Utilizing Technology In School Financial Management

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MARCH 7, 2023
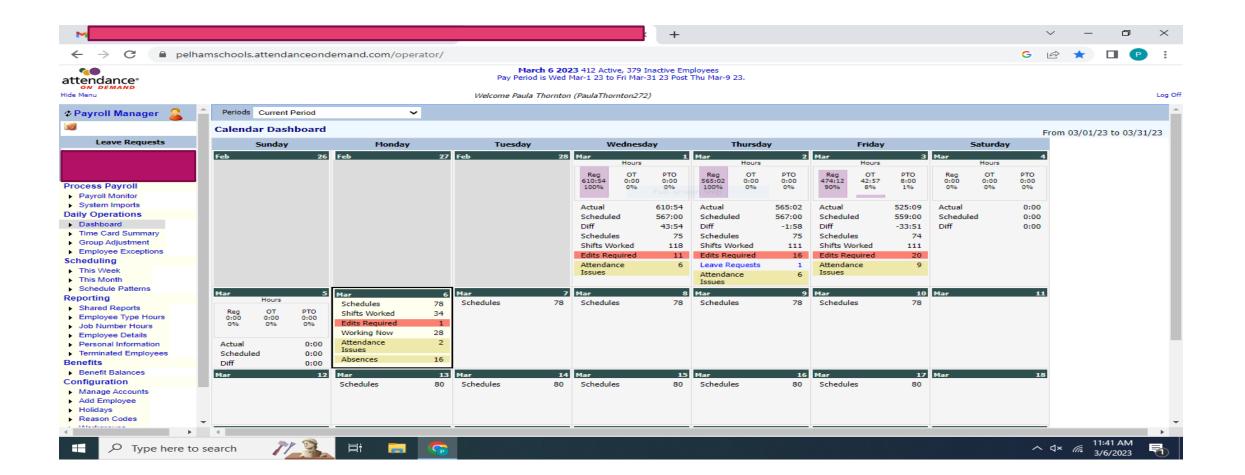
TIME KEEPING

▶ 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

AOD – Edits

AOD – No Schedule (Bus Drivers)

AOD – Schedule

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

File | Home | Insert | Page Layout | Formulas | Data | Review | View | DYMO Label | ACROBAT | ◎ Tell me what you want to do... | Sign in | Share

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	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	ADUSTMENT - 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									

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

Sheet1 | ⊕

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

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163															
164															
165															
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168	HOURS PER DAY	DATE REGULAR WORKE	OVERTIME WORKE	COMP TIME EARNE		ADJUSTMENT CODI	ADJUSTMENT UNIT	ADJUSTMENT RAT	ADJUSTMENT ACCOUNT						
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Sheet1

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3/6/2023

QUESTIONS??

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