



OFFICE OF TREASURER

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Organization Chart





Core Service: Financial Reporting & Analysis

- Develop district's Five-Year Forecast
- Publish monthly financial statements
- Produce annual tax budget
- Publish Comprehensive Annual Financial vendor Report
- Submit financial reporting to Ohio's EMIS (Education Management Information System)
- Publish fixed asset reporting
- Process debt management and payments

Core Service: Payroll

- Post time and attendance
- Run payroll checks
- Process individual deductions - W4 forms
- Process tax and garnishment payments
- File payroll tax returns and W2 forms

Core Service: Accounts Receivable

- Post revenues
- Reconcile revenue to bank statements
- Bill for Payment in Lieu of Taxes Agreements
- Deposit checks and cash received
- Manage collection of student fees

Core Service: Financial Technology

- Administer financial software system
- Administer financial dashboard
- Administer time-reporting software

Core Service: Accounts Payable

- Enter vendor invoices received
- Pay vendors
- Reconcile PNC credit cards and statements

Core Service: Budget, Accounting, Grants

- Support and analyze school and department budgets
- Manage position control
- Process budget transfers
- Monitor grant compliance
- Manage state and federal financial reporting



OFFICE OF TREASURER

Procedures and Forms

Treasurer's University

The most recent forms and processes are available at Treasurer's University.

<https://sites.google.com/a/cpsboe.k12.oh.us/treasurer-office/treas-university>

The hyperlinks in this document can all be accessed through the Treasurer's manual on the "Departments" page in the MyCPS site.

<https://mycps.cps-k12.org/departments>

Budgeting:

Budget Transfer

Click [Here](#) for Budget Transfer Request Instructions.

Student Activity Funds

What are Student Activity Programs/Funds (SAF)?

- Activity programs that are supportive of or complimentary to the core academic curriculum.
- Programs that serve a legitimate public purpose.
- Ohio Auditor of State Guideline for Student Activity Programs states, "If more than fifty dollars a year is received through a student activity program – on school property and those collected at school-sponsored functions off school property – are considered public funds that are to be deposited and accounted for following procedures established by the district for student activity funds."
- Any and all SAF projects must be self-supporting – no lending /borrowing allowed to establish or bail out other SAF projects.



OFFICE OF TREASURER

Procedures and Forms (cont.)

Budgeting (cont.):

Student Activity Funds(cont.)

What are Student Activity Programs/Funds (SAF)? (cont.)

- Each project must have a zero or positive cash balance by June 30th of each fiscal year.

How are SAF activity groups established?

- Activity Sponsor writes up SAF Purpose Clause and Budget Plan for the purposed student activity and submits both to the School Treasurer.
- The School Treasurer reviews for mathematical errors and then submits both to the Principal.
- Principal reviews both documents, signs off as approved and then returns both documents to School Treasurer.
- School Treasurer submits both documents to the Treasurer' Office via the green pony bag.

What are the SAF roles?

- **Treasurer's Office** is responsible for:
 - The development and enforcement of policies and procedures for SAF programs.
- **Principal** is responsible for:
 - The annual appointment of SAF Activity Sponsors for each student activity project/account – must be a District Employee.



OFFICE OF TREASURER

Procedures and Forms (cont.)

Budgeting (cont.):

Student Activity Funds(cont.)

School Cashier/Treasurer is responsible for:

- The annual appointment of School Cashier/Treasurer – must be a District Employee.
- Reviewing and approving the annual SAF budgets.
- Approving all fundraising activities in his/her school building.
- Approving all financial transactions for the activity groups.
- Performing the technical duties required in the administration of SAFs and other financial duties.
- May be responsible for other non-SAF accounts.
- Student Instructional Fees, Uniforms and Student Stores – Fund 009.
- Textbook Damage, Lost Books, and Lost/Damaged School Property – Fund 001.
- Copy Clicks for NSO (i.e. YMCA, Imani Afterschool Center) – Fund 014.
- Keeping a running total of cash balances for each SAF project.
- Providing reasonable time and resources for School Treasurer to complete transactional and financial requirements for the purchasing, collecting, depositing and recording procedures. Removal or separation from other duties (such as answering a switchboard or any other task performed according to the immediate demands of students, personnel, or the public) sufficient to properly accomplish such financial requirements, with an uninterrupted focus on this business.



OFFICE OF TREASURER

Procedures and Forms (cont.)

Budgeting (cont.):

Student Activity Funds(cont.)

Activity Sponsor is responsible for :

- Preparing the purpose clause and annual budget for the activity group.
- Supervising the activities of the activity group, including preparation of fund raising potentials, proofs of cash, and other appropriate documents.
- Trust Funds and Endowments – Funds 007 and 008.
- Principals Fund – Fund 018.
- Specific Grant Accounts – Fund 019.

School Accountant is responsible for:

- Reviewing the two documents for conformance to established District policies.
- Establishing a revenue account for depositing the funds and expense accounts for purchases using USAS and EMIS established guidelines.
- Loading the budget expenditures and expected revenue into the current financial system.
- Returning two copies of the forms to the School Treasurer – one for them and one for the Activity Sponsor.



OFFICE OF TREASURER

Procedures and Forms (cont.)

Budgeting (cont.):

Student Activity Funds(cont.)

Activity Sponsor may begin to implement the approved plan by:

- Seeking donations for startup funds.
- Conducting an approved fundraising project for startup funds.
- ***Please note: The District does not provide any startup funds to help establish any SAF activity group***

What information is needed on the SAF Purpose Clause and Budget Plan?

- ***Purpose Clause*** – the purpose of the project and means of achieving goals
- Name of the activity group
- School name
- Date and fiscal year
- Indication of original or revision form
- Concise and general statement of the purpose of the activity group
- If known the revenue and expense account codes
- Signature of both the Activity Sponsor and Principal
- .Indication of original or revision form



OFFICE OF TREASURER

Procedures and Forms (cont.)

Budgeting (cont.):

Student Activity Funds(cont.)

What information is needed on the SAF Purpose Clause and Budget Plan?(cont.)

- **Budget Plan** – plans for raising revenue and expenditures of the project
- Name of the activity group
- School name
- Date and fiscal year
- Expected revenue from all sources
- Expected expenditures for all payments
- If known the revenue and expense account codes
- Signature of both the Activity Sponsor and Principal
- **Please note: Budget equals estimations and cash available equals reality**

What SAF accounts are required?

- All schools within the CPS District must have at least the following two Principal-Sponsored SAF Accounts (Principal is considered the Sponsor and the CPS District Treasurer approve:
- **Pupil Services Account** – benefits the entire school student body or the entire student body has a chance to participate (i.e. honor roll incentives, perfect attendance incentives, guess speaker for school-wide assembly)
- **Clearing Account** – used for field trip admissions and buses **only**



OFFICE OF TREASURER

Procedures and Forms (cont.)

Budgeting (cont.):

Student Activity Funds(cont.)

What forms of payment are accepted?

- Cash – United States Dollar (USD) Currency
- Cashier's Check (USD)
- Certified Check (USD)
- Money Order (USD)
- Corporate or Company Check (USD)
- Obligations can be paid online with checks and credit cards at PayForIt.net
- **No Personal checks can be accepted** - only for donations



OFFICE OF TREASURER

Procedures and Forms (cont.)

