

Welcome to the Spring Edition of the Business Services Newsletter! Spring brings exhilaration and revitalization, a chance to reflect on the great accomplishments of the past few months, and a look ahead to wondrous things.



As we soon approach the close of the 2017/2018 school year, Business Services wants to inform you of current happenings throughout our Department. We are here to be of service to you, students, families and the community. Please visit the District Website for department specifics and contact information.

Payroll Ponderings

Payroll and Recordkeeping

Every now and then the Payroll Department receives requests from employees for pay records going back to the beginning of their employment with the District. For example, someone may want a W2 from 2013, or be able to prove to the Arizona State Retirement System that they should be able to buy back a year from 2005.

It makes sense that an employee would expect the office which created the record in the first place to also retain the record. So why doesn't your Payroll Department have these older records? Because there is a records retention schedule that, by law, we are required to follow. The Arizona State Library, Archives and Public Records Division is responsible for establishing the retention periods for records created by ALL Public Bodies, including school districts.

Keeping records for a time period other than their approved retention period is illegal. The longest period of time the Payroll Department may retain any records is 4 years; and some records are only kept for 3 years. The bottom line here is that archiving and maintaining your own personal pay, time and leave records is the best way to ensure you will always have them when you need them.

Nutrition Nibbles:

Did you know our school cafeterias at TUHSD scratch cook many of the foods provided? This would include the main entrees. We make many of the items we serve to students daily. For example: entrées on the menu, salads, burgers, pizza and sandwiches are all made in-house fresh. Our produce is delivered several times a week to ensure fresh quality fruits and vegetables.



There are few things more ritualistic—and to many, more sacred—than a morning Cup of Joe!



64% of Americans drink at least one cup a day; a statistic that's barely budged since the 1990s. Despite warnings from doctors over the years that coffee may be hard on the body, people have remained devoted to the drink. Luckily for them, the latest science is evolving in their favor. Research is showing that coffee may have net positive effects on the body after all.

Tempe Union High School District

Business Briefs



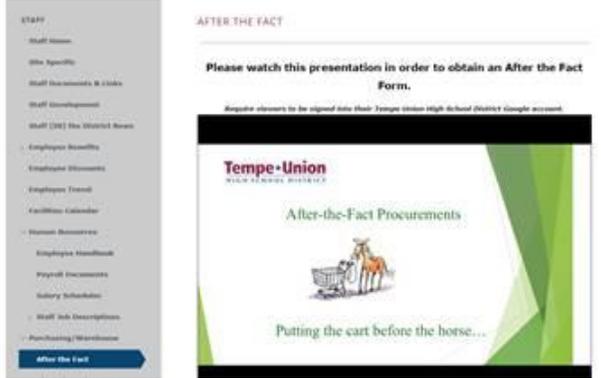
March 12 – 16, 2018



Purchasing Power:

Trivia Game Roadshow: Please be on the lookout to sign up for Purchasing’s Trivia Game for a fun and interactive ways to learn about Procurement. The Purchasing team will be visiting each school to meet with all those who request requisitions.

Although the process is to create requisitions prior to the purchase of products or services, Purchasing has implemented an **Improved After-The Fact Procedure** to assist you when this becomes necessary. To obtain an After - The Fact form please visit the TUHSD Staff Website: Click on Purchasing/Warehouse Tab: Click on “Please watch this presentation in order to obtain an **After the Fact Form.**” <https://www.afterthefact>



End of the Year Events:
Now is the time to plan! Please begin the process of registering venues and vendors. If you have used a venue or vendor in prior year(s) please check with the Purchasing Department to ensure that they are still an active vendor with current documents on file.

TUHSD minimum required documents to register a vendor are:

- ❖ W9
- ❖ Certificate of Liability Insurance
- ❖ TUHSD Vendor Registration Form
- ❖ IVP Fingerprint Cards (if applicable)
- ❖ Other documents may also be needed depending on the venue and work provided



Reminder:
iVisions Purchase Requisition Dates

FY 2017/2018 – Deadline to submit purchase requisitions will be:
April 30, 2018.

As usual, this purchase requisition cutoff date does not apply to: year-end items such as graduations, banquets, etc; Summer programs such as Summer School, Summer Academies, etc; Board approved travel items.

FY 2018/2019 – Purchase requisition entry will begin **May 21, 2018.**

Please share this information with the staff members at your site who process purchase requisitions. **Thank You!**

Wellness Committee

The TUHSD Wellness Committee has been very active this school year looking for ways to involve everyone in the Wellness Initiatives.

We have teamed with our health insurance partner, Aetna, in Fit & Festive and Great Escapes Challenges. These challenges get teams moving and TUHSD Staff members have been entered into drawings for FitBits and gift cards. Look for upcoming information on the next challenge.

We again sponsored the Wellness Walk on February 10 at Kiwanis Park with many more participants this year. Fantastic!

Several students have joined our team to provide input on what is needed at the campuses. We will continue to work hard to come up with innovative ways to spread the Wellness message to students and staff.



Wellness Committee information is located on the **TUHSD Website:**
Staff: TUHSD Wellness Program