



DEPARTMENT OF FINANCE

Reference Guide

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Office of Finance

Contact Information

160 S. Hollywood Street
Francis E. Coe Administration Building or 'Coe" Building
Memphis, TN 38112

- **Accounting and Financial Reporting**, Coe, Room 226 – 416-5461
- **Accounts Payable**, Coe, Room 250-A – 416-5407
- **Budget & Fiscal Planning**, Coe , Room 250-B – 416-5620
- **Payroll**, Coe, Room 130 – 416-5402

Finance Department

The Finance Department is responsible for managing the overall budget development, accounting, treasury, financial reporting, financial services operation and position control for the District.

These responsibilities include:

- Managing internal controls to mitigate risk
- Creating and presenting financial status and financial condition reports to internal and external parties, ensuring that the official accounting records of the District are up-to-date and accurate
- Safe-guarding the assets of the District to minimize risk of financial loss
- Creating tools to provide high-quality financial information that supports the District's strategic management initiatives
- Ensuring that accounts payable, budget, contract administration and payroll transactions are handled in an accurate and efficient manner
- Maintaining position control for the District
- Calculating the staffing allocation for school teachers and calculating site-based school budgets based on projected enrollment figures and/or Shelby County Schools policy

Accounting and Financial Reporting

The Accounting and Financial Reporting Department is responsible for presenting monthly and annual financial conditions of the school District along with other information necessary for understanding the District's financial affairs.

These responsibilities include:

- Administration of the accounting and financial reporting, including preparation of the annual Comprehensive Annual Financial Report and Annual State Reports
- Coordination of the annual audit
- Fixed asset reporting
- Cash Management
- Processing and compliance review of in-town travel mileage reimbursements and out-of-town travel requests
- Revenue and expenditure monitoring as well as the preparation of periodic forecasts and reports



Office of Finance

PHONE (901) 416-5461

FAX (901) 416-5598

June 26, 2015

TO: All Personnel Receiving Monthly Mileage 2015-2016

FROM: Office of Finance

SUBJECT: MILEAGE REIMBURSEMENT SCHEDULE 2015-2016

Monthly mileage reports are to be submitted using the Shelby County Schools Employee Portal. Attached is a copy of the Mileage Reimbursement Schedule and instructions for entering mileage using the Employee Portal. Approved local travel mileage will be reimbursed at the current IRS allowable rate. The mileage reimbursement rate will be .575 cents per mile.

Do not accumulate and submit mileage for several months at a time. Only mileage incurred during the month's reporting period will be reimbursed.

According to **Administrative Rules and Regulations 2000R:**

Failure to complete and submit the mileage report by the established deadline shall result in forfeiture of the employee's mileage reimbursement claim.

If you have any questions, please contact Cheryl Cummings in Finance, (901) 416-5461. Thank you for your cooperation in this matter.

Attachment(s)



MILEAGE REIMBURSEMENT SCHEDULE 2015-2016



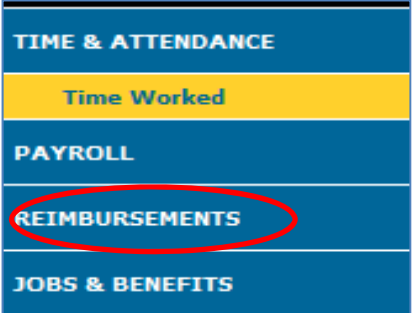
For Month of:	Mileage Claim must be completed and approved By 12:00 NOON On date listed below:
July 1-31, 2015	08/07/15
August 1-31, 2015	09/08/15
September 1-30, 2015	10/07/15
October 1-31, 2015	11/06/15
November 1-30, 2015	12/07/15
December 1-31, 2015	01/08/16
January 1-31, 2016	02/05/16
February 1-28, 2016	03/07/16
March 1-31, 2016	04/06/16
April 1-30, 2016	05/06/16
May 1-31, 2016	06/07/16
June 1-30, 2016	07/07/16* (*Year End Closeout)

- ◆ **REPORT MILES DRIVEN MONTHLY.**
- ◆ MONTHLY MILEAGE EXPENSE REPORTS ARE DUE ON OR BEFORE THE DUE DATE.
- ◆ MILEAGE MUST BE APPROVED BY DESIGNATED PRINCIPALS, MANAGERS AND OR SUPERVISORS.
- ◆ IF YOU HAVE A NAME, ADDRESS, AND/OR WORK LOCATION CHANGE, PLEASE CONTACT HUMAN RESOURCES @ 416-5304.
- ◆ FOR STATUS OF REIMBURSEMENT PAYMENTS, CHECK THE EMPLOYEE PORTAL.

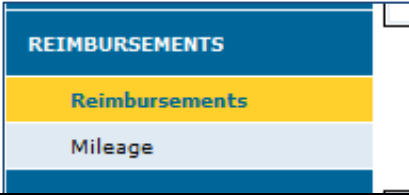

INSTRUCTIONS FOR MILEAGE REIMBURSEMENT SUBMISSIONS USING THE EMPLOYEE PORTAL

Monthly mileage reports are to be submitted using the Shelby County Schools Employee Portal. Attached is a copy of the Mileage Reimbursement Schedule and instructions for entering mileage using the Employee Portal. Approved local travel mileage will be reimbursed at the current IRS allowable rate. The mileage reimbursement rate will be 56 cents per mile.

Do not accumulate and submit mileage for several months at a time. **Only mileage incurred during the month's reporting period will be reimbursed.** Please remember mileage reimbursement does not include driving from your residence to your normal work location, as well as the distance from your work location back to your residence. If you have any questions, please contact Cheryl Cummings in Finance, (901) 416-5461. Thank you for your cooperation in this matter.

<p>1. <u>Access Shelby County Schools Website:</u> www.scsk12.org</p> <p>2. <u>Click Employee:</u> Go to Employee Portal.</p>	
<p>3. <u>Log In: User ID and PIN</u></p> <p><i>**User ID and PIN is your active directory log in**</i></p>	
<p>4. <u>Click Reimbursements</u></p>	

INSTRUCTIONS FOR MILEAGE REIMBURSEMENT SUBMISSIONS USING THE EMPLOYEE PORTAL

<p>5. <u>Click Mileage</u></p>	
<p>6. <u>Click “Enter New Claim”</u></p>	

Employee: ID:

Reference No.: **NEW ENTRY** Claim Date: 07/09/2013

DELETE	DATE	LOCATION	ROUND TRIP	MILES
✖	07/09/2013	From: A B Hill Elementary To: Alcy Elementary	<input type="radio"/> Yes <input checked="" type="radio"/> No	5.00
		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
Total Miles:				5.00
<i>(Total Mileage Reimbursement @ 0.5650)</i> Reimbursement:				\$ 2.83

COMMENTS

- 7. Complete Date Field**
- 8. Select From and To Locations, a drop down of locations will occur as you type. If no drop down box, add the address for the location.**
- 9. Select Round Trip (Yes or No)**
- 10. Miles will populate and total miles times mileage reimbursement rate will calculate. If miles do not populate automatically please add the appropriate mileage.**
- 11. Add additional From and To Locations if required**
- 12. Use the comment box to put the Purpose of Travel.**

INSTRUCTIONS FOR MILEAGE REIMBURSEMENT SUBMISSIONS USING THE EMPLOYEE PORTAL

**PLEASE SUBMIT ONE REQUEST FOR MILEAGE PER MONTH, ADD
ADDITIONAL TO AND FROM LOCATIONS AS NEEDED ON THE SAME
REQUEST. DO NOT SUBMIT MULTIPLE FORMS IN THE SAME MONTH**

13. If you are not finished and would like to come back later click

14. If you have finished your entries **FOR THE MONTH** click

PAYMENT PROCESS

The mileage reimbursement request is electronically submitted to the Shelby County Schools Accounts Payable Department. Your **first reimbursement check** will be mailed directly to you by "SunGard" a division of Regions Bank to the address on file with Human Resources. Also with the check in the mail will be instructions and available options to receive future reimbursements through direct deposit. Please follow the instructions provided and make your preferred choices.

FOR ASSISTANCE PLEASE CALL THE SHELBY COUNTY SCHOOLS OFFICE OF FINANCE:

Cheryl Cummings , (901) 416-5461

FAQ's for Mileage

1. How to correct a returned mileage claim?

A. Go back into your Employee Portal click on:

Reimbursements, then

Mileage

B. Go to Claim date and click on the one that has the status Returned.

C. Open mileage claim, make corrections and submit.

2. What is a round trip?

A round trip is when you start at point A then you travel to point B and then back to point A.




Example:

DELETE	DATE	LOCATION	ROUND TRIP	MILES	RATE	REIMBURSEMENT
	06/18/2014	From: Overton High School To: CENTRAL OFFICE	<input checked="" type="radio"/> Yes <input type="radio"/> No	16.66	0.560	9.33
	06/18/2014	From: Overton High School To: White Station High School	<input checked="" type="radio"/> Yes <input type="radio"/> No	5.00	0.560	2.80

You start at Overton High School go to the Central Office and back to Overton High School. On the same day next line you would start back at Overton High School.

3. Why aren't the miles calculating?

Always make sure you use the drop box boxes. If you find one that is calculating incorrectly or not at all, send me an e-mail.

DELETE	DATE	LOCATION	ROUND TRIP	MILES	RATE	REIMBURSEMENT
	06/18/2014 	From: <input type="text" value="overt"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	0.560	0.00
		To: <input type="text" value="Overton High School"/>				
		From: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>		

Click on the gray shaded drop down box.

4. Why was my mileage denied?

There is a calendar posted with Mileage Reimbursement Schedule, always make sure you have your mileage submitted on time. I suggest that you start you mileage first week of each month and save, I'm not finished, that way you can always go back and update it weekly.

5. When I am in my Employee Portal and see the status New or Pending what does that mean?

The status **New** means that your supervisor/principal has not approved it yet. **Pending** means it is at the Central Office awaiting processing. Please allow 2 weeks after you submit your mileage for processing, there are a lot of mileage claims to review.

Mileage questions or concerns contact:

cummingscb@scsk12.org

TRAVEL REGULATIONS FOR SHELBY COUNTY SCHOOLS

Travel authorization must be approved by the authorized official(s) and a Trip I.D. # assigned by Finance prior to making any travel arrangements. Registration itinerary MUST be attached. (Allow 30 Calendar Days for Finance to Process Travel Request - *****NOTE: if using Federal Funds allow 60 days*****.)

Finance will provide you with a copy of the approved form with the trip I.D. number. This number must be given to the travel agency before charges can be made to the Board of Education account. Retain duplicate to submit with your expense report.

Travel costs include out-of-town expenses for transportation, lodging, meals and incidental costs incurred while on official business of the Board of Education for which proper approval has been obtained. Discretion and regulations should be followed when incurring travel expenses. Supporting documentation must be maintained and attached to the Travel Expense Report form, which must be filed in the Office of Finance within five to seven (5-7) business days after returning from the trip. If the trip is cancelled, Finance should be notified and advance dr0aw checks returned immediately.

I. TRANSPORTATION Travel Agency: Wright Travel (901) 767-2080 or Bartlett Travel (901) 373-5400

- (A) Tourist accommodations should be used in air travel unless this would create unnecessary expense or problems. If transportation costs are not prepaid by the Board, ticket stubs must be attached as supporting evidence. Air travel insurance is not reimbursable. Travel arrangements should be made through the Board's authorized travel agencies.
- (B) All parking receipts must be attached as supporting evidence (regardless of the total cost of "B"). If the total cost of transportation item "B" (parking, limo, taxi and/or shuttle service) is \$30.00 or more, each expense must be supported with a receipt to be reimbursed.
- (C) When mileage is used in lieu of airfare, the mileage rate should not exceed the cost of tourist class airfare in effect thirty (30) days prior to travel. Mileage will be reimbursed at the district's current rate. The mileage rate reimbursed should be limited to the shortest route to and from the place of meeting.

II. FOOD

Meals will be reimbursed for actual costs incurred or the following schedule, whichever is less:

- (A) Breakfast - \$10.00 (B) Lunch - \$10.00 (C) Dinner - \$25.00

No receipts are expected to be maintained for meals; however, the meals should be itemized. Tips are included in this rate. Breakfast may be included only when the trip begins before 8:00 a.m. Dinner may be included if the trip is concluded after 6:00 p.m. Meals are not reimbursable if they are included in conference registration fees and cannot be claimed on your travel expense form.

III. LODGING

Receipts are required for lodging. Lodging reimbursement is not to exceed the U.S. General Service Administration's domestic per diem rate (GSA) {www.gsa.gov}. Exceptions to these allowances must have prior approval (by the authorizing official and justification on travel form). Laundry is not reimbursable. When a room is shared, each person should ask for a copy of the bill for his/her share of the room cost.

IV. MISCELLANEOUS

Telephone charges (long distance and local) incurred while in travel status is acceptable, if necessary in conducting Board business, and should be separately itemized under miscellaneous cost as indicated on the hotel bill. Registration fees are reimbursable under miscellaneous and require receipts as supporting evidence. Other business expenses, within reason, that are properly supported should also be claimed under this section. A maximum of \$4.00 is allowed for baggage gratuities.

Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age.

MONEY DUE BOARD ACCOUNT

Money Due Board is used as a line of credit to the schools. The schools reimburse Shelby County Schools with money received from fundraisers and/or donations for supplies, equipment, and after-school expenses.

Money Due Board and Reimbursements from the schools are one in the same. To inquire about when a reimbursement is appropriate, please contact Internal Audit for further clarification. Contact Felicia Niter in Accounting and Reporting if you have questions regarding the Money Due Board process.

Single item purchases \$500.00 and over should be paid for using a district purchase order. Occasionally, ***circumstances*** exist where the school may need to order an item using a district purchase order and reimburse the District from its School Activity Funds. The district will seek reimbursement from the school.

Examples of such circumstances are:

1. Salary expenditures the schools wants to pay with Student Activity Funds must be processed through the District's regular payroll process subject to proper payroll withholdings and reporting. The school can request payment through the district using the money due board account and reimburse the District from School Activity Funds.
2. Purchased equipment and furniture must be inventoried by the district as fixed assets (e.g. computers and accessories, printers, tablets, desks, tables chairs, etc....), these purchases should be made using a district purchase order in order to be automatically recorded as fixed assets. Funding for such purchases may be the result of fund raisers, alumni donations, parent organization donation, etc. The school should use the district purchase order system for single purchases \$500 and over using the money due board account and reimburse the district with the collected funds.
3. The school has received a grant award directly and the dollars are to be spent for a specific purpose. Single item purchases \$500 and over should be made through procurement by using a district purchase order. In order to start the process the school may begin purchasing using the money due board account and reimburse the District using Student Activity Funds.
4. Contact the Department of Accounting and Financial Reporting for money due board account numbers for your location.

Contact: Shelby County Schools
Office of Finance
Department of Accounting and Financial Reporting
160 S. Hollywood, Room 226
Memphis, TN 38112
Felicia Niter, Accounting Associate
(901) 416 – 5461



Accounting and Reporting

Contact Information

Angela Carr, Director
 Coe, Room 226 - 416-6482
CarrAR@scsk12.org

Name/Position	Phone #	Primary Area of Responsibility
Tutorial Miller/Manager williamsty1@scsk12.org	901-416-5796	Cash Management, Charter Schools, External Audit, CAFR
Carla Smith/Manager smithcj3@scsk12.org	901-416-5587	General Fund, Achievement School District, External Audit, CAFR
Angela Buckley/Senior Accountant buckleya@scsk12.org	901-416-1131	Discretionary Fund
Jeannette Lucas/Senior Accountant lucasj1@scsk12.org	901-416-1081	Gates Grant, Human Resources Finance Accountant
Dorothy Pittman/Senior Accountant pittmand1@scsk12.org	901-416-7458	Achievement School District, Reconciliations
Bridgette Samba/Senior Accountant sambab@scsk12.org	901-416-1207	Capital Improvement Fund
Vacant/Senior Accountant		Cash Accountant, Charter Schools, Internal Service Funds
Cheryl Cummings/Accounting Associate cummingscb@scsk12.org	901-416-5409	Receptionist/Mileage Reimbursements
Sam McEwen/Accounting Associate mcewens@scsk12.org	901-416-5701	Cashier
Felicia Niter/Accounting Associate niterfj@scsk12.org	901-416-5599	Out-of-Town Travel Requests/Money Due Board

Accounts Payable

The Accounts Payable Department seeks to ensure the timely disbursement of payments to vendors, contractors and others in compliance with District policies and contractual terms.

These responsibilities include:

- Processing check requests and contract payment requests initiated by District personnel, and ensuring that all supporting documentation and approvals for payments are in compliance with established procedures.
- Generating and processing checks
- Processing travel advances and expense reports
- Providing services as required by Internal Revenue Service's regulations



ACCOUNTS PAYABLE PROCESSING INFORMATION

Requisitions are created in APECS by the requisitioner (employee initiating requisition). The requisition goes through approval and routing. Once approved, the system electronically forwards to the Procurement Department where PO's are generated.

Receipts information is entered immediately in APECS by the Requisitioner upon receipt of goods and services when delivered and is verified as part of the three-way matched process for payment. An Accounts Payable staff member will enter the receipt when provided with proof of delivery for issued purchase orders. AP will only receipt for blanket PO's or 90+ day's overdue invoices.

Invoices are mailed directly to Accounts Payable, RM C-250, and then entered into the APECS system by AP Staff. Invoices within tolerance limits are expensed upon authorization. However, if the receipt has not been entered, the system places the invoice on hold. Once the receipt is entered, the system removes the hold and the payment is released based upon the due date on the invoice.

Invoice amounts greater than tolerance limits are returned to Procurement for investigation resulting in either a request for credit or a supplement (change) to the purchase order.

Authorized Invoices and support documentation are scanned and attached to the appropriate voucher in APECS. The attachments are used for verification of expenditure payments.

Any invoice for contract services expenditures over \$100,000.00 must be approved by the Board of Commissioners before the invoice can be paid.

Payment Requests with Invoices flow from schools to Accounts Payable. Payment Requests are verified for signature approvals, appropriate support documentation, and District authorized dollar amounts. (Schools are not allowed to purchase items that require board approval or require bidding procedures through Procurement). Invoices with proper signature approval and School PO's within limits are processed as a direct expense in Accounts Payable.

Invoices received by Accounts Payable that are supported by a School Purchase Order Number will be returned for the school to process the payment by completing a Payment Request. The school should not pay for anything that is site-based. If a School purchases an item with a school PO and the purchase is less than \$500.00, then the school will have to send it to AP for payment. All purchases over \$500.00 must be on a purchase order.

Reimbursement Requests with a copy of documentation are used to make vendor payment; copy of the check and credit card receipt along with the invoice or vendor receipt are attached to the Reimbursement Request from schools or requestor to Accounts Payable. AP verifies that the amount requested matches the invoice amount (excluding tax) with the check amount and requested reimbursement. Appropriate signatures are also checked. If the reimbursement resulted from a purchase made by a school using a School PO within the dollar amount guidelines, then the Reimbursement is processed in Accounts Payable. *Reimbursement will not include any taxes, unless the taxes are for re-sales. Accounts Payable will automatically reduce the reimbursement payment by the tax charged. The Reimbursement cannot exceed \$500.00 per purchase. PLEASE DO NOT SPLIT VENDOR INVOICES INTO MULTIPLE PAYMENTS; this is a violation of District policies and accounting procedures.*

Maintenance Warehouse Emergency Repair Purchases are initiated by a Work Order System. Craftsmen are sent to investigate needs. Supplies not available from the warehouse are purchased from local suppliers. Craftsmen call the Maintenance Division for verbal approval to make the purchase from the supply store. The Maintenance Division records the PO numbers and basic information. The craftsman provides the PO number to the vendor. Invoices are mailed to Accounts Payable, RM C250, with a copy of the MW attached. Requisitions using the MW PO number are generated by Maintenance creating a purchase order in APECS. Invoices are not entered on Maintenance Warehouse Emergency Repair Purchases until the PO received is created in APECS.

Travel is handled using Travel Advance and Expense Reimbursement forms which are received and reviewed in Accounting and Reporting. Each Travel Advance and Reimbursement is assigned a trip ID number by Accounting and Reporting per out-of-town travel procedures. These forms serve as the invoice and are entered as a direct expense by Accounts Payable only after a trip ID has been assigned.

Copiers' Lease and Maintenance agreements must be approved and signed by Contract Services prior to acquiring a new copier lease. An annual blanket purchase order must be created in APECS on July 1st of each year to cover the current year charges for the lease and estimated maintenance by vendor regardless of the number of pre-existing copiers on a blanket purchase order; please record the make, model and serial number for each copier in the note section when creating the purchase order.

If the company that provides the lease of the copier is different from the company providing copier maintenance, a separate purchase order must be created to cover the expense for school fiscal year. Usually the number of copies that run through the copier during the month will determine the price of maintenance. Each location must establish a person and time to read and call in the copier's meter reading to the vendor on a monthly basis. The vendor will submit their invoice to Accounts Payable, where the meter reading will be notated as the invoices are entered for payment.

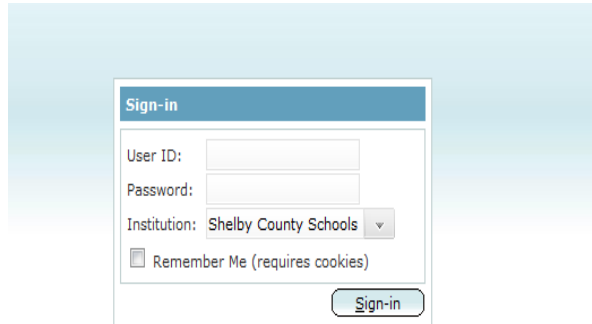
The financial secretary is responsible for contacting the lease company in writing of their intent to terminate the copier lease agreement. Failure to do so can obligate the school, department or District to another year's lease. Constance Bolton can assist you with any details regarding copiers.

Cellular Phones are authorized by Information Technology (IT), ordered by Procurement and paid through Accounts Payable. Only authorized personnel may order cell phones and the request must be submitted on a Cell Phone Approval Form and sent to Procurement or IT, not AP.

Checks are processed for payment every Monday, Wednesday and Friday and will be mailed directly to the vendors by "SunGard," a division of Regions Bank to the address on file in APECS. The vendor may request direct payment through SunGard's Virtual Card Remittance or ACH by contacting Sungard: Tel 877-330-4950 or email agp.jax.vendorenrollment@sungard.com

INSTRUCTIONS FOR ENTERING RECEIPTS INTO APECS

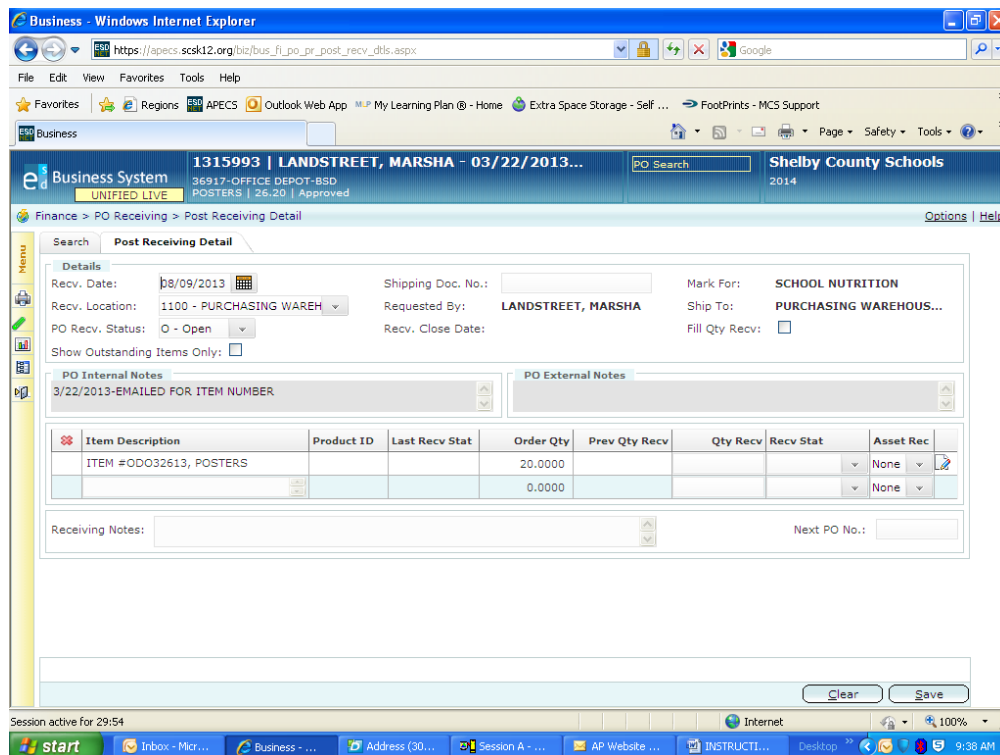
1. Access APECS through this website: <https://apecs.scsk12.org/biz/>
2. Enter your user ID and password which is the same as your active directory log in (the same username and password used to log into your computer). Check the "Remember Me" and you not have to re-enter your user name the next time you log in.



