



## FALL 2024 NEWSLETTER



### FROM THE EXECUTIVE DIRECTOR

A new school year is underway, and I hope everyone is getting settled and looking forward to the exciting challenges! NEOnet takes pride in partnering with each district and providing the technology that drives innovative solutions for student learning and district efficiency. Together, let's strive for another successful year of improving student education through the use of technology.

I am pleased to welcome seven new staff members to the NEOnet team. Josh Cramer, Martin Schuster, and Hailey Sheppard join the District Technology Team (DTS), Jacob Pettay steps in as our new desktop support specialist, Elizabeth Pfeifer joins the EMIS team, Jessica Ross will provide state software fiscal support, and we've added Julia Tilton to the expanding Educational Technology Department. Discover more about these employees on page two of the newsletter, and check the last page for all NEOnet employees' phone numbers and department extensions.

At the September meeting, the Board of Directors approved the FY25 Continuous Improvement Plan (CIP) and one-year initiatives. You can access the CIP on the NEOnet website under the "Policies" tab. Below, you will find the one-year initiatives.

- Enhance and expand existing shared services to optimize resource utilization and enhance service delivery
- Strategically plan, develop, and launch the marketplace to capture market share and drive revenue growth
- Strengthen internal operations by updating policies and procedures, assessing facilities, improving communication, and implementing a CRM tool
- Initiate and implement custom development solutions to enhance operational efficiency and meet specific business needs of our owners

Maintaining open communication with our owners is crucial. As you read through the information in this newsletter, please don't hesitate to contact me if you have any questions, ideas, or district needs to share. You can contact me at 330-926-3902 or [gdovin@neonet.org](mailto:gdovin@neonet.org).

Remember that without you, there would be no NEOnet!  
Matthew Gdovin, Executive Director

# New Employees

## JOSH CRAMER, TECHNOLOGY COORDINATOR AT STOW-MUNROE FALLS



Josh Cramer joined the DTS team in May 2024 as the Technology Coordinator for the Stow-Munroe Falls City School District. Before working at NEOnet, he worked as a computer technician for Maplewood Career Center and Medina City Schools. Josh is married with two kids, a daughter who goes to the University of Chicago and a son in the Stow-Munroe Falls school system. Outside of work, he enjoys spending time with his family.

## JACOB PETTAY, DESKTOP SUPPORT SPECIALIST



Preceding his position at NEOnet, Jacob Pettay worked for Best Buy's corporate project deployment team, where he traveled the country to work on special projects in stores, warehouses, and distribution centers. Growing up, Jacob demonstrated a passion for technology fueled by his interest in video games and a constant curiosity to learn how things work. His free time is spent playing basketball, flying drones, gaming, and livestreaming.

## ELIZABETH PFEIFFER, EMIS SERVICES SUPPORT SPECIALIST



Elizabeth Pfeiffer has experience in EMIS, student information systems, and technical support. She started with NEOnet in August 2024 as part of the EMIS services teams and is looking forward to working with multiple school districts in the NEOnet consortium. Elizabeth has worked previously at Brecksville-Broadview Heights CSD, Upper Arlington Schools, and the University of Cincinnati. Outside of work, she enjoys spending time with her husband and two sons, visiting the local parks and library, and attempting to improve her culinary skills.

## MARTIN SCHUSTER, DESKTOP SUPPORT SPECIALIST AT MEDINA CO CAREER CENTER



Martin is the latest addition to the NEOnet DTS team. A graduate of Case Western Reserve University, he started his IT journey in the healthcare sector. Now, he supports IT at the Medina County Career Center. When not troubleshooting, Martin enjoys hiking and running through the metro parks.



# New Employees

## JESSICA ROSS, FISCAL SERVICES SUPPORT LIAISON



Before joining NEOnet, Jessica Ross worked for 10 years with a book manufacturing company, providing exceptional customer service to clients worldwide. There, she learned multiple customer service, technology, and accounting skills that have benefited her throughout her life.

She graduated from Ashland County-West Holmes Career Center (ACWHCC) with a certificate in Graphic Communications and attended an Adult Education class for Business Office Technologies. There, she received her master's in Microsoft Office and plans to continue to use this knowledge at NEOnet.

Jessica has a daughter and loves spending her spare time traveling and showing her daughter the amazing things the world has to offer. She also enjoys watching her daughter participate in various activities that she attends. Outside of being a mother, Jessica is a 4H advisor, on the adult ed advisor community for the ACWHCC, and a member of the local Elks lodge.

## HAILEY SHEPPARD, DESKTOP SUPPORT SPECIALIST AT GALION



Prior to working for NEOnet, Hailey Sheppard worked at a career center for almost two years. Hailey graduated from their Computer Network Technology program in 2023 from said career center. She is currently in college for her cybersecurity associate's degree and hopes to continue to expand her technology knowledge after graduation in 2025. Hailey loves cats and has a tuxedo cat named Hershey, who is so cute and spoiled rotten. If she is not with her cat, she usually plays video games or reads sci-fi or fantasy books.

