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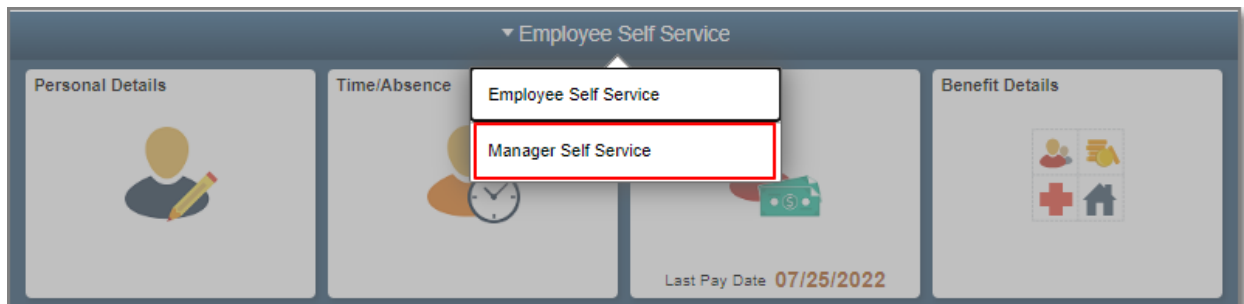
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## *Accessing the CCSD Budget Planning Tool through HCM PeopleSoft*

1. Log into HCM PeopleSoft using your **Active Directory (AD)** credentials.

The image shows the Oracle PeopleSoft login interface. At the top, the Oracle logo and 'PEOPLESFT' text are displayed. Below this, there are input fields for 'User ID' and 'Password'. A 'Select a Language' dropdown menu is set to 'English'. A green 'Sign In' button is located below the password field. At the bottom, there are links for 'Enable Screen Reader Mode' and 'Set Trace Flags'.

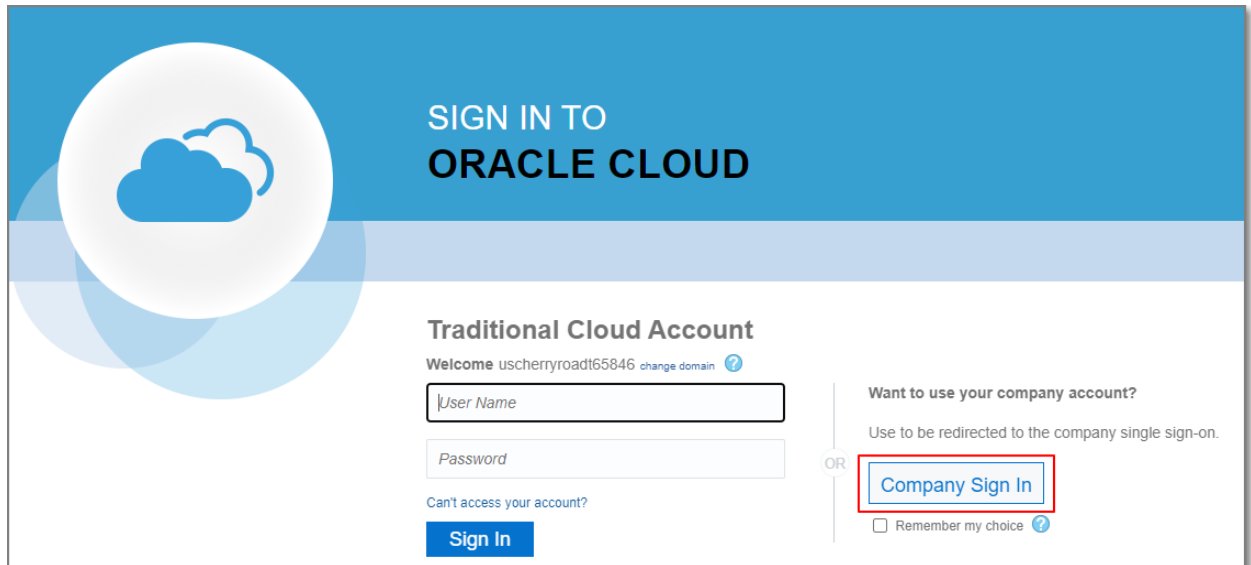
2. Select **Manager Self Service**.



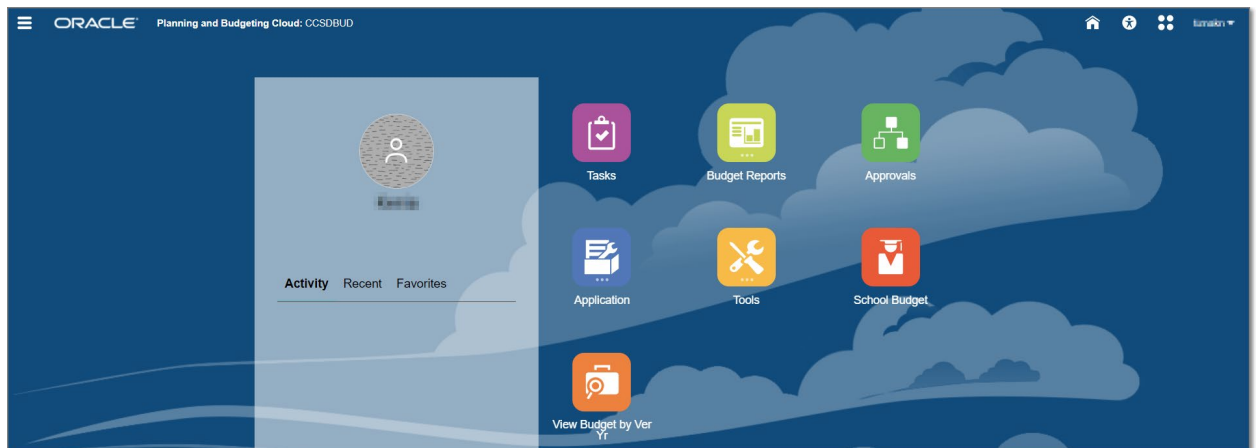
3. Select the **Budget Planning Tool** tile.



4. Click on **Company Sign In**.

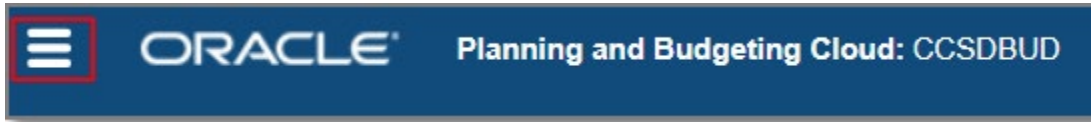


5. You will be brought to the **Budget Planning Tool homepage**.

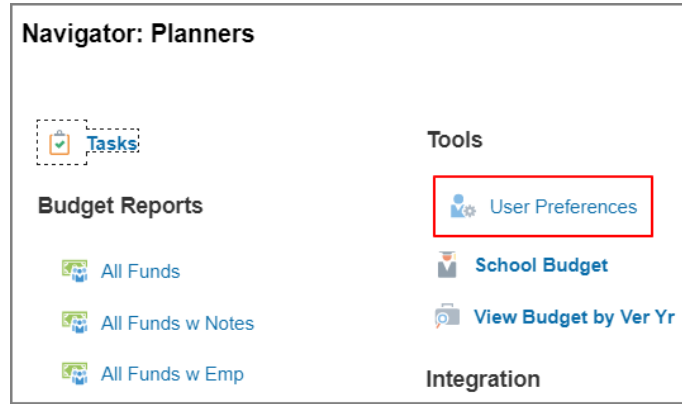


## User Preferences

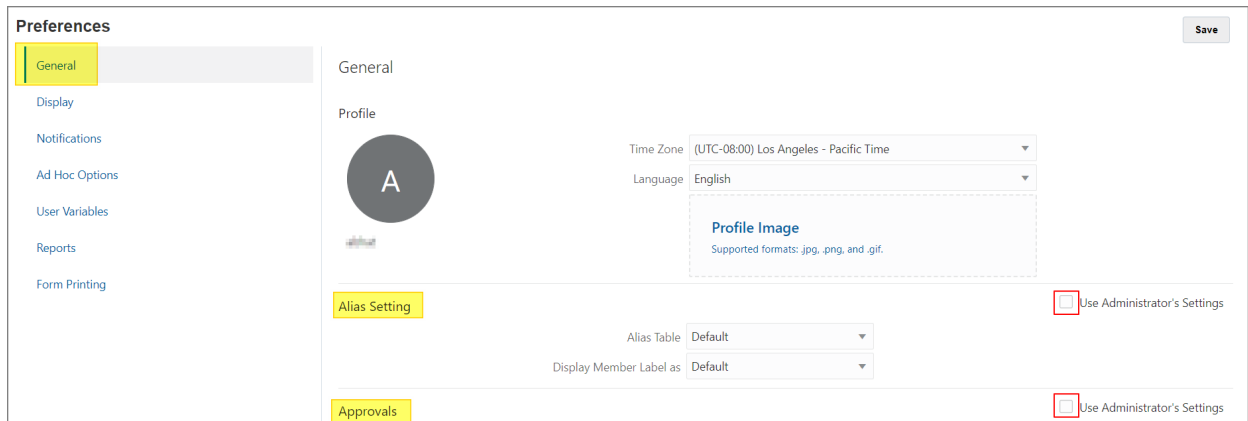
1. From the homepage, click the **Navigator** icon (three dashes at top left).



2. Under Tools, click on **User Preferences**.

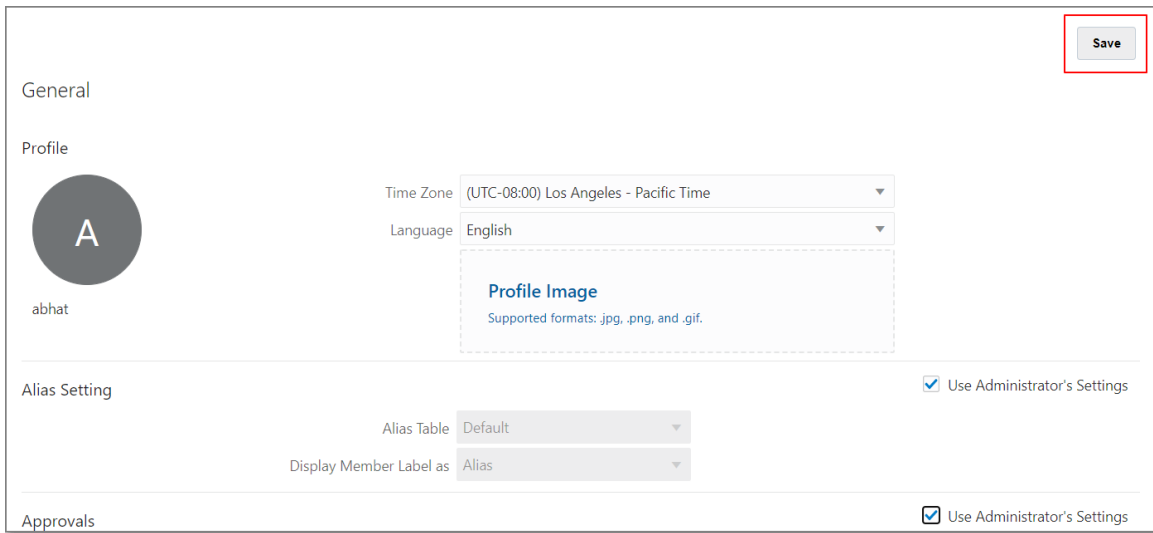


3. In the **General** Preferences, click on the **Use Administrator's Settings** checkbox in both the *Alias Setting* and *Approvals* sections.



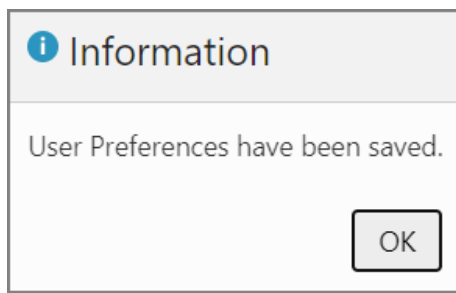


4. Click the **Save** button.

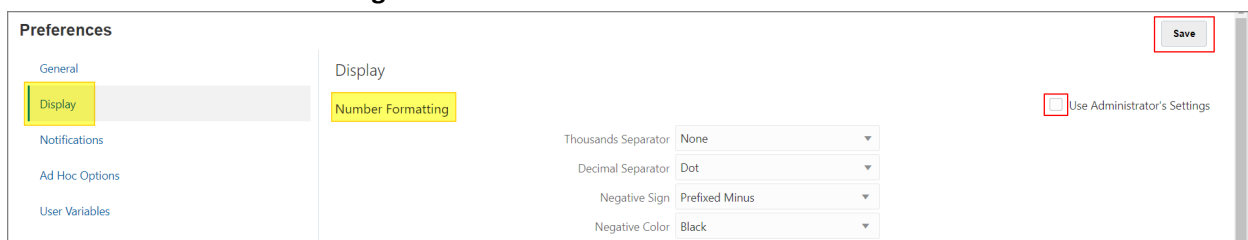


The form is titled "General" and contains several sections. The "Profile" section includes a circular profile picture placeholder with the letter "A" and the name "abhat". To the right, there are dropdown menus for "Time Zone" (set to "(UTC-08:00) Los Angeles - Pacific Time") and "Language" (set to "English"). Below these is a "Profile Image" section with a dashed border and the text "Supported formats: .jpg, .png, and .gif." The "Alias Setting" section includes dropdowns for "Alias Table" (set to "Default") and "Display Member Label as" (set to "Alias"). At the bottom, there is an "Approvals" section. A "Save" button is located in the top right corner, highlighted with a red box. Checkboxes for "Use Administrator's Settings" are present next to the "Alias Setting" and "Approvals" sections.

5. Click **OK** in the Information window.

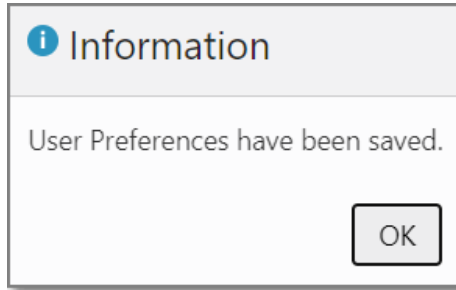


6. Click on the **Display** Preferences, and in the *Number Formatting* section click on the **Use Administrator's Settings** checkbox. Click **Save** when done.

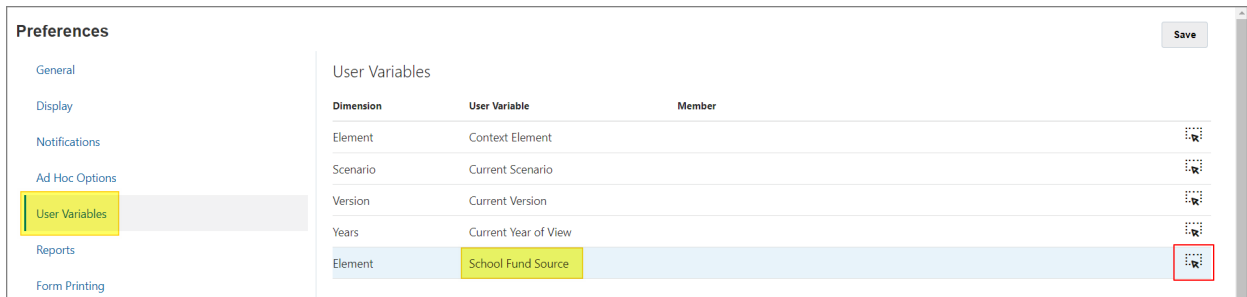


The "Preferences" dialog box has a sidebar on the left with tabs for "General", "Display", "Notifications", "Ad Hoc Options", and "User Variables". The "Display" tab is selected and highlighted with a yellow box. The main area is titled "Display" and contains a "Number Formatting" section, also highlighted with a yellow box. This section includes dropdown menus for "Thousands Separator" (set to "None"), "Decimal Separator" (set to "Dot"), "Negative Sign" (set to "Prefixed Minus"), and "Negative Color" (set to "Black"). A checkbox for "Use Administrator's Settings" is located to the right of these dropdowns, highlighted with a red box. A "Save" button is in the top right corner, also highlighted with a red box.

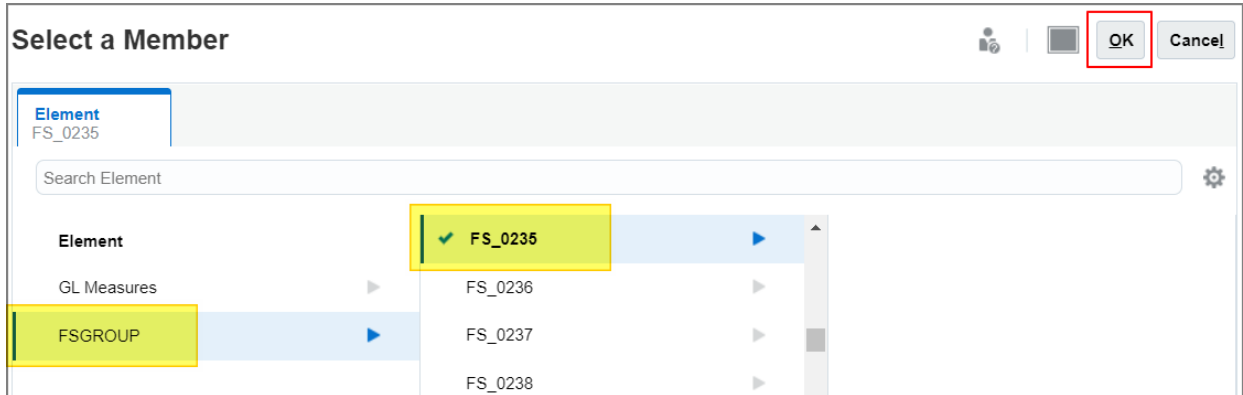
7. Click **OK** in the Information window.



8. Click on the **User Variables** Preferences. Go to the Element *School Fund Source* row, and click on the **Member Selector** icon.

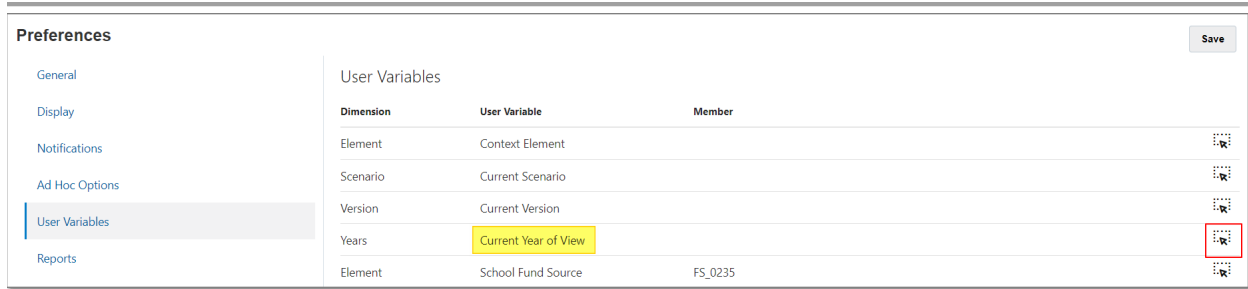


9. From the Select a Member window, click on **FSGROUP**, select your work location's **funding source**. Once the blue checkmark has recorded your selection, Click **OK**.



