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Mileage guidance

Please refer to Grant Wood AEA Business Services & Human Resources Procedures Manual, Reimbursement Claims System for further guidance. Below is pertinent information to guide you in entering mileage claims:

The mileage description should include location of departure and arrival. In the case of multiple stops, you need to list starting point, each individual stop, and ending point. Miles will be figured on that route. Round trip is not assumed. You will need to put as ending point in that case. GWAEA - LinnMar - GWAEA **OR** GWAEA - LinnMar RT. Don't be afraid to put it in multiple lines. (GWAEA - LinnMar and LinnMar - GWAEA).

Please see your secretary with questions or Accounts Payable Technician, 399-6707 or mbendickson@gwaea.org. Employees should make their claims online by the last working day of each month. It is important that claims submitted for June fiscal year end be entered as soon as possible in July. Claims submitted for expenses that were incurred more than six months prior to month in which the claim is received by the business office will not be eligible for reimbursement. Payment for approved reimbursement claims is made the second Wednesday of each month.

Work-related travel and commute time:

í X All employees have a commute to and from work. IRS rules prohibit employees from being paid or reimbursed for their commuting time. #!š Z z … ° 7 ê u!) 1 © #!š Z •ÑÇ ìîÐ ç‡”%t@-0.Td (. It

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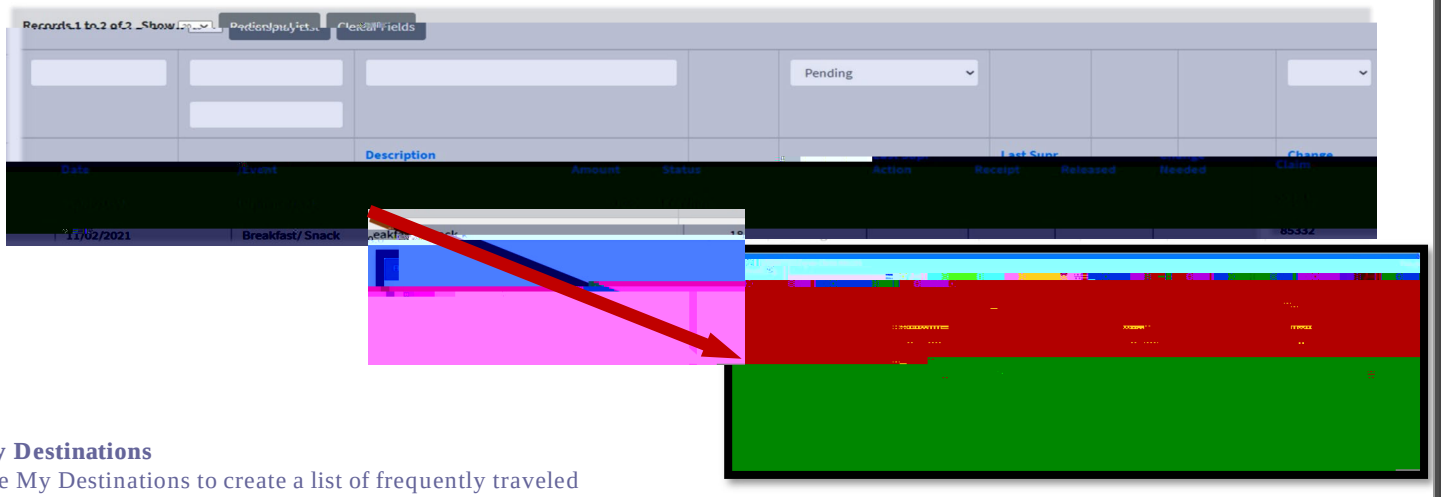
Created on: 02/06/2017
Created by: Kristy Bruce

