### CLARK COUNTY CLARK COUNTY SCHOOL DISTRICT Clark County School District School Budget Planning Tool Essentials Guide 2022–2023 School Year

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

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

-	ORACLE	
	PEOPLESOFT	
User ID		_
Password		
Select a Langu	age	_
English	`	A      A  A     A
	Sign In	
. 3	nable Screen Reader Mode	
	Set Trace Flags	

2. Select Manager Self Service.

▼ Employee Self Service				
Personal Details	Time/Absence	Employee Self Service	Benefit Details	
		Manager Self Service	24 70. + 11	
		Last Pay Date 07/25/2022		

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



4. Click on Company Sign In.

	SIGN IN TO ORACLE CLOUD
	Traditional Cloud Account         Welcome uscherryroadt65846 change domain @         User Name         Password         Can't access your account?         Sign In

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

ORACLE Planning and Budgeting Cloud: CCSDBUD			R 🕄 👬 tamator*
	Tasks	Budget Reports A	pprovals
Activity Recent Fa	vorites Application	Tools Sch	ool Budget.
	View Budget by Ver		

### **User Preferences**

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



2. Under Tools, click on User Preferences.

Navigator: Planners	
Tasks	Tools
Budget Reports	User Preferences
🖓 All Funds	School Budget
MI Funds w Notes	Diew Budget by Ver Yr
All Funds w Emp	Integration

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

Preferences			Save
General	General		
Display	Profile		
Notifications	Time Zone	(UTC-08:00) Los Angeles - Pacific Time	Ŧ
Ad Hoc Options	A Language	English	<b>v</b>
User Variables		Profile Image	
Reports	abbat	Supported formats: .jpg, .png, and .gif.	
Form Printing			
	Alias Setting		Use Administrator's Settings
	Alias Table	Default 🔻	
	Display Member Label as	Default 💌	
	Approvals		Use Administrator's Settings

4. Click the **Save** button.

				Save
General				
Profile				
	Time Zone	(UTC-08:00) Los Angeles - Pacific T	īme 🔻	
A	Language	English	•	
abhat		Profile Image Supported formats: jpg, .png, and .	gif.	
Alias Setting				✓ Use Administrator's Settings
	Alias Table	Default 🔹		
	Display Member Label as	Alias 💌		
Approvals				☑ Use Administrator's Settings

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.

Preferences			Save
General	Display		
Display	Number Formatting		Use Administrator's Settings
Notifications	Thousands Separator	None 🔻	
Ad Hoc Options	Decimal Separator	Dot 🔻	
User Variables	Negative Sign	Prefixed Minus 💌	
User variables	Negative Color	Black 💌	

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.

Preferences				Save
General	User Variables			
Display	Dimension	User Variable	Member	
Notifications	Element	Context Element		R
Ad Hoc Options	Scenario	Current Scenario		R
Liser Variables	Version	Current Version		R
	Years	Current Year of View		R
Keports	Element	School Fund Source		R
Form Printing				

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**.

Select a Memb	ber				Cance <u>l</u>
Element FS_0235					
Search Element					¢
Element		✓ FS_0235	•	•	
GL Measures	►	FS_0236	►		
FSGROUP	•	FS_0237	►	1.1	
		FS_0238	►		

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

Preferences				Save
General	User Variables			
Display	Dimension	User Variable	Member	
Notifications	Element	Context Element		R
Ad Hoc Options	Scenario	Current Scenario		R
liser Variables	Version	Current Version		R
	Years	Current Year of View		R
Reports	Element	School Fund Source	FS_0235	R

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 Mem	ber		
Years "2022-2023 School Y	'ear"		
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	User Variables			
Display	Dimension	User Variable	Member	
Notifications	Element	Context Element		R
Ad Hoc Options	Scenario	Current Scenario		R
User Variables	Version	Current Version		R
	Years	Current Year of View	2022-2023 School Year	R
керотт	Element	School Fund Source	FS_0235	R

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.

	Tasks	Approvals	School Budget	View Budget by Ver Yr
Admin Position Info Scenario Version Vears Extra Pay Version Vears Entity ES01 Training School	Supplies and Other Services (E) Supplemental Local Allocations.		S 🔣 View Contr	acted Rates

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

Select a Member	Cancel
Entity "ES01 Training School - Elem"	
Search Entity	<b>‡</b>
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.

🦻 Admin	🦐 Licensed 🗏	🦻 Support 🛛 🐺 Extra Pay	🎼 Supplies and Other Services 🛛 🐺 Su	Supplemental Local Allocations	UMMARY TOTALS	18 View Contracted Rates				
Admin F	osition Info	0						ब्ब्स् । <b>व्</b>	ctions 🕶	Save Refrest
Scenario Budget	Version Years Working_SB FY23	Entity ES01 Training School - El	em				 	→ .	0	Data Forma

### 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.



- 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.



7. 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 🖐 Supplemental Local Allocations 🗒 SUMMARY TOTALS 🐻 Vew Contracted Rates															
Admin Position Info 0															
Scenario Version Budget Working_SB	Senario Vension Venso Venso Venso Entry														
			Employee Name	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE	FS Percentage	Total Fund Src	FS Amount Avera	age Cost Basis	FS An	iount Actual Cost E	lasis	FS Am
			Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	Allocation Pct	Gen Fund	GenF Read by 3	Al-Risk	English Learners	ESSER III	GAT
ELE PRINC (9 MOS) - U7000	P_10026764_1 ELE PRINC (9 MOS)	Employee 1	CCSD LastName, FirstName EM_523652		7/1/22		1.00	100.00	100.00	162,025.36					<b>^</b>
	FORM TOTALS		CCSD LastName,FirstName EM_523652		7/1/22		1.00	100.00	100.00	162,025.36					

8. 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	🖐 Admin 🖐 Licensed IIV Support IE; Extra Pay IIV Supplies and Other Services IE; Supplemental Local Alocations IE; SUMMARY TOTALS IE: View Contracted Raites													
Licensed Position Info 0														
Stearing Vention Years Entry Budget Working_SB FY23														
			Employee Name	Assigned Position Number	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE		FS Perc	centage		FS Per	centage .
			Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	GenF Read by 3	At-Risk	English Learners	GATE	Sp Ed /
KDG 1 AM/1 PM1 - C1000	P_10008381_1 KDG 1 AM/1 PM	Employee 1	CCSD LastName, FirstName EM_325191	1		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					

9. 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.

Mathin P Licensed	Admin 🐺 Licensed 🐺 Support 🖳 Extra Pay 🐺 Supples and Other Services 📳 Supplemental Local Allocations 📳 SUMMARY TOTALS 🚦 Were Contracted Rates														
Seeano Vesion Vesion Prans Entry Letty Format															
	Employee Name Shared Months Work. Hours Per Eff Start Date Eff Stap Date FS FS Percentage Total Fund FS Amount Average Cest Average Ces														
			Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	Food	Sp Ed	Allocation Pct	Gen Fund	At-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	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	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	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	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	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			
		Employee 2	CCSD LastName, FirstName EM_10090528		09 Months	6.00	7/1/22				100.00	100.00			
		Employee 3	CCSD LastName, FirstName EM_319789		09 Months	6.00	7/1/22				100.00	100.00			
		Employee 4	CCSD LastName, FirstName EM_540930		09 Months	6.00	7/1/22				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.

SB ExtraPay2													
Scenario Years V Budget FY23 V	Version Entity Vorking_SB												
		Emp Name	FS Amount F	rep 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.

🖐 Admin	🆐 Licensed 🖐	Support	🖳 Extra Pay	🦻 Supplies and	Other Services	Supplement	ntal Local Allocation	is 🖳 SUMI	MARY TOTALS	View Contract	ed Rates				
SB Sup	plies by Fund	Src Dist	tBud 0			1									
Period BegBalance	iod Years Scenario Version Entity gBalance 2022-2023 School Year Budget Strategic Budget Gen Fland Gen Fland Gen Fland CSR Academic GATE Al-Risk Finalish FSSER III														
			Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER III					
Enter total ye	ar dollar amount to a Fun	ding 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-

🦐 Admin 🖐 Lic	ensed 🦐	Support	🖳 Extra Pay 🛛	Supplies and (	Other Services	🖳 Suppleme	ental Local Allocations	III SUMM	IARY TOTALS	View Contra	cted Rates
View SLA Bud	get Allo	c by WL	0								
Years \$ 2022-2023 School Year	Scenario Budget	Version Strategic Budg	et Entity								
			Gen Fund	English Learners							
AARSI - ELL Placement	Testing Persor	nnel (Vacant)	1,602.93								
AU - Prime 6 Field Trips			0.00								
BF - Utilities and Trash D	)isposal		132,445.22								
ELL - Student Success A	dvocates			1,009.22							
FD - Landscape Mainten	ance		0.00								
Total Supplemental Local	I Allocations (S	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.

🦐 Admin 🖐 Lice	nsed 🖐 Sup	port 🖽 Extra Pay 🆐 Supplies a	ind Other Services	III, Suppleme	ental Local Allocatio	ins 🖳 SUM	MARY TOTALS	View Contra	cted Rates							
SB Summary T	otals and I	Remaining to Spend ASC	0 0											BEQ .	•••• Actions •	Save Refresh
Years S 2022-2023 School Year B	ears Scenario Entity 022-2023 School Year Dudget														/ 0	<u>D</u> ata F <u>o</u> rmat
			Gen Fund	CSR	HOPE2	Magnet	GenF Read by 3	Academic Support Funding	Title I	Al-Risk	English Learners	ESSER III	ZFS-EDIT	Food	GATE	Sp Ed 🛛
		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	0.00	-577,185.75 🔺
ALLOCATED FUNDS:		Includes Carryover									Paur PEMAA	NING RUDGET TO	SDEND Calvera 755	EDIT.	î	
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	88,827.30	NING BODGET TO	SPERO CORMIN 213	-com		
BUDGET SPENT:											This cell is r	ead-only You have	under spent your b	udget by over \$1.0	<ol> <li>Please update yo</li> </ol>	ur budget accordingly.
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	2,087,808.36		80,916.17	406,985.06
		FS Amount Prep Buy	7,805.40							4,071.24			11,876.64			
		FS Amount Add-On	2,695.81										2,695.81			
		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	0.00	170,200.69
		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	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	52,010.94	49,263.19	1,000.00	2,872,890.62	38,795.82	80,916.17	577,185.75
		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	0.00	-577,185.75

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

Admin Jucensed	Admin      Locensed     Support     Extra Pay     Supplies and Other Services     Supplies and Other Services     Extra Pay     Supplies and Other Services     Extra Pay     Supplies and Other Services     Extra Pay     Supplies and Other Services     Supplies and Other Services     Supplies and Other Services     Supplies     Supplies a												
Years Scenario 2022-2023 School Year Burdnet	Version Entity												
2022-2023 School Teal Budget	Employee Name CONTRACT Basic Salary Benefits Expense-Actual Basis RATE 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.

Madmin Po	»نا 🦈 ositio	ensed 🦐 Support 🛒 Extra Pay n Info 🚯	•	Supplies and	I Other Services 📑 Supplemental Local	Allocations	SUMMARY TO	ALS 勝 View	Contracted Rates
Scenario N Budget S	/ersion Strategic E	Years Entity Budget 2022-2023 School Year							
	G	View Student Teacher Ratio Validation			Employee Name	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE
	Ū.	Calc Total Position Costs			Assumption	Assumption	Assumption	Assumption	Assumption
		Mass Calc	•						
ELE PRINC (9 I	v 🕼	Budget For: A New Position		ployee 1	CCSD LastName, FirstName EM_523652	]	7/1/22		1.00
	G	Budget For: Add-On and Extra - Licensed			CCSD LastName,FirstName EM_523652		7/1/22		1.00
	G	Budget For: Add-On and Extra - Support							
	G	Budget For: CTT - Sub Teacher							
	G	Budget For: Prep Buyout - Licensed							
	G	Delete Position Info							
	G	Edit Position Info							
	G	Update Funding Source - All New Position	s						

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



🆐 Admin 🖐 Licensed 🛛	🎐 Support 🖳 Extra Pay	Supplies and O	ther Services	Supplemental	<ul> <li>Local Allocations.</li> </ul>	. III, SUMMA	RY TOTALS	View Contracte	ed Rates			
Student Teacher Rati	o Validations									Actio	ns 🗕 🛽 S	ave <u>R</u> efrest
Licensed Position Info > Student	Feacher Ratio Validations											
Scenario Version Year Budget Strategic Budget 202	s Entity 2-2023 School Year									1	٥	<u>D</u> ata F <u>o</u> rma
		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	Row Grade1Elem	- Star 3 or 4 or 5 - G	rade 1 Column. Diffe	rence:				
Grade3	Elem - Star 3 or 4 or 5 - Grade 3	24.00	17.67	6.33	-5.00 This cell is read-c	nly You exceeded th	e Student Teacher Ra	itio limit. Please upd	late your budge	et.		
	Value Count	3.00	3.00	0.00								
Click SAVE to update the ratios												

