

Cape Girardeau School District No. 63
301 North Clark
Cape Girardeau, MO 63701



Business and Finance
Procedures Manual

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2008-2009
CENTRAL ADMINISTRATION OFFICE
301 North Clark, Cape Girardeau, MO 63701
Office (573) 335-1867
Fax (573) 335-1820

Dr. Jim Welker..... Superintendent
Laverne Smith Superintendent Administrative Assistant
Willetta Brookins Receptionist

Pat Fanger..... Assistant Superintendent
Teresa Haubold Asst. Superintendent Administrative Assistant
Debra Tracey..... Sub Caller, Grant Coordinator Admin Assistant

Deena Ring..... Director of Special Services
Lisa Burns Director Special Services Administrative Assistant

Lisa Elfrink..... Nutrition Coordinator
Dana McClard..... Nutrition Coordinator Administrative Assistant

Theresa Hinkebein..... Curriculum Coordinator
Gerald Richards..... Grant Coordinator

Business and Finance

Misty Clifton..... Director of Finance
Lindsey Dudek..... District Accountant
Amy Kester.....Accounts Payable Specialist
Lisa Smith..... Benefits Specialist
Robin Twiggs..... Payroll Specialist
DeRhonda Gosche..... Personnel Assistant

Administrative Services

Neil Glass..... Director of Administrative Services
Pat Vogelsang Director Administrative Services Admin Assistant
J.B. McClard..... Facilities Maintenance Supervisor
Fred Jones..... School Safety Coordinator

Technology Services

Brian Hall..... Technology Coordinator
Diana DenekeTechnology Assistant
Kris Oliveira.....Technology Support Specialist
Garrett DuganTechnology Support Specialist
Patrick Dunham.....Technology Support Specialist

FINANCE DEPARTMENT

301 North Clark, Cape Girardeau, MO 63701

Office (573) 335-1867

Fax (573) 335-1820

Misty Clifton, Director of Finance

cliftonm@cape.k12.mo.us

Lindsey Dudek, District Accountant

dudekl@cape.k12.mo.us

- Budget transfers
- General journal entries
- Internal transfers
- Approval of invoices and purchase orders
- Bank deposits
- Purchase card credit limit
- Stop payments

Amy Kester, Accounts Payable Specialist

kesteram@cape.k12.mo.us

- Cancellation/Closing Purchase Orders
- Payment of bills
- Bulk school orders
- Daily Deposits
- Gym Rental
- Purchase card payment
- Void Accounts Payable/Pell checks
- Process 1099 forms

Lisa Smith, Benefits Specialist

smithl@cape.k12.mo.us

- New employee benefit orientation
- Workman's compensation claims
- Life Insurance
- Retirement
- COBRA
- Health insurance (current employee and retiree)
- Family Medical Leave
- Health and Dependent Care reimbursement
- 403(b)
- Liability Certificates of Insurance
- Employee contracts

Robin Twiggs, Payroll Specialist

twiggsr@cape.k12.mo.us

- Process payroll checks
- Void payroll checks
- Calculate final check payments
- Maintains and monitors leaves
- Runs gross up calculations
- Direct Deposit setup
- Calculates docked pay
- Process W-2 forms
- SISFIN backup and maintenance
- Voluntary and Involuntary employee deductions

DeRhonda Gosche, Personnel Assistant

DG@cape.k12.mo.us

- Process job postings
- Process employment applications
- Schedule fingerprinting
- Teacher certification paperwork
- Employee demographics
- Unemployment notices
- Employee transfer request
- Employee tuition reimbursement requests
- Student transcript requests

**Cape Girardeau School District Directory
2008-2009**

Elementary Schools (K-4)

Telephone #

Principal/Counselor/Psy. Exam.

Alma Schrader
1360 Randol

335-5310
Fax# 334-3871

Ruth Ann Orr, Principal
Julia Unnerstall, Counselor
Angie Graviett, Psy. Examiner
Karen Carr, Psy. Examiner ECSE(.4)

Barbara Blanchard
1829 N. Sprigg

335-3030
Fax # 334-1319

Barbara Kohlfeld, Principal
Dana Dickerson, Psy. Examiner

Clippard Elementary
2880 Hopper Road

334-5720
Fax # 334-1067

Sydney Herbst, Principal
Sue Cook, Counselor
Tim Ward, Psy. Examiner

Franklin Elementary
215 N. Louisiana

335-5456
Fax # 334-1140

Rhonda Dunham, Principal
Julie Phelps, Counselor
Karen Carr, Psy. Examiner (.2)

Jefferson Elementary
520 S. Minnesota
Early Childhood Special Ed.