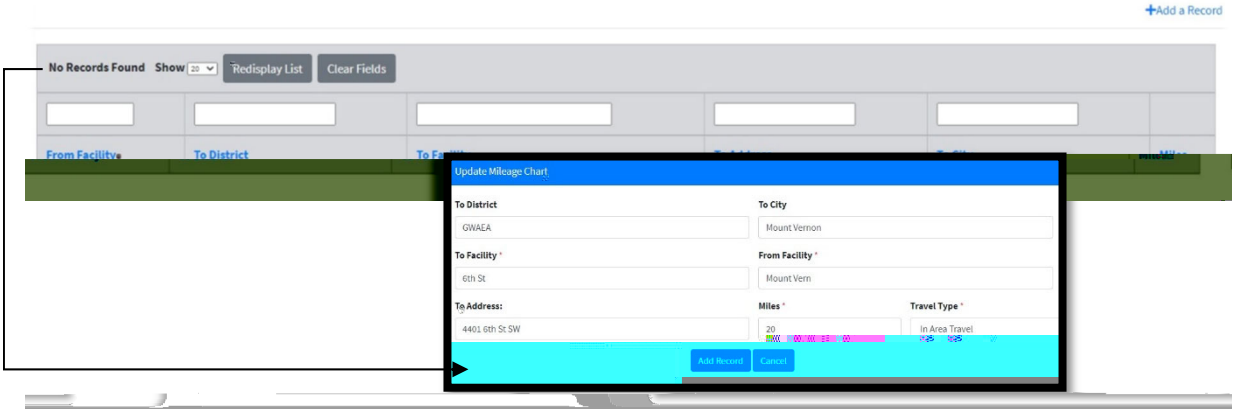
Revised on: 11/08/2021

To adjust a claim, click on the appropriate line, make any necessary changes and then press Update or Delete to complete the transaction. Additional receipts can also be added on this screen by choosing the Browse… button.



My Destinations

Use My Destinations to create a list of frequently traveled destinations and mileage. This list can be used to populate the Destination field when entering a mileage claim. Simply click on +Add a Record



Approval Process

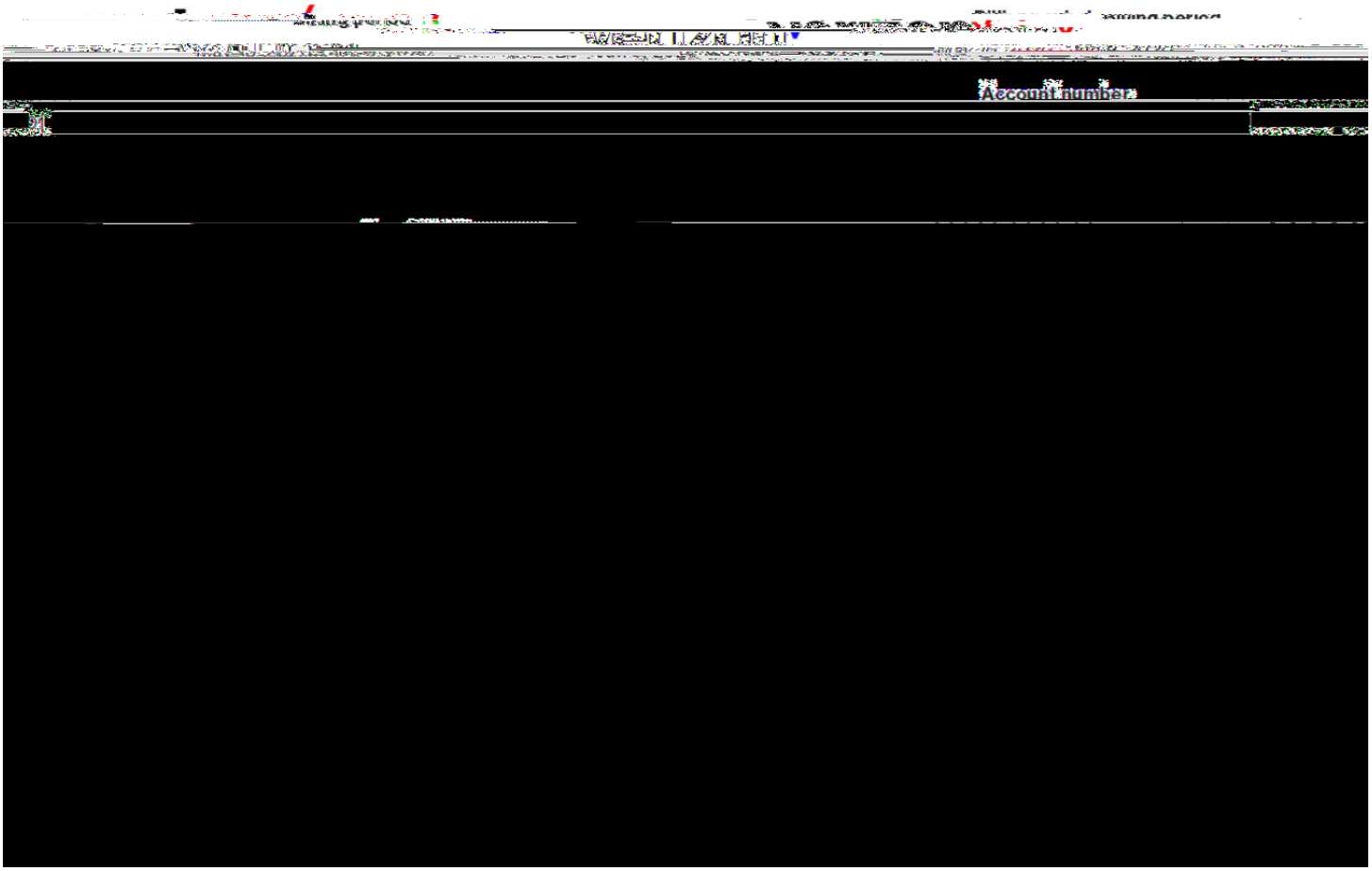
The user will be notified via email when a claim has been approved, refused, or sent back for changes by the supervisor.

