Utilizing Technology In School Financial Management

PAULA THORNTON, AASBO PBT0611@GMAIL.COM

MARCH 7, 2023

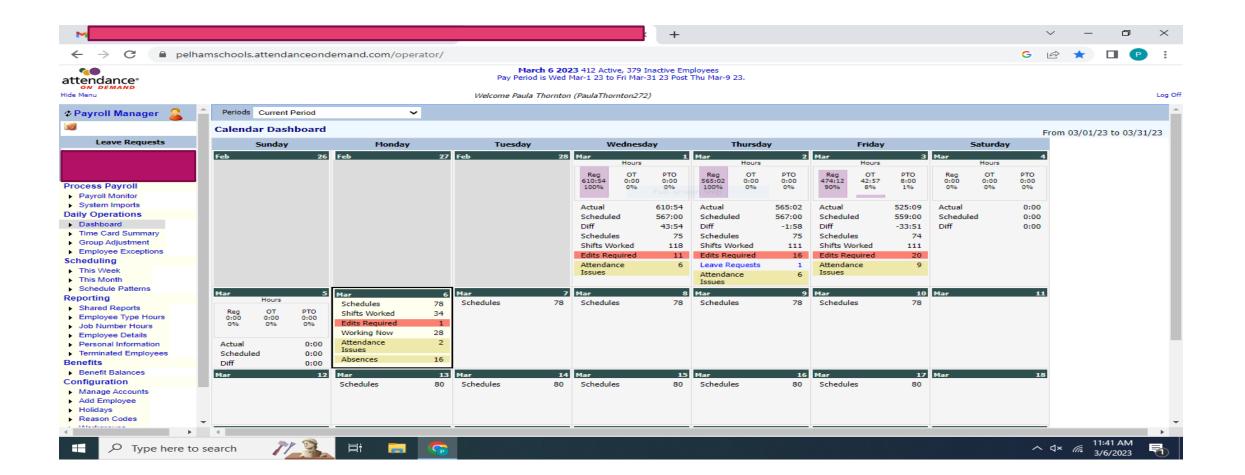
TIME KEEPING

- 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



AOD – Edits

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AOD – No Schedule (Bus Drivers)

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AOD – Schedule

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onfiguration	=	Mar-7	6:00a	2:30p												
Manage Accounts			6:00a	2:30p												
Add Employee	8	Mar-8	6:00a	2:30p												
Holidays Reason Codes	7	Mar-9	6:00a													
10/- demonstration	▼ = 4	Mar-10	6:00a	2:30p												

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

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QUESTIONS??

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