



**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY**  
2 Academy Drive, Suite 111 • Westampton, NJ 08060

**TO:** All Staff  
**FROM:** Theresa L. Margiotta, Acting Business Administrator/ Board Secretary

**WELCOME BACK!!**

We are extremely enthusiastic to begin the **2014.2015** school year.

Our summer has been filled with projects designed to maintain the level of excellence our school community has come to expect.

Outlined below are a few changes, updates, and school policy notes; please take time to review and refresh your memory. The Business/Personnel office is committed to keeping BCIT staff informed, and will periodically post information on the website, keeping current with state mandates and district policy.

- **Employee Portal:** <http://bcit.cc/domain/504>

The **Edu-Met Employee Portal** made its debut this summer. BCSSSD and BCIT have partnered with Edu-Met Interactive Systems to provide employee access to valuable personnel information by way of a secure electronic **Employee Portal**. Employees will have access to **Detailed Payroll Data, Extensive Employee Demographics, Attendance**, and coming soon ... **Health Benefits Data**. Employees will access the **Edu-Met Employee Portal** using their current website user name and password. Below are few specifics regarding payroll documents.

- ✓ The Edu-Met Employee Portal is **not** a document storage program.
- ✓ The Edu-Met Employee Portal is designed to dispense information.
- ✓ Each tab on the Edu-Met Employee Portal has a secondary tab: **Generate Report**
- ✓ The **Generate Report** tab will conveniently generate a PDF Report.
- ✓ It is the employee's responsibility to retrieve any/ all payroll related documents from the Portal.
- ✓ The employee is required to save any/all payroll documents independently.
- ✓ The employee is strongly advised to save his/her PDF reports in a secure location.
- ✓ The information provided on the Edu-Met Portal will be stored for a limited time, approximately one (1) year.

***As always, feel free to contact the personnel team if you have questions regarding the Edu-Met Employee Portal:*** [BCITPersonnel@bcit.cc](mailto:BCITPersonnel@bcit.cc)

- Absences AESOP: <https://www.aesoponline.com/login2.asp>

Full Time employees are required to use AESOP to request an absence. Administrators are required to approve / deny absences daily. **Please be reminded, as per our bylaws, policies as well as statute: Employee sick days may only be used for the employee. Personal and vacation days may be utilized to care for a family member but sick days may not.**

**NOTE: It is extremely important that employees enter their AESOP absence request in a timely manner and if possible, in advance. Employees should communicate with their supervisor so he/she can prepare for coverage when necessary.**

Employees are responsible to monitor their own absences (in AESOP) and immediately report discrepancies to personnel: [BCITPersonnel@bcit.cc](mailto:BCITPersonnel@bcit.cc)

- **Business Office · Personnel Department**

BCIT Business office and Personnel department underwent restructuring this summer. Our changes may not be evident to school personnel, but we have increased efficiency with updated policies, procedures and staff training. As a reminder, please communicate with the department not a person as job responsibilities have changed for many of our staff and leaving a voice mail or emailing the wrong individual could result in a significant delayed response to your inquiry.

Please use these easy access links to communicate with the departments:

Business Office <a href="mailto:BCITBusiness@bcit.cc">BCITBusiness@bcit.cc</a>	Personnel Department <a href="mailto:BCITPersonnel@bcit.cc">BCITPersonnel@bcit.cc</a>
Accounts Payable / Receivable	AESOP · Attendance
Cash Deposits · Cash Receipts	Edu-Met Employee Portal
Purchase Orders ❶	Employee Data Change Form
Student Activities Account ❶	Health Benefits ❷
	Human Resources
	Payroll · Direct Deposit · Pension ❸
	Salary Adjustments ❹

❶ <http://bcit.cc/Page/257>

❸ Pursuant to Chapter 78, P.L. 2011, Pension and Health Benefit Reform, PERS and TPAF employee pension contribution rates will increase from 6.5% to 6.64% of salary, effective 7/1/12. This increase is the second rate increase under the provisions of Chapter 78, which calls for PERS and TPAF employee pension contribution rates to increase over 7 years until the total pension contribution rate of 7.5% of salary as of July 2018. The third contribution rate increase to 6.78% effective July 1, 2013. The fourth contribution rate increase to 6.92% effective beginning July 1, 2014.

❹ Verification of additional courses taken during the school year must be submitted to the Business Office in advance of *the following* school year, and no later than August 31<sup>st</sup>, in order to receive a salary adjustment in the following school year.