Copyright É Vista Iowa Business Applications

Cell Phone

1. Highlight entire line of call that was work related (voicemail, client, etc.) showing entire phone number.
2. Total number of minutes for each page at the bottom
3. Grand total on top of page 1 with number of minutes x .13 cents per minute = total to be reimbursed
4. Enter in reimbursement claims system (expense claim, not mileage)
5. Attach entire bill to expense claim for each month
6. A month is defined by your monthly bill time frame. Please do not combine two bills to get a calendar month.

** Total to be reimbursed cap is $30.00 per month.



Tip Sheet for On-line Employment Calendars

Calendar/Change Form
Calenda

Non-working days

GRANT WOOD
AREA EDUCATION AGENCY

Tip Sheet for On-line L7

10/03/17

Professional Leave Request/Reimbursement is now in the ESS System

- Professional Leave Requests/Reimbursements are now housed online in the Employee Self Service system
- The 'enter 15 Agency days in advance' timeline still applies
- Balance showed online is not 'real time', just what has been paid out
  - For example, if you have $100.00, request to take a PD event for $10.00, your balance will show $100.00 until that PD event Reimbursement has been initiated
  - Please be mindful of what you have requested to use money for, as it will not 'encumber' the money in your balance.

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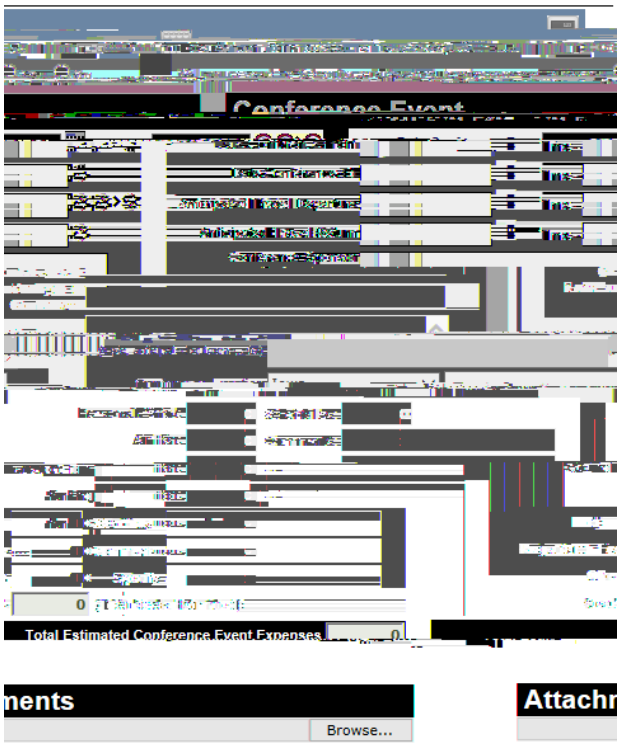
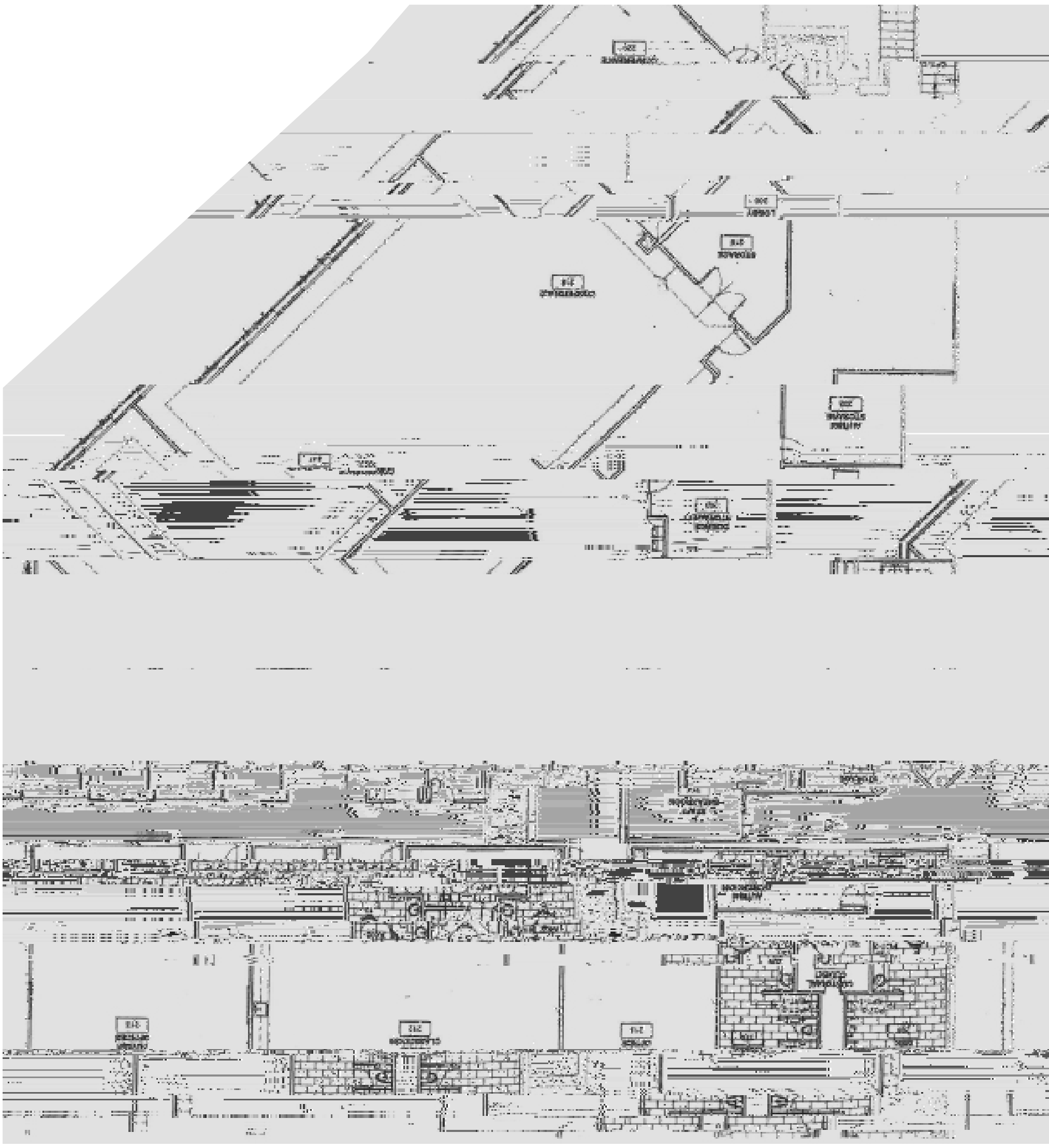
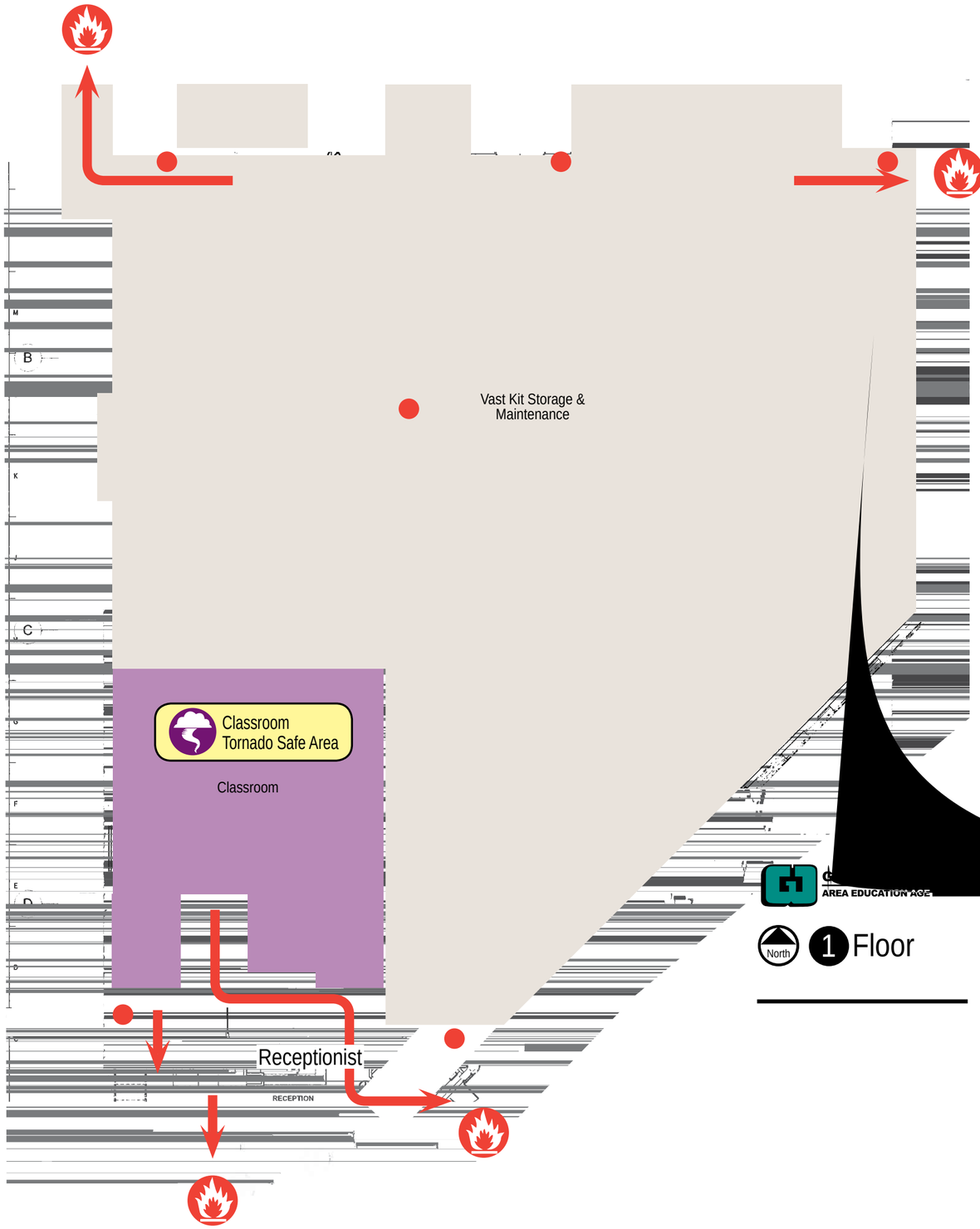
1. Staff Website
2. Login
3. Click on Professional Leave (under Agency Directed Travel) on the left
4. Click the green bud Tre[illegible].

