

Ana Sofia Fernandez – Employment History with Eagle Pass ISD

Health Liaison 01/20/2016 – 07/20/2016

Grant Manager 07/21/2016 – 06/30/2020

Asst. FS Director for Bus & Events 07/01/2020 – 04/06/2022

Asst. Bus. Adm Director 04/07/2022 – 06-30-2024

Bus & Spec Events Officer 07/01/2024 - present

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

Job Title:	Business & Special Events Officer	Wage/Hour Status:	Exempt
Reports to:	Deputy Superintendent for Business & Finance	Pay Grade/Work Days:	7/226
Dept./School:	Business & Finance/DSC	Date Revised:	06/2024

Primary Purpose:

Assist the Director in the preparation, administration, and control of the district financial resources.

Qualifications:

Education/Certification:

Bachelor's degree in Business Administration or related field

Special Knowledge/Skills:

Ability to analyze and interpret financial data and applications

Ability to use personal computer and software to develop spreadsheets, databases and word processing documents

Ability to work with numbers in an accurate and rapid manner

Strong organizational, communication, public relations and interpersonal skills

Preferred Experience:

Preferred two (2) year experience in business or related field

Major Responsibilities and Duties:

Accounting

1. Assist the Director with carrying out department operations, including to assist with periodic review of data input.
2. Complies with district policies, including federal, state, and local rules, laws, and regulations.
3. Prepare, reconcile, and submit local, state, and federal reports as applicable. Also, prepare income balance sheets, statements, consolidated statements, and other statements and reports.
4. Assist with compiling financial documentation for the annual budget, annual financial audit, school board agendas etc.
5. Assist in developing and implementing procedures to ensure timely processing of employee payments, vendor payments, accounts payable invoices, requisitions, purchase orders, supplemental and taxpayer refunds, etc.
6. Assist with preparations of purchase orders, warehouse requisitions, payment authorizations, quotes, and charter bus transportation for student travel to include ordering and entering warehouse inventory.
7. Assist with the processing and submission of direct deposit for district employees and vendors in an accurate and timely manner.

8. Maintain and reconcile financial information in the districts accounting, accounts payable, budget, payroll, and purchasing online database systems. This includes maintains adequate balances in District's bank accounts for daily operations.
9. Prepare bank deposits by compiling data, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
10. Maintain and update litigation files and installment agreement. These include contracts of delinquent accounts, tax suits, foreclosures, and bankruptcies.
11. Pursue and obtain Assessor-Collector Certification through the Texas Department of Licensing and Regulations and remain certified as per TDLR requirements (travel required) as applicable.

Administration

12. Work with administrators, principals, directors, and staff regarding departmental policies and procedures. Assist with resolutions to complaints, concerns, issues, and problems as applicable. Assist with trainings as applicable.
13. Work cooperatively with all other departments, employees, vendors, taxpayers, and entities.
14. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records.
15. Maintain confidentiality of business & finance records to include employee salaries or other confidential information with the exception of an open records request by the Human Resources Department or the Deputy Superintendent for Business & Finance.

Records and Reports

16. Record, store, and analyze information using assigned software.
17. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
18. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records and financial statements.

Other

19. Performs all other duties and functions as assigned by the Deputy Superintendent for Business & Finance.
20. Responsible for the special events department to include event planning and execution.
21. Manage event budgets and track expenditures and ensure events are delivered within allocated resources.
22. Maintain confidentiality

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Reviewed by _____ Date _____

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

Job Title:	Asst. Business Administration Director	Wage/Hour Status:	Exempt
Reports to:	Business Director	Pay Grade:	7/226
Dept./School:	Business & Finance / DSC	Date Revised:	02/2022

Primary Purpose:

Assist the Director in the preparation, administration and control of the district financial resources.

Qualifications:

Education/Certification:

Bachelor's degree in accounting or business-related field

Special Knowledge/Skills:

Ability to analyze and interpret financial data

Ability to use personal computer and software to develop spreadsheets, databases and word processing documents

Ability to work with numbers in an accurate and rapid manner

Strong organizational, communication, public relations and interpersonal skills

Preferred Experience:

Two (2) years experience in business or related field

Major Responsibilities and Duties:

Accounting

1. Assist the Director with carrying out department operations, including assisting with periodic review of data input.
2. Complies with the District policies, as well as state and federal laws, and regulations.
3. Prepare, reconcile, and submit local, state and federal reports as applicable. Also, prepare income balance sheets, statements, consolidated statements, and other statements and reports.
4. Assist with compiling financial documentation for the annual budget, annual financial audit, school board agendas, etc.
5. Assist in developing and implementing procedures to ensure timely processing of employee payments, vendor payments, accounts payable invoices, requisitions, purchase orders, supplemental and taxpayer refunds, etc.
6. Assist with preparations of purchase orders, warehouse requisitions, payment authorizations, quotes, and charter bus transportation for student travel to include ordering and entering warehouse inventory.
7. Assist with processing and submission of direct deposit for district employees and vendors in an accurate and timely manner.

8. Maintain and reconcile financial information in the districts account, accounts payable, budget, payroll, and purchasing online database systems. This includes adequate balances in District's bank accounts for daily operations.
9. Prepare bank deposits by compiling data, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
10. Maintain and update litigation files and installment agreement, these include contracts of delinquent accounts, tax suits, foreclosures, and bankruptcies.
11. Pursue and obtain Assessor-Collector Certification through the Texas Department of Licensing and Regulations and remain certified as per TDLR requirements (travel required) as applicable.

Administration

12. Works with administrators, principals, directors, and staff regarding departmental policies and procedures. Assist with resolutions to complaints, concerns, issues, and problems as applicable.
13. Work cooperatively with all other departments, employees, vendors, taxpayers, and entities.

Records and Reports

14. Record, store, and analyze information using accounting software.
15. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
16. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records and financial statements.

Other

24. Maintain confidentiality of information.
25. Performs other tasks and assumes such responsibilities as may be assigned by the Business & Finance Director and/or Deputy Superintendent for Business & Finance.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

Job Title: Assistant Food Service Director

Exemption Status/Test: Exempt

Reports to: Food Service Director

Pay Grade/Work Days: 7/226

Dept./School: Food Service/Multiplex

Date Revised: 11/29/17

Primary Purpose:

Assist in directing and managing the child nutrition operation of the district. Plan and implement programs that meet regulatory and nutritional requirements for students, promote development of sound nutritional practices, and maintain a safe and sanitary environment.

Qualifications:

Education/Certification:

Bachelor's degree or equivalent educational experience with academic major in food and nutrition, dietetics, home and consumer sciences, food service management, nutrition education, culinary arts, business, or a related field.

Special Knowledge/Skills:

Knowledge of menu planning, food purchasing, and preparation of foods in food service environment
Ability to conduct on-site inspections of food service facilities districtwide
Ability to manage budget and personnel
Ability to implement policy and procedures
Ability to interpret data
Strong organization, communication, and interpersonal skills

Preferred:

Three years experience in food service management
Eight hours of food safety training

Major Responsibilities and Duties:

Food Service Operations

1. Assist in directing and managing district's child nutrition programs.
2. Help develop menus that meet established nutritional requirements for students.
3. Work cooperatively with campus principals to create lunch schedules and resolve personnel issues.
4. Assist in establishing and directing process of providing free and reduced lunch applications following United States Department of Agriculture and Texas Education Agency guidelines for meal eligibility and reimbursement of federal funds.
5. Help develop and maintain written procedures for all food service operations.

Budget and Inventory

6. Help develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed prudently.
7. Work cooperatively to develop and implement a cost-effective and efficient food procurement and inventory system that meets both federal and Texas Education Agency (TEA) standards.
8. Assist with the evaluation of formal bids and make recommendations for the awarding of contracts for school board approval.
9. Help approve and forward invoices and purchase orders for food service department to accounting department.
10. Assist in developing and implementing inventory and stock control program for equipment and supplies and recommend replacement and disposal of obsolete equipment as necessary.

Policy, Reports, and Law

11. Help Implement federal and state law, State Board of Education rule, and board policy.
12. Compile, maintain, and file all reports, records, and other documents required.
13. Ensure that employee time records are accurately maintained and data necessary to process food service payroll is delivered in a timely manner.

Personnel Management

14. Assist in electing, training, supervising, and evaluating staff and make recommendations relative to assignment, retention, discipline, and dismissal.
15. Help prepare, review, and revise job descriptions for food service department positions.
16. Assist in developing training options and improvement plans to ensure exemplary operation in the food service area.

Safety

17. Ensure that measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouses.
18. Maintain safety standards that confirm with federal, state, and insurance regulations and develop a program of preventive safety.
19. Organize and conduct training programs to promote safe food handling and a safe work environment.

Supervisory Responsibilities:

Assist in supervising, evaluating, and recommending the hiring and firing of campus cafeteria managers, supervisors, and support staff assigned to the food service department.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; district vehicle

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

Job Title: Grant Manager

Wage/Hour Status: Exempt

Reports to: Deputy Supt for C&I

Pay Grade/Work Days: 7/8/226

Dept./School: DSC/C&I

Date Revised: 01/11/18

Primary Purpose:

Manage assigned grants and serve as the point of contact for the school district with the Health Futures of Texas (HFTX) staff and its team of evaluators, trainers, and other consultants. Serve as the advocate for the *Big Decisions* grant program, communicating with the District personnel about the project and disseminating information to staff, parents, and students about the project. Also serves as a liaison for the District with the HFTX grant team, bringing information, questions, concerns, and suggestions to the grant team from District employees, students, and parents, as well as community members.

Qualifications:

Education/Certification:

Bachelor's Degree; Bachelor of Science in Nursing is preferred
Valid Texas Drivers License

Special Knowledge/Skills:

Computer software literacy, including Microsoft Office applications
Strong organizational, communication, and interpersonal skills
Strong skills in developing and maintain working relationships with community leaders, parents, youth, and school district personnel
Demonstrated ability to work independently and as a team member with minimum supervision
Demonstrated ability to relate to people of varied ethnicities, ages, backgrounds, and abilities
Demonstrated understanding and acceptance of the mission, role and character of teen pregnancy prevention programs

Experience:

Major Responsibilities and Duties:

Program Management

1. Manage and keep required documentation of assigned grants.
2. Work closely with the HFTX Program Coordinator.
3. Assist and attend regular meetings with the Community Advisory Group.
4. Recruit a focus group of parents.
5. Recruit a focus group of 9th grade students.
6. Develop and conduct student engagement activities each school year.

7. Plan the pilot and full implementation of the programs in the District.
8. Identify, develop and promote service linkages in the community.

Administration

9. Assist with arranging meetings (and attend meetings) with grant team members with parents, students and the District's School Health Advisory Council (SHAC).
10. Conduct in-depth needs and resources assessment for the District's community.
11. Identify referral resources for the District's community.
12. Troubleshoot challenges to implementation.
13. Conduct a pilot of each version of the Big Decisions and implementation of the full program in the District.
14. Obtain approval from the District for pilot and implementation plans, as needed.

Personnel

15. Prepare district staff for implementation of the program.
16. Receive and process feedback about the project from students, parents, community, and District staff.
17. Conduct monthly conference calls with the project team
18. Conduct annual project meetings.

Professional Development

19. Assist in developing a plan for providing ongoing professional development and support for staff and facilitators.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

SPECIAL FUNDING: Employment in federally or categorically funded positions is expressly conditioned on the availability of funding for this position. If full funding becomes unavailable, the employee is subject to termination or nonrenewal, as applicable. Grant begins 2015-2016 school year and is estimated for 4 years.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

Eagle Pass Independent School District
Human Resources Employee Status Change Form
587 Madison St. - Eagle Pass, Texas 78852

F-230 #: 2398

School Board Agenda Required: , NO,
Superintendent's Agenda Required: , YES, 6/16/2025
HR Employee Letter Required: , NO

Employee Required Information

Supplemental Allowance

Employee Status: Current Employee

Employee ID:

Employee Name: Ana Sofia Fernandez,

Current Position Information: Business & Special

Events Officer, Pay Grade:007, No. Days: 226,

Campus/Dept.: 726 - Business & Finance

New Position Information as applicable

New Position: Pay Grade: , No. Days: ,

Campus/Dept:

Please select one: Non-TRS Retiree

Non-TRS Retiree: Equivalent Hrs per Week: ,

%FTE: 100, Hours per Day/Month:

TRS Retiree: Equivalent Hrs per Week: , %FTE: ,

Hours per Month:

Yes

Section 1: Previous Employee Information

Employee Replacement Information:

Employee ID: , Employee Name: , Position:

, Campus/Dept.: , Pay Grade: , Working Days: , Hours per Week:

Section 2: Supplemental

Current: - - ,

Add: 5000.00 - 00 - Election Stipend,

Delete: - -

Previous Employee Information: Employee Name: Diana Deniz Brown, Employee ID: 7121, Benefits & Risk Management Director

Section 3: Employee Leave

Section 4: Start/End Dates

Start Date: 7/1/2025 End Date:

Section 5: Additional Information for Change

Adding Election Stipend to replace Diana Deniz Brown

Section 6: Account Number(s)

Current Account: 199-41-6119-00-726-5-99000-Percentage: 100 %

New Account: 199-41-6119-00-726-5-99000-Percentage: 94 %; 199-41-6118-01-726-5-99000-Percentage: 6 %

F-230 Notes by Deputy Supt. for B&F:

Approved By

Step	Name	Account	Date
Form Submitted	Tohui L. Valero	EPISD\lvalero	06/16/2025 03:18 PM
Organization Approval	Susana Perez	EPISD\sperez	06/17/2025 07:55 AM
DSC Approval	Imelda Urbina	EPISD\iurbina	06/26/2025 01:52 PM
Organization Approval	Jesus A. Costilla	EPISD\jcostilla	06/26/2025 02:29 PM
DSC Approval	Tohui L. Valero	EPISD\lvalero	07/10/2025 02:40 PM
DSC Approval	Gaby Vandermael	EPISD\gvandermaal	07/10/2025 02:52 PM
DSC Approval	Ismael Mijares	EPISD\imijares	07/16/2025 08:38 AM
DSC Approval	Ismael Mijares	EPISD\imijares	07/16/2025 08:40 AM
Deputy Supt. For Business and Finance Approval	Ismael Mijares	EPISD\imijares	07/16/2025 08:42 AM

Verified by Human Resources

1. li Date: 8/4/25
 2. Pat M. Di Date: 7/23/25
 XC. JP. Date: 8/5/25

Verified by Payroll

1. D. Chan Date: 7-16-25
 2. Ana Karina Cedeno Date: 7/16/25
 XC. 7-15-25 Date: _____

APPROVED F-230

EAGLE PASS I.S.D.
PAYROLL DEPARTMENT
TEACHER CALCULATION SHEET

NAME: Ana Sofia Fernandez **Position:** Bus. & Special Events Officer **I.D.:** _____ **Pay Grade:** 007

REASON: Adding Election Stipend

	ACCOUNT NUMBER	2024-2025	No. of Days	%	2025-2026	No. of Days	%	
1	BASE SALARY	199 41 6119 00 726 599 000	\$ 75,942.00	226	100%	\$ 75,942.00	226	94%
2.	Election Stipend	199 41 6118 01 726 599 000	\$ -		0%	\$ 5,000.00		6%
3.			\$ -		0%	\$ -		0%
4.			\$ -		0%	\$ -		0%
5.			\$ -		0%	\$ -		0%
6.			\$ -		0%	\$ -		0%
7.			\$ -		0%	\$ -		0%
			\$ 75,942.00	226	100%	\$ 80,942.00	226	100%
8	Travel*		\$ 3,000.00		100%	\$ 3,000.00		100%
*Travel stipend not part of salary								
			\$ 336.03			\$ 358.15		

Difference: \$ 5,000.00

 6/16/21
Payroll Director or Designee

2025-2026				
MANUAL TRADE STIPENDS (CALCULATED IN SALARY)				
Account 199-61-6128-00-XXX-XXX				
Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Skilled A/C Mechanic (License is required: Position does not require license)	055	2	\$ 15,000.00	\$ 30,000.00
Master Gen. Const. Facil. & Maint. (License is required for position)	056	2	\$ 20,000.00	\$ 40,000.00
Master Welder (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Maintenance (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Carpenter (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Electrician (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master HVAC (License is required for position)	056	2	\$ 20,000.00	\$ 40,000.00
SPVR/Master Plumber (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master of Special Project (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR. Field Maint. & Operations (License not required: Additional duties for position)	056	1	\$ 20,000.00	\$ 20,000.00
Total		13	\$ 195,000.00	\$ 250,000.00
The Stipend(s) is subject to the following: 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime. 2.) State License is required for the position. Maintaining your state license and/or master certificate in good standing and providing the District evidence of such on an annual basis. 3.) Will be required to obtain permits as applicable. 4.) The City of Eagle Pass Code Compliance requiring the District to have on staff an employee with your professional trade license. 5.) The payment for the state license will continue to be the sole responsibility of the employee. 6.) The payment for the continuing education course(s) will continue to be the sole responsibility of the employer. 7.) The department administrator must submit an F-230 when a change occurs. 8.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District or if your license expires, or is terminated, cancelled, or suspended. 9.) \$20,000 Stipend is for Supervisor/Master Pay Grade 056 with State License. \$15,000 Stipend is for Pay Grade 055 with State License.				
POLICE OFFICER RANKING STIPENDS (CALCULATED IN SALARY)				
Account: 199-52-6129-00-819-X99				
Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Lieutenant	006	1	\$ 10,000.00	\$ 10,000.00
Sergeant	006	6	\$ 7,000.00	\$ 42,000.00
Corporal	006	4	\$ 5,000.00	\$ 20,000.00
Investigator	006	2	\$ 5,000.00	\$ 10,000.00
K-9 Officer	006	2	\$ 5,000.00	\$ 10,000.00
Total		15	\$ 32,000.00	\$ 92,000.00
The Stipend(s) is subject to the following: 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime. 2.) The department administrator must submit an F-230 when a change occurs. 3.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District. 4.) Stipend based on additional duties assigned to these positions.				
ELECTION STIPEND (CALCULATED IN SALARY)				
Account: 199-41-6118-01-726-X99/199-41-6118-95-726-X99/199-41-6129-96-726-X99				
Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Duly Appointed Agents	006-020	6	\$ 5,000.00	\$ 30,000.00
Total		6	\$ 5,000.00	\$ 30,000.00
The Stipend(s) is subject to the following: 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime. 2.) The stipend applies on a yearly basis during election & non-election year. 3.) The department administrator must submit an F-230 when a change occurs. 4.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District. 5.) Stipend based on additional duties assigned to these positions.				

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230
THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

{A} Employee Status: ☐ New ☒ Current ☒ Full-Time ☐ Part-Time ☐ Sub ☐ TRS Retiree Yes ☐ No ☒

☐ Other: _____ Fringe Benefits: ☒ Yes ☐ No Hrs per Week: _____

Name: Fernandez Ana Sofia
Last First M.

I.D. /Soc Sec #: _____ Campus/Dept: 726-BUSINESS & FINANCE

Degree: ☐ BA/BS ☐ MA/MS Pay Grade: 7 Work Days: 226 Years of Exp: _____

Job Title: Business & Special Events Officer Job Code: BSEO

Effective Date of Change: _____ Board/Supt. Agenda Date: 6/16/25

Account Code(s): see attachment

{B} Salary or Rate (Salary Calculation Form Attached):

☐ Pay Grade Minimum ☐ Per Supplemental/Salary Schedule
☐ Hourly Rate _____ ☐ Other _____

{C} Employee Status Change (HR Employee Letter Attached as applicable):

☐ FMLA ☐ WC ☐ Extended Leave ☐ New Job Title _____
☐ Pay Grade Reclassification ☐ New Job Code _____
☐ Promotion ☐ New Pay Grade _____
☐ Resignation/Termination ☐ Reassignment _____
☐ Retirement ☐ Transfer _____
☐ Supplemental ☐ Add ☐ Delete ☒ Other Add Election Stipend \$5000.00

Additional Info: see attachment

RECEIVED
PAYROLL DEPT.

JUL 08 2025

Account Code(s): _____

SCHOOL YEAR
2025-2026

1.) L.M.D. 6/19/25
HUMAN RESOURCES OFFICER DATE

2.) [Signature] 6/26
EXECUTIVE DIRECTOR FOR HR DATE

3.) [Signature] 6-26-25
DEPUTY SUPT. FOR BUS & FIN. DATE

4.) _____
SUPERINTENDENT DATE

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES
SALARY CALCULATION FORM
(EMPLOYEE FILE)

NAME: Ana Sofia Fernandez ID#: _____
PREVIOUS EMPLOYEE: _____ ID#: _____
(AS APPLICABLE)

I. ASSIGNMENT

Change effective date:

VACANCY: <input type="checkbox"/>	NEW POSITION: <input type="checkbox"/>	Other: <input checked="" type="checkbox"/> Add Election Stipend
POSITION: Business & Special Events Officer	PREVIOUS POSITION: Business & Special Events Officer	
LOCATION: Business & Finance Dept.	LOCATION: Business & Finance Dept.	
PAY GRADE: 07	PAY GRADE: 07	
BASE PAY: \$75,942.00	BASE PAY: \$75,942.00	
ADDITIONAL PAY: \$	ADDITIONAL PAY: \$	
STIPEND(S): \$5000.00	STIPEND(S): \$	
TOTAL PAY: \$80,942.00	TOTAL PAY: \$75,942.00	HRS:
DAILY/HRLY RATE: \$358.15	DAILY/HRLY RATE: \$336.03	DAYS: 226
TRAVEL: \$3000.00	TRAVEL: \$3000.00	
ACCOUNT CODE: 199-41-6119-00-726-599-000 94%	ACCOUNT CODE: 199-41-6119-00-726-599-000 100%	
199-41-6118-01-726-599-000 6%	199-41-6139-00-726-599-000 100%	
199-41-6139-00-726-599-000 100%		

*May not add up due to rounding.

II. CERTIFICATION

CURRENTLY CERTIFIED: YES: ☐ NO: ☐ N/A: ☐

CERTIFICATION AREA(S): _____

STANDARD: ☐ ALTERNATIVE: ☐ NON-RENEWABLE PERMIT: ☐

EMERGENCY PERMIT:

OTHER:

III. EXPERIENCE

EPISD (PARA-PROF) EXPERIENCE: 0 year(s) EPISD (PROF) EXPERIENCE: 8 year(s)
OTHER EXPERIENCE: 0 year(s) TOTAL EXPERIENCE: 8 year(s)
PROFESSIONAL PAY STEP EXPERIENCE: 8 year(s)

VERIFIED: [Signature]
Human Resources Officer

RECEIVED
PAYROLL DEPT.
JUL 08 2025
SCHOOL YEAR
2025-2026

APPROVED: [Signature]
Executive Director for HR

[Signature] 6-26-25
Deputy Superintendent for B&F

This form is required when there is a change in Base Pay, Additional Pay, Stipend(s) included with annual salary, and Travel as approved on a Superintendent's Agenda or at a School Board Meeting as applicable. This form is not required for employee pay increases recommended by the Superintendent and approved by the School Board as part of the Annual Budget.

FOR PAYROLL USE ONLY*	
PROCESSED BY: <u>[Signature]</u> 7/16/25	*VERIFIED BY: <u>Ana Ojeda</u> 7/16/25
HUMAN RESOURCES/PAYROLL DATE	HUMAN RESOURCES/PAYROLL DATE
EFFECTIVE PAY PERIOD: <u>7.15.25</u>	
*EMPLOYEE THAT VERIFIES MAY NOT COMPLETE THE FOR PAYROLL USE ONLY SECTION. DIFFERENT EMPLOYEE MUST PROCESS AND VERIFY FOR PAYROLL USE SECTION. **MUST ATTACH COPY OF THE ITCCS REGION 20 WPRS321 EMPLOYEE PAY INFORMATION SCREEN AND PROVIDE HR AND RISK MANG. DIR. WITH COPY OF FULLY SIGNED FORM	

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230
THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

{A} Employee Status: ☐ New ☒ Current ☒ Full-Time ☐ Part-Time ☐ Sub ☐ TRS Retiree Yes ☐ No ☒

☐ Other: _____ Fringe Benefits: ☒ Yes ☐ No Hrs per Week: _____

Name: Fernandez Ana Sofia
Last First M.

I.D. /Soc Sec #: _____ Campus/Dept: 726-BUSINESS & FINANCE

Degree: ☐ BA/BS ☐ MA/MS Pay Grade: 7 Work Days: 226 Years of Exp: _____

Job Title: Business & Special Events Officer Job Code: BSEO

Effective Date of Change: _____ Board/Supt. Agenda Date: 6/16/25

Account Code(s): see attachment

{B} Salary or Rate (Salary Calculation Form Attached):

☐ Pay Grade Minimum ☐ Per Supplemental/Salary Schedule
☐ Hourly Rate _____ ☐ Other _____

{C} Employee Status Change (HR Employee Letter Attached as applicable):

<input type="checkbox"/> FMLA	<input type="checkbox"/> WC	<input type="checkbox"/> Extended Leave	<input type="checkbox"/> New Job Title _____
<input type="checkbox"/> Pay Grade Reclassification			<input type="checkbox"/> New Job Code _____
<input type="checkbox"/> Promotion			<input type="checkbox"/> New Pay Grade _____
<input type="checkbox"/> Resignation/Termination			<input type="checkbox"/> Reassignment _____
<input type="checkbox"/> Retirement			<input type="checkbox"/> Transfer _____
<input type="checkbox"/> Supplemental	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input checked="" type="checkbox"/> Other <u>Add Election Stipend \$5000.00</u>

Additional Info: see attachment

Account Code(s): _____

1.) Pam M. D. 6/19/25
HUMAN RESOURCES OFFICER DATE

2.) [Signature] 6/26/25
EXECUTIVE DIRECTOR FOR HR DATE

3.) [Signature] 6-26-25
DEPUTY SUPT. FOR BUS & FIN. DATE

4.) _____
SUPERINTENDENT DATE

"The Eagle Pass Independent School District is an Equal Opportunity Employer, M/W/D/V." Revised 11/2021

EAGLE PASS I.S.D.
PAYROLL DEPARTMENT
TEACHER CALCULATION SHEET

NAME: Ana Sofia Fernandez **Position:** Bus. & Special Events Officer **I.D.:** **Pay Grade:** 007

REASON: Adding Election Stipend

		ACCOUNT NUMBER	2024-2025	No. of Days	%	2025-2026	No. of Days	%
1	BASE SALARY	199 41 6119 00 726 599 000	\$ 75,942.00	226	100%	\$ 75,942.00	226	94%
2.	Election Stipend	199 41 6118 01 726 599 000	\$ -		0%	\$ 5,000.00		6%
3.			\$ -		0%	\$ -		0%
4.			\$ -		0%	\$ -		0%
5.			\$ -		0%	\$ -		0%
6.			\$ -		0%	\$ -		0%
7.			\$ -		0%	\$ -		0%
			\$ 75,942.00	226	100%	\$ 80,942.00	226	100%
8	Travel*	199 41 6139 00 726 599 000	\$ 3,000.00		100%	\$ 3,000.00		100%
*Travel stipend not part of salary								
			\$ 336.03			\$ 358.15		

Difference: \$ 5,000.00

 6.26.24
Payroll Director or Designee

2025-2026				
MANUAL TRADE STIPENDS				
(CALCULATED IN SALARY)				
Account 199-51-6128-00-XXX-XXX				
Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Skilled A/C Mechanic (License is required: Position does not require license)	055	2	\$ 15,000.00	\$ 30,000.00
Master Gen. Const. Facil. & Maint. (License is required for position)	056	2	\$ 20,000.00	\$ 40,000.00
Master Welder (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Maintenance (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Carpenter (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Electrician (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master HVAC (License is required for position)	056	2	\$ 20,000.00	\$ 40,000.00
SPVR/Master Plumber (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master of Special Project (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR. Field Maint. & Operations (License not required: Additional duties for position)	056	1	\$ 20,000.00	\$ 20,000.00
Total		13	\$ 195,000.00	\$ 250,000.00
The Stipend(s) is subject to the following: 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime. 2.) State License is required for the position. Maintaining your state license and/or master certificate in good standing and providing the District evidence of such on an annual basis. 3.) Will be required to obtain permits as applicable. 4.) The City of Eagle Pass Code Compliance requiring the District to have on staff an employee with your professional trade license. 5.) The payment for the state license will continue to be the sole responsibility of the employee. 6.) The payment for the continuing education course(s) will continue to be the sole responsibility of the employer. 7.) The department administrator must submit an F-230 when a change occurs. 8.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District or if your license expires, or is terminated, cancelled, or suspended. 9.) \$20,000 Stipend is for Supervisor/Master Pay Grade 056 with State Licence. \$15,000 Stipend is for Pay Grade 055 with State Licence.				
POLICE OFFICER RANKING STIPENDS				
(CALCULATED IN SALARY)				
Account: 199-52-6129-00-819-X99				
Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Lieutenant	006	1	\$ 10,000.00	\$ 10,000.00
Sergeant	006	6	\$ 7,000.00	\$ 42,000.00
Corporal	006	4	\$ 5,000.00	\$ 20,000.00
Investigator	006	2	\$ 5,000.00	\$ 10,000.00
K-9 Officer	006	2	\$ 5,000.00	\$ 10,000.00
Total		15	\$ 32,000.00	\$ 92,000.00
The Stipend(s) is subject to the following: 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime. 2.) The department administrator must submit an F-230 when a change occurs. 3.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District. 4.) Stipend based on additional duties assigned to these positions.				
ELECTION STIPEND				
(CALCULATED IN SALARY)				
Account: 199-41-6118-01-726-X99/199-41-6118-95-726-X99/199-41-6129-96-726-X99				
Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Duly Appointed Agents	006-020	6	\$ 5,000.00	\$ 30,000.00
Total		6	\$ 5,000.00	\$ 30,000.00
The Stipend(s) is subject to the following: 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime. 2.) The stipend applies on a yearly basis during election & non-election year. 3.) The department administrator must submit an F-230 when a change occurs. 4.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District. 5.) Stipend based on additional duties assigned to these positions.				

Eagle Pass Independent School District
Human Resources Employee Status Change Form
587 Madison St. - Eagle Pass, Texas 78852

F-230 #: 1412

Employee Information

Employee Name: Ana Sofia Fernandez
ID: Pay Grade: 007 - 007
Current Employee,
TRS Retiree:
Working days: 226 to 226, - hours per week
Position: Asst. Business & Finance Director -
Business & Special Events Officer at 726 -
Business & Finance - 726 - Business & Finance
Employee Leave:

Reason for change: Title change to Business & Special Events Officer as per approved 2024-2024 Professional Hiring Schedule
New Title with No change in Pay complete section 5 and 6

Start Date: End Date:

New Position or Employee Reassignment/Transfer
at
replacing

Part-Time w/No Benefits Per Week: - Part-Time w/No Benefits Hours Per Month:

Supplemental:

Current: - -

Add: - -

Delete: - -

Previous Employee Information: , ID ,

Employee Leave:

Current Account: 199-41-6119-00-726-4-99000-Percentage: 100 %

New Account: 199-41-6119-00-726-4-99000-Percentage: 100 %

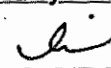
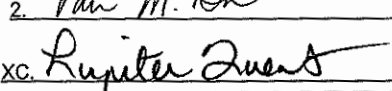
Additional Information for Change: Title change to Business & Special Events Officer as per approved 2024-2024 Professional Hiring Schedule

F-230 Notes by Deputy Supt. for B&F:

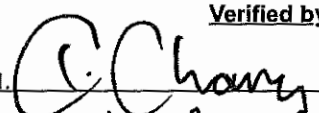
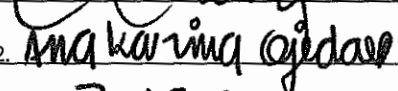
Approved By

Step	Name	Account	Date
Form Submitted	Tohui L. Valero	EPISD\lvalero	05/30/2024 09:22 AM
Create Req #	Workflow	_workflow	05/30/2024 09:22 AM
Organization Approval	John Cox	jcox@eaglepassisd.net	05/30/2024 11:26 AM
Organization Approval	Jesus A. Costilla	EPISD\costilla	06/04/2024 02:09 PM
DSC Approval	Tohui L. Valero	EPISD\lvalero	07/01/2024 10:40 AM
DSC Approval	Gaby Vandermaal	EPISD\gvandermaal	07/01/2024 10:42 AM
Deputy Supt. For Business and Finance Approval	Ismael Mijares	EPISD\imijares	07/01/2024 02:58 PM

Verified by Human Resources

1.  Date: 7/17/24
2. Paul M. Davis Date: 7/16/24
XC.  Date: 7/18/24

Verified by Payroll

1.  Date: 7-3-24
2.  Date: 7/3/24
XC. 7-15-24 Date:

APPROVED F-230

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230
THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

{A} Employee Status: ☐ New ☒ Current ☒ Full-Time ☐ Part-Time ☐ Sub ☐ TRS Retiree Yes ☐ No ☒

☐ Other: _____ Fringe Benefits: ☐ Yes ☐ No Hrs per Week: _____

Name: Fernandez Ana Sofia
Last First M.

I.D. /Soc Sec #: _____ Campus/Dept: 726-BUSINESS & FINANCE

Degree: ☒ BA/BS ☐ MA/MS Pay Grade: 7 Work Days: 226 Years of Exp: _____

Job Title: Asst. Bus Ad. Director Job Code: ABAD

Effective Date of Change: 07/01/24 Board/Supt. Agenda Date: 06/17/24

Account Code(s): see attached

{B} Salary or Rate (Salary Calculation Form Attached):

☐ Pay Grade Minimum ☐ Per Supplemental/Salary Schedule
☐ Hourly Rate _____ ☐ Other _____

{C} Employee Status Change (HR Employee Letter Attached as applicable):

<input type="checkbox"/> FMLA	<input type="checkbox"/> WC	<input type="checkbox"/> Extended Leave	<input checked="" type="checkbox"/> New Job Title	<u>Bus & Special Events Officer</u>
<input type="checkbox"/> Pay Grade Reclassification			<input checked="" type="checkbox"/> New Job Code	<u>BSEO</u>
<input type="checkbox"/> Promotion			<input type="checkbox"/> New Pay Grade	_____
<input type="checkbox"/> Resignation/Termination			<input type="checkbox"/> Reassignment	_____
<input type="checkbox"/> Retirement			<input type="checkbox"/> Transfer	_____
<input type="checkbox"/> Supplemental	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input checked="" type="checkbox"/> Other	<u>Title Change</u>

Additional Info: _____

Account Code(s): _____

1.) Patricia M. Davis 6/18/24
HUMAN RESOURCES OFFICER DATE

2.) Jim Arturo Cardella 6/18
EXECUTIVE DIRECTOR FOR HR DATE

3.) _____
DEPUTY SUPT. FOR BUS. & FIN. DATE

4.) [Signature] 6-20-24
SUPERINTENDENT DATE

Title change to Job Code BSEO

Inbox (4) - pgarcia@eaglepassisd.net - Eagle Pass Inde...

ASCENDER Application Directory

Personnel - Staff Demographic - Employee 009423 FER...

