

2024 IASBO Bookkeepers Conference



2024 BOOKKEEPERS CONFERENCE

March 15, 2024 | Rolling Meadows, Illinois



Introductions

Name: Jonelle Schon – Assistant Director of Human Resources – Community Unit School District 200

Name: Anne Cripe – Payroll Clerk - Community Unit School District 200



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Wheaton-Warrenville Community Unit School District 200

CUSD 200 is a Large Unit District Pre-K through 12, located in Wheaton, Illinois. CUSD 200 serves the communities of Wheaton, Warrenville and portions of Winfield, Carol Stream, Naperville and adjacent unincorporated areas.

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CUSD 200 Facilities:

- ☐ 13 Elementary Schools**
- ☐ 4 Middle Schools**
- ☐ 2 High Schools**
- ☐ Early Childhood Center**
- ☐ Transition Program**
- ☐ School Service Center (Administrative Offices)**
- ☐ Woodland and Facilities Office at Monroe Middle School**

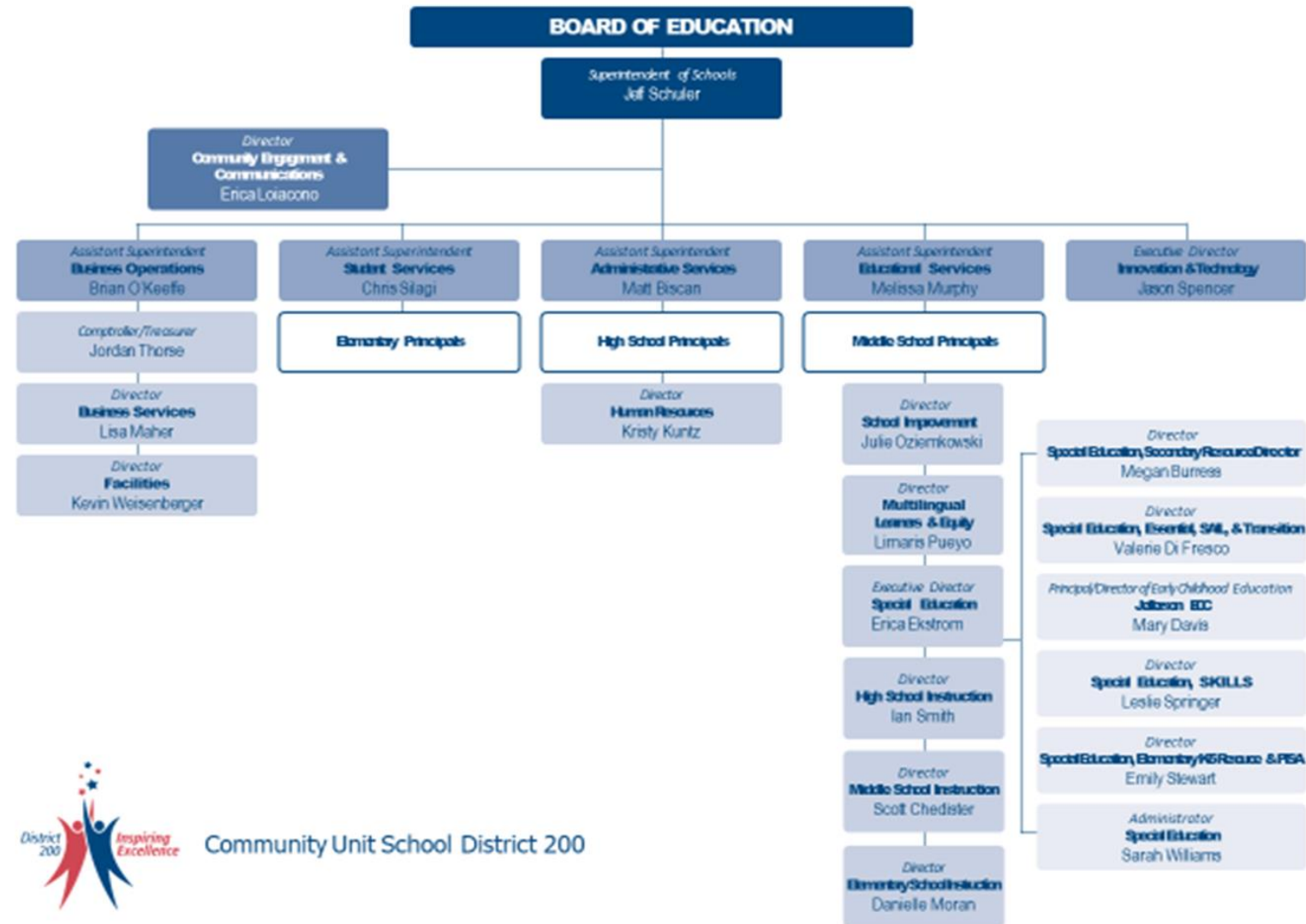
<https://www.cusd200.org/o/cusd200/page/facilities-overview>

