School Operating Resources Budget Guidance

FY 2011

Preliminary Allocations are subject to change based on Board of Education Budget Reconciliation in June 2010.

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INTRODUCTION

School-Based Management, School Improvement Planning and School-Based Budgeting are tools to help make schools effective, results-oriented and accountable. The School Improvement Plan developed by, and for your school, should form the focus of your efforts to improve student achievement through School-Based Management. School-Based Budgeting, as a component of School-Based Management, provides a means to reach the goals of your School Improvement Plan.

School-based budgeting involves developing a plan for the use of School Operating Resources allocated through School-Based Management. This budget guidance provides procedures and processes for submitting your FY 2011 School Operating Budget. Your budget submission should be consistent with the Master Plan and based on the School Improvement process. This budget submission is for one year only, and is expected to be a compilation of programs, initiatives, and activities required to effectively manage and execute the goals outlined in your School Improvement Plan.

This packet contains all directions necessary to prepare the FY 2011 budget and includes:

- **Section 1: Timeline for Budget Submission**
- **Section 2: Special Instructions and Reminders**
- **Section 3: Summary Template and SOR**
- **Section 4: Budgeting Procedures –** This section provides detailed instructions to complete all budget forms.
- **Section 5: Budget Submission Process –** This section outlines the budget submission process. Schools will need to download these forms electronically from the PGCPS website. Go to http://www1.pgcps.org/budget and click on **FY 2011 SOR Budget Guidance and Forms** located on the menu.
- **Section 6: Sample Budget Submission Forms –** This section provides sample completed forms of the *Budget Plan Worksheet and Second Assignment Request Form.*

Section 1: Timeline for Budget Submission

MAY

S	M	T	W	T	F	S
						1
2	**3**	4	5	6	**7**	8
9	10	11	12	13	14	15
16	17	18	19	20	**21**	22
23	24	25	26	27	**28**	29
30	31					

May 7, 2010 FY 2011 SOR Budget Guidance released

May 21, 2010 **HARD copy** of budget plan (*Budget Plan Worksheet* and *Second Assignment Request* forms) due to Area Assistant Superintendents from schools by close of business

May 21, 2010 **ELECTRONIC copy** of budget plan (*Budget Plan Worksheet* and any *Second Assignment Request* forms) due to Budget and Management Services by close of business

May 28, 2010 **SIGNED APPROVED copy** of budget plans due to Budget and Management Services from Area Assistant Superintendents by close of business

Section 2: Special Instructions and Reminders

IMPORTANT REMINDERS

~No purchasing of personnel

~Use WHOLE DOLLARS Only

~SOR Funds cannot be used for staff parties

~SOR funding is preliminary at this time

~Funding will be finalized in June

- Schools **will not be permitted** to use School Operating Resources to purchase additional full-time staff positions.

- Each school is required to allocate School Operating Resources funding to support the **centralized copier program** as follows:

Elementary Schools	$ 750
Middle Schools	$ 1,250
High Schools	$ 1,750

- Place the appropriate amount above in Rental of Equipment on your Budget Plan Worksheet:

  0200.0.202.1511.5622.0000.5312 RENTAL OF EQUIPMENT XXXXX.11

- **Media Specialist** positions are restricted and cannot be traded for a Media Aide or deleted. Schools will be notified if it becomes necessary to designate additional positions as "restricted" for the 2011 fiscal year.

- ***Request for Second Assignment*** forms should be submitted to the Area Assistant Superintendent along with your *Budget Plan Worksheet(s)* for approval.

- Use **WHOLE DOLLARS** only (no cents) when completing the *Budget Plan Worksheet*.

- School Operating Resources (SOR) funds **MUST NOT** be used for the following:
  - Staff parties/Luncheons (back-to-school, end-of-year, holiday, birthday, etc.)
  - Gift Cards
  - Personal items

  Food/Catering expenses are **only** acceptable if an official business meeting is scheduled. A list of attendees, as well as, description of the meeting and agenda should be attached when ordering food or requesting catering services.

