbox"/>
Estimate Totals:				395.38	664.00	300.00	1,359.38		

Account(s):	Line	Account Number	Estimated Cost	Delete
	1	01-0000-0-0000-7300-5200-745-0210	945.38	<input type="checkbox"/>
	2		0.00	<input type="checkbox"/>
	3		0.00	<input type="checkbox"/>
	4		0.00	<input type="checkbox"/>
	5		0.00	<input type="checkbox"/>

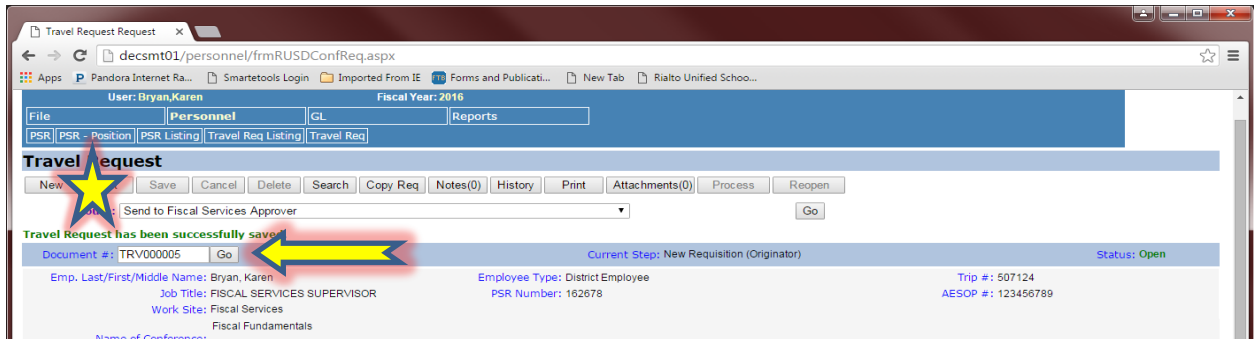
Substitute Account: 01-0000-0-9045-7300-2440-745-0210
 Substitute Account Cost: 414.00
 Other Account:
 Other Account Cost: 0.00

7. Check 'Cost Summary' for accuracy

The screenshot shows the 'Cost Summary' section, which compares estimated and actual costs for various expense categories. A red box highlights the 'Totals' row, showing an estimated cost of 1,359.38 and an actual cost of 0.00. A blue arrow points from the 'Actual' column of the 'Cost Summary' table to the 'Actual' column of the 'Estimated Expenses' table.

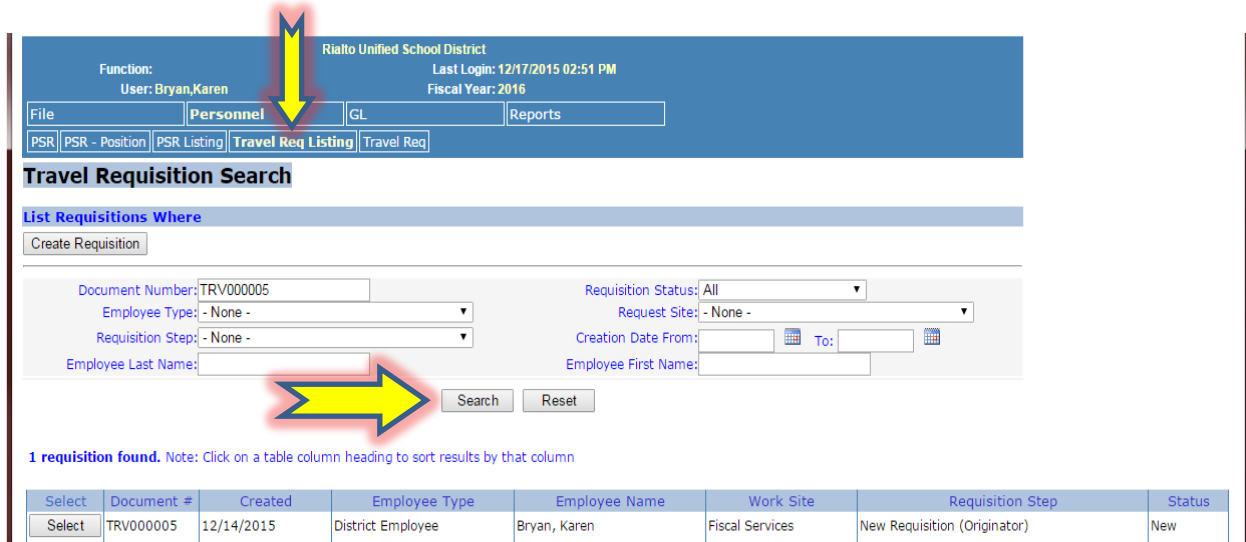
Expense Category	Estimated	Actual	Difference
Lodging	300.00	0.00	300.00
Transportation	260.38	0.00	260.38
Meals	135.00	0.00	135.00
Registration	250.00	0.00	250.00
Substitute	414.00	0.00	414.00
Totals:	1,359.38	0.00	1,359.38

- Review all data and click "Save." Electronically attach a copy of the brochure/email/pamphlet to the TRV. Print a copy to give to attendee, so he/she will know what is pre-approved for reimbursement. Be sure correct approver is selected and click "Go" to route the Travel Request to the next approver

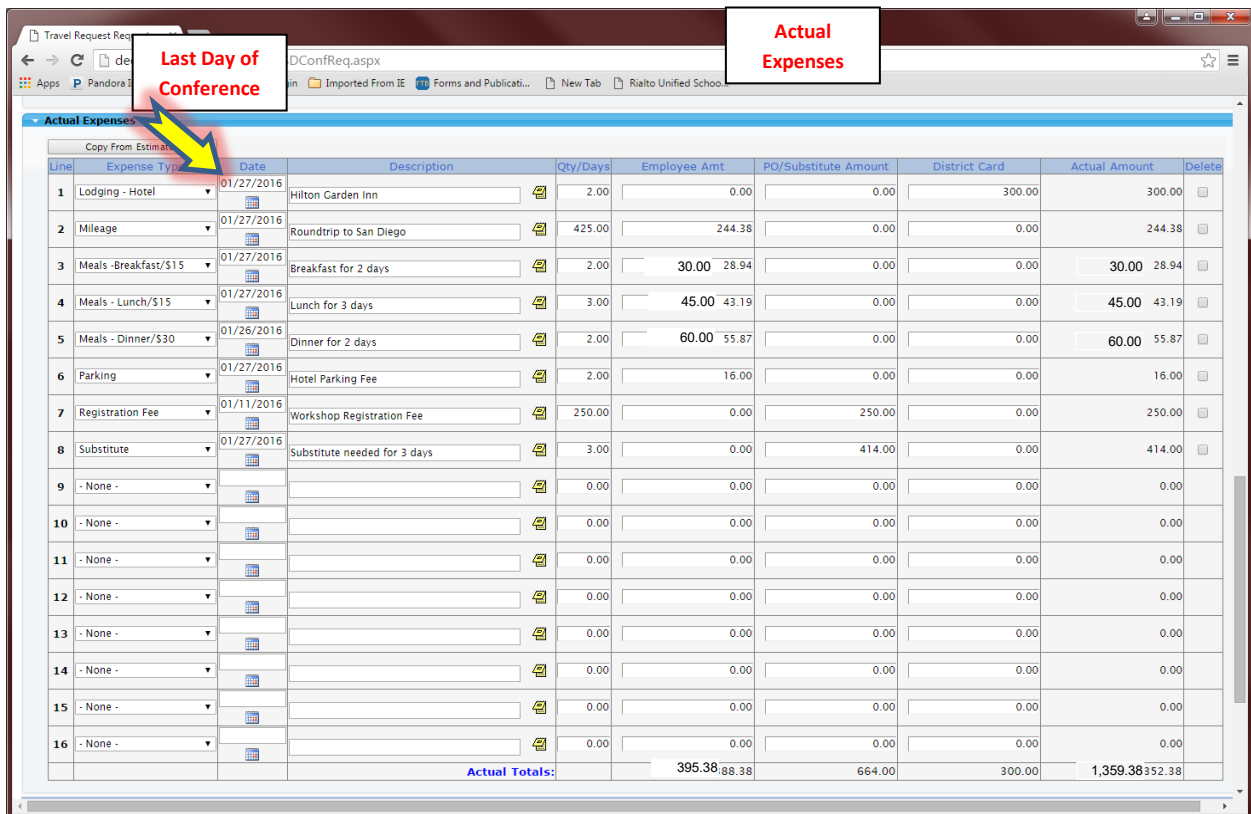
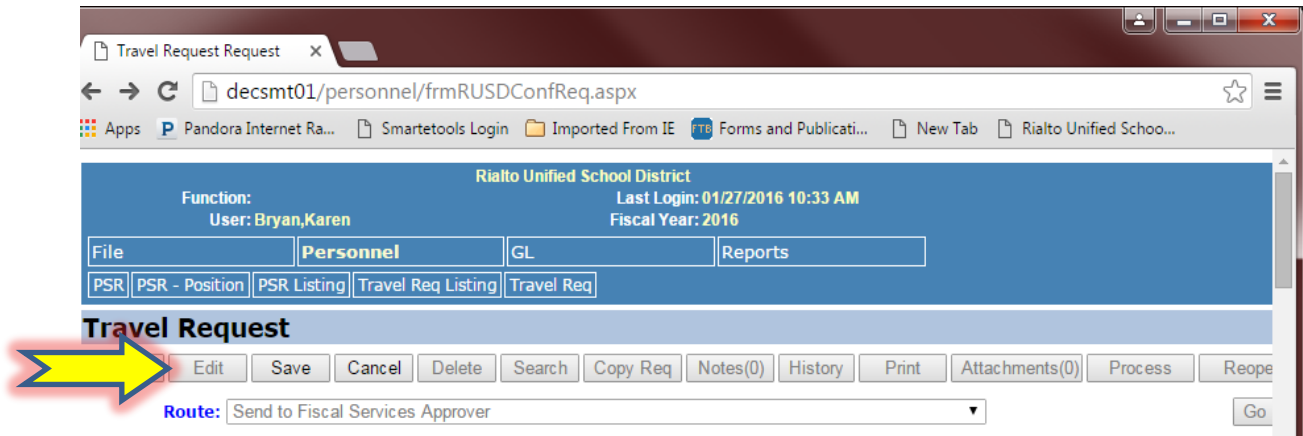


- Go to Conference, keep all supporting documents, return to TRV site designee.

