Hacienda La Puente District Payroll Flowchart

1.0 New Hire Payroll Data

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

1.02 Employee works with Benefits Technician to enroll in Health/Welfare, and BT enters choices into HRS (also manages benefits table in HRS).

1.03 Confirm Membership Status with Retirement Systems

1.04 Confirm Membership Status with Retirement Systems

1.05 Receives new hire documents from HR including a W-4 and Direct Deposit information

1.06 Payroll Unit Enter voluntary deductions (not processed by Benefit), W-4 and Direct Deposit into HRS

1.07 HRBoss Setup for Sick, Vacation Accruals plans and Job Assignment for Hours/Months Details.

(A) Track employee time & attendance record in HRBoss

(B) View monthly salary rates, absences including Sick Leave and Vacation in HRBoss

(C) Use district email to communicate with time keepers and administrators regarding payroll issues that require documentation of the questions and answers

(D) LACOE HRS for generating step raise lists on a monthly basis for classified employees and annual longevity lists that provide payroll with the information about salary increases

(E) Access RAD in order to verify that the payrolls are correct before they are run in order to mitigate errors

(F) PC Products ("Labor System") for tracking fiscal year salaries and earning information. Also Labor Statistics Reports and Public Records Requests, Standard Reports (e.g. ACA And Census Report)

(G) MyCalPERS for Benefits

(H) Access to the CalSTRS (REAP) Secure Employer Website to verify retirement membership, plan information such as service credit

(I) SchoolsFirst for TSA support

(J) Extra Duty Assignment and Substitute Assignment time report are maintain in HRBoss

(K) PeopleSoft for tax payments and "B" warrants.

(L) Substitute Assignments are managed and reconciled in AESOP

(M) Excel/Adobe for Misc forms

Human Resource/Payroll

1 of 21
2.0 Payroll Data Changes

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

2.02 Benefit change request entered into HRS as GTNs

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

2.02 Benefit change request entered into HRS as GTNs

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

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

2.13 Payroll receives Voluntary Deduction notification, such as Union Dues and TSA

2.14 Union Dues and TSA's Deductions entered as GTNs in HRS

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2.14 Union Dues and TSA's Deductions entered as GTNs in HRS

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

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

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

2.24 Generally paid on prime cycle, but occasional exceptions paid on Supplemental Payroll

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

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

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

2.24 Generally paid on prime cycle, but occasional exceptions paid on Supplemental Payroll

2.31 W4 and/or DE4 withholding information request for change

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

2.33 Request validated and changes entered into HRS

2.34 Paper copy of W4 maintained in Employee Payroll File indefinitely

2.31 W4 and/or DE4 withholding information request for change

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

2.33 Request validated and changes entered into HRS

2.34 Paper copy of W4 maintained in Employee Payroll File indefinitely

2.41 Vendor notifies district of rate change on voluntary deduction (e.g. ACSA or CASBO)

2.42 Request validated and changes entered into HRS

2.43 Vendor provides notification of change to employee

2.41 Vendor notifies district of rate change on voluntary deduction (e.g. ACSA or CASBO)

2.42 Request validated and changes entered into HRS

2.43 Vendor provides notification of change to employee
2.0 Payroll Data Changes Continue

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

2.52 Change Request validated and processed through appropriate vendor

2.53 Medical Benefits table and GTNs change entered into HRS

2.61 Employee submits direct deposit (LACEO Form) to payroll

2.62 Payroll Unit enters information into HRS. If the Direct Deposit screen show the letter “G”, then verify with LACOE Legal Claims via phone or email

2.63 If satisfied, approval from LACOE are needed before Payroll unit to enter the direct deposit information into HRS

2.64 If not satisfied, Payroll will notify employee that Legal claims attached to employee’s payroll, direct deposit is not allowed

2-A District keep copies in file after Legal Holds memo Received from LACOE – Comments recorded in HRBoss and Notice sent to employee

3.0 Payroll Schedule Management

3-A District currently utilizes C1, C2, C5 & C3

3-A.1 Classified and certificated Employee: Monthly employee C1 (10 month) employee pays on the 1st working day of the month, C2 (11/12 month) employee pays on last working day of the month.

