Los Angeles County Office of Education

HRS HUMAN RESOURCE SYSTEM

DISTRICT PERSONNEL INFORMATION SERVICES

DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION B

TABLES – DISTRICT MAINTAINED

2023-2024 TRAINING MANUAL

An Official Publication

**Los Angeles County
Office of Education**

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- Work Location

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- Stipends

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   **** BREAK ****

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SECTION I.

OVERNIGHT BATCH VS. ONLINE REAL TIME

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Control Data Base (CDB)

The Control Data Base (CDB) is a collection of table information that interfaces with other functions within HRS to produce a functioning human resource system. These tables are maintained by districts or by School Financial Services (SFS). Tables that are maintained by SFS are not accessible by districts.

Refer to the *HRS System Operations Manual* for the section and page numbers annotated at the end of each table description below.

District-Maintained Tables

- **004 – Job Classification Table –** This table assigns a job classification code to each position title and provides data fields to store information pertinent to that position, e.g., job type, EEO data, substitute indicator, FLSA code, bargaining unit, job family, seniority family, mass retro data. (II-17 to II-25)

- **011 – Work Location Table –** This table stores work location codes and descriptions used on the Employee Data Base (EDB) Job Assignment Screen 004. The table stores other data common to employees at a selected work location, such as manager, department phone number, address, and affirmative action plan. (II-35 to II-39)

- **024 – Column/Step Salary Schedule Table –** This salary schedule table stores salary schedules with a column-and-step format. Generally, these schedules are used for teacher salary placement. Each schedule allows for a maximum of 99 steps, with up to eight columns per step. Steps represent length of service with a district and columns show levels of formal education approved for salary placement. The monthly, daily, hourly, annual, and lump-sum pay basis may be stored for each column-step. The annual pay basis is for information only. (II-49 to II-56)

- **025 – Range/Step Salary Schedule Table –** This salary schedule table stores salary schedules with a range-and-step format. These schedules are generally used for all non-certificated employees. Each schedule allows up to 999 ranges, with a maximum of eight steps per range. The monthly, daily, hourly, annual, and lump-sum pay basis may be stored for each range-step. A step represents a successive salary increase based on length of service in the position, and a range is the series of steps for a position. The annual pay basis is for information only. (II-57 to II-64)

- **026 – Stipend Table –** This table is used to store amounts, percentages, or range increments for periodic stipends and lump-sum amounts for dated stipends. Each stipend has eight levels for different rates for each pay basis; monthly, hourly, daily, and lump sum. (Although it is listed, the annual basis is not used). (II-65 to II-71)

- **027 – Benefits Table –** The Benefits Table is used when the district wants benefit deductions and contributions to automatically update EDB records when there are rate changes. Generally a table is built when the benefit plan coverage level rates are the same for a number of employees. The concept is similar to the Salary or Stipend Tables. (II-73 to II-79)

District-Maintained (continued)

- **028 – District Codes Table –** This table stores six categories of codes and descriptions required for input on EDB screens for bargaining unit, leave reason, pay location, evaluation type, permanency indicator, and termination reason. The table has two optional sets of codes, District Code 1 and 2, which can be defined by the district and are used on the EDB Miscellaneous Personal Data Screen (014). (II-81 to II-84)

- **029 – Work Calendar Table –** The Work Calendar Table stores the pay periods, number of periods, paid work days, paid non-work days, and unpaid days for each pay period and the annual totals for each. Every EDB assignment must be tied to a calendar. The calendar plays a significant role in time entry and payroll processing. (II-85 to II-91)

- **040 – Speed Key/Account Code Linkup Table –** This is used to populate account (labor) information with percent on the EDB Labor Distribution Screen (006), EDB Future Labor Distribution Screen (106), PCDB Labor Distribution Screen (003), and Time Reporting – Hourly/Daily Override (the "Z" Time Report File). Use of this table is optional. (II-97 to II-101)

Mass Change Tables

The mass change tables provide an automated method for adjusting or creating new salary schedule, range/step salary schedule, and stipend table. By using these mass change options, a user can create a "future" schedule/stipend or, after an existing schedule/stipend has been copied, modifications or deletions can be requested.

- **034 – Salary Mass Change - Column/Step Salary Schedule** (II-109 to II-111)
- **035 – Salary Mass Change - Range/Step Schedule** (II-112 to II-114)
- **036 – Stipend Mass Change** (II-115 to II-117)

SFS-Maintained Tables

These tables are maintained by SFS and are not accessible by districts.

- **002 – Gross-To-Net Table (GTN) –** This table determines how all deductions, reductions or contributions are processed in payroll production. This includes taxes, retirement, OASDI, Medicare, TSAs, deferred compensation, workers' compensation, garnishments, insurance, bonds, dues, credit unions, and charities. Coding on this table determines the calculation of an employee's net pay. (II-9 to II-16)

- **010 – Earnings Table –** This table stores earnings codes and related data which determine how time transactions and retroactive pay adjustments process through payroll production. (II-27 to II-34)

- **016 – Retirement Rate Table –** During processing, the system reads the Retirement Tables to determine what the rate is for the employee. (Tables were developed because there are now multiple rates in some districts (police vs. regular employees) and the system was not geared to handle the different rates).

- **020/021 – District Profile Tables –** The District Profile Table is a two-screen table that stores a variety of district information which determines how data is processed. This data impacts seniority maintenance, processing of pay cycles, SDI coverage, position control, number of EIR and change register copies, retirement, health and welfare proration, leave accounting, classified payroll calculation, PeopleSoft fringe distribution, workers' compensation rate and experience factor, labor tape, and fringe accounts. (II-41 to II-47)

Overnight Batch vs. Online Real-time

- HRS allows users to add, change, or delete information using online real-time processing which can be viewed immediately.

- Overnight batch processing updates CDB/EDB records based on that day's online updates and automated actions.

Moving from Screen to Screen

- **Y** – Changes information on Screen

- **J** – Jumps to another Screen

- **G** – Stores information on current screen and page forward to next screen

- **M** – Returns to Menu

- **R** – Restores Screen to Original status

- **N** – Screen remains AS IS

Window for Processing

The window for processing falls between the last payroll cycle production (not warrant issue date) and prior to the time file production for the next applicable time period.

SECTION II.

WINDOW FOR PROCESSING

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DIVISION OF SCHOOL FINANCIAL SERVICES
HRS DISTRICT PAYROLL SCHEDULE
AUGUST 2017 ISSUE DATE

Los Angeles County
Office of Education
Leading Educators • Supporting Students • Serving Communities

CYCLE	SCHEDULE	PAYROLL PERIOD FROM	PAYROLL PERIOD TO	MEMO	ISSUE DATE	PAYROLL PROD. DATE	TIME REPORT PRODUCTION	DD INPUT CUTOFF	SCHEDULE
C1	C1A	07-01-17	07-31-17	1STWD	08-01-17	07-27-17	07-18-17	07-21-17	C1A
V2	V2C	07-01-17	07-31-17	5TH	08-04-17	07-31-17	07-20-17	07-25-17	V2C
V1	V1E	07-16-17	07-31-17	5TH	08-04-17	07-31-17	07-20-17	07-25-17	V1E
E1	E1B	07-01-17	07-31-17	5TH	08-04-17	08-01-17	07-21-17	07-25-17	E1B
C5	C5A	07-01-17	07-31-17	5TH	08-04-17	08-01-17	07-21-17	07-25-17	C5A
E4	E4B	07-01-17	07-31-17	10TH	08-10-17	08-04-17	07-27-17	07-31-17	E4B
H1	H1B	07-16-17	07-31-17	10TH	08-10-17	08-04-17	07-27-17	07-31-17	H1B
C3	C3A	07-01-17	07-31-17	10TH	08-10-17	08-07-17	07-27-17	07-31-17	C3A
V1	V1F	08-01-17	08-15-17	20TH	08-18-17	08-14-17	08-03-17	08-08-17	V1F
E1	E1C	08-01-17	08-31-17	ESA	08-18-17	08-15-17	08-04-17	08-08-17	E1C
E4	E4C	08-01-17	08-31-17	ESA	08-25-17	08-21-17	08-11-17	08-15-17	E4C
H1	H1C	08-01-17	08-15-17	25TH	08-25-17	08-22-17	08-11-17	08-15-17	H1C
C2	C2B	08-01-17	08-31-17	LWD	08-31-17	08-25-17	08-17-17	08-21-17	C2B
C1	C1B	08-01-17	08-31-17	1STWD	09-01-17	08-29-17	08-18-17	08-22-17	C1B

Issue Dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.

Time Report Production Date	Time reports are produced this day. Employees to be listed on time report/screen must be loaded in EDB by 7:00 pm this day. District will have time reports/screens available the next day.
Payroll Production Date	Payroll is produced on this day. Time entry must be completed by 7:00 pm this day.
Issue Date	Issue date printed on warrants. Warrants are not to be released to employees prior to this date, per County Treasurer's Office.

If you have any questions regarding this schedule, please call the SFS-Payroll Section at (562) 922-6442.
See back page for Regular Verification & Supplemental Schedule

07-07-17

AUGUST 2017

HRS SUPPLEMENTAL PRODUCTION SCHEDULE

Production Date	For Verification Warrants Schedule	For Real Warrants Schedule	Issue Date Real Warrants
08/01/17	215	213	08/03/17
08/02/17	E4B,H1B,216	214	08/04/17
08/03/17	C3A,219	215	08/07/17
08/04/17	220	216	08/08/17
08/05/17	----	SAT	----
08/06/17	----	SUN	----
08/07/17	221	219	08/09/17
08/08/17	222	220	08/10/17
08/09/17	223	221	08/11/17
08/10/17	V1F,226	222	08/14/17
08/11/17	E1C,227	223	08/15/17
08/12/17	----	SAT	----
08/13/17	----	SUN	----
08/14/17	228	226	08/16/17
08/15/17	229	227	08/17/17
08/16/17	230	228	08/18/17
08/17/17	E4C,233	229	08/21/17
08/18/17	H1C,234	230	08/22/17
08/19/17	----	SAT	----
08/20/17	----	SUN	----
08/21/17	235	233	08/23/17
08/22/17	236	234	08/24/17
08/23/17	C2B,237	235	08/25/17
08/24/17	----	236	08/28/17
08/25/17	C1B,V2D,V1G	237	08/29/17
08/26/17	----	SAT	----
08/27/17	----	SUN	----
08/28/17	E1D,C5B,242	----	----
08/29/17	243	----	----
08/30/17	E4D,H1D,244	242	09/01/17
08/31/17	C3B,248	243	09/05/17

RETROACTIVE PRODUCTION SCHEDULE

Schedule	Transaction Gen Date	Production Date	Issue Date
R03	07/28/17	08/03/17	08/07/17
R04	08/04/17	08/10/17	08/14/17
R05	08/11/17	08/17/17	08/21/17
R06	08/18/17	08/24/17	08/28/17
R07	08/25/17	----	----

LACOE 2017-2018 OBSERVED HOLIDAYS

07-04-17	Independence Day	12-25-17	Christmas Holiday
09-04-17	Labor Day	12-29-17	New Year's Eve
11-10-17	Veteran's Day	01-01-18	New Year's Day
11-22-17	Thanksgiving Holiday	01-15-18	Martin Luther King Jr. Day
11-23-17	Thanksgiving Holiday	02-12-18	Lincoln's Birthday
11-24-17	Thanksgiving Holiday	02-19-18	Washington's Birthday
12-22-17	Christmas Holiday	05-28-18	Memorial Day

Issue dates may be changed based upon observed Bank holidays and County office closures.
Observed holidays are considered non-work days.

07-07-17

SECTION III.

DISTRICT MAINTAINED TABLES

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Job Classification Table (004)

See *HRS System Operations Manual* Pages II-17 to II-25

District Update Menu - Addition of Job Classification

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▤  ▣▣ ▣ ▣▣▣ ▣▣ ▣ ▣▣▣▣▣▣▣▣▣
                ** CTL - DISTRICT UPDATE - MENU **                 1100

   TRANS    ------- DESCRIPTION --------     ------------- KEY(S) --------------

    000     CTL DISTRICT UPDATE MENU
    004  *  JOB CLASSIFICATION TABLE    A.  JOB CLASS: _____
    009  *  LEAVE ACCRUAL TABLE             PLAN:    __           TYPE:  _
    011  *  WORK LOCATION TABLE             WORK LOC:  _____      SUBSITE: ___
    024  *  SALARY SCHEDULE C/S-TEACHER     VERSION   _  SCHEDULE: _  STEP: __
    025  *  SALARY SCHEDULE R/S-OTHERS      VERSION   _  SCHEDULE: _  RANGE: ___
    026  *  STIPENDS TABLE                  VERSION   _  STIPEND CD: __
    027  *  BENEFITS TABLE                  VERSION   _  PLAN CODE: ___
    028     DISTRICT CODES TABLE            CODE TYPE: __  CODE (OPT): ____
    029  *  WORK CALENDAR TABLE             CALENDAR: __  FS YEAR: __ MASTER: _
    031     ORGANIZATIONAL CHART            SUPV POS:  _____  TRL: ___
    034     SALARY MASS CHANGE C/S-TEACHER  VERSION:   F  SCHEDULE:   _
    035     SALARY MASS CHANGE R/S-OTHERS   VERSION:   F  SCHEDULE:   _
    036     STIPEND MASS CHANGE             VERSION:   F  STIPEND CD: __
    039     REPORT REQUEST
    040  *  SPEED KEY/ACCOUNT CODE LINKUP   SPEED KEY: _____
         * ENTER "S" FOR TABLE SEARCH
 INTERRUPT: _____
 (058) - WELCOME TO THE HRS ONLINE SYSTEM.                      _
 TRANS: 004    KEY 1: 410020    KEY 2: ____    KEY 3: ____  DISTRICT: 00011
 MA    c                                                         24/078
```

A. (marker)

B. (marker)

Use Function 11 to access the District Update Menu. Then, use either option A or B to add a new job classification to the Job Classification Table.

Option A
1. Enter the **new job classification code** in the Job Class field in the Job Classification Table line.
2. Hit the **Enter** key on your keyboard.

Option B
1. In the **TRANS** field, enter **004**.
2. In **KEY 1**, enter the **new job classification code**.
3. Hit the **Enter** key on your keyboard.

A blank job classification screen will appear. Refer to the *HRS System Operations Manual,* beginning with page II-20, for field descriptions and valid codes.

Job Classification Table (004) - Sample Screen

```
File Edit View Communication Actions Window Help

          ** CTL - JOB CLASSIFICATION TABLE - UPDATE **              1104

         JOB CLASS: 410020

                                          JOB    JOB   STAT    BUDGET
         DISTRICT              TITLE       TYPE   STAT  DATE    PROJ
          00011      DIRECTOR FISCAL SERVICES    N      A    05 99    _

PAY    --SALARY SCHEDULE--    STND HRS    STND HRS    PERS WORK        OVERTIME
BASIS   SCHED    RANGE        IN A WEEK   IN A DAY     SCHED    FLSA   ELIGIBIL
 M        3       295          40.00        8.00        173      A       N


---EEO---   WORK    BARG    ILL     VAC     RET    RET   SUB   BOARD   COMMISSION
CAT   SUB  COMP    UNIT    PLAN    PLAN    PLAN   STAT   IND   DATE      DATE
 __    _   ____     MG      __      __      P9     M     _   __ __ __  __ __ __


ACAD    TENURE    REPORT     JOB    SENIORITY   PRIOR      ----MASS RETRO-----
RANK    ELIG      GROUPS    FAMILY   FAMILY    JOB CLASS   SUBJ  STEPS  RANGES
 _        _      __ __ __    __       __       _____      _    __ __   __

(093) - NEW RECORD - ENTER YOUR DATA                                    _
TRANS: 004    KEY 1: 410020      KEY 2: ____    KEY 3: ____   DIST: 00011
MA   c                               A                          07/023
```

Refer to the *HRS System Operations Manual,* beginning with page II-20, for the description of each field shown on the table.