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CUSD 200 District Org Chart

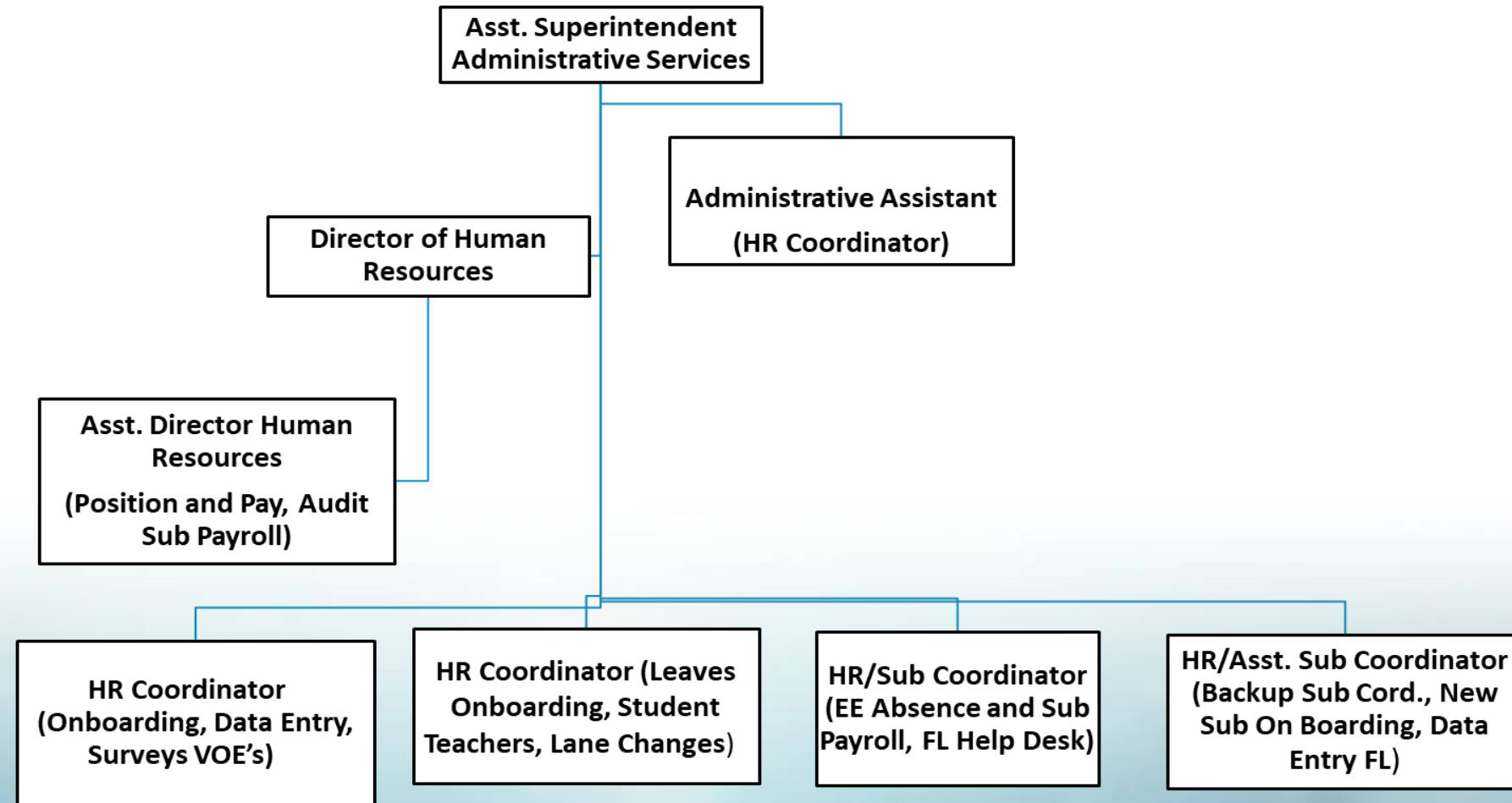


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CUSD 200 HR Org Chart



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General Overview Of HR Functions/Responsibilities

