



**Los Angeles County  
Office of Education**



**HUMAN  
RESOURCE  
SYSTEM**

**DISTRICT PERSONNEL INFORMATION SERVICES  
DIVISION OF SCHOOL FINANCIAL SERVICES**

## **SESSION H**

# **DISTRICT BENEFITS & SFS TABLE MAINTENANCE**

**2024-2025 TRAINING MANUAL**

An Official Publication



**Los Angeles County  
Office of Education**

9300 Imperial Highway  
Downey, California 90242-2890  
[www.lacoe.edu](http://www.lacoe.edu)

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

Karen Kimmel, Chief Financial Officer  
Business Services

Nkeiruka Benson, Director, School Financial  
Services

Scott Welker, 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**

Agenda ..... 1

I. District Profile Table (020, 021) ..... 5

    a. Interface with Other Functions ..... 5

    b. To Request Changes..... 5

    c. Reports Generated..... 5

    d. Field Descriptions ..... 7-10

    e. Requesting Reports Online Using HRS ..... 11

    f. Report Request Screen (039) ..... 12

II. Gross-To-Net Table (002)..... 15

    a. Interface with Other Functions ..... 15

    b. To Request Additions, Changes, or Deletions ..... 15

    c. Reports Generated..... 15

    d. Field Descriptions ..... 18-20

    e. Gross-To-Net Table Search..... 22

    f. Gross-To-Net Table Report (AIMS002)..... 24-26

    g. HRS Deduction/District Contribution (GTN) Request Form ..... 27

III. Bulletin – Payroll Selection ..... 31-43

IV. Earnings Table (010)..... 47

    a. Interface with Other Functions ..... 47

    b. To Request Additions, Changes, or Deletions ..... 47

    c. Reports Generated..... 47

    d. Field Descriptions ..... 51-52

    e. Earnings Table Report (AIMS010)..... 54-56

    f. HRS Earnings Type Request Form..... 57

**Table of Contents (continued)**

V. Benefits and Voluntary Deductions

- a. Establishing Voluntary Benefits in HRS ..... 61
- b. Voluntary Deduction Screen (023) ..... 61
- c. Benefit Plan Table (027) and Standard Benefit Screens (020 and 021) . 61
- d. Choice of Method..... 61
- e. Exercise 1 – Building the Benefits Table – Medical..... 62-63
- f. Exercise 2 – Building the Benefits Table – Dental ..... 64-65
- g. Exercise 3 – Building the Benefits Table – Vision Care ..... 66-67
- h. Changing the Cash In Lieu Screen..... 69
- i. Exercise 4 – Standard Benefits Screen (020)..... 70-71
- j. Exercise 5 – Voluntary Benefits Screen (023)..... 72-73

## Agenda

- **Welcome and Introductions**
  - What is covered in this training session
  
- **Tables and screens that support CDB/EDB and use of its information**
  - GTN Tables
  - Vendor Tables
  - District Profile Tables
  - Benefit Tables
  - Employee Benefit Screens
  - Practical considerations – Use of the Voluntary Screen vs. the Benefit Screens
  
- **Pay calculation considerations**
  - GTN priorities
  - Full or partial taking of amounts
  - Payroll Audit Registers
  - Deduction Register
  - Pay History Inquiry
  - Section 125 Processing
  - TSA – reductions/deductions/contributions and their refunds
  - Warrant cancellations
  - One-time deductions and refunds
  
- **Evaluation and close of session**



NOTE: For on-request EDB Mass Changes, send an email to [SFSEmployeeServices@lacoedu](mailto:SFSEmployeeServices@lacoedu).

Intentionally left blank

SECTION I.

**DISTRICT PROFILE TABLE (020, 021)**

Intentionally left blank

### **District Profile Table**

The District Profile Table is a two-screen table that stores a variety of district information which determines how data is processed. This data impacts seniority maintenance, processing of pay cycles, SDI coverage, position control, number of EIR copies, retirement, health and welfare proration, leave accounting, classified payroll calculation, PBA fringe distribution, workers' compensation rate and experience factor, labor tape, and fringe accounts.

#### **Interface with Other functions**

The District Profile Table interfaces with the Employee Data Base (EDB), Time Reporting, Payroll, and Retirement. The District Profile Table is the gateway to selected processing. The system checks the table first to determine what to do during processing; e.g., the Cert Longevity field coding determines whether seniority is maintained, and if it is, for what job type and how. If a pay cycle is not listed on this table, the time report/file will not generate nor will payroll be processed. Coding on the table determines PERS/STRS pickup. See field descriptions for other interface actions.

#### **To Request Changes**

The District Profile Table is maintained by School Financial Services (SFS). Prior to the end of each fiscal year, about the middle of May, SFS sends a bulletin (Fiscal Year 2016-2017 Payroll Selections #4367) asking districts to verify all data on the District Profile Table and to return a copy of the table if changes need to be made for the new fiscal year. A copy of the most recent bulletin is included in this packet for your reference.

Changes must be authorized by appropriate district staff. If changes are needed during the fiscal year, submit a copy of the table with the changes indicated. See the Help Sheet for the SFS staff name, phone number, and section.

Changes made are effective immediately except for Workers' Compensation changes which are normally timed to coincide with the new fiscal year.

The District Profile Table can be viewed on-line by using Function 16, Control Table Inquiry. Input "020" or "021" in the Trans field. See sample screens of the tables on the next page. Field descriptions follow the sample screens.

#### **Reports Generated**

When changes are input to the District Profile Table, a District Profile Table Report (AIMS020) report is generated.

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

District Profile Table (020, 021)

```
      ** CTL - DISTRICT PROFILE TABLE 1 - INQUIRY **                               1620

DIST NAME: TRN-HRS TRAINING DISTRICT                DISTRICT: 00001
ADDRESS: 1234 MAIN STREET
CITY: ANYTOWN          ST: CA  ZIP: 99999
PHONE: 562 922 9999  EXT:

LONGEVITY/SENIORITY: N          VALID CYCLES: C1 E4 C3 V1 H1 C2
SDI COVERAGE: N                N U M B E R   O F   C O P I E S
POSITION CONTROL: 1            POSITION CONTROL: 1  EIR: A  CHANGE REG: A
POSTN CNTRL REQ FLG: N                PERS CONTRACT: 0245
FED EMPLOYR IDENT NO: 999999999      PERS OASDI CONTRCT INDICATOR: N
STATE EMPLR IDENT NO: 999999999      EFFECTIVE DATE: 00 00 00
UNEMPLOYMENT: 999999999             PERS PICKUP OR EMPLOYEE PAID: P
SDI REPT-NO:                        EFFECTIVE DATE: 02 01 86

PBA-HW-PRORATION: A                STRS PICKUP OR EMPLOYEE PAID: P
LEAVE ACCT USE: N                  EFFECTIVE DATE: 02 01 86
LEAVE IN HOURS: H                  STRS OASDI CONTRCT INDICATOR:
CSEA UNION DUES : Y                EFFECTIVE DATE: 00 00 00

TRANS: 020  KEY 1: 00001  KEY 2:  KEY 3:  DIST: 00001
```

```
      ** CTL - DISTRICT PROFILE TABLE 2 - INQUIRY **                               1621

DISTRICT: 00001
CALPERS DIVISION ID:
OASDI EMPLOYER OR EMPLOYEE PAID: E          STANDARD DAYS IN MONTH: 22.0000
EFFECTIVE DATE: 09 01 59                   STANDARD HOURS IN MONTH: 173.333

SCHOOL DISTRICT TYPE: 3                   NEW HIRE OPTION: Y
PBA FRINGE OPTION: Y                       WORKMEN'S COMP RATE: 2.627
DISTRICT LABOR TAPE OPTION: N              WORK EXPERIENCE FACTOR: 1.000
COMPUTER TYPE: 0

CONTACT PERSONNEL                          TELEPHONE
PAYROLL NAME: TRISH EASTBURN                562 922 6447  EXT:
RETIREMENT NAME: FRANCES MERAZ              562 922 6429  EXT:
PERSONNEL NAME: LAURA GUTIERREZ            562 922 6471  EXT:
POSN CNTRL NAME: LAURA GUTIERREZ           562 922 6471  EXT:

TRANS: 021  KEY 1: 00001  KEY 2:  KEY 3:  DIST: 00001
```

**Field Descriptions – District Profile Table (020, 021)**

<b>LONGEVITY/SENIORITY</b>	Determines whether Seniority/Longevity is maintained <b>N</b> - No automated seniority maintenance. <b>L</b> - Automatically maintain hours and dates for classified jobs, but do not maintain information for certificated jobs. <b>S</b> - Automatically maintains seniority by date for classified jobs, but does not maintain information for certificated jobs. <b>C</b> - Automatically maintain hours and dates for certificated jobs, but do not maintain information for classified jobs. <b>R</b> - Automatically maintain seniority by date for certificated jobs, and hours and dates for classified jobs. <b>B</b> - Automatically maintains hours and dates for both classified and certificated jobs. <b>H</b> - Automatically maintain seniority by date for both classified and certificated jobs.
<b>VALID CYCLES</b>	Pay cycles used by the district. This field is checked during time reporting and payroll processing.
<b>SDI Coverage</b>	Indicates whether district has SDI coverage <b>Y – YES</b> <b>N – NO</b>
<b>Position Control</b>	Code indicating degree of district use of optional position control features: <b>1</b> – No position control file maintained <b>2</b> – Position control warning messages only <b>3</b> – Real time position number edit
<b>Position Control Copies</b>	Number of copies of Position Control Reports (maximum of 5)
<b>EIR Copies</b>	Number of copies of Employee Information Reports (maximum of 5)
<b>Fed. Employer ID #</b>	Federal Employer Identification number (IRS Number) Starts with 95.
<b>State Employer ID #</b>	State Employer Identification number. Begins with 800 or 801.
<b>Unemployment</b>	Unemployment number.
<b>SDI Report #</b>	State Disability Insurance reporting number. Entry required if “Y” in field 3, SDI Coverage.
<b>PBA – HW Proration</b>	Determines whether employer paid health and welfare benefits are distributed to all jobs or only the prime job. <b>A</b> – All jobs <b>P</b> – Prime Jobs Only

---

---

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

---

---

<b>Leave Acct. Use</b>	Indicates districts' use of automated leave accounting capabilities. <b>N</b> – District not using accrual capabilities. Option does not keep the district from tracking use of leave balance through post- processing routines in earnings table. <b>R</b> – District using accrual capability, but does not want balances on warrant stub. <b>P</b> – District using accrual capabilities and leave balances are printed on warrant stub.
<b>Leave in Days/Hours</b>	Determines how leave accounting is stored. <b>H</b> – Report leave for all employees in hours <b>D</b> - Print leave for employees meeting specified criteria in days.
<b>PERS Contract</b>	Code for district PERS contract no.: 0129 - LACOE 1272 - Antelope Valley Transportation District 1379 - Pupil Transportation District 1511 - Santa Clarita Valley School FSA 0245 - All other districts
<b>PERS-OASDI Contract Indicator</b>	Indicates whether the district has a PERS-OASDI contract: <b>Y</b> – Yes <b>N</b> – No
<b>Effective Date</b>	Effective date of the current PERS OASDI contract. Enter only if “Y” is marked in Field 15, PERS OASDI.
<b>PERS Pickup or Employee Paid</b>	Indicates whether the district has PERS employer pickup or is PERS employee paid. <b>P</b> - Employer Pickup <b>E</b> - Employee Paid <b>R</b> - Employer Paid
<b>Effective Date</b>	Effective date of PERS pickup if “P” or “R” is indicated in Field 17. Entry is required if “Y” in Field 15.
<b>STRS Pickup or Employee Paid</b>	Indicates whether the district has STRS employer pickup or is STRS employee paid. <b>P</b> - Employer pickup <b>E</b> - Employee paid
<b>Effective Date</b>	Effective date of STRS pickup indicated. Entry required if “P” in field 19, STRS pickup or Employee Paid.
<b>STRS OASDI Contract Indicator</b>	Indicates whether district has a STRS OASDI contract. Valid codes: <b>Y</b> - Yes <b>N</b> - No

---

---

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

---

---

<b>Effective Date</b>	Effective date of STRS OASDI contract. Enter only if “Y” indicated in field 21, STRS OASDI.
<b>OASDI Employer or Employee Paid</b>	Indicates whether OASDI is employer or employee paid. P - Employer Paid E - Employee Paid N - No Contract
<b>Effective Date</b>	Effective date of OASDI contract indicated in Field 23, OASDI employer or Employee paid, coded “P” or “E”.
<b>School District Type</b>	Code which determines the table used for fringe benefit conversion and whether credentials are checked. 1 - Regular District K-12 2 - Union District 4 - Union high school district 5 - Wm. S. Hart Union High School District 6 - Unified school District 7 - Agency 8 - LACOE 9 - Community College
<b>PBA Fringe Option</b>	Indicates whether to pass fringe information to PBA or labor distribution systems. Y - Yes N - No L - Pass fringe information to labor tape but not PBA or PP6600
<b>District Labor Tape Option</b>	Indicates whether the district wants a tape of labor information (may include fringe information, see Field 26, PBS Fringe Option). Y - Yes N - No
<b>Computer Type</b>	Indicates type of format required (if “Y” entered in Field 27). Valid Codes: 0 - No Computer 1 - 9-track IBM 1600 BPI 2 - 4500 BPI
<b>Standard Days in Mo.</b>	Standard number of days used for payroll calculation for classified employees.
<b>Standard Hours in Mo.</b>	Standard number of hours in month, used for time reporting and payroll calculations for classified overtime pay, to compute the hourly rate.
<b>Workers Comp. Rate</b>	The Worker’s Comp Rate.
<b>Work Exper. Factor</b>	Worker’s Compensation experience factor.