The screenshot shows a "Sign-in" form with the following fields and options:

- User ID:
- Password:
- Institution:
- Remember Me (requires cookies)
-

3. Click the menu>Finance>PO>PO receiving
4. Enter the PO number. Search.
5. Click on the PO green actions icon in the first box.
6. Go to Post Receiving Detail
7. Receipt each item that you have received under "Qty Recv"
8. Save



The screenshot shows the "Post Receiving Detail" screen in the APECS system. The browser address bar shows https://apecs.scsk12.org/biz/bus_fi_po_pr_post_recv_dtl.aspx. The page header includes "Business System", "1315993 | LANDSTREET, MARSHA - 03/22/2013...", and "Shelby County Schools 2014". The breadcrumb trail is "Finance > PO Receiving > Post Receiving Detail".

The "Post Receiving Detail" form contains the following information:

- Recv. Date: 03/09/2013
- Recv. Location: 1100 - PURCHASING WAREH
- PO Recv. Status: O - Open
- Shipping Doc. No.:
- Requested By: LANDSTREET, MARSHA
- Recv. Close Date:
- Mark For: SCHOOL NUTRITION
- Ship To: PURCHASING WAREHOUS...
- Fill Qty Recv:

PO Internal Notes: 3/22/2013-EMAILED FOR ITEM NUMBER

Item Description	Product ID	Last Recv Stat	Order Qty	Prev Qty Recv	Qty Recv	Recv Stat	Asset Rec
ITEM #ODO32613, POSTERS			20.0000			None	None
			0.0000			None	None

Receiving Notes: Next PO No.:

Buttons:

REIMBURSEMENT REQUEST

School/Dept./Div. _____

Location Code _____ Telephone _____

Check No. or Reimbursement No.

Please Print

Reimbursement for school checks must be submitted separately. School Check Number must be used for If your reimbursement does not involve a school check, you may create your own reimbursement number using alpha-numeric 10 digit maximum.

Requisitioner

Pay to: _____

Pay to Address: _____

Vendor Number _____ (required) or secure Bid Request Application from the Procurement Web Page; have vendor complete and return to you for submitting with your Payment Request. If business is registered in Shelby Co. - Business License Number _____

Fund	Function	Object	Department	Location	Project	Invoice Number or Description of Payment <i>Attach original invoice, registration form, subscription renewal form, contract, etc.</i>	Total
						Reimbursement- Check Deposited should have gone to John Leatherwood	
\$ -							Payment Total

Justification: _____

A Superintendent _____ Date _____

P Director _____ Date _____

P Principal _____ Date _____

O Department Head _____ Date _____

V Manager _____ Date _____

E _____ Date _____

D Other (Title) _____ Date _____

Maintain copy of this form for your records. For questions call Accounts Payable @ 416-5407.



Accounts Payable

Contact Information

Shirley Page, Manager
 Coe, Room 250 - 416-5795

Nancy Hill Accounts Payable Associate	Accounts A-G Cafeteria Drop Shipments Manager Back-up	416-5381
Shelia Gaston Accounts Payable Associate	Accounts H-N Backup for food bills	416-5374
Jennifer Lawson Accounts Payable Associate	Accounts O Office Depot Payments Telecommunication Payments Fiscal Svc Check Requests	416-5372
David Lowe Accounts Payable Associate	Accounts R-T, V-Y Utility Bills	416-5375
Jami Bodkin Accounts Payable Associate	Account Q, U Payment Requests Travel Authorization/Expense Reports Athletic Expenses Backup for copiers	416-5348
Constance Bolton Accounts Payable Associate	Accounts P, Z Copier Lease & Maintenance Payments Contract PO Payments	416-5350
Danita Williams Accounts Payable Associate	Reimbursement Requests Answer Main Phone Open & Distribute Mail	416-5407

Budget and Fiscal Planning

The Budget & Fiscal Planning Department provides financial planning management services that include: identifying cost-saving measures, monitoring fiscal trends, assisting divisions in developing their budgets, evaluating performance indicators and making improvements to the year-round budget development and management process.

General responsibilities include:

- Preparation of the Annual Operating Budget for Shelby County Board of
- Preparation of the school district's budget;
- The review and processing of all budget transfers and amendments;
- The coordination of the development and filing of budget with local and State agencies;
- Compliance with all Federal, State, and local budget reporting requirements where applicable;
- Calculation of staffing allocations to determine the number of general education teachers per school based on student population; and
- Calculation of site-based budget allocations of each regular instruction school location.

The Budget & Fiscal Planning Department helps the District comply with State of Tennessee Code Annotated 49-3-316, 49-2-4101, 49-2-301, and 10-7-512. It is responsible for implementing SCS Board Policy 2001. The department is also guided by Federal and State regulations, Generally Accepted Accounting Principles (GAAP), and the Government Accounting Standards Board (GASB) pronouncements. The Budget department evaluates and assists the District in meeting the recommendations of the Association of School Business Officials (ASBO) and the Government Finance Officers Association (GFOA).

BUDGET TRANSFERS

- A budget transfer is used to move expenditure (or revenue) budget between account line items or categories within a function or location. For example, a school needs additional budget for equipment repair and has more budget than needed for supplies. So, the school's staff person uses a budget transfer to move funds from the supplies account to the equipment repair account.
- Transfers are entered into APECS (the SCS business transaction software) by school or Central Office staff, reviewed by the Budget Manager, and are approved by the Budget Director, usually within 24 to 48 hours.
- Access Login to APECS and from the left hand side of the screen, select Menu→Finance→Budget Transfer/Revision.
- Enter account information and the ***change*** in dollars for each account affected.
- With a budget transfer, the change amounts – all increases and decreases – must net to zero. For instance, if supplies are increased by \$2,000, then another account or a series of accounts such as an equipment account and a travel account must be reduced by \$2,000 in total. Again, the net change is zero.
- Include an explanation of changes such as “due to unexpected repairs on copy machine” in the Description box. This is a mandatory field.
- Include notes in the Note box for additional information. While this is an optional field, it is especially helpful when researching completed transfers several weeks or months after approval.
- If applicable, attach any documentation such as e-mails or letters that support the movement of expenditure and/or revenue budgets. This is especially important in making transfers in grant funds as most grants require approval by the grantor before making changes to the grant budget.
- Please note that budget is typically not moved to or from salary and benefit accounts, except as approved by the Board of Education per State law. Please contact your Budget Center Manager in the Central Office or a member of the Budget & Fiscal Planning Department to discuss specifics.

See page 27 for detailed instructions for entering a budget transfer request.

BUDGET AMENDMENTS AND/OR REVISIONS INCLUDING GRANTS

- What is a Budget Amendment? A budget amendment is a resolution brought before the governing body, specifically the SCS Board of Education to update the annual budget as adopted per State law and Board Policy 2001. It is used to: recognize new revenues; reduce revenues based on new information; increase authorized expenditures related to new revenues; move funds between state function categories or funds; and to increase the number and types of positions authorized through the budget. An amendment that moves expenditures between major state function categories or increases any fund or function must also be approved by the Shelby County Commission per Tennessee Code 49-2-301 prior to implementation.
- Major State Function Categories include: Instruction, Instructional Support, Student Support, Office of Principal, General Administration, Fiscal Services, Other Support Services, Student Transportation, Plant Services, Community Service, Charter Schools, Retiree Benefits, Debt Service, Capital Outlay and Trustee Commission. State function categories are included in each account string within APECS. They are also defined in the Financial Section of annual budgets available at the Department of Finance page of the District's website: <http://www.scsk12.org/uf/finance/reports>.
- What's the difference between an amendment and a transfer? A budget amendment is a change to the authorizing legislation or budget that the SCS Board of Education adopts for each fiscal year. A budget transfer moves funds between authorized line items within a state function to reflect the most current information available about where expenses and revenues are actually going to be recorded. For example, a movement between Contracted Services and Supplies within the Instruction State function would be a budget transfer. While in another example, changing the budget to add a new grant or to increase an existing grant would involve a budget amendment. Additionally, a budget amendment is needed to create or add positions.
- Once a department or program has determined that a budget action increasing a fund or moving between functions is necessary, a resolution must be completed. This is necessary so that the change can be approved by the Board and if required, by the County Commission. To submit an item for the amendment process:
 - Provide a brief description, no more than 3 sentences, of the program being supported by the grant and the source of the grant, amounts of revenues and

expenditures and any district match or contribution expected, and the District's 80/90/100% Strategic Priorities supported by this program.

- Before being submitted to the Board for consideration, all resolution items must be approved by the Chief Financial Officer and the Superintendent. Once approved at those levels, the resolution must be submitted to the Board Office to be included on the Board's agenda. The Board Office publishes a schedule of Board meetings usually the third and fourth Tuesdays of each month. Therefore, budget resolution information must be received by the Budget & Fiscal Planning Department three weeks prior to the Board's Working Session in order to compile all submissions and have them reviewed. ***If applicable, Budget & Fiscal Planning will submit any amendments that need to be approved by the Shelby County Commission for their next available meeting.***
- Once the Board (and the County Commission if necessary) has approved the resolution, Budget & Fiscal Planning will input the adjustments into the APECS General Ledger system (and if applicable, into the APECS Position Control system), no later than by the end of the week that the final approval was given.

****Please note that the more communication and the earlier the communication about any prospective grant or new program, the smoother the process will be to implement. With early notice, both Compensation within Human Resources and Budget/Fiscal Planning can help to make sure details are covered and the grant or other funding can be available for spending as soon as possible. Expenditure spending for a resolution prior to SCS Board and/or Shelby County Commission approvals is unlikely.***

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

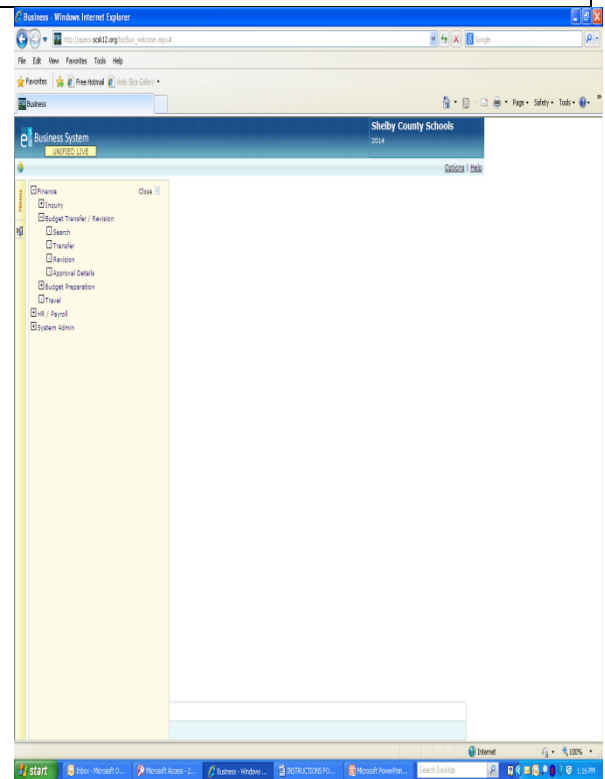
1. Access APECS through this website: <https://apecs.scsk12.org/biz/>
2. Enter your user ID and password which is the same as your active directory log in (the same username and password used to log into your computer). Check the "Remember Me" box and you will not have to re-enter your user name the next time you log in.



The screenshot shows a "Sign-in" form with the following fields and options:

- User ID: [Text Input]
- Password: [Text Input]
- Institution: Shelby County Schools (dropdown menu)
- Remember Me (requires cookies)
- Sign-in button

3. Click the menu pane on the left of the screen
 - Select Finance
 - Select Budget Transfer/Revision
 - Select Transfer



INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

4. This is the budget grid used to enter the budget transfer. In the "Description" field, type in wording to describe this new budget transfer. This information is mandatory. In the middle of the page, there is the budget transfer grid. Go to the first line of the grid and in the "Account No." row, click on

"Searchlight/Flashlight"

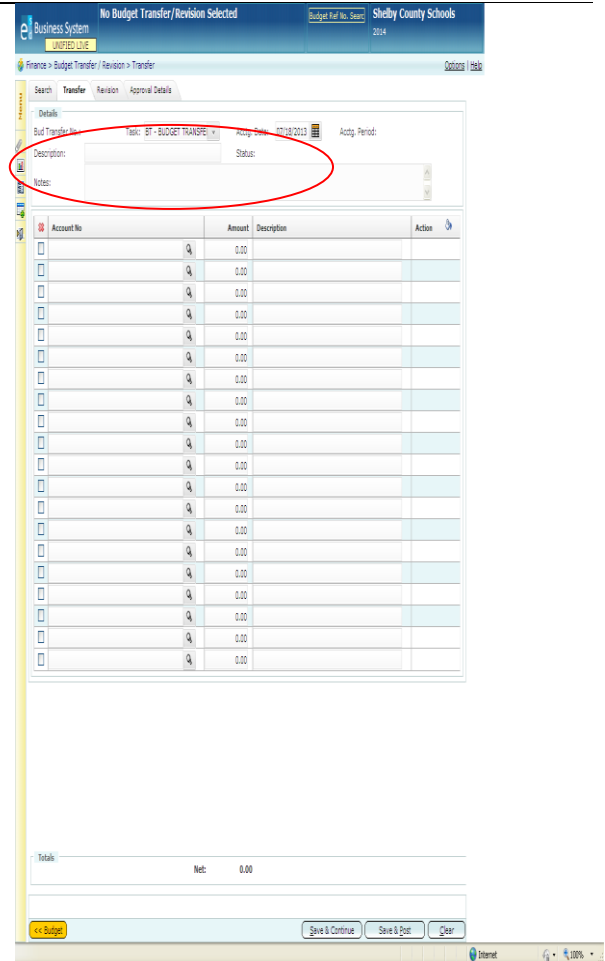


If you have support documents for the budget transfer you can attach it by clicking on the paper clip.



It is located on the left under the word "menu".

There is a section provided where notes can be added. This section enables you to enter a more thorough/detailed description of the budget transfer.



The screenshot displays the 'Budget Transfer/Revision' interface in the APECS system. The 'Description' field is highlighted with a red circle. Below the description field is a table with the following columns: Account No., Amount, Description, and Action. The Amount column contains 0.00 for all rows. The Description column is empty. The interface also includes a 'Notes' section and a 'Totals' section showing a Net of 0.00. The interface is titled 'No Budget Transfer/Revision Selected' and 'Shelby County Schools'.

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

5. Key in account information in the account number grid at the top of the search box. **Note: A full chart of accounts has been provided for your use in determining your new account numbers. You can search on components of the account number such as the fund and department or any combination of the following: Fund, function, object, department, location or project.**

The screenshot displays the APECS Business System interface for budget transfers. The main window shows a search box with a grid for entering account information. A search modal is open, showing a search criteria form with a red circle highlighting the account number grid. The grid contains the following information:

Account No.	Fund	Func	Obj	Dep	Loc	Proj	Type
01				203041			

The search modal also includes fields for Name, Short Name, Responsibility Code, and Account Type (Operating, Control, Summary, All). The background interface shows a list of account numbers and a search button.

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

6. Once you have entered the portion of the account you desire to search on, click the Search button. All of the account(s) meeting the criteria you entered will be displayed in the grid below with the name of the account displayed beside it.

Business System
No Budget Transfer/Revision Selected

Search

Account No.	Name	Balance
01-72130-11600-203041-2385-0000	TEACHERS	0.00
01-72130-12300-203041-0003-0000	Guidance Personnel	0.00
01-72130-12300-203041-0005-0000	Guidance Personnel	0.00
01-72130-12300-203041-0008-0000	Guidance Personnel	0.00
01-72130-12300-203041-0010-0000	Guidance Personnel	0.00
01-72130-12300-203041-0020-0000	Guidance Personnel	0.00
01-72130-12300-203041-0030-0000	Guidance Personnel	0.00
01-72130-12300-203041-0035-0000	Guidance Personnel	0.00
01-72130-12300-203041-0050-0000	Guidance Personnel	0.00
01-72130-12300-203041-0060-0000	Guidance Personnel	0.00
01-72130-12300-203041-0067-0000	Guidance Personnel	0.00
01-72130-12300-203041-0070-0000	Guidance Personnel	0.00

7. To select a specific account to adjust, select it by clicking on the underlined account number. The account will populate the "Budget Transfer Screen".

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

10. To access an incomplete budget transfer, log onto APECS, as in step #2 above.

Click the menu pane on the left of the screen

-Select Finance

-Select Search

The grid on the right will be displayed.

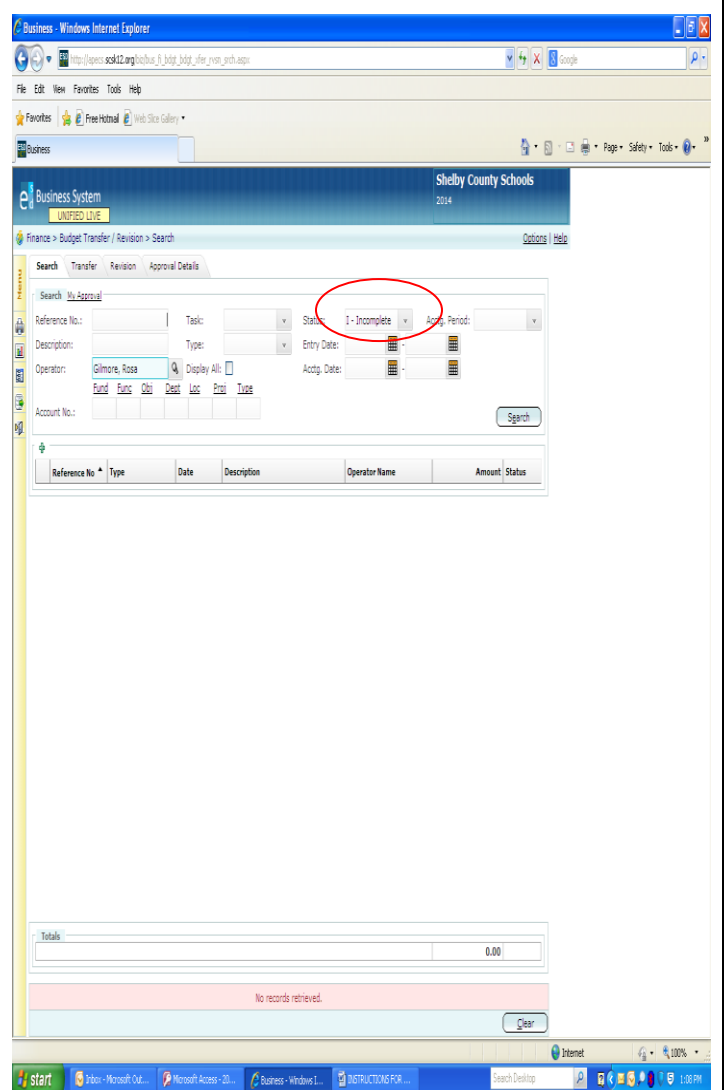
-Click on the drop down box next to "Status".

-Select Incomplete

-All incomplete budget transfers you have not submitted for approval will

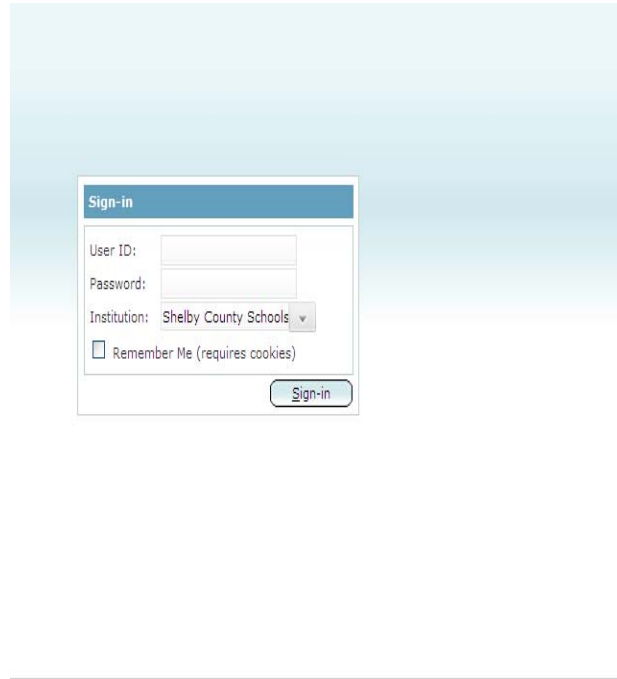
populate in the lower grid.

-Click on the budget transfer you wish to complete.

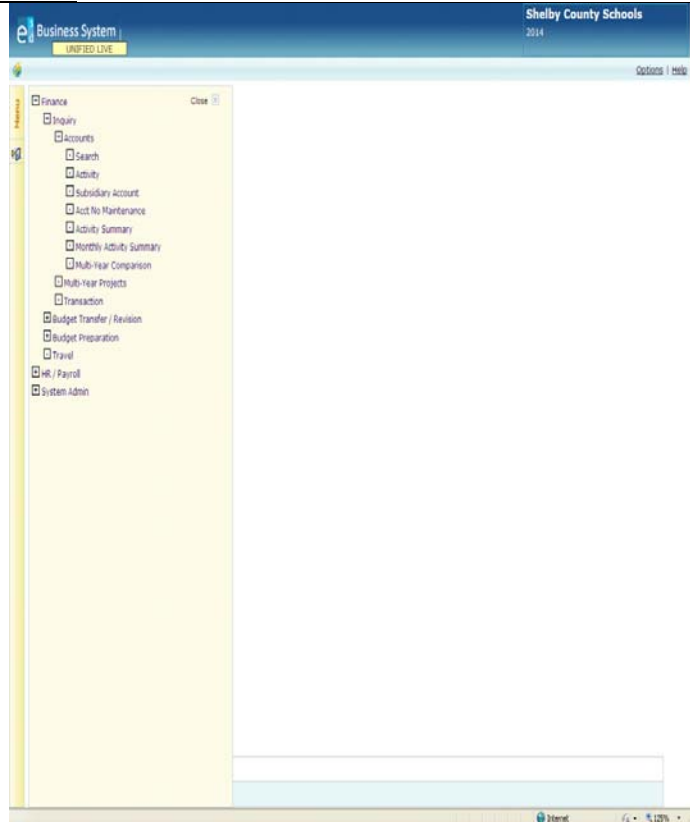


INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

1. Access APECS through this website:
<https://apecs.scsk12.org/biz/>
2. Enter your user ID and password which is the same as your active directory log in (the same username and password used to log into your computer). Check the "Remember Me" box and you will not have to re-enter your user name the next time you log in.



3. Click the menu pane on the left of the screen.
 - Select Finance
 - Select Inquiry
 - Select Accounts
 - Select Search



INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

4. In the search box enter the full account number or part of the account number such as the fund, function, object, department, location or project. Click the search button. All of the accounts matching the search criteria you entered will be displayed.

For each account displayed you will see the beginning budget, adjusted budget, YTD activity, encumbrances, and current balance.

The screenshot shows the 'Business System' interface for Shelby County, 2014. The navigation path is Finance > Inquiry > Accounts > Search. The search criteria are: Fund: 01, Func: (blank), Obj: (blank), Dept: 337000, Loc: (blank), Proj: (blank), Type: (blank). The search results table lists 19 accounts with columns for Account No., Name, Beg/Orig Bal, Adjusted Bdt, YTD Activity, Encumb, and Reqn Rsrv. The row for account 01-72810-20100-337000-8223-0000 (SOCIAL SECURITY) is circled in red. A totals row at the bottom shows a total beginning budget of 282,861.00, an adjusted budget of 282,861.00, YTD activity of 7,733.36, and encumbrances of 8,053.00.

Account No	Name	Beg/Orig Bal	Adjusted Bdt	YTD Activity	Encumb	Reqn Rsrv
01-72810-10500-337000-8223-0000	SUPERVISOR/DIRECTOR	53,834.00	53,834.00	1,701.76	0.00	0.00
01-72810-18900-337000-8153-0000	OTHER SALARIES & WA...	65,996.00	65,996.00	0.00	0.00	0.00
01-72810-18900-337000-8220-0000	Other Salaries & Wages	0.00	0.00	3,741.38	0.00	0.00
01-72810-18900-337000-8223-0000	OTHER SALARIES & WA...	67,974.00	67,974.00	0.00	0.00	0.00
01-72810-20100-337000-8153-0000	SOCIAL SECURITY	5,049.00	5,049.00	0.00	0.00	0.00
01-72810-20100-337000-8220-0000	CENTRAL AND OTHER	0.00	0.00	231.96	0.00	0.00
01-72810-20100-337000-8223-0000	SOCIAL SECURITY	9,318.00	9,318.00	105.51	0.00	0.00
01-72810-20400-337000-8153-0000	STATE RETIREMENT	6,164.00	6,164.00	0.00	0.00	0.00
01-72810-20400-337000-8220-0000	CENTRAL AND OTHER	0.00	0.00	335.23	0.00	0.00
01-72810-20400-337000-8223-0000	STATE RETIREMENT	11,376.00	11,376.00	152.48	0.00	0.00
01-72810-20700-337000-8153-0000	MEDICAL INSURANCE	3,208.00	3,208.00	0.00	0.00	0.00
01-72810-20700-337000-8220-0000	CENTRAL AND OTHER	0.00	0.00	54.25	0.00	0.00
01-72810-20700-337000-8223-0000	MEDICAL INSURANCE	16,264.00	16,264.00	24.68	0.00	0.00
01-72810-21000-337000-8153-0000	UNEMPLOYMENT COMPE...	302.00	302.00	0.00	0.00	0.00
01-72810-21000-337000-8223-0000	UNEMPLOYMENT COMPE...	906.00	906.00	0.00	0.00	0.00
01-72810-39900-337000-1090-0000	Central and Other	17,170.00	17,170.00	0.00	0.00	0.00
01-72810-40000-337000-1000-0000	OTHER SUBDIFTC & MA	10,000.00	10,000.00	1,706.11	8,053.00	0.00
Totals		282,861.00	282,861.00	7,733.36	8,053.00	0.00

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

- To view detailed activity for a particular account, click on the arrow to the left of the account and choose the option "account activity". The detailed transactions for the 'YTD Activity' amount will be displayed on the next screen.

