Fiscal Services

2016 - 2017

Personnel Service Request (PSR)
Travel Request Form (TRV)
Workshop

P

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Personnel Service Request
Completing your PSR
The Routing
Process
Costing your PSR

PERSONNEL SERVICES REQUEST (PSR)

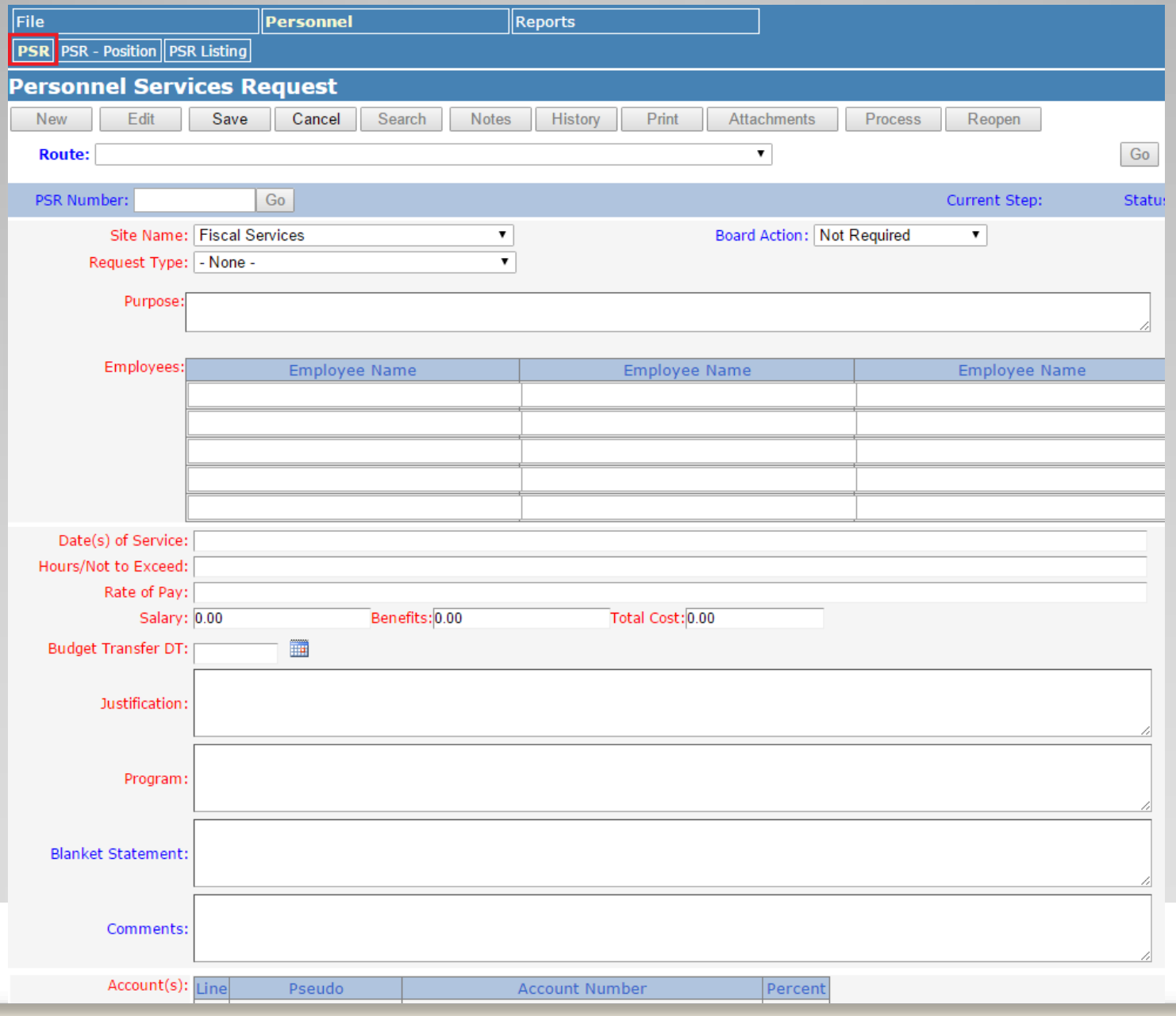
What is the purpose of a PSR and when should one be completed?

- A **PSR** is the official way for you to request approval for staffing changes at your site.
- A **PSR** allows for proper budget alignment of your staffing expenses.
- A **PSR** is required for both temporary changes (extra hours, substitutes) and long-term changes, such as an increase or decrease in staffing needs.

PSR: PERSONNEL SERVICES REQUEST

Used for:

- Certificated Extra-Duty
- Certificated Substitute
- Classified Extra Hours
- Classified Substitute
- Other (Ex: AVID Tutors)


File
Personnel
Reports
PSR
PSR - Position
PSR Listing
Personnel Services Request
New
Edit
Save
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Search
Notes
History
Print
Attachments
Process
Reopen
Route:
Go
PSR Number:
Go
Current Step:
Status:
Site Name:
Fiscal Services
Board Action:
Not Required
Request Type:
- None -
Purpose:
Employees:
Employee Name
Employee Name
Employee Name
Date(s) of Service:
Hours/Not to Exceed:
Rate of Pay:
Salary:
0.00
Benefits:
0.00
Total Cost:
0.00
Budget Transfer DT:
Justification:
Program:
Blanket Statement:
Comments:
Account(s):
Line
Pseudo
Account Number
Percent

PSR-POSITION: REQUEST FOR POSITION

When does a ***REQUEST FOR POSITION*** PSR need to be completed?

Anytime there is **any** change to a position at your site...

A new position is being requested

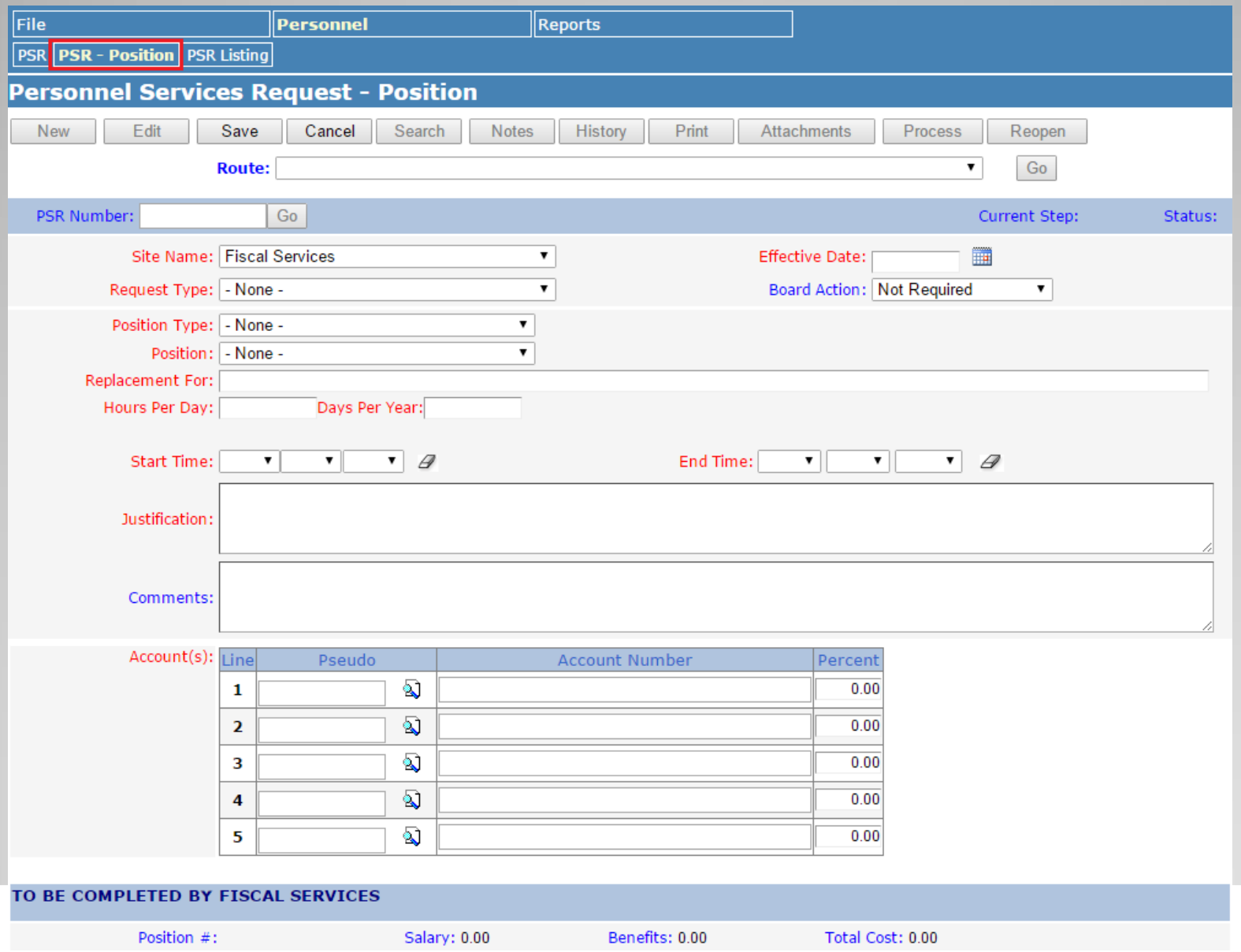
A vacant position needs to be filled

Hours increase for a position

Hours decrease for a position

A position is eliminated

Position funding changes


File
Personnel
Reports
PSR
PSR - Position
PSR Listing
Personnel Services Request - Position
New
Edit
Save
Cancel
Search
Notes
History
Print
Attachments
Process
Reopen
Route:
Go
PSR Number:
Go
Current Step:
Status:
Site Name:
Fiscal Services
Effective Date:
Request Type:
- None -
Board Action:
Not Required
Position Type:
- None -
Position:
- None -
Replacement For:
Hours Per Day:
Days Per Year:
Start Time:
End Time:
Justification:
Comments:
Account(s):
Line
Pseudo
Account Number
Percent
1
2
3
4
5
0.00
TO BE COMPLETED BY FISCAL SERVICES
Position #:
Salary: 0.00
Benefits: 0.00
Total Cost: 0.00

PSR ROUTING PROCESS

Originator

Site or Department completes and routes forward

Fiscal Services

Reviews account codes, funding, and budget

Approvers

Review and Approve

Personnel Services

Fills personnel needs and /or prepares Board Agenda Item

PSR TOOLS

- Site Rosters
- Salary Calculator
- Frequently Used Account Codes
- Blanket Statements

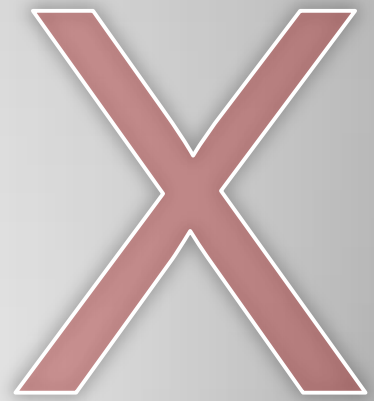
COMMON ERRORS WITH PSRs

Common reasons for PSRs being rejected include:

- **Lack of Budget –** Do not route a PSR for approval before submitting a budget transfer (not required for vacancies).

