



SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE

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FINANCE TAM: 2020-036

CONTACT: Julie Perry, Director  
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: School Principals

FROM: Rita R. Scallan, Chief Financial Officer

DATE: June 1, 2020

SUBJECT: Summer Positions

A handwritten signature in black ink, appearing to be "Rita R. Scallan", written over the printed name.

The intent of this memorandum is to provide schools with an explanation and clarification of the process and procedures which should be followed to purchase summer positions and to explain how their budgets will be charged. All summer school (SIS) positions, extended school year (ESY) positions, temporary summer positions, and summer coaching positions, including those being paid from internal funds, must be entered using the OASIS system.

**OASIS Information**

One Summer OASIS transaction should be completed for each of the following, if applicable:

- Summer Intensive Studies (SIS) – Instructional Positions
- Extended School Year (ESY) – Instructional Positions
- Extended School Year (ESY) – Educational Support Positions
- Summer Coaching Positions
- Temporary Summer Personnel (Secretary, Custodian, Daycare Worker, etc.)

When entering job information into OASIS, please be sure to include:

- Name
- Position
- Total Hours (for planning purposes only)
- Funding Percentage (if split funded)
- Funding Project (blank if Discretionary)

**Summer School (SIS and ESY)**

The Budgeting Department will be making allocations to affected schools for Summer Intensive Studies (SIS) (*Project 0127 – SAI – Summer Intensive Studies*) and Extended School Year (ESY) (*Project 3151 – SAI – ESY*) once the final allocation information is received from the Curriculum, Instruction, and Assessment Department and the Exceptional Student Education Department, respectively. These positions will be paid through Objects 0100 and 0132.

### **Administrative & Guidance Summer Hours**

Please see TAM 2020-034 for information concerning the allocations made to schools to fund summer hours for certain administrative and guidance positions. These positions are paid through Project 5027 – Administrative & Guidance Summer Hours as other compensation.

If a school chooses to pay additional hours, the other compensation must be coded to Project 5028 – Summer Jobs – Discretionary. The Budgeting Department will move funds from School Discretionary reserves to Project 5028 to cover the deficits.

### **Temporary Summer Personnel**

Temporary Summer Personnel performing the same work as they do during the regular school year must be paid their regular hourly rate through Object 0750 in Project 5028 – Summer Jobs – Discretionary. The Budgeting Department will move funds from School Discretionary reserves to Project 5028 to cover the deficits.

### **Summer Coaches**

Schools may pay for Summer Coaches in one of the following ways:

- Budgeted Funds – Positions are coded to Project 5028 – Summer Jobs – Discretionary. The Budgeting Department will move funds from School Discretionary reserves to Project 5028 to cover the deficits.
- Internal Funds – Positions are coded to Project 2051 – Purchased Other Positions. After July 1, schools will send Internal Funds checks to Accounting to reimburse expenditures. This must be done in a timely manner, preferably within two weeks of the expenditure. The check register that arrives with the paychecks will indicate the amounts paid to the Summer Coaches. Benefits (Objects 0210 and 0220) must be added to the gross amount paid.

Should you have any questions or require additional information, please do not hesitate to contact Julie Perry at 833-5850.

### Attachments

C: Budget Bookkeepers  
Human Resources  
Payroll Supervisor