

# Ledger



Please **CANCEL** all unneeded registrations and reservations as soon as you discover you won't be going on your scheduled trip.



COMING ATTRACTIONS ...

October, 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November, 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December, 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Payroll Cutoffs: 10/17, 11/16, 12/21
- Paydays: 10/25, 11/16, 12/20
- AP Check Schedule: OCT 4, 11, 17, 25; NOV 1, 8, 15, 29; DEC 6, 13, 19
- Holiday AP Check Runs,
- Docs Due, Regular Check Runs



*From the desk of Beverly Bobo ...*

The Business Office has been busy closing the 2017-18 year and opening 2018-19. **We are back on our regular PO (daily) and check (weekly) schedule.**

Please remember: If you will travel and need a check in advance for meals, registration, etc., submit your requisition with support documentation **two weeks** prior to your travel date.

Thanks for all you do to support the students of Gilmer ISD. GO BUCKEYES!



*From the desk of Jennifer Bowman ...*

If you need a hotel credit card or fuel card, please remember to check it out on the day before you travel.

**Holiday Check Print Schedule:** 10/16 (Tuesday); 11/15 (Thursday before Thanksgiving Break); 12/19 (Wednesday before Christmas Break).

**ALL documents must be turned in to me by December 18** (Tuesday before Christmas break).

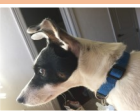


*From the desk of Tammie High ...*

**Be sure to submit your time sheets and extra duty before you leave Wednesday, October 17!** October 18-19 are our days off for Yamboree, and October 19 is the cutoff date for the November payroll. Supervisors must get hours and extra duties to me by October 24 to be included in November's pay. October 25 is payday.

**Be sure to submit time sheets and extra duty before you leave November 16.** That Friday before the break is the cutoff for December's payroll. Supervisors must get hours and duties to me by November 28 to be included in December's pay. Payday is November 16.

**Be sure to submit time sheets and extra duty before you leave December 21.** That Friday before the break is the cutoff for January's payroll. Supervisors must get hours and duties to me by January 9 to be included in January's pay. December 20 is payday.



*From the desk of Thomesa Adkins ...*

**If you have questions about your health insurance or other coverage**, please visit [www.gilmerisd.org](http://www.gilmerisd.org) > Employees > Human Resources, and look under the TRS/Benefits heading. You'll find the Benefits link to claims forms, 403B forms, etc.; the First Financial Group Benefits link to that company's website, where you can click on any of your selections for details; and the Aetna Health link to that company's website, where you can get ID cards, phone numbers, and other details about your health benefits.

**FMLA protects your job and benefits.** If you will miss more than 5 consecutive days for a single health issue, **you are required to notify your principal/supervisor 30 days in advance** (or as soon as you realize your need for extended leave) **and complete the FMLA request form.**



*From the desk of Kathleen Young ...*

Texas gave us a STAR! Visit Financial Transparency under Our District to see why. Sponsors, find resources for Activity Groups under Employee Resources, Business Office Links!

**In December, I retire from school business. Thank you for making this last year the best!**



**Divide the WORK**  
—  
**Multiply the SUCCESS**

TEAMWORK!

**SHOUT OUT! KUDOS TO ...**

**THE CAFETERIA STAFF**

You daily feed our students nutritious meals plus go the extra mile to provide meals during orientation week, for holidays, and for other special occasions!

**Thank you!**