BENEFITS DEPARTMENT

PRESENTED BY: RACHEL RATLIFF
FAMILY MEDICAL LEAVE ACT

IF THE EMPLOYEE IS ABSENT FOR MORE THAN 5 CONSECUTIVE WORKDAYS DUE TO:

• THE BIRTH OF A CHILD OR PLACEMENT OF A CHILD FOR ADOPTION OR FOSTER CARE OR BONDING WITH A CHILD

• A FAMILY MEMBER’S SERIOUS HEALTH CONDITION

• THE EMPLOYEE’S SERIOUS HEALTH CONDITION

ELIGIBLE EMPLOYEES CAN TAKE UP TO 12 WORKWEEKS OF UNPAID, JOB-PROTECTED LEAVE IN A 12-MONTH PERIOD.
FMLA: THINGS TO KNOW

WHEN TO NOT REACH OUT TO BENEFITS...

- EMPLOYEES REQUESTING DAYS IN SKYWARD:
  - 3 CONSECUTIVE DAYS FOR PERSONAL BUSINESS
  - 5 CONSECUTIVE DAYS FOR PERSONAL ILLNESS/FAMILY ILLNESS
  - 5 DAYS FOR BEREAVEMENT (USE THEIR OWN AVAILABLE PAID LEAVE)

INTERMITTENT LEAVE: NOTICE THAT EMPLOYEES HAVE A PATTERN OF DAYS OFF DUE TO MEDICAL REASONS (PERSONAL OR FAMILY MEMBERS)
HOW TO REQUEST FMLA LEAVE

- Request leave for your employees
- Find link on MISD website
- Email Benefits Office

Benefits Department: benefits@misdmail.org / Ext.96356 / 817.299.6356
PROCEDURES/RESPONSIBILITIES

SUPERVISOR AND SECRETARIES

- COMMUNICATION
- ENTERING DAYS IN SKYWARD
- DAY OF RETURN
  - NOTIFY PAYROLL
  - DON’T RETURN – NOTIFY BENEFITS
- VERIFY GREEN FORM

BENEFITS DEPARTMENT

- COMMUNICATE LEAVE
- SEND OUT NOTIFICATIONS
- ISSUE GREEN FORM IN TIMELY MANNER
EMPLOYEES RETURNING TO WORK FROM FMLA LEAVE PERSONAL OR MATERNITY

1) EMPLOYEES MUST RECEIVE GREEN RETURN TO WORK FORM FROM BENEFITS

2) CONTACT BENEFITS OFFICE IMMEDIATELY IF THEY RETURN TO WORK WITHOUT A GREEN FORM

3) DISTRICT LIABILITY

NO GREEN FORM = NO WORK
Mansfield ISD Benefits Department
Return to Work

The doctor’s release has been received for ____________________________
to return to work on ____________________________.

Full duty – No restrictions [ ]

With the following restrictions: _______________________________________

Restrictions Authorized by: ____________________________

Benefits Specialist

**Campus/Dept.**
Please confirm with Payroll when employee returns to work.

Benefits Office Only: Dated Emailed to Campus/Department Payroll HR: ____________________________

OR

Mansfield ISD Benefits Department
Return to Work WITH RESTRICTIONS

The doctor’s release has been received for ____________________________
to return to work as of ____________________________.

With the following restrictions: _______________________________________

Restrictions/limitations through ____________________________

Restrictions Authorized by: ____________________________

Benefits Specialist

**Campus/Dept.**
Please confirm with Payroll when employee returns to work.

Benefits Office Only: Dated Emailed to Campus/Department Payroll HR: ____________________________
Benefits Department:

Sabine Padilla – Lead Benefits Specialist
Rachel Ratliff – Benefits Specialist (FMLA)

BENEFITS@MISDMAIL.ORG / EXT.96356 / 817.299.6356
MISD PAYROLL

PRESENTED BY: DENISE MILLER AND ELIZABETH YATES
# Timesheet Due Dates & Pay Dates

