

DISTRICT PERSONNEL INFORMATION SERVICES
DIVISION OF SCHOOL FINANCIAL SERVICES

# SESSION E TIME REPORTING 2025-2026 TRAINING MANUAL

# An Official Publication



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# **Agenda**

# **Welcome and Introductions**

• What is covered in this training session

# > Time Reporting

- HRS District Payroll Schedule
- Earning Codes
- Work Calendars
- ESA Time File
- Time Report File
- Override "V" Feature
- Automated RX Feature
- One-Time Pay Screen
- Z Time File and the Speed Key

# > Evaluation and close of session

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# SECTION I.

# **PAY SCHEDULE AND TABLES**

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# DIVISION OF SCHOOL FINANCIAL SERVICES HRS DISTRICT PAYROLL SCHEDULE SEPTEMBER 2017 ISSUE DATE

CYCLE	CYCLE SCHEDULE	PAYROLI FROM	PAYROLL PERIOD FROM TO	МЕМО	ISSUE DATE	PAYROLL PROD. DATE	TIME REPORT PRODUCTION	DD INPUT CUTOFF	SCHEDULE
C	C1B	08-01-17	08-31-17	1STWD	09-01-17	08-29-17	08-18-17	08-22-17	C1B
72	V2D	08-01-17	08-31-17	5TH	09-05-17	08-29-17	08-18-17	08-25-17	V2D
7	V1G	08-16-17	08-31-17	5TH	09-05-17	08-29-17	08-18-17	08-25-17	V1G
E1	E1D	08-01-17	08-31-17	5ТН	09-05-17	08-30-17	08-21-17	08-25-17	E1D
CS	C5B	08-01-17	08-31-17	5ТН	09-05-17	08-30-17	08-21-17	08-25-17	C5B
E4	E4D	08-01-17	08-31-17	10TH	09-08-17	09-01-17	08-24-17	08-29-17	E4D
Ŧ	H1D	08-16-17	08-31-17	10TH	09-08-17	09-01-17	08-24-17	08-29-17	H1D
င္ပ	C3B	08-01-17	08-31-17	10TH	09-08-17	09-05-17	08-24-17	08-29-17	C3B
72	V2E	09-01-17	09-15-17	20TH	09-20-17	09-14-17	09-05-17	09-08-17	V2E
>	V1H	09-01-17	09-15-17	20TH	09-20-17	09-14-17	09-05-17	09-08-17	V1H
E1	E1E	09-01-17	09-30-17	ESA	09-20-17	09-15-17	09-06-17	09-08-17	E1E
E4	E4E	09-01-17	09-30-17	ESA	09-25-17	09-19-17	09-11-17	09-15-17	E4E
Ħ	H1E	09-01-17	09-15-17	25ТН	09-25-17	09-20-17	09-11-17	09-15-17	H1E
C5	C2C	09-01-17	09-30-17	LWD	09-29-17	09-25-17	09-15-17	09-19-17	C2C
5	C1C	09-01-17	09-30-17	1STWD	10-02-17	09-27-17	09-18-17	09-22-17	C1C
8	ssue Dates may	be changed base	ed upon observed	Bank holid	ays and County off	ice closures. Obse	issue Dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.	onsidered non-wor	rk days.
Time F	Time Report Production Date	ion Date	Time reports are p	sing page this	day. Employees to	be listed on time rep	Time reports are produced this day. Employees to be listed on time report/screen must be loaded in EDB by 7:00 pm this day.	paded in EDB by 7:0	00 pm this day.

If you have any questions regarding this schedule, please call the SFS-Payroll Section at (562) 922-6442. See back page for Regular Verification & Supplemental Schedule

Issue date printed on warrants. Warrants are not to be released to employees prior to this date, per County Treasurer's Office.

Payroll is produced on this day. Time entry must be completed by 7:00 pm this day.

Payroll Production Date

Iss ue Date

District will have time reports/screens available the next day

08-07-17

SEPTEMBER 2017

	HRS SUPPLEMENTAL	PRODUCTION SCHEDULE	
Production	For Verification	For Real	Issue Date
Date	Warrants Schedule	Warrants Schedule	Real Warrants
09/01/17	249	244	09/06/17
09/02/17		SAT	
09/03/17		SUN	
09/04/17		HOL	
09/05/17	250	248	09/07/17
09/06/17	251	249	09/08/17
09/07/17	254	250	09/11/17
09/08/17	255	251	09/12/17
09/09/17		SAT	
09/10/17		SUN	
09/11/17	256	254	09/13/17
09/12/17	V2E, V1H, 257	255	09/14/17
09/13/17	E1E, 258	256	09/15/17
09/14/17	261	257	09/18/17
09/15/17	E4E, 262	258	09/19/17
09/16/17		SAT	
09/17/17		SUN	
09/18/17	H1E, 263	261	09/20/17
09/19/17	264	262	09/21/17
09/20/17	265	263	09/22/17
09/21/17	C2C, 268	264	09/25/17
09/22/17		265	09/26/17
09/23/17		SAT	
09/24/17		SUN	
09/25/17	C1C	268	09/27/17
09/26/17	271		
09/27/17	272		
09/28/17	E1F, C5C, 275	271	10/02/17
09/29/17	276	272	10/03/17
09/30/17		SAT	

RETROACTIVE PRODUCTION SCHEDULE						
	Transaction	Production				
Schedule	Gen Date	Date	Issue Date			
R07	08/25/17					
R08	09/01/17	09/07/17	09/11/17			
R09	09/08/17	09/14/17	09/18/17			
R10	09/15/17	09/21/17	09/25/17			
R11	09/22/17					
R12	09/29/17	10/05/17	10/09/17			

LACOE 2017-2018 OBSERVED HOLIDAYS						
07-04-17	Independence Day	12-25-17	Christmas Holiday			
09-04-17	Labor Day	12-29-17	New Year's Eve			
11-10-17	Veteran's Day	01-01-18	New Year's Day			
11-22-17	Thanksgiving Holiday	01-15-18	Martin Luther King Jr. Day			
11-23-17	Thanksgiving Holiday	02-12-18	Lincoln's Birthday			
11-24-17	Thanksgiving Holiday	02-19-18	Washington's Birthday			
12-22-17	Christmas Holiday	05-28-18	Memorial Day			

Issue dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.

# **Earnings Code Table (010)**

	*** TABLE SEARCH ***	1672
	EARNINGS TABLE	
_ DBS DEF BEN SU	_ CEP EXT PERIOD _ JDP JURY DUTY	_ CEL CELL PHONE
_ REG REGULAR	_ MRT MERIT AWRD _ LON LONGEVITY	_ SH1 SHFT 1 DIF
_ RNU REG PAY ND	_ OT1 OT STR TM _ LOT LOTTERY	_ SH2 SHFT 2 DIF
_ ESA ESA	_ OT2 OT DBL TM _ MNT MENTOR	_ SH3 SHFT 3 DIF
_ UOS UOS	_ OVL CERT OVERL _ MST MASTER TCH	_ LXS LXS
_ DKT DOCK-TIME	_ OVT OT TM & HF _ NDL ADDL N D	_ RAE RET ADJERN
_ DNU DOCK TM ND	_ STF BUY _ NRL ADDL N R	_ RAN RET ADJ NO
_ ECL LATE HIRE	_ INN ADD PT NP RIN RET INCENT	_ RDA RET ADJDED
_ ECT EARLY TERM	_ INO INTERSN OT RNN RET INCENT	_ RDN RET ADJDED
_ EDK ED DOCK	_ INT INTERSESSN _ RNS RET INC NS	_ RXS RXS
_ SPR SUB PAY	_ AAL AUTO ALLOW RWK RET INCENT	_ FRL FURLOUGH
_ ECA ED CDE ADJ	_ BNS BONUS STRS _ SKI SCK INCENT	_ HCA HLTH CARE
_ MCC MED CAT RF	_ BON BONUS _ WCA WRK COMP	_ DOC DRDGREE
_ VPL VAC PO LMP	_ CAS ADD STUDNT _ WKS WORKSHOP	_
_ VPO VAC PAYOFF	_ CCH CERT COACH _ NTR INTEREST	_
_ DPA D PART NS	_ CDL ADDL C D RTN RETRO NSUB	_
_ DPB D PART ST	_ CRL ADDL C R RTS RETRO SUBJ	_
_ ELH ED LV HALF	_ DBL DEF BEN LM _ STL SETTLEMENT	_
_ SBP SAB PAID	_ DEP DEP HAL HOUSING AL	_
_ BTS BEG SUPPRT	_ EPA EPA _ BLD BILING DIF	
(X) DETAIL,	(F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)	_
TRANS: <u>010</u> KEY	1: KEY 2: KEY 3:	_ DISTRICT <u>00111</u>

The Earnings Code Table stores earnings codes and related data which determine how time transactions and retroactive pay adjustments process through payroll production. An earnings code is required for every time transaction (e.g., REG - regular pay, OVT - overtime). This code determines retirement earnings, tax deductions, leave accounting and seniority hours. The earnings code must be on the Earnings Code Table (010).

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.

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

### Work Calendar Table (029)

						*>	к С	TL - I	JORK C	ALENDAI	R TABLE	- INC	UIRY	**			1629
			(	CALE	END	AR:	<u>A</u>	ı	FISCAL	YEAR:	<u>15</u>	DESCRI	PTION	: ADMI	N		
DIS	STRI	ICT:	. 00	9132	2 H(	DURS	s PE	ER DA'	Y: 8.0	OO NUMI	BER OF	PERIOD	S: 12	PAY	CYCLE	GROUP	': G1
								PAID	PAID	UN					PAID	PAID	UN
В	EGIN	N	E	END		APF	ᆫ	WORK	N WRK	PAID	BEGIN	l E	ND	APPL	WORK	N WRK	PAID
	DATE	=		DATE	Ε	МО	/YR	DAYS	DAYS	DAYS	DATE		ATE	MO/YR	DAYS	DAYS	DAYS
07	01	14	07	31	14	07	14	13	0	0							
08	01	14	08	31	14	08	14	20	0	0							
09	01	14	09	30	14	09	14	21	0	0							
10	01	14	10	31	14	10	14	21	0	0							
11	01	14	11	30	14	11	14	18	0	0							
12	01	14	12	31	14	12	14	12	0	0							
01	01	15	01	31	15	01	15	20	0	0							
02	01	15	02	28	15	02	15	20	0	0							
03	01	15	03	31	15	03	15	22	0	0							
04	01	15	04	30	15	04	15	16	0	0							
05	01	15	05	31	15	05	15	22	0	0							
06	01	15	06	30	15	06	15	21	0	0							
									ANN	JAL:	07 01	14 06	30 15		226	0	0
															_		
TR	ANS:	<u>0</u> 2	29	ŀ	ΚEΥ	1:	A			KEY 2:	<u>15</u>	KEY	′3: _		DIS	Γ: <u>001</u>	11

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

The purpose of a work calendar is to tell HRS

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

### In addition,

- The pay periods on the calendar, in conjunction with the time report code, determine whether an employee appears on the time file
- The paid workdays from the calendar are generated on the time file for monthly employees with a time report code of "T."
- The paid work days are accessed during payroll processing to determine whether an employee is paid the full monthly salary or pay is calculated using a daily rate.

Refer to your HRS System Operations Manual, beginning on Page II-27, for more information on Work Calendar Tables.

SECTION II.

**OVERVIEW** 

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### **Time Reports**

For every regular and ESA pay schedule a time report is created. The time report file is created on-line and a preprinted time report is distributed to districts approximately one and a half weeks prior to payroll production. The printed report is for district use only and can be used for site reporting of time, if desired, since the report is sorted by time report location. Reports are not returned to the County Office. All time input is done on-line by the district.