**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.

															-
🤟 Admin 🐺 Licensed 🕸 Sup	Support 🖳		pplemental Local Allocati	ons 🖳 SUI	MARY TOTALS	View Contr	acted Rates								
		Calc Total Position Costs												_	_
Licensed Position Info	0	Mass Calc	<b>b</b>									™S(	Actions +	<u>Save</u> <u>R</u> ef	resh
Scenario Version Vears	0	Budget For: A New Position													
Budget Strategic Budget 2022-2023 S	3 School Year	Budget For: Add-On and Extra - Licensed											/ 3	E Data Fo	ermat
	0	Budget For: Add-On and Extra - Support	ree Name	Assigned	Shared	Eff Start Date	Eff Stop Date	Planned FTE		FS Perc	entage		FS Per	centage	
	0	Budget For: CTT - Sub Teacher		Position Number	Position										
		Budget For: Prep Buyout - Licensed	motion	Assumption	Assumption	Assumption	Assumption	Assumption	Can Fund	Can David	At Disk	Coelish	CATE	Co Ed	
		P Delete Position Info	npuon	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Palla	by 3	APROX	Learners	GATE	op Eu	î
KDG 1 AM/1 PM1 - C1000 P_10008	08381_1 KDG 1	- Edit Position Info	tName EM_325191			7/1/22		1.00	100.00						
		Lease Depiler Linedepunt	tName EM_331715			7/1/22		1.00	100.00						
	L	Increase Position Headcount	tName EM_516040			7/1/22		1.00	100.00						
GRADE 1 - C1010 P_10008	08382_1 GRAD	Update Funding Source - All New Positions	tName EM_10014323			7/1/22		1.00	100.00						
		Edit	▶ itName EM_553069			7/1/22		1.00	100.00						
GRADE 2 - C1020 P_10008	08383_1 GRAD	Adjust	▶ itName EM_312411			7/1/22		1.00	100.00						
		*# Supporting Detail	tName EM_502600			7/1/22		1.00	100.00						
P_10008	08384_1 GRAD		tName EM_10034305			7/1/22		1.00	100.00						
		Change motory	tName EM_520954			7/1/22		1.00	100.00						
GRADE 3 - C1030 P_10008	08386_1 GRAD	Lock/Unlock Cells	tName EM_10107287			7/1/22		1.00	100.00						
			Name EM_502600			7/1/22		1.00	100.00						
		Employee 3 CCSD LastName,	FirstName EM_524230			7/1/22		1.00	100.00						
GRADE 4 - C1040 P_100083	08387_1 GRADE 4	Employee 1 CCSD LastName,	FirstName EM_316074			7/1/22		1.00	100.00						_

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.

		s	Q	Transfer Position		Ver									
🖐 Admin 🖐 License	d 🦐 Support 📳 Extra Pay	Supplies and Ot	her Services 📳 Supplemental Local Allocati	ons 🖽		Calc Total Position Costs Mass Calc	•								
Licensed Position	n Info 🚯				Ch Ch	Edit Position Detail Budget For: A New Position						<sup>™</sup>	Actions *	Save Refres	h
Scenario Version Budget Strategic Budge	Years 2022-2023 School Year				G	Budget For: Add-On and Extra - Licensed Budget For: Add-On and Extra - Support							/ <	Data Form	at
			Employee Name	Assigned Position Number	G	Budget For: CTT - Sub Teacher Budget For: Prep Buyout - Licensed		Planned FTE		FS Perc	entage		FS Pe	centage	
			Assumption	Assumption	Q	Delete Position Info		Assumption	Gen Fund	GenF Read by 3	At-Risk	English Learners	GATE	Sp Ed	A
		Employee 2	CCSD LastName, FirstName EM_502600		-	Edit Position Into		1.00	100.00						*
	P_10008384_1 GRADE 2	Employee 1	CCSD LastName, FirstName EM_10034305		G	Update Funding Source - All New Positions		1.00	100.00						
		Employee 2	CCSD LastName, FirstName EM_520954			Edit		1.00	100.00						
GRADE 3 - C1030	P_10008386_1 GRADE 3	Employee 1	CCSD LastName, FirstName EM_10107287			Adjust	×	1.00	100.00						
		Employee 2	CCSD LastName, FirstName EM_502600		*#	Supporting Detail		1.00	100.00						
		Employee 3	CCSD LastName, FirstName EM_524230		-	Change History		1.00	100.00						
		Vacant			Cu			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						

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

🆐 Admin 🛛 🦻 Lice	nsed 🦻 Support 🏢 Extra Pay	🦻 Supplies and	Other Services I Supplemental Local Alloc	ations 🖳 S	SUMMARY TOTAL	S 📑 View Co	ntracted Rates						
Licensed Posit	Licensed Position Info 🕕 Extrem												
Scenario Version Budget Strategic B	Years Entity 2022-2023 School Year	Core 1						/ 0	Data Format				
			Employee Name	Assigned Position Number	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE					
			Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund				
		Employee 2	CCSD LastName,FirstName EM_553069			7/1/22		1.00	100.C <sup>*</sup>				
GRADE 2 - C1020	P_10008383_1 GRADE 2	Employee 1	CCSD LastName, FirstName EM_312411			7/1/22		1.00	100.C				
		Employee 2	CCSD LastName,FirstName EM_502600			7/1/22		1.00	100.C				
	P_10008384_1 GRADE 2	Employee 1	CCSD LastName,FirstName EM_10034305			7/1/22		1.00	100.C				
		Employee 2	CCSD LastName,FirstName EM_520954			7/1/22		1.00	100.C				
GRADE 3 - C1030	P_10008386_1 GRADE 3	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	100.0				

### Adding and Adjusting Positions

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

🦐 Admin	🖐 Admin 🖐 Licensed 🖐 Support 🖳 Extra Pay 🐺 Supplies and Other Services 📳 Supplemental Local Allocations 📳 SUMMARY TOTALS 🔡 View Contracted Rates												
Support	Position	nfo 🚯						1		Actions	• 5	ave	<u>R</u> efresh
Scenario Budget	Version Strategic Budget	Years 2022-2023 School Y	Entity						G	Calc Total Position Costs		Data	Format
					Employee Name	Shared	Months Work	Hours P		Mass Calc	•		ES Perce
						Position	Override	Day Over	G	Budget For: A New Position			101000
									Ch.	Budget For: Add-On and Extra - Licensed			
					Assumption	Assumption	Assumption	Assumpt	•	Rudget Fee Add On and Futer, Support		Fo	bod
FRST AID/SF	TY AST - N0090	P_10008400_1	FRST AID/SFTY AS	T Employee 1	CCSD LastName,FirstName EM_542377	]	09 Months		400	budget For: Add-On and Extra - Support	00		
SCHOOL AID	E - N0100	P_10008401_1	SCHOOL AIDE	Employee 1	CCSD LastName, FirstName EM_10041392		10 Months		G	Budget For: CTT - Sub Teacher	00		

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

Add New Position by	y Job Code	Launch Cancel
* Select FROM Job Code	"N0090"	

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

Select a Member	elect a Member									
Job Job										
Search Job										
Job		Total All Jobs	FRST AID/SFTY AST - N0090							
Total All Jobs	•	All Jobs	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.

Select a Member					OK Cancel
Job Job					
Search Job					Ċ.
					Add Filter
Job		Total All Jobs		Support Jo	✓ Show Alias
Fringe Measures	►	Admin Jobs	►	21ST CLC-:	Show Member Counts
Jobs Not In Use	►	All Jobs		ABSENCE	<ul> <li>Sort Alphabetically</li> </ul>
Licensed Staff Group	►	DFLT		ACCOUNT	😏 Refresh
Lic Staff	►	Licensed Jobs	►	ACCOUNTI	× Clear Selection
Total All Jobs	•	Police Admin Association	►	ACCSSBL I	Show Invalid Members

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

lect a Member				
ob FRST AID/SFTY AST - N0090"				
Search Job				
Job		Total All Jobs		INTERNAL QSP - VSL/PRNTD CO
Total All Jobs	•	All Jobs		🗸 FRST AID/SFTY AST - N0090
Jobs Not In Use	►	Admin Jobs	►	SCHOOL HEALTH ASST I - N0092
Unspecified Job		Licensed Jobs	►	SPEC HEALTH AIDE - N0095
Fringe Measures		Support Jobs	•	SPCLZD EMPLOYEE H - N0096
Lic Staff	►	Police Jobs	►	SPEC PROCD NURSE - N0097
Licensed Staff Group	►	Police Admin Association	►	SCHOOL AIDE - BIL - N0099
		Strategic Jobs	►	SCHOOL AIDE - N0100
		DFLT		SUPPORT STAFF AST - N0101
				TEMP TRANS AID-SP - N0102

c. Click OK.

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

Add New Position b	y 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	Uicensed	🦻 Support	🛐 Extra Pay	Supplies and Other	Services I Supplemental Local Allocat	tions 📳 SUMM	ARY TOTALS	View Contracte	ed Rates			
Support	Position I	nfo 🚯								See.	<u>A</u> ction	ns 🔻
Scenario Budget	Version Strategic Budget	Years 2022-2023 School Yea	Entity								/	¢
					Employee Name	Shared Position	Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date	FS Percentage	e
					Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	1
FRST AID/SF	TY AST - N0090	New Position 11		Vacant	Vacant						10	00.00

b. Select Update Funding Source - All New Positions.

		₩ [ <u>A</u> ctions ▼
		^
	G	Calc Total Position Costs
Hours Per		Mass Calc
Day Override	Ē.	Budget For: A New Position
	G	Budget For: Add-On and Extra - Licensed
Assumption	G	Budget For: Add-On and Extra - Support
e	G	Budget For: CTT - Sub Teacher
e	G	Budget For: Prep Buyout - Licensed
2	G	Delete Position Info
4	G	Edit Position Info
6	G	Update Funding Source - All New Positions

- 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.

🦻 Admin	🦐 Licensed	🦐 Support	🌉 Extra Pay 🛛 🖐 🗄	Supplies and Other S	Services 🖳	Supplemental Loca	al Allocations	SUMMARY TO	OTALS 😸 Viev	v Contracted Rate	s				
SB New	Pos Edit /	AllJobs 🚯										<u>™</u> 7	Action	ns 🔻 🔮	Save
Support P	osition Info 🍝 🗛	Vew Pos Edit AllJobs													
Scenario Budget	Version Strategic Budget	Years 2022-2023 School Ye	Entity car 0000 1410, 0 0000										/	٥	<u>D</u> ata
				Total Fund Src		-		FS Pero	entage				FS / Avera	Amount ige Cost asis	
				Allocation Pct	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER III	Ger	n Fund	
FRST AID/SF	TY AST - N0090	New Position 11	Vacant	100.00						100.00					

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

#### 6. Click Save.

🖐 Admin 🛛 🐺 Li	censed 🖐 Support	🏨 Extra Pay 🛛 🖐	Supplies and Other	Services I Supplemental Local Allocations	拱 SUMMA	RY TOTALS	View Contracted	d Rates			
Support Posit	tion Info 🕚								₩.S.	Actions <b>v</b>	<u>Save</u> <u>R</u> efresh
Scenario Version Budget Strategic	Years Budget 2022-2023 School Y	Entity ear								/ 0	Data Format
				Employee Name	Shared Position	Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date	FS Perce	entage
				Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	At-Risk
FRST AID/SFTY AST - I	N0090 New Position 11		Vacant	Vacant		09 Months	6.00				100.00 🗢

### 7. Right-click on the yellow new position row.

#### 8. Select Calc Total Position Costs.

🦻 Admin 🖐 Licensed 📑 Support 📳 Extra Pay 📑 Supplies and Other	ervices III, Supplemental Local Allocations III, SUMMAI	RY TOTALS 🤴 View Contracted Rates	
Support Position Info 0			Actions V Save Refresh
Scenario Version Years Budget Strategic Budget 2022-2023 School Year	Calc Total Position Costs		🖉 🔅 Data Format
	Mass Calc d Edit Position Detail	Months Work Hours Per Eff Start Date Override Day Override	Eff Stop Date FS Percentage
FRST AID/SFTY AST - N0090 New Position 11 Vacant	Budget For: A New Position         tion           Budget For: Add-On and Extra - Licensed         tion	Assumption Assumption Assumption 09 Months 6:00	Assumption Gen Fund At-Risk 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.** 

🦻 Admin	🦐 Licensed	🦐 Support	🖳 Extra Pay	Supplies and Other	er Services	Supplement	al Local Allocations.		ARY TOTALS	View Contracte	d Rates					
Support	Position I	nfo 🚯										E J	Actio	ons 🔻	<u>S</u> ave	<u>R</u> efresh
Scenario Budget	Version Strategic Budget	Years 2022-2023 School Y	ear Entity										/	¢	<u>D</u> ata	F <u>o</u> rmat
					op Date	FS Perc	centage	FS Perc	centage	Total Fund Src	FS Amount Average Cost Basis	FS Amount Actual Cost Basis	FS Amor	unt Actua	I Cost Ba	sis
					Imption	Gen Fund	At-Risk	Food	Sp Ed	Allocation Pct	Gen Fund	At-Risk	Food		Sp Ed	1
FRST AID/SFT	TY AST - N0090	New Position 11		Vacant			100.00			100.00		35,050.06				<u>^</u>