334-2030
Fax # 334-1159
339-1201

Mark Cook, Principal
Rebeka Wright, Counselor
Stacy James, Psy. Examiner
Karen Carr, Psy. Examiner .4 (ECSE)

Middle School (5-6)

Central Middle School
1900 Thilenius
Guidance

334-6281
Fax # 334-1557
334-1411

Mark Kiehne, Principal
Rex Crosnoe, Asst. Principal
Melissa Monia, Counselor
Robin Huffman, Counselor
Sonia Shelton, Psy. Examiner.

Central Junior High (7-8)

Central Junior High
205 Caruthers
Guidance

334-2923
Fax # 332-8746
335-5007
Guidance Fax # 335-7173

Roy Merideth, Principal
Alan Bruns, Asst. Principal
Karen Gleason, Counselor
Ellen Boucher, Counselor
Ann Hogan, Psy. Examiner

Central High School (9-12)

Central High School
1000 S. Silver Springs Road
Guidance
Athletic Director
Library

335-8228
Fax # 334-1114
334-1111
335-8467
334-0644

Mike Cowan, Principal
Pete Frazier, Asst. Principal
Nancy Ellis, Asst. Principal
Josh Crowell, Asst. Principal
Katy Andersson, Counselor
Sarah Foster, Counselor
Amy Sutterer, Counselor
Linda Schaffer, Psy. Examiner
Lance Tollison, Athletic Director

Career Technology Center

Career Technology Center
1080 S. Silver Springs Road
Assessment Center

334-0826
Fax # 334-5930
332-1855

Rich Payne, Director
Dean Whitlow, Asst. Director
Kathleen Clayton, Workforce Dev.

Alternative Education Center
330 N. Spring Avenue

335-5939
Fax # 335-6041

Carla Fee, Principal

Agencies/Programs

Adult Education/GED
301 N. Clark

334-3669

Becky Atwood, Director

Educare
301 N. Clark
(2nd floor)

651-9171

Amy McDonald, Director

Parents as Teachers
301 N. Clark
(2nd floor)

651-3707

Stephanie Ellinger, Director

ACCOUNTING

- Deposit of Funds
- Payment / Reimbursement Request
- Inter District Expense Transfer
- Transaction Correction

Cape Girardeau Public School District No. 63

Deposit of Funds

Adopted: July 2008

INTRODUCTION:

Buildings receiving funds on behalf of the school district are responsible for prompt deposit. All checks received must be made payable or endorsed to the appropriate school or Cape Public School District. Cash received must be maintained in a locked storage at all time; and must be limited to authorized staff. Deposits must be made on a regular basis at the district's banking facility. Cash should **NOT** be forwarded via inter-district mail.

PROCEDURE:

1. List all checks received, providing name, check number, and amount. Stamp each check utilizing the provided deposit only stamps.
2. Count all received cash and record on provided deposit slip with checks. Prepared checks and cash should be placed in a tamper proof deposit bag with the deposit slip.
3. Deposit bag may be dropped off at the nearest US Bank branch.
4. A copy of the deposit slip, list of checks, and appropriate account code information for posting revenues should be forwarded to the Department of Finance.
5. Verification of deposits can be reviewed utilizing SISFIN. Discrepancies should be reported immediately to Misty Clifton or Lindsey Dudek in the Department of Finance.

Cape Girardeau Public School District No. 63

Payment / Reimbursement Request

Adopted: July 2008

INTRODUCTION:

On occasion employees need to be reimbursed for purchases made on behalf of the District. Request for employee expense reimbursements or miscellaneous payments should be made using the Payment/Reimbursement Voucher. Request for payment to independent contracts may also be entered. Charges should be made using the District purchase card or paid directly to a third party vendor when possible.