Preprinted Time Reports and Time Report Files are sorted as follows:

- Schedule
- Job Type (Certificated/Classified/Student)
- Time Report Location
- Employee Name
- Position Number

### **District Profile Table (1620)**

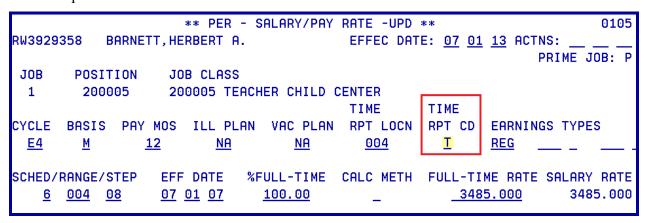
When generating a time report, the system checks the District Profile Table (020) to see if the pay cycle is listed.

```
** CTL - DISTRICT PROFILE TABLE 1 - INQUIRY **
                                                                          1620
DIST NAME: TRAINING DISTRICT
                                                    DISTRICT: 00111
 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
                                NUMBER OF COPIES
 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: 99999999
                                                   EFFECTIVE DATE: 00 00 00
        UNEMPLOYMENT: 99999999
                                     PERS PICKUP OR EMPLOYEE PAID: P
        SDI REPT-NO:
                                                   EFFECTIVE DATE: 02 01 86
                                     STRS PICKUP OR EMPLOYEE PAID: P
   PBA-HW-PRORATION: A
                                                   EFFECTIVE DATE: 02 01 86
     LEAVE ACCT USE: N
     LEAVE IN HOURS: H
                                     STRS OASDI CONTRCT INDICATOR:
    CSEA UNION DUES: Y
                                                   EFFECTIVE DATE: 00 00 00
             KEY 1: 00111
TRANS: 020
                                 KEY 2:
                                                 KEY 3:
                                                                 DIST: 00111
```

# Salary /Pay Rate Screen (005) – EDB

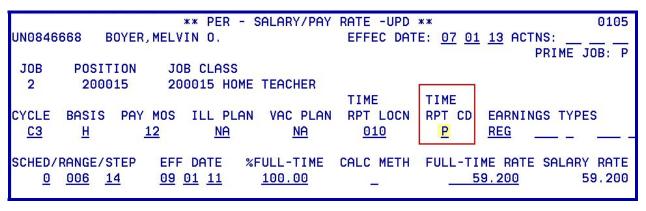
If the cycle is listed, the EDB is checked for positions with an ESA pay cycle and a time report code of "T." The system also checks the accrual periods on the calendar to which the position is tied. If the calendar periods match the accrual periods of the schedule and the time report code is "T," the system runs a "dummy" payroll process to determine the monthly net pay which is divided in half and displayed on the time report. The system uses the rate, which is on EDB Salary/Pay Rate Screen (005) on the night the time report is produced. The exception would be mid-month changes processed prior to Time File Production.

When the time report code is "T" on EDB Salary/Pay Rate Screen (005), the system prints units of time on the time report.



** PAY -	TIME REPORT FILE - UPD **	0202
SCHEDULE: E4F TRL: 004 C	PAY PERIOD: 09 01 11 TO 09 30 11	PAGE: 0001
12	3	
C TC B ERN TIME ERN TIME	ERN TIME RATE/AMT FROM DATE	TO DATE BAT
BARNETT,HERBERT A.	RW3929358 1-200005-P	
_ <u>TX M REG <mark>21.00</mark></u>	<u>3485.000</u>	

When the time report code is "P" on EDB Salary/Pay Rate Screen (005), the system prints the job only. This is recommended for hourly/daily pay basis if employee hours/days vary per pay period. on the time report.



** PAY	- TIME REPORT FILE - UPD **	0202
SCHEDULE: C3C TRL: 010 C	PAY PERIOD: 10 01 11 TO 10 31 11	PAGE: 0003
12	3	
C TC B ERN TIME ERN TIM	E ERN TIME RATE/AMT FROM DATE	TO DATE BAT
BOYER, MELVIN O.	UN0846668 2-200015-P	
_ <u>TX H REG</u>	<u> 59.200</u>	
	<u></u>	
	<u> 59.200</u>	
	<u> 59.200</u>	

The system also considers the job status and the effective dates for any leaves, terminations or late hires. To be included on the ESA time report file, the job status for the position can be "A" (active), "P" (paid leave), "F" (future), or "T" (terminated). The Status Date for "F" or "T" must be within the pay period.

# **Messages on Time Transaction**

The preprinted time report is a duplicate of the on-line time report file except that the printed report lists actions or messages on an employee's time transaction. Some are information and require no action. Others may require an adjustment to the Employee Data Base.

"EXPIRED CREDENTIAL"	Credential expires before the end of the pay period.
"INVALID CREDENTIAL"	Credential code is XXXXX. A valid credential must be entered or a warrant will not be produced.
"LATE HIRE"	Hired after the first day of the pay period.
"MID-MONTH RATE CNG"	Salary change within the pay period.
"PAID LEAVE"	On paid leave.
"REHIRE"	Was terminated then hired back into the same position.
"RETIREMENT CHANGE"	Retirement change within the pay period.

# E – TIME REPORTING

"RTRN FROM PAID LV"	Returning from paid leave within the pay period.
"RTRN FROM UNPAID LV"	Returning from an unpaid leave within the pay period.
"TERMINATED"	Terminated during the pay period.
"UNPAID LEAVE"	Went on unpaid leave during the pay period.
"UNPD LV WHOLE PERIOD"	Certificated employee on unpaid leave during the whole pay period.
"NO HISTORY FOUND"	The Job Status Date, Salary Effective Date or the Retirement Date on the EDB fell within or after the Pay Period, no Job History could be found for that position.
"CK SALARY EFFEC DATE"	The Salary Effective Date on the EDB is greater than the Accrual End Date, a rate for the current Pay Period could not be found.
"NO CNG FOUND - HIST"	The Job Status Date, Salary Effective Date or the Retirement Date on the EDB fell within or after the Pay Period, no change was found in Job History in regard to those dates.
"ZEROS-HIST EFFEC DT"	The Job Status Date, Salary Effective Date or the Retirement Date on the EDB fell within or after the Pay Period, zeros were found in the History Effective Date.
"STATUS ERROR"	The Job Status Date on the EDB indicated a change in the Job Status, there was no Job History to support the change.
"NO PREVIOUS HIST"	The Job Status Date, Salary Effective Date or the Retirement Date on the EDB fell within or after the Pay Period, no Job History prior to the date on the EDB was found.
"NO HIST IN PAYPERIOD"	The Job Status Date, Salary Effective Date or the Retirement Date on the EDB fell within or after the Pay Period, there was no Job History within the Pay Period, therefore could not support the change.
"NO RATE FOUND FOR DT"	The Salary Effective Date was within the Pay Period indicating a Salary Change, an old rate could not be found in Job History.
"STATUS CHANGE"	The Job Status Date on the EDB was within the Pay Period indicating a Status Change, a rate for the date of the Status Change could not be found.
"NEW RATE NOT FOUND"	There was a Salary Change within the Pay Period, a new rate could not be found.

# **Navigating from Screen To Screen**

Each printed time report page contains two on-line screens of transactions are displayed in the following. To move from screen to screen, in the action field, type:

- B To move back one screen
- F To move forward one screen

# **ESA Time Report File - Online**

Page 1 – First online screen.

** PAY - ES	SA TIME REPORT	FILE - UPD **	0200
SCHEDULE: E4E TRL: 010 N	PAY PERIOD: 0	9 01 11 TO 09	30 11 PAGE: 0015
PAGE APPROVAL _			ESA
		POSITION	RATE C AMT BAT
ADOUED OPETOLIEN D	D 17074 0 40	0.000040.0	0040 000 4000
ARCHER, GRETCHEN R.	RJ7871049	3 622042 P	3942.000 <u>1833</u>
ATKINSON, JENNIFER T.	UT0858262	2 622044 P	4546.000 <u>2114</u>
BALDWIN,RANDY A.	UU9135970	4 622042 P	3817.000 <u>1698</u>
BARBER,GLORIA A.	PD0848079	1 410005 P	7378.000 <u>3354</u>
BAREFOOT,EDGAR A.	DQ0455463	8 670002 P	4443.000 <u>956</u>
BENTON, BONNIE E.	BX8262829	2 621043 P	3690.800 <u>1592</u>
BOWDEN, EUGENE O.	CZ9825743	1 621041 P	3419.800 <u>1513</u>
BOWDEN, JEFFREY O.	MV4755278	4 622043 P	4067.000 <u>1814</u>
BOWEN,LINDA O.	CU3943828	1 670002 P	4443.000 <u>1869</u>
BURNS,KEITH U.	DG5964061	1 621041 P	3442.000 <u>1426</u>
CHAPMAN, BETTY H.	SH7185954	2 621041 P	3392.000 <u>1290</u>
CLARK, FRED L.	PJ7264283	2 621041 P	3392.000 <u>1500</u>
CLEMENTS, JUDY L.	TZ9253394	7 622044 P	4421.000 <u>1800</u>
CONRAD, PETER O.	QP1990409	1 670002 P	4568.000 <u>1762</u>
COWAN, BROOKE O.	ZG7270865	2 621041 P	3369.800 <u>1339</u>
DALY, JUANITA A.	ZC0771568	2 621041 P	3234.800 <u>1379</u>
(002) - ENTER YOUR CHANGES.			_
TRANS <u>003</u> SCH E4E BT 110 PAGE	<u>0015</u> <u>0100</u> EID		TRL DIST <u>00111</u>

 $Page \ 1-Second \ online \ screen.$ 

** PAY - E	SA TIME REPORT	FILE - UPO	) **	0203
SCHEDULE: E4E TRL: 010 N	PAY PERIOD:	09 01 11 TO	0 09 30 11 F	PAGE: 0015
PAGE APPROVAL _		POSITION	RATE	ESA C AMT BAT
DEAN, CONNIE E.	XM6669616			
DIXON,ROSEMARY I. DYER,VERNON Y.	PF8267114 PK1453837			0 <u>1993</u> 0 1438
FAIRCLOTH, GAYLE A.	VU4185281	3 621041		1291
FINK, LAURENCE I.	AX6282365			<u> 1671</u>
GARDNER,LORRAINE A. GILLIAM,TAMMY I.	AS0049161 YY5522413			0 <u>1494</u> 0 <u>1391</u>
GLASS, GLORIA L.	JU0105598			0 _ <u>1513</u>
GOODWIN,LARRY O.	TV2028045			0 <u>1527</u>
HAAS,HERMAN A. HALE,NORMA A.	FC2010299 DA5356173			9 <u>1924</u> 9 <u>542</u>
HALL, DON A.	GW0042898			9 _ <u>542</u> 9 _ <u>2124</u>
HERNDON, JOHN E.	PG8225602	7 621041		1490
KEMP, LAURENCE E.	FY5509655	1 621043	P 3813.000	0 <u>1700</u>
(298) - NO CHANGES ON PREVIOU	S SCREEN			I
TRANS <u>003</u> SCH E4E BT 110 PAGE	<u>0015</u> <u>0100</u> EID		TRL	DIST <u>00111</u>

# ESA Time Report File – Printed Copy

PAGE NO. 1	ISSUE DATE 08/25/11 PAY PERIOD 09/01/11-09/30/11	AY/LOC	$\overline{}$	010	1	010	$\vdash$	010	010	010	010	010	010	010	010	010	010	010	010	010	010	010	010	010	010	010	010	010	010	010	010
		ESA		2114	S L	956	59	51	81	1869	42	$\mathcal{C}$	50	1800	9/	$\mathcal{C}$	37	9	9	43	29	9	1494	39	$\vdash$	5	1924	542	$\vdash$	49	7
SYSTEM		% FT	00.00	100.000	00.00	100.000	00.0	00.00	00.0	00.0	00.0	0.0	00.0	0	0	100.000	0	00	0	00.00	00.00	00.00	0	00	100.000	100.000	100.000	00.	0.00	0.00	100.000
/RETIREMENT	JOBS	RATE	942.00	46	378.00	443.00	0.8	419.80	00.790	443.0	2.00	392.00	392.00	421.00	568.00	369.	234.80	369.80	443.00	34.80	392.00	992.	369.80	442.	419.00	713.00	443.00	69.80	568.00	69.80	3813.000
PERSONNEL/PAYROLL/RETIREMENT	CLASSIFIED J	POSITION NO.	22042-	2-622044-P 4-622042-P	-410005-	8-670002-P	-621043-	-621041-	-622043-	7000	-621041-	-621	-621041 -	-622044-	-670002-	2-621041-P	-621041 -	-621041-	-670002-	-621041 -	-621041 -	-622042-	-621041 -	4-621041-P	4-621041-P	-621043 -	-670002-	7-621041-P	70002-	-62104	1-621043-P
	CT V TECHNOLOGY	EID	04	UT0858262	07	46	82	74	27	82	90	95	28	39	40	$\infty$	9	$\vdash$	PF8267114	$^{\circ}$	$\infty$	AX6282365	16	$\vdash$	9	TV2028045	9	DA5356173		9	FY5509655
PAYR007/PP30B0XX/030188	SCHEDULE E4E DISTRICT 00111 TRAINING DISTRICT TIME REP LOCATION 010 EDUCATION TECHNOLOGY	KEPOKT TIME ZI:3/:U8 EMPLOYEE NAME		ATKINSON, JENNIFER T. RAI.DWIN. RANDY A	BARBER, GLORIA A.	BAREFOOT, EDGAR A.	BENTON, BONNIE E.	BOWDEN, EUGENE O.	BOWDEN, JEFFREY O.	BOWEN, LINDA O.	BURNS, KEITH U.	CHAPMAN, BETTY H.	CLARK, FRED L.	CLEMENTS, JUDY L.	CONRAD, PETER O.	COWAN, BROOKE O.	DALY, JUANITA A.	DEAN, CONNIE E.	DIXON, ROSEMARY I.	DYER, VERNON Y.	FAIRCLOTH, GAYLE A.	FINK.LAURENCE I.	GARDNER, LORRAINE A.	GILLIAM, TAMMY I.	GLASS, GLORIA L.	GOODWIN, LARRY O.	HAAS, HERMAN A.	HALE, NORMA A.	HALL, DON A.	HERNDON, JOHN E.	KEMP, LAURENCE E.