```
AIMS004/PP0100XV/090704          PERSONNEL/PAYROLL/RETIREMENT SYSTEM                    PAGE NO.    0004

RUN TIME   20:30:15                                                          RUN DATE    08/19/11
                                                                             PROCESS DATE 08/19/11 h
                              DIST:  00011   SFS TRAINING DISTRICT
                                   JOB CLASSIFICATION TABLE (4)
```

JOB CLASS / TITLE	ILL / VAC PLAN	RET PLAN	RET STAT	JOB TYPE	JOB STAT	STAT DATE	BOARD DATE	COMM DATE	PAY BASIS	TENURE ELIG	SCHEDULE RANGE	STD HRS IN A WK	STD HRS IN A DY	PERS SCHED	FLSA	OT ELIG	BARG UNIT
402020 CHIEF BUSINESS OFFICIAL		P9	M	N	A	01/04	00/00/00	00/00/00	M	3	402	40.00	08.00	173	A	N	MG
410004 DIRECTOR FAC. MGMT. CONST		P9	M	N	A	01/04	00/00/00	00/00/00	M	3	350	40.00	08.00	173	A	N	MG
410005 ASST DIRECTOR MAINT/OPS	NA	P9	M	N	A	12/10	11/09/10	00/00/00	M	3	189	40.00	08.00	173	A	N	MG
410006 ASST. DIRECTOR M.C.T.	NA	P9	M	N	A	01/04	00/00/00	00/00/00	M	3	183	40.00	08.00	173	A	N	MG
410018 ASST DIRECTOR FISCAL SRVC	NA NA	P9	M	N	A	02/11	00/00/00	00/00/00	M	3	189	40.00	08.00	173	A	N	SU
410020 DIRECTOR FISCAL SERVICES		P9	M	N	A	05/99	00/00/00	00/00/00	M	3	295	40.00	08.00	173	A	N	MG
410021 DIR NUTRITION-PURCHASING	NA	P9	M	N	A	03/10	00/00/00	00/00/00	M	3	295	40.00	08.00	173	A	N	MG
410022 DIRECTOR INFO. SERVICES	NA	P9	M	N	A	03/99	00/00/00	00/00/00	M	3	190	40.00	08.00	173	A	N	MG
410023 CHIEF TECHNOLOGY OFFICER	NA	P9	M	N	A	01/11	00/00/00	00/00/00	M	3	295	40.00	08.00	173	A	N	MG
410025 PROGRAM DIRECTOR		S5	M	C	A	04/88	00/00/00	00/00/00	M	4	000	40.00	08.00		A	N	MG
410027 PROGRAM MGR BEHAVIOR SPEC		P9	M	N	A	09/04	00/00/00	00/00/00	M	3	185	40.00	08.00	173	A	N	MG
410028 OCCUPATIONAL THERAPIST		P9	M	N	A	06/05	00/00/00	00/00/00	M	3	200	40.00	08.00	173	A	N	SU
410030 DIRECTOR FOOD SERVICE		P9	M	N	A	03/88	00/00/00	00/00/00	M	3	185	40.00	08.00	173	A	N	MG
410040 DIRECTOR, MAINT. & OPER.		P9	M	N	A	04/88	00/00/00	00/00/00	M	3	190	40.00	08.00	173	A	N	MG
410041 SUPERVISOR-OPERATIONS		P9	M	N	A	04/88	00/00/00	00/00/00	M	3	105	40.00	08.00	173	A	N	SU

Work Location Table (011)

See *HRS System Operations Manual* Pages II-35 to II-39

Work Location Table (011) - Sample Screen

```
File  Edit  View  Communication  Actions  Window  Help

                    ** CTL - WORK LOCATION TABLE - INQUIRY **            1611

        WORK LOCATION: 00003   SUBSITE: ___         DISTRICT: 00011

           STATUS: A
      STATUS DATE: 07 01 11            LEVEL 1:       LEVEL 2:


     WORK LOCATION DESCRIPTION              MANAGER
   DISTRICT OFFICE                       JANET BROWN
                                         DEPT PHONE:   555 121 2122  EXT:



        STREET/BUILDING              CITY      STATE      ZIP
   9300 IMPERIAL HWY                DOWNEY        CA     90242


        AFFIRMATIVE ACTION                        -------EEO-4--------
           PLAN GROUP          --REPORT GROUPS--      CONTROL    FUNCTION


   TRANS: 011    KEY 1: 00003     KEY 2: ____   KEY 3: ____    DIST: 00011
   MA    c                              NUM                       23/030
```

Refer to the *HRS System Operations Manual,* beginning with page II-37, for the description of each field shown on the table.

```
AIMS011/PP0100XV/090704          PERSONNEL/PAYROLL/RETIREMENT SYSTEM          PAGE NO.    0001

RUN TIME    20:30:15                                                          RUN DATE 08/19/11
                                                                             PROCESS DATE 08/19/11 h

                                 DIST: 00011  SFS TRAINING DISTRICT

                                      WORK LOCATION TABLE (11)
```

WORK LOCATION SITE	SUB LEVEL-1	LEVEL-2	STATUS/DATE	WORK LOCATION DESCRIPTION	STATE	ZIP	CITY	STREET/BUILDING	MANAGER	--REPORT GROUPS-- AFFIRMATIVE ACTION PLAN GROUP	DEPT PHONE EXT	-----EEO-4----- CONTROL FUNCTION
00002			A 07/01/11	MAIL CHECKS	CA	90240	DOWNEY	9300 IMPERIAL HWY	BARNEY REBEL		(555) 121-2122	
00003			A 07/01/11	DISTRICT OFFICE	CA	90240	DOWNEY	9300 IMPERIAL HWY	JANE BROWN		(310) 121-2121	
00004			A 07/01/11	PURCHASING DEPARTMENT	CA	90240	DOWNEY	9300 IMPERIAL HWY	STUART LYTLE		(562) 555-1212	
00005			A 07/01/11	PUBLIC INFORMATION OFFICE	CA	90240	DOWNEY	9300 IMPERIAL HWY	BARNEY REBEL		(310) 121-2122	
00006			A 07/01/11	ADMINISTRATIVE SERVICES	CA	90240	DOWNEY	9300 IMPERIAL HWY	LINDA JONES		(310) 555-1212	
00007			A 07/01/11	INSTRUCTIONAL SERVICES	CA	90240	DOWNEY	9300 IMPERIAL HWY	TONY SMITH		(310) 555-1212	
00008			A 07/01/11	STUDENT SERVICES	CA	90240	DOWNEY	9300 IMPERIAL HWY	JAN SMITH		(310) 555-1212	
00009			A 07/01/11	ELEMENTRY SCHOOL	CA	90240-3999	DOWNEY	9300 IMPERIAL HWY	FRED RANGO		(310) 555-1212	
00010			A 07/01/11	HIGH SCHOOL	CA	90240	DOWNEY	9300 IMPERIAL HWY	FRED PEELE		(310) 555-1212	
00010	012		00/00/00	ADULT EDUCATION	CA	90240	DOWNEY	9300 IMPERIAL HWY	YETTA TIGGER		(562) 555-1212	
00011			A 07/01/11	MAINTENANCE & OPERATIONS	CA	90240	DOWNEY	9300 IMPERIAL HWY	STEVE WHITE		(310) 555-1212	
00012			C 07/01/11	TWIN LAKES SCHOOL	CA	90240-3999	DOWNEY	9300 IMPERIAL HWY	JEFFERY DAY		(310) 555-1212	
00013			A 07/01/11	HUMAN RESOURCE SERVICES	CA	90240	DOWNEY	9300 IMPERIAL HWY	ANN REBEL		(310) 551-2121	
00014			A 07/01/11	CHILDREN CENTERS	CA	90240	DOWNEY	9300 IMPERIAL HWY	FRED REBEL		(310) 555-1212	
00015			A 07/01/11	BOARD OF EDUCATION	CA	90240	DOWNEY	9300 IMPERIAL HWY	WILMA REBEL		(310) 555-1212	
00016			A 07/01/11	BUSINESS ADMINISTRATION	CA	90240	DOWNEY	9300 IMPERIAL HWY	FANNY MARCH		(310) 555-1212	
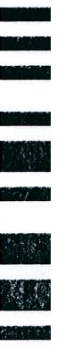
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District Codes Table (028)

See *HRS System Operations Manual* Pages II-81 to II-84

District Codes Table (028) – Sample Screen

```
 File  Edit  View  Communication  Actions  Window  Help

             ** CTL - DISTRICT CODES TABLE - UPDATE **              1128

      CODE TYPE: PL PAY LOCATION                    CODE:
                          DISTRICT: 00011

      CODE        DESCRIPTION          CODE        DESCRIPTION

      002    MAIL CHECKS              016    BUSINESS ADMIN
      003    DISTRICT OFFICE          017    SUPT OFFICE
      004    PURCHASING DEPT          019    BAKER SCHOOL
      005    PUBLIC INFO OFFICE       020    COGSWELL SCHOOL
      006    ADMINISTRATIVE OFF       021    WILLIAMS SCHOOL
      007    INSTRUCTION OFFICE       025    RAMONA SCHOOL
      008    STUDENT SERVICES         027    WHITNEY ACADEMY
      009    HALE ELEMENTARY SCHL     030    ED C. LEWIS
      010    KIM ACADEMY              032    PARK AVENUE SCHOOL
      011    MAINT & OPERATIONS       033    C.C. CARPENTER SCHL
      012    TWIN LAKES SCHOOL        037    SOUTH MIDDLE SCHOOL
      013    HUMAN RESOURCE SERV      038    PARKVIEW MIDDLE SCHL
      014    FROST CHILDREN CTR       039    HOOVER ELEMENTARY
      015    BOARD OF EDUCATION       040    HARVARD ELEMENTARY


 (269) - (F)ORWARD, (B)ACKWARD, (T)OP, (M)ENU                    _
 TRANS: 028    KEY 1: PL        KEY 2: ____    KEY 3: ____    DIST: 00011
 MA   c                                    A                       23/067
```

Refer to the *HRS System Operations Manual,* beginning with page II-83, for the description of each field shown on the table.

```
AIMS028/PP0100XV/090704        PERSONNEL/PAYROLL/RETIREMENT SYSTEM              PAGE NO.    0001
RUN TIME  20:30:15                                                    RUN DATE     08/19/11
                                                                     PROCESS DATE  08/19/11  h

                              DIST: 00011   SFS TRAINING DISTRICT

                                   DISTRICT CODES TABLE (28)
```

CODE TYPE	CODE	DESCRIPTION	CODE TYPE	CODE	DESCRIPTION
BU	AC	ADULT ED CERT TCHRS	BU	AF	AM.FEDERATION/TCHRS
BU	AN	ADULT ED CLASS TCHRS	BU	CN	CONFIDENTIAL
BU	CS	CA.SCHL.EMPLS.ASS.	BU	IS	IND. STUDY TUTORS
BU	MG	MANAGEMENT	BU	NA	NOON AIDE
BU	NE	NOT ELIGIBLE	BU	PD	PENDING
BU	RB	RBCTA/SBUT	BU	SC	SUB CLASSIFIED
BU	SS	SUMMER SWIM	BU	ST	SUB TEACHERS
BU	SU	SUPERVISOR	BU	SW	STUDENT WORKER
D1	JD	DEPARTMENT JUSTICE	D2	PT	POSTIVE TB TEST
ET	A	ANNUAL	ET	H	HOURLY
ET	M	MONTHLY	ET	N	NONE
ET	S	SPECIAL	ET	1	12 MO PROBATION
ET	3	3 MO PROB	ET	5	6 MO PROB
LR	AD	ADMINISTRATIVE	LR	ED	EDUCATION
LR	FR	FAMILYRESPONSIBILITY	LR	HL	HEALTH
LR	JD	JURY DUTY	LR	ML	MILITARY
LR	PG	MATERNITY	LR	PR	PERSONAL
LR	PT	PATERNITY	LR	RH	39 MONTH RE-EMPLMNT
LR	SB	SABBATICAL	LR	SU	SUSPENSION
LR	WI	WORK INJURY	LR	XO	EXTENDING LEAVE
PI	A	ACTING	PI	B	CLASS TEMP POSTN
PI	C	TEMP CONTRACT TCHR	PI	D	SUB/RETIREE
PI	E	CLASS HRLY	PI	F	CERT. HRLY
PI	G	CERT OT ASSGNMTS	PI	H	HALF TIME TEACHER
PI	J	JOB SHARING TCHR	PI	K	AE SUB
PI	L	LONG TERM SUB 23DAY	PI	M	MENTOR
PI	N	NOT ELIGIBLE	PI	P	PERMANENT
PI	Q	SUMMER SESSION	PI	R	REGULAR CONTRACT
PI	S	SUBSTITUTE	PI	T	TENURED
PI	U	UNCLASSIFIED	PI	V	CLASS. OT ASSIGNMENT
PI	W	CLASS C.S. OT. ASSGN	PI	0	CLASS PROB
PI	1	CERT PROB 1	PI	2	CERT PROB 2
PL	002	MAIL CHECKS	PL	003	DISTRICT OFFICE
PL	004	PURCHASING DEPT	PL	005	PUBLIC INFO OFFICE
PL	006	ADMINSTRATIVE OFF	PL	007	INSTRUCTION OFFICE
PL	008	STUDENT SERVICES	PL	009	HALE ELEMENTARY SCHL
PL	010	KIM ACADEMY	PL	011	MAINT & OPERATIONS
PL	012	TWIN LAKES SCHOOL	PL	013	HUMAN RESOURCE SERV
PL	014	FROST CHILDREN CTR	PL	015	BOARD OF EDUCATION
PL	016	BUSINESS ADMIN	PL	017	SUPT OFFICE
PL	019	BAKER SCHOOL	PL	020	COGSWELL SCHOOL
PL	021	WILLIAMS SCHOOL	PL	025	RAMONA SCHOOL
PL	027	WHITNEY ACADEMY	PL	030	ED. C. LEWIS
PL	032	PARK AVENUE SCHOOL	PL	033	C.C. CARPENTER SCHL
PL	037	SOUTH MIDDLE SCHOOL	PL	038	PARKVIEW MIDDLE SCHL
PL	039	HOOVER ELEMENTARY	PL	040	HARVARD ELEMENTARY
PL	041	MANCHESTER MIDDLE	PL	042	MAYWOOD ELEMENTARY
PL	043	BELVEDERE HIGH SCHL	PL	044	CARVER MIDDLE SCHL
PL	045	CARNEGIE HIGH SCHL	PL	046	BYRD CHILDREN CTR
PL	047	KLINTON CHILD CTR	PL	049	VISTA CHILD CTR
PL	050	HOLMES ELEMENTARY	PL	052	BLARNEY CHILDREN CTR
PL	053	EDISON MIDDLE SCHL	PL	080	GOMPERS HIGH SCHOOL

```
AIMS028/PP0100XV/090704          PERSONNEL/PAYROLL/RETIREMENT SYSTEM                    PAGE NO.    0002

RUN TIME  20:30:15                                                                     RUN DATE     08/19/11
                                                                                       PROCESS DATE 08/19/11  h

                                    DIST: 00011  SFS TRAINING DISTRICT

                                       DISTRICT CODES TABLE (28)

     CODE                                                    CODE
     TYPE   CODE         DESCRIPTION                         TYPE   CODE         DESCRIPTION

