



**Los Angeles County  
Office of Education**



**HUMAN  
RESOURCE  
SYSTEM**

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

## **SESSION E**

### **TIME REPORTING**

#### **2025-2026 TRAINING MANUAL**

An Official Publication



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

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

Vacant, Chief Financial Officer Business Services

Nkeiruka Benson, Director, School Financial Services

Scott Welker, Assistant Director District Personnel  
Information Services Division of School Financial  
Services

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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	SCHEDULE	PAYROLL PERIOD FROM TO	MEMO	ISSUE DATE	PAYROLL PROD. DATE	TIME REPORT PRODUCTION	DD INPUT CUTOFF	SCHEDULE
C1	C1B	08-01-17 08-31-17	1STWTD	09-01-17	08-29-17	08-18-17	08-22-17	C1B
V2	V2D	08-01-17 08-31-17	5TH	09-05-17	08-29-17	08-18-17	08-25-17	V2D
V1	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	5TH	09-05-17	08-30-17	08-21-17	08-25-17	E1D
C5	C5B	08-01-17 08-31-17	5TH	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
H1	H1D	08-16-17 08-31-17	10TH	09-08-17	09-01-17	08-24-17	08-29-17	H1D
C3	C3B	08-01-17 08-31-17	10TH	09-08-17	09-05-17	08-24-17	08-29-17	C3B
V2	V2E	09-01-17 09-15-17	20TH	09-20-17	09-14-17	09-05-17	09-08-17	V2E
V1	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
H1	H1E	09-01-17 09-15-17	25TH	09-25-17	09-20-17	09-11-17	09-15-17	H1E
C2	C2C	09-01-17 09-30-17	LWD	09-29-17	09-25-17	09-15-17	09-19-17	C2C
C1	C1C	09-01-17 09-30-17	1STWTD	10-02-17	09-27-17	09-18-17	09-22-17	C1C
Issue Dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.								

**Time Report Production Date** 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. District will have time reports/screens available the next day.

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

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

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**

08-07-17

## E – TIME REPORTING

### SEPTEMBER 2017

#### HRS SUPPLEMENTAL PRODUCTION SCHEDULE

Production Date	For Verification Warrants Schedule	For Real Warrants Schedule	Issue Date 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

Schedule	Transaction Gen Date	Production 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.

08-07-17

**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) ENU				
TRANS: 010	KEY 1: _____	KEY 2: _____	KEY 3: _____	DISTRICT 00111

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)

** CTL - WORK CALENDAR TABLE - INQUIRY **												1629
CALENDAR: <u>A</u>			FISCAL YEAR: <u>15</u>			DESCRIPTION: ADMIN						
DISTRICT: 00132 HOURS PER DAY: 8.00 NUMBER OF PERIODS: 12 PAY CYCLE GROUP: G1												
BEGIN	END	APPL	PAID	PAID	UN	BEGIN	END	APPL	PAID	PAID	UN	
DATE	DATE	MO/YR	WORK	N WRK	PAID	DATE	DATE	MO/YR	WORK	N WRK	PAID	
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							
ANNUAL:									07 01 14	06 30 15	226	0 0
TRANS: <u>029</u> KEY 1: <u>A</u> KEY 2: <u>15</u> KEY 3: <u></u> DIST: <u>00111</u>												

The Work Calendar Table stores the pay periods, number of periods, the paid work days for each pay period, the annual total workdays, and the start and end dates for the work year. Every EDB assignment 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: 999999999	EFFECTIVE DATE: 00 00 00	
UNEMPLOYMENT: 999999999	PERS PICKUP OR EMPLOYEE PAID: P	
SDI REPT-NO:	EFFECTIVE DATE: 02 01 86	
PBA-HW-PRORATION: A	STRS PICKUP OR EMPLOYEE PAID: P	
LEAVE ACCT USE: N	EFFECTIVE DATE: 02 01 86	
LEAVE IN HOURS: H	STRS OASDI CONTRCT INDICATOR:	
CSEA UNION DUES : Y	EFFECTIVE DATE: 00 00 00	
TRANS: 020    KEY 1: 00111    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.

```

** PER - SALARY/PAY RATE -UPD **                                0105
RW3929358  BARNETT,HERBERT A.                                EFFEC DATE: 07 01 13 ACTNS:  _ _ _
                                                    PRIME JOB: P

JOB      POSITION      JOB CLASS
1        200005      200005 TEACHER CHILD CENTER

CYCLE BASIS  PAY MOS  ILL PLAN  VAC PLAN  RPT LOCN  TIME RPT CD  EARNINGS TYPES
E4       M       12      NA       NA       004      T       REG _ _ _

SCHED/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
6  004  08      07 01 07      100.00      _      3485.000      3485.000
  
```

```

** PAY - TIME REPORT FILE - UPD **                                0202
SCHEDULE: E4F      TRL: 004 C  PAY PERIOD: 09 01 11 TO 09 30 11      PAGE: 0001
-----1-----2-----3-----
C TC B  ERN  TIME  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  _ _ _ _ _
  
```



## E – TIME REPORTING

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.

```

** PER - SALARY/PAY RATE -UPD **                                0105
UN0846668   BOYER,MELVIN O.                                EFEC DATE: 07 01 13 ACTNS:  _ _ _
                                                    PRIME JOB: P

JOB      POSITION      JOB CLASS
 2      200015      200015 HOME TEACHER

CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  TIME  TIME  EARNINGS TYPES
 C3      H      12      NA      NA      010  RPT CD  REG  _ _ _
                               P

SCHED/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
 0  006  14      09 01 11      100.00      _      59.200      59.200
  
```

```

** PAY - TIME REPORT FILE - UPD **                                0202
SCHEDULE: C3C      TRL: 010 C      PAY PERIOD: 10 01 11 TO 10 31 11      PAGE: 0003
-----1-----2-----3-----
C TC B ERN TIME ERN TIME ERN TIME      RATE/AMT      FROM DATE  TO DATE  BAT

      BOYER,MELVIN O.                                UN0846668      2-200015-P
- TX H REG 59.200 _ _ _ _ _
- _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
- _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
- _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
- _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
  
```

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 XXXXXX. 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

## E – TIME REPORTING

### ESA Time Report File - Online

Page 1 – First online screen.