- School Operating Resources are preliminary at this time. SOR funding levels will be finalized during the FY 2011 Board of Education Budget Reconciliation process in June 2010.

- Electronic submission of all *Budget Plan Worksheet* forms is required. Please email your worksheets to dana.estep@pgcps.org.

New Section

Section 3: Summary Template and SOR

In FY 2011, all part-time payroll charges to your general fund accounts (0100) will continue to be monitored by the Summary Template in Oracle. This mandate was instituted in July 2009 due to the deteriorating economy and the need for all account managers to stay within their authorized appropriation.

What is the summary template? Oracle uses summary templates to create summary accounts, whose balances are the sum of multiple detail accounts. These summaries of accounts are used to determine whether there are sufficient funds available when processing financial transactions (e.g., iProcurement).

What This Means To Account Managers – When the general fund (0100) part-time accounts fall into the negative, you will not be able to process financial transactions (e.g., iProcurement) with your SOR (0200) funding.

Section 4: Budgeting Procedures

A. Budget Plan

Program allotments distributed to your school are provided on the ***Fiscal Year 2011 Preliminary School Allocations Sheet*** included with this packet. Applicable school funds are indicated below. School Operating Resources (SOR) funding levels will be finalized during the reconciliation process in June 2010.

Fund	Description
0200	School Operating Resources
0201	Allocations from Central Office - (Health Services and Plant Operations)

When your *Budget Plan Worksheet* is received **ELECTRONICALLY** by Budget and Management Services, it will be reviewed for accuracy by a Budget Analyst. Once your signed budget submission is received from the Area Assistant Superintendent it will be uploaded into the Administrative Information System (AIS-Oracle). Your FY 2011 allocation will then be available for use on **July 1, 2010**.

Allocations provided to schools by Central Office Health Services will be loaded by Budget staff in the following account string:

Health Services	Health Supplies	0201.0.208.4511.5589.0000.5567.xxxxx.11

Allocations provided to schools by Central Office Plant Operations **for the purchase of ICE MELT only** will be loaded by Budget staff in the following account string:

Plant Operations	Ice Melt	0201.0.210.5511.6010.0000.5563.xxxxx.11

SOR Funds: A *Budget Plan Worksheet* is required to be completed for all School Operating Resources allocations (including Health Services, Plant Operations and the Administrative Allotment).

Supplemental Funds: A separate *Budget Plan Worksheet* is required for any supplemental funds your school may receive. Supplemental funds include: High School Science & Technology, Middle States, and Special Instructional Programs (SIP). It is extremely important that the correct project number be entered into the *Budget Plan Worksheet* so that funds may be accurately recorded and tracked. Project Numbers are provided on the *Budget Plan Worksheet* for Special Instructional Programs.

		ORACLE Account String										
Item Description	Master Plan Goal	Fund	FS	Func	Prog	**Insert SIP Project Number (see list below for correct project)**	RFU	Sobj	Sub-object Description	**Insert Cost Center**	FY	Amount
		0200	0	203	2079		0	5135	SUBSTITUTES		11	
		0200	0	204	2079		0	5511	TEXTBOOKS		11	
		0200	0	204	2079		0	5521	LIBRARY BOOKS	**01234**	11	

IMPORTANT REMINDERS

~Allocate funding in appropriate function and sub-object

~Calculate fringe benefits

~Allocate fringe benefits in function 212

B. Budget Formulation

I. Sub-Object 5135 – Substitutes and Staff Development:

If you will be utilizing substitutes for classroom teachers, funds will need to be loaded in function 203, sub-object 5135-Substitutes. If you will be providing staff development opportunities for teachers, outside the contracted day, funds will need to be loaded in function 203, sub-object 5115-Temporaries.

