How FCBOE Streamlines the Financial End of Travel

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by cook consulting

FAYETTE
COUNTY SCHOOLS
Your children are the focus of all that we do

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We Thought There Should Be a Better Way

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FAYETTE COUNTY BOARD OF EDUCATION
PROFESSIONAL LEAVE / OUT OF COUNTY REQUEST
FOR PARTICIPATION IN MEETINGS AND PROFESSIONAL CONFERENCES

SAVE AS
PRINT
RESET

EMPLOYEES: This is the only means by which employees may apply for release. You must respond completely, accurately, and in a timely manner in order for your request to be considered. Requests must be submitted by the following timelines for consideration.

*In-State: 10 days prior to release   *Out-of-State: 30 days prior to release

STEP 1: BASIC INFORMATION
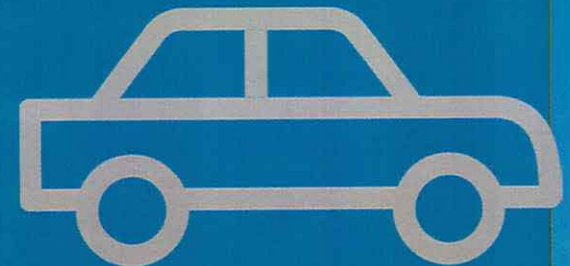
Name		Employee ID	
Employee's Access Email		Position	
Location		Today's Date	
Purpose		Location of Activity	
Beginning Date		Substitute Needed?	☐ Yes ☐ No
Ending Date		Duration	☐ Full Day ☐ AM Only ☐ PM Only
Explain how this release relates to your position:			

Travel

$

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Steps of Travel Planning Process

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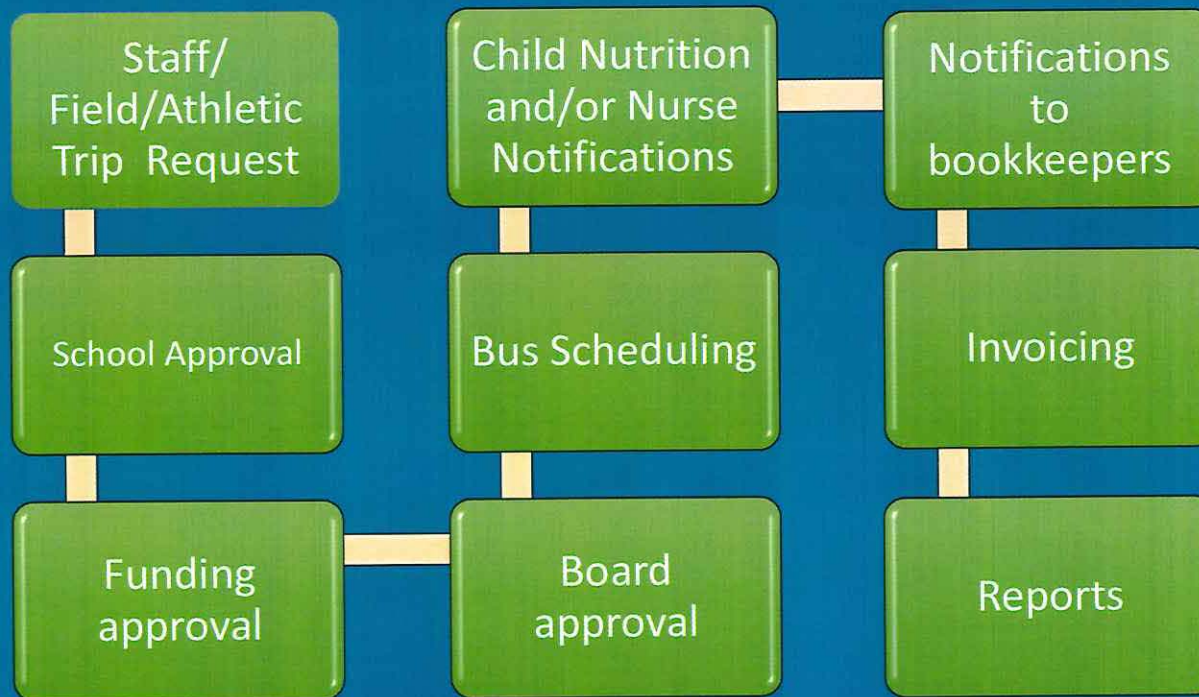
- Each employee with a k12 email address in our county can register on their own to the Travel Tracker System.

