



April 29, 2021

TO: Business, Payroll, and Personnel Administrators  
HRS District Coordinators  
Los Angeles County School and Community College Districts  
Charter Schools and Other Local Educational Agencies

FROM: Laura Gutierrez, HRS Coordinator  
District Personnel Information Services  
Division of School Financial Services

SUBJECT: 2021 Certificated Summer Session – HRS Payroll Cycles

With summer approaching, it is time for your district to select the 2021 certificated summer session payroll schedules. Our office offers **Cycle V1 or V2** for this purpose. **Both cycles meet California State Teachers' Retirement System (CalSTRS) reporting requirements.** All certificated summer session assignments for ten-month employees should **only** be paid from Cycle V1 or V2. Due to CalSTRS reporting timelines, **Cycle C3 and/or Cycle C5 should not be used** for certificated summer session assignments and should only be used for **continuing** payment of **twelve-month** assignments during the summer.

**District Action Required by May 10, 2021**

- Complete and return Attachment No. 4, *"2021 Certificated Summer Session Selection Sheet"*, **as soon as possible, but no later than May 10, 2021.** Return the completed selection sheet, **even if your district will not have a summer session this year.** Retain a copy of the selection sheet for your records.
- **If your district is requesting a mass change of a summer cycle,** please complete and return Attachment Nos. 5 and 6, *2021 "Certificated Summer Session Cycle Change Query" and "Mass Change Request Form"*.
- If your district is offering a summer session this year, establish a work calendar in the 2021-22 HRS WORK CALENDAR TABLE (029) based on your selection of Cycle V1 or V2. Also, ensure that each job to be paid is coded with the correct calendar. **Be sure to review procedures for establishing calendar tables in Attachment Nos. 2 and 3.**
- Changes may be required on select EDB field items in the Employee Data Base (EDB) for employees with existing Human Resource System (HRS) summer session jobs. See Attachment No. 1.
- Verify the pay cycle on each HRS summer session job to ensure it agrees with the pay cycle you selected for the 2021 summer session.

**NOTE:** If your district is changing its chart of accounts for 2021-22, review the paragraph explanation, “Labor Distribution,” in Attachment No. 1.

### **County Office Actions**

New HRS 2021-22 Master Calendars have been established for summer session Cycles V1 and V2.

Upon receipt of your selections, School Financial Services (SFS) will:

- Add summer session Cycle V1 or V2 into your district profile, if requested.
- Perform mass change jobs from Cycle V1 or V2 or vice versa, if requested.

For questions regarding this bulletin, please contact the Employee Services Unit via email at [SFSEmployeeServices@laoe.edu](mailto:SFSEmployeeServices@laoe.edu).

Approved:  
Sean Lewis, Assistant Director  
School Financial Systems and Services

LG:lt  
Attachments

SFS-A51-2020-21

## CERTIFICATED SUMMER SESSION - 2021

### *HUMAN RESOURCE SYSTEM ITEMS*

All HRS jobs, including those for summer sessions, require supporting table entries. Districts should:

1. Establish new fiscal year 2021-22 WORK CALENDAR TABLE(S) (029) to support Cycle V1 or V2 payments. **If you fail to do this, payrolls for 2021-22 will not be produced as the existing 2020-21 tables cannot be used to generate new fiscal-year payrolls.**
2. If a mass change is required, please complete the attached *Mass Change Request Form* and return it **no later than May 10, 2021**.
3. Create the summer session salary schedule in a HRS SALARY SCHEDULE TABLE and/or update the existing summer session salary schedules as necessary. *To allow for automated retroactive pay, establish changes to salary schedules by **rolling** new salary tables.*
4. Carefully review the following information regarding selected fields in the EDB to be used for summer session jobs.
5. Establish new positions in Position Control Database as needed (position control districts only).

