



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

LUNG CHIU, CIG, CPA  
INSPECTOR GENERAL

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DONALD E. FENNOY II, Ed.D., SUPERINTENDENT

## MEMORANDUM

**TO:** Honorable Chair and Members of the School Board  
Dr. Donald E. Fennoy, Superintendent  
Chair and Members of the Audit Committee

**FROM:** Lung Chiu, Inspector General *KLC*

**DATE:** 9/4/2018

**SUBJECT:** Transmittal of Final Investigative Report  
*Case # 18-781*  
*Payroll Discrepancy*

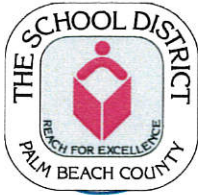
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In accordance with School Board Policy 1.092 we hereby transmit the above-referenced final report.

The report addresses the allegation that former District employee Dennis Ryan continued to receive paychecks from the District after his employment with the District was terminated.

The allegation is substantiated.

The report is finalized and will be posted on the Inspector General's website;  
[www.palmbeachschools.org/inspectorgeneral](http://www.palmbeachschools.org/inspectorgeneral).



Donald E. Fennoy II  
Superintendent

**SCHOOL DISTRICT OF PALM BEACH  
COUNTY  
OFFICE OF INSPECTOR GENERAL**



K. Lung Chiu  
Inspector General

**INVESTIGATIVE REPORT**

**Case Number:**

18-781

**Date of Complaint:**

5/14/2018

**Complainant:**

Dianne Howard, Director, Risk & Benefits Management

**Subject:**

Dennis E. Ryan, Former Employee

**Witnesses:**

LaToya Dixon, Principal, Village Academy  
Rebeca Doby-Robinson, Supervisor, Wage & Salary  
Dianne Howard, Director, Risk & Benefits Management  
Teri Jensen, Manager, Payroll  
Timothy (Tim) Kubrick, Human Resources Partner  
Verdneel Walker, Administrative Assistant, Village Academy

**Type of Report:**

FINAL

**AUTHORITY**

*School Board Policy 1.092* provides for the Inspector General to receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews, as the Inspector General deems appropriate.

This investigation was conducted by Investigator Tanya Lawson, in compliance with the *Quality Standards for Investigations, Principles and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

**INTRODUCTION**

On May 14, 2018, the OIG received an email complaint from Risk Management Director Dianne Howard. Ms. Howard alleged that former District employee Dennis Ryan received District payroll checks after his employment with the District terminated.

**BACKGROUND**

Village Academy is located at 400 SW 12<sup>th</sup> Avenue, Delray Beach, FL 33444 in Palm Beach County, FL. Village Academy is a unique public school model that is designed to provide a



continuous and nurturing educational experience for students in a small environment. Village Academy enrolls students in kindergarten through grade 12.

### ALLEGATION<sup>1</sup>

Dennis Ryan continued to receive paychecks after his employment with the District was terminated. *Substantiated.*

### GOVERNING DIRECTIVES

- Florida State Statute § 1012.28
- School Board Policy 3.20-Resignation and Termination of Employment
- School District Administrative Policies & Procedures Manual
- PeopleSoft-Salary Information
- PBSD 1176-Employee Resignation/Termination
- The Patient Protection and Affordable Care Act of 2010 (PPACA)

### ALLEGATION: EVIDENCE & TESTIMONY

*Allegation: Dennis Ryan continued to receive paychecks after his employment with the District was terminated.*

**Complaint Information:** Risk & Benefits Management Director Dianne Howard reported to the OIG via email that former employee Dennis Ryan was terminated from his temporary teaching position in December 2017; but Mr. Ryan continued to receive paychecks from the District until April 2018.

#### Testimony of Risk & Benefits Director Dianne Howard

On May 18, 2018, the OIG conducted an interview with Dianne Howard. Ms. Howard stated on April 30, 2018, a member of her staff discovered an irregularity with the start and end date for Dennis Ryan. Ms. Howard explained that data from PeopleSoft showed a termination date (April 27, 2018) entered by Human Resources, but the effective date of termination was December 15, 2017. The District was still paying Mr. Ryan after his employment ended. This resulted in an overpayment of \$11,341.74 in insurance benefits. Ms. Howard referred the matter to the OIG for further review.