## 2022 - 2023 Monthly Payroll Cut Off Dates

### Payroll Dates

<table>
<thead>
<tr>
<th>Pay Period Begins</th>
<th>20th of Month Cut Off</th>
<th>Time Sheets Due to Payroll</th>
<th>Pay Day</th>
</tr>
</thead>
<tbody>
<tr>
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<td>7/20/2023</td>
<td>7/26/2023</td>
<td>8/18/2023</td>
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### Payroll Dates - Non Exempt

<table>
<thead>
<tr>
<th>Pay Period Begins</th>
<th>Pay Period Ends</th>
<th>Due to Payroll</th>
<th>Pay Day</th>
</tr>
</thead>
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<td>7/30/2023</td>
<td>8/2/2023</td>
<td>8/18/2023</td>
</tr>
</tbody>
</table>
EXTRA DUTY TIME SHEETS

• USE BLUE INK. THIS HELPS IN DETERMINING IF WE ARE PAYING FROM AN ORIGINAL TIME SHEET OR A DUPLICATE COPY.

• MAKE SURE THE EMPLOYEE IS USING THEIR LEGAL NAME (THE NAME IN THE PAYROLL SYSTEM) AND THAT IT IS WRITTEN CLEARLY OR TYPED.

• CIRCLE WHETHER THE EMPLOYEE IS A TEACHER, PARA, SUB OR TUTOR.

• MAKE SURE THERE IS A DESCRIPTION IN THE REASON FIELD AS TO THE WORK BEING PERFORMED.
# TIMESHEET FOR EMPLOYEES

**LEGAL NAME & EMPLOYEE ID MUST BE LEGIBLE AND COMPLETED**

**REASON FOR EXTRA DUTY MUST BE COMPLETED**

**ALL SIGNATURES AND BUDGET CODES MUST BE FILLED IN**

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Overtime</th>
<th>Reason for Extra Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Employee Code**

- Budget Code
- Budget Code (Detail)

**Employee Signature**

- Date: [ ]
- Supervisor Signature: [ ]

**Budget Owner Signature**

- [ ]
- Date: [ ]
TIMESHEET FOR PT / TEMP EMPLOYEES

- **NAME & EMPLOYEE ID MUST BE LEGIBLE AND COMPLETED**
- **DESCRIPTION OF SERVICE MUST BE COMPLETED**
- **SEMI-MONTHLY: WATCH YOUR DATES!**
- **ALL SIGNATURES AND BUDGET CODES MUST BE FILLED IN**

---

### Mansfield Independent School District

#### SEMI-MONTHLY: SUR/Part Time Temp Timesheet

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Overtime</th>
<th>Description of Service</th>
<th>Total Hours</th>
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<table>
<thead>
<tr>
<th>Employee ID:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Position (please circle):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Weekday</th>
<th>Day</th>
<th>In</th>
<th>Out</th>
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<tbody>
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<tr>
<td>20</td>
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<td></td>
</tr>
</tbody>
</table>

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### Budget Code

- **Employee Signature:**
- **Date:**
- **Supervisor Signature:**
- **Date:**
- **Budget Owner Signature:**
- **Date:**
2022-2023 SCHOOL YEAR
MANSFIELD INDEPENDENT SCHOOL DISTRICT
DUTY DAY SCHEDULE

NOTE: Actual Duty Day Minutes May Be Negotiated with Supervisor in Order to Meet the Needs of the Organization.