5. Select what type of Request (for this example I am choosing Conference Event)
6. Enter in your Date of Conference, Date of Departure/Return, Sponsor, etc



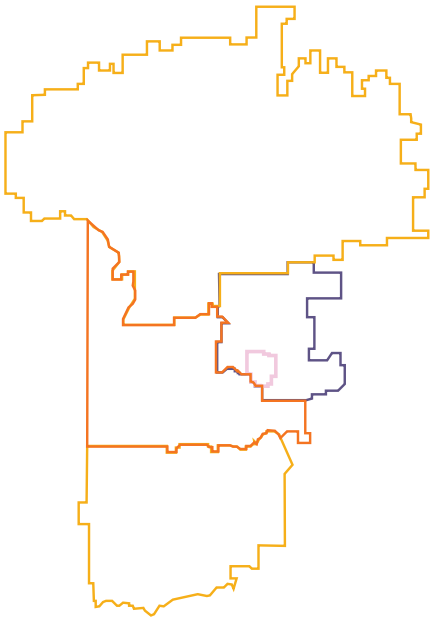
7. ‘Attachments’ portion is very important – you MUST





AREA EDUCATION AGE

North 1 Floor



West Region
(Darrin/Jill/Melissa)

- ELL
- Future Ready
- CISM
- TCIT
- SSW
- SEE-KS

East Region
(Ann/Kristi/Shannon)

- SEBMH/Wellbeing
  - Behavior Coaches
  - PBIS
  - ISF
- Challenging Behavior
  - Referrals
- Literacy Teams
- Social Studies
- School Counselor Consultants
- Curriculum Directors
- Math Consultants

Early ACCESS/Early Childhood

Kehoe - East

2022-2023

Regions, Administrators and Support Staff

CR — TL

Danielle Donnelly — **399-6876** — *Lisa Becker*
Cell: 319-240-0327 — *399-6821*
Cedar Rapids

CR — TL

Katie Gavin — **399-6535** — *Lisa Becker*
Cell: 319-759-3570 — *399-6821*
Cedar Rapids

IC — TL

Julie Stoneking — **626-1153** — *Sue Heath*
Cell: 563-260-4213 — *626-1137*
Iowa City

IC — TL

Megan Clark — **626-1221** — *Sue Heath*
Cell: 319-321-0875 — *626-1137*
Iowa City

WEST — BP

Melissa Grennan — **399-6742** — *Nicole Clymer*
Cell: 319-269-8127 — *399-6757*
Alburnett, Central City
Center Point-Urbana, North Linn

WEST — BP

Darrin Strike — **399-6516** — *Nicole Clymer*
Cell: 641-210-8655 — *399-6757*
Benton (W), Belle Plaine (S)
Vinton-Shellsburg (W), HLV (S)

WEST — BP

Jill Weigel — **399-6464** — *Nicole Clymer*
Cell: 319-573-1980 — *399-6757*
Linn Mar, Marion

EAST — BP

Shannon Kehoe — **399-6793** — *Josie Hester*
Cell: 319-721-7208 — *399-6851*
Anamosa, Monticello
Lisbon, Springville

EAST — BP

Ann Norton — **399-6455** — *Josie Hester*
Cell: 319-480-1477 — *399-6851*
Midland
North Cedar, Tipton
Olin, West Branch (S)

EAST — TL

Kristi Hicks — **399-6810** — *Josie Hester*
Cell: 319-533-5485 — *399-6851*
College, Mt Vernon

SOUTH — JZ

Shane Boeve — **626-1136** — *Jodi Flynn*
Cell: 319-383-8843 — *626-1161*
Clear Creek-Amana, Iowa Valley
English Valleys, Williamsburg

SOUTH — JZ

Tina Hoffman — **626-1138** — *Jodi Flynn*
Cell: 319-360-3053 — *626-1161*
Highland, Mid-Prairie
Lone Tree, Washington

SOUTH — JZ

Kim Owen — **399-6803** — *Jodi Flynn*
Cell: 319-481-0339 — *626-1161*
Solon

Off-Sites — TL

Sam Hostetler — **399-6440** — *Elizabeth Gants*
Cell: 612-360-4087 — *399-6849*
Anamosa State Penn, Linn County Detention
Foundation II, VITAL
Oakdale, Youth Emergency Shelter

Associate Chief Administrator/Executive Director of Special Education

Maria Cashman — **399-6847** — *Jessica Knudson 399-6801*

Director of Teaching and Learning

John Zimmerman — **399-6732** — *Connie Dvorak 399-6737*
Tracy Liebermann — **399-6469** — *Connie Dvorak 399-6737*
Bill Poock — **399-6783** — *Becky Person 399-6804*

