



Sick and Vacation Leave Balance Upload Instructions

Functional User Document

February 9, 2012



1.0 Leave Balance Upload to HRS

1.1 Document Background / Objective

The purpose of this document is to provide instructions for using the supplied Excel template to post vacation leave balances, sick leave balances and as-of dates to the Employee Database (EDB) so that they will display in HRS and also print on payroll warrants and advices.

Use of this utility requires districts to populate the Excel template, access and operate a RAD session to either validate or upload the template, and become familiar with how the upload impacts HRS by populating fields on various screens and posting the balances to warrant stubs and advices.

Districts will generate data on an Excel template, sign on to RAD and execute the commands necessary to either validate their upload file or validate/upload their file. They then will verify successful upload by reading the confirmation screen in RAD, checking the email notification that RAD generates and sends to the district email group, looking on-line following the evening batch upload. Balances and as-of dates will appear on-line and be printed on warrants and advices. Balances will remain the same on the warrants and advices until the districts upload another update file.

1.2 A Prerequisite Understanding:

- Leave Balances are sent to HRS using RAD from district-maintained records. LACOE systems are not intended to be used to originate, calculate, or authenticate leave balances provided by district users.
- Employee leave balances need to be uploaded to HRS prior to payroll processing and the production of warrants and advices. Timing of leave balances upload is critical to the successful printing on warrants.
- Once uploaded, leave balances and as-of date will remain in the system and will print on any/all subsequently generated warrants and advices until updated or zeroed out.
- The district can upload one or more Excel files per day. The balances and as of dates displayed will be those from the most recent operation, whether that is via RAD upload or via on-line data entry. Caution: Since the upload is a batch process that takes place after hours, it will supersede or over-write records that were updated by district staff on-line earlier in the day.
- Districts can upload spreadsheets with all or some records completed. For the record to effectively validate or upload, all fields in the record must be complete and in the proper format.
- To delete any uploaded balances in HRS, Districts can clear them via on-line update or by uploading records with zeros in the balance and as-of date fields. Records with “blank” values will error out upon upload attempt.
- Multiple uploads per day will be processed in chronological order, oldest to newest. Therefore, the last file uploaded will reflect all data for those records included in the file, leaving other/unchanged records intact from prior uploads. After upload, balances and as-of date can be changed manually using on-line update in HRS.
- Districts should keep track of their Excel files and upload documentation and be aware of chronological processing and timing issues to insure accurate reporting.



2.0 Interface File from District – The Excel Template:

The template provided is an Excel spreadsheet with certain field definitions and formats built in. It is available in .xls and .xlsx Excel file extensions to accommodate current and recent past versions of Microsoft Office/Excel. Districts should agree to not attempt to modify the template formatting.

Each row on the template represents an independent employee record identified by EID. Successful validation and upload depend on the data *format* being correct as detailed herein. This process is not dependent on data *accuracy*.

The fields in the template can be populated by manual data entry or by cutting/copying and pasting from like format sources such as other Excel documents. The template must have values and not cell references associated with other spreadsheets and/or formulas. Such references and formulas will error out upon validation or upload attempt.

The naming convention for the Excel files is provided herein. If the name format is incorrect, attempts to validate or upload the file will fail.

It is recommended that districts save their properly formatted and populated spreadsheets to an accessible hard drive or server folder. This is good practice, generally, but is also a necessary step in the validation and upload processes. RAD has a browse feature to locate and select the files to validate or upload and will not accept keystroke input of the file name by the user.

The “As-of” Date is district-defined and should represent the date upon which the balances to post are most accurate. Dates can be the same for all employee records throughout an Excel spreadsheet or can be specific to each record. The As-of Date can be current when upload occurs, past or future. Like leave balances, the as-of dates provided by the district will remain in HRS and print on warrants unless/until changed by the district.

The template, with as many rows as are necessary for district use, uses this format. All fields are necessary for the validation or upload to process successfully.

District (1)	EID (2)	Vacation (3)	Sick (4)	As of Date (5)

Below is the record layout that governs the formatting in the template. Venturing outside these parameters will result in errors reported and will inhibit processing of files.

