



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

FINANCE TAM: 2019-002 (Revised)

CONTACT: Kenn Macdonald
Accounting & Financial Reporting

TELEPHONE: 833-5834

TO: Principals and Department Heads

FROM: Rita R. Scallan – Chief Financial Officer

DATE: July 1, 2018

SUBJECT: Training for Online TDE Program

The District is transitioning MIS 5085 – Temporary Duty Elsewhere forms (TDE) from paper based to a fully online system. The new system will feature some capabilities not available in the current paper based system.

Training times have been established to train select staff members of the schools and departments that are essential to processing TDE's (principals, department heads, bookkeepers, administrative secretaries) as well as those which may regularly go on TDE (coaches, AP/IB teachers, athletic directors, etc.). There will be four (4) training times from which to choose.

In order to prepare for this training, please submit the following information to Kenn Macdonald at macdonaldke@okaloosaschools.com:

1. Name and position of the staff members from your school or department that will be attending a training.
2. The first two (2) choices of training times for each staff member who will be attending a training. Training time slots will be filled in the order received due to limited spacing. An e-mail will be sent to each staff member indicating the training time assigned. The training sessions will be on the following dates, times and locations:

<u>Date</u>	<u>Time</u>	<u>Location</u>
July 11, 2018	8:30 am – 11:00 am	Okaloosa STEMM Academy
July 11, 2018	12:30 pm – 3:00 pm	Okaloosa STEMM Academy
July 13, 2018	8:30 am – 11:00 am	Niceville Administrative Complex Training Room
July 13, 2018	12:30 pm – 3:00 pm	Niceville Administrative Complex Training Room

3. Complete the highlighted sections of the attached PAWS Security forms and return them via e-mail to Kenn Macdonald. Attached are two forms, one for Principals/Department Heads and one for Bookkeepers/Secretaries.

Should you have any questions regarding this training, please call Kenn Macdonald, Specialist – Accounting & Financial Reporting, at 833-5834.

cc: Executive Staff
Bookkeepers