#### Testimony of Village Academy Principal LaToya Dixon

On May 30, 2018, the OIG conducted an interview with Mrs. LaToya Dixon. Mrs. Dixon stated she was not aware that Dennis Ryan was still on payroll with the District after his termination. Mrs. Dixon stated around April 24, 2018, she was notified by her secretary, Verdneel Walker, that Dennis Ryan was still receiving paychecks, and accounting/payroll would provide guidance on the steps needed to remove Mr. Ryan from the system. Mrs. Dixon stated that she thought that because

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<sup>1</sup> The OIG findings were determined using the standards that appear on the signature page at the end of this report.

Mr. Ryan was a temporary employee who was only covering for a teacher on leave, the temporary employee would automatically be dropped from the system without Dixon having to do anything. Mrs. Dixon stated Job Processing Supervisor Becky Robinson and Human Resources Partner Timothy Kubrick contacted her and told her that she needed to go into PeopleSoft and put an end date in the system. Ms. Dixon was also told to get a resignation/termination letter from Mr. Ryan, and need to upload it to PeopleSoft. The resignation/termination letter required Mr. Ryan's signature therefore, Mrs. Dixon stated that her secretary mailed Mr. Ryan a certified resignation/termination letter for him to sign.

Mrs. Dixon stated that the last personal contact she had with Mr. Ryan was sometime in January 2018 when he emailed her seeking her help for a reference. Mrs. Dixon stated, although she provided the reference, she did not have contact with Mr. Ryan when he came on campus to pick-up the reference letter. Mrs. Dixon stated that Mr. Ryan did not mention in his emails that he was still receiving paychecks from the District in his emails.

On May 31, 2018, Mrs. Dixon amended her statement. Mrs. Dixon stated her secretary, Ms. Walker informed her today (May 31, 2018) that she neglected to mail the certified letter to Mr. Ryan as Ms. Dixon initially stated. Ms. Walker would send the certified letter out on May 31, 2018. As of June 7, 2018, there was one attempt made by the postal service to deliver the certified letter, but no one was available to accept the letter<sup>2</sup>.

#### **Testimony of Village Academy Secretary Verdne Walker**

On May 30, 2018, the OIG conducted an interview with Verdne Walker. Ms. Walker stated part of her job duties is to process payroll by entering the employee's annual or sick leave when required. Ms. Walker stated the hours for each employee are automatically maintained on PeopleSoft and her job is to keep track of any leave so that it can be deducted from the employee's leave balance. Ms. Walker stated she received a phone call from Ms. Becky Robinson and Tim Kubrick advising her that Mr. Ryan was still receiving paychecks after his employment was terminated. Ms. Walker stated she was not aware of need to remove a temporary employee from PeopleSoft. Ms. Walker said Mr. Ryan was at the school sometime in early 2018 seeking to pick up a reference letter from the principal. Ms. Walker stated Mr. Ryan did not mention that he was still receiving a paycheck from the District after his termination.

#### **Testimony of Former District Employee Dennis E. Ryan**

On June 1, 2018, the OIG contacted Mr. Ryan via telephone. Mr. Ryan stated he only checks his bank account once per month, and did not notice the paychecks from the District that had been directly deposited into his bank account. Mr. Ryan stated that he thought that the money was "back pay" from the District since his employment began in September 2017 instead of the start of the 2017/18 school year<sup>3</sup>. Mr. Ryan stated he did not know that he was being overpaid until he received a letter in the mail from Payroll Manager Teri Jensen in April 2018. Mr. Ryan stated if required, he will pay back the funds.

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<sup>2</sup> USPS.com/tracking

<sup>3</sup> August 14, 2017, was the first day of school for students in Palm Beach County



### Documentation Reviewed

The OIG received a copy of the initial (hard copy) payroll check received by Mr. Ryan from the District dated September 7, 2017 (**Exhibit 1**). The check was endorsed by Mr. Ryan, and posted on September 15, 2017. Mr. Ryan stated he thought the paychecks he received after the temporary assignment ended was back pay. However, this would be contrary to his endorsement on the initial paycheck that he received from the District.

The OIG received a copy of the salary overpayment letter mailed to Dennis Ryan by Payroll Manager Teri Jensen (**Exhibit 2**). The net salary overpayment amount is \$7,441.17 after Federal Income Tax Withholding, FICA and Medicare taxes.

Based on the testimony and documentation reviewed, the OIG determined the allegation that Dennis Ryan continued to receive paychecks after his employment with the District was terminated is **Substantiated**.

### ADDITIONAL INFORMATION

The OIG contacted Payroll Manager Teri Jensen who stated the school is to end the employment of an employee in PeopleSoft in order for payroll to stop processing payroll for that individual. On June 5, 2018, Teri Jensen contacted the OIG. Ms. Jensen stated that Mr. Ryan informed her that he did not feel that he should be required to reimburse the District.