If there is further drill-down or detail information for the transaction, a green arrow will be next to the transaction. Click on the arrow and select an option that is available for that expenditure.

The screenshot displays the 'Activity Summary' screen for account 01-72810-49900-337000-1090-0000. The summary shows a Budget Amount of 10,000.00 and a YTD Activity of 1,386.11. Below the summary is a table of transactions with columns for Doc Date, PO Vchr ID, Line - Seq, Task, Payee/Payer ID, Payee/Payer Name, Check Date, Originator, Debit, and Credit. A red circle highlights the transaction on 07/17/2013 with PO Vchr ID 1400310 and Line - Seq 1-0, which is for HP Printer Cartridges.

Doc Date	PO Vchr ID	Line - Seq	Task	Payee/Payer ID	Payee/Payer Name	Check Date	Originator	Debit	Credit
07/10/2013	Encumbran...	1400081	400069		Closure Signs for Pu...			180.00	
07/10/2013	1400081	1 - 0	PO	380428	SIGNS FIRST-MDITO...		White, Kenneth		
07/15/2013	Encumbran...	1400232	400103		Adhesive, floor tile A...			2,688.00	
07/15/2013	1400232	1 - 0	PO	6607	COLONIAL HARDWAR...		Triplet, Marian Fe...		
07/15/2013	Encumbran...	1400263	400328		envelopes/paper			4,935.00	
07/15/2013	1400263	1 - 0	PO	53315	UNISOURCE		Snow, Wendolyn		
07/17/2013	Encumbran...	1400310	400455		HP Printer Cartridges			250.00	
07/17/2013	1400310	1 - 0	PO	5262	CAROLINA IMAGING...		CUNNINGHAM, STE...		
07/15/2013	WH Expense	42000005	450008		*** Warehouse Requi...			699.84	
07/15/2013		1 - 0	WH				White, Kenneth		
07/16/2013	WH Expense	42000009	450011		*** Warehouse Requi...			187.16	
07/16/2013		1 - 0	WH				White, Kenneth		
07/16/2013	WH Expense	42000010	450018		*** Warehouse Requi...			249.55	
07/16/2013		1 - 0	WH				White, Kenneth		
07/17/2013	WH Expense	42000012	450035		*** Warehouse Requi...			124.78	
07/17/2013		1 - 0	WH				Kirk, Jada		
07/18/2013	WH Expense	42000018	450051		*** Warehouse Requi...			124.78	

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

6. You can click on the various tabs (next to the menu bar) such as, 'Activity', 'Activity Summary', 'Monthly Activity Summary' and 'Multi-Year Comparison' to see different views of the account.

The screenshot displays the APECS Business System interface for Shelby County Schools. The page title is "Finance > Inquiry > Accounts > Monthly Activity Summary". The navigation menu includes "Search", "Activity", "Subsidiary Account", "Acct No Maintenance", "Activity Summary", "Monthly Activity Summary" (highlighted with a red arrow), and "Multi-Year Comparison".

Activity Summary

Budget Amount:	10,000.00	Requisition Reserve:	0.00	YTD Activity:	1,386.11
Prev Yr. Rollover Budget:	0.00	Outstanding Encumbrance:	8,053.00	Year Ending Adjustments:	0.00
Budget Transfer:	0.00	Payroll Encumbrance:	0.00	Remaining Budget:	560.89
Budget Revision:	0.00				
Adjusted Budget:	10,000.00				

Monthly Activity

Fiscal Period	Bdgt Adj	Requisition Reserve		Encumbrances		Py. Encum	Monthly Activity		Net	Cumulative Actv
		In	Out	In	Out		Debit	Credit		
Beginning Bal...										
July, 2013		9,439.11	9,439.11	8,053.00			1,386.11		1,386.11	1,386.11
August, 2013										1,386.11
September, 2...										1,386.11
October, 2013										1,386.11
November, 2...										1,386.11
December, 2...										1,386.11
January, 2014										1,386.11
February, 2014										1,386.11
March, 2014										1,386.11
April, 2014										1,386.11
May, 2014										1,386.11
June, 2014										1,386.11
Year End Adj...										1,386.11
Closing Entre...										1,386.11

Totals

	0.00	9,439.11		0.00			1,386.11		1,386.11	
		9,439.11	8,053.00		0.00			0.00		1,386.11

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

7. You can also search for transactions. To access this feature, log onto APECS, Click the menu pane on the left of the screen.

- Select Finance
- Select Inquiry
- Select Transaction

When the screen opens up, click on the "Advanced search" tab at the top of the screen. When the grid opens up at the bottom, key in the account number you wish to search on or a portion of the account number such as the fund, function, object, department, location or project. Click the search button.

The screenshot shows the APECS Business System interface for Transaction Inquiry. The interface includes a navigation pane on the left, a search area at the top with 'Advanced Search' selected, and a data grid at the bottom. Red circles highlight the 'Transaction' menu item, the 'Advanced Search' tab, and the 'Acctg. Period' dropdown menu.

Account Number: 01 337000

Acctg Date	Type	Doc No	Ref/Invoice/Req No	Trans Description	Check No	Debit	Credit
Doc Date	PU Vchr ID	Line - Seq	Task	Payee/Payer ID	Payee/Payer Name	Check Date	Operator
Account No				Account Name			Short Name

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

- All of the transactions meeting the criteria of the account combination you entered will be displayed on the screen.

The screenshot shows the 'eBusiness System UNIFIED LIVE' interface. The navigation path is 'Finance > Inquiry > Transaction'. The 'Transaction' tab is selected. Search filters include Doc. Type, PO No., Acctg. Date, Trans. Amt Range, Doc. No., Invoice No., Entry Date, and Fin. Inst. Acct. Account details include Fund (01), Dept (337000), and Account No. The table below displays transaction data:

Acctg Date	Type	Doc No	Ref/Invoice/Req No
Doc Date	PO Vchr ID	Line - Seq	Task Payee/Payer ID
Account No			
07/10/2013	Encumbrance	1400081	400069
07/10/2013	1400081	1 - 0	PO 380428
01-72810-49900-337000-1090-0000			
07/15/2013	Encumbrance	1400232	400103
07/15/2013	1400232	1 - 0	PO 6607
01-72810-49900-337000-1090-0000			
07/15/2013	Encumbrance	1400263	400328
07/15/2013	1400263	1 - 0	PO 53315
01-72810-49900-337000-1090-0000			
07/17/2013	Encumbrance	1400310	400455
07/17/2013	1400310	1 - 0	PO 5262
01-72810-49900-337000-1090-0000			

Rows 1-17 of 17

POSITION CONTROL

An integral part of the Shelby County School District's adopted budget is Position Control - which defines the approved budgeted positions. The purpose of Position Control is to ensure that the District's staffing does not exceed its authorized positions and that positions have sufficient and appropriate funding.

POSITION CHANGES

- Each school, Central Office department or grant project is allocated a certain number of General Fund, Special Revenue or Internal Service Fund positions which are tied to budgetary coding and assigned position control numbers.
 - In some cases, a Principal or Central Office Staff may determine they need to move a school-based employee to another position within the same school – but to work within another funding source. For example, a Principal determines that a Head Start teacher funded through the Fund 12 Head Start Program would better serve students as a General Fund Classroom Teacher. The Principal should contact the appropriate Academic Office leaders and the Pre-K/Head Start/Federal Funding leadership at Central Office with a specific request for this change. Next, the Principal should wait to get confirmation from Central that a vacant General Fund Classroom position is available. After the approvals and confirmations are made at the Central Office level, the Principal should contact SCS Employee Services to move the employee record from the Head Start Fund 12 position to the General Fund position. This will now create a vacancy in the Head Start grant, which can then be posted as a vacancy by Pre-K/Head Start/Federal Programs staff at Central Office. The Principal or his/her designee will need to work with Employee Services and complete the necessary forms to facilitate movement of employees.
 - If for any reason a Principal or Central Office staff determines that an employee should move to another location, the Principal or Central Office staff member will need to work with Employee Services and Central Office Leadership for formal approvals from Central Office and will need to complete the necessary forms to facilitate movement of employees. Then, SCS Employee Services will move the employee's record from one position at his or her old location to a new position at his or her new location; thus creating a position vacancy at the previous location.
 - The formal approval process of moving employees between funding sources allows SCS to remain in compliance with Federal, state and local grant agency

requirements. If it is determined by an audit that employees were working as General Fund employees while a Federal or non-Federal Special Revenue fund was charged for these salaries, the District may be liable for the repayment of this funding, penalties and potential loss of funding in the future. There are also potential fiscal and financial reporting problems for the District if an employee is coded to a specific Non-Federal or Federal Special Revenue Fund Project while working full time in the capacity of General Fund duties.

****Please note that movement of employees without changing records appropriately can jeopardize current and future funding as well as individuals' employment.***

POSITION CONTROL ADJUSTMENTS: RECLASSIFICATIONS AND NEW POSITIONS

Possible reasons for adjustments to position control include:

- SCS Board/Superintendent approved investment for additional position(s)-
 - Submit electronic request form to post for appropriate routing.
 - Request will be routed to: Chief→Compensation→Budget→HR for approval, budget verification and posting to the Searchsoft job board.
- Employee resign/retirement/termination from the District-
 - Submit the vacancy request via the Zoho/E-Vacancy system.
 - Request will be routed to BCM or HR depending on the funding source/department.
 - Separation confirmed by HR.
 - PCN assigned/verified by Budget & Fiscal Planning. *If there are any issues with the assigning of the PCN, the request will be returned to the requestor with available options noted.
 - Approved vacancy will be posted to Searchsoft job board for applicants.
- New grant funding that includes positions-
 - Submit electronic request form to post for appropriate routing.

- Request will be routed to Compensation for preliminary analysis of the cost associated with the new position (based on job duties).
- Compensation will route request to Budget with appropriate cost for position(s). *The Budget Amendment process will be initiated, if applicable.
- CFO/Superintendent will determine if position can be posted before budget amendment goes before the Board. *If the request is denied for posting prior to being presented to the Board, the request will be on-hold until after the Board has approved.
- Approved request is routed back to Compensation for appropriate job title, pay code, salary range, etc. to create Job Description (JD).
- Approved vacancy will be posted to Searchsoft job board for applicants.
- Funding change/Position Reclassification-
 - If this is a new job title/position to be created for the District, the BCM of the Department making the request must submit request to Compensation for a job description (JD) and appropriate salary range to be determined and approved by the Chief of that department. For example, if Career and Technical Education (CTE) is making request, Chief of Academics will need to approve the JD before request is submitted to Budget & Fiscal Planning.
 - If the request is to reclassify a current incumbent/position to a job title that currently exists in the District (i.e. upgrading an Administrative Assistant to an Executive Assistant) appropriate request form(s) should be submitted to Compensation to determine the appropriate salary grade and salary before request is submitted to Budget & Fiscal Planning.
 - Upon Compensation receiving approval from the Chief of the requesting department:
 - The new title JD template will need to be added to Searchsoft (if this is a new title to the District), or
 - Submit the approved reclassification form to Budget & Fiscal Planning.

The process for all new positions including reclassifications includes the following steps:
 1. Submit electronic request form to post for appropriate routing.

2. Request will be routed to Compensation for preliminary analysis of the cost associated with the new position (based on job duties).
3. Compensation will route request to Budget with appropriate cost for position(s).
*The Budget Amendment process will be initiated, if applicable.
4. Budget will review request for approval or rejection based on available budget in the department indicated in the account number provided on the request to ensure that funds are available to process the request. * If the request cannot be processed due to insufficient funds, the BCM/Chief will be contacted to provide an alternative action or request will be rejected and returned to Compensation due to insufficient funds to support request.
 - Some alternative actions include:
 - Provide alternative account code where funds may be available to support request.
 - Eliminate one or more current vacant position and replace with new position/title/reclassification. (Please note – for this option the budgeted dollars for the current vacant position must be sufficient to support the new position/title/reclassification requested salary.)
 - Request a budget transfer to move funds from discretionary funds within the requesting department. (Please note – for this option additional discretionary funds will not be added back in the next fiscal year budget process. If the **additional funds are needed, they must be requested as an "Investment" request and approved by the Superintendent and SCS Board.**)
5. Upon approval of request from the fiscal and classification perspective by Budget & Fiscal Planning and Compensation respectively, the request will be routed to HR/staffing for appropriate paperwork and submit to the Enterprise team for processing.
 - Budget will create new position/title in APECS for PCN to be assigned. *The PCN will be provided to the Compensation manager that initiated request and all parties that need to be notified (i.e. BCM, Chief, HR, etc.).
 - Please note – for reclassification requests a new PCN will also be provided for the incumbent to be moved and the newly vacated position will be closed upon final payroll processing for the incumbent in the old position.

NOTE – When submitting position control requests:

- The completed and approved new job description/reclassification request must include the complete 26-digit account code (see below) to be reviewed and processed by Budget & Fiscal Planning.

STAFFING CALCULATIONS

- School based positions are allocated based upon projected enrollment count and are calculated using the adopted staffing formulas.
- Preliminary enrollment projections are presented to Budget & Fiscal Planning from the Facilities Planning and Property Department for the upcoming fiscal year at the beginning of the budget process, usually in late November.
- Revised projected enrollment based upon school closures, Achievement School District (ASD) takeovers, re-zoning, etc. are updated during the budget process, normally February/March.
- Staffing Allocations are then shared with Instructional Leadership Directors (ILDs) and Human Resources. Human Resources staff members then notify the Principals of the staffing allocations.
- Staff Adjustments are made after the 1st 20 day attendance period, normally in early September, to adjust staffing levels based on actual enrollment needs.
- Staff Adjustments are shared with ILDs and Human Resources. Human Resources staff then notifies the Principals of the staffing allocations.

Student to Teacher Ratios

GRADE	State Ratio	SCS Ratio
K-3	25 to 1	20 to 1
4-5	30 to 1	24.75 to 1
6-8	35 to 1	24.95 to 1 if enrollment is less than 600
6-8	35 to 1	23.75 to 1 if enrollment is greater than 600
9-12	35 to 1	26.05 to 1 if enrollment is less than 1,200
9-12	35 to 1	24.5 to 1 if enrollment is greater than 1,200

TEACHER \$100 SUPPLY MONEY

All SCS teachers receive \$200 dollars for spending. One hundred dollars is mailed to each teacher and the second one hundred dollars shall be pooled by teachers at the school. The pooled dollars can be used as soon as the teachers return to school to begin the school year. The \$100 given to the teachers will be sent as an ACH or mailed out in check form to teachers. We suggest that all teachers verify that their current address is correct in the District's employee portal to ensure they receive the \$100 in a timely manner.

These dollars are budgeted under each school's site-based budget under Function 71100 (Regular Ed Instruction Program) and Object 42900 (Instructional Supplies).

Please see TCA (Tennessee Code Annotated) 49-3-359 listed below for more detailed information.

TCA 49-3-359: BEP (Basic Education Program) funding for teacher's supplies, duty-free lunch periods, school nurses and reading coordinators.

There is included in the Tennessee BEP an amount of money sufficient to pay two hundred dollars (\$200) for every teacher in kindergarten through grade twelve (K-12). This money shall be used by the teachers for instructional supplies. One hundred dollars (\$100) shall be given to each teacher by October 31 of each school year so that the teacher may spend it at any time during that school year on instructional supplies as determined necessary by the teacher. The second one hundred dollars (\$100) shall be pooled with all such teachers in a school and spent as determined by a committee of the teachers for such purpose. The purpose of this pool is to permit purchase of items or equipment that may exceed an individual teacher's allocation, for the benefit of all teachers at the school and the enhancement of the instructional program, and shall not be used for basic building needs such as HVAC, carpets, furniture, items or equipment for the teachers' lounge, or the like. Each LEA (Local Education Agency) that does not disperse the money as described in this subsection (a) to teachers by the date prescribed in this subsection (a) shall send a written detailed explanation to the education committees of the senate and house of representatives and to the commissioner of education as to the reasons why the LEA has not complied with the law.

WIN-SCHOOL DOLLARS

Historically, the District has budgeted funds for each traditional K-12 school location to cover overtime costs associated with clerical staff entering student data. A win-school budget of \$2,500 is usually budgeted at each traditional K-12 school location. When

included in the adopted budget, these dollars can only be used to pay overtime for Clerical Staff that work overtime entering SMS data. For FY2015-2016, the \$2,500 per traditional K-12 school has been included in the Proposed Budget and will be available in APECS once the budget has been adopted (as of July 1, 2015).

The accounting codes for these dollars are:

Elementary: 01-72410-18900-106061-loc-0000

Middle: 01-72410-18900-106062-loc-0000

K-8: 01-72410-18900-106063-loc-0000

High: 01-72410-18900-106064-loc-0000



Budget and Fiscal Planning

Contact Information

Melanie Purcell, Director, CPFO
Coe, Room 250 – 416-5865
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Taurus Currie, Budget Manager	curriet@scsk12.org	416-5696
Aetna Smith, Budget Manager	smitha16@scsk12.org	416-0214
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Erica Smith, Senior Accountant	smither2@scsk12.org	416-5597
Main Line		416-5620
Main Fax Number		416-0039

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Payroll Department

The Payroll Department is responsible for payroll functions as well as time and attendance reporting of the school system.

These responsibilities include:

- Processing of payroll and the disbursement of pay
- Creation of temporary time sheets
- Quarterly filing of the 941 tax return
- Processing and disbursement of annual earnings statements (W2)
- Submission of retirement file to the Tennessee Consolidated Retirement System

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2015-16
 12 MONTH SALARIED (Scheduled Work Year 07/01/15 - 06/30/16)
 Central Office, Principals, Vice Principals, Social Workers, School Psychologists, CNC Managerial & Prof. Staff
 (admin assistants & clerical), Drug & Alcohol Counselors, Raineswood Residential Training Center Teachers

For APECS use only
 12 MS
 Paid over 26 Even Pay
 Periods

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	WORK DAYS	PAID		APPROVAL		PAY DAY
		Calendar Days in Pay Period			HOLIDAYS	TOTAL	DEADLINE *		
1	1	7/1/2015	7/10/2015	7	1	8	07/09/15	07/17/15	
2	2	7/11/2015	7/24/2015	10		10	07/23/15	07/31/15	
3	3	7/25/2015	8/7/2015	10		10	08/06/15	08/14/15	
4	4	8/8/2015	8/21/2015	10		10	08/20/15	08/28/15	
5	5	8/22/2015	9/4/2015	10		10	09/03/15	09/11/15	
6	6	9/5/2015	9/18/2015	9	1	10	09/17/15	09/25/15	
7	7	9/19/2015	10/2/2015	10		10	10/01/15	10/09/15	
8	8	10/3/2015	10/16/2015	10		10	10/15/15	10/23/15	
9	9	10/17/2015	10/30/2015	10		10	10/29/15	11/06/15	
10	10	10/31/2015	11/13/2015	9	1	10	11/12/15	11/20/15	
11	11	11/14/2015	11/27/2015	8	2	10	11/23/15	12/04/15	
12	12	11/28/2015	12/11/2015	10		10	12/10/15	12/18/15	
13	13	12/12/2015	12/25/2015	8	2	10	12/18/15	12/31/15	
14	14	12/26/2015	1/8/2016	5	5	10	01/07/16	01/15/16	
15	15	1/9/2016	1/22/2016	9	1	10	01/21/16	01/29/16	
16	16	1/23/2016	2/5/2016	10		10	02/04/16	02/12/16	
17	17	2/6/2016	2/19/2016	10		10	02/18/16	02/26/16	
18	18	2/20/2016	3/4/2016	10		10	03/03/16	03/11/16	
19	19	3/5/2016	3/18/2016	10		10	03/17/16	03/25/16	
20	20	3/19/2016	4/1/2016	7	3	10	03/31/16	04/08/16	
21	21	4/2/2016	4/15/2016	10		10	04/14/16	04/22/16	
22	22	4/16/2016	4/29/2016	10		10	04/28/16	05/06/16	
23	23	4/30/2016	5/13/2016	10		10	05/12/16	05/20/16	
24	24	5/14/2016	5/27/2016	10		10	05/26/16	06/03/16	
25	25	5/28/2016	6/10/2016	9	1	10	06/09/16	06/17/16	
26	26	6/11/2016	6/30/2016	10		10	06/23/16	07/01/16	

Note: 12MS employees are paid evenly over 26 pay periods, therefore this calendar should be used as a guide for paydays and holidays only . It does not represent the actual number of days being paid during a pay period.

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION		
Independence Day	07/03/15	1
Labor Day	09/07/15	1
Veterans Day	11/11/15	1
Thanksgiving	11/26/ - 11/27/15	2
Winter Break	12/24/15 -1/1/16	7
Martin Luther King Day	01/18/16	1
Spring Break	3/23/ - 3/24/16	2
Good Friday	03/25/16	1
Memorial Day	05/30/16	1
Total Holidays		17

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2015-16
 12 MONTH HOURLY (Scheduled Work Year 07/01/15 - 06/30/16)
 Central Office Support Staff, Maintenance, Warehouse, Custodial/Grounds, Raineswood Residential Training
 Center Assistants, CNC Operations(central kitchen & warehouse), Mobile Security Officers, Prep School Support & Financial Sec

For APECS use only
12 MH
***Will be paid**
these 4 days on
1st payday in
2016

Timesheet Pay Period	Calendar Pay Period	TIMESHEET	ATTENDANCE	WORK DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE	PAY DAY
		& PAYROLL	PERIODS					
		Calendar Days in Pay Period						
1	1	7/1/2015	7/10/2015	7	1	8	07/09/15	07/17/15
2	2	7/11/2015	7/24/2015	10		10	07/23/15	07/31/15
3	3	7/25/2015	8/7/2015	10		10	08/06/15	08/14/15
4	4	8/8/2015	8/21/2015	10		10	08/20/15	08/28/15
5	5	8/22/2015	9/4/2015	10		10	09/03/15	09/11/15
6	6	9/5/2015	9/18/2015	9	1	10	09/17/15	09/25/15
7	7	9/19/2015	10/2/2015	10		10	10/01/15	10/09/15
8	8	10/3/2015	10/16/2015	10		10	10/15/15	10/23/15
9	9	10/17/2015	10/30/2015	10		10	10/29/15	11/06/15
10	10	10/31/2015	11/13/2015	9	1	10	11/12/15	11/20/15
11	11	11/14/2015	11/27/2015	8	2	10	11/23/15	12/04/15
12	12	11/28/2015	12/11/2015	10		10	12/10/15	12/18/15
13	13	12/12/2015	12/25/2015	8	2	10	12/18/15	12/31/15
14	14	12/26/2015	1/8/2016	5	5	10	01/07/16	01/15/16
15	15	1/9/2016	1/22/2016	9	1	10	01/21/16	01/29/16
16	16	1/23/2016	2/5/2016	10		10	02/04/16	02/12/16
17	17	2/6/2016	2/19/2016	10		10	02/18/16	02/26/16
18	18	2/20/2016	3/4/2016	10		10	03/03/16	03/11/16
19	19	3/5/2016	3/18/2016	10		10	03/17/16	03/25/16
20	20	3/19/2016	4/1/2016	7	3	10	03/31/16	04/08/16
21	21	4/2/2016	4/15/2016	10		10	04/14/16	04/22/16
22	22	4/16/2016	4/29/2016	10		10	04/28/16	05/06/16
23	23	4/30/2016	5/13/2016	10		10	05/12/16	05/20/16
24	24	5/14/2016	5/27/2016	10		10	05/26/16	06/03/16
25	25	5/28/2016	6/10/2016	9	1	10	06/09/16	06/17/16
26	26	6/11/2016	6/24/2016	10		10	06/23/16	07/01/16
27	27	6/25/2016	6/30/2016 *	4		4	07/07/16	07/15/16
				245	17	262		

Note: 12MS employees are paid evenly over 26 pay periods, therefore this calendar should be used as a guide for paydays and holidays only . It d not represent the actual number of days being paid during a pay

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job c in order to receive holiday pay.

