

**Orange Board of Education**

**Business Office Procedure**

**2019-2020 School Year**



Date: September 9, 2019

To: District-Wide Staff

From: Adekunle James,  
Business Administrator/Board Secretary

**Re: 2019-2020 Business Office Procedures**

It is with great pleasure that I welcome everyone back from the summer recess and to congratulate our newly hired colleagues to the Orange School District family. I strongly believe that we must all work together as a team to ensure that every child in our school district receives a thorough and efficient education. Once again, I look forward to working diligently and collaboratively with everyone to ensure that this school year is very productive and successful.

You will find enclosed in this procedures and regulations manual as related to the Business Office to help guide us through the 2019-2020 school year. Please take some time to review its contents and adhere to the stated procedures to make certain that all provisions for our student's needs are met.

I thank you for your anticipated cooperation and look forward to a successful School Year.

## **Business Office Staff**

**Mr. Adekunle James**  
**Business Administrator/Board Secretary**

**Mr. Akindele Ayodele**  
**Assistant Business Administrator/Asst. Board Secretary**

**Ms. Jacqueline Henry**  
**Confidential Executive Secretary**  
**Health Benefits Coordinator**

**Mr. Isarki Tom-George**  
**Confidential Executive Secretary**  
**Health Benefits Coordinator**

**Ms. LaTriva Nwokobia**  
**Accounts Payable Bookkeeper**

**Ms. Mary Omorenda**  
**Accounts Payable Bookkeeper**

**Ms. Janice Clark**  
**Head Bookkeeper/Accounts Payable**

**Ms. Marion Atkins**  
**Confidential Payroll Bookkeeper**

**Ms. Naomi Widener**  
**Accountant**

**Mr. Tyrone Dorsey**  
**Manager of Food Service**

**Ms. Onica Cole-Bellot**  
**Accountant**

**Mr. Edwin Vasquez**  
**Manager of Security**

## **BENEFITS AVAILABLE TO EMPLOYEES:**

### **Tax Shelter Annuities**

- Listing of Board **approved** providers is available in the Business Office

### **Direct Deposit of Net pay**

- All 2019-2020 newly hired employees are mandated to sign up for Direct Deposit.
  - Available with any banking institution of your choice
  - Two to three weeks wait period for activation
  - Forms available in the Business Office
- \* Please note that direct deposits will be suspended in the months of June and September, all employees will be issued live checks.*

### **Ten Percent Summer Savings**

- Savings account must be established only with Bank of America at 425 Main Street Orange, New Jersey
- Ten percent of gross salary is deducted and deposited in your account as summer savings.

### **Prudential Disability Insurance**

The Prudential Insurance Company of America  
P.O. Box 13670  
Newark, NJ 07188-0670  
Contact: Kindy  
1 800 765-7005 ext 2241

### **Union Dues**

- Contact your respective union representative for available forms

## **Procedures for Pensions**

Ms. Naomi Widener  
Accountant  
Ext 6010

### **Pension Enrollment**

New employees are required to complete a Pension Enrollment Application and submit it to the Business Office within 10 days of their hire date. Please note that non-compliance with this request negates your opportunity to designate a beneficiary for your pension account. Certified staffs are enrolled in the Teacher's Pension and Annuity Fund (TPAF). Pension deductions are currently withheld @ 7.50% of gross salary. Contributory life deductions are withheld @ 0.4% of gross salary. Non-certified staffs are enrolled in the Public Employees Retirement System (PERS). Pension deductions are withheld @ 7.50% of gross salary and contributory life deductions are withheld @ 0.5% of gross salary. **Note:** All said deductions are subsequently remitted to the State of New Jersey Division of Pensions and Benefits on a monthly basis.

### **Retirement**

Retirement applications are completed online (through MBOS), preferably 3 to 4 months prior to the anticipated retirement date. Moreover, employees who are retiring should notify in writing, the Superintendent's Office, Human Resources Department and the Business Office at least 60 days prior to their anticipated retirement date.

### **Pension Loans**

Pension loan applications should be completed online through the New Jersey Division  
of Pension and Benefits

### **Pension Withdrawals Applications**

Pension withdrawal forms are completed online.

