

SchoolInsight Financials



Illinois Association of School Business Officials

Introductions

Crystal Hoover: Speaker

- *Project Manager, Common Goal Systems*

Chip Lotrich: Speaker

- *Implementation Analyst, Common Goal Systems*



SchoolInsight
Financial Management System



Illinois Association of School Business Officials

Dock Day

- Random days with no prior board approval

***Employee:** Benji Borrero

***Date Absent:** 9/30/2024 9/30/2024

Time Off Type: Time Off Type

☒ Unpaid Leave of Absence

☐ Board Approved ?

Leave of Absence

- FMLA & similar approved absences
- Members may purchase TRS service credits for LOAs

***Employee:** Benji Borrero

***Date Absent:** 9/30/2024 9/30/2024

Time Off Type: Time Off Type

☒ Unpaid Leave of Absence

☒ Board Approved ?



Docking Pay

- Option 1: Automatic
- Option 2: Manually spread out docked pay



Docking Pay: Automatic

- Best for short absence
- Appears automatically when importing attendance

$$\text{NumberOfDockDays} * \frac{\text{Yearly Salary}}{\text{NumberOfWorkDays}}$$



Docking Pay: Automatic

- Best for short absence
- Appears automatically when importing attendance

$$1 \text{ day} * \frac{\$36,000}{180 \text{ days}} = \$200$$



Docking Pay: Automatic

- Best for short absence
- Appears automatically when importing attendance

Payroll Run: 19 (12/20/2024)

Employees					
Time Off	Employee	Absence / Time Off	Position	Wage Payroll Item	Salary Docked
Substitutes	Dmitri Dubrovin	Absence: 1 d Time Off: 0 d 	200-Teacher	001 - Salary 	-200



Docking Pay: Manually Spread Out

- Best for long absences
- Add manual docked pay item to ESV
- Automatic docked pay must be deleted



Docking Pay: Manually Spread Out

- Create Manual Docked Pay DPI
 - Calculation Step: Wages
 - Item Type: Wages
 - Algorithm: Amount Series
 - Subtotal Types: Increase all (+)

Create Payroll Item	
Code	102
External ID	
Description	Docked Pay
Payroll Calculation Step	Wages
Payroll Item Type	Wage
Algorithm	Amount Series
Amount Configured per employee	

Subtotal Types	Tax	SUTA ?	TRS
	+ ▼	+ ▼	+ ▼
	IMRF	FICA	Med
	+ ▼	+ ▼	+ ▼



Docking Pay: Manually Spread Out

- Add EPI to Employee
- Pick dates to dock
- Negative values

Custom Pay Periods

Total Amount (\$200.00)
Pay Periods Selected: 4

☐	Pay Period	Start Date	End Date	Amount
☐	July	7/1/2024	7/31/2024	
☐	August	8/1/2024	8/31/2024	
☐	September	9/1/2024	9/30/2024	
☐	October	10/1/2024	10/31/2024	
☐	November	11/1/2024	11/30/2024	
☒	December	12/1/2024	12/31/2024	-50
☒	January	1/1/2025	1/31/2025	-50
☒	February	2/1/2025	2/28/2025	-50
☒	March	3/1/2025	3/31/2025	-50



Docking Pay: Manually Spread Out

- Import Time Off
- Zero out automatically docked pay

Payroll Run: 19 (12/20/2024)

Employees	Employee	Absence / Time Off	Position	Wage Payroll Item	Salary Docked	Adjust Previous Dock ?	Hourly Time Off (h)	Hourly Time Off Wages	Unused Time Off ?	
Time Off	Dmitri Dubrovin	Absence: 1 d Time Off: 0 d ?	200-Teacher	001 - Salary ?	-200					Delete
Substitutes				007 - Docked Pay ?	0					
Salary Wages	Import Time-Off									



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Docking Pay: Manually Spread Out

- Manual docked pay is added to Salary Wage tab

Payroll Run: 19 (12/20/2024)

Employees	Salary Wages					
Time Off	Employee Name	Payroll Item 1	Payroll Item 2	Total	Docked Pay	
Substitutes	D Dubrovin, Teacher	3000.00 ?	-50.00 ?	\$2,950.00	(\$200.00) ?	▼
Salary Wages	I Ikeda, Teacher	3958.33 ?		\$3,958.33		▼

- Make sure you zeroed out automatically docked pay!



