

BUDGET SERVICES AND FINANCIAL PLANNING DIVISION

School Administrative Assistant Training

August 2016



The goals for today are to:

- *Emphasize the importance of SAA's role*
- *Know the importance and understand the reasons for submission of certain reports*
- *Learn or update knowledge on specific processes from enrollment of students, checking of budgets, processing of personnel documents, procurement of goods and services, payment of bills, etc.*
- *Learn what reports to access online and interpret them*



Why are Statistical (ADA) Reports important?

- Average Daily Attendance (**ADA**) - “basis” for LAUSD’s largest revenue
- Local Control Funding Formula (**LCFF**) - largest revenue from the State
- If perfect attendance = 1.0 unit of ADA = avg. of **\$11,000** LCFF revenue per ADA for 2016-17
- **\$5 billion** – est. total LCFF revenue for 2016-17
- It funds the **basic operations** of LAUSD.



Why are Classification (Enrollment) Reports important?

- *Enrollment* – also a **basis for LCFF revenue**
- Used for **allocation of school resources**



In addition to ADA and Enrollment, students need to be correctly identified if they are:

- *English Language Learners (**EL**)*
- *Eligible for free or reduced-price meal (**Low Income**)*
- ***Foster Youth***



Why do students need to be correctly identified?

- To receive “appropriate/correct” revenues such as the LCFF, Title I, and Cafeteria Meal Reimbursements
- Schools receive additional funds to support students identified as EL, Low Income, and Foster Youth
- Enables the schools to purchase additional resources

Various revenues and their basis of funding to LAUSD

- 1) ADA
- 2) EL / Low Income / Foster Youth
- 3) Enrollment

LCFF

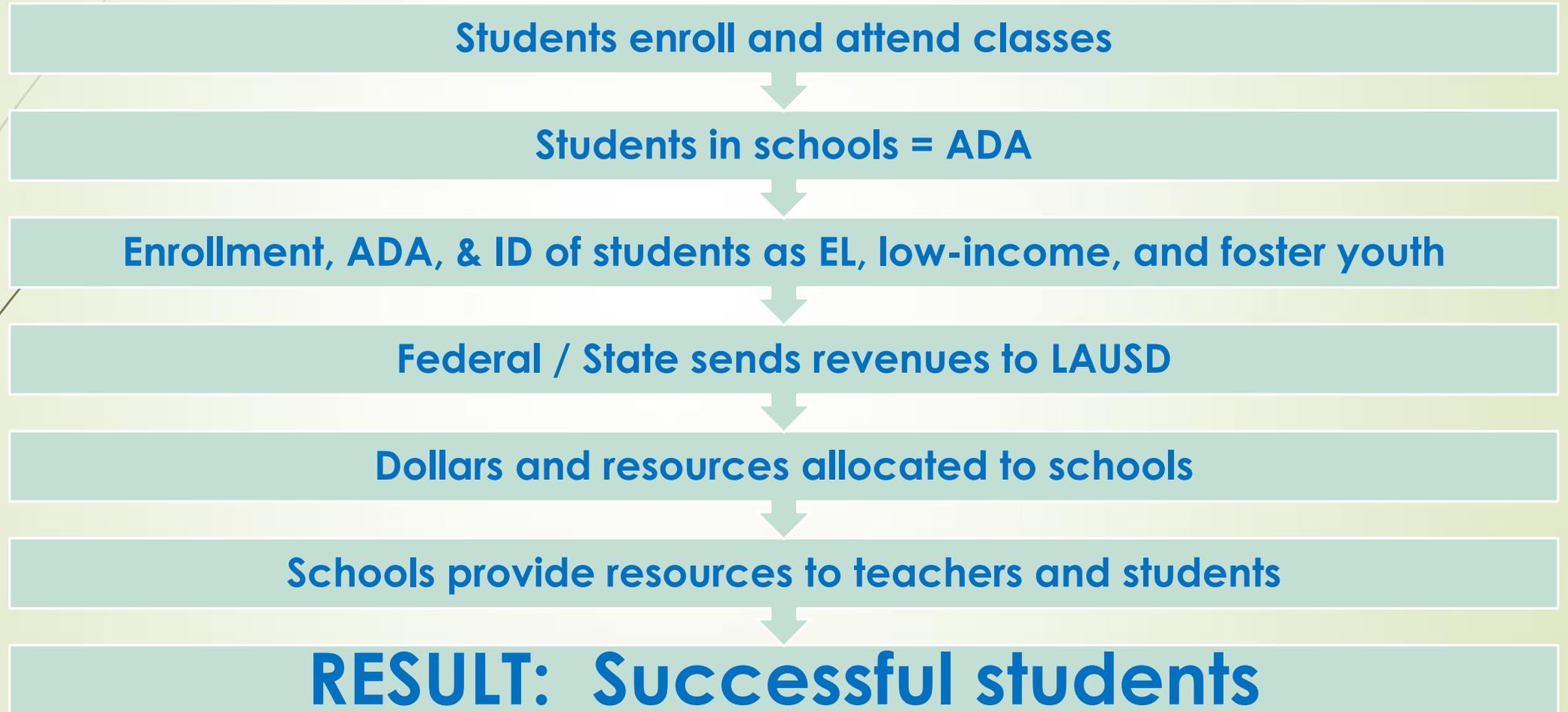
- 1) Based on amount of family income from the meal applications

Title 1

- 1) Eligibility for free or reduced-price meals
- 2) Number of meals served

Meal Reimbursements

Flow of funds and ultimate results



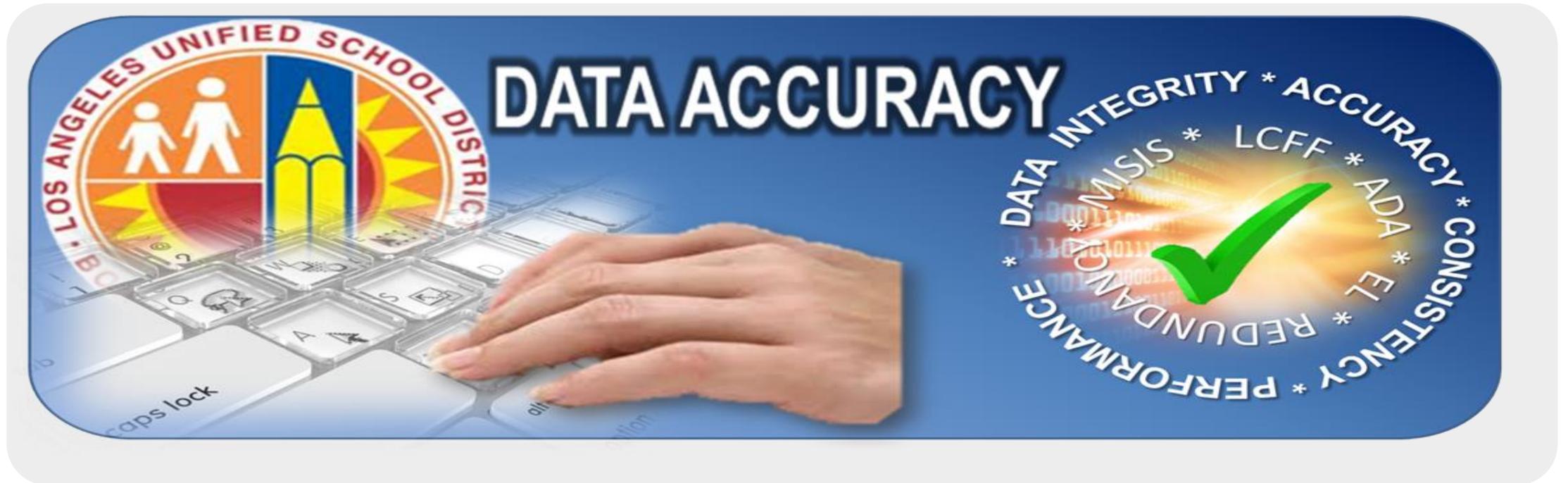


LOS ANGELES UNIFIED SCHOOL DISTRICT



Office of Data and Accountability/MiSiS

Los Angeles Unified School District Office of Data and Accountability



WHY DATA ACCURACY?