Login to: <http://www.my.state.nj.us/openam/ui/login>

Please contact Ms. Naomi Widener at extension 6010 for any further information or concerns.

## **Procedures for Health Benefits**

Mr. Isaki Tom-George / Ms. Jacqueline Henry  
Confidential Executive Secretary to the Business Administrator/  
Health Benefits Coordinator (Ext. 6016)

### **HEALTH COVERAGE (UNDER THE STATE HEALTH BENEFITS PLAN) PROVIDED FOR EMPLOYEES AND ELIGIBLE DEPENDENTS:**

- ../ Type of coverage can be selected based on individual needs. Choices include:
  - a) Preferred Provider Organization (PPO)
  - b) Health Maintenance Organization (HMO)
  
- ../ Prescription benefits or reimbursements included in all plans.
  
- ../ Coverage is effective September 1st for all 10-month employees hired as of September 1st. There is a sixty (60) day waiting period for all others.
  
- ../ All applications should be returned within ten (10) business days, but, no later than thirty days (30) from start date of employment. If an employee fails to return application within the required time, they will not be able to enroll until the annual open enrollment period, effective January 1st of the following year.
  
- ../ Annual open enrollment, during the month of October, effective January 1st of the following year.
  
- ../ Any changes that would affect your health benefits status (i.e. marriage, childbirth, death of a child or spouse) should be reported within thirty (30) days (a new application reflecting those changes should be completed).

### **DENTAL COVERAGE PROVIDED FOR EMPLOYEES AND ELIGIBLE DEPENDENTS AT NO COST TO THE EMPLOYEE**

Coverage is effective sixty (60) days from the 1st of the month subsequent to the employee's start date. All applications should be returned within ten (10) business days, but, no later than thirty days (30) From start date of employment.

Any changes that would affect your health benefits status (i.e. marriage, childbirth, death of a child or spouse) should be reported within thirty (30) days (a new application reflecting those changes should be completed).

**Note:** Under the New Jersey State Law, Chapter 2, P.L. 2010, effective May 21, 2010: Multiple

coverage is prohibited under the State Health Benefits Program (SHBP) or School Employees Health Benefits Program (SEHBP). This means that an individual may only be covered by SHBP/SEHBP as an employee, retiree or dependent.

## **Workmen' Compensation**

Since October 1, 2000, the Board of Education of the City of Orange Township has contracted with the New Jersey School Board's Insurance Group to provide services to employees with work related injuries. This workmen's compensation plan provides the district with an expanded network of physicians that provide needed initial services to employees.

The following procedures are to be adhered to when filing a Workmen's Compensation claim:

### **Only Non-Emergency Injuries that occurred on district property**

1. Report the injury, within 24 hours, to the School Nurse and School Principal.
2. Confer with the School Nurse who will assist you in evaluating the extent of your injuries.
3. The School Nurse will give you a "red" Managed Care card that will have a telephone number for you to call to obtain medical assistance.
4. Wherever possible, have the school nurse call the managed care provider, with you present, to assist the managed care provider in obtaining vital information as to the extent of your injuries.
5. After the managed care provider has obtained all necessary information, you will be scheduled to see a doctor of your choice in the managed care network. Please note that each school should have a copy of the directory of all doctors in the network.
6. **FOR WORK RELATED INJURIES, EMPLOYEES MAY ONLY SEE DOCTORS APPROVED IN THE MANAGED NETWORK. IF YOU SEEK TREATMENT OUTSIDE THE MANAGED NETWORK YOU OR YOUR MEDICAL COVERAGE MAY BE RESPONSBLE FOR THE PAYMENT OF THOSE SERVICES.**
7. Complete the School Accident Report Form and submit a copy to the Principal and Business Office.

### **Emergencies**

1. Immediately report the injury to the School Nurse and/or School Principal.
2. With the assistance of the School Nurse and/or Principal, immediately contact and go the nearest emergency room to obtain medical attention.
3. Inform the emergency room that the injury was work related.
4. Once your condition has stabilized, contact the managed care provider to report the injury and to provide all other necessary information.
5. Whenever possible, complete the School Accident Report Form and submit a copy to the Principal and Business Office.

