**System and Applications**

1. **New Hire**
   1.01 HR processes and enters new hire data for permanent, substitute and hourly employees into HRS.
   - Human Resources

1.03 Receives new hire documents from HR including a W-4, Screen 12 Contact Data, Ethnicity Data, Warrant Recipient Designation and ID, CalSTRS Membership Form (Certificated only), all attached to PTR Form (Personnel Transaction Request)
   - Payroll
   - ETA
   - LCRR

1.04 Forward certificated documents to LACOE.
   - Payroll
   - Payroll

1.05 Enter voluntary deductions (except medical), and direct deposit into HRS
   - Payroll
   - Payroll

1.06 Creates a payroll card, create an employee payroll file for retention items
   - Payroll

**PAYROLL DATA**

1. **New Hire**
   1.01 HR processes and enters new hire data for permanent, substitute and hourly employees into HRS.
   - Human Resources

1.03 Receives new hire documents from HR including a W-4, Screen 12 Contact Data, Ethnicity Data, Warrant Recipient Designation and ID, CalSTRS Membership Form (Certificated only), all attached to PTR Form (Personnel Transaction Request)
   - Payroll
   - ETA
   - LCRR

1.04 Forward certificated documents to LACOE.
   - Payroll
   - Payroll

1.05 Enter voluntary deductions (except medical), and direct deposit into HRS
   - Payroll
   - Payroll

1.06 Creates a payroll card, create an employee payroll file for retention items
   - Payroll

**Risk Management**

1. **New Hire**
   1.02 Employee visits Risk Management, enrolls in Health/Welfare, and RM enters choices into HRS
   - Risk Management

**Payroll Processing**

1.0 New Hire Payroll Data

- 1.01 HR processes and enters new hire data for permanent, substitute and hourly employees into HRS.
  - Human Resources

- 1.02 Employee visits Risk Management, enrolls in Health/Welfare, and RM enters choices into HRS
  - Risk Management

- 1.03 Receives new hire documents from HR including a W-4, Screen 12 Contact Data, Ethnicity Data, Warrant Recipient Designation and ID, CalSTRS Membership Form (Certificated only), all attached to PTR Form (Personnel Transaction Request)
  - Payroll
  - ETA
  - LCRR

- 1.04 Forward certificated documents to LACOE.
  - Payroll
  - Payroll

- 1.05 Enter voluntary deductions (except medical), and direct deposit into HRS
  - Payroll
  - Payroll

- 1.06 Creates a payroll card, create an employee payroll file for retention items
  - Payroll