Suspending Pay

1. Position End Date
2. Custom Pay Periods

Positions	
Position Type	200 - Teacher
Work Location School	
FTE*	1
Hide from Payroll	No
Position Start Date	8/20/2024
Position End Date	11/30/2024

Pay Date	Start Date	End Date	Paid?
12/05	11/16	11/30	Yes
12/29	12/1	12/15	No



Suspending Pay

1. Position End Date
2. Custom Pay Periods

Pay Period Group

Custom Pay Periods

Use Custom Pay Periods

Pay Periods Selected: 5

☐	Pay Period	Start Date	End Date	Salary Percent
☒	July	7/1/2024	7/31/2024	8.33333
☒	August	8/1/2024	8/31/2024	8.33333
☒	September	9/1/2024	9/30/2024	8.33333
☒	October	10/1/2024	10/31/2024	8.33333
☒	November	11/1/2024	11/30/2024	8.33333
☐	December	12/1/2024	12/31/2024	
☐	January	1/1/2025	1/31/2025	
☐	February	2/1/2025	2/28/2025	



Dropped Payroll Items

- Can't delete a used item
- Use custom pay periods
- Don't roll over next year

Pay Period Group

Custom Pay Periods

Use Custom Pay Periods

Pay Periods Selected: 5

☐	Pay Period	Start Date	End Date	Salary Percent
☒	July	7/1/2024	7/31/2024	8.33333
☒	August	8/1/2024	8/31/2024	8.33333
☒	September	9/1/2024	9/30/2024	8.33333
☒	October	10/1/2024	10/31/2024	8.33333
☒	November	11/1/2024	11/30/2024	8.33333
☐	December	12/1/2024	12/31/2024	
☐	January	1/1/2025	1/31/2025	
☐	February	2/1/2025	2/28/2025	



Dropped Payroll Items

- Can't delete a used item
- Use custom pay periods
- Don't roll over next year

Payroll Item	Pay Period Group	Item Type	Amount
002 - Hourly Wage (Regular Pay)	Non Certs (24 periods)	Wage	\$21.00
203 - Health Ins Health Insurance	Non Certs (24 periods)	Health Insurance	✗ \$0.00 ✗

- Do NOT enter \$0 amount



Earnings Caps

- Annual contributions limit is automatic

EARNINGS LIMITATIONS

The limitations will change each year.

EARNINGS LIMITATIONS	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Tier 1 Members*	\$290,000.00	\$305,000.00	\$330,000.00	\$345,000.00	\$350,000.00	\$360,000.00
Tier 2 Members**	\$116,740.42	\$119,892.41	\$123,489.18	\$125,773.73	\$127,283.01	\$129,192.26

- You must check for 6% charges manually



Post-Retirement Payouts

- Pay out unused time off

***Date:** 6/30/2025  today.

***Time Off:**

Time Off Type	Amount to Pay	Balance	Remaining
Sick		15.00 d	15.00 d
Vacation	10.00 d	10.00 d	0.00 d
Personal		3.00 d	3.00 d
Professional Day		0.00 d	0.00 d

***Rate:** \$336.53 * 10.00 d = \$3,365.30

***Position:** District: 100-District Superintendent ▼

***Payroll Item:** 059 - Paying Unused Time Off ▼

Expenditures: FF-ENNNN-OOO-R ✓ ?

Liability Account: FF-L471 ✓ ?

Subtotal Types:

Tax	SUTA ?	TRS
+ ▼	+ ▼	+ ▼

IMRF	FICA	Med
Does Not Contribute ▼	Does Not Contribute ▼	+ ▼



Wage Reporting: TRS

- Separate file for each run
- DB and DC in same file

Payroll Runs ?

Midwest International School
Auto Logout: 1h 04m
Payroll Runs

Fiscal Year: 2024-25

Number	Check Date	Status	Adjustment	Pay Period Group: Pay Periods	Notes
17	11/20/2024	Complete		12 Months (12 periods): 11/1-11/30/24	Register
16	10/18/2024	Complete		12 Months (12 periods): 10/1-10/31/24	
15	9/20/2024	Complete		12 Months (12 periods): 9/1-9/30/24	
14	8/20/2024	Complete		12 Months (12 periods): 8/1-8/31/24	
13	7/19/2024	Complete		12 Months (12 periods): 7/1-7/31/24	

[Create](#) [Back](#)

- View
- Create Payroll Journal Entries
- Paychecks
- Liabilities
- Mass Email Pay Stubs
- Payroll Advances
- Payroll Details Report
- Payroll Details by Employee Report
- Payroll Summary Report
- Payroll Item Report
- Download IMRF Wage Report
- Download TRS Gemini File**
- Edit
- Delete

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Wage Reporting: IMRF



Monthly



Every Pay Period

SchoolInsight
Financial Management System

- General Ledger
- Budgeting
- Accounts Payable
- Accounts Receivable
- Human Resources
- Payroll**
- Setup
- Account

