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Reminder - Enhanced Online Per Session Request System for Principals

This is a reminder that the enhanced online principal per session request system will be available on March 31. The system has been modified to provide you with additional functionality for submitting a request for a per session activity. When you submit a request, an e-mail notification is automatically sent to the appropriate superintendent for approval. Please note that all principal per session activities are capped at 400 hours. A waiver is automatically generated by the system if the total number of hours requested exceeds the cap. Once DHR approves the waiver, an e-mail notification will be sent to the appropriate superintendent for approval.

In preparation for the implementation, the current version of the online per session application will be unavailable beginning close of business, 3/26/08. This is to allow the reconciliation and conversion of all records in the new application. The enhanced online per session will be up on Monday, 3/31/08. Several reminders are scheduled to be sent out to superintendents for requests that are still pending. Superintendents are requested to review and take the appropriate action for the request by Wednesday, 3/26/08. Any requests that remain pending as of 3/26 will be purged.

The Division of Financial Operations will host a webcast on the new system on **Tuesday, March 25** at 10 a.m. and 3 p.m. and on **Friday, March 28** at 3 p.m. To register in advance of any of these sessions, visit www.learningtimes.net/dfopayrollwebcast.