## JULIA TILTON, TECHNOLOGY INTEGRATION SPECIALIST



Julia Tilton grew up in Copley, Ohio and currently lives in Doylestown, Ohio. Her crew includes her husband, son, and two dogs. Her favorite book is *The Silent Patient* and her favorite TV shows are *The Office* and *New Girl*. Julia attended Marieta College and earned her bachelor's degree in Middle Childhood Education, with focuses on Science and ELA/Reading. She also has her Master's in STEM Leadership from the American College of Education. Julia was a middle school science and STEM teacher for six years before joining NEOnet.

# Looking Forward: Strengthening Our Foundation and Expanding Our Focus

CHRIS ZOLLA

As many of you know, the past two years have been a period of transformation for NEOnet. Through a series of mergers, we have grown, integrated, and evolved to better serve our customers and expand the range of services we offer. While this process has brought exciting new opportunities, it has also required significant effort in migrating systems, teams, and processes into a unified whole.

We are now in the final stages of completing these migrations, ensuring that all transitions are smooth and effective. This critical work sets the stage for our next chapter—one where we can shift our focus back to what matters most: you, our customers. As we look toward the coming year, our priority will be to help you fully leverage the full range of services that NEOnet offers, ensuring that you get maximum value and benefit from your partnership with us.

At the same time, we are committed to providing the world-class support that you deserve. We recognize that with growth comes the need for an even higher standard of service. Our goal is to not only meet but exceed your expectations by enhancing our customer service experience and becoming a true partner in your success. Together, we will work to ensure that you can rely on NEOnet not just for technology solutions but also for expert guidance and support.

We are excited about the opportunities ahead and look forward to working closely with each of you as we expand our services and continue to build a stronger, more customer-focused organization.

# Offsite Backups and Immutability

TIM TRACY

Having an offsite backup is crucial for ensuring data protection in the event of catastrophic incidents such as natural disasters, hardware failures, or cyber-attacks. Onsite backups may be compromised by the same risks that affect the primary data, such as fire, floods, or theft. By storing backups in a remote location, you create a safety net that enables data recovery even if the primary site becomes inaccessible or damaged. Offsite backups also provide an extra layer of security against ransomware, ensuring that critical data can be restored without paying ransoms or suffering extended downtime.

An immutable backup further enhances data security by making the backup data unchangeable, preventing any alterations or deletions once it has been written. This feature is particularly valuable in the fight against ransomware, as it ensures that even if malicious actors gain access to the system, they cannot encrypt or tamper with the backup. Immutable backups provide a robust defense against insider threats and accidental deletion, guaranteeing that a pristine copy of the data is always available for recovery. This combination of offsite storage and immutability offers a powerful safeguard for maintaining the integrity and availability of critical data.

NEOnet follows what has become known as the 3-2-1 rule, which dictates that there are three copies of data on two different media types, with one of the copies being offsite. Customers of our hosted virtual servers automatically take advantage of this service. If you host onsite and are looking for a backup solution, please contact Tim Tracy at [tracy@neonet.org](mailto:tracy@neonet.org) for more information.



# Technology Integration

DAN NIESSEN & JULIA TILTON



## PADLET SANDBOX

As most educators know, Google Jamboard is being discontinued at the end of the year. Padlet Sandbox is a great alternative! Think of this as a Google Slides presentation with an online whiteboard feature built in. Instead of calling the different pages "slides", Padlet Sandboxes refers to them as "cards". The best part - you can set what "cards" students can edit! If you're familiar with online whiteboards, it comes with the typical online whiteboard tools: sticky notes, drawing tools, text boxes, the ability to import images and videos, etc. BUT one big, extra feature that most online whiteboards don't have... a built-in AI image generator! It is called "I can't draw". With this tool, you type what you're looking for and the AI image generator will create the image for you.



## DID YOU KNOW...

Did you know NEOnet offers free online professional development videos to teachers? Teachers can receive FREE CEUs for watching professional development videos that are of interest to them on their own time! Teachers can find these videos [here](#) or from NEOnet.org → Tech Integration → PD on Demand.