- Once employee returns, search for Travel Request by TRV # and select.



11. Fill out 'Actual Expenses' section by selecting the 'Edit' button, and fill in expenses, where applicable, using receipts given to you by attendee. Choose the last date of expense, if it spans more than 1 day. Once completed, print out, have employee sign, and send to Fiscal Services. Remember to give employee a completed, signed copy for his/her records.



12. Confirm it has been routed to the Accounts Payable Step by looking at the Current Step area.



Mileage (Card) Reimbursement Form B-31 (not for conferences on TRV)

Claims for mileage reimbursements should be submitted by the employee to his or her supervisor at the end of each month using the most current electronic mileage approval form B-31. These forms are due to Fiscal Services by the 10th of the following month. CLAIMS NOT RECEIVED IN FISCAL SERVICES BY THE 10TH OF THE MONTH MAY BE DENIED. It is the employee's responsibility to make sure their reimbursement is submitted on time and correctly.

Specify complete route for round trips (example: KEC-RHS-KEC). If not, you may be reimbursed for a single or partial trip, and will not be reimbursed in the following months for this omission.

Only include one month (from the 1st to the last day of the calendar month) on each reimbursement request.

Mileage card must show total mileage per card used, and a grand total for the month. Supervisor must approve each mileage card separately.

Claims less than \$20.00 will be held in Fiscal Services and processed for payment once claims are greater than \$20.00, or at the end of the quarter.

If traveling outside of RUSD, include the name and address of each destination.

If claiming mileage on a weekend or non-work day, include the reason or mileage may be denied. Remember, if you're getting paid extra duty/overtime to come to work on a weekend/non-duty day, your mileage will not be reimbursed.

Do not use pencil.

Only the owner/operator of the vehicle can claim mileage.

Electronic mileage card can be found on the Fiscal Services website under "Forms".

Rialto Unified School District Mileage Approval Card				
Name: <u>John Baker</u>		Worksite: <u>KEC</u>		
TOTAL				12.2
Date	Purpose	From	To	Mileage
IN-DISTRICT TRAVEL				
8/1/2017	Return from picking up books	Boyd	Casey	1.2
8/4/2017	Site Visit	KEC	Kordyak	5.5
8/4/2017	Return from site visit	Kordyak	KEC	5.5
				#N/A
				#N/A
				#N/A

Calculating mileage

If traveling within RUSD site(s), refer to form B-30, the official mileage chart. *Do not alter these calculations.*

If traveling outside of RUSD site(s), mileage is calculated using MapQuest (shortest distance). This is for consistency purposes.

Mileage is based on your worksite or where travel began.

Reimbursements are processed through Accounts Payable, not Payroll. Your reimbursement check will not be direct deposited.

Calculating mileage for Home/Hospital Teachers

Home/Hospital Non-contracted (hourly/daily) RUSD employees providing services to only 1 student, may not claim mileage reimbursements. Miles driven from a teacher's home to a student's home are considered commuter miles and not a business expense.

Home/Hospital Non-contracted (hourly/daily) RUSD employees providing service to more than 1 student, may only claim the miles driven between the students' homes.

Home/Hospital RUSD contracted teachers may claim mileage from their worksites to students' homes, and between students' homes, if providing services for more than 1 student.

Home/Hospital RUSD substitute teachers may claim mileage from their assigned worksite for the day to the home of a student, and between students' homes, if providing services for more than 1 student. If a substitute teacher does not have an assignment for the day, the only mileage that may be claimed will be miles driven between students' homes.

Revolving/Petty Cash Fund

The purpose of this fund is to provide money for each school to purchase **urgently** needed supplies and postage.

Supplies that are available from the District Warehouse or from vendors that accept Purchase Orders must be requisitioned using the Financial 2000 program.

Funds may be requested in writing July 1 of each new fiscal year.

All funds must be cleared as of June 30 each fiscal year.

Individual purchases **may not** be greater than \$50. Purchases greater than \$50, but less than \$100 can be reimbursed using Form B-64.

Replenishment of Petty Cash

Revolving/petty cash reimbursements are requested using an "Invoice and Receipt for Payment from Revolving Cash" form B-65. This form is to be used for every purchase made. Complete the form in triplicate, before submitting to Fiscal Services, as follows:

- Pre-number each form in sequence
- Describe each item purchased (i.e. quantity, description, unit price, total cost) and the purpose of the expenditure
- Vendor's name (store where purchase was made or other)
- Correct account code to be charged
- Supervisor's signature, and if applicable, any other required signatures
- Employee's signature and title
- Food Purchases for students must state for "instructional purposes only" on the receipt/invoice (4310). Food items purchased for staff (4310 for snacks & in-service other supplies, 5880 for catered food) must state date, purpose of the meeting, an agenda, and attendance list.

In addition to the B-65, an ORIGINAL ITEMIZED invoice or receipt is required.

A ledger must be maintained at each site. For each transaction, include the following: the vendor, receipt number, amount of purchase made, and the fund balance.

Keep a copy of all receipts and the B-65 form for your records.

ALL expenditures must meet Board Policy.

Send all original receipts, white and yellow copies of the B-65 forms collected, and the reconciliation ledger sheet to Fiscal Services in the designated Petty Cash clear envelope, which was provided at the beginning of the year.

All purchases through the Revolving/Petty Cash Fund will be audited by Fiscal Services and the County School Claims Office for legality. Lost/stolen cash funds or any rejected purchases become the obligation of the administrator in charge of the Revolving/Petty Cash Fund at his/her site.

At no time should the amount of the individual revolving/petty cash fund be exceeded. Funds will be reimbursed as often as necessary.

Petty Cash is not to be co-mingled with other funds.

Employee Reimbursements

In addition to the previous Revolving/Petty Cash procedures, employees may request reimbursement as follows:

- For amounts up to and including \$100.00, an "Authorization for Employee Reimbursement" form B-64 must be completed.
- For amounts over \$100.00 a requisition must be created to reimburse the employee.
- Forms must be *fully completed* with all appropriate and necessary signatures.
- Original, itemized receipts must be attached.

Failure to adhere to these guidelines could result in a delay of processing the reimbursement request.

Qty	Receipt for Services or Supplies as Listed Below	Unit Price	Amount
	TOTAL	Sales Tax	\$ _____

Date: _____, 20____

Purpose of expenditure: _____

Store or Vendor's name: _____ Account No. _____

Services or supplies received by: *(Print District Employee's Name)* _____

Site _____ Title _____

Principal/Supervisor Signature _____ Employee's Signature _____

B-64 (Rev. 9/16 KP) Complete in triplicate. Keep pink copy and photo of receipts, return white and yellow to Accounting)
 Attach **original** receipts. All reimbursements must be acceptable to the purchasing dept. and the county auditor.
(Original receipts must be attached for consideration of reimbursement)

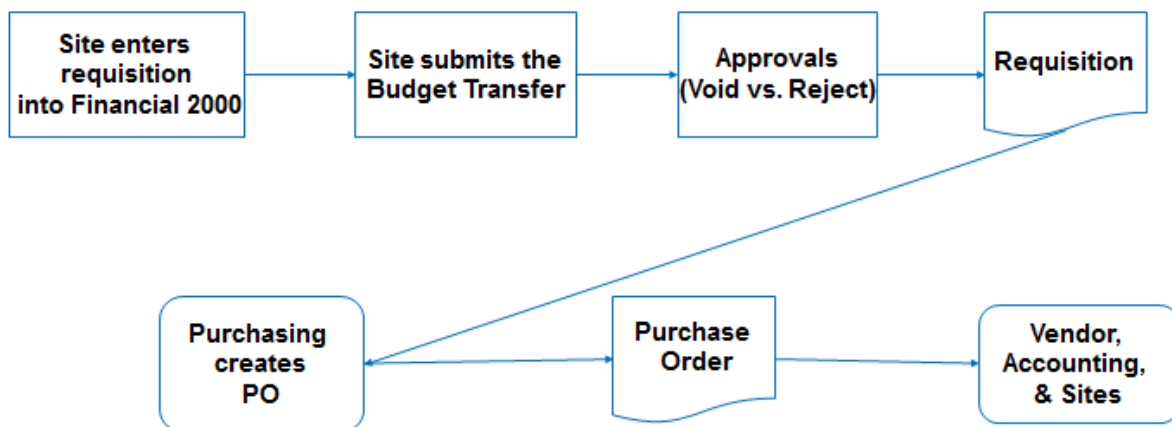
Requisitions/Purchase Orders/Invoices

Board Policy 3314 established that the Board of Education recognizes the importance of developing a system of internal control procedures that keeps the purchasing, receiving, and payment functions separate. The Board of Education also encourages all staff involved in the procurement of goods/services to be timely in their task to ensure the District may, to the extent possible, take advantage of available discounts and avoid finance charges.

All warrants processed for payment by the District must be approved during a Board meeting, and have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

All purchases made on behalf of the school district must be pre-approved, evidenced by a District purchase order. Per Board Policy 3314, the District shall not be responsible for unauthorized purchases.