**Last Update:**
1/20/2015
2.0 Payroll Data Changes

2.01 Employee submits change of benefits request based on life-event or during Open Enrollment

Risk Management

2.02 Benefit change request entered into HRS as GTNs

Risk Management

2.03 Review contracts signed for American Fidelity (FSA - Section 125), enters into HRS

Payroll

2.04 Other changes (other than medical) made directly with Vendors.

Payroll

2.05 Employee submits signed payroll deduction form for voluntary deductions to Credit Union, Bank or Vendor

Employee

2.06 Payroll receives Voluntary Deduction notification, such as LTD, Union Dues, Professional Association Dues

Payroll

2.07 Voluntary Deductions entered as GTNs in HRS

Payroll

2.08 Request for Retroactive Salary Adjustment initiated (e.g. error correction)

Employee/IRS

2.09 Request validated and time entered into HRS as RX/LX transactions

Payroll

2.10 Supplemental Paycycle used depending on amount of payment and length of time to next payroll run

Payroll

2.11 Employee submits signed payroll deduction form for voluntary deductions to Credit Union, Bank or Vendor

Employee

2.12 Payroll receives Voluntary Deduction notification, such as LTD, Union Dues, Professional Association Dues

Payroll

2.13 Voluntary Deductions entered as GTNs in HRS

Payroll

2.14 Payroll receives Voluntary Deduction notification, such as LTD, Union Dues, Professional Association Dues

Payroll

2.15 Request validated and changes entered into HRS

Payroll

2.16 Paper copy of W4 maintained in Employee Payroll File indefinitely

Payroll

2.17 Vendor notifies district of rate change on voluntary deduction (non medical)

Vendor

2.18 Request validated and changes entered into HRS

Payroll

2.19 Vendor provides notification of change to employee

Vendor

2.20 Employee has Life Event change, selects wrong benefit options, or terminates benefits

Risk Management

2.21 Request for Retroactive Salary Adjustment initiated (e.g. error correction)

Employee/IRS

2.22 Salary change and effective date entered into the Employee Data Base (EDB)

Human Resources

2.23 Request validated and time entered into HRS as RX/LX transactions

Payroll

2.24 Supplemental Paycycle used depending on amount of payment and length of time to next payroll run

Payroll

2.25 Request for Retroactive Salary Adjustment initiated (e.g. error correction)

Employee/IRS

2.26 Request validated and time entered into HRS as RX/LX transactions

Payroll

2.27 Supplemental Paycycle used depending on amount of payment and length of time to next payroll run

Payroll

2.28 Vendor notifies district of rate change on voluntary deduction (non medical)

Vendor

2.29 Request validated and changes entered into HRS

Payroll

2.30 Vendor provides notification of change to employee

Vendor

2.31 W4 and/or DE4 withholding information request for change

Employee/IRS

2.32 If request for W4 change initiates from IRS, District notifies Employee

Payroll

2.33 Request validated and changes entered into HRS

Payroll

2.34 Paper copy of W4 maintained in Employee Payroll File indefinitely

Payroll

2.35 Manual adjustments must be done before last payroll run of calendar year for accurate W2

Payroll

2.61 Imputed Earnings requiring manual management

Risk Management

2.62 Group Term Life and Domestic Partner adjusted annually, after last payroll. Risk Management provides imputed amount to Payroll to input.

Payroll

2.63 Upon Termination, all imputed earnings are done at end of year

Payroll

2.64 Manual adjustments must be done before last payroll run of calendar year for accurate W2

Payroll
3.0 Payroll Schedule Management

3.01 District has changed the summer cycle from V1 to V2 and also dropped the use of H1 in the past.

3.02 Alhambra requested a mass update change from SFS.

3.03 Mass Change Request validated and executed by Support Services.

3.11 All hourly assignments are terminated at the end of each school year (June 30th).

3.12 Direct Deposits are terminated but voluntary deductions are not.

3.13 All hourly assignments are reinstated at the beginning of year (July 1).
4.0 Salary Table Management

4.01 Salary tables are maintained by Human Resources

SFS

4.02 Training and support provided by SFS

4.11 Update salary placement information for individual in EDB which reflects the correct effective date and is tied to appropriate table

4.12 Payroll manually enters RX/LX transactions to update to correct rate. Mass retro process will be involved for multiple employees.

4.02 Training and support provided by SFS

4.03 Human Resources

4.04 SFS

4.05 Payroll

4.06 Business Services

4.21 Mass Retro: Bargaining unit and district agree to retroactive salary increase

4.22 Human Resources generates new salary schedules

4.23 Paper salary schedules are utilized to update the tables in HRS by utilizing existing salary schedules and increasing by percentage or dollar amount

4.24 Review of new paper salary schedule and verification of funds?

4.25 Salary schedules become effective in HRS

4.26 Mass Retro request with SFS Employee Services

4.27 Payroll cards and salary based deductions updated

4.28 Mass Retro report generated and sent to district

4.29 Validate the report to existing HRS information. Also used Labor Distribution Reports to validate

4.30 District notify SFS to process Mass Retro

Payroll

4 of 19
5.0 Payroll Time Keeping

5.01 Regular employees (monthly): All electronic timesheets are approved by site administrator. The approval can be done in ETA electronically. A hard copy timesheet is signed.

5.02 Request for time off: employee submits a leave request (paper) form to administrator. Site Administrator

5.03 Upon return an Absence Affidavit (paper) is completed by employee and submitted to administrator for approval. Site Administrator

5.04 Timekeeper validates absence requests and adds to ETA. Site Timekeeper

5.05 At the end of the month all original affidavits are sent to Payroll, who retains keeps them for 1 – 2 years.

5.06 Payroll technicians enter timesheet information into HRS

5.07 Payroll technicians print out the electronic time sheets and verify sick leave and/or vacation balances in ETA and adjust pay as appropriate, making notations on the time sheets for the employees. Any changes/new hires/terminations are verified by checking PTR’s.

5.08 Any changes/new hires/terminations are verified by checking PTR’s (Personal Time Report)

5.09 Positive time entered into HRS

5.10 Any changes/new hires/terminations are verified by checking PTR’s

5.11 Substitute/Hourly/Extra Assignments: Time keepers report time worked on hard copy timesheet and Site Administrator approves and signs all paper timesheet.