✓ **Standard Operating Procedures (SOP)**

SOPs have been created for accounting functions, applicable to BCIT as a whole. We will also have specific SOPs per revenue center (Culinary Arts, Child Care, etc.). The BOE approved SOPs will be effective September 2014 and can be viewed at:

<http://www.straussesmay.com/seportal/Public/DistrictPolicyTOC.aspx?id=ff973c0559f6462296136ee556a60d27>

Where appropriate, new standardized forms will be created and pre-existing forms will be edited.

✓ **Procurement**

Confirming Orders (purchases made by circumventing the Purchase Order process) are considered Unauthorized Purchases and are illegal in New Jersey. ***The practice of placing Confirming Orders has ceased.***

✓ **Mileage / Tuition Reimbursements**

Mileage and or Tuition reimbursement requests must be received by the business office no later than the 15th of the month for processing. **NOTE: All checks issued through BCIT will be void after 60 days.**

✓ **Enterprise Accounts**

Vocational Enterprise Accounts have been eliminated. The only remaining Enterprise Accounts are: Adult Education, Cafeteria and Fire School. The eliminated Enterprise Accounts have been rolled into the General Fund as appropriate.

✓ **Direct Deposit:**

A720 / S2090 - Requires direct deposit for all State employee compensation on and after July 1, 2014. BCIT direct deposit application along with payroll dates and time sheet can be found on the web. Payroll will be distributed electronically, please review your pay stub using the Edu-Met employee portal: <http://bcit.cc/domain/504>

• **School Security**

You may have noticed some new faces on campus this summer; our **Security Team** has been reevaluating district security needs and working with Administration to provide a safe environment for our school family. Your respective Principals, Facilities Directors, and Security Team will be meeting with staff regarding the new safety initiatives that we will be implementing this year. Our Primary focus has changed from **Safe Buildings** to **"SAFE PEOPLE"**. **Stay Tuned - details are coming!!!**

✓ **ID Badges**

ID badges **must** be visible at all times and the photo must resemble your current appearance. Replacement badges are available. **\$10.00** fee is waived for damaged badges or badges re-issued due to campus change, name change, or change of job description.

- **TECHNOLOGY**

**BCIT Information Technology Team** has some new faces too, please join us in welcoming them. The IT Team has been working around the clock to ensure our technology needs are current and in compliance for staff and students. Upgrades include, WIFI Medford and Westampton, Mounting Televisions, Migrating Cell Service, Upgrading Primero Edge, Wiring upgrades, Phone System migration, to name a few. Because of these and other ongoing extensive projects, the IT department will only respond to electronically delivered inquiries. If you experience problems or have questions for the IT department please complete a work order via SpiceWorks email: <http://helpdesk.bcit.cc/portal> Listed below are a few reminders from the IT Team.

- ✓ **By Appointment Only**

The IT department will review and respond to inquiries in the order they are received via SpiceWorks. Please do not knock on the IT office door or interrupt an IT Team member when he/she is on site. Uninvited visitors to the IT office will not be received, all appointments for IT must be made using Spice Works: <http://helpdesk.bcit.cc/portal>

- ✓ **File Storage**

All staff are required to store their files on the (M:) drive. (M:) drive is the home folder designated for each individual staff member. Storing files on the local drive of a computer may result in permanent data loss in the event that the PC's are reformatted or upgraded or in the event of a power outage due to weather, etc. Employees can access their (M:) drive from any computer in the district.

- ✓ **Software Installation**

All software is to be installed by the Technology Department. Technology requests are made through **SpiceWorks** (link below). **Unauthorized installation of software is not permitted.** NOTE: You are **not authorized** to install software purchased outside of the district or brought from home. To reiterate, all **technology requests** must be made through **SpiceWorks**: <http://helpdesk.bcit.cc/portal>

- ✓ **Printing/Copying**

Only information pertaining to school activities is acceptable to print and/or copy. All print and copy jobs will be monitored by the district auditing software. Staff members may be required to enter a code to release print jobs sent to the campus central printer. All campus/ classroom, printers will be monitored for usage and printer consumables/ supplies, including paper.

- **BCIT Web Site**

Familiarize yourself with the BCIT Web Site. Please click on the Business Office tab to obtain important useful information in an easy to navigate format. ***New upgrades to this tab will be soon be available!***

**CHECK YOUR E-MAIL !!!**

*The business office and personnel department will answer questions, deliver documents, and schedule appointments electronically. Appointments are necessary and can be made using the following links: [BCITBusiness@bcit.cc](mailto:BCITBusiness@bcit.cc) [BCITPersonnel@bcit.cc](mailto:BCITPersonnel@bcit.cc)*

Business Office / Personnel Department hours of operation: 8:00-4:00 • **Friday** 8:00-3:00 you may also drop off items to the main office receptionist between the hours of 8:00-4:00 • **Friday** 8:00-3:00. **Note: Every campus has access to interoffice mail.**