HOLIDAYS / VACATION

Independence Day	07/03/15	1
Labor Day	09/07/15	1
Veterans Day	11/11/15	1
Thanksgiving	11/26/ - 11/27/15	2
Winter Break	12/24/15 -1/1/16	7
Martin Luther King Day	01/18/16	1
Spring Break	3/23-3/24/2016	2
Good Friday	03/25/16	1
Memorial Day	05/30/16	1
Total Holidays		<u>17</u>

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2015-16
11 MONTH SALARIED (Scheduled Work Year 07/8/15 - 06/3/16)

**11-ISC
Paid over 26
periods**

Timesheet Pay Period	Calendar Pay Period	TIMESHEET ATTENDANCE & PAYROLL PERIODS		WORK ADMIN	HOLIDAY/ VACATION	TOTAL	APPROVAL DEADLINE	PAY DAY
		Calendar Days in Pay Period						
		07/01/15	07/08/15	1.00		1.00	7/9/2015	7/17/2015
1	1	07/09/15	07/22/15	10.00		10.00	07/23/15	07/31/15
2	2	07/23/15	08/05/15	9.00	1.00	10.00	08/06/15	08/14/15
3	3	08/06/15	08/19/15	8.00	2.00	10.00	08/20/15	08/28/15
4	4	08/20/15	09/02/15	10.00		10.00	09/03/15	09/11/15
5	5	09/03/15	09/16/15	9.00	1.00	10.00	09/17/15	09/25/15
6	6	09/17/15	09/30/15	9.50	0.50	10.00	10/01/15	10/09/15
7	7	10/01/15	10/14/15	7.00	1.00	8.00	10/15/15	10/23/15
8	8	10/15/15	10/28/15	8.00		8.00	10/29/15	11/06/15
9	9	10/29/15	11/11/15	9.00	1.00	10.00	11/12/15	11/20/15
10	10	11/12/15	11/25/15	9.00	1.00	10.00	11/23/15	12/04/15
11	11	11/26/15	12/09/15	8.00	2.00	10.00	12/10/15	12/18/15
12	12	12/10/15	12/23/15	7.00	1.00	8.00	12/18/15	12/31/15
13	13	12/24/15	01/06/16	3.00	4.00	7.00	01/07/16	01/15/16
14	14	01/07/16	01/20/16	9.00	1.00	10.00	01/21/16	01/29/16
15	15	01/21/16	02/03/16	10.00		10.00	02/04/16	02/12/16
16	16	02/04/16	02/17/16	8.50	1.50	10.00	02/18/16	02/26/16
17	17	02/18/16	03/02/16	10.00		10.00	03/03/16	03/11/16
18	18	03/03/16	03/16/16	10.00		10.00	03/17/16	03/25/16
19	19	03/17/16	03/30/16	4.00	1.00	5.00	03/31/16	04/08/16
20	20	03/31/16	04/13/16	10.00		10.00	04/14/16	04/22/16
21	21	04/14/16	04/27/16	10.00		10.00	04/28/16	05/06/16
22	22	04/28/16	05/11/16	10.00		10.00	05/12/16	05/20/16
23	23	05/12/16	05/25/16	10.00		10.00	05/26/16	06/03/16
24	24	05/26/16	06/08/16	6.00		6.00	06/09/16	06/17/16
25	25	School Year 16/17 Balance						07/01/16
26	26	School Year 16/17 Balance						07/15/16
				205.00	6.00	12.00	223.00	

Note: 12MS employees are paid evenly over 26 pay periods, therefore this calendar should be used as a guide for paydays and holidays only . It does **not represent the actual number of days being paid during a pay period.**

***Start date is 7/8/2015. End date is 6/03/2016.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

IN-SERVICE DAYS

August 3, 2015	0.50
August 5, 2015	0.50
August 6, 2015	1.00
August 7, 2015	1.00
September 17, 2015	0.50
October 9, 2015	1.00
February 11, 2016	0.50
February 12, 2016	1.00
Total	6.00

ADMINISTRATIVE DAYS

August 3, 2015	0.50
August 4, 2015	1.00
August 5, 2015	0.50
December 18, 2015	0.50
January 4, 2016	1.00
May 27, 2016	0.50
Total	4.00

HOLIDAYS / VACATION

Labor Day, September 7, 2015	1.00
Veterans Day, November 11, 2015	1.00
Thanksgiving, November 25 - 27, 2015	3.00
Winter Break, Dec. 23-25 , 2015	3.00
Winter Break, December 31 & January 1, 2016	2.00
Martin Luther King, Jr DayJanuary 18, 2016	1.00
Good Friday, March 25, 2016	1.00
Total	12.00

NON WORK NON PAID DAYS

Fall Break, October 12-16, 2015	5
Winter Break, Dec. 21, 22, 28 - 30, 2015	5
Spring Break, March 21 - 24, 2016	4
Total	14

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2015-16
 11 MONTH SALARIED (Scheduled Work Year 07/20/15 - 06/13/16)
 District Nurses, High School Counselors, CSH Social Workers, Clinical Lead Nurse and Behavioral Analysts.

For APECS use only

11 MS
 Paid over 26 periods

Timesheet Pay Period	Calendar Pay Period	TIMESHEET ATTENDANCE & PAYROLL PERIODS		WORK ADMIN	IN-SVC DAYS	HOLIDAY/ VACATION	TOTAL	APPROVAL DEADLINE	PAY DAY
		Calendar	Days in Pay Period						
2	1	07/09/15	07/22/15	3.00			3.00	07/23/15	07/31/15
3	2	07/23/15	08/05/15	9.00	1.00		10.00	08/06/15	08/14/15
4	3	08/06/15	08/19/15	8.00	2.00		10.00	08/20/15	08/28/15
5	4	08/20/15	09/02/15	10.00			10.00	09/03/15	09/11/15
6	5	09/03/15	09/16/15	9.00		1.00	10.00	09/17/15	09/25/15
7	6	09/17/15	09/30/15	9.50	0.50		10.00	10/01/15	10/09/15
8	7	10/01/15	10/14/15	6.00	1.00		7.00	10/15/15	10/23/15
9	8	10/15/15	10/28/15	8.00			8.00	10/29/15	11/06/15
10	9	10/29/15	11/11/15	9.00		1.00	10.00	11/12/15	11/20/15
11	10	11/12/15	11/25/15	9.00		1.00	10.00	11/23/15	12/04/15
12	11	11/26/15	12/09/15	8.00		2.00	10.00	12/10/15	12/18/15
13	12	12/10/15	12/23/15	7.00		1.00	8.00	12/18/15	12/31/15
14	13	12/24/15	01/06/16	3.00		4.00	7.00	01/07/16	01/15/16
15	14	01/07/16	01/20/16	9.00		1.00	10.00	01/21/16	01/29/16
16	15	01/21/16	02/03/16	10.00			10.00	02/04/16	02/12/16
17	16	02/04/16	02/17/16	8.50	1.50		10.00	02/18/16	02/26/16
18	17	02/18/16	03/02/16	10.00			10.00	03/03/16	03/11/16
19	18	03/03/16	03/16/16	10.00			10.00	03/17/16	03/25/16
20	19	03/17/16	03/30/16	5.00		1.00	6.00	03/31/16	04/08/16
21	20	03/31/16	04/13/16	10.00			10.00	04/14/16	04/22/16
22	21	04/14/16	04/27/16	10.00			10.00	04/28/16	05/06/16
23	22	04/28/16	05/11/16	10.00			10.00	05/12/16	05/20/16
24	23	05/12/16	05/25/16	10.00			10.00	05/26/16	06/03/16
25	24	05/26/16	06/08/16	9.00			9.00	06/09/16	06/17/16
26	25	06/09/16	06/23/16	3.00			3.00		07/01/16
School Year 16/17 Balance									07/15/16
School Year 16/17 Balance				203.00	6.00	12.00	221.00		

**Note: 12MS employees are paid evenly over 26 pay periods, therefore this calendar should be used as a guide for paydays and holidays only . It does not represent the actual number of days being paid during a pay period.
 *Start date is 7/20/2015. End date is 6/13/2016.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

IN-SERVICE DAYS

August 3, 2015	0.50
August 5, 2015	0.50
August 6, 2015	1.00
August 7, 2015	1.00
September 17, 2015	0.50
October 9, 2015	1.00
February 11, 2016	0.50
February 12, 2016	1.00
Total	6.00

ADMINISTRATIVE DAYS

August 3, 2015	0.50
August 4, 2015	1.00
August 5, 2015	0.50
December 18, 2015	0.50
January 4, 2016	1.00
May 27, 2016	0.50
Total	4.00

HOLIDAYS / VACATION

Labor Day, September 7, 2015	1.00
Veterans Day, November 11, 2015	1.00
Thanksgiving, November 25 - 27, 2015	3.00
Winter Break, December 31 & January 1, 2016	2.00
Martin Luther King, Jr DayJanuary 18, 2016	1.00
Good Friday, March 25, 2016	1.00
Total	12.00

NON WORK NON PAID DAYS

Fall Break, October 12-16, 2015	5.00
Winter Break, Dec. 21, 22, 28 - 30, 2015	5.00
Spring Break, March 21 - 24, 2016	4.00
Total	14.00

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2015-16
10.5 MONTH SALARIED (Scheduled Work Year 07/27/15 - 06/6/16)

Assistant Principals, School Psychologist & Exceptional Children Social Workers

For APECS use only
105 MS
Paid over 26
Periods

TIMESHEET		ATTENDANCE		WORK	IN-SVC DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE *	PAY DAY
		& PAYROLL Calendar Days in Pay Period	PERIODS BEGINNING						
Timesheet Pay Period	Calendar Pay Period	BEGINNING	ENDING						
3	1	07/23/15	08/05/15	7.00	1.00		8.00	08/06/15	08/14/15
4	2	08/06/15	08/19/15	8.00	2.00		10.00	08/20/15	08/28/15
5	3	08/20/15	09/02/15	10.00			10.00	09/03/15	09/11/15
6	4	09/03/15	09/16/15	9.00		1.00	10.00	09/17/15	09/25/15
7	5	09/17/15	09/30/15	9.50	0.50		10.00	10/01/15	10/09/15
8	6	10/01/15	10/14/15	6.00	1.00		7.00	10/15/15	10/23/15
9	7	10/15/15	10/28/15	8.00			8.00	10/29/15	11/06/15
10	8	10/29/15	11/11/15	9.00		1.00	10.00	11/12/15	11/20/15
11	9	11/12/15	11/25/15	9.00		1.00	10.00	11/23/15	12/04/15
12	10	11/26/15	12/09/15	8.00		2.00	10.00	12/10/15	12/18/15
13	11	12/10/15	12/23/15	7.00		1.00	8.00	12/18/15	12/31/15
14	12	12/24/15	01/06/16	3.00		4.00	7.00	01/07/16	01/15/16
15	13	01/07/16	01/20/16	9.00		1.00	10.00	01/21/16	01/29/16
16	14	01/21/16	02/03/16	10.00			10.00	02/04/16	02/12/16
17	15	02/04/16	02/17/16	8.50	1.50		10.00	02/18/16	02/26/16
18	16	02/18/16	03/02/16	10.00			10.00	03/03/16	03/11/16
19	17	03/03/16	03/16/16	10.00			10.00	03/17/16	03/25/16
20	18	03/17/16	03/30/16	5.00		1.00	6.00	03/31/16	04/08/16
21	19	03/31/16	04/13/16	10.00			10.00	04/14/16	04/22/16
22	20	04/14/16	04/27/16	10.00			10.00	04/28/16	05/06/16
23	21	04/28/16	05/11/16	10.00			10.00	05/12/16	05/20/16
24	22	05/12/16	05/25/16	10.00			10.00	05/26/16	06/03/16
25	23	05/26/16	06/08/16	7.00			7.00	06/09/16	06/17/16
		School Year 16/17 Balance							07/01/16
		School Year 16/17 Balance							07/15/16
				193.00	6.00	12.00	211.00		

Note: 12MS employees are paid evenly over 26 pay periods, therefore this calendar should be used as a guide for payday and holidays only . It does **not represent the actual number of days being paid during a pay period.**

***Start date is 7/27/2015. End date is 6/6/2016.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

IN-SERVICE DAYS

August 3, 2015	0.50
August 5, 2015	0.50
August 6, 2015	1.00
August 7, 2015	1.00
September 17, 2015	0.50
October 9, 2015	1.00
February 11, 2016	0.50
February 12, 2016	1.00
Total	6.00

ADMINISTRATIVE DAYS

August 3, 2015	0.50
August 4, 2015	1.00
August 5, 2015	0.50
December 18, 2015	0.50
January 4, 2016	1.00
May 27, 2016	0.50
Total	4.00

HOLIDAYS / VACATION

Labor Day, September 7, 2015	1.00
Veterans Day, November 11, 2015	1.00
Thanksgiving, November 25 - 27, 2015	3.00
Winter Break, December 31 & January 1, 2016	2.00
Martin Luther King, Jr Day January 18, 2016	1.00
Good Friday, March 25, 2016	1.00
Total	12.00

NON WORK NON PAID DAYS

Fall Break, October 12-16, 2015	5.00
Winter Break, Dec. 21, 22, 28 - 30, 2015	5.00
Spring Break, March 21 - 24, 2016	4.00
Total	14.00

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2015-16
10 MONTH SALARIED (Scheduled Work Year 08/3/15 - 05/27/16)

Teachers, PLC Coaches, Elem/Mid School Counselors, Librarians, PIT Crew, Speech Language Therapists,
Title 1 Facilitators, OT/PTs and Drug & Alcohol Counselors

For APECS use only
10 MS
Paid over 26
Periods

Timesheet Pay Period	Calendar Pay Period	TIMESHEET ATTENDANCE & PAYROLL PERIODS		WORK ADMIN	IN SRV DAYS	HOLIDAY/ VACATION	TOTAL	APPROVAL	
		Calendar Days in Pay Period	BEGINNING ENDING					DEADLINE *	PAY DAY
3	1	07/23/15	08/05/15	1.00	1.00		2.00	08/06/15	08/14/15
4	2	08/06/15	08/19/15	8.00	2.00		10.00	08/20/15	08/28/15
5	3	08/20/15	09/02/15	10.00			10.00	09/03/15	09/11/15
6	4	09/03/15	09/16/15	9.00		1.00	10.00	09/17/15	09/25/15
7	5	09/17/15	09/30/15	9.50	0.50		10.00	10/01/15	10/09/15
8	6	10/01/15	10/14/15	6.00	1.00		7.00	10/15/15	10/23/15
9	7	10/15/15	10/28/15	8.00			8.00	10/29/15	11/06/15
10	8	10/29/15	11/11/15	9.00		1.00	10.00	11/12/15	11/20/15
11	9	11/12/15	11/25/15	9.00		1.00	10.00	11/23/15	12/04/15
12	10	11/26/15	12/09/15	8.00		2.00	10.00	12/10/15	12/18/15
13	11	12/10/15	12/23/15	7.00		1.00	8.00	12/18/15	12/31/15
14	12	12/24/15	01/06/16	3.00		4.00	7.00	01/07/16	01/15/16
15	13	01/07/16	01/20/16	9.00		1.00	10.00	01/21/16	01/29/16
16	14	01/21/16	02/03/16	10.00			10.00	02/04/16	02/12/16
17	15	02/04/16	02/17/16	8.50	1.50		10.00	02/18/16	02/26/16
18	16	02/18/16	03/02/16	10.00			10.00	03/03/16	03/11/16
19	17	03/03/16	03/16/16	10.00			10.00	03/17/16	03/25/16
20	18	03/17/16	03/30/16	5.00		1.00	6.00	03/31/16	04/08/16
21	19	03/31/16	04/13/16	10.00			10.00	04/14/16	04/22/16
22	20	04/14/16	04/27/16	10.00			10.00	04/28/16	05/06/16
23	21	04/28/16	05/11/16	10.00			10.00	05/12/16	05/20/16
24	22	05/12/16	05/25/16	10.00			10.00	05/26/16	06/03/16
25	23	05/26/16	06/08/16	2.00			2.00	06/09/16	06/17/16
	24	School Year 15/16 Balance							07/01/16
	25	School Year 15/16 Balance							07/15/16
	26	School Year 15/16 Balance							07/29/16
Note: 12MS emplc not represent the actual number of days being paid during a pay				182.00	6.00	12.00	200.00		

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

***Start date is 8/03/2015. End date is 5/27/2016.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

<u>IN-SERVICE DAYS</u>		<u>ADMINISTRATIVE DAYS</u>	
August 3, 2015	0.50	August 3, 2015	0.50
August 5, 2015	0.50	August 4, 2015	1.00
August 6, 2015	1.00	August 5, 2015	0.50
August 7, 2015	1.00	December 18, 2015	0.50
September 17, 2015	0.50	January 4, 2016	1.00
October 9, 2015	1.00	May 27, 2016	0.50
February 11, 2016	0.50	Total	4.00
February 12, 2016	1.00		
Total	6.00		

<u>HOLIDAYS / VACATION</u>		<u>NON WORK NON PAID DAYS</u>	
Labor Day, September 7, 2015	1.00	Fall Break, October 12-16, 2015	5.00
Veterans Day, November 11, 2015	1.00	Winter Break, Dec. 21, 22, 28 - 30, 2015	5.00
Thanksgiving, November 25 - 27, 2015	3.00	Spring Break, March 21 - 24, 2016	4.00
Winter Break, Dec. 23-25, 2015	3.00	Total	14.00
Winter Break, December 31 & January 1, 2016	2.00		
Martin Luther King, Jr Day/January 18, 2016	1.00		
Good Friday, March 25, 2016	1.00		
Total	12.00		

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2015-16
10 MONTH SALARIED (Scheduled Work Year 08/3/15 - 05/27/16)

Family Engagement Specialist

For APECS use only
10 FES
Paid over 26 Pay
Periods

Timesheet Pay Period	Calendar Pay Period	TIMESHEET ATTENDANCE & PAYROLL PERIODS		WORK	PAID		APPROVAL
		Calendar Days in Pay Period	Calendar Days in Pay Period		HOLIDAYS	TOTAL	
		BEGINNING	ENDING				DEADLINE *
							PAY DAY
3	1	07/23/15	08/05/15	3.00		3.00	08/06/15
4	2	08/06/15	08/19/15	10.00		10.00	08/20/15
5	3	08/20/15	09/02/15	10.00		10.00	09/03/15
6	4	09/03/15	09/16/15	9.00	1.00	10.00	09/17/15
7	5	09/17/15	09/30/15	10.00		10.00	10/01/15
8	6	10/01/15	10/14/15	7.00		7.00	10/15/15
9	7	10/15/15	10/28/15	8.00		8.00	10/29/15
10	8	10/29/15	11/11/15	9.00	1.00	10.00	11/12/15
11	9	11/12/15	11/25/15	9.00	1.00	10.00	11/23/15
12	10	11/26/15	12/09/15	8.00	2.00	10.00	12/10/15
13	11	12/10/15	12/23/15	7.00	1.00	8.00	12/18/15
14	12	12/24/15	01/06/16	3.00	4.00	7.00	01/07/16
15	13	01/07/16	01/20/16	9.00	1.00	10.00	01/21/16
16	14	01/21/16	02/03/16	10.00		10.00	02/04/16
17	15	02/04/16	02/17/16	9.00		9.00	02/18/16
18	16	02/18/16	03/02/16	10.00		10.00	03/03/16
19	17	03/03/16	03/16/16	10.00		10.00	03/17/16
20	18	03/17/16	03/30/16	5.00	1.00	6.00	03/31/16
21	19	03/31/16	04/13/16	10.00		10.00	04/14/16
22	20	04/14/16	04/27/16	10.00		10.00	04/28/16
23	21	04/28/16	05/11/16	10.00		10.00	05/12/16
24	22	05/12/16	05/25/16	10.00		10.00	05/26/16
25	23	05/26/16	06/08/16	2.00		2.00	06/09/16
	24	School Year 15/16 Balance					07/01/16
	25	School Year 15/16 Balance					07/15/16
	26	School Year 15/16 Balance					07/29/16
Note: 12MS do not represent the actual number of days being paid during a pay period.							
				188.00	-	12.00	200.00

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

*Start date is 8/3/2015 End date is 5/27/2016.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION	NON WORK NON PAID DAYS
Labor Day, September 7 , 2015	Fall Break, October 12-16, 2015
1.00	5
Veterans Day, November 11, 2015	Winter Break, Dec. 21, 22, 28, 29 & 30, 2015
1.00	5
Thanksgiving, November 25 - 27, 2015	Spring Break, March 21 - 24, 2016
3.00	4
Winter Break, Dec. 23 - 25, 2015	Total
3.00	14
Winter Break, December 31, 2015 - January 1,	
2.00	
Martin Luther King, Jr Day January 18, 2016	
1.00	
Good Friday, March 25, 2016	
1.00	
Total	12.00

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2015-16
10 MONTH HOURLY (Scheduled Work Year 08/10/15 - 05/27/16)

ISS/Study Hall Monitors

For APECS use only
10-ISH

Timesheet Pay Period	Calendar Pay Period	TIMESHEET ATTENDANCE & PAYROLL PERIODS		PAID			APPROVAL	
		Calendar Days in Pay Period		WORK	HOLIDAYS	TOTAL	DEADLINE *	PAY DAY
		BEGINNING	ENDING					
4	1	08/06/15	08/19/15	8.00		8.00	08/20/15	08/28/15
5	2	08/20/15	09/02/15	10.00		10.00	09/03/15	09/11/15
6	3	09/03/15	09/16/15	9.00	1.00	10.00	09/17/15	09/25/15
7	4	09/17/15	09/30/15	9.00		9.00	10/01/15	10/09/15
8	5	10/01/15	10/14/15	7.00	1.00	8.00	10/15/15	10/23/15
9	6	10/15/15	10/28/15	8.00	2.00	10.00	10/29/15	11/06/15
10	7	10/29/15	11/11/15	9.00	1.00	10.00	11/12/15	11/20/15
11	8	11/12/15	11/25/15	9.00	1.00	10.00	11/23/15	12/04/15
12	9	11/26/15	12/09/15	8.00	2.00	10.00	12/10/15	12/18/15
13	10	12/10/15	12/23/15	7.00	1.00	8.00	12/18/15	12/31/15
14	11	12/24/15	01/06/16	2.00	4.00	6.00	01/07/16	01/15/16
15	12	01/07/16	01/20/16	9.00	1.00	10.00	01/21/16	01/29/16
16	13	01/21/16	02/03/16	10.00		10.00	02/04/16	02/12/16
17	14	02/04/16	02/17/16	8.00	1.00	9.00	02/18/16	02/26/16
18	15	02/18/16	03/02/16	10.00		10.00	03/03/16	03/11/16
19	16	03/03/16	03/16/16	10.00		10.00	03/17/16	03/25/16
20	17	03/17/16	03/30/16	5.00	5.00	10.00	03/31/16	04/08/16
21	18	03/31/16	04/13/16	10.00		10.00	04/14/16	04/22/16
22	19	04/14/16	04/27/16	10.00		10.00	04/28/16	05/06/16
23	20	04/28/16	05/11/16	10.00		10.00	05/12/16	05/20/16
24	21	05/12/16	05/25/16	10.00		10.00	05/26/16	06/03/16
25	22	05/26/16	06/08/16	2.00		2.00	06/09/16	06/17/16
	23							
				180.00	20.00	200.00		

fore this calendar should be used as a guide for paydays and holidays only . It does not represent the actual number of days being paid during a pay period.

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

***Start date is 8/10/2015 and date is 5/27/2016.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Labor Day, September 7, 2015	1.00
Fall Break, October 14-16, 2015	3.00
Veterans Day, November 11, 2015	1.00
Thanksgiving, November 25 - 27, 2015	3.00
Winter Break, Dec. 23 - 25, 2015	3.00
Winter Break, Dec. 31, 2015 - Jan 1, 2016	2.00
MLK Day, January 18, 2016	1.00
Presidents Day, February 15, 2016	1.00
Spring Break, March 21 - 24, 2016	4.00
Good Friday, March 25, 2016	1.00
Total	20.00

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2015-16
10 MONTH HOURLY (Scheduled Work Year 08/3/15 - 05/27/16)

**Educational Assistants &
School Clerical**

**For APECS use only
10 MH**

Timesheet Pay Period	Calendar Pay Period	TIMESHEET ATTENDANCE & PAYROLL PERIODS		WORK	PAID		APPROVAL	
		Calendar Days in Pay Period	Calendar Days in Pay Period		HOLIDAYS	TOTAL	DEADLINE *	PAY DAY
3	1	07/23/15	08/05/15	3.00		3.00	08/06/15	08/14/15
4	2	08/06/15	08/19/15	10.00		10.00	08/20/15	08/28/15
5	3	08/20/15	09/02/15	10.00		10.00	09/03/15	09/11/15
6	4	09/03/15	09/16/15	9.00	1.00	10.00	09/17/15	09/25/15
7	5	09/17/15	09/30/15	10.00		10.00	10/01/15	10/09/15
8	6	10/01/15	10/14/15	7.00	1.00	8.00	10/15/15	10/23/15
9	7	10/15/15	10/28/15	8.00	2.00	10.00	10/29/15	11/06/15
10	8	10/29/15	11/11/15	9.00	1.00	10.00	11/12/15	11/20/15
11	9	11/12/15	11/25/15	9.00	1.00	10.00	11/23/15	12/04/15
12	10	11/26/15	12/09/15	8.00	2.00	10.00	12/10/15	12/18/15
13	11	12/10/15	12/23/15	7.00	1.00	8.00	12/18/15	12/31/15
14	12	12/24/15	01/06/16	3.00	4.00	7.00	01/07/16	01/15/16
15	13	01/07/16	01/20/16	9.00	1.00	10.00	01/21/16	01/29/16
16	14	01/21/16	02/03/16	10.00		10.00	02/04/16	02/12/16
17	15	02/04/16	02/17/16	9.00	1.00	10.00	02/18/16	02/26/16
18	16	02/18/16	03/02/16	10.00		10.00	03/03/16	03/11/16
19	17	03/03/16	03/16/16	10.00		10.00	03/17/16	03/25/16
20	18	03/17/16	03/30/16	5.00	5.00	10.00	03/31/16	04/08/16
21	19	03/31/16	04/13/16	10.00		10.00	04/14/16	04/22/16
22	20	04/14/16	04/27/16	10.00		10.00	04/28/16	05/06/16
23	21	04/28/16	05/11/16	10.00		10.00	05/12/16	05/20/16
24	22	05/12/16	05/25/16	10.00		10.00	05/26/16	06/03/16
25	23	05/26/16	06/08/16	2.00		2.00	06/09/16	06/17/16
				188.00	20.00	208.00		

fore this calendar should be used as a guide for paydays and holidays only . It does

not represent the actual number of days being paid during a pay period.