5.12 Site approves all PTR’s (Personal Time Report)

5.13 Certificated Substitutes and clerical hourly submit monthly timesheets to HR who validate work performed

5.14 1. Payroll technicians verify the appropriateness of the hours/days being reported by comparing them to the prior month time sheet and PTRs that have been received.

5.15 Assign position numbers (which determine appropriate account to charge), extend the hours/days, and indicate the correct pay rate on the timesheets.

5.16 Positive time entered into HRS

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5.15 Assign position numbers (which determine appropriate account to charge), extend the hours/days, and indicate the correct pay rate on the timesheets.

5.16 Positive time entered into HRS
6.0 Paid Time Off and Absence Management

6.01 Payroll monitors count of Ed Code 100 days (sick leave differential pay) in ETA

6.11 Vacation Payouts are mandatory for all classified ten month employees (and 11 mo. Bus Divers). Also anyone who terminates

6.02 Certificated gets 100 days total, then gets 39 months of unpaid leave

6.03 Classified are given 100 days, and are given a second 100 days for a subsequent school year, then 39 months of unpaid leave

6.12 Payroll unit enters vacation payout into HRS for payment

6.21 All Paid Time Off is tracked in ETA including vacation, sick/PN and other leave types.

6.22 Vacation and Sick/PN Accrual Schedules are built into ETA and time is advanced annually (certificated and management).

6.23 Classified earn leave monthly (beginning of month). Automatically by ETA.

6.24 Hourly accruals frequently change and must be manually updated

6.25 Site can view leave balances online by logging in to ETA

6.31 Absence Management: Run monthly ETA attendance report to identify employees with negative balances

6.32 Payroll adjustments are performed as needed utilizing this report

6.26 Leave Balance reports sent to employees annually.

6.33 Pencil-in leave request on “payroll card” for some future notifications

6-A Info: Human Resource monitors FMLA (12 weeks) and PDL manually

6-B Accruals developed and monitored in ETA. Adjustments to accruals occur on July 1st.

Hess and Associates
7.0 Payroll Processing

7.01 Adjustments needed before payroll runs

7.02 Payroll Request verification run and obtains validation from RAD. Sometimes more then once

7.03 Payroll

7.04 Adjustments needed before payroll runs

7.05 Payroll Request verification run and obtains validation from RAD. Sometimes more then once

7.06 Payroll

7.11 Warrant/advice distribution: Early release schedule for “A” Warrants from LACOE

7.12 “A” Warrants are sorted and put in envelopes for each site

7.13 Sites visit district office to pick up “A” Warrants to the sites

7.14 School sites distribute warrants/advises

7.15 Warehouse drivers

7.16 LACOE

7.17 Payroll

7.18 Direct Deposit Rejects: SFS Payroll faxes notice to district

7.19 SFS Payroll

7.20 Payroll

7.21 Direct Deposit Rejects: SFS Payroll faxes notice to district

7.22 Receives notification of the rejection, and requests a B Warrant replacement via District AP

7.23 Notify employee of rejection, cancel DD in HRS and request updated Direct Deposit info from employee

7.24 Accounts Payable delivers the B Warrant to Payroll for Distribution

7.25 Payroll

7.26 Payroll

7.27 Accounts Payable

7.28 Payroll

7.31 Supplemental Payroll: Late submittal of timesheets of regular hours or other circumstances such as: provisional assignments, Board Actions, positive adjustments, corrections, and special payments

7.32 Payroll unit prepares payments in supplemental payroll run

7.33 Depending on the circumstances, tax rate adjustments may be necessary

7.34 Payroll

7.35 Payroll

7.36 Accounts Payable

7.37 Payroll

7.38 Payroll

7.39 Accounts Payable

7.40 Payroll

7.41 In the case of an overpayment, request warrant cancellation from LACOE SFS

7.42 LACOE will attempt to cancel transaction and direct deposit. SFS will not cancel transaction in HRS until confirmation is received from B of A

7.43 Cancellation processed on next available Supplemental Payroll run

7.44 Payroll unit receives confirmation and reprocesses transaction

7.45 Payroll
8.0 Tax-Sheltered Annuities Processing and Support

8.01 SchoolsFirst is the District TPA and Common Remitter. Employee has on-line access to the SF website to make changes.