Substitutes (for Classroom Teachers)**:**

0200.0.203.2079.5584.0000.5135 SUBSTITUTES xxxxx.11

Teachers – (Full-Time Instructional Employees Paid for Staff Development)**:**

0200.0.203.2079.5584.0000.5115 TEMPORARIES xxxxx.11

II. Sub-Object 5115 – Temporaries:

If you plan to bring in your 10-month personnel to provide office support during the summer, funds will need to be loaded in function 202, sub-object 5115-Temporaries.

0200.0.202.1511.5622.0000.5115 TEMPORARIES xxxxx.11

If you plan to provide security for after-school activities, load funds in function 210, sub-object 5115-Temporaries.

0200.0.210.5521.5584.0000.5115 TEMPORARIES xxxxx.11

In addition to the salary, fringe benefits must also be calculated. For all part-time salaries, substitutes or temporaries, social security (FICA - sub-object 5665), and Worker's Compensation (sub-object 5672), must be calculated as follows and allocated to function 212:

- **FICA**: **.0765** times the salary amount; and
- **Worker's Compensation: .0054** times the salary amount.

Example: $1,000 is budgeted for substitute or temporary salaries. An additional $77 for FICA ($1,000 x .0765) and $5 for Worker's Compensation ($1,000 x .0054) must be added. The total amount set aside in the appropriate account strings would be $1,082. **Reminder: Use WHOLE DOLLARS only (no cents) – round up.**

IMPORTANT REMINDERS

Second Assignment Requests

~Only 10 and 11-month employees are eligible for second assignment

~Ensure funding is allocated in appropriate function and sub-object

~Submit a separate form for each TYPE of position

~Requests should not cross fiscal years

~Second assignments terminate June 30

~Confirm request has been approved before work begins

III. Request for Second Assignment: Revised FORM

Request for Second Assignment Form – The Request for Second Assignment Form is used for any additional assignment for employees currently on a 10 or 11-month contract (see examples below).

New For FY 2011:

1) **The Second Assignment Form contains two new fields that must be completed in order for your request to be processed. They are "Number of Days" and "Number of Hours Per Day" that you plan for the employee(s) to work. If these fields are not filled in, the form will be returned.**

2) **To ensure employees are being charged to appropriate account strings, a separate form will be required this year for each type of position (i.e., clerical, classroom teachers, guidance, security, etc.). If more than one type of position is submitted on a request form, the form will be returned.**

Examples of Second Assignments: Ten-month secretaries working during the summer; security personnel for after-school activities, teachers providing after-school tutoring, employees working in programs such as Home and Hospital, Evening High School or the Walk-In-Counseling Center.

This form should include the 31 digit AIS-Oracle Account String to be charged, employee name and EIN, as well as the name of the program, start and end date, and the number of day and hours per day each employee will work. Please do not submit requests that cross fiscal years.

Forms will then be forwarded by Budget and Management Services to Human Resources, Classification and Compensation Office for appropriate action. Human Resources will inform you of the decision – approved or denied.

DO NOT ALLOW EMPLOYEES TO BEGIN WORK IN JULY IF YOU HAVE NOT RECEIVED CONFIRMATION THAT YOUR REQUEST HAS BEEN APPROVED BY HUMAN RESOURCES.

NEW to Guidance

VI. Workshop Pay:

Workshop Pay – teachers participating in any curriculum development activity and/or workshop in addition to their regular assignment will be paid on their **regular per diem basis not to exceed $200.00 respectively, per day**. (See PGCEA Negotiated Contract, Article VIII – Employment In Addition To Regular Assignment, page 28.)

Payment for these types of activities should be made using the Workshop Payment process.

Example: Teachers participating in summer planning activities for the upcoming school year should be paid workshop pay and not on a second assignment status.