      PL    100   MISC                                        PL    102   COLUMBUS PREP SCHL
      PL    116   WILSHIRE PRIMARY CTR                        PL    125   WOODLAKE PREP SCHL
      PL    225   JOHN H GLENN HIGH                           PL    230   CURTIS MIDDLE SCHL
      PL    234   CLAY PREP SCHOOL                            PL    237   AUDUBON MUSIC SCHL
      PL    243   WASHINGTON PRIMARY                          PL    325   NEW RIVER PREP SCHL
      PL    337   HAMILTON MUSIC ACAD                         PL    343   HUGHES MATH ACAD
      PL    425   KESTER SCIENCE ACAD                         PL    825   SBAS - MAIL
      PL    909   RETIREMENT UNIT                             PN    P00   002003
      PN    R00   00000000                                    PN    R01   00000000
      PN    R02   00000000                                    PN    R03   00000000
      TR    AC    IN ACCORD W/CONTRACT                        TR    DD    DECEASED
      TR    EA    END OF ASSIGNMENT                           TR    ED    RESIGN EDUCATION
      TR    FR    RESIGN FAMILY NEEDS                         TR    FO    TERM PER ED CODE
      TR    GO    RESIGN MOVING                               TR    HL    RESIGN HEALTH
      TR    MR    MEDICAL RETIREMENT                          TR    NC    EXPIRED CREDENTIAL
      TR    PR    RESIGN PERSONAL                             TR    PO    UNABLE TO SERVE
      TR    RE    RESIGNATION                                 TR    RT    RETIREMENT
      TR    TO    RETURN TO REG ASSIGN                        TR    39    39 MONTH RE-EMPLOYMN
```

Column/Step Salary Schedule Table (024)

See *HRS System Operations Manual* Pages II-49 to II-56

Column/Step Salary Schedule Table (024) – Sample Screen

```
File  Edit  View  Communication  Actions  Window  Help

            ** CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - INQUIRY **      1624

         VERSION: C              SCHEDULE: U              STEP: 01

    DISTRICT    MAX STEP    EFFECTIVE DATE    IMPLEMENT DATE    ADOPTION DATE
      00011        30          07 01 06          07 02 07         11 28 06

  EDCODE MINS: MO       0.00 HR      0.000 DA       0.00 AN      0.00 LU      0.00
                                        COLUMNS
     (1)        (2)        (3)        (4)        (5)        (6)        (7)        (8)
  ---------  ---------  ---------  ---------  ---------  ---------  ---------  ---------
MONTHLY:
   4762.27    4762.36    4762.45    4772.27    4999.18    5225.91       0.00       0.00
HOURLY:
    36.970     36.970     36.970     37.050     38.810     40.570      0.000      0.000
DAILY:
    272.84     272.84     272.85     273.41     286.41     299.40       0.00       0.00
ANNUAL:
  52385.00   52386.00   52387.00   52495.00   54991.00   57485.00       0.00       0.00
LUMP:
      0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00

                                                                 _
TRANS: 024     KEY 1: C           KEY 2: U      KEY 3: 01        DIST: 00011
MA    d                                    NUM                            24/076
```

Refer to the *HRS System Operations Manual,* beginning with page II-54, for the description of each field shown on the table.

```
AIMS024/PP0100XV/090704                    PERSONNEL/PAYROLL/RETIREMENT SYSTEM                        PAGE NO.    0023

RUN TIME  20:30:15                         DIST: 00011   SFS TRAINING DISTRICT                       RUN DATE 08/19/11
                                                COLUMN/STEP SALARY TABLE (24)                        PROCESS DATE 08/19/11 h

SCHEDULE: U      VERSION: C      EFFECTIVE DATE: 07/01/06    IMPL DATE: 07/02/07    ADOPTION DATE: 11/28/06      MAX STEP: 30
ED CODE MINIMUMS  ANNUAL: 0.000    MONTHLY: 0.000    DAILY: 0.000    0.000    HOURLY: 0.000    LUMP: 0.000
```

PAY STEP BASIS	1	2	3	4	5	6	7	8
1 MONTHLY	4762.270	4762.360	4762.450	4772.270	4999.180	5225.910	0.000	0.000
HOURLY	36.970	36.970	36.970	37.050	38.810	40.570	0.000	0.000
DAILY	272.840	272.840	272.850	273.410	286.410	299.400	0.000	0.000
ANNUAL	52385.000	52386.000	52387.000	52495.000	54991.000	57485.000	0.000	0.000
LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
2 MONTHLY	4762.360	4762.450	4762.550	4985.820	5212.730	5439.270	0.000	0.000
HOURLY	36.970	36.970	36.970	38.710	40.470	42.230	0.000	0.000
DAILY	272.840	272.850	272.850	285.650	298.650	311.630	0.000	0.000
ANNUAL	52386.000	52387.000	52388.000	54844.000	57340.000	59832.000	0.000	0.000
LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
3 MONTHLY	4762.450	4762.550	4960.910	5187.450	5414.730	5653.550	0.000	0.000
HOURLY	36.970	36.970	38.510	40.270	42.040	43.890	0.000	0.000
DAILY	272.850	272.850	284.220	297.200	310.220	323.900	0.000	0.000
ANNUAL	52387.000	52388.000	54570.000	57062.000	59562.000	62189.000	0.000	0.000
LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
4 MONTHLY	4762.550	4958.730	5185.550	5412.730	5639.000	5867.550	0.000	0.000
HOURLY	36.970	38.490	40.260	42.020	43.780	45.550	0.000	0.000
DAILY	272.850	284.090	297.090	310.100	323.070	336.160	0.000	0.000
ANNUAL	52388.000	54546.000	57041.000	59540.000	62029.000	64543.000	0.000	0.000
LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
5 MONTHLY	4946.450	5171.820	5399.000	5626.640	5852.640	6080.360	0.000	0.000
HOURLY	38.400	40.150	41.910	43.680	45.430	47.200	0.000	0.000
DAILY	283.390	296.300	309.320	322.360	335.310	348.350	0.000	0.000
ANNUAL	54411.000	56890.000	59389.000	61893.000	64379.000	66884.000	0.000	0.000
LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
6 MONTHLY	5158.090	5385.550	5613.000	5840.090	6066.640	6294.090	0.000	0.000
HOURLY	40.040	41.810	43.570	45.340	47.100	48.860	0.000	0.000
DAILY	295.520	308.550	321.580	334.590	347.570	360.600	0.000	0.000
ANNUAL	56739.000	59241.000	61743.000	64241.000	66733.000	69235.000	0.000	0.000
LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
7 MONTHLY	5371.360	5599.090	5826.270	6053.090	6280.550	6506.730	0.000	0.000
HOURLY	41.700	43.470	45.230	46.990	48.760	50.510	0.000	0.000
DAILY	307.730	320.780	333.800	346.790	359.820	372.780	0.000	0.000
ANNUAL	59085.000	61590.000	64089.000	66584.000	69086.000	71574.000	0.000	0.000
LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
8 MONTHLY	5585.910	5812.360	6039.550	6267.000	6493.550	6720.640	0.000	0.000
HOURLY	43.360	45.120	46.890	48.650	50.410	52.170	0.000	0.000
DAILY	320.030	333.000	346.020	359.050	372.030	385.040	0.000	0.000
ANNUAL	61445.000	63936.000	66435.000	68937.000	71429.000	73927.000	0.000	0.000
LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

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Range/Step Salary Schedule Table (025)

See *HRS System Operations Manual* Pages II-57 to II-64

Range/Step Salary Schedule Table (025) – Sample Screen

```
File  Edit  View  Communication  Actions  Window  Help

          ** CTL - SALARY SCHEDULE-RANGE/STEP-ALL OTHERS - INQUIRY **      1625

          VERSION: C          SCHEDULE: 3          RANGE: 190

     DISTRICT    MAX STEP    EFFECTIVE DATE    IMPLEMENT DATE    ADOPTION DATE
      00011        05          07 01 09          04 22 11         08 25 09

   EDCODE MINS: MO     0.00 HR     0.000 DA     0.00 AN     0.00 LU     0.00
                                         STEPS
     (1)        (2)        (3)        (4)        (5)        (6)        (7)        (8)
   --------- --------- --------- --------- --------- --------- --------- ---------
 MONTHLY:
   6029.00   6347.00   6680.00   7036.00   7406.00      0.00      0.00      0.00
 HOURLY:
    34.260    36.070    37.980    39.980    42.090     0.000     0.000     0.000
 DAILY:
    274.08    288.57    303.81    319.87    336.68      0.00      0.00      0.00
 ANNUAL:

 LUMP:


                                                                              _
 TRANS: 025    KEY 1: C            KEY 2: 3       KEY 3: 190      DIST: 00011
 MA   d                                   NUM                             24/076
```

Refer to the *HRS System Operations Manual,* beginning with page II-62, for the description of each field shown on the table.

```
AIMS025/PP0100XV/090704              PERSONNEL/PAYROLL/RETIREMENT SYSTEM                    PAGE NO.   0024

RUN TIME  20:30:15                   DIST: 00011  SFS TRAINING DISTRICT                    RUN DATE 08/19/11
                                     RANGE/STEP SALARY TABLE (25)                          PROCESS DATE 08/19/11 h

SCHEDULE: 3    VERSION: C   EFFECTIVE DATE: 07/01/09    IMPL DATE: 04/22/11    ADOPTION DATE: 08/25/09    MAX STEP: 5

MINIMUM RATES   ANNUAL:  0.000   MONTHLY:  0.000   DAILY:  0.000   HOURLY:  0.000   LUMP:  0.00
```

RANGE	PAY BASIS	1	2	3	4	STEPS 5	6	7	8
190	MONTHLY	6029.000	6347.000	6680.000	7035.000	7406.000	0.000	0.000	0.000
	HOURLY	34.260	36.070	37.980	39.980	42.090	0.000	0.000	0.000
	DAILY	274.080	288.570	303.810	319.870	336.680	0.000	0.000	0.000
197	MONTHLY	6108.000	6432.000	6772.000	7127.000	7501.000	0.000	0.000	0.000
	HOURLY	34.710	36.550	38.480	40.490	42.620	0.000	0.000	0.000
	DAILY	277.650	292.380	307.860	323.930	340.990	0.000	0.000	0.000
200	MONTHLY	6153.000	6478.000	6819.000	7177.000	7555.000	0.000	0.000	0.000
	HOURLY	34.960	36.800	38.740	40.790	42.930	0.000	0.000	0.000
	DAILY	279.710	294.370	309.930	326.330	343.470	0.000	0.000	0.000
290	MONTHLY	6214.000	6542.000	6887.000	7247.000	7628.000	0.000	0.000	0.000
	HOURLY	35.330	37.170	39.140	41.180	43.360	0.000	0.000	0.000
	DAILY	282.610	297.350	313.080	329.470	346.870	0.000	0.000	0.000
295	MONTHLY	6711.000	7063.000	7434.000	7827.000	8241.000	0.000	0.000	0.000
	HOURLY	38.120	40.120	42.250	44.480	46.840	0.000	0.000	0.000
	DAILY	304.970	320.950	338.010	355.810	374.690	0.000	0.000	0.000
300	MONTHLY	6836.000	7196.000	7575.000	7973.000	8393.000	0.000	0.000	0.000
	HOURLY	38.850	40.890	43.040	45.290	47.690	0.000	0.000	0.000
	DAILY	310.770	327.080	344.300	362.350	381.480	0.000	0.000	0.000
350	MONTHLY	7372.000	7741.000	8127.000	8533.000	8960.000	0.000	0.000	0.000
	HOURLY	41.890	43.980	46.180	48.490	50.910	0.000	0.000	0.000
	DAILY	335.110	351.840	369.470	387.940	407.310	0.000	0.000	0.000
402	MONTHLY	8142.000	8549.000	8976.000	9425.000	9895.000	0.000	0.000	0.000
	HOURLY	46.260	48.590	51.000	53.550	56.220	0.000	0.000	0.000
	DAILY	370.050	388.680	407.970	428.430	449.790	0.000	0.000	0.000
490	MONTHLY	8198.000	8443.000	8696.000	8960.000	9228.000	0.000	0.000	0.000
	HOURLY	46.580	47.970	49.410	50.910	52.430	0.000	0.000	0.000
	DAILY	372.640	383.770	395.270	407.270	419.450	0.000	0.000	0.000

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Stipend Table (026)

See *HRS System Operations Manual* Pages II-65 to II-71

Stipend Table (026) – Sample Screen

```
File  Edit  View  Communication  Actions  Window  Help

              ** CTL - STIPEND TABLE - INQUIRY **                    1626

         VERSION: C            STIPEND CODE: AL


DISTRICT  STIPEND NAME  CALC IND   EFFECTIVE DATE   IMPLEMENT DATE   ADOPTION DATE
 00011      ADMLONG        A         07 01 93          07 21 11         07 01 93

                                      LEVELS
    (1)       (2)        (3)       (4)       (5)        (6)      (7)        (8)
 --------- --------- --------- --------- --------- --------- --------- ---------
MONTHLY:
    41.67     83.33    125.00     45.45     90.91    136.36      0.00      0.00
HOURLY:
    0.000     0.000     0.000     0.000     0.000     0.000     0.000     0.000
DAILY:
     0.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00
ANNUAL:
     0.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00
LUMP:
    41.67     83.33    125.00     45.45     90.91    136.36      0.00      0.00


TRANS: 026    KEY 1: C          KEY 2: AL     KEY 3:        DIST: 00011
MA    d                              NUM                            24/076
```

Refer to your *HRS System Operations Manual,* beginning with page II-70, for the description of each field shown on the table.

```
AIMS026/PP0100XV/090704                PERSONNEL/PAYROLL/RETIREMENT SYSTEM                          PAGE NO.    0001

RUN TIME   20:30:15                                                                          RUN DATE 08/19/11
                                       DIST: 00011   SFS TRAINING DISTRICT                   PROCESS DATE 08/19/11  h

                                                STIPEND TABLE (26)
```

STIPEND CODE	STIPEND NAME	VERSION	CALC. INDI.	LEVEL	MONTHLY	HOURLY	DAILY	ANNUAL	LUMP	EFFECT DATE	IMPL DATE	ADOPTION DATE
AL	ADMLONG	C	A	1	41.670	0.000	0.000	0.000	41.670	07/01/93	07/21/11	07/01/93
				2	83.330	0.000	0.000	0.000	83.330			
				3	125.000	0.000	0.000	0.000	125.000			
				4	45.450	0.000	0.000	0.000	45.450			
				5	90.910	0.000	0.000	0.000	90.910			
				6	136.360	0.000	0.000	0.000	136.360			
				7	0.000	0.000	0.000	0.000	0.000			
				8	0.000	0.000	0.000	0.000	0.000			
AL	ADMLONG	1	A	1	41.670	0.000	0.000	0.000	0.000	07/01/93	07/01/93	07/01/93
				2	83.330	0.000	0.000	0.000	0.000			
				3	125.000	0.000	0.000	0.000	0.000			
				4	45.450	0.000	0.000	0.000	0.000			
				5	90.910	0.000	0.000	0.000	0.000			
				6	136.360	0.000	0.000	0.000	0.000			
				7	0.000	0.000	0.000	0.000	0.000			
				8	0.000	0.000	0.000	0.000	0.000			
AR	ADDRESP	C	A	1	0.000	0.000	0.000	0.000	300.000	01/01/98	02/25/98	02/17/98
				2	0.000	0.000	0.000	0.000	500.000			
				3	0.000	0.000	0.000	0.000	0.000			
				4	0.000	0.000	0.000	0.000	0.000			
				5	0.000	0.000	0.000	0.000	0.000			
				6	0.000	0.000	0.000	0.000	0.000			
				7	0.000	0.000	0.000	0.000	0.000			
				8	0.000	0.000	0.000	0.000	0.000			
CL	CLASLNG	C	R	1	2.000	0.000	0.000	0.000	0.000	07/01/11	08/16/11	07/01/11
				2	4.000	0.000	0.000	0.000	0.000			
				3	5.000	0.000	0.000	0.000	0.000			
				4	6.000	0.000	0.000	0.000	0.000			
				5	0.000	0.000	0.000	0.000	0.000			
				6	0.000	0.000	0.000	0.000	0.000			
				7	0.000	0.000	0.000	0.000	0.000			
				8	0.000	0.000	0.000	0.000	0.000			
DR	DRDGREE	C	A	1	83.340	0.000	0.000	0.000	83.340	07/01/93	07/21/11	07/01/93
				2	90.910	0.000	0.000	0.000	90.910			
				3	100.000	0.000	0.000	0.000	100.000			
				4	125.000	0.000	0.000	0.000	125.000			
				5	133.340	0.000	0.000	0.000	133.340			
				6	166.670	0.000	0.000	0.000	166.670			
				7	0.000	0.000	0.000	0.000	0.000			
				8	111.120	0.000	0.000	0.000	111.120			

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Speed Key/Account Code Table (040)

See *HRS System Operations Manual* Pages II-97 to II-101

Speed Key Table (040) – Sample Screen