Budgeting (cont.):

Student Activity Funds(cont.)

What Board Policies/Procedures should School Staff be familiar with pertaining to SAF?

- 2430 – District –Sponsored Clubs and Activities
- 5722 – Policy Scholl-Sponsored Publications and Productions
- 5730 – Policy Equal Access for Non-District Sponsored Student Clubs and Activities
- 5820 – Student Government
- 5830 – Student Fundraising
- 5840 – Student Groups
- 5850 – School Social Events
- 6152 – Student Fees, Fines and Charges
- 6152.01 – Waiver of School Fees
- 6600 – Deposit of Public Funds: Cash Collection Points
- 6610 – Student Activity funds
- 6621 – Change Fund
- 7510 – Use of District Facilities and Property
- 8515 – Wellness
- 9212 – Non-School Organizations



OFFICE OF TREASURER

Procedures and Forms (cont.)

Budgeting (cont.):

Student Activity Funds(cont.)

What are the record keeping requirements for SAF?

For School Secretaries/Treasurers/Activity Sponsors for each SAF project account:

- Bank deposit file
- Copy of bank deposit slip
- Copy of pay-in order (RO and/or IF pay-in forms)
- Deposit report printout from SDMS
- SAF File Set
- Copy of Purpose Clause
- Copy of current Budget plan – with revisions if changed
- Purchase Requests/Quotes
- Packing Slips
- Reconciliation sheets for tickets sales/fund raisers
- Budget transfer
- Spreadsheet and/or report that is updated continually to ensure an accurate current
- Cash and budget balance
- Required practice – keep a current running total of all purchases and bank deposits for each SAF project (i.e. Quicken, Excel or paper/pencil)



OFFICE OF TREASURER

Procedures and Forms (cont.)

Budgeting (cont.):

Student Activity Funds(cont.)

What are the record keeping requirements for SAF?(cont.)

- Approval and permission slips for trips – field trips and overnight trips
- Any and all other documentation pertaining to the activity group

Encumbrance Processing

Click [Here](#) to learn about Encumbrances.

Budget to Actual Report

Click [Here](#) to learn how to run a Budget to Actual Report.

Click [Here](#) to watch the instructional video.



OFFICE OF TREASURER

Procedures and Forms (cont.)

Receivables:

SDMS New Employee Training

Click [Here](#) for the SDMS New Employee Training.

Refund Check Request

When you have a student or a vendor who has overpaid, you will need to fill out the Check Request form for the reimbursement. Please include documentation to show the overpayment.

When a student has overpaid, you will need to verify in PowerSchool that the student does not owe any other fees. You will need to print out the PowerSchool student fee report, so the Accountant and Accounts Payable can verify as well the student doesn't owe any other fees. Print out the receipt(s) to show the overpayment as back up documentation.

Fill out the Check Request form with the revenue FQA that the overpayment was applied to. In the Reason section, state the reason why the overpayment occurred. Make a copy for your school's records and then send the check request and documentation to your school accountant. The accountant will review & approve the form and send the check request to Accounts Payable to process it. The accountant will send you a copy of the signed approved request.

Note: If the student is owed a refund and there are no outstanding fees on the student's account, you will need to do a check refund request immediately. You cannot hold the "refund" to apply to a future student fee.

If the student does owe fees, apply the overpayment to the outstanding fee in PowerSchool. The transaction type will be credit. In the description section: Note that you are applying the overpayment to this fee. Also, put a note of the applied overpayment in the Payment Reference section.



OFFICE OF TREASURER

Procedures and Forms (cont.)

Receivables (cont.):

Reprint a Receipt

Click [Here](#) to learn how to Reprint a Receipt.

Department Level Invoicing

Click [Here](#) for Module Invoicing processes.

Entering Fees

Click [Here](#) for instructions on entering fees into PowerSchool.

Click [Here](#) for instructions on entering Student Fees.

The ORC code 3313.642 states that the board is not required to provide extracurricular materials for free:

(A) Except as provided in division (B) of this section and notwithstanding the provisions of sections 3313.48 and 3313.64 of the Revised Code, the board of education of a city, exempted village, or local school district shall not be required to furnish, free of charge, to the pupils attending the public schools any materials used in a course of instruction with the exception of the necessary textbooks or electronic textbooks required to be furnished without charge pursuant to section 3329.06 of the Revised Code. The board may, however, make provision by appropriations transferred from the general fund of the district or otherwise for furnishing free of charge any materials used in a course of instruction to such pupils as it determines are in serious financial need of such materials.



OFFICE OF TREASURER

Procedures and Forms (cont.)

Receivables (cont.):

Entering Fees (cont.):

(B) No board of education of a school district shall charge a fee to a pupil who is eligible for a free lunch under the "National School Lunch Act," 60 Stat. 230 (1946), 42 U.S.C. 1751, as amended, and the "Child Nutrition Act of 1966," 80 Stat. 885, 42 U.S.C. 1771, as amended, for any materials needed to enable the pupil to participate fully in a course of instruction. The prohibition in this division against charging a fee does not apply to any fee charged for any of the following:

- (1) Any materials needed to enable a pupil to participate fully in extracurricular activities or in any pupil enrichment program that is not a course of instruction;
- (2) Any tools, equipment, and materials that are necessary for workforce-readiness training within a career-technical education program that, to the extent the tools, equipment, and materials are not consumed, may be retained by the student upon course completion.

(C) Boards of education may adopt rules and regulations prescribing each of the following:

- (1) A schedule of fees for materials used in a course of instruction ;
- (2) A schedule of charges which may be imposed upon pupils for the loss, damage, or destruction of school apparatus, equipment, musical instruments, library material, textbooks, or electronic textbooks required to be furnished without charge, and for damage to school buildings. Except as provided in division (D) of this section, boards of education may enforce the payment of such fees and charges by withholding the grades and credits of the pupils concerned.



OFFICE OF TREASURER

Procedures and Forms (cont.)

Receivables (cont.):

Entering Fees (cont.):

(D) No board of education shall withhold the grades, credits, official transcripts, diploma, IEPs, or 504 plans of a pupil for nonpayment of fees for materials used in a course of instruction imposed under division (C) (1) of this section, if a complaint has been filed at any time in a juvenile court alleging that the pupil is an abused, neglected, or dependent child or if the pupil has been adjudicated an abused, neglected, or dependent child.

A board shall require that the grades, credits, official transcripts, IEPs, or 504 plan of a pupil described in this division be transferred immediately upon the receipt of either another district's or school's request for those records under section 3313.672 of the Revised Code or a juvenile judge's order under section 2151.272 of the Revised Code.

A board that is required to transfer records under division (D) of this section may request a copy of any order regarding the child's custody or placement issued pursuant to a complaint filed under section 2151.27 of the Revised Code. However, a board shall not withhold records required to be transferred under that division pending receipt of a copy of the order.

Deposit Procedures

Click [Here](#) for Deposit Procedure "Points to Remember".

Forms

Click [Here](#) for Student Fee form.

Click [Here](#) for Food Service Lunch Status form.

Click [Here](#) for the Donation form.

Click [Here](#) for the Reappointment of Cash Collection Duty form.



OFFICE OF TREASURER

Procedures and Forms (cont.)

Payables:

Receiving and Invoice Approvals

What is meant by a “good and proper” invoice?