- **Incomplete information –** All PSR's MUST have a salary and benefit cost (not required for position PSRs).

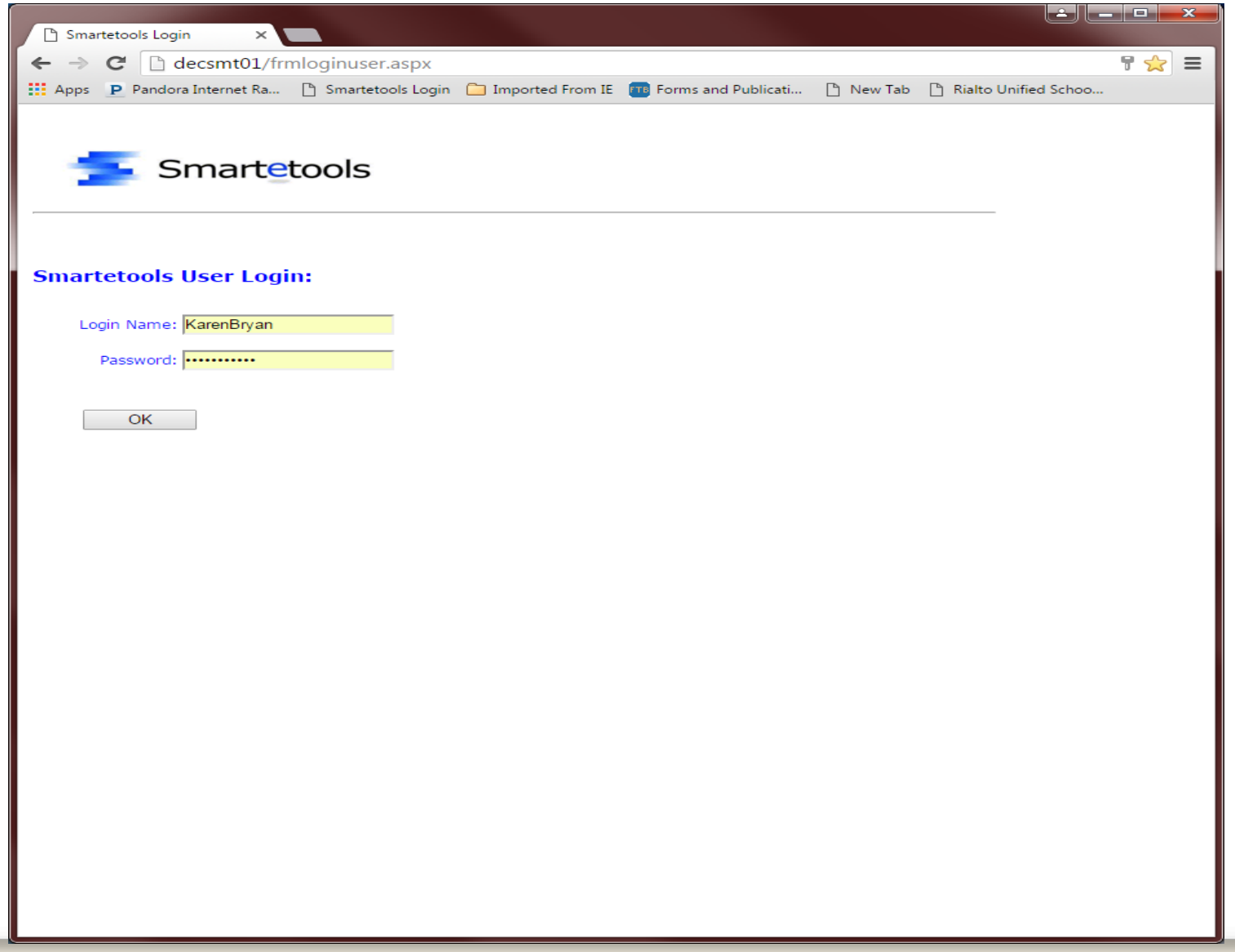
- **Incorrect Account Number –** Please refer to updated, correct account numbers, as this determines how your PSR will route.



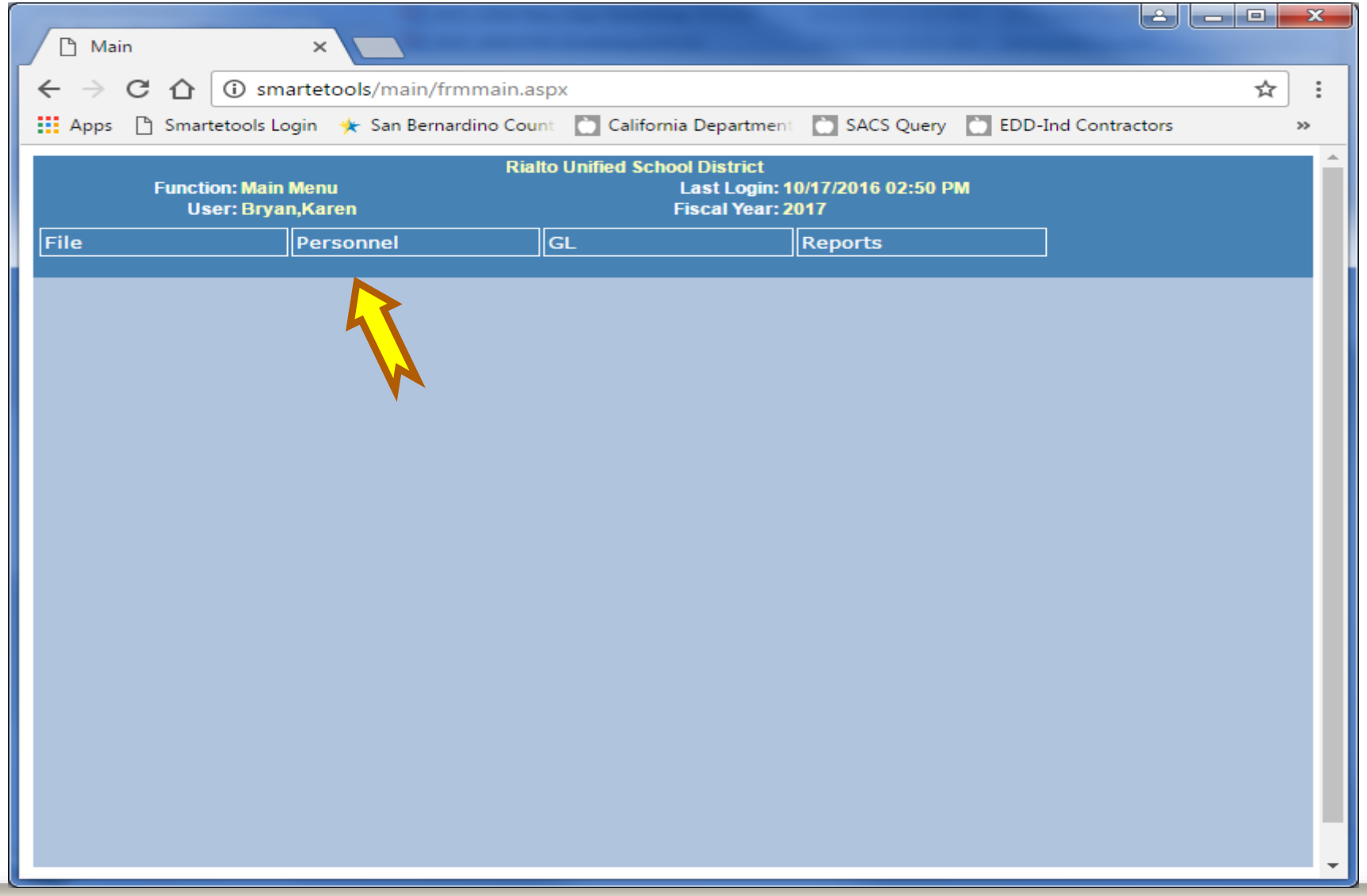
ELECTRONIC TRAVEL REQUEST FORM (TRV)