***Start date is 8/3/2015 and date is 5/27/2016.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Labor Day, September 7, 2015	1.00
Fall Break, October 14-16, 2015	3.00
Veterans Day, November 11, 2015	1.00
Thanksgiving, November 25 - 27, 2015	3.00
Winter Break, Dec. 23 - 25, 2015	3.00
Winter Break, Dec. 31, 2015 - Jan 1, 2016	2.00
MLK Day, January 18, 2016	1.00
Presidents Day, February 15, 2016	1.00
Spring Break, March 21 - 24, 2016	4.00
Good Friday, March 25, 2016	1.00
Total	20.00

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2015-16
10 MONTH HOURLY (Scheduled Work Year 07/30/15 - 05/27/16)

School Nurses

For APECS use only
10 MNS

Timesheet Pay Period	Calendar Pay Period	TIMESHEET ATTENDANCE & PAYROLL PERIODS		WORK	PAID		APPROVAL		
		Calendar Days in Pay Period BEGINNING	ENDING		HOLIDAYS	TOTAL	DEADLINE *	PAY DAY	
3	1	07/23/15	08/05/15	5.00			5.00	08/06/15	08/14/15
4	2	08/06/15	08/19/15	10.00			10.00	08/20/15	08/28/15
5	3	08/20/15	09/02/15	10.00			10.00	09/03/15	09/11/15
6	4	09/03/15	09/16/15	9.00	1.00		10.00	09/17/15	09/25/15
7	5	09/17/15	09/30/15	10.00			10.00	10/01/15	10/09/15
8	6	10/01/15	10/14/15	7.00	1.00		8.00	10/15/15	10/23/15
9	7	10/15/15	10/28/15	8.00	2.00		10.00	10/29/15	11/06/15
10	8	10/29/15	11/11/15	9.00	1.00		10.00	11/12/15	11/20/15
11	9	11/12/15	11/25/15	9.00	1.00		10.00	11/23/15	12/04/15
12	10	11/26/15	12/09/15	8.00	2.00		10.00	12/10/15	12/18/15
13	11	12/10/15	12/23/15	7.00	1.00		8.00	12/18/15	12/31/15
14	12	12/24/15	01/06/16	3.00	4.00		7.00	01/07/16	01/15/16
15	13	01/07/16	01/20/16	9.00	1.00		10.00	01/21/16	01/29/16
16	14	01/21/16	02/03/16	10.00			10.00	02/04/16	02/12/16
17	15	02/04/16	02/17/16	9.00	1.00		10.00	02/18/16	02/26/16
18	16	02/18/16	03/02/16	10.00			10.00	03/03/16	03/11/16
19	17	03/03/16	03/16/16	10.00			10.00	03/17/16	03/25/16
20	18	03/17/16	03/30/16	5.00	5.00		10.00	03/31/16	04/08/16
21	19	03/31/16	04/13/16	10.00			10.00	04/14/16	04/22/16
22	20	04/14/16	04/27/16	10.00			10.00	04/28/16	05/06/16
23	21	04/28/16	05/11/16	10.00			10.00	05/12/16	05/20/16
24	22	05/12/16	05/25/16	10.00			10.00	05/26/16	06/03/16
25	23	05/26/16	06/08/16	2.00			2.00	06/09/16	06/17/16
				190.00	20.00		210.00		

Before this calendar should be used as a guide for paydays and holidays only. It does not represent the actual number of days being paid during a pay period.

*Start date is 7/30/2015. End date is 5/27/2016.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Labor Day, September 7, 2015	1.00
Fall Break, October 14-16, 2015	3.00
Veterans Day, November 11, 2015	1.00
Thanksgiving, November 25 - 27, 2015	3.00
Winter Break, Dec. 23-25, 2015	3.00
Winter Break, Dec. 31, 2015 - Jan 1, 2016	2.00
MLK Day, January 18, 2016	1.00
Presidents Day, February 15, 2016	1.00
Spring Break, March 21-24, 2015	4.00
Good Friday, March 25, 2016	1.00
Total	<u>20.00</u>

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2015-16
 10 MONTH HOURLY PART-TIME (Scheduled Work Year 08/10/15 - 05/22/16)
 Educational Assistants, ISS/Study Hall Monitors,

For APECS use only 10 MHP

This group of employees work less than six (6) hours per day, are not paid for holidays and do not receive benefits.

<u>Timesheet Pay Period</u>	<u>Calendar Pay Period</u>	<u>TIMESHEET & PAYROLL Calendar Days in Pay Period</u>		<u>WORK</u>	<u>TOTAL</u>	<u>ATTENDANCE PERIODS</u>		<u>APPROVAL</u>	
		<u>BEGINNING</u>	<u>ENDING</u>			<u>DEADLINE *</u>	<u>PAY DAY</u>		
4	1	08/06/15	08/19/15	8.00	8.00	08/20/15	08/28/15		
5	2	08/20/15	09/02/15	10.00	10.00	09/03/15	09/11/15		
6	3	09/03/15	09/16/15	9.00	9.00	09/17/15	09/25/15		
7	4	09/17/15	09/30/15	9.00	9.00	10/01/15	10/09/15		
8	5	10/01/15	10/14/15	7.00	7.00	10/15/15	10/23/15		
9	6	10/15/15	10/28/15	8.00	8.00	10/29/15	11/06/15		
10	7	10/29/15	11/11/15	9.00	9.00	11/12/15	11/20/15		
11	8	11/12/15	11/25/15	9.00	9.00	11/23/15	12/04/15		
12	9	11/26/15	12/09/15	8.00	8.00	12/10/15	12/18/15		
13	10	12/10/15	12/23/15	7.00	7.00	12/18/15	12/31/15		
14	11	12/24/15	01/06/16	2.00	2.00	01/07/16	01/15/16		
15	12	01/07/16	01/20/16	9.00	9.00	01/21/16	01/29/16		
16	13	01/21/16	02/03/16	10.00	10.00	02/04/16	02/12/16		
17	14	02/04/16	02/17/16	8.00	8.00	02/18/16	02/26/16		
18	15	02/18/16	03/02/16	10.00	10.00	03/03/16	03/11/16		
19	16	03/03/16	03/16/16	10.00	10.00	03/17/16	03/25/16		
20	17	03/17/16	03/30/16	5.00	5.00	03/31/16	04/08/16		
21	18	03/31/16	04/13/16	10.00	10.00	04/14/16	04/22/16		
22	19	04/14/16	04/27/16	10.00	10.00	04/28/16	05/06/16		
23	20	04/28/16	05/11/16	10.00	10.00	05/12/16	05/20/16		
24	21	05/12/16	05/25/16	10.00	10.00	05/26/16	06/03/16		
25	22	05/26/16	06/08/16	2.00	2.00	06/09/16			
e this calendar s er of days being				180.00	180.00				

Note: These employees do not report to work when students are not in school

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

*Start date is 08/10/2015. End date is 5/27/2016.

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2015-16
10 MONTH SALARIED NUTRITION (SCHEDULED WORK YEAR 07/28/2015 - 05/27/2016)

School Nutrition Supervisors and School Nutrition Supervisor Trainees

**For APECS use only
10 MON**

Timesheet Pay Period	Calendar Pay Period	TIMESHEET ATTENDANCE & PAYROLL PERIODS		WORK	IN-SVC DAYS	PAID HOLIDAYS	TOTAL	APPROVAL	
		Calendar Days in Pay Period						DEADLINE *	PAY DAY
		BEGINNING	ENDING						
3	1	07/23/15	08/05/15	-	7.00		7.00	08/06/15	08/14/15
4	2	08/06/15	08/19/15	8.00	2.00		10.00	08/20/15	08/28/15
5	3	08/20/15	09/02/15	10.00			10.00	09/03/15	09/11/15
6	4	09/03/15	09/16/15	9.00		1.00	10.00	09/17/15	09/25/15
7	5	09/17/15	09/30/15	9.00	1.00		10.00	10/01/15	10/09/15
8	6	10/01/15	10/14/15	7.00		3.00	10.00	10/15/15	10/23/15
9	7	10/15/15	10/28/15	8.00		2.00	10.00	10/29/15	11/06/15
10	8	10/29/15	11/11/15	9.00		1.00	10.00	11/12/15	11/20/15
11	9	11/12/15	11/25/15	9.00		1.00	10.00	11/23/15	12/04/15
12	10	11/26/15	12/09/15	8.00		2.00	10.00	12/10/15	12/18/15
13	11	12/10/15	12/23/15	7.00		3.00	10.00	12/18/15	12/31/15
14	12	12/24/15	01/06/16	2.00	1.00	7.00	10.00	01/07/16	01/15/16
15	13	01/07/16	01/20/16	9.00		1.00	10.00	01/21/16	01/29/16
16	14	01/21/16	02/03/16	10.00			10.00	02/04/16	02/12/16
17	15	02/04/16	02/17/16	8.00		1.00	9.00	02/18/16	02/26/16
18	16	02/18/16	03/02/16	10.00			10.00	03/03/16	03/11/16
19	17	03/03/16	03/16/16	10.00			10.00	03/17/16	03/25/16
20	18	03/17/16	03/30/16	5.00		5.00	10.00	03/31/16	04/08/16
21	19	03/31/16	04/13/16	10.00			10.00	04/14/16	04/22/16
22	20	04/14/16	04/27/16	10.00			10.00	04/28/16	05/06/16
23	21	04/28/16	05/11/16	10.00			10.00	05/12/16	05/20/16
24	22	05/12/16	05/25/16	10.00			10.00	05/26/16	06/03/16
25	23	05/26/16	06/08/16	2.00			2.00	06/09/16	06/05/15

Note: 12MS employees are paid evenly over 26 pay periods, therefore 180.00 11.00 27.00 218.00
not represent the actual number of days being paid during a pay period.

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

***Start date is 7/28/2015. End date is 5/27/2016.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

IN-SERVICE DAYS

July 28, 2015-August 7, 2015	9.00	<u>Nonschedule/nonpaid work Days</u>	
September 18, 2015	1.00	February 12, 2016	1
January 4, 2016	1.00		
Total	11.00		

HOLIDAYS / VACATION

Labor Day, September 7, 2015	1.00
Fall Break October 12-16, 2015	5.00
Veterans Day, November 11, 2015	1.00
Thanksgiving, November 25 - 27, 2015	3.00
Winter Break, Dec. 21 - 25, 2015	5.00
Winter Break, December 28, 2015-January 1, 2016	5.00
President's Day February 15, 2016	1.00
Spring Break, March 21-24, 2016	4.00
Good Friday, March 25, 2016	1.00
Total	27.00

For APECS use only
10 NTH

School Nutrition Technicians (Full time) and School-based Catering Assistants

Employees who work more than six (6) hours per day, are paid for holidays and receive benefits.

TIMESHEET		ATTENDANCE		WORK	IN-SVC DAYS	PAID HOLIDAYS	TOTAL	APPROVAL	
& PAYROLL		PERIODS							
Calendar Days in Pay Period									
Timesheet Pay Period	Pay Period	BEGINNING	ENDING					DEADLINE *	PAY DAY
3	1	07/23/15	08/05/15	-	2.00		2.00	08/06/15	08/14/15
4	2	08/06/15	08/19/15	5.00	1.00		6.00	08/20/15	08/28/15
5	3	08/20/15	09/02/15	9.00		1.00	10.00	09/03/15	09/11/15
6	4	09/03/15	09/16/15	10.00			10.00	09/17/15	09/25/15
7	5	09/17/15	09/30/15	9.00			9.00	10/01/15	10/09/15
8	6	10/01/15	10/14/15	5.00		3.00	8.00	10/15/15	10/23/15
9	7	10/15/15	10/28/15	10.00			10.00	10/29/15	11/06/15
10	8	10/29/15	11/11/15	9.00		1.00	10.00	11/12/15	11/20/15
11	9	11/12/15	11/25/15	9.00		1.00	10.00	11/23/15	12/04/15
12	10	11/26/15	12/09/15	8.00		2.00	10.00	12/10/15	12/18/15
13	11	12/10/15	12/23/15	9.00		1.00	10.00	12/18/15	12/31/15
14	12	12/24/15	1/6/2016*	3.00		4.00	7.00	01/07/16	01/15/16
15	13	01/07/16	01/20/16	9.00		1.00	10.00	01/21/16	01/29/16
16	14	01/21/16	02/03/16	10.00			10.00	02/04/16	02/12/16
17	15	02/04/16	02/17/16	8.00		1.00	9.00	02/18/16	02/26/16
18	16	02/18/16	03/02/16	10.00			10.00	03/03/16	03/11/16
19	17	03/03/16	03/16/16	10.00			10.00	03/17/16	03/25/16
20	18	03/17/16	03/30/16	5.00		5.00	10.00	03/31/16	04/08/16
21	19	03/31/16	04/13/16	10.00			10.00	04/14/16	04/22/16
22	20	04/14/16	04/27/16	10.00			10.00	04/28/16	05/06/16
23	21	04/28/16	05/11/16	10.00			10.00	05/12/16	05/20/16
24	22	05/12/16	05/25/16	10.00			10.00	05/26/16	06/03/16
25	23	05/26/16	06/08/16	2.00			2.00	06/09/16	

Note: 12MS employees are paid evenly over 26 pay periods, the 180.00 3.00 20.00 203.00
not represent the actual number of days being paid during a pay period.

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

*Start date is 7/30/2015. End date is 5/27/2016.

*Employees of this category will report to work on January 4, 2016

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Labor Day, September 7, 2015	1.00
Fall Break, October 14-16, 2015	3.00
Veterans Day, November 11, 2015	1.00
Thanksgiving, November 25 - 27, 2015	3.00
Winter Break, Dec. 23 - 25, 2015	3.00
Winter Break, Dec. 31, 2014 - Jan 1, 2016	2.00
MLK Day, January 18, 2016	1.00
Presidents Day, February 15, 2016	1.00
Spring Break, March 21 - 24, 2016	4.00
Good Friday, March 25, 2016	1.00
Total	20.00

Nonschedule/Nonpaid Work Days

December 28-30, 2015	3
February 12, 2016	1
September 18, 2015	1
Total	5
<u>In-Service Days</u>	
July 30-31, 20 (Attend only 1 day)	1
August 3-5, 20 (Attend only 1 day-Per Supervisor)	1
August 7, 201 (All Attend)	1
Total	3

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2015-16
10 MONTH HOURLY (Scheduled Work Year 08/10/15 - 05/27/16)

Lunch Room Monitors

For APECS use only 10 MLM

		TIMESHEET & PAYROLL		ATTENDANCE PERIODS			
		<u>Calendar Days in Pay Period</u>		<u>WORK</u>	<u>TOTAL</u>		
<u>Timesheet</u>	<u>Pay Period</u>	<u>Pay Period</u>	<u>BEGINNING</u>	<u>ENDING</u>		<u>DEADLINE *</u>	<u>PAY DAY</u>
3	1	08/06/15	08/19/15	8.00	8.00	08/20/15	08/28/15
4	2	08/20/15	09/02/15	9.00	9.00	09/03/15	09/11/15
5	3	09/03/15	09/16/15	10.00	10.00	09/17/15	09/25/15
6	4	09/17/15	09/30/15	9.00	9.00	10/01/15	10/09/15
7	5	10/01/15	10/14/15	7.00	7.00	10/15/15	10/23/15
8	6	10/15/15	10/28/15	8.00	8.00	10/29/15	11/06/15
9	7	10/29/15	11/11/15	9.00	9.00	11/12/15	11/20/15
10	8	11/12/15	11/25/15	9.00	9.00	11/23/15	12/04/15
11	9	11/26/15	12/09/15	8.00	8.00	12/10/15	12/18/15
12	10	12/10/15	12/23/15	7.00	7.00	12/18/15	12/31/15
13	11	12/24/15	01/06/16	2.00	2.00	01/07/16	01/15/16
14	12	01/07/16	01/20/16	9.00	9.00	01/21/16	01/29/16
15	13	01/21/16	02/03/16	10.00	10.00	02/04/16	02/12/16
16	14	02/04/16	02/17/16	8.00	8.00	02/18/16	02/26/16
17	15	02/18/16	03/02/16	10.00	10.00	03/03/16	03/11/16
18	16	03/03/16	03/16/16	7.00	7.00	03/17/16	03/25/16
19	17	03/17/16	03/30/16	8.00	8.00	03/31/16	04/08/16
20	18	03/31/16	04/13/16	10.00	10.00	04/14/16	04/22/16
21	19	04/14/16	04/27/16	10.00	10.00	04/28/16	05/06/16
22	20	04/28/16	05/11/16	10.00	10.00	05/12/16	05/20/16
23	21	05/12/16	05/25/16	10.00	10.00	05/26/16	06/03/16
24	22	05/26/16	06/08/16	2.00	2.00	06/09/16	06/17/16
				180.00	180.00		

Therefore this calendar should be used as a guide for paydays and holidays only . It does not represent the actual number of days being paid during a pay period.

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

***Start date is 8/10/2014. End date is 5/27/2016.**

**SHELBY COUNTY SCHOOLS
COST CENTER ASSIGNMENTS-PAYROLL
BY COST CENTER DESCRIPTION**

Cost Center	Description	Payroll Associate	E-mail of Associate
2005	A B Hill Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2740	A. Maceo Walker Middle School	jonesel3 - jones, erica	jonesel3@scsk12.org
10000	Academic Office	teaguel - teague, latonia	teaguel@scsk12.org
32100	Accounting	teaguel - teague, latonia	teaguel@scsk12.org
32401	Accounts Payable	teaguel - teague, latonia	teaguel@scsk12.org
8152	Administrative Cafeteria	teaguel - teague, latonia	teaguel@scsk12.org
10801	Adolescent Parenting	teaguel - teague, latonia	teaguel@scsk12.org
2494	Adult Education (Messick Career & Tech Center	jonesel3 - jones, erica	jonesel3@scsk12.org
2010	Airways Middle School	jonesel3 - jones, erica	jonesel3@scsk12.org
2015	Alcy Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
10800	Alternative Schools	teaguel - teague, latonia	teaguel@scsk12.org
2020	Alton Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2023	American Way Middle	jonesel3 - jones, erica	jonesel3@scsk12.org
22200	Assessment And Accountability	teaguel - teague, latonia	teaguel@scsk12.org
20301	Athletics	jonesel3 - jones, erica	jonesel3@scsk12.org
20100	Attendance & Discipline	teaguel - teague, latonia	teaguel@scsk12.org
2025	Avon Lenox School	jonesel3 - jones, erica	jonesel3@scsk12.org
2030	B T Washington High School	jonesel3 - jones, erica	jonesel3@scsk12.org
2610	Balmoral Ridgeway Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
8365	Belle Forest Community School	jonesel3 - jones, erica	jonesel3@scsk12.org
3650	Belle Forest Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2040	Bellevue Middle School	jonesel3 - jones, erica	jonesel3@scsk12.org
2045	Berclair Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2050	Bethel Grove Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
35	Bolton High	jonesel3 - jones, erica	jonesel3@scsk12.org
2053	Brewster Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2055	Brookmeade Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2057	Brownsville Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2060	Bruce Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
32200	Budget And Fiscal Planning	teaguel - teague, latonia	teaguel@scsk12.org
34200	Business Application Services	teaguel - teague, latonia	teaguel@scsk12.org
33100	Business Operations Admin	teaguel - teague, latonia	teaguel@scsk12.org
2067	Caldwell-Guthrie Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2070	Campus School	jonesel3 - jones, erica	jonesel3@scsk12.org
10300	Career And Technical Education	jonesel3 - jones, erica	jonesel3@scsk12.org
10300	Career And Technical Education	teaguel - teague, latonia	teaguel@scsk12.org
2075	Carnes Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2085	Carver High School	jonesel3 - jones, erica	jonesel3@scsk12.org
2090	Central High School	jonesel3 - jones, erica	jonesel3@scsk12.org
2095	Charjean Elementary	hinesl - hines, laverne	hinesl@scsk12.org
2100	Cherokee Elementary	hinesl - hines, laverne	hinesl@scsk12.org
2108	Chickasaw Middle School	hinesl - hines, laverne	hinesl@scsk12.org
2010	Chief Of Staff	teaguel - teague, latonia	teaguel@scsk12.org
2049	Chimneyrock Elementary School	hinesl - hines, laverne	hinesl@scsk12.org
8012	Colonial Hearing Center	hinesl - hines, laverne	hinesl@scsk12.org
2115	Colonial Middle School	hinesl - hines, laverne	hinesl@scsk12.org
8193	Colonial Visually Limited	hinesl - hines, laverne	hinesl@scsk12.org
30100	Communications	teaguel - teague, latonia	teaguel@scsk12.org
30200	Community Outreach And Parental Engagement	teaguel - teague, latonia	teaguel@scsk12.org
32400	Contracts	teaguel - teague, latonia	teaguel@scsk12.org
2117	Cordova Elementary	hinesl - hines, laverne	hinesl@scsk12.org
2119	Cordova High School	hinesl - hines, laverne	hinesl@scsk12.org
2118	Cordova Middle School	hinesl - hines, laverne	hinesl@scsk12.org
2125	Corry Middle School	hinesl - hines, laverne	hinesl@scsk12.org
2126	Craigmont High School	hinesl - hines, laverne	hinesl@scsk12.org
2128	Craigmont Middle School	hinesl - hines, laverne	hinesl@scsk12.org
2130	Cromwell Elementary	hinesl - hines, laverne	hinesl@scsk12.org
2133	Crump Elementary	hinesl - hines, laverne	hinesl@scsk12.org
2135	Cummings School	hinesl - hines, laverne	hinesl@scsk12.org
10200	Curriculum	teaguel - teague, latonia	teaguel@scsk12.org
2140	Cypress Middle School	hinesl - hines, laverne	hinesl@scsk12.org
2145	Delano Elementary	hinesl - hines, laverne	hinesl@scsk12.org
2150	Denver Elementary	hinesl - hines, laverne	hinesl@scsk12.org
67	Dexter Elem	hinesl - hines, laverne	hinesl@scsk12.org
68	Dexter Md	hinesl - hines, laverne	hinesl@scsk12.org
8533	Division Of Student Support	teaguel - teague, latonia	teaguel@scsk12.org
2153	Double Tree Elementary	hinesl - hines, laverne	hinesl@scsk12.org
2155	Douglass Elementary/Middle	hinesl - hines, laverne	hinesl@scsk12.org
2160	Douglass High School	hinesl - hines, laverne	hinesl@scsk12.org