**DUTY DAY SCHEDULE**

202 DAYS 22-23 (Pay periods July-June)

**Last Duty Day 2022-23**

**Last Day of School**: June 30, 2023

**Length of Day**: 3 hours (includes lunch)

Central Administration and Department Staff
Speech Therapist
Head Football/Athletic Coordinator

**Length of Day**: 3 hours (includes teaching)

Police Officers

**DUTY DAYS 22-23 (Pay periods July-August)**

**Monday, July 11, 2022** – **Monday, June 6, 2023**

**Length of Day**: 3 hours (includes lunch)

Health Services Trauma & Security

**DUTY DAYS 22-23**

**Monday, July 11, 2022** – **Monday, June 6, 2023**

**Length of Day**: 3 hours (includes lunch)

AASP

**DUTY DAYS 22-23**

**Tuesday, May 31, 2022**

**Length of Day**: 3 hours (includes lunch)

Duties in LPTC/AASP, Related Services Staff - Visually Impaired Occupational & Physical Therapists

Vocational Teacher – High School AEC

**DUTY DAYS 22-23**

**Tuesday, May 31, 2022**

**Length of Day**: 3 hours (includes lunch)

Computer - High School

**DUTY DAYS 22-23**

**Thursday, June 2, 2022**

**Length of Day**: 3 hours (includes lunch)

PERMS Data Clerk – High School Elementary Instructional Coach (COVID-19)

Assistant Principal – Intermediate/Elementary

**DUTY DAYS 22-23**

**Pay Period: September-August**

**Last Day of School**: June 30, 2023

**Length of Day**: 3 hours (includes lunch)

Diagnosticians & LPTC – Sp. Education
Speech Therapists
ARD Facilitators
Adapted PE
Trainee Officer
Child Development Center Staff
Intermediate Coach (195)

**DUTY DAYS 22-23**

**Pay Period: September-August**

**Last Day of School**: June 30, 2023

**Length of Day**: 3 hours (includes lunch)

Principal & Secretary – Middle & High Schools
District Director - High School
Lead Counselor – High School
Lead Counselor – High School Career Tech
Ag Teacher – High School
Register, Bookkeeper, Counselor Secretary – HS
PE/ES bookkeeper – Career Tech

**DUTY DAYS 22-23**

**Pay Period: September-August**

**Last Day of School**: June 30, 2023

**Length of Day**: 3 hours (includes lunch)

Secretary, Assistant Principal – High Schools
Counselor Intermediate & Elementary

**DUTY DAYS 22-23**

**Pay Period: September-August**

**Last Day of School**: June 30, 2023

**Length of Day**: 3 hours (includes lunch)

Special Education Teachers – High School

**DUTY DAYS 22-23**

**Pay Period: July-June**

**Last Day of School**: June 30, 2023

**Length of Day**: 3 hours (includes lunch)

Transportation Staff

UPDATE 10-22

*Note: Duty day 30 minutes lunch is included in length of day. All professional campus staff work the length of school day plus 45 minutes. All non-professional campus staff (pupil and clinical) work the length of school day plus 30 minutes. Arrival and departure times are determined by principals.

SDCE / COMP time instructions

This document is located on the staff webpage

https://www.mansfieldisd.org/staff
NOV 21ST & MARCH 13TH - COMP TIME

- NOVEMBER 21ST & MARCH 13TH ARE REQUIRED SDCE OR COMP DAYS FOR THE ENTIRE DISTRICT.
- ALL PARAPROFESSIONALS MUST HAVE COMP TIME TO COVER THESE TWO DAYS (15 HOURS), EXCEPT 186 DAY NEED ONE DAY (7.5 HOURS)
- 226 DAY EMPLOYEES MAY USE COMP OR PERSONAL TIME TO COVER THIS DAY.
- THE TIME OFF REQUEST MUST BE ENTERED IN SKYWARD OR THE EMPLOYEE COULD BE DOCKED A DAY OF PAY.
- ENTER SDCE DAY AS SOON AS ENOUGH COMP TIME IS AVAILABLE IN YOUR BALANCE.
NOV 21\textsuperscript{st} & MARCH 13\textsuperscript{th} - COMP TIME

• COMP HOURS MUST BE EARNED BY CLOCKING IN AND OUT OF TRUE TIME. NO CERTIFICATES FOR COMPLETION OF CLASSES WILL BE ACCEPTED.