- Once that is finished, everyone has access to submit a Staffing, Field, or Athletic Trip

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Fayette County Schools - Travel Tracker

Email address:

Password:

Password

Sign in

New to App-Garden?

New Registration

Forgot your password?

Forgot Password

app-garden

New to App-Garden? If this is the first time that you have used this application, you must register your email address first. Click the **New Registration** button to register.

Need Help?

This application works best in Chrome, Safari or Firefox!

Steps of Travel Planning Process

- The following is an example of a Staffing trip where an employee was coming to the Central Office for Professional Development but needed a substitute.

Travel Request Form

Trip Number   **10081**

* Category   Staff Only Travel

* Type of Trip   Staff

* Staff Event (you may check more than one)

   In County Professional Day

Trip Leave

* Date   4/10/18

* Time   8:30 AM

Trip Return

* Date   4/10/18

* Time   11:30 AM

rip Year/Week 2018-15

Overnight or Out-of-State   No

Out of County   No

Comments   ADA Steering Committee Meeting
                                                (Annual Desk Audit Steering Committee)
Enter any comments about this trip that is important for the driver to
know such as pick up and drop off location. This information will print on
the trip ticket for the driver.   [HALF DAY SUBSTITUTE NEEDED]

* Your School / Dept   226 New River Elementary

* Do you need a substitute?   Yes

* Main Destination ⓘ	003 Special Ed		
Stops on the Way There			
Stops on the Return trip			
* Approximate Number of Miles Round Trip	11.90 Get Directions		

* Funding Source	Special Education	Budget Code	61.02750.21210.131.226
Funding Source Desc		Budget Code Desc	
Funding Approver	lpalench@k12.wv.us		
* Teacher / Advisor / Staff Name	Christie Campbell		
* Teacher / Advisor / Staff Phone #	304-237-0630		
Emergency Contact Info	☑ **Same as Teacher / Advisor / Staff**		
* Emergency Contact Name	Christie Campbell		
* Emergency Contact Phone #	304-237-0630		

Number of Individuals Making Trip

* Male Adults	0	* Female Adults	1

Additional Information

* Please list other county personnel covered by this request.	None
* Purpose of Travel	ADA Steering Committee Meeting (Annual Desk Audit Steering Committee) Per Dr. Palenchar's request (see attached memo) [HALF DAY SUBSTITUTE NEEDED]

* Will you be using external transportation (ex. charter bus, plane, walking)?   ⦿ Yes   ○ No

* Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. Indicate chartered transportation company if applicable.

Personal vehicle

Vehicles Needed

* Do you need vehicles?   ○ Yes   ⦿ No

Person Submitting Request	cmcampbell@k12.wv.us
Date Submitted	Mar 9, 2018 9:54:56 AM

▸ Trip Estimator (click to open and enter additional information for estimating trip cost)

Location Approval

Comment

Location Approver Decision	Approved
Name	lrjones@k12.wv.us
Decision Date	Mar 9, 2018 5:35:04 PM

Second Level Location Approval - Second Level Location Approval

Comment

Location Approver Decision	Approved
Name	ddooley@k12.wv.us
Decision Date	Mar 12, 2018 1:40:32 PM

Funding Source Approval for Field Trips

Comment

Funding Approver Decision	Approved
Name	lpalench@k12.wv.us
Decision Date	Mar 13, 2018 9:05:50 AM

Level 08 Approval - Level 08 Approval

Comment

Level 08 Approval	Approved
Name	raevans@k12.wv.us
Decision Date	Mar 13, 2018 9:51:30 AM

Additional Level 1 Approval - Additional Level 1 Approval

Comment

Additional Level 1 Approval	Approved
Name	ghough@k12.wv.us
Decision Date	Mar 15, 2018 6:04:34 AM

Each level of approval is documented. Different approval levels can be configured based on the type of trip, funding source, overnight and other settings.

