



Kristen Crandall • Assistant Superintendent of Finance & Business Development
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TO: All WCSD Employees

FROM: Kristen Crandall
Assistant Superintendent of Finance & Business Development

DATE: September 10, 2019

RE: 2019-2020 Staff Information

Welcome back!

Please take a moment to review the following housekeeping items. If you have any questions, please feel free to contact me or the appropriate department that is identified under each item.

PAYROLL

Payroll dates can be found on the [Business Office website](#). Please make a note of your unit's pay dates for the 2019-2020 school year. Additionally, please verify that the information on your pay stub is accurate:

- Name and personal information (i.e., address & tax status)
- All deductions
- Proper pay schedule
 - 20 or 24 pay periods for teachers, teaching assistants & nurses, WFW, Cafeteria

ACCRUALS

Please check your accruals (i.e., vacation time, sick time, personal time) every pay period. If a correction is required, it must be submitted within **30 days** of your original paycheck. Payroll is not able to change timekeeping records after **30 days**.

DIRECT DEPOSIT

Instructions to enroll in direct deposit and the enrollment forms are available on the District's [Business Office website](#). Original documents should be mailed to payroll – no emailed or faxed copies will be accepted. The Payroll department can be contacted with any questions and/or concerns pertaining to the administration and management of your direct deposit. Please be aware all WCSD staff members have mandated direct deposit participation.

If you have questions, please notify the appropriate contact listed below. The payroll department can be reached at 298-5000 at the following extensions:

- **Christine Breitenbach x40107:** Bargaining Units: WCT (Wappingers Congress of Teachers), Substitute Teachers, Coaches, Home Teaching, Advisorships, Teachers Retirement System
- **Meagan Seckler x40108:** Bargaining Units: Cafeteria, CSEA, Monitors, TA's (Teaching Assistants)
- **Karen Garcia x40109:** Bargaining Units: WFW (Custodians & Bus Drivers), COS (Central Office), CNF (Confidentials), IND (Individual Contracts), Nurses, STEPS, WAA (Administrators) and ERS (Employees Retirement System)

As part of our ongoing efforts to strengthen internal controls, we will be randomly requesting that identification be produced upon receipt of your paycheck. Please carry identification with you, such as your school ID badge or a driver's license, when you pick up your paycheck.

HEALTH INSURANCE

Please review your health insurance coverage for you and your family. It is imperative that this information is correct (i.e., new dependents). Any changes to coverage must be made within 60 days of a qualifying event. Please note that when your child turns 26, he/she will be automatically removed from your policy. Further information can be found on our website regarding: [COBRA](#) and [Changes in Eligibility](#). Open enrollment for health insurance is in May with an effective date of July 1, 2020.

The District's benefits contact, Ellen Hogan, can be reached at 298-5000 x40113 with questions and/or concerns.

Forms and additional information can be found on the District's [Health Insurance website](#).

PURCHASING

All purchasing of goods and services for the District is to be done by **purchase order only**. No employees are authorized to purchase supplies out of pocket or call in orders to vendors. Any employee making a purchase without an authorized purchase order will not be reimbursed.

Each building has the opportunity to have \$25.00 petty cash for minor emergency materials, supplies or services under conditions requiring immediate payment (i.e., postage). Sales tax will not be reimbursed on these purchases. This memo is notification to all employees that no reimbursement will be paid for unauthorized orders.

REIMBURSEMENTS (MILEAGE, MEALS, ETC.)

The mileage reimbursement rate as of January 1, 2019 is 58.0 cents per mile. Please check the

[Accounts Payable website](#) for mileage rates, as it is subject to change. All reimbursement for mileage shall be submitted monthly, and quarterly, if less frequent trips are made by employee. All requests for reimbursement must be made in the current school year. Mileage not submitted, at least quarterly, will be denied. (i.e., July through September must be received in October and October through December must be received in January, etc.) [MapQuest](#) is used to calculate mileage for the District. A MapQuest document must be attached for travel not listed on the [District Mileage Chart](#). You must choose the shortest route regardless of the route you actually drove. Simply, doubling the one-way mileage is not acceptable. Two separate MapQuest documents are needed; one going to your destination and one returning.

Reimbursement requests at year-end (6/30/20) must be submitted as soon as possible to be processed by Accounts Payable during the first week in July. If reimbursement requests are not made by the year-end date, the claim may be denied.

As always, we look forward to working with you throughout the year. The Business Office is available to answer any questions or concerns that you may have. Please feel free to contact us if have any questions.

Have a great year!

Kristen Crandall

Assistant Superintendent of Finance & Business Development