

CT-SBCH School Calendar Entry

The online School Calendar Entry form is now open for input. RMTS moments will be generated for the next school year based on this information. Accuracy is important as you do not want hours or days selected when the time study participant is not in school.

When you log into the School Based Claiming system, on the left hand navigation bar, under Administrative Claiming, you will see School Calendar. On the right will be a drop-down list to select the 'Fiscal Year' and your School District. Please be sure that you are working on the year to 2016.

The screenshot shows the 'Administrative Claiming' navigation menu on the left with 'School Calendar' highlighted. An arrow points from the 'School Calendar' menu item to the 'School Calendar Entry' title. Below the title is the 'General Information' section, which contains three dropdown menus: 'Fiscal Year' (set to 2015), 'School' (set to 2015), and 'District' (set to 2016). The 'District' dropdown is circled in red.

There are five sections to the School Calendar Guide:

1. General Information and Actions
2. Daily Time Schedule
3. Holiday/Vacation Days
4. Partial Days
5. Saving, Printing and Confirming Calendar Data

You must click 'Save' every 10 minutes or you will automatically be signed out of the system and unsaved data will be lost. Clicking Apply, Add or Print does not save data.

1. General Information and Actions

General Information

Fiscal Year: 2016 ▾

School District: ▾

Provider #:

* First Day for Staff: ▾

* Last Day for Staff: ▾

a) Choose your School District from the drop down menu. You will only be able to choose district(s) to which you have been assigned.

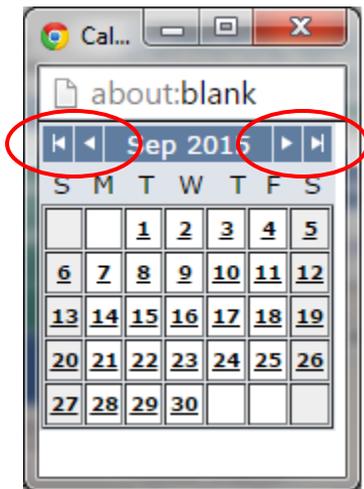
b) Enter the First and Last scheduled day for staff.

- Enter mm/dd/yyyy,

or

- Click on the drop-down arrow and select the date from the calendar. The single arrow moves forward or backward one month at a time. The arrow with the line moves one year at a time.

Note: The online screen may incorrectly indicate First and Last day for Students – For the Connecticut Schools, you should enter the First and Last Day of school that Staff are scheduled to work.



You must click 'Save' every 10 minutes or you will automatically be signed out of the system and unsaved data will be lost. Clicking Apply, Add or Print does not save data.

Actions

Confirm Calendar Data is Complete, then click Save

2. Daily Time Schedule

Daily Time Schedule (Please include staff work schedule (hours and days))

All School/Groups: Weekdays M T W Th F S Su Start Time: 07 30 AM End Time: 03 20 PM

School/Groups	Remove	Days	Start Time	End Time
Elementary	<input type="checkbox"/>	<input type="checkbox"/> Weekdays <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> Su	07 30 AM	03 20 PM
High School	<input type="checkbox"/>	<input type="checkbox"/> Weekdays <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> Su	07 30 AM	03 20 PM

- School/group names are populated using existing data from last year. If you wish to make changes to your work schedule group; complete the required form and submit to UMMS at schoolbasedclaiming@umassmed.edu.
- Enter the days of the week staff are in attendance (click 'Weekdays' to select Monday-Friday)
 - Note:* The schedule should be entered according to when staff is scheduled to work – even if students are not in attendance; professional development days are considered work days.
- Indicate the start of the school day (time staff arrive) and end of school day (time staff leave).
- Click the 'Apply to All' button to assign ALL school/groups this information.
- If different hours, repeat these steps for each school/group listed.

You must click 'Save' every 10 minutes or you will automatically be signed out of the system and unsaved data will be lost. Clicking Apply, Add or Print does not save data.

3. Holiday/Vacation Days

Holiday/Vacation Days (Please include other non work days for staff.)
 Daily Time Schedules above must be completed before this section.
 Please select a Holiday/Vacation Day from the dropdown or free type a holiday name, then enter date(s) and then click ADD.