### 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.

🦻 Admin 🛛 🐺 License	d 🦻 Support 🏢 Extra Pay	Supplies and	Other Services 📑 Supplemental Local Alloc	ations 🛒 S	UMMARY TO	TALS	View Contracted Rates		
Licensed Position	n Info 🚯						Actions	<u>S</u> av	e <u>R</u> efresh
Scenario Version Budget Strategic Budge	Years Entity 2022-2023 School Year					G	Transfer Position	D	ata F <u>o</u> rmat
			Employee Name	Assigned Position Number	Shared Positior	G	Calc Total Position Costs Mass Calc Edit Position Detail	•	
			Assumption	Assumption	Assumption	G	Budget For: A New Position		Gen Fund
KDG 1 AM/1 PM1 - C1000	P_10008381_1 KDG 1 AM/1 PM	Employee 1	CCSD LastName,FirstName EM_325191			G	Budget For: Add-On and Extra - Licensed	00	100.C
		Employee 2	CCSD LastName,FirstName EM_331715			G	Budget For: Add-On and Extra - Support	00	100.C
		Employee 3	CCSD LastName,FirstName EM_516040			G	Budget For: CTT - Sub Teacher	00	100.C
GRADE 1 - C1010	P_10008382_1 GRADE 1	Employee 1	CCSD LastName,FirstName EM_10014323			D.	Budget For: Prep Buyout - Licensed	00	100.0
		Employee 2	CCSD LastName,FirstName EM_553069			-	Delete Decition lefe	00	100.0
GRADE 2 - C1020	P_10008383_1 GRADE 2	Employee 1	CCSD LastName,FirstName EM_312411			LS:	Delete Position Info	00	100.C
		Employee 2	CCSD LastName,FirstName EM_502600			G	Edit Position Info	00	100.C
	P_10008384_1 GRADE 2	Employee 1	CCSD LastName,FirstName EM_10034305			G	Update Funding Source - All New Positions	00	100.C
		Employee 2	CCSD LastName,FirstName EM_520954				Edit	▶ 10	100.0

- 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.

🆐 Admin 🖐	Licensed 🦐 Si	upport 🖳 Extra P	ay 🦐 Si	upplies and Other S	ervices 🖳 Si	upplemental Local	Allocations	I SUMMARY TO	TALS 😸 Vie	ew Contracted Rate	S		
SB New Pos	s Edit AllJobs	6 0								шţ	Actions	▼ <u>S</u> ave <u>R</u> e	efresh
Licensed Positio	n Info > SB New Pos E	dit AllJobs											
Scenario Versio Budget Strate	egic Budget Vears	School Year	s leader								/	Data F	ormat
			al Comp Exp	Total Fund Src				FS Perc	entage				FS A Avera B
				Allocation Pct	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER III	Ger
GRADE 5 - C1050	New Position 12	Vacant	94,938.48	100.00								100.00	^
Licensed Jobs	Total New Positions	Total All Employees	378,214.34			_					L		

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

🦐 Admin 📑 Licensed 🖐 Support 🏢 Extra Pa	ay 🦐 Supplie	s and Other Service	s 🏨 Supplei	mental Local Alloca	itions 🎚 SI	UMMARY TOTALS	View Con	tracted Rates		
SB New Pos Edit AllJobs									■ <u>A</u> ctions ▼	<u>Save</u> <u>R</u> efresh
Licensed Position Info > SB New Pos Edit AllJobs										
Scenario         Version         Years         Entity           Budget         Strategic Budget         2022-2023 School Year         Image: Strategic Budget	. The state of the								/ 0	<u>D</u> ata F <u>o</u> rmat
	Total Comp Exp	Total Fund Src				FS Pero	entage			
		Allocation Pct	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER III
GRADE 5 - C1050 New Position 12 Vacant	94,938.48	100.00								100.( ^

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

		~								
	G	Transfer Position								
	G	Calc Total Position Costs	el	t View	Budget by Ver Yr				L	
		Mass Calc								
🦐 Admin 🖐 Licensed 🖐 Support 🖽 Extra Pay 🖐 Supplie:	C.	Edit Position Detail	5.	🖽	SUMMARY TOTA	LS 😸 View	Contracted Rates			
Licensed Position Info	G	Budget For: A New Position					57E	Actions -	Save Ret	resh
	G	Budget For: Add-On and Extra - Licensed					~			
Scenario Version Years Entity	G	Budget For: Add-On and Extra - Support						1 5	<u>D</u> ata Fo	ermat
Budget Strategic Budget 2022-2023 School Year	G	Budget For: CTT - Sub Teacher					50.0			
	G	Budget For: Prep Buyout - Licensed	54				FS Percentage			
	C.	Delete Position Info								
	G	Edit Position Info	n	ption	Gen Fund	GenF Read by 3	At-Risk	English Learners	ESSER III	
P_20013977_1 Employee	G	Update Funding Source - All New Positions	Ľ	1.00	41.26			58.74		-
GRADE 5 - C1050 P_10008389_1 GRADE 5 Employee		Edit	×	1.00	100.00					
New Position 12 Vacant		Adjust	Þ	1.00					100.0	D
ART, ELEM - C1100 P_10008390_1 ART, ELEM Employee	扫	Supporting Detail		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.** 

🆐 Admin 🛛 🦐 Licensed	d 🦐 Support 🏢 Extra Pay	Supplies and O	ther Services	Supplemental L	ocal Allocations	SUMMAR	Y TOTALS 🐰	View Contracted R	ates		
Licensed Position	n Info 🔞								🔤 🔤	ions <del>▼</del> <u>S</u> ave	<u>R</u> efresh
Scenario Version Budget Strategic Budge	Years Entity 2022-2023 School Year									Data Data	F <u>o</u> rmat
			Total Fund Src	FS Amount Avera	age Cost Basis	FS An	nount Actual Cost B	asis	FS Amount Act	al Cost Basis	
			Allocation Pct	Gen Fund	GenF Read by 3	At-Risk	English Learners	ESSER III	GATE	Sp Ed	Gen Fur
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

🆐 Admin 🖐 Licer	nsed 🖐 Supp	ort 🏢 Extra Pay 🖐 Supplies	and Other Services	Suppleme	ntal Local Allocatio	ns 🖳 SUN	MARY TOTALS	View Contra	acted Rates		
SB Summary T	otals and F	Remaining to Spend AS	0 0							Actions 👻	ave <u>R</u> efresh
Years So 2022-2023 School Year Bu	cenario Entity udget	No. Cont.								/ 0	Data Format
			Gen Fund	CSR	HOPE2	Magnet	GenF Read by 3	Academic Support Funding	Title I	At-Risk	English Learners
		REMAINING BUDGET TO SPEND	86,199.16	0.00	0.00	0.00	0.52	0.00	0.00	49,601.63	-10,576 🔺
ALLOCATED FUNDS:		Includes Carryover									
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	38,686
BUDGET SPENT:											

1. From the Admin, Licensed, or Support tabs Click Actions.

#### 2. Select Update Funding Source - All New Positions.

🆐 Admin 🖐 Lice	ensed 🦻 Support 🖳 Extra Pa	ay 🦻 Supplies :	and Other Services	Allocations	SUMMARY TO	TALS	View Contracted Rates					
Licensed Posit	ion Info 🚯						≝≷ I 🚥 🔺	<u>S</u> ave <u>R</u> efresh				
Scenario Version Budget Strategic B	Years Entity 2022-2023 School Year					G	Transfer Position	<u>D</u> ata F <u>o</u> rmat				
Employee Name Assigned Position Position Mass Calc >> Mass Calc >> Calc Total Position Costs >> Calc To												
			Assumption	G	Budget For: A New Position	Gen Fund						
		Employee 3	CCSD LastName,FirstName EM_516040			G	Budget For: Add-On and Extra - Licensed	100.00				
GRADE 1 - C1010	P_10008382_1 GRADE 1	Employee 1	CCSD LastName,FirstName EM_10014323			G	Budget For: Add-On and Extra - Support	100.00				
		Employee 2	CCSD LastName,FirstName EM_553069			G	Budget For: CTT - Sub Teacher	100.00				
GRADE 2 - C1020	P_10008383_1 GRADE 2	Employee 1	CCSD LastName,FirstName EM_312411			C.	Budget For: Prep Buyout - Licensed	100.00				
		Employee 2	CCSD LastName,FirstName EM_502600			-		100.00				
	P_10008384_1 GRADE 2	Employee 1	CCSD LastName,FirstName EM_10034305	P_10008384_1		LS	Delete Position Info	100.00				
		Employee 2	CCSD LastName,FirstName EM_520954			G	Edit Position Info	100.00				
	New Position 13	Employee 1	CCSD LastName,FirstName EM_10034305	P_10008384_1		G	Update Funding Source - All New Positions					
GRADE 3 - C1030	P_10008386_1 GRADE 3	Employee 1	CCSD LastName,FirstName EM_10107287	<u> </u>			Edit	100.00				

- 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*.

				G	Allocation Calculator Edit	Þ.	Vor				
			19222 1		Adjust	⊧ Uy	Vei				
🦐 Admin 🛛 🦐	Licensed 🦻 Si	upport 📳 Extra Pa	ay 🦻 Supplies and Other Services		Comments	ARY	TOTALS 腸 Vie	w Contracted Rate	95		
SB New Pos	s Edit AllJobs	5 0			Change History			85	action	s <del>▼</del> <u>S</u> ave <u>R</u>	efresh
Licensed Position	n Info > SB New Pos E	dit AllJobs		Ø	Attachments						
Scenario         Version         Years         Entity           Budget         Strategic Budget 2022-2023 School Year         Entity				1 1 1 1	Lock/Unlock Cells Analyze				/	🔅 🗋 Data F	F <u>o</u> rmat
			Employee Name	4)	New Ad Hoc Grid Show Reasons for Read-Only Cells	ate	Planned FTE	Total Comp Exp	Total Fund Src		
			Assumption	+ - × +	Predictive Planning Business Rules	ən	Assumption		Allocation Pct	Gen Fund	GenF by
GRADE 2 - C1020	New Position 13	Employee 1	CCSD LastName,FirstName EM_10034305		Smart Push Details		1.00	94,938.48	100.00	100.00	*
GRADE 5 - C1050	New Position 12	Vacant	Vacant		Crid Validation Massages		1.00	94,938.48	100.00		
Licensed Jobs	Total New Positions	Total All Employees		=7	Clear Formatting		2.00	189,876.96			

- 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.

🦐 Admin 🖐 Licensed 🖐 Support 🖽 Extra	Pay 🦻 Sup	plies and Other S	ervices 🏢 s	Supplemental Local All	ocations	SUMMARY TOTA	LS 🐻 View (	Contracted Rates			
POS ALLOC CALCULATOR ()								₩Ę	Actions -	Save Refre	esh
Licensed Position Info > SB New Pos Edit AllJobs > POS ALL	OC CALCULATO	R									
Years Scenario Version Entity 2022-2023 School Year Budget Strategic Budget	Jot GF	b RADE 2 - C1020	Employee Employee 1						/ 0	<u>D</u> ata F <u>o</u> ri	mat
	FS Amount Average Cost Basis	Enter Amount 1 to Use Up	Ent 21								
	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER III	Gen Fund	Assumption	As
Use this form to pre calculate the Amt 1 and Amt 2 alloc percent											
New Position 13	100.00								94,938.48	49,601.63	1

7. 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.

🆐 Admin 🖐 Licensed 🖐 Support 🏢 Extra	Pay 🖐 Supp	lies and Other Sen	vices 📳 Supp	lemental Local Allo	ocations 📳	SUMMARY TOTAL	S 📑 View Co	ontracted Rates		
POS ALLOC CALCULATOR 0								<sup>™</sup>	···· <u>A</u> ctions ▼	<u>S</u> ave <u>R</u> efresh
Licensed Position Info > SB New Pos Edit AllJobs > POS ALL	OC CALCULATOR	R								
Years Scenario Version Entity 2022-2023 School Year Budget Strategic Budget	Job GR/	ADE 2 - C1020 Er	nployee nployee 1						/ 0	Data Format
	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
	Assumption	Assumption	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				0.00	0.00	100.00		0.00	0.00	100.00 🔺
				0.00	0.00	100.00		0.00	0.00	100.00
New Position 13	49,601.63		94,938.48	52.25	0.00	47.75	85,901.36	57.74	0.00	42.26

8. **Copy** (**CTRL + C**) the calculated percentages into the desired funding source fields.

