




BULLETIN

SUBJECT: STARR Team Requests 2020-21 NO. BS - 2
TO: All Departments
DATE: September 4, 2020
PREPARED BY: Erika Zavaleta, **DEPARTMENT:** Business Services
Administrative Assistant
REVIEWED BY: Emily Hanisits, **APPROVED:** 
Payroll Supervisor _____
Rose Ramos,
Chief Business Officer

The Business Services Division established the **STARR** (*Service, Training, Answers, Reliable Resources*) Team to provide training and assistance in an on-site, user-friendly environment. Please review the attached revised STARR Team Requests form and forward to new staff that can benefit from any of the topics shown.

How does STARR Team work?

1. Select one or more topics of interest listed in the STARR Team Requests form for your site to receive training.
2. Email the completed form directly to Erika-Zavaleta@scusd.edu or send via office mail to Business Services, Box 800
3. A mutually agreeable date and time for the STARR Team training will be arranged.
4. One or more STARR Team members will visit your location on the appointed day and provide the requested in-service training, demonstration, explanation, etc. Please note, training for some of the topics listed are held at SERNA Center and trainings marked with an asterisk are provided via phone conference only.
5. Due to social distancing guidelines, trainings that are normally held in person may be arranged via Zoom Video Conference when applicable or held in a larger conference room that meets the six feet physical distancing guidelines.

Attachment: STARR Team Requests form

Business Services
STARR TEAM REQUESTS

TOPIC	RESPONSIBLE OFFICE
<input type="checkbox"/> Attendance accounting	Budget Services
<input type="checkbox"/> Budget report monitoring	Budget Services
<input type="checkbox"/> Contract process	Contracts Office
<input type="checkbox"/> Escape requisition process	Purchasing Services*
<input type="checkbox"/> Escape requisition coding process	Budget Services
<input type="checkbox"/> Grants Writing	Continuous Improvement & Accountability Office
<input type="checkbox"/> Chargeback/orders/payments	Purchasing Services*
<input type="checkbox"/> Managing outstanding requisitions	Accounts Payable Office
<input type="checkbox"/> Petty cash reconciliation	General Accounting Office
<input type="checkbox"/> Petty cash reimbursements/policy	Accounts Payable Office
<input type="checkbox"/> Reproduction services	Central Printing Services
<input type="checkbox"/> Special projects monitoring	Budget Services
<input type="checkbox"/> Student activity (school fund raisers) Accounting/Reimbursement	General Acct./Internal Audit
<input type="checkbox"/> Supplies ordering	Purchasing Services*
<input type="checkbox"/> Absence batch reporting	Payroll Department
<input type="checkbox"/> Time sheet reporting	Payroll Department
<input type="checkbox"/> Disability Management/Worker's Compensation	Risk and Disability Management
<input type="checkbox"/> Employee Wellness	Risk and Disability Management
<input type="checkbox"/> Waste Removal/Safety	Risk and Disability Management
<input type="checkbox"/> Mandated training for COVID-19	Risk and Disability Management
<input type="checkbox"/> Other request: _____	Various
<input type="checkbox"/> General office work flow/process review	Various

Location

Contact Person

Phone Number

Email this form to Erika-Zavaleta@scusd.edu or mail to Business Services, Box 800.
 If you have questions, call Erika Zavaleta at x439055

***Please note departments marked with an asterisk (*) provide training via phone conference only.**