P:

Maintenance > Staff Job/Pay Data

Payroll

Save

Employee: FERNANDEZ, ANA SOFIA

Retrieve

Directory

Documents

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		ABAD - ASST BUS ADM DIRECTOR	23 - TRAVEL STIPEND	B	199-41-6139.00-726-499000	3,000.00	100.000%
					Total:	3,000.00	100.000%
		ABAD - ASST BUS ADM DIRECTOR		G	199-41-6119.00-726-499000	75,942.00	100.000%
					Total:	75,942.00	100.000%

Rows: 1 of 2 [Refresh Totals](#)

[Add](#)

Job Code: ABAD - ASST BUS ADM DIRECT

Extra Duty Code: 23 TRAVEL STIPEND B

Account Type: B Non-TRS taxable bus allow

Account Code: 199-41-6139.00-726-499000

Description: EMPLOYEE ALLOWANCES

Amount: 3,000.00 out of 3,000.00

Percent: 100.000%

Activity Code: 79 Other Supplemental

Re-sort

TRS Grant Code:

Worker's Comp Code:

Expense 373: N Account not used in ASB dist

Employer Contribution: ☐

Performance Pay: ☐

EAGLE PASS INDEPENDENT SCHOOL DISTRICT PROFESSIONAL HIRING SCHEDULE 2024-2025

BASED ON \$55,000 STARTING SALARY

PAY STEP EXPERIENCE	STATE MINIMUM	LOCAL SALARY*	PROFESSIONAL SUPPORT POSITIONS	ADDITIONAL PAY***
0	33,660	55,000	BUSINESS & SPECIAL EVENTS OFFICER	5,500
1	34,390	55,050	COUNSELOR- HEAD HIGH SCHOOL	10,000
2	35,100	55,100	COUNSELOR- HEAD JR. HIGH	7,000
3	35,830	55,150	COUNSELOR - LICENSED PROFESSIONAL	7,000
4	37,350	55,200	COUNSELOR	6,000
5	38,800	55,300	LIBRARIAN: LEARNING RESOURCE CERTIFICATION	4,000
6	40,410	55,400	LIBRARIAN: LEARNING RESOURCE ENDORSEMENT	3,750
7	41,830	55,500	SPECIAL EDUCATION:	
8	43,170	55,600	ASSESSMENT SPECIALIST	4,000
9	44,440	55,700	DIAGNOSTICIAN	6,000
10	45,630	55,800	LICENSED SPECIALIST- SCHOOL PSYCHOLOGY	7,500
11	46,770	55,900	LICENSED SPEECH PATHOLOGIST	17,000
12	47,850	56,000	PHYSICAL THERAPIST	5,500
13	48,850	56,100	PHYSICAL THERAPIST ASST.	3,500
14	49,810	56,200	SPEECH THERAPIST	5,500
15	50,710	56,300	SPEECH PATHOLOGIST ASSISTANT	3,500
16	51,570	56,400	TEACHER-AUDITORY/VISUALLY IMPAIRED	3,000
17	52,370	56,500	PEP SUPERVISOR	1,500
18	53,140	56,600	PUBLIC INFORMATION OFFICER	5,500
19	53,860	56,700	REGISTERED NURSE	2,150
20**	54,540	56,800	SOCIAL WORKER	1,500

*LOCAL SALARY STEP AMOUNT OF \$50/\$100 IS BASED ON 187 WORKING DAYS AND IS PRORATED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE. THE LOCAL SALARY STEP INCREASE IS NOT STATE MANDATED AND IS NOT AUTOMATIC. IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

**NEW HIRED TEACHERS, COUNSELORS, LIBRARIANS, AND RNS, INCLUDING PREVIOUSLY EMPLOYED SCHOOL DISTRICT EMPLOYEES, WILL BE PAID ACCORDING TO THE PROFESSIONAL HIRING SCHEDULE PAY STEP BASED ON THE YEARS OF EXPERIENCE. HIRED OR REHIRED EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT PAY STEP 20.

*** OTHER PROFESSIONAL POSITIONS, INCLUDING PREVIOUSLY EMPLOYED DISTRICT EMPLOYEES, WILL BE PAID BASED ON THE MINIMUM OF THE PROFESSIONAL HIRING SCHEDULE PAY STEP OR AS APPROVED BY THE SUPERINTENDENT.

****ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PRORATED BASED ON 187 WORKING DAYS.

THE PROFESSIONAL HIRING SCHEDULE INCLUDES:

ADMISSIONS & ATTENDANCE OFFICER (226 DAYS)	BUSINESS & SPECIAL EVENTS OFFICER (226 DAYS)	PUBLIC INFO. OFFICER (226 DAYS)	SP. ED. LICENSED SPEECH PATHOLOGIST (202 DAYS)
ASST. BUS & FIN ADMIN. DIRECTOR (226 DAYS)	BUSINESS OPERATIONS MANAGER (236 DAYS)	REGISTERED NURSES (192 DAYS)	SP. ED. OCCUPATIONAL THERAPIST (202 DAYS)
ASST. CATE DIRECTOR (226 DAYS)	COUNSELOR (192-226 DAYS)	SCHOOL FACILITIES SUPERVISOR (226 DAYS)	SP. ED. SPEECH PATHOLOGIST ASST. (202 DAYS)
ASST. FOOD SERVICE DIRECTOR (226 DAYS)	HR OFFICER (226 DAYS)	SOCIAL WORKER (192 DAYS)	SP. ED. PHYSICAL THERAPIST ASST. (202 DAYS)
ASST. NURSE COORDINATOR (217 DAYS)	LIBRARIAN (187 DAYS)	SP. ED. ASSESSMENT SPECIALIST (210 DAYS)	SP. ED. PHYSICAL THERAPIST (202 DAYS)
ASST. TRANSPORTATION DIR. (226 DAYS)	MICROCOMPUTER TECH. (226 DAYS)	SP. ED. AUDITORY/VISUALLY IMPAIRED TEACHER (187 DAYS)	SP. POP. EVALUATOR (226 DAYS)
ATHLETIC TRAINER (210 DAYS)	PEIMS DATA ANALYST (226 DAYS)	SP. ED. DIAGNOSTICIAN (202 DAYS)	SPVR. F/S AND WAREHOUSE OPERATIONS (238 DAYS)
BAND DIRECTOR (217 DAYS)	PEP SUPERVISOR (226 DAYS)	SP. ED. LICENSED SPECIALIST- SCHOOL PSYCHOLOGY (202 DAYS)	TEACHER (187-217 DAYS)
			WEBMASTER (226 DAYS)

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230
THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

{A} Employee Status: ☐ New ☒ Current ☒ Full-Time ☐ Part-Time ☐ Sub ☐ TRS Retiree Yes ☐ No ☒

☐ Other: _____ Fringe Benefits: ☐ Yes ☐ No Hrs per Week: _____

Name: Fernandez Ana S.
Last First M.

I.D. /Soc Sec #: _____ Campus/Dept: 726-BUSINESS & FINANCE ☐

Degree: ☐ BA/BS ☐ MA/MS Pay Grade: 7 ☐ Work Days: 226 ☐ Years of Exp: _____

Job Title: Asst. Business Admin. Director Job Code: ABAD

Effective Date of Change: _____ Board/Supt. Agenda Date: 11/14/23

Account Code(s): see attachment

{B} Salary or Rate (Salary Calculation Form Attached):

☐ Pay Grade Minimum ☐ Per Supplemental/Salary Schedule
☐ Hourly Rate _____ ☐ Other _____

{C} Employee Status Change (HR Employee Letter Attached as applicable):

<input type="checkbox"/> FMLA	<input type="checkbox"/> WC	<input type="checkbox"/> Extended Leave	<input type="checkbox"/> New Job Title
<input type="checkbox"/> Pay Grade Reclassification			<input type="checkbox"/> New Job Code
<input type="checkbox"/> Promotion			<input type="checkbox"/> New Pay Grade
<input type="checkbox"/> Resignation/Termination			<input type="checkbox"/> Reassignment
<input type="checkbox"/> Retirement			<input type="checkbox"/> Transfer
<input type="checkbox"/> Supplemental	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input type="checkbox"/> Other

Additional Info: 2023-2024 equity adjustments

Account Code(s): _____

1.) Pam M. Davis 11/14/23
HUMAN RESOURCES OFFICER DATE

2.) Jim Arturo Costa 11/14/23
EXECUTIVE DIRECTOR FOR HR DATE

3.) [Signature] 11-17-23
DEPUTY SUPT. FOR BUS. & FIN. DATE

4.) _____
SUPERINTENDENT DATE

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES
SALARY CALCULATION FORM
(EMPLOYEE FILE)

NAME: Ana Sofia Fernandez

ID#: _____

PREVIOUS EMPLOYEE: _____

ID#: _____

(AS APPLICABLE)

I. ASSIGNMENT

VACANCY: ☐

NEW POSITION: ☐

Other: ☒ 2023-2024 equity adjustments

POSITION: Asst. Business Admin. Director

PREVIOUS POSITION: Asst. Business Admin. Director

LOCATION: Finance Dept.

LOCATION: Finance Dept.

PAY GRADE: 07

PAY GRADE: 07

BASE PAY: \$66,779.02

BASE PAY: \$66,718.00

ADDITIONAL PAY: \$6,646.66

ADDITIONAL PAY: \$

STIPEND(S): \$

STIPEND(S): \$

TOTAL PAY: \$73,425.68

HRS:

TOTAL PAY: \$66,718.00

HRS:

DAILY/HRLY RATE: \$324.89

DAYS: 226

DAILY/HRLY RATE: \$295.21

DAYS: 226

TRAVEL: \$3000.00

TRAVEL: \$3000.00

ACCOUNT CODE: 199-41-6139-00-726-499-000

ACCOUNT CODE: 199-41-6139-00-726-499-000

199-41-6119-00-726-499-000

199-41-6119-00-726-499-000

II. CERTIFICATION

CURRENTLY CERTIFIED: YES: ☐ NO: ☐ N/A: ☐

CERTIFICATION AREA(S): _____

STANDARD: ☐

ALTERNATIVE: ☐

NON-RENEWABLE PERMIT: ☐

EMERGENCY PERMIT:

OTHER:

III. EXPERIENCE

EPISD (PARA-PROF) EXPERIENCE: _____ year(s)

EPISD (PROF) EXPERIENCE: _____ year(s)


OTHER EXPERIENCE: _____ year(s)

TOTAL EXPERIENCE: _____ year(s)


PROFESSIONAL HIRING PAY STEP EXPERIENCE: N/A year(s)


VERIFIED:

 11/6/23
Human Resources Officer

 11-6-23
Payroll Director

APPROVED:

 11/14/23
Executive Director for HR

 11-17-23
Deputy Superintendent for B&F

This form is required when there is a change in Base Pay, Additional Pay, Stipend(s) included with annual salary, and Travel as approved on a Superintendent's Agenda or at a School Board Meeting as applicable. This form is not required for employee pay increases recommended by the Superintendent and approved by the School Board as part of the Annual Budget.

FOR PAYROLL USE ONLY*

PROCESSED BY: _____

HUMAN RESOURCES/PAYROLL

DATE

*VERIFIED BY: _____

HUMAN RESOURCES/PAYROLL

DATE

EFFECTIVE PAY PERIOD: _____

*EMPLOYEE THAT VERIFIES MAY NOT COMPLETE THE FOR PAYROLL USE ONLY SECTION. DIFFERENT EMPLOYEE MUST PROCESS AND VERIFY FOR PAYROLL USE SECTION.

**MUST ATTACH CDPY OF THE ITCCS REGION 20 WPR5321 EMPLOYEE PAY INFORMATION SCREEN AND PROVIDE HR AND RISK MANG. DIR. WITH COPY OF FULLY SIGNED FORM



Maintenance > Staff Job/Pay Data

Payroll

EP000009554

Year: C

Frequency: 5

[Change](#)Employee: 

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Per
		ABAD - ASST BUS ADM DIRECTOR	23 - TRAVEL STIPEND	B	199-41-6139.00-726-499000	3,000.00	100.00
					Total:	3,000.00	100.00
		ABAD - ASST BUS ADM DIRECTOR		G	199-41-6119.00-726-499000	73,425.68	100.00
					Total:	73,425.68	100.00

Rows: 1 of 2

66,718.000. +
 61.020 +
 6,646.660 +
 73,425.680 *

Job
 Code: 73,425.680 ÷
 226. =
 Extra
 Duty
 Code: 324.893 *

Account
 Type:

Account
 Code:

EMPLOYEE ALLOWANCES

Amount: out of 3,000.00

Activity
 Code:

TRS Grant
 Code:

Worker's
 Comp Code:

Expense
 373:

Employer
 Contribution:

PA ROLL SALARY ADJUSTMENT F M

Employee Name:	Ana Sofia Fernandez	ID:	
Pay Period:	7/26/2023	Campus:	726
Position:	Asst. Business Admin. Director	Job Code:	ABAD
Account:	199-41-6119-00-726-499-000		100%

REASON FOR ADJUSTMENT

New Employee:	<input type="checkbox"/>	Special Ed:	<input type="checkbox"/>	Chairperson:	<input type="checkbox"/>
Coaching Stipend:	<input type="checkbox"/>	Master's:	<input type="checkbox"/>	Promotion:	<input type="checkbox"/>
Reassignment:	<input type="checkbox"/>	Other: Adding step and new additional pay for positon in 23-24.			

FICA Eligibility	M	TRS Status:	1	Pay Type:	1	Pay Grade:	007
Pay Step:	07	State Step:	07	Hrs p/day:	8	Contract amount:	\$66,779.02
Balance:	\$ 70,645.76	Annual Pymts:	24	Remain. Pymts:	23	# of Months:	12
State Min. Days:	226	St. Min. Salary:	\$ 50,196.00	Hrly Rate:	\$ -	O/T Rate:	\$ -
Daily Rate:	\$ 324.89	Payoff Date:	6/26/2024	Wkl Hrs.Schd:	40	TRS Member Pos:	12
Calendar Code:	13	No. of Days Based on:	226				
Contract Begin Date:	7/3/2023	Contract End Date:	6/13/2024				
Effective Date:	7/3/2023	No. of Days employed:	226				

\$66,779.02	+	\$ 6,646.66	+	=	\$ 73,425.68
Contract Amount		Extra Amount		Extra Amount	Total Contract Amount

226	x	\$ 295.48	=	\$ 66,779.02
No. of Days to work		Daily Rate		Total Contract Earned

Description of Extra:	Base salary	Account :		
226	x	\$ 29.41	=	\$ 6,646.66
No. of Days to work		Daily Rate		Total Extra Earned

Description of Extra:	23-24 Professional Support Position Stipend.			
	x		=	\$ -
No. of Days to work		Daily Rate		Total Extra Earned

Description of Extra:				
	x		=	\$ -
No. of Days to work		Daily Rate		Total Extra Earned

Description of Extra:				
	x		=	\$ -
No. of Days to work		Daily Rate		Total Extra Earned

Total Adj. Contract Amount:				\$ 73,425.68
-----------------------------	--	--	--	--------------

\$ 2,779.92	x	1	7/12/2023	=	\$ 2,779.92
Pay Rate		Payments	From- To		Contract Paid

	x			=	\$ -
Pay Rate		Payments	From- To		Contract Paid
Description:		Account :			

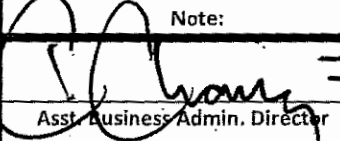

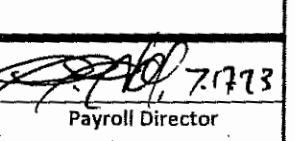
	x			=	\$ -
Pay Rate		Payments	From- To		Contract Paid

Total Contract Paid:				\$ 2,779.92
----------------------	--	--	--	-------------

\$ 70,645.76	÷	23	7/26/2023	6/26/2024	=	\$ 3,071.55
Contract Balance		No. of Payments	From	To		Semi Monthly Payments

Marital Status:	<input type="checkbox"/> Single/Married	<input type="checkbox"/> Married Jointly	<input type="checkbox"/> Head of Household
Children under 17:	<input type="checkbox"/>	Other Dep:	<input type="checkbox"/>
Additional Withholding:		\$ -	

Bank Account Number	Bank Routing Number	Bank Code
---------------------	---------------------	-----------

Note:		
		
Asst. Business Admin. Director	Asst. Business Admin. Director	Payroll Director

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
PROFESSIONAL HIRING SCHEDULE
2023-2024**

BASED ON \$53,000 STARTING SALARY

PAY STEP EXPERIENCE	STATE MINIMUM	LOCAL SALARY ¹	PROFESSIONAL SUPPORT POSITIONS	ADDITIONAL PAY***
0	33,660	53,000	ASST. BUSINESS ADMIN. DIR.- SPECIAL EVENTS	5,500
1	34,390	53,050	COUNSELOR- HEAD HIGH SCHOOL	10,000
2	35,100	53,100	COUNSELOR- HEAD JR. HIGH	7,000
3	35,830	53,150	COUNSELOR - LICENSED PROFESSIONAL	7,000
4	37,350	53,200	COUNSELOR	6,000
5	38,800	53,300	LIBRARIAN:	
6	40,410	53,400	LEARNING RESOURCE CERTIFICATION	4,000
7	41,830	53,500	LEARNING RESOURCE ENDORSEMENT	3,750
8	43,170	53,600	SPECIAL EDUCATION:	
9	44,440	53,700	ASSESSMENT SPECIALIST	4,000
10	45,630	53,800	DIAGNOSTICIAN	6,000
11	46,770	53,900	LICENSED SPECIALIST- SCHOOL PSYCHOLOGY	7,500
12	47,850	54,000	LICENSED SPEECH PATHOLOGIST	17,000
13	48,850	54,100	PHYSICAL THERAPIST	5,500
14	49,810	54,200	PHYSICAL THERAPIST ASST.	3,500
15	50,710	54,300	SPEECH THERAPIST	5,500
16	51,570	54,400	SPEECH PATHOLOGIST ASSISTANT	3,500
17	52,370	54,500	TEACHER-AUDIOITORY/VISUALLY IMPAIRED	3,000
18	53,140	54,600	PEP SUPERVISOR	1,500
19	53,860	54,700	PUBLIC INFORMATION OFFICER	5,500
20**	54,540	54,800	SOCIAL WORKER	1,500

¹LOCAL SALARY STEP AMOUNT OF \$50/\$100 IS BASED ON 187 WORKING DAYS AND IS PRORATED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE. THE LOCAL SALARY STEP INCREASE IS NOT STATE MANDATED AND IS NOT AUTOMATIC. IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

**NEW HIRED TEACHERS, COUNSELORS, LIBRARIANS, AND RNS, INCLUDING PREVIOUSLY EMPLOYED SCHOOL DISTRICT EMPLOYEES, WILL BE PAID ACCORDING TO THE PROFESSIONAL HIRING SCHEDULE PAY STEP BASED ON THE YEARS OF EXPERIENCE. HIRED OR REHIRED EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT PAY STEP 20.

*** OTHER PROFESSIONAL POSITIONS, INCLUDING PREVIOUSLY EMPLOYED DISTRICT EMPLOYEES, WILL BE PAID BASED ON THE MINIMUM OF THE PROFESSIONAL HIRING SCHEDULE PAY STEP OR AS APPROVED BY THE SUPERINTENDENT.

****ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PRORATED BASED ON 187 WORKING DAYS.

THE PROFESSIONAL HIRING SCHEDULE INCLUDES:

ADMISSIONS & ATTENDANCE OFFICER	BUSINESS OPERATIONS MANAGER	REGISTERED NURSES	SP. ED. OCCUPATIONAL THERAPIST
ASST. BUS & FIN ADMIN. DIRECTOR	COUNSELOR	SCHOOL FACILITIES SUPERVISOR	SP. ED. SPEECH PATHOLOGIST ASST.
ASST. CATE DIRECTOR	HR OFFICER	SOCIAL WORKER	SP. ED. PHYSICAL THERAPIST ASST.
ASST. FOOD SERVICE DIRECTOR	LIBRARIAN	SP. ED. ASSESSMENT SPECIALIST	SP. ED. PHYSICAL THERAPIST
ASST. NURSE COORDINATOR	MICROCOMPUTER TECH.	SP. ED. DIAGNOSTICIAN	SP. POP. EVALUATOR
ASST. TRANSPORTATION DIR.	PEIMS DATA ANALYST	SP. ED. PARENT/TRAINER	SPVR. F/S AND WAREHOUSE OPERATIONS
ATHLETIC TRAINER	PEP SUPERVISOR	SP. ED. LICENSED SPECIALIST- SCHOOL PSYCHOLOGY	TEACHER
BAND DIRECTOR	PUBLIC INFO. OFFICER	SP. ED. LICENSED SPEECH PATHOLOGIST	WEBMASTER

TRAVEL STIPEND EQUITY ADJUSTMENTS

2023-2024

	Last Name	First Name	ID	Campus	Title	Pay Grade	No. of days	2022-2023 Base Salary	2022-2023 Additional Pay	2022-2023 Travel Stipend*	2023-2024 Proposed Salary Increase	2023-2024 Proposed Additional Pay	2023-2024 Travel Stipend Increase*	2023-2024 Proposed Salary
1	SERNA	NORMA		800	FEDERAL PROGRAM DIR.	17	226	\$ 127,279.00	\$ -	\$ -	\$ -		\$ 3,000.00	\$ 127,279.00

*Travel Stipend Increase not included in Salary.

Travel: \$ 3,000.00

2023-2024 Total Salary & Travel: \$ 130,279.00

2022-2023 Total Salary: \$ 127,279.00

Difference: \$ 3,000.00

TRAVEL STIPEND EQUITY ADJUSTMENTS

2023-2024

	Last Name	First Name	ID	Campus	Title	Pay Grade	No. of days	2022-2023 Base Salary	2022-2023 Additional Pay	2022-2023 Travel Stipend*	2023-2024 Proposed Step Increase	2023-2024 Proposed Additional Pay	2023-2024 Travel Stipend Increase*	2023-2024 Proposed Salary
2	BYRNE	DANIELLA		817	PUBLIC INFORMATION OFFICER	007	226	\$ 69,057.34	\$ 6,646.66	\$ -	\$ 61.02	\$ -	\$ 3,000.00	\$ 75,765.02

*Travel Stipend Increase not included in Salary.

Travel: \$ 3,000.00

2023-2024 Total Salary & Travel: \$ 78,765.02

2022-2023 Total Salary: \$ 75,704.00

Difference: \$ 3,061.02

EQUITY ADJUSTMENTS

2023-2024

	Last Name	First Name	ID	Campus	Title	Pay Grade	No. of days	2022-2023 Base Salary	2022-2023 Additional Pay	2022-2023 Travel Stipend*	2023-2024 Proposed Step Increase	2023-2024 Proposed Additional Pay**	2023-2024 Travel Stipend Increase*	2023-2024 Proposed Salary
3	FERNANDEZ	ANA SOFIA	5	726	ASST. BUSINESS & FIN. ADMIN.	007	226	\$ 66,718.00	\$ -	\$ 3,000.00	\$ 61.02	\$ 6,646.66	\$ -	\$ 73,425.68

*Travel Stipend Increase not included in Salary. **Proposed Additional Pay is \$5,500 based on 187 days.

Additional Pay: \$ 6,646.66

2023-2024 Total Salary & Travel: \$ 76,425.68

2023 Total Salary & Travel: \$ 69,718.00

Difference: \$ 6,707.68

Approved:

Samuel Mijares, Superintendent

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230
THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

{A} Employee Status: ☐ New ☒ Current ☒ Full-Time ☐ Part-Time ☐ Sub ☐ TRS Retiree Yes ☐ No ☒

☐ Other: _____ Fringe Benefits: ☐ Yes ☐ No Hrs per Week: _____

Name: Fernandez Ana S.
Last First M.

I.D. /Soc Sec #: _____ Campus/Dept: 726-BUSINESS & FINANCE ☐

Degree: ☐ BA/BS ☐ MA/MS Pay Grade: 7 ☐ Work Days: 226 ☐ Years of Exp: _____

Job Title: Asst. Business Admin. Director Job Code: ABAD

Effective Date of Change: _____ Board/Supt. Agenda Date: 11/14/23

Account Code(s): see attachment

{B} Salary or Rate (Salary Calculation Form Attached):

☐ Pay Grade Minimum ☐ Per Supplemental/Salary Schedule
☐ Hourly Rate _____ ☐ Other _____

{C} Employee Status Change (HR Employee Letter Attached as applicable):

<input type="checkbox"/> FMLA	<input type="checkbox"/> WC	<input type="checkbox"/> Extended Leave	<input type="checkbox"/> New Job Title	_____
<input type="checkbox"/> Pay Grade Reclassification			<input type="checkbox"/> New Job Code	_____
<input type="checkbox"/> Promotion			<input type="checkbox"/> New Pay Grade	_____
<input type="checkbox"/> Resignation/Termination			<input type="checkbox"/> Reassignment	_____
<input type="checkbox"/> Retirement			<input type="checkbox"/> Transfer	_____
<input type="checkbox"/> Supplemental	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input type="checkbox"/> Other	_____

Additional Info: 2023-2024 equity adjustments

Account Code(s): _____

1.) Pam M. Dai 11/14/23
HUMAN RESOURCES OFFICER DATE

2.) Jim Arturo Escobar 11/14/23
EXECUTIVE DIRECTOR FOR HR DATE

3.) [Signature] 11-17-23
DEPUTY SUPT. FOR BUS. & FIN. DATE

4.) _____
SUPERINTENDENT DATE

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

DEPARTMENT OF HUMAN RESOURCES

SALARY CALCULATION FORM

(EMPLOYEE FILE)

NAME: Ana Sofia Fernandez

ID#: _____

PREVIOUS EMPLOYEE: _____

ID#: _____

(AS APPLICABLE)

I. ASSIGNMENT

VACANCY: ☐

NEW POSITION: ☐

Other: ☒ 2023-2024 equity adjustments

POSITION: Asst. Business Admin. Director

PREVIOUS POSITION: Asst. Business Admin. Director

LOCATION: Finance Dept.

LOCATION: Finance Dept.

PAY GRADE: 07

PAY GRADE: 07

BASE PAY: \$66,779.02

BASE PAY: \$66,718.00

ADDITIONAL PAY: \$6,646.66

ADDITIONAL PAY: \$

STIPEND(S): \$

STIPEND(S): \$

TOTAL PAY: \$73,425.68

HRS:

TOTAL PAY: \$66,718.00

HRS:

DAILY/HRLY RATE: \$324.89

DAYS: 226

DAILY/HRLY RATE: \$295.21

DAYS: 226

TRAVEL: \$3000.00

TRAVEL: \$3000.00

ACCOUNT CODE: 199-41-6139-00-726-499-000

ACCOUNT CODE: 199-41-6139-00-726-499-000

199-41-6119-00-726-499-000

199-41-6119-00-726-499-000

RECEIVED

PAYROLL DEPT

II. CERTIFICATION

CURRENTLY CERTIFIED: YES: ☐ NO: ☐ N/A: ☐

DEC 12 2023

CERTIFICATION AREA(S): _____

SCHOOL YEAR

2023-2024

STANDARD: ☐

ALTERNATIVE: ☐

NON-RENEWABLE PERMIT: ☐

EMERGENCY PERMIT: _____

OTHER: _____

III. EXPERIENCE

EPISD (PARA-PROF) EXPERIENCE: _____ year(s)

EPISD (PROF) EXPERIENCE: _____ year(s)

OTHER EXPERIENCE: _____ year(s)

TOTAL EXPERIENCE: _____ year(s)

PROFESSIONAL HIRING PAY STEP EXPERIENCE: N/A year(s)

VERIFIED: _____

Human Resources Officer

11/6/23

Payroll Director

11-6-23

APPROVED: _____

Executive Director for HR

11/14/23

Deputy Superintendent for B&F

11-12-23

This form is required when there is a change in Base Pay, Additional Pay, Stipend(s) included with annual salary, and Travel as approved on a Superintendent's Agenda or at a School Board Meeting as applicable. This form is not required for employee pay increases recommended by the Superintendent and approved by the School Board as part of the Annual Budget.

PROCESSED BY: _____

HUMAN RESOURCES/PAYROLL

DATE

FOR PAYROLL USE ONLY*

*VERIFIED BY: _____

HUMAN RESOURCES/PAYROLL

DATE

EFFECTIVE PAY PERIOD: _____

7-26-23

12/14/23

12/14/23

*EMPLOYEE THAT VERIFIES MAY NOT COMPLETE THE FOR PAYROLL USE ONLY SECTION. DIFFERENT EMPLOYEE MUST PROCESS AND VERIFY FOR PAYROLL USE SECTION.

**MUST ATTACH COPY OF THE ITCCS REGION 20 WPRS321 EMPLOYEE PAY INFORMATION SCREEN AND PROVIDE HR AND RISK MANG. DIR. WITH COPY OF FULLY SIGNED FORM

**Eagle Pass Independent School District
Personnel Handbook Receipt Form
2023-2024**

RECEIVED

AUG 17 2023

Location (Campus) Number: _____

HUMAN RESOURCES
FABIOLA BANUELOS

Employee's Legal Name (Print): Ana Sofia Fernandez

Employee Number: _____

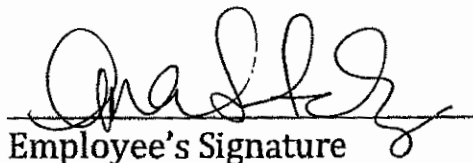
Position: ASST. BUSINESS
Admin. Director

I hereby understand that the Employee Handbook is available on the School District Web Site. I agree to read the handbook. I understand that I am responsible for complying with the policies and procedures outlined in it.

This handbook contains information on "Employment Policies," including the policy regarding "Sexual Harassment," as well as the sections pertaining to "Personnel-Management Relations" and "Standard of Conduct". The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that all employees shall be held accountable upon violating any of the policies and procedures outlined in this personnel handbook.

As such, I also understand that any employee who violates the policies and procedures outlined in this personnel handbook will be subject to disciplinary action as stated in the Eagle Pass Independent School District's Board Policies, and may also be subject to arrest by law enforcement officials and/or face legal action.


Employee's Signature

8/17/23
Date

{A} DATE PREPARED 04/14/22 EFFECTIVE DATE 04/07/22

NAME Fernandez Ana Sofia
LAST FIRST M.

SOC.SEC.NO. _____ - _____ - _____ I.D. NO. _____

CAMPUS/LOCATION Food Service PAY GRADE 07

JOB TITLE Asst. FS Dir. B&E JOB CODE DB&E

DEGREE _____ YEARS OF EXPERIENCE _____

WORK DAYS 226 BOARD/SUPT AGENDA DATE 04/07/22

OTHER _____

{B} ADD TO PAYROLL:

☐ NEW EMPLOYEE ☐ TEMPORARY ☒ SEE ATTACHED
☐ PART TIME ☐ OTHER _____

{C} SALARY OR RATE:

☐ PAY GRADE MINIMUM ☐ PER SALARY SCHEDULE
☐ ANNUAL SALARY _____ ☐ DAILY RATE _____
☐ HOURLY RATE _____ ☐ OTHER _____

{D} PROMOTION, TRANSFER OR TERMINATION:

☐ PROMOTION ☒ NEW JOB TITLE Asst. Bus Adm. Director
☐ PAY GRADE RECLASSIFICATION ☒ NEW JOB CODE ABAD
☐ RESIGNATION ☐ NEW PAY GRADE _____
☐ LEAVE OF ABSENCE ☐ TERMINATION
☒ TRANSFER DSC ☐ OTHER _____

 4/19/22
EXECUTIVE DIRECTOR FOR H. R. DATE

DEPUTY SUPT. FOR BUS. & FIN. DATE

SUPERINTENDENT DATE



EAGLE PASS INDEPENDENT SCHOOL DISTRICT

April 6, 2022
Ana Sofia Fernandez,
Assistant Business Administration Director

Dear Ms. Fernandez,

This letter is to inform you that effective April 7, 2022 you will be reassigned to the District Service Center in the best interest of the District. Your Title will change from Assistant Food Service Director for Business & Events to Assistant Business Administration Director. Your salary and Pay Grade will remain the same. Your funding account will change from (199-41-6119-00-729-299-816) to (199-41-6119-00-726-299-000). Please contact your immediate supervisor Mr. Ismael Mijares for further details.

Please feel free to contact me at (830)773-5181 should further information be needed, and I want to personally thank you for the level of professionalism and continued support of this district and its children.

Sincerely,

Samuel Mijares
Superintendent of Schools



Received:  4/6/22
Ana Sofia Fernandez Date

XC: Ismael Mijares, Deputy Supt. For Business & Finance
Rolando Salinas, Deputy Supt. For District Operations
Mario Garcia-Food Service Director
Employee File

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230**

**THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT
[SUBMIT ONE (1) FORM PER EMPLOYEE]**

EMPLOYEE NAME: Fernandez, Ana Sofia **EMPLOYEE ID#:** _____
CAMPUS/DEPT.: Food Service **ORG. CODE:** 816-A
POSITION: Asst. Food Service Director for B&E **PAY GRADE/DAYS** 7 / 226
☒ **FULL TIME** ☐ **PART-TIME** **HOURS PER WEEK:** 40
PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK
WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES.

PLEASE CHECK THE FOLLOWING AS APPLICABLE:

☒ **EMPLOYEE TRANSFER/REASSIGNMENT** ☐ **NEW HIRE**
☐ **EMPLOYEE HIRED IN EXISTING VACANCY** ☐ **NON-ELIGIBLE FOR FRINGE BENEFITS**
☐ **ELIGIBLE FOR FRINGE BENEFITS** ☐ **RETIREMENT**
☐ **EXTRA DUTY/STIPEND CHANGE** ☐ **RESIGNATION** APR 13 2022
☐ **FMLA** ☐ **TERMINATION** SCHOOL YEAR 2021-2022
☐ **FUNDING CHANGE (COMPLETE SECTION BELOW)** ☐ **WORKER'S COMP. LEAVE**
☐ **OTHER:** _____

START DATE: _____ **END DATE:** 04/06/22
(MAY BE BLANK; AS APPLICABLE) (MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: _____

MUST ENTER ACCOUNT NUMBER(S)

CURRENT:		NEW:	
Acct# <u>199-41-6119.00-729-299-816</u>	<u>100</u> %	Acct# <u>199-41-6119.00-726-299-000</u>	<u>100</u> %
Acct# _____	_____ %	Acct# _____	_____ %
Acct# _____	_____ %	Acct# _____	_____ %
1.) <u>Mab</u> <u>4-11-22</u>	_____ %	4.) <u>[Signature]</u> <u>4-12-22</u>	_____ %
PRINCIPAL/DIRECTOR	DATE	EXECUTIVE DIR. OF HUMAN RESOURCES	DATE
2.) _____	_____ %	5.) <u>[Signature]</u> <u>4-12-22</u>	_____ %
PROGRAM DIRECTOR	DATE	DEPUTY SUPT. FOR BUSINESS & FINANCE	DATE
3.) <u>Mab</u> <u>4-11-22</u>	_____ %	6.) _____	_____ %
DEPUTY SUPERINTENDENT	DATE	SUPERINTENDENT	DATE

FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT

Employees must Initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A".

Processed by: Human Resources: _____ Payroll: [Signature] 4/22/22
Verified by: Human Resources: [Signature] 5/10/22 Payroll: [Signature] 4.25.22
Pay Period: 5/13/22
Original to Human Resources: _____ Copy to Payroll: 5-12-22 LF



EAGLE PASS INDEPENDENT SCHOOL DISTRICT

April 6, 2022
Ana Sofia Fernandez,
Assistant Business Administration Director

Dear Ms. Fernandez,

This letter is to inform you that effective April 7, 2022 you will be reassigned to the District Service Center in the best interest of the District. Your Title will change from Assistant Food Service Director for Business & Events to Assistant Business Administration Director. Your salary and Pay Grade will remain the same. Your funding account will change from (199-41-6119-00-729-299-816) to (199-41-6119-00-726-299-000). Please contact your immediate supervisor Mr. Ismael Mijares for further details.

Please feel free to contact me at (830)773-5181 should further information be needed, and I want to personally thank you for the level of professionalism and continued support of this district and its children.

Sincerely,

Samuel Mijares
Superintendent of Schools



APR 13 2022
SCHOOL YEAR
2021-2022

Received: Ana Sofia Fernandez 4/6/22
Ana Sofia Fernandez Date

XC: Ismael Mijares, Deputy Supt. For Business & Finance
Rolando Salinas,, Deputy Supt. For District Operations
Mario Garcia-Food Service Director
Employee File

EAGLE PA J INDEPENDENT SCH DL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230
THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT
[SUBMIT ONE (1) FORM PER EMPLOYEE]

EMPLOYEE NAME: Fernandez, Ana Sofia EMPLOYEE ID#: ---
CAMPUS/DEPT.: Business & Finance ORG. CODE: 726
POSITION: Asst. Business Administration Director PAY GRADE/DAYS 7 / 226

☒ FULL TIME ☐ PART-TIME HOURS PER WEEK: 40

PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK
WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES.

PLEASE CHECK THE FOLLOWING AS APPLICABLE:

☒ EMPLOYEE TRANSFER/REASSIGNMENT ☐ NEW HIRE

☐ EMPLOYEE HIRED IN EXISTING VACANCY ☐ NON-ELIGIBLE FOR FRINGE BENEFITS

☐ ELIGIBLE FOR FRINGE BENEFITS ☐ RETIREMENT

☐ EXTRA DUTY/STIPEND CHANGE ☐ RESIGNATION

☐ FMLA ☐ TERMINATION

☐ FUNDING CHANGE (COMPLETE SECTION BELOW) ☐ WORKER'S COMP. LEAVE

☐ OTHER: _____

START DATE: 04/07/22

(MAY BE BLANK; AS APPLICABLE)

END DATE: _____

(MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: _____

MUST ENTER ACCOUNT NUMBER(S)

CURRENT:

Acct# 199-41-6119-00-729-299-816 %

Acct# _____ %

Acct# _____ %

NEW:

Acct# 199-41-6119-00-726-299-000 %

Acct# _____ %

Acct# _____ %

1.) _____
PRINCIPAL/DIRECTOR DATE

4.) [Signature] 4/12/22
EXECUTIVE DIR. OF HUMAN RESOURCES DATE

2.) _____
PROGRAM DIRECTOR DATE

5.) _____
DEPUTY SUPT. FOR BUSINESS & FINANCE DATE

3.) [Signature] 4-12-22
DEPUTY SUPERINTENDENT DATE

6.) _____
SUPERINTENDENT DATE

FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT

Employees must Initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A".

