



Kristen Dainty • Assistant Superintendent for Finance & Business Development
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DATE: September 5, 2023
TO: All WCSD Employees *wd*
FROM: Kristen Dainty, Assistant Superintendent of Finance & Business Development
RE: 2023-2024 Business Office Information

Welcome back! Please take a moment to review the following reminders.

PAYROLL

The payroll dates for the 2023-2024 school year can be found on the [Payroll website](#). It is important to review your paystub each pay period to ensure your personal information, deductions, salary and accruals are accurate. Corrections 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 reach out to the appropriate contact listed below.

- Christine Breitenbach x40107: WCT, Teaching Assistants, Substitute Teachers, Substitute Teaching Assistants, Coaches, Advisorships, Home Teaching, Teachers Retirement System
- John Corcoran x40152: Cafeteria, Office Unit, [Workers Compensation](#)
- Karen Garcia x40109: Senior Staff, WAA, Individual Contracts, STEPS, WFW, Nurses, Confidentials, Monitors, Employees Retirement System

HEALTH INSURANCE

Please review your health insurance coverage to ensure your information is correct (i.e., new dependents, life changing events, etc.). Any change to coverage must be made within **60 days** of a qualifying event. As a reminder, when your child turns 26, they will be automatically removed from your policy. Open enrollment for health insurance will take place in May 2024. Further information can be found on the [Health Insurance website](#) or please contact Ellen Hogan x40113 with any questions.

PURCHASING

All purchasing of goods and services for the District is to be done using a **Purchase Order**. Employees are not authorized to purchase supplies out of pocket or order directly from vendors. 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 reimbursement will not be paid for unauthorized orders. Please visit the [Purchasing website](#) for more information or contact Barbara Mackson x40153.

MILEAGE

The mileage reimbursement rate as of 1/1/23 is .655 cents per mile and subject to change. Mileage reimbursements should be submitted monthly or quarterly in the current school year on a **Purchase Order**. For example, July through September must be received in October; October through December must be

received in January, etc.). Reimbursement requests at year-end (6/30/24) 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.

[MapQuest](#) is the **only** website used by WCSD when calculating reimbursable mileage. Driving directions, printed from MapQuest, must be attached to the reimbursement form when your travel destination is not listed on the [District Mileage Chart](#). When printing from MapQuest, 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 may be required; one going to your destination and one returning.

Please note: A Purchase Order is to be submitted with your [mileage form](#) and MapQuest directions. Please refer to the [Mileage website](#) or contact Barbara Mackson x40153, with questions.

As always, we look forward to working with you throughout the year. Please feel free to contact the Business Office if have any questions or concerns.

Have a great year!