



As we soon approach the close of the 2018-2019 school year, Business Services invites you to read a few year end notifications that will help you through the final days. We are pleased to have been able to share information with you and will continue to work hard throughout the Summer to close out the fiscal year and prepare for SY 2019-2020.



We are here to be of service to you, students, families and the community. Please feel free to reach out at anytime if you have questions or need information. Have a Happy and Safe Summer.

TUHSD Employee Assistance Program (EAP)

Aetna Resources For Living is an employer-sponsored program, available at no cost to you and all members of your household. That includes dependent children up to age 26, whether or not they live at home. Services are confidential and available 24 hours a day, 7 days a week.

- Counseling and Relationship Support
- Web-Based Resources
- Worklife Balance Services
- Legal Services
- Financial Services
- Other Services

Employee Assistance Program (Aetna Resources for Living)
 To access services for the EAP call 1-888-238-6232 or visit their website at www.resourcesforliving.com
 Username: TUHSD
 Password: resources

Resources for Living – Monthly Webinars Login and register for a webinar today!
Once on Resources for Living website, click on Webinars link above Quick Links and select visit Upcoming Webinars to register.

Access TUHSD Wellness page anytime for health and wellness information. [TUHSD Wellness Page](#)

Tempe Union High School District
Business Briefs

iVisions Purchase Requisition Dates

FY 2019/2020 Purchase Requisition Entry Will Begin: May 20, 2019
Last Day for Warehouse Orders: May 31, 2019
Last Day to Use Blanket Purchase Orders: June 15, 2019
All Items MUST BE Received on 2018/2019 P.O.'s by: June 28, 2019

Please send all invoices promptly to Accounts Payable

NEED TO KNOW . . . Information regarding recent data breach

Availity, a third party administrator to numerous health insurers which provides a portal permitting insurance and healthcare providers to electronically exchange information, notified Aetna in February 2019 of its ongoing investigation regarding fraudulent portal accounts and a data breach. Availity immediately suspended the unknown fraudulent portal accounts created by an unauthorized person. Availity will continue to investigate any discoveries that may affect Aetna members and will notify us if such discoveries impact members of our health benefit plan.





If you have any questions regarding your Banner Aetna Plan, please contact customer service at: 1-844-267-2253.

PLOPS/Maintenance




Summer Break Closure and Shutdown May 25 – July 19, 2019 Energy Program Reminder

Please do your part to support and fully participate in the Energy Conservation Program. Thank you for your help!

IT Department is asking for **All Staff** to:

-  Leave desktop computers and laptop carts plugged in and left on
-  Turn off computer monitors
-  Personal laptops can be turned off (if left at the site)
-  IT Department will perform regular maintenance on all computers throughout the District

Additionally:

-  Turn off non-IT equipment such as printers, coffee makers, microwaves, fans, projectors, stereo equipment, etc.
-  Close Your Blinds
-  Last Out = Lights Off

Please clean out and unplug all refrigerators. Please leave a towel for freezer water and prop open the doors to help prevent mildew and mold from growing.

Our custodial and facilities staff will ensure that building temperatures are comfortable when you return.

Purchasing Power

Purchasing FAQs

Did you know Purchasing has helpful answers to common questions? Look for “Purchasing FAQ’s” when you are logged in as staff on the Tempe Union webpage, scroll down to Purchasing and Warehouse and look for the tab.

▼ Purchasing/Warehouse

After the Fact

Cleared Vendors

Purchasing FAQ

Have a great Summer!

Payroll Ponderings

Direct Deposit and iVisions Portal

You can now Add, Change and Delete your direct deposit information on the iVisions portal! Go to Pay/Tax Information>Direct Deposit. This will show you the Description, Bank, Account type and Distribution of current direct deposit accounts. Click the Make Changes button and then click on the appropriate buttons to edit, delete or add new accounts.

This new option allows employee’s access to make changes online 24/7. Since iVisions will require your logon, it also adds another layer of security. Data in the iVisions portal will be processed based on the pay period deadline. For emergency deletions of account information (i.e. bank fraud) enter your request online and follow up with an email to dopayroll@tuhsd.k12.az.us.

New hire employees will continue to provide HR with their documents to initiate Direct Deposit.

Employees who do not wish to use the iVisions portal may hand deliver their documents to the payroll office. An ID will be required. The payroll department will only accept documents from the employee requesting the change.

Nutrition Nibbles

Reduce Food Waste

The EPA reports that in 2010, Americans generated 34 million tons of food waste, that is 40% of our food mostly in our homes. Reducing your own food waste will save you money and help out the local landfill. Plan your meals so you cook the food you purchased. To do this, make sure you rotate the oldest food to the front of the refrigerator, or you may want to use some frozen foods to minimize waste. Keep your refrigerator and freezer set at the proper temperature.



Cleaning refrigerator coils based on the manufacturer's recommendations reduces energy costs. If you want to be even “greener”, try composting in your back yard. Don't have a back yard? There are plenty of in-home composting options available.

