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Agenda

➢ Welcome and Introductions
  • What is covered in this training session

➢ Tables and screens that support CDB/EDB and use of its information
  • GTN Tables
  • Vendor Tables
  • District Profile Tables
  • Benefit Tables
  • Employee Benefit Screens
  • Practical considerations – Use of the Voluntary Screen vs. the Benefit Screens

➢ Pay calculation considerations
  • GTN priorities
  • Full or partial taking of amounts
  • Payroll Audit Registers
  • Deduction Register
  • Pay History Inquiry
  • Section 125 Processing
  • TSA – reductions/deductions/contributions and their refunds
  • Warrant cancellations
  • One-time deductions and refunds

➢ Evaluation and close of session

NOTE: For on-request EDB Mass Changes, send an email to sfshrsops@lacoe.edu or call (562) 922-6339.
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SECTION I.

DISTRICT PROFILE TABLE (020, 021)
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**District Profile Table**

The District Profile Table is a two-screen table that stores a variety of district information which determines how data is processed. This data impacts seniority maintenance, processing of pay cycles, SDI coverage, position control, number of EIR copies, retirement, health and welfare proration, leave accounting, classified payroll calculation, PBA fringe distribution, workers’ compensation rate and experience factor, labor tape, and fringe accounts.

**Interface with Other functions**

The District Profile Table interfaces with the Employee Database (EDB), Time Reporting, Payroll, and Retirement. The District Profile Table is the gateway to selected processing. The system checks the table first to determine what to do during processing; e.g., the Cert Longevity field coding determines whether seniority is maintained, and if it is, for what job type and how. If a pay cycle is not listed on this table, the time report/file will not generate nor will payroll be processed. Coding on the table determines PERS/STRS pickup. See field descriptions for other interface actions.

**To Request Changes**

The District Profile Table is maintained by School Financial Services (SFS). Prior to the end of each fiscal year, about the middle of May, SFS sends a bulletin (Fiscal Year 2016-2017 Payroll Selections #4367) asking districts to verify all data on the District Profile Table and to return a copy of the table if changes need to be made for the new fiscal year. A copy of the most recent bulletin is included in this packet for your reference.

Changes must be authorized by appropriate district staff. If changes are needed during the fiscal year, submit a copy of the table with the changes indicated. See the Help Sheet for the SFS staff name, phone number, and section.

Changes made are effective immediately except for Workers’ Compensation changes which are normally timed to coincide with the new fiscal year.

The District Profile Table can be viewed on-line by using Function 16, Control Table Inquiry. Input “020” or “021” in the Trans field. See sample screens of the tables on the next page. Field descriptions follow the sample screens.

**Reports Generated**

When changes are input to the District Profile Table, a District Profile Table Report (AIMS020) report is generated.
### District Profile Table (020, 021)

**CTL - DISTRICT PROFILE TABLE 1 - INQUIRY**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIST NAME</td>
<td>TRN-HRS TRAINING DISTRICT</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>1234 MAIN STREET</td>
</tr>
<tr>
<td>CITY</td>
<td>ANYTOWN</td>
</tr>
<tr>
<td>ST</td>
<td>CA</td>
</tr>
<tr>
<td>ZIP</td>
<td>99999</td>
</tr>
<tr>
<td>PHONE</td>
<td>562 922 9999</td>
</tr>
<tr>
<td>LONGEVITY/SENIORITY</td>
<td>N</td>
</tr>
<tr>
<td>VALID CYCLES</td>
<td>C1 E4 C3 V1 H1 C2</td>
</tr>
<tr>
<td>SDI COVERAGE</td>
<td>N</td>
</tr>
<tr>
<td>NUMBER OF COPIES</td>
<td></td>
</tr>
<tr>
<td>POSITION CONTROL</td>
<td>1</td>
</tr>
<tr>
<td>EIR</td>
<td>A</td>
</tr>
<tr>
<td>CHANGE REG</td>
<td>A</td>
</tr>
<tr>
<td>POSTN CNTRL REQ FLG</td>
<td>N</td>
</tr>
<tr>
<td>PERS CONTRACT</td>
<td>0245</td>
</tr>
<tr>
<td>FED EMPLOYR IDENT NO</td>
<td>99999999999</td>
</tr>
<tr>
<td>PERS OASDI CONTRACT INDICATOR</td>
<td>N</td>
</tr>
<tr>
<td>STATE EMPLR IDENT NO</td>
<td>9999999999</td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
<td>00 00 00</td>
</tr>
<tr>
<td>UNEMPLOYMENT</td>
<td>9999999999</td>
</tr>
<tr>
<td>PERS PICKUP OR EMPLOYEE PAID</td>
<td>P</td>
</tr>
<tr>
<td>SDI REPT-NO</td>
<td></td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
<td>02 01 86</td>
</tr>
<tr>
<td>PBA-HW-PRORATION</td>
<td>A</td>
</tr>
<tr>
<td>STRS PICKUP OR EMPLOYEE PAID</td>
<td>P</td>
</tr>
<tr>
<td>LEAVE ACCT USE</td>
<td>N</td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
<td>02 01 86</td>
</tr>
<tr>
<td>LEAVE IN HOURS</td>
<td>H</td>
</tr>
<tr>
<td>STRS OASDI CONTRACT INDICATOR</td>
<td></td>
</tr>
<tr>
<td>CSEA UNION DUES</td>
<td>Y</td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
<td>00 00 00</td>
</tr>
</tbody>
</table>

**CTL - DISTRICT PROFILE TABLE 2 - INQUIRY**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRICT</td>
<td>00001</td>
</tr>
<tr>
<td>CALPERS DIVISION ID</td>
<td></td>
</tr>
<tr>
<td>OASDI EMPLOYER OR EMPLOYEE PAID</td>
<td>E</td>
</tr>
<tr>
<td>STANDARD DAYS IN MONTH</td>
<td>22.0000</td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
<td>09 01 59</td>
</tr>
<tr>
<td>STANDARD HOURS IN MONTH</td>
<td>173.333</td>
</tr>
<tr>
<td>SCHOOL DISTRICT TYPE</td>
<td>3</td>
</tr>
<tr>
<td>NEW HIRE OPTION</td>
<td>Y</td>
</tr>
<tr>
<td>PBA FRINGE OPTION</td>
<td>Y</td>
</tr>
<tr>
<td>WORKMEN'S COMP RATE</td>
<td>2.627</td>
</tr>
<tr>
<td>DISTRICT LABOR TAPE OPTION</td>
<td>N</td>
</tr>
<tr>
<td>WORK EXPERIENCE FACTOR</td>
<td>1.000</td>
</tr>
<tr>
<td>COMPUTER TYPE</td>
<td>0</td>
</tr>
</tbody>
</table>

**CONTACT PERSONNEL**

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYROLL NAME</td>
<td>TRISH EASTBURN</td>
<td>562 922 6447</td>
</tr>
<tr>
<td>RETIREMENT NAME</td>
<td>FRANCES MERAZ</td>
<td>562 922 6429</td>
</tr>
<tr>
<td>PERSONNEL NAME</td>
<td>LAURA GUTIERREZ</td>
<td>562 922 6471</td>
</tr>
<tr>
<td>POSN CNTRL NAME</td>
<td>LAURA GUTIERREZ</td>
<td>562 922 6471</td>
</tr>
</tbody>
</table>

**TRAN:** 020  **KEY 1:** 00001  **KEY 2:**  **KEY 3:**  **DIST:** 00001

**TRAN:** 021  **KEY 1:** 00001  **KEY 2:**  **KEY 3:**  **DIST:** 00001
Field Descriptions – District Profile Table (020, 021)

LONGEVITY/SENIORITY

Determines whether Seniority/Longevity is maintained

N - No automated seniority maintenance.
L - Automatically maintain hours and dates for classified jobs, but do not maintain information for certificated jobs.
S - Automatically maintains seniority by date for classified jobs, but does not maintain information for certificated jobs.
C - Automatically maintain hours and dates for certificated jobs, but do not maintain information for classified jobs.
R - Automatically maintain seniority by date for certificated jobs, and hours and dates for classified jobs.
B - Automatically maintains hours and dates for both classified and certificated jobs.
H - Automatically maintain seniority by date for both classified and certificated jobs.

VALID CYCLES

Pay cycles used by the district. This field is checked during time reporting and payroll processing.

SDI Coverage

Indicates whether district has SDI coverage

Y – YES    N – NO

Position Control

Code indicating degree of district use of optional position control features:

1 – No position control file maintained
2 – Position control warning messages only
3 – Real time position number edit

Position Control Copies

Number of copies of Position Control Reports (maximum of 5)

EIR Copies

Number of copies of Employee Information Reports (maximum of 5)

Fed. Employer ID #

Federal Employer Identification number (IRS Number) Starts with 95.

State Employer ID #

State Employer Identification number. Begins with 800 or 801.

Unemployment

Unemployment number.

SDI Report #

State Disability Insurance reporting number. Entry required if “Y” in field 3, SDI Coverage.

PBA – HW Proration

Determines whether employer paid health and welfare benefits are distributed to all jobs or only the prime job.

A – All jobs
P – Prime Jobs Only
Leave Acct. Use  Indicates districts’ use of automated leave accounting capabilities.
N – District not using accrual capabilities. Option does not keep the
district from tracking use of leave balance through post-processing
routines in earnings table.
R – District using accrual capability, but does not want balances on
warrant stub.
P – District using accrual capabilities and leave balances are printed on
warrant stub.

Leave in Days/Hours  Determines how leave accounting is stored.
H – Report leave for all employees in hours
D – Print leave for employees meeting specified criteria in days.

PERS Contract  Code for district PERS contract no.:
0129 - LACOE
1272 - Antelope Valley Transportation District
1379 - Pupil Transportation District
1511 - Santa Clarita Valley School FSA
0245 - All other districts

PERS-OASDI  Indicates whether the district has a PERS-OASDI contract:
Contract Indicator
Y – Yes
N – No

Effective Date  Effective date of the current PERS OASDI contract. Enter only if “Y” is
marked in Field 15, PERS OASDI.

PERS Pickup or Employee Paid  Indicates whether the district has PERS employer pickup or is
PERS employee paid.
P - Employer Pickup
E - Employee Paid
R - Employer Paid

Effective Date  Effective date of PERS pickup if “P” or “R” is indicated in Field 17. Entry
is required if “Y” in Field 15.

STRS Pickup or Employee Paid  Indicates whether the district has STRS employer pickup or is STRS
employee paid.
P - Employer pickup
E - Employee paid

Effective Date  Effective date of STRS pickup indicated. Entry required if “P” in field 19,
STRS pickup or Employee Paid.

STRS OASDI  Indicates whether district has a STRS OASDI contract. Valid codes:
Contract Indicator
Y - Yes
N - No
**Effective Date**

Effective date of STRS OASDI contract. Enter only if “Y” indicated in field 21, STRS OASDI.