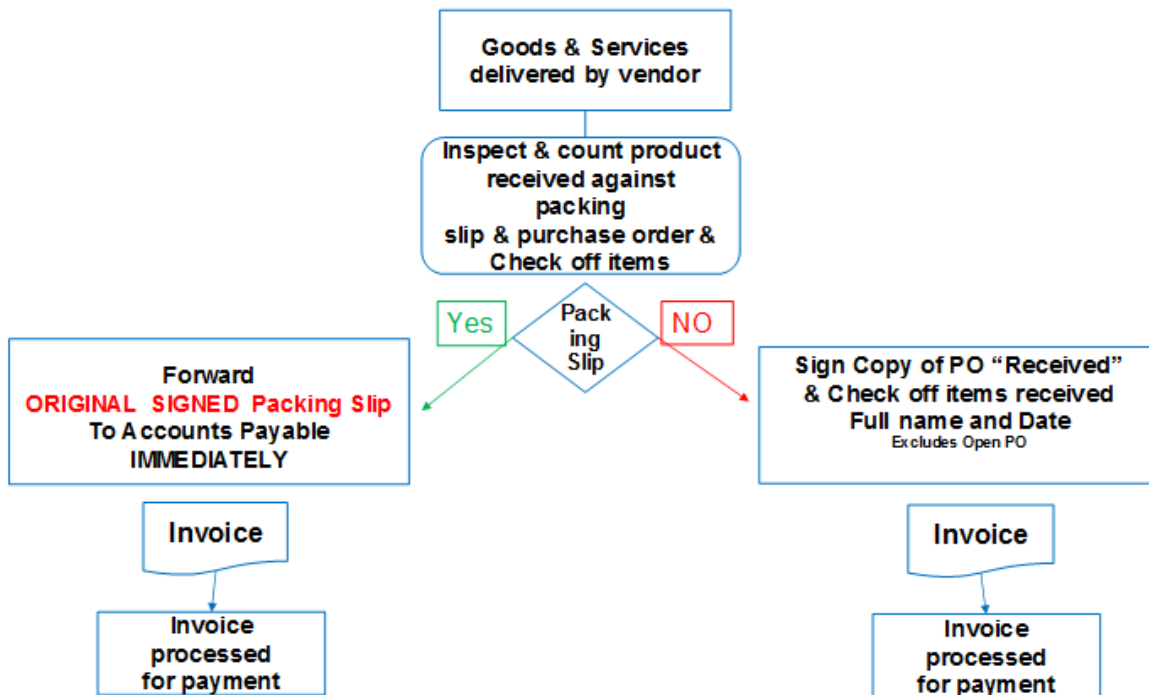
Purchase Approval Process



How do I make a purchase?

1. Research online, speak to Purchasing or contact vendor to obtain an estimate of the cost of the product or service.
2. Review your budget to ensure funds are available for purchase.
 - a. Log onto Edu Reports 3.0 in Financial 2000
 - b. Look at current budgets
3. Access Purchasing application in Financial 2000
4. Once all approvers have processed a requisition, the Purchasing department will issue a Purchase Order (PO), after determining all required documentation is on file. (See Purchasing Handbook for details).
5. Requisition must note that goods and services received from vendor must be delivered to the District warehouse or a District site. Purchases made should not be delivered to individual's home.

How is my purchase paid?



1. Upon receiving merchandise, compare packing slip with purchase order. If all items have been received, the packing slip must be marked "RECEIVED" and signed with full name and date. If the packing slip does not have a PO referenced, the PO number must be added on the document.
2. Forward original packing slip to Fiscal Services immediately.
3. If no packing slip is received in Fiscal Services, an invoice will be forwarded to site/department from Fiscal Services. The invoice must be marked "APPROVED FOR PAYMENT", signed using full name, and dated. Signed invoices must be forwarded to Fiscal Services immediately.
4. If your site receives an invoice directly from the vendor, immediately send it to Fiscal Services.

Helpful Tips-

- Allow enough time for Board approval when creating requisitions for event registration, consultants, assemblies, field trips, etc.
- If requesting contracted services, be aware that new contracts must be generated each fiscal year and should span 07/01-06/30 (do not cross fiscal years). Contracts can only be signed by the Purchasing Director and Associate Superintendent of Business Services.
- Employees are NOT ALLOWED to order directly from the vendor (except for e-Procurement)
- Departments/sites are responsible for contacting the vendor if items are missing or damaged.
- Memberships – the fiscal year, type of membership, whether the check should be sent via pony to the originator or if Fiscal Services should mail it to the vendor, all must be referenced on the purchase order. All memberships must be in the name of RUSD, not individuals.

Criteria For Distinguishing Between Supplies and Equipment

Supplies (Unit cost: up to \$499.99)

- Need to be assigned to the various account classifications within object code 4300.
- Items of an expendable nature, that are consumed or wear out, deteriorate in use, or are easily broken, damaged, or lost, (e.g. paper, pencils, cleaning materials, nails, scissors, test tubes, thumbtacks, keys, etc.).
- Items that have a relatively short service life (less than two (2) years), and therefore must be replaced frequently (e.g. brooms, chamois, rubber stamps).

Non-Capital Inventory Equipment (Unit cost: \$500.00 - \$4,999.99)

- Need to be classified as Non-Capital Inventory, and the expenditure should be recorded under object classifications 4401 (regular equipment) or 4440 (computer equipment).
- Some items may have the characteristics of equipment, but have a lower unit cost of \$500.00 - \$4,999.99.

Equipment (Unit cost: \$5,000.00 - Up)

- Should be classified under object classification 6400, 6440 (equipment), or 6500, 6540 (equipment replacement).

Required Documentation List

All Purchases

- Purchase Order
- Packing Slips, signed and dated "Received"
- Approved Invoice/Receipts, signed and dated "Approved for Payment"

Meetings

- Agenda
- Sign in Sheet(s)

Rewards

- Rewards Justification Forms
- If reward is greater than \$10, must submit list of recipients.
- If reward is greater than \$50, must submit list with signature(s) of recipient(s).

Payroll Approval Process

The District's Board Policy (BP3300) requires that all expenditures receive approval from the Board. The District uses the Smart-E electronic Personnel Service Request (PSR) system to process all payroll expense requests. A PSR must be processed to receive approval to create a new position, to fill a vacancy, to eliminate a position, increase or decrease position hours, change funding source, and request extra duty, overtime or a substitute. The PSR goes through a series of reviews and approvals until it reaches the Personnel office. The Personnel office prepares the board agenda item to receive approval during a public board meeting. A PSR must be approved prior to the employee commencing the requested services. The payroll department is not able to pay any payroll expense that has not been approved by the board.



1. Click the Smartetools Web Login icon on your Desktop.
2. Type your username and password and click OK.

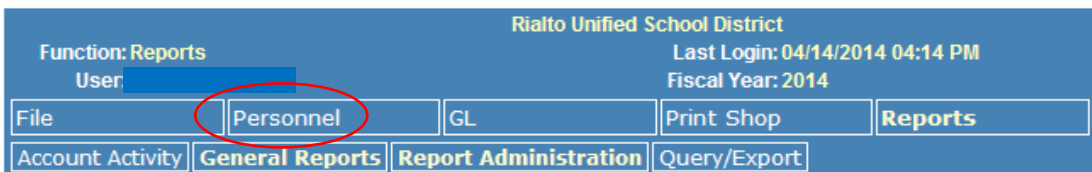


Smartetools User Login:

Login Name:

Password:

3. Click the Personnel tab.



4. There are three tabs beneath the Personnel Tab.
 - PSR
 - PSR – Position
 - PSR Listing

5. PSR – Primarily used for requesting extra hours and substitutes.

The screenshot shows the 'Personnel Services Request' form. The 'PSR' tab is highlighted in a red circle. A dropdown menu is open for 'Request Type', showing options: 'Certificated Extra-Duty', 'Certificated Stipend', 'Certificated Substitute', 'Classified Extra Duty', 'Classified Overtime', 'Classified Stipend', 'Classified Substitute', 'Other', and 'Short Term Assignment'. The 'Board Action' is set to 'Not Required'. The 'Employees' table is empty. The 'Date(s) of Service' is blank, 'Hours/Not to Exceed' is blank, and 'Rate of Pay' is blank. The 'Salary' is 0.00, 'Benefits' is 0.00, and 'Total Cost' is 0.00. The 'Budget Transfer DT' is blank. The 'Justification' and 'Program' fields are also blank.

Example of a properly completed Certificated Extra-Duty PSR

The screenshot shows a completed 'Personnel Services Request' form. The 'PSR' tab is highlighted. The 'Route' is 'Send to Payroll Processing - Certificated'. The 'PSR Number' is 'PSR182018' and the 'Current Step' is 'Personnel Processing - Certificated'. The 'Status' is 'Processed', highlighted in a red box. The 'Site Name' is 'Education Services' and the 'Request Type' is 'Certificated Extra-Duty'. The 'Purpose' is 'Certificated extra duty hours for a Casey Elementary teacher that attended the Footsteps2Brilliance training for teachers grades Pre-K to 3rd grade to help build student literacy skills'. The 'Employees' table has one entry: 'Jane Doe' for '1' year. The 'Date(s) of Service' is 'September 14, 2017', 'Hours/Not to Exceed' is 'Not to exceed 2.5 hours', and 'Rate of Pay' is '\$42.87 per hour'. The 'Salary' is 107.18, 'Benefits' is 16.00, and 'Total Cost' is 80.30. The 'Budget Transfer DT' is '11/14/2017' and the 'Justification' is 'Footsteps2Brilliance Teacher Trainings'. The 'Program' is 'Education Services: Liberal Arts, Literacy, and Intervention'. A red text box with an arrow pointing to the 'Status: Processed' field contains the text: 'Payroll is only authorized to pay when this status indicates "Processed." This means all approvals have been received.' The 'Account(s)' table has one entry: '1' for '113518' with '100.00' percent.

6. PSR-Position – Most commonly used to request a new position or fill a vacant position. It is also used to request funding changes, position increases, decreases or eliminations.

