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## Business Office Newsletter October 2020

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Dear Staff,

Welcome back! This is my first newsletter of the year. As we all know it has been very tumultuous times and we are doing what we can to support the staff and students.

**Kimberly M. Lewis, District Director of Business and Finance**

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### Business Office Staff Changes

Jeanine Leo who handled our Accounts Payable resigned in August and we have shifted Beth Carusone to this assignment. Beth has primarily handled the student extra-classroom accounts.

### COVID-19 - PPE

We now have stocked in our Central Stores ample personal protective equipment such as facial coverings, hand sanitizer, gloves, gowns, student screens among other items. Replenishment of items such as the facial coverings and hand sanitizer are requested by the building secretary through our Central Stores ordering system. There are a number of additional items that are available to address specific situations and can be provided upon approval or the Building Administrator or Covid Coordinator. Please be assured that our commitment is to make sure all appropriate PPE is readily available.

Are there supply chain delays? For certain custom items or high demand items – such as the clear sneeze guards we had some delay as all schools and businesses were requesting them. We have not experienced any delays with our facial coverings.

Need a form? Visit our website  
click [here for Business Office Forms](#)

### Upcoming Events

#### October 9

- SFT Dues Deduction begins – 19 paychecks
- SFT VOTE-COPE deduction begins – 19 paychecks
- SFT-Paras – first check with 9 day pay
- Severance pay for O&M and Secretaries

#### October 23

- Regular pay period
- Vacation payout for O&M and Secretaries laid off

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### Staff

**Kimberly M. Lewis**, District Director of Business & Finance

**Taryn Breen**, Assistant School Business Official

**Stacey Tasselmyer**, Executive Secretary

**Katie Devine**, District Treasurer

**Billy Carr**, Fiscal Analyst

**Ann Testa**, Tax Collector & Deputy Treasurer

**Elaine Reynolds**, Food Service Manager

**Kristin Chotkowski**, Purchasing Agent

**Beth Carusone**, Senior Account Clerk Typist

**Nicole Livingston**, Senior Account Clerk Typist

**Angela MacVila**, Senior Account Clerk Typist

**Mekkah Bergeron** Senior Payroll Audit Clerk

**Lakeram Ramprasad**, Senior Payroll Audit Clerk

**Irene Mazzucco**, Account Clerk Typist

[Who to contact list](#)

## Payroll Office

**Para summer medical insurance reconciliation** – The employee's share of their July and August premium is collected over the 10 months preceding the summer. The amount we collect is an estimated premium as rates are not finalized until April. We complete a reconciliation annually.

**First step** – reconcile the estimate amount taken versus the actual premium for the summer.

**Second step** – we calculate the estimated increase to the premium for the following summer.

**Third step** – those two amounts are added together and then divided among the 20 pays.

**Result** – any extra or under the collection is factored into the balance to be collected.

## Let's Talk Stats July - September

### Business Office Area

Total: 5

Dialogue Age: 1.1 days

### Payroll Office Area

Total: 378

Dialogue Age: 1.3 days

## Has something changed in your life that we need to know?

If your name, address, phone number or email changed, then you need to complete the [change form](#) and submit in **Let's Talk to the Human Resources (not Payroll)** interest area.

Please also remember to contact the Pension systems – ERS or TRS to report changes of your name or address as well.

Changes to your family? Additions or deletions? Make sure that you report those through the Health Insurance Employee Portal.

## Direct Deposit Electronic Paystub Campaign



### October 9 payroll

60 Live checks

1,200 total direct deposit checks

802 - 66% receiving paystub via email

398 - 34% still receiving a paper paystub

Don't delay, sign up for electronic receipt of your paystub. Here is the [form](#) to select email delivery.

## Annual Salary and Attendance Statements

NVision, our accounting software now has the ability to send these statements by email, so please be on the look-out for your statement!