Record Layout				
FIELD NO	FIELD DESCRIPTION	LENGTH	VALUE	FORMAT
1	District	5	Numeric	Five-digit District Number
2	EID	9	Alphanumeric	First two-digits are alpha; Last seven- digits are numeric



Record Layout				
FIELD NO	FIELD DESCRIPTION	LENGTH	VALUE	FORMAT
3	Vacation Time*	8 (includes hyphen (-), decimal, and two digits to the right of the decimal)	Numeric	Right Justified. This field can be positive or negative. No commas, dollar signs, or parenthesis are allowed. The minus sign should be used for negative balances. Acceptable range is between and inclusive to -9999.99 and 9999.99
4	Sick Time*	8 (includes hyphen (-), decimal, and two digits to the right of the decimal)	Numeric	Right Justified. This field can be positive or negative. No commas, dollar signs, or parenthesis are allowed. The minus sign should be used for negative balances. Acceptable range is between and inclusive to -9999.99 and 9999.99
5	As of Date	8 (no separators, i.e. slashes (/) or hyphens (-))	Numeric	MMDDYYYY Dates can be current, past or future.
* These balances can be hours or days/partial days.				

2.1 File Naming convention:

The format below has the following groupings:

LB_#####_MMDDYYYY_###.xls

- OR -

LB_#####_MMDDYYYY_###.xlsx

LB	#####	MMDDYYYY	###	.xls or .xlsx
Leave Balance. All files to be validated or uploaded.	Represents the five-digit district number	The date the file is generated. It is NOT the As-of Date associated with the data. The date is Month Day Year with no separators.	Provided for districts to use to differentiate multiple files used on the same day/date (ex. 001, 002). Attempts to use the same file name will error out.	.xls or .xlsx is the file name extension Excel appends automatically when the file is saved to a storage device like hard drive, server or external storage using Windows.

An example of a file name for District 99999 is LB_99999_10252011_001



3.0 RAD (Report Access and Distribution) – Validation and Upload Process:

RAD is a system used to interface data files between LACOE mainframe systems (HRS and PeopleSoft) and outside systems. It accommodates data flow into and from the LACOE systems. For leave balance upload, RAD will accept the Excel file with formatting intact and set the data to upload to HRS as a batch process the evening following receipt.

3.1 HRS/RAD Security

In order to gain security access to the Employee Leave Balance Upload webpage in HRS-RAD, a completed [HRS RAD Authorization Request Form](#) must be completed and authorized by the district's HRS Coordinator for each operator. All operators with access to the Employee Leave Balance Upload in HRS-RAD will automatically receive e-mail notifications concerning the RAD file upload status.

The RAD Authorization Request Form is available for download at <http://www.lacoe.edu/hrsops> or by calling the HRS Systems Support Unit at (562) 922-8882.

Send the request forms to:

HRS Systems Support Unit
Division of School Financial Services
Los Angeles County Office of Education

Contacts:

Donna Brinson – brinson_donna@lacoe.edu
Don Dobrow – dobrow_donald@lacoe.edu

3.2 RAD Operational Instructions

There are two separate choices in RAD for leave balance processing, Validation and Validation-And-Process. Validation does not result in upload of any data. It merely checks the data on the Excel spreadsheet and advises of errors that need user intervention in order to properly process.

Like the Validation only option, Validation-and-Process performs a preliminary validation and advises of record data that needs correction. It also sends those records that are error free to post to HRS during the next batch process. In this way, the District can concentrate on only those records that error out. When corrected, the District will need to change the file name. RAD will not accept another file for upload with the same name as one already processed. This is where the last 3 digits of the file naming convention come in handy. Renaming is not required if using the Validation only process. Subsequent upload of files that have the exact same data in some records is an acceptable practice. That way, Districts do not have to remove records from the template if re-upload is required.