Additional Level 2 Approval - Finance Authorization

Comment	code for the calling system 51490
Finance Authorization	Approved
Name	bbparson@k12.wv.us
Decision Date	Mar 15, 2018 10:27:01 AM

Supporting Documents

ⓘ [   ] Browse...

File Type	Size	File Name
📄 application/msword	159 KB	Invitation Memo (2018).doc

[Submit] [Print]

Request Status	Approved
Final Approval Date	3/15/18 10:27 AM
	Approved

[Reschedule Trip] [Cancel Trip/Reservations] [Create Duplicate Request] ⓘ [Send Email] [Comments]

Email Audit Log:

Subject:	Email Sent on:	Email Sent by:

History

Date	User	Action
3/9/18 10:00:38 AM	cmcampbell@k12.wv.us	Trip saved with leave date/time 04/10/2018 08:30:00 AM
3/9/18 5:35:04 PM	lrjones@k12.wv.us	Location Level Approved
3/12/18 1:40:32 PM	ddooley@k12.wv.us	Second Level Location Level Approved
3/12/18 1:40:38 PM	ddooley@k12.wv.us	Trip saved with leave date/time 04/10/2018 08:30:00 AM
3/13/18 9:05:50 AM	lpalench@k12.wv.us	Funding Level Approved
3/13/18 9:06:00 AM	lpalench@k12.wv.us	Trip saved with leave date/time 04/10/2018 08:30:00 AM
3/13/18 9:51:30 AM	raevans@k12.wv.us	Level 08 Approved
3/15/18 6:04:34 AM	ghough@k12.wv.us	Additional Level 1 Approved
3/15/18 6:04:39 AM	ghough@k12.wv.us	Trip saved with leave date/time 04/10/2018 08:30:00 AM
3/15/18 10:27:01 AM	bbparson@k12.wv.us	Additional Level 2 Approved
3/15/18 10:27:05 AM	bbparson@k12.wv.us	Trip saved with leave date/time 04/10/2018 08:30:00 AM

You can add attachments, send emails to the requester and track all of it in the Travel Tracker. A history log shows activity for the request.

Steps of Travel Planning Process

- As you can see, everything is tracked throughout the process.

- The last approval you see on any trip is the Finance Authorization.

- It is at this level where payroll will assign an Authorization Code that the employee will put into the Eschool Solutions sub system.

- These Authorization Codes are produced by WVEIS when requested and will either automatically upload into the Eschool Soutions system or they will need to be manually entered using a spreadsheet.

- The following is how to access these codes in WVEIS:

Please enter:

    Assignment selection 10

    Assignment Title   Work Area   Yr Client
10. EMPLOYEE ATTENDANCE - MAIN MENU   20MGREMS3   18 WV020
11. CUSTOM QUERY REPORTS FOR FAYETTE COUNTY   20MGRIBM   17 WV020
12. EXTRA MENU FOR FAYETTE COUNTY   20MGRIBM   17 WV020
13. IQ QUERY STATE STANDARD MENUS FOR FAYETTE CO   20MGRIBM   17 WV020
14. FINANCIAL MANAGEMENT SYSTEM   20MGRFMS2   17 WV020
15. EMPLOYEE MANAGEMENT SYSTEM   20MGREMS2   17 WV020
16. WEST VIRGINIA EMPLOYEE DATA REPORTS   20MGREMS2   17 WV020
17. WEST VIRGINIA FINANCIAL DATA REPORTS   20MGRFMS2   17 WV020
18. Download a Report to PC ASCII File   20MGRSMS2   17 WV020   +