# **Regular Time Report File - Online**

Page 1 – First online screen.

SCHEDULE: E4F TRL	_: 004 C PAY F			0202 PAGE: 0001
1 C TC B ERN TIME	_	-3 TIME RATE/A	MT FROM DATE	TO DATE BAT
BARNETT,HERBERT _ <u>TX M REG 21.00</u> - — - — —		3485.	000 000	
		2405	000	
_ <u>TX M REG</u> 			900	
BEAN, LAWRENCE E.		UC8199337	1-200005-P	
		150.	900	
(002) - ENTER YOUR ( TRANS <u>002</u> SCD <u>E4F</u> B				 _ 

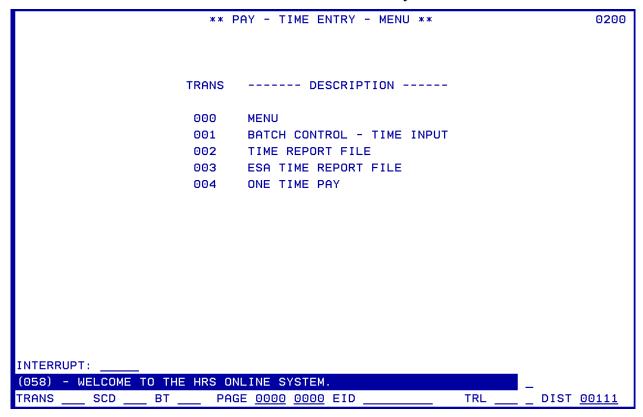
Page 1 – Second online screen.

THE PERCHASIAN AND THE PERCHASIA	00
** PAY - TIME REPORT FILE - UPD ** 02	
SCHEDULE: E4F TRL: 004 C PAY PERIOD: 09 01 11 TO 09 30 11 PAGE: 000	1
12	
C TC B ERN TIME ERN TIME ERN TIME RATE/AMT FROM DATE TO DATE B	AT
BEAN, LAWRENCE E. UC8199337 3-180151-	
<u>TX_MREG</u>	
AP L CRL 20.000	
AP L LON 150.000	
BEATTY, WILLIE E. AF0914527 4-180151-	
<u>2925, 450</u>	
BEATTY,WILLIE E. AF0914527 6-180155-	
_ <u>TX H RNU 22.162 </u>	
22.162	
(002) - ENTER YOUR CHANGES.	
TRANS 002 SCD E4F BT 110 PAGE 0000 0000 EID AF0914527 TRL DIST: 0011	1
<u>112</u> 111 <u>112</u> 111 <u>11</u> 111 <u>11</u> 111 <u>11</u> 111 111	

# Regular Time Report File – Printed copy

PAYRO06/PP3000XX/091092 PAYROLL/RETIREMENT :	SYSTEM		P/	PAGE NO. 0005
SCHEDULE E4F DISTRICT 00111 TRAINING DISTRICT TIME REP LOCATION 004 -C- PURCHASING DEPT			ISSUE DATE (PAYROLL RUN DATE (PAYROLL RUN DATE PAY PERIOD 08/01/16	SUE DATE 08/31/16 RUN DATE 08/25/16 08/01/16 08/31/16
REPORT TIME 22:04:36 X EMPLOYEE ID POSITION PAY/LOC TR P ERN TIME E: JOB CLASS RETIREMNT MO PRCNT CD B	ERN TIME	RATE/ AMOUNT	FROM DATE	DATE OCTIVITO TO BAT
BARNETT, HERBERT A. RW3929358 1-200005-P 004 TX M REG 21.00 200001 V -17 S5-M- 11 100.00%		3485.000	08/01/16 08/01/16	08/31/16 08/31/16
01.0-00000.0-11100-10000-1110-1030000 100.000		3485.000	08/01/16	08/31/16 08/31/16
BARNETT, HERBERT A. RW3929358 3-180151- 004 TX M REG 200301 V -17 S5-M- 11 100.00%		4147.000	08/01/16 08/01/16	08/31/16 08/31/16
01.0-00000.0-11100-10000-1110-1620000 100.000		4147.000	08/01/16 08/01/16	08/31/16 08/31/16
BEAN, LAWRENCE E. UC8199337 1-200005-P 004 TX M REG 21.00 200003 V -17 S5-M- 11 100.00% AP L LON		3188.000	08/01/16 08/01/16	08/31/16 08/31/16
01.0-00000.0-11100-10000-1110-1030000 100.000		3188.000	08/01/16 08/01/16	08/31/16 08/31/16
BEAN, LAWRENCE E. UC8199337 3-180151- 004 TX M REG 200003 V -17 S5-M- 11 100.00% AP L CRL AP L LON AP L LON 01.0-00000.0-11100-1210-1030000 100.000		3188.000 20.000 150.000 3188.000	08/01/16 08/01/16 08/01/16 08/01/16	08/31/16 08/31/16 08/31/16 08/31/16
TX M RNU		2925.450 2925.450 2925.450	08/01/16 08/01/16 08/01/16	08/31/16 08/31/16 08/31/16
U62000.0-11100-62 LLIE E.		7975		02/37/10
AF0914527 $4-180155-$ 004 TX H RNU $200005$ V $-17$ $S5-M-$ 11 $100.00%$		22.162 22.162 22.162	08/01/16 08/01/16 08/01/16	08/31/16 08/31/16 08/31/16
01.0-00000.0-11100-10000-1110-1030000 100.000		22.162	08/01/16	08/31/16

# **Function 02 – Time Entry**



To enter, change, and approve time transactions, a batch must first be created.

001	Batch Control-Time Input	Used to establish batch numbers. All transactions must be entered, changed or approved using a batch number. A batch is used to control/check input. Transactions, fatal and warning error messages, number of transactions and posted units, can be viewed by batch number.
002	Time Report File	Used to add, change and approve the system-generated time transactions for each <u>regular schedule</u> . The time report file and a printed time report are generated approximately one and a half weeks prior to payroll production. This screen is used to access the Time Report File Override Screen (0205).
003	ESA Time Report File	Used to change and approve system-generated time transactions for an ESA (Earned Salary Advance) schedule. The time report file and a preprinted time report are generated approximately one and a half weeks prior to payroll production.
004	One Time Pay	Used to enter time transactions for a supplemental schedule. This screen is used for a regular schedule when an employee or a position is not listed on the time report file or if the entry cannot be added to

Intentionally left blank

# SECTION III.

# **ESA TIME REPORT FILE**

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### ESA Time File (003)

	** PAY - ES	A TIME REPORT	FILE	- UPC	) **				0203
SCHEDULE: E4E TI	RL: 004 C	PAY PERIOD:	09 01	. 11 TC	09	30 11	PAGI	E: 0001	L
PAGE APPI	ROVAL _		POS	SITION		RATE	С	ESA AMT	ват
FERGUSON, DOUGLAS E		VZ0452761	9 2	200005	Р	1692.50	90	362	
FERGUSON, SETH E.		XD5829001	4 2	200005	Р	2666.2	50 _	240	
FIELD,WESLEY I.		KP2753362	1 2	200005	Р	1672.00	90 _	385	
HARDIN, DEAN A.		EV2795151	3 2	200005	Р	1487.00	90 _	342	
HESS,RICK E.		RJ1018146	2 2	200005	Р	3533.00	90 _	<u>526</u>	
KANE,ROBYN A.		FV0645788	3 2	200005	Р	1561.00	90 _	282	
RIGGS, JENNY I.		WK2270112	3 2	200005	Р	1883.00	90 _	343	
ROBERSON, KEVIN O.		XS9445126	1 2	200005	Р	3533.00	90 _	398	
ROSE, FRANCIS O.		JA4188635	1 2	200005	Р	2391.00	90 _	<u>546</u>	
ROTH,FRANCIS O.		MP6835981	1 2	200005	Р	3533.00	90 _	813	
WALTERS,KATE A.		VJ8369359	7 2	200005	Р	1607.00	90 _	303	
WILKINS,FLORENCE I		UW9800762	4 2	200005	Р	2743.00	90 _	<u>577</u>	
							_		
							_		
							_		
(005) - UPDATE FROM							_		
TRANS <u>003</u> SCH E4E B	T 110 PAGE	<u>0001</u> <u>0100</u> EIC			-	TRL	_ [	DIST <u>O</u>	<u> 111</u>

# What is an ESA Payroll?

Some monthly pay cycles have an earned salary advance (ESA) which is paid approximately 15 days before the regular schedule is paid. The amount paid is approximately one-half of the net monthly salary. There is no accounting distribution of salary, benefits, voluntary deductions or taxes when the ESA is paid. The ESA advance is recorded in the employee's record and is deducted when the regular pay cycle is paid.

ESA time transactions are displayed on-line with up to 16 employees per screen. The printed time report has approximately double that number on a page.

The ESA Time Report File Screen (003) can be used to

- Approve ESA amounts generated by the system
- Change system-generated ESA amounts

When paying on the ESA, the following instances will require the amount be calculated manually as opposed to through the system.

- If the employee is listed on the Rejected ESA Time Report (PAYR010)
- If there was a change to the employee's salary (EDB) for the accrual period
- If the employee was a late hire and was not entered in HRS on the night the ESA time report was produced

For more information on field descriptions, refer to your HRS Operation Manual, Section IV. Payroll, Page 31.

### E – TIME REPORTING

# **Rejected ESA Time Report (PAYR010)**

The Rejected ESA Time Report (PAYR010) is generated when the ESA Time Report (PAYR007) is produced. Employees not appearing on the time report will often be listed on this report. Although there are various reasons for an employee to appear on this report, the common reasons are listed below.

- Less than a full month accrual period for the employee's assignment is being paid.
- Lack of EDB salary information for the assignment/accrual period is being paid.

The district should determine whether or not the employees listed on this report should be paid on the current pay cycle. If so, the one-time pay screen can be used to process these payments.

PAYR010/PP30A0XX SCHEDULE E4E END:	AYRO10/PP30A0XX SCHEDULE E4E ENDING 09/30/16E4	PERSONNE REJECTE	ERSONNEL/PAYROLL/RETIREMI REJECTED ESA TIME REPORT	PERSONNEL/PAYROLL/RETIREMENT SYSTEM REJECTED ESA TIME REPORT	SYSTEM			PAGE NO. ISSUE DATE	PAGE NO. 0001 ISSUE DATE 09/23/16	
RUN TIME 22:2	22:21:20	DIST: 00111 TRAINING DISTRICT	TRAINING DI	STRICT				RUN DA	RUN DATE 09/09/16	
	- EMPLOYEE ID	POSITION	POSITION JOB CLASS	RATE	RETIRE	OW I	DISTR	FROM	OH I	
AU9622132	WELSH, LEROY E.	3-200001-P	200001	8237.400	P8-M- 12	12	%00.	09/01/16 - 09/30/16	9/30/16	
HR0407043	ZHOU, STUART H.	4-780700-	780700	780700 5135.000 P8-M- 12	P8-M-	12	% 00	09/01/16 - 09/30/16	9/30/16	

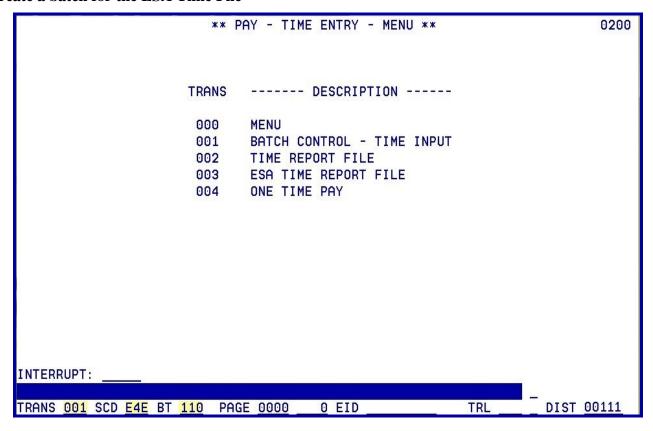
# E – TIME REPORTING

# **Employees with Non-Zero ESA Amounts (PPERSADSP)**

The Employees with Non-Zero ESA Amounts (PPERSADSP) Report compiles a list of employees whose ESA balances were not collected after processing the final monthly payroll cycle.

PPESADSP 09/02/16	EMPLOYEES	EMPLOYEES WITH NON-ZERO ESA AMOUNTS	O ESA AM	STNDO			PAGE	Ŋ
	FOR DISTRICT 001	DISTRICT 00111 TRAINING DISTRICT	DISTRIC					
NAME		EID	STATUS	JOB	CYCLE	AMOUNT		
O'BRIEN, BRADLEY	J	UA8229286	Ą	Н	Е1	2100.00+		
PADGETT, JOSHUA A.	Ö	QX4481684	H	Ŋ	Е1	96.25+		
PALENCIA, VICKI	S	SB8871159	H	7	E1	718.00+		
TAN, KERRY A.	TT	TT1567521	Ø	П	E1	3406.00+		
WALKER, IRENE	BH	BH8061433	H	7	E1	344.99+		
WALLACE, GARY A.	SM	WS6320974	H	m	E1	41.01+		

### Create a batch for the ESA Time File



Enter the data below to create a batch for the ESA Time File.