**OASDI Employer or Employee Paid**

Indicates whether OASDI is employer or employee paid.

- **P** - Employer Paid
- **E** - Employee Paid
- **N** - No Contract

**Effective Date**

Effective date of OASDI contract indicated in Field 23, OASDI employer or Employee paid, coded “P” or “E”.

**School District Type**

Code which determines the table used for fringe benefit conversion and whether credentials are checked.

- **1** - Regular District K-12
- **2** - Union District
- **4** - Union high school district
- **5** - Wm. S. Hart Union High School District
- **6** - Unified school District
- **7** - Agency
- **8** - LACOE
- **9** - Community College

**PBA Fringe Option**

Indicates whether to pass fringe information to PBA or labor distribution systems.

- **Y** - Yes
- **N** - No
- **L** - Pass fringe information to labor tape but not PBA or PP6600

**District Labor Tape Option**

Indicates whether the district wants a tape of labor information (may include fringe information, see Field 26, PBS Fringe Option).

- **Y** - Yes
- **N** - No

**Computer Type**

Indicates type of format required (if “Y” entered in Field 27). Valid Codes:

- **0** - No Computer
- **1** - 9-track IBM 1600 BPI
- **2** - 4500 BPI

**Standard Days in Mo.**

Standard number of days used for payroll calculation for classified employees.

**Standard Hours in Mo.**

Standard number of hours in month, used for time reporting and payroll calculations for classified overtime pay, to compute the hourly rate.

**Workers Comp. Rate**

The Worker’s Comp Rate.

**Work Exper. Factor**

Worker’s Compensation experience factor.
<table>
<thead>
<tr>
<th><strong>Cert/Classified</strong></th>
<th>Account number for district-paid retiree benefits (NO LONGER IN USE)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Retiree Fringe Acct.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Board Member Fringe</strong></td>
<td>Account number for district-paid Board member benefits (NO LONGER IN USE).</td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contact Personnel</strong></td>
<td>Name and telephone numbers of district contacts for the following areas: Payroll, Personnel, Retirement and Position Control.</td>
</tr>
<tr>
<td><strong>CSEA Union Dues</strong></td>
<td>Indicates whether district has CSEA Union Dues (GTN’s 278 &amp; 279)</td>
</tr>
<tr>
<td></td>
<td><strong>Y</strong> - Yes</td>
</tr>
<tr>
<td></td>
<td><strong>N</strong> - No</td>
</tr>
<tr>
<td><strong>New Hire Option</strong></td>
<td>Indicates whether district utilizes the New Hire reporting option:</td>
</tr>
<tr>
<td></td>
<td><strong>Y</strong> - Yes</td>
</tr>
<tr>
<td></td>
<td><strong>N</strong> - No</td>
</tr>
</tbody>
</table>
Requesting Reports Online Using HRS

Districts can request copies of the district’s control tables using Functions 11 or 16 in HRS. To request copies, you will need to navigate to the Report Request Screen (039).

To navigate to the Report Request Screen,

1. In the Action field, type “J”
2. In the Trans field, type “039”.
3. Hit the **Enter** key on your keyboard.
Report Request Screen (039)

On Report Request Screen (039), follow these steps to order copies of the control table reports online.

1. In the Table Number section, there are 23 fields available where you will **type the two-digit number** of the table report you would like to receive hard copies of.

2. Hit the **Enter** key on your keyboard.

3. When the system prompts, “Please review data on screen. OK to proceed?”, in the action field, type “Y.”

   **NOTE:** Prior to hitting the Enter key the second time to confirm your order, it is a good idea to print a copy of the screen because the screen will clear out.

4. Hit the **Enter** key on your keyboard.

   In the message bar, a message will appear, “Transaction added to batch transaction file.” This indicates your request has been successfully transmitted. The reports you requested will run overnight during batch processing and will go out to your district the next morning via JET delivery.
SECTION II.

GROSS-TO-NET TABLE (002)
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### Gross-To-Net Table

The Gross-To-Net (GTN) Table determines how all deductions, reductions or contributions are processed during payroll production. This includes taxes, retirement, OASDI, Medicare, TSAs, deferred compensation, worker’s compensation, garnishments, insurance, bonds, dues, credit unions, and charities. Coding on this table determines the calculation of an employee’s net pay.

Each deduction is assigned a GTN number that provides a way of identifying and tracking the deduction through the system. Coding for each deduction determines whether the deduction is:
- Tax deferred;
- Paid by the employee or the employer;
- Taken for 10, 11 or 12 months or on all pay.

The coding also determines:
- The processing order for the deduction;
- How the balances are maintained (e.g. calendar or fiscal year, quarterly);
- Whether a partial or no deduction is made when there are insufficient funds;
- If the full balance of the deduction is not taken, will the balance be suspended to be taken later;
- How the system gets the deduction amount- from calculation (like taxes) or from a Benefits Table or the Voluntary Deduction screen;
- Whether the description is printed on the earnings statement, and if it comes from the GTN table (002) or the Vendor Table (019).

For some GTN elements, this table provides the holding (object) account number and/or the vendor number.

#### Interface with other functions

The Gross-To-Net Table interfaces with other tables, the Employee Data Base (EDB), Payroll and ultimately with Retirement, e.g., the GTN numbers are input on the Benefits Table (027) for each plan code to identify the vendor and payroll processing procedure. When the plan code is entered on the EDB Standard Benefit Screens (020, 021) the GTN numbers are retrieved from the table for payroll processing. During payroll processing, the amounts identified by each GTN are added to the EDB balance displayed on the Gross-To-Net Balance Screen (035). The GTN number is displayed on the detail screens in Payroll On-Line History to show employee deductions and employer contributions for a pay schedule.

#### To Request Additions, Changes or Deletions

The Gross-To-Net Table is maintained by School Financial Services (SFS). To request an addition, change or deletion to the table, submit the HRS Deduction/District Contribution (Gross-To-Net) Request form to SFS. For assistance, see the HELP sheet for the SFS staff name, phone number, and section. A blank form is included in your packet. Please make copies as required.

Additions, changes or deletions are input on-line, in real time, by SFS staff, which means the entry is available for immediate use. The Gross-To-Net Table can be viewed on-line by using Function 16, Control Table Inquiry. A sample screen of the table is on the next page.

#### Reports Generated

When additions, changes or deletions are input, a Gross-To-Net Table Report (AIMS002) is generated.
Users can search the table for existing GTN numbers by typing “S” in the action field.

This is the CSEA Dues GTN. Notice it is set to take 1.5% on a 12-month cycle and has monthly and annual maximums.
This is the CASBO Dues GTN. It is a 10-month deduction and has vendor-specific information.

This GTN is a 10-month Credit Union GTN which also has vendor-specific information.
**Field Descriptions - Gross-to-Net Table (002)**

<table>
<thead>
<tr>
<th><strong>Priority Seq. #</strong></th>
<th>Determines the order in which the deductions are taken.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ded. Name</strong></td>
<td>Vendor name or deduction identifier</td>
</tr>
<tr>
<td><strong>Ded. Description</strong></td>
<td>Abbreviated deduction name which prints on the earnings statement if the S/D code is “G”.</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Deduction type code:</td>
</tr>
<tr>
<td></td>
<td>• D - Employee deduction</td>
</tr>
<tr>
<td></td>
<td>• R - Employee reduction (TSA, etc. tax deferred)</td>
</tr>
<tr>
<td></td>
<td>• C - Employer contribution</td>
</tr>
<tr>
<td></td>
<td>• P - Employer paid employee deduction</td>
</tr>
<tr>
<td><strong>Group</strong></td>
<td>Deductions grouped by purpose:</td>
</tr>
<tr>
<td></td>
<td>• T - Taxes</td>
</tr>
<tr>
<td></td>
<td>• I - Insurance</td>
</tr>
<tr>
<td></td>
<td>• R - Retirement</td>
</tr>
<tr>
<td></td>
<td>• M - Miscellaneous</td>
</tr>
<tr>
<td><strong>Related Element</strong></td>
<td>Used only for Mandatory GTN elements.</td>
</tr>
<tr>
<td><strong>Cycle</strong></td>
<td>Determines on which cycles deductions are taken based on Bulletin #3294.</td>
</tr>
<tr>
<td></td>
<td>• A - Take deductions on all cycles.</td>
</tr>
<tr>
<td></td>
<td>• 0 - 10 deductions on the prime cycle, excluding July and August</td>
</tr>
<tr>
<td></td>
<td>• 2 - 12 deductions per year on the prime cycle.</td>
</tr>
<tr>
<td></td>
<td>• 3 - 10 deductions on prime cycle, excludes June and July</td>
</tr>
<tr>
<td></td>
<td>• 4 - 10 deductions on prime cycle, excludes June and August</td>
</tr>
<tr>
<td></td>
<td>• 1 - 11 deductions on prime cycle, excludes June</td>
</tr>
<tr>
<td></td>
<td>• 5 - 11 deductions on prime cycle, excludes July</td>
</tr>
<tr>
<td></td>
<td>• 6 - 11 deductions on prime cycle, excludes August</td>
</tr>
<tr>
<td><strong>Balances</strong></td>
<td>Determines how the balance is maintained for each deduction. A blank field indicates the option is not being used.</td>
</tr>
<tr>
<td></td>
<td>• Y/PY Calendar year to date balance (PY is prior year.)</td>
</tr>
<tr>
<td></td>
<td>• P Calendar year to date balance that prints on the earnings statements</td>
</tr>
<tr>
<td></td>
<td>• S/RS Suspended balance, if not taken, the amount is stored to be taken at the next opportunity</td>
</tr>
<tr>
<td></td>
<td>• R Suspended as receivable; amount will be paid by the district and collected from the employee in a subsequent payroll.</td>
</tr>
<tr>
<td></td>
<td>• Q Quarter to date balances</td>
</tr>
<tr>
<td></td>
<td>• D Declining balance, deduction may be taken up to a total amount</td>
</tr>
<tr>
<td></td>
<td>• E Employment to date balance</td>
</tr>
<tr>
<td></td>
<td>• F Fiscal year to date balance</td>
</tr>
<tr>
<td></td>
<td>• U User balance. Used for special calculations as needed (ESA collection)</td>
</tr>
</tbody>
</table>
F/P

Determine how deductions are taken.
- **F** Always takes the full amount only. No deduction if funds are insufficient.
- **P** Takes a partial amount if the full amount cannot be taken.