Payroll

- Payroll Runs
- Employee Direct Deposit Accounts
- Employee Single View - Payroll Items
- Employee Payroll Items (multi-view)
- Retiree Health Insurance
- Payroll Advances
- Timecards ^{beta}

Reports

- Tax Forms
- IMRF Wage Report**
- Annual TRS Report

Payroll Runs ⓘ

Midwest International School
Auto Logout: 1h 04m
Payroll Runs

Fiscal Year: 2024-25 ▼

Number	Check Date	Status	Adjustment	Pay Period Group: Pay Period	Notes
17	11/20/2024	Complete		12 Months (12 periods): 11/1/24 - 10/31/24	
16	10/18/2024	Complete		12 Months (12 periods): 10/1/24 - 9/30/24	
15	9/20/2024	Complete		12 Months (12 periods): 9/1/24 - 8/31/24	
14	8/20/2024	Complete		12 Months (12 periods): 8/1/24 - 7/31/24	
13	7/19/2024	Complete		12 Months (12 periods): 7/1/24 - 6/30/24	

Create Back

- View
- Create Payroll Journal Entries
- Paychecks
- Liabilities
- Mass Email Pay Stubs
- Payroll Advances
- Payroll Details Report
- Payroll Details by Employee Report
- Payroll Summary Report
- Payroll Item Report
- Download IMRF Wage Report**
- Download TRS Gemini File
- Edit
- Delete

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Wage Reporting

- Preview shows warnings before upload

Errors	Record Type	SSN	Prefix	First Name	Middle Name	Last Name
❗ Missing employment start date ❗ ER4032: FTE percentage out of range ❗ ER4033: Full time FTE percentage out of range edit employee edit positions	D	123456702		Benjamin	W	Borrero
❗ TRS contributing payroll items missing payment reason edit payroll	D	123456704		Dmitri		Dubrovin



Adjustment Runs

Easy fixes:

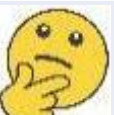
- Pay was too low
- Deductions were too high
- Benefits were too low or too high

Harder fixes:

- Pay was too high
- Deductions were too low

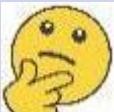
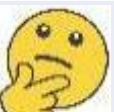


Adjustment Runs

Easy Fixes	Adjustment Run	
Pay was too low		Additional net pay
Deductions were too high		Additional net pay
Benefits were too low or too high		No effect on net pay
Harder Fixes	Adjustment Run	
Pay was too high		Negative net pay
Deductions were too low		Negative net pay



Adjustment Runs

Easy Fixes	Adjustment Run	Adjust Future Regular Run
Pay was too low	 Additional net pay	 Increase net pay
Deductions were too high	 Additional net pay	 Increase net pay
Benefits were too low or too high	 No effect on net pay	 No effect on net pay
Harder Fixes	Adjustment Run	Adjust Future Regular Run
Pay was too high	 Negative net pay	 Decrease net pay
Deductions were too low	 Negative net pay	 Decrease net pay



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Adjustment Runs

When is an adjustment better?

- Employee wants their money right away
- Forget to make the change
- Employee not returning
- FICA and Medicare affect 941



Adjustment Runs

- True Adjustment = same position
- False Adjustment = different position

Payroll Run: 18 (11/20/2024)

Employees	☐	Employee Name	Position Name	Responsibility Center	Notes
Time Off	☒	Alexis Adams	10019-Bookkeeper		
Substitutes					
Salary Wages	☐	Alexis Adams	10015-Bus Driver		No payroll run exists for this position for 05 - November. A regular payroll run must exist before an adjustment can be created.
Hourly Wages					



