



# Budget Development and Planning Manual

(Fiscal Year 2014- 2015)

**Budget Office**  
**St. Louis Public Schools**

801 N. 11<sup>th</sup> Street  
St. Louis, MO 63101

## Welcome to the Budget Office

Welcome to the Budget Office. The Budget office is comprised of a Budget Director and three Budget Analysts serving all district schools and central office. We are located on the second floor of 801 N. 11<sup>th</sup> street within the Finance department.

The following is a contact list of our employees:

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## Budget Analyst School/Central Office Assignments- as of 08/01/2014

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<b>SIG Schools are underlined; Superintendent Zone Schools are highlighted</b>		
117 Clyde J. Miller Career/Technical Academy	156 Metro Academy Class HS	111 Gateway Institute of Technology
151 Collegiate School of Medicine & BioScience	168 Roosevelt High	114 Nottingham CAJT High School
194 Northwest Transportation and Law	180 <u>Sumner High</u>	125 Beaumont High
307 Carr Lane VPA Middle	183 Vashon High	144 Cleveland / NJROTC
323 Gateway Middle	186 Central VPA	150 College Prep
326 Long Middle	305 Busch AAA Middle	173 Soldan Int'l Studies
339 Compton Drew ILC	313 McKinley CJA	193 Carnahan School of the Future
400 Adams Elem.	314 Fanning Middle	325 AESM Middle
418 Bryan Hill Elem.	324 Langston Middle	440 Cole Elem.
420 Buder Elem.	377 <u>Yeatman Lidell Junior High</u>	463 Ford Elem.
425 Ames VPA Elem.	406 Ashland Elem.	489 Hickey Elem.
436 Clay Elem.	442 Columbia Elem.	492 Hodgen Elem.
444 Cote Brillante Elem.	447 Dewey Int'l Study	496 Humboldt Elementary
458 Farragut Elem.	448 <u>Dunbar Elem. School</u>	497 New Americans Prep Academy
466 Froebel Elem.	478 Hamilton Elem.	499 AESM Elementary @ Carver
473 Gateway Elem.	502 Jefferson Elem.	510 Lexington Elem.
488 Henry Elem.	506 <u>Laclede Elem.</u>	518 Lyon Acad Basic Inst
490 Herzog Elem.	526 Mann Elem.	524 Mallinckrodt ABI
503 Kennard Elem. CJA	534 Mason Elem.	562 Peabody eMints
552 Michal Ortho Handi	550 <u>Meramec Elem.</u>	578 Shaw VPA
556 Monroe Bldg	560 <u>Oak Hill Elem.</u>	580 Shenandoah Elem.
559 Mullanphy ILC	561 <u>Earl Nance Sr. Elem.</u>	601 Washington Montessori
593 Stix Early Childhood	586 Sigel Elem.	612 Woodward Elem.
603 Wilkinson ECC II	596 Walbridge Elem.	668 Griscom School
	597 Woerner	671 Alternative South @ Stevens
		679 Innovative Concept School
		698 Fresh Start @ Sumner

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<b>801 CENTRAL OFFICE LOCATIONS</b>		
803 Chief Operating Officer	22 Adult Ed Instruction	TBD Oak Hill Community Ed Center
819 Innovative Studies	23 Adult Ed Apprentice	42 Walbridge Community Ed Center
829 Special Services	26 Adult Ed Basic Ed Coordinator	45 Yeatman Community Ed Center
905 Building Commissioner	802 Chief_Academic_Officer	49 Vashon Community Ed Center
906 Food & Nutrition Services	814 State and Federal Programs	800 Board of Education
915 Material Management	816 Education Officer - High Schools	804 Chief of Schools
918 Transportation Supervision	820 Centralized Budget	810 Superintendent of Schools
919 Garage	822 Alternative Educ/Student Rights	811 Deputy Superintendent
927 Transportation Taxi Cabs	824 Professional Development	812 Public Info & Community Outreach
970 Treasurer	825 Leadership For Educational Achievement	815 Education Officer-Special Projects E/M
972 Grants Management	826 Vocational / Tech Education	827 Community Education
975 Treasurer	828 Special Education	837 Volunteer Services
976 Budget, Planning, Development	833 Athletics Coordinator	843 Accountability Officer
977 Fiscal Control Office	835 Career Education	849 Recruitment / Counseling Center
978 Fiscal Control Officer	838 Bilingual / ESL Program	914 Student Record
979 Payroll Office	840 Early Childhood Education	973 Development Officer
981 Information Technology Division	844 Library Services	984 Research, Evaluation, Assessment
990 Human Resources	846 Parent Infant Interaction	
991 St. Louis Plan	847 Teaching & Learning Support	
	851 Springboard to Learning	
	880 Student Support Services	

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## 1.0 Chart of Accounts

A chart of accounts is a list of the accounts used by an organization to classify and track financial transactions. This list can be numerical, alphabetical or alpha numeric. Most of the financial transactions at the school/department level are **expenditures**.

Examples of the SLPS Chart of Account Changes Includes:

### 1. Fund

Old Format- <b>Fund</b>	New Format- <b>Fund</b>
110-2411	110

### 2. Fund Center (Cost Center)

Old Format- <b>Fund Center</b>	New Format- <b>Fund Center</b>
186-AM-110	10186-90

### 3. Internal Order (formerly project code)

Old Format- <b>Project Code</b>	New Format- <b>Internal Order</b>
AM	F451AM

### 4. Commitment Item (G/L)

Old Format- <b>Commitment Item</b>	New Format- <b>Commitment Item</b>
6411	641101

### 5. Grant Number

Old Format	New Format- <b>Grant Number</b>
n/a	SIG-UG-1415

## 2.0 Fund

Funds are three digit numeric codes. There are two types of funds, General Operating Budget (GOB) and Non-General Operating Budget (Non-GOB). **GOB** funds are used to pay the general expenses of the District. **Non-GOB** funds hold and expend the financial resources associated with a particular funding source (i.e. the Federal Government). There are rules, regulations and reporting requirements regarding the use of these funds. They are separated from the District's General funds so that they may be more easily tracked and accounted for. All GOB, and some commonly used Non-GOB funds are listed below.

**Table 1 Funds**

GOB		NON-GOB	
110	Incidental	111	Deseg Expansion Incidental
120	Teachers	112	Deseg Expansion Teachers
140	Medicaid/ Student Health	113	Deseg Expansion Capital Equipment
360	Capital Equipment	220	Early Childhood Special Education
		230	Title I
		240	Adult Vocation/Academic Education
		250	Adult Basic Education
		260	Community Development Agency
		270	Special Education IDEA
		290	Mini Federal Grants
		510	School Lunchroom
		610	Debt Service
		620	Title III
		710	Health Trust Fund
		720	Trust, Agency & Enterprise
		730	Foundations & Contributions
		740	School Site Cash Subsidy
		909	Capital Projects- A/C 2009
		910	Capital Projects- Prop S
		912	Capital Projects- Prop S Build America Bonds
		913	Capital Projects- Prop S 2011A
		914	Capital Projects- Prop S 2011B

### 3.0 Fund Center

The Fund Center is comprised of eight digits. The first digit (1) is the DESE code which describes the type of location. In the example below, the code represents an elementary School. The second digit (0) is a placeholder for future expansion. The next three digits (436) represent the location. The last three characters (-90) is the extension used to track the nature of the expense. The example below is for Fund Center 40436-90 (Clay Elementary Office of the Principal).

**4** – DESE Code Type of Location (Elementary School)

**40**– Place Holder

**40436**– Location Code (Clay Elementary)

**40436-90** – Extension used to track the Function within the location (Office of the Principal)

#### DESE Code Type of Location

1 <sup>st</sup> Character	Description
1	High School
3	Middle School
4	Elementary School
8	Administrative
11	Vocational

**Table 2 – Extension**

Extension	Description
-00	General Programs
-01	Art
-02	Science
-03	Vocal Music
-04	Instrumental Music
-05	Physical Education
-06	Preschool Academy
-09	Kindergarten
-10	Media Services
-11	ESOL/Bilingual
-12	Counselors
-13	Career & Technical Education
-20	Nursing Services
-21	Social Work Services
-70	Special Education
-71	Title I
-90	Office of the Principal
-91	Infant Care Center
-92	Parents as Teachers
-93	Professional Development (GOB)

## Location Descriptions

High Schools	
111	Gateway Institute of Technology
114	Nottingham CAJT High School
117	Clyde J. Miller Career/Tech Academy
125	Beaumont High
144	Cleveland / NJROTC
150	College Prep
151	Collegiate School of Med & Bio
156	Metro Academy Class HS
168	Roosevelt High
173	Soldan Int'l Studies
180	Sumner High
183	Vashon High
186	Central VPA
193	Carnahan School of the Future
194	Northwest Transportation and Law

Middle Schools	
305	Busch AAA Middle
307	Carr Lane VPA Middle
313	McKinley CJA
314	Fanning Middle
323	Gateway Middle
324	Langston Middle
325	AESM Middle
326	Long Middle
339	Compton Drew ILC
377	Yeatmann Lidell Junior High

Elementary Schools	
400	Adams
406	Ashland Elem.
418	Bryan Hill Elem.
420	Buder Elem.
425	Ames VPA Elem.
436	Clay Elem.
440	Cole Elem.
442	Columbia Elem.
444	Cote Brillante Elem.
447	Dewey Int'l Study

Elementary Schools- Cont.	
448	Dunbar Elem. School
458	Farragut Elem.
463	Ford Elem.
466	Froebel Elem.
473	Gateway Elem.
478	Hamilton Elem.
488	Henry Elem.
489	Hickey Elem.
490	Herzog Elem.
492	Hodgen Elem.
496	Humboldt El
497	New Americans Prep Academy
499	AESM Elementary @ Carver
502	Jefferson Elem.
503	Kennard Elem. CJA
506	Laclede Elem.
510	Lexington Elem.
518	Lyon ABI
524	Mallinckrodt ABI
526	Mann Elem.
534	Mason Elem.
550	Meramec Elem.
552	Michal Ortho Handi
556	Monroe Bldg
559	Mullanphy ILC
560	Oak Hill Elem.
561	Earl Nance Sr. Elem.
562	Peabody eMints
578	Shaw VPA
580	Shenandoah Elem.
586	Sigel Elem.
593	Stix Early Childhood
596	Walbridge Elem.
597	Woerner
601	Washington Montessori
603	Wilkinson ECC II
612	Woodward Elem.



## Location Descriptions- Continued

Alternative Schools	
668	Griscom School
671	Alternative South @ Stevens
679	Innovative Concept School
698	Fresh Start @ Sumner

Adult Education	
022	Adult Ed Instruction
023	Adult Ed Apprentice
026	Adult Ed Basic Ed Coordinator

Community Education Centers	
028	Oak Hill Family Support Center
042	Walbridge Family Support Center
045	Yeatman Family Support Center
049	Vashon Family Support Center

Central Office Locations	
800	Board of Education
802	Chief Academic Officer
803	Chief Operating Officer
804	Chief of Schools
810	Superintendent of Schools
811	Deputy Superintendent
812	Public Info & Community Outreach
814	State and Federal Programs
815	Education Officer-Special Projects E/M
816	Education Officer - High Schools
819	Innovative Studies
822	Alternative Edu/Student Rights
824	Professional Development
825	Leadership For Edu Achievement
826	Vocational / Tech Education
827	Community Education
828	Special Education
829	Special Services
833	Athletics
835	Career Education
837	Volunteer Services
838	Bilingual / ESL Program

Central Office Locations- Cont.	
840	Early Childhood Education
843	Accountability Officer
844	Library Services
846	Parent Infant Interaction
847	Teaching & Learning Support
849	Recruitment / Counseling Center
851	Springboard to Learning
880	Student Support Services
905	Building Commissioner
906	Food & Nutrition Services
914	Student Record
915	Material Management
918	Transportation Supervision
919	Garage
927	Transportation Taxi Cabs
970	Treasurer
972	Grants Management
973	Development Officer
975	Treasurer
976	Budget, Planning, Development
977	Fiscal Control Office
978	Fiscal Control Officer
979	Payroll Office
981	Information Technology Division
984	Research, Evaluation, Assessment
990	Human Resources
991	St. Louis Plan

## 4.0 Internal Order

Formerly, Project codes were used to identify grants and specific types of expenditures that needed to be tracked. Project codes are now replaced with Internal Orders (I/O)

Internal Orders consist of 6 digits:

- The first digit consists of the source of the grant
- The next three consist of the DESE revenue source account
- The final two digits consist of numeric assignment

Refer to the Internal Order Lookup Spreadsheet located at <http://www.slps.org/Page/23540> for a crosswalk of old Project Code to new Internal Order.

