



**Los Angeles County  
Office of Education**



**HUMAN  
RESOURCE  
SYSTEM**

DISTRICT PERSONNEL INFORMATION SERVICES  
DIVISION OF SCHOOL FINANCIAL SERVICES

## **SESSION P**

# **INTRODUCTION TO PAYROLL**

**2023-2024 TRAINING MANUAL**

An Official Publication



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SECTION I.

**PAYROLL OVERVIEW**

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## HRS Basic Overview Computer Navigation

### FUNCTION MENU

```

ISRFNMNJ          ** PAYROLL/PERSONNEL/RETIREMENT SYSTEM **          000
                    FUNCTION MENU
** PERSONNEL **
01 DATA ENTRY AND UPDATE
04 INQUIRY
** POSITION CONTROL **
10 UPDATE AND INQUIRY
** CONTROL TABLE **
05 CENTRAL MAINTENANCE
11 DISTRICT MAINTENANCE
16 TABLE INQUIRY
** MISCELLANEOUS **
12 ADVANCED DATA SECURITY
15 RUN SPECIFICATIONS
18 FILE TRANSFER
** TIME REPORTING **
02 TIME INPUT
03 PAYROLL ADJUSTMENTS
06 INQUIRY/ERROR CORRECTION
** PAYROLL **
07 ONLINE HISTORY - INQUIRY
08 MISCELLANEOUS
09 AUTO. PAY CORRECTIONS/CALC - UPD
19 AUTO. PAY CORRECTIONS/CALC - INQ
** RETIREMENT **
13 DATA ENTRY AND UPDATE
14 INQUIRY
** REPORT SUMMARY INFORMATION **
17 INQUIRY
PLEASE ENTER THE NUMBER OF THE
FUNCTION YOU WISH TO PERFORM?
INTERRUPT:
GLINK6.15 VIP FORM NUML 023 068
32 mainway.lacoe.edu 09:10:48
    
```

The screenshot shows a terminal window with a menu of functions. Three callout boxes with arrows point to specific fields:
 

- Interrupt Field:** Points to the 'INTERRUPT:' label and its corresponding input box.
- Function Field:** Points to the input box for entering a function number, located below the prompt 'PLEASE ENTER THE NUMBER OF THE FUNCTION YOU WISH TO PERFORM?'.
- Action Field:** Points to the input box for entering navigation commands, located at the bottom right of the screen.

#### Quick Notes

- Use the **TAB** key to move from field to field.
- **Shift + TAB** moves backward from field to field.
- Arrow keys. (moves slower)
- Use the mouse to point and click on field.

#### Function Field

- The Function Field is used to enter the Function Number you wish to use.
- Function Numbers are always two digits.
- If the function number would be a single-digit, a “0” precedes the digit such as “02” or “07”.

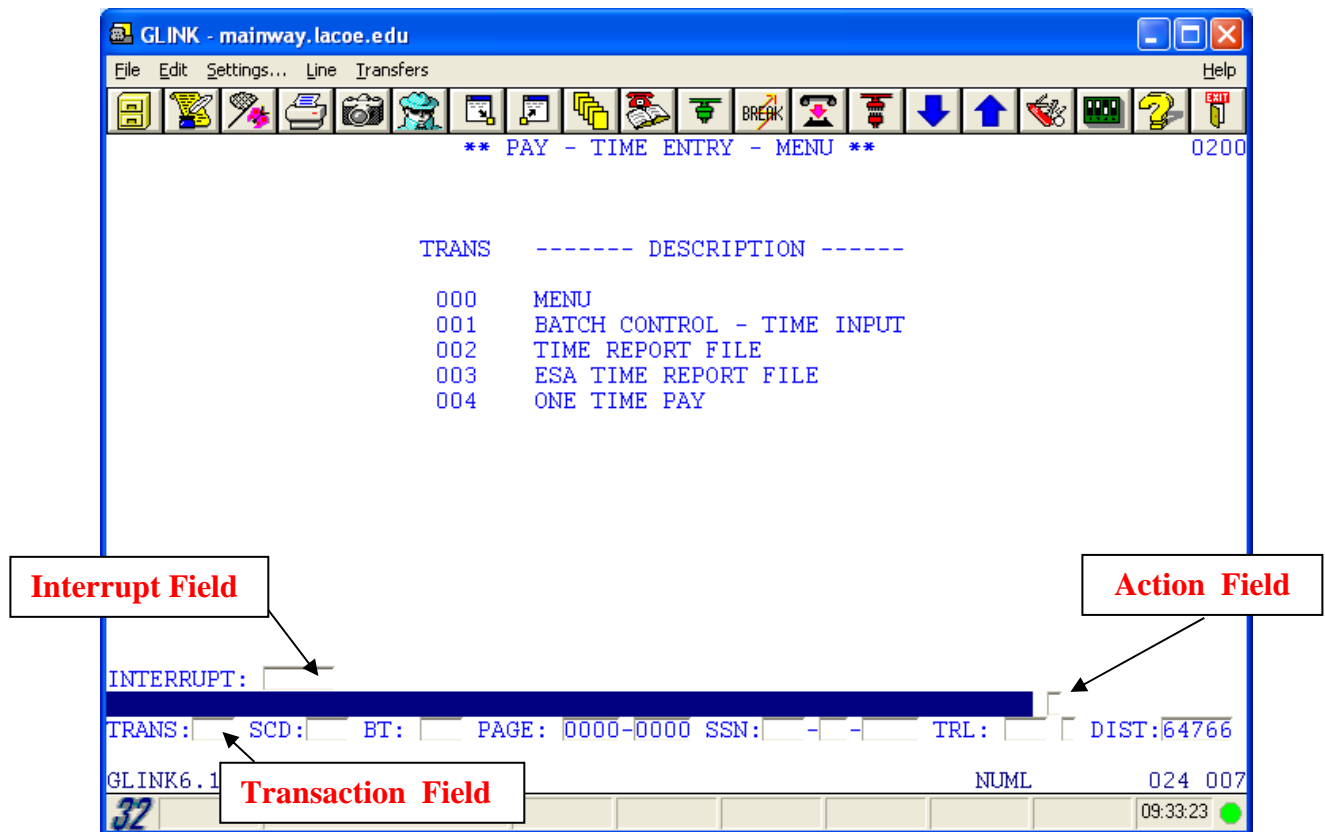
#### Interrupt Field

- On the Main Function Menu (above), the Interrupt field is used to enter “SO” to sign off.

#### Action Field

- The Action Field is where you can enter various navigation commands. A partial list of action commands follows:
  - “**J**” - Jump to a different transaction without saving.
  - “**Y**” - Yes, when prompted to save a transaction.
  - “**M**” - Menu.
  - “**R**” - Return to the previous screen on some screens.
  - “**F**” - Forward on some screens.
  - “**B**” - Backward on some screens.

## TRANSACTION MENU



### Interrupt Field (Transaction Menu Screen)

- The Interrupt Field can be used to move from one function to another. Enter the function number you wish to go to and **Transmit**.
- If you don't know the function number, you can enter "CF" in the Interrupt Field and you will be returned to the Function Menu screen.
- We recommend that you print the Function Menu screen and post it near your computer so you have all the function numbers viewable at a glance. (Or keep this handout as a reference.)

### Transaction Field (Transaction Menu Screen)

- After you input the Function Number and Transmit, you will see the Transaction Menu.
- Each Function's Transaction Menu lists the available transactions for that Function, based on your individual security.
- Transaction numbers are always 3 digits.
- TAB from field to field as necessary.
- HRS will auto-tab if the field is filled completely.



SECTION II.

**FUNCTION 02 – TIME REPORTING**

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## **Payroll Processing**

## **Time Reporting**

## **Function 02**

Reference: HRS Manual Section IV, Page 5

## Function Menu

```

** PAYROLL/PERSONNEL/RETIREMENT SYSTEM **
                                000
                                FUNCTION MENU
** PERSONNEL **
01 DATA ENTRY AND UPDATE
04 INQUIRY
** POSITION CONTROL **
10 UPDATE AND INQUIRY
** CONTROL TABLE **
05 CENTRAL MAINTENANCE
11 DISTRICT MAINTENANCE
16 TABLE INQUIRY
** MISCELLANEOUS **
12 ADVANCED DATA SECURITY
15 RUN SPECIFICATIONS
18 FILE TRANSFER
** TIME REPORTING **
02 TIME INPUT
03 PAYROLL ADJUSTMENTS
06 INQUIRY/ERROR CORRECTION
** PAYROLL **
07 ONLINE HISTORY - INQUIRY
08 MISCELLANEOUS
** RETIREMENT **
13 DATA ENTRY AND UPDATE
14 INQUIRY
** REPORT SUMMARY INFORMATION **
17 INQUIRY

PLEASE ENTER THE NUMBER OF THE
FUNCTION YOU WISH TO PERFORM?  __

INTERRUPT: _____
OPERATOR ID          PASSWORD          DISTRICT
```

The above screen reflects the Main Function Menu.

## Function 02 – Time Entry Menu (0200)

```

** PAY - TIME ENTRY - MENU **                                0200

TRANS  ----- DESCRIPTION -----

000    MENU
001    BATCH CONTROL - TIME INPUT
002    TIME REPORT FILE
003    ESA TIME REPORT FILE
004    ONE TIME PAY

INTERRUPT: _____
(058) - WELCOME TO THE HRS ONLINE SYSTEM.
TRANS  001  SCD  E4E  BT  300  PAGE  0001  0006  EID  _____  TRL  ____  DIST  00111
```

Batch numbers 002-749 are available for use on the Time Report File for a regular schedule or on the One Time Pay Screen (004) for a regular or supplemental schedule. Batch numbers 000, 001, 750-799 and 900-999 are reserved for School Financial Services (SFS). Use a batch 800 to override data on a Time Report File transaction using the Time File Override Process. Use batch 800-899 to override salary rates which are different than the Employee Data Base (EDB) record or Job History for transaction input on the One time Pay Screen on a regular schedule. A batch 800-899 is not required to override data on a supplemental or Earned Salary Advance (ESA) schedule. The salary rate that is entered is the rate that is paid.

## Transaction 001 – Batch Control Screen (0201)

```

** PAY - BATCH CONTROL - TIME INPUT - UPD **                                0201
SCHEDULE:  E4E                                DISTRICT:  00111      ISSUE DATE:    09/06/11
                                           PAYROLL RUN DATE:  09/01/11

  BATCH    -ENTERED TOTALS-    -COMPUTED TOTALS-    EDIT    FATAL    STATUS
           TRANS      UNITS      TRANS      UNITS      GEN      ERRORS
  300      42      0.00          000      00000

  BALANCE  ?  _
  RECALL   ?  _
  DELETE   ?  _

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?  Y
TRANS  003  SCD  E4E  BT  300  PAGE  0001  0006  EID  _____  TRL  ___  DIST  00111
    
```

For this exercise we will be paying an ESA (Earned Salary Advance) time file.

NOTE: You will notice that we are creating a batch to reflect the number of transactions that we intend to process. We will not be entering any units since we are not paying any measurement of time. (i.e. days or hours)

## PAYR009 – ESA TIME REPORT

|  |                      |                                     |              |              |          |
|--|----------------------|-------------------------------------|--------------|--------------|----------|
| PAYR009/PP30B0XX/080193                                    |                      | PERSONNEL/PAYROLL/RETIREMENT SYSTEM |              | PAGE NO. 1   |          |
| SCHEDULE E4E - PAY PERIOD 09/01/11 - 09/30/11              |                      | ESA TIME REPORT CHECK OFF           |              | ISSUE DATE   | 09/06/11 |
| REPORT TIME 22:15:07                                       |                      |                                     |              | REPORT DATE  | 08/29/11 |
| DISTRICT 00111   |                      |                                     |              |              |          |
| CLASSIFIED JOBS  |                      |                                     |              |              |          |
| ----TIME REPORTING LOCATION ----                           |                      | PAGES                               | TOTAL COUNT  | TOTAL AMOUNT |          |
| * 004  | PURCHASING DEPT      | 1 - 1                               | 28           | 15,029       |          |
| 009  | HALE ELEMENTARY SCHL | 2 - 2                               | 1            | 623          |          |
| 040  | HARVARD ELEMENTARY   | 3 - 3                               | 4            | 3,207        |          |
| 045  | CARNEGIE HIGH SCHL   | 4 - 4                               | 5            | 2,251        |          |
| 046  | BYRD CHILDREN CTR    | 5 - 5                               | 2            | 1,228        |          |
| 047  | KINGSTON CHILD CTR   | 6 - 6                               | 2            | 1,213        |          |
| 049  | VISTA CHILD CTR      | 7 - 7                               | 1            | 107          |          |
| 052  | BLARNEY CHILDREN CTR | 8 - 8                               | 1            | 1,320        |          |
| 053  | EDISON MIDDLE SCHL   | 9 - 9                               | 1            | 765          |          |
| CLASSIFIED JOBS TOTAL EMPLOYEE COUNT                       |                      | 45                                  | TOTAL AMOUNT | \$25,743     |          |
| * LOCATION HAS EMPLOYEE (5) WITH NO CALCULATED ESA AMOUNT. |                      |                                     |              |              |          |

The above reflects the cover page from an ESA time file.