The OIG contacted Human Resources Partner Timothy Kubrick who manages Village Academy. Mr. Kubrick stated that he does not usually run budgets, but did so on this occasion and noticed that the school had two employees listed for the same position. Mr. Kubrick stated that he then contacted Rebeca Doby-Robinson in Wage & Salary and together they contacted Verdneel Walker and provided her with the steps needed in order to correct the situation.

On June 21, 2018, the OIG requested a status from Payroll Manager Teri Jensen. Ms. Jensen stated that on June 5, 2018, a message was left for Mr. Ryan asking him to contact payroll. As of June 21, 2018, Mr. Ryan had not returned Ms. Jensen's phone call. Ms. Jensen verified that the District does not receive any notifications when payroll checks are deposited into employee bank accounts, but if the check was rejected, payroll would receive a notice from the bank. No rejection notices were received. All payroll checks were direct deposited into Mr. Ryan's bank account without incident.

School District Administrative Policies & Procedures Payroll & Accounting Manual states the following with regards to overpayment:

*Overpayment of wages and supplemental payments to the District occur through the payroll process on an ongoing basis. These overpayments occur for various reasons including: clerical errors, resignation/retirement/terminations dates are entered by personnel after paychecks have been received, late submission of attendance form a school or department, employees placed on unpaid leave and backdated, salary decreases or adjustments backdated, worker's compensation*

*issues, and notification of an error of a submission of payment by a school or department that has been discovered. Every effort is made upon discovery or notification of the overpayment, to recover all the funds owed to the District.*

The payroll department is in the process of attempting to recover the overpaid salary owed to the District by Mr. Ryan.

The Patient Protection and Affordable Care Act of 2010 (PPACA) prohibits the District's ability to recover health insurance premiums. Specifically, "*Plan sponsors and/or insurers cannot terminate coverage effective with a date in the past even if the member was covered in error.*" Therefore, any insurance premiums paid, cannot be recovered.

On July 3, 2018, the OIG participated in a telephone conference with Manager Leaves and Retirement Compensation & Employee Information Services Ernie Camerino and Director Compensation & Employee Information Services Mark Mitchell. Mr. Mitchell and Mr. Camerino stated that principals are ultimately responsible for performing necessary job functions as their duties as principal are required. Mr. Mitchell stated principals are given tools to complete employees' resignations/terminations. Mr. Camerino referred the OIG to School District Bulletin #PD 18-013, dated July 24, 2017 (**Exhibit 3**). The subject of the bulletin is *New Online Resignation/termination Process*. The bulletin announces the new process for resignations/terminations, and gives links to Human Resources information page in the PeopleSoft portal. Mr. Camerino stated that both principals and secretaries are given training tools necessary to perform their duties and responsibilities.

The OIG was able to review the webpage for the Office of Professional Standards. The webpage contains HR Job Aids (terminations/probationary release) to provide guidance for both employees and managers in the termination process. Specifically, the manual for managers (Online Termination Process-Processing Manager-Initiated Voluntary and Involuntary Employee Termination) provides step-by-step instructions on how to properly terminate an individual's employment with the District (**Exhibit 4**).

Mr. Camerino acknowledged that although the training for principals is not mandatory, it is expected that individual's in leadership positions such as principals, will do what is necessary to maintain accurate records of staff.

School District approved job descriptions for job code 72760, states that part of the duties and responsibilities of a principal is:

*Maintains appropriate records related to pupil attendance, FTE generation, instructional and non-instructional school-based personnel, and property inventories and ensures the accuracy and timeliness of all school reports.*

### CONCLUSION

The OIG has determined that due to Principal LaToya Dixon not completing the required process needed in order to cease payroll to Mr. Ryan, it caused a payroll overpayment of \$7,441.17.

### RECOMMENDATIONS

The OIG recommends that Principal LaToya Dixon and Secretary Verdneel Walker obtain the training necessary to understand the steps required in dealing with interim/temporary personnel.

The OIG recommends the District update Policy 3.20-Resignation and Termination of Employment to include the new online resignation/termination process (as per Bulletin #P 18-013).

The OIG recommends that this case be referred to the Office of Professional Standards for further review and take whatever action it deemed appropriate.

### AFFECTED PARTY NOTICE

In accordance with School Board Policy 1.092 (8)(b)(iv), on 7/11/2018, LaToya Dixon and Dennis Ryan were notified of the investigative findings and provided with an opportunity to submit a written response to these findings.

On July 30, 2018, the OIG received a written response from Ms. Dixon (**Exhibit 5**). Ms. Dixon concurred with the findings and recommendations of this report.