## UPCOMING WEBINARS (HELD EVERY WEDNESDAY, ALSO FREE!)

- September 25 - Bye, Flipgrid! Hi, Padlet!
- October 2 - AI for Intervention & Differentiation



## CONNECT WITH US

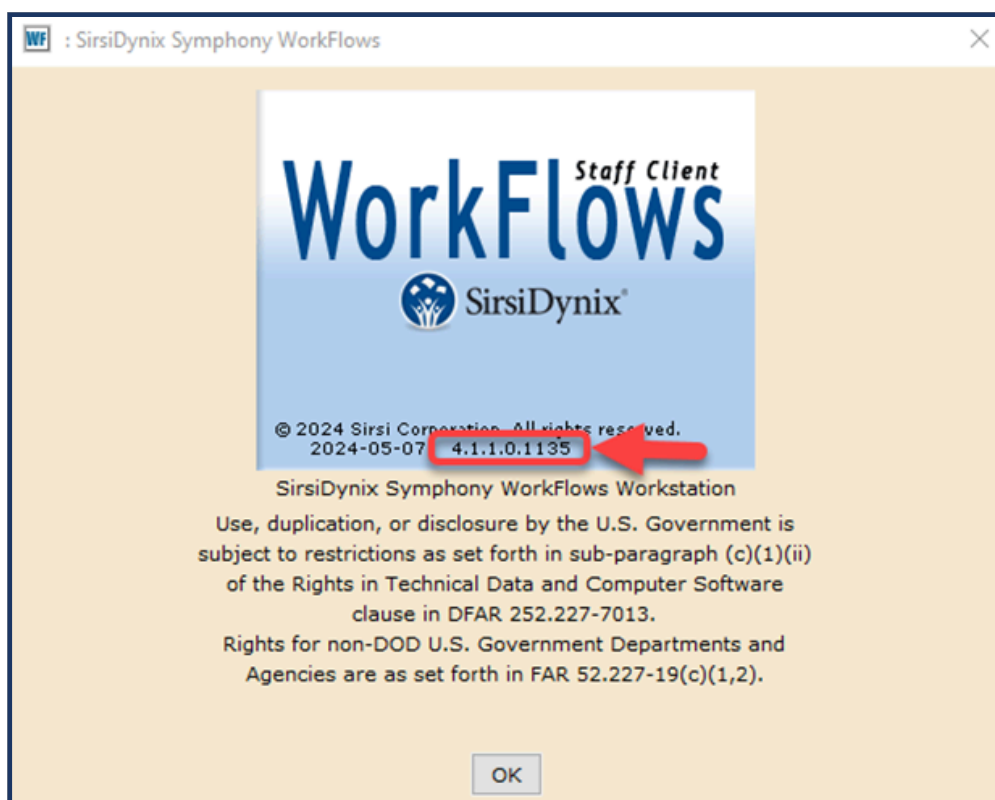
Email [dniessen@neonet.org](mailto:dniessen@neonet.org) or [jtilton@neonet.org](mailto:jtilton@neonet.org) to schedule On-Site EdTech PD at your buildings! We can host custom EdTech PD or pick from our [Training Menu](#). Join the Ohio STEM Teachers PLC to collaborate with other educators around STEM Education and Integration. Follow us on Twitter/X [@NEOnetEdTech](#) for the latest updates!

# WorkFlows Library Software & Barcode Font Updates

TAMRA DUGAN

The WorkFlows software has an update that was released over the summer. There are no visible changes to the software itself. This update removes several potential security issues on the server side.

To see if your software has been updated, open WorkFlows, click Help on the top toolbar, click About, then ensure you see the correct version number:



If you have a previous version, click [here](#) to view instructions on installing the update (you will either need full administrative rights on your machine or your technology department's assistance).

We also have a new barcode font to replace the longtime Free3of9. The Google Barcode font can be found [here](#). If you open a barcode report in Word and see large numbers instead of a scannable barcode, you'll need to download and install the new font.

If you have any questions or need assistance, please open a ticket by emailing [libraryhelp@neonet.org](mailto:libraryhelp@neonet.org).

# Preschool Early Learning Assessment (ELA)

JENNIFER COTTRILL

The Early Learning Assessment (ELA) is a set of research-supported learning progressions for preschool-age children. There are many changes for the 2024-2025 school year regarding assessing the students, recording the data, and submitting the scores. The information below is documentation gathered from the Department of Education & Workforce website, the OhioK12 Help website, and the NEOnet SIS products documentation.

## ASSESSMENT SKB ELEMENTS

For the 2024-2025 school year, the requirement for Preschool Special Education (PSE) and Early Childhood Education Grant (ECE) programs is to assess children with a set of **15** skills, knowledge, and behaviors (SKBS) in the fall and spring. For the comprehensive assessment for Step Up to Quality, the requirement is **32** SKBs.

**This detailed document available from the Department of Education contains all 32 SKBs and descriptions for each.**

## DATA ENTRY AND REPORTING

In the past Preschool programs used the KReady platform to upload a pre-identification file of students who need assessed. Last school year, the same KReady system was used to report student earned scores to DEW. For the 2024-2025 the Department has created a new process for data entry and reporting, which is a simple upload of a spreadsheet. The PS ELA process will NOT be using the KReady platform. Data will not be reported through KReady, EMIS, or EAS for the 2024-2025 school year.