---

---

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

---

---

<b>Cert/Classified Retiree Fringe Acct.</b>	Account number for district-paid retiree benefits (NO LONGER IN USE)
<b>Board Member Fringe Account</b>	Account number for district-paid Board member benefits (NO LONGER IN USE).
<b>Contact Personnel</b>	Name and telephone numbers of district contacts for the following areas: Payroll, Personnel, Retirement and Position Control.
<b>CSEA Union Dues</b>	Indicates whether district has CSEA Union Dues (GTN's 278 & 279) Y - Yes N - No
<b>New Hire Option</b>	Indicates whether district utilizes the New Hire reporting option: Y - Yes N - No

Requesting Reports Online Using HRS

```

** CONTROL TABLE MENU - INQUIRY **                                1600
TRANS  ----- DESCRIPTION ----- KEY(S) -----
002 * GROSS TO NET TABLE G-T-N NO: ____
004 * JOB CLASSIFICATION TABLE JOB CLS: ____
006 * DATA ELEMENT TABLE INPUT TYPE: _ DATA ELEMENT: ____
009 * LEAVE ACCRUAL TABLE PLAN: _ TYPE: _
010 * EARNINGS CODE TABLE EARN TP: ____
011 * WORK LOCATION TABLE WORK LOC: ____ SUBSITE: ____
016 * RETIREMENT RATE TABLE VERSION: _ BARG UNIT: ____
019 * VENDOR TABLE VENDOR: ____
020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
024 * SALARY SCHEDULE C/S-TEACHER VERSION: _ SCHEDULE: _ STEP: ____
025 * SALARY SCHEDULE R/S-OTHERS VERSION: _ SCHEDULE: _ RANGE: ____
026 * STIPENDS TABLE VERSION: _ STIPEND CD: ____
027 * BENEFITS TABLE VERSION: _ PLAN CODE: ____
028 DISTRICT CODES TABLE CODE TP: _ CODE (OPT): ____
029 * WORK CALENDAR TABLE CALENDAR: _ FISCAL YEAR: ____
037 * LABOR ACCOUNT LISTING ("S" ONLY)
038 * BANK NAME TABLE BANK NO: ____
039 REPORT REQUEST
040 * SPEED KEY/ACCOUNT CODE LINKUP SPEED KEY ____
INTERRUPT: _____ * ENTER "S" FOR TABLE SEARCH
(058) - WELCOME TO THE HRS ONLINE SYSTEM. J
TRANS: 039 KEY 1: _____ KEY 2: ____ KEY 3: ____ DISTRICT: 00001
    
```

Districts can request copies of the district’s control tables using Functions 11 or 16 in HRS. To request copies, you will need to navigate to the Report Request Screen (039).

To navigate to the Report Request Screen,

1. In the Action field, type “J”
2. In the Trans field, type “039”.
3. Hit the **Enter** key on your keyboard.

Report Request Screen (039)

```

** CTL - REPORT REQUEST **                                     1639

DISTRICT   : 00001

TABLE NUMBER : _____
              _____

----- DISTRICT TABLES -----
04 JOB CLASSIFICATION
09 LEAVE ACCRUAL
11 WORK LOCATION
24 SALARY SCHEDULE - TEACHERS
25 SALARY SCHEDULE - ALL OTHERS
26 STIPENDS
27 BENEFITS
28 DISTRICT CODES
29 DISTRICT CALENDAR
40 SPEED KEY/ACCOUNT CODE

----- CENTRAL TABLES -----
02 GROSS-TO-NET
06 DATA ELEMENT
08 SYSTEM MESSAGE
10 EARNINGS
12 TAX ENTITY
14 TAX ENTITY TAX RATE
15 REPORT DESCRIPTION
16 RETIREMENT RATE
19 VENDOR
20 DISTRICT PROFILE
21 DISTRICT PROFILE
23 TAX ENTITY TAX RATE
30 SYSTEM PARAMETER

(002) - ENTER YOUR CHANGES.
TRANS: 039   KEY 1: _____ KEY 2: _____ KEY 3: _____ DIST: 00001
    
```

On Report Request Screen (039), follow these steps to order copies of the control table reports online.

1. In the Table Number section, there are 23 fields available where you will **type the two-digit number** of the table report you would like to receive hard copies of.
2. Hit the **Enter** key on your keyboard.
3. When the system prompts, "Please review data on screen. OK to proceed?", in the action field, type **"Y."**



NOTE: Prior to hitting the Enter key the second time to confirm your order, it is a good idea to print a copy of the screen because the screen will clear out.

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

In the message bar, a message will appear, "Transaction added to batch transaction file." This indicates your request has been successfully transmitted. The reports you requested will run overnight during batch processing and will go out to your district the next morning via JET delivery.

SECTION II.

**GROSS-TO-NET TABLE (002)**

Intentionally left blank

### Gross-To-Net Table

The Gross-To-Net (GTN) Table determines how all deductions, reductions or contributions are processed during payroll production. This includes taxes, retirement, OASDI, Medicare, TSAs, deferred compensation, worker's compensation, garnishments, insurance, bonds, dues, credit unions, and charities. Coding on this table determines the calculation of an employee's net pay.

Each deduction is assigned a GTN number that provides a way of identifying and tracking the deduction through the system. Coding for each deduction determines whether the deduction is:

- Tax deferred;
- Paid by the employee or the employer;
- Taken for 10, 11 or 12 months or on all pay.

The coding also determines:

- The processing order for the deduction;
- How the balances are maintained (e.g. calendar or fiscal year, quarterly);
- Whether a partial or no deduction is made when there are insufficient funds;
- If the full balance of the deduction is not taken, will the balance be suspended to be taken later;
- How the system gets the deduction amount- from calculation (like taxes) or from a Benefits Table or the Voluntary Deduction screen;
- Whether the description is printed on the earnings statement, and if it comes from the GTN table (002) or the Vendor Table (019).

For some GTN elements, this table provides the holding (object) account number and/or the vendor number.

### **Interface with other functions**

The Gross-To-Net Table interfaces with other tables, the Employee Data Base (EDB), Payroll and ultimately with Retirement, e.g., the GTN numbers are input on the Benefits Table (027) for each plan code to identify the vendor and payroll processing procedure. When the plan code is entered on the EDB Standard Benefit Screens (020, 021) the GTN numbers are retrieved from the table for payroll processing. During payroll processing, the amounts identified by each GTN are added to the EDB balance displayed on the Gross-To-Net Balance Screen (035). The GTN number is displayed on the detail screens in Payroll On-Line History to show employee deductions and employer contributions for a pay schedule.

### **To Request Additions, Changes or Deletions**

The Gross-To-Net Table is maintained by School Financial Services (SFS). To request an addition, change or deletion to the table, submit the ***HRS Deduction/District Contribution (Gross-To-Net) Request*** form to SFS. For assistance, see the HELP sheet for the SFS staff name, phone number, and section. A blank form is included in your packet. Please make copies as required.

Additions, changes or deletions are input on-line, in real time, by SFS staff, which means the entry is available for immediate use. The Gross-To-Net Table can be viewed on-line by using Function 16, Control Table Inquiry. A sample screen of the table is on the next page.

### **Reports Generated**

When additions, changes or deletions are input, a Gross-To-Net Table Report (AIMS002) is generated.

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

Users can search the table for existing GTN numbers by typing "S" in the action field.

```

*** TABLE SEARCH ***                                     1671
      GROSS-TO-NET TABLE
_ 115 150 STRS REPAY (EE TO ER) -D _ 114 0099 RESERVED FOR COUNTY USE -D
_ 005 0099 125 CASH IN LIEU RESERVED-D _ 001 0100 ESA COLLECTION -R
_ 030 0099 STRS EMPLOYEE DEDUCTION -D _ 007 0145 STRS REIMBURSEMENT -R
_ 031 0099 STRS EMPLOYER PICKUP -R _ 034 0149 RESERVED ARP 457/FICA -R
_ 032 0099 STRS EMPLOYER CONTRIBUT'N-C _ 010 0150 DELTA DENTAL PLAN RED -R
_ 033 0099 STRS OVER PAID BENEFITS -D _ 011 0150 SAFEGUARD HEALTH PLAN RED-R
_ 036 0099 STRS PAY BACK - EMPLOYER -C _ 012 0150 VISION SERVICE PLAN RED -R
_ 040 0099 PERS EMPLOYEE DEDUCTION -D _ 013 0150 ACCIDENT INS PRE TAX -R
_ 041 0099 PERS EMPLOYER PICKUP -R _ 014 0150 IRC SECTION 125 PLAN #5 -R
_ 042 0099 RESVD. CALL RETIREMENT -P _ 015 0150 UNREIMBURSED MEDICAL -R
_ 043 0099 PERS EMPLOYER CONTRIBUT'N-C _ 016 0150 AM FID CANCER INS -R
_ 044 0099 RESVD. CALL RETIREMENT -P _ 017 0150 DELTACARE - HMO RED -R
_ 048 0099 PERS EMPLOYER PICKUP L/S -R _ 172 0150 HEALTH NET PPO -R
_ 052 0099 CERS EMPLOYER CONTRIBUT'N-C _ 174 0150 HEALTH NET HMO -R
_ 055 0099 CERS PAY BACK - EMPLOYER -C _ 176 0150 KAISER PERMANENTE RED -R
_ 108 0099 STRS BUY BACK-NO TAX DEF -D _ 298 0150 DEPENDENT CARE -R
_ 109 0099 STRS BUY BACK -R _ 020 0200 EMPLOYEE OASDI -D
_ 110 0099 STRS BUY BACK -R _ 021 0200 EMPLOYER PAID OASDI -P
_ 111 0099 PERS BUY BACK -R _ 022 0200 EMPLOYER OASDI -C
_ 113 0099 PERS BUY BACK -R _ 026 0200 EMPLOYEE MEDICARE -D
(X)DETAIL (F)ORWARD (B)ACKWARD (T)OP (E)ND (M)ENU
TRANS: 002 KEY 1: _____ KEY 2: _____ KEY 3: _____ DIST: 00001
    
```

This is the CSEA Dues GTN. Notice it is set to take 1.5% on a 12-month cycle and has monthly and annual maximums.

```

***CONTROL TABLE DATA INQUIRY***                               1602
      *GROSS TO NET TABLE*

G-T-N NO: 279

DISTRICT: 00001 PRIORITY SEQ NO: 2800

DEDUCTION NAME          DED DESCRIP  TYPE GROUP  REL ELMT
CSEA DUES 1.5%         CSEA DUES    D      M

      *CYCLE*          ***** BALANCES *****
      TO DEDUCT        Y/P  S/R  Q  D  E  F  U
              2          Y                F

F/P  USAGE  BASE  RED IND  CALC RTN  C/M  UPDATE RTN  V/C  S/D
P    P      T                50    M                0000001151 G

PRNT OPT      ACCT NUM      STATUS      STOP AT TERM  TIME REPORT
              9563
MONTHLY MAX DUES 36.75 ANNUAL MAX DUES 367.50

TRANS: 002 KEY 1: 279 _____ KEY 2: _____ KEY 3: _____ DIST: 00001
    
```

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

This is the CASBO Dues GTN. It is a 10-month deduction and has vendor-specific information.

```

***CONTROL TABLE DATA INQUIRY***
***GROSS TO NET TABLE***
1602

G-T-N NO: 277

DISTRICT: 00001    PRIORITY SEQ NO: 2800

DEDUCTION NAME      DED DESCRIP  TYPE GROUP  REL ELMT
CASBO DUES          CASBO DUES   D    M

*CYCLE*             ***** BALANCES *****
TO DEDUCT           Y/P  S/R  Q  D  E  F  U
0                   Y                    F

F/P  USAGE  BASE  RED IND  CALC RTN  C/M  UPDATE RTN  V/C  S/D
F                    62    M                    0000001158  G

PRNT OPT    ACCT NUM    STATUS    STOP AT TERM  TIME REPORT
            9517
MONTHLY MAX DUES    0.00    ANNUAL MAX DUES    0.00

TRANS: 002    KEY 1: 277    KEY 2:    KEY 3:    DIST: 00001
    
```

This GTN is a 10-month Credit Union GTN which also has vendor-specific information.

```

***CONTROL TABLE DATA INQUIRY***
***GROSS TO NET TABLE***
1602

G-T-N NO: 281

DISTRICT: 00001    PRIORITY SEQ NO: 3000

DEDUCTION NAME      DED DESCRIP  TYPE GROUP  REL ELMT
CENTINELASOUTHBAYCREUNION  CENT SB CU   D    M

*CYCLE*             ***** BALANCES *****
TO DEDUCT           Y/P  S/R  Q  D  E  F  U
0                   Y                    F

F/P  USAGE  BASE  RED IND  CALC RTN  C/M  UPDATE RTN  V/C  S/D
F                    62    M                    0000003046  V

PRNT OPT    ACCT NUM    STATUS    STOP AT TERM  TIME REPORT
            9562
MONTHLY MAX DUES    0.00    ANNUAL MAX DUES    0.00

TRANS: 002    KEY 1: 281    KEY 2:    KEY 3:    DIST: 00001
    
```

