



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

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

WELCOME BACK - We have been busy preparing for the launch of the 2016.2017 school year.

Outlined below are changes, updates, and school policy notes; please take time to review and refresh your memory. The Board Office is committed to keeping BCIT staff informed. We will periodically post information on the website, staying current with state mandates and district policy.

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

The **Edu-Met Employee Portal** continues to be a useful tool for staff. Employees have access 24/7 to **Detailed Payroll Data, Extensive Employee Demographics** and **Attendance**. Employees access the **Edu-Met Employee Portal** using the same **USER NAME** and **PASSWORD** used to access their **BCIT email account**. Below are a few reminders regarding payroll documents.

- ✓ Your Edumet log in is the same log in used to access your BCIT email.
- ✓ 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.

Electronic timesheets

Electronic timesheets will be used to record **Daily Hours** for **Hourly Staff, Extra Hours and Stipends** for **Full Time Staff**. Pasted below are instructions (abbreviated version of SOP) for using the **Edumet Electronic Timesheet**. All timesheets must be submitted as per the payroll schedule: [2016-2017 Payroll Schedule](#)

1. Employees **must** log in and out daily to record your time through the Edumet Portal for any and all extra pay.
 - a. OT, detention, etc. – logged daily ***Class coverage hours are recorded on paper timesheets.***
 - b. Sport Stipends – Electronic Time Sheet is submitted after the event based on the guidelines in the NJEA Contract and in accordance with the Board Approved Pay Schedule.
 - c. Extra-Curricular – Electronic Time Sheet is submitted in December and May based on the guidelines in the NJEA Contract and in accordance with the Board Approved Pay Schedule.
2. After you log out at the end of the day your time card will automatically be sent to your approver.

3. If you forget to log in and log out, you must contact your supervisor and they will have to add your missed time.
4. The Time Clock portal can only be accessed from within the district.
5. You will not be able to punch in and out from outside the district.
6. Employees are precluded from punching in or out for other employees.

A. Specific Steps to Follow:

1. Go to district home page: www.bcit.cc
2. Go to the Staff Tab; select Edumet Portal; select inside the district
3. Enter your username and password
4. Click on the "Time Clock" button



5. Select your ID code from the drop down menu and then click on the Punch In button. You will receive a confirmation that your "punch in" was successful. You can now log out.



Punch In Successful Mon Sep 07 11:19:19 EDT 2015.



Punch Out Successful Mon Sep 07 11:20:02 EDT 2015.

6. At the end of the day log back into the portal and Punch Out. You will receive a confirmation that your "punch out" was successful. If you forget to punch out at the end of the day you will have to contact your supervisor.

B. Note:

1. You can check your time by selecting the "Time Sheet" tab. This will show you where your time sheet is in the approval process. By clicking on the punch out button you are certifying to you supervisor and to the District that everything you have submitted is true and accurate as of the date and time you click the punch out button.
- 2.

Home	Time Sheet	Calendar Attendance	Reports	Admin				
Time Card								
Select	ID Code	In Time	Out Time	Out For	Submitted	Approval Status	Re-Submit	Approver's Message
<input type="checkbox"/>	Business Office Ov...	Jun 24,2015 03:00:00 PM	Jun 24,2015 08:00:00 PM	Out for the Day	Yes	Pending	No	
<input type="checkbox"/>	Business Office Ov...	Jun 23,2015 03:00:00 PM	Jun 23,2015 09:59:00 PM	Out for the Day	No	Pending	No	

3. You can also run reports by selecting the "Report" tab. Select a time period to print and then "generate report".

Home	Time Sheet	Calendar Attendance	Reports	Approvals	Monitor Reports	Admin	
Employee Time Card Report							
Location/Activity/ID Code		All		Approval Status			All
Period:		All					
Generate Report							

- **Absences SAMS/AESOP:**

- ✓ **Absences SAMS:** <https://www.aesoponline.com/login2.asp>

BCIT employees are required to use **SAMS** to request an absence. Administrators are required to approve / deny absences daily.

Official employee attendance can be found on the EDUMET Employee Portal. Employees are responsible to monitor their own absences (**SAMS AND EDUMET**) and immediately report discrepancies to personnel: BCITPersonnel@bcit.cc

NOTE: It is extremely important that employees enter their SAMS 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.