### PRE-IDENTIFICATION FILES

Previously, three (3) Preschool ELA pre-ID files were required; that is no longer the case. For the 2024-2025 school year, one file will be used. It is called the ELA Score Entry and Reporting Form. Depending on the SIS product your district uses, NEOnet has included the steps below on how you can populate the spreadsheet using your SIS data.



## INFINITE CAMPUS

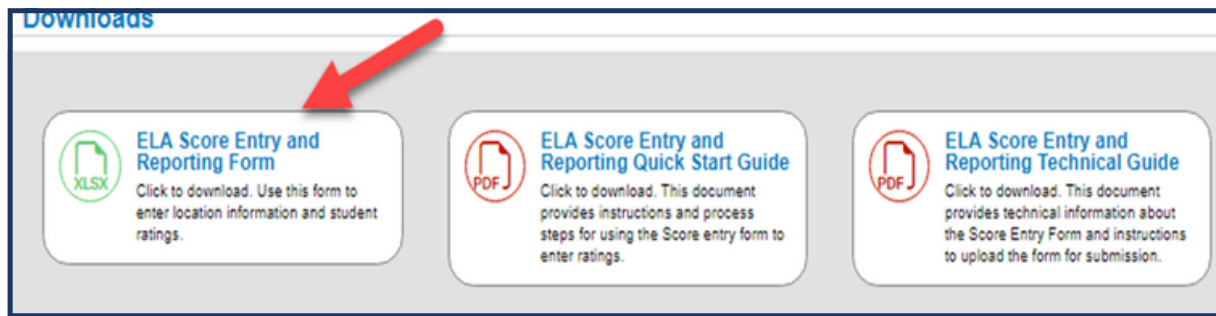
- Confirm all preschool students have an SSID (create an ad hoc).
- Verify that each Preschool Student is enrolled in a course (student gap scheduler)
- Navigate to **Reporting > OH State Reporting > KRA Pre-ID File**
- Enter in Snapshot Date (use today's date), Extract Type = Enrollment File, Grade Level = Preschool, Format = CSV, Select School
- Generate Extract when complete
- Sort the file by Teacher First Name and Teacher Last Name
  - Teacher Name in the file download below requires Teacher First and Last Name in the same column.
  - Create a new column with Teacher First and Last Name in the same column - this will be used when transferring data to the new file layout.
  - Remove/delete the Teacher First Name column and Teacher Last Name column

**KRA PreID Files (Teacher, Student, Enrollment)**

The KRA PreID files output as a CSV (Comma Separated Value) or HTML file. The reports contain student and staff information related to the Kindergarten Readiness Assessment. Choose CSV to produce the file in the state defined format. Enter a Snapshot Date to pull actively rostered students and their associated teachers. Students and staff will pull from sections associated with a course marked as Homeroom. The report can be run on a single calendar or district-wide.

<p><b>Extract Options</b></p> <p>Snapshot Date: 09/04/2024</p> <p>Extract Type: <b>Enrollment File</b></p> <p>Grade Level: <b>PS : Preschool</b></p> <p>Staff ID: Staff State ID (Default)</p> <p>Format: <b>State Format(CSV)</b></p> <p>Ad Hoc Filter: [v]</p> <p>Enrollment Token: [ ]</p> <p>Include Protected Identity Info: <input type="checkbox"/></p> <p><b>Generate Extract</b> <b>Submit to Batch</b></p>	<p><b>Select Calendars</b></p> <p>Which calendar(s) would you like to include in the report?</p> <p><input checked="" type="radio"/> active year</p> <p><input type="radio"/> list by school</p> <p><input type="radio"/> list by year</p> <p>24-25</p> <p>24-25 Pre-K</p>
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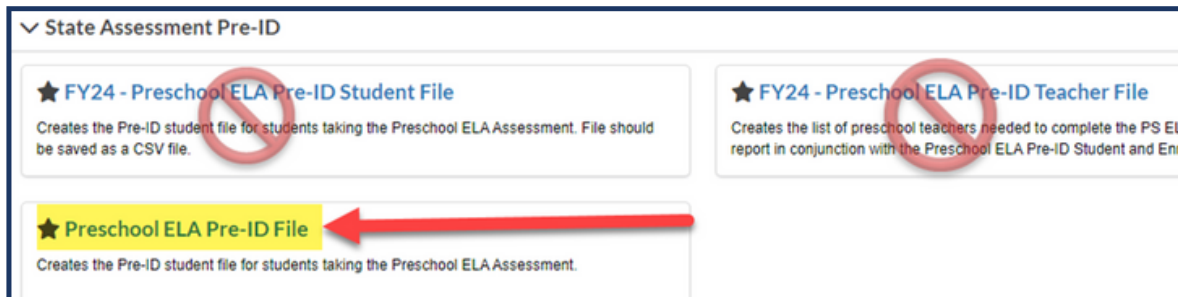
- Download the ELA Score Entry Reporting Form from here: <https://www.ohio-k12.help/ela-score-entry-and-reporting/>



