



2022-2023  
NEW ROCKFORD -  
SHEYENNE  
NEW EMPLOYEE  
ORIENTATION

# MY ROLE AS BUSINESS MANAGER

- Fiscal Responsibility
  - Budget, Accounts Payable, Accounts Receivable, Financial Account Overview
- HR Responsibility
  - Payroll & Benefits
  - Maintain and Keeper of Employee Records
  - Grievance, complaint, harassment first point of contact
  - Policy oversight and maintenance

## MY ROLE AS BUSINESS MANAGER

I am here for you & my door is always open!!

Any question, any time, all the time!

Regular Office Hours – 7:30 a.m. to 4:00 p.m.

Pink notes – text

# EMPLOYMENT INFORMATION

- Prepared Packet Mandatory Information
  - W-4, I-9, Direct Deposit Form, Copy of Negotiated Agreement, Sick Bank App
- Information to Come
  - Health Insurance – Open Enrollment August 15<sup>th</sup> – 19<sup>th</sup> – October 1<sup>st</sup> Start Date
  - Dental/Vision – Enrollment Open Until September 30<sup>th</sup>
  - Horace Mann – Life Insurance & Flex Benefit Options
  - TFFR Application – State Site Down This Week

# PAYROLL

- Payroll is the 5<sup>th</sup> and 20<sup>th</sup> of each month
- If the 5<sup>th</sup> or 20<sup>th</sup> falls on a weekend or holiday, payroll will be processed the previous business day
  - First pay roll will be September 2<sup>nd</sup> (5<sup>th</sup> falls on Labor Day)
  - Deductions – Pulled 1 time a month – 20<sup>th</sup> Payroll
- Hourly Pay Periods – 14<sup>th</sup> – 28<sup>th</sup> (pays on the 5<sup>th</sup>) & 29<sup>th</sup> – 13<sup>th</sup> (pays on the 20<sup>th</sup>)
  - For hourly pay in addition to regular contract – “ In Account With Form”
- Expense Vouchers for travel reimbursement will be paid out through Accounts Payable – Approved at Board Level – Second Monday of the month



# HEALTH INSURANCE

- NDPHIT – North Dakota Public Health Insurance Trust
  - Health Insurance is Blue Cross Blue Shield
  - Coverage Dates – October 1<sup>st</sup>, 2022 – September 30<sup>th</sup>, 2022
  - Single Policy Covered By District
  - Dependent, Spouse or Family Policy – School covers amount of single policy, additional amount of policy is out of pocket expense
  - Ancillary Products Available – Met Life – All out-of-pocket expense
    - Deductions pulled on the 20<sup>th</sup> of the month payroll

## OTHER BENEFITS

- Dental/Vision – Blue Cross Blue Shield – Enrollment Information to come
  - October 1<sup>st</sup>, 2022- September 30<sup>th</sup>, 2023, Coverage
  - Policy coverage by district same as health insurance
- TFFR – Form to enroll and transfer (if applicable)
- Horace Mann – District Paid Life Insurance
  - Optional 403B, Flex Benefit options available
- Sick and Personal Days – See Negotiated Agreement

# TMS – TIME MANAGEMENT SYSTEM

- System used by district to manage hourly time & leave
- Sick & Personal time allocations and log can be found
- Used to request leave
- Username will be set up once employment information is received

<https://login.tmsconnexion.com/nrssdnd?uri=nrssdnd>



# SICK BANK

- Must opt in, not automatically included
- Donate 3 personal days over the course of 2 years
- To be used in emergency situations if all other time has been exhausted
- Request needs to be made, then will be approved or denied by Sick Bank Committee
- Up to 20 consecutive days of use

# PURCHASE ORDERS

- PO's – If you think you might need one, YES you do!
- Located In the Office – Top Left Drawer on East Wall
- Fill out, submit for Administrative sign off prior to purchase
- If approved, you keep the white, file the pink in the black basket on top of the desk in the office
- Business Manager gets the yellow, please attach to an invoice if possible
  - Can leave in my box, or in the tray in my office

# CHECK PROCESS

- Bring Invoice to the Business Manager in a timely manner
- Invoice will then be approved by proper channels
- Check will be prepared
- SECOND SIGNATURE is needed!! 3 Board members have authority
  - They ALL work full time – It may take a day to get the second signature
- Please be respectful of my time and the process!!

THANK YOU AND WELCOME!

Any question, any time, all the time!!