

***Table of Contents*** Click on the headings below to be brought directly to that topic/page number in the guide

---

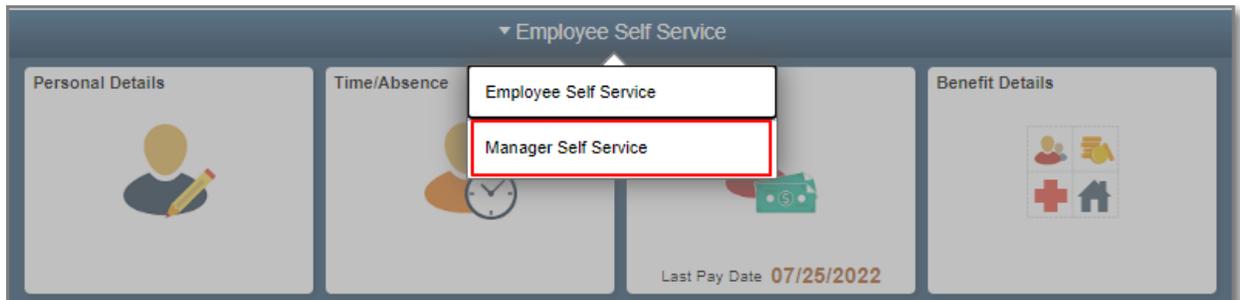
|  |    |
|--|----|
| <a href="#"><u>Accessing the CCSD Budget Planning Tool through HCM PeopleSoft</u></a>            | 2  |
| <a href="#"><u>User Preferences</u></a>  | 4  |
| <a href="#"><u>Accessing and Editing the School Budget</u></a>                                   | 8  |
| <a href="#"><u>Navigating and Understanding the School Budget</u></a>                            | 9  |
| <a href="#"><u>Student Teacher Ratio Validation (Elementary schools only)</u></a>                | 14 |
| <a href="#"><u>Increasing the Headcount of an Existing Position</u></a>                          | 16 |
| <a href="#"><u>Adding and Adjusting Positions</u></a>  | 18 |
| <a href="#"><u>Change the Funding Source of a New Position</u></a>                               | 22 |
| <a href="#"><u>Allocation Calculator (Split funding a New position)</u></a>                      | 24 |
| <a href="#"><u>Removing a Position</u></a>   | 28 |
| <a href="#"><u>Transfer to an Existing Position (P_XXXXXXXX_X)</u></a>                           | 29 |
| <a href="#"><u>Transfer to a New Vacant Position (New Position X)</u></a>                        | 32 |
| <a href="#"><u>How to Clear a Transfer - Reinstating a Transfer to its Original Position</u></a> | 35 |
| <a href="#"><u>Budgeting for a Shared Position</u></a>   | 38 |
| <a href="#"><u>Budgeting for a Prep Buyout</u></a>   | 40 |
| <a href="#"><u>Budgeting for a Certified Teacher Tutor (CTT)</u></a>                             | 42 |
| <a href="#"><u>Budgeting for Licensed Add-On or Extra Time</u></a>                               | 44 |
| <a href="#"><u>Budgeting for Support Add-On or Extra Time</u></a>                                | 47 |
| <a href="#"><u>Budgeting for Supplies and Other Services</u></a>                                 | 49 |
| <a href="#"><u>Exporting a Tab and Budget Totals</u></a>   | 50 |
| <a href="#"><u>View Employee’s Actual Salary Rates</u></a>                                       | 51 |
| <a href="#"><u>Printing Budget Plans</u></a>   | 52 |
| <a href="#"><u>Promoting Submitting a Work Location Budget</u></a>                               | 54 |

## Accessing the CCSD Budget Planning Tool through HCM PeopleSoft

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



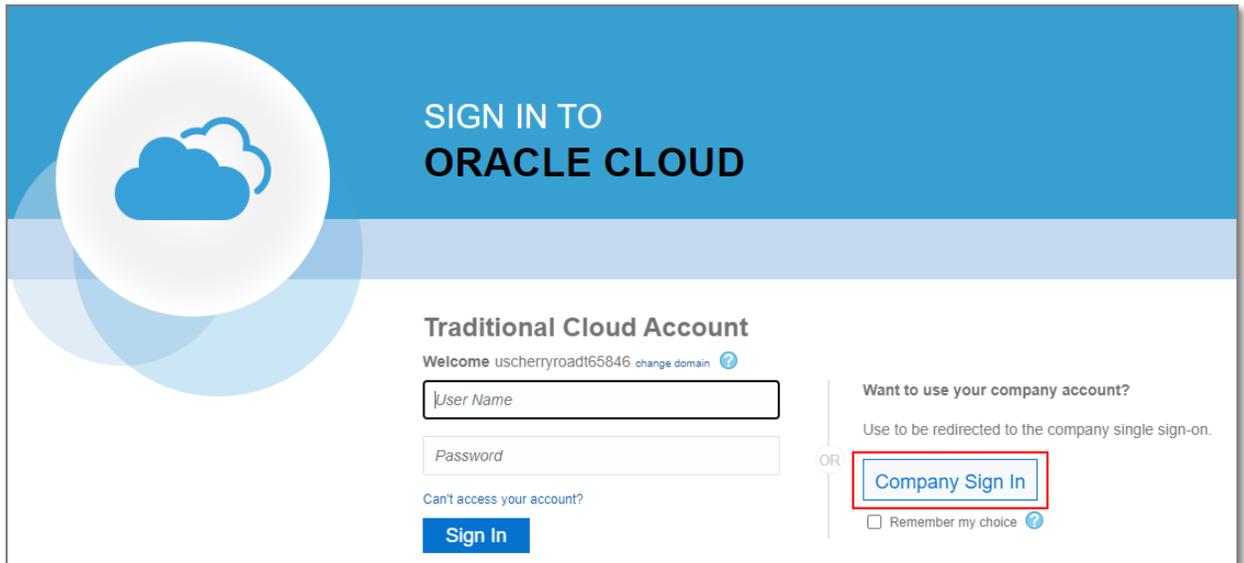
2. Select **Manager Self Service**.



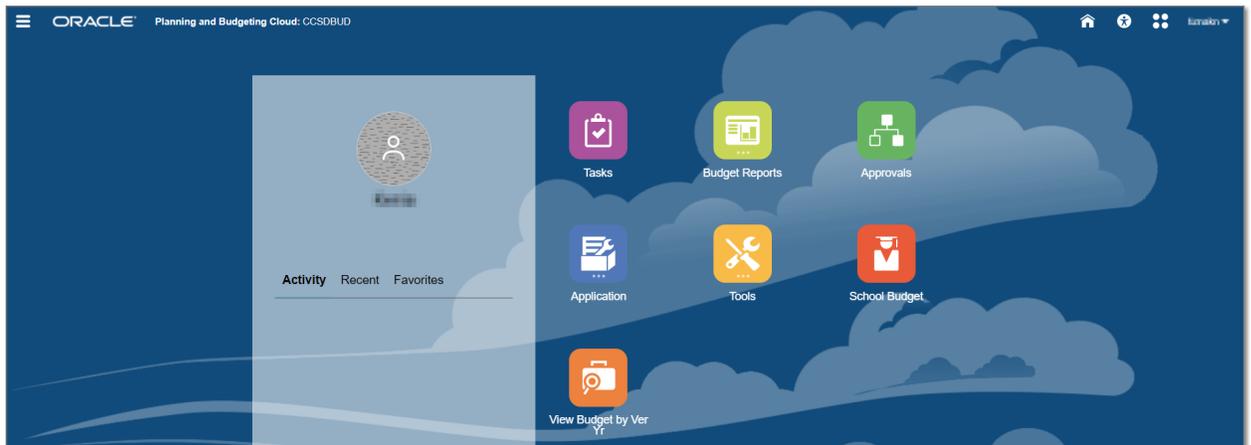
3. Select the **Budget Planning Tool** tile.



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



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

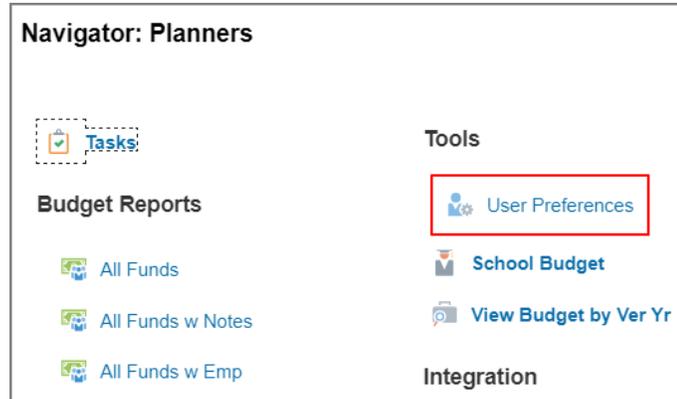


## User Preferences

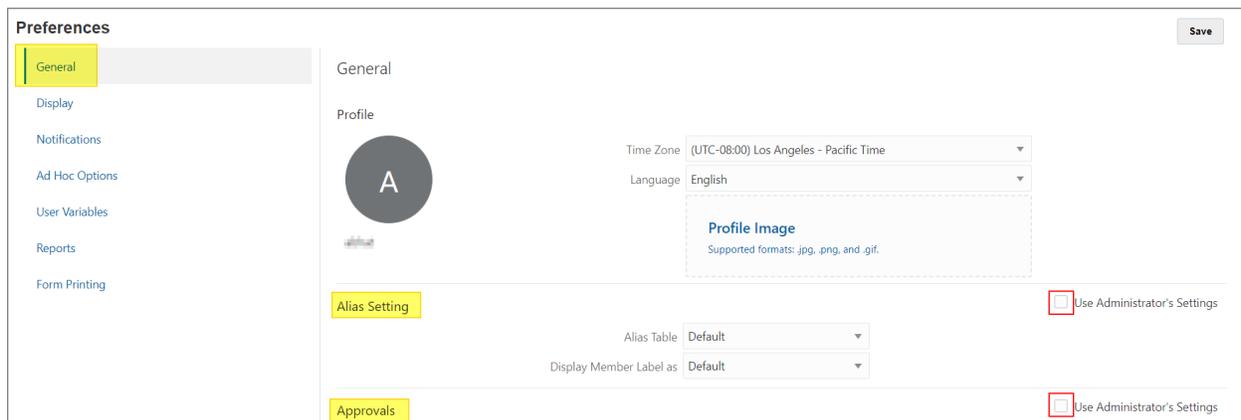
1. From the homepage, click the **Navigator** icon (three dashes at top left).



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



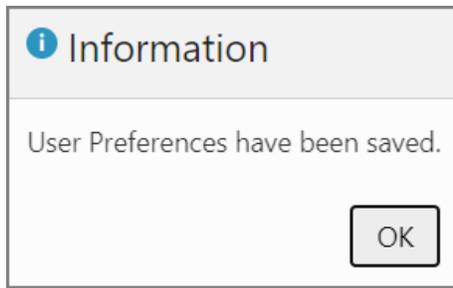
3. In the **General** Preferences, click on the **Use Administrator's Settings** checkbox in both the *Alias Setting* and *Approvals* sections.



4. Click the **Save** button.

The screenshot shows a user profile settings page. At the top right, a 'Save' button is highlighted with a red box. The page is divided into several sections: 'General' (empty), 'Profile' (containing a profile picture with the letter 'A', the name 'abhat', 'Time Zone' set to '(UTC-08:00) Los Angeles - Pacific Time', and 'Language' set to 'English'), 'Alias Setting' (containing 'Alias Table' set to 'Default', 'Display Member Label as' set to 'Alias', and a checked 'Use Administrator's Settings' checkbox), and 'Approvals' (containing a checked 'Use Administrator's Settings' checkbox'). A 'Profile Image' section is also visible with supported formats: .jpg, .png, and .gif.

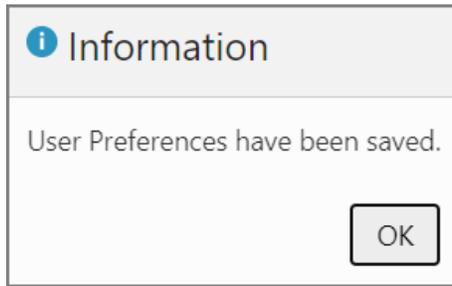
5. Click **OK** in the Information window.



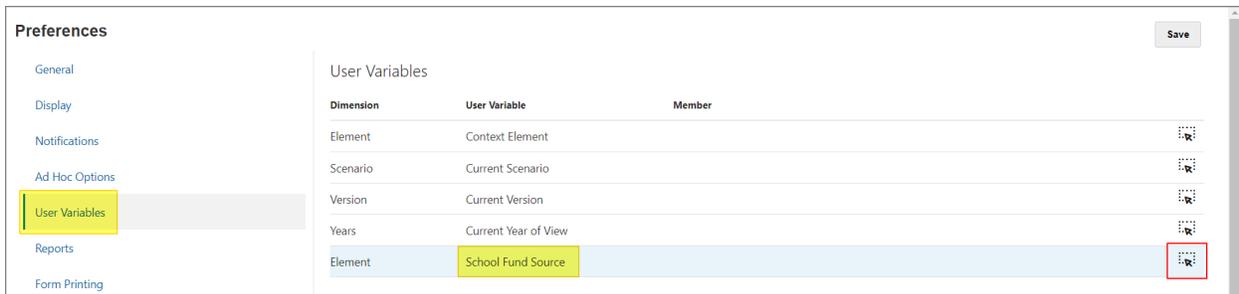
6. Click on the **Display** Preferences, and in the *Number Formatting* section click on the **Use Administrator's Settings** checkbox. Click **Save** when done.

The screenshot shows the 'Preferences' dialog box. The 'Display' tab is selected and highlighted in yellow. The 'Number Formatting' section is highlighted in yellow, and the 'Use Administrator's Settings' checkbox is checked. The 'Save' button in the top right corner is highlighted with a red box. The 'Number Formatting' section includes dropdown menus for 'Thousands Separator' (None), 'Decimal Separator' (Dot), 'Negative Sign' (Prefixed Minus), and 'Negative Color' (Black).