The "New and Improved" B-40/B-20

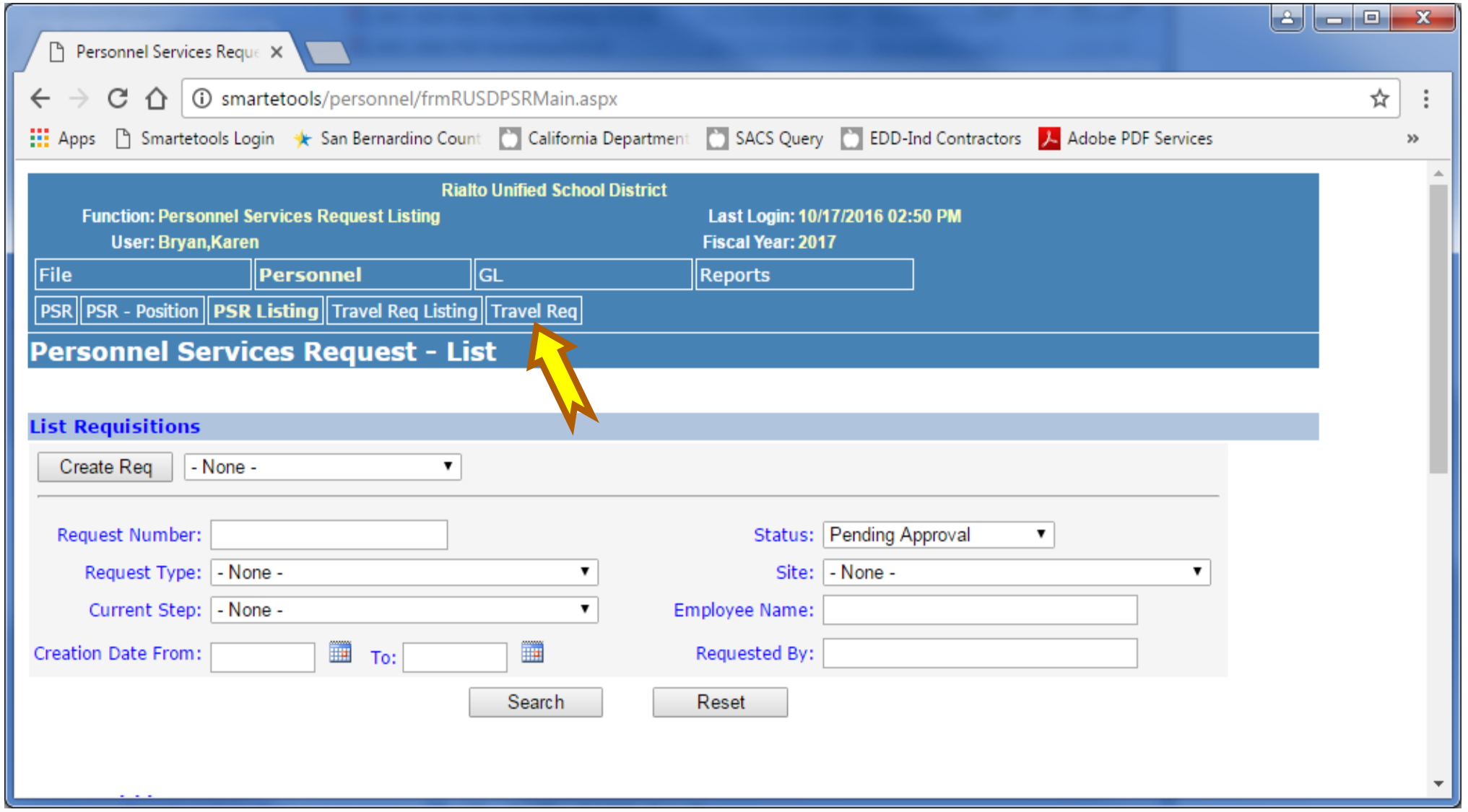
Log into Smartetools



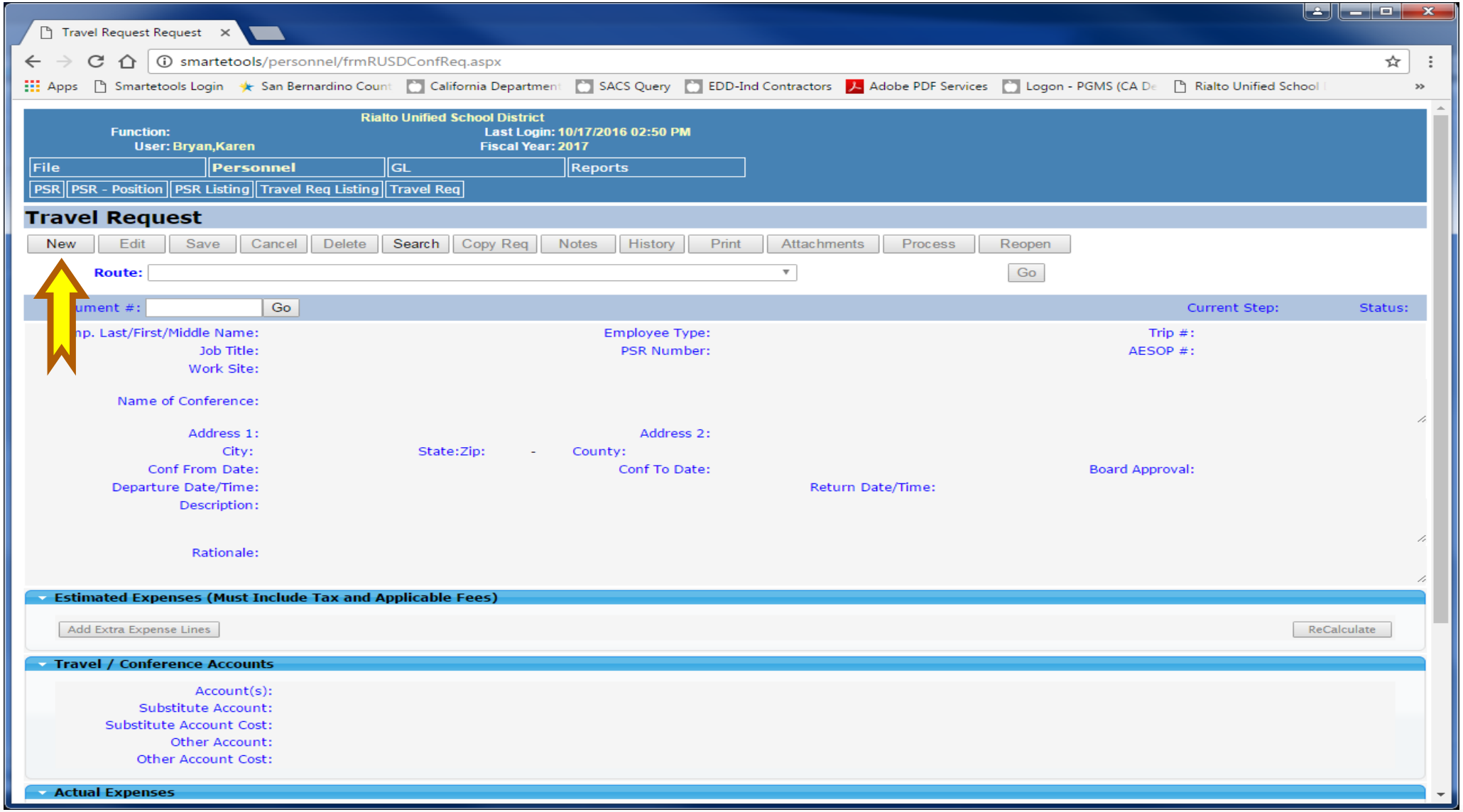
Select the ‘Personnel’ icon to get to the Travel Request area



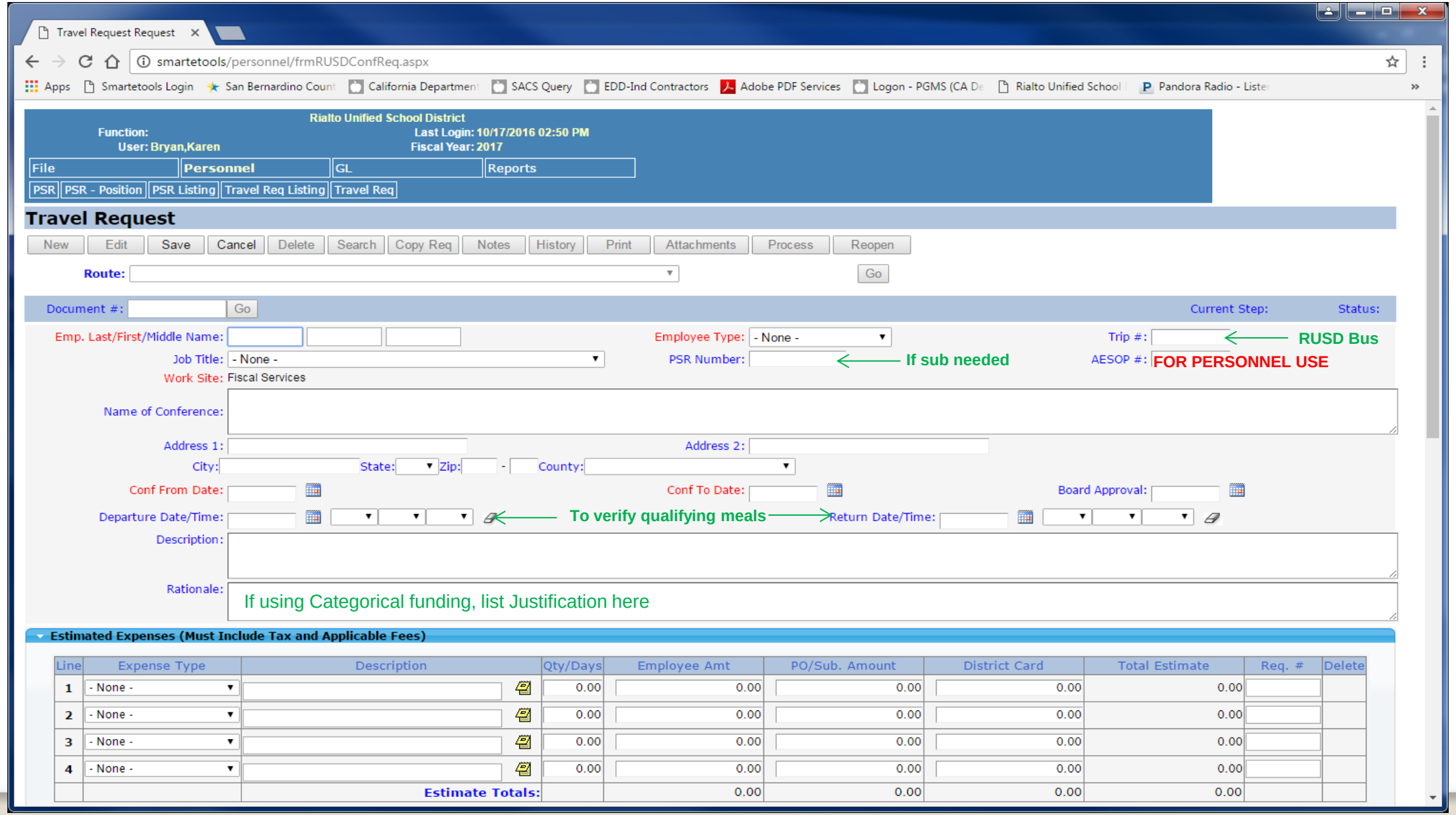
To create a TRV, first select the Travel Req icon