#### 9. Click Save.

10. Click on the Licensed Position Info hyperlink to return to the Licensed grid.

🖐 Admin 🛛 🦻 Licensed 🖐 Support 🐺 Extra P	Admin V Licensed V Support (I); Exita Pay V Supples and Other Services (II); Supplemental Local Allocations (II); SUMMARY TOTALS (III) Vew Contracted Rates															
OS ALLOC CALCULATOR 🟮 🔤 Actions 🖷 Save Refersh																
Licensed Position Info S8 New Pos Edit AlVades > POS ALLOC CALCULATOR																
Lastinger constrainting on Hein Neurona - To and an Andrea - To and an																
		FS Amount Actual Cost Basis	FS Amount Average Cost Basis	Enter Amount 1 to Use Up	Enter Amount 2 to Use Up	AVERAGE	Alloc Percent on Amt 1	Alloc Percent on Amt 2	Alloc on Re							
	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER III	At-Risk	Gen Fund	Assumption	Assumption	TOTAL POSITION COST	Using Average Cost	Using Average Cost	
Use this form to pre calculate the Amt 1 and Amt 2 alloc percent														0.00	0.0	^
New Position 13	4226         57.74         49,60159         40,0118,63         49,60130         52.25															

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

🦐 Admin 🖐 Licensed	🖐 Support 📳 Extra Pay 📕	Supplies and OI	her Services 📳 Supplemental Local Allocati	ons 🖽 SU	MMARY 1	TOTALS 🐻 View Contracted Rates						
Licensed Position	Info 🚯								8	action	is ▼ <u>S</u> ave	<u>R</u> efresh
Scenario Version Budget Strategic Budget	Years Entity 2022-2023 School Year									/	Data	F <u>o</u> rmat
			Employee Name	Assigned Position Number	l G	Calc Total Position Costs Mass Calc Burdnet For: A New Position	Ianned FTE			FS Percentage		
			Assumption	Assumption	G	Budget For: Add-On and Extra - Licensed	ssumption	Gen Fund	GenF Read by 3	At-Risk	English Learners	ESSE
KDG 1 AM/1 PM1 - C1000	P_10008381_1 KDG 1 AM/1 PM	Employee 1	CCSD LastName, FirstName EM_325191		G	Budget For: Add-On and Extra - Support	1.00	100.00				-
		Employee 2	CCSD LastName, FirstName EM_331715		C.	Budget For: CTT - Sub Teacher	1.00	100.00				
		Employee 3	CCSD LastName,FirstName EM_516040		Ch.	Budget For: Prep Buyout - Licensed	1.00	100.00				
GRADE 1 - C1010	P_10008382_1 GRADE 1	Employee 1	CCSD LastName,FirstName EM_10014323			Delete Position Info	1.00	100.00				
		Employee 2	CCSD LastName,FirstName EM_553069		-		1.00	100.00				
GRADE 2 - C1020	P_10008383_1 GRADE 2	Employee 1	CCSD LastName,FirstName EM_312411		-	Edit Position Info	0.00	100.00				
		Employee 2	CCSD LastName,FirstName EM_502600		G	Update Funding Source - All New Positions	1.00	100.00				
	P_10008384_1 GRADE 2	Employee 1	CCSD LastName,FirstName EM_10034305	P_10008384_1		Edit	▶ 0.00	100.00				
		Employee 2	CCSD LastName,FirstName EM_520954			Adjust	▶ 1.00	100.00				
	New Position 13	Employee 1	CCSD LastName,FirstName EM_10034305	P_10008384_1	480	Comments	1.00	42.26		57.74		

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 📑 Supp	oort 🖳 Extra Pay	Supplies and Oth	ter Services	Supplemental Lo	cal Allocations	SUMMAR	Y TOTALS 腸 V	fiew Contracted R	ates					
Licensed	Position Info													Actions -	Save Refresh
Scenario V Budget S	Version Years Itrategic Budget 2022-2023 So	chool Year	-											/ 0	<u>D</u> ata F <u>o</u> rmat
	FS Percentage FS Percentage Total Fund Sic Sic												F	S 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
			Employee 2	100.00							100.00	94,938.44	3		*
	P_1000838	84_1 GRADE 2	Employee 1	100.00							100.00	0.0	)		
			Employee 2	100.00							100.00	94,938.44	3		
	New Positi	on 13	Employee 1	42.26		57.74	1				100.00	40,118.63	3	49,60	1.59
GRADE 3 - C10	30 P_1000838	86_1 GRADE 3	Employee 1	100.00							100.00	94,938.44	3		

### Removing a Position

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

🆐 Admin 🦻 Licensed	🦻 Support 🖳 Extra Pay 📑	Supplies and Othe	r Services 🔠 Supplemental Local Allocations	a 🖽 SUMM	MARY TOTALS	10 View Contract	ed Rates							
Support Position In	Support Position Info 🕕 🔤 🔤 🔤 🖉													
Scenario Version Years Entry Budget Strategic Budget 2022-2023 School Year														
			Employee Name	Shared Position	Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date	FS Percentage	FS Perc	antage	Total Fund Src	FS Ave	
			Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	Food	Sp Ed	Allocation Pct	Ger	
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	<u></u>	
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	ſ .	
LIBRARY AIDE - N0105	P_10008402_1 LIBRARY AIDE	Employee 1	CCSD LastName,FirstName EM_10028386		09 Months	0.00	7/1/22		100.00			100.00	ſ .	
	P_10008403_1 LIBRARY AIDE	Employee 1	CCSD LastName,FirstName EM_10028386		09 Months	4.10	7/1/22		100.00			100.00	(† 1	
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	Ο,	

3. The position row will highlight in yellow. **Right-click** on the position number.

#### 4. Select Calc Total Position Costs.

🖐 Admin 🖐 Licensed 🖐 Support 📳 Extra Pay 🖐 Supplies and Other S	ervices III Supplemental Local Allocations III	SUMM	ARY TOTALS	View Contracte	d Rates								
Support Position Info 0								<sup>BE</sup> €	Actions	.▼ <u>S</u> ave <u>R</u>	efresh		
nario Version Years Ently Point Strategic Budget 2022-2023 School Year Point Control P													
	Employee Name Share	a.	Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date	FS Percentage	FS Perce	ntage	Total Fund Src	FS Ave		
	Mass Calc	⊧n	Assumption	Assumption	Assumption	Assumption	Gen Fund	Food	Sp Ed	Allocation Pct	Ger		
FRST AID/SFTY AST - N0090 P_10008400_1 FRST AID/SFTY AST Employee 1	Edit Position Detail		09 Months	6.00	7/1/22		100.00			100.0	<u>^</u> 00		
SCHOOL AIDE - N0100 P_10008401_1 SCHOOL AIDE Employee 1			10 Months	6.50	7/1/22		100.00			100.0	00		
LIBRARY AIDE - N0105 P_10008402_1 LIBRARY AIDE Employee 1	Budget For: A New Position		09 Months	0.00	7/1/22		100.00			100.	00		
P_10008403_1 LIBRARY AIDE Employee 1	Budget For: Add-On and Extra - Licensed		09 Months	4.10	7/1/22		100.00			100.0	00		
ELEM SCHOOL CLERK - N0143 P_10008404_1 ELEM SCHOOL CLERK Employee 1	Budget For: Add-On and Extra - Support		11 Months	8.00	7/1/22		100.00			100.0	00		

5. 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.
  - a. 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*.
- 2. Click Actions.
- 3. Select Transfer Position.

🦻 Admin 📑 License	d 🦻 Support 📳 Extra Pay	Supplies and Of	ther Services 🛛 🐺 Supplemental Local Allocat	ions 📳 SUN	MARY TOTALS	View Contr	acted Rates					
Licensed Position	n Info 🔹									₩₹ Action	s 🕶 <u>S</u> ave	<u>R</u> efresh
Scenario Version Budget Strategic Budget	Years Entity 2022-2023 School Year	-							G	Transfer Position	Data	Format
			Employee Name	Assigned Position Number	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE	G.	Mass Calc Edit Position Detail	•	
			Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Q	Budget For: A New Position	inglish earners	ESSE
	P_10006364_1 GRADE 2	Employee I	CCSD Lastivame, rirstivame EM_10034305	P_10008384_1		111122		0.00	G	Budget For: Add-On and Extra - Licensed		
T		Employee 2	CCSD LastName, FirstName EM_520954			7/1/22		1.00	C.	Budget For: Add-On and Extra - Support		
Transfer From	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_10107287			7/1/22		1.00		Budget For: CTT - Sub Teacher		
		Employee 2	CCSD LastName, FirstName EM 502600			7/1/22		1.00	•	Budget For: Prep Buyout - Licensed		
		Employee 3	CCSD LastName, FirstName EM_524230			7/1/22		1.00	Q.	Delete Position Info		
Transfer To		Vacant				7/1/22		1.00	G	Edit Position Info		
GRADE 4 - C1040	P 10008387 1 GRADE 4	Employee 1	CCSD LastName, FirstName EM 316074			7/1/22		1.00	•	Lindete Eurodine Course, All New Desitions		
	P 20013977 1	Employee 1	CCSD LastName, FirstName EM 10109611			7/1/22		1.00	-	optime running overce - All New Positions	58	5.74
GRADE 5 - C1050	P_10008389_1 GRADE 5	Employee 1	CCSD LastName,FirstName EM_546907			7/1/22		1.00		Edit	Ì	

4. 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				Do	Launch	<u>C</u> ancel
* Select FROM Employee	"Employee 1"	Ę	* Select TO Employee	"Employee 2"		20
* Select FROM Position	"P_10008386_1"	C <sub>C</sub>	* Select TO Position	"P_10008387_1"		°.
* Select FROM Job Code	"C1030"	R.	* Select TO JOB	"C1040"		Re .
р с						
p						
p						
Ê						
Dioyee 1 0000 Lasuvaine, 1	IISUNAILIE LIN_J10074		111122			

- a. To minimize the Transfer Position screen, drag the bottom right corner upwards.
- b. 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.
- c. 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.



#### 8. Click Refresh.

🦐 Admin 🛛 🦻 Licensed	🦻 Support 🖽 Extra Pay	🦻 Supplies and O	ther Services III Supplemental Local Allocat	ions II, SUM	MARY TOTALS	🐻 View Contr	acted Rates							
Licensed Position	Info 🚯									I	Action	s <del>▼</del> <u>S</u> ave	<u>R</u> efresh	
Scenario Version Budget Strategic Budget	amario Version Years Entity Persion Years Entity Persion Years Entity Persion Year Persion Per													
	Employee Name Assigned Shared Position Position Number													
			Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	GenF Read by 3	At-Risk	English Learners	ESSE	
	New Position 13	Employee 1	CCSD LastName, FirstName EM_10034305	P_10008384_1		7/1/22		1.00	42.26		57.74		-	
GRADE 3 - C1030	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			58.7	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.
  - a. Click Mass Calc.
  - b. Select Calc Licensed Positions.

					-							
🦻 Admin 👘	Licensed 🦻 Support 🖳 Extra Pay	Supplies and O	ther Services 🔄 Supplemental Local Allocal	ions 🎚 SUN	MARY TOTALS	View Contra	cted Rates					
Licensed Po	sition Info 🚯									ा <u>A</u> ctions	→ Save	Refresh
Scenario Version Budget Strate	Years Entity gic Budget 2022-2023 School Year								Q	Calc Total Position Costs	Data	F <u>o</u> rmat
			Employee Name	Assigned	Shared	Eff Start Date	😰 Calc Admi	n Positions		Mass Calc	>	
			Linpity of Harro	Position	Position	Li olar bulo	😰 Calc Licen	ised Positions	Q	Budget For: A New Position		
				Ivumber			🕼 Calc Supp	ort Positions	G	Budget For: Add-On and Extra - Licensed		
			Assumption	Assumption	Assumption	Assumption	Аззатраон	Assumption	G	Budget For: Add-On and Extra - Support	inglish tarners	ESSE
	P_10008384_1 GRADE 2	Employee 1	CCSD Lastname, Firstname EM_10034305	P_10008384_1		1/1/22		0.00	G	Budget For: CTT - Sub Teacher		*
		Employee 2	CCSD LastName,FirstName EM_520954			7/1/22		1.00	G	Budget For: Prep Buyout - Licensed		
	New Position 13	Employee 1	CCSD LastName, FirstName EM_10034305	P_10008384_1		7/1/22		1.00	c.	Delete Position Info		
GRADE 3 - C1030	P_10008386_1 GRADE 3	Employee 1	CCSD LastName, FirstName EM_10107287	P_10008386_1		7/1/22		0.00	-	Delete Position mo		
		Employee 2	CCSD LastName,FirstName EM_502600			7/1/22		1.00	6	Edit Position Info		
		Employee 3	CCSD LastName, FirstName EM_524230			7/1/22		1.00	G	Update Funding Source - All New Positions		
		Vacant				7/1/22		1.00		Edit	>	
GRADE 4 - C1040	P_10008387_1 GRADE 4	Employee 1	CCSD LastName, FirstName EM_316074			7/1/22		1.00		Adjust		
		Employee 2	CCSD LastName, FirstName EM_10107287	P_10008386_1		7/1/22		1.00	180	Comments		

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



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

 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.