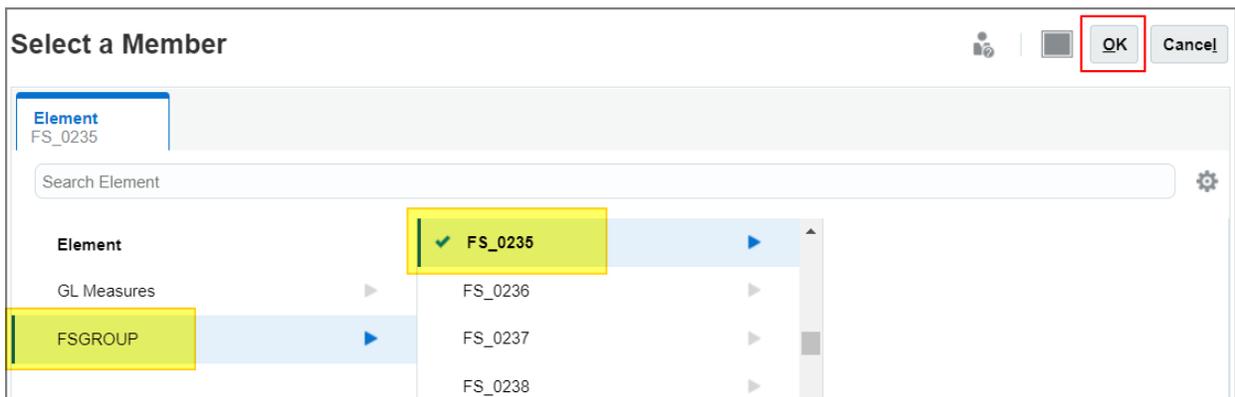
7. Click **OK** in the Information window.



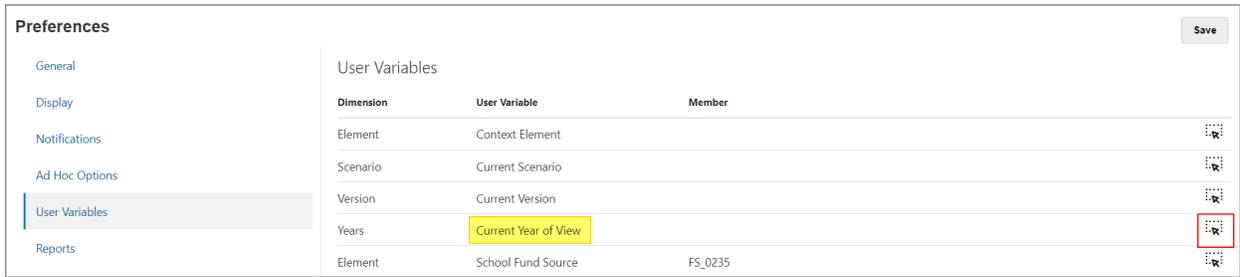
8. Click on the **User Variables** Preferences. Go to the Element *School Fund Source* row, and click on the **Member Selector** icon.



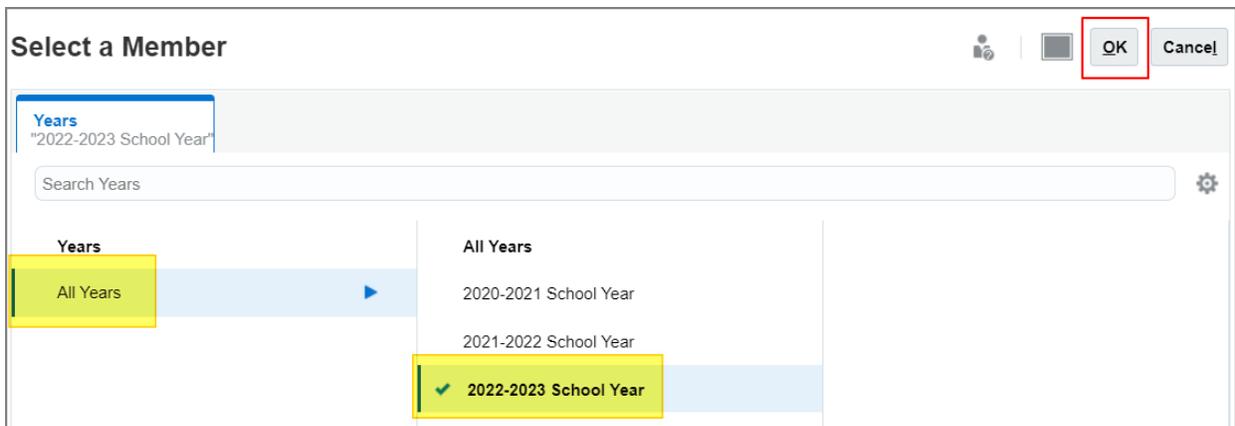
9. From the Select a Member window, click on **FSGROUP**, select your work location's **funding source**. Once the blue checkmark has recorded your selection, Click **OK**.



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



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



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



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



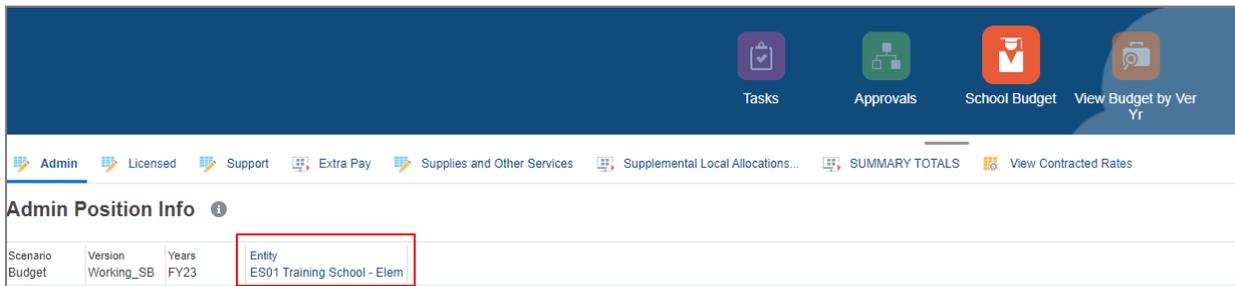
**Please note:** If you are assigned to one school or work location, you will only need to complete this process **once**. If your work location changes, you will need to update this User Preference with your new location. If you are assigned to multiple locations, select **Funding Source** from the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



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



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



## Navigating and Understanding the School Budget

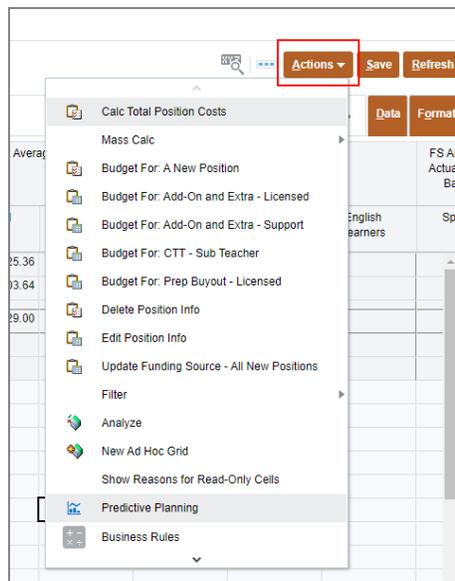
1. The **Scenario** cell contains the “ledger name” for data in the grid. This makes up budget data (in combination with the Year and Entity cells).
2. The **Years** cell contains the fiscal year for the budget you are working in.
3. The **Entity** cell contains the **school or work location** you are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

|                           |                              |                      |  |
|---------------------------|------------------------------|----------------------|--|
| <b>Scenario</b><br>Budget | <b>Version</b><br>Working_SB | <b>Years</b><br>FY23 | <b>Entity</b><br>ES01 Training School - Elem |
|---------------------------|------------------------------|----------------------|--|

4. The **Save** button allows you to save changes made to the budget scenario. Any unsaved changes in the grid will be highlighted in yellow. In some scenarios, clicking Save will update the **Summary Totals** area.
5. The **Refresh** button replaces the currently displayed data with **saved data**. This button can be used to revert changed data (if clicked before saving) to original values.



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



CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

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

| Scenario Budget | Version Working_SB | Years FY23 | Entity | Employee Name             | Shared Position                | Eff Start Date | Eff Stop Date                     | Planned FTE | FS Percentage | Total Fund Src | FS Amount Average Cost Basis | FS Amount Actual Cost Basis | FS Am      |                  |           |     |  |
|-----------------|--------------------|------------|--------|---------------------------|--------------------------------|----------------|-----------------------------------|-------------|---------------|----------------|------------------------------|-----------------------------|------------|------------------|-----------|-----|--|
|                 |                    |            |        | Assumption                | Assumption                     | Assumption     | Assumption                        | Assumption  | Gen Fund      | Allocation Pct | Gen Fund                     | GenF Read by 3              | AtRisk     | English Learners | ESSER III | GAT |  |
|                 |                    |            |        | ELE PRINC (9 MOS) - U7000 | P_10028764_1 ELE PRINC (9 MOS) | Employee 1     | CCSD LastName.FirstName EM_523652 |             | 7/1/22        |                | 1.00                         | 100.00                      | 100.00     | 152,025.36       |           |     |  |
|                 |                    |            |        | FORM TOTALS               |                                |                |                                   |             |               | 1.00           |                              |                             | 152,025.36 |                  |           |     |  |

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

| Scenario Budget | Version Working_SB | Years FY23 | Entity | Employee Name           | Assigned Position Number   | Shared Position | Eff Start Date                      | Eff Stop Date | Planned FTE | FS Percentage | FS Percentage  | FS Percentage | FS Percentage    |      |       |   |
|-----------------|--------------------|------------|--------|-------------------------|----------------------------|-----------------|-------------------------------------|---------------|-------------|---------------|----------------|---------------|------------------|------|-------|---|
|                 |                    |            |        | Assumption              | Assumption                 | Assumption      | Assumption                          | Assumption    | Assumption  | Gen Fund      | GenF Read by 3 | At-Risk       | English Learners | GATE | Sp Ed | A |
|                 |                    |            |        | KDG 1 AM/1 PM I - C1000 | P_10008381_1 KDG 1 AM/1 PM | Employee 1      | CCSD LastName.FirstName EM_325191   |               | 7/1/22      |               | 1.00           | 100.00        |                  |      |       |   |
|                 |                    |            |        |                         |                            | Employee 2      | CCSD LastName.FirstName EM_331715   |               | 7/1/22      |               | 1.00           | 100.00        |                  |      |       |   |
|                 |                    |            |        |                         |                            | Employee 3      | CCSD LastName.FirstName EM_516040   |               | 7/1/22      |               | 1.00           | 100.00        |                  |      |       |   |
|                 |                    |            |        | GRADE 1 - C1010         | P_10008382_1 GRADE 1       | Employee 1      | CCSD LastName.FirstName EM_10014323 |               | 7/1/22      |               | 1.00           | 100.00        |                  |      |       |   |
|                 |                    |            |        |                         |                            | Employee 2      | CCSD LastName.FirstName EM_553969   |               | 7/1/22      |               | 1.00           | 100.00        |                  |      |       |   |
|                 |                    |            |        | GRADE 2 - C1020         | P_10008383_1 GRADE 2       | Employee 1      | CCSD LastName.FirstName EM_312411   |               | 7/1/22      |               | 1.00           | 100.00        |                  |      |       |   |
|                 |                    |            |        |                         |                            | Employee 2      | CCSD LastName.FirstName EM_502600   |               | 7/1/22      |               | 1.00           | 100.00        |                  |      |       |   |
|                 |                    |            |        |                         | P_10008384_1 GRADE 2       | Employee 1      | CCSD LastName.FirstName EM_10034305 |               | 7/1/22      |               | 1.00           | 100.00        |                  |      |       |   |
|                 |                    |            |        |                         |                            | Employee 2      | CCSD LastName.FirstName EM_520954   |               | 7/1/22      |               | 1.00           | 100.00        |                  |      |       |   |

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

| Scenario Budget | Version Working_SB | Years FY23 | Entity | Employee Name             | Shared Position                | Months Work Override | Hours Per Day Override              | Eff Start Date | Eff Stop Date | FS Percentage | FS Percentage | Total Fund Src | FS Amount Average Cost Basis | FS Amount Actual Cost Basis |           |
|-----------------|--------------------|------------|--------|---------------------------|--------------------------------|----------------------|-------------------------------------|----------------|---------------|---------------|---------------|----------------|------------------------------|-----------------------------|-----------|
|                 |                    |            |        | 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         |                              |                             | 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         |                              |                             | 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         |                              |                             | 9,330.74  |
|                 |                    |            |        |                           | P_10008403_1 LIBRARY AIDE      | Employee 1           | CCSD LastName.FirstName EM_10028386 |                | 09 Months     | 4.10          | 7/1/22        | 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         |                              |                             | 59,443.67 |
|                 |                    |            |        | SPTA II - N0162           | P_10008406_1 SPTA II           | Employee 1           | CCSD LastName.FirstName EM_10040345 |                | 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.

| Scenario Budget           | Years FY23 | Version Working_SB | Entity | Emp Name                           | FS Amount Prep Buy |          | FS Amount Add-On | FS Amount Extra |
|---------------------------|------------|--------------------|--------|------------------------------------|--------------------|----------|------------------|-----------------|
|                           |            |                    |        |                                    | Gen Fund           | At-Risk  | Gen Fund         | Gen Fund        |
| KDG 1 AM/1 PM1 - C1000    |            |                    |        | P_10008381_1 KDG 1 AM/1 PM         | 7,805.40           |          |                  |                 |
|                           |            |                    |        | P_10008381_1 KDG 1 AM/1 PM         |                    | 4,071.24 |                  |                 |
| GRADE 2 - C1020           |            |                    |        | P_10008384_1 GRADE 2               |                    |          | 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     |                    |          | 1,483.75         | 2,299.19        |
| SCHOOL AIDE - N0100       |            |                    |        | P_10008401_1 SCHOOL AIDE           |                    |          | 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.

