



Kristen Crandall • Assistant Superintendent for Finance & Business Development  
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**TO:** All WCSD Employees  
**FROM:** Kristen Crandall *KC*  
Assistant Superintendent for Finance & Business Development  
**DATE:** September 16, 2021  
**RE:** **2021-2022 Staff Information**

Welcome back! Please take a moment to review the following housekeeping items. If you have questions, please feel free to contact me or the appropriate department.

### **PAYROLL:**

Payroll dates for the 2021-2022 school year can be found on the [Business Office website](#). It is important that you review all of your personal information on your pay stub for accuracy.

- Name, Address, Tax Status, etc.
- All deductions
- Correct salary
- Accruals (Vacation/Sick/Personal time)

### **VACATION/SICK/PERSONAL:**

Please review your accruals 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**. 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: Wappingers Congress of Teachers, Substitute Teachers, Coaches, Home Teaching, Advisorships, CSEA, Teaching Assistants, TRS (Teachers Retirement System)
- **Karen Garcia x40109:** Bargaining Units: WFW (Custodians & Bus Drivers), Senior Staff, CNF (Confidential), IND (Individual Contracts), Nurses, STEPS, WAA (Administrators), Cafeteria, Monitors, ERS (Employees Retirement System)

### **HEALTH INSURANCE:**

Please review your health insurance coverage; it is imperative that this information is correct (i.e., new dependents). Any change to coverage must be made within 60 days of a qualifying event. Please note that when your child turns 26, they will be automatically removed from your policy. Further information can be found on the [Health Insurance website](#) regarding COBRA and changes in eligibility. Open enrollment for health insurance will take place in May with an effective date of July 1, 2022.

The WCSD benefit contact is Ellen Hogan and she can be reached at 298-5000 x40113.

## **PURCHASING:**

All purchasing of goods and services for the District is to be done by purchase order only. Employees are not authorized to purchase supplies out of pocket or order directly from 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 is not be reimbursed on these purchases. This memo is notification to all employees that no reimbursement will be paid for unauthorized orders. Please visit the [Purchasing website](#) for more information.

## **REIMBURSEMENTS (MILEAGE, MEALS, ETC.):**

The mileage reimbursement rate as of January 1, 2021 is .56 cents per mile. Please view the [Mileage website](#) for mileage rates, as it is subject to change. All reimbursement for mileage should be submitted monthly and quarterly. 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 the only website to be used when calculating reimbursable mileage. A printed document from MapQuest must be attached to the reimbursement form when travel is not listed on the [District Mileage Chart](#). When printing, please select the shortest route regardless of the route you actually drove. Simply, doubling the one-way mileage is not accepted. Two separate MapQuest documents are needed; one going to your destination and one returning.

Reimbursement requests at year-end (6/30/22) must be submitted timely 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