The above procedures should help to simplify the process to obtain medical treatment and to provide employees with a network of physicians that may be more convenient to their home. If you have questions or need additional information, please contact your school

nurse or Ms. Henry or Mr. Tom-George, confidential secretary and coordinator of Workman comp. @ Ext. 6016.



## **Doing Business with New Vendors/Consultants**

The State of New Jersey Department of Treasury has mandated that in order for all Public School Districts in the State to do business with any Vendor or Consultants, certain documents must be furnished to the District. These include:

- Certificate of Employees Information Report.
- Completion of certain Mandatory Equal Employment Opportunity Language (Exhibit A).
- Where a Vendor does not have a Certificate of Employees Information Report, such Vendor is required to complete Form # AA302, and file this with the State of New Jersey, Department of Treasury.

We implore all Administrators (Principals, Directors) planning to use new vendors to obtain these documents upfront, and save the business office staff the time and efforts of going after vendors to obtain the documents during State of NJ Department of Treasury's audit.

## **Procedures for the Business Office**

### **Field Trips**

Ms. LaTriva Nwokobia Accounts  
Payable Bookkeeper Ext 6012

### **Field Trips**

**All field trips that require students to be taken off school premises must first have Board approval.**

- School administrators who have scheduled field trips must submit a field trip request form no less than sixty days prior to the event.
- Field trip transportation request form and admission fees should be submitted on a requisition
- Requisitions should contain the following information for processing: - Name of participating school, date of the trip, location of trip, person/s requesting trip, number of students and staff attending and total cost of the trip
- All requisitions must have the appropriate signatures of approval prior to being submitted to the Curriculum department to be placed on a Board agenda for approval
- The district has contracted with Sussex County Regional Services for all field trip transportation, it is imperative that a transportation request form is completed during this process, if a trip is cancelled, you must notify Sussex County Regional Services **five days** in advance so that you will not be charged a cancellation surcharge.
- Please notify Ms. LaTriva (ext. 6012) at **least one week prior** to an approved trip if a down payment, deposit or advance payment is required to secure a reservation
- Please notify Ms. LaTriva of any trip cancellation and or rescheduling
- All questions regarding approval of a field trip request should be directed to the Curriculum Department.

## **Procedures for the Business Office**

### **Accounts Payable Department:**

#### **Head Bookkeeper — Janice Clark ext 6013**

Handles vendors **A-D**

Workshop/Conferences Reimbursement, Bus cards for vocational students, Course Reimbursements, Professional Development PO's, Tuition for Special Services/Out of district student's reimbursements, Food Service payables & Staff training for Budgetary Req's/ PO's.

#### **Bookkeeper – Mary Omorenda ext. 6011**

Handles vendors **E-Q**; Including PSE& G and Ricoh Copiers/Printers

#### **Bookkeeper- Latriva Nwokobia ext 6012**

Handles vendors **R – Z**; Including Field Trips, Certificate of Insurance, Students Accident & Insurance, Payroll and General Fund Transmissions.

### **Paperless Requisition Procedure:**

1. Initial requisition must be inputted into the Smart budgetary accounting system by the assigned secretary in each school or department. Each requisition must contain the following information:
  - Vendor's name and address
  - Name of school/department making the requisition & shipping location.
  - Budget line (account code to be charged)
  - A detailed description of item(s) being requisitioned.
  - System assigned requisition number.
  - Unit cost, quantities of item (s) requisitioned and total amount.

**NOTE:** To key in Requisition: (a) Click on P.O Entry

(b) Click on New

(c) Click on Next Requisition #

Also, the supporting documents (quotes, relevant copy of catalog, contracts etc.) must be scanned and attached to each requisition. Failure to adhere to this simple instruction may cause delay in processing the requisition.