- Accurate student data is important for:
 - Program placement
 - Services
 - Assessment
- Used for accountability and funding purposes

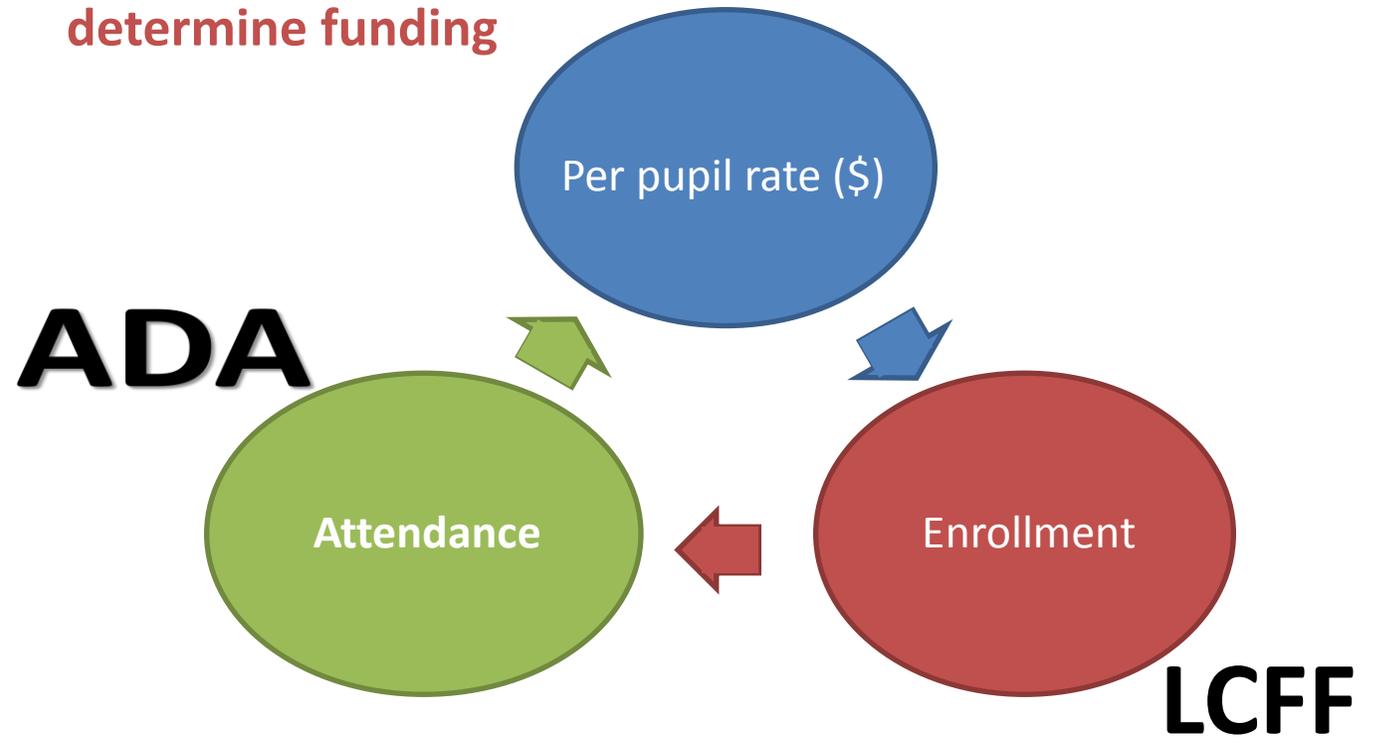
HOW WILL THIS WORK?

1. Streamline communication to schools
2. Single source of contact for data errors
3. Reports being sent directly to schools, no need to run exception reports
4. Don't have to pull staff to attend training
5. Status update on errors in one place – data verification scorecard

How is LAUSD Funded?

3

Factors primarily determine funding





LAUSD
Student
Records
(Accurate)

IMPORTANT
DATES



Norm
Day

(September 16, 2016)



**LAUSD
Student
Records
(Accurate)**

**IMPORTANT
DATES**



**Fall
Census
Day**

(October 5, 2016)

Fall Census Date: Oct. 5, 2016

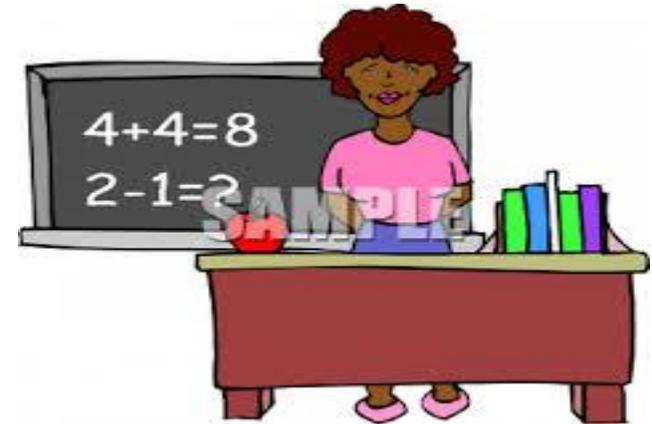
- Students enrolled on Census Day determine the following official counts:
 - ✓ K-12 Enrollment count
 - ✓ English learner count
 - ✓ Free/Reduced Price Meal count
 - ✓ Foster, Homeless, Migrant student counts
- Reclassification count will be determined by students reclassified from 10/8/2015 – 10/5/2016.

LCFF
(Unduplicated
Count)



Census Date & All Year

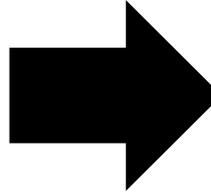
- Students' scheduled classes on Census Day determine the following:
 - ✓ EL service(s) provided to ELs
 - ✓ Teacher assignment monitoring
- Students' scheduled classes all year determine the following:
 - ✓ ADA
 - ✓ Chronic Absenteeism (accountability)





Accurate Input

- Enrollment
- Demographics
- Schedule
- Attendance



Accurate Reporting

- Funding
- Accountability

Appropriate

- Placement
- Service
- Assessment
- Monitoring



OFFICE OF DATA & ACCOUNTABILITY



Examples of Key Demographic & Enrollment Information

- Critical data for district ID and accountability.

- > Student Name
- > Birth Date
- > Gender
- > Birth Country (State/City)
- > Ethnicity & Race
- > Student Address
- > Parent/Guardian Information
- > Grade
- > Entry Code and Date
- > Section Enroll/End Dates
- > Withdrawal Code
- > Withdrawal Reason
- > Withdrawal Date

- E and L Dates must match in-class attendance

- > E date is the first day of in-class attendance.
- > L date is the last day of in-class attendance.
- > Monitor no-shows.
- > Resolve overlapping enrollments.



Where Does the Key Demographic & Enrollment Information Come from?

- A. Follow enrollment policies and procedures outlined in 2016-2017 Opening Day Procedures (REF-6554.1)
- B. Enrollment Forms
 1. Office Checklist for Student Enrollment
 2. Enrollment Document Checklist



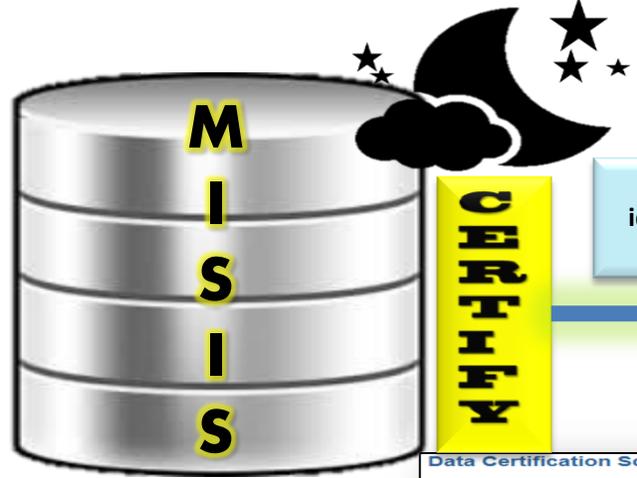
Certify

- A data tool to help schools detect data errors in MiSiS in the following areas:
 - Enrollment and demographics
 - Scheduling
 - Attendance
 - English Learner issues
- Emails with a scorecard & error list will be sent to principals and data designees.
- Principal-selected data designees will be responsible for checking and correcting the data in MiSiS.



CERTIFY/MiSIS PROCESS FLOW

School Users enter student data in MiSis



Certify emails Scorecard to identified data managers in School/LD/Central Offices

Data Certification Scorecard

Scorecard Summary
 Observation(s) Run On: 06/09/2016 09:30 am
 Run For:

| Severity Level Summary | | |
|------------------------|----------------------|-------------------|
| Severity Level | Severity Description | Number of Records |
| 1 | Critical Warning | 1,436 |
| 2 | | 0 |
| 3 | Warning | 101 |
| 4 | | 0 |
| 5 | Informational Only | 0 |

Each error category can be emailed to specific data designee(s)

| Priority | Rule | Number of Records |
|----------|--|-------------------|
| | ATT 010-0020 - Schools which have not submitted attendance records in the last 2 days. | 438 |
| | CON 040-0040 - Students without a Parent/Guardian. | 2 |
| | CON 040-0060 - Students without a Primary Guardian. | 238 |
| | CRS 050-0080 - Students who are not allocated to any course section or do not have a schedule - Detail. | 3 |
| | CRS 050-0081 - Students who are not allocated to any course section or do not have a schedule - Summary. | 3 |
| | DEM 030-0001 - Students with invalid characters in last name. | 1 |
| | DEM 030-0021 - Students with both race codes missing. | 25 |
| | DEM 030-0030 - Students with missing birth country. | 1 |
| | DEM 030-0060 - Student whose BirthDate does not match BirthDate on StudentCode | 1 |
| | EL 060-0031 - Students with missing Primary Language. | 10 |
| | EL 060-0032 - Students with missing Initial Language Classification or Initial Language Classification Date. | 10 |
| | EL 060-0033 - Students with missing Current Language Classification. | 10 |
| | EL 060-0040 - Students classified as EO who were given the Initial or Annual CELDT. | 2 |
| | EL 060-0060 - Students classified as LEP or IFEP who were never given the CELDT. | 15 |
| | ENR 020-0010 - Students with Leave Codes that are inconsistent with their Leave Reasons. | 588 |
| | ENR 020-0110 - Newly enrolled students with Entry Code E and Grade is not PK. | 1 |
| | ENR 020-0120 - Newly enrolled students with Entry Code E7 and Grade is not K or TK. | 88 |
| 3 | CON 040-0080 - Parent/Guardian mailing addresses with invalid zip codes. | 35 |
| | CON 040-0082 - Parent/Guardian home addresses with invalid zip codes. | 10 |
| | CON 040-0100 - Incomplete Parent/Guardian mailing addresses. | 20 |
| | CON 040-0102 - Incomplete Parent/Guardian home addresses. | 31 |
| | CON 040-0122 - Parent/Guardian home addresses with invalid street types. | 5 |

Users log into CERTIFY to view students with data errors.