**SHELBY COUNTY SCHOOLS
COST CENTER ASSIGNMENTS-PAYROLL
BY COST CENTER DESCRIPTION**

Cost Center	Description	Payroll Associate	E-mail of Associate
2162	Downtown Elementary	hinesl - hines, laverne	hinesl@scsk12.org
20303	Drivers Ed	teaguel - teague, latonia	teaguel@scsk12.org
8159	Drivers Education	teaguel - teague, latonia	teaguel@scsk12.org
2165	Dunbar Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
2181	East Career Technology Center	mottleypl - mottley, pamela	mottleypl@scsk12.org
2180	East High School	mottleypl - mottley, pamela	mottleypl@scsk12.org
10260	Educational Support	teaguel - teague, latonia	teaguel@scsk12.org
2183	Egypt Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
31400	Employee Services	teaguel - teague, latonia	teaguel@scsk12.org
10201	English Second Language	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
10201	English Second Language	mottleypl - mottley, pamela	mottleypl@scsk12.org
2185	Evans Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
10400	Exceptional Children	mottleypl - mottley, pamela	mottleypl@scsk12.org
10404	Exceptional Children Administration	teaguel - teague, latonia	teaguel@scsk12.org
33500	Facilities Planning And Property	teaguel - teague, latonia	teaguel@scsk12.org
2190	Fairley Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
2200	Fairview Middle School	mottleypl - mottley, pamela	mottleypl@scsk12.org
10500	Federal Programs	teaguel - teague, latonia	teaguel@scsk12.org
32000	Finance	teaguel - teague, latonia	teaguel@scsk12.org
2208	Florida-Kansas Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
2210	Ford Road Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
2215	Fox Meadows Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
8904	Frayser Success Academy	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2230	Gardenview Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
2240	Geeter Middle School	mottleypl - mottley, pamela	mottleypl@scsk12.org
3000	General Counsel	teaguel - teague, latonia	teaguel@scsk12.org
2255	Georgian Hills Middle School	mottleypl - mottley, pamela	mottleypl@scsk12.org
2258	Germanshire Elementary School	mottleypl - mottley, pamela	mottleypl@scsk12.org
105	Germantown Elem	mottleypl - mottley, pamela	mottleypl@scsk12.org
110	Germantown High	mottleypl - mottley, pamela	mottleypl@scsk12.org
107	Germantown Md	mottleypl - mottley, pamela	mottleypl@scsk12.org
2259	Getwell Elementary School	mottleypl - mottley, pamela	mottleypl@scsk12.org
2260	Goodlett Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
2265	Gordon Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
2285	Grahamwood Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
2835	Grandview Heights Middle	mottleypl - mottley, pamela	mottleypl@scsk12.org
2300	Graves Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
20341	Guidance Counseling-Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
20342	Guidance Counseling-Middle	mottleypl - mottley, pamela	mottleypl@scsk12.org
8901	Hamilton Alternative Center	mottleypl - mottley, pamela	mottleypl@scsk12.org
2310	Hamilton Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
2317	Hamilton High School	mottleypl - mottley, pamela	mottleypl@scsk12.org
2330	Hawkins Mill Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
20400	Health Services	teaguel - teague, latonia	teaguel@scsk12.org
2331	Hickory Ridge Elementary School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2333	Hickory Ridge Middle School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
108	Highland Oaks Elem	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
200	Highland Oaks Md	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2335	Hillcrest High School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2338	Hollis F. Price Middle College High School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8916	Hollywood Success Academy	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2343	Holmes Road Elementary School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8340	Holy Cross (Not In Crosswalk)	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8601	Holy Names School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
7203	Hooks Dimmick Child Care Center	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8920	Hope Academy (Not In Crosswal)	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
7204	Horn Lake Road Learning Center	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
1091	Hospital/Homebound	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8918	Humes Alternative School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2345	Humes Middle School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2353	Ida B Wells Academy	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2355	Idlewild Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
1108	Information Technology	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
34000	Information Technology	teaguel - teague, latonia	teaguel@scsk12.org
34300	Infrastructure & System Support Services	teaguel - teague, latonia	teaguel@scsk12.org
21000	Innovation Office	teaguel - teague, latonia	teaguel@scsk12.org
4000	Internal Audit	teaguel - teague, latonia	teaguel@scsk12.org
1143	Intervention/Alternative Services	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8223	Inventory Control Warehouse	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2360	Jackson Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
7205	Jessie Mahan Day Care Center	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
80	Jeter Elem	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8537	Jiff	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2362	John P. Freeman Optional School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2367	Kansas Career And Technical Center	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2116	Kate Bond Elementary School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2007	Kate Bond Middle	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2368	Keystone Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
7206	Kids School Early Childhood Development Center	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2370	Kingsbury Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org

**SHELBY COUNTY SCHOOLS
COST CENTER ASSIGNMENTS-PAYROLL
BY COST CENTER DESCRIPTION**

Cost Center	Description	Payroll Associate	E-mail of Associate
2375	Kingsbury High School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2373	Kingsbury Middle School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2377	Kingsbury Vocational School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8262	Kipp Memphis Collegiate Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8202	Kipp Memphis Collegiate High School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8238	Kipp Memphis Collegiate Middle	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8258	Kipp Memphis Middle Academy	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2379	Kirby High School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2378	Kirby Middle School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2385	Knight Road Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
3010	Labor Relations	teaguel - teague, latonia	teaguel@scsk12.org
1117	Lakeside	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8166	Lakeview Elem.	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2393	Lanier Middle School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2395	Larose Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2425	Lester Elementary/Middle	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2435	Levi Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
10251	Librarians-Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2440	Lincoln Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
205	Lowrance Elem	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2463	Lucie E. Campbell Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
115	Lucy Elem	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
118	Macon-Hall Elem	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2470	Magnolia Elementary	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
33400	Maintenance	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8220	Maintenance Warehouse	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
1105	Maintenance Warehouse-Dock 4	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2480	Manassas High School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2483	Manor Lake Elementary	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2830	Martin Luther King Transition Center	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2493	Melrose High School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2699	Memphis Health Careers Academy	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2515	Middle College High School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2520	Mitchell High School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
140	Mt. Pisgah Md	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2525	Newberry Elementary	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
145	Northaven Elem	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
10602	Northeast Region	teaguel - teague, latonia	teaguel@scsk12.org
2822	Northeast-Scs Prep School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2535	Northside High School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
10601	Northwest Region	teaguel - teague, latonia	teaguel@scsk12.org
2824	Northwest-Scs Prep School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
33600	Nutrition Services	hinesl - hines, laverne	hinesl@scsk12.org
2692	Oak Forest	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2540	Oakhaven Elementary	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2545	Oakhaven High School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2543	Oakhaven Middle School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2550	Oakshire Elementary	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
10700	Optional Schools	teaguel - teague, latonia	teaguel@scsk12.org
2565	Overton High School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
32300	Payroll	teaguel - teague, latonia	teaguel@scsk12.org
2570	Peabody Elementary	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
31100	Performance Management	teaguel - teague, latonia	teaguel@scsk12.org
22000	Planning And Accountability	teaguel - teague, latonia	teaguel@scsk12.org
3020	Policy	teaguel - teague, latonia	teaguel@scsk12.org
10209	Pre-K	teaguel - teague, latonia	teaguel@scsk12.org
33300	Procurement	teaguel - teague, latonia	teaguel@scsk12.org
31200	Professional Development	teaguel - teague, latonia	teaguel@scsk12.org
2595	Rainshaven Elementary	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2597	Raleigh- Bartlett Meadows School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2598	Raleigh Egypt High School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2596	Raleigh Egypt Middle School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
31300	Recruitment And Staffing	teaguel - teague, latonia	teaguel@scsk12.org
1102	Renaissance Academy Lakeside	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
1103	Renaissance Academy North	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
22300	Research Planning And Improvement	teaguel - teague, latonia	teaguel@scsk12.org
8192	Residential Training Center	teaguel - teague, latonia	teaguel@scsk12.org
2600	Richland Elementary	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
7214	Ridgeway Early Learning Center	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2615	Ridgeway High School	mottleypl - mottley, pamela	mottleypl@scsk12.org
2612	Ridgeway Middle School	mottleypl - mottley, pamela	mottleypl@scsk12.org
33000	Risk Management (Florida Kansas Annex)	teaguel - teague, latonia	teaguel@scsk12.org
2620	Riverview Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2625	Riverview Middle School	jonesel3 - jones, erica	jonesel3@scsk12.org
2717	Riverwood Elementary	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2626	Robert R. Church Elementary School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2627	Ross Elementary	hinesl - hines, laverne	hinesl@scsk12.org
2630	Rozelle Elementary	hinesl - hines, laverne	hinesl@scsk12.org
20200	Safety & Security	mottleypl - mottley, pamela	mottleypl@scsk12.org
2633	Scenic Hills Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org

**SHELBY COUNTY SCHOOLS
COST CENTER ASSIGNMENTS-PAYROLL
BY COST CENTER DESCRIPTION**

Cost Center	Description	Payroll Associate	E-mail of Associate
2633	Scenic Hills Elementary	teaguel - teague, latonia	teaguel@scsk12.org
10205	Science	teaguel - teague, latonia	teaguel@scsk12.org
2637	Sea Isle Elementary	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2640	Shady Grove Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2645	Shannon Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2650	Sharpe Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2663	Sheffield Career And Technical Center	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2655	Sheffield Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
2660	Sheffield High School	jonesel3 - jones, erica	jonesel3@scsk12.org
2680	Shelby Oaks Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
10605	Shelby Region	teaguel - teague, latonia	teaguel@scsk12.org
2665	Sherwood Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2670	Sherwood Middle School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2675	Shrine School	hinesl - hines, laverne	hinesl@scsk12.org
2690	Snowden School	hinesl - hines, laverne	hinesl@scsk12.org
2695	South Park Elementary	hinesl - hines, laverne	hinesl@scsk12.org
10604	Southeast Region	teaguel - teague, latonia	teaguel@scsk12.org
8903	Southeast Success Academy	teaguel - teague, latonia	teaguel@scsk12.org
2826	Southeast-Scs Prep School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2703	Southwest Career And Technical School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
10603	Southwest Region	teaguel - teague, latonia	teaguel@scsk12.org
2828	Southwest-Scs Prep School	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
175	Southwind Elem	mottleypl - mottley, pamela	mottleypl@scsk12.org
178	Southwind High	mottleypl - mottley, pamela	mottleypl@scsk12.org
33201	Special Ed Transportation	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2707	Spring Hill Elementary	hinesl - hines, laverne	hinesl@scsk12.org
2705	Springdale Elementary	jonesel3 - jones, erica	jonesel3@scsk12.org
10202	Stem	teaguel - teague, latonia	teaguel@scsk12.org
22100	Student Info Management	teaguel - teague, latonia	teaguel@scsk12.org
20300	Student Services	jonesel3 - jones, erica	jonesel3@scsk12.org
20000	Student Services Administration	teaguel - teague, latonia	teaguel@scsk12.org
2000	Superintendent	teaguel - teague, latonia	teaguel@scsk12.org
31000	Talent Management	teaguel - teague, latonia	teaguel@scsk12.org
8650	Telecom Ctr-Scs	teaguel - teague, latonia	teaguel@scsk12.org
10210	Textbooks	teaguel - teague, latonia	teaguel@scsk12.org
33200	Transportation	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
2715	Treadwell Elementary	mottleypl - mottley, pamela	mottleypl@scsk12.org
2723	Treadwell Middle School	hinesl - hines, laverne	hinesl@scsk12.org
2727	Trezevant Career And Technical School	mottleypl - mottley, pamela	mottleypl@scsk12.org
2725	Trezevant High School	hinesl - hines, laverne	hinesl@scsk12.org
34100	User Support Services	teaguel - teague, latonia	teaguel@scsk12.org
2728	Vance Middle School	jonesel3 - jones, erica	jonesel3@scsk12.org
21201	Virtual School	hinesl - hines, laverne	hinesl@scsk12.org
2730	Vollentine Elementary	jonesn1 - Jones, Nataki	jonesn1@scsk12.org
33700	Warehousing	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2745	Wells Station Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2760	Westhaven Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8917	Westhaven Success Academy	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2750	Westside Elementary	hinesl - hines, laverne	hinesl@scsk12.org
2754	Westside Middle	hinesl - hines, laverne	hinesl@scsk12.org
2765	Westwood Elementary	hinesl - hines, laverne	hinesl@scsk12.org
2770	Westwood High School	hinesl - hines, laverne	hinesl@scsk12.org
2777	White Station Elementary	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2780	White Station High School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2783	White Station Middle School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2785	Whitehaven Elementary Stem School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2790	Whitehaven High School	mcnealdr - mcneal, denise	mcnealdr@scsk12.org
2800	Willow Oaks Elementary	hinesl - hines, laverne	hinesl@scsk12.org
2805	Winchester Elementary	hinesl - hines, laverne	hinesl@scsk12.org
2810	Winridge Elementary School	jonesel3 - jones, erica	jonesel3@scsk12.org
2815	Wooddale High School	jonesel3 - jones, erica	jonesel3@scsk12.org
2820	Wooddale Middle	jonesel3 - jones, erica	jonesel3@scsk12.org
185	Woodstock Md	jonesel3 - jones, erica	jonesel3@scsk12.org
9230	Youth Villages - Morris Wilson Campus	teaguel - teague, latonia	teaguel@scsk12.org
8311		mcnealdr - mcneal, denise	mcnealdr@scsk12.org
8324		mcnealdr - mcneal, denise	mcnealdr@scsk12.org



Payroll Department

Contact Information

Rosa Gilmore, Director
Coe, Room 130 - 416-5402
GilmoreRV@scsk12.org

Name/Position	Email	Phone #
Beverly Mitchell, Payroll Manager	mitchellba@scsk12.org	416-5618
Latonia Teague, Payroll Specialist	TEAGUEL@scsk12.org	416-5418
Cheryl Delotta, Payroll Associate	DELOTTAC@scsk12.org	416-5429
Laverne Hines, Payroll Associate	HINESL@scsk12.org	416-5412
Erica Jones, Payroll Associate	JONESEL3@scsk12.org	416-5434
Nataki Jones, Payroll Associate	JONESN1@scsk12.org	416-5417
Denise McNeal, Payroll Associate	MCNEALDR@scsk12.org	416-5437
Pamela Mottley, Payroll Associate	MOTTLEYPL@scsk12.org	416-4744
Delawn Scott, Fiscal Assistant	SCOTTD3@scsk12.org	416-5402
Main Line		416-5402

**Shelby County Schools
Chart of Accounts
Account Code Structure**

Fund	Function	Object	Department	Location	Project
2	5	5	6	4	4
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Total Account Length = 26

**Shelby County Schools
Chart of Accounts
Account Code Structure**

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Fund Chart Field:

The fund is a two (2) digit code used to define the funding source.

<u>Fund No.</u>	<u>Fund Description</u>
01	General
08	Discretionary Grants
12	Federal

**Shelby County Schools
Chart of Accounts
Account Code Structure**

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Function Chart Field:

Function Code is a five (5) digit code used to describe areas of programs and activities. The five digits will use the State of Tennessee function element chart of accounts.

Function	Function Description
71100	Regular Instruction Program
71150	Alternative Instruction Program
72130	Other Student Support
72210	Regular Instruction Support

**Shelby County Schools
Chart of Accounts
Account Code Structure**

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Object Chart Field:

Object Code ChartField is a five (5) digit number used to describe the type of expenditure; salaries, benefits, supplies, etc.....

<u>Object No.</u>	<u>Object Description</u>
11600	Teachers
12300	Guidance Personnel
12800	Homebound Teachers
12900	Librarian(s)

Shelby County Schools Chart of Accounts Account Code Structure

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Department Chart Field:

Department ChartField is a six (6) digit code used to describe a sub function.

<u>Department Code</u>	<u>Department Description</u>
101000	K-16 School Initiatives
102000	Curriculum & Instruction
102010	ELL
102011	ELL Elementary
102012	ELL Middle
102013	ELL K8
102014	ELL High
102020	STEM
102030	Pre-K
102040	Math
102050	Science
102060	Social Studies
102071	ES Music
102081	ES Art

Shelby County Schools Chart of Accounts Account Code Structure

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Location Chart Field:

Location Code ChartField is a four (4) digit code state code used to define your school or office

<u>Location No.</u>	<u>Location Description</u>
2015	Alcy Elementary
2020	Alton Elementary
2023	American Way Middle
2045	Berclair Elementary
2055	Brookmeade Elementary
2075	Carnes Elementary

Shelby County Schools Chart of Accounts Account Code Structure

Fund	Function	Object	Department	Location	Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Project ChartField:

The Project ChartField is a four (4) digit code used to describe the type of grant Federal and Local.

Project No.	Project Description
D225	After School Childcare
9305	Head Start
9006	IDEA, Part B
D025	School Age Childcare
1006	Title I, Part A Improving Academic Achievement
D945	Voluntary Pre-K

Shelby County Schools Chart of Accounts Account Code Structure

Sample Account String

Fund	Function	Object	Department	Location	Project
01	72130	12300	203041	2215	0000
General Fund	Support Services Other Student Support (Guidance Counselor)	Guidance Personnel	Guidance Counseling (Elementary)	Fox Meadows Elementary	Zero Project
12	72210	12900	102502	2215	1006
Federal	Support Services Regular Instruction (Librarians)	Librarians	Librarians (Middle)	Fox Meadows Elementary	Title 1 Part A
08	73300	16900	203000	2215	D225
Discretionary Grants	Community Services	Part-Time Salaries	Student Support	Fox Meadows Elementary	After School Childcare

SHELBY COUNTY SCHOOLS ACCOUNT CODE STRUCTURE

FUND ELEMENTS

<u>CODE</u>	<u>DESCRIPTION</u>
01	General Fund
07	Capital Improvement Fund
08	Discretionary Grants
10	Nutrition
12	Federal Projects
20	Fixed Assets
30	Trust Fund
50	Achievement School District
55	Printing
60	Student Activity Fund
80	Warehouse
81	Unemployment
82	Insurance

SHELBY COUNTY SCHOOLS ACCOUNT CODE STRUCTURE

FUNCTION ELEMENTS

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
71100	Regular Instruction Program	81300	Education Debt Service
71150	Alternative Instruction Program	82130	Education Debt Service
71200	Special Education Program	91300	Education Capital Projects
71300	Vocational Education Program	99000	Other Uses
71400	Student Body Education Program	99100	Transfers Out
71600	Adult Programs		
71900	Other		
72110	Attendance		
72120	Health Services		
72130	Other Student Support		
72210	Regular Instruction Program Support		
72215	Alternative Instruction Program Support		
72220	Special Education Program Support		
72230	Vocational Education Program Support		
72260	Adult Programs Support		
72310	Board of Education		
72320	Director of Schools		
72410	Office of the Principal		
72510	Fiscal Services		
72520	Human Services/Personnel		
72610	Operation of Plant		
72620	Maintenance of Plant		
72710	Transportation		
72810	Central and Other		
73100	Food Service		
73300	Community Services		
73400	Early Childhood Education		
76100	Regular Capital Outlay		

**SHELBY COUNTY SCHOOLS
EXPENDITURE OBJECT CODES BY CATEGORY**

Salaries

10100 County Official/Administrative Officer
 10300 Assistant(s)
 10400 Principal(s)
 10401 Principal(s) Subsidiary
 10402 Principal(s) Subsidiary
 10500 Supervisor/Director
 11300 Internal Audit Personnel
 11600 Teachers
 11601 Teachers
 11700 Career Ladder
 11800 Secretary to Board
 11900 Accountants/Bookkeepers
 12000 Computer Programmer
 12100 Data Processing Personnel
 12200 Purchasing Personnel
 12300 Guidance Personnel
 12400 Psychological Personnel
 12700 Career Ladder Extended Contracts
 12800 Homebound Teachers
 12900 Librarian(s)
 13000 Social Workers
 13001 Social Workers
 13100 Medical Personnel
 13200 Material Supervisor(s)
 13400 New Code
 13500 Assessment Personnel
 13600 Audiovisual Personnel
 13700 Education Media Personnel
 13800 Instru Computer Personnel
 13900 Assistant Principal(s)
 14200 Mechanic(s)
 14600 Bus Drivers
 16100 Secretary(s)
 16200 Clerical Personnel
 16300 Educational Assistants
 16400 Attendants
 16500 Cafeteria Personnel
 16501 Cafeteria Personnel Subsidiary
 16502 Cafeteria Personnel Subsidiary
 16503 Cafeteria Personnel Subsidiary
 16504 Cafeteria Personnel Subsidiary
 16505 Cafeteria Personnel Subsidiary
 16506 Cafeteria Personnel Subsidiary
 16600 Custodial Personnel
 16700 Maintenance Personnel
 16900 Part-time Salaries
 17000 School Resource Officers

Salaries (continued)

17100 Speech Pathologist
 18800 Bonus Payments
 18900 Other Salaries & Wages
 18901 Bus Assistants (SPED)
 18902 Occupation/Physical Therapist (SPED)
 18903 Medical Personnel (SPED)
 18904 Win School
 18905 Student Internship Program
 18906 Other Salaries & Wages-Subsidiary
 18907 Other Salaries & Wages-Subsidiary
 18908 Other Salaries & Wages-Subsidiary
 18909 Other Salaries & Wages-Subsidiary
 18910 Temporary Employees
 18911 Other salaries
 19100 Board and Committee Members Fees
 19500 Sub Teachers-Certified
 19600 In-Service Training
 19601 In-Service/Teacher Leader Cohort
 19602 In-Service/Writing Stipends
 19603 In-Service/IBO Stipends
 19604 In-Service/NCLB
 19605 In-Service/HS Summer School Reporting
 19606 In-Service/SSSI Fine Arts
 19607 In-Service/Praxis Tutoring
 19608 In-Service/Summer Stand Training
 19609 In-Service/Translators
 19610 In-Service/SSSI STEM
 19611 In-Service/System Wide Address
 19612 In-Service/New Teacher Induction
 19613 In-Service/Dual Enrollment
 19614 In-Service/Common Core Initiative
 19615 In-Service/TIF
 19616 In-Service/Discovery Ed
 19617 In-Service/Placement Test Proctor
 19618 In-Service/World Language
 19619 In-Service/Elementary Art
 19620 In-Service/Health,PE,Wellness
 19621 In-Service/Math Improvement Proj
 19800 Sub Teachers-Non-Certified
 19801 Sub Teachers-Learning Coaches
 19802 Sub Teachers-Master Teachers
 19803 Sub Teachers-PLC Lead Teachers- Non-Title 1
 19804 Sub Teachers-New Teacher Sub Teacher Release
 19805 Other-Teacher PD
 19806 Lead Teachers Regional SCS ECET2
 19807 Sub-Teachers for Pre-Svcs Mentor Teachers
 19808 Sub Teachers-Struggling Teachers
 19809 Sub Teachers for NTSG Teachers

Benefits

20100 Social Security
 20101 Social Security Subsidiary
 20102 Social Security - Non Certificated
 20400 State Retirement
 20401 State Retirement Subsidiary
 20410 TCRS Great West Retirement- Hybrid Flat
 20411 TCRS Great West Retirement- Hybrid %
 20412 TCRS Great West Retirement- Hybrid Roth f
 20413 TCRS Great West Retirement- Hybrid Roth c
 20600 Life Insurance
 20601 Life Insurance Subsidiary
 20700 Medical Insurance
 20701 Medical Insurance Subsidiary
 21000 Unemployment Compensation
 21100 Local Retirement
 21200 Employer Medicare
 21201 Employer Medicare Subsidiary
 22200 New Code
 23000 New Code
 23100 New Code
 29900 Other Fringe Benefits
 29902 Local Retiree Payments
 29903 Workmens Compensation

Contracted Services

30400 Architects
 30401 Architects
 30900 Contracts w Govt Agencies
 31000 Contracts w Otr Public Agencies
 31100 Contracts w Otr School Systems
 31101 Contracts w Otr School Systems Subsidiary
 31200 Contracts w Private Agencies
 31300 Contracts w Parents
 31400 Contracts w Public Carriers
 31401 Contracts with Public Carriers-SPED
 32500 Fiscal Agent Charges
 32800 Janitorial Services
 32801 GCA Contract Payments
 32900 Laundry Service
 33000 Operating Lease Payments
 33101 Legal Settlements
 33915 Other Contracted Services- Life Ins Prem
 34200 Pymt to Schools-Breakfast
 34300 Pymt to Schools-Lunch
 34400 Pymt to Schools-Other
 34500 Pymt to Schools-Other USDA

**SHELBY COUNTY SCHOOLS
EXPENDITURE OBJECT CODES BY CATEGORY**

Contracted Services (continued)

34800 Postal Charges
35100 Rentals
35101 Building Rentals
35102 Equipment Rentals
35400 Transportation Other Than Students
35600 Tuition
35900 Disposal Fees
36700 Maintenance & Repair Serv Records
39900 Other Contracted Services
39902 Public Chap 426
39903 N&D
39904 World Languages
39905 Math Improv Proj
39906 Equip Rental
39907 Contributions
39908 Advertising
39909 Programming Fees
39910 Ins Co Pay PPO
39911 Active Employees Health Ins Premium/Claims
39912 Retirees Health Ins Premium/Claims
39913 Active Employees Life Ins Premium/Claims
39914 Retirees Life Ins Premium/Claims
39915 Active Employees Administrative Charges
39916 Retirees Administrative Charges
39917 Employee Assistance
39918 FAMILY CARE CLINIC
33100 Legal Services

Professional Services

30500 Audit Services
30700 Communication
30800 Consultants
30801 Consultants-SACS
30802 Consultants-SSSI
30803 Consultants-Math (RTI)
30804 Consultants-IBO Examiner
30805 Consultants-College Board AP
30806 Consultants-Facing History
30807 Consultants-Memphis Symphony
30808 Consultants-Discovery Ed
30809 Consultants-District Learning Day
30810 Consultants-
30811 Consultants
31700 Data Processing Services
32000 Dues & Memberships

Property Maintenance Services

32100 Engineering Services
32200 Evaluation & Testing
33500 Maint & Repair-Building
33600 Maint & Repair-Equipment
33601 Maint & Repair-TV
33602 Maint & Repair-Band Instruments
33603 Maint & Repair-String
33604 Maint & Repair-Kiln
33605 Maint & Repair-Microscope
33606 Maint & Repair-Electronic Equip
33607 Maint & Repair-Drivers Ed
33800 Maint & Repair-Vehicles