```
File  Edit  View  Communication  Actions  Window  Help

          ** CTL - SPEED KEY / ACCOUNT CODE LINKUP-UPDATE **                1140

                    DISTRICT:  00011  SPEED KEY: DRIVER

      FUND   RESRCE/PROJYR   GOAL   FUNC   OBJ   SCH/LOC   PERCENT

  1   01 0   00000 0         00000  75400  2260  0000007    50.000
  2   01 0   00000 0         00000  37000  2265  0000050    50.000
  3   __ _   _____ _         _____  _____  ____  _____   _____
  4   __ _   _____ _         _____  _____  ____  _____   _____
  5   __ _   _____ _         _____  _____  ____  _____   _____
  6   __ _   _____ _         _____  _____  ____  _____   _____
  7   __ _   _____ _         _____  _____  ____  _____   _____
  8   __ _   _____ _         _____  _____  ____  _____   _____
  9   __ _   _____ _         _____  _____  ____  _____   _____
 10   __ _   _____ _         _____  _____  ____  _____   _____
 11   __ _   _____ _         _____  _____  ____  _____   _____
 12   __ _   _____ _         _____  _____  ____  _____           100.000 100.000

         FISCAL YEAR 13


(002) - ENTER YOUR CHANGES.                                          _
TRANS:  040    KEY 1: DRIVER     KEY 2: ____    KEY 3: ___   DISTRICT 00011
MA   d                                    A                          24/077
```

Refer to the *HRS System Operations Manual,* beginning with page II-97, for the description of each field shown on the table.

Account Numbers Listing

Classified Salary

	FUND	RESRC/PRJYR	GOAL	FUNC	OBJ	SCH/LOC
1	010	000000	00000	27000	**2461**	1020000
2	010	000000	00000	27000	**2461**	1030000
3	010	000000	00000	27000	**2461**	1040000
4	010	000000	00000	31300	**2417**	1040000
5	010	000000	00000	31300	**2461**	1040000
6	010	000000	00000	31400	**2419**	0000122
7	010	000000	00000	37000	**2215**	0000050
8	010	000000	00000	37000	**2245**	0000050
9	010	000000	00000	37000	**2265**	0000050
10	010	000000	00000	37000	**2265**	0000051
11	010	000000	00000	37000	**2266**	0000050
12	010	000000	00000	37000	**2266**	0000051
13	010	000000	00000	37000	**2310**	0000050
14	010	000000	00000	37000	**2310**	0000051

Account Numbers Listing

Certificated Salary

	FUND	RESRC/PRJYR	GOAL	FUNC	OBJ	SCH/LOC
1	010	000000	11100	10000	**1170**	4200000
2	010	000000	11100	10000	**1170**	4300000
3	010	000000	11100	10000	**1175**	1040000
4	010	000000	11100	10000	**1175**	2000000
5	010	000000	11100	10000	**1175**	2100000
6	010	000000	11100	10000	**1175**	3200000
7	010	000000	11100	10000	**1175**	4200000
8	010	000000	11100	10000	**1110**	1040000
9	010	000000	11100	10000	**1110**	2000000
10	010	000000	11100	10000	**1110**	2100000
11	010	000000	11100	10000	**1110**	3000000
12	010	000000	11100	10000	**1110**	3200000
13	010	000000	11100	10000	**1110**	3300000
14	010	000000	11100	10000	**1110**	3700000

SECTION IV.

TABLE MASS CHANGE (034, 035, AND 036)

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Table Mass Change

The Table Mass Change provides an automated method for adjusting or creating new Column/Step Salary Schedule (024), Range/Step Salary Schedule (025), and Stipend Table (026).

Using the salary schedule/stipend table mass change option, a user can create a "future" schedule/stipend by copying an existing schedule/stipend. While copying from an existing schedule/stipend or after an existing schedule/stipend has been copied, modifications or deletions can be requested.

The modifications include deleting or zeroing out part of a future schedule/stipend; applying positive or negative percentage/amounts; rounding specific pay basis to the desired number of decimal places; changing existing pay bases or adding new pay bases by converting from other existing pay bases.

Table Mass Change can be used to:

- **Update an existing schedule/stipend when new rates are adopted by the Board**

  Copy the "current" version of the existing schedule/stipend to the "future." Percents and other changes may be made as the copy is produced or the "future" version may be updated with percents and other calculations after the copy is done.

- **Create a "new" salary schedule or stipend**

  Copy the "current" version of the existing schedule/stipend to a "new" schedule/stipend code.

- **Split a current schedule into two schedules**

  Copy the "current" version of the schedule to the "future" using the same schedule code.

  Copy the "current" version of the schedule to a new "future" schedule with a new schedule code.

  Make changes to the "future" version of the <u>old</u> schedule. Zero out columns or steps, delete unneeded ranges or steps, apply percentages or other calculations.

  Make changes to the "future" version of the <u>new</u> schedule. Zero out columns or steps, delete unneeded ranges or steps, apply percentages or other calculations.

  Allow both schedules to be implemented (roll to "current").

  Use EDB Mass Change to automatically adjust the salary schedule codes on Salary/Pay Rate Screen 005, based on the job classification or, manually change employee jobs that must be tied to the new schedule.

- **Adjust certificated teaching schedules for a new school year**

  Copy "monthly" salaries from the "current" version to the "future" version including the percent increase when the copy is made. Annual, Daily, Hourly and Lump Sum rates will be established as zero rates.

  Use the pay basis conversion calculation feature to develop the appropriate salary rates for the annual salary first (e.g., 10 times the monthly salary), and then divide the annual salary by the number of days in the contract year to develop the daily salary rates (e.g., annual salary divided by 182).

- **Add a new column to an existing salary schedule**

  Copy the "current" version of the schedule to the "future."

  Copy a current column with a percentage to a new column on the "future" schedule (e.g., copy column 5 to column 6 with 4% increase).

  After the schedule is rolled to "current," manually change employee jobs that must be tied to the new column.

- **Add a range to an existing salary schedule**

  Copy the "current" version of the schedule to the "future."

  Copy a current range with a percentage to a new range on the "future" schedule (e.g., copy range 155 to range 178 with a 5.5% increase).

  After the schedule is rolled to "current", manually change employee jobs that must be tied to the new range.

- **Add $20.00 to an existing lump-sum stipend**

  Copy "current" version of the schedule to the "future" with the Basis "L" and the increase amount "20.00."

Copying/Updating Rules
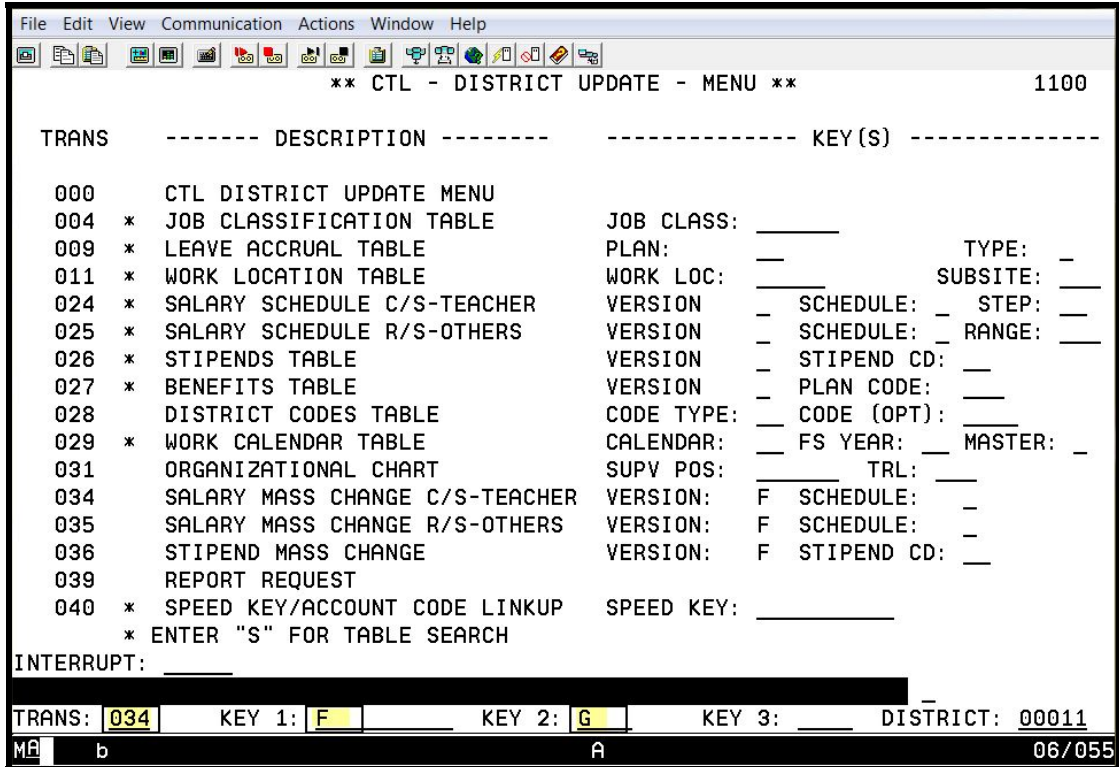
When copying or updating past versions, current versions, or future versions of a schedule to a future schedule that <u>already exists</u>, everything in the existing future schedule is wiped out and replaced by the data being copied. This includes the following:

<u>PAST</u> schedule "<u>J</u>"	⮕	to <u>FUTURE</u> schedule "<u>J</u>"
<u>PAST</u> schedule "<u>J</u>"	⮕	to <u>FUTURE</u> schedule "<u>K</u>"
<u>CURRENT</u> schedule "<u>J</u>"	⮕	to <u>FUTURE</u> schedule "<u>J</u>"
<u>CURRENT</u> schedule "<u>J</u>"	⮕	to <u>FUTURE</u> schedule "<u>K</u>"
<u>FUTURE</u> schedule "<u>J</u>"	⮕	to <u>FUTURE</u> schedule "<u>K</u>"

EXCEPTION: When updating the <u>same</u> future schedule, everything in the schedule remains the same except the updated values:

<u>FUTURE</u> schedule "<u>J</u>"	⮕	to <u>FUTURE</u> schedule "<u>J</u>"

The District Update Menu, Function 11, is used to access the mass change screens.

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣▣  ▣▣▣ ▣ ▣▣ ▣▣ ▣ ▣▣▣●▣▣▣▣
              ** CTL - DISTRICT UPDATE - MENU **              1100

    TRANS    ------- DESCRIPTION --------    ------------- KEY(S) --------------

    000     CTL DISTRICT UPDATE MENU
    004  *  JOB CLASSIFICATION TABLE     JOB CLASS: _____
    009  *  LEAVE ACCRUAL TABLE          PLAN:  __           TYPE: _
    011  *  WORK LOCATION TABLE          WORK LOC: _____     SUBSITE: ___
    024  *  SALARY SCHEDULE C/S-TEACHER  VERSION  _ SCHEDULE: _ STEP: __
    025  *  SALARY SCHEDULE R/S-OTHERS   VERSION  _ SCHEDULE: _ RANGE: ___
    026  *  STIPENDS TABLE               VERSION  _ STIPEND CD: __
    027  *  BENEFITS TABLE               VERSION  _ PLAN CODE: ___
    028     DISTRICT CODES TABLE         CODE TYPE: __ CODE (OPT): ____
    029  *  WORK CALENDAR TABLE          CALENDAR: __ FS YEAR: __ MASTER: _
    031     ORGANIZATIONAL CHART         SUPV POS: _____ TRL: ___
    034     SALARY MASS CHANGE C/S-TEACHER  VERSION:  F  SCHEDULE:  _
    035     SALARY MASS CHANGE R/S-OTHERS   VERSION:  F  SCHEDULE:  _
    036     STIPEND MASS CHANGE          VERSION:  F  STIPEND CD: __
    039     REPORT REQUEST
    040  *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY: _____
          * ENTER "S" FOR TABLE SEARCH
 INTERRUPT: _____
                                                                        _
 TRANS: [034]   KEY 1: [F]      KEY 2: [G]     KEY 3: ____   DISTRICT: 00011
 MA  b                                    A                           06/055
```

Salary Mass Change – Column/Step (034)

```
 File  Edit  View  Communication  Actions  Window  Help
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           ** CTL - SALARY MASS CHANGE-COLUMN/STEP-TEACHERS - UPDATE **   1134

 UPDATE SCHED    IMPLEMENT DATE   EFFECTIVE DATE   ADOPTION DATE    MAX STEP
     [G]         __ __ __        __ __ __        __ __ __         __
                                 FROM      TO    DELETE/ZERO
 COPY/DELETE:    VERSION/SCHEDULE  _ / _                _
                 STEP             __ - __       __
                 COLUMN           _ - _         _
                 BASIS            _

 INCREASE:       PERCENTAGE _____       AMOUNT _____
 ROUNDING RULES: _   (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)

 PAY BASIS:      MONTHLY TO HOURLY:      HOURS/MONTH  _____
                 MONTHLY TO DAILY:       DAYS/MONTH   _____
                 MONTHLY TO ANNUAL:      MONTHS/YEAR  _____
                 HOURLY  TO DAILY:       HOURS/DAY    _____
                 DAILY   TO MONTHLY:     DAYS/MONTH   _____
                 DAILY   TO HOURLY:      HOURS/DAY    _____
                 DAILY   TO ANNUAL:      DAYS/YEAR    _____
                 ANNUAL  TO MONTHLY:     MONTHS/YEAR  _____
                 ANNUAL  TO DAILY:       DAYS/YEAR    _____
 (002) - ENTER YOUR CHANGES.                                    _
 TRANS: [034]   KEY 1: [F]      KEY 2: [G]     KEY 3: ____   DIST: 00011
 MA  b                                   NUM                          04/020
```

Salary Mass Change – Range/Step (035)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣▣ ▣▣ ▣ ▣▣ ▣▣ ▣ ▣▣ ▣ ▣▣▣▣▣▣▣▣
                 ** CTL - SALARY MASS CHANGE-RANGE/STEP-ALL OTHERS - UPDATE **      1135

 UPDATE SCHED     IMPLEMENT DATE    EFFECTIVE DATE    ADOPTION DATE     MAX STEP
      3                _ _ _        _ _ _        _ _ _          _
                                   FROM      TO     DELETE/ZERO
 COPY/DELETE:     VERSION/SCHEDULE  _ / _                      _
                  RANGE            ___ - ___   ___
                  STEP             _ - _       _
                  BASIS   _

 INCREASE:        PERCENTAGE _____        AMOUNT _____
 ROUNDING RULES: _   (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)

 PAY BASIS:       MONTHLY TO HOURLY:       HOURS/MONTH  _____
                  MONTHLY TO DAILY:        DAYS/MONTH   _____
                  MONTHLY TO ANNUAL:       MONTHS/YEAR  _____
                  HOURLY  TO DAILY:        HOURS/DAY    _____
                  DAILY   TO MONTHLY:      DAYS/MONTH   _____
                  DAILY   TO HOURLY:       HOURS/DAY    _____
                  DAILY   TO ANNUAL:       DAYS/YEAR    _____
                  ANNUAL  TO MONTHLY:      MONTHS/YEAR  _____
                  ANNUAL  TO DAILY:        DAYS/YEAR    _____
 (002) - ENTER YOUR CHANGES.                                         _
 TRANS: 035    KEY 1: F          KEY 2: 3        KEY 3: ____    DIST: 00011
 MA  b                                 NUM                              04/020
```

Stipend Mass Change (036)

