

## Payroll Account Distribution Staff Responsibilities

The specific administrative procedure that identifies the staff member responsible for each item related to student program contacts, related data, reports, parent contacts, program evaluation, etc.

Spring Hill ISD  
Administrative Procedures  
Student Program Contacts

Student program contacts are updated annually before the start of the new school year in a concerted effort between the principals, curriculum director, and business manager.

Care is taken to ascertain that new staff members are properly identified and principals are responsible for notifying the campus staff members of any changes or updates.

Student program contact information is critical in allowing the District to identify the employee who is personally responsible for the student educational services, related data and reports including PEIMS reporting, parental contacts, program evaluation, etc.

By August 1st each school year, the Campus Principals shall prepare a Staff FTEs report that is based on the campus Master Schedule. The Staff FTE report shall reflect the names of all staff, the position, and the assignment(s) by PIC code. For example, a teacher that teaches 4 special education classes and 4 career and technical education courses, should have .5 FTEs in PIC 23 and .5 FTEs in PIC 22. [Note. The master schedule shall reflect the teaching assignment for all teachers and every course section shall reflect the “intent”, or population served code. The population served codes and program intent codes are correlated below:

▪ Population Served Code 04	PIC 21	Gifted & Talented
▪ Population Served Code 05	PIC 22	Career & Technical Education
▪ Population Served Code 06	PIC 23	Special Education
▪ Population Served Code 03	PIC 24	Accelerated Education (State Compensatory Education
▪ Population Served Code 02	PIC 25	Bilingual Education
▪ Population Served Code 07	PIC 25	ESL Education
▪ Population Served Code 03	PIC 26	Non-Disciplinary Alternative Education Program
▪ Population Served Code 03	PIC 28	Disciplinary Alternative Education Program – Basic
▪ Population Served Code 03	PIC 29	Disciplinary Alternative Education Program – SCE
		Supplemental
▪ Population Served Code 03	PIC 30	Title I, Part A School wide Activities related to SCE (Campuses with 40% or more educationally disadvantaged students)

All staff assigned to support all students, not specifically served in a special program, shall be coded as basic population served (01) and the basic program intent code (11).

Curriculum Director shall also submit a Staff FTE report for non-campus administrative staff by July 1st of each fiscal year. The PIC codes for the non-campus staff shall reflect what they do, where they are assigned to work, and the special program(s) that they support.

The Staff FTEs reports shall be submitted to the Director of Finance no later than the deadline of August 1st of each fiscal year. The Curriculum Director shall verify the Staff FTEs and Director of Finance shall ensure that funds are budgeted in the appropriate payroll account codes. Budget changes and/or amendments, if any, shall be prepared by the Curriculum Director and forwarded to the Director of Finance. [Note. The minimum spend percentages shall be verified again to ensure that the budgeted amount by PIC still meets or exceeds the minimum spend percentage by special program.]

After approval of changes to the Staff FTEs reports, the Curriculum Director shall submit the Staff FTEs to the Finance Department for the purpose of updating the payroll distribution record(s) of each district employee.

Campus Principals and Curriculum Director shall be responsible to ensure that any changes to staff assignments are submitted to the Director of Finance within five (5) days of the assignment change. The prior process of verifying the FTEs/account codes, approval of the FTE report, and submission of the reports to the payroll department shall occur upon the receipt of assignment changes.

Code Table ID	Name	XML Name	Date Issued	Date Updated
DC091	POPULATION-SERVED-TYPE	PopulationServedType	3/1/2012	
Code	Translation			
01	Regular Students			
02	Bilingual Students			
03	Compensatory/Remedial Education Students			
04	Gifted and Talented Students			
05	Career and Technical Education Students			
06	Special Education Students			
07	ESL Students			
08	Adult Basic Education Students			
09	Honors Students			
10	Migrant Students			

Code Table ID	Name	XML Name	Date Issued	Date Updated
C030	POPULATION-SERVED-CODE	TX-PopulationServedType	4/2/1987	7/2/2007
Code	Translation			

01	<b>Regular Students</b> Those students served through the regular academic program and students who do not constitute a special population
02	<b>Bilingual Students</b> Those students served in Bilingual programs
03	<b>Compensatory/Remedial Education Students</b> Those students served in compensatory or remedial education programs
04	<b>Gifted and Talented Students</b> Those students served in programs for identified gifted and talented students
05	<b>Career and Technical Students</b> Those students served in an approved state career and technical education course
06	<b>Special Education Students</b> Those students served in special education programs as determined by the admission, review, and dismissal committee
07	<b>ESL Students</b> Those students served in English as a Second Language programs
08	<b>Adult Basic Education Students</b> Those students served in the Adult Basic Education program
09	<b>Honors Students</b> Those students served in Honors classes
10	<b>Migrant Students</b> Those students served in migrant programs

Spring Hill ISD Student Program Contacts  
For the 2016-2017 School Year

District Wide Contacts

PROGRAM/ASSIGNMENT

Director/Support Staff Names

Other Information

Special Programs Director  
Testing Coordinator  
PEIMS Coordinator

504 Coordinator  
Activity Funds – Student Clubs  
Advanced Placement Incentives  
Athletics  
At-Risk  
LEP/Bilingual/ESL  
Career Tech – Federal  
Career Tech – State  
Child Nutrition  
DAEP  
Discipline  
Due Enrollment  
Dyslexia  
Economic Disadvantaged  
Extended School Year  
Federal Grants – Program  
Gifted/Talented  
Grades/Course Completion  
Graduates  
Homebound – General Ed  
Homebound – Special Ed  
Homeless  
Immigrant  
Instructional Materials Allotment  
Leavers/Dropouts  
Migrant  
PID/PET  
Pre-K  
Pregnancy Related Services  
Special Education – Federal  
Special Education – State  
Staff Assignments – Certification  
Student Success Initiative  
Title One  
Time & Effort, Job Descriptions  
Optional Extended Year