Processed by: Human Resources: _____

Payroll: [Signature] 4/22/22

Verified by: Human Resources: [Signature] 5/10/22

Payroll: [Signature] 4-25-22

Pay Period: 5/13/22

Original to Human Resources: _____

Copy to Payroll: 5/12/22 LF



EAGLE PASS INDEPENDENT SCHOOL DISTRICT

April 6, 2022

Ana Sofia Fernandez,

Assistant Business Administration Director

Dear Ms. Fernandez,

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Please feel free to contact me at (830)773-5181 should further information be needed, and I want to personally thank you for the level of professionalism and continued support of this district and its children.

Sincerely,

Samuel Mijares
Superintendent of Schools



Received: Ana Sofia Fernandez 4/6/22
Ana Sofia Fernandez Date

XC: Ismael Mijares, Deputy Supt. For Business & Finance
Rolando Salinas, Deputy Supt. For District Operations
Mario Garcia-Food Service Director
Employee File

EAGLE PA' INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT
[SUBMIT ONE (1) FORM PER EMPLOYEE]

EMPLOYEE NAME: ANA SOFIA FERNANDEZ EMPLOYEE ID#: _____

CAMPUS/DEPT.: Food Service ORG. CODE: 816

POSITION: ASST. FOOD SERVICE DIRECTOR FOR BUSINESS & EVENTS

☒ FULL TIME ☐ PART-TIME HOURS PER WEEK: _____

PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK
WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES.

PLEASE CHECK THE FOLLOWING AS APPLICABLE:

____ EMPLOYEE TRANSFER/REASSIGNMENT _____ NEW HIRE

____ EMPLOYEE HIRED IN EXISTING VACANCY _____ NON-ELIGIBLE FOR FRINGE BENEFITS

____ ELIGIBLE FOR FRINGE BENEFITS _____ RETIREMENT

____ EXTRA DUTY/STIPEND CHANGE _____ RESIGNATION

____ FMLA _____ TERMINATION

☒ FUNDING CHANGE (COMPLETE SECTION BELOW) _____ WORKER'S COMP. LEAVE

____ OTHER: _____

START DATE: 09/01/2020
(MAY BE BLANK; AS APPLICABLE)

END DATE: _____
(MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: _____

MUST ENTER ACCOUNT NUMBER(S)

CURRENT: Acct# 199-41-6119-00-816-199000 100 % NEW: Acct# 199-41-6119-00-729-199816 100 %

Acct# _____ % Acct# _____ %

Acct# _____ % Acct# _____ %

1.) [Signature] PRINCIPAL/DIRECTOR DATE

4.) [Signature] EXECUTIVE DIR. OF HUMAN RESOURCES DATE 2/2/21

2.) [Signature] PROGRAM DIRECTOR DATE 1/8/21

5.) [Signature] DEPUTY SUPT. FOR BUSINESS & FINANCE DATE 3-2-21

3.) [Signature] DEPUTY SUPERINTENDENT DATE

6.) _____ SUPERINTENDENT DATE

FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT

Employees must Initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A".

Processed by: Human Resources: _____ Payroll: [Signature] 3/9/21

Verified by: Human Resources: _____ Payroll: [Signature] 3/9/21

Pay Period: 3/31/2021

Original to Human Resources: _____ Copy to Payroll: 04/08/21

RECEIVED
JUN 30 2020
DEPUTY Supt. FIN

EAGLE PA INDEPENDENT SCHOOL DISTRICT HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT
[SUBMIT ONE (1) FORM PER EMPLOYEE]

EMPLOYEE NAME: Ana Sofia Fernandez EMPLOYEE ID#:

CAMPUS/DEPT.: DSC ORG. CODE: 801

POSITION: Grant Manager

☒ FULL TIME ☐ PART-TIME HOURS PER WEEK:
PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK
WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES.

PLEASE CHECK THE FOLLOWING AS APPLICABLE:

☒ EMPLOYEE TRANSFER/REASSIGNMENT ☐ NEW HIRE
☐ EMPLOYEE HIRED IN EXISTING VACANCY ☐ NON-ELIGIBLE FOR FRINGE BENEFITS
☐ ELIGIBLE FOR FRINGE BENEFITS ☐ RETIREMENT
☐ EXTRA DUTY/STIPEND CHANGE ☐ RESIGNATION
☐ FMLA ☐ TERMINATION
☐ FUNDING CHANGE (COMPLETE SECTION BELOW) ☐ WORKER'S COMP. LEAVE
☐ OTHER:

Human Resources
Patricia Garcia

CURRICULUM DEPT

JUN 24 2020

RECEIVED

START DATE:
(MAY BE BLANK; AS APPLICABLE)

END DATE: 6/30/2020
(MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE:

RECEIVED
PAYROLL DEPT

MUST ENTER ACCOUNT NUMBER(S)

CURRENT: NEW:
Acct# 289-11-6119-00-801-0-11044 100 % Acct# %
Acct# % Acct# %
Acct# % Acct# %

1.) [Signature] 6-24-2020 PRINCIPAL/DIRECTOR DATE
2.) [Signature] 6-24-2020 PROGRAM DIRECTOR DATE
3.) [Signature] JUN 24 2020 DEPUTY SUPERINTENDENT DATE
4.) [Signature] 6/30/20 EXECUTIVE DIR. OF HUMAN RESOURCES DATE
5.) [Signature] 6-8-20 DEPUTY Supt. FOR BUSINESS & FINANCE DATE
6.) SUPERINTENDENT DATE

FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT

Employees must Initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A"

Processed by: Human Resources: hi 08/19/2020 Payroll: 55 @ 7/14/20
Verified by: Human Resources: ps 8/11/2020 Payroll:
Pay Period: 7/15/20
Original to Human Resources: Copy to Payroll:

{A} DATE PREPARED 06/23/2020 EFFECTIVE DATE 07/01/2020

NAME Fernandez Ana Sofia
LAST FIRST M.

SOC.SEC.NO. _____ - _____ - _____ I.D. NO. _____

CAMPUS/LOCATION DSC PAY GRADE 7

JOB TITLE Grant Manager

DEGREE _____ YEARS OF EXPERIENCE _____

WORK DAYS _____ BOARD/SUPT AGENDA DATE 06/18/2020

OTHER _____

{B} ADD TO PAYROLL:

☐ NEW EMPLOYEE ☐ TEMPORARY ☐ SEE ATTACHED
☐ PART TIME ☐ OTHER _____

{C} SALARY OR RATE:

☐ PAY GRADE MINIMUM ☐ PER SALARY SCHEDULE
☐ ANNUAL SALARY _____ ☐ DAILY RATE _____
☐ HOURLY RATE _____ ☐ OTHER _____

{D} PROMOTION, TRANSFER OR TERMINATION:

☐ PROMOTION ☒ NEW JOB TITLE Asst. FS Director for
Business & Events ☐ PAY GRADE RECLASSIFICATION ☐ NEW PAY GRADE _____
☐ RESIGNATION ☐ TERMINATION
☐ LEAVE OF ABSENCE ☐ OTHER _____
☒ TRANSFER Food Service

James Antonio Costello 6/23/2020
EXECUTIVE DIRECTOR FOR H. R. DATE

DEPUTY SUPT. FOR BUS. & FIN. DATE

SUPERINTENDENT DATE



Marked for Excellence

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

June 17, 2020

Ana Sofia Fernandez: _____

Asst. Food Service Director for Business & Events

Dear Ms. Fernandez,

This letter is to inform you that effective July 1, 2020 you have been reassigned to the Food Service Department. Your salary and pay grade will remain the same. Please contact your immediate supervisor Mr. Mario Garcia for further details.

Please feel free to contact me at (830)773-5181 should further information be needed, and I want to personally thank you for the level of professionalism and continued support of this district and its children.

Sincerely,

Samuel Mijares

Superintendent of Schools

Received: _____

Ana Sofia Fernandez 6/17/2020
Ana Sofia Fernandez Date

XC: Rolando Salinas, Deputy Supt. For District Operations
Mario Garcia, Food Service Director
Rene Martinez, School Imprv., Curr. & Accountability Director
Employee File

Save

Delete

Empty Maint 2

Warnings

Staff (040-050)

Demographic

Certificate

Education

Academic

TRS

EMPLOYMENT INFORMATION HAS BEEN UPDATED

Staff Information

Qualifier: P Payroll: 5 Cert Docs Contr Docs Demo Docs Edu Docs Srv Rec Docs Signed Agree Docs Search
Employee Number: 1 SSN: ** ** Find Campus: 816 Department: A FOOD SERVICE DEPT.
Prefix Last First Middle Gen
Name: FERNANDEZ ANA SOFIA

Personnel Status: 1 FULL TIME EMPLOYEE

Calendar Code: 00

Number Days Employed: 226

Percent Day Employed: 100

Employed Date: 01 20 2016

Re-Employed Date:
TB Examination Date: 11 22 2014

Physical Exam Date:

Years Experience in District: 04 Increase: ☒

Total Years Experience: 04 Increase: ☒

Number Transfer Request: 000

Transfer Reason:

Campus Cluster:

Campus Level:

Years for Pay: 00 Increase: ☒

EEOC: ☒

Job Code: DB&E ASST FS DIR.B&E

Aux Role ID: Aux Role Desc:

Prof Stat:

Termination Reason:

Termination Date:

1095C Elec Consent: ☒

Resignation Date:

W2 Elec Consent: ☒

Rahire Elig: ☒

Earn Stmt Elec Consent: ☒

Leave Reason:

Leave Abs Dates: Thru:

Contract Class:

Contract Term:

Contract Year:

Ace Flag:

Next Year Extract ID: PR1

State Grade:

State Step: 05

State Basic Days: 226

Pay Grade: 007

Pay Step: 05

JOB TITLE: ASSISTANT BUSINESS ADMINISTRATION DIRECTOR

APR 03 2025

NAME: Ana Sofia Fernandez

EMPLOYEE ID NO.: Human Resources

SCHOOL DEPARTMENT: Special Events Department

APPRAISAL PERIOD: FROM April 2024 **TO** April 2025
Imelda Urbina

INSTRUCTIONS: Rate each duty and/or responsibility using the scale below that most closely describes the employee's performance. Supporting comments must be entered for a rating of (UN) Unsatisfactory or (CO) Clearly Outstanding in any block. Evaluator is required to suggest goals for improvement on each area rated (BE) Below Expectations.

RATING SCALE: CO = Clearly Outstanding(Performance is consistently far superior to what is normally expected) EE = Exceeds Expectations(Performance is consistently above standards) ME = Meets Expectations(Performance is within standard and presents no significant problems) BE = Below Expectations(Performance is below standards and problems exist) UN = Unsatisfactory(Performance is consistently unacceptable)

DUTIES AND/OR RESPONSIBILITIES:	CO	EE	ME	BE	UN	HAS IMPROVED	SHOWS LITTLE OR NO IMPROVEMENT
1. Assist the Director with carrying out department operations, including to assist with periodic review of data input.		X				Completes tasks specified by the Superintendent/ Accounting Director.	
2. Complies with district policies, including federal, state, and local rules, laws, and regulations.	X					Follows district policies and regulations.	
3. Prepare, reconcile, and submit local, state, and federal reports as applicable. Prepare income balance sheets, statements, consolidated statements, and other statements and reports.		X				Reconciles documentation for Special Events Dept and Accounting Dept.	
4. Assist in developing and implementing procedures to ensure timely processing of employee payments, vendor payments, accounts payable invoices,		X				Completes and submits documentation	

1 ASST. BUSINESS ADMINISTRATION DIRECTOR

requisitions, purchase orders, supplemental and taxpayer refunds, etc.						department.	
DUTIES AND/OR RESPONSIBILITIES:	CO	EE	ME	BE	UN	HAS IMPROVED	SHOWS LITTLE OR NO IMPROVEMENT
5. Maintain and reconcile financial information in the districts accounting, accounts payable, budget, payroll, and purchasing online database systems. This includes maintains adequate balances in District's bank accounts for daily operations.		X				Keeps financial files/organized documentation to keep track of financial information.	
6. Work with administrators, principals, directors, and staff regarding departmental policies and procedures. Assist with resolutions to complaints, concerns, issues, and problems as applicable. Assist with trainings as applicable.	X					Has an optimistic and positive attitude, builds an ambience of trust with others.	
7. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records.	X					Very good organizational skills.	
8. Maintain confidentiality of business & finance records to include employee salaries or other confidential information with the exception of an open records request by the Human Resources Department or the Deputy Superintendent for Business & Finance.	X					Loyal and trustworthy employee. Maintains confidentiality information.	
9. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner	X					Embraces feedback and strives for continuous improvement.	
10. Performs other duties as assigned.	X					Capable of handling a variety of assignments.	

OTHER:							
11.	Attendance, Punctuality and Dependability - attendance on the job and reporting time.		X			Professional and reliable with any task assigned.	
12.	General Personal Appearance - personal grooming and attire.		X			Upholds professional attire and appearance.	
13.	Poise and Self Control - consider approach to students, staff, and community.	X				Positive attitude, can work with a variety of personalities. Accepts criticism.	

CONCLUSION AND COMMENTS:

Do you recommend this employee to remain in this assignment? Yes X No .

Do you believe this employee has the ability to assume more responsible assignments?
Immediately? Yes X No Eventually? Yes No

Note this employee's stronger points and areas in which s/he did exceptionally good work:


Ms. Fernandez is doing an exceptional job in coordinating and organizing district events. She is also doing an excellent job assisting the Accounting Department in executing department tasks. She excels at keeping great communication with team members, helping to keep everyone on the same page.

Note this employee's weaker points, areas in which s/he did exceptionally poor work, and areas in which there is the greatest room for improvement. Comment on any poor ratings reported. Be specific, general comments are of no value.

Length of time under my supervision 3 years.


Signature of Supervisor

4-2-25
Date


Signature of Employee

4/2/2025
Date

The appraisal has been explained to me, but my signature does not necessarily constitute agreement.

Employee comments:

JOB TITLE: ASSISTANT BUSINESS ADMINISTRATION DIRECTOR**NAME:** Ana Sofia Fernandez**EMPLOYEE ID NO.:** _____**SCHOOL DEPARTMENT:** Special Events Department**APPRAISAL PERIOD: FROM** April 2023 **TO** April 2024

INSTRUCTIONS: Rate each duty and/or responsibility using the scale below that most closely describes the employee's performance. Supporting comments must be entered for a rating of (UN) Unsatisfactory or (CO) Clearly Outstanding in any block. Evaluator is required to suggest goals for improvement on each area rated (BE) Below Expectations.

RATING SCALE: CO = Clearly Outstanding(Performance is consistently far superior to what is normally expected) EE = Exceeds Expectations(Performance is consistently above standards) ME = Meets Expectations(Performance is within standard and presents no significant problems) BE = Below Expectations(Performance is below standards and problems exist) UN = Unsatisfactory(Performance is consistently unacceptable)

DUTIES AND/OR RESPONSIBILITIES:	CO	EE	ME	BE	UN	HAS IMPROVED	SHOWS LITTLE OR NO IMPROVEMENT
1. Assist the Director with carrying out department operations, including to assist with periodic review of data input.		X				Completes tasks specified by the Superintendent/Accounting Director.	
2. Complies with district policies, including federal, state, and local rules, laws, and regulations.	X					Follows district policies and regulations.	
3. Prepare, reconcile, and submit local, state, and federal reports as applicable. Prepare income balance sheets, statements, consolidated statements, and other statements and reports.		X				Reconciles documentation for Special Events Dept and Accounting Dept.	
4. Assist in developing and implementing procedures to ensure timely processing of employee payments, vendor payments, accounts payable invoices,		X				Completes and submits documentation	

1 ASST. BUSINESS ADMINISTRATION DIRECTOR

vendor payments, accounts payable invoices, requisitions, purchase orders, supplemental and taxpayer refunds, etc.						to proper department.	
DUTIES AND/OR RESPONSIBILITIES:	CO	EE	ME	BE	UN	HAS IMPROVED	SHOWS LITTLE OR NO IMPROVEMENT
5. Maintain and reconcile financial information in the districts accounting, accounts payable, budget, payroll, and purchasing online database systems. This includes maintains adequate balances in District's bank accounts for daily operations.		X				Keeps financial files/organized documentation to keep track of financial information.	
6. Work with administrators, principals, directors, and staff regarding departmental policies and procedures. Assist with resolutions to complaints, concerns, issues, and problems as applicable. Assist with trainings as applicable.	X					Has an optimistic and positive attitude, builds an ambience of trust with others.	
7. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records.	X					Very Organized.	
8. Maintain confidentiality of business & finance records to include employee salaries or other confidential information with the exception of an open records request by the Human Resources Department or the Deputy Superintendent for Business & Finance.	X					Loyal and trustworthy employee. Maintains confidentiality information.	
9. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner	X					Accepts criticism and works to improve.	
10. Performs other duties as assigned.	X					Capable of handling a	

						assignments.	
OTHER:							
11.	Attendance, Punctuality and Dependability - attendance on the job and reporting time.		X			Professional and reliable with any task assigned.	
12.	General Personal Appearance - personal grooming and attire.		X			Upholds professional attire and appearance.	
13.	Poise and Self Control - consider approach to students, staff, and community.	X				Positive attitude, can work with a variety of personalities. Accepts criticism.	

CONCLUSION AND COMMENTS:

Do you recommend this employee to remain in this assignment? Yes X No .

Do you believe this employee has the ability to assume more responsible assignments?

Immediately? Yes X No Eventually? Yes No

Note this employee's stronger points and areas in which s/he did exceptionally good work:

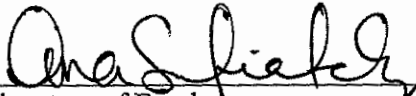
Ms. Fernandez is doing an exceptional job in coordinating and organizing district events. She is also doing an excellent job assisting the Accounting Department in executing department tasks.

Note this employee's weaker points, areas in which s/he did exceptionally poor work, and areas in which there is the greatest room for improvement. Comment on any poor ratings reported. Be specific, general comments are of no value.

Length of time under my supervision 2 years.


Signature of Supervisor

4-3-24
Date


Signature of Employee

4/3/24
Date

The appraisal has been explained to me, but my signature does not necessarily constitute agreement.

Employee comments:

APR 11 2023

JOB TITLE: ASSISTANT BUSINESS ADMINISTRATION DIRECTORNAME: Ana Sofia Fernandez

EMPLOYEE ID NO.: _____

Human Resources
Imelda UrbinaSCHOOL DEPARTMENT: Special Events DeptAPPRAISAL PERIOD: FROM April 2022 TO April 2023

INSTRUCTIONS: Rate each duty and/or responsibility using the scale below that most closely describes the employee's performance. Supporting comments must be entered for a rating of (UN) Unsatisfactory or (CO) Clearly Outstanding in any block. Evaluator is required to suggest goals for improvement on each area rated (BE) Below Expectations.

RATING SCALE: CO = Clearly Outstanding(Performance is consistently far superior to what is normally expected) EE = Exceeds Expectations(Performance is consistently above standards) ME = Meets Expectations(Performance is within standard and presents no significant problems) BE = Below Expectations(Performance is below standards and problems exist) UN = Unsatisfactory(Performance is consistently unacceptable)

DUTIES AND/OR RESPONSIBILITIES:	CO	EE	ME	BE	UN	HAS IMPROVED	SHOWS LITTLE OR NO IMPROVEMENT
1. Assist the Director with carrying out department operations, including to assist with periodic review of data input.		X				Completes tasks specified by the Accounting Director.	
2. Complies with district policies, including federal, state, and local rules, laws, and regulations.	X					Follows district policies and regulations.	
3. Prepare, reconcile, and submit local, state, and federal reports as applicable. Prepare income balance sheets, statements, consolidated statements, and other statements and reports.		X				Reconciles documentation for Special Events Dept and Accounting Dept.	
4. Assist in developing and implementing procedures to ensure timely processing of employee payments, vendor payments, accounts payable invoices, requisitions, purchase orders, supplemental and taxpayer refunds, etc.		X				Completes and submits documentation to proper department.	

DUTIES AND/OR RESPONSIBILITIES:		CO	EE	ME	BE	UN	IMPROVED	NO IMPROVEMENT
5.	Maintain and reconcile financial information in the districts accounting, accounts payable, budget, payroll, and purchasing online database systems. This includes maintains adequate balances in District's bank accounts for daily operations.		X				Keeps financial files/organized documentation to keep track of financial information.	
6.	Work with administrators, principals, directors, and staff regarding departmental policies and procedures. Assist with resolutions to complaints, concerns, issues, and problems as applicable. Assist with trainings as applicable.	X					Has a positive attitude, builds an ambience of trust with others.	
7.	Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records.	X					Very Organized.	
8.	Maintain confidentiality of business & finance records to include employee salaries or other confidential information with the exception of an open records request by the Human Resources Department or the Deputy Superintendent for Business & Finance.	X					Loyal and trustworthy employee. Maintains confidentiality information.	
9.	Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner	X					Accepts criticism and works to improve.	
10.	Performs other duties as assigned.	X					Capable of handling a variety of assignments.	
OTHER:								
11.	Attendance, Punctuality and Dependability - attendance on the job and reporting time.		X				Professional and reliable with any task assigned.	
12.	General Personal Appearance - personal grooming and attire.		X				Upholds professional attire and appearance.	

13.	Poise and Self Control - consider approach to students, staff, and community.	X					Positive attitude, can work with a variety of personalities. Accepts criticism.	
-----	---	---	--	--	--	--	---	--

CONCLUSION AND COMMENTS:

Do you recommend this employee to remain in this assignment? Yes X No ____.

Do you believe this employee has the ability to assume more responsible assignments?

Immediately? Yes X No ____ Eventually? Yes ____ No ____

Note this employee's stronger points and areas in which s/he did exceptionally good work:


Ms. Fernandez is doing an exceptional job in coordinating and organizing district events. She is also doing a remarkable job in assisting the Accounting Department in executing department tasks.

Note this employee's weaker points, areas in which s/he did exceptionally poor work, and areas in which there is the greatest room for improvement. Comment on any poor ratings reported. Be specific, general comments are of no value.

Length of time under my supervision 1 years.


Signature of Supervisor

4-5-23
Date


Signature of Employee

4/5/23
Date

The appraisal has been explained to me, but my signature does not necessarily constitute agreement.

Employee comments:

PERFORMANCE APPRAISAL - SUMMATIVE EVALUATION REPORT

Name Ana Sofia Fernanadez Employee ID No. _____
Position Assistant Food Service Director Campus Food Service (199)
Evaluator Mario E. Garcia Date of Review 02/15/2022
Appraisal Period From: June 2021 To: June 2022

Directions

The following statements describe the Asstant Food Service Director who achieves success. Based on cumulative performance information, the evaluator estimates the effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the attainment of that criterion. Any rating other than a three (3), Meets Expectations must be accompanied by written comments specifying the reasons for the rating.

Rating Scale

- | | | |
|---|-----------------------|--|
| 5 | Clearly Outstanding: | Performance is consistently far superior to what is normally expected. |
| 4 | Exceeds Expectations: | Performance demonstrates increased proficiency and is consistently above expectations. |
| 3 | Meets Expectations: | Performance meets expectations and presents no significant problems. |
| 2 | Below Expectations: | Performance is consistently below expectations and significant problems exist. |
| 1 | Unsatisfactory: | Performance is consistently unacceptable. |

DOMAIN I FOOD SERVICE OPERATIONS

- | | |
|----------|--|
| <u>3</u> | 1. Assist in directing and managing district's child nutrition programs. |
| <hr/> | |
| <u>3</u> | 2. Help develop menus that meet established nutritional requirements for students.
<u>Learning program requirements</u> |
| <hr/> | |
| <u>4</u> | 3. Work cooperatively with campus principals to create lunch schedules and resolve personnel issues. |
| <hr/> | |
| | 4. Assist in establishing and directing process of providing free and reduced lunch applications following United States Department of Agriculture and Texas Education |

- | | |
|----------|---|
| <u>4</u> | 12. Compile, maintain, and file all reports, records, and other documents required. |
| <hr/> | |
| <u>3</u> | 13. Ensure that employee time records are accurately maintained and data necessary to process food service payroll is delivered in a timely manner. |
| <hr/> | |

Domain Total

10

DOMAIN IV PERSONNEL MANAGEMENT

- | | |
|----------|--|
| <u>3</u> | 14. Assist in electing, training, supervising, and evaluating staff and make recommendations relative to assignment, retention, discipline, and dismissal. |
| <hr/> | |
| <u>3</u> | 15. Help prepare, review, and revise job descriptions for food service department positions. |
| <hr/> | |
| <u>3</u> | 16. Assist in developing training options and improvement plans to ensure exemplary operation in the food service area. |
| <hr/> | |

Domain Total

9

DOMAIN V SAFETY

- | | |
|----------|---|
| <u>3</u> | 17. Ensure that measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouses |
| <hr/> | |
| <u>3</u> | 18. Maintain safety standards that confirm with federal, state, and insurance regulations and develop a program of preventive safety |
| <hr/> | |
| <u>3</u> | 19. Organize and conduct training programs to promote safe food handling and a safe work environment. |
| <hr/> | |

Domain Total

9

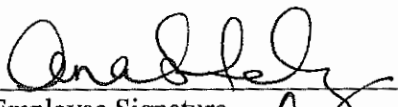
STEP ONE: Count number of criterion per domain and place in column number two (2)
 STEP TWO: Add total points per domain and place in column number three (3).
 STEP THREE: Divide total points by number of criterion and place in column number four (4)
 STEP FOUR: Add all averages on column number four (4) and divide by number of domains.
 Place average in overall rating.

Domain	# of Criterion	Total Points	Average
I FOOD SERVICE OPERATIONS	5	17	3.4
II BUDGET & INVENTORY	5	16	3.2
III POLICY, REPORTS & LAW	3	10	3.33
IV PERSONNEL MANAGEMENT	3	9	3
V SAFETY	3	9	3
VI PROFESSIONAL GROWTH & DEVELOPMENT	2	7	3.5

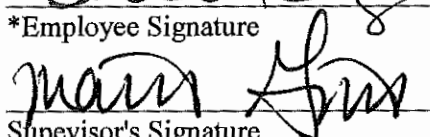
OVERALL SUMMATIVE TOTAL
 OVERALL SUMMATIVE RATING
 OVERALL RATING

68
19.43
3.24

5 CO = Clearly Outstanding
 4-4.99 EE = Exceeds Expectations
 3-3.99 ME = Meets Expectations
 2-2.99 BE = Below Expectations
 1-1.99 US = Unsatisfactory


 *Employee Signature

2/15/22
 Date


 Supervisor's Signature

6/15/22
 Date

*Employees signature indicates only that the report has been seen and discussed. It does not indicate agreement or disagreement with the content.
 If the employee disagrees with the evaluation results, a written response may be attached to this form.

SUL ROSS STATE UNIVERSITY

www.sulross.edu

SSN: ****

ID: A00452631

Date of Birth:

Date Issued: 27-JUL-2020
OFUG Official - Undergraduate - ALP

Page: 1

Record of: Anasofia Fernandez
Current Name: Anasofia Fernandez
Issued To: ANASOFIA FERNANDEZ
1361 EMILIO CIR
EAGLE PASS, TX 78852-3852

Course Level: Graduate

Current Program

Mast of Business Admin

Program : MBA Business Admin - RGC
College : Rio Grande College
Campus : Rio Grande College
Major : Business Administration

Degree Awarded Mast of Business Admin 09-MAY-2020
Primary Degree

Program : MBA Business Admin - RGC
College : Rio Grande College
Campus : Rio Grande College
Major : Business Administration

SUBJ NO.	COURSE TITLE	CRED GRD PTS	R
----------	--------------	-----------------	---

INSTITUTION CREDIT:

Fall 2018
ECON 5303 Managerial Economics

GBUS 5301 Bus Res & Reprting
Ehrs: 6.000 QPts:
GPA-Hrs: 6.000 GPA:
Good Standing

Spring 2019
FINA 5306 Sem: Financial Mgmt

MKTG 5305 Seminar In Marketing
Ehrs: 6.000 QPts:
GPA-Hrs: 6.000 GPA:
Good Standing

***** CONTINUED ON NEXT COLUMN *****

SUBJ NO.	COURSE TITLE	CRED GRD PTS	R
----------	--------------	-----------------	---

Institution Information continued:

Summer 1 2019
GBUS 5302 RC Topic: Soci Iss Busi & Econ

Ehrs: 3.000 QPts:
GPA-Hrs: 3.000 GPA:
Good Standing

Summer 2 2019
ECON 5302 SEM: Free Enter Economics

Ehrs: 3.000 QPts:
GPA-Hrs: 3.000 GPA:
Good Standing

Fall 2019
ACCT 5307 Accounting for Management

MGMT 5303 Management Policy

MGMT 5304 Seminar In Management

QMTS 5309 Quant Anal & Dec Theo For Bus

Ehrs: 12.000 QPts:
GPA-Hrs: 12.000 GPA:
Good Standing

Spring 2020
ACCT 5310 Taxation Business Enterprise

MGT 5312 International Business

***** CONTINUED ON PAGE 2 *****

SUL ROSS STATE UNIVERSITY

www.sulross.edu



SSN: ****-**-****

ID: A00452631

Date of Birth:

Date Issued: 27-JUL-2020
OFUG Official - Undergraduate - ALP

Record of: Anasofia Fernandez
Level: Graduate

Page: 2

SUBJ NO.	COURSE TITLE	CRED	GRD	R
			PTS	

Institution Information continued:

Ehrs: 6.000 QPts:
GPA-Hrs: 6.000 GPA:

Good Standing

Last Standing: Good Standing

***** TRANSCRIPT TOTALS *****

INSTITUTION Ehrs: 36.000 QPts:
GPA-Hrs: 36.000 GPA:

TRANSFER Ehrs: 0.000 QPts:
GPA-Hrs: 0.000 GPA:

OVERALL Ehrs: 36.000 QPts:
GPA-Hrs: 36.000 GPA:

***** END OF TRANSCRIPT *****

OFFICIAL TRANSCRIPT OF ACADEMIC RECORD

8 to 2:00pm FRI 8:00am 955/4000

ADMISSIONS AND WHITE DOCUMENT ID: 00101

SUL ROSS STATE UNIVERSITY

www.sulross.edu

SSN: ****-**-****

ID: A00452631

Date of Birth:

B

Date Issued: 27-JUL-2020
OFUG Official - Undergraduate - ALP

Page: 1

Record of: Anasofia Fernandez
Current Name: Anasofia Fernandez
Issued To: ANASOFIA FERNANDEZ
1361 EMILIO CIR
EAGLE PASS, TX 78852-3852

Course Level: Post Baccalaureate

SUBJ NO.	COURSE TITLE	CRED	GRD	R
			PTS	

INSTITUTION CREDIT:

Fall 2017
MGMT 3306 Principles Of Management
MKTG 3307 Principles Of Marketing

Ehrs: 6.000 QPts:
GPA-Hrs: 6.000 GPA:
Good Standing

Fall 2018
FINA 3302 Corporate Finance

Ehrs: 3.000 QPts:
GPA-Hrs: 3.000 GPA:
Good Standing

Last Standing: Good Standing

***** TRANSCRIPT TOTALS *****

INSTITUTION Ehrs: 9.000 QPts:
GPA-Hrs: 9.000 GPA:

TRANSFER Ehrs: 0.000 QPts:
GPA-Hrs: 0.000 GPA:

OVERALL Ehrs: 9.000 QPts:
GPA-Hrs: 9.000 GPA:

***** END OF TRANSCRIPT *****

OFFICIAL TRANSCRIPT OF ACADEMIC RECORD



January 4, 2016

To Whom It May Concern:

This letter is to confirm that AnaSofia Fernandez has completed the requirements for the Bachelor of Arts degree with a major in Psychology at the University of the Incarnate Word. The degree has been posted to the UIW transcript with a graduation date of December 4, 2015.

The diploma should be available in late February.

If you have any questions, please feel free to contact our office at (210) 829-6006.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Susanne Cook". The script is fluid and cursive.

Susanne Cook
Assistant Registrar

The Universe is Yours.*

4301 Broadway, San Antonio, Texas 78209 210 829-6000

Record of: AnaSofia Fernandez
Student ID: W00901258
SSN: ****-***

Issued to Student

Page: 1
Date Issued: 23-DEC-2015

Course Level: Undergraduate

Current Program:
Major : Psychology
Maj/Concentration : Child/Adolescent Psychology
Minor : Sociology

Institution Information continued:

Spring 2013
BIOL 2121 M Anatomy & Physiology I Lab
BIOL 2321 M Anatomy and Physiology I
CHEM 1320 M Biological Chemistry II
CHEM 1320L M Biological Chemistry II Lab
DWHP 1200 M Dimensions of Wellness
PSYC 1301 M Introduction to Psychology
Ehrs: 6.00 GPA-Hrs: 6.00 QPts:

Fall 2013
ARTS 2357 M Photography I
CHEM 1320 M Biological Chemistry II
CHEM 1320L M Biological Chemistry II Lab
MATH 2303 M Intro to Probability & Statis
NUTR 2341 M Introduction to Nutrition
PEHP 1115 M Ballet I (Level 1)
Ehrs: 13.00 GPA-Hrs: 13.00 QPts:

Spring 2014
BIOL 2321 M Anatomy and Physiology I
PSYC 2370 M Child/Adolescent Development
PSYC 3331 M Abnormal Psychology
PSYC 3353 M Personality
PSYC 3370 M Adult Development and Aging
Ehrs: 15.00 GPA-Hrs: 15.00 QPts:

Fall 2014
PSYC 2310 M Critical Think/Writ in Psych
PSYC 2380 M Biology and Behavior
PSYC 3351 M Social Psychology
PSYC 3381 M Statistics for Behavioral Sci
RELS 1335 M Spirituality and Prayer
Ehrs: 15.00 GPA-Hrs: 15.00 QPts:
Dean's List

Spring 2015
PHIL 1381 M Introduction to Philosophy
***** CONTINUED ON PAGE 2 *****

TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

EL10-SP12 Southwest Texas Junior College

ECON 2301 Principles of Macroeconomics
ENGL 1311 Composition I
ENGL 1312 Composition II
GOVT 1315 American Politics
HIST 1321 The United States to 1865
HIST 1322 US Since 1865
MATH 1304 College Algebra
Ehrs: 21.00 GPA-Hrs: 21.00 QPts:

SU13 Southwest Texas Junior College

BIOL 2122 Anatomy & Physiology II Lab
BIOL 2322 Anatomy and Physiology II
PSYC 2356 Lifespan Development
Ehrs: 4.00 GPA-Hrs: 7.00 QPts:

2012 Advance Placement/Coll. Board

SPAN 1311 Elementary Spanish I
SPAN 1312 Elementary Spanish II
Ehrs: 6.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

INSTITUTION CREDIT:

Fall 2012
CHEM 1310 M Biological Chemistry I
COMP 1301 M Computer Lit/Business Appl
ENGL 2310 M World Literature Studies
NURS 2199 M ST: Seminar for Health Prof
SPCH 1311 M Public Speaking
Ehrs: 13.00 GPA-Hrs: 12.00 QPts:

***** CONTINUED ON NEXT COLUMN *****

Issued To: Transcript issued to Student
Fernandez, AnaSofia

Record of: AnaSofia Fernandez
Student ID: W00901258
SSN: ****-**-****

Page: 2
Date Issued: 23-DEC-2015

Institution Information continued:

PSYC 3385 M Multicultural Issues
PSYC 4330 M Developmental Psychopathology
PSYC 4359 M Directed Practicum/Internship
SOCI 3384 M Research Methods
Ehrs: 15.00 GPA-Hrs: 15.00 QPts:

Fall 2015
PHIL 3375 M Aesthetics: Phil of Arts&Beauty
PSYC 3472 M Learning
PSYC 4331 M History of Psychology
PSYC 4399 M ST.Social Development
SOCI 1311 M Introduction to Sociology
Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 4

***** TRANSCRIPT TOTALS *****
Earned Hrs GPA Hrs Points GPA
TOTAL INSTITUTION 93.00 92.00 294.40
TOTAL TRANSFER 31.00 28.00 66.00
OVERALL 124.00 120.00 360.40
***** END OF TRANSCRIPT *****

This official document is printed on red SCRIP-SAFE® security paper and does not require a raised seal. The official signature of the Registrar is white on a red background and will distort or disappear when photocopied. The name of the university appears in white type across the face of the record. When photocopied, the words University of the Incarnate Word and COPY appear on alternate lines across the face of the record.

