

June 29, 2007

Memorandum To: Principals Coordinators & Directors
Assistant Principals Managers & Supervisors
Cabinet Grant Administrators

From: James Conry, Chief Financial Officer

Subject: Revised Workshop Form for All Workshop Payments

Attached is a revised form to be used to approve payment of individuals for workshops and other training activities. This is a revision to the End-of-Year Workshop form issued in May, 2007, to enable the form to be used for workshops conducted at any time during the year. Please note the differences in information and timelines required for end-of-year workshops, and those for workshops at other times during the year.

A. End-of-Year Workshop and Training Activities:

1. In order to enable payments to be charged to the correct fiscal year budget, payments for workshops held at the end of the school year will be paid based on scheduled attendance, and will then be adjusted, if necessary, based on actual attendance.
2. Forms must be received in the Payroll Office by June 5, in order to be paid on the June 15 payroll and charged to the current year budget.
3. Administrators must complete the form with the Scheduled information, and then submit a form after the workshop is completed with the Actual attendance information.
4. By using a copy of the same electronic form, any adjustments based on different attendance will be automatically calculated on the form. Also, additional attendees can be added on the Actuals form.
5. To aid in payroll processing, please be sure to:
 - enter teachers first, followed by paraprofessionals and then others.
 - enter each group alphabetically by last name.
 - make sure the hourly rate is correct for the individual. If the person is not a teacher or a paraprofessional and you are not sure of the rate, check with Payroll.
 - if you wish a new hire to participate, they cannot be paid until they are set up through H/R for the payroll, and actually start working in their new position. Please submit these individuals for payment after they have started working. A regular payment voucher form is sufficient.
 - make sure the "Budget Codes to be Charged" amount equals the total payments.
 - in addition to printing out, signing and sending the signed copy of the completed form to Payroll, also please send them an electronic copy as an e-mail attachment.
6. If multiple pages, copy form and enter page nos. at top as "Page 1 of 2", "Page 2 of 2", etc.

B. Workshops at Other Times During the Year:

1. Since pre-paying is not necessary at other times during the year in order to have the payments charged correctly, the form is to be completed after the workshop has been conducted and actual attendance is known. Only the names and the Actuals section of the form is to be completed.
2. All other information is the same.

As stated previously, this form eliminates the need for separate payment vouchers. To make it easier to fill out workshop forms in the future, download the form to your desktop and keep a blank master copy. Each time you have a new workshop form to complete, copy from the blank master, rename the copied file with a name of your choice, and save all of your completed workshop files in a separate folder for future reference. Also, when using the form for end-of-year workshops, the completed form with the Scheduled information can be copied and used to fill in the Actual information, thereby eliminating excess data entry. We will also be putting this form on the web-site with the other "On-line Financial Forms".