



December 2022
DLT Meeting

Dr. Joseph Waldron
Chief Financial Officer

AGENDA FOR DLT

- ▶ Payroll and Leave
- ▶ W-2's
- ▶ Questions?

Seven Areas of Rest

- ▶ Physical
- ▶ Mental
- ▶ Sensory
- ▶ Creative
- ▶ Emotional
- ▶ Social
- ▶ Spiritual

**Which one do you
need to focus on?**

2 Minutes to Stand and Share with an Elbow Partner..Go

- ▶ **Physical**
- ▶ **Mental**
- ▶ **Sensory**
- ▶ **Creative**
- ▶ **Emotional**
- ▶ **Social**
- ▶ **Spiritual**



2:00

Employee Service Center

Welcome



My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Work Off Calendar

My Employment Records

My Pay Information

My Payroll Information

My Documents

LogOff

Welcome



Employee Service Center

Welcome to the Abilene Independent School District Employee Service Center

My Leave Balances

Leave Balance - Project Leave

2

Beginning Balance	Earned	Absence	Adjusted	Current Balance
48.0000	40.0000	28.0000	-24.0000	
192.0000	56.0000	0.0000	0.0000	
492.0000	40.0000	0.0000	8.0000	
0.0000	0.0000	0.0000	0.0000	

My Employment Records

[View Details](#)

My Pay Information

Note : The leave balances detail presented above shows your cumulative leave ba

My Payroll Information

My Documents

LogOff

Employee Absence

Absence Reporting



My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

Employee Absences

Favored Substitutes

My Time Cards

My Work Off Calendar

My Employment Records

My Pay Information

My Payroll Information

Absences/Leave Request

Create Absence

Leave Balance

Absences/Leave Request Search

Start Date :

08-31-2022



End Date

[OPEN]

Search

≡ Absences/Leave Request Entered

	Date	Hours	Absence Reason	Use Path	Authorization Code
+ ⋮	10-28-2022	4.0	Non-Duty/Flex	Non-Duty/Flex 1	

Employee Absence

Employee2 Absence

Person ID: 10118947

Name: Joseph Waldron

Role: Chief



Absence Detail

My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

Employee Absences

Favored Substitutes

My Time Cards

My Work Off Calendar

My Employment Records

My Pay Information

My Payroll Information

My Documents

LogOff

Start of Absence:

11-29-2022



End of Absence:



Reason:



Hours Per Day:

08:00

Approval Notes:

Characters remaining: 500 (500 max)

Substitute Special Instructions:

Characters remaining: 500 (500 max)

Substitute Details.

Sub Start Time:

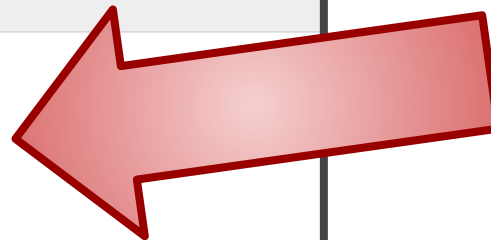
8:00 AM

Sub End Time:

5:00 PM

Lunch(In Minutes):

No Substitute Required



Employee Absences

Employee2 Absence

Person ID: 10118947

Name: Joseph Waldron



Absence Detail

[My Service Center Home](#)

[My Personal Information](#)

[My Leave Balances](#)

[My Absence Reporting](#)

[Employee Absences](#)

[Favored Substitutes](#)

[My Time Cards](#)

[My Work Off Calendar](#)

[My Employment Records](#)

[My Pay Information](#)

[My Payroll Information](#)

[My Documents](#)

[LogOff](#)

Start of Absence:

12-15-2022



End of Absence:

12-16-2022



Reason:



Hours Per Day:

COVID-19 (Emp/Fam Illness)

Employee Illness

Family Death

Family Illness

Jury Duty

Military/Deployment

Military/Training

Non-Duty/Flex

Personal Business

School Business - Campus

School Business - District

School Business-Extracurricular

Approval Notes:

Substitute Special

Substitute Details

Sub Start Time:

8:00 AM

5:00 PM

Lunch(

No Substitute Required



Leave Entry - Personal Day

Name: Joseph Waldron

Abse...