- 1. In the **TRANS field**, type **001**.
- 2. In the **SCD field**, type **E4E**.
- 3. In the **BT field**, type **110**.
- 4. Hit the **Enter key** on your keyboard.



NOTE: Batch numbers 002-749 are available for use on the Time Report file for a regular schedule or on the One Time Pay Screen (0040) for a regular or supplemental schedule. Batch numbers 000, 001, 750-799 and 900-999 are not available for district use. Batch 800 should be established for all regular pay schedules to utilize the override feature

```
** PAY - BATCH CONTROL - TIME INPUT - UPD **
                                                                                    0201
SCHEDULE: E4E
                                       DISTRICT: 00111
                                                             ISSUE DATE:
                                                                                09/06/11
                                                      PAYROLL RUN DATE:
                                                                                09/01/11
BATCH
           -ENTERED TOTALS-
                                    -COMPUTED TOTALS-
                                                               EDIT
                                                                        FATAL
                                                                                 STATUS
           TRANS
                       UNITS
                                      TRANS
                                                  UNITS
                                                               GEN
                                                                        ERRORS
  110
              20
                           20.00
                                                               000
                                                                        00000
                                                                                 UNBALC
     BALANCE ? _
     RECALL ?
     DELETE ? _
                                           OK TO PROCEED?
        PLEASE REVIEW DATA ON SCREEN.
                                                                             Y
TRN <u>003</u> SCD <u>E4E</u>
                  BT 110
                           PAGE <u>0001</u> <u>0100</u>
                                                                 TRL
                                                                            DIST 00111
```

After the batch information is input, hit the Enter key on your keyboard. Enter the following data to navigate to the ESA Time Report File Screen (003).

The system prompts, "Please review data on screen. OK to proceed?"

- 1. In the action field, type Y.
- 2. In the TRANS field, type 003.
- 3. In the **PAGE field**, type **0001-0100**.
- 4. Hit the **Enter key** on your keyboard.

It will navigate you to the first page of the ESA Time Report File screen (0203).



NOTE: One of the following can be entered to go to specific location on the time report.

- In the PAGE field, type the desired page of the time file (option of entering the ending page). -OR-
- In the EID field, type the employee's identification number (EID). –OR-
- TRL (time report location) and employee type.



NOTE: If a schedule is locked, the system will not allow input in Function 02. Schedules are locked and unlocked in Function 06 Inquiry/Error Correction on the Schedule Control Screen 028.

# Methods of Paying an ESA

### **ESA Individual Pay**

```
** PAY - ESA TIME REPORT FILE - UPD **
                                                                           0203
SCHEDULE: E4E
                 TRL: 004 C
                              PAY PERIOD: 09 01 11 TO 09 30 11 PAGE: 0001
          PAGE APPROVAL _
                                                                      ESA
                                             POSITION
                                                            RATE
                                                                   C AMT BAT
BARNETT, HERBERT A.
                               RW3929358
                                             1 200005 P
                                                          3485.000 x 1344
BEAN, LAWRENCE E.
                                UC8199337 1 200005 P
                                                          3188.000 x 1325
BEATTY, WILLIE E.
                                AF0914527 7 200005 P
                                                          2447.250 x 851
                                                          3310.000 <u>1381</u>
BEST, GAIL E.
                                CV0029192 1 200005 P
                                                          3648.000 <u>1497</u>
BROWNING, HOLLY R.
                                HJ1087634 1 200005 P
BUCHANAN, CHRIS U.
                                BD8277595 3 200005 P
                                                          1438.500 x 170
BUTLER, TIMOTHY U.
                                                         7198.740 _
                                PM4597575 1 200008 P
                                                          2760.333 _
CASE, MAX A.
                                BD5871189 9 200005 P
                                                                       577
CHENG, JOYCE H.
                                 YD5804426 2 200005 P
                                                          1615.000 _ <u>384</u>
CHUNG, HEIDI H.
                                KD4443632 2 200005 P
                                                          1594.000 x 290
                                                          3049.000 x 701
CLARKE, KRISTINE L.
                                UY6177450 3 200005 P
                                YN8393650 1 200005 P
                                                          2569.500 x 514
CRAVEN, BRENT R.
DANIELS, ARNOLD A.
                                GS8376141 1 200005 P
                                                          1883.000 <u>140</u>
DIAZ, RICKY I.
                                 EW6007978 1 200005 P
                                                          1615.000 _
                                                                      295
DYER, STACEY Y.
                                                          1883.000 _
                                                                       154
                                 FE8327206
                                            1 200005 P
                                                          1589.438 x
EDWARDS, BILL D.
                                 RE5395645 1 200005 P
                                                                     _289
(002) - ENTER YOUR CHANGES.
TRANS <u>003</u> SCH E4E BT 110 PAGE <u>0000</u> <u>0000</u> EID
                                                         TRL
                                                                    DIST <u>00111</u>
```

The user can approve selected transactions by leaving the C Column blank.

# **Page Approval Option**

```
** PAY - ESA TIME REPORT FILE - UPD **
                                                                              0203
SCHEDULE: E4E
                   TRL: 004 C
                                PAY PERIOD: 09 01 11 TO 09 30 11
                                                                   PAGE: 0001
                                                   110
           PAGE APPROVAL X
                                                                         ESA
                                                                         AMT
                                               POSITION
                                                              RATE
                                                                              BAT
 FERGUSON, DOUGLAS E.
                                                                         <u>362</u> 110
                                  VZ0452761
                                               9 200005 P
                                                            1692.500 X
 FERGUSON, SETH E.
                                  XD5829001
                                               4 200005 P
                                                            2666.250 X
                                                                         240 110
 FIELD, WESLEY I.
                                  KP2753362
                                              1 200005 P
                                                            1672.000 X
                                                                         385 110
                                  EV2795151
 HARDIN, DEAN A.
                                              3 200005 P
                                                            1487.000 X
                                                                          342 110
 HESS, RICK E.
                                  RJ1018146 2 200005 P
                                                            3533.000 X 526 110
 KANE, ROBYN A.
                                  FV0645788
                                                                         282 110
                                              3 200005 P
                                                            1561.000 X
 RIGGS, JENNY I.
                                  WK2270112 3 200005 P
                                                            1883.000 X
                                                                          343 110
 ROBERSON, KEVIN O.
                                  XS9445126 1 200005 P
                                                            3533.000 X
                                                                          398 110
 ROSE, FRANCIS O.
                                  JA4188635 1 200005 P
                                                            2391.000 X
                                                                          546 110
 ROTH, FRANCIS O.
                                  MP6835981 1 200005 P
                                                            3533.000 X
                                                                          813 110
 WALTERS, KATE A.
                                  VJ8369359
                                              7 200005 P
                                                            1607.000 X
                                                                        303 110
 WILKINS, FLORENCE I.
                                  UW9800762
                                              4 200005 P
                                                            2743.000 X
                                                                         577 110
        PLEASE REVIEW DATA ON SCREEN.
                                        OK TO PROCEED?
                                                                      Y
TRANS <u>003</u> SCH E4E BT 110 PAGE <u>0001</u> <u>0100</u> EID
                                                           TRL
                                                                       DIST <u>00111</u>
```

On the ESA Time File Screen, the user can approve a whole screen of transactions using the page approval option at the top of the screen. An 'X' approves all transactions shown whether system generated or changed by the user. Any changes to the time file amount must be manually input prior to payroll production.

To approve all the transactions on the screen,

- 1. On the **PAGE APPROVAL field**, type **X**.
- 2. Hit the **Enter key** on your keyboard.

The system prompts, "Please review data on screen. OK to proceed?"

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



NOTE: After page has been approved, a transaction can be deleted using Function 06, Inquiry/Error Correction, Employee Transaction Summary Screen (025).

# **Transactions Not Paid Using Page Approval Option**

```
** PAY - ESA TIME REPORT FILE - UPD **
                                                                                0203
SCHEDULE: E4E
                   TRL: 040 C
                                PAY PERIOD: 09 01 11 TO 09 30 11 PAGE: 0003
           PAGE APPROVAL X
                                                                          ESA
                                               POSITION
                                                               RATE
                                                                       C AMT
                                                                               BAT
                                                                            84
LASSITER, JIMMY A.
                                   JR2775550
                                               2 200005 P
                                                             1593.000 N
RILEY, JULIAN I.
                                  VG8834226
                                               4 200005 P
                                                             3295.250 X 1516
SAUNDERS, CHRIS A.
                                  EU6759834 5 200005 P
                                                             3410.000 N 1488
UNDERWOOD, ANN N.
                                  DT2550140 2 200005 P
                                                             1766.500 X
(002) - ENTER YOUR CHANGES.
TRANS <u>003</u> SCH E4E BT 110 PAGE <u>0000</u> <u>0000</u> EID <u>JR2775550</u>
                                                                        DIST 00111
                                                            TRL
```

On the ESA Time File Screen, the user can approve all but a few employees. The user enters an "X" for page approval, and then enters an "N" over the "X" in the C column for transaction lines which should not be paid. After transmitting, the "N" is not visible and the C column is blank for employees who should not be paid.

#### Manual Calculation of an ESA

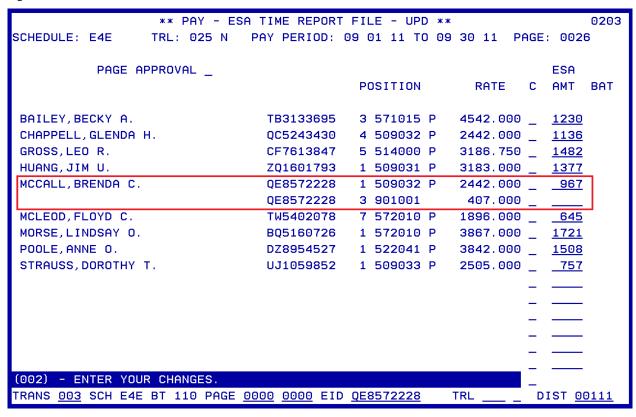
```
** PAY - ESA TIME REPORT FILE - UPD **
                                                                                 0203
SCHEDULE: E4E
                   TRL: 004 C
                                 PAY PERIOD: 09 01 11 TO 09 30 11
                                                                      PAGE: 0001
           PAGE APPROVAL _
                                                                            ESA
                                                                            AMT
                                                                                 BAT
                                                 POSITION
                                                                 RATE
                                                                         С
 BARNETT, HERBERT A.
                                   RW3929358
                                                 1 200005 P
                                                               3485.000
                                                                            1344
                                                               3188.000 _
 BEAN, LAWRENCE E.
                                   UC8199337
                                                 1 200005 P
                                                                            1325
 BEATTY, WILLIE E.
                                                               2447.250 _
                                   AF0914527
                                                 7 200005 P
                                                               3310.000 _
                                                                            1381
 BEST, GAIL E.
                                   CV0029192
                                                 1 200005 P
                                                               3648.000 _
 BROWNING, HOLLY R.
                                   HJ1087634
                                                1 200005 P
                                                                            1497
 BUCHANAN, CHRIS U.
                                                 3 200005 P
                                                               1438.500 _
                                   BD8277595
                                                                            170
 BUTLER, TIMOTHY U.
                                                 1 200008 P
                                                               7198.740 _
                                   PM4597575
                                                               2760.333 _
 CASE, MAX A.
                                   BD5871189
                                                 9 200005 P
                                                                             577
                                                               1615.000 _
 CHENG, JOYCE H.
                                   YD5804426
                                                 2 200005 P
                                                                             384
                                                               1594.000 _
 CHUNG, HEIDI H.
                                                 2 200005 P
                                                                             290
                                   KD4443632
                                                               3049.000 _
 CLARKE, KRISTINE L.
                                   UY6177450
                                                 3 200005 P
                                                                             701
 CRAVEN, BRENT R.
                                   YN8393650
                                                 1 200005 P
                                                               2569.500
                                                                             514
DANIELS, ARNOLD A.
                                   GS8376141
                                                 1 200005 P
                                                               1883.000
                                                                             140
                                                               1615.000 _
DIAZ, RICKY I.
                                   EW6007978
                                                 1 200005 P
                                                                             295
 DYER, STACEY Y.
                                   FE8327206
                                                 1 200005 P
                                                               1883.000
                                                                             154
EDWARDS, BILL D.
                                                 1 200005 P
                                                               1589.438
                                   RE5395645
                                                                             289
(002) - ENTER YOUR CHANGES.
TRANS <u>003</u> SCH E4E BT 110 PAGE <u>0000 0000</u> EID <u>RW3929358</u>
                                                                          DIST 00111
                                                              TRL
```

In various situations, system-generated dollar amounts on the ESA Amount Column may be blank. In these cases, the district will need to manually calculate the ESA amount and entered it on this screen.



