

"Spring is Nature's Way of Saying, Let's party!" Robin Williams



- ❖ Spend your tax return on something fun (or save it for a rainy day)
- ❖ Grab a bucket and do some spring cleaning, declutter your house and your mind
- ❖ Sit back with a great book and a refreshing glass of tea
- ❖ Enjoy a cool morning walk don't forget to take time to smell the roses
- ❖ Make time for family and friends

Whatever you choose to do, do it safely, unselfishly, and with kindness.

Payroll Ponderings:

NOVATime Anywhere for Hourly Paid Employees

We hope that you took advantage of one of the many opportunities provided by the IT Department to attend in-person training sessions on the new timekeeping system. If you were unable to attend, documents and videos of the required actions you must take to clock in and out, enter time off, and submit your timesheet are available on the payroll page of the District's website.

Your Responsibilities:

- Clock in and out each day (includes clocking out and in from lunch each day)
- Immediately communicate any missing punches to your supervisor so corrections can be made
- Request time off for hours and/or days that are missing from your required shift hours each week (continue to request time off in advance as you normally would)
- Submit your timesheet at the end of the pay period (do not approve/submit daily or weekly)



Supervisor Responsibilities:

- Review hours worked
- Correct missed punches
- Approve (or deny) time off requests
- Approve timesheets at the end of the pay period (do not approve daily or weekly)

Payroll Responsibilities:

- Review overall time submitted by employees for discrepancies
- Communicate concerns with supervisors and employees when appropriate
 - Resolve issues if responses are received in time
- Import hours into the payroll system
- Verify that the hours in the payroll system match the hours in NOVATime
- Process pay

Retiring or Resigning?

When you submit your resignation, a Termination Personnel Action Request (TERM PAR) is completed on your behalf. The TERM PAR processes through the Payroll Department which then calculates any termination benefits due to you based on Policy GCQD. No further action is required on your behalf to initiate payout of leave balances.

ASRS Ending Payroll Verifications will be completed after your final payroll has been processed.



Budget and Finance Basics:

REMINDER: iVisions Purchase Requisition Dates

FY 2021/2022 – Deadline to submit purchase requisitions is: **April 30, 2022**

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

FY 2022/2023 – Purchase requisition entry begins **May 13, 2022**

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



Student Lunch Account Balances

When we move forward to the new school year, all student and faculty account balances will automatically carry over. Seniors and students who are not returning in the 2022/23 school year can request a refund by sending an email to cmori@tuhsd.k12.az.us

Free Breakfast & Lunch will be offered to All Students at MHS for Summer Education Academy

Breakfast: 7:00 – 7:25 a.m. and 8:45 – 9:10 a.m. / Lunch 10:30 – 11:00 a.m. and 12:45 - 1:00 p.m.

Please encourage students to make time to grab breakfast and lunch during our serving times.

New Changes Coming in the 2022/2023 School Year

The USDA waiver program that provided free lunch to ALL students during the COVID 19 pandemic ends June 30, 2022. Beginning July 1, 2022, ALL students *will be require to PAY* unless they qualify for free/reduced meals.

Families are encouraged to complete a lunch application for the 2022/2023 school year. Applications are available July 1, 2022 at each school office or can be downloaded at <https://family.titank12.com/>.



Purchasing Power:

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 years, please check with the Purchasing Department to ensure that they are still an active vendor with current documentation on file. TUHSD's minimum required documents to register a vendor are: W9, Certificate of Insurance (COI), TUHSD Vendor Registration Form, and IVP Fingerprint (if applicable). Additional documents may be needed depending on the venue and work provided.

What is a COI? A Certificate of Insurance is proof of liability insurance issued by an insurance broker. It is used to provide information on specific liability coverage such as types and limits of coverage, insurance company, policy number, named insured, additional insured and the policy's expiration date.

Why do we need a COI? An incident resulting from a vendor's work or equipment could result in property damage to TUHSD or a liability claim from an injured student, employee, or visitor. It is prudent for TUHSD to ensure our vendors have liability insurance with adequate coverage.