



The Following Article
Published by:
The Division of Financial Operations



Appeared in the
April 1, 2008
Edition of the Principal's Weekly Newsletter

**Update to the Enhanced Online Principal
Per Session Activity Request Application System**

On Monday, 31, the enhanced online principal per session application was implemented. This enhanced application allows additional functionality for submitting a request for a per session activity. The enhanced system enables you to track status of submitted requests and modify pending and approved requests. When you submit a request or modify a request, an e-mail notification is automatically sent to the appropriate superintendent for approval. Please note that all principal per session activities are capped at 400 hours. A waiver is automatically generated by the system if the total number of hours requested exceeds the cap. Once DHR approves the waiver, an e-mail notification will be sent to the appropriate superintendent for approval.

The Division of Financial Operations will host two follow-up webcasts on the new system on **Monday, April 7** at 3 p.m. and on **Tuesday, April 8** at 10 a.m. For these additional webcasts, please present questions relating to any issues that you are having with the enhanced online principal per session application. To register in advance of any of these sessions, visit www.learningtimes.net/dfopayrollwebcast.