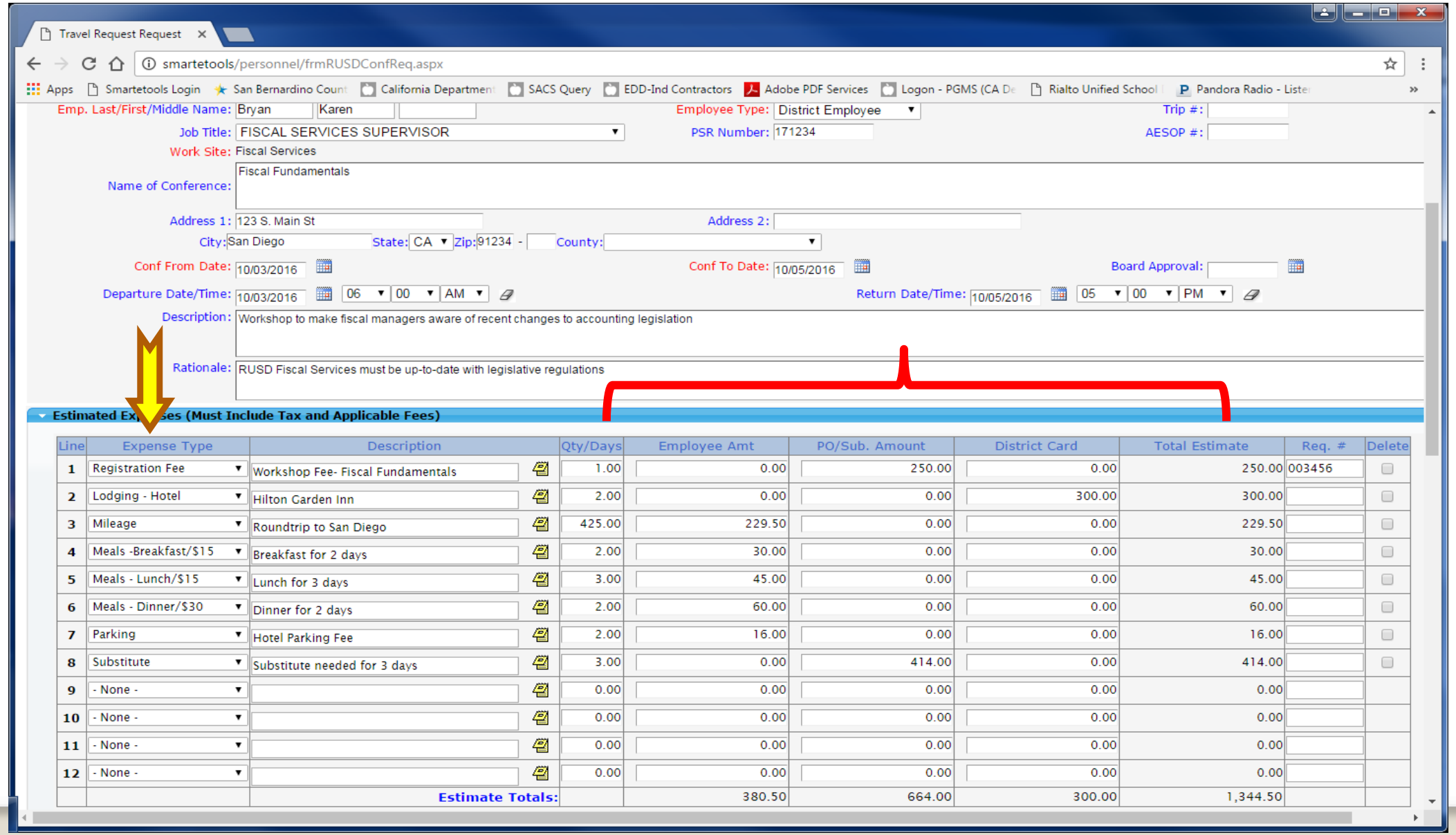
Next, click ‘New’



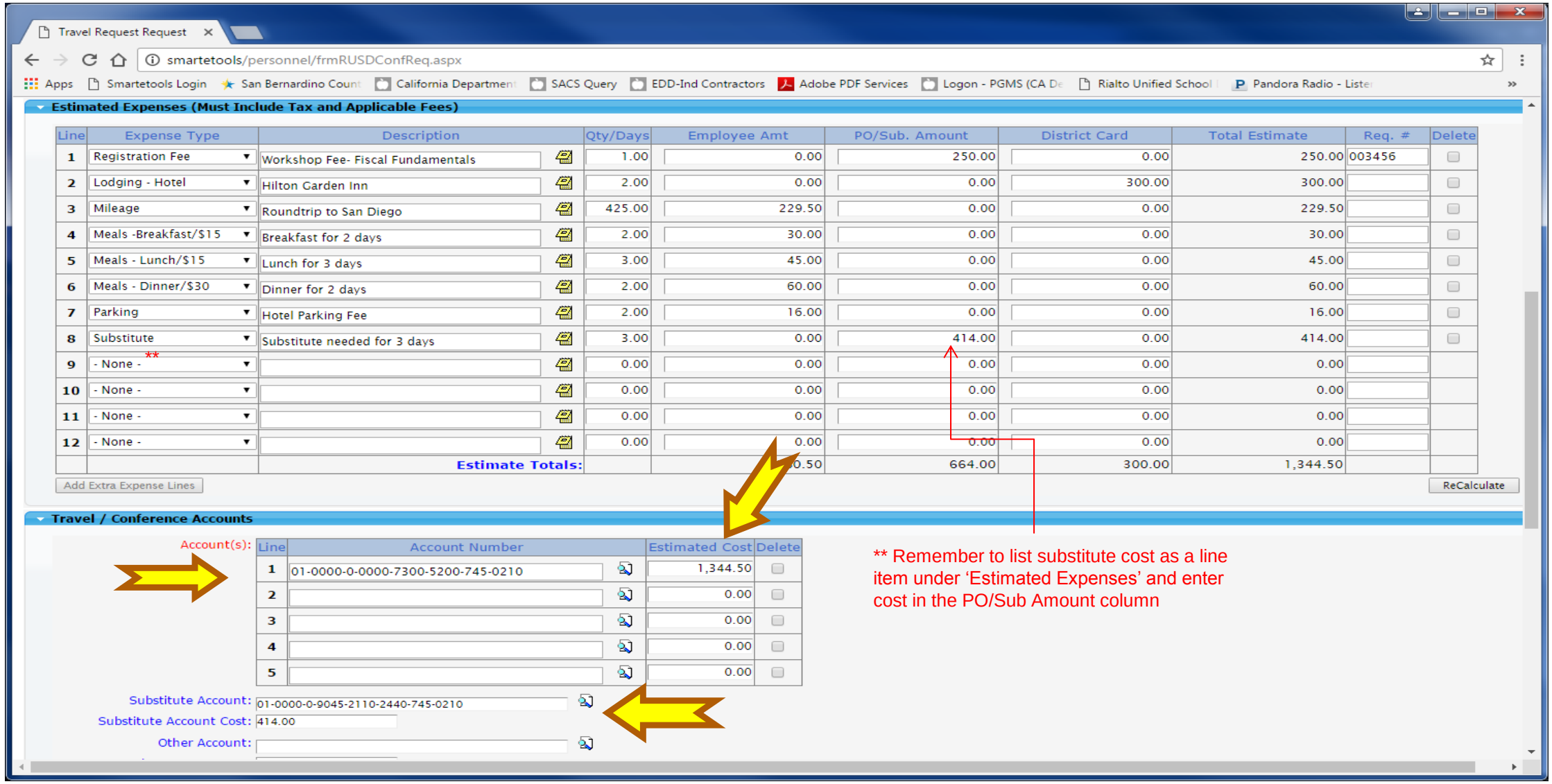
Create your TRV by filling in all fields, not just those in red



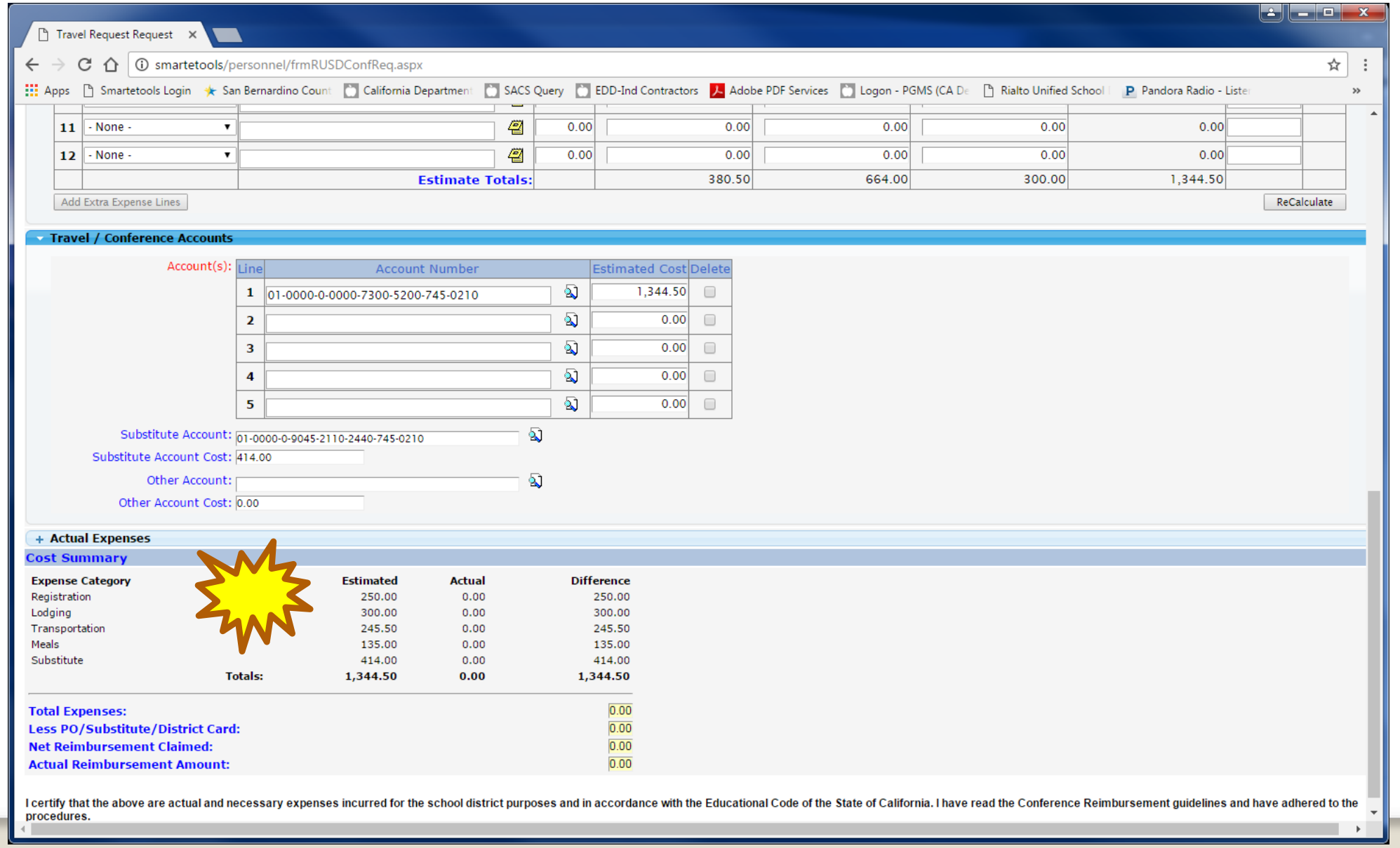
List estimated expenses and method of payment