PROCEDURE:

1. Enter the date the payment reimbursement is requested.
2. Complete the vendor information section, providing name, address, and social security number of employee. If requesting payment to a third party vendor enter the vendor name and address.
3. Note if the check is to be mailed to the employee or will be picked up. Checks will be mailed to the employee's home address. Checks requested to be picked up will be available at Central Office. Contact information should be entered for notification when checks are ready to be picked up.
4. Provide a description and amount of the expenditures to be reimbursed. Itemized receipts must be attached to the form.
5. Account code information to be charged should be entered.
6. Signatures should be obtained from the employee, supervisor, and Budget Administrator (if different than supervisor). Completed and signed form should be submitted to Accounts Payable.

Cape Girardeau Public School District No. 63

INTERDISTRICT EXPENSE TRANSFER

Adopted: July 2008

INTRODUCTION:

On occasion merchandise and/or services may be purchased from other departments within the District. To classify charges to the appropriate accounts within the district for these charges an inter-district transfer should be completed.

PROCEDURE:

1. Upon receipt of invoice or notification of charges from a department, complete an [Inter-district Expense Transfer Form](#)
2. Provide the name and phone number of the individual to be contacted in cases of questions.
3. Enter the appropriate account information and amount to be charged and attach all applicable invoices or receipts.
3. Obtain Budget Administrator signature, and forward completed form to the department initiating the charges.
4. Department initiating the charges should enter the account number to receive the credit, obtain appropriate signatures, and forward to Accounting for processing.

Cape Girardeau Public School District No. 63

Transaction Correction

Adopted: July 2008

INTRODUCTION:

It is the responsibility of the budget administrator to monitor financial accounts to ensure transactions are posted accurately and within budget. Corrections to revenues and expenditures posted to an incorrect account may be requested utilizing the [Transaction Correction form](#). Transaction corrections must be submitted to the Finance Department as soon as error is found. Transaction corrections must be supported with a copy of the original charges using a print screen of the SISFIN transaction, or original PO/invoice. Transaction corrections may only be submitted for actual revenue and expense postings and may not be used to correct an encumbrance.

PROCEDURE:

1. Enter the name of the building or department submitting the correction request.
2. Enter the date the transaction correction form is being completed.

Correction to Expenditures

1. Enter the account code (fund, function, object, location, program) for the account that should have been charged. Enter the amount of the expense in the debit column.
2. Enter the account code for the account charged incorrectly. Enter the amount of the expense in the credit column.
3. Enter the check number of the original transaction in the Transaction Reference column.
4. Provide a justification for the transaction correction. Examples of justifications include: correction of data entry errors and reallocation of expenses to reflect actual usage.
5. Completed transaction correction form should be signed by the budget administrator and forwarded to the Department of Finance for processing.

Correction to Deposits

1. Enter the account code (fund, function, object, location, program) for the account that should have recognized the deposit. Enter the amount of the revenue in the credit column.

2. Enter the account code for the account credited incorrectly. Enter the amount of the revenue in the debit column.
3. Enter the cash receipt number of the original transaction in the Transaction Reference column.
4. Provide a justification for the transaction correction. Examples of justifications include: correction of data entry errors and reallocation of revenues to reflect actual.
5. Completed transaction correction form should be signed by the budget administrator and forwarded to the Department of Finance for processing.

PETTY CASH

➤ General Information

PETTY CASH FUND

Adopted: July 2008

INTRODUCTION:

Employees making authorized purchases on behalf of the District may be reimbursed for purchases of small dollar needs and goods received at the time of purchase. No petty cash fund shall exceed \$200. Petty cash funds must be used for reimbursement of allowable expenditures only, such as office supplies, instructional supplies, and food, beverages, or catering for professional development. Expenditures unallowable under petty cash reimbursement include travel reimbursements, gifts, awards, prizes, memberships, and per diem.

PROCEDURE:

Petty Cash Fund Request

1. Buildings and departments needing to establish a petty cash fund must complete the “Establish a Fund” section of the Petty Cash Fund Request/Change form. The completed form should be signed by the budget administrator. The completed and signed form should be forwarded to the Finance Department for processing.
2. Initial petty cash checks should be picked up from Accounts Payable by the designated fund custodian. The fund custodian will sign the Fund Distribution section of the approved form. Checks will be made out to “Petty Cash Fund” for the building and are to be cashed at US Bank.

Petty Cash Fund Changes

Changes in designated fund custodian and petty cash fund amounts should be requested using the Petty Cash Fund Request/Change form. Complete the “Change an existing fund” section of the form; obtain the budget administrator signature; and forward to the Finance Department for processing. Approved changes in amount of fund will require designated fund custodian to pick up the check and cash at US Bank.