**F** – Grant Source Code (Federal)

**F451** – DESE revenue recognition code (Last three digits of the revenue code)

**F451AM**- Project Code (Title 1)

Grant Source Code	Description
L	Local Grants
C	County Grants
S	State Grants
F	Federal Grants
G	Statistical Grants (Central Office)
ZCAP1	Capital Projects (Central Office)

## 5.0 Commitment Item

**The New GL Account Hierarchy** – the District will strictly adhere to the DESE account hierarchy. Accounts will be created at the posting account level for DESE, with the last two digits of the 6 digit GL Account representing the SLPS detailed level. For example, 634301 (base number) where the last two digits represent the District's detail level. In most cases, School and Departments other than Finance, will only use transactions related to expenditures. All expenditure related Commitment Items start with the number 6.

- Salary and Payroll begin with 61\*
- Benefits and Fringes begin with 62\*
- Operational Expenditures range from 63\* to 69\* – the highlighted rows below are of the Commitment Items that are most commonly used

Refer to the Commitment Item Lookup Spreadsheet located at <http://www.slps.org/Page/23540> for a crosswalk of old to new commitment items.

**Table 3 - Commitment Items**

DISCRETIONARY	
613101	EXTRA SERVICE PAY
613102	EXTRA SERVICE PAY- PROFESSIONAL DEVELOPMENT
613103	EXTRA SERVICE PAY- SECURITY/METAL DETECTOR
613104	TEACH-SUMMER CERTIF
613105	ADMIN-SUMMER CERTIF
613106	OT ADMIN SAL NON-CET
613107	SECR/CLERICAL SAL OT
613108	PROF & TECH SAL OT
613109	TEACHER AIDES OT
613110	CUST MAINT SAL OT
613111	MECH/TRADE OT COST
613112	DRIVERS OT
613113	GARD OT JOB COST
613114	LAB OT JOB COST
613115	ARCH/ENGR OT COST
613116	L/ROOM WORKER OT
613117	WAREHOUSEMAN OT
613118	NON-CERTIF SAL-SUM
616104	INSERVICE PAY
616105	TEMP SALARIES NOC
631101	TUITION SERVICE
631201	PROFESSIONAL ED SVCS
631301	CHARTER SCH PAYMENTS
631501	AUDIT&ACCOUNT SVC
631701	LEGAL SERVICES
631902	OTHER PROF & TECH
633101	CLEANING SERVICES
633201	CONTRACTED REPAIR

## Commitment Item - Continued

633202	REPAIR MAINT OTHER
633301	RENTAL LAND & BLDNG
633401	RENTALS-EQUIPMENT
633501	WATER SERVICE
633502	SEWER SERVICE
633901	PROPERTY SERVICES
633902	OTHER BUILDING SVCS
633903	ENVIRONMENTAL SERV
633904	CENTRAL BUDGET MAINT
633905	HEATING SERVICE
633906	ELECTRIC SERVICE
634101	CNT TRAN TO-FRM SCHL
634201	OTH CONTR PUPIL TRAN
634202	CONTR TRANS SICK_OTH
634203	CONTR TRANS AFT SCHL
634204	OTH TRANSP-BUS PASS
634205	TRANSP-MECH-JOB COST
634302	MEETING EXPENSES, FOOD
634303	VEHICLE EXPENSE
634304	MILEAGE
634305	IN-TOWN WORKSHOPS & TRAININGS
634901	TRNSP-GARDNR-JOB CST
634902	TRANSP-ARCH-JOB COST
634903	TRANSPORTATION NOC
634904	FIELD TRIP ADMISSION
635101	PROP INCL BOILER
635102	VEHICLE INSURANCE
635201	ATHLETIC INSURANCE
635202	EMPL PERS LIAB INS
635203	WORKER'S COMP PROGRAM
635301	EMPLOYEE FIDELITY IN
635901	LEGAL SETTLEMENTS
636101	T/PHONE & TELEGRAPH
636201	ADVER-RECR/ANNOUNCE
636301	PRINTING & BINDING
636302	PRINTING-CENTRAL BUD
637101	MEMBERSHIPS & DUES
639101	LICENSE_FEE_PERMIT
639102	CASH PICK-UP SERV
639801	POSTAGE
639802	OPERATING SUPPLEMENT
639803	SCRAPPING
639804	SUBSIDY TO OTH FUND
639805	RET GRNT-OUT AGEN
639806	OTHER UNCLASSIFIED

## Commitment Item - Continued

641101	GENERAL SUPPLIES
641102	STANDARDIZED TESTS
641103	OPR SUPP JOB COST DS
641104	TROPHIES/AWARDS
641105	UNIFORMS
641106	PRINTED FORMS
641107	BLDG DEPT VENDOR SUP
643101	T/BOOKS DIRECT PUR
643102	W/BOOK-DIRECT PUR
643103	TEXTBOOKS-W/HOUSE
644101	LIBRARY BOOKS
644102	ENCYCLOPEDIAS
645101	PERIODICALS
647001	DIR DELIVERY PURCH
647003	GROCERIES ISSUED
647004	EQUIPMENT ISSUED
647005	EXPENSES ISSUED
647006	SURP COMM ISSUE
647007	SURP COM-COLD STOR
647008	COLD STOR MEAT ISS
647009	CLD STOR CHEESE/OLEO
647010	COLD STOR VEG ISS
647101	PIES CAKES CRACKER
647102	BREAD
647103	ROLL BREAKF CHARG
647104	POT CHIPS PRETZ PNUT
647105	SOFT DRINKS
647106	HOT SANDWICHES
647107	TO BE DETERMINED
647108	MEAT B/FAST TRAYS
647109	FISH
647110	FROZEN FRUITS & VEG
647111	FROZEN JUICE
647112	FRESH FRUITS & VEG
647113	MILK
647114	ICE CREAM
647115	EGGS
647116	DAIRY MIXES
647117	POULTRY
648201	GAS AND OIL
649101	FURNITURE UNDER \$300
649102	SOFTWARE-MICROCOMP
649103	SOFTWARE-MAINFRAME
649104	COMPUTERS (< \$1,000)

## Commitment Item - Continued

649105	INSTRUCTIONAL SUPP
649106	OPERATIONAL SUPP
649107	MINOR RAW MAT
649108	HARDWARE
649109	PLUMBING
649110	HEATING
649111	ELECTR & ELECTRON
649112	LAMPS
649113	LUMBER
649114	PAINT
649115	GLASS
651101	LAND ACOUISATION
653101	BLDG IMPR CONTRACT
654101	EQUIPMENT
654102	COMPUTERS
654103	EQUIP-LEASE PURCH
661101	REDEMP OF PRINCIPAL
661102	Pmts to Refund Agent
662101	INTEREST
662301	BLDG LEASE PAY
663101	DBT SERV AGENT FEE
663201	ISSUANCE COSTS
663202	INDIRECT COST
<b>TRAVEL</b>	
634301	OUT OF TOWN TRAVEL & CONFERENCES
<b>PAYROLL EXPENDITURE</b>	
611101	ADMIN SALARIES CERTI
611102	C/ROOM TEACHERS SAL
611103	SUPPORT SERVICE
611104	CERT ADMIN-NON-INST
612101	SUB TEACHERS-DISTRIB
612102	REG TCH PERF SUB-DST
612103	TEACHERS CONT SUBS
612104	SUB-TEACHERS
615101	ADMIN SAL NON-CERTIF
615102	SECR & CLERICAL
615103	PROF & TECHNICAL SAL
615104	TEACHER AIDES
615105	CUSTODIAL & MTN SAL
615106	MECH/TRADE CST DIST
615107	DRIVERS
615108	GARDEN COST DISTRB
615109	LAB JOB COST DISTRB
615110	ARCH/ENGR CST DIST
615111	LUNCHROOM WORKER
615112	WAREHOUSEMAN

**Commitment Item - Continued**

615113	MAINT LABOR
616101	SUB-CLERK-DISTR
616102	SUB-CLERK
616103	FOOD SERV CASUALS
621101	RETIREMENT CONTR
621102	SOCIAL SECURITY
624101	GROUP MED INSUR
624102	GROUP DENT INSUR
624103	GROUP LIFE INSUR
624104	VISION INSURANCE
624105	STD INSURANCE
624106	LTD INSURANCE
626101	W/C & UNEMPLY COMP
627101	UNEMPLOYM COMP
629101	EMPL COUNSELING SVC

## 6.0 Grant Number

Grant ID Number	Grant Description	Internal Order	Fund
ECSE-00-1415	Early Childhood Special Education	S13401	220
T1ADMIN-00-1415	Title I	F451AM	230
T1-AM-1415	Title I	F451AM	230
T1PI-BK-1415	TITLE I – Parent Involvement	F451BK	230
T1D-A4A5-1415	Title I.D Neglected and Delinquent	F451A5	230
T1EC-LC-1415	TITLE I – Early Childhood	600033	230
T1SIT-RM-1415	TITLE I - Homeless	L190RM	230
PERK-KZ-1415	Perkins	F427KZ	250
CDA-00-1415	Community Development Agency	F19801	260
SPED-00-1415	Special Education	F44101	270
SPEDNP-00-1415	Special Education- Nonpublic	600062	270
T1SI-AZ-1415	Title I(a) - School Improvement	F451AZ	290
APIP-V3-1415	APIP	F497V3	290
HSGRAD-VL-1415	High School Graduation Initiative (VL)	F497VL	290
READ-W8-1415	We love Reading	F497W8	290
SLC-VM-1415	Small Learning Communities	F497VM	290
AIM-WZ-1415	Aim For Fitness	F497WZ	290
21CENT-V4-1415	21st Century - Gateways	F497V4	290
GRCHL-MP-1415	Grace Hill	F497MP	290
MTHSCI-VU-1415	Math and Science Partnership	F497VU	290
REFGE-AJ-1415	Immigrant Refugee (AJ)	F497AJ	290
SIG-UG-1415	SIG	F451UG	290
SIT-RM-1415	McKinney Vento Grant	L190RM	290
21CENT-W5-1415	21 <sup>st</sup> Century	F497W5	290
PAT-8S-1415	Parents As Teachers	S3248S	290
T2NP-YJ-1415	Title II - Nonpublic	600062	620
T2PD-BS-1415	TITLE II -Professional Dev (BS)	F497BS	620
T2-00-1415	Title IIA (AD, YJ, BS)	F451AD	620
T3IMM-66-1415	Title III - Immigrant	600000	620
T3-JI-1415	Title III	F462JI	620
T3NP-YL-1415	Title III - Nonpublic	F462YL	620



## 7.0 Extra Service

In order to pay certificated employees for time worked outside of the normal work day, an Extra Service Spreadsheet must be completed and submitted to the corresponding Cabinet Level/Associate Superintendent for approval; Budget Analysts should be copied on the email. After approval, the spreadsheet is submitted to the budget analyst to verify funding and finally to HR for uploading into SAP.

### IMPORTANT

- Extra Service at the school location is only for **certificated staff**. **Non-Certificated** employee's time should be entered into Kronos as overtime (OT).
- Prior to submitting Extra Service Requests, ensure that funds are available on the budget line (including benefits for 621102-Social Security and 626101-Worker's Compensation) corresponding to the request
- Extra Service Spreadsheets **MUST** be submitted electronically in order to upload into SAP; employees cannot be paid unless there is a record in SAP.