** PAY - ESA TIME REPORT FILE - UPD **										0203
SCHEDULE: E4E		TRL: 010 N	PAY PERIOD: 09 01 11 TO 09 30 11		PAGE: 0015					
PAGE APPROVAL _										
			POSITION		RATE	C	ESA AMT	BAT		
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 003		SCH E4E	BT 110	PAGE 0015	0100	EID	TRL		DIST 00111	

Page 1 – Second online screen.

** PAY - ESA TIME REPORT FILE - UPD **										0203
SCHEDULE: E4E		TRL: 010 N	PAY PERIOD: 09 01 11 TO 09 30 11		PAGE: 0015					
PAGE APPROVAL _										
			POSITION		RATE	C	ESA AMT	BAT		
DEAN, CONNIE E.	XM6669616	2	621041 P		3369.800	_	<u>1368</u>			
DIXON, ROSEMARY I.	PF8267114	1	670002 P		4443.000	_	<u>1993</u>			
DYER, VERNON Y.	PK1453837	5	621041 P		3234.800	_	<u>1438</u>			
FAIRCLOTH, GAYLE A.	VU4185281	3	621041 P		3392.000	_	<u>1291</u>			
FINK, LAURENCE I.	AX6282365	1	622042 P		3992.000	_	<u>1671</u>			
GARDNER, LORRAINE A.	AS0049161	3	621041 P		3369.800	_	<u>1494</u>			
GILLIAM, TAMMY I.	YY5522413	4	621041 P		3442.000	_	<u>1391</u>			
GLASS, GLORIA L.	JU0105598	4	621041 P		3419.800	_	<u>1513</u>			
GOODWIN, LARRY O.	TV2028045	5	621043 P		3713.000	_	<u>1527</u>			
HAAS, HERMAN A.	FC2010299	1	670002 P		4443.000	_	<u>1924</u>			
HALE, NORMA A.	DA5356173	7	621041 P		3369.800	_	<u>542</u>			
HALL, DON A.	GW0042898	2	670002 P		4568.000	_	<u>2124</u>			
HERNDON, JOHN E.	PG8225602	7	621041 P		3369.800	_	<u>1490</u>			
KEMP, LAURENCE E.	FY5509655	1	621043 P		3813.000	_	<u>1700</u>			
(298) - NO CHANGES ON PREVIOUS SCREEN										
TRANS 003		SCH E4E	BT 110	PAGE 0015	0100	EID	TRL		DIST 00111	

## ESA Time Report File – Printed Copy

PAYR007/PP30BOX/030188		PERSONNEL/PAYROLL/RETIREMENT SYSTEM		PAGE NO. 1	
SCHEDULE E4E DISTRICT 00111 TRAINING DISTRICT TIME REP LOCATION 010 EDUCATION TECHNOLOGY REPORT TIME 21:57:08 EMPLOYEE NAME		CLASSIFIED JOBS		ISSUE DATE 08/25/11 PAYROLL RUN DATE 08/19/11 PAY PERIOD 09/01/11-09/30/11 REPORT DATE 08/11/11 NEW GARN PAY/LOC ESA	
EID	POSITION NO.	RATE	% FT	C	ESA AMT
ARCHER, GRETCHEN	RJ7871049	3942.000	100.000		1833
ATKINSON, JENNIFER T.	2-622044-P	4546.000	100.000		2114
BALWIN, RANDY A.	4-622042-P	3817.000	100.000		1698
BARBER, GLORIA A.	1-410005-P	7378.000	100.000		3354
BAREFOOT, EDGAR A.	8-670002-P	4443.000	100.000		956
BENTON, BONNIE E.	2-621043-P	3690.800	100.000		1592
BOWDEN, EUGENE O.	1-621041-P	3419.800	100.000		1513
BOWDEN, JEFFREY O.	4-622043-P	4067.000	100.000		1814
BOWEN, LINDA O.	1-670002-P	4443.000	100.000		1869
BURNS, KEITH U.	1-621041-P	3442.000	100.000		1426
CHAPMAN, BETTY H.	2-621041-P	3392.000	100.000		1290
CLARK, FRED L.	7-622044-P	4421.000	100.000		1500
CLEMENTS, JUDY L.	1-670002-P	4568.000	100.000		1800
CONRAD, PETER O.	2-621041-P	3369.800	100.000		1762
COWAN, BROOKE O.	2-621041-P	3234.800	100.000		1339
DALY, JUANITA A.	2-621041-P	3369.800	100.000		1379
DEAN, CONNIE E.	1-670002-P	4443.000	100.000		1368
DIXON, ROSEMARY I.	5-621041-P	3234.800	100.000		1993
DYER, VERNON Y.	3-621041-P	3392.000	100.000		1438
FAIRCLOTH, GAYLE A.	1-622042-P	3369.800	100.000		1291
FINK, LAURENCE I.	3-621041-P	3442.000	100.000		1671
GARDNER, LORRAINE A.	4-621041-P	3419.000	100.000		1494
GILLIAM, TAMMY I.	5-621043-P	3713.000	100.000		1391
GLASS, GLORIA L.	1-670002-P	4443.000	100.000		1513
GOODWIN, LARRY O.	7-621041-P	3369.800	100.000		1527
HAAS, HERMAN A.	2-670002-P	4568.000	100.000		1924
HALE, NORMA A.	1-621041-P	3813.000	100.000		542
HALL, DON A.	7-621041-P	3369.800	100.000		2124
HERNDON, JOHN E.	1-621043-P				1490
KEMP, LAURENCE E.					1700

## E – TIME REPORTING

### Regular Time Report File - Online

Page 1 – First online screen.