```
 File  Edit  View  Communication  Actions  Window  Help
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                    ** CTL - STIPEND MASS CHANGE - UPDATE **           1136

 UPDATE STP   STP NAME   IMPLEMENT DATE   EFFECTIVE DATE   ADOPTION DATE   CALC IND.
     LG       _____      _ _ _        _ _ _        _ _ _        _
                                      FROM      TO      DELETE/ZERO
 COPY/DELETE:   VERSION/STIPEND CD      _ / __                  _
                LEVEL                   _ - _      _
                BASIS    _

 INCREASE:       PERCENTAGE _____        AMOUNT _____
 ROUNDING RULES:    _  (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)

 PAY BASIS:       MONTHLY TO HOURLY:       HOURS/MONTH  _____
                  MONTHLY TO DAILY:        DAYS/MONTH   _____
                  MONTHLY TO ANNUAL:       MONTHS/YEAR  _____
                  HOURLY  TO DAILY:        HOURS/DAY    _____
                  DAILY   TO MONTHLY:      DAYS/MONTH   _____
                  DAILY   TO HOURLY:       HOURS/DAY    _____
                  DAILY   TO ANNUAL:       DAYS/YEAR    _____
                  ANNUAL  TO MONTHLY:      MONTHS/YEAR  _____
                  ANNUAL  TO DAILY:        DAYS/YEAR    _____
 (002) - ENTER YOUR CHANGES.                                         _
 TRANS: 036    KEY 1: F          KEY 2: LG       KEY 3: ____    DIST: 00011
 MA  b                                  A                               04/013
```

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View a Schedule List by Pay Basis

View a Schedule List by Pay Basis

Current Salary Schedule G – Monthly Basis

```
 File  Edit  View  Communication  Actions  Window  Help

                    COLUMN/STEP SCHEDULE LIST                    1670

  VERSION: C    SCHEDULE: G    PAY BASIS: M        EFFECTIVE: 09/01/11
                                                   IMPLEMENT: 09/02/11
 SEL STEP    (1)      (2)      (3)      (4)      (5)      (6)     (7)      (8)
  _   001   4762.27  4762.36  4762.45  4772.27  4999.18  5225.91
  _   002   4762.36  4762.45  4762.55  4985.82  5212.73  5439.27
  _   003   4762.45  4762.55  4960.91  5187.45  5414.73  5653.55
  _   004   4762.55  4958.73  5185.55  5412.73  5639.00  5867.55
  _   005   4946.45  5171.82  5399.00  5626.64  5852.64  6080.36
  _   006   5158.09  5385.55  5613.00  5840.09  6066.64  6294.09
  _   007   5371.36  5599.09  5826.27  6053.09  6280.55  6506.73
  _   008   5585.91  5812.36  6039.55  6267.00  6493.55  6720.64
  _   009            6025.82  6253.36  6480.91  6707.36  6934.82
  _   010            6239.82  6466.55  6693.82  6921.00  7147.91
  _   011                     6679.73  6907.27  7134.36  7361.64
  _   012                     6894.00  7120.18  7347.82  7575.18
  _   013                     7107.45  7334.00  7561.36  7788.64
  _   014                     7107.45  7334.00  7561.36  7788.64
  _   015                     7213.73  7440.27  7667.64  7894.91
  _   016                     7213.73  7440.27  7667.64  7894.91
  _   017                     7213.73  7440.27  7667.64  7894.91
       (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU      _
 TRANS: 024     KEY 1: C          KEY 2: G        KEY 3: ____    DIST: 00011
 MA   d                                   NUM                          24/076
```

Current Salary Schedule G – Hourly Basis

```
 File  Edit  View  Communication  Actions  Window  Help

                    COLUMN/STEP SCHEDULE LIST                    1670

  VERSION: C    SCHEDULE: G    PAY BASIS: H        EFFECTIVE: 09/01/11
                                                   IMPLEMENT: 09/02/11
 SEL STEP    (1)      (2)      (3)      (4)      (5)      (6)     (7)      (8)
  _   001   36.970   36.970   36.970   37.050   38.810   40.570
  _   002   36.970   36.970   36.970   38.710   40.470   42.230
  _   003   36.970   36.970   38.510   40.270   42.040   43.890
  _   004   36.970   38.490   40.260   42.020   43.780   45.550
  _   005   38.400   40.150   41.910   43.680   45.430   47.200
  _   006   40.040   41.810   43.570   45.340   47.100   48.860
  _   007   41.700   43.470   45.230   46.990   48.760   50.510
  _   008   43.360   45.120   46.890   48.650   50.410   52.170
  _   009            46.780   48.550   50.310   52.070   53.840
  _   010            48.440   50.200   51.960   53.730   55.490
  _   011                     51.860   53.620   55.380   57.150
  _   012                     53.520   55.280   57.040   58.810
  _   013                     55.180   56.930   58.700   60.460
  _   014                     55.180   56.930   58.700   60.460
  _   015                     56.000   57.760   59.520   61.290
  _   016                     56.000   57.760   59.520   61.290
  _   017                     56.000   57.760   59.520   61.290
       (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU      _
 TRANS: 024     KEY 1: C          KEY 2: G        KEY 3: ____    DIST: 00011
 MA   d                                   NUM                          24/076
```

Current Salary Schedule G – Daily Basis

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣▣  ▣▣ ▣ ▣▣ ▣▣ ▣ ▣▣▣▣▣▣▣
                    COLUMN/STEP SCHEDULE LIST                        1670

    VERSION: C    SCHEDULE: G    PAY BASIS: D            EFFECTIVE: 09/01/11
                                                        IMPLEMENT: 09/02/11
 SEL STEP     (1)      (2)      (3)      (4)      (5)      (6)      (7)      (8)
  _  001    272.84   272.84   272.85   273.41   286.41   299.40
  _  002    272.84   272.85   272.85   285.65   298.65   311.63
  _  003    272.85   272.85   284.22   297.20   310.22   323.90
  _  004    272.85   284.09   297.09   310.10   323.07   336.16
  _  005    283.39   296.30   309.32   322.36   335.31   348.35
  _  006    295.52   308.55   321.58   334.59   347.57   360.60
  _  007    307.73   320.78   333.80   346.79   359.82   372.78
  _  008    320.03   333.00   346.02   359.05   372.03   385.04
  _  009             345.23   358.27   371.30   384.28   397.31
  _  010             357.49   370.48   383.50   396.52   409.52
  _  011                      382.69   395.73   408.74   421.76
  _  012                      394.97   407.93   420.97   433.99
  _  013                      407.20   420.18   433.20   446.22
  _  014                      407.20   420.18   433.20   446.22
  _  015                      413.29   426.27   439.29   452.31
  _  016                      413.29   426.27   439.29   452.31
  _  017                      413.29   426.27   439.29   452.31
      (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU      _
 TRANS: 024     KEY 1: C           KEY 2: G        KEY 3: ____    DIST: 00011
 MA   d                              NUM                            24/076
```

Current Salary Schedule G – Annual Basis

```
 File  Edit  View  Communication  Actions  Window  Help
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                    COLUMN/STEP SCHEDULE LIST                        1670

    VERSION: C    SCHEDULE: G    PAY BASIS: A            EFFECTIVE: 09/01/11
                                                        IMPLEMENT: 09/02/11
 SEL STEP     (1)      (2)      (3)      (4)      (5)      (6)      (7)      (8)
  _  001    52,385   52,386   52,387   52,495   54,991   57,485
  _  002    52,386   52,387   52,388   54,844   57,340   59,832
  _  003    52,387   52,388   54,570   57,062   59,562   62,189
  _  004    52,388   54,546   57,041   59,540   62,029   64,543
  _  005    54,411   56,890   59,389   61,893   64,379   66,884
  _  006    56,739   59,241   61,743   64,241   66,733   69,235
  _  007    59,085   61,590   64,089   66,584   69,086   71,574
  _  008    61,445   63,936   66,435   68,937   71,429   73,927
  _  009             66,284   68,787   71,290   73,781   76,283
  _  010             68,638   71,132   73,632   76,131   78,627
  _  011                      73,477   75,980   78,478   80,978
  _  012                      75,834   78,322   80,826   83,327
  _  013                      78,182   80,674   83,175   85,675
  _  014                      78,182   80,674   83,175   85,675
  _  015                      79,351   81,843   84,344   86,844
  _  016                      79,351   81,843   84,344   86,844
  _  017                      79,351   81,843   84,344   86,844
      (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU      _
 TRANS: 024     KEY 1: C           KEY 2: G        KEY 3: ____    DIST: 00011
 MA   d                              NUM                            24/076
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Salary Schedule Increase

Salary Schedule Increase

1. Create a future Schedule G.

```
 File  Edit  View  Communication  Actions  Window  Help
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                    ** CTL - DISTRICT UPDATE - MENU **              1100

    TRANS     ------- DESCRIPTION --------     ------------- KEY(S) -------------

    000     CTL DISTRICT UPDATE MENU
    004   *  JOB CLASSIFICATION TABLE      JOB CLASS: _____
    009   *  LEAVE ACCRUAL TABLE           PLAN:      __           TYPE:  _
    011   *  WORK LOCATION TABLE           WORK LOC:  _____      SUBSITE: ___
    024   *  SALARY SCHEDULE C/S-TEACHER   VERSION    _  SCHEDULE: _  STEP: __
    025   *  SALARY SCHEDULE R/S-OTHERS    VERSION    _  SCHEDULE: _ RANGE: ___
    026   *  STIPENDS TABLE                VERSION    _  STIPEND CD: __
    027   *  BENEFITS TABLE                VERSION    _  PLAN CODE:   ___
    028      DISTRICT CODES TABLE          CODE TYPE: __  CODE (OPT): ____
    029   *  WORK CALENDAR TABLE           CALENDAR:  __ FS YEAR: __ MASTER: _
    031      ORGANIZATIONAL CHART          SUPV POS:  _____   TRL: ___
    034      SALARY MASS CHANGE C/S-TEACHER VERSION:  F  SCHEDULE:  _
    035      SALARY MASS CHANGE R/S-OTHERS  VERSION:  F  SCHEDULE:  _
    036      STIPEND MASS CHANGE           VERSION:   F  STIPEND CD: __
    039      REPORT REQUEST
    040   *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY: _____
          *  ENTER "S" FOR TABLE SEARCH
 INTERRUPT:  _____
                                                                      _
 TRANS: 034      KEY 1: F          KEY 2: G        KEY 3: ____  DISTRICT: 00011
 MA   b                                         A                      06/055
```

2. Copy the current version of G to future Schedule G.

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▤  ▦▦ ▦ ▰▰ ▰▰ ▣ ▜▜◉▨◻◿▨
          ** CTL - SALARY MASS CHANGE-COLUMN/STEP-TEACHERS - UPDATE **   1134

 UPDATE SCHED    IMPLEMENT DATE   EFFECTIVE DATE    ADOPTION DATE    MAX STEP
      G            09 01 15         09 01 15         08 25 15          30
                                   FROM      TO    DELETE/ZERO
 COPY/DELETE:   VERSION/SCHEDULE   C / G
                STEP               __ - __      __        _
                COLUMN             _ - _        _
                BASIS    _


 INCREASE:      PERCENTAGE  _____        AMOUNT  _____
 ROUNDING RULES: _  (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)

 PAY BASIS:     MONTHLY TO HOURLY:         HOURS/MONTH  _____
                MONTHLY TO DAILY:          DAYS/MONTH   _____
                MONTHLY TO ANNUAL:         MONTHS/YEAR  _____
                HOURLY  TO DAILY:          HOURS/DAY    _____
                DAILY   TO MONTHLY:        DAYS/MONTH   _____
                DAILY   TO HOURLY:         HOURS/DAY    _____
                DAILY   TO ANNUAL:         DAYS/YEAR    _____
                ANNUAL  TO MONTHLY:        MONTHS/YEAR  _____
                ANNUAL  TO DAILY:          DAYS/YEAR    _____
 (002) - ENTER YOUR CHANGES.                                     _
 TRANS: 034    KEY 1: F         KEY 2: G     KEY 3: ____    DIST: 00011
 MA   c                                     NUM                    24/076
```

3. Copy the current Schedule G annual rates to future Schedule G and increase the rates by 2%.

4. Convert annual to monthly, e.g. 10 months.

5. Convert annual to daily, e.g. 187 days.

```
File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▤  ▣▣▣ ▣ ▣▣ ▣▣ ▣ ▣▣▣▣▣▣▣▣
            ** CTL - SALARY MASS CHANGE-COLUMN/STEP-TEACHERS - UPDATE **    1134

 UPDATE SCHED      IMPLEMENT DATE    EFFECTIVE DATE     ADOPTION DATE     MAX STEP
       G             09 01 15          09 01 15         08 25 15           30
                                      FROM      TO    DELETE/ZERO
 COPY/DELETE:    VERSION/SCHEDULE  _ / _                    _
                 STEP              __ - __        __
                 COLUMN            _ - _          _
                 BASIS     _


 INCREASE:       PERCENTAGE  _____        AMOUNT  _____
 ROUNDING RULES: P  (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)


 PAY BASIS:      MONTHLY TO HOURLY:          HOURS/MONTH   _____
                 MONTHLY TO DAILY:           DAYS/MONTH    _____
                 MONTHLY TO ANNUAL:          MONTHS/YEAR   _____
                 HOURLY  TO DAILY:           HOURS/DAY     _____
                 DAILY   TO MONTHLY:         DAYS/MONTH    _____
                 DAILY   TO HOURLY:          HOURS/DAY     _____
                 DAILY   TO ANNUAL:          DAYS/YEAR     _____
                 ANNUAL  TO MONTHLY:         MONTHS/YEAR
                 ANNUAL  TO DAILY:           DAYS/YEAR     187.00
 (005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.                 _
 TRANS: 034    KEY 1: F          KEY 2: G         KEY 3: ____    DIST: 00011
 MA   d                                 NUM                          24/076
```

6. Convert daily to hourly, e.g. 6 hours.

```
File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▤  ▣▣▣ ▣ ▣▣ ▣▣ ▣ ▣▣▣▣▣▣▣▣
            ** CTL - SALARY MASS CHANGE-COLUMN/STEP-TEACHERS - UPDATE **    1134

 UPDATE SCHED      IMPLEMENT DATE    EFFECTIVE DATE     ADOPTION DATE     MAX STEP
       G             09 01 15          09 01 15         08 25 15           30
                                      FROM      TO    DELETE/ZERO
 COPY/DELETE:    VERSION/SCHEDULE  _ / _                    _
                 STEP              __ - __        __
                 COLUMN            _ - _          _
                 BASIS     _


 INCREASE:       PERCENTAGE  _____        AMOUNT  _____
 ROUNDING RULES: I  (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)


 PAY BASIS:      MONTHLY TO HOURLY:          HOURS/MONTH   _____
                 MONTHLY TO DAILY:           DAYS/MONTH    _____
                 MONTHLY TO ANNUAL:          MONTHS/YEAR   _____
                 HOURLY  TO DAILY:           HOURS/DAY     _____
                 DAILY   TO MONTHLY:         DAYS/MONTH    _____
                 DAILY   TO HOURLY:          HOURS/DAY          6
                 DAILY   TO ANNUAL:          DAYS/YEAR     _____
                 ANNUAL  TO MONTHLY:         MONTHS/YEAR   _____
                 ANNUAL  TO DAILY:           DAYS/YEAR     _____
 (005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.                 _
 TRANS: 034    KEY 1: F          KEY 2: G         KEY 3: ____    DIST: 00011
 MA   d                                 NUM                          24/076
```