When errors are detected, RAD displays the errors to the users via a screen pop-up “information page” and by email to a predetermined district user email group. Below are common errors and messages that appear on the info page:

ERROR 4000! The file contains X row(s) with **Empty Entri(es)** on row: N
ERROR 4010! The file contains X row(s) with **Invalid Business Unit** on row: N
ERROR 4020! The file contains X row(s) with **Invalid EID format** on row: N
ERROR 4021! The file contains X **Duplicate EID(s)**: N
ERROR 4030! The file contains X row(s) with **Invalid Vacation Time (Too Many Decimal Places)** on row: N
ERROR 4031! The file contains X row(s) with **Invalid Vacation Time (Out of Range)** on row: N
ERROR 4040! The file contains X row(s) with **Invalid Sick Time (Too Many Decimal Places)** on row: N
ERROR 4041! The file contains X row(s) with **Invalid Sick Time (Out of Range)** on row: N
ERROR 4050! The file contains X row(s) with **Invalid AsOfDate Format** on row: N

The validation and upload functions in RAD are available:

Monday	8:00am to 5:00pm
Tuesday thru Friday	7:30am to 5:00pm
Saturday	8:00am to 2:00pm

3.3 Using RAD:

Enter <https://rad.lacoe.edu> in the Internet Explorer’s address bar. Log-in to RAD using your RAD Username and Password. Click “Logon.”

ITS Report Access And Distribution

Authorized users only permitted on this system. All activity monitored and logged.
You are connected from 156.3.204.118 using MSIE under Windows 2000.

This system requires Microsoft Internet Explorer 5.x, or greater!

If you are not an authorized user, do not continue!

UserName:

Password:

Logon

Click the “Click here to go to RAD Main Menu” button to continue.



RAD Announcements

[Click here to go to RAD Main Menu](#)

Date	Message
1/31/2011	testing IE8
12/14/2009	<p>Check... Payroll Tax message for 4th Quarter end</p> <p>If your tax journals entered on 12/30/09 are for payroll schedule S1E, C1F or supplemental 363, PSFS will automatically apply the payment to 1st quarter of 2010. If your journals are for different payroll schedules and you need them to be applied to a different quarter, please contact Wong_Fanny@lacoed.edu or Jiang_Lesley@lacoed.edu before 1pm on 12/30/09 to request the change.</p>
12/14/2009	<p>Payroll Tax message for Winter break/New Year's week</p> <p>For payroll issues on 12/23/09: input tax journal on 12/22/09; payment settlement date will be 12/24/09</p> <p>For payroll issues on 12/28/09: input tax journal on 12/23/09; payment settlement date will be 12/29/09</p> <p>For payroll issues on 12/30/09: input tax journal on 12/29/09; payment settlement date will be 12/31/09</p> <p>For payroll issues on 12/31/09: input tax journal on 12/30/09; payment settlement date will be 1/4/10</p> <p>For payroll issues on 1/4/10: input tax journal on 12/30/09; payment settlement date will be 1/5/10</p> <p>Please contact Wong_Fanny@lacoed.edu or Jiang_Lesley@lacoed.edu if you have any questions.</p>
12/2/2009	<p>PC Labor Districts</p> <p>Please update your 2009-10 PC Labor database utilizing the file now posted on RAD. The prior file did not contain C1E and supplemental 328 salary transactions. We apologize for the inconvenience. Please direct questions to David D'Aloisio at 562-922-6422.</p>
11/23/2009	<p>All ARRA sub-recipients must immediately register in the Central Contractor Registration (CCR) database as this is required for the December 9, 2009 ARRA reporting. After completion of the online registration, it usually takes five to seven days to validate and activate your account. Please refer to Urgent Bulletin #181 for additional guidance.</p>

Click the "Upload" for either Validation only or Validate and Process (upload). Please do not use other links for pilot testing.



Authorized users only permitted on this system. All activity monitored and logged.
User: 99999_MILLER_S from 156.3.204.118 using MSIE on Windows 2000.

- Home:

For PeopleSoft reports and interfaces, please contact Greg Harada (562-922-6202) or Jocee Panganiban (562-922-6165).
For HRS related issues, please contact Erwin Labasan (562-922-6339) or Will Santos (562-940-1791).