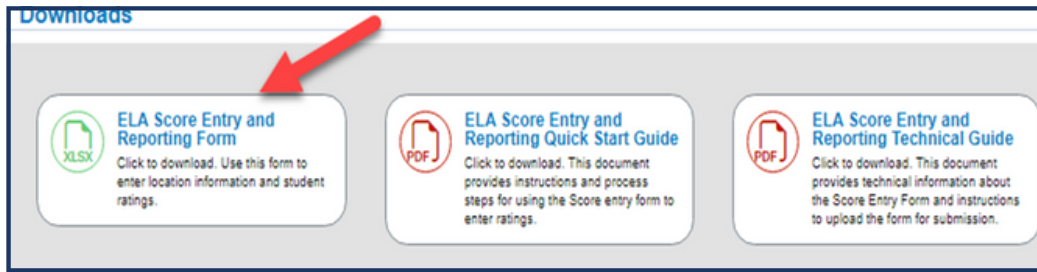
- Select the appropriate scoring tab at the bottom of the workbook depending upon the desired type. Options include the Priority 15 items (gray tab) or the Comprehensive 32 items (blue tab)
- Copy the data from your SIS Preschool ELA Pre-ID file into the ELA Score Entry Reporting Form.
- Distribute the ELA Score Entry Reporting Form to the appropriate person who will be recording student scores.

## FRONTLINE PROGRESSBOOK SIS

- Run the report 'Students With no SSID' to verify all preschool students have an SSID.
- Ensure each Preschool student is enrolled in at least one PS course section. Districts could use the NORQ report to find students with a missing schedule.
- At Local-Analytics Hub navigate to the Assessment Folder and then the State Assessment Pre-ID folder.
- Select Preschool ELA Pre-ID File. (Do not use the FY24 Pre-ID student or teacher files, they will be removed in the near future.)



- Select the School Year, School Name, Grade Level, and Status Name filters
- Click Okay
- After the report completes, select Export Excel
- Download the ELA Score Entry Reporting Form from here: <https://www.ohio-k12.help/ela-score-entry-and-reporting/>



- Select the appropriate scoring tab at the bottom of the workbook depending upon the desired type. Options include the Priority 15 items (gray tab) or the Comprehensive 32 items (blue tab)
- Copy the data from your SIS Preschool ELA Pre-ID file (columns A-H) into the ELA Score Entry Reporting Form.
- Distribute the ELA Score Entry Reporting Form to the appropriate person who will be recording student scores.

## UPLOADING SCORE FILES

For the 2024-2025 school year student scores will not be reported through KReady, EMIS or EAS. No logins or special roles are needed. Preschool programs will need to decide who completes the spreadsheets and uploads them. Multiple files can be uploaded for the same preschool program.

- Once the scores have been updated on the ELA Score Entry Reporting Form created in the above section, the spreadsheet will need to be uploaded.
- Go to <https://www.ohio-k12.help/ela-score-entry-and-reporting/> and navigate to the bottom of the page.

The image shows the 'Upload Form' page. It includes instructions: 'Only submit the provided ELA Score Entry and Reporting Form. (other files will not be accepted)', 'Ensure the selected file contains all the required information. See ELA Score Entry and Reporting Technical Guide.', and 'Complete the fields below and select your file to upload.' The form has fields for 'Name (Required)' (split into 'First' and 'Last'), 'Email (Required)', and 'Excel Upload (XLSX Only) (Required)'. The 'Excel Upload' field has a 'Choose File' button. A 'Submit' button is at the bottom. Numbered callouts 1-5 point to: 1. First name field, 2. Last name field, 3. Email field, 4. Choose File button, and 5. Submit button.

- Enter the required first name, last name, and email information of the person submitting the file.
- Click “Choose File”, select the file and click Upload to add the file to the cue. Click “Submit”. A confirmation message will appear.

# Get Ready for the Ohio PowerSchool ERP User Group Meeting: A Must-Attend Event for 2025

LISA NASH

Mark your calendars and clear your schedules because an exciting opportunity is on the horizon! The Ohio eFinancePLUS User Group Board and The Management Council proudly present the Ohio PowerSchool ERP User Group Meeting, a premier event tailored for professionals eager to advance their knowledge and network with peers in the PowerSchool community. We encourage all of you to attend.



## WHY ATTEND?

This is more than just a meeting; it's a transformative experience designed to elevate your skills and knowledge. Whether you are a novice or a seasoned expert, the agenda is packed with insightful sessions covering Fund Accounting, Human Resources/Payroll, and EMIS.

## EVENT DETAILS

**WHEN:** March 4-6, 2025

**WHERE:** Quest Conference Center, 9200 Worthington Road, Westerville, OH 43082

**COST:**

- **Two Days:** \$220 per person
- **Three Days:** \$330 per person
- **EMIS Only Attendees:** \$110 per person

Please note that the price reflects necessary adjustments due to inflation and the increased costs of food and power supplies. Payments must be completed before the event and addressed to MCOECN.



