



Utilizing Technology In School Financial Management

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MARCH 7, 2023

TIME KEEPING

- ▶ VERY IMPORTANT! If using manual timesheets make sure they are accurate. Once they reach the Central Office it is too late for corrections.
- ▶ Overtime – if timesheet shows OT or extra time you have to pay the employee or allow them comp time.
- ▶ Court will use submitted timesheet or employees word if no timesheet is available.

TIMECLOCK SYSTEMS

- ▶ Most schools are using some type of electronic time system. There are many available and should fit your district needs.
- ▶ Attendance on Demand, Gorrie Regan
- ▶ TES
- ▶ Frontline
- ▶ Import with NextGen

ATTENDANCE ON DEMAND - Dashboard

attendance_{ON DEMAND}

March 6 2023 412 Active, 379 Inactive Employees
Pay Period is Wed Mar-1 23 to Fri Mar-31 23 Post Thu Mar-9 23.

Welcome Paula Thornton (PaulaThornton272)

Log Off

Periods: Current Period

Calendar Dashboard

From 03/01/23 to 03/31/23

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 26	Feb 27	Feb 28	Mar 1	Mar 2	Mar 3	Mar 4
			Reg 610:54 100% OT 0:00 0% PTO 0:00 0%	Reg 565:02 100% OT 0:00 0% PTO 0:00 0%	Reg 474:12 90% OT 42:57 8% PTO 8:00 1%	Reg 0:00 0% OT 0:00 0% PTO 0:00 0%
			Actual 610:54 Scheduled 567:00 Diff 43:54 Schedules 75 Shifts Worked 118 Edits Required 11 Attendance Issues 6	Actual 565:02 Scheduled 567:00 Diff -1:58 Schedules 75 Shifts Worked 111 Edits Required 16 Leave Requests 1 Attendance Issues 6	Actual 525:09 Scheduled 559:00 Diff -33:51 Schedules 74 Shifts Worked 111 Edits Required 20 Attendance Issues 9	Actual 0:00 Scheduled 0:00 Diff 0:00
Mar 5	Mar 6	Mar 7	Mar 8	Mar 9	Mar 10	Mar 11
Reg 0:00 0% OT 0:00 0% PTO 0:00 0%	Schedules 78 Shifts Worked 34 Edits Required 1 Working Now 28 Attendance Issues 2 Absences 16	Schedules 78	Schedules 78	Schedules 78	Schedules 78	
Actual 0:00 Scheduled 0:00 Diff 0:00						
Mar 12	Mar 13	Mar 14	Mar 15	Mar 16	Mar 17	Mar 18
	Schedules 80	Schedules 80	Schedules 80	Schedules 80	Schedules 80	

Process Payroll

- Payroll Monitor
- System Imports

Daily Operations

- Dashboard
- Time Card Summary
- Group Adjustment
- Employee Exceptions

Scheduling

- This Week
- This Month
- Schedule Patterns

Reporting

- Shared Reports
- Employee Type Hours
- Job Number Hours
- Employee Details
- Personal Information
- Terminated Employees

Benefits

- Benefit Balances

Configuration

- Manage Accounts
- Add Employee
- Holidays
- Reason Codes

AOD – Edits

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Payroll Manager

Leave Requests

COLLINS, FREDERICK L (Leave Request)

CALVERT, WENDY P (Leave Request)

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Employee Time Cards by Day (Page 1 of 3)