Figure 1 Extra Service



Blank Extra Service forms are Excel files which can be found online via the website located at: [www.slps.org/page/23540](http://www.slps.org/page/23540) A sample extra service form can be found below:

Figure 2 - Extra Service Spreadsheet

Name	Pers. No.	Activity Type		From	To	Pay Rate	# of Hours	Total	Fund	Internal Order	Cost Center	Grant Number	Approved			Comments	Job Code
		Code	Text										Flag	By	Date		
Christine McCoy	4169	0583	Breakfast Program	8/11/2014	12/19/2014	15.00	30.00	450.00	510		40534-00	NOT_RELEVANT	Approved	Deborah Let	8/18/2014	Breakfast Program	8132
Kelly Sheehan	20165	0583	Breakfast Program	8/11/2014	12/19/2014	15.00	20.00	300.00	510		40534-00	NOT_RELEVANT	Approved	Deborah Let	8/18/2014	Breakfast Program	8104

- **Name** – employee name as listed on School/Department Roster
- **Pers. No.** – employee's personnel number as listed on School/Department Roster
- **Activity Type Code**– the type of work performed outside of the normal work day; automatically defaulted based on Activity Type Text
- **Activity Type Text**– the description of the type of work performed outside of the normal work day; dropdown list included for ease of selection
- **From** – the date (mm/dd/yyyy) the work begins
- **To** – the date (mm/dd/yyyy) the work ends
- **Pay Rate** – rate to be paid for additional time worked

- **# of Hours** – approximate sum of hours that will be required to complete the Extra Service
- **Total** – dollar amount to be allocated for employee's Extra Service
- **Fund** – Fund/Function combination to be used from School/Department's budget; based on the Extra Service Type
- **Internal Order** - Internal orders are used to track expenditures for grant programs and internal programs. This is used in addition to the cost center (location). If the expenditure is not grant related or not related to a special program the internal order field is normally not required
- **Cost Center (Funds Center)** – Location/Project/Fund combination to be used from the School/Department's budget; based on the Extra Service Type
- **Grant Number**- will be needed beginning November 2014
- **Approved Flag** – approved/rejected status; selected from a dropdown list
- **Approved By** – Principal/Department Head's approval; first initial and last name is sufficient
- **Approved Date** – Date of approval (mm/dd/yyyy)
- **Comments** – specific details regarding the Extra Service should be entered
- **Job Code** – employee's job code as listed on the School/Department Roster

**Table 4- Extra Service Rates (10, 10.5 and 11 month employees)**

<b>Position</b>	<b>Hourly Rate</b>	
High School Principal	37.19	*
Middle School Principal	36.29	*
Elementary Principal	34.09	*
Assistant High Principal	32.87	*
Coordinator	26.53	*
Elementary Administrative Assistant	26.53	*
Middle School Administrative Assistant	26.53	*
High School Administrative Assistant	26.53	*
Counselor	25.52	
Librarian	25.52	
Library Aide	13.56	
Psychological Examiner	25.52	
School Psychologist	25.52	
School Social Worker	25.52	
Teacher	25.52	
Nurse	25.52	
Breakfast Duty	15.00	
Parent Liaison	9.94	*
Teacher Assistant	13.56	*
Elementary School Secretary	10.75	*
Middle School Secretary	10.75	*
Clerk Typist I	10.46	*
Child Care Attendant	9.41	*
Clerical Assistant	8.55	*
Teacher Clerk	9.67	*
Sub Clerk	9.77	*
Substitute Teacher Daily Rate	93.00	
Continuing Sub Rate	145.00	

**Summer School Only**- These positions can receive extra service only after the end of employment contract

**Summer School Only**- These positions can receive extra service only after the end of employment contract

## 7.1 Extra Service- Extra Service Activity Codes (10,10.5 & 11 month employees)

EXTRA SERVICE CODE	ACTIVITY TYPE
0500	Athletic Coaching
0501	Non-Athletic
0502	Adult Basic Education in-service (Location 026 Only)
0503	Student Helper
0504	Evening Program
0506	Adult Education
0508	State and Federal Programs
0509	Homebound Instruction
0511	Department Head
0512	After School
0513	Adult Basic Education (Location 026 Only)
0514	Metal Detector
0515	In service
0516	Title 1
0517	Title 1 Workshop
0518	Extra Service
0519	Maintenance/Custodial Temporaries
0520	State and Federal/Temp
0521	Temporary Employees
0523	Tutoring
0524	Professional Development
0531	Teacher Summer School
0532	Non-Certified Summer School
0533	Admin. Summer School
0535	USI_IS
0536	USI_TEMP
0562	Community Schools- 2
0583	Breakfast Program

## 7.2 Extra Service- Account Information (Activity Code/Fund/Internal Order/Extension)

### EXTRA SERVICE ACCOUNT INFORMATION (Activity Code/Fund/Internal Order/Extension)

	Elementary				Middle				Secondary			
	Activity Code	Fund	Internal order	Cost Center + Ext	Activity Code	Fund	Internal order	Cost Center + Ext	Activity Code	Fund	Internal order	Cost Center + Ext
GENERIC EXTRA SERVICE	0518	120		xxxxx-90	0518	120		xxxxx-90	0518	120		xxxxx-90
DEPARTMENT HEADS												
Special Education	N/A				0511	120		xxxxx-70	0511	120		xxxxx-70
Regular					0511	120		xxxxx-90	0511	120		xxxxx-90
NON-ATHLETICS	N/A				N/A				0501	120		xxxxx-90
EXTENDED DAY/AFTER SCHOOL												
Superintendent Zone	0524	112	600103	xxxxx-00	0524	112	600103	xxxxx-00	0524	112	600103	xxxxx-00
SIG Schools	0524	290	F451UG	xxxxx-00	0524	290	F451UG	xxxxx-00	0524	290	F451UG	xxxxx-00
SIG- Related Arts	0524	112	600103	xxxxx-00	0524	112	600103	xxxxx-00	0524	112	600103	xxxxx-00
METAL DETECTOR	0514	110		xxxxx-90	0514	110		xxxxx-90	0514	110		xxxxx-90
DESEG												
(WE)	0512	111	L190WE	xxxxx-06	N/A				N/A			
Before and After (WF)	0512	112	600022	xxxxx-06								
SUMMER SCHOOL												
Teachers	0531	120	L190PC	xxxxx-00	0531	120	L190PC	xxxxx-00	0531	120	L190PC	xxxxx-00
Administrators	0533	120	L190PC	xxxxx-00	0533	120	L190PC	xxxxx-00	0533	120	L190PC	xxxxx-00
Non-Certificated	0532	110	L190PC	xxxxx-00	0532	110	L190PC	xxxxx-00	0532	110	L190PC	xxxxx-00
BREAKFAST PROGRAM												
87 Total Hours Per Site	0583	510		xxxxx-00	N/A				N/A			
GRANT DEPARTMENT- TITLE I												
TITLE I												
After School Tutor	0523	230	F451AM	xxxxx-71								
Professional	0524	230	F451AM	xxxxx-71	0524	230	F451AM	xxxxx-71	0524	230	F451AM	xxxxx-71
After School Program	0512	230	F451AM	xxxxx-71	0516	230	F451AM	xxxxx-71	0516	230	F451AM	xxxxx-71

**GENERIC EXTRA SERVICE-** Only certificated staff are qualified to receive extra service pay. **Non-Certificated** staff should be entered as **OT in Kronos**

#### DEPARTMENT HEADS:

210 days/year, 105/days per semester

The following applies:

**2-4 teachers:** \$4.81/day, **5-9 teachers:** \$8.07/day

**10+ teachers:** \$12.07/day

#### EXTENDED DAY/AFTER SCHOOL:

**Superintendent Zone Schools:** Ashland, Columbia, Fanning, Hamilton, Jefferson, Langston, Vashon, Walbridge, Northwest, Patrick Henry, Peabody

**SIG Schools:** Sumner, Yeatman, Dunbar, Laclede, Meramec, Oak Hill, Nance, Roosevelt

#### METAL DETECTOR:

30 Minutes/day

88 days per semester

88 days \* (.5) a day = **43.5 hrs/semester**

176 Teaching days a year

#### BREAKFAST PROGRAM:

The Breakfast program is for all Elementary & 518 Lyon & 562 Peabody (K-8 Schools) only: \$15/hour, 30 minute/day- (Limit of **(2) personnel** per location).

43.5 hours should be entered per semester. Time entered should not exceed **87 total hours per site**

## 8.0 Budget Transfers

In some instances, you may need to move budget from one commitment item, function, or Internal Order into another. This can be accomplished by completing a Budget Transfer form and submitting it to your Associate Superintendent for approval.

**Figure 3 – Approval Process for Budget Transfer Form**



This means that once you have completed the Budget Transfer form you should send a signed paper or electronic copy to the Cabinet Level/ Associate Superintendent over your school. They in turn, will review and approve the form and send it to your assigned Budget Analyst for final review and processing.

### IMPORTANT- BOARD APPROVAL TRANSFERS

- Required for transactions over \$50,000
- Required for transfer between different funds i.e (110 to 120)
- Discretionary Travel- Commitment Item (634301) When transferring funds in order to pay for travel to a conference or meeting it is necessary to include the following information in the justification section of the Budget Transfer form.
  - Name of Conference
  - Location of Conference
  - Dates of Conference
  - Names of all attendees

Blank Budget Transfer forms are Excel files which can be found online via the website located at: [www.slps.org/page/23540](http://www.slps.org/page/23540) A sample transfer form can be found below:

**Figure 4 - Sample Budget Transfer form**

BUDGET TRANSFER REQUEST								
Sender Fund				Receiver Fund				
<input type="text"/>				<input type="text"/>				
Sender				Receiver				Amount
Funds Center	Internal Order	Grant ID	Commitment Item	Funds Center	Internal Order	Grant ID	Commitment Item	
Example: 40425-01 (xxxxx-xx)	Example: S397YI	(up to 20 characters) 2014-TI-A-SWISS-1234	6xxxxx	Example: 40425-01 (xxxxx-xx)	Example: S397YI	(up to 20 characters) 2014-TI-A-SWISS-1234	6xxxxx	

Budget Transfer Total \$ \_\_\_\_\_

## 9.0 Job Codes

Job Code	Job Title
8657	1/2 Community Research Specialist
8059	1st Grade Gifted Teacher
8051	1st Grade Regular Classroom Teacher
8060	2nd Grade Gifted Teacher
8052	2nd Grade Regular Classroom Teacher
8348	3/4 Coordinator Spec Area
8370	3/4 Supervisor
8379	3/4 Time Divisional Assistant
8061	3rd Grade Gifted Teacher
8053	3rd Grade Regular Classroom Teacher
8062	4th Grade Gifted Teacher
8054	4th Grade Regular Classroom Teacher
8063	5th Grade Gifted Teacher
8055	5th Grade Regular Classroom
8064	6th Grade Gifted Teacher
8056	6th Grade Regular Classroom
8065	7th Grade Gifted Teacher
8057	7th Grade Regular Classroom Teacher
8066	8th Grade Gifted Teacher
8058	8th Grade Regular Classroom Teacher
8254	Academic Coordinator
8072	Academic Instructional Coach
219	Account Analyst
8900	Accountability Monitor
8485	Accountability Officer
221	Accountant I
222	Accountant II
223	Accountant III
209	Accounting Assistant
211	Accounting Clerk I
212	Accounting Clerk II
214	Accounting Clerk III
8615	Accounting Supervisor
8500	Accreditation Compliance Officer
504	Acct Pay / Prop Control Clerk
505	Acct Pay / Prop Control Supervisor
8299	ACT/SAT Prep Teacher (Summer)
8636	Adm Assist for Construction Bond Project
86	Adm Assist to Construction Bond Project
82	Adm. Assist. to the Ed. Officer
53	Admin Assist to the Assist Supt

## Job Codes - Continued

54	Admin Assistant to Superintendent
67	Admin Control Supervisor
8513	Admin/Legal Assistant to BOE
107	Administrative Assistant
8375	Administrative Assistant I
8376	Administrative Assistant II
8381	Administrative Assistant III
100	Administrative Assistant to CFO
8638	Administrative Financial Data Coordinato
8625	Administrative Nutritionist
33	Administrative Secretary
8413	Administrator on Special Assignment
8414	Administrator Special Asgn/12 Month
7016	Adult Bas Ed Assistant
8760	Adult Basic Educ Specialist
9099	Adult Basic Education Teacher
9100	Adult Ed Personnel
8421	After School Implementation Assistant
8409	After School Prog Implementation Assist
8297	Agricultural Science Teacher
7023	Alt Ed Deputy Detention Specialist
41	AP Counselor Secretary - CA
8395	AP Supervisor
339	Application Analyst
336	Application Programmer/Developer II
348	Application Programmer/Developer III
358	Application Programmer/Specialist
8437	Application Technology Specialist
8304	Applied Behavior Analysis Implementer
8338	Applied Behavior Analysis Implementer
8315	Applied Behavior Analysis Trainer
1001	Architect I
1002	Architect II
1004	Architectural Draftsman
8377	Area Administrative Assistant
4103	Area Commissary Supervisor I
4104	Area Commissary Supervisor II
4105	Area Commissary Supervisor III
8362	Artistic Director
6201	Asbestos Worker
8425	Assessment & Evaluation Analyst
8386	Assessment Manager
47	Assessment Processing Clerk
8920	Assist Deputy Superintendent