**Field Descriptions - Gross-to-Net Table (002)**

<b>Priority Seq. #</b>	Determines the order in which the deductions are taken.
<b>Ded. Name</b>	Vendor name or deduction identifier
<b>Ded. Description</b>	Abbreviated deduction name which prints on the earnings statement if the S/D code is "G".
<b>Type</b>	Deduction type code: <ul style="list-style-type: none"><li>• D - Employee deduction</li><li>• R - Employee reduction (TSA, etc. tax deferred)</li><li>• C - Employer contribution</li><li>• P - Employer paid employee deduction</li></ul>
<b>Group</b>	Deductions grouped by purpose: <ul style="list-style-type: none"><li>• T - Taxes</li><li>• I - Insurance</li><li>• R - Retirement</li><li>• M - Miscellaneous</li></ul>
<b>Related Element</b>	Used only for Mandatory GTN elements.
<b>Cycle</b>	Determines on which cycles deductions are taken based on Bulletin #3294. <ul style="list-style-type: none"><li>• A - Take deductions on all cycles.</li><li>• 0 - 10 deductions on the prime cycle, excluding July and August</li><li>• 2 - 12 deductions per year on the prime cycle.</li><li>• 3 - 10 deductions on prime cycle, excludes June and July</li><li>• 4 - 10 deductions on prime cycle, excludes June and August</li><li>• 1 - 11 deductions on prime cycle, excludes June</li><li>• 5 - 11 deductions on prime cycle, excludes July</li><li>• 6 - 11 deductions on prime cycle, excludes August</li></ul>
<b>Balances</b>	Determines how the balance is maintained for each deduction. A blank field indicates the option is not being used. <ul style="list-style-type: none"><li>• Y/PY Calendar year to date balance (PY is prior year.)</li><li>• P Calendar year to date balance that prints on the earnings statements</li><li>• S/RS Suspended balance, if not taken, the amount is stored to be taken at the next opportunity</li><li>• R Suspended as receivable; amount will be paid by the district and collected from the employee in a subsequent payroll.</li><li>• Q Quarter to date balances</li><li>• D Declining balance, deduction may be taken up to a total amount</li><li>• E Employment to date balance</li><li>• F Fiscal year to date balance</li><li>• U User balance. Used for special calculations as needed (ESA collection)</li></ul>

## H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

---

<b>F/P</b>	Determines how deductions are taken. <ul style="list-style-type: none"><li>• F Always takes the full amount only. No deduction if funds are insufficient.</li><li>• P Takes a partial amount if the full amount cannot be taken.</li></ul>
<b>Usage</b>	Indicates basic formula for calculating deduction amount. Used when Calc Routine is not required. <ul style="list-style-type: none"><li>• F Fixed amount</li><li>• P Percentage of stated base</li><li>• H Rate to be multiplied by stated hours base</li><li>• 1 System parameter that represents a fixed amount</li><li>• 2 System parameter that represents a percentage</li><li>• 3 System parameter that represents a rate to be multiplied by the hours base</li></ul>
<b>Base</b>	Identifies the base value required by the Usage field. Valid codes are: <ul style="list-style-type: none"><li>• T Total Gross</li><li>• W FWT Gross</li><li>• S State Gross</li><li>• F FICA Gross</li><li>• M Medicare Gross</li><li>• P PERS Gross</li><li>• R STRS Gross</li><li>• D State Disability Gross</li><li>• U State Unemployment Gross</li><li>• J FUTA Gross</li><li>• C Workers Comp Gross</li><li>• G Total Regular Hours Worked</li><li>• H Total hours worked</li></ul>
<b>Red. Indicator</b>	Identifies reduction indicator. Valid codes are: <ul style="list-style-type: none"><li>• R Reduction</li><li>• P Employer paid</li></ul>
<b>Calc. Routine</b>	This number determines how the deduction amount is calculated. If deductions/contributions are input using the Benefits Table and EDB Benefit screens (020, 021), the Calc Routine must be 61. If deductions are input on the EDB Voluntary Deduction screen (023), the Calc Routine must be 62. Section 125 reductions must use 25 and Cash in Lieu must use a Calc Routine of 26. Also note that Section 125 and Cash in Lieu must use the Benefit Tables and be set up on the EDB standard benefits screens (020 and 021). TSA's must be entered on screen 023.
<b>C/M</b>	Identifies Calculation routine usage code. <ul style="list-style-type: none"><li>• C Conditional - execute only if employee has deduction set up on their record</li><li>• M Mandatory – always execute this routine</li></ul>

## H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

---

<b>Update Routine</b>	Identifies selected routines that update the system once a deduction has been calculated.
<b>V/C</b>	Each GTN number must have a vendor number; the only exceptions are TSA and Garnishment GTN's.
<b>S/D</b>	Identifies where the description on the earnings statement is retrieved. <ul style="list-style-type: none"><li>• G Get description from the GTN table</li><li>• V Description from the Vendor Table</li></ul>
<b>Print Option</b>	Identifies whether the description prints on the earnings statement. <ul style="list-style-type: none"><li>• N Prints description but not amount</li><li>• Blank Prints description and amount</li></ul>
<b>Account #</b>	Identifies the object number that the deduction is charged to. Entries are only for employee deductions/reductions. Employer contributions are distributed to the fringe accounts through special process as part of the G/L Interface.
<b>Status</b>	Allows GTN element to be "turned off" from current pay, but available for validation for late pay or cancellations. <ul style="list-style-type: none"><li>• Blank Active</li><li>• I Inactive</li></ul>
<b>Stop at Term</b>	Indicates whether the element should be processed for a terminated employee. <ul style="list-style-type: none"><li>• Blank Process</li><li>• S Do Not Process</li></ul>
<b>Time Report</b>	Indicates whether or not a specific GTN number should print on reports produced for SFS Retirement. <ul style="list-style-type: none"><li>• Blank GTN number should not print</li><li>• Y GTN number should print</li></ul>
<b>Monthly Max Dues</b>	The maximum amount of dues to be deducted per month.
<b>Annual Max Dues</b>	The maximum amount of dues to be deducted per year.

**H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE**

This is the transaction menu screen for Function 16 where you can view your GTN's online.

```

** CONTROL TABLE MENU - INQUIRY **
1600
TRANS  ----- DESCRIPTION ----- KEY(S) -----
002 * GROSS TO NET TABLE          G-T-N NO:  ___
004 * JOB CLASSIFICATION TABLE    JOB CLS:   ___
006 * DATA ELEMENT TABLE        INPUT TYPE:  _  DATA ELEMENT:  ___
009 * LEAVE ACCRUAL TABLE         PLAN:      _  TYPE:         _
010 * EARNINGS CODE TABLE         EARN TP:   ___
011 * WORK LOCATION TABLE         WORK LOC:  ___  SUBSITE:    ___
016 * RETIREMENT RATE TABLE       VERSION:   _  BARG UNIT:  ___
019 * VENDOR TABLE                VENDOR:   ___
020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
024 * SALARY SCHEDULE C/S-TEACHER  VERSION:  _  SCHEDULE:  _  STEP:    ___
025 * SALARY SCHEDULE R/S-OTHERS   VERSION:  _  SCHEDULE:  _  RANGE:   ___
026 * STIPENDS TABLE              VERSION:  _  STIPEND CD:  ___
027 * BENEFITS TABLE              VERSION:  _  PLAN CODE:  ___
028   DISTRICT CODES TABLE        CODE TP:  _  CODE (OPT):  ___
029 * WORK CALENDAR TABLE         CALENDAR:  _  FISCAL YEAR:  ___
037 * LABOR ACCOUNT LISTING ("S" ONLY)
038 * BANK NAME TABLE             BANK NO:  ___
039   REPORT REQUEST
040 * SPEED KEY/ACCOUNT CODE LINKUP SPEED KEY  ___
INTERRUPT:  ___ * ENTER "S" FOR TABLE SEARCH
(058) - WELCOME TO THE HRS ONLINE SYSTEM.
TRANS:  ___ KEY 1:  ___ KEY 2:  ___ KEY 3:  ___ DISTRICT: 00001

```

When you use the search feature, this is the first page of the Table Search Screen of the Gross-to-Net Table. Put an X in front of the GTN, and hit the Enter key on your keyboard to go to the detail screen.

```

*** TABLE SEARCH ***
1671
GROSS-TO-NET TABLE
_ 115 150 STRS REPAY (EE TO ER) -D _ 114 0099 RESERVED FOR COUNTY USE -D
_ 005 0099 125 CASH IN LIEU RESERVED-D _ 001 0100 ESA COLLECTION -R
_ 030 0099 STRS EMPLOYEE DEDUCTION -D _ 007 0145 STRS REIMBURSEMENT -R
_ 031 0099 STRS EMPLOYER PICKUP -R _ 034 0149 RESERVED ARP 457/FICA -R
_ 032 0099 STRS EMPLOYER CONTRIBUT'N-C _ 010 0150 DELTA DENTAL PLAN RED -R
_ 033 0099 STRS OVER PAID BENEFITS -D _ 011 0150 SAFEGUARD HEALTH PLAN RED-R
_ 036 0099 STRS PAY BACK - EMPLOYER -C _ 012 0150 VISION SERVICE PLAN RED -R
_ 040 0099 PERS EMPLOYEE DEDUCTION -D _ 013 0150 ACCIDENT INS PRE TAX -R
_ 041 0099 PERS EMPLOYER PICKUP -R _ 014 0150 IRC SECTION 125 PLAN #5 -R
_ 042 0099 RESVD. CALL RETIREMENT -P _ 015 0150 UNREIMBURSED MEDICAL -R
_ 043 0099 PERS EMPLOYER CONTRIBUT'N-C _ 016 0150 AM FID CANCER INS -R
_ 044 0099 RESVD. CALL RETIREMENT -P _ 017 0150 DELTACARE - HMO RED -R
_ 048 0099 PERS EMPLOYER PICKUP L/S -R _ 172 0150 HEALTH NET PPO -R
_ 052 0099 CERS EMPLOYER CONTRIBUT'N-C _ 174 0150 HEALTH NET HMO -R
_ 055 0099 CERS PAY BACK - EMPLOYER -C _ 176 0150 KAISER PERMANENTE RED -R
_ 108 0099 STRS BUY BACK-NO TAX DEF -D _ 298 0150 DEPENDENT CARE -R
_ 109 0099 STRS BUY BACK -R _ 020 0200 EMPLOYEE OASDI -D
_ 110 0099 STRS BUY BACK -R _ 021 0200 EMPLOYER PAID OASDI -P
_ 111 0099 PERS BUY BACK -R _ 022 0200 EMPLOYER OASDI -C
_ 113 0099 PERS BUY BACK -R _ 026 0200 EMPLOYEE MEDICARE -D
(X)DETAIL (F)ORWARD (B)ACKWARD (T)OP (E)ND (M)ENU
TRANS: 002 KEY 1:  ___ KEY 2:  ___ KEY 3:  ___ DIST: 00001

```

### Gross-To-Net Table Search Screen

The Table Search Screen lists all records and selected fields for each record in gross-to-net number order. For information on how to access the search screen from the function menu or from a table detail screen, see the Control Data Base introduction in the HRS Operation Manual.

The Table Search Screen can list GTN numbers in priority sequence order. To access a selected record detail screen from the search screen, see the descriptions below.

#### Field Descriptions

First column- Enter Code: **P** – to access the Table Search Screen in GTN Priority Sequence order  
**X** – access detail screen (all fields)  
**F** – page forward one screen at a time  
**B** – page back one screen at a time  
**T** – go to the first record on the table  
**E** – go to the last record on the table  
**M** – jump to the Transaction Menu

Second Column                      This number is the GTN number

Third Column                        This is the Priority Sequence number which determines the order in which deductions are taken.

Fourth Column                      This is the Gross to Net number description

Fifth Column                        These are the types of deductions:  
**D**      Employee deduction  
**R**      Employee reduction (tax deferred, like TSA's)  
**C**      Employee Contribution  
**P**      Employer-Paid employee deduction

**Gross-To-Net Table Report (AIMS002)**

**HRS Deduction/District Contribution (Gross-To-Net) Request Form**

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

Printed copy of the Gross-To-Net Table (AIMS002) Report

AIMS002/PP0100XY/090704

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

PAGE NO. 0003

RUN TIME 19:58:34

DIST: 10199 STG-L A CO. OFFICE OF EDUCATIO

RUN DATE 08/09/13

PROCESS DATE 08/09/13 h

GROSS-TO-NET TABLE (2)

PRITY GTN SEQ #	NUM	DEDUCTION NAME	DESCRIPT.	T Y G P R E	Y S Q D E F U A /	C Y S Q D E F U A /	REL Y / T C T Y S /	ELM C P R D L D E P E E N	ACCT STATUS	TERM	RPTG	MONTHLY/YEARLY
0150	015	DELTA PPO	125 PLAN	DELTA PPO	R M	0 Y	F	F	25	M	25	0000001975 G
0150	143	PERKS SELECT PPO	PS3	PS3	R H	0 Y	F	F	25	M	25	0000002190 G
0150	145	NET VALUE HMO	NV3	NV3	R H	0 Y	F	F	25	M	25	0000002141 G
0150	174	VISION -125 PLAN	VISION	VISION	R M	0 Y	F	F	25	M	25	0000002254 G
0150	177	LARISA PMI RED	PMI LAR RD	PMI LAR RD	R I	0 Y	F	F	25	M	25	0000004398 G
0150	242	ADMIN NORTHWEST ADM FEE	125 ADMFEE	125 ADMFEE	R M	0 Y	F	F	25	M	25	0000003538 G
0150	249	WORKERS' COMP COLLECTION	WKSCMP COL	WKSCMP COL	R M	2 Y	F	F	25	M	25	0000004210 G
0150	298	ADMIN NORTHWEST DEP CARE	125DEPCARE	125DEPCARE	R M	0 Y	F	F	25	M	25	0000003621 G
0200	020	EMPLOYEE OASDI	OASDI DED	OASDI DED	D T	022 A	P	Q	20	M		0000000100 G
0200	021	EMPLOYER PAID OASDI	OASDI PAID	OASDI PAID	P T	022 A	P	Q	20	M	12	0000000100 G
0200	022	EMPLOYER OASDI	OASDI CON	OASDI CON	C T	A	P	Q	20	M		0000000100 G
0200	026	EMPLOYEE MEDICARE	MEDCAR DED	MEDCAR DED	D T	027 A	P	Q	22	M		0000000110 G
0200	027	EMPLOYER MEDICARE	MEDCAR CON	MEDCAR CON	C T	026 A	P	Q	22	M		0000000110 G
0200	035	STRS CASH BALANCE	STRS CASH	STRS CASH	R R	A	P	Q	30	M	99	0000003588 G
0200	037	STRS CASH BALANCE	STRS CASH	STRS CASH	C M	A	P	Q	30	M		0000003588 G

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

Printed copy of the Gross-To-Net Table (AIMS002) Report

AIMS002/PP0100XV/090704

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

PAGE NO. 0005

RUN TIME 19:58:34

DIST: 10199 STG-L A CO. OFFICE OF EDUCATIO

RUN DATE 08/09/13

PROCESS DATE 08/09/13 h

GROSS-TO-NET TABLE (2)