| Period BegBalance                                   | Years 2022-2023 School Year | Scenario Budget | Version Strategic Budget | Entity | 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: |                             |                 |                          |        |          |                |     |                          |      |         |                  |           |
|   |                             |                 |                          |        |          |                |     |                          |      |         |                  |           |
|   |                             |                 |                          |        |          |                |     |                          |      |         |                  |           |
|   |                             |                 |                          |        |          |                |     |                          |      |         |                  | 1,000.00  |
|   |                             |                 |                          |        |          |                |     |                          |      |         |                  |           |
|   |                             |                 |                          |        |          |                |     |                          |      |         |                  |           |
|   |                             |                 |                          |        |          |                |     |                          |      |         |                  |           |

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

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

|   | Gen Fund          | English Learners |
|---|-------------------|------------------|
| AARSI - ELL Placement Testing Personnel (Vacant)  | 1,602.93          |                  |
| AU - Prime 6 Field Trips                          | 0.00              |                  |
| BF - Utilities and Trash Disposal                 | 132,445.22        |                  |
| ELL - Student Success Advocates                   |                   | 1,009.22         |
| FD - Landscape Maintenance                        | 0.00              |                  |
| <b>Total Supplemental Local Allocations (SLA)</b> | <b>134,048.15</b> | <b>1,009.22</b>  |

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.

|                                  |                                      | Gen Fund  | CSR      | HOPE2 | Magnet | GenF Read by 3 | Academic Support Funding | Title I | At-Risk   | English Learners | ESSER III | ZFS-EDIT     | Food       | GATE      | Sp Ed       |
|----------------------------------|--------------------------------------|---|----------|-------|--------|----------------|--------------------------|---------|-----------|------------------|-----------|--------------|------------|-----------|-------------|
| <b>REMAINING BUDGET TO SPEND</b> |                                      | 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 |
| <b>ALLOCATED FUNDS</b>           |                                      | Includes Carryover  |          |       |        |                |                          |         |           |                  |           |              |            |           |             |
| Target                           | All Jobs                             | 2,708,203.69  | 0.00     | 0.00  | 0.00   | 94,939.00      | 0.00                     | 0.00    | 53,672.87 | 88,827.30        | 0.00      | 0.00         | 0.00       | 0.00      | 0.00        |
| <b>BUDGET SPENT</b>              |                                      | Row REMAINING BUDGET TO SPEND Column ZFS-EDIT: This cell is read-only You have under spent your budget by over \$1.00. Please update your budget accordingly. |          |       |        |                |                          |         |           |                  |           |              |            |           |             |
| Strategic Budget                 | Admin Jobs                           | 162,025.36  |          |       |        |                |                          |         |           |                  |           |              |            |           |             |
|                                  | Licensed Jobs                        | 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                         | 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   |            |           |             |
| <b>TOTAL BUDGET SPENT</b>        |                                      | 2,675,678.00  | 0.00     |       |        | 94,938.48      | 0.00                     | 0.00    | 52,010.84 | 49,263.19        | 1,000.00  | 2,872,890.62 | 38,795.82  | 80,916.17 | 577,185.75  |
| <b>REMAINING BUDGET TO SPEND</b> |                                      | 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 Licensed Support Extra Pay Supplies and Other Services Supplemental Local Allocations... SUMMARY TOTALS **View Contracted Rates**

**SB Contract Rates**

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

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

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

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

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

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

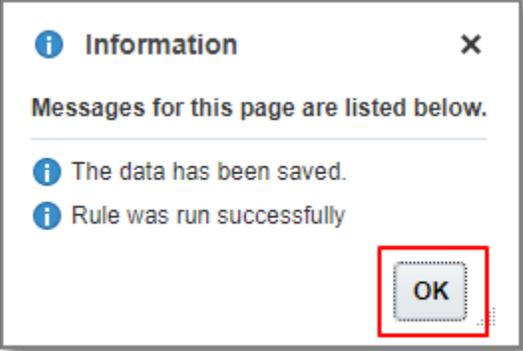


The screenshot shows the 'Student Teacher Ratio Validations' page. It features a table with columns for ST Ratio Limit, Students, and Difference. The 'Grade 1' row is highlighted in red, indicating a violation. A tooltip is displayed over the 'Difference' cell for Grade 1, stating: 'Row Grade1Elem - Star 3 or 4 or 5 - Grade 1 Column Difference: -5.00. This cell is read-only. You exceeded the Student Teacher Ratio limit. Please update your budget.' The 'Save' button in the top right is highlighted.

| Scenario                            | Version                           | Years | Entity | ST Ratio Limit | Students | Difference |
|-------------------------------------|-----------------------------------|-------|--------|----------------|----------|------------|
| Elementary Star 1 or 2 Schools      |                                   |       |        |                |          |            |
| Elementary Star 3 or 4 or 5 Schools |                                   |       |        |                |          |            |
| Grade 1                             | Elem - Star 3 or 4 or 5 - Grade 1 | 22.00 | 27.00  | -5.00          |          |            |
| Grade 2                             | Elem - Star 3 or 4 or 5 - Grade 2 | 22.00 | 14.25  | 7.75           |          |            |
| Grade 3                             | Elem - Star 3 or 4 or 5 - Grade 3 | 24.00 | 17.67  | 6.33           |          |            |
|                                     | Value Count                       | 3.00  | 3.00   | 0.00           |          |            |

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

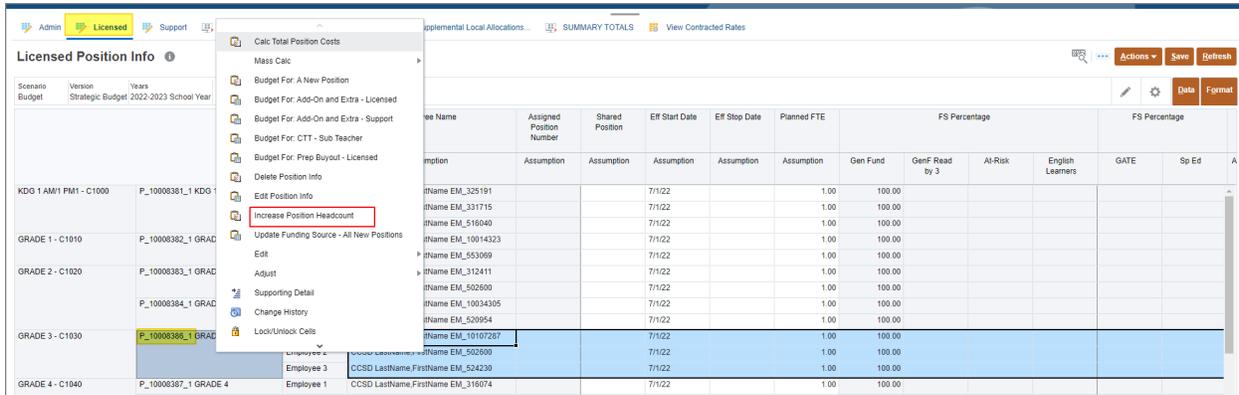
4. Click **OK** in the pop-up information window.



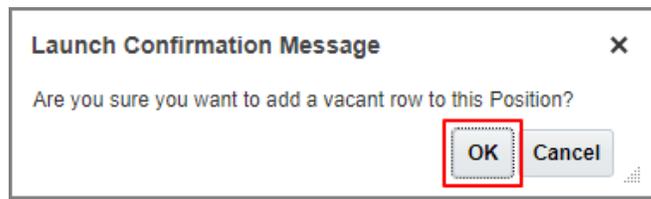
## Increasing the Headcount of an Existing Position

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

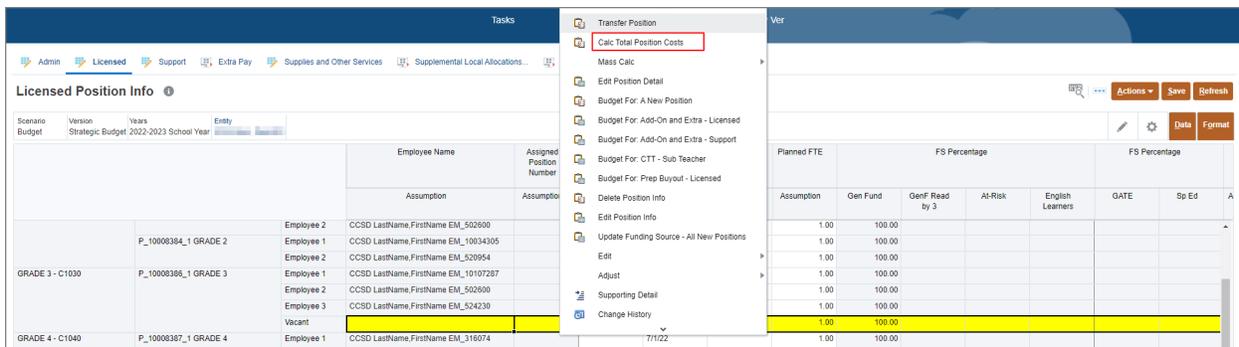
1. From the Admin, **Licensed**, or Support tab
2. Right-click from the position cell and select **Increase Position Headcount**.



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



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



CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

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

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

Licensed Position Info

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

Actions Save Refresh

Data Format

| Scenario Budget | Version              | Years | Entity     | Employee Name                       | Assigned Position Number | Shared Position | Eff Start Date | Eff Stop Date | Planned FTE | Gen Fund   |
|-----------------|----------------------|-------|------------|-------------------------------------|--------------------------|-----------------|----------------|---------------|-------------|------------|
|                 |                      |       |            | Assumption                          | Assumption               | Assumption      | Assumption     | Assumption    | Assumption  | Assumption |
| GRADE 2 - C1020 | P_10008383_1 GRADE 2 |       | Employee 2 | CCSD LastName,FirstName EM_553069   |                          |                 | 7/1/22         |               | 1.00        | 100.0      |
|                 |                      |       | Employee 1 | CCSD LastName,FirstName EM_312411   |                          |                 | 7/1/22         |               | 1.00        | 100.0      |
|                 | P_10008384_1 GRADE 2 |       | Employee 2 | CCSD LastName,FirstName EM_502600   |                          |                 | 7/1/22         |               | 1.00        | 100.0      |
|                 |                      |       | Employee 1 | CCSD LastName,FirstName EM_10034305 |                          |                 | 7/1/22         |               | 1.00        | 100.0      |
| GRADE 3 - C1030 | P_10008386_1 GRADE 3 |       | Employee 2 | CCSD LastName,FirstName EM_520954   |                          |                 | 7/1/22         |               | 1.00        | 100.0      |
|                 |                      |       | Employee 1 | CCSD LastName,FirstName EM_10107287 |                          |                 | 7/1/22         |               | 1.00        | 100.0      |
|                 | P_10008386_1 GRADE 3 |       | Employee 2 | CCSD LastName,FirstName EM_502600   |                          |                 | 7/1/22         |               | 1.00        | 100.0      |
|                 |                      |       | Employee 3 | CCSD LastName,FirstName EM_524230   |                          |                 | 7/1/22         |               | 1.00        | 100.0      |
|                 |                      |       | 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**.

| Scenario                  | Version      | Years             | Entity     | Employee Name                       | Shared Position | Months Work Override | Hours F Day Over |
|---------------------------|--------------|-------------------|------------|-------------------------------------|-----------------|----------------------|------------------|
| FRST AID/SFTY AST - N0090 | P_10008400_1 | FRST AID/SFTY AST | Employee 1 | CCSD LastName.FirstName EM_642377   |                 | 09 Months            |                  |
| SCHOOL AIDE - N0100       | P_10008401_1 | SCHOOL AIDE       | Employee 1 | CCSD LastName.FirstName EM_10041392 |                 | 10 Months            |                  |