## Job Codes - Continued

8292	Assist Principal - CA
8635	Assist Project Mngr of Construction Bond
66	Assist Supervisor of Insurance
202	Assistant Cashier
4109	Assistant Commissary Technicn
217	Assistant Contract Clerk
8579	Assistant Director
8582	Assistant Superintendent
8762	Assistant Superintendent
8530	Assistant Superintendent-Elem Schools
8536	Assistant Superintendent-High Schools
8533	Assistant Superintendent-Middle Schools
8539	Assistant Superintendent-Priority School
8605	Assistant Supterintendent of Operations
61	Assistant to Chief Information Officer
76	Assistant to the Chief H R Officer
8387	Assistant to the Chief of Staff
8569	Assistant To The Superintendent
8943	Assistant to the Superintendent
8594	Assoc Supt Occup/Life Long Lv
8650	Associate Planner
9208	Associate Sub Teacher
8591	Associate Superintendent
6625	Asst Chief Stat Engr
4106	Asst Commissary Supervisor
8619	Asst Director Of BldgMaint
204	Asst Manager Cash/Investments
4108	Asst to Admin Nutritionist
8589	Asst to Dep Superintendent
8581	Asst to Supt -Community Outrch
7010	Attendance Aide I
7019	Attendance Officer - Family Support
3001	Audiovisual Aide
8332	Audio-Visual Div Instructor
3010	Audiovisual Supervisor
3011	Audiovisual Supervisor II
3005	Audiovisual Technician
208	Auditing Clerk
8318	Augmentative Communication Specialist
345	Authorization Developer/Analyst
6501	Auto Mechanic
6500	Auto Mechanic's Helper
8144	Basic Skills Teacher/Title I
8339	Behavior Analyst



## Job Codes - Continued

8354	Benefits Coordinator
8499	Benefits Specialist
7033	Bilingual Parent Specialist
8301	Bilingual Resource Specialist
6335	Bindery Supervisor
6334	Bindery Technician
6331	Bindery Worker
8257	Bio Tech Teacher
8599	BldgCust& Grounds Manager
8602	Board Liaison/Interim Spec Assist to Sup
6333	Book Binder
45	Book Clerk Treasurer
6101	Bricklayer
8649	Broad Resident
227	Budget Analyst
228	Budget Clerk I
224	Budget Specialist I
225	Budget Specialist II
226	Budget Specialist III
8613	Budget Supervisor
215	Budget Technician
9019	Building Substitute Teacher
520	Bus Monitor I
519	Bus Monitor II
101	Buyer I
102	Buyer II
4023	Cafeteria Nutritionist I
4024	Cafeteria Nutritionist II
4021	Cafeteria Nutritionist Intern
8344	Career and Technical Ed Coordinator
8290	Career Development Teacher - CA
6121	Carpenter
6122	Carpenter Working Foreman
8330	Case Manager
201	Cashier
4005	Casual Food Service Worker
6105	Cement Finisher
8683	Certification Officer
8427	Check & Connect A+ Assistant Coordinator
8428	Check & Connect A+ Data Collection Coord
8426	Check & Connect A+ Lead Coordinator
8429	Check & Connect Dropout Recruiter
8430	Check & Connect Student Monitor
8431	Check & Connect Student Support Worker

## Job Codes - Continued

8631	Chief Academic Officer
8590	Chief Financial Officer
8420	Chief Human Resource Officer
8592	Chief of Staff
8501	Chief Officer for Security
6627	Chief Stationary Engineer
2002	Child Care Attendant
2003	Child Care Attendant II
2005	Child Care Specialist
8119	Classroom Speech/Lang Teacher
10	Clerical Assistant
1	Clerk I
6	Clerk I for Homebound Instruction
2	Clerk II
3	Clerk III
4	Clerk IV
11	Clerk Typist I
12	Clerk Typist II
14	Clerk Typist II to the Superintendent
13	Clerk Typist III
8323	Clinical Audiologist
8360	Clinical Psychologist
8407	Communication Arts MAP Strategist
8695	Co-Deputy Superintendent
8388	Co-Director /Lead eMints Trainer
8384	Comm Ed Center Instructor
8651	Comm Ed Center Specialist
8403	Comm Ed Ctr Financial Spec
8401	Comm Ed Ctr Programming Spec
7012	Comm Ed Ctr Student Assistant
8306	Comm Parental Involvement Sp
8404	Comm Support Service Coord
527	Commander of Administration
526	Commander of Field
4112	Commissary Cook I
4107	Commissary Supervisor
4113	Commissary Supervisor II
4110	Commissary Technician
8588	Commissioner Of Buildings & Gr
8153	Communication Arts Specialist/Title I
8406	Communication Arts Supervisor
411	Communication Associate
8629	Communications Art MAP Strategist K-6
84	Communications Clerk

## Job Codes - Continued

8924	Communications Coordinator
8518	Communications Officer
410	Communications Specialist
8402	Community Collaboration Spec
346	Community Education CntrProjCoord
8682	Compensation Analyst
8614	Compliance Officer
8175	Computer Animation Lab Specialist
8269	Computer Instructor Specialist
7009	Computer Lab Aide
325	Computer Operations Manager
320	Computer Operator I
321	Computer Operator II
322	Computer Operator III
331	Computer Programmer I
332	Computer Programmer II
333	Computer Programmer III
330	Computer Programmer Trainee
8287	Computer Technolgy Teacher - CA
1031	Construction Engineer
1021	Construction Estimator
1011	Construction Inspector
8921	Consultant
8050	Consultant Teacher
8622	Contract Compliance Officer
205	Contract Compliance Specialist
218	Contract Specialist
8607	Controller
4011	Cook I
4014	Cook I Trainee
4012	Cook II
8936	Coordinator
8929	Coordinator 9th Grade
8671	Coordinator Advanced Placement Incentive
8763	Coordinator Compensation
8703	Coordinator Employee Relations
2020	Coordinator For Nursing Services
8679	Coordinator HRIS
8738	Coordinator Library Services
8705	Coordinator of AIC
8767	Coordinator of School Intervention Progr
8706	Coordinator Performance Mgmt
8349	Coordinator Spec Area
849	Coordinator Special Area - 10.5 Month

## Job Codes - Continued

8688	Coordinator Speech Language Services
8765	Coordinator VICC
8253	Coordinator Vocational Educ
8350	Coordinator-Nurse Serv -delete
8172	Counselor/Therapist
6389	Crafts Apprentice I
6390	Crafts Apprentice II
8174	Create and Imagine Thought Specialist
7041	Credit Recovery Aide
8941	Credit Recovery Coordinator
8940	Credit Recovery Facilitator
551	Crossing Guard
8486	CTE Early Childhood Instructor (Secondar
8670	CTE Supervisor
44	Curriculum Administrative Secretary
50	Curriculum Clerk Typist II
8526	Curriculum Specialist
8935	Curriculum Specialist, English
8932	Curriculum Specialist, Math
8933	Curriculum Specialist, Science
8934	Curriculum Specialist, Social Studies
20	Cust Service Clerk/Stud Trans Clerk I
5000	Custodial Assistant
6502	Custodial Equipment Mechanic
6701	Custodial Supervisor
5005	Custodian
5003	Custodian I
5004	Custodian II
310	Data Analyst
8623	Data Base Administrator
324	Data Communications Supervisr
305	Data Entry Control Supervisor
301	Data Entry Operator I
302	Data Entry Operator II
8568	Data Management Manager
55	Data Specialist
341	Database Administrator II
8251	Database Scheduling Specialist
8424	Dean of Students
10076	Dean of Students
8577	Deputy Assistant to Executive
8372	Deputy Asst Superintendent
8624	Deputy Chief Human Resources Officer
8604	Deputy Chief of Staff

## Job Codes - Continued

8583	Deputy Superintendent
8505	Deputy Superintendent of Operations
8378	Deputy to Bldg Commissioner
8502	Deputy, Strategic Planning & Transportation
8571	Deseg Monitoring & Advis Comm
8352	Desegregation Coordinator
300	Development Office Assistant
8576	Development Officer
2006	Development Screener
8152	Developmental Math Teacher
8159	Developmental Reading Teacher
8142	Developmental Writing Teacher
8560	Dir for Curriculum Train and Lead Coach
8481	Director
8578	Director
8626	Director Application Develop
8633	Director Application Develop
8616	Director Application Development
8517	Director Business Operations
8418	Director eMints and Technology Integrati
8400	Director Federal Grants Management
8680	Director Federal Grants Mgmt
8419	Director H/S Graduation Initiative Grant
8597	Director Main and Cons
8612	Director of Arch and Engineer
8522	Director of Budget
8606	Director Of Budget
8620	Director Of Building Maint
8637	Director of Communications
8503	Director of Construction Bond Projects
8524	Director of PE/Health/Athletics 9-12
8690	Director of Professional Standards
8361	Director of Purchasing
8519	Director of Purchasing and Planning
8523	Director of Research & Evaluation
8417	Director of Smaller Learning Communities
8630	Director Off School Intervention & Suppo
8664	Director Recruitment and Staff Retention
	Director Recruitment and Staff Retention
8702	Director Special Education
8617	Director Technology Support
8639	Director Transportation
8942	Director, Professional Development
8480	Director, Student Data Systems

## Job Codes - Continued

6510	Dispatcher
6508	Dispatcher Supervisor
7026	District Liaison
8438	Diversity Coordinator
8371	Divisional Asst
8363	Divisional Director
8561	Divisional Manager Career and Tech Ed
8143	Double Staffing
8274	Dropout Prevention Specialist
94	Dropout/Transition Specialist
8096	Early Child Spec Ed Teacher
8316	Early Childhood Education Coordinator
7022	Early Childhood Special Ed ICA
8564	Early Childhood Special Ed Manager
8099	ECSE Applied Behavior Analysis Implement
8337	ECSE Applied Behavior Analysis Implement
8324	ECSE Process Supervisor
8573	Ed Montr&AdvisComm - Admin
8574	Education Monitoring & Advisor
8531	Education Officer on Special Assignment
46	Educational Sign Language Interpreter
1041	Electrical Engineer
6165	Electrician
6166	Electrician I
6161	Electronic Technician I
6162	Electronic Technician II
8136	Elem Administrative Assistant
8022	Elem Area Dist Substitute - L5
8010	Elem Area I Dist Substitute
8020	Elem Area II Dist Substitute
8030	Elem Area III Dist Substitute
8040	Elem Area IV Dist Substitute
8157	Elem Assistant Principal
8171	Elem Comm Ed Ctr Principal
8131	Elem Computer Teacher
8002	Elem Cont Substitute Teacher
8149	Elem Coordinator Special Area
8019	Elem Dist Sub-Spec Assignment
8132	Elem English as Sec Lang
8110	Elem Family & Cons Sci Teacher
8190	Elem For Language-Arabic Tchr
8112	Elem Foreign Language Teacher
8111	Elem Industrial Tech Ed Tchr
8124	Elem Instrumntl Music Teacher

## Job Codes - Continued

8120	Elem Physical Education Tchr
8155	Elem School Principal
22	Elem School Secretary
8123	Elem Speech Correction Teacher
8130	Elem Speech/Dramatics Teacher
8185	Elem Teacher, Cross Cat K2
8184	Elem Teacher, Cross Categ
8121	Elem Vocal Music Teacher
8122	Elementary Art Teacher
8106	Elementary Counselor
8126	Elementary Dance Instructor
8527	Elementary Education Officer
8194	Elementary Foreign Language-Chinese Tchr
8191	Elementary Foreign Language-French Tchr
8193	Elementary Foreign Language-German Tchr
8192	Elementary Foreign Language-Spanish Tchr
8139	Elementary Language Arts Teacher
8105	Elementary Librarian
8177	Elementary Math Specialist
29	Elementary School Compliance Clerk
8118	Elementary Science Teache
8166	Elementary Teacher, Autism
6601	Elevator Operator
8390	EMINTS Trainer
60	Employee Relations Assistant
8441	Employee Relations Specialist
8109	EMR/ED Teacher
8310	Enrichment Lab Specialist
6511	Equipment Operator
6512	Equipment Operator Aide
7008	ErlyChildhdTchr Assistant
8317	ESOL Art Teacher
8322	ESOL Coach
2001	ESOL Early Childhood Specialist
8321	ESOL Instructional Coordinator
8303	ESOL Support Specialist
8654	Evaluation Assistant
8652	Evaluator
8507	Exe Assist Supt for Operations
8593	Exe Assist Supt for Operations
8575	Exe Dir, Facilities Manage/Building
59	Exe Secretary to Chief Operating Officer
8374	Exe. Administrative Asst. to Supt.
106	Exe. Secretary to the Chief HR Officer