### *SELECTED EDB FIELDS*

#### **Credential**

Enter the credential code for the credential authorizing service in the job. Use of this field is optional for community college districts. The code must be four or five characters in length, as shown on the verification registration card, as obtained from the HRS CREDENTIAL INFORMATION INQUIRY (010) Screen, in the personnel inquiry function, or through access to the County Office Credential Online System (COS). Codes with six characters must be entered with a blank space included in order to be accepted by HRS. HRS will supply the expiration date.

An employee social security number in HRS which does not match the social security number in the County Office Credential Online System, will cause rejection of the credential in HRS. If the social security number in HRS is incorrect, contact Payroll at [SFS\\_Payroll\\_Requests@laoe.edu](mailto:SFS_Payroll_Requests@laoe.edu). If the social security number in the credential online system is incorrect, contact the Certification Section at [SFSCertification@laoe.edu](mailto:SFSCertification@laoe.edu).

#### **Job Type**

The job type is system supplied from the Job Class Table. It must be "C," certificated. *Do not pay classified jobs on Cycle V1 or V2.*

#### **Anniversary Date**

Enter the anniversary date for the job. If your district does not grant anniversary step advancements for summer session jobs, enter 99/99/99 as the date. This will prevent HRS from attempting to generate automatic step increases on the actual anniversary date.

## **Bargaining Unit**

Enter the two-character, alpha-numeric code defined in the DISTRICT CODES TABLE (028) which specifies the bargaining unit applicable to the job. *The bargaining unit code will be used to identify employees if automated retroactive pay is processed in HRS.*

## **Pay Basis**

Enter one:           D - Daily  
                  H - Hourly

Do not attempt to pay monthly-based jobs on Cycle V1 or V2. Jobs with basis “M” (monthly) will **not** be paid on Cycle V1 or V2 payrolls.

## **Pay Months**

Enter “12.” While summer session jobs are not 12-month jobs, “12” must be entered to signal the job to print on the time report/screen.

## **Ill(ness) Plan and Vac(ation) Plan**

Enter “NA” in place of an actual illness plan or vacation plan.

## **Time Reporting Code**

Code this item “P” (regular time file) or “Z” (override time file). Only one summer session work calendar will be required. If you want time to be automatically posted from the district work calendar, contact the Employee Services Unit via email at [SFSEmployeeServices@laoe.edu](mailto:SFSEmployeeServices@laoe.edu).

## **Earnings Type**

Enter at least one earnings type as defined in the EARNINGS TABLE (010). Enter “REG” unless the job is used to pay a lump-sum amount or other pay which has its own special earnings type. If second and third earnings types are entered, a basis must also be entered.

## **Work Days**

**This is a memo item only** and is not part of pay calculation, retirement reporting, or other results of payroll production. You may override the days HRS displays.

## **Work Calendar**

Enter the code which identifies the 2021-22 summer session calendar you established for the job in the DISTRICT CALENDAR TABLE (029). **See the examples and discussion in Attachment Nos. 2 and No. 3, which explain how to establish district work calendars for summer session jobs.**

For any questions about this, please contact the Employee Services Unit via email at [SFSEmployeeServices@laoe.edu](mailto:SFSEmployeeServices@laoe.edu).

## Labor Distribution

Enter “22” in the “Fiscal Year” field if you are entering an account newly established in the 2021-22 chart of accounts, but not established for 2020-21.

## Session Type

A “V” code must be used as the “Session Type” code for V1 and V2 schedules if the “Retirement Plan” on the assignment is S1 through S5.

The “Session Type” is optional for assignments with “Retirement Plans” P1 through P9.

**NOTE:** AB 2700, implemented July 1, 2002, made summer session wages subject to CalSTRS. Payroll adjustments on summer session assignments with **accrual dates prior to July 2002 must be adjusted as originally paid.**

Please contact Talina Ornelas, Retirement System Coordinator, via email at [Ornelas\\_Talina@lacoedu](mailto:Ornelas_Talina@lacoedu) regarding:

- OASDI coverage and HRS retirement plan codes to be used for summer session if your district has established an alternative retirement plan to comply with the federal mandate to provide Social Security or other retirement plan coverage to employees not covered by CalSTRS or CalPERS.
- Special contracts for Medicare coverage.