- **Business Team · Personnel Team**

BCIT Business Team and Personnel Team have added some new staff. As a reminder, please communicate with the department not a person, 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 Team BCITBusiness@bcit.cc	Personnel Team BCITPersonnel@bcit.cc
Accounts Payable / Receivable	SAMS · Attendance
Cash Deposits · Cash Receipts	Edu-Met Employee Portal / Electronic Timesheet
Purchase Orders ❶	Employee Data Change Form
Student Activities Account ❶	Health Benefits
	Human Resources
	Payroll · Direct Deposit · Pension ❷
	Salary Adjustments

❶ <http://bcit.cc/Page/257>

- ❷ **Contribution Rate Changes Under Chapter 78, P.L. 2011**

Chapter 78, P.L. 2011, the Pension and Benefit Reform Law, requires increased employee contributions for all members of the State-administered retirement systems beginning as of June 28, 2011. The contribution increases are applicable to the PERS, TPAF, and PFRS as indicated in the following chart.

CONTRIBUTION RATE CHANGES

Retirement System	Effective Date	Change In Rate	
		From	To
PERS/TPAF	10/01/2011	5.50%	6.50%
	07/01/2012	6.50%	6.64%
	07/01/2013	6.64%	6.78%
	07/01/2014	6.78%	6.92%
	07/01/2015	6.92%	7.06%
	07/01/2016	7.06%	7.20%
	07/01/2017	7.20%	7.34%
	07/01/2018	7.34%	7.50%
PERS Prosecutors Part	10/01/2011	8.50%	10.00%
PFRS	10/01/2011	8.50%	10.00%

✓ **Standard Operating Procedures (SOP)**

SOP have been created for accounting functions, applicable to BCIT as a whole. We will also have specific SOP per revenue center (Culinary Arts, Child Care, etc.). SOP regarding Electronic timesheets are posted and abbreviated version also pasted above. The BOE approved SOP will be update periodically and posted on the BCIT home page:

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

Certain SOPs have been updated:

- a. Cash Receipts
- b. Procurement
 - i. Purchasing Manual
- c. Receiving

Employee Business Expense Reimbursements. The process, along with the Reimbursement Form itself, have been modified. Additionally, a Sample Form has been posted to the website to provide assistance to those completing the form.

✓ **Procurement**

Confirming Orders (purchases made by circumventing the Purchase Order process) are considered Unauthorized Purchases and are illegal in New Jersey. **See SOP for disciplinary action to be taken regarding these types of violations.**

NOTE: Requisitions are processed twice a week.

Student Activity checks are processed twice a month on the 15th and last day of the month

✓ **Mileage / Tuition Reimbursements**

Expense Reimbursement Forms must be received by the Payroll Dept. by the 10th of the month immediately following the month the reimbursable business expense was incurred.

✓ **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

- **BUILDING ACCESS:** Phase 4 is complete. Our vestibules have been locked and keyless access has been added to all doors. Staff are required to swipe the reader each time they enter and exit a building. **Failure to follow proper security procedure will result in 1) an audible alarm will sound 2) the security program will send a report to the security team and administration identifying the breach. Disciplinary action may be warranted for repeated violations and disregard of district security policy.** These security protocols are designed to ensure our schools remain safe for all students, staff and visitors.
- **All staff must swipe the card reader each time they enter and exit the building – No exceptions! *An audible alarm will be activated upon exit if reader is not swiped.***
- **System generated daily reports will continue to monitor errors: staff not swiping in or out, doors held open for an extended period of time, misreads, etc.**
- **Take time when exiting the building – present the ID Badge to the reader and wait for the light – *a misread will trigger the audible alarm.***

- **Not all doors are authorized for use. Only doors equipped with a reader are authorized. If there is a series of doors to choose from – choose the door nearest the reader. *An audible alarm will be activated if a non-authorized door is used.***
- ***Tip: Whenever possible exit the same door you enter. All doors equipped with entry readers will also have exit readers.***
- **Do not hold the door for anyone, staff or visitor. Holding the door will trigger the audible alarm and send a report to the security team and administration identifying the breach. Visitors (including staff not wearing an ID badge) must report directly to the main office to obtain a temporary ID badge from the Kiosk.**
- **When staff arrive in groups, everyone must swipe the reader prior to entering the building. System generated reports will identify doors open for an extended period of time.**

ID Badges

Everyone in our school is required to wear an ID badge, visitors, spouses, children and employees. ID badges **must** be visible at all times and the photo must resemble your current appearance. **Visitor Management Kiosk** have been installed at each campus. Visitors and staff that arrive without their ID badge are required to obtain a temporary ID badge.