PRITY SEQ #	GTN NUM	DEDUCTION NAME	T	Y G	C	P R	REL	Y	/	T	C	F	U	A	B	R	DESCRIPT.	E	P	ELM	C	P	R	D	D	E	P	E	N	C	ACCT STATUS	STOP TIME	MAXIMUM DUES	TERM RPTG	MONTHLY/YEARLY			
0300	060	EMPLOYEE TSA #1 RED	TSA #1	RED	R	R	061	0	Y	Q	F	P	F	P	62	M	99	000000	9518																			
0300	061	EMPLOYER TSA #1 CON	TSA #1	CON	C	R	060	0	Y	Q	F	F	F	F	62	M	000000																					
0300	062	EMPLOYEE TSA #2 RED	TSA #2	RED	R	R	063	0	Y	Q	F	P	F	P	62	M	99	000000	9518																			
0300	063	EMPLOYER TSA #2 CON	TSA #2	CON	C	R	062	0	Y	Q	F	F	F	F	62	M	000000																					
0300	064	EMPLOYEE TSA #3 RED	TSA #3	RED	R	R	065	0	Y	Q	F	P	F	P	62	M	99	000000	9518																			
0300	065	EMPLOYER TSA #3 CON	TSA #3	CON	C	R	064	0	Y	Q	F	F	F	F	62	M	000000																					
0300	066	EMPLOYEE TSA #4 RED	TSA #4	RED	R	R	067	0	Y	Q	F	P	F	P	62	M	99	000000	9518																			
0300	067	EMPLOYER TSA #4 CON	TSA #4	CON	C	R	066	0	Y	Q	F	F	F	F	62	M	000000																					
0300	068	EMPLOYEE TSA #5 RED	TSA #5	RED	R	R	069	0	Y	Q	F	P	F	P	62	M	99	000000	9518																			
0300	069	EMPLOYER TSA #5 CON	TSA #5	CON	C	R	068	0	Y	Q	F	F	F	F	62	M	000000																					
0300	070	TIAA CREF 457 PLAN	TIAACREF		R	R	071	0	Y	Q	F	P	F	P	70	M	99	0000009705	9518																			
0300	071	TIAA CREF 457 PLAN	TIAACREF		C	R	070	2	Y	Q	F	F	F	F	70	M	57	0000009705																				
0300	072	TIAA CREF 457 PLAN	TIAACREF		R	R	0	Y	Q	F	P	F	P	P	70	M	99	0000009705	9518																			
0300	073	EMPLOYER D-COMP #2 CON	DCHP#2	CON	C	R	072	0	Y	Q	F	F	F	F	70	M	000000																					
0300	074	TDS GROUP 457 PLAN RED	TDS GRP457	RED	R	R	0	Y	Q	F	P	F	P	P	70	M	99	0000009966	9518																			





# HRS DEDUCTION/DISTRICT CONTRIBUTION (GROSS-TO-NET) REQUEST

ATTN: **Division of School Financial Services**  
**Payroll Unit, Email: SFS\_Payroll\_Requests**

**DO NOT USE THIS FORM FOR 403(b) / TSA or 457(b)**

District No.: \_\_\_\_\_ District Name: \_\_\_\_\_

Action:  Add  Change  Delete Implementation Date Requested: \_\_\_\_\_

**Complete for All Actions**

Name  _____	Check one <input type="checkbox"/> Deduction <input type="checkbox"/> Reduction <input type="checkbox"/> Contribution
(25 Characters)	

**Complete for Add, Optional for Change**

Abbreviation  _____
(10 Characters)

**For Deductions Only**

Full/Partial

Take partial deduction if full deduction cannot be taken

Deduction/Reduction

Deduct from after-tax earnings

Deduct from pre-tax earnings (IRC 125)

**Do Not Complete for Adds**

Gross-To-Net No.  _____	Priority Sequence No.  _____
(3 Characters )	(4 Characters)

**Complete for All Actions Except Deletes**

Number of Months/Cycle Code _____ <table border="1"> <thead> <tr> <th>Code</th> <th>Deduction Cycle</th> <th>Details</th> </tr> </thead> <tbody> <tr><td>A</td><td>All Mandatories</td><td>All Periods</td></tr> <tr><td>0</td><td>Pure 10 Mo</td><td>Exclude Jul/Aug</td></tr> <tr><td>3</td><td>Modified 10 Mo</td><td>Exclude Jul/Jun</td></tr> <tr><td>4</td><td>Modified 10 Mo</td><td>Exclude Aug/Jun</td></tr> <tr><td>1</td><td>Pure 11 Mo</td><td>Exclude Jun</td></tr> <tr><td>5</td><td>Modified 11 Mo</td><td>Exclude Jul</td></tr> <tr><td>6</td><td>Modified 11 Mo</td><td>Exclude Aug</td></tr> <tr><td>2</td><td>Pure 12 Mo</td><td>12 Mo Prime Cycle</td></tr> </tbody> </table>	Code	Deduction Cycle	Details	A	All Mandatories	All Periods	0	Pure 10 Mo	Exclude Jul/Aug	3	Modified 10 Mo	Exclude Jul/Jun	4	Modified 10 Mo	Exclude Aug/Jun	1	Pure 11 Mo	Exclude Jun	5	Modified 11 Mo	Exclude Jul	6	Modified 11 Mo	Exclude Aug	2	Pure 12 Mo	12 Mo Prime Cycle	<u>Will be used with</u> <input type="checkbox"/> Voluntary Deduction Screen  <input type="checkbox"/> Standard/Additional Standard Benefit Screen and Benefit Table	<u>Specify Vendor Type</u> <input type="checkbox"/> Income Protection <input type="checkbox"/> Credit Union <input type="checkbox"/> Life <input type="checkbox"/> Health <input type="checkbox"/> Other, Specify _____
Code	Deduction Cycle	Details																											
A	All Mandatories	All Periods																											
0	Pure 10 Mo	Exclude Jul/Aug																											
3	Modified 10 Mo	Exclude Jul/Jun																											
4	Modified 10 Mo	Exclude Aug/Jun																											
1	Pure 11 Mo	Exclude Jun																											
5	Modified 11 Mo	Exclude Jul																											
6	Modified 11 Mo	Exclude Aug																											
2	Pure 12 Mo	12 Mo Prime Cycle																											

**Describe type of deduction/contribution and purpose**

\_\_\_\_\_

Prepared by: _____	Date: _____
Phone No.: _____	Ext.: _____

**County Use Only - DO NOT COMPLETE**

GTN No. _____	Vendor No. _____	Account: Object _____	CALC Routine _____	UPD Routine _____
HRS Update By: _____		Date: _____		

Intentionally left blank

SECTION III.

**BULLETIN – PAYROLL SELECTION**

Intentionally left blank



May 4, 2017

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: Fiscal Year 2017-2018 Payroll Selections

The Human Resource System (HRS) provides the opportunity for each school district to select schedules for paying employees. HRS offers 10 different payroll cycles, and a supplemental schedule is available most days for special payments or error corrections. Most districts select three or four regular pay cycles.

Please select your district's 2017-2018 payroll cycles based on the chart provided (Attachment No. 4). **Payroll periods and issue dates are fixed in accordance with cycles selected.**

**IMPORTANT: Pay Dates Do Not Change as a Result of Local Holidays or Furlough Days:** Districts need to choose their pay cycles carefully to work around planned district closures. Pay dates operate on a countywide basis. Occasionally, a district may have a local holiday or otherwise not have employees work on a payroll issue date. **Any local administrative decision of collective bargaining commitments as to pay dates which are contrary to the set schedule will not mean that payrolls will be released earlier.** Districts may mail checks on payday, or coordinate with internal staff to be available for release if employees want to pick up their checks from the district office, or encourage the use of direct deposit, which is a standard feature of HRS.

**Important CalSTRS Reporting Requirement:** For the fiscal year 2017-2018, districts will need to consider payroll cycle issue dates and the potential for late reporting to CalSTRS when selecting pay cycles. Employee and employer contributions are due to CalSTRS within five (5) working days following the end of the monthly period. Penalties and interest will be incurred if reporting to CalSTRS is delayed beyond the limits established in EC 23002. For additional information regarding CalSTRS reporting requirements, see Attachment Nos. 1 and 2.

**District Actions**

- Complete the 2017-2018 *Selection Sheet* (Attachment No. 6) based on your selection of 2017-2018 payroll cycles and have it signed by an authorized district administrator. Follow directions given in the 2017-2018 *Payroll Selection Instructions* (Attachment No. 3) to verify or change other payroll items on your District Profile Table (Attachment No. 5 will be emailed to your district separately). A sample is attached to this Bulletin.
- Be sure that Risk Management staff or other staff responsible for Worker's Compensation administration complete item number 2 on the 2017-2018 *Selection Sheet* (Attachment No. 6).
- Staple the 2017-2018 *Selection Sheet* (Attachment NO. 6) to the *District Profile Table* (Attachment No. 5) and return the two items by **Friday, May 12, 2017**, to Employee Services, via email at [SFSEmployeeServices@lacoedu](mailto:SFSEmployeeServices@lacoedu).
- **Return the completed 2017-2018 Selection Sheet and the District Profile Table, even if no changes are necessary.**

Should you have questions about the selection of 2017-2018 payrolls, the District Profile Table or this bulletin, please contact Brigitta Cota at (562) 922-6176 or Laura Gutierrez at (562) 922-6471 or via email at [SFSEmployeeServices@lacoedu](mailto:SFSEmployeeServices@lacoedu).

Sean Lewis, Assistant Director  
School Financial Systems and Services

LG:rh  
Attachments

SFS-A49-2016-2017

**LOS ANGELES COUNTY OFFICE OF EDUCATION  
DIVISION OF SCHOOL FINANCIAL SERVICES**

**Rules for CalSTRS Penalties and Interest**

**Correct Member Status**

1. If member is paid as nonmember, LACOE will correct and charge district for employee contributions.
2. If nonmember is paid as a member with no election, LACOE will correct and refund contributions to employee.

**Accrual period is defined by CalSTRS and CalPERS as a calendar month.**

**Ed Code 23002**

“Member and employer contributions required by this part are due in the office of the system **five working days immediately following the period covered by the monthly report**. Payments shall be delinquent on the sixth working day thereafter, and *regular interest on delinquent payments shall begin to accrue as of that day*. **The board shall authorize estimated payments of not less than 95 percent of the contributions due**, and, in that case, the balance of contributions payable shall be due in the office of the system **no more than 15 working days following the period covered by the monthly report upon which the contributions are based.**”

**Contract Language**

1. Bargaining unit contract language must support payment practice.
2. Must pay for each month worked; i.e., 10, 11 or 12 months. If work calendar reflects time worked in August as part of the annual working days, salary payment must be generated with that accrual period.
3. CalSTRS will allow district to pay more months for less months worked if a contract specifically defines practice. Paying 12 months for 11-month calendar and 11 months for 10-months worked may be allowed.
4. CalSTRS will **not** allow fewer payments than months worked.

**Pay on Time**

**1. Monthly Pay**

- a. If paid by 5<sup>th</sup> of month following earned period, payroll will be reported as current.
- b. If paid after 5<sup>th</sup> of month following earned period, payroll will be on next month's reporting and will be subject to late report penalty and interest penalty on contributions.

**2. Part-Time Pay**

- a. If paid by 5<sup>th</sup> of month following earned period, payroll will be reported as current.
- b. If paid after 5<sup>th</sup> of month following earned period and is first pay for period, payroll will be on next month's reporting and will be subject to late report penalty and interest penalty on contributions.

Attachment No. 1  
Inf. Bul. No. 4571  
SFS-A49-2016-2017

- c. If paid after 5<sup>th</sup> of month following earned period and is **not** first pay for period, payroll will be on next month's reporting and will be subject to interest penalty on contributions (i.e., additional/extra assignments).

### Ed Code 23005

“Monthly reports are due in the office of the system immediately following the month **in which the compensation being reported was earned.**”

### Report as Earned

1. Hourly and daily assignments must be paid during the accrual period worked.
2. All extra assignments must be paid hourly or daily, even if negotiated as a lump sum.
3. Semester and some lump sum payments may be paid at the end of semester, end of year, or at another time. *Contract language must support payment practice. If contract language is not specific, then payments must be generated on a monthly basis.*
4. Certificated coaching assignments can be paid at the end of the season *if contract language supports the payment practice.*
5. Always pay coaching as a part-time assignment – paid hourly or daily. Contact Retirement Unit for requirements.
6. **Potential audit item, if cited:** District will have to correct back to day one and adjustment will be subject to interest penalty on contributions for all records and time affected. (Potential is for a very large interest assessment.)

### Lump Sum Payments

Complete lump sum questionnaire and submit to SFS–Retirement at LACOE. Determination will be made if pay is reportable to Defined Benefit (DB) or Defined Benefit Supplement (DBS) or not reportable, if pay can be paid as lump sum or if it should be a part-time assignment.

### Pay Accurately the First Time

If adjusting prior-pay period, adjustment will be subject to interest penalty on contributions (RX/LX transactions).

### Adjustments

If adjusting prior-pay period, adjustment will be subject to interest penalty on contributions (i.e., movement on salary schedule on verification of college credits/degrees).

### **Retroactive Pay Based on Bargaining Unit Contract Negotiation**

1. Retroactive pay must be **reported** within 90 days of Board approval to avoid penalties and interest; however, retroactive pay must be **paid** within 60 days, because reporting is 30 days after payroll is issued.
2. Negative retroactive adjustments due to furloughs implemented after the beginning of the work year will be allowed without penalties as long as the adjustments are supported by contract negotiations and Board approval.
3. Adjustments to earnings after retroactive pay is applied must be reversed differently than past practice.
  - a. The RTS/RTN transactions must be reversed first,
  - b. Prior pay must be reversed as originally reported, and
  - c. Repay with new earnings (and new rate if changed).