Page 1 [BARNES, JOHN ... GRAHAM, CATHY] of 3 Next Page Group Adjustment

Last Name	First Name	MI	ID	Badge	Cost Center	Employee Type	Job Number	Worked For	Hired					
BARNES	JOHN		7512		BUS DEPT	BUS DRIVER (REGULAR)	3	Transportation	10/08/08					
Date	Schedule			Punches		Cost Center	Employee Type	Job Number	Worked For	From	To	Hours	Exceptions	Det
Mar-1	Start	End		In	Out									
Mar-1				6:00a	7:22a		BUS DEPT	BUS DRIVER (REGULAR)	3	Transportation	6:00a	7:22a	1:22	
Mar-1				2:04p	3:34p		BUS DEPT	BUS DRIVER (REGULAR)	3	Transportation	2:04p	3:35p	1:31	Miss, Pun.
Mar-1				3:35p										
BROWN	CYNTHIA	J	614		614	CNP	1	CNP		08/04/21				
Date	Schedule			Punches		Cost Center	Employee Type	Job Number	Worked For	From	To	Hours	Exceptions	Det
Mar-1	Start	End		In	Out									
Mar-1				7:00a	2:00p									
Mar-1													Absent (7:00a/2:00p)	
COOPER (MACK)	MARY		21		21	BUS DEPT	3	Transportation	10/18/13					
Date	Schedule			Punches		Cost Center	Employee Type	Job Number	Worked For	From	To	Hours	Exceptions	Det
Mar-1	Start	End		In	Out									
Mar-1				6:42a	7:35a		BUS DEPT	BUS DRIVER (REGULAR)	3	Transportation	6:42a	7:35a	0:53	
Mar-1				2:45p						2:45p	2:45p	0:00	Miss, Pun.	
GENRY	ABBY	G	648		648	PPHS CNP	1	CNP		08/31/21				
Date	Schedule			Punches		Cost Center	Employee Type	Job Number	Worked For	From	To	Hours	Exceptions	Det
Mar-1	Start	End		In	Out									

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11:42 AM 3/6/2023

AOD – No Schedule (Bus Drivers)

attendance[®]
ON DEMAND

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Welcome Paula Thornton (PaulaThornton272)

Pages Time Card Pay Periods Current Period Prev. E P Next Empl. Time Card Normal Cost Center BUS DEPT Employee Type BUS DRIVER

Job Number 1 Worked For Transportation Print Preview

CALVERT, WENDY P (BUS DEPT, BUS DRIVER (REGULAR), 1, Transportation) Curr 03/01/23 to 03/31/23

Last Name	First Name	MI	ID	Badge	Cost Center	Employee Type	Job Number	Workgroups	Worked For	Hired
CALVERT	WENDY P		559		559 BUS DEPT	BUS DRIVER (REGULAR)	1	Transportation	01/31/21	

Date	Schedule Start	Schedule End	Punches In	Punches Out	Hours	Cost Center	Employee Type	Job Number	Workgroups	From	To	Hours	Exceptions
We Mar-1			6:33a	7:24a	5:22	BUS DEPT	BUS DRIVER (REGULAR)	1	Transportation	6:33a	3:50p	5:22	
			11:17a	2:19p									
			2:21p	3:50p									
Th Mar-2			6:40a	7:26a	5:26	BUS DEPT	BUS DRIVER (REGULAR)	1	Transportation	6:40a	3:57p	5:26	
			11:08a	2:22p									
			2:31p	3:57p									
Fr Mar-3			6:35a	7:23a	0:48	BUS DEPT	BUS DRIVER (REGULAR)	1	Transportation	6:35a	7:23a	0:48	
			2:53p	4:11p	1:18	BUS DEPT	BUS DRIVER (REGULAR)	1	Transportation	2:53p	4:11p	1:18	
Sa Mar-4													
Su Mar-5													
Mo Mar-6			6:28a	7:28a	1:00	BUS DEPT	BUS DRIVER (REGULAR)	1	Transportation	6:28a	7:28a	1:00	
Tu Mar-7													
We Mar-8													
Th Mar-9													
Fr Mar-10													
Sa Mar-11													
Su Mar-12													

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AOD – Schedule

attendance[®]
ON DEMAND

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Log Off

Pages Time Card Pay Periods Current Period Prev. Empl. Next Empl. Time Card Normal Cost Center PRES Employee Type BUILDING C

Job Number 1 Worked For Lisa Baxter Print Preview

Bautista, Maria G (PRES, BUILDING CUSTODIAN 12MO 8HR, 1, Lisa Baxter) Curr 03/01/23 to 03/31/23

Last Name	First Name	MI	ID	Badge	Cost Center	Employee Type	Job Number	Worked For	Hired
Bautista	Maria	G	742	742	PRES	BUILDING CUSTODIAN 12MO 8HR	1	Lisa Baxter	08/01/22

