



May 5, 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: 2021-22 HRS Work Calendar Tables

Human Resource System (HRS) 2021-22 Master Calendars are now available online. Please use these master calendars to build 2021-22 versions of any existing district *Work Calendar Table (Calendar)* and any new Calendars needed for pay in the next fiscal year. Please see attached instruction titled “Establishing HRS Calendars for 2021-22”. Also, *LACOE Informational Bulletin No. 5370 titled 2021 Certificated Summer Session – HRS Payroll Cycles* was issued on April 29, 2021, regarding special considerations for certificated summer session Calendars for your reference and information.

Important:

1. All 2021-22 *Calendars* must be created in HRS by each district by the first Time Report/File production date of the new fiscal year. **If this is not done**, any employee job not linked to a new fiscal year *Calendar* will not appear on the Time Report/File.
2. No pay can be issued for 2021-22 earnings until *Calendars* are properly established.
3. No jobs can be set up with an effective date of July 1, 2021, or later, unless the new *Calendars* exist in HRS.
4. The only way to create a new work calendar table is by using the Master Calendar feature.

Determining the Number of Paid Work Days to enter into Calendars

When building *Calendars* for monthly pay-based jobs, observe the following rules:

- Rule # 1:** **Classified Jobs** - For every pay period for which pay will be issued, always enter the **maximum number of possible paid work days**. This number **includes** holidays but **excludes** weekends. This should be entered regardless of the actual days employees are expected to work.
- Rule # 2:** **Certificated Jobs** - Always enter the **exact number of actual days** the employees are required to work (contract days) as the number of paid workdays. Do not include holidays or weekends. **Note: Certificated monthly employees must be paid as earned in order to meet the CalSTRS reporting requirement. Calendars must accurately reflect all required work days in each month worked, and at a minimum, employees must be paid for all months worked.**

Employee Data Base

The Employee Data Base (EDB) Function 01, "PAY MOS" (Pay Months) field does not control the appearance of job assignments for a particular pay period on HRS Time Reports nor on the HRS Time Files. It is the *Calendar* that controls Time Report functions. A job is shown on the Time Report/File for each pay period listed on the *Calendar* tied to this job on Screen 005.

This means that:

- a) 10-month jobs should be linked only to *Calendars* with 10 pay periods.
- b) 11-month jobs should be linked only to *Calendars* with 11 pay periods.
- c) 12-month jobs should be linked only to *Calendars* with 12 pay periods.

Failure to comply with this requirement will create problems. See examples below:

Problem 1: A 10-month job (September through June) is erroneously linked to a *Calendar* with 12 pay periods. The 10-month job will appear on the HRS Time Reports/Files for 12 months including July and August pay periods. This has the potential for a pay warrant to be issued for time not worked.

Problem 2: A 12-month job is linked to a *Calendar* with 10 pay periods (September through June). The job will not be listed on the HRS Time Reports/Files for July and August. July and August service will not be paid without special processing.

Special Reports

Our office has the ability to produce a custom report to assist you in identifying *Calendars* connected to employee jobs. For more information about this or other custom reports, A-L districts should contact Tori Guarena via email at Guarena_Tori@lacoedu and M-Z districts should contact Linda Williams via email at Williams_Linda@lacoedu.

HRS Work Calendar Inquiries

Should you have any questions regarding the establishment and/or use of *Calendars*, please contact the Employee Services Unit via email at SFSEmployeeServices@lacoedu.

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

LG:lt
Attachment

SFS-A52-2020-21



ESTABLISHING HRS CALENDARS FOR 2021-22

Use the appropriate **Master Calendars 1, and/or 5-7** to establish fiscal year 2021-22 *Calendars* to pay 2021-22 earnings. See the next page of this attachment for more information. HRS will not pay 2021-22 earnings from 2020-21 *Work Calendar Tables*. Also, please see *Informational Bulletin No. 5370: 2021 Certificated Summer Session – HRS Payroll Cycles* for an exception to this rule.

EXAMPLE: 2021-22 Work Calendar Table – Pay Cycle C1

The following describes how to establish a 2021-22 calendar month Work Calendar Table (EXAMPLE "ZZ") for Pay Cycle C1. The example calendar code is "ZZ," but you may use any one- or two-character, alphanumeric calendar code.

ENTER: FUNCTION "11" on the main function menu.

TRANSMIT: After transmitting, the "DISTRICT UPDATE–MENU" is displayed.

ENTER:

- TRANSACTION - "029" (WORK CALENDAR TABLE)
- KEY 1 - "ZZ" (If entering only one character code with a space to the right or left, be certain that it matches the calendar code used on EDB Salary-Pay Rate Screen 01/005)
- KEY 2 - "22" (Fiscal Year)
- KEY 3 - "1" (Master Calendar)

TRANSMIT: - After transmitting, the master calendar pay periods for Pay Cycle C1 will be displayed on the WORK CALENDAR TABLE (029) screen.

ENTER:

- DESCRIPTION - Up to 12 characters describing the calendar. Optional (memo item only).
- HOURS PER DAY - Five-character field containing the standard number of hours per day. Optional (memo item only).

SPACE OUT the **entire line** (including related "0" entries in PAID N WRK DAYS and UNPAID DAYS) of pay periods for which you are sure no pay or time reporting is required.