IMRF Adjustments

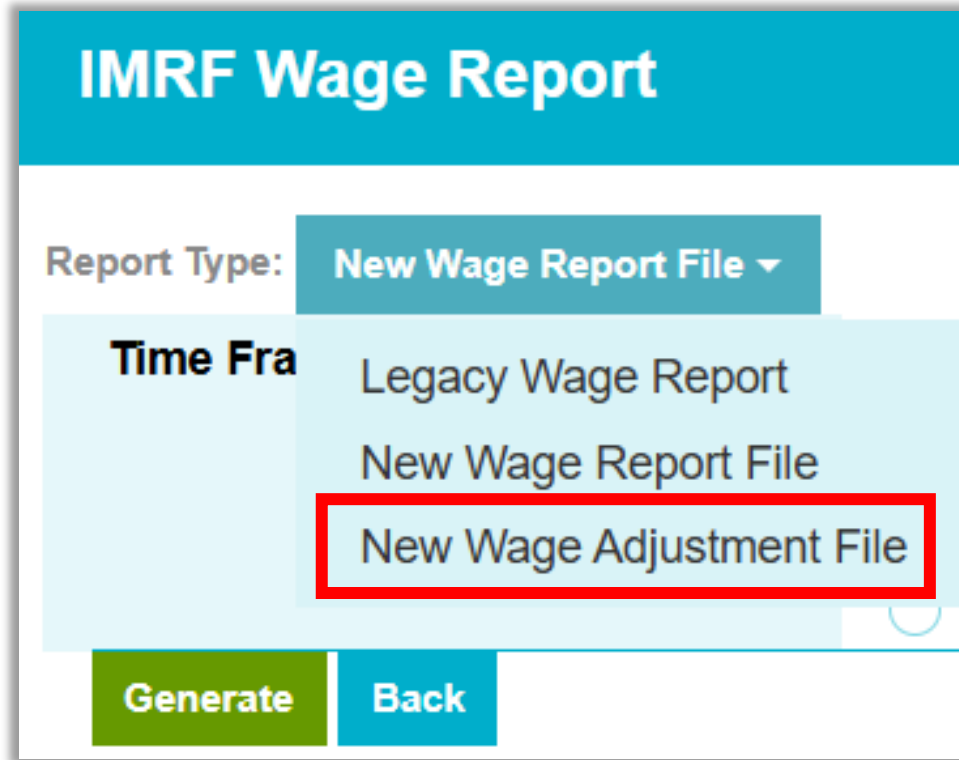
Employee: Alexis Adams

Step	Payroll Item	10019-Bookkeeper?	Total
Wages	002 - Hourly	Hourly Rate \$21.40 Overtime Rate \$32.10 Hours 4 Time Off Paid (h) Time Off Overtime Hours Hours \$85.60 (?)	\$85.60
Gross Pay		\$85.60	\$85.60
Pre-Tax Deductions	009 - IMRF (employee)	3.85 (?)	\$3.85
Net Pay		\$81.75	\$81.75
Total Taxable Benefits		\$0.00	\$0.00
Non-Taxable Benefits	065 - IMRF (employer)	8.78 (?)	\$8.78
Total Non-Taxable Benefits		\$8.78	\$8.78
Total Employer Taxes		\$0.00	\$0.00
Override Comments			
IMRF Adjustment Options			
Adjustment Reason:		UNDER	
Tax Deferred:		☒	

- Enter Employee Payroll
- Adjustment
- Tax Deferred

ADJUSTMENT REASON	
CODE	DESCRIPTION
UNDER	Wages Previously Under-Reported
OVER	Wages Previously Over-Reported
AUDIT	IMRF Audit Finding
SETTLE	Settlement Agreement/Grievance Arbitration
OVERCAP	Over the Cap/Tier Threshold Reached
PRETAX	Pre-Tax Items Treated as Post-Tax
PLAN	Plan/Tier Change

IMRF Adjustments



The screenshot shows a web form titled "IMRF Wage Report". It has a "Report Type:" dropdown menu set to "New Wage Report File". Below it, a "Time Fra" dropdown menu is open, showing three options: "Legacy Wage Report", "New Wage Report File", and "New Wage Adjustment File". The "New Wage Adjustment File" option is highlighted with a red rectangular border. At the bottom of the form are two buttons: "Generate" (green) and "Back" (blue).

- Adjustment runs reported in a special file



Workers Comp

- Paying 1/3 sick day
 - Absence amount = 1 day
 - Time off amount = .33 days
- Non-taxable pay if you are the intermediary
 - Calculation Step
 - Subtotals



Deactivating Benefits

- Employee – Single View
- Edit EPI > Use Custom Pay Periods

Pay Period Group

Custom Pay Periods

Use Custom Pay Periods ▼

Pay Periods Selected: 10

☐	Pay Period	Start Date	End Date
☒	July	7/1/2024	7/31/2024
☒	August	8/1/2024	8/31/2024
☒	September	9/1/2024	9/30/2024
☒	October	10/1/2024	10/31/2024
☒	November	11/1/2024	11/30/2024
☐	December	12/1/2024	12/31/2024
☐	January	1/1/2025	1/31/2025
☒	February	2/1/2025	2/28/2025



Section 125

- Allows certain benefits to be marked as pre-tax
- Reduces employee tax/FICA/Medicare earnings
- Saves the school money on payroll taxes



Section 125

- How should it be set up?

