



# HRS Help Sheet

website:www.lacoe.edu/hrs\_training  
email:sfshrsops@lacoe.edu

<	>	<b>01-General</b>	02-PComm Issues/Troubleshooting	03-Reports	04-Security	05-Specific Screens/Transactions	06-Forms	Page 1 of 32
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SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
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## 01-General Info

### A

#### Action Codes - Employee Data Base (EDB)

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoe.edu	1	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoe.edu	1	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoe.edu	1	ES-03

#### Additional Job Assignments

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoe.edu	2	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoe.edu	2	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoe.edu	2	ES-03

#### Alternative Retirement Plan

Social Security Alternative	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoe.edu	3	PY-02
Social Security Alternative - HRS Setup / Policy	Bertha Romero		(562) 922-6447	romero_bertha@lacoe.edu	3	PY-01
Social Security Alternative	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoe.edu	3	PY-03
STRS Eligibility/Coverage	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoe.edu	3	RT-01
PERS Eligibility/Coverage	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoe.edu	3	RT-03

#### Archived Employee Record

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoe.edu	227	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoe.edu	227	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoe.edu	227	ES-03

#### Assignment File Transfer

	Marshall Grayson	Supervising Credentials Technician	(562) 922-6504	grayson_marshall@lacoe.edu	333	CR-01
	Carolina Rangel	SFS Credentials Coordinator	(562) 922-6504	rangel_carolina@lacoe.edu	333	CR-02
Security access in RAD	HRS Operations Unit			sfshrsops@lacoe.edu	333	OP-99

#### Automated Processes/Features

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoe.edu	8	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoe.edu	8	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoe.edu	8	ES-03

#### Automobile Allowance

	Bertha Romero		(562) 922-6447	romero_bertha@lacoe.edu	10	PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoe.edu	10	PY-03

### B

#### Balance Adjustments - Gross-To-Net, Subject Gross Dollar, ESA User Balance, Cash Collections

	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoe.edu	11	PY-02
	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoe.edu	11	PY-11

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE	
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	11	PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoedu.edu	11	PY-03

**Bargaining Unit Code (BU)**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu.edu	340	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoedu.edu	340	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoedu.edu	340	ES-03
STRS Setup	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu.edu	340	RT-01
PERS Setup	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu.edu	340	RT-03

**Benefits Screens**

Screen setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu.edu	350	ES-01
Screen setup	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoedu.edu	350	ES-02
Screen setup	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoedu.edu	350	ES-03
TSA, 403b, or 457	Jeanette Brewer		(562) 922-6607	sfs_payroll_requests@lacoedu.edu	350	PY-07
Processing	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoedu.edu	350	PY-04
TSA, 403b, or 457	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu.edu	350	PY-02
Processing, policy	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	350	PY-01

**Board Members**

Compensation and Benefits	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	18	PY-01
Compensation and Benefits	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoedu.edu	18	PY-03
Retirement	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu.edu	18	RT-03

**Bonus Pay**

Payroll	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	20	PY-01
STRS Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu.edu	20	RT-01
PERS Retirement Impact	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu.edu	20	RT-03

**Buyback**

STRS	Rhuena Oliver		(562) 922-6428	oliver_rhuena@lacoedu.edu	136	RT-05
PERS	Scott Welker		(562) 922-6468	welker_scott@lacoedu.edu	136	RT-04
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu.edu	136	RT-03

**C**

**Cash Collections**

Overpayments	Jeanette Brewer		(562) 922-6607	sfs_payroll_requests@lacoedu.edu	26	PY-07
Overpayments	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu.edu	26	PY-02
Overpayments	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	26	PY-01
Overpayments	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoedu.edu	26	PY-03
STRS Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu.edu	26	RT-01
PERS Retirement Impact	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu.edu	26	RT-03

**Cash in Lieu of Benefits**

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
HRS Setup and Policy	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	28 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoedu.edu	28 PY-03

**CDB Maintenance**

District-maintained tables	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu.edu	29 ES-01
District-maintained tables	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoedu.edu	29 ES-02
District-maintained tables	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoedu.edu	29 ES-03
SFS-maintained tables	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu.edu	29 PY-05
SFS-maintained tables	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu.edu	29 PY-02
SFS-maintained tables	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	29 PY-01

**Coaching Assignments**

HRS Screen Setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu.edu	32 ES-01
HRS Screen Setup	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoedu.edu	32 ES-02
STRS Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu.edu	32 RT-01
PERS Retirement Impact	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu.edu	32 RT-03

**Commercial Warrant Register**

Reprint	Mark Miller		(562) 922-6676	miller_mark@lacoedu.edu	352 SS-01
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**Credential Tapes**

	Carolina Rangel	SFS Credentials Coordinator	(562) 922-6504	rangel_carolina@lacoedu.edu	37 CR-02
	Marshall Grayson	Supervising Credentials Technician	(562) 922-6504	grayson_marshall@lacoedu.edu	37 CR-01

**Credentials Ad HOC File Transfer in RAD**

Upload and content	Marshall Grayson	Supervising Credentials Technician	(562) 922-6504	grayson_marshall@lacoedu.edu	338 CR-01
Upload and content	Carolina Rangel	SFS Credentials Coordinator	(562) 922-6504	rangel_carolina@lacoedu.edu	338 CR-02
Security access in RAD	Yesenia Requena	Districts A-L includes LACOE	(562) 922-6609	sfshrsops@lacoedu.edu	338 OP-03
Security access in RAD	Linda Williams	Districts M-Z	(562) 922-6535	sfshrsops@lacoedu.edu	338 OP-04

**Credentials for Warrants Held by SFS**

Registration	Carolina Rangel	SFS Credentials Coordinator	(562) 922-6504	rangel_carolina@lacoedu.edu	38 CR-02
Registration	Marshall Grayson	Supervising Credentials Technician	(562) 922-6504	grayson_marshall@lacoedu.edu	38 CR-01

**Creditable Compensation Changes**

252

**D**

**Deductions - GTN Support, Full/Partial Suspended Balances, Refunds**

TSA, Alternative Retirement, Roth, 457	Jeanette Brewer		(562) 922-6607	sfs_payroll_requests@lacoedu.edu	42 PY-07
	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoedu.edu	42 PY-04
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu.edu	42 PY-05
TSA, Alternative Retirement, Roth, 457	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu.edu	42 PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	42 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoedu.edu	42 PY-03

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
Reprints	Mark Miller		(562) 922-6676	miller_mark@lacoedu	42 SS-01