10. Go to the Dimension "Years" *Current Year of View* row, and click on the **Member Selector** icon.

# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE



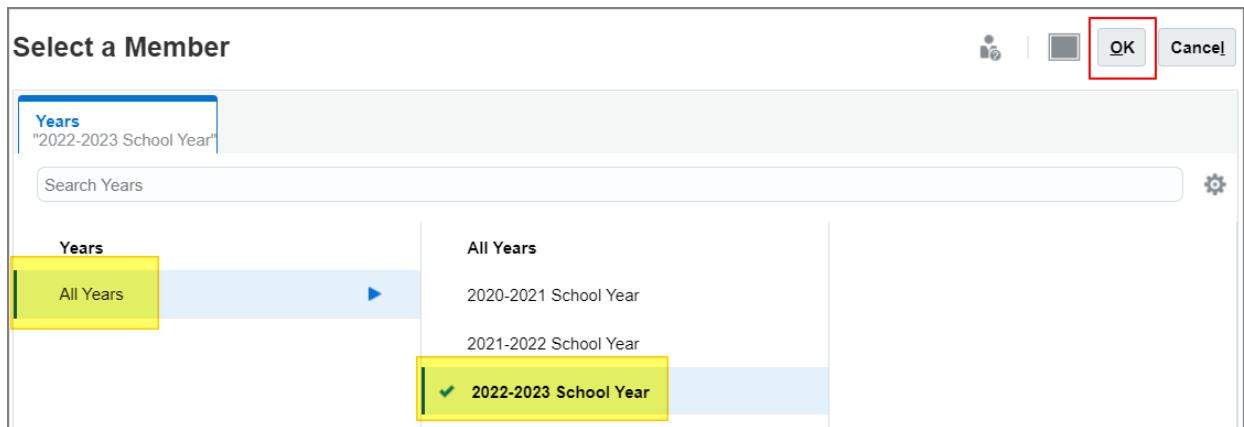
**Preferences** Save

General  
Display  
Notifications  
Ad Hoc Options  
**User Variables**  
Reports

User Variables

Dimension	User Variable	Member
Element	Context Element	
Scenario	Current Scenario	
Version	Current Version	
Years	Current Year of View	
Element	School Fund Source	FS_0235

11. Click on *All Years*, and select the year for which you are planning. Once the blue checkmark has recorded your selection, Click **OK**.



**Select a Member** OK Cancel

Years  
"2022-2023 School Year"

Search Years

**Years**

All Years

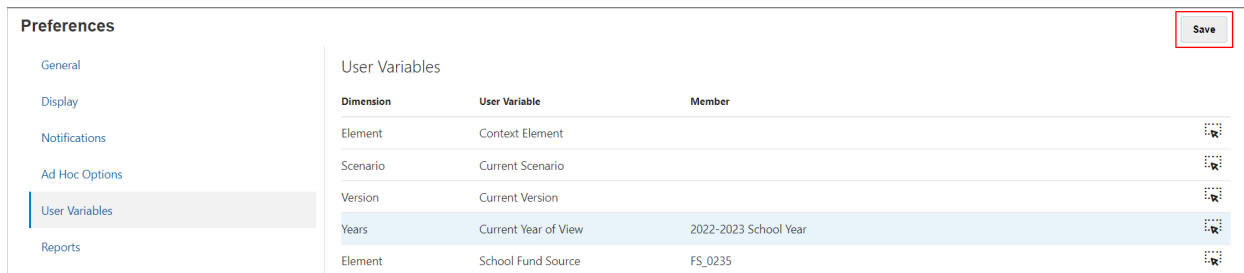
**All Years**

2020-2021 School Year

2021-2022 School Year

✓ 2022-2023 School Year

12. Click the **Save** button, and Click **OK** in the Information window.



**Preferences** Save

General  
Display  
Notifications  
Ad Hoc Options  
**User Variables**  
Reports

User Variables

Dimension	User Variable	Member
Element	Context Element	
Scenario	Current Scenario	
Version	Current Version	
Years	Current Year of View	2022-2023 School Year
Element	School Fund Source	FS_0235

13. Click the **Home** icon in the top right of the screen to return to the homepage.



**Please note:** If you are assigned to one school or work location, you will only need to complete this process **once**. If your work location changes, you will need to update this User Preference with your new location. If you are assigned to multiple locations, select **Funding Source** from the **GL measures** menu item instead of your work location.

## Accessing and Editing the School Budget

1. From the homepage, click on the **School Budget** icon.



2. Confirm you are accessing the correct work location in the **Entity** field. (This will be useful if you are assigned to **multiple locations**). To change the work location displayed, click on the **Entity** link.

A screenshot of the "Admin Position Info" section in the School Budget Planning Tool. The "Entity" field is highlighted with a red box and contains the text "ES01 Training School - Elem". The "Scenario" field contains "Budget", the "Version" field contains "Working\_SB", and the "Years" field contains "FY23".

Scenario	Version	Years	Entity
Budget	Working_SB	FY23	ES01 Training School - Elem

3. From the Select a Member window, select your work location, and click **OK**.

A screenshot of the "Select a Member" window. The "Entity" field is highlighted with a red box and contains the text "ES01 Training School - Elem". Below the field, there is a list of entities: "ES01 Training School - Elem" (highlighted with a yellow background) and "HS01 Training School - High". The "OK" button is also highlighted with a red box.

Entity

ES01 Training School - Elem

HS01 Training School - High

4. Click the **Go** arrow to update the grid with your selected location's budget data.

A screenshot of the "Admin Position Info" section in the School Budget Planning Tool. The "Entity" field contains "ES01 Training School - Elem". A red arrow points from the "Entity" field to the "Go" button, which is highlighted with a red box. The "Go" button is located next to the "Actions" button.

Entity

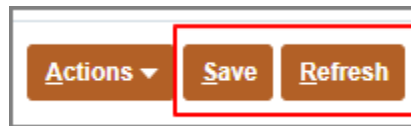
ES01 Training School - Elem

## Navigating and Understanding the School Budget

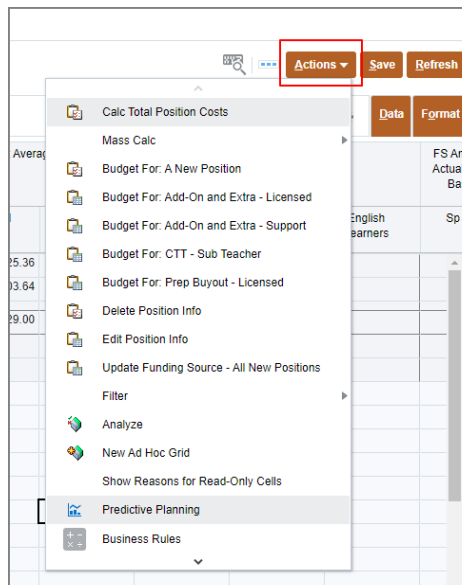
1. The **Scenario** cell contains the “ledger name” for data in the grid. This makes up budget data (in combination with the Year and Entity cells).
2. The **Years** cell contains the fiscal year for the budget you are working in.
3. The **Entity** cell contains the **school or work location** you are currently budgeting for.

<b>Scenario</b> Budget	<b>Version</b> Working_SB	<b>Years</b> FY23	<b>Entity</b> ES01 Training School - Elem
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4. The **Save** button allows you to save changes made to the budget scenario. Any unsaved changes in the grid will be highlighted in yellow. In some scenarios, clicking Save will update the **Summary Totals** area.
5. The **Refresh** button replaces the currently displayed data with **saved data**. This button can be used to revert changed data (if clicked before saving) to original values.



6. The **Actions** button houses a menu of actions that can be used when modifying the budget form. Using the “Up” and “Down” arrows will allow you to scroll through available menu items. Some actions in this menu can be accessed when right-clicking on certain areas within the School Budget Form.



# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

- The **Admin tab** houses all **current** Administrative positions and employees at the site. This includes Principals, Assistant Principals, etc. At the bottom of the tab, a total of **all** Administrative positions and the amounts taken from each funding source will display.

Admin

Licensed

Support

Extra Pay

Supplies and Other Services

Supplemental Local Allocations...

SUMMARY TOTALS

View Contracted Rates

Admin Position Info

...

Actions

Save

Refresh

Scenario Budget

Version Working\_SB

Years FY23

Entity

Employee Name

Shared Position

Eff Start Date

Eff Stop Date

Planned FTE

FS Percentage

Total Fund Src

FS Amount Average Cost Basis

FS Amount Actual Cost Basis

FS Am

Assumption

Assumption

Assumption

Assumption

Assumption

Gen Fund

Allocation Pct

Gen Fund

GenF Read by 3

At-Risk

English Learners

ESSER III

GAT

ELE PRINC (9 MOS) - U7000

P\_10025764\_1

ELE PRINC (9 MOS)

Employee 1

CCSD LastName.FirstName EM\_523552

7/1/22

1.00

100.00

100.00

162,025.36

FORM TOTALS

1.00

162,025.36

- The **Licensed tab** houses all **current** Licensed positions and employees at the site. This includes Teachers (listed by teacher type), Counselors, etc. At the bottom of the tab, a total of **all** Licensed positions and the amounts taken from each funding source will display.

Admin

Licensed

Support

Extra Pay

Supplies and Other Services

Supplemental Local Allocations...

SUMMARY TOTALS

View Contracted Rates

Licensed Position Info

Scenario Budget

Version Working\_SB

Years FY23

Entity

Actions

Save

Refresh

				Employee Name	Assigned Position Number	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE	FS Percentage				FS Percentage	
				Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	Gen Fund Read by 3	At Risk	English Learners	GATE	Sp Ed
KDO 1 AM/1 PM - C1000	P_10008381_1	KDO 1 AM/1 PM	Employee 1	CCSD LastName.FirstName EM_325191			7/1/22		1.00	100.00					
			Employee 2	CCSD LastName.FirstName EM_331715			7/1/22		1.00	100.00					
			Employee 3	CCSD LastName.FirstName EM_516040			7/1/22		1.00	100.00					
GRADE 1 - C1010	P_10008382_1	GRADE 1	Employee 1	CCSD LastName.FirstName EM_10014323			7/1/22		1.00	100.00					
			Employee 2	CCSD LastName.FirstName EM_553069			7/1/22		1.00	100.00					
GRADE 2 - C1020	P_10008383_1	GRADE 2	Employee 1	CCSD LastName.FirstName EM_312411			7/1/22		1.00	100.00					
			Employee 2	CCSD LastName.FirstName EM_502600			7/1/22		1.00	100.00					
	P_10008384_1	GRADE 2	Employee 1	CCSD LastName.FirstName EM_10034305			7/1/22		1.00	100.00					
			Employee 2	CCSD LastName.FirstName EM_520954			7/1/22		1.00	100.00					

- The **Support tab** houses all **current** Support positions and employees at the site. This includes Office Managers, First Aid Safety Assistants, Registrars, etc. At the bottom of the tab, a total of the Support amounts taken from each funding source will appear.

Admin

Licensed

Support

Extra Pay

Supplies and Other Services

Supplemental Local Allocations...

SUMMARY TOTALS

View Contracted Rates

Support Position Info

Scenario Budget

Version Working\_SB

Years FY23

Entity

Actions

Save

Refresh

				Employee Name	Shared Position	Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date	FS Percentage	FS Percentage			Total Fund Src	FS Amount Average Cost Basis	FS Amount Actual Cost Basis
				Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	Food	Sp Ed	Allocation Pct	Gen Fund	Al-Risk	
FRST AID/SFTY AST - N0090	P_10008400_1	FRST AID/SFTY AST	Employee 1	CCSD LastName.FirstName EM_542377		09 Months	6.00	7/1/22		100.00			100.00	100.00	35,050.06	
SCHOOL AIDE - N0100	P_10008401_1	SCHOOL AIDE	Employee 1	CCSD LastName.FirstName EM_10041392		10 Months	6.50	7/1/22		100.00			100.00	100.00	35,917.79	
LIBRARY AIDE - N0105	P_10008402_1	LIBRARY AIDE	Employee 1	CCSD LastName.FirstName EM_10028386		09 Months	2.50	7/1/22		100.00			100.00	100.00	9,330.74	
	P_10008403_1	LIBRARY AIDE	Employee 1	CCSD LastName.FirstName EM_10028386		09 Months	4.10	7/1/22		100.00			100.00	100.00	23,554.21	
ELEM SCHOOL CLERK - N0143	P_10008404_1	ELEM SCHOOL CLERK	Employee 1	CCSD LastName.FirstName EM_317741		11 Months	8.00	7/1/22		100.00			100.00	100.00	59,443.67	
SPTA II - N0162	P_10008406_1	SPTA II	Employee 1	CCSD LastName.FirstName EM_10049345		09 Months	6.00	7/1/22			100.00		100.00	100.00		
			Employee 2	CCSD LastName.FirstName EM_10090528		09 Months	6.00	7/1/22			100.00		100.00	100.00		
			Employee 3	CCSD LastName.FirstName EM_319789		09 Months	6.00	7/1/22			100.00		100.00	100.00		
			Employee 4	CCSD LastName.FirstName EM_540930		09 Months	6.00	7/1/22			100.00		100.00	100.00		

**Please note:** The total number of positions does **not** appear due to the fact that Support positions are calculated differently based on months/hours worked per position.

10. The **Extra Pay** tab is a **view-only** tab. It provides a quick way to view positions that have been budgeted for:

- Prep Buys
- Licensed Add-On and Extra Time
- Support Add-On and Extra Time

This tab includes totals at the bottom by employee type.

		Emp Name	FS Amount Prep Buy		FS Amount Add-On	FS Amount Extra
		Assumption	Gen Fund	At-Risk	Gen Fund	Gen Fund
KDG 1 AM/1 PM1 - C1000	P_10008381_1 KDG 1 AM/1 PM	CCSD LastName,FirstName EM_331715	7,805.40			
	P_10008381_1 KDG 1 AM/1 PM	CCSD LastName,FirstName EM_516040		4,071.24		
GRADE 2 - C1020	P_10008384_1 GRADE 2	CCSD LastName,FirstName EM_10034305			2,695.81	3,261.68
	LICENSED ADDITIONAL EARNINGS TOTAL		7,805.40	4,071.24	2,695.81	3,261.68
FRST AID/SFTY AST - N0090	P_10008400_1 FRST AID/SFTY AST	CCSD LastName,FirstName EM_542377			1,483.75	2,299.19
SCHOOL AIDE - N0100	P_10008401_1 SCHOOL AIDE	CCSD LastName,FirstName EM_10041392			1,219.02	2,361.21
	SUPPORT ADDITIONAL EARNINGS TOTAL				2,702.77	4,660.40

11. The **Supplies and Other Services** tab provides a direct entry of non-position budget dollars by funding source. This includes:

- Bulk Prep Periods
- Employee Training
- General Supplies
- And more

The service type appears on the left, while the funding source displays at the top. This is a **modifiable** tab.

CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

Period	Years	Scenario	Version	Entity	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER III
BegBalance	2022-2023 School Year	Budget	Strategic Budget									
Enter total year dollar amount to a Funding Source:												
5116540000 Extra Duty Licensed												
5116810000 Preparation Periods												1,000.00
5117952000 Extra Duty Support Staff												
5118259000 Extra Duty Administrator												
5320000000 Education Services												

12. The **Supplemental Local Allocations (SLA)** tab houses SLA information. This may include:

- ELL Placement Testing Personnel
- Partnership Field Trips
- Landscape Maintenance
- And more-

Years	Scenario	Version	Entity	Gen Fund	English Learners
2022-2023 School Year	Budget	Strategic Budget			
AARSI - ELL Placement Testing Personnel (Vacant)				1,602.93	
AU - Prime 6 Field Trips				0.00	
BF - Utilities and Trash Disposal				132,445.22	
ELL - Student Success Advocates					1,009.22
FD - Landscape Maintenance				0.00	
Total Supplemental Local Allocations (SLA)				134,048.15	1,009.22

13. The **Summary Totals** tab contains a running total of each tab available in the School Budget form. This includes Administrative, Licensed, Support, Extra Pay, et cetera. It provides total dollar amounts by each tab type and from what funding source they are being taken. Any cells appearing in red delineate a **negative balance**, which **must** be reconciled before a budget scenario can be promoted for review and approval. The **Remaining Budget to Spend** row displays a message when funds have been overspent or if there is a remaining balance to spend. The funding sources to the right of **ZFS-Edit** are managed centrally and are noneditable.



# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

<div> Admin Licensed Support Extra Pay Supplies and Other Services Supplemental Local Allocations SUMMARY TOTALS View Contracted Rates </div>														
SB Summary Totals and Remaining to Spend ASO														
<div> Years: 2022-2023 School Year Budget Scenario: Entity: </div>														
			Gen Fund	CSR	HOPE2	Magnet	GenF Read by 3	Academic Support Funding	Title I	At-Risk	English Learners	ESSER III	ZFS EDIT	Food
ALLOCATED FUNDS:		REMAINING BUDGET TO SPEND	32,525.69	0.00	0.00	0.00	0.52	0.00	0.00	1,661.93	-10,576.84	65,216.00	88,827.30	-38,795.82
Target	All Jobs	Includes Carryover												
BUDGET SPENT:		FS Amount Actual Cost Basis	2,708,203.69	0.00	0.00	0.00	94,939.00	0.00	0.00	53,672.87				
Strategic Budget	Admin Jobs	Total Funding Amount	162,025.36										162,025.36	
	Licensed Jobs	Total Funding Amount	1,896,676.21				94,938.48			47,939.70	48,253.97	0.00	2,087,806.36	80,916.17
		FS Amount Prep Buy	7,805.40							4,071.24			11,876.64	
		FS Amount Add-On	2,695.61										2,695.61	
		FS Amount Extra	3,261.68										3,261.68	
	Support Jobs	Total Funding Amount	461,802.22	0.00			0.00	0.00		0.00	0.00	0.00	461,802.22	38,795.82
		FS Amount Add-On	2,702.77										2,702.77	
		FS Amount Extra	4,660.40										4,660.40	
	All Jobs	Supplies and Other Services	0.00				0.00		0.00	0.00	1,000.00		1,000.00	
		Supplemental Local Allocations (SLA)	134,048.15								1,009.22		135,057.38	
TOTAL BUDGET SPENT			2,675,678.00	0.00			94,938.48	0.00	0.00	52,010.84	49,263.19	1,000.00	2,872,890.62	38,795.82
		REMAINING BUDGET TO SPEND	32,525.69	0.00	0.00	0.00	0.52	0.00	0.00	1,661.93	-10,576.84	65,216.00	88,827.30	-38,795.82

14. The **View Contracted Rates** tab houses a list of *actual* salary and fringe contracted rates for each employee.

<div> Admin Licensed Support Extra Pay Supplies and Other Services Supplemental Local Allocations... SUMMARY TOTALS View Contracted Rates </div>														
SB Contract Rates														
<div> Years: 2022-2023 School Year Budget Scenario: Strategic Budget Version: Entity: </div>														
		Employee Name	CONTRACT RATE	Basic Salary Expense-Actual Basis	Benefits Expense-Actual Basis									
		Assumption	Salary and Fringe	Assumption	Public Emp Retirement System	Occupational Injury Management	State Unemployment Ins	Medicare	Unified EGI	Certified EGI	Support EGI			
ADMIN:														
ELE PRINC (9 MOS) - U7000	P_10026764_1 ELE PRINC (9 MOS)	CCSD LastName,FirstName EM_523652	147,655.83	103,829.00	30,889.13	882.55	51.91	1,505.52	10,497.72					
LICENSED:														
KDG 1 AM/1 PM1 - C1000	P_10008381_1 KDG 1 AM/1 PM	CCSD LastName,FirstName EM_325191	91,530.14	62,898.00	18,712.16	534.63	31.45	912.02		8,441.88				
	P_10008381_1 KDG 1 AM/1 PM	CCSD LastName,FirstName EM_331715	95,284.42	65,740.00	19,557.65	558.79	32.87	953.23		8,441.88				
	P_10008381_1 KDG 1 AM/1 PM	CCSD LastName,FirstName EM_516040	99,034.74	68,579.00	20,402.25	582.92	34.29	994.40		8,441.88				
GRADE 1 - C1010	P_10008382_1 GRADE 1	CCSD LastName,FirstName EM_10014323	97,160.24	67,160.00	19,980.10	570.86	33.58	973.82		8,441.88				
	P_10008382_1 GRADE 1	CCSD LastName,FirstName EM_553069	115,925.04	81,365.00	24,206.09	691.60	40.68	1,179.79		8,441.88				
GRADE 2 - C1020	P_10008383_1 GRADE 2	CCSD LastName,FirstName EM_312411	97,160.24	67,160.00	19,980.10	570.86	33.58	973.82		8,441.88				
	P_10008383_1 GRADE 2	CCSD LastName,FirstName EM_502600	95,284.42	65,740.00	19,557.65	558.79	32.87	953.23		8,441.88				
	P_10008384_1 GRADE 2	CCSD LastName,FirstName EM_10034305	85,901.36	58,637.00	17,444.51	498.41	29.32	850.24		8,441.88				
	P_10008384_1 GRADE 2	CCSD LastName,FirstName EM_520954	91,530.14	62,898.00	18,712.16	534.63	31.45	912.02		8,441.88				

## Student-Teacher Ratio Validation (Elementary schools only)

1. From the school budget right-click the Entity (school).
2. Select **View Student Teacher Ratio Validation**.

The screenshot shows the 'Admin Position Info' window. A right-click context menu is open over the 'Entity' column header. The menu options include: View Student Teacher Ratio Validation (highlighted), Calc Total Position Costs, Mass Calc, Budget For: A New Position, Budget For: Add-On and Extra - Licensed, Budget For: Add-On and Extra - Support, Budget For: CTT - Sub Teacher, Budget For: Prep Buyout - Licensed, Delete Position Info, Edit Position Info, and Update Funding Source - All New Positions. The background table shows employee information with columns: Employee Name, Shared Position, Eff Start Date, Eff Stop Date, and Planned FTE.

3. Click **Save** to update the ratios.

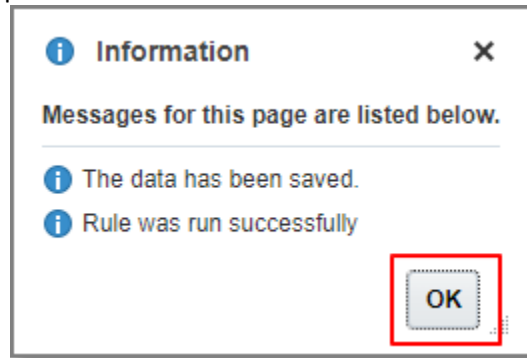


The screenshot shows the 'Student Teacher Ratio Validations' window. It displays a table with columns: ST Ratio Limit, Students, and Difference. The table lists data for Elementary Star 1 or 2 Schools, Elementary Star 3 or 4 or 5 Schools, Grade1, Grade2, Grade3, and Value Count. The Grade1 row is highlighted in red, indicating a difference of -5.00. A yellow tooltip message states: 'Row Grade1Elem - Star 3 or 4 or 5 - Grade 1 Column: Difference: -5.00 This cell is read-only You exceeded the Student Teacher Ratio limit. Please update your budget.' The bottom of the window has a message: 'Click SAVE to update the ratios'.

		ST Ratio Limit	Students	Difference
Elementary Star 1 or 2 Schools				
Elementary Star 3 or 4 or 5 Schools				
Grade1	Elem - Star 3 or 4 or 5 - Grade 1	22.00	27.00	-5.00
Grade2	Elem - Star 3 or 4 or 5 - Grade 2	22.00	14.25	7.75
Grade3	Elem - Star 3 or 4 or 5 - Grade 3	24.00	17.67	6.33
	Value Count	3.00	3.00	0.00

**Note:** Grade 1 has exceeded the student-teacher ratio threshold. Add a position in first grade and re-run the ratio validation.

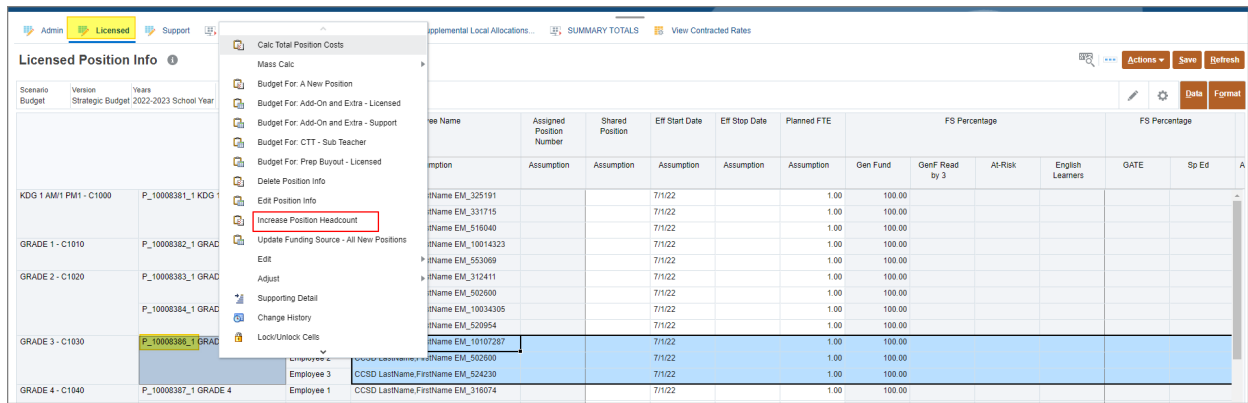
4. Click **OK** in the pop-up information window.



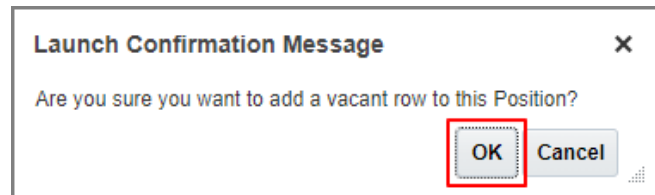
## Increasing the Headcount of an Existing Position

Use this function to increase the headcount of an existing position, and use the same funding source allocation and position attributes (full-time, part-time, number of months, hours, etc.) of the existing position.

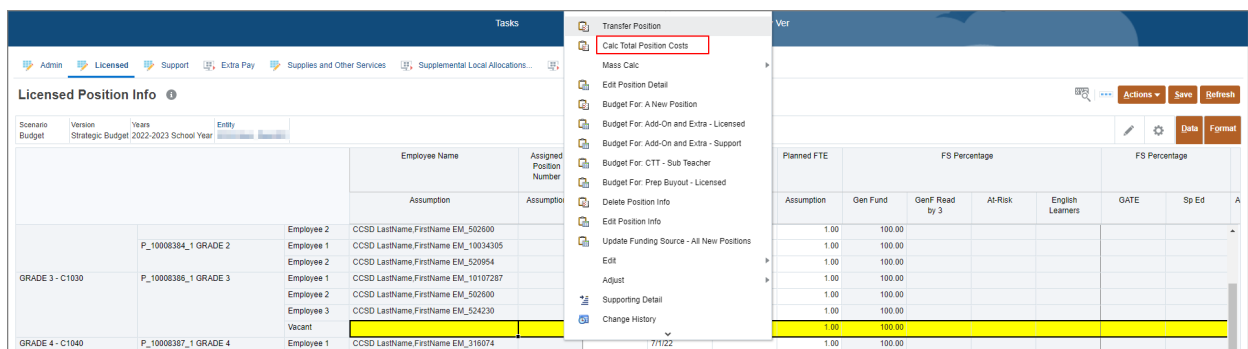
1. From the Admin, **Licensed**, or Support tab
2. Right-click from the position cell and select **Increase Position Headcount**.



3. Click **OK** when prompted to proceed.



4. When done, scroll to the position, and a new vacant position row will be created and highlighted in yellow. Right-click the yellow vacant position.
5. Select **Calc Total Position Costs**.



# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

## 6. Click **Save** to aggregate this new amount in the **Summary Totals**.

Admin
Licensed
Support
Extra Pay
Supplies and Other Services
Supplemental Local Allocations...
SUMMARY TOTALS
View Contracted Rates

Licensed Position Info

Scenario

Budget

Version

Strategic Budget 2022-2023 School Year

Years

Entity

Employee Name

Assigned Position Number

Shared Position

Eff Start Date

Eff Stop Date

Planned FTE

Assumption

Assumption

Assumption

Assumption

Assumption

Assumption

Gen Fund

GRADE 2 - C1020	P_10008383_1 GRADE 2	Employee 2	CCSD LastName,FirstName EM_553069			7/1/22		1.00	100.C
		Employee 1	CCSD LastName,FirstName EM_312411			7/1/22		1.00	100.C
	P_10008384_1 GRADE 2	Employee 2	CCSD LastName,FirstName EM_502600			7/1/22		1.00	100.C
		Employee 1	CCSD LastName,FirstName EM_10034305			7/1/22		1.00	100.C
GRADE 3 - C1030	P_10008386_1 GRADE 3	Employee 2	CCSD LastName,FirstName EM_520954			7/1/22		1.00	100.C
		Employee 1	CCSD LastName,FirstName EM_10107287			7/1/22		1.00	100.C
		Employee 2	CCSD LastName,FirstName EM_502600			7/1/22		1.00	100.C
		Employee 3	CCSD LastName,FirstName EM_524230			7/1/22		1.00	100.C
		Vacant				7/1/22		1.00	100.C

\*Double-click [here](#) to return to the Table of Contents

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## Adding and Adjusting Positions

1. From the Admin, Licensed or **Support** tab click the **Actions** menu.
2. Click **Budget For: A New Position**.

The screenshot shows the 'Support Position Info' window. The 'Support' tab is selected in the top navigation bar. The 'Actions' dropdown menu is open, and 'Budget For: A New Position' is highlighted. The main table lists positions with columns for Scenario, Version, Years, Entity, Employee Name, Shared Position, Months Work Override, and Hours Per Day Over.

Scenario	Version	Years	Entity	Employee Name	Shared Position	Months Work Override	Hours Per Day Over
FRST AID/SFTY AST - N0090	P_10008400_1	FRST AID/SFTY AST	Employee 1	CCSD LastName.FirstName EM_542377		09 Months	
SCHOOL AIDE - N0100	P_10008401_1	SCHOOL AIDE	Employee 1	CCSD LastName.FirstName EM_10041392		10 Months	

3. Review the job code. To change the Job, type it into the job code field or click the **Member Selector** to search.

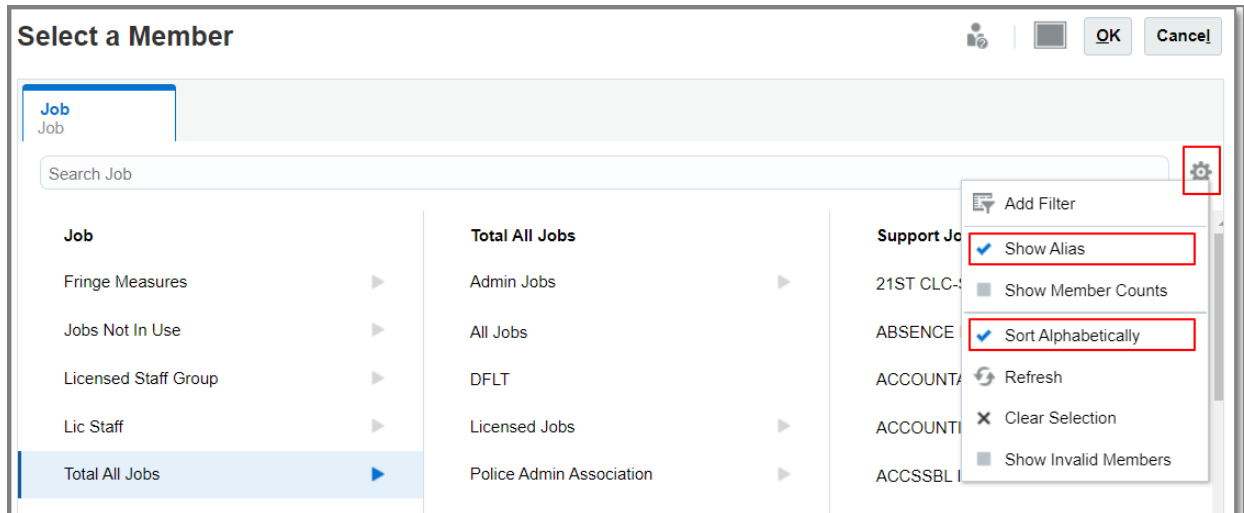
The screenshot shows the 'Add New Position by Job Code' window. The job code field contains 'N0090' and is highlighted with a red box. There are 'Launch' and 'Cancel' buttons on the right.

- a. In the **Select a Member** window, locate the desired Job. Use the **Search Job** bar to search for available jobs.

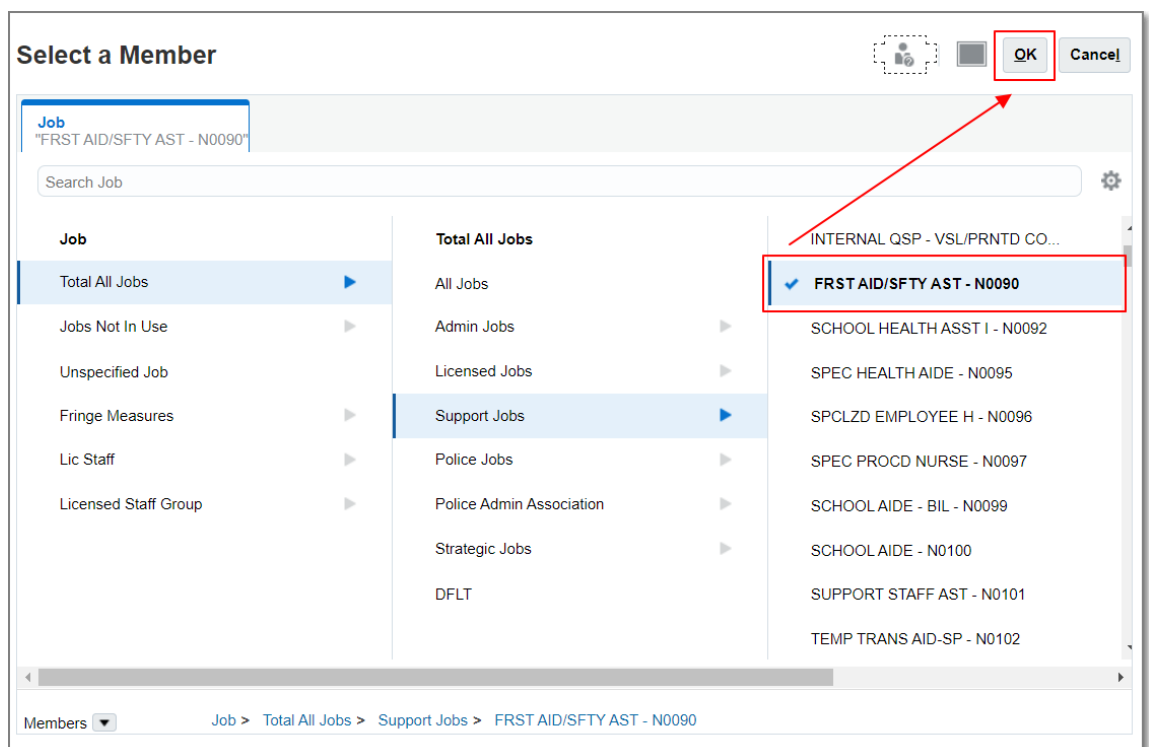
The screenshot shows the 'Select a Member' window. The 'Search Job' bar is highlighted with a red box. Below the search bar is a table with columns for Job, Total All Jobs, and the job details.

Job	Total All Jobs	
FRST AID/SFTY AST - N0090		
SCHOOL HEALTH ASST I - N0092		

- i. To sort the jobs alphabetically click the **settings** gear icon.
- ii. Select the **Sort Alphabetically** option.
- iii. To display the job code *descriptions* select the **Show Alias** setting.



- b. Click on the desired **job code** until the blue checkmark appears next to the selected job.
- c. Click **OK**.



4. In the *Add New Position by Job Code* window click **Launch**.

Add New Position by Job Code

Launch

Cancel

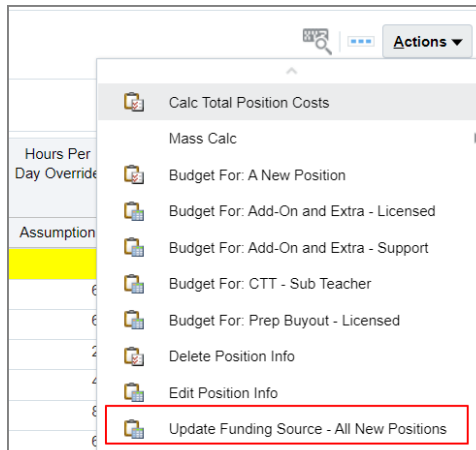
\* Select FROM Job Code

N0090

a. The funding source defaults to the General Fund. To change the funding source click the **Actions** menu.