** PAY - TIME REPORT FILE - UPD **												0202	
SCHEDULE: E4F		TRL: 004 C		PAY PERIOD: 09 01 11 TO 09 30 11				PAGE: 0001					
----1----		----2----		----3----									
C	TC	B	ERN	TIME	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-
-	TX	M	REG						4147.000				
-									4147.000				
-									4147.000				
-									4147.000				
BEAN, LAWRENCE E.												UC8199337	1-200005-P
-	TX	M	REG	21.00					3188.000				
-	AP	L	LON						150.000				
-									3188.000				
-									3188.000				
(002) - ENTER YOUR CHANGES.													
TRANS 002 SCD E4F BT 110 PAGE 0001 0001 EID												TRL	DIST: 00111

Page 1 – Second online screen.

** PAY - TIME REPORT FILE - UPD **												0202	
SCHEDULE: E4F		TRL: 004 C		PAY PERIOD: 09 01 11 TO 09 30 11				PAGE: 0001					
----1----		----2----		----3----									
C	TC	B	ERN	TIME	ERN	TIME	ERN	TIME	RATE/AMT	FROM DATE	TO DATE	BAT	
BEAN, LAWRENCE E.												UC8199337	3-180151-
-	TX	M	REG						3188.000				
-	AP	L	CRL						20.000				
-	AP	L	LON						150.000				
-									3188.000				
BEATTY, WILLIE E.												AF0914527	4-180151-
-	TX	M	RNU						2925.450				
-									2925.450				
-									2925.450				
-									2925.450				
BEATTY, WILLIE E.												AF0914527	6-180155-
-	TX	H	RNU						22.162				
-									22.162				
-									22.162				
-									22.162				
(002) - ENTER YOUR CHANGES.													
TRANS 002 SCD E4F BT 110 PAGE 0000 0000 EID AF0914527												TRL	DIST: 00111

Page 18



**Function 02 – Time Entry**

```

** PAY - TIME ENTRY - MENU **                                0200

TRANS  ----- DESCRIPTION -----

000    MENU
001    BATCH CONTROL - TIME INPUT
002    TIME REPORT FILE
003    ESA TIME REPORT FILE
004    ONE TIME PAY

INTERRUPT: _____
(058) - WELCOME TO THE HRS ONLINE SYSTEM.
TRANS ____ SCD ____ BT ____ PAGE 0000 0000 EID _____ TRL ____ _ DIST 00111

```

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 <u>ESA (Earned Salary Advance) schedule</u> . 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**

Intentionally left blank

ESA Time File (003)

** 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 _									
		POSITION			RATE	C	ESA	AMT	BAT
FERGUSON, DOUGLAS E.	VZ0452761	9 200005 P			1692.500	_		362	
FERGUSON, SETH E.	XD5829001	4 200005 P			2666.250	_		240	
FIELD, WESLEY I.	KP2753362	1 200005 P			1672.000	_		385	
HARDIN, DEAN A.	EV2795151	3 200005 P			1487.000	_		342	
HESS, RICK E.	RJ1018146	2 200005 P			3533.000	_		526	
KANE, ROBYN A.	FV0645788	3 200005 P			1561.000	_		282	
RIGGS, JENNY I.	WK2270112	3 200005 P			1883.000	_		343	
ROBERSON, KEVIN O.	XS9445126	1 200005 P			3533.000	_		398	
ROSE, FRANCIS O.	JA4188635	1 200005 P			2391.000	_		546	
ROTH, FRANCIS O.	MP6835981	1 200005 P			3533.000	_		813	
WALTERS, KATE A.	VJ8369359	7 200005 P			1607.000	_		303	
WILKINS, FLORENCE I.	UW9800762	4 200005 P			2743.000	_		577	
(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.									
TRANS 003 SCH E4E BT 110 PAGE 0001 0100 EID _____ TRL _____ DIST 00111									

### 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.

### **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.

# E – TIME REPORTING

PAYR010/PP30A0XX  
 SCHEDULE E4E ENDING 09/30/16--E4  
 PERSONNEL/PAYROLL/RETIREMENT SYSTEM  
 REJECTED ESA TIME REPORT  
 PAGE NO. 0001  
 ISSUE DATE 09/23/16

RUN TIME 22:21:20  
 DIST: 00111 TRAINING DISTRICT  
 RUN DATE 09/09/16

	EMPLOYEE ID	POSITION	JOB CLASS	RATE	RETIRE	MO	DISTR	FROM	TO
AU9622132	WELSH, LEROY E.	3-200001-P	200001	8237.400	P8-M-	12	.00%	09/01/16 -	09/30/16
HR0407043	ZHOU, STUART H.	4-780700-	780700	5135.000	P8-M-	12	.00%	09/01/16 -	09/30/16

**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 WITH NON-ZERO ESA AMOUNTS

NAME	FOR DISTRICT	00111	TRAINING DISTRICT	EID	STATUS	JOB	CYCLE	AMOUNT
O'BRIEN, BRADLEY				UA8229286	A	1	E1	2100.00+
PADGETT, JOSHUA A.				QX4481684	T	5	E1	96.25+
PALENCIA, VICKI				SB8871159	T	2	E1	718.00+
TAN, KERRY A.				TT1567521	A	1	E1	3406.00+
WALKER, IRENE				BH8061433	T	7	E1	344.99+
WALLACE, GARY A.				WS6320974	T	3	E1	41.01+

## Create a batch for the ESA Time File

```

** PAY - TIME ENTRY - MENU **                                0200

TRANS  ----- DESCRIPTION -----

000    MENU
001    BATCH CONTROL - TIME INPUT
002    TIME REPORT FILE
003    ESA TIME REPORT FILE
004    ONE TIME PAY

INTERRUPT: _____

TRANS 001 SCD E4E BT 110 PAGE 0000 0 EID TRL DIST 00111

