Los Angeles County Office of Education

HRS HUMAN RESOURCE SYSTEM

DISTRICT PERSONNEL INFORMATION SERVICES

DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION P

INTRODUCTION TO

PAYROLL 2025-2026 TRAINING

MANUAL

An Official Publication

Los Angeles County
Office of Education

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SECTION I.

PAYROLL OVERVIEW

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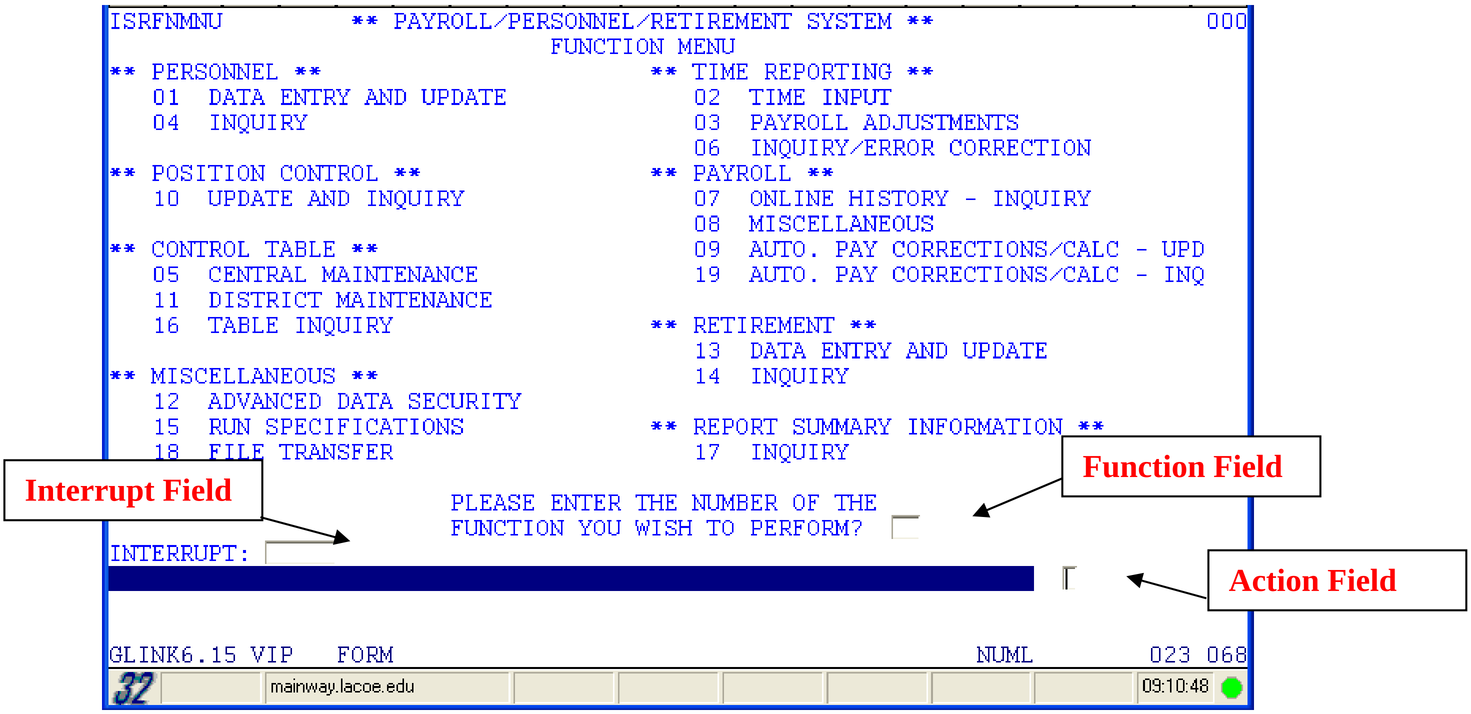
HRS Basic Overview
Computer Navigation