The OIG did not receive a written response from Dennis Ryan by the 20-day deadline date.

### DISTRIBUTION

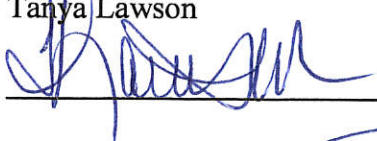
Palm Beach County School Board Members  
Donald E. Fennoy II, Superintendent  
Audit Committee Members  
Office of Professional Standards  
OIG file

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**Investigation Conducted by:**

Tanya Lawson

 9/4/18  
Date

**Investigation Supervised by:**

Oscar Restrepo, CIGI, Director of Investigations

 9/4/18  
Date

**Investigation Approved by:**

K. Lung Chiu, CIG, Inspector General

 9-4-18  
Date

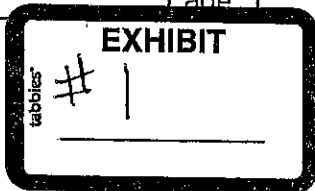
***The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. Preponderance of the evidence is contrasted with “beyond a reasonable doubt,” which is the more severe test required to convict a criminal and “clear and convincing evidence,” a standard describing proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as “substantiated” means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as “unfounded” means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as “unsubstantiated” means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.***





Commercial Electronic Office - Transaction Search

Date Printed: 06/05/2018 06:51 AM PT



Check 3414731 - 995.78 USD

**THE SCHOOL BOARD OF PALM BEACH COUNTY, FL**  
3300 FOREST HILL BLVD STE # A-3121 WEST PALM BEACH, FL 33406

Date: 09/07/2017 Check No. 3414731

PAY \*\*\*\*\*NINE HUNDRED NINETY-FIVE AND 78/100 DOLLARS\*\*\*\*\*

Pay Amount: \$995.78 \*\*\*\*\*

TO THE ORDER OF DENNIS EDWIN RYAN

*Charles E. Shaw*  
Chairman Of The Board

*Robt. M. Fromm*  
Superintendent

Wells Fargo Bank, N.A.

FEDERAL RESERVE BOARD OF GOVERNORS REG. CC		DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE RESERVED FOR FINANCIAL INSTITUTIONS USE.	ENDORSE HERE <i>[Handwritten signature]</i>
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18.781

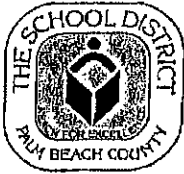
Item Details

Account Number	D-Payroll	Item Sequence Number	
Account Name	3414731	Bank Id	
Check	995.78 USD Debit	As Of Date	09/15/2017
Amount	Check Paid		
Status	09/15/2017		
Posting Date			

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*Not check rec'd*

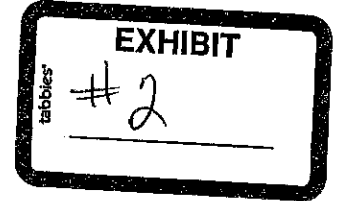
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THE SCHOOL DISTRICT  
OF PALM BEACH COUNTY, FLORIDA  
ACCOUNTING SERVICES  
3386 Forest Hill Boulevard, Suite A-323  
West Palm Beach, Florida 33406-5870  
(561) 434-8096 FAX: (561) 434-8589

Nancy Samuels  
Director

Michael Burke  
Chief Financial Officer



May 1, 2018

Dennis Ryan  
500 NE 1st Street Apartment 4  
Pompano Beach, FL 33060

*6/1/18 - Rec'd from  
Teri Jensen*

Employee Name: Dennis Ryan  
Employee Identification #: 1128366

RE: Salary Overpayment

Dear Dennis Ryan,

After reviewing your 2017-2018 Payroll history, an overpayment situation has occurred. Due to Human Resources not updating your job screen in a timely manner you were paid in error. Your compensated/work days calculated were based on 196 duty days yet the actual number of workdays totaled 77 at the time of Termination/Retirement. Your wages earned totaled \$16,451.82 but the payment amount issued was \$25,376.76. Also, in accordance with state statute and board policy, you were advanced sick leave. However, you did not earn all the leave you used prior to your termination/retirement and accordingly these hours must be repaid monetarily for \$640.98. This has caused you to be overpaid in the gross amount of \$9,565.92 (Please see the details on the attached *Reconciliation* form).

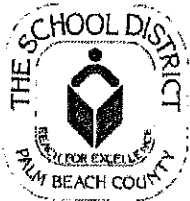
In order to correct this error, it will be necessary to obtain the overpaid amount from you. Former employees of the School District will need to refund the net overpayment amount. The total net overpayment amount is \$7,441.17 (after Federal Withholding, FICA and Medicare taxes).