🦐 Admin 🛛 🦐 Licer	sed 🦐 Support 🖽 Extra Pay	Supplies and O	ther Services 🔄 Supplemental Local Allocat	ions 🖳 SUN	MARY TOTALS	View Contr	acted Rates						
Licensed Positi	on Info 🏾									E	Actio	ons ▼ [ <u>S</u> ave]	<u>R</u> efresh
Scenario Version Budget Strategic Bu	Years Entity dget 2022-2023 School Year										/	🗘 Data	Format
			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			58.7	4
GRADE 5 - C1050	P_10008389_1 GRADE 5	Employee 1	CCSD LastName, FirstName EM_546907			7/1/22		1.00	100.00				
	New Position 12	Vacant	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				

- 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.

🦻 Admin 🛛 🖐 Licensed	🎼 Support 🖽 Extra Pay	Supplies and Ot	her Se	ervices	E Supplemental Local Allocation	ons	🖳 su	- IMM	MARY TOTALS	View Contra	acted Rates							
Licensed Position	Info 🚯													ang	Actions	▼ <u>S</u> ave	<u>R</u> efres	h
Scenario Version Budget Strategic Budget	Years Entity 2022-2023 School Year														/	Data Data	Forma	at
					Employee Name	Assi Pos Nun	ned tion ber		Shared Position	Eff Start Date	Eff Stop Date	Planned FTE			FS Percentage			
				Q	Transfer Position	1			Assumption	Assumption	Assumption	Assumption	Gen Fund	GenF Read by 3	At-Risk	English Learners	E	:55
GRADE 4 - C1040	P_10008387_1 GRADE 4	Employee 1	C	C,	Calc Total Position Costs					7/1/22		1.00	100.00					
		Employee 2	CC		Mass Calc		- p 1			7/1/22		1.00	100.00					
	P_20013977_1	Employee 1	CC	ο.	Edit Position Datail					7/1/22		1.00	41.26			ę	58. <b>7</b> 4	
GRADE 5 - C1050	P_10008389_1 GRADE 5	Employee 1	CC	-						7/1/22		1.00	100.00					
	New Position 12	Vacant	Va	Lg'	Budget For: A New Position							1.00						
ART, ELEM - C1100	P_10008390_1 ART, ELEM	Employee 1	C	9	Budget For: Add-On and Extra - Lic	icensed				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.

Transfer P	osition				n No	Launch	<u>C</u> ancel
* Select FRO	OM Employee	"Employee 1"	Ę	* Select TO Employee	"Employee 1"		°.
* Select FI	ROM Position	"P_10008389_1"	ę	* Select TO Position	New Position 12		ę.
* Select FR	OM Job Code	"C1050"	2	* Select TO JOB	"C1050"		₽ <sub>0</sub>
							.al
	SD LastNamo E	irotNamo EM 10111221		7/1/22			1.00

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.

🦐 Admin 🖐 Licens	ed 🦻 Support 🖽 Extra Pay	🦐 Supplies and O	ther Services 🛛 🐺 Supplemental Local Allocat	ions 📺 SUN	MARY TOTALS	🐻 View Contr	acted Rates						
Licensed Positio	n Info 🔞									I	ctic	ns 🕶 💁 Save	<u>R</u> efresh
Scenario Version Budget Strategic Budg	Years Entity get 2022-2023 School Year										/	Data	F <u>o</u> rmat
			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			7/1/22		1.00	100.00				
	New Position 12	Vacant	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				

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

- a. Click Mass Calc.
- b. Select Calc Licensed Positions.

🦻 Admin	Licensed	🖐 Support 🖳 Extra F	Pay 🛛 🦻 Supplies and O	her Services 🔄 Supplemental Local Allocat	ions II, SUN	MARY TOTALS	View Contra	acted Rates				
Licensed	I Position	Info 🚯									87전   프로 Action	s ▼ <u>S</u> ave <u>R</u> efresh
Scenario Budget	Version Strategic Budget	Years Entity 2022-2023 School Year								G	Calc Total Position Costs	Data Format
				Employee Name	Assigned Position Number	Shared Position	Eff Start Date	Calc Admi	in Positions nsed Positions	G	Mass Calc Budget For: A New Position Budget For: Add-On and Extra - Licensed	•
				Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	G	Budget For: Add-On and Extra - Support	inglish ESSEI parners
GRADE 4 - C1	040	P_10008387_1 GRADE 4	Employee 1	CCSD LastName, FirstName EM_316074			7/1/22		1.00	G	Budget For: CTT - Sub Teacher	-
			Employee 2	CCSD LastName,FirstName EM_10107287	P_10008386_1		7/1/22		1.00	G	Budget For: Prep Buyout - Licensed	
		P_20013977_1	Employee 1	CCSD LastName,FirstName EM_10109611			7/1/22		1.00	Q	Delete Position Info	58.74
GRADE 5 - C1	050	P_10008389_1 GRADE 5	Employee 1	CCSD LastName,FirstName EM_546907	P_10008389_1		7/1/22		0.00	G	Edit Position Info	
		New Position 12	Employee 1	CCSD LastName,FirstName EM_546907	P_10008389_1		7/1/22		1.00	G	Update Funding Source - All New Positions	
			Vacant	Vacant					1.00		Eda	
ART, ELEM - C	1100	P_10008390_1 ART, ELEM	Employee 1	CCSD LastName,FirstName EM_10022886			7/1/22		1.00			

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

- 1. From the **Licensed** tab, identify the employee's original position that the first transfer was launched from and **right-click** from the Employee cell.
  - a. Employee transfers have two rows of data, if transferred successfully. The original employee's position would have a "0" in the **Planned FTE** column.
  - b. 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.
- 2. Select Edit Position Detail.

	Planning and Budgeting Cloud: CCSDBL	ID	6 6	Transfer Position Calc Total Position Costs Mass Calc Edit Position Detail	Þ		School Budget	View Budget Yr	by Ver		-		î	• ::	
Admin      Licensed     Licensed	🦻 Support 🖳 Extra Pay 🖐	Supplies and Other		Budget For: A vew Position Budget For: Add-On and Extra - L Budget For: Add-On and Extra - S Budget For: CTT - Sub Teacher	icensed Support	SUN	MMARY TOTALS	🐻 View Contr	acted Rates				Tectic	ns ▼ <u>S</u> ave	<u>R</u> efresh
Scenario Version Budget Strategic Budget	Years Entity 2022-2023 School Year	8	6	Budget For: Prep Buyout - Licens Delete Position Info Edit Position Info Update Funding Source - All New Edit	ed Positions		Shared Position Assumption	Eff Start Date Assumption	Eff Stop Date Assumption	Planned FTE Assumption	Gen Fund	GenF Read	FS Percentage At-Risk	English Learners	ESSE
GRADE 4 - C1040 GRADE 5 - C1050	P_10008387_1 GRADE 4 P_20013977_1 P_10008389_1 GRADE 5 New Position 12	Vacant Employee 1 Employee 2 Employee 1 Employee 1 Employee 1	C 1 C C C CCSD Las CCSD Las	Adjust Supporting Detail Change History Wame,FirstName EM_546907 tName,FirstName EM_546907	P_10008389	1		7/1/22 7/1/22 7/1/22 7/1/22 7/1/22 7/1/22		1.00 1.00 1.00 1.00 0.00 1.00	100.00 100.00 100.00 41.26 100.00			5	3.74
ART, ELEM - C1100	P_10008390_1 ART, ELEM	Vacant Employee 1	Vacant CCSD Las	tName,FirstName EM_10022886				7/1/22		1.00	100.00				

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



#### 6. Click Save.

🦐 Admin	🦻 Licensed	🦻 Support	🖳 Extra Pay	🦻 Supplies and	Other Services	Supplementa	al Local All	ocations.	. 🖽 SUMM	MARY TOTALS	View Contrac	ted Rates						
SB Positi	on Info De	tail 🚯													and a	Action	is ▼ <u>S</u> ave	<u>R</u> efresh
Scenario Y Budget 2	sition Info > SB Po ears 022-2023 School 1	sition Info Detail Entity Year	Job GRADE 5	- C1050 P_10008	389_1 GRADE 5	Employee Employee 1										/	Data Data	Format
	Calc EffDate- Total	Shared Position	Eff Start Date	Eff Stop Date	Months Work Override	Hours Per Day Override	Planner	d 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 I Per Day	Hrs /
	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumpti	ion I	Budget Spent	Budget Spent	Actual Base Salary Basis	Average Base Salary Basis	Assumption	Assumption	Assumption	Assumption	Assumption	
Strategic Budge			7/1/22		09 Months	0.00	D	1.00	0.1	00 0.0	0 0.	0.0	0 Primary			No		0.00 *
															•			

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

🦻 Admin	🦻 Licensed	🦻 Support	🖳 Extra Pay	🦻 Supplies and	Other Services	Supplementa	I Local Allocations	s 🖳 SUMM	ARY TOTALS	View Contract	ed Rates						
SB Posi	tion Info Det	ail 🚯												0,000	Actions	: ▼ <u>S</u> ave <u>R</u> efre:	rsh
Licensed	Position Info > SB Pos	ition Info Detail															
Scenario Budget	Years 2022-2023 School Y	Entity ear	Job GRADE 5 -	C1050 P_10008	389_1 GRADE 5	Employee Employee 1									/	Data Form	nat
	Calc EffDate- 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 Bud	get		7/1/22		09 Months	0.00	1.0	0 55,796.0	0 65,478.1	2 0.0	0 0.01	Primary		-	No	0.00	*

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

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

🦻 Admin	🦻 Licensed	🖐 Support 🖳 Extra Pay 🖐	Supplies and O	her Se	rvices	Supplemental Local Allocation	ns 🖳 SUN	MMARY TOTALS	View Contr	acted Rates						
Licensed	Position I	nfo 🕕											8	🖏 🚥 🗛ctio	ns ▼ <u>S</u> ave	<u>R</u> efresh
Scenario Budget	Version Yestian Strategic Budget 2	ears Entity 022-2023 School Year												/	O Data	Format
					G.	Transfer Position Calc Total Position Costs Mass Colo		Shared Position	Eff Start Date	Eff Stop Date	Planned FTE			FS Percentage		
					G	Edit Position Detail		Assumption	Assumption	Assumption	Assumption	Gen Fund	GenF Read by 3	At-Risk	English Learners	ESSE
			Employee 2	CC	<b>G</b>	Budget For: A New Position			7/1/22		1.00	100.00				-
			Employee 3	CC	Ch.	Budget For: Add-On and Extra - Li	censed		7/1/22		1.00	100.00				
GRADE 1 - C1	010	P_10008382_1 GRADE 1	Employee 1	CC	•	Budget For: Add-On and Extra - Si	unnert		7/1/22		1.00	100.00				
			Employee 2	CC	~		opport		7/1/22		1.00	100.00				
GRADE 2 - C10	020	P_10008383_1 GRADE 2	Employee 1	CC	46	Budget For: CTT - Sub Teacher			7/1/22		0.00	100.00				
			Employee 2	CC	C.	Budget For: Prep Buyout - License	d		7/1/22		1.00	100.00				
		P_10008384_1 GRADE 2	Employee 1	CC	G)	Delete Position Info			7/1/22		1.00	100.00				
			Employee 2	CC	Ch.	Edit Position Info			7/1/22		1.00	100.00				
GRADE 3 - C10	030	P_10008386_1 GRADE 3	Employee 1	CC	0	Undate Funding Source - All New J	Positions		7/1/22		0.00	100.00				
			Employee 2	CC	-	Spane Fanalig Oblice - Faniten F	- Canona		7/1/22		1.00	100.00				
			Employee 3	CC		Edit	P		7/1/22		1.00	100.00				
			Vacant			Adjust	•		7/1/22		1.00	100.00				
GRADE 4 - C10	040	P_10008387_1 GRADE 4	Employee 1	СС	14	Supporting Detail			7/1/22		1.00	100.00				
			Employee 2	CC	61	Change History			7/1/22		1.00	100.00				
		P_20013977_1	Employee 1	cc		~			7/1/22		1.00	41.26			58.7	74
GRADE 5 - C10	050	P_10008389_1 GRADE 5	Employee 1	CCS	SD Last	ame,FirstName EM_546907			7/1/22		1.00	100.00				
		New Position 12	Employee 1	CCS	SD Last	Name,FirstName EM_546907	P_10008389_1		7/1/22		1.00					<b>_</b>

- 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

	Planning and Budgeting Cloud: CCSDBU	ID	Q	Transfer Position								Â	•	
			Q	Calc Total Position Costs										
				Mass Calc	•									
			G	Edit Position Detail		School Budget	View Budget	by Ver						
			G	Budget For: A New Position			Yr							
Admin Licensed	🕪 Support 💷 Extra Pay 📑	Supplies and Oth	G	Budget For: Add-On and Extra - Licensed	SUM	MARY TOTALS	View Contro	acted Rates						
<u> </u>			G	Budget For: Add-On and Extra - Support										
Licensed Position	Info 🕕		G	Budget For: CTT - Sub Teacher							E	Ctio	ns 🕶 <u>S</u> ave	<u>R</u> efresh
Scenario Version	fears Entity		G	Budget For: Prep Buyout - Licensed									Data	Formet
Budget Strategic Budget 2	2022-2023 School Year		G	Delete Position Info								/	Q Data	Poimat
			G	Edit Position Info	d	Shared	Eff Start Date	Eff Stop Date	Planned FTE			FS Percentage		
			G	Update Funding Source - All New Positions	r	1 USILION								
				Edit	▶ on	Assumption	Assumption	Assumption	Assumption	Gen Fund	GenF Read	At-Risk	English	ESSE
				Adjust	+						by 5		Leamers	
GRADE 4 - C1040	P_10008387_1 GRADE 4	Employee 1	- 12	Supporting Detail			7/1/22		1.00	100.00				^
		Employee 2	153	Change History	B6_1		7/1/22		1.00	100.00				
	P_20013977_1	Employee 1	<b>U</b>	v			7/1/22		1.00	41.26			58.	74
GRADE 5 - C1050	P_10008389_1 GRADE 5	Employee 1	CCSDT	astName,FirstName EM_546907			7/1/22		1.00	100.00				
	New Position 12	Employee 1	CCSD L	astName,FirstName EM_546907 P_100	08389_1		7/1/22		1.00					
		Vacant	Vacant						1.00					

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

Launch Confirmation Message	×
Are you sure you want to delete?	OK Cancel

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

Delete Position Info				Launch	<u>C</u> ancel
* Select FROM Employee	"Employee 1"		* Select FROM Job Code	"C1050"	₽ <b>0</b>
* Select FROM Position	"New Position 12"	2			

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

1. 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.