Facilitator

Sarah Kruse — **399-6806** — *Jessica Knudson 399-6801*

Coordinator of Talent Management

Leigh McEwen — **399-6564** — *Kathy Resewehr 399-6748*

Early Education Administrator

Jess Burger — **399-6754** — *Elizabeth Gants 399-6849*

EA/EC Referrals 399-6746 — *Linda Elliott/Elizabeth Gants*
Web IFSP Administrator 399-6508 — *Linda Elliott*

Additional Notes:

Bill will supervise Becky, Nicole
John will supervise Connie, Jason, Meg, Stacy
Maria will supervise Bill, Jackie, Jess, Jessica, John, Sarah, Tracy

	Lead	

Press voicemail button on phone,
Or from outside the agency, dial 399-6555
Press #, Enter extension number,
Enter 1234 (default password),
Follow prompts to set your password.

Press voicemail button on phone
Or from outside the agency, dial 399-6555
Press #, enter extension number
Enter password followed by #
Press “7” for mailbox options
Press “1” to record
Press “3” to delete
Press “*” to cancel

Press voicemail button on phone
Or from outside the agency, dial 399-6555
Press #, enter extension number
Enter your password followed by #
Press “1” to listen
press “2” to save
press “3” to delete
press “4” to forward a message
Press “6” to check date & time
Press “8” to pause

Press the voicemail key on the phone,
Enter your extension number,
Enter password followed by #,
Press 7,3,1

That phone will now be assigned to your extension. In this mode calls to your phone number will come directly to this phone. (Note if you have a permanent desk phone it will already be assigned to you).

Press the voicemail key on the phone,
Enter your password followed by #,
Press 7,3,2

(The phone is now ready for other staff to use)

In Chrome select the Mitel icon in the upper right hand corner

Login with your Agency email address as the username and your Active Directory password

Select “Show Advanced” and enter in “mitel.gwaea.org” and select “Log In”

Additional information about the Mitel Connect Chrome Extension can be found at:
https://oneview.mitel.com/s/article/Mitel-Connect-for-Chrome

Accessing your Voicemail.

To access your voicemail from your assigned phone.

- Pick up the receiver and push the “Voice Mail” button.
- You will hear a greeting from the voice mail system.
- Enter your password and then the pound key.
- Follow the prompts for what you want to do.
    - Press 1 to listen to messages.
    - Press 7 to record/change your greeting.
- Press star, then 8, then 1 to log out.

To access your voicemail from any phone in the Grant Wood system.

- Pick up the receiver and dial 6555.
- After the greeting enter the pound key (this gets you into the voice mail system).
- Enter your password and then the pound key.
- Everything after this is the same as if you were at your phone.

To access your voicemail from home or anywhere else.

- Pick up the receiver and dial 399-6555 or 800-798-9771.
- After the greeting enter the pound key (this gets you into the voice
- mail system).
- Enter your password and then the pound key.
- Everything after this is the same as if you were at your phone.

Mitel Connect Chrome Extension Instructions

To Login to the Mitel Connect Chrome Extension:

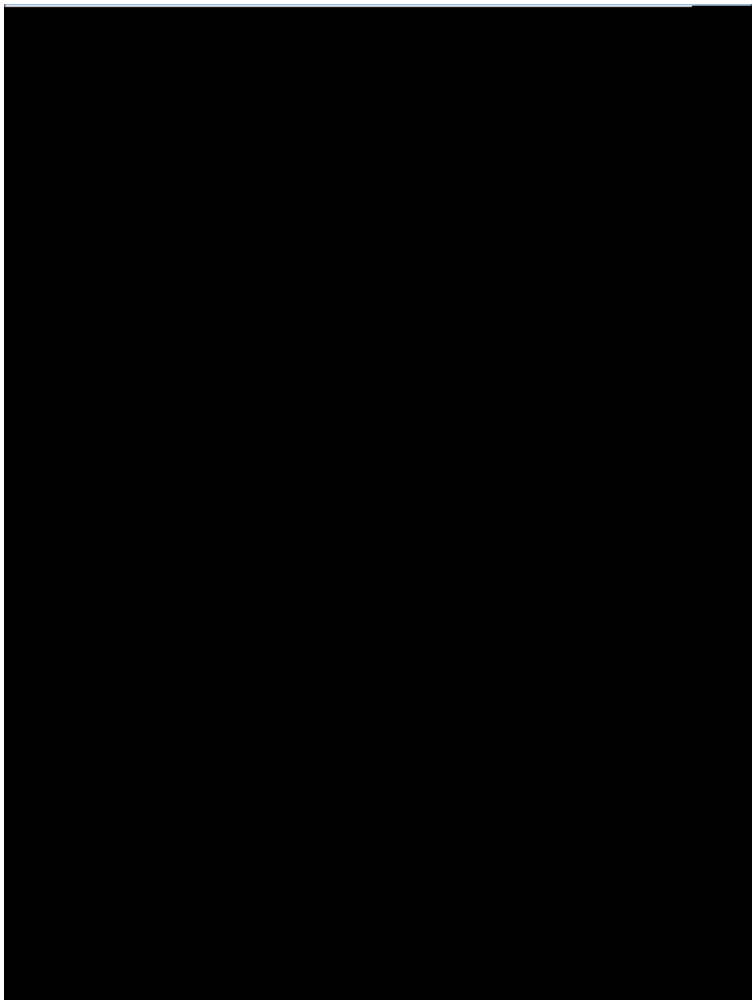
1. Open the Chrome browser.