## Job Codes - Continued

8596	Exec Dir Materials Management
8585	Exec Dir Plan & Res Proc
8399	Executive Administrative Assist Board
8416	Executive Administrative Assistant
8559	Executive Assistant
8580	Executive Assistant to Supt
8586	Executive Deputy Superintendnt
8553	Executive Dir of Student Support Service
8540	Executive Director LEAD Grant
8520	Executive Director of Board Affairs
8515	Executive Director of Operations
8543	Executive Director of Purchasing
8549	Executive Director/Community Relations
8554	Executive Director/Prof Development
34	Executive Secretary to the Assist Supt
79	Executive Secretary to the CAO
8557	External Engagement Officer
8356	Facilitator-School Based Manag
5021	Facility Technician I
5023	Facility Technician III
5024	Facility Technician IV
8436	Family Engagement Specialist
49	Family Parent Resource Specialist
88	Family Resource Specialist
7029	Family Transition Specialist
7036	Family/Parent Resource Cluster Spec
89	FamilyEducator
28	Federal Program Compliance Clerk
6542	Field Supervisor Student Transportation
8514	Financial Analyst
8699	FirefightingFire Science Instructor
58	Fiscal Compliance Clerk
8535	Fiscal Control Director
8511	Fiscal Control Officer
6522	FldSupv -Contractor Operation/Stud Tran
4114	FNS Mechanic Helper
8611	Food Service Director
4101	Food Service Line Coordinator
4102	Food Service Line Packaging Mo
4100	Food Service Line Worker
4111	Food Service Maintenance Mech
4001	Food Service Porter
4002	Food Service Student Helper



## Job Codes - Continued

4003	Food Service Worker
230	Food Services Accountability Specialist
8584	General Counsel
8439	Gifted Enrichment Specialist
6145	Glazier
8487	Graduation Coach
8667	Grant Analyst
8947	Graphic Designer/Webmaster
6401	Grounds Keeper I
6402	Grounds Keeper II
6411	Grounds Maint Supervisor
8291	Guidance Counselor - CA
8004	Half-time Cont Substitute Tchr
8368	Half-time Divisional Assistant
8102	Half-time Elementary Librarian
8100	Half-time Kindergarten Teacher
8101	Half-time Regular Classroom Tc
4015	Head Cook I
4016	Head Cook II
4017	Head Cook III
5010	Head Custodian
5011	Head Custodian I
5012	Head Custodian II
5013	Head Custodian III
5014	Head Custodian IV
5015	Head Custodian V
83	Head Start Collaboration Specialist
8700	Health Informatics Technician Instructor
8284	Health Occupations Teacher - CA
105	Help Desk Operator
8201	High School Teacher/Advisor
8398	Homeless Program Coordinator
7035	Homeless Resource Support Specialist
74	HR Customer Service Representative
8469	HRIS Analyst
97	HRIS Assistant
8698	Human Development /Childcare Instructor
70	Human Resource Legal Specialist
8512	Human Resource Officer
73	Human Resources Assistant
93	Human Resources Budget Assistant
8665	Human Resources Budget Assistant
85	Human Resources Generalist
57	Human Resources Liaison

## Job Codes - Continued

75	Human Resources Receptionist
91	Human Resources Turnaround Specialist
8286	Human Resources/Law & Fire Teacher - CA
8285	Human Resources/Mngt/Hospitality Tchr-CA
6631	HVAC Apprentice
6628	HVAC Technician
8470	I E P Specialist
8563	Inclusion Manager and Prof Dev Liaison
96	Inclusion Specialist
8925	Information Analyst
8364	Information Technology Director
8516	Information Technology Officer
360	Information Technology Specialist
7020	In-School Suspension Monitor
8392	In-School Suspension Monitor
8150	Instructional Coach
8294	Instructional Facilitator - CA
8504	Instructional Officer
8408	Instructional Supervisor
8070	Instructional Support Coordinator
356	Instructional Technology Spec
361	Instructional Technology Specialist I
362	Instructional Technology Specialist II
8473	Instructor
210	Insurance Benefits Clerk
8945	Interim Academic Instructional Coach
8521	Interim Accountability Officer
8681	Interim Associate Superintendent
8506	Interim Budget Director
8510	Interim Chief Information Officer
8410	Interim Communications Coord-Media Relat
8684	Interim Director HRIS
8692	Interim Director Special Education
8685	Interim Director Staffing & Recruitment
8325	Interim Early Childhood Coordinator
8073	Interim Elementary Assistant Principal
8094	Interim Elementary School Principal
8548	Interim Executive Director
8686	Interim Fiscal Control Executive Directo
8440	Interim HR Generalist
367	Interim Internal Auditor
8435	Interim Middle School Assistant Principa
8093	Interim Middle School Principal
8158	Interim Middle School Principal

## Job Codes - Continued

8675	Interim PAT Coordinator
8693	Interim Project Manager
8091	Interim School Program Director
8256	Interim Secondary Principal
8434	Interim Secondary School Assistant Princ
8674	Interim Teaching & Learning Facilitator
8676	Interim TLF-Student Intervention Facilit
8658	Interim TV Station Manager
8663	Internal Audit Director
415	Inventory Project Technician
6231	Ironworker
8097	Itinerant Tchr Early Child Spc
8313	ItinTchr Of Visual Impaired
8243	Job Placement/Parent Involvement
6220	Journeyman Service Fitter
1003	Junior Draftsman
8289	Keyboarding/Computer Application Tchr-CA
8156	KG-8 Principal
8103	Kindergarten Teacher
8163	Kindergarten Teacher/Title I
6001	Laborer I
6003	Laborer I Supervisor
6002	Laborer II
8173	Language Arts Teacher/Tit
8282	Language Arts/Communications Teacher-CA
8133	Language Resource Specialist
9487	Latchkey Assistant
9486	Latchkey Site Director
8701	Law Enforce/Forensics Tech Instructor
4000	Lead Food Service Porter
8666	Lead Grant Analyst
528	Lead Safety Officer I
8302	Leadership Intern
8127	Learning Disabilities Teacher
8537	Legal Compliance Officer
8307	Librarian
7003	Library Aide
3007	Library Cataloger
326	Library Media Technologist
3006	Library Shipping and Receiving
8167	Literacy Coach
8923	Literacy Coach Mentor
6125	Locksmith
6211	Machinist

## Job Codes - Continued

6212	Machinist Working Foreman
7017	Magnet Prog Tchr Assistant II
8067	Magnet Regular Classroom Teacher
8570	Manager
8608	Manager Cash and Investments
347	Manager- Systems & Programming
8566	Manager, Area Based Special Education
8556	Manager, Benefits
8565	Manager, City Wide Support
8541	Manager, Contract Compliance
8552	Manager, Counseling
8555	Manager, Employee Relations
8476	Manager, Finance and Grants
8546	Manager, Health Services
8475	Manager, Help Desk
8393	Manager, HR Client Services
8551	Manager, HR Client Services
8634	Manager, Operations Systems Technology
8545	Manager, PEAS
8534	Manager, Psychological Assessment
8567	Manager, Secondary Professional Develop
8627	Manager, Social Worker
220	Managerial Accountant I
8550	Managr, Professional Development Data Tr
8603	Manger, Recruitment and Retention
8628	Manger, Technical Support
8704	Manpower Classroom Teacher
8305	Map Attach Technology Specialist
8411	Marketing Coordinator
6171	Mason Tender
8187	Math Coach
8202	Math Lab Teacher
8025	Math Specialist
8161	Math Teacher/Title I
7043	Math/Comm Arts Assistant
8141	Mathematics Assistant
1051	Mechanical Engineer
413	Media Production Specialist
8140	Media Specialist
7004	Media Specialist Aide
7011	Media Technician
7	Medicaid Services Clerk
8195	Mentor Teacher
8572	Metro Coord Committee

## Job Codes - Continued

353	Microcomputer Instructor
351	Microcomputer Netwk/Comm Spec
352	Microcomputer Programmer/Anal
354	Microcomputer Technician
8170	Middle Comm Ed Ctr Principal
8198	Middle For Lang-Arabic Tchr
8199	Middle For Lang-Chinese Tchr
8196	Middle For Lang-French Tchr
8197	Middle For Lang-German Tchr
8189	Middle For Lang-Spanish Tchr
8179	Middle School Assistant Principal
27	Middle School Compliance Clerk
8528	Middle School Education Officer
8200	Middle School Foreign Lang Russian
8145	Middle School Gifted Language Arts Tchr
8129	Middle School Gifted Math Teacher
8148	Middle School Gifted Science Teacher
8135	Middle School Gifted Social Studies Tchr
8186	Middle School Journalism Teacher
8180	Middle School Language Arts Teacher
8181	Middle School Math Teacher
8160	Middle School Principal
8182	Middle School Science Tea
23	Middle School Secretary
8183	Middle School Social Stud
8164	Middle School Teacher/Advisor
8188	Middle Teacher, Cross Cat
6301	Millwright
355	Minicomputer Programmer
8761	Missouri Options Teacher
8068	Montessori Regular Classroom Teacher
7007	Montessori Teacher Assistants
8345	MSIP Coordinator
8397	MSIP Instructional Specialist
69	MSIP Specialist
8336	Music Therapist
6323	Musical Instrument Technician
8529	MWBE/Special Assistant to Superintendent
357	Neighborhood Facilitator
3004	Network Book Clerk Technician
3003	Network Technician I
2022	Nurse Teacher - CA
8268	Occupational Orientation Tchr
8334	Occupational Therapist

## Job Codes - Continued

6311	Office Machine Technician
62	Office Mail & Equip Oper II
306	Office Systems Specialist I
26	Office Systems Specialist III
6530	Offset Press Operator I
6531	Offset Press Operator II
8562	Offsite Support Manager
8444	Operations Budget Analyst
8314	Orient & Mobility Inst Of Vis
9464	P/T Speech and Language Diagnostician
9500	P/TEarly Reading First PreSch Teacher
6151	Painter
6155	Painting Supervisor
7031	Parent Bus Supervisor
7032	Parent Educator
7030	Parent Liaison
8342	Parent Resource Center Coordinator
92	Parent School Community Spec Liaison
104	Parent School Resource Specialist
80	Parent Support Specialist
81	Parent Support Specialist Coordinator
48	Parent University Facilitator
8347	Parent/Family Specialist
87	Parent/School/Comm Specialist
5001	Part Time CustAsst
5002	Part Time Custodian
9428	Part Time ESL Teacher
9430	Part Time ESOL Tutor
9463	Part Time Social Worker
9471	Part-Time Administrative Assistant
9482	Part-Time Administrative Assistant
9402	Part-Time Adult Education Instructor
9498	Part-Time Adult Education Worker
9403	Part-Time Adult Education/Literacy Instr
9510	Part-Time AVID Tutor
9490	Part-Time Benefits Consultant
9488	Part-Time Bilingual Resource Specialist
9496	Part-Time Child Care Specialist
9484	Part-Time Clerical Assistant
9409	Part-Time Clerk
9412	Part-Time Community School Aide
9414	Part-Time Community School Instructor
9416	Part-Time Community School Student Asst
9418	Part-Time Community Worker

## Job Codes - Continued

9420	Part-Time Consultant
9481	Part-Time Coordinator
9446	Part-time CTE Liaison
9424	Part-Time Developmental Screener
9493	Part-Time Divisional Assistant
9489	Part-Time Educational Consultant
9491	Part-Time ESOL Social Worker
9476	Part-Time Evaluation Assistant
9494	Part-Time Evaluator
9515	Part-Time Executive Director
9432	Part-Time Facilitator
9434	Part-Time Food Service Worker
9440	Part-Time Instructor
9442	Part-time Intern
9492	Part-Time Labor and Policy Advisor
9507	Part-Time Library Aide
9379	Part-Time Literacy Coach
9410	Part-Time MAP Coordinator
9495	Part-Time MSIP Intern
9497	Part-Time Occupational Therapist
9485	Part-Time Parent Assistant
9450	Part-Time Parent Educator
9454	Part-Time Parent Liaison
9456	Part-Time Research Assistant
9458	Part-Time Safety Officer
524	Part-Time Safety Officer (5 hrs)
525	Part-Time Safety Officer (6Hrs)
9445	Part-Time School Nurse
9483	Part-Time Speech Implementor
9461	Part-Time Supervisor
9465	Part-Time Teacher
9477	Part-Time Teacher Aide
9499	Part-Time Translator
9470	Part-Time Tutor
9474	Part-Time Writing Assessment
8673	PAT Coordinator
213	Payroll Auditor
216	Payroll Clerk I
8351	Payroll System Analyst
8928	Performance Management Coordinator
8283	Performing Arts Teacher - CA
18	Personnel Analyst
36	Personnel Benefits Specialist II
5	Personnel Clerk I