Users correct data errors in MiSis.



SAMPLE

Certify Scorecard & Error List

Certify

Scorecard Summary

- Observation Name: CertifyCALPADS Student Records - School Validation
- Observation Run(s): 5/12/2016 10:56:33 AM
- Scorecard Description: Graham Elementary, LAUSD, Los Angeles Unified School District

Data Certification Scorecard

Data Certification Score = 93

Severity Level Summary

| Severity Level | Severity Description | Number of Violations |
|----------------|----------------------|----------------------|
| 1 | Severe Error | 160 |
| 2 | | 0 |
| 3 | Error | 35 |
| 4 | | 0 |
| 5 | Warning | 0 |
| TOTAL: | | 195 |

Group By: and then by:

| Severity | Rule | Number of Violations | Percentage of Records |
|----------|---|----------------------|-----------------------|
| 1 | SELA GERR0001 Required field missing - English Language Acquisition Status Code (CC14009) | 35 | 3.83 |
| | SELA GERR0001 Required field missing - English Language Acquisition Status Start Date (CC14010) | 35 | 3.83 |
| | SELA GERR0001 Required field missing - Primary Language Code (CC14011) | 35 | 3.83 |
| | SELA GERR0001 Required field missing - SSID (CC14005) | 35 | 3.83 |
| | SENR0009 Invalid characters in field - Student Birth City (CC02071) | 10 | 1.00 |
| | SENR0020 Missing value - Student Exit Reason Code when Enrollment Exit Date is populated (CC02082) | 8 | 0.80 |
| 3 | SENR0036 Invalid country and state-province combination - Student Birth State Province Code (CC02095) | 2 | 0.20 |
| | SENR0032 Missing Value - SSID (Warning) (CC02091) | 35 | 3.49 |

DYNAMIC LINKS





My Integrated Student Information System

Data Designees

**You want me to
do WHAT now?**





From: Certify@LAUSD-MiSiS <CertifyDoNotReply@lausd.net>
To: Davis, Tosha
Cc:
Subject: Certify "MiSiS Alerts for Pilot Schools" Results for Tosha Davis

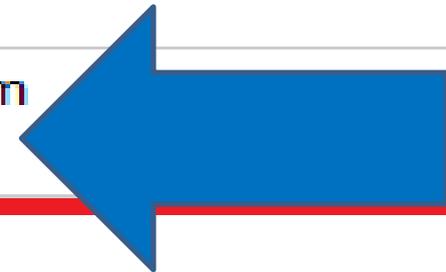
Dear Tosha Davis

Your Certify "MiSiS Alerts" Scorecard contains one or more alerts.
Please click [here](#) to view the scorecard and detailed results.

Data Certification Scorecard

Scorecard Summary

| | |
|------------------------|---------------------|
| Observation(s) Run On: | 07/18/2016 09:30 am |
| Run For: | Tosha Davis |





Type your **User Name** and **Password**,
then click the **Login** button

User Name: [Forgot Your User Name?](#)

Password: [Forgot Your Password?](#)



Key **User Announcements** and the
system **Status** will display here

User Announcements

Certify helps schools review and correct data issues in MiSiS.

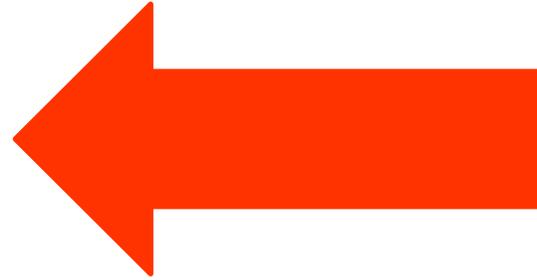
Thank you for participating in the Certify pilot.

Status: Certify is currently available.

Data Certification Scorecard

Scorecard Summary

- Observation Name: MiSIS Alerts
- Observation Run(s): Roll-up of 2 runs ranging from 7/18/2016 9:30:29 AM to 7/18/2016 9:32:09 AM



Severity Level Summary

| Severity Level | Severity Description | Number of Records |
|----------------|----------------------|-------------------|
| 1 | Critical Warning | 1,774 |
| 2 | | 0 |
| 3 | Warning | 2 |
| 4 | | 0 |
| 5 | Informational Only | 0 |
| TOTAL: | | 1,776 |

A data designee with access to more than one school location will see a count in the **Observation Run** area of the **Scorecard Summary** section



Hover over the **Reporting** menu and select **Scorecard**

There are multiple ways to access scorecard data errors:

- Select one or more checkboxes to view data
- Enter a value in the Filter Run List data entry window to refine list
- Select the Advanced Options button for additional selections

Once selections are complete, click the View Current Scorecard button to view the refined results

Scorecard Options

Observation:

Runs to Include:

- | | | |
|--------------------------|----------------------|--|
| <input type="checkbox"/> | 7/18/2016 9:30:38 AM | WONDERFUL PLACE SENIOR HIGH HUMANITIES MAGNET, All Rules |
| <input type="checkbox"/> | 7/18/2016 9:30:29 AM | WONDERFUL PLACE CHARTER HIGH SCHOOL, All Rules |

The numeric value in each corresponding row displays the **total count** of records with the rule error – those displayed in red are **SEVERITY 1**

| Number of Records |
|-------------------|
| <u>2</u> |
| <u>615</u> |
| <u>1</u> |

[CON 040-0060 - Students without a Primary Guardian.](#)

Each **business rule** is a clickable **hyperlink** – select to see additional information

| | | |
|--------|--------------------|-----|
| 5 | Informational Only | 0 |
| TOTAL: | | 618 |

Group By: and then by:

| Severity | Rule | Number of Records |
|----------|--|-------------------|
| 1 | CON 040-0060 - Students without a Primary Guardian. | <u>2</u> |
| | CRS 050-0080 - Students who are not allocated to any course section or do not have a schedule - Detail. | <u>615</u> |
| | CRS 050-0081 - Students who are not allocated to any course section or do not have a schedule - Summary. | <u>1</u> |

Rule: EL 060-0060 - Students classified as LEP or IFEP who were never given the CELDT

Severity:

1

Rule Description:

No description.

Close

Click on the **Run Description** hyperlink to see the *prescription details*

Rule: CON 040-0060 - Students without a Primary Guardian.

Severity:

1

Rule Description:

[Click here to see the Prescription for this Rule](#)

Close

A sample of a job aid prescription is displayed below. Job Aid instructions will assume that users will know how to log into MiSiS, select the appropriate user role, and access the default home page (Simple Search screen)



My Integrated Student Information System

Update Parent/Guardian Information

July 21, 2015

Update Parent/Guardian Information

This job aid will demonstrate how to update Parent/Guardian information for a student for an **Office Manager**.

Step 1 Search for the student.

Step 2 On the student profile, select **Parent/Guardian Info** on the Enrollment menu.

Student Code: [REDACTED] Emergency Contact: [REDACTED]

Search Students

student

Advanced

1 - 1 For Selected: Action

| # | <input type="checkbox"/> | Last Name | First Name | Middle Name | Student Code | Grade | Date of Birth | Gender | Home School | Overall Attendance | GPA | Home Phone | Action |
|---|--------------------------|-----------|------------|-------------|--------------|-------|---------------|--------|-----------------------------|--------------------|------|----------------|---|
| 1 | <input type="checkbox"/> | STUDENT | NEW | | 010110F999 | | 01/01/10 | F | Coldwater Canyon Elementary | A:0 T:0 | 0.00 | (818) 241-1000 | Alerts Assessments Attendance Census Demographics Enrollment Graduation Standards |

Enrollment Attendance Academics Support

Student Information

Parent/Guardian Info

Contact Information

Military Family Members

Other Family Members

View Parent/Guardian Information

+ Add new record Refresh

| Parent/Guardian Name | Relationship | Legal Guardian? | Primary? | Lives With? | Home Correspondence Language | Phone | Address |
|----------------------|-------------------|-----------------|----------|-------------|------------------------------|------------------|---|
| STUDENT, FORMER | Foster/Group Home | Yes | No | Yes | ENGLISH | (818) 241 - 1000 | 333 S Beaudry Avenue #7, North Hollywood, CA 91605- |

Locate the **Primary Guardian** option and select the **Yes** radio button. When there is only one Guardian identified on the enrollment record, this field is **REQUIRED**.