- ☐ Recruitment and Hiring (Job Fairs and Advertising)
- ☐ Job Offers and Salary Placement
- ☐ Licensure and Tracking of Expiration Dates
- ☐ Onboarding and Tracking of Expiration Dates
- ☐ Plan, Prep and Facilitation of New Teacher Orientation each Fall
- ☐ Volunteer Processing
- ☐ Staffing – Assignment Changes
- ☐ Absence Tracking and Substitute Management System
- ☐ Verifications of Employment, Certified Experience and PSLF
- ☐ Substitute Training
- ☐ Staff Evaluation Process (System Management)
- ☐ Employee Service Recognition and Retirement
- ☐ Employee Annual Compliance Training
- ☐ Employee Leave of Absence Requests
- ☐ Honorable Dismissals
- ☐ Stay Interviews and Exit Interviews

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General Overview Of Payroll Functions/Responsibilities

- ☐ Process Semi-Monthly Payroll
- ☐ Retirement Projections for 5 Years up to Retirement Year
- ☐ Garnishments – State and Federal
- ☐ W-2 Processing Annually and Monthly Balancing
- ☐ State and Federal Tax Reporting on a Quarterly Basis
- ☐ IMRF Reporting on a Monthly Basis
- ☐ IMRF Enroll New Employees/Term Employees
- ☐ TRS Reporting on a Semi-Monthly Basis
- ☐ Timesheets for Hourly and Part-time Employees
- ☐ Setting up Deductions for New Employees
- ☐ Adjusting Deductions for Extra Duty Work /Changes in Position
- ☐ 403b/457b/SSP
- ☐ Substitute Payroll
- ☐ Docking Pay
- ☐ Employee Portal

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HR Best Practices

- ☐ Designated HR Coordinators for Each Building for Onboarding New Hires
- ☐ HR Coordinators Trained in Specialty Areas Based on Organizational Chart
- ☐ Detailed Onboarding Process
- ☐ “How To” Guide for Processing Documents
- ☐ Status Change Notification Process
- ☐ Designated HR Coordinator for Data Entry of New Hires into System
- ☐ Asst. HR Director Date Entry Position and Pay Records
- ☐ Training and Development of HR Team
- ☐ Fall and Spring Building Reports
- ☐ HR Timeline of Tasks and Deadlines
- ☐ HR Department Processes and Procedures Document
- ☐ Improve Processes Through Use of New Technology
- ☐ Employee Self-Service Portal for Current and Former Staff
- ☐ Paper File System to Paperless System
- ☐ Electronic Personnel Action Request Forms for Inter-Departmental Communications

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Payroll Best Practices

- ☐ Separation of Duties for Each Payroll Employee With Cross Training Into Each Roll for Coverage
- ☐ Clear Direction for Each Job Duty That is Performed in Payroll
- ☐ Privacy When Working With HR and Staff on Delicate Matters
- ☐ Cross Checking Changes Made in HR are Going to Process Correctly on Paydays – EARS
- ☐ Electronic Timesheets – We are Piloting a New System
- ☐ Scanning New Employee Documents for Taxes and Direct Deposits
- ☐ Uploading Current Employees Changes to Taxes and Direct Deposit From the Employee Portal
- ☐ Maintaining Records as Directed by the State of Illinois
- ☐ Working With TRS and IMRF for Clear Direction on Work that is Considered Creditable and Non Creditable
- ☐ Working on Best Practices with our Software Provider to Make the Most Efficient Workflows
- ☐ 403b/457b Processing and Maintaining Annual Limits. Open Enrollment Periods and Reminding Staff When Adds and/or Changes Can Be Made
- ☐ Working With Other Departments on Special Extra Duty Work Being Performed That Will be Paid Through Payroll