```

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



## E – TIME REPORTING

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

## E – TIME REPORTING

### 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 _										
				POSITION	RATE	C	ESA			
							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			
BEST, GAIL E.	CV0029192	1	200005 P	3310.000	-		1381			
BROWNING, HOLLY R.	HJ1087634	1	200005 P	3648.000	-		1497			
BUCHANAN, CHRIS U.	BD8277595	3	200005 P	1438.500	x		170			
BUTLER, TIMOTHY U.	PM4597575	1	200008 P	7198.740	-					
CASE, MAX A.	BD5871189	9	200005 P	2760.333	-		577			
CHENG, JOYCE H.	YD5804426	2	200005 P	1615.000	-		384			
CHUNG, HEIDI H.	KD4443632	2	200005 P	1594.000	x		290			
CLARKE, KRISTINE L.	UY6177450	3	200005 P	3049.000	x		701			
CRAVEN, BRENT R.	YN8393650	1	200005 P	2569.500	x		514			
DANIELS, ARNOLD A.	GS8376141	1	200005 P	1883.000	-		140			
DIAZ, RICKY I.	EW6007978	1	200005 P	1615.000	-		295			
DYER, STACEY Y.	FE8327206	1	200005 P	1883.000	-		154			
EDWARDS, BILL D.	RE5395645	1	200005 P	1589.438	x		289			
(002) - ENTER YOUR CHANGES.										
TRANS 003 SCH E4E BT 110 PAGE 0000 0000 EID _____ TRL ____ _ DIST 00111										

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

                                POSITION      RATE      C    ESA
                                POSITION      RATE      C    AMT  BAT

FERGUSON, DOUGLAS E.          VZ0452761    9 200005 P    1692.500 X    362 110
FERGUSON, SETH E.             XD5829001    4 200005 P    2666.250 X    240 110
FIELD, WESLEY I.              KP2753362    1 200005 P    1672.000 X    385 110
HARDIN, DEAN A.               EV2795151    3 200005 P    1487.000 X    342 110
HESS, RICK E.                 RJ1018146    2 200005 P    3533.000 X    526 110
KANE, ROBYN A.                FV0645788    3 200005 P    1561.000 X    282 110
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

                                -      -
                                -      -
                                -      -
                                -      -
                                -      -

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?      Y
TRANS 003 SCH E4E BT 110 PAGE 0001 0100 EID _____ TRL ____ _ DIST 00111
  
```

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).

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 _

POSITION      RATE      C  ESA AMT  BAT
BARNETT,HERBERT A.    RW3929358  1 200005 P   3485.000 _  1344
BEAN,LAWRENCE E.      UC8199337  1 200005 P   3188.000 _  1325
BEATTY,WILLIE E.      AF0914527  7 200005 P   2447.250 _   851
BEST,GAIL E.          CV0029192  1 200005 P   3310.000 _  1381
BROWNING,HOLLY R.     HJ1087634  1 200005 P   3648.000 _  1497
BUCHANAN,CHRIS U.     BD8277595  3 200005 P   1438.500 _   170
BUTLER,TIMOTHY U.     PM4597575  1 200008 P   7198.740 _
CASE,MAX A.           BD5871189  9 200005 P   2760.333 _   577
CHENG,JOYCE H.        YD5804426  2 200005 P   1615.000 _   384
CHUNG,HEIDI H.        KD4443632  2 200005 P   1594.000 _   290
CLARKE,KRISTINE L.    UY6177450  3 200005 P   3049.000 _   701
CRAVEN,BRENT R.       YN8393650  1 200005 P   2569.500 _   514
DANIELS,ARNOLD A.     GS8376141  1 200005 P   1883.000 _   140
DIAZ,RICKY I.         EW6007978  1 200005 P   1615.000 _   295
DYER,STACEY Y.        FE8327206  1 200005 P   1883.000 _   154
EDWARDS,BILL D.       RE5395645  1 200005 P   1589.438 _   289
(002) - ENTER YOUR CHANGES.
TRANS 003 SCH E4E BT 110 PAGE 0000 0000 EID RW3929358  TRL _ _ DIST 00111
  
```

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:

$$\text{ESA} = \frac{[\text{Salary Rate}] - [\text{Pre-Tax Reductions}]}{2}$$

## Multiple Positions

** PAY - ESA TIME REPORT FILE - UPD **										0203
SCHEDULE: E4E    TRL: 025 N    PAY PERIOD: 09 01 11 TO 09 30 11    PAGE: 0026										
PAGE APPROVAL _										
			POSITION	RATE	C	ESA	AMT	BAT		
BAILEY, BECKY A.	TB3133695	3	571015 P	4542.000	_		1230			
CHAPPELL, GLENDA H.	QC5243430	4	509032 P	2442.000	_		1136			
GROSS, LEO R.	CF7613847	5	514000 P	3186.750	_		1482			
HUANG, JIM U.	ZQ1601793	1	509031 P	3183.000	_		1377			
MCCALL, BRENDA C.	QE8572228	1	509032 P	2442.000	_		967			
	QE8572228	3	901001	407.000	_					
MCLEOD, FLOYD C.	TW5402078	7	572010 P	1896.000	_		645			
MORSE, LINDSAY O.	BQ5160726	1	572010 P	3867.000	_		1721			
POOLE, ANNE O.	DZ8954527	1	522041 P	3842.000	_		1508			
STRAUSS, DOROTHY T.	UJ1059852	1	509033 P	2505.000	_		757			
(002) - ENTER YOUR CHANGES.										
TRANS 003 SCH E4E BT 110 PAGE 0000 0000 EID QE8572228    TRL _ _    DIST 00111										

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 **                                0202
SCHEDULE: E4F      TRL: 004 C    PAY PERIOD: 09 01 11 TO 09 30 11    PAGE: 0001
-----1-----2-----3-----
C TC B  ERN  TIME  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-
- TX M  REG  _____  _____  _____  _____  4147.000  _____  _____  _____
- _____  _____  _____  _____  4147.000  _____  _____  _____
- _____  _____  _____  _____  4147.000  _____  _____  _____
- _____  _____  _____  _____  4147.000  _____  _____  _____

  BEAN, LAWRENCE E.                                  UC8199337      1-200005-P
- TX M  REG  21.00  _____  _____  _____  3188.000  _____  _____  _____
- AP L  LON  _____  _____  _____  _____  150.000  _____  _____  _____
- _____  _____  _____  _____  3188.000  _____  _____  _____
- _____  _____  _____  _____  3188.000  _____  _____  _____