Start of Absence: 12-15-2022

End of Absence: 12-16-2022

Reason: ★ Personal Business

Path: State

Hours Per Day: 08:00

Approval Notes:

Characters remaining: 500 (500 max)

Compensatory Leave
State Personal
Flex Day
Vacation
Dock

Order that
Leave will
be deducted
from top to
bottom

The
Employee
can
choose

OR

Leave Entry - Illness (LOCAL)

Name: Joseph Waldron Role: Chief Financial Officer

Substitute Detail

Start Date: 12-01-2022

End of Absence: 12-01-2022

Reason: ★ Employee Illness

Path: Local

Hours Per Day: 08:00

Approval Notes:

Substitute Special Instructions:

Substitute Details

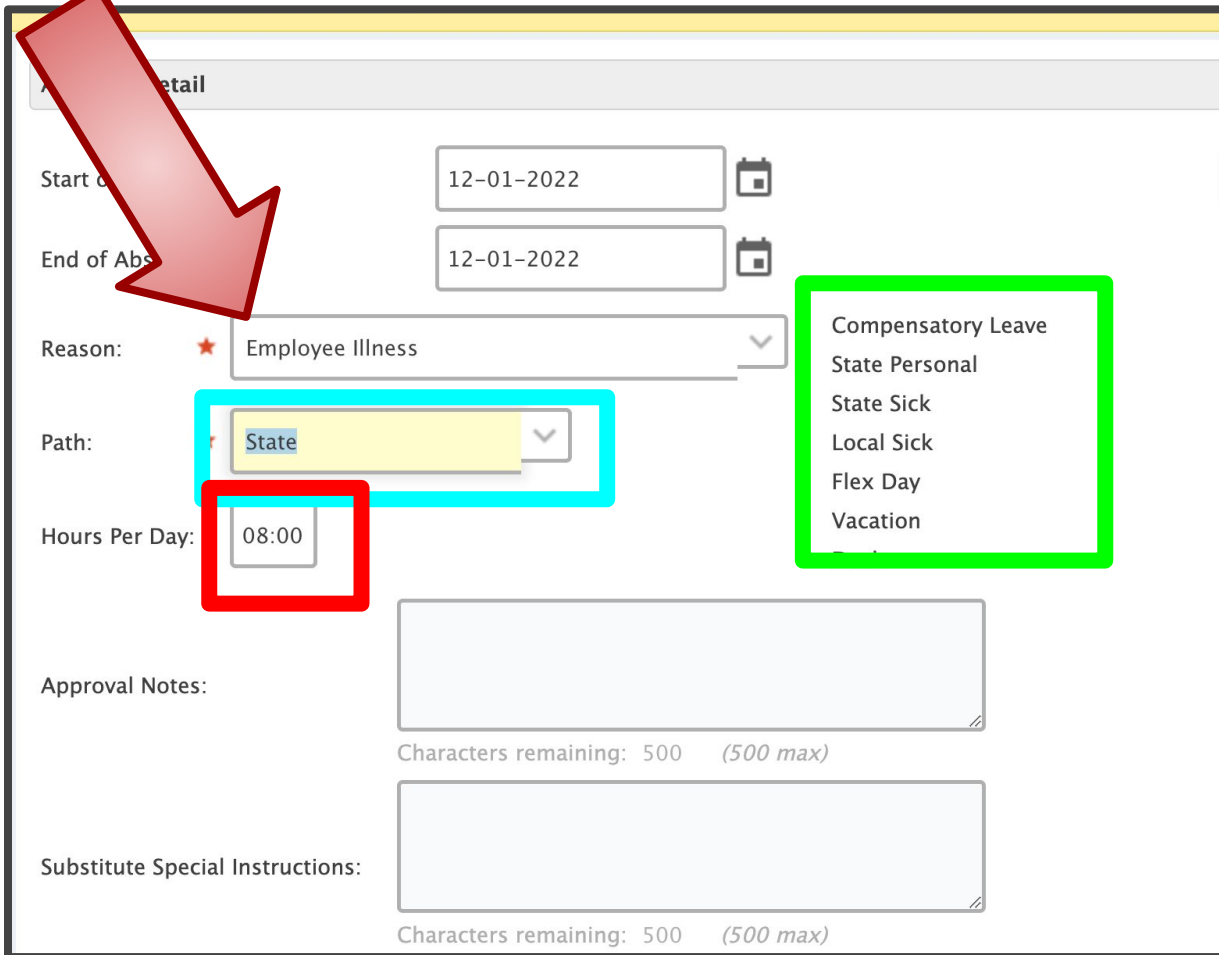
Compensatory Leave
Local Sick
State Personal
State Sick
Flex Day
Vacation
Dock