**District-defined Code (D1, D2)**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu	345 ES-01
	Brigitta Cota	Districts Las Virgenes-Wisburn	(562) 922-6176	SFSEmployeeServices@lacoedu	345 ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoedu	345 ES-03

**Dock Time Computation**

	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoedu	52 PY-04
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu	52 PY-05
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu	52 PY-01

**Dollar Balances**

	Jeanette Brewer		(562) 922-6607	sfs_payroll_requests@lacoedu	355 PY-07
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu	355 PY-02
	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoedu	355 PY-11
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu	355 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoedu	355 PY-03

**E**

**Earnings Codes**

Table Setup	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu	54 PY-05
Table Setup	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu	54 PY-01
STRS Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu	54 RT-01
PERS Retirement Impact	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu	54 RT-03

**ED Code Adjustments**

Calculation	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoedu	58 PY-04
Calculation	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu	58 PY-05
Calculation	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu	58 PY-01
STRS Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu	58 RT-01
PERS Retirement Impact	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu	58 RT-03

**EDB Download**

Security access in RAD	Yesenia Requena	Districts A-L includes LACOE	(562) 922-6609	sfshrsops@lacoedu	60 OP-03
Security access in RAD	Linda Williams	Districts M-Z	(562) 922-6535	sfshrsops@lacoedu	60 OP-04
Data file extract	Erwin Labasan		(562) 922-6339	labasan_erwin@lacoedu	60 OP-02
Data file extract	Will Santos	HRS Operations and Security Coordinator	(562) 940-1791	santos_will@lacoedu	60 OP-01

**Employee Deletion (Purge)**

	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoedu	362 PY-04
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu	362 PY-05
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu	362 PY-01

**Employee Late Hire**

HRS Setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu	280 ES-01
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SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE	
HRS Setup	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	280	ES-02
HRS Setup	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	280	ES-03
Payroll Processing, Policy, Legal	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	280	PY-01
Payroll Processing, Policy, Legal	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	280	PY-03

### Employee Termination

HRS Setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	186	ES-01
HRS Setup	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	186	ES-02
HRS Setup	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	186	ES-03
Processing, Policy, Legal	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	186	PY-01
Processing, Policy, Legal	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	186	PY-03
STRS Retirement Refund	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	186	RT-01
PERS Retirement Refund	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	186	RT-03

### ESA - Calculation, Deduction, Balance Problems

	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	66	PY-04
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	66	PY-01

### Evaluation Type (ET) Code

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	68	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	68	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	68	ES-03

## F

### Fair Labor Standards Act (FLSA) - Minimum Wage/Overtime

	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	71	PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	71	PY-03

### Fatal Errors - Payroll

	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	70	PY-04
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	70	PY-05
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	70	PY-01

## G

### Garnishments/Levies/Wage Assignments

	Michelle Bilbrey	Districts A-Ge	(562) 922-6458	bilbrey_michelle@lacoed.edu	74	PY-08
	Jessie Pearman	Districts Gf-N	(562) 922-6457	pearman_jessie@lacoed.edu	74	PY-09
	Joseph Bequette	Districts O-Z	(562) 922-6431	bequette_joseph@lacoed.edu	74	PY-10
	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoed.edu	74	PY-11

### Gender Coding

HRS Screen Set-up	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	75	ES-01
HRS Screen Set-up	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	75	ES-02
HRS Screen Set-up	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	75	ES-03
STRS Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	75	RT-01

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE	
PERS Retirement Impact	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	75	RT-03

**Government Compensation Data File**

Report Content	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	332	ES-99
Security access in RAD	HRS Operations Unit			sfshrsops@lacoed.edu	332	OP-99
Report Content	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	332	PY-99

**GTN Payroll Calculation**

	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	123	PY-04
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	123	PY-05
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	123	PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	123	PY-03

**H**

**Health and Welfare Fringe Account Proration**

6600 Report	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	78	PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	78	PY-01
Setup	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	78	PY-03

**History - Job**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	356	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	356	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	356	ES-03

**History - Payroll**

Payroll Information	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	357	PY-04
Payroll Information - Districts A-G	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	357	PY-05
Payroll Information - Districts H-T	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	357	PY-02
Payroll Information - Districts V-W	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoed.edu	357	PY-11
Payroll Information	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	357	PY-01
Payroll Information	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	357	PY-03
STRS Retirement Information	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	357	RT-01
PERS Retirement Information	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	357	RT-03

**I**

**Income Tax Calculation**

	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	84	PY-04
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	84	PY-05
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	84	PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	84	PY-01

**IRC Section 125 Cafeteria Plans**

Implementation	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	21	PY-04
HRS Setup/Policy/Implementation	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	21	PY-01
HRS Setup/Policy/Implementation	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	21	PY-03

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
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**J**

**Job Assignments**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu	7 ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoedu	7 ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoedu	7 ES-03

**Job Assignments - Delete**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu	354 ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoedu	354 ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoedu	354 ES-03

**Job Assignments - Multiple**

HRS screen setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu	360 ES-01
HRS screen setup	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoedu	360 ES-02
HRS screen setup	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoedu	360 ES-03
STRS Retirement	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu	360 RT-01
PERS Retirement	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu	360 RT-03

**Job Assignments - Transfers**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu	193 ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoedu	193 ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoedu	193 ES-03

**L**

**Labor Distribution**

Security access in RAD	Yesenia Requena	Districts A-L includes LACOE	(562) 922-6609	sfshrsops@lacoedu	90 OP-03
Security access in RAD	Linda Williams	Districts M-Z	(562) 922-6535	sfshrsops@lacoedu	90 OP-04
Data file extract	Erwin Labasan		(562) 922-6339	labasan_erwin@lacoedu	90 OP-02
Data file extract	Will Santos	HRS Operations and Security Coordinator	(562) 940-1791	santos_will@lacoedu	90 OP-01

**Leave Accrual**

HRS upload	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu	358 ES-01
HRS upload	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoedu	358 ES-02
HRS upload	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoedu	358 ES-03
Security access in RAD	HRS Operations Unit			sfshrsops@lacoedu	358 OP-99

**Leave Reason (LR) Code**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu	341 ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoedu	341 ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoedu	341 ES-03

**M**

**Mass Changes**

Salary and Stipend Changes	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu	97 ES-01
Salary and Stipend Changes	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoedu	97 ES-02

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE	USE
Salary and Stipend Changes	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	97	ES-03
On-request EDB Changes	Erwin Labasan		(562) 922-6339	labasan_erwin@lacoed.edu	97	OP-02

**Mass Retro**

Processing	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	98	ES-01
Processing	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	98	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	98	ES-03