1. Name of Contractor.
2. Invoice Number and Date.
3. Contract number or Purchase Order Number (PO).
4. Description, Unit Prices, and Extended (exactly as written on the PO and clearly stated on the invoice).
5. Quantities, Shipping Terms, and Payment Terms (exactly as written on the PO).
6. Line Items on the Invoice which agree with line items on the Procurement Document.
7. Complete Remittance Address.
8. Other information as required in the contract of purchase order.

Click [Here](#) for instructions on how to receive by quantity (Non-Catalog/Standard PO).

Click [Here](#) for instructions on how to receive by dollar amount (Blanket PO and Contracts).



OFFICE OF TREASURER

Procedures and Forms (cont.)

Payables (cont.):

Receiving and Invoice Approvals (cont.):

Scanning invoices: All invoices are scanned into our financial software in an effort to eliminate "lost" invoices. This includes employee reimbursements.

Processing Invoices: Invoices should be submitted directly to the Accounts Payable department. You can send them via email to Payable@cpsboe.k12.oh.us. If there are Invoices that are to be separated by different line items on a PO, please be sure to mark the line item number on the Invoice. Doing so will assist the AP Technicians in getting the Invoices paid timely and accurately.

AP Technician: Each technician is responsible for processing invoices for their assigned vendors. Click [here](#) to meet the current AP staff and to view their vendor assignments. The AP Technician is responsible for the complete process of each invoice from the point it is received until payment has been issued.

There are certain invoices that require additional approval:

- Invoices for blanket purchase orders: Upon entry of the invoice into BusinessPlus, the invoice will require the approval of the budget owner.
- Shipping charges: Upon entry of the invoice into BusinessPlus, if an adjustment (increase) of shipping charges occur; the approval of the requisition creator is required.

Click [Here](#) for instructions on invoice approvals through workflow list.



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Procedures and Forms (cont.)

Payables (cont.):

Travel Reimbursement

Travel expense guidelines:

1. Gratuity – Reimbursable up to 15% of allowable charges.
2. Alcohol and associated taxes & gratuities – Not covered, please adjust your expenses accordingly.
3. Trip protection – Seat selection, any extra expense on airline flights, and car rental are not covered.
4. Meals – Not more than one during one sitting (entrée, appetizer, drink, and/or dessert).
5. Mileage – Must begin at the employee's work location and not home. Will cover the trip to and from the conference only.
6. Missing Receipts – No reimbursement.
7. Non-itemized Receipts – only reimbursed \$5 (if the receipt is less than \$5, the lesser amount will be paid).
8. Car rental does not include insurance, roadside assistance, extra drivers, or any added features.
9. Per Diem rates are based on the meals consumed in one day. The rates will vary according to the city visited.
10. Registration Fees – are reimbursable but membership fees are not. Books/materials are reimbursable at the approval of the PDF Committee. Expenses that are not allowed must be clearly marked on the claim form.



OFFICE OF TREASURER

Procedures and Forms (cont.)

Payables (cont.):

Travel Reimbursement (cont.)

11. Reimbursements can only be paid to each individual attending the conference. If more than one person attends, each person must submit his or her respective travel form to be reimbursed.
12. Reimbursements need to be turned in timely. Reimbursement deadline is three (3) months after the last day of expense.

All reimbursements must have approvals from both staff and the approver & must be assigned a purchase order number before forwarding to Accounts Payable for payment.

Click [Here](#) for the Mileage Reimbursement Form.

Click [Here](#) for the Employee Reimbursement Form.

Check Requests

Click [Here](#) for a Check Handling Request Form.

Click [Here](#) for a CMAO (Cash Must Accompany Order) Form.

Purchase Order Status Inquiry

Click [Here](#) for Directions on how to do a Purchase Order Status Inquiry



WELCOME BACK TO THE 2019-20 SCHOOL YEAR!!!

In an effort to start the year off right, we wanted to send some important payroll processing reminders/updates. Please use this packet as guidance throughout the year to ensure accurate and timely payments for all. If you have any questions regarding any processes, please contact your payroll technician immediately for assistance.

1. NEW PROCESS – Employee Corrections Webform

- a. Effective immediately, all payroll corrections need to be submitted via the Employee Corrections Webform. The payroll team will no longer accept corrections via email.
- b. Please refer to *Appendix I Employee Corrections Webform* document for further instruction

2. Payroll Deadlines

- a. Please refer to *Appendix II Schedule for Payroll Deadlines* for each pay period. Any time that is not received by the deadline set, will risk delays in payments and corrections.

3. The [Payroll MyCPS](#) website has a lot of useful information. Below are some examples of what can be found online.

- a. Employee Online data
- b. Absence Management manual
- c. Timecard Online manual
- d. Payroll Technician list (listed under the Meet the Payroll Staff section)
- e. Extended Time Submission process/forms (listed in the Forms link)

4. Payroll Reports Available in Business Plus

- a. Please refer to *Appendix III* document for more information about available reports

5. Sick/Personal Leave Forms

- a. In an effort to assist with timely leave reporting, please be sure to send all sick, personal and annual leave forms to your Payroll Technician during the pay period that the leave occurred.



OFFICE OF TREASURER

Payroll:

Hourly Employee Time Reporting

Click [Here](#) for information about Hourly Employee Time Reporting.

Approving Timecards

Click [Here](#) for instructions regarding approving timecards.

Contract Employee Time Reporting (AESOP)

Click [Here](#) for information about absence reporting for contract employees.

Timesheets for Supplemental Work

Click [Here](#) for instructions on timesheets for supplemental work.

Changes to Employee Information

SERS

- When you retire there are several decisions you must make. Follow the guidelines below to make the best possible decisions for yourself and your family.
- For guidance or any questions that you may have regarding retirement, call our Payroll Department at (513) 363-0490. Please be sure to ask for the SERS Specialist.



OFFICE OF TREASURER

Procedures and Forms (cont.)

Payroll (cont.):

SERS (cont.)

- Call SERS at 1-866-280-7377 to make an appointment or to speak with a Benefits counselor. In order to retire you must meet one of the age and service credit combinations that entitle you to apply for a monthly lifetime pension. If you are eligible, SERS will give you the appropriate paperwork. If you need help deciding which payment plan is best, you should seek a Financial Advisor.
- You should also be thinking about whether you are eligible for the SERS health care coverage or if you wish to go with a different plan more suited to your finances. Also, you will need to choose your beneficiary for your SERS funds.
- You must complete and return a Service Retirement Application prior to your retirement date. The application must be returned with all necessary documents which are listed on the application to SERS.
- You must decide on the type of Health Care Benefits you need. Medical Insurance information is available on the forms table on the [CPS Benefits](#) page. PLEASE NOTE: Benefits will end the last day of the month in which the retiring employee works. For example, if retire June 1st, 20XX, your benefits would end May 31st, 20XX.
- If you have questions or need additional information, please email healthcare@ohsers.org or call toll-free at 800-878-5853. Representatives are available Monday through Friday, 8 a.m. to 4:30 p.m., however closed to observe the following holidays: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving and Christmas. Should New Year's Day, Independence Day or Christmas fall on a Saturday, the holiday is observed on the previous Friday. If the holidays occur on a Sunday, then the office is closed the following Monday. You may also find more information by visiting <https://www.ohsers.org/>.
- [Click Here](#) for the SERS information page which includes all the SERS forms.

