

Florida Statute 1008.36 Florida School Recognition Program

This document will guide selected locations on how to complete payroll upload file to pay bonus payments for employees. The window to complete upload file and send for processing will be **January 6 - February 7, 2025.**

QUESTIONS:

- **Calculating Funds Available for Bonuses:** BudgetOfficeSchoolSupport@browardschools.com
- **A+ Voting Process:** Kelli.Blackburn@browardschools.com
- **Payments:** HRSupportServices@browardschools.com

Voting for distribution of A+/Recognition funds should be completed by February 1, 2025. The result of your location's voting outlines how the money will be spent to include which employee groups are eligible and the non-recurring bonus to be paid.

Each location must review upload file of **ALL 23/24 employees** who should receive a bonus amount and enter amount to be paid. The upload file must be emailed to school_improvement@browardschools.com by **02/07/2025**. (If the employee has transferred, the employee's 23/24 location is responsible for entering the payment.) Budget will review the data to verify amounts and coding. Once complete, the final sheet will be submitted to ERP to be uploaded into SAP. Active employees will be loaded into SAP. Inactive and withdrawn employees require manual entry by HRSS. Review each employee's employment status in SAP to determine payment process.

- **Active:** These are employees currently active in SAP and working. The payment will be uploaded into infotype 15 One Time payments to be paid on:
 - AA: 2/28/25
 - BB: 3/7/25
- **Inactive & withdrawn:** HRSS & Payroll will process these payments (Infotype 267). These payments will be mailed to the employee by June 30, 2025. Location should verify the address in SAP is accurate. If not, the employee must submit the attached "Change in Address" form with a picture ID.
- **No Personnel Number:** Add to payroll upload file BUT use the Vendor Process to request the payment. (Process is outlined near the end of this document.)

Review the following attached documents to assist you in preparing the information for payment.

Attachment 2 - Florida School Recognition Funding 2024-2025: Is a listing of eligible schools and amounts. The amount your location can spend is in the column titled, "Funding Amount." Do NOT spend more than what is listed in this column. Maintain all documents used to determine amounts at your location.

School Name	Funding Amount	8.87% Fringe Benefit	
		District Reserve	Total Award
BANYAN ELEMENTARY	\$ 52,389	\$ 4,647	\$ 57,036
BAYVIEW ELEMENTARY	70,241	6,230	76,471
BROADVIEW ELEMENTARY	84,801	7,522	92,323
BROWARD ESTATES ELEMENTARY	31,368	2,782	34,150

Attachment 3: Fringe Benefits - Describes why the 8.87% fringe benefit amount was deducted from the total award.

Attachment 4: Florida School Recognition - Fringe Refund Calculation - If your school does not utilize the entire allocation for bonus payments, you will be entitled to a "refund" on the 8.87% fringe benefits that were deducted from your total award for non-salary expenditures. Use this Excel document to submit the refund request to budgetofficeschoolsupport.com. If you have any questions, contact your Budget Analyst in the Budget Office.

Attachment 5: Payroll Upload File - Schools should review the payroll upload file of ALL 23/24 employees. Schools should enter the amount of the Bonus Payment for employees approved via ballot to be paid.

INSTRUCTIONS FOR ENTERING ONE TIME PAYMENT FOR SCHOOL RECOGNITION FUNDS (A+ Funds)

1. **Download** attachment 5 to computer - **Save As** - **rename file with location number.**

Example:

File name:	0221 A+ Bonus Payments
Save as type:	Excel Workbook

2. **Open** file and **enter the following information:**

- a. **Cell P2 – Filter for School Name** – This will display employees for your school.
- b. **Cell R2 – Enter Location Number** – This will display the award amount less fringe in cell B1.
- c. **Cell T2 – Enter Name and Phone Number** – This person will be contacted in case there are any questions.
- d. **Cell D1 – Enter Amount if any for "supply or other non-salary set aside"** – This will change the award amount in cell B1.

Banyan Elementary Steps 3 – 5 Example:

- Banyan Elementary paid all employees \$713.37 leaving .21 cents that will remain in the operating budget and be added to the \$5,000.

