



January 2023
DLT Meeting

Dr. Joseph Waldron
Chief Financial Officer

AGENDA FOR DLT

- ▶ **Leave Clarification**
- ▶ **AISD Custodial Accounts - all to First Financial**
- ▶ **Loose Change for Change - 3/31 - 4/6**
- ▶ **Questions?**

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

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



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](#)

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[LogOff](#)

Start of Absence:

01-12-2023



End of Absence:

01-12-2023



Reason:



Employee Illness

Path:



Hours Per Day:

08:00

Approval Notes:

Characters remaining: 500 (500 max)

Substitute Special Instructions:

Characters remaining: 500 (500 max)

BLANK

Employee Absences

Clock Punch Verification

Punch Verification

Daily Approval

Weekly Approval

Employee Search

Leave Request Approval

Search Criteria

Start Date:	★ 01-12-2023	Employee		Status:	Unverified	Location:	
		Name:					
End Date:	★ 01-12-2023	Organization:	ALL	Type:	All	Display Exempt Punches:	
				Pay Group:	ALL	On Behalf Of:	

[Q Search](#)

[Click here to](#)

Search Results

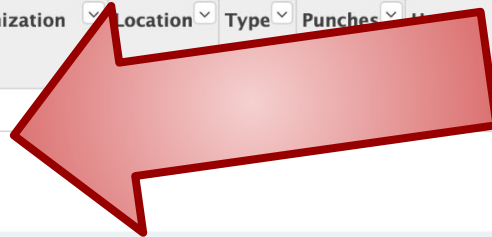
Employee	Employee	Date	PCN/Job	Role/Function	Organization	Location	Type	Punches	Lunch	Absent	Absence	Scheduled
Name	ID		ID	Name	Name					Hours	Reason	

Add Function

Add Missing Work Day

Add Absence

Build Precertified Time Cards



Employee Absences

Clock Punch Verification

Punch Verification

Daily Approval

Search Criteria

Start Date: ★ 01-08-2023

End Date: ★ 01-12-2023

Q Search

Search Results

	Employee Name	Employee ID
+		2001
+		2001
+		2001
+		2001
+		9108
+		9108
+		9108

Add Missing Record to Employee

Employee ID: 10118947

Start Date: 01-11-2023

End Date: 01-11-2023

PCN: 6000

Hours Absent Per Day: 4

From: 8:00 AM

To: 5:00 PM

Lunch(In Minutes): 60

Absence Reason: ★ Employee Illness

Leave Use Path: ★ Dock

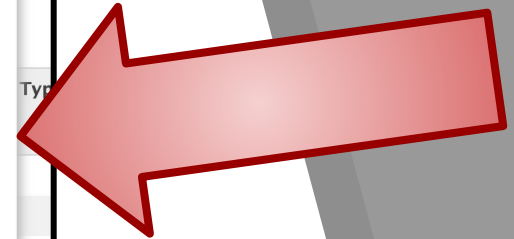
Note:

Characters remaining: 500 (500 max)

FMLA Indicator: ☐ Yes ☒ No

Submit

Cancel



Employee Absences

Clock Punch Verification

Punch Verification

Daily Approval

Search Criteria

Start Date: ★ 01-08-2023

End Date: ★ 01-12-2023

Search

Search Results

	Employee Name	Employee ID
+		2001
+		2001
+		2001
+		2001
+		9108
+		9108
+		9108

Add Missing Record to Employee

Employee ID: 10118947

Start Date: 01-11-2023

End Date: 01-11-2023

PCN: 6000

Hours Absent Per Day: 4

From: 8:00 AM

To: 5:00 PM

Lunch(In Minutes): 60

Absence Reason: ★ Employee Illness

Leave Use Path: Dock

Note:

FMLA Indicator:

- Dock
- Local
- Local 1
- State
- State 1
- State Sick
- State Sick 1



Custodial Accounts

- ▶ **All 199 Accounts**
- ▶ **All Activity Accounts (461 & 865)**
- ▶ **These must be moved to First Financial**
- ▶ **We have 10 accounts that have balances and have not been moved to our First Financial Activity Account**
- ▶ **If an account is not an AISD custodial account, our Tax ID being used is unlawful**
- ▶ **Questions?**

Loose Change for Change

- ▶ **Child Advocacy Center**
- ▶ **Send home child abuse awareness information to every 3rd grade student**
- ▶ **They bring back loose change**
 - ▶ **You collect and note amounts per classroom**
 - ▶ **Finance will take all loose change to Bank**
- ▶ **One class per district will win pizza party, mid-May**
- ▶ **March 31 - April 6th**
- ▶ **Questions?**

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.....	
Financial Statements, Expenditure Monitoring, Investments, Special Programs, SHARS	Extension 4979
Jennifer Stonerod, Payroll Supervisor.....	Extension 5746
Mandy Thompson, Accounts Payable Supervisor.....	Extension 7638
Petty Cash, Supervision of AP Dept., Travel Audit, Fringe Benefits, P-Card Administrator	
Alejandra Chavarria, Executive Finance Assistant.....	Extension 7645
Bank Reconciliations, Budget, Shotwell Reports	
Traci Jenkins, Executive Finance Assistant.....	Extension 5969
Student/Campus Activity, Weekly Bank Deposit, Citibank Reconciliation & Audit, EOM Finance Responsibilities	
Tonya Carrigan, Accountant – Special Programs.....	
Program Budget, Monthly Program Financials, Program Projections, Fiscal Program Compliance Reports	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	

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!

**Just because you have a
thought, does not mean that it
is true.**