Tax Withholdings

Click [Here](#) for instructions about updating your tax information.



OFFICE OF TREASURER

Procedures and Forms (cont.)

Payroll (cont.):

Direct Deposit

Click [Here](#) for the Direct Deposit form.

Click [Here](#) for instructions on changing your Direct Deposit information.

Financial Technology:

Access to Business Technology Systems

Access to Business Technology systems, including Powerschool Business PLUS, Frontline Systems, and Open Gov is granted, modified, and terminated based upon changes to the employees HR record. Business Technology works with Human Resources and ITM to coordinate the provisioning of accounts in a timely manner. Employees are emailed individually with their account credentials. It is vital that users do not share their passwords with any other users. If a system user needs additional security access, the administrator or budget owner for that area should email a request to businessplushelp@cps-k12.org.

Requesting Support

Requests for assistance should be emailed to businessplushelp@cps-k12.org where they will then be assigned to the appropriate expert for resolution. Employees are also encouraged to review the documentation on the Treasurer's University website as solutions to many common problems can be found there.



OFFICE OF TREASURER

Department-related Board Policies and Procedures

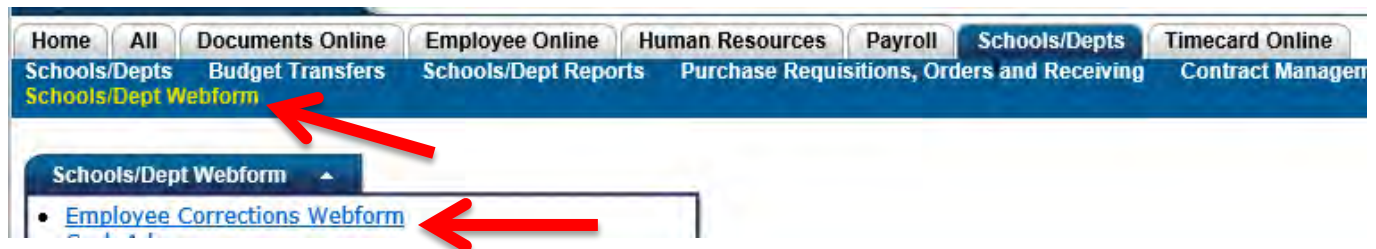
| # | Financial Board Policies | Responsible |
|---------|--|-------------|
| 6105 | Authorization to Use Facsimile Signature | Wagner |
| 6110 | Grant Funds | Wagner |
| 6140 | Depository Agreements | Wagner |
| 6144 | Investments | Wagner |
| 6145 | Borrowing | Wagner |
| 6150 | Tuition Income | Wagner |
| 6151 | Insufficient Funds | Wagner |
| 6152 | Student Fees, Fines and Charges | Wagner |
| 6152.01 | Waiver of Schools Fees | Wagner |
| 6210 | Fiscal Planning | Wagner |
| 6220 | Tax Budget Preparation | Wagner |
| 6230 | Tax Budget Hearing | Wagner |
| 6231 | Appropriations and Spending Plan | Wagner |
| 6232 | Appropriations Implementation | Wagner |
| 6233 | Amenities For Participants At Meetings And/Of Other | Wagner |
| 6320 | Purchasing of Goods and Services | Adams |
| 6320.01 | Determination of Lowest Responsible Bidder | Adams |
| 6320.02 | Business Policy | Adams |
| 6320.03 | Local Business Initiative | Adams |
| 6350 | Prohibition Against Contracting With a Person Against Whom an Unresolved Finding for Recover Has Been Issued | Adams |
| 6424 | Use of Purchasing Cards | Adams |
| 6440 | Cooperative Purchasing | Adams |
| 6450 | Equal and Fair Opportunity in Contract Employment | Adams |
| 6460 | Vendor Relations | Adams |
| 6460.01 | Vendor Management | Adams |
| 6470 | Payment of Claims | Wagner |
| 6510 | Payroll Authorization | Wagner |
| 6520 | Payroll Deductions | Wagner |
| 6600 | Deposit of Public Funds; Cash Collections Points | Wagner |
| 6610 | Student Activity Fund | Wagner |
| 6621 | Change fund | Wagner |
| 6670 | Trust Funds | Wagner |
| 6680 | Recognition | Wagner |
| 6700 | Fair labor Standards Act (FLSA) | Wagner |
| 6830 | Audit | Roberts |
| 6835 | Audit Committee | Roberts |
| 6836 | Internal Auditor | Roberts |
| 6900 | School District Records Retention Disposal | Wagner |
| 7450 | Property Inventory | Kennedy |
| 7455 | Accounting System for Fixed Assets | Kennedy |
| 5830 | Student Fund Raising | Twarek |



Employee Corrections Webform

The new Employee Corrections Webform is the new way to submit corrections to payroll. Effective immediately, all corrections will need to be submitted via the Webform for processing. This Webform is replacing the need to submit corrections to the Payroll Technicians via email.

1. To login into Business Plus, double click on the **Business Plus Citrix Receiver** icon
 - a. If the **Business Plus Citrix Receiver** icon is not on the desktop, contact the Help Desk at x30390 for assistance
2. Enter your Novell user name into the User name field and your personalized password
3. Click the **Log On** button
4. On the Main page, click on the **Dashboard** icon
5. Click on the **Schools/Depts** tab, then click on **Schools/Dept Webform** in the blue strip
6. Click on the **Employee Corrections Webform** link



- a. The **Employee Corrections Webform** will be displayed



Cincinnati Public Schools

Employee Corrections Webform

Please provide the following information in order to submit payroll corrections and/or issues.

Employee ID:

Issue Start Date:

Issue End Date:

Correction Type:

Comments:

Employee Name:

Employee Type:

Employee PCN:

Employee Position:

Action Bar:

7. In the **Employee Corrections Webform** the following information must be entered
 - a. Employee ID
 - i. Enter the Employee's ID Number
 1. This will populate the Employee Name, Employee Type, Employee PCN, and Employee Position fields. Please validate for accuracy.
 - b. Issue Start Date
 - i. Enter the first date that needs to be adjusted
 - c. Issue End Date
 - i. Enter the last date that needs to be adjusted. If only one date needs to be adjusted, the Issue State Date and Issue End Date should be the same.
 - d. Correction Type drop-down menu
 - i. Benefits Issues



1. Select this option if there is an issue with an employee's benefits deductions, such as Medical, Dental, Vision
- ii. Contract Retro
 1. Select this option if a contract employee needs a retro payment processed (HR Use Only)
- iii. Deductions
 1. Select this option if there is an issue with an employee's deductions, such as taxes, involuntary deductions, voluntary deductions, etc
- iv. Hours Correction
 1. Select this option if the amount of hours that were previously submitted need to be adjusted
 - a. Example: 8/6/19 was previously submitted as 5 hours worked and should have been 6 hours worked
- v. Leave Adjustment
 1. Select this option if the type of leave that was previously submitted needs to be adjusted
 - a. Example: 8/5/19 was previously submitted as 7 hours of sick leave and needs to be changed to 7 hours of personal leave
- vi. License Issues
 1. HR Use Only
- vii. Missing Hours
 1. Select this option if no hours were submitted for a particular day(s)
 - a. Example: 8/4/19 was not entered on the Timecard for Joe Smith which resulted in him being short a day of pay
- viii. Rate of Pay
 1. Select this option if there is an issue with the amount of dollars an employee was paid
- ix. Timecard List/View
 1. Select this option if you are experiencing issues entering time on a timecard or if no timecard is available for an employee. Please note, a comment **MUST** be entered or the Employee Corrections Webform will not be accepted