Security of Funds

1. Petty cash must be held in a locked cash drawer or box. A key must be held by the designated fund custodian and budget custodian, or delegate for emergency purposes. The locked drawer or box should be kept in a limited access area such as a file cabinet or safe.
2. In cases of absence by the fund custodian, a temporary fund custodian should be assigned by the budget administrator. Funds must be counted in the presence of the fund custodian before scheduled absences and once the fund custodian returns.

3. During unscheduled absences, the funds must be counted in the presence of the budget administrator prior to being used. The cash should be counted again upon the fund custodian's return.
4. Petty cash funds on hand plus any unreimbursed receipts should equal the total amount of funds approved and disbursed. Unannounced cash counts will be performed quarterly by the Finance Department.
5. Upon termination of the designated fund custodian, keys should be collected by the budget administrator and a new fund custodian should be assigned by completing the Petty Cash Request/Change form.

Petty Cash Reimbursement

1. Fund reimbursement request should be submitted to the Finance Department on the Petty Cash Reimbursement form. The form should be completed in full and signed by the designated fund custodian and budget administrator. The request should include a summary of charges by account code, reporting the total expenditures of each account code on a separate line. Original receipts for each purchase must be attached to the request form.
2. The designated fund custodian is responsible for the accounting of petty cash; ensuring receipts are received within 10 working days of a purchase. Receipts should include vendor name, date of purchase, items purchased, price per item, and total price of the quantity received. The fund custodian may require purchaser to sign or initial receipt.

Closing Fund

1. In the event a petty cash fund needs to be closed, the fund custodian should notify the Finance Department of the intent to close the fund, prepare a final reimbursement request form with the proper attached documentation, and submit all cash on hand, with the reimbursement form, to the Finance Department.
2. Violation of petty cash procedures may result in involuntary termination of the fund. The Finance Department will close the fund and reimbursements will no longer be processed. The designated fund custodian is ultimately responsible for the disposition of funds.

ACCOUNTS PAYABLE

- Purchasing
- Purchase Card Usage
- Independent Contractor Test
- Independent Contractor Agreement
- Travel
 - Mileage Chart

Cape Girardeau Public School District No. 63

Purchasing

Adopted: July 2008

INTRODUCTION:

The purpose of this procedure is to provide guidance in the purchasing of products and services on behalf of the Cape Girardeau School District by purchase, lease, or rental in conformance with all applicable policies, statutes and regulations. Acquisition of necessary products and services should be done as economically as possible, while giving fair consideration to suppliers. Employees, under no circumstance, may knowingly provide preferential treatment to any vendor for products or services.

PROCEDURE:

Purchase Orders

1. **ONLINE PURCHASE ORDERS:** The online purchase order encumbers future purchases to ensure proper monitoring of budgets. A purchase order must be submitted for approval, approved by the Budget Administrator and Director of Finance, and printed **prior** to making a purchase. Purchase orders that create a negative budget will be rejected.
2. **PURCHASE CARD PURCHASE ORDERS:** A purchase order must be entered, approved, and printed for all expenditures over \$200 placed on the purchase card **prior** to making the purchase. The vendor name for purchase card POs must be entered as Commerce Bank. The name of the vendor should be placed in the note section of the PO.
3. **BLANKET PURCHASE ORDERS:** Blanket purchase orders may be established with vendors to purchase items for a specified period of time. The total of a blanket purchase order can not exceed \$2,000. Equipment can not be placed on a blanket purchase order. Specifications that should be included in the purchase order are time period of purchases, items to be purchased, and information regarding a specific event or project if applicable.
4. **PURCHASE ORDER CHANGES:** Changes can be made to opened purchases orders, but should be avoided if possible. Request for changes should be submitted in writing to Accounts Payable by the PO preparer or approver.
5. **PURCHASE ORDER CANCELLATION:** The cancellation of a purchase order breaks a binding agreement and should be done only with just cause. Prior to cancelling, the vendor should be contacted to cancel the order by the originator. The Purchase Order Cancellation form should be completed, signed, and forwarded to Accounts Payable for processing.