**Minimum Wage**

	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	99	PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	99	PY-03

**N**

**New Hire / Initial Employment**

HRS Setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	103	ES-01
HRS Setup	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	103	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	103	ES-03

**New Hire Reporting**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	228	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	228	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	228	ES-03

**Non-Employee - Benefit Processing and COBRA**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	104	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	104	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	104	ES-03

**O**

**Object Account Code**

	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	106	PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	106	PY-03

**Object Account Code - Salary**

	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	158	PY-04
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	158	PY-05
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	158	PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	158	PY-03

**Object Account Code Override - Table Changes, Time Reporting, Earnings Type**

	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	107	PY-04
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	107	PY-01

**One Time Deduction**

Districts A-G	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	109	PY-04
Districts H-T	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	109	PY-05
Districts V-W	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	109	PY-02
	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoed.edu	109	PY-11



SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE	
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu	109	PY-01

**One-Time Pay**

Payroll Processing	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoedu	110	PY-04
Payroll Processing - Districts A-G	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu	110	PY-05
Payroll Processing - Districts H-T	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu	110	PY-02
Payroll Processing - Districts V-W	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoedu	110	PY-11
Payroll Processing	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu	110	PY-01
STRS Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu	110	RT-01
PERS Retirement Impact	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu	110	RT-03

**One-Time Retirement Deduction**

STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu	112	RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu	112	RT-03

**Overpayments - Retirement**

STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu	114	RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu	114	RT-03

**Overpayments - Salary**

	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu	115	PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu	115	PY-01

**Overtime**

Pay Calculation Earnings Types, Education Codes & Code Citations	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu	116	PY-01
Pay Calculation Earnings Types, Education Codes & Code Citations	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoedu	116	PY-03
STRS Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu	116	RT-01
PERS Retirement Impact	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu	116	RT-03

**P**

**Pay Location (PL) Code**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu	343	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoedu	343	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoedu	343	ES-03

**Payroll Adjustments**

Payroll Processing - Districts A-G	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu	122	PY-05
Payroll Processing - Districts H-T	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu	122	PY-02
Payroll Processing- Districts V-W	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoedu	122	PY-11
Payroll Processing	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu	122	PY-01
STRS Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu	122	RT-01
PERS Retirement Impact	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu	122	RT-03

**Payroll Pickup Information**

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
	Mark Miller		(562) 922-6676	miller_mark@lacoed.edu	126 SS-01

**Payroll Problems - No Warrants/Deductions Not Taken, Wrong Pay Rate, Tax Computation, Tax Refunds**

	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	127 PY-05
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	127 PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	127 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	127 PY-03

**Payroll Scheduling**

	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	133 PY-05
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	133 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	133 PY-03

**Payroll Selection**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	134 ES-99
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	134 PY-01

**Pension Reform Status**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	251 ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	251 ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	251 ES-03

**Permanency Indicator (PI) Code**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	342 ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	342 ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	342 ES-03

**Position Control Module (Function 10)**

	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	138 ES-03
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**Position Costs (PC) Code**

Position control districts only	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	346 ES-03
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**Position Requests Number (PN) Code**

Position control districts only	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	347 ES-03
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**Post Retirement Employment**

STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	253 RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	253 RT-03

**Prime Job Assignment**

HRS Setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	139 ES-01
HRS Setup	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	139 ES-02
HRS Setup	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	139 ES-03
Tax Impact/Benefit Impact	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	139 PY-04
Tax Impact/Benefit Impact	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	139 PY-01

**Prior Period Adjustments**

OASDI and Medicare	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	141 PY-02
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SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
OASDI and Medicare	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	141 PY-01
STRS Retirement Impact	Rhuena Oliver		(562) 922-6428	oliver_rhuena@lacoed.edu	141 RT-05
PERS Retirement Impact	Scott Welker		(562) 922-6468	welker_scott@lacoed.edu	141 RT-04
STRS Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	141 RT-01
PERS Retirement Impact	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	141 RT-03

**Q**

**Quarterly Reporting and Deposits**

	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	143 PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	143 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	143 PY-03

**R**

**Reduced Workload**

	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	145 RT-01
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**Refunds**

Deduction/Contributions/Alt. Retirement Plans	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	146 PY-02
Deduction/Contributions/Alt. Retirement Plans	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoed.edu	146 PY-11
Deduction/Contributions/Alt. Retirement Plans	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	146 PY-01
STRS Retirement	Rhuena Oliver		(562) 922-6428	oliver_rhuena@lacoed.edu	146 RT-05
PERS Retirement	Scott Welker		(562) 922-6468	welker_scott@lacoed.edu	146 RT-04

**Reports**

Ad hoc reports - HRS Business Objects (BO)	Yesenia Requena	Districts A-L includes LACOE	(562) 922-6609	sfshrsops@lacoed.edu	359 OP-03
Ad hoc reports - HRS Business Objects (BO)	Linda Williams	Districts M-Z	(562) 922-6535	sfshrsops@lacoed.edu	359 OP-04
Ad hoc reports - HRS Business Objects (BO)	Erwin Labasan		(562) 922-6339	labasan_erwin@lacoed.edu	359 OP-02
Online on-request	Will Santos	HRS Operations and Security Coordinator	(562) 940-1791	santos_will@lacoed.edu	359 OP-01
Missing / Reprints	HRS Systems & Support Unit			sfssupportservices@lacoed.edu	359 SS-99

**Retirement - Membership Qualifications**

STRS	Rhuena Oliver		(562) 922-6428	oliver_rhuena@lacoed.edu	249 RT-05
PERS	Scott Welker		(562) 922-6468	welker_scott@lacoed.edu	249 RT-04
STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	249 RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	249 RT-03

**Retirement - Status, Effective Date, Plans, Plan Codes**

	Rhuena Oliver		(562) 922-6428	oliver_rhuena@lacoed.edu	156 RT-05
	Scott Welker		(562) 922-6468	welker_scott@lacoed.edu	156 RT-04

**Retirement File Upload in RAD**

Security access in RAD	Yesenia Requena	Districts A-L includes LACOE	(562) 922-6609	sfshrsops@lacoed.edu	339 OP-03
Security access in RAD	Linda Williams	Districts M-Z	(562) 922-6535	sfshrsops@lacoed.edu	339 OP-04
Upload and content	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	339 RT-03

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE	
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**Retirement Reporting Rate including Overrides**

STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	157	RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	157	RT-03