🦻 Admin 👘 Licensed 👼 Support 📳 Extra Pay 👼 Supplies and Other Services 📳 Supplemental Local Allocations 📳 SUMMARY TOTALS 🐻 View Contracted Rates													
Admin Position Info 🕕 Save Refresh													
zerardo Version Vears Entity udget 2022 2023 School Year :													
Employee Name         Shared Position         Eff Start Date         Eff Stop Date         Planned FTE         FS         Total Fund         FS Amount Average Cost Basis													
	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	Allocation Pct	Gen Fund	GenF Read by 3	Title I	At-Risk		
ELE PRINC (9 MOS) - U7000 P_10026650_1 ELE PRINC (9 MOS) Employee 1	Internet Concerns and		7/1/22		1.00	100.00	100.00	162,025.36			·		
ELE AST PRINC - U7050 P_10020868_1 ELE AST PRINC Employee 1	has been added at a significant	-	7/1/22		1.00	100.00	100.00	136,003.64					
FORM TOTALS	EARLE,LUCIA J EM_10060912		2/2/45		2.00	200.00	200.00	298,029.00					

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

Entries	×
Search	
Name	
SP-Yes	
SP-No	

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

🦐 Admin 🦐 Licensed 🖐 Support 🐺 Extra Pay 🖐 Supplies an	d Other Services 🔠 Supplemental Local	Allocations	I SUMMARY TO	TALS 🐻 View	w Contracted Rates								
Admin Position Info 💿 🔤 Actions 🗙 Save Refer													
Scenario Version Pears Entity Budgat Strategic Budgat 2022-2023 School Year ( ) Form													
Employee Name Shared Eff Start Date Eff Stop Date Planned FTE FS Total Fund FS Amount Average Cost Basis FS Amount Average Cost Basi													
	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	Allocation Pct	Gen Fund	GenF Read by 3	Title I	At-Risk		
ELE PRINC (9 MOS) - U7000 P_10026650_1 ELE PRINC (9 MOS) Employee 1	CONTRACTOR AND AND ADDRESS		7/1/22		1.00	100.00	100.00	162,025.36			<u>^</u>		
ELE AST PRINC - U7050 P_10020868_1 ELE AST PRINC Employee 1		SP-Yes	7/1/22		.50	100.00	100.00	136,003.64					
FORM TOTALS	EARLE,LUCIA J EM_10060912		2/2/45		2.00	200.00	200.00	298,029.00					

5. Right click the yellow highlighted position number.

### 6. Select Calc Total Position Costs.

🦐 Admin 🖐 Licensed 🖐 Support 🖽 Extra Pay 🖐 Supplies and	Other Services 🖳 Supplemental Local Allocations		SUMMARY TO	TALS 📑 View	v Contracted Rates								
Admin Position Info									₩8	Actions -	<u>S</u> ave <u>R</u> efresh		
zmario Version Years Entity Strategic Budget 2022-2023 School Year													
	Calc Total Position Costs		Eff Start Date	Eff Stop Date	Planned FTE	FS Percentage	Total Fund Src	FS Amount Aver	rage Cost Basis		FS Amount /		
	Mass Calc		Assumption	Assumption	Assumption	Gen Fund	Allocation Pct	Gen Fund	GenF Read by 3	Title I	At-Risk		
ELE PRINC (9 MOS) - U7000 P_10026650_1 ELE PRINC (9 MOS) Employee 1	Budget For: A New Position		7/1/22		1.00	100.00	100.00	162,025.36			*		
ELE AST PRINC - U7050 P_10020868_1 ELE AST PRINC Employee 1			7/1/22		0.50	100.00	100.00	136,003.64					
FORM TOTALS	Budget For: Add-On and Extra - Support	1	2/2/45		1.50	200.00	200.00	298,029.00					

7. 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.

🦻 Admin 📕 License	d 🦻 Support 🖳 Extra Pay	Supplies and O	her Services 🔛 Supplemental Local Allocati	ons 🖽 SUI	MMARY TOTALS	10 View Contra	acted Rates					
Licensed Position	n Info 💿			ت <u>A</u> ctions	.▼ <u>S</u> ave	<u>R</u> efresh						
Budget Strategic Budge	at 2022-2023 School Year								<b>B</b>	Transfer Position	Data	F <u>o</u> rmat
			Employee Name	Assigned Position Number	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE	G G	Calc Total Position Costs Mass Calc Edit Position Detail	•	
			Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Q	Budget For: A New Position	inglish earners	ESSE
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	G	Budget For: Add-On and Extra - Licensed		-
		Employee 2	CCSD LastName, FirstName EM_331715			7/1/22		1.00	G	Budget For: Add-On and Extra - Support		_
		Employee 3	CCSD LastName,FirstName EM_516040			7/1/22		1.00	G	Budget For: CTT - Sub Teacher		
GRADE 1 - C1010	P_10008382_1 GRADE 1	Employee 1	CCSD LastName,FirstName EM_10014323			7/1/22		1.00	G	Budget For: Prep Buyout - Licensed		
		Employee 2	CCSD LastName,FirstName EM_553069			7/1/22		1.00	R	Delete Position Info		
GRADE 2 - C1020	P_10008383_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	L	Edit Position Info		
	P_10008384_1 GRADE 2	Employee 1	CCSD LastName,FirstName EM_10034305			7/1/22		1.00	G	Update Funding Source - All New Positions		

- 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.

🦻 Admin 🖐 Licensed 🦻 Support 🖳 Extra Pa	🖐 Admin 🕂 Licensed 🐺 Support 📳 Extra Pay 🐺 Supples and Other Services 📳 Supplemental Local Allocations. 📳 SUMMARY TOTALS 🔡 View Contracted Rates														
Prep Buy List 🐠 Refresh															
Licensed Position Info > Prep Buy List															
Scenario Years Version Entity Budget 2022-2023 School Year Strategic Budget	a mante										/ 0	Data Format			
Endlage Name         No of Preps         Prep Buy         Block         Prep Buy         Ourrent FTE         Planned FTE         Calculated Actual Base         Calculated Arerage Bar															
	🔓 Edit Prep Buy Details									Salary	Salary				
	🚰 View Prep Buy and Fringe		Assumption	Budget Spent	Budget Spent										
	Edit	Þ	Unspecified Cost Center												
KDG 1 4M/1 RM1 - C1000 R 10008381 1 KDG 1 4M	Adjust	Þ					62 898 00	1.00	1.00	62.898.00	65 478 17	1			
P_1000381_1 KDG 1 Ak	Multiple Supporting Detail	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).

🤟 Admin 🖐 Licensed 🗏	Support 📳	Extra Pay 🛛 🦻	Supplies and Oth	er Services	Supplemental L	ocal Allocatio	ons 🏨 Si	UMMARY TOTALS	🔢 View Con	ntracted Rates						
SB PrepBuy 0														≝≷   [ <u>A</u> d	tions 👻	<u>S</u> ave <u>R</u> efresh
Licensed Position Info > Prep Buy	LLearneed Position Into > Prep Buy List > SB PrepBuy															
Scenario Years Budget 2022-2023 School Year	Pears         Entry         Job         Employee         Poston         P         Open         Format           udget         2022/2023 School Year         KOG 1 AM/1 PM1 - 01000         Employee         P _ 0008381 k KDG 1 AM/1 PM1         P _ 00081 k KDG 1 AM/1 PM1															
Duoget         ZUZZZUZ School fait         Kool FAMI FPI - Choul Employee         Prep Buy         Block         Prep Buy         Earnings Expense- Actual Basis         FS Percentage-Prep Buy         FS Percentage-Prep Buy         Primary Pay Rate														Primary Pay Rate		
	Assumption	Assumption	Assumption	Assumption	Assumption	n F	ERN_0150 Prep Buy (NO PERS)	Gen Fund	GenF Read by 3	CSR	Academic Support Funding	GATE	At-Risk	English Learners	ESSER	III Assumptic
Enter # of Prep Buys and Prep Days:																<u>^</u>
Strategic Budget	CCSD LaotNama FiretNi	1.00	184.00		For the full scho	ol year		100.00								

11. 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 Oth	er Services	Supplemental Lo	ocal Allocations	II, S	UMMARY TOTALS	View Con	racted Rates						
SB PrepBuy 🕚															tions ▼ <u>S</u> ave	Refresh
Licensed Position Info > Prep Buy	Likensed Position Info > prep Buy List > 68 PrepBuy															
Scenario Years Budget 2022-2023 School Year	amario Vears Entry Job Employee Postion Post KDG 1 AM/1 PM - C1000 Employee 1 P_1008381_1 KDG 1 AM/1 PM															
Judget 2022-2023 School Year KIG FAWT PMT - Cloud Employee T P- Toucks T KIG FAWT PMT - Cloud Employee T FAU T - Cloud Employee																
	Assumption	Assumption	Assumption	Assumption	Assumption	Prep Prep	I_0150 Buy (NO ERS)	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 LaetNama FiretN:	1.00	184.00		For the full school	bl year	7,296.49	7,467.96	100.00							

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

🆐 Admin 🛛 🦻 Licensed 🛛	Support 🖳 Extra Pay 🦻 Si	upplies and Other Services 🛛 🖳 Supplementa	I Local Allocations		RY TOTALS	View Contracte	d Rates						
Prep Buy List 0										See State	•••• Actions •	<u>Save</u> <u>R</u> efr	esh
Licensed Position Info > Prep Buy I	List												
Scenario Years Budget 2022-2023 School Year	Version Entity Strategic Budget										1 4	<u>D</u> ata F <u>o</u> r	mat
		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	Uns Cos
Enter # of Prep Buys and Prep Days:			1										^
KDG 1 AM/1 PM1 - C1000	P_10008381_1 KDG 1 AW/1 PM P_10008381_1 KDG 1 AM/1 PM	CCSD LastName,FirstName EM_325191 CCSD LastName,FirstName EM_331715	1.00	184.00		For the full school year	7,467.96	100.00	62,898.00 65,740.00	1.00	1.00	62,898.00	) D

# **Budgeting for a Certified Teacher Tutor (CTT)**

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

D Admin D Linemand	Support II Eutro Day	Supplies and Othe	v Candena 🔠 Cumplemental Level Allevation			- Many Cankrash	d Dates					
Admin V Licensed	Support in Extra Pay	Supplies and Othe	supplemental Local Allocation	s 📺 SUM	MART TOTALS	View Contracti	ed Rates					
Support Position In	fo 🚯									ا المعنى المحتوي ا المحتوي المحتوي الم	✓ <u>Save</u>	<u>R</u> efresh
Scenario Version Ye Budget Strategic Budget 21	ears Entity 222-2023 School Year								G	Calc Total Position Costs	Data	Format
			Employee Name	Shared Position	Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date	G G	Mass Calc Budget For: A New Position Budget For: Add-On and Extra - Licensed	Total Fund Src	d F: Avi
			Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	•	Pudget Fer: Add On and Futra Support	llocation Pcr	t Ge
FRST AID/SFTY AST - N0090	P_10008400_1 FRST AID/SFTY AST	Employee 1	CCSD LastName, FirstName EM_542377	1	09 Months	6.00	7/1/22		-	Budget For Add-On and Extra - Support	10	00.00
SCHOOL AIDE - N0100	P_10008401_1 SCHOOL AIDE	Employee 1	CCSD LastName, FirstName EM_10041392	•	10 Months	6.50	7/1/22		Gh	Budget For: CTT - Sub Teacher	10	00.00
LIBRARY AIDE - N0105	P_10008402_1 LIBRARY AIDE	Employee 1	CCSD LastName, FirstName EM_10028386		09 Months	0.00	7/1/22		G	Budget For: Prep Buyout - Licensed	10	00.00
	P_10008403_1 LIBRARY AIDE	Employee 1	CCSD LastName, FirstName EM_10028386		09 Months	4.10	7/1/22		G	Delete Position Info	10	00.00
ELEM SCHOOL CLERK - N0143	P_10008404_1 ELEM SCHOOL CLERK	Employee 1	CCSD LastName,FirstName EM_317741		11 Months	8.00	7/1/22		•	Edit Position Info	10	00.00
SPTA II - N0162	P_10008406_1 SPTA II	Employee 1	CCSD LastName, FirstName EM_10049345		09 Months	6.00	7/1/22		-		10	00.00
		Employee 2	CCSD LastName,FirstName EM_10090528		09 Months	6.00	7/1/22		6	Update Funding Source - All New Positions	10	00.00

- 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.