Schools: Start Date: End Date: Add

Holiday/Vacation Day:

Schools	Description	Start Date	End Date	
All	Labor Day	09/07/2015	09/07/2015	✘
All	Columbus Day	10/12/2015	10/12/2015	✘
All	Veteran's Day	11/11/2015	11/11/2015	✘
All	Thanksgiving Recess	11/26/2015	11/27/2015	✘
All	Holiday Break	12/24/2015	01/01/2016	✘
All	Martin Luther King Jr. Day	01/18/2016	01/18/2016	✘
All	President's Day	02/15/2016	02/15/2016	✘
All	Good Friday	03/25/2016	03/25/2016	✘
All	Spring Recess	04/11/2016	04/15/2016	✘
All	Memorial Day	05/30/2016	05/30/2016	✘

- a) A pre-populated list for general holidays or vacations is listed with dates for "ALL" under Schools. If the description is populated with the wrong date, put in the correct day(s) off or date range.
 - Start and end dates can be edited in the list.
- b) If a school/group does not have the listed days off, please click the red ✘ on the right to delete the day(s). *By deleting the day(s), moments may be assigned to participants on that day.*
- c) If 'All' school/groups do not have the SAME pre-populated days off, you must select each group and indicate the holiday/vacation start and end date.

For example....

School/Groups: Holiday/Vacation:

Select each Group who will take Winter Recess

The end result will list only the groups taking the vacation. Do not list any group who will work during that time frame.

Schools: Start Date: End Date: Add

Holiday/Vacation Day:

Schools	Description	Start Date	End Date	
Middle 4-5 School	Winter Recess	12/20/2015	01/02/2016	✘
Elementary PK-3	Winter Recess	12/20/2015	01/02/2016	✘
Administrators	Winter Recess	12/20/2015	01/02/2016	✘

Note: if there is an existing pre-populated holiday for "All" and not all take the holiday or vacation, you must remove 'All' by clicking the ✘ then list the groups who have the day(s) off.

- d) If a school/group has days off that are not listed, please add them.

4. Partial Days

Partial Days (Please include days when staff will be present.)

Daily Time Schedules above must be completed before this section.

Please select School(s)/Group(s), if applicable, and enter date and time then click ADD.

Schools	Date	Start Time	End Time	
Elementary PK-3	11/10/2015	08 20 AM	12 10 PM	X
Middle 4-5 School	11/05/2015	07 55 AM	11 55 AM	X
High School	02/12/2016	07 45 AM	11 25 AM	X

a) If your school/group has partial (half) days, please indicate that here. For example, many staff are released early the day before Thanksgiving.

- Select the specific school/group from the drop down menu or 'All' if the partial day applies to all the school/groups.
- Enter the Start Date
 - i. Enter mm/dd/yyyy, or
 - ii. Click on the drop-down arrow and select the date from the calendar. The single arrow moves forward or backward one month at a time. The arrow with the line moves one year at a time.
 - iii. Enter the Start Time and End Time

Note: The form will default the end time to A.M., change this as appropriate.

- Click 'Add'

You must click 'Save' every 10 minutes or you will automatically be signed out of the system and unsaved data will be lost. Clicking Apply, Add or Print does not save data.

5. Saving, Printing and Confirming Calendar Data

It takes 2 Steps to complete the calendar entry process:

Step #1- Save your information. Printing the calendar is optional.

Step# 2- Click 'Confirm Calendar Data is Complete'. When you click this box, the calendar will be locked and you will not be able to edit it. You can call or email School Based Claiming for assistance if necessary.



Step #1 Save your information. You may click the appropriate icon to print a PDF version or an Excel version of your calendar.

Step #2 Click the box for 'Confirm Calendar Data is Complete' only when you have finished entering the entire calendar. Once you click the button, you will NO LONGER be able to edit your form.

Once you click the Confirm Calendar Data is Complete box, a confirmation that your data has been entered and is complete will appear.

Saved successfully. ←

School Calendar Entry(View Only)

↓

Status: **Locked (Confirmed Complete)** Last Submission Date: 05/04/2015 03:12 PM

General Information

Fiscal Year:	2016 ▼
School District:	(Locked-Confirmed Complete) ▼
Provider #:	SB009
First Day for Staff:	09/01/2015
Last Day for Staff:	06/30/2016



For further assistance, please e-mail SchoolBasedClaiming@umassmed.edu or call 1-800-535-6741 and press option 1.