Checkbox

- Used for internal reports
- Only available on insurance items

Section 125 Plan



Subtotals

- Tax/FICA/Medicare/SUTA
- Subtracts from each

Contributes to					
Tax	SUTA	TRS	IMRF	FICA	Med
-	-			-	-



Section 125

- Unemployment Reporting (IDES)
 - Wages calculated from SUTA subtotal
 - Gross wages minus section 125 deductions



Section 125

- What parts of payroll does this affect?
 - Payroll run warning if section 125 item not reducing SUTA
 - Wage totals on IDES reports
 - FICA/Medicare totals on Form 941
 - Payroll Item Subtotals report

	47	073 - Health Insurance is not configured to reduce SUTA
---	----	---



600 Hour TRS Threshold

- Retired Certified Substitutes
 - Hourly mode
 - Uses hours entered (up to 5 hr/day)
 - Daily mode
 - Uses default work day hours (up to 5 hr/day)
- Non-Substitute Employees
 - Enter post retirement hours manually in Gemini



600 Hour IMRF Threshold

- Hourly Pay Report
- Substitutes Report
- Salaried employees must be tracked outside SI



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Garnishments/Liens

- Set up as a Post-Tax Deduction
- Specific item type “Wage Garnishment”
- Should not contribute to any subtotals

Payroll Calculation Step

Post-Tax Deductions ▼

Payroll Item Type

Wage Garnishment ▼



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Garnishments/Liens

- Different Vendors
 - Separate deductions for each unique vendor

Post-Tax Deductions	102 - Fed Stu Loan Repayment	Wage Garnishment	Simple Amount	Fed Loans
Post-Tax Deductions	103 - Child Support - MO	Wage Garnishment	Simple Amount	MO State Disbursement Unit



Garnishments/Liens

- Illinois Department of Revenue
 - Used as vendor for other liabilities like taxes
 - State garnishments can interfere with tracking balance
 - MUST create alternate vendor (ex. State Disb Unit)



Garnishments/Liens

- When a court order is received:
 1. Identify key information
 2. (For new vendors) Create District Payroll Item
 3. Add payroll item to employee's position
 4. Edit item with information from step 1
 5. Run payroll as normal
 6. Make/record payments per schedule



Timekeeping



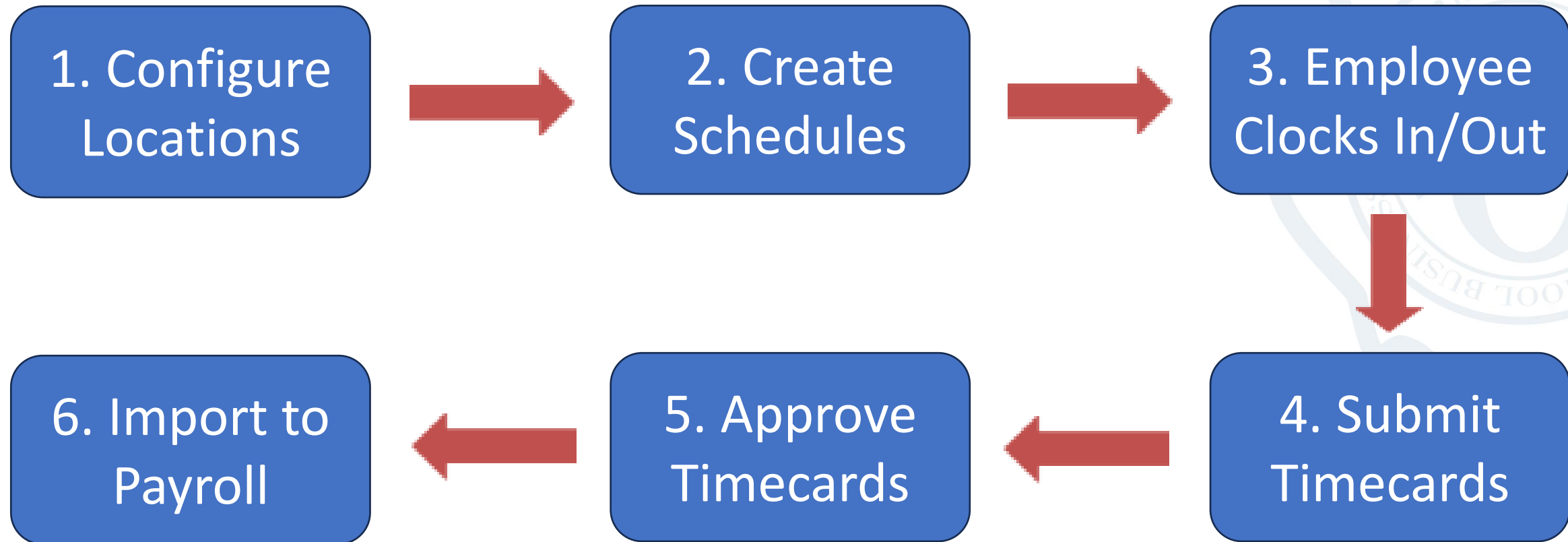
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Timekeeping Overview