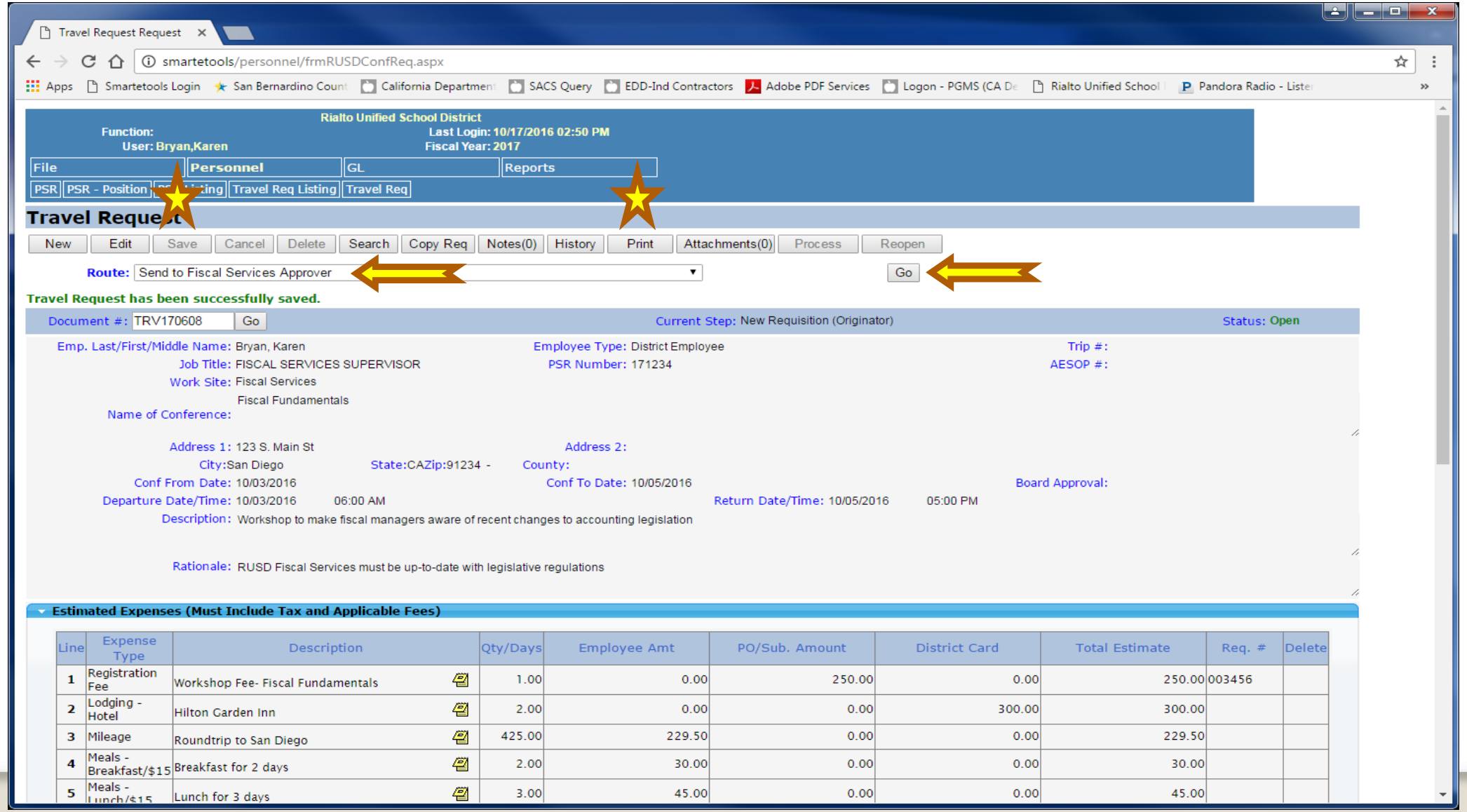
Select account number(s) to be charged in the ‘Travel/Conference Accounts’ chart, along with corresponding costs.



Check ‘Cost Summary’ for accuracy



Review all data and click “Save.” Attach a copy of flyer/brochure if available. Print a copy of the TRV to give to attendee, so he/she will know what is pre-approved for reimbursement. Be sure correct approver is selected and click “Go” to route the Travel Request to the next approver



Line	Expense Type	Description	Qty/Days	Employee Amt	PO/Sub. Amount	District Card	Total Estimate	Req. #	Delete
1	Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	0.00	250.00	0.00	250.00	003456	
2	Lodging - Hotel	Hilton Garden Inn	2.00	0.00	0.00	300.00	300.00		
3	Mileage	Roundtrip to San Diego	425.00	229.50	0.00	0.00	229.50		
4	Meals - Breakfast/$15	Breakfast for 2 days	2.00	30.00	0.00	0.00	30.00		
5	Meals - Lunch/$15	Lunch for 3 days	3.00	45.00	0.00	0.00	45.00		

TRV ROUTING PROCESS

Originator

Site or Department completes and routes forward

Fiscal Services

Reviews account codes, funding, and budget

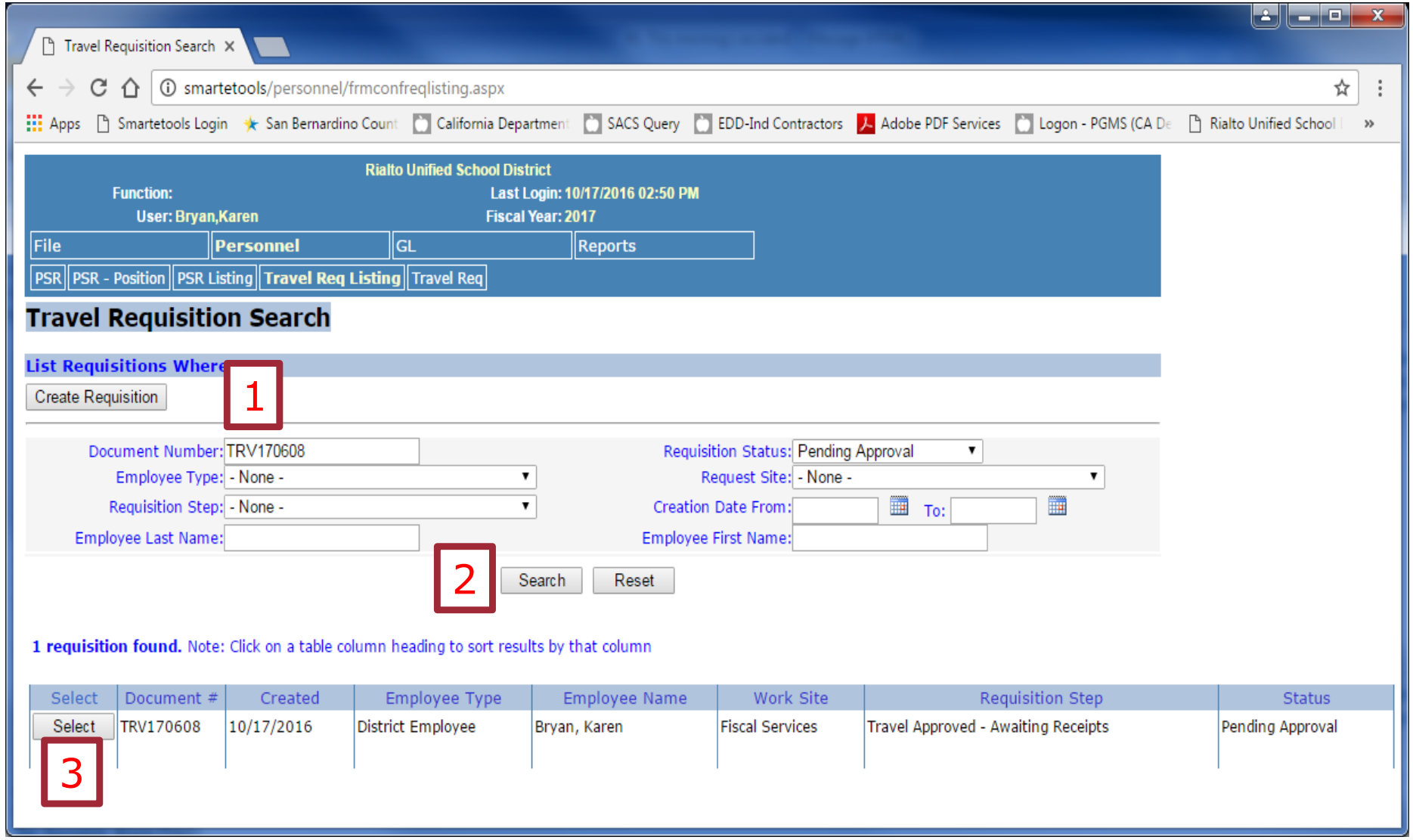
Approvers

Review and Approve

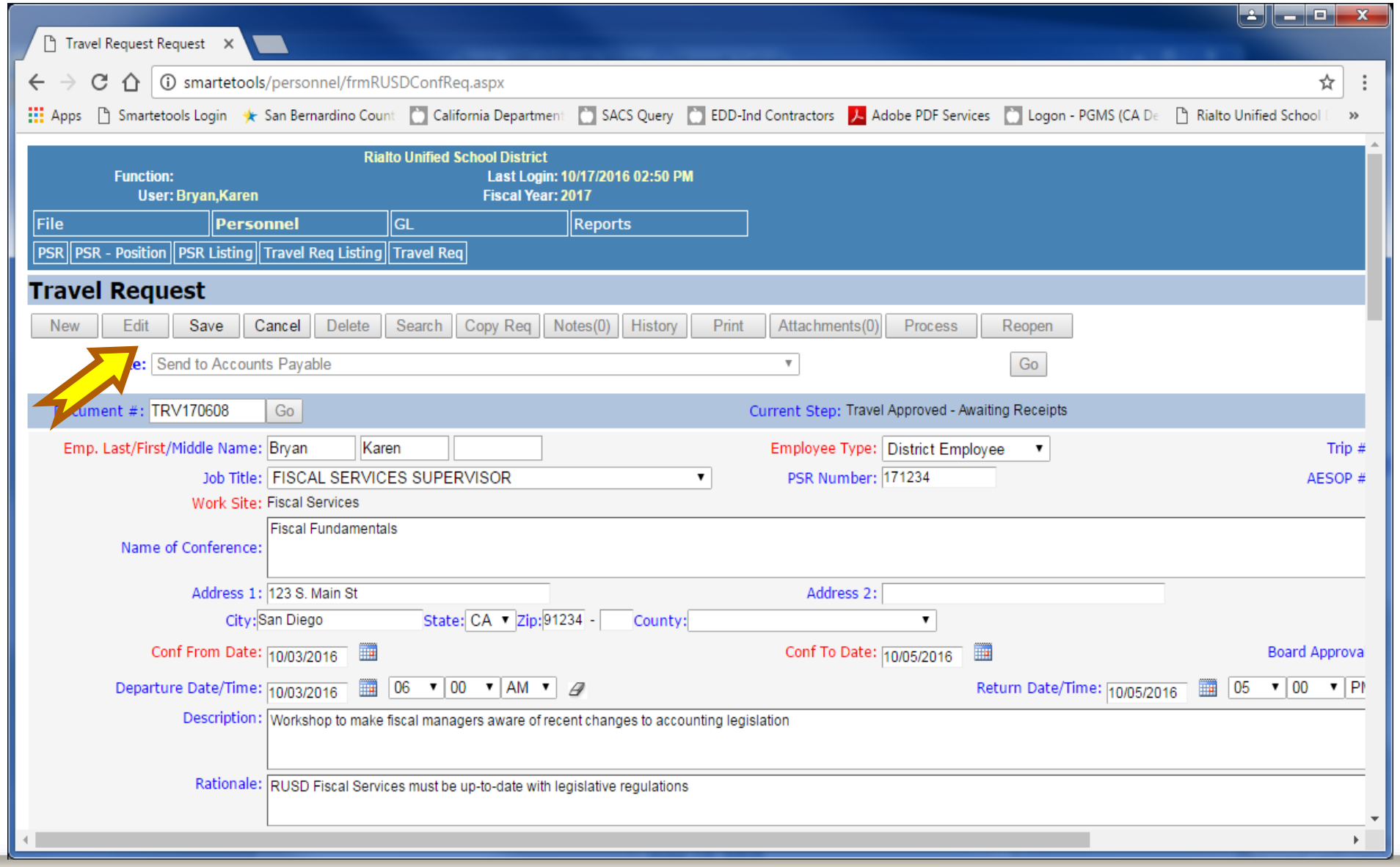
Personnel Services

Reviews/Approves/Checks for subs and routes back to Originator for processing (Travel Approved-Awaiting Receipts)

