

Instructions on Completing the Security Form for Leave Balance

Thank you for your interest in participating in the Leave Balance Upload project. For your convenience, the following instructions have been provided to assist you with completing the security form in order to get access to the leave balance functionalities in HRS and RAD. If you have any questions regarding the leave balance process, please email HRS_Leave_Balance@lacoedu.

Using the Operator Authorization Request Form,

1. Complete the Requestor Information Section.
2. Complete the Operator Information Section.
3. In Section I – HRS Security Access,
 - a. Check the box next to the section name.
 - b. Enter the HRS Operator ID. If unknown, leave it blank.
 - c. Check the box “Update Function Authorization.”
 - d. Go to 01-Personnel (Update) and, in Column C, type Add 031.
 - e. Go to 04-Personnel (Inquiry) and, in Column C, type Add 031.
4. In Section II – RAD Security Access,
 - a. Check the box next to the section name.
 - b. Enter the RAD Operator ID. If unknown, leave it blank.
 - c. Check the box “Update Operator.”
 - d. Go to Feature 3 – HRS Sick Leave Balance Upload and type A.

I. HRS Security Access (Human Resource System)		Select Option A or Option B not both.		OPERATOR ID *
<input type="checkbox"/> New Operator <input type="checkbox"/> Delete Operator <input type="checkbox"/> Deactivate Only <input type="checkbox"/> Reactivate Operator		<input checked="" type="checkbox"/> Add Function Authorization <input checked="" type="checkbox"/> Update Function Authorization <input type="checkbox"/> Remove Function Authorization		XX01
HRS Access Should Match		OPERATOR ID	NAME	
Function Menu		Option B Transaction Information (Only complete Column A or B not both)		
Function No. and Description	Column A Transaction Pattern ID **	Column B Transaction Pattern ID	Column C Only Selected Screens (This column can also be used for comments)	
01 – Personnel (Update)	<input type="checkbox"/>	01	Add 031	
02 – Time Input	<input type="checkbox"/>	02		
03 – Pay Adjustments	<input type="checkbox"/>	03		
04 – Personnel (Inquiry)	<input type="checkbox"/>	04	Add 031	
06 – Payroll (Inquiry/Error Correction)	<input type="checkbox"/>	06		
07 – Payroll (Online History Inquiry)	<input type="checkbox"/>	07		
10 – Position Control	<input type="checkbox"/>	10		
11 – District Maintenance	<input type="checkbox"/>	11		
14 – Retirement - Inquiry	<input type="checkbox"/>	14	Earnings History Inquiry Screen (012) only.	
16 – Table Inquiry	<input type="checkbox"/>	16		
17 – Inquiry (Tax Deposits)	<input type="checkbox"/>	17		
II. RAD Security Access (Report Access and Distribution)		RAD OPERATOR ID *		
<input type="checkbox"/> New Operator <input type="checkbox"/> Deactivate Operator <input type="checkbox"/> Reactivate Operator <input checked="" type="checkbox"/> Update Operator		00001 Doe_Jane		
Select all that apply by entering an A = Add or D = Delete.				
Add / Delete	Feature Name	Add / Delete	Feature Name	
1	Assignment Monitoring File Transfer	4	Government Compensation Data	
2	Credential Verification of Registration (VOR) Report	5	TSA Reports ***	
3	HRS Payroll Reports ***			
Districts must have a contract with LACOE to upload or download. ***		Available to non-HRS Districts.		
1	HRS Employee Data (emp.exe) Download	1	Credentials ADHOC File Transfer	
2	HRS Labor Data Download	2	Retirement File Upload	
3	A HRS Sick Leave Balance Upload			
III. COS Security Access (Credential Operating System)		OPERATOR ID *		
				<input type="checkbox"/> Allow Access <input type="checkbox"/> Delete Access

5. Please have the district-designated coordinator approve (sign) the request and submit it via email to HRS_Leave_Balance@lacoedu along with the completed Leave Balance Upload Authorization Form.



Please note that before any security forms can be processed, the district must submit a signed Leave Balance Upload Authorization Form to LACOE.