Bobbye G. Fry, Registrar

TO AUTHENTICATE: TRANSLUCENT GLOBE ICONS MUST BE VISIBLE WHEN HELD TOWARD A LIGHT SOURCE

PAYROLL SALARY ADJUSTMENT FORM

Employee Name:	Ana Sofia Fernandez	ID:	---
Pay Period:	7/15/2025	Campus:	726
Position:	Business & Special Events Officer	Job Code:	BSEO
Account:	199-41-6119-00-726-599-000		100%

REASON FOR ADJUSTMENT

New Employee: <input type="checkbox"/>	Special Ed: <input type="checkbox"/>	Chairperson: <input type="checkbox"/>
Coaching Stipend: <input type="checkbox"/>	Master's: <input type="checkbox"/>	Promotion: <input type="checkbox"/>
Reassignment: <input type="checkbox"/>	Other: Adding Election Stipend and 2025-2026 Increase.	

FICA Eligibility	M	TRS Status:	1	Pay Type:	1	Pay Grade:	007
Pay Step:	09	State Step:	09	Hrs p/day:	8	Contract amount:	\$ 87,087.00
Balance:	\$ 87,087.00	Annual Pymts:	24	Remain. Pymts:	24	# of Months:	12
State Min. Days:	226	St. Min. Salary:	\$ 53,328.00	Hrly Rate:	\$ -	O/T Rate:	\$ -
Daily Rate:	\$ 385.34	Payoff Date:	6/26/2026	Wkl Hrs.Schd:	40	TRS Member Pos:	12
Calendar Code:	13	No. of Days Based on:	226				
Contract Begin Date:	7/1/2025	Contract End Date:	6/12/2026				
Effective Date:	7/1/2025	No. of Days employed:	226				

\$75,942.00	+	\$ 6,145.00	+	\$ 5,000.00	=	\$ 87,087.00
24-25 Contract		25-26 Increase		Stipend		Total Contract Amount

226	x	\$ 336.03	=	\$ 75,942.00
No. of Days to work		Daily Rate		Total Contract Earned

Description of Extra: Base Salary includes Professional Support Stipend.

226	x	\$ 27.19	=	\$ 6,145.00
No. of Days to work		Daily Rate		Total Extra Earned

Description of Extra: 25-26 Salary Increase.

226	x	\$ 29.41	=	\$ 5,000.00
No. of Days to work		Daily Rate		Total Extra Earned

Description of Extra: 25-26 Election Stipend.

Total Adj. Contract Amount: \$ 87,087.00

Pay Rate	x	Payments	From- To	=	\$ -
					Contract Paid
Pay Rate	x	Payments	From- To	=	\$ -
Description:			Account:		Contract Paid
Pay Rate	x	Payments	From- To	=	\$ -
					Contract Paid
Total Contract Paid:					\$ -

\$ 87,087.00	÷	24	7/15/2025	6/26/2026	=	\$ 3,628.63
Contract Balance		No. of Payments	From	To		Semi Monthly Payments

Marital Status:	Single/Married	Married Jointly	Head of Household
Children under 17:	Other Dep:	Additional Withholding: \$ -	

Bank Account Number	Bank Routing Number	Bank Code
---------------------	---------------------	-----------

Note:

Asst. Business Admin. Director

Asst. Business Admin. Director

Payroll Director

2025-2026

Eagle Pass Independent School District
Human Resources Employee Status Change Form
587 Madison St. - Eagle Pass, Texas 78852

F-230 #: 2398

School Board Agenda Required: , NO,
Superintendent's Agenda Required: , YES, 6/16/2025
HR Employee Letter Required: , NO
Employee Required Information
Supplemental Allowance
Employee Status: Current Employee

Employee ID:
Employee Name: Ana Sofia Fernandez,
Current Position Information: Business & Special
Events Officer, Pay Grade:007, No. Days: 226,
Campus/Dept.: 726 - Business & Finance

New Position Information as applicable
New Position: Pay Grade: , No. Days: ,
Campus/Dept:

Please select one: Non-TRS Retiree

Non-TRS Retiree: Equivalent Hrs per Week: ,
%FTE: 100, Hours per Day/Month:

TRS Retiree: Equivalent Hrs per Week:, %FTE:,
Hours per Month:

Yes

Section 1: Previous Employee Information

Employee Replacement Information:
Employee ID: , Employee Name: , Position:
Campus/Dept.: , Pay Grade: , Working Days: , Hours per Week:

Section 2: Supplemental

Current: - - ,

Add: 5000.00 - 00 - Election Stipend,

Delete: - -

Previous Employee Information: Employee Name: Diana Deniz Brown, Employee ID: 7121, Benefits & Risk Management Director

Section 3: Employee Leave

Section 4: Start/End Dates
Start Date: 7/1/2025 End Date:

Section 5: Additional Information for Change
Adding Election Stipend to replace Diana Deniz Brown

Section 6: Account Number(s)
Current Account: 199-41-6119-00-726-5-99000-Percentage: 100 %

New Account: 199-41-6119-00-726-5-99000-Percentage: 94 %; 199-41-6118-01-726-5-99000-Percentage: 6 %

F-230 Notes by Deputy Supt. for B&F:

Approved By

Step	Name	Account	Date
Form Submitted	Tohui L. Valero	EPISD\lvalero	06/16/2025 03:18 PM
Organization Approval	Susana Perez	EPISD\sperez	06/17/2025 07:55 AM
DSC Approval	Imelda Urbina	EPISD\iurbina	06/26/2025 01:52 PM
Organization Approval	Jesus A. Costilla	EPISD\jcostilla	06/26/2025 02:29 PM
DSC Approval	Tohui L. Valero	EPISD\lvalero	07/10/2025 02:40 PM
DSC Approval	Gaby Vandermaal	EPISD\gvandermaal	07/10/2025 02:52 PM
DSC Approval	Ismael Mijares	EPISD\imijares	07/16/2025 08:38 AM
DSC Approval	Ismael Mijares	EPISD\imijares	07/16/2025 08:40 AM
Deputy Supt. For Business and Finance Approval	Ismael Mijares	EPISD\imijares	07/16/2025 08:42 AM

Verified by Human Resources

1. _____ Date: _____

2. _____ Date: _____

XC. _____ Date: _____

Verified by Payroll

1. D. Chan Date: 7.16.25

2. Ana Karina Gedeon Date: 7/16/25

XC. 7.15.25 Date: _____

APPROVED F-230

EAGLE PASS I.S.D.
PAYROLL DEPARTMENT
TEACHER CALCULATION SHEET

NAME: Ana Sofia Fernandez **Position:** Bus. & Special Events Officer **I.D.:** _____ **Pay Grade:** 007

REASON: Adding Election Stipend

	ACCOUNT NUMBER	2024-2025	No. of Days	%	2025-2026	No. of Days	%
1	BASE SALARY	199 41 6119 00 726 599 000	\$ 75,942.00	226	100%	\$ 75,942.00	226 94%
2.	Election Stipend	199 41 6118 01 726 599 000	\$ -	0%	\$ 5,000.00		6%
3.			\$ -	0%	\$ -		0%
4.			\$ -	0%	\$ -		0%
5.			\$ -	0%	\$ -		0%
6.			\$ -	0%	\$ -		0%
7.			\$ -	0%	\$ -		0%
			\$ 75,942.00	226	100%	\$ 80,942.00	226 100%
8	Travel*		\$ 3,000.00	100%	\$ 3,000.00		100%
*Travel stipend not part of salary							
			\$ 336.03		\$ 358.15		

Difference: \$ 5,000.00

 6/16/21
 Payroll Director or Designee

2025-2026

MANUAL TRADE STIPENDS

(CALCULATED IN SALARY)

Account 199-51-6128-00-XXX-XXX

Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Skilled A/C Mechanic (License is required: Position does not require license)	056	2	\$ 15,000.00	\$ 30,000.00
Master Gen. Const. Facil. & Maint. (License is required for position)	056	2	\$ 20,000.00	\$ 40,000.00
Master Welder (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Maintenance (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Carpenter (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Electrician (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master HVAC (License is required for position)	056	2	\$ 20,000.00	\$ 40,000.00
SPVR/Master Plumber (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master of Special Project (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR, Field Maint. & Operations (License not required: Additional duties for position)	056	1	\$ 20,000.00	\$ 20,000.00
Total		13	\$ 195,000.00	\$ 260,000.00

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) State License is required for the position. Maintaining your state license and/or master certificate in good standing and providing the District evidence of such on an annual basis.
- 3.) Will be required to obtain permits as applicable.
- 4.) The City of Eagle Pass Code Compliance requiring the District to have on staff an employee with your professional trade license.
- 5.) The payment for the state license will continue to be the sole responsibility of the employee.
- 6.) The payment for the continuing education course(s) will continue to be the sole responsibility of the employer.
- 7.) The department administrator must submit an F-230 when a change occurs.
- 8.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District or if your license expires, or is terminated, cancelled, or suspended.
- 9.) \$20,000 Stipend is for Supervisor/Master Pay Grade 056 with State License.
\$15,000 Stipend is for Pay Grade 055 with State License.

POLICE OFFICER RANKING STIPENDS

(CALCULATED IN SALARY)

Account: 199-52-6129-00-819-X99

Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Lieutenant	006	1	\$ 10,000.00	\$ 10,000.00
Sergeant	006	6	\$ 7,000.00	\$ 42,000.00
Corporal	006	4	\$ 5,000.00	\$ 20,000.00
Investigator	006	2	\$ 5,000.00	\$ 10,000.00
K-9 Officer	006	2	\$ 5,000.00	\$ 10,000.00
Total		15	\$ 32,000.00	\$ 92,000.00

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) The department administrator must submit an F-230 when a change occurs.
- 3.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- 4.) Stipend based on additional duties assigned to these positions.

ELECTION STIPEND

(CALCULATED IN SALARY)

Account: 199-41-6118-01-726-X99/199-41-6118-95-726-X99/199-41-6129-96-726-X99

Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Duly Appointed Agents	006-020	6	\$ 5,000.00	\$ 30,000.00
Total		6	\$ 5,000.00	\$ 30,000.00

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) The stipend applies on a yearly basis during election & non-election year.
- 3.) The department administrator must submit an F-230 when a change occurs.
- 4.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- 5.) Stipend based on additional duties assigned to these positions.

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230
THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

{A} Employee Status: ☐ New ☒ Current ☒ Full-Time ☐ Part-Time ☐ Sub ☐ TRS Retiree Yes ☐ No ☒

☐ Other: _____ Fringe Benefits: ☒ Yes ☐ No Hrs per Week: _____

Name: Fernandez Ana Sofia
Last First M.

I.D. /Soc Sec #: _____ Campus/Dept: 726-BUSINESS & FINANCE

Degree: ☐ BA/BS ☐ MA/MS Pay Grade: 7 Work Days: 226 Years of Exp: _____

Job Title: Business & Special Events Officer Job Code: BSEO

Effective Date of Change: _____ Board/Supt. Agenda Date: 6/16/25

Account Code(s): see attachment

{B} Salary or Rate (Salary Calculation Form Attached):

☐ Pay Grade Minimum ☐ Per Supplemental/Salary Schedule
☐ Hourly Rate _____ ☐ Other _____

{C} Employee Status Change (HR Employee Letter Attached as applicable):

☐ FMLA ☐ WC ☐ Extended Leave ☐ New Job Title _____
☐ Pay Grade Reclassification ☐ New Job Code _____
☐ Promotion ☐ New Pay Grade _____
☐ Resignation/Termination ☐ Reassignment _____
☐ Retirement ☐ Transfer _____
☐ Supplemental ☐ Add ☐ Delete ☒ Other Add Election Stipend \$5000.00

Additional Info: see attachment

RECEIVED
PAYROLL DEPT.

JUL 9 8 2025

Account Code(s): _____

SCHOOL YEAR
2025-2026

1.) Pam M. Di 6/19/25
HUMAN RESOURCES OFFICER DATE

2.) [Signature] 6/26/25
EXECUTIVE DIRECTOR FOR HR DATE

3.) [Signature] 6-26-25
DEPUTY SUPT. FOR BUS & FIN. DATE

4.) _____
SUPERINTENDENT DATE

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES
SALARY CALCULATION FORM
(EMPLOYEE FILE)

NAME: Ana Sofia Fernandez

ID#: _____

PREVIOUS EMPLOYEE: _____

ID#: _____

(AS APPLICABLE)

I. ASSIGNMENT

Change effective date: _____

VACANCY: ☐

NEW POSITION: ☐

Other: ☒ Add Election Stipend

POSITION: Business & Special Events Officer

PREVIOUS POSITION: Business & Special Events Officer

LOCATION: Business & Finance Dept.

LOCATION: Business & Finance Dept.

PAY GRADE: 07

PAY GRADE: 07

BASE PAY: \$75,942.00

BASE PAY: \$75,942.00

ADDITIONAL PAY: \$

ADDITIONAL PAY: \$

STIPEND(S): \$5000.00

STIPEND(S): \$

TOTAL PAY: \$80,942.00

HRS: _____

TOTAL PAY: \$75,942.00

HRS: _____

DAILY/HRLY RATE: \$358.15

DAYS: 226

DAILY/HRLY RATE: \$336.03

DAYS: 226

TRAVEL: \$3000.00

TRAVEL: \$3000.00

ACCOUNT CODE: 199-41-6119-00-726-599-000 94%
199-41-6118-01-726-599-000 6%
199-41-6139-00-726-599-000 100%

ACCOUNT CODE: 199-41-6119-00-726-599-000 100%
199-41-6139-00-726-599-000 100%

*May not add up due to rounding.

II. CERTIFICATION

CURRENTLY CERTIFIED: YES: ☐ NO: ☐ N/A: ☐

CERTIFICATION AREA(S): _____

STANDARD: ☐

ALTERNATIVE: ☐

NON-RENEWABLE PERMIT: ☐

EMERGENCY PERMIT: _____

OTHER: _____

III. EXPERIENCE

EPISD (PARA-PROF) EXPERIENCE: 0 year(s) EPISD (PROF) EXPERIENCE: 8 year(s)

OTHER EXPERIENCE: 0 year(s)

TOTAL EXPERIENCE: 8 year(s)

PROFESSIONAL PAY STEP EXPERIENCE: 8 year(s)

VERIFIED: _____

Human Resources Officer

Payroll Director

APPROVED: _____

Executive Director for HR

Deputy Superintendent for B&F

This form is required when there is a change in Base Pay, Additional Pay, Stipend(s) included with annual salary, and Travel as approved on a Superintendent's Agenda or at a School Board Meeting as applicable. This form is not required for employee pay increases recommended by the Superintendent and approved by the School Board as part of the Annual Budget.

PROCESSED BY: _____

HUMAN RESOURCES/PAYROLL

FOR PAYROLL USE ONLY*

*VERIFIED BY: _____

HUMAN RESOURCES/PAYROLL

DATE

EFFECTIVE PAY PERIOD: _____

*EMPLOYEE THAT VERIFIES MAY NOT COMPLETE THE FOR PAYROLL USE ONLY SECTION. DIFFERENT EMPLOYEE MUST PROCESS AND VERIFY FOR PAYROLL USE SECTION.
**MUST ATTACH COPY OF THE ITCCS REGION 20 WPR5321 EMPLOYEE PAY INFORMATION SCREEN AND PROVIDE HR AND RISK MANG. OIR. WITH COPY OF FULLY SIGNED FORM

"The Eagle Pass Independent School District is an Equal Opportunity Employer, M/W/D/V." Revised 11/2021

EAGLE PASS I.S.D.
PAYROLL DEPARTMENT
TEACHER CALCULATION SHEET

NAME: Ana Sofia Fernandez **Position:** Bus. & Special Events Officer **I.D.:** - **Pay Grade:** 007

REASON: Adding Election Stipend

	ACCOUNT NUMBER	2024-2025	No. of Days	%	2025-2026	No. of Days	%
1	BASE SALARY	199 41 6119 00 726 599 000	\$ 75,942.00	226	100%	\$ 75,942.00	226 94%
2.	Election Stipend	199 41 6118 01 726 599 000	\$ -	0%	\$ 5,000.00		6%
3.			\$ -	0%	\$ -		0%
4.			\$ -	0%	\$ -		0%
5.			\$ -	0%	\$ -		0%
6.			\$ -	0%	\$ -		0%
7.			\$ -	0%	\$ -		0%
			\$ 75,942.00	226	100%	\$ 80,942.00	226 100%
8	Travel*	199 41 6139 00 726 599 000	\$ 3,000.00	100%	\$ 3,000.00		100%
*Travel stipend not part of salary							
			\$ 336.03		\$ 358.15		

Difference: \$ 5,000.00

 6.26.24
 Payroll Director or Designee

2025-2026

**MANUAL TRADE STIPENDS
(CALCULATED IN SALARY)**

Account 199-51-6128-00-XXX-XXX

Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Skilled A/C Mechanic (License is required: Position does not require license)	055	2	\$ 15,000.00	\$ 30,000.00
Master Gen. Const. Facil. & Maint. (License is required for position)	056	2	\$ 20,000.00	\$ 40,000.00
Master Welder (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Maintenance (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Carpenter (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Electrician (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master HVAC (License is required for position)	056	2	\$ 20,000.00	\$ 40,000.00
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SPVR. Field Maint. & Operations (License not required: Additional duties for position)	056	1	\$ 20,000.00	\$ 20,000.00
Total		13	\$ 195,000.00	\$ 250,000.00

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) State License is required for the position. Maintaining your state license and/or master certificate in good standing and providing the District evidence of such on an annual basis.
- 3.) Will be required to obtain permits as applicable.
- 4.) The City of Eagle Pass Code Compliance requiring the District to have on staff an employee with your professional trade license.
- 5.) The payment for the state license will continue to be the sole responsibility of the employee.
- 6.) The payment for the continuing education course(s) will continue to be the sole responsibility of the employer.
- 7.) The department administrator must submit an F-230 when a change occurs.
- 8.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District or if your license expires, or is terminated, cancelled, or suspended.
- 9.) \$20,000 Stipend is for Supervisor/Master Pay Grade 056 with State Licence.
\$15,000 Stipend is for Pay Grade 055 with State Licence.

**POLICE OFFICER RANKING STIPENDS
(CALCULATED IN SALARY)**

Account: 199-52-6129-00-819-X99

Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Lieutenant	006	1	\$ 10,000.00	\$ 10,000.00
Sergeant	006	6	\$ 7,000.00	\$ 42,000.00
Corporal	006	4	\$ 5,000.00	\$ 20,000.00
Investigator	006	2	\$ 5,000.00	\$ 10,000.00
K-9 Officer	006	2	\$ 5,000.00	\$ 10,000.00
Total		15	\$ 32,000.00	\$ 92,000.00

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) The department administrator must submit an F-230 when a change occurs.
- 3.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- 4.) Stipend based on additional duties assigned to these positions.

ELECTION STIPEND

(CALCULATED IN SALARY)

Account: 199-41-6118-01-726-X99/199-41-6118-95-726-X99/199-41-6129-96-726-X99

Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Duly Appointed Agents	006-020	6	\$ 5,000.00	\$ 30,000.00
Total		6	\$ 5,000.00	\$ 30,000.00

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) The stipend applies on a yearly basis during election & non-election year.
- 3.) The department administrator must submit an F-230 when a change occurs.
- 4.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- 5.) Stipend based on additional duties assigned to these positions.

RECEIVED
PAYROLL DEPT.

JUL 08 2025

SCHOOL YEAR

te Run: 06-23-2025 11:42 AM
ity Dist: 159-901

Employee Salary Information
Eagle Pass ISD

Program: HRS1650
Page: 1 of 1

ame:	ANA SOFIA FERNANDEZ	Emp Nbr:		Yrs Experience District:	Frequency:	5
idress:		SSN:		Yrs Experience Total:	Pay Campus:	726
	EAGLE PASS, TX 78852-0000	DOB:	02-23-1994	Yrs Prof Exper District:	09 Primary Campus:	726
hone:		Degree:	2 - Master's	Yrs Prof Exper Total:	09 W4 Filing Status:	S
original Emp Date:	01-20-2016	Latest Re-Emp Date:		Creditable Year of Service:	<input type="checkbox"/>	
Estimated Annual Salary:	\$0.00	Retirement Date:		Extract ID:	226	
W4 Multi-Job:	N	W4 Nbr Children Under 17:	0	Work Email:	AFERNANDEZ@EAGLEPASSISD.NET	
W4 Other Income:	\$0.00	W4 Nbr Other Dependents:	0	W4 Other Exemptions:	\$0.00	
		W4 Other Deductions:	\$0.00			

Job Information

Job:	BUS & SPEC EV OFFICER	Payoff Date:	06-30-2026
Primary:	Y Assigned: 100.00%	Begin Date:	07-01-2025 # Months in Contract:
Grade:	007	End Date:	06-12-2026 # Days in Contract:
Step:		Contract Amount:	\$87,087.00 # of Annual Pymts:
Sched:		Contract Balance:	\$87,087.00 Remaining Pymts:
Vacant:		Local Contract Days:	226 Hourly Rate:
# of Days Empld:	226 Wholly Sep Amt:	\$0.00	

Budget Information

Job:	Account Code	Amount	Percent	Activity	TRS Grant	Exp 373	Acct Type	Extra Duty Cd	Perform Pa
	199-41-6139.00-726-599000	\$3,000.00	100.000%	79		N	B	23	N
	199-41-6119.00-726-599000	\$82,087.00	94.259%	80		Y	G		
	199-41-6118.01-726-599000	\$5,000.00	5.741%	79		Y	G	EL	N

Salary Calculation

Job:	BUS & SPEC EV OFFICER		
Annual Salary:	\$87,087.00	State Min Salary:	\$53,328.00
Pay Rate:	\$3,628.63	OT Elig:	N
Daily Rate:	\$385.340	OT Rate:	\$0.00

Extra Duty Information

Extra Duty Pay Code	Amount	Remain Amount	Pymnts	Acct Type	Fund	Distribution	Exp 73	Perf Pay
23 - TRAVEL STIPEND	\$3,000.00	\$3,000.00	24	B				
EL - ELECTION STIPEND	\$5,000.00	\$0.00	0	G	199	41-6118.0		N

Note: G-types included as contract pay for non XTRA job. S-types reported in XTRA job.

Leave Information

Type	Description	Beg Bal	Earned	Used	End Bal	Type	D
02	NON-DUTY	0	12.000	0	12.000	03	LOC
08	STATE PR	0	5.000	0	5.000		

Employee Signature

Date

Added
election Stipend

Run: 04-08-2025 1:15 PM

Dist: 159-901

Employee Salary Information

Eagle Pass ISD

Program: HRS1650

Page: 1 of 1

Name: ANA SOFIA FERNANDEZ

Address:

EAGLE PASS, TX 78852-0000

Phone:

Original Emp Date: 01-20-2016

Estimated Annual Salary: \$0.00

Multi-Job: N W4 Nbr Children Under 17: 0

Other Income: \$0.00

Emp Nbr:

SSN:

DOB: 02-23-1994

Degree: 2 - Master's

Latest Re-Emp Date:

Retirement Date:

W4 Nbr Other Dependents: 0

W4 Other Deductions: \$0.00

Yrs Experience District:

Yrs Experience Total:

Yrs Prof Exper District: 10

Yrs Prof Exper Total: 10

Creditable Year of Service: ☐

Extract ID: PR1

Work Email: AFERNANDEZ@EAGLEPASSISD.NET

W4 Other Exemptions: \$0.00

Frequency:

Pay Campus:

Primary Campus: 726

W4 Filing Status: S

Job Information

Job: BUS & SPEC EV OFFICER

Primary: Y Assigned: 100.00% Begin Date:

Grade: 007

Step:

Sched:

Vacant:

of Days Empld:

End Date:

Contract Amount:

Contract Balance:

Local Contract Days:

226 Wholly Sep Amt:

07-01-2024# Months in Contract:

06-12-2025# Days in Contract:

\$75,942.00# of Annual Pymts:

\$18,821.25 Remaining Pymts:

226 Hourly Rate:

\$0.00

Payoff Date: 06-26-2025

12 TRS Status: 1 - Eligible

226 TRS Position: 01 - Professional staff

24 FICA Eligibility: M - Subject to medicare

24 WC Code: C

\$0.00 Wkly Hrs Sched: 40

Budget Information

Job:

BUS & SPEC EV OFFICER

Account Code	Amount	Percent	Activity	TRS Grant	Exp 373	Acct Type	Extra Duty Cd	Perform P
199-41-6139.00-726-599000	\$3,000.00	100.000%	79		N	B	23	N
199-41-6119.00-726-599000	\$75,942.00	100.000%	80		Y	G		

Salary Calculation

Job: BUS & SPEC EV OFFICER

Annual Salary: \$75,942.00

Pay Rate: \$3,164.25

Daily Rate: \$336.030

State Min Salary:

\$51,804.00

OT Elig:

N

OT Rate:

\$0.00

State Step:

Yrs in Career Ladder:

0

Extra Duty Information

Extra Duty Pay Code	Amount	Remain Amount	Pymnts	Acct Type	Fund	Distribution Code	Percent	Account Amount	Activity	TRS Grant	Exp 373	Perf Pay
23 - TRAVEL STIPEND	\$3,000.00	\$625.00	5	B			0.000 %					

Note: G-types included as contract pay for non XTRA job. S-types reported in XTRA job.

Leave Information

Type	Description	Beg Bal	Earned	Used	End Bal	Type	Description	Beg Bal	Earned	Used	End Bal
02	NON-DUTY	8.000	11.000	19.000	0	03	LOCAL LV	18.000	14.000	8.500	23.500
08	STATE PR	0.500	5.000	5.500	0						

Employee Signature

Date

2025-2026 MASTER RECORD

NAME:

ANA-SOFIA FERNANDEZ

ID:

POSITION:

BUS & SPEC EV OFF

NUMBER OF DAYS:

226

CAMPUS:

726

HRS. P/DAY:

Only required for hourly

PAY GRADE:

007

SALARY INCREASE:

7.5%

HOURLY INCREASE:

\$ -

DAILY INCREASE:

\$ 27.46

TOTAL INCREASE:

\$ 6,206.00

24-25 SALARY:

\$ 75,942.00

24-25 DAILY RATE:

\$ 336.027

24-25 PAY RATE:

\$ 3,164.25

25-26 SALARY:

\$ 82,148.00

25-26 DAILY RATE:

\$ 363.49

25-26 PAY RATE:

\$ 3,422.83

Verified By

[Signature] 6/18/25

Date

Verified By

Date

2025-2026 MASTER RECORD

NAME: ANA SOFIA FERNANDEZ
POSITION: BUS SPEC EV OFF
CAMPUS: 726

ID:
NUMBER OF DAYS: 226
HRS. P/DAY:
Only required for hourly

PAY GRADE: 007
SALARY INCREASE: 7.5%
HOURLY INCREASE: \$ -
DAILY INCREASE: \$ 27.19
TOTAL INCREASE: \$ 6,145.00

24-25 SALARY: \$ 75,942.00
24-25 DAILY RATE: \$ 336.027
24-25 PAY RATE: \$ 3,164.25

25-26 SALARY: \$ 82,087.00
25-26 DAILY RATE: \$ 363.22
25-26 PAY RATE: \$ 3,420.29

Verified By

Date

Verified By

Date

2025-2026 MASTER RECORD

NAME: ANA SOFIA FERNANDEZ
POSITION: BUS SPEC EV OFF
CAMPUS: 726

ID:
NUMBER OF DAYS: 226
HRS. P/DAY:
Only required for hourly

PAY GRADE: 007
SALARY INCREASE: 7.5%
HOURLY INCREASE: \$ -
DAILY INCREASE: \$ 27.19
TOTAL INCREASE: \$ 6,145.00

24-25 SALARY: \$ 80,942.00
24-25 DAILY RATE: \$ 358.150
24-25 PAY RATE: \$ 3,372.58

25-26 SALARY: \$ 87,087.00
25-26 DAILY RATE: \$ 385.34
25-26 PAY RATE: \$ 3,628.63

*ELECTION STIPEND 5,000

Verified By

Date

Verified By

Date

30

2025-2026

MANUAL TRADE STIPENDS

(CALCULATED IN SALARY)

Account 199-51-6128-00-XXX-XXX

Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Skilled A/C Mechanic (License is required: Position does not require license)	055	2	\$ 15,000.00	\$ 30,000.00
Master Gen. Const. Facil. & Maint. (License is required for position)	056	2	\$ 20,000.00	\$ 40,000.00
Master Welder (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Maintenance (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Carpenter (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master Electrician (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master HVAC (License is required for position)	056	2	\$ 20,000.00	\$ 40,000.00
SPVR/Master Plumber (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR/Master of Special Project (License is required for position)	056	1	\$ 20,000.00	\$ 20,000.00
SPVR. Field Maint. & Operations (License not required: Additional duties for position)	056	1	\$ 20,000.00	\$ 20,000.00
Total		13	\$ 195,000.00	\$ 250,000.00

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) State License is required for the position. Maintaining your state license and/or master certificate in good standing and providing the District evidence of such on an annual basis.
- 3.) Will be required to obtain permits as applicable.
- 4.) The City of Eagle Pass Code Compliance requiring the District to have on staff an employee with your professional trade license.
- 5.) The payment for the state license will continue to be the sole responsibility of the employee.
- 6.) The payment for the continuing education course(s) will continue to be the sole responsibility of the employer.
- 7.) The department administrator must submit an F-230 when a change occurs.
- 8.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District or if your license expires, or is terminated, cancelled, or suspended.
- 9.) \$20,000 Stipend is for Supervisor/Master Pay Grade 056 with State Licence.
\$15,000 Stipend is for Pay Grade 055 with State Licence.

POLICE OFFICER RANKING STIPENDS

(CALCULATED IN SALARY)

Account: 199-52-6129-00-819-X99

Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Lieutenant	006	1	\$ 10,000.00	\$ 10,000.00
Sergeant	006	6	\$ 7,000.00	\$ 42,000.00
Corporal	006	4	\$ 5,000.00	\$ 20,000.00
Investigato	006	2	\$ 5,000.00	\$ 10,000.00
K-9 Officer	006	2	\$ 5,000.00	\$ 10,000.00
Total		15	\$ 32,000.00	\$ 92,000.00

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) The department administrator must submit an F-230 when a change occurs.
- 3.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- 4.) Stipend based on additional duties assigned to these positions.

ELECTION STIPEND

(CALCULATED IN SALARY)

Account: 199-41-6118-01-726-X99/199-41-6118-95-726-X99/199-41-6129-96-726-X99

Current Positions	Pay Grade	Number of Positions	Amount p/Position	Total Amount
Duly Appointed Agents	006-020	6	\$ 5,000.00	\$ 30,000.00
Total		6	\$ 5,000.00	\$ 30,000.00

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) The stipend applies on a yearly basis during election & non-election year.
- 3.) The department administrator must submit an F-230 when a change occurs.
- 4.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- 5.) Stipend based on additional duties assigned to these positions.

Eagle Pass Independent School District
Human Resources Employee Status Change Form
587 Madison St. - Eagle Pass, Texas 78852

F-230 #: 2398

School Board Agenda Required: , NO,
Superintendent's Agenda Required: , YES, 6/16/2025
HR Employee Letter Required: , NO

Employee Required Information

Supplemental Allowance

Employee Status: Current Employee

Employee ID:

Employee Name: Ana Sofia Fernandez,
Current Position Information: Business & Special
Events Officer, Pay Grade:007, No. Days: 226,
Campus/Dept.: 726 - Business & Finance

New Position Information as applicable

New Position: Pay Grade: , No. Days: ,
Campus/Dept:

Please select one: Non-TRS Retiree

Non-TRS Retiree: Equivalent Hrs per Week: ,
%FTE: 100, Hours per Day/Month:

TRS Retiree: Equivalent Hrs per Week: , %FTE: ,
Hours per Month:

Yes

Section 1: Previous Employee Information

Employee Replacement Information:

Employee ID: , Employee Name: , Position:
 , Campus/Dept.: , Pay Grade: , Working Days: , Hours per Week:

Section 2: Supplemental

Current: - - ,

Add: 5000.00 - 00 - Election Stipend,

Delete: - -

Previous Employee Information: Employee Name: Diana Deniz Brown, Employee ID: 7121, Benefits & Risk Management Director

Section 3: Employee Leave

Section 4: Start/End Dates

Start Date: 7/1/2025 End Date:

Section 5: Additional Information for Change

Adding Election Stipend to replace Diana Deniz Brown

Section 6: Account Number(s)

Current Account: 199-41-6119-00-726-5-99000-Percentage: 100 %

New Account: 199-41-6119-00-726-5-99000-Percentage: 94 %; 199-41-6118-01-726-5-99000-Percentage: 6 %

F-230 Notes by Deputy Supt. for B&F:

RECEIVED
PAYROLL DEPT
AUG 06 2025
SCHOOL YEAR
2025-2026

Approved By

Step	Name	Account	Date
Form Submitted	Tohui L. Valero	EPISD\lvalero	06/16/2025 03:18 PM
Organization Approval	Susana Perez	EPISD\sperez	06/17/2025 07:55 AM
DSC Approval	Imelda Urbina	EPISD\iurbina	06/26/2025 01:52 PM
Organization Approval	Jesus A. Costilla	EPISD\jcostilla	06/26/2025 02:29 PM
DSC Approval	Tohui L. Valero	EPISD\lvalero	07/10/2025 02:40 PM
DSC Approval	Gaby Vandermaal	EPISD\gvandermaal	07/10/2025 02:52 PM
DSC Approval	Ismael Mijares	EPISD\imijares	07/16/2025 08:38 AM
DSC Approval	Ismael Mijares	EPISD\imijares	07/16/2025 08:40 AM
Deputy Supt. For Business and Finance Approval	Ismael Mijares	EPISD\imijares	07/16/2025 08:42 AM

Verified by Human Resources

1. li Date: 8/4/25
 2. Pam M. Li Date: 7/23/25
 XC. ys. Date: 8/5/25

Verified by Payroll

1. G. Chamy Date: 7-16-25
 2. Ana Karina Ayedee Date: 7/16/25
 XC. 7-15-25 Date: _____

APPROVED F-230

PAYROLL SALARY ADJUSTMENT FORM

Employee Name:	Ana Sofia Fernandez	ID:	
Pay Period:	7/26/2023	Campus:	726
Position:	Buisness & Special Events Officer	Job Code:	BSEO
Account:	199-41-6119-00-726-499-000		100%

REASON FOR ADJUSTMENT

New Employee:	Special Ed:	Chairperson:	
Coaching Stipend:	Master's:	Promotion:	
Reassignment:	Other: Title Change only.		

FICA Eligibility: M	TRS Status: 1	Pay Type: 1	Pay Grade: 007
Pay Step: 08	State Step: 08	Hrs p/day: 8	Contract amount: \$66,779.02
Balance: \$ 75,942.00	Annual Pymts: 24	Remain. Pymts: 24	# of Months: 12
State Min. Days: 226	St. Min. Salary: \$ 51,804.00	Hrly Rate: \$ -	O/T Rate: \$ -
Daily Rate: \$ 336.03	Payoff Date: 6/26/2025	Wkl Hrs.Schd: 40	TRS Member Pos: 12
Calendar Code: 13	No. of Days Based on: 226		
Contract Begin Date: 7/1/2024	Contract End Date: 6/12/2025		
Effective Date: 7/1/2024	No. of Days employed: 226		

\$66,779.02	+	\$ 2,516.32	+	\$ 6,646.66	=	\$ 75,942.00
23-24 Contract		24-25 Increase		Stipend		Total Contract Amount

226	x	\$ 295.48	=	\$ 66,779.02
No. of Days to work		Daily Rate		Total Contract Earned

Description of Extra: 226	x	Base salary \$ 11.13	=	\$ 2,516.32
No. of Days to work		Daily Rate		Total Extra Earned

Description of Extra: 226	x	24-25 Salary Increase \$ 29.41	=	\$ 6,646.66
No. of Days to work		Daily Rate		Total Extra Earned

Description of Extra: 23-24 Professional Support Position Stipend.				
Total Adj. Contract Amount:		\$ 75,942.00		

Pay Rate	x	Payments	=	\$ -
		From- To		Contract Paid

Pay Rate	x	Payments	=	\$ -
		From- To		Contract Paid
Description:				

Pay Rate	x	Payments	=	\$ -
		From- To		Contract Paid

Total Contract Paid:		\$ -		
----------------------	--	------	--	--

\$ 75,942.00	÷	24	=	\$ 3,164.25
Contract Balance		No. of Payments		Semi Monthly Payments

Marital Status:	Single/Married	Married Jointly	Head of Household
Children under 17:	Other Dep:	Additional Withholding: \$ -	

Bank Account Number	Bank Routing Number	Bank Code
---------------------	---------------------	-----------

Note:

 Asst. Business Admin. Director	 Asst. Business Admin. Director	 Payroll Director
---	--	---

PAYROLL DEPARTMENT EMPLOYEE CHECKLIST FORM

EMPLOYEE NAME: Fernandez, Ana Sofia ID: ---

NEW EMPLOYEE ☐ CURRENT EMPLOYEE ☒

FULL TIME ☐ SUPPLEMENTAL/PROMOTION ☒

PART TIME W/BEN. ☐ REASSIGNMENT/TRANSFER ☐

PART TIME ☐ RESIGNATION/TERM. ☐

SUBSTITUTE ☐ LEAVE ☐

NEW EMPLOYEE ONLY YES ON FILE N/A

1. DIRECT DEPOSIT FORM ☐ ☐ ☐

2. W-4 FORM ☐ ☐ ☐

3. KRONOS ENROLLMENT
(Hourly Only) ☐ ☐ ☐

4. SOCIAL SECURITY STATEMENT FORM
Full Time or Part Time with Benefits Only ☐ ☐ *BSEC*

CURRENT EMPLOYEE ONLY YES NO INITIAL/DATE

5. SUPT/BOARD AGENDA ☒ ☐ *TV 7.16.24*

6. F-230 REQ.#: 142 ☒ ☐ *TV*

DATE: _____ CONTACT: _____ INITIAL: _____

DATE: _____ CONTACT: _____ INITIAL: _____

DATE: _____ CONTACT: _____ INITIAL: _____

DATE: _____ CONTACT: _____ INITIAL: _____

DATE: _____ CONTACT: _____ INITIAL: _____

NOTE:

- 1) Must advise Payroll Director if F-230 in inbox more than two (2) consecutive days.
- 2) Must advise Bus. & Finance Director if F-230 in inbox more than three (3) consecutive days.