Future Schedule G – Annual Basis

```
 File  Edit  View  Communication  Actions  Window  Help

                        COLUMN/STEP  SCHEDULE  LIST                    1670

   VERSION: F    SCHEDULE: G    PAY BASIS: A          EFFECTIVE: 09/01/15
                                                      IMPLEMENT: 09/01/15
 SEL  STEP     (1)      (2)      (3)      (4)      (5)      (6)      (7)      (8)
  X   001    53,433   53,434   53,435   53,545   56,091   58,635
  _   002    53,434   53,435   53,436   55,941   58,487   61,029
  _   003    53,435   53,436   55,661   58,203   60,753   63,433
  _   004    53,436   55,637   58,182   60,731   63,270   65,834
  _   005    55,499   58,028   60,577   63,131   65,667   68,222
  _   006    57,874   60,426   62,978   65,526   68,068   70,620
  _   007    60,267   62,822   65,371   67,916   70,468   73,005
  _   008    62,674   65,215   67,764   70,316   72,858   75,406
  _   009             67,610   70,163   72,716   75,257   77,809
  _   010             70,011   72,555   75,105   77,654   80,200
  _   011                      74,947   77,500   80,048   82,598
  _   012                      77,351   79,888   82,443   84,994
  _   013                      79,746   82,287   84,839   87,389
  _   014                      79,746   82,287   84,839   87,389
  _   015                      80,938   83,480   86,031   88,581
  _   016                      80,938   83,480   86,031   88,581
  _   017                      80,938   83,480   86,031   88,581
         (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU  _
 TRANS: 024    KEY 1: F        KEY 2: G        KEY 3: ____    DIST: 00011
 MA  d                              NUM                            24/076
```

```
 File  Edit  View  Communication  Actions  Window  Help

           ** CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE **      1124

           VERSION: F          SCHEDULE: G            STEP: 01

      DISTRICT    MAX STEP   EFFECTIVE DATE   IMPLEMENT DATE   ADOPTION DATE
       00011        30         09 01 15         09 01 15        08 25 15

  EDCODE MINS: MO      0.00 HR     0.000 DA      0.00 AN      0.00 LU      0.00
                                      COLUMNS
      (1)       (2)       (3)       (4)       (5)       (6)       (7)       (8)
  --------- --------- --------- --------- --------- --------- --------- ---------
 MONTHLY:
   5343.00   5343.00   5344.00   5355.00   5609.00   5864.00      0.00      0.00
 HOURLY:
    47.623    47.623    47.625    47.723    49.991    52.260     0.000     0.000
 DAILY:
   285.74    285.74    285.75    286.34    299.95    313.56      0.00      0.00
 ANNUAL:
  53433.00  53434.00  53435.00  53545.00  56091.00  58635.00      0.00      0.00
 LUMP:

 (002) - ENTER YOUR CHANGES.                                      _
 TRANS: 024    KEY 1: F        KEY 2: G      KEY 3: 01      DIST: 00011
 MA  c                              NUM                            24/076
```

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Change a Column

Add a Step

Change a Column

Salary Schedule – Column/Step – Teachers (024) – Sample Screen

```
 File  Edit  View  Communication  Actions  Window  Help

           ** CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE **        1124

           VERSION: F              SCHEDULE: G              STEP: 01

      DISTRICT    MAX STEP    EFFECTIVE DATE    IMPLEMENT DATE    ADOPTION DATE
       00011          30        09 01 15          09 01 15         08 25 15

  EDCODE MINS: MO      0.00 HR      0.000 DA      0.00 AN      0.00 LU      0.00
                                       COLUMNS
     (1)        (2)        (3)        (4)        (5)        (6)        (7)        (8)
  ---------  ---------  ---------  ---------  ---------  ---------  ---------  ---------
 MONTHLY:
    5333.00    5343.00    5344.00    5355.00    5609.00    5864.00       0.00       0.00
 HOURLY:
     47.623     47.623     47.625     47.723     49.991     52.260      0.000      0.000
 DAILY:
     285.74     285.74     285.75     286.34     299.95     313.56       0.00       0.00
 ANNUAL:
   53433.00   53434.00   53435.00   53545.00   56091.00   58635.00       0.00       0.00
 LUMP:


 (001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?              Y
 TRANS: 024     KEY 1: F            KEY 2: G       KEY 3: 01        DIST: 00011
 MA    d                               NUM                              24/008
```

Add a Step

Salary Schedule – Column/Step – Teachers (024) – Sample Screen

```
 File  Edit  View  Communication  Actions  Window  Help

          ** CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE **        1124

          VERSION: F            SCHEDULE: G            STEP:  31

     DISTRICT    MAX STEP    EFFECTIVE DATE    IMPLEMENT DATE    ADOPTION DATE
      00011         31         09 01 15          09 01 15         08 25 15

  EDCODE MINS:  MO _____0.00 HR ____0.000 DA ____0.00 AN ____0.00 LU ____0.00
                                    COLUMNS
     (1)        (2)        (3)        (4)        (5)        (6)        (7)        (8)
  --------- --------- --------- --------- --------- --------- --------- ---------

  MONTHLY:
  _____ _____ _____ _____  9550.00  10000.00  _____ _____
  HOURLY:
  _____ _____ _____ _____ _____ _____ _____ _____
  DAILY:
  _____ _____ _____ _____ _____ _____ _____ _____
  ANNUAL:
  _____ _____ _____ _____ _____ _____ _____ _____
  LUMP:
     0.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00

  (001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?              Y
  TRANS: 024    KEY 1: F        KEY 2: G        KEY 3: 31       DIST: 00011
  MA   d                                 NUM                          24/008
```

Updated Future Schedule G

```
 File  Edit  View  Communication  Actions  Window  Help

                    COLUMN/STEP SCHEDULE LIST                          1670

  VERSION: F   SCHEDULE: G   PAY BASIS: M            EFFECTIVE: 09/01/15
                                                     IMPLEMENT: 09/01/15
  SEL STEP    (1)       (2)       (3)      (4)       (5)       (6)      (7)      (8)
  _   018                       8094.00  8348.00  8603.00  8858.00
  _   019                       8094.00  8348.00  8603.00  8858.00
  _   020                       8213.00  8467.00  8722.00  8977.00
  _   021                       8213.00  8467.00  8722.00  8977.00
  _   022                       8213.00  8467.00  8722.00  8977.00
  _   023                       8213.00  8467.00  8722.00  8977.00
  _   024                       8213.00  8467.00  8722.00  8977.00
  _   025                       8332.00  8587.00  8842.00  9097.00
  _   026                       8332.00  8587.00  8842.00  9097.00
  _   027                       8332.00  8587.00  8842.00  9097.00
  _   028                       8332.00  8587.00  8842.00  9097.00
  _   029                       8332.00  8587.00  8842.00  9097.00
  _   030                       8463.00  8718.00  8973.00  9228.00
  _   031                                          9550.00  10000.00
  _
  _
  _

          (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU
  TRANS: 024    KEY 1: F        KEY 2: G        KEY 3:          DIST: 00011
  MA   d                                 NUM                          24/076
```

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Delete a Step

Delete an Entire Salary Schedule

Delete a Step

For this example, the Salary Schedule – Column/Step – Teachers (024) is used.

1. In the **Action field**, type **D** for delete.
2. Hit the **Enter key** on your keyboard.

```
File  Edit  View  Communication  Actions  Window  Help

         ** CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE **        1124

           VERSION: F              SCHEDULE: G              STEP: 31

     DISTRICT      MAX STEP    EFFECTIVE DATE    IMPLEMENT DATE    ADOPTION DATE
       00011          31         09 01 15          09 01 15          08 25 15

   EDCODE MINS: MO      0.00 HR      0.000 DA      0.00 AN      0.00 LU      0.00
                                          COLUMNS
      (1)        (2)        (3)        (4)        (5)        (6)        (7)        (8)
   --------- --------- --------- --------- --------- --------- --------- ---------
   MONTHLY:
       0.00       0.00       0.00       0.00    9550.00   10000.00       0.00       0.00
   HOURLY:
   _____ _____ _____ _____ _____ _____ _____ _____
   DAILY:
   _____ _____ _____ _____ _____ _____ _____ _____
   ANNUAL:
   _____ _____ _____ _____ _____ _____ _____ _____
   LUMP:
   _____ _____ _____ _____ _____ _____ _____ _____

   (002) - ENTER YOUR CHANGES.                                     D
   TRANS: 024    KEY 1: F          KEY 2: G      KEY 3: 31      DIST: 00011
   MA    d                                    NUM                      24/076
```

A message displays, "Request to delete step displayed – OK to delete?"

3. In the **Action field**, type an **asterisk** (*).
4. Hit the **Enter key** on your keyboard.

```
File  Edit  View  Communication  Actions  Window  Help

         ** CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE **        1124

           VERSION: F              SCHEDULE: G              STEP: 31

     DISTRICT      MAX STEP    EFFECTIVE DATE    IMPLEMENT DATE    ADOPTION DATE
       00011          31         09 01 15          09 01 15          08 25 15

   EDCODE MINS: MO      0.00 HR      0.000 DA      0.00 AN      0.00 LU      0.00
                                          COLUMNS
      (1)        (2)        (3)        (4)        (5)        (6)        (7)        (8)
   --------- --------- --------- --------- --------- --------- --------- ---------
   MONTHLY:
       0.00       0.00       0.00       0.00    9550.00   10000.00       0.00       0.00
   HOURLY:
   _____ _____ _____ _____ _____ _____ _____ _____
   DAILY:
   _____ _____ _____ _____ _____ _____ _____ _____
   ANNUAL:
   _____ _____ _____ _____ _____ _____ _____ _____
   LUMP:
   _____ _____ _____ _____ _____ _____ _____ _____

   (162) - REQUEST TO DELETE STEP DISPLAYED - OK TO DELETE?        *
   TRANS: 024    KEY 1: F          KEY 2: G      KEY 3: 31      DIST: 00011
   MA    d                                    NUM                      24/076
```

Delete an Entire Salary Schedule

For this example, the Salary Schedule – Column/Step – Teachers (024) is used.

1. Enter **asterisks (*)** in the **date fields** and, in the **Action field**, type **D**.
2. Hit the **Enter key** on your keyboard.

```
 File  Edit  View  Communication  Actions  Window  Help

         ** CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE **        1124

           VERSION: F          SCHEDULE: G          STEP: 01

     DISTRICT    MAX STEP   EFFECTIVE DATE   IMPLEMENT DATE   ADOPTION DATE
       00011        31      ** ** **         ** ** **         ** ** **

  EDCODE MINS: MO _____0.00 HR _____0.000 DA _____0.00 AN _____0.00 LU _____0.00
                                        COLUMNS
     (1)        (2)        (3)        (4)        (5)        (6)        (7)        (8)
  --------- --------- --------- --------- --------- --------- --------- ---------
 MONTHLY:
   5333.00    5343.00    5344.00    5355.00    5609.00    5864.00       0.00       0.00
 HOURLY:
     47.623     47.623     47.625     47.723     49.991     52.260      0.000      0.000
 DAILY:
    285.74     285.74     285.75     286.34     299.95     313.56       0.00       0.00
 ANNUAL:
  53433.00   53434.00   53435.00   53545.00   56091.00   58635.00       0.00       0.00
 LUMP:

  _____  _____  _____  _____  _____  _____  _____  _____
 (002) - ENTER YOUR CHANGES.                                            D
 TRANS: 024    KEY 1: F         KEY 2: G      KEY 3: 01     DIST: 00011
 MA   d                              NUM                              24/076
```

A message displays, "Entire schedule delete requested. OK to delete schedule?"

3. In the **Action field**, type an **asterisk (*)**.
4. Hit the **Enter key** on your keyboard.

```
 File  Edit  View  Communication  Actions  Window  Help

         ** CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE **        1124

           VERSION: F          SCHEDULE: G          STEP: 01

     DISTRICT    MAX STEP   EFFECTIVE DATE   IMPLEMENT DATE   ADOPTION DATE
       00111        31      ** ** **         ** ** **         ** ** **

  EDCODE MINS: MO _____0.00 HR _____0.000 DA _____0.00 AN _____0.00 LU _____0.00
                                        COLUMNS
     (1)        (2)        (3)        (4)        (5)        (6)        (7)        (8)
  --------- --------- --------- --------- --------- --------- --------- ---------
 MONTHLY:
   5333.00    5343.00    5344.00    5355.00    5609.00    5864.00       0.00       0.00
 HOURLY:
     47.623     47.623     47.625     47.723     49.991     52.260      0.000      0.000
 DAILY:
    285.74     285.74     285.75     286.34     299.95     313.56       0.00       0.00
 ANNUAL:
  53433.00   53434.00   53435.00   53545.00   56091.00   58635.00       0.00       0.00
 LUMP:

  _____  _____  _____  _____  _____  _____  _____  _____
 (161) - ENTIRE SCHEDULE DELETE REQUESTED;  OK TO DELETE SCHEDULE?  *
 TRANS: 024    KEY 1: F         KEY 2: G      KEY 3: 01     DIST: 00011
 MA   d                              NUM                              24/076
```

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SECTION V.

CDB SPACE LIMITATIONS

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Los Angeles County Office of Education

Darline P. Robles, Ph.D.
Superintendent

Los Angeles County
Board of Education

Rudell S. Freer
President

Leslie K. Gilbert-Lurie
Vice President

Sharon R. Beauchamp

Angie Papadakis

Ronald D. Rosen

Thomas A. Saenz

Sophia Waugh

(Sample)

September 5, 2022

| HRS DISTRICT COORDINATOR COPY |

TO: HRS District Coordinators
           District Name and District Number

FROM: Laura Gutierrez
           HRS Employee Service Coordinator
           Division of School Financial Services

SUBJECT: CONTROL DATA BASE SPACE ALLOCATION LIMITS

A review of space allocations in the Control Data Base (CDB) Tables (district-maintained, Function 11) indicates that your district has exceeded or is very close to exceeding the maximum space. **Please do not add any new tables in the following area(s) at this time. If additions are made in this/these area(s) it may cause payroll generation problems.**

The table(s) identified under Function 11, Control Data Base - District Maintenance for your district is:

CDB Table: SAL/HDR - 24/25

The maximum space allowed for this table is 200. Currently, your district's count is _____. It is **very important** that you contact my office in writing as soon as possible to indicate what tables can be deleted from the above area(s). If you have any questions regarding the above, please call Janet Parsons at (562) 922-6176.

IR/PT:bc

cc: Business Administrator
    Payroll Supervisor
    Personnel Administrator

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SECTION VI.

MASS RETRO GENERATION REQUEST

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Los Angeles County Office of Education

(Sample)

August 11, 2000

TO: HRS Coordinators
                Los Angeles County School and Community College Districts

FROM: Donald Dobrow, HRS Systems and Training Coordinator
                Division of School Financial Services

SUBJECT: MASS RETRO GENERATION REQUEST FORM REPLACEMENTS

Enclosed are replacement forms for use in requesting mass retroactive pay in HRS. Please discard all prior forms and use only the enclosed forms from now on. You may photocopy from the originals as needed or contact the Employee Services section of the County Office at (562) 922-6178 for additional copies.

It is important to remember that *one form is needed for each bargaining unit* if multiple bargaining units are involved in retroactive salary changes. It is critical that the appropriate board action corresponding to the mass retro request be attached to the Mass Retro Generation Request Form.

Use of HRS future tables is encouraged during the bargaining process to both maintain consistency between calculated pay and the agreed percentage increase, and to reduce the workload of your staff by eliminating duplication of effort in external systems. Please refer to Informational Bulletin #19 dated June 14, 1998, for details regarding the Mass Retro-Pay Process.

You may contact me with any questions regarding the enclosed forms or mass retro processing at (562) 922-6671.