3-A.2 Classified and certificated Employee: Hourly/Substitute/Other employee C5 employee which pays on the 5th of each month.

3.11 All classified hourly assignments (not substitutes) 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 classified hourly assignments are reinstated at the beginning of year

Payroll

Benefits/Payroll

Payroll

Payroll

Payroll

Benefits/Payroll
4.0 Salary Table Management

4.01 Salary tables are maintained by Human Resources

4.02 Training and support provided by SFS

SFS

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

Human Resources

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

Human Resources

Bargaining Unit(s)

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

Board approval

Financial Oversight Committee/Board of Education

4.22 Human Resources generates new salary schedules

Human Resources

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

Human Resources


Human Resources

4.25 Salary schedules becomes effective in HRS

Human Resources

Payroll

4.26 Mass Retro request initiated with SFS Employee Services

Payroll

4.27 Payroll cards and salary based deductions updated in HRBoss

SFS

4.28 Mass Retro report generated and sent to district

Payroll

4.29 Payroll Unit validate the report to existing HRS information

Payroll

4.30 District notify SFS to process Mass Retro, District choose flat tax option, payroll Mass Retro will only produce "A" Warrants no direct deposit

Payroll

Payroll Processing

5.0 Payroll Time Keeping

5.01 Regular employees (monthly): employee submits a leave request (paper) form to administrator

5.02 Timekeeper validates absence requests and adds to weekly (HRBoss) Timesheets

5.02A At the end of the month all original absence requests are retained by sites and retained for 1–2 years.

5.03 All timesheets are approved by Site Administrator. (Hard copy timesheet is signed by employee and administrator) Site administrator send the form to Human Resource Payroll

5.04 Human Resource review, approved or denied the request and send to payroll

5.05 Payroll technicians indicate dock time on the HRS printed time report. Verify sick leave and/or vacation balances in HRBoss, and make adjustments to HRBoss

5.06 Payroll technicians enter pay from time report document into HRS

5.07 Payroll technicians verify the appropriateness of the hours/days being reported by comparing them to HRBoss

5.08 Payroll technicians verify the appropriateness of the hours/days being reported by comparing them to HRBoss Comment Regarding Job Assignment

5.09 Payroll technicians verify the appropriateness of the hours/days being reported by comparing them to HRBoss

5.10 Payroll technicians verify the appropriateness of the hours/days being reported by comparing them to HRBoss

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 When there is no Site Administrator available, timekeeper or the school office manager will initial

5.13 Site responsible for noting approved account string to each job performed

5.14 All timesheets submitted to Payroll

5.15 Payroll technicians verify the appropriateness of the hours/days being reported by comparing them to HRBoss Comment Regarding Job Assignment

5.16 Positive time entered into HRS

5.17 Suggested: All timesheets should automatic attached with the GL code.
6.0 Paid Time Off and Absence Management

6.01 Payroll monitors count of Ed Code 100 days (sick leave differential pay) on paycards

6.02 Certificated gets 100 days total which begin when sick leave exhausted then 39 months rehire opportunity

6.03 Classified are given 100 days, and a second 100 days only given if employee returned to work before end of previous school year. If not count continues

6.04 Classified ten month employees that work until end of school (not end of month).

6.05 Also anyone who terminates

Payroll

6.11 Vacation Payouts are mandatory for all classified ten month employees that work until end of school (not end of month). Also anyone who terminates

Employee

6.12 Payroll unit enters vacation payout into HRS for payment

Payroll

6.13 Payroll

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

Payroll

6.22 Vacation and Sick/PN Accrual Schedules are built into HRBoss and time is advanced annually (all monthly employees).

Payroll

6.23 Hourly Leave balances accrued monthly. Business drives accure based on average hours worked per pay period

Payroll

6.24 Employees can view their Leave balances on District website

Employee

6.31 Absence Management: primarily maintained on HRBoss

Payroll

6.32 Payroll adjustments are performed as needed utilizing this report

Payroll

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

Payroll

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

HR

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

Payroll
7.0 Payroll Processing

7.01 Adjustments needed before payroll runs
- Payroll

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

7.11 Warrant/advice distribution: Early release schedule for "A" Warrants from LACOE
- LACOE

7.12 "A" Warrants are sorted and attached to distribution list for each site.
- Payroll