**DIVISION OF SCHOOL FINANCIAL SERVICES  
CHANGING TO 11-MONTH PAYROLL  
FOR CERTIFICATED EMPLOYEES ONLY**

Districts must pay certificated monthly employees for each month worked; i.e., 10, 11 or 12 months. If the work calendar reflects time worked in August as part of the annual working days, salary payment must be generated with that accrual period.

In the past, some districts started the work year in late August, but built their work calendars to add the August work days to the September working days and paid the employees for September earnings only. Beginning with the 2012-13 fiscal year, districts must pay August earnings to their certificated monthly employees if they work in August. Districts failing to pay employees on time will be charged penalties and interest by CalSTRS.

There are two methods to pay employees over eleven months:

1. Annual salary divided into eleven equal payments. Districts do run the risk of overpaying employees who may leave before completing their contract work days with this method. Employees will have both lower monthly gross and net wages, but they will be paid one more month.
2. Pay the employee's daily rate for time worked in August and distribute the rest of the annual salary over September through June. This method mitigates the risk of overpayments but requires additional employee database maintenance.

**Eleven Equal Payments**

1. Work Calendars must be built in HRS to reflect actual days to be worked in August.
2. Salary schedules have to be changed to reflect 1/11<sup>th</sup> of the annual salary.
3. "Pay Months" field on Function 01, Screen 005 must be changed to reflect the new number of payroll months so that employee names show up on the August time report. This can be accomplished with a mass change request.
4. Must pay employees with an August accrual period.
5. Mandatory deductions will be processed as normal in August.
6. Benefit and voluntary deductions can be changed to 11 months, if desired. The number of months used for benefit and voluntary deductions is a district decision.
  - a. Default is set to 10 months—September through June.
  - b. Can have a mix of 10- and 11-month deductions—can change individual GTNs.
  - c. Districts must be cautious when changing voluntary deductions that new amount authorization forms are on file.
  - d. Districts are responsible for over-deductions of 403(b) and 457 deductions. If the district changes 403(b) and 457 deductions to 11 months, consult with the district's third-party administrator to ensure the employee's requested annual deduction amount is unaffected, and total maximums still adhere to IRS regulations.

Attachment No. 2  
Inf. Bul. No. 4571  
SFS-A49-2016-2017

**Daily Pay for August and Monthly Pay for September–June**

1. Work Calendars must be built in HRS to reflect actual days to be worked in August.
2. “Pay Months” field on Function 01, Screen 005 must be changed to reflect the new number of payroll months so that employee names show up on the August time report. This can be accomplished with a mass change request.
3. Must override monthly pay basis and monthly rate on August time report with daily pay basis and daily rate for each person, then post the total number of days worked in August.
4. Salary schedule for September must be re-calculated and reduced to reflect days paid in August. For example:

Annual Salary:	\$45,750 (\$4,575 per month)
Total Working Days:	183
Daily Rate:	\$250
Days Paid in August:	5
Amount Paid in August:	\$1,250
Annual Salary Remaining September–June	\$44,500
Monthly Salary September–June	\$4,450

5. Correct annual salary will have to be input in the Retirement Reporting Rate in Function 01, Screen 005 on each person’s EDB record as an override. If salary changes are implemented during the fiscal year, new annual rates will need to be entered into the EDB.
6. **Warning:** Automated Ed Code Late Hires and Ed Code Termination calculations will not function accurately with overrides.
7. Benefit and voluntary deductions must remain at 10 months, September through June, to cover full monthly deduction amounts.

## 2017-2018 Payroll Selection Instructions

### Selection and Verification Process

Please review the payroll cycles currently in use by your district and all other payroll information on the *District Profile Table* (Attachment No. 7) and verify against the “Items to be Verified” listed below. If any changes for 2017-2018 are necessary, enter **in red ink** the information to be changed above the printed information on the *District Profile Table* (Attachment No. 7 is stapled to the “Payroll Administrator’s Copy” of this bulletin) and complete the attached *2017-2018 Selection Sheet* (Attachment No. 6).

**Please be sure that district staff responsible for Workers' Compensation administration supply the Workers' Compensation rates requested on the *2017-2018 Selection Sheet*.**

**If your district elects to change a payroll cycle, we request that a letter indicating the change accompany the returned *District Profile Table*. Return the *District Profile Table*, stapled to the completed *2017-2018 Selection Sheet*, by Friday, May 12, 2017.**

### Items to be verified on the District Profile Table

Please refer to the **example** *District Profile Table* (Attachment No. 5) for the location of each item. Disregard all other data on the report.

1. **District Number**
2. **District Name**
3. **Address and Phone Number of the District**
4. **Certificated Longevity:** If your district is interested in using this HRS “seniority” feature, please contact Laura Gutierrez of the Employee Services Section at (562) 922-6471 or via email at [SFSEmployeeServices@laco.edu](mailto:SFSEmployeeServices@laco.edu)
5. **SDI Coverage:** “Y,” if coverage is provided; “N,” otherwise.
6. **Position Control:** If your district is interested in participating in HRS Position Control, contact Laura Gutierrez at (562) 922-6471 or via email at [SFSEmployeeServices@laco.edu](mailto:SFSEmployeeServices@laco.edu)
7. **Federal Employer Identification Number (withholding taxes)**
8. **State Employer Identification Number (withholding taxes)**
9. **Unemployment Insurance Reporting Number**
10. **SDI Report(ing) Number:** Used only by districts providing State Disability Insurance coverage.

Attachment No. 3  
Inf. Bul. No. 4571  
SFS-A49-2016-2017

11. **Valid Cycles:** Cycles to be used must be displayed here. If any changes to payroll cycles are elected, please attach a special letter to the *District Profile Table* indicating the change. See the attached *Payroll Cycle Chart* (Attachment No. 4) for a listing of all cycles. *If you want to request a mass cycle change, check the appropriate space on Attachment No. 6. Allow at least five working days for our office to process the change. There is a nominal fee for a mass cycle change.*

**Note:** Districts that change **monthly** school-month cycles due to a change in school-month pay periods are reminded to also change their **hourly** school-month cycles. Please contact the Payroll Section at (562) 922-6442 or (562) 922-6449 to discuss timing of cycle changes for 12-month employees.

12. **Position Control:** Number of copies of specified reports produced by HRS.
13. **EIR(s):** Number of copies of specified reports produced by HRS.
14. **Change Reg(isters):** Number of copies of specified reports produced by HRS.
15. **Standard Days in Month:** If a monthly employee with a monthly pay rate is absent two days, then two days "DKT" (dock time) in HRS must be reported on the time report. The standard number of days per month is used as a basis for deducting days for **classified** calendar-month, monthly-basis assignments.

Example: If a district elects 21.667 days as the standard number of working days, then an employee with a **classified** calendar-month, monthly-basis assignment (job) who has two days DKT posted to the time report would have the monthly salary reduced by 2, divided by 21.667, multiplied by the monthly pay rate.

Districts have an option to select various standard days to deduct; for example: 22, 21.75 or 21.667. We recommend 21.667. It is based on 52 weeks times 5 working days divided by 12 months. This represents working days on an annualized basis.

Districts may elect any other standard of up to three decimal places, but the use of 21.667 days is suggested. See "*Fair Labor Standards Act*" below.

16. **Standard Hours in Month:** Each district must inform our office of the standard number of hours per month to be used to determine an hourly rate for **classified**, monthly-rate employees paid on calendar-month payrolls. This becomes the basis for overtime purposes in HRS.

Example: If a district elects 173.333 hours as the "Standard Hours in Month," then an employee with a monthly rate of \$1,421 has an equivalent hourly rate of \$8.20 per hour (\$1,421 divided by 173.333). The "Standard Hours in Month" established by the district will be utilized for the purpose of computing an overtime hourly rate used when HRS earnings types OVT, OT1 and OT2 are used to report overtime for classified, monthly-basis jobs.

Commonly used methods are as follows:

- a) 176 equals 22 days times 8 hours.
- b) 173.333 equals 52 weeks times 5 working days times 8 hours divided by 12 months.

Any other number of “Standard Hours in Month” up to three decimals may be selected, but the use of no greater than 173.333 hours is suggested. See “*Fair Labor Standards Act.*”

- 17. **Workers’ Compensation Rate:** Enter the rate in percent format. For example, if the decimal rate is .015, enter 1.5 as the percentage rate.
- 18. **Work Experience Factor:** Enter the factor in decimal format.

**Be sure that the Workers’ Compensation information, Items 17 and 18 are entered on the 2017-2018 Selection Sheet.**

- 19. **District Contact Personnel:** You may request that we load your staff names and telephone numbers.
- 20. **PBA-HW-Proration (PeopleSoft Health and Welfare Proration):** Entering “A” causes proration of health and welfare fringes across all prime cycle pay. Entering “P” causes proration of fringes based on prime job only.

#### **Fair Labor Standards Act (FLSA)**

- 1. **Overtime Rate/Hours Per Month:** One way to comply with FLSA provisions regarding overtime pay for covered employees who are paid a monthly salary and work a 40-hour week is the following:

Use the OVT earnings type to pay overtime at time and one-half the hourly rate based on your District Profile Table’s “Standard Hours in Month” of no greater than 173.333. See *29 CFR, Chapter V, Section 778.113(b)*.

- 2. **Days Per Month:** FLSA regulations **do not** directly address the question of days per month used to dock monthly-basis covered employees for unpaid absences. However, the use of 21.667 standard days per month on the *District Profile Table* is consistent with the use of 173.333 hours per month, or 52 weeks times 5 days per week divided by 12 months equals 21.667.

Assume 173.333 hours per month and 8 hours per day. Then 173.333 hours per month divided by 8 hours per day equals 21.667 days per month.

**2017-2018 PAYROLL CYCLE CHART**

<b>CYCLE Master Calendar</b>	<b>BASIS</b>	<b>PAY PERIOD</b>	<b>ESA</b>	<b>DATES</b>	<b>WARRANT ISSUE</b> Countywide issue dates are not changed due to local holidays.
C1 1	Monthly Hourly/ Daily	Calendar Month	No	July 1, 2017 June 30, 2018	First working day of next calendar month. The first payroll of 2018 will be issued January 2, 2018.
C2 1	Monthly Hourly/ Daily	Calendar Month	No	July 1, 2017 June 30, 2018	Last working day within calendar month.
E1 1	Monthly Hourly/ Daily	Calendar Month	Yes	July 1, 2017 June 30, 2018	ESA on 20 <sup>th</sup> within pay period. Final pay on 5 <sup>th</sup> following pay period. If holiday or weekend, issue date will be on preceding workday.
E4 1	Monthly Hourly/ Daily	Calendar Month	Yes	July 1, 2017 June 30, 2018	ESA on 25 <sup>th</sup> within pay period and final pay on 10 <sup>th</sup> following pay period. If holiday or weekend, issue date will be on preceding workday.
C3 1	Hourly/ Daily	Calendar Month	No	July 1, 2017 June 30, 2018	Pay on the 10 <sup>th</sup> after pay period. If holiday or weekend, issue date will be on preceding workday.
C5 1	Hourly/ Daily	Calendar Month	No	July 1, 2017 June 30, 2018	Pay on the 5 <sup>th</sup> after pay period. If holiday or weekend, issue date will be on preceding workday.
H1 5	Hourly/ Daily	Half-Month	No	July 1, 2017 June 30, 2018	1 <sup>st</sup> through 15 <sup>th</sup> paid on the 25 <sup>th</sup> following. 16 <sup>th</sup> through 31 <sup>st</sup> paid on the 10 <sup>th</sup> after pay period. If holiday or weekend, issue date will be on preceding workday.
V1 6 7	Hourly/ Daily	Summer Session	No	May 01, 2017 Sept. 30, 2017	Various pay periods and issue dates. See <i>Informational Bulletin No. 4570: 2017 Certificated Summer Session Payroll Cycles</i> , dated April 24, 2017.

Attachment No. 4  
 Inf. Bul. No. 4571  
 SFS-A49-2016-2017

**2017-2018 Payroll Selection**

Please review all information. If any changes for 2017-2018 are necessary, enter the information in red ink to be changed next to the printed information and complete the attached 2017-2018 Selection Sheet (Attachment No. 6).

(1) (2) DIST NAME: **00715 XYZ UNIFIED**  
 ADDRESS: 9300 IMPERIAL HWY.  
 (3) CITY: DOWNEY ST: CA ZIP: 90242  
 PHONE: (562) 222-1111 EXT:

(4)	LONGEVITY/SENIORITY:	N
(5)	SDI COVERAGE:	N
(6)	POSITION CONTROL:	1
(7)	FEDERAL EMPLOYER ID NO.:	950000000
(8)	STATE EMPLOYER ID NO.:	80000000
(9)	UNEMPLOYMENT NO.:	94200000
(10)	SDI REPORTING NO.:	00000000
(20)	PBA HEALTH & WELFARE PRORATION:	A
(11)	VALID PAY CYCLES:	C1 H1 E4 V2 V1 C3
(12)	POSITION CONTROL COPE:	1
(13)	EIR COPIES:	A
(14)	CHANGE REGISTER COPIES:	A
(15)	STANDARD DAYS IN MONTH:	21.7500
(16)	STANDARD HOURS IN MONTH:	174.000
(17)	WORKMEN'S COMP RATE:	7.890
(18)	WORK EXPERIENCE FACTOR:	1.000

(FLSA 2)

(FLSA 1)

(19)	CONTACT PERSONNEL	TELEPHONE	
PAYROLL NAME:	TED BROWN	(562) 222-1111	EXT. 24211
RETIREMENT NAME:	PAM ANDERSON	(562) 222-1111	EXT. 24223
PERSONNEL NAME:	JOHN SAMPSON	(562) 222-1111	EXT. 24233
POSITION CONTROL NAME:	JOHN SAMPSON	(562) 222-1111	EXT. 24233

**Refer to the Payroll Selections Instructions (Attachment No. 3) for more information on Numbers 1-19 or on FLSA 1 or 2.**

**2017-2018 Selection Sheet**

TO: Division of School Financial Services  
Attention: Employee Services, EC 132  
Email Address: SFSEmployeeServices@lacoed.edu

FROM: \_\_\_\_\_ District \_\_\_\_\_ District No.

