



BUDGET UPDATES
Local District 6
September 2009

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1) POSSIBLE REDUCTION IN FORCE (RIF) EMPLOYEES

Based on the rules of the Personnel Commission, a school site does not have the right to dismiss Classified personnel. An employee's change in status or location will be communicated to the employee and the school by a letter from Assignments. Such possible RIF employees should continue working at their present site and continue to be time reported in the same funding as the previous year until other instructions are received from Assignments.

2) NEW FAX NUMBER, NEW WEBSITE

The offices of the Business Team are now located on the north and northeast corner of the fifth floor. We all kept our same phone number, but please take note of our new fax number 323-720-9012. We are slowly building a website under LD6 for current business information and useful forms. To access it, go to the Internet, lausd.net, Offices, Local Districts on the right hand side, Local District 6. In the About Our Office, click on the www address, then under Other Services, click on Business Services.

3) LEARNING ZONE CLASS FOR NEW SFE USERS

If you are a new Administrator, A/P, Coordinator or clerical person who needs to be trained on SFE, please take the Learning Zone virtual 2-hour class called BU257 BTS SFE Budget Maintenance. In addition, your fiscal specialist will guide you in using SFE.

4) SAP/BTS SECURITY ACCESS FORM-DO YOU HAVE THE NORM REPORTS?

Please complete a new SAP Security Access Form if you have changed locations or if you don't have access to the BTS Human Resources tab Norm Reports. The Security Access Form is located on the BTS Home Page. As per attached, under Schools, classify yourself as a BW-HR Norm Reporter. With the approval of the Principal, a Time Reporter may also request access to the Norm Reports.

5) CONTROL SHEETS

This is a reminder that you must maintain your control sheets. Control sheets will be reviewed throughout the year by your fiscal specialist. If you have not set up your control sheets and need assistance, contact your fiscal specialist.

6) SFE BUDGET ADJUSTMENT PROCESS

This is another reminder. Do not submit your adjustments electronically to your fiscal specialist until you have met with your councils, secured all necessary signatures and completed the compliance portion. Submit your document for approval the same day you mail your originals. **Documents will be rejected 5 business days after you submit for approval, if originals are not received.**

7) PROFESSIONAL DEVELOPMENT=PD, AND PLANNING TIME=MS

The procedure for time reporting PD is different than the procedure for time reporting MS. When a teacher is out for either of these reasons, it is the role of the Administrator to provide written information to the time reporter regarding the MS coverage funding, and it is the role of the PD trainer or School Administrator to provide written information regarding the PD funding.

8) COPY MACHINE CONTRACTS

Please look on BTS Budget Availability to see if Procurement has encumbered your copy machine contracts. If not, the school site personnel will need to do the entry in GUI themselves. (Detailed instructions were provided at the SAA meeting of 8/21/09.)

9) NEW TIME ENTRY ERRORS

We have been notified that the BTS time reporting program has been reprogrammed toward the goal of only allowing time reporting that is synchronized with the budget. If you experience time entry errors, the first step would be to see if the category you are trying to time report was budgeted in the first place. (All time reporters and Administrators have access to BU035 Budget Availability.) If the category was not previously budgeted but is necessary, a BA would be the most common solution. If you get an error that you don't understand, please do a printscreen of the error message and submit it to your fiscal specialist for further assistance. To avoid errors, use the guide of "Budget First, Spend Second."

Who do I contact if I cannot access Norm reports?

