



## Budget and Management Department

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 Position Control Number
 Required

Counselor Clerk
 Overtime

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# January Budget News

Happy New Year and welcome back! We hope that you had a great Winter Break.

As we start the second semester of the 2019-2020 school year, we have the following updates and information to share with you.

# SmartFind Substitute Request for a Vacancy

The SmartFind system is now requiring a position control number when requesting a substitute to cover a vacant position. Attached are the instructions on how to pull a campus Position Control Inquiry Report.

# Counselor Clerk Overtime Pay

A memo has been sent out to Campus Principal regarding the updates to Counselor Clerk overtime and substitute pay, which is attached for your records. Campuses are responsible to pay for overtime or substitutes out of their campus site -base accounts for Counselor Clerks. Reclasses are currently being processed to move the charges to the correct campus budgets.

# 2020-2021 Campus Allocations

At the end of January, we will provide Campus Principals the 2020-2021 Campus Budget Allocations. Next Year Budget Entry Classes are currently being added in Eduphoria. Be sure to register you and/or your Principal for classes in February. <u>BOSS Training </u>at PDC Building

Lab 230

<u>Time: </u>8:30 a.m. to 12:00 p.m.

Dates:

- ⇒ January 16th
- ⇒ February 13th
- > March 5th
- ⇒ April 2nd
- You can register
- through Eduphoria.

# <u>Budget Nugget:</u>

Remember to run your Year-To-Date Budget reports for your campus and to close open PO's once they have been received on. Share Point Link to Helpful information.

#### MENO

Management & Budget Department 100 N. University Dr., Ste. 140-C Fort Worth, Texas 76107 OFFICE \$17,814,2171 FAX \$17,814,2145 www.fwisd.org



Date:December 13, 2019To:Campus Budget OwnersSubject:Overtime for Counselor Clerks

As per the attached memo, Counseling Clerk substitute and overtime pay has been reclassed to the appropriate campus location and site-base owner 243 or 273.

These expenses are not approved by the budget owner "210" or Counseling Services. The Counseling Clerk overtime records have also been updated to pull from the proper locations and campus site-base budget owner 243 or 273, please ensure that the proper budget is allocated to cover overtime or substitute pay for the counseling clerk at your campus.

Patrica Young, General Fund Budget Manager

Ann Marie Shelton, Position Control Manager

David Johnson, Interim Chief Financial Officer

Attachment (1)

# MEMORANDUM

Michael Steinert Assistant Superintendent Student Support Services 100 N. University Dr., Ste. NE 233 Fort Worth, Texas 76107 OFFICE 817,814-2810 FAX 817,814-2812 michael.steinert@fwisd.org



**ACTION REQUIRED** 

To: All Principals and All Assistant Principals
Date: December 13, 2019
Re: Counselor Substitute Pay – Budget 210
Secondary Counselor Clerk OT Pay – Campus Budgets

FWISD does provide a limited allocation of centralized funds to pay for Counselor substitutes for absences of 5 days or more. In the event you are in need of a long term substitute Counselor, please complete the attached Substitute Request Form and email it to <u>kathryn.everest@fwisd.org</u>.

Counseling Services will work with School Leadership to identify an eligible substitute if one is available. We will then ensure necessary funds are allocated in the '210' budget for the substitute at your campus location. Campus personnel may not access the '210' budget without approval of Counseling Services and School Leadership.

FWISD does not allocate centralized funds for Counseling Clerk substitutes or overtime. Campuses must utilize their Local campus budget to pay for Counseling Clerk substitutes and overtime. If you have mistakenly charged these expenses to the '210' budget, revise your budget and strategize how that cost will be covered by your local campus funds in the future.

Please contact kathryn.everest@fwisd.org if you have questions or need assistance.

Thank You,

Michael Steinert Assistant Superintendent, Student Support Services

Raúl Peña, Ed.D. Chief of Elementary Schools

Cherie Washington Chief of Secondary Schools

STUDSUPPORT 1213-1

# Position Inquiry Instructions, Campuses

Munis, Tyler Menu

https://munisprod.fwisd.org/default.aspx

### 1. Click on Departmental Functions



2. Click on Position Inquiry

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- Allow for Munis to populate number of records tied to your campus
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- Allow for Munis to populate number of records tied to your campus
- The list below with appear on your screen
   Position #: this column contains position number
   Account: this column contains budget number

## \*\*\*\*\*\*\*Important Notes\*\*\*\*\*\*

- Sub Professional: 6112 (ex.: Teacher, Counselor, Assistant Principal)
- Sub Support: 6122 (ex.: Teacher Assistant, Secretary, Office Clerk)
- You may alphabetize list by clicking on the column titles (Position#, Description, Employee Name, etc...)
- Employee Name and Employee ID will populate for your campus
- If you have an **Allocation** and cannot view budget number, <u>please</u> <u>email the budget department</u>

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