8.02 Notice via email from SchoolsFirst for TSA election/changes from employee

8.03 District logs on to TPA Website at least once a month to obtain a deferral change report

8.04 Deferral Change Report is then used to manually input changes into HRS.

8.21 Payroll reconciles deduction registers (report name?) for TSA/ROTH/457 at the end of the month

8.22 Upload TSA information to SchoolsFirst

8.23 Request "B" Warrant from Accounting with hard copy of reconciliation

8.24 Payroll remits the "B" warrant to SchoolsFirst by the 5th of the month

8.31 TSA Deposit Rejected. Has not happened yet.

TPA or Financial Institution
9.0 Payroll Adjustments and Error Corrections

9.01 Employee new hire or terminate mid-school year. HR processes initial paperwork.

9.02 Payroll Unit utilizes LACOE Ed Code adjustment template for manual pay adjustment and enters in HRS.

9.03 Most refunds are done through HRS as a one time refund.

9.1 Payroll Unit processes:
- New hires or terminations.
- Retro adjustments (RX/LX lines).
- Payroll adjustments for overuse of sick leave, reversal of dock days, late notifications, and overpayments.

9.11 Payroll performs general payroll adjustments for overuse of sick leave (dock day), reverse dock, provisional assignments (because of late notification), and overpayments.

9.12 If error from adjustment, payroll performs the simple ones, complicated ones put in verification.

9.13 Adjustments must be performed on positive pay, not negative.

9.2 Payroll issues retro adjustments:
- RX/LX lines only in positive pay.
- Retro adjustments in prior year will not always work if using the “P” because it only adjusts prior year and not year before that.

9.21 Prior pay period adjustments in HRS.

9.22 For Retro Adjust – enter RX/LX lines only in positive pay.
10.0 Third Party and vendor account administration and payment

10.01 Benefit Rate Changes (e.g. open enrollment or union dues):
- Payroll

10.02 Deductions are tied to the benefit tables and rates change each year:
- Payroll

10.03 Rate change requires new benefit table built in HRS, with assistance from SFS:
- Payroll

10.04 If new vendor is needed, district will request assistance from SFS:
- Payroll

11.0 Manage Payroll taxes withholding

11.01 Need for new earning code or GTN identified:
- Payroll

11.02 Research appropriate taxation:
- Payroll

11.03 Request form sent to SFS Payroll:
- Payroll

11.04 SFS Validates Request and notifies district of availability in HRS:
- SFS
- Payroll Processing
12.0 Workers’ Compensation Adjustments

12.01 Employee Submits a Workers’ Compensation Claim

12.02 Before a case is approved, employee utilizes own leave balances

12.03 Certificated and Classified: 1st – 60th day, full pay. After 60 days = Equivalency Pay = Three days off/one sick day 3:1 Ratio

12.04 Classified: After day 60 = use up all sick leave, and then vacation at 3:1 ratio. After all exhausted, use the 100 days.

12.05 Twice a month Payroll provided a list of active Workers’ Comp claims

12.06 Reconcile ETA against Risk Management report to make sure attendance is correct

12.07 Twice a year report provided to Payroll detailing needed Workers’ Compensation adjustments

12.08 Adjustments are applied to employees taxable wages in HRS

12.09 Earnings Code WCA causes wages to be reclassified and typically reduces wages and taxes (but not always)

12.10 OASDI and Medicare refunded to employee by HRS, as needed

12.04 Classified: After day 60 = use up all sick leave, and then vacation at 3:1 ratio. After all exhausted, use the 100 days.
13.0 Retirement: CalSTRS/CalPERS reporting and support

13.01 CalSTRS question from employee

13.02 Access REAP to identify error year, and provide screen print to employee

13.03 CalPERS: Question from Employee

13.04 Inquiry sent to LACOE SFS Retirement Unit

13.05 SFS provides direction on how to correct issues. In some case, LACOE assists with reversal lines from years ago

13.06 Correction of issues, usually with RX/LX

13.07 Payroll Processing

13.11 When district pays wrong amount for CalSTRS/CalPERS

13.12 LACOE SFS will take money from district account

13.13 SFS remits P/I money to CalSTRS/CalPERS

13.21 Service Prior to Membership Reporting to CalPERS and CalSTRS

13.22 Research conducted by using microfische, ImageSilo and LLL

13.6 Improvement Point: Allow district to keep track of hours from employee to avoid penalties
14.0 Termination Processing

