Monthly Business Breakfast
September 9, 2015

FBISD
INSPIRE • EQUIP • IMAGINE

A Special Thank You for an Awesome Breakfast!!

Alonti's

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PCard Reminders

➢ All transactions must be verified within 3 days of the charge hitting PeopleSoft

➢ All transactions must be approved by the Budget Manager within 3 days of the charge being approved by the cardholder/verifier

➢ When entering a comment for the charge, please include a detailed description of the charge. For example, Staff luncheon at Spring Creek, all Department heads, 7/1/15

➢ Receipts for non-food purchases need to be itemized and should not include tax (if in the state of Texas)

PeopleSoft Restrictions

The number one reason why invoices are not paid in a timely manner is due to the lack of a receipt in PeopleSoft.

In order to streamline this, the Business and Finance department is researching the number of times users login to PeopleSoft by:

➢ *Restricting users that login less than 10 times a year will no longer have access to PeopleSoft financials*

➢ *Only allowing Department Heads, Executive Assistants, Bookkeepers, and Budget Managers to order and receive in PeopleSoft*

Travel Guidelines Using Federal Grant Funds
*EDGAR Policy**

- ➤ Educational Field trips require prior approval from the US Department of Education (USDE) (see handouts for appropriate form)

- ➤ Out-of state travel requires prior approval from TEA (see handouts for appropriate form)

- ➤ Non-employee, including parents and private/non-profit staff, conference and travel (staff development) requires approval from the USDE (see handouts for appropriate form)

- ➤ The appropriate form to request approval must be submitted to the budget manager for the grant funds being used

- ➤ Funds cannot be encumbered or expensed for the item(s) until the appropriate approval is received, using the USDE or TEA form, whichever is applicable

*Education Department of General Administrative Regulations

Supplemental Pay

REMINDERS:

-Supplemental forms should not be saved, but retrieved from the common drive each payroll. HR runs a process so new employees are populated

-Submit supplemental pay information by the posted date and time deadline
- Let your employees know that time submitted late will be paid on the next payroll
- Do not email duplicate time
- Employees on Leave of Absence should not be working and will not generate a check during the regular payroll

-Due to ACA (Affordable Care Act), hours must be tracked on a weekly basis.
- Weekly time is Monday through Sunday
- Submit time to be paid using weekly dates per the payroll schedule
- Remind employees to submit weekly hours and do not hold on to hours to build their payment.

Questions????

➢ **Next Meeting:**

October 7, 2015