Click the **Save** button to save the data entry.

| | | | | |
|---|-------------------------------------|---|----------------------------------|--------------------------|
| | * Relationship: | Foster/Group Home | | |
| | Verified as Legal Guardian?: | <input checked="" type="radio"/> Yes <input type="radio"/> No | | |
| | Primary Guardian?: | <input type="radio"/> Yes <input checked="" type="radio"/> No | | |
| | Lives With?: | <input checked="" type="radio"/> Yes <input type="radio"/> No | | |
| 1 | * Home Correspondence Language: | ENGLISH | | |
| | Highest Educational Level: | Some College Incl AA Degree | | |
| | Attendance | Emergency | General | Send Texts? |
| | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | N/A |
| | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | N/A |
| | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| | Same as Student Address?: | <input checked="" type="radio"/> Yes <input type="radio"/> No | | |
| | Apt#: | #7 | | |
| | * City: | North Hollywood | | |
| | * State: | CALIFORNIA | | |
| | * Zip Code: | 91605- | | |
| | Same as Mailing?: | <input checked="" type="radio"/> Yes <input type="radio"/> No | | |
| | Apt#: | #7 | | |
| | + City: | North Hollywood | | |
| | + State: | CALIFORNIA | | |
| | + Zip Code: | 91605- | | |
| | <input type="button" value="Save"/> | <input type="button" value="Cancel"/> | | |



Training | Sessions, Resources, and Support

Learning Zone (Classes available for registration):

Registration information: To register for MiSiS sessions, log into LAUSD's Learning Zone (<http://lz.lausd.net>) and complete the following steps:

- > Click on the **COURSES** tab
 - > Click on **CLASS OFFERINGS**
 - > Select **MiSiS** under **PROGRAM** and click **SEARCH**
 - > Scroll and select the course specific to your needs
 - > Click on the orange **ENROLL NOW** button
- Look for an **email confirmation** for session information

| | |
|---|---|
| Front Office Staff Hands-on instruction in performing key front office tasks using MiSiS (Elementary and Secondary schools) | Course ID: MNA180 – School Front Office Procedures in MiSiS (8 hours ILT) Ongoing <ul style="list-style-type: none">> Enrollment> Assigning students to class sections> Attendance> State Reports> Record Maintenance> Mail Merge |
| Certify Data Designees | Course ID: MDV100 (30-minute online course) Available Now <ul style="list-style-type: none">> Daily emails> Log in to Certify |



LET'S GO

1. **Who identifies the Certify data designee(s)? How many?**
2. **What are LAUSD's sources of state funding?**
3. **When is the 2016 Census *Capture* Date?**
4. **Where online are Certify scorecard errors corrected?**
5. **Why is accurate data entry so important to LAUSD? (4 possible answers)**

BONUS: What is a "prescription" and how is it accessed online?

THANK YOU FOR YOUR TIME





LOS ANGELES UNIFIED SCHOOL DISTRICT



Food Services



More Than a Meal Campaign 2016-17



Two applications, one deadline, many student resources

More than
a **Meal** 



2015-16 Results: Thank You!

- ✓ Goal = **415,000 apps**
- ✓ Actual = **427,695 apps**
- ✓ **\$30,000** in recognition awards
- ✓ **\$60M/3 yrs** in new revenue to the District

\$60,000,000



Well Done!

More than
a **Mea** 



Why All the Effort?

Because they support our children!



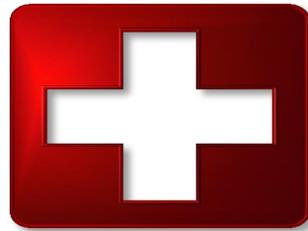
Access to healthy nutritious meals



Money for resources and programs



Fee waivers for college applications and admissions exams



Health and wellness services

More than
a **Mea** 



LCFF: Helping Students with the Greatest Need

High Need Students Definition

English Learners

Foster Youth

Low-Income

- ✓ K-12 Finance system beginning in 2013-14 school year
- ✓ Allocates State funding based on student information
- ✓ Enhanced accountability requirements

More than
a **Mea**



What is New This Year?

Two Separate Efforts

Household Income Form for School Programs Funding

Provision 2 & CEP Schools

Meal Application

Pricing Schools

LOS ANGELES UNIFIED SCHOOL DISTRICT
2016-2017 Household Income Form for School Programs Funding
Formulario de Registro de Ingresos de Programas Escolares 2016-2017

Section A: Student Information

Section B: Household Information

Section C: Monthly Income

Only for Students New to LAUSD

LAUSD LOS ANGELES UNIFIED SCHOOL DISTRICT 2016-2017 Application for Meal Benefits

Section 1: Student Information

Section 2: Household Information

Section 3: Monthly Income

Available for All Households

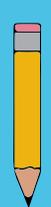
2016-17

2015-16

2016-17 Meal Collection Timeline - Pricing Schools

| | |
|--------------|---|
| 7/1 | Online Meal Application Available |
| 7/5 – 8/12 | Promotion through summer programs |
| 7/18 | Blackboard Connect message to households from the District Central Office |
| 7/21 | Applications mailed to households |
| 7/21 – 10/24 | Submission of applications |
| 8/16 | First Day of School |
| 10/24 | Deadline for guaranteed processing for LCFF and Title 1 funding |

More than
a **Meal**



2016-17 Household Income Form Timeline- Provision 2 & CEP Schools

| 7/17 | <i>Household Income Forms</i> delivered to school |
|------------|---|
| 7/5 – 8/12 | Promotion through summer programs |
| 7/17-10/24 | Schools to include <i>Household Income Form</i> in enrollment packets of students new to the District |
| 10/24 | Deadline for guaranteed processing for LCFF and Title 1 funding |

More than
a **Mea** 



We're Here to Help!

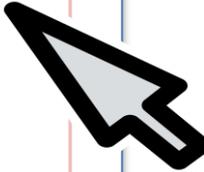
Principals' Toolkit

2016-17

More than a Mea
One form, many resources for your school!

Available Documents in this Toolkit include:

- Campaign Overview PowerPoint
- Principal FAQs
- Contact List – Area Food Service Supervisors
- List of Schools Sorted by School Type
- Pricing Toolkit Items
 - Checklist
 - Parent Flyer
 - Sample Application
 - Blackboard Connect Script Template
 - Letter to Parents Template
 - Principal Talking Points for Parents
 - Parent Presentation PowerPoint
 - Social Media Posts
 - Report Instructions



Principal Toolkit

- ✓ FAQs
- ✓ Contact Information
- ✓ List of Schools by type (Provision 2, CEP, Pricing)
- ✓ Flyers
- ✓ Sample Form
- ✓ Parent Communications
- ✓ Report Instructions



We're Here to Help!

- **Staff Trained or Being Trained**
 - Food Services Mngrs. at Pricing Schools - August
 - Administrative Assistants - August
 - Parent Center Director/Rep. – September
- **Local District Point Persons**
- **District Central Office Liaison**



More than
a
Mea 



We're Here to Help!

For Local Districts Central,
Northwest and South

Jean Brown

(818) 216-9708

jean.brown@lausd.net

For Local Districts East, Northeast
and West

Marcee Seegan

(818) 620-5079

marcia.seegan@lausd.net

Dr. Robert Whitman

(213) 241-1750

rdw5302@lausd.net

Food Services Team

(213) 241-3185

More than
a **Mea** 





Food Services Division Updates

SAA Training 2016-17

Provided by the LAUSD Food Services Division

Overview

- Review of the PARs Process
- Breakfast in the Classroom
- Save it for Later
- Questions



Overview

- Previously, Food Services staff time records were combined on one sheet per pay period and submitted to the Timekeeper
- With the implementation of the new reporting requirements, **each Food Service employee will now submit a two-sided time record** that will capture the 1st thru 15th days of the month on one side of the record and the 16th-31st days on the other side (Attachments A and B)