🖐 Admin 🖐 Licensed 🖐	Support 📳	Extra Pay 🛛 🦻	Supplies and Othe	r Services 🛛 📳	Supplemental Loc	al Allocations	SUMMARY T	OTALS 腸 V	iew Contracted Rat	es					
CTTs 0													5   <del>.</del>	<u>A</u> ctions ▼	<u>S</u> ave <u>R</u> efresh
Support Position Info > CTTs															
Sonanio Years Version Entry Paris 2022-2023 School Year Strategic Budget Port															
CTT Budget Hours Pay Base Pay Cycle District Average Rate Total Fund Src															
Hours     Assumption     Can Fund     CSR     Academic     CSR     Academic     English     ESSER III     Allocation Pct															
Enter # Hours, Qty and Fund Src Alloc															A
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						100.00			
	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.

🆐 Admin 🖐 Licensed 🖐 🤅	Support 🛒 E	Extra Pay	Supplies and Other	er Services	Supplemental Lo	cal Allocations	SUMMARY T	OTALS 🔣 V	iew Contracted Ra	tes					
CTTs 🕕														<u>A</u> ctions ▼ <u>S</u>	ave <u>R</u> efresh
Support Position Info > CTTs															
Scenario Years V Budget 2022-2023 School Year S	ersion Ei strategic Budget	ntity	-											/ 0	Data Format
		CTT Budget Hours	CTT Quantity	Pay Base	Pay Cycle	District Average Rate				FS Perc	entage				Total Fund Src
		Ec	clculate this CTT Supp	ort Row ▶	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		A	liust												
DADA DDO, CTT, NODOD	Employee 1	su 🖞 su	pporting Detail		Diversity	20.00	100.00								100
	Employee 2	🐻 CI	ange History		Biweekly	20.00	100.00					100.00			100
	Employee 3	👌 La	ck/Unlock Cells		Biweekly	20.00									

9. 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 Othe	r Services 🛛 🕮	Supplemental Lor	cal Allocations	UMMARY T	OTALS 🔣 V	iew Contracted R	ites					
CTTs  Support Position Info > CTTs													BO	▲ctions ▼	<u>S</u> ave <u>R</u> efresh
Scenario Years Budget 2022-2023 School Year	Version E Strategic Budget	Entity												/ 0	<u>D</u> ata F <u>o</u> rmat
		CTT Budget Hours	CTT Quantity	Pay Base	Pay Cycle	District Average Rate				FS Perc	entage				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 Employee 2	650.00	1.00	Hourly Hourly	Biweekly Biweekly	20.00	100.00					100.00			10C 10C
	Employee 3			Hourly	Biweekly	20.00									

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

🖐 Admin 🖐 Licensed	🎐 Support 📑 Extra Pay 🖐 S	Supplies and Other	Services 🖽 S	upplemental Local.	Allocations	SUMMARY TO	TALS 🐻 View	Contracted Rates						
Support Position Inf	0												<u>A</u> ctions <del>▼</del> Sa	ve <u>R</u> efresh
Scenario Version Ye Budget Strategic Budget 20	entity 22-2023 School Year												/ 0 4	lata F <u>o</u> rmat
			Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date	FS Perce	antage	FS Pero	entage	Total Fund Src	FS Amount Average Cost Basis	FS Amount Actual Cost Basis	FS Amount A
			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.

🖐 Admin 🖐 Licensed	🛯 🤴 Support 🖷 Extra Pay	Supplies and Of	ther Services 🔄 Supplemental Local Allocati	ons 📺 SU	MMARY TOTALS	📅 View Contra	acted Rates					
Licensed Position	Info 🚯									≊≷	s 🕶 💁 Save	<u>R</u> efresh
Scenario Version Budget Strategic Budge	Years t 2022-2023 School Year								¢	Calc Total Position Costs	Data	F <u>o</u> rmat
			Employee Name	Assigned Position Number	Shared Position	Eff Start Date	Eff Stop Date	Planned FTE	¢	Mass Calc Budget For: A New Position	,	
			A	A			A	A	G	Budget For: Add-On and Extra - Licensed		5005
			Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	G	Budget For: Add-On and Extra - Support	inglish earners	ESSE
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	G	Budget For: CTT - Sub Teacher		<u>^</u>
		Employee 2	CCSD LastName, FirstName EM_331715	]		7/1/22		1.00	G	Budget For: Prep Buyout - Licensed		_
		Employee 3	CCSD LastName,FirstName EM_516040			7/1/22		1.00	G	Delete Position Info		
GRADE 1 - C1010	P_10008382_1 GRADE 1	Employee 1	CCSD LastName,FirstName EM_10014323			7/1/22		1.00	G	Edit Position Info		
		Employee 2	CCSD LastName,FirstName EM_553069			7/1/22		1.00	0.	Increase Position Headcount		
GRADE 2 - C1020	P_10008383_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	<u>L</u>	Update Funding Source - All New Positions		

3. From the grid of available positions, right-click on the desired position number.

### 4. Select Enter Fund Source Details.

🦐 Admin 🛛 🦻 Licensed	🖐 Support 📳 Extra Pay 📙	Supp	lies and Other Services III, Supple	menta	I Local Alloc	ations 🖳	SUMMARY TOTAL	S 🔢 View Co	ntracted Rates						
Add-On and Extra	List - Lic 0													tions 🔻 🛛 <u>S</u> ave	<u>R</u> efresh
Licensed Position Info > Add	-On and Extra List - Lic		^												
Scenario Years Budget 2022-2023 School	Version Entity	G	Enter Fund Source Details										/	🔅 Data	F <u>o</u> rmat
		•	View Add-On Extra With Fringe Edit Adjust	bt 4	-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	Calcula Licensed On Earn
MUSIC, ELEM - C1250	P_10008391_1 MUSIC, ELEM	-	Supporting Detail												
PHYSICAL ED - C1260	P_10008392_1 PHYSICAL ED	©1	Change History												
EARLY CHILD INCLU - C6032	P_10008393_1 EARLY CHILD INCLU	Ē	Lock/Unlock Cells												
	P_10008393_1 EARLY CHILD INCLU		Filter	Þ											
GEN RR ELEM - C6050	P_10008394_1 GEN RR ELEM		Sort	•											
SPECIF LEARN DIS - C6070	P_10008395_1 SPECIF LEARN DIS	-	Analyze												
	P_10008395_1 SPECIF LEARN DIS	45	New Ad Hoc Grid												
GATE ELEM - C6130	P_10008396_1 GATE ELEM	*	Show Reasons for Read Only Colla												
COUNSELOR/ELE - C8000	P_20013904_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

Madmin <u>Licensed</u> Supp Add-On and Extra Details	ort 📑 Extra Pa Lic 🕕	y 🦐 Supplie	es and Other Servic	es 🏨 Supple	imental Local Al	llocations	SUMMARY TOT	ALS 🐻 View C	ontracted Rate	35			Ad	tions 👻 💁	ve <u>R</u> efres
Licensed Position Info > Add-On and Extra	List - Lic > Add-On a	nd Extra Details L	lc												
Scenario Years Entity	Job		Employee	Position										+	/ 0
Manage Licensed Add-C	Dn (PERS)		Chipioyee r												
	Employee Name	Add-On Days	Add-On Minute	s Days of Add-Or	Add-On Note	e Earnings Exper	11			FS Percenta	ge-Add-On				Primary
	Assumption	Assumption	Assumption	Assumption	Assumption	ERN_0202 Add	Gen Fund	GenF Read by 3	C SR	Academic Suppo	GATE	At-Risk	English Learners	ESSER III	Assum
Enter Add-On # Days, Minutes and Funding	:														
Strategic Budget	CCSD LastName,First	5.00	19.00	184.00	Contract waiver	1	100								77
			]					-							
	4				1										
Manage Licensed Extra	(NO PERS)														
	Employee Name	Extra Days	Extra Minutes	Days of Extra Mi	Extra Note E	arnings Expens				FS Percentage	-Extra				Primary Pay
	Assumption	Assumption	Assumption	Assumption	Assumption E	RN_0151 Extra	Gen Fund	GenF Read by 3	CSR	Academic Suppo	GATE	At-Risk	English Learners	ESSER III	Assumptio
Enter Extra # Days, Minutes and Funding:															
Strategic Budget	CCSD LastName,First	2.00	30.00	21.00	30 minutes early for the	[	100								77.10

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

🦐 Admin 🖐 Licensed 🖐 Supp	ort 🖳 Extra P	Pay 🦐 Supplie	is and Other Servi	ces 🖳 Supple	emental Local All	ocations	SUMMARY TOT	ALS 腸 View	/ Contracted Rates						
Add-On and Extra Details I	Lic													<u>A</u> ctions <b>▼</b> <u>S</u> ave	Refresh
Licensed Position Info > Add-On and Extra	List - Lic > Add-On	and Extra Details L	ic												
Scenario Years Entity Budget 2022-2023 School Year	Job COL	JNSELOR/ELE - C8	Employee 3000 Employee 1	Position P_20013904_1										÷ ,	¢ (
Manage Licensed Add-C	On (PERS)														
	Employee Nam	e Add-On Days	Add-On Minute	s Days of Add-Or	Add-On Note	Earnings Expen	FS Amount Ad	d-			FS Percenta	ge-Add-On			
	Assumption	Assumption	Assumption	Assumption	Assumption	ERN_0202 Add-	Gen Fund	Gen Fund	GenF Read by 3	CSR	Academic Suppo	GATE	At-Risk	English Learner	ESSER
Enter Add-On # Days, Minutes and Funding	:														
Strategic Budget	CCSD LastName,First	5.00	19.01	0 184.00	Contract waiver	5,494.16	7,257.7	9 100.0	00						
	4														•
Manage Licensed Extra	(NO PERS)	)													
	Employee Name	Extra Days	Extra Minutes	Days of Extra Mi	Extra Note E	arnings Expent F	S Amount Extra				FS Percentage	-Extra			
	Assumption	Assumption	Assumption	Assumption	Assumption E	RN_0151 Extra	Gen Fund	Gen Fund	GenF Read by 3	CSR	Academic Suppo	GATE	At-Risk	English Learners	ESSER III
Enter Extra # Days, Minutes and Funding:															
Strategic Budget	CCSD LastName,First	2.00	30.00	21.00	30 minutes early for the	1,450.59	1,484.68	100.00							

- 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 II, Supple	mental Local Alloci	ations 📳 S	UMMARY TOTALS	🔢 View Cor	tracted Rates						
Add-On and Extra	List - Lic										<sup>®</sup> ैत् । •••• ि∆cti	ons 🔻 🚺 Save	Refresh
Scenario Years Budget 2022-2023 Scho	Version Entity ol Year Strategic Budget										/	🔅 Data	F <u>o</u> rmat
		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	Calcula Licensed On Earn
		Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumptio
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_558948											
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_553184	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.