V. Budget Plan Worksheet

When completing the Budget Plan Worksheet use the goals, statement of needs, strategies and activities listed in your School Improvement Plan to develop your spending plan. Tools provided in this packet to assist you in the development of your spending plan are the ***FY 2011 Preliminary School Allocation Sheet*** and a sample ***Budget Plan Worksheet*.**

The *Budget Plan Worksheet* will provide a financial plan for your school's resources. This financial spending plan should be developed by taking into account current and prior years spending patterns and your planned upcoming year activities. The current and prior year information is available from the AIS-Oracle Financial System. **Instructions on completing a GL Download Inquiry and Budget Adjustment Request are provided on the Budget and Management Services website at http://www1.pgcps.org/budget.**

Though you can vary the level of appropriation between discretionary accounts, within County Approved Major Category (function), throughout the year by processing a Budget Revision, every effort should be made to appropriately establish a spending plan that minimizes the need for a revision. **In the event you must adjust appropriations, it has to occur in advance of spending to cover the required expenditures.** Moreover, budget revisions are limited to reassignments within a Major Category (function) and should be used sparingly and only for unanticipated activities.

Transfers **between** categories require **advance** Board and County Council approval (i.e., funds can be moved within function 204-Textbooks and Instructional Materials, but cannot be moved to Instructional Salaries-function 203 without advance Board and County Council approval). The process requires planning and time to execute (Board approval is four weeks, Council approval is another four weeks at best and usually only a few times each year).

Please contact the designated staff below for assistance in completing your FY 2011 SOR budget. Staff is available to answer your questions and in downloading prior year information, if necessary, to assist you in the development of your *Budget Plan Worksheet*.

Budget Staff	***Area***	***Phone Number***
Danyelle Washington	Area 1	301-952-6379
Jenell Wallace	Area 2	301-952-6328
Alecia Evans	Area 3	301-780-5920
Marvin Cross	Area 4	301-952-6096
Nickisha Shell	High Schools	301-952-6391

Section 5: Budget Submission Process

IMPORTANT REMINDERS

Schools

~May 21 Hard copy submissions due to Area Offices

~May 21 Electronic copies due Budget

~Do not sent hard copy to Budget

~Keep copy for files

Area Assistant Superintendents

~May 28 Approved signed hard copies due to Budget

A. Download budget forms at **http://www1.pgcps.org/budget**

B. Principal: Print, review and sign your budget submission when it is complete. A completed budget submission should include:

- ***Budget Plan Worksheet*** signed and dated for SOR (0200), and if applicable, Supplemental (0201) funding
- ***Second Assignment Request Form***, if applicable

Forward printed, signed copies of your budget submission to the appropriate Area Assistant Superintendent by close of business **Friday, May 21, 2010;**

AND

Forward, **via email,** an electronic copy of the *Budget Plan Worksheet* to the Area Assistant Superintendent (or their designee) **AND** to Mrs. Dana Estep in Budget and Management Services **(dana.estep@pgcps.org)** by close of business **May 21, 2010.**

PLEASE KEEP A COPY FOR YOUR FILES

NOTE: Do not send hard copies directly to Budget and Management Services

C. Area Assistant Superintendents

Review requests for accuracy and consistency with this guidance, including adherence to the Master Plan and each school's School Improvement Plan.

Communicate changes you deem appropriate to the Principal.

Forward signed copies of the completed budget submission (*Budget Plan Worksheet, Request for Second Assignment, and/or Temporary Position Request* forms) to Budget and Management Services by the **close of business Friday, May 28, 2010.**

Ensure that any school that needs to revise their budget plan based upon your review clearly marks the form(s) accordingly.

Example: "REVISED May 25, 2010"

Once signed copies are received by Budget and Management Services, and pending reconciliation, the FY 2011 SOR budgets will be uploaded into AIS-Oracle.

