

The holiday season is the perfect time to reflect on all of the things that we are thankful for and to look forward to a new year with hope and excitement. TUHSD Business Services Departments appreciate all that you do to support our students, staff, and community.



Happy Holidays!



Payroll Ponderings

Two major changes are coming your way effective January 1, 2020!

1. TCP is getting easier! There will be four event worker job codes per campus for the following event worker types: EW Bookstore Manager, EW Security Athletics, EW Ticket Taker/Ticket Seller, and EW Other Athletics. (Number of job codes reduced from 60 to 4 per campus!) Job codes will no longer be identified by sport, and any job not specifically identified as bookstore manager, security guard, or ticket taker/ticket seller will be identified as "other."

A HUGE shout out to the finance department for helping to make this change possible!!

2. The IRS Form W-4 is getting a major overhaul! The IRS has been working on implementing the Tax Cuts and Jobs Act (TCJA) for the modifications required for tax years 2018-2025 since December of 2017. The redesign of the 2020 W-4 is expected to reduce complexity and increase transparency and accuracy of the withholding system.

At this time, nothing is required of our current employees. Employee's hired on or after January 1, 2020 as well as current employees changing their withholdings as of that date will be required to complete the new form.

The IRS advises all tax payers to complete a paycheck checkup to ensure the right amount of taxes are being withheld based on your overall tax situation. To complete the paycheck checkup log on to [IRS.gov](https://www.irs.gov), scroll down to the pictures section and click on Tax Withholding Estimator. FAQ's and the new Form W4 are also available for review on the [IRS.gov](https://www.irs.gov) website.

Technology Bytes

The IT Department is excited for our second year of the **Business Services \$50,000 Innovation Grant**. In February 2019, teachers and staff from all schools were invited to submit their proposals on how to improve classrooms, provide new skills, and tackle real-world problems through the use of varied technology and equipment. Many outstanding proposals were received on how to use the \$50,000 grant to improve the learning environment.

In April of 2019, our first winning teams for the grant funds were announced. **Winners: District-Wide Life Skills** (Pam Rottas & Kathy Minard) and **McClintock Science** (Sarah Galloway). Both proposals were awarded \$50,000 to use toward their plans.

BE THE NEXT WINNER! Look for the 2020 Innovation Grant Application coming out this month. The grant evaluation committee is looking for proposals that use not only innovative technology (equipment, applications, or software) but also classroom equipment, curriculum, and/or partnerships with the community. All subject areas and departments are encouraged to apply.



Print Shop

TUHSD Print Shop will be open during winter break. (Closed - December 24, 25, 31, and January 1, 2020.

Reminders:

- Make sure that the purchase order number used is the correct one assigned to your site for printing. If you are unsure of that number, reach out to your site's administrative assistant.
- Make sure to update your **DEFAULT LOCATION** to the school site where you are currently located. This ensures that the orders are billed and shipped to the correct location. To make this change select:  (located on the staff home page of the TUHSD website), login, select the Profile tab, and change the "Default Location" dropdown box to your location.
- If you have a true **RUSH ORDER** send an email to Print Shop Specialist, Marc Alberti: malberti@tempeunion.org. In the title, list **RUSH**, order number, and item number.

Nutrition Nibbles

"Meat" the new plant based meat alternative craze

Plant-based alternatives to animal-based foods are not a new phenomenon. Tofu, for example, has often been treated as an alternative to meat for centuries. In more recent decades, food companies have processed mixtures of soy and other legumes, grains, and a variety of plants into burgers, nuggets, sausages, and other meat-shaped products. Many restaurants are providing these options to customers as the demand increases.

Purchasing Power

Vendor Search:

- ❖ Looking for a specific type of vendor?
- ❖ What about a vendor you know you have used in the past but cannot find in iVisions now?

If you find yourself asking these questions, please reach out to the Purchasing Department - dopurch@tempeunion.org

We are happy to work together and locate a vendor who can help fulfill your needs. We can also reach out to previously active vendors to determine why they are inactive and possibly get them returned to active status.

Travel Documents

The Travel Committee has updated In-State and Out-of-State travel documents to be more user friendly. Please visit the TUHSD Website, Staff Tab, Travel to use the fillable travel reimbursement form.

[Link to Travel Page](#)