DD:dmv
Attachments

cc: Business Administrator
        Personnel Administrator
        Payroll Supervisor

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MASS RETRO GENERATION REQUEST FORM
** ONE REQUEST FORM PER BARGAINING UNIT**

Date Submitted to LACOE: _____

District No.:_____ **District Name:** _____

Prepared By: _____ **Phone: (____)** _____ **Ext:** _____
Name   Title

Authorized By: _____ **Phone: (____)** _____ **Ext:** _____
Name   Title

Bargaining Unit Code: _____ **BU Description:** _____

Approximate Number Of Employees To Be Paid: _____

List only pay cycles tied to the above bargaining unit. If other pay cycles are included, the system will abend causing no retro generation for **all districts. Please confirm that the listed Pay Cycles are valid for the selected Bargaining Unit **before** submitting the Retro Request form. **

Pay cycle:						
Beginning Accrual Date:						
Ending Accrual Date:						

Range or Step Change?   **(Y or N):** _____
Job Class Exclusions?   **(Y or N):** _____
Object Code 9519?   **(Y or N):** _____
Control Report?   **(Y or N):** _____

Retro Dollar Warning Limit: _____ **(**No Greater than $9,999**)**

Tax Option? (Check one)   Aggregate   OR   22/6.6 percent

024/025			Effective Date:	Implement Date:	024/025			Effective Date:	Implement Date:
Table:		Salary Schedule:			**Table:**		Salary Schedule:		
Table:		Salary Schedule:			**Table:**		Salary Schedule:		
Table:		Salary Schedule:			**Table:**		Salary Schedule:		
Table:		Salary Schedule:			**Table:**		Salary Schedule:		
Table:		Salary Schedule:			**Table:**		Salary Schedule:		
Table:		Salary Schedule:			**Table:**		Salary Schedule:		
Table:		Salary Schedule:			**Table:**		Salary Schedule:		

Districts MUST attach the following documents to this request form or request CANNOT be processed.
- **ONE** copy of the **Approved BOARD RESOLUTION** for individuals not covered by a bargaining unit.
- **ONE** certified copy of the **BOARD ACTION** approving increase associated with this request.

PLEASE EMAIL ALL COMPLETED FORMS AND SUPPORTING DOCUMENTS TO: SFSEmployeeServices@lacoe.edu

FOR LACOE USE ONLY						
Date Received by SFS:		By:		Report Gen. Run Date:		
Copies to Payroll Date:		By:			Schedule:	R-
Copies to Retirement Date:		By:				

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Los Angeles County Office of Education
Division of School Financial Services

Changes to Informational Bulletin 19 - Contact List

SUBJECT	SFS STAFF PERSON	EMAIL
Employee Data Base Issues	Laura Gutierrez	SFSEmployeeServices@lacoe.edu
Payroll Issues	Luis Batson	SFS_Payroll_Manager@lacoe.edu
Retirement Issues		
STRS	Talina Ornelas	Ornelas_Talina@lacoe.edu
PERS	Claudette Wiggan	Wiggan_Claudette@lacoe.edu

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Los Angeles County Office of Education

INFORMATIONAL BULLETIN # 19

9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Donald W. Ingwerson, Superintendent

July 14, 1998

TO: Business, Payroll, and Personnel Administrators
                       HRS Coordinators
                       Los Angeles County School and Community College Districts

FROM: Donald M. Dobrow, HRS Systems and Training
                       Division of School Financial Services

SUBJECT: MASS RETRO-PAY PROCESS: DISTRICT & COUNTY COORDINATION

Collective bargaining often results in employee retroactive salary changes. This bulletin is intended to explain mass retro-pay processing in order to deal with the following:

- When will employees be paid?

- What resources are needed by the district?

- How can the district insure accurate payments?

Please see Informational Bulletin No. 469, dated May 15, 1998, "1998-99 RETROACTIVE PAY" for *legal* issues related to retroactive pay. This bulletin explains the mass retro <u>process</u> with emphasis on timing, school district payroll and personnel staff work effort, and coordination with the Division of School Financial Services (SFS).

Bargaining Activities - District Level

<u>Pay Date for Retro?</u>

When a bargaining unit reaches agreement there is high expectation to set a date by which employees can expect to receive retro-pay checks. Although it is strongly recommended that districts not make commitments as to issue dates for retro pay, if it is necessary to do so, please only use estimated dates.

<u>Understanding System Limitations</u>

The Human Resources System (HRS) has limitations. Agreement at the bargaining table as to salary schedules, pay rates, stipend amounts, special assignment rates, and other forms of compensation must often be converted to conform to and operate within HRS processing capabilities.

(over)

MASS RETRO-PAY PROCESS: DISTRICT & COUNTY COORDINATION
Page 25
July 14, 1998

The following is an example of a potential problem related to HRS limitations:

- A district agrees to a percentage salary increase with revised *annual* salary amounts which have been calculated outside of HRS and with rounding rules not recognized by HRS.
- The district calculates *monthly* rates as closely as possible to the agreed annual salaries and builds new HRS salary tables.
- The actual pay calculated by HRS may not exactly match bargained annual amounts.

This is an example attempting to illustrate that agreements at the bargaining table must often be converted or otherwise made to work within HRS.

It is also worth mentioning that almost any type of pay situation that may exist for a district, can be paid in HRS <u>in more than one way</u>. For example, a coaching assignment could be handled as a separate job in HRS, or set up as a periodic stipend, or be paid through a one-time pay feature. Each district makes its own decisions about how it uses HRS. Methods and solutions may differ and there can be different advantages or disadvantages to choices made.

Based upon the fact that HRS has many features, it may be desirable for those involved in the bargaining process to have a general understanding of how various aspects of the district contract are made to work in HRS, through use of tables, jobs, and other features and the choices the district has made.

Suggestions for Administrators

1. <u>Pre-Bargaining Technical Briefing</u>

    Consider allowing appropriate district technical staff (payroll and/or personnel) to meet with those involved in the bargaining process and discuss typical problems which have occurred in the past due to system limitations.

    This discussion will allow for consideration of factors at the bargaining table that may facilitate implementation of the agreement. **It also may aid in improving the *timeliness* of retroactive salary payment.** There may be concepts discussed at the bargaining table for which more than one HRS capability may exist. If handled correctly, advantageous choices may aide in improved administrative effort and reduced delay in retro-pay processing.

2. <u>Use Human Resources System (HRS)</u>

    Consider using HRS as a tool in finalizing proposed salary schedules.

    <u>Explanation:</u>

    The final bargaining process typically concludes with a joint final sign-off of salary schedules. The purpose is for parties to verify that all new salary rate values are correct. However, data <u>in HRS</u> and system rules will control what will actually be paid.

A district may consider a joint review of salary tables generated using HRS. HRS does produce *hard copy reports* of "future" table versions. A future version remains in "edit" status until implemented. This HRS feature is designed to allow entry and loading of new table values, editing, and correcting. When verified by the district and authorized for implementation, a future table can be "rolled" and made operationally effective on the date specified by the district.

MASS RETRO-PAY PROCESS: DISTRICT & COUNTY COORDINATION
Page 3
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If HRS tables are reviewed by parties involved in the bargaining process, any necessary corrections can be made before implementation *within* HRS.

This type of review process may also have the advantage of allowing district staff to explain issues of conversions, how stipend tables work, and other system aspects or limitations thereby permitting both sides of the bargaining table to best achieve the end result: paying employees according to the agreement.

Attachments

The attached material is provided to assist in dealing with general questions about retroactive pay processing:

1. Mass Retro Processing - An Administrative Perspective
2. Mass Retro Processing - A Technical Perspective
3. Mass Retro Processing - Example and Timeline

The Division of School Financial Services will make every effort to comply with scheduling requirements of districts. However, we strongly urge that responsible parties within districts plan retro pay requests in advance and according to procedures described in this bulletin and attachments.

**Retro pay <u>issue dates</u> are subject to personnel and payroll constraints,
county schedules, and HRS limitations.**

If you have questions concerning this bulletin, please contact me at (562) 922-6671 or you may email whomever below will best serve your needs.

-	Employee Database issues	Laura Gutierrez	SFSEmployeeServices@lacoe.edu
-	Payroll issues	Luis Batson	SFS_Payroll_Manager@lacoe.edu
-	Retirement issues	Talina Ornelas	Ornelas_Talina@lacoe.edu
		Claudette Wiggan	Wiggan_Claudette@lacoe.edu

For updated contact information, please see **Changes to Informational Bulletin 19 on Page 79**

Approved:
Bruce N. Zentil, Director
Division of School Financial Services
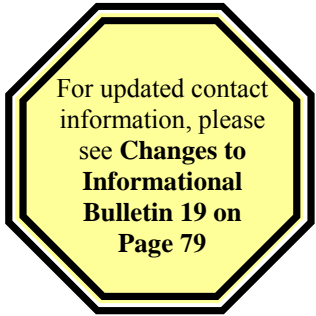
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Attachments

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Los Angeles County Office of Education
Division of School Financial Services

MASS RETRO PROCESSING
AN ADMINISTRATIVE PERSPECTIVE

This publication discusses pay rate changes using HRS with impact focused on retroactive pay. Step one addresses implementing new pay rates while steps two through eight focus on the retroactive impact of pay rate changes. Attached is a technical perspective on mass retro-pay, which deals with the subject in greater detail. It is followed by an example and typical timeline.

PAY RATE CHANGES

Timing Decision for Implementing Pay Rate Changes

What will be the first pay date reflecting new salary rates?

District considerations for this decision:

a) Acknowledge prevailing payroll production schedules
b) Be aware of lead time for necessary district activity
c) Fully understand when new salary tables are to be rolled in HRS
d) Determine the start and end dates of the retroactive pay period

Example

Assume negotiations are completed in early February and salary rates are to be retroactive to July. It is decided that February earnings (accruals) paid March 1 will be the first payroll with the new rates. This decision also fixes the retro period of July through January earnings.

The decision as to the first pay date with new rates can be complex. There may be more than one payroll impacted resulting in different timing considerations. There may have to be a staggered effect: monthly pay rates updated for primary assignments on March 1, payrolls for coaching and other assignments changing on March 10, etc.

It is important to fully consider all impacts of a possible target date along with production and system limitations.

Preliminary Input of Salary Rate Changes in HRS

Once the decision regarding the first pay date with new rates is made, it is necessary to revise all appropriate tables and salary schedules and jobs in HRS and in accordance with the county production schedules.

The HRS "future" table version allows districts to develop, proof and edit table data and rates before the tables are actually implemented.

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Step 1 - Table Roll Making New Salaries Operational in HRS

Salary table revisions are made in "future" table version status but have no effect on the system until rolled by the district. This is merely an "edit" phase. Once the tables are determined to be final and all editing by district staff is complete, the actual roll of all necessary tables must be coordinated with the county and within the payroll production schedule. The table roll process causes "future" tables to become "current" tables. This must often be carefully controlled so as not to create other effects not intended. Once rolled, prior tables become inactive but are retained in HRS for other purposes.

SFS Employee Services Section is available to assist and monitor this process. If there is to be a staggered effect and multiple payroll impact, it may be necessary to separately time the roll of selected tables. Also, HRS has a salary override capability (e.g. "Y" rate). All override situations require manual and individual attention, if necessary.

If this process is handled correctly, new rates for employees will become active on the target pay date. From this point forward, employees will be paid at new rates.

<p align="center">MASS RETRO PROCESS</p>

Step 2 - Formal Mass Retro Request To SFS

In order to initiate the process for mass retro-pay, the school district must submit a Mass Retro Generation Request Form with supporting governing board action to SFS.

The request must include necessary and important key elements needed for HRS production. These elements typically include: bargaining units impacted, effective period, pay cycles impacted, percent increase in salaries, salary schedules impacted, job classification exclusions, etc.

Step 3 - Review of Request Package by SFS

The district Mass Retro Generation Request Form is reviewed by three operating sections in SFS: Payroll, Retirement, and Employee Services. This review generally takes no less than two business days. It is focused on legal aspects, retirement reporting implications, and processing issues, and possible problems. Complicated retro requests or legal issue resolution may take more time and involve contact with officials at STRS and/or PERS.

Step 4 - Scheduled Production of Working Transaction File by SFS

SFS and the school district coordinate the timing schedule for the production of the retro working file. This is commonly called Mass Retro "generation." This process only produces a transaction file. It does not produce pay. The process involves massive file transaction which captures all past pay records for all employees impacted and for all pay periods covered as determined by criteria on the Mass Retro Generation Request Form. This file is usually created in HRS on a Friday evening to allow weekend processing. It involves considerable county level effort.

Once the transaction file is created, hard copy reports generated by the process are reviewed by SFS the following activity day, usually Monday, and are delivered to the district usually on Tuesday. The file can also be viewed on-line in HRS directly by the district on Monday morning.

Step 5 -   Review and Change Process - Mass Retro Working Transaction File

If an employee was incorrectly paid for a month, HRS allows transactions to be entered in HRS manually. When those transactions are processed, corrected pay will result. The Mass Retro Working Transaction File contains *system generated* correction transactions. These are in the same format as manual input transactions for <u>each</u> person and for <u>each</u> pay period included in the <u>retro period</u>. This transaction file eliminates tedious input and calculations, which would otherwise have to occur manually.

This file is available for on-line review by appropriate district staff. Corrections are made on-line until the district is satisfied with the accuracy of all retro transactions. This may take several weeks depending on a variety of factors: district staff workload and meeting other pay deadlines; complexity of the retro pay request; complexity of the bargaining agreement; and complexity of assignments and tables in HRS. SFS reviews mass retro file reports and transaction file data *on request* and advises the school district regarding any processing problems. All transaction corrections must be entered or revised by district staff.

Step 6 - Intent to Lock

Once the District is satisfied that the Mass Retro Working Transaction File is accurate based on the terms and conditions of the bargaining agreement, the district then notifies SFS of its intent to produce retro-pay warrants. HRS normally schedules retro-pay warrant production on Thursday nights. Typically, several districts lock in any given week. With limited exceptions, retro-pay production requests are "slotted" into the next available county-wide production run. SFS requires two-day advance notice. There are occasions when the volume of retro-pay production requests prohibits slotting additional districts. If so, production must be slotted into the next retro-pay production cycle the following week.

The district must notify SFS of intention to lock no less than two business days prior to the target production date. Since production is normally scheduled on Thursday evenings, the notice of intent to lock must be received no later than the close of business (5:00 p.m.) on the preceding Tuesday.

Step 7 - Mass Retro Warrant Production

Locking is synonymous with activating "production." Intent to lock, Step 6, is a preliminary step for slotting purposes. SFS requires formal authorization to actually lock. This authorization must be received no later than 4:00 p.m. on the target lock date, usually Thursday. Once locked, warrants will be produced during the production cycle on the evening of the lock date. The issue date is usually the following Monday

Step 8 - Pre-Release and Post-Production Activities - District & SFS

The morning following production, SFS reviews warrants in preparation for release to the district. Delivery is scheduled on the issue date of the warrants which is always two business days following production. Again, based on Thursday production, mass retro-pay warrants are usually delivered via Jet Bag delivery on the following Monday morning.

IMPORTANT:

Each district is responsible for final review <u>before</u> release of warrants to employees. SFS should be notified of any problems discovered during this process. Assistance will be provided accordingly.

It is common that certain individual employee situations are more complex than others. Districts often determine that selected warrants must be canceled/reentered and/or corrected. Supplemental payroll schedules are provided to process pay for these selected employees. The use of a supplemental schedule may take a few days. Because most districts finds it very undesirable to release retro checks piece-meal, they usually hold mass retro payments until all corrections are complete and all retro pay can be released at one time.

Final Note

Successful and timely mass retro pay processing is a cooperative effort. Pressure to meet deadlines can be lessened by careful planning. The process begins at the bargaining table and can be improved through understanding of system limitations. Consideration of workload and adequate resources is important. Payroll and personnel staff must continue with their normal daily workload and Mass retro-pay must be sandwiched within existing schedules and work effort. Overtime or additional time is often needed.

The "MASS RETRO PROCESSING - A TECHNICAL PERSPECTIVE,"
is attached to this material . It contains more detailed information and may also aid in the process.

Los Angeles County Office of Education
Division of School Financial Services

MASS RETRO PROCESSING
A TECHNICAL PERSPECTIVE FOR PERSONNEL AND PAYROLL STAFF

The purpose of the following information is to describe *procedures* and *timing considerations* for the mass retro-pay process and to facilitate coordinated efforts between district and SFS staff.

