

Willamette ESD Program Service Guide

Administrative and Support Services

Accounts Payable

Accounts Payable – The Accounts Payable Service will provide A/P processing services for the school district which includes:

- Maintaining vendor profiles;
- Process purchase orders after the proper approval;
- Input vouchers which are submitted and approved for payment;
- Print A/P checks and place in mail or submit ACH file;
- 1099 Processing.

Payroll Processing

The Payroll Processing Service will provide payroll processing services for the school district which include:

- Set up payroll master file changes such as payroll tax changes, new deductions codes and changes in workers compensation insurance rates. The ESD will not process the changes in employee files.
- Input timesheets;
- Process timely payroll runs;
- Process ACH for direct deposits;
- Process Accounts Payable checks associated with payroll;
- Process journal entries associated with the payroll runs ONLY if the district is on Pentamation;
- W-2 Processing

Courier Services

The ESD Courier Service provides pick-up and delivery services for inter-school or inter-district mail in our three-county region. ESD couriers visit each ESD building and each school district that purchases the service at least once a week.

Criminal Background Check Services

Criminal background investigative services are available, using the following databases: IRB – Lexis/Nexus, OJIN, the Department of Justice Sex Offender Registry, and multiple state, county and municipal data bases. The report includes a statement of whether the findings are consistent or inconsistent with disclosures made by the applicant on a questionnaire submitted to the investigator. The report provides details of any inconsistencies, such as records found of an arrest or conviction for a particular crime, the year, and the disposition.

Human Resources Services

Human Resources services are available to assist districts in recruitment for job openings at all levels, screening of application materials, and basic skills assessment