



May 19, 2023

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 (SFS)

SUBJECT: 2023 Certificated Summer Session – HRS Payroll Cycles

With summer approaching, it is time for your district to select the 2023 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 26, 2023

- Complete and return Attachment No. 4, *"2023 Certificated Summer Session Selection Sheet"*, **as soon as possible, but no later than May 26, 2023**. 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 Attachments Nos. 5 and 6, *"2023 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 2023-24 HRS WORK CALENDAR TABLE (029) based on your selection of Cycle V1 or V2. Also, ensure each job to be paid is coded with the correct calendar. Be sure to review procedures for establishing calendar tables in Attachments Nos. 2 and 3.
- Changes may be required on select Employee Data Base (EDB) field items 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 selected for the 2023 summer session.

NOTE: If your district is changing its chart of accounts for 2023-24, refer to the paragraph, “Labor Distribution,” in Attachment No. 1 for additional information.

County Office Actions

New HRS 2023-24 Master Calendars have been established for summer session Cycles V1 and V2.

Upon receipt of your selections, 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.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

LG:sm
Attachments

SFS-A55-2022-2023

CERTIFICATED SUMMER SESSION – 2023

HUMAN RESOURCE SYSTEM ITEMS

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

Districts should:

1. Establish new fiscal year 2023-24 WORK CALENDAR TABLE(S) (029) to support Cycle V1 or V2 payments. **If you fail to do this, payrolls for 2023-24 will not be produced.**
2. If a mass change is required, please complete the attached *Mass Change Request Form* and return it **no later than May 26, 2023.**
3. Create the summer session salary schedule in an 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 Employee Data Base (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 field. Use of this field is optional for community college districts. The code must be either four or five characters in length, as shown on the verification registration card. It can be 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's 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. If the social security number in the COS is incorrect, contact the Certification Section at 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 anniversary 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 either “P” (regular time file) or “Z” (override time file). Only one summer session work calendar is 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.

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 the pay calculation, retirement reporting, nor other results of payroll production. You may override the days HRS displays.

Work Calendar

Enter the code which identifies the 2023-24 summer session calendar you established for the job in the DISTRICT CALENDAR TABLE (029). See the examples and discussion in Attachment Nos. 2 and 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.

Labor Distribution

Enter “24” in the “Fiscal Year” field if you are entering an account newly established in the 2023-24 chart of accounts (not established for 2022-23).

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.

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 with nonmember status with a district or public agency offering CalSTRS or CalPERS.
Q (Nonmember Refunded)	First date of employment with 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 and for questions regarding CalPERS, email Claudette Wiggan-Reid at 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 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 (10) 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 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.

ESTABLISHING HRS CALENDARS FOR SUMMER SESSION

*Use Master Calendar “6” or “7” to establish fiscal year 2023-24 calendars to pay 2023 summer session. MASTER CALENDARS for fiscal year 2023-24 include pay periods ending on or before 06/30/23. Do **not** establish a separate 2022-23 district work calendar for summer session to pay earnings accrued between 05/01/23 and 06/30/23.*

EXAMPLE - District Summer Session Work Calendar

The following describes how to establish a 2023 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) – “24”
 - 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 start date of the summer session. The end date must be 6/30/24, which is in the last period of this calendar.

HRS will supply the NUMBER OF PERIODS and PAY CYCLE GROUP.

6. Delete any pay periods for which you are sure no time reporting will be required.
 - Do not delete the May or June 2024 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.