FUNCTION MENU



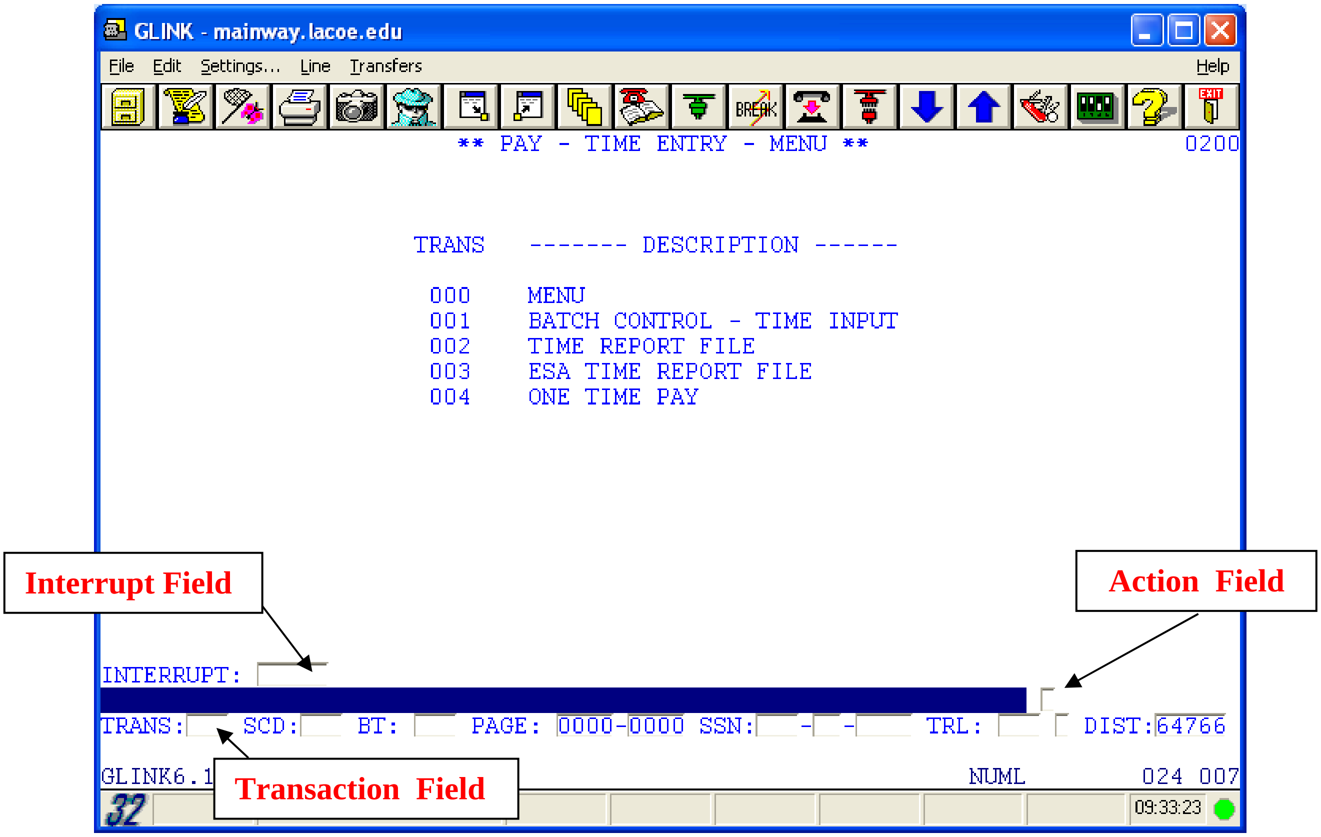
Quick Notes
- Use the **TAB** key to move from field to field.
- **Shift + TAB** moves backward from field to field.
- Arrow keys. (moves slower)
- Use the mouse to point and click on field.

Function Field
- The Function Field is used to enter the Function Number you wish to use.
- Function Numbers are always two digits.
- If the function number would be a single-digit, a “0” precedes the digit such as “02” or “07”.

Interrupt Field
- On the Main Function Menu (above), the Interrupt field is used to enter “SO” to sign off.

Action Field
- The Action Field is where you can enter various navigation commands. A partial list of action commands follows:
  - **“J”** - Jump to a different transaction without saving.
  - **“Y”** - Yes, when prompted to save a transaction.
  - **“M”** - Menu.
  - **“R”** - Return to the previous screen on some screens.
  - **“F”** - Forward on some screens.
  - **“B”** - Backward on some screens.

TRANSACTION MENU



Interrupt Field (Transaction Menu Screen)

- The Interrupt Field can be used to move from one function to another. Enter the function number you wish to go to and **Transmit**.
- If you don't know the function number, you can enter "**CF**" in the Interrupt Field and you will be returned to the Function Menu screen.
- We recommend that you print the Function Menu screen and post it near your computer so you have all the function numbers viewable at a glance. (Or keep this handout as a reference.)