Personnel Services Request - Position

Route: Go

PSR Number: Go Current Step: Status:

Site Name: Effective Date:

Request Type: Board Action:

Position Type:

Position:

Replacement For:

Hours Per Day:

Start Time: End Time:

Justification:

Comments:

Line	Pseudo	Account Number	Percent
1	<input type="text"/>	<input type="text"/>	0.00
2	<input type="text"/>	<input type="text"/>	0.00
3	<input type="text"/>	<input type="text"/>	0.00
4	<input type="text"/>	<input type="text"/>	0.00
5	<input type="text"/>	<input type="text"/>	0.00

TO BE COMPLETED BY FISCAL SERVICES

Position #: Salary: Benefits: Total Cost:

TO BE COMPLETED BY PERSONNEL SERVICES

Position Filled by: Effective Date:

Example of a properly completed Fill Vacant Position PSR

Personnel Services Request - Position

Route: Go

PSR Number: Go Current Step: Payroll Processing - Certificated Status: **Processed**

Site Name: Kordyak Elementary School Effective Date: 11/27/2017

Request Type: Fill Vacant Position Board Action: Not Required

Position Type: Certificated

Position: ELEMENTARY TEACHER

Replacement For: Kelly Graham

Hours Per Day: 7.00 Days Per Year: 184.00

Start Time: 07:30 AM End Time: 02:15 PM

Justification: Replacement of RSP Teacher, Kelly Graham

Comments:

Line	Pseudo	Account Number	Percent
1	111787	01-6500-0-5770-1120-1110-195-0534	100.00

TO BE COMPLETED BY FISCAL SERVICES

Position #: Salary: Benefits: Total Cost:

TO BE COMPLETED BY PERSONNEL SERVICES

Position Filled by: Lori Ott Effective Date: 12/04/2017

Info comes from Site Employee Roster, see below

Completed by Fiscal

Use your Site Roster to find the requested position information (position, # of hours, rate, account #).

CLASSIFIED SITE ROSTER												
1	Last Name	First Name	Classification	Site Name	Hrs	FTE	Hrly	Rng	Stp	Next Step	%	Account Number
2	ADAMS	GEORGE	INSTR ASSISTANT II-SE(RSP/SDC)	FRISBIE MIDDLE	3	0.375	\$17.06	26	5		100	01-6500-0-5770-1120-2110-310-0651
4	BARNEY	TOM	LOCKER ROOM ATTENDANT	FRISBIE MIDDLE	6	0.75	\$15.88	25	4	8/1/2014	100	01-0000-0-1134-1000-2110-310-0651
5	FRISBIE	MARY	INSTR ASSISTANT II-SE(RSP/SDC)	FRISBIE MIDDLE	3	0.375	\$13.96	26	1		100	01-6500-0-5770-1120-2110-310-0651

Use the Salary Calculator, available for download from the Fiscal Services web page, to calculate the total cost.

1XX0				1XX0 / 2XX0			
OBJECT	%	CERT STRS		OBJECT	%	CERT/CLASS PERS	0
3101	0.1628	STRS	-	3201 / 3202	0.18062	PERS DIRECT	-
3331	0.0145	M/C	-	3311 / 3312	0.0620	FICA	-
3501	0.0005	SUI	-	3331 / 3332	0.0145	M/C	-
3601	0.02847	W/C	-	3501 / 3502	0.0005	SUI	-
3701/3702	0.01726	OPEB 1	-	3601 / 3602	0.02847	W/C	-
3751/3752	0.00789	OPEB 2	-	3701/3702	0.01726	OPEB 1	-
		TOTAL	-	3751/3752	0.00789	OPEB 2	-
						TOTAL	-
3411	14,686	H & W		3411 / 3412	16,607	H & W	
		SALARY	-			SALARY	-
		BENEFITS	-			BENEFITS	-
			-			TOTAL	-
EXTRA DUTY				OBJECT % ARS 1XX0 or 2XX0			
		CERT TOTAL	-	3351 / 3352	0.0375	ARS	-
		FIND W/OUT BENEFITS	-	3331 / 3332	0.0145	M/C	-
				3501 / 3502	0.0005	SUI	-
				3601 / 3602	0.02847	W/C	-
				3701/3702	0.01726	OPEB 1	-
				3751/3752	0.00789	OPEB 2	-
						TOTAL	-
CLASS TOTAL - PERS				CALCULATE GROSS FOR TEACHER SUBS			
		FIND W/OUT BENEFITS	-	0 x 145			
				CALCULATE GROSS FOR TEACHER X-DUTY			
				0 x 43.73			
CERT /CLASS TOTAL - ARS							
		FIND W/OUT BENEFITS	-				

When all information has been completed, click Save and Go to route your PSR.

File Personnel GL Print Shop Reports
PSR PSR - Position PSR Listing

Personnel Services Request - Position

New Edit **Save** Cancel Search Notes History Print Attachments Process Reopen

Route: Go

File Personnel Reports
PSR PSR - Position PSR Listing

Personnel Services Request - Position

New Edit Save Cancel Search Notes(0) History Print Attachments(0) Process Reopen

Route: **Go**

7. PSR Listing – Displays the status of your PSR's.

194 Requisitions

1 2 3 4 5 6 7 8 9 10 ...

Select	Req #	Type	Effective Date	Site	Status	Current Step	Created Date
<input checked="" type="checkbox"/>	PSR141898	Certificated Extra-Duty		Education Services	Pending Approval	Assoc Supt of Personnel	04/18/2014
<input checked="" type="checkbox"/>	PSR141897	Certificated Substitute		Education Services	Pending Approval	Assoc Supt of Personnel	04/18/2014
<input checked="" type="checkbox"/>	PSR141896	Certificated Extra-Duty		Education Services	Pending Approval	Assoc Supt of Personnel	04/18/2014

Common Errors on PSR's

1. Lack of Budget- budget transfer not submitted prior to PSR (not required for vacancies)
2. Incomplete Information - all PSR's must have a total cost of payroll (salary and benefits). New Position PSR's do not require the total cost information, this is calculated by Fiscal Services.
3. Incorrect Account Number - must have valid account number
4. Categorical funds - Requested service is not in approved plan

Contract Payrolls

Pay warrants for certificated employees are dated on the 1st of each calendar month.

Pay warrants for classified employees are dated on the 15th and the last working day of each calendar month.

A schedule of warrant release dates for the fiscal year is posted on the Fiscal website.

If the pay date falls on a weekend or holiday, payday will be on the following business day.

Payroll Time Cards

A time card is required for hourly employees and for extra time or overtime performed by all contract employees, both certificated and classified. It is the employee's responsibility to make sure that time cards are turned in on time and to make copies prior to submitting their timecard.

WHITE "Hourly Time Card" form B-37 is used by all classified substitute and temporary employees; ROP/Adult Ed and other hourly teachers. Pay Period: 20th through the 19th of each month; Pay Date: 9th of the following month. Warrants are mailed directly to their homes.

PINK "Classified Contract Extra Hours" form B-36 is used by contract classified (who work less than 8 hours per day) to record extra time worked over and above regularly scheduled hours up to 8 hours per day. Pay Period: 1st through the last working day of the month; Pay Date: Last working day of the following month. Pay will be included on the employee's regular warrant.

GRAY "Nutrition Services Classified Contract Extra Hours" form B-36N is used by Nutrition Services contract classified (who work less than 8 hours per day) to record extra time worked over and above regularly scheduled hours up to 8 hours per day. Pay Period: 1st through the last working day of the month; Pay Date: Last working day of the following month. Pay will be included on the employee's regular warrant.

YELLOW "Overtime Card" form B-23 is used by classified (both contract and substitute) employees only to record hours worked in excess of 8 hours per day or weekends (Please refer to CSEA Contract Article XXI: Duty Hours for proper overtime guidelines). The overtime rate for classified employees is time and a half. Pay Period: 1st through the last working day of the month; Pay Date: Last working day of the following month. Pay will be included on the employee's regular warrant.

An employee having an average workday of four (4) hours or more during the normal work week shall be compensated for any work required to be performed on the sixth (6th) or seventh (7th) day following commencement of the work week at the rate equal to one and one-half (1½) times the regular rate of pay of the employee designated and authorized to perform the work.

An employee having an average workday of four (4) hours or less during the normal work week shall, for any work required to be performed on the seventh (7th) day following commencement of his/her work week, be compensated at the rate equal to one and one-half (1½) times the regular rate of pay of the employee designated and authorized to perform the work.

GREEN "Substitute Teacher Time Card" form B-26 is used by certificated (substitute) employees to record work days with more than 5 periods, record the extra period by ✓+1. The normal 5 day period is paid through the payroll import process. The system is not capable of recording the additional period of work; therefore, the substitute must complete the Green timecard. Pay Period: 20th through the 19th of each month; Pay Date: 9th of the following month. Warrants are mailed directly to their homes.

SALMON "Substitute Teacher Time Card" form B-26C is used by certificated contract employees to record hours worked in the pay period for period coverage. Pay Period: 11th through 10th of each month; Pay Date: 1st of the following month. Pay will be included on the employee's regular warrant.

BLUE "Hourly/Extra Duty Time Card" form B-38 is used by certificated contract employees to record any extra hours worked that are not period coverage. Pay Period: 11th through 10th of each month; Pay Date: 1st of the following month. Pay will be included on the employee's regular warrant.

Proper preparation and adherence to due dates will insure proper and timely payment. Time cards **MUST** include the following:

- Employee signature
- Employee Social Security Number (last 4)
- Administrator's approval signature (no initials) for each site/assignment
- Account number for each site/assignment
- Job classification (job performed) and name of absent employee/vacancy
- Month
- PSR Number

NOTE: THESE INSTRUCTIONS ARE ALSO PRINTED ON THE BACK OF THE TIME CARDS

If more than one card in a pay period per employee, please staple cards together.

Total of hours/days should be provided on each time card in the appropriate area.

Time cards are due to Payroll on the day of the close of the above pay periods. It is extremely important to adhere to these deadlines.