NOTE: The ESA amount is calculated using the following method:

### **Multiple Positions**



Employees with more than one monthly position on an ESA schedule display the total ESA lump sum amount for all positions on one position. This is the only transaction which is approved with the "X." The other positions are listed for information only.

## SECTION IV.

## **REGULAR TIME REPORT FILE**

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### Time Report File (002)

** PAY - TIME REPORT FILE - UPD ** SCHEDULE: E4F TRL: 004 C PAY PERIOD: 09 01 11 TO 09 30 11	0202 PAGE: 0001
	TO DATE BAT
BARNETT, HERBERT A. RW3929358 1-200005-P	
_ <u>TX M REG 21.00 3485.000</u>	
<u>3485.000</u>	
_ <u>_ 3485.000</u>	
BARNETT, HERBERT A. RW3929358 3-180151-	
_ <u>TX M REG 4147.000</u>	
4147.000	
BEAN,LAWRENCE E. UC8199337 1-200005-P	
_ <u>TX M REG 21.00 3188.000</u>	
<u>AP L LON </u>	
_ <u>_ 3188.000</u>	
3188.000	
(002) - ENTER YOUR CHANGES.	_
TRANS <u>002</u> SCD <u>E4F</u> BT <u>110</u> PAGE <u>0001</u> <u>0001</u> EID TRL	DIST: <u>00111</u>

The Time Report File Screen 002 can be used to:

- Select available transactions generated by the system.
- Change system-populated data directly on the screen.
- Add additional earnings code transactions to existing positions.
- Override system generated transactions using the Time Report File Override process.

Time transactions are displayed online with three positions per screen. The printed time report has six positions on a page. Transactions that are valid for the time report file are:

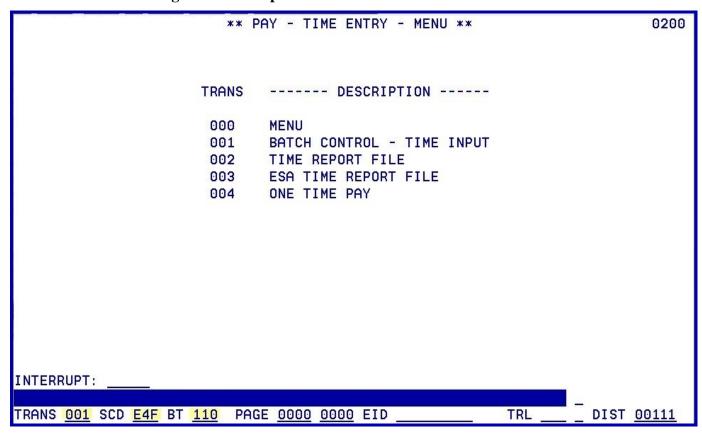
- TX Current period time transactions to pay units of time, lump sum or ESA.
- AP Additional Pay transactions to report pay not associated with the regular job, either lump-sum amounts (e.g. dated stipend) or time worked at a specified rate and pay basis.

Transactions which cannot be added to the Time Report File are listed below. These must be added using the One Time Pay Screen (004).

- Transactions for positions which are not on the Time Report file
- Transactions exceeding 4 transaction lines per position
- RX/LX adjustments

For more information on field descriptions, refer to your HRS Operation Manual, Section IV. Payroll, beginning on Page 20.

### Create a Batch for a Regular Time Report File



Enter the data below to create a batch for a regular Time File.

- 1. In the **TRANS field**, type **001**.
- 2. In the **SCD field**, type **E4F**.
- 3. In the **BT field**, type **110**.
- 4. Hit the **Enter key** on your keyboard.



NOTE: Batch numbers 002-749 are available for use on the Time Report file for a regular schedule or on the One Time Pay Screen (0040) for a regular or supplemental schedule. Batch numbers 000, 001, 750-799 and 900-999 are not available for district use. Batch 800 should be established for all regular pay schedules to utilize the override feature

```
** PAY - BATCH CONTROL - TIME INPUT - UPD **
                                                                                     0201
SCHEDULE: E4F
                                       DISTRICT: 00111
                                                                                  09/06/11
                                                              ISSUE DATE:
                                                       PAYROLL RUN DATE:
                                                                                  09/01/11
BATCH
                                     -COMPUTED TOTALS-
                                                                EDIT
                                                                          FATAL
                                                                                   STATUS
           -ENTERED TOTALS-
           TRANS
                       UNITS
                                      TRANS
                                                   UNITS
                                                                GEN
                                                                          ERRORS
                                                                000
                                                                                   UNBALC
  110
              20
                            20.00
                                                                          00000
     BALANCE ?
     RECALL ?
     DELETE ? _
        PLEASE
                REVIEW DATA ON SCREEN.
                                            OK TO PROCEED?
                                                                              Y
TRN <u>002</u> SCD <u>E4F</u>
                            PAGE <u>0000</u> <u>0000</u>
                                                                  TRL
                                                                             DIST <u>00111</u>
                      110
```

After the batch information is input, hit the Enter key on your keyboard. Enter the following data to navigate to the Time Report File Screens (002).

The system prompts, "Please review data on screen. OK to proceed?"

- 1. In the action field, type **Y**.
- 2. In the **TRANS field**, type **002**.
- 5. Hit the **Enter key** on your keyboard.



NOTE: One of the following can be entered to go to specific location on the time report.

- In the PAGE field, type the desired page of the time file (option of entering the ending page). OR-
- In the EID field, type the employee's identification number (EID). –OR-
- TRL (time report location) and employee type.



NOTE: If a schedule is locked, the system will not allow input in Function 02. Schedules are locked and unlocked in Function 06 Inquiry/Error Correction on the Schedule Control Screen 028.

### **Approving the Time Report File**

** PAY - TIME REPORT FILE - UPD ** SCHEDULE: E4F TRL: 004 C PAY PERIOD: 09 01 11 TO 09 30 11	0202 PAGE: 0001
C TC B ERN TIME ERN TIME RATE/AMT FROM DATE	TO DATE BAT
BARNETT, HERBERT A.       RW3929358       1-200005-P         TX M REG 21.00       3485.000         3485.000       3485.000	 
3485.000	
BARNETT, HERBERT A. RW3929358 3-180151-  X TX M REG 4147.000	- — —
BEAN, LAWRENCE E. UC8199337 1-200005-P  X TX M REG 21.00 3188.000	
X AP L LON 150.000 3188.000	-
	- — —
TRANS <u>002</u> SCD <u>E4F</u> BT <u>110</u> PAGE <u>0000</u> <u>0000</u> EID <u>RW3929358</u> TRL [	DIST: <u>00111</u>

To approve a system generated transaction input an "X" in the C column of the time report file. If units of time or earnings codes need to be added or changed, make the necessary addition or correction after inputting the "X." If the earnings codes or dates need to be changed because of a mid-month rate change, termination, or late hire, make the changes by typing over the existing data.

Enter the following data to approve the transaction.

- 1. In Column C, type X.
- 2. Hit the **Enter key** on your keyboard.

The system prompts, "Please review data on screen. OK to proceed?"

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



NOTE: Salary rate changes, which are not supported by the current EDB or Job History must be made using an override batch 800-899.

# SECTION V.

## **OVERRIDE PROCESS**

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### **Time Report File Override Process**

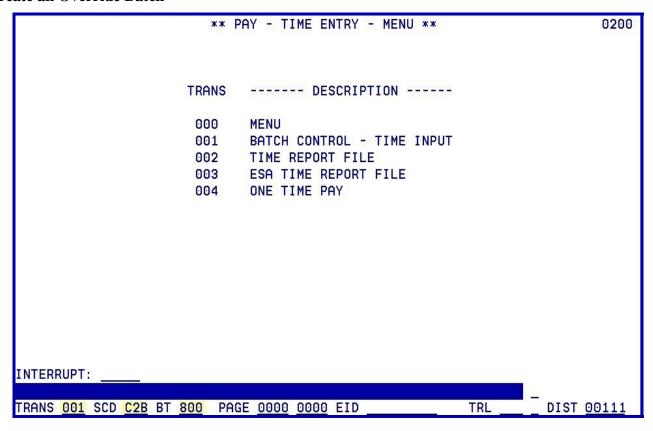
The Time Report File Override process allows users to go from the Time Report File screen (002) directly to the Override Time Entry screen (005) and back to the Time Report File screen without going through the Time Entry menu.

This screen is used to override employee data, which cannot be overridden on the Time Report File screen. The main reasons for using this process are:

- To override the salary rate.
- To override the labor distribution.

The override screen is not listed on the time input menu. It must be accessed from the Time Report File by entering a "V" on Column C.

### Create an Override Batch



Enter the data below to create a batch override.

- 1. In the **TRANS field**, type **001**.
- 2. In the **SCD field**, type **C2B**.
- 3. In the **BT field**, type **800**.
- 4. Hit the **Enter key** on your keyboard.



NOTE: Batch 800 should be established for all regular pay schedules to utilize the override feature.

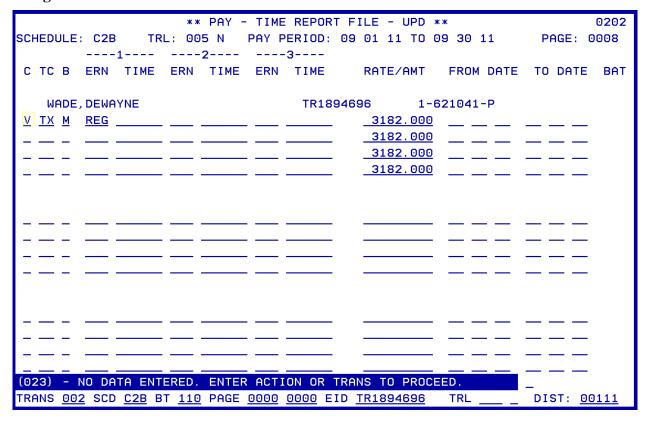
	**	PAY - BATCH	CONTROL - 1	TIME INPUT	- UPD **		0201
SCHEDULE:	C2B		DISTRICT	Γ: 00111	ISSUE DAT	E:	09/06/11
				PAYR	OLL RUN DAT	E:	09/01/11
ватсн	-ENTERED	TOTALS-	-COMPUTED	TOTALS-	EDIT	FATAL	STATUS
	TRANS	UNITS	TRANS	UNITS	GEN	ERRORS	
<u>110</u>	20	20.00			000	00000	UNBALC
BALAN	NCE ? _						
RECAL	L ? _						
DELE1	ΓΕ ? _						
(001) - PL	_EASE REVI	EW DATA ON SO	CREEN. OK 1	O PROCEED?		<u>Y</u>	
TRN <u>002</u> SC	CD <u>C2B</u> BT	110 PAGE 00	0500 E	ID	TRL	_ DIS	Г <u>00111</u>

After the batch information is input, hit the Enter key on your keyboard. Enter the following data to navigate to the Time Report File Override Screen.

The system prompts, "Please review data on screen. OK to proceed?"

- 1. In the **action field**, type **Y**.
- 2. In the **TRANS field**, type **002**.
- 3. In the **PAGE field**, type **0008-0500**.
- 4. Hit the **Enter key** on your keyboard.

### **Accessing the Override Screen**



Enter the following data to access the override screen,

- 1. In the C Column, type V.
- 2. Hit the **Enter key** on your keyboard.

A prompt message is displayed, "No changes made, enter "Y" to call override screen."

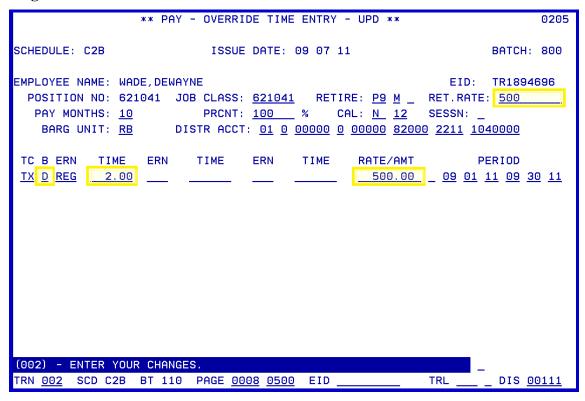
- 3. In the **action field**, type  $\mathbf{Y}$ .
- 4. Hit the **Enter key** on your keyboard.

It will navigate you to the override screen.

### **Before Change**

\*\* PAY - OVERRIDE TIME ENTRY - UPD \*\* 0205 SCHEDULE: C2B ISSUE DATE: 09 07 11 BATCH: 800 EMPLOYEE NAME: WADE, DEWAYNE EID: TR1894696 POSITION NO: 621041 JOB CLASS: 621041 RETIRE: P9 M RET.RATE: PAY MONTHS: 10 PRCNT: \_\_\_\_ % CAL: \_\_\_ SESSN: \_ BARG UNIT: RB DISTR ACCT: \_\_\_ \_ \_\_\_ TC B ERN TIME ERN TIME ERN TIME RATE/AMT PERIOD <u>3182.000</u> <u>09 01 11 09 30 11</u> <u>TX M REG \_\_\_\_\_ \_\_ \_\_</u> (002) - ENTER YOUR CHANGES. TRN <u>002</u> SCD C2B BT 110 PAGE <u>0000</u> <u>0000</u> EID <u>TR1894696</u> TRL DIS <u>00111</u>

### **After Change**



On the Override Screen,

- 1. Override time and/or job information.
- 2. Hit the **Enter key** on your keyboard.