2. The Principal, Supervisor or Director is required to approve the requisition in the system.
3. All other authorized signers should approve the requisition in the system, based on the established dollar threshold specified below:

<u>Amount</u>	<u>Administrators Approval Required</u>
<ul style="list-style-type: none"> <li>• \$1 - \$500</li> </ul>	Principal / Director
<ul style="list-style-type: none"> <li>• \$501 - \$1,000</li> </ul>	Principal/Director, Asst. Business Administrator
<ul style="list-style-type: none"> <li>• \$1,001 - \$2,499</li> </ul>	Principal/Director, Deputy Superintendent  Business Administrator or Asst. Business Administrator
<ul style="list-style-type: none"> <li>• Over \$2,500</li> </ul>	Principal/Director, Deputy Superintendent, Superintendent Business Administrator or Asst. Business Administrator

4. After approval by required individuals, the requisition becomes a purchase order; this is printed by the designated accounts payable staff and mailed to Vendor, fund is encumbered towards the purchase
5. When item(s) ordered is delivered, the recipient (Principal/Director or the assigned Secretary) should go back to the Smart accounting system to indicate that the order(s) is received.
6. The Accounts Payable Bookkeepers will thereafter process the payment and mail check to the vendor.

The purchase of goods and/or services by a board of education is governed by state statutes, administrative code and board policy. New Jersey State Law 18A:18A-2(b).

**Please do not place any confirmation orders!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

Meaning: - All orders to a vendor should be by a purchase order only; no orders should be placed by phone calls or any other means prior to generating a purchase order.

**All purchase orders must be generated prior to the date of expected service or before goods and services are received from a vendor.**

All phone calls received by accounts payable regarding discrepancies or increases with orders will be forwarded to the individual schools or departments

### **Checking Requisition Status**

In order to check on the status of requisition, follow the procedure below:

- Click on Requisition (in the Smart budgetary accounting system)
- Select: Requisition status

All rejected requisitions appear in **red**, the initial of person that rejected the requisition appears in lower-case.

Partially approved/Unapproved requisitions numbers appear in **blue**.

### **Conference/Workshop:**

#### **ALL CONFERENCES MUST BE BOARD APPROVED.**

1. Fill out a conference/workshop form.
2. Make sure you get your principal, supervisor or director signature
3. Obtain from your designated secretary a requisition number
4. Go into My Learning Plan and complete the registration forms and submit
5. The designated director or supervisor will approve or deny the request submitted
6. You will receive a confirmation email if approved or denied

The requisition must have date of conference/workshop and who is attending. Both forms must be attached to the requisition in the Smarts System. The form will go through same procedures for signatures after obtaining the BA's signature. The original workshop/conference form will then be sent to Curriculum & Testing department to be assigned a resolution number for the board meeting.

### **Payment:**

After board approval, a check will go out for payment.

1. All conference / workshop form plus requisition must be received by the first Tuesday of every month in order to be placed on the next board meeting agenda.
2. Please keep in mind when selecting a workshop that you leave enough time for signatures & board approval.
4. Plan your conferences ahead of time. Waiting to the last minute may result in possible delay and you may have to pre-pay out of pocket and will not be reimbursed for unapproved and unnecessary out of pocket expenditures.

**Reimbursements:**

1. To be reimbursed for a board approved conference/workshop expenses. You must attach a copy of the approved conference/workshop form with a requisition, payable to the person who paid for the workshop/conference.
2. Receipt must accompany vouchers to facilitate reimbursement.
3. For one-day conference/workshop, there is no reimbursement for meals.
4. Overnight conferences/workshops. Reimbursement for meals excluding alcoholic beverages will **not exceed \$40.00 per day with appropriate receipts. Mileage is 31 cents per mile.**

## Procedures for the Business Office Payroll

Ms. Marion Atkins, Payroll  
Bookkeeper Ext. 6006  
Payroll Pay Dates and Deadlines

Employees are advised that **only two (2) payrolls will be processed per month, the 15<sup>th</sup> and the last business day of the month.** If a pay date occurs on a Monday, paychecks will be issued on the prior Friday. Necessary adjustments to paychecks will be processed with the next regular payroll cycle. **NO MANUAL CHECKS WILL BE ISSUED FOR ADJUSTMENTS FOR PAYROLL!!!**

Listed on the following page is a schedule of stipend payroll time sheet due dates and pay dates for the month of September 2017 through June 2018. **All timesheets are due in the Business Office by 12:00 noon of the deadline date. All timesheets submitted for stipend programs must have the appropriate signatures of the program Supervisor, Principal. In addition, the correct budget account codes must be noted on the timesheets. Timesheets that do not have the necessary information stated above will not be processed and will be returned for corrections.** Payroll sheets specifying total hours, pay period and hourly rates must be submitted for all **per diem and hourly employees.** **ANY TIMESHEETS RECEIVED AFTER THE DEADLINE DATE WILL BE PROCESSED ON THE NEXT PAY CYCLE WITHOUT EXCEPTION.**