## Transaction 003 – ESA Time Report File (0203)

| ** PAY - ESA TIME REPORT FILE - UPD **                      |     |           |       |             |          |          |          |         |      | 0203  |     |       |      |       |
|---|-----|-----------|-------|-------------|----------|----------|----------|---------|------|-------|-----|-------|------|-------|
| SCHEDULE:   | E4E | TRL:      | 004 C | PAY PERIOD: | 09 01 11 | TO       | 09 30 11 | PAGE:   | 0001 |       |     |       |      |       |
| PAGE APPROVAL   |     | -         |       |             |          |          |          |         |      |       |     |       |      |       |
|   |     |           |       | POSITION    |          | RATE     | C        | ESA AMT | BAT  |       |     |       |      |       |
| BARNETT, HERBERT A.   |     | RW3929358 | 1     | 200005 P    |          | 3485.000 | X        | 1344    |      |       |     |       |      |       |
| BEAN, LAWRENCE E.   |     | UC8199337 | 1     | 200005 P    |          | 3188.000 | X        | 1325    |      |       |     |       |      |       |
| BEATTY, WILLIE E.   |     | AF0914527 | 7     | 200005 P    |          | 2447.250 | X        | 851     |      |       |     |       |      |       |
| BEST, GAIL E.   |     | CV0029192 | 1     | 200005 P    |          | 3310.000 | X        | 1381    |      |       |     |       |      |       |
| BROWNING, HOLLY R.  |     | HJ1087634 | 1     | 200005 P    |          | 3648.000 | X        | 1497    |      |       |     |       |      |       |
| BUCHANAN, CHRIS U.  |     | BD8277595 | 3     | 200005 P    |          | 1438.500 | X        | 170     |      |       |     |       |      |       |
| BUTLER, TIMOTHY U.  |     | PM4597575 | 1     | 200005 P    |          | 7198.740 |          |         |      |       |     |       |      |       |
| CASE, MAX A.  |     | BD5871189 | 9     | 200005 P    |          | 2760.333 | X        | 577     |      |       |     |       |      |       |
| CHENG, JOYCE H.   |     | YD5804426 | 2     | 200005 P    |          | 1615.000 | X        | 3847    |      |       |     |       |      |       |
| CHUNG, HEIDI H.   |     | KD4443632 | 2     | 200005 P    |          | 1594.000 | X        | 290     |      |       |     |       |      |       |
| CLARKE, KRISTINE L.   |     | UY6177450 | 3     | 200005 P    |          | 3049.000 | X        | 701     |      |       |     |       |      |       |
| CRAVEN, BERNT R.  |     | YN8393650 | 1     | 200005 P    |          | 2569.500 | X        | 514     |      |       |     |       |      |       |
| DANIELS, ARNOLD A.  |     | GS8376141 | 1     | 200005 P    |          | 1883.000 | X        | 140     |      |       |     |       |      |       |
| DAIZ, RICKY I.  |     | EW6007978 | 1     | 200005 P    |          | 1615.000 | X        | 295     |      |       |     |       |      |       |
| DYER, STACEY Y.   |     | FE8327206 | 1     | 200005 P    |          | 1883.000 | X        | 154     |      |       |     |       |      |       |
| EDWARDS, BILL D.  |     | RE5395645 | 1     | 200005 P    |          | 1589.438 | X        | 289     |      |       |     |       |      |       |
| <b>(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?</b> |     |           |       |             |          |          |          |         |      | Y     |     |       |      |       |
| TRANS   | 003 | SCD       | E4E   | BT          | 300      | PAGE     | 0001     | 0006    | EID  | _____ | TRL | _____ | DIST | 00111 |

There are several different ways to pay on the ESA time file. For this example we will be placing an “X” in the “C” column to indicate the employees we intend to pay.











## PAYR010 – REJECTED ESA TIME REPORT

|                                     |                                      |            |          |        |    |      |          |          |
|-------------------------------------|--------------------------------------|------------|----------|--------|----|------|----------|----------|
| PAYR010/PP30A0XX                    | PERSONNEL/PAYROLL/RETIREMENT SYSTEM  | PAGE NO.   | 0001     |        |    |      |          |          |
| SCHEDULE E4E    ENDING 09/30/11--E4 | REJECTED ESA TIME REPORT             | ISSUE DATE | 09/06/11 |        |    |      |          |          |
| RUN TIME 21:59:29                   | DISTRICT: 00111    TRAINING DISTRICT | RUN DATE   | 08/29/11 |        |    |      |          |          |
| <b>CLASSIFIED JOBS</b>              |                                      |            |          |        |    |      |          |          |
| -----EMPLOYEE ID -----              | POSITION                             | JOB CLASS  | RATE     | RETIRE | MO | DIST | FROM     | TO       |
| AB1234567    RICHARDS, CARRIE       | 3-000844-                            | 509030     | 2061.280 | P9-M-  | 12 |      | 09/01/11 | 09/25/11 |
| BG9935115    WILLOW, ANDREW         | 4-200005-                            | 200005     | 4885.000 | S5-M-  | 12 |      | 09/20/11 | 09/30/11 |

NOTE: The system cannot calculate an ESA (Earned Salary Advance) for less than a full month.

$$ESA = (\text{Salary Rate} - \text{Pre-Tax Reductions}) / 2$$

## Function 02 – Time Entry Menu (0200)

```

** PAY - TIME ENTRY - MENU **                                0200

TRANS  ----- DESCRIPTION -----
000    MENU
001    BATCH CONTROL - TIME INPUT
002    TIME REPORT FILE
003    ESA TIME REPORT FILE
004    ONE TIME PAY

INTERRUPT: _____

TRANS  001  SCD  E4F  BT  400  PAGE  0001  0003  EID  _____  TRL  _____  DIST  00111
```

## Transaction 001 – Batch Control Screen (0201)

```

** PAY - BATCH CONTROL - TIME INPUT - UPD **                                0201
SCHEDULE:  E4F                                DISTRICT:  00111      ISSUE DATE:    09/06/11
                                           PAYROLL RUN DATE:  09/01/11

BATCH      -ENTERED TOTALS-      -COMPUTED TOTALS-      EDIT      FATAL      STATUS
           TRANS          UNITS      TRANS          UNITS      GEN        ERRORS
400      11          87.50
BALANCE   ?  _
RECALL    ?  _
DELETE    ?  _

(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.
TRANS 002 SCD E4F BT 400 PAGE 0001 0003 EID _____ TRL _____ Y
                                           DIST 00111
    
```

You will notice that for this batch we are entering “Units”. Since we are paying the final pay for the E4 cycle, we will now have units of time (i.e., days or hours).

# PAYR006 – TIME REPORT

| PAYR006/PP3000XX/091092                   |             | PERSONNEL/PAYROLL.RETIREMENT SYSTEM |         |    |   |         |       |     | PAGE NO. |                                       | 0001     |          |          |
|---|-------------|-------------------------------------|---------|----|---|---------|-------|-----|----------|---------------------------------------|----------|----------|----------|
| TIME REPORT                               |             |                                     |         |    |   |         |       |     |          |                                       |          |          |          |
| SCHEDULE E4F CERTIFICATED JOBS            |             |                                     |         |    |   |         |       |     |          | ISSUE DATE 10/07/11                   |          |          |          |
| DISTRICT 00111 TRN-HRS TRAINING DISTRICT  |             |                                     |         |    |   |         |       |     |          | PAYROLL RUN DATE 10/02/11             |          |          |          |
| TIME REP LOCATION 004 -C- PURCHASING DEPT |             |                                     |         |    |   |         |       |     |          | PAY PERIOD 09/01/11 09/30/11          |          |          |          |
| REPORT TIME 21:47:51                      |             |                                     |         |    |   |         |       |     |          | REPORT DATE 09/01/11                  |          |          |          |
| X   | EMPLOYEE ID | POSITION                            | PAY/LOC | TR | P | ERN     | TIME  | ERN | TIME     | RATE/                                 | FROM     | TO       | BAT      |
|   | JOB CLASS   | RETIREMENT MO                       | PERCNT  | CD | B |         |       |     |          | AMOUNT                                | DATE     | DATE     |          |
| BARNETT,HERNERT A.                        |             |                                     |         |    |   |         |       |     |          |                                       |          |          |          |
| X   | RW3929358   | 1-200005-P                          | 045     | TX | H | REG     | 21.00 | DKT | 3.00     | 3485.000                              | 09/01/11 | 09/30/11 |          |
|   | 200005      | CD-12                               | P9-M-   | 12 |   | 100.00% |       |     |          | 3485.000                              | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 3485.000                              | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 3485.000                              | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 3485.000                              | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 12.0-00000.0-85000-10000-1110-4300000 |          | 100.000% |          |
| BARNETT,HERBERT A.                        |             |                                     |         |    |   |         |       |     |          |                                       |          |          |          |
|   | RW3929358   | 3-180151-                           | 045     | TX | H | REG     |       |     |          | 4147.000                              | 09/01/11 | 09/30/11 |          |
|   | 180151      | CD-12                               | P9-M-   | 12 |   | 100.00% |       |     |          | 4147.000                              | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 4147.000                              | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 4147.000                              | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 12.0-00000.0-85000-10000-1110-4300000 |          | 100.000% |          |
| BEAN,LAWRENCE E.                          |             |                                     |         |    |   |         |       |     |          |                                       |          |          |          |
| X   | UC8199337   | 1-200005-P                          | 047     | TX | M | REG     | 21.00 |     |          | 3188.000                              | 09/01/11 | 09/30/11 |          |
| X   | 200005      | CD-12                               | S5-M-   | 12 |   | 100.00% |       | AP  | L        | AAL                                   | 150.000  | 09/01/11 | 09/30/11 |
|   |             |                                     |         |    |   |         |       |     |          | 3188.000                              | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 3188.000                              | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 12.0-00000.0-85000-10000-1110-4200000 |          | 100.000% |          |
| BEAN,LAWRENCE E.                          |             |                                     |         |    |   |         |       |     |          |                                       |          |          |          |
|   | UC8199337   | 3-180151-                           | 047     | TX | M | REG     |       |     |          | 3188.000                              | 09/01/11 | 09/30/11 |          |
|   | 200005      | CD-12                               | S5-M-   | 12 |   | 100.00% |       | AP  | L        | CRL                                   | 20.000   | 09/01/11 | 09/30/11 |
|   |             |                                     |         |    |   |         |       | AP  | L        | AAL                                   | 150.000  | 09/01/11 | 09/30/11 |
|   |             |                                     |         |    |   |         |       |     |          | 3188.000                              | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 12.0-00000.0-85000-10000-1110-4200000 |          | 100.000% |          |
| BEATTY,WILLIE E.                          |             |                                     |         |    |   |         |       |     |          |                                       |          |          |          |
|   | AF0914527   | 4-180151-                           | 049     | TX | M | RNU     |       |     |          | 2925.450                              | 09/01/11 | 09/30/11 |          |
|   | 180151      | CD-12                               | P9-M-   | 12 |   | 75.00%  |       |     |          | 2925.450                              | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 2925.450                              | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 2925.450                              | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 12.0-00000.0-85000-10000-1110-3900000 |          | 100.000% |          |
| BEATTY,WILLIE E.                          |             |                                     |         |    |   |         |       |     |          |                                       |          |          |          |
|   | AF0914527   | 6-180155-                           | 049     | TX | H | RNU     |       |     |          | 22.162                                | 09/01/11 | 09/30/11 |          |
|   | 180151      | CD-12                               | P9-M-   | 12 |   | 100.00% |       |     |          | 22.162                                | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 22.162                                | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 22.162                                | 09/01/11 | 09/30/11 |          |
|   |             |                                     |         |    |   |         |       |     |          | 12.0-00000.0-85000-10000-1110-3900000 |          | 100.000% |          |



# PAYR006 – TIME REPORT

| PAYR006/PP3000XX/091092                       |               | PERSONNEL/PAYROLL RETIREMENT SYSTEM |         |    |     |       |       |      |          | PAGE NO.                     |          | 0002 |  |
|---|---------------|-------------------------------------|---------|----|-----|-------|-------|------|----------|------------------------------|----------|------|--|
| TIME REPORT                                   |               |                                     |         |    |     |       |       |      |          |                              |          |      |  |
| SCHEDULE E4F CERTIFICATED JOBS                |               |                                     |         |    |     |       |       |      |          | ISSUE DATE 10/07/11          |          |      |  |
| DISTRICT 00111 TRN-HRS TRAINING DISTRICT      |               |                                     |         |    |     |       |       |      |          | PAYROLL RUN DATE 10/02/11    |          |      |  |
| TIME REP LOCATION 004 -C- PURCASHING DEPT     |               |                                     |         |    |     |       |       |      |          | PAY PERIOD 09/01/11 09/30/11 |          |      |  |
| REPORT TIME 21:47:51                          |               |                                     |         |    |     |       |       |      |          | REPORT DATE 09/01/11         |          |      |  |
| X EMPLOYEE ID                                 | POSITION      | PAY/LOC                             | TR      | P  | ERN | TIME  | ERN   | TIME | RATE/    | FROM                         | TO       | BAT  |  |
| JOB CLASS                                     | RETIREMENT MO | PERCNT                              | CD      | B  |     |       |       |      | AMOUNT   | DATE                         | DATE     |      |  |
| BEATTY,WILLIE E.                              |               |                                     |         |    |     |       |       |      |          |                              |          |      |  |
| X AF0914527                                   | 7-200005-P    | 049                                 | TX      | M  | RNU | 21.00 |       |      | 2447.250 | 09/01/11                     | 09/30/11 |      |  |
| 200005  | CD-12         | P9-M- 12                            | 75.00%  |    |     |       |       |      | 2447.250 | 09/01/11                     | 09/30/11 |      |  |
|   |               |                                     |         |    |     |       |       |      | 2447.250 | 09/01/11                     | 09/30/11 |      |  |
|   |               |                                     |         |    |     |       |       |      | 2447.250 | 09/01/11                     | 09/30/11 |      |  |
| 12.0-00000.0-85000-10000-1110-3900000 100.00% |               |                                     |         |    |     |       |       |      |          |                              |          |      |  |
| BEATTY,WILLIE E.                              |               |                                     |         |    |     |       |       |      |          |                              |          |      |  |
| X AF0914527                                   | 9-200055-     | 049                                 | TX      | M  | RNU | 7.00  |       |      | 18.540   | 09/01/11                     | 09/30/11 |      |  |
| 200005  | CD-12         | P9-M- 12                            | 75.00%  |    |     |       |       |      | 18.540   | 09/01/11                     | 09/30/11 |      |  |
|   |               |                                     |         |    |     |       |       |      | 18.540   | 09/01/11                     | 09/30/11 |      |  |
|   |               |                                     |         |    |     |       |       |      | 18.540   | 09/01/11                     | 09/30/11 |      |  |
| 12.0-00000.0-85000-10000-1110-3900000 100.00% |               |                                     |         |    |     |       |       |      |          |                              |          |      |  |
| BEST,GAIL E.                                  |               |                                     |         |    |     |       |       |      |          |                              |          |      |  |
| X CV0029192                                   | 1-200005-P    | 047                                 | TX      | M  | REG | 21.00 |       |      | 3310.000 | 09/01/11                     | 09/30/11 |      |  |
| X 200005                                      | CD-12         | S5-M- 12                            | 100.00% | TX | M   | VPO   | 12.00 |      | 3310.000 | 09/01/11                     | 09/30/11 |      |  |
|   |               |                                     |         |    |     |       |       |      | 3310.000 | 09/01/11                     | 09/30/11 |      |  |
|   |               |                                     |         |    |     |       |       |      | 3310.000 | 09/01/11                     | 09/30/11 |      |  |
| 12.0-00000.0-85000-10000-1110-4200000 100.00% |               |                                     |         |    |     |       |       |      |          |                              |          |      |  |
| BEST,GAIL E.                                  |               |                                     |         |    |     |       |       |      |          |                              |          |      |  |
| X CV0029192                                   | 2-200055-     | 047                                 | TX      | H  | REG | 5.50  |       |      | 18.810   | 09/01/11                     | 09/30/11 |      |  |
| 200005  | CD-12         | S5-M- 12                            | 100.00% |    |     |       |       |      | 18.810   | 09/01/11                     | 09/30/11 |      |  |
|   |               |                                     |         |    |     |       |       |      | 18.810   | 09/01/11                     | 09/30/11 |      |  |
|   |               |                                     |         |    |     |       |       |      | 18.810   | 09/01/11                     | 09/30/11 |      |  |
| 12.0-00000.0-85000-10000-1110-4200000 100.00% |               |                                     |         |    |     |       |       |      |          |                              |          |      |  |
| BEST,GAIL E.                                  |               |                                     |         |    |     |       |       |      |          |                              |          |      |  |
| CV0029192                                     | 3-180151-     | 047                                 | TX      | M  | REG |       |       |      | 3972.000 | 09/01/11                     | 09/30/11 |      |  |
| 180151  | CD-12         | S5-M- 12                            | 100.00% |    |     |       |       |      | 3972.000 | 09/01/11                     | 09/30/11 |      |  |
|   |               |                                     |         |    |     |       |       |      | 3972.000 | 09/01/11                     | 09/30/11 |      |  |
|   |               |                                     |         |    |     |       |       |      | 3972.000 | 09/01/11                     | 09/30/11 |      |  |
| 12.0-00000.0-85000-10000-1110-4200000 100.00% |               |                                     |         |    |     |       |       |      |          |                              |          |      |  |
| BROWNING,HOLLY R.                             |               |                                     |         |    |     |       |       |      |          |                              |          |      |  |
| X HJ1087634                                   | 1-200005-P    | 040                                 | TX      | M  | REG | 21.00 |       |      | 3648.000 | 09/01/11                     | 09/30/11 |      |  |
| X 200005                                      | CD-12         | S5-M- 12                            | 100.00% | TX | L   | VPL   |       |      | 4700.000 | 09/01/11                     | 09/30/11 |      |  |
|   |               |                                     |         |    |     |       |       |      | 3648.000 | 09/01/11                     | 09/30/11 |      |  |
|   |               |                                     |         |    |     |       |       |      | 3648.000 | 09/01/11                     | 09/30/11 |      |  |
| 12.0-00000.0-85000-10000-1110-3000000 100.00% |               |                                     |         |    |     |       |       |      |          |                              |          |      |  |