MENU TSI000: EMPLOYEE ATTENDANCE - MAIN MENU

```
1. SETUP OPTIONS . . . . . . . . . . . . . . . .   TSI100      MENU
2. MAINTENANCE / CORRECTIONS PROCEDURES  . . . .   TSI300      MENU
3. EMPLOYEE ATTENDANCE MANAGEMENT - CAMPUS . . .   TSI400      MENU
4. EMPLOYEE ATTENDANCE MANAGEMENT - PERSONNEL  .   TSI500      MENU
5. EMPLOYEE ATTENDANCE MANAGEMENT - PAYROLL  . .   TSI600      MENU
6. PRONET FISCAL YEAR-END ROLLOVER . . . . . . .   TSI700      MENU

89. Change Assignment
90. Signoff
```

Option or Menu Item 4

MENU TSI500: EMPLOYEE ATTENDANCE MANAGEMENT - PERSONNEL

```
 1. Substitute Basic Information  . . . . . . . .   TSI.301
 2. Substitute Tag Assignment . . . . . . . . . .   TSI.480
 3. Attendance Status File  . . . . . . . . . .     TSI.501
 4. Attendance Status File Listing  . . . . . . .   TSI.502
 5. Time Worked/Time Missed Verification File . .   TSI.310
 6. Time Worked/Time Missed History File  . . . .   TSI.320P
 7. Employee Absence Verification Report  . . . .   TSI.611
 8. Employee Absence Verification Summary Report    TSI.612
 9. Absence Summary Report by Employee  . . . . .   TSI.613
10. Time Worked Summary Report by Substitute  . .   TSI.616
11. Substitute Consecutive Day Detail/Sum Report    TSI.618
12. Verification File Account Distribution Report   TSI.650
13. Build Random Authorization Codes by Acct. . .   TSI.240B
14. Maintain Authorization Codes  . . . . . . . .   TSI.240
15. Authorization Code Clean-up Process . . . . .   TSI.240G          More...
```

Option or Menu Item 13_____

Utility to Run When Needing Additional Codes

```
5/01/18  FY 18                    FAYETTE COUNTY              13:57:54 D20001WDG1
TSSI              Build Random Authorization Codes by Acct.      Ref: TSI.240P.01

Account Code:        _____

How Many Authorization Codes Do You Wish To Build?      █__

Comment 1:           _____

Comment 2:           _____

Print Labels  (Y/N)?: Y        Labels form is 1 label(s) wide.

                F3=Exit  F4=Index  F5=Reset  F12=Cancel          Cancel? N
```

MENU TSI500: EMPLOYEE ATTENDANCE MANAGEMENT - PERSONNEL

```
 1. Substitute Basic Information . . . . . . . . .   TSI.301
 2. Substitute Tag Assignment . . . . . . . . . .   TSI.480
 3. Attendance Status File . . . . . . . . . . .   TSI.501
 4. Attendance Status File Listing . . . . . . .   TSI.502
 5. Time Worked/Time Missed Verification File . .   TSI.310
 6. Time Worked/Time Missed History File . . . .   TSI.320P
 7. Employee Absence Verification Report . . . .   TSI.611
 8. Employee Absence Verification Summary Report   TSI.612
 9. Absence Summary Report by Employee  . . . . .   TSI.613
10. Time Worked Summary Report by Substitute  . .   TSI.616
11. Substitute Consecutive Day Detail/Sum Report   TSI.618
12. Verification File Account Distribution Report   TSI.650
13. Build Random Authorization Codes by Acct. . .   TSI.240B
14. Maintain Authorization Codes  . . . . . . . .   TSI.240
15. Authorization Code Clean-up Process . . . . .   TSI.240G           More...
```

