

Chartfield Reference Sheet for CLASSIFIED EMPLOYEES
Valid Chartfield Strings for Staffing (101 - General Fund, 205 - Grants, & 299 - Dedicated Resource)

Direct Classroom Instruction - EAs & Para-Educators:	PeopleSoft Chartfield Elements					
	Dept. 4 digits	Account 6 digits	Program 5 digits	Class 5 digits	Fund 3 digits	Prj/Grnt G or S+4 digits
Positions - listed in alphabetic order						
<u>Elementary Schools:</u>						
Elem. Homeroom Asst. - Grs. 1-5	XXXX	511210	11112	06000	XXX	
Elem. Literacy/Language Arts Asst., Grs. K-5	XXXX	511210	11111	10000	XXX	
Elem. Math Asst. - Grs. K-5	XXXX	511210	11111	18000	XXX	
Kindergarten Asst.	XXXX	511210	11119	05000	XXX	
<u>Middle School Classrooms:</u>						
MS Asst. - Core Area Classes*	XXXX	511210	11211	06000	XXX	
MS Asst. - Literacy/Language Arts	XXXX	511210	11211	10000	XXX	
MS Asst. - Math	XXXX	511210	11211	18000	XXX	
<u>High Schools:</u>						
HS Asst. - Core Area Classes*	XXXX	511210	11311	06000	XXX	
HS Asst. - Literacy/Language Arts	XXXX	511210	11311	10000	XXX	
HS Asst. - Math	XXXX	511210	11311	18000	XXX	
*Core Area classes must include 2 or more of: Language Arts/Literacy, Mathematics, Science, or Social Studies						
Administrative/Support Positions:						
Attendance Monitor	XXXX	511210	21120	99999	XXX	
Attendance Secretary	XXXX	511210	21120	99999	XXX	
Audio-Visual Clerk	XXXX	511210	22220	99999	XXX	
Book Clerk	XXXX	511210	22220	99999	XXX	
Bookkeeper	XXXX	511210	24101	99999	XXX	
Campus Monitor	XXXX	511210	21150	99999	XXX	
Community Agent	XXXX	511210	24101	99999	XXX	
Counseling Secretary	XXXX	511210	21220	99999	XXX	
Curriculum Secretary	XXXX	511210	24102	99999	XXX	
Data Clerk	XXXX	511210	24101	99999	XXX	
Dean's Secretary	XXXX	511210	21192	99999	XXX	
Instructional Technology Assistant	XXXX	511210	22292	99999	XXX	
Library Assistant	XXXX	511210	22220	99999	XXX	
Parent Volunteer Coordinator	XXXX	511210	24101	99999	XXX	
Principal's Secretary	XXXX	511210	24101	99999	XXX	
School Business Manager	XXXX	511220	24103	99999	XXX	
School Secretary	XXXX	511210	24101	99999	XXX	
Student Management Asst (for In-School Suspension)	XXXX	511210	21192	99999	XXX	
Student Store Clerk	XXXX	511210	24101	99999	XXX	
Vice Principal's Secretary	XXXX	511210	24101	99999	XXX	
Vice Principal's Secretary (Curriculum)	XXXX	511210	24102	99999	XXX	

If you have questions about proper coding for the SMT, please call Matt Makara @ x63196. If you need assistance with grant funded positions, please call Sharie Lewis @ x63153.

Salary Account Codes:

Classified-Represented - 511210
 Non-Represented Staff - 511220

Fund Options:

Fund 101 - General Fund
 Fund 205 - Grant Fund
 Fund 299 - Dedicated Resoure Fund

Commonly Used Project/Grants:

Schoolwide Title I - G1180
 Central / K Title I - G1181
 Foundation Funds - S0083

Updated 04/11