Order that
Leave will
be deducted
from top to
bottom

The
Employee
can
choose

OR

Leave Entry - Illness (State)



The screenshot shows a web form for entering leave. A large red arrow points to the 'Start of Absence' field. A red box highlights the 'Hours Per Day' field. A blue box highlights the 'Path' dropdown menu. A green box highlights the list of leave types. The form includes fields for 'Start of Absence', 'End of Absence', 'Reason', 'Path', 'Hours Per Day', 'Approval Notes', and 'Substitute Special Instructions'.

Start of Absence: 12-01-2022

End of Absence: 12-01-2022

Reason: ★ Employee Illness

Path: State

Hours Per Day: 08:00

Approval Notes:

Substitute Special Instructions:

Characters remaining: 500 (500 max)

Characters remaining: 500 (500 max)

Leave Types:

- Compensatory Leave
- State Personal
- State Sick
- Local Sick
- Flex Day
- Vacation

Order that
Leave will
be deducted
from top to
bottom

The
Employee
can
choose

OR

Details in Leave Entry

Hours Per Day:

08:00

Vacation

Dock

Approval Notes:

USE THIS FIELD!!!!

Characters remaining: 482 (500 max)

Substitute Special Instructions:

Characters remaining: 500 (500 max)

Substitute Details.

Sub Start Time:

8:00 AM

Sub End Time:

5:00 PM

Lunch(1h

No Substitute Required



Submit

Clear

Attachment

Count:0



Leave Paths

****Please call Payroll regarding any Absence Reasons not listed below, i.e. Military Leave or Workers' Comp**

Reason Name	Use Path
Alternative Staff Development	
ASD	Compensatory Leave, State Personal, Flex Day, Vacation, Dock
Dock	Dock
Comp Time	
Comp Time 1	Compensatory Leave, Flex Day, Vacation, Dock
Comp Time 2	Compensatory Leave, Vacation, Dock
Comp Time Only	Compensatory Leave, Dock
Employee Illness	
Local	Compensatory Leave, Local Sick, State Personal, Flex Day, Vacation, Dock
Local 1	Compensatory Leave, Local Sick, State Personal, Flex Day, Vacation, Dock
State	Compensatory Leave, State Personal, Flex Day, Vacation, Dock
State 1	Compensatory Leave, State Personal, Flex Day, Vacation, Dock
State Sick	Compensatory Leave, State Sick, State Personal, Flex Day, Vacation, Dock
State Sick 1	Compensatory Leave, State Sick, State Personal, Flex Day, Vacation, Dock
Family Death	
Local	Compensatory Leave, Local Sick, State Personal, Flex Day, Vacation, Dock
Local 1	Compensatory Leave, Local Sick, State Personal, Flex Day, Vacation, Dock
State	Compensatory Leave, State Personal, Flex Day, Vacation, Dock
State 1	Compensatory Leave, State Personal, Flex Day, Vacation, Dock
State Sick	Compensatory Leave, State Sick, State Personal, Flex Day, Vacation, Dock
State Sick 1	Compensatory Leave, State Sick, State Personal, Flex Day, Vacation, Dock
Family Illness	
Local	Compensatory Leave, Local Sick, State Personal, State Sick, Flex Day, Vacation, Dock
Local 1	Compensatory Leave, Local Sick, State Sick, State Personal, Flex Day, Vacation, Dock
State	Compensatory Leave, State Personal, State Sick, Local Sick, Flex Day, Vacation, Dock
State 1	Compensatory Leave, State Personal, Local Sick, State Sick, Flex Day, Vacation, Dock
State Sick	Compensatory Leave, State Sick, State Personal, Local Sick, Flex Day, Vacation, Dock
State Sick 1	Compensatory Leave, State Sick, Local Sick, State Personal, Flex Day, Vacation, Dock

Employee Illness

Local

State

State Sick

The Unicorn

My Pay Information

My Leave Balances

My Absence Reporting

My Time Cards

My Work Off Calendar

My Employment Records

My Pay Information

My Payroll Information

My Documents

LogOff

Abilene ISD Board of Trustees has approved a budget for 2022-23 that includes an increase in beginning teachers' salaries and improvement of the teachers' salary steps for those v

A General Pay Increase of 3.0% for all employees. The percentage of the midpoint on the administrative, clerical/paraprofessional, auxiliary, bus driver and technology pay plans that will be used to determine this/her actual pay than employees whose pay is higher than the midpoint. If an employee's salary is above the maximum

Specific examples of GPI calculations can be found on the district's website at: <https://www.abileneisd.org/departments/human-resources/general-pay-increase/>

Updates to your personal information:

While you are in the Employee Service Center please verify and update your Address, Phone Number and add Emergency Contact Information.

