

**BUDGET SERVICES AND FINANCIAL PLANNING
SCHOOL FISCAL SERVICES**

REQUEST FOR PERSONNEL ACTION (RPA)

RPA's are used:

1. to assign personnel to positions
2. to make changes to an employee's assignment

RPA's are *not* used for:

1. Special Ed assignments in Programs 12002, 12003, 12005 or 12215
2. hanging the funding source of a position
3. Administrative positions

COMPLETING THE RPA

1. ACTION REQUESTED FOR POSITION

REQUEST FOR PERSONNEL ACTION

▶ **ACTION REQUESTED FOR POSITION** *(Please check the box to the left of the action you are requesting):*

<input checked="" type="checkbox"/>	New Position	<input type="checkbox"/>	Modify (Change) Position	<input type="checkbox"/>	Delimit Assignment (Person)
<input type="checkbox"/>	Continue Current Position	<input type="checkbox"/>	Defund (Close) Position		

Select one of the following:

- New Position – To assign an employee to a newly created position
- Continue Current Position – To assign an employee to a continuing position
- Modify (Change) Position – To change a position's attributes
- Defund (Close) Position – To close a position
- Delimit Assignment (Person) – To remove an employee from a position

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

	NEW POSITION	CONTINUE CURRENT POSITION	MODIFY	DEFUND (for position only)	DELIMIT (for assignment)
New Position	X				
Change in Basis			X		
Change in Hours			X		
Change in Calendar In Existing Position			X		
Change in Location in Existing Position		X			
Change in Location in New Position	X				
New Person, Existing Position		X			
Close Position				X	
Change in Funding for Existing Position	No RPA needed; communicate with Fiscal Specialist/Budget				
End of Assignment for Prof Expert					X

2. POSITION/TITLE

▶ **POSITION/TITLE** (Please check the box to the left of the title/position):

<input type="checkbox"/>	Teacher Assistant	<input type="checkbox"/>	Professional Expert	----	<input checked="" type="checkbox"/>	Coach / Teacher Advisor -0704
<input type="checkbox"/>	Education Aide	<input type="checkbox"/>	Student Aide	----	<input type="checkbox"/>	Support Services (Specify Class Title Below)
<input type="checkbox"/>	Classified Relief	<input type="checkbox"/>	Community Rep.	----	<input type="checkbox"/>	Job Title
<input type="checkbox"/>	Temporary Certificated Assignment	<input type="checkbox"/>		----	<input type="checkbox"/>	Other

- Check appropriate box to indicate the title of the position or employee's assignment to be filled.
- RPA form has drop-down menus for assignments with more than one class code, e.g. Professional Expert, Student Aides, Community Rep, Temporary Certificated Assignment.
- Support Services – Must list specific Job Title
- Other – Must list specific Job Title

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

3. EMPLOYEE/ASSIGNMENT/FUNDING INFORMATION

EMPLOYEE / ASSIGNMENT / FUNDING INFORMATION: (Use "tab" to move to the next field)

Name	EMPLOYEE	DISTRICT	Person ID	123456
	(Last)	(First)	(M.I.)	
Beginning Date	07/01/2019	Ending Date	06/30/2020	Job Code
			19100704	Rate

- Name – Name of employee selected to fill the position
- Person ID – Employee number (not PERNR)
- Beginning Date – Start date of employee's assignment
- Ending Date – The date the employee's assignment ends or the date the funding of a position ends
- Job Code – Eight-digit job code
- Rate – May be omitted

4. EMPLOYEE/ASSIGNMENT/FUNDING INFORMATION

Differential		Personnel Sub Area	CSXX	Hours per day	6	Total annual fiscal hours *	1,224
Calendar Option	1CA06JBB	Emp Sub Group	----				
From Org Unit Name		To Org Unit Name					
Comments							

- Differential – Additional salary attached to a position
- Personnel Sub Area – Basis and Calendar
- Hours per Day – Assigned working hours per day
- Total Annual Fiscal Hours – Total hours to be worked in the fiscal year
- Calendar Option – Input Work Schedule (can be found on the appropriate payroll calendar on the Payroll website)
- Emp Sub Group – May be omitted
- Comments – Notes regarding the assignment; such as funding percentage of position and other funding source(s) if multi-funded

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

5. BUDGET AND PAYROLL/TIME REPORTING

BUDGET AND PAYROLL / TIME REPORTING: *(Use "tab" to move to the next field)*

SACS Fund	010-3010	Functional Area	1110-2100-7S046	EE Group	
LAUSD Program Name	TITLE I		Position ID Number	30306588	

- SACS Fund – Seven-digit code consisting of fund and resource
- Functional Area – Thirteen-digit code consisting of goal, function, and program
- EE Group – May be omitted
- LAUSD Program Name – Name of the funding source of the position
- Position ID Number – Eight-digit number that identifies the position

6. IN PLACE OF & REQUESTED BY

IN PLACE OF:	Name		PERNR	
REQUESTED BY:	Org Unit Name			
	LD NORTHWEST		Fund Center / Org Unit Code	1234501
	Principal / Administrator / Supervisor Signature		Print Name	Telephone No.
	Email	Date	Contact person	Telephone No.

