

USD 417

IMPORTANT LICENSED EMPLOYEE INFORMATION

Attendance Enterprise (Leave Requests)

Your badge number is the last 4 digits of your cell phone number and your password is the last 4 digits of your Social Security Number. All leave requests need to be entered into Attendance Enterprise for approval by your Administrator. Personal and Professional leave requests should be made in advance. Sick leave (for scheduled applicable leave, i.e. Dr. apt) should be made in advance. Other sick leave should be entered into Attendance Enterprise the day you return to school after your illness. You may access Attendance Enterprise off-site for leave requests.

Purchasing

All District purchasing is made through the WebPR process. You will receive an email with your user name and password along with a document with instructions for use. Your building administrator will give you the amount of your classroom budget. All requests for purchases are to be made through the WebPR process. Once submitted, your requisition will be sent to your administrator for review and approval. Once the requisition is approved by your administrator, it will go to the Superintendent for approval. After Administration approval, the requisition goes to purchasing. Requisitions are processed and purchase orders issued on **Wednesday** of each week. You will receive email notification through each step of the approval process through issuance of a purchase order. Purchase orders are forwarded to vendors by fax, email or other electronic method within 24 hours of issuance. If there is an attachment which needs to go with your purchase order, you may attach it to the requisition so that the administration may review it, although the attachment will also need to be emailed to cjackson@cgrove417.org with a notation that the attachment goes with a requisition previously submitted.

Payroll

USD417 processes payroll on a monthly basis on the 20th day of each month. Payroll for the 14-15 school year runs from Sept. 20, 2014 through August 20, 2015. USD417 utilizes www.mypaydocs.com for transmittal of payroll information to employees. With receipt of your first paystub by hard copy, you will receive instructions on how to log in, register and utilize the mypaydocs website for future payroll information. In the spring you will have two options for receiving your summer payroll (June, July & August). The first option is to receive your payroll by direct deposit approximately the first week of June (depending upon State aid payments). Payroll will be made in 3 separate deposits. The other option is to receive your payroll by check (which will need to be deposited in your account). These checks will be kept at the District Office. You may pick up one or all of them at any time during the summer (after the first week of June) during office hours or we will mail each paycheck to you on the 19th of each month. It is VERY IMPORTANT the payroll clerk has your current address at all times.