## Transaction 002 – Time Report File (0202)

| ** PAY - TIME REPORT FILE - UPD **                          |     |     |           |       |            |             |      |          |          |           | 0202    |      |      |       |
|---|-----|-----|-----------|-------|------------|-------------|------|----------|----------|-----------|---------|------|------|-------|
| SCHEDULE:   |     | E4F | TRL:      | 004   | N          | PAY PERIOD: |      | 09 01 11 | TO       | 09 30 11  | PAGE:   | 0001 |      |       |
| C   | TC  | B   | ERN       | TIME  | ERN        | TIME        | ERN  | TIME     | RATE/AMT | FROM DATE | TO DATE | BAT  |      |       |
| BARNETT, HERBERT A.   |     |     | RW3929358 |       | 1-200005-P |             |      |          |          |           |         |      |      |       |
| X   | TX  | M   | REG       | 21.00 | DKT        | 3.00        |      |          | 3485.000 |           |         | 400  |      |       |
|   |     |     |           |       |            |             |      |          | 3485.000 |           |         |      |      |       |
|   |     |     |           |       |            |             |      |          | 3485.000 |           |         |      |      |       |
|   |     |     |           |       |            |             |      |          | 3485.000 |           |         |      |      |       |
| BARNETT, HERBERT A.   |     |     | RW3929358 |       | 3-180151-  |             |      |          |          |           |         |      |      |       |
|   | TX  | M   | REG       |       |            |             |      |          | 4147.000 |           |         |      |      |       |
|   |     |     |           |       |            |             |      |          | 4147.000 |           |         |      |      |       |
|   |     |     |           |       |            |             |      |          | 4147.000 |           |         |      |      |       |
|   |     |     |           |       |            |             |      |          | 4147.000 |           |         |      |      |       |
| BEAN, LAWRENCE  |     |     | UC8199337 |       | 1-200005-P |             |      |          |          |           |         |      |      |       |
| X   | TX  | M   | REG       | 21.00 |            |             |      |          | 3188.000 |           |         | 400  |      |       |
| X   | AP  | L   | LON       |       |            |             |      |          | 150.000  |           |         | 400  |      |       |
|   |     |     |           |       |            |             |      |          | 3188.000 |           |         |      |      |       |
|   |     |     |           |       |            |             |      |          | 3188.000 |           |         |      |      |       |
| <b>(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?</b> |     |     |           |       |            |             |      |          |          |           | Y       |      |      |       |
| TRANS   | 002 | SCD | E4F       | BT    | 400        | PAGE        | 0001 | 0003     | EID      |           | TRL     |      | DIST | 00111 |

This screen reflects how the time report file is viewed in HRS.

**NOTE:**

Transaction Codes (TC):

- TX – Current Pay
- LX – Late Pay
- RX – Reduction in Pay
- AP – Additional Pay

## Transaction 002 – Time Report File (0202)

| ** PAY - TIME REPORT FILE - UPD **                          |     |            |                  |                                  |     |      |           |            |            |           | 0202    |     |      |       |
|---|-----|------------|------------------|----------------------------------|-----|------|-----------|------------|------------|-----------|---------|-----|------|-------|
| SCHEDULE: E4F   |     | TRL: 004 C |                  | PAY PERIOD: 09 01 11 TO 09 30 11 |     |      |           | PAGE: 0002 |            |           |         |     |      |       |
| C   | TC  | B          | ERN              | TIME                             | ERN | TIME | ERN       | TIME       | RATE/AMT   | FROM DATE | TO DATE | BAT |      |       |
|   |     |            | BEATTY,WILLIE E. |                                  |     |      | AF0914527 |            | 7-200005-P |           |         |     |      |       |
| X   | TX  | M          | RNU              | 21.00                            |     |      |           |            | 2447.250   |           |         | 400 |      |       |
|   |     |            |                  |                                  |     |      |           |            | 2447.250   |           |         |     |      |       |
|   |     |            |                  |                                  |     |      |           |            | 2447.250   |           |         |     |      |       |
|   |     |            |                  |                                  |     |      |           |            | 2447.250   |           |         |     |      |       |
|   |     |            | BEATTY,WILLIE E. |                                  |     |      | AF0914527 |            | 9-200055-  |           |         |     |      |       |
| X   | TX  | M          | RNU              | 7.00                             |     |      |           |            | 18.540     |           |         | 400 |      |       |
|   |     |            |                  |                                  |     |      |           |            | 18.540     |           |         |     |      |       |
|   |     |            |                  |                                  |     |      |           |            | 18.540     |           |         |     |      |       |
|   |     |            |                  |                                  |     |      |           |            | 18.540     |           |         |     |      |       |
|   |     |            | BEST,GAIL E.     |                                  |     |      | CV0029192 |            | 1-200005-P |           |         |     |      |       |
| X   | TX  | M          | REG              | 21.00                            |     |      |           |            | 3310.000   |           |         | 400 |      |       |
| X   | TX  | M          | VPO              | 12.00                            |     |      |           |            | 3310.000   |           |         | 400 |      |       |
|   |     |            |                  |                                  |     |      |           |            | 3310.000   |           |         |     |      |       |
|   |     |            |                  |                                  |     |      |           |            | 3310.000   |           |         |     |      |       |
| <b>(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?</b> |     |            |                  |                                  |     |      |           |            |            |           | Y       |     |      |       |
| TRANS   | 002 | SCD        | E4F              | BT                               | 400 | PAGE | 0001      | 0003       | EID        |           | TRL     |     | DIST | 00111 |

This screen reflects how the time report file is viewed in HRS.

## Transaction 002 – Time Report File (0202)

| ** PAY - TIME REPORT FILE - UPD **                   |     |             |                    |                                  |     |      |           |            |            |           | 0202    |     |      |       |
|--|-----|-------------|--------------------|----------------------------------|-----|------|-----------|------------|------------|-----------|---------|-----|------|-------|
| SCHEDULE: E4F  |     | TRL: 004 C  |                    | PAY PERIOD: 09 01 11 TO 09 30 11 |     |      |           | PAGE: 0002 |            |           |         |     |      |       |
| -----1-----  |     | -----2----- |                    | -----3-----                      |     |      |           |            |            |           |         |     |      |       |
| C  | TC  | B           | ERN                | TIME                             | ERN | TIME | ERN       | TIME       | RATE/AMT   | FROM DATE | TO DATE | BAT |      |       |
|  |     |             | BEST, GAIL E.      |                                  |     |      | CV0029192 |            | 2-200055-  |           |         |     |      |       |
| X  | TX  | H           | REG                | 5.50                             |     |      |           |            | 18.810     |           |         | 400 |      |       |
|  |     |             |                    |                                  |     |      |           |            | 18.810     |           |         |     |      |       |
|  |     |             |                    |                                  |     |      |           |            | 18.810     |           |         |     |      |       |
|  |     |             |                    |                                  |     |      |           |            | 18.810     |           |         |     |      |       |
|  |     |             | BEST, GAIL E.      |                                  |     |      | CV0029192 |            | 3-180151   |           |         |     |      |       |
|  | TX  | M           | REG                |                                  |     |      |           |            | 3972.000   |           |         |     |      |       |
|  |     |             |                    |                                  |     |      |           |            | 3972.000   |           |         |     |      |       |
|  |     |             |                    |                                  |     |      |           |            | 3972.000   |           |         |     |      |       |
|  |     |             |                    |                                  |     |      |           |            | 3972.000   |           |         |     |      |       |
|  |     |             | BROWNING, HOLLY R. |                                  |     |      | HJ1087634 |            | 1-200005-P |           |         |     |      |       |
| X  | TX  | M           | REG                | 21.00                            |     |      |           |            | 3648.000   |           |         | 400 |      |       |
| X  | TX  | L           | VPL                |                                  |     |      |           |            | 4700.000   |           |         | 400 |      |       |
|  |     |             |                    |                                  |     |      |           |            | 3648.000   |           |         |     |      |       |
|  |     |             |                    |                                  |     |      |           |            | 3648.000   |           |         |     |      |       |
| (001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? |     |             |                    |                                  |     |      |           |            |            |           | Y       |     |      |       |
| TRANS  | 002 | SCD         | E4F                | BT                               | 400 | PAGE | 0001      | 0003       | EID        |           | TRL     |     | DIST | 00111 |

This screen reflects how the time report file is viewed in HRS.

P - INTRODUCTION TO PAYROLL

\*\* PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ \*\*

703

WARRANT NO. : 1898295 EID: CV0029192 BEST,GAIL E.  
 ISSUE DATE : 10/07/11 SCHEDULE NO.: E4F SCHEDULE: 09/01/11 TO 09/30/11

| PAY POSI | EARN |       |          | PAY --RETIREMENT-- |    |        | -ACCRUAL- |         | P         |
|----------|------|-------|----------|--------------------|----|--------|-----------|---------|-----------|
| BAS NO.  | TYPE | UNITS | PAY RATE | AMOUNT             | MO | P/S/SP | R.RATE    | CAL     | BEG END Y |
| H 200055 | REG  | 5.50  | 18.810   | 103.46             | 12 | S5M    | 37018.080 | CD 0901 | 093011    |
| M 200005 | VPO  | 12.00 | 3310.00  | 1937.52            | 12 | S5M    | 3310.000  | CD 0901 | 093011    |
| M 200005 | REG  | 21.00 | 3310.000 | 3310.00            | 12 | S5M    | 3310.000  | CD 0901 | 093011    |

PAGE 01 OF 01

[R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 003 EID: CV0029192 WARRANT NO: 1898295 ISS DATE: 100711 DISTRICT: 00111

\*\* PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ \*\*

703

WARRANT NO. : 1698292 EID: HJ1087634 BROWNING,HOLLY R.  
 ISSUE DATE : 10/07/11 SCHEDULE NO.: E4F SCHEDULE: 09/01/11 TO 09/30/11

| PAY POSI | EARN |       |          | PAY --RETIREMENT-- |    |        | -ACCRUAL- |         | P         |
|----------|------|-------|----------|--------------------|----|--------|-----------|---------|-----------|
| BAS NO.  | TYPE | UNITS | PAY RATE | AMOUNT             | MO | P/S/SP | R.RATE    | CAL     | BEG END Y |
| L 200005 | VPL  |       | 4700.000 | 4700.00            | 12 | S5M    | 4700.000  | CD 0901 | 093011    |
| M 200005 | REG  | 21.00 | 3648.000 | 3648.00            | 12 | S5M    | 3648.000  | CD 0901 | 093011    |

PAGE 01 OF 01

[R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 003 EID: HJ1087634 WARRANT NO: 1698292 ISS DATE: 100711 DISTRICT: 00111

## PPESADSP – EMPLOYEES WITH NON-ZERO ESA AMOUNTS

| PPESADSP<br>08/15/11  |                   | EMPLOYEES WITH NON-ZERO ESA AMOUNTS |     |       |           |
|-----------------------|-------------------|-------------------------------------|-----|-------|-----------|
| FOR DISTRICT 00111    | TRAINING DISTRICT |                                     |     |       |           |
| NAME                  | EID               | STATUS                              | JOB | CYCLE | AMOUNT    |
| ADLER, SETH D.        | VM6434452         | T                                   | 3   | E4    | 771.00 +  |
| BARNETT, HERBERT A.   | RW3929358         | A                                   | 1   | E4    | 1621.00 + |
| BUCHANAN, CHRIS U.    | BD8277595         | A                                   | 3   | E4    | 638.00 +  |
| BURGESS, CHARLOTTE U. | YY5211933         | T                                   | 1   | E4    | 3803.00 + |
| DANIELS, ARNOLD A.    | GS8376141         | A                                   | 1   | E4    | 866.00 +  |
| DYER, STACEY Y.       | FE8327206         | A                                   | 1   | E4    | 866.00 +  |
| FERGUSON, SETH E.     | XD5829001         | T                                   | 4   | E4    | 1226.00 + |
| HALE, NORMA A.        | DA5356173         | T                                   | 7   | E4    | 1504.00 + |