## Effective Date

This is the retirement effective date. Enter the retirement effective date which corresponds to the job status code as shown below:

Status	Retirement Effective Date
M (Member)	Effective date of the employee’s membership in CalSTRS or CalPERS.
N (Nonmember)	First date of employment in a nonmember status with a district or public agency offering CalSTRS or CalPERS.
Q (Nonmember Refunded)	First date of employment in a nonmember status following receipt of refunded retirement deductions from CalSTRS or CalPERS.
D (Disabled)	Effective date of approved disability with CalSTRS or CalPERS.
R (Retired)	Effective date of approved retirement from CalSTRS or CalPERS.
X (Exchange Teacher)	First date of employment as an exchange teacher.
I (Ineligible)	First date of employment in a position which is excluded from CalSTRS or CalPERS membership (e.g., physicians working less than 100 percent full time; student workers working in school districts where enrolled).

If you have questions regarding retirement coding for summer session jobs, please contact our Retirement Section. For questions regarding CalSTRS, email Talina Ornelas at [Ornelas\\_Talina@lacoedu](mailto:Ornelas_Talina@lacoedu) and for questions regarding CalPERS, email Claudette Wiggan-Reid at [Wiggan\\_Claudette@lacoedu](mailto:Wiggan_Claudette@lacoedu).

## Other Notes

- **Voluntary deductions/contributions are not processed for summer session payrolls unless the summer session job is the primary job and the benefit is a non-traditional 10-month benefit plan or an 11- or 12-month benefit plan.**
- **To prevent voluntary deductions from being withheld from summer session jobs' pay, do not code a Cycle V1 or V2 job as the primary job unless it is the employee's only job.**
- HRS calculates income tax withholding for Cycles V1 and V2 summer session pay independently of pay on other cycles. The annualized tax method is used based on ten projected payments in a calendar (tax) year.
- Correct action codes should be used to load summer session job data. Refer to the *HRS System Operations Manual*, beginning with Section III-8.
- Districts which terminate summer session jobs after the end of the summer session, may contact the Employee Services Unit via email at [SFSEmployeeServices@laoe.edu](mailto:SFSEmployeeServices@laoe.edu) regarding possible use of the automated mass job termination process.

For any questions regarding a specific **payroll** procedure related to summer sessions, please contact the Payroll Unit via email at [SFS\\_Payroll\\_Manager@laoe.edu](mailto:SFS_Payroll_Manager@laoe.edu).

## ESTABLISHING HRS CALENDARS FOR SUMMER SESSION

*Use Master Calendar “6” or “7” to establish fiscal year 2021-22 calendars to pay 2021 summer session. MASTER CALENDARS for fiscal year 2021-22 include pay periods ending on or before 06/30/21. Do **not** establish a separate 2020-21 district work calendar for summer session to pay earnings accrued between 05/16/21 and 06/30/21.*

### EXAMPLE - District Summer Session Work Calendar

The following describes how to establish a 2021 summer session calendar (EXAMPLE “ZZ”) for Cycle V1. The example calendar code is “ZZ,” but you may use any one- or two-character calendar code with characters 0-9 and A-Z.

1. ENTER:
    - FUNCTION “11” on the main function menu.
  2. TRANSMIT: After transmitting, the “DISTRICT UPDATE–MENU” is displayed.
  3. ENTER:
    - TRANS – “029” (WORK CALENDAR TABLE)
    - CALENDAR – “ZZ”
    - FS YEAR (fiscal year) – “22”
    - MASTER (calendar) – “6” (If Cycle V1), “7” (If Cycle V2)
  4. TRANSMIT: After transmitting, the master calendar pay periods for Cycle V1 or V2 will be displayed on the WORK CALENDAR TABLE (029) screen.
  5. ENTER:
    - DESCRIPTION - Up to 12 characters describing the calendar (optional)
    - HOURS PER DAY - The maximum work hours per day (optional)
    - PAID WORK DAYS - The required paid workdays for each period
    - PAID N WRK DAYS - Zero paid non-work days are displayed for each period  
**Make no entries**
    - UNPAID DAYS - Zero unpaid days are displayed for each period  
**Make no entries**
    - ANNUAL - The actual begin date of the summer session. The end date must be 6/30/22, which is in the last period of this calendar.
- HRS will supply the NUMBER OF PERIODS and PAY CYCLE GROUP.
6. Space out any pay periods for which you are sure no time reporting will be required.
    - Do not space out the May or June 2022 accrual periods.
    - TRANSMIT: Enter “Y” at the prompt and transmit again to establish the calendar. The example calendar for Cycle V1 is shown on Attachment No. 3.

