

DISTRICT PERSONNEL INFORMATION SERVICES
DIVISION OF SCHOOL FINANCIAL SERVICES

# SESSION C WORK CALENDARS 2023-2024 TRAINING MANUAL

#### An Official Publication



9300 Imperial Highway Downey, California 90242-2890 www.lacoe.edu

Debra Duardo, M.S.W., Ed.D., Superintendent

Karen Kimmel, Chief Financial Officer Business Services

Nkeiruka Benson, Director, School Financial Services

Yumeka Seabrooks, Assistant Director District Personnel Information Services Division of School Financial Services

Los Angeles County Office of Education Date Published: June 2019

Last Updated: October 2022

## **Table of Contents**

Age	nda	1
l.	Work Calendar Table (029)	
	a. Work Calendar Table (029)	
	o Bulletins Related to Work Calendars	6
II.	Building a Work Calendar	
	a. Step 1 - Preparations to Building a Work Calendar	9-13
	Master Calendar List	12
	b. Step 2 - Build a Work Calendar	15-18
	c. Step 3 – After Building Work Calendar	19-20
	d. Calendar Examples	21-31
III.	Changes to Existing Work Calendars	
	a. Editing an Existing Work Calendar	35-37
	b. Deleting an Existing Work Calendar	39-41
IV.	Report Generated	
	a. Work Calendar Table (AIMS029)	45-46



### **Agenda**

- > Welcome and introductions
- ➤ What is an HRS Work Calendar?
- > Preparations to build a work calendar
- > Steps to build a work calendar
- > Hands-on exercises

#### \*\*\*\* BREAK \*\*\*\*

- > Purpose of work calendars
- > Examples
- > Editing an existing work calendar
- > Deleting an existing work calendar
- Questions
- > Evaluation and close of session

Intentionally left blank

# SECTION I.

# **WORK CALENDAR TABLE (029)**

Intentionally left blank

#### **Work Calendar Table (029)**

		** CTL - DISTRICT U	IPDATE - MEN	U ** 1100
TRANS	3	DESCRIPTION		KEY(S)
000 004 009 011 024 025 026 027 028 029 031	* * * * * * *	CTL DISTRICT UPDATE MENU JOB CLASSIFICATION TABLE LEAVE ACCRUAL TABLE WORK LOCATION TABLE SALARY SCHEDULE C/S-TEACHER SALARY SCHEDULE R/S-OTHERS STIPENDS TABLE BENEFITS TABLE DISTRICT CODES TABLE WORK CALENDAR TABLE ORGANIZATIONAL CHART SALARY MASS CHANGE C/S-TEACHER	JOB CLASS: PLAN: WORK LOC: VERSION VERSION VERSION CODE TYPE: CALENDAR: SUPV POS: VERSION:	TYPE:
035 036		SALARY MASS CHANGE R/S-OTHERS STIPEND MASS CHANGE	VERSION: VERSION:	<b>—</b>
039		REPORT REQUEST	LINOTON	
040	*	SPEED KEY/ACCOUNT CODE LINKUP ENTER "S" FOR TABLE SEARCH	SPEED KEY:	
INTERRU	JPT:			
				<u>s</u>
TRANS:	029	KEY 1: KEY 2: _	KEY	3: DISTRICT: <u>00011</u>

The Work Calendar Table stores the pay periods, number of periods, the paid work days for each pay period, the annual total workdays, and the start and end dates for the work year. Every EDB assignment must be tied to a calendar. The calendar plays a significant role in time entry and payroll processing.

During payroll calculation, the system accesses the information from EDB, Salary/Pay Rate Screen (005), for the period being paid. After payroll processing, the transactions processed through pay calculation are posted to payroll history. The accuracy of the data on each work calendar is essential for the accuracy of the employee's payroll and the employee's retirement.

The purpose of a work calendar is to tell HRS:

- What accrual periods an employee is paid for
- How many days constitute a full month of work
- The first day of work for those tied to this calendar
- The last day of work for those tied to this calendar
- The total number of work days in a fiscal year for those tied to this calendar

Please refer to your HRS System Operations Manual, beginning on Page II-85, for more information on Work Calendar Tables.

#### **Bulletins Related to Work Calendars**

Each year in April and in May, the HRS Employee Services Unit sends out two bulletins regarding work calendars for the upcoming year.

- The bulletin posted in April, *Certificated Summer Session Payroll Cycles*, contains information on selecting the certificated summer session payroll schedules and building the work calendars for the upcoming summer session. These work calendars must be built before the first time report is produced for the summer session.
- The bulletin posted in May, *HRS Work Calendar Tables*, contains information on building the work calendars for the upcoming school year. These work calendars must be built before the first time report is produced for the fiscal year.



<u>NOTE:</u> Work calendars are specific to each fiscal year. They cannot be used to pay an employee for any other fiscal year.

# SECTION II.

# **BUILDING A WORK CALENDAR**

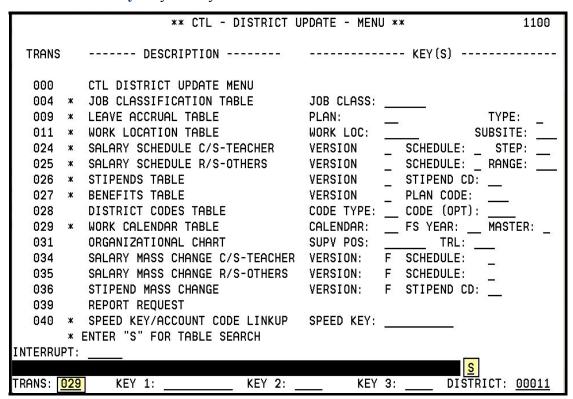
Intentionally left blank

# **Step 1 - Preparations to Building a Work Calendar**

#### Step 1 – Preparations to Building a Work Calendar

There are five steps you will need to take before building a work calendar.