**NOTE:** This report is generated after production of final pay on E1 and E4 cycles.

## Function 02 – Time Entry Menu (0200)

```

** PAY - TIME ENTRY - MENU **                                0200

TRANS  ----- DESCRIPTION -----
000    MENU
001    BATCH CONTROL - TIME INPUT
002    TIME REPORT FILE
003    ESA TIME REPORT FILE
004    ONE TIME PAY

INTERRUPT: _____

TRANS  001  SCD  249  BT  150  PAGE  0000  0000  EID  FR7254018  TRL  _____  DIST  00111
```

## Transaction 001 – Batch Control Screen (0201)

```

** PAY - BATCH CONTROL - TIME INPUT - UPD **                                0201
SCHEDULE:  249                                DISTRICT:  00111      ISSUE DATE:    09/06/11
                                                PAYROLL RUN DATE:  09/01/11

  BATCH      -ENTERED TOTALS-      -COMPUTED TOTALS-      EDIT      FATAL      STATUS
            TRANS          UNITS      TRANS          UNITS      GEN      ERRORS

  150      1          21.00

  BALANCE   ?  _
  RECALL    ?  _
  DELETE    ?  _

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?  Y
TRANS 001 SCD 249 BT 150 PAGE 0000 0000 EID FR7254018  TRL         DIST 00111
    
```



## Function 04 – Salary/Pay Rate (0405)

```

** PER - SALARY/PAY RATE - INQ **
FR7254018  BROWN,JANE  EFFEC DATE: 07 01 01 ACTNS: 0405
PRIME JOB: P

JOB          POSITION      JOB CLASS
1           100000      410020 DIRECTOR FISCAL SERVICES

CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  TIME  TIME  EARNINGS TYPES
E4     M      12      NA        NA        103   T     REG - -

SCHED/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
3  350  01  07 01 11  100.00      -          7372.000      7372.000

STIPENDS:  - - - - -

RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
7372.000     -        261.0      M          8.00         S

RETIREMENT:  PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  STRS  STRS
              P9    M        -    07 01 11  -          CLS CD  BASE HRS
              -          -          -          -          -          -          .00

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS: 005          EID: FR7254018          JOB: 1          DISTRICT 00111
    
```

## Transaction 004 – One Time Pay Screen (0204)

```

** PAY - ONE TIME PAY - UPD **
0204

SCHEDULE: 249   DISTRICT: 00111   BATCH: 150   ISSUE DATE: 09/08/11
EMPLOYEE NAME: BROWN, JANE   EID: FR7254018
POSITION NUMBER: 100000   PAY PERIOD: 07/01/11 - 07/31/11   PRIOR YEAR: _

(1) 01.0-00000.0-00000-27000-2461-1020000   100.00
FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB
RETIRES RPT. RATE   PERCENT   SESSN   BARG UNIT
7372.000   100.00 %   MG
JOB CLASS: 410020   PAY MO: 12   CAL: M/12   REISSUE: R   VOL: W
TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE
TX M REG 21.00   7372.000   7372.000 P9 -M -
DISTRIBUTION ACCT
DISTRIBUTION ACCT
DISTRIBUTION ACCT
DISTRIBUTION ACCT
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?
TRANS 004 SCD 249 BT 150 PAGE 0001 1000 EID FR7254018 TRL DIST 00111
    
```

### Reissue Field Options:

“R” – Use if warrant for primary job is cancelled and reissued, or if paying primary job on supplemental. Using “R” resets the tax accumulator to zero. If “R” is not used, pay aggregates and the employee may be overtaxed.

**NOTE:** “R” should not be used for additional units of pay (i.e., hours or days)

### Voluntary Field Options:

“E” – Deducts ESA only

“V” – Takes ESA and all voluntary deductions *except* additional withholdings.

“W” – Takes all ESA, all voluntary deductions *including* additional withholdings.

Blank – Nothing is taken

SECTION III.

**FUNCTION 03 – PAYROLL ADJUSTMENTS**

Intentionally left blank

## **Payroll Processing**

## **Payroll Adjustments**

## **Function 03**

Reference: HRS Manual Section IV, Page 77

## Payroll Adjustment Menu Screen (0300)

```

** PAY - PAYROLL ADJUSTMENTS - MENU **                                0200

000  MENU

001  PAYROLL BATCH CONTROL
    --- WARRANT ADJUSTMENTS ---
002  CANCELLATION/OVERPAYMENT (C/O)
005  AUTOMATIC CANCELLATION (AC)

    --- OTHER PAYROLL ADJUSTMENTS ---

007  RETROACTIVE ADJUSTMENT (RA)

    --- GROSS-TO-NET INPUT ---
012  ONE-TIME DEDUCTION (DS)
013  REFUND (RF)

    --- BALANCE ADJUSTMENTS ---
016  HOURS BALANCES (HA)
017  DOLLAR BALANCES (DA)
018  GROSS-TO-NET BALANCES (GA)

INTERRUPT: _____

TRANS  001                EID XX1234567  SCD 252  BT 300  DIST 00111
```

**NOTE:** You will need to enter the EID that is associated with the district you logged in with on the next page

P – INTRODUCTION TO PAYROLL

| <u>District No.</u> | <u>Warrant No.</u> | <u>EID</u> | <u>Issue Date</u> |
|---------------------|--------------------|------------|-------------------|
| 00111               | W5283607           | VU4185281  | 08/22/11          |
| 00112               | W5283580           | VZ0452761  | 08/22/11          |
| 00113               | W5283582           | WK2270112  | 08/22/11          |
| 00114               | W5283583           | KD4443632  | 08/22/11          |
| 00115               | W5283584           | YN8393650  | 08/22/11          |
| 00116               | W5283586           | RE5365645  | 08/22/11          |
| 00117               | W5283587           | TQ0896079  | 08/22/11          |
| 00118               | W5283590           | PG8225602  | 08/22/11          |
| 00119               | W5283592           | BX8262829  | 08/22/11          |
| 00120               | W5283593           | CZ9825743  | 08/22/11          |
| 00121               | W5283595           | DT5488837  | 08/22/11          |
| 00122               | W5283601           | AV1666158  | 08/22/11          |
| 00123               | W5283602           | NM5829323  | 08/22/11          |
| 00124               | W5283603           | EJ9698746  | 08/22/11          |
| 00125               | W5283604           | WX0914461  | 08/22/11          |
| 00126               | W5283605           | XG8504310  | 08/22/11          |
| 00127               | W5283606           | ZR6154423  | 08/22/11          |
| 00128               | W5283610           | SX0541917  | 08/22/11          |
| 00129               | W5283577           | NA0272054  | 08/22/11          |
| 00130               | W5283578           | PM4597575  | 08/22/11          |
| 00131               | W5283579           | GM5465696  | 08/22/11          |

## Employee Payroll History Inquiry (0701)

| ** PAY - EMPLOYEE PAYROLL HISTORY INQUIRY - INQ ** |          |           |           |                   |          |            |         | 0701 |
|--|----------|-----------|-----------|-------------------|----------|------------|---------|------|
| EID:   |          | UC8199337 |           | BEAN, LAWRENCE E. |          | PRIOR EID: |         |      |
| S  | ISSUE    | SCH       | -WARRANT- | -----ACCRUAL----- |          | GROSS      | NET     |      |
| E  | DATE     | NO.       | TP NBR    | BGN DATE          | END DATE | CANCELED   | PAY     |      |
| L  | 08/29/11 | E4D       | D 1698294 | 08/01/11          | 08/31/11 |            | 3338.00 |      |
|  | 08/26/11 | 236       | W 5283659 | 08/26/11          | 08/26/11 |            | 1507.56 |      |
|  | 08/26/11 | E4C       | D 1698274 | 08/01/11          | 08/31/11 |            | 244.21  |      |
|  | 08/22/11 | E4B       | D 1697772 | 07/01/11          | 07/31/11 |            | 1466.00 |      |
|  | 07/25/11 | E4A       | D 1390122 | 07/01/11          | 07/31/11 |            | 3188.00 |      |
|  | 07/08/11 | 198       | W 6483151 | 07/01/05          | 06/30/06 |            | 1327.94 |      |
|  | 07/08/11 | E4X       | D 1343640 | 06/01/11          | 06/30/11 |            | 1535.00 |      |
|  | 06/24/11 | E4W       | D 1271737 | 06/01/11          | 06/30/11 |            | 1074.58 |      |
|  | 06/10/11 | E4V       | D 1218892 | 05/01/11          | 05/31/11 |            | 842.42  |      |
|  | 05/25/11 | E4U       | D 1143748 | 05/01/11          | 05/31/11 |            | 3556.71 |      |
|  | 05/10/11 | E4T       | D 1090734 | 04/01/11          | 04/30/11 |            | 1428.87 |      |
|  | 05/09/11 | 125       | W 6358130 | 07/01/10          | 11/30/10 |            | 1394.00 |      |
|  | 04/25/11 | E4S       | D 1015806 | 04/01/11          | 04/30/11 |            | 1628.31 |      |
|  | 04/08/11 | E4R       | D 4062550 | 03/01/11          | 03/31/11 |            | 1394.00 |      |
|  |          |           |           |                   |          |            | 1435.78 |      |

SELECT OPTIONS: [2-3= DETAIL SCREEN] [F=FORWARD B=BACK T=TOP M=MENU]  
 (015) - MORE INFORMATION IS WAITING, HIT TRANSMIT WHEN READY.

TRANS: 001 EID: UC8199337 WARRANT NO: \_\_\_\_\_ ISS DATE: \_\_\_\_\_ DISTRICT: 00111



## Batch Control Payroll Adjustments Update Screen (0301)

```

** PAY - BATCH CONTROL - PAYROLL ADJ. - UPD **
                                                    0301
SCHEDULE: 252                DISTRICT: 00111    ISSUE DATE: 09/13/11
                                PAYROLL RUN DATE: 09/09/11

TYPE    BATCH    -ENTERED TRANS-    -COMPUTED TRANS-    EDIT    FATAL    STATUS
  C     300         1                     000     00000

BALANCE ? _
DELETE  ? _

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?
TRANS 005                EID XX1234567    SCD 252    BT 300    Y
                                DIST 00111
    
```

### Batch Types:

“C” – Cancellation

“A” - Adjustments

NOTE: Please remember to use the EID that corresponds to the district number you logged on with.

## Automatic Cancellations – Update Screen (0305)

|   |                   |                   |                  |                  |            |    |            |          |      |              |
|---|-------------------|-------------------|------------------|------------------|------------|----|------------|----------|------|--------------|
| ** PAY - AUTOMATIC CANCELLATIONS - UPD **                   |                   |                   |                  | 0305             |            |    |            |          |      |              |
| SCHEDULE:   | 252               | PAYROLL RUN DATE: | 09/09/11         | BATCH:           | 300        |    |            |          |      |              |
| EMPLOYEE NAME:  | BEAN, LAWRENCE E. |                   | EID:             | <u>UC8199337</u> |            |    |            |          |      |              |
| WARRANT:  | <u>W5283659</u>   | ISSUE DATE:       | <u>08/22/11</u>  |                  |            |    |            |          |      |              |
| <b>(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?</b> |                   |                   |                  |                  |            |    |            |          |      |              |
| TRANS   | <u>005</u>        | EID               | <u>UC8199337</u> | SCD              | <u>252</u> | BT | <u>300</u> | <u>Y</u> | DIST | <u>00111</u> |

## Payroll Adjustment Menu Screen (0300)

```

** PAY - PAYROLL ADJUSTMENTS - MENU **                                0200

000  MENU

001  PAYROLL BATCH CONTROL
    --- WARRANT ADJUSTMENTS ---
002  CANCELLATION/OVERPAYMENT (C/O)
005  AUTOMATIC CANCELLATION (AC)

    --- OTHER PAYROLL ADJUSTMENTS ---

007  RETROACTIVE ADJUSTMENT (RA)

    --- GROSS-TO-NET INPUT ---
012  ONE-TIME DEDUCTION (DS)
013  REFUND (RF)

    --- BALANCE ADJUSTMENTS ---
016  HOURS BALANCES (HA)
017  DOLLAR BALANCES (DA)
018  GROSS-TO-NET BALANCES (GA)

INTERRUPT: _____

TRANS 001          EID UC8199337   SCD 252   BT 400   DIST 00111
```

## Batch Control Payroll Adjustments Update Screen (0301)

```

** PAY - BATCH CONTROL - PAYROLL ADJ. - UPD **                                0301
SCHEDULE:  252                                DISTRICT:  00111    ISSUE DATE:    09/13/11
                                                PAYROLL RUN DATE:  09/09/11

TYPE      BATCH    -ENTERED TRANS-  -COMPUTED TRANS-  EDIT    FATAL    STATUS
  A       400      _____1      _____      GEN     ERRORS
                                                000     00000

BALANCE  ?  _
DELETE   ?  _

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?  Y
TRANS  013                                EID  UC8199337    SCD  252    BT  400    DIST  00111
    
```

NOTE: Enter 'Y' to save changes, but before you press enter change TRANS to 013.