- PAID WORK DAYS - The maximum possible number of paid workdays for the pay period (classified) or the exact number of required contract work days/duty days in the pay period (certificated).
- PAID N WRK DAYS - Zero paid non-work days is displayed for each period. (Not functional)
- UNPAID DAYS - Zero unpaid days is displayed for each period. (Not functional)
- ANNUAL (begin date) - The first **actual** workday for the calendar must be in the first pay period.
- ANNUAL (end date) - The last **actual** workday for the calendar must be in the last pay period.

TRANSMIT. Enter "Y" at the prompt and transmit again to establish the calendar. Please see attached sample calendar.

Entering HOURS PER DAY and DESCRIPTION is optional. HRS will supply the NUMBER OF PERIODS and PAY-CYCLE GROUP.

HRS uses the ANNUAL PAID WORK DAYS and NUMBER OF PERIODS to compute pay for **certificated** monthly-based jobs: Positive pay, late hires (ECL), terminations (ECT), and docks (DKTs). Calendars must be established with correct PAID WORK DAYS to assure accurate computation of pay.

IMPORTANT! To prevent jobs from appearing on time reports when no pay is to be issued, link jobs only to calendars with exactly the same pay periods for which pay is intended. EDB Screen 005, PAY MONTHS field, does not restrict the production of time reports for pay periods.



ESTABLISHING HRS CALENDARS FOR 2021-22

EXAMPLE:

2021-22 WORK CALENDAR TABLE

| ** CTL – WORK CALENDAR TABLE – UPDATE ** | | | | | | | | | | | | 1129 | |
|--|----------|----------------|--------------------------------|--------------------|--------------|------------------------------|----------|------------|-----------------|-----------------|-------------|------------------------|--|
| CALENDAR: ZZ | | | FISCAL YEAR: 22 | | | DESCRIPTION: <u>TEACHERS</u> | | | | | | | |
| DISTRICT: | 00001 | HOURS PER DAY: | <u>6.0</u> | NUMBER OF PERIODS: | <u>10</u> | PAY CYCLE GROUP: G1 | | | | | | | |
| 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 | UNPAID DAYS | | |
| 09/01/21 | 09/30/21 | 9/21 | <u>21</u> | <u>0</u> | <u>0</u> | / / | / / | / | — | — | — | | |
| 10/01/21 | 10/31/21 | 10/21 | <u>22</u> | <u>0</u> | <u>0</u> | / / | / / | / | — | — | — | | |
| 11/01/21 | 11/30/21 | 11/21 | <u>19</u> | <u>0</u> | <u>0</u> | / / | / / | / | — | — | — | | |
| 12/01/21 | 12/31/21 | 12/21 | <u>20</u> | <u>0</u> | <u>0</u> | / / | / / | / | — | — | — | | |
| 01/01/22 | 01/31/22 | 1/22 | <u>19</u> | <u>0</u> | <u>0</u> | / / | / / | / | — | — | — | | |
| 02/01/22 | 02/28/22 | 2/22 | <u>18</u> | <u>0</u> | <u>0</u> | / / | / / | / | — | — | — | | |
| 03/01/22 | 03/31/22 | 3/22 | <u>23</u> | <u>0</u> | <u>0</u> | / / | / / | / | — | — | — | | |
| 04/01/22 | 04/30/22 | 4/22 | <u>17</u> | <u>0</u> | <u>0</u> | / / | / / | / | — | — | — | | |
| 05/01/22 | 05/31/22 | 5/22 | <u>20</u> | <u>0</u> | <u>0</u> | / / | / / | / | — | — | — | | |
| 06/01/22 | 06/30/22 | 6/22 | <u>14</u> | <u>0</u> | <u>0</u> | / / | / / | / | — | — | — | | |
| / / | / / | / | — | — | — | / / | / / | / | — | — | — | | |
| / / | / / | / | — | — | — | / / | / / | / | — | — | — | | |
| ANNUAL: | | | 1 st Actual Workday | 09/01/21 | 06/18/22 | Last Actual Workday | 193 | 0 | 0 | | | | |
| NEW RECORD - ENTER YOUR DATA | | | | | | | | | | | | | |
| TRANS: <u>029</u> | | | KEY 1: <u>ZZ</u> | | | KEY 2: <u>22</u> | | | KEY 3: <u>1</u> | | | DISTRICT: <u>00001</u> | |

The example calendar code is "ZZ", but you may use any one- or two-character, alpha-numeric calendar code.

We recommend that when establishing a calendar with a new calendar code not used before that you use either a two-character alphanumeric code (preferable) or if a one-character calendar code is used that you **do not** right justify the one character of the calendar code. The calendar code on Table 029 must agree exactly (including placement of any blank space in the calendar code) with the calendar code on EDB Screen 005; otherwise, pay will not be issued.

Your teachers' paid workdays may differ from those shown in the example above.

Use Master Calendars 1 and/or 5-7 to establish Work Calendar Tables for the respective pay cycles listed below:

| Pay Cycle | (use only) Master Calendar | Type |
|------------------------|-------------------------------|--|
| C1, C2, C3, C5, E1, E4 | 1 | Calendar Month |
| H1 | 5 | Half Month |
| V1 | 6 | Certificated Summer Session-Half Month |
| V2 | 7 | Certificated Summer Session-Full Month |

Deleting an Existing Calendar

For assistance, please contact the Employee Services Unit via email at SFSEmployeeServices@lacoed.edu. HRS will not issue pay for a job whose current-year calendar is deleted unless a replacement calendar is established or the job is linked to another current-year calendar.