Each step in the process is explained. Where appropriate, HRS and internal processing time constraints are identified to give school district staff a realistic view of the joint effort required.

LEGAL ISSUES: Please see Information Bulletin 469 dated May 15, 1998, concerning legal issues relating to retroactive pay.

Time Frame of Mass Retro Process

IMPORTANT
The greatest timeserver, aside from carefully following mass-retro procedures, is the on-going proper use of HRS with consistent emphasis on proper use of tables and other HRS features. For example, whenever a short cut is taken in order to pay a person it often creates a set of file records that cannot be processed by HRS when a later mass-retro process is attempted. See next:

Example
An employee has a monthly rate of $2,000. For one month the rate should have been $2,100. There are different methods in HRS to pay the employee the additional $100.

A short cut is to pay the employee $100. In a subsequent Mass Retro Transaction Work File, $100 paid using the short cut method will produce a retro <u>exception</u>. Research <u>and</u> manual corrections will be necessary.

The correct method involves using the one-time pay method <u>and</u> entering transactions in HRS to reverse the $2,000 paid and then using the correct rate of $2,100. The salary rate tables without override system ability should be used.

If the $100 correction is processed correctly, HRS mass retro will normally also handle it correctly. There will be no further system corrections needed and no research required.

Again, <u>the greatest contribution to timely mass-retro pay with minimal work is not the Mass Retro process itself, but the on-going overall quality of day-to-day work using proper tables and other HRS features</u>.

Mass Retro Timing Issues:

- Ratification and Board Approval (timelines are determined by district)
- HRS Tables set-up, review and table Roll (typically takes from two to five days)
- Completion of Mass Retro Generation Request Forms packets (district determined)
- SFS review of request packets including set up of working transaction file generation (takes approximately two business days)
- Report production and delivery (takes one business day)
- Correction process (typically takes two to six weeks to complete)

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- Notice of Intent to Lock period and final review by SFS (takes a minimum of two days prior to scheduled production run for mass retro)
- Scheduling of request among other district mass retro-pay production requests

All of the preceding items represent a <u>process</u> that may take several days to many weeks for completion depending on available district resources, SFS assistance, and the scope and nature of the bargaining agreement.

Basic Requirements for Successful Mass Retro Processing

- Compatibility of bargained salary schedules and HRS schedules, tables, and jobs.
- Accurately completed forms with separate forms submitted for **each** bargaining unit
- All required attachments with appropriate number of copies
- Clean transaction files affecting regular pay, stipends, etc.
- Adequate time, staff, and other resources available at both district and SFS
- Following prescribed procedures

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STEP BY STEP MASS RETRO PROCESS

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Step 1 - Table Roll to Make New Salaries Operational in HRS

The district identifies which salary schedules and stipend tables will be effected by the bargaining agreement. The implementation date is determined by the district.

The table implementation (roll) date must be coordinated to take place as follows:

1. **After** the Payroll Production Date of the last accrual period within the retro period, and

2. **Before** the Time Report Production Date of the next pay period for which payroll has not yet been processed (with the new rates).

Districts are encouraged to call SFS Employee Services section for assistance with table rolls.

Step 2 - Request Pre-Production of Mass Retro Pay Through SFS

One Mass Retro Generation Request Form is to be completed per bargaining unit. Detail is important. Incomplete information will delay the process and/or cause errors. Required attachments include:

- Two copies of the supporting Board Action including Notice of Ratification and stating the effective mass retro period and the percent increase with appropriate authorization
- Declaration of Indefinite Wages and Fringe Benefits for non-represented employees

Mass Retro generation is normally set for Friday evening. The Mass Retro Generation Request Form and package must be received <u>at least two business days prior to the planned generation date.</u> Late receipts will result in postponement of the mass retro generation to the following week.

Step 3 - Review of Request Package by SFS

Immediately upon receipt of the mass retro package, the form and attachments are reviewed by SFS. Problems are resolved between the district and SFS staff, if necessary.

SFS reviews request materials only as they impact retro pay processing. *Compliance with bargaining agreements and timelines are the responsibility of the district.*

Once the request package is received by SFS, three sections review and verify the following:

Employee Services	**Payroll**	**Retirement**
Accrual period Salary and stipend table rolls Pay cycles, salary/stipend effective dates Work calendars Range/step changes Bargaining units Job class exclusions Accounting treatment including prior period object codes	Accrual period Board action compliance with legal options Work calendars Appropriate tax option Bargaining units Compliance with education codes Preparation of system run specifications Pay cycles, salary/stipend effective dates	Accrual period Requested retro supported by Board approval including % of increase, bonuses, etc. Bargaining units Various PERS/STRS issues Other stipulations including pay type * Effective date

Step 4 - Scheduled Production of Working Transaction File by SFS

Once the steps described above are completed, mass retro-pay generation is scheduled in HRS by SFS Payroll staff.

Typically, retro-pay transaction file and report generation is pre-scheduled to run on Friday evenings. Occasionally, retro-pay requests must be rescheduled around regular payroll processing for which the Friday production slot has been reserved.

Retro-pay Reports are described below:

PAYR198 Mass Retro Control Report
- Parameters for the payroll production which were specified by the District.
- The number of bargaining unit employees on the reports.
- The number of transactions that met the mass retro criteria (PAYR 196).
- The number of exceptions (PAYR197).

PAYR196 Preliminary Mass Retro Report
- The results of processing the retro by employee in social security number sequence.
- The calculated dollar amount of retro due per month/pay period for each earnings code affected.
- Totals per position and per employee.

PAYR197 Mass Retro Detail Exception Report
- The results of processing the retro by employee in social security number sequence.
- Exceptions which result from pay calculations such as lump sums, overrides and error conditions.

SFS will examine these reports to identify any problems related to *processing, which* will be brought to the attention of the district. However, **it is the district's responsibility to validate the accuracy of the data**.

The reports are delivered to the districts via Jet Bag following review, typically Tuesday morning.

Step 5   - District Review and Change Process - Mass Retro Working Transaction File

Districts are cautioned to carefully examine the accuracy of **ALL** retro results on **BOTH** the Preliminary Mass Retro Report and the Mass Retro Exception Report.

Based on a thorough review of the above reports, including tests for accuracy on the Preliminary Mass Retro Report, districts are to make necessary corrections on-line to insure the accuracy of retro warrants. During the correction process, SFS will also review the reports for purposes of:

- Examining all negative pay situations and zero transactions (Retirement section)
- Assisting the district with manual calculations and corrections (Retirement and Payroll sections)

Note: Pre-scheduling staff resources in advance of a mass retro promotes timely completion of the process as discussed earlier in this publication.

Step 6 - Intent to Lock - Important Notification

The foregoing steps, particularly the correction phase, are a *process* which may take many days to several weeks to complete, depending on:

- Available District resources
- Available SFS resources
- The scope and nature of the board action with respect to the retro
- Effective communication between district and SFS

To insure that SFS and district activities are coordinated, it is essential that the district formally notify SFS of their *intent* to lock a retro. This notice allows SFS sufficient time to complete the final validation process. **Notice of intent to lock a retro is required no later than two days prior to any targeted retro production date.**

Since production is usually scheduled for Thursday evening, the notice of intent must be received no later than the close of business (5:00 p.m.) on the preceding Tuesday.

SFS will determine whether or not a target retro production date is feasible. The criteria of feasibility is:

- Review process is complete in terms of both SFS and district activities
- On-line transactions are clean
- Date selected by district is not in conflict with other scheduled activity

SFS **cannot** alter this two-day review time. If there is less than two days notice for this final review, the transactions **must** be scheduled to run the following week.

Step 7 - Mass Retro Warrant Production

Notice of intent to lock does not by itself cause the production of mass retro-pay. SFS requires formal authorization from the district to lock the mass retro production transaction file in addition to the preceding notice of intent to lock. The formal authorization for production must be received no later than 4:00 p.m. on the lock date, again typically Thursday.

Retro pay authorizations include:
• Formal authorization from the district to produce mass retro warrants based on their completion of the review process attesting that ALL transactions are correct. Presently, this is provided via telephone to the SFS Payroll section.
• Authorization from involved SFS sections, indicating that the internal final review has been completed and that all zero and negative balance exceptions have been addressed.

After all requirements are met, the Payroll section staff formally locks the retro schedule in HRS to produce pay.

Step 8 - Pre-Release and Post-Production Activities - District & SFS

Mass-retro pay is typically scheduled for warrant production on Thursday evening. Warrants are usually delivered to SFS on Friday morning with an issue date of the following Monday. The SFS Payroll section completes the preliminary examination of warrants as it does with all payroll warrants. Warrants are usually delivered to districts on the issue date.

Once released to the district, care must be taken in the examination of warrants prior to distribution to employees.

IMPORTANT: Each school district is responsible for final review before release of warrants to employees. SFS should be notified of any problems discovered during this process. Assistance will be provided accordingly.

If a district determines that a retro warrant is incorrect, a correction should be made on a supplemental schedule. Releasing all retro pay or waiting until all corrections are made is a district decision.

Comments: District/SFS Cooperation
The overall mass retro process is a cooperative effort between the district and functional areas within SFS. It requires adherence to established procedure and timelines. The pressure to meet deadlines can be lessened by careful planning, beginning at the bargaining table. We strongly urge responsible parties at each district to plan retro pay requests well in advance and to perform processing according to procedures described in this publication.

SFS Contacts:
If you have questions concerning this bulletin, please call the following individuals:

- Payroll issues   Terrie Luevano   (562) 922-6447

- Retirement issues
  STRS   Talina Ornelas   (562) 922-6295
  PERS   Claudette Wiggan   (562) 922-6565

- Employee Database issues   Laura Gutierrez   (562) 922 6471
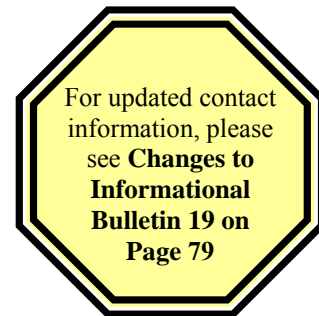
For updated contact information, please see **Changes to Informational Bulletin 19 on Page 79**

Los Angeles County Office of Education
Division of School Financial Services

MASS RETRO PROCESSING
EXAMPLE AND TIMELINE

The following example explains how the mass retro process works assuming normal resources and conditions necessary to complete the process.

EXAMPLE

District XYZ negotiates a salary increase for a specific employee bargaining unit. Preliminary salary tables are generated using the HRS future tables option are they are verified as correct.

Information about needed retro pay is developed by the district and a Mass Retro Generation Request Form is prepared for the bargaining unit. In this example, the request package includes:

- Mass Retro Generation Request Form dated 4-9-98
- Ratification dated 2-27-98.
- Approval of the Governing Board with specific retro addendum dated 3-11-98.
- Declaration of Indefinite Wages and Fringe Benefits dated 5-28-97

Following is a summary of the information pertaining to this mass retro request. Most of this information is recorded on the Mass Retro Generation Request Form.

Retro Pay Generation Form Information:

Retro Period:	January 1 through February 28, 1998
Employee Group Effected:	Classified Management
Bargaining Unit:	AD (Administrative)
Salary Schedule(s) Effected:	C2 (full month accrual period)
Salary Table/Schedule:	025/M
Number of Employees:	30
Percent Increase Approved:	3%
Board Approval Date:	3-11-98
Last Sched. Accrual Period/Prod. Date:	2-1-98 through 2-28-98 / 2-23-98
Next Accrual Per./Time Report Prod. Date:	3-1-98 through 3-31-98 / 3-17-98
Salary Roll Date set by District:	3-16-98

Other Table Modifications:	
Range/Step Change?	No
Job Class Exclusions?	No
Prior Year Object ~~95010~~?	No
Retro Dollar Waning Limit:	$900.00

> For updated mass retro information, please see the **Mass Retro Generation Request Form on Page 78**
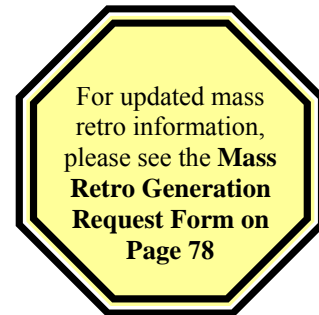
Notice that the salary increase for this bargaining unit was approved on March 11 and the new table was implemented on March 16. The very next payroll produced on March 25 is the first to be impacted by the new rates. The "roll" of the new table takes place **after the last production date in this pay cycle** (February 23) and **before the Time Report Production date for the upcoming accrual period** (March 17).

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Retro Processing Steps

Step 1   Table Roll takes place on 3-16-98.

Step 2   Mass Retro Generation Request Form is submitted to SFS on 4-8-98. The form is has been completed in a comprehensive manner with the above referenced attachments.

Step 3   SFS receives the packet on 4-9-98 and validates the attachments.

Step 4   The retro transaction working file and report generation is scheduled by SFS for Friday, 4-10-98. Reports are produced Friday evening, reviewed by SFS Monday morning, 4-13-98, and delivered to the district the following Tuesday, 4-14-98.

Step 5   The district makes corrections as needed on-line in HRS. [In this example the correction process takes one week]

Step 6   The district is satisfied with the results of on-line corrections and, before close of business (5:00 p.m.) on 4-21-98, notifies SFS by phone of their intention to lock the schedule and produce warrants. [The two-day notice period has been observed by the district]

Step 7   The district calls to lock the retro schedule on the morning of Thursday, 4-23-98. The SFS Payroll section confirms that it has received the required approvals from all SFS sections on the Mass Retro Generation Request Form and schedules warrant production ("locks" the retro) before 4:00 p.m. on 4-23-98.

Step 8   The retro warrants are produced the evening of Thursday, 4-23-98. The warrants are reviewed by the SFS Payroll section the following morning Friday, 4-24-98.   Retro warrants are released for delivery to the district in the next available Jet Bag delivery on Monday, 4-27-98.

The attached calendar chronicles the above events.

Source of Activity	MONDAY	TUESDAY	WEDNESDAY 4-8-98	THURSDAY 4-9-98	FRIDAY 4-10-98
District ⇒			Retro request is submitted by District		
SFS ⇒				*Retro request is received and reviewed by SFS*	*Retro reports are generated if all documents are in order*
			(#2 & 3)		(#4)

Source of Activity	MONDAY 4-13-98	TUESDAY 4-14-98	WEDNESDAY 4-15-98	THURSDAY 4-16-98	FRIDAY 4-17-98
District ⇒		Reports are received by District	District reviews reports and makes changes	District continues the correction process	District continues the correction process
SFS ⇒	*Reports are delivered to District*	**SFS monitors process**	**SFS monitors process**	**SFS monitors process**	**SFS monitors process**
		(#4)	(#5)	(#5)	(#5)

Source of Activity	MONDAY 4-20-98	TUESDAY 4-21-98	WEDNESDAY 4-22-98	THURSDAY 4-23-98	FRIDAY 4-24-98
District ⇒	District continues the correction process	First chance for District to notify SFS of intent to lock	District continues to review reports and on-line data	District authorizes SFS to lock retro	
SFS ⇒	**SFS monitors process**	*SFS begins final review*	*SFS continues final review*	*SFS approves and locks retro Warrants are produced*	*Warrants are reviewed by SFS*
	(#5)	(#6 & 7)	(#6 & 7)	(#6, 7 & 8)	(#8)

Source of Activity	MONDAY 4-27-98	TUESDAY 4-28-98	WEDNESDAY 4-29-98	THURSDAY 4-30-98	FRIDAY 5-1-98
District ⇒	Warrants are reviewed by District upon receipt	If District is **not** ready to lock in by the end of the third week, the review process continues until both the District and SFS determine that the retro calculations are accurate and complete.			
SFS ⇒	*Warrants are delivered to District via Jet Bag*				
	(#8)				

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