



BUDGET NEWS

Budget and Management Department

In this issue:

- Smart Find Vacant Position Control Number Required
- Counselor Clerk Overtime
- Campus Budget Allocations
- Boss Training Schedule

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.

BOSS Training at

PDC Building

Lab 230

Time: 8:30 a.m. to 12:00 p.m.

Dates:

⇒ January 16th

⇒ February 13th

⇒ March 5th

⇒ April 2nd

You can register through Eduphoria.

Budget Nugget:

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.](#)



Management & Budget Department
100 N. University Dr., Ste. 140-C Fort Worth, Texas 76107
OFFICE 817.814.2171 FAX 817.814.2145
www.fwisd.org



Fort Worth
INDEPENDENT SCHOOL DISTRICT

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

As per the attached memo, Counseling Clerk substitute and overtime pay has been reclassified 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.

Patricia 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



Fort Worth
INDEPENDENT SCHOOL DISTRICT

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 kathryn.everest@fwisd.org.

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.

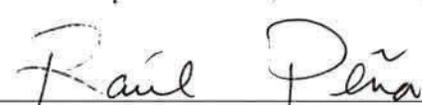
FWISD does not allocate centralized funds for Counseling Clerk substitutes or overtime. Campuses must utilize their Local campus budget to pay for Counseling Clerk substitutes and overtime. If you have mistakenly charged these expenses to the '210' budget, revise your budget and strategize how that cost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

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

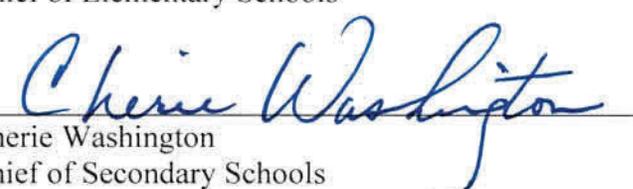
Thank You,



Michael Steinert
Assistant Superintendent, Student Support Services



Raúl Peña, Ed.D.
Chief of Elementary Schools



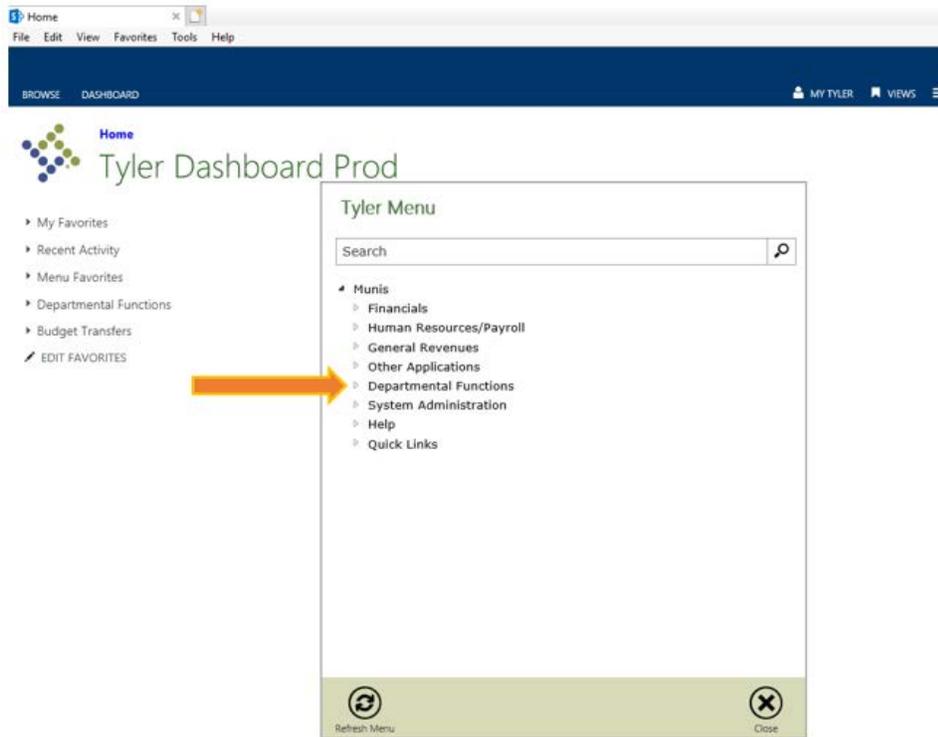
Cherie Washington
Chief of Secondary Schools