- 1. Determine which calendars need to be created for the upcoming fiscal year.
  - a. Search for a listing of your district's current and past work calendars from the Control Table Menu, Function 11 or 16. To search from the transaction menu,
    - 1. In the **action field**, type **S** to search.
    - 2. In the **TRANS field**, type **029** to go to the Work Calendar Table.
    - 3. Hit the **Enter key** on your keyboard.



- b. Order a listing of your district's calendars (last three years) using the Report Request Screen (039) in the Control Table Menu, Function 11 or 16. To request a report from the transaction menu,
  - 1. In the **TRANS field**, type **039** to go to the Report Request Screen.
  - 2. Hit the **Enter key** on your keyboard.

** CTL - REPORT REQUEST **	1139
DISTRICT : 00111	
TABLE NUMBER : <u>29</u>	<b>—</b> :
DISTRICT MAINTENANCE TABLE	
02 GROSS TO NET	
04 JOB CLASSIFICATION	
09 LEAVE ACCRUAL	
10 EARNINGS	
11 WORK LOCATION	
20 DISTRICT PROFILE	
24 SALARY SCHEDULE - TEACHERS	
25 SALARY SCHEDULE - ALL OTHERS	
26 STIPENDS	
27 BENEFITS	
28 DISTRICT CODES	
29 WORK CALENDAR	
31 ORGANIZATIONAL CHART	
40 SPEED KEY/ACCOUNT CODE	Î
(002) - ENTER YOUR CHANGES.	_   DIST: 00011
TRANS: <u>039</u>	DIST: <u>00011</u>

- 3. In the **Table Number field**, type **29** for Work Calendar.
- 4. Hit the **Enter key** on your keyboard.

The system prompts, "PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?"

- 5. In the action field, type Y.
- 6. Hit the **Enter key** on your keyboard.

The following day, this report will be posted to HRS Personnel Reports in Reports and Data (RAD). If you do not have access to this feature in RAD, please contact the SFS Security Unit at <a href="mailto:SFSSecurity@lacoe.edu">SFSSecurity@lacoe.edu</a>.

- c. Generate a report that lists calendars tied to active job assignments using PC Products-LLL or request a special ad hoc report through the HRS Operation and Security Unit. There is no charge to run an ad hoc report. For more information, please contact the following.
  - PC Products Letter, Lists, and Labels (LLL) Linda Williams (562) 922-6535
  - SFS Security Email SFSSecurity@lacoe.edu.

2. Choose the master calendar from the list provided below as a template for each work calendar to be created. The table below lists the current master calendars. Please refer to your HRS System Operations Manual, Page II-89, for more information.

#### **Master Calendar List**

Pay Cycle	Туре	Master Calendar No.
C1, C2, C3, C5, E1, E4	Calendar Month	1
H1	Half Month (1 – 15, 16 – end of month)	5
V1	Certificated Summer School (half month cycle)	6
V2	Certificated Summer School (full month cycle)	7

#### 3. You will need to have:

- The description text for each calendar.
- The number of "Hours per day" for each calendar.
- Have a list of the accrual periods for each calendar.
- A list of the number of paid work days for each accrual period for each calendar.
- Have the first and last days of the work year for each calendar.
- 4. Determine the Number of Paid Work Days to enter into the calendars.
  - <u>Classified jobs</u> Work calendars should represent the <u>total possible</u> work days in the accrual period excluding weekends and including
    - ➤ Holidays,
    - Vacation days
    - > Furlough days
  - <u>Certificated jobs</u> Work calendars should represent the <u>required or actual</u> work days in the accrual period. It should not include holidays.



NOTE: Job type is based on the position not the employee.

5. Determine the dates that mark the beginning and ending of the work year for the employees tied to the work calendar.

• Example #1 ANNUAL: <u>07 01 16 06 30 17</u> 12 MO Classified

• Example #2 ANNUAL: <u>08 22 16 05 26 17</u> 10 MO Certificated

• Example #3 ANNUAL: <u>06 18 16</u> <u>06 02 17</u> Summer Session

#### NOTE:



The beginning day of the work year must be in the first accrual period of the calendar while the last day must be in the last accrual period of the calendar.



May and June accrual periods for the next fiscal year should remain on the calendar if:

- The summer session is starting in May or June -or-
- There is a possibility a retro will be produced in the next fiscal year

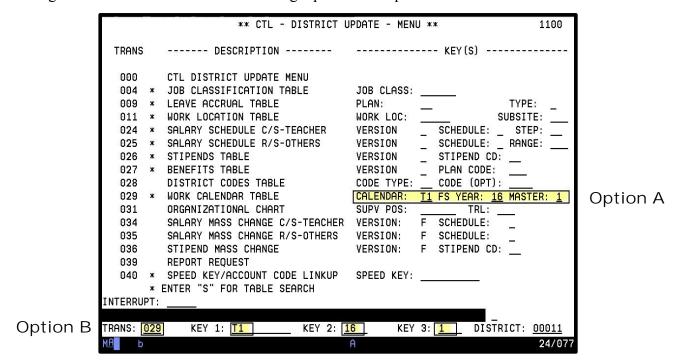
Intentionally left blank

# Step 2 - Build a Work Calendar

#### Step 2 - Build a Work Calendar

Each year, School Financial Services (SFS) builds Master Calendars that define the possible pay periods for all the pay cycles. Master calendars are used to build new calendars. Use Function 11, District Update Menu, to build new calendars. Here are the seven steps to building a work calendar.