**Usage**

Indicates basic formula for calculating deduction amount. Used when Calc Routine is not required.
- **F** Fixed amount
- **P** Percentage of stated base
- **H** Rate to be multiplied by stated hours base
- **1** System parameter that represents a fixed amount
- **2** System parameter that represents a percentage
- **3** System parameter that represents a rate to be multiplied by the hours base

**Base**

Identifies the base value required by the Usage field. Valid codes are:
- **T** Total Gross
- **W** FWT Gross
- **S** State Gross
- **F** FICA Gross
- **M** Medicare Gross
- **P** PERS Gross
- **R** STRS Gross
- **D** State Disability Gross
- **U** State Unemployment Gross
- **J** FUTA Gross
- **C** Workers Comp Gross
- **G** Total Regular Hours Worked
- **H** Total hours worked

**Red. Indicator**

Identifies reduction indicator. Valid codes are:
- **R** Reduction
- **P** Employer paid

**Calc. Routine**

This number determines how the deduction amount is calculated. If deductions/contributions are input using the Benefits Table and EDB Benefit screens (020, 021), the Calc Routine must be 61. If deductions are input on the EDB Voluntary Deduction screen (023), the Calc Routine must be 62. Section 125 reductions must use 25 and Cash in Lieu must use a Calc Routine of 26. Also note that Section 125 and Cash in Lieu must use the Benefit Tables and be set up on the EDB standard benefits screens (020 and 021). TSA’s must be entered on screen 023.

**C/M**

Identifies Calculation routine usage code.
- **C** Conditional - execute only if employee has deduction set up on their record
- **M** Mandatory – always execute this routine
<table>
<thead>
<tr>
<th><strong>Update Routine</strong></th>
<th>Identifies selected routines that update the system once a deduction has been calculated.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>V/C</strong></td>
<td>Each GTN number must have a vendor number; the only exceptions are TSA and Garnishment GTN’s.</td>
</tr>
<tr>
<td><strong>S/D</strong></td>
<td>Identifies where the description on the earnings statement is retrieved.</td>
</tr>
<tr>
<td></td>
<td>- G Get description from the GTN table</td>
</tr>
<tr>
<td></td>
<td>- V Description from the Vendor Table</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Print Option</strong></th>
<th>Identifies whether the description prints on the earnings statement.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- N Prints description but not amount</td>
</tr>
<tr>
<td></td>
<td>- Blank Prints description and amount</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Account #</strong></th>
<th>Identifies the object number that the deduction is charged to. Entries are only for employee deductions/reductions. Employer contributions are distributed to the fringe accounts through special process as part of the G/L Interface.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td>Allows GTN element to be “turned off” from current pay, but available for validation for late pay or cancellations.</td>
</tr>
<tr>
<td></td>
<td>- Blank Active</td>
</tr>
<tr>
<td></td>
<td>- I Inactive</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Stop at Term</strong></th>
<th>Indicates whether the element should be processed for a terminated employee.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Blank Process</td>
</tr>
<tr>
<td></td>
<td>- S Do Not Process</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Time Report</strong></th>
<th>Indicates whether or not a specific GTN number should print on reports produced for SFS Retirement.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Blank GTN number should not print</td>
</tr>
<tr>
<td></td>
<td>- Y GTN number should print</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Monthly Max Dues</strong></th>
<th>The maximum amount of dues to be deducted per month.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Annual Max Dues</strong></th>
<th>The maximum amount of dues to be deducted per year.</th>
</tr>
</thead>
</table>
This is the transaction menu screen for Function 16 where you can view your GTN’s online.

When you use the search feature, this is the first page of the Table Search Screen of the Gross-to-Net Table. Put an X in front of the GTN, and hit the Enter key on your keyboard to go to the detail screen.
Gross-To-Net Table Search Screen

The Table Search Screen lists all records and selected fields for each record in gross-to-net number order. For information on how to access the search screen from the function menu or from a table detail screen, see the Control Data Base introduction in the HRS Operation Manual.

The Table Search Screen can list GTN numbers in priority sequence order. To access a selected record detail screen from the search screen, see the descriptions below.

Field Descriptions

First column- Enter Code:  
- P – to access the Table Search Screen in GTN Priority Sequence order
- X – access detail screen (all fields)
- F – page forward one screen at a time
- B – page back one screen at a time
- T – go to the first record on the table
- E – go to the last record on the table
- M – jump to the Transaction Menu

Second Column
This number is the GTN number

Third Column
This is the Priority Sequence number which determines the order in which deductions are taken.

Fourth Column
This is the Gross to Net number description

Fifth Column
These are the types of deductions:
- D Employee deduction
- R Employee reduction (tax deferred, like TSA’s)
- C Employee Contribution
- P Employer-Paid employee deduction
Gross-To-Net Table Report (AIMS002)

HRS Deduction/District Contribution (Gross-To-Net) Request Form
### Printed copy of the Gross-To-Net Table (AIMS002) Report

**DIST: 1019 STG-L A CO. OFFICE OF EDUCATION**

**GROSS-TO-NET TABLE (2)**

| SEQ # | NUM | DEDUCTION NAME     | ACCT    | STATUS | STOP TIME | MAXIMUM DUES | TERM RPTG | DUES | DUES | DUES | DUES | DUES | DUES | DUES | DUES | DUES | DUES | DUES | DUES |
|-------|-----|-------------------|---------|--------|-----------|--------------|-----------|------|------|------|------|------|------|------|------|------|------|------|
| 0300  | 060 | EMPLOYEE TSA #1 RED | TSA #1 RED | R R 061 0 Y Q F F | 62 M 99 000000 | V             | 9510    |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 061 | EMPLOYER TSA #1 CON | TSA #1 CON | C R 060 0 Y Q F F | 62 M 99 000000 | V             |         |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 062 | EMPLOYEE TSA #2 RED | TSA #2 RED | R R 063 0 Y Q F F | 62 M 99 000000 | V             | 9510    |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 063 | EMPLOYER TSA #2 CON | TSA #2 CON | C R 062 0 Y Q F F | 62 M 99 000000 | V             |         |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 064 | EMPLOYEE TSA #3 RED | TSA #3 RED | R R 065 0 Y Q F F | 62 M 99 000000 | V             | 9510    |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 065 | EMPLOYER TSA #3 CON | TSA #3 CON | C R 064 0 Y Q F F | 62 M 99 000000 | V             |         |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 066 | EMPLOYEE TSA #4 RED | TSA #4 RED | R R 067 0 Y Q F F | 62 M 99 000000 | V             | 9510    |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 067 | EMPLOYER TSA #4 CON | TSA #4 CON | C R 066 0 Y Q F F | 62 M 99 000000 | V             |         |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 068 | EMPLOYEE TSA #5 RED | TSA #5 RED | R R 069 0 Y Q F F | 62 M 99 000000 | V             | 9510    |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 069 | EMPLOYER TSA #5 CON | TSA #5 CON | C R 068 0 Y Q F F | 62 M 99 000000 | V             |         |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 070 | TIAA CREF 457 PLAN | TIAACREF | K R 071 0 Y Q F F | 70 M 99 000000 | V             | 9518    |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 071 | TIAA CREF 457 PLAN | TIAACREF | C R 070 2 Y Q F F | 70 M 99 000000 | V             | 9518    |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 072 | TIAA CREF 457 PLAN | TIAACREF | R R 0 Y Q F F | 70 M 99 000000 | V             | 9518    |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 073 | EMPLOYER 9-COMP #2 CON | DCMP#2 CON | C R 072 0 Y Q F F | 70 M 99 000000 | V             |         |      |      |      |      |      |      |      |      |      |      |      |
| 0300  | 074 | TDS GROUP 457 PLAN RED | TDS GRP457 | R R 0 Y Q F F | 70 M 99 000000 | V             | 9518    |      |      |      |      |      |      |      |      |      |      |      |
Printed copy of the Gross-To-Net Table (AIMS002) Report
### HRS Deduction/District Contribution (Gross-to-Net) Request

**ATTN:** Division of School Financial Services  
Payroll Unit, FAX (562) 940-1784

**DO NOT USE THIS FORM FOR 403(b) / TSA or 457(b)**

**District No.:**  
**District Name:**

**Action:**  
- [ ] Add  
- [ ] Change  
- [ ] Delete  

**Implementation Date Requested:**

---

### Complete for All Actions

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Complete for Add, Optional for Change

#### For Deductions Only

<table>
<thead>
<tr>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full/Partial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### Do Not Complete for Adds

<table>
<thead>
<tr>
<th>Gross-To-Net No.</th>
<th>Priority Sequence No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Complete for All Actions Except Deletes

<table>
<thead>
<tr>
<th>Number of Months/Cycle Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will be used with</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Specify Vendor Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Protection</td>
</tr>
<tr>
<td>Credit Union</td>
</tr>
<tr>
<td>Life</td>
</tr>
<tr>
<td>Health</td>
</tr>
<tr>
<td>Other, Specify</td>
</tr>
</tbody>
</table>

### Describe type of deduction/contribution and purpose

---

**Prepared by:**  
**Date:**

**Phone No.:**  
**Ext.:**

---

**County Use Only - DO NOT COMPLETE**

<table>
<thead>
<tr>
<th>GTN No.</th>
<th>Vendor No.</th>
<th>Account: Object</th>
<th>CALC Routine</th>
<th>UPD Routine</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HRS Update By:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

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https://www.lacoe.edu/hrs_training  
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SECTION III.

BULLETIN – PAYROLL SELECTION
May 4, 2017

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: Fiscal Year 2017-2018 Payroll Selections

The Human Resource System (HRS) provides the opportunity for each school district to select schedules for paying employees. HRS offers 10 different payroll cycles, and a supplemental schedule is available most days for special payments or error corrections. Most districts select three or four regular pay cycles.

Please select your district’s 2017-2018 payroll cycles based on the chart provided (Attachment No. 4). Payroll periods and issue dates are fixed in accordance with cycles selected.

IMPORTANT: Pay Dates Do Not Change as a Result of Local Holidays or Furlough Days: Districts need to choose their pay cycles carefully to work around planned district closures. Pay dates operate on a countywide basis. Occasionally, a district may have a local holiday or otherwise not have employees work on a payroll issue date. Any local administrative decision of collective bargaining commitments as to pay dates which are contrary to the set schedule will not mean that payrolls will be released earlier. Districts may mail checks on payday, or coordinate with internal staff to be available for release if employees want to pick up their checks from the district office, or encourage the use of direct deposit, which is a standard feature of HRS.

Important CalSTRS Reporting Requirement: For the fiscal year 2017-2018, districts will need to consider payroll cycle issue dates and the potential for late reporting to CalSTRS when selecting pay cycles. Employee and employer contributions are due to CalSTRS within five (5) working days following the end of the monthly period. Penalties and interest will be incurred if reporting to CalSTRS is delayed beyond the limits established in EC 23002. For additional information regarding CalSTRS reporting requirements, see Attachment Nos. 1 and 2.
District Actions

- Complete the 2017-2018 Selection Sheet (Attachment No. 6) based on your selection of 2017-2018 payroll cycles and have it signed by an authorized district administrator. Follow directions given in the 2017-2018 Payroll Selection Instructions (Attachment No. 3) to verify or change other payroll items on your District Profile Table (Attachment No. 5 will be emailed to your district separately). A sample is attached to this Bulletin.