- click on My Personal Information
- click the Addresses, Phone Numbers, Emergency Contacts tabs to either edit or add information.

Please note that you may choose whether or not you would like any of these items kept private from public information requests, Check the private box if you are electing to withhold your Address, Phone, Emergency Contact, and Family Members).

The Texas Public Information Act declares certain employee information subject to public inspection. School Districts must provide the information available to the public upon request, unless the employee has requested it to be withheld.

Highlight and Verify

Summary

Start Date	End Date	Role Name	Organization	Acknowledge Status
07-01-2022	06-30-2023	Chief Financial Officer	Finance	Completed
07-01-2021	06-30-2022	Chief Financial Officer	Finance	Completed

Assignment to see Pay Information

My Payroll Information

Employee PayCheck

ID: 10118947

Joseph Waldron

State ID: 1289395



PayCheck

SupplementalPay

W-4

Proposed W-4

W-2

Direct Deposit

PayCheck Location

My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Work Off Calendar

My Employment Records

My Pay Information

My Payroll Information

My Paychecks

My Supplemental Pay

My Tax Withholding(W-4)

My Proposed W-4

My W-2

My Direct Deposit

My Paycheck Location

Employee Paychecks

Check Number	Check Status	Run ID	Pay Check Date	Pay Period Start Date
8402196	Issued	30070	11-25-2022	10-23-2022
8399758	Issued	29884	11-10-2022	10-09-2022
8397083	Issued	29718	10-27-2022	09-25-2022
8394073	Issued	29533	10-12-2022	09-11-2022
8391544	Issued	29338	09-27-2022	08-28-2022
8389999	Issued	29191	09-12-2022	08-07-2022
8386302	Issued	28887	08-26-2022	07-24-2022
8384893	Issued	28744	08-12-2022	07-10-2022
8381278	Issued	28485	07-27-2022	06-19-2022
8379366	Issued	28250	07-12-2022	06-05-2022
8376467	Issued	28028	06-27-2022	05-22-2022

 [View Pay Stubs](#)

Date Range

From Date:



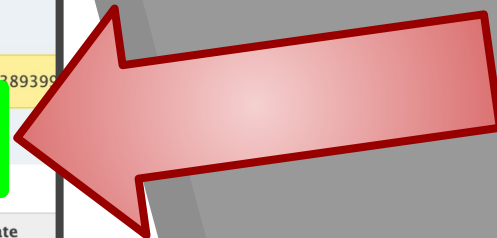
To Date:



 Search

[Print S](#)

Note: No Special Instructions



My Employee Records

Employee Certifications

ID: 10118947

Joseph Waldron



Job Information

Certifications

Education & Degrees

My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Work Off Calendar

My Employment Records

My Job Information

My Certification

My Education & Degrees

My Years of Experience

My Employee Transfer Request

My Job Description

My Contract

My Certifications

	Area	Level	Type	Status	Issue Date	Expiration Date
+	Principal	EC-12	Standard	Valid	07-01-2021	08-31-2026
+	Secondary Biology	6-12	Standard	Valid	07-01-2021	08-31-2026
+	Secondary Life-Earth Science	6-12	Standard	Valid	07-01-2021	08-31-2026
+	Superintendent	EC-12	Standard	Valid	07-01-2021	08-31-2026

Note : If you have added endorsements to your certification that are not listed here, please email the Human Resources Department.