- x. Timesheet Retro
 - 1. Select this option if an hourly employee needs a retro payment processed (HR Use Only)
- xi. Other
 - 1. Select this option for special circumstances. Please note, a comment **MUST** be entered or the Employee Corrections Webform will not be accepted
- e. Comments
 - i. Enter the specific details of the correction that needs to be made so that the Payroll Technician can process the correction
- f. Add Attachments button
 - i. Click this button to attach any backup documents related to the change that the Payroll Technician will need to support the need for the correction
 - ii. Follow the following steps to complete the Web Form Attachments
 - 1. Description field – Enter a description for the document being added
 - 2. Click on **Browse**
 - 3. In the Choose File to Upload dialog box, locate and select the item that needs to be added and click **Open**
 - 4. Click **Attach Document**
 - a. The document description will appear in the List of Attachments field
 - 5. Once all documents are loaded, click **Accept Attachments**



Web Form Attachments

Description

Disk File To Attach

Existing Documents OnLine Document To Attach

List Of Attachments

1300275-> Existing Document OnLine Document

8. The Employee Corrections Webform will be displayed
9. Click **Accept** to submit the Webform
10. Payroll will then review the correction and make changes or reject as necessary
 - a. If the correction is approved, an email will be sent to the Requestor, Employee, and Principal confirming the change
 - b. If the correction is rejected, an email will be sent to the Requestor and the employee explaining why it was not accepted. At this time a new correction form will need to be submitted providing payroll with additional information, if needed

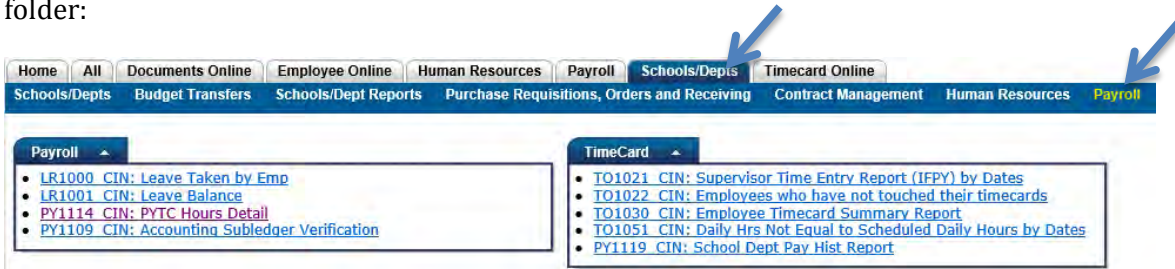
| | | | | TIMEKEEPERS | | |
|------------|--------------|------------|-----------------------------------|--|--------------------------------------|------------------|
| CHECK DATE | PERIOD BEGIN | PERIOD END | TIME CARD FOR PAY PERIOD OPENS | TIMECARD & AESOP DUE BY END OF DAY *unless otherwise stated | CORRECTIONS AND APPROVALS BY 10AM | |
| 8/23/2019 | 8/4/2019 | 8/17/2019 | 8/14/2019 | 8/16/2019 | 8/19/2019 | |
| 9/6/2019 | 8/18/2019 | 8/31/2019 | 8/20/2019 | 8/29/2019 | 8/30/2019 | Labor Day |
| 9/20/2019 | 9/1/2019 | 9/14/2019 | 9/3/2019 | 9/13/2019 | 9/16/2019 | |
| 10/4/2019 | 9/15/2019 | 9/28/2019 | 9/17/2019 | 9/27/2019 | 9/30/2019 | |
| 10/18/2019 | 9/29/2019 | 10/12/2019 | 10/1/2019 | 10/11/2019 | 10/14/2019 | |
| 11/1/2019 | 10/13/2019 | 10/26/2019 | 10/15/2019 | 10/25/2019 | 10/28/2019 | |
| 11/15/2019 | 10/27/2019 | 11/9/2019 | 10/29/2019 | 11/7/2019 | 11/8/2019 | Veterens' Day |
| 11/29/2019 | 11/10/2019 | 11/23/2019 | 11/12/2019 | 11/22/2019 | 11/25/2019 | |
| 12/13/2019 | 11/24/2019 | 12/7/2019 | 11/26/2019 | 12/6/2019 | 12/9/2019 | |
| 12/27/2019 | 12/8/2019 | 12/21/2019 | 12/10/2019 | 12/18/2019 | 12/19/2019 | Christmas |
| 1/10/2020 | 12/22/2019 | 1/4/2020 | 12/24/2019 | 1/6/2020 | 1/6/2020 | Holiday Break |
| 1/24/2020 | 1/5/2020 | 1/18/2020 | 1/7/2020 | 1/16/2020 | 1/17/2020 | MLK |
| 2/7/2020 | 1/19/2020 | 2/1/2020 | 1/21/2020 | 1/31/2020 | 2/3/2020 | |
| 2/21/2020 | 2/2/2020 | 2/15/2020 | 2/4/2020 | 2/13/2020 | 2/14/2020 | President's Day |
| 3/6/2020 | 2/16/2020 | 2/29/2020 | 2/18/2020 | 2/28/2020 | 3/2/2020 | |
| 3/20/2020 | 3/1/2020 | 3/14/2020 | 3/3/2020 | 3/13/2020 | 3/16/2020 | |
| 4/3/2020 | 3/15/2020 | 3/28/2020 | 3/17/2020 | 3/20/2020 | 3/30/2020 | Spring Break |
| 4/17/2020 | 3/29/2020 | 4/11/2020 | 3/31/2020 | 4/10/2020 | 4/13/2020 | |
| 5/1/2020 | 4/12/2020 | 4/25/2020 | 4/14/2020 | 4/24/2020 | 4/27/2020 | |
| 5/15/2020 | 4/26/2020 | 5/9/2020 | 4/28/2020 | 5/8/2020 | 5/11/2020 | |
| 5/29/2020 | 5/10/2020 | 5/23/2020 | 5/12/2020 | 5/21/2020 | 5/22/2020 | Memorial Day |
| 6/12/2020 | 5/24/2020 | 6/6/2020 | 5/26/2020 | 6/5/2020 | 6/8/2020 | |
| 6/26/2020 | 6/7/2020 | 6/20/2020 | 6/9/2020 | 6/19/2020 | 6/22/2020 | |
| 7/10/2020 | 6/21/2020 | 7/4/2020 | 6/23/2020 | 7/2/2020 | 7/6/2020 | Independence Day |
| 7/24/2020 | 7/5/2020 | 7/18/2020 | 7/7/2020 | 7/17/2020 | 7/20/2020 | |
| 8/7/2020 | 7/19/2020 | 8/1/2020 | 7/21/2020 | 7/31/2020 | 8/3/2020 | |



Payroll / Timecard Reports for Schools and Departments

There are now several reports available for schools and departments to assist in timecard validation and other payroll-related tasks. The reports are explained below with a brief description of their intended usage. Your system security filters will limit the number of employees you can view.