2023 PAY CYCLE V1 SUMMER SESSION WORK CALENDAR

E X A M P L E

** CTL – WORK CALENDAR TABLE – UPDATE **										1129			
CALENDAR: ZZ FISCAL YEAR: 23 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		
05/16/23	05/31/23	5/23	<u>11</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—		
06/01/23	06/15/23	6/23	<u>11</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—		
06/16/23	06/30/23	6/23	<u>10</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—		
07/01/23	07/15/23	7/23	<u>10</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—		
07/16/23	07/31/23	7/23	<u>10</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—		
05/16/24	05/31/24	5/24	<u>0</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—		
06/01/24	06/15/24	6/24	<u>0</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—		
06/16/24	06/30/24	6/24	<u>0</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—		
/ /	/ /	/	—	—	—	/ /	/ /	/	—	—	—		
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/ /	/ /	/	—	—	—	/ /	/ /	/	—	—	—		
/ /	/ /	/	—	—	—	/ /	/ /	/	—	—	—		
					ANNUAL:	05/01/23	06/30/24						
NEW RECORD - ENTER YOUR DATA													
TRANS: <u>029</u>			KEY 1: <u>ZZ</u>			KEY 2: <u>24</u>			KEY 3: <u>6</u>			DISTRICT: <u>10993</u>	

Calendar code "ZZ," is used in the example, 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 2024. Your paid workdays may differ.

NOTE: The district user spaced out August and September pay periods of Master Calendar 6 when establishing this sample work calendar table. The user did so because there were no paid workdays in its summer session after 07/31/23. This will prevent HRS from 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): 05/16/24-05/31/24; 06/01/24-06/15/24; and 06/16/24-06/30/24. Should you have any questions about this calendar, please contact the Employee Services Unit via email at SFSEmployeeServices@laco.edu.

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

FROM: _____
School District Name School District No.

RETURN BY MAY 26, 2023

2023 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 either time reporting code P or code Z, which requires 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@lacoe.edu.

Email this completed and signed (by an authorized administrator) form, to SFSEmployeeServices@lacoe.edu as soon as possible, but **no later than May 26, 2023**. Complete this form, **even if your district will not have a summer session**. Retain a copy for your records.

SUMMER SCHEDULES - 2023 SUMMER SESSION

CYCLE V1

	ACCRUAL PERIOD		ISSUE DATE	PAYROLL PROCESSING
	FROM	TO		
A	05-16-23	05-31-23	06-05-23	05-30-23
B	06-01-23	06-15-23	06-20-23	06-13-23
C	06-16-23	06-30-23	07-05-23	06-28-23
D	07-01-23	07-15-23	07-20-23	07-14-23
E	07-16-23	07-31-23	08-04-23	07-31-23
F	08-01-23	08-15-23	08-18-23	08-14-23
G	08-16-23	08-31-23	09-05-23	08-29-23
H	09-01-23	09-15-23	09-20-23	09-14-23

CYCLE V2

A	05-01-23	05-31-23	06-05-23	05-30-23
B	06-01-23	06-30-23	07-05-23	06-28-23
C	07-01-23	07-31-23	08-04-23	07-31-23
D	08-01-23	08-31-23	09-05-23	08-29-23
E	09-01-23	09-15-23	09-20-23	09-14-23

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.

2023 CERTIFICATED SUMMER SESSION CYCLE CHANGE QUERY

Please complete and return this form by **May 26, 2023** 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 the 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 2023-24 Work Calendar Tables are needed to support V1 and V2 payments. Failure to establish a FY23-24 calendar will result in NO payroll being generated.
- If a change is requested, the completed Mass Change Request Form must be submitted by June 01, 2023, 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

Employee Status (0107) (Check all that apply) <input type="checkbox"/> Active and Leave (A, L, P) <input type="checkbox"/> Terminated (T) <input type="checkbox"/> Other (please specify): _____	Job Assignment(s) (Check one) <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): _____	Job Status (2023) (Check all that apply) <input type="checkbox"/> Active and Leave (A,L,P) <input type="checkbox"/> Terminated (T) <input type="checkbox"/> Other (please specify): _____
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.
Requestor Information			
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.
Mass Change Info			
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"> • Before a specific date or schedule -or- • After a specific date or schedule -or- • Between a specific timeframe by completing the Before and After fields.
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.
Section I. Record Section Criteria			Specifies the records that will be targeted.
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.
Section II. Change Criteria			Specifies the changes that will impact the records indicated on Section I. If more space is needed, please attach an additional sheet.
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.