1. Begin to build a new work calendar using Option A or Option B.

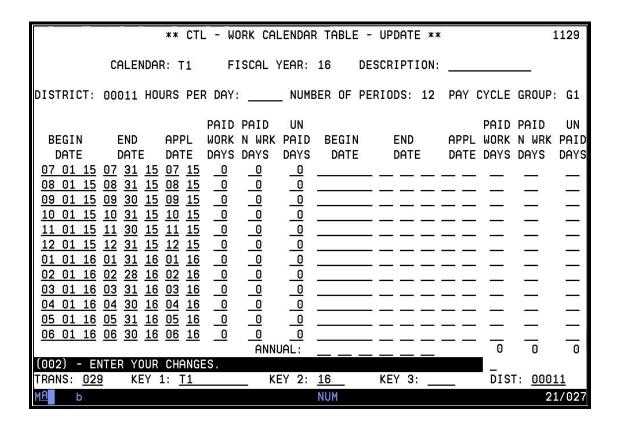


Option A Field Name	Option B Field Name	Field Description
	TRANS	Transaction Field. Enter 029.
Calendar name	Key 1	One or two-character calendar code (user-defined)
FS Year	Key 2	Fiscal year
Master	Key 3	The master calendar number.

2. Hit the **Enter key** on your keyboard.



<u>NOTE</u>: A space is not recommended as the first character in the calendar name field.



Please refer to your HRS System Operations Manual, beginning on Page II-90, for descriptions of each field shown on the Work Calendar Table Screen.

- 3. In the **DESCRIPTION** field, enter calendar's description.
  - Up to 12 characters
  - Informational only
- 4. In the HOURS PER DAY field, enter the number of hours worked per day
  - Should be standard full time hours for a full-time employee
  - Informational only
- 5. Delete any accrual periods for which the group of employees tied to this calendar **will not be paid** including the zero on the Paid Work Days, Paid Non-Work Days, and Unpaid Days columns.
  - IMPORTANT: <u>Summer sessions for certificated employees</u>: For the last two or three months, the accrual periods with zeros in the Paid Work Days field should remain on the calendar. See examples <u>Pages 30 and 31</u>.

- 6. For the remaining accrual periods, replace the zero in the Paid Work Days column with the number of paid work days for that accrual period. All accrual periods must have a value from 0 to 23. Classified and certificated work calendars are defined as follows.
  - **Classified calendars** should represent the **possible** work days in the accrual periods worked by the classified employees including holidays, vacation, and furlough days.
  - **Certificated calendars** should represent the <u>required or actual</u> work days in the accrual period. It should not include holidays.
- 7. In the **BEGIN DATE field** and the **END DATE field**, enter the dates that determine the beginning and ending work dates for those tied to this calendar.
- 8. Hit the **Enter key** on your keyboard to have the calendar edited.
  - If there are errors, HRS will highlight those errors. You will need to correct them and hit the Enter key on your keyboard to have the calendar edited again for errors.

If there are no errors, HRS will prompt, "PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?"

9. In the **action field**, type **Y** to save your calendar.

The process is now complete. You have now successfully built a work calendar. Since it is done in real time, your calendar is active and can now be used.

# **Step 3 – After Building Work Calendars**

#### **Step 3 - After Building Work Calendars**

After building your work calendars, make sure the information on the work calendars is accurate. The accuracy is important because it is used to tell HRS:

- How many working days constitute a full accrual period
- The total number of working days in a fiscal year
- The first day and last day of work for those tied to this calendar

Also, HRS looks at the Salary/Pay Rate Screen (005) in EDB for the work calendar to use during retro transaction generation. It does not look at pay history.

IMPORTANT: As a safety precaution, we strongly recommend you review the accuracy of the data contained in the work calendars. You can search for a listing of your calendars using Function 11 or 16. Refer to the "Before Building a Work Calendar" section in this manual for more information on how to search for a work calendar. To access the detail screen for a specific work calendar from the transaction menu, refer to the "Build a Work Calendar" section in this manual.



<u>NOTE</u>: Work calendars are applicable for one fiscal year only.

# **Calendar Examples**

# 12-month classified

		** CTI	WO	ORK CAI	LENDAF	R TABLE -	UPDATE **		;	1129
	CALENDA	R: T1	F	ISCAL '	YEAR:	15 DE	SCRIPTION:	12 MO CLA	<u>ss</u>	
DISTRICT:	00011 HO	URS PEI	R DAY	8.0	O NUME	BER OF PE	RIODS: 12	PAY CYCLE	GROUP	: G1
			PAID	PAID	UN			PAID	PAID	UN
BEGIN	END	APPL	WORK	N WRK	PAID	BEGIN	END	APPL WORK	N WRK	PAIC
DATE	DATE	DATE	DAYS	DAYS	DAYS	DATE	DATE	DATE DAYS	DAYS	DAYS
<u>07 01 14</u>	<u>07 31 14</u>		<u>23</u>	_0	_0				_	_
<u>08 01 14</u>	<u>08 31 14</u>	<u>08 14</u>	<u>21</u>	_0	_0				_	
<u>09 01 14</u>	<u>09 30 14</u>		<u>22</u>	_0	_0				_	
<u>10 01 14</u>	<u>10</u> <u>31</u> <u>14</u>	<u>10</u> 14	<u>23</u>	_0	00000000000				_	_
<u>11 01 14</u>	<u>11 30 14</u>	<u>11</u> 14	<u>20</u>	_0	_0				_	_
<u>12 01 14</u>	<u>12 31 14</u>		<u>23</u>	_0	_0				_	_
<u>01 01 15</u>	<u>01</u> <u>31</u> <u>15</u>		<u>22</u>	_ 0	_ 0				_	_
<u>02 01 15</u>	<u>02</u> <u>28</u> <u>15</u>		<u>20</u>	_0	_0				_	_
<u>03 01 15</u>	<u>03</u> <u>31</u> <u>15</u>		<u>22</u>	_ 0	_ 0				_	_
<u>04 01 15</u>	<u>04 30 15</u>		<u>22</u>	_0	_0				_	_
<u>05 01 15</u>			<u>21</u>	00000000000	<u> </u>				_	_
<u>06 01 15</u>	<u>06</u> <u>30</u> <u>15</u>	<u>06 15</u>	<u>22</u>		_0				_	_
					JAL:		<u>06 30 15</u>	261	0	0
	PDATE FRO		IOUS S							
TRANS: <u>029</u>	<u> KEY</u>	1: <u>T1</u>		KI	EY 2:	<u>15</u>	KEY 3:	DIS	T: <u>000</u> :	<u>11</u>

