

## Business Procedures: 2021-2022

1. Time sheet accounting:
  - a. Time sheets will be emailed as in the past.
    - i. Open the attachment.
    - ii. Click in the timesheet grid area to activate Excel.
    - iii. Account for days or hours as appropriate. (Some hourly staff (aides) have chosen to have their pay calculated on an annual basis and paid over a twelve month time frame. These remain hourly positions and thus hours, not days, will be the accounting unit.)
    - iv. Reconcile the days (or partial days – see Table of Decimal Equivalents) or hours (for hourly employees) not worked (sick, personal, etc.) with your AESOP absence history for that pay period.

### Table of Decimal Equivalents

# of hours	Number of hours worked:	
	All employees; except Admin. & Secretarial	Administration & Secretarial
	7.00 hours	7.50 hours
1 hour	0.14	0.13
2 hours	0.29	0.27
3 hours	0.43	0.40
4 hours	0.57	0.53
5 hours	0.71	0.67
6 hours	0.86	0.80
7 hours	1.00	0.93

- v. After you have completed the fields, click outside of the Excel portion to deactivate.
  - vi. **Sign and submit it to the Administrative Office in person, via e-mail to [Melissa.Selvidge@bassc-sped.org](mailto:Melissa.Selvidge@bassc-sped.org), or fax 355-4419. If submitting by e-mail put your name and the last 4 digits of your social security number on the signature line at the bottom. If submitting in person, please place the completed timesheet in the clear basket on the counter in the Business Office.**
- b. Time sheets will be reconciled to the AESOP record. AESOP is the mechanism that will record and maintain leave balances. Thus, the AESOP record must be maintained and accurate.

Aesop service is available to you 24 hours a day, seven days a week. You may interact with the system on the internet at <http://www.aesoponline.com>, or by way of a toll-free automated phone line 1-800-942-3767.

When using Aesop for the first time it is very important to record your name and assignment for substitutes to hear. Please keep in mind that **only** your name and assignment should be recorded. (E.g. John Doe, 3<sup>rd</sup> grade) as Aesop will play this recording to potential substitutes for all future absences you register.

On the Aesop site, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features.

This is where you will enter all sick and personal days. Your supervisor will be notified of all your absences and you **MUST** have your personal days and professional days approved in Aesop. Sick days **do not have to be approved, just entered into Aesop**. However, if you have exceeded your limit of sick days, Aesop will not allow you to enter anymore absences.

**If you have any further questions, please contact Melissa Selvidge for assistance at 355-4731.**

2. Contract days accounting:
  - a. Please note that the number of days an employee has been contracted to work is printed on the employee's paycheck stub.
  - b. When payroll receives the employee's approved and reconciled timesheet, the number of contract days used for that pay-period will be entered in the payroll system, and subtracted from the contract days remaining to be worked.
  - c. Because the system uses the approved time sheet as the data source, the paycheck stub will be one pay period behind on contract days remaining to be worked. If a stub shows 140 days remaining and the employee is now preparing the current time sheet that shows 11 days worked, the true balance of contract days to be worked would be  $140 - 11 = 129$ .
  - d. Emergency days will be recorded in the NIA column and will not be included in days worked.
  
3. Reimbursements (distributed with the end of the month paycheck):
  - a. Travel Voucher forms, for previously approved Professional Leave/Conference forms, are forwarded to Natalie Ketrow for payment.
  - b. Individuals requesting reimbursement for previously approved college courses should use the Reimbursement request form ~ please note there is a new section for this type of reimbursement.
  - c. Purchases of previously approved items that were not available under the preferred purchasing process are reimbursed using the approved Reimbursement Request form. **Please note that employees will not be reimbursed for sales tax.**
  - d. Mileage reimbursements are forwarded to Natalie Ketrow for payment.