1st – 15th Dates of the Month

| Class Code: | | | Employee Name: | | | Emp #: | | | Month: | | | | | | | | | |
|-------------|----------|-----------------|--|---|---|--------|---|---|--------|---|---|---|----|----|----------|----|----|----|
| School: | | | Cost Center (Loc. Code): | | | Year: | | | | | | | | | | | | |
| | | | Time In | | | | | | | | | | | | Time Out | | | |
| Program | Fund | Functional Area | Activities | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| NSLP | | | Prepare/package/check/deliver/and return BIC bags | | | | | | | | | | | | | | | |
| NSLP | | | Prepare/pan/cook/serve, cleanup, and prep for meal service | | | | | | | | | | | | | | | |
| NSLP | | | Restock/store paper goods, food supplies; conduct inventory | | | | | | | | | | | | | | | |
| NSLP | | | Post required signage, complete CMS ordering & other CMS data entry, complete, verify & maintain records; generate MISIS rosters; banking; attend meetings | | | | | | | | | | | | | | | |
| NSLP | | | Conduct site monitoring, follow-up, &/or corrective action | | | | | | | | | | | | | | | |
| NSLP | | | Charter Reimbursable | | | | | | | | | | | | | | | |
| Alt-Food | | | Catering preparation, delivery, service, clean up. | | | | | | | | | | | | | | | |
| Alt-Food | | | A la carte service | | | | | | | | | | | | | | | |
| Alt-Food | | | Charter Non- Reimbursable | | | | | | | | | | | | | | | |
| 1 | 130-5310 | 0000-3700-17025 | Sub-Total NSLP/Alt-Food: | | | | | | | | | | | | | | | |
| CACFP | | | Prepare/pan/cook/serve, cleanup, and prep for meal service | | | | | | | | | | | | | | | |
| CACFP | | | Post required signage, complete CMS ordering & other CMS data entry, complete, verify & maintain records; generate MISIS rosters; banking; attend meetings | | | | | | | | | | | | | | | |
| CACFP | | | Restock/store paper goods, food supplies; conduct inventory | | | | | | | | | | | | | | | |
| CACFP | | | Conduct site monitoring, follow-up, &/or corrective action | | | | | | | | | | | | | | | |
| 2 | 130-5320 | 0000-3700-17127 | Sub-Total CACFP: | | | | | | | | | | | | | | | |
| SFSP | | | Prepare/pan/cook/serve, cleanup, and prep for meal service | | | | | | | | | | | | | | | |
| SFSP | | | Post required signage, complete CMS ordering & other CMS data entry, complete, verify & maintain records; generate MISIS rosters; banking; attend meetings | | | | | | | | | | | | | | | |
| 4 | 130-5330 | 0000-3700-17123 | Sub-Total SFSP | | | | | | | | | | | | | | | |
| | Other | | Break | | | | | | | | | | | | | | | |
| | Other | | Holiday | | | | | | | | | | | | | | | |
| | Other | | Illness | | | | | | | | | | | | | | | |
| | Other | | Personal Necessity | | | | | | | | | | | | | | | |
| | Other | | Vacation | | | | | | | | | | | | | | | |
| | Other | | MISC: | | | | | | | | | | | | | | | |
| | | | Sub-Total Other | | | | | | | | | | | | | | | |
| | | | TOTAL All Programs | | | | | | | | | | | | | | | |

| Minutes | to | Decimals |
|---------|------|----------|
| 1 | 0.02 | 31 0.52 |
| 2 | 0.03 | 32 0.53 |
| 3 | 0.05 | 33 0.55 |
| 4 | 0.07 | 34 0.57 |
| 5 | 0.08 | 35 0.58 |
| 6 | 0.10 | 36 0.60 |
| 7 | 0.12 | 37 0.62 |
| 8 | 0.13 | 38 0.63 |
| 9 | 0.15 | 39 0.65 |
| 10 | 0.17 | 40 0.67 |
| 11 | 0.18 | 41 0.68 |
| 12 | 0.20 | 42 0.70 |
| 13 | 0.22 | 43 0.72 |
| 14 | 0.23 | 44 0.73 |
| 15 | 0.25 | 45 0.75 |
| 16 | 0.27 | 46 0.77 |
| 17 | 0.28 | 47 0.78 |
| 18 | 0.30 | 48 0.80 |
| 19 | 0.32 | 49 0.82 |
| 20 | 0.33 | 50 0.83 |
| 21 | 0.35 | 51 0.85 |
| 22 | 0.37 | 52 0.87 |
| 23 | 0.38 | 53 0.88 |
| 24 | 0.40 | 54 0.90 |
| 25 | 0.42 | 55 0.92 |
| 26 | 0.43 | 56 0.93 |
| 27 | 0.45 | 57 0.95 |
| 28 | 0.47 | 58 0.97 |
| 29 | 0.48 | 59 0.98 |
| 30 | 0.50 | 60 1.00 |

I hereby certify that the above information is a true and correct representation of the actual time spent by me in support and compliance of the above Federal and State Categorical programs and General Education. By signing I certify and agree to all necessary processing and adjustments that will reflect all time entered above. Once all necessary adjustments are processed, I agree and authorize that any unearned wages paid as a result will be collected from the next paycheck.

| | | |
|------|---------------------------------|---|
| DATE | EMPLOYEE'S SIGNATURE | Directions: 1. To be completed each pay period 2. Enter <u>actual</u> time In and Out 3. Enter activity time to the nearest tenth of an hour (Please refer to the chart provided) |
| DATE | SUPERVISOR/ MANAGER'S SIGNATURE | |
| DATE | SUPERVISOR/ MANAGER'S SIGNATURE | |

Programs:
 NSLP= BIC, Lunch and Snack
 CACFP= Early Ed. Center, Infant Care Center and Supper
 SFSP= Summer



16th – 30th Dates of the Month

| Class Code: | | | Employee Name: | | | | | | | | | | | | | Emp #: | | | | | Month: | | | | |
|--------------------|----------|-----------------|--|----|----|----|----|----|----|----|----|----|----|----|----|---------------------------------|----|----|----|--|---------------|--|--|--|--|
| School: | | | | | | | | | | | | | | | | Cost Center (Loc. Code): | | | | | Year: | | | | |
| | | | Time In | | | | | | | | | | | | | | | | | | | | | | |
| | | | Time Out | | | | | | | | | | | | | | | | | | | | | | |
| Program | Fund | Functional Area | Activities | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | |
| NSLP | | | Prepare/package/check/deliver/and return BIC bags | | | | | | | | | | | | | | | | | | | | | | |
| NSLP | | | Prepare/pan/cook/serve, cleanup, and prep for meal service | | | | | | | | | | | | | | | | | | | | | | |
| NSLP | | | Restock/store paper goods, food supplies; conduct inventory | | | | | | | | | | | | | | | | | | | | | | |
| NSLP | | | Post required signage, complete CMS ordering & other CMS data entry, complete, verify & maintain records; generate MISIS rosters; banking; attend meetings | | | | | | | | | | | | | | | | | | | | | | |
| NSLP | | | Conduct site monitoring, follow-up, &/or corrective action | | | | | | | | | | | | | | | | | | | | | | |
| NSLP | | | Charter Reimbursable | | | | | | | | | | | | | | | | | | | | | | |
| Alt-Food | | | Catering preparation, delivery, service, clean up. | | | | | | | | | | | | | | | | | | | | | | |
| Alt-Food | | | A la carte service | | | | | | | | | | | | | | | | | | | | | | |
| Alt-Food | | | Charter Non-Reimbursable | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 130-5310 | 0000-3700-17025 | Sub-Total NSLP/Alt-Food: | | | | | | | | | | | | | | | | | | | | | | |
| CACFP | | | Prepare/pan/cook/serve, cleanup, and prep for meal service | | | | | | | | | | | | | | | | | | | | | | |
| CACFP | | | Post required signage, complete CMS ordering & other CMS data entry, complete, verify & maintain records; generate MISIS rosters; banking; attend meetings | | | | | | | | | | | | | | | | | | | | | | |
| CACFP | | | Restock/store paper goods, food supplies; conduct inventory | | | | | | | | | | | | | | | | | | | | | | |
| CACFP | | | Conduct site monitoring, follow-up, &/or corrective action | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 130-5320 | 0000-3700-17127 | Sub-Total CACFP: | | | | | | | | | | | | | | | | | | | | | | |
| SFSP | | | Prepare/pan/cook/serve, cleanup, and prep for meal service | | | | | | | | | | | | | | | | | | | | | | |
| SFSP | | | Post required signage, complete CMS ordering & other CMS data entry, complete, verify & maintain records; generate MISIS rosters; banking; attend meetings | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 130-5330 | 0000-3700-17123 | Sub-Total SFSP: | | | | | | | | | | | | | | | | | | | | | | |
| Other | | | Break | | | | | | | | | | | | | | | | | | | | | | |
| Other | | | Holiday | | | | | | | | | | | | | | | | | | | | | | |
| Other | | | Illness | | | | | | | | | | | | | | | | | | | | | | |
| Other | | | Personal Necessity | | | | | | | | | | | | | | | | | | | | | | |
| Other | | | Vacation | | | | | | | | | | | | | | | | | | | | | | |
| Other | | | MISC: | | | | | | | | | | | | | | | | | | | | | | |
| | | | Sub-Total Other: | | | | | | | | | | | | | | | | | | | | | | |
| | | | TOTAL All Programs | | | | | | | | | | | | | | | | | | | | | | |

| Minutes to Decimals | | | |
|---------------------|------|----|------|
| 1 | 0.02 | 31 | 0.52 |
| 2 | 0.03 | 32 | 0.53 |
| 3 | 0.05 | 33 | 0.55 |
| 4 | 0.07 | 34 | 0.57 |
| 5 | 0.08 | 35 | 0.58 |
| 6 | 0.10 | 36 | 0.60 |
| 7 | 0.12 | 37 | 0.62 |
| 8 | 0.13 | 38 | 0.63 |
| 9 | 0.15 | 39 | 0.65 |
| 10 | 0.17 | 40 | 0.67 |
| 11 | 0.18 | 41 | 0.68 |
| 12 | 0.20 | 42 | 0.70 |
| 13 | 0.22 | 43 | 0.72 |
| 14 | 0.23 | 44 | 0.73 |
| 15 | 0.25 | 45 | 0.75 |
| 16 | 0.27 | 46 | 0.77 |
| 17 | 0.28 | 47 | 0.78 |
| 18 | 0.30 | 48 | 0.80 |
| 19 | 0.32 | 49 | 0.82 |
| 20 | 0.33 | 50 | 0.83 |
| 21 | 0.35 | 51 | 0.85 |
| 22 | 0.37 | 52 | 0.87 |
| 23 | 0.38 | 53 | 0.88 |
| 24 | 0.40 | 54 | 0.90 |
| 25 | 0.42 | 55 | 0.92 |
| 26 | 0.43 | 56 | 0.93 |
| 27 | 0.45 | 57 | 0.95 |
| 28 | 0.47 | 58 | 0.97 |
| 29 | 0.48 | 59 | 0.98 |
| 30 | 0.50 | 60 | 1.00 |