IN PLACE OF:

- Name – Identifies employee currently in position, if filled
- PERNR – Employee number of incumbent in position, if filled

REQUESTED BY:

- Org Unit Name – School name
- Local District or Office – Local District that school is assigned to
- Fund Center/Org Unit Code – Seven-digit code identifying school

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

- Principal/Administrator/Supervisor Signature – Signature of person authorizing RPA
- Print Name – Printed name of person authorizing RPA
- Telephone No. – Telephone number of person authorizing RPA
- Email – Email address of person signing the RPA
- Date – Date RPA is signed
- Contact Person – Name of person to contact if there are any questions about the RPA
- Telephone No. – Telephone number of the contact person

7. AUTHORIZATIONS/DATE PROCESSED

Schools: Please return completed form to the Local District Business and Finance Office.

FOR LOCAL DISTRICT BUSINESS AND FINANCE OFFICE USE ONLY							
Authorizations:				Date processed:			
FOR HUMAN RESOURCES USE ONLY							
Assign. Tech.		Date:		Auditor:		Date:	

LAUSD/PC Form No. 9073 1/08



- Authorizations:** Signature of Fiscal Specialist or other personnel responsible for verifying funding availability for requested assignment
- Date:** Date person verifying budget signed RPA
- After the RPA is signed and dated, it is forwarded to Personnel for processing

FINDING THE INFORMATION NEEDED TO COMPLETE THE RPA

Information needed to complete an RPA can be found on the following reports in Schools Front End (SFE):

1. Position With Incumbent (PWI) – see job aid to access.
2. School Budget Signature Form – see job aid to access.

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

USING THE POSITION WITH INCUMBENT REPORT (PWI)

Position With Incumbent

Fund Center	1234501	ABC ELEMENTARY
Version	CM0	Current Modified Version
Fiscal Year	2020	

Italics = HR Data
O = Obsolete

1	2	3	4	5	6	7	8	9	10	11	
Position Job	Position Description Job Title	PSA Prog	PS Grp PS Level	Person # / ID Last Name, First Name	Incumbs	Employee Subgroup Description	Emp Status Pos Status	Start End	Hrs/Day Days/Wk	FTE Fund %	Salary Amount (w/ Benefits)
3000XXXX	SEC TCHR-JOURN 5 TITLV 2	CSXX	26	123456 / 123456	1 of 1	R1	Active	07/01/2017	6.000	1.00	117,632.00
11100736	SECONDARY TEACHER	13027	10	DOE, JANE		<i>Regular/Permanent</i>	Active	12/31/9999	5.000	100.00	
3000XXXX	SEC TCHR-ALG 4 MATH 1 TITLV 1	CSXX	23	654321/654321	1 of 1	R1	Active	07/01/2017	6.000	1.00	104,957.00
11100736	SECONDARY TEACHER	13027	10	DOE, JOHN		<i>Regular/Permanent</i>	Active	12/31/9999	5.000	100.00	

PWI Field		Field Description	RPA Field
1	Position	Position control number - 8 digit number used to identify a position	Position ID #
	Job	8 digit code that identifies the job class of the position	Job Code
2	Position Description	Enhanced Job Title assigned by Human Resources	n/a
	Job Title	Title of the position job class	Position /Title
3	PSA	Personnel Sub Area. 4 digit code that identifies position basis and calendar. The first 2 digits are basis and calendar. The last two digits are reserved for future use.	Personnel Sub Area
	Prog	5 digit code that identifies position funding source	n/a
4	PS Group	Pay Scale Group. For Classified incumbents this identifies their Job classification; for Certificated incumbents this identifies their pay schedule	n/a
	PS Level	Pay Scale Level. Identifies pay step of incumbent in position	n/a