Unacceptable Purchase

1. The following are unacceptable expenditures. These items are not all-inclusive and additional items will be evaluated on a case-by-case basis.
 - a. Personal purchases
 - b. Unauthorized purchases
 - c. Alcoholic beverages

2. The following are unacceptable non-activity club expenditures. These items are not all-inclusive and additional items will be evaluated on a case-by-case basis.
 - a. Holiday and office decorations
 - b. Flowers and floral arrangements

No item considered personal in nature may be purchased with District funds.

Sales Tax

1. The Cape Girardeau School District is exempt from paying sales tax on purchases made on behalf of the District. The sales tax exemption cannot be used for personal use. A copy of the District's tax exemption letter may be copied when necessary for acquiring products from vendors.

Cape Girardeau Public School District No. 63

Purchase Card Usage

Adopted: July 2008

INTRODUCTION:

A district purchase card is available to each building for purchases not to exceed a transaction limit of \$1,000. Purchases must be for the use and benefit of Cape School District. It is the cardholder's responsibility of protecting the card and is accountable for all purchases made using the card. Purchase cards should be kept to a locked box.

PROCEDURE:

1. Prior to using the purchase card, a purchase card usage statement must be signed by the employee and maintained by the card custodian.
2. Purchase card is to be signed out and in by the responsible card holder. Card may not be given to an employee for extended use.
3. Receipts of purchases must be coded appropriately and turned in to building office at the time the card is returned.
4. Transactions must be recorded on the Purchase Card Transaction Log form. Attach receipts to log and forward signed log to Accounts Payable **no later** than the 20th of each month.
5. Acceptable receipts for internet purchases must include an email confirmation.
6. A lost card must be reported immediately to the Director of Finance.
7. A Missing Receipt Affidavit form should be completed for all transactions that have lost or destroyed receipts. The signed affidavit must be forwarded to Accounts Payable.
8. For PO completion guidelines pertaining to purchase card transactions see Purchase Order Procedures.

Cape Girardeau Public School District No. 63

INDEPENDENT CONTRACTOR

Adopted: July 2008

INTRODUCTION:

On occasion there may be a need to contract services for educational and other needs. A clear determination should be made regarding whether services are provided as an independent contract or employee of the District. Independent Contractors will be paid through Accounts Payable and issued a 1099.

PROCEDURE:

5. Prior to services being provided an [Independent Contract Form](#) should be completed by the District.
6. Information should include the building or location services will be rendered; and the account code to be charged for these services.
3. An explanation of services provided, timeline for the services, and amount to be paid should be included.
4. The completed form should be signed by the Budget Administrator and the individual providing the services **prior** to services being provided.
5. To expedite payment, a Payment/Reimbursement Request form should be completed. A copy of the Independent Contractor Form should be attached to the Payment Request form and forwarded to Accounts Payable.

Cape Girardeau Public School District No. 63

TRAVEL

Adopted: July 2008

INTRODUCTION:

The school district reimburses business travel expenses based on IRS guidelines for an accountable plan, which allows for reimbursement for authorized business expenses with no effect on compensation. Travel of District employees is allowable for business purposes only; and requires authorization prior to expenses being incurred for reimbursement. The employee's supervisor is responsible for authorizing all travel cash advances and expenses, as well as the budget administrator. Employees may not authorize or approve expense reimbursements for themselves or those they report to. Travel cash advance and reimbursement authorization of the Superintendent will be reviewed by the Board Treasurer for approval.

PROCEDURE:

Mileage/Per Diem Rates

2. **MILEAGE:** Employees electing to use their personal vehicle for business travel will be reimbursed at a rate of .45 cents per mile. To determine the amount to be reimbursed use the mileage calculation worksheet.
3. **PER DIEM:** Meals reimbursed at a daily per diem rate of \$28 each day, break down as follows:

Breakfast	\$6
Lunch	\$7
Dinner	\$15

Receipts are not required for per diem reimbursement.

4. **NON PER DIEM REIMBURSEMENT:** Reimbursement of the actual cost of meals may be requested with the original itemized receipt of each meal. Submission of receipts will result in a reimbursement of actual expense up to per diem rate. Explanation of an amount greater than per diem rate is required for reimbursement beyond per diem. Please note on the reimbursement request form if the meal was provided for a group.