7.13 Driver visits district office to pick up "A" Warrants and delivered in lock bags to the sites
- Warehouse drivers

7.14 School sites distribute warrants/advices
- School Sites

7.21 Direct Deposit Rejects: SFS Payroll faxes notice to district
- SFS Payroll

7.22 Receives notification of the rejection, and process request for "B" warrant from LACOE
- Payroll

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

7.24 Employee visits district to pick up "B" Warrant. Employee charged $30 for rejection fee and $12.50 replacement fee
- Payroll

7.31 Supplemental Payroll: Only run if the regular payroll errors
- Sites or Human Resources or Employee

7.32 Payroll unit prepares payments in supplemental payroll run
- Payroll

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

7.32 Payroll unit prepares payments in supplemental payroll run
- Payroll
7.34 In the case of an overpayment, Payroll enter warrant cancellation in HRS.

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

7.36 Cancellation processed on next available Supplemental Payroll run.

7.37 Payroll unit receives confirmation and district reprocesses transaction.

7.41 Gross Underpayments: Typically reported by employee.

7.42 Perform manual net pay calculation.

7.43 Issues a revolving cash check.

7.44 Employee visits district to pick up check.

7.46 Reprocess transaction in HRS as normal, Hole back $50, just in case taxes.

7.47 Any remaining balance is issued to employee Via revolving account.
8.0 Tax-Sheltered Annuities Processing and Support

8.01 SchoolsFirst is the District TPA and LACOE is Common Remitter.

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.

8.05 Payroll

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

8.07 Payroll

8.08 District receives notice of rejected TSA Deposit

8.09 Payroll

8.10 Refunded amount deposited directly into District Account, tendered to employee, or given to TPA depending on circumstances

8.11 Payroll

8.12 If needed, B Warrant Issued for Refunded Amount

8.13 Payroll

8.14 For tax deferred refunds, taxable wages must be increased and TSA balances must be decreased by processing balance adjustments in HRS on a Supplemental Payroll

8.15 Payroll

8.16 For Hardship Withdrawals, deductions must be ceased for 6 months

8.17 Payroll

8.18 If needed, B Warrant Issued for Refunded Amount

8.19 Payroll

8.19 Supplemental Payroll Processing

8.20 SFS sends notification to District as (approved and released by Director)

8.21 Payroll

8.22 Upload TSA information to SchoolsFirst

8.23 Payment entered into PeopleSoft (approved and released by Director)

8.24 SFS

8.25 Credit Union TPA

8.26 Schools First

8.27 Payroll

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

8.29 Payroll

8.30 8.31 TSA Deposit Rejected

8.31 TPA or Financial Institution

8.32 Notice of Rejection Received and Processed by SFS

8.33 SFS Deposits $ to County Treasurer

8.34 SFS sends notification to District as (approved and released by Director)

8.35 Payment entered into PeopleSoft as (approved and released by Director)

8.36 For tax deferred refunds, taxable wages must be increased and TSA balances must be decreased by processing balance adjustments in HRS on a Supplemental Payroll

8.37 For Hardship Withdrawals, deductions must be ceased for 6 months

8.38 Payroll

8.39 Supplemental Payroll Processing

8.40 Payroll

8.41 District receives notice of rejected TSA Deposit

8.42 Refunded amount deposited directly into District Account, tendered to employee, or given to TPA depending on circumstances

8.43 If needed, B Warrant Issued for Refunded Amount

8.44 For tax deferred refunds, taxable wages must be increased and TSA balances must be decreased by processing balance adjustments in HRS on a Supplemental Payroll

8.45 Payroll

8.46 Supplemental Payroll Processing
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. For Certificated employees only, Classified employees only process as normal change.