**Retroactive Adjustments**

Mass processing	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	161	ES-01
Mass processing	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	161	ES-02
Mass processing	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	161	ES-03
Individual processing - STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	161	RT-01
Individual processing - PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	161	RT-03

**RX Feature - Automated**

	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	160	PY-05
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	160	PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	160	PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	160	PY-03

**RX/LX Adjustments**

	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	254	PY-05
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	254	PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	254	PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	254	PY-03

**RXS/LXS Transactions**

	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	363	RT-01
	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	363	RT-03

**S**

**Salary Schedule**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	351	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	351	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	351	ES-03

**Seniority / Longevity**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	213	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	213	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	213	ES-03

**Service Credit**

STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	256	RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	256	RT-03

**Sick and Vacation Balance**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	331	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	331	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	331	ES-03

**Sick Leave Balance Upload to RAD**

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
File upload	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	290 ES-99
Security access in RAD	Yesenia Requena	Districts A-L includes LACOE	(562) 922-6609	sfshrsops@lacoed.edu	290 OP-03
Security access in RAD	Linda Williams	Districts M-Z	(562) 922-6535	sfshrsops@lacoed.edu	290 OP-04
<b>Social Security Number Change</b>					
	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	170 PY-04
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	170 PY-05
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	170 PY-01
<b>Special Contracts - PERS,OASDI, Medicare</b>					
	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	171 RT-03
<b>State-Dated Reissue Warrants - Payroll "A" and Commercial "B"</b>					
	Maria Yslas		(562) 922-6586	sfs_payroll_requests@lacoed.edu	173 PY-06
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	173 PY-05
<b>Standard Days/Hours Per month</b>					
HRS Setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	174 ES-01
HRS Setup	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	174 ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	174 ES-03
<b>State Disability Insurance (SDI)</b>					
HRS Setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	165 ES-01
HRS Setup	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	165 ES-02
HRS Setup	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	165 ES-03
Coverage	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	165 PY-02
<b>State Unemployment Insurance (SUI) - Coverage/Policy</b>					
HRS Procedures	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	179 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	179 PY-03
<b>Stipends - Periodic and Dated</b>					
HRS Setup and Policy	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	39 ES-01
HRS Setup and Policy	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	39 ES-02
HRS Setup and Policy	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	39 ES-03
Payroll Processing	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	39 PY-04
Payroll Processing	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	39 PY-05
Payroll Processing	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	39 PY-01
STRS Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	39 RT-01
PERS Retirement Impact	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	39 RT-03
<b>Student Worker Coding</b>					
	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoed.edu	177 PY-11
<b>Substitutes</b>					
STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	178 RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	178 RT-03

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
<b>Summer Session for Certificated Employees</b>					
HRS Setup and Policy	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	30 ES-01
HRS Setup and Policy	Brigitta Cota	Districts Las Virgenes-Wisburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	30 ES-02
HRS Setup and Policy	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	30 ES-03
Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	30 RT-01
<b>Supplemental Cycle XXX Payrolls</b>					
	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	180 PY-04
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	180 PY-05
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	180 PY-02
	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoed.edu	180 PY-11
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	180 PY-01
<b>Supplemental Tax Option</b>					
	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	181 PY-04
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	181 PY-05
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	181 PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	181 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	181 PY-03
<b>Tax Coding - Aggregate/Supplemental</b>					
	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	182 PY-04
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	182 PY-05
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	182 PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	182 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	182 PY-03
<b>Tax Deposit Data (Function 17)</b>					
	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	183 PY-04
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	183 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	183 PY-03
<b>Tax Reconciliation</b>					
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	317 PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	317 PY-01
<b>Tax Sheltered Annuities - 403b, 457b, Roth</b>					
Refunds	Rick Ternus		(562) 922-6464	sfs_payroll_requests@lacoed.edu	184 PY-12
Processing, Policy, Legal	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	184 PY-02
HRS setup, vendor setup, processing, policy, legal	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	184 PY-01
Policy, Legal	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	184 PY-03
<b>Taxes - SDI, SUI, Federal Withholding (FWT), and State Withholding (SWT)</b>					
HRS Screen Setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	135 ES-01
HRS Screen Setup	Brigitta Cota	Districts Las Virgenes-Wisburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	135 ES-02

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
HRS Screen Setup	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	135 ES-03
Refunds	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	135 PY-04
Payroll Processing	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	135 PY-05
Payroll Processing	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	135 PY-02
Policy/Legal	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	135 PY-01
Payroll Processing	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	135 PY-03

**Termination Reason (TR) Code**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	344 ES-01
	Brigitta Cota	Districts Las Virgenes-Wisburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	344 ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	344 ES-03

**Time Balances**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	188 ES-01
	Brigitta Cota	Districts Las Virgenes-Wisburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	188 ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	188 ES-03

**Time Report File - Current Month Positive Pay (Z Time File)**

HRS Setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	246 ES-01
HRS Setup	Brigitta Cota	Districts Las Virgenes-Wisburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	246 ES-02
HRS Setup	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	246 ES-03
Payroll Processing	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	246 PY-04
Payroll Processing	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	246 PY-01
Payroll Processing	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	246 PY-03

**Time Report File - Override**

	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	365 PY-04
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	365 PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	365 PY-01

**Time Report File - Regular and ESA**

Regular and ESA	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	189 PY-04
Regular	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	189 PY-02
Regular and ESA	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	189 PY-01

**Time Transactions**

	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	366 PY-04
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	366 PY-01

**Training**

Human Resource System (HRS)	HRS Operations Unit			sfshrsops@lacoed.edu	192 OP-99
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**V**

**Vendor Number**

TSAs or Deferred Compensation	Jeanette Brewer		(562) 922-6607	sfs_payroll_requests@lacoed.edu	194 PY-07
	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	194 PY-04

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
TSA's or Deferred Compensation	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu.edu	194 PY-02

**Vendor Table Updates**

TSA's or Deferred Compensation	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu.edu	196 PY-05
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu.edu	196 PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	196 PY-01

**W**

**W-2 - Fringe Benefit Reporting**

	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu.edu	72 PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	72 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoedu.edu	72 PY-03

**W-2c**

	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu.edu	198 PY-02
	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoedu.edu	198 PY-11
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	198 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoedu.edu	198 PY-03

**W-2s - Duplicate**

	Jeanette Brewer		(562) 922-6607	sfs_payroll_requests@lacoedu.edu	53 PY-07
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu.edu	53 PY-02
	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoedu.edu	53 PY-11
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	53 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoedu.edu	53 PY-03

