

Reporting Acceleration Days for C, B, and E Basis Principals and Administrators

Payroll Administration

December 8, 2022

The Board of Education approved a revised Instructional Calendar for the 2022-23 school year changing the optional Acceleration days to December 19, December 20, 2022, April 3, and April 4, 2023.

On the revised calendar, October 19, 2022, December 7, 2022, March 15, 2023 and April 19, 2023 are regular workdays.

This Job Aid provides time reporting instructions on how to report **SAXB** hours for school site Principals and Administrators on the new optional acceleration days: December 19, 20, 2022 and April 3, 4, 2023.







Use the following instructions to time report **SAXB** hours. The instructions begin from the **Time Sheet: Initial Screen View**.

1. From the Drop-Down, select AA-HRS-1 Data Entry Profile.
2. Enter Personnel Number.
3. Key date will vary.
4. Select Enter Times.

The **Time Sheet: Data Entry View** will display. Enter the following information in the appropriate fields for each employee.

5. Select or Type **SAXB** for the Attendance Type.
6. Enter the number of hours.

Data Entry Period		12/16/2022		-	12/31/2022		 		Week		50.2022											
Data Entry Area																						
	LT	A/A...	Wa...	MU	P..	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	
				H		8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				H		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		SAXB							8	8												

7. Enter the funding line using the table below.

Note: for funding questions, please contact your Fiscal Specialist.

2022-23 Acceleration Days


Purpose: This is to time report all school staff on C, B, and E basis for the Acceleration Days at the start of Winter Recess on December 19-20, 2022 and at the start of Spring Break on April 3-4, 2023.

<u>Classification</u>	Fund	Functional Area
Teachers, Instructional Coaches and Paraprofessionals (e.g., Special Ed/ Teacher Assistant, Instructional/Educ Aide, Health Care Assistant)	010-3219	1110-1000-15946
School Administration, Principals	010-3219	0000-2700-15947
Coordinators	010-3219	0000-2100-15947
Librarian	010-3219	0000-2420-15947
PSA, PSW and Counselors	010-3219	0000-3110-15947
Nurses	010-3219	0000-3140-15947
Bus Drivers	010-3219	0000-3600-15947
Food Service Workers	010-3219	0000-3700-15947
Out-of-School Program Worker, Out-of-School Program Supervisor	010-3219	1110-4000-15946
Class 'A' Comm Truck Drivers, Campus Aides, School Facilities Attendant, School Supervision Aide	010-3219	0000-8100-15947
<u>All Others</u>		
* Primary Account String: valid for most classifications	010-3219	0000-2100-15947
* Secondary Account String: use only if primary account string results in error	010-3219	0000-7200-15947

8. Press Enter to validate the hours and funding line.

9. Click Save.

10. A yellow warning message will display.

 Attendance/absence 12/19/2022 - 12/19/2022 during non-working period (att./abs.type SAXB)

11. Press the Enter key to bypass.

Employee's Pay Stub.

If employee's calendar reflects Winter Recess (WR), then the Acceleration days will be reflected as a line item on the employee's pay stub as seen below.

Special Assignment