(002) - ENTER YOUR CHANGES.
TRANS 002 SCD E4F BT 110 PAGE 0001 0001 EID _____ TRL _____ DIST: 00111

```

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

0200

\*\* PAY - TIME ENTRY - MENU \*\*

TRANS	DESCRIPTION
000	MENU
001	BATCH CONTROL - TIME INPUT
002	TIME REPORT FILE
003	ESA TIME REPORT FILE
004	ONE TIME PAY

INTERRUPT: \_\_\_\_\_

TRANS 001 SCD E4F BT 110 PAGE 0000 0000 EID \_\_\_\_\_ TRL \_\_\_\_\_ DIST 00111

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		ISSUE DATE:		09/06/11		
				PAYROLL RUN DATE:		09/01/11		
BATCH	-ENTERED TRANS	TOTALS- UNITS	-COMPUTED TRANS	TOTALS- UNITS	EDIT GEN	FATAL ERRORS	STATUS	
110	20	20.00			000	00000	UNBALC	
BALANCE ? _								
RECALL ? _								
DELETE ? _								
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?								Y
TRN 002 SCD E4F BT 110 PAGE 0000 0000 EID _____ TRL _ _ DIST 00111								

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 **                                0202
SCHEDULE: E4F      TRL: 004 C    PAY PERIOD: 09 01 11 TO 09 30 11    PAGE: 0001
  ----1-----  ----2-----  ----3-----
C TC B  ERN  TIME  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  _____  _____  _____
- _____  _____  _____  _____  _____  4147.000  _____  _____  _____
- _____  _____  _____  _____  _____  4147.000  _____  _____  _____
- _____  _____  _____  _____  _____  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  _____  _____  _____
- _____  _____  _____  _____  _____  3188.000  _____  _____  _____

(002) - ENTER YOUR CHANGES.
TRANS 002 SCD E4F BT 110 PAGE 0000 0000 EID RW3929358 TRL ____ _ DIST: 00111
  
```

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**

** PAY - TIME ENTRY - MENU **		0200
TRANS	----- DESCRIPTION -----	
000	MENU	
001	BATCH CONTROL - TIME INPUT	
002	TIME REPORT FILE	
003	ESA TIME REPORT FILE	
004	ONE TIME PAY	
INTERRUPT: _____		
TRANS 001 SCD C2B BT 800 PAGE 0000 0000 EID _____ TRL _____ DIST 00111		

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 - TIME INPUT - UPD **							0201
SCHEDULE: C2B		DISTRICT: 00111		ISSUE DATE:		09/06/11	
				PAYROLL RUN DATE:		09/01/11	
BATCH	-ENTERED TRANS	TOTALS- UNITS	-COMPUTED TRANS	TOTALS- UNITS	EDIT GEN	FATAL ERRORS	STATUS
<u>110</u>	<u>20</u>	<u>20.00</u>			000	00000	UNBALC
BALANCE ? _							
RECALL ? _							
DELETE ? _							
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?							<u>Y</u>
TRN	<u>002</u>	SCD	<u>C2B</u>	BT	<u>110</u>	PAGE	<u>0008 0500</u>
EID				TRL			DIST
							<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

```

** PAY - TIME REPORT FILE - UPD **                                0202
SCHEDULE: C2B      TRL: 005 N    PAY PERIOD: 09 01 11 TO 09 30 11    PAGE: 0008
  ----1-----  ----2-----  ----3-----
C TC B  ERN  TIME  ERN  TIME  ERN  TIME    RATE/AMT    FROM DATE  TO DATE  BAT
WADE, DEWAYNE                                TR1894696    1-621041-P
V TX M  REG  _____  _____  _____  _____  3182.000  _____  _____  _____
- - - - -  _____  _____  _____  _____  3182.000  _____  _____  _____
- - - - -  _____  _____  _____  _____  3182.000  _____  _____  _____
- - - - -  _____  _____  _____  _____  3182.000  _____  _____  _____

- - - - -  _____  _____  _____  _____  _____  _____  _____  _____
- - - - -  _____  _____  _____  _____  _____  _____  _____  _____
- - - - -  _____  _____  _____  _____  _____  _____  _____  _____
- - - - -  _____  _____  _____  _____  _____  _____  _____  _____

- - - - -  _____  _____  _____  _____  _____  _____  _____  _____
- - - - -  _____  _____  _____  _____  _____  _____  _____  _____
- - - - -  _____  _____  _____  _____  _____  _____  _____  _____
- - - - -  _____  _____  _____  _____  _____  _____  _____  _____

(023) - NO DATA ENTERED. ENTER ACTION OR TRANS TO PROCEED.
TRANS 002 SCD C2B BT 110 PAGE 0000 0000 EID TR1894696 TRL ____ _ DIST: 00111
  
```

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

It will navigate you to the override screen.

## E – TIME REPORTING

### 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	
TX	M	REG	_____	_____	_____	_____	_____	3182.000	_ 09 01 11 09 30 11	
(002) - ENTER YOUR CHANGES.										-
TRN	002	SCD	C2B	BT	110	PAGE	0000	0000	EID TR1894696	TRL _ _ DIS 00111

## After 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: 500
PAY MONTHS: 10          PRCNT: 100 %    CAL: N 12  SESSN: _
BARG UNIT: RB          DISTR ACCT: 01 0 00000 0 00000 82000 2211 1040000

