



# 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



# What to keep in mind

- ▶ 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



# What to keep in mind

- ▶ 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,



# What to keep in mind

- ▶ 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 RRI's)
- ▶ 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



# What to keep in mind

- ▶ 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





# 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