## Online History – Menu Screen (0700)

```

** PAY - ONLINE HISTORY - MENU **
0700

TRANS  ----- DESCRIPTION -----
000    ONLINE HISTORY MENU
001    EMPLOYEE INQUIRY
002    WARRANT SUMMARY INQUIRY
003    EARNINGS DETAIL INQUIRY
004    DEDUCTION DETAIL INQUIRY
005    CONTRIBUTION DETAIL INQUIRY
006    BALANCE ADJUSTMENTS INQUIRY
007    PERS DETAIL INQUIRY
008    STRS DETAIL INQUIRY
097    COUNTY NAME SEARCH
098    NAME SEARCH (ACTIVE ASSIGNMENTS)
099    NAME SEARCH (ALL ASSIGNMENTS)

NAME: _____

INTERRUPT: _____
████████████████████████████████████████████████████████████████████████████████
TRANS:  001  EID:  UC8199337  WARRANT NO:  _____  ISS DATE:  _____  DISTRICT:  00111
```

## Employee Payroll History Inquiry Screen (0701)

| ** PAY - EMPLOYEE PAYROLL HISTORY INQUIRY - INQ ** |          |           |           |                   |          |          |            | 0701    |
|--|----------|-----------|-----------|-------------------|----------|----------|------------|---------|
| EID:   |          | UC8199337 |           | BEAN, LAWRENCE E. |          |          | PRIOR EID: |         |
| S  | ISSUE    | SCH       | -WARRANT- | -----ACCRUAL----- |          |          | GROSS      | NET     |
| L  | DATE     | NO.       | TP NBR    | BGN DATE          | END DATE | CANCELED | PAY        | PAY     |
| —  | 08/29/11 | E4D       | D 1698294 | 08/01/11          | 08/31/11 |          | 3338.00    | 1507.56 |
| —  | 08/26/11 | 236       | W 5283659 | 08/26/11          | 08/26/11 |          |            | 244.21  |
| —  | 08/26/11 | E4C       | D 1698274 | 08/01/11          | 08/31/11 |          | 1466.00    | 1242.92 |
| —  | 08/22/11 | E4B       | D 1697772 | 07/01/11          | 07/31/11 |          | 3188.00    | 1327.94 |
| —  | 07/25/11 | E4A       | D 1390122 | 07/01/11          | 07/31/11 |          | 1535.00    | 1226.78 |
| —  | 07/08/11 | 198       | W 6483151 | 07/01/05          | 06/30/06 |          | 1074.58    | 842.42  |
| 4  | 07/08/11 | E4X       | D 1343640 | 06/01/11          | 06/30/11 |          | 3556.71    | 1428.87 |
| —  | 06/24/11 | E4W       | D 1271737 | 06/01/11          | 06/30/11 |          | 1394.00    | 1177.91 |
| —  | 06/10/11 | E4V       | D 1218892 | 05/01/11          | 05/31/11 |          | 3459.77    | 1351.98 |
| —  | 05/25/11 | E4U       | D 1143748 | 05/01/11          | 05/31/11 |          | 1394.00    | 1102.03 |
| —  | 05/10/11 | E4T       | D 1090734 | 04/01/11          | 04/30/11 |          | 3409.87    | 1312.02 |
| —  | 05/09/11 | 125       | W 6358130 | 07/01/10          | 11/30/10 |          | 2125.42    | 1628.31 |
| —  | 04/25/11 | E4S       | D 1015806 | 04/01/11          | 04/30/11 |          | 1394.00    | 1173.06 |
| —  | 04/08/11 | E4R       | D 4062550 | 03/01/11          | 03/31/11 |          | 3565.42    | 1435.78 |

SELECT OPTIONS: [2-3= DETAIL SCREEN] [F=FORWARD B=BACK T=TOP M=MENU]  
 (015) - MORE INFORMATION IS WAITING, HIT TRANSMIT WHEN READY.

TRANS: 001 EID: UC8199337 WARRANT NO: \_\_\_\_\_ ISS DATE: \_\_\_\_\_ DISTRICT: 00111

## Deduction Detail – Payroll History Inquiry (0704)

| ** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ ** |            |               |                   |     |                                |           | 704                    |
|--|------------|---------------|-------------------|-----|--------------------------------|-----------|------------------------|
| WARRANT NO. :  |            | 1343640       | EID: UC8199337    |     | BEAN, LAWRENCE E.              |           |                        |
| ISSUE DATE :   |            | 07/08/11      | SCHEDULE NO.: E4X |     | SCHEDULE: 06/01/11 TO 06/30/11 |           |                        |
| G-T-N  | NAME       | VENDOR NUMBER | AMOUNT            | P Y | TRAN TYPE                      | SRCE CODE | ----- ACCRUAL -----    |
| NO.  | NAME       | NUMBER        | AMOUNT            | Y   | TYPE                           | CODE      | BEGIN DATE    END DATE |
| 031  | STRS RED   | 0000000120    | 91.57 -           |     | R                              |           | 06/01/11    06/30/11   |
| 031  | STRS RED   | 0000000120    | 109.07            |     |                                |           | 06/01/11    06/30/11   |
| 031  | STRS RED   | 0000000120    | 480.00            |     |                                |           | 06/01/11    06/30/11   |
| 001  | ESA        | 0000000015    | 1394.00           |     |                                |           | 06/01/11    06/30/11   |
| 010  | DDP RED    | 0000001977    | 35.48             |     |                                |           | 06/01/11    06/30/11   |
| 176  | KAISER RED | 0000002079    | 247.81            |     |                                |           | 06/01/11    06/30/11   |
| 026  | MEDCAR DED | 0000000110    | 27.25             |     |                                |           | 06/01/11    06/30/11   |
| 081  | FWT        | 0000000200    | 62.82             |     |                                |           | 06/01/11    06/30/11   |
| 082  | SWT        | 0000000205    | 6.22              |     |                                |           | 06/01/11    06/30/11   |
| 221  | AFT        | 0000001120    | 44.72             |     |                                |           | 06/01/11    06/30/11   |
| 281  | CENT SB CU | 0000003046    | 25.00             |     |                                |           | 06/01/11    06/30/11   |

PAGE 01 OF 01 [R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 004 EID: UC8199337 WARRANT NO: 1343640 ISS DATE: 070811 DISTRICT: 00111

## Refunds – Update Screen (0313)

| ** PAY - REFUNDS - UPD **                                   |                   |               |                  |               |                   |               |            | 0313                     |
|---|-------------------|---------------|------------------|---------------|-------------------|---------------|------------|--------------------------|
| DISTRICT:   | 00111             | SCHEDULE:     | 252              | BATCH:        | 400               | BATCH:        | 300        |                          |
| EMPLOYEE NAME:  | BEAN, LAWRENCE E. |               |                  | EID:          | UC8199337         |               |            |                          |
| GTN   | VENDOR            | AMOUNT        | Y                | GTN           | VENDOR            | AMOUNT        | Y          | PERIOD                   |
| <u>176</u>  | <u>          </u> | <u>247.81</u> | <u>-</u>         | <u>      </u> | <u>          </u> | <u>      </u> | <u>-</u>   | <u>06/01/11-06/30/11</u> |
| <u>      </u>   | <u>          </u> | <u>      </u> | <u>-</u>         | <u>      </u> | <u>          </u> | <u>      </u> | <u>-</u>   | <u>  /  /  -  /  /  </u> |
| <b>(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?</b> |                   |               |                  |               |                   |               |            | <u>Y</u>                 |
| TRANS   | <u>013</u>        | EID           | <u>UC8199337</u> | SCD           | <u>252</u>        | BT            | <u>400</u> | DIST <u>00111</u>        |



SECTION IV.

**FUNCTION 06 – INQUIRY ERROR/CORRECTION**

Intentionally left blank

## **Payroll Processing**

### **Inquiry Error/Correction**

#### **Function 06**

Reference: HRS Manual Section IV, Page 99

## Inquiry Error Corrections Menu (0600)

```

** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                                0600

TRANS      ----- DESCRIPTION -----

000      MENU
020      TIME ENTRY ERROR CORRECTION
021      PAYROLL ADJUSTMENT CORRECTION
022      OVERNIGHT FATAL ERROR MESSAGES
023      OVERNIGHT WARNING ERROR MESSAGES
024      TIME FILE REVIEW
025      EMPLOYEE TRANSACTIONS SUMMARY
026      BATCH TRANSACTION SUMMARY
027      BATCH STATUS INQUIRY
028      SCHEDULE CONTROL
029      SCHEDULE STATUS INQUIRY

INTERRUPT: _____

TRANS  022  SCD  204  BT  _____  SEQ  _____  TRL  _____  PG  _____  EID  _____  DIST  00111
```

**NOTE:** Fatal Errors will not produce pay. If errors are not corrected before the night of production, transactions will have to be re-entered.





## Work Calendar Table – Inquiry Screen (1629)

| ** CTL - WORK CALENDAR TABLE - INQUIRY ** |            |                        |                |                              |              |            |             |                            |                |                  |              | 1629 |              |
|---|------------|------------------------|----------------|------------------------------|--------------|------------|-------------|----------------------------|----------------|------------------|--------------|------|--------------|
| CALENDAR: <u>T</u>                        |            | FISCAL YEAR: <u>12</u> |                | DESCRIPTION: <u>TEACHER</u>  |              |            |             |                            |                |                  |              |      |              |
| DISTRICT: <u>00111</u>                    |            | HOURS PER DAY:         |                | NUMBER OF PERIODS: <u>10</u> |              |            |             | PAY CYCLE GROUP: <u>G1</u> |                |                  |              |      |              |
| BEGIN DATE                                | END DATE   | APPL MO/YR             | PAID WORK DAYS | PAID N WORK DAYS             | UN PAID DAYS | BEGIN DATE | END DATE    | APPL MO/YR                 | PAID WORK DAYS | PAID N WORK DAYS | UN PAID DAYS |      |              |
| 09/01/11                                  | 09/30/11   | 09/11                  | 22             | 0                            | 0            | / /        | / /         | /                          |                |                  |              |      |              |
| 10/01/11                                  | 10/31/11   | 10/11                  | 21             | 0                            | 0            | / /        | / /         | /                          |                |                  |              |      |              |
| 11/01/11                                  | 11/30/11   | 11/11                  | 16             | 0                            | 0            | / /        | / /         | /                          |                |                  |              |      |              |
| 12/01/11                                  | 12/31/11   | 12/11                  | 12             | 0                            | 0            | / /        | / /         | /                          |                |                  |              |      |              |
| 01/01/12                                  | 01/31/12   | 01/12                  | 21             | 0                            | 0            | / /        | / /         | /                          |                |                  |              |      |              |
| 02/01/12                                  | 02/29/12   | 02/12                  | 20             | 0                            | 0            | / /        | / /         | /                          |                |                  |              |      |              |
| 03/01/12                                  | 03/31/12   | 03/12                  | 22             | 0                            | 0            | / /        | / /         | /                          |                |                  |              |      |              |
| 04/01/12                                  | 04/30/12   | 04/12                  | 16             | 0                            | 0            | / /        | / /         | /                          |                |                  |              |      |              |
| 05/01/12                                  | 05/31/12   | 05/12                  | 22             | 0                            | 0            | / /        | / /         | /                          |                |                  |              |      |              |
| 06/01/12                                  | 06/30/12   | 06/12                  | 11             | 0                            | 0            | / /        | / /         | /                          |                |                  |              |      |              |
|   |            |                        |                | 0                            | 0            | / /        | / /         | /                          |                |                  |              |      |              |
|   |            |                        |                | 0                            | 0            | / /        | / /         | /                          |                |                  |              |      |              |
|   |            |                        | ANNUAL         |                              |              | 09/01/11   | 06/30/12    |                            | 183            | 0                | 0            |      |              |
|   |            |                        |                |                              |              |            |             |                            |                |                  |              |      |              |
| TRANS                                     | <u>029</u> | KEY 1:                 | <u>T</u>       | KEY 2:                       | <u>12</u>    | KEY 3:     | <u>    </u> |                            |                |                  |              | DIST | <u>00111</u> |

Calendar reflects September 2017 through June 2018 accrual periods.

## Inquiry Error Corrections Menu (0600)

```

** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                                0600

TRANS      ----- DESCRIPTION -----

000      MENU
020      TIME ENTRY ERROR CORRECTION
021      PAYROLL ADJUSTMENT CORRECTION
022      OVERNIGHT FATAL ERROR MESSAGES
023      OVERNIGHT WARNING ERROR MESSAGES
024      TIME FILE REVIEW
025      EMPLOYEE TRANSACTIONS SUMMARY
026      BATCH TRANSACTION SUMMARY
027      BATCH STATUS INQUIRY
028      SCHEDULE CONTROL
029      SCHEDULE STATUS INQUIRY

INTERRUPT: _____

TRANS  023  SCD  H1D  BT  _____  SEQ  _____  TRL  _____  PG  _____  EID  _____  DIST  00111
```

**NOTE:** Warning messages will produce pay. These messages are intended to ensure that the transactions you have entered are what is intended to pay.







## Salary / Pay Rate Screen (0405)

```

** PER - SALARY/PAY RATE - INQ **
BA3416767  MCINTYRE,CLYDE C.
PRIME JOB: P

JOB          POSITION          JOB CLASS
2           622040          622040- CAMPUS SAFETY ASSISTANT

CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  RPT LOCN  RPT CD  EARNINGS TYPES
H1     H       12      NA        NA        004      P       REG - -

SCHED/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
1  085  04      05 01 09    100.00      13.350      13.350

STIPENDS:  - LG 2 LONGVTY  - - -

RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
13.35        217.00    N2          6.00

RETIREMENT:  PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  STRS  STRS
              P9    M      07 01 98

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS: 005          EID: BA3416767          JOB: 2          DISTRICT 00111
    
```

NOTE: This employee works 6 hours per day and is on work calendar N2.

