



2011-2012 Override Chartfields for Payroll

Please Note: If an automated drop-down funding option is available in the Time & Labor system, no override chartfield string will appear or be needed.

Consolidated Budget (No drop-down available)

Elementary / K-8 Schools
Middle Schools
High Schools

Override Chartfield String

DEPT - ACCOUNT - 11113 - 05000 - 101
DEPT - ACCOUNT - 11213 - 05000 - 101
DEPT - ACCOUNT - 11313 - 05000 - 101

Substitutes Covered by the District

General Education Teacher Sub
Special Education Teacher Sub
Special Education Paraeducator Sub
Principal's Secretary Sub

Override Chartfield String

6299 - 512100 - 1000A - 05000 - 101
6299 - 512100 - 1000A - 32000 - 101
6299 - 512200 - 12214 - 32000 - 101
6299 - 512200 - 24101 - 99999 - 101

Outdoor School

Teacher Substitute
EA / Para Substitute
Stipend for Teacher, EA, or Paraeducator

Override Chartfield String

6299 - 512100 - 11211 - 29007 - 101
6299 - 512200 - 11211 - 29007 - 101
6299 - 513300 - 11211 - 29007 - 101

IEP Writing and/or IEP Conferencing

Special Education Unit Members

SPED Teacher Substitute
Extended Hours for SPED Teachers

General Education Unit Members

Gen Ed Teacher Substitute
Extended Hours for Gen Ed Teachers

Override Chartfield String

6299 - 512100 - 21906 - 32000 - 101
6299 - 513300 - 21906 - 32000 - 101

6299 - 512100 - 21907 - 32000 - 101
6299 - 513300 - 21907 - 32000 - 101

TAG Budget - School

School allocation for Talented and Gifted

Override Chartfield String

DEPT - ACCOUNT - 12100 - 99999 - 101

TAG Plan Writing

Substitute or Extended Hours for teacher
(Maximum one hour per student)

Override Chartfield String

Please contact TAG at (503) 916-3358
for current procedure and chartfield string.

Teacher Acting as Principal (Except Leadership)

Stipend for Teacher (Single-administrator
schools only) when Principal is out ill
or using another earned leave.

Override Chartfield String

Please contact Budget at (503) 916-3295
for appropriate chartfield string.

Teacher Acting as Principal or Sub for Leadership

Stipend for Teacher or Substitute covering
for Principal at monthly Leadership meeting;
only one sub per school, per event.

Override Chartfield String

Please contact Budget at (503) 916-3295
for appropriate chartfield string.

Accounts Receivable

Student Body Funds - "A/R-School" drop-down
in the Time & Labor System
Third-Party Billing - "A/R-Other" drop-down in
the Time & Labor System (Third-Party Billing
information must be included in the Details Section).

Override Chartfield String (for paper time docs)

DEPT_ACCOUNTS_RECEIVABLE

9999_ACCOUNTS_RECEIVABLE

Payroll Override Chartfield Contacts

General Fund

Title I

Other Grants & Dedicated Resource Funds

ESL / Immersion

Special Education

Curriculum Training Events

Accounts Receivable

David Stone - (503) 916-3295

Christie Christie - (503) 916-3756

Sharie Lewis - (503) 916-3153

Terry Coad - (503) 916-2000, x74945

Robin Malone - (503) 916-3297

Liz Morgan - (503) 916-2000, x71053

Elizabeth Mongue - (503) 916-3767