**Warrant Cancellation - Manual**

Commerical "B" Warrants	Maria Yslas		(562) 922-6586	sfs_payroll_requests@lacoedu.edu	24 PY-06
Payroll "A" Warrants	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoedu.edu	24 PY-04
Commerical "B" Warrants	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu.edu	24 PY-05
Payroll "A" Warrants	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	24 PY-01

**Warrant Cancellations - Automatic**

	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoedu.edu	9 PY-04
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu.edu	9 PY-05
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	9 PY-01

**Warrant Pull List**

	Maria Yslas		(562) 922-6586	sfs_payroll_requests@lacoedu.edu	364 PY-06
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu.edu	364 PY-05

**Warrant Stub - Earnings Statement**

	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoedu.edu	56 PY-04
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu.edu	56 PY-05
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	56 PY-01

**Warrants - Deceased Employee**

	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu.edu	41 PY-02
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SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE	
	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoedu.edu	41	PY-11
	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	41	PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoedu.edu	41	PY-03

**Warrants - Lost**

Payroll "A" and Commercial "B" Warrants	Maria Yslas		(562) 922-6586	sfs_payroll_requests@lacoedu.edu	94	PY-06
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**Warrants - Release of Payroll Warrants**

	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	147	PY-01
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**Warrants - Release of Payroll Warrants for Expired Credentials**

	Maria Yslas		(562) 922-6586	sfs_payroll_requests@lacoedu.edu	148	PY-06
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**Warrants - Replacement - Payroll "A" and Commercial "B" Warrants**

	Maria Yslas		(562) 922-6586	sfs_payroll_requests@lacoedu.edu	149	PY-06
	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu.edu	149	PY-05

**Window for Processing**

Employee Data Base (EDB)	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoedu.edu	200	ES-01
Employee Data Base (EDB)	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoedu.edu	200	ES-02
Employee Data Base (EDB)	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoedu.edu	200	ES-03
Payroll Processing	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoedu.edu	200	PY-04
Payroll Processing	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoedu.edu	200	PY-05
Payroll Processing	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoedu.edu	200	PY-02
Payroll Processing	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoedu.edu	200	PY-11
Payroll Processing	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	200	PY-01

**Work Calendars**

Districts Calendars / Master Calendars	Steven Mansell		(562) 922-6178	SFSEmployeeServices@lacoedu.edu	330	ES-04
STRS Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu.edu	330	RT-01
PERS Retirement Impact	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu.edu	330	RT-03

**Y**

**Year-Round School**

Payroll Processing	Bertha Romero		(562) 922-6447	romero_bertha@lacoedu.edu	204	PY-01
STRS Retirement Impact	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu.edu	204	RT-01
PERS Retirement Impact	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu.edu	204	RT-03

End of section - 01-General Info

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
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02-HRS Troubleshooting

**H**

**HRS Access Problems**

Connectivity issues	Help Desk		(562) 922-6646	helpdesk@lacoed.edu	361	HP-01
Security log-in problems	Yesenia Requena	Districts A-L includes LACOE	(562) 922-6609	sfshrsops@lacoed.edu	361	OP-03
Security log-in problems	Linda Williams	Districts M-Z	(562) 922-6535	sfshrsops@lacoed.edu	361	OP-04
Security log-in problems	Erwin Labasan		(562) 922-6339	labasan_erwin@lacoed.edu	361	OP-02
Security log-in problems	Will Santos	HRS Operations and Security Coordinator	(562) 940-1791	santos_will@lacoed.edu	361	OP-01

**HRS PComm - Software Installation / HRS Emulator**

	Help Desk		(562) 922-6646	helpdesk@lacoed.edu	79	HP-01
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**S**

**Screen Aborts/Malfunction**

	Yesenia Requena	Districts A-L includes LACOE	(562) 922-6609	sfshrsops@lacoed.edu	164	OP-03
	Linda Williams	Districts M-Z	(562) 922-6535	sfshrsops@lacoed.edu	164	OP-04
	Erwin Labasan		(562) 922-6339	labasan_erwin@lacoed.edu	164	OP-02
	Will Santos	HRS Operations and Security Coordinator	(562) 940-1791	santos_will@lacoed.edu	164	OP-01

End of section - 02-HRS Troubleshooting

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
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03-Reports

**B**

**Benefits Statement**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	151 PY-99
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**Benefits Table (27) Report (AIMS027)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	219 PY-99
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**Bi-Monthly Reported New Hired Employees (AIMS210)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	229 ES-99
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**C**

**Calendar Year-To-Date Accumulators (PERCYTD)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	319 ES-99
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**Change Register (AIMS140)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	31 ES-99
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**Control and Reconciliation (PAYR077)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	318 PY-99
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**Credential List**

	SFS Credentials Unit			sfscertification@lacoed.edu	153 CR-99
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**Credential Reports in RAD**

Report Content	Carolina Rangel	SFS Credentials Coordinator	(562) 922-6504	rangel_carolina@lacoed.edu	334 CR-02
Report Content	Marshall Grayson	Supervising Credentials Technician	(562) 922-6504	grayson_marshall@lacoed.edu	334 CR-01
Security access in RAD	HRS Operations Unit			sfshrsops@lacoed.edu	334 OP-99

**D**

**Department Notification (PERS111)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	152 ES-99
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**Detailed Deduction Register (PAYR121)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	299 PY-99
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**District Codes Table (28) Report (AIMS028)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	220 ES-99
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**District Profile Table (20) Report (AIMS020)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	215 ES-99
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	215 PY-99

**E**

**Earnings Table Report (10) (AIMS010)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	45 PY-99
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**Edit Exception Report (AIMS115)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	233 ES-99
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**Employee Information Report (EIR)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	63 ES-99
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SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
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**Employee List With Credentials (AIMS079) - Sorted by Credential, Employee, or Work Location**

Report Content	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	235 ES-99
Report Request	HRS Operations Unit			sfshrsops@lacoed.edu	235 OP-99

**Employees With Non-Zero ESA Amounts (PPESADSP)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	240 PY-99
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**ESA Time Report Check Off (PAYR009)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	310 PY-99
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**Expiring Credential Notifications (PERS750)**

	Marshall Grayson	Supervising Credentials Technician	(562) 922-6504	grayson_marshall@lacoed.edu	349 CR-01
	Carolina Rangel	SFS Credentials Coordinator	(562) 922-6504	rangel_carolina@lacoed.edu	349 CR-02

**F**

**Future EDB Transactions Report (FDTR01)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	234 ES-99
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**G**

**Gross Pay Derivation Report (PAYR059)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	288 PY-99
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**Gross To Net Table Report (AIMS002)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	92 PY-99
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**H**