## Work Calendar Table – Inquiry Screen (1629)

| ** CTL - WORK CALENDAR TABLE - INQUIRY **  |          |              |                |                |              |                    |          |              |                  |                |              | 1629      |
|--|----------|--------------|----------------|----------------|--------------|--------------------|----------|--------------|------------------|----------------|--------------|-----------|
| CALENDAR:  |          | <u>N2</u>    | FISCAL YEAR:   |                | <u>12</u>    | DESCRIPTION:       |          | CLAS-2X-12MO |                  |                |              |           |
| DISTRICT:  |          | <u>00111</u> | HOURS PER DAY: |                | <u>8.00</u>  | NUMBER OF PERIODS: |          | <u>24</u>    | PAY CYCLE GROUP: |                |              | <u>G5</u> |
| BEGIN DATE   | END DATE | APPL MO/YR   | PAID WORK DAYS | UN N WORK DAYS | UN PAID DAYS | BEGIN DATE         | END DATE | APPL MO/YR   | PAID WORK DAYS   | UN N WORK DAYS | UN PAID DAYS |           |
| 07/01/11   | 07/15/11 | 07/11        | 10             | 0              | 0            | 01/01/12           | 01/15/12 | 01/12        | 12               | 0              | 0            |           |
| 07/16/11   | 07/31/11 | 07/11        | 11             | 0              | 0            | 01/16/12           | 01/31/12 | 01/12        | 11               | 0              | 0            |           |
| 08/01/11   | 08/15/11 | 08/11        | 12             | 0              | 0            | 02/01/12           | 02/15/12 | 02/12        | 12               | 0              | 0            |           |
| 08/16/11   | 08/31/11 | 08/11        | 11             | 0              | 0            | 02/16/12           | 02/29/12 | 02/12        | 10               | 0              | 0            |           |
| 09/01/11   | 09/15/11 | 09/11        | 11             | 0              | 0            | 03/01/12           | 03/15/12 | 03/12        | 10               | 0              | 0            |           |
| 09/16/11   | 09/30/11 | 09/11        | 10             | 0              | 0            | 03/16/12           | 03/31/12 | 03/12        | 10               | 0              | 0            |           |
| 10/01/11   | 10/15/11 | 10/11        | 11             | 0              | 0            | 04/01/12           | 04/15/12 | 04/12        | 12               | 0              | 0            |           |
| 10/16/11   | 10/31/11 | 10/11        | 11             | 0              | 0            | 04/16/12           | 04/30/12 | 04/12        | 11               | 0              | 0            |           |
| 11/01/11   | 11/15/11 | 11/11        | 12             | 0              | 0            | 05/01/12           | 05/15/12 | 05/12        | 11               | 0              | 0            |           |
| 11/16/11   | 11/30/11 | 11/11        | 11             | 0              | 0            | 05/16/12           | 05/31/12 | 05/12        | 11               | 0              | 0            |           |
| 12/01/11   | 12/15/11 | 12/11        | 10             | 0              | 0            | 06/01/12           | 06/15/12 | 06/12        | 10               | 0              | 0            |           |
| 12/16/11   | 12/31/11 | 12/11        | 10             | 0              | 0            | 06/16/12           | 06/30/12 | 06/12        | 11               | 0              | 0            |           |
| ANNUAL   |          |              |                |                |              | 07/11/11           | 06/30/15 |              | 261              | 0              | 0            |           |
| TRANS <u>029</u> KEY 1: <u>N2</u> KEY 2: <u>12</u> KEY 3: _____    DIST <u>00111</u> |          |              |                |                |              |                    |          |              |                  |                |              |           |

**NOTE:** For the accrual period of 07/16/17 – 07/31/17 there are 11 possible work days. The system takes the hours per day and multiplies by the work days to arrive at the total possible hours for that accrual period.

**6 hours x 11 days = 66 (total for this accrual period)**



## Time File Review Screen (0624)

| ** PAY - TIME FILE REVIEW - UPD ** |     |             |                     |             |                                  |      |           |      |            | 0624      |         |     |      |       |
|------------------------------------|-----|-------------|---------------------|-------------|----------------------------------|------|-----------|------|------------|-----------|---------|-----|------|-------|
| SCHEDULE:                          |     | E4F         | TRL:                | 004 N       | PAY PERIOD: 09 01 11 TO 09 30 11 |      |           |      | PAGE: 0001 |           |         |     |      |       |
|                                    |     | -----1----- | -----2-----         | -----3----- |                                  |      |           |      |            |           |         |     |      |       |
| C                                  | TC  | B           | ERN                 | TIME        | ERN                              | TIME | ERN       | TIME | RATE/AMT   | FROM DATE | TO DATE | BAT |      |       |
|                                    |     |             | BARNETT, HERBERT A. |             |                                  |      | RW3929358 |      | 1-200005-P |           |         |     |      |       |
| X                                  | TX  | M           | REG                 | 21.00       | DKT                              | 3.00 |           |      | 3485.000   |           |         | 400 |      |       |
|                                    |     |             |                     |             |                                  |      |           |      | 3485.000   |           |         |     |      |       |
|                                    |     |             |                     |             |                                  |      |           |      | 3485.000   |           |         |     |      |       |
|                                    |     |             |                     |             |                                  |      |           |      | 3485.000   |           |         |     |      |       |
|                                    |     |             | BARNETT, HERBERT A. |             |                                  |      | RW3929358 |      | 3-180151-  |           |         |     |      |       |
|                                    | TX  | M           | REG                 |             |                                  |      |           |      | 4147.000   |           |         |     |      |       |
|                                    |     |             |                     |             |                                  |      |           |      | 4147.000   |           |         |     |      |       |
|                                    |     |             |                     |             |                                  |      |           |      | 4147.000   |           |         |     |      |       |
|                                    |     |             |                     |             |                                  |      |           |      | 4147.000   |           |         |     |      |       |
|                                    |     |             | BEAN, LAWRENCE      |             |                                  |      | UC8199337 |      | 1-200005-P |           |         |     |      |       |
| X                                  | TX  | M           | REG                 | 21.00       |                                  |      |           |      | 3188.000   |           |         | 400 |      |       |
| X                                  | AP  | L           | LON                 |             |                                  |      |           |      | 150.000    |           |         | 400 |      |       |
|                                    |     |             |                     |             |                                  |      |           |      | 3188.000   |           |         |     |      |       |
|                                    |     |             |                     |             |                                  |      |           |      | 3188.000   |           |         |     |      |       |
| Y                                  |     |             |                     |             |                                  |      |           |      |            |           |         |     |      |       |
| TRANS                              | 024 | SCD         | E4F                 | BT          | 400                              | PAGE | 0001      | 0003 | EID        |           | TRL     |     | DIST | 00111 |

## Inquiry Error Corrections Menu (0600)

```

** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                                0600

TRANS      ----- DESCRIPTION -----

000      MENU
020      TIME ENTRY ERROR CORRECTION
021      PAYROLL ADJUSTMENT CORRECTION
022      OVERNIGHT FATAL ERROR MESSAGES
023      OVERNIGHT WARNING ERROR MESSAGES
024      TIME FILE REVIEW
025      EMPLOYEE TRANSACTIONS SUMMARY
026      BATCH TRANSACTION SUMMARY
027      BATCH STATUS INQUIRY
028      SCHEDULE CONTROL
029      SCHEDULE STATUS INQUIRY

INTERRUPT: _____

TRANS  025  SCD  E4F  BT  ___  SEQ  ___  TRL  ___  PG  ___  EID  CV0029192  DIST  00111
```







## Inquiry Error Corrections Menu (0600)

```

** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                                0600

TRANS      ----- DESCRIPTION -----

000        MENU
020        TIME ENTRY ERROR CORRECTION
021        PAYROLL ADJUSTMENT CORRECTION
022        OVERNIGHT FATAL ERROR MESSAGES
023        OVERNIGHT WARNING ERROR MESSAGES
024        TIME FILE REVIEW
025        EMPLOYEE TRANSACTIONS SUMMARY
026        BATCH TRANSACTION SUMMARY
027        BATCH STATUS INQUIRY
028        SCHEDULE CONTROL
029        SCHEDULE STATUS INQUIRY

INTERRUPT: _____
████████████████████████████████████████████████████████████████████████████████
TRANS  026  SCD  E4E  BT  300  SEQ  _____  TRL  _____  PG  _____  EID  _____  DIST  00111
```

## Batch Transaction Summary Screen (0626)

| ** PAY - BATCH TRANSACTION SUMMARY - INQ ** |       |           |     |    |        |                      |     |            |     |          |     | 0626     |
|---|-------|-----------|-----|----|--------|----------------------|-----|------------|-----|----------|-----|----------|
| SCHEDULE: E4E                               |       |           |     |    |        | RUN DATE: 09 01 11   |     |            |     |          |     |          |
| BATCH: 300 TYPE: T - TIME TRANSACTIONS      |       |           |     |    |        | ISSUE DATE: 09 06 11 |     |            |     |          |     |          |
| S   | SEQ   | EMPL      | EID | TC | POS #  | B                    | ERN | TIME/AMT   | ERN | TIME/AMT | ERN | TIME/AMT |
| -   | 00001 | RW3929358 |     | TX | 200005 | L                    | ESA | \$ 1344.00 |     |          |     |          |
| -   | 00002 | UC8199337 |     | TX | 200005 | L                    | ESA | \$ 1325.00 |     |          |     |          |
| -   | 00003 | AF0914527 |     | TX | 200005 | L                    | ESA | \$ 851.00  |     |          |     |          |
| -   | 00004 | CV0029192 |     | TX | 200005 | L                    | ESA | \$ 1381.00 |     |          |     |          |
| -   | 00005 | HJ1087634 |     | TX | 200005 | L                    | ESA | \$ 1497.00 |     |          |     |          |
| -   | 00006 | BD8277595 |     | TX | 200005 | L                    | ESA | \$ 170.00  |     |          |     |          |
| -   | 00007 | BD5871189 |     | TX | 200005 | L                    | ESA | \$ 577.00  |     |          |     |          |
| -   | 00008 | YD5804426 |     | TX | 200005 | L                    | ESA | \$ 384.00  |     |          |     |          |
| -   | 00009 | KD4443632 |     | TX | 200005 | L                    | ESA | \$ 290.00  |     |          |     |          |
| -   | 00010 | UY6177450 |     | TX | 200005 | L                    | ESA | \$ 701.00  |     |          |     |          |
| -   | 00011 | YN8393650 |     | TX | 200005 | L                    | ESA | \$ 514.00  |     |          |     |          |
| -   | 00012 | GS8376141 |     | TX | 200005 | L                    | ESA | \$ 140.00  |     |          |     |          |
| -   | 00013 | EW6007978 |     | TX | 200005 | L                    | ESA | \$ 295.00  |     |          |     |          |
| -   | 00014 | FE8327206 |     | TX | 200005 | L                    | ESA | \$ 154.00  |     |          |     |          |

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.

TRANS 026 SCD E4E BT 300 SEQ \_\_\_\_\_ TRL \_\_\_\_\_ PG \_\_\_\_\_ EID \_\_\_\_\_ DIST 00111

## Inquiry Error Corrections Menu (0600)

```

** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                                0600

TRANS  ----- DESCRIPTION -----

000    MENU
020    TIME ENTRY ERROR CORRECTION
021    PAYROLL ADJUSTMENT CORRECTION
022    OVERNIGHT FATAL ERROR MESSAGES
023    OVERNIGHT WARNING ERROR MESSAGES
024    TIME FILE REVIEW
025    EMPLOYEE TRANSACTIONS SUMMARY
026    BATCH TRANSACTION SUMMARY
027    BATCH STATUS INQUIRY
028    SCHEDULE CONTROL
029    SCHEDULE STATUS INQUIRY

INTERRUPT: _____

TRANS  027  SCD  C1B  BT  _____  SEQ  _____  TRL  _____  PG  _____  EID  _____  DIST  00111
```

## Batch Status Inquiry Screen (0627)

| ** PAY - BATCH STATUS INQUIRY - INQ ** |     |                 |                |              |      |     |                      |        |              | 0627 |
|--|-----|-----------------|----------------|--------------|------|-----|----------------------|--------|--------------|------|
| SCHEDULE: C1B                          |     |                 |                |              |      |     | RUN DATE: 08/29/11   |        |              |      |
| STATUS: UNLOCKED                       |     |                 | EID: PM4226527 |              |      |     | ISSUE DATE: 08/26/11 |        |              |      |
| TYPE                                   | BAT | FATAL<br>ERRORS | STATUS         | NBR<br>TRANS | TYPE | BAT | FATAL<br>ERRORS      | STATUS | NBR<br>TRANS |      |
| T                                      | 101 | 1               | OUTBAL         | 4            | T    | 227 |                      | OUTBAL | 6            |      |
| C                                      | 236 |                 | UNBAL          |              | T    | 326 | 5                    | INBAL  | 475          |      |
| T                                      | 328 | 5               | INBAL          | 475          | T    | 350 |                      | OUTBAL | 736          |      |
| T                                      | 351 | 2               | OUTBAL         | 609          | A    | 814 |                      | INBAL  | 21           |      |
| T                                      | 816 |                 | OUTBAL         | 35           | A    | 821 |                      | OUTBAL | 7            |      |
| T                                      | 851 |                 | UNBAL          |              | A    | 926 |                      | OUTBAL | 18           |      |

(075) - LAST SCREEN - NO MORE DATA

|       |            |     |            |    |     |     |              |     |     |    |     |     |       |      |              |
|-------|------------|-----|------------|----|-----|-----|--------------|-----|-----|----|-----|-----|-------|------|--------------|
| TRANS | <u>027</u> | SCD | <u>C1B</u> | BT | ___ | SEQ | <u>00000</u> | TRL | ___ | PG | ___ | EID | _____ | DIST | <u>00111</u> |
|-------|------------|-----|------------|----|-----|-----|--------------|-----|-----|----|-----|-----|-------|------|--------------|

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**SECTION V.**

**FUNCTION 07 – HISTORY AND INQUIRY**

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## **Payroll Processing**

### **Payroll Online**

### **History and Inquiry**

### **Function 07**

Reference: HRS Manual Section IV, Page 143

## Online History – Menu Screen (0700)

```

** PAY - ONLINE HISTORY - MENU **
0700

TRANS  ----- DESCRIPTION -----
000    ONLINE HISTORY MENU
001    EMPLOYEE INQUIRY
002    WARRANT SUMMARY INQUIRY
003    EARNINGS DETAIL INQUIRY
004    DEDUCTION DETAIL INQUIRY
005    CONTRIBUTION DETAIL INQUIRY
006    BALANCE ADJUSTMENTS INQUIRY
007    PERS DETAIL INQUIRY
008    STRS DETAIL INQUIRY
097    COUNTY NAME SEARCH
098    NAME SEARCH (ACTIVE ASSIGNMENTS)
099    NAME SEARCH (ALL ASSIGNMENTS)

NAME: _____

INTERRUPT: _____

TRANS: 001 EID: UC8199337 WARRANT NO: _____ ISS DATE: _____ DISTRICT: 00111
```