# 11-month classified with no July accrual period

		**	СТ	L - W(	ORK CAI	LENDAI	R TABLE -	UPDATE **	(%			1129
CALENDAR: T2 FISCAL YEAR: 15 DESCRIPTION: 11 MO CLASS												
DISTRICT: 00011 HOURS PER DAY: <u>8.00</u> NUMBER OF PERIODS: 11 PAY CYCLE GROUP: G1												
DISTRICT.	00011	поока	FEI	K DHI	0.0	<u>o</u> NOMI	DER UF PE	KIUDS, II	rni (	JICLE	GROOP	. 61
				PAID	PAID	UN				PAID	PAID	UN
BEGIN	END	AP	PL	WORK	N WRK	PAID	BEGIN	END	APPL	WORK	N WRK	PAID
DATE	DATE	DA	TE		DAYS	DAYS	DATE	DATE	DATE	DAYS	DAYS	DAYS
08 01 14	Bi 1995 3	<u>14 08</u>	100 100	<u>21</u>	_0	_0			— —	-	-	
09 01 14		14 09	250	22	_0	_0				8,2		1.0
10 01 14		14 10	10000000	50 Table 100 Tab	_0	_0				::		:
11 01 14		14 11	14	10 mm - 10 mm	0000000000	0000000000		## <u></u>		27 <del></del> 13		FF
12 01 14 01 01 15	1/02	14 12 15 01	14 15	(3)	_0	<del>_</del> 0	-	. — — —	— —	—	-	-
02 01 15	10 1000 1	15 01 15 02	1 1 2 2 1		<u>-0</u>	_ <u>-0</u>	E-	100 100 100		8,		1.0
03 01 15	STATE OF THE PROPERTY OF	15 03	100000000		<u> </u>			· · · · · · · · · · · · · · · · · · ·		::		13
04 01 15		15 04			0	0				2		
05 01 15	N: 1985 1	<u>15</u> <u>05</u>	570 550									
06 01 15	22 22 22	<u>15 06</u>	20		0	<u></u> 0		. — — —				10-
			_	a'——'a		_				_		12
6660 /77					///CIDA(C/C/D)	JAL:		<u>06 30 15</u>		238	0	0
	PDATE F			IOUS			ESSFUL.	According to the second		L <u>-</u>		
TRANS: 029	9 KE	Y 1:	T2		KI	EY 2:	15	KEY 3:		DIS	T: 000	11

# 11-month classified with no June accrual period

	** CTL - WORK CALENDAR TABLE - UPDATE ** 1129											
CALENDAR: T3 FISCAL YEAR: 15 DESCRIPTION: 11MO CL NO06												
DISTRICT:	00011 HO	URS PEI	R DAY	: <u>8.0</u>	<u>o</u> nume	BER OF PE	RIODS: 11	PAY (	CYCLE	GROUP:	: G1	
			DOID	PAID	UN				DOID	PAID	UN	
BEGIN	END	APPL		N WRK	PAID	BEGIN	END	APPL		N WRK	PAIC	
DATE	DATE	DATE	DAYS	DAYS	DAYS	DATE	DATE	DATE			DAYS	
07 01 14	<u>07 31 14</u>	<u>07 14</u>	<u>23</u>	_0	_0							
<u>08 01 14</u>	<u>08 31 14</u>	2000	<u>21</u>		_0	100			====0	<del></del> :		
09 01 14	SANSAN AND STREET	100 mg - 50	<u>22</u>	_0	_0	19			<del>10</del>	_	_	
10 01 14	<u>10</u> <u>31</u> <u>14</u>		<u>23</u>	_0	_0	<u>(71)</u>		<u> </u>	40.	<u> </u>		
11 01 14 12 01 14	<u>11 30 14</u>	1980	<u>20</u>			(a) 0	<del></del>	20 - 50	<u> </u>	<del></del>	<del></del> s	
12 01 14 01 01 15	12 31 14 01 31 15	Allegania la constitución de la	23 22	<u>-0</u>	<u></u>		<del></del>	- 1	10 - 0	-		
02 01 15	02 28 15	1200 E CONTROL OF THE PARTY OF	<u>20</u>	<u> </u>	0	100			<del>20 - 2</del> 0		-	
03 01 15	03 31 15		22	0000000000	0000000000				_	_		
04 01 15	<u>04 30 15</u>	04 15	22	_0	<u> </u>			- 12		_		
<u>05 01 15</u>	<u>05</u> <u>31</u> <u>15</u>	<u>05</u> 15	<u>21</u>	_0	<u> </u>	2		- 5	-	-		
( <u>***</u>		ns <u> </u>	<u> </u>			07.04.44	<del></del>	<u> </u>		_	_	
(005) - UF	PDATE FRO	M DDEV	TOLIC 9	INNA MEEGOS		<u>07 01 14</u> SSFUL.	<u>05</u> <u>31</u> <u>15</u>		239	0	0	
TRANS: 029	Se USSCHARE SERVE	G FOUL BOOK SOLD TO	1005		VV-4V94C1 1,V-1 (+V)	15	KEY 3:	1	DIS.	Γ: <u>0001</u>	1	

