PowerSchool Overview

19 July 2018

Agenda

- ❖ Lesson 1 – Introduction
- ❖ **Lesson 2 – PowerSchool Project**
- ❖ Lesson 3 – Account Structure
- ❖ Lesson 4 – Dashboards/Workflows
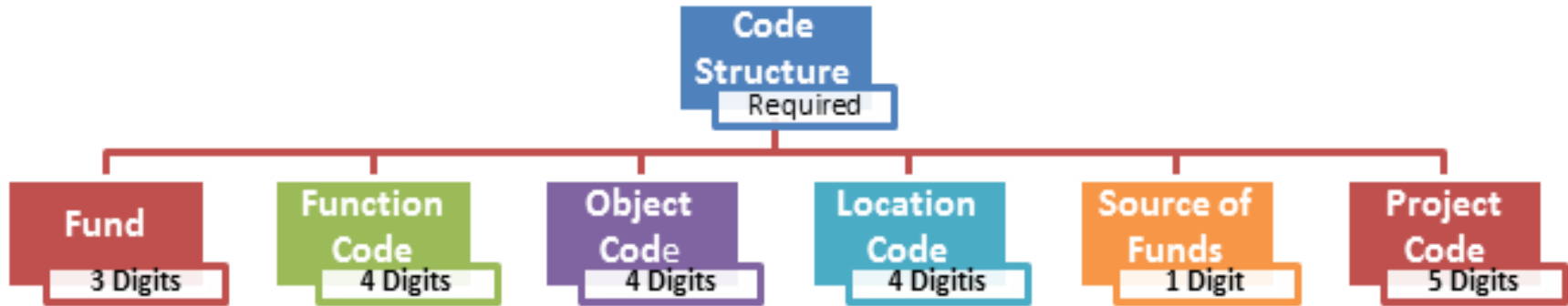- ❖ Lesson 5 – Next Steps
- ❖ Lesson 6 – Quiz

What is PowerSchool?

❖ Financial and Human Resources System

❖ Converting from SAP

❖ System referred to as BusinessPLUS

Why Change to PowerSchool?


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                    Code
                   Structure
                    Required

  Fund      Function    Object    Location   Source of    Project
             Code        Code       Code       Funds        Code
  3 Digits   4 Digits    4 Digits   4 Digitis  1 Digit      5 Digits
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❖ Every Student Succeeds Act (ESSA) and Department of Elementary & Secondary Education (DESE)

- Mandated reporting changes
- Mandated building level expenditures
- Requires changes to account structure and budgeting

Changes to Building Level Expenditures

❖ Building level expenditures help determine equity

❖ Function Codes required at the building level include:
- Instruction (Student) – 1xxx (1111, 1131, 1151, etc.)
- Support Services – 2xxx (2122, 2134, 2214, etc.)

❖ Many Function Codes currently reported Centrally will be required to be reported at the building level, except:
- Adult Education Programs: 16xx
- Community Services: 3xxx (excluding ECE Programs: 35xx)
- Facilities Acquisition & Construction: 4xxx
- Long and Short Term Debt: 5xxx

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Changes to Fund – Direct DESE Alignment

1 – General (Incidental) Fund

All financial resources except those required in another fund

2 – Special Revenue (Teachers) Fund

Certificated salaries and benefits and tuition payments to other school districts

3 – Debt Service Fund

Retire bond debt (principal and interest)

4 – Capital Projects Fund

Facility acquisition, construction, equipment and other capital outlay expenditures

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Changes to Fund

❖ All Funds are being restructured, except fund 110

❖ Former and current Fund is a 3 digit value

❖ Former grant Funds will be split into 2-3 new Funds
  ● Title IA example:

Former Fund	230	All
Current Fund	150	General
Current Fund	250	Teachers
Current Fund	450	Capital

Refer to the Fund Quick Reference Guide

Changes to Function

- ❖ The Function, a 4 digit field, will no longer be derived/determined by the system
  - For example: 2134 – Nursing Services
    2411 – Office of the Principal