• IF HR ASSIGN AN EMPLOYEE AN SDCE DAY, PRIOR TO THEIR FIRST DAY OF COMPENSATION, THAT SDCE DAY MUST BE CLOCKED IN AND OUT OF TRUE TIME.
### Work Log

<table>
<thead>
<tr>
<th>Type</th>
<th>Pay</th>
<th>Note</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NON-WORK</td>
<td>PARAS (PARAPROFESSIONAL 10 MONTH ANNUALIZED)</td>
<td>PARAPROFESSIONAL 10 MONTH ANNUALIZED</td>
<td>37h 30m</td>
</tr>
<tr>
<td>Work</td>
<td>PARAS (PARAPROFESSIONAL 10 MONTH ANNUALIZED)</td>
<td>APPROVED BY SUPERVISOR</td>
<td>37h 30m</td>
</tr>
</tbody>
</table>

Total Hours: **75h 00m**
- Non-Work Hours: **37h 30m**
- Original Hours Paid: **37h 30m**
- Requested Comp Time Clock Hours: **2h 30m**
- Adjusted Hours Paid: **35h 00m**

Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours

### Comp Time Totals

<table>
<thead>
<tr>
<th>Time Off Code</th>
<th>Days or Hours</th>
<th>Clock Hours Requested</th>
<th>Comp Time Factor</th>
<th>Time Off Allocated</th>
</tr>
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<tbody>
<tr>
<td>COMP TIME</td>
<td>Hours</td>
<td>2h 30m</td>
<td>1</td>
<td>2h 30m</td>
</tr>
</tbody>
</table>

### Daily Totals

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Note</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 11/22/21</td>
<td>7:30 AM - 3:00 PM IN</td>
<td>thanksgiving</td>
<td>7h 30m</td>
</tr>
<tr>
<td>Tuesday 11/23/21</td>
<td>7:30 AM - 3:00 PM IN</td>
<td>thanksgiving</td>
<td>7h 30m</td>
</tr>
<tr>
<td>Wednesday 11/24/21</td>
<td>7:30 AM - 3:00 PM IN</td>
<td>thanksgiving</td>
<td>7h 30m</td>
</tr>
<tr>
<td>Thursday 11/25/21</td>
<td>7:30 AM - 3:00 PM IN</td>
<td>thanksgiving</td>
<td>7h 30m</td>
</tr>
<tr>
<td>Friday 11/26/21</td>
<td>7:30 AM - 3:00 PM IN</td>
<td>thanksgiving</td>
<td>7h 30m</td>
</tr>
</tbody>
</table>
• This is an actual time sheet that was just turned last November and APPROVED BY THE PRINCIPAL.

• The employee manually entered punches on a week that the district was closed.

Please remind your Para’s to clock in and out every day as the system was intended.
TRUE TIME

• In order to meet federal and state requirements, every non-exempt employee must record time worked daily, including time in and out.

• It should be a punch in / punch out, not a manual entry.

• Time records must be approved by the immediate supervisor.

• If a manual change is made, enter a note.
PARAPROFESSIONALS’ WORKING HOURS

• If a paraprofessional is working at an after hours event, the paraprofessional should be clocking in and out of Skyward.

• You cannot earn comp time in the same week that you used local or state leave. The leave time will need to be reduced.
DID YOU KNOW?

• MISD ADMINISTRATIVE REGULATION STATES THAT COMP TIME MUST BE USED BEFORE STATE & LOCAL.

• IF YOU LEAVE ONE POSITION FOR A NEW POSITION, COMP TIME MUST BE PAID OFF USING THE PRIOR CAMPUS OR DEPARTMENT BUDGET.
DOCTOR NOTES / JURY NOTICES

• PAYROLL DOES NOT NEED DOCTOR’S NOTES OR JURY DUTY SUMMONS.