# 10-month classified with no July and August accrual periods

		** CTI	L - W	DRK CAI	ENDAF	R TABLE -	UPDATE **			:	1129
	CALENDA	R: C0	F	ISCAL '	YEAR:	15 DE	SCRIPTION:	10 MC	CLAS	<u>s</u>	
DISTRICT:	00011 HO	URS PE	R DAY	: <u>8.00</u>	O NUME	BER OF PE	RIODS: 10	PAY (	CYCLE	GROUP	G1
			PAID	PAID	UN				PAID	PAID	UN
BEGIN	END	APPL	WORK	N WRK	PAID	BEGIN	END	APPL	WORK	N WRK	PAIC
DATE	DATE	DATE	DAYS	DAYS	DAYS	DATE	DATE	DATE	DAYS	DAYS	DAYS
<u>09 01 14</u>	<u>09 30 14</u>	<u>09 14</u>	<u>22</u>	_0	_0				_	_	_
<u>10 01 14</u>	<u>10</u> <u>31</u> <u>14</u>	<u>10 14</u>	<u>23</u>		_0				_	_	_
<u>11 01 14</u>	<u>11 30 14</u>	<u>11 14</u>	<u>20</u>	_0	<u> </u>				_	_	_
<u>12 01 14</u>	<u>12 31 14</u>	<u>12 14</u>	<u>23</u>	000000000	0000000				_	_	_
<u>01 01 15</u>	<u>01</u> <u>31</u> <u>15</u>			_0	<u> </u>				_	_	_
<u>02 01 15</u>	<u>02 28 15</u>		_	_0	_0				_	_	_
03 01 15	<u>03</u> <u>31</u> <u>15</u>			_0	_0				_	_	_
04 01 15				_0	_0				_	_	_
		<u>05</u> <u>15</u>		_0	_0				_	_	_
<u>06 01 15</u>	<u>06 30 15</u>	<u>06</u> <u>15</u>	<u>22</u>	_0	_0				_	_	_
			_	_	—				_	_	_
			_	 ANNI	JAL:	<u>09 01 14</u>	<u>06 30 15</u>		217	<u> </u>	
(005) - UF	PDATE FRO	M PREV	IOUS	SCREEN	SUCCE	SSFUL.			_		
TRANS: <u>029</u>	<u>KEY</u>	1: <u>CO</u>		KI	EY 2:	<u>15</u>	KEY 3:		DIS	Γ: <u>0001</u>	.1

# 12-month classified paid on a semi monthly basis

BLE - UPDATE ** 1129	3
DESCRIPTION: CLASS SUB	
OF PERIODS: 24 PAY CYCLE GROUP: GE	ō
PAID PAID UN	N
GIN END APPL WORK N WRK PAI	ΙD
ATE DATE DATE DAYS DAYS DAY	YS
<u>01 15 01 15 15 01 15  11    0           </u>	<u> </u>
<u>16 15 01 31 15 01 15  11     0                    </u>	<u> </u>
<u>01 15 02 15 15 02 15  10                                 </u>	<u> </u>
<u>16 15 02 28 15 02 15  10                                 </u>	<u> </u>
<u>01 15 03 15 15 03 15  10                                 </u>	<u> </u>
<u>16 15 03 31 15 03 15 12                                     </u>	<u> </u>
<u>01 15 04 15 15 04 15 11    0                             </u>	<u> </u>
16 15 04 30 15 04 15 11 0 0	<u> </u>
01 15 05 15 15 05 15 11 0 0	<u> </u>
16 15 05 31 15 05 15 10 0 0	9
<u>01 15 06 15 15 06 15 11                 </u>	<u> </u>
10 15 00 30 15 00 15 11 0 0	<u>د</u>
	י
_	
	DESCRIPTION: CLASS SUB  PAID PAID UN  GIN END APPL WORK N WRK PAI  OT DATE DATE DAYS DAYS DAY  OT 15 01 15 15 01 15 11 0 0  OT 15 02 15 15 02 15 10 0 0  OT 15 03 15 15 03 15 10 0 0