14.01 Employee Termination Processing: HRS

Human Resources

14.02 Information on termination added to Board Agenda

Human Resources

14.03 Update EE in ETA via LLL

Payroll

14.04 Certificated: Calculate Ed Code Termination, as needed

Payroll

14.05 Transfer Sick Leave to new employer or submit to retirement system upon request

Payroll

14.06 Classify: Verify vacation balances for payout (sometimes paid on separate check)

Payroll

14.07 Warrant sent to SFS LACOE for Beneficiary Endorsement (with copy of Warrant Recipient Designation)

Payroll

14.08 Contact beneficiary for distribution instructions

Payroll

14.11 Death of EE: Processing of employee termination in HRS

Human Resources

14.12 Update EE in ETA via LLL

Payroll

14.13 Pull Designation of Beneficiary from Payroll File

Payroll

14.14 Certificated: Calculate Ed Code Termination

Payroll

14.15 Transfer Sick Leave to retirement system upon request

Payroll/CalPERS (Follow up Question)

14.16 Classified: Verify vacation balances for payout

Payroll

14.17 Warrant sent to SFS LACOE for Beneficiary Endorsement (with copy of Warrant Recipient Designation)

Payroll

14.18 Contact beneficiary for distribution instructions

Payroll

Payroll Processing
16.0 Unemployment, Disability and Post Retirement Earning Support and Reporting

16.01 Employee is on a Disability Leave
Human Resources

16.02 EDD or Private Disability Vendor Requests Information
Human Resources

16.03 Information is submitted to agencies upon request
Human Resources

16.10 Employee is no longer employed, submits Unemployment Claim
Risk Management

16.11 Unemployment Claim Managed
Vendor

16.12 Unemployment Agency Requests info
Risk Management

16.13 Wage Information Provided
Payroll

16.14 Information provided to Agency
Risk Management

17.0 Lost, Stolen and Stale-dated Warrants

17.01 Lost or Stolen Warrant Replacement Request Initiated
Employee

17.02 District views warrant in Warrant Recon System for information
Payroll

17.03 “Affidavit and Request for Replacement of Lost arrant” Completed by Employee
Payroll

17.04 Form sent to SFS, verified in Warrant Recon System
LACOE SFS

17.05 Warrant has not been cashed
LACOE SFS

17.07 Documentation retained with district
Payroll

17.06 Check reissued to employee – B Warrant, for net amount of original warrant
LACOE SFS

17.08 Warrant has been cashed
LACOE SFS

17.09 LACOE provides district with copy of cashed warrant for visual verification
Payroll

17.10 No Fraudulent Activity Identified at this District
Payroll

17.11 A GC 29802 Defines Warrants as non-negotiable after 6 months. There is a maximum date of four years from issue date for reissuance
Government Code

17.21 Stale Dated Warrant Identified by Employee
Payroll

17.22 SFS Warrant Replacement Form Completed
Employee

17.23 Board Approval Obtained, as needed
Payroll

17.24 Form sent to SFS, SFS verifies in Warrant Recon System
LACOE SFS

17.25 Check reissued to employee – B Warrant
LACOE SFS

17.26 Documentation retained with district
Payroll
18.0 Periodic, Quarter-end Payroll Reporting and Taxes payment

18.01 Periodic Pay Cycle Processed
   SFS Payroll

18.02 PP6600-R1 (Payroll Accounting Report by Employee) is used to build and reconcile payroll tax deposit spreadsheet
   Payroll

18.03 Manually input payroll data from district spreadsheet into blank PeopleSoft Screen
   Payroll

Print PeopleSoft Screen

18.04 Confirm that PeopleSoft Reflects Daily Tax Deposits (LAGL061C) matches district worksheet
   Payroll

18.05 Confirmation sent to Payroll Services via US Mail
   B of A

18.06 LACOE makes payment to B of A
   SFS Banking Unit

18.31 SUI: Payroll receives invoice from EDD and forward to Accounting Department
   Payroll

Follow up with Accounting Department for SUI Process
   (See Amy Fazeli)
   Accounting Department