**Registration Deadline:** February 14, 2025

**Late Registration Fee:** \$50 (applied after the registration deadline)

**Cancellation Policy:** Full refunds are available with written notice by February 21, 2025. Cancellations after this date will incur total charges.

## TENTATIVE SCHEDULE HIGHLIGHTS:

- **March 4:** Dive deep into Fund Accounting with sessions on Budget Prep, Fixed Assets, and more.
- **March 5:** Expand your expertise with integrated sessions on Fund Accounting, Human Resources/Payroll, and EMIS.
- **March 6:** Focus on advanced Human Resources/Payroll topics, including Unified Talent Applicant Tracking and SERS/STRS Reporting.

The first and last days are structured to offer a blend of advanced, intermediate, and beginner-level sessions to ensure that all attendees, regardless of their experience level, gain valuable insights and practical skills. Day two is designed to have three separate tracks: FAM, HR, and EMIS.

## STAY CLOSE, STAY COMFORTABLE

We've partnered with local hotels to offer you convenient accommodations. Be sure to inquire about government rates:

- **Hilton Columbus Polaris** - 8700 Lyra Dr, Columbus, OH 43420, 614-885-1600
- **Fairfield Inn and Suites** - 9000 Worthington Road, Westerville, OH 43082, 614-568-0770
- **Hampton Inn and Suites** - Columbus/Polaris - 8411 Pulsar Pl, Columbus, OH 43420, 614-885-8400
- **Homewood Suites by Hilton** - 2045 Polaris Pkwy Hilton, Columbus, OH 43420, 614-396-5100

## REGISTRATION IS COMING SOON!

Secure your spot early to take advantage of the best rates and ensure your participation in this essential gathering of PowerSchool ERP professionals.

## FOR MORE INFORMATION OR TO ADDRESS ANY QUESTIONS, CONTACT:

- **Lisa Nash**, Fiscal Systems Coordinator, Metropolitan Regional Service Council / NEOnet: [nash@neonet.org](mailto:nash@neonet.org), (w) 330-926-3900 ext. 601121, (c) 419-265-2267
- **Carolyn Giuffre**, Fiscal Services Support Specialist, Tri-County Computer Services Association: [giuffre@tccsa.net](mailto:giuffre@tccsa.net), (w) 330-264-0647 ext. 1204, (d) 330-988-1022

This is your chance to engage with experts, enhance your skills, and connect with fellow professionals in the PowerSchool community. Don't miss out on this unparalleled opportunity for growth and networking!

Get ready for an unforgettable experience at the Ohio PowerSchool ERP User Group Meeting!

## TENTATIVE SCHEDULE- SUBJECT TO CHANGE

March 4, 2025 - Fund Accounting Sessions

8:00 AM	CHECK-IN/REGISTRATION AND BREAKFAST		
8:30 AM	INTRODUCTIONS AND LOGISTICS OPENING SESSION		
	ADVANCED	INTERMEDIATE	BEGINNER
9:30 AM - 10:20 AM	COMMUNICATING FINANCIAL INFORMATION WITH SCHEDULED REPORTS	FAM ROUNDTABLE	VENDOR SET UP
10:30 AM - 11:20 AM	BUDGET PREP	FOUNDATION RECONCILIATION	REQUISITION TO CHECK
11:30 AM - 12:20 PM	PERSONNEL BUDGETING & POSITION CONTROL	MONTH END BALANCING	IMPORTS: RECEIPTS & BATCH PAYABLES
12:20 PM - 1:00 PM	LUNCH		
1:10 PM - 2:00 PM	AMENDED CERTIFICATE AND APPROPRIATIONS	UNDERSTANDING THE BALANCE SHEET	CHANGE ORDERS, BUDGET TRANSFERS & BUDGET ADJUSTMENTS
2:10 PM - 3:00 PM	FIXED ASSETS	IMPORT/EXPORT TOOL	CHECK RECONCILIATION & POSITIVE PAY

## March 5, 2025 - Fund Accounting, Human Resources/Payroll and EMIS Sessions

8:00 AM	CHECK-IN/REGISTRATION AND BREAKFAST		
8:30 AM	INTRODUCTIONS AND LOGISTICS OPENING SESSION		
	FUND ACCOUNTING	HUMAN RESOURCES/ PAYROLL	EMIS
9:30 AM - 10:20 AM	USAS ACCOUNT CODES - CLEANING UP THE DATA	TIME CLOCK PLUS	EMIS - TBD
10:30 AM - 11:20 AM	VENDOR PUNCHOUT	PAYROLL BALANCING	EMIS - TBD
11:30 AM - 12:20 PM	PERIOD & MOE REPORTING	EMPLOYEE ACCESS CENTER, RECORDS, AND EFFECTIVE DATE CHANGE	EMIS - TBD
12:20 PM - 1:00 PM	LUNCH		
1:10 PM - 2:00 PM	PERIOD 13 - CASH POSITION AND BALANCE SHEET	FUTURE PAY RATES	EMIS - TBD
2:10 PM - 3:00 PM	PROJECT ACCOUNTING	ADVANCED WORKFLOW	EMIS - TBD