Upload
[SFS Test Upload](#)
[Set Password](#)

[Home](#) | [Upload](#) | [Help](#) | [Log Off](#)

On the screen below, users will click on "Upload Leave Balance Excel File – Validate Only" link to perform a validation of data format on the Excel without upload.



To upload a file users will click on the “Upload Leave Balance Excel File – Validate and Process” link to set the upload process in motion.

The screenshot shows the header of the ITS Report Access and Distribution application. It includes the Los Angeles County Office of Education logo, the title "ITS Report Access and Distribution", and a security notice: "Authorized users only permitted on this system. All activity monitored and logged. User: 99999_MILLER_S from 156.3.204.118 using MSIE on Windows 2000." Below this, it indicates the current page is "Home/Upload" and provides two links: "Upload Leave Balance Excel File - Validate Only" and "Upload Leave Balance Excel File - Validate and Process". At the bottom, there is a navigation menu with links for "Home", "Upload", "Help", and "Log Off".



3.4 Validate Only Process:

When choosing to validate but not upload a file, the file is located using the Browse feature. This works like the browse utility available in MicroSoft Windows. However, in RAD the user cannot type the file name in the space provided.

When the user locates the file and the filename displays, the user clicks the “Continue” button to perform the operation selected.

Users can click on the “General instructions” link and/or “Filename instructions” link for instructions on these topics.

ITs Report Access and Distribution

Authorized users only permitted on this system. All activity monitored and logged.
User: 99999_MILLER_S from 156.3.204.118 using MSIE on Windows 2000.

***** Validate Only *****
Uploaded file will be validated but NOT processed!

Current Page: Home/Upload1

[General instructions](#)

Upload Leave Balance Excel File

Naming convention is: LB_#####_MMDDYYYY_###.XLS or LB_#####_MMDDYYYY_###.XLSX ([Filename instructions](#))

Upload file (required):

[Home](#) | [Upload](#) | [Help](#) | [Log Off](#)



3.5 Validation Only With No Errors:

When RAD validates a file, an information screen pops up and displays processing progress, error types and where discovered and the results of the attempted operation. This pop-up is referred to as the information page. It is recommended that this page be printed, at least until the user is comfortable using the validation or upload utilities.

ITS Report Access and Distribution

Authorized users only permitted on this system. All activity monitored and logged.
User: 64568_DOBROW_D from 156.3.204.118 using MSIE on Windows 2000.

***** Validate Only *****
Validated File Will NOT Be Uploaded to HRS!

11/9/2011 12:48:13 PM - Preparing to transfer your Leave Balance File, please wait.....
11/9/2011 12:48:23 PM - Validating LB_64568_11092011_001.xlsx, please wait.....
||||| 10% ||||| 20% ||||| 30% ||||| 40% ||||| 50% ||||| 60% ||||| 70% ||||| 80% ||||| 90% ||||| 100% (1 x 1000ms)

11/9/2011 12:48:29 PM - Validation complete.
11/9/2011 12:48:30 PM - You may save or print this page as a record of the transaction.

Rad also sends an email message to the district defined email group:

From: LB01_Interface@laco.e.edu
To: Dobrow_Donald; Dobrow_Donald; Brinson_Donna; Labasan_Erwin
Cc: **TS Rad Support**
Subject: Leave Balance Validation Successful **RADSTG**

Automated message from Leave Balance Interface (LB01)

***** Validate Only *****
***** Validated File Will NOT Be Uploaded to HRS! *****

There were no errors in the Leave Balance file LB_64568_11092011_001.xlsx

Total Rows From Input File : 49
Total Rows To Transfer To HRS : N/A



3.6 Validation Only With Errors:

When RAD validates and encounters errors, the information page pops up to tell the user the nature of and location of formatting errors. The error in this case is an incorrect district number.

ITS Report Access And Distribution

Authorized users only permitted on this system. All activity monitored and logged.
User: 64568_DOBROW_D from 156.3.204.118 using MSIE on Windows 2000.