The system prompts, "Please review data on screen. OK to proceed?"

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

Once complete, the system will navigate you back to the Time Report File screen where you entered "V." The Time Report File screen displays a "P" in place of the "V" after the override screen is approved.

					**	PAY -	TIME	REPO	RT F	ILE - UPD	**		0202
SCHEDU	JLE:	C2B	Т	RL:	005	5	PAY F	PERIOD	): 09	9 01 11 TO	09 30 11	PAGE: 0	008
			_		_			-3					
СТС	В	ERN	TIME		ERN	TIME	ERN	TIME		RATE/AMT	FROM DATE	TO DATE	BAT
ыс	nF	DEWA	VNE					TR1	2046	896 1-	621041-P		
P TX		REG		าค						500.000			800
1 17	<u>10</u>	NEG .	2.0						_	3182.000			000
	_			_					_	3182.000			
	_								_	3182.000			
	_												
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(000)	_		VOLUE		10110								
		NTER					0000	0000	EIR	TD4 00 4000	TDI	_	
TRANS	<u>002</u>	<u>∠</u> SCD	<u>C2B</u>	R I	<u>110</u>	PAGE	<u>0000</u>	<u>0000</u>	FID	TR1894696	TRL	DIST: <u>00</u>	111

\$

NOTE: To change data entered on the override screen or to delete a transaction, which has been approved, use Function 06, Inquiry/Error Correction.

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# SECTION VI.

## **ONE-TIME PAY SCREEN**

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### One Time Pay (004)

** PAY - ONE TIME PAY - UPD **	0204
SCHEDULE: C2B DISTRICT: 00111 BATCH: 110 ISSUE DATE: 09 07 11	
EMPLOYEE NAME: JAIN, PENNY A. EID: BG6772119	
POSITION NUMBER: PAY PERIOD: PRIOR	YEAR: _
FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM RETIRE RPT. RATE PERCENT SESSN BARG UNIT %	
(002) - ENTER YOUR CHANGES.	
TRN <u>004</u> SCD <u>C2B</u> BT <u>110</u> PAGE <u>0008 0100</u> EID <u>BG6772119</u> TRL DIS	T <u>00111</u>

The One Time Pay Screen can be used to enter transactions on either a regular, including ESAs, or a supplemental schedule. When ESA transactions are entered on the One Time Pay Screen, the lump-sum amount must be manually calculated and entered as a lump-sum pay basis with an earnings code "ESA." Generally, it is used when:

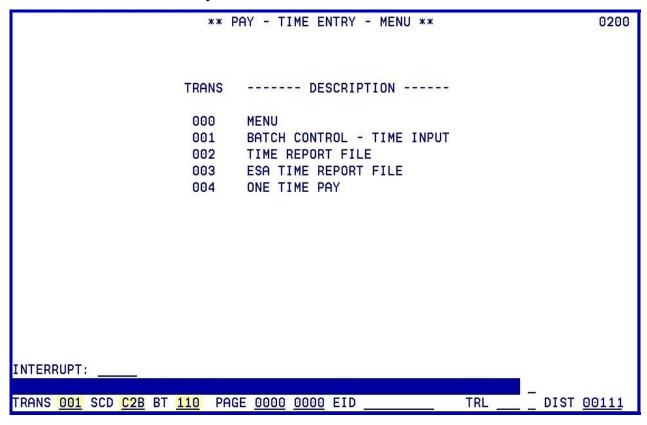
- A new employee is not on the time report (employee must be on EDB)
- A new job (position) is not listed on the time report (job must be on EDB)
- An RAE transaction is input for a Reduced Workload employee working 100%
- Prior period adjustments (RX/LX) are required
- The transaction cannot be added on the time report



NOTE: The One Time Pay Screen (batch 800-899) can be used to override employee data such as labor distribution. However, the faster process is to use the Time Report File Override Process Screen (0205) as explained in a preceding section.

For more information on field descriptions, refer to your HRS Operation Manual, Section IV. Payroll, beginning on Page 36.

### **Create a Batch for One-Time Pay**



Enter the data below to create a batch for a regular Time Report File.

- 1. In the **TRANS field**, type **001**.
- 2. In the **SCD field**, type **C2B**.
- 3. In the **BT field**, type **110**.
- 4. Hit the **Enter key** on your keyboard.



NOTE: Batch numbers 002-749 are available for use on the Time Report file for a regular schedule or on the One Time Pay Screen (0040) for a regular or supplemental schedule. Batch numbers 000, 001, 750-799 and 900-999 are not available for district use. Batch 800 should be established for all regular pay schedules to utilize the override feature

	** P	АҮ - ВАТСН	CONTROL -	TIME INPUT -	· UPD **		0201
SCHEDULE:	C2B		DISTRIC	T: 00111	ISSUE DAT	ΓE:	09/06/11
				PAYRO	DLL RUN DAT	ΓE:	09/01/11
ватсн	-ENTERED TO	TALS-	-COMPUTED	TOTALS-	EDIT	FATAL	STATUS
	TRANS	UNITS	TRANS	UNITS	GEN	ERRORS	
<u>110</u>		20.00			000	00000	UNBALC
BALAN	NCE ? _						
RECAL	_L ? _						
DELET	TE ? _						
(001) - PL	_EASE REVIEW	DATA ON S	SCREEN. OK	TO PROCEED?		Y	
TRN <u>004</u> SO	CD <u>C2B</u> BT <u>1</u>	<u>10</u> PAGE <u>0</u>	<u>0000</u> <u>0000</u> E	ID <u>BG6772119</u>	TRL _	DIS	T <u>00111</u>

After the batch information is input, hit the Enter key on your keyboard. Enter the following data to navigate to the One-Time Pay Screen (004).

The system prompts "Please review data on screen. OK to proceed?"

- 1. In the **action field**, type **Y**.
- 2. In the **TRANS field**, type **004**.
- 3. In the **EID field**, type the **BG6772119**.
- 4. Hit the **Enter key** on your keyboard.



NOTE: If a schedule is locked, the system will not allow input in Function 02. Schedules are locked and unlocked in Function 06 Inquiry/Error Correction on the Schedule Control Screen 028.

### **Using the One-Time Pay Screen**

** PAY - ONE TIME PAY - UPD **	0204
SCHEDULE: C2B DISTRICT: 00111 BATCH: 110 ISSUE DATE: 09 07 11	
EMPLOYEE NAME: JAIN, PENNY A. EID: BG6772119	
POSITION NUMBER: <u>200001</u> PAY PERIOD: <u>09</u> <u>01</u> <u>11</u> <u>09</u> <u>30</u> <u>11</u> PRIOR YE	AR: _
( 1) 01.0-00000.0-32000-10000-1110-1030000 100.00  FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB  RETIRE RPT. RATE PERCENT SESSN BARG UNIT  6798.200 100.00 % S RB  JOB CLASS: 200001 PAY MO: 10 CAL: T 12 REISSUE: VOL: T 12 REISSUE: VOL: T 12 REISSUE: T 14 RETIRE TX M REG 22.00 6798.20 6798.20 S5 M DISTRIBUTION ACCT	
DISTRIBUTION ACCT	_
DISTRIBUTION ACCT	_
DISTRIBUTION ACCT	
(002) - ENTER YOUR CHANGES.         Y           TRN 004 SCD C2B BT 110 PAGE 0000 0000 EID BG6772119         TRL DIST _	00111

Enter the following data.

- 1. In the **POSITION NUMBER field**, type **200001**.
- 2. In the PAY PERIOD field, type 09/01/11 09/30/2011
- 3. Hit the **Enter key** on your keyboard.

It will populate with the labor distribution account, labor account percent, retirement reporting rate, percent full-time, session indicator, bargaining unit, job classification number, pay months, work calendar and year, and retirement plan, status, and special indicator from Job History or from EDB. The data source is stated following, "For the above accrual period the following information is from."

- 4. In the **TC field**, type **TX**.
- 5. In the **B field**, type **M**.
- 6. In the **ERN field**, type **REG**.
- 7. In the **TIME field**, type **22**.
- 8. In the **RATE/AMT field**, type **6798.200**.
- 9. In the **RET. RATE** field, type **67980.200**.
- 10. Hit the **Enter key** on your keyboard.

### E – TIME REPORTING

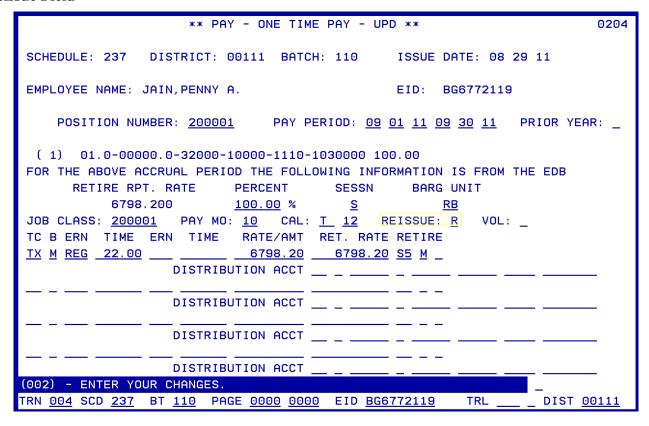
The system prompts, "Please review data on screen. OK to proceed?"

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



NOTE: When adjusting prior year earnings codes, the retirement plan must match the plan that was in effect for the accrual dates being used.

### **Reissue Field**



The Reissue field is used for supplemental pay schedules only. These are the valid codes used:

Code	Description
R	Used if the warrant for the primary job is cancelled and reissued, or paying the prime job on a supplemental. It resets the tax accumulator to zero.  IMPORTANT: If "R" is not used, the employee may be overtaxed.
P	Used for prior year adjustment if Medicare/OASDI is affected. Please email the SFS Payroll Staff at SFS_Payroll_Requests@lacoe.edu before using this code.
Blank	For transactions other than "R" or "P".

### **VOL Field**

** PAY - ONE TIME PAY - UPD **	0204
SCHEDULE: 237 DISTRICT: 00111 BATCH: 110 ISSUE DATE: 08 29 11	
EMPLOYEE NAME: JAIN, PENNY A. EID: BG6772119	
POSITION NUMBER: <u>200001</u> PAY PERIOD: <u>09</u> <u>01</u> <u>11</u> <u>09</u> <u>30</u> <u>11</u> PRIOR YEAR	: _
( 1) 01.0-00000.0-32000-10000-1110-1030000 100.00	
FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB	
RETIRE RPT. RATE PERCENT SESSN BARG UNIT	
6798.200 <u>100.00</u> % <u>S</u> <u>RB</u>	
JOB CLASS: <u>200001</u> PAY MO: <u>10</u> CAL: <u>T</u> <u>12</u> REISSUE: <u>R</u> VOL: <u>W</u>	
TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE	
<u>TX M REG 22.00 6798.20 6798.20 S5 M</u> _	
DISTRIBUTION ACCT	
DISTRIBUTION ACCT	
DISTRIBUTION ACCT	
DISTRIBUTION ACCT	
(002) - ENTER YOUR CHANGES.	
TRN <u>004</u> SCD <u>237</u> BT <u>110</u> PAGE <u>0000</u> <u>0000</u> EID <u>BG6772119</u> TRL DIST <u>00</u>	<u>111</u>

The VOL field determines whether voluntary deductions, additional withholdings or ESA are deducted. These are the valid codes used:

Code	Description
E	Deduct ESA only. Use during certain months when 10-month deductions should not be taken.
V	Take all voluntary deductions except additional withholding including ESA deduction.  Do not use during certain months if there are 10-month deductions.
W	Take all voluntary deductions and additional withholding, including ESA deduction. Do not use during certain months if there are 10-month deductions.
Blank	No ESA or voluntary deductions.

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SECTION VII.