Date	Schedule Start	Schedule End	Punches In	Punches Out	Hours	Cost Center	Employee Type	Job Number	Workgroups	Worked For	From	To	Hours	Exceptions	Det
We Mar-1	6:00a	2:30p	6:12a	11:10a	8:03	PRES	BUILDING CUSTODIAN 12MO 8HR	1		Lisa Baxter	6:12a	2:45p	8:03		
Th Mar-2	6:00a	2:30p	6:12a	11:10a	8:03	PRES	BUILDING CUSTODIAN 12MO 8HR	1		Lisa Baxter	6:12a	2:45p	8:03		
Fr Mar-3	6:00a	2:30p	6:12a	11:10a	8:03	PRES	BUILDING CUSTODIAN 12MO 8HR	1		Lisa Baxter	6:12a	2:45p	8:03		
Sa Mar-4															
Su Mar-5															
Mo Mar-6	6:00a	2:30p	5:56a	11:10a	5:44	PRES	BUILDING CUSTODIAN 12MO 8HR	1		Lisa Baxter	5:56a	11:40a	5:44		
Tu Mar-7	6:00a	2:30p													
We Mar-8	6:00a	2:30p													
Th Mar-9	6:00a	2:30p													
Fr Mar-10	6:00a	2:30p													

Payroll Manager

Leave Requests

COLLINS, FREDERICK L (Leave Request)

CALVERT, WENDY P (Leave Request)

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AOD – Absences

- ▶ Import file from absence software
- ▶ LSA verifies absences (weekly, bi-weekly, monthly)
- ▶ Gorrie Regan imports absences and hours worked into NextGen

REMOTE PAYROLL

- ▶ Central Office sets the parameters (amt of data to enter/cost centers)
- ▶ Allows the LSA to enter absences, substitute info
- ▶ Allows the LSA to enter extra pay (i.e. Field Trips, Gate Workers)
- ▶ Manual process so there are room for errors – check carefully

IMPORTING PAYROLL

- ▶ Central Office will generate Excel Sheet
- ▶ LSA will complete mandatory columns
- ▶ LSA submit completed form to Central Office
- ▶ **DO NOT ALTER COLUMNS ON REPORT**

january 2023 stipend pay import - Excel

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Sign inShare

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CITY BOARD OF EDUCATION

	A	B	C	D	E	F	G	H	I	J	K
1		MCAI HUMAN RESOURCES SYSTEM									
2		PAYROLL SERVICE REPORT - REG/OVT/COMP/ADJ DATA									
3											
4	RUN DATE/TIME:	1/25/2023 15:31									
5											
6	SITE NAME:	CITY BOARD OF EDUCATION									
7	SCHOOL NAME:	0001 - CENTRAL OFFICE									
8	ATTENDANCE DATE RANGE	11/27/2022 - 01/01/2023									
9	RETURN REPORT BY:	1/31/2023									
10	STANDARD DAYS:	20									
11											
12	ADJUSTMENT CODES	DESCRIPTION									
13	AAA	AAA Program									
14	ABD	ATHLETIC BUS DRIVER									
15	ABR	Additional Bus Route									
16	ACE	ACT Certification									
17	ACT	ACT Prep Class									
18	ADJ	ADJUSTMENT - MISC									
19	ADM	Admin Retreat									
20	ADN	Admin W/O Pay									
21	AEA	AEA dues/final pay									
22	AJH	AJH Grade Level Plan									
23	AMI	AMSTI WORKSHOP									
24	ASN	Afterschool Nurse									
25	AST	After School Tutorin									
26	ATS	ATLAS									

Full-screen Snip

Adjustment codes are set up at the Central Office. Most codes will be set up with an appropriate GL code.

Sheet1

Type here to search

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CITY BOARD OF EDUCATION											
	A	B	C	D	E	F	G	H	I	J	K
163											
164											
165											
166											
167											
168	EMPLOYEE#	EMPLOYEE NAME	JOB#	DETYPE DESCRIPTION	Full-	HOURS PER DAY	DATE	REGULAR WORK	OVERTIME WORK	COMP TIME EARNED	ADJUSTMENT CODE
169	4216	abernathy	10								men
170											
171											
172											
173											
174											
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LSA is only required to complete Columns in red.
Please do not alter the columns.

LSA is only required to complete Columns in red.
Please do not alter the columns.

january 2023 stipend pay import - Excel

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B6 CITY BOARD OF EDUCATION

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
163															
164															
165															
166															
167															
168	HOURS PER DAY	DATE	REGULAR WORKED	OVERTIME WORKED	COMP TIME EARNED	ADJUSTMENT CODE	ADJUSTMENT UNIT	ADJUSTMENT RATE	ADJUSTMENT ACCOUNT						
169						men	1	500							
170															
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Sheet1

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QUESTIONS??

Paula B. Thornton

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205-294-2995