



Welcome to the first issue of the Business Services Department Newsletter. We recently sent out a Business Services Department Survey asking you to let us know about topics and learning opportunities that you are interested in. Your feedback helps us understand your needs, some of which will be used in creating periodic newsletters and/or roadshow workshops. Thank you!! We look forward to bringing you useful and fun information.

Who Are We? The Business Services Department at Tempe Union High School District is comprised of the following departments and services: Budget and Finance, Food & Nutrition, Payroll, Purchasing & Warehouse, Technology Infrastructure & Information Systems, Facility Use, Contract Administration, Property Control and Print Shop. We are here to be of service to you, students, families and the community. Please check out department information on the District Website and feel free to contact our staff with questions.

Payroll Ponderings:

TimeClock Plus – Helpful Hints

Request for Time Off:

When entering a request for time off, enter the total number of hours in the Hours box.

Add Employee Request

Enter the number of hours you are requesting for the absence. (Not the end time of the absence.)

Employee: Matt Miller (TEST) [738]
Date requested: 2/13/2017
Start time: 07:30 AM
Hours: 7:30
Days: 1

Approving Hours:

Approving hours in TCP is the equivalent of signing a timecard. Even though you have clocked in and out and entered a request for time off, you still need to approve the hours for which you will be paid. To approve your hours, log on to TimeClock Plus, go to View, then View Hours. Click in all the boxes under the E:

VIEW HOURS

Navigate period: 02/26 - 03/04

	Notes	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
<input checked="" type="checkbox"/>		3/1/2017 08:00 AM	<< Time sheet >>	7:30	7:30	7:30	7:30	43 - VACATION 7.50

Budgeting and Finance Basics:



True or False - Q&A's with Business Services

- Accounts Payable:** School Districts only have 60 days after the end of the Fiscal year (June 30) to pay invoices for goods received or services provided before June 30th? **True:** For invoice payments, State guidelines only allow 60 days after the end of the Fiscal Year. Please do your part to submit your invoices for payment within the State timelines. Doing so allows us to properly pay and maintain good relations with our vendors.
- iVisions:** The new iVisions Portal does not have the ability to show the Budget Meters that the previous iVisions Portal provided? **False:** The new iVisions Portal has the functionality to provide Budget Meters. However, they must be set up from scratch. The Budget Meters will be fully restored on the new iVisions Portal by the end of March 2017.
- Bookstores:** Parents are able to pay online for Bookstore items such as Course Fees? **True:** A new online payment portal for Bookstore items such as Course Fees will be available to parents by the end of March 2017. If you are interested in featuring Bookstore items on our new online payment portal, please contact: Leslie Coca-Udave, Campus Bookstore Supervisor.



Nutrition Nibbles:



Food Sales During School Hours

All food sales during school hours are to be approved by the Food & Nutrition Director. In order to sustain our food service department, and in compliance with District policy, no food sales are allowed during the lunch periods. Policy EFE.

Did You Know?

The Food & Nutrition Department is a Federally funded program making it necessary to generate its own revenue to sustain itself.

Food Facts:

- 🍯 Honey is the only food edible to humans that will never go bad
- 🍷 The word "onion" in Latin means "large pearl"
- 🍠 Yams and sweet potatoes are not the same thing
- 🍮 5 Jell-O flavors that flopped: celery, coffee, cola, apple and chocolate

Technology Bytes:

- Q.** Why do I need to submit a ticket?
A. In order to best serve you we need to have a way to account for staffing and prioritize workloads for the Tech Department.

Tech people are your friends. Do not be afraid to communicate to your assigned Tech Support at your school. No question is too small even if you don't talk the Tech Language.



Fun Fact:

Did you know ...
 Time Magazine
 Named the Computer
"Man Of The Year" in 1982

Purchasing Power:

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, additionally insured and the policies' expiration date.

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

How do I copy a Requisition into the New Fiscal Year? Log on to iVisions Portal: Self Service: Information Center: where you can download a step-by-step worksheet.

REMINDERS:

- Year End Cut off for Requisitions: April 28, 2017
- Last Day for Warehouse Orders: May 26, 2017