Position Inquiry Instructions, Campuses

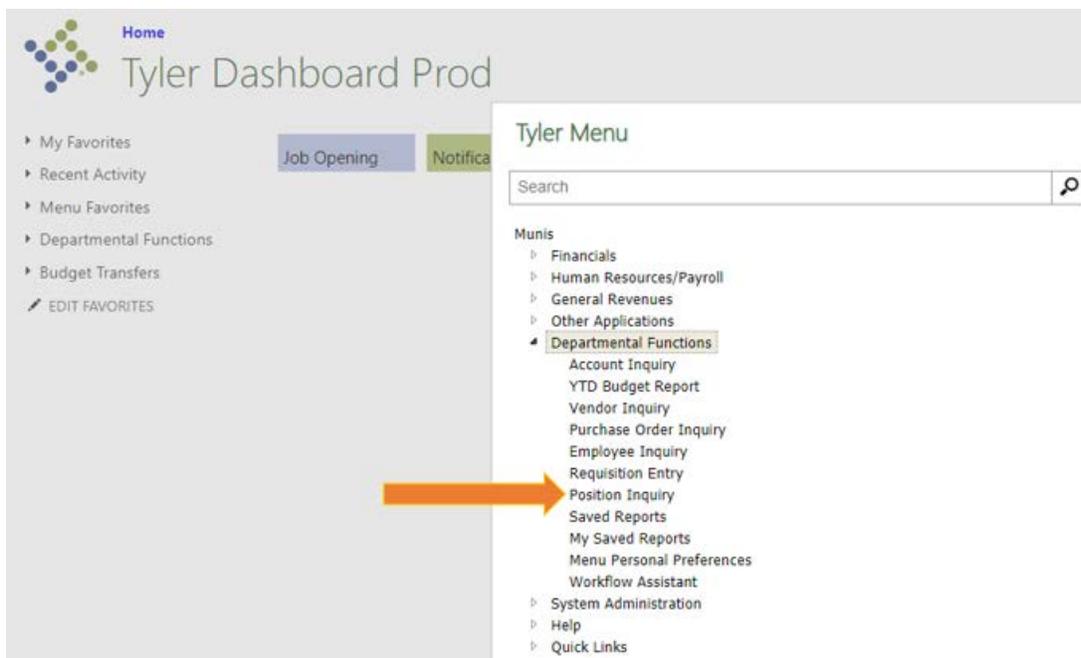
Munis, Tyler Menu

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

1. Click on Departmental Functions



2. Click on Position Inquiry



3. Click on Search

Position Inquiry - Munis [FWISD Live Data]

HOME

Accept Cancel Search Query Builder Add Update Duplicate Print Text file PDF Excel Word Email Schedule Attach Notes Audit GL Acct Find Job Position History Typ Alerts* Position Change Menu

Position Identification

Position	Description	State Pos	Status	Create Date

Main Salary Data Budget Civil Service Comments

Job Class [...]

Group/BU [...]

Location [...]

Replaced with [...]

Filled at [...]

Max Employees [...]

Risk Code [...]

EEO Class [...]

EEO Func [...]

Reference [...]

Schedule [...]

Team [...]

Personnel Status [...]

Position Type [...]

Allocation [...]

Account [...]

Supervisor [...]

No Employees (0)

Education Certification Training Skills

User Defined Substance Testing Benefit FTE Credentials

Pooled
 Hiring Freeze
 Reclassified
 FLSA Exempt

4. Click on:

- Status: **Active**
- Location: **Type location number or click on the down arrow**
- Click on **Accept**

Position Inquiry - Munis [FWISD Live Data]

HOME

Accept Cancel Search Browse Query Builder Add Update Duplicate Print Text file PDF Excel Word Email Schedule Attach Notes Audit GL Acct Find Job Position History Typ Alerts* Position Change Menu Return

Position Identification

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Main Salary Data Budget Civil Service Comments Education Certification Training Skills User Defined Substance Testing

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User Defined Substance Testing Benefit FTE Credentials

Pooled
 Hiring Freeze
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- Allow for Munis to populate number of records tied to your campus
- The number of records populated with show on the bottom of the screen

Position Inquiry - Munis [FWISD Live Data]

Position Identification

Position	Description	State Pos	Status	Create Date
000000207	TEACHER - GRADE 4-5		A - ACTIVE	12/02/2008

Main | Salary Data | Budget | Civil Service | Comments

Job Class: 814V TCHR ELEM

Group/BU: 8300 - CAMPUS TRADITIONAL TCHR

Location: [REDACTED]

Replaced with: 000000000

Filled at: [REDACTED]

Max Employees: 1.0000

Risk Code: 11 TEACHERS/ASSIST

EEO Class: 905 - ELEM CLSRM TCHR - EEO5

EEO Func: 20 - SCHOOL FUNCTIONS - EEO5 REPORT

Reference: [REDACTED]

Schedule: [REDACTED]