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

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

9.12 If an error from adjustment occurs, payroll performs corrections.

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

9.21 Prior pay period adjustments in HRS.

9.22 For Retro Adjust – enter RX/LX lines only in positive pay.

9.23 Negative adjustment in prior year will not always work if using the "P" because it only adjusts prior year and not years before that.
11.0 Manage Payroll taxes witholding

11.01 Need for new earning code or GTN identified
Payroll

11.02 Request form sent to SFS Payroll
Payroll

11.03 SFS Validates Request and notifies district of availability in HRS
SFS

This Business Processes are by Benefits Department
12.0 Workers' Compensation Adjustments

12.01 Employee Submits a Workers' Compensation Claim
Risk Management

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

12.03 Certificated: 1st – 60th day, full pay. After 60 days = Equivalecy Pay = Three days off/one sick day 3:1 Ratio, after sick time exhausted, use the 100 days
Payroll

12.04 Classified: 1st – 70th day, full day. After day 70 = use up all sick leave, and then vacation at 3:1 ratio. The 100 days is counting from beginning with 1st day of illness/Injury
Payroll

12.05 Payroll provided with information on Workers’ Comp claims as needed
Risk Management/ Payroll

12.06 Reconcile HRBoss against Risk Management Information to make sure attendance is correct
Payroll

12.07 Best Practice: Risk Management/ Keenan should provide Payroll with Workers’ Comp wage information
Payroll Processing
13.0 Retirement: CalSTRS/CalPERS reporting and support

- **13.01 CalSTRS question from employee**
- **13.02 Access REAP to identify error year**
- **13.03 CalPERS: Question from Employee**
- **13.031 Access MyCalPERS to identify error year**
- **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 for prior year, prior to prior year using RXX/LXX**
- **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 microfiche for verification**

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

14.01 Employee Termination Processing: HRS
   - Payroll

14.02 Information on termination added to Board Agenda
   - Human Resources

14.03 Update employee info in HRBoss via LLL
   - Payroll

14.04 Certificated: Calculate Ed Code Termination (or ECA for Certificated Management), as needed
   - Payroll

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

14.06 Classified: Verify timesheets are posted to date of termination and verify vacation balances for payout (Mostly paid on separate check)
   - Payroll

14.11 Death of EE: Processing of employee termination in HRS
   - Payroll

14.12 Update employee info in HRBoss via LLL
   - Payroll

14.13 Obtain Designation of Beneficiary from Payroll files
   - Payroll

14.14 Certificated: Calculate Ed Code Termination (or ECA for Certificated Management), as needed
   - Payroll

14.15 Transfer Sick Leave to retirement system upon request
   - Payroll

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)
   - SFS

14.18 Warrant endorsed to Beneficiary and returned to district
   - SFS

14.19 Contact beneficiary for distribution instructions
   - Payroll

14.20  Processing
15.0  Cash Collection

15.01 Overpayment occurs – active employee

Employee

Payroll

15.02 Overpayments are generally identified by corrections made to time reporting by sites, late notifications of terminations, Ed Code terminations or incorrect rate of pay

Payroll

15.03 If overpayment is "small" and it occurs in the same calendar year, RX/LX transaction is done

Payroll

15.04 If overpayment is "small" and it doesn't occur in the same calendar year, RX/LX without the "P" is used Note: P can be used for prior year only

Payroll

15.05 Employee come to district office and signs Agreement to Withhold Payroll

Payroll

15.06 Payroll deduction begins until fully repaid. $ Retained in District Holding Account

Payroll

15.07 After fully collected, Cash Collection form is sent to SFS for processing

Payroll

15.08 If Cash Collection and wage adjustment occurs in a different year, manual W2c issued or if payment made in the current year, W2 is issued

Payroll

15.09 Payroll must obtain permission to collect money

Payroll

15-A Payroll must obtain permission to collect money

Payroll

15.11 Overpayment is collected utilizing SFS Cash Collection form

Payroll

15.12 Prepare a Repayment Agreement letter

Payroll

15.13 If Employee disagrees with terms, different terms are negotiated by the payroll supervisor, HR supervisor, Union leader

Payroll

15.14 Employee come to district office and signs Agreement to Withhold Payroll

Payroll

15.15 If Employee disagrees with terms, different terms are negotiated by the payroll supervisor, HR supervisor, Union leader

