



November 6, 2023

TO: Chief Business Officers
Chief Personnel Officers
HRS/HCM District Coordinators
District Security Administrators (DSA)
Los Angeles County K-12 School and Community College Districts
Charter Schools

FROM: Nkeiruka Benson, Director
Division of School Financial Services

SUBJECT: 2023-2024 “Above-Baseline” Charges

The Los Angeles County Office of Education (LACOE) charges a per warrant fee that is applied as needed for HRS and HCM System Support. As in previous years, the charge is 75 cents per payroll warrant/advice. This charge contributes to offset LACOE’s cost to maintain support and provide updates of HRS and HCM functionalities.

Local Educational Agencies (LEAs) are not charged more than the per warrant/advice charge unless there are actual activities and services rendered “above-baseline”.

Baseline Service

HRS/BEST Advantage Human Capital Management (HCM) and BEST Advantage Financial (FIN) Baseline services include:

1. Availability of many standard reports
2. Selection and use of approved pay cycles
3. Use of all tables and database features
4. Advisory assistance and routine HRS/HCM or FIN support
5. Access during published hours of operation
6. Training of new operators and security functions
7. HRS/HCM and FIN notifications and bulletins

Above-Baseline Services

LACOE often provides services to Local Educational Services (LEAs) that are not part of typical business systems operations. LEAs are charged when above-baseline services are used. LACOE encourages all LEAs to review business practices and procedures to limit the use of these services and minimize costs.

2023-2024 “Above-Baseline” Charges

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Above-baseline activities, reports, and services are listed in the attachment. Please see the last page regarding district authorization of services and method of charge.

Attachment: 2023-2024 “Above-Baseline” Charges

If you have any questions concerning this bulletin, please contact me at (562) 922-6421 or via email at Benson_Nkeiruka@laco.edu.

Approved:
Karen Kimmel
Chief Financial Officer
Business Services

NB:lt
Attachment

SFS-A19-2023-2024

2023-2024 “Above-Baseline” Charges

1. DIRECT DEPOSIT REJECTS AND CANCELLATIONS

\$30

If/when the Direct Deposit process fails due to the account having been closed or other processing problems external to LACOE systems, special processing may be required. Charges will follow after proper notification is provided to districts.

2. EXCESS SUPPLEMENTALS

\$18.75 each

CHARGES APPLY ONLY TO WARRANTS ABOVE 5 PERCENT OF REGULAR PAYROLL COUNTS.

All jobs, stipends, and assignments can be paid on “regular” payroll cycles. Supplemental payrolls are made available for error correction purposes. LACOE incurs special costs when supplemental payrolls are used. Charges are assessed based on supplemental counts that exceed 5% of regular payroll warrant counts and do not include mass retro payments or balance adjustments. Charges are computed on a quarterly basis. The costs of one supplemental cycle issued on or before the 5th of each month will be waived for payment of certificated employees only.

3. GARNISHMENTS/LEGAL CLAIMS

\$20 per warrant

LACOE’s Legal Claims Department supports garnishment processing, including attorney correspondence, preparing processing notices, remittances, releases, compliance, and various other legal aspects. This charge is an average cost to be applied to each garnished warrant. A warrant with more than one garnishment is charged only once.

4. ON-REQUEST STANDARD HRS REPORTS

\$15 - \$30

HRS standard reports are produced according to regular operating criteria—daily, monthly, weekly, quarterly, annually, etc. A district may need a standard report not immediately available according to the production/delivery schedules. Charges for such reports are:

Tier 1:	Not large	-	\$15
Tier 2:	Large	-	\$30

5. ADDITIONAL COPIES OF STANDARD HRS REPORTS

\$25

All districts receive a standard set of reports from HRS, including one copy of an Employee Information Report (EIR). To increase the number of copies produced and delivered represents an increase in operating cost to LACOE. The charge to request HRS to produce additional copies reflects this increase.

6. HRS LABOR DISTRIBUTION DOWNLOADS

\$125 per file

Districts may elect to receive periodic Labor Distribution file downloads from HRS to RAD or other electronic means of delivery.

7. HRS EDB DOWNLOADS

\$125 per file

Districts may elect to receive monthly or semi-monthly EDB file downloads from HRS to RAD or other electronic means of delivery.

8. HRS/HCM MASS CHANGES**\$100**

Mass changes to the HRS/HCM database are performed on request and require LACOE to analyze criteria, determine methodology, input data for extract purposes, produce changes in HRS/HCM, and arrange distribution of output reports as required. The tier level is determined by the scope of the change or changes requested.

9. HRS ADJUSTMENTS & SPECIAL REQUESTS**\$40 - \$78 per hour, at current hourly rates**

LACOE frequently adjusts HRS data to address district problems usually related to the manner and/or quality of proper use of system codes, reporting of time, table changes or other actions impacting employee pay. Charges are applied for SFS staff hours above normal service levels and are based on the hourly pay rate of staff member(s) assisting the district.

10. NEW HIRE REPORT - EDD**\$3.00 per employee listed**

Districts may elect to have LACOE report new employees to the Employment Development Department (reporting is done twice per month). With such election, districts are charged based on the number of new employees input during the reporting periods.

11. FIN SPECIAL REQUEST**\$35 - \$75 per request**

Districts occasionally request special assistance from LACOE. An example can be requests for special extracts or downloads from FIN into the district's Financial or Procurement System.

12. LATE TAX DEPOSIT PROCESSING REQUESTS**\$185 - \$227 per request**

Districts that are unable to meet the 1:00 p.m. deadline for entering their tax deposits into FIN may request special processing. SFS will make every attempt to accommodate such requests. Charges will be made based on the type of processing required.

Same day after 1:00 p.m. - \$185

Next day before 11:00 a.m. - \$227

13. DISTRICT-CAUSED RETIREMENT REPORTING ERRORS**\$10 per error**

When districts set up employees, pay employees, and/or process payroll adjustments incorrectly, this creates retirement reporting errors that require LACOE to manually correct before submitting the data to California Public Employees' Retirement System (CalPERS) and California State Teachers' Retirement System (CalSTRS).

14. PAYROLL & FINANCIAL SYSTEM SPECIAL REQUESTS**\$40 - \$78 per hour, at current hourly rates**

Districts occasionally request additional assistance from LACOE with inputting transactions and/or performing district business in the HRS, HCM, FIN, and/or Budget systems. If a request for additional assistance is approved, charges are applied for SFS staff hours based on the hourly pay rate of the staff member(s) assisting the district.

It is the responsibility of the district to ensure that above-baseline services are monitored and authorized.

Charging Method and Frequency

HRS/HCM and FIN above-baseline charges will be made through the BEST FIN journal voucher process on a quarterly basis. The journal vouchers for HRS/HCM and FIN will not be combined and will be made to the following accounts:

K-12 School Districts	01.0-00000.0-00000-72000-5890-0000000
Community College Districts	01.0-00000.0-00000-00000-5890-0000000

The HRS/HCM per warrant/advice is charged in two installments during October and March through the journal voucher process. The following accounts will be used.

K-12 School Districts	01.0-00000.0-00000-77000-5890-0000000
Community College Districts	01.0-00000.0-00000-00000-5890-0000000

If you have questions concerning this list, please contact Elvis Queme at (562) 922-6039 or via email at Queme_Elvis@lacoedu.

Attachment to:
Info Bul. No. 6772
SFS-A19-2023-2024