**Z TIME FILE** 

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#### **Z** Time Report File

ISR0206 ** PAY - TIME REPORT FILE - CURRENT MONTH POSITIVE PAY ** 0206
SCHEDULE: C3C TRL: 017 D PAY PERIOD: 10 01 11 10 31 11 PAGE: 0188
BEST, GAIL E. CV0029192 4-290015-
(01) 12.0-00000.0-85000-10000-1160-3800000 100.000%
SPEED KEY:
YEAR: <u>12</u>
C B ERN TIME RATE/AMT RETIREMENT ACCOUNT DIST. CODE CAL BA
<u>H REG 17.110 33672.48 D</u>
<u>H REG 17.110 33672.48 </u>
<u>H REG 17.110 33672.48 </u>
<u>H REG 17.110 33672.48 </u>
<u>H REG 17.110 _33672.48 </u>
<u>H REG 17.110 33672.48 </u>
<u>H REG 17.110 _33672.48 </u>
<u>H REG 17.110 33672.48 </u>
<u>H REG 17.110 _33672.48 </u>
<u>H REG 17.110 _33672.48 </u>
<u>H REG 17.110 33672.48 </u>
<u>H REG 17.110 33672.48 </u>
(002) - ENTER YOUR CHANGES.
TRN <u>002</u> SCH: <u>C3C</u> BT <u>800</u> PAGE <u>     0</u> <u>     0</u> EID: <u>CV0029192</u> TRL: <u> </u> <u> </u>

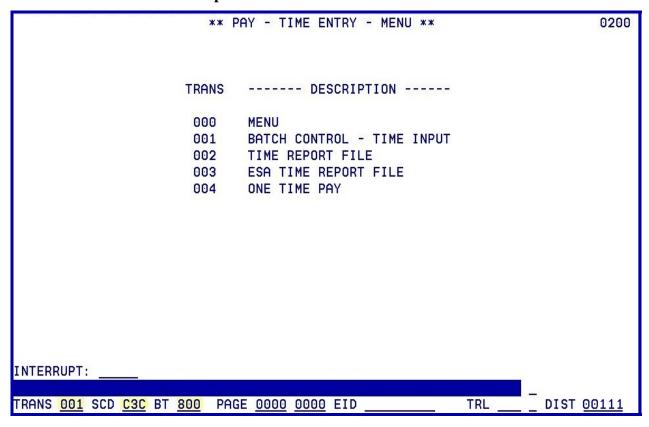
The Current-Month Positive Pay Time Report Screen was developed to simplify posting for hourly/daily employees working in multiple sites or programs. This screen is used so positive pay can be posted to the appropriate labor account(s), even though the accounts may not be on the EDB. To generate this Time Report Screen, the employee assignment must be coded with "Z" in the Time Report Code field on EDB Salary/Pay Rate Screen (005) in Personnel Function 01. Do not use this screen for employees with a reduced workload assignment.

Assignments with a "Z" Time Report Code generate a time report screen for each Earnings Code on EDB Salary/Pay Rate Screen 005. If the assignment has a dated stipend, a separate screen is generated for the stipend. Each time report screen has 12 transaction lines, as shown above. One assignment could generate five time report screens, if the assignment had 3 earnings codes and 2 dated stipends.

This is an override screen; so in addition to the labor distribution, the pay basis, earnings code, pay rate, retirement reporting rate, and calendar code can also be overridden. To access this screen on the Time File, use Function 02, Time Entry.

For more information on field descriptions, refer to your HRS Operation Manual, Section IV. Payroll, beginning on Page 27.

### Create a Batch for the Z Time Report File



Enter the data below to create a batch for the Z Time Report File.

- 1. In the **TRANS field**, type **001**.
- 2. In the SCD field, type C3C.
- 3. In the **BT field**, type **800**.
- 4. Hit the **Enter key** on your keyboard.



NOTE: Batches 800-899 are used to override salary rates which are different than the EDB record or Job History for transactions input on the One Time Pay Screen on a regular schedule.

```
** PAY - BATCH CONTROL - TIME INPUT - UPD **
                                                                                  0201
SCHEDULE: C3C
                                      DISTRICT: 00132
                                                            ISSUE DATE:
                                                                              09/07/11
                                                                              09/02/11
                                                     PAYROLL RUN DATE:
 BATCH
          -ENTERED TOTALS-
                                    -COMPUTED TOTALS-
                                                              EDIT
                                                                       FATAL
                                                                               STATUS
           TRANS
                      UNITS
                                     TRANS
                                                UNITS
                                                              GEN
                                                                       ERRORS
                           20.00
                                                              000
                                                                       00000
  800
              20
     BALANCE ? _
     RECALL ? _
     DELETE ? _
        PLEASE REVIEW DATA ON SCREEN.
                                          OK TO PROCEED?
                                                                           Y
TRN 002 SCD C3C
                  BT 800
                           PAGE <u>0000</u> <u>0000</u>
                                            EID CV0029192
                                                               TRL
                                                                          DIST 00111
```

After the batch information is input, hit the Enter key on your keyboard. Enter the following data to navigate to the Z Time Report File Screens (003).

The system prompts, "Please review data on screen. OK to proceed?"

- 1. In the **action field**, type **Y**.
- 2. In the **TRANS field**, type **002**.
- 3. In the **EID field**, type **CV0029192**.

NOTE: One of the following can be entered to go to specific location on the time report.



- In the PAGE field, type the desired page of the time file (option of entering the ending page). -OR-
- In the EID field, type the employee's identification number (EID). –OR-
- TRL (time report location) and employee type.
- 4. Hit the **Enter key** on your keyboard.

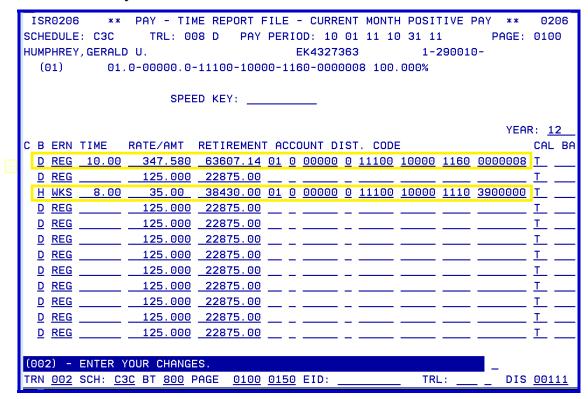


NOTE: If a schedule is locked, the system will not allow input in Function 02. Schedules are locked and unlocked in Function 06 Inquiry/Error Correction on the Schedule Control Screen 028.

#### Two methods to enter data on the Z Time Report File

For a "Z" code assignment, the system generates a Positive Pay Time Report for each earnings code on EDB Salary/Pay Rate Screen (005). Positive time posting may be made for daily rate, hourly rate or lump sum pay transactions. There are two screens with 12 transaction lines each. There can be from 1 to 24 account (labor) distributions. You can pay various rates because the RATE/AMT can be overridden. Overtime can be posted by changing the earnings code to an overtime code using this screen.

### Method 1. Manual Entry



- 1. Manually enter or override any data field.
- 2. Hit the **Enter key** on your keyboard.

The system prompts, "Please review data on screen. OK to proceed?

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

It will scroll you to the second page. If there are no transactions for this page, enter "F" to scroll to the next page and employee. If there are additional transactions, follow Steps 1-4.



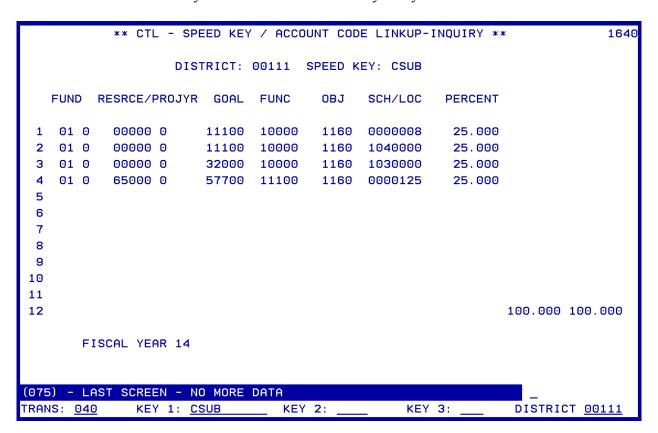
NOTE: You can also navigate to a specific record if

- 1. In the action field, type "J."
- 2. In the EID field, type the EID of the record you want to navigate to.
- 3. Hit the Enter key on your keyboard.

### Method 2. Speed Key

The Speed Key/Account Code Linkup Table stores account (labor) distributions with percent that are used to facilitate data entry of account information on EDB Labor Distribution Screen (006), EDB Future Labor Distribution Screen (106), PCDB Labor Distribution Screen (003), and Time Reporting - Hourly/Daily Override (the "Z" Time Report File). Use of this table is optional.

There can be from 1 to 24 account (labor) distributions with varying percentages totaling 100 percent. For districts using County Office financial/accounting systems, the system validates each account to the HRS account file. Presently, districts cannot input an account into County Office financial/accounting systems and use the account the same day in HRS. There is a two-day delay.





IMPORTANT: Avoid changing the Speed Key Code once the screen has been populated and/or account distribution has been overridden. Any modified account (labor) distribution will be overlaid with data from the Speed Key/Account Code Linkup Table (040).

```
ISR0206
               PAY - TIME REPORT FILE - CURRENT MONTH POSITIVE PAY **
                                                                          0206
SCHEDULE: C3C
                 TRL: 017 D PAY PERIOD: 10 01 11 10 31 11 PAGE: 0188
                                       CV0029192
BEST, GAIL E.
                                                        4-290015-
  (01)
         12.0-00000.0-85000-10000-1160-3800000 100.000%
                     SPEED KEY: CSUB
                                                                     YEAR: 12
C B ERN TIME
               RATE/AMT RETIREMENT ACCOUNT DIST. CODE
                                                                         CAL BA
              <u>17.110</u> <u>33672.48</u> <u>01</u> <u>0</u> <u>00000</u> <u>0</u> <u>11100</u> <u>10000</u> <u>1160</u> <u>0000008</u> <u>D</u>
             <u> 17.110 33672.48 01 0 00000 0 11100 10000 1160 1040000 D</u>
 H REG
 H REG _____ 17.110 33672.48 01 0 00000 0 32000 10000 1160 1030000 D
 H REG _____ 17.110 33672.48 01 0 65000 0 57700 11100 1160 0000125 D
                 17.110 33672.48 _____
 H REG __
 H REG
             _____ 17.110 _33672.48 __ _ _ _ _ _ _ _ _ _ _ _ _
 H REG
 <u>H REG</u> _____ 17.110 33672.48 __ _ _ _ _ _ _ _ _
          _____ <u>17.110</u> <u>33672.48</u> __ _ _ _
 H REG
              <u> 17.110 33672.48 _ _ _ </u>
 H REG
                 17.110 33672.48 ___ _
 H REG
                 17.110 33672.48
       ENTER YOUR CHANGES.
TRN <u>002</u> SCH: <u>C3C</u> BT <u>800</u> PAGE <u>0000</u> <u>0000</u> EID: <u>CV0029192</u>
                                                         TRL:
                                                                     DIS 00111
```

Enter the data to populate the screen with the labor account distribution stored in the Account Code/Speed Key Linkup Table (040),

- 1. In the **SPEED KEY field**, type **CSUB**.
- 2. Hit the **Enter key** on your keyboard.

The system will populate the screen with the labor distribution account strings.

- 3. **Enter or override any data field** except the speed key code.
- 4. Hit the **Enter key** on your keyboard.

The system prompts, "Please review data on screen. OK to proceed?

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

It will scroll you to the second page. If there are no transactions for this page, enter "F" to scroll to the next page and employee. If there are additional transactions, follow Steps 1-4.



NOTE: To navigate to a specific record,

- 1. In the action field, type "J."
- 2. In the EID field, type the EID of the record you want to navigate to.
- 3. Hit the Enter key on your keyboard.

# SECTION VIII.

## **AUTOMATED RX FEATURE**

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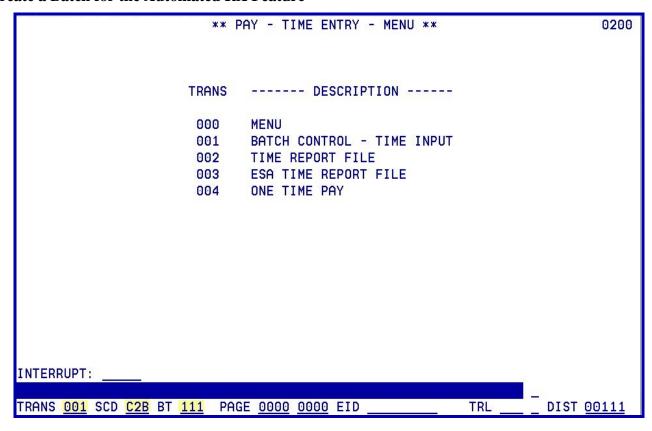
#### **Automated RX Feature**

Automated RX Transactions adjust entries used to correct a previously paid warrant. RX is a reduction in pay or a reversing transaction. RX transactions are automatically entered on the One Time Pay Screen (004) in Function 02. Transactions should be input on a regular schedule, using a batch 800-899 to override salary rate or assignment information on an LX transaction.

The RX (reduction in pay or reversing transaction) must be entered on separate screens when any of the following conditions occur:

- Job class is different.
- Pay Period is different-such as on a mid-month salary change.
- Work calendars are different.

