

### Description

#### Summary:

This service provides support to districts in meeting Staff Snapshot reporting requirements, generation of reports for Affordable Care Act compliance, and maintenance of employee data. CBO staff will provide data gathering and direct entry so districts can utilize their existing financial system as the primary data source for reporting purposes. This service also provides on-site support on a weekly basis for the convenience of districts in the collection and use of source documents needed for reporting, benefits updates, and other employee related information. Source documents will be scanned into OnBase to allow for the creation of an Employee Records electronic archive in coordination with DCMO's Records Management Service.

#### Supported Applications:

- Finance Manager
- nVision
- Wincap

#### Central Business Office Responsibilities:

##### Staff Snapshot reporting

- Collection of supporting documentation as necessary
- Data entry into Finance Manager, nVision, WinCap
- NYSED reporting via Business Portal
- Correction of file export errors

##### Human Resource module

- Data entry of employee data such as certifications, degrees, and tenure
- Data entry necessary to support Civil Service, Seniority, and Longevity tracking
- Maintenance of HR data relevant to accurate Payroll processing

##### Affordable Care Act support

- Maintenance of data used by financial system's Affordable Care Act reporting utility
- Generation of reports using financial system in support of ACA compliance and tracking
- Preparation of data used in printing of -1095's

#### Charge/Unit:

Employee Count (number of W-2's issued in last calendar year for each participating district); resulting annual fee prorated for an Oct. 1, 2016 start date

### Budget (16-17):

Sr. Acct. Clk. (0.5 FTE) & Admin.	\$15,682
Supplies (incl. Tech.)	\$1,065
Contractual	\$243
Travel	\$722
Conferences/Training	\$641
Unemployment/Workers Comp.	\$310
NYS ERS	\$2,917
Social Security/Medicare	\$1,450
Health/Dental Insurance	<u>\$10,925</u>
<b>Total</b>	<b>\$33,955</b>

### Initial Number of Participating Component Districts:

Four – to be reevaluated based upon district demand

### Contact Information:

- Wayne Tilley, CBO Business Executive
- (607) 335-1390
- [tilleyw@dcmoboces.com](mailto:tilleyw@dcmoboces.com)