

# Reporting Acceleration Days for C, B and E Basis Employees Revised with New Funding Lines

## Payroll Administration

November 3, 2022

The Board of Education approved a revised Instructional Calendar for the 2022-2023 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 **RG** hours for school site employees on the new optional acceleration days: December 19, 20, 2022 and April 3, 4, 2023.



Use the following instructions to time report **RG** 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.

**Time Sheet: Initial Screen**

4. Select Enter Times.

1. Select Entry Data Profile: AA-HRS-1.

Data Entry

Data Entry Profile: AA-HRS-1

Key date: [Redacted]

Absence & Attendance Hours for ONE employee

3. Change key date will vary.





Personnel Selection

Personnel Number: [Redacted]

2. Enter Personnel Number.

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

5. Select or Type **RG** 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...                  | Wag... | 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  |      | 6.00     | 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  |  |
|                   |   | RG                      |        |  |      |          |       |       | 6     | 6     |       |       |       |       |       |       |       |       |       |       |       |  |

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.

| <b><u>Classification</u></b>  | <b>Fund</b> | <b>Functional Area</b> |
|---|-------------|------------------------|
| 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        |
| <b><u>All Others</u></b>  |             |                        |
| * 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 RG)

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.

**For Certificated Employees:**

Z-Regular Time Pay

**For Non-Certificated Employees:**

Regular Time Pay