## March 6, 2025 - Human Resources/Payroll Sessions

8:00 AM	CHECK-IN/REGISTRATION AND BREAKFAST		
8:30 AM	INTRODUCTIONS AND LOGISTICS OPENING SESSION		
	ADVANCED	INTERMEDIATE	BEGINNER
9:30 AM - 10:20 AM	PERSONNEL BUDGETING AND POSITION CONTROL	HRM ROUNDTABLE	HR REFERENCE TABLES
10:30 AM - 11:20 AM	UNIFIED TALENT APPLICANT TRACKING	IMPORT/EXPORT	PAY RUN SET UP
11:30 AM - 12:20 PM	UNIFIED TALENT RECORDS	NOTIFICATION BY CERTIFICATION TYPE, OH CERTIFICATION REPORT, AND SCHEDULED REPORTS	PRE-CALC & EMPLOYEE TIME REPORTS
12:20 PM - 1:00 PM	LUNCH		
1:10 PM - 2:00 PM	ADVANCED WORKFLOW	FIXING LIABILITIES - PAYROLL WOES	FOLLOW UP ACTIVITIES
2:10 PM - 3:00 PM	EMPLOYEE TIME SHEETS (ETS MODULE)	SALARY NOTICES/ CONTRACTS	SERS/STRS REPORTING

# Managing Change Fund/Petty Cash Funds

MICHELLE INGERSOL

Keeping track of Petty Cash/Change Funds can be as simple as 1 - 2 - 3 in USAS! Let's take a look at what you will need to do.

## OPENING A CHANGE/PETTY CASH FUND

1. Create a vendor for the custodian of the Fund if one doesn't exist.
2. Create a PO, Invoice & Disbursement to the Fund custodian and provide them a check.
  - a. For PettyCash funds, the expenditure account charged on the PO must be funded from the General Fund per the Auditor's office.
  - b. For Change funds, it may be taken from the fund needing it. (IE: Athletics)
3. Create a Reduction of Expenditure using the amount of the PO and the budget account used.
4. You should enter the fund's amount as a reconcilable item when balancing at the end of each month, as it will show as available cash on the system.

## REPLENISHING A CHANGE/PETTY CASH FUND

1. The custodian disburses the cash from the fund in exchange for receipts related to the purchases when requested.
  - a. No entry is made in the system at this point.
2. If the fund requires a) more cash or b) it is the end of the fiscal year, the custodian requests a check for the difference between the cash on hand and the total assigned to the fund.
3. The receipts turned in should be verified, and a PO, invoice, and disbursement should be issued to the custodian charging all relevant budget accounts used for the related purchases.

## CLOSING A CHANGE/PETTY CASH FUND

1. Obtain the monies from the custodian and deposit them in the bank, posting a receipt on the system.
  - a. The account used on the receipt should be from the same fund the expenditure was processed against.
2. Create a Refund of Receipt (with no check) using the amount and revenue account number from the above step.
3. Remove the Petty Cash/Change Fund as a reconcilable item when balancing at the end of each month.



# State Software USPS Date Codes

TAMMY HAMILLA

Date Codes are district-used fields used to keep track of dates about an employee under the CORE/EMPLOYEE option. These date codes can be Created, Viewed, Edited, and Deleted. If the district wants to keep track of a certain date for employees, they can use Date Codes to create a Display Name to be listed on the Employee Screen.

To Create a new Code, click the **Create button** and enter a Display Name, Group Name, and Property Name. The 'Group' name can be created or edited to place the date within the 'Employee' screen. Press the **Save button** to save the changes. Once saved, the new Date Code will be added to the Employee Screen under the 'Group' name defined in the creation. You can also press the **Cancel button** to cancel out and not save any changes.

The Display Name, Group Name, and Property Name for the date box will show on the Date Codes grid. The Property Name is used in the Advance Queries and Detail Report options. The Property Name has to be combined into one word, with no spaces, and with the First Letter of each word Capitalized. A new Date section will be created in the Employee Screen called whatever you put in the Display Name when the Date Code was created. These Date Codes will also appear in the Custom Field Definition, found under the Admin menu. You can create a report of Date Codes, and if you have the appropriate Role in USPS, you can mass change date codes.