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HR Internal Controls

- ☐ HR Director Makes Job Offers and Assigns Salary or Hourly Rate of Pay
- ☐ Assigned HR Coordinators for New Hires Based on Building Assignments
- ☐ New Employees Receive Their Offer Letter With Pay Information At Their Onboarding Appointment. HR Coordinators Verify Information is Correct Prior to Meeting
- ☐ Electronic Notification of New Hire Information is Verified Against New Hire Google Sheet to Confirm Position, Start Date and Rate of Pay
- ☐ Designated HR Coordinator for Data Entry of New Employees in HR/Finance System
- ☐ HR/Sub Coordinator Enters New Substitutes Into the HR/Finance System
- ☐ Assistant Director Enters Employee Position and Pay Information
- ☐ Transparency – Department Supervisors and Internal Auditors Aware of Division of Duties

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Payroll Internal Controls

- ☐ Payroll Clerk is Responsible for Maintaining Employee Deductions Outside of the Medical Benefits. We have a Benefits Coordinator That Maintains the Medical Benefits For Each Employee.
- ☐ Payroll Clerk Works With HR Substitute Coordinator Directly When Processing Sub Payroll and Docks
- ☐ Payroll Clerk Works With HR When an EAR (Employee Action Request) Form is Routed to Make Sure that the Change is Processed
- ☐ Payroll Clerk Processes All Timesheets for Hourly Employees and Extra Duty Work Performed in the District
- ☐ Payroll Coordinator Works With the State Retirement Systems, IMRF and TRS Reporting on a Monthly and Semi-Monthly Basis
- ☐ Payroll Coordinator Reports to IMRF Total Contributions, New Hires Eligible for IMRF and Any Terminations for IMRF Employees
- ☐ Payroll Coordinator Reports on a Semi-Monthly Basis to TRS All Creditable Earnings for Certified Staff
- ☐ Payroll Director Processes the Payroll on a Semi-Monthly Basis and Uses a Checks and Balance Report to Catch Any Special Situations
- ☐ Payroll Director Works With the Director of Human Resources on any Employee that is Acknowledging Retirement Within a 5 Year Notification Period So Their Income Does Not Exceed the 6% Annual Increase

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When HR and Payroll Should Not Overlap

- ☐ Hiring and Job Offers/Salary Discussions
- ☐ Staffing Decisions
- ☐ Absence Management
- ☐ Staff Evaluations
- ☐ Leave of Absence Requests and Approvals
- ☐ Paychecks and Deductions
- ☐ Retirement Pensions
- ☐ Optional Retirement Investing 403b/457b/SSP
- ☐ Employee Relations
- ☐ Staff Training
- ☐ Employee Annual Compliance Training



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When HR and Payroll Should Overlap

- ☐ Clear Communication of Information Between Departments Is Vital
- ☐ Maintaining Privacy Between HR and Payroll is Important for Employee Privacy in all Aspects Including LOA, Suspensions and Terminations
- ☐ Micro-Credentials and Salary Advancement. HR Processes the Documentation and Payroll Sets Up the Payment
- ☐ Verification of Employment and Salaries For Our Employees Personal Needs
- ☐ Stipend Set Up and Payment
- ☐ Payroll Docks For Unpaid Days for Employees
- ☐ Sharing Access to the HR/Finance System
- ☐ Vacation Pay
- ☐ Post Employment Pay
- ☐ Assisting Employees With General Questions
- ☐ New Hire Paperwork
- ☐ Working With Employees on the Retirement Track
- ☐ HR and Payroll Documentation Is Kept Secure When Required



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Final Thoughts

- ❑ HR and Payroll both play an important role in any organization. Although we each have our own responsibilities, they are closely linked.
- ❑ Clear communication, collaboration and cooperation between departments can help foster a great working partnership.
- ❑ Working together on solutions to improve speed and accuracy.
- ❑ Maintaining Professionalism and Confidentiality.
- ❑ HR/Payroll Finance System Weekly Meetings with Technology To Stay On Target with Projects or to Seek Input From the Group.
- ❑ HR/Payroll Finance System “How To” Process Manual.
- ❑ BE TEAM PLAYERS!!



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Questions and Answers

We thank you for your time and consideration!

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Presenters:

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