Option or Menu Item   14

```
    I            Authorization Code: _____
    Change       Account Code:            _____
    Delete
    Lookup
    Index
    End

                        Index: 1
                               1 = Authorization Codes
                               2 = Authorization Codes by Account
                               3 = Chart of Accounts




                                                    Auto Next Record? N
```

```
5/01/18  FY 18  FAYETTE COUNTY                         13:44:44 D20001WDG1
TSSI                Authorization Code Index                 Ref:   TSI.240X.02
Position to:      _____
"X" Code   Account Number                          Date Iss Used? Description
 _  51182 61.02810.21210.131.201.0000.0000.00       7/31/17   Y   TRIP 8279,
 _  51422 61.01704.12213.136.001.0000.0000.00      11/14/17   Y   MATH FIELD
 _  51439 61.02750.21210.131.301.0000.0000.00      11/14/17   Y   TRIP #9919
 _  51456 61.01704.12213.131.001.0000.0000.00      11/14/17   Y   TRIP #1011
 _  51473 61.41710.12170.136.001.0000.0000.00      11/14/17   Y   TRIP 10108
 C  51490 61.02750.21210.131.226.0000.0000.00      11/14/17   Y   TRIP 10080
 _  51649 61.41741.12213.136.001.0000.0000.00       7/31/17   Y   TRIP 8296
 _  51650 61.41710.12213.136.001.0000.0000.00       7/31/17   Y   TRIP 8293,
 _  51651 61.02810.21210.131.201.0000.0000.00       7/31/17   N   TRIP 8283,
 _  52118 11.00089.11111.131.301.0000.0000.00       7/31/17   Y   TRIP 8295
 _  52119 61.01704.12213.136.503.0000.0000.00       7/31/17   Y   TRIP 8317
 _  52406 61.01704.12213.136.001.0000.0000.00      11/14/17   Y   TRIP 10120
 _  52423 11.00000.11111.139.302.0000.0000.00      11/14/17   Y   JOB 416172
 _  52440 61.43831.21210.131.506.0000.0000.00      11/14/17   Y   TRIP 10123
 _  52457 11.99290.11111.131.504.0000.0000.00      11/14/17   Y   TRIP 9892
 _  52474 61.01704.12213.136.001.0000.0000.00      11/14/17   Y   TRIP 9672
 _  52502 61.01704.12213.136.001.0000.0000.00      12/14/17   N   TRIP 10136
 _  52521 11.00091.11111.131.201.0000.0000.00      12/14/17   Y   TRIP 9922
 _  52540 61.43831.21210.123.302.0000.0000.00      12/14/17   Y   TRIP 10124 +
```

Authorization   51490
Code:

Account Code: 61.02750.21210.131.226.0000.0000.00

Comment 1:   TRIP 10080,10081,
Comment 2:

Date Issued: 11/14/17

Used (Y/N):   Y
                 Used by : 920-00-4467   Job Number: 417856
                 Date Used: 04/10/18

Mode: Lookup   Cancel? N

Won't work correctly unless the last sets of 0's are put in.

Steps of Travel Planning Process

- Once a code is assigned and Finance approves the last level of approval the original submitter will receive an email saying their trip has been approved. After much training, most employees now know that if a substitute is needed that they must get this authorization code from Travel Tracker before placing the absence into Eschool Solutions.

- The following shows where in Eschool Solutions an employee places this Authorization Code. Once this is placed, the absence will now be tied to the correct funding code.

  This speeds up the process in Payroll a lot due to less calls and emails needed to determine what funding source to use to pay a PD Substitute.

eSchool
S O L U T I O N S
SmartFind Express®
A PeopleAdmin Solution

Select Role: 👤 Administrator   🚌 Employee

Home   Administrator ▼   System Operations ▼   Telephone ▼   Reports ▼

Create Job

Create Absence

Absence Information

To complete this absence, press Continue and proceed until a job number is assigned.