**BUDGET SERVICES AND FINANCIAL PLANNING
SCHOOL FISCAL SERVICES**

PWI Field		Field Description	RPA Field
5	Person #/ID	Person ID of the Employee. Employee Number	Person ID
	Last Name, First Name	Last Name and First Name of position incumbent	Name
	Incumbs	Number of incumbents assigned to a position. (Should only be one.)	n/a
6	Employee Subgroup	Code that identifies incumbent's assignment status	n/a
	Description	Status of employee's assignment	n/a
7	Emp Status	Identifies employment status of incumbent	n/a
	Pos Status	Identifies the position as active, suspended or closed	n/a
8	Start	Budgeted start date of a position	n/a
	End	Budgeted end date of a position	n/a
9	Hrs/Day	Budgeted hours per day of a position	Hours per day
	Days/Wk	Budgeted days per week of a position	n/a
10	FTE	Full Time Equivalent For a Certificated position, 6 hours = 1.00 FTE. For a Classified position, 8 hours = 1.00 FTE.	n/a
	Fund %	% of position funded from a particular program. Position may be funded from various programs.	Comments if multi-funded
11	Salary Amount w/benefits	Budgeted amount of position including benefits	n/a

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

USING THE SCHOOL BUDGET SIGNATURE FORM

School Budget Signature Form

Fund Center	1234501 ABC ELEMENTARY
Fund	010-3010 GF-TIA Low-Inc&Neg
LAUSD Program	7S046 CE-NCLB T1 Schools
Version / Year	CM0 / 2020
Grant / Funded	110001 / OPR00000
Division	3B LOCAL DISTRICT NORTHWEST

BUDGET MAINTENANCE WORKSHEET			
Total Allocation	111,800.00		
Direct Budgeted	111,800.00		
Indirect Limit	0.00	0.000 %	
Budgeted	0.00	0.000 %	
COFE/FM/GM Docs	/ /		
Comment			
Status	B		

Budget Item Description	Line Type	Functional Area Commit Item	Job / Description	Person. Subarea	Position	P Stat	Start / End Date	Hrs/Day Days/Wk	Fund % FTE	Total Cost	Change
110151 COUNS SEC C1T 26/10	1POSITN	1110-3110-7S046 120021	12200533 Couns, Secondary School	CSXX	30300055 Name: Jane Doe	A	07/01/2019 06/30/2020	6.000 5.000	50.00 1.00	58,818.00	
27785 COMMUNITY REP C	1POSITN	1110-2100-7S046 290001	29105338 Community Representative	CSXX	30000001 Name: John Doe	A	07/01/2019 06/30/2020	3.000 5.000	85.00 0.38	9,458.00	
10376 TUTOR TCHR X TIME	2OTHS-L	1110-1000-7S046 110004	Tchr Sal-Supple/Oth				07/01/2019 06/30/2020			1,955.00	
12103 ITIN COUNS PSA C	2OTHS-L	1110-3110-7S046 120021	Guidance/Wel Sal-Reg				07/01/2019 06/30/2020			12,756.00	
13114 ITIN PSYCH SOC WKR C	2OTHS-L	1110-3110-7S046 120021	Guidance/Wel Sal-Reg				07/01/2019 06/30/2020			25,511.00	
40239 POTENTIAL FNDING VAR	3OTH-L	1110-1000-7S046 430098	Instr Mat Pot Fndg				07/01/2019 06/30/2020			2,740.00	
40269 SUPPLMTL INSTRL MAT	3OTH-L	1110-1000-7S046 430010	Instr Mat-Gen Purp				07/01/2019 06/30/2020			152.00	
50174 CURRICULAR TRIPS	3OTH-L	1110-1000-7S046 580012	Contract Bus Svcs				07/01/2019 06/30/2020			410.00	

Header Information

Form Fields	Field Description	RPA Field
1 Fund	SACS Fund. Combination of SACS Fund and Resource	SACS Fund
2 LAUSD Program	5 digit program code and program name	LAUSD Program Name

Details

Form Fields	Field Description	RPA Field
3 Description	Name of the item budgeted. Identifies the specific non-classroom position, e.g. Bridge Coordinator, Intervention Coordinator, Categorical Program Advisor	Position/Title
4 Functional Area	Combination of SACS Goal, SACS Function and SACS Program Code	Functional Area

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

STEPS TO COMPLETE THE RPA

Use the reports mentioned above to identify the appropriate position:

Step 1 – Access the Position With Incumbent Report

Step 2 – Identify all positions with the correct Job Title

Step 3 – Note the following:

- Prog – program restrictions may apply, e.g. teaching positions in Categorical Programs are subject specific
- Pos Status – position must be active
- Start /End (dates) – the period of employee’s assignment should fall within these dates
- Hrs/Day, Days/Wk – employee’s assignment should match the hours per day or days per week of the position
- Fund % - The Comments field on the RPA should reflect the position funding sources and the % of the position budgeted in each funding source. Funding % should total 100%.

Step 4 – Select the position to be filled. Note the position number and program code.

Step 5 – Access the School Budget Signature Form for the program details.

Complete the RPA with the information from the reports.

Step 6 – Using the Position With Incumbent Report and the School Budget Signature Form complete the required fields on the RPA.

Step 7 – Sign and submit the RPA to your Fiscal Specialist.