

**Memorandum**

**To: Principals/Secretaries/Educational Assistants**

**From: Budget/Payroll/Human Resources**

**Re: Clarification Regarding New cost accounts for translation and instructional differentials for EAs**

**Please note that the below cost accounts need to be entered for the translation and instructional differential for EAs. The process to enter the information is attached.**

**NEW COST ACCOUNTS:**

**Principal must approve prior to submission:**

**Health EAs – Translation differential is submitted to secretaries who forward to Nursing Services to upload to Lawson.**

**Regular EAs Translation differential - 1100 99809502100 513005 1317  
Submitted to school secretary to enter in XX35 Lawson screen.**

**EAs - Instructional differential - 1100 99809501000 513000 1711  
Submitted to school secretary to enter in XX35 Lawson screen.**

You need to indicate on the “Educational Assistant Pay Differential Log” whether the differential is for translation or an instructional differential. If the translation differential is for a health assistant, the form goes to the school secretary who will send it to Nursing Services.

Please remember to use a time sheet with a cost account if an EA works over time and submit to payroll.

All absences should be called into SEMS and leave slips continue to follow the same process at the school site for all EAs.

Health EAs can contact Susan Stoddard if they have questions about the bilingual translation differential.