

FREQUENTLY ASKED QUESTIONS

CALIFORNIA STATE CONTROLLER'S OFFICE (SCO) GOVERNMENT COMPENSATION IN CALIFORNIA (GCC) DATA REQUEST
LOS ANGELES COUNTY OFFICE OF EDUCATION
DIVISION OF SCHOOL FINANCIAL SERVICES
V 02.19.15

When is the Government Compensation in California (GCC) report due to the State Controller's Office (SCO)?

- The report is due on May 1, 2015 for K-12 districts and June 1, 2015 for community college districts.

Why didn't LACOE provide data for all the fields requested by the SCO?

- Each district is unique in the way it conducts its business and processes. In order to allow for this flexibility, some fields in HRS are not standardized.
- Some of the data requested by the SCO are not stored in HRS. In this case, districts will need to compile the information from the district's own records.

Who can I contact for assistance regarding downloading SCO data file from RAD?

- For technical assistance, please contact Erwin Labasan at (562) 922-6339 or labasan_erwin@lacoedu.edu.

Who can I contact if I have questions regarding the SCO data file spreadsheet?

- For payroll related inquiries, please contact April Reynolds at (562) 922-6471 or reynolds_april@lacoedu.edu.
- For personnel and benefits inquiries, please contact Laura Gutierrez at (562) 922-6471 or gutierrez_laura@lacoedu.edu.

The *work-location-name* field for several employees are missing on the spreadsheet. Why are these fields blank?

- Missing *Work-Location-Name* data can be attributed to the following condition(s):
 - 1 - SSN not found
 - 2 - No JOBS found
 - 3 - No PRIME JOB
 - 4 - WORK LOCATION not found
 - 5 - JOB CLASS not found
 - 6 - No warrants found
 - 7 - GROSS totals equal to zero (0)

There are extra columns on the spreadsheet that are not requested by the SCO. What is the purpose of the data?

- The data appearing on *Columns P through AM* on the spreadsheet are not required by the SCO. LACOE is providing the additional information to assist LEAs compile the information for input to the SCO template entry form. Employee names have been included in this year's file.

Where can I find more information about the SCO's requirements?

- The SCO website: http://www.sco.ca.gov/ard_locinstr_govcomp_edu.html
- LACOE has also created a website where districts can visit for additional information. The website can be accessed by navigating to <http://www.lacoe.edu/SCO>.

Why are the *annual-salary-minimum* and *annual-salary-maximum* fields blank on the data file?

- The Minimum and Maximum Annual Salaries cannot be provided because salary schedules currently in HRS may not support rates paid at the time of earnings.

What is the most efficient method to handle the minimum and maximum salaries for teachers?

- Districts can use the lowest salary for teachers on the schedule as the low and the absolute highest as the high for all teachers. The district should be able to input this data into one teacher's line item and then replicate for all teachers.

How can I request my district's payroll range/step schedule in Excel format?

- Please email Yesenia Requena, HRS Operations Unit, at requena_yesenia@lacoe.edu to request a copy of the salary tables. This is an Ad Hoc Report and is available free of charge. On the email, indicate which of the following report(s) you are requesting.
[GR001 1011] – Certificated Salary Tables
[GR001 1012] – Classified Salary Tables

Why are there zeros (0) in the *other-pay* field?

- *Other-Pay* is already included in *Total-Regular-Pay*.

Some of the data does not match what is currently in HRS. What is the reason for this?

- The information for the data file was compiled from the HRS databases captured on December 31, 2014. HRS production databases contain current information.

Who can we contact for GCC report template and the FTP process?

- For questions or technical assistance regarding the GCC report template and/or the file submission procedure, please contact the State Controller's Office at: GCCSupport@sco.ca.gov or (916) 445-5153.