

April – June Quarterly Cost Reporting Certification Due 7/31/2015

Below are instructions to enter costs into the new claiming system. Specifically, these instructions apply to the January – March quarterly cost reporting and will be updated for future reporting quarters. The deadline to certify the April – June quarterly cost report is July 31, 2015.

After logging into the claiming system <https://claimingsystem.pcgus.com/pa> you'll see the below dashboard page. To report your April - June financials please select the FY15 April - June quarter.

The screenshot shows the Pennsylvania SBAP dashboard for Pittsburgh Public Schools in FY15, Apr-Jun 2015. The 'Quarterly Milestone Summary' section includes: Quarterly Start Process (Certify Staff Pool List and Certify Calendar are complete), Quarterly Claim Process (Certify Financials is in progress), and Quarterly CPE Form Process. The 'Moment Compliance' bar chart shows 100% completion for both DS and Admin cost pools.

Cost Pools	% Complete	% Incomplete
DS	100%	0%
Admin	100%	0%

Please select the **Quarterly** Dropdown menu. This will show the pages to report your costs for the April - June quarter.

The screenshot shows the Pennsylvania SBAP dashboard with the 'Quarterly' dropdown menu open. The menu options are: Salaried Staff, Contracted Staff, Salaried Support Staff, Contracted Support Staff, Other Costs by Service Type, and Quarterly Summary. The background dashboard content remains the same as in the previous screenshot.

In the Salaried Staff section you'll see individuals that work for your LEA that participated in the Random Moment time study for the reporting quarter. To report costs you have 2 options. You may click on the individuals name and report costs individually or you may export the entire list into a spreadsheet and enter costs for all employees and upload.

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To report individually you must enter a number in all fields listed as required. To enter information individually, please click on the person's name you'd like to report costs to activate the required fields as shown below.

The screenshot shows a web form for reporting costs for an employee. The employee's name is Kasiak_Staging2, Agnieszka, and their job category is Speech Language Pathologists. The form includes several required input fields: Hours Paid, Employee Salary, Health Insurance, Unemployment Compensation, Social Security Contributions, Workers Compensation, Other Employee Benefits, and Contracted Staff Costs. There is also an Offsets section with a Federal Offset field. At the bottom, there are Gross Costs, Net Costs, and Notes fields. Navigation buttons include 'Edit Another?', 'Cancel', and 'Save Changes'. A status message at the bottom indicates '(No changes on page)'.

If you have no costs to report in a field listed as required, please enter a zero. All required fields will need to have a number added to save changes and move forward in the cost report. If your reported data exceeds system thresholds you'll be prompted to enter an explanation to save changes. Since you must enter the explanation individually before proceeding to the next employee, you will have satisfied all edit checks in this section.

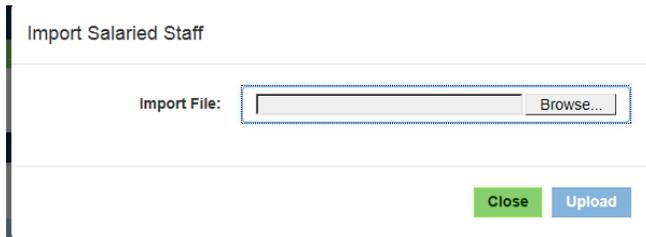
Exporting and Importing

You may easily export your salary or contracted staff into a spreadsheet, report costs in the spreadsheet and then import into the system. It's important to follow the following guidance when reporting costs this way.

- Don't change any information in the spreadsheet that exports out of the system except for adding numbers and decimals (your costs). Required fields to report costs are between salary and federal offset columns. Don't add commas, don't add dollar signs, etc. Only add numbers and decimal points.
- Please make sure ALL cells between salary and federal offset are filled with a number. If you have no costs to report you MUST put a zero in the cell between the salary and federal offset columns.
- Save your file as an EXCEL file. The exported spreadsheet is a .CSV file, please save as an EXCEL file to import.
- Importing hours is NOT a required field. If you choose to import hours they must be whole numbers. Decimals in the hour's field will result in errors in the upload.

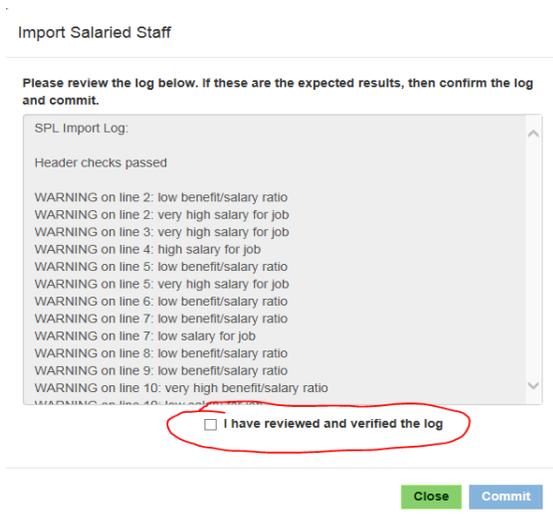
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To import your file (remember to save as excel) click on import on the top of page you wish to upload your cost information to. Click Browse to find your file and then **Upload**.



