



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE DEPARTMENT**

FINANCE TAM: 2014-013

CONTACTS: Paula Sadler, Accountant
Jason Lulue, Accountant
Budgeting & Financial Services

TELEPHONE: 833-5833 (Paula) or 833-5828 (Jason)

TO: School Principals

FROM: Rita R. Scallan, Chief Financial Officer

DATE: September 16, 2013

SUBJECT: Position Verification - Schools

Attached please find your 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 & Financial Services Department also uses this report to balance your school's positions which have been purchased through your Salary Menu (MIS 3382) and 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 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 & Financial Services by Friday, September 27, 2013.**

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 Paula Sadler at 833-5833 or Jason Lulue at 833-5828.

Attachment

C: Executive Staff
Budget Bookkeepers
Human Resources