**HRS Account Code Override List (POSR085)**

	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	301 ES-03
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**HRS Departmental Position Allocation List (POSR010)**

	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	302 ES-03
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**HRS District Payroll Schedule**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	224 PY-99
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**HRS Position Control Discrepancy Report (POSR060)**

	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	300 ES-03
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**HRS Position Control Job Class List (POSR070)**

	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	305 ES-03
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**HRS Position Control Position List (POSR020)**

	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	303 ES-03
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**HRS Position Control Account List (POSR080)**

	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	306 ES-03
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**J**

**Job Classification Table (4) (AIMS004)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	34 ES-99
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**N**

**New Hire/Rehire Exception Report (AIMS211)**

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
	HRS Employee Services Unit			SFSEmployeeServices@laco.edu	230 ES-99
<b>P</b>					
<b>Payroll Accounting Report (PP6600)</b>					
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@laco.edu	348 PY-02
<b>Payroll Accounting Report by Employee (PP6600)</b>					
	SFS Payroll Unit			sfs_payroll_requests@laco.edu	295 PY-99
<b>Payroll Audit Register PAYR095)</b>					
	SFS Payroll Unit			sfs_payroll_requests@laco.edu	278 PY-99
<b>Payroll Deposit Recap (PAYR130)</b>					
	SFS Payroll Unit			sfs_payroll_requests@laco.edu	296 PY-99
<b>Payroll Error Exception Reports</b>					
	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@laco.edu	124 PY-04
	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@laco.edu	124 PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@laco.edu	124 PY-01
<b>Payroll Input Register (PAYR035)</b>					
	SFS Payroll Unit			sfs_payroll_requests@laco.edu	298 PY-99
<b>Payroll Report Reprints</b>					
	SFS Payroll Unit			sfs_payroll_requests@laco.edu	132 PY-99
<b>Payroll Reports in RAD</b>					
Security access in RAD	HRS Operations Unit			sfshrsops@laco.edu	335 OP-99
Report Content	SFS Payroll Unit			sfs_payroll_requests@laco.edu	335 PY-99
<b>Personnel Reports in RAD</b>					
Report Content	HRS Employee Services Unit			SFSEmployeeServices@laco.edu	154 ES-99
Report Access in RAD	HRS Operations Unit			sfshrsops@laco.edu	154 OP-99
<b>Position Change Report (POSR030)</b>					
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@laco.edu	304 ES-03
<b>Position Profile Form</b>					
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@laco.edu	308 ES-03
<b>Position Requisition Form</b>					
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@laco.edu	307 ES-03
<b>Prior Year Payroll Deposit Recap (PAYR131)</b>					
	SFS Payroll Unit			sfs_payroll_requests@laco.edu	297 PY-99
<b>Q</b>					
<b>Quarterly Contribution Return and Report of State Disability Insurance Wages (PAYR202D)</b>					
	SFS Payroll Unit			sfs_payroll_requests@laco.edu	327 PY-99
<b>Quarterly Disability Insurance Negative Wages Exception Report (PAYR204DE)</b>					
	SFS Payroll Unit			sfs_payroll_requests@laco.edu	328 PY-99
<b>Quarterly Personal Income Tax Withheld Exception Report (PAYR203PE)</b>					
	SFS Payroll Unit			sfs_payroll_requests@laco.edu	326 PY-99

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
<b>Quarterly Report of Personal Income Tax Withheld (PAYR202P)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	325 PY-99
<b>Quarterly Report of Unemployment Insurance Wages (PAYR202U)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	323 PY-99
<b>Quarterly Totals/Accumulators (PPCNVCHK)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	321 PY-99
<b>Quarterly Totals/State Withheld Tax (SWT) (PPCNVCHK)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	322 PY-99
<b>Quarterly Unemployment Insurance Negative Wages Exception Report (PAYR203UE)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	324 PY-99
<b>R</b>					
<b>Rejected ESA Time Report (PAYR010)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	239 PY-99
<b>Reports</b>					
Ad hoc Reports - HRS Business Objects (BO)	Yesenia Requena	Districts A-L includes LACOE	(562) 922-6609	sfshrsops@lacoed.edu	101 OP-03
Ad hoc Reports - HRS Business Objects (BO)	Linda Williams	Districts M-Z	(562) 922-6535	sfshrsops@lacoed.edu	101 OP-04
Ad hoc Reports - HRS Business Objects (BO)	Erwin Labasan		(562) 922-6339	labasan_erwin@lacoed.edu	101 OP-02
Online on-request	Will Santos	HRS Operations and Security Coordinator	(562) 940-1791	santos_will@lacoed.edu	101 OP-01
Missing / Reprints	HRS Systems & Support Unit			sfssupportservices@lacoed.edu	101 SS-99
<b>Reprint - Time Reports, Deductions, Commerical Warrant Register</b>					
	HRS Systems & Support Unit			sfssupportservices@lacoed.edu	190 SS-99
<b>Run Control Report (AIMS135)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	232 ES-99
<b>S</b>					
<b>Salary Table - Column Step (24) Report (AIMS024)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	216 ES-99
<b>Salary Table - Range Step (25) Report (AIMS025)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	217 ES-99
<b>Security Reports</b>					
	HRS Operations Unit			sfshrsops@lacoed.edu	83 OP-99
<b>Speed Key Table Report (26) Report (AIMS026)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	222 ES-99
<b>Stipend Table (26) Report (AIMS026)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	218 ES-99
<b>T</b>					
<b>Time Report File - ESA (PAYR007)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	67 PY-99
<b>Time Report File - Regular (PAYR006)</b>					

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	236 PY-99

**TSA Reports in RAD**

Security access in RAD	HRS Operations Unit			sfshrsops@lacoed.edu	336 OP-99
Report Content	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	336 PY-99

**W**

**W-2 Confirmation Listing (PAYR172)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	329 PY-99
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**W-2 Exception Listing (PAYR172)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	320 PY-99
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**W-2 Statements Reports**

	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	197 PY-02
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	197 PY-01
	April Reynolds Casey	SFS Payroll Coordinator	(562) 922-6585	casey_april@lacoed.edu	197 PY-03

**Work Calendar Table (29) Report (AIMS029)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	221 ES-99
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**Work Location Table (11) Report (AIMS011)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	214 ES-99
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End of section - 03-Reports

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
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**04-Security**