The new Reports are located in the Schools / Depts tab of Business PLUS, under the Payroll folder:



Payroll Tab Reports

| Name | Description |
|---|--|
| LR1000_CIN: Leave Taken by Emp | <p>This report shows Leave used by Employee By Day in the date range specified. The selection criteria are start and end dates, employee ID or name, and leave type taken.</p> <p>The report shows the date of leave, type of leave (sick, personal, vacation), number of hours, employee name and location, as well as the day of week. Hours are totaled by employee</p> |
| LR1001_CIN: Leave Balance | <p>This report shows leave balances as of a selected date for each employee, separated by Leave Type (Sick, Vacation, Personal). This can be used to verify the amount of leave an employee has left when they are requesting additional time off.</p> |
| PY1114_CIN: PYTC Hours Detail | <p>This report shows the hours an employee was paid, based on the information provided on the system timecard, for a particular pay period and what FQA the hours were charged to.</p> |
| PY1109_CIN: Accounting Subledger Verification | <p>This report shows the total dollar amount that has posted to the General Ledger of the selected FQA. This report is recommended to validate payroll postings.</p> |



Timecard Tab Reports

| Name | Description |
|---|---|
| TO1021_CIN: Supervisor Time Entry Report By Dates | This report shows the time entered for hourly employees in the CURRENT pay reporting period, as well as the status of the timecard in workflow. The report is subtotaled by employee. This is a quick way to see the data entered in the Timecard Online system. |
| TO1022_CIN: Employees with Timecards not Touched this Pay Period | Report that shows any employee's timecard that has no data entry for the current pay period. This should be checked on the day timecards are due to ensure that no employee's time is missed. |
| TO1030_CIN: Employee Timecard Summary Report | This report shows timecard data for one or more employees between a range of dates. It is summarized by pay period, job worked, and hour type (Regular Hour, Monitoring, Sick Leave, etc). The report is subtotaled by pay period and employee. |
| TO1051_CIN: Daily Hrs Not Equal to Scheduled Daily Hours by Dates | <p>An exception report that shows timecard data where an employee's total hours for a day do not match their standard hours. This could be due to overtime, monitoring or cashier pay, or too much or too little leave being entered for a day. You can click on a Date to drill-thru for more details.</p> <p>If you have a large number of employees to review, this is a quick check for issues.</p> |
| PY1119_CIN: School Dept Pay Hist Report | This report is designed to be run after a payroll period to view an employee's total hours and gross pay per general ledger account. It can be used for a variety of reconciliation tasks, including hours worked, rate of pay, and proper accounting code usage. |



LR1000_CIN: Leave Taken By Employee

Selection Criteria

LR1000_CIN: Leave Taken by Emp / DEFAULT

Enter the Start Date: X

Enter the End Date:

EmpID:

Enter Name between **:

Enter CDH for Leave:

Export to excel?:

[Help](#) Submit

Sample Data: (Employee Name and ID redacted)

Cincinnati Public Schools
Leave Taken by Emp
As of 10/25/2017

| Leave Date | Check | Name | Leave Type | Leave Hrs | Day of Week |
|------------|-------|------------|----------------------|--------------|-------------|
| 07/05/2017 | 943 | Virtual HS | ANNUAL LVE USED HRLY | 7.50 | Wednesday |
| 07/14/2017 | 943 | Virtual HS | ANNUAL LVE USED HRLY | 7.50 | Friday |
| 07/17/2017 | 943 | Virtual HS | ANNUAL LVE USED HRLY | 7.50 | Monday |
| 07/18/2017 | 943 | Virtual HS | ANNUAL LVE USED HRLY | 7.50 | Tuesday |
| 07/19/2017 | 943 | Virtual HS | ANNUAL LVE USED HRLY | 7.50 | Wednesday |
| 07/20/2017 | 943 | Virtual HS | ANNUAL LVE USED HRLY | 7.50 | Thursday |
| 07/21/2017 | 943 | Virtual HS | ANNUAL LVE USED HRLY | 7.50 | Friday |
| 07/24/2017 | 943 | Virtual HS | ANNUAL LVE USED HRLY | 7.50 | Monday |
| 09/27/2017 | 943 | Virtual HS | PERSONAL USED HRLY | 7.50 | Wednesday |
| 09/28/2017 | 943 | Virtual HS | PERSONAL USED HRLY | 7.50 | Thursday |
| 09/29/2017 | 943 | Virtual HS | PERSONAL USED HRLY | 7.50 | Friday |
| | | | | 82.50 | |



LR1001_CIN: Leave Balance

Selection Criteria

LR1001_CIN: Leave Balance / DEFAULT

Export to Excel?

Employee ID

Calendar Year

Sample Data (Employee Name and ID Redacted)

Cincinnati Public Schools

Leave Balance

As of 10/25/2017

| ID | Name | Sick | Vacation | Personal |
|--------|------------|----------|----------|----------|
| 000001 | TEST, E* A | 0.00 | 0.00 | 0.00 |
| | | 76.47 | 0.00 | 18.00 |
| | | 0.00 | 0.00 | 0.00 |
| | | 410.65 | 0.00 | 12.60 |
| | | 0.00 | 0.00 | 0.00 |
| | | 660.75 | 0.00 | 7.00 |
| | | 1,363.68 | 0.00 | 21.00 |
| | | 610.60 | 151.25 | 0.00 |
| | | 107.11 | 0.00 | 21.00 |



PREPARING STUDENTS
FOR LIFE

PY1114_CIN: PYTC Hours Detail

Selection Criteria

PY1114_CIN: PYTC Hours Detail /

Enter the Start Date:

Enter the Report Date:

Export to Excel?

Batch Name

Pay Period

PEID

CDH Number

WFGroup

Position

Sample Data (Employee Name and ID redacted)