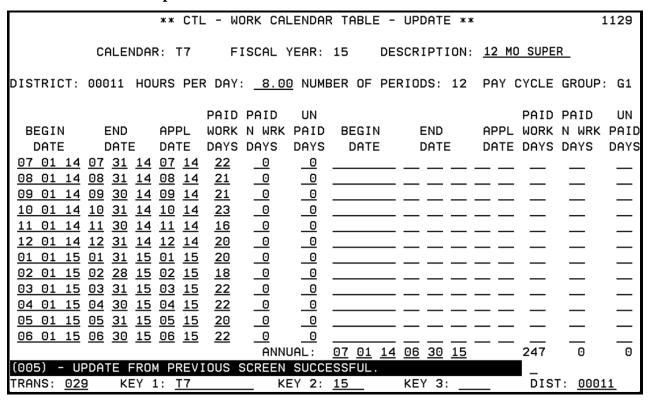
## 11-month teachers

		** CTI	W	ORK CAI	ENDAF	R TABLE -	UPDATE **				1129
CALENDAR: T6 FISCAL YEAR: 15 DESCRIPTION: 11 MO TEACH											
DISTRICT:	OUUII HO	UKS PEI	TUHT	: <u>7.00</u>	<u>a</u> NOME	SEK UF PE	KIUDS: II	PHIL	JICLE	GROUP	: G1
			PAID	PAID	UN				PAID	PAID	UN
BEGIN	END	APPL	WORK	N WRK	PAID	BEGIN	END	APPL	WORK	N WRK	PAID
DATE	DATE	DATE		DAYS	DAYS	DATE	DATE	DATE	DAYS	DAYS	DAYS
08 01 14	<u>08 31 14</u>	76 00 00 m	<u>   5                                 </u>	_0	_0	5	. — — — .			-	pp <del></del>
09 01 14	<u>09 30 14</u>	land to the same of the same o	<u>21</u>	_0	_0					<del>10 1</del> 0	23
10 01 14	10 31 14		23	_0	_0	5					33 <u>——</u> 33
11 01 14	<u>11 30 14</u>		<u>16</u>	_0	_0					<u>===</u> 7	85 <u>——</u> 85
12 01 14	12 31 14	12 14	<u>15</u>		0					-	0.5——00
01 01 15 02 01 15	01 31 15 02 28 15	167	<u>20</u>			<del>2(</del>	s <del> </del>	<del></del>		<del>10 1</del> 0	33 <del></del>
02 01 15 03 01 15	02 28 15 03 31 15		<u>18</u> <u>22</u>	-0	-0	£				-	3333
04 01 15	04 30 15		<u>22</u>	<u></u>	<u>_0</u>	-				<u>====</u> 91	100200
05 01 15	05 31 15	7/2 03 00 58	20	<u> </u>	<u> </u>		. —			50 - 65	0.5
06 01 15	2000 000 000 000 000 000 000 000 000 00	The said the said	6		0000000000	£		<del>- 11</del> 3 <del>0 - 13</del>		<del></del>	33
						90.	. — . —				S
	100			ANN	JAL:	08 22 14	06 09 15		188		
(005) - UF	PDATE FRO	M PREV	IOUS	SCREEN	SUCCE	SSFUL.			I _		
TRANS: <u>029</u>	KEY	1: <u>T6</u>		KI	EY 2:	15	KEY 3:	01/	DIS	Γ: <u>000</u>	<u>11</u>

# Teachers that work 10 months but get paid over 11 months with 11 equal payments

	** CTL - WORK CALENDAR TABLE - UPDATE ** 1129											
CALENDAR: T8 FISCAL YEAR: 15 DESCRIPTION: <u>11 MO PAY TE</u>												
DISTRICT:	00011 H	IOURS PEI	R DAY	: 7.00	O NUME	BER OF PE	RIODS: 11	PAY (	CYCLE	GROUP	: G1	
								10 000000 4				
				PAID	UN					PAID	UN	
BEGIN	END	APPL		N WRK	PAID	BEGIN	END	APPL		N WRK	PAID	
DATE	DATE	DATE		DAYS	DAYS	DATE	DATE	DATE	DAYS	DAYS	DAYS	
<u>08 01 14</u>		<u>4 08 14</u>	0	_0	_ 0					-		
<u>09 01 14</u>		<u>4 09 14</u>	<u>21</u>	_0	0	2				<del>10 - 1</del> 0		
<u>10 01 14</u>	THE RESERVE AND THE PERSON NAMED IN	<u>4 10 14</u>	23	_0	_0	3	. —::::—::::			-		
<u>11 01 14</u>	<u>11 30 1</u>	<u>4 11 14</u>	<u>16</u>	_0	_0	<u> </u>				<u></u>		
<u>12 01 14</u>	<u>12 31 1</u>	<u>4 12 14</u>	<u>15</u>	_0	_0		. <del></del>			-	00	
<u>01 01 15</u>		<u>5 01 15</u>	<u>20</u>	_0	0		. —				20-	
02 01 15	<u>02 28 1</u>	<u>5 02 15</u>	<u>18</u>	_0	_0	-	. —			W - W		
03 01 15	<u>03 31 1</u>	<u>.5 03 15</u>	22	_0	_0	S			8	2 7	85 <u></u> 86	
<u>04 01 15</u>	<u>04 30 1</u>	<u>.5 04 15</u>	22		0000000000							
<u>05 01 15</u>	<u>05</u> <u>31</u> <u>1</u>	<u>.5 05 15</u>	<u>21</u>	_0	_0					-	s:	
<u>06 01 15</u>	<u>06 30 1</u>	<u>5 06 15</u>	<u>10</u>	_0	_ 0	·	: —::::—::::—: ::			-		
F2				<u> </u>		<u> </u>			8	49 47	F	
				ANN			<u>06 15 15</u>		188	0	0	
(005) - UF	PDATE FR	OM PREV	IOUS	SCREEN	SUCC	ESSFUL.			a <del></del> a			
TRANS: <u>029</u>	KEY	1: <u>T8</u>		KI	EY 2:	<u>15</u>	KEY 3:	98	DIS	Γ: <u>0001</u>	<u> 1</u>	

#### 12-month certificated Superintendent

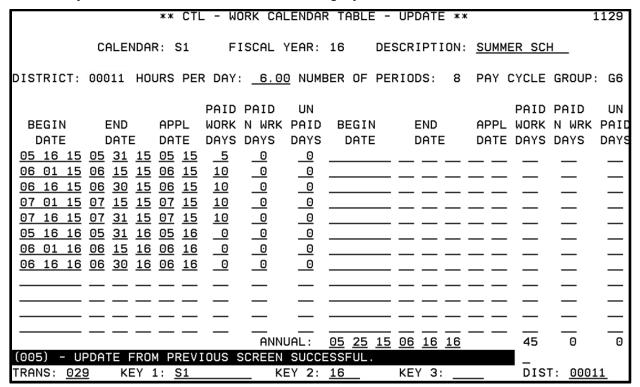


It includes all possible work days <u>excluding</u> holidays. This calendar should also include vacation days if they are stated in their contract.