- SAP Security Access Form: <http://btssecform-1p.lausd.net/app/SignIn>
 - HR → HRNEX → BW – HR Norm Reporter
 - SCH → SRPT → BW – HR Norm Reporter
- Security Role: BW – HR Norm Reporter (BH153_000)

SAP Security Access Form

Business Tools For Schools

Username:
Password:

Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd-net, mary.smith@lausd-net)
Do not add domain name (@lausd.net)

Logon Problems? [Get Support](#)

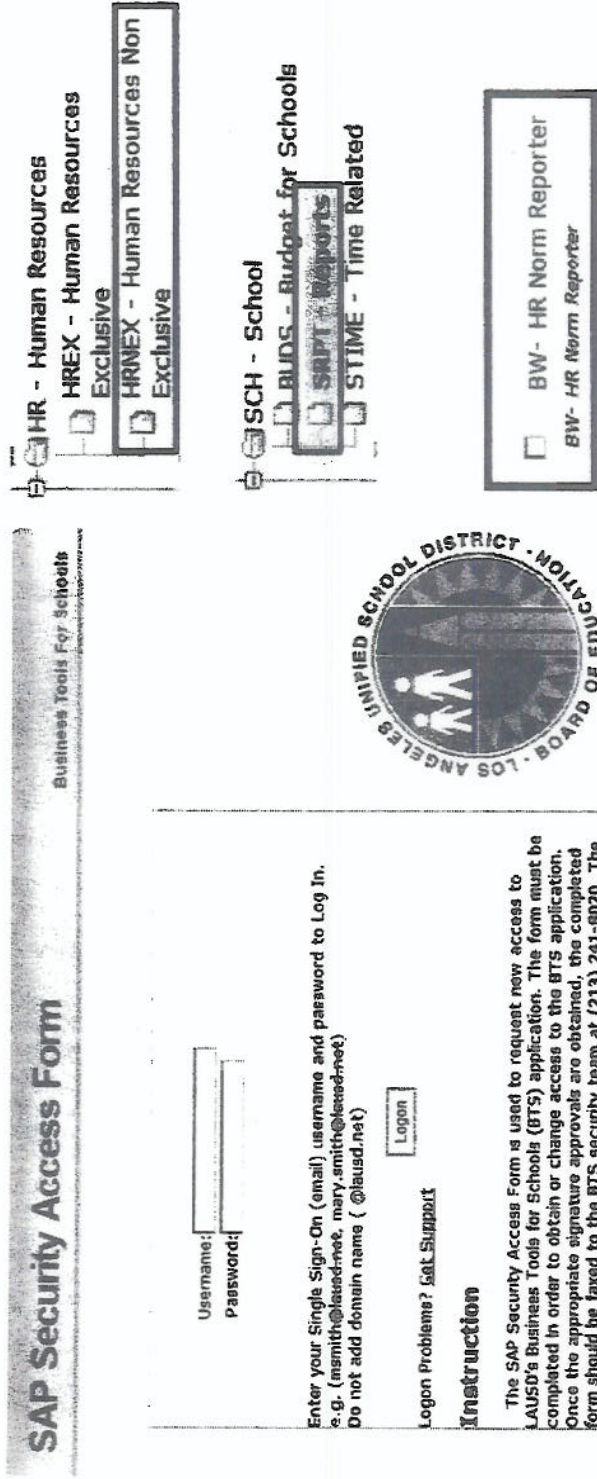
Instruction

The SAP Security Access Form is used to request new access to LAUSD's Business Tools for Schools (BTS) application. The form must be completed in order to obtain or change access to the BTS application. Once the appropriate signature approvals are obtained, the completed form should be faxed to the BTS security team at (213) 241-8020. The BTS security team will notify the requester via email once the request has been received. Second email will be sent once the process is completed. The turnaround time for completion of the request is 3 business days. This form is only to be used by LAUSD employees.

[Step by Step Instructions to request Time Keeper/Approver Role](#)
[Step by Step Instructions to request additional Roles](#)

Due to the security concern, you will be automatically logged off if you are inactive for 15 minutes after log in. If you receive this error, you will need to start from the beginning.

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The screenshot shows the SAP Business Tools for Schools interface. On the left, there is a navigation menu with the following items: HR - Human Resources, HREX - Human Resources Exclusive, HRNEX - Human Resources Non Exclusive, SCH - School, BUDS - Budget for Schools, SRPT - Reports, STIME - Time Related, and BW - HR Norm Reporter. The BW - HR Norm Reporter item is highlighted with a red box. The top of the page displays the Los Angeles Unified School District - Board of Education logo.