Cincinnati Public Schools
PYTC Hours Detail
As of 6/30/2020

| Pay Period | Batch | Emp ID | Name | Trns Dt | CDH | Hours | Amt | Total |
|---------------------|------------|--|------------|------------|-----------------------|--------------|--------------|-----------------|
| 1901160 | TEMPPRO190 | [REDACTED] | [REDACTED] | 08/03/2019 | 3,310.00 | 9.50 | 23.82 | 226.29 |
| | | 001-2720-5144000-00000-000000-054-00-056 | [REDACTED] | | AFSC/CUS1/04 | | | |
| 1,901,160.00 | | | [REDACTED] | | Days/pd: 1.00 | 9.50 | 23.82 | 226.29 |
| 1901160 | T1901160 | [REDACTED] | [REDACTED] | 07/22/2019 | 3,320.00 | 8.00 | 15.88 | 127.04 |
| | | 001-2720-5141000-00000-000000-461-00-056 | [REDACTED] | | AFSC/CUS1/04 | | | |
| 1901160 | T1901160 | [REDACTED] | [REDACTED] | 07/23/2019 | 3,320.00 | 8.00 | 15.88 | 127.04 |
| | | 001-2720-5141000-00000-000000-461-00-056 | [REDACTED] | | AFSC/CUS1/04 | | | |
| 1901160 | T1901160 | [REDACTED] | [REDACTED] | 07/24/2019 | 3,320.00 | 8.00 | 15.88 | 127.04 |
| | | 001-2720-5141000-00000-000000-461-00-056 | [REDACTED] | | AFSC/CUS1/04 | | | |
| 1901160 | T1901160 | [REDACTED] | [REDACTED] | 07/25/2019 | 3,320.00 | 8.00 | 15.88 | 127.04 |
| | | 001-2720-5141000-00000-000000-461-00-056 | [REDACTED] | | AFSC/CUS1/04 | | | |
| 1901160 | T1901160 | [REDACTED] | [REDACTED] | 07/26/2019 | 3,320.00 | 8.00 | 15.88 | 127.04 |
| | | 001-2720-5141000-00000-000000-461-00-056 | [REDACTED] | | AFSC/CUS1/04 | | | |
| 1901160 | T1901160 | [REDACTED] | [REDACTED] | 07/29/2019 | 3,320.00 | 8.00 | 15.88 | 127.04 |
| | | 001-2720-5141000-00000-000000-461-00-056 | [REDACTED] | | AFSC/CUS1/04 | | | |
| 1901160 | T1901160 | [REDACTED] | [REDACTED] | 07/30/2019 | 3,320.00 | 8.00 | 15.88 | 127.04 |
| | | 001-2720-5141000-00000-000000-461-00-056 | [REDACTED] | | AFSC/CUS1/04 | | | |
| 1901160 | T1901160 | [REDACTED] | [REDACTED] | 07/31/2019 | 3,320.00 | 8.00 | 15.88 | 127.04 |
| | | 001-2720-5141000-00000-000000-461-00-056 | [REDACTED] | | AFSC/CUS1/04 | | | |
| 1901160 | T1901160 | [REDACTED] | [REDACTED] | 08/01/2019 | 3,320.00 | 8.00 | 15.88 | 127.04 |
| | | 001-2720-5141000-00000-000000-461-00-056 | [REDACTED] | | AFSC/CUS1/04 | | | |
| 1901160 | T1901160 | [REDACTED] | [REDACTED] | 08/02/2019 | 3,320.00 | 8.00 | 15.88 | 127.04 |
| | | 001-2720-5141000-00000-000000-461-00-056 | [REDACTED] | | AFSC/CUS1/04 | | | |
| 1,901,160.00 | | | [REDACTED] | | Days/pd: 10.00 | 80.00 | 15.88 | 1,270.40 |

Total Days Per Report: 11.00

End of Report



PREPARING STUDENTS
FOR LIFE

PY1109_CIN: Accounting Subledger Verification

Selection Criteria

PY1109_CIN: Accounting Subledger Verification /

Enter the Starting Check Date:

Enter the Ending Check Date:

Export to Excel?:

Show CDH Level:

EmpID:

Name:

FUND:

FUNCTION:

Object:

SCC:

SUBJECT:

OPU:

Instruct Level:

BUDU:

Pay Period:

PCN:

Sample Data (Employee Name and ID redacted)

Cincinnati Public Schools
Accounting Subledger Verification
As of 8/31/2019

| Pay Period | FQA | Position | Amount | CDH De |
|------------|--|----------|----------|--------|
| Emp ID | Emp Name | | | |
| 08/09/2019 | | | | |
| 1901160 | 001-2240-5141000-0000M-000000-102-00-048 | | 1,837.60 | |
| | [REDACTED] | | 1,837.60 | |
| 1901160 | 001-2240-5221000-0000M-000000-102-00-048 | | 257.26 | |
| | [REDACTED] | | 257.26 | |
| 1901160 | 001-2240-5223000-0000M-000000-102-00-048 | | 25.58 | |
| | [REDACTED] | | 25.58 | |
| 1901160 | 001-2240-5223000-0000M-000000-102-00-048 | | 244.15 | |
| | [REDACTED] | | 244.15 | |
| 1901160 | 001-2240-5251000-0000M-000000-102-00-048 | | 2.40 | |
| | [REDACTED] | | 2.40 | |
| 1901160 | 001-2240-5253000-0000M-000000-102-00-048 | | 14.25 | |
| | [REDACTED] | | 14.25 | |
| 1901160 | 001-2240-5259000-0000M-000000-102-00-048 | | 1.54 | |
| | [REDACTED] | | 1.54 | |
| 1901160 | 001-2240-5262000-0000M-000000-102-00-048 | | 6.98 | |
| | [REDACTED] | | 6.98 | |

End of Report



T01021_CIN: Supervisor Time Entry Report by Dates

Selection Criteria

T01021_CIN: Supervisor Time Entry Report (IFPY) by Dates / Default

As of: X [Calendar Icon]

Enter the value for Department:

Enter the value for Group:

Enter the value for Employee ID:

Enter the value for Employee Name:

Exclude the following (examples: AP, SO, SR, RJ, O):

Export to Excel:

[Help](#)

Sample Data (Employee Name and ID redacted)

BusinessPLUS PRODUCTION
Supervisor Time Entry Report (IFPY)

Pay Period: 1701220

Dates: 10/15/2017 - 10/28/2017

Report Date 10/25/2017

| Emp II | Employee Name | Description | Batch | Date | CDH | Hours | WF Status |
|---------------------------------|---------------|---------------|----------|------------|--------------------|-------|-----------|
| Group 000C | WF Code 000C | | | | | | |
| | | CLERIAL SUB 2 | T1701220 | 10/16/2017 | 3329 CIVIL SVC SUB | 7.50 | O Open |
| | | CLERIAL SUB 2 | T1701220 | 10/17/2017 | 3329 CIVIL SVC SUB | 7.50 | O Open |
| | | CLERIAL SUB 2 | T1701220 | 10/18/2017 | 3329 CIVIL SVC SUB | 7.50 | O Open |
| | | CLERIAL SUB 2 | T1701220 | 10/19/2017 | 3329 CIVIL SVC SUB | 7.50 | O Open |
| | | CLERIAL SUB 2 | T1701220 | 10/20/2017 | 3329 CIVIL SVC SUB | 7.50 | O Open |
| | | CLERIAL SUB 2 | T1701220 | 10/24/2017 | 3329 CIVIL SVC SUB | 7.50 | O Open |
| | | CLERIAL SUB 2 | T1701220 | 10/25/2017 | 3329 CIVIL SVC SUB | 7.50 | O Open |
| <i>Total Hours for Employee</i> | | | | | | 52.50 | |



TO1022_CIN: Employees who have not touched their timecards

Selection Criteria

TO1022_CIN: Employees who have not touched their timecards / DEFAULT

| | |
|------------------|---|
| As of Date | <input type="text" value="10/25/2017"/> |
| Export to Excel? | <input type="text" value="Y"/> |
| Department | <input type="text" value="*"/> |

Sample Data (Employee Name and ID Redacted)

Cincinnati Public Schools
Employees who have not touched their timecards
As of 10/25/2017

| ID | Name | Pay Period | Department |
|------------|------------|------------|------------|
| [REDACTED] | [REDACTED] | 1702220 | 000 |
| [REDACTED] | [REDACTED] | 1702220 | 000 |
| [REDACTED] | [REDACTED] | 1702220 | 000 |
| [REDACTED] | [REDACTED] | 1701220 | 000 |
| [REDACTED] | [REDACTED] | 1702220 | 000 |
| [REDACTED] | [REDACTED] | 1701220 | 000 |
| [REDACTED] | [REDACTED] | 1702220 | 000 |



TO1030_CIN: Employee Timecard Summary Report

Selection Criteria

TO1030_CIN: Employee Timecard Summary Report / Employee ID

Enter the Time Entry Start Date:

Enter the Time Entry End Date:

Enter the value for Employee ID:

Exclude the following (examples: AP,SO,SR,O,RJ):

Sample Data (Employee Name and ID Redacted)

BusinessPLUS PRODUCTION
Employee Timecard Summary Report
for the period 10/01/2017 to 10/25/2017

Report Date: 10/25/2017

| Employee ID | Name | Dates | | Batch ID | CDH | Hours Worked | WF Status |
|---|-------|------------|------------|----------|--------------|---------------|-------------|
| Pay Period | Begin | End | | | | | |
| 1702210 | | 10/01/2017 | 10/14/2017 | | | | |
| INSTRUCTOR PARAPRO OVERLOAD | | T1702210 | | 3320 | REGULAR HOUR | 60.00 | AP Approved |
| Total hours for Pay Period - 1702210 | | | | | | 60.00 | |
| 1702220 | | 10/15/2017 | 10/28/2017 | | | | |
| INSTRUCTOR PARAPRO OVERLOAD | | T1702220 | | 3320 | REGULAR HOUR | 48.00 | O Open |
| Total hours for Pay Period - 1702220 | | | | | | 48.00 | |
| Total Hours for Employee | | | | | | <u>108.00</u> | |



TO1051_CIN: Daily Hrs Not Equal to Scheduled Daily Hours by Dates

Selection Criteria

TO1051_CIN: Daily Hrs Not Equal to Scheduled Daily Hours by Dates / Employee ID

As of: X [Calendar Icon]

Enter the value for Employee ID:

Grouping:

[Help] [Submit]

Sample Data (Employee ID and Name Redacted)

BusinessPLUS PRODUCTION
Daily Hrs Not Equal to Scheduled Daily Hours
 for the period 10/25/2017 to 10/25/2017

| Pay Period | Emp ID | Emp Name | Batch ID | Date | Hours Worked | Hours Scheduled | WF Status |
|------------|------------|------------|----------|------------|--------------|-----------------|-----------|
| 1702220 | [REDACTED] | [REDACTED] | T1702220 | 10/16/2017 | 9.00 | 5.50 | O |
| 1702220 | [REDACTED] | [REDACTED] | T1702220 | 10/17/2017 | 8.50 | 5.50 | O |
| 1702220 | [REDACTED] | [REDACTED] | T1702220 | 10/18/2017 | 8.50 | 5.50 | O |
| 1702220 | [REDACTED] | [REDACTED] | T1702220 | 10/19/2017 | 8.50 | 5.50 | O |
| 1702220 | [REDACTED] | [REDACTED] | T1702220 | 10/20/2017 | 8.50 | 5.50 | O |
| 1701220 | [REDACTED] | [REDACTED] | T1701220 | 10/18/2017 | 12.00 | 8.00 | O |
| 1701220 | [REDACTED] | [REDACTED] | T1701220 | 10/19/2017 | 12.00 | 8.00 | O |
| 1701220 | [REDACTED] | [REDACTED] | T1701220 | 10/20/2017 | 12.00 | 8.00 | O |
| 1702220 | [REDACTED] | [REDACTED] | T1702220 | 10/16/2017 | 8.00 | 6.50 | O |
| 1702220 | [REDACTED] | [REDACTED] | T1702220 | 10/17/2017 | 8.00 | 6.50 | O |
| 1702220 | [REDACTED] | [REDACTED] | T1702220 | 10/18/2017 | 8.00 | 6.50 | O |
| 1702220 | [REDACTED] | [REDACTED] | T1702220 | 10/19/2017 | 8.00 | 6.50 | O |
| 1702220 | [REDACTED] | [REDACTED] | T1702220 | 10/20/2017 | 8.00 | 6.50 | O |

Drill-Thru Data

BusinessPLUS PRODUCTION
Supervisor Time Entry Report (IFPY)

Pay Period: 1702220 Report Date 10/25/2017
 Dates: 10/15/2017 - 10/28/2017

| Emp II | Employee Nam | Batch | Date | CDH | Hours | WF Status |
|--|--------------|----------|------------|------|------------------|-----------|
| Group 340L | WF Code 340L | | | | | |
| [REDACTED] | [REDACTED] | T1702220 | 10/16/2017 | 3200 | FSH POS CASHIER | 3.00 O |
| [REDACTED] | [REDACTED] | T1702220 | 10/16/2017 | 3305 | STRAIGHT TIME OT | 0.50 O |
| [REDACTED] | [REDACTED] | T1702220 | 10/16/2017 | 3320 | REGULAR HOUR | 5.50 O |
| Total Hours for Employee [REDACTED] | | | | | | 9.00 |



PY1119_CIN: School Dept Pay Hist Report

Selection Criteria

PY1119_CIN: School Dept Pay Hist Report / DEFAULT

Enter the Starting Check Date:

Enter the Ending Check Date:

Emp ID:

Export to Excel?:

Sample Data (Employee Name and ID redacted)

Cincinnati Public Schools
School Dept Pay Hist Report
As of 10/26/2017

| ID | Name | CDH | CDH Desc | Hours | Rate | Gross Earned | Gross Paid | Pay Period | FQA |
|----|------|------|---------------------|-------|-------|--------------|------------|------------|--|
| | | 5001 | CONTRACT EARNED | 35.00 | 53.75 | 1,881.58 | 2,764.47 | 1701170 | 001-2152-5111000-00000-000000-410-00-076 |
| | | 5001 | CONTRACT EARNED | 70.00 | 53.75 | 3,763.16 | 2,764.47 | 1701180 | 001-2152-5111000-00000-000000-410-00-076 |
| | | 5303 | STIPEND | 1.00 | 166.6 | 166.67 | 166.67 | 1701180 | 001-2240-5113000-00000-000000-102-00-002 |
| | | 5001 | CONTRACT EARNED | 70.00 | 53.75 | 3,763.16 | 2,764.47 | 1701190 | 001-2152-5111000-00000-000000-410-00-076 |
| | | 5640 | SICK TRANSFERRED | 821.2 | 1.00 | 821.25 | 821.25 | 1701190 | 001-2152-5111000-00000-000000-410-00-076 |
| | | 5001 | CONTRACT EARNED | 70.00 | 53.75 | 3,763.16 | 2,764.47 | 1701200 | 001-2152-5111000-00000-000000-410-00-076 |
| | | 5545 | PERSONAL LVE ADJUST | 14.00 | 1.00 | 14.00 | 14.00 | 1701200 | 001-2152-5111000-00000-000000-410-00-076 |
| | | 5001 | CONTRACT EARNED | 70.00 | 53.75 | 3,763.16 | 2,764.47 | 1701210 | 001-2152-5111000-00000-000000-410-00-076 |
| | | 5001 | CONTRACT EARNED | 35.00 | 31.77 | 1,112.09 | 1,633.92 | 1701170 | 001-1110-5111000-00000-000000-240-00-240 |
| | | 5001 | CONTRACT EARNED | 70.00 | 31.77 | 2,224.19 | 1,633.92 | 1701180 | 001-1110-5111000-00000-000000-240-00-240 |
| | | 5303 | STIPEND | 1.00 | 500.0 | 500.00 | 500.00 | 1701180 | 001-2240-5113000-00000-000000-102-00-002 |