NOTE: 12-month classified management would use a 12-month classified calendar. Refer to the screenshot for 12-month classified employees on Page 22.

#### Semi-monthly Summer Session for certificated employees





IMPORTANT: <u>Summer sessions for certificated employees</u>: The last three accrual periods with zeros in the Paid Work Days field should remain on the calendar.

## **Monthly Summer Session for certificated employees**

** CTL - WORK CALENDAR TABLE - UPDATE ** 1129									
CALENDAR: T1 FISCAL YEAR: 16 DESCRIPTION: SUMMER SCH									
DISTRICT: 00011 HOURS PER DAY: <u>6.00</u> NUMBER OF PERIODS: 5 PAY CYCLE GROUP: G7									
				_					
		P	PAID PAID	UN			PA	ID PAID	UN
BEGIN	END	APPL W	JORK N WRK	PAID	BEGIN	END	APPL WO	RK N WRK	PAID
DATE	DATE	DATE D	DAYS DAYS	DAYS	DATE	DATE	DATE DA	YS DAYS	DAYS
<u>05 01 15</u>	<u>05</u> <u>31</u> <u>15</u>	<u>05</u>	<u>5</u> <u>0</u>	<u> </u>					_
<u>06 01 15</u>	<u>06 30 15</u>	<u>06</u> 15	<u>20</u> <u>0</u>	<u> </u>					_
<u>07 01 15</u>	<u>07 31 15</u>	<u>07 15</u>	<u>20</u> <u>0</u>	_0					_
<u>05 01 16</u>	<u>05</u> 31 16	<u>05</u> 16	<u> </u>	0					_
<u>06 01 16</u>	<u>06 30 16</u>	<u>06</u> 16	20 0 20 0 0 0	_0					_
				_					_
				_					
				_					_
				_					_
				_					_
				_					_
				_					_
			ANNU	JAL:	<u>05 25 15</u>	<u>06 01 16</u>	4	5 0	0
(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.									
TRANS: <u>02</u>	<u>9</u> KEY	1: <u>T1</u>	KE	Y 2:	16	KEY 3:	<u> </u>	IST: <u>000</u>	<u>11</u>



IMPORTANT: <u>Summer sessions for certificated employees</u>: The last two accrual periods with zeros in the Paid Work Days field should remain on the calendar.

Intentionally left blank

# SECTION III.

# **CHANGES TO EXISTING WORK CALENDARS**

## **Editing an Existing Work Calendar Table**

#### **Editing an Existing Work Calendar**

Any of the fields that were input on a work calendar can be changed.

#### **IMPORTANT**:

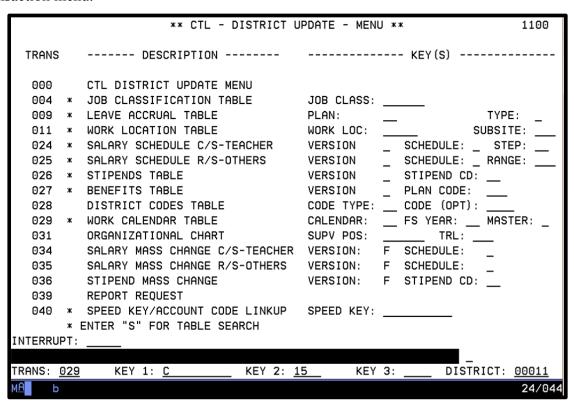


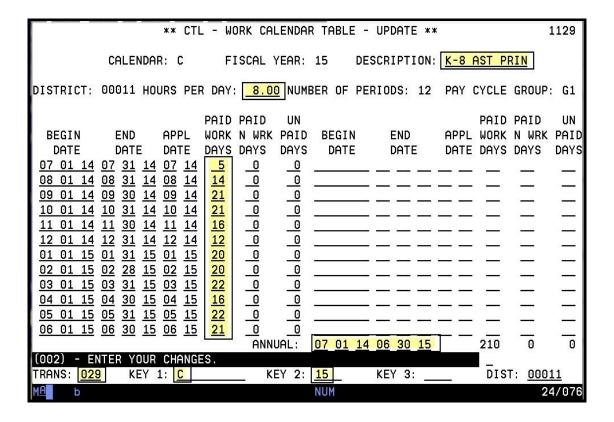
Avoid making calendar code changes on the EDB or making changes in the paid workdays on the calendar after a time file has been generated and before the payroll has been produced. This can result in an employee receiving an incorrect pay.



If you change a work calendar after the fiscal year has started and the employee has started work, you will need to contact the SFS Retirement Unit to make sure the change does not adversely affect the employee's retirement.

1. Refer to the "Build a Work Calendar" section in this manual to access the detail screen from the transaction menu.





You can change or remove any of the following fields.

- Description text (memo only)
- Hours per day text (memo only)
- Paid work days value(s)
- Delete an accrual period
- Any of the annual date values

#### You cannot

- Change accrual period dates
- Add an accrual period

Once you have made all of your changes, hit the Enter key on your keyboard.