## Employee Payroll History Screen (0701)

| ** PAY - EMPLOYEE PAYROLL HISTORY INQUIRY - INQ ** |          |           |           |                   |          |          |          |            |         | 0701 |
|--|----------|-----------|-----------|-------------------|----------|----------|----------|------------|---------|------|
| EID:   |          | UC8199337 |           | BEAN, LAWRENCE E. |          |          |          | PRIOR EID: |         |      |
| S  | ISSUE    | SCH       | -WARRANT- | -----ACCRUAL----- |          |          | GROSS    |            | NET     |      |
| E  | DATE     | NO.       | TP        | NBR               | BGN DATE | END DATE | CANCELED | PAY        | PAY     |      |
| L  | 08/29/11 | E4D       | D         | 1698294           | 08/01/11 | 08/31/11 |          | 3338.00    | 1507.56 |      |
| —  | 08/26/11 | 236       | W         | 5283659           | 08/26/11 | 08/26/11 |          |            | 244.21  |      |
| —  | 08/26/11 | E4C       | D         | 1698274           | 08/01/11 | 08/31/11 |          | 1466.00    | 1242.92 |      |
| —  | 08/22/11 | E4B       | D         | 1697772           | 07/01/11 | 07/31/11 |          | 3188.00    | 1327.94 |      |
| —  | 07/25/11 | E4A       | D         | 1390122           | 07/01/11 | 07/31/11 |          | 1535.00    | 1226.78 |      |
| —  | 07/08/11 | 198       | W         | 6483151           | 07/01/05 | 06/30/06 |          | 1074.58    | 842.42  |      |
| —  | 07/08/11 | E4X       | D         | 1343640           | 06/01/11 | 06/30/11 |          | 3556.71    | 1428.87 |      |
| —  | 06/24/11 | E4W       | D         | 1271737           | 06/01/11 | 06/30/11 |          | 1394.00    | 1177.91 |      |
| —  | 06/10/11 | E4V       | D         | 1218892           | 05/01/11 | 05/31/11 |          | 3459.77    | 1351.98 |      |
| —  | 05/25/11 | E4U       | D         | 1143748           | 05/01/11 | 05/31/11 |          | 1394.00    | 1102.03 |      |
| —  | 05/10/11 | E4T       | D         | 1090734           | 04/01/11 | 04/30/11 |          | 3409.87    | 1312.02 |      |
| —  | 05/09/11 | 125       | W         | 6358130           | 07/01/10 | 11/30/10 |          | 2125.42    | 1628.31 |      |
| —  | 04/25/11 | E4S       | D         | 1015806           | 04/01/11 | 04/30/11 |          | 1394.00    | 1173.06 |      |
| —  | 04/08/11 | E4R       | D         | 4062550           | 03/01/11 | 03/31/11 |          | 3565.42    | 1435.78 |      |

SELECT OPTIONS: [2-3= DETAIL SCREEN] [F=FORWARD B=BACK T=TOP M=MENU]  
 (015) - MORE INFORMATION IS WAITING, HIT TRANSMIT WHEN READY.

TRANS: 001 EID: UC8199337 WARRANT NO: \_\_\_\_\_ ISS DATE: \_\_\_\_\_ DISTRICT: 00111



## Earnings Detail Screen (0703)

| ** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ ** |       |                |       |                     |          |                                |                |                 |           |      |        |   | 703 |
|---|-------|----------------|-------|---------------------|----------|--------------------------------|----------------|-----------------|-----------|------|--------|---|-----|
| WARRANT NO. :   |       | 1698294        |       | EID: UC8199337      |          | BEAN,LAWRENCE E.               |                |                 |           |      |        |   |     |
| ISSUE DATE :  |       | 08/29/11       |       | SCHEDULE NO.: E4D   |          | SCHEDULE: 08/01/11 TO 08/31/11 |                |                 |           |      |        |   |     |
| PAY   | POSTI | EARN           |       |                     |          | PAY                            | --RETIREMENT-- |                 | -ACCRUAL- |      | P      |   |     |
| BAS   | NO.   | TYPE           | UNITS | PAY RATE            | AMOUNT   | MO                             | P/S/SP         | R.RATE          | CAL       | BEG  | END    | Y |     |
| —   | L     | 200005         | LON   |                     | 150.000  | 12                             | S5M            | 150.000         | CD        | 0801 | 083111 |   |     |
| —   | M     | 200005         | REG   | 22.00               | 3188.000 | 12                             | S5M            | 3188.000        | CD        | 0801 | 083111 |   |     |
| PAGE 01 OF 01   |       |                |       |                     |          | [R=RETURN 001 M=MENU]          |                |                 |           |      |        |   |     |
| <b>(075) - LAST SCREEN - NO MORE DATA</b>                 |       |                |       |                     |          |                                |                |                 |           |      |        |   |     |
| TRANS: 003  |       | EID: UC8199337 |       | WARRANT NO: 1698294 |          | ISS DATE: 082911               |                | DISTRICT: 00111 |           |      |        |   |     |

## Deduction Detail Screen (0704)

```

** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **
                                                    704

WARRANT NO. : 1698294      EID: UC8199337      BEAN,LAWRENCE E.
ISSUE DATE  : 08/29/11    SCHEDULE NO.: E4D    SCHEDULE: 08/01/11 TO 08/31/11

G-T-N      VENDOR      P  TRAN  SRCE  ----- ACCRUAL -----
NO.        NAME        Y  TYPE  CODE  BEGIN DATE  END DATE
031  STRS RED  0000000120  255.04
031  STRS RED  0000000120  12.00
001  ESA      0000000015  1,466.00
026  MEDC     0000000110  27.14
081  FWT      0000000200  63.82
082  SWT      0000000205  6.44
08/01/11  08/31/11
08/01/11  08/31/11
08/01/11  08/31/11
08/01/11  08/31/11
08/01/11  08/31/11
08/01/11  08/31/11

PAGE 01 OF 01
                                                    [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 004 EID: UC8199337 WARRANT NO: 1698294 ISS DATE: 082911 DISTRICT: 00111
    
```

## Contribution Detail Screen (0705)

\*\* PAY - CONTRIBUTION DETAIL-PAYROLL HISTORY INQUIRY - INQ \*\* 705

WARRANT NO. : 1698294      EID: UC8199337      BEAN, LAWRENCE E.  
 ISSUE DATE : 08/29/11      SCHEDULE NO.: E4D      SCHEDULE: 08/01/11 TO 08/31/11

| G-T-N |            | VENDOR     |        | P | TRAN | SRCE | ----- ACCRUAL ----- |          |
|-------|------------|------------|--------|---|------|------|---------------------|----------|
| NO.   | NAME       | NUMBER     | AMOUNT | Y | TYPE | CODE | BEGIN DATE          | END DATE |
| 032   | STRS CON   | 0000000120 | 263.01 |   |      |      | 08/01/11            | 08/31/11 |
| 032   | STRS CON   | 0000000120 | 12.38  |   |      |      | 08/01/11            | 08/31/11 |
| 027   | MEDCAR CON | 0000000111 | 27.14  |   |      |      | 08/01/11            | 08/31/11 |
| 090   | SUI        | 0000000250 | 30.14  |   |      |      | 08/01/11            | 08/31/11 |
| 092   | WORK COMP  | 0000000260 | 87.69  |   |      |      | 08/01/11            | 08/31/11 |

PAGE 01 OF 01

[R=RETURN 001 M=MENU]

**(075) - LAST SCREEN - NO MORE DATA**

TRANS: 005 EID: UC8199337 WARRANT NO: 1698294 ISS DATE: 082911 DISTRICT: 00111

## Online History Menu Screen (0700)

```

** PAY - ONLINE HISTORY - MENU **
0700

TRANS  ----- DESCRIPTION -----
000    ONLINE HISTORY MENU
001    EMPLOYEE INQUIRY
002    WARRANT SUMMARY INQUIRY
003    EARNINGS DETAIL INQUIRY
004    DEDUCTION DETAIL INQUIRY
005    CONTRIBUTION DETAIL INQUIRY
006    BALANCE ADJUSTMENTS INQUIRY
007    PERS DETAIL INQUIRY
008    STRS DETAIL INQUIRY
097    COUNTY NAME SEARCH
098    NAME SEARCH (ACTIVE ASSIGNMENTS)
099    NAME SEARCH (ALL ASSIGNMENTS)

NAME: _____

INTERRUPT: 04

TRANS: _____ EID: _____ WARRANT NO: _____ ISS DATE: _____ DISTRICT: 00111
```



## Personnel Inquiry Menu Screen (0400)

| ** PER - PERSONNEL INQUIRY - MENU **   |                                 | 0400                                |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
|--|---------------------------------|-------------------------------------|-----|------------------------|-----|-----------------------|-----|-----------------------------|-----|------------------------------|-----|---------------------------------|-----|-------------|-----|-----------------------|-----|------------------------|-----|------------------|-----|--------------|-----|--------------------------|-----|--------------------|-----|-----------|-----|-----------------------------|-----|----------------------|-----|-------------------------------|-----|--------------------------|-----|-------------------|--|-------|-------------------------|-----|-------------------------|-----|--------------------|-----|----------------------|-----|----------------|-----|--------------------|-----|------------------------|-----|--------------|-----|---------------|-----|-----------------------|-----|-----------------------|-----|---------------------|-----|---------------------|-----|-----------------------------|-----|------------------|-----|--------------------|-----|---------------------------------|-----|------------------------------|
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">TRANS</th> <th style="text-align: left;">----- DESCRIPTION -----</th> </tr> </thead> <tbody> <tr><td>000</td><td>PERSONNEL INQUIRY MENU</td></tr> <tr><td>003</td><td>PERSONNEL ACTION DATA</td></tr> <tr><td>004</td><td>JOB ASSIGNMENT (104-FUTURE)</td></tr> <tr><td>005</td><td>SALARY/PAY RATE (105-FUTURE)</td></tr> <tr><td>006</td><td>LABOR DISTRIBUTION (106-FUTURE)</td></tr> <tr><td>007</td><td>JOB HISTORY</td></tr> <tr><td>008</td><td>JOB HISTORY - SUMMARY</td></tr> <tr><td>010</td><td>CREDENTIAL INFORMATION</td></tr> <tr><td>011</td><td>SENIORITY STATUS</td></tr> <tr><td>012</td><td>CONTACT DATA</td></tr> <tr><td>013</td><td>CONFIDENTIAL INFORMATION</td></tr> <tr><td>014</td><td>MISC PERSONAL DATA</td></tr> <tr><td>015</td><td>EDUCATION</td></tr> <tr><td>016</td><td>EXPERIENCE AND ORGANIZATION</td></tr> <tr><td>017</td><td>SKILLS AND LANGUAGES</td></tr> <tr><td>018</td><td>LICENSES, HONORS AND COMMENTS</td></tr> <tr><td>019</td><td>EMPLOYEMENT VERIFICATION</td></tr> <tr><td>020</td><td>STANDARD BENEFITS</td></tr> </tbody> </table> | TRANS                           | ----- DESCRIPTION -----             | 000 | PERSONNEL INQUIRY MENU | 003 | PERSONNEL ACTION DATA | 004 | JOB ASSIGNMENT (104-FUTURE) | 005 | SALARY/PAY RATE (105-FUTURE) | 006 | LABOR DISTRIBUTION (106-FUTURE) | 007 | JOB HISTORY | 008 | JOB HISTORY - SUMMARY | 010 | CREDENTIAL INFORMATION | 011 | SENIORITY STATUS | 012 | CONTACT DATA | 013 | CONFIDENTIAL INFORMATION | 014 | MISC PERSONAL DATA | 015 | EDUCATION | 016 | EXPERIENCE AND ORGANIZATION | 017 | SKILLS AND LANGUAGES | 018 | LICENSES, HONORS AND COMMENTS | 019 | EMPLOYEMENT VERIFICATION | 020 | STANDARD BENEFITS | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">TRANS</th> <th style="text-align: left;">----- DESCRIPTION -----</th> </tr> </thead> <tbody> <tr><td>021</td><td>ADTL. STANDARD BENEFITS</td></tr> <tr><td>022</td><td>DEPENDENTS BY NAME</td></tr> <tr><td>023</td><td>VOLUNTARY DEDUCTIONS</td></tr> <tr><td>025</td><td>DIRECT DEPOSIT</td></tr> <tr><td>030</td><td>PAYROLL TAX STATUS</td></tr> <tr><td>031</td><td>LEAVE ACCOUNT BALANCES</td></tr> <tr><td>032</td><td>GARNISHMENTS</td></tr> <tr><td>033</td><td>TIME BALANCES</td></tr> <tr><td>034</td><td>GROSS DOLLAR BALANCES</td></tr> <tr><td>035</td><td>GROSS-TO-NET BALANCES</td></tr> <tr><td>036</td><td>RETIREMENT BALANCES</td></tr> <tr><td>037</td><td>UNION DUES BALANCES</td></tr> <tr><td>038</td><td>REINSTATE ARCHIVED EMPLOYEE</td></tr> <tr><td>039</td><td>RETIREMENT PLANS</td></tr> <tr><td>097</td><td>COUNTY NAME SEARCH</td></tr> <tr><td>098</td><td>DIST NAME SEARCH(ACTIVE ASSIGN)</td></tr> <tr><td>099</td><td>DIST NAME SEARCH(ALL ASSIGN)</td></tr> </tbody> </table> | TRANS | ----- DESCRIPTION ----- | 021 | ADTL. STANDARD BENEFITS | 022 | DEPENDENTS BY NAME | 023 | VOLUNTARY DEDUCTIONS | 025 | DIRECT DEPOSIT | 030 | PAYROLL TAX STATUS | 031 | LEAVE ACCOUNT BALANCES | 032 | GARNISHMENTS | 033 | TIME BALANCES | 034 | GROSS DOLLAR BALANCES | 035 | GROSS-TO-NET BALANCES | 036 | RETIREMENT BALANCES | 037 | UNION DUES BALANCES | 038 | REINSTATE ARCHIVED EMPLOYEE | 039 | RETIREMENT PLANS | 097 | COUNTY NAME SEARCH | 098 | DIST NAME SEARCH(ACTIVE ASSIGN) | 099 | DIST NAME SEARCH(ALL ASSIGN) |
| TRANS  | ----- DESCRIPTION -----         |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 000  | PERSONNEL INQUIRY MENU          |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 003  | PERSONNEL ACTION DATA           |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 004  | JOB ASSIGNMENT (104-FUTURE)     |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 005  | SALARY/PAY RATE (105-FUTURE)    |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 006  | LABOR DISTRIBUTION (106-FUTURE) |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 007  | JOB HISTORY                     |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 008  | JOB HISTORY - SUMMARY           |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 010  | CREDENTIAL INFORMATION          |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 011  | SENIORITY STATUS                |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 012  | CONTACT DATA                    |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 013  | CONFIDENTIAL INFORMATION        |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 014  | MISC PERSONAL DATA              |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 015  | EDUCATION                       |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 016  | EXPERIENCE AND ORGANIZATION     |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 017  | SKILLS AND LANGUAGES            |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 018  | LICENSES, HONORS AND COMMENTS   |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 019  | EMPLOYEMENT VERIFICATION        |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 020  | STANDARD BENEFITS               |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| TRANS  | ----- DESCRIPTION -----         |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 021  | ADTL. STANDARD BENEFITS         |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 022  | DEPENDENTS BY NAME              |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 023  | VOLUNTARY DEDUCTIONS            |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 025  | DIRECT DEPOSIT                  |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 030  | PAYROLL TAX STATUS              |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 031  | LEAVE ACCOUNT BALANCES          |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 032  | GARNISHMENTS                    |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 033  | TIME BALANCES                   |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 034  | GROSS DOLLAR BALANCES           |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 035  | GROSS-TO-NET BALANCES           |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 036  | RETIREMENT BALANCES             |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 037  | UNION DUES BALANCES             |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 038  | REINSTATE ARCHIVED EMPLOYEE     |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 039  | RETIREMENT PLANS                |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 097  | COUNTY NAME SEARCH              |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 098  | DIST NAME SEARCH(ACTIVE ASSIGN) |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| 099  | DIST NAME SEARCH(ALL ASSIGN)    |                                     |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| INTERRUPT: _____   |                                 | NAME: _____                         |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |
| TRANS: <u>034</u>  | EID: <u>UC8199337</u>           | JOB: <u>1</u> DISTRICT <u>00111</u> |     |                        |     |                       |     |                             |     |                              |     |                                 |     |             |     |                       |     |                        |     |                  |     |              |     |                          |     |                    |     |           |     |                             |     |                      |     |                               |     |                          |     |                   |  |       |                         |     |                         |     |                    |     |                      |     |                |     |                    |     |                        |     |              |     |               |     |                       |     |                       |     |                     |     |                     |     |                             |     |                  |     |                    |     |                                 |     |                              |

