

GLASSBORO SCHOOL DISTRICT

2020-2021

Monthly Board Items Online Forms and Procedures

Date Submitted:

9/11/2020

Submitted by:

Jennifer Johnson, Business Administrator

Position/Item:

Online forms and procedures

Proposed cost/amount:

N/A

Funded Through:

N/A

PAYROLL TIMESHEETS:

The Business Office has updated the district payroll timesheets to an online PDF version. Forms and instructions are available through the staff portal. Procedures have been developed at the building administration level to assist in tracking the budget and providing a cross check when processing payroll to help reduce errors.

STUDENT ACTIVITY:

The student activities form for deposits and withdraws have also been updated into a PDF fillable form to be submitted electronically. The instructions and procedures were emailed to all staff and administration.