Admin	Licensed	Support	Extra Pay	Supplies and Other Services	Supplemental Local Allocations...	SUMMARY TOTALS	View Contracted Rates
Support Position Info							
Scenario Budget	Version Strategic Budget 2022-2023 School Year	Years	Entity				
				Employee Name	Shared Position	Months Work Override	Hours Per Day Override
				Assumption	Assumption	Assumption	Assumption
				Eff Start Date	Eff Stop Date	FS Percentage	
				Assumption	Assumption	Gen Fund	
FRST AID/SFTYAST - N0090				New Position 11	Vacant	Vacant	100.00

b. Select **Update Funding Source - All New Positions**.





# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

- c. **Delete** the funding source allocation percent from the Gen Fund, and update the funding source to the desired fund by typing the percentage into the appropriate funding source.
- d. Click **Save**.
- e. Click on the **Support Position Info** hyperlink to return to the position grid.

Scenario	Version	Years	Entity	Total Fund Src	FS Percentage							FS Amount Average Cost Basis		
					Allocation Pct	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk		English Learners	ESSER III
FRST AID/SFTY AST - N0090	New Position 11	Vacant		100.00							100.00			

5. Select the **number of months** and **hours** for *Support* positions.
6. Click **Save**.

Scenario	Version	Years	Entity	Employee Name	Shared Position	Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date	FS Percentage	
										Gen Fund	At-Risk
FRST AID/SFTY AST - N0090	New Position 11	Vacant		Vacant	Assumption	09 Months	6.00				100.00

7. Right-click on the yellow new position row.
8. Select **Calc Total Position Costs**.

Scenario	Version	Years	Entity	Employee Name	Shared Position	Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date	FS Percentage	
										Gen Fund	At-Risk
FRST AID/SFTY AST - N0090	New Position 11	Vacant		Vacant	Assumption	09 Months	6.00				100.00

9. Confirm the dollar amount calculated in the funding source column desired, and click **Save** to aggregate this new amount in the **Summary Totals**.

Scenario	Version	Years	Entity	op Date	FS Percentage		Total Fund Src	FS Amount Average Cost Basis	FS Amount Actual Cost Basis	FS Amount Actual Cost Basis
					Gen Fund	At-Risk				
FRST AID/SFTY AST - N0090	New Position 11	Vacant				100.00	100.00		35,050.06	

## Change the Funding Source of a New Position

1. From the Admin, **Licensed**, or Support tabs Click **Actions**.
2. Select **Update Funding Source - All New Positions**.

The screenshot shows the 'Licensed Position Info' interface. At the top, there are tabs for Admin, Licensed, Support, Extra Pay, Supplies and Other Services, Supplemental Local Allocations..., SUMMARY TOTALS, and View Contracted Rates. The 'Licensed' tab is active. Below the tabs, there's a search bar and buttons for Actions, Save, and Refresh. The main area displays a table with columns for Scenario, Version, Years, Entity, Employee Name, Assigned Position Number, Shared Position, and Assumption. A dropdown menu is open from the 'Actions' button, showing options like Transfer Position, Calc Total Position Costs, Mass Calc, Edit Position Detail, Budget For: A New Position, Budget For: Add-On and Extra - Licensed, Budget For: Add-On and Extra - Support, Budget For: CTT - Sub Teacher, Budget For: Prep Buyout - Licensed, Delete Position Info, Edit Position Info, and Update Funding Source - All New Positions (highlighted with a red box). The background table lists employees for positions like KDG 1 AM/1 PM1 - C1000, GRADE 1 - C1010, and GRADE 2 - C1020.

3. Locate the vacant position to change the funding source for and **Delete** the value from the unwanted funding source.
4. **Enter** the desired allocation in the appropriate funding source (funding sources must total 100 percent).
5. Click **Save**.

The screenshot shows the 'SB New Pos Edit AllJobs' interface. At the top, there are tabs for Admin, Licensed, Support, Extra Pay, Supplies and Other Services, Supplemental Local Allocations..., SUMMARY TOTALS, and View Contracted Rates. The 'Licensed' tab is active. Below the tabs, there's a search bar and buttons for Actions, Save, and Refresh. The main area displays a table with columns for Scenario, Version, Years, Entity, Total Comp Exp, Total Fund Src, FS Percentage, and FS / Avere B. The table lists positions like GRADE 5 - C1050 and New Position 12. The 'Gen Fund' column for 'New Position 12' is highlighted with a red box, and the 'ESSER III' column for 'New Position 12' is also highlighted with a red box.

6. Click on the **Licensed Position Info** hyperlink to return to the position grid.

The screenshot shows the 'SB New Pos Edit AllJobs' interface. At the top, there are tabs for Admin, Licensed, Support, Extra Pay, Supplies and Other Services, Supplemental Local Allocations..., SUMMARY TOTALS, and View Contracted Rates. The 'Licensed' tab is active. Below the tabs, there's a search bar and buttons for Actions, Save, and Refresh. The main area displays a table with columns for Scenario, Version, Years, Entity, Total Comp Exp, Total Fund Src, FS Percentage, and FS / Avere B. The table lists positions like GRADE 5 - C1050 and New Position 12. The 'Licensed Position Info' hyperlink in the breadcrumb navigation is highlighted with a red box.

# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

7. **Right-click** the yellow highlighted position.
8. Select **Calc Total Position Costs**.

The screenshot shows the 'Licensed Position Info' interface. A context menu is open over a table, with 'Calc Total Position Costs' selected. The table has columns for 'd FTE' and 'FS Percentage'. One row is highlighted in yellow.

d FTE	FS Percentage
1.00	41.26
1.00	100.00
1.00	100.00
1.00	100.00

9. Confirm the dollar amount calculated in the funding source column desired, and click **Save** to aggregate this new amount in the **Summary Totals**.

The screenshot shows the 'Licensed Position Info' interface with the 'Summary Totals' section visible. The 'Save' button is highlighted. The table displays funding source amounts for 'ESSEER III' and 'GATE'.

			Total Fund Src	FS Amount Average Cost Basis		FS Amount Actual Cost Basis		FS Amount Actual Cost Basis	
			Allocation Pct	Gen Fund	GenF Read by 3	At-Risk	English Learners	ESSEER III	GATE
GRADE 5 - C1050	P_10008389_1 GRADE 5	Employee 1	100.00	94,938.48					
	New Position 12	Vacant	100.00					94,938.48	

## Allocation Calculator (Split funding a New position)

A *new position* needs to be created to continue with the allocation calculator. The user should transfer the employee into the new position for the calculator to calculate a percent allocation based on the transferred employee's actual salary (position cost).

In this scenario, there is a remaining budget to spend of \$49,601.63 in At-Risk funds. The budget owner would like to use those remaining funds on funding a Grade 2 - C1020 employee whose *actual* salary is \$85,901.36 annually.

The allocation calculator is a tool that calculates the percentage to allocate to the At-Risk funding source in order to zero out that fund.

Two requirements for the use of this tool:

- Must be a New Position
- Must transfer a Licensed employee to the new position

SB Summary Totals and Remaining to Spend ASO										
Years	Scenario	Entity	Gen Fund	CSR	HOPE2	Magnet	GenF Read by 3	Academic Support Funding	Title I	At-Risk
2022-2023 School Year Budget										
		REMAINING BUDGET TO SPEND	86,199.16	0.00	0.00	0.00	0.52	0.00	0.00	49,601.63
ALLOCATED FUNDS:		Includes Carryover								-10,576
Target	All Jobs	FS Amount Actual Cost Basis	2,708,203.69	0.00	0.00	0.00	94,939.00	0.00	0.00	53,672.87
BUDGET SPENT:										38,686

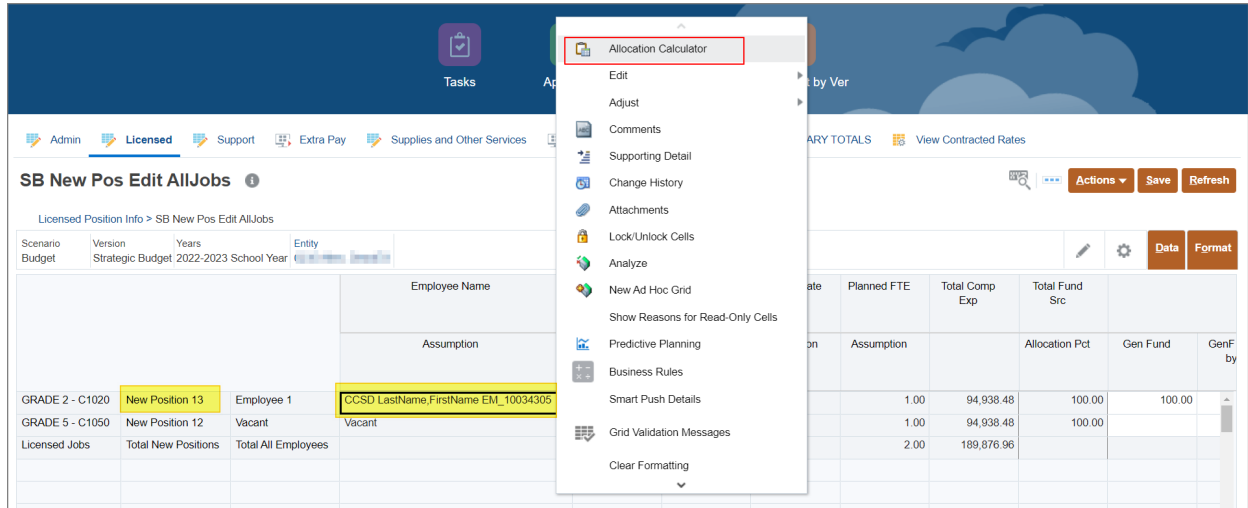
1. From the Admin, **Licensed**, or Support tabs Click **Actions**.
2. Select **Update Funding Source - All New Positions**.

Licensed Position Info										
Scenario	Version	Years	Entity	Employee Name	Assigned Position Number	Shared Position				
Budget	Strategic Budget	2022-2023 School Year		Assumption	Assumption	Assumption				
GRADE 1 - C1010	P_10008382_1	GRADE 1	Employee 3	CCSD LastName,FirstName EM_516040						
			Employee 1	CCSD LastName,FirstName EM_10014323						
			Employee 2	CCSD LastName,FirstName EM_553069						
GRADE 2 - C1020	P_10008383_1	GRADE 2	Employee 1	CCSD LastName,FirstName EM_312411						
			Employee 2	CCSD LastName,FirstName EM_502600						
	P_10008384_1	GRADE 2	Employee 1	CCSD LastName,FirstName EM_10034305	P_10008384_1					
			Employee 2	CCSD LastName,FirstName EM_520954						
	New Position 13		Employee 1	CCSD LastName,FirstName EM_10034305	P_10008384_1					
GRADE 3 - C1030	P_10008386_1	GRADE 3	Employee 1	CCSD LastName,FirstName EM_10107287						

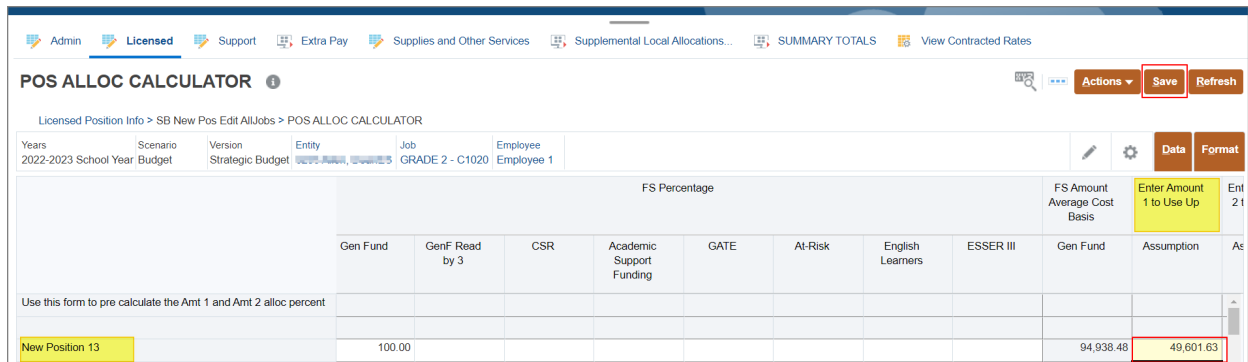
# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

3. Locate the vacant position to update the funding source and **right-click**.
4. Select **Allocation Calculator**.

**Note:** The two requirements have been completed; The identified employee has been *transferred* to **New Position 13**.

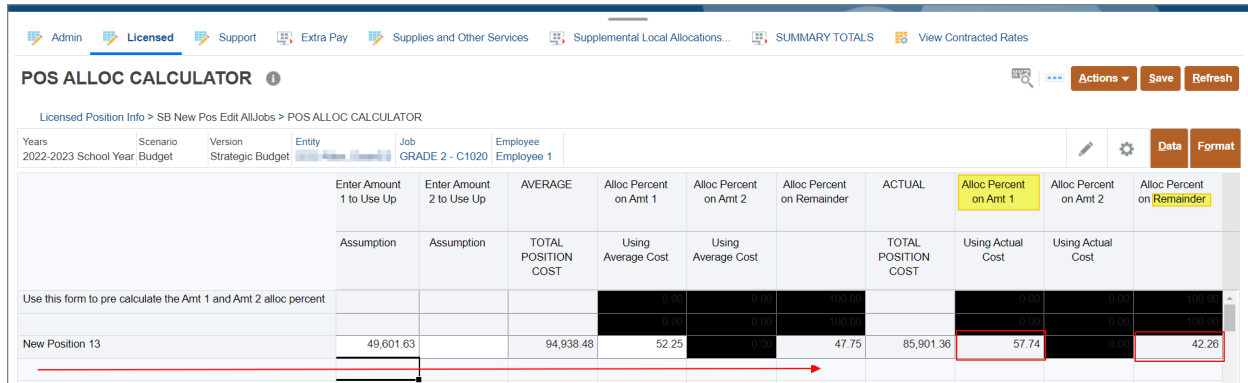


5. Enter the remaining balance (from Summary Totals) to spend down in the **Enter Amount 1 to Use Up** field.
  - a. You can enter up to two amounts.
6. Click **Save**.



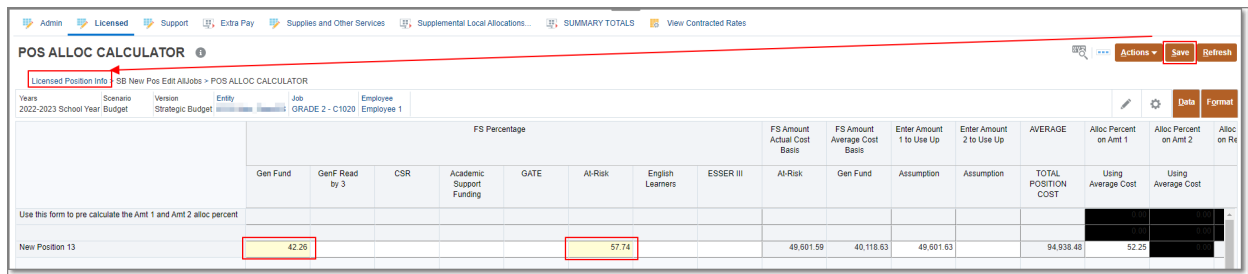
CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

- The system will now have calculated the percentage allocation using both average and actual amounts. The At-Risk funding source calculates position costs using the actual salary of the transferred employee in New Position 13. From our scenario, New Position 13 needs to be split funded with 57.74 percent allocated to the At-Risk funding source in order for the position to consume the \$49,601.63 from our scenario. A position allocation percentage should always equal 100 percent thus the percentage in the *Remainder* cell should be used to complete the funding source allocation.



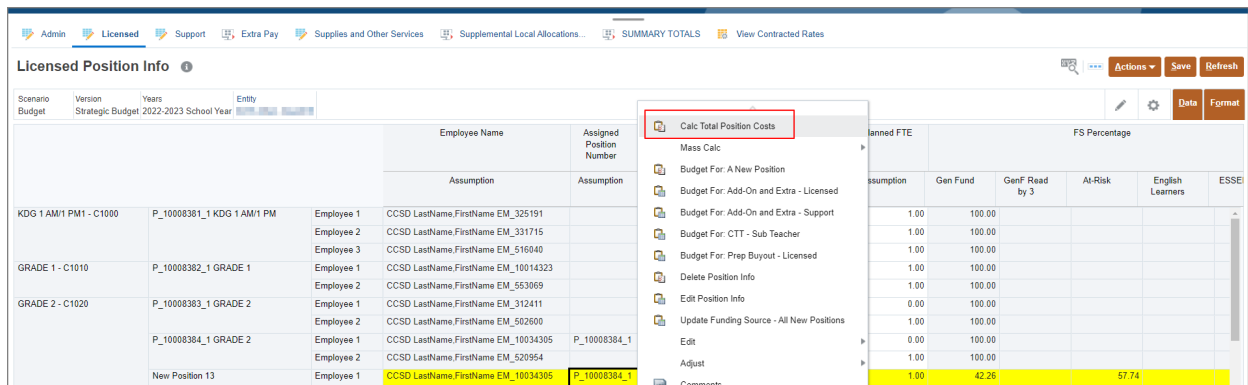
Years	Scenario	Version	Entity	Job	Employee	Enter Amount 1 to Use Up	Enter Amount 2 to Use Up	AVERAGE	Alloc Percent on Amt 1	Alloc Percent on Amt 2	Alloc Percent on Remainder	ACTUAL	Alloc Percent on Amt 1	Alloc Percent on Amt 2	Alloc Percent on Remainder
2022-2023 School Year	Budget	Strategic Budget	CLARK COUNTY SCHOOL DISTRICT	GRADE 2 - C1020	Employee 1			TOTAL POSITION COST	Using Average Cost	Using Average Cost		TOTAL POSITION COST	Using Actual Cost	Using Actual Cost	
Use this form to pre calculate the Amt 1 and Amt 2 alloc percent															
New Position 13						49,601.63		94,938.48	52.25	47.75		85,901.36	57.74		42.26

- Copy (**CTRL + C**) the calculated percentages into the desired funding source fields.
- Click **Save**.
- Click on the **Licensed Position Info** hyperlink to return to the Licensed grid.



Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER III	At-Risk	Gen Fund	Assumption	Assumption	AVERAGE	Alloc Percent on Amt 1	Alloc Percent on Amt 2	Alloc on Rk
Use this form to pre calculate the Amt 1 and Amt 2 alloc percent															
New Position 13						42.26						94,938.48	52.25		42.26

- Right-click the yellow position.
- Select **Calc Total Position Costs**.



Employee Name	Assigned Position Number	Assumption	Assumption	Planned FTE	FS Percentage
KDG 1 AM/1 PM1 - C1000	P_10008381_1 KDG 1 AM/1 PM	Employee 1	CCSD LastName.FirstName EM_325191		
		Employee 2	CCSD LastName.FirstName EM_331715		
		Employee 3	CCSD LastName.FirstName EM_516040		
GRADE 1 - C1010	P_10008382_1 GRADE 1	Employee 1	CCSD LastName.FirstName EM_10014323		
		Employee 2	CCSD LastName.FirstName EM_553069		
GRADE 2 - C1020	P_10008383_1 GRADE 2	Employee 1	CCSD LastName.FirstName EM_312411		
		Employee 2	CCSD LastName.FirstName EM_562600		
	P_10008384_1 GRADE 2	Employee 1	CCSD LastName.FirstName EM_10034305		
		Employee 2	CCSD LastName.FirstName EM_520954		
New Position 13		Employee 1	CCSD LastName.FirstName EM_10034305	P_10008384_1	

CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

13. Confirm the dollar amount calculated in the funding source column desired and click **Save** to aggregate this new amount in the **Summary Totals**.

Admin

Licensed

Support

Extra Pay

Supplies and Other Services

Supplemental Local Allocations...

SUMMARY TOTALS

View Contracted Rates

Licensed Position Info

Scenario Budget

Version Strategic Budget 2022-2023 School Year

Years

Entity

Actions

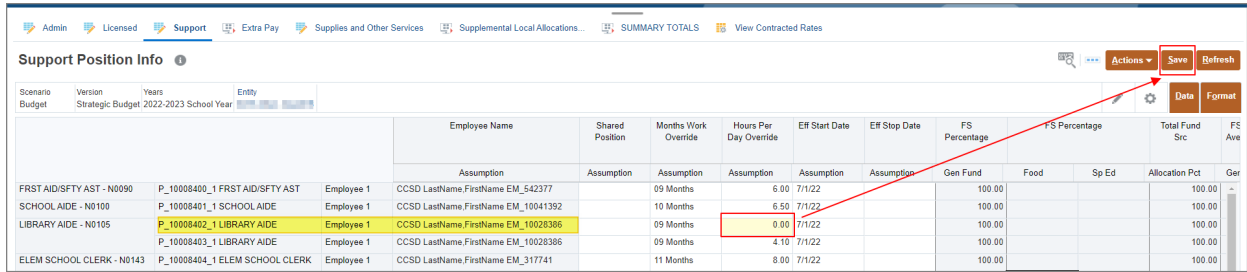
Save

Refresh

			FS Percentage					FS Percentage		Total Fund Src	FS Amount Average Cost Basis		FS Amount Actual Cost I	
			Gen Fund	GenF Read by 3	At-Risk	English Learners	ESSER III	GATE	Sp Ed	Allocation Pct	Gen Fund	GenF Read by 3	At-Risk	English Learners
GRADE 3 - C1030	P_10008384_1 GRADE 2	Employee 2	100.00							100.00	94,938.48			
		Employee 1	100.00							100.00	0.00			
		Employee 2	100.00							100.00	94,938.48			
		New Position 13	Employee 1	42.26		57.74				100.00	40,118.63			49,501.59
	P_10008386_1 GRADE 3	Employee 1	100.00							100.00	94,938.48			

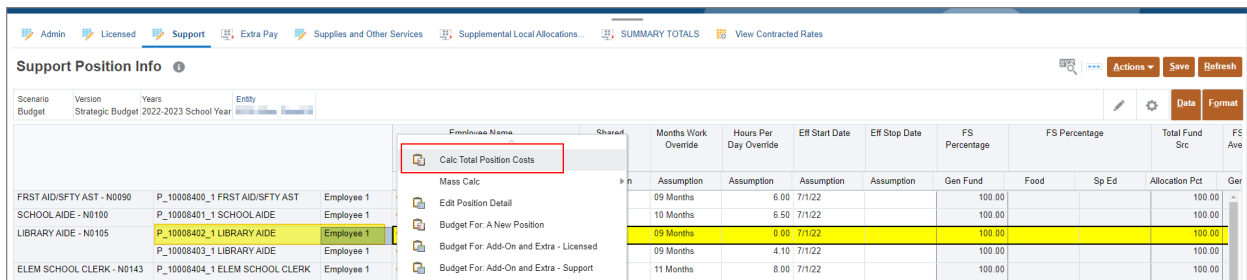
## Removing a Position

- From the Admin, Licensed, or **Support** tabs locate the position to remove.
  - If the position is **Administrative** or **Licensed**, change the **Planned FTE** field to 0.
  - If Support, change the **Hours Per Day** to zero.
- Click **Save**.



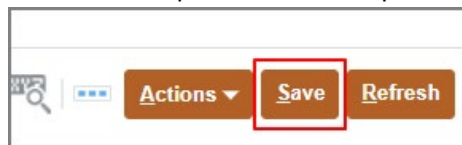
Scenario	Version	Years	Entity	Employee Name	Shared Position	Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date	FS Percentage	FS Percentage	Total Fund Src	FS Ave
FRST AID/SFTY AST - N0090	P_10008400_1	FRST AID/SFTY AST	Employee 1	CCSD LastName.FirstName EM_542377	Assumption	09 Months	6.00	7/1/22		100.00		100.00	
SCHOOL AIDE - N0100	P_10008401_1	SCHOOL AIDE	Employee 1	CCSD LastName.FirstName EM_10041392	Assumption	10 Months	6.50	7/1/22		100.00		100.00	
LIBRARY AIDE - N0105	P_10008402_1	LIBRARY AIDE	Employee 1	CCSD LastName.FirstName EM_10028386	Assumption	09 Months	0.00	7/1/22		100.00		100.00	
	P_10008403_1	LIBRARY AIDE	Employee 1	CCSD LastName.FirstName EM_10028386	Assumption	09 Months	4.10	7/1/22		100.00		100.00	
ELEM SCHOOL CLERK - N0143	P_10008404_1	ELEM SCHOOL CLERK	Employee 1	CCSD LastName.FirstName EM_317741	Assumption	11 Months	8.00	7/1/22		100.00		100.00	

- The position row will highlight in yellow. **Right-click** on the position number.
- Select **Calc Total Position Costs**.



Scenario	Version	Years	Entity	Employee Name	Shared	Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date	FS Percentage	FS Percentage	Total Fund Src	FS Ave
FRST AID/SFTY AST - N0090	P_10008400_1	FRST AID/SFTY AST	Employee 1	CCSD LastName.FirstName EM_542377	Assumption	09 Months	6.00	7/1/22		100.00		100.00	
SCHOOL AIDE - N0100	P_10008401_1	SCHOOL AIDE	Employee 1	CCSD LastName.FirstName EM_10041392	Assumption	10 Months	6.50	7/1/22		100.00		100.00	
LIBRARY AIDE - N0105	P_10008402_1	LIBRARY AIDE	Employee 1	CCSD LastName.FirstName EM_10028386	Assumption	09 Months	0.00	7/1/22		100.00		100.00	
	P_10008403_1	LIBRARY AIDE	Employee 1	CCSD LastName.FirstName EM_10028386	Assumption	09 Months	4.10	7/1/22		100.00		100.00	
ELEM SCHOOL CLERK - N0143	P_10008404_1	ELEM SCHOOL CLERK	Employee 1	CCSD LastName.FirstName EM_317741	Assumption	11 Months	8.00	7/1/22		100.00		100.00	

- Click **Save** when the calculation has completed to reduce position costs in the **Summary Totals**.





## Transfer to an Existing Position (P\_XXXXXXXX\_X)

- Review the **Licensed** page to identify the employee to transfer, as well as *identify the **existing position number** needed to transfer the employee.* **Highlight** the employee row from the cell to the left of the employee name.
  - The scenario displayed is transferring *Employee 1* of position number *P\_10008386\_1* in Job Code GRADE 3 - C1030 to existing position number *P\_10008387\_1*, Job Code GRADE 4 - C1040. There is one incumbent in that position, thus the transferred employee would be labeled *Employee 2*.
- Click **Actions**.
- Select **Transfer Position**.

Admin

Licensed

Support

Extra Pay

Supplies and Other Services

Supplemental Local Allocations...

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Years

Entity

Budget

Strategic Budget 2022-2023 School Year

2022-2023

Clark County School District

Employee Name

Assigned Position Number

Shared Position

Eff Start Date

Eff Stop Date

Planned FTE

Assumption

Assumption

Assumption

Assumption

Assumption

Assumption

Transfer From	P_10008384_1 GRADE 3	Employee 1	CCSD LastName.FirstName EM_10034305	P_10008384_1		7/1/22		1.00
		Employee 2	CCSD LastName.FirstName EM_520954			7/1/22		1.00
	New Position 13	Employee 1	CCSD LastName.FirstName EM_10034305	P_10008384_1		7/1/22		1.00
	GRADE 3 - C1030	P_10008386_1 GRADE 3	Employee 1	CCSD LastName.FirstName EM_10197287		7/1/22		1.00
Transfer To		Employee 2	CCSD LastName.FirstName EM_502600			7/1/22		1.00
		Employee 3	CCSD LastName.FirstName EM_524230			7/1/22		1.00
		Vacant				7/1/22		1.00
	GRADE 4 - C1040	P_10008387_1 GRADE 4	Employee 1	CCSD LastName.FirstName EM_316074		7/1/22		1.00
	P_20013977_1	Employee 1	CCSD LastName.FirstName EM_10109611			7/1/22		1.00
GRADE 5 - C1050	P_10008389_1 GRADE 5	Employee 1	CCSD LastName.FirstName EM_546907			7/1/22		1.00

Transfer Position

Calc Total Position Costs

Mass Calc

Edit Position Detail

Budget For A New Position

Budget For Add-On and Extra - Licensed

Budget For Add-On and Extra - Support

Budget For CTT - Sub Teacher

Budget For Prep Buyout - Licensed

Delete Position Info

Edit Position Info

Update Funding Source - All New Positions

Edit

Data

Format

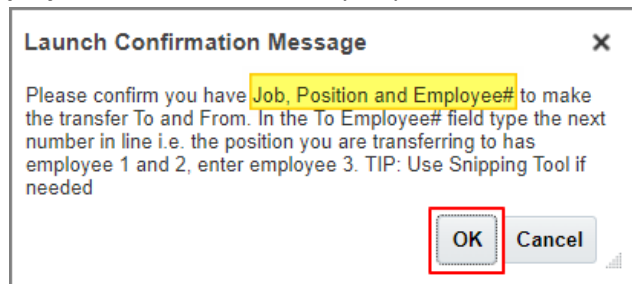
English

Spanish

ESSE

58.74

- A confirmation message appears to remind the user to make a note of the target **job/position/employee**. Click **OK** when ready to proceed.



5. Update the *TO* position information grid with the identified **employee/existing position number/job code**.

**Transfer Position**

\* Select FROM Employee "Employee 1"

\* Select FROM Position "P\_10008386\_1"

\* Select FROM Job Code "C1030"

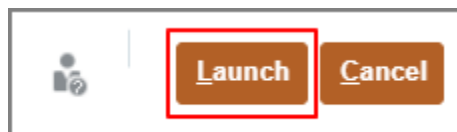
\* Select TO Employee "Employee 2"

\* Select TO Position "P\_10008387\_1"

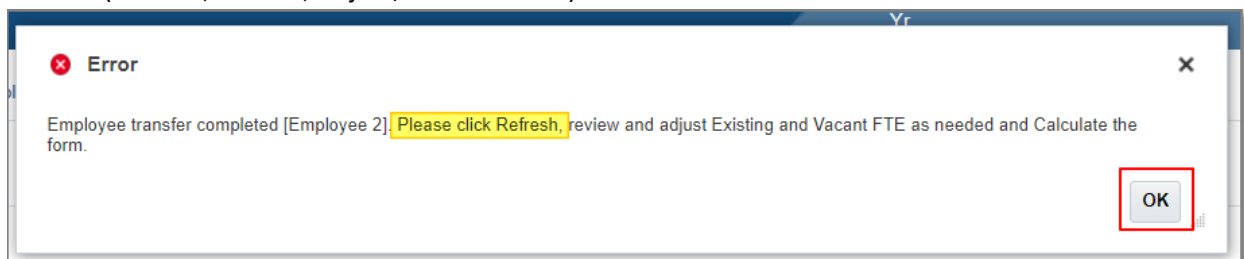
\* Select TO JOB "C1040"

Launch Cancel

- To minimize the **Transfer Position** screen, drag the bottom right corner upwards.
  - If there is an Employee 1, Employee 2 in the existing position, type the next employee number in line; *Employee 3*, even if Employee 1, 2, etc. have a zero FTE.
  - The *quotation marks* can be removed completely in the editable fields, or they can be left as is.
6. Click **Launch**.



7. When the process is complete, an ERROR pop-up with instructions of the next steps to take (Refresh, Review, Adjust, and Calculate). Click **OK** to continue.



# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

## 8. Click **Refresh**.

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Refresh

Licensed Position Info

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		Employee Name		Assigned Position Number	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE	FS Percentage				
		Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	Gen Fund by 3	At-Risk	English Learners	ESSE
GRADE 3 - C1030	New Position 13	Employee 1	CCSD LastName.FirstName EM_10034305	P_10008384_1		7/1/22		1.00	42.26		57.74		
	P_10008386_1 GRADE 3	Employee 1	CCSD LastName.FirstName EM_10107287			7/1/22		1.00	100.00				
		Employee 2	CCSD LastName.FirstName EM_502600			7/1/22		1.00	100.00				
		Employee 3	CCSD LastName.FirstName EM_524230			7/1/22		1.00	100.00				
		Vacant				7/1/22		1.00	100.00				
GRADE 4 - C1040	P_10008387_1 GRADE 4	Employee 1	CCSD LastName.FirstName EM_316074			7/1/22		1.00	100.00				
	P_20013977_1	Employee 1	CCSD LastName.FirstName EM_10109611			7/1/22		1.00	41.26			58.74	
GRADE 5 - C1050	P_10008389_1 GRADE 5	Employee 1	CCSD LastName.FirstName EM_546907			7/1/22		1.00	100.00				

## 9. To calculate both rows simultaneously, click the **Actions** menu.

- Click **Mass Calc.**
- Select **Calc Licensed Positions.**

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			Employee Name	Assigned Position Number	Shared Position	Eff Start Date	
			Assumption	Assumption	Assumption	Assumption	
GRADE 3 - C1030		F_10000304_1 GRADE 3	Employee 1	CCSD LastName.FirstName EM_10034305	P_10000304_1	7/1/22	1.00
			Employee 2	CCSD LastName.FirstName EM_520954		7/1/22	1.00
		New Position 13	Employee 1	CCSD LastName.FirstName EM_10034305	P_10008384_1	7/1/22	1.00
		P_10008386_1 GRADE 3	Employee 1	CCSD LastName.FirstName EM_10107287	P_10008386_1	7/1/22	0.00
			Employee 2	CCSD LastName.FirstName EM_502600		7/1/22	1.00
			Employee 3	CCSD LastName.FirstName EM_524230		7/1/22	1.00
			Vacant			7/1/22	1.00
GRADE 4 - C1040		P_10008387_1 GRADE 4	Employee 1	CCSD LastName.FirstName EM_316074		7/1/22	1.00
			Employee 2	CCSD LastName.FirstName EM_10107287	P_10008386_1	7/1/22	1.00

Actions

Save

Refresh

Calc Admin Positions

Calc Licensed Positions

Calc Support Positions

Calc Total Position Costs

Mass Calc

Budget For: A New Position

Budget For: Add-On and Extra - Licensed

Budget For: Add-On and Extra - Support

Budget For: CTT - Sub Teacher

Budget For: Prep Buyout - Licensed

Delete Position Info

Edit Position Info

Update Funding Source - All New Positions

Edit

Adjust

Comments

Data

Format

## 10. Confirm the dollar amounts calculated as expected and click **Save** to update **Summary Totals**.



## Transfer to a New Vacant Position (New Position X)

1. Create the New Position needed first (see instructions for Adding a New Position). *New Position 12* was created for this scenario; Grade 5 - C1050 funded by ESSER III, to transfer a teacher from a General Funded Grade 5 - C1050 position.

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<

2. Review the Licensed page to identify the employee to transfer. **Highlight** the employee row from the cell to the left of the employee name.
3. Right-click.
4. Select **Transfer Position**.

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Licensed

Support

Extra Pay

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Transfer Position

Assumption

Assumption

Assumption

Assumption

Gen Fund

GenF Read by 3

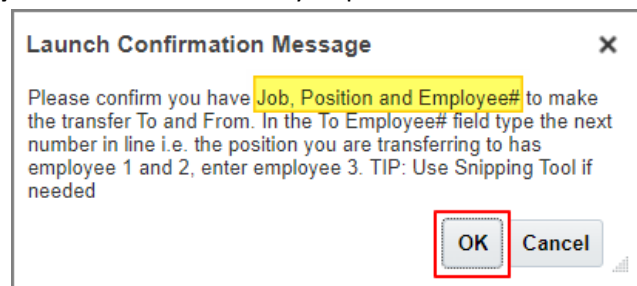
At-Risk

English Learners

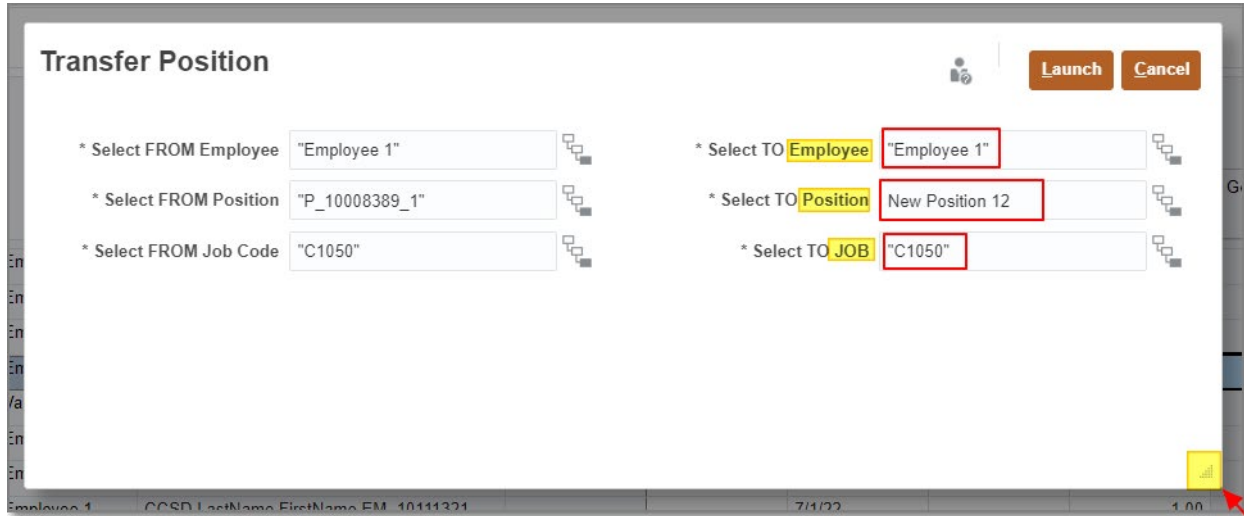
ESSE

			Employee Name	Assigned Position Number	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE	FS Percentage					
									Gen Fund	GenF Read by 3	At-Risk	English Learners	ESSE	
GRADE 4 - C1040	P_10008387_1	GRADE 4	Employee 1	CCSD LastName.FirstName EM_316074				7/1/22			1.00	100.00		
			Employee 2	CCSD LastName.FirstName EM_10107287				7/1/22			1.00	100.00		
			Employee 1	CCSD LastName.FirstName EM_10109611				7/1/22			1.00	41.26		58.74
GRADE 5 - C1050	P_10008389_1	GRADE 5	Employee 1	CCSD LastName.FirstName EM_545907				7/1/22			1.00	100.00		
			New Position 12	Vacant							1.00			
ART, ELEM - C1100	P_10008390_1	ART, ELEM	Employee 1	CCSD LastName.FirstName EM_10022886				7/1/22			1.00	100.00		

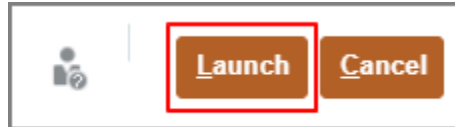
5. A confirmation message appears to remind the user to make a note of the target **job/new position/employee**. Click **OK** when ready to proceed.



