



Welcome Back! We hope that you had a wonderful Summer and were able to relax and recharge. Business Services would like to help you start the new year with some useful information to kick off the new year right!

Please let us know how we can assist you in the 2019-2020 School Year. Have a great year!



Budget and Finance Basics:

Campus Financial Reports Folders Available

Do you manage a campus Course Fee account, Student Club account, Tax Credit account, Dual Enrollment (Rio) Account, M&O, or Capital account? If so, you should know there is a way for you to get account balance information without having to run iVisions reports or ask someone on campus to provide you with this information. In addition, the reports contain verbal name descriptions of the Course Fees accounts, Student Club accounts, etc.

How? Simple, if you are a Campus Administrator, Campus Administrator's Assistant, or Department Chair, you should already have access: Login to your computer, go to your network drive, open the folder **Financial Reports**. This folder contains sub-folders with the various account balance report information. The account balance information is currently updated weekly; we plan to update these reports daily by the end of the semester. If you do not have access, you should submit an IT Support Ticket to obtain access to your campus Financial Reports folder.

If you manage a District Office Department, similar Financial Reports will be available for your department by the end of the semester.

Payroll Ponderings

Please note the following changes to payroll check information:

1. Direct Deposit – to add new accounts or make changes to existing accounts, you must go through the iVisions portal or you must come in to the payroll office with identification before a change will be made. If an emergency STOP is required, we will accept an email or a phone call. However, you will be required to answer confidential information before we will take action.
2. Employees who do not have Direct Deposit: Effective 9/01/2019, all employee payroll checks will be mailed to the employee's home address on file. Address changes can be made in the iVisions portal.

Nutrition Nibbles

Farm To School

Farm to School is a Program in the United States through which schools buy and feature locally produced farm-fresh foods.



Did you know Tempe Union HSD Food and Nutrition Department, when choosing a produce company, places a large weight on where the company gets the produce that ends up in our cafeterias? We pick the company that receives a lot of the produce and product from Arizona growers. This way our students are getting the freshest we can find.

Technology Bytes

Our Name has Changed, but our great service remains the same. TIIS is now: **INFORMATION TECHNOLOGY DEPARTMENT**

Looking for some IT help? Visit: [TechnologyServices>SoftwareLearning Center](#) on the TUHSD website. You will find current learning tools and various software currently utilized by our classified and administrative teams. If you are struggling with a process or need additional assistance, please put in a training request.

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TECHNOLOGY SERVICES **Software Learning Center**

Welcome to the **Software Learning Center**. This site is a Knowledge Center for District Software, commonly utilized by Classified and Administrative Staff. Our goal is to provide staff with the resources and training needed to make their job easier.

Use the **buttons** below to find Quick Reference Guides (QRG's) and *Video Tutorials* for:

Purchasing Power

Check out the **Purchasing & Warehouse Page** on the District Website: [Purchasing Page](#)

You will find many helpful features including the **Vendor Registration Tab** which has our vendor add form and examples of documents required to get a vendor added to **iVisions**.

There is also a PowerPoint presentation, for your viewing pleasure, to learn about **After the Fact Purchase Orders**.

Warehouse Inventory: Did you know the Warehouse stocks paper towels, toilet paper, and 8.5"x11" white copy paper?

The District orders in bulk quantities to save money and each school receives an allocated amount. Your site's administrative assistant can enter the requisition for these items through the **Warehouse Module** in **iVisions**.



Property Disposal/Transfer Process

TUHSD has a specific process in place for disposing of, or transferring, all District property. Big to small, unused or damaged, and everything in between! The process is:

1. Fill out the NEW disposal/transfer form: tempeunion.org/prop-control-procedures. Include the asset tag # (if applicable), item location on campus (i.e. room number) and any other descriptive information about the item(s) on the form. If the item(s) need to be transferred to another site make sure to fill out the section stating 'FROM SITE:' and 'TO SITE:' including room numbers. [NOTE: if the items are technology items, i.e. computers, IPADS, projectors, etc. you will need to contact your campus tech person to handle this process and paperwork.]
2. Get your department head and principal to sign off on the bottom of the disposal/transfer form.
3. Send the disposal/transfer form, either as a scanned attachment via email or through inner office mail, to Madeline Cypert (mcypert@tempeunion.org), Property Control Specialist, District Office.
4. Once approved you will be copied on an email, showing approval and informing the plant foreman at your site and the DO warehouse staff that these items need to be picked up.
5. The plant foremen will facilitate gathering the items from their location and DO warehouse staff will pick the item(s) up from the plant foreman.

That's it! If you have any questions about this process please do not hesitate to contact Madeline at mcypert@tempeunion.org or Ext. 13021.

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