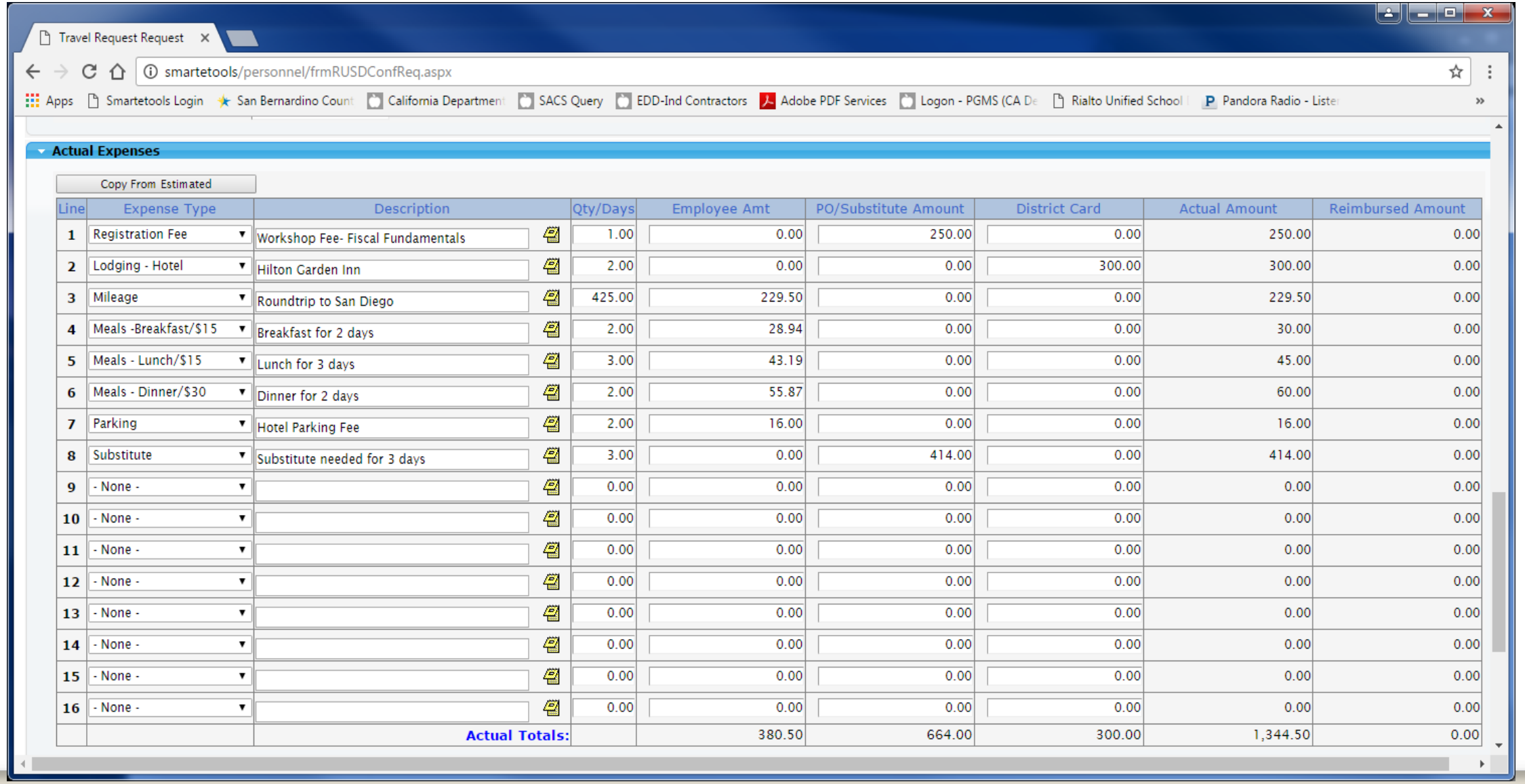
Once employee returns, search for Travel Request by TRV #, and select



Fill out ‘Actual Expenses’ section by selecting the ‘Edit’ button, then……

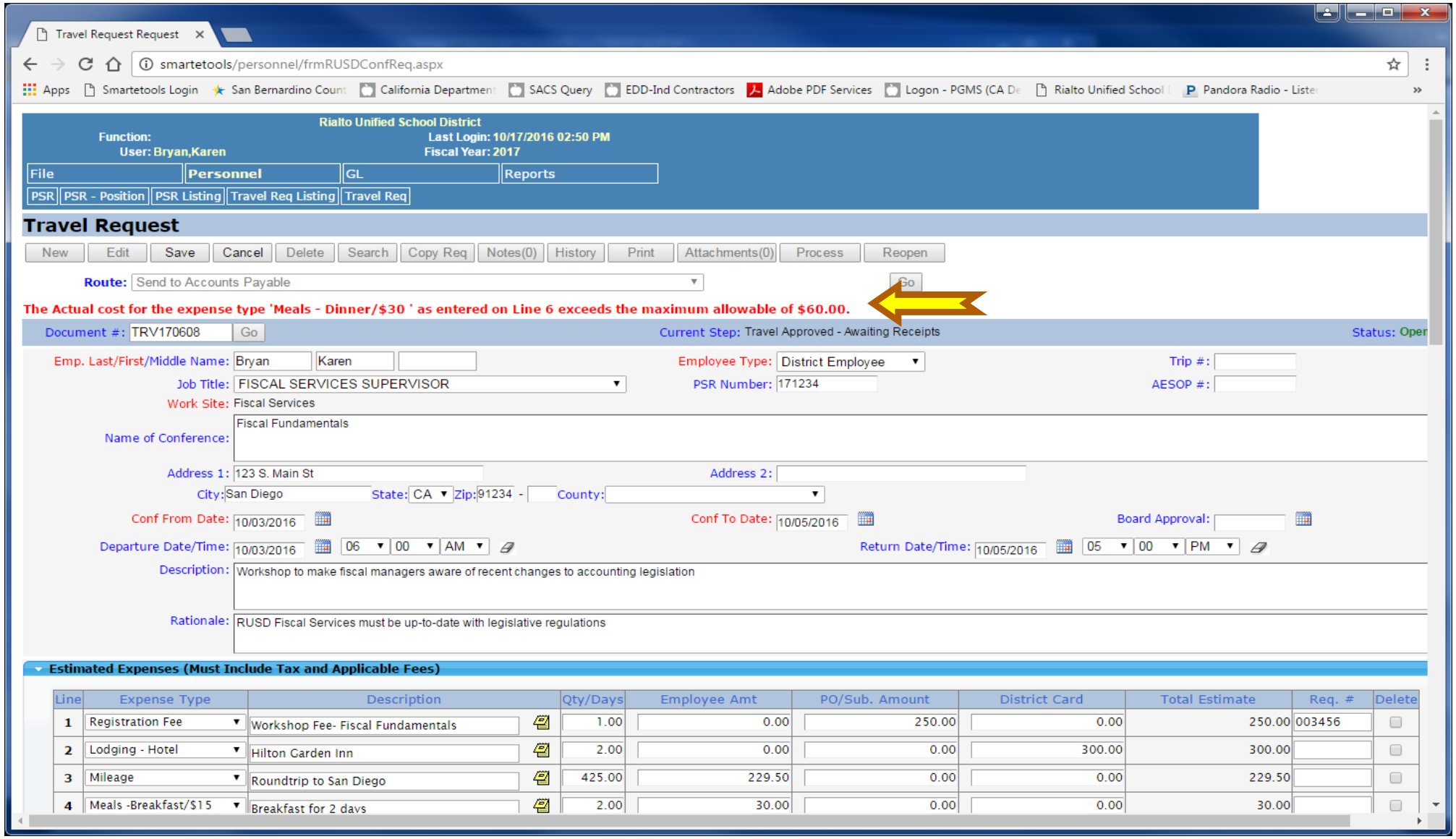


….fill in expenses, where applicable, using receipts given to you by attendee. Choose the last date of expense, if it spans more than 1 day.