I hereby certify that the above information is a true and correct representation of the actual time spent by me in support and compliance of the above Federal and State Categorical programs and General Education. By signing I certify and agree to all necessary processing and adjustments that will reflect all time entered above. Once all necessary adjustments are processed, I agree and authorize that any unearned wages paid as a result will be collected from the next paycheck.

| | | |
|-------------|---|--|
| | | |
| DATE | EMPLOYEE'S SIGNATURE | <p>Directions:</p> <p>1. To be completed each pay period</p> <p>2. Enter <u>actual</u> time In and Out</p> <p>3. Enter activity time to the nearest tenth of an hour (Please refer to the chart provided)</p> |
| DATE | SUPERVISOR/CAFETERIA MANAGER'S SIGNATURE | |

Programs:
 NSLP= BIC, Lunch, CSPP, and Snack
 CACFP= Early Ed. Center, Infant Care Center and Supper
 SFSP= Summer

Form B



Goal

The goal is to be in full compliance with the new reporting regulations.

REQUIRED: Documentation for Food Services Division staff paid 100% by the Division who work in multiple programs such as:

- National School Breakfast and Lunch Programs
- Child and Adult Care Feeding Programs
- Summer Food Services Program, etc.



FILLING OUT THE TIME RECORD

EMPLOYEE'S RESPONSIBILITY

- 1) The employee is to fill out the requested information at the top of the form
- 2) The employee is to:
 - **Enter “Time in” at the start of the assignment and**
 - **“Time out” at the time that he/she completes the day**

This is to be done each day the employee has worked.



TIME RECORD DETAILS

SEPARATE PROGRAM FUNDS IDENTIFIED

The Time Record is split up into 4 sections:

1. NSLP/Alt-Food
2. CACFP
3. SFSP
4. Other
 - a) Break
 - b) Holiday
 - c) Illness
 - d) Personal Necessity
 - e) Vacation
 - f) MISC: _____



Pertinent Information on the Time Record

Timekeepers will now input time based on the different programs. Note the numbers 1, 2 and 4. These are short keys that can be entered in to SAP that will then auto populate the correlating fund and functional area

| Program | Fund | Functional Area |
|----------|----------|-----------------|
| NSLP | | |
| Alt-Food | | |
| Alt-Food | | |
| Alt-Food | | |
| 1 | 130-5310 | 0000-3700-17025 |
| CACFP | | |
| 2 | 130-5320 | 0000-3700-17127 |
| SFSP | | |
| SFSP | | |
| 4 | 130-5330 | 0000-3700-17123 |



Pertinent Information on the Time Record

Employees will designate how much time is spent on each activity within each program daily.

Note: At the end of each program, there is a sub-total section.

The Payroll Minutes to Decimals chart (below) is on the form to assist employees with capturing their time accurately. Ex. 1 minute equals 0.02 of an hour. 5 minutes equals 0.08 of an hour.

| Minutes to Decimals | | | |
|---------------------|------|----|------|
| 1 | 0.02 | 31 | 0.52 |
| 2 | 0.03 | 32 | 0.53 |
| 3 | 0.05 | 33 | 0.55 |
| 4 | 0.07 | 34 | 0.57 |
| 5 | 0.08 | 35 | 0.58 |
| 6 | 0.10 | 36 | 0.60 |
| 7 | 0.12 | 37 | 0.62 |



Timekeeper's Role

- A copy of the time records should be submitted to the SAA or Time Reporter weekly to ensure that he/she has adequate time to report the information. **It should be submitted no later than Friday by 12 noon.**
- An alternate time/date can be designated provided the Cafeteria Manager has discussed this with his/her Timekeeper.



Breakfast in the Classroom

- Updates
 - In 640 schools, over 23,000 classrooms
 - NEW: Implementing offer vs. served
 - Students can decline items offered
 - Variety of fruit is offered
 - Waste is very much a concern:
 - Implementing “Save it for Later”



Save it for Later

- The program was created to reduce food waste by
 - Starting offer vs. serve for breakfast
 - Permitting students to decline select menu items during breakfast and lunch and share with other students using a sharing table
 - Allowing students to save food items they do not wish to consume during breakfast and lunch for consumption at a later time
 - Improving ordering and food preparation procedures to minimize the amount of leftover food
 - Revitalizing the Food Donation program at schools



Questions?

Thank you!

LAUSD Food Services Division
Nourishing Children to Achieve Excellence



A Great Part of Your Day





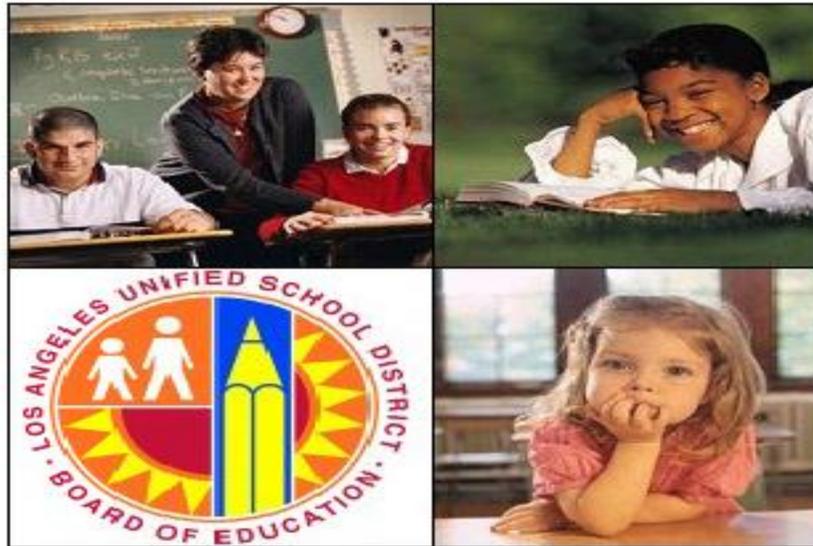
LOS ANGELES UNIFIED SCHOOL DISTRICT



Human Resources

HR Self-Service

Log in to BTS (please use Citrix when accessing BTS on a MAC)



Business Tools for Schools

User *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name: (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

Log On

HR Self-Service

There is a new tab in your BTS access called HR Self-Service

The screenshot shows the HR Self-Service interface. At the top, there is a navigation bar with tabs for Home, Human Resources, Access Request, HR Self-Service (highlighted with a red arrow), Recruiting, Reports, and Time Reporting. Below this is a sub-navigation bar with Home and Universal Worklist. The main content area is titled 'Upcoming Dates' and contains a message: 'The BTS website supports Internet Explorer 10 and 11 (IE 10 & IE11) in Compatibility View.' Below the message is a section titled 'Upcoming Time Entry Cut-Off Dates' with a table. The table has four columns: CUT-OFF DATES, PAYROLL AREA, PAY PERIOD, and PAY DATES. The table contains six rows of data. On the left side, there is a 'Detailed Navigation' sidebar with a tree view showing 'Upcoming Dates' selected, and a 'Portal Favorites' section below it.

| CUT-OFF DATES | PAYROLL AREA | PAY PERIOD | PAY DATES |
|----------------|-------------------|---------------|--------------|
| April 29, 2016 | (SM) Semi-Monthly | April 16 – 30 | May 6, 2016 |
| May 16, 2016 | (SM) Semi-Monthly | May 1 - 15 | May 23, 2016 |
| May 20, 2016 | (CL) Classified | May 1 – 31 | May 31, 2016 |
| May 24, 2016 | (CE) Certificated | May 1 – 31 | June 3, 2016 |
| June 1, 2016 | (SM) Semi-Monthly | May 16 – 31 | June 8, 2016 |

For a complete schedule, please click on Payroll Schedule on the left side navigation bar from the Tir

Click on the "HR Self-Service" tab and then on "Principals"
The New Eligible List/Intent to Hire Page will appear (below)

Welcome [redacted]

Home | Human Resources | Access Request | **HR Self-Service** | Recruiting | Reports | Time Reporting

[redacted] | Principals

Eligible List / Intent to Hire

Detailed Navigation

- Eligible List / Intent to Hire

Portal Favorites

Intent to Hire

Selection Criteria

Job Family: *

Job Class:

Subject:

Home | Human Resources | Access Request | **HR Self-Service** | Recruiting | Reports | Time Reporting

Placement Specialists | Principals

Eligible List / Intent to Hire

Detailed Navigation

- Eligible List / Intent to Hire

Portal Favorites

Intent to Hire

Selection Criteria

Job Family: * Teacher

Job Class: * [- Select --

Subject: -- Select --

ELEMENTARY TEACHER

SECONDARY TEACHER

SPECIAL EDUCATION TEACHER

Principals can search for a list of eligible candidates to contact and hire by going through the selection criteria.