A confirmation page will appear asking to confirm the upload. It may list warnings, warnings will upload but may require an explanation in the system to certify your quarterly cost report. To import, please check the box stating I have reviewed and verified the log and then commit. This will import the data into the system.

WARNINGS WILL UPLOAD INTO THE CLAIMING SYSTEM. ANY ERRORS WILL REQUIRE YOU TO MAKE THE CORRECTION, RESAVE THE FILE, AND UPLOAD AGAIN.



In the above example the verification box is showing. This indicates that you **may have warnings** but currently **do not** have any errors. You may either enter the explanation directly into the spreadsheet you are uploading in the explanation column or proceed to enter any required explanations as instructed below.

Once the data is in the system you may be required to provide explanations if you see a Red Triangle next to the employees name.



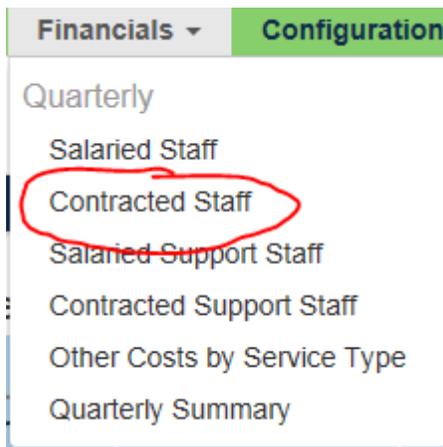
Only the red triangle requires an explanation. The following symbols DO NOT require an explanation. These symbols won't prevent you from certifying your data.



Please note that if you're prompted to provide an explanation this isn't indicating that your information is incorrect. Rather, requiring an explanation is asking you to review the entered data and confirm your reported figures. PLEASE REMEMBER TO ALWAYS REPORT 100% of what was paid to employees listed in the claiming system for the reporting quarter.

Contracted Staff

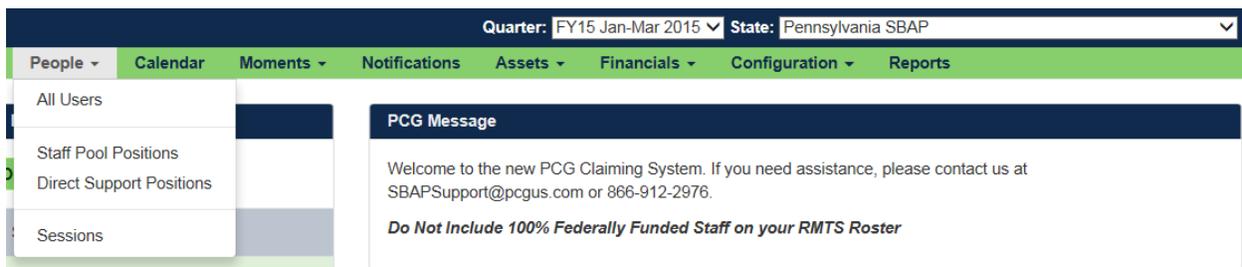
If you have contracted staff to report cost for they will be included here:



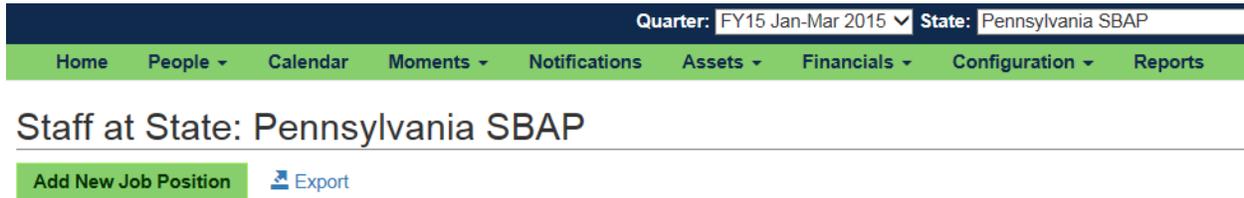
The above guidance also applies to contracted staff. Please remember to always report 100% of what you paid staff in the reporting quarter. For contracted staff the total costs are included all in the COST section. As always, please report any Federal dollars used to offset the cost of the employee in the Federal Offset section. Whatever amount that is included in the Federal Offset section will be deducted from your total costs as these Federal dollars aren't reflective of a cost to the LEA.

