



April 28, 2022

TO: Personnel and Payroll Managers
Human Capital Management (HCM) District Users
Los Angeles County Schools and Community College Districts

FROM: Laura Gutierrez, HRS Systems Coordinator
Scott Welker, Interim School Financial Systems and Services Manager
District Personnel Information Services
Division of School Financial Services (SFS)

SUBJECT: Human Capital Management (HCM) Fiscal Year-End Updates

We are issuing this bulletin to communicate important fiscal year-end information, considerations and action items to school district users of the Human Capital Management (HCM) system. These tasks pertain primarily to payroll and benefits administration staff. The following is a list of fiscal year-end tasks that must be considered and/or addressed by each HCM District. **All workbook updates are due to LACOE by June 10, 2022. Should you need assistance with any workbook updates please contact HCMHelpDesk@lacoed.edu.**

Update Schedule Pattern for Work Day

Districts should review and confirm staffs' workday schedule patterns remains unchanged. If there is a change, update as necessary.

Update Local Holiday Schedule (HOLI)

Occasionally districts observe local holidays and other unique school closure dates. SFS shall provide workbooks to districts for updates. Workbooks will be posted to your CRC folder by May 2, 2022.

Maintain Work Cycles

SFS shall provide districts with their current Work Cycle workbook for updates. Workbooks will be posted to your CRC folder by May 2, 2022.

Pay Class Updates

Exception paid employees who are paid during the summer months (i.e.: 10 or 11 month employees) will not automatically be paid. Any pay issued during months not part of the work calendar will require time entry. Please ensure employees are in the correct pay class. If you have questions, please contact HCMHelpDesk@lacoed.edu.

Update Workers' Compensation Rate

Each district has a unique Workers' Compensation rate that is updated annually. District must provide (SFS) with updated forms even if no change is needed. Updated forms are required to be submitted to SFS by **June 10, 2022**.

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Position Control Rollover Process

Districts should close any positions not needed for the new fiscal year, create any needed new positions, and confirm Labor Distribution Profiles (LDPR)/account string numbers are still accurate. Additionally, districts should review and update the a. Infer Object by Labor Distribution Classification (IOCLD) table and the b. Labor Distribution Classification Code (LDCL) on the Department Specific Data (DEPTD) to confirm its accuracy for the new fiscal year. Contact HCMHelpDesk@lacoedu if updates to IOCLD table are needed.

FTEs should be increased or decreased as needed. Some positions are tied to dollars, days or hours limits. SFS shall provide the Position Authorization Maintenance (PAMT) UPDOC template with the existing positions. Districts should update the authorized budget amount and units in the UPDOC template provided. The template, with its instructions, will be posted to your CRC folder the week of May 9, 2022. Template updates are due to SFS by **June 10, 2022**.

LACOE will update the following on behalf of HCM districts:

- School Employer Fund Unemployment Rate
- Earnings limits for retirement reporting
- Contribution rates for CalSTRS and CalPERS reporting
- Pay cycle and pay issuance dates (e.g. “check date”)
- Union contribution rates.

If you have questions or would like more information on the above, contact HCMHelpDesk@lacoedu.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

LG:sm

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