

Northern Buckeye Education Council



HR FAQs?

	Note	Procedure	Follow Up
Absence		Entered in kiosk	Approval process through emails
Schedule of Convenience (SoC)	If you need to leave up to 1 hour early or come in up to one hour early, use SOC. Limited to twice per month. Time must be made up preceding or subsequent day	Entered in kiosk	Will get approved by Supervisor. Must send Whereabouts to your department advising the change.
Time Adjustment	If you prefer to select another shift for personal reasons you may do this twice per month. This can be used unlimited times for work and weather related issues.	Entered in kiosk	Supervisor approved. Must send Whereabouts to your department advising of the change.
Comp Time	Must be preapproved.	On paper	Time must be taken in current or subsequent pay period.

CEU's	2.0 per fiscal year.	CEU form	Must attach agenda or syllabus
Professional Development Record	Fill out a CEU form. Must have pre-approval for seminars and conferences	Kiosk On paper	Pre Approval from Supervisor should be submitted to Jenny who will create a PO and
Mileage Reimbursement	Current IRS rate. 1/1/10 0.50	On paper; form provided by supervisor; submitted to supervisor at the end of each month	Checks are mailed to those not at the West office.
Whereabouts	Must be sent to your department whenever you are away from the office.	Include type of leave, when it starts and what the reason for your absence.	Make sure you have entered into kiosk prior to sending whereabouts if required.
TIMECH	This is to track your time with the various job codes so we can accurately bill your time	Nwoca4.	List of job codes
http://www.neola.com/nbec-oh/	Link to policies and procedures		