Transaction Field (Transaction Menu Screen)

- After you input the Function Number and Transmit, you will see the Transaction Menu.
- Each Function's Transaction Menu lists the available transactions for that Function, based on your individual security.
- Transaction numbers are always 3 digits.
- TAB from field to field as necessary.
- HRS will auto-tab if the field is filled completely.

SECTION II.

FUNCTION 02 – TIME REPORTING

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Payroll Processing

Time Reporting

Function 02

Reference: HRS Manual Section IV, Page 5

Function Menu

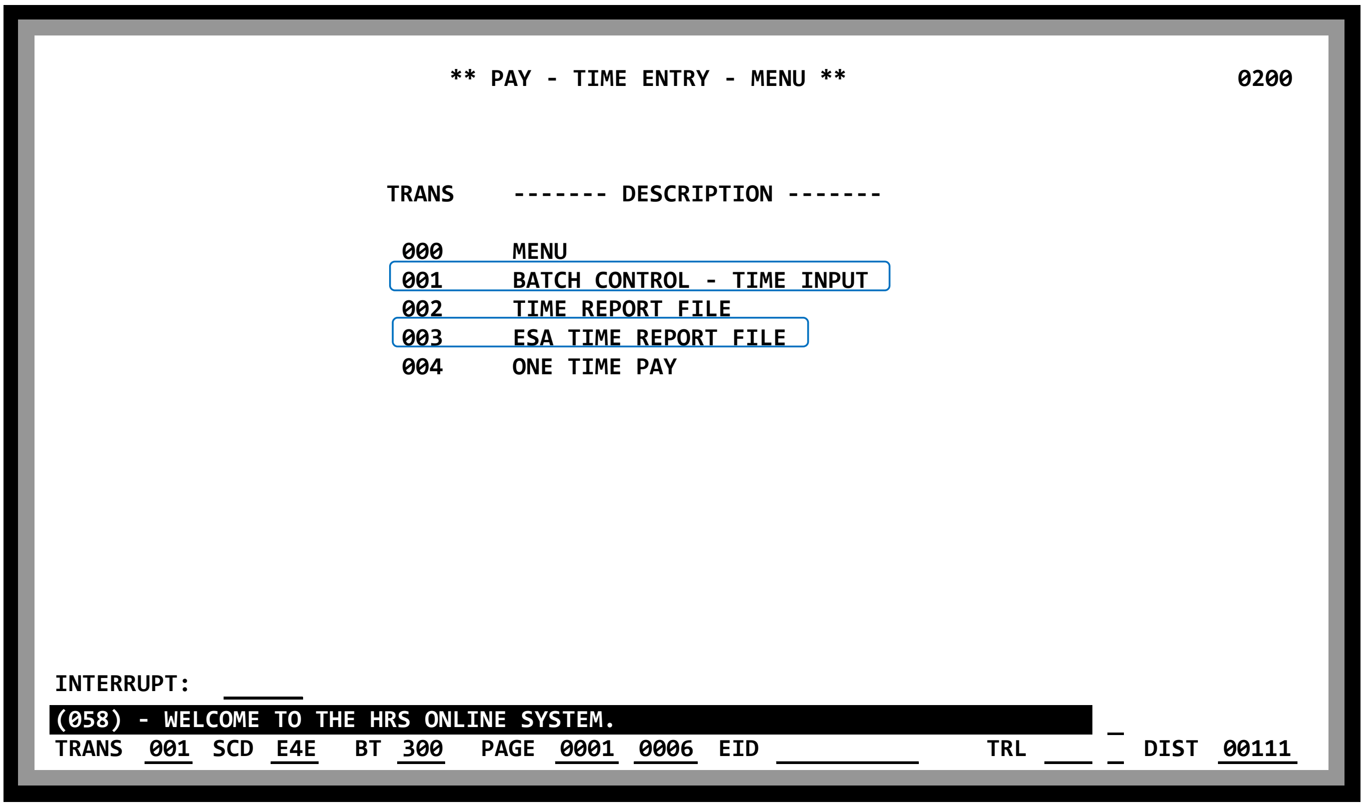
```
                ** PAYROLL/PERSONNEL/RETIREMENT SYSTEM **                000
                             FUNCTION MENU
 ** PERSONNEL **                         ** TIME REPORTING **
    01  DATA ENTRY AND UPDATE               02  TIME INPUT
    04  INQUIRY                             03  PAYROLL ADJUSTMENTS
                                            06  INQUIRY/ERROR CORRECTION
 ** POSITION CONTROL **                  ** PAYROLL **
    10  UPDATE AND INQUIRY                  07  ONLINE HISTORY - INQUIRY
                                            08  MISCELLANEOUS
 ** CONTROL TABLE **
    05  CENTRAL MAINTENANCE
    11  DISTRICT MAINTENANCE
    16  TABLE INQUIRY                    ** RETIREMENT **
                                            13  DATA ENTRY AND UPDATE
 ** MISCELLANEOUS **                        14  INQUIRY
    12  ADVANCED DATA SECURITY
    15  RUN SPECIFICATIONS               ** REPORT SUMMARY INFORMATION **
    18  FILE TRANSFER                       17  INQUIRY

                           PLEASE ENTER THE NUMBER OF THE
                           FUNCTION YOU WISH TO PERFORM?  __
INTERRUPT:_____

OPERATOR ID                      PASSWORD                            DISTRICT
```

