



NORTH SLOPE BOROUGH SCHOOL DISTRICT

Business Office Memorandum

TO: Directors, Coordinators, Teachers and Support Staff

FROM: Tammy L. White, Comptroller

DATE: Aug 3, 2009

SUBJECT: Who Ya Goin' Call

Purchasing— *Don Dunbar, Purchasing Agent*

All items, supplies and services purchased are to be processed through the business office. Purchase Orders will be prepared for all non-payroll expenditures.

Accounts Payable – *Zane Kalalo, Accounts Payable Specialist*

All invoices, except travel, are processed through the accounts payable system. Accounts Payable checks **cannot** be direct deposited.

Payroll Advances – *Zane Kalalo, Accounts Payable Specialist*

Advances are handled through the accounts payable system. Payroll advance **cannot** be direct deposited.

Travel & Per Diem Checks – *Inger MacRae, Travel Specialist*

The Business Office is transitioning to one desk handling all travel related purchases and payments. The travel desk will prepare checks for per diem and other travel reimbursements. Staff per diem requests must be submitted **after** the travel has been completed and forwarded to the Business Office for processing. These funds **cannot** be direct deposited.

Paychecks – *Grace Acuna, Classified Payroll Specialist or Noli Alcantara, Certified Payroll Specialist*

The Business Office processes paychecks per the calendar provided. Your paycheck may be deposited directly into your bank or credit union account by completing and sending a direct deposit form to the payroll department. If you have questions or concerns, please call, or send an e-mail message..

Tax Sheltered Annuity – *Grace Acuna, Classified Payroll Specialist or Noli Alcantara, Certified Payroll Specialist or Human Resources*

The District allows payroll deductions for TSA's. General information can be obtained from the Business Office or Human Resources. Specific plan information should be sought by calling your insurance agent or investment advisor. If you have questions regarding the amount deducted from paycheck, please contact the appropriate payroll specialist.

W-4 – *Acuna, Classified Payroll Specialist or Noli Alcantara, Certified Payroll Specialist or Human Resources*

To revise your federal tax withholding status or number of withholding allowances, please fully complete a new W-4. Forms may be obtained from your IRS website, school office or payroll.

Personal & Sick Leave – *Grace Acuna, Classified Payroll Specialist or Noli Alcantara, Certified Payroll Specialist*

Balance is shown on monthly paycheck stub. Requests to use your Personal Leave must be submitted to and approved by your Supervisor. Submit your leave request to Payroll **after** you have used the leave. If you prefer, you may e-mail attach a copy of your leave request, but please **do not mail in duplicates**.

Negotiated Agreements – *Human Resources*

The Department of Human Resources has the most current Negotiated Agreements.

Sick Leave Bank – *Human Resources*

Your Negotiated Agreement addresses this benefit. Any questions should be directed to Human Resource Department

Insurance - Life & Health – *Kathie Heilsberg, Benefit Analysis, Human Resources*

The District provides group life insurance to its employees. This is for the employee only, not spouse or dependants. The District provides group health insurance to its employees. The NSBSD is self-insured. Specifics on the Plan may be found in the Employee Health Care Plan

Housing – *Pat Kennedy, Walter Cook, and Marc McCumber, Maintenance & Operations*

Housing assignments are made by Pat Kennedy. All requests for housing and transfers should be addressed to Pat Kennedy. For Maintenance problems, report through the WorkTracker system. The Maintenance Department will be able to help you navigate through that program.

Rent Deduction – *Pat Kennedy, Maintenance & Operations*

The rent and utilities deduction is determined per the Negotiated Agreement, and Maintenance & Operations informs the Payroll Department. Payroll makes the deduction from the paychecks. A refundable damage deposit and pet fee, if applicable, will also be deducted from your check. You will be expected to sign a lease for your housing unit.