Employee:	920003436 CAMPBELL, CHRISTIE M.
Location:	NEW RIVER ELEMENTARY 201226
Classification:	KINDERGARTEN
Reason:	PROFESSIONAL LEAVE FAYETTE COUNTY ONLY (81)
Account Code:	51490

Is a Substitute required?:   ⦿ Yes   ◯ No

Start   **End**

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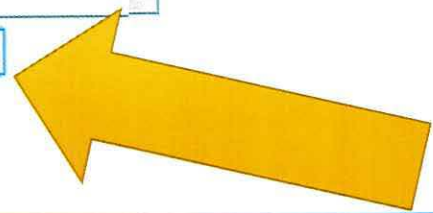
- When setting up the approval spot for Finance, one person is designated in order for them to have access and also to get emails whenever there are trips waiting to be approved.

- The district can designate additional individuals to have admin capabilities, but only the person in the approval spot will receive emails notifying them of new trips needing attention.

- The following are slides showing where the finance approver looks for new trips needing approved.

As you can see, the trips needing the Authorization Codes provided will have the words "Substitute Needed" in orange. All the others will just be pushed on.

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| Main | Configuration | Setup Tables | **Trip Approval** | Vehicle Owners | Trip Requests | Assignments | School Finance | Funding Management | Finance Dept | Invoices | Calendar | Reports | Support Services | Driver |

🚌 **Fayette County Schools Travel Tracker**

Trips Pending Approval

Next Approver: All ▼

Waiting on My Approval

[Confirm Changes]   **You must confirm your changes before you leave this page.** **

All Levels (Sortable)

Additional Approval

Page 1   << First | < Previous | Page 1 | Next > | Last >>

○ All Trips ◉ Trips From This Day Forward

Trip Inquiry

Schedules/Assignments

Daily Vehicle Schedule

Assignment Inquiry

Quick Reference

Location Level Approvers

Other Approvers

Funding Approvers

Overnight/Out-of-State Trips

Site Administrators

Requestor Information	Trip/Status/Next Approver	Leave/Return	Type	Nbr Needed/Owner	Approvals (Click Box to Approve)	
006 Personnel-Central Office	10511	7/26/18	Staff	0	Add Lev 1 Approved	5/1/18
mmpennin	Pending Additional Level 2 Approval	6:45 AM	Wingate by Wyndham-Bridgeport		Add Lev 2 ☐	
Submitted	bbparson	7/26/18	mmpennin			
5/1/18 12:07 PM		6:00 PM				
226 New River Elementary	10503	5/14/18	Staff	0	Add Lev 1 Approved	5/1/18
promage	Pending Additional Level 2 Approval	11:30 AM	501 Fayetteville High School		Add Lev 2 ☐	
Submitted	bbparson	5/14/18	akincaid			
4/30/18 3:24 PM		3:45 PM			Substitute Needed	
701 Fayette Institute of Technology	10458	5/9/18	Staff	0	Add Lev 1 Approved	5/1/18
bcrist	Pending Additional Level 2 Approval	8:00 AM	West Virginia State Capitol Complex		Add Lev 2 ☐	
Submitted	bbparson	5/9/18	bcrist			
4/23/18 9:33 AM		3:00 PM				
701 Fayette Institute of Technology	10461	5/10/18	Staff	0	Add Lev 1 Approved	5/1/18
bcrist	Pending Additional Level 2 Approval	8:00 AM	West Virginia State Capitol Complex		Add Lev 2 ☐	
Submitted	bbparson	5/10/18	bcrist			
4/23/18 10:09 AM		3:00 PM				
701 Fayette Institute of Technology	10459	5/14/18	Staff	0	Add Lev 1 Approved	5/1/18
bcrist	Pending Additional Level 2 Approval	8:00 AM	West Virginia State Capitol Complex		Add Lev 2 ☐	
Submitted	bbparson	5/14/18	bcrist			
4/23/18 9:34 AM		4:00 PM				

The code is typed here and then approved is selected.

Additional Level 2 Approval - Finance Authorization

Comment

Finance Authorization   ○ Approved ○ Denied

Designated Approver   bbparson@k12.wv.us
Name
Decision Date

Finance End of Travel Tracker (Bus Trips)

- So far, I've centered more on the Staffing/Professional Development piece that we use in Travel Tracker. Now let's move on to Bus Trips.