Do not allow stipends to accumulate for payments on Christmas, recesses or at the end of the school year. Submit days worked within the specified time period according to the stipend payroll schedule. **PLEASE FOLLOW THE STIPEND PAYROLL SCHEDULE. Additionally, allow enough time to obtain signatures. DO NOT WAIT TILL THE LAST MINUTE.**

### DEDUCTIONS –MANDATORY:

- Payroll taxes including Federal, State, FICA/Medicare, and Unemployment are deducted from each paycheck

### DEDUCTIONS- VOLUNTARY:

**A New mandate has been put in place, all new staff must have direct deposit.**

**So you will not find yourself in the following situations at some point in time:**

- It is a pay day and a snow day, the District is closed, can't pick up my pay check but I need to go the bank to deposit my check, or I won't be able to pay my bills.
- I am out sick and asked for my check to be mailed – its three days later, I don't understand why I haven't gotten my check. My check is lost in the mail.

**SIGN UP FOR DIRECT DEPOSIT. IT'S SAFE. IT'S HASSLE FREE**

**All current employees not yet enrolled in direct deposit, are requested to do so on or before the end of 2017-2018 school year.**

**If for any reason you cannot open an account, you must obtain a letter from the bank to substantiate this fact.**

### **Extra Tax Deductions**

Please be advised that all employees who have completed a W4 form requesting that extra taxes (federal and/or state) be withheld from their paycheck will have the extra taxes deducted from ALL payroll checks including stipend checks. As per the federal form W-4 line 6, it states "additional amount, if any you want withheld from **each paycheck**". We will adhere to this federal guideline. **NO REIMBURSEMENT CHECKS FOR ANY EXTRA FEDERAL TAX DEDUCTIONS WILL BE ISSUED.** Please review your tax filing status and make necessary adjustments to your W-4 form to ensure that the proper taxes you require on an additional basis is deducted uniformly throughout the year.

### **Separate Paychecks**

All employees who desire to have separate checks issued for any additional payments exclusive of salaried pay must do so in writing.

### **Lunch Aides**

**Time sheets for Lunch aides are due in the Business Office the day after each pay date. Again, the schedule as stated above should be adhered to when submitting timesheets for substitute teachers and lunch aides only.**

- PLEASE SEE APPENDIX #1 FOR THE APPROVED STIPEND TIME SHEETS FORM
- PLEASE SEE APPENDIX #2 FOR THE APPROVED SUBSTITUTE TIME SHEETS FORM

### **Payroll Concern Forms**

Anyone having concerns or discrepancies with regards to their paychecks are to complete the enclosed Payroll Concern Form and return it to the box labeled "Payroll Concern", by room 116 at the Administrative Building located at 451 Lincoln Avenue.

### **Longevity Payments**

Employees with concerns regarding longevity should **FIRST** contact the Human Resources Department. **Longevity payments are issued ONLY with the documented approval of Ms. Belinda Scott-Smiley, Administrative Assistant to the Superintendent.**

**Orange Board Of Education**  
**Stipends – Pay Schedule 2019-2020**

<b><u>Pay Period</u></b>	<b><u>Due to Business Office</u></b>	<b><u>Pay Date</u></b>
Aug. 19 – Aug. 30	Sep. 3, 2019	Sep. 13, 2019

**September 2, 2019– Labor Day – District Closed**

Sep. 3 – Sep. 13	Sep. 16, 2019	Sep. 27, 2019
Sep. 16 – Sept. 27	Sep.30, 2019	Oct. 15, 2019
Sep.30 – Oct. 11	Oct. 14, 2019	Oct. 31, 2019
Oct. 17 – Oct. 25	Oct. 28, 2019	Nov.15, 2019
Oct. 28 – Nov. 6	Nov.11, 2019	Nov. 27, 2019

**Nov. 7 & 8, 2019 –NJEA Convention – District Closed**

Nov. 11 – Nov. 27	Dec.2, 2019	Dec. 13, 2019
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**Nov. 28 & 29, 2019 –Thanksgiving Recess – District Closed**