DATE: _____ CONTACT: _____ INITIAL: _____

DATE: _____ CONTACT: _____ INITIAL: _____

Eagle Pass Independent School District
Human Resources Employee Status Change Form
587 Madison St. - Eagle Pass, Texas 78852

F-230 #: 1412

Employee Information

Employee Name: Ana Sofia Fernandez

ID: Pay Grade: 007 - 007

Current Employee,

TRS Retiree:

Working days: 226 to 226, - hours per week

Position: Asst. Business & Finance Director -

Business & Special Events Officer at 726 -

Business & Finance - 726 - Business & Finance

Employee Leave:

Reason for change: Title change to Business & Special Events Officer as per approved 2024-2024 Professional Hiring Schedule

New Title with No change in Pay complete section 5 and 6

Start Date: End Date:

New Position or Employee Reassignment/Transfer

at

replacing

Part-Time w/No Benefits Per Week: - Part-Time w/No Benefits Hours Per Month:

Supplemental:

Current: - -

Add: - -

Delete: - -

Previous Employee Information: , ID ,

Employee Leave:

Current Account: 199-41-6119-00-726-4-99000-Percentage: 100 %

New Account: 199-41-6119-00-726-4-99000-Percentage: 100 %

Additional Information for Change: Title change to Business & Special Events Officer as per approved 2024-2024 Professional Hiring Schedule

F-230 Notes by Deputy Supt. for B&F:

Approved By

Step	Name	Account	Date
Form Submitted	Tohui L. Valero	EPISD\lvalero	05/30/2024 09:22 AM
Create Req #	Workflow	_workflow	05/30/2024 09:22 AM
Organization Approval	John Cox	jcox@eaglepassisd.net	05/30/2024 11:26 AM
Organization Approval	Jesus A. Costilla	EPISD\jcostilla	06/04/2024 02:09 PM
DSC Approval	Tohui L. Valero	EPISD\lvalero	07/01/2024 10:40 AM
DSC Approval	Gaby Vandermaal	EPISD\gvandermaal	07/01/2024 10:42 AM
Deputy Supt. For Business and Finance Approval	Ismael Mijares	EPISD\imijares	07/01/2024 02:58 PM

Verified by Human Resources

1. _____ Date: _____

2. _____ Date: _____

XC. _____ Date: _____

Verified by Payroll

1. C. Chang Date: 7-3-24

2. Ana Karina Ojedas Date: 7/3/24

XC. 7-15-24 Date: _____

APPROVED F-230

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
PROFESSIONAL HIRING SCHEDULE
2024-2025**

BASED ON \$55,000 STARTING SALARY

PAY STEP EXPERIENCE	STATE MINIMUM	LOCAL SALARY*	PROFESSIONAL SUPPORT POSITIONS	ADDITIONAL PAY***
0	33,660	55,000	BUSINESS & SPECIAL EVENTS OFFICER	5,500
1	34,390	55,050	COUNSELOR- HEAD HIGH SCHOOL	10,000
2	35,100	55,100	COUNSELOR- HEAD JR. HIGH	7,000
3	35,830	55,150	COUNSELOR - LICENSED PROFESSIONAL	7,000
4	37,350	55,200	COUNSELOR	6,000
5	38,800	55,300	LIBRARIAN: LEARNING RESOURCE CERTIFICATION	4,000
6	40,410	55,400	LIBRARIAN: LEARNING RESOURCE ENDORSEMENT	3,750
7	41,830	55,500	SPECIAL EDUCATION:	
8	43,170	55,600	ASSESSMENT SPECIALIST	4,000
9	44,440	55,700	DIAGNOSTICIAN	6,000
10	45,630	55,800	LICENSED SPECIALIST- SCHOOL PSYCHOLOGY	7,600
11	46,770	55,900	LICENSED SPEECH PATHOLOGIST	17,000
12	47,850	56,000	PHYSICAL THERAPIST	6,500
13	48,850	56,100	PHYSICAL THERAPIST ASST.	3,500
14	49,810	56,200	SPEECH THERAPIST	5,500
15	50,710	56,300	SPEECH PATHOLOGIST ASSISTANT	3,500
16	51,570	56,400	TEACHER-AUDITORY/VISUALLY IMPAIRED	3,000
17	52,370	56,500	PEP SUPERVISOR	1,500
18	53,140	56,600	PUBLIC INFORMATION OFFICER	5,500
19	53,860	56,700	REGISTERED NURSE	2,150
20**	54,540	56,800	SOCIAL WORKER	1,500

*LOCAL SALARY STEP AMOUNT OF \$50/\$100 IS BASED ON 187 WORKING DAYS AND IS PRORATED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE. THE LOCAL SALARY STEP INCREASE IS NOT STATE MANDATED AND IS NOT AUTOMATIC. IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

**NEW HIRED TEACHERS, COUNSELORS, LIBRARIANS, AND RNS, INCLUDING PREVIOUSLY EMPLOYED SCHOOL DISTRICT EMPLOYEES, WILL BE PAID ACCORDING TO THE PROFESSIONAL HIRING SCHEDULE PAY STEP BASED ON THE YEARS OF EXPERIENCE. HIRED OR REHIRED EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT PAY STEP 20.

*** OTHER PROFESSIONAL POSITIONS, INCLUDING PREVIOUSLY EMPLOYED DISTRICT EMPLOYEES, WILL BE PAID BASED ON THE MINIMUM OF THE PROFESSIONAL HIRING SCHEDULE PAY STEP OR AS APPROVED BY THE SUPERINTENDENT.

****ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PRORATED BASED ON 187 WORKING DAYS.

THE PROFESSIONAL HIRING SCHEDULE INCLUDES:

ADMISSIONS & ATTENDANCE OFFICER (226 DAYS)	BUSINESS & SPECIAL EVENTS OFFICER (226 DAYS)	PUBLIC INFO. OFFICER (226 DAYS)	SP. ED. LICENSED SPEECH PATHOLOGIST (202 DAYS)
ASST. BUS & FIN ADMIN. DIRECTOR (226 DAYS)	BUSINESS OPERATIONS MANAGER (238 DAYS)	REGISTERED NURSES (192 DAYS)	SP. ED. OCCUPATIONAL THERAPIST (202 DAYS)
ASST. CATE DIRECTOR (226 DAYS)	COUNSELOR (192-226 DAYS)	SCHOOL FACILITIES SUPERVISOR (226 DAYS)	SP. ED. SPEECH PATHOLOGIST ASST. (202 DAYS)
ASST. FOOD SERVICE DIRECTOR (226 DAYS)	HR OFFICER (226 DAYS)	SOCIAL WORKER (192 DAYS)	SP. ED. PHYSICAL THERAPIST ASST. (202 DAYS)
ASST. NURSE COORDINATOR (217 DAYS)	LIBRARIAN (187 DAYS)	SP. ED. ASSESSMENT SPECIALIST (210 DAYS)	SP. ED. PHYSICAL THERAPIST (202 DAYS)
ASST. TRANSPORTATION DIR. (226 DAYS)	MICROCOMPUTER TECH. (226 DAYS)	SP. ED. AUDITORY/VISUALLY IMPAIRED TEACHER (187 DAYS)	SP. POP. EVALUATOR (226 DAYS)
ATHLETIC TRAINER (210 DAYS)	PEIMS DATA ANALYST (226 DAYS)	SP. ED. DIAGNOSTICIAN (202 DAYS)	SPVR. F/S AND WAREHOUSE OPERATIONS (233 DAYS)
BAND DIRECTOR (217 DAYS)	PEP SUPERVISOR (226 DAYS)	SP. ED. LICENSED SPECIALIST- SCHOOL PSYCHOLOGY (202 DAYS)	TEACHER (187-217 DAYS)
			WEBMASTER (226 DAYS)

HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230
THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

(A) Employee Status: ☐ New ☒ Current ☒ Full-Time ☐ Part-Time ☐ Sub ☐ TRS Retiree Yes ☐ No ☒
☐ Other: _____ Fringe Benefits: ☐ Yes ☐ No Hrs per Week: _____
Name: Fernandez Ana Sofia
Last First M.
J.D./Soc Sec #: _____ Campus/Dept: 726-BUSINESS & FINANCE
Degree: ☒ BA/BS ☐ MA/MS Pay Grade: 7 Work Days: 226 Years of Exp: _____
Job Title: Asst. Bus Ad. Director Job Code: ABAD
Effective Date of Change: 07/01/24 Board/Supt. Agenda Date: 06/17/24
Account Code(s): see attached

(B) Salary or Rate (Salary Calculation Form Attached):

☒ Pay Grade Minimum ☐ Per Supplemental/Salary Schedule
☐ Hourly Rate _____ ☐ Other _____

(C) Employee Status Change (HR Employee Letter Attached as applicable):

☐ FMLA ☐ WC ☐ Extended Leave ☒ New Job Title Bus & Special Events Officer
☐ Pay Grade Reclassification ☒ New Job Code BSEO RECEIVED
☐ Promotion ☐ New Pay Grade PAYROLL DEPT
☐ Resignation/Termination ☐ Reassignment 11/1 08 2024
☐ Retirement ☐ Transfer _____
☐ Supplemental ☐ Add ☐ Delete ☒ Other Title Change SCHOOL YEAR
2024-2025

Additional Info: _____

Account Code(s): _____

1.) Laura M. Davis 6/18/24
HUMAN RESOURCES OFFICER DATE

2.) Jim Arturo Cordero 6/18/24
EXECUTIVE DIRECTOR FOR HR DATE

3.) _____
DEPUTY SUPT. FOR BUS. & FIN. DATE

4.) [Signature] 6-20-24
SUPERINTENDENT DATE

Title change to Job Code BSEO

Inbox (4) - pgarcia@eaglepassisd.net - Eagle Pass Inde...

ASCENDER Application Directory

Personnel - Staff Demographic - Employee 009423 FER...

P

Maintenance > Staff Job Pay Data

Payroll

Save

Employee: ERNANDEZ, ANA SOFIA

Retrieve

Directory

Documents

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		ABAD - ASST BUS ADM DIRECTOR	23 - TRAVEL STIPEND	B	199-41-6139.00-726-499000	3,000.00	100.000%
					Total:	3,000.00	100.000%
		ABAD - ASST BUS ADM DIRECTOR		G	199-41-6119.00-726-499000	75,942.00	100.000%
					Total:	75,942.00	100.000%

Rows: 1 of 2 [Refresh Totals](#)

[Add](#)

Job Code: ABAD - ASST BUS ADM DIRECT

Extra Duty Code: 23 TRAVEL STIPEND B

Account Type: B Non-TRS taxable bus allow

Account Code: 199-41-6139.00-726-499000

Description: EMPLOYEE ALLOWANCES

Amount: 3,000.00 out of 3,000.00

Percent: 100.000%

Activity Code: 79 Other Supplemental

Re-sort

TRS Grant Code:

Worker's Comp Code:

Expense 373: If Account not used in AS-B distr

Employer Contribution: ☐

Performance Pay: ☐

RECEIVED
PAYROLL DEPT
JUL 08 2024
SCHOOL YEAR
2024-2025

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

PROFESSIONAL HIRING SCHEDULE

2024-2025

BASED ON \$55,000 STARTING SALARY

PAY STEP EXPERIENCE	STATE MINIMUM	LOCAL SALARY*	PROFESSIONAL SUPPORT POSITIONS	ADDITIONAL PAY***
0	33,660	55,000	BUSINESS & SPECIAL EVENTS OFFICER	5,500
1	34,390	55,050	COUNSELOR- HEAD HIGH SCHOOL	10,000
2	35,100	55,100	COUNSELOR- HEAD JR. HIGH	7,000
3	35,830	55,150	COUNSELOR - LICENSED PROFESSIONAL	7,000
4	37,350	55,200	COUNSELOR	6,000
5	38,800	55,300	LIBRARIAN: LEARNING RESOURCE CERTIFICATION	4,000
6	40,410	55,400	LIBRARIAN: LEARNING RESOURCE ENDORSEMENT	3,750
7	41,830	55,500	SPECIAL EDUCATION:	
8	43,170	55,600	ASSESSMENT SPECIALIST	4,000
9	44,440	55,700	DIAGNOSTICIAN	6,000
10	45,630	55,800	LICENSED SPECIALIST- SCHOOL PSYCHOLOGY	7,500
11	46,770	55,900	LICENSED SPEECH PATHOLOGIST	17,000
12	47,850	56,000	PHYSICAL THERAPIST	5,500
13	48,850	56,100	PHYSICAL THERAPIST ASST.	3,500
14	49,810	56,200	SPEECH THERAPIST	5,500
15	50,710	56,300	SPEECH PATHOLOGIST ASSISTANT	3,500
16	51,570	56,400	TEACHER-AUDITORY/VISUALLY IMPAIRED	3,000
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20**	54,540	56,800	SOCIAL WORKER	1,500

*LOCAL SALARY STEP AMOUNT OF \$50/\$100 IS BASED ON 187 WORKING DAYS AND IS PRORATED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE. THE LOCAL SALARY STEP INCREASE IS NOT STATE MANDATED AND IS NOT AUTOMATIC. IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

**NEW HIRED TEACHERS, COUNSELORS, LIBRARIANS, AND RNS, INCLUDING PREVIOUSLY EMPLOYED SCHOOL DISTRICT EMPLOYEES, WILL BE PAID ACCORDING TO THE PROFESSIONAL HIRING SCHEDULE PAY STEP BASED ON THE YEARS OF EXPERIENCE. HIRED OR REHIRED EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT PAY STEP 20.

*** OTHER PROFESSIONAL POSITIONS, INCLUDING PREVIOUSLY EMPLOYED DISTRICT EMPLOYEES, WILL BE PAID BASED ON THE MINIMUM OF THE PROFESSIONAL HIRING SCHEDULE PAY STEP OR AS APPROVED BY THE SUPERINTENDENT.

****ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PRORATED BASED ON 187 WORKING DAYS.

THE PROFESSIONAL HIRING SCHEDULE INCLUDES:

ADMISSIONS & ATTENDANCE OFFICER (226 DAYS)	BUSINESS & SPECIAL EVENTS OFFICER (226 DAYS)	PUBLIC INFO. OFFICER (226 DAYS)	SP. ED. LICENSED SPEECH PATHOLOGIST (202 DAYS)
ASST. BUS & FIN ADMIN. DIRECTOR (226 DAYS)	BUSINESS OPERATIONS MANAGER (238 DAYS)	REGISTERED NURSES (192 DAYS)	SP. ED. OCCUPATIONAL THERAPIST (202 DAYS)
ASST. CATE DIRECTOR (226 DAYS)	COUNSELOR (192-226 DAYS)	SCHOOL FACILITIES SUPERVISOR (226 DAYS)	SP. ED. SPEECH PATHOLOGIST ASST. (202 DAYS)
ASST. FOOD SERVICE DIRECTOR (226 DAYS)	HR OFFICER (226 DAYS)	SOCIAL WORKER (192 DAYS)	SP. ED. PHYSICAL THERAPIST ASST. (202 DAYS)
ASST. NURSE COORDINATOR (217 DAYS)	LIBRARIAN (187 DAYS)	SP. ED. ASSESSMENT SPECIALIST (210 DAYS)	SP. ED. PHYSICAL THERAPIST (202 DAYS)
ASST. TRANSPORTATION DIR. (226 DAYS)	MICROCOMPUTER TECH. (226 DAYS)	SP. ED. AUDITORY/VISUALLY IMPAIRED TEACHER (187 DAYS)	SP. POP. EVALUATOR (226 DAYS)
ATHLETIC TRAINER (210 DAYS)	PEIMS DATA ANALYST (226 DAYS)	SP. ED. DIAGNOSTICIAN (202 DAYS)	SPVR. F/S AND WAREHOUSE OPERATIONS (238 DAYS)
BAND DIRECTOR (217 DAYS)	PEP SUPERVISOR (226 DAYS)	SP. ED. LICENSED SPECIALIST- SCHOOL PSYCHOLOGY (202 DAYS)	TEACHER (187-217 DAYS)
			WEBMASTER (226 DAYS)

RECEIVED
 PAYROLL DEPT
 08/08/2024

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
OTHER PROFESSIONAL LIST
2024-2025**

ADMISSIONS & ATTENDANCE OFFICER

ASST. BUSINESS & FINANCE ADMIN. DIRECTOR

ASST. CATE DIRECTOR

ASST. FOOD SERVICE DIRECTOR

ASST. NURSE COORDINATOR

ASST. TRANSPORTATION DIRECTOR

ATHLETIC TRAINER

BUSINESS & SPECIAL EVENTS OFFICER

BUSINESS OPERATIONS MANAGER

HR OFFICER

MICROCOMPUTER TECHNICIAN

PEIMS DATA ANALYST

PEP SUPERVISOR

PUBLIC INFORMATION OFFICER

SCHOOL FACILITIES SUPERVISOR

SPECIAL POP. EVALUATOR

SPVR. F/S AND WAREHOUSE OPERATIONS

WEBMASTER

BSE

Year: C

Frequency: 5

Change

Employee: FERNANDEZ, ANA SOFIA

Pay Status: 1 Active

Pay Campus: 726 FINANCE DEPT.

Pay Dept: A

Dock Rate: 336.030

Tax Exempt: ☐Unemployment Elig: ☒

FICA Eligibility: M Subject to medicare

W4 Marital Status: Single

Nbr of Exemptions: 0

IRS Lock-In Letter: ☐

W-4 Withholding Certificate

1: Filing Status: S Single or Married filing separately

2: Multi-Jobs: ☐

3: Children under 17: 0

3: Other Dependents: 0

3: Other Exemptions: 0.00

4a: Other Income: 0.00

4b: Other Deductions: 0.00

TRS

Status: 1 Eligible

Begin Date: 01-20-2016

04-20-2016

FSP Staff Salary Data

Health Ins Code: Y Eligible participating I

FSP Staff Data Code: F Full-Time

Totals

State Min. Salary: 51,804.00

Extra Duty: 0.00

Contract Amt: 75,942.00

Contract Balance: 75,942.00

Extra Duty Pay

Delete

Remain Amt

Remain Pymts

23 - TRAVEL STIPEND

B

3,000.00

3,000.00

24

Bank Info

Delete

805 - COMPASS BANK

2535891942

2 Checking account

☐

0.00

Year: C

Frequency: 5

Change

Employee: 3: FERNANDEZ, ANA SOFIA

Delete Selected

Contracted employee

Rows: 1 of 1

Primary Campus: 726 FINANCE DEPT.

Dept:

Contract Info

Pay Type: 1 Contracted employee Pay Grade: 007 Pay Step: Sched Max Days: Hrs Per Day: 8.000 Incr Pay Step: ☒

Total: 75,942.00 Balance: 75,942.00 # of Annual Pymts: 24 Remaining Pymts: 24 Concept: Use midpoint table

of Months in Contract: 12 State Min Days: 226 Valid basic days in contract Base Annual: 131,613.35

Daily Rate: 336.030 = Contract Total: 75,942.00 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 3,164.25 = Contract Total: 75,942.00 / # Annual Pymts: 24 Payoff Date: 06-26-2025 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig: ☐ OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: ☒ EEOC: 12 Other pro staff

State Info

State Step: 08 Yrs in Career Ladder: TRS Year: ☐ TRS Member Pos: 01 Professional staff Wholly Sep Amt: 0.00

State Min Salary: 51,804.00 = Foundation Daily Rate: 229.221 X % Assigned: 100% X # of days Empld: 226 Retiree Exception:

Calendar/Local Info

Calendar Cdt: 13 - 226 Days Begin Date: 07-01-2024 End Date: 06-12-2025 # of Days Empld: 226 Exclude Days for TEA: ☐

Years Job Exp: 0 Local Contract Days: 226

Workers' Comp Info

WC Code: C CLASS C- PROFESSIONA 0.003000 WC Ann Pymts: 24 WC Remain: 24

Accrual Info

Code: Accrual Rate: 0.000 = Total: 75,942.00 / # of Days Empld: 226



Year: C

Frequency: 5

Change

Employee: J: FERNANDEZ, ANA SOFIA



Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		ABAD - ASST BUS ADM DIRECTOR	23 - TRAVEL STIPEND	B	199-41-6139.00-726-499000	3,000.00	100.000%
					Total:	3,000.00	100.000%
		ABAD - ASST BUS ADM DIRECTOR		G	199-41-6119.00-726-499000	75,942.00	100.000%
					Total:	75,942.00	100.000%

Rows: 1 of 2

Job Code:

Extra Duty Code:

Account Type: B Non-TRS taxable bus allow

Account Code: 199-41-6139.00-726-499000

EMPLOYEE ALLOWANCES

Amount: 3,000.00 out of 3,000.00

Percent: 100.000%

Activity Code: 79 Other Supplemental

TRS Grant Code:

Worker's Comp Code:

Expense 373: N Account not used in ASB distr

Employer Contribution: ☐Performance Pay: ☐

Year: C

Frequency: 5

Change

Employee: FERNANDEZ, ANA SOFIA

Delete Selected

Contracted employee

Rows: 1 of 1

Primary Campus: 726 FINANCE DEPT.

Dept:

Contract Info

Pay Type: 1 Contracted employee Pay Grade: 007 Pay Step: Sched Max Days: Hrs Per Day: 0.000 Incr Pay Step: ☒

Total: 75,942.00 Balance: 75,942.00 # of Annual Pymts: 24 Remaining Pymts: 24 Concept: Use midpoint table

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State Info

State Step: 08 Yrs in Career Ladder: TRS Year: ☒ TRS Member Pos: 01 Professional staff Wholly Sep Amt: 0.00

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Calendar/Local Info

Calendar Cd: 13 - 226 Days Begin Date: 07-01-2024 End Date: 06-12-2025 # of Days Empld: 226 Exclude Days for TEA: ☐

Years Job Exp: 0 Local Contract Days: 226

Workers' Comp Info

WC Code: WC Ann Pymts: 24 WC Remain: 24

Accrual Info

Save successful



Year: C

Frequency: 5

[Change](#)

Employee: FERNANDEZ, ANA SOFIA



Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		BSEO - BUS & SPEC EV OFFICER	23 - TRAVEL STIPEND	B	199-41-6139.00-726-499000	3,000.00	100.000%
					Total:	3,000.00	100.000%
		BSEO - BUS & SPEC EV OFFICER		G	199-41-6119.00-726-499000	75,942.00	100.000%
					Total:	75,942.00	100.000%

Rows: 1 of 2

Job Code:

Extra Duty Code:

Activity Code:

79 Other Supplemental

Account Type:

B Non-TRS taxable bus allow

TRS Grant Code:

Account Code:

199-41-6139.00-726-499000

Worker's Comp Code:

Amount:

3,000.00 out of 3,000.00

Expense 373:

N Account not used in ASB distr

Percent:

100.000%

Employer Contribution:

☐

Performance Pay:

☐

Eagle Pass Independent School District
Human Resources Employee Status Change Form
587 Madison St. - Eagle Pass, Texas 78852

F-230 #: 1412

Employee Information

Employee Name: Ana Sofia Fernandez
ID: Pay Grade: 007 - 007
Current Employee,
TRS Retiree:
Working days: 226 to 226, - hours per week
Position: Asst. Business & Finance Director -
Business & Special Events Officer at 726 -
Business & Finance - 726 - Business & Finance
Employee Leave:

RECEIVED
PAYROLL DEPT

JUL 18 2024

SCHOOL YEAR
2024-2025

Reason for change: Title change to Business & Special Events Officer as per approved 2024-2024 Professional Hiring Schedule
New Title with No change in Pay complete section 5 and 6

Start Date: End Date:

New Position or Employee Reassignment/Transfer
at
replacing

Part-Time w/No Benefits Per Week: - Part-Time w/No Benefits Hours Per Month:

Supplemental:

Current: - -

Add: - -

Delete: - -

Previous Employee Information: , ID ,

Employee Leave:

Current Account: 199-41-6119-00-726-4-99000-Percentage: 100 %

New Account: 199-41-6119-00-726-4-99000-Percentage: 100 %

Additional Information for Change: Title change to Business & Special Events Officer as per approved 2024-2024 Professional Hiring Schedule

F-230 Notes by Deputy Supt. for B&F:

Approved By			
Step	Name	Account	Date
Form Submitted	Tohul L. Valero	EPISD\lvalero	05/30/2024 09:22 AM
Create Req #	Workflow	_workflow	05/30/2024 09:22 AM
Organization Approval	John Cox	jcox@eaglepassisd.net	05/30/2024 11:26 AM
Organization Approval	Jesus A. Costilla	EPISD\jcostilla	06/04/2024 02:09 PM
DSC Approval	Tohul L. Valero	EPISD\lvalero	07/01/2024 10:40 AM
DSC Approval	Gaby Vandermaal	EPISD\gvandermaal	07/01/2024 10:42 AM
Deputy Supt. For Business and Finance Approval	Ismael Mijares	EPISD\mijares	07/01/2024 02:58 PM

Verified by Human Resources		Verified by Payroll	
1. <i>[Signature]</i>	Date: 7/17/24	1. <i>[Signature]</i>	Date: 7-3-24
2. <i>[Signature]</i>	Date: 7/16/24	2. <i>[Signature]</i>	Date: 7/3/24
XC. <i>[Signature]</i>	Date: 7/18/24	XC. 7-15-24	Date:

APPROVED F-230

PAYROLL SALARY ADJUSTMENT FORM

Employee Name:	Ana Sofia Fernandez	ID:	
Pay Period:	7/26/2023	Campus:	726
Position:	Asst. Business Admin. Director	Job Code:	ABAD
Account:	199-41-6119-00-726-499-000		100%

REASON FOR ADJUSTMENT

New Employee: <input type="checkbox"/>	Special Ed: <input type="checkbox"/>	Chairperson: <input type="checkbox"/>	
Coaching Stipend: <input type="checkbox"/>	Master's: <input type="checkbox"/>	Promotion: <input type="checkbox"/>	
Reassignment: <input type="checkbox"/>	Other: Adding step and new additional pay for position in 23-24.		

FICA Eligibility	M	TRS Status:	1	Pay Type:	1	Pay Grade:	007
Pay Step:	07	State Step:	07	Hrs p/day:	8	Contract amount:	\$66,779.02
Balance:	\$ 70,645.76	Annual Pymts:	24	Remain. Pymts:	23	# of Months:	12
State Min. Days:	226	St. Min. Salary:	\$ 50,196.00	Hrly Rate:	\$ -	O/T Rate:	\$ -
Daily Rate:	\$ 324.89	Payoff Date:	6/26/2024	Wkl Hrs. Schd:	40	TRS Member Pos:	12
Calendar Code:	13	No. of Days based on:	226				
Contract Begin Date:	7/3/2023	Contract End Date:	6/13/2024				
Effective Date:	7/3/2023	No. of Days employed:	226				

2023-2024

\$66,779.02	+	\$ 5,646.66	+		=	\$ 73,425.68
Contract Amount		Extra Amount		Extra Amount		Total Contract Amount

226	x	\$ 295.48	=	\$ 66,779.02
No. of Days to work		Daily Rate		Total Contract Earned

Description of Extra:	Base salary	Account:	
226	x	\$ 29.41	\$ 6,646.66
No. of Days to work		Daily Rate	Total Extra Earned

Description of Extra:	23-24 Professional Support Position Stipend.		
	x		\$ -
No. of Days to work		Daily Rate	Total Extra Earned

Description of Extra:			
Total Adj. Contract Amount: \$ 73,425.68			

\$ 2,779.92	x	1	=	\$ 2,779.92
Pay Rate		Payments	From- To	Contract Paid

Pay Rate	x	Payments	=	\$ -
Description:		From- To		Contract Paid

Pay Rate	x	Payments	=	\$ -
Description:		From- To		Contract Paid

Total Contract Paid: \$ 2,779.92			
----------------------------------	--	--	--

\$ 70,645.76	÷	23	=	\$ 3,071.55
Contract Balance		No. of Payments		Semi Monthly Payments

Marital Status:	Single/Married	Married Jointly	Head of Household
Children under 17:	Other Dep:	Additional Withholding: \$ -	

Bank Account Number	Bank Routing Number	Bank Code
---------------------	---------------------	-----------

Note: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> Asst. Business Admin. Director </div> <div style="text-align: center;"> Asst. Business Admin. Director </div> <div style="text-align: center;"> Payroll Director </div> </div>		
---	--	--

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230
THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

{A} Employee Status: ☐ New ☒ Current ☒ Full-Time ☐ Part-Time ☐ Sub ☐ TRS Retiree Yes ☐ No ☒

☐ Other: _____ Fringe Benefits: ☐ Yes ☐ No Hrs per Week: _____

Name: Fernandez Ana S.
Last First M.

I.D. /Soc Sec #: _____ Campus/Dept: 726-BUSINESS & FINANCE ☐

Degree: ☐ BA/BS ☐ MA/MS Pay Grade: 7 ☐ Work Days: 226 ☐ Years of Exp: _____

Job Title: Asst. Business Admin. Director Job Code: ABAD

Effective Date of Change: _____ Board/Supt. Agenda Date: 11/14/23

Account Code(s): see attachment

{B} Salary or Rate (Salary Calculation Form Attached):

☐ Pay Grade Minimum ☐ Per Supplemental/Salary Schedule
☐ Hourly Rate _____ ☐ Other _____

{C} Employee Status Change (HR Employee Letter Attached as applicable):

<input type="checkbox"/> FMLA	<input type="checkbox"/> WC	<input type="checkbox"/> Extended Leave	<input type="checkbox"/> New Job Title
<input type="checkbox"/> Pay Grade Reclassification			<input type="checkbox"/> New Job Code
<input type="checkbox"/> Promotion			<input type="checkbox"/> New Pay Grade
<input type="checkbox"/> Resignation/Termination			<input type="checkbox"/> Reassignment
<input type="checkbox"/> Retirement			<input type="checkbox"/> Transfer
<input type="checkbox"/> Supplemental	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input type="checkbox"/> Other

RECEIVED
PAYROLL DEPT

DEC 12 2023

Additional Info: 2023-2024 equity adjustments

SCHOOL YEAR
2023-2024

Account Code(s): _____

1.) Pam M. Di 11/14/23
HUMAN RESOURCES OFFICER DATE

2.) Jm Arturo Lopez 11/14/23
EXECUTIVE DIRECTOR FOR HR DATE

3.) [Signature] 11-17-23
DEPUTY SUPT. FOR BUS. & FIN. DATE

4.) _____
SUPERINTENDENT DATE

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES
SALARY CALCULATION FORM
(EMPLOYEE FILE)

NAME: Ana Sofia Fernandez ID#: _____
PREVIOUS EMPLOYEE: _____ ID#: _____
(AS APPLICABLE)

I. ASSIGNMENT

VACANCY: <input type="checkbox"/> POSITION: Asst. Business Admin. Director LOCATION: Finance Dept. PAY GRADE: 07 BASE PAY: \$66,779.02 ADDITIONAL PAY: \$6,646.66 STIPEND(S): \$ TOTAL PAY: \$73,425.68 DAILY/HRLY RATE: \$324.89 TRAVEL: \$3000.00 ACCOUNT CODE: 199-41-6139-00-726-499-000 199-41-6119-00-726-499-000	NEW POSITION: <input type="checkbox"/> Other: <input checked="" type="checkbox"/> 2023-2024 equity adjustments PREVIOUS POSITION: Asst. Business Admin. Director LOCATION: Finance Dept. PAY GRADE: 07 BASE PAY: \$66,718.00 ADDITIONAL PAY: \$ STIPEND(S): \$ TOTAL PAY: \$66,718.00 DAILY/HRLY RATE: \$295.21 TRAVEL: \$3000.00 ACCOUNT CODE: 199-41-6139-00-726-499-000 199-41-6119-00-726-499-000
--	--

RECEIVED
PAYROLL DEPT

II. CERTIFICATION

CURRENTLY CERTIFIED: YES: ☐ NO: ☐ N/A: ☐

DEC 12 2023

CERTIFICATION AREA(S): _____

SCHOOL YEAR

2023-2024

STANDARD: ☐ ALTERNATIVE: ☐ NON-RENEWABLE PERMIT: ☐

EMERGENCY PERMIT:

OTHER:

III. EXPERIENCE

EPISD (PARA-PROF) EXPERIENCE: _____ year(s) EPISD (PROF) EXPERIENCE: _____ year(s)

OTHER EXPERIENCE: _____ year(s) TOTAL EXPERIENCE: _____ year(s)

PROFESSIONAL HIRING PAY STEP EXPERIENCE: N/A year(s)

VERIFIED:

Sam M. D. 11/6/23
Human Resources Officer

[Signature] 11-6-23
Payroll Director

APPROVED:

Paul Attwo Coll 11/14/23
Executive Director for HR

[Signature] 11-17-23
Deputy Superintendent for B&F

This form is required when there is a change in Base Pay, Additional Pay, Stipend(s) included with annual salary, and Travel as approved on a Superintendent's Agenda or at a School Board Meeting as applicable. This form is not required for employee pay increases recommended by the Superintendent and approved by the School Board as part of the Annual Budget.

PROCESSED BY:

C. Chan 12.14.23
HUMAN RESOURCES/PAYROLL DATE

FOR PAYROLL USE ONLY*

*VERIFIED BY:

ma gieda 12/14/23
HUMAN RESOURCES/PAYROLL DATE

EFFECTIVE PAY PERIOD:

7-26-23

*EMPLOYEE THAT VERIFIES MAY NOT COMPLETE THE FOR PAYROLL USE ONLY SECTION. DIFFERENT EMPLOYEE MUST PROCESS AND VERIFY FOR PAYROLL USE SECTION.
**MUST ATTACH COPY OF THE ITCCS REGION 20 WPR5321 EMPLOYEE PAY INFORMATION SCREEN AND PROVIDE HR AND RISK MANG. DIR. WITH COPY OF FULLY SIGNED FORM



Maintenance > Staff Job/Pay Data

Payroll

EP000009554

Year: C

Frequency: 5

Change

Employee: 3 : FERNANDEZ, ANA SOFIA



Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Perc
		ABAD - ASST BUS ADM DIRECTOR	23 - TRAVEL STIPEND	B	199-41-6139.00-726-499000	3,000.00	100.00
					Total:	3,000.00	100.00
		ABAD - ASST BUS ADM DIRECTOR		G	199-41-6119.00-726-499000	73,425.68	100.00
					Total:	73,425.68	100.00

Rows: 1 of 2

66,718.000 +
 61.020 +
 5,646.660 +
 73,425.680 *
 Job Code: 73,425.680 ÷
 226. =
 Extra Duty Code: 324.893 *

Account Type: B Non-TRS taxable bus allow

Account Code: 199-41-6139.00-726-499000

EMPLOYEE ALLOWANCES

Amount: 3,000.00 out of 3,000.00

Activity Code: 79 Other Supplemental

TRS Grant Code:

Worker's Comp Code:

Expense 373: N Account not used in ASB distr

Employer Contribution:

RECEIVED
 PAYROLL DEPT
 DEC 19 2023
 SCHOOL YEAR
 2023-2024

PAYROLL SALARY ADJUSTMENT FORM

Employee Name:	Ana Sofia Fernandez	ID:	
Pay Period:	7/26/2023	Campus:	726
Position:	Asst. Business Admin. Director	Job Code:	ABAD
Account:	199-41-6119-00-726-499-000		100%

REASON FOR ADJUSTMENT

New Employee:	<input type="checkbox"/>	Special Ed:	<input type="checkbox"/>	Chairperson:	<input type="checkbox"/>
Coaching Stipend:	<input type="checkbox"/>	Master's:	<input type="checkbox"/>	Promotion:	<input type="checkbox"/>
Reassignment:	<input type="checkbox"/>	Other: Adding step and new additional pay for positon in 23-24.			