## 2021 SUMMER SESSION WORK CALENDAR

### E X A M P L E

** CTL – WORK CALENDAR TABLE – UPDATE **										1129	
CALENDAR: ZZ    FISCAL YEAR: 22    DESCRIPTION: SUMMER SCHEDULE											
DISTRICT: 10993    HOURS PER DAY: _____    NUMBER OF PERIODS: 8    PAY CYCLE GROUP: G6											
BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS
05/16/21	05/31/21	5/21	<u>9</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—
06/01/21	06/15/21	6/21	<u>11</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—
06/16/21	06/30/21	6/21	<u>11</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—
07/01/21	07/15/21	7/21	<u>10</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—
07/16/21	07/31/21	7/21	<u>12</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—
05/16/22	05/31/22	5/22	<u>0</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—
06/01/22	06/15/22	6/22	<u>0</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—
06/16/22	06/30/22	6/22	<u>0</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—
/ /	/ /	/	—	—	—	/ /	/ /	/	—	—	—
/ /	/ /	/	—	—	—	/ /	/ /	/	—	—	—
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/ /	/ /	/	—	—	—	/ /	/ /	/	—	—	—
/ /	/ /	/	—	—	—	/ /	/ /	/	—	—	—
ANNUAL:						05/18/21	06/30/22		53	0	0
NEW RECORD - ENTER YOUR DATA											
TRANS: <u>029</u>		KEY 1: <u>ZZ</u>		KEY 2: <u>22</u>		KEY 3: <u>6</u>		DISTRICT: <u>10993</u>			

The example calendar code is "ZZ," but you may use any one- or two-character calendar code with characters 1-9 and A-Z, provided the calendar code selected is not already in use for FY 2022. Your paid workdays may differ.

**NOTE:** The district user spaced out August and September pay periods of Master Calendar 6 when establishing this example work calendar table. The user did so because there were no paid workdays in its summer session after 07/31/21. This will prevent HRS producing time reports/files for pay periods when no time is to be posted. **Space out any pay periods for which you are sure no time reporting will be required.**

Since summer sessions begin in the current fiscal year, it is necessary that summer session work calendars include accrual periods in the adjoining fiscal year to ensure proper summer session payroll production and mass retro calculation for these assignments. Include the following accruals (as shown in the above example): 05/16/22-05/31/22; 06/01/22-06/15/22; and 06/16/22-06/30/22. Should you have any questions about this calendar, please contact the Employee Services Unit via email at [SFSEmployeeServices@laoe.edu](mailto:SFSEmployeeServices@laoe.edu).



TO: HRS Employee Services Unit  
Division of School Financial Services – Room EC 132  
Los Angeles County Office of Education  
Email Address: SFSEmployeeServices@laoe.edu

FROM: \_\_\_\_\_  
School District Name School District No.

**RETURN BY MAY 10, 2021**

**2021 CERTIFICATED SUMMER SESSION SELECTION SHEET**

Select one cycle, V1 or V2, if your district is having a summer session.

Establish in the WORK CALENDAR TABLE (029) a calendar with the paid workdays, zero paid non-workdays, and zero unpaid days for each pay period shown below for the Cycle V1 or Cycle V2 you select.

**NOTE:** Code summer session jobs with time reporting code P or code Z, which requires that time be manually posted to produce pay. If you want HRS to automatically post pay period hours or days to the Time Reports, please contact the Employee Services Unit via email at [SFSEmployeeServices@laoe.edu](mailto:SFSEmployeeServices@laoe.edu).