- Be sure that Risk Management staff or other staff responsible for Worker’s Compensation administration complete item number 2 on the 2017-2018 Selection Sheet (Attachment No. 6).

- Staple the 2017-2018 Selection Sheet (Attachment No. 6) to the District Profile Table (Attachment No. 5) and return the two items by **Friday, May 12, 2017**, to Employee Services, via email at SFSEmployeeServices@lacoe.edu.

- **Return the completed 2017-2018 Selection Sheet and the District Profile Table, even if no changes are necessary.**

Should you have questions about the selection of 2017-2018 payrolls, the District Profile Table or this bulletin, please contact Brigitta Cota at (562) 922-6176 or Laura Gutierrez at (562) 922-6471 or via email at SFSEmployeeServices@lacoe.edu.

Sean Lewis, Assistant Director  
School Financial Systems and Services

LG:rh  
Attachments

SFS-A49-2016-2017
Correct Member Status

1. If member is paid as nonmember, LACOE will correct and charge district for employee contributions.
2. If nonmember is paid as a member with no election, LACOE will correct and refund contributions to employee.

Accrual period is defined by CalSTRS and CalPERS as a calendar month.

Ed Code 23002

“Member and employer contributions required by this part are due in the office of the system five working days immediately following the period covered by the monthly report. Payments shall be delinquent on the sixth working day thereafter, and regular interest on delinquent payments shall begin to accrue as of that day. The board shall authorize estimated payments of not less than 95 percent of the contributions due, and, in that case, the balance of contributions payable shall be due in the office of the system no more than 15 working days following the period covered by the monthly report upon which the contributions are based.”

Contract Language

1. Bargaining unit contract language must support payment practice.
2. Must pay for each month worked; i.e., 10, 11 or 12 months. If work calendar reflects time worked in August as part of the annual working days, salary payment must be generated with that accrual period.
3. CalSTRS will allow district to pay more months for less months worked if a contract specifically defines practice. Paying 12 months for 11-month calendar and 11 months for 10-months worked may be allowed.
4. CalSTRS will not allow fewer payments than months worked.

Pay on Time

1. Monthly Pay
   a. If paid by 5th of month following earned period, payroll will be reported as current.
   b. If paid after 5th of month following earned period, payroll will be on next month’s reporting and will be subject to late report penalty and interest penalty on contributions.

2. Part-Time Pay
   a. If paid by 5th of month following earned period, payroll will be reported as current.
   b. If paid after 5th of month following earned period and is first pay for period, payroll will be on next month’s reporting and will be subject to late report penalty and interest penalty on contributions.
c. If paid after 5th of month following earned period and is not first pay for period, payroll will be on next month’s reporting and will be subject to interest penalty on contributions (i.e., additional/extra assignments).

Ed Code 23005

“Monthly reports are due in the office of the system immediately following the month in which the compensation being reported was earned.”

Report as Earned

1. Hourly and daily assignments must be paid during the accrual period worked.
2. All extra assignments must be paid hourly or daily, even if negotiated as a lump sum.
3. Semester and some lump sum payments may be paid at the end of semester, end of year, or at another time. Contract language must support payment practice. If contract language is not specific, then payments must be generated on a monthly basis.
4. Certificated coaching assignments can be paid at the end of the season if contract language supports the payment practice.
5. Always pay coaching as a part-time assignment – paid hourly or daily. Contact Retirement Unit for requirements.
6. Potential audit item, if cited: District will have to correct back to day one and adjustment will be subject to interest penalty on contributions for all records and time affected. (Potential is for a very large interest assessment.)

Lump Sum Payments

Complete lump sum questionnaire and submit to SFS–Retirement at LACOE. Determination will be made if pay is reportable to Defined Benefit (DB) or Defined Benefit Supplement (DBS) or not reportable, if pay can be paid as lump sum or if it should be a part-time assignment.

Pay Accurately the First Time

If adjusting prior-pay period, adjustment will be subject to interest penalty on contributions (RX/LX transactions).

Adjustments

If adjusting prior-pay period, adjustment will be subject to interest penalty on contributions (i.e., movement on salary schedule on verification of college credits/degrees).
Retroactive Pay Based on Bargaining Unit Contract Negotiation

1. Retroactive pay must be **reported** within 90 days of Board approval to avoid penalties and interest; however, retroactive pay must be **paid** within 60 days, because reporting is 30 days after payroll is issued.

2. Negative retroactive adjustments due to furloughs implemented after the beginning of the work year will be allowed without penalties as long as the adjustments are supported by contract negotiations and Board approval.

3. Adjustments to earnings after retroactive pay is applied must be reversed differently than past practice.
   
   a. The RTS/RTN transactions must be reversed first,
   
   b. Prior pay must be reversed as originally reported, and
   
   c. Repay with new earnings (and new rate if changed).
DIVISION OF SCHOOL FINANCIAL SERVICES
CHANGING TO 11-MONTH PAYROLL
FOR CERTIFICATED EMPLOYEES ONLY

Districts must pay certificated monthly employees for each month worked; i.e., 10, 11 or 12 months. If the work calendar reflects time worked in August as part of the annual working days, salary payment must be generated with that accrual period.

In the past, some districts started the work year in late August, but built their work calendars to add the August work days to the September working days and paid the employees for September earnings only. Beginning with the 2012-13 fiscal year, districts must pay August earnings to their certificated monthly employees if they work in August. Districts failing to pay employees on time will be charged penalties and interest by CalSTRS.

There are two methods to pay employees over eleven months:

1. Annual salary divided into eleven equal payments. Districts do run the risk of overpaying employees who may leave before completing their contract work days with this method. Employees will have both lower monthly gross and net wages, but they will be paid one more month.

2. Pay the employee’s daily rate for time worked in August and distribute the rest of the annual salary over September through June. This method mitigates the risk of overpayments but requires additional employee database maintenance.

Eleven Equal Payments

1. Work Calendars must be built in HRS to reflect actual days to be worked in August.

2. Salary schedules have to be changed to reflect 1/11th of the annual salary.

3. “Pay Months” field on Function 01, Screen 005 must be changed to reflect the new number of payroll months so that employee names show up on the August time report. This can be accomplished with a mass change request.

4. Must pay employees with an August accrual period.

5. Mandatory deductions will be processed as normal in August.

6. Benefit and voluntary deductions can be changed to 11 months, if desired. The number of months used for benefit and voluntary deductions is a district decision.

   a. Default is set to 10 months—September through June.
   b. Can have a mix of 10- and 11-month deductions—can change individual GTNs.
   c. Districts must be cautious when changing voluntary deductions that new amount authorization forms are on file.
   d. Districts are responsible for over-deductions of 403(b) and 457 deductions. If the district changes 403(b) and 457 deductions to 11 months, consult with the district’s third-party administrator to ensure the employee’s requested annual deduction amount is unaffected, and total maximums still adhere to IRS regulations.
Daily Pay for August and Monthly Pay for September–June

1. Work Calendars must be built in HRS to reflect actual days to be worked in August.

2. “Pay Months” field on Function 01, Screen 005 must be changed to reflect the new number of payroll months so that employee names show up on the August time report. This can be accomplished with a mass change request.

3. Must override monthly pay basis and monthly rate on August time report with daily pay basis and daily rate for each person, then post the total number of days worked in August.

4. Salary schedule for September must be re-calculated and reduced to reflect days paid in August. For example:

   Annual Salary: $45,750 ($4,575 per month)
   Total Working Days: 183
   Daily Rate: $250
   Days Paid in August: 5
   Amount Paid in August: $1,250
   Annual Salary Remaining September–June $44,500
   Monthly Salary September–June $4,450

5. Correct annual salary will have to be input in the Retirement Reporting Rate in Function 01, Screen 005 on each person’s EDB record as an override. If salary changes are implemented during the fiscal year, new annual rates will need to be entered into the EDB.

6. **Warning:** Automated Ed Code Late Hires and Ed Code Termination calculations will not function accurately with overrides.

7. Benefit and voluntary deductions must remain at 10 months, September through June, to cover full monthly deduction amounts.
2017-2018 Payroll Selection Instructions

Selection and Verification Process

Please review the payroll cycles currently in use by your district and all other payroll information on the District Profile Table (Attachment No. 7) and verify against the “Items to be Verified” listed below. If any changes for 2017-2018 are necessary, enter in red ink the information to be changed above the printed information on the District Profile Table (Attachment No. 7 is stapled to the “Payroll Administrator’s Copy” of this bulletin) and complete the attached 2017-2018 Selection Sheet (Attachment No. 6).

Please be sure that district staff responsible for Workers' Compensation administration supply the Workers' Compensation rates requested on the 2017-2018 Selection Sheet.

If your district elects to change a payroll cycle, we request that a letter indicating the change accompany the returned District Profile Table. Return the District Profile Table, stapled to the completed 2017-2018 Selection Sheet, by Friday, May 12, 2017.

Items to be verified on the District Profile Table

Please refer to the example District Profile Table (Attachment No. 5) for the location of each item. Disregard all other data on the report.

1. District Number
2. District Name
3. Address and Phone Number of the District
4. Certificated Longevity: If your district is interested in using this HRS “seniority” feature, please contact Laura Gutierrez of the Employee Services Section at (562) 922-6471 or via email at Gutierrez_Laura@lacoe.edu.
5. SDI Coverage: “Y,” if coverage is provided; "N," otherwise.
6. Position Control: If your district is interested in participating in HRS Position Control, contact Laura Gutierrez at (562) 922-6471 or via email at Gutierrez_Laura@lacoe.edu.
7. Federal Employer Identification Number (withholding taxes)
8. State Employer Identification Number (withholding taxes)
9. Unemployment Insurance Reporting Number
10. SDI Report(ing) Number: Used only by districts providing State Disability Insurance coverage.
11. **Valid Cycles:** Cycles to be used must be displayed here. If any changes to payroll cycles are elected, please attach a special letter to the *District Profile Table* indicating the change. See the attached *Payroll Cycle Chart* (Attachment No. 4) for a listing of all cycles. *If you want to request a mass cycle change, check the appropriate space on Attachment No. 6. Allow at least five working days for our office to process the change. There is a nominal fee for a mass cycle change.*

   **Note:** Districts that change *monthly* school-month cycles due to a change in school-month pay periods are reminded to also change their *hourly* school-month cycles. Please contact the Payroll Section at (562) 922-6442 or (562) 922-6449 to discuss timing of cycle changes for 12-month employees.

12. **Position Control:** Number of copies of specified reports produced by HRS.

13. **EIR(s):** Number of copies of specified reports produced by HRS.