FICA Eligibility	M	TRS Status:	1	Pay Type:	1	Pay Grade:	007
Pay Step:	07	State Step:	07	Hrs p/day:	8	Contract amount:	\$66,779.02
Balance:	\$ 70,645.76	Annual Pymts:	24	Remain. Pymts:	23	# of Months:	12
State Min. Days:	226	st. Min. Salary:	\$ 50,196.00	Hrly Rate:	\$ -	O/T Rate:	\$ -
Daily Rate:	\$ 324.89	Payoff Date:	6/26/2024	Wkl Hrs.Schd:	40	TRS Member Pos:	12
Calendar Code:	13	No. of Days Based on:	226				
Contract Begin Date:	7/3/2023	Contract End Date:	6/13/2024				
Effective Date:	7/3/2023	No. of Days employed:	226				

\$66,779.02	+	\$ 6,646.66	+	=	\$ 73,425.68
Contract Amount		Extra Amount			Total Contract Amount

226	x	\$ 295.48	=	\$ 66,779.02
No. of Days to work		Daily Rate		Total Contract Earned

Description of Extra:	Base salary	Account:	
226	x	\$ 29.41	\$ 6,646.66

No. of Days to work	x	Daily Rate	=	Total Extra Earned

Description of Extra:	23-24 Professional Support Position Stipend.

No. of Days to work	x	Daily Rate	=	Total Extra Earned

Description of Extra:	

\$ 2,779.92	x	PAYROLL PERIOD 7/12/2023	=	\$ 2,779.92
Pay Rate		Payments From- To		Contract Paid

\$	x	DEC 12 2023	=	\$ -
Pay Rate		Payments From- To		Contract Paid

Description:	SCHOOL YEAR	Account:	

\$	x	2023-2024	=	\$ -
Pay Rate		Payments From- To		Contract Paid

Total Contract Paid: \$ 2,779.92			
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\$ 70,645.76	÷	23	=	\$ 3,071.55
Contract Balance		No. of Payments		Semi Monthly Payments

Marital Status:	Single/Married	Married Jointly	Head of Household
Children under 17:	Other Dep:	Additional Withholding: \$ -	

Bank Account Number	Bank Routing Number	Bank Code
---------------------	---------------------	-----------

<p>Note:</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> Asst. Business Admin. Director </div> <div style="text-align: center;"> Asst. Business Admin. Director </div> <div style="text-align: center;"> Payroll Director </div> </div>		
--	--	--

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
PROFESSIONAL HIRING SCHEDULE
2023-2024**

BASED ON \$53,000 STARTING SALARY

PAY STEP EXPERIENCE	STATE MINIMUM	LOCAL SALARY*	PROFESSIONAL SUPPORT POSITIONS	ADDITIONAL PAY***
0	33,660	53,000	ASST. BUSINESS ADMIN. DIR.- SPECIAL EVENTS	5,500
1	34,390	53,050	COUNSELOR- HEAD HIGH SCHOOL	10,000
2	35,100	53,100	COUNSELOR- HEAD JR. HIGH	7,000
3	35,830	53,150	COUNSELOR - LICENSED PROFESSIONAL	7,000
4	37,350	53,200	COUNSELOR	6,000
5	38,800	53,300	LIBRARIAN:	
6	40,410	53,400	LEARNING RESOURCE CERTIFICATION	4,000
7	41,830	53,500	LEARNING RESOURCE ENDORSEMENT	3,750
8	43,170	53,600	SPECIAL EDUCATION:	
9	44,440	53,700	ASSESSMENT SPECIALIST	4,000
10	45,630	53,800	DIAGNOSTICIAN	6,000
11	46,770	53,900	LICENSED SPECIALIST- SCHOOL PSYCHOLOGY	7,500
12	47,850	54,000	LICENSED SPEECH PATHOLOGIST	17,000
13	48,850	54,100	PHYSICAL THERAPIST	5,500
14	49,810	54,200	PHYSICAL THERAPIST ASST.	3,500
15	50,710	54,300	SPEECH THERAPIST	5,500
16	51,570	54,400	SPEECH PATHOLOGIST ASSISTANT	3,500
17	52,370	54,500	TEACHER-AUDITORY/VISUALLY IMPAIRED	3,000
18	53,140	54,600	PEP SUPERVISOR	1,500
19	53,860	54,700	PUBLIC INFORMATION OFFICER	5,500
20**	54,540	54,800	SOCIAL WORKER	1,500

SCHOOL YEAR
2023-2024

DEC 12 2023

REGISTERED
PAYROLL DEPT

*LOCAL SALARY STEP AMOUNT OF \$50/\$100 IS BASED ON 187 WORKING DAYS AND IS PRORATED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE. THE LOCAL SALARY STEP INCREASE IS NOT STATE MANDATED AND IS NOT AUTOMATIC. IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

**NEW HIRED TEACHERS, COUNSELORS, LIBRARIANS, AND RNS, INCLUDING PREVIOUSLY EMPLOYED SCHOOL DISTRICT EMPLOYEES, WILL BE PAID ACCORDING TO THE PROFESSIONAL HIRING SCHEDULE PAY STEP BASED ON THE YEARS OF EXPERIENCE. HIRED OR REHIRED EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT PAY STEP 20.

*** OTHER PROFESSIONAL POSITIONS, INCLUDING PREVIOUSLY EMPLOYED DISTRICT EMPLOYEES, WILL BE PAID BASED ON THE MINIMUM OF THE PROFESSIONAL HIRING SCHEDULE PAY STEP OR AS APPROVED BY THE SUPERINTENDENT.

****ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PRORATED BASED ON 187 WORKING DAYS.

THE PROFESSIONAL HIRING SCHEDULE INCLUDES:

ADMISSIONS & ATTENDANCE OFFICER	BUSINESS OPERATIONS MANAGER	REGISTERED NURSES	SP. ED. OCCUPATIONAL THERAPIST
ASST. BUS & FIN ADMIN. DIRECTOR	COUNSELOR	SCHOOL FACILITIES SUPERVISOR	SP. ED. SPEECH PATHOLOGIST ASST.
ASST. CATE DIRECTOR	HR OFFICER	SOCIAL WORKER	SP. ED. PHYSICAL THERAPIST ASST.
ASST. FOOD SERVICE DIRECTOR	LIBRARIAN	SP. ED. ASSESSMENT SPECIALIST	SP. ED. PHYSICAL THERAPIST
ASST. NURSE COORDINATOR	MICROCOMPUTER TECH.	SP. ED. DIAGNOSTICIAN	SP. POP. EVALUATOR
ASST. TRANSPORTATION DIR.	PEIMS DATA ANALYST	SP. ED. PARENT/TRAINER	SPVR. F/S AND WAREHOUSE OPERATIONS
ATHLETIC TRAINER	PEP SUPERVISOR	SP. ED. LICENSED SPECIALIST- SCHOOL PSYCHOLOGY	TEACHER
BAND DIRECTOR	PUBLIC INFO. OFFICER	SP. ED. LICENSED SPEECH PATHOLOGIST	WEBMASTER

TRAVEL STIPEND EQUITY ADJUSTMENTS														
2023-2024														
	Last Name	First Name	ID	Campus	Title	Pay Grade	No. of days	2022-2023 Base Salary	2022-2023 Additional Pay	2022-2023 Travel Stipend*	2023-2024 Proposed Salary Increase	2023-2024 Proposed Additional Pay	2023-2024 Travel Stipend Increase*	2023-2024 Proposed Salary
1	SERNA	NORMA		800	FEDERAL PROGRAM DIR.	17	226	\$ 127,279.00	\$ -	\$ -	\$ -		\$ 3,000.00	\$ 127,279.00

*Travel Stipend Increase not included in Salary.

Travel: \$ 3,000.00
 2023-2024 Total Salary & Travel: \$ 130,279.00
 2022-2023 Total Salary: \$ 127,279.00
 Difference: \$ 3,000.00

TRAVEL STIPEND EQUITY ADJUSTMENTS														
2023-2024														
	Last Name	First Name	ID	Campus	Title	Pay Grade	No. of days	2022-2023 Base Salary	2022-2023 Additional Pay	2022-2023 Travel Stipend*	2023-2024 Proposed Step Increase	2023-2024 Proposed Additional Pay	2023-2024 Travel Stipend Increase*	2023-2024 Proposed Salary
2	BYRNE	DANIELLA		817	PUBLIC INFORMATION OFFICER	007	226	\$ 69,057.34	\$ 6,646.66	\$ -	\$ 61.02	\$ -	\$ 3,000.00	\$ 75,765.02

*Travel Stipend Increase not included in Salary.

Travel: \$ 3,000.00
 2023-2024 Total Salary & Travel: \$ 78,765.02
 2022-2023 Total Salary: \$ 75,704.00
 Difference: \$ 3,061.02

EQUITY ADJUSTMENTS														
2023-2024														
	Last Name	First Name	ID	Campus	Title	Pay Grade	No. of days	2022-2023 Base Salary	2022-2023 Additional Pay	2022-2023 Travel Stipend*	2023-2024 Proposed Step Increase	2023-2024 Proposed Additional Pay**	2023-2024 Travel Stipend Increase*	2023-2024 Proposed Salary
3	FERNANDEZ	ANA SOFIA		726	ASST. BUSINESS & FIN. ADMIN.	007	226	\$ 66,718.00	\$ -	\$3,000.00	\$ 61.02	\$ 6,648.66	\$ -	\$ 73,425.68

*Travel Stipend Increase not included in Salary. **Proposed Additional Pay is \$5,500 based on 187 days.

Additional Pay: \$ 6,646.66
 2023-2024 Total Salary & Travel: \$ 76,425.68
 2023 Total Salary & Travel: \$ 69,718.00
 Difference: \$ 6,707.68

Approved:

Samuel Mijares, Superintendent

RECEIVED
 PAYROLL DEPT
 DEC 12 2023
 SCHOOL YEAR
 2023-2024

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
PROFESSIONAL HIRING SCHEDULE
2023-2024**

BASED ON \$53,000 STARTING SALARY

PAY STEP EXPERIENCE	STATE MINIMUM	LOCAL SALARY*	PROFESSIONAL SUPPORT POSITIONS	ADDITIONAL PAY***
0	33,660	53,000	ASST. BUSINESS ADMIN. DIR.- SPECIAL EVENTS	5,500
1	34,390	53,050	COUNSELOR- HEAD HIGH SCHOOL	10,000
2	35,100	53,100	COUNSELOR- HEAD JR. HIGH	7,000
3	35,830	53,150	COUNSELOR - LICENSED PROFESSIONAL	7,000
4	37,350	53,200	COUNSELOR	6,000
5	38,800	53,300	LIBRARIAN:	
6	40,410	53,400	LEARNING RESOURCE CERTIFICATION	4,000
7	41,830	53,500	LEARNING RESOURCE ENDORSEMENT	3,750
8	43,170	53,600	SPECIAL EDUCATION:	
9	44,440	53,700	ASSESSMENT SPECIALIST	4,000
10	45,630	53,800	DIAGNOSTICIAN	6,000
11	46,770	53,900	LICENSED SPECIALIST- SCHOOL PSYCHOLOGY	7,500
12	47,850	54,000	LICENSED SPEECH PATHOLOGIST	17,000
13	48,850	54,100	PHYSICAL THERAPIST	5,500
14	49,810	54,200	PHYSICAL THERAPIST ASST.	3,500
15	50,710	54,300	SPEECH THERAPIST	5,500
16	51,570	54,400	SPEECH PATHOLOGIST ASSISTANT	3,500
17	52,370	54,500	TEACHER-AUDITORY/VISUALLY IMPAIRED	3,000
18	53,140	54,600	PEP SUPERVISOR	1,500
19	53,860	54,700	PUBLIC INFORMATION OFFICER	5,500
20**	54,540	54,800	SOCIAL WORKER	1,500

*LOCAL SALARY STEP AMOUNT OF \$50/\$100 IS BASED ON 187 WORKING DAYS AND IS PRORATED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE. THE LOCAL SALARY STEP INCREASE IS NOT STATE MANDATED AND IS NOT AUTOMATIC. IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

**NEW HIRED TEACHERS, COUNSELORS, LIBRARIANS, AND RNS, INCLUDING PREVIOUSLY EMPLOYED SCHOOL DISTRICT EMPLOYEES, WILL BE PAID ACCORDING TO THE PROFESSIONAL HIRING SCHEDULE PAY STEP BASED ON THE YEARS OF EXPERIENCE. HIRED OR REHIRED EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT PAY STEP 20.

*** OTHER PROFESSIONAL POSITIONS, INCLUDING PREVIOUSLY EMPLOYED DISTRICT EMPLOYEES, WILL BE PAID BASED ON THE MINIMUM OF THE PROFESSIONAL HIRING SCHEDULE PAY STEP OR AS APPROVED BY THE SUPERINTENDENT.

****ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PRORATED BASED ON 187 WORKING DAYS.

THE PROFESSIONAL HIRING SCHEDULE INCLUDES:

ADMISSIONS & ATTENDANCE OFFICER	BUSINESS OPERATIONS MANAGER	REGISTERED NURSES	SP. ED. OCCUPATIONAL THERAPIST
ASST. BUS & FIN ADMIN. DIRECTOR	COUNSELOR	SCHOOL FACILITIES SUPERVISOR	SP. ED. SPEECH PATHOLOGIST ASST.
ASST. CATE DIRECTOR	HR OFFICER	SOCIAL WORKER	SP. ED. PHYSICAL THERAPIST ASST.
ASST. FOOD SERVICE DIRECTOR	LIBRARIAN	SP. ED. ASSESSMENT SPECIALIST	SP. ED. PHYSICAL THERAPIST
ASST. NURSE COORDINATOR	MICROCOMPUTER TECH.	SP. ED. DIAGNOSTICIAN	SP. POP. EVALUATOR
ASST. TRANSPORTATION DIR.	PEIMS DATA ANALYST	SP. ED. PARENT/TRAINER	SPVR. F/S AND WAREHOUSE OPERATIONS
ATHLETIC TRAINER	PEP SUPERVISOR	SP. ED. LICENSED SPECIALIST- SCHOOL PSYCHOLOGY	TEACHER
BAND DIRECTOR	PUBLIC INFO. OFFICER	SP. ED. LICENSED SPEECH PATHOLOGIST	WEBMASTER

EQUITY ADJUSTMENTS

2023-2024

	Last Name	First Name	ID	Campus	Title	Pay Grade	No. of days	2022-2023 Base Salary	2022-2023 Additional Pay	2022-2023 Travel Stipend*	2023-2024 Proposed Step Increase	2023-2024 Proposed Additional Pay**	2023-2024 Travel Stipend Increase*	2022-2023 Proposed Salary
3	FERNANDEZ	ANA SOFIA		726	ASST. BUSINESS & FIN. ADMIN.	007	226	\$ 66,718.00	\$ -	\$3,000.00	\$ 61.02	\$ 6,646.66	\$ -	\$ 73,425.68

*Travel Stipend Increase not included in Salary. **Proposed Additional Pay is \$5,500 based on 187 days.

Year: C

Frequency: 5

Change

Employee: FERNANDEZ, ANA SDFIA



Pay Status: 1 Active

Pay Campus: 726 FINANCE DEPT.

Pay Dept: A

Dock Rate: 295.210

Tax Exempt: ☐Unemployment Elig: ☒

FICA Eligibility: M Subject to medicare

W4 Marital Status: Single

Nbr of Exemptions: 0

IRS Lock-In Letter: ☐

W-4 Withholding Certificate

1: Filing Status:

2: Multi-Jobs: ☐

3: Children under 17: 0

3: Other Dependents: 0

3: Other Exemptions: 0.00

4a: Other Income: 0.00

4b: Other Deductions: 0.00

TRS

Status: 1 Eligible

Begin Date: 01-20-2016

04-20-2016

FSP Staff Salary Data

Health Ins Code: Y Eligible participating I

FSP Staff Data Code: F Full-Time

Totals

State Min. Salary: 50,196.00

Extra Duty: 0.00

Contract Amt: 66,718.00

Contract Balance: 63,938.08

Extra Duty Pay

Delete

Remain Amt

Remain Pymts

23 - TRAVEL STIPEND

B

3,000.00

2,875.00

23

Bank Info

Delete

805 - COMPASS BANK

2535891942

2 Checking account



0.00

Year: C

Frequency: 5

Change

Employee: FERNANDEZ, ANA SOFIA

Delete Selected

Contracted employee

Rows: 1 of 1

Primary Campus: 726 FINANCE DEPT.

Dept:

Contract Info

Pay Type: 1 Contracted employee Pay Grade: 007 Pay Step: Sched Max Days: Hrs Per Day: 8.000 Incr Pay Step: ☒

Total: 66,718.00 Balance: 63,938.08 # of Annual Pymts: 24 Remaining Pymts: 23 Concept: Use midpoint table

of Months in Contract: 12 State Min Days: 226 Valid basic days in contract Base Annual: 131,613.36

Daily Rate: 295.212 = Contract Total: 66,718.00 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 2,779.92 = Contract Total: 66,718.00 / # Annual Pymts: 24 Payoff Date: 06-26-2024 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig: ☐ OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: ☒ EEOC: 12 Other pro staff

State Info

State Step: 07 Yrs in Career Ladder: TRS Year: ☐ TRS Member Pos: 01 Professional staff Wholly Sep Amt: 0.00

State Min Salary: 50,196.00 = Foundation Daily Rate: 222.106 X % Assigned: 100% X # of days Empld: 226 Retiree Exception:

Calendar/Local Info

Calendar Cd: 13 - 2324 226 Days Begin Date: 07-03-2023 End Date: 06-13-2024 # of Days Empld: 226 Exclude Days for TEA: ☐

Years Job Exp: 0 Local Contract Days: 226

Workers' Comp Info

WC Code: C CLASS C- PROFESSIONA 0.003000 WC Ann Pymts: 24 WC Remain: 23

Accrual Info

Code: Accrual Rate: 0.000 = Total: 66,718.00 / # of Days Empld: 226



B

Year: C

Frequency: 5

Change

Employee: FERNANDEZ, ANA SOFIA



Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		ABAD - ASST BUS ADM DIRECTOR	23 - TRAVEL STIPEND	B	199-41-6139.00-726-399000	3,000.00	100.000%
					Total:	3,000.00	100.000%
		ABAD - ASST BUS ADM DIRECTOR		G	199-41-6119.00-726-399000	66,718.00	100.000%
					Total:	66,718.00	100.000%

Rows: 1 of 2

Job Code:

Extra Duty Code:

Account Type: B Non-TRS taxable bus allow

Account Code: 199-41-6139.00-726-399000

EMPLOYEE ALLOWANCES-TRAVEL

Amount: 3,000.00 out of 3,000.00

Percent: 100.000%

Activity Code: 79 Other Supplemental

TRS Grant Code:

Worker's Comp Code:

Expense 373: N Account not used in ASB distr

Employer Contribution: ☐Performance Pay: ☐

Year: C

Frequency: 5

Change

Employee: FERNANDEZ, ANA SOFIA

Delete Selected

Contracted employee

Rows: 1 of 1

Primary Campus: 726 FINANCE DEPT.

Dept:

Contract Info

Pay Type: 1 Contracted employee Pay Grade: 007 Pay Step: Sched Max Days: Hrs Per Day: 8,000 Incr Pay Step: ☒

Total: 73,425.68 Balance: 70,645.76 # of Annual Pymts: 24 Remaining Pymts: 23 Concept: Use midpoint table

of Months in Contract: 12 State Min Days: 226 Valid basic days in contract Base Annual: 131,613.36

Daily Rate: 324.890 = Contract Total: 73,425.68 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 3,071.55 = Contract Total: 73,425.68 / # Annual Pymts: 24 Payoff Date: 06-26-2024 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig: ☐ OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: ☒ EEOC: 12 Other pro staff

State Info

State Step: 07 Yrs in Career Ladder: TRS Year: ☐ TRS Member Pos: 01 Professional staff Wholly Sep Amt: 0.00

State Min Salary: 50,196.00 = Foundation Daily Rate: 222.106 X % Assigned: 100% X # of days Empld: 226 Retiree Exception:

Calendar/Local Info

Calendar Cd: 13 - 2324 226 Days Begin Date: 07-03-2023 End Date: 06-13-2024 # of Days Empld: 226 Exclude Days for TEA: ☐

Years Job Exp: 0 Local Contract Days: 226

Workers' Comp Info

WC Code: C CLASS C- PROFESSIONAL 0.003000 WC Ann Pymts: 24 WC Remain: 23

Accrual Info

Code: Accrual Rate: 0.000 = Total: 73,425.68 / # of Days Empld: 226

Year: C

Frequency: 5

Change

Employee: FERNANDEZ, ANA SOFIA

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		ABAD - ASST BUS ADM DIRECTOR	23 - TRAVEL STIPEND	B	199-41-6139.00-726-399000	3,000.00	100.000%
					Total:	3,000.00	100.000%
		ABAD - ASST BUS ADM DIRECTOR		G	199-41-6119.00-726-399000	73,425.68	100.000%
					Total:	73,425.68	100.000%

Rows: 1 of 2

Job Code:

Extra Duty Code:

Account Type: B Non-TRS taxable bus allow

Account Code: 199-41-6139.00-726-399000

EMPLOYEE ALLOWANCES-TRAVEL

Amount: 3,000.00 out of 3,000.00

Percent: 100.000%

Activity Code: 79 Other Supplemental

TRS Grant Code:

Worker's Comp Code:

Expense 373: N Account not used in ASB distr

Employer Contribution: ☐Performance Pay: ☐

Save successful

Payroll Salary Increase Adjustment Form

Employee Name: <u>Ana Sofia Fernandez</u>	ID: <u>726</u>	
Position: <u>Asst. Business Admin. Director</u>	Campus: <u>726</u>	
Account Number: <u>199-41-6119-00-726-299-000</u>	Pay Period: <u>8/15/2022</u>	

Reason for Adjustment:

TO REFLECT 2022-2023 SALARY INCREASE WITH TRAVEL STIPEND INCREASE

CURRENT INFORMATION

Effective Date: <u>7/1/2022</u>	No. of Days: <u>226</u>	Daily Hours: <u>8</u>	Contract Amount: \$ <u>62,417.00</u>
Pay Grade: <u>007</u>	Daily Rate: \$ <u>276.18</u>	Hrly Rate: \$ <u>-</u>	O/T Rate: \$ <u>-</u>

SALARY INCREASE INFORMATION

Increase %: <u>5.5%</u>	Prof. Years: <u>7</u>	Daily Increase: \$ <u>19.03</u>
Annual Increase: \$ <u>4,300.78</u> ✓	New Daily Rate: \$ <u>295.21</u> ✓	Dock Rate: \$ <u>295.21</u>
\$ <u>62,417.00</u>	\$ <u>4,300.78</u>	\$ <u>66,718.00</u> ✓
Contract Amount	Annual Increase	Total Contract Amount

\$ <u>2,600.71</u> ✓	x	<u>2</u>	<u>07/15/2022 - 07/29/2022</u>	=	\$ <u>5,201.42</u> ✓
Pay Rate		Payments	From- To		Contract Paid
\$ <u>358.42</u>	x	<u>1</u>	<u>7/29/2022 Transmittal</u>	=	\$ <u>358.42</u>
Pay Rate		Payments	From- To		Contract Paid
Note: Annual Increase / 24 payments * 2 payments (July)					
Total Contract Paid: \$					<u>5,559.84</u>

TRAVEL STIPEND INCREASE

21-22 Travel Stipend: \$ <u>-</u>	22-23 Travel Stipend: \$ <u>3,000.00</u>	Travel Increase: \$ <u>3,000.00</u>			
\$ <u>-</u>	x	<u>2</u>	<u>07/15/2022 - 07/29/2022</u>	=	\$ <u>-</u>
Pay Rate		Payments	From- To		Contract Paid
\$ <u>250.00</u>	x	<u>1</u>	<u>7/29/2022 Transmittal</u>	=	\$ <u>250.00</u>
Pay Rate		Payments	From- To		Contract Paid
Account: <u>199-41-6139-00-726-299-000</u>					

\$ <u>61,158.16</u>	<u>22</u>	<u>8/15/2022</u>	<u>6/30/2023</u>	\$ <u>2,779.92</u> ✓
Contract Balance	No. of Payments	From	To	Semi Monthly Payments
\$ <u>2,750.00</u>	<u>22</u>	<u>8/15/2022</u>	<u>6/30/2023</u>	\$ <u>125.00</u>
Travel Contract Balance	No. of Payments	From	To	Travel Semi Monthly Pymts

Payroll Specialist and Payroll Supervisor must verify that employee is eligible for Fringe Benefits and completed their 2021-2022 Working Calendar

Prepared and Processed by: <u>[Signature]</u>	Payroll Specialist
Reviewed by: <u>[Signature]</u>	Asst. Business Administration Director
Approved by: <u>[Signature]</u>	Payroll Director

<u>7/27/22</u>	Date
<u>7/28/22</u>	Date
<u>7-31-22</u>	Date

2022-2023

Year: C

Frequency: 5

Change

Employee: FERNANDEZ, ANA SOFIA

Pay Status: 1 Active

Pay Campus: 726 FINANCE DEPT.

Pay Dept: A

Dock Rate: 295.210

Tax Exempt: ☐Unemployment Elig: ☒

FICA Eligibility: M Subject to medicare

W4 Marital Status: Single

Nbr of Exemptions: 0

W-4 Withholding Certificate

1: Filing Status: 2: Multi-Jobs: ☐3: Children under 17: 3: Other Dependents: 3: Other Exemptions: 0.004a: Other Income: 0.004b: Other Deductions: 0.00

TRS

Status: 1 Eligible

Begin Date: 01-20-2016

04-20-2016

FSP Staff Salary Data

Health Ins Code: Y Eligible participating I

FSP Staff Data Code: F Full-Time

Totals

State Min. Salary: 48,838.00

Extra Duty: 0.00

Contract Amt: 66,718.00

Contract Balance: 61,158.16

Extra Duty Pay

Delete

Remain Amt

Remain Pymts

23 - TRAVEL STIPEND

B

3,000.00

2,750.00

22

Bank Info

Delete

805 - COMPASS BANK

2535891942

2 Checking account

☐

0.00

Year: C

Frequency: 5

Change

Employee: : FERNANDEZ, ANA SOFIA

Delete Selected

Contracted employee

Primary Campus: 726 FINANCE DEPT.

Dept:

Rows: 1 of 1

Contract Info

Pay Type: 1 Contracted employee Pay Grade: 007 Pay Step: Sched Max Days: Hrs Per Day: 8.000 Incr Pay Step: ☒

Total: 66,718.00 Balance: 61,158.16 # of Annual Pymts: 24 Remaining Pymts: 22 Concept: Use midpoint table

of Months in Contract: 12 State Min Days: 226 Valid basic days in contract Base Annual: 131,613.36

Daily Rate: 295.212 = Contract Total: 66,718.00 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 2,779.92 = Contract Total: 66,718.00 / # Annual Pymts: 24 Payoff Date: 06-30-2023 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 DVTM Elig: ☐ DVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: ☒ EEOC: 12 Other pro staff

State Info

State Step: 06 Yrs in Career Ladder: TRS Year: ☐ TRS Member Pos: 01 Professional staff Wholly Sep Amt: 0.00

State Min Salary: 48,838.00 = Foundation Daily Rate: 214.566 X % Assigned: 100% X # of days Empld: 226 Retiree Exception:

Calendar/Local Info

Calendar/Local Options: 13 - 2223 226 Days Begin Date: 07-01-2022 End Date: 06-16-2023 # of Days Empld: 226

Years Job Exp: 0 Local Contract Days: 226

Workers' Comp Info

WC Code: WC Ann Pymts: 24 WC Remain: 24

Accrual Info

Code: Accrual Rate: 0.000 = Total: 66,718.00 / # of Days Empld: 226

Year: C

Frequency: 5

Change

Employee: 1: FERNANDEZ, ANA SOFIA

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		ABAD - ASST BUS ADM DIRECTOR	23 - TRAVEL STIPEND	B	199-41-6139.00-726-299000	3,000.00	100.000%
					Total:	3,000.00	100.000%
		ABAD - ASST BUS ADM DIRECTOR		G	199-41-6119.00-726-299000	66,718.00	100.000%
					Total:	66,718.00	100.000%

Rows: 1 of 2

Job
Code:Activity
Code:

79 Other Supplemental

Extra
Duty
Code:TRS Grant
Code:Account
Type: B Non-TRS taxable bus allowWorker's
Comp Code: C CLASS C- PROFESSIONA 0.003000Account
Code: 199-41-6139.00-726-299000Expense
373: N Account not used in ASB distr

EMPLOYEE ALLOWANCES

Amount: 3,000.00 out of 3,000.00

Percent: 100.000%

Employer
Contribution: ☐

Performance
Pay: ☐

HIDE

Save successful

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230**

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT

[SUBMIT ONE (1) FORM PER EMPLOYEE]

EMPLOYEE NAME: Ana Sofia Fernandez EMPLOYEE ID#: _____
CAMPUS/DEPT.: Business & Finance ORG. CODE: 726
POSITION: Asst. Business Admin. Director PAY GRADE/DAYS 07 / 226

☒ FULL TIME ☐ PART-TIME HOURS PER WEEK: 40 **RECEIVED**
PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK
WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES. **JUL 14 2022**

PLEASE CHECK THE FOLLOWING AS APPLICABLE:

<input type="checkbox"/> EMPLOYEE TRANSFER/REASSIGNMENT	<input type="checkbox"/> NEW HIRE	Human Resources Imelda Urbina Deputy Superintendent for Curriculum & Instruction JUL 14 2022 RECEIVED PAYROLL DEPT JUL 19 2022
<input type="checkbox"/> EMPLOYEE HIRED IN EXISTING VACANCY	<input type="checkbox"/> NON-ELIGIBLE FOR FRINGE BENEFITS	
<input type="checkbox"/> ELIGIBLE FOR FRINGE BENEFITS	<input type="checkbox"/> RETIREMENT	
<input checked="" type="checkbox"/> EXTRA DUTY/STIPEND CHANGE	<input type="checkbox"/> RESIGNATION	
<input type="checkbox"/> FMLA	<input type="checkbox"/> TERMINATION	
<input type="checkbox"/> FUNDING CHANGE (COMPLETE SECTION BELOW)	<input type="checkbox"/> WORKER'S COMP. LEAVE	
<input type="checkbox"/> OTHER: _____		

START DATE: 07/01/2022 END DATE: _____
(MAY BE BLANK; AS APPLICABLE) (MAY BE BLANK; AS APPLICABLE) **SCHOOL YEAR 2022-2023**
OTHER/REASON FOR CHANGE: Travel stipend added for \$3,000.00.

MUST ENTER ACCOUNT NUMBER(S)

CURRENT:		NEW:	
Acct# _____ %	Acct# <u>199-41-6139-00-726-299-000</u> 100 %		
Acct# _____ %	Acct# _____ %		
Acct# _____ %	Acct# _____ %		

1.) <u>[Signature]</u> <u>7-13-22</u> PRINCIPAL/DIRECTOR DATE	4.) <u>[Signature]</u> <u>7/18/22</u> EXECUTIVE DIR. OF HUMAN RESOURCES DATE
2.) _____ PROGRAM DIRECTOR DATE	5.) _____ DEPUTY SUPT. FOR BUSINESS & FINANCE DATE
3.) <u>[Signature]</u> <u>JUL 14 2022</u> DEPUTY SUPERINTENDENT DATE	6.) _____ SUPERINTENDENT DATE

FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT

Employees must Initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A".