5. Meals are allowable, as follows:

	<u>When Leaving Before</u>	<u>When Returning After</u>
Breakfast	6:30 am	8:00 am
Lunch	11:00 am	1:00 pm
Dinner	5:00 pm	7:00 pm

Reimbursements may only be requested when meals are not provided.

Car Rental

The school district currently receives state contract rates through Enterprise Car Rental for the rental of vehicles for District travel. It is encouraged that employees planning to travel over a total of 150 miles rent a vehicle. Standard size vehicles should be requested when reserving vehicle. Larger vehicles may be rented for group travel only.

Travel Cash Advance

1. Cash advances for travel purposes may be requested by completing a Travel Cash Advance (TA) form. Advances will be issued for up to 75% of the anticipated out-of-pocket travel expenses. Employees funding group travel may request 100% of anticipated out-of-pocket expenses and is responsible for reporting and repayment of any unused advance.
2. The Travel Cash Advance form must be completed and signed by the employee, supervisor, and if different, budget administrator. Completed and signed form should be submitted to Accounts Payable at least five working days prior to travel for processing. Advance checks will be processed in the next available check run.

Travel Expense Reimbursement

1. Upon completion of business travel, a Travel Expense Reimbursement form should be completed. Original receipts of all out-of-pocket expenses should be attached. The form should be signed by the employee, supervisor, and if different, budget administrator. Travel expenses being reimbursed by federal programs or grant funds should be signed by the Grant Coordinator. Completed and signed form should be submitted to Accounts Payable and will be reimbursed within ten working days upon receipt.
2. Lodging arrangements should be placed on the purchase card when possible. A receipted, itemized statement provided by the lodging establishment should be submitted to the building Administrative Assistant upon immediate return from the trip to ensure timely payment of purchase card expenses.

3. A purchase order should be submitted for conference/meeting registration fees; and an invoice received for payment of fees prior to travel dates. If this is not feasible, the purchase card should be used; and detailed receipt of fees submitted to the building Administrative Assistant for timely payment of purchase card expenses.

4. Travel expense reimbursement forms must be completed, signed, and submitted within 30 days after the end of the trip on which the expenses are paid and incurred. Any excess reimbursement of travel expenses must be returned with the reimbursement form. Failure to comply may result in any excess advances being deducted from payroll earnings.

Mileage Chart

(One way from Cape Girardeau to surrounding cities)

Missouri		Missouri		Missouri		Missouri	
Advance	27	Eminence	167	Morehouse	37	Wardell	76
Altenburg	33	Essex	48	Morley	20	Warrensburg	312
Alton	184	Eureka	116	Mt. Vernon	318	West Plains	215
Anderson	380	Excelsior Springs	338	Mountain Grove	216	Wentzville	137
Annapolis	87	Farmington	76	Mountain View	179	Whitewater	17
Anniston	47	Fenton	104	Neelyville	99	Willow Springs	195
Antonia	93	Festus	80	Neosho	363	Williamsville	89
Appleton	22	Fisk	66	New Madrid	50	Winona	129
Arbyrd	111	Forsythe	312	Nixa	284	Zalma	39
Arcadia	69	Fredericktown	51	North Lilbourn	53		
Ava	247	Frohno	37	North Wardell	80	Illinois	
Barnhart	89	Gideon	78	Oak Ridge	22	Alton	150
Bell City	32	Gray Summit	127	Oran	21	Cairo	34
Benton	16	Greenville	68	Osage Beach	230	Carbondale	55
Bernie	71	Hannibal	217	Ozark	282	Centralia	110
Bertrand	39	Hayti	78	Pacific	123	Champaign	235
Bismark	84	Hayti Heights	81	Park Hills	74	Chester	51
Bloomfield	40	Herculaneum	83	Parma	67	Chicago	371
Bloomsdale	62	Hermann	169	Patton	32	Decatur	208
Blue Springs	326	High Ridge	95	Perryville	33	DuQuoin	67
Bolivar	313	Hillsboro	88	Pevely	84	Effingham	163
Bonne Terre	81	Hollister	311	Piedmont	77	Marion	55
Boonville	244	Hornersville	116	Pilot Knob	76	Murphysboro	44
Bragg City	93	Imperial	92	Poplar Bluff	81	Mt. Vernon	96
Branson	308	Independence	335	Portageville	64	Peoria	271
Cabool	206	Ironton	70	Potosi	91	Quincy	242
Caledonia	81	Jackson	8	Puxico	49	Springfield	198
Campbell	83	Jefferson City	231	Qulin	82		
Cardwell	123	Joplin	357	Republic	293	Arkansas	
Carthage	355	Kansas City	350	Risco	63	Blytheville	107
Caruthersville	84	Kelso	10	Rolla	165	Corning	114
Centerville	100	Kennett	95	Salem	134	Hoxie	148
Centralia	232	Kimmswick	90	Scott City	8	Little Rock	272
Chaffee	13	Kirksville	309	Sedalia	286	Paragould	126
Charleston	41	Leadwood	80	Senath	104		
Chesterfield	126	Lebanon	217	Sikeston	33	Indiana	
Chillicothe	340	Lee Summit	342	Springfield	273	Evansville	186
Columbia	220	Lesterville	86	St.Charles	127	Indianapolis	289
Commerce	18	Lilbourn	52	St. Clair	141	Princeton	155
Crystal City	79	Linn	200	St. Joseph	398	Vicennes	176
Cuba	136	Lutesville	30	St. Louis	117		
Delta	15	Malden	72	STL (Airport)	130	Kentucky	
Des Arc	89	Mansfield	234	St. Marys	46	Hopkinsville	145
Desloge	79	Marble Hill	29	St. Peters	130	Louisville	265
DeSota	92	Marquand	43	Ste. Genevieve	58	Owensboro	175
Dexter	53	Marston	56	Steele	99	Paducah	69
Doniphan	109	Maryville	438	Sullivan	151		
Dutchtown	8	Matthews	38	Thayer	199	Tennessee	
East Prairie	50	Mexico	218	Union	140	Dyersburg	110
Eldon	261	Millersville	20	Valley Park	108	Jackson	143
Ellington	116	Mineral Point	96	Van Buren	127	Memphis	175
Ellsinore	110	Moberly	251	Vichy	170	Nashville	214
Elvins	73	Monett	317	Vienna	181	Paris	117