If an employee arrives without their badge, they are required to wear a temporary badge generated by the Visitor Management Kiosk located on each campus.

The campus secretary will notify the personnel team if an employee cannot locate their badge. Personnel will deactivate the badge while the employee attempts to locate.

The missing ID badge can easily be reactivated if found, or reissued if necessary. Replacement badges are available. **\$15.00** replacement fee is waived for damaged badges or badges re-issued due to campus change, name change, or change of job description. ***Badges damaged by hole punch are subject to \$15.00 replacement fee.***

Lavatory Passes have been created and will be distributed prior to the first day of school. One Boy Badge and One Girl Badge will be issued to each classroom. (Two of each for Phys Ed)

Each Lavatory Badge is coded to a restricted area. Lavatory badges cannot be shared, they are coded exclusively for the assigned classroom. Students are required to utilize the sign out/ in log each time the Lavatory Badge is used. Student will print LAST NAME, FIRST NAME, OUT TIME and RETURN TIME

Classroom budgets will be charged \$15.00 replacement fee for lost badges.

• **TECHNOLOGY**

The technology team has been busy working on various projects: Windows 8/10 migration is continuing to eliminate old Windows XP Pc's. Terminal server upgrades have been made to roll out unsupported hardware. One of the larger projects has been updating the 2-way radio communications system to allow for county wide communication in the event of an emergency. The new radios will also allow for better coverage in and around the buildings. Additional projects include ongoing updates to software packages, numerous servers, user accounts, wiring infrastructure and the phone system.

Computer Virus issues: Unfortunately, antivirus software cannot always block malicious intent. I would like to remind you of a few things that you can do to help protect your information from fraudsters.

Passwords: NEVER provide your passwords to anyone. That information is yours, and yours alone, and you should be suspicious of the intent of anyone that asks for it. As a reminder, the tech department will never ask you for your passwords via email or through a website.

Websites: You should never type confidential information (including your password) into a website that is unsecure. Any website that starts with <http://>, and not <https://>, is not secure. In addition, your browser (depending on which one you use) will normally indicate whether a site is secure by displaying a locked padlock in the address bar.

Emails: Even if an email looks and sounds official, if the email is coming from an unrecognized email address, or uses terms that aren't typically used in the email's context, be suspicious of it. Do not click on any links that are in the email until you verify the validity of it. In addition, never open an attachment from an unknown user. Viruses can commonly infect networks by way of zipped up email attachments.

Keeping the above in mind daily will help to avoid fraudulent situations.

✓ **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.

Buildings and Grounds:

Juggling cleaning schedules and coordinating projects was the theme for the summer. We installed new cafe tables at Westampton, new advanced manufacturing shop at Medford, final phase for all parking lot reconfiguration and paving and new doors at Medford. Blackout shades on all interior doors district along with various mechanical and custodial improvements.

As a reminder any all B/G requests must be made thru: [SchoolDude-Maintenance/Facilities](#)

Food Services: BCIT newest food services initiative, Street EatZ has made its debut. Look for us in October 2016! Thank you for your continued support to our Food Services program. Menus are updated monthly and can be found on the BCIT website. We have also expanded a very successful online payment program for staff and students.



- **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.

CHECK YOUR E-MAIL !!!

*The Business Team and Personnel Team will answer questions, deliver documents, and schedule appointments electronically. Appointments are necessary and can be made using the following links: BCITBusiness@bcit.cc BCITPersonnel@bcit.cc Business Team / Personnel Team 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.***

Information contained in this memo is accurate to the date of publication and subject to change.