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

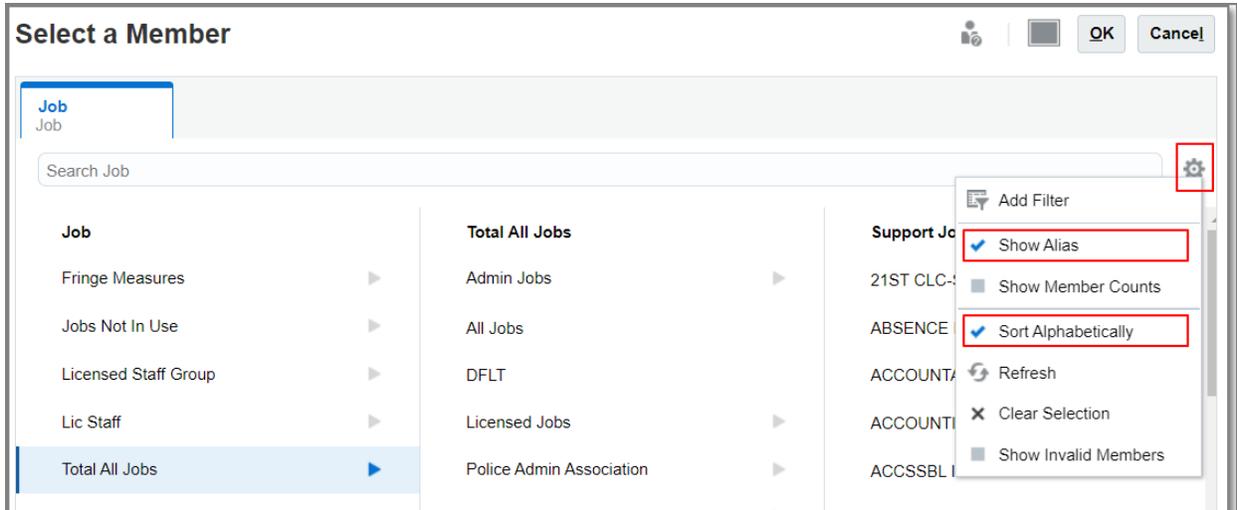
**Add New Position by Job Code**

\* Select FROM Job Code "N0090" Member Selector Launch Cancel

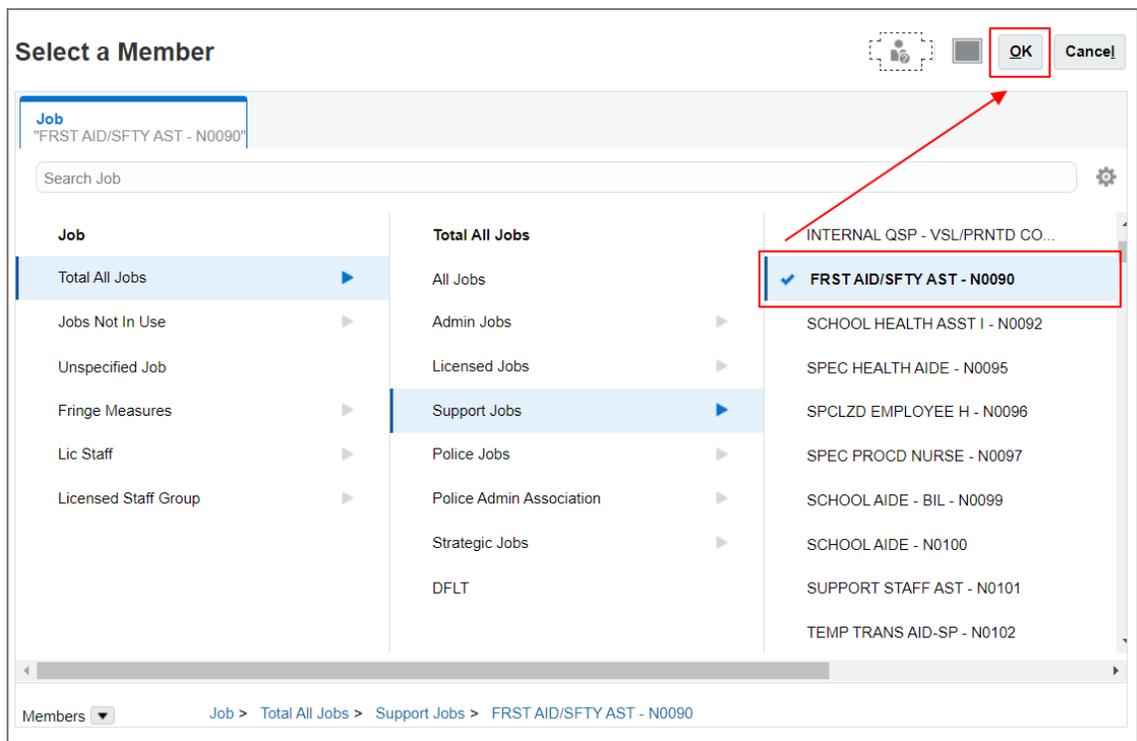
- a. In the **Select a Member** window, locate the desired Job. Use the **Search Job** bar to search for available jobs.

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

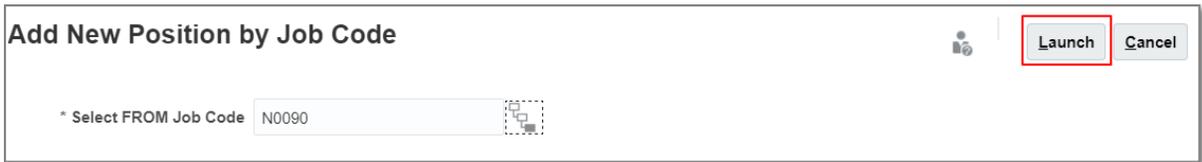
- i. To sort the jobs alphabetically click the **settings** gear icon.
- ii. Select the **Sort Alphabetically** option.
- iii. To display the job code *descriptions* select the **Show Alias** setting.



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



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

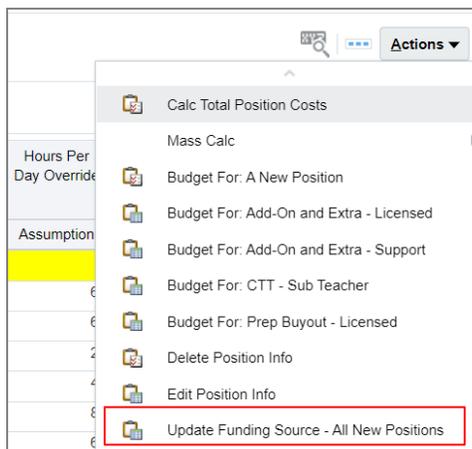


a. The funding source defaults to the General Fund. To change the funding source click the **Actions** menu.

The screenshot shows a table titled "Support Position Info". The table has several columns: Scenario, Version, Years, Entity, Employee Name, Shared Position, Months Work Override, Hours Per Day Override, Eff Start Date, Eff Stop Date, and FS Percentage. The first row of data is highlighted in yellow. The "FS Percentage" column for this row contains the text "Gen Fund" and the value "100.00". The "Actions" menu is open in the top right corner, and the "Gen Fund" cell is highlighted with a red box.

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

b. Select **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.

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

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

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

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

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

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

| Scenario                  | Version | Years | Entity | op Date         | FS Percentage |         | Total Fund Src | FS Amount Average Cost Basis | FS Amount Actual Cost Basis | FS Amount Actual Cost Basis |       |       |
|---------------------------|---------|-------|--------|-----------------|---------------|---------|----------------|------------------------------|-----------------------------|-----------------------------|-------|-------|
|                           |         |       |        |                 | Gen Fund      | At-Risk |                |                              |                             | Food                        | Sp Ed |       |
| FRST AID/SFTY AST - N0090 |         |       |        | New Position 11 | Vacant        | 100.00  | 100.00         | Gen Fund                     | At-Risk                     | 35,050.00                   | Food  | Sp Ed |

## 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**.

| Scenario Budget        | Version Strategic Budget   | Years 2022-2023 School Year | Entity | Employee Name | Assigned Position Number            | Shared Position                     |  |
|------------------------|----------------------------|-----------------------------|--------|---------------|-------------------------------------|-------------------------------------|--|
| KDG 1 AM/1 PM1 - C1000 | P_10008381_1 KDG 1 AM/1 PM |                             |        | Employee 1    | CCSD LastName,FirstName EM_325191   |                                     |  |
|                        |                            |                             |        | Employee 2    | CCSD LastName,FirstName EM_331715   |                                     |  |
|                        |                            |                             |        | Employee 3    | CCSD LastName,FirstName EM_516040   |                                     |  |
| GRADE 1 - C1010        | P_10008382_1 GRADE 1       |                             |        | Employee 1    | CCSD LastName,FirstName EM_10014323 |                                     |  |
|                        |                            |                             |        | Employee 2    | CCSD LastName,FirstName EM_553069   |                                     |  |
| GRADE 2 - C1020        | P_10008383_1 GRADE 2       |                             |        | Employee 1    | CCSD LastName,FirstName EM_312411   |                                     |  |
|                        |                            |                             |        | Employee 2    | CCSD LastName,FirstName EM_502600   |                                     |  |
|                        | P_10008384_1 GRADE 2       |                             |        |               | Employee 1                          | CCSD LastName,FirstName EM_10034305 |  |
|                        |                            |                             |        |               | Employee 2                          | CCSD LastName,FirstName EM_520954   |  |

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**.

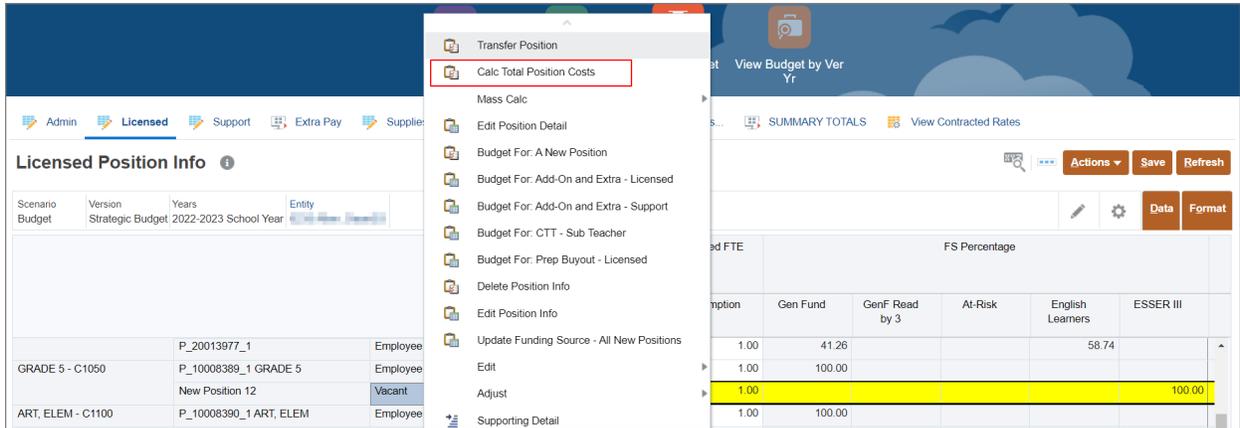
| Scenario Budget | Version Strategic Budget | Years 2022-2023 School Year | Entity | Total Comp Exp | Total Fund Src | FS Percentage  |          |                |     |                          |      |         |                  |           |     | FS / Average B |
|-----------------|--------------------------|-----------------------------|--------|----------------|----------------|----------------|----------|----------------|-----|--------------------------|------|---------|------------------|-----------|-----|----------------|
|                 |                          |                             |        |                |                | Allocation Pct | Gen Fund | GenF Read by 3 | CSR | Academic Support Funding | GATE | AI-Risk | English Learners | ESSER III | Gen |                |
| 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     |                |                |          |                |     |                          |      |         |                  |           |     |                |

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

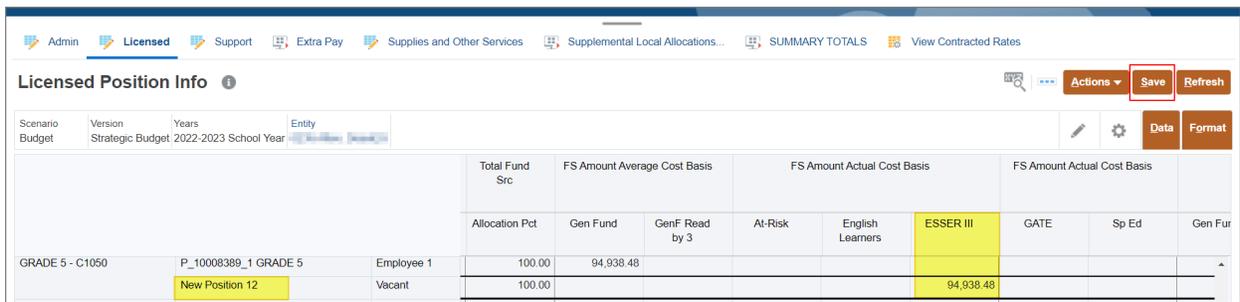
| Scenario Budget | Version Strategic Budget | Years 2022-2023 School Year | Entity | Total Comp Exp | Total Fund Src | FS Percentage  |          |                |     |                          |      |         |                  |           |     | FS / Average B |
|-----------------|--------------------------|-----------------------------|--------|----------------|----------------|----------------|----------|----------------|-----|--------------------------|------|---------|------------------|-----------|-----|----------------|
|                 |                          |                             |        |                |                | Allocation Pct | Gen Fund | GenF Read by 3 | CSR | Academic Support Funding | GATE | AI-Risk | English Learners | ESSER III | Gen |                |
| GRADE 5 - C1050 | New Position 12          | Vacant                      |        | 94,938.48      | 100.00         |                |          |                |     |                          |      |         |                  |           |     | 100.00         |

CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

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



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



## 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

| Years                     | Scenario           | Entity                      | Gen Fund     | CSR  | HOPE2 | Magnet | GenF Read by 3 | Academic Support Funding | Title I | At-Risk   | English Learners |
|---------------------------|--------------------|-----------------------------|--------------|------|-------|--------|----------------|--------------------------|---------|-----------|------------------|
| 2022-2023                 | School Year Budget |                             | 86,199.16    | 0.00 | 0.00  | 0.00   | 0.52           | 0.00                     | 0.00    | 49,601.63 | -10,576          |
| REMAINING BUDGET TO SPEND |                    |                             |              |      |       |        |                |                          |         |           |                  |
| 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:             |                    |                             |              |      |       |        |                |                          |         |           |                  |

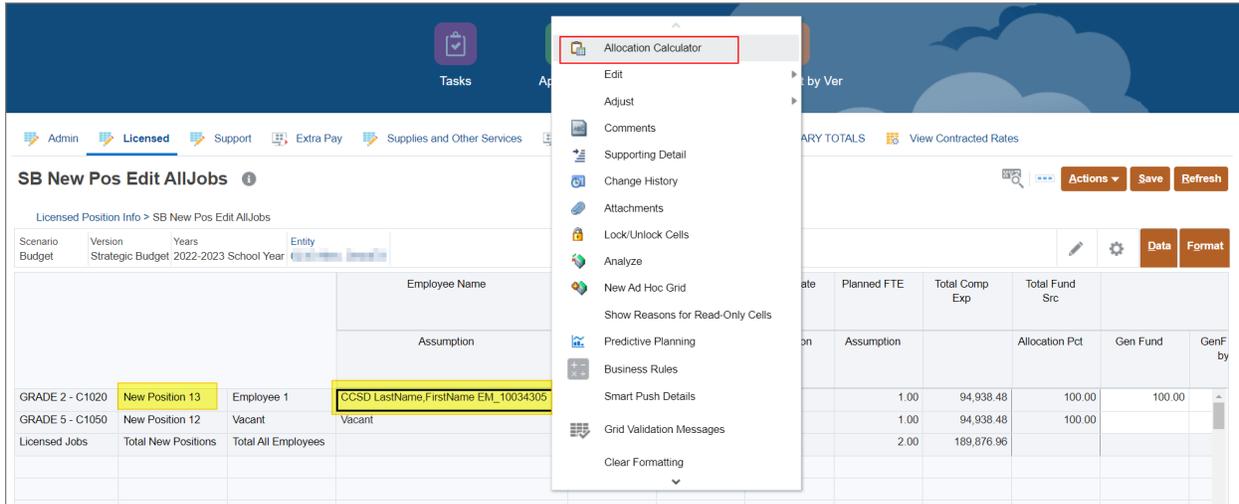
1. From the Admin, Licensed, or Support tabs Click **Actions**.
2. Select **Update Funding Source - All New Positions**.