Payroll

15.16 Payroll

15.17 Payroll Deduction begins until fully repaid. $ Retained in District Holding Account

Payroll

15.18 Journal Entry created to adjust transaction

Accounting

15.19 After Fully Collected, Cash Collection form is sent to SFS for processing

SFS

15.20 If overpayment is collected utilizing SFS Cash Collection form

Payroll

15.21 If Cash Collection and wage adjustment occurs in a different year, manual W2c issued or if payment make in the current year, W2 is issued

Payroll

15.22 Overpayment occurs – inactive employee

Employee

Payroll

15.23 District send employee letter stating overpayment request to repay fund.

Employee

Payroll

15.24 Overpayment occurs – inactive employee

Employee

Payroll

15.25 Overpayment occurs – inactive employee

Employee

Payroll

15.26 Overpayment occurs – inactive employee

Employee

Payroll

15.27 Overpayment occurs – inactive employee

Employee

Payroll

15.28 Overpayment occurs – inactive employee

Employee

Payroll

15.29 Overpayment occurs – inactive employee

Employee

Payroll

15.30 Overpayment occurs – inactive employee

Employee

Payroll

15.31 Overpayment occurs – inactive employee

Employee

Payroll

15.32 District send employee letter stating overpayment request to repay fund.

Employee

Payroll

15.33 If employee not response, no further actions.

Employee

Payroll

15.34 District write off the lost Employee

Payroll

15.35 If employee responds, employee have to sign agreement for repayment

Employee

Payroll

15.36 Employee required to pay in full or installments

Employee

Payroll

15.37 After Fully Collected, Cash Collection form is sent to SFS for processing

SFS

15.38 If Cash Collection and wage adjustment occurs in a different year, manual W2c issued or if payment make in the current year, W2 is issued

Payroll

15.39 Requirement: W2c should auto create by system

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

16.01 Employee is on a Disability Leave

16.02 EDD or Private Disability Vendor Requests Information from Payroll (e.g., service years, pay rate, start date, disability date)

16.03 Information (e.g., service years, pay rate, start date, disability date) is submitted to agencies upon request

16.10 Employee is no longer employed, submits Unemployment Claim

16.11 Unemployment Claim Managed

16.12 Unemployment Agency Requests info from HR (e.g., Salary, days per week worked, termination date, Pay history)

16.13 Information provided to Agency

16.14 EDD send audit control report to payroll

16.15 Payroll completed the report and return to EDD
<table>
<thead>
<tr>
<th>17.0 Lost, Stolen and Stale-dated Warrants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>17.01 Lost or Stolen Warrant Replacement Request Initiated</strong></td>
</tr>
<tr>
<td><strong>17.02 District views warrant in Warrant Recon System to determine whether original warrant has been cashed</strong></td>
</tr>
<tr>
<td><strong>17.03 Form sent to SFS, verified in Warrant Recon System Completed by Employee</strong></td>
</tr>
<tr>
<td><strong>17.04 Warrant has not been cashed</strong></td>
</tr>
<tr>
<td><strong>17.05 Check reissued to employee – B Warrant, for net amount of original warrant</strong></td>
</tr>
<tr>
<td><strong>17.06 SFS sent “B” Warrant to district, Warrant issues to employee. District charge $12.50 fee, Documentation retained with district</strong></td>
</tr>
</tbody>
</table>

**Government Code**

17-A GC 29802 Defines Warrants as non-negotiable after 6 months. There is a maximum date of four years from issue date for reissuance. After four years, the board have to approve for replacement.

| 17.21 Stale Dated Warrant Identified by Employee |
| 17.22 District views warrant in Warrant Recon System to determine whether original warrant has become stale |
| **17.23 Form sent to SFS, SFS verifies in Warrant Recon System** |
| **17.24 Approval by Fiscal Director** |
| **17.25 Form sent to SFS, SFS verifies in Warrant Recon System** |
| **17.26 Check reissued to employee – B Warrant** |
| **17.27 SFS sent “B” Warrant to district, Warrant issues to employee. District charge $12.50 fee, Documentation retained with district** |