***** Validate Only *****
Validated File Will NOT Be Uploaded to HRS!

11/9/2011 12:49:45 PM - Preparing to transfer your Leave Balance File, please wait.....
11/9/2011 12:49:53 PM - Validating LB_64568_11092011_002.xlsx, please wait.....
||||| 10% ||||| 20% ||||| 30% ||||| 40% ||||| 50% ||||| 60% ||||| 70% ||||| 80% ||||| 90% ||||| 100% (1 x 1000ms)

11/9/2011 12:49:59 PM - Validation complete.

ERRORS! Your file had the following (1) error(s) :

ERROR 4010! The file contains 16 row(s) with Invalid Business Unit on row: 2,3,4,5,6,7,8,9,10,11.....
Total Rows From Input File : 49
Total Rows To Transfer To HRS : N/A

11/9/2011 12:49:59 PM - You may save or print this page as a record of the transaction.

Below is the email resulting from the operation above.

From: (Ctrl) LB01_Interface@lacoed.edu
To: apply to the Dobrow_Donald; Dobrow_Donald; Brinson_Donna; Labasan_Erwin
Cc: message TS Rad Support
Subject: Leave Balance Validation Failed **RADSTG**

Automated message from Leave Balance Interface (LB01)

***** Validate Only *****
***** Validated File Will NOT Be Uploaded to HRS! *****

There were 1 error(s) in the Leave Balance file LB_64568_11092011_002.xlsx

Please correct the error(s) and upload to RAD again.

ERROR 4010! The file contains 16 row(s) with Invalid Business Unit on row: 2,3,4,5,6,7,8,9,10,11.....

Total Rows From Input File : 49
Total Rows To Transfer To HRS : N/A



3.7 Validate and Process (upload) With No Errors:

When using the Validate and Process utility/link, the information page pop-ups and emails will be sent that are very similar to those for Validation Only. Below is an information page following an upload attempt with no formatting errors. There were 49 rows validated which will be uploaded to HRS when the next batch cycle runs.

ITs Report Access And Distribution

Authorized users only permitted on this system. All activity monitored and logged.
User: 64568_DOBROW_D from 156.3.204.118 using MSIE on Windows 2000.

***** Validate and Process *****
Validated File Will Be Uploaded to HRS!

11/9/2011 12:50:55 PM - Preparing to transfer your Leave Balance File, please wait.....
11/9/2011 12:51:03 PM - Validating **LB_64568_11092011_001.xlsx**, please wait.....
 ||||| 10% ||||| 20% ||||| 30% ||||| 40% ||||| 50% ||||| 60% ||||| 70% ||||| 80% ||||| 90% ||||| 100% (1 x 1000ms)

11/9/2011 12:51:10 PM - Validation complete.
11/9/2011 12:51:10 PM - You may save or print this page as a record of the transaction.

Below is the email generated from the operation above:

From: LB01_Interface@lacoed.edu
 To: Dobrow_Donald; Dobrow_Donald; Brinson_Donna; Labasan_Erwin
 Cc: **TS Rad Support**
 Subject: Leave Balance Validation Successful **RADSTG**

Automated message from Leave Balance Interface (LB01)

***** Validate And Process *****
***** Validated File Will Be Uploaded to HRS! *****

There were no errors in the Leave Balance file LB_64568_11092011_001.xlsx

Total Rows From Input File : 49
 Total Rows To Transfer To HRS : 49



3.8 Validate and Process With Errors:

If errors are detected, a partial file with those records that have no reported errors will be set to upload to HRS. Note the “Total Rows From Input File” and “Total Rows to Transfer to Mainframe” on the screen below indicate that 16 of 49 records had errors.

ITS Report Access and Distribution

Authorized users only permitted on this system. All activity monitored and logged.
User: 64568_DOBROW_D from 156.3.204.118 using MSIE on Windows 2000.