If a time card is turned in after the due date, it will be paid on the following pay cycle.

Timecard Types & Tips

WHITE - HOURLY TIME CARD

SUBSTITUTES EMPLOYEES WHO ARE COVERING FOR A CONTRACTED EMPLOYEE OR A VACANCY; ROP/ADULT ED AND OTHER HOURLY TEACHERS

WORK PERIOD
20TH-19TH OF THE FOLLOWING MONTH

DUE DATE
19TH AFTER THE TIME CARDS ARE COMPLETE

TIME CARD PAID ON
THE 9TH OF THE FOLLOWING MONTH AFTER THEY ARE DUE

EMPLOYEE NAME (PLEASE PRINT LAST, FIRST)

SOCIAL SECURITY NUMBER

Total Hours Note: if over 4 hours must account for lunch

Pay Period: /20 to 19, 20

DATE	TIME		# Hrs	NAME OF ABSENT EMPLOYEE SITE/JOB TITLE OR PSR #	ACCOUNT NUMBER						ADMIN. SIGNATURE (NO INITIALS)	
	FROM	TO			FND XX	RES XXXX	YR X	GOAL XXXX	FUNC XXXX	OBJ XXXX		SCH XXX
				TITLE	ACCOUNT NUMBER	RANGE						
					FU - RS - Y - GOAL - FUNC - OBJ - SITE - MGMT							
				Avid Tutor	01-3010-0-1110-1000-2920-XXX-00XX							N/A
				College Success Advisor	01-3010-0-1110-3110-2920-XXX-00XX							N/A
				College Success Advisor / Milor	01-3010-0-3220-1110-2920-510-0067							N/A
				Child Dev Apprentice	12-6105-0-0002-1000-2920-830-0075							N/A
				Workability	01-6520-0-5770-11XX-2990-860-0270							N/A
				Crossing Guard	01-0000-0-0000-8315-2220-853-0285							N/A
				Sub Noon Duty Aide	01-0000-0-1135-3901-2940-XXX-5000							N/A
				Sub Athletic Trainer	01-0012-0-1133-1000-2140-XXX-5000							42
				Sub Bus Driver	01-0012-0-0000-3600-2240-880-0370							34
				Sub Nutr Custodian	13-5310-0-0000-3706-22XX-XXX-0225							32
				Sub Nutr Driver	13-5310-0-0000-3707-22XX-710-0225							32
				Sub Nutr Warehouse	13-5310-0-0000-3708-22XX-710-0225							32
				Sub Nutr Worker	13-5310-0-0000-3700-22XX-XXX-0225							19
				Sub Patrol (District)	01-0012-0-0000-8310-22XX-853-5000							37
				Sub Security Officer 1	01-0000-0-0000-8310-22XX-853-5000							36
				Sub Clerical (Sch Site Only)	01-0000-0-0000-2700-2440-XXX-5000							29
				Sub Clerical (District)	01-0000-0-0000-XXXX-2440-XXX-5000							29
				Sub Custodian	01-0000-0-0000-8210-2240-XXX-5000							32
				Sub Grounds	01-0000-0-0000-8211-2240-800-5000							32
				Sub Health Clerk	01-0000-0-0000-3140-2240-XXX-5000							31
				Sub Health Aide	01-0000-0-0000-3140-2240-XXX-5000							25
				Sub IAIII (SED/MH)	01-0012-0-5750-1110-2140-XXX-5000							29
				Sub IAIII (SED/MH) 1 on 1	01-6500-0-5750-1110-2140-XXX-5000							29
				Sub IAII (RSP)	01-6500-0-5770-1120-2140-XXX-5000							26
				Sub IAII (SDC)	01-0012-0-5770-1110-2140-XXX-5000							26
				Sub IAII (SDC) 1 on 1	01-6500-0-5770-1110-2140-XXX-5000							26
				Sub IAII Inclusive	01-0012-0-5770-1130-2140-XXX-5000							26
				Sub IAII Inclusive 1 on 1	01-6500-0-5770-1130-2140-XXX-5000							26
				Sub IAIII Inclusive	01-0012-0-5750-1130-2140-XXX-5000							29
				Sub IAIII Inclusive 1 on 1	01-6500-0-5750-1130-2140-XXX-5000							29
				Sub IABB	01-0012-0-4760-1000-2140-XXX-5000							25
				Sub IASPEDCD Child Dev	01-0012-0-5730-1110-2140-XXX-5000							29
				Sub Payroll Tehcnician	01-0000-0-0000-7300-2440-745-5000							42

IT IS ULTIMATELY THE EMPLOYEE'S RESPONSIBILITY TO SEE HIS/HER TIMECARD IS FILLED OUT COMPLETELY AND TURNED IN ON TIME!

B-37 (Rev. 8/06IK)

EMPLOYEE SIGNATURE

WHO USES THIS TIME CARD?
SUBSTITUTES EMPLOYEES WHO ARE COVERING FOR A CONTRACTED EMPLOYEE OR A VACANCY

WORK PERIOD
(20TH-19TH OF THE FOLLOWING MONTH)
EXAMPLE: 09/20/2013-10/19/2013

DUE DATE
19TH AFTER THE TIME CARDS ARE COMPLETE
EXAMPLE: 10/19/13

TIME CARD PAID ON
THE 9TH OF THE FOLLOWING MONTH AFTER THEY ARE DUE

PINK - CLASSIFIED CONTRACT EXTRA HOURS TIME CARD

PART-TIME CONTRACTED EMPLOYEES WHO HAVE WORKED EXTRA HOURS OR EMPLOYEES WORKING NON DUTY DAYS.

WORK PERIOD
(1ST-END OF MONTH)

DUE DATE
1ST BUSINESS DAY OF THE FOLLOWING MONTH

TIME CARD PAID ON
LAST PAY PERIOD OF THE FOLLOWING MONTH

EMPLOYEE NAME (PLEASE PRINT LAST, FIRST)

SOCIAL SECURITY NUMBER

MONTH

DATE	TIME		HRS x.xx	NAME OF ABSENT EMPLOYEE SITE/JOB TITLE OR PSR #	ACCOUNT NUMBER							ADMIN. SIGNATURE (NO INITIALS)	
	FROM	TO			FND XX	RES XXXX	YR X	GOAL XXXX	FUNC XXXX	OBJ XXXX	SCH XXX		MGMT XXXX
1													
2													
3													
4													
5													
6				I/A III-SE(SED/MH)(DUE TO ABSENCE)	01	0012	0	5750	1110	2140	XXX	5000	
7				I/A II-SE(RSP/SDC) (DUE TO ABSENCE-RSP)	01	0012	0	5770	1120	2140	XXX	5000	
8				I/A II-SE(RSP/SDC) (DUE TO ABSENCE-SDC)	01	0012	0	5770	1110	2140	XXX	5000	
9													
10													
11													
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**FREQUENTLY USED ACCOUNT #'S
FOR INSTRUCTIONAL
ASSISTANTS**

WHO USES THIS TIME CARD?

EXAMPLES:
HEALTH CLERKS
PROJECT CLERKS
ATTENDANCE CLERKS
CLERK TYPISTS
HEALTH AIDES
INSTRUCTIONAL ASSISTANTS (INCLUDING CHILD DEVELOPMENT)
LIBRARY MEDIA TECHS
ETC...

WORK PERIOD
(1ST-END OF MONTH)
EXAMPLE: 9/1/2013-9/30/2013

DUE DATE
1ST BUSINESS DAY OF THE FOLLOWING MONTH
EXAMPLE: 10/1/13

TIME CARD PAID ON
LAST PAY PERIOD OF THE FOLLOWING MONTH

TOTAL HOURS

EMPLOYEE SIGNATURE

B-36 (Rev. 6/11)

YELLOW - CLASSIFIED OVERTIME TIME CARD

CONTRACTED EMPLOYEES WHO ARE REQUIRED TO WORK IN EXCESS OF EIGHT (8) HOURS IN ANY ONE (1) DAY AND IN EXCESS OF FORTY (40) HOURS IN ANY CALENDAR WEEK.

WORK PERIOD
(1ST-END OF MONTH)

DUE DATE
1ST BUSINESS DAY OF THE FOLLOWING MONTH

TIME CARD PAID ON
LAST PAY PERIOD OF THE FOLLOWING MONTH

EMPLOYEE NAME (PLEASE PRINT OR TYPE)

SOCIAL SECURITY NUMBER

MONTH

DATE	TIME		HRS	NAME OF ABSENT EMPLOYEE SITE/JOB TITLE OR PSR #	ACCOUNT NUMBER								ADMIN. SIGNATURE (NO INITIALS)
	FROM	TO			FND	RES	YR	GOAL	FUNC	OBJ	SCH	MGMT	
1					XX	XXXX	X	XXXX	XXXX	XX33	XXX	XXXX	
2													
3													
4													

WHO USES THIS TIME CARD?

An employee having an average workday of four (4) hours or more during the normal work week shall be compensated for any work required to be performed on the sixth (6th) or seventh (7th) day following commencement of the work week at the rate equal to one and one-half (1 ½) times the regular rate of pay of the employee designated and authorized to perform the work.

An employee having an average workday of less than four (4) hours during a work week shall, for any work required to be performed on the seventh (7th) day following commencement of his/her work week, be compensated at a rate equal to one and one half (1 ½) times the regular rate of pay of the employee designated and authorized to perform the work (Ref. CSEA Contract pg.#50).