***District Profile Table Changes:***

1. Please check one or more items:

- \_\_\_\_\_ No changes necessary
- \_\_\_\_\_ Changes (entered in red above old item)
- \_\_\_\_\_ Worker's Compensation Rate Change:
  - No change
  - New 2017-2018 Rate \_\_\_\_\_ X Experience Factor \_\_\_\_\_ = New Composite Rate \_\_\_\_\_

**Enter the *Rate* in percent format: e.g., enter 1.5 if the decimal rate is .015.  
Enter the *Experience Factor* in decimal format.**

\_\_\_\_\_ Cycle changes (from \_\_\_\_\_ to \_\_\_\_\_; from \_\_\_\_\_ to \_\_\_\_\_)

Optional: \_\_\_\_\_ I authorize mass cycle changes for the cycles specified above to be effective with payrolls issued after July 10, 2017. I understand that our district will be charged \$50 for each *mass* cycle change. To coordinate timing of mass change, please email: SFSEmployeeServices@lacoed.edu.

2. Complete **all** of the following for the 2017-2018 school year:

- **First Day of School** \_\_\_\_\_ **Last Day of School** \_\_\_\_\_

**Administrator Authorization of District Profile Table Changes, Selections and/or Mass Cycle Changes**

Signature \_\_\_\_\_  
Authorized District Administrator \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Print Name \_\_\_\_\_ Email Address \_\_\_\_\_

District Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Ext.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Complete items **1 and 2** and have an authorized administrator sign the form. Return this form and attach it to the *District Profile Table* and include any changes indicated by **Friday, May 12, 2017, to SFSEmployeeServices@lacoed.edu.**

**New fiscal-year profile changes will not appear until after the completion of the final payroll of the current fiscal year.**

Intentionally left blank

SECTION IV.

**EARNINGS TABLE (010)**

Intentionally left blank

### Earnings Table

The Earnings Table stores earnings codes and related data which determines how time transactions and retroactive pay adjustments process through payroll production.

Each earnings code has data fields which determine if:

- The transaction affects gross pay
- Pay is calculated as rate x time, rate x time x a factor or amount
- Pay contributes to subject grosses; federal withholding, state withholding, retirement, OASDI, Medicare, SUI, SDI, FUTA and Workers' Compensation.
- Pay is supplemental and if so, how it is to be taxed.

The earnings code determines whether:

- Time paid contributes to seniority or leave accrual;
- The labor distribution object code is overridden, e.g., for overtime;
- Pay is included in the distribution of fringe benefit amounts, e.g., health benefits;
- Pay is subject to retro pay.

### Interface with other Functions

The Earnings Table interfaces with the Employee Data Base (EDB), Time Entry, Payroll and Retirement. An earnings code is input on all assignments. Generally this is "REG" for a regular assignment. In addition, if the employee works overtime, there may be an overtime earnings code on the assignment. The time file/report is generated with the earnings code and, during payroll processing, the earnings code determines how the transaction is processed. The earnings code also determines the impact on retirement. Some earnings codes are used only to adjust retirement earnings.

### To Request Additions, Changes or Deletions

The Earnings Table is maintained by School Financial Services (SFS). To request an addition, change or deletion to the table, submit the *HRS Earnings Type Request* form to SFS. See the Help Sheet for the SFS staff name, phone number, and section. A blank form is included in your packet, please make copies as needed.

Additions, changes, or deletions are input on-line, in real-time, which mean the entry is available for immediate use. The Earnings Table can also be viewed online by using Function 16, Control Table Inquiry.

### Reports Generated

When additions, changes or deletions are input, an Earnings Table Report (AIMS010) is generated.

Let's see samples of some of the earnings codes in use.

**H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE**

---

This is the REG pay earnings type. Not that it is subject to all taxes and union dues and is calculated at the rate of "RATE X TIME".

```

***CONTROL TABLE DATA INQUIRY***
*EARNINGS TABLE*
1610

EARNINGS TYPE: REG

DISTRICT: 00001          SEQUENCE NO: 001

DESCRIPTION              ABBREV DESC  SEN  LV  T/R  F/B  RET  C/B  U/D
REGULAR PAY              REGULAR      Y    Y    Y    Y    Y    Y    Y

***SUBJECT GROSSES***  PRE-  CALC  POST    CALC  OBJCT
CAT HRS  T W F M S R P U D N C  PROC RTN  PROC  FACTOR  CLASS
N  R    + + + + + + + + + N +  00  01  00

HOURS BALANCE ELEMENT NUMBERS      DOLLAR BALANCE ELEMENT NUMBERS

5160  5116                          5556  5559

TRANS: 010      KEY 1: REG          DIST: 00001
    
```

This is RNU – Regular pay not subject to union dues. Notice it is still subject to all taxes.

```

***CONTROL TABLE DATA INQUIRY***
*EARNINGS TABLE*
1610

EARNINGS TYPE: RNU

DISTRICT: 00001          SEQUENCE NO: 001

DESCRIPTION              ABBREV DESC  SEN  LV  T/R  F/B  RET  C/B  U/D
REGULAR PAY - NO DUES    REG PAY ND    Y    Y    Y    Y    Y    Y    Y

***SUBJECT GROSSES***  PRE-  CALC  POST    CALC  OBJCT
CAT HRS  T W F M S R P U D N C  PROC RTN  PROC  FACTOR  CLASS
N  R    + + + + + + + + + N +  00  01  00

HOURS BALANCE ELEMENT NUMBERS      DOLLAR BALANCE ELEMENT NUMBERS

5160  5116                          5556  5559

TRANS: 010      KEY 1: RNU          DIST: 00001
    
```

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

This is the Earnings Code DKT to use when docking an employee. This is subject to union dues.

```

***CONTROL TABLE DATA INQUIRY***                               1610
      *EARNINGS TABLE*

EARNINGS TYPE: DKT

DISTRICT: 00001                      SEQUENCE NO: 050

DESCRIPTION                ABBREV DESC  SEN  LV  T/R  F/B  RET  C/B  U/D
DOCK - TIME                DOCK-TIME   Y   N   Y   Y           Y   Y

      ***SUBJECT GROSSES***  PRE-  CALC  POST    CALC    OBJCT
CAT HRS  T W F M S R P U D N C  PROC RTN  PROC    FACTOR    CLASS
A   U   - - + + - - - - - N -   00   01   15

HOURS BALANCE ELEMENT NUMBERS      DOLLAR BALANCE ELEMENT NUMBERS

5116                                  5559

TRANS: 010      KEY 1: DKT_____      DIST: 00001

```

This is Earnings Code DNU which is dock time and not subject to union dues.

```

***CONTROL TABLE DATA INQUIRY***                               1610
      *EARNINGS TABLE*

EARNINGS TYPE: DNU

DISTRICT: 00001                      SEQUENCE NO: 050

DESCRIPTION                ABBREV DESC  SEN  LV  T/R  F/B  RET  C/B  U/D
DOCK - TIME NO DUES      DOCK TM ND   Y   N   Y   Y           Y

      ***SUBJECT GROSSES***  PRE-  CALC  POST    CALC    OBJCT
CAT HRS  T W F M S R P U D N C  PROC RTN  PROC    FACTOR    CLASS
A   U   - - + + - - - - - N -   00   01   15

HOURS BALANCE ELEMENT NUMBERS      DOLLAR BALANCE ELEMENT NUMBERS

5116                                  5559

TRANS: 010      KEY 1: DNU_____      DIST: 00001

```

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

This is Earnings Code OVT. It pays time and a half. Notice it has a Calc Routine of 02 which is "RATE x Time x Factor". Also, notice these funds would not be subject to union dues.

```

***CONTROL TABLE DATA INQUIRY***
*EARNINGS TABLE*
EARNINGS TYPE: OVT

DISTRICT: 00001          SEQUENCE NO: 300

DESCRIPTION              ABBREV DESC  SEN  LV  T/R  F/B  RET  C/B U/D
OVERTIME - TIME+ONE-HALF  OT  TM & HF   N   N      N      Y

***SUBJECT GROSSES***  PRE-  CALC  POST    CALC  OBJCT
CAT HRS  T W F M S R P U D N C  PROC RTN  PROC  FACTOR  CLASS
A  0  + S + + S + + + + N +  00  02  00      1.500

HOURS BALANCE ELEMENT NUMBERS      DOLLAR BALANCE ELEMENT NUMBERS
5116  5161                          5559  5557

TRANS: 010      KEY 1: OVT          DIST: 00001
    
```

This is Earnings Code OT1 which pays overtime as straight time. It is also not subject to union dues.

```

***CONTROL TABLE DATA INQUIRY***
*EARNINGS TABLE*
EARNINGS TYPE: OT1

DISTRICT: 00001          SEQUENCE NO: 300

DESCRIPTION              ABBREV DESC  SEN  LV  T/R  F/B  RET  C/B U/D
OVERTIME - STRAIGHT TIME  OT  STR TM   N   N      Y      Y

***SUBJECT GROSSES***  PRE-  CALC  POST    CALC  OBJCT
CAT HRS  T W F M S R P U D N C  PROC RTN  PROC  FACTOR  CLASS
A  0  + S + + S + + + + N +  00  01  00

HOURS BALANCE ELEMENT NUMBERS      DOLLAR BALANCE ELEMENT NUMBERS
5161  5116                          5559

TRANS: 010      KEY 1: OT1          DIST: 00001
    
```

**Field Descriptions - Earnings Table (010)**

<b>Earnings Type</b>	The Code identifying the type of earnings to be paid.
<b>Sequence Number</b>	Used to group the table entries.
<b>Description</b>	A full description of the earnings type.
<b>Abbrev. Desc.</b>	The description, abbreviated, which appears on the earning statement (warrant stub)
<b>SEN</b>	Determines if an earnings type counts toward Seniority. <ul style="list-style-type: none"><li>• <b>Y</b> Yes</li><li>• <b>N</b> No</li></ul>
<b>LV</b>	Determines if the earnings type counts toward Leave Accrual <ul style="list-style-type: none"><li>• <b>Y</b> Yes</li><li>• <b>N</b> No</li></ul>
<b>T/R</b>	Determines whether the earnings code prints on Retirement reports <ul style="list-style-type: none"><li>• <b>Y</b> Print</li><li>• <b>Blank</b> Does not print</li></ul>
<b>F/B</b>	Fringe benefit distribution indicator of whether the earnings type should be included in the distribution. <ul style="list-style-type: none"><li>• <b>Y</b> Includes earnings in distribution proration calculation</li><li>• <b>N</b> Do not include earnings in distribution</li><li>• <b>If blank, default is “Y”</b></li></ul>
<b>RET</b>	Indicates whether this earnings type is subject to retro pay <ul style="list-style-type: none"><li>• <b>N</b> Not applicable to retro pay</li><li>• <b>Blank</b> Applicable to retro pay</li></ul>
<b>CATEGORY</b>	Category code to group earnings: <ul style="list-style-type: none"><li>• <b>N</b> Normal or regular type of payment</li><li>• <b>L</b> Payment for leave time (e.g. vacation and sick leave)</li><li>• <b>A</b> Additional pay. These (e.g. overtime, merit award) are considered one-time</li><li>• <b>D</b> Differential (e.g. shift)</li><li>• <b>P</b> Prerequisite or payment in kind (e.g. bonus, housing allowance)</li><li>• <b>J</b> Adjustments to retirement amounts</li><li>• <b>O</b> Other</li></ul>

## H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

---

**HRS** Code that groups time reported.

- **R** Regular hours, normally used for leave hours as well as all regular types of pay
- **O** Overtime hours (e.g. overtime at straight, time and a half or double)
- **N** Non-worked hour (e.g. shift hours)
- **U** Unpaid regular equivalent. This category is used for earnings codes which are the equivalent of regular hours (i.e. decrement REG and its equivalent in Time Reporting), but which are unpaid. Examples include dock time and other unpaid leaves.

**Subject Gross** These fields identify whether the earnings are added to, subtracted from, or have no effect on the following:

- **T** Total Gross Pay
- **W** Federal Withholding Tax Gross
- **F** FICA/OASDI Taxable Gross
- **M** Medicare Gross
- **S** State Withholding Tax Gross
- **R** STRS Retirement Gross
- **P** PERS Retirement Gross
- **U** State Unemployment Insurance
- **D** State Disability Insurance
- **N** FUTA Gross
- **C** Workers Compensation Gross

**Subject Gross** One of the following codes must be entered in each of the fields (EXCEPT for Federal Withholding Tax Gross and State Withholding Tax Gross):

- **+** Add the earnings to the Gross
- **-** Subtract the earnings from the gross.
- **N** No effect on gross.
- **E** Report earnings for retirement, but do not include the retirement deduction/contribution calculation.

Federal Withholding Tax Gross and State Withholding Tax Gross have their own coding schemes:

- +** Add the earnings to taxable gross 1(i.e. regular types of earnings that receive normal tax treatment).
- Subtract the earnings from taxable gross.
- N** The earnings type has no effect on taxable gross.
- 2** Tax these earnings by the 20/6 rule (effective 1/1/92)
- S** Tax earnings according to the code in the Supplemental Taxing Option field on EDB Payroll Tax Status Screen 030.