A	B	C	D	E	F	G	H
Award Amount Less Fringe & if applicable adjusted for supply or other Non Salary set aside	47,796.00	Enter Amount (cell D1) supply or other Non Salary set aside	5,000.00	\$47,795.79	Total Amount Entered for Bonus Payment	(cell H1) should be ZERO IF THERE IS A VALUE SCHOOL IS OVER (UNDER) AWARD AMOUNT	(0.21)
P # (8 digits)	Name	Wage Type	Wage Text	Amount	Date	Reason for Paymer	Fund
00001320	MATHIS,DOROTHY VIRGINIA	3B02	Bonus Recognition A+	713.37		Bonus Recognition A+	1000
00003726	REIMER,DEBORAH KNEE	3B02	Bonus Recognition A+	713.37		Bonus Recognition A+	1000
00005518	SMALL,JACQUELINE A	3B02	Bonus Recognition A+	713.37		Bonus Recognition A+	1000
00011207	HAGOOD-ELLIOTT,KIMBERLY NICOLE	3B02	Bonus Recoanition A+	713.37		Bonus Recognition A+	1000

- IMPORTANT** – If a school voted to set aside funds for supplies or other non-salary items, the school must complete attachment 4. Email the file with the ballot showing the winning option to budgetofficeschoolsupport.com. Once reviewed, a budget transfer will be completed to refund the fringe amount.
- If a school has an employee that is not listed on the file, they should create a new row under row 14467 and enter information listed below.
 - Personnel number
 - Name
 - Wage Type 3B02
 - Amount voted on for employee.
 - Fund 1000
 - Functional Area XXXX121080000000
 - Cost Center
 - Job Title
 - School Name
 - Location
- The upload file must be emailed to school_improvement@browardschools.com by **02/07/2025**.

VENDOR PROCESS

Candidates that are considered “staff” but not active, withdrawn or inactive in SAP must be paid using the Vendor Process. If no personnel number, enter “Vendor” in the *Personnel Number* field. This will add payment to your *Total Amount Entered* and view all “staff” being considered for payment.

To request payment, the candidate must have a vendor number, and the location must submit the approved *Check Request* form with all supporting documents (voting minutes, etc.). The form and ALL supporting document should be submitted to FRDAPHELP mailbox for processing. Contact Accounts Payable for questions.

For Accounts Payable to process payment the school must also submit a budget transfer to move funds from CMMT 51290000 to 575100000. Budget transfer should be emailed to budgetofficeschoolsupport.com.

Vendor numbers are assigned by the Procurement and Warehousing Department. If the “staff” member does not have a vendor number to pay A+ money for a former employee, please complete the attached agreement and *return to randi.rosenthal@browardschools.com with the 1st page of a signed W-9.*

- Section 1 'Training Title' should read A+ money.
'Location of Training' should be your school's name.
- Section 2 is N/A.
- Section 3 must be signed by an Administrator.

Link for the “Form” Site – Select Check Request. The form will be downloaded to your computer.

<https://browardcountyschools.sharepoint.com/sites/Records%20Retention/SitePages/Forms%20Management%20.aspx#C>

Frequently asked Questions and Answers

1. **Who inputs the bonus payments?**
 - a. Payments are entered by each location on the A+ Bonus Payment 2024-2025 upload file and emailed to school_improvement@browardschools.com for review. ERP/HR will upload into SAP. Entries can be viewed on Infotype 15 for active employees. Inactive and Withdrawn employees will be paid with an off-cycle check.
2. **Can A+ bonus payments be paid out to beneficiaries if the employee has passed away?**

Possibly, contact Benefits.
3. **My employee has retired and has a new address. How do I update the address?**
 - a. Employees that are withdrawn or on leave, will be mailed an off-cycle check. Locations should verify the home address listed in SAP. If address is not correct, the employee should send the address change to HRSupportServices@browardschools.com.
4. **How do former employees get their check if they no longer work for the district? Do they get it mailed to them, pick up from KCW/school?**
 - a. If candidate is no longer an employee (retired/resigned) those payments will be loaded into SAP and Payroll will be notified to process payments.
 - b. Payments are mailed to the employee using the address listed in SAP.
5. **We voted to give all 2023/2024 staff members an equal split of the funds. Do I include a teacher who was on unpaid leave?**
 - a. During the voting, the location decides who should be paid. You should have discussed the employees that are now on leave, transferred, retired, etc.
6. **Can SROs or volunteers get paid?**
 - a. No, A+ Bonus Recognition payments are for BCPS employees /staff.
7. **Can a long term/ interim substitute teacher or classroom monitor receive A+ funds?**
 - a. Review PA20. If the employee is active and their title is Long Term Substitute or Classroom Monitor, enter into the database using their personnel number and indicate amount to be paid.
9. **Who calculates the fringe and how is it calculated?**
 - a. See attachment 2.