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31													

WORK PERIOD
(1ST-END OF MONTH)
EXAMPLE: 9/1/2013-9/30/2013

DUE DATE
1ST BUSINESS DAY OF THE FOLLOWING MONTH
EXAMPLE: 10/1/13

TIME CARD PAID ON
LAST PAY PERIOD OF THE FOLLOWING MONTH
EXAMPLE: 10/31/2013

TOTAL HOURS



EMPLOYEE SIGNATURE

GREEN - SUBSTITUTE HOURLY TIME CARD

SUBSTITUTE TEACHERS ONLY

WORK PERIOD

20TH-19TH OF THE FOLLOWING MONTH

DUE DATE

19TH AFTER THE TIME CARDS ARE COMPLETE

TIME CARD PAID ON

THE 9TH OF THE FOLLOWING MONTH AFTER THEY ARE DUE

[Redacted]	[Redacted]
EMPLOYEE NAME (PLEASE PRINT LAST, FIRST)	SOCIAL SECURITY NUMBER

Total Days _____	Total Hours _____		Pay Period: _____ /20	to	19, 20 _____
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DATE	TIME All Day or # Hours	School	Substitute For	ACCOUNT NUMBER								ADMIN.
				FND XX	RES XXXX	YR X	GOAL XXXX	FUNC XXXX	OBJ XXXX	SCH XXX	MGMT XXXX	SIGNATURE (NO INITIALS)
										1140		
										1140		
										1140		
										1140		
										1140		
9/12	✓+1	KOLB	SALLY JONES	01	0000	0	1110	1000	1140	320	5000	
9/13	3	KOLB	DAN SMITH - MH	01	0012	0	5750	1110	1140	320	5000	
9/14	✓	KOLB	KIM FLOWER- SDC/RSP	01	0012	0	5770	1120	1140	320	5000	
										1140		
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FREQUENTLY USED ACCOUNT #'S FOR

**WHO USES THIS TIME CARD?
SUBSTITUTE TEACHER ONLY**

WORK PERIOD
(20TH-19TH OF THE FOLLOWING MONTH)
EXAMPLE: 09/20/2013-10/19/2013

DUE DATE
19TH AFTER THE TIME CARDS ARE COMPLETE
EXAMPLE: 10/19/13

TIME CARD PAID ON
THE 9TH OF THE FOLLOWING MONTH AFTER THEY ARE DUE
EXAMPLE: 11/09/2013

IT IS ULTIMATELY THE EMPLOYEE'S RESPONSIBILITY TO SEE HIS/HER TIMECARD IS FILLED OUT COMPLETELY AND TURNED IN ON TIME!

B-26 (Rev. 8/06IK)	EMPLOYEE SIGNATURE _____
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SALMON - SUBSTITUTE TEACHER TIME CARD

CONTRACTED EMPLOYEES WHO ARE SUBBING IN A CLASS FOR ANOTHER CONTRACTED EMPLOYEE

WORK PERIOD
11TH-10TH OF THE FOLLOWING MONTH

DUE DATE
10TH

TIME CARD PAID ON
FIRST WORKING DAY OF THE MONTH

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EMPLOYEE NAME (PLEASE PRINT LAST, FIRST) _____ **SOCIAL SECURITY NUMBER** _____

SEE REVERSE SIDE FOR INSTRUCTIONS

Total Days _____ Total Hours _____



Pay Period: _____ /11 to _____ 10, 20

DATE	TIME All Day or # Hours	School	Substitute For	ACCOUNT NUMBER							ADMIN.	
				FND	RES	YR	GOAL	FUNC	OBJ	SCH	MGMT	SIGNATURE (NO INITIALS)
				XX	XXXX	X	XXXX	XXXX	XXXX	XXX	XXXX	
											1140	
											1140	
											1140	
											1140	
											1140	
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WHO USES THIS TIME CARD?
CONTRACTED EMPLOYEES WHO ARE SUBBING IN A CLASS FOR ANOTHER CONTRACTED EMPLOYEE

WORK PERIOD
(11TH-10TH OF THE FOLLOWING MONTH)
EXAMPLE: 9/11/2013-10/10/2013

DUE DATE
10TH
EXAMPLE: 10/10/2013

TIME CARD PAID ON
FIRST WORKING DAY OF THE MONTH
EXAMPLE: 11/01/2013

IT IS ULTIMATELY THE EMPLOYEE'S RESPONSIBILITY TO SEE HIS/HER TIMECARD IS FILLED OUT COMPLETELY AND TURNED IN ON TIME!

B-26C (Rev. 8/06IK)

EMPLOYEE SIGNATURE (See Reverse Side for Instructions)

BLUE - HOURLY/EXTRA DUTY TIME CARD

CERTIFICATED CONTRACTED EMPLOYEES WHO HAVE WORKED EXTRA HOURS OR EMPLOYEES WORKING NON DUTY DAYS

WORK PERIOD
11TH-10TH OF THE FOLLOWING MONTH

DUE DATE
10TH

TIME CARD PAID ON
FIRST DAY OF THE MONTH

EMPLOYEE NAME (PLEASE PRINT LAST, FIRST) SOCIAL SECURITY NUMBER

IT IS ULTIMATELY THE EMPLOYEE'S RESPONSIBILITY TO SEE THAT HIS/HER TIME CARD IS FILLED OUT COMPLETELY AND TURNED IN ON TIME!

SEE REVERSE SIDE FOR INSTRUCTIONS

Total Hours Pay Period: /11 to 10, 20

DATE	TIME		# Hrs	ASSIGNMENT	ACCOUNT NUMBER								ADMIN.
	FROM	TO			FND XX	RES XXXX	YR X	GOAL XXXX	FUNC XXXX	OBJ XXXX	SCH XXX	MGMT XXXX	SIGNATURE (NO INITIALS)
<p>WHO USES THIS TIME CARD? CONTRACTED EMPLOYEES WHO HAVE WORKED EXTRA HOURS OR EMPLOYEES WORKING NON DUTY DAYS.</p> <p>EXAMPLES: CELDT TRAINING SATURDAY SCHOOL AFTERSCHOOL TUTORING 6 TRAITS HOME HOSPITAL ETC...</p>													
<p>WORK PERIOD (11TH-10TH OF THE FOLLOWING MONTH) EXAMPLE: 9/11/2013-10/10/2013</p> <p>DUE DATE 10TH EXAMPLE: 10/10/13</p> <p>TIME CARD PAID ON FIRST DAY OF THE MONTH EXAMPLE: 11/01/2013</p>													

Please pay close attention to lunch period guidelines on the back of each timecard. If a lunch period is not accounted for, payroll will subtract a thirty minute lunch period from the hours listed per day.

Please round time to the nearest quarter hour.

CLASSIFIED CONTRACT TIMECARDS (REVERSED SIDE) -YELLOW & PINK

LUNCH GUIDELINES (ACCOUNT FOR LUNCH ON TIMECARD)

ROUND TIME TO THE NEAREST QUARTER HOUR

PROPER COMPLETION AND ADHERENCE TO DUE DATES WILL ENSURE ACCURATE AND TIMELY PAYMENT

- * DO NOT CROSS MONTHS
- * TIME CARDS ARE DUE IN PAYROLL ON THE **1ST BUSINESS DAY OF THE FOLLOWING MONTH**
- * TIME CARDS WILL BE PAID ON THE LAST BUSINESS DAY OF THE FOLLOWING MONTH
- * BLUE OR BLACK INK ONLY - NO PENCIL
- * IT IS REQUIRED BY LAW THAT YOU TAKE A LUNCH IF YOU WORK **OVER 4 HOURS, PLEASE** INPUT TIME TAKEN FOR LUNCH. IF YOU WORK MORE THAN 4 HOURS AND LUNCH TIME IS NOT NOTED ON THE TIMECARD, THE PAYROLL DEPARTMENT WILL DEDUCT 30 MINUTES FOR THE REQUIRED LUNCH.
- * ACCOUNT NUMBER FOR EACH SITE / ASSIGNMENT
- * ADMINISTRATOR SIGNATURE FOR EACH SITE / ASSIGNMENT
- * ROUND TO THE NEAREST QUARTER HOUR:
 - 15 MIN = .25
 - 30 MIN = .50
 - 45 MIN = .75

SAMPLE TIME CARD

Jane Smith 123-45-6789

EMPLOYEE NAME (PLEASE PRINT OR TYPE) SOCIAL SECURITY NUMBER

January 8

MONTH TOTAL HOURS

**** DO NOT CROSS MONTHS ON TIME CARDS ****

DATE	TIME FROM	TO	HRS	NAME OF ABSENT EMPLOYEE	FNDI	RES	YR	SOAL	FUNG	ORI	SCH	MIGMT	ADMINISTRATOR'S SIGNATURE ONLY (NO INITIALS)
				JOB TITLE / SITE	XX	XX	X	XXXX	XXXX	XXXX	XXX	XXXX	
1	7:00	11:00	1:00	2100 Eng@metromma.com	XX	XXXX	X	XXXX	XXXX	XXXX	XXX	XXXX	<i>Administrator @metromma</i>
													**** OR ****
2	7:00	4:00	8	2100 Eng@metromma.com	XX	XXXX	X	XXXX	XXXX	XXXX	XXX	XXXX	<i>Administrator @metromma</i>

CLASSIFIED HOURLY TIMECARD (REVERSED SIDE) -WHITE

LUNCH GUIDELINES (ACCOUNT FOR LUNCH ON TIMECARD)

ROUND TIME TO THE NEAREST QUARTER HOUR

PROPER COMPLETION OF YOUR TIME CARD AND ADHERENCE TO DUE DATES WILL HELP INSURE ACCURATE AND TIMELY PAYMENT !!!

- o A complete time card includes:
 - 1) Employee Signature
 - 2) Employee Social Security Number
 - 3) An Administrator's Signature for Each Site/Assignment (No Initials)
 - 4) An Account # for Each Site/Assignment
 - 5) Completion of all information requested
 - 6) Write all information in ink (blue or black only)
 - 7) Enter hours worked to the nearest quarter of an hour (numbers only), i.e. 2 1/4, 2 1/2, 2 3/4, 3, etc. Do not write 2 hrs 15 minutes, 2 hrs 30 minutes, 2 hrs 45 minutes, etc.

o **It is required by law that you take a lunch if you work 5 hours or more. Please indicate the lunch break by recording the in & out times on 2 lines, i.e.**

DATE: 8:00 a.m.-12:00 noon, 4 hrs
DATE: 12:30 p.m.-4:30 p.m., 4 hrs

or on 1 line, i.e.