• JURY DUTY DOCUMENTS CAN BE ATTACHED TO THE TIME-OFF REQUEST IN EMPLOYEE ACCESS.
SUPERVISOR ACCESS
<table>
<thead>
<tr>
<th>Org Chart Level</th>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Current Week</th>
<th>Previous Week 1</th>
<th>Previous Week 2</th>
<th>Previous Week 3</th>
<th>Previous Week 4</th>
<th>Previous Week 5</th>
<th>Pay Code</th>
<th>Level</th>
<th>Building Code</th>
<th>Building Description</th>
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</thead>
<tbody>
<tr>
<td>2-8-12-11-10</td>
<td>LOPEZ</td>
<td>KAREN</td>
<td>RENEE</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PARA J</td>
<td>5</td>
<td>974</td>
<td>974 PAYROLL</td>
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<tr>
<td>2-8-12-11-4</td>
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<td>LUCY</td>
<td>G</td>
<td>Y</td>
<td></td>
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<td>PARA J</td>
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<td>974</td>
<td>974 PAYROLL</td>
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<tr>
<td>2-8-12-11-5</td>
<td>DOLLOLE</td>
<td>JOYES</td>
<td>ROBINSON</td>
<td>Y</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>PARA J</td>
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<td>974</td>
<td>974 PAYROLL</td>
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<tr>
<td>2-8-12-11-6</td>
<td>PADILLA</td>
<td>SABINE</td>
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<td>PARA J</td>
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<td>972 BENEFITS</td>
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<tr>
<td>2-8-12-11-8</td>
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<td>ELIZABETH</td>
<td>ANNE</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>2-8-12-11-9</td>
<td>RATLIFF</td>
<td>RACHEL</td>
<td>NADINE</td>
<td>Y</td>
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<td></td>
<td>PARA J</td>
<td>5</td>
<td>972</td>
<td>972 BENEFITS</td>
</tr>
</tbody>
</table>
The Supervisor can submit the time sheets, make changes the time sheets or contact the employee to submit their time sheets.
TIME OFF: MY EMPLOYEES

• Supervisors can view leave balances as well as comp time balances for their employees.
• They can enter leave days for employees that possibly aren’t able to.
DO’S & DON’TS

• **DO** REMIND YOUR SUPERVISOR TO APPROVE TIMESHEETS WEEKLY.
• **DO** MAKE SURE THAT ALL EMPLOYEES KNOW THEY HAVE TO SUBMIT TIMESHEETS.
• **DON’T** HAVE EMPLOYEES THINK THAT THEY CANNOT ACCRUE COMP TIME. IF THEY ARE DOING THEIR JOB, THEY WILL ACCRUE 10 MINUTES HERE, 5 MINUTES THERE.
• **DON’T** WORK OFF THE CLOCK.
SUBPOENAS

• A PROPERLY SERVED SUBPOENA MUST BE DELIVERED IN PERSON TO THE PERSON NAMED ON THE SUBPOENA WITH A FEE ATTACHED:
  • $11.00 IF THE SUBPOENA REQUIRES AN EMPLOYEE TO TESTIFY
  • $1.00 IF THE SUBPOENA ONLY REQUESTS RECORDS

• ALL SUBPOENAS AND PAYMENTS MUST BE SUBMITTED TO JULIE MOYE AT CENTRAL ADMIN/ROCK GYM (605 E BROAD STREET) AS SOON AS POSSIBLE, ONCE THEY HAVE BEEN RECEIVED

• EMPLOYEE WILL ENTER TIME/DAYS SPENT IN COURT AS “SCHOOL BUSINESS”

• EMPLOYEE MAY CLAIM MILEAGE AND PARKING BY SUBMITTING A DISTRICT TRAVEL REIMBURSEMENT THROUGH SKYWARD EMPLOYEE ACCESS

• FOR ADDITIONAL ASSISTANCE PLEASE CONTACT JULIE MOYE @ JULIEMOYE@MISDMAIL.ORG