18.41 PIT: Review LACOE Report PPCNVCHK
   “Quarterly Totals Accumulators” (totals only)
   Payroll

18.42 PIT: Enter amount in Quarterly Contribution Return and Report of Wages (DE9). The Total Tax Due or Overpaid on the DE9 is always $0
   Payroll

Amounts must match

18.81 941: Review LACOE Report PPCNVCHK
   “Quarterly Totals Accumulators” (totals only)
   Payroll

18.82 Prepare a list of Payroll Liability worksheet in Excel using Payroll Accounting Report (PP6600-R1)
   Payroll

18.83 Prepare Deposit Reconciliation worksheet in Excel
   Payroll

18.84 Prepare Quarterly Tax Return (941) and Report of Tax Liability (941 Schedule B)
   Payroll

18.85 If taxes are owed, payment initiated
   Payroll

18.86 Prepares a revolving check for Federal taxes (usually small amount). Amount charged to appropriate account number.
   General Accounting

18.87 If a refund is due, district requests a check from IRS. Note: refund can also be applied to future quarters
   Payroll

18.88 When a refund received, check is deposited to appropriate account and create a journal entry
   General Accounting
19.0 Year-End Processing

19.01 941: Review LACOE Report PPCNVCHK “Quarterly Totals Accumulators” (totals only)

19.02 Prepare a list of Payroll Liability worksheet for all four quarters in Excel using Calendar Year-To-Date Accumulators Report (PERCYTD) with Year-to-Date total less prior Quarters for the reporting Calendar Year

19.03 Prepare Deposit Reconciliation worksheet in Excel using PeopleSoft Tax Deposit Entry Report (LAGL061C ) and compare to the Deposit Tax Receipts by Payroll from B o A

19.04 Prepare Quarterly Tax Return (941) and Report of Tax Liability (941 Schedule B) for the 4th Quarter

19.05 If taxes are owed, payment initiated

19.06 Prepares a revolving check for Federal taxes (usually small amount). Amount charged to appropriate account number.

19.07 If a refund is due, district requests a check from IRS. Note: refund can also be applied to future quarters

19.08 When a refund received, check is deposited to appropriate account and create a journal entry

19.09 If a refund is due, district requests a check from IRS.

19.10 Prepares a revolving check for Federal taxes (usually small amount). Amount charged to appropriate account number.

19.11 Mail W2-C copies to employee and mail 941X to IRS

19.12 Prepare 941X for W2-Cs and enter W2 correction info into SS Website or mail copies to SSA

19.13 Mail W2-C copies to employee and mail 941X to IRS

19.14 Prepare 941X for W2-Cs and enter W2 correction info into SS Website or mail copies to SSA

19.15 Mail W2-C copies to employee and mail 941X to IRS

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19.18 Prepare 941X for W2-Cs and enter W2 correction info into SS Website or mail copies to SSA

19.19 Mail W2-C copies to employee and mail 941X to IRS

19.20 Prepare 941X for W2-Cs and enter W2 correction info into SS Website or mail copies to SSA

19.21 Last minute changes to taxable wages

19.22 If possible, WCA adjustment will be entered in HRS by December 31.

19.23 After January 9, email LACOE and request adjustment

19.24 If adjustment is to reduce taxable wages, LACOE SFS will make adjustment and process on Supplemental Schedule

19.25 W2-C is produced by LACOE and three copies are sent to District.

19.26 Prepare 941X for W2-Cs and enter W2 correction info into SS Website or mail copies to SSA
20.0 Mandatory Payroll reporting and Multiple worksite reporting

20.01 Prepare Labor Statistics report - Monthly

20.02 Prepares Warrants Issued List using Information from PP6600-R1 report


20.04 Report Number of all employees, number of faculty, number of women and submit online to Labor Statistics

20.11 Prepare Multiple Worksite Report - Quarterly

20.12 Summary page form DE-9C PAYR202U. Total salaries and number of employees

20.13 PC Labor Quarterly Wages report is used (more detail) to Reconcile to DE-9c to prepare Excel spreadsheet

20.14 Input data quarterly on-line to Department of Labor website by School Sties


20.32 LACOE Labor System has the Census Information (Census Report, Labor Distribution)

20.33 Form provided as a template, info input on-line

HR/Accounting?
(Amy Chow/Amy Fazeli)

20-A Annual Survey of Public Employment and Payroll, Elementary and Secondary Education (Form E-8)

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Legend:
- **Straight Connector**
- **Bendable Connector**