

Memorandum

Date: November 11, 2021

To: Principals/Secretaries/Educational Assistants

From: Budget/Payroll/Human Resources

Re: Clarification Regarding Cost Accounts for translation and instructional differentials for EAs

Please note that the below cost account needs to be entered for translation and instructional differential for EAs. The process to enter the information is included.

The principal must approve prior to submission.

EAs - Instructional & Translation 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. 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 Assistants and EAs may contact the EA staffing specialist at 889-4845 if they have questions about the bilingual translation differential.