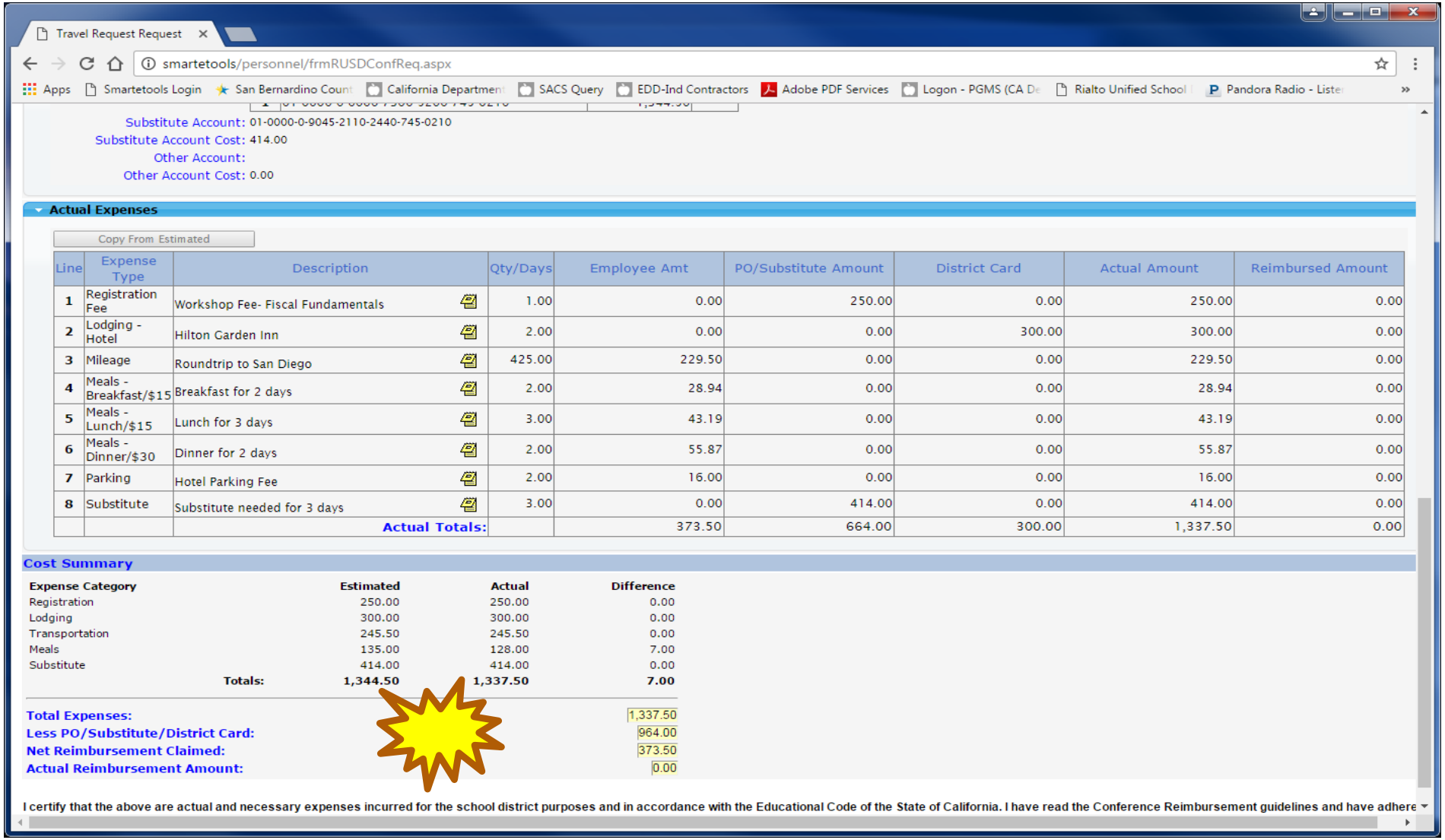


Line	Expense Type	Description	Qty/Days	Employee Amt	PO/Substitute Amount	District Card	Actual Amount	Reimbursed Amount
1	Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	0.00	250.00	0.00	250.00	0.00
2	Lodging - Hotel	Hilton Garden Inn	2.00	0.00	0.00	300.00	300.00	0.00
3	Mileage	Roundtrip to San Diego	425.00	229.50	0.00	0.00	229.50	0.00
4	Meals -Breakfast/$15	Breakfast for 2 days	2.00	28.94	0.00	0.00	30.00	0.00
5	Meals - Lunch/$15	Lunch for 3 days	3.00	43.19	0.00	0.00	45.00	0.00
6	Meals - Dinner/$30	Dinner for 2 days	2.00	55.87	0.00	0.00	60.00	0.00
7	Parking	Hotel Parking Fee	2.00	16.00	0.00	0.00	16.00	0.00
8	Substitute	Substitute needed for 3 days	3.00	0.00	414.00	0.00	414.00	0.00
9	- None -		0.00	0.00	0.00	0.00	0.00	0.00
10	- None -		0.00	0.00	0.00	0.00	0.00	0.00
11	- None -		0.00	0.00	0.00	0.00	0.00	0.00
12	- None -		0.00	0.00	0.00	0.00	0.00	0.00
13	- None -		0.00	0.00	0.00	0.00	0.00	0.00
14	- None -		0.00	0.00	0.00	0.00	0.00	0.00
15	- None -		0.00	0.00	0.00	0.00	0.00	0.00
16	- None -		0.00	0.00	0.00	0.00	0.00	0.00
		Actual Totals:		380.50	664.00	300.00	1,344.50	0.00

If you try to claim more than the pre-approved amount for meals, you will receive the error message shown below.

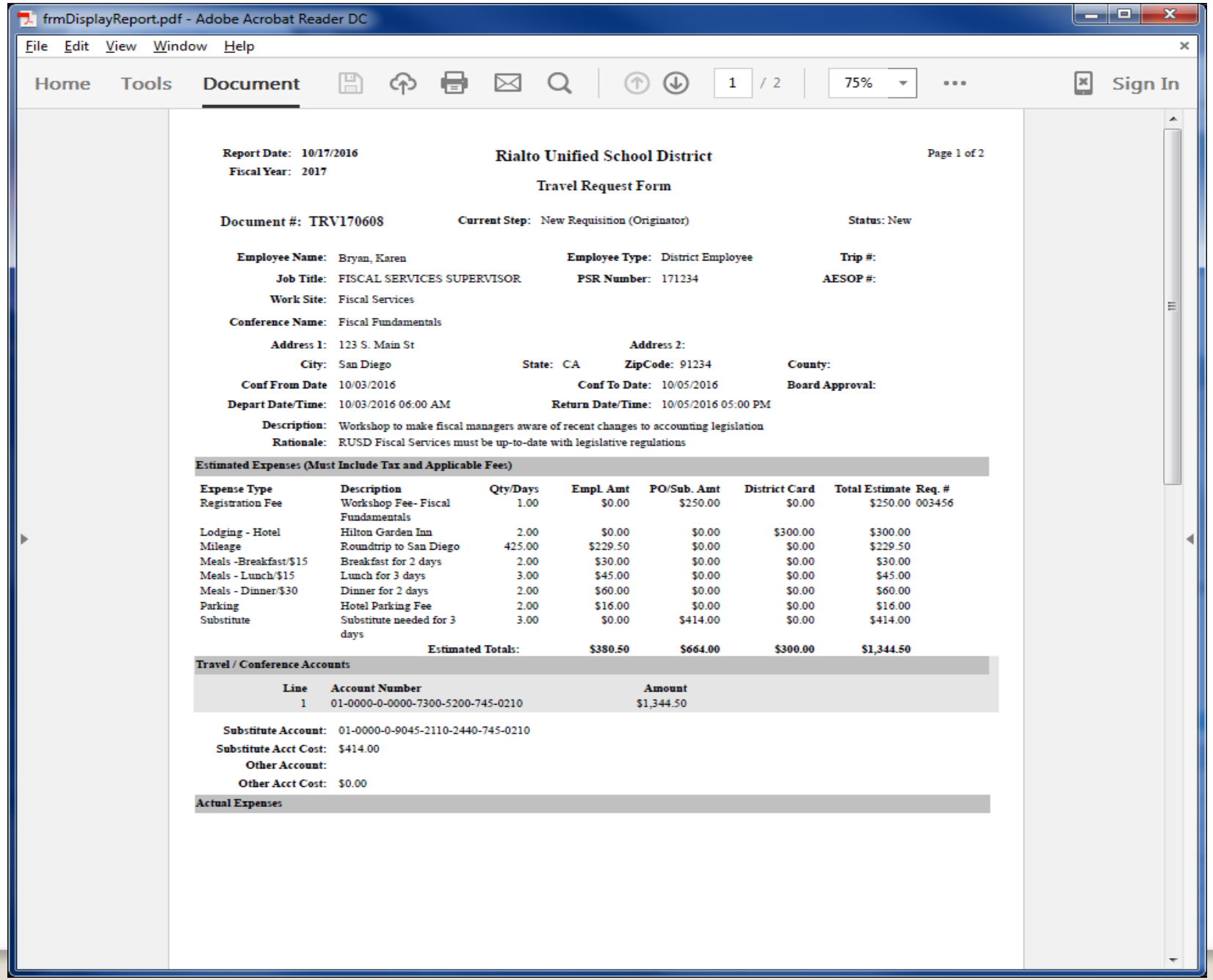


Double check your entries for accuracy and click ‘Save.’ Make sure ‘Total Expenses’ section looks correct, print a copy, and route to next approver (Accounts Payable) to start the reimbursement process.



Line	Expense Type	Description	Qty/Days	Employee Amt	PO/Substitute Amount	District Card	Actual Amount	Reimbursed Amount
1	Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	0.00	250.00	0.00	250.00	0.00
2	Lodging - Hotel	Hilton Garden Inn	2.00	0.00	0.00	300.00	300.00	0.00
3	Mileage	Roundtrip to San Diego	425.00	229.50	0.00	0.00	229.50	0.00
4	Meals - Breakfast/$15	Breakfast for 2 days	2.00	28.94	0.00	0.00	28.94	0.00
5	Meals - Lunch/$15	Lunch for 3 days	3.00	43.19	0.00	0.00	43.19	0.00
6	Meals - Dinner/$30	Dinner for 2 days	2.00	55.87	0.00	0.00	55.87	0.00
7	Parking	Hotel Parking Fee	2.00	16.00	0.00	0.00	16.00	0.00
8	Substitute	Substitute needed for 3 days	3.00	0.00	414.00	0.00	414.00	0.00
		Actual Totals:		373.50	664.00	300.00	1,337.50	0.00