Please mail a personal or cashier's check in the amount of \$7,441.17 payable to "The School District of Palm Beach County" with a copy of this letter no later than **June 1, 2018** to the Accounting Services Department.

*If no response is received, the School District may take further action.*

Sincerely,

Teri Jensen  
Payroll Manager  
Department of Accounting Services  
Attachment



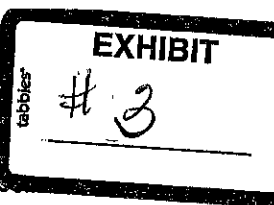
THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FL

COMPENSATION & EMPLOYEE  
INFORMATION SERVICES  
3300 FOREST HILL BOULEVARD, SUITE A-152  
WEST PALM BEACH, FL 33406

PHONE: 561-434-8911 / FAX: 561-434-7318  
[WWW.PALMBEACHSCHOOLS.ORG/COMPENSATION](http://WWW.PALMBEACHSCHOOLS.ORG/COMPENSATION)

MARK MITCHELL  
DIRECTOR

GONZALO LA CAVA  
CHIEF OF HUMAN RESOURCES



#18.781

July 24, 2017  
Bulletin #PD 18-013 CHR

Contact(s):  
Ernie Camerino, PX 48292  
[ernie.camerino@palmbeachschools.org](mailto:ernie.camerino@palmbeachschools.org)

Action By:  
Information Only

HR Customer Care Center (Resignation Questions)  
561-434-8777 (locally) option 1  
877-477-3722 (out of area) option 1

TO: All Principals and Directors

FROM: Gonzalo La Cava, Ed.D., Chief of Human Resources *initial for*

SUBJECT: NEW ONLINE RESIGNATION/TERMINATION PROCESS

We are pleased to announce our new online Resignation/Termination process. As a part of continuous improvement efforts, this new online process will increase efficiency and was successfully piloted at several District schools. A voluntary exit survey will also be included for the employee to provide data to improve retention efforts. If needed, the PBSB 1176 Employee Resignation/Termination form will remain available until Sunday, December 31, through eForms.

**I. Online Resignation Process – Employee Self Service**

Employees\* resigning from the District will submit an online Resignation Request through PeopleSoft Self Service. The employee has the option of uploading a letter of resignation to their online Resignation Request. Once the employee submits the online Resignation Request, the request is routed to the employee's Principal/Director, who acknowledges the request in the system and submits it for processing. The request is then electronically routed to the Human Resources Office for processing.

*\*If the employee is no longer present at your School/Department, and has submitted (via mail or email) a letter of resignation, and you cannot reach the employee to complete the online process, the Principal/Director can submit the resignation via Manager Self Service in PeopleSoft.*

To assist the employee, a new Resignations website has been created to assist District employees in learning about the Resignation process. A link to the website is also available on the Employee website.



**II. Online Termination Process – Manager Self Service**

The Principal/Director will enter a Termination Request for their employee(s) in Manager Self Service. The request will route to the HR Office for processing. The online Termination Process is to be used for the following Voluntary or Involuntary Termination Actions:

- Employee Resignations – Not submitted through Employee Self Service\*
- Interim Terminations
- Probationary Terminations

*\*The Employee should be encouraged to submit their Resignation through Self Service. Principals/Directors should only enter the Resignation under extenuating circumstances. All documentation, such as Resignation letters or emails, Interim letters, or Probationary letters must be uploaded directly into the online Termination page in PeopleSoft. (Please note: This process IS NOT to be used for Non-Reappointments or Job Abandonments.)*

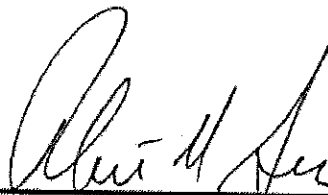
*NOTE: Processing timelines for the Resignations and Terminations may be impacted by Payroll processing periods. Additionally, this process is not for those employees who are retiring from the District. Retiring employees will continue to follow the same procedures.*

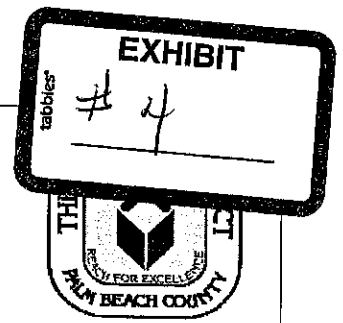
**Training Information for Administrators**

Training manuals and presentations have been created to assist with using the new processes. These can be found on the Human Resources Information page on the **My Help Center** page in the *PeopleSoft Portal*.