**Earnings Code Table Report (AIMS010)**

**HRS Earnings Type Request Form**

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

Printed copy of the Earnings Table (AIMS010) Report

AIMS010/PP0100XV/090704 PERSONNEL/PAYROLL/RETIREMENT SYSTEM PAGE NO. 0001

RUN TIME 19:58:34 DIST: 0001 STG-SFS PROD DISTRICT RUN DATE 08/09/13  
 EARNINGS TABLE (10) PROCESS DATE 08/09/13 h

ERN SEQ TYP NUM	CHECK DESC FULL DESCRIPTION	S L N V R T S	T C H / A R N R T S	F M S P	---SUBJECT GROSSES---	---BALANCES---	DOLLAR --BALANCES---	PRE CALC CLC RTN	FIXED RATE/ FACTR	OBJT CLAS	FIRG BEN RET	U/D
BRV 001	BEREAVEMNT BEREAVEMENT	Y Y	N R	Y + + + + +	N +	5160 5116	5556 5559	00 01-R 00	.000		Y	
CDP 001	CIVIC DUTY CIVIC DUTY PAY	Y Y	N R	Y + + + + +	N +	5160 5116	5556 5559	00 01-R 00	.000		Y	
CLB 001	CAT LEAVE CATASTROPHIC LEAVE BAL	Y Y	N R	Y + + + + +	N +	5160 5116	5556 5559	00 01-R 00	.000		Y	
DBS 001	DEF BEN SU DEFINED BENEFIT HRLY DLY	N N	A O	Y + S + + + +	N +	5160 5116	5559	00 01-R 00	.000		Y	
DIS 001	LARISADIST LARISA 457 DISTRIBUTION	N N	O N	Y + 2 N M 2 X N N N N	N N		5566	00 03-A 00	.000		N	N
ILA 001	IND LEAVE INDUSTRIAL INJURY LEAVE	Y Y	N R	Y + + + + +	N +	5160 5116	5556 5559	00 01-R 00	.000		Y	
ILL 001	ILLNESS L ILLNESS LEAVE	Y Y	N R	Y + + + + +	N +	5160 5116	5556 5559	00 01-R 00	.000		Y	
PNY 001	PERSONAL N PERSONAL NECESSITY	Y Y	N R	Y + + + + +	N +	5160 5116	5556 5559	00 01-R 00	.000		Y	
RDI 001	REG NO SDI REGULAR NO SDI (790)	Y Y	N R	Y + + + + +	N N +	5160 5116	5556 5559	00 01-R 00	.000		Y	
REG 001	REGULAR REGULAR PAY	Y Y	N R	Y + + + + +	N +	5160 5116	5556 5559	00 01-R 00	.000		Y	Y
RES 001	REGULAR REGULAR-NO SENIORITY	N Y	N R	Y + + + + +	N +	5160 5116	5556 5559	00 01-R 00	.000		N	
RNC 001	REG 630 REGULAR N CONTR-LIKE RNU	Y Y	N R	Y + + + + +	N +	5160 5116	5556 5559	00 01-R 00	.000		Y	
RND 001	REG NO DIS REGULAR NO DISTRIBUTION	Y Y	N R	Y + + + + +	N +	5160 5116	5556 5559	00 01-R 00	.000		N	
RNF 001	REGULAR REGULAR - NO FRINGE 64998	Y Y	N R	Y + + + + +	N +	5160 5116	5556 5559	00 01-R 00	.000		N	Y
RNU 001	REGULAR ND REGULAR AD PAY UN PAID	Y Y	N R	Y + + + + +	N +	5160 5116	5556 5559	00 01-R 00	.000		Y	



H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

Printed copy of the Earnings Table (AIMS010) Report

AIMS010/PP0100XY/090704	PERSONNEL/PAYRO.L/RETIREMENT SYSTEM	PAGE NO.	0005																								
RUN TIME	DIST: 00001 STG-SFS PROD DISTRICT	RUN DATE	08/09/13																								
19:58:34	EARNINGS TABLE (10)	PROCESS DATE	08/09/13 h																								
ERN SEQ	CHECK DESC	HLTH CARE	ADU.T CHILD	PAID LEAVE	UNPD CERT	UNPAID LEAVE-CERTIFICATED	UNPD LEAVE	VACATION	VEHICLE USE	VEHICLE USAGE	WKRS COMP	WORKERS' COMPENSATION	ED LV HALF	ED LEAVE - PAID AT HALF	ED LV PAID	EDUCATION LEAVE - PAID	ED LV NOPY	SAB HF PAY	DELETE PER TK	SAB PAID	SABATICAL - PAID	SAB NO PAY	SABATICAL - UNPAID	ADDITIONAL	ADDITIONAL ASSIGN	ADMIN LV	ADMINISTRATIVE LEAVE
TYP	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM	NUM
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
HCA 200	HLTH CARE	N N	A N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N
PDL 200	PAID LEAVE	Y Y	L R	Y +	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
UPC 200	UNPD CERT	N N	L U	Y N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N
UPL 200	UNPAID LEAVE	N N	L U	Y N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N
VAC 200	VACATION	Y Y	Y R	Y +	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
VEH 200	VEHICLE USE	N N	A N	N N	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
WCP 200	WKRS COMP	Y Y	A R	Y +	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
ELH 250	ED LV HALF	Y Y	L R	Y +	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
ELP 250	ED LV PAID	Y Y	L R	Y +	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
ELU 250	ED LV NOPY	N N	L U	Y N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N
SBH 250	SAB HF PAY	Y Y	L R	Y +	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
SBP 250	SAB PAID	Y Y	N R	Y +	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
SBU 250	SAB NO PAY	N N	L U	Y N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N	N N
ADL 300	ADDITIONAL	Y Y	A O	Y +	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
ADM 300	ADMIN LV	N N	U Y	Y +	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+



### HRS EARNINGS TYPE REQUEST

**ATTN: Division of School Financial Services**  
**Payroll Unit, Email:**  
**SFSEmployeeServices@lacoed.edu**

District No.: \_\_\_\_\_ District Name: \_\_\_\_\_

Action:  Add  Change  Delete Implementation Date Requested: \_\_\_\_\_

Complete for All Actions		Complete for Change
Earnings Type _____ (3)	Check Description _____ (10) Full Description _____ (25)	Sequence No. _____ (3)

**Complete for Add, Optional for Change**

Earnings count toward seniority. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No	Earnings should accrue leave. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No	Earnings will be paid as fixed lump sum amount. <input type="checkbox"/> Yes <input type="checkbox"/> No	Automated retroactive pay should apply to earnings (other than lump sum)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No, but list on report
Earnings should impact fringe benefit distribution? <input type="checkbox"/> Yes <input type="checkbox"/> No		Earnings object override, if applicable _____ (4)	
Earnings are subject to: SUI <input type="checkbox"/> Yes <input type="checkbox"/> No SDI <input type="checkbox"/> Yes <input type="checkbox"/> No Workers' Comp <input type="checkbox"/> Yes <input type="checkbox"/> No CSEA Dues <input type="checkbox"/> Yes <input type="checkbox"/> No		<p style="text-align: center;"><b>All new Earnings Codes <u>must</u> be cleared by Retirement to determine if they are subject to PERS or STRS.</b> Please contact STRS at (562) 922-6427 or PERS at (562) 922-6467.</p>	

**Comments**

\_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Ext.: \_\_\_\_\_

**County Use Only - DO NOT COMPLETE**

HRS Update By: \_\_\_\_\_ Date: \_\_\_\_\_

Intentionally left blank

SECTION V.

**BENEFITS AND VOLUNTARY DEDUCTIONS**

Intentionally left blank

### **Establishing Voluntary Benefits in HRS**

Generally, benefits may be established in HRS by one of the two following methods:

- The Voluntary Deduction Screen (Function 01, Screen 023) -or-
- The Benefit Plan Table (Function 11, Screen 027) and the Standard Benefits Screen (Function 01, Screen 020) or Additional Standard Benefits Screen (Function 01, Screen 021).

Use of either method requires use of a gross-to-net number which identifies the benefit to be established. Gross-to-Net numbers are defined in the county-maintained gross-to-net table (Function 16, Screen 002). You may request the County Payroll Section to add, change or delete gross-to-net numbers using the Gross-To-Net Request form following page II-16 in the HRS Manual.

#### **Voluntary Deduction Screen (023)**

This is an employee screen whose access requires entry of an employee's EID number. IRC Section 403(b) benefits (TSAs), and IRS Section 457 benefits (deferred compensation) can only be processed on this screen.

#### **Benefit Plan Table (027) and Standard Benefit Screens (020 and 021)**

Benefit Plan Tables are identified by a three-character district-defined table code. Districts load the benefit's gross-to-net numbers and rate structure in this table. Different combinations of deductions and district contribution rates are identified by level numbers.

Because Benefit Plan Tables are district tables, it is necessary to relate employees to tables which apply to them. This is done by entering the Benefit Plan Table code and benefit level number in an employee's Standard Benefit Screen or Additional Standard Benefit Screen.

Section 125 Cafeteria Plan salary reductions and "cash-in-lieu" of a benefit can only be processed using the Benefit Plan Table and Standard Benefits Screen or Additional Benefits Screen.

#### **Choice of Method**

Use of the Voluntary Deduction Screen (023) is **NOT** recommended for benefits having a defined rate structure because if the rates change, every employee's screen would have to be updated manually. There is no objection to using this screen for benefits with no rate structure, such as credit union or charity deductions.

When the Benefit Plan Table and one of the standard benefit screens are used and benefit rates change, updating the table automatically updates the rates for all employees linked to that table. Such table updates should only be processed by building a future version table with updated rates and rolling the table to a current-version table.

Aside from TSAs deferred compensation and "cash-in-lieu" a gross-to-net number may be used with either the Voluntary Deduction Screen or Benefit Plan Table and the Standard Benefit Screens, but not both. A County Payroll Section entry in the Gross-To-Net Table determines the method used for a gross-to-net number. If you are using the Voluntary Deduction Screen to process a benefit, you may ask us to change the gross-to-net number to allow use of the Benefit Plan Table and Standard Benefit Screens, or vice versa.

**Benefits Training Exercise I**  
**Building the Benefits Table – MEDICAL**

Use the information below to build a Benefit Plan Table for the district Health Net PPO pre-tax plan. Assume that the gross-to-net numbers have already been established in the Gross-To-Net table.

From the Main Menu, go to Function 11

Enter transaction number 027

Use: Key 1 – Plan Code “F” for a Future table

Key 2 – “HNP” for operators ZZZZ or “HNO” for operators AAAA

Hit enter. The screen will move to the blank Benefit Table Template.

Use the Plan Code Description “HNPPPO”

Use Deduction Gross-to-Net number 172

Use Plan Type “M”

Use Plan Type Description “Medical”

Use District Contribution Gross-to-Net number 174

Effective Date: 09/01/13

Implementation Date: \_\_\_/\_\_\_/\_\_\_ (No earlier than tomorrow)

Adoption Date 08/01/13 (This is the Board Approval Date)

**Coverage Rate Levels**

<u>Level</u>	<u>Abbreviation</u>	<u>Deduction</u>	<u>Contribution</u>
01	SINGLE	25.00	125.00
02	TWOPTY	35.00	140.00
03	FMLY	75.00	210.00
04	MGFLY	50.00	225.00
05	50%ONE	50.00	100.00
06	50%TWO	70.00	125.00
07	75%ONE	65.00	90.00
08	75%TWO	85.00	90.00

When you have finished building the table, compare your table to the screen at the front of the room.

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

```

** CTL - BENEFITS PLAN TABLE - UPDATE **
1127

VERSION: F          PLAN CODE: HNO

DISTRICT: 00118 PLAN CODE DESCRIPTION: HNPP0    DEDUCTION GTN NUMBER: 172
          PLAN TYPE: M
          PLAN TYPE DESCRIPTION: MEDICAL    CONTRIBUTION GTN NUMBER: 174

EFFECTIVE DATE: 09 01 13 IMPLEMENTATION DATE: 09 01 13 ADOPTION DATE: 08 01 13

- COVERAGE -      EMPLOYEE      EMPLOYER      - COVERAGE -      EMPLOYEE      EMPLOYER
LEVEL DESCRIP    DEDUC RATE    CONTR RATE    LEVEL DESCRIP    DEDUC RATE    CONTR RATE
01 SINGLE      25.00      125.00    02 TWOPTY      35.00      140.00
03 FMLY       75.00      210.00    04 MGFLY       50.00      225.00
05 50%ONE     50.00      100.00    06 50%TWO     70.00      125.00
07 75%ONE     65.00      90.00     08 75%TWO     85.00      90.00
- - - - -      - - - - -      - - - - -      - - - - -      - - - - -      - - - - -
- - - - -      - - - - -      - - - - -      - - - - -      - - - - -      - - - - -
- - - - -      - - - - -      - - - - -      - - - - -      - - - - -      - - - - -
- - - - -      - - - - -      - - - - -      - - - - -      - - - - -      - - - - -
- - - - -      - - - - -      - - - - -      - - - - -      - - - - -      - - - - -

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?
TRANS: 027   KEY 1: F           KEY 2: HNO   KEY 3:        DIST: 00118
    
```

**Benefits Training Exercise II**  
**Building the Benefits Table – DENTAL**

Use the information below to build a Benefit Plan Table for the district DeltaCare dental program. Assume that the gross-to-net numbers have already been established in the Gross-to-Net Table.

Start at the menu for Function 11

Use J and input transaction number 027

Use: Key 1 – Plan Code “F” for a future table

Key 2 – “DCD” for operator ZZZZ or “DCP” for operator AAAA

Hit enter and the screen will display the blank Benefit Table Template

Use Plan Code Description “DCHMO”

Use deduction GTN number 166

The Plan Type is “D”

The Plan Type Description is “Dental”

The contribution GTN number is 167

Effective date: 09/01/13

Implementation date: \_\_\_/\_\_\_/\_\_\_

Adoption date: 08/01/13 (Board Approval date)

**Coverage Rate Levels**

<u>Level</u>	<u>Abbreviation</u>	<u>Deduction</u>	<u>Contribution</u>
01	FT ONE	2.50	22.50
02	FT TWO	5.00	20.00
03	FTFMLY	10.00	15.00
04	MGTALL	2.50	22.50
05	CSEA 1	1.50	23.50
06	CSEA 2	2.50	22.50
07	CSEA A	4.50	20.50
08	HR ONE	3.00	22.00
09	HR TWO	4.00	21.00
10	HR FAM	10.00	15.00

When you have finished building this table, compare your table to the screen at the front of the room.