- Clock in with app or at terminal
- Track hours worked
- Validate attendance
- Reduce manual timesheets
- Integrate with payroll



Timekeeping Workflow



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Work Locations

- Define where employees work
- Supports schools and auxiliary facilities
- Uses geofencing to determine if they are in range



Clocking In & Out

Attendance Terminal

Attendance Terminal

Employee: 4665 - Mark Jones x Work Location: CGS Corp

Date: 7/29/26 Time: 4:14pm

Position/Wage Item	Action
Bus Driver - Hourly (Regular Pay)	Clock In
Cook - Hourly (Regular Pay)	Clock In

Today's Work Schedule:

Position/Wage Item	Scheduled Time In	Clock In	Scheduled Time Out	Clock Out	Location
Bus Driver - Hourly (Regular Pay)	8:00am		11:00am		

Show All Position/Wage Items **Cancel**

- Timestamp captured
- Location recorded
- Employee schedule drives allowable time clock activity

Mobile App

8:35 5G 100

Time Clock

Bus Driver Hourly (\$21.50) **Clock In**

[Show All](#)

Today's Work Schedule

7:53AM Bus Driver	Clocked In CGS Corp
Early: 8:35 AM Bus Driver	Clocked Out CGS Corp
1:00PM Bus Driver	Scheduled Time In



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Work Schedules

- Define expected work hours
- Used for attendance validation
- Supports templates & mass assignment
- Supports options for unpaid breaks

General Demographics Emergency Contacts Retirement Positions **Payroll** Attendance / Time Off Communication Logs Logins

Items **Work Schedules** Timecards Times Pay Stub Retiree Health Insurance

Week: 6/8

Weekly Schedule				Work Schedule Templates			
Date	Time In/Out Entries		Work Schedule Template	Work Schedule Template	Time In/Out Entries		# of Dates
6/8 Mon	In: 8:00 AM In: 12:30 PM	Out: 12:00 PM Out: 5:00 PM	Custodian Monday	Custodian Monday	In: 8:00 AM In: 12:30 PM	Out: 12:00 PM Out: 5:00 PM	37
6/9 Tue	In: 8:00 AM In: 11:00 AM	Out: 10:30 AM Out: 2:30 PM	Custodian Tuesday	Custodian Tuesday	In: 8:00 AM In: 11:00 AM	Out: 10:30 AM Out: 2:30 PM	43
6/10 Wed	In: 7:00 AM In: 11:30 AM	Out: 11:00 AM Out: 4:00 PM	Custodian Wednesday	Custodian Wednesday	In: 7:00 AM In: 11:30 AM	Out: 11:00 AM Out: 4:00 PM	42
6/11 Thu	In: 8:30 AM In: 1:00 PM	Out: 12:30 PM Out: 4:30 PM	Custodian Thursday	Custodian Thursday	In: 8:30 AM In: 1:00 PM	Out: 12:30 PM Out: 4:30 PM	42
6/12 Fri	In: 11:00 AM In: 4:30 PM	Out: 4:00 PM Out: 8:00 PM	Custodian Friday	Custodian Friday	In: 11:00 AM In: 4:30 PM	Out: 4:00 PM Out: 8:00 PM	41
6/13 Sat	Not a Work Day						5 Items
6/14 Sun	Not a Work Day						7 Items

Apply Work Schedule Template Create Work Schedule Missing Work Schedules



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Approval Processes

- Custom approval chains
- Supervisor Review
- After approval bookkeeper can import time

Submit for Approval

Pay Period(s): July - 7/1/2026 - 7/31/2026 - Not on a Run [Select All](#)

Timecards:

✓	Date	Position/Wage Item	Scheduled Time In	Time Clock	Payroll Time In	Notes	Scheduled Time Out	Time Clock	Payroll Time Out	Notes	Hours Worked
☒	7/29 Wed	Bus Driver - Hourly	4:30pm	✓	4:30pm		7:00pm	Early 4:56pm	5:00pm		0.5
☒	7/30 Thu	Bus Driver - Hourly	8:00am	✓	8:00am		11:00am	Early 8:35am	8:30am		0.5
☐	7/30 Thu	Bus Driver - Hourly	1:00pm				4:00pm				
☐	7/30 Thu	Bus Driver - Hourly	4:30pm				7:00pm				
☐	7/31 Fri	Bus Driver - Hourly	8:00am				11:00am				
☐	7/31 Fri	Bus Driver - Hourly	1:00pm				4:00pm				
☐	7/31 Fri	Bus Driver - Hourly	4:30pm				7:00pm				