🏴 Admin 🖤 Licensed	🖐 Support 🖳 Extra Pay 🖐 :	Supplies and Othe	r Services 🔄 Supplemental Local Allocation	s 🖳 SUMI	MARY TOTALS	View Contracte	ed Rates					
Support Position In	fo 🚯									Actions	• <u>S</u> ave	<u>R</u> efresh
Scenario Version Ye Budget Strategic Budget 20	ears Entity 122-2023 School Year								Q	Calc Total Position Costs	Data	a F <u>o</u> rmat
			Employee Name	Shared Position	Months Work Override	Hours Per Day Override	Eff Start Date	Eff Stop Date	¢	Mass Calc Budget For: A New Position Budget For: Add-On and Extra - Licensed	▶ ntage	Το
			Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	G	Budget For: Add-On and Extra - Support	Sp Ed	Alloca
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		L	Budget For: CTT - Sub Teacher		
LIBRARY AIDE - N0105	P_10008402_1 LIBRARY AIDE	Employee 1	CCSD LastName,FirstName EM_10028386		09 Months	0.00	7/1/22		G	Budget For: Prep Buyout - Licensed		
	P_10008403_1 LIBRARY AIDE	Employee 1	CCSD LastName,FirstName EM_10028386		09 Months	4.10	7/1/22		G	Delete Position Info		
ELEM SCHOOL CLERK - N0143	P_10008404_1 ELEM SCHOOL CLERK	Employee 1	CCSD LastName,FirstName EM_317741		11 Months	8.00	7/1/22		C.	Edit Position Info		
SPTA II - N0162	P_10008406_1 SPTA II	Employee 1	CCSD LastName,FirstName EM_10049345		09 Months	6.00	7/1/22		_			100.00
		Employee 2	CCSD LastName,FirstName EM_10090528		09 Months	6.00	7/1/22		4	Opdate Funding Source - All New Positions		100.00

3. From the grid of available positions, **right-click** on the desired position number.

### 4. Select Enter Fund Source Details.

🦐 Admin 🖐 Licensed 🛛	🦻 Support 📳 Extra Pay 🖐 S	upplies	and Other Services 📳 Supplemental	Local Allocation	a 📺 SUMM	ARY TOTALS	View Contract	ed Rates						
Add-On and Extra Li	ist - Sup 🕚										B≣ S	<u>A</u> ctions	▼ <u>S</u> ave <u>R</u>	efresh
Scenario Years Budget 2022-2023 School Ye	Version Entity ear Strategic Budget	_	^									/	Data	F <u>o</u> rmat
		6	Enter Fund Source Details View Add-On Extra With Fringe	)ays of Add- On Hours	Add-On Hours	Add-On Note	Days of Extra Hours	Extra Hours	Extra Note	Calculated Licensed Add	Calculated Licensed	Primary Pay Rate	Current FTE	Pla
		_	Edit							On Earnings	Earnings			
			Adjust	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assu
SCHOOL AIDE - N0100	P_10008401_1 SCHOOL AIDE											15.38	0.	68 1
	New Position 5	1	Supporting Detail									14.58	1	
LIBRARY AIDE - N0105	P_10008402_1 LIBRARY AIDE	<b>C</b>	Change History									15.38	0.	23
	P_10008403_1 LIBRARY AIDE	ĉ	Lock/Unlock Cells									15.38	0.	51
ELEM SCHOOL CLERK - N0143	P_10008404_1 ELEM SCHOOL CLERK		Filter	•								22.74	4 O.	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 🖐 Su	pport 🛒	Extra Pay	Supplies and	Other Services	Supplement	al Local Allocations	🖽 SUN	MARY TOTALS	🔢 View Contra	cted Rates					
Add-On and Extra Detail	sSup 🛛												₩ <b>5</b>	<u>A</u> ctions ▼	<u>S</u> ave <u>R</u> efresh
Support Position Info > Add-On and Ext	ra List - Sup > /	Add-On and Ex	tra Details Sup												
Scenario Years Enti Budget 2022-2023 School Year	ty	Job SCHOOL A	IDE - N0100 Emp	oyee Position loyee 1 P_100	1 08401_1 SCHOOL	AIDE								-	/ 0
Manage Support Add-	On (PER	S)													
	Em	ployee Name	Max Workdays	Max Hours	Days of Add-On	Add-On Hours	Add-On Note	Earnings Expense				FS Percentag	e-Add-On		
	A	ssumption	Assumption	Assumption	Assumption	Assumption	Assumption	ERN_0202 Add-0	Gen Fund	GenF Read by 3	CSR	Academic Suppo	GATE At	Risk Eng	lish Learners
Greater than 60 days Budget For: A New	Position														
Enter Add-On # Days, Hours and Fundin	g:														
Strategic Budget	CC Las	SD stName,First			22.00	1.5	Extra hours for August		100.00						
	4														-
▲ Manage Support Extra	(NO PE	RS)													
	Employee Na	ame Max Day	s-Extra Days of	Extra Hc Extra	Hours Extra I	lote Earnings E	xpent			FS	Percentage-Extra	3			Primary Pay Ra
	Assumptio	on Assum	ption Assum	ption Assu	mption Assum	ption ERN_0151	Extra Gen I	Fund GenF Rea	ad by 3 CS	R Academi	c Suppo GA1	TE At-Risk	English Learners	ESSER III	Assumption
Enter Extra # Days, Hours and Funding:															
Strategic Budget	CCSD LastName,Fit	rst		17.00	Additio 6.5 month a	nal t		100.00							15.38

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

Add-On and Extra Details Sup 🚯	
Support Position Info > Add-On and Extra List - Sup > Add-On and Extra Details Sup	
Scenario     Years     Entity     Job     Employee     Position       Budget     2022-2023 School Year     SCHOOL AIDE - N0100     Employee 1     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 🛛 拱 Supplement	al Local Allocations	📺 SUMM	ARY TOTALS	View Contracte	ed Rates						
Add-On and Extra L	.ist - Sup 🚯									™	•••• Actions •	<u>Save</u> <u>R</u> efr	resh
Support Position Info > Add-On	and Extra List - Sup												
Scenario Years Budget 2022-2023 School Y	Version Entity Year Strategic Budget										1 3	🔉 <u>D</u> ata Fo	rmat
		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 Eamings	FS Amount Add-On	FS Amount Extra	Pri
		Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Assumption	Gen Fund	Gen Fund	Assu
													<b>^</b>
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.

🖐 Admin 🖐 Licensed 🖐 Support 拱 Extra Pay	🦻 Supplies a	nd Other Services	🐺 Supplem	ental Local Allocatio	ins 🖳 SUI	MMARY TOTALS	Kiew Contra	cted Rates				
SB Supplies by Fund Src DistBud										E C	Action	s <del>▼</del> Save <u>R</u> efresh
Period Years Scenario Version BegBalance 2022-2023 School Year Budget Strategic Budget	Entity	-									* /	Data Format
	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:								_				
5116193100 Activity Pay - Licensed												
5116540000 Extra Duty Licensed						10,000.00						
5116810000 Preparation Periods												

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

🖐 Admin 🖐 Licensed 🖐 Support 🖳 Extra Pay	🆐 Supplies an	d Other Services	🖳 Supplem	ental Local Allocation	ns 🛒 SUM	MARY TOTALS	v	iew Contracted Rates	
SB Supplies by Fund Src DistBud ()									
Period Years Scenario Version BegBalance 2022-2023 School Year Budget Strategic Budget	Entity							~	_
	Gen Fund	GenF Read by 3	CSR	Academic Support	GATE	At-Risk	G	Calculate Fund Source Supplies	
				Funding				Budget For	- >
ENTER TOTAL YEAR DOLLAR AMOUNT TO A FUNDING SOURCE:								Go To Full Screen	
5116193100 Activity Pay - Licensed							G	Update Admin, Licensed and Support subtotals	
5116540000 Extra Duty Licensed						10,000		Edit	
5116810000 Preparation Periods								Lon	
5117952000 Extra Duty Support Staff								Adjust	•
5118259000 Extra Duty Administrator							AEC	Comments	

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

B Contract Rate	5 0						ा 🔤 🔤	s <del>▼</del> <u>S</u> ave <u>R</u> efresi
ears Scenar 022-2023 School Year Budge	io Version Entity Strategic Budget					+#	Adjust	Data Forma
		Employee Name	CONTRACT RATE	Basic Salary Expense- Actual Basis			Change History Lock/Unlock Cells	Basis
		Assumption	Salary and Fringe	Assumption	Public Emp Retirement System		Filter Sort	Unified EGI
ADMIN:						- 🚯	Analyze	
LE 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	-	New Ad Hoc Grid	2 10,497.72
ELE AST PRINC - U7050	New Position 15	Vacant	136,003.64	95,008.27	28,264.96		Show Reasons for Read-Only Cells	2 10,497.72
ICENSED:						i.	Predictive Planning	
DG 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	÷:	Business Rules	2
	P_10008381_1 KDG 1 AM/1 PM	CCSD LastName, FirstName EM_331715	95,284.42	65,740.00	19,557.65		Smart Push Details	3
	P_10008381_1 KDG 1 AM/1 PM	CCSD LastName,FirstName EM_516040	99,034.74	68,579.00	20,402.25			)
RADE 1 - C1010	P_10008382_1 GRADE 1	CCSD LastName.FirstName EM 10014323	97.160.24	67.160.00	19.980.10	11	Grid Validation Messages	2
							Clear Formatting	
							Spreadsheet Export	
							Open in Smart View	

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

🆐 Admin 🛛 🎼 Licensed	ili Support 📳 Extra Pay	Supplies and Other Services 🖳 Sup	plemental Local Alloc	ations 🖳 S	UMMARY TOTA	LS 🐰 View C	Contracted Rates		
SB Contract Rates	s <b>O</b>	Spreadsheet Export	t	Export	Close		E.	Actions -	<u>S</u> ave <u>R</u> efresh
Years Scenari 2022-2023 School Year Budge	io Version Entity t Strategic Budget	Click on the export button for spr	eadsheet export				Deneft	/ <	Data Format
							Benefits	s Expense-Actual E	asis
						Occupational Injury Management	State Unemployment Ins	Medicare	Unified 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	Vaeant	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 KBG 1 AM/1 PM	CCSD LastName,FirstName EM_325191	91,530.14	62,898.00	18,712.16	534.63	31.45	912.02	
	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	
	D 10008381 1 KDG 1 AM/1 DM	CCSD LactNamo FirstNamo EM 516040	00 034 74	68 570 00	20 /02 25	582.02	34.20	004.40	
HspWebGrid - 202xlsx	^								Show all

- 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

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

			¢							~			
			Tasks	Approvals	School Bud	get View Budg Y	get by Ver 'r	]					
Admin Licensed	🦻 Support 🖳 Extra Pay	Supplies and Other Services E, Suppl	emental Local Alloc	cations 🖳 S	SUMMARY TOTAL	6 🔣 View Co	ontracted Rates					_	
SB Contract Rates	5 🛈										™Q 4	ctions 🔻	Save Refre
Years Scenari 2022-2023 School Year Budget	io Version Entity t Strategic Budget										1	r o	Data Form
		Employee Name	CONTRACT RATE	Basic Salary Expense- Actual Basis			Benefit	s Expense-Actual I	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).



- 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.

	nd Budgeting Cloud: CCSDBUD												Â	8	::	
	3															
All Fu	inds All Funds w Notes	All Funds w Emp A	II Pos w Transf Notes	At Risk	En	nglish Learners	General f		Hope2	Read by Gra	ide 3	Title I	Strategic Budget Funds			
ALLFUNDS_YR_VER																
File Format PDF	~															
Years Version 2022-2023 School Year Spling Budget Select Ontrout: PDE Previou	Entity															
allfunds_yr_ver				1 /	з   —	110% +	ڻ <u>ت</u>							Ŧ	÷	:
				20	CCSD S 22-2023 Sci All	itrategic Budget Pla chool Year Spring Funding Sources	n Budget									Â
			Gen Fund	Food	GATE	GenF Read by 3	Sp Ed	At-Risk	English Learners	ESSER III C	ost Cos	1 (%)				
	Plan Summary	Table Doctory Associat	8400 00F 00								035.00					
	Admin Jobs Licensed Jobs	Total Funding Amount	\$1,813,961.34		\$80,916.17	\$94,938.48	\$406,985.06	\$47,939.70	\$37,677.12	\$16: \$2,48:	417.87	4.43%				
	Support Jobs	Total Funding Amount	\$508,418.49	\$38,795.82			\$170,200.69			\$71	,415.00	19.61%				
		Supplemental Local	s \$89,750.35			\$0.52		\$5,733.17	\$0.01	\$85,216.00 \$16	,700.05	4.42%				
	Total	Allocations (SLA)	\$2,708,203.69	\$38,795.82	\$80,916.17	\$94,939.00	\$\$77,185.75	\$53,672.87	\$38,686.35	\$66,216.00 \$3,65	(057.38 (615.66	100.00				

### 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.

			ñ 0 ::
	Tasks Approvals	School Budget View Budget by Ver Yr	
Approvals	-		🗮 🕒   Refresh
Sort By: Approval Unit V TFilter: Budget 13 Working_SB 13			
Filter 🖧	Clear All Apply Cancel		
Scenario Budget	~		
Version Strategic Budget	~		
Approvals Status	~		
Approval Unit 0235	Ro-		
More			
	A		

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.

Char	nge Status: 0235 Allen, DeanES	
20	Action Promote	$\sim$
<b>1</b>	Annotation	
	Change Status	

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

Char	nge Status: 0235 Allen, DeanES
₩) †	Action Promote ~
	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.



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 Under Review Reply	12/10/20 9:46 AM
Originate by DSALASISI Under Review Reply	1.010.000.000
Start by DSALASISI 1st Pass Reply	5/5/2/1/1/-#

#### 12. Click Done.

Change Status: 0235 Allen, DeanES	<u>R</u> efresh D <u>o</u> ne
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