| Scenario        | Version      | Years   | Entity     | Employee Name                       | Assigned Position Number            | Shared Position |
|-----------------|--------------|---------|------------|-------------------------------------|-------------------------------------|-----------------|
| GRADE 1 - C1010 | P_10008382_1 | GRADE 1 |            | Employee 3                          | CCSD LastName,FirstName EM_516040   |                 |
| GRADE 2 - C1020 | P_10008383_1 | GRADE 2 | Employee 1 | CCSD LastName,FirstName EM_10014323 |                                     |                 |
|                 |              |         | Employee 2 | CCSD LastName,FirstName EM_553069   |                                     |                 |
|                 | P_10008384_1 | GRADE 2 | Employee 1 | CCSD LastName,FirstName EM_312411   |                                     |                 |
|                 |              |         | Employee 2 | CCSD LastName,FirstName EM_502600   |                                     |                 |
| GRADE 3 - C1030 | P_10008386_1 | GRADE 3 | Employee 1 | CCSD LastName,FirstName EM_10034305 | P_10008384_1                        |                 |
|                 |              |         | Employee 2 | CCSD LastName,FirstName EM_520954   |                                     |                 |
|                 |              |         | Employee 1 | CCSD LastName,FirstName EM_10034305 | P_10008384_1                        |                 |
|                 |              |         |            | Employee 1                          | CCSD LastName,FirstName EM_10107287 |                 |

CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

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

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



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





CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

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

| Scenario        | Version      | Years   | Entity                 | FS Percentage |                |         |                  | FS Percentage |        | Total Fund Src | FS Amount Average Cost Basis |                |          | FS Amount Actual Cost |                |
|-----------------|--------------|---------|------------------------|---------------|----------------|---------|------------------|---------------|--------|----------------|------------------------------|----------------|----------|-----------------------|----------------|
|                 |              |         |                        | Gen Fund      | GenF Read by 3 | At-Risk | English Learners | ESSER III     | GATE   |                | Sp Ed                        | Allocation Pct | Gen Fund |                       | GenF Read by 3 |
|                 |              |         |                        |               |                |         |                  |               |        |                |                              |                |          |                       |                |
| GRADE 2 - C1030 | P_10008384_1 | GRADE 2 | Employee 2             | 100.00        |                |         |                  |               |        | 100.00         | 94,938.48                    |                |          |                       |                |
|                 |              |         | Employee 1             | 100.00        |                |         |                  |               |        | 100.00         | 0.00                         |                |          |                       |                |
|                 |              |         | Employee 2             | 100.00        |                |         |                  |               |        |                | 100.00                       | 94,938.48      |          |                       |                |
|                 |              |         | <b>New Position 13</b> | Employee 1    | 42.26          |         | 57.74            |               |        |                | 100.00                       | 40,118.63      |          | 49,601.59             |                |
| GRADE 3 - C1030 | P_10008386_1 | GRADE 3 | Employee 1             | 100.00        |                |         |                  |               | 100.00 | 94,938.48      |                              |                |          |                       |                |

## Removing a Position

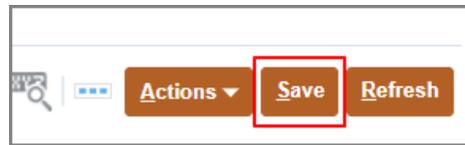
1. From the Admin, Licensed, or **Support** tabs locate the position to remove.
  - a. If the position is **Administrative** or **Licensed**, change the **Planned FTE** field to 0.
  - b. If Support, change the **Hours Per Day** to zero.
2. Click **Save**.

| Scenario                  | Version      | Years             | Entity     | Employee Name                       | Shared Position | Months Work Override | Hours Per Day Override | Eff Start Date | Eff Stop Date | FS Percentage | FS Percentage | Total Fund Src | FS Ave         |
|---------------------------|--------------|-------------------|------------|-------------------------------------|-----------------|----------------------|------------------------|----------------|---------------|---------------|---------------|----------------|----------------|
| FRST AID/SFTY AST - N0090 | P_10008400_1 | FRST AID/SFTY AST | Employee 1 | CCSD LastName.FirstName EM_542377   | Assumption      | Assumption           | Assumption             | Assumption     | Assumption    | Gen Fund      | Food          | Sp Ed          | Allocation Pct |
| SCHOOL AIDE - N0100       | P_10008401_1 | SCHOOL AIDE       | Employee 1 | CCSD LastName.FirstName EM_10041392 | Assumption      | Assumption           | Assumption             | Assumption     | Assumption    | 100.00        |               |                | 100.00         |
| LIBRARY AIDE - N0105      | P_10008402_1 | LIBRARY AIDE      | Employee 1 | CCSD LastName.FirstName EM_10028386 | Assumption      | Assumption           | Assumption             | Assumption     | Assumption    | 100.00        |               |                | 100.00         |
| ELEM SCHOOL CLERK - N0143 | P_10008404_1 | ELEM SCHOOL CLERK | Employee 1 | CCSD LastName.FirstName EM_317741   | Assumption      | Assumption           | Assumption             | Assumption     | Assumption    | 100.00        |               |                | 100.00         |

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

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

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

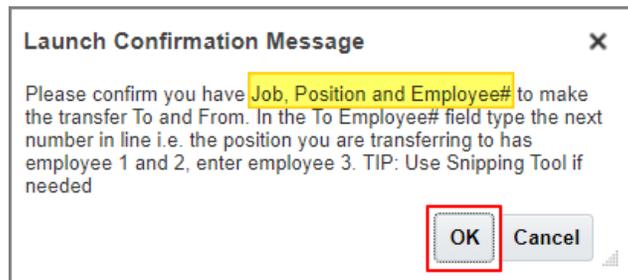


## Transfer to an Existing Position (P\_XXXXXXXX\_X)

1. 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**.

| Scenario      | Version      | Years   | Entity | Employee Name | Assigned Position Number | Shared Position | Eff Start Date | Eff Stop Date | Planned FTE |
|---------------|--------------|---------|--------|---------------|--------------------------|-----------------|----------------|---------------|-------------|
| Transfer From | P_10008386_1 | GRADE 3 | C1030  | Employee 1    | P_10008386_1             |                 | 7/1/22         |               | 1.00        |
|               |              |         |        | Employee 2    |                          |                 | 7/1/22         |               | 1.00        |
|               |              |         |        | Employee 1    |                          |                 | 7/1/22         |               | 1.00        |
| Transfer To   | P_10008387_1 | GRADE 4 | C1040  | Employee 1    | P_10008387_1             |                 | 7/1/22         |               | 1.00        |
|               |              |         |        | Employee 2    |                          |                 | 7/1/22         |               | 1.00        |
|               |              |         |        | Employee 1    |                          |                 | 7/1/22         |               | 1.00        |

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**

\* Select FROM Employee "Employee 1"

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

\* Select FROM Job Code "C1030"

\* Select TO Employee "Employee 2"

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

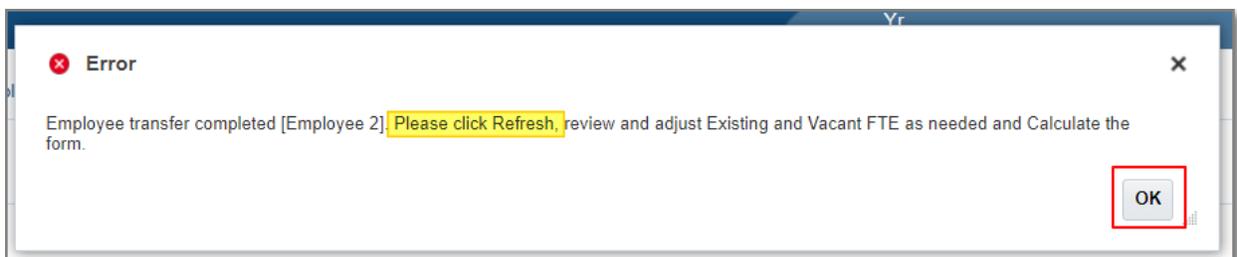
\* Select TO JOB "C1040"

Launch Cancel

- 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.



CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

8. Click **Refresh**.

| Scenario        | Version          | Years        | Entity      | Employee Name                       | Assigned Position Number            | Shared Position | Eff Start Date | Eff Stop Date | Planned FTE | FS Percentage |                |         |                  |       |  |
|-----------------|------------------|--------------|-------------|-------------------------------------|-------------------------------------|-----------------|----------------|---------------|-------------|---------------|----------------|---------|------------------|-------|--|
| Budget          | Strategic Budget | 2022-2023    | School Year | Assumption                          | Assumption                          | Assumption      | Assumption     | Assumption    | Assumption  | Gen Fund      | GenF Read by 3 | At-Risk | English Learners | ESSE  |  |
| GRADE 3 - C1030 | New Position 13  | P_10008386_1 | GRADE 3     | Employee 1                          | CCSD LastName.FirstName EM_10034305 | P_10008384_1    |                | 7/1/22        |             | 1.00          | 42.26          |         |                  | 57.74 |  |
|                 |                  |              |             | 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        |                |         |                  |       |  |
|                 |                  |              | Employee 1  | CCSD LastName.FirstName EM_10109611 |                                     |                 | 7/1/22         |               | 1.00        | 41.26         |                |         |                  | 58.74 |  |
| GRADE 5 - C1050 | P_10008389_1     | GRADE 5      | Employee 1  | CCSD LastName.FirstName EM_546907   |                                     |                 | 7/1/22         |               | 1.00        | 100.00        |                |         |                  |       |  |

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

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

| Scenario        | Version          | Years        | Entity      | Employee Name                       | Assigned Position Number            | Shared Position | Eff Start Date | Eff Stop Date | Planned FTE | FS Percentage |                |         |                  |       |
|-----------------|------------------|--------------|-------------|-------------------------------------|-------------------------------------|-----------------|----------------|---------------|-------------|---------------|----------------|---------|------------------|-------|
| Budget          | Strategic Budget | 2022-2023    | School Year | Assumption                          | Assumption                          | Assumption      | Assumption     | Assumption    | Assumption  | Gen Fund      | GenF Read by 3 | At-Risk | English Learners | ESSE  |
| GRADE 3 - C1030 | New Position 13  | P_10008386_1 | GRADE 3     | Employee 1                          | CCSD LastName.FirstName EM_10034305 | P_10008384_1    |                | 7/1/22        |             | 1.00          | 42.26          |         |                  | 57.74 |
|                 |                  |              |             | Employee 2                          | CCSD LastName.FirstName EM_520954   |                 |                | 7/1/22        |             | 1.00          |                |         |                  |       |
|                 |                  |              |             | Employee 1                          | CCSD LastName.FirstName EM_10034305 | P_10008384_1    |                | 7/1/22        |             | 1.00          |                |         |                  |       |
|                 |                  |              |             | Employee 1                          | CCSD LastName.FirstName EM_10107287 | P_10008386_1    |                | 7/1/22        |             | 0.00          |                |         |                  |       |
|                 |                  |              |             | Employee 2                          | CCSD LastName.FirstName EM_502600   |                 |                | 7/1/22        |             | 1.00          |                |         |                  |       |
| 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        |               |                |         |                  |       |

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



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

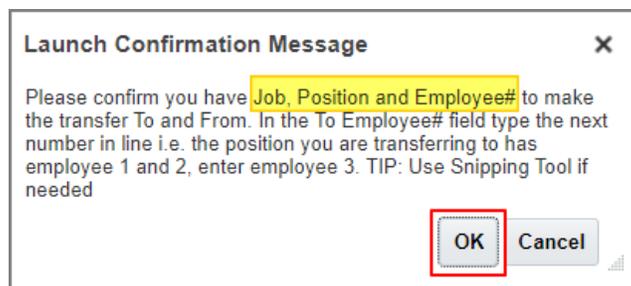
1. Create the New Position needed first (see instructions for Adding a New Position). *New Position 12* was created for this scenario; Grade 5 - C1050 funded by ESSER III, to transfer a teacher from a General Funded Grade 5 - C1050 position.

| Scenario          | Version                | Years | Entity | Employee Name | Assigned Position Number            | Shared Position | EF Start Date | EF Stop Date | Planned FTE | FS Percentage |            |            |            |            |
|-------------------|------------------------|-------|--------|---------------|-------------------------------------|-----------------|---------------|--------------|-------------|---------------|------------|------------|------------|------------|
|                   |                        |       |        |               |                                     |                 |               |              |             | Assumption    | Assumption | Assumption | Assumption | Assumption |
| 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_10000386_1    | 7/1/22        |              | 1.00        | 100.00        |            |            |            |            |
|                   |                        |       |        | Employee 1    | CCSD LastName.FirstName EM_10109611 |                 | 7/1/22        |              | 1.00        | 41.26         |            |            | 58.74      |            |
| GRADE 5 - C1050   | P_10008389_1 GRADE 5   |       |        | Employee 1    | CCSD LastName.FirstName EM_546907   |                 | 7/1/22        |              | 1.00        | 100.00        |            |            |            |            |
|                   |                        |       |        |               | 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**.