Processed by: Human Resources: _____ Payroll: _____
Verified by: Human Resources: _____ Payroll: _____
Pay Period: _____
Original to Human Resources: _____ Copy to Payroll: _____

TRAVEL			
2022-2023			
Account Number: xxx-xx-6139-xx-xxx-xxx			
Current Positions	Number of Positions	Amount per Position	Total Amount
Assessment, Special Ed.	1	\$ 1,000.00	\$ 1,000.00
Asst. Business Adm. Director - Special Events	1	\$ 3,000.00	\$ 3,000.00
Coach, Head Football	2	\$ 1,200.00	\$ 2,400.00
Coordinator, Elementary Library	1	\$ 2,500.00	\$ 2,500.00
Diagnostician, Special Ed.	8	\$ 2,000.00	\$ 16,000.00
Director, Athletics	1	\$ 3,000.00	\$ 3,000.00
Director, Band - All Levels	2	\$ 1,000.00	\$ 2,000.00
Director (Asst.), Band - E.P. High	3	\$ 600.00	\$ 1,800.00
Director (Asst.), Band - C.C. Winn High	3	\$ 600.00	\$ 1,800.00
Director (Asst.), Band - E.P. Jr. High	2	\$ 300.00	\$ 600.00
Director (Asst.), Band - Memorial Jr. High	2	\$ 300.00	\$ 600.00
Director, Food Service	1	\$ 3,000.00	\$ 3,000.00
Director, Health Services	1	\$ 1,250.00	\$ 1,250.00
Director, Staff Dev./Parental Involvement	1	\$ 2,500.00	\$ 2,500.00
Officer, Attendance - E.P. High School	2	\$ 5,000.00	\$ 10,000.00
Officer, Attendance - C.C. Winn High	2	\$ 5,000.00	\$ 10,000.00
Officer, Attendance - Eagle Pass Jr. High	1	\$ 5,000.00	\$ 5,000.00
Officer, Attendance - Memorial Jr. High	1	\$ 5,000.00	\$ 5,000.00
Speech Pathology, Special Ed.	3	\$ 2,000.00	\$ 6,000.00
Speech Pathology Asst., Special Ed.	7	\$ 2,000.00	\$ 14,000.00
Speech Therapist, Special Ed.	2	\$ 2,000.00	\$ 4,000.00
Executive Cabinet	6	\$ 5,000.00	\$ 30,000.00
Supervisor, PEP Program	1	\$ 1,750.00	\$ 1,750.00
Supervisor, Special Ed.	1	\$ 2,000.00	\$ 2,000.00
Teacher, Regular Ed. (Homebound)	2	\$ 2,000.00	\$ 4,000.00
Teacher, Special Ed Lic. SPCST/School PS	1	\$ 1,000.00	\$ 1,000.00
Teacher, Special Ed. (VAC)	2	\$ 1,000.00	\$ 2,000.00
Teacher, Special Ed. Adaptive P.E.	3	\$ 1,000.00	\$ 3,000.00
Teacher, Special Ed. Deaf Education	1	\$ 1,000.00	\$ 1,000.00
Teacher, Special Ed. (Homebound)	1	\$ 2,000.00	\$ 2,000.00
Teacher, Special Ed. Visually Handicapped	1	\$ 1,000.00	\$ 1,000.00
Total	66	\$ 66,000.00	\$ 143,200.00
NOTES: 1.) ADDITIONAL POSITIONS WILL CARRY TRAVEL STIPEND. 2.) F-230 IS REQUIRED FOR ALL TRAVEL STIPENDS. 3.) EMPLOYEE NOT RECEIVING A TRAVEL STIPEND MUST BE APPROVED BY THE PRINCIPAL/DIRECTOR, DEPUTY SUPT. AND SUPERINTENDENT. 4.) FOOD SERVICE DIRECTOR TRAVEL ACCOUNT IS 199-XX-6139-XX-XXX-XXX. 5.) TRAVEL STIPEND IS NOT PRORATED BASED ON ADDITIONAL WORKING DAYS.			

ame: ANA SOFIA FERNANDEZ ✓
ddress: EAGLE PASS, TX 78852-0000
hone:
riginal Emp Date: 01-20-2016
stimated Annual Salary: \$0.00
/4 Multi-Job: N W4 Nbr Children Under 17: 0
/4 Other Income: \$0.00

Emp Nbr: 009423 ✓
SSN:
DOB:
Degree: 2 - Master's
Latest Re-Emp Date:
Retirement Date:
W4 Nbr Other Dependents: 0
W4 Other Deductions: \$0.00

Yrs Experience District:
Yrs Experience Total:
Yrs Prof Exper District: 07 06
Yrs Prof Exper Total: 07 06
Creditable Year of Service: ☐ Nbr Exempts: 0
Extract ID: PR1
Work Email: AFERNANDEZ@EAGLEPASSISD.NET
W4 Other Exemptions: \$0.00

Frequency: 5
Pay Campus: 726
Primary Campus: 726
W4 Filing Status: S

Job Information

Job: ASST BUS ADM DIRECTOR
Primary: Y Assigned: 100.00% Begin Date: ✓ 07-01-2022 # Months in Contract: ✓ 12 TRS Status: 1 - Eligible
Grade: 007 End Date: ✓ 06-16-2023 # Days in Contract: 226 167 TRS Position: 02 - Teacher, librarian
Step:
Scheduled:
/acant:
of Days Empld: ✓ 226 Wholly Sep Amt: \$0.00

Payoff Date: 06-30-2023 ✓
24 FICA Eligibility: M - Subject to medicare
24 WC Code:
\$0.00 Wkly Hrs Sched: 40 ✓

Contract Amount: ✓ \$62,417.00 # of Annual Pymts:
Contract Balance: ✓ \$62,417.00 Remaining Pymts:
Local Contract Days: ✓ 226 Hourly Rate:
226 Wholly Sep Amt: \$0.00

Budget Information

Job: ASST BUS ADM DIRECTOR

Account Code	Amount	Percent	Activity	TRS Grant	Exp 373	Acct Type	Extra Duty Cd	Perform Pay
199-41-6119.00-726-299000	\$62,417.00 ✓	100.000%	80		Y	G		

Salary Calculation

Job: ASST BUS ADM DIRECTOR

Annual Salary: \$62,417.00 ✓
Pay Rate: \$2,600.71 ✓
Daily Rate: \$276.180 ✓

State Min Salary: \$48,838.00
OT Elig: N
OT Rate: \$0.00

State Step: 06-07
Yrs in Career Ladder: 0

50196.00 ✓ net

Employee Signature

Date

62,417.00
24.00
2,600.71
62,417.00
226.00
276.180

dp

ate Run: 05-18-2022 11:47 AM
nty Dist: 159-901

Employee Salary Information
Eagle Pass ISD

Program: HRS1650
Page: 1 of 1

ame: ANA SOFIA FERNANDEZ Emp Nbr: 009423 Yrs Experience District: Frequency: 5
ddress: EAGLE PASS, TX 78852-0000 SSN: Yrs Experience Total: Pay Campus: 726
hone: DOB: Yrs Prof Exper District: 07 06 Primary Campus: 726
riginal Emp Date: 01-20-2016 Degree: 2 - Master's Yrs Prof Exper Total: 07 06 W4 Filing Status: S
stimated Annual Salary: \$0.00 Latest Re-Emp Date: Creditable Year of Service: ☐ Nbr Exempts: 0
V4 Multi-Job: N W4 Nbr Children Under 17: 0 Retirement Date: Extract ID: PR1
V4 Other Income: \$0.00 W4 Nbr Other Dependents: 0 Work Email: AFERNANDEZ@EAGLEPASSISD.NET
W4 Other Deductions: \$0.00 W4 Other Exemptions: \$0.00

Job Information

Job: ASST BUS ADM DIRECTOR Payoff Date: 06-30-2023
Primary: Y Assigned: 100.00% Begin Date: 07-01-2021 # Months in Contract: 2
Grade: 007 End Date: 06-16-2023 # Days in Contract: 13
Step: Contract Amount: 62,416.68 # of Annual Pymts: 24
Sched: Contract Balance: 62,416.68 Remaining Pymts: 24
Vacant: Local Contract Days: 226 Hourly Rate: \$0.00 Wkly Hrs Sched: 40
of Days Empld: 226 Wholly Sep Amt: \$0.00

Budget Information

Job: ASST BUS ADM DIRECTOR
Account Code Amount Percent Activity TRS Grant Exp 373 Acct Type Extra Duty Cd Perform Pay
199-41-6119.00-726-299000 \$62,416.68 100.00% 80 Y G

Salary Calculation

Job: ASST BUS ADM DIRECTOR
Annual Salary: \$62,416.68 State Min Salary: \$40,410.00 State Step: 06
Pay Rate: \$2,600.70 OT Elig: N Yrs in Career Ladder: 0
Daily Rate: \$276.18 OT Rate: \$0.00

Employee Signature

Date

0 • C
62,416.68 ÷
24 • =
2,600.695 *
0 • C
62,416.68 ÷
226 • =
276.18 *

Round Up
0 • C
62,417.00 ÷
24 • =
2,600.70833333 *
0 • C
62,417.00 ÷
226 • =
276.181415929 *

next

PAYROLL SALARY ADJUSTMENT FORM

Employee Name: <u>Ana Sophia Fernandez</u>	ID: _____	
Position: <u>Asst. Business Admin. Director</u>	Campus: <u>726</u>	
Account: <u>199-41-6119-00-726-299-000</u>	<u>100%</u>	
Pay Period: <u>5/13/2022</u>		

REASON FOR ADJUSTMENT

New Employee: <input type="checkbox"/>	Special Ed: <input type="checkbox"/>	Chairperson: <input type="checkbox"/>
Coaching Stipend: <input type="checkbox"/>	Master's: <input type="checkbox"/>	Promotion: <input type="checkbox"/>
Reassignment: <input checked="" type="checkbox"/>	Other: <u>Reassignment from 816 to 726, no salary/pay grade change</u>	

Pay Grade: <u>007</u>	Hrly Rate: \$ <u>-</u>	O/T Rate: \$ <u>-</u>	St. Minimum: \$ <u>40,410.00</u>
Pay Step: <u>6</u>	State Step: <u>6</u>	Grant Code: _____	Contract amount: \$ <u>62,416.68</u>
No. of Days Based on: <u>226</u>	No. of Days to work: <u>226</u>		
Effective Date: <u>4/7/2022</u>	Payoff Date: <u>6/30/2022</u>		
Contract Begin Date: <u>7/1/2022</u>	Contract End Date: <u>6/16/2022</u>		

\$ <u>62,416.68</u>	+	\$ <u>-</u>	+	\$ <u>-</u>	=	\$ <u>62,416.68</u>
Contract Amount		Extra Amount		Extra Amount		Total Contract Amount

No. of Days worked	X	Daily Rate	\$ <u>-</u>	Total Contract Earned
Description of Extra: _____		Account: _____		
No. of Days to work	X	Daily Rate	\$ <u>-</u>	Total Extra Earned
Description of Extra: _____		Account: _____		
No. of Days to work	X	Daily Rate	\$ <u>-</u>	Total Extra Earned
Description of Extra: _____		Account: _____		
			Total Adj. Contract Amount: \$	<u>-</u>

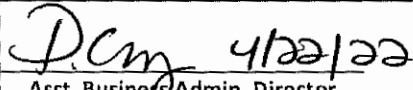
Pay Rate	x	Payments	From- To	=	\$ <u>-</u>	Contract Paid
Description: _____						Account: _____
Pay Rate	x	Payments	From- To	=	\$ <u>-</u>	Contract Paid
Description: _____						Account: _____
					Total Contract Paid: \$	<u>-</u>

\$ <u>-</u>	÷	No. of Payments	From	To	=	Semi Monthly Payments
Contract Balance						

Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Single, but W/H Higher
Dependents: _____ Additional Withholding: \$ <u>-</u>

Bank Account Number _____	Bank Routing Number _____	Bank Code _____
---------------------------	---------------------------	-----------------

Note: _____

 Asst. Business Admin. Director	 Asst. Business Admin. Director	 Payroll Director
---	--	---

{A} DATE PREPARED 04/14/22 EFFECTIVE DATE 04/07/22

NAME Fernandez Ana Sofia
LAST FIRST M.

SOC.SEC.NO. _____ - _____ - _____ I.D. NO. _____

CAMPUS/LOCATION Food Service PAY GRADE 07

JOB TITLE Asst. FS Dir. B&E JOB CODE DB&E

DEGREE _____ YEARS OF EXPERIENCE _____

WORK DAYS 226 BOARD/SUPT AGENDA DATE 04/07/22

OTHER _____

{B} ADD TO PAYROLL:

☐ NEW EMPLOYEE ☐ TEMPORARY ☒ SEE ATTACHED
☐ PART TIME ☐ OTHER _____

{C} SALARY OR RATE:

☐ PAY GRADE MINIMUM ☐ PER SALARY SCHEDULE
☐ ANNUAL SALARY _____ ☐ DAILY RATE _____
☐ HOURLY RATE _____ ☐ OTHER _____

RECEIVED
PAYROLL DEPT

APR 21 2022

{D} PROMOTION, TRANSFER OR TERMINATION:

SCHOOL YEAR
2021-2022

☐ PROMOTION ☒ NEW JOB TITLE Asst. Bus Adm. Director
☐ PAY GRADE RECLASSIFICATION ☒ NEW JOB CODE ABAD
☐ RESIGNATION ☐ NEW PAY GRADE _____
☐ LEAVE OF ABSENCE ☐ TERMINATION
☒ TRANSFER DSC ☐ OTHER _____

EXECUTIVE DIRECTOR FOR H. R. DATE

DEPUTY SUPT. FOR BUS. & FIN. DATE

SUPERINTENDENT

DATE



EAGLE PASS INDEPENDENT SCHOOL DISTRICT

April 6, 2022

Ana Sofia Fernandez,
Assistant Business Administration Director

Dear Ms. Fernandez,

This letter is to inform you that effective April 7, 2022 you will be reassigned to the District Service Center in the best interest of the District. Your Title will change from Assistant Food Service Director for Business & Events to Assistant Business Administration Director. Your salary and Pay Grade will remain the same. Your funding account will change from (199-41-6119-00-729-299-816) to (199-41-6119-00-726-299-000). Please contact your immediate supervisor Mr. Ismael Mijares for further details.

Please feel free to contact me at (830)773-5181 should further information be needed, and I want to personally thank you for the level of professionalism and continued support of this district and its children.

Sincerely,

Samuel Mijares
Superintendent of Schools



RECEIVED
PAYROLL DEPT

APR 21 2022

SCHOOL YEAR
2021-2022

Received:

Ana Sofia Fernandez Date 4/6/22

XC: Ismael Mijares, Deputy Supt. For Business & Finance
Rolando Salinas, Deputy Supt. For District Operations
Mario Garcia-Food Service Director
Employee File

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT
[SUBMIT ONE (1) FORM PER EMPLOYEE]

EMPLOYEE ID#: 1111

ORG. CODE: 816-A

PAY GRADE/DAYS 7 / 226

HOURS PER WEEK: 40

PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES.

X	EMPLOYEE TRANSFER/REASSIGNMENT	NEW HIRE

EMPLOYEE HIRED IN EXISTING VACANCY _____ NON-ELIGIBLE FOR FRINGE BENEFITS _____

ELIGIBLE FOR FRINGE BENEFITS

RETIREMENT PAYROLL DEPT

EXTRA DUTY/STIPEND CHANGE _____

RESIGNATION APR 13 2022

FMLA

TERMINATION POLICY MEAD

FUNDING CHANGE (COMPLETE SECTION BELOW)

WORKER'S COMP. LEAVE 2021-2022

OTHER: _____

END DATE: 04/06/22
(MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE:

CURRENT:

Acct# 199-41-6119.00-729-299-816 100%

NEW:

Acct#	199-41-6119.00-726-299-000	100 %
-------	----------------------------	-------

Acct#	%
-------	---

Acct#	%
-------	---

Acct# 2 2 6 %

Acct# _____ %

1.) 1 Feb 1970
PRINCIPAL/DIRECTOR DATE

4. [Signature] 4-11
EXECUTIVE DIR. OF HUMAN RESOURCES DATE

2.) _____
PROGRAM DIRECTOR DATE

5.) SVV 4-12-22
DEPUTY SUPT. FOR BUSINESS & FINANCE DATE

3.) 1-11-20 1-11-20
DEPUTY SUPERINTENDENT DATE

6.) _____
SUPERINTENDENT DATE

Employees must Initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A".

Processed by: Human Resources:

Payroll: R. Gm. 4/22/20

Verified by: _____ Human Resources: _____

Payroll: 11 hours 4.75.

Pay Period: 5/13/22

Original to Human Resources:

Copy to Payroll:

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230**

**THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT
[SUBMIT ONE (1) FORM PER EMPLOYEE]**

EMPLOYEE NAME: Fernandez, Ana Sofia EMPLOYEE ID#: _____
CAMPUS/DEPT.: Business & Finance ORG. CODE: 726
POSITION: Asst. Business Administration Director PAY GRADE/DAYS 7 / 226

☒ FULL TIME ☐ PART-TIME HOURS PER WEEK: 40

PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK
WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES.

RECEIVED

APR 12 2022

PLEASE CHECK THE FOLLOWING AS APPLICABLE:

<input checked="" type="checkbox"/> EMPLOYEE TRANSFER/REASSIGNMENT	_____ NEW HIRE	Human Resources Imelda Urbina Deputy Superintendent for Curriculum & Instruction APR 12 2022 Received
_____ EMPLOYEE HIRED IN EXISTING VACANCY	_____ NON-ELIGIBLE FOR FRINGE BENEFITS	
_____ ELIGIBLE FOR FRINGE BENEFITS	_____ RETIREMENT	
_____ EXTRA DUTY/STIPEND CHANGE	_____ RESIGNATION	
_____ FMLA	_____ TERMINATION	
_____ FUNDING CHANGE (COMPLETE SECTION BELOW)	_____ WORKER'S COMP. LEAVE	
_____ OTHER: _____		

START DATE: 04/07/22
(MAY BE BLANK; AS APPLICABLE)

END DATE: _____
(MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: _____

MUST ENTER ACCOUNT NUMBER(S)

CURRENT:

NEW:

Acct# 199-41-6119-00-729-299-816 % _____ Acct# 199-41-6119-00-726-299-000 % _____

Acct# _____ % _____ Acct# _____ % _____

Acct# _____ % _____ Acct# _____ % _____

1.) _____
PRINCIPAL/DIRECTOR DATE

4.) [Signature] 4/12/22
EXECUTIVE DIR. OF HUMAN RESOURCES DATE

2.) _____
PROGRAM DIRECTOR DATE

5.) _____
DEPUTY SUPT. FOR BUSINESS & FINANCE DATE

3.) [Signature] 4-12-22
DEPUTY SUPERINTENDENT DATE

6.) _____
SUPERINTENDENT DATE

FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT

Employees must initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A".

Processed by: Human Resources: _____	Payroll: <u>[Signature]</u> <u>4/22/22</u>
Verified by: Human Resources: _____	Payroll: <u>[Signature]</u> <u>4-25-22</u>
	Pay Period: <u>5/13/22</u>
Original to Human Resources: _____	Copy to Payroll: _____



Marked for Excellence

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

April 6, 2022

Ana Sofia Fernandez,
Assistant Business Administration Director

Dear Ms. Fernandez,

This letter is to inform you that effective April 7, 2022 you will be reassigned to the District Service Center in the best interest of the District. Your Title will change from Assistant Food Service Director for Business & Events to Assistant Business Administration Director. Your salary and Pay Grade will remain the same. Your funding account will change from (199-41-6119-00-729-299-816) to (199-41-6119-00-726-299-000). Please contact your immediate supervisor Mr. Ismael Mijares for further details.

Please feel free to contact me at (830)773-5181 should further information be needed, and I want to personally thank you for the level of professionalism and continued support of this district and its children.

Sincerely,

Samuel Mijares
Superintendent of Schools



APR 13 2022
SCHOOL YEAR
2021-2022

Received:

Ana Sofia Fernandez Date 4/6/22

XC: Ismael Mijares, Deputy Supt. For Business & Finance
Rolando Salinas,,Deputy Supt. For District Operations
Mario Garcia-Food Service Director
Employee File

Year: C

Frequency: 5

Change

Employee: 1: FERNANDEZ, ANA SOFIA

Tables

Maintenance

Pay Status: 1 Active

Pay Campus: 816 FOOD SERVICE DEPT.

Pay Dept: A

Dock Rate: 276.180

Tax Exempt ☐Unemployment Elig: ☒

FICA Eligibility: M Subject to medicare

W4 Marital Status: Single

Nbr of Exemptions: 0

W-4 Withholding Certificate

1: Filing Status: 2: Multi-Jobs: ☐

3: Children under 17: 0

3: Other Dependents: 0

3: Other Exemptions: 0.00

4a: Other Income: 0.00

4b: Other Deductions: 0.00

TRS

Status: 1 Eligible

Begin Date: 01-20-2016

04-20-2016

FSP Staff Salary Data

Health Ins Code: Y Eligible participating I

FSP Staff Data Code: F Full-Time

Totals

State Min. Salary: 38,880.00

Extra Duty: 0.00

Contract Amt: 62,416.68

Contract Balance: 10,402.68

Extra Duty Pay

Delete Remain Amt Remain Pymts

No Rows

Bank Info

Delete

1

Z Checking account

☐

0.00

Payroll Processing

Inquiry

Next Year

Self Service

Utilities

Reports

Maintenance > Staff Job/Pay Data

Payroll

EP000009047

Year: C

Frequency: 5

Change

Employee: FERNANDEZ, ANA SOFIA

Tables

Maintenance

Delete Selected

Contracted employee

Rows: 1 of 1

Primary Campus: 816 FOOD SERVICE DEPT.

Dept: A

Contract Info

Pay Type: 1 Contracted employee Pay Grade: 007 Pay Step: Sched Max Days: Hrs Per Day: 8.000 Incr Pay Step: ☒

Total: 62,416.68 Balance: 10,402.68 # of Annual Pymts: 24 Remaining Pymts: 4 Concept: Use midpoint table

of Months in Contract: 12 State Min Days: 187 Valid basic days in contract Base Annual: 131,613.36

Daily Rate: 276.180 = Contract Total: 62,416.68 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 2,600.70 = Contract Total: 62,416.68 / # Annual Pymts: 24 Payoff Date: 06-30-2022 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig: ☐ OVTM Rate: 0.00 Hly Rate: 0.00 Exempt Status: ☒ EEOC: 12 Other pro staff

State Info

State Step: 06 Yrs in Career Ladder: TRS Year: ☐ TRS Member Pos: 02 Teacher, librarian Wholly Sep Amt: 0.00

State Min Salary: 38,880.00 = Foundation Daily Rate: 216.096 X % Assigned: 100% X # of days Empld: 226 Retiree Exception:

Calendar/Local Info

Calendar/Local Options: 17 - 2122 226 Days Begin Date: 07-01-2021 End Date: 06-16-2022 # of Days Empld: 226

Years Job Exp: 0 Local Contract Days: 226

Workers' Comp Info

WC Code: C CLASS C- PROFESSIONA 0.003000 WC Ann Pymts: 24 WC Remain: 4

Accrual Info

Code: Accrual Rate: 0.000 = Total: 62,416.68 / # of Days Empld: 226

Payroll Processing

Inquiry

No. of Year

Self Service

Utilities

Records

Year: C

Frequency: 5

Change

Employee: FERNANDEZ, ANA SOFIA

Tables

Maintenance

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		DB&E - ASST FS DIR.B&E		G	199-41-6119.00-729-299816	62,416.68	100.000%
					Total:	62,416.68	100.000%

Rows: 1 of 1

Job Code:

Extra Duty Code:

Account Type: G Standard gross pay

Account Code: 199-41-6119.00-729-299816

SALARIES/WAGES TEACHERS & OTHE

Amount: 62,416.68 out of 62,416.68

Percent: 100.000%

Activity Code: 80 Base Salary

TRS Grant Code:

Worker's Comp Code: CLASS C- PROFESSIONA

Expense 373: Y Account used in ASB distr

Employer Contribution: ☒Performance Pay: ☐

Payroll Processing

Inquiry

New Hire

Self Service

Utilities

Reports

Year: C

Frequency: 5

Change

Employee: FERNANDEZ, ANA SOFIA

Tables

Maintenance

Pay Status: 1 Active

Pay Campus: 726 FINANCE DEPT.

Pay Dept:

Dock Rate: 276.180

Tax Exempt:

Unemployment Elig:

FICA Eligibility: M Subject to medicare

W4 Marital Status: Single

Nbr of Exemptions: 0

W-4 Withholding Certificate

1: Filing Status:

2: Multi-Jobs:

3: Children under 17: 0

3: Other Dependents: 0

3: Other Exemptions: 0.00

4a: Other Income: 0.00

4b: Other Deductions: 0.00

Payroll Processing

Inquiry

Next Year

Self Service

Utilities

Reports

TRS

Status: 1 Eligible

Begin Date: 01-20-2016

04-20-2016

FSP Staff Salary Data

Health Ins Code: Y Eligible participating I

FSP Staff Data Code: F Full-Time

Totals

State Min. Salary: 40,410.00

Extra Duty: 0.00

Contract Amt: 62,416.68

Contract Balance: 10,402.68

Extra Duty Pay

Delete Remain Amt Remain Pymts

No Rows

Bank Info

Delete

2 Checking account

0.00

Year: C

Frequency: S

Change

Employee: FERNANDEZ, ANA SOFIA

Tables

Maintenance

Delete Selected

Contracted employee

Rows: 1 of 1

Primary Campus: 726 FINANCE DEPT. ✓

Dept: ☐

Contract Info

Pay Type: 1 Contracted employee Pay Grade: 007 Pay Step: Sched Max Days: Hrs Per Day: 8.000 Incr Pay Step: ☒

Total: 62,416.68 Balance: 10,402.68 # of Annual Pymts: 24 Remaining Pymts: 4 Concept: Use midpoint table

of Months in Contract: 12 State Min Days: 226 Valid basic days in contract ✓ Base Annual: 131,613.36

Daily Rate: 276.180 = Contract Total: 62,416.68 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 2,600.70 = Contract Total: 62,416.68 / # Annual Pymts: 24 Payoff Date: 06-30-2022 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig: ☐ OVTM Rate: 0.00 Hrlr Rate: 0.00 Exempt Status: ☒ EEOC: 12 Other pro staff

State Info

State Step: 06 Yrs in Career Ladder: TRS Year: TRS Member Pos: 01 Professional staff ✓ Wholly Sep Amt: 0.00

State Min Salary: 40,410.00 ✓ = Foundation Daily Rate: 214,566 X % Assigned: 100% X # of days Empld: 226 Retiree Exception:

Calendar/Local Info

Calendar/Local Options: 17 - 2122 226 Days Begin Date: 07-01-2021 End Date: 06-16-2022 # of Days Empld: 226

Years Job Exp: 0 Local Contract Days: 226

Workers' Comp Info

WC Code: C CLASS C- PROFESSIONA 0.003000 ✓ WC Ann Pymts: 24 WC Remain: 4

Accrual Info

Code: Accrual Rate: 0.000 = Total: 62,416.68 / # of Days Empld: 226

Payroll Processing

Display

Next Year

Self Service

Utilities

Reports

Maintenance > Staff Job/Pay Data

Payroll

EP000009047

Year: C

Frequency: 5

Change

Employee: 1: FERNANDEZ, ANA SOFIA

Tables

Maintenance

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		ABAD - ASST BUS ADM DIRECTOR		G	✓ 199-41-6119.00-726-299000	62,416.68	100.000%
					Total:	62,416.68	100.000%

Rows: 1 of 1

Job Code:

Extra Duty Code:

Account Type: G Standard gross pay

Account Code: 199-41-6119.00-726-299000 ✓

SALARIES/WAGES TEACHERS & O

Amount: 62,416.68 out of 62,416.68

Percent: 100.000%

Activity Code: 80 Base Salary

TRS Grant Code:

Worker's Comp Code: CLASS C- PROFESSIONA

Expense 373: Y Account used in ASB distr

Employer Contribution: ☒Performance Pay: ☐

Payroll Processing

Inquiry

New Year

Self Service

Utilities

Reports

Year: N

Frequency: E

Change

Employee: FERNANDEZ, ANA SOFIA

Tables

Maintenance

Summer School Contracts

Leave Account Transaction

Hours/Pay Transmittals

Calendar YTD Data

School YTD Data

TRS YTD Data

Actual Hours Worked

Payroll Processing

Inquiry

Maintenance

Self Service

Utilities

Reports

Pay Status: 1 Active

Pay Campus: 816 FOOD SERVICE DEPT.

Pay Dept: A

Dock Rate: 276.180

Tax Exempt: ☐Unemployment Elig: ☒

FICA Eligibility: M Subject to medicare

W4 Marital Status: Single

Nbr of Exemptions: 0

W-4 Withholding Certificate

1: Filing Status:

2: Multi-Jobs: ☐

3: Children under 17: 0

3: Other Dependents: 0

3: Other Exemptions: 0.00

4a: Other Income: 0.00

4b: Other Deductions: 0.00

TRS

Status: 1 Eligible

Begin Date: 01-20-2016

04-20-2016

FSP Staff Salary Data

Health Ins Code: Y Eligible participating I

FSP Staff Data Code: F Full-Time

Totals

State Min. Salary: 38,880.00

Extra Duty: 0.00

Contract Amt: 62,416.68

Contract Balance: 13,003.38

Extra Duty Pay

Delete Remain Amt Remain Pymts

No Rows

Bank Info

Delete

2 Checking account

0.00

Year: N

Frequency: E

Change

Employee: 3: FERNANDEZ, ANA SOFIA

Tables

Maintenance

Summer School Contracts

Leave Account Transaction

Hours/Pay Transmittals

Calendar YTD Data

School YTD Data

TRS YTD Data

Actual Hours Worked

Payroll Processing

Inquiry

New Hire

Self Service

Utilities

Reports

Delete Selected

Contracted employee

Rows: 1 of 1

Primary Campus: 816 FOOD SERVICE DEPT.

Dept: A

Contract Info

Pay Type: 1 Contracted employee Pay Grade: 007 Pay Step: Sched Max Days: Hrs Per Day: 8.000 Incr Pay Step: ☒

Total: 62,416.68 Balance: 13,003.38 # of Annual Pymts: 24 Remaining Pymts: 24 Concept: Use midpoint table

of Months in Contract: 12 State Min Days: 187 Valid basic days in contract Base Annual: 131,613.36

Daily Rate: 276.180 = Contract Total: 62,416.68 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 2,600.70 = Contract Total: 62,416.68 / # Annual Pymts: 24 Payoff Date: 06-30-2022 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig: ☐ OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: ☒ EEOC: 12 Other pro staff

State Info

State Step: 05 Yrs in Career Ladder: TRS Year: ☐ TRS Member Pos: 02 Teacher, Librarian Wholly Sep Amt: 0.00

State Min Salary: 38,880.00 = Foundation Daily Rate: 216.096 X % Assigned: 100% X # of days Empld: 226 Retiree Exception:

Calendar/Local Info

Calendar/Local Options: 17 Begin Date: 07-01-2021 End Date: 06-16-2022 # of Days Empld: 226

Years Job Exp: 0 Local Contract Days: 226

Workers' Comp Info

WC Code: C CLASS C- PROFESSIONA 0.003000 WC Ann Pymts: 24 WC Remain: 24

Accrual Info

Code: Accrual Rate: 0.000 = Total: 62,416.68 / # of Days Empld: 226

Maintenance > Staff Job/Pay Data

Payroll

EP000009047

Year: N

Frequency: E

Change

Employee: FERNANDEZ, ANA SOFIA

Tables

Maintenance

Summer School Contracts

Leave Account Transaction

Hours/Pay Transmittals

Calendar YTD Data

School YTD Data

TRS YTD Data

Actual Hours Worked

Payroll Processing

Supply

New Year

Self Service

Utilities

Reports

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		DB&E - ASST FS DIR.B&E		G	199-41-6119.00-729-399816	62,416.68	100.000%
					Total:	62,416.68	100.000%

Rows: 1 of 1

Job Code:

Extra Duty Code:

Account Type: G Standard gross pay

Account Code: 199-41-6119.00-729-399816

SALARIES/WAGES TEACHERS & OTH

Amount: 62,416.68 out of 62,416.68

Percent: 100.000%

Activity Code:

80 Base Salary

TRS Grant Code:

Worker's Comp Code: CLASS C- PROFESSIONA

Expense 373:

Y Account used in ASB distr

Employer Contribution: ☒Performance Pay: ☐

Year: N

Frequency: E

Change

Employee: 1: FERNANDEZ, ANA SOFIA

Tables

Maintenance

Summer School Contracts

Leave Account Transaction

Hours/Pay Transmittals

Calendar YTD Data

School YTD Data

TRS YTD Data

Actual Hours Worked

Payroll Processing

Inquiry

New Year

Self Service

Utilities

Reports

Pay Status: 1 Active

Pay Campus: 726 FINANCE DEPT. ✓

Pay Dept: A

Dock Rate: 276.180

Tax Exempt: ☐Unemployment Elig: ☒

FICA Eligibility: M Subject to medicare

W4 Marital Status: Single

Nbr of Exemptions: 0

W-4 Withholding Certificate

1: Filing Status: 2: Multi-Jobs: ☐

3: Children under 17: 0

3: Other Dependents: 0

3: Other Exemptions: 0.00

4a: Other Income: 0.00

4b: Other Deductions: 0.00

TRS

Status: 1 Eligible

Begin Date: 01-20-2016

04-20-2016

FSP Staff Salary Data

Health Ins Code: Y Eligible participating

FSP Staff Data Code: F Full-Time

Totals

State Min. Salary: 38,880.00

Extra Duty: 0.00

Contract Amt: 62,416.68

Contract Balance: 13,003.38

Extra Duty Pay

Delete Remain Amt Remain Pymts

No Rows

Bank Info

Delete

2 Checking account

☐

0.00

Year: N

Frequency: E

Change

Employee: FERNANDEZ, ANA SOFIA

Tables

Maintenance

Summer School Contracts

Leave Account Transaction

Hours/Pay Transmittals

Calendar YTD Data

School YTD Data

TRS YTD Data

Actual Hours Worked

Payroll Processing

Inquiry

Next Year

Self Service

Utilities

Records

Delete Selected

Contracted employee

Rows: 1 of 1

Primary Campus: 726 FINANCE DEPT.

Dept:

Contract Info

Pay Type: 1 Contracted employee Pay Grade: 007 Pay Step: Sched Max Days: Hrs Per Day: 0.000 Incr Pay Step: ☒

Total: 62,416.68 Balance: 13,003.38 # of Annual Pymts: 24 Remaining Pymts: 24 Concept: Use midpoint table

of Months in Contract: 12 State Min Days: 187 Valid basic days in contract Base Annual: 131,613.36

Daily Rate: 276.180 = Contract Total: 62,416.68 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 2,600.70 = Contract Total: 62,416.68 / # Annual Pymts: 24 Payoff Date: 06-30-2022 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig: ☐ OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: ☒ EEOC: 12 Other pro staff

State Info

State Step: 06 Yrs in Career Ladder: TRS Year: ☐ TRS Member Pos: 02 Teacher, Librarian Wholly Sep Amt: 0.00

State Min Salary: 38,880.00 = Foundation Daily Rate: 216.096 X % Assigned: 100% X # of days Empld: 226 Retiree Exception:

Calendar/Local Info

Calendar/Local Options: 13 - 2223 226 Days Begin Date: 07-01-2022 End Date: 06-16-2023 # of Days Empld: 226

Years Job Exp: 0 Local Contract Days: 226

Workers' Comp Info

WC Code: WC Ann Pymts: 24 WC Remain: 24

Accrual Info

Code: Accrual Rate: 0.000 = Total: 62,416.68 / # of Days Empld: 226

Maintenance > Staff Job/Pay Data

Payroll

EP000009047

Year: N

Frequency: E

Change

Employee: FERNANDEZ, ANA SOFIA

Tables

Maintenance

Summer School Contracts

Leave Account Transaction

Hours/Pay Transmittals

Calendar YTD Data

School YTD Data

TRS YTD Data

Actual Hours Worked

Payroll Processing

Inquiry

Hrs. of Year

Self Service

Utilities

Reports

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		ABAD - ASST BUS ADM DIRECTOR		G	199-41-6119.00-726-399000	62,416.68	100.000%
					Total:	62,416.68	100.000%

Rows: 1 of 1

Job Code:

Extra Duty Code:

Account Type: G Standard gross pay

Account Code: 199-41-6119.00-726-399000

SALARIES/WAGES TEACHERS & O

Amount: 62,416.68 out of 62,416.68

Percent: 100.000%

Activity Code:

80 Base Salary

TRS Grant Code:

Worker's Comp Code:

Expense 373:

Y Account used in ASB distr

Employer Contribution:



Performance Pay:



**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230**

**THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT
[SUBMIT ONE (1) FORM PER EMPLOYEE]**

EMPLOYEE NAME: Fernandez, Ana Sofia **EMPLOYEE ID#:** _____
CAMPUS/DEPT.: Food Service **ORG. CODE:** 816-A
POSITION: Asst. Food Service Director for B&E **PAY GRADE/DAYS** 7 / 226
☒ **FULL TIME** ☐ **PART-TIME** **HOURS PER WEEK:** 40

PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK
WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES.

PLEASE CHECK THE FOLLOWING AS APPLICABLE:

☒ **EMPLOYEE TRANSFER/REASSIGNMENT** ☐ **NEW HIRE**
☐ **EMPLOYEE HIRED IN EXISTING VACANCY** ☐ **NON-ELIGIBLE FOR FRINGE BENEFITS**
☐ **ELIGIBLE FOR FRINGE BENEFITS** ☐ **RETIREMENT**
☐ **EXTRA DUTY/STIPEND CHANGE** ☐ **RESIGNATION**
☐ **FMLA** ☐ **TERMINATION**
☐ **FUNDING CHANGE (COMPLETE SECTION BELOW)** ☐ **WORKER'S COMP. LEAVE**
☐ **OTHER:** _____

START DATE: _____
(MAY BE BLANK; AS APPLICABLE)

END DATE: 04/06/22
(MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: _____

MUST ENTER ACCOUNT NUMBER(S)

CURRENT:

NEW:

Acct# 199-41-6119.00-729-299-816 **100 %** **Acct#** 199-41-6119.00-726-299-000 **100 %**

Acct# _____ **%** **Acct#** _____ **%**

Acct# _____ **%** **Acct#** _____ **%**

1.) Mab 4-11-22
PRINCIPAL/DIRECTOR **DATE**

4.) Jim Arthur Gault 4-12-22
EXECUTIVE DIR. OF HUMAN RESOURCES **DATE**

2.) _____ **PROGRAM DIRECTOR** **DATE**

5.) JAF 4-12-22
DEPUTY SUPT. FOR BUSINESS & FINANCE **DATE**

3.) Mab 4-11-22
DEPUTY SUPERINTENDENT **DATE**

6.) _____ **SUPERINTENDENT** **DATE**

FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT

Employees must Initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A".

Processed by: Human Resources: _____

Payroll: PCm 4/22/22

Verified by: Human Resources: RA 5/6/22

Payroll: Cham 4-25-22

Pay Period: 5/13/22

Original to Human Resources: _____

Copy to Payroll: 5-12-22 LF

EAGLE PA 3 INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT
[SUBMIT ONE (1) FORM PER EMPLOYEE]

EMPLOYEE NAME: Fernandez, Ana Sofia EMPLOYEE ID#: _____
CAMPUS/DEPT.: Business & Finance ORG. CODE: 726
POSITION: Asst. Business Administration Director PAY GRADE/DAYS 7 / 226

☒ FULL TIME ☐ PART-TIME HOURS PER WEEK: 40 **RECEIVED**
PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK
WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES.

PLEASE CHECK THE FOLLOWING AS APPLICABLE:

☒ EMPLOYEE TRANSFER/REASSIGNMENT ☐ NEW HIRE **Human Resources**
☐ EMPLOYEE HIRED IN EXISTING VACANCY ☐ NON-ELIGIBLE FOR FRINGE BENEFITS **Imelda Urbina**
☐ ELIGIBLE FOR FRINGE BENEFITS ☐ RETIREMENT
☐ EXTRA DUTY/STIPEND CHANGE ☐ RESIGNATION
☐ FMLA ☐ TERMINATION
☐ FUNDING CHANGE (COMPLETE SECTION BELOW) ☐ WORKER'S COMP. LEAVE
☐ OTHER: _____

Deputy Superintendent for
Curriculum & Instruction
APR 12 2022
Received

START DATE: 04/07/22
(MAY BE BLANK; AS APPLICABLE)

END DATE: _____
(MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: _____

RECEIVED
PAYROLL DEPT

MAY 12 2022

MUST ENTER ACCOUNT NUMBER(S)

SCHOOL YEAR
2021-2022

CURRENT: NEW:
Acct# 199-41-6119-00-729-299-816 % Acct# 199-41-6119-00-726-299-000 %
Acct# _____ % Acct# _____ %
Acct# _____ % Acct# _____ %

1.) _____
PRINCIPAL/DIRECTOR DATE

4.) [Signature] 4/12/22
EXECUTIVE DIR. OF HUMAN RESOURCES DATE

2.) _____
PROGRAM DIRECTOR DATE

5.) _____
DEPUTY SUPT. FOR BUSINESS & FINANCE DATE

[Signature] 4-12-22
DEPUTY SUPERINTENDENT DATE

6.) _____
SUPERINTENDENT DATE

FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT

Employees must Initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A".

