



Treasurers Operating Committee Meeting

March 18, 2009

Attendance

Carolyn Weglewski	Buckeye Local Schools	Matthew Gdovin	NEOnet
John Wheadon	Copley-Fairlawn City Schools	Deb Carroll	NEOnet
Lee Weisenmiller	Coventry Local Schools	Paulette Gansel	NEOnet
Kathryn Sines	Cuyahoga Falls City Schools	Denise Marrali	NEOnet
Roy Swartz	Green Local Schools	Connie Enders	NEOnet
Debbie Krutz	Kent City Schools		
Michelle Seckman	Maplewood Career Center		
Dave Osborne	Manchester Local Schools		
Chris Adams	Mogadore Local Schools		
Donna Snider	Nordonia Hills City Schools		
Dave Crowley	Parma City Schools		
Eydie Snowberger	Portage Lakes Career Center		
Brenda Brcak	Richmond Heights Local Schools		
Catherine Bulgrin	Stow-Munroe Falls City Schools		
Sondi Clevenger	Summit County ESC		
Jeff Hostetler	Tallmadge City Schools		
Deanna Levenger	Woodridge Local Schools		

Issues Discussed

Welcome

Discussion Topics

- **Reflections** – As of March 1, 2009, your district will need to be running version 14 of the Reflections software. Reflections 14 will allow the use of SSH (Secure Shell). SSH is a secure version of telnet that does NOT send or receive data in plain text. All the data transmitted will be encrypted for better security, significantly reducing the chances of compromised data. The school districts have been preparing for this change since April, 2008 and the majority of the districts are running the Reflections 14 software or Reflections for the web. School districts may still purchase additional licenses directly from CDW-G at the “upgrade” price of \$110 per license. Please contact the fiscal department at fiscal@neonet.org if you have questions about Reflections 14 or need the instructions to purchase additional licenses.
- **Treasurers Web** – The new TreasurerWeb has been setup on the NEOnet website. This site can be found by clicking on Fiscal, TreasurerWeb and logging in with your SSWAT username and password. TreasurerWeb provides a location to share information and data with other treasurers.

- **Treasurers Monthly Update** – As part of the NEOnet Communication Plan, monthly updates will be sent out to all of the Treasurers. The March update will be sent out on Friday, March 20, 2009.
- **VENHIRE** – The threshold for reporting independent contracted vendors is \$250 in a calendar year. The VENHIRE report can assist in identify reportable vendors.
- **NEWCNT** – A handout was provided identifying the required fields necessary to import contract changes into NEWCNT. The import process will not affect LIVE data files. A sample Excel spreadsheet from Dave Forrest covering employee contract information is posted to the NEOnet TreasurerWeb. All imports to NEWCNT require employee ID / SSN as part of the load information.

If the district is using the SALARY program make sure the negotiated master agreement is correctly entered in the salary schedule program by verifying base salary, column and step for all salary schedule ID's. Any changes that are made to salary schedule or individual employees will only be accurately updated when COUNT FTE is run in the SALARY program.

- **USPLOAD** – The USPLOAD is the payroll files import program. This import program will allow the district to mass load biographical, benefit, job, pay account, deduction name, deduction, and attendance information into the USPS software. It is recommended that you contact the Fiscal Services department before using this program.
- **APPROP (Budgeting)** – The NYPLOAD will update the next year's proposed budget amounts for a CSV file. A handout was provided detailing the process for loading the next year's proposed amounts.
- **VALACT, DELACT and DELVEN** – The VALACT accounts validation program allows the user to obtain a list of invalid accounts. The DELACT program is used to determine which accounts can be deleted from the master account file and DELVEN program can be used to determine which vendors can be deleted for the master vendor file. It was suggested that stop dates be used to control inactivation of accounts. The stop date will prevent REQ / PO s from being created with an invalid or inaccurate account.
- **ODBC / Safari** – The next training will be held on May 12, 2009 from 8:30 to 11:00 at the NEOnet Lab. The data will be pulled from USAS, USPS and EIS.
- **Inventory (EIS / Other)** – The parameters for reporting should be set by the district before hiring a company to do inventory.
- **HelpDesk** – An overview of the helpdesk software was presented. The helpdesk software will be available to all users as another means to contact NEOnet for support.
- **Employee Kiosk** – The Employee Kiosk setup will begin in June with Coventry and Revere. An email address is required on the BIOSCN for each employee using the Kiosk. NEOnet can mass load emails from a spreadsheet. Contact the fiscal department if interested in learning more about the Employee Kiosk.
- **Fiscal Training** – A handout of the Fiscal Services trainings was provided. These trainings are also posted on the NEOnet website calendar page.

- **Employee IDs** – There are still five districts who have not converted SSN's to employee IDs. The software release tentatively scheduled for March will require this conversion. After the next USPS software release, SSN will no longer be considered a Valid Employee ID. Please contact Connie Enders if your district needs assistance with the Employee ID conversion.

Treasurers' Sharing

- **January 1, 2010** – There could be complications if the first payday in 2010 falls on Friday, January 1, 2010. Districts are encouraged to review their pay schedules and begin planning for any payday adjustments. Please contact fiscal@neonet.org for additional information.
- **Handling 7 year skip** – A hand out was provided on how districts might need to adjust the payroll if a skip pay is needed.
- **SERS Hours** – Tracking of SERS hours is now a requirement. Tracking of SERS hours is particularly challenging with regards to supplemental contracts. Some districts are having the anticipated hours of service included on the supplemental contracts. A general statement of caution was voiced concerning minimum wage requirements.

NEOnet Updates

- **New Fiscal Officer** – Marie Schenkel is the new fiscal officer for the MRSC. She will work 1-4 hours weekly and her duties will include managing investments, insurance, unemployment and workers compensation.
- **Email Archiving** – April 1st is the last date to commit for this year. Nine districts will be utilizing this service.
- **Data Retention Plan** – The Data Retention Plan will be presented at the May Assembly Meeting for approval.
- **EMISr** - In order to prepare for EMIS Redesign (EMIS-R) initiative, NEOnet is offering a group training session with Nancy Haefeli from the Ohio Department of Education. The intended audience is for those who interact with EMIS Reporting activities. It is IMPORTANT that your district is represented at this meeting. This meeting will be held on March 19th will hands on training the following week.
- **Board Reports** – Handouts were given of the NEOnet financial history and current status.

Scheduled Meetings

- **Treasurer Operating Committee Meeting dates**
 - May 20, 2009
 - July 15, 2009

Next Treasurers' Meeting

The next Treasurers Operating Committee meeting is scheduled for May 20, 2009 at noon. Please email the fiscal services department at fiscal_services@neonet.org if you plan on attending or have topics you would like to discuss.