## Job Codes - Continued

38	Personnel Data Specialist
8	Personnel Record Clerk
37	Personnel Recruiting Specialist III
35	Personnel Secretary III
17	Personnel Specialist II
19	Personnel Specialist III
39	Personnel Substitute Specialist
405	Personnel Technician
3021	Photo Lab Tech
3025	Photographer
8446	Physical Science Teacher
8335	Physical Therapist
6321	Piano Technician
2004	PIIP Child Care Attendant
7039	PIIP Teacher in Charge
6141	Plasterer
6173	Plasterer Tenderer
8259	Plato Secondary Teacher
6135	Plumber
6175	Plumber Laborer
108	Positive Behavior Interventionist
8707	Positive Behavior Support (PBS) Coordina
95	Positive Behavior Support Specialist
9101	Practical Nurse - Adult Educ
8697	Precision Machining Technology Instructo
8147	Preschool Coordinator
8095	Pre-school Teacher
6532	Pressroom Technician
8396	Prevention Coordinator
8394	Prevention Manager
8293	Principal - CA
8252	Principal Intern
40	Principal Secretary - CA
68	Print/Mailroom Coordinator
103	Procurement Analyst
8659	Producer/Director/Editor
8669	Professional Development Technician
8382	Professional Development Trainer
7015	Program Aide
7027	Program Aide Bi-Ling ESOL - 10 Mth
8655	Program Compliance Officer
8547	Program Manager Grades 9-12
8544	Program Manager Grades K-8
8423	Program Specialist



## Job Codes - Continued

7025	Project Assistant
5020	Project Crew
8656	Project Director
8391	Project Director-eMints
71	Project Liaison
8538	Project Manager
8618	Project Manager - Construction Bond Proj
8901	Project Mngr of Construction Bond
52	Project Specialist
7021	Project Specialist Family Involvement
501	Prop Technician Associate
502	Property Technician
503	Property Technician Supervisor
8359	Psychiatrist
8134	Psychological Examiner
9017	PT Students in Transition Specialist
8922	Pub Infor Coordinator - Media Relations
412	Public Involvement Specialist
8621	Purchasing Manager
8445	Quality Compliance Coordinator
6509	Radio Dispatcher
1061	Radio Engineer
8229	Radio TV Script Writer
8165	Reading 180 Elementary/Middle Teacher
8228	Reading 180 Secondary Teacher
8365	Reading First Coach
8367	Reading First Supervisor
8169	Reading Recovery Teacher
8024	Reading Specialist
8146	Reading Teacher/Title I
8383	Record Cntr/Archive Supervisor
8343	Recruiter
72	Recruiter Liaison
43	Recruitment and Counseling Secretary II
30	Recruitment Office Assistant
8346	Recruitment Specialist
8162	Reg Classroom Tchr/Title
8104	Regular Classroom Teacher
8694	Related Services Support Specialist
8946	Remedial Math Teacher
8107	Remedial Reading Teacher
8432	Renaissance Mathematics Consultant
8433	Renaissance Reading Consultant
6115	Repair Jobber

## Job Codes - Continued

8385	Research Analyst
3008	Research/Communications Asst
8308	Resource Assistant
8128	Resource Spec Ed Teacher
8138	Resource Teacher/Title I
8319	Respiratory Therapist
8677	Restaurant,Culinary&CateringMgmtInstru
8000	Retired 60 Day Substitute
9011	Retired Elem/Middle Teacher
9016	Retired Librarian
9508	Retired Principal on Contract
9012	Retired Secondary School Teacher
9013	Retired Supervising Teacher
6131	Roofer
6133	Roofing Supervisor
6520	Route Analyst/Student Trans Specialist
6516	Route Specialist
6517	Route Specialist
8442	RTI Coordinator
8689	Rtl / PBS District Coordinator
8415	Safe & Drug Free Schl/Avid Tutorial Coor
7037	Safety & Attendance Family Specialist
529	Safety Officer 1 - 10 Months
521	Safety Officer I - 12 Months
522	Safety Officer II
523	Safety Officer III
8443	SAP ABAP Developer
8532	SAP Analyst
8508	SAP Configuration
338	SAP Configuration Specialist
7038	Schl Climate Spec Dist-Counselor
6134	Schlaflly Building Maintenance Manager
2021	School Nurse
2011	School Physician
8092	School Program Director
8358	School Psychologist
8023	Sec Area Dist Substitute - L5
8011	Sec Area I Dist Substitute
8021	Sec Area II Dist Substitute
8031	Sec Area III Dist Substitute
8041	Sec Area IV Dist Substitute
8266	Sec Communication Skills Tutor
8003	Sec Cont Substitute Teacher
8249	Sec Coordinator Special Area

## Job Codes - Continued

8220	Sec Distributive Ed Teacher
8232	Sec English As Secnd Lang Tchr
8210	Sec Family & Cons Sci Teacher
8219	Sec Foreign Language Teacher
8241	Sec Health Careers Specialist
8211	Sec Industrial Tech Ed Teacher
8222	Sec In-house Suspension Tchr
8224	Sec Instrumental Music Teacher
8240	Sec Mass Media Specialist
8267	Sec Mathematics Tutor
8217	Sec Physical Education Teacher
8203	Sec Reading/Lang Arts Teacher
8207	Sec Remedial Reading Teacher
8213	Sec Social Studies Teache
8246	Sec Spec Ed Cross Categor
8221	Sec Vocal Music Teacher
8265	Sec Work Study Specialist
8218	Secondary Art Teacher
8255	Secondary Assistant Principal
8273	Secondary Biology Teacher
8216	Secondary Business Ed Teacher
8275	Secondary Chemistry Teacher
8204	Secondary Classroom Teacher
8295	Secondary Computer Animation Lab Spec
8231	Secondary Computer Teacher
8206	Secondary Counselor
8226	Secondary Dance Instructor
8272	Secondary Drama Teacher
8296	Secondary Earth Science Teacher
8525	Secondary Education Officer
8542	Secondary Educaton Officer
8214	Secondary English Teacher
8239	Secondary Foreign Language-Arabic Tchr
8233	Secondary Foreign Language-Chinese Tchr
8234	Secondary Foreign Language-French Tchr
8235	Secondary Foreign Language-German Tchr
8236	Secondary Foreign Language-Latin Tchr
8237	Secondary Foreign Language-Russian Tchr
8238	Secondary Foreign Language-Spanish Tchr
8271	Secondary Journalism Teacher
8242	Secondary Lab Technician
8205	Secondary Librarian
8212	Secondary Mathematics Teacher
8260	Secondary Military Science Tchr

## Job Codes - Continued

8288	Secondary Multi Media Teacher
8276	Secondary Physics Teacher
8258	Secondary Principal
8215	Secondary Science Teacher
8270	Secondary Speech/Theatre Teacher
8277	Secondary Teacher Of Autism
8208	Secondary Teacher S.T.E.P.
21	Secretary I
31	Secretary II
32	Secretary III
16	Secretary III - Fiscal Control
25	Secretary III-Special Education
8919	Senior Advisor
229	Senior Business Analyst
363	Senior Developer
8380	Senior Evaluator
8926	Senior Risk Analyst
6523	Senior Route Analyst
6216	Sheet Metal Supervisor
6215	Sheet Metal Worker
8115	Sight Conservation Teacher
8331	Sign Language Interpreter
6152	Sign Painter
9080	SIOP Coach
8329	Social Work Specialist
8333	Social Worker
7014	Spec Ed Instr Care Aide (
7013	Spec Ed Tchr Aide II
359	Spec Education Systems Analyst/Trainer
8598	Special Asst to Superintendent
24	Special Ed Word Processor CRT Operator
8357	Special Education Facilitator
8696	Special Projects Assistant to the Deputy
8509	Specialized Services Officer
8687	SPED Behavior Specialist
8950	SPED Coordinator/BCBA (Autism)
8953	SPED PrcsCoor for Assessment Related Se
8952	SPED PrcsCoor for Behavior &Contractua
8951	SPED PrcsCoor for Vocational & Transit
8949	SPED Process Coordinator
8948	SPED Process Coordinator for Data & Tech
8422	Sped. Teacher on Special Assignment
8280	Speech and Debate Teacher
8154	Speech Implementor Teacher

## Job Codes - Continued

42	Speech Language Compliance Clerk
8168	Speech Language Diagnostician
9462	Speech Language Diagnostician
8766	Speech Language Pathologist
8341	Speech/Language Compliance Coordinator
8558	Speech/Language Manager
9206	Spring Board Learning Lecturer
8006	Springboard To Learning Lectur
8927	Staff Attorney
6622	Stationary Engineer
6621	Stationary Engineer I
6611	Stationary Fireman
6221	Steamfitter
64	Stud Account Office Systems Spec I
63	Stud Account Office Systems Spec III
8668	Student Intervention Facilitator
8311	Student Leadership Specialist
8340	Student Prod Specialist
77	Student Records Clerk I
8691	Student Recruiter Parent Counsel
8768	Student Recruitment & Counseling
8245	Student Retention Specialist
8944	Student Support Specialist
8320	Student Support Worker
8300	Students In Transition Coordinator
15	Students Rights Secretary
9207	Sub Instructional & Care Aide
9102	Sub Retired Social Worker
9006	Sub Tchr Unassigned RIF
9200	Substitute Child Care Attendant
99	Substitute Clerk
9299	Substitute Clerk
98	Substitute Clerk - L5
9298	Substitute Clerk - RIP
9009	Substitute Clerk RIF
9104	Substitute Continuing Social Worker
9002	Substitute Continuing Tea
9004	Substitute Continuing Teacher RIF
9103	Substitute Daily Social Worker
9010	Substitute Elementary Area District I
4008	Substitute Food Service Porter
4006	Substitute Food Service Worker
9007	Substitute ICA RIF
9201	Substitute Nurse

## Job Codes - Continued

9008	Substitute Nurse RIF
9202	Substitute Nurse-RIP
9000	Substitute Retired 60 day Sub Tchr
9014	Substitute Retired Counselor
8005	Substitute Teacher - L5
7002	Substitute Teacher Aide
7005	Substitute Teacher Aide - L5
9018	Substitute Teacher Aide RIF
9203	Substitute Teacher Assistant
9003	Substitute Teacher-RIP
9001	Substitute Unassigned Teacher
9005	Substitute Unassigned Teacher L5
9205	Substitute Warehouse Person
8595	Superintendent
8098	Supernumerary Teacher
323	Supervising Computer Operator
343	Supervising Systems Analyst
8151	Supervising Teacher
8369	Supervisor
8600	Supervisor General Services
8610	Supervisor Insurance
8609	Supervisor Payroll
65	Supervisor Printing and Publ
8405	Supervisor, Academic Social Studies
8355	Supervisor, Academic Mathematics
8366	Supervisor, Academic Reading
8389	Supervisor, Academic Scie
8447	Supplemental Communication Arts Teacher
56	Supplemental Ed Service Assist/Title I
51	Switchboard Operator
340	Systems Analyst I
342	Systems Analyst III
303	Systems Control Clerk
304	Systems Control Clerk I
307	Systems Control Clerk II
334	Systems Programmer
8298	T & I Culinary Arts Teacher
8227	T & I Database Management Teacher
8281	T & I Electronics
8225	T & I Manufacturing Teacher
335	Tape Librarian
7006	Tchr Aide II Biling-ESL Pgm
7000	Teacher Aide I
7001	Teacher Aide II