Eligible List / Intent to Hire

Detailed Navigation

- Eligible List / Intent to Hire

Portal Favorites

Intent to Hire

Selection Criteria

Job Family: * Teacher

Job Class: * SECONDARY TEACHER

Subject: * [- Select --

Art

English

Foreign Language, Spanish

Mathematics

Music

Physical Education

Science, Chemistry

Science, Physics

Social Science

Click "Search" once the criteria have been made.

A list of candidates will be generated for the principal to contact. This data can be exported into an Excel spreadsheet. (Please note that the list is on real time and may change upon Intent to Hires being submitted by other principals)

Intent to Hire

Selection Criteria

Job Family: *

Job Class: *

Subject: *

Search Result: 196 Hits

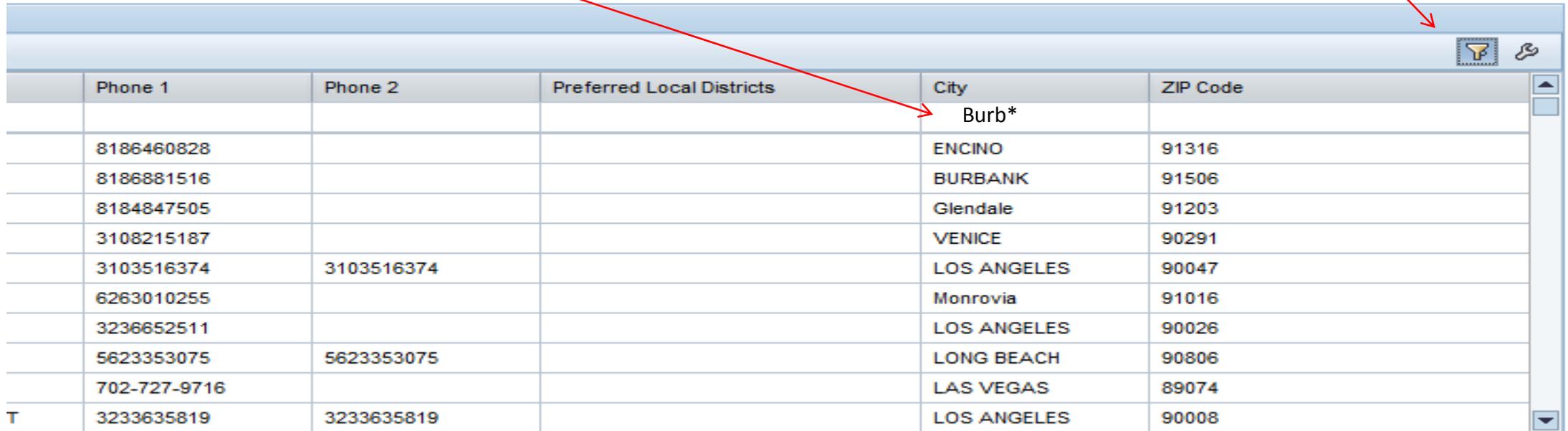
View: | [Export](#)

| | Name | Subject | E-mail | Phone 1 |
|-------------------------------------|------------------|---------|---------------------------|----------|
| <input type="checkbox"/> | THOMAS ADAMS | English | TAA1542@LAUSD.NET | 80557788 |
| <input type="checkbox"/> | JOHAN AGHEVLI | English | JGA2408@LAUSD.NET | 81872031 |
| <input type="checkbox"/> | ANUSH ALEKSANYAN | English | AXA4120@LAUSD.NET | 81884548 |
| <input type="checkbox"/> | DAWN AVERIETTE | English | DMA8761@LAUSD.NET | 32323440 |
| <input checked="" type="checkbox"/> | LUIS AVILA | English | LJA0526@LAUSD.NET | 81868815 |
| <input type="checkbox"/> | Brandon Abraham | English | BRANDON.ABRAHAM@LAUSD.NET | 21359068 |
| <input type="checkbox"/> | Kathya Arriaran | English | KPA2065@LAUSD.NET | 81863499 |
| <input type="checkbox"/> | Ilene Atkin | English | IXA4657@LAUSD.NET | 81864608 |
| <input type="checkbox"/> | RONALD BAER | English | RBAER1@LAUSD.NET | 81848475 |
| <input type="checkbox"/> | ELEANOR BARBOUR | English | EAB0720@LAUSD.NET | 81842780 |

Example – If the principal decided to hire Luis Avila he or she would click the box next to the name and click “Intent to Hire.”

To look for teachers who live in the Burbank area, type in the city or part of a name and use *

You can filter and sort when you are doing a search. Start by clicking the filter button.



| | Phone 1 | Phone 2 | Preferred Local Districts | City | ZIP Code |
|---|--------------|------------|---------------------------|-------------|----------|
| | | | | Burb* | |
| | 8186460828 | | | ENCINO | 91316 |
| | 8186881516 | | | BURBANK | 91506 |
| | 8184847505 | | | Glendale | 91203 |
| | 3108215187 | | | VENICE | 90291 |
| | 3103516374 | 3103516374 | | LOS ANGELES | 90047 |
| | 6263010255 | | | Monrovia | 91016 |
| | 3236652511 | | | LOS ANGELES | 90026 |
| | 5623353075 | 5623353075 | | LONG BEACH | 90806 |
| | 702-727-9716 | | | LAS VEGAS | 89074 |
| T | 3233635819 | 3233635819 | | LOS ANGELES | 90008 |

Intent to Hire Screen (ITH)

The hiring school and candidate information will populate

Enter Grade level

In Place of: Enter employee number or name of the employee

Enter Proposed Start Date

Enter notes for your Personnel Specialist

The screenshot shows the 'Intent to Hire' form with the following fields and callouts:

- 1:** Points to the 'Org. Unit' dropdown menu, which currently shows '-- Select --'.
- 2:** Points to the 'Candidate' field, which contains 'Luis Avila'.
- 3:** Points to the 'Grade Level' field, which is currently empty.
- 4:** Points to the 'Or Enter a PCN:' field, which is currently empty.
- 5:** Points to the 'Requested Start Date' field, which is currently empty.
- 6:** Points to the 'Note to Personnel Specialist' text area, which is currently empty.
- 7:** Points to the 'Submit' button.
- 8:** Points to the 'Cancel' button.

Other visible fields include 'Job Class' (SECONDARY TEACHER), 'Subject' (English), 'Select a Vacant Position', and 'In Place of'.

If the principal has more than one site-please select, if not, school site will auto populate.

Select one of their vacant lines from "Select a Vacant Position" or enter a PCN for a future opening and zero budget line.

Once completed, click "Submit."

This is the message you will receive once the ITH is submitted.



