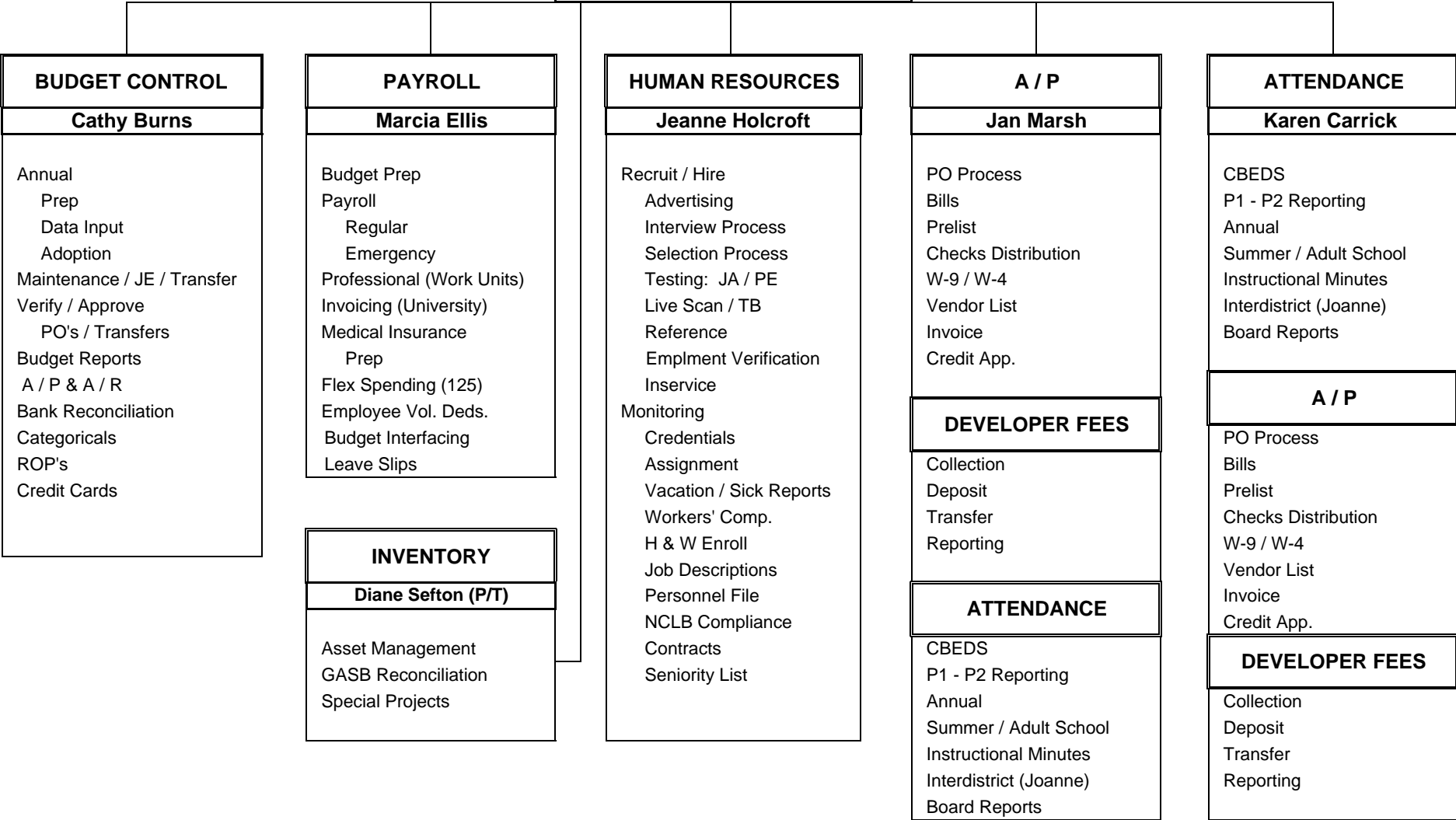


YOSEMITE JOINT UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES

SRINI VASAN



BUDGET CONTROL
Cathy Burns

Annual
Prep
Data Input
Adoption
Maintenance / JE / Transfer
Verify / Approve
PO's / Transfers
Budget Reports
A / P & A / R
Bank Reconciliation
Categoricals
ROP's
Credit Cards

PAYROLL
Marcia Ellis

Budget Prep
Payroll
Regular
Emergency
Professional (Work Units)
Invoicing (University)
Medical Insurance
Prep
Flex Spending (125)
Employee Vol. Deds.
Budget Interfacing
Leave Slips

INVENTORY
Diane Sefton (P/T)

Asset Management
GASB Reconciliation
Special Projects

HUMAN RESOURCES
Jeanne Holcroft

Recruit / Hire
Advertising
Interview Process
Selection Process
Testing: JA / PE
Live Scan / TB
Reference
Emplment Verification
Inservice
Monitoring
Credentials
Assignment
Vacation / Sick Reports
Workers' Comp.
H & W Enroll
Job Descriptions
Personnel File
NCLB Compliance
Contracts
Seniority List

A / P
Jan Marsh

PO Process
Bills
Prelist
Checks Distribution
W-9 / W-4
Vendor List
Invoice
Credit App.

DEVELOPER FEES

Collection
Deposit
Transfer
Reporting

ATTENDANCE

CBEDS
P1 - P2 Reporting
Annual
Summer / Adult School
Instructional Minutes
Interdistrict (Joanne)
Board Reports

ATTENDANCE
Karen Carrick

CBEDS
P1 - P2 Reporting
Annual
Summer / Adult School
Instructional Minutes
Interdistrict (Joanne)
Board Reports

A / P

PO Process
Bills
Prelist
Checks Distribution
W-9 / W-4
Vendor List
Invoice
Credit App.

DEVELOPER FEES

Collection
Deposit
Transfer
Reporting