<b>C</b>					
<b>Credential Operating System (COS) Security</b>					
Add, Change, Delete Users	Yesenia Requena	Districts A-L includes LACOE	(562) 922-6609	sfshrsops@lacoed.edu	81 OP-03
Add, Change, Delete Users	Linda Williams	Districts M-Z	(562) 922-6535	sfshrsops@lacoed.edu	81 OP-04
	Erwin Labasan		(562) 922-6339	labasan_erwin@lacoed.edu	81 OP-02
	Will Santos	HRS Operations and Security Coordinator	(562) 940-1791	santos_will@lacoed.edu	81 OP-01

<b>H</b>					
<b>Human Resource System (HRS) Security</b>					
Add, Change, Delete Users	Yesenia Requena	Districts A-L includes LACOE	(562) 922-6609	sfshrsops@lacoed.edu	82 OP-03
Add, Change, Delete Users	Linda Williams	Districts M-Z	(562) 922-6535	sfshrsops@lacoed.edu	82 OP-04
	Erwin Labasan		(562) 922-6339	labasan_erwin@lacoed.edu	82 OP-02
	Will Santos	HRS Operations and Security Coordinator	(562) 940-1791	santos_will@lacoed.edu	82 OP-01

<b>R</b>					
<b>REAPS Security</b>					
	Rhuena Oliver		(562) 922-6428	oliver_rhuena@lacoed.edu	120 RT-05

<b>Reports and Data (RAD) Security</b>					
Add, Change, Delete Users	Yesenia Requena	Districts A-L includes LACOE	(562) 922-6609	sfshrsops@lacoed.edu	80 OP-03
Add, Change, Delete Users	Linda Williams	Districts M-Z	(562) 922-6535	sfshrsops@lacoed.edu	80 OP-04
	Erwin Labasan		(562) 922-6339	labasan_erwin@lacoed.edu	80 OP-02
	Will Santos	HRS Operations and Security Coordinator	(562) 940-1791	santos_will@lacoed.edu	80 OP-01

<b>S</b>					
<b>STRS Secure Employer Web (SEW) Site</b>					
	Rhuena Oliver		(562) 922-6428	oliver_rhuena@lacoed.edu	250 RT-05

End of section - 04-Security



SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
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**05-Specific Screens/Transactions**

**A**

**Archived EDB Record Screen (039)**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	5	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	5	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	5	ES-03

**B**

**Batch Control - Time Input Screen (001)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	241	PY-99
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**Batch Status Inquiry Screen (027)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	287	PY-99
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**Batch Transaction Summary Screen (026)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	225	PY-99
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**Benefits Screen (020) - Standard**

Screen setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	15	ES-01
Screen setup	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	15	ES-02
Screen setup	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	15	ES-03
TSA, 403b, or 457	Jeanette Brewer		(562) 922-6607	sfs_payroll_requests@lacoed.edu	15	PY-07
Processing	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	15	PY-04
TSA, 403b, or 457	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	15	PY-02
Processing, Policy	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	15	PY-01

**Benefits Screen (021) - Additional Standard**

Screen setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	16	ES-01
Screen setup	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	16	ES-02
Screen setup	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	16	ES-03
TSA, 403b, or 457	Jeanette Brewer		(562) 922-6607	sfs_payroll_requests@lacoed.edu	16	PY-07
Processing	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	16	PY-04
TSA, 403b, or 457	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	16	PY-02
Processing, Policy	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	16	PY-01

**C**

**Confidential Information Screen (013)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	35	ES-99
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**Contact Data Screen (012)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	36	ES-99
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**Contribution Detail - Payroll History Screen (005)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	284	PY-99
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**Credential Information Inquiry Screen (010)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	207	ES-99
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SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
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**D**

**Deduction Detail - Payroll History Screen (004)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	283 PY-99
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**Dependents by Name Screen (022)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	48 ES-99
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**Direct Deposit Screen (025)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	49 PY-99
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**District Codes Table Screen (028)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	50 ES-99
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**District Profile Screens (020/021)**

General Information	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	51 ES-99
Payroll Tax Information	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	51 PY-99
STRS Retirement Information	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	51 RT-01
PERS Retirement Information	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	51 RT-03

**E**

**Earning Detail Screen (003)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	282 PY-99
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**Earnings Table Screen (010)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	57 PY-99
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**Education Screen (015)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	61 ES-99
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**Employee Payroll History Screen (001)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	285 PY-99
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**Employee Transaction Summary Screen (025)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	286 PY-99
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**Employer Fringe Benefits Screen (Function 17, 012)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	294 PY-99
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**Employment Verification Screen (019)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	65 ES-99
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**ESA Time Report File Screen (003)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	238 PY-99
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**Experience and Organization Screen (016)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	69 ES-99
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**F**

**Future-Dated EDB Changes (104, 105, 106)**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	73 ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	73 ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	73 ES-03

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
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**G**

**Garnishments Screen (032)**

	Michelle Bilbrey	Districts A-Ge	(562) 922-6458	bilbrey_michelle@lacoed.edu	209	PY-08
	Jessie Pearman	Districts Gf-N	(562) 922-6457	pearman_jessie@lacoed.edu	209	PY-09
	Joseph Bequette	Districts O-Z	(562) 922-6431	bequette_joseph@lacoed.edu	209	PY-10

**Gross Dollar Balances Screen (034)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	289	PY-99
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**Gross To Net Balance Screen (035)**

	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	62	PY-05
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	62	PY-01

**Gross-To-Net Table Screen (002)**

	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	77	PY-05
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	77	PY-01

**J**

**Job Assignment Screen (004)**

Add/Change/Delete	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	6	ES-01
Add/Change/Delete	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	6	ES-02
Add/Change/Delete	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	6	ES-03

**Job Classification Table Screen (004)**

Add/Change/Delete	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	86	ES-01
Add/Change/Delete	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	86	ES-02
Add/Change/Delete	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	86	ES-03
STRS Retirement Fields	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	86	RT-01
PERS Retirement Fields	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	86	RT-03

**Job History Screens (007, 008, 009)**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	88	ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	88	ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	88	ES-03

**L**

**Labor Distribution Screen (006)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	89	ES-99
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**Leave Account Balances Screen (031)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	91	ES-99
Upload file from RAD	HRS Operations Unit			sfshrsops@lacoed.edu	91	OP-99

**Licenses, Honors, and Comments Screen (018)**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	93	ES-99
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**M**

**Mass Change - Automated Salary and Stipend Changes Screens (034, 035, 036)**

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	144 ES-99

<b>Miscellaneous Personal Data Screen (014)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	100 ES-99