***** Validate and Process *****
Validated File Will Be Uploaded to HRS!

11/9/2011 12:52:05 PM - Preparing to transfer your Leave Balance File, please wait.....
11/9/2011 12:52:14 PM - Validating LB_64568_11092011_002.xlsx, please wait.....
||||| 10% ||||| 20% ||||| 30% ||||| 40% ||||| 50% ||||| 60% ||||| 70% ||||| 80% ||||| 90% ||||| 100% (1 x 1000ms)

11/9/2011 12:52:21 PM - Validation complete.

ERRORS! Your file had the following (1) error(s) :

ERROR 4010! The file contains 16 row(s) with Invalid Business Unit on row: 2,3,4,5,6,7,8,9,10,11.....
Total Rows From Input File : 49
Total Rows To Transfer To HRS : 33

11/9/2011 12:52:21 PM - You may save or print this page as a record of the transaction.

Below is the email sent to the user group due to the above attempt.

From: LB01_Interface@lacoed.edu
To: Dobrow_Donald; Dobrow_Donald; Brinson_Donna; Labasan_Erwin
Cc: **TS Rad Support**
Subject: Leave Balance Validation Failed **RADSTG**

Automated message from Leave Balance Interface (LB01)

***** Validate And Process *****
***** Validated File Will Be Uploaded to HRS! *****

There were 1 error(s) in the Leave Balance file LB_64568_11092011_002.xlsx

Please correct the error(s) and upload to RAD again.

ERROR 4010! The file contains 16 row(s) with Invalid Business Unit on row: 2,3,4,5,6,7,8,9,10,11.....

Total Rows From Input File : 49
Total Rows To Transfer To HRS : 33



When using Validate and Process, attempts to re-upload a file without first changing the file name will fail. Because nothing is set to upload when using Validation Only, the same file name can be used over and over again. The file name can be changed using a different date or by using the 3-digit extension in the file name convention. We recommend that users name their files using the date that RAD processing is used and change the extension when re-uploading on the same day an initial upload was done. That will make it easier for Districts to track down any processing anomalies.



4.0 HRS Data Updated via the Upload from RAD:

In order to upload to HRS, the District Profile Table will need to be set to "P" for Leave Account Use:

```

** CTL - DISTRICT PROFILE TABLE 1 - INQUIRY **                                1620
DIST NAME: LEAVE BALANCE USD                                           DISTRICT: 99999
ADDRESS: 9300 IMPERIAL HWY.
CITY: DOWNEY                   ST: CA  ZIP: 90242
PHONE: 562 922 6111           EXT: 9999

LONGEVITY/SENIORITY: R                VALID CYCLES: C3 H1 E1 V2 V1
SDI COVERAGE: N                    N U M B E R   O F   C O P I E S
POSITION CONTROL: 3                POSITION CONTROL: 1  EIR: 0  CHANGE REG: A
POSTN CNTRL REQ FLG: N                PERS CONTRACT: 0129
FED EMPLOYR IDENT NO: 956000942      PERS DASDI CONTRACT INDICATOR: N
STATE EMPLR IDENT NO: 80096662        EFFECTIVE DATE: 00 00 00
UNEMPLOYMENT: 94250008                PERS PICKUP OR EMPLOYEE PAID: P
SDI REPT-NO:                          EFFECTIVE DATE: 01 01 86

PBA-HW-PRORATION: A                STRS PICKUP OR EMPLOYEE PAID: P
LEAVE ACCT USE: P                    EFFECTIVE DATE: 01 01 86
LEAVE IN HOURS: H                    STRS DASDI CONTRACT INDICATOR:
CSEA UNION DUES : Y                    EFFECTIVE DATE: 00 00 00

TRANS: 020   KEY 1: 99999   KEY 2:   KEY 3:   DIST: 99999