8:00	12:30
12:00	4:30

- o Time cards are due in the Payroll Department on the day following the close of the pay period. (Pay period ends on the 19th of the month)
- o An incomplete time card may delay payment until your next pay cycle.

IT IS ULTIMATELY THE EMPLOYEE'S RESPONSIBILITY TO SEE THAT HIS/HER TIME CARD IS FILLED OUT COMPLETELY AND TURNED IN ON TIME !!

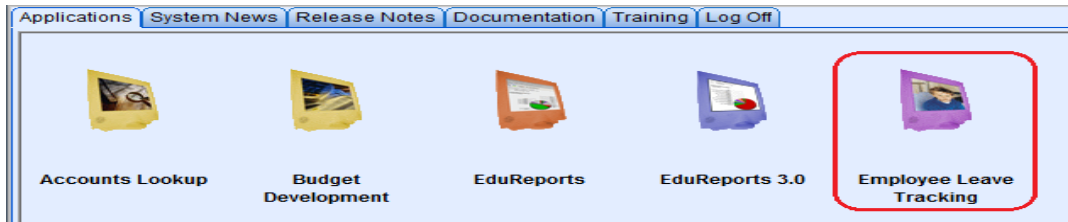
Employee Absence Reporting

Rialto USD employees are required to notify their appropriate supervisor or designee of their need to be absent from service as soon as it's known, including expected duration of the absence. Sick time is also required to be input into AESOP, the school district's substitute management system. Vacation time must be pre-approved by the immediate supervisor and the school/department secretary will input the vacation time in AESOP.

The AESOP system is integrated with the payroll employee absence system, Employee Leave Tracking System (ELTS), within Financial 2000. All absences entered into AESOP are transferred to ELTS daily at 6 AM for the prior day. The school/department secretary must review ELTS data on a daily basis to ensure each prior day absence is recorded accurately and charged against the correct employee leave bank.



The image shows a login screen for the Financial 2000 system. At the top left is the logo for the California Educational Computer Consortium. The main heading is "Financial 2000". Below this, a message states: "The following area is restricted. Please enter the following information in order to proceed." There is a lock icon to the left of the login fields. The fields are: "Username: JCarroll", "Password:" followed by a text input box, and "District Number: 74". A "Login" button is located at the bottom right of the form.



When logging into ELTS, the school/department grid will display the entries for the current month. It is important to verify the date and leave type, as this affects which leave bank is deducted. If an entry is not reflected, the absence must be added manually. The valid code will display at the bottom of the screen.

As Of: 11/30/2017
 Location: [dropdown]
 EIN: [input]
 Last Name From: [input]
 Last Name To: [input]

EIN	Name	Position	Sun Nov 26	Mon Nov 27	Tue Nov 28	Wed Nov 29	Thu Nov 30	Fri Dec 01	Sat Dec 02	Sun Dec 03	Mon Dec 04	Tue Dec 05	Wed Dec 06
		TEACH...											
		CLERKI...											
		TEACH...											
		STRATI...			JD	JD							
		TEACH...											
		TEACH...											
		LIBTEC...											
		TEACH...											
		TEACH...											
		IAII008											
		TEACH...											
		IAII007											
		TEACH...											
		TEACH...											
		TEACH...											
		CUSTI01											
		IAII001											
		TEACH...											
		SECSC...											
		IASPED...											
		TEACH...											
		TEACH...											
		TEACH...		FI	FI	PN							
		ASPRIN...											
		IASPED...											

Valid Leave Codes for Position TEACHEL017 are SL, PN, PC, FI, GL, II, I>, B3, B5, DK, DD, JD, UK, ML, CF, LW
 Missing Info

Leave code highlighted in a red font indicates the need to enter an Incident Note or Transaction Note.

School secretaries must print the employees' Affidavit Absence Reports every Monday for the prior week. To print the Affidavits, under the Report Tab, in Standard Reports, the Absence Affidavit button is selected

and in the date range the Monday- Friday of the prior week is entered. Click the Generate Report button to the right. Printed reports are disbursed to employees and collected once signed.

ELTS Situations with Special Treatment

1. **Employees who work at two locations** - The system is configured to transfer hours reported in AESOP to the primary position first. Any balance beyond the first position is transferred to the secondary position. Full day absences will transfer to both locations correctly. Partial day absences will need to be communicated and adjusted between both sites. Examples of these employees are split Custodians, split Assistant Principals, Clerk Typists, and Instructional Assistants.

For example - The custodian is an 8 hour position split between Bemis and Boyd, working from 6:00 AM to 2:30 PM. If he goes home sick at 8 AM, ELTS will show a 4 hour absence at Bemis and a 2 hour absence at Boyd. The secretaries at each school site must communicate with each other and go into ELTS and change Bemis' absence to 2 hours and Boyd's absence to 4 hours.

2. **Employees with more than one position** - System errors can occur when an employee has multiple positions attached to his/her name. AESOP is not able to recognize that the employee is attached to more than one position therefore it will not transfer the absence into ELTS. If an employee works more than one position, the site secretary must review their data to ensure the absence is reflected in ELTS. Examples of these employees are teachers that have their regular assignments but in addition, teach Home/Hospital or Adult Education.
3. **Family Medical Leave Act (FMLA)/CA Family Rights Act (CFRA)** - must be preapproved by the Personnel department. An email is sent by Personnel informing the school of the approved FMLA/CFRA leave. If the employee is using FMLA intermittently, then the employee must advise the secretary of each planned FMLA absences. Employees must enter their absences into AESOP, with the exception of vacation (local leave attendant must enter vacation in AESOP). Site secretaries must go into the absences and enter a transaction note.

- a. In ELTS, the secretary will select the Affidavit Detail, then click on the + sign to expand the date of absence.

	Affid	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered
+	14036		TEACHHS267	Leave Used	01/12/2015	01/12/2015	7.0000			01/13/2015
+	13321	1	TEACHHS267	Leave Used	01/06/2015	01/06/2015	2.0000			01/07/2015
+	11576	0	TEACHHS2...	Leave Used	12/04/2014	12/04/2014	6.0000			12/17/2014
+	10136		TEACHHS2...	Transaction Import	12/01/2014	12/01/2014	21.0000			12/15/2014

- b. Click on the Transaction Note field in gray

	Affid	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered
+	14036		TEACHHS267	Leave Used	01/12/2015	01/12/2015	7.0000			01/13/2015
			Absence	Reported Leave Type / Bank	Exceptions	Hours		Transaction Note	Entered	Budget Code
+			01/12/2015	SL / SICK LEAVE / SICK		-7.0000		DOE, JOHN	01/13/2015	
+	13321	1	TEACHHS267	Leave Used	01/06/2015	01/06/2015	2.0000			01/07/2015
+	11576	0	TEACHHS2...	Leave Used	12/04/2014	12/04/2014	6.0000			12/17/2014
+	10136		TEACHHS2...	Transaction Import	12/01/2014	12/01/2014	21.0000			12/15/2014

- c. A pop-up will display a field to enter the note

Transaction Note -- Webpage Dialog

Transaction Note

FMLA DOE, JOHN

4. **Bereavement** - This leave type requires an incident note to count the number of days allowed. Employees are allowed three days for a qualified individual, or five days if the services are in a different state. After employee enters bereavement into AESOP and the absence rolls into ELTS, the site will have to follow the following steps.

- a. Enter ELTS Leave Entry Screen, Affidavit Detail tab, and click on the + sign to expand the date of absence.

Home | Entry | District Leave Banks | Sub Calling Import Log | Accrual Roll | Configuration | Reports | Close

Employee Search | Leave Entry | Affidavit Detail | Employee Detail | Employee Banks | Affidavit Review | Position Sync

Affidavit Detail

Employee:

Period Start: 07/01/2014 End: 06/30/2015 Refresh Export

	AffID	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered
+	13572	0	CSOII02	Leave Used	01/08/2015	01/09/2015	16.0000			01/09/2015
	12159	0	CSOII02	Leave Used	12/18/2014	12/18/2014		FUTURE DATE AESOP WILL TRA...		12/19/2014

b. Click on the Incident Note field

Home | Entry | District Leave Banks | Sub Calling Import Log | Accrual Roll | Configuration | Reports | Close

Employee Search | Leave Entry | Affidavit Detail | Employee Detail | Employee Banks | Affidavit Review | Position Sync

Affidavit Detail

Employee:

Period Start: 07/01/2014 End: 06/30/2015 Refresh Export

	AffID	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered	Printed	Received
+	13614	0	CSOII01	Leave Used	01/08/2015	01/08/2015	5.5000			01/09/2015	01/13/2015	
			Absence	Reported Leave Type / Bank	Exceptions	Hours		Transaction Note	Entered	Budget Code	Incident Note	
				01/08/2015 B3 / BEREAVEMENT 3 DAYS / OTHER		5.5000			01/09/2015			

c. Add note as “MM/DD/YYYY Relationship” example: “01/08/2015 Grandmother” Click save to add the note to the incident log, then click on OK to apply Incident Note.

