

# BROWARD COUNTY PUBLIC SCHOOLS

## Request for Advanced Degree Payment for Full-Time Instructional Staff

**OFFICIAL TRANSCRIPT SHOWING DEGREE CONFERRED MUST BE ATTACHED TO THIS FORM.**

<b>I am applying for payment of a:</b>		
PLEASE CHECK ONE: <input type="checkbox"/> Master's Degree <input type="checkbox"/> Specialist's Degree <input type="checkbox"/> Doctorate Degree		
Degree Major: _____		Date Conferred: _____
Personnel #:	Name: (Last, First)	Current Location : (Name)
Phone #: (with area code)	Position/Title:	Email Address:

**Send request form and official transcript showing degree conferral to:**

<b>Via Pony:</b> K. C. Wright Building – 3 <sup>rd</sup> floor Talent Acquisition & Operations (Instructional)	<b>Via US Mail:</b> Broward County Public Schools Talent Acquisition & Operations (Instructional) 3 <sup>rd</sup> floor 600 SE 3 Avenue, Fort Lauderdale, FL 33301
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### Advanced Degree Pay Processing Information

- Documentation will be reviewed by the district Talent Acquisition & Operations (Instructional) Department.
- Notification of your status will be sent to you via email.
- If approved, a request for payment will be sent to Compensation & HRIS for processing.
- Please allow up to six weeks total processing time.
- Please direct payroll questions to the payroll contact at your location.

**Per the Collective Bargaining Agreement, Appendix E:**

- If hired or rehired after 7/1/11, payment will only be provided if the degree is in the area of certification shown on the FL certificate. If eligible, payment will appear as a supplemental payment, which typically begins in mid-September. Degrees earned after the start of the year will be processed beginning with the payroll period following the degree conferral.

DESCRIPTION	POSITION	RATE	HOURS	CURRENT	RETRO	CHK TOTAL	YTD
Reg Hours-Primary	80119670	26.12613	60.00	1,567.57		1,567.57	9,209.46
CAFETERIA							
Master's Degree	80119670			182.50		182.50	912.50

- If hired before 7/1/11, the advanced degree will be granted as defined in Appendix A and included in your check total.

DESCRIPTION	POSITION	RATE	HOURS	CURRENT	RETRO	CHK TOTAL	YTD
Reg Hours-Primary	80141781	29.55039	75.00	2,216.28		2,216.28	9,751.63
CAFETERIA							
Entitle Mstr In/Fl							

**Payment is included in check total; not broken out in payments.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR FILE.**

#### DEPARTMENT USE ONLY

<b>Add:</b> Master's <input type="checkbox"/> Specialist's <input type="checkbox"/> Doctorate <input type="checkbox"/>	<b>Populate:</b> IT08 <input type="checkbox"/> IT14 <input type="checkbox"/>	<b>Remove:</b> Basic Inc <input type="checkbox"/> Adv Inc. <input type="checkbox"/> Master's <input type="checkbox"/> Specialist <input type="checkbox"/>	<b>Approvals:</b> TAO Inst: _____ Date _____ HRIS: _____ Date _____	Reason Denied:	
<b>Begin Pay Date Adv. Degree:</b> _____		<b>From:</b> IT08 <input type="checkbox"/> IT14 <input type="checkbox"/>			