```

4.1 Leave Balances on HRS Screen 031:

Following upload, leave balances and as-of date will populate Screen 031 for all employees whose records were included in the upload file and processed successfully.

```

** PER - LEAVE ACCOUNT BALANCES - UPD **                                0131
XX1111111  JONES, THOMAS                                           EMPL STATUS: ACTIVE
                                                                    PRIMARY JOB: 1

-- ILLNESS/INJURY INFORMATION --

ILL/INJ PLAN      : NA
5102 ILL/INJ BALANCE : 152.50   5113 ILL/INJ EARNED YTD      : 0.00
5158 EARNED LAST PERIOD: 0.00   5104 ILL/INJ USED YTD      : 0.00
5106 ILL/INJ AVAILABLE : 0.00   5109 ED CODE ILL/IJN BALANCE: 0.00

-- VACATION INFORMATION --

VACATION PLAN: NA                VACATION ACCRUAL DATE : 00 00 00
5101 VACATION BALANCE : 130.00   5112 VACATION EARNED YTD : 0.00
5157 EARNED LAST PERIOD: 0.00   5103 VACATION USED YTD   : 0.00
5105 VACATION AVAILABLE: 0.00

AS OF DATE (MM DD CCYY): 10 14 2011

(002) - ENTER YOUR CHANGES.
TRANS: 031   EID: XX1111111   JOB: 1   DISTRICT 99999

```



4.2 Pay Stub

- The current Warrant and Advices Paystub already provides room for displaying the Vacation and Sick Leave Balances and the As of Date.
- The As of Date field has replaced Comp Time on the Paystub.
- Again - leave balances will print on all Regular and Supplemental Payroll warrants after upload unless zeroed-out or until updated by the district.

SCHOOL DISTRICT OF LOS ANGELES COUNTY						PAY LOCATION	PAY CYCLE	ISSUE DATE	ADVICE NUMBER
99999 LEAVE ACCRUAL USD						790	E4K	11-05-2011	1694538
EMPLOYEE NAME				EMPLOYEE ID	FEDERAL STATUS / ALLOWANCE	STATE STATUS / ALLOWANCES	ADDITIONAL STATE ALLOWANCES		
JONES, THOMAS				XX1111111	M / 02	M / 02	00		
EARNINGS - COMPENSATION						DEDUCTIONS/TAXES/MISC			
BASIS	DESCRIPTION	END DATE	RATE	UNITS	AMOUNT	EMPLOYEE DEDUCTIONS		CURRENT AMOUNT	YTD TOTALS
N L	ESA	10-31-2011	4,271.02		1,969.00	PRE-TAX REDUCTIONS			
						EMPLOYEE DEDUCTIONS			
						OASDI	82.69		1,835.37
						MEDCAR DED	28.55		633.64
						FWT	290.07		4,410.51
						SWT	129.76		1,785.30
						EMPLOYER CONTRIBUTIONS			
						OASDI CON	122.08		2,709.36
						MEDCAR CON	28.55		633.64
						SUI	31.70		468.59
***** LEAVE BALANCES *****				CURRENT TAXABLE BALANCES		YTD TAXABLE BALANCES		CURRENT PAY SUMMARY	
VACATION	130.00		FEDERAL	1,969.00	FEDERAL	40,709.66	GROSS PAY	1,969.00	
SICK LEAVE	152.50		STATE	1,969.00	STATE	40,709.66	REDUCTIONS		
AS OF DATE	10-14-2011		MEDI GROSS	1,969.00	MEDI GROSS	43,699.36	TAXES	531.07	
			OASDI GROSS	1,969.00	OASDI GROSS	43,699.36	DEDUCTINS		
			CA SDI GROSS		CA SDI GROSS				
			GROSS EARN'S	1,969.00	GROSS EARN'S	43,967.20	NET PAY	\$1,437.93	
EMPLOYER NAME				DISTRICT ADDRESS					
LEAVE ACCRUAL USD				9300 IMPERIAL HWY		DOWNEY, CA 90242			

LEAVE ACCRUAL USD

NO. 1694538

Date Issued 11-05-2011

*ONE THOUSAND FOUR HUNDRED THIRTY-SEVEN
AND 93/100 DOLLARS

Amount \$1,437.93

NOT NEGOTIABLE

LOCATION 790
ACCRUAL DATE
10-31-2011
ESA

THOMAS JONES
12222 STREET NAME
CITY, STATE 99999

NET PAY IN THE AMOUNT OF \$1,437.93
HAS BEEN DEPOSITED TO YOUR ACCOUNT.