[X \[click here to sign\]](#)



The background features a faint, light blue outline of the state of Illinois. Overlaid on this is a large, circular logo for the ASB (Association of School Business Officials - Illinois). The logo has a thick blue border. Inside the border, the text "ILLINOIS" is at the top and "ASSOCIATION OF SCHOOL BUSINESS OFFICIALS" is at the bottom, separated by dots. In the center of the logo, the letters "ASB" are written in a large, stylized, blue font.

Rate	Overtime Wage	Total	
	\$0.00	\$150.00 ?	▼

-

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Why do rounding differences happen?

- Rounding total vs. rounding individuals

	Wages	0.58%
Employee 1	\$985.57	\$5.72
Employee 2	\$1,234.25	\$7.16
Total	\$2,219.82	\$12.88

$$\$2,219.82 * 0.58\% = \$12.87$$



Why do rounding differences happen?

- Standard Rounding
 - If last digit is 5, always round up

Earnings	9%	Standard Rounding
\$1,083.50	\$97.5 ¹ 5	↑ \$97.52
\$1,084.50	\$97.6 ⁰ 5	↑ \$97.61



Why do rounding differences happen?

- Standard Rounding
 - If last digit is 5, always round up
- Banker's Rounding
 - If digit preceding 5 is odd, round up
 - If digit preceding 5 is even, round down

Earnings	9%	Standard Rounding	Banker's Rounding
\$1,083.50	\$97.5 ¹ 5	↑ \$97.52	↑ \$97.52
\$1,084.50	\$97.6 ⁰ 5	↑ \$97.61	↓ \$97.60



TRS Rounding Differences

Scenario: TRS says you owe \$4,000.21
SI says you owe \$4,000.25

What should you pay?

- a. \$4,000.21
- b. \$4,000.25



TRS Rounding Differences

Scenario: TRS says you owe \$4,000.21

SI says you owe \$4,000.25

What should you pay?

a. \$4,000.21

b. \$4,000.25

Why?

- \$0.00 liability balance
- Allowed by TRS



IMRF Rounding Differences

Scenario: IMRF says you owe \$4,000.21
SI says you owe \$4,000.25

What should you pay?

- a. \$4,000.21
- b. \$4,000.25



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IMRF Rounding Differences

Scenario: IMRF says you owe \$4,000.21
SI says you owe \$4,000.25

What should you pay?

- a. **\$4,000.21**
- b. \$4,000.25

Why?

- No allowance on IMRF



Dealing with IMRF Liability

Initial SI Balance	Payment	Ending SI Balance
\$4,000.25	\$4,000.21	\$0.04

Journal Entry (Positive Balance)

Date	Payroll Run Date
Payee	IMRF
Adjustment Type	None (or Regular Adjustment)
Debit	IMRF Liability Account 
Credit	IMRF Expenditure Account

Journal Entry (Negative Balance)

Date	Payroll Run Date
Payee	IMRF
Adjustment Type	None (or Regular Adjustment)
Debit	IMRF Expenditure Account
Credit	IMRF Liability Account 

Uptick in Hacking

- Schools house valuable info
 - Student data
 - Payroll data
- Many phishing attempts



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Phishing

- Email trying to steal your information
- May contain false links
- Compromised emails = compromised everything