Intent to Hire

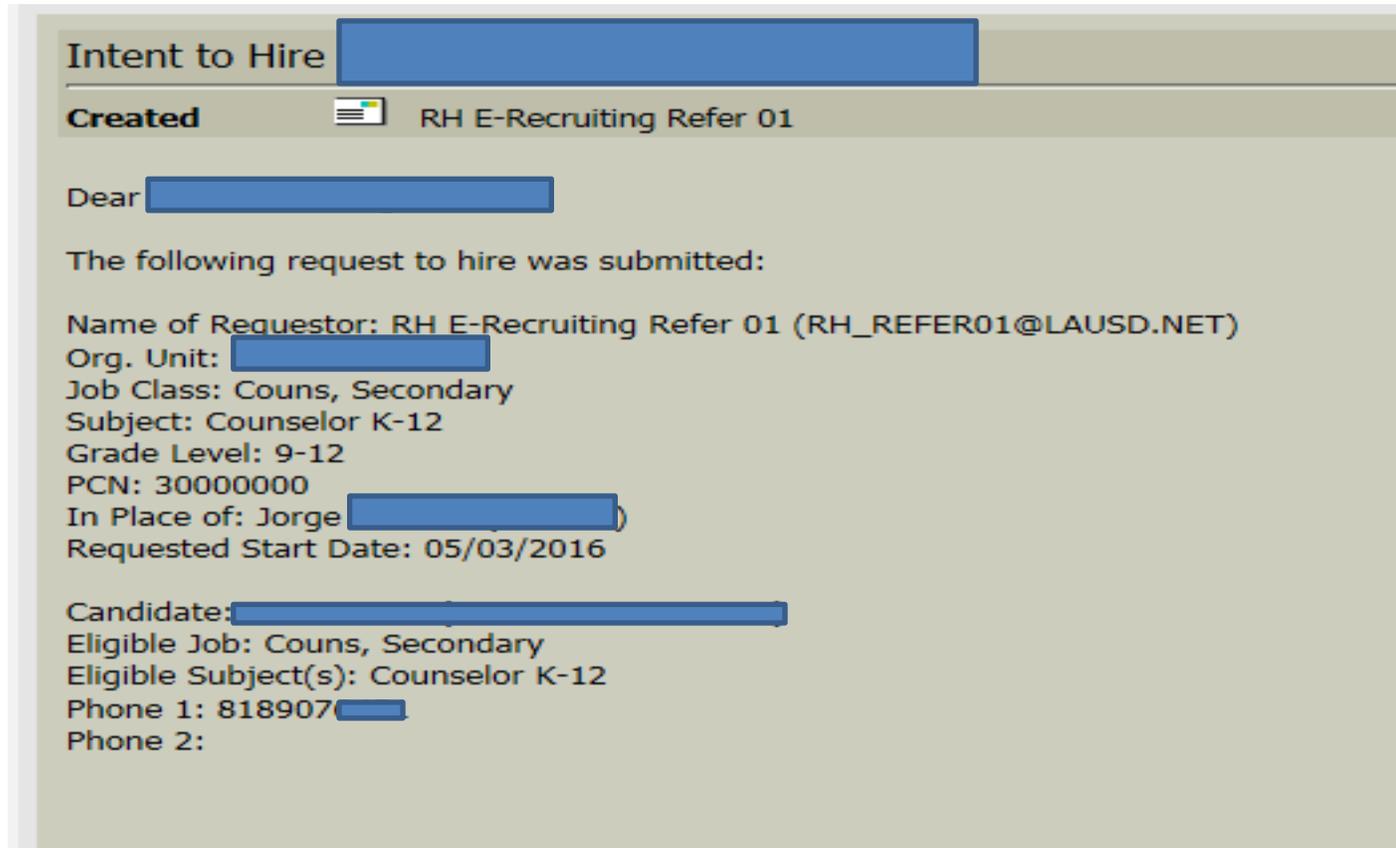
Your request was submitted successfully. Your Personnel Specialist will be contacting you shortly.

| | | |
|-------------------------------|----------------------------------|-----------------|
| Org. Unit: * | 75th Street EEC | |
| Candidate: | Luis Avila | |
| Job Class: | SECONDARY TEACHER | |
| Subject: | English | |
| Grade Level: | 2 | |
| Select a Vacant Position: | | Or Enter a PCN: |
| In Place of: | Jack N Box | |
| Requested Start Date: * | 05/05/2016 | |
| Note to Personnel Specialist: | Please process my Intent to Hire | |

OK

An email will be sent to the specialist notifying him or her about a new ITH submitted.

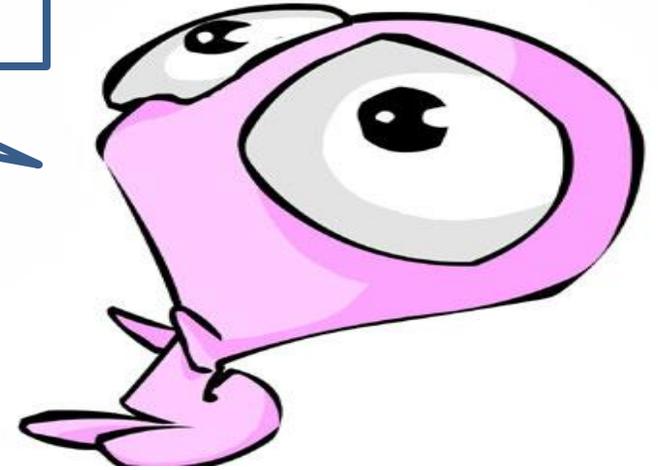
The Principal/User will also receive an auto email after submitting the Intent to Hire.



You are done!!!

Your Personnel Specialist will contact you with either an “Approved” or “Not Approved”. If you have any questions, please contact your Personnel Specialist.

Please contact your
Personnel Specialist
For questions or help.





LOS ANGELES UNIFIED SCHOOL DISTRICT



Personnel Commission



SCENARIO # 1

Our site just received funding to open a new position but it appears to be taking forever to hire. It seems like we have to beg for additional names for interview. Proactively, we submitted the necessary paperwork as soon as we received the money to create a new position but the hiring process is still delayed.

Topics covered: Eligibility list process, Request for Personnel Action, Nepotism form

SCENARIO #1

- When you learn that your site has received funds to create a new position, the way to expedite hiring/assignment is to:
- Instruct your site's Fiscal Specialist to create the position and obtain the position control number.
- Contact your Assignment Technician for the eligibility list and start your interviews as soon as possible.
- Notify your Assignment Technician of your selection so that the official offer can be made as soon as possible and employee can be scheduled for processing (if necessary).
- **Please note:** *The offer made by the principal, director, etc. is a contingent offer until the "official" offer is made by the PC-Classified Employment Services.*
- Submit the Request for Personnel Action (RPA) and Nepotism forms completed in their entirety to your Assignment Technician
- If applicable, submit the Request for Bilingual Differential at that time as well

SCENARIO # 2

Two of our employees have come to me regarding their paycheck. The Senior Office Technician is stating that she has been underpaid since transferring to our site as a bilingual Senior Office Technician. She claims that she has always been paid the bilingual differential since her first day with the district. Now, she is no longer receiving it. The Buildings and Ground Worker has received an overpayment letter from Payroll stating that he was overpaid for the last three months due to shift change.

Topics covered: Bilingual and shift differential process

SCENARIO # 2

- For bilingual and shift differentials, it is important to remember to seek advisement from your Assignment Technician to avoid under and over payments.
- To prevent overpayments, ALWAYS notify your Assignment Technician if you changing the shift of your BGW. If he/she works in the evening and your administrator has made an operational decision to have him/her work days...please call your Assignment Technician to process the shift change which will entail REMOVING the shift differential. Otherwise, the employee will be OVERPAID.
- To prevent underpayments, submit bilingual and shift differential request at the time of hire to ensure the employee is paid correctly for the service he/she provides daily.

SCENARIO # 3

My administrator has stated that she is disapproving the Request for Transfer form of our current Office Technician. She communicated that our school cannot afford to lose this Office Technician nor do we have time to train a new Office Technician.

- *Topics covered: Request for Transfer process*

SCENARIO # 3

- For Request for Transfer, please remember to advise your administrator that he/she cannot disapprove a request for transfer however may defer it based on employee's union contract.
 - Unit C – 6 months (Custodial support classifications)
 - Unit D – 45 days (Other classified support staff)
 - Unit S – 6 months (Classified Supervisory – SAA and Plant Manager)

SCENARIO # 4

Our site has a great substitute working in one of our vacancies. I just learned that our substitute did not pass the exam and the new eligibility list will be established in a couple of days or we received a reduction-in-force letter for a new employee to report on August 15 but we want to keep the substitute. What do we need to do to keep the substitute?

- *Topics covered: Eligibility lists and provisionall/substitute assignments; reduction-in-force reassignments.*

SCENARIO # 4

- Remind your administrator that a substitute or provisional employee cannot be retained in a vacancy when there is an active eligibility list or reemployment list.
- During reduction-in-force, a reassigned employee (although the assignment is future dated to August 15) is considered the **new** incumbent/holder of the position. Once your site received a reduction-in-force reassignment letter that an employee has been assigned to your location, the position is considered FILLED.

SCENARIO # 5

Employment Process

There is a Teacher Assistant (TA) from another school site who we would like to hire at our school because our position is a 6 hour assignment but the TA is currently in a 3 hour assignment. What is the transfer process for TA's and do I need to set up a processing appointment?

- There is no formal transfer process for Teacher Assistants
- No processing is needed as long as the Teacher Assistant assignment is active
- Submit RPA and Nepotism form directly to your Assignment Tech

SCENARIO # 6

Employment Process - continued

I set up a processing appointment for a Campus Aide, but the person was turned away because he didn't have "matching names" – what does that mean?

- All documents used to establish employment eligibility (e.g. Driver License, Passport, Social Security Card) must have matching names (first name, middle name/initial, and last name).
- High School or College transcripts can be used if the diplomas/degrees have a name that does not match because we can match the birthdate.
- Marriage certificates can be submitted to show proof of name discrepancy when submitting educational transcripts/diplomas/degrees.

SCENARIO # 7

Employment Testing

We have the perfect person we would like as our Library Aide. How do I get this person tested for a position at our school?

- Eligibility lists must always be used to fill vacancies.
- No requests for testing will be accepted.
- If the eligibility list is exhausted, your Assignment Tech will provide you with hiring options.

SCENARIO # 8

Employment Testing - continued

We have a Substitute Office Technician who did not pass the test by one point. What does my principal need to do to have this him/her retested?

- Our re-take policy is four (4) months provided that we are still recruiting for the position – no exceptions.
- Missing a pass point by one point does not make any difference to our rules regarding our re-take policy.
- Interview from the eligibility list and encourage your candidate that did not pass to reapply for the position in the future.