2. Select the Mitel Connect Chrome extension in the upper right corner.
3. Enter your email address as the username and enter your active directory password (same password you use to login to your computer for a PC user or the same password you use to access the gwstaff wifi network for a Mac user). Select “Show Advanced” and enter “mitel.gwaea.org” in the blank and select ‘Login”.

Note: There is an installable version of the Mitel software that can be installed directly on your computer that has more features than the Chrome extension version. Some of these features are related to multiple greetings, call routing and utilizing the softphone feature. If interested in the full version of Mitel please contact Technology Support at tech@gwaea.org to arrange a time to install.

To Change the phone assignment to your cell phone :

1. Select the gear icon in the upper right corner of the mitel Chrome extension.
2. If you have an office phone select “DeskPhone to assign it to that phone. Note: Softphone does not work with the Chrome extension - you need the full Mitel software installed to utilize this feature. Select “External Assignment” and enter your cell phone number with area code to assign calls from your Grant Wood extension to your cell phone.



All routes begin and end at the GWAEA Sixth Street facility.

GWAEA Van Delivery Days
Mondays and Thursdays: 1-1, 2-1, 3-1, 6-1
Tuesdays and Fridays: 1-2, 2-2, 3-2
Monday through Friday: 4-1, 5-1

Alburnett	1-1	M-Th
All Saints	1-1	M-Th
Anamosa	6-1	M-Th
Belle Plaine	3-1	M-Th
Benton	3-1	M-Th
Bertram/Four Oaks	6-1	M-Th
Cedar Rapids	4-1	Daily
Cedar Valley Christian	1-1	M-Th
Center Point-Urbana	3-1	M-Th
Central City	1-1	M-Th
Central Lutheran	3-1	M-Th
Clear Creek Amana	3-2	T-F
College Community	1-2	T-F
English Valleys	3-2	T-F
Faith Academy	2-1	M-Th
GWAEA 33rd Avenue Facility	5-1	Daily
GWAEA Coralville Facility	5-1	Daily
GWAEA Sixth Street Facility	5-1	Daily
HLV	3-2	T-F
Heritage Christian School	2-1	M-Th
Highland	2-2	T-F
Hillcrest Academy	2-2	T-F
Iowa City	2-1	M-Th
Iowa Valley	3-2	T-F
Isaac Newton	3-2	T-F
LaSalle Elementary & Middle	3-1	M-Th
Linn-Mar	1-1	M-Th
Lisbon	1-2	T-F
Lone Tree	2-2	T-F
Lutheran Interparish	3-2	T-F
Marion Independent	1-1	M-Th
Midland	6-1	M-Th
Mid-Prairie	2-2	T-F
Monticello	6-1	M-Th
Mount Vernon	1-2	T-F
North Cedar	1-2	T-F
North Linn	1-1	M-Th
Olin Consolidated	6-1	M-Th
Regina Education Center	2-1	M-Th
Regis Middle	6-1	M-Th
Sacred Heart	6-1	M-Th
St. James	2-2	

gwaea.org/vans
vandelivery@gwaea.org