

Intradistrict Communication

DATE: August 27, 2019
TO: All Principals (Traditional)
FROM: HR Administrators
SUBJECT: School FTE Audit Reports 2019-20

As promised, this year the School FTE Audit Reports may be completed electronically!

The HR administrators are excited to offer an electronic school audit report to all principals, which eliminates the required in-person appointments of the past. However, in-person appointments will also be made available to new and experienced principals who prefer to review these reports in-person with an HR administrator. Instructions for both processes are outlined below:

Electronic FTE Audit Process:

- 1) **September 1 - 13, 2019** – Complete the Payroll audit which is necessary to ensure contracted employees are paid correctly. HR will enter any changes from the Payroll audit and will prepare the School FTE Audit Reports by location.
- 2) **September 25, 2019** – HR will share with administration and administrative assistant the School FTE Audit Reports via Google Sheets to be reviewed with the administrative assistant, nutrition manager, and head custodians respectively. These reports will include verification of faculty/staff, FTE, budget codes and a list of employees with associate level licenses (underqualified). Please refer to the “Instructions” sheet for assistance in completing the audit.
- 3) **October 4, 2019 – DUE DATE** for the FTE School Audit Reports to be completed for HR to process. Please email an HR administrator when you have completed your audit. HR then forwards this information to the Utah State Board of Education. All completed documents for underqualified teachers should be scanned and emailed to an HR administrator by the due date.
- 4) Resources are available on the AdminOnly site to assist you in completing the audit. Resources include Temporary Employment Agreements and Letter of Authorization forms for underqualified teachers.
- 5) **THE BEST NEWS OF ALL** – All corrections made on the School FTE Audit Report will be made by HR upon return. **Change forms will not be required; however, new hires not listed on the report will require the submission of a hire sheet to HR.**

In-person FTE Audit Process:

- 1) **Complete steps 1 and 2 above.** This includes making any changes to the audit Google Sheet prior to the audit appointment.
- 2) **September 30 through October 4, 2019** are the in-person audit appointments with the HR administrators. The time necessary for each appointment will depend on the school level for which you are assigned. Principals may schedule an in-person audit appointment at any time by clicking the following link:
<https://jordanschooldistricthr.setmore.com/resourcebookingpage/ra7401561145687524>

We are hopeful the electronic version of the School FTE Audit Report process will be an improvement for you and your staff. Please feel free to share any feedback regarding this process with an HR administrator. We will consider all suggestions and work to improve this process for future use.

Thank you for your time and assistance.