Section 6: Sample Budget Submission Forms

Budget Plan Worksheet

Second Assignment Request Form

SAMPLE Budget Plan Worksheet

		ORACLE Account String											
Item Description	Master Plan Goal	Fund	FS	Func	Prog	Proj	RFU	Sobj	Sub object Description	**Insert Cost Center**	FY	FTE	Amount
10-month secretary to w ork front office during the summer. (second assignments form attached)		0200	0	202	1511	5622	0000	5115	TEMPORARIES **(Clerical Employees)**	01234	11	1.0	$ 750.00
District-Wide Copier Program - See budget guidance		0200	0	202	1511	5622	0000	5312	RENTAL OF EQUIPMENT	01234	11		$ 1,270.00
		0200	0	202	1511	5622	0000	5418	OUTSIDE PRINTING	01234	11		$ 1,500.00
Maintenance contract for office equipment		0200	0	202	1511	5622	0000	5450	M&R EQUIPMENT	01234	11		$ 2,000.00
		0200	0	202	1511	5622	0000	5458	SOFTWARE - OFFICE	01234	11		
		0200	0	202	1511	5622	0000	5482	**FOOD SERVICES - IN-HOUSE CATERING**	01234	11		
		0200	0	202	1511	5622	0000	5483	PRINTING IN-HOUSE	01234	11		
		0200	0	202	1511	5622	0000	5561	OFFICE SUPPLIES	01234	11		$ 7,500.00
		0200	0	202	1511	5622	0000	5573	POSTAGE AND DELIVERY	01234	11		$ 2,500.00
		0200	0	202	1511	5622	0000	5599	**OTHER MISC SUPPLIES (Administrative Allotment Check) Amount provided on Allocation Sheet**	01234	11		$ 3,255.00
Mileage reimbursement for staff use of vehicle on school business		0200	0	202	1511	5622	0000	5611	LOCAL TRAVEL - PER MILE BASIS	01234	11		$ 600.00
		0200	0	202	1511	5622	0000	5612	REGISTRATION FEES	01234	11		
		0200	0	202	1511	5622	0000	5616	TRAVEL EXPENSES, Non-Employee	01234	11		
		0200	0	202	1511	5622	0000	5646	WATER & SEWAGE **(Bottled Water)**	01234	11		
		0200	0	202	1511	5622	0000	5686	DUES;SUBSCRIPTIONS	01234	11		
		0200	0	202	1511	5622	0000	5699	MISC EXPENSE (LOANS REPAID TO SCHOOL SYSTEM)	01234	11		
		0200	0	202	1511	5622	0000	5742	OFFICE FURNITURE & EQUIPMENT **OVER $500**	01234	11		
		0200	0	202	1511	5622	0000	5743	SECURITY CAMERA'S, ALARMS **OVER $500**	01234	11		
Replace printer in main office		0200	0	202	1511	5622	0000	5760	OFFICE EQUIPMENT **UNDER $500**	01234	11		$ 500.00
Tw o after-school MSA professional development activities for staff		0200	0	203	2079	5584	0000	5115	TEMPORARIES **(Full-Time Instructional Employees paid for Staff Development)**	01234	11		$ 6,650.00
Extra duty substitutes to provide classroom coverage during instructional team meetings		0200	0	203	2079	5584	0000	5135	SUBSTITUTES **(for Classroom Teachers)**	01234	11		$ 5,000.00
		0200	0	204	2079	5584	0000	5511	TEXTBOOKS	01234	11		$ 12,000.00
Replace library books		0200	0	204	2500	5584	0000	5521	LIBRARY BOOKS	01234	11		$ 5,000.00
		0200	0	204	2079	5584	0000	5562	CLASSROOM TEACHER SUPPLIES	01234	11		$ 8,314.00
Purchase student planners		0200	0	204	2079	5584	0000	5568	STUDENT SUPPLIES	01234	11		$ 2,000.00
Student incentive aw ards		0200	0	204	2079	5584	0000	5571	AWARDS AND RECOGNITION CERTIFICATES	01234	11		$ 2,000.00
Materials for staff development meetings		0200	0	204	2079	5584	0000	5574	STAFF DEVELOPMENT SUPPLIES	01234	11		$ 3,000.00
Small snacks for staff meetings		0200	0	204	2079	5584	0000	5575	NON-CATERED MISC **FOOD SUPPLIES**	01234	11		$ 1,500.00