- Bus trips consist of Field Trips and Athletic Trips. They look basically the same as what you've already seen with some additional details. Field trips still include the options for Substitutes as well.

Vehicles Needed

* Do you need vehicles? Yes

Vehicle Pickup			Vehicle Return		
*	Date	5/1/18	*	Date	5/1/18
*	Time	8:30 AM	*	Time	1:15 PM

Total Trip Hours 4.75

* Type of vehicles needed to reserve   Yellow Bus ⌄ ⓘ

* How many vehicles do you need?   3

* Need Lift?   ○ Yes   ⦿ No

Nbr Wheelchair Slots 0   **Nbr Safety Vests** 0   **Nbr Fold Down Seats** 0

Special Needs   ☐ 5 Point Harness   ☐ Star Seats

Comments or details concerning needs   No Harnesses will be needed.

Vehicle Driver Information   No special instructions

Owner   dwarvel@k12.wv.us
Bid Id/Closing Date   18-04-29 04/25/2018

Reserve Vehicles

Location Used to Reserve Vehicles	000 Transportation ▼
	dwarvel@k12.wv.us

Trip Location Zone	OAK HILL	**Trip Year/Week:**	2018-18
Bid Id	18-04-29	**Trip Hours:**	4.75
Total Number of Vehicles Needed:	3	**Number w/ Lift:**	

Current Vehicle Reservations for This Trip

Veh#			Vehicle Location	Driver			Driver User Id ⓘ		
1205	Change Vehicle	Override	506 Oak Hill High School	Jimmy Smith	Change Driver	Override	jimmy.smith@k12.wv.us	Ticket and Directions	Ticket
1419	Change Vehicle	Override	506 Oak Hill High School	Jennifer Pannell-Sapio	Change Driver	Override	jpannellsapio@k12.wv.us	Ticket and Directions	Ticket
1670	Change Vehicle	Override	506 Oak Hill High School	Mike Milam	Change Driver	Override	michael.milam@k12.wv.us	Ticket and Directions	Ticket

Person Submitting Request	promage@k12.wv.us
Date Submitted	Apr 6, 2018 10:39:39 AM

▸ **Trip Estimator (click to open and enter additional information for estimating trip cost)**

Location Approval

Comment	
Location Approver Decision	Approved
Name	lrjones@k12.wv.us
Decision Date	Apr 6, 2018 1:11:22 PM

Second Level Location Approval - Second Level Location Approval

Comment	
Location Approver Decision	Approved
Name	ddooley@k12.wv.us
Decision Date	Apr 6, 2018 3:53:20 PM

Finance End of Travel Tracker (Bus Trips)

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- Travel Tracker includes a bidding system to help assign bus drivers to extra trips like this and it'll include who is next in line to be picked, etc to the Transportation Dept.
  - I won't center on this area but do know it is available if your Transportation Dept is interested.

- The Finance dept. advantage to having drivers assigned through this system is being able to know what needs to be done very quickly. A driver will either be paid directly out of a funding source at the board or will be billed out to a school.

Main | Configuration | Setup Tables | Trip Approval | Vehicle Owners | Trip Requests | Assignments | School Finance | Funding Management | **Finance Dept** | Invoices | Calendar | Reports | Support Services

🚌 **Fayette County Schools Travel Tracker**

Pending Payment by Loc
Payment by Trip Number
Invoices by Status

Tips for Receiving Payment

Req Loc All ⌄   Sts Approved for Payment ⌄   Dt Snt All ⌄   Trp Typ All ⌄   FT Evnt All ⌄

Travel Tracker

aopgarden6.app-garden.cnmtraveltrackwv020

Req Loc	All		Sts	Approved for Payment ▼	Dt Snt	All ▼	Trp Typ	All ▼	FT Evnt	All ▼

Sort By	Pickup Date	Requesting Location	Trip Nbr	Vehicle Type	Vehicle Owner	Vehicle Nbr	Funding Source

