

Personnel & FINAL FACTS Approval Due June 30th

The *Personnel Approval* and **FINAL FACTS Approval** transmissions are due on Monday, June 30th. Harrisburg Project recommends that you *Refresh Common Data* and *Check Data Validity* frequently in order to be prepared for these transmissions.

Don't wait until the last minute, transmit your data once it is **ERROR** free. Remember, you can transmit as many times as necessary until the end of business on Monday, June 30th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Be aware that once you have transmitted your data, if any corrections are made to a *FACTS Approval* record or a new *FACTS Approval* record is added, *iePoint* > will display a warning message stating that you will need to retransmit your data.

If you need any assistance for the *Personnel Approval* or **FINAL FACTS Approval** be sure to call client support at 800-635-5274 or email support at support@hbug.k12.il.us.

Final Transmission Tip: Summer School Students

Students who entered a summer school program prior to June 30th should be included in the **FINAL FACTS Approval** that is due Monday, June 30th.

The deadline for adding Orphanage or Private Facility (Funds B, D, E, F and J) students who entered a summer school program after June 30th is August 1, 2014. Requests must be submitted in writing to Funding and Disbursements by fax at 217-782-3910.

Dates to Remember

June 30, 2014 - **FINAL FACTS & Personnel Approval** Transmissions

July 3 - 4, 2014 - Office Closed in Observance of 4th of July

July 15, 2014 - Regular Term Orphanage Claim Transmission



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Event Registration 2

Summer Office Schedule: Harrisburg Project is available for assistance Monday - Thursday, 7:30 AM - 4:00 PM.

Event Registration

Registration for all events, both online and at location, may now be found at the following link:

[Event Registration](#)

Date	Location	Name	Time	Notes
6/10/14	Online	Creating Cost Centers in iePoint >	9:00 AM - 11:00 AM	
6/11/14	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	
6/12/14	Online	Final Transmission To-Do List	1:30 PM - 2:30 PM	
6/17/14	Online	Final Transmission To-Do List	9:00 AM - 10:00 AM	
6/26/14	Online	Final Transmission To-Do List	9:00 AM - 10:00 AM	
7/08/14	Online	Creating Cost Centers in iePoint >	1:30 PM - 3:30 PM	
7/10/14	Online	ISBE 50-66A Tuition Cost Sheet	1:30 PM - 3:30 PM	
7/17/14	Online	Start New Year	9:00 AM - 10:00 AM	
7/21/14	Online	Creating Cost Centers in iePoint >	9:00 AM - 11:00 AM	
7/23/14	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	
7/28/14	Online	Start New Year	9:00 AM - 10:00 AM	
7/29/14	Online	Creating Cost Centers in iePoint >	1:30 PM - 3:30 PM	
7/31/14	Online	ISBE 50-66A Tuition Cost Sheet	1:30 PM - 3:30 PM	
8/05/14	Online	Start New Year	2:00 PM - 3:00 PM	
8/12/14	Online	Start New Year	9:00 AM - 10:00 AM	

Please Note: If you are unable to attend a training in which you have registered, please refer to your registration email and click “cancel your registration” found at the bottom of the email.

Important Notice:

Please do not include any student or personnel information in e-mail and voicemail communications with Harrisburg Project. We also ask that clients refrain from sending any e-mail attachments containing sensitive information.