Email this form, completed and signed by an authorized administrator, to the County Office to [SFSEmployeeServices@laoe.edu](mailto:SFSEmployeeServices@laoe.edu) as soon as possible, but **no later than May 10, 2021**. Complete this form, even if your district will not have a summer session. Retain a copy.

**SUMMER SCHEDULES - 2021 SUMMER SESSION**

**CYCLE V1**

	ACCRUAL PERIOD		ISSUE DATE	PAYROLL PROCESSING
	FROM	TO		
A	05-16-21	05-31-21	06-04-21	05-20-21
B	06-01-21	06-15-21	06-18-21	06-14-21
C	06-16-21	06-30-21	07-02-21	06-28-21
D	07-01-21	07-15-21	07-20-21	07-14-21
E	07-16-21	07-31-21	08-05-21	07-30-21
F	08-01-21	08-15-21	08-20-21	08-16-21
G	08-16-21	08-31-21	09-03-21	08-30-21
H	09-01-21	09-15-21	09-20-21	09-14-21

**CYCLE V2**

A	05-16-21	05-31-21	06-04-21	05-28-21
B	06-01-21	06-30-21	07-02-21	06-28-21
C	07-01-21	07-31-21	08-05-21	07-30-21
D	08-01-21	08-31-21	09-03-21	08-30-21
E	09-01-21	09-15-21	09-15-21	09-14-21

**NOTE: Please check the HRS Message Board daily for possible changes to these dates.**

Select one: ☐ Cycle V1 ☐ Cycle V2

First day of summer session is \_\_\_\_\_; last day of summer session is \_\_\_\_\_.

**OR**

☐ Our district does not intend to have a summer session.

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Administrator

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

## DISTRICT ACTION REQUIRED

TO: HRS Employee Services Unit  
Division of School Financial Services – Room EC 132  
Los Angeles County Office of Education  
Email Address: SFSEmployeeServices@laoe.edu

FROM: \_\_\_\_\_  
School District Name School District No.

### 2021 CERTIFICATED SUMMER SESSION CYCLE CHANGE QUERY

Please complete and return this form by **May 10, 2021** to SFSEmployeeServices@laoe.edu.

Select one:

- ☐ A mass change of all summer session jobs to Cycle V1 is needed. I have attached the completed Mass Change Request Form.
- ☐ A mass change of all summer session jobs to Cycle V2 is needed. I have attached the completed Mass Change Request Form.
- ☐ Our district will not require a mass change of summer session cycle.

I understand and agree with the following:

- Our district will be charged \$100 for a mass change.
- It may take up to five (5) business days to process the mass change.
- New Fiscal Year 2021-22 Work Calendar Tables are needed to support V1 and V2 payments. Failure to do so will NOT produce payroll.
- If a change is requested, the completed Mass Change Request Form must be submitted in a timely manner so that the change will be processed before the production of the first summer session time report on which employees will be paid.

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Administrator

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

# MASS CHANGE REQUEST FORM

ATTN: Division of School Financial Services  
Employee Services Unit

DATE OF REQUEST	DISTRICT NO. (FIVE DIGITS)	DISTRICT NAME
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## Requestor Information

CONTACT PERSON		CONTACT TITLE	
CONTACT EMAIL		CONTACT PHONE NO.	PHONE EXT.
REQUEST APPROVED BY	SIGNATURE	APPROVER TITLE	
APPROVER EMAIL		APPROVER PHONE NO.	PHONE EXT.

## Mass Change Info

Attachments ☐ Yes ☐ No

BRIEF MASS CHANGE DESC. (ATTACH ADDITIONAL NOTES IF NECESSARY)	
IMPLEMENT CHANGE	
<input type="checkbox"/> Before _____ <input type="checkbox"/> After _____	<input type="checkbox"/> RUSH Request • An additional Above Baseline Charge may be applied for Rush request or for request submitted three days or less prior to implementation.