| Scenario          | Version                | Years | Entity | Employee Name | Assigned Position Number | Shared Position                         | EF Start Date | EF Stop Date | Planned FTE | FS Percentage |            |            |            |            |
|-------------------|------------------------|-------|--------|---------------|--------------------------|---|---------------|--------------|-------------|---------------|------------|------------|------------|------------|
|                   |                        |       |        |               |                          |   |               |              |             | Assumption    | Assumption | Assumption | Assumption | Assumption |
| GRADE 4 - C1040   | P_10008387_1 GRADE 4   |       |        | Employee 1    | CC                       | Calc. Total Position Costs              |               | 7/1/22       |             | 1.00          | 100.00     |            |            |            |
|                   |                        |       |        | Employee 2    | CC                       | Mass Calc                               |               | 7/1/22       |             | 1.00          | 100.00     |            |            |            |
|                   |                        |       |        | Employee 1    | CC                       | Edit Position Detail                    |               | 7/1/22       |             | 1.00          | 41.26      |            | 58.74      |            |
| GRADE 5 - C1050   | P_10008389_1 GRADE 5   |       |        | Employee 1    | CC                       | Budget For: A New Position              |               | 7/1/22       |             | 1.00          | 100.00     |            |            |            |
|                   |                        |       |        |               | Va                       | Budget For: Add-On and Extra - Licensed |               | 7/1/22       |             | 1.00          |            |            |            |            |
| ART. ELEM - C1100 | P_10008390_1 ART. ELEM |       |        | Employee 1    | CC                       |   |               | 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 Position**

\* Select FROM Employee "Employee 1"

\* Select FROM Position "P\_10008389\_1"

\* Select FROM Job Code "C1050"

\* Select TO **Employee** "Employee 1"

\* Select TO **Position** "New Position 12"

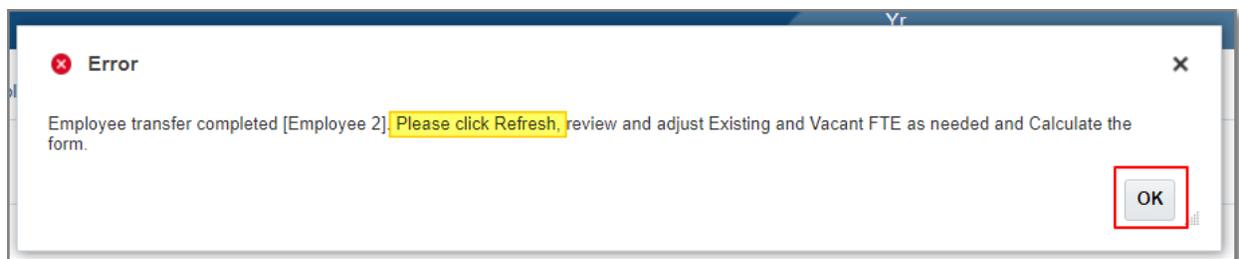
\* Select TO **JOB** "C1050"

Launch Cancel

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.



CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

9. Click **Refresh**.

The screenshot shows the 'Licensed Position Info' table with the following data:

| Scenario          | Version      | Years     | Entity     | 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        |                |         |                  |      |
| GRADE 5 - C1050   | P_20013977_1 | GRADE 5   | Employee 1 | CCSD LastName.FirstName EM_10109611 |                                     |                 | 7/1/22         |               | 1.00        | 41.26         |                |         | 58.74            |      |
|                   |              |           |            | New Position 12                     | Vacant                              |                 |                |               |             | 1.00          | 100.00         |         |                  |      |
| 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.

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

The screenshot shows the 'Licensed Position Info' table with the 'Actions' menu open. The 'Mass Calc' and 'Calc Licensed Positions' options are highlighted. The table data is the same as in the previous screenshot, but with some cells highlighted in yellow to indicate calculated values:

| Scenario          | Version      | Years     | Entity     | 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        |                |         |                  |      |
| GRADE 5 - C1050   | P_20013977_1 | GRADE 5   | Employee 1 | CCSD LastName.FirstName EM_10109611 |                                     |                 | 7/1/22         |               | 1.00        | 41.26         |                |         | 58.74            |      |
|                   |              |           |            | New Position 12                     | Vacant                              |                 |                |               |             | 1.00          | 100.00         |         |                  |      |
| ART. ELEM - C1100 | P_10008390_1 | ART. ELEM | Employee 1 | CCSD LastName.FirstName EM_10022886 |                                     |                 | 7/1/22         |               | 1.00        | 100.00        |                |         |                  |      |

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

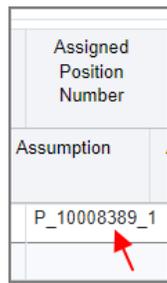


## How to Clear a Transfer - Reinstating a Transfer to its Original Position

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**.

The screenshot shows the Oracle Planning and Budgeting Cloud interface. On the left, the 'Licensed Position Info' table is visible. A context menu is open over the table, with 'Edit Position Detail' highlighted in red. The table shows various position rows with columns for Scenario, Version, Years, Entry, Employee, and Planned FTE. The 'Planned FTE' column for the selected row shows '0.00'.

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.



CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

6. Click Save.

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

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

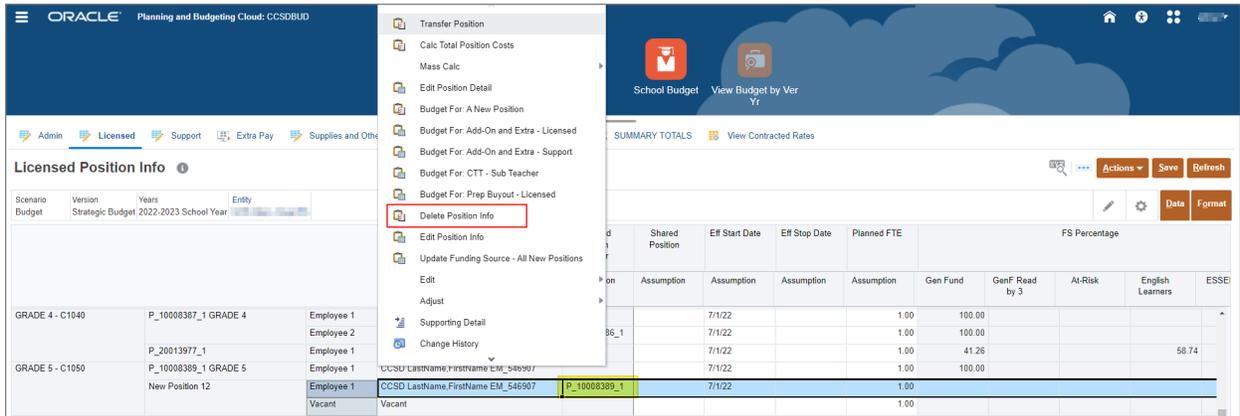
9. Select **Calc Total Position Cost**.

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

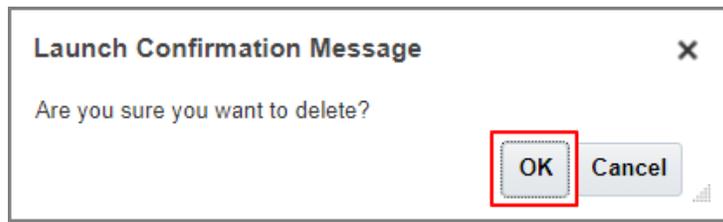
11. Right-click.

12. Select **Delete Position Info**.

CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE



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



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



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



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

## Budgeting for a Shared Position

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

| Scenario                  | Version          | Years                 | Entity     | Employee Name | Shared Position | Eff Start Date | Eff Stop Date | Planned FTE | FS Percentage | Total Fund Src | FS Amount Average Cost Basis |                |         | FS Amount / |
|---------------------------|------------------|-----------------------|------------|---------------|-----------------|----------------|---------------|-------------|---------------|----------------|------------------------------|----------------|---------|-------------|
| Budget                    | Strategic Budget | 2022-2023 School Year |            | 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 |               |                 | 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         |               | 1.00        | 100.00        | 100.00         | 136,003.64                   |                |         |             |
| FORM TOTALS               |                  |                       |            |               |                 |                |               | 2.00        |               |                | 298,029.00                   |                |         |             |

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

**Entries** ✕

Search

**Name**

- SP-Yes
- SP-No

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

| Scenario                  | Version          | Years                 | Entity     | Employee Name | Shared Position | Eff Start Date | Eff Stop Date | Planned FTE | FS Percentage | Total Fund Src | FS Amount Average Cost Basis |                |         | FS Amount / |
|---------------------------|------------------|-----------------------|------------|---------------|-----------------|----------------|---------------|-------------|---------------|----------------|------------------------------|----------------|---------|-------------|
| Budget                    | Strategic Budget | 2022-2023 School Year |            | 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 |               |                 | 7/1/22         |               | 1.00        | 100.00        | 100.00         | 162,025.36                   |                |         |             |
| ELE AST PRINC - U7050     | P_10020868_1     | ELE AST PRINC         | Employee 1 |               | SP-Yes          | 7/1/22         |               | 0.50        | 100.00        | 100.00         | 136,003.64                   |                |         |             |
| FORM TOTALS               |                  |                       |            |               |                 |                |               | 2.00        |               |                | 298,029.00                   |                |         |             |

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

| Scenario                  | Version          | Years                 | Entity     | Employee Name | Shared Position | Eff Start Date | Eff Stop Date | Planned FTE | FS Percentage | Total Fund Src | FS Amount Average Cost Basis |                |         | FS Amount / |
|---------------------------|------------------|-----------------------|------------|---------------|-----------------|----------------|---------------|-------------|---------------|----------------|------------------------------|----------------|---------|-------------|
| Budget                    | Strategic Budget | 2022-2023 School Year |            | 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 |               |                 | 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               |                  |                       |            |               |                 |                |               | 1.50        |               |                | 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**.

The screenshot shows the 'Licensed Position Info' interface. At the top, the 'Licensed' tab is active. An 'Actions' dropdown menu is open, showing various options. The option 'Budget For: Prep Buyout - Licensed' is highlighted with a red box. Below the menu is a table of positions with columns for Employee Name, Assigned Position Number, Shared Position, Eff Start Date, Eff Stop Date, and Planned FTE. The table lists several employees for different positions like 'KDG 1 AM/1 PM1 - C1000' and 'GRADE 1 - C1010'.

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**.

The screenshot shows the 'Prep Buy List' interface. A context menu is open over a row in the table, with 'Enter Prep Buy Details' highlighted. The table has columns for Employee Name, No of Preps, Prep Buy Days, Block Schedule, Prep Buy Note, Primary Pay Rate, Current FTE, Planned FTE, Calculated Actual Base Salary, and Calculated Average Base Salary. The selected row shows a prep buy for 191 days at a rate of 62,896.00.

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).

The screenshot shows the 'SB PrepBuy' summary screen. It displays the details for the prep buy, including the employee name, position, and the calculated costs. The 'Number of Preps' is 1, 'Prep Buy Days' is 184, and the 'Primary Pay Rate' is 100.00. The 'Strategic Budget' section shows the total cost of 184.00 and the funding source of 100.00.

CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

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

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

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

| 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       | Unsp Cos  |
| Enter # of Prep Buys and Prep Days: |                           |                         |                         |                         |                          |                         |                         |                         |                         |                               |           |
| KDG 1 AM1 PM1 - C1000               | P_10008381_1 KDG 1 AM1 PM | 1.00                    | 184.00                  |                         | For the full school year | 7,467.96                | 100.00                  | 62,896.00               | 1.00                    | 1.00                          | 62,896.00 |
|                                     | P_10008381_1 KDG 1 AM1 PM |                         |                         |                         |                          |                         |                         | 65,740.00               | 1.00                    | 1.00                          | 65,740.00 |

## Budgeting for a Certified Teacher Tutor (CTT)

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

| Scenario Budget           | Version      | Years     | Entity      | Employee Name     | Shared Position | Months Work Overtime | Hours Per Day Overtime | Eff Start Date | Eff Stop Date |
|---------------------------|--------------|-----------|-------------|-------------------|-----------------|----------------------|------------------------|----------------|---------------|
| FRST AID/SFTY AST - N0990 | P_10008400_1 | 2022-2023 | School Year | FRST AID/SFTY AST | Employee 1      | 09 Months            | 6.00                   | 7/1/22         |               |
| SCHOOL AIDE - N0100       | P_10008401_1 | 2022-2023 | School Year | SCHOOL AIDE       | Employee 1      | 10 Months            | 6.50                   | 7/1/22         |               |
| LIBRARY AIDE - N0105      | P_10008402_1 | 2022-2023 | School Year | LIBRARY AIDE      | Employee 1      | 09 Months            | 0.00                   | 7/1/22         |               |
| ELEM SCHOOL CLERK - N0143 | P_10008403_1 | 2022-2023 | School Year | ELEM SCHOOL CLERK | Employee 1      | 09 Months            | 4.10                   | 7/1/22         |               |
| SPTA II - N0162           | P_10008406_1 | 2022-2023 | School Year | SPTA II           | Employee 1      | 11 Months            | 8.00                   | 7/1/22         |               |
|                           |              |           |             |                   | Employee 2      | 09 Months            | 6.00                   | 7/1/22         |               |

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

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

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

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

CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

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

The screenshot shows the 'CTTs' grid with the following data:

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

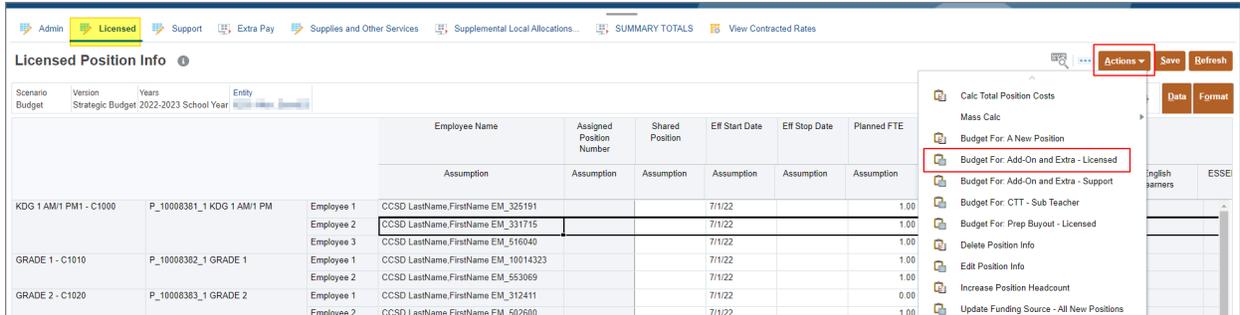
- Scroll to the bottom of the Support grid to review the newly added CTTs, and click **Save** to update **Summary Totals**.

