












This employee guide was developed by the BOCES Business Office to provide employees with important information in one convenient location.

Description	Documentation/Links/Email
<p><b>Child Nutrition Program</b></p> <ul style="list-style-type: none"> <li>⦿ All funds for student meal accounts must be sent to the kitchen cashier.</li> <li>⦿ Parents can make payments and review transactions for student meal accounts online via <a href="http://myschoolbucks.com">myschoolbucks.com</a>.</li> <li>⦿ Students with negative meal balances will receive letters weekly.</li> <li>⦿ Student meal status from June 2017 will remain in effect until October 19, 2017.</li> <li>⦿ Free &amp; Reduced Meal applications are processed in each building.</li> </ul>	<p align="center"> <a href="http://www.myschoolbucks.com">www.myschoolbucks.com</a>  <a href="mailto:foodservice@pnwboces.org">foodservice@pnwboces.org</a> </p>
<p><b>Classroom &amp; Office Supplies</b></p> <ul style="list-style-type: none"> <li>⦿ All requests for classroom or office supplies should be directed to the administrative support staff in your building or department.</li> </ul>	<p align="center">         Prerequisite Form.pdf     </p>
<p><b>Conferences</b></p> <ul style="list-style-type: none"> <li>⦿ Approval for conferences can be submitted via My Learning Plan or the P/NW BOCES Conference Form.</li> <li>⦿ New York State hotel reservations must be made tax exempt</li> <li>⦿ Purchase orders should be used for all hotel stays</li> </ul>	<p align="center"> <a href="http://www.mylearningplan.com">www.mylearningplan.com</a> </p> <p align="center">  Conference Request Process.pdf      Conference Form.pdf   Tax Exempt.pdf     </p>
<p><b>Disposal of Worthless Equipment</b></p> <ul style="list-style-type: none"> <li>⦿ The Disposal Form must be completed for all equipment that is no longer useful.</li> <li>⦿ Do not remove equipment until the disposal form is processed and approved by the BOCES Board.</li> </ul>	<p align="center">         Disposal Form.pdf     </p>
<p><b>Mail</b></p> <ul style="list-style-type: none"> <li>⦿ The mailroom is located on the Fox Meadow Campus.</li> <li>⦿ All deliveries and orders must be mailed to:            845 Fox Meadow Road            Building 7            Yorktown Heights, NY 10598</li> </ul>	<p align="center"> <a href="mailto:krochet@pnwboces.org">krochet@pnwboces.org</a> </p> <p align="center">         Mail Processing Procedures.pdf     </p>
<p><b>Multi-Function Printers</b></p> <ul style="list-style-type: none"> <li>⦿ All buildings have multi-function printers that can print, scan, fax and copy. Call (888) 456-6357 for Ricoh Technical Support.</li> </ul>	<p align="center">         RICOH Training.pdf     </p>
<p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>⦿ The annual payroll audit will be conducted on Friday, September 15, 2017. Photo identification is required. All employees must sign for their paychecks. Direct deposit is not available for the September 15, 2017 payroll.</li> <li>⦿ Flexible Spending benefits are available. All forms are due to the payroll office by no later than Monday, September 18, 2017.</li> </ul>	<p align="center">  2017-2018 Payroll Calendar.pdf      2017-18 Payroll Booklet.pdf     </p>
<p><b>Travel &amp; Expense Reimbursement</b></p> <ul style="list-style-type: none"> <li>⦿ All travel and expense reimbursement requests must be submitted within 60 Days of incurring the expense.</li> <li>⦿ Certify.com is used for submitting mileage and receipts. Contact your department administrative support if you do not have a certify.com User ID.</li> </ul>	<p align="center"> <a href="http://www.certify.com">www.certify.com</a> </p> <p align="center">  2017-2018 Certify Calendar.pdf      Travel Guidelines.pdf     </p>