**18.0 Periodic, Quarter-end Payroll Reporting and Taxes payment**

| 18.01 Periodic Pay Cycle Processed |
| 18.02 Tax Recap is printed from HRS Function 17 (USES monthly for Business Services report) |
| **18.03 PPAY130 Payroll Processing Report received from LACOE (next day).** |
| **18.04 PP6600-R1 (Payroll Accounting Report by Employee) is used to build and reconcile payroll tax deposit spreadsheet** |
| **18.05 LACOE excel template used for tax info input** |
| **18.06 Recall payroll tax from tax Inquiry module in PeopleSoft. Copy data into new PeopleSoft journal in PeopleSoft** |
| **18.07 LACOE makes payment to B of A** |
| **18.08 Confirmation sent to Payroll services via US Mail** |

**18-A Note:** Periodic and Quarterly W2 Exception reports from LACOE reviewed for necessary balance adjustments.
18.0 Periodic, Quarter-end Payroll Reporting and Taxes payment


18.32 District prepares the DE9423 (Quarterly Contribution Return for School Employers)

18.33 Reconcile SUI paid v SUI calculated from DE9C

18.34 Balance is charged to Fund 01, and summary report is prepared for Payroll Unit Accounts Payable

18.35 Request B Warrant from SFS AP

18.36 SFS sent B Warrant to district

18.37 B Warrant and DE9423 sent by USPS to EDD

18.38 If taxes are owed, payment initiated

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

18.40 “B” Warrant sent to district from SFS via jet mail


18.42 District prepares the DE9

18.43A Reconcile PIT paid v PIT calculated from DE9C

18.44 Payment is made to LACOE PSPF (refer to 18.01 process)

18.45B Reconcile SDI paid v SDI calculated from DE9C

18.46 Payment is made to LACOE PSPF (refer to 18.01 process)

18.47 Request a “B” Warrant from LACOE PSPF for Federal taxes.

18.48 “B” Warrant sent to district from SFS via jet mail

18.49 District sent B Warrant and 941 report to IRS.

18.50 LACOE excel template used for tax info input

18.51 BALANCE is charged to Fund 01, and summary report is prepared for Payroll Unit Accounts Payable


18.53 Prepare the 941 Schedule B (Report of Tax Liabilities for Semiweekly Schedule Depositors)

18.54 Using “Quarterly Totals Accumulators” to Prepare the 941

18.55 If taxes are owed, payment initiated

18.56 Request a “B” Warrant from SFS AP

18.57 SFS sent B Warrant to district

18.58 Balance is charged to Fund 01, and summary report is prepared for Payroll Unit Accounts Payable

18.59 Payment is made to LACOE PSPF (refer to 18.01 process)


18.61 Prepare the 941 Schedule B (Report of Tax Liabilities for Semiweekly Schedule Depositors)

18.62 Using “Quarterly Totals Accumulators” to Prepare the 941

18.63 If taxes are owed, payment initiated

18.64 Request a “B” Warrant from SFS AP

18.65 SFS sent B Warrant to district

18.66 Balance is charged to Fund 01, and summary report is prepared for Payroll Unit Accounts Payable

18.67 Payment is made to LACOE PSPF (refer to 18.01 process)


18.69 Prepare the 941 Schedule B (Report of Tax Liabilities for Semiweekly Schedule Depositors)

18.70 Using “Quarterly Totals Accumulators” to Prepare the 941

18.71 If taxes are owed, payment initiated

18.72 Request a “B” Warrant from SFS AP

18.73 SFS sent B Warrant to district

18.74 Balance is charged to Fund 01, and summary report is prepared for Payroll Unit Accounts Payable

18.75 Payment is made to LACOE PSPF (refer to 18.01 process)


18.77 Prepare the 941 Schedule B (Report of Tax Liabilities for Semiweekly Schedule Depositors)

18.78 Using “Quarterly Totals Accumulators” to Prepare the 941

18.79 If taxes are owed, payment initiated

18.80 Request a “B” Warrant from SFS AP

18.81 SFS sent B Warrant to district

18.82 LACOE excel template used for tax info input

18.83 Prepare the 941 Schedule B (Report of Tax Liabilities for Semiweekly Schedule Depositors)

18.84 Review B of A Daily Deposit Confirmation if needed for further research