## Section I. Record Selection Criteria

<b>Employee Status (0107)</b> (Check <b>all</b> that apply) <input type="checkbox"/> Active and Leave (A, L, P) <input type="checkbox"/> Terminated (T) <input type="checkbox"/> Other (please specify): _____	<b>Job Assignment(s)</b> (Check <b>one</b> ) <input type="checkbox"/> Prime Jobs Only <input type="checkbox"/> All Jobs <input type="checkbox"/> Only Job No(s) (please specify): _____ <input type="checkbox"/> Other (please specify): _____	<b>Job Status (2023)</b> (Check <b>all</b> that apply) <input type="checkbox"/> Active and Leave (A,L,P) <input type="checkbox"/> Terminated (T) <input type="checkbox"/> Other (please specify): _____
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### RECORD SELECTION SPECIFICATIONS


## Section II. Change Criteria

	FOR LACOE-SFS USE ONLY - DATA ELEMENT	SCREEN NUMBER	FIELD NAME	CHANGE FROM	CHANGE TO
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

### FOR LACOE-SFS USE ONLY

Administration	SFS Emp Services / SFS Pos Control	SFS Payroll Unit (1)	SFS Payroll Unit (2)	SFS Retirement	Control No / Proc No

## Mass Change Request Form Instructions

Field Name			Description
1	Date of Request	^	Today's date.
2	District No	^	Five-digit district number or business unit number.
3	District Name	^	Name of the district or charter school.
<b>Requestor Information</b>			
4	Contact Person	^	Point of contact. Name of the person SFS-HRS Operations will be contacting for more information on the mass change.
5	Contact Title	^	Job Title of the person that will be contacted.
6	Contact Email	^	Email of the person that will be contacted.
7	Contact Phone Number	^	Phone Number of the person that will be contacted.
8	Contact Phone Ext	^	If applicable, please provide the extension.
9	Request Approved By	^	Name of the administrator approving this request.
10	Signature	^	Signature of the administrator approving this request.
11	Approver Title	^	Job Title of the administrator approving this request.
12	Approver Email	^	Email of the administrator approving this request. Approver will also be included in the emails that will be sent to the point of contact.
13	Approver Phone Number	^	Phone number of the administrator approving this request.
14	Approver Phone Ext.	^	If applicable, please provide the extension.
<b>Mass Change Info</b>			
15	Attachments	^	Indicate whether or not the district is attaching more paperwork to the form. These attachments could be screenshots, emails, etc. related to this mass change.
16	Brief Mass Change Desc	^	Briefly state the reason why you are requesting a mass change. You will have an opportunity to state the details in Section I and Section II.
17	Implement Change	^	Window for processing mass change request. Please indicate if the mass change will occur <ul style="list-style-type: none"> <li>• Before a specific date or schedule -or-</li> <li>• After a specific date or schedule -or-</li> <li>• Between a specific timeframe by completing the Before and After fields.</li> </ul>
18	Rush Request		Indicate if this change needs to be implemented within the next three days. An additional Above Baseline Charge may be applicable. If not, leave blank.
<b>Section I. Record Section Criteria</b>			<b>Specifies the records that will be targeted.</b>
19	Employee Status	^	Indicate the status of the employee records that will be targeted. You can check all that apply.
20	Job Assignment(s)	^	Indicate which job assignments will be targeted. Only check one.
21	Job Status	^	Indicate the status of the job assignments that will be targeted. Check all that apply.
22	Record Selection Specification	^	State in detail other specifications that narrow the record selection.
<b>Section II. Change Criteria</b>			<b>Specifies the changes that will impact the records indicated on Section I. If more space is needed, please attach an additional sheet.</b>
23	Screen Number	^	State the screen number from HRS that will be impacted.
24	Field Name	^	State the Field Name from HRS.
25	Change From	^	State what the field should be changed from. If left blank, then all codes within that field will be included.
26	Change To	^	State what the field should be changed to. If you are removing information, please state "blank."

^ District input required.