Total Cost of Assignments Using Criteria Above: **$ 0.00**

Total Checked "Sent" Below: **$0.00**

Total Checked "Paid" Below: **$0.00**

Trip Nbr/Req Loc	Pkup/Return	Trip	Vehicle	Driver/Assistant	Mi/Cst	Total Costs		Actions			
10341	4/23/18	Field Trip	105	Tim Roop	8.00 Mi	$0.00	Inv **5061804FYB**	OvrAll Sts	Approved for Payment	Tot Cst	**$75.43**
506 Oak Hill High School	8:00 AM	New River Birding and Nature Center	Yellow Bus	Id 920004674	$0.0000 Oth	$75.43					
Sub By	4/23/18		506 Oak Hill High School	Per Hr $15.02	Tot	$75.43	**Fnd/Tot**		$75.43	Approved	4/30/18
jennifer.gills	1:00 PM		**Owner**	Hrs 4.00			Source	Oak Hill High / Extra Curricular		Sent	
			dwarvel	Cst $75.43			**Bdgt**	11.99290.12711.122.506		Paid	
							Type	Driver,Mi/Oth			
							Pct	100%		Do Nt Bill	
10211	4/23/18	Field Trip	1207	Jeanette Shelton	105.27 Mi	$0.00	Inv **7011804FYB**	OvrAll Sts	Approved for Payment	Tot Cst	**$247.17**
701 Fayette Institute of Technology	9:00 AM	Embassy Suites-Charleston, WV	Yellow Bus	Id 920-00-1908	$0.0000 Oth	$247.17					
Sub By	4/23/18		501 Fayetteville High School	Per Hr $17.12	Tot	$247.17	**Fnd/Tot**		$247.17	Approved	4/30/18
swoodson	6:00 PM		**Owner**	Hrs 11.50			Source	County Funded (BUSES ONLY)		Sent	
			dwarvel	Cst $247.17			**Bdgt**	11..12711.121.001		Paid	
							Type	Driver,Mi/Oth			
							Pct	100%		Do Nt Bill	

I've pointed out a few important items of information.
1. The total being paid to the driver for this Supplemental trip.
2. The budget code to be used.
3. A date when it was approved to be paid.

Trip Nbr/Req Loc	Pkup/Return	Trip	Vehicle	Driver/Assistant	Mi/Cst	Total Costs				Actions		
10341	4/23/18	Field Trip	105	Tim Roop	8.00	Mi	$0.00	Inv 5061804FYB	OvrAll Sts	Approved for Payment	Tot Cst	$75.43
506 Oak Hill High School	8:00 AM	New River	Yellow Bus	Id 920004674	$0.0000	Oth	$75.43					
Sub By	4/23/18	Birding and	506 Oak Hill High	Per Hr	$15.02	Tot	$75.43	Fnd/Tot		$75.43 Approved		4/30/18
jennifer.gills	1:00 PM	Nature Center	School					Source	Oak Hill High / Extra Curicular		Sent	
			Owner	Hrs	4.00							
			dwarvel	Cst	$75.43			Bdgt	11.99290.12711.122.500		Paid	
								Type	Driver,Milest			
								Pct	100%		Do Nt Bill	

Customized percentages for retirement, social security, workers comp, etc are built in the system to calculate automatically based on the hours worked and the drivers' hourly rate.

Finance End of Travel Tracker (Bus Trips)

- Once the "Approved" spot is marked it will show up under the filters shown. This tells payroll that the amount to be paid to a driver has been calculated and verified.

- Supplemental trips can then be keyed into WVEIS for whatever drivers have trips during a certain pay period.

- *The same advantage to this process is that, in most cases, the funding source is already selected, calls and emails are not needed so much since the information is already there in the trip, and it keeps everyone involved in the know as to who is driving, what their driver's phone number is, etc.*

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All Vehicles Can Be Tracked

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- Another area that can be tracked is ALL vehicles in the county.
  - Buses can be tracked as to what ones are still out on trips.
  - Cars can also be assigned and tracked if someone wishes to use a county car to go to a training.