<b>N</b>					
<b>Name Search Screens (097, 098, 099)</b>					
	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	102 ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	102 ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	102 ES-03

<b>New Assignments Screen (002)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	206 ES-99

<b>New Hire SSN Confirmation Screen (001)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	223 ES-99

<b>O</b>					
<b>One Time Pay Screen (004)</b>					
Payroll Processing	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	244 PY-04
Payroll Processing - Districts A-G	Terrie Luevano		(562) 922-6442	luevano_terrie@lacoed.edu	244 PY-05
Payroll Processing - Districts H - T	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	244 PY-02
Payroll Processing - Districts V-W	Michelle Bilbrey		(562) 922-6874	bilbrey_michelle@lacoed.edu	244 PY-11
Payroll Processing	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	244 PY-01
STRS Retirement Fields and Adjustments	Rhuena Oliver		(562) 922-6428	oliver_rhuena@lacoed.edu	244 RT-05
PERS Retirement Fields and Adjustments	Scott Welker		(562) 922-6468	welker_scott@lacoed.edu	244 RT-04
STRS Retirement	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	244 RT-01
PERS Retirement	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	244 RT-03

<b>Overnight Fatal Error Messages Screen (022)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	312 PY-99

<b>Overnight Warning Error Messages Screen (023)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	314 PY-99

<b>Override Time Entry Screen (005)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	243 PY-99

<b>P</b>					
<b>Payroll Reports Available Screen (Function 17, 010)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	291 PY-99

<b>Payroll Schedules / Cycles Available Screen (Function 17, 011)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	292 PY-99

<b>Payroll Tax Status Screen (030)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	64 PY-99

<b>PERS Detail Inquiry Screen (007)</b>					
	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	262 RT-03

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
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<b>Personnel Action Data Screen (003)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	137 ES-99

**R**

<b>Refunds (013)</b>					
	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	311 PY-01

<b>Reinstate Archived Employee Screen (038)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	212 ES-99

<b>Report Request Screen (039)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	231 ES-99

<b>Retirement Balances Screen (036)</b>					
STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	210 RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	210 RT-03

<b>Retirement Plan Data Screen (039)</b>					
STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	248 RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	248 RT-03

**S**

<b>Salary Schedule Table Screens (024/025)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	33 ES-99

<b>Salary/Pay Rate Screen (005)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	163 ES-99

<b>Seniority / Longevity Screen (011)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	208 ES-99

<b>Skills and Languages Screen (017)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	169 ES-99

<b>Speed Key / Account Code Linkup Table Screen (040)</b>					
	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	226 ES-99

<b>Speed Key Table Screen (026)</b>					
Non-Position Control Districts	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	172 ES-01
Non-Position Control Districts	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	172 ES-02
Position Control Districts	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	172 ES-03

<b>STRS Detail Inquiry Screen (008)</b>					
	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	367 RT-01

**T**

<b>Tax Deposit Recap - Current, Cancellations, Prior Year Screen (Function 17, 012)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	293 PY-99

<b>Time Entry Error Corrections Screen (020)</b>					
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	313 PY-99

<b>Time File Review Screen (024)</b>					
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SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	315 PY-99

**Time Report File - Current Month Positive Pay (Z Time File) Screen (006)**

HRS Setup	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	245 ES-99
Payroll Processing	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	245 PY-99

**Time Report File Screen (002)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	242 PY-99
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**U**

**Union Dues Balances Screen (037)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	211 PY-99
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**V**

**Voluntary Deductions Screen (023)**

HRS Setup	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	17 ES-01
HRS Setup	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	17 ES-02
HRS Setup	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	17 ES-03
TSA's or Deferred Compensation	Jeanette Brewer		(562) 922-6607	sfs_payroll_requests@lacoed.edu	17 PY-07
HRS Setup	Magdalena Sandoval		(562) 922-6449	sfs_payroll_requests@lacoed.edu	17 PY-04
TSA's or Deferred Compensation	Stephanie Villarreal		(562) 922-6585	villarreal_stephanie@lacoed.edu	17 PY-02
Processing and Policy	Bertha Romero		(562) 922-6447	romero_bertha@lacoed.edu	17 PY-01

**W**

**Warrant Summary Screen (002)**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	281 PY-99
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**Work Calendar Table Screen (029)**

	Steven Mansell		(562) 922-6178	SFSEmployeeServices@lacoed.edu	23 ES-04
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**Work Location Table Screen (011)**

	Steven Mansell	Districts ABC-Lancaster	(562) 922-6178	SFSEmployeeServices@lacoed.edu	203 ES-01
	Brigitta Cota	Districts Las Virgenes-Wiseburn	(562) 922-6176	SFSEmployeeServices@lacoed.edu	203 ES-02
	Laura Gutierrez	HRS Employee Services Coordinator	(562) 922-6471	SFSEmployeeServices@lacoed.edu	203 ES-03

End of section - 05-Specific Screens/Transactions

SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE
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06-Forms

**E**

**Employment Termination or Sick Leave Correction**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	275 PY-99
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**Express Benefit Report**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	274 PY-99
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**G**

**Gross To Net Request Form**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	264 PY-99
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**H**

**HRS Earnings Type Request Form**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	266 PY-99
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**M**

**Mass Change Request Form**

	Erwin Labasan		(562) 922-6339	labasan_erwin@lacoed.edu	268 OP-02
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**Mass Retro Generation Request Form**

	HRS Employee Services Unit			SFSEmployeeServices@lacoed.edu	267 ES-99
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**O**

**One Time Death Benefit Recipient**

STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	276 RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	276 RT-03

**P**

**Payroll Cash Collection**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	309 PY-99
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**Payroll Selection Sheet Form**

	SFS Payroll Unit			sfs_payroll_requests@lacoed.edu	265 PY-99
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**Permissive Election/Acknowledgement**

STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	269 RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	269 RT-03

**R**

**Reduced Workload Program Eligibility Certification**

STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	271 RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	271 RT-03

**Refund Application**

STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	273 RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoed.edu	273 RT-03

**Retirement Discrepancy Notice**

STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoed.edu	272 RT-01
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SubjectDesc	ContactPerson	ContactInfo	Phone	Email	LACOE USE	
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu.edu	272	RT-03
<b>Retirement System Election</b>						
STRS	Talina Ornelas	STRS Coordinator	(562) 922-6295	ornelas_talina@lacoedu.edu	270	RT-01
PERS	Claudette Wiggan-Reid	PERS Coordinator	(562) 922-6565	wiggan_claudette@lacoedu.edu	270	RT-03

End of section - 06-Forms