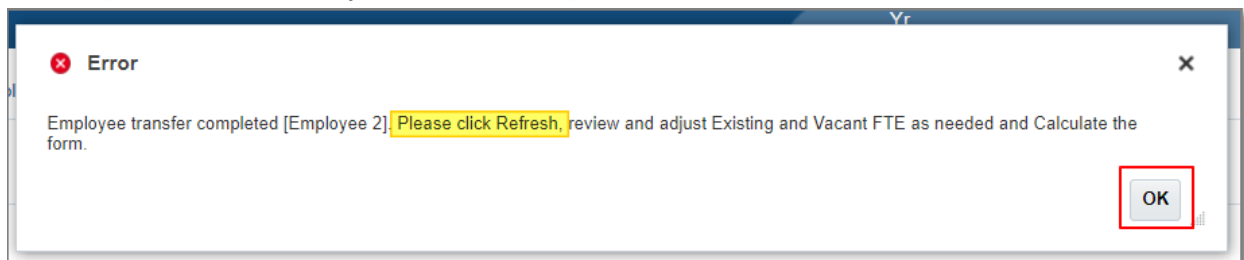
6. Update the *TO Position* information grid with the identified **employee/new position number/job code**.
  - a. To minimize the **Transfer Position** screen, drag the bottom right corner upwards.
  - b. Use Employee 1 for the initial transfer to a new vacant position.
  - c. The *quotation marks* can be removed completely in the editable fields, or they can be left as is.



7. Click **Launch** to complete the transfer process.



8. When the process is complete, an ERROR pop-up with instructions of the next steps to take (Refresh, Review, Adjust, and Calculate). Click **OK** to continue.



9. Click **Refresh**.

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Refresh

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Format

Scenario	Version	Years	Entity																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Budget	Strategic Budget: 2022-2023 School Year																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														

10. To Calculate both rows simultaneously, click the **Actions** menu.

- Click **Mass Calc.**
- Select **Calc Licensed Positions.**

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GRADE	Position	Employee	Employee Name	Assigned Position Number	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE	FS Percentage					
			Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	GenF Read by 3	At-Risk	English Learners	ESSE	
GRADE 4 - C1040	P_10008387_1 GRADE 4	Employee 1	CCSD LastName.FirstName EM_316074			7/1/22		1.00	100.00					
		Employee 2	CCSD LastName.FirstName EM_10107287	P_10008386_1		7/1/22		1.00	100.00					
	P_20013977_1	Employee 1	CCSD LastName.FirstName EM_10109611			7/1/22		1.00	41.26				58.74	
GRADE 5 - C1050	P_10008389_1 GRADE 5	Employee 1	CCSD LastName.FirstName EM_546907	P_10008389_1		7/1/22		0.00						
	New Position 12	Employee 1	CCSD LastName.FirstName EM_546907	P_10008389_1		7/1/22		1.00						
ART. ELEM - C1100	P_10008390_1 ART. ELEM	Vacant	Vacant					1.00						
		Employee 1	CCSD LastName.FirstName EM_10022886			7/1/22		1.00						

Actions

Save

Refresh

Print

Data

Format

Calc Total Position Costs

Mass Calc

Budget For A New Position

Budget For: Add-On and Extra - Licensed

Budget For: Add-On and Extra - Support

Budget For: CTT - Sub Teacher

Budget For: Prep Buyout - Licensed

Delete Position Info

Edit Position Info

Update Funding Source - All New Positions

Edit

11. Confirm the dollar amounts calculated as expected, and click **Save** to update **Summary Totals**.



## How to Clear a Transfer - Reinstating a Transfer to its Original Position

- From the **Licensed** tab, identify the employee's original position that the first transfer was launched from and **right-click** from the Employee cell.
  - Employee transfers have two rows of data, if transferred successfully. The original employee's position would have a "0" in the **Planned FTE** column.
  - Another tip for identifying which is the original employee position row is, the position number to the left of the employee name will match the position number to the right of the employee name.
- Select **Edit Position Detail**.

The screenshot shows the Oracle Planning and Budgeting Cloud interface. The 'Licensed Position Info' tab is active. A right-click context menu is open over the 'Employee 1' cell for 'GRADE 5 - C1050'. The menu options include 'Transfer Position', 'Calc Total Position Costs', 'Mass Calc', 'Edit Position Detail' (highlighted), 'Budget For: A New Position', 'Budget For: Add-On and Extra - Licensed', 'Budget For: Add-On and Extra - Support', 'Budget For: CTT - Sub Teacher', 'Budget For: Prep Buyout - Licensed', 'Delete Position Info', 'Edit Position Info', 'Update Funding Source - All New Positions', 'Edit', 'Adjust', 'Supporting Detail', and 'Change History'. The background table shows columns for Shared Position, Eff Start Date, Eff Stop Date, Planned FTE, Gen Fund, Gen Fund Read by 3, At-Risk, English Learners, and ESSE.

- Scroll to the far right.
- In the **Planned FTE** cell, enter a "1".
- Continue scrolling right, and in the **Assigned Position Assumption** cell delete the position number.
  - Click in the cell, and click the backspace button on the keyboard.

The image shows a close-up of the 'Assigned Position Assumption' cell in the table. The cell contains the text 'P\_10008389\_1' and a red arrow points to it.

# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

## 6. Click **Save**.

SB Position Info Detail

Licensed Position Info > SB Position Info Detail

Scenario Budget 2022-2023 School Year Entity GRADE 5 - C1050 Position P\_10008389\_1 GRADE 5 Employee 1

Calc ETD Date-Total	Shared Position	Eff Start Date	Eff Stop Date	Months Work Override	Hours Per Day Override	Planned FTE	Calculated Actual Base Salary	Calculated Average Base Salary	Total Comp Exp	Total Comp Exp	Job Indicator	Assigned Position Number	Prorate EGI	Multi Job	Total Employee Hrs Per Day
Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Budget Spent	Budget Spent	Actual Base Salary Basis	Average Base Salary Basis	Assumption	Assumption	Assumption	Assumption	Assumption
Strategic Budget		7/1/22		09 Months	0.00	1.00	0.00	0.00	0.00	0.00	Primary			No	0.00

## 7. Return to the Licensed grid by clicking the **Licensed Position Info** link.

SB Position Info Detail

Licensed Position Info > SB Position Info Detail

Scenario Budget 2022-2023 School Year Entity GRADE 5 - C1050 Position P\_10008389\_1 GRADE 5 Employee 1

Calc ETD Date-Total	Shared Position	Eff Start Date	Eff Stop Date	Months Work Override	Hours Per Day Override	Planned FTE	Calculated Actual Base Salary	Calculated Average Base Salary	Total Comp Exp	Total Comp Exp	Job Indicator	Assigned Position Number	Prorate EGI	Multi Job	Total Employee Hrs Per Day
Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Budget Spent	Budget Spent	Actual Base Salary Basis	Average Base Salary Basis	Assumption	Assumption	Assumption	Assumption	Assumption
Strategic Budget		7/1/22		09 Months	0.00	1.00	55,796.00	65,478.12	0.00	0.00	Primary			No	0.00

## 8. The position will be highlighted in yellow, right-click.

## 9. Select **Calc Total Position Cost**.

Licensed Position Info

Scenario Budget 2022-2023 School Year Entity GRADE 5 - C1050 Position P\_10008389\_1 GRADE 5 Employee 1

Shared Position	Eff Start Date	Eff Stop Date	Planned FTE	FS Percentage				
Assumption	Assumption	Assumption	Assumption	Gen Fund	Gen Fund by 3	At-Risk	English Learners	ESSE
GRADE 1 - C1010	P_10008382_1 GRADE 1	Employee 1	CC	7/1/22	1.00	100.00		
GRADE 2 - C1020	P_10008383_1 GRADE 2	Employee 1	CC	7/1/22	1.00	100.00		
GRADE 3 - C1030	P_10008384_1 GRADE 2	Employee 1	CC	7/1/22	1.00	100.00		
GRADE 4 - C1040	P_10008387_1 GRADE 4	Employee 1	CC	7/1/22	1.00	100.00		
GRADE 5 - C1050	P_10008389_1 GRADE 5	Employee 1	CC	7/1/22	1.00	100.00		

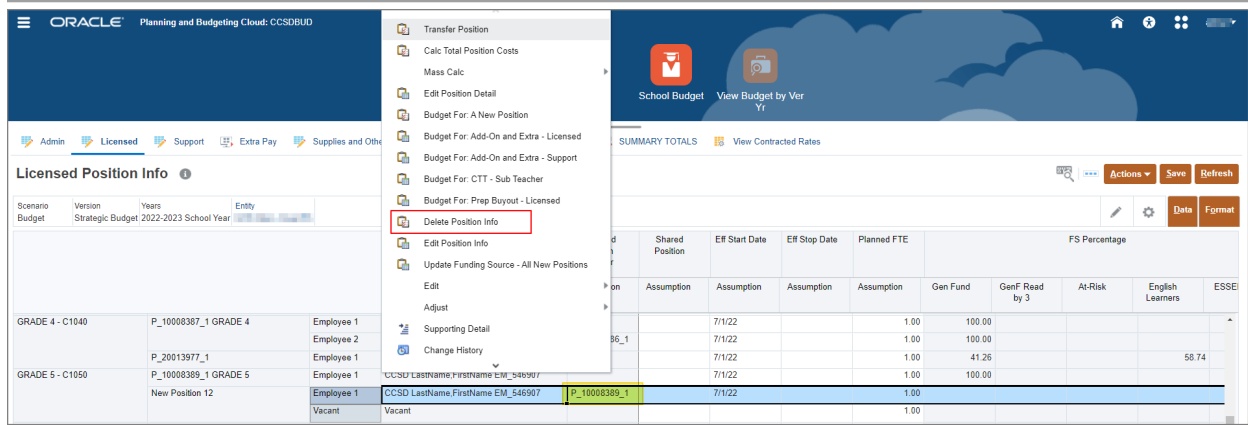
## 10. Once the original employee row has been calculated, the second employee row that has a value in the *Assigned Position Number* column can be deleted. Highlight the employee's transferred to position row.

## 11. Right-click.

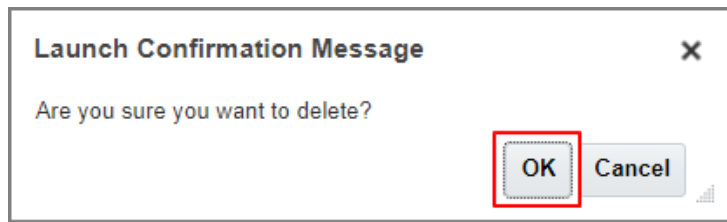
## 12. Select **Delete Position Info**.



## CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE



13. Click **OK** in the confirmation message.



14. Review and confirm the employee information to delete, click **Launch**.



15. Click **Save** to update Summary Totals.



16. The user will be returned to the **Licensed Position Info** page. Now that the employee's transfer data has been cleared and removed, the employee is listed under their original position row, and a new transfer can be launched for the employee.

## Budgeting for a Shared Position

- From the **Admin**, **Licensed**, or **Support** tab locate the desired position row in the employee grid, and click into the **Shared Position** column next to the employee's name.

The screenshot shows the 'Admin Position Info' form. The 'Shared Position' column is highlighted with a red box. The form includes tabs for Admin, Licensed, Support, Extra Pay, Supplies and Other Services, Supplemental Local Allocations, SUMMARY TOTALS, and View Contracted Rates. The table below shows the data for the selected position.

Employee Name	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE	FS Percentage	Total Fund Src	FS Amount Average Cost Basis	FS Amount /
ELE PRINC (9 MOS) - U7000	P_10026650_1 ELE PRINC (9 MOS)	Employee 1						
ELE AST PRINC - U7050	P_10020868_1 ELE AST PRINC	Employee 1						
FORM TOTALS				2.00			298,029.00	

- Select **SP-Yes** from the dropdown menu.

The screenshot shows the 'Entries' dropdown menu. The 'SP-Yes' option is selected and highlighted with a red box. The menu also includes a search field and the 'SP-No' option.

- Edit the **Planned FTE** field accordingly.
  - For Support Professionals, update the **Hours Per Day** cell.
- Click **Save**.

The screenshot shows the 'Admin Position Info' form. The 'Planned FTE' field is updated to 0.50. The 'Shared Position' column is still highlighted in red. The 'Save' button is highlighted in red.

Employee Name	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE	FS Percentage	Total Fund Src	FS Amount Average Cost Basis	FS Amount /
ELE PRINC (9 MOS) - U7000	P_10026650_1 ELE PRINC (9 MOS)	Employee 1		1.00	100.00	100.00	162,025.36	
ELE AST PRINC - U7050	P_10020868_1 ELE AST PRINC	Employee 1		0.50	100.00	100.00	136,003.64	
FORM TOTALS				2.00			298,029.00	

- Right click** the yellow highlighted position number.
- Select **Calc Total Position Costs**.

The screenshot shows the 'Admin Position Info' form. The context menu is open, and the 'Calc Total Position Costs' option is selected and highlighted with a red box. The 'Save' button is highlighted in red.

Employee Name	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE	FS Percentage	Total Fund Src	FS Amount Average Cost Basis	FS Amount /
ELE PRINC (9 MOS) - U7000	P_10026650_1 ELE PRINC (9 MOS)	Employee 1		1.00	100.00	100.00	162,025.36	
ELE AST PRINC - U7050	P_10020868_1 ELE AST PRINC	Employee 1		0.50	100.00	100.00	136,003.64	
FORM TOTALS				1.50			298,029.00	

- Click **Save** to update **Summary Totals**.



## Budgeting for a Prep Buyout

1. From the **Licensed** tab click the **Actions** menu.
2. Select **Budget For: Prep Buyout - Licensed**.

Scenario Budget	Version	Years	Entity	Employee Name	Assigned Position Number	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE
				Assumption	Assumption	Assumption	Assumption	Assumption	Assumption
KDG 1 AM/1 PM1 - C1000	P_10008381_1 KDG 1 AM/1 PM			Employee 1	CCSD LastName.FirstName EM_325191		7/1/22		1.00
				Employee 2	CCSD LastName.FirstName EM_331715		7/1/22		1.00
				Employee 3	CCSD LastName.FirstName EM_516840		7/1/22		1.00
GRADE 1 - C1010	P_10008382_1 GRADE 1			Employee 1	CCSD LastName.FirstName EM_10014323		7/1/22		1.00
				Employee 2	CCSD LastName.FirstName EM_553069		7/1/22		1.00
GRADE 2 - C1020	P_10008383_1 GRADE 2			Employee 1	CCSD LastName.FirstName EM_132411		7/1/22		0.00
				Employee 2	CCSD LastName.FirstName EM_502600		7/1/22		1.00
				Employee 1	CCSD LastName.FirstName EM_10034305		7/1/22		1.00

3. From the list of positions available, scroll to the desired position, then right-click on the **position number**.
4. Select **Enter Prep Buy Details**.

Scenario Budget	Years	Version	Entity	Employee Name	No of Preps	Prep Buy Days	Block Schedule	Prep Buy Note	Primary Pay Rate	Current FTE	Planned FTE	Calculated Actual Base Salary	Calculated Average Base Salary
				Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Budget Spent	Budget Spent
KDG 1 AM/1 PM1 - C1000	P_10008381_1 KDG 1 AM/1 PM			191					62,898.00	1.00	1.00	62,898.00	65,478.12
				715					65,740.00	1.00	1.00	65,740.00	65,478.12

5. Enter **1** in the **Number of Preps** cell.
6. Enter the appropriate number of days in **Prep Buy Days**.
7. If the school is on a block schedule, select **Yes** in the dropdown under **Block Schedule**. If not, select **No**, or leave the cell blank.
8. If desired, enter a comment in the **Prep Buy Note**, and click **Save** in the note cell.
9. Enter **100** under the desired funding source column.
10. Click **Save** when finished (this will calculate the prep buy costs and will automatically update the **Summary Totals** and the **Extra** tab on the School Budget form).

Scenario Budget	Years	Entity	Job	Employee	Position	FS Percentage-Prep Buy										Primary Pay Rate				
						Employee Name	No of Preps	Prep Buy Days	Block Schedule	Prep Buy Note	Earnings Expense-Actual Basis	Gen Fund	Gen Fund by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER III	Assumpt
						Assumption	Assumption	Assumption	Assumption	Assumption	ERN_0150 Prep Buy (NO PERS)									
Enter # of Prep Buys and Prep Days:																				
Strategic Budget		CCSD	1 AM/1 PM1				1.00	184.00		For the full school year		100.00								

# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

- Click the **Prep Buy List** hyperlink to return to the previous form, and continue budgeting for prep buys.

