



## BUSINESS OFFICE CHEAT SHEET

### 1. **Absence from Duty Forms:**

All absence from duty forms must be signed by your immediate supervisor and submitted to Josie Rosas (elementary office). You must complete an Absence from Duty Form for any day you are absent that is a contracted day (example: school day, professional development day, staff workday, etc.).

[www.waelderisd.org](http://www.waelderisd.org) > Departments > Business Office > Staff Procedures > Absence from Duty Form

### 2. **Budget Amendment Request:**

You will need to submit a Budget Amendment Request if you are trying to enter a Purchase Order request, and there is not enough money in the account to cover the amount of the purchase order.

[www.waelderisd.org](http://www.waelderisd.org) > Departments > Business Office > Staff Procedures > Purchasing Procedures > Budget Amendment Request

### 3. **Bus Request (All in One Form AN1):**

You will need to complete an All In One (AN1) form for any extracurricular activity, field trip, or post-secondary trip. The AN1 form is due to Linda Beale at least three (3) weeks prior to your trip and must be signed by a campus administrator. ALL BUS DRIVERS WILL BE ASSIGNED BY THE TRANSPORTATION DEPARTMENT, SO DO NOT SET UP A DRIVER FOR YOUR FIELD TRIP.

[www.waelderisd.org](http://www.waelderisd.org) > Departments > Business Office > Staff Procedures > Travel Procedures > All In One Form

### 4. **Custodial and Maintenance:**

All maintenance requests must be submitted online. You can access the Maintenance Request Form on

[www.waelderisd.org](http://www.waelderisd.org) > Staff dropdown > Maintenance Request

### 5. **Employment Contracts:**

There are two types of employment contracts: probationary and term. Your years of service in teaching and in the district determine your eligibility for a term contract. Please see the Employee Handbook for more information. The schedule for contract renewal is: Administrators – February and Teachers – March.

### 6. **Family Medical Leave Act (FMLA):**

FMLA is available to all employees that have been employed by Waelder ISD for at least 12 months. For more information on FMLA and how to apply see the Waelder ISD website.

[www.waelderisd.org](http://www.waelderisd.org) > Departments > Business Office > Staff Procedures > FMLA

### 7. **Fundraisers:**

All fundraisers must be approved by campus administrators and the business office. Consumable food items (candy, chips, popcorn, etc.) CANNOT be sold during school hours.

[www.waelderisd.org](http://www.waelderisd.org) > Departments > Business Office > Staff Procedures > Fundraising Procedures

### 8. **Insurance:**

Medical Insurance is provided by TRS, and all supplemental insurance is managed by our Third Party Administrator (TPA), Barrett Insurance Services. Our TPA representative is Shana Robinson, and she can be reach by email at

[www.waelderisd.org](http://www.waelderisd.org) > Staff dropdown > Benefits

### 9. **Leave Days:**

Your leave days are listed on the bottom of your Wage and Earning Statements every month. We charge your leave balances a month behind (example: Your absences in October will not show up until the November Wage and Earning Statements.)



## 10. Payroll:

The payroll calendar and cut off days are available on the website. If you are paid for extra duty or summer school, the payroll cutoff date will determine when you will be paid.

[www.waelderisd.org](http://www.waelderisd.org) > Departments > Business Office > Staff Procedures > Payroll Calendar

## 11. Purchasing:

All purchases require an approved purchase order before making the purchase.

## 12. Retirement:

You will need to contact TRS in order to start the retirement process or get information on your retirement eligibility and benefits.

<https://www.trs.texas.gov/Pages/Homepage.aspx>

## 13. Technology:

All technology requests must be submitted online. You can access the Technology Issue Report on

[www.waelderisd.org](http://www.waelderisd.org) > Staff dropdown > Technology Issue Report

## 14. Textbooks:

Textbook adoptions and purchases must be approved through your campus principal. Please email Tiana Landry with any textbook purchase requests. Be sure to attach a quote from the publisher with the ISBN of every product requested and whether or not the materials were adopted by the State of Texas. If the materials were adopted, then a no additional information is needed. If the materials were not adopted, then I will need to know the percentage of TEKS covered by the materials.

## 15. Time Clock:

All employees are required to clock in and clock out every day you are at work. You can access the online website to clock in and out at <https://timeclockplus.esc13.net/app/webclock/#/EmployeeLogOn/WAELDER>. If you make a mistake or miss a clock in/out then you can request an edit by filling out a form online:

[www.waelderisd.org](http://www.waelderisd.org) > Staff dropdown > Time Clock Edit Request

## 16. Travel:

To request a bus or other district vehicle, you must complete an All In One Form (AN1).

[www.waelderisd.org](http://www.waelderisd.org) > Departments > Business Office > Staff Procedures > Travel Procedures > All In One Form

If you need to request overnight travel for you or students, please follow the overnight travel guidelines and use the Travel Checklist to ensure all steps are completed posted on the Waelder ISD website. All hotel reservations will be made by the Business Office.

[www.waelderisd.org](http://www.waelderisd.org) > Departments > Business Office > Staff Procedures > Travel Procedures

## 17. Workers' Comp Claims

The immediate supervisor should print out the Waelder ISD Supervisor Packet to use as a guide to complete all requirements for a new Workers' Comp Claim. The documents should be completed in a timely manner and provided to Tiana Landry. Please also notify Tiana Landry of a Workers' Comp Claim as soon as possible even if the supervisor, employee, and witnesses have not had a chance to complete the packet.

[www.waelderisd.org](http://www.waelderisd.org) > Departments > Business Office > Staff Procedures > Workers' Compensation Claim