

Pay Differential Proposal

01

MEMORANDUM

The requesting school, department, and program must compose a memorandum addressed to the following and submit it to the Federal Programs Office.

To: Lawrence F. Camacho, Ed.D
Commissioner of Education

Thru: Jacqueline Che
Federal Programs Officer

From: School / Department / Program

Subject: Pay Differential Proposal

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INFORMATION

The memorandum must state the required following information.
([Click Exemplar Proposal Memo](#)).

1. Purpose of the proposal (PD, training, work session, event, etc.)
2. Start and End Date of the proposal
3. Start and End Time (daily if more than one day)
4. Participants Name, Position Title, Rate, No. of Days.
5. Total budget including Fringe Benefit at 15.65%
6. Funding source account

03

PROCESS

Once concurred by the Federal Programs Officer, it will be forwarded to the Office of the Commissioner for approval.

Once approved by the Commissioner of Education, the Executive Secretary shall provide an electronic copy to the initiating requestor and copy the FPO Administrative Officer.

All proposals must be approved by COE prior to the implementation of the activity.

Pay Differential Payment

01

MEMORANDUM

The requesting school, department, and program must compose a memorandum addressed to the following and submit it to the Federal Programs Office.

To: Arlene Lizama
Finance Office

Thru: Jacqueline Che
Federal Programs Officer

From: School / Department /
Program

Subject: Pay Differential
Payment

02

SUPPORTING DOCS

- Memorandum to request payment ([click Exemplar Payment Request](#))
- Payment Summary ([click Exemplar Payment Summary](#))
- Attendance / Sign-in sheet that shows date, time-in, time-out ([click Exemplar Attendance](#))
- [§60-30.2-790 Pay Differentials](#)
- Copy of the approved proposal or ELO.

Please make a copy of the templates for your respective school, department, and program.

03

REVIEW

The Federal Programs Office staff will review the payment request for completeness.

If incomplete, FPO staff will work with the requesting school, department or program to clear any deficiencies.

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DEADLINE

Pay Differential Payment may be submitted at any time to the Federal Programs Office.

However, to meet the check run, the payment request must be complete without deficiency and certified by Wednesday, non-payroll week.