RMA/GSL/MM/EC:lm

Approved:

  
\_\_\_\_\_  
Robert M. Avossa, Ed.D., Superintendent



# ONLINE TERMINATION PROCESS - Processing Manager-Initiated Voluntary and Involuntary Employee Terminations

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*Palm Beach County School District - Human Resources*

## **Manager Manual**

DIVISION OF HUMAN RESOURCES  
Compensation and Employee Information Services

3300 Forest Hill Blvd, Suite A-152

West Palm Beach, FL 33406

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### **HR Customer Care Center**

Phone:

561-434-8777 [Option 1] or 877-477-3722 [Option 1]

Email: [AskHR@palmbeachschools.org](mailto:AskHR@palmbeachschools.org)



# Overview

## Online Termination Process

Schools or Departments terminating employees will enter a **Termination** through **Manager Self Service** in **PeopleSoft**. The **PBSD 1176 Employee Resignation/Termination** form will no longer be used for this process.

*NOTE: This process is not to be used for Retirement processing. All Retirement Applications should be submitted directly to the Retirement Office in Human Resources.*

## Voluntary or Involuntary Terminations

The **Online Termination Process** is to be used for the following *Voluntary* or *Involuntary* Termination Actions:

- **Employee Resignations** - Not submitted through **Employee Self Service\***
- **Interim Terminations** - Unrelated to the End of Year Reappointment Process
- **Probationary Terminations**

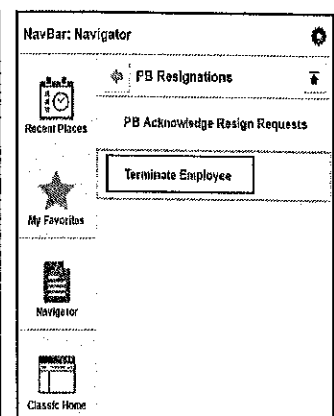
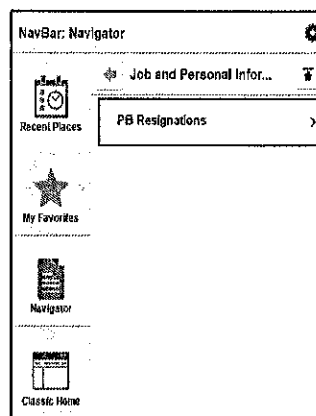
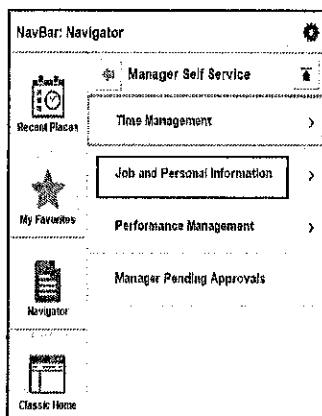
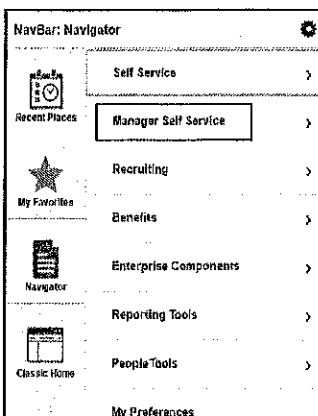
*\*The Employee should be encouraged to submit their Resignation through Self Service. Managers should only enter the Resignation if there are extenuating circumstances.*

All required documentation, such as *Resignation letters* or *emails*, *Interim letters*, and *Probationary letters*, must be uploaded directly into the **Online Termination** in **Manager Self Service**.

## Navigation to Terminate Employee page

To enter an **Online Termination**, you will need to navigate to the **Terminate Employee** page in **PeopleSoft Human Capital Management**.

- Click on the **NavBar** icon
- Click on the **Navigator** icon
- Click on **Manager Self Service**
- Click on **Job and Personal Information**
- Click on **PB Resignations**
- Click on **Terminate Employee**



# Entering Terminations

After clicking on **Terminate Employee** from the menu, the page will display with a list of the active employees under your management as of the current date.

The screenshot shows a web interface titled "Select Employee". At the top left, there is a "Search Options" dropdown menu. Below it, a "Sort" icon (two arrows pointing in opposite directions) is visible. The main content is a table with the following columns: "Name / Title / ID - Record", "Directs / Total", "Status / Type", and "Position".

