



Kristen Dainty • Assistant Superintendent for Finance & Business Development
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DATE: September 2024
TO: All WCSD Employees *wd*
FROM: Kristen Dainty, Assistant Superintendent of Finance & Business Development
RE: 2024-2025 Business Office Information

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

PAYROLL

The 2024-2025 payroll dates can be found on the [Payroll website](#). Each pay period, please review your paystub 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 a payroll question, please see below for your appropriate contact.

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

HEALTH INSURANCE

Please review your health insurance coverage to ensure your information is correct (i.e., life changing events, new dependents, etc.). Changes 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 2025. Additional information can be found on the [Health Insurance website](#) or please contact Adrianna Licare x40113.

PURCHASING

All goods and/or services purchased for the District must 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 1/1/24 is .67 cents per mile and subject to change. Mileage reimbursements should be submitted **monthly or quarterly** in the current school year on a **Purchase Order and mileage form**. For example, mileage from July-September must be received in October;

October- December must be received in January, etc.). Reimbursement requests at year-end (6/30/25) 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 must be submitted with your [mileage form](#) and MapQuest directions (if applicable). Please refer to the [Mileage website](#) or contact Barbara Mackson x40153, with any 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!