



SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE DEPARTMENT

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FINANCE TAM: 2009-006

CONTACT: Julie Perry, Budget Analyst

TELEPHONE: 833-5850

TO: School Principals

FROM: Debbie Bruce, Director – Budgeting and Financial Services

DATE: August 1, 2008

SUBJECT: Position Verification

A handwritten signature in cursive script, appearing to read "Debbie Bruce".

Attached please find your school's Position Master Detail (RB802) School Positions By Job Title report. This report lists each position at your school. ***It is very important this information be verified for accuracy since this data is reported to the Department of Education.*** The Budgeting Department also uses this report to balance your school's positions which have been purchased through your Salary Menu (MIS 3382) and Dashboard (OASIS).

Please verify the following information on the School Positions By Job Title report:

- Employee Job Title
- Employee Hours
- Employee Funding
- Number of Positions

If any of the above information is *incorrect*, please write the correction(s) on the School Positions By Job Title report and enter the appropriate transactions on Dashboard (OASIS). Please sign and date the School Positions By Job Title report on the first page, make a copy for your records, and return the original to Budgeting by August 31, 2008.

We have also included a second report titled "School Positions By *Project* and Job Title." This report will be helpful when reviewing your positions for a specific project. There is no need to return this report.

Should you have any questions or need additional information, please contact Julie Perry at 833-5850.

Attachment

C: Deputy Superintendents  
Budget Bookkeepers  
Human Resources