14. **Change Reg(isters):** Number of copies of specified reports produced by HRS.

15. **Standard Days in Month:** If a monthly employee with a monthly pay rate is absent two days, then two days “DKT” (dock time) in HRS must be reported on the time report. The standard number of days per month is used as a basis for deducting days for *classified* calendar-month, monthly-basis assignments.

   Example: If a district elects 21.667 days as the standard number of working days, then an employee with a *classified* calendar-month, monthly-basis assignment (job) who has two days DKT posted to the time report would have the monthly salary reduced by 2, divided by 21.667, multiplied by the monthly pay rate.

   Districts have an option to select various standard days to deduct; for example: 22, 21.75 or 21.667. We recommend 21.667. It is based on 52 weeks times 5 working days divided by 12 months. This represents working days on an annualized basis.

   Districts may elect any other standard of up to three decimal places, but the use of 21.667 days is suggested. See “*Fair Labor Standards Act*” below.

16. **Standard Hours in Month:** Each district must inform our office of the standard number of hours per month to be used to determine an hourly rate for *classified*, monthly-rate employees paid on calendar-month payrolls. This becomes the basis for overtime purposes in HRS.

   Example: If a district elects 173.333 hours as the "Standard Hours in Month," then an employee with a monthly rate of $1,421 has an equivalent hourly rate of $8.20 per hour ($1,421 divided by 173.333). The "Standard Hours in Month" established by the district will be utilized for the purpose of computing an overtime hourly rate used when HRS earnings types OVT, OT1 and OT2 are used to report overtime for classified, monthly-basis jobs.
Commonly used methods are as follows:

a) 176 equals 22 days times 8 hours.
b) 173.333 equals 52 weeks times 5 working days times 8 hours divided by 12 months.

Any other number of “Standard Hours in Month” up to three decimals may be selected, but the use of no greater than 173.333 hours is suggested. See “Fair Labor Standards Act.”

17. **Workers’ Compensation Rate:** Enter the rate in percent format. For example, if the decimal rate is .015, enter 1.5 as the percentage rate.

18. **Work Experience Factor:** Enter the factor in decimal format.

Be sure that the Workers’ Compensation information, Items 17 and 18 are entered on the 2017-2018 Selection Sheet.

19. **District Contact Personnel:** You may request that we load your staff names and telephone numbers.

20. **PBA-HW-Proration (PeopleSoft Health and Welfare Proration):** Entering “A” causes proration of health and welfare fringes across all prime cycle pay. Entering “P” causes proration of fringes based on prime job only.

**Fair Labor Standards Act (FLSA)**

1. **Overtime Rate/Hours Per Month:** One way to comply with FLSA provisions regarding overtime pay for covered employees who are paid a monthly salary and work a 40-hour week is the following:

   Use the OVT earnings type to pay overtime at time and one-half the hourly rate based on your District Profile Table’s “Standard Hours in Month” of no greater than 173.333. See 29 CFR, Chapter V, Section 778.113(b).

2. **Days Per Month:** FLSA regulations do not directly address the question of days per month used to dock monthly-basis covered employees for unpaid absences. However, the use of 21.667 standard days per month on the District Profile Table is consistent with the use of 173.333 hours per month, or 52 weeks times 5 days per week divided by 12 months equals 21.667.

   Assume 173.333 hours per month and 8 hours per day. Then 173.333 hours per month divided by 8 hours per day equals 21.667 days per month.
<table>
<thead>
<tr>
<th>CYCLE Master Calendar</th>
<th>BASIS</th>
<th>PAY PERIOD</th>
<th>ESA</th>
<th>DATES</th>
<th>WARRANT ISSUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1 1</td>
<td>Monthly Hourly/ Daily</td>
<td>Calendar Month</td>
<td>No</td>
<td>July 1, 2017 June 30, 2018</td>
<td>First working day of next calendar month. The first payroll of 2018 will be issued January 2, 2018.</td>
</tr>
<tr>
<td>C2 1</td>
<td>Monthly Hourly/ Daily</td>
<td>Calendar Month</td>
<td>No</td>
<td>July 1, 2017 June 30, 2018</td>
<td>Last working day within calendar month.</td>
</tr>
<tr>
<td>E1 1</td>
<td>Monthly Hourly/ Daily</td>
<td>Calendar Month</td>
<td>Yes</td>
<td>July 1, 2017 June 30, 2018</td>
<td>ESA on 20th within pay period. Final pay on 5th following pay period. If holiday or weekend, issue date will be on preceding workday.</td>
</tr>
<tr>
<td>E4 1</td>
<td>Monthly Hourly/ Daily</td>
<td>Calendar Month</td>
<td>Yes</td>
<td>July 1, 2017 June 30, 2018</td>
<td>ESA on 25th within pay period and final pay on 10th following pay period. If holiday or weekend, issue date will be on preceding workday.</td>
</tr>
<tr>
<td>C3 1</td>
<td>Hourly/ Daily</td>
<td>Calendar Month</td>
<td>No</td>
<td>July 1, 2017 June 30, 2018</td>
<td>Pay on the 10th after pay period. If holiday or weekend, issue date will be on preceding workday.</td>
</tr>
<tr>
<td>C5 1</td>
<td>Hourly/ Daily</td>
<td>Calendar Month</td>
<td>No</td>
<td>July 1, 2017 June 30, 2018</td>
<td>Pay on the 5th after pay period. If holiday or weekend, issue date will be on preceding workday.</td>
</tr>
<tr>
<td>H1 5</td>
<td>Hourly/ Daily</td>
<td>Half-Month</td>
<td>No</td>
<td>July 1, 2017 June 30, 2018</td>
<td>1st through 15th paid on the 25th following. 16th through 31st paid on the 10th after pay period. If holiday or weekend, issue date will be on preceding workday.</td>
</tr>
</tbody>
</table>

Countywide issue dates are not changed due to local holidays.
Please review all information. If any changes for 2017-2018 are necessary, enter the information in red ink to be changed next to the printed information and complete the attached 2017-2018 Selection Sheet (Attachment No. 6).

| DIST NAME:         | 00715 XYZ UNIFIED       |
| ADDRESS:           | 9300 IMPERIAL HWY.     |
| CITY:              | DOWNEY                |
| PHONE:             | (562) 222-1111        |
| ST:                | CA                          |
| ZIP:               | 90242                   |

| LONGEVITY/SENIOIRITY: | N          |
| SDI COVERAGE:        | N          |
| POSITION CONTROL:    | 1          |
| FEDERAL EMPLOYER ID NO.: | 950000000 |
| STATE EMPLOYER ID NO.:  | 80000000  |
| UNEMPLOYMENT NO.:    | 94200000   |
| SDI REPORTING NO.:   | 00000000   |
| PBA HEALTH & WELFARE PRORATION: | A         |
| VALID PAY CYCLES:    | C1 H1 E4 V2 V1 C3  |
| POSITION CONTROL COPIES: | 1         |
| EIR COPIES:          | A          |
| CHANGE REGISTER COPIES: | A         |
| STANDARD DAYS IN MONTH: | 21.7500   |
| STANDARD HOURS IN MONTH: | 174.000   |
| WORKMEN'S COMP RATE: | 7.890      |
| WORK EXPERIENCE FACTOR: | 1.000     |

Refer to the Payroll Selections Instructions (Attachment No. 3) for more information on Numbers 1-19 or on FLSA 1 or 2.

<table>
<thead>
<tr>
<th>PAYROLL NAME:</th>
<th>TED BROWN</th>
<th>(562) 222-1111</th>
<th>EXT. 24211</th>
</tr>
</thead>
<tbody>
<tr>
<td>RETIREMENT NAME:</td>
<td>PAM ANDERSON</td>
<td>(562) 222-1111</td>
<td>EXT. 24223</td>
</tr>
<tr>
<td>PERSONNEL NAME:</td>
<td>JOHN SAMPSON</td>
<td>(562) 222-1111</td>
<td>EXT. 24233</td>
</tr>
<tr>
<td>POSITION CONTROL NAME:</td>
<td>JOHN SAMPSON</td>
<td>(562) 222-1111</td>
<td>EXT. 24233</td>
</tr>
</tbody>
</table>
2017-2018 Selection Sheet

TO: Division of School Financial Services
Attention: Employee Services, EC 132
Email Address: SFSEmployeeServices@lacoe.edu

FROM: ________________________________________ District ____________ District No.

District Profile Table Changes:

1. Please check one or more items:
   - [ ] No changes necessary
   - [ ] Changes (entered in red above old item)
   - [ ] Worker’s Compensation Rate Change:
     - [ ] No change
     - [ ] New 2017-2018 Rate _____ X Experience Factor _____ = New Composite Rate _____
       Enter the Rate in percent format: e.g., enter 1.5 if the decimal rate is .015.
       Enter the Experience Factor in decimal format.
   - [ ] Cycle changes (from _____ to _____; from _____ to _____)

Optional: _______ I authorize mass cycle changes for the cycles specified above to be effective with
payrolls issued after July 10, 2017. I understand that our district will be charged $50 for each mass cycle change. To coordinate timing of mass change, call Erwin Labasan at (562) 922-6339 or email him at Labasan_Erwin@lacoe.edu.

2. Complete all of the following for the 2017-2018 school year:
   - First Day of School
   - Last Day of School

Administrator Authorization of District Profile Table Changes, Selections and/or Mass Cycle Changes

Signature _______________________________
Authorized District Administrator __________________________ Date ________________

Authorized District Administrator Title ____________ Date ________________

Print Name __________________________ Email Address __________________________

District Contact: __________________________ Phone No.: ____________ Ext.: ________
E-mail address: __________________________

Complete items 1 and 2 and have an authorized administrator sign the form. Return this form and attach it to the District Profile Table and include any changes indicated by Friday, May 12, 2017, to SFSEmployeeServices@lacoe.edu.

New fiscal-year profile changes will not appear until after the completion of the final payroll of the current fiscal year.
Intentionally left blank
SECTION IV.

EARNINGS TABLE (010)
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Earnings Table

The Earnings Table stores earnings codes and related data which determines how time transactions and retroactive pay adjustments process through payroll production.

Each earnings code has data fields which determine if:
- The transaction affects gross pay
- Pay is calculated as rate x time, rate x time x a factor or amount
- Pay contributes to subject grosses; federal withholding, state withholding, retirement, OASDI, Medicare, SUI, SDI, FUTA and Workers’ Compensation.
- Pay is supplemental and if so, how it is to be taxed.

The earnings code determines whether:
- Time paid contributes to seniority or leave accrual;
- The labor distribution object code is overridden, e.g., for overtime;
- Pay is included in the distribution of fringe benefit amounts, e.g., health benefits;
- Pay is subject to retro pay.