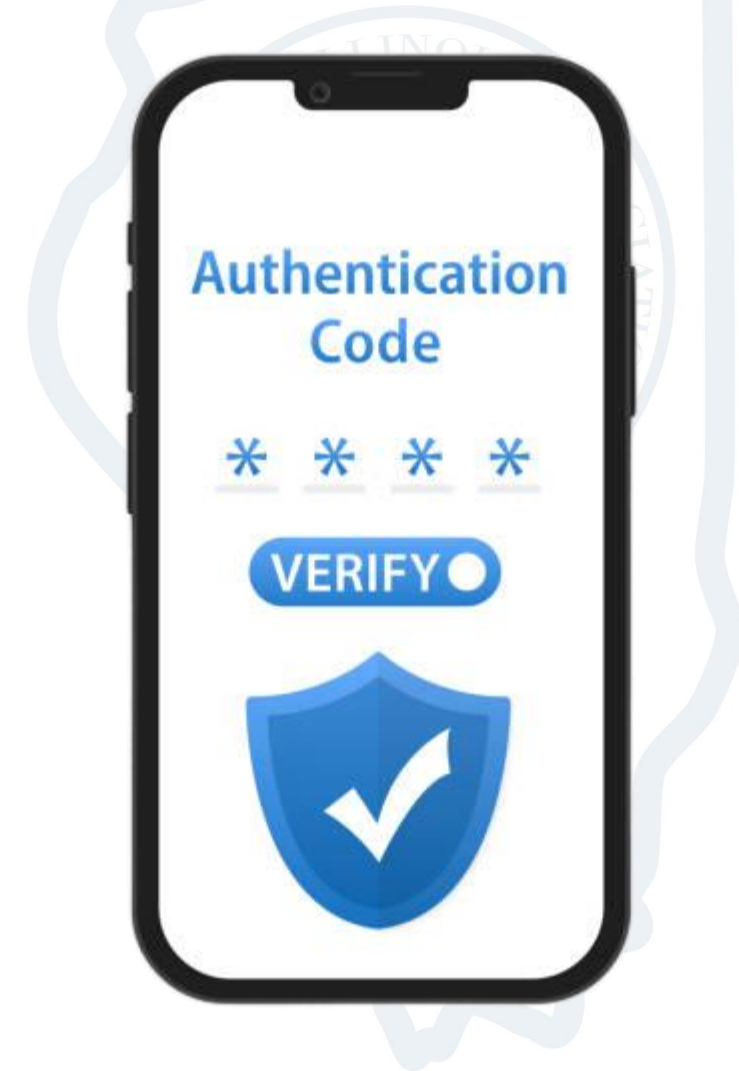
Tools to Help

- 2-factor authentication (2FA)
- Login history
- New login alerts
- Device control
- Direct deposit change alerts



2-Factor Authentication

- Requires authenticator app
 - Google Authenticator, Authy, etc.
- Can remember device/IP for 30 days
- Prompted for code
 - After 30 days
 - When logging into a new device or network
- Controlled individually



My Account

Information

Title:

First Name:

Gwen

Last Name:

Goffe

Email Address:

ggoffe@mwi5.edu

Login and Security

Last Login:

9/25/25 10:20 AM

Two-Factor Authentication: ?

2FA is not configured yet.

[Add Authenticator App](#)

Session Timeout: ?

65 min

Reset Password: ?

Yes

Max Login Failures: ?

10 failed attempts

[Edit](#)

[Update Password](#)

[Devices and Login History](#)

[Back](#)

Setup Two-Factor Authentication (2FA)

Scan the QR code below with your Authenticator app to generate 2FA tokens (Google Authenticator, Authy, or similar app).

Once setup is complete within the Authenticator app, and it can generate tokens, click continue.



Secret Key: V6E5LXKCN64U2NCANU2JTPTDDMP5BROP

[Continue](#)

[Generate a new QR Code](#)

[Cancel](#)

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Login History & Notifications

- Admins can view employees' login history
- Employees can view own login history
- Alerts for new devices

Login History

Login Date ↓	Device Name	Location	Successful
9/29/25 11:36 AM	Windows (Firefox)	Arlington Heights, Illinois (2601:246:4106:9550:f8f4:e0f:c811:c3b6)	Yes
9/29/25 11:35 AM	Windows (Chrome)	Arlington Heights, Illinois (2601:246:4106:9550:f8f4:e0f:c811:c3b6)	Yes
9/25/25 10:19 AM	Browser	Chicago, Illinois (70.91.254.73)	No
9/17/25 11:39 AM	Windows (Chrome)	Arlington Heights, Illinois (2601:246:4106:9550:7556:3fd:a7ad:a4b7)	Yes



Device Control

- View all remembered devices
- Remove suspicious devices

Devices									
	Device	Last Login	Last Location	Count	First Login	Saved for 2FA	Forced Logout		
+	Windows (Chrome) (Current Device)	9/29/25 11:35 AM	Arlington Heights, Illinois (2601:246:4106:9550:f8f4:e0f:c811:c3b6)	1	9/29/25 11:35 AM				Force Log Out



Direct Deposit Alerts

- Alert the employee whose data changed
- Alert Financial Users
- You should confirm with employee
 - Face-to-face or phone



Tools to Help

- 2-factor authentication (2FA)
- Login history
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How else to stay safe?



- Turn on 2FA
- Always get changes to account data in person or over the phone
- Lock your computer
- Be skeptical about links and attachments
- Use bookmarks to go directly to websites
- Use a password manager



Questions and Answers

We thank you for your time!



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