HUMAN RESOURCES

- Employee Transfer Request
- Education Tuition Reimbursement

Cape Girardeau Public School District No. 63

EMPLOYEE TRANSFER REQUEST

Adopted: July 2008

INTRODUCTION:

In accordance with the Board of Education policy, a teacher may request a transfer any time during the school year. There may be only one transfer request on file at a time. Should a second request be submitted, the previous request will become inactive.

PROCEDURE:

1. To initiate request, complete the Employee Transfer Request form. Request should include three assignment requests in desired order.
2. Provide all certifications and experience.
3. Explanation and purpose of the transfer request may be provided, but is optional.
4. Completed forms should be signed by employee and supervisor. Completed and signed forms should be forwarded to Human Resources
5. One Employee Transfer Request form per employee will remain on file in the Human Resource Department. Acknowledgement of receipt will be provided to the employee.
6. Criteria for selection of transfer are as follows:
 - a. Certification
 - b. Job performance
 - c. Principal or supervisor recommendation
 - d. Experience in the area of the position which is vacant
 - e. Needs of attendance center or district
 - f. Years of service in the district or building

Cape Girardeau Public School District No. 63

Educational Tuition Reimbursement

Adopted: July 2008

INTRODUCTION:

In an effort to promote continued education, the Cape School District provides reimbursement for college course to District employees. Employees will be reimbursed 3 credit hours of college course work once every 5 years. Fees will be reimbursed at a rate equal to that of Southeast Missouri State University incidental and general fees. Request for reimbursement can only be made for courses that have been pre-approved.

PROCEDURE:

Pre Approval of Courses

1. Complete and sign the College Course Pre-Approval Form. You must indicate the course number and title, number of credit hours, semester date, and college or university you will be attending.
2. Provide a brief description of the benefits of the course to be taken.
3. Complete tuition reimbursement section, sign, and forward to principal or director for signature.
4. Forward completed, signed form to Human Resources for final approval.
5. Approved request will be returned to the employee. Form should be maintained until completion of course.

Reimbursement of Completed Course

2. Upon completion of course complete the Tuition Reimbursement form.
3. Provide course information and amount of tuition reimbursement requested.
4. Attach original pre-approval form, tuition payment receipt, and proof of passing grade. Sign and obtain supervisor signature. Forward completed and signed form to Human Resources.
5. Upon review, Human Resource approval will execute process of payment. Unapproved request will be returned to employee with explanation of disapproval.