Travel

35501 Travel-Local Travel
35502 Travel-Out of Town Travel
35503 Travel Subsidiary
35504 Travel Subsidiary
35505 Travel Subsidiary

Supplies and Materials

41000 Custodial Supplies
41001 Custodial Supplies
41100 Data Processing Supplies
41200 Diesel Fuel
41300 Drugs & Medical Supplies
41500 Electricity
41800 Equipment & Machinery Parts
42100 Food Preparation Supplies
42200 Food Supplies
42201 Food Supplies
42202 Food Supplies
42300 Fuel Oil
42400 Garage Supplies
42500 Gasoline
42600 General Construction Materials
42900 Instructional Supplies & Materials
42901 Instructional Supplies & Materials
42902 New School Start-Up Supplies
42903 Calculators
42904 Shelby Scholars
42905 Fine Arts Shelby Summer Institute
42906 Instructional Supplies & Materials
42907 Film/Periodical/Newspaper
42908 Maps & Globes
42909 Teacher Center Supplies
42910 Physics
42911 CPR Training
42912 TV Programs
42913 Spanish
42914 Base Allocations
42915 CPO Supplies & Materials
42916 Science Allocation
42917 AP Materials & Supplies
42918 PE Supplies
42919 ESL Supplies
42920 Chinese Materials
42921 I-Station
42922 Art Equipment & Software
42923 Band Instruments
42924 Math Supplies
42925 AYB/NCLB Supplies
42926 Music Supplies (Choir/String/Music)
42927 Summer School Supplies
42928 Intervention Programs
42929 STEM
42930 Novel Sets
42931 Praxis Supplies
42932 Inventory Adj-Regular Instruction
42933 Project Based Learning
42934 Driver's Ed
42935 HS Dual Enrollment

Supplies and Materials (continued)

42936 Tech Edu MS
42937 Media Technology
42938 IT Infrastructure
42939 Criminal Justice
42940 Carpentry/Cabinetmaking
42941 Health Science Education
42942 FACS Foods/Textiles
42943 Automotive Service
42944 Agriculture
42945 Air Cooled Engines
42946 Collision Repair
42947 Cosmetology
42948 Metal Technology
42949 Graphic Communications
42950 Business & Information Tech
42951 Drafting
42952 Technology Education
42953 Applied Communications
42954 Family & Consumer Sciences
42955 FACS Early Childhood Edu
42956 FACS Culinary Arts
42957 Marketing Education
42958 Regular Supplies
42959 Video Tape Stock
42960 Sets & Props
42961 Contest & Awards
43200 Library Books/Media
43201 Library Books/Media Subsidiary
43202 Library Books/Media Subsidiary
43203 Library Books/Media Subsidiary
43204 Library Books/Media Subsidiary
43205 Library Books/Media Subsidiary
43300 Lubricants
43400 Natural Gas
43500 Office Supplies
43501 Office Supplies
43700 Periodicals
44800 T & I Construction Materials
44900 Textbooks
44901 Textbooks
45000 Tires & Tubes
45100 Uniforms
45200 Utilities
45300 Vehicle Parts
45400 Water & Sewer
46900 USDA Commodities
49900 Other Supplies & Materials
49901 Other Supplies & Materials
49902 Other Supplies & Materials
49903 Other Supplies & Materials

**SHELBY COUNTY SCHOOLS
EXPENDITURE OBJECT CODES BY CATEGORY**

Other Charges

50100 Boiler Insurance
 50200 Building & Content Insurance
 50400 Indirect Cost
 50500 Judgments
 50600 Liability Insurance
 50800 Premium on Corporate Surety Bonds
 50900 Refunds
 51000 Trustee Commissions
 51100 Vehicle and Equip Insurance
 51300 Workmen's Compensation Insurance
 51400 Depreciation
 52400 In-Service/Staff Development
 52401 In-Service/PRAXIS
 52402 In-Service/Library
 52403 In-Service/AP Institute
 52404 In-Service/Testing & Reading
 52405 In-Service/U of M Scholars
 52406 In-Service/U of M Fellows
 52407 In-Service/AYP & NCLB
 52408 In-Service/At Risk
 52409 In-Service/IBO Travel
 52410 In-Service/Specialists Travel
 52411 In-Service/Staff Conferences
 52412 In-Service/Staff Development
 52413 In-Service/Dues
 52414 In-Service/SSSI PD Conferences
 52415 In-Service/STEM Training
 52416 In-Service/SACS Team Travel
 52417 In-Service/Teacher Training
 52418 In-Service/SACS Staff Dev
 52419 In-Service/Elementary Art
 52420 In-Service/Health,PE,Wellness
 52421 In-Service/Social Studies
 52422 In-Service/ESL Travel
 53300 Criminal Investigation of Applicants
 53500 Fee Waivers
 59000 Transfers to Other Funds
 59001 Transfers to Other Funds Subsidiary
 59002 Transfers to Other Funds Subsidiary
 59003 Transfers to Other Funds Subsidiary
 59004 Transfers to Other Funds Subsidiary
 59005 Transfers to Other Funds Subsidiary
 59900 Other Charges
 59901 Other Charges
 59902 Summer School
 59903 Printing and Binding
 59904 Other Charges Subsidiary
 59905 Other Charges Subsidiary

Debt Service

60000 Other Charges
 60100 Principal On Bonds
 69900 Other Charges

Capital Outlay

70000 Equipment
 70100 Administration Equipment
 70188 Exp Admin Equipment
 70199 Cap Admin Equipment
 70400 Attendance Equipment
 70488 Exp Attendance Equipment
 70499 Cap Attendance Equipment
 70600 Building Construction
 70601 Building Construction
 70699 Cap Building Construction
 70700 Building Improvements
 70799 Cap Building Improvements
 70888 Exp Building Improvements
 70899 Cap Communications Equipment
 70900 Data Processing Equipment
 70988 Exp Data Processing Equipment
 70999 Cap Data Processing Equipment
 71000 Food Service Equipment
 71001 Food Service Equipment Subsidiary
 71002 Food Service Equipment Subsidiary
 71003 Food Service Equipment Subsidiary
 71004 Food Service Equipment Subsidiary
 71005 Food Service Equipment Subsidiary
 71088 Exp Food Service Equipment
 71099 Cap Food Service Equipment
 71100 Furniture & Fixtures
 71101 Furniture & Fixtures
 71188 Exp Furniture & Fixtures
 71199 Cap Furniture & Fixtures
 71288 Exp Heating & Air Equipment
 71299 Cap Heating & Air Equipment
 71500 Land
 71599 Land- Capitalize
 71700 Maintenance Equipment
 71788 Exp Maint Equipment
 71799 Cap Maint Equipment
 71899 Cap Motor Vehicles
 71988 Exp Office Equip
 71999 Cap Office Equip
 72000 Plant Operation Equipment
 72088 Exp Plant Operation Equipment
 72099 Cap Plant Operation Equipment
 72200 Reg Inst Equipment
 72201 Calculators
 72202 Art Equipment
 72203 Laptop-Tech Specialist
 72204 LCD Projectors
 72205 Circulation Equipment
 72206 HS Computer Labs
 72207 Printers, LAN, Wireless
 72208 Laptops, Stolen/Damaged
 72209 IBO Program
 72210 Furniture Replacement

Capital Outlay (continued)

72211 AV Equipment
 72212 Strings Program
 72213 Equipment New Labs
 72214 Theatre Equipment
 72215 TV Equipment
 72216 PE Equipment
 72217 Instru Equipment (Reimbursed)
 72218 Inventory Adj-Instru Equip
 72219 Elementary Art
 72220 Health, PE, Wellness
 72221 Math Improvement Proj
 72222 Science Improvement Proj
 72223 ESL Equipment
 72288 Exp Reg Inst Equipment
 72299 Cap Reg Inst Equipment
 72400 Site Development
 72499 Cap Site Development
 72500 Special Education Equipment
 72588 Exp Spec Educ Equipment
 72599 Cap Spec Educ Equipment
 72900 Transportation Equipment
 72988 Exp Transportation Equip
 72999 Cap Transportation Equip
 73000 Vocational Equipment
 73088 Exp Voc Inst Equip
 73099 Cap Voc Inst Equipment
 73299 Cap Building Purchase
 73500 Health Equipment
 73588 Exp Health Equipment
 73599 Cap Health Equipment
 79000 Other Equipment
 79001 Other Equipment
 79088 Exp Other Equipment
 79099 Cap Other Equipment
 79199 Cap Other Construction
 79900 Other Capital Outlay
 79901 Asbestos Sampling
 79902 Other Capital Outlay Subsidiary
 79903 Other Capital Outlay Subsidiary
 79904 Other Capital Outlay Subsidiary
 79905 Other Capital Outlay Subsidiary
 79988 Exp Other Capital Outlay
 79999 Cap Other Capital Outlay

Charter Schools

39901 Charter School

Transfers In

99700 School Closures
 99800 Efficiencies
 99900 Cost Mgmt Enrollment Shifts & Declines

**SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE**

DEPARTMENT ELEMENTS

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
010000	Board of Education	190000	Schools
020000	Superintendent	190001	General Education - Elementary
020100	Chief of Staff	190002	General Education - Middle
030000	General Counsel	190003	General Education - K-8
030100	Labor Relations	190004	General Education - High
030200	Policy	190100	Hollis F Price
040000	Internal Audit	190200	Middle College
100000	Academic Office	190300	Career Ladder
101000	K-16 School Initiatives	190400	Extended Contract
100001	RTTT-High School Initiatives Activity	190500	General Education - Other
100002	RTTT-Plus Teachers Activity	200000	Student Services Administration
100003	RTTT-Expanded Robotics	200100	School And Student Support
100004	RTTT-Kaplan's Act Test Prep	201000	Attendance & Discipline
100005	RTTT-Low Performing Schools Faculty	202000	Safety & Security
100100	Assistant Superintendent of Academics	202100	Safe Schools
100200	Assistant Superintendent of Schools	203000	Student Support
100210	Instructional Leadership Directors	203001	Student Support-Elementary
100220	Teacher & Leadership Effectiveness & Evaluation	203010	Athletics
100230	Leadership Developmen and Capacity Building	203020	ROTC
101000	K-16 School Initiatives	203030	Drivers Ed
102000	Curriculum	203040	Guidance Counseling
102010	English Second Language	203041	Guidance Counseling - Elementary
102011	English Second Language Elementary	203042	Guidance Counseling - Middle
102012	English Second Language Middle	203043	Guidance Counseling - K-8
102013	English Second Language K8	203044	Guidance Counseling - High
102014	English Second Language High	203100	Money Due Board (School Reimbursement)
102020	STEM	204000	Health Services
102030	Literacy	204100	Family Resource Center Health
102040	Mathematics	210000	Innovation Office
102050	Science	211000	Charter Schools
102060	Social Studies	212000	District Innovations
102071	Elementary Music and Art	212010	Virtual School
102081	Summer School	212020	K-16 Innovations
102090	Pre-K	220000	Planning and Accountability
102091	Elementary Physical Education	221000	Student Info Management
102100	Textbooks	222000	Assessment and Accountability
102200	World Languages	223000	Research Planning and Improvement
102300	Band and Strings	300000	Deputy Superintendent
102310	Band Instrument Repair	301000	Communications
102400	Substitutes	301010	Instructional Television
102500	Librarians	302000	Community Outreach and Parental Engagement
102501	Librarians-Elementary	310000	Talent Management
102502	Librarians-Middle	311000	Performance Management
102503	Librarians - K-8	312000	Professional Development
102504	Librarians - High	313000	Recruitment and Staffing
102600	Educational Support	314000	Employee Services
102700	District Initiatives	315000	Human Resources
103000	Career and Technical Education	320000	Finance
103010	Adult Education	321000	Accounting
104000	Exceptional Children	322000	Budget and Fiscal Planning
104001	Exceptional Children - Elementary	323000	Payroll
104002	Exceptional Children - Middle	324000	Contracts
104003	Exceptional Children - K-8	324010	Accounts Payable
104004	Exceptional Children - High	325000	Benefits
104010	Exceptional Children - Homebound & Hospital	325010	Benefits - Retirees
104020	Exceptional Children - Gifted	330000	Operations Administration
104030	Exceptional Children Schools Admin	331000	Business Operations Admin
104040	Exceptional Children Administration	332000	Transportation
105000	Federal Programs	332010	Special Education Transportation
106000	Director of Schools	333000	Procurement
106010	Northwest Region	334000	Facility Support - Mailroom
106020	Northeast Region	334100	Custodial and Grounds
106030	Southwest Region	334200	Utilities
106040	Southeast Region	334300	General Services
106050	Shelby Region	334400	Zone 4 Maintenance
106060	Principals	334500	Zone 2 Maintenance
106061	School Leadership - Elementary	334600	Zone 1 Maintenance
106062	School Leadership - Middle	334700	Zone 3 Maintenance
106063	School Leadership - K-8	335000	Facilities Planning and Property
106064	School Leadership - High	336000	Nutrition Services
107000	Optional Schools	337000	Warehousing
108000	Alternative Schools	340000	Information Technology
108010	Adolescent Parenting	341000	User Support Services
108020	SCS Prep Northwest	342000	Business Applications Services
108030	SCS Prep Northeast	343000	Infrastructure and Systems Support Services
108040	SCS Prep Southwest	344000	Project Management Office
108050	SCS Prep Southeast	350000	Deputy Superintendent
108060	Ida B Wells Academy	400000	Debt Service
109000	School Operations	560000	Other Potential Uses
		600000	Regular Capital Outlay

**SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE**

LOCATION ELEMENTS

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
2015	Alcy Elementary	2150	Denver Elementary
1128	Alternative School	0067	Dexter Elementary School
2020	Alton Elementary	0068	Dexter Middle School
2023	American Way Middle	8533	Division of Student Support
8720	Athletics	2153	Double Tree Elementary
8256	Aurora Collegiate Academy	2155	Douglass Elementary/Middle
2025	Avon Lenox School	2160	Douglass High School
2030	B T Washington High School	2162	Downtown Elementary
2610	Balmoral Ridgeway Elementary	2165	Dunbar Elementary
0010	Barrets Elementary School	0080	E. E. Jeter Elementary
2040	Bellevue Middle School	7211	Early Childhood Education
2045	Berclair Elementary	2181	East Career Technology Center
2050	Bethel Grove Elementary	2180	East High School
0035	Bolton High School	2183	Egypt Elementary
8805	Bond Building	2185	Evans Elementary
2053	Brewster Elementary	2190	Fairley Elementary
2055	Brookmeade Elementary	2195	Fairley High School
2057	Brownsville Elementary	2200	Fairview Middle School
2060	Bruce Elementary	8539	Florida Kansas Annex
9020	Brunswick Day-Lakeside	2208	Florida-Kansas Elementary
2067	Caldwell-Guthrie Elementary	2210	Ford Road Elementary
2070	Campus School	2215	Fox Meadows Elementary
2075	Carnes Elementary	2220	Frayser Elementary
2085	Carver High School	2225	Frayser High School
2090	Central High School	8234	Freedom Preparatory Academy
1000	Central Office	2230	Gardenview Elementary
2095	Charjean Elementary	2240	Geeter Middle School
2100	Cherokee Elementary	2250	Georgian Hills Elementary
2108	Chickasaw Middle School	2255	Georgian Hills Middle School
2049	Chimneyrock Elementary School	2258	Germanshire Elementary School
NULL	Circles Of Success Learning Academy	0105	Germantown Elementary
8236	City University Boys Preparatory	0110	Germantown High School
8204	City University School Of Liberal Arts	0107	Germantown Middle School
2109	Coleman Elementary	2259	Getwell Elementary School
8012	Colonial Hearing Center	2260	Goodlett Elementary
2115	Colonial Middle School	2285	Grahamwood Elementary
8193	Colonial Visually Limited	2835	Grandview Heights Middle
9025	Compass Learning Academy	8901	Hamilton Alternative Center
2117	Cordova Elementary	2310	Hamilton Elementary
2119	Cordova High School	2317	Hamilton High School
2118	Cordova Middle School	2315	Hamilton Middle School
2120	Corning Elementary	2320	Hanley Elementary
2122	Coro Lake Elementary	2325	Havenview Middle School
2126	Craigmont High School	2330	Hawkins Mill Elementary
2128	Craigmont Middle School	2331	Hickory Ridge Elementary School
2130	Cromwell Elementary	2333	Hickory Ridge Middle School
2133	Crump Elementary	0108	Highland Oaks Elementary
2135	Cummings School	0200	Highland Oaks Middle
2145	Delano Elementary	2335	Hillcrest High School

**SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE**

LOCATION ELEMENTS

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
2338	Hollis F. Price Middle College High School	8215	Memphis Business Academy Middle
8916	Hollywood Success Academy	8240	Memphis College Preparatory
2343	Holmes Road Elementary School	8498	Memphis Grizzlies Preparatory Charter School
1091	Homebound & Hospital	2699	Memphis Health Careers Academy
8920	Hope Academy	8252	Memphis School of Excellence
1091	Hospital/Homebound	2515	Middle College High School
8918	Humes Alternative School	2520	Mitchell High School
2345	Humes Middle School	0140	Mt Pisgah Middle School
2353	Ida B Wells Academy	8002	New Consortium of Law and Business
2355	Idlewild Elementary	2525	Newberry Elementary
8223	Inventory Control Warehouse	2530	Norris Elementary
2360	Jackson Elementary	0145	Northaven Elementary School
2362	John P. Freeman Optional School	8731	Northeast Area Office
2367	Kansas Career And Technical Center	8904	Northside Alternative Center
2116	Kate Bond Elementary School	2535	Northside High School
2007	Kate Bond Middle	8732	Northwest Area Office
2368	Keystone Elementary	8407	Nutrition Service Center
2370	Kingsbury Elementary	2692	Oak Forest Elementary
2375	Kingsbury High School	2540	Oakhaven Elementary
2373	Kingsbury Middle School	2545	Oakhaven High School
2377	Kingsbury Vocational School	2543	Oakhaven Middle School
8262	KIPP Memphis Collegiate Elementary	2550	Oakshire Elementary
8202	KIPP Memphis Collegiate High School	8907	Off of Alternative School Program
8238	KIPP Memphis Collegiate Middle	8242	Omni Prep Academy - North Point Lower School
8258	KIPP Memphis Middle Academy	8244	Omni Prep Academy - North Pointe Middle School
2379	Kirby High School	2560	Orleans Elementary
2378	Kirby Middle School	2565	Overton High School
2385	Knight Road Elementary	2570	Peabody Elementary
2395	Larose Elementary	8206	Power Center Academy High School
2425	Lester Elementary/Middle	8480	Power Center Academy Middle
2435	Levi Elementary	8225	Promise Academy
0205	Lowrance Elementary School	8224	Pupil Services Center
2463	Lucie E. Campbell Elementary	2595	Raineshaven Elementary
0115	Lucy Elementary	2597	Raleigh- Bartlett Meadows School
0118	Macon-Hall Elementary	2598	Raleigh Egypt High School
2470	Magnolia Elementary	2596	Raleigh Egypt Middle School
8220	Maintenance Warehouse	1102	Renaissance Academy Lakeside
8153	Mallory Warehouse	1103	Renaissance Academy North
2480	Manassas High School	8192	Residential Training Center
2483	Manor Lake Elementary	2600	Richland Elementary
2830	Martin Luther King Transition Center	7214	Ridgeway Early Learning Center
2493	Melrose High School	2615	Ridgeway High School
8210	Memphis Academy Of Health Sciences	2612	Ridgeway Middle School
8205	Memphis Academy Of Science Engineering	2625	Riverview Middle School
8207	Memphis Business Academy Elementary Sci	2717	Riverwood Elementary
8479	Memphis Business Academy High School	2626	Robert R. Church Elementary School
		2627	Ross Elementary

**SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE**

LOCATION ELEMENTS

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
2630	Rozelle Elementary	8917	Westhaven Success Academy
2633	Scenic Hills Elementary	2750	Westside Elementary
2822	SCS Prep School - Northeast	2754	Westside Middle
2824	SCS Prep School - Northwest	2765	Westwood Elementary
2828	SCS Prep School - Southwest	2770	Westwood High School
8650	SCS Telecom CTR	2777	White Station Elementary
2637	Sea Isle Elementary	2780	White Station High School
2640	Shady Grove Elementary	2783	White Station Middle School
2650	Sharpe Elementary	2785	Whitehaven Elementary STEM School
2663	Sheffield Career And Technical Center	2790	Whitehaven High School
2655	Sheffield Elementary	2793	Whites Chapel Elementary
2660	Sheffield High School	2795	Whitney Elementary
2680	Shelby Oaks Elementary	2800	Willow Oaks Elementary
2665	Sherwood Elementary	2805	Winchester Elementary
2670	Sherwood Middle School	2810	Winridge Elementary School
2675	Shrine School	2815	Wooddale High School
2690	Snowden School	2820	Wooddale Middle
8232	Soulsville Charter School	0185	Woodstock Middle School
2695	South Park Elementary	9230	Youth Villages - Morris Wilson Campus
8733	Southeast Area Office		
8903	Southeast Success Academy		
8228	Southern Avenue Elementary		
8246	Southern Avenue Middle		
8734	Southwest Area Office		
2703	Southwest Career And Technical School		
0175	Southwind Elementary		
0178	Southwind High School		
2707	Spring Hill Elementary		
2705	Springdale Elementary		
8230	Star Academy		
8909	Student Engagement		
8919	Student Transition Center		
8217	Teaching Learning Academy		
8653	Techonology Training Center		
8163	Title I Center for Parental Involvement		
8097	Title One Services		
8664	Transportation		
2715	Treadwell Elementary		
2723	Treadwell Middle School		
2727	Trezevant Career And Technical School		
2725	Trezevant High School		
9350	Varangon Academy		
8254	Veritas College Preparatory		
2730	Vollentine Elementary		
2745	Wells Station Elementary		

SHELBY COUNTY SCHOOLS ACCOUNT CODE STRUCTURE

PROJECT ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
0010	Consolidated Administration	3603	Title 1 Part A-Improving Basic Programs
0015	Consolidated Administration	3606	Title 1, Part D-Neglected,Delinquent,At-Risk
0100	Title I, Part A, Improving Academic Achievement	3612	21st Century Community Learning Centers
0110	Title 1, Part A, School Improvement	3617	Tennessee First to the Top TCASN Hamilton
0115	Title 1, 1003 g School Improvement Grant, ARRA	3620	Title II, Part A-Teacher & Principal Training
0120	Title 1, 1003 g School Improvement Grant	3622	Youth Empowerment Initiative
0140	Title 1 School Improvement III	3624	Tennessee First to the Top-TCASN-Kingsbury HS
0150	Title 1, Part D, Subpart 1, Neglected/Delinquent	3626	Race to the Top
0200	Title II, Part A, Training & Recruiting	3627	Race to the Top
0220	Title II, Part D, Sustainability/Launch II	3632	Title 1-School Improvement Grant 1
0300	Title III, Part A, English Language Acquisition	3633	Title I - School Improvement Grant II
0310	Title III, Part A, ELA, Discretionary	3639	Early Childhood Education Pilot/State
0315	Instructional Television	3651	Preschool Incentive Program
0430	Title IV, Part B, 21st Century (Project Lead)	3654	IDEA Part B-Summary 13.01
0431	Title IV Part B CCLC Project 21	3659	School Leadership Initiative
0432	Title IV Part B CCLC Primetime 7	3665	Foreign Language Assistance Program FLAP
0470	First to the Top, Reward Schools	3666	Foreign Languages Assistance Program FLAP
0490	Stem 2014	3672	Tennessee First to the Top - Renewal School
0520	First to the Top-Principal Residency	3676	Tennessee First to the Top - Teacher Residency
0521	First to the Top-Teacher Residency	3680	Tennessee First to the Top - Principal Residency
0530	First to the Top Renewal	3686	Title III, Part A-English Language
0550	Education Jobs Fund Program	3695	Workforce Investment Network in School
0580	Race to the Top, Local Flow Through	3698	Workforce Investment Act in School
0590	Race to the Top, State Competitive	3704	Garrett A Morgan Tech-Transp Educ Program
0600	Teacher Incentive Fund MCS	3711	Win Grassy
0610	Teacher Incentive Fund SCS	3717	Workforce Investment Network Out of School
0700	Title X Homeless	3729	Vocational Program Improvement Carl Perkins
0705	Title X, Part C, Homeless, ARRA	3732	Title X, Memphis City/Shelby Co Homeless
0800	Carl Perkins	3738	English Literacy and Civics Education
0810	Win-Grassy	3744	Teacher Incentive Fund
0820	Workforce Investment Network In School	3754	Adult Basic Education
0830	Workforce Investment Network Out Of School	3773	Exceptional Children Discretionary Funds
0890	Exceptional Children Vocational Rehabilitation Job	3780	HRSA School Clinic Equipment
0900	IDEA, Part B	3782	StarTalk
0905	IDEA, Part B, ARRA	3783	Teen Pregnancy and Parenting Success
0910	IDEA, Preschool	3790	Learn and Serve
0960	School Leadership Initiative	3793	Minority HIV 11.01
1004	Title I, Part A, Improving Academic Achievement	3797	Gear Up at the River
1005	Title I, Part A, Improving Academic Achievement	4305	Title IV, Part B, 21st Century (Project Lead)
1105	Title I,Part A, School Improvement	4315	Title IV, Part B, CCLC Project 21
1155	Title I, Part A, School Improvement, ARRA	4325	Title IV, Part B, CCLC Primetime 7
1205	Title 1 School Improvement II	4335	Title IV, Part B, CCLC Primetime 6
1405	Title 1 School Improvement III	5404	Memphis Virtual Stem Academy-East High
1505	Title I, Part D, Subpart 1, Neglected/Delinquent	5805	Race to the Top, Local Flow Through
1704	Title 1, Part G School Improv Reading Initiative	6005	Teacher Incentive Fund MCS
1804	Tennessee Math and Science Partnership	6105	ERP
2005	Title II, Part A, Training & Recruiting	6115	Teacher Incentive Fund SCS
3005	Title III, Part A, English Language Acquisition	7005	Title X Homeless
3155	Race to the Top	8001	Art Educators Grant
3519	Individuals with Disabilities in Education Act	8002	Coordinated School Health
3572	Vocational Program Improvement Carl Perkins	8004	Pre-K
3576	Carl Perkins	8005	Fresh Fruits & Vegetables
3580	Vocational Program Improvement Carl Perkins	8018	STEM
3601	Consolidated Administration 12.01	8105	Win-Grassy