The screenshot shows the 'Support Position Info' grid with the following data:

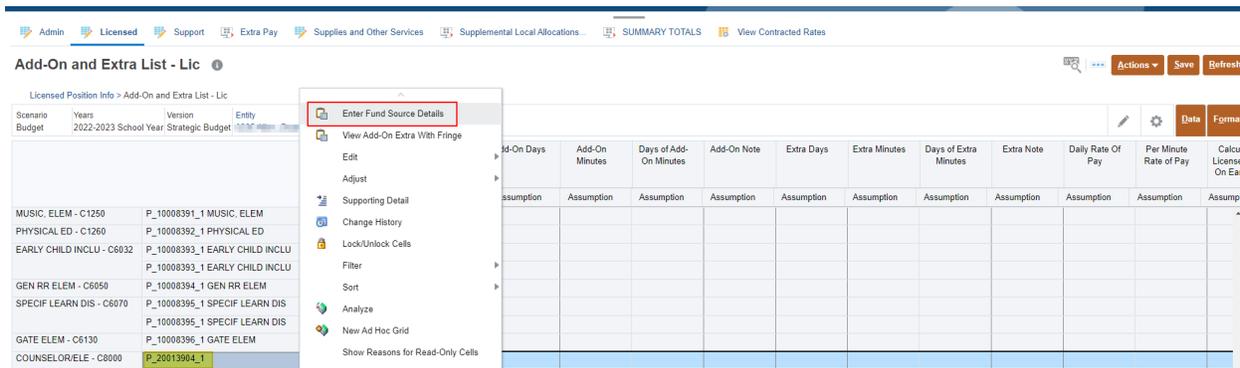
| Scenario Budget        | Version      | Years     | Entity     | Months Work Override | Hours Per Day Override | Eff Start Date | Eff Stop Date | FS Percentage |         | FS Percentage |        | Total Fund Src | FS Amount Average Cost Basis | FS Amount Actual Cost Basis | FS Amount / |
|------------------------|--------------|-----------|------------|----------------------|------------------------|----------------|---------------|---------------|---------|---------------|--------|----------------|------------------------------|-----------------------------|-------------|
|                        |              |           |            |                      |                        |                |               | Gen Fund      | At-Risk | Food          | Sp Ed  |                |                              |                             |             |
| 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**.



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



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

# CLARK COUNTY SCHOOL DISTRICT SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

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

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

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

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

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

| Employee Name                             | Add-On Days Assumption | Add-On Minutes Assumption | Days of Add-On Assumption | Add-On Note Assumption | Earnings Expend ERN_0202 Add-C | FS Percentage-Add-On |                |     |                |      |         |                  | Primary Pay R Assumpt |
|---|------------------------|---------------------------|---------------------------|------------------------|--------------------------------|----------------------|----------------|-----|----------------|------|---------|------------------|-----------------------|
|   |                        |                           |                           |                        |                                | Gen Fund             | GenF Read by 3 | CSR | Academic Suppc | GATE | At-Risk | English Learners |                       |
| Enter Add-On # Days, Minutes and Funding: |                        |                           |                           |                        |                                |                      |                |     |                |      |         |                  |                       |
| Strategic Budget                          | CCSD LastName.First    | 5.00                      | 19.00                     | 184.00                 | Contract waiver                | 100                  |                |     |                |      |         |                  | 77,11                 |

**Manage Licensed Extra (NO PERS)**

| Employee Name                            | Extra Days Assumption | Extra Minutes Assumption | Days of Extra Mi Assumption | Extra Note Assumption | Earnings Expend ERN_0151 Extra | FS Percentage-Extra |                |     |                |      |         |                  | Primary Pay R Assumption |
|--|-----------------------|--------------------------|-----------------------------|-----------------------|--------------------------------|---------------------|----------------|-----|----------------|------|---------|------------------|--------------------------|
|  |                       |                          |                             |                       |                                | Gen Fund            | GenF Read by 3 | CSR | Academic Suppc | GATE | At-Risk | English Learners |                          |
| Enter Extra # Days, Minutes and Funding: |                       |                          |                             |                       |                                |                     |                |     |                |      |         |                  |                          |
| Strategic Budget                         | CCSD LastName.First   | 2.00                     | 30.00                       | 21.00                 | 30 minutes early for the year  | 100                 |                |     |                |      |         |                  | 77,103.0                 |

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

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

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

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

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

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

| Employee Name                             | Add-On Days Assumption | Add-On Minutes Assumption | Days of Add-On Assumption | Add-On Note Assumption | Earnings Expend ERN_0202 Add-C | FS Percentage-Add-On |                |        |                |      |         |                  | Primary Pay R Assumpt |
|---|------------------------|---------------------------|---------------------------|------------------------|--------------------------------|----------------------|----------------|--------|----------------|------|---------|------------------|-----------------------|
|   |                        |                           |                           |                        |                                | Gen Fund             | GenF Read by 3 | CSR    | Academic Suppc | GATE | At-Risk | English Learners |                       |
| Enter Add-On # Days, Minutes and Funding: |                        |                           |                           |                        |                                |                      |                |        |                |      |         |                  |                       |
| Strategic Budget                          | CCSD LastName.First    | 5.00                      | 19.00                     | 184.00                 | Contract waiver                | 5,494.16             | 7,257.79       | 100.00 |                |      |         |                  |                       |

**Manage Licensed Extra (NO PERS)**

| Employee Name                            | Extra Days Assumption | Extra Minutes Assumption | Days of Extra Mi Assumption | Extra Note Assumption | Earnings Expend ERN_0151 Extra | FS Percentage-Extra |                |        |                |      |         |                  | Primary Pay R Assumption |
|--|-----------------------|--------------------------|-----------------------------|-----------------------|--------------------------------|---------------------|----------------|--------|----------------|------|---------|------------------|--------------------------|
|  |                       |                          |                             |                       |                                | Gen Fund            | GenF Read by 3 | CSR    | Academic Suppc | GATE | At-Risk | English Learners |                          |
| 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 |                |      |         |                  |                          |

CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

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

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

Add-On and Extra List - Lic

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

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

|                           | 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_10000393_1 EARLY CHILD INCLU<br>CCSD LastName FirstName EM_10056894<br>P_10000393_1 EARLY CHILD INCLU<br>CCSD LastName FirstName EM_556948 |             |                |                        |   |            |               |                       |  |                   |                        |                          |
| GEN RR ELEM - C6050       | P_10000394_1 GEN RR ELEM<br>CCSD LastName FirstName EM_306224  |             |                |                        |   |            |               |                       |  |                   |                        |                          |
| SPECIF LEARN DIS - C6070  | P_10000395_1 SPECIF LEARN DIS<br>CCSD LastName FirstName EM_10093867<br>P_10000395_1 SPECIF LEARN DIS<br>CCSD LastName FirstName EM_328321   |             |                |                        |   |            |               |                       |  |                   |                        |                          |
| GATE ELEM - C6130         | P_10000396_1 GATE ELEM<br>CCSD LastName FirstName EM_517652  |             |                |                        |   |            |               |                       |  |                   |                        |                          |
| COUNSELOR/ELE - C8000     | P_20013904_1<br>CCSD LastName FirstName EM_553184  | 5.00        | 19.00          | 184.00                 | Contract in/aver needed with Licensed Contracting | 2.00       | 30.00         | 21.00                 | 30 minutes early for the first month of school | 419.04            | 0.97                   |                          |

## Budgeting for Support Add-On or Extra Time

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

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

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

| Scenario                  | Years                 | Version          | Entity     | Days of Add-On Hours | Add-On Hours | Add-On Note | Days of Extra Hours | Extra Hours | Extra Note | Calculated Licensed Add-On Earnings | Calculated Licensed Extra Earnings | Primary Pay Rate | Current FTE | Pla |
|---------------------------|-----------------------|------------------|------------|----------------------|--------------|-------------|---------------------|-------------|------------|-------------------------------------|------------------------------------|------------------|-------------|-----|
| SCHOOL AIDE - N0100       | 2022-2023 School Year | Strategic Budget | Employee 1 |                      |              |             |                     |             |            |                                     |                                    | 15.38            | 0.68        |     |
|                           |                       |                  | Employee 2 |                      |              |             |                     |             |            |                                     |                                    | 14.58            |             |     |
| LIBRARY AIDE - N0105      |                       |                  | Employee 1 |                      |              |             |                     |             |            |                                     |                                    | 15.38            | 0.23        |     |
|                           |                       |                  | Employee 2 |                      |              |             |                     |             |            |                                     |                                    | 15.38            | 0.51        |     |
| ELEM SCHOOL CLERK - N0143 |                       |                  | Employee 1 |                      |              |             |                     |             |            |                                     |                                    | 22.74            | 0.92        |     |

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

CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

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

| Employee Name    | Max Workdays        | Max Hours  | Days of Add-On | Add-On Hours | Add-On Note | Earnings Expend        | Gen Fund       | GenF Read by 3 | CSR | FS Percentage-Add-On |      |         |                 |
|------------------|---------------------|------------|----------------|--------------|-------------|------------------------|----------------|----------------|-----|----------------------|------|---------|-----------------|
| Assumption       | Assumption          | Assumption | Assumption     | Assumption   | Assumption  | Assumption             | ERN_0202 Add-C |                |     | Academic Suppc       | GATE | At-Risk | English Learner |
| Strategic Budget | CCSD LastName.First |            |                | 22.00        | 1.5         | Extra hours for August |                | 100.00         |     |                      |      |         |                 |

**Manage Support Extra (NO PERS)**

| Employee Name    | Max Days-Extra      | Days of Extra Hc | Extra Hours | Extra Note | Earnings Expend     | Gen Fund | GenF Read by 3 | CSR | FS Percentage-Extra |      |         |                 | Primary Pay Rat |            |
|------------------|---------------------|------------------|-------------|------------|---------------------|----------|----------------|-----|---------------------|------|---------|-----------------|-----------------|------------|
| Assumption       | Assumption          | Assumption       | Assumption  | Assumption | ERN_0151 Extra      |          |                |     | Academic Suppc      | GATE | At-Risk | English Learner | ESSER III       | Assumption |
| Strategic Budget | CCSD LastName.First |                  | 17.00       | 6.5        | Additional month at |          | 100.00         |     |                     |      |         |                 |                 | 15.38      |

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

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

Scenario: Budget  
 Years: 2022-2023 School Year  
 Entity: [dropdown]  
 Job: SCHOOLAIDE - N0100  
 Employee: Employee 1  
 Position: P\_10008401\_1 SCHOOLAIDE

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.

**Add-On and Extra List - Sup**

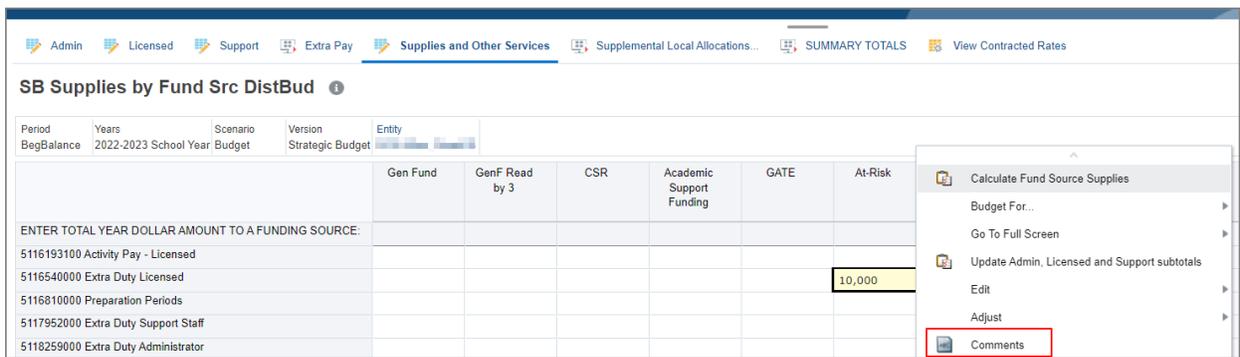
| Scenario                  | Years        | Version           | Entity                              | Employee Name | Days of Add-On Hours | Add-On Hours           | Add-On Note | Days of Extra Hours | Extra Hours                  | Extra Note | Calculated Licensed Add-On Earnings | Calculated Licensed Extra Earnings | FS Amount Add-On | FS Amount Extra | Pri  |
|---------------------------|--------------|-------------------|-------------------------------------|---------------|----------------------|------------------------|-------------|---------------------|------------------------------|------------|-------------------------------------|------------------------------------|------------------|-----------------|------|
| Assumption                | Assumption   | Assumption        | Assumption                          | Assumption    | Assumption           | Assumption             | Assumption  | Assumption          | Assumption                   | Assumption | Assumption                          | Assumption                         | Gen Fund         | Gen Fund        | Assu |
| FRST AID/SFTY AST - N0090 | P_10008400_1 | FRST AID/SFTY AST | CCSD LastName.FirstName EM_542377   |               |                      |                        |             |                     |                              |            |                                     |                                    |                  |                 |      |
| SCHOOLAIDE - N0100        | P_10008401_1 | SCHOOLAIDE        | 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

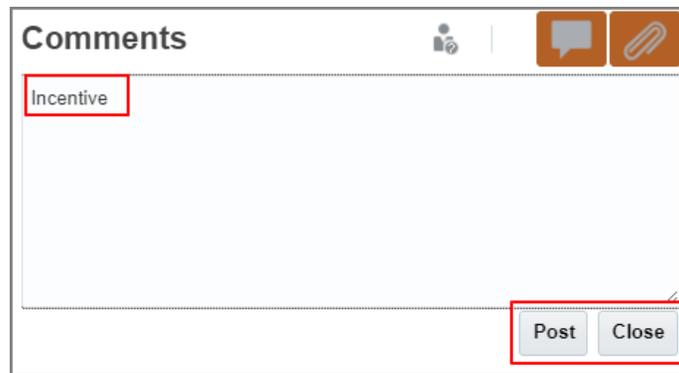
1. From the **Supplies and Other Services** tab, enter or edit dollar amounts in the appropriate funding source columns.
2. Click **Save** when finished to update the Summary Totals.