Dec. 2 – Dec. 10	Dec. 11, 2019	Dec. 20, 2019
Dec. 11 – Dec. 20	Jan. 2, 2020	Jan. 15, 2020

**Dec. 23 - 31, 2019 Holiday Recess – District Closed**

<b><u>Pay Period</u></b>	<b><u>Due to the Business Office</u></b>	<b><u>Pay Date</u></b>
Jan. 2 – Jan. 15	Jan. 16, 2020	Jan. 31, 2020

**Jan. 21, 2020 – MLK Birthday – District Closed**

Jan. 16 – Jan. 27	Jan. 28, 2020	Feb. 14, 2020
Jan. 8– Feb. 5	Feb. 6, 2020	Feb. 28, 2020

**Feb. 17 – 21, 2020 – Winter Recess – District Closed**

Feb. 6 – Feb. 25	Feb. 26, 2019	Mar. 13, 2020
Feb. 26 –Mar. 10	Mar. 11, 2020	Mar. 31,2020
Mar. 11 – Mar. 25	Mar. 26, 2020	Apr. 9, 2020
Mar. 13 – Apr. 9	Apr. 20, 2020	Apr. 30, 2020

**Apr. 10, 2020 – Good Friday – District Closed**

**Apr. 13 – April 17, 2020 – Spring Recess – District Closed**

April. 20– April 30,	May 1, 2020	May15, 2020
May 1 – May 12	May 13, 2020	May 31, 2020
May 1 – May 13	May 28, 2020	Jun 12, 2020

**May 25, 2020 – Memorial Day – District Closed**

<b><u>Pay Period</u></b>	<b><u>Due to Business Office</u></b>	<b><u>Pay Date</u></b>
May 28 – June 10	June 11, 2020	June 25, 2020
June 11 – June 25	June 26, 2020	July 15, 2020



1. for each pay date, submit **ONLY** the corresponding days worked. **DO NOT** carry over dates that don't correspond with the pay period.
2. All time sheets must have the following signatures in order to be processed
  - A. Board Approval Date noted and copy of the agenda when approved
  - B. Correct budget account code
  - C. Signatures of Principal/Program Director
3. Time sheets will be returned if the above information is **NOT** provided which will hinder employees receiving payments in a timely manner
4. All final paychecks for the June 30th pay date will be mailed home. Employees should make sure their home address is current.

The deadlines for submitting payroll timesheets must be adhered to in order for timely processing to occur. **Timesheets are due in the Business Office by 12:00 noon of the deadline date. Please allow enough time to obtain the necessary signatures from the required administrators.**

## **INSTRUCTIONS TO ACCESS YOUR DIRECT DEPOSIT STUBS & PAYROLL HISTORY**

1. GO TO DISTRICT EMAIL: [www.orange.k12.nj.us](http://www.orange.k12.nj.us)
2. CLICK ON THE LEFT – HR – Payroll Module
3. **LOGIN EMAIL** Then Click “**FORGOT PASSWORD**”? (If this is the first time using the HR Payroll Module system, do not insert a password, the system will email you a temporary password).
4. Next Page – “**RESET PASSWORD**” – type your email address again, then Click “**SUBMIT**”.
5. Message should read – Password sent to your email address.
6. Log in again but this time “**INSERT THE PASSWORD**” that was sent to you.
7. Click “**LOG IN**”.

At this point you should have access to your payroll information; you can also “**CHANGE YOUR PASSWORD**”, for your conveniences.

Any additional questions, I can be reach either thru my email address: [atkinsma@orange.k12.nj.us](mailto:atkinsma@orange.k12.nj.us) or by phone 973 677-4190 x 6006.

## Payroll Concern Form

**Please list below any payroll concerns you may have. Return this form promptly to Ms. Marion Atkins, Payroll Bookkeeper in Room 116 in the Business Office of the Administration Building.**

\_\_\_\_\_ Salary/Step

\_\_\_\_\_ Longevity

\_\_\_\_\_ Voluntary Deduction

\_\_\_\_\_ Other

Explanation:

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Employee Name \_\_\_\_\_

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Employee Signature

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School Location/Dept.