



The Following Article
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Enhanced Online Per Session Request System for Principals

The Enhanced On Line Principal Per Session Request System will be available beginning March 31, 2008. The "Per Session Request System" was modified to provide principals with additional functionality with regards to submitting a request for a per session activity. The enhanced system allows the principal to track status of submitted requests. It also provides principals the ability to modify pending and approved requests. When a request is entered and submitted, an email notification for the request is automatically sent to the appropriate Superintendent for his/her approval. An email notification is also sent to the superintendent for modified requests. Principals will also be able to re-send the email notification for a particular pending request. Please note that all principal per session activities are capped at 400 hours. A waiver is automatically generated by the system, if the total hours requested for the principal exceed the cap. Once DHR approves the waiver, an email notification is sent to the appropriate superintendent for his/her approval. Through this system, principals will be able to track the waiver status for any requests exceeding the cap.

The Division of Financial Operations will be conducting training via a webcast on the following dates:

Tuesday, March 25th at 10:00 am

Tuesday, March 25th at 3:00 pm

Friday, March 28th at 3:00 pm

Please register in advance for at least one session using the following link:

<http://www.learningtimes.net/dfopayrollwebcast>