#### Create a Batch for the Automated RX Feature

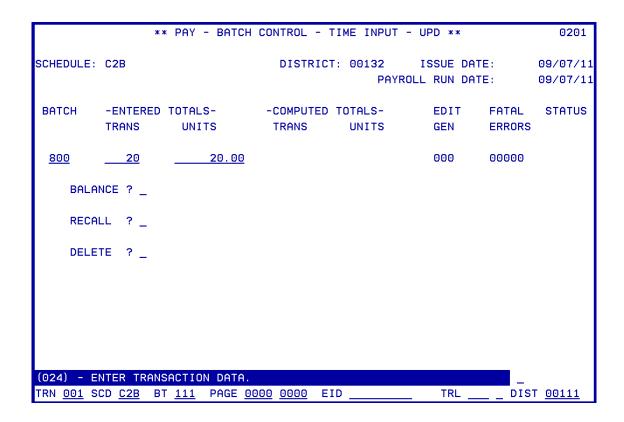


#### Enter the following data:

- 1. In the **TRANS field**, type **001**.
- 2. In the **SCD field**, type **C2B**.
- 3. In the **BT field**, type **111**.
- 4. Hit the **Enter key** on your keyboard.



NOTE: Batch numbers 002-749 are available for use on the Time Report file for a regular schedule or on the One Time Pay Screen (0040) for a regular or supplemental schedule. Batch numbers 000, 001, 750-799 and 900-999 are not available for district use. Batch 800 should be established for all regular pay schedules to utilize the override feature

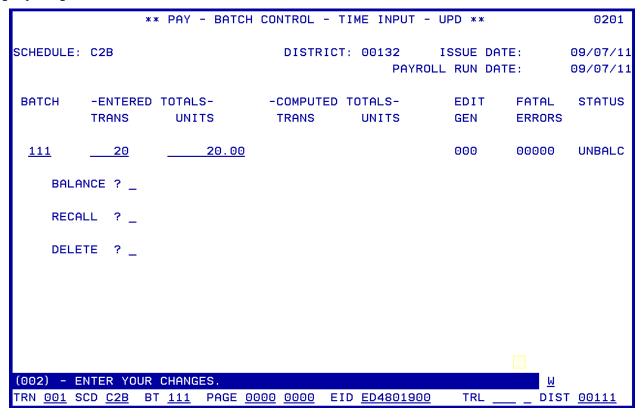


After the batch information is input, hit the Enter key on your keyboard. Enter the following data to navigate to the RX Automated feature.

The system prompts, "Please review data on screen. OK to proceed?"

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

## **Step-by-Step Process of the Automated RX Feature**



The system displays, "Enter your changes."

- 1. In the **action field**, type **W**.
- 2. In the EID field, type ED4801900.
- 3. Hit the **Enter key** on your keyboard.

It will navigate you to the Earnings Payroll History Inquiry Screen (0701) in Pay History.

```
* * PAY - EMPLOYEE PAYROLL HISTORY INQUIRY - INQ * *
                                                                          0701
      EID: ED4801900
                         FOLEY, NINA O.
                                                        PRIOR EID:
    ISSUE SCH -WARRANT- ----ACCRUAL----
                                                        GROSS
                                                                        NET
   DATE
          NO. TP NBR
                                                         PAY
                         BGN DATE END DATE CANCELED
                                                                       PAY
3 07/01/11 C1L D 1321665 06/01/11 06/30/11
                                                        4,748.33
                                                                       3,747.51
 06/10/11 C3K D 1249102 05/01/11 05/31/11
                                                          800.00
                                                                         573.79
                                                        4,748.33
 06/01/11 C1K D 1194779 05/01/11 05/31/11
                                                                      3,747.52
 05/02/11 C1J D 1066710 04/01/11 04/30/11
                                                        4,748.33
                                                                      3,747.52
 04/01/11 C1I D 4039134 03/01/11 03/31/11
                                                        4,748.33
                                                                       3,747.52
                                                                       5,299.66
 03/01/11 C1H W 6246275 02/01/11 02/28/11
                                                        6,932.56
SELECT OPTIONS: [2-8= DETAIL SCREEN] [F=FORWARD B=BACK T=TOP M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: <u>001</u> EID: <u>ED4801900</u> WARRANT NO:
                                              ISS DATE:
                                                               DISTRICT: 00111
```

- 4. In the **SEL Column** of the transaction you will be reversing, type **3**.
- 5. Hit the **Enter key** on your keyboard.

It will navigate you to the Earning Detail Screen (0703) in Pay History.

```
** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **
                                                                              0703
WARRANT NO.: 1321665
                          EID.: ED4801900
                                                  FOLEY, NINA O.
ISSUE DATE : 07 01 11
                          SCHEDULE NO.: C1L
                                                  SCHEDULE: 06 01 11 TO 06 30 11
                     UNITS
      POSNO EARN
                                PAY RATE
                                              AMOUNT
                                                        PAY
                                                             --RETIREMENT--
                                                                               CAL
      ACCR BEG - ACCR END
                                                         MO P/S/SP R.RATE
                     12.000
                                4748.330
                                             4748.33
                                                         12 S5M
                                                                    4748.330 X
      200001 REG
      06/01/11 - 06/30/11
PAGE 01 OF 01
                                                         [R=RETURN 001 M=MENU]
(647) - ENTER Y TO SWITCH TO ONE-TIME PAY OR SCROLL (F) OR (B)
TRANS: <u>003</u> EID: <u>ED4801900</u> WARRANT NO: <u>1321665</u> ISS DATE:
                                                          070111 DISTRICT: 00111
```

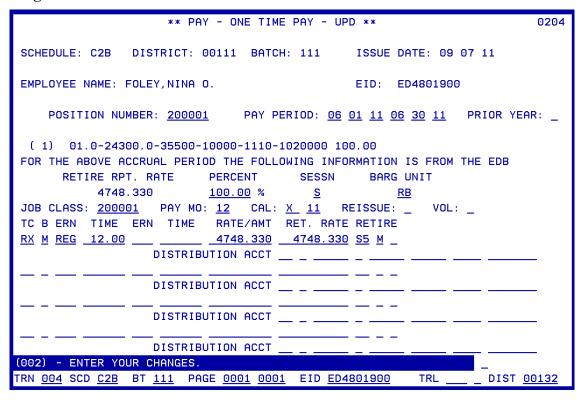
6. In the S Column of the transaction line, type X.

The system prompts, "Enter Y to switch to one-time pay or scroll (F) or (B)."

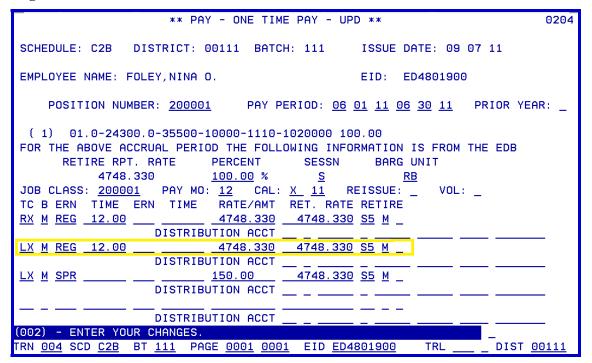
- 7. In the **action field**, type "Y."
- 8. Hit the **Enter key** on your keyboard.

It will navigate you to the One Time Pay Screen (0204). It will also populate the transaction detail of the line you selected with an RX code for that line.

#### Before change



#### After change



- 9. Make the changes.
- 10. Hit the **Enter key** on your keyboard.

The system prompts, "Please review data on screen. OK to proceed?"

- 11. In the action field, type "Y."
- 12. Hit the **Enter** key on your keyboard.



IMPORTANT: At this point, you can still cancel this transaction. Please refer to the Cancelling the Automated RX Feature section in this packet. Once you navigate from this screen, you can no longer access this screen.

The system will display, "All pages approved, Enter C=CANC W=WARR E=EAR M=MENU J=OTHER ID." This indicates the transaction line has been successfully transmitted.

- 1. In the action field, type W will navigate you back to pay history.
- 2. Hit the **Enter key** on your keyboard.

The system will navigate you back to the Earning Detail Screen (0703). The line that once appeared on the S Column has now disappeared. You can no longer access the automated RX feature.

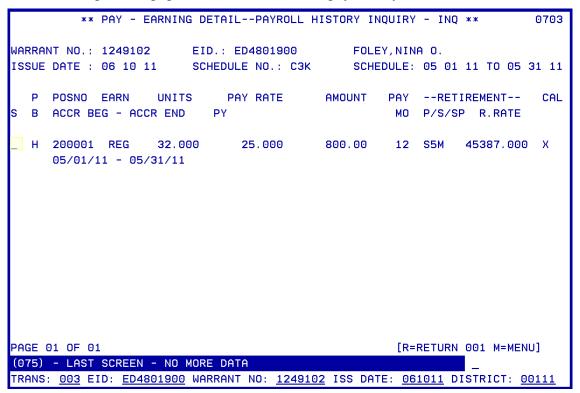
```
** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **
                                                                            0703
WARRANT NO.: 1321665
                          EID.: ED4801900
                                                 FOLEY, NINA O.
ISSUE DATE : 07 01 11
                        SCHEDULE NO.: C1L
                                                SCHEDULE: 06 01 11 TO 06 30 11
     POSNO EARN
                     UNITS
                               PAY RATE
                                           AMOUNT
                                                      PAY --RETIREMENT--
    ACCR BEG - ACCR END
                                                       MO P/S/SP R.RATE
                   12.000 4748.330 4748.33
                                                                   4748.330 X
  M 200001 REG
                                                       12 S5M
     06/01/11 - 06/30/11
PAGE 01 OF 01
                                                        [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: <u>003</u> EID: <u>ED4801900</u> WARRANT NO: <u>1321665</u> ISS DATE: <u>070111</u> DISTRICT: <u>00111</u>
```

## **Cancelling the Automated RX Feature**

If the transaction is not to be completed at any point during the automated RX feature, it is necessary to exit the process with a "C."

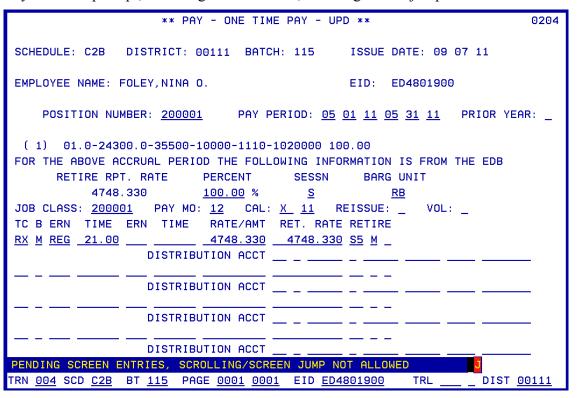
** PAY - ONE TIME PAY - UPD ** 0204						
SCHEDULE: C2B DISTRICT: 00111 BATCH: 111 ISSUE DATE: 09 07 11						
EMPLOYEE NAME: FOLEY, NINA O. EID: ED4801900						
POSITION NUMBER: <u>200001</u> PAY PERIOD: <u>05</u> <u>01</u> <u>11</u> <u>05</u> <u>31</u> <u>11</u> PRIOR YEAR: _						
( 1) 01.0-24300.0-35500-10000-1110-1020000 100.00						
FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB						
RETIRE RPT. RATE PERCENT SESSN BARG UNIT						
4748.330 <u>100.00</u> % <u>S</u> <u>RB</u>						
JOB CLASS: <u>200001</u> PAY MO: <u>12</u> CAL: <u>X 11</u> REISSUE: _ VOL: _						
TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE						
RX H REG 32.00 25.000 45387.000 S5 M						
DISTRIBUTION ACCT <u>01 0</u> <u>01000 0</u> <u>11400</u> <u>31600</u> <u>1210</u> <u>1041000</u>						
DISTRIBUTION ACCT						
DISTRIBUTION ACCT						
DISTRIBUTION ACCT						
(002) - ENTER YOUR CHANGES.						
TRN <u>004 SCD C2B BT 111 PAGE 0001 0001 EID ED4801900</u> TRL DIST <u>00111</u>						

This cancels this attempt and repopulates the cursor line in pay history for future us.



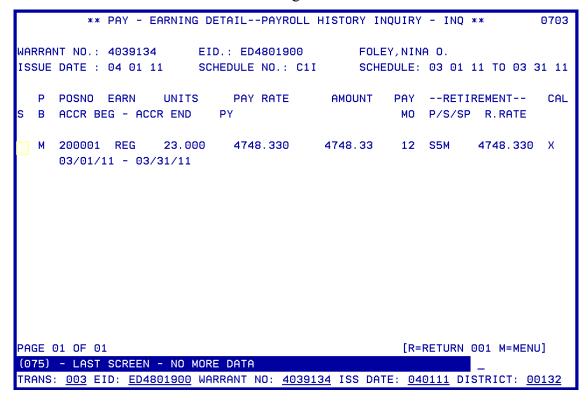


IMPORTANT: If you try to cancel the automated RX by entering "J" or "M" in the action field, the system will prompt, "Pending screen entries, scrolling/screen jump not allowed."





IMPORTANT: If you try to close the window from the window bar, the system will depopulate the information and you will no longer be able to automate the RX feature for this transaction. Notice the field under the S Column is no longer available.



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