

# HFM BOCES Opening Day

## School Year 2021-22

### Notes from Central Administration

**IMPORTANT: Please examine your first few paychecks carefully and report any discrepancies to the Business Office.**

Attendance	All absences (both chargeable and non-chargeable to accumulated time) must be entered into the Frontline Education portal (formerly AESOP) by logging into the system at <a href="https://www.frontlineeducation.com/SignIn">https://www.frontlineeducation.com/SignIn</a> or calling 1-800-942-3767. Absences must be entered no later than one hour before your designated start of work time. If an unusual circumstance arises and you are not able to input your absence, call your division's secretarial support staff. Attendance will be monitored daily and verified by each division.
College or Inservice Credit	If you are planning to earn college credits, please fill out a salary credit application form, obtain your supervisor's signature and submit it to the Assistant Superintendent for BOCES Operations and Component District Services.
Disposal/Transfer of Equipment	Equipment cannot be disposed of without the approval of the Chief Financial Officer and the Board. Equipment cannot be moved to another location without notifying the Business Office. Please fill out a disposal/transfer form and submit it to the Business Office. Our local auditors, as well as the State auditors, require that all equipment is accounted for in our inventory system and that we are able to locate each item at any given time.
Extra Class Money	<b>Please do not leave money in your classroom.</b> It must be locked in the office safe and turned in to the Business Office on a daily basis. Please contact Jayette Miller, Extra Class Treasurer, with any questions.
Insurance/AFLAC	The open enrollment period for any of the AFLAC insurances is June. Please contact our representative, Michelle Nolan, (518-330-9463) before the end of June if you wish to enroll.
Insurance/Health	Health insurance may only be changed two times during the year. Please contact Christine Eaton in December or June if you anticipate a change.
Regular Monthly Mileage	Mileage claims must be submitted by the end of each month using the Board approved mileage chart for standardized mileages. A MapQuest map must be attached for locations not listed on the mileage chart. Documentation, whenever possible, is required for each mileage claim. Documentation may be a meeting agenda, e-mail confirmation, copy of flyer, copy of meeting notes, etc. Please make sure confidential information is blocked out.
Conference Mileage	Conference mileage must be claimed on a Conference Expense Form, not on the regular monthly mileage form. Please attach a MapQuest map, as well as a conference agenda or other documentation to your claim form (see above).
Payroll	Please review your first few paychecks and report any discrepancies to the Business Office immediately. <b>(Please verify address, deductions, retirement, and direct deposit(s))</b>
Payroll/Mileage Checks	All payroll and mileage/reimbursement checks must be cashed within 60 days. After that time, our bank will no longer honor them.
Receiving Supplies	Whenever you receive supplies or materials, including partial orders, you must sign and return the yellow receiving purchase order copy to the Business Office. Payment to vendors cannot be submitted until the yellow purchase order copy is received.
Retirement	Notices of intent to retire must be submitted as per your bargaining unit contract.
Retirement Investments	All employees are eligible to participate in HFM BOCES' 403(b) and/or 457 Plan. Please see the <b>403(b) Universal Availability Notice</b> , which is posted on <a href="http://www.hfmboces.org">www.hfmboces.org</a> , for more information. Please ask Jayette Miller for more information on the 457 Plan.
TradeCheck Plan (CP+PLUS)	The open enrollment period for the employee tax savings plan is June. Please contact Jayette Miller before the end of June if you wish to enroll.

**You'll also find helpful information and many of our forms on the HFM BOCES website at [www.hfmboces.org](http://www.hfmboces.org).**