Processed by: Human Resources: _____ Payroll: [Signature] 4/20/22
Verified by: Human Resources: [Signature] 5/10/22 Payroll: [Signature] 4-25-22
Pay Period: 5/13/22
Original to Human Resources: _____ Copy to Payroll: 5/12/22 LF.

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
NON-DUTY LEAVE
2021-2022**

(See Reverse Side for Non-Duty Administrative Regulations)

RECEIVED
PAYROLL DEPT

JUL 14 2021

SCHOOL YEAR
2021-2022

2021-2022

EMPLOYEE NAME: ANA S. FERNANDEZ

CAMPUS: 816 ID: _____

WORKING CALENDAR (226 or 238 DAYS): 226

CURRENT YEAR NON-DUTY DAYS EARNED: 11 DAYS

BOX 1

Non-Duty Leave Balance Days as of July 13, 2021 Pay Period						
	PRIOR YEAR BALANCE		CURRENT YEAR EARNED		TOTAL BALANCE	
LEAVE EARNED	12.00	DAYS	11.00	DAYS	23.00	DAYS
LEAVE USED	0.00	DAYS	0.00	DAYS	0.00	DAYS
BALANCE	12.00	DAYS	11.00	DAYS	23.00	DAYS

Non-duty leave earned in the current school year shall be available to the employee for **USE** or **PAYMENT** as requested by the employee. **Non-duty leave may not be accumulated for the prior and current year(s) balance in excess of 45 days/360 hours. Non-duty leave in excess of 45 days/360 hours will be automatically paid to the employee annually.**

By signing below I acknowledge that I have Read, Reviewed, and Verified the information above as provided by the payroll department.

Employee Signature: Ana S. Fernandez Date: 7/13/21

BOX 2

Employee must complete section below for Payment of Non-Duty Day(s)		
	PRIOR YEAR DAYS REQUESTED	CURRENT YEAR DAYS REQUESTED
Specify No. of Non-Duty Hours requested to be paid August 31, 2021.	<u>9 days</u>	_____

A request for check must be submitted with this form for payment of non-duty days.

Current year non-duty days/hours are TRS eligible. Non-duty days/hrs not paid will be accumulated. You may not accumulate more than 45 non-duty days/360 hours. Non-duty days beyond 45 days/360 hours will automatically be paid to the employee.

Employee Signature: Ana S. Fernandez Date: 7/13/21

**THIS FORM MUST BE SUBMITTED TO THE PAYROLL DEPARTMENT BEFORE
TUESDAY, AUGUST 3, 2021.**

Payroll Salary Increase Adjustment Form

Employee Name: Ana Sofia Fernandez

ID: _____

Position: Asst. Food Service Diretor for B & E

Campus: _____

Pay Period: 8/26/2021

2021-2022

Reason for Adjustment:

TO REFLECT 2021-2022 SALARY INCREASE AS APPROVED BY SCHOOL BOARD OF TRUSTEES

CURRENT INFORMATION

Effective Date: 7/1/2021 No. of Days: 226 Daily Hours: _____ Contract Amount: \$ 62,294.64

Pay Grade: 007 Daily Rate: \$ 275.64 Hrly Rate: _____ O/T Rate: _____

SALARY INCREASE INFORMATION

Annual Increase: \$ 122.04 Daily Increase: \$ 0.54 Hourly Increase: _____

New Daily Rate: \$ 276.18 New Hourly Rate: \$ - New Overtime Rate: _____

\$ <u>62,294.64</u>	\$ <u>122.04</u>	\$ <u>62,416.68</u>
Contract Amount	Annual Increase	Total Contract Amount

\$ <u>2,595.61</u>	x	<u>3</u>	<u>07/13/2021 - 08/13/2021</u>	=	\$ <u>7,786.83</u>
Pay Rate		Payments	From- To		Contract Paid

\$ <u>15.27</u>	x	<u>1</u>	<u>RFC</u>	=	\$ <u>15.27</u>
Pay Rate		Payments	From- To		Contract Paid

Total Contract Paid: \$ 7,802.10

\$ <u>54,614.58</u>	<u>21</u>	<u>8/26/2021</u>	<u>6/24/2022</u>	\$ <u>2,600.70</u>
Contract Balance	No. of Payments	From	To	Semi Monthly Payments

Payroll Specialist and Payroll Supervisor must verify that employee is eligible for Fringe Benefits and completed their 2020-2021 Working Calendar

Prepared and Processed by:

Amanda Petters
Payroll Specialist

8/16/21
Date

Reviewed by:

Celli J. H.
Payroll Supervisor

8/16/21
Date

Approved by:

[Signature]
Payroll Director

8-16-21
Date



Social Security #, or Vendor # 9423 ✓

Request For Check NO 126678

Eagle Pass Independent School District

Request For Check

Please issue check to (NAME) Ana Sofia Hernandez
(ADDRESS) 816
(CITY) _____

FOR Increase Adjustment

Increase \$122.04 /24 = \$5.09
\$ 5.09 X 3.00 = \$ 15.27 ✓
3 payments 07/13/2021 - 8/13/2021

	CODE	AMOUNT
<u>P.P. 08/26/2021</u> (Date)	<u>199 41 6119 00 729 199 816</u> ✓	
Requested by: <u>Ana Petters</u>		
Approved by: <u>~ 8-18-21</u>		
	TOTAL	<u>\$ 15.27</u> ✓
	APPROVED	

Eagle Pass Independent School District
Payroll Records

FERNANDEZ, ANA SOFIA — TITLE: ASST FS DIR.B&E — STAFF ID: — HRS PER DAY: 0

CAMPUS	816 A	PAY GRADE	007	PAY RATE	2,595.61	✓		
STATE STEP	05	✓	PAY CODE	1	ANNUAL PAYMENTS	24	✓	REMAINING PYMTS 24 ✓
YRS IN DIST	05	06	BEG CONT DATE	07/01/2021	✓	WORK/COMP PYMTS	24	✓
TOTAL YRS EXP	05	06	END CONT DATE	06/15/2022	✓	NBR OF EXEMPTS	0	
PAY STEP	05	✓			ANNUAL CONT	62,294.64	✓	CONT BALANCE 62,294.64 ✓
YRS FOR PAY	05		TAKE TRS FEE	1	STATE MIN FOUND	47,928.50	38880.00	FICA ELIGIBLE 3
DEGREE LEVEL	2		TRS NON-STD CODE	1	NBR DAYS EMPLOYED	226	✓	ACTUAL CONT DAYS 226 ✓
TRS CLASS	T		TRS NON-STD RPT	1	LONGEVITY PAY	0.00		CONT MONTHS 24 ✓
TRS STATUS	1		TRS NON-STD ZER	1	ACCRUAL CODE			PAYOFF DATE 06/24/2022 ✓
LOCAL PAY	0.00				EMPLOYED DT	20160120		REEMPLOYED DT

Distributions

BUDGET CODES	AMOUNT	PERCENT	GRANT
19941611900C729199816	2,595.61	1.00000	✓

Supplemental Distribution

DAILY RATE	275.64	✓
ABS RATE	275.64	✓
HOURLY RATE:	0.00	
OVRTIME RATE:	0.00	

RB
7/11/2022

2021-2022

Eagle Pass Independent School District

Payroll Records

FERNANDEZ, ANA SOFIA — TITLE: ASST FS DIR.B&E — STAFF ID: 3 — HRS PER DAY: 0

CAMPUS	816 A	<input checked="" type="checkbox"/>	PAY GRADE	007	<input checked="" type="checkbox"/>	PAY RATE	2,607.38	<u>2595.01</u>	
STATE STEP	04	<u>5</u>	PAY CODE	1		ANNUAL PAYMENTS	24	<input checked="" type="checkbox"/>	REMAINING PYMTS 6 <u>24</u>
YRS IN DIST	05	<u>6</u>	BEG CONT DATE	07/01/2020	<u>7/1/21</u>	WORK/COMP PYMTS	6	<u>24</u>	UNEMPL ELIGIBLE Y <u>24</u>
TOTAL YRS EXP	05	<u>6</u>	END CONT DATE	06/15/2021	<u>6/15/22</u>	NBR OF EXEMPTS	0		MARITAL STATUS 1 <u>24</u>
PAY STEP	04	<u>5</u>				ANNUAL CONT	62,294.64	<input checked="" type="checkbox"/>	CONT BALANCE 15,644.31 <u>02294.64</u>
YRS FOR PAY	00		TAKE TRS FEE	1		STATE MIN FOUND	47,928.50		FICA ELIGIBLE 3 <u>24</u>
DEGREE LEVEL	2		TRS NON-STD CODE	1		NBR DAYS EMPLOYED	226	<input checked="" type="checkbox"/>	ACTUAL CONT DAYS 226 <u>24</u>
TRS CLASS	T		TRS NON-STD RPT	1		LONGEVITY PAY	0.00		CONT MONTHS 24 <u>24</u>
TRS STATUS	1		TRS NON-STD ZER	0		ACCRUAL CODE			PAYOFF DATE 06/30/2021 <u>6/30/22</u>
LOCAL PAY	0.00					EMPLOYED DT	20160120		REEMPLOYED DT

Distributions

BUDGET CODES	AMOUNT	PERCENT	GRANT
--------------	--------	---------	-------

19941611900C729199816	2,607.38	1.00000	
-----------------------	---------------------	---------	--

2595.01

Supplemental Distribution

DAILY RATE	275.64	<input checked="" type="checkbox"/>
ABS RATE	275.64	<input checked="" type="checkbox"/>
HOURLY RATE:	0.00	
OVERTIME RATE:	0.00	

ADD



Year: C

Frequency: 5

Change

Employee: FERNANDEZ, ANA SOFIA

Primary Campus: 816 FOOD SERVICE DEPT.

Dept:

A

Rows: 1 of 1

Contract Info

Pay Type: 1 Contracted employee Pay Grade: 007 Pay Step: 05 Sched Max Days: Hrs Per Day: 8.000 Incr Pay St

Total: 62,416.68 Balance: 54,614.58 # of Annual Pymts: 24 Remaining Pymts: 21 Concept: Use annual salary table

of Months in Contract: 12 State Min Days: 187 Valid basic days in contract Base Annual: 0.00

Daily Rate: 276.180 = Contract Total: 62,416.68 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 2,600.70 = Contract Total: 62,416.68 / # Annual Pymts: 24 Payoff Date: 06-24-2022 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig: ☐ OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: ☒ EEOC: 12 Other pro staff

State Info

State Step: 05 Yrs in Career Ladder: TRS Year: ☐ TRS Member Pos: 02 Teacher, librarian Wholly Sep Amt: 0.00

State Min Salary: 47,928.50 = Foundation Daily Rate: 207.914 X % Assigned: 100% X # of days Empld: 226

Calendar/Local Info

Calendar/Local Options: 17 - 2122 226 Days Begin Date: 07-01-2021 End Date: 06-16-2022 # of Days Empld: 226

Years Job Exp: 0 Local Contract Days: 226

Workers' Comp Info





Year: C

Frequency: 5

[Change](#)Employee: 

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		DB&E - ASST FS DIR.B&E		G	199-41-6119.00-729-199816	62,416.68	100.000%
					Total:	62,416.68	100.000%

Rows: 1 of 1

Job

Code:

Activity

Code:

Extra

Duty

Code:

TRS Grant

Code:

Account

Type:

Worker's

Comp Code:

CLASS C- PROFESSIONA

Account

Code:

Expense

373:

SALARIES/WAGES TEACHERS & OTHE

Amount:

 out of 62,416.68

Employer

Contribution:



Percent: 100.000%

Performance

Pay:

[HIDE](#)

Save successful



Payroll Salary Increase Adjustment Form

Employee Name: ANA SOFIA FERNANDEZ ID: _____
 Position: ASST FS DIR B&E Campus: 816-A
 Pay Period: 8/31/2020

Reason for Adjustment:

TO REFLECT 2020-2021 SALARY INCREASE AS APPROVED BY SCHOOL BOARD OF TRUSTEES

CURRENT INFORMATION

Effective Date: 7/1/2020 No. of Days: 226 ✓ Daily Hours: _____ Contract Amount: \$ 60,317.14
 Pay Grade: 007 ✓ Daily Rate: \$ 266.89 Hrly Rate: _____ O/T Rate: _____

SALARY INCREASE INFORMATION

Annual Increase: \$ 1,977.50 ✓ Daily Increase: \$ 8.75 Hourly Increase: _____
 New Daily Rate: \$ 275.64 ✓ New Hourly Rate: _____ New Overtime Rate: _____
 \$ 60,317.14 ✓ \$ 1,977.50 \$ 62,294.64 ✓
 Contract Amount Annual Increase Total Contract Amount

2020-2021

\$ <u>2,513.21</u> ✓	x	<u>3</u>	<u>07/15/2020 - 08/14/2020</u>	=	\$ <u>7,539.63</u> ✓
Pay Rate		Payments	From- To		Contract Paid
\$ <u>-</u>	x			=	\$ <u>-</u>
Pay Rate		Payments	From- To		Contract Paid

Total Contract Paid: \$ 7,539.63 ✓

\$ <u>54,755.01</u> ✓	<u>21</u>	<u>8/31/2020</u>	<u>6/30/2021</u>	\$ <u>2,607.38</u> ✓
Contract Balance	No. of Payments	From	To	Semi Monthly Payments

Payroll Specialist and Payroll Supervisor must verify that employee is eligible for Fringe Benefits and completed their 2019-2020 Working Calendar

Prepared and Processed by: _____

Payroll Specialist

Date

Reviewed by: _____

Payroll Supervisor

Date

Approved by: _____

Payroll Director

Date

\$ 94.17 \$ 94.17

ITCCS EAGLE PASS ISD		Go		Log Off 8/13/2020 3:10:56 PM	
Main Menu		Employee Data Menu			
Pay Information Maintenance				WPR5321	
Save	Warnings	Emp.Maint	Pay Info 2	Dir Dep Data	Distribution Data
	TRS				Deduction Data
					Emp Pay Simulation

PAY INFORMATION UPDATED; 1 WARNING MESSAGES HAVE BEEN ISSUED.

Staff Information

Payroll: 5

Employee Number: 0 SSN: Qualifier: P Campus: 816 FOOD SERVICE DEPT. W-4 Docs Other Docs Search

Prefix First Middle Last Gen
Name: ANA SOFIA FERNANDEZ

Pay Status: 1 - Active
Pay Rate Code: 1 - Contract (Salaried) Pay Rate: 2607.38
Regular Hours: 0.00 Hours Per Day: 0.00
Daily Rate: 275.640 Absence Rate: 275.640
Overtime Eligibility: 0 - No overtime Overtime Rate: 0.00

Annual Contract: 62294.64 Contract Balance: 54755.01
Payoff Date: 06 30 2021 Contract Months: 24
Number of Days Employed: 226 Actual Contract Days: 226
State Min Fund: 44168.54

Payments

Annual Payments: 24 Remaining Payments: 21
Work / Comp Payments: 21 Rem Encumbrance Payments: 00

Unemployment Eligible: Yes Accrual Code:
Marital Status: 1 - Single Number of Exemptions: 00 IRS Lock-In Letter:
FICA Eligible: 3 - Medicare only EIC Flag: 0 - Not eligible

W-4 Information Year 2020

Filing Status: Multiple Jobs:

Credits

Number of Qualifying Children: 00 Number of Other Dependents: 00 Other: 0.00

Adjustments

Other Income: 0.00 Deduct: 0.00

Save Insert Warnings Pay Info 1 Pay Info 2 Dir Dep Data Deduction Data TRS

Staff Information

22 Search
28 2/12/2020

0/12/2020

Page from the report of the Committee on the

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2020-2021

Page from the report of the Committee on the

Chng to Asst. Food Service Director for Bus/Finance

Eagle Pass Independent School District
Payroll Records

VANDEZ, ANA SOFIA — TITLE: GRANT MANAGER — STAFF ID: — HRS PER DAY: 0

2513.21

IPUS	801 A	PAY GRADE	007	PAY RATE	2,535.92		
FE STEP	04	PAY CODE	1-1-20	ANNUAL PAYMENTS	24	✓	REMAINING PYMTS 2 24
IN DIST	04	BEG CONT DATE	07/01/2019	WORK/COMP PYMTS	2	24	UNEMPL ELIGIBLE Y
AL YRS EXP	04	END CONT DATE	06/12/2020	NBR OF EXEMPTS	0		MARITAL STATUS 60317-14
' STEP	04			ANNUAL CONT	60,317.14	✓	CONT BALANCE 5,071.88
FOR PAY	00	TAKE TRS FEE	1	STATE MIN FOUND	44,168.54		FICA ELIGIBLE 3
GREE LEVEL	1	TRS NON-STD CODE	1	NBR DAYS EMPLOYED	226	✓	ACTUAL CONT DAYS 226 ✓
S CLASS	T	TRS NON-STD RPT	1	LONGEVITY PAY	0.00		CONT MONTHS 24
S STATUS	1	TRS NON-STD ZER	0	ACCRUAL CODE			PAYOFF DATE 06/30/2020 21

ICAL PAY 0.00 EMPLOYED DT 20160120 REEMPLOYED DT

2513.21

Distributions

Supplemental Distribution

BUDGET CODES AMOUNT PERCENT GRANT

189116119006861011044 2,535.92 1.00000 06

199-41-6119.00-816-099

DAILY RATE	266.89	✓
ABS RATE	266.89	✓
HOURLY RATE:	0.00	
OVRTIME RATE:	0.00	

PAS

{A} DATE PREPARED 06/23/2020 EFFECTIVE DATE 07/01/2020

NAME Fernandez Ana Sofia
LAST FIRST M.

SOC.SEC.NO. _____ - _____ - _____ I.D. NO. _____

CAMPUS/LOCATION DSC PAY GRADE 7

JOB TITLE Grant Manager

DEGREE _____ YEARS OF EXPERIENCE _____

WORK DAYS _____ BOARD/SUPT AGENDA DATE 06/18/2020

OTHER _____

{B} ADD TO PAYROLL:

☐ NEW EMPLOYEE ☐ TEMPORARY ☐ SEE ATTACHED
☐ PART TIME ☐ OTHER _____

{C} SALARY OR RATE:

☐ PAY GRADE MINIMUM ☐ PER SALARY SCHEDULE
☐ ANNUAL SALARY _____ ☐ DAILY RATE _____
☐ HOURLY RATE _____ ☐ OTHER _____

{D} PROMOTION, TRANSFER OR TERMINATION:

☐ PROMOTION ☒ NEW JOB TITLE Asst. FS Director for
Business & Events
☐ PAY GRADE RECLASSIFICATION ☐ NEW PAY GRADE _____
☐ RESIGNATION ☐ TERMINATION
☐ LEAVE OF ABSENCE ☐ OTHER _____
☒ TRANSFER Food Service

James Antonio Cordeiro 6/23/2020
EXECUTIVE DIRECTOR FOR H. R. DATE

[Signature] 6-23-2020
DEPUTY SUPT. FOR BUS. & FIN. DATE

RECEIVED
PAYROLL DEPT

JUN 30 2020

SCHOOL YEAR
6 - 2019 - 2020

SUPERINTENDENT DATE

{A} DATE PREPARED 06/23/2020 EFFECTIVE DATE _____

NAME _____
LAST FIRST M.

SOC.SEC.NO. _____ - _____ - _____ I.D. NO. _____

CAMPUS/LOCATION _____ PAY GRADE _____

JOB TITLE _____

DEGREE _____ YEARS OF EXPERIENCE _____

WORK DAYS _____ BOARD/SUPT AGENDA DATE 06/18/2020

OTHER Professional Hiring Schedule - Revised

Added Asst. FS Dir. Jon
Bud & Events

{B} ADD TO PAYROLL:

☐ NEW EMPLOYEE ☐ TEMPORARY ☒ SEE ATTACHED
☐ PART TIME ☐ OTHER _____

{C} SALARY OR RATE:

☐ PAY GRADE MINIMUM ☐ PER SALARY SCHEDULE ☐ DAILY RATE _____
☐ ANNUAL SALARY _____ ☐ OTHER _____
☐ HOURLY RATE _____

RECEIVED
PAYROLL DEPT
JUN 30 2020
SCHOOL YEAR
2019-2020

{D} PROMOTION, TRANSFER OR TERMINATION:

☐ PROMOTION ☐ NEW JOB TITLE _____
☐ PAY GRADE RECLASSIFICATION ☐ NEW PAY GRADE _____
☐ RESIGNATION ☐ TERMINATION
☐ LEAVE OF ABSENCE ☐ OTHER _____
☐ TRANSFER _____

Jon Carter Asst. Dir. 6/23/2020 Jon 6-25-20
EXECUTIVE DIRECTOR FOR H. R. DATE DEPUTY SUPT. FOR BUS. & FIN. DATE

SUPERINTENDENT _____ DATE _____

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

PROFESSIONAL HIRING SCHEDULE

2019-2020

BASED ON \$48,000 STARTING SALARY

PAY STEP EXPERIENCE	STATE MINIMUM	LOCAL SALARY*	PROFESSIONAL SUPPORT POSITIONS	ADDITIONAL PAY***
0	33,660	48,000	ASST. CHIEF OF POLICE	5,600
1	34,390	48,100	ATHLETIC TRAINER	7,000
2	35,100	48,200	COUNSELOR	4,000
3	35,830	48,300	LIBRARIAN:	
4	37,350	48,400	LEARNING RESOURCE CERTIFICATION	4,000
5	38,800	48,800	LEARNING RESOURCE ENDORSEMENT	3,750
6	40,410	49,200	SPECIAL EDUCATION:	
7	41,830	49,600	ASSESSMENT SPECIALIST	1,500
8	43,170	50,000	DIAGNOSTICIAN	2,500
9	44,440	50,400	LICENSED SPECIALIST- SCHOOL PSYCHOLOGY	1,500
10	45,630	50,800	LICENSED SPEECH PATHOLOGIST	10,000
11	46,770	51,200	PHYSICAL THERAPIST	1,500
12	47,850	51,600	PHYSICAL THERAPIST ASST.	1,500
13	48,850	52,000	SPEECH THERAPIST	2,500
14	49,810	52,400	SPEECH PATHOLOGIST ASSISTANT	1,500
15	50,710	52,800	TEACHER-AUDITORY/VISUALLY IMPAIRED	1,500
16	51,570	53,200	PEP SUPERVISOR	1,500
17	52,370	53,600	PUBLIC INFORMATION OFFICER	5,500
18	53,140	54,000	SOCIAL WORKER	1,500
19	53,860	54,400		
20**	54,540	54,800		

*LOCAL SALARY STEP AMOUNT OF \$100/\$400 IS BASED ON 187 WORKING DAYS AND IS PRORATED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE. THE LOCAL SALARY STEP INCREASE IS NOT STATE MANDATED AND IS NOT AUTOMATIC. IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

**NEW EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT STEP 20.

***ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PRORATED BASED ON 187 WORKING DAYS.

THE PROFESSIONAL HIRING SCHEDULE INCLUDES:

ACCOUNTS PAYABLE SUPERVISOR
ASST. CHIEF OF POLICE
ASST. FOOD SERVICE DIRECTOR
ASST. FS DIR. FOR BUS. & EVENTS
ASST. NURSE COORDINATOR
ASST. TAX ASSESSOR-COLLECTOR
ATHLETIC TRAINER
BAND DIRECTOR
CERTIFICATION OFFICER

COUNSELOR
GRANT MANAGER
LIBRARIAN
MICROCOMPUTER TECH.
PAYROLL SUPERVISOR
PEIMS DATA ANALYST
PEP SUPERVISOR
PRINT SERVICES MANAGER
PUBLIC INFO. OFFICER

PURCHASING ASSISTANT
REGISTERED NURSES
SOCIAL WORKER
SP. ED. ASSESSMENT SPECIALIST
SP. ED. DIAGNOSTICIAN
SP. ED. PARENT/TRAINER
SP. ED. LICENSED SPECIALIST- SCHOOL PSYCHOLOGY
SP. ED. LICENSED SPEECH PATHOLOGIST

SP. ED. OCCUPATIONAL THERAPIST
SP. ED. SPEECH PATHOLOGIST ASST.
SP. ED. PHYSICAL THERAPIST ASST.
SP. ED. PHYSICAL THERAPIST
SP. POP. EVALUATOR
STAFF ACCOUNTANT
TEACHER
WEBMASTER

RECEIVED
PAYROLL DEPT.
JAN 30 2020



EAGLE PASS INDEPENDENT SCHOOL DISTRICT

June 17, 2020

Ana Sofia Fernandez #.

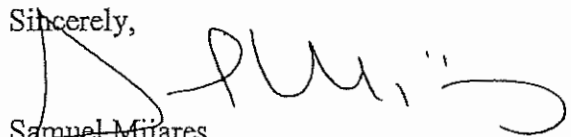
Asst. Food Service Director for Business & Events

Dear Ms. Fernandez,

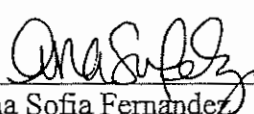
This letter is to inform you that effective July 1, 2020 you have been reassigned to the Food Service Department. Your salary and pay grade will remain the same. Please contact your immediate supervisor Mr. Mario Garcia for further details.

Please feel free to contact me at (830)773-5181 should further information be needed, and I want to personally thank you for the level of professionalism and continued support of this district and its children.

Sincerely,


Samuel Mijares
Superintendent of Schools

RECEIVED
PAYROLL DEPT
JUN 30 2020
SCHOOL YEAR
2019-2020

Received:  6/17/2020
Ana Sofia Fernandez Date

XC: Rolando Salinas, Deputy Supt. For District Operations
Mario Garcia, Food Service Director
Rene Martinez, School Imprv., Curr. & Accountability Director
Employee File

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

[SUBMIT ONE (1) FORM PER EMPLOYEE]



EAGLE PASS ISD

Reporting Products

Go

Log Off

9/30/2020
11:11 PM

Change Responsibilities

Main Menu

Employee Data Menu

My Menu

Pay Information Maintenance

WPR5321

Save

Warnings

Emp Maint

Pay Info 2

Dir Dep Data

Distribution Data

Deduction Data

Emp Pay Simulation

TRS

PAY INFORMATION FOUND => PLEASE ENTER DATA.

Staff Information

Payroll: 5

Employee Number:

SSN:

Qualifier: P

Campus: 816

FOOD SERVICE DEPT.

W-4 Docs

Other Docs

Search

Find

Prefix	First	Middle	Last	Gen
Name:	ANA	SOFIA	FERNANDEZ	

Pay Status:	1 - Active
Pay Rate Code:	1 - Contract (Salaried)
Pay Rate:	2607.38
Regular Hours:	0.00
Hours Per Day:	0.00
Daily Rate:	275.640
Absence Rate:	275.640
Overtime Eligibility:	0 - No overtime
Overtime Rate:	0.00

Annual Contract:	62294.64	Contract Balance:	46932.87
Payoff Date:	06 / 30 / 2021	Contract Months:	24
Number of Days Employed:	226	Actual Contract Days:	226
State Min Fund:	46042.30		

Before VG

Payments

Annual Payments:	24	Remaining Payments:	18
Work / Comp Payments:	18	Rem Encumbrance Payments:	00

Unemployment Eligible:	Yes	Accrual Code:	
Marital Status:	1 - Single	Number of Exemptions:	00
IRS Lock-In Letter:			
FICA Eligible:	3 - Medicare only	EIC Flag:	0 - Not eligible

W-4 Information Year 2020

Filing Status: Multiple Jobs:

Credits

Number of Qualifying Children: 00 Number of Other Dependents: 00 Other: 0.00

Adjustments

Other Income: 0.00 Deduct: 0.00



EAGLE PASS ISD

Reporting Products

Go

Log Off

9/30/2020
1:41:29 PM

Change Responsibilities

Main Menu Employee Data Menu

My Menu

Pay Information Maintenance

WPR5321

Save

Warnings

Emp Maint

Pay Info 2

Dir Dep Data

Distribution Data

Deduction Data

Emp Pay Simulation

TRS

PAY INFORMATION UPDATED

Staff Information

Payroll: 5

Employee Number:

SSN:

Qualifier: P

Campus: 816

FOOD SERVICE DEPT.

W-4 Docs

Other Docs



Search

Find

Prefix	First	Middle	Last	Gen
Name:	ANA	SOFIA	FERNANDEZ	

Pay Status: 1 - Active

Pay Rate Code: 1 - Contract (Salaried)

Pay Rate: 2607.38

Regular Hours: 0.00

Hours Per Day: 0.00

Daily Rate: 275.640

Absence Rate: 275.640

Overtime Eligibility: 0 - No overtime

Overtime Rate: 0.00

Annual Contract: 62294.64

Contract Balance: 46932.87

Payoff Date: 06/30/2021

Contract Months: 24

Number of Days Employed: 226

Actual Contract Days: 226

State Min Fund: 47928.50

After

VG

Payments

Annual Payments: 24

Remaining Payments: 18

Work / Comp Payments: 18

Rem Encumbrance Payments: 00

Unemployment Eligible: Yes

Accrual Code:

Marital Status: 1 - Single

Number of Exemptions: 00

IRS Lock-In Letter:

FICA Eligible: 3 - Medicare only

EIC Flag:

0 - Not eligible

W-4 Information Year 2020

Filing Status:

Multiple Jobs:

Credits

Number of Qualifying Children: 00

Number of Other Dependents: 00

Other: 0.00

Adjustments

Other Income: 0.00

Deduct: 0.00

0.*

212.073x

226.=

47,928.498*

0.*

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230**

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT
[SUBMIT ONE (1) FORM PER EMPLOYEE]

EMPLOYEE NAME: ANA SOTO FERNANDEZ EMPLOYEE ID#: 816

CAMPUS/DEPT.: Food Service ORG. CODE: 816

POSITION: ASST. FOOD SERVICE DIRECTOR FOR BUSINESS & EVENTS

☒ FULL TIME ☐ PART-TIME HOURS PER WEEK: _____

PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK
WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES.

PLEASE CHECK THE FOLLOWING AS APPLICABLE:

____ EMPLOYEE TRANSFER/REASSIGNMENT ____ NEW HIRE

____ EMPLOYEE HIRED IN EXISTING VACANCY ____ NON-ELIGIBLE FOR FRINGE BENEFITS

____ ELIGIBLE FOR FRINGE BENEFITS ____ RETIREMENT

____ EXTRA DUTY/STIPEND CHANGE ____ RESIGNATION

____ FMLA ____ TERMINATION

X FUNDING CHANGE (COMPLETE SECTION BELOW) ____ WORKER'S COMP. LEAVE

____ OTHER: _____

START DATE: 09/01/2020
(MAY BE BLANK; AS APPLICABLE)

END DATE: _____
(MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: _____

MUST ENTER ACCOUNT NUMBER(S)

CURRENT: Acct# 199-41-6119-00-816-199000 100 % NEW: Acct# 199-41-6119-00-729-199816 100 %

Acct# _____ % Acct# _____ %

Acct# _____ % Acct# _____ %

1.) [Signature] PRINCIPAL/DIRECTOR DATE _____

4.) [Signature] EXECUTIVE DIR. OF HUMAN RESOURCES DATE 2/9/2021

2.) [Signature] PROGRAM DIRECTOR DATE 1/8/21

5.) [Signature] DEPUTY SUPT. FOR BUSINESS & FINANCE DATE 3-2-21

3.) [Signature] DEPUTY SUPERINTENDENT DATE _____

6.) _____ SUPERINTENDENT DATE _____

FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT

Employees must Initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A".

Processed by: Human Resources: _____ Payroll: [Signature] 3/9/21

Verified by: Human Resources: _____ Payroll: [Signature] 3/31/2021

Pay Period: 04/08/21

Original to Human Resources: _____ Copy to Payroll: 04/08/21

RECEIVED
JUN 30 2020
DEPUTY Supt. for FIN

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT
[SUBMIT ONE (1) FORM PER EMPLOYEE]

EMPLOYEE NAME: Ana Sofia Fernandez EMPLOYEE ID#: _____

CAMPUS/DEPT.: DSC ORG. CODE: 801

POSITION: Grant Manager

☒ FULL TIME ☐ PART-TIME

HOURS PER WEEK: _____
PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES.

PLEASE CHECK THE FOLLOWING AS APPLICABLE:

- ☒ EMPLOYEE TRANSFER/REASSIGNMENT ☐ NEW HIRE
☐ EMPLOYEE HIRED IN EXISTING VACANCY ☐ NON-ELIGIBLE FOR FRINGE BENEFITS
☐ ELIGIBLE FOR FRINGE BENEFITS ☐ RETIREMENT
☐ EXTRA DUTY/STIPEND CHANGE ☐ RESIGNATION
☐ FMLA ☐ TERMINATION
☐ FUNDING CHANGE (COMPLETE SECTION BELOW) ☐ WORKER'S COMP. LEAVE
☐ OTHER: _____

Human Resources
Patricia Garcia

RECEIVED
JUN 29 2020
CURRICULUM DEPT.
JUN 24 2020
RECEIVED

START DATE: _____ (MAY BE BLANK; AS APPLICABLE) END DATE: 6/30/2020 (MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: _____

RECEIVED
PAYROLL DEPT.

MUST ENTER ACCOUNT NUMBER(S)

CURRENT: Acct# 289-11-6119-00-801-0-11044 100 % NEW: Acct# _____
Acct# _____ % Acct# SCHOOL YEAR 2020-2021 %
Acct# _____ % Acct# _____ %

1.) [Signature] 6-24-2020
PRINCIPAL/DIRECTOR DATE
2.) [Signature] 6-24-2020
PROGRAM DIRECTOR DATE
3.) [Signature] JUN 24 2020
DEPUTY SUPERINTENDENT DATE
4.) [Signature] 6/30/2020
EXECUTIVE DIR. OF HUMAN RESOURCES DATE
5.) [Signature] 6-8-2020
DEPUTY Supt. FOR BUSINESS & FINANCE DATE
6.) _____
SUPERINTENDENT DATE

FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT

Employees must initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A"

Processed by: Human Resources: _____ Payroll: [Signature] 7/14/20
Verified by: Human Resources: _____ Payroll: [Signature] 7.14.2020
Pay Period: 7/15/20
Original to Human Resources: _____ Copy to Payroll: _____

RECEIVED
JUN 30 2020
DEPUTY Supt. for FIN

EAGLE PASS INDEPENDENT SCHOOL DISTRICT HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT
[SUBMIT ONE (1) FORM PER EMPLOYEE]

EMPLOYEE NAME: Ana Sofia Fernandez EMPLOYEE ID#: _____

CAMPUS/DEPT.: DSC ORG. CODE: 801

POSITION: Grant Manager

☒ FULL TIME ☐ PART-TIME HOURS PER WEEK: _____
PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES.

PLEASE CHECK THE FOLLOWING AS APPLICABLE:

- ☒ EMPLOYEE TRANSFER/REASSIGNMENT ☐ NEW HIRE
☐ EMPLOYEE HIRED IN EXISTING VACANCY ☐ NON-ELIGIBLE FOR FRINGE BENEFITS
☐ ELIGIBLE FOR FRINGE BENEFITS ☐ RETIREMENT
☐ EXTRA DUTY/STIPEND CHANGE ☐ RESIGNATION
☐ FMLA ☐ TERMINATION
☐ FUNDING CHANGE (COMPLETE SECTION BELOW) ☐ WORKER'S COMP. LEAVE
☐ OTHER: _____

Human Resources
Patricia Garcia

RECEIVED
JUN 29 2020
CURRICULUM DEPT.
JUN 24 2020
RECEIVED

START DATE: _____ END DATE: 6/30/2020
(MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: _____

RECEIVED
PAYROLL DEPT

MUST ENTER ACCOUNT NUMBER(S)

CURRENT: Acct# 289-11-6119-00-801-0-11044 100 % NEW: Acct# _____
Acct# _____ % Acct# _____
Acct# _____ % Acct# _____

JUL 09 2020

SCHOOL YEAR
2020-2021

- 1.) [Signature] 6-24-2020
PRINCIPAL/DIRECTOR DATE
2.) [Signature] 6-24-2020
PROGRAM DIRECTOR DATE
3.) [Signature] JUN 24 2020
DEPUTY SUPERINTENDENT DATE
4.) [Signature] 6/30/2020
EXECUTIVE DIR. OF HUMAN RESOURCES DATE
5.) [Signature] 6-8-26
DEPUTY Supt. FOR BUSINESS & FINANCE DATE
6.) _____
SUPERINTENDENT DATE

FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT

Employees must Initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A"

Processed by: Human Resources: hi 08/19/2020 Payroll: 450 7/14/20
Verified by: Human Resources: [Signature] 8/11/2020 Payroll: [Signature] 7-14-2020
Pay Period: 7/15/20
Original to Human Resources: _____ Copy to Payroll: _____