## Job Codes - Continued

8678	Teacher Alternative Education
8137	Teacher Deaf
8125	Teacher -Emotionally Disturbed
8117	Teacher Hard Of Hearing
8930	Teacher in Charge
8114	Teacher Of Delinquents
8312	Teacher Of Homebound Instr
8279	Teacher of Street Law
8116	Teacher Orthopedically Hand
8247	Teacher Spec (Pairng&Sharng)
8178	Teacher Specialist
8248	Teacher Specialist State/Fed
8113	Teacher, Gifted
8108	Teacher, Mentally Retarded
8309	Teacher-Compliance
8069	Teaching & Learning Facil
8071	Teaching & Learning Facilitator Coordina
8750	Technical & Industrial Admin
8223	Technical & Industrial Teacher
8660	Technical Operation Tech/Camera Operator
365	Technician Specialist/Field Technician
350	Telecommunication Analyst
349	Telecommunication Specialist
9501	Temp Appointee to Chief Academic Officer
9399	Temp Interim Chief HR Officer
9503	Temp Media Communications Coordinator
800	Temporary
9385	Temporary 12 Month Administrator-RIP
9393	Temporary Accountability Officer
9382	Temporary Administrative Assistant
9300	Temporary Adult Education Apprentice
9302	Temporary Adult Education Instructor
9371	Temporary Assessment Processing Clerk
9384	Temporary Assistant Principal-RIP
9304	Temporary Bilingual Technician
9331	Temporary Budget Analyst
9387	Temporary Budget Specialist
9502	Temporary Budget Supervisor
9390	Temporary Buyer
9306	Temporary Cafeteria Nutritionist
9308	Temporary Casual Food Service Worker
9343	Temporary Certificated
9309	Temporary Clerk
9310	Temporary College Advisor

## Job Codes - Continued

9315	Temporary Community Collaboration Specia
9312	Temporary Community School Aide
9314	Temporary Community School Instructor
9316	Temporary Community School Student Asst
9318	Temporary Community Worker
9598	Temporary Computer Tech
9363	Temporary Construction Bond Engineer
9320	Temporary Consultant
9381	Temporary Coordinator
9327	Temporary Coordinator St Louis Plan
9301	Temporary Costruction Bond Architect
9322	Temporary Custodian
9323	Temporary Data Entry Operator
9344	Temporary Deputy Superintendent
9324	Temporary Developmental Screener
9389	Temporary Direct Instruction Coordinator
9325	Temporary Director
9504	Temporary Dispatcher
9326	Temporary Electrician
9328	Temporary Equipment Operator
9368	Temporary ESOL Assessment Specialist
9376	Temporary Evaluation Assistant
9330	Temporary Evaluator
9332	Temporary Facilitator
9334	Temporary Food Service Worker
9336	Temporary Groundskeeper
9311	Temporary Hearing Officer
9338	Temporary High School Helper
9388	Temporary Human Resource Staff
9391	Temporary Instructional Technology Spec
9340	Temporary Instructor
9401	Temporary Interim Chief Academic Officer
9342	Temporary Intern
9346	Temporary Laborer
9375	Temporary Labourer
9347	Temporary Non-Certificated
9373	Temporary Non-Certificated-RIP
9345	Temporary Nurse
9380	Temporary Painter
9350	Temporary Parent Educator
9352	Temporary Parent Helper
9354	Temporary Parent Liaison
9599	Temporary Performance Management Coordin
9396	Temporary PIIP Child Care Intern



## Job Codes - Continued

9505	Temporary Principal
9369	Temporary Principal-RIP
9355	Temporary Psychological Examiner
9356	Temporary Research Assistant
9358	Temporary Safety Officer
9397	Temporary SAP Analyst
9596	Temporary SAP Trainer
9386	Temporary School Administrator-RIP
9378	Temporary School Intervention Specialist
9394	Temporary School Intervention Specialist
9395	Temporary School Intervention Spec-RIP
9398	Temporary School Readiness Inspector
9595	Temporary Secretary
9360	Temporary Sign Language Interpreter
9607	Temporary Social Worker
9383	Temporary Speech Implementor
9362	Temporary Student Helper
9015	Temporary Students in Transition Tutor
9204	Temporary Substitute Custodian
9364	Temporary Substitute Food Service Worker
9361	Temporary Supervisor
9365	Temporary Teacher
9377	Temporary Teacher Aide
9367	Temporary Teacher-RIP
9366	Temporary Teacher-Summer School
9392	Temporary Team Leader
9370	Temporary Tutor
9372	Temporary Warehouse Person
9374	Temporary Writing Assessment Scorer
9998	Test Substitute Teacher
416	Theatre Technician
8653	Title I Family Community Involvement Spe
8353	Title I Family Involvement Coordinator
7018	Title I Teacher Assistant II
8176	Title II Class Size Reduction Teacher
8230	Title II Math Teacher
8278	Title V Secondary Mathematics Teacher
8026	TLF - Student Intervention Facilitator
6341	Tool Room Clerk
6351	Trades Supervisor I
6352	Trades Supervisor II
7034	Trainer/Information System
8672	Transition Liaison
8244	Transition Resource Teacher

## Job Codes - Continued

78	Transitional Support Specialist
9478	Translator/Interpreter ESOL Program Aide
8601	Transportation Coordinator
6525	Transportation Manager
6518	Transportation Processing Clerk
6519	Transportation Specialist
6521	Transportation Supervisor
8587	Treasurer
6111	Tuckpointer
7024	Turnaround Interventionist
7042	Turnaround Interventionist
8488	Turnaround Officer
90	Turnaround Specialist
8001	Unassigned Substitute Teacher
8373	Unit Director
8764	Virtual Service Learning Coordinator
8209	Vocational Adjustment Counslr
8250	Vocational Apparell& Textiles Teacher
8262	Vocational Evaluation Speclst
8261	Vocational Resource Specialist
8264	Vocational Student Admissions
8263	Vocational Student Recruiting
9506	Volunteer Services Assistant
8661	Volunteer Services Specialist
6016	Warehouse Office Manager
6015	Warehouse Supervisor
6011	Warehouseperson I
6012	Warehouseperson II
541	Watcher
8662	Wellness Coordinator
9	Word Processing/CRT Operator
6391	Work Co-op Trainee
6392	Work Study Trainee
6629	Working Foreman I
6630	Working Foreman II
8412	World Language Supervisor

## 10.0 SAP Reporting

### Lookup Budget in SAP:

The ZFM\_COFA transaction will be used to look up budget details at school/central office locations.

### Process Overview

ZFM\_COFA transaction will be used to provide your basic reporting requirements for monitoring your budget such as displaying your **total budget**, **actual expenditures**, **open commitments**, and **budget balances** available for your selected funds center(s).

Additionally, this report can be used to research potential issues in one of the two following expenditure categories:

- Discretionary
- Travel

**Note:** The report only displays where you have budget and/or actuals. When there are no funds, a zero will not display. For Example, if you do not have travel expenditures, the travel commitment item will not display in the report.

### Prerequisites


The following materials and information must be gathered prior to entering data:

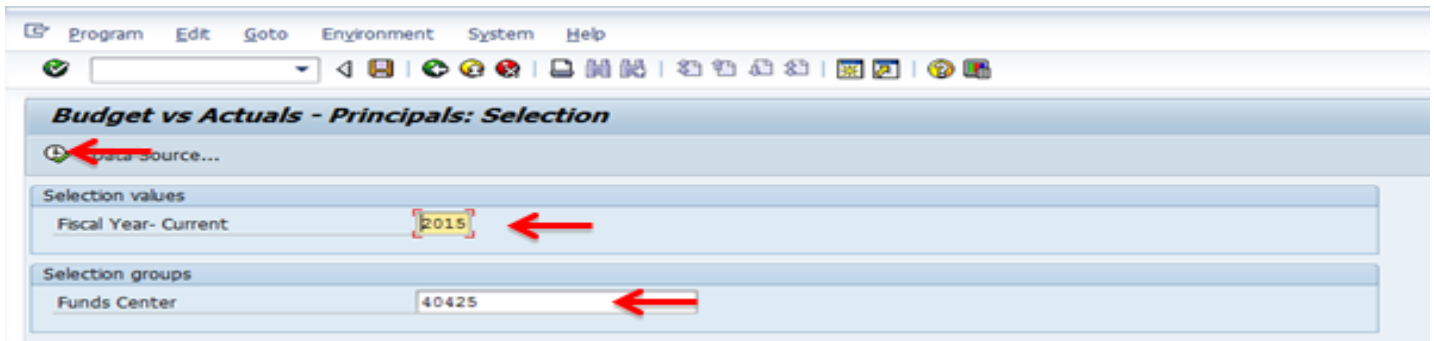
- Currently- SAP will auto populate your fund center based on your security settings. If you have access to multiple locations you can manually enter.

## 11.0 ZFM\_COFA Report- Budget vs Actual- Fund/Commitment Item (C/I) View

### SAP Easy Access User Menu



1. Start the transaction *SAP Easy Access* screen by entering the transaction ZFM\_COFA and click  **Enter**. The **Budget vs. Actuals-Principal: Selection** screen displays.




2. Enter the year in the **Fiscal Year-Current** field. (*should auto populate*)

**Note:** *The 2014-2015 school year is now called Fiscal Year 2015.*

3. Enter the appropriate Fund Center Group in to the **Funds Center** field.

**Note:** The Report will include all of the lower level fund centers.

4. Left click on the  **Execute Button** the *Budget vs Actual-Fund C/I* screen displays
  - a. **Report Section-** SAP will automatically generate (two) report views
    - i. Budget vs Actual- Fund/CI view
    - ii. Budget vs Actual- Program view
  - b. **Fund Centers-** currently there are 18 possible extensions and the extensions will vary based on your location
  - c. **The Budget Versus Actual Report will appear in the right window panel**

# ZFM\_COFA Report- Budget vs Actual- Fund/Commitment Item (C/I) View- Continued

## 1 COFA by Fund/CI

ST. LOUIS PUBLIC SCHOOLS - BUDGET VS ACTUALS ANALYSIS - LOCATION/FUND/COMMITMENT ITEM

Fiscal Year : 2015  
Fund Center : 40425-00 Ames VPA Elem-General

Fund / Commitment Item	CURRENT BUDGET	ENCUMBERED	YTD EXPEND	AVAIL BALANCE t	AVAIL %
** 110 INCIDENTAL					
* Discretionary - General					
634302 MEETING EXPENSES			804.16	804.16-	
639801 POSTAGE			500.00	500.00-	
641101 GENERAL SUPPLIES		2,214.44	5,159.39	7,373.83-	
* Discretionary - General		2,214.44	6,463.55	8,677.99-	
** 110 INCIDENTAL		2,214.44	6,463.55	8,677.99-	

5. Select the **Budget vs Actual – Fund/CI** from the reports field.

**Note:** Budget vs Actual- Fund/CI is the most commonly used report.

6. Select the Fund Center you would like to view in the *Variation: Funds Center* field. The **Budget vs Actual – Fund/CI** screen updates with your selection. In the next example, the (Title 1) fund center will be displayed.

**Note:** You may have one or more of the following selection items:

- 00- General- Base Location
- 01- Art
- 02- Science
- 03- Vocal Music
- 04- Instrumental Music
- 05- Physical Education
- 06- Preschool Academy
- 09- Kindergarten
- 10- Media Services
- 11- ESOL/Bilingual
- 12- Counselors
- 13- Career & Technical Education
- 70- Special Education
- 20- Nurse Services
- 21- Social Work Services
- 71- Title I
- 90- Office of the Principal
- 91- Infant Care Center
- 92- Parents as Teachers
- 93- Professional Development

## ZFM\_COFA Report- Budget vs Actual- Fund/Commitment Item (C/I) View- Continued

### 1 COFA by Fund/CI

ST. LOUIS PUBLIC SCHOOLS - BUDGET VS ACTUALS ANALYSIS - LOCATION/FUND/COMMITMENT ITEM

Fiscal Year : 2015  
Fund Center : 40425-71 Ames VPA Elem-Title I

Fund / Commitment Item	CURRENT BUDGET	ENCUMBERED	YTD EXPEND	AVAIL BALANCE t	AVAIL %
** 230 TITLE I IASA					
* Discretionary - General					
613101 EXTRA SERVICE PAY	18,766.17		9,570.00	9,196.17	49.00
634302 MEETING EXPENSES	2,467.88			2,467.88	100.00
639801 POSTAGE	49.00		49.00		
641101 GENERAL SUPPLIES	5,189.06	1,112.31	1,714.87	2,361.88	45.52
649104 COMPUTERS (< \$1,000)	5,000.00			5,000.00	100.00
654201 CLASSROOM EQUIPMENT			4,588.00	4,588.00	
* Discretionary - General	31,472.11	1,112.31	15,921.87	14,437.93	45.88
** 230 TITLE I IASA	31,472.11	1,112.31	15,921.87	14,437.93	45.88

7. The Title 1 screen displays, review the details of the report. Review the *Current Budget*, *Encumbered* and *Avail Balance* fields to determine if you have the available funds for your requisition. To release funds, take one of the following actions:


- If your Available Balance is zero or negative contact the Budget Office if you need to perform a budget transfer.
- To release encumbered items cancel the Purchase Requisition. If it is more than one you will need to cancel each item on the requisition to cancel the entire requisition.
- To release encumbered items with a status of Purchase Order contact the Purchasing Department

8. You have completed the process for displaying a Budget vs Actual report. Continue to the printing section if you need to print the report.

