



Welcome Back! We hope that you had a fantastic Summer and enjoyed time with family and friends. This year we will continue to bring to you current happenings and instructional tidbits to help you learn more about the Business Services Departments and ways in which we can help make your jobs a little easier.



Wishing you a wonderful 2018-2019 School Year!

Technology Bytes

Need a little Help?

With the exciting start of a new school year the TIIS Department would like to remind staff that we are here to help.

If you need technology support, please submit a ticket through

Fresh Desk. The short cut can be found on your desktop, or



<https://tempeunion.freshdesk.com/google/login>. Please include the issues you are having and what system you are using (Synergy, Canvas, iVisions, etc.). That way we can get the right person on the job for you.

Meet the Trainer: Lisa Gammill, a teacher in our District for 14 years, has transitioned over to be our Trainer. She is here to support Classified and Administrative Staff through various trainings and support documents on Synergy, iVisions, Time Clock Plus, Frontline Recruit & Hire, and School Messenger, just to name a few. Lisa will help employees with new skills, refresh olds skills, and find ways to make it easier to do our jobs. If you have a personal or department need, feel free to reach out and see what is currently available. Contact Lisa at lgammill@tuhsd.k12.az.us or on extension 17053.



In addition to the Business Services already terrific Departments:

- ❖ Budget & Finance
- ❖ Food & Nutrition
- ❖ Payroll
- ❖ Purchasing & Warehouse
- ❖ TIIS

we are excited to welcome to our Team . . .

Plant Operations & Maintenance



and Transportation

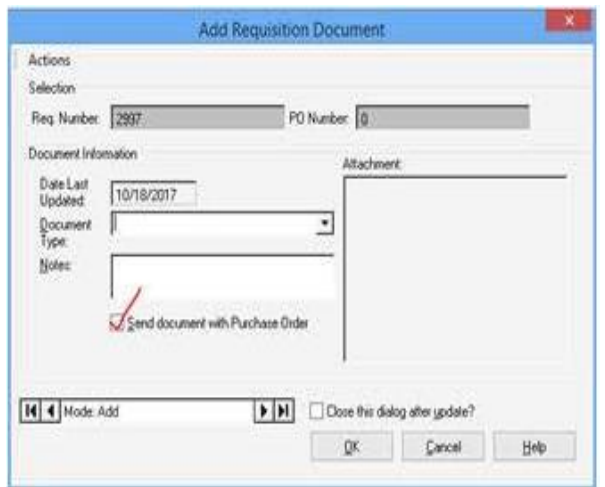
Both departments will be under the guidance and support of Diane Meulemans and her team for the 2018/2019 School Year.

Let's make it a great school year!



Did you know that you can ensure your quote makes it to the vendor?

How you may ask . . . When entering your requisition, you have the option to attach a document/quote. Check the send document box and your documents will go straight to the vendor.



Wellness Committee

In May 2018, the TUHSD Wellness Committee introduced the **Quizzify Program** to benefited staff @ TUHSD. Quizzify quizzes consist of 10 multiple choice questions about health and wellness. If you don't know the answer, not a problem. . . you can research (*cheat*) to get the answer correct! This is good cheating as you will increase your knowledge about the subject presented in the question.

Participating, benefit eligible, staff will be entered into monthly and quarterly drawings, and a grand prize drawing will be held at the end of the program for those who participate in 9 out of the 12 months.

How to Register? You can contact info@Quizzify.com for help in getting registered if you have not done so already. Please join us in learning great health and wellness info through this quick and easy process.

- If you are interested in joining the TUHSD Wellness Committee, please contact Karen B. @ kbarattia@tuhsd.k12.az.us. Meetings are held the 3rd Thursday of each month @ DO 3:30 p.m. – 5:00 p.m.

Make sure to also visit the TUHSD Wellness Page on our website for wellness info 24/7.

Payroll Ponderings

As of July 1, 2018 AZ House Bill 2370 amended Section 23-351 of Arizona Revised Statutes relating to the payment of wages. Because of this, you will now receive your pay **three days earlier** than you have in the past. For example, the original payday of Friday, August 3, 2018 will now be Tuesday, July 31, 2018.

Non-Exempt Employees: The payroll team will continue to review reports to check hours worked against scheduled hours to help ensure employees are receiving accurate pay. However, it is the employee's responsibility to ensure all hours worked and leave taken are accurately reported in the TCP system. If an employee does not approve his or her hours and does not receive a full paycheck, the employee will have to wait until the next regularly scheduled payday to receive compensation. ***It is critical to your paycheck that you review and approve your hours worked by Friday of each week.*** Any hours worked over the weekend will have to be reported by 9am the following Monday morning.



Tempe Union High School District

Business Briefs

Nutrition Nibbles

The start of a new school year is a great time for changing up our old routines. Breaking away from bad habits-or just boring ones, and try something new.

Where better to start than with your lunch box? After all, we all have to eat lunch so there's no reason it has to be the *same* lunch every day. Sure, it's easy to keep packing the same old turkey sandwich and apple and chips, Monday through Friday . . . but then one day, after three weeks of the same thing, you can find yourself pulling out that box at lunch and realizing you just **can't face** one more turkey sandwich. Next thing you know, you're hitting the drive-through and wolfing down a bacon double cheeseburger and spending the rest of the afternoon feeling bloated and greasy. Here's one idea to try and start off the lunch time with yummy!

Avocado Chicken Salad

- Ingredients:**
2 cups shredded chicken (*purchase one already roasted and shred to save time*)
1 avocado
1/2 tsp garlic powder
1/2 tsp salt
1/2 tsp pepper
2 tsp lime juice
1 tsp fresh cilantro
1/4 cup mayo
1/4 cup plain Greek Yogurt



Mix all ingredients and let refrigerate 20 minutes to combine flavors.

Enjoy!!

Questions? You can find Department and Contact Information listed on the Business Services Tab on the TUHSD Website or click on: [TUHSD Business Svcs Departments](#)