- ❖ Several Functions are new or descriptions have changed Functions
  - For example: 1193 – Alternative Programs

Changes to Commitment Item

❖ The former Commitment Item or G/L Code will now be referred to as the Object Code

❖ Object Codes will be 6 digits
  ● For example: 641101 – General Supplies

❖ Most Object Codes remain the same as the former Commitment Items

❖ Some technology and contracted service changes
  ● For example: 641202 – Technology Supplies < $1,000

Refer to the Object Code Quick Reference Guide 16

Changes to Fund Center

❖ The former Fund Center is an 8 character value comprised of the DESE prefix, Location Code, and Extension Code:

        40400-90 Adams ES – Office of the Principal

❖ The former Fund Center will be replaced with a 4 digit Location Code

Changes to Fund Center

❖ In most cases, the new Location Code will be the former Location Code plus a "0"

- For example: 4000

❖ We will no longer use prefixes or extensions

- Location Codes are already DESE aligned
- Function Codes will replace the extensions

Refer to the Location Code Quick Reference Guide

Changes to Internal Orders and Grant Numbers

❖ Formerly, Internal Orders (I/O) and Grant Numbers were used to identify grants and specific types of expenditures that needed to be tracked

❖ Internal Orders (I/O) and Grant Numbers are being replaced with Project Codes, a new field

❖ Project Codes will be 6 digits
  - Former Title IA Grant Number: T1-AM-1718
  - New Title IA Project Code: 451001 – Title I-Schlwde
  - Former Attendance Incentive Internal Order: 600101
  - New Attendance Incentive Project Code: 500200

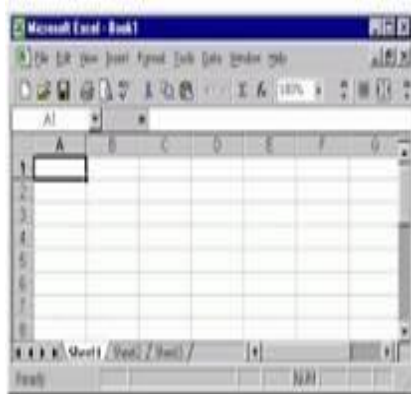***Refer to the Project Code Quick Reference Guide***

Fiscal Year – New Requirement

❖ Non-Grant funds will display "00"

❖ All Grant funds will display the last two digits, i.e., "19"

EXTRA SERVICE PROCESS & PAY AGREEMENT

Extra service will continue to be processed in the **"Old" SAP system until** the completion of the payroll implementation.

- Once the extra service activity is identified by your location, funding must be appropriated.
- An extra service spreadsheet must be completed prior to the extra service activity.
- Forward your complete spreadsheet and extra service agreements to Budget Office (via budgetteam@slps.org) or Grants Management Office (email to individual analyst) for processing.
- This is the same process you have followed prior to the implementation of Business Plus and will continue to follow.

EXTRA SERVICE PROCESS & PAY AGREEMENT

Extra service will continue to be processed in the **"Old" SAP system until** the completion of the payroll implementation.

	• Budget or Grants Management staff will review and approve the extra service request. • Once approved, you will receive notification that the spreadsheet is loaded. • After notification of upload and the employee has completed the extra service, time must be reported to payroll on an electronic timesheet.

EXTRA SERVICE PROCESS & PAY AGREEMENT

Extra service will continue to be processed in the **"Old" SAP system until** the completion of the payroll implementation.

	• The Extra Service Time Sheet is located on the SLPS website under the payroll tab. • This is the only timesheet that payroll will accept. • The Extra Service Timesheet will need to be submitted to payroll in order for the employee to receive payment. • Once complete, forward the electronic timesheet to payroll@slps.org. • The keying of extra service in SAP will no longer be entered at your location.

EXTRA SERVICE PROCESS & PAY AGREEMENT

Extra service will continue to be processed in the **"Old" SAP system until** the completion of the payroll implementation.

	All Schools or Central Office locations must submit the Extra Service Timesheets to payroll@slps.org no later than the end of business on Friday for the week that the service was completed.

Question and Answer