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

```

** CTL - BENEFITS PLAN TABLE - UPDATE **                               1127

VERSION: F                      PLAN CODE: DCD

DISTRICT: 00118 PLAN CODE DESCRIPTION: DCHMO      DEDUCTION GTN NUMBER: 166
PLAN TYPE: D
PLAN TYPE DESCRIPTION: DENTAL      CONTRIBUTION GTN NUMBER: 167

EFFECTIVE DATE: 09 01 13 IMPLEMENTATION DATE: 09 01 13 ADOPTION DATE: 08 01 13

- COVERAGE -      EMPLOYEE      EMPLOYER      - COVERAGE -      EMPLOYEE      EMPLOYER
LEVEL DESCRIP    DEDUC RATE    CONTR RATE    LEVEL DESCRIP    DEDUC RATE    CONTR RATE
01 FT1      2.50      22.50    02 FT2      5.00      20.00
03 FTFMLY    10.00     15.00    04 MGTALL    2.50      22.50
05 CSEA1     1.50      23.50    06 CSEA2     2.50      22.50
07 CSEAA     4.50      20.50    08 HR1      3.00      22.00
09 HR2      4.00      21.00    10 HRFMLY    10.00     15.00
- - - - -      - - - - -      - - - - -      - - - - -      - - - - -      - - - - -
- - - - -      - - - - -      - - - - -      - - - - -      - - - - -      - - - - -
- - - - -      - - - - -      - - - - -      - - - - -      - - - - -      - - - - -
- - - - -      - - - - -      - - - - -      - - - - -      - - - - -      - - - - -

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED? 
TRANS: 027  KEY 1: F  KEY 2: DCD  KEY 3:         DIST: 00118

```

**Benefit Training Exercise III**  
**Building the Benefits Table – VISION CARE**

Use the information below to build a Benefit Plan Table for the District Vision Service program. Assume that the gross-to-net numbers have already been established in the Gross-To-Net Table.

From the Menu at the beginning of Function 11

Enter transaction 027

Use: Key 1 – Plan Code “F” for a future table

Key 2 – “VIP” for operator ZZZZ or “VIS” for operator AAAA

Hit enter and the screen will move to the blank Benefit Table Template

Use Plan Code Description – “VISSVC”

Use Deduction Gross-to-Net Number 164

Use Plan Type “V”

Use Plan Type Description “Vision”

Use District Contribution Gross-to-Net Number 165

Effective date: 09/01/13

Implementation Date: \_\_\_/\_\_\_/\_\_\_

Adoption date: 08/01/13 (Board approval date)

**Coverage Rate Levels**

<u>Level</u>	<u>Abbreviation</u>	<u>Deduction</u>	<u>Contribution</u>
01	SINGLE	25.50	48.50
02	TWOPTY	18.00	42.00
03	FAMILY	10.00	35.00
04	MG ONE	10.00	44.00
05	MG TWO	22.50	48.50
06	MGFMLY	15.00	42.00
07	50%ONE	18.00	45.00
08	50%TWO	10.00	35.00
09	HR ONE	15.00	40.00
10	HR TWO	10.00	35.00

When you have finished building this table, compare your table to the screen at the front of the room.

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

```

** CTL - BENEFITS PLAN TABLE - UPDATE **                               1127
VERSION: F                      PLAN CODE: VIP
DISTRICT: 00118 PLAN CODE DESCRIPTION: VISSVC      DEDUCTION GTN NUMBER: 164
PLAN TYPE: V
PLAN TYPE DESCRIPTION: VISION      CONTRIBUTION GTN NUMBER: 165
EFFECTIVE DATE: 09 01 13 IMPLEMENTATION DATE: 09 01 13 ADOPTION DATE: 08 01 13
- COVERAGE -      EMPLOYEE      EMPLOYER      - COVERAGE -      EMPLOYEE      EMPLOYER
LEVEL DESCRIP    DEDUC RATE    CONTR RATE    LEVEL DESCRIP    DEDUC RATE    CONTR RATE
01 SINGLE      2.50       42.50      02 TWO         5.00       40.00
03 FAMILY     10.00      35.00      04 MGT1        1.00       44.00
05 MGT2       2.50       42.50      06 MGTFLY     5.00       40.00
07 50%ONE    5.00       40.00      08 50%TWO    10.00      35.00
09 HR1        5.00       40.00      10 HR2        10.00      35.00
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?
TRANS: 027  KEY 1: F  KEY 2: VIP  KEY 3:    DIST: 00118

```

Intentionally left blank

**Benefit Training**  
**Changing the Cash In Lieu Screen**

```

** CTL - BENEFITS PLAN TABLE - UPDATE **                               1127

VERSION: F                      PLAN CODE: CIL

DISTRICT: 00001  PLAN CODE DESCRIPTION: CSHLIEU    DEDUCTION GTN NUMBER: 000
PLAN TYPE: C
PLAN TYPE DESCRIPTION: IN LIEU    CONTRIBUTION GTN NUMBER: 005

EFFECTIVE DATE: 01 01 14  IMPLEMENTATION DATE: 01 01 14  ADOPTION DATE: 08 01 13

- COVERAGE -      EMPLOYEE      EMPLOYER      - COVERAGE -      EMPLOYEE      EMPLOYER
LEVEL DESCRIP    DEDUC RATE    CONTR RATE    LEVEL DESCRIP    DEDUC RATE    CONTR RATE
01  TOW          0.00          100.00        ---             ---           ---
02  50%          0.00          125.00        ---             ---           ---
03  75%          0.00          150.00        ---             ---           ---
04  SEIU         0.00          450.00        ---             ---           ---
05  CSEA         0.00          400.00        ---             ---           ---
06  LACEA        0.00          500.00        ---             ---           ---
07  MGMT         0.00          750.00        ---             ---           ---
08  SUPT         0.00          1000.00       ---             ---           ---
---             ---           ---           ---             ---           ---

(093) - NEW RECORD - ENTER YOUR DATA
TRANS: 027  KEY 1: E  KEY 2: CIL  KEY 3:  DIST: 00001
    
```

This is a screen shot of the current district’s Cash-in-Lieu table. The County Office builds this screen for the district the first time, and after that, the district will maintain the table themselves.

To make changes to the contribution amounts or to change the levels and descriptions, if needed, the district needs to:

1. Print a copy of their current Benefit Plan table (see the sample above).
2. Follow the steps for creating a new CIL table with an “F” version for future using the same plan code of CIL.
3. Input the new dates and rates.
  -  Important: The implementation date can be no earlier than tomorrow.
4. After building the new table, approve it.

The future table will roll-in on its own on the implementation date.

**Benefits Training Exercise IV  
Standard Benefits Screen (020)**

Now that the benefit tables have been entered, establish various benefit plans and coverage levels as specified below. Assume the Benefit Plan Tables with the codes to be used have already been built with the levels specified.

From the HRS Main Menu, go to Function 01

Enter Transaction Code 020

The employee's benefits eligibility should be set to "F"

Operators using ZZZZ and AAAA should use one of the following employees:

- Marc Haas                    YK6226383
- Jane Yu                        NS9150745
- Charlotte Lassiter        BX4195259
- Joyce Hall                    GF6292862
- Frances Lambert         EU2900964

Use the following benefit levels:

<u>Benefit</u>	<u>Vendor</u>	<u>Plan Code</u>	<u>Level</u>	<u>Effective Date</u>	<u>End Date</u>
Medical	Blue Cross	BLC	03		
Dental	Delta	DDN	06	11/01/13	
Vision	VSP	VPP	86		

After entering all the information, hit the Enter key on your keyboard and the fields not filled in will populate. Then, go back and override the District and Employee contributions for Blue Cross Medical, changing the employee amount to \$150.00 and the district amount to \$450.00.

When you are finished, compare your screen to the screen at the front of the room.

**See HRS Manual, Section III, Page III-53 to III-56 under "Field Description"  
for details of Benefits Eligibility.**

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

Before changes

```

** PER - STANDARD BENEFITS DATA - UPD **                                0120
YK6226383  HAAS,MARC A.                                           EMPL STATUS: ACTIVE

PRIMARY JOB: 1                JOB TITLE: TEACHER CERT ADULT ED
BENEFIT ELIG: P              DATE OF BIRTH: 01 01 50  FIRST PROB SERVICE:
FULL/PART: F                 DEPENDENTS:  _   BARGAINING UNIT: AC  CAFE MAX:  _
PLAN/                         --DEDUCTION--  CONTRIBUTION-  EFFECTIVE
COVERG DESCRIPTION           NBR  EMPLOYEE  NBR  EMPLOYER  DATE  END DATE P
MEDICAL  _  _                PAYROLL:  _  _  _  _  _  _  _  _  _  _
DENTAL   _  _                PAYROLL:  _  _  _  _  _  _  _  _  _
VISION   _  _                PAYROLL:  _  _  _  _  _  _  _  _  _
LIFE 1   _  _                PAYROLL:  _  _  _  _  _  _  _  _  _
LIFE 2   _  _                PAYROLL:  _  _  _  _  _  _  _  _  _
DEP LIFE _  _                PAYROLL:  _  _  _  _  _  _  _  _  _
INC PROT CIP 01  INGIP  INGIP 000  0.00  269  10.87  10 01 01
PAYROLL:  _  _  _  _  _  _  _  _  _  _
(025) - SCREEN RESTARTED. NO FILES UPDATED.
TRANS: 020                EID: YK6226383                JOB: 1                DISTRICT 00118
    
```

After changes:

```

** PER - STANDARD BENEFITS DATA - UPD **                                0120
YK6226383  HAAS,MARC A.                                           EMPL STATUS: ACTIVE

PRIMARY JOB: 1                JOB TITLE: TEACHER CERT ADULT ED
BENEFIT ELIG: E              DATE OF BIRTH: 01 01 50  FIRST PROB SERVICE:
FULL/PART: F                 DEPENDENTS:  _   BARGAINING UNIT: AC  CAFE MAX:  _
PLAN/                         --DEDUCTION--  CONTRIBUTION-  EFFECTIVE
COVERG DESCRIPTION           NBR  EMPLOYEE  NBR  EMPLOYER  DATE  END DATE P
MEDICAL  BLC 03  BLUCRS  FAMILY 154  211.34  155  263.06  _  _  _  _
PAYROLL:  _  _  _  _  _  _  _  _  _  _
DENTAL   DDN 06  DELTA  MGFMLY 160  62.14  161  153.86  11 01 13
PAYROLL:  _  _  _  _  _  _  _  _  _  _
VISION   VPP 86  VSP    80%RBF 164  6.34  165  22.44  _  _  _  _
PAYROLL:  _  _  _  _  _  _  _  _  _  _
LIFE 1   _  _                PAYROLL:  _  _  _  _  _  _  _  _  _  _
LIFE 2   _  _                PAYROLL:  _  _  _  _  _  _  _  _  _  _
DEP LIFE _  _                PAYROLL:  _  _  _  _  _  _  _  _  _  _
INC PROT CIP 01  INGIP  INGIP 000  0.00  269  10.87  10 01 01
PAYROLL:  _  _  _  _  _  _  _  _  _  _
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?
TRANS: 020                EID: YK6226383                JOB: 1                DISTRICT 00118
    
```

**Benefits Training Exercise V**  
**Voluntary Benefits Screen (023)**

Establish the following benefits on the Voluntary Deduction Screen (023) for your test employee. Assume the following Gross-To-Net numbers have already been established in the district's Gross-to-Net table.

Use the same employee you used to manipulate Screen 020.

Navigate to function 01, screen 023

- CASBO dues

Deduction	\$22.00
GTN	277
Begin date	09/01/13
  
- Highland Federal Credit Union

Deduction	\$200.00
GTN	287
Deduction bal:	\$5400.00
  
- Industrial Alliance PacLife Insurance TSA

Reduction	\$150.00
GTN	060
Vendor #	0000008619
Start Date	09/01/13
Contribution	\$50.00
GTN	061
Vendor #	0000008619
Start Date	09/01/13
  
- Nationwide Trust Co. FSB – Roth TSA

Deduction	\$100.00
GTN	086
Vendor#	0000009792
  
- First Financial Federal Credit Union – Savings

Deduction	\$50.00
GTN	282
Vendor #	0000003118

When you have finished building screen 023 from the information listed above, compare your screen to the one at the front of the room.

H - DISTRICT BENEFITS AND SFS TABLE MAINTENANCE

\*\* PER - VOLUNTARY DEDUCTIONS - UPD \*\* 0123

YK6226383 HAAS, MARC A. EMPL STATUS ACTIVE

PRIMARY JOB: 1 JOB TITLE: TEACHER CERT ADULT ED

BENEFIT ELIG: P DATE OF BIRTH: 01 01 50 FIRST PROB SERVICE:

FULL/PART: F DEPENDENTS: BARGAINING UNIT: AC CAFE MAX:

GTN NUMBER	DESCRIPTION	TYPE	VENDOR CODE	DEDUCTION AMOUNT	BALANCE STATUS	DEDUCTION BALANCE	BEGINNING DATE	END DATE
<u>277</u>	CASBO DUES	D	<u>0000001158</u>	<u>22.00</u>			<u>09 01 13</u>	
<u>287</u>	HIGHLAND	D	<u>0000003487</u>	<u>200.00</u>		<u>5400.00</u>		
<u>060</u>	TSA #1 RED	R	<u>0000008619</u>	<u>150.00</u>			<u>09 01 13</u>	
<u>061</u>	TSA 12 ING	C	<u>0000008619</u>	<u>50.00</u>			<u>09 01 13</u>	
<u>086</u>	ROTH 403B	D	<u>0000009792</u>	<u>100.00</u>				
<u>282</u>	1STFFCUSVG	D	<u>0000003118</u>	<u>50.00</u>				

(002) - ENTER YOUR CHANGES. \_

TRANS: 023 EID: YK6226383 JOB: 1 DISTRICT 00001

Intentionally left blank