[Add Certification](#)

[Renew Certification](#)

Support code: Empl

My Job Information

Employee Job Details

ID: 10118947

Joseph Waldron

UPDATE



Job Information

Certifications

Education & Degrees

My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Work Off Calendar

My Employment Records

My Job Information

My Certification

My Education & Degrees

My Years of Experience

My Employee Transfer Request

My Job Description

My Contract

Employee Job Details

Role Name(s)

Organization(s)

Chief Financial Officer

Finance

Current Hire Date :

01-07-2019

Supp

My Job Information



PayCheck

SupplementalPay

W-4

Proposed W-4

W-2

Direct Deposit

My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Work Off Calendar

My Employment Records

My Pay Information

My Payroll Information

My Paychecks

My Supplemental Pay

My Tax Withholding(W-4)

My Proposed W-4

My W-2

My Direct Deposit

My Paycheck Location

W2 Print Option

Type of Delivery

Electronic

 Edit

UPDATE

View My W2

W2 Year

2021

W2 Print

Created 01-25-2022 11:01

2020

W2 Print

Created 01-26-2021 18:56

2019

W2 Print

Created 01-24-2020 10:11

2018

2017

2016

Support code: Employee

Who Do I Call?



Finance Department

Joseph Waldron, Chief Financial Officer.....	Extension 3724
Jennifer Hinds, Director of Fiscal Services.....	Extension 4766
Budget, Tax Collections, Student/Campus Activity, Fixed Assets, Revenue Monitoring, Manuals	
Sean Smith, Director of Accounting.....	Extension 4979
Jennifer Stoneroad, Payroll Supervisor.....	Extension 5746
Mandy Thompson, Accounts Payable Supervisor.....	Extension 7638
Petty Cash, Supervision of AP Dept., Travel Audit, Fringe Benefits, P-Card Administrator	
Tonya Carrigan, Executive Finance Assistant.....	Extension 8133
Traci Jenkins, Executive Finance Assistant.....	Extension 5969
Student/Campus Activity, Weekly Bank Deposit, Citibank Reconciliation & Audit, EOM Finance Responsibilities	
Walt Wilkinson, Accountant – Special Programs.....	Extension 2111
Keith Dowell, Budget Coordinator.....	Extension 7725
SHARS, Indirect Cost Rate, Fixed Assets	
Amber Kendrick, Software Analyst - Finance.....	Extension 5489
Software Specialist for Finance & HR	
Hollye Stallings, Payroll Specialist.....	Extension 8838
Paraprofessional, Clerical, Transportation, Technology Personnel	
Kayla Grantham, Payroll Specialist.....	Extension 4300
Certified Personnel	

Who Do I Call?



Warehouse & Purchasing Department

Joseph Waldron, Chief Financial Officer.....	Extension 3724
Lisa Metcalf, Director of Purchasing.....	Extension 8600
Purchasing Operations, Warehouse, Central Receiving, IMA, Contracts, Proposals, Campus & Vendor Relations	
Kim Slough, IMA Coordinator/Buyer.....	Extension 2854
Instructional Materials, Letter Jackets, Quotes, Reviews/Approves Requisitions, Vendor & Campus Relations	
Cindy Brown, Procurement Specialist.....	Extension 8841
Pcard, Auditor, Federal Procurement	
Mary Bucherie, Central Receiving Coordinator.....	Extension 5300
Order Tracking, Receiving, Inputs Asset Tags, Vendor & Campus Relations	
Renee Calcote, Secretary - Purchasing.....	Extension 8992
Miscellaneous Duties, Purchase Orders, Assist Purchasing & Warehouse Operations, Campus & Vendor Relations	
Angela Clark, Buyer.....	Extension 7500
Quotes, Reviews/Approves Requisitions, Replenishes Warehouse Inventory, Vendor & Campus Relations	
Pamela Fenter, Buyer.....	Extension 8887
Reviews/Approves Requisitions, Purchase Orders, Vendor & Campus Relations	
Amy Potter, Buyer.....	Extension 3089
Quotes, Reviews/Approves Requisitions, Replenishes Student Nutrition Inventory, Vendor & Campus Relations	
Toby Marks, Warehouse Manager.....	Extension 7999
Warehouse Operations, Inventory (Student Nutrition/Warehouse), Central Receiving Operations, Surplus	

Launch!

**You are all leaders...
You drive behavior....
Your behavior influences others
And drives outcomes!**



**CHRISTMAS IS GETTING
VERY COMPLICATED.**



GET READY

SANTA IS ON HIS WAY

memegenerator.net



**I'VE SEEN YOUR FACEBOOK
STATUSES**

**YOU'RE GETTING A DICTIONARY
FOR CHRISTMAS**