SHELBY COUNTY SCHOOLS ACCOUNT CODE STRUCTURE

PROJECT ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
8205	Workforce Investment Network in School	C475	JP Freeman Roof-Single Ply
8305	Workforce Investment Network Out of School	C485	Highland Oaks Roof-Single Ply
8650	Preschool Incentive Program	C495	Millington HS Roof-Single Ply
8666	Foreign Languages Assistance Program FLAP	C505	Rivercrest Elem Reroof
8667	TCASN-Hamilton High	C515	Arlington Elem Reroof
8724	Tennessee Dept. of Human Services Student	C525	Arlington HS Reroof
8763	English Literacy and Civics Education	C535	Collierville HS Reroof
8777	Improving Health Education & Well Being of Youth	C545	Lakeland Elem Reroof
8783	Teen Pregnancy and Parenting Success	C555	Chiller Replacement-Administration Building
8797	Gear Up at the River	C565	Oak Forest Elem-SCUV/RTU
9005	IDEA, Part B	C575	Arlington Elem-HVAC Controls
9105	IDEA, Preschool	C585	Lakeland Elem-Replace 83 HVAC units
9115	Title I-LOCAL Education Agencies	C605	Arlington HS-Painting
9205	Project Aware	C615	Chiller Replacement-Keystone
9215	Memphis Virtual STEM Academy - East High	C625	Chiller Replacement-Cordova Middle School
9404	Head Start-DHHS 2014	9305	Headstart
9405	Head Start-DHHS 2015	D025	School Age Childcare
9505	Adult Education State Farm Program	D045	Security-Ancillary Services
9605	School Leadership Initiative	D055	Teacher Effectiveness Initiative
9704	CDCP HIV/STD Prevention	D065	TVA ENERNOC Demand Response Program
9805	Project Prevent	D075	Facility Rental
9905	DOJ Safe Communities Subcontract	D085	After-School Childcare
9915	TCCY	D095	Very Special Arts Festival
D395	Gear Up at the River	D125	Telecommunications Center UbS
D775	Innovative Educator Network	D205	Adopt a School Seminar
D905	IDEA, Part B-Discretionary	D225	After-School Snacks
S010	Consolidated Admin SCS FY13 Carryover	D245	Arts in Education: Artfest
S100	Title 1, Improv Acad Achieve SCS FY13 Carryover	D294	Energy Efficient Schools Initiative
S150	Title 1 Part D SCS FY13 Carryover	D295	Energy Efficient Schools Initiative
S200	Title II A	D415	Homeless Children & Youth Program
S221	Teacher Incentive-SCS FY13 Carryover	D435	Leap Program
S300	Title III, Part A, English Acq SCS FY13 Carryover	D445	SCS Connect Mentoring Program
S580	First to the Top-Scope of Work FY13 SCS Carryover	D465	Mental Health Records
S800	Carl Perkins-SCS FY13 Carryover	D474	Met Research Study
3842	ASD Contracted Services	D485	SCIAA Dues & Fines
8028	Security-Ancillary Services	D505	National Science Foundation-UOM Grant
9100	Printing	D525	Pre-K
9200	Warehouse	D555	Research & Evaluation
C135	School Demolitions	D605	Shelby Metro Basketball
C185	Mechanical Boilers & Air Conditioning	D644	Student Ticket Subsidy
C205	Roofing	D645	Student Ticket Subsidy
C215	ADA Improvements	D685	Transition
C275	Unforeseen Emergencies	D700	Aetna School Gardens Grant
C285	Synthetic Athletic Fields	D724	Wellness Initiative Plough Foundation
C295	Life Safety	D734	Toyota Family Literacy Program
C305	Berclair 20 Classroom Addition	D744	Bond Building Lighting Upgrade
C315	Wells Station 20 Classroom Addition	D755	College Bound Summer Melt Pilot Project
C325	Chimneyrock Elem 20 Classroom Addition	D765	Shelby County Government Pre-K
C335	Cordova Elem 20 Classroom Addition	D785	Orion Donation
C345	Germantown HS Classroom Additions & ADA	D795	SPED Medicaid Reimbursement
C355	Westhaven ES New School	D815	SCS/CNC/Donations
C365	Woodstock MS Grade Reconfiguration	D925	Hyde, Poplar and Pyramid Peak Foundations Hamilton
C375	Barrett's Elem Grade Reconfiguration	D935	SCS Youth Literacy Program
C385	Jeter Elem Grade Reconfiguration	D945	Voluntary PerK Expansion Grant
C395	Oakhaven HS Exterior Window Replacement	D955	SIMS High School Robotics Program
C405	Whitehaven Elem Exterior Window replacement		
C425	Farmington Elem Window replacement		
C435	Kingsbury HS Roof-Single Ply/Comp Shingles		
C455	Denver Elem Roof-Single Ply		
C465	Delano elem Roof Replacement		

FREQUENTLY ASKED QUESTIONS

Accounting and Reporting

1. Question: What is Money Due Board? How is it related to Reimbursements? When are Reimbursements appropriate?

Answer: Money Due Board is used as a line of credit to the schools. The schools reimburse Shelby County Schools with money received from fundraisers and/or donations for supplies, equipment, and after-school expenses.

Money Due Board and Reimbursements from the schools to the District are one in the same. As far as when the reimbursements are appropriate, please contact Internal Audit for further clarification. Contact Felicia Niter in Accounting and Reporting for questions regarding Money Due Board.

2. Question: How was the account code structure determined?

Answer: The Account Code Structure was designed for State of Tennessee compliance reporting as well as to provide information to users of District financial information. To see the State of Tennessee Department of Education Accounting Manual with a listing and description of state account codes, please go to the following link:

<http://www.tennessee.gov/education/support/doc/schacctman.pdf>

Department structure is based upon the District's Organization. For example, for the Department 100000 Academic Office – all General Education Staffing for Schools and School Leadership falls under this Cabinet Head, such as 1025XX for Librarians, 106XXX for School Leadership and 19XXXX for General Education. For the Departments of Information Technology, all Departmental codes are within the 34XXXX scheme. For example, Information Technology's departmental code is 340000; Relationships and Customer Service is 341000; Educational Technology is 342000 and Technical Services is 343000. In addition, all of these IT departments are under the leadership of the Cabinet Head, which in this case is the Chief Information Officer.

Also, please note that while searching for account code transactions in APECS, you will not be able to see all the account code data in the District. You will only see the account code information for your school, administrative department(s) or office(s).

FREQUENTLY ASKED QUESTIONS

Accounts Payable

3. We have old invoices that need to be paid. How do we get these bills paid?

Answer: The answer depends on whether the invoices are related to FY 2015 or FY 2016. For FY 2015 invoices, were the goods or services received prior to June 30, 2015? If so, please contact Accounts Payable for assistance in handling the transactions. FY 2016 old invoices that have not been paid must be sent to AP for payment on a Payment Request form. The Payment Request must include the vendor number, budgetary coding, proper approval signature and the invoice must be attached. All unpaid invoices over \$500.00 that are not covered by a purchase order are in violation of District Policy and require approval of the Director of Procurement Services before the invoice can be paid.

Budget and Fiscal Planning

4. Question: For school-based users, what are the restrictions for the various accounts such as: Office of the Principal, Instruction/Supplies, etc.?

Answer: Instructional Supplies and Equipment should be used to purchase items that can be used in the classroom for teachers and students. Admin Supplies and Equipment should be used to purchase used in the Office of the Principal, Asst. Principal and Clerical. The only restriction we have is that schools are not allowed to transfer budget from Instructional/School expenditure accounts into Administrative/School leadership expenditure accounts or vice versa.

FREQUENTLY ASKED QUESTIONS

5. **Question: School-based users can see the budget in APECS, but they do not know how it should be used. What is the best way to figure this out?**

Answer: First, please refer to the listing of departments and expenditure objects within this manual. In addition, please see the following listing of all school-based Departments and then, all school-based Expenditure Objects for spending:

<u>Department</u>	<u>Description</u>
102501, 502, 503, 504	Librarians-Elementary, Middle, K-8, High
106061, 062, 063, 064	School Leadership-Elem., Mid, K-8, High
190001, 002, 003, 004	General Education-Elem., Mid, K-8, High
203041, 042, 043, 044	Guidance Counseling-Elem., Mid, K-8, High

<u>Object</u>	<u>Description</u>
33600	Administrative Property Maintenance
34800	School Printing and Postage
34800	Administrative Printing and Postage
42900	School Supplies and Materials
49900	Administrative Supplies and Materials
49900	Guidance Supplies and Materials
49900	Library Services Supplies and Materials
72200	School Furniture and Equipment
70100	Administrative Furniture and Equipment
35501, 35502	Principal Travel (Out of Town and Local)
35501, 35502	Assist. Principal Travel (Out of Town; Local)

6. **Question: When will school-based users see the SPED and CTC budgets hit the accounts?**

Answer: Special Education Administration and Technology and Careers Administration are responsible for handling and entering budget dollars into APECS as they relate to SPED and CTC programs, respectively. If there are specific questions about these budgets, please contact those offices directly.

7. **Question: Will school-based users see the fee waiver money in APECS?**

Answer: The fee waiver funds will be available after we receive the count for children on Free and Reduced lunch. We normally receive those numbers from Nutrition Services after the 20-day attendance period. The account number is 01-71100-59900-190000-loc.-0000.

8. **Question: Is postage a school line item?**

Answer: School Postage is budgeted in the expenditure object of 34800. Keep in mind that the appropriate Administrative department is 106061, 106062, 106063 or 106064 based on whether the School Leadership is for an Elementary, Middle, K-8 or High School. The appropriate Instructional department is 190001, 190002, 190003 or 1900004 depending on whether it is an Elementary, Middle, K-8 or High School.

FREQUENTLY ASKED QUESTIONS

9. **Question: Should school-based users assume the school will pay for any copiers through their site-based budget and that they have been allocated money in their budgets for this equipment?**

Answer: School copiers are budgeted in the expenditure object of 42900. Keep in mind that the appropriate department is 106061, 106062, 106063 or 106064 based on whether the School Leadership is for an Elementary, Middle, K-8 or High School. The appropriate Instructional department is 190001, 190002, 190003 or 190004 depending on whether it is an Elementary, Middle, K-8 or High School.

10. **Question: For all users, what codes do we use to order furniture?**

Answer: Instructional Furniture/Equipment is account code 01-71100-72200-190001-loc.-0000. Admin Furniture/Equipment is account code 01-72410-70100-106061-loc.-0000 for school locations. For schools, keep in mind the Department Code will vary depending on if the school is an Elementary, Middle, or High School. For Central Office or non-school administrative offices, use your full account code string noting the Object Code of 70100.

11. **Question: What codes do we use to order technology items?**

Answer: Instructional equipment is account code 01-71100-72200-190001-loc.-0000. Administrative equipment is account code 01-72410-70100-106061-loc-0000 for school locations. For schools, keep in mind the Department Code will vary depending on if the school is an Elementary, Middle, or High School. For Central Office or non-school administrative offices, use your full account code string noting the Object Code of 70100.

12. **Question: We have different codes for supplies and materials, so which codes do we use to order supplies and materials?**

Answer: Teachers Instructional Supplies are coded to 01-71100-42900-190001-loc-0000; Guidance Supplies are coded to 01-72130-49900-203041-loc-0000; Library Supplies are coded to 01-72210-49900-102500-loc-0000; Office Supplies at school locations are coded to 01-72410-49900-106061-loc.-0000. Keep in mind, the Department Code will vary depending on if the school is an Elementary, Middle, K-8 or High School. For Central Office or non-school administrative offices, use your full account code string and refer to the Object Code expenditure listing in this manual for assistance.

FREQUENTLY ASKED QUESTIONS

13. **Question: There are numerous account codes for teacher salaries. Which codes go with which grade level?**

Answer: See table below.

SHELBY COUNTY SCHOOLS DEPARTMENT CODES FOR SCHOOL LOCATIONS FISCAL YEAR 2014-15				
Department	Description	Grade		Position Types
102011	ENGLISH SECOND LANGUAGE ELEMENTARY	K-5	Primarily Teachers	
102012	ENGLISH SECOND LANGUAGE MIDDLE	6-8	Primarily Teachers	
102013	ENGLISH SECOND LANGUAGE K8	K-8 Schools	Primarily Teachers	
102014	ENGLISH SECOND LANGUAGE HIGH	9-12	Primarily Teachers	
102071	ELEMENTARY MUSIC AND ART			
102091	ELEMENTARY PHYSICAL EDUCATION			
102501	LIBRARIANS-ELEMENTARY	K-5	Librarians Only	
102502	LIBRARIANS-MIDDLE	6-8	Librarians Only	
102503	LIBRARIANS-K8	K-8 Schools	Librarians Only	
102504	LIBRARIANS-HIGH	9-12	Librarians Only	
104001	EXCEPTIONAL CHILDREN-ELEMENTARY	K-5	Primarily Exceptional Children Teachers and Educational Assistants	
104002	EXCEPTIONAL CHILDREN-MIDDLE	6-8	Primarily Exceptional Children Teachers and Educational Assistants	
104003	EXCEPTIONAL CHILDREN-K8	K-8 Schools	Primarily Exceptional Children Teachers and Educational Assistants	
104004	EXCEPTIONAL CHILDREN-HIGH	9-12	Primarily Exceptional Children Teachers and Educational Assistants	
104010	EXCEPTIONAL CHILDREN-HOMEBOUND & HOSPITAL			
104020	EXCEPTIONAL CHILDREN-GIFTED			
104030	EXCEPTIONAL CHILDREN SCHOOLS ADMIN			
104040	EXCEPTIONAL CHILDREN ADMINISTRATION			
106061	SCHOOL LEADERSHIP-ELEMENTARY	K-5	Primarily Principals, Assistant Principals, Clerical Support	
106062	SCHOOL LEADERSHIP-MIDDLE	6-8	Primarily Principals, Assistant Principals, Clerical Support	
106063	SCHOOL LEADERSHIP-K8	K-8 Schools	Primarily Principals, Assistant Principals, Clerical Support	
106064	SCHOOL LEADERSHIP-HIGH	9-12	Primarily Principals, Assistant Principals, Clerical Support	
107000	OPTIONAL SCHOOLS			
108000	ALTERNATIVE SCHOOLS			
108010	ADOLESCENT PARENTING			
108020	MCS PREP NORTHWEST			
108030	MCS PREP NORTHEAST			
108040	MCS PREP SOUTHWEST			
108050	MCS PREP SOUTHEAST			
108060	IDA B WELLS ACADEMY			
190001	GENERAL EDUCATION - ELEMENTARY	K-5	General Education/Instruction Teachers / Educational Assistants	
190002	GENERAL EDUCATION - MIDDLE	6-8	General Education/Instruction Teachers	
190003	GENERAL EDUCATION - K8	K-8 Schools	General Education/Instruction Teachers	
190004	GENERAL EDUCATION - HIGH	9-12	General Education/Instruction Teachers	
190100	HOLLIS F PRICE			
190200	MIDDLE COLLEGE			
203001	STUDENT SUPPORT-ELEMENTARY	K-5		
203002	STUDENT SUPPORT-MIDDLE	6-8		
203003	STUDENT SUPPORT-K8	K-8 Schools		
203004	STUDENT SUPPORT-HIGH	9-12		
203020	ROTC	9-12	JROTC Teachers	
203030	DRIVERS ED	9-12	Driver Education Teachers	
203041	GUIDANCE COUNSELING-ELEMENTARY	K-5	Guidance Counselors Only	
203042	GUIDANCE COUNSELING-MIDDLE	6-8	Guidance Counselors Only	
203043	GUIDANCE COUNSELING-K8	K-8 Schools	Guidance Counselors Only	
203044	GUIDANCE COUNSELING-HIGH	9-12	Guidance Counselors Only	

FREQUENTLY ASKED QUESTIONS

14. Question: Is it possible for us to get a printout that breaks down the different codes for our locations?

Answer: This manual includes a list of all four-digit location codes. In addition, you may export whatever APECS accounting data is requested into Excel and then print. Customized reports for users are forthcoming.

15. Question: Is Title I budget included with the budget amounts we see in APECS?

Answer: The Title I accounts begin with 12, as in Fund 12. The project number for Title 1 accounts are 0100, as in Project 0100. This Project number may soon be converted to 1004.

16. Question: How were the site-based budgets allocated?

Answer: There are four parts of the calculation: (1) an allocation amount per student; (2) principal travel; (3) assistant principal travel based on the number of assistant principals at a school; and (4) a teacher allocation for supplies based on the number of teachers at each school. (1) Apply the school enrollment number x the allotment-per-pupil amount. (2) Each principal has a travel allotment. (3) Each assistant or vice-principal at each school has a travel allotment. (4) Lastly, each teacher has the supplies allocation of \$200. So each teacher x \$200 is figured into each site-based budget. For more detail, see the calculation below:

SHELBY COUNTY SCHOOLS
SITE-BASED ALLOCATION AND TEACHER SUPPLIES CALCULATION
FISCAL YEAR 2014-15

	Department	Object	Elementary Schools	Middle Schools	High Schools
Admin Property Maintenance	106061, 106062, 106063 or 106064	33600	\$ 0.69	\$ 0.69	\$ 0.69
School Printing and Postage	190001, 190002, 190003 or 190004	34800	0.36	0.36	0.36
Admin Printing and Postage	106061, 106062, 106063 or 106064	34800	0.45	0.45	0.45
School Supplies and Materials	190001, 190002, 190003 or 190004	42900	8.00	8.00	8.00
Admin Supplies and Materials	106061, 106062, 106063 or 106064	49900	3.37	3.37	3.37
Guidance Supplies and Materials	203041, 203042, 203043 or 203044	49900	0.19	0.49	0.49
Library Services Supplies and Materials	102501, 102502, 102503 or 102504	49900	5.10	5.10	5.10
School Furniture and Equipment	190001, 190002, 190003 or 190004	72200	4.25	4.25	6.50
Admin Furniture and Equipment	106061, 106062, 106063 or 106064	70100	5.00	5.00	5.00
Total amount per pupil			\$ 27.41	\$ 27.71	\$ 29.96
Principal Travel (Out of Town and Local)	106061, 106062, 106063 or 106064 35501 or 35502		\$ 1,336.00	\$ 1,494.00	\$ 1,494.00
Assistant Principal Travel (Out of Town and Local) - Allocation times number of VP and APs	106061, 106062, 106063 or 106064 35501 or 35502		\$ 17.00	\$ 70.00	\$ 70.00
Allocation per Teacher			\$ 200.00	\$ 200.00	\$ 200.00
Number of General Education Teachers			2,426	1,133	1,076

FREQUENTLY ASKED QUESTIONS

17. Question: What is the staffing formula and how does it affect the number of teachers allocated to each regular instruction school?

Answer: The Board approved classroom teacher staffing formula dictates the number of regular instruction teachers allocated to each regular instruction school. The FY 2015-16 Shelby County Schools staffing formula is as follows:

- (1) For Grades K-3, one teacher per every 20 students is allocated.
- (2) For Grades 4-5, one teacher per every 24.75 students is allocated.
- (3) For Grades 6-8, one teacher per every 24.95 students is allocated for enrollment less than 600; one teacher per every 23.75 students is allocated for enrollment greater than 600.
- (4) For Grades 9-12, one teacher per every 26.05 students is allocated for enrollment less than 1,200; one teacher per every 24.5 students is allocated for enrollment greater than 1,200.

Budget Services performs two tests. The first test uses the average class size formulas above. The second test ensures that each class size does not exceed the state maximum class size per T. C. A. § 49-1-104 which is as follows:

Grade Level	Maximum Class Size
K-3	25
4-6	30
7-12	35

For every High School, once the above calculations have been performed, the following adjustments are applied:

- One teacher per High School is backed out. This position is replaced by a Study Hall Monitor to cover Study Hall Activities.
- If a High School has a JROTC program at the school, then one teacher per program is added to the teacher staffing.
- The total number of Career and Technology Education Teachers (CTE) are also backed out for High Schools that offer a CTE program.
- For every four CTE teachers a school has, one General Education Teacher will be added to the school. In this scenario, a school is only allocated one teacher for every four CTE teachers. If a school has three CTE teachers, then the school will not receive an additional allocation of one General Education Teacher.

The staffing formula for other support roles is included on the following page.

18. For school-based APECS users, what is WIN-SCHOOL?

Answer: It is an amount added to each regular-instruction school's budget to pay for overtime for only Clerical staff to enter data into SMS (WIN-SCHOOL is known as SMS Power School in legacy SCS). The account code where school-based users can see this budget is 01-72410-18904-106061-school location code-0000. As noted previously, the department will depend on whether the school is an Elementary, Middle, K-8 or High School.

2014-15 Shelby County Schools Staffing Formula

Assistant Principals								
High School			Middle School			Elementary		
Enrollment		Staff	Enrollment		Staff	Enrollment		Staff
1	650	1	1	650	1	1	549	0
651	1,249	2	651	1,249	2	550	1,099	1
1250	1,499	3	1,250	1,499	3	>1,100		2
1500	1,750	4	1,500	1,750	4			
>1,751		5	>1,751		5			
Guidance Counselors								
High School			Middle School			Elementary		
Enrollment		Staff	Enrollment		Staff	Enrollment		Staff
1	749	1	1	749	1	1	Per School	1
750	999	2	750	999	2			
1000	1,499	3	1,000	1,499	3			
1500	1,600	4	1,500	1,600	4			
>1601		5	>1601		5			
Librarians								
High School			Middle School			Elementary		
Enrollment		Staff	Enrollment		Staff	Enrollment		Staff
1	1,049	1	1	1,049	1	1	1,049	1
1,050	1,750	2	1,050	1,750	2	>1,050		2
>1,751		3	>1,751		3			
Clerical								
High School			Middle School			Elementary		
Enrollment		Staff	Enrollment		Staff	Enrollment		Staff
1	499	2	1	499	2	1	749	2
500	749	3	500	749	3	750	1,099	3
750	1,099	4	750	1,099	4	>1,100		4
1100	1,649	5	1,100	1,649	5			
1650	2,049	6	1,650	2,049	6			
>2,050		7	>2,050		7			
Elementary Physical Education, Music & Art Teachers								
Physical Education			Art and Music					
Homeroom Teachers		Staff	Homeroom Teachers		Staff			
1	20	1	1	15	0.6			
21	22	1.2	16	20	0.8			
23		1.4	21	25	1			
24	25	1.6	26	30	1.4			
26		1.8	31	35	1.6			
27	45	2	36	40	1.8			
27	45	2	36	40	1.8			
46	47	2.2	41	45	2			
48	49	2.4	46	50	2.2			
50	51	2.6	51	55	2.4			
52	53	2.8	56	60	2.6			
54	55	3	61	65	2.8			
56	57	3.2						
58	60	3.4						
Elementary Educational Assistants								
Enrollment		Staff						
1	449	1						
450	649	2						
650	850	3						
>851		4						
High School Study Hall								
1 per school								
High School In School Suspension								
1 per school								
Middle School In School Suspension								
1 per school								

2014-15 Shelby County Schools Staffing Formula

Classroom Teachers

Grades K-3

One teacher per every 20 students will be allocated.

Grades K-5

One teacher per every 24.75 students will be allocated.

Grades 6-8

One teacher per every 24.95 students will be allocated for enrollment less than 600.

One teacher per every 23.75 students will be allocated for enrollment greater than 600.

Grades 9-12

One teacher per every 26.05 students will be allocated for enrollment less than 1,200.

One teacher per every 24.5 students will be allocated for enrollment greater than 1,200.

Career and Technology

One teacher per every 20 students will be allocated.

English as a Second Language (ESL)

One teacher per every 40 students will be allocated.

ROTC

Staffed as follows:

Enrollment	Officer	NCO
100-150	1	1
151-250	1	2
251-350	1	3
351-499	1	4