## Gross Dollar Balances Screen (0434)

| ** PER - GROSS DOLLAR BALANCES - INQ ** |                 |                   |       |                     |          | 0434 |
|---|-----------------|-------------------|-------|---------------------|----------|------|
| UC8199337                               |                 | BEAN, LAWRENCE E. |       | EMPL STATUS: ACTIVE |          |      |
|   |                 |                   |       | PRIMARY JOB: 1      |          |      |
| CODE                                    | DESCRIPTION     | BALANCE           | CODE  | DESCRIPTION         | BALANCE  |      |
| 5501                                    | TOTAL GROSS YTD | 32798.05          | 5556  | REG GROSS FYTD      | 6376.00  |      |
| 5502                                    | TOTAL GROSS QTD | 9763.29           | 5559  | TOPTAL GR FYTD      | 6526.00  |      |
| 5505                                    | STATE GROSS YTD | 28330.26          | 5563  | TOTAL GRS-FY-P      | 45040.77 |      |
| 5506                                    | STATE GROSS QTD | 8835.22           | 5570  | MED GR NL YTD       | 31062.83 |      |
| 5507                                    | SUI GROSS YTD   | 32798.005         | 5571  | MED GR NL-P         | 39755.92 |      |
| 5508                                    | SUI GROSS QTD   | 9763.29           | 5572  | MED GROSS YTD       | 31062.83 |      |
| 5509                                    | FED GROSS YTD   | 28330.26          | 58573 | MED GROSS QTD       | 9727.81  |      |
| 5510                                    | FEDRL GROSS QTD | 8835.22           | 5574  | MED GROSS-P         | 39755.92 |      |
| 5529                                    | ANN FEDRL GROSS | 19259.52          | 5577  | MED DED-P           | 576.46   |      |
| 5530                                    | ANN FEDRL TAX   | 765.95            | 5578  | MED CON-P           | 576.46   |      |
| 5531                                    | ANN STATE GROSS | 19259.52          | 5580  | FED GROSS-P         | 36393.71 |      |
| 5532                                    | ANN STATE TAX   | 77.34             | 5581  | STATE GROSS-P       | 36393.71 |      |
| 5533                                    | SUI GR NL QTD   | 9763.29           | 5584  | STRS RED-P          | 3362.21  |      |
| 5537                                    | TOTAL GROSS-P   | 41983.46          | 5599  | RESERVED BAL 99     | 34873.20 |      |
| 5538                                    | FWT DED-P       | 2344.45           | 5604  | STRS/PERS CON-P     | 3467.29  |      |
| 5539                                    | SWT DED-P       | 562.31            | 5605  | YTD SWT PR QTD      | 294.11   |      |

**(085) - FIRST SCREEN - 'F' FOR FORWARD**

TRANS: 034                      EID: UC8199337                      JOB: 1                      DISTRICT 00111

## Gross-to-Net Balances Screen (0435)

| UC8199337                                     |             | BEAN, LAWRENCE E. |          | ** PAY - GROSS-TO-NET BALANCES - INQ ** |             | 0435           |         |
|---|-------------|-------------------|----------|---|-------------|----------------|---------|
|   |             |                   |          | EMPL STATUS: ACTIVE                     |             |                |         |
|   |             |                   |          | PRIMARY JOB: 1                          |             |                |         |
| CODE  | DESCRIPTION | BALANCE           |          | CODE                                    | DESCRIPTION | BALANCE        |         |
| 001Q  | ESA         | -QTD              | 4395.00  | 082Q                                    | SWT         | -QTD           | 124.25  |
| 001Y  | ESA         | -YTD              | 12724.00 | 082Y                                    | SWT         | -YTD           | 418.36  |
| 001U  | ESA         | -USR              | 1278.00  | 090Q                                    | SUI         | -QTD           | 157.18  |
| 010Y  | DDP RED     | -YTD              | 248.36   | 090Y                                    | SUI         | -QTD           | 323.03  |
| 026Q  | MEDCAR DED  | -QTD              | 141.05   | 090F                                    | SUI         | -FYD           | 105.06  |
| 026Y  | MEDCAR DED  | -YTD              | 450.41   | 092Q                                    | WORK COMP   | -QTD           | 293.10  |
| 027Q  | MEDCAR CON  | -QTD              | 141.05   | 092Y                                    | WORK COMP   | -YTD           | 897.30  |
| 027Y  | MEDCAR CON  | -YTD              | 450.41   | 092F                                    | WORK COMP   | -FYD           | 171.44  |
| 031Q  | STRS RED    | -QTD              | 892.59   | 157Y                                    | KAISER      | -YTD           | 4914.00 |
| 031Y  | STRS RED    | -YTD              | 2732.57  | 161Y                                    | DDP         | -YTD           | 792.26  |
| 031F  | STRS RED    | -FYD              | 522.08   | 165Y                                    | VSP         | -YTD           | 125.16  |
| 032Q  | STRS CON    | -QTD              | 920.48   | 176Y                                    | KAISER RED  | -YTD           | 1486.86 |
| 032Y  | STRS CON    | -YTD              | 2818.00  | 176F                                    | KAISER RED  | -FYD           | -247.81 |
| 049Y  | MEDI D-P    | -YTD              | 576.46   | 221Y                                    | AFT         | -YTD           | 313.04  |
| 050Y  | MEDI C-P    | -YTD              | 576.46   | 269Y                                    | PRU         | -YTD           | 76.09   |
| 081Q  | FWT         | -QTD              | 679.50   | 270Y                                    | ING         | -YTD           | 31.08   |
| 081Y  | FWT         | -YTD              | 2308.71  |   |             |                |         |
| <b>(085) - FIRST SCREEN - 'F' FOR FORWARD</b> |             |                   |          |   |             |                |         |
| TRANS: 035                                    |             | EID: UC8199337    |          | JOB: 1                                  |             | DISTRICT 00111 |         |

**NOTE:** If an employee's name appears on the Non-Zero ESA list this GTN will remain until the next time the employee is paid their final pay on the prime assignment.

P – INTRODUCTION TO PAYROLL

PAYR095/PP4400XX/111501 PERSONNEL/PAYROLL/RETIREMENT SYSTEM PAGE NO. 0001  
 SCHEDULE E4E ENDING / / --XX PAYROLL AUDIT REGISTER ISSUE DATE 08/26/15  
 RUN TIME 22:56:49 DIST: 00111 TRAINING DISTRICT RUN DATE 08/24/15  
 CERTIFICATED PROCESS DATE 08/24/15 h

UC8199337 BEAN, LAWRENCE

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ACTIVE

PAY LOC: 615

CUR PAYMENT NET PAY: 194.19 FWT GRS: 219.66 SDI GRS: 0.00 PERS GRS: 0.00 STRS GRS: 241.92  
 W8753773 TTL GRS: 241.92 SWT GRS: 219.66 SUI GRS: 241.92 FICA GRS: 0.00 MEDI GRS: 241.92  
 08/26/15 TAX CD: FED-S01 ST-S01/ ANNUALIZATION MONTHS: 12  
 PAY DISP: W BANK: PAY CYCLE: XX ACCRUALS: VACATION 0.00 SICK LEAVE 0.00

|                |           |              |          |
|----------------|-----------|--------------|----------|
| 031 STRS RED   | 63.68- R  | 031 STRS RED | 85.94    |
| 026 MEDCAR DED | 3.51      | 081 FWT      | 21.96    |
| 032 STRS CON   | 74.27- RC | 032 STRS CON | 100.23 C |
| 027 MEDCAR CON | 3.51 C    | 090 SUI      | .12 C    |

GROSS PAY:

RETIREMENT

| BATCH | TYPE | BASIS | % ASGN | RATE    | TIME  | AMOUNT  | POSN NO. | CLASS  | PLAN/ST/SP | RET-RATE | MO. | -----PERIOD-----     | PYR |
|-------|------|-------|--------|---------|-------|---------|----------|--------|------------|----------|-----|----------------------|-----|
| 300   | REG  | D     | 100.00 | 173.040 | 4.00- | 692.16- | 000003   | 000768 | S5/M/      | 173.04   | 12  | 07/01/15 TO 07/31/15 |     |
| 300   | REG  | D     | 100.00 | 233.520 | 4.00  | 934.08  | 000003   | 000768 | S5/M/      | 233.52   | 12  | 07/01/15 TO 07/31/15 |     |

|              |      |                 |  |           |  |  |  |      |                 |  |           |  |  |
|--------------|------|-----------------|--|-----------|--|--|--|------|-----------------|--|-----------|--|--|
| NEW BALANCES | 5116 | TOTAL HRS PD-F  |  | 105.60    |  |  |  | 5121 | DAILY FY        |  | 16.00     |  |  |
|              | 5160 | REG HRS-F       |  | 105.60    |  |  |  | 5501 | TOTAL GROSS YTD |  | 16,531.20 |  |  |
|              | 5502 | TOTAL GROSS QTD |  | 4,567.92  |  |  |  | 5505 | STATE GROSS YTD |  | 15,152.30 |  |  |
|              | 5506 | STATE GROSS QTD |  | 4,164.02  |  |  |  | 5507 | SUI GROSS YTD   |  | 16,531.20 |  |  |
|              | 5508 | SUI GROSS QTD   |  | 4,567.92  |  |  |  | 5509 | FED GROSS YTD   |  | 15,152.30 |  |  |
|              | 5510 | FEDRL GROSS QTD |  | 4,164.02  |  |  |  | 5529 | ANN FEDRL GROSS |  | 10,177.68 |  |  |
|              | 5530 | ANN FEDRL TAX   |  | 387.77    |  |  |  | 5531 | ANN STATE GROSS |  | 10,177.68 |  |  |
|              | 5533 | SUI GR NL QTD   |  | 4,567.92  |  |  |  | 5537 | TOTAL GROSS-P   |  | 26,265.12 |  |  |
|              | 5538 | FWT DED-P       |  | 2,089.14  |  |  |  | 5539 | SWT DED-P       |  | 405.54    |  |  |
|              | 5556 | REG GROSS FYTD  |  | 3,010.56  |  |  |  | 5559 | TOTAL GR FYTD   |  | 3,010.56  |  |  |
|              | 5563 | TOTAL GRS-FY-P  |  | 23,903.04 |  |  |  | 5570 | MED GR NL YTD   |  | 16,531.20 |  |  |
|              | 5571 | MED GR NL-P     |  | 26,265.12 |  |  |  | 5572 | MED GROSS YTD   |  | 16,531.20 |  |  |
|              | 5573 | MED GROSS QTD   |  | 4,567.92  |  |  |  | 5574 | MED GROSS-P     |  | 26,265.12 |  |  |
|              | 5577 | MED DED-P       |  | 380.84    |  |  |  | 5578 | MED CON-P       |  | 380.84    |  |  |
|              | 5580 | FED GROSS-P     |  | 24,148.33 |  |  |  | 5581 | STATE GROSS-P   |  | 24,148.33 |  |  |
|              | 5584 | STRS RED-P      |  | 2,116.79  |  |  |  | 5599 | RESERVED BAL 99 |  | 16,531.20 |  |  |
|              | 026Q | MEDCAR DED      |  | 66.23     |  |  |  | 026Y | MEDCAR DED      |  | 239.70    |  |  |
|              | 027Q | MEDCAR CON      |  | 66.23     |  |  |  | 027Y | MEDCAR CON      |  | 239.70    |  |  |
|              | 031Q | STRS RED        |  | 403.90    |  |  |  | 031Y | STRS RED        |  | 1,378.90  |  |  |
|              | 031F | STRS RED        |  | 276.98    |  |  |  | 032Q | STRS CON        |  | 461.33    |  |  |
|              | 032Y | STRS CON        |  | 1,523.68  |  |  |  | 049Y | MEDI D-P        |  | 380.84    |  |  |
|              | 050Y | MEDI C-P        |  | 380.84    |  |  |  | 081Q | FWT             |  | 295.29    |  |  |
|              | 081Y | FWT             |  | 1,295.50  |  |  |  | 082Q | SWT             |  | 24.77     |  |  |
|              | 082Y | SWT             |  | 218.89    |  |  |  | 090Q | SUI             |  | 2.29      |  |  |
|              | 090Y | SUI             |  | 8.26      |  |  |  | 090F | SUI             |  | 1.51      |  |  |
|              | 125Y | MEDPLANW2       |  | 8,855.20  |  |  |  | 125F | MEDPLANW2       |  | 1,106.90  |  |  |
|              | 224Y | UTLA            |  | 231.36    |  |  |  | 224F | UTLA            |  | 28.92     |  |  |

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