Interface with other Functions

The Earnings Table interfaces with the Employee Data Base (EDB), Time Entry, Payroll and Retirement. An earnings code is input on all assignments. Generally this is “REG” for a regular assignment. In addition, if the employee works overtime, there may be an overtime earnings code on the assignment. The time file/report is generated with the earnings code and, during payroll processing, the earnings code determines how the transaction is processed. The earnings code also determines the impact on retirement. Some earnings codes are used only to adjust retirement earnings.

To Request Additions, Changes or Deletions

The Earnings Table is maintained by School Financial Services (SFS). To request an addition, change or deletion to the table, submit the HRS Earnings Type Request form to SFS. See the Help Sheet for the SFS staff name, phone number, and section. A blank form is included in your packet, please make copies as needed.

Additions, changes, or deletions are input on-line, in real-time, which mean the entry is available for immediate use. The Earnings Table can also be viewed online by using Function 16, Control Table Inquiry.

Reports Generated

When additions, changes or deletions are input, an Earnings Table Report (AIMS010) is generated.

Let’s see samples of some of the earnings codes in use.
This is the REG pay earnings type. Not that it is subject to all taxes and union dues and is calculated at the rate of “RATE X TIME”.

```plaintext
+++CONTROL TABLE DATA INQUIRY+++ 1610
*EARNINGS TABLE*

EARNINGS TYPE: REG

DISTRICT: 00001  SEQUENCE NO: 001

DESCRIPTION  ABBREV  DESC  SEN  LV  T/R  F/B  RET  C/B  U/D
REGULAR PAY  REGULAR  Y  Y  Y  Y  Y

+++SUBJECT GROSSES+++ PRE- CALC  POST  CALC  OBJCT
CAT  HRS  T  W  F  M  S  R  P  U  D  N  C  PROC  RTN  PROC  FACTOR  CLASS
N  R  +  +  +  +  +  +  +  +  +  +  N  +  00  01  00

HOURS BALANCE ELEMENT NUMBERS  DOLLAR BALANCE ELEMENT NUMBERS
5160  5116  5556  5559
```

This is RNU – Regular pay not subject to union dues. Notice it is still subject to all taxes.

```plaintext
+++CONTROL TABLE DATA INQUIRY+++ 1610
*EARNINGS TABLE*

EARNINGS TYPE: RNU

DISTRICT: 00001  SEQUENCE NO: 001

DESCRIPTION  ABBREV  DESC  SEN  LV  T/R  F/B  RET  C/B  U/D
REGULAR PAY - NO DUES  REG  PAY  ND  Y  Y  Y  Y

+++SUBJECT GROSSES+++ PRE- CALC  POST  CALC  OBJCT
CAT  HRS  T  W  F  M  S  R  P  U  D  N  C  PROC  RTN  PROC  FACTOR  CLASS
N  R  +  +  +  +  +  +  +  +  +  +  N  +  00  01  00

HOURS BALANCE ELEMENT NUMBERS  DOLLAR BALANCE ELEMENT NUMBERS
5160  5116  5556  5559
```
This is the Earnings Code DKT to use when docking an employee. This is subject to union dues.

```
***CONTROL TABLE DATA INQUIRY*** 1610
*EARNINGS TABLE*

EARNINGS TYPE: DKT

DISTRICT: 00001  SEQUENCE NO: 050

DESCRIPTION  ABBREV DESC SEN LV T/R F/B RET C/B U/D
DOCK - TIME  DOCK-TIME  Y  N  Y  Y  Y  Y

***SUBJECT GROSSES*** PRE- CALC POST  CALC  OBJCT
CAT HRS  T  W  F  M  S  R  P  U  D  N  0  0  1  15
A  U  - - * - - - - - - N  -  00  01  15

HOURS BALANCE ELEMENT NUMBERS  DOLLAR BALANCE ELEMENT NUMBERS
5116  5559

TRANS: 010  KEY 1: DKT  DIST: 00001
```

This is Earnings Code DNU which is dock time and not subject to union dues.

```
***CONTROL TABLE DATA INQUIRY*** 1610
*EARNINGS TABLE*

EARNINGS TYPE: DNU

DISTRICT: 00001  SEQUENCE NO: 050

DESCRIPTION  ABBREV DESC SEN LV T/R F/B RET C/B U/D
DOCK - TIME NO DUES  DOCK TIME  Y  N  Y  Y  Y  Y

***SUBJECT GROSSES*** PRE- CALC POST  CALC  OBJCT
CAT HRS  T  W  F  M  S  R  P  U  D  N  0  0  1  15
A  U  - - * - - - - - - N  -  00  01  15

HOURS BALANCE ELEMENT NUMBERS  DOLLAR BALANCE ELEMENT NUMBERS
5116  5559

TRANS: 010  KEY 1: DNU  DIST: 00001
```
This is Earnings Code OVT. It pays time and a half. Notice it has a Calc Routine of 02 which is “RATE x Time x Factor”. Also, notice these funds would not be subject to union dues.

```
***CONTROL TABLE DATA INQUIRY***
*EARNINGS TABLE*

EARNINGS TYPE: OVT

DISTRICT: 00001 SEQUENCE NO: 300

DESCRIPTION ABBREV DESC SEN LV T/R F/B RET C/B U/D
OVERTIME - TIME*ONE-HALF OT TM & HF N N N Y

***SUBJECT GROSSES*** PRE- CALC POST CALC OBJCT
CAT HRS T W F M S R P U D N C PROC RTN PROC FACTOR CLASS
A 0 + S + + S + + + + N + 00 02 00 1.500

HOURS BALANCE ELEMENT NUMBERS DOLLAR BALANCE ELEMENT NUMBERS
5116 5161 5559 5557

TRANS: 010 KEY 1: OVT

DIST: 00001
```

This is Earnings Code OT1 which pays overtime as straight time. It is also not subject to union dues.

```
***CONTROL TABLE DATA INQUIRY***
*EARNINGS TABLE*

EARNINGS TYPE: DT1

DISTRICT: 00001 SEQUENCE NO: 300

DESCRIPTION ABBREV DESC SEN LV T/R F/B RET C/B U/D
OVERTIME - STRAIGHT TIME OT STR TM N N Y Y

***SUBJECT GROSSES*** PRE- CALC POST CALC OBJCT
CAT HRS T W F M S R P U D N C PROC RTN PROC FACTOR CLASS
A 0 + S + + S + + + + N + 00 01 00

HOURS BALANCE ELEMENT NUMBERS DOLLAR BALANCE ELEMENT NUMBERS
5161 5116 5559

TRANS: 010 KEY 1: DT1

DIST: 00001
```
### Field Descriptions - Earnings Table (010)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Earnings Type</strong></td>
<td>The Code identifying the type of earnings to be paid.</td>
</tr>
<tr>
<td><strong>Sequence Number</strong></td>
<td>Used to group the table entries.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>A full description of the earnings type.</td>
</tr>
<tr>
<td><strong>Abbrev. Desc.</strong></td>
<td>The description, abbreviated, which appears on the earning statement (warrant stub)</td>
</tr>
<tr>
<td><strong>SEN</strong></td>
<td>Determines if an earnings type counts toward Seniority.</td>
</tr>
<tr>
<td></td>
<td>- Y  Yes</td>
</tr>
<tr>
<td></td>
<td>- N  No</td>
</tr>
<tr>
<td><strong>LV</strong></td>
<td>Determines if the earnings type counts toward Leave Accrual</td>
</tr>
<tr>
<td></td>
<td>- Y  Yes</td>
</tr>
<tr>
<td></td>
<td>- N  No</td>
</tr>
<tr>
<td><strong>T/R</strong></td>
<td>Determines whether the earnings code prints on Retirement reports</td>
</tr>
<tr>
<td></td>
<td>- Y  Print</td>
</tr>
<tr>
<td></td>
<td>- Blank  Does not print</td>
</tr>
<tr>
<td><strong>F/B</strong></td>
<td>Fringe benefit distribution indicator of whether the earnings type should be included in the distribution.</td>
</tr>
<tr>
<td></td>
<td>- Y  Includes earnings in distribution proration calculation</td>
</tr>
<tr>
<td></td>
<td>- N  Do not include earnings in distribution</td>
</tr>
<tr>
<td></td>
<td>- If blank, default is “Y”</td>
</tr>
<tr>
<td><strong>RET</strong></td>
<td>Indicates whether this earnings type is subject to retro pay</td>
</tr>
<tr>
<td></td>
<td>- N  Not applicable to retro pay</td>
</tr>
<tr>
<td></td>
<td>- Blank  Applicable to retro pay</td>
</tr>
<tr>
<td><strong>CATEGORY</strong></td>
<td>Category code to group earnings:</td>
</tr>
<tr>
<td></td>
<td>- N  Normal or regular type of payment</td>
</tr>
<tr>
<td></td>
<td>- L  Payment for leave time (e.g. vacation and sick leave)</td>
</tr>
<tr>
<td></td>
<td>- A  Additional pay. These (e.g. overtime, merit award) are considered one-time</td>
</tr>
<tr>
<td></td>
<td>- D  Differential (e.g. shift)</td>
</tr>
<tr>
<td></td>
<td>- P  Prerequisite or payment in kind (e.g. bonus, housing allowance)</td>
</tr>
<tr>
<td></td>
<td>- J  Adjustments to retirement amounts</td>
</tr>
<tr>
<td></td>
<td>- O  Other</td>
</tr>
</tbody>
</table>
HRS

Code that groups time reported.
- R  Regular hours, normally used for leave hours as well as all regular types of pay
- O  Overtime hours (e.g. overtime at straight, time and a half or double)
- N  Non-worked hour (e.g. shift hours)
- U  Unpaid regular equivalent. This category is used for earnings codes which are the equivalent of regular hours (i.e. decrement REG and its equivalent in Time Reporting), but which are unpaid. Examples include dock time and other unpaid leaves.

Subject Gross

These fields identify whether the earnings are added to, subtracted from, or have no effect on the following:
- T  Total Gross Pay
- W  Federal Withholding Tax Gross
- F  FICA/OASDI Taxable Gross
- M  Medicare Gross
- S  State Withholding Tax Gross
- R  STRS Retirement Gross
- P  PERS Retirement Gross
- U  State Unemployment Insurance
- D  State Disability Insurance
- N  FUTA Gross
- C  Workers Compensation Gross

Subject Gross

One of the following codes must be entered in each of the fields (EXCEPT for Federal Withholding Tax Gross and State Withholding Tax Gross):
- +  Add the earnings to the Gross
- -  Subtract the earnings from the gross.
- N  No effect on gross.
- E  Report earnings for retirement, but do not include the retirement deduction/contribution calculation.

