

Information from the Business Office

First of all, the Business Office is here to help you, so please contact us with any question you have that is Business/Payroll Related. Feel free to give us a call if you have any questions. We want you to be able to focus on the important work you do for the benefit of our students. We will work on getting you the answers as quickly as possible.

Please be sure to read the employee handbook. It is a page turner and contains plenty of important information. Also note that the handbook is a document that is approved by the Board and may be changed by the Board.

You receive 10 sick days per year. You will enter your absence requests in Skyward – Employee Access – Time Off by 6:00 am the day you will be absent. If you need a substitute, you will then click the box that will transfer you to AESOP/Frontline to submit your request for a substitute. You also receive 2 personal days. These should be used for taking care of something you could not otherwise take care of outside of normal school hours. These should also be submitted in Skyward – Employee Access and will be approved or denied by your immediate supervisor. Once approved, and if you need a substitute, check the box to transfer you to AESOP/Frontline to submit your request for a substitute. Please contact Susan (Sue) Gassner (sgassner@csd.k12.wi.us – extension 1240) if you have questions regarding entering your time off requests into AESOP or have any other payroll related questions.

The handbook discusses reimbursement for up to six (6) college credits per year. **Please be sure to get the credits pre-approved. Do not assume the credits will be reimbursed. They are reimbursed upon completion of the course.** Consult the handbook for more detail on this benefit. Forms are located on the District Website located under: For Staff – Business Office Information & Forms.

Please be sure to get permission from your supervisor before making any purchases you hope to be reimbursed for. **Detailed** receipts must be turned in **and taxes are not reimbursed.** Please note the meal reimbursement limits on the back of the form as well as when hotel costs will be allowed and that hotel costs are at the Conference Rate, if you choose to have your family stay with you and you upgrade your room, the difference will be at your expense. For staff who need to travel to conferences or other training approved by the District, mileage will only be paid if there is not a school vehicle for you to travel to your destination. Please make sure that you check with Mary (Becky) Warnecke (mwarnecke@csd.k12.wi.us – extension 1210 to reserve a school vehicle)

For those of you that will be entering requisitions for purchases, please review the documentation on how to enter requisitions located on the District Website located under: For Staff – Business Office Information & Forms. Please contact Karen Kopf, Accounting Clerk (kkopf@csd.k12.wi.us) 920-533-1273 or Michele (Shelley) Eilbes, Director of Finance & Operations (meilbes@csd.k12.wi.us) 920-533-1270 if you have questions or would like help entering your first requisition.

If you have questions regarding reimbursements for supplies, mileage, credits, hotel charges, ect, please contact Michele (Shelley) Eilbes, Director of Finance & Operations (meilbes@csd.k12.wi.us) 920-533-1270.

Forms for Payroll Related Items, Requests for Reimbursements, Requests for Conference attendance, deposit forms for school related activities can be found on the District Website under:

For Staff - Business Office Information & Forms

– Forms Available are:

2023 Mileage Expense Reimbursement Form – Please make sure this is completely filled out. Date, # of miles, Travel Description, sign/date and have your Supervisor Sign.

ONLY DATES FROM 1/1/2023 to 12/31/2023 can be used on this form.

2023-24 Conference Expense Reimbursement Form – Please make sure this is completely filled Out. Name of Conference/Event, Meals when not provided at a conference and a detailed paid receipt must be attached, mileage, sign/date and have your Supervisor Sign.

2023-2024 Supply Expense Reimbursement Form – Please make sure to put down what was Purchased/why/who for and the amount (remember the District does NOT reimburse for sales tax), sign/date and have your Supervisor Sign.

Central Purchasing Form – Use this Form to order “general” supplies for your Classroom Use

Check/Cash Request Form – Use this Form only when you get an invoice for something that has NOT BEEN pre-approved via the Requisition/Purchase Order Process

Conference Request Form – Please complete this **PRIOR** to attending the Conference

Credit Approval Request – Please complete this form prior to taking any courses for credit

New Deposit Forms (General Fund & Gift Fund 21) – Please use these forms when completing a Deposit for Fund Raising Events or other Money that is collected for Re-Sale Items

Requisition Entry Documentation & School Specialty/Amazon On-Line Requisition Entry – Documentation on how to entry Requisitions

Store Charge Authorization – Please take this form with you if you are charging in

Campbellsport at Piggly Wiggly or Ben Franklin. Absolutely **NO STUDENTS** are allowed to make Store charges, this for is for Staff Only.

Dollar General – Please see Shelley Eilbes in the District Office for the charge card.

Tuition Reimbursement Form – Complete after you have completed your courses and received your grade

WI Certificate of Exempt Status – This form will need to be taken for Hotel Stays and Purchases that you make

WI Sales Use Tax Exemption Certificate – This form will need to be taken for Hotel Stays & Purchases that you Make

Information Regarding District Employee Insurances can be found on the District Website Under:

For Staff – Payroll Information and Forms

2023-2024 Payroll Schedule – Schedule of Payroll Dates and time periods covered

Teacher Handbook 2023 & Support Staff Handbook 2023

AESSOP/Frontline Instructions

Benefit Information

FSA/Flex Spending Information

Health News

Health Observance Resources

Employee Personal Change Data Form (For marriage/divorce/adding children)

W/C Injury Forms

Reimbursement Forms – (Annual Exam & Health Club)

Direct Deposit Authorization Form – Complete and return to Payroll Specialist if you need changes
I-9 Form (New Hires must complete)

W4 Federal 2023 Form

W4 State Form

WEA Forms

Blank Timesheet (for payment outside of contract that is pre-approved)

Below is the layout of the District Office. I have included the work hours and lunch times of staff to better assist you when you need to contact staff.

District Office: **Tom Wissink – District Administrator** x1260

Susan Gassner – Administrative Assistant x 1240

Work Hours – 7:30 am to 4:00 pm

Lunch – 11:00 am to 11:30 am

Dr. Sally Kellman

Assistant Superintendent of Teaching & Learning x1267

Dawne Ware – Student Services Assistant x 1272

Work Hours – 7:30 am to 3:30 pm

Lunch – 12:00 pm to 12:30 pm

Michele (Shelley) Eilbes

Director of Finance & Operations x1270

Karen Kopf – Purchasing & Accounting Assistant x 1273

Work Hours – 7:30 am to 4:00 pm

Lunch – 12:00 pm to 12:30 pm

Susan Gassner – Payroll Specialist x 1240

Work Hours – 7:30 am to 4:00 pm

Lunch – 11:00 am to 11:30 am

TBE – Food Service/District Wide Assistant/Accounting x 1271

Work Hours – 7:30 am to 4:00 pm

Lunch – 11:30 am to 12:00 pm

If you have any other questions, need clarification on any forms, please do not hesitate to contact me at:
meilbes@csd.k12.wi.us or 920-533-1270