



May 18, 2022

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: 2022-2023 HRS Work Calendar Tables

Human Resource System (HRS) 2022-2023 Master Calendars are now available in HRS. Please use these master calendars to build 2022-2023 versions of any existing district Work Calendar Table (Calendar) and any new Calendars needed for pay in the next fiscal year. Please see attached instructions entitled “Establishing HRS Calendars for 2022-2023”. Also, *LACOE Informational Bulletin No. 5531, 2022 Certificated Summer Session – HRS Payroll Cycles* was issued on May 12, 2022, regarding special considerations for certificated summer session calendars for your reference and information.

Important:

1. All 2022-2023 Calendars must be created in HRS by the first Time Report/File production date of the new fiscal year. If this is not done, any assignment not linked to a new fiscal year Calendar will not appear on the Time Report/File.
2. No pay can be issued for 2022-2023 earnings until Calendars are properly established.
3. No jobs can be set up with an effective date of July 1, 2022, or later, unless the new Calendars exist in HRS.
4. The only way to create a new work calendar table is by using the Master Calendar feature.

Determining the Number of Paid Workdays to enter into Calendars

When building Calendars for monthly pay-based jobs, observe the following rules:

Rule # 1: **Classified Jobs** - For every pay period for which pay will be issued, always enter the maximum number of possible paid workdays. This number **includes holidays**, but **excludes weekends**. This should be entered regardless of the actual days employees are expected to work.

Rule # 2: **Certificated Jobs** - Always enter the **exact number of actual days** the employees are required to work (contract days) as the number of paid workdays. Do not include holidays or weekends. **Note: Certificated monthly employees must be paid as earned in order to meet the CalSTRS reporting requirement. Calendars must accurately reflect all required workdays in each month worked, and at a minimum, employees must be paid for all months worked.**

Employee Data Base

The Employee Data Base (EDB) Function 01, "PAY MOS" (Pay Months) field does not control the appearance of job assignments for a particular pay period in HRS Time Reports nor in the HRS Time Files. It is the Calendar that controls Time Report functions. A job is shown on the Time Report/File for each pay period listed on the Calendar tied to this job on Screen 005.

This means:

- a) 10-month jobs should only be linked to Calendars with 10 pay periods.
- b) 11-month jobs should only be linked to Calendars with 11 pay periods.
- c) 12-month jobs should only be linked to Calendars with 12 pay periods.

Failure to comply with this requirement will create errors. See below examples:

Problem 1: A 10-month job (September through June) is erroneously linked to a Calendar with 12 pay periods. The 10-month job will appear on the HRS Time Reports/Files for 12 months including July and August pay periods. This has the potential to generate a pay warrant for time not worked.

Problem 2: A 12-month job is linked to a Calendar with 10 pay periods (September through June). The job will not be listed on the HRS Time Reports/Files for July and August. July and August service will not be paid without special processing.

Special Reports

Our office has the ability to produce a custom report to assist you in identifying Calendars connected to employee jobs. For more information about this and other custom reports, A-L districts should contact Tori Guerena via email at Guerena_Tori@lacoedu and M-Z districts should contact Linda Williams via email at Williams_Linda@lacoedu.

HRS Work Calendar Inquiries

Should you have any questions regarding the establishment and/or use of Calendars, please contact the Employee Services Unit via email at SFSEmployeeServices@lacoedu.

Approved:
Nkeiruka Benson, Director
School Financial Systems and Services

LG:sm
Attachment

SFS-A53-2021-2022



ESTABLISHING HRS CALENDARS FOR 2022-2023

Use the appropriate **Master Calendars 1, and/or 5-7** to establish fiscal year 2022-2023 Calendars to pay 2022-2023 earnings. See the next page of this attachment for more information. HRS will not pay 2022-2023 earnings from 2021-2022 *Work Calendar Tables*. Also, please see *Informational Bulletin No. 5531: 2022 Certificated Summer Session – HRS Payroll Cycles* for an exception to this rule.

EXAMPLE: 2022-2023 Work Calendar Table – Pay Cycle C1

The following describes how to establish a 2022-2023 calendar month Work Calendar Table (EXAMPLE "ZZ") for Pay Cycle C1. The example calendar code is "ZZ," but you may use any one or two-character, alphanumeric calendar code.

- ENTER: FUNCTION "11" on the main function menu.
- TRANSMIT: After transmitting, the "DISTRICT UPDATE–MENU" is displayed.
- ENTER:
 - TRANSACTION - "029" (WORK CALENDAR TABLE)
 - KEY 1 - "ZZ" (If entering only one-character code with a space to the right or left, be certain that it matches the calendar code used on EDB Salary-Pay Rate Screen 01/005)
 - KEY 2 - "23" (Fiscal Year)
 - KEY 3 - "1" (Master Calendar)
- TRANSMIT:
 - After transmitting, the master calendar pay periods for Pay Cycle C1 will be displayed on the WORK CALENDAR TABLE (029) screen.
- ENTER:
 - DESCRIPTION - Up to 12 characters describing the calendar. Optional (memo item only).
 - HOURS PER DAY - Five-character field containing the standard number of hours per day. Optional (memo item only).