SAMPLE Budget Plan Worksheet - Continued

		ORACLE Account String											
Item Description	Master Plan Goal	Fund	FS	Func	Prog	Proj	RFU	Sobj	Sub object Description	**Insert Cost Center**	FY	FTE	Amount
		0200	0	205	2079	5584	0000	5401	INSTRUCTIONAL CONSULTANTS	01234	11		
		0200	0	205	2079	5584	0000	5410	TECHNICAL **(Classroom Wiring)**	01234	11		
		0200	0	205	2079	5584	0000	5417	CATERING SERVICES	01234	11		
		0200	0	205	2079	5584	0000	5458	INSTRUCTIONAL SOFTWARE	01234	11		
Admittance fees for students		0200	0	205	2079	5584	0000	5696	FIELD TRIP EXPENSE NON-TRANSPORTATION	01234	11		50
		0200	0	205	2079	5584	0000	5733	CLASSROOM FURNITURE & EQUIP **OVER $500**	01234	11		
		0200	0	205	2079	5584	0000	5734	COMPUTERS - INSTRUCTIONAL **(OVER $500)**	01234	11		
		0200	0	205	2079	5584	0000	5736	EDUCATIONAL COMMUNICATION EQUIPMENT **(OVER $500)**	01234	11		
Replace 10 obsolete printers in classrooms		0200	0	205	2079	5584	0000	5760	CLASSROOM EQUIPMENT **UNDER $499**	01234	11		
		0200	0	206	3021	5584	0000	5410	TECHNICAL CONSULTANTS	01234	11		
Supplemental materials for Special Education students		0200	0	206	3021	5584	0000	5562	CLASSROOM TEACHER SUPPLIES	01234	11		735
Rental of two charter buses for 6th grade trip		0200	0	209	5499	5584	0000	5313	**RENTAL OF CHARTER BUSES (NON-SCHOOL SYSTEM BUSES)**	01234	11		3,500
Anticipated cost of field trips		0200	0	209	5091	5584	0000	5484	SCHOOL ACTIVITY TRANSPORTATION	01234	11		7,500
Additional funding to support custodial supplies over that which is provided by the school system		**0200**	0	210	5511	**0000**	0000	5563	CUSTODIAL SUPPLIES **(Additional to funds supplied by Plant Operations)**	01234	11		2,500
		0200	0	210	5521	5584	0000	5115	TEMPORARIES - **Security After-School Activities**	01234	11		
FICA for summer office support		0200	0	212	1511	5622	0000	5665	FICA /MEDICARE	01234	11		2,717
FICA for teacher MSA activities		0200	0	212	2079	5584	0000	5665	FICA /MEDICARE	01234	11		891
Worker's Comp for summer office support		0200	0	212	1511	5622	0000	5672	WORKMAN'S COMPENSATION	01234	11		192
Worker's Comp for teacher MSA		0200	0	212	2079	5584	0000	5672	WORKMAN'S COMPENSATION	01234	11		63
										(Minus SIP Funding)			85,987

SIP Funding Submitted on Supplemental Worksheet 5,000

Principal Approval: _____ Date: _____

Area Assistant Superintedent Approval: _____ Date: _____

BUDGET PLAN WORKSHEETS ARE DUE TO:
HARD COPY AND ELECTRONIC COPY: School to Area Assistant Superintendent: Friday, May 21, 2010
ELECTRONIC COPY ONLY: School to Budget & Management Services - dana.estep@pgcps.org: Friday, May 21, 2010
SIGNED HARD COPIES: Area Assistant Superintendent to Budget & Management Services: Friday, May 28, 2010