TC B ERN  TIME  ERN  TIME  ERN  TIME  RATE/AMT  PERIOD
TX D REG  2.00  _    _    _    _    500.00  _ 09 01 11 09 30 11

(002) - ENTER YOUR CHANGES.
TRN 002  SCD C2B  BT 110  PAGE 0008 0500  EID _    TRL _ _ DIS 00111
  
```

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.

 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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## E – TIME REPORTING

### 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				
		_____ %		_____						
JOB CLASS: _____		PAY MO: ____		CAL: ____		REISSUE: ____		VOL: ____		
TC	B	ERN	TIME	ERN	TIME	RATE/AMT	RET.	RATE	RETIRE	
---	---	---	---	---	---	---	---	---	---	
DISTRIBUTION ACCT										
---	---	---	---	---	---	---	---	---	---	
DISTRIBUTION ACCT										
---	---	---	---	---	---	---	---	---	---	
DISTRIBUTION ACCT										
---	---	---	---	---	---	---	---	---	---	
DISTRIBUTION ACCT										
(002) - ENTER YOUR CHANGES.										
TRN	004	SCD	C2B	BT	110	PAGE	0008	0100	EID	BG6772119
						TRL	____	DIST	00111	

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**

** PAY - TIME ENTRY - MENU **		0200
TRANS	----- DESCRIPTION -----	
000	MENU	
001	BATCH CONTROL - TIME INPUT	
002	TIME REPORT FILE	
003	ESA TIME REPORT FILE	
004	ONE TIME PAY	
INTERUPT: _____		
TRANS 001 SCD C2B BT 110 PAGE 0000 0000 EID _____ TRL _____ DIST 00111		

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

** PAY - BATCH CONTROL - TIME INPUT - UPD **							0201
SCHEDULE: C2B		DISTRICT: 00111		ISSUE DATE:		09/06/11	
				PAYROLL RUN DATE:		09/01/11	
BATCH	-ENTERED TRANS	TOTALS- UNITS	-COMPUTED TRANS	TOTALS- UNITS	EDIT GEN	FATAL ERRORS	STATUS
110	20	20.00			000	00000	UNBALC
BALANCE ? _							
RECALL ? _							
DELETE ? _							
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?							Y
TRN 004	SCD C2B	BT 110	PAGE 0000	0000	EID BG6772119	TRL _ _	DIST 00111

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: 200001    PAY PERIOD: 09 01 11 09 30 11    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        100.00 %        S        RB
JOB CLASS: 200001    PAY MO: 10    CAL: T 12    REISSUE: _    VOL: _
TC B ERN TIME ERN TIME RATE/AMT RET. RATE 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.

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

```

** 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: 200001   PAY PERIOD: 09 01 11 09 30 11   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         100.00 %      S      RB
JOB CLASS: 200001   PAY MO: 10   CAL: T 12   REISSUE: R   VOL: _
TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE
TX M REG 22.00    6798.20  6798.20 S5 M _
      DISTRIBUTION ACCT _ _ _ _ _
      DISTRIBUTION ACCT _ _ _ _ _
      DISTRIBUTION ACCT _ _ _ _ _
      DISTRIBUTION ACCT _ _ _ _ _
(002) - ENTER YOUR CHANGES.
TRN 004 SCD 237 BT 110 PAGE 0000 0000 EID BG6772119   TRL _ _ DIST 00111
  
```

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

Code	Description
<b>R</b>	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.   <b>IMPORTANT:</b> If “R” is not used, the employee may be overtaxed.
<b>P</b>	Used for prior year adjustment if Medicare/OASDI is affected. Please email the SFS Payroll Staff at <a href="mailto:SFS_Payroll_Requests@laoe.edu">SFS_Payroll_Requests@laoe.edu</a> before using this code.
<b>Blank</b>	For transactions other than “R” or “P”.

## E – TIME REPORTING

### 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: 200001   PAY PERIOD: 09 01 11 09 30 11   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      100.00 %      S      RB
JOB CLASS: 200001   PAY MO: 10   CAL: T 12   REISSUE: R   VOL: W
TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE
TX M REG 22.00 _ _ _ _ _ 6798.20 6798.20 S5 M _
      DISTRIBUTION ACCT _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
      DISTRIBUTION ACCT _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
      DISTRIBUTION ACCT _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
      DISTRIBUTION ACCT _ _ _ _ _ _ _ _ _ _

(002) - ENTER YOUR CHANGES.
TRN 004 SCD 237 BT 110 PAGE 0000 0000 EID BG6772119 TRL _ _ DIST 00111
  
```

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

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

Intentionally left blank



## SECTION VII.

### **Z TIME FILE**

Intentionally left blank

## E – TIME REPORTING

### 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: 12

C B ERN TIME  RATE/AMT  RETIREMENT ACCOUNT DIST. CODE  CAL BA
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D
H REG 17.110 33672.48 - - - - - D

(002) - ENTER YOUR CHANGES.
TRN 002 SCH: C3C BT 800 PAGE 0 0 EID: CV0029192 TRL:  DIS 00111
  
```

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

** PAY - TIME ENTRY - MENU **		0200
TRANS	----- DESCRIPTION -----	
000	MENU	
001	BATCH CONTROL - TIME INPUT	
002	TIME REPORT FILE	
003	ESA TIME REPORT FILE	
004	ONE TIME PAY	
INTERRUPT: _____		
TRANS <u>001</u> SCD <u>C3C</u> BT <u>800</u> PAGE <u>0000</u> <u>0000</u> EID _____ TRL _____ DIST <u>00111</u>		

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.

## E – TIME REPORTING

** PAY - BATCH CONTROL - TIME INPUT - UPD **								0201
SCHEDULE: C3C		DISTRICT: 00132		ISSUE DATE:		09/07/11		
				PAYROLL RUN DATE:		09/02/11		
BATCH	-ENTERED TRANS	TOTALS- UNITS	-COMPUTED TRANS	TOTALS- UNITS	EDIT GEN	FATAL ERRORS	STATUS	
800	20	20.00			000	00000		
BALANCE ? _								
RECALL ? _								
DELETE ? _								
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? <span style="float: right;">Y</span>								
TRN 002	SCD C3C	BT 800	PAGE 0000	0000	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

```

ISR0206  ** PAY - TIME REPORT FILE - CURRENT MONTH POSITIVE PAY  ** 0206
SCHEDULE: C3C   TRL: 008 D   PAY PERIOD: 10 01 11 10 31 11   PAGE: 0100
HUMPHREY, GERALD U.   EK4327363   1-290010-
(01)   01.0-00000.0-11100-10000-1160-00000008 100.000%