Date Codes can be used in Employee Self-Service (ESS) from existing Date Codes in USPS's Core > Date Codes. Once a date code exists in USPS, the user can pull the USPS Date Code into ESS. Go to ESS System > Date Codes. Click the **Create button** above the grid, select a Date Code from USPS to configure, and click **Continue**. The Date Code and Description from USPS auto loads. The user can configure the following:

- **Expiration Terms in Days:** Number of days the date code is valid
- **Days Before Expiration to Notify:** Number of days before the expiration date that the employee will be notified
- **Notification Message:** Employees will receive a message in ESS based on days before it expires
- **Active checkbox:** uncheck when you need to disable date code notification for a user.

When an employee with a Date Code logs into ESS to create a leave request, they will receive a notification if their date is about to expire based on the Date Code configuration information that was supplied. Date Codes can be used to track Teacher Licensure, Bus Driver Certification, Fingerprinting, Background checks, and more.

# CONTACT US: 330-926-3900

\* Press 0 for  
the HelpDesk

## NEOnet Directors

Matt Gdovin  
Ext. 601100

Chris Zolla  
Ext. 601110

## Leadership

Michele Baker  
Ext. 601113

Cody Lyons  
Ext. 601119

Bonnie Manchester  
Ext. 601120

Andy Melick  
Ext. 602730

Jason Smith  
Ext. 601115

## Superintendent Advocate

Walter Davis  
Ext. 601165

## Receptionist

Diane Leicy  
Ext. 602120

## Financial Services

Roxanna Bennett  
Ext. 601133

Alyssa Green  
Ext. 601164

Sydney Hagenbush  
Ext. 601184

## Educational Technology - Ext. 601160

Tamra Dugan  
Ext. 601128

Noah Himes  
Ext. 601117

Ryan McLaughlin  
Ext. 601131

Dan Niessen  
Ext. 601106

Chris Potter  
Ext. 601163

Julia Tilton  
Ext. 601182

## EMIS Services - Ext. 601140

Mary Dolis  
Ext. 601102

Renee Eckstine  
Ext. 601155

Tiffany Evans  
Ext. 601168

Yvonne Fisher  
Ext. 601104

Alexandra Holowatyj  
Ext. 601139

Darlene Neel  
Ext. 601157

Elizabeth Pfeiffer  
Ext. 601187

Emily Roberts  
Ext. 601118

Sara Skraba  
Ext. 601103

Sandy Sparr  
Ext. 602210

Janet Snyder  
Ext. 602220

Vickie Stima  
Ext. 602240

Catherine Wright  
Ext. 601126

## Technical Applications - Ext. 601180

Theodore Drewek  
Ext. 601174

Steven Foster  
Ext. 601156

Leo Galleguillos  
Ext. 601178

Hunter Harbison  
Ext. 601173

Mike Hoffman  
Ext. 601108

Austin Kendrick  
Ext. 601148

Nicholas Tysh  
Ext. 601183

Joshua Zolla  
Ext. 601181

Spencer Zolla  
Ext. 601127

## Fiscal Services - Ext. 601130

Deb Burrell-Horn  
Ext. 601137

Rachel Caudill  
Ext. 602310

Tammy Hamilla  
Ext. 602320

Michelle Ingersol  
Ext. 601136

Lisa Nash  
Ext. 601121

Jessica Ross  
Ext. 602340

Susanne Searl  
Ext. 601153

## Student Services - Ext. 601140

Julie Combs  
Ext. 601142

Lori Conrad  
Ext. 601129

Jennifer Cottrill  
Ext. 601114

Janet Hayes  
Ext. 601112

Elizabeth Karako  
Ext. 601202

Bethany Ladich  
Ext. 601138

Denise Marrali  
Ext. 601101

Rita Miklacic  
Ext. 601206

Alicia Paulsey  
Ext. 601210

Kathy Peters  
Ext. 601107

Jacqueline Tupps  
Ext. 602630

LuAnn Trumpower  
Ext. 602610

Sue Vinborg  
Ext. 601208

Leslie Wiseman  
Ext. 602620

## Technical Services - Ext. 601150

Mark Banks  
Ext. 602720

Mark Baughman  
Ext. 602740

Devon Bennett  
Ext. 601124

Ben Claussen  
Ext. 601125

Nate Coffey  
Ext. 602750

Tony Dipane  
Ext. 601191

John Gill  
Ext. 601162

Cyrus Elder  
Ext. 601116

Justice Jones  
Ext. 601151

Andrew Klich  
Ext. 601146

Matthew Klich  
Ext. 601188

Cody Lyons  
Ext. 601119

Brian Mangan  
Ext. 601204

Jay Milliron  
Ext. 601147

Jacob Pettay  
Ext. 601185

Aly Powell  
Ext. 601145

Joe Prekop  
Ext. 601134

Ben Roberts  
Ext. 601209

Brian Ruffner  
Ext. 601207

Tristan Smith  
Ext. 601149

Eric Spencer  
Ext. 601144

James Swartwood  
Ext. 601179

Tim Tracy  
Ext. 601109