Admin Licensed Support **Extra Pay** Supplies and Other Services Supplemental Local Allocations... SUMMARY TOTALS View Contracted Rates

**SB PrepBuy** Actions Save Refresh

Licensed Position Info > **Prep Buy List** > SB PrepBuy

Scenario Budget Years 2022-2023 School Year Entity CCSD Version Strategic Budget Job KDG 1 AM/1 PM1 - C1000 Employee P\_10000381\_1 KDG 1 AM/1 PM Position P\_10000381\_1 KDG 1 AM/1 PM

Employee Name	No of Preps	Prep Buy Days	Block Schedule	Prep Buy Note	Earnings Expense-Actual Basis	FS Amount Prep Buy	FS Percentage-Prep Buy							
Assumption	Assumption	Assumption	Assumption	Assumption	ERN_0150 Prep Buy (NO PERS)	Gen Fund	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER I
Enter # of Prep Buys and Prep Days:														
Strategic Budget	CCSD	1.00	184.00		For the full school year	7,296.49	7,467.96	100.00						

- Click the **Extra Pay** tab to view a summary of Prep Buys.

Admin Licensed Support **Extra Pay** Supplies and Other Services Supplemental Local Allocations... SUMMARY TOTALS View Contracted Rates

**Prep Buy List** Actions Save Refresh

Licensed Position Info > Prep Buy List

Scenario Budget Years 2022-2023 School Year Strategic Budget Entity CCSD Version Strategic Budget

Employee Name	No of Preps	Prep Buy Days	Block Schedule	Prep Buy Note	FS Amount Prep Buy	FS Percentage-Prep Buy	Primary Pay Rate	Current FTE	Planned FTE	Calculated Actual Base Salary	C Av
Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	Gen Fund	Assumption	Assumption	Assumption	Budget Spent	Bu
Unspecified Cost Center	Unspecified Cost Center	Unspecified Cost Center	Unspecified Cost Center	Unspecified Cost Center	Unspecified Cost Center	Unspecified Cost Center	Unspecified Cost Center	Unspecified Cost Center	Unspecified Cost Center	Unspecified Cost Center	Unst Cost
Enter # of Prep Buys and Prep Days:											
KDG 1 AM/1 PM1 - C1000	P_10000381_1 KDG 1 AM/1 PM	CCSD LastName.FirstName EM_325191	1.00	184.00	For the full school year	7,467.96	100.00	62,898.00	1.00	1.00	62,898.00
	P_10000381_1 KDG 1 AM/1 PM	CCSD LastName.FirstName EM_331715						65,740.00	1.00	1.00	65,740.00

## Budgeting for a Certified Teacher Tutor (CTT)

1. From the **Support** tab click the **Actions** menu.
2. Select **Budget For: CTT - Sub Teacher**.

Scenario Budget	Version	Years	Entity	Employee Name	Shared Position	Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date
FRST AID/SFTY AST - N0090	P_10008400_1	FRST AID/SFTY AST	Employee 1	CCSD LastName.FirstName EM_542377		09 Months	6.00	7/1/22	
SCHOOL AIDE - N0100	P_10008401_1	SCHOOL AIDE	Employee 1	CCSD LastName.FirstName EM_10041392		10 Months	6.50	7/1/22	
LIBRARY AIDE - N0105	P_10008402_1	LIBRARY AIDE	Employee 1	CCSD LastName.FirstName EM_10028386		09 Months	0.00	7/1/22	
ELEM SCHOOL CLERK - N0143	P_10008403_1	LIBRARY AIDE	Employee 1	CCSD LastName.FirstName EM_10028386		09 Months	4.10	7/1/22	
SPTA II - N0162	P_10008404_1	ELEM SCHOOL CLERK	Employee 1	CCSD LastName.FirstName EM_317741		11 Months	8.00	7/1/22	
	P_10008405_1	SPTA II	Employee 1	CCSD LastName.FirstName EM_10049345		09 Months	6.00	7/1/22	
			Employee 2	CCSD LastName.FirstName EM_10090528		09 Months	6.00	7/1/22	

3. Enter the number of hours desired in the **CTT Budget Hours** cell.
4. Enter the number of CTTs to budget for in the **CTT Quantity** cell.
5. Enter **100** in the appropriate funding source cell.
6. Click **Save**.

Scenario Budget	Years	Version	Entity	CTT Budget Hours	CTT Quantity	Pay Base	Pay Cycle	District Average Rate	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER III	Total Fund Src
PARA PRO - CTT - N9909	Employee 1	650.00	1.00	Hourly	Biweekly	20.00	100.00										
	Employee 2	300.00	2.00	Hourly	Biweekly	20.00											
	Employee 3			Hourly	Biweekly	20.00											
	Employee 4			Hourly	Biweekly	20.00											

7. Calculate each row by right-clicking the yellow row to calculate.
8. Select **Calculate this CTT Support Row**.

Scenario Budget	Years	Version	Entity	CTT Budget Hours	CTT Quantity	Pay Base	Pay Cycle	District Average Rate	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER III	Total Fund Src
PARA PRO - CTT - N9909	Employee 1	650.00	1.00	Hourly	Biweekly	20.00	100.00										
	Employee 2	300.00	2.00	Hourly	Biweekly	20.00											
	Employee 3			Hourly	Biweekly	20.00											
	Employee 4			Hourly	Biweekly	20.00											

# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

- When all the populated CTT rows have been calculated, click on the **Support Position Info** hyperlink to return to the support grid.

Admin

Licensed

Support

Extra Pay

Supplies and Other Services

Supplemental Local Allocations...

SUMMARY TOTALS

View Contracted Rates

CTTs

Support Position Info > CTTs

Scenario Budget

Years 2022-2023 School Year

Version Strategic Budget

Entity

Actions

Save

Refresh

Data

Format

		CTT Budget Hours	CTT Quantity	Pay Base	Pay Cycle	District Average Rate	FS Percentage								Total Fund Src
		Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER III	Allocation Pct
Enter # Hours, Qty and Fund Src Alloc															
PARA PRO - CTT - N9909	Employee 1	650.00	1.00	Hourly	Biweekly	20.00	100.00								100
	Employee 2	300.00	2.00	Hourly	Biweekly	20.00						100.00			100
	Employee 3			Hourly	Biweekly	20.00									

- Scroll to the bottom of the Support grid to review the newly added CTTs, and click **Save** to update **Summary Totals**.

Support Position Info		Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date	FS Percentage		FS Percentage		Total Fund Src	FS Amount Average Cost Basis	FS Amount Actual Cost Basis	FS Amount
Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	At-Risk	Food	Sp Ed	Allocation Pct	Gen Fund	At-Risk	Food
HD CUST I - N8110	P_10008414_1 HD CUST I	Employee 1	12 Months	8.00	7/1/22		100.00			100.00	67,906.73		
PARA PRO - CTT - N9909	No_Position	Employee 1	09 Months	3.35			100.00			100.00	13,305.50		
		Employee 2	09 Months	3.09				100.00		100.00		12,282.00	

## Budgeting for Licensed Add-On or Extra Time

1. From the **Licensed** tab, click the **Actions** menu.
2. Select **Budget For: Add-On and Extra - Licensed**.

Scenario	Version	Years	Entity	Employee Name	Assigned Position Number	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE
KDG 1 AM/1 PM1 - C1000	P_10000381_1	KDG 1 AM/1 PM	Employee 1	CCSD LastName.FirstName EM_325191			7/1/22		1.00
			Employee 2	CCSD LastName.FirstName EM_331715			7/1/22		1.00
			Employee 3	CCSD LastName.FirstName EM_516040			7/1/22		1.00
GRADE 1 - C1010	P_10000382_1	GRADE 1	Employee 1	CCSD LastName.FirstName EM_10014323			7/1/22		1.00
			Employee 2	CCSD LastName.FirstName EM_553069			7/1/22		1.00
GRADE 2 - C1020	P_10000383_1	GRADE 2	Employee 1	CCSD LastName.FirstName EM_312411			7/1/22		0.00
			Employee 2	CCSD LastName.FirstName EM_502600			7/1/22		1.00

3. From the grid of available positions, **right-click** on the desired position number.
4. Select **Enter Fund Source Details**.

Scenario	Years	Version	Entity	Add-On Days	Add-On Minutes	Days of Add-On Minutes	Add-On Note	Extra Days	Extra Minutes	Days of Extra Minutes	Extra Note	Daily Rate of Pay	Per Minute Rate of Pay	Calculated Licensed On Earn
MUSIC, ELEM - C1250	P_10000391_1	MUSIC, ELEM												
PHYSICAL ED - C1260	P_10000392_1	PHYSICAL ED												
EARLY CHILD INCLU - C6032	P_10000393_1	EARLY CHILD INCLU												
GEN RR ELEM - C6050	P_10000394_1	GEN RR ELEM												
SPECIF LEARN DIS - C6070	P_10000395_1	SPECIF LEARN DIS												
GATE ELEM - C6130	P_10000396_1	GATE ELEM												
COUNSELOR/LE - C8000	P_20013604_1													

5. In the **Add-On and Extra Details - Lic** form enter information in *both* the Add-On and Extra area, if appropriate.
  - a. **Add-On** area (at the top)
    - i. Non-classroom staff can get **Add-On Days** (i.e. Counselors, Librarians, etc).
    - ii. **Add-On Minutes** and **Days of Add-On Minutes** are for schools that have a longer contracted school day (i.e. 19 minutes).
  - b. **Extra** area (at the bottom)
    - i. **Extra Days** are for Licensed staff working outside of their 9-Month contract (i.e. staying extra days after school is out to clean/organize the classroom).
    - ii. **Extra Minutes** and **Days of Extra Minutes** are for Licensed staff that come in early or stay late (i.e. early bird, late bird).
  - c. Add a comment in the **Note** field if desired.
  - d. Enter **100** under the desired funding source column.
6. When done entering values, click **Save**.



# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

Admin Licensed Support Extra Pay Supplies and Other Services Supplemental Local Allocations... SUMMARY TOTALS View Contracted Rates

**Add-On and Extra Details Lic** Actions Save Refresh

Licensed Position Info > Add-On and Extra List - Lic > Add-On and Extra Details Lic

Scenario Budget 2022-2023 School Year Entity COUNSELOR/ELE - C8000 Employee Employee 1 Position P\_20013904\_1

**Manage Licensed Add-On (PERS)**

Employee Name	Add-On Days	Add-On Minutes	Days of Add-On	Add-On Note	Earnings Expense	FS Percentage-Add-On	Primary Pay Assumpt
Assumption	Assumption	Assumption	Assumption	Assumption	ERN_0202 Add-On	Gen Fund	Assumpt
Enter Add-On # Days, Minutes and Funding:							
Strategic Budget	CCSD LastName,First	5.00	19.00	184.00	Contract waiver	100	77.11

**Manage Licensed Extra (NO PERS)**

Employee Name	Extra Days	Extra Minutes	Days of Extra Mi	Extra Note	Earnings Expense	FS Percentage-Extra	Primary Pay R Assumpt
Assumption	Assumption	Assumption	Assumption	Assumption	ERN_0151 Extra	Gen Fund	Assumpt
Enter Extra # Days, Minutes and Funding:							
Strategic Budget	CCSD LastName,First	2.00	30.00	21.00	30 minutes early for the first month	100	77.103 C

7. Click on the **Add-On and Extra List - Lic** hyperlink to return to the previous form.

Admin Licensed Support Extra Pay Supplies and Other Services Supplemental Local Allocations... SUMMARY TOTALS View Contracted Rates

**Add-On and Extra Details Lic** Actions Save Refresh

Licensed Position Info > **Add-On and Extra List - Lic** > Add-On and Extra Details Lic

Scenario Budget 2022-2023 School Year Entity COUNSELOR/ELE - C8000 Employee Employee 1 Position P\_20013904\_1

**Manage Licensed Add-On (PERS)**

Employee Name	Add-On Days	Add-On Minutes	Days of Add-On	Add-On Note	Earnings Expense	FS Amount Add-On	FS Percentage-Add-On
Assumption	Assumption	Assumption	Assumption	Assumption	ERN_0202 Add-On	Gen Fund	Assumpt
Enter Add-On # Days, Minutes and Funding:							
Strategic Budget	CCSD LastName,First	5.00	19.00	184.00	Contract waiver	5,494.16	7,257.79

**Manage Licensed Extra (NO PERS)**

Employee Name	Extra Days	Extra Minutes	Days of Extra Mi	Extra Note	Earnings Expense	FS Amount Extra	FS Percentage-Extra
Assumption	Assumption	Assumption	Assumption	Assumption	ERN_0151 Extra	Gen Fund	Assumpt
Enter Extra # Days, Minutes and Funding:							
Strategic Budget	CCSD LastName,First	2.00	30.00	21.00	30 minutes early for the first month	1,450.59	1,484.68

# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

8. Click **Save** to update Summary Totals or to continue budgeting extra time, right-click on the desired position (step 3).
9. Click the **Extra Pay** tab to view a summary of Extra time budgeted.

<div> Admin Licensed Support <b>Extra Pay</b> Supplies and Other Services Supplemental Local Allocations SUMMARY TOTALS View Contracted Rates </div>													
Add-On and Extra List - Lic <div> Actions Save Refresh </div>													
Licensed Position Info > Add-On and Extra List - Lic													
Scenario	Years	Version	Entity										
Budget	2022-2023 School Year	Strategic Budget											
		Employee Name	Add-On Days	Add-On Minutes	Days of Add-On Minutes	Add-On Note	Extra Days	Extra Minutes	Days of Extra Minutes	Extra Note	Daily Rate Of Pay	Per Minute Rate of Pay	Calculate Licensed On Earn
		Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption
EARLY CHILD INCLU - C6032	P_10008393_1 EARLY CHILD INCLU	CCSD LastName.FirstName EM_10059894											
	P_10008393_1 EARLY CHILD INCLU	CCSD LastName.FirstName EM_568948											
GEN RR ELEM - C6050	P_10008394_1 GEN RR ELEM	CCSD LastName.FirstName EM_306224											
SPECIF LEARN DIS - C6070	P_10008395_1 SPECIF LEARN DIS	CCSD LastName.FirstName EM_10093867											
	P_10008395_1 SPECIF LEARN DIS	CCSD LastName.FirstName EM_328321											
GATE ELEM - C6130	P_10008396_1 GATE ELEM	CCSD LastName.FirstName EM_517652											
COUNSELOR/ELE - C8000	P_20013904_1	CCSD LastName.FirstName EM_563184	5.00	19.00	184.00	Contract waiver needed with Licensed Contracting	2.00	30.00	21.00	30 minutes early for the first month of school	419.04	0.97	

## Budgeting for Support Add-On or Extra Time

1. From the **Support** tab, click the **Actions** menu.
2. Select **Budget For: Add-On and Extra - Support**.

Scenario	Version	Years	Entity	Employee Name	Shared Position	Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date
FRST AID/SFTY AST - N0090	P_10008400_1	FRST AID/SFTY AST	Employee 1	CCSD LastName,FirstName EM_542377		09 Months	6.00	7/1/22	
SCHOOL AIDE - N0100	P_10008401_1	SCHOOL AIDE	Employee 1	CCSD LastName,FirstName EM_10041392		10 Months	6.50	7/1/22	
LIBRARY AIDE - N0105	P_10008402_1	LIBRARY AIDE	Employee 1	CCSD LastName,FirstName EM_10028386		09 Months	0.00	7/1/22	
ELEM SCHOOL CLERK - N0143	P_10008403_1	LIBRARY AIDE	Employee 1	CCSD LastName,FirstName EM_10028386		09 Months	4.10	7/1/22	
SPTA II - N0162	P_10008404_1	ELEM SCHOOL CLERK	Employee 1	CCSD LastName,FirstName EM_317741		11 Months	8.00	7/1/22	
	P_10008406_1	SPTA II	Employee 1	CCSD LastName,FirstName EM_10049345		09 Months	6.00	7/1/22	
			Employee 2	CCSD LastName,FirstName EM_10090528		09 Months	6.00	7/1/22	

3. From the grid of available positions, **right-click** on the desired position number.
4. Select **Enter Fund Source Details**.

Scenario	Years	Version	Entity	Days of Add-On	Add-On Hours	Add-On Note	Days of Extra Hours	Extra Hours	Extra Note	Calculated Licensed Add-On Earnings	Calculated Licensed Extra Earnings	Primary Pay Rate	Current FTE	Pla
SCHOOL AIDE - N0100	P_10008401_1	SCHOOL AIDE	New Position 5	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	15.38	0.68	
LIBRARY AIDE - N0105	P_10008402_1	LIBRARY AIDE										14.58		
	P_10008403_1	LIBRARY AIDE										15.38	0.23	
	P_10008404_1	ELEM SCHOOL CLERK										15.38	0.51	
												22.74	0.92	

5. In the **Add-On and Extra List - Sup** form enter information in *both* the Add-On and Extra area if appropriate.
  - a. **Add-On** area (at the top)
    - i. **Days of Add-On** and **Add-On Hours** are for Support professionals working additional time within their work-year assignment, but not for the entire assignment length (i.e. working an additional hour within their assigned work year. Use this feature if the extra time is under 60 days. If longer than 60 days *Budget For a New Position*, so the employee can have an additional employee record and accrue leave time).
  - b. **Extra** area (at the bottom)
    - i. **Days of Extra Hours** and **Extra Hours** are for Support professionals that will work past their assigned time (i.e. extending a 9-month employee an additional month).
6. When done entering values, click **Save**.

# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

Admin Licensed **Support** Extra Pay Supplies and Other Services Supplemental Local Allocations... SUMMARY TOTALS View Contracted Rates

## Add-On and Extra Details Sup

Support Position Info > Add-On and Extra List - Sup > Add-On and Extra Details Sup

Scenario Budget 2022-2023 School Year Entity SCHOOLAIDE - N0100 Employee 1 Position P\_10008401\_1 SCHOOL AIDE

### Manage Support Add-On (PERS)

Employee Name	Max Workdays	Max Hours	Days of Add-On	Add-On Hours	Add-On Note	Earnings Expend	Gen Fund	Gen Fund by 3	CSR	Academic Supp	GATE	At-Risk	English Learner
Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	ERN_0202 Add-C							
Greater than 60 days Budget For: A New Position													
Enter Add-On # Days, Hours and Funding:													
Strategic Budget	CCSD LastName.First			22.00	1.5	Extra hours for August		100.00					

### Manage Support Extra (NO PERS)

Employee Name	Max Days-Extra	Days of Extra Hc	Extra Hours	Extra Note	Earnings Expend	Gen Fund	Gen Fund by 3	CSR	Academic Supp	GATE	At-Risk	English Learner	ESSER III	Primary Pay Rai
Assumption	Assumption	Assumption	Assumption	Assumption	ERN_0151 Extra									Assumption
Enter Extra # Days, Hours and Funding:														
Strategic Budget	CCSD LastName.First		17.00	6.5	Additional month at		100.00							15.30

7. To Return to the previous form, click on the **Add-On and Extra List - Sup** hyperlink.

Admin Licensed **Support** Extra Pay Supplies and Other Services Supplemental Local Allocations...