ELTS - Incidents -- Webpage Dialog

Incidents

Employee:

	Note
Add	Delete
Export	

d. Incident Notes are added once, but can be applied more than once depending on the duration of the bereavement

- Long term absences** - employees on off-work orders, industrial leave, maternity leave or any other approved long term leave may not be available to sign affidavits. In these cases, affidavits are to be completed immediately and sent to Payroll noting “Signature Unavailable” on the employee signature line. In the event the employee is unavailable for signature within 10 days of the absence, per CSEA contract, the District will post the absence and notify the employee of any necessary adjustment to the employee’s payroll. **If affidavit is not signed with 10 days, on the 11th day, send affidavit to Fiscal Services.**

6. **Special Leaves Limits -**

	Certificated	Classified
	Days per Fiscal Year	Days per Fiscal Year
Family Illness	6	6
Personal Necessity	8	7
General Leave	2	0

7. **Changes to Affidavits** - Prior to submitting to Payroll, the site is able to modify the absence with the approval of its administrator. After the affidavit is sent to Payroll, the site will need to do the following:

- a. Obtain a copy of his/her original affidavit
- b. Make changes as needed
- c. Write "Revised" on the top of the affidavit
- d. Submit to his/her administrator for approval
- e. Forward to Payroll for change(s) to be made

8. **Jury Duty** - The form given by the court as proof of attendance must be attached to the corresponding absence slips and sent to Payroll. (Please refer to contract for rules regarding reporting times.)

As of August 16, 2004, legislation signed by the Governor states the following: A government employee is not entitled to per diem pay for serving jury duty if they receive regular compensation and benefits while performing jury services from their employer. A government employee is one who is employed by Federal, State, or a local government entity or by any other public entity such as the Regents of the University of California, a county, a city, district, public authority, public agency, and/or any other political subdivision or public corporation in the State (CCP § 481.200).

9. **No Show Employees** - It is the responsibility of the site to notify the Personnel office when an employee does not return to work after an extended leave, for example: Returning from Summer, Winter, or Spring Break, off time on the work calendar, or when the employee is scheduled to return from a doctor's off work order. It is very important that there is sub coverage for that employee.

Summer School Absence Reporting

Summer school staff is required to use a paper Absence Slip (form P-6). Employees are responsible for calling the Summer School administrator and informing them of their absence. White originals are sent to Payroll; yellow copies are kept at the site; and employees receive the pink copy for their records.

All slips must have the following:

- Full name
- Marked Classified or Certificated
- Social Security Number (or at minimum last 4 numbers)
 - NOTE: Many employees have similar names
- Work Site/Department
- Dates/Hours/Reason
- "Charge to"
- Employee's signature and date
- Principal/Immediate supervisor's signature and date

RIALTO UNIFIED SCHOOL DISTRICT ABSENCE SLIP

Name (Please Print) _____ Social Security Number _____ Work Site/Position of Employee _____
 Certificated Classified

Regular employees who have been absent shall complete this form in triplicate and return it to their immediate supervisor on the first day after absence. **If absence dates cross calendar months, submit separate slips for each month.**

I hereby certify that I was absent on the following date(s):

			Was Substitute Provided? YES / NO	Name of Substitute (Required - Please Print)
Date: _____	# of Hours: _____	Reason: _____		Name of Substitute: _____
Date: _____	# of Hours: _____	Reason: _____		(PLEASE PRINT)
Date: _____	# of Hours: _____	Reason: _____		(PLEASE PRINT)
Date: _____	# of Hours: _____	Reason: _____		(PLEASE PRINT)
Date: _____	# of Hours: _____	Reason: _____		(PLEASE PRINT)

CHARGE Sick Jury Duty/Subpoena Industrial Injury (Date ___/___/___) Approved Leave Without Pay
LEAVE TO: Family Illness Non-Duty Within/ Beyond (60 days) Unapproved Leave Without Pay
(parent, spouse, child, etc) Vacation Military
 Bereavement (Relationship to employee required: _____)

 Principal/Immediate Supervisor Month Day Year Signature of Employee Month Day Year

DISTRIBUTION: White - Payroll Yellow - Division/Site Pink - Employee

P-6 (Rev. 3/15/04)

ACCOUNT STRUCTURE SPECIFICATIONS

The San Bernardino County Superintendent of Schools system uses a 26-digit account structure in processing all financial data. Therefore, data submitted for processing must be in the following format:

Financial System Account Code Structure 8-Fields / 26-Digits

Fund XX	Resource XXXX	Project Year X	Program Goal XXXX	Function XXXX	Object XXXX	Site XXX	Mgmt XXXX
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- Fund Used to account for specific activities or to attain certain objectives of a school district in accordance with special regulations, restrictions, or limitations.

- Resource Identifies specific revenue sources that have specific restrictions and/or reporting requirement.

- Project/Year Reference used for multi-year projects.

- Program/Goal The instructional setting or the group of students who are receiving instructional services: for example, regular classes, special education classes, vocational education, adult education, or community service, etc.

- Function The activities or services performed in order to accomplish a set of objectives or goal.

- Object This field classifies expenditures according to the types of items purchased or services obtained. It classifies revenues by the general source and type of revenue.

- School/Site Reference to site or department generating expense or revenue.

- Management Internally defined field to provide clear definition of responsibility over the management of set budget.

Below are common abbreviations you may see on your financial reports.

AB	Adopted Budget	JV	Journal Voucher
AC	Accounts Payable Cancel Warrant	MV	Miscellaneous Vendor
AR	Accounts Receivable	PO	Purchase Order
BG	Working Budget	PB	Payroll Benefit
BT	Budget Transfer	PC	Payroll Cancel
BL	Benefits Liability	PL	Payroll Liability
CL	Payables/Current Liability	PV	Pay Voucher
CM	Credit Memos	PY	Payroll
CR	District Cash Receipt	RB	Revised Budget
EP	Estimated Payables	TC	Travel Claim
ER	Estimated Receivables	TF	Cash Transfer
JE	Journal Entry		

GLOSSARY OF TERMS

ABATEMENT	A complete or partial cancellation of an expenditure or revenue.
AVERAGE DAILY ATTENDANCE (ADA)	There are several kinds of attendance which are counted in different ways. For regular attendance, ADA is equal to the average number of pupils actually attending classes who are enrolled for at least the minimum school day.
ACCOUNT NUMBERS OR LETTERS	Numbers and/or letters that are assigned to the ordinary titles of accounts for classification of accounts and ease of reference.
ACCOUNTS PAYABLE	Amounts due and owed to private persons, business firms, governmental units, or others for goods received and/or services rendered prior to the end of the fiscal year. Includes amounts billed but not paid. Does not include amounts due to other funds of the same local educational agency (LEA).
ACCOUNTS RECEIVABLE	Amounts due and owed from private persons, business firms, governmental units, or others for goods received and/or services rendered prior to the end of the fiscal year. Includes amounts billed but not received. Does not include amounts due from other funds of the same local educational agency (LEA).
ALTERNATIVE RETIREMENT SYSTEM (ARS)	Social Security Alternative Retirement Plan for Part-Time Employees.
APPORTIONMENT	State aid given to a school district or county office of education. Apportionments are calculated three times for each school year. The First Principal Apportionment (P-1) is calculated in February following the school year and is based on P-2 ADA except for programs where the annual count of ADA is used.
BUDGET	A plan of financial operation consisting of an estimate of proposed revenue and expenditures for a given period and purpose. The term usually indicates a financial plan for a single fiscal year.
CAPITAL OUTLAY	Amounts paid for the acquisition of fixed assets or additions to fixed assets, including land or existing buildings, the improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, or initial and additional equipment.
CHART OF ACCOUNTS	A list of accounts, systematically arranged, that are applicable to specific LEA. All account names and numbers if any, are listed in numerical order.

CONTRACTED SERVICES	Expenditures for services rendered under contract by personnel who are not on the payroll of LEA, including all related expenditures covered by the contract.
DEFICIT	The amount by which a sum of money falls short of a required amount.
DEFICIT SPENDING	The excess of actual expenditures over actual revenues.
DISBURSEMENTS	Payments by currency, check, or warrant.
ENCUMBRANCES	Obligations in the form of purchase orders, contracts, salaries, and other commitments chargeable to an appropriation for which a part of the appropriation is reserved.
EXPENDITURES	The costs of goods delivered or services rendered, whether paid or unpaid, including expenses, provision for debt retirement not reported as a liability of the fund from which retired, and capital outlay.
FISCAL YEAR	A period of one year, the beginning on July 1 and ending June 30.
FULL-TIME EQUIVALENT	The ratio of time expended in a part-time position to that of a full-time position. The ratio is derived by dividing the amount of time of employment required in the part-time position by the amount of employed time required in a corresponding full-time position.
FUND	A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
GENERAL FUND	The fund used to finance the ordinary operations of the LEA. It is available for any legally authorized purpose.
GOAL PROGRAM	A group of related activities consisting of a unique combination of objects that operate together to accomplish common ends.
MANDATED COST	All sites and locations in the District that are required to provide services or comply with state mandated reporting information are considered mandated cost reimbursable items.

PETTY CASH	A sum of money set aside for the purpose of making change or immediate payments of small amounts.
REIMBURSEMENT	Cash or other assets received as a repayment of the cost of work or services performed; or repayment of other expenditures made for or on behalf of another governmental unit, fund, or department.
REQUISITION	A document submitted initiating a purchase order to secure specified articles or services or issuance of materials from stores or a warehouse.
RESOURCE	Broad group classification of students according to age and school progress; i.e., pre-formal, elementary, secondary, and adult.
REVOLVING CASH FUND	A stated amount of money used primarily for emergency or small disbursements and reimbursed periodically through properly documented expenditures, which are summarized and charged to proper accounting classifications.
SITE	The location of a school or a central administrative unit.
STATE SCHOOL FUND	A special revenue fund within the State Treasury used for apportionments to school districts and county superintendents, based on the revenue limit, and certain other special purpose apportionments. Apportionments are made by the State Controller and are based on certifications from the Department of Education.
TRANSFER	Inter-district or inter-fund payments or receipts not chargeable to expenditures or credited to revenue. Certain budget revisions are often referred to as transfers.
WARRANT	A written order, drawn by the LEA's governing board or its authorized officer(s) or employee(s), approved by the county superintendent of schools, and allowed by the county auditor, directing the county treasurer to pay a specified amount to a designated payee.

All Forms are available online at www.rialto.k12.ca.us >District Admin>Business Services>Fiscal Services>Fiscal Forms