Team: [REDACTED]

Personnel Status: FX - FULL TIME EXEMPT

Position Type: 1 TEACHER

Allocation: 0

Account: 199-11-6119-001-11-309-000000-

Supervisor: 00000 PRINCIPAL MS/ALT

No Employees (0)

Education | Certification | Training | Skills

User Defined | Substance Testing | Benefit FTE | Credentials

K < 1 of 51 > I

5. Click on Browse

Position Inquiry -

Position Identification

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000000207	TEACHER - GRADE 4-5		A - ACTIVE	12/02/2008

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Replaced with: 000000000

Filled at: [REDACTED]

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No Employees (0)

Education | Certification | Training | Skills

User Defined | Substance Testing | Benefit FTE | Credentials

- Allow for Munis to populate number of records tied to your campus
- The list below will 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, please email the budget department

Position #	Description	Stat	# Emps	Employee Name	Emp #	Job	Gr/...	Loca...	Replace...	Filled at	EE...	EEO ...	Re...	Pers...	Pos T...	CYA...	Account
000005726	ADMIN ASSOC IIIC MS	A	1		0	82KA	8100	063	00000000K	915	20		FN	4		0	199-23-6129-001-063-99-308-000000
000018423	ASSESS DATA ANALYST	A	1		0	8123	8200	063	00000000K	907	20	19T	FX	19		0	211-13-6119-04N-063-30-510-000000-20F10
000009783	ASST PRINCIPAL MS/AL	A	1		8	823E	8000	063	00000000K	903	52		FX			0	199-23-6119-001-063-99-308-000000
000016894	CII COACHES	A	1		5	825M	8200	063	00000000K	912	20	16T	FX	19		0	211-13-6119-INC-063-30-510-000000-20F10
000016905	CII COACHES	A	1		0	825M	8200	063	00000000K	912	20	16T	FX	19		0	211-13-6119-INC-063-30-510-000000-20F10
000003115	COUNSELOR MS	A	1		5	809B	8260	063	00000000K	908	52		FX	5		0	199-31-6119-001-063-99-210-000000
000011102	CUSTODIAN I	A	1		0	4TD1	4100	063	00000000K	916	59		FN	12		0	199-51-6129-001-063-99-453-000000
000002580	CUSTODIAN I	A	1		8	4TD1	4100	063	00000000K	916	59		FN	12		0	199-51-6129-001-063-99-453-000000
000004571	CUSTODIAN I	A	1		9	4TD1	4100	063	00000000K	916	59		FN	12	4571		
000006534	CUSTODIAN III MS HD	A	1		8	4TB1	4100	063	00000000K	A09	59		FN	12		0	199-51-6129-001-063-99-453-000000
000015209	FAMILY COMM LIAISON	A	1		5	1230	1300	063	00000000K	918	20	14T	FN	19		0	211-61-6127-04L-063-30-510-000000-20F10
000016153	LIBRARIAN	A	1		5	829M	8200	063	00000000K	910	52	14	FX	6		0	199-12-6119-001-063-99-308-000000
000008659	NUTR SVCS MGR II MS	A	1		3	6MR2	6100	063	00000000K	A09	59		FN	14		0	701-35-6129-001-063-99-540-000000
000004674	NUTRITION SVC WRKR	A	1		9	66WA	6100	063	00000000K	916	20		FN	14		0	701-35-6129-001-063-99-540-000000
000010586	NUTRITION SVC WRKR	A	0		0	66WA	6100	063	00000000K	916	20		FN	14		0	701-35-6129-001-063-99-540-000000
000010919	NUTRITION SVC WRKR	A	1		1	66WA	6100	063	00000000K	916	20		FN	14		0	701-35-6129-001-063-99-540-000000
000002885	OFFICE ASST IIC MS	A	1		6	82KG	8100	063	00000000K	915	20		FN	4		0	199-23-6119-001-063-99-308-000000
000004564	PRINCIPAL MS/ALT	A	1		5	823B	8000	063	00000000K	902	52		FX	2		0	199-23-6119-001-063-99-308-000000
000018682	SPEC II CC READINESS	A	0		0	SPEZ	9200	063	00000000K	912	52	195C	FX			0	199-31-6119-001-063-24-152-000000
000004434	TA I ES	A	1		6	8191	8100	063	00000000K	913	55		FN	8		0	199-11-6129-001-063-24-309-000000
000004589	TA I ES	A	1		7	8191	8100	063	00000000K	913	55		FN	8		0	199-11-6129-001-063-24-309-000000
000005670	TA I ES	A	1		7	8191	8100	063	00000000K	913	55		FN	8		0	199-11-6129-001-063-24-309-000000