SPEED KEY: _____

YEAR: 12
C B ERN TIME  RATE/AMT  RETIREMENT ACCOUNT DIST. CODE  CAL BA
D REG 10.00  347.580  63607.14 01 0 00000 0 11100 10000 1160 00000008 T
D REG 125.000 22875.00  - - - - - - - - - - - - - - - - T
H WKS 8.00   35.00   38430.00 01 0 00000 0 11100 10000 1110 39000000 T
D REG 125.000 22875.00  - - - - - - - - - - - - - - - - T
D REG 125.000 22875.00  - - - - - - - - - - - - - - - - T
D REG 125.000 22875.00  - - - - - - - - - - - - - - - - T
D REG 125.000 22875.00  - - - - - - - - - - - - - - - - T
D REG 125.000 22875.00  - - - - - - - - - - - - - - - - T
D REG 125.000 22875.00  - - - - - - - - - - - - - - - - T
D REG 125.000 22875.00  - - - - - - - - - - - - - - - - T
D REG 125.000 22875.00  - - - - - - - - - - - - - - - - T
D REG 125.000 22875.00  - - - - - - - - - - - - - - - - T

(002) - ENTER YOUR CHANGES.
TRN 002 SCH: C3C BT 800 PAGE 0100 0150 EID: _____ TRL: _____ DIS 00111
  
```

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.

```

** CTL - SPEED KEY / ACCOUNT CODE LINKUP-INQUIRY **
1640

DISTRICT: 00111  SPEED KEY: CSUB

FUND  RESRCE/PROJYR  GOAL  FUNC  OBJ  SCH/LOC  PERCENT

1  01 0  00000 0  11100 10000 1160 0000008  25.000
2  01 0  00000 0  11100 10000 1160 1040000  25.000
3  01 0  00000 0  32000 10000 1160 1030000  25.000
4  01 0  65000 0  57700 11100 1160 0000125  25.000
5
6
7
8
9
10
11
12                                     100.000 100.000

FISCAL YEAR 14

(075) - LAST SCREEN - NO MORE DATA
TRANS: 040  KEY 1: CSUB  KEY 2:  KEY 3:  DISTRICT 00111

```



**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).

## E – TIME REPORTING

```

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)      12.0-000000.0-85000-10000-1160-3800000 100.000%

                                SPEED KEY: CSUB

                                YEAR: 12

C B ERN TIME      RATE/AMT  RETIREMENT ACCOUNT DIST. CODE      CAL BA
H REG _____  17.110    33672.48 01 0 00000 0 11100 10000 1160 0000008 D ____
H REG _____  17.110    33672.48 01 0 00000 0 11100 10000 1160 1040000 D ____
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 ____
H REG _____  17.110    33672.48 _____ _____ _____ _____ D ____
H REG _____  17.110    33672.48 _____ _____ _____ _____ D ____
H REG _____  17.110    33672.48 _____ _____ _____ _____ D ____
H REG _____  17.110    33672.48 _____ _____ _____ _____ D ____
H REG _____  17.110    33672.48 _____ _____ _____ _____ D ____
H REG _____  17.110    33672.48 _____ _____ _____ _____ D ____
H REG _____  17.110    33672.48 _____ _____ _____ _____ D ____

(002) - ENTER YOUR CHANGES.
TRN 002 SCH: C3C BT 800 PAGE 0000 0000 EID: CV0029192 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

** PAY - TIME ENTRY - MENU **		0200
TRANS	----- DESCRIPTION -----	
000	MENU	
001	BATCH CONTROL - TIME INPUT	
002	TIME REPORT FILE	
003	ESA TIME REPORT FILE	
004	ONE TIME PAY	
INTERRUPT: _____		
TRANS 001 SCD C2B BT 111 PAGE 0000 0000 EID _____ TRL _____ DIST 00111		

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

## E – TIME REPORTING

** PAY - BATCH CONTROL - TIME INPUT - UPD **						0201	
SCHEDULE: C2B		DISTRICT: 00132		ISSUE DATE:		09/07/11	
				PAYROLL RUN DATE:		09/07/11	
BATCH	-ENTERED TRANS	TOTALS- UNITS	-COMPUTED TRANS	TOTALS- UNITS	EDIT GEN	FATAL ERRORS	STATUS
800	20	20.00			000	00000	
BALANCE ? _							
RECALL ? _							
DELETE ? _							
(024) - ENTER TRANSACTION DATA.							
TRN 001 SCD C2B BT 111 PAGE 0000 0000 EID _____ TRL ____ DIST 00111							

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

** PAY - BATCH CONTROL - TIME INPUT - UPD **							0201
SCHEDULE: C2B		DISTRICT: 00132		ISSUE DATE:		09/07/11	
				PAYROLL RUN DATE:		09/07/11	
BATCH	-ENTERED TRANS	TOTALS- UNITS	-COMPUTED TRANS	TOTALS- UNITS	EDIT GEN	FATAL ERRORS	STATUS
<u>111</u>	<u>20</u>	<u>20.00</u>			000	00000	UNBALC
BALANCE ? _							
RECALL ? _							
DELETE ? _							
(002) - ENTER YOUR CHANGES.							<u>W</u>
TRN	<u>001</u>	SCD	<u>C2B</u>	BT	<u>111</u>	PAGE	<u>0000</u> <u>0000</u> EID <u>ED4801900</u> TRL <u>   </u> <u>  </u> DIST <u>00111</u>

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.

## E – TIME REPORTING

```

      * * PAY - EMPLOYEE PAYROLL HISTORY INQUIRY - INQ * *          0701

      EID:  ED4801900      FOLEY,NINA O.      PRIOR EID:

S
E  ISSUE  SCH -WARRANT- -----ACCRUAL-----      GROSS      NET
L  DATE   NO. TP  NBR   BGN DATE END DATE CANCELED    PAY        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
  06/01/11 C1K D 1194779 05/01/11 05/31/11      4,748.33      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
  03/01/11 C1H W 6246275 02/01/11 02/28/11      6,932.56      5,299.66

SELECT OPTIONS: [2-8= DETAIL SCREEN] [F=FORWARD B=BACK T=TOP M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 001 EID: ED4801900 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.

## E – TIME REPORTING

```

** 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

  P  POSNO  EARN      UNITS      PAY RATE      AMOUNT      PAY  --RETIREMENT--  CAL
S  B  ACCR BEG - ACCR END      PY      MO  P/S/SP  R.RATE

X M  200001  REG      12.000      4748.330      4748.33      12  S5M      4748.330  X
    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)  Y
TRANS: 003 EID: ED4801900 WARRANT NO: 1321665 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.