Federal Withholding Tax Gross and State Withholding Tax Gross have their own coding schemes:
+  Add the earnings to taxable gross (i.e. regular types of earnings that receive normal tax treatment).
-  Subtract the earnings from taxable gross.
N  The earnings type has no effect on taxable gross.
2  Tax these earnings by the 20/6 rule (effective 1/1/92)
S  Tax earnings according to the code in the Supplemental Taxing Option field on EDB Payroll Tax Status Screen 030.
Earnings Code Table Report (AIMS010)

HRS Earnings Type Request Form
<table>
<thead>
<tr>
<th>ERN</th>
<th>ORG</th>
<th>CHECK DEC</th>
<th>FULL DESCRIPTION</th>
<th>CLAR</th>
<th>TWCDW</th>
<th>RUDTM</th>
<th>HOURS</th>
<th>DOLLAR</th>
<th>PRE CALC</th>
<th>PST CALC</th>
<th>FIXED RATE/FACTR</th>
<th>OBJS/T FRG</th>
<th>CLAS BEN RET U/D</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRV</td>
<td>001</td>
<td>BEREAVEMENT</td>
<td>BEREAVEMENT</td>
<td>Y Y N R Y ++++++++ N+</td>
<td>5160 S116</td>
<td>5556 5559</td>
<td>00 01-R 00</td>
<td>.000</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDP</td>
<td>001</td>
<td>CIVIC DUTY PAY</td>
<td>CIVIC DUTY PAY</td>
<td>Y Y N R Y ++++++++ N+</td>
<td>5160 S116</td>
<td>5556 5559</td>
<td>00 01-R 00</td>
<td>.000</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLB</td>
<td>001</td>
<td>CATASTROPHIC LEAVE BAL</td>
<td>CATASTROPHIC LEAVE BAL</td>
<td>Y Y N R Y ++++++++ N+</td>
<td>5160 S116</td>
<td>5556 5559</td>
<td>00 01-R 00</td>
<td>.000</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DBS</td>
<td>001</td>
<td>DEFINED BENEFIT HRLY DLY</td>
<td>DEFINED BENEFIT HRLY DLY</td>
<td>Y Y N A O Y +S+S+++ N+</td>
<td>5160 S116</td>
<td>5559</td>
<td>00 01-R 00</td>
<td>.000</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIS</td>
<td>001</td>
<td>LARISA 457 DISTRIBUTION</td>
<td>LARISA 457 DISTRIBUTION</td>
<td>Y Y N N O Y +2 NM2 X X N N N N</td>
<td>5546</td>
<td>00 03-A 00</td>
<td>.000</td>
<td>N N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IIA</td>
<td>001</td>
<td>IND LEAVE</td>
<td>INDUSTRIAL INJURY LEAVE</td>
<td>Y Y N R Y ++++++++ N+</td>
<td>5160 S116</td>
<td>5866 5559</td>
<td>00 01-R 00</td>
<td>.000</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IIL</td>
<td>001</td>
<td>ILLNESS LEAVE</td>
<td>ILLNESS LEAVE</td>
<td>Y Y N R Y ++++++++ N+</td>
<td>5160 S116</td>
<td>5856 5559</td>
<td>00 01-R 00</td>
<td>.600</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNH</td>
<td>001</td>
<td>PERSONAL N</td>
<td>PERSONAL N</td>
<td>Y Y N R Y ++++++++ N+</td>
<td>5160 S116</td>
<td>5556 5559</td>
<td>00 01-R 00</td>
<td>.600</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RDI</td>
<td>001</td>
<td>REG NO SDI</td>
<td>REGULAR NO SDI (790)</td>
<td>Y Y N R Y ++++++++ N+</td>
<td>5160 S116</td>
<td>5556 5559</td>
<td>00 01-R 00</td>
<td>.800</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REG</td>
<td>001</td>
<td>REGULAR PAY</td>
<td>REGULAR PAY</td>
<td>Y Y N R Y ++++++++ N+</td>
<td>5160 S116</td>
<td>5556 5559</td>
<td>00 01-R 00</td>
<td>.600</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RES</td>
<td>001</td>
<td>REGULAR</td>
<td>REGULAR</td>
<td>Y Y N R Y ++++++++ N+</td>
<td>5160 S116</td>
<td>5556 5559</td>
<td>00 01-R 00</td>
<td>.600</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RNC</td>
<td>001</td>
<td>REG</td>
<td>REG-NO SENTIVITY</td>
<td>Y Y N R Y ++++++++ N+</td>
<td>5160 S116</td>
<td>5556 5559</td>
<td>00 01-R 00</td>
<td>.600</td>
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**Note:** The table above is a portion of a document related to personnel/payroll/retirement systems, showing earnings data with various codes and descriptions. The entries include hours worked, dollar amounts, and other financial details.
<table>
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### EARNINGS TABLE (18)

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</tbody>
</table>

**Complete for All Actions**

- **Earnings count toward seniority.**
  - Yes
  - No

- **Earnings should accrue leave.**
  - Yes
  - No

- **Earnings will be paid as fixed lump sum amount.**
  - Yes
  - No

- **Automated retroactive pay should apply to earnings (other than lump sum)?**
  - Yes
  - No

- **Earnings should impact fringe benefit distribution?**
  - Yes
  - No

- **Earnings object override, if applicable**
  - (4)

**Complete for Add, Optional for Change**

- **Earnings are subject to:**
  - SUI: Yes, No
  - SDI: Yes, No
  - Workers’ Comp: Yes, No
  - CSEA Dues: Yes, No

**Comments**

All new Earnings Codes must be cleared by Retirement to determine if they are subject to PERS or STRS. Please contact STRS at (562) 922-6427 or PERS at (562) 922-6467.

**Prepared by:** ___________________________  **Date:** ___________________________

**Phone No.:** ___________________________  **Ext.:** ___________________________

**County Use Only - DO NOT COMPLETE**

**HRS Update By:** ___________________________  **Date:** ___________________________
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SECTION V.

BENEFITS AND VOLUNTARY DEDUCTIONS
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Establishing Voluntary Benefits in HRS

Generally, benefits may be established in HRS by one of the two following methods:

- The Voluntary Deduction Screen (Function 01, Screen 023) -or-
- The Benefit Plan Table (Function 11, Screen 027) and the Standard Benefits Screen (Function 01, Screen 020) or Additional Standard Benefits Screen (Function 01, Screen 021).

Use of either method requires use of a gross-to-net number which identifies the benefit to be established. Gross-to-Net numbers are defined in the county-maintained gross-to-net table (Function 16, Screen 002). You may request the County Payroll Section to add, change or delete gross-to-net numbers using the Gross-To-Net Request form following page II-16 in the HRS Manual.

Voluntary Deduction Screen (023)

This is an employee screen whose access requires entry of an employee’s EID number. IRC Section 403(b) benefits (TSAs), and IRS Section 457 benefits (deferred compensation) can only be processed on this screen.

Benefit Plan Table (027) and Standard Benefit Screens (020 and 021)

Benefit Plan Tables are identified by a three-character district-defined table code. Districts load the benefit’s gross-to-net numbers and rate structure in this table. Different combinations of deductions and district contribution rates are identified by level numbers.

Because Benefit Plan Tables are district tables, it is necessary to relate employees to tables which apply to them. This is done by entering the Benefit Plan Table code and benefit level number in an employee’s Standard Benefit Screen or Additional Standard Benefit Screen.

Section 125 Cafeteria Plan salary reductions and “cash-in-lieu” of a benefit can only be processed using the Benefit Plan Table and Standard Benefits Screen or Additional Benefits Screen.

Choice of Method

Use of the Voluntary Deduction Screen (023) is NOT recommended for benefits having a defined rate structure because if the rates change, every employee’s screen would have to be updated manually. There is no objection to using this screen for benefits with no rate structure, such as credit union or charity deductions.

When the Benefit Plan Table and one of the standard benefit screens are used and benefit rates change, updating the table automatically updates the rates for all employees linked to that table. Such table updates should only be processed by building a future version table with updated rates and rolling the table to a current-version table.

Aside from TSAs deferred compensation and “cash-in-lieu” a gross-to-net number may be used with either the Voluntary Deduction Screen or Benefit Plan Table and the Standard Benefit Screens, but not both. A County Payroll Section entry in the Gross-To-Net Table determines the method used for a gross-to-net number. If you are using the Voluntary Deduction Screen to process a benefit, you may ask us to change the gross-to-net number to allow use of the Benefit Plan Table and Standard Benefit Screens, or vice versa.
Benefits Training Exercise I
Building the Benefits Table – MEDICAL

Use the information below to build a Benefit Plan Table for the district Health Net PPO pre-tax plan. Assume that the gross-to-net numbers have already been established in the Gross-To-Net table.

From the Main Menu, go to Function 11

Enter transaction number 027

Use: Key 1 – Plan Code “F” for a Future table

Key 2 – “HNP” for operators ZZZZ or “HNO” for operators AAAA

Hit enter. The screen will move to the blank Benefit Table Template.

Use the Plan Code Description “HNPPPO”

Use Deduction Gross-to-Net number 172

Use Plan Type “M”

Use Plan Type Description “Medical”

Use District Contribution Gross-to-Net number 174

Effective Date: 09/01/13

Implementation Date: ___/___/____ (No earlier than tomorrow)

Adoption Date 08/01/13 (This is the Board Approval Date)

Coverage Rate Levels

<table>
<thead>
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<th>Level</th>
<th>Abbreviation</th>
<th>Deduction</th>
<th>Contribution</th>
</tr>
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<td>SINGLE</td>
<td>25.00</td>
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<tr>
<td>02</td>
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<tr>
<td>03</td>
<td>FMLY</td>
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<td>08</td>
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<td>85.00</td>
<td>90.00</td>
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</tbody>
</table>

When you have finished building the table, compare your table to the screen at the front of the room.

HRS Manual, Section II, Pages II-73 through II-79
** CTL - BENEFITS PLAN TABLE - UPDATE **

VERSION: F

PLAN CODE: HNO

DISTRICT: 00118  PLAN CODE DESCRIPTION: HNPPD  DEDUCTION GTN NUMBER: 172

PLAN TYPE: M

PLAN TYPE DESCRIPTION: MEDICAL  CONTRIBUTION GTN NUMBER: 174

EFFECTIVE DATE: 09 01 13  IMPLEMENTATION DATE: 09 01 13  ADOPTION DATE: 08 01 13

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<th>CONTR RATE</th>
<th>LEVEL</th>
<th>DESCRIB</th>
<th>DEDUC RATE</th>
<th>CONTR RATE</th>
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</thead>
<tbody>
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<td>50.00</td>
<td>100.00</td>
<td>08</td>
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<td>08</td>
<td>75%TWO</td>
<td>85.00</td>
<td>90.00</td>
</tr>
</tbody>
</table>

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y

TRANS: 027  KEY 1: F  KEY 2: HNO  KEY 3:  DIST: 00118
Benefits Training Exercise II
Building the Benefits Table – DENTAL

Use the information below to build a Benefit Plan Table for the district DeltaCare dental program. Assume that the gross-to-net numbers have already been established in the Gross-to-Net Table.

