Principal Training Budget and Timekeeping

February 2 and 5, 2016

Good news today!



Groundhog Day 2016: Punxsutawney Phil predicts an early spring

AP on MSN.com · 1 hour ago The weather-prognosticating **groundhog** did not see his shadow as he emerged from his burrow in western Pennsylvania at sunrise on Tuesday.

Budget Training

- Allocations that do not carryover
 - Textbook
 - Attendance
 - Title I Discretionary: Supplies and Parent Involvement
- Allocations that do carryover
 - Building budget
 - State PD budget
- Department budgets justify annually
- Use correct account codes

- Salaries and benefits
 - Regular salaries and benefits are automatically added (explain changes in Justifications)
 - Miscellaneous salaries
 - Substitutes (6131 and 6171)
 - Extra hours (6133 and 6163)
 - Overtime (6165)
 - Vacation / sick payout (6115 and 6155)
 - Summer hours (6114 and 6164)
 - Chargebacks to building budgets: secretaries, paras,

- State PD budget: involve PDC, must be cert staff
- Title I: list from Jill Stout
- Attendance: awards
- Sped costs: same as other students, equipment or excessive cost to SPED
- Copier costs: minimum in 6363, pre-encumbered July 1,
- Classified and extra PD: budget in 2215 (i.e. PD for RRIs)
- Textbook
 - Instructional: Paper costs, replacement texts, data notebooks, graphing calculators, curriculum supplements,
 - Library books: electronic/paper books, labeling, repairs, readers, classroom sets, accelerated reader tests

Grants

- Supplemental, spend local and state first
- Grant period order, receive, pay
- Inventory, owned by the grant, equipment (\$1000+) and theft attractive
- Claims, preferred monthly, based on reports of debits/credits
- Cash management investment requirements
- Allowable, reasonable, allocable, necessary
- Budget and variances
- Match requirements
- Sustainability requirements
- DonorsChoose, Fund Me

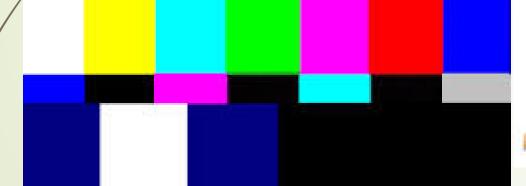
Budget Entry

- Due February 28, make changes until then, depts send report to Dr. Herl & meet
- Run Budget Group for Next Year report
- Phase is next year and P1
- XXX-BUD building budgets, XXX-ATH athletic budgets, others
- Entry by single account number
- Entry by group of accounts that go to the next one
 - Group ID or wildcard accounts
 - Refine list to sort or limit as desired
- Required fields: Budget Projection, Justifications
- Optional fields: Expense Projections (double-click), Exp Proj Justifications
- Extra Detail Lines: calculates, prioritizes, future notes
- Drilldown to see more information about past expenditures

Timekeeping Changes

Things do not always go as planned

TECHNICAL DIFFICULTIES PLEASE STAND BY





Exception Item Approval

- Each time slice for a work order must be acknowledged to be paid
- New WO-... groups are important
- Use Edit Time for Groups screen
- Look for WO-... group and red items
- Click acknowledge
- Save
- Approve time slices on Mondays by acknowledging
 - can be done anytime during the week
- Supervisor will approve timesheets on Tuesdays
 - Wait until Tuesday or imports do not work and other changes not saved

Tutoring System Update

30 minute intervals

- paid wait time, admin for homebound
- New button
- Noticeable in exception item approval of time slices
- Non-exempt employees
 - Certification required
 - Less than minimum students
 - District still has to pay them. It will be charged to building budget.
- Review Tutoring Sessions
 - Minimums (even if it still pays) and student criteria are very important
 - Sessions showing not eligible for pay or unfinished

Other Timekeeping Changes

- Employees need to stop clicking Submit button, prevents imports
- Do not approve timesheets before noon Monday, prevents imports
- Inspiring Greatness time needs to be entered and approved
- Reminder: Tutoring System includes homebound, detention, and credit recovery

Not New, Just Helpful

- Secretaries need to be giving you Exception and Comments reports
- What to look for when approving timesheets
 - Yellow and red exceptions
 - Extra, overtime, dock, and absence hours
- Timely entry important to prevent amendments
- General Help tools

Q & A