## E – TIME REPORTING

### Before change

** 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: 200001	PAY PERIOD: 06 01 11 06 30 11	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	100.00 %	S RB
JOB CLASS: 200001	PAY MO: 12	CAL: X 11
REISSUE: _	VOL: _	
TC B ERN	TIME ERN	TIME RATE/AMT
RET. RATE	RETIRE	
RX M REG	12.00	4748.330
4748.330	S5 M	
DISTRIBUTION ACCT		
DISTRIBUTION ACCT		
DISTRIBUTION ACCT		
DISTRIBUTION ACCT		
(002) - ENTER YOUR CHANGES.		
TRN 004	SCD C2B	BT 111
PAGE 0001	0001	EID ED4801900
TRL		DIST 00132

After change

```

** 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: 200001   PAY PERIOD: 06 01 11 06 30 11   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      100.00 %      S      RB
JOB CLASS: 200001   PAY MO: 12   CAL: X 11   REISSUE: _   VOL: _
TC B ERN   TIME   ERN   TIME   RATE/AMT   RET. RATE RETIRE
RX M REG   12.00   _     _     4748.330   4748.330 S5 M _
      DISTRIBUTION ACCT   _     _     _     _
LX M REG   12.00   _     _     4748.330   4748.330 S5 M _
      DISTRIBUTION ACCT   _     _     _     _
LX M SPR   _     _     _     150.00   4748.330 S5 M _
      DISTRIBUTION ACCT   _     _     _     _
      DISTRIBUTION ACCT   _     _     _     _
(002) - ENTER YOUR CHANGES.
TRN 004 SCD C2B BT 111 PAGE 0001 0001 EID ED4801900 TRL _ _ DIST 00111
  
```

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.

## E – TIME REPORTING

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

  P  POSNO  EARN      UNITS      PAY RATE      AMOUNT      PAY  --RETIREMENT--      CAL
S  B  ACCR BEG - ACCR END      PY                      MO  P/S/SP  R.RATE

  M  200001  REG      12.000      4748.330      4748.33      12  S5M      4748.330  X
    06/01/11 - 06/30/11

PAGE 01 OF 01                      [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 003 EID: ED4801900 WARRANT NO: 1321665 ISS DATE: 070111 DISTRICT: 00111

```

## E – TIME REPORTING

### 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: 200001   PAY PERIOD: 05 01 11 05 31 11   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
RETIRES RPT. RATE    PERCENT    SESSN    BARG UNIT
      4748.330      100.00 %      S      RB
JOB CLASS: 200001   PAY MO: 12   CAL: X 11   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 01 0 01000 0 11400 31600 1210 1041000
_ _ _ _ _
      DISTRIBUTION ACCT _ _ _ _ _
_ _ _ _ _
      DISTRIBUTION ACCT _ _ _ _ _
_ _ _ _ _
      DISTRIBUTION ACCT _ _ _ _ _

(002) - ENTER YOUR CHANGES. [C]
TRN 004 SCD C2B BT 111 PAGE 0001 0001 EID ED4801900 TRL _ _ DIST 00111
  
```

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

```

** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **      0703

WARRANT NO.: 1249102   EID.: ED4801900   FOLEY,NINA O.
ISSUE DATE : 06 10 11   SCHEDULE NO.: C3K   SCHEDULE: 05 01 11 TO 05 31 11

P POSNO EARN UNITS PAY RATE AMOUNT PAY --RETIREMENT-- CAL
S B ACCR BEG - ACCR END PY MO P/S/SP R.RATE

[ ] H 200001 REG 32.000 25.000 800.00 12 S5M 45387.000 X
      05/01/11 - 05/31/11

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA _
TRANS: 003 EID: ED4801900 WARRANT NO: 1249102 ISS DATE: 061011 DISTRICT: 00111
  
```

## E – TIME REPORTING



**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.”

```

** PAY - ONE TIME PAY - UPD **                                0204

SCHEDULE: C2B   DISTRICT: 00111   BATCH: 115   ISSUE DATE: 09 07 11

EMPLOYEE NAME: FOLEY,NINA O.                                EID: ED4801900

POSITION NUMBER: 200001   PAY PERIOD: 05 01 11 05 31 11   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         100.00 %      S      RB
JOB CLASS: 200001   PAY MO: 12   CAL: X 11   REISSUE: _   VOL: _
TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE
RX M REG 21.00 _ _ _ 4748.330 4748.330 S5 M _
    DISTRIBUTION ACCT _ _ _ _ _
    _ _ _ _ _
    DISTRIBUTION ACCT _ _ _ _ _
    _ _ _ _ _
    DISTRIBUTION ACCT _ _ _ _ _
    _ _ _ _ _
    DISTRIBUTION ACCT _ _ _ _ _
    _ _ _ _ _
PENDING SCREEN ENTRIES, SCROLLING/SCREEN JUMP NOT ALLOWED
TRN 004 SCD C2B BT 115 PAGE 0001 0001 EID ED4801900 TRL _ _ DIST 00111
  
```



**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.

```

** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **      0703

WARRANT NO.: 4039134   EID.: ED4801900   FOLEY,NINA O.
ISSUE DATE : 04 01 11   SCHEDULE NO.: C1I   SCHEDULE: 03 01 11 TO 03 31 11

  P POSNO EARN    UNITS    PAY RATE    AMOUNT    PAY  --RETIREMENT--    CAL
S B ACCR BEG - ACCR END    PY          MO P/S/SP R.RATE

☐ M 200001 REG    23.000    4748.330    4748.33    12 S5M    4748.330 X
    03/01/11 - 03/31/11

PAGE 01 OF 01                                           [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 003 EID: ED4801900 WARRANT NO: 4039134 ISS DATE: 040111 DISTRICT: 00132
  
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Intentionally left blank