Salaried Support Staff

To report Salaried Support Staff you must first enter them into the system. This section is only for secretaries or administrative assistants that provide administrative support to someone on the staff pool. **NO DIRECT SERVICE PROVIDERS SHOULD BE INCLUDED IN THIS SECTION.** To add these employees please click on the Direct Support Positions selection in the People dropdown menu.



You will now be in the “Direct Support Staff” roster list. To add an employee to your Support Staff select the “Add New Job Position” button.



Once the required information has been entered for the Support Staff click on the “Create New Job Position” button. The employee will then be included in your Support Staff roster.



Add Another?



Once you create the Direct Support Staff you may go to the Salaried Support staff section under the financials dropdown menu and select Salaried Support Staff and enter costs. You may only enter the costs into the system, you may not import Direct Support Staff costs.

Please see important description of the Direct Support Staff:

The School District Administrative Claim Program allows participating districts to claim the costs for direct support staff (administrative assistants and secretaries) who do not participate in the time study, but have a direct reporting relationship to a participant listed on the district’s quarterly staff pool list. The direct reporting relationship to the person listed on the staff pool list must be documented through an organizational chart or job description. If the direct support staff position cannot be supported with that documentation, costs ARE NOT allowable for those individuals.

The direct support staff can be claimed by adding the name of the support staff member and including 100% of his / her allowable compensation. Since staff may support multiple people, who could be in multiple sample pools, the percentage of time they support different groups of staff must be identified by cost pool. The percentage allocation must equal 100%. For example, the secretary spends 60% of her time supporting the administrator who is listed on the Quarterly Payroll Information page and 40% of her time supporting the Speech Pathologists. Administrators are in the Cost Pool 2 (MAC) and the Licensed Speech Pathologists are in the Cost Pool 1 (Direct Service and Administrative Providers). If the

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secretary receives \$15,000 in salary for the quarter and the district spends \$4,000 on health insurance benefits; the name of the secretary is entered, \$15,000 is entered into the Salary Column, \$4,000 is entered into health insurance benefits and then 40% is entered into Percentage of Time Supporting Staff in the Direct Service & Administrative Provider Cost Pool, 60% is entered into Percentage of Time Supporting Staff in the Administrative Service Providers Only Cost Pool, and 0% is entered into Percentage of Time Supporting Staff not listed on the staff pool list.

In the same example above, if the person spends 60% of her time supporting the Administrator, 20% supporting the Licensed Speech Pathologists and 20% supporting the maintenance department (which is not included in the program), the information would be entered as follows: the name of the secretary is entered, \$15,000 is entered into the Salary Column, \$4,000 is entered into health insurance benefits and then 20% is entered into Percentage of Time Supporting Staff in the Direct Service & Administrative Provider Cost Pool, 60% is entered into Percentage of Time Supporting Staff in the Administrative Service Providers Only Cost Pool, and 20% is entered into Percentage of Time Supporting Staff not listed on the staff pool list. (Note: The percentage of costs for support of staff not eligible for the program will not be utilized or included in the quarterly calculated claim.) 100% of costs should be included for review requirements. If a direct support staff member **does not** spend ANY percentage of time supporting someone listed on the staff pool list, do not list that person or document any costs for that person.

Other Costs by Service Type

You may report other costs in this section only for service types that you have reported costs. For example, if you reported no costs in the salary section for Speech Language providers, you won't be able to report Other Costs for Speech Language. It's important that you're able to track these reported costs back to someone on your Time Study roster.

Quarterly Summary

This is the section where you will certify your financials. There is a Status Summary table that will indicate if any employees require an explanation as indicated with a Red Triangle. The below example shows a situation where there are no explanations required as there are 0's in this column. If there are no explanations required you'll see the Certify Financials button in the upper left corner. If the Certify Financials button is not visible it means you have at least one employee that requires an explanation.

Certify Financials

Quarterly Financial Summary

Status Summary

Page	no data	✓ no warnings	⚠ has warnings	⚠ has severe warnings	▲ requires explanation
Salaried Staff	0	0	143	5	0
Contracted Staff	0	0	0	0	0
Salaried Support Staff	0	0	0	0	0
Contracted Support Staff	0	0	0	0	0
Other Costs by Service Type	24	2	0	0	0

The above example indicates there are no employees that require an explanation therefore you may click on the Certify Financials tab. Certifying the April – June quarter is required by July 31, 2015.

Please let us know if you have any questions.

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