Start at the menu for Function 11

Use J and input transaction number 027

Use: Key 1 – Plan Code “F” for a future table

Key 2 – “DCD” for operator ZZZZ or “DCP” for operator AAAA

Hit enter and the screen will display the blank Benefit Table Template

Use Plan Code Description “DCHMO”

Use deduction GTN number 166

The Plan Type is “D”

The Plan Type Description is “Dental”

The contribution GTN number is 167

Effective date: 09/01/13

Implementation date: ___/___/____

Adoption date: 08/01/13 (Board Approval date)

Coverage Rate Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Abbreviation</th>
<th>Deduction</th>
<th>Contribution</th>
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</thead>
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<tr>
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</tr>
<tr>
<td>02</td>
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<td>20.00</td>
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<td>15.00</td>
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<tr>
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<td>CSEA 1</td>
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<td>CSEA 2</td>
<td>2.50</td>
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<td>CSEA A</td>
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</tr>
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<td>15.00</td>
</tr>
</tbody>
</table>

When you have finished building this table, compare your table to the screen at the front of the room.

HRS Manual, Section II, Pages II-73 through II-79

https://www.lacoe.edu/hrs_training
<table>
<thead>
<tr>
<th>LEVEL</th>
<th>DESCRIPT</th>
<th>DEDUC RATE</th>
<th>CONTR RATE</th>
<th>LEVEL</th>
<th>DESCRIPT</th>
<th>DEDUC RATE</th>
<th>CONTR RATE</th>
</tr>
</thead>
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<td>21.00</td>
<td>10</td>
<td>HRFMLY</td>
<td>10.00</td>
<td>15.00</td>
</tr>
</tbody>
</table>

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y

TRANS: 027    KEY 1: F    KEY 2: DCD    KEY 3: ___    DIST: 00118
Benefit Training Exercise III
Building the Benefits Table – VISION CARE

Use the information below to build a Benefit Plan Table for the District Vision Service program. Assume that the gross-to-net numbers have already been established in the Gross-To-Net Table.

From the Menu at the beginning of Function 11

Enter transaction 027

Use:  
Key 1 – Plan Code “F” for a future table
Key 2 – “VIP” for operator ZZZZ or “VIS” for operator AAAA

Hit enter and the screen will move to the blank Benefit Table Template

Use Plan Code Description – “VISSVC”

Use Deduction Gross-to-Net Number 164

Use Plan Type “V”

Use Plan Type Description “Vision”

Use District Contribution Gross-to-Net Number 165

Effective date: 09/01/13

Implementation Date: ___/___/____

Adoption date: 08/01/13 (Board approval date)

Coverage Rate Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Abbreviation</th>
<th>Deduction</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
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<tr>
<td>03</td>
<td>FAMILY</td>
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<td>35.00</td>
</tr>
<tr>
<td>04</td>
<td>MG ONE</td>
<td>10.00</td>
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<td>MG TWO</td>
<td>22.50</td>
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</tr>
<tr>
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</tr>
<tr>
<td>10</td>
<td>HR TWO</td>
<td>10.00</td>
<td>35.00</td>
</tr>
</tbody>
</table>

When you have finished building this table, compare your table to the screen at the front of the room.

HRS Manual, Section II, Pages II-73 through II-79

https://www.lacoe.edu/hrs_training  Page 66  08/04/2017
** CTL - BENEFITS PLAN TABLE - UPDATE **

** VERSION: F **

DISTRICT: 00118 PLAN CODE DESCRIPTION: VISSVC
DEDUCTION GTR NUMBER: 164

PLAN TYPE: V
PLAN TYPE DESCRIPTION: VISION
CONTRIBUTION GTR NUMBER: 165

EFFECTIVE DATE: 09 01 13
IMPLEMENTATION DATE: 09 01 13
ADOPTION DATE: 08 01 13

<table>
<thead>
<tr>
<th>LEVEL DESCRIPT</th>
<th>DEDUC RATE</th>
<th>CONTR RATE</th>
<th>LEVEL DESCRIPT</th>
<th>DEDUC RATE</th>
<th>CONTR RATE</th>
</tr>
</thead>
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<td>TWO</td>
<td>5.00</td>
<td>40.00</td>
</tr>
<tr>
<td>FAMILY</td>
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<td>35.00</td>
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<td>1.00</td>
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<tr>
<td>MGT2</td>
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<td>40.00</td>
</tr>
<tr>
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<td>5.00</td>
<td>40.00</td>
<td>50%TWO</td>
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<tr>
<td>HR1</td>
<td>5.00</td>
<td>40.00</td>
<td>HR2</td>
<td>10.00</td>
<td>35.00</td>
</tr>
</tbody>
</table>

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?  

TRANS: 027  KEY 1: F  KEY 2: VIP  KEY 3:  
DIST: 00118
Benefit Training  
Changing the Cash In Lieu Screen

This is a screen shot of the current district’s Cash-in-Lieu table. The County Office builds this screen for the district the first time, and after that, the district will maintain the table themselves.

To make changes to the contribution amounts or to change the levels and descriptions, if needed, the district needs to:

1. Print a copy of their current Benefit Plan table (see the sample above).
2. Follow the steps for creating a new CIL table with an “F” version for future using the same plan code of CIL.
3. Input the new dates and rates.
   - Important: The implementation date can be no earlier than tomorrow.
4. After building the new table, approve it.

The future table will roll-in on its own on the implementation date.
Benefits Training Exercise IV  
Standard Benefits Screen (020)

Now that the benefit tables have been entered, establish various benefit plans and coverage levels as specified below. Assume the Benefit Plan Tables with the codes to be used have already been built with the levels specified.

From the HRS Main Menu, go to Function 01

Enter Transaction Code 020

The employee’s benefits eligibility should be set to “F”

Operators using ZZZZ and AAAA should use one of the following employees:

- Marc Haas    YK6226383
- Jane Yu    NS9150745
- Charlotte Lassiter  BX4195259
- Joyce Hall    GF6292862
- Frances Lambert  EU2900964

Use the following benefit levels:

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Vendor</th>
<th>Plan Code</th>
<th>Level</th>
<th>Effective Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Blue Cross</td>
<td>BLC</td>
<td>03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental</td>
<td>Delta</td>
<td>DDN</td>
<td>06</td>
<td>11/01/13</td>
<td></td>
</tr>
<tr>
<td>Vision</td>
<td>VSP</td>
<td>VPP</td>
<td>86</td>
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<td></td>
</tr>
</tbody>
</table>

After entering all the information, hit the Enter key on your keyboard and the fields not filled in will populate. Then, go back and override the District and Employee contributions for Blue Cross Medical, changing the employee amount to $150.00 and the district amount to $450.00.

When you are finished, compare your screen to the screen at the front of the room.

See HRS Manual, Section III, Page III-53 to III-56 under “Field Description” for details of Benefits Eligibility.
Before changes:

** PER - STANDARD BENEFITS DATA - UPD **

<table>
<thead>
<tr>
<th>Basic</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>YK6226383</td>
<td>HAAS,MARC A.</td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>

** PRIMARY JOB: ** 1  
** JOB TITLE: ** TEACHER CERT ADULT ED  
** BENEFIT ELIG: ** F  
** DATE OF BIRTH: ** 01 01 50  
** FIRST PROB SERVICE: **  
** FULL/PART: ** F  
** DEPENDENTS: ** —  
** BARGAINING UNIT: ** AC  
** CAFE MAX: **  
** PLAN/ **  
** COVERAGE DESCRIPTION **  
** NBR **  
** EMPLOYEE **  
** NBR **  
** EMPLOYER **  
** DATE **  
** END DATE **  
** PAYROLL: **  
** MEDICAL **  
** DENTAL **  
** VISION **  
** LIFE 1 **  
** LIFE 2 **  
** DEP LIFE **  
** INC PROT CIP 01 INGIP **

(025) - SCREEN RESTARTED. NO FILES UPDATED.

<table>
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<tr>
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<tbody>
<tr>
<td>020</td>
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<td>00118</td>
</tr>
</tbody>
</table>

After changes:

** PER - STANDARD BENEFITS DATA - UPD **

<table>
<thead>
<tr>
<th>Basic</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>YK6226383</td>
<td>HAAS,MARC A.</td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>

** PRIMARY JOB: ** 1  
** JOB TITLE: ** TEACHER CERT ADULT ED  
** BENEFIT ELIG: ** F  
** DATE OF BIRTH: ** 01 01 50  
** FIRST PROB SERVICE: **  
** FULL/PART: ** F  
** DEPENDENTS: ** —  
** BARGAINING UNIT: ** AC  
** CAFE MAX: **  
** PLAN/ **  
** COVERAGE DESCRIPTION **  
** NBR **  
** EMPLOYEE **  
** NBR **  
** EMPLOYER **  
** DATE **  
** END DATE **  
** PAYROLL: **  
** MEDICAL **  
** DENTAL **  
** VISION **  
** LIFE 1 **  
** LIFE 2 **  
** DEP LIFE **  
** INC PROT CIP 01 INGIP **

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?

<table>
<thead>
<tr>
<th>TRANS:</th>
<th>EID:</th>
<th>JOB:</th>
<th>DISTRICT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>020</td>
<td>YK6226383</td>
<td>1</td>
<td>00118</td>
</tr>
</tbody>
</table>
Establish the following benefits on the Voluntary Deduction Screen (023) for your test employee. Assume the following Gross-To-Net numbers have already been established in the district’s Gross-to-Net table.

Use the same employee you used to manipulate Screen 020.

Navigate to function 01, screen 023

- **CASBO dues**
  - Deduction: $22.00
  - GTN: 277
  - Begin date: 09/01/13

- **Highland Federal Credit Union**
  - Deduction: $200.00
  - GTN: 287
  - Deduction bal: $5400.00

- **Industrial Alliance PacLife Insurance TSA**
  - Reduction: $150.00
  - GTN: 060
  - Vendor #: 0000008619
  - Start Date: 09/01/13
  - Contribution: $50.00
  - GTN: 061
  - Vendor #: 0000008619
  - Start Date: 09/01/13

- **Nationwide Trust Co. FSB – Roth TSA**
  - Deduction: $100.00
  - GTN: 086
  - Vendor #: 0000009792

- **First Financial Federal Credit Union – Savings**
  - Deduction: $50.00
  - GTN: 282
  - Vendor #: 0000003118

When you have finished building screen 023 from the information listed above, compare your screen to the one at the front of the room.
** PER - VOLUNTARY DEDUCTIONS - UPD **

<table>
<thead>
<tr>
<th>GTN</th>
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<th>AMOUNT</th>
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<th>DATE</th>
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(002) - ENTER YOUR CHANGES.

TRANS: 023  EID: YK6226383  JOB: 1  DISTRICT 00001