18.85 Using “Quarterly Totals Accumulators” to Prepare the 941

18.86 If taxes are owed, payment initiated

18.87 Request a “B” Warrant from LACOE PSPF for Federal taxes.

18.88 “B” Warrant sent to district from SFS via jet mail

18.89 District sent B Warrant and 941 report to IRS.

18.90 LACOE excel template used for tax info input

18.91 Prepare the 941 Schedule B (Report of Tax Liabilities for Semiweekly Schedule Depositors)

18.92 Using “Quarterly Totals Accumulators” to Prepare the 941

18.93 If taxes are owed, payment initiated

18.94 Request a “B” Warrant from SFS AP

18.95 SFS sent B Warrant to district

18.96 Balance is charged to Fund 01, and summary report is prepared for Payroll Unit Accounts Payable

18.97 Payment is made to LACOE PSPF (refer to 18.01 process)


18.99 Prepare the 941 Schedule B (Report of Tax Liabilities for Semiweekly Schedule Depositors)

19.00 Using “Quarterly Totals Accumulators” to Prepare the 941

19.01 If taxes are owed, payment initiated

19.02 Request a “B” Warrant from SFS AP

19.03 SFS sent B Warrant to district

19.04 Balance is charged to Fund 01, and summary report is prepared for Payroll Unit Accounts Payable

19.05 Payment is made to LACOE PSPF (refer to 18.01 process)
20.0 Mandatory Payroll reporting and Multiple worksite reporting

- **20.01 Prepare Labor Statistics report - Monthly**
  - Payroll

- **20.02 Information used from Excel Spreadsheet based on PC Product Labor**
  - Payroll

- **20.03 Information reported to Department of Labor Statistics on their website towards the end of each month.**
  - Payroll

- **20.04 Report Number of all employees, number of faculty, number of women**
  - Payroll

- **20.11 Prepare Multiple Worksite Report - Quarterly**
  - Payroll

- **20.12 Use PC labor Quarterly Wages report and create a custom excel report including salaries and number of employees for each month**
  - Payroll

- **20.13 Quarterly Wages report in Labor used (more detail). Reconciled to DE-9c**
  - Payroll

- **20.14 Report on US Department of Labor website**
  - Payroll

- **20.01 Prepare Labor Statistics report - Monthly**
  - Payroll

- **20.02 Information used from Excel Spreadsheet based on PC Product Labor**
  - Payroll

- **20.03 Information reported to Department of Labor Statistics on their website towards the end of each month.**
  - Payroll

- **20.04 Report Number of all employees, number of faculty, number of women**
  - Payroll

- **20.21 Annually Prepare State Government Compensation Report**
  - Human Resource

- **20.22 RAD System has information to assist in building the report**
  - SFS

- **20.23 Paste RAD info into Government Compensation Report Template**
  - Human Resource

- **20.24 Wages on GCR must match reported Medicare Wages**
  - Human Resource

- **20.25 Email Report to State Controllers Website**
  - Human Resource

  - Human Resource

- **20.32 LACOE Labor System has the Census Information (Census Report, PC Labor Distribution)**
  - SFS

- **20.33 Census Bureau mails Form (E-8 Annual Survey of Public Employment & Payroll, Elementary and Secondary Education) to SMMUSD Payroll**
  - BLS/Payroll

- **20.34 Use the PC Labor Report to populate/complete the E-8 and submit on-line**
  - Human Resource

- **20.41 Mandatory Annual Workers’ Compensation Report – Fiscal Year**
  - Human Resource

- **20.42 Totals obtained from previously submitted DE9s**
  - Human Resource

- **20.43 Data Provided to Human Resources**
  - Human Resource

- **20.00 Mandatory Payroll reporting and Multiple worksite reporting**
22.0 Arrears

22.01 Employee does not have enough income to cover voluntary deductions

Payroll

22.02 Benefits contact employee for the check to pay for balances.

Benefits

Potential Improvement Opportunity: Deduction exception Report

Symbols

PSFS

Form

BS P 01

Off Page Connector

On Page Connector

Decision Box

? Straight Connector

Bendable Connector