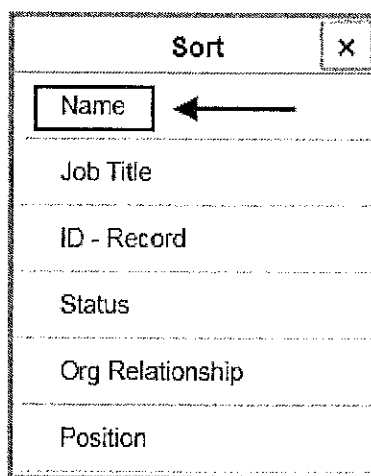
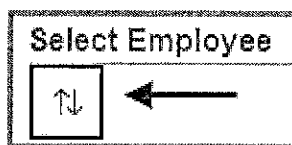
Name / Title / ID - Record	Directs / Total	Status / Type	Position
<b>Employee, Emile</b> Custodian 1234567 - 0		Active Employee	1 10009448 >
<b>Martin, Anne</b> Tch ESE VE 1324567 - 0		Active Employee	10028641 >
<b>Johnson, Amber</b> Custodian 1423687 - 0		Active Employee	10009500 >

To **Search** for an employee, you may choose from the options below:

- Click the *Search Options* arrow to access the **Search your Employees** window. Enter the name, then click **Search**.

The screenshot shows the "Search Options" dropdown menu. An arrow points to the dropdown arrow. The menu contains a search bar with the text "Search your Employees" and a placeholder "Enter Name, Title or Email". To the right of the search bar is a "Search" button. Another arrow points to the "Search" button.

- Click the *Sort* icon and choose **Name** from the *Sort Menu* to sort the list by name, close the *Sort Menu*, then search the list for the name.



**Always verify the Employee ID number to ensure you have the correct employee.**





The **Review and Submit page** will appear next. Please review the information on the page.

When entering a *Voluntary or Involuntary Termination*, a copy of the following **must be uploaded** to the page **prior to** submitting the Termination/Resignation:

- **Employee's Resignation letter or email**
- **Interim Letter**
- **Probationary Letter**

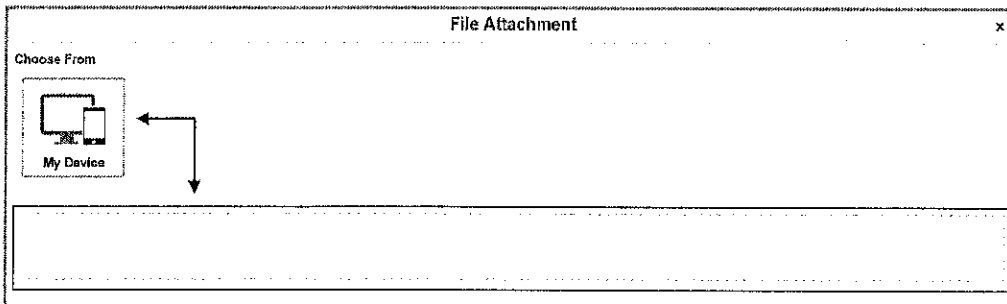
### Uploading Documentation

To upload the documentation, click the **Add Attachment** button located in the bottom left corner of the page.

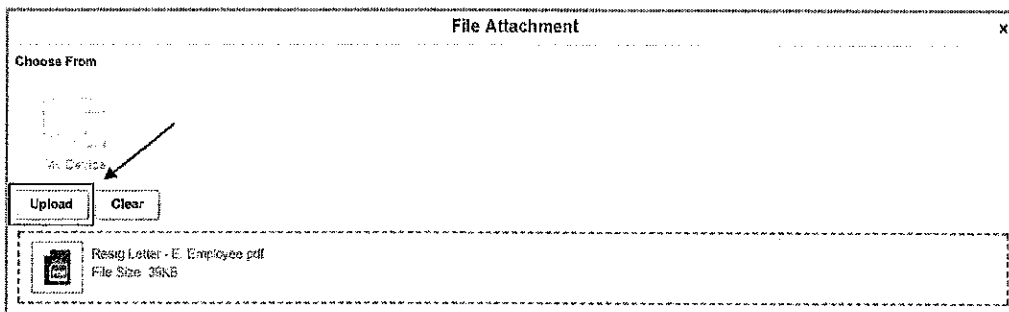


When the **File Attachment** window appears, you may do one of the following:

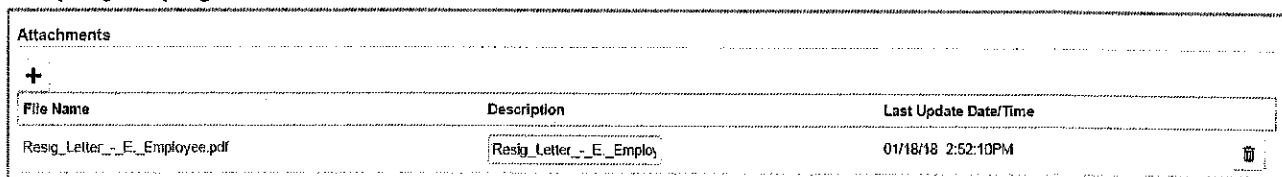
- Click the **Choose From My Device** icon, navigate to the letter, and choose it; or
- Drag the file (letter) to the file section on the **File Attachment** page.