## 12.0 ZFM\_COFA Report- Budget vs Actual- Program/Internal Order/Commitment Item

### SAP Easy Access User Menu



9. Start the transaction *SAP Easy Access* screen by entering the transaction ZFM\_COFA and click  **Enter**. The *Budget vs. Actuals-Principal: Selection* screen displays.

### Budget vs Actuals-Principals: Selection

10. Enter the year in the **Fiscal Year-Current** field.

**Note:** The 2014-2015 school year is now called Fiscal Year 2015.

11. Enter the appropriate Fund Center Group in to the **Funds Center** field.

**Note:** The Funds Center Group will always be 5 digits representing the Location. For example, the Funds Center Group for Clay Elementary School will be **40436**.

**Note:** The Report will include all of the lower level fund centers

12. Left click on the  **Execute Button** the *Budget vs Actual-by Program* screen displays

## ZFM\_COFA Report- Budget vs Actual- Program/Commitment Item - Continued

### 2 COFA by Program/CI

ST. LOUIS PUBLIC SCHOOLS - BUDGET VS ACTUALS ANALYSIS - LOCATION/FUND/COMMITMENT ITEM

Fiscal Year : 2015  
Fund Center : 40436-90      Clay Elementary      -Principal

Fund / Program / Commitment Item	CURRENT BUDGET	ENCUMBERED	YTD EXPEND	AVAIL BALANCE t
*** 110 INCIDENTAL				
** NOT_RELEVANT No program				
* Discretionary - General				
613107 SECR/CLERICAL SAL OT			803.61	803.61-
639801 POSTAGE	508.00			508.00
641101 GENERAL SUPPLIES	5,100.00		2,159.96	2,940.04
649104 COMPUTERS (UNDER \$1,000)	3,000.00			3,000.00
* Discretionary - General	8,608.00		2,963.57	5,644.43
** NOT_RELEVANT No program	8,608.00		2,963.57	5,644.43
*** 110 INCIDENTAL	8,608.00		2,963.57	5,644.43

13. Select the *Budget vs Actual – by Program* from the reports field.

14. Select the Fund Center you would like to view in the *Variation: Funds Center* field. The *Budget vs Actual – by Program* screen updates with your selection. In the next example, the (Title 1) Fund will be displayed.

**Note:** You may have one or more of the following selection items:

- 00- General- Base Location
- 01- Art
- 02- Science
- 03- Vocal Music
- 04- Instrumental Music
- 05- Physical Education
- 06- Preschool Academy
- 09- Kindergarten
- 10- Media Services
- 11- ESOL/Bilingual
- 12- Counselors
- 13- Career & Technical Education
- 20- Nurse Services
- 21- Social Work Services
- 70- Special Education
- 71- Title I
- 90- Office of the Principal
- 91- Infant Care Center
- 92- Parents as Teachers
- 93- Professional Development



# ZFM\_COFA Report- Budget vs Actual- Program/Commitment Item - Continued

## 2 COFA by Program/CI

<div> <div> <div>Reports</div> <div> <div>1 COFA by Fund/CI</div> <div>2 COFA by Program/CI</div> </div> </div> <div> <div>Variation: Funds Center</div> <div> <div>40425 Ames School VPA ES</div> <div> <div>40425-00 Ames VPA ES -General</div> <div>40425-06 Ames VPA ES -Preschl</div> <div>40425-71 Ames VPA ES -Title I</div> <div>40425-90 Ames VPA ES -Prncpl</div> </div> </div> </div> </div>				
<div> <div>ST LOUIS PUBLIC SCHOOLS - BUDGET VS ACTUALS ANALYSIS - LOCATION/FUND/COMMITMENT ITEM</div> <div> <div>Fiscal Year : 2015</div> <div>Fund Center : 40425-71</div> <div>Ames VPA Elem-Title I</div> </div> </div>				
Fund / Program / Commitment Item	CURRENT BUDGET	ENCUMBERED	YTD EXPEND	AVAIL BALANCE t
*** 230 TITLE I IASA				
** F451AM SCHOOL WIDE PROJECT				
* Discretionary - General				
613101 EXTRA SERVICE PAY	18,766.17		9,570.00	9,196.17
641101 GENERAL SUPPLIES	3,189.06	1,112.31	1,714.87	361.88
649104 COMPUTERS (UNDER \$1,000)	5,000.00			5,000.00
654201 CLASSROOM EQUIPMENT			4,588.00	4,588.00
* Discretionary - General	26,955.23	1,112.31	15,872.87	9,970.05
** F451AM SCHOOL WIDE PROJECT	26,955.23	1,112.31	15,872.87	9,970.05
** F451BK PARENTAL INVOLMENT CHAP I				
* Discretionary - General				
634302 MEETING EXPENSES	2,467.88			2,467.88
639801 POSTAGE			49.00	
641101 GENERAL SUPPLIES	2,000.00			2,000.00
* Discretionary - General	4,516.88		49.00	4,467.88
** F451BK PARENTAL INVOLMENT CHAP I	4,516.88		49.00	4,467.88
*** 230 TITLE I IASA	31,472.11	1,112.31	15,921.87	14,437.93

15. The Title 1 screen displays, review the details of the report. Review the *Current Budget*, *Encumbered* and *Avail Balance* fields to determine if you have the available funds for your requisition. This report will show the detailed Internal Orders which specifically break down the expenditures for each Commitment Item. This is a specific report to see what the exact expenditures are. To release funds, take one of the following actions:

- If your Available Balance is zero or negative contact the Budget Office if you need to perform a budget transfer.
- To release encumbered items cancel the Purchase Requisition. If it is more than one than you will need to cancel each item on the requisition to cancel the entire requisition.
- To release encumbered items with a status of Purchase Order contact the Purchasing Department


16. You have completed the process for displaying a Budget vs Actual report. Continue to the printing section if you need to print the report.

## 13.0 Printing

The following steps are optional and are only used if you need to print the report.

**Note:** Always review the number of pages printing prior to printing the report.

1. To print a report left click the  Print Button. The *Print Variation Reports* box will display next.



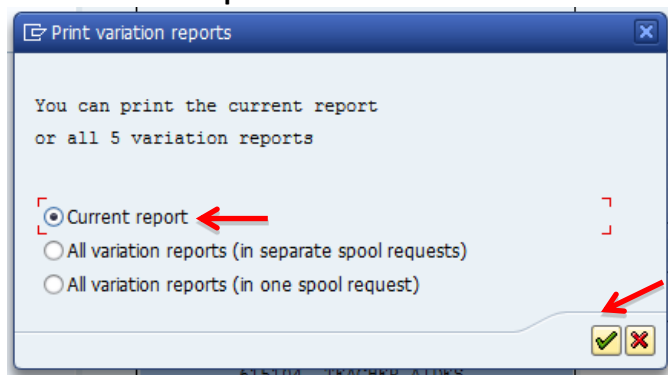
**2 COFA by Program/CI**


ST. LOUIS PUBLIC SCHOOLS - BUDGET VS ACTUALS ANALYSIS - LOCATION/FUND/COMMITMENT ITEM

Fiscal Year : 2015  
Fund Center : 40425-71 Ames VPA Elem-Title I

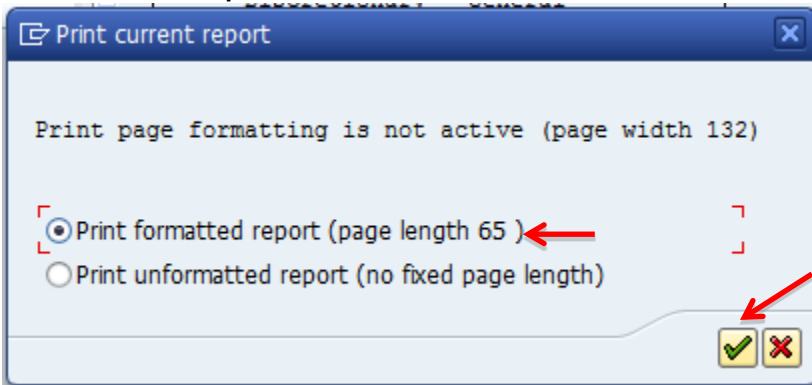
Fund / Program / Commitment Item	CURRENT BUDGET	ENCUMBERED	YTD EXPEND	AVAIL BALANCE t
*** 230 TITLE I IASA				
** F451AM SCHOOL WIDE PROJECT				
+ Discretionary - General				
613101 EXTRA SERVICE PAY	18,766.17		9,570.00	9,196.17
641101 GENERAL SUPPLIES	3,189.06	1,112.31	1,714.87	361.88
649104 COMPUTERS (UNDER \$1,000)	5,000.00			5,000.00
654201 CLASSROOM EQUIPMENT			4,588.00	4,588.00
+ Discretionary - General	26,955.23	1,112.31	15,872.87	9,970.05
** F451AM SCHOOL WIDE PROJECT	26,955.23	1,112.31	15,872.87	9,970.05


### Print Variation Reports Box



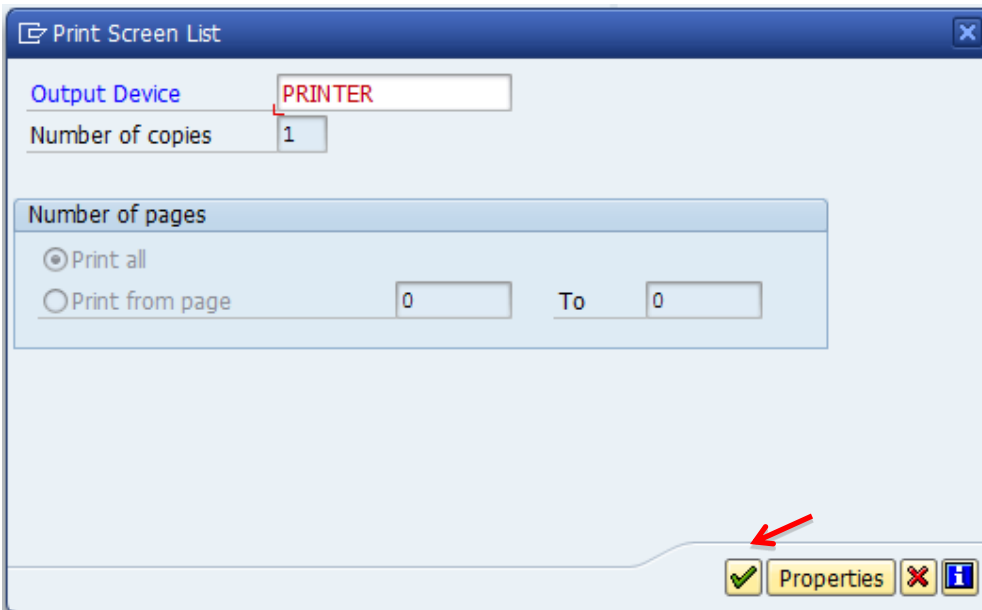
2. Select the Current Report Option.
3. Select the  Enter. . The *Print Current Report* screen displays


### Print Variation Reports Box



4. Select the Print Formatted Report Option
5. Select  **Enter**. The Print Screen List box displays

### Print Screen List



6. Select  **Enter** to print the report.

## 14.0 Finding Forms Online

All of the forms are now located on the Financial Division website located at the following address: [www.slps.org/page/23540](http://www.slps.org/page/23540). This webpage will always contain latest version of all Budget Department documentation.

The following Budget forms, Quick Reference and Manuals are located on the webpage:

### Forms:

- Budget Transfer Form
- Extra Service Form
- Additional Appropriation Request
- Voucher Payment Request
- Mileage Reimbursement Request
- Authorization for Travel

### Manuals:

- Budget Planning and Development Manual

### Quick References:

- Fund
- Internal Order
- Fund Center
- Frequently Used Commitment Items
- Kronos Timesheet Changes
- Extra Service Spreadsheet Process
- Extra Service Activity Codes
- Master GL Chart of Accounts

### Look Up Spreadsheets:

- Commitment Item Lookup
- Internal Order (IO) Lookup