SAMPLE – Special Instructional Programs (SIP) Funds Budget Plan Worksheet

		ORACLE Account String										
Item Description	Master Plan Goal	Fund	FS	Func	Prog	**Insert SIP Project Number (see list below for correct project)**	RFU	Sobj	Sub-object Description	**Insert Cost Center**	FY	Amount
		0200	0	203	2079		0000	5135	SUBSTITUTES		11	
		0200	0	204	2079		0000	5511	TEXTBOOKS		11	
		0200	0	204	2079		0000	5521	LIBRARY BOOKS		11	
Purchase supplemental manipulatives for use by TAG Resource Teacher		0200	0	204	2079	**5505**	0000	5562	CLASSROOM TEACHER SUPPLIES	**01234**	11	3,000.00
		0200	0	204	2079		0000	5574	STAFF DEVELOPMENT SUPPLIES		11	
		0200	0	204	2079		0000	5575	NON-CATERED MISC FOOD SUPPLIES		11	
		0200	0	205	2079		0000	5401	INSTRUCTIONAL CONSULTANTS		11	
Purchase supplemental computer software		0200	0	205	2079	**5505**	0000	5458	SOFTWARE LICENSE	**01234**	11	1,250.00
Conference travel		0200	0	205	2079	**5505**	0000	5613	NON-LOCAL TRAVEL TRANSPORTATION	**01234**	11	750.00
		0200	0	205	2079		0000	5686	DUES;SUBSCRIPTIONS		11	
		0200	0	205	2079		0000	5734	**COMPUTERS - INSTRUCTIONAL**		11	
		0200	0	205	2079		0000	5736	EDUCATIONAL COMMUNICATION EQUIP		11	
		0200	0	205	2079		0000	5760	INSTRUCTIONAL EQUIPMENT UNDER $499		11	
		0200	0	212	2079		0000	5665	FICA /MEDICARE		11	
		0200	0	212	2079		0000	5672	WORKMAN'S COMPENSATION		11	
									Grand Total Supplemental Funding			**$ 5,000.00**

SIPFunds Project Numbers	**Special Instructional Programs (SIP) Funds Project Number Description**
5201	High School Science & Technology
5308	Middle States Evaluation
5505	Talented and Gifted
5507	Montessori
5508	French Immersion
5514	Creative and Performing Arts
5515	Visual and Performing Arts
5518	Biotechnology
5527	Biomedical

Prince George's County Public Schools
Human Resources
Office of Compensation & Classification
Sasscer Administration Building, Room #134

Second Assignment Request Form

Requesting School/Office: ABC Elementary School Date: May 1, 2010

Contact Name: Sally Smith, Principal Phone: 301-555-1234 Email: sally.smith@pgcps.org

Proposed Starting Date: July 9, 2010 Proposed End Date: August 15, 2010

Position Type: Clerical
(Only one TYPE of Position Per Form will be accepted)

Budget Code: 0 2 0 0 . 0 . 2 0 2 . 1 5 1 1 . 0 0 0 0 . 0 0 0 0 . 5 1 1 5 . 0 1 2 3 4 . 1 1

(Complete 31-digit budget code must be provided)

Employee(s) Information:

Name	EIN	Position	Number of Days*	# Hours Per Day*	HR USE ONLY RATE	HR USE ONLY Initials
Susan Helper	12345	Secretary I	15	4		

SAMPLE

***Mandatory information required for budgeting purposes.**

Job Description Duties: Ms. Helper will provide front office clerical support and assist in the registration of students.

NOTE: Forms must be submitted and approved two (2) weeks prior to employee beginning work.
Approval and processing of this form is necessary for employees to be paid accurately and on time.

Authorization (Please forward for appropriate Signature) / Circle Approved or Disapproved

Approved / Disapproved Primary Account Manager:	Print	Signature	Date
Approved / Disapproved Area Director or Chief:	Print	Signature	Date
Approved / Disapproved Comp & Class Specialist:	Print	Signature	Date
Approved / Disapproved Comp & Class Supervisor:	Print	Signature	Date
Approved / Disapproved Budget Analyst:	Print	Signature	Date
Approved / Disapproved Budget Director:	Print	Signature	Date
Signed HRIS Staff:	Print	Signature	Date