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

The screenshot shows the 'SB Contract Rates' interface. The 'Actions' menu is open, and 'Spreadsheet Export' is highlighted. The table below shows contract rates for various employee categories.

| Years                     | Scenario        | Version           | Entity | Employee Name                  | CONTRACT RATE     | Basic Salary Expense-Actual Basis |                              |
|---------------------------|-----------------|-------------------|--------|--------------------------------|-------------------|-----------------------------------|------------------------------|
|                           |                 |                   |        | Assumption                     | Salary and Fringe | Assumption                        | Public Emp Retirement System |
| <b>ADMIN:</b>             |                 |                   |        |                                |                   |                                   |                              |
| 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                    |
| ELE AST PRINC - U7050     | New Position 15 |                   | Vacant |                                | 136,003.64        | 95,008.27                         | 28,264.96                    |
| <b>LICENSED:</b>          |                 |                   |        |                                |                   |                                   |                              |
| 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                    |
|                           | P_10008381_1    | KDG 1 AM/1 PM     | CCSD   | LastName,FirstName EM_331715   | 95,284.42         | 65,740.00                         | 19,557.65                    |
|                           | P_10008381_1    | KDG 1 AM/1 PM     | CCSD   | LastName,FirstName EM_516040   | 99,034.74         | 68,579.00                         | 20,402.25                    |
| GRADE 1 - C1010           | P_10008382_1    | GRADE 1           | CCSD   | LastName,FirstName EM_10014323 | 97,160.24         | 67,160.00                         | 19,980.10                    |

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

The screenshot shows the 'SB Contract Rates' interface with a 'Spreadsheet Export' dialog box open. The dialog box has an 'Export' button highlighted. Below the dialog box, a download notification for 'HspWebGrid - 202...xlsx' is visible in the bottom left corner.

- 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.

|                           |                                | Employee Name                       | CONTRACT RATE     | Basic Salary Expense-Actual Basis | Benefits Expense-Actual Basis |                                |                        |          |             |               |             |
|---------------------------|--------------------------------|-------------------------------------|-------------------|-----------------------------------|-------------------------------|--------------------------------|------------------------|----------|-------------|---------------|-------------|
|                           |                                | Assumption                          | Salary and Fringe | Assumption                        | Public Emp Retirement System  | Occupational Injury Management | State Unemployment Ins | Medicare | Unified EGI | Certified EGI | Support EGI |
| ADMIN:                    |                                |                                     |                   |                                   |                               |                                |                        |          |             |               |             |
| ELE PRINC (9 MOS) - U7000 | P_10026764_1 ELE PRINC (9 MOS) | CCSD LastName.FirstName EM_523652   | 147,655.83        | 103,829.00                        | 30,889.13                     | 882.55                         | 51.91                  | 1,505.52 | 10,497.72   |               |             |
| ELE AST PRINC - U7050     | New Position 15                | Vacant                              | 136,003.64        | 95,006.27                         | 28,264.96                     | 807.57                         | 47.50                  | 1,377.62 | 10,497.72   |               |             |
| LICENSED:                 |                                |                                     |                   |                                   |                               |                                |                        |          |             |               |             |
| KDG 1 AM/1 PM1 - C1000    | P_10008381_1 KDG 1 AM/1 PM     | CCSD LastName.FirstName EM_325191   | 91,530.14         | 62,898.00                         | 18,712.16                     | 534.63                         | 31.45                  | 912.02   |             | 8,441.88      |             |
|                           | P_10008381_1 KDG 1 AM/1 PM     | CCSD LastName.FirstName EM_331715   | 95,284.42         | 65,740.00                         | 19,557.65                     | 558.79                         | 32.87                  | 953.23   |             | 8,441.88      |             |
|                           | P_10008381_1 KDG 1 AM/1 PM     | CCSD LastName.FirstName EM_516040   | 99,034.74         | 68,579.00                         | 20,402.25                     | 582.92                         | 34.29                  | 994.40   |             | 8,441.88      |             |
| GRADE 1 - C1010           | P_10008382_1 GRADE 1           | CCSD LastName.FirstName EM_10014323 | 97,160.24         | 67,160.00                         | 19,980.10                     | 570.86                         | 33.58                  | 973.82   |             | 8,441.88      |             |
|                           | P_10008382_1 GRADE 1           | CCSD LastName.FirstName EM_553069   | 115,925.04        | 81,365.00                         | 24,206.09                     | 691.60                         | 40.68                  | 1,179.79 |             | 8,441.88      |             |
| GRADE 2 - C1020           | P_10008383_1 GRADE 2           | CCSD LastName.FirstName EM_312411   | 0.00              | 0.00                              | 0.00                          | 0.00                           | 0.00                   | 0.00     |             |               |             |

## *Printing Budget Plans*

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



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



CLARK COUNTY SCHOOL DISTRICT  
SCHOOL BUDGET PLANNING TOOL ESSENTIALS GUIDE

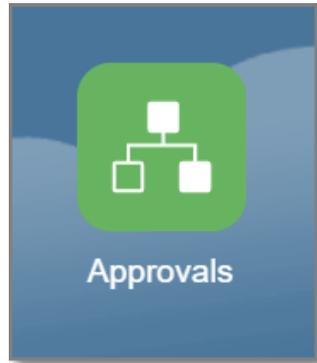
3. Click into the **Years, Version, and Entity** hyperlinks to run a different version of the same report executed.
  - a. The version **Strategic Budget** is the *current live* budget.
4. Click on another report tile to run a different report.

The screenshot shows the Oracle Planning and Budgeting Cloud interface. The top navigation bar includes several report tiles, with 'Strategic Budget Funds' highlighted in a red box. Below the navigation bar, the report parameters are set to '2022-2023 School Year' and 'Spring Budget'. The main content area displays a table titled 'CCSD Strategic Budget Plan' with columns for various funding sources and a 'Plan Summary' table.

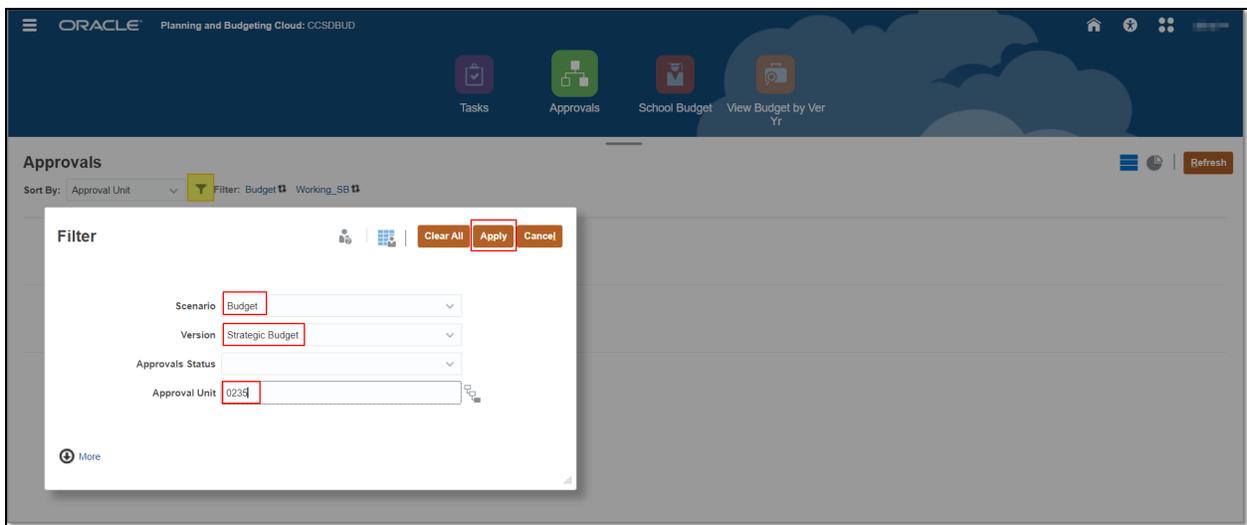
|                                      | Gen Fund              | Food               | GATE               | GenF Read by 3     | Sp Ed               | At-Risk            | English Learners   | ESSER III | Cost                          | Cost (%)      |
|--------------------------------------|-----------------------|--------------------|--------------------|--------------------|---------------------|--------------------|--------------------|-----------|-------------------------------|---------------|
| <b>Plan Summary</b>                  |                       |                    |                    |                    |                     |                    |                    |           |                               |               |
| Total Funding Amount                 | \$102,025.36          |                    |                    |                    |                     |                    |                    |           | \$102,025.36                  | 4.42%         |
| Admin Jobs                           |                       |                    |                    |                    |                     |                    |                    |           | \$2,482,417.87                | 87.80%        |
| Learned Jobs                         | \$508,418.49          | \$38,795.82        | \$80,916.17        | \$94,838.48        | \$406,985.06        | \$47,839.70        | \$37,877.12        |           | \$717,415.00                  | 19.61%        |
| Support Jobs                         | \$80,750.35           |                    |                    | \$5.52             | \$170,200.69        |                    | \$5,733.17         | \$0.01    | \$66,216.00                   | 4.42%         |
| Supplies and Other Services          |                       |                    |                    |                    |                     |                    |                    |           | \$158,507.38                  | 3.96%         |
| Supplemental Local Allocations (SLA) | \$158,507.38          |                    |                    |                    |                     |                    |                    |           |                               |               |
| <b>Total</b>                         | <b>\$2,769,203.69</b> | <b>\$38,795.82</b> | <b>\$80,916.17</b> | <b>\$94,838.48</b> | <b>\$577,185.75</b> | <b>\$53,672.87</b> | <b>\$39,610.29</b> |           | <b>\$6,216,093,658,614.68</b> | <b>100.00</b> |

## Promoting Submitting a Work Location Budget

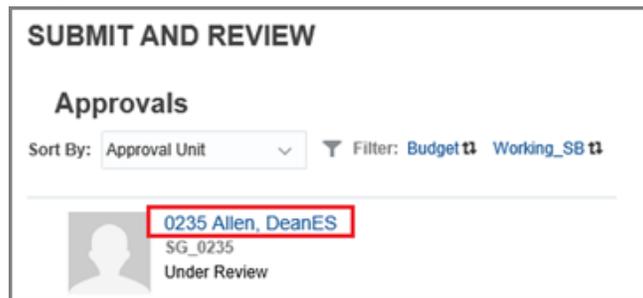
1. From the Budget Planning Tool Home page, click on the **Approvals** icon.



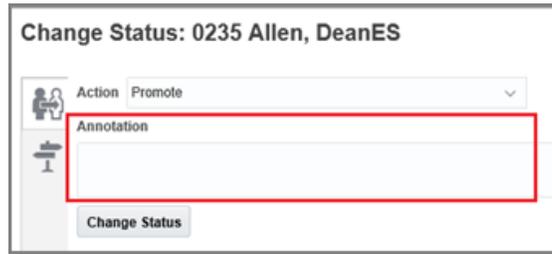
2. From the *Filter* window, select **Budget** as the Scenario.
3. Select **Strategic Budget** as the Version.
4. Enter the four-digit work location in the **Approval Unit** field
5. Click **Apply**.



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

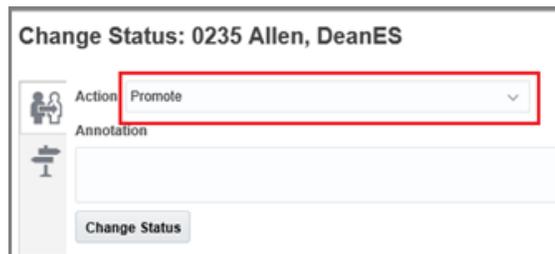


7. Add an **Annotation** (or note) for the next reviewer and/or approver to view if desired.



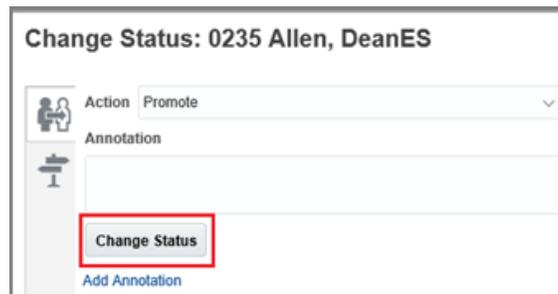
The screenshot shows a form titled "Change Status: 0235 Allen, DeanES". It features an "Action" dropdown menu set to "Promote" and an "Annotation" text input field. A red rectangular box highlights the "Annotation" field. Below the form is a "Change Status" button.

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



The screenshot shows the same "Change Status" form. The "Action" dropdown menu is now highlighted with a red rectangular box, showing the word "Promote". The "Annotation" field is empty. The "Change Status" button is visible at the bottom.

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



The screenshot shows the "Change Status" form with the "Change Status" button highlighted by a red rectangular box. Below the button, there is a link that says "Add Annotation".

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



The screenshot shows the "Change Status" form after submission. The "Action" dropdown is set to "Promote" and the "Owner" dropdown is set to "<Automatic>". A "Refresh" button with a green checkmark icon is highlighted with a red rectangular box in the top right corner. A "Done" button is also visible next to it. The "Change Status" button is at the bottom left.

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

|   |   |                  |
|---|---|------------------|
|  | Promote by [redacted]<br>Under Review<br>Reply  | 12/10/20 9:46 AM |
|  | Originate by DSALASISI<br>Under Review<br>Reply | [redacted]       |
|  | Start by DSALASISI<br>1st Pass<br>Reply         | [redacted]       |

12. Click **Done**.

|                                   |         |      |
|-----------------------------------|---------|------|
| Change Status: 0235 Allen, DeanES | Refresh | Done |
|-----------------------------------|---------|------|