Expense Category	Estimated	Actual	Difference
Registration	250.00	250.00	0.00
Lodging	300.00	300.00	0.00
Transportation	245.50	245.50	0.00
Meals	135.00	128.00	7.00
Substitute	414.00	414.00	0.00
Totals:	1,344.50	1,337.50	7.00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File Edit View Window Help
Home Tools Document
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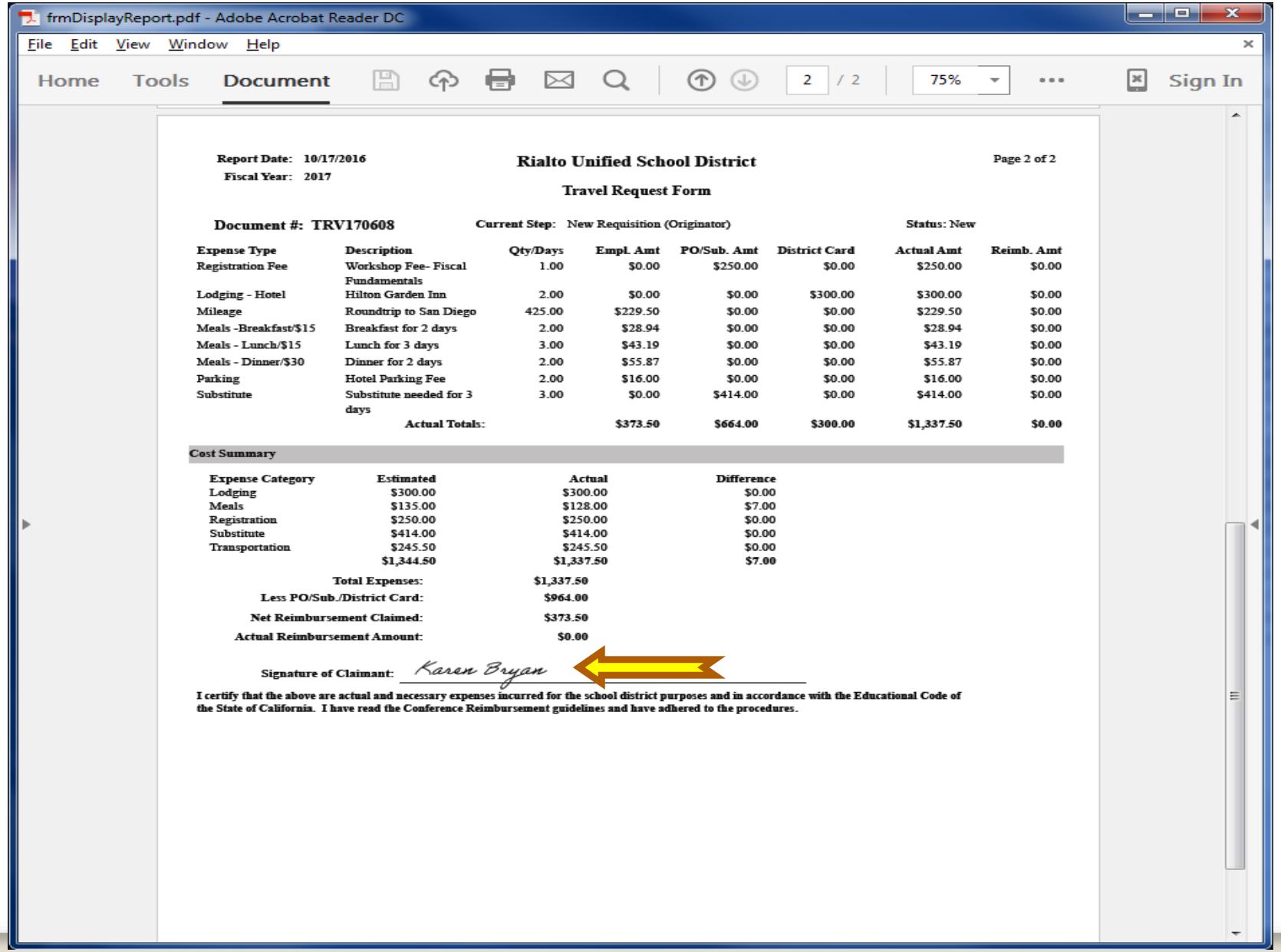
Sign In
Report Date: 10/17/2016
Fiscal Year: 2017
Rialto Unified School District
Travel Request Form
Page 1 of 2
Document #: TRV170608
Current Step: New Requisition (Originator)
Status: New
Employee Name: Bryan, Karen
Employee Type: District Employee
Trip #:
Job Title: FISCAL SERVICES SUPERVISOR
PSR Number: 171234
AESOP #:
Work Site: Fiscal Services
Conference Name: Fiscal Fundamentals
Address 1: 123 S. Main St
Address 2:
City: San Diego
State: CA
ZipCode: 91234
County:
Conf From Date 10/03/2016
Conf To Date: 10/05/2016
Board Approval:
Depart Date/Time: 10/03/2016 06:00 AM
Return Date/Time: 10/05/2016 05:00 PM
Description: Workshop to make fiscal managers aware of recent changes to accounting legislation
Rationale: RUSD Fiscal Services must be up-to-date with legislative regulations
Estimated Expenses (Must Include Tax and Applicable Fees)
Expense Type | Description | Qty/Days | Empl. Amt | PO/Sub. Amt | District Card | Total Estimate | Req. #
Registration Fee | Workshop Fee- Fiscal Fundamentals | 1.00 | $0.00 | $250.00 | $0.00 | $250.00 | 003456
Lodging - Hotel | Hilton Garden Inn | 2.00 | $0.00 | $0.00 | $300.00 | $300.00
Mileage | Roundtrip to San Diego | 425.00 | $229.50 | $0.00 | $0.00 | $229.50
Meals -Breakfast/$15 | Breakfast for 2 days | 2.00 | $30.00 | $0.00 | $0.00 | $30.00
Meals - Lunch/$15 | Lunch for 3 days | 3.00 | $45.00 | $0.00 | $0.00 | $45.00
Meals - Dinner/$30 | Dinner for 2 days | 2.00 | $60.00 | $0.00 | $0.00 | $60.00
Parking | Hotel Parking Fee | 2.00 | $16.00 | $0.00 | $0.00 | $16.00
Substitute | Substitute needed for 3 days | 3.00 | $0.00 | $414.00 | $0.00 | $414.00
Estimated Totals: $380.50 $664.00 $300.00 $1,344.50
Travel / Conference Accounts
Line | Account Number | Amount
1 | 01-0000-0-0000-7300-5200-745-0210 | $1,344.50
Substitute Account: 01-0000-0-9045-2110-2440-745-0210
Substitute Acct Cost: $414.00
Other Account:
Other Acct Cost: $0.00
Actual Expenses

**Remember: Have attendee sign the copy you printed and send to Fiscal with all original receipts and back-up



Report Date: 10/17/2016
Fiscal Year: 2017

Page 2 of 2

Rialto Unified School District

Travel Request Form

Document #: TRV170608 **Current Step:** New Requisition (Originator) **Status:** New

Expense Type	Description	Qty/Days	Empl. Amt	PO/Sub. Amt	District Card	Actual Amt	Reimb. Amt
Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	$0.00	$250.00	$0.00	$250.00	$0.00
Lodging - Hotel	Hilton Garden Inn	2.00	$0.00	$0.00	$300.00	$300.00	$0.00
Mileage	Roundtrip to San Diego	425.00	$229.50	$0.00	$0.00	$229.50	$0.00
Meals -Breakfast/$15	Breakfast for 2 days	2.00	$28.94	$0.00	$0.00	$28.94	$0.00
Meals - Lunch/$15	Lunch for 3 days	3.00	$43.19	$0.00	$0.00	$43.19	$0.00
Meals - Dinner/$30	Dinner for 2 days	2.00	$55.87	$0.00	$0.00	$55.87	$0.00
Parking	Hotel Parking Fee	2.00	$16.00	$0.00	$0.00	$16.00	$0.00
Substitute	Substitute needed for 3 days	3.00	$0.00	$414.00	$0.00	$414.00	$0.00
	Actual Totals:		**$373.50**	**$664.00**	**$300.00**	**$1,337.50**	**$0.00**

Cost Summary

Expense Category	Estimated	Actual	Difference
Lodging	$300.00	$300.00	$0.00
Meals	$135.00	$128.00	$7.00
Registration	$250.00	$250.00	$0.00
Substitute	$414.00	$414.00	$0.00
Transportation	$245.50	$245.50	$0.00
	$1,344.50	**$1,337.50**	**$7.00**

Total Expenses: $1,337.50
Less PO/Sub./District Card: $964.00
Net Reimbursement Claimed: $373.50
Actual Reimbursement Amount: $0.00

Signature of Claimant: Karen Bryan

I certify that the above are actual and necessary expenses incurred for the school district purposes and in accordance with the Educational Code of the State of California. I have read the Conference Reimbursement guidelines and have adhered to the procedures.

TRV REIMBURSEMENT REQUIREMENTS

- Brochure, flyer, or registration form that includes name, address, dates of conference, and what's included (e.g. meals)
- Original itemized receipts for your OWN meals, parking, shuttle, etc.
- If claiming mileage, you need Proof of Insurance for dates of conference & B-61 form on file with Accounts Payable or submit with back-up
- Worksite of person being reimbursed on TRV must be listed - this is where the reimbursement will be sent!
- Reimbursements are sent to employee via pony, not on payroll check

Guidelines for Meal Reimbursements

(AR 3350) Meal reimbursements shall be limited to a maximum of $15.00 for breakfast, $15.00 for lunch, and $30.00 for dinner, for a maximum of $60 per day, or a total cost of conference meals that are included in the conference package. Tip/gratuities are not to exceed 15% of the meal cost. Alcoholic beverages will not be reimbursed. Groceries purchased in lieu of a meal will not be reimbursed. *Original itemized receipts must be submitted for reimbursement. If a conference includes meals as part of its registration, a meal reimbursement cannot be claimed.*

Meals may be claimed based on the following timeframes for trips more than 24 hours:

First day of travel:

Trip begins at or before 6:00 a.m., *breakfast* may be claimed

Trip begins at or before 11:00 a.m., *lunch* may be claimed

Trip begins at or before 5:00 p.m., *dinner* may be claimed

Guidelines for Meal Reimbursements (cont.)

Last day of travel (after 24 hours):

Trip ends at or after 8:00 a.m., *breakfast* may be claimed

Trip ends at or after 2:00 p.m., *lunch* may be claimed

Trip ends at or after 7:00 p.m., *dinner* may be claimed

Meals may be claimed based on the following timeframes for trips LESS than 24 hours:

Trip begins at or before 6:00 a.m. and ends after 9:00 a.m., *breakfast* may be claimed

Trip begins at or before 11:00 a.m. and ends after 2:00 p.m., *lunch* may be claimed

Once Accounts Payable has processed your TRV for reimbursement, you will receive an email similar to the one shown below:

-----Original Message-----
From: Smartetools Automated E mail -DO NOT REPLY [mailto:smartetools@rialto.k12.ca.us]
Sent: Monday, October 17, 2016 11:14 AM
To: [redacted]
Subject: Travel Requisition Processed

Dear [redacted],

The Travel Requisition: TRV[redacted] was processed on 10/17/2016 11:14.

Please do not reply to this email. If you have any questions please email or call the Personnel department.

PSR & TRV Other Info

PSR's: To approve and generate substitute coverage.

Create a PSR for your substitute request if no registration fee, no mileage, no meals….*nothing but substitute coverage* will be needed for a conference/workshop/training. **DO NOT** create a TRV. PSR's route through the same approvers as TRV's, which means the reason for the substitute coverage is being approved. It would be double work to create a PSR and a TRV, if the need is only for a substitute.

TRV's: For approval of conferences/workshops/trainings and all related expenditures.

Complete a TRV for **ALL** expenses tied to conferences/workshops/trainings, even if the only expense will be mileage (use object code 5200). If an employee attends a conference/workshop/training and for whatever reason only claims mileage, this mileage expense should be on a TRV and paid to a 5200 object code. Employees need approval to attend conferences, which the TRV is supposed to provide beforehand, and object code 5200 represents all costs associated with the conference.

Both a PSR & a TRV:

You must create **both a PSR *and* a TRV**, if you will be requesting ***substitute coverage along with other expenses***. The PSR is the approval for payroll to pay the substitute assigned. The TRV is the approval for the employee to attend the conference. *Complete the PSR cell on the TRV with your PSR number so Personnel will know you've already requested a substitute***.**
Personnel will complete the AESOP cell on the TRV once the conference is approved by the Lead Personnel Agent. **Leave this cell blank**.

Further Clarification:

Complete a mileage card for *all other* mileage as done in the past, coding to a 5210 object code. Example – traveling between multiple school sites for various meetings.
You may electronically attach copies of your receipts and other documents when completing a TRV, but must still ***send original receipts to Fiscal with the signed TRV***.

If a PSR or TRV has been approved and the approved individual cannot attend, *you must create another PSR or TRV if you want to substitute one employee for another*. This is the only way another individual can be approved or reimbursed. In the notes section, please state who will be replacing whom, reference the original PSR/TRV #, and state whether or not additional budget is required. Once a PSR/TRV has gone through the approval process, it cannot be edited or modified.

ANY QUESTIONS?