## Add-On and Extra Details Sup

Support Position Info > **Add-On and Extra List - Sup** > Add-On and Extra Details Sup

Scenario Budget 2022-2023 School Year Entity SCHOOLAIDE - N0100 Employee 1 Position P\_10008401\_1 SCHOOL AIDE

8. Click **Save** to update Summary Totals or to continue budgeting extra time, right-click on the desired position (step 3).

9. Click the **Extra Pay** tab to view a summary of Extra time budgeted.

Admin Licensed **Support** **Extra Pay** Supplies and Other Services Supplemental Local Allocations... SUMMARY TOTALS View Contracted Rates

## Add-On and Extra List - Sup

Support Position Info > Add-On and Extra List - Sup

Scenario Budget 2022-2023 School Year Strategic Budget Entity

Employee Name	Days of Add-On Hours	Add-On Hours	Add-On Note	Days of Extra Hours	Extra Hours	Extra Note	Calculated Licensed Add On Earnings	Calculated Licensed Extra Earnings	FS Amount Add-On	FS Amount Extra	Pri
Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	Gen Fund	Assu
FRST AID/SFTY AST - N0090	P_10008400_1 FRST AID/SFTY AST	CCSD LastName.FirstName EM_542377									
	New Position 11										
SCHOOL AIDE - N0100	P_10008401_1 SCHOOL AIDE	CCSD LastName.FirstName EM_10041392	22.00	1.50	Extra hours for August	17.00	6.50	Additional month at year end	507.54	1,699.49	670.46
											1,739.43

## Budgeting for Supplies and Other Services

1. From the **Supplies and Other Services** tab, enter or edit dollar amounts in the appropriate funding source columns.
2. Click **Save** when finished to update the Summary Totals.

SB Supplies by Fund Src DistBud

Period: BegBalance, Years: 2022-2023 School Year, Scenario: Budget, Version: Strategic Budget, Entity: [dropdown]

	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER III
ENTER TOTAL YEAR DOLLAR AMOUNT TO A FUNDING SOURCE:						10,000.00		
5116193100 Activity Pay - Licensed								
5116540000 Extra Duty Licensed								
5116810000 Preparation Periods								

Actions: Save, Refresh

3. To enter a comment for the budgeted item, right-click the cell.
4. Select **Comments**.

SB Supplies by Fund Src DistBud

Period: BegBalance, Years: 2022-2023 School Year, Scenario: Budget, Version: Strategic Budget, Entity: [dropdown]

	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk
ENTER TOTAL YEAR DOLLAR AMOUNT TO A FUNDING SOURCE:						
5116193100 Activity Pay - Licensed						
5116540000 Extra Duty Licensed						10,000
5116810000 Preparation Periods						
5117952000 Extra Duty Support Staff						
5118259000 Extra Duty Administrator						

- Calculate Fund Source Supplies
- Budget For...
- Go To Full Screen
- Update Admin, Licensed and Support subtotals
- Edit
- Adjust
- Comments**

5. Type in the text box and click **Post** when the comment has been entered. To exit the text box click **Close**.

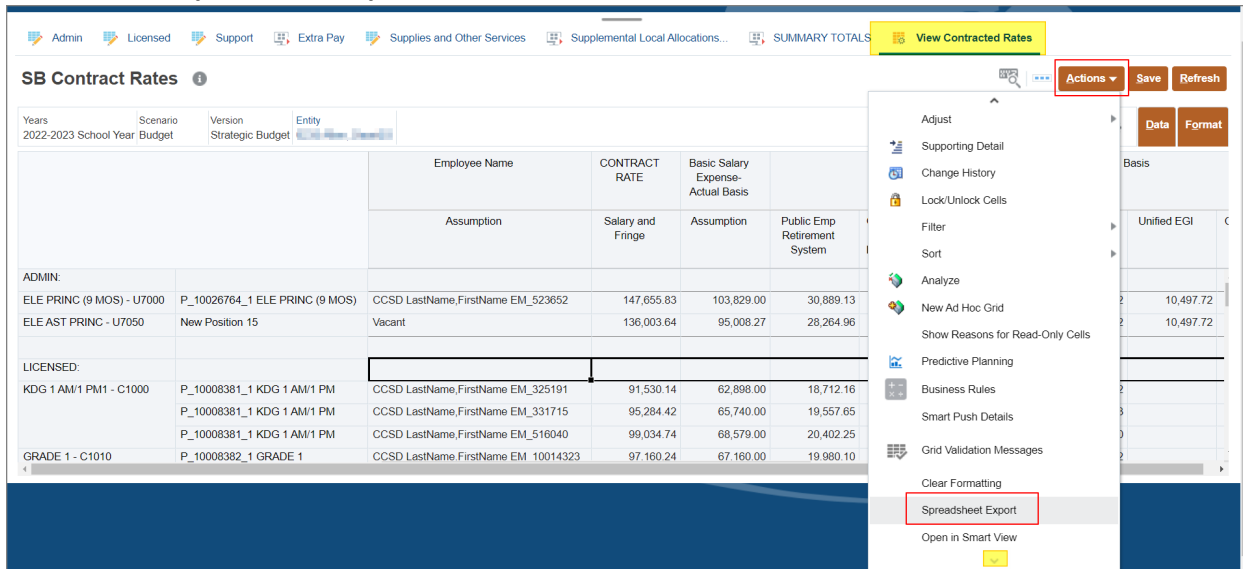
Comments

Incentive

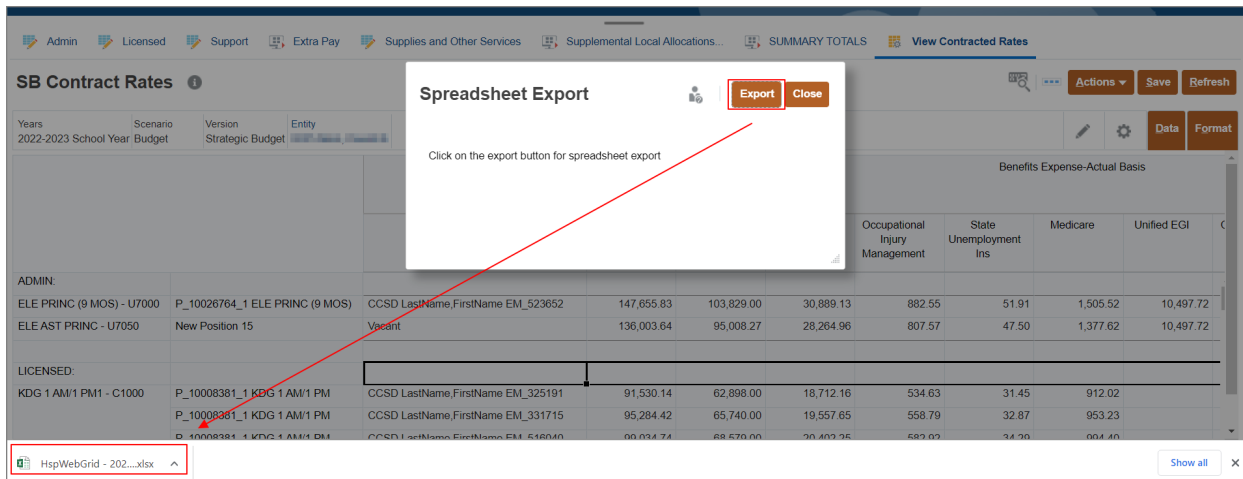
Post Close

## Exporting a Tab and Budget Totals

1. From the School Budget form, click on the tab to export.
2. Click on the **Actions** menu.
3. Select **Spreadsheet Export**.



4. Click **Export**.
  - a. In **Google Chrome**, the spreadsheet will appear in the downloads tray at the bottom of the screen.



- b. In **Mozilla Firefox**, a dialog box should appear indicating that the file will open in Microsoft Excel.
  - i. Click **OK**

## View Employee's Actual Salary Rates

- From the School Budget, click the **View Contracted Rates** tab.
- A list of employees' **Actual** salaries by employee group will appear.
  - If the position is **vacant** the average salary will be displayed.
  - If the employee has not been budgeted for (**zero FTE or zero hours**) no dollar amount will be displayed.

Tasks

Approvals

School Budget

View Budget by Ver Yr

Admin

Licensed

Support

Extra Pay

Supplies and Other Services

Supplemental Local Allocations...

SUMMARY TOTALS

View Contracted Rates

SB Contract Rates

Years2022-2023 School Year Budget

Scenario

VersionStrategic Budget

Entity

Actions

Save

Refresh

Date

Format

		Employee Name	CONTRACT RATE	Basic Salary Expense-Actual Basis	Benefits Expense-Actual Basis						
		Assumption	Salary and Fringe	Assumption	Public Emp Retirement System	Occupational Injury Management	State Unemployment Ins	Medicare	Unified EGI	Certified EGI	Support EGI
ADMIN:											
ELE PRINC (9 MOS) - U7000	P_10026764_1 ELE PRINC (9 MOS)	CCSD LastName.FirstName EM_523652	147,655.83	103,829.00	30,889.13	882.55	51.91	1,505.52	10,497.72		
ELE AST PRINC - U7050	New Position 15	Vacant	136,003.64	95,008.27	28,264.96	807.57	47.50	1,377.62	10,497.72		
LICENSED:											
KDG 1 AM/1 PM1 - C1000	P_10008381_1 KDG 1 AM/1 PM	CCSD LastName.FirstName EM_325191	91,530.14	62,898.00	18,712.16	534.63	31.45	912.02		8,441.88	
	P_10008381_1 KDG 1 AM/1 PM	CCSD LastName.FirstName EM_331715	95,284.42	65,740.00	19,557.65	558.79	32.87	953.23		8,441.88	
	P_10008381_1 KDG 1 AM/1 PM	CCSD LastName.FirstName EM_516040	99,034.74	68,579.00	20,402.25	582.92	34.29	994.40		8,441.88	
GRADE 1 - C1010	P_10008382_1 GRADE 1	CCSD LastName.FirstName EM_10014323	97,160.24	67,160.00	19,980.10	570.86	33.58	973.82		8,441.88	
	P_10008382_1 GRADE 1	CCSD LastName.FirstName EM_553069	115,925.04	81,365.00	24,206.09	691.60	40.68	1,179.79		8,441.88	
GRADE 2 - C1020	P_10008383_1 GRADE 2	CCSD LastName.FirstName EM_312411	0.00	0.00	0.00	0.00	0.00	0.00			

## *Printing Budget Plans*

1. From the Budget Planning Tool Home page, click the **Budget Reports** icon card.



2. From the list of reports, click on the report tile to run (reports run in PDF format).





# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

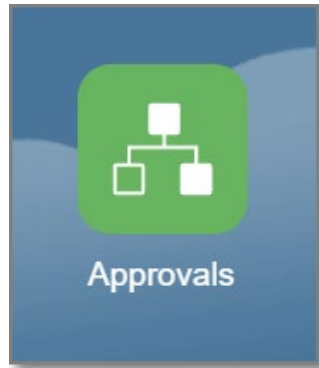
3. Click into the **Years, Version, and Entity** hyperlinks to run a different version of the same report executed.
  - a. The version **Strategic Budget** is the *current live* budget.
4. Click on another report tile to run a different report.

The screenshot shows the Oracle Planning and Budgeting Cloud interface for CCSD. The top navigation bar includes various report tiles, with 'Strategic Budget Funds' highlighted. Below the navigation bar, the 'ALLFUNDS\_YR\_VER' report is displayed. The report includes a 'Plan Summary' section with the following data:

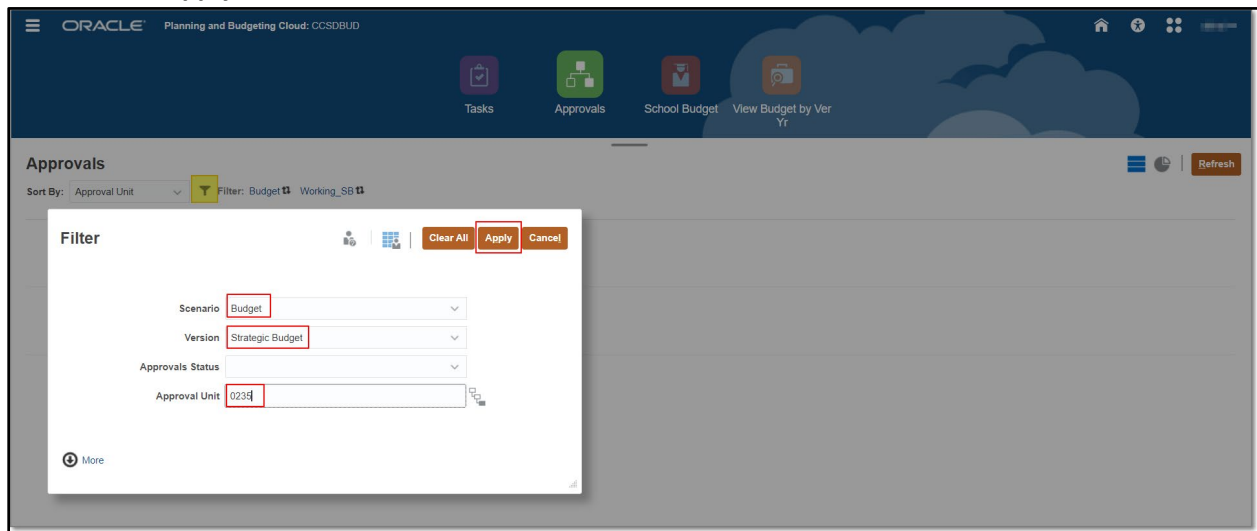
Gen Fund	Food	DATE	GenF Read by 3	Sp Ed	At-Risk	English Learners	ESSER III	Cost	Cost (%)
<b>Plan Summary</b>									
Admin Jobs									
Total Funding Amount	\$162,025.36							\$162,025.36	4.43%
Licensed Jobs	\$1,813,961.34		\$80,916.17	\$94,938.48	\$406,985.06	\$47,939.70	\$37,677.12	\$2,482,417.87	67.86%
Support Jobs	\$508,418.49	\$38,799.82			\$170,200.69			\$717,415.00	19.81%
Supplies and Other Services	\$80,750.35		\$0.50		\$0,733.17		\$0.01	\$86,216.00	4.42%
Supplemental Local Allocations (SLA)	\$134,045.15						\$1,009.22	\$135,057.38	3.69%
<b>Total</b>	<b>\$2,709,203.69</b>	<b>\$38,799.82</b>	<b>\$80,916.17</b>	<b>\$94,938.00</b>	<b>\$577,186.79</b>	<b>\$55,672.67</b>	<b>\$38,686.35</b>	<b>\$3,454,616.05</b>	<b>100.00%</b>

## *Promoting Submitting a Work Location Budget*

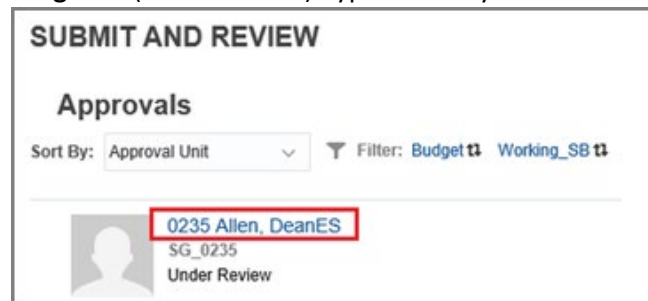
1. From the Budget Planning Tool Home page, click on the **Approvals** icon.



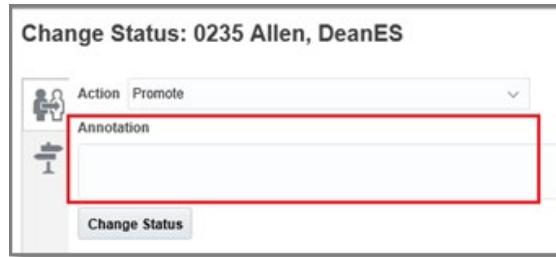
2. From the *Filter* window, select **Budget** as the Scenario.
3. Select **Strategic Budget** as the Version.
4. Enter the four-digit work location in the **Approval Unit** field
5. Click **Apply**.



6. Click on the **Planning Unit** (work location) hyperlink for your school.



7. Add an **Annotation** (or note) for the next reviewer and/or approver to view if desired.



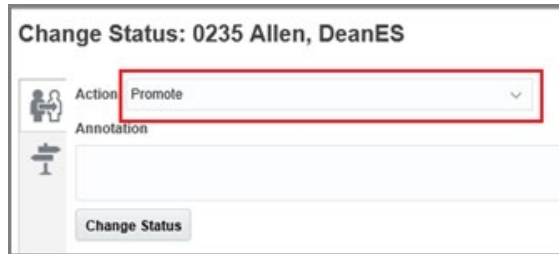
Change Status: 0235 Allen, DeanES

Action: Promote

Annotation

Change Status

8. Ensure that the Action dropdown is set to **Promote**.



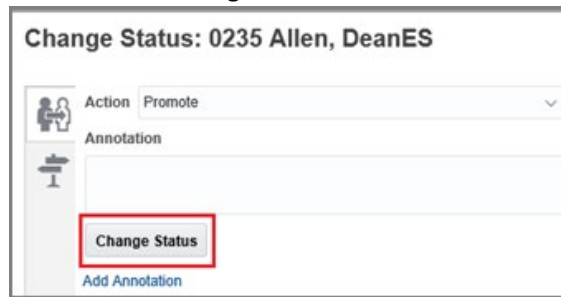
Change Status: 0235 Allen, DeanES

Action: Promote

Annotation

Change Status

9. Click **Change Status** to submit the budget for review.



Change Status: 0235 Allen, DeanES


Action: Promote

Annotation

Change Status

Add Annotation

10. To confirm the budget has been submitted, click the **Refresh** button in the right hand corner.



Change Status: 0235 Allen, DeanES

Refresh Done




Action: Promote

Owner: <Automatic>

Annotation

Change Status

11. After the refresh, note that a “**Promote by**” row appears with your user ID, as well as the date and time stamp. The status will also show as **Under Review**.

	Promote by [redacted] <b>Under Review</b> <a href="#">Reply</a>	12/10/20 9:46 AM
	Originate by DSALASISI Under Review <a href="#">Reply</a>	[redacted]
	Start by DSALASISI 1st Pass <a href="#">Reply</a>	[redacted]

12. Click **Done**.

Change Status: 0235 Allen, DeanES	<a href="#">Refresh</a>	<a href="#">Done</a>
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