Once the file name appears in the file section, click **Upload** to upload the file.



When the file has been uploaded, click **Done** in the upper right corner of the **File Attachment** window. The File will appear in the **File Name** section at the bottom of the **Terminate Employee page**.



File Name	Description	Last Update Date/Time
Resig_Letter_-_E_Employee.pdf	Resig_Letter_-_E_Employ	01/18/18 2:52:10PM

# Submitting Terminations

## Submitting the Termination

When all the Termination information has been entered and is complete, click the **Submit** button located in the upper right corner of the **Terminate Employee** page.

Employee, Ernie  
Custodian

Job Detail      Review & Submit

Review and Submit

Transaction Date: 01/18/2018  
Reason: Other Resignation

Current Information

Position Title: Custodian      10000418  
Job Title: Custodian      31590  
Reports To: Principal High Vocational      10014676  
Manager Name: Principal, Pnd

Comments

Attachments

File Name	Description	Last Update Date/Time
Resig_Letter_-_E_Employ.pdf	Resig_Letter_-_E_Employ	01/18/18 2:21:58PM

A **Submit Confirmation** will appear.

Submit Confirmation

✓ Your request has been successfully submitted.

Employee, Ernie  
Custodian

## Confirmation Emails

You will receive two emails. The first email will be a submittal confirmation:

Your requested Termination was submitted. This request requires administrator review before it will be saved to the database. You will be notified when it is processed.

Employee Name: Employee, Ernie

Employee ID: 1234567

The second email will be a confirmation that the Termination was processed:

Your requested Termination was successfully processed:

Employee Name: Employee, Ernie

Employee ID: 1234567

## Need to Know Tips

### **Termination Process Timelines**

Termination Processing timelines may be impacted by Payroll processing periods. Terminations cannot be processed while the system is down for Payroll processing. Terminations submitted during this time, will be processed once Payroll processing is complete.

### **District Property Returns**

If the resigning employee has been assigned any District property, such as laptops, tablets, cellphones, keys, etc., ensure that the employee has returned these items prior to their last day.

### **Access Removal**

All District access will be removed from the employee by the end of the day on the date of Resignation. They will no longer have access to *PeopleSoft Self Service*, *District Email*, or any other *District Applications* after the access has been removed.

### **HR Customer Care Center**

If you have any questions regarding the **Online Resignation Request** process or any other HR topic, please contact the **HR Customer Care Center**:

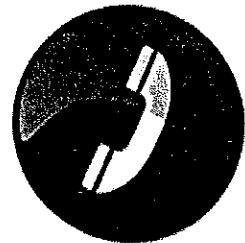
#### **By phone:**

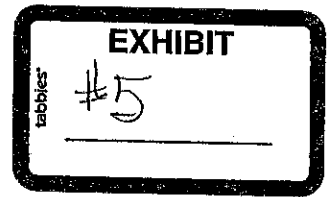
561 - 434 - 8777, Option 1 (locally)

877 - 477 - 3722, Option 1 (out of the area)

#### **By email:**

[AskHR@palmbeachschools.org](mailto:AskHR@palmbeachschools.org)





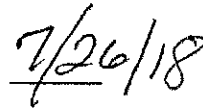
**Corrective Action Improvement Plan**

**School: Village Academy, 400 SW 12<sup>th</sup> Ave, Delray Beach FL 33444**

**Management Response: I, LaToya Dixon, concur with recommendations and findings as noted in the investigative report for case number 18-1781**

**Corrective Actions/Comments:** Principal and secretary will re-visit training materials to understand to required steps for interim/temporary personnel The following trainings will be completed : Annual HR Policies FY19; HR PeopleSoft Functions Overview HR PeopleSoft Functions Overview; HR PeopleSoft Functions Resource Center; Review Bulletin #PD-18-013 – New Online Resignation/Termination Process; Print and review the Payable Status Report at the end of every payroll week to verify that each employee and time reported is correct and valid.

  
Principal's Signature

  
Date