PAYROLL

- Additional Payment
- Manual Checks

Cape Girardeau Public School District No. 63

ADDITIONAL PAYMENT REQUEST

Adopted: July 2008

INTRODUCTION:

Buildings and departments requesting employment payments that are in addition to regular wages should complete an Additive Pay form. Additional compensation is pay such as substitutes pay, mileage stipends, and work completed above and beyond an employee's normal job assignment. Completed forms approved and submitted to the Payroll Coordinator will be paid in the employee's next regularly scheduled pay cycle. To ensure adequate time for review and processing, forms are due in Payroll 10 days prior to check issue date. The Additive Pay form can be downloaded from the Business and Finance website.

PROCEDURE:

1. Enter the location name of the building or department requesting additional compensation.
2. Enter the next regular schedule pay date the additional compensation should be paid.
3. Type the full name of the employee to be paid.
4. Provide a description of the additional compensation requested.
5. Enter the total hours or days to be paid if compensation is for time worked. Skip this column if the pay for in-district travel.
6. Enter the rate of pay or flat amount to be paid.
7. Enter any additional information required in the explanation section of the form.
8. Enter the appropriate account number to be charged. If multiple accounts are to be charged enter the percentage to be charged to each account.
9. Acquire the appropriate signatures and forward the completed form to the Payroll Department.

To determine the amount to be entered in the Rate/Amt field on the Additive Pay form, follow the calculation procedures below based on the end result you are trying to determine:

Examples are based on a \$1,000 figure for certified employee. Replace \$1,000 with the required number. If calculating classified employee use PEERS and Fica rate in place of PSRS rate.

Fica Rate: .062 Medicare Rate .0145 PSRS Rate (0809) .13 PEERS Rate .065

If the budget should be charged a total of \$1,000

Step 1: Calculate rate to be used: $1.00 + .0145 + .13 = 1.1445$

Step 2: Calculate Gross amount to be entered in Rate/Amt field on AP form

$$\$1,000 / 1.1445 = \$873.74$$

Step 3: Enter \$873.74 in the Rate/Amt field on the AP form. The amount of necessary budget will be \$1,000.

Budget charges for a Rate/Amt of \$1,000 (Gross Wages)

Step 1: Calculate rate to be used: $1.00 + .0145 + .13 = 1.1445$

Step 2: Calculate total budget charges for a \$1,000 gross payment

$$\$1,000 \times 1.1445 = \$1,144.50$$

Step 3: Enter \$1,000 in the Rate/Amt field. The amount of necessary budget will be \$1,144.50

If the Net pay is \$1,000 before statutory deductions

Step 1: Calculate gross up rate: $1.00 - (.0145 + .13) = .8555$

Step 2: Calculate gross wages for a net (before tax) payment of \$1,000

$$\$1,000 / .8555 = \$1,168.91$$

Step 3: Calculate total budget charges on \$1,168.91

$$\$1,168.91 \times 1.1445 = \$1,337.82$$

Step 4: Enter \$1,168.91 in Rate/Amt field on AP form. The amount of necessary budget will be \$1,337.82

Cape Girardeau Public School District No. 63

MANUAL CHECKS

Adopted: July 2008

INTRODUCTION:

On occasion it may be necessary for the Business and Finance Department to issue a manual check. Manual checks will be processed once per week. Approved manual check requests received by noon each Thursday will be available for pickup in Central Office after 3:00 pm Friday.

PROCEDURE:

1. To initiate the manual check process the building principal or authorized designee must complete and sign a [Manual Check Request](#) form and submit to the Payroll Coordinator. An email request containing the following information may also be submitted:
 - Employee name.
 - Employee job duties and number of hours.
 - Explanation of why a special paycheck is necessary.
2. Request for a manual payroll check in a case when an employee was not paid must explain why the employee was not paid and provide a timesheet or [Earnings Request](#) form. The building/department should ensure appropriate paperwork has been submitted to Human Resources for new employees and employee changes.
3. In cases of errors and oversights, a correction will be processed as an adjustment in the next regularly scheduled payroll. The adjustments should be entered on an [Earnings Request](#) form and forwarded to Payroll.
4. Manual paychecks cannot be direct deposited as they are not generated by a regular payroll process.