# **Deleting an Existing Work Calendar Table**

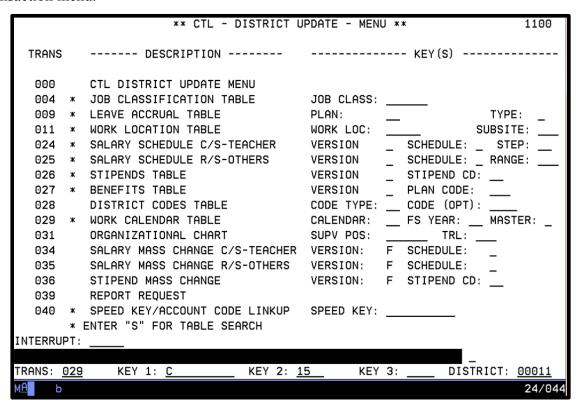
### **Deleting an Existing Work Calendar Table**

Use caution when deleting a calendar. This could have a disastrous effect on payroll processing.



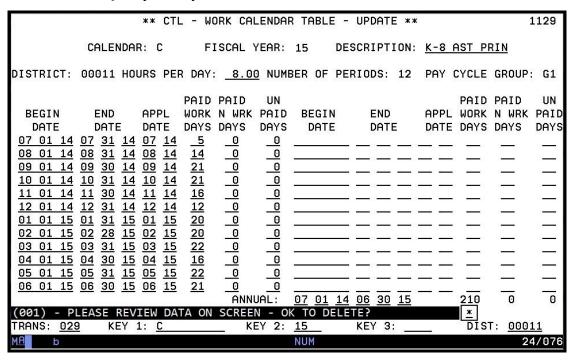
<u>IMPORTANT</u>: Once the table is deleted, you cannot undo the delete process.

1. Refer to the "Build a Work Calendar" section in this manual to access the detail screen from the transaction menu.



	No. 10 (10 (10 (10 (10 (10 (10 (10 (10 (10	** CTI	WC	ORK CAI	ENDAF	R TABLE -	- UPDATE **			1129
	CALENDA	R: C	F	SCAL '	YEAR:	15 DE	ESCRIPTION:	K-8 AST	PRIN	
DISTRICT:	00011 HO	URS PEI	R DAY:	8.00	NUME	BER OF PE	ERIODS: 12	PAY CYCLI	E GROUP	: G1
BEGIN DATE	END DATE	APPL DATE	WORK	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL WOR	PAID K N WRK S DAYS	UN PAID DAYS
07 01 14 08 01 14	07 <u>31 14</u> 08 <u>31 14</u>	07 14 08 14							=	
09 01 14 10 01 14 11 01 14	09 30 14 10 31 14 11 30 14		5 14 21 21 16 12 20 20 22	00000000000	99999999999				=	_
12 01 14 01 01 15 02 01 15	12 31 14 01 31 15 02 28 15	12 14 01 15	12 20	0 0	0 0	-			_	_
02 01 15 03 01 15 04 01 15	02 28 15 03 31 15 04 30 15	<u>03</u> <u>15</u>	22 16	900	900					
05 01 15 06 01 15	05     31     15       06     30     15	<u>05</u> <u>15</u>	16 22 21	_0 _0		07 01 1		 	<u> </u>	<u> </u>
ANNUAL: <u>07 01 14 06 30 15</u> 210 0 0 (002) - ENTER YOUR CHANGES. <u>D</u> TRANS: <u>029</u> KEY 1: <u>C</u> KEY 2: <u>15</u> KEY 3: DIST: <u>00011</u>										
M <u>A</u> b	<b>-</b> . 0.00-00					NUM	225-32 32532 3			4/076

- 1. In the **action field**, type **D** to delete.
- 2. Hit the **Enter key** on your keyboard.



The system generates a message, "(001) – PLEASE REVIEW DATA ON SCREEN – OK TO DELETE?"

- 3. In the **action field**, type \* (asterisk) to confirm deletion.
- 4. Hit the **Enter key** on your keyboard.

# SECTION IV.

## **REPORT GENERATED**

#### C – WORK CALENDARS

### Work Calendar Table (AIMS029)

When a calendar is created, changed, or deleted, a Work Calendar Table Report (AIMS029) is generated for all affected calendars. This report is posted to HRS Personnel Reports in RAD. If you do not have access to this feature in RAD, please contact the HRS Operations and Security Unit at SFSSecurity@lacoe.edu.

0001		п ст/2		TOTAT.	DAYS		23	21	22	23	20	23	22	20	22	22	23	239								
PAGE NO.	DATE	DATE DATE		DATE DATE		DATE DATE		DATE DATE		DATE DATE		CTACINIT	DAYS		0	0	0	0	0	0	0	0	0	0	0	0
	ţ	PRO		PAID NON-WORK	DAYS		0	0	0	0	0	0	0	0	0	0	0	0								
				PAID	DAYS		23	21	22	23	20	23	22	20	22	22	21	239								
EM				APDT.	MO/YR		07/14	08/14	09/14	10/14	11/14	12/14	01/15	02/15	03/15	04/15	05/15									
PERSONNEL/PAYROLL/RETIREMENT SYSTEM	DISTRICT	ABLE (29)	11MO CL NO06	FINDTMG	DATE		07/31/14	08/31/14	09/30/14	10/31/14	11/30/14	12/31/14	01/31/15	02/29/15	03/31/15	04/30/15	05/31/15	06/30/15								
	DIST: 00011 SFS TRAINING DISTRICT	ద	DESCRIPTION: 1	BEGINNING	DATE		07/01/14	08/01/14	09/01/14	10/01/14	11/01/14	12/01/14	01/01/15	02/01/15	03/01/15	04/01/15	05/01/15	07/01/14								
PERSON	DIST: 0001				PERIOD		П	2	8	4	Ŋ	9	7	∞	σ	10	11									
				PAY	GROUP	GI												ANNUAL:								
)4					PERIOD (																					
100XV/0907	10:43:25			HOTTES	PER DAY	8.00																				
AIMS029/PP0100XV/090704	RUN TIME				CAL YEAR PER DAY	T3 15																				