CLEAR THE ENTIRE FIELD (including related "0" entries in PAID N WRK DAYS and UNPAID DAYS) of pay periods for which you are sure no pay or time reporting is required.

- PAID WORKDAYS - The maximum possible number of paid workdays for the pay period (classified) or the exact number of required contract workdays/duty days in the pay period (certificated).
- PAID N WRK DAYS - Zero paid non-workdays is displayed for each period. (Not functional)
- UNPAID DAYS - Zero unpaid days is displayed for each period. (Not functional)
- ANNUAL (begin date) - The first **actual** workday for the calendar must be in the first pay period.
- ANNUAL (end date) - The last **actual** workday for the calendar must be in the last pay period.

TRANSMIT. Enter "Y" at the prompt and transmit again to establish the calendar. Please see attached sample calendar.

Entering HOURS PER DAY and DESCRIPTION is optional. HRS will supply the NUMBER OF PERIODS and PAY- CYCLE GROUP.

HRS uses the ANNUAL PAID WORKDAYS and NUMBER OF PERIODS to compute pay for certificated monthly-based jobs: Positive pay, late hires (ECL), terminations (ECT), and docks (DKTs). Calendars must be established with correct PAID WORKDAYS to assure accurate computation of pay.

IMPORTANT! To prevent jobs from appearing on time reports when no pay is to be issued, link jobs only to calendars with exactly the same pay periods for which pay is intended. EDB Screen 005, PAY MONTHS field, does not restrict the production of time reports for pay periods.



ESTABLISHING HRS CALENDARS FOR 2022-2023

EXAMPLE:

2022-2023 WORK CALENDAR TABLE

** CTL – WORK CALENDAR TABLE – UPDATE **											1129			
CALENDAR: ZZ			FISCAL YEAR: 23			DESCRIPTION: <u>TEACHERS</u>								
DISTRICT: 00001	HOURS PER DAY: <u>6.0</u>		NUMBER OF PERIODS: <u>10</u>				PAY CYCLE GROUP: G1							
BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WRK DAYS	UNPAID DAYS			
09/01/22	09/30/22	9/22	<u>21</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—			
10/01/22	10/31/22	10/22	<u>22</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—			
11/01/22	11/30/22	11/22	<u>19</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—			
12/01/22	12/31/22	12/22	<u>20</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—			
01/01/23	01/31/23	1/23	<u>19</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—			
02/01/23	02/28/23	2/23	<u>18</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—			
03/01/23	03/31/23	3/23	<u>23</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—			
04/01/23	04/30/23	4/23	<u>17</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—			
05/01/23	05/31/23	5/23	<u>20</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—			
06/01/23	06/30/23	6/23	<u>14</u>	<u>0</u>	<u>0</u>	/ /	/ /	/	—	—	—			
/ /	/ /	/	—	—	—	/ /	/ /	/	—	—	—			
/ /	/ /	/	—	—	—	/ /	/ /	/	—	—	—			
ANNUAL:			1 st Actual Workday		09/01/22	06/18/23 Last Actual Workday		193	0	0				
NEW RECORD - ENTER YOUR DATA														
TRANS: <u>029</u>			KEY 1: <u>ZZ</u>			KEY 2: <u>23</u>			KEY 3: <u>1</u>			DISTRICT: <u>00001</u>		

The calendar code provided in the sample is "ZZ", but you may use any one or two-character, alpha-numeric calendar code.

We recommend when establishing a calendar with a new calendar code (not previously used), you use either a two-character alphanumeric code (preferable) or if a one-character calendar code is used, that you **do not** right justify the one-character of the calendar code. The calendar code on Table 029 must agree exactly (including placement of any blank space in the calendar code) with the calendar code on EDB Screen 005; otherwise, pay will not be issued.

Your teachers' paid workdays may differ from those shown in the example above.

Use Master Calendars 1, and/or 5-7 to establish Work Calendar Tables for the respective pay cycles listed below:

Pay Cycle	(use only) Master Calendar	Type
C1, C2, C3, C5, E1, E4	1	Calendar Month
H1	5	Half Month
V1	6	Certificated Summer Session-Half Month
V2	7	Certificated Summer Session-Full Month

Deleting an Existing Calendar

For assistance, please contact the Employee Services Unit via email at SFSEmployeeServices@lacoe.edu. HRS will not issue pay for a job whose current-year calendar is deleted unless a replacement calendar is established or the job is linked to another current-year calendar.