The above screen reflects the Main Function Menu.

Function 02 – Time Entry Menu (0200)



```
                    ** 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

INTERPUPT: ______
(058) - WELCOME TO THE HRS ONLINE SYSTEM.                                _
TRANS  001  SCD  E4E   BT  300   PAGE  0001  0006  EID __________    TRL ___ _  DIST  00111
```

Batch numbers 002-749 are available for use on the Time Report File for a regular schedule or on the One Time Pay Screen (004) for a regular or supplemental schedule. Batch numbers 000, 001, 750-799 and 900-999 are reserved for School Financial Services (SFS). Use a batch 800 to override data on a Time Report File transaction using the Time File Override Process. Use batch 800-899 to override salary rates which are different than the Employee Data Base (EDB) record or Job History for transaction input on the One time Pay Screen on a regular schedule. A batch 800-899 is not required to override data on a supplemental or Earned Salary Advance (ESA) schedule. The salary rate that is entered is the rate that is paid.

Transaction 001 – Batch Control Screen (0201)

```
                 ** 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

   300           42          0.00                                000       00000

       BALANCE    ? _

       RECALL     ? _

       DELETE     ? _




(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?                          Y
TRANS  003  SCD  E4E   BT  300   PAGE  0001  0006  EID ___________      TRL ___  _  DIST  00111
```

For this exercise we will be paying an ESA (Earned Salary Advance) time file.

NOTE: You will notice that we are creating a batch to reflect the number of transactions that we intend to process. We will not be entering any units since we are not paying any measurement of time. (i.e. days or hours)

PAYR009 – ESA TIME REPORT

PAYR009/PP30B0XX/080193 PERSONNEL/PAYROLL/RETIREMENT SYSTEM PAGE NO. 1
SCHEDULE E4E - PAY PERIOD 09/01/11 - 09/30/11 ESA TIME REPORT CHECK OFF ISSUE DATE 09/06/11
REPORT TIME 22:15:07 REPORT DATE 08/29/11
DISTRICT 00111

CLASSIFIED JOBS

----TIME REPORTING LOCATION ----		PAGES	TOTAL COUNT		TOTAL AMOUNT
* 004	PURCHASING DEPT	1 - 1	28		15,029
009	HALE ELEMENTARY SCHL	2 - 2	1		623
040	HARVARD ELEMENTARY	3 - 3	4		3,207
045	CARNEGIE HIGH SCHL	4 - 4	5		2,251
046	BYRD CHILDREN CTR	5 - 5	2	42	1,228
047	KINGSTON CHILD CTR	6 - 6	2		1,213
049	VISTA CHILD CTR	7 - 7	1		107
052	BLARNEY CHILDREN CTR	8 - 8	1		1,320
053	EDISON MIDDLE SCHL	9 - 9	1		765

CLASSIFIED JOBS TOTAL EMPLOYEE COUNT 45 TOTAL AMOUNT $25,743

* LOCATION HAS EMPLOYEE (S) WITH NO CALCULATED ESA AMOUNT.

The above reflects the cover page from an ESA time file.

Transaction 003 – ESA Time Report File (0203)

```
                           ** 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
 BEST,GAIL E.                          CV0029192     1   200005   P     3310.000  X   1381
 BROWNING,HOLLY R.                     HJ1087634     1   200005   P     3648.000  X   1497
 BUCHANAN,CHRIS U.                     BD8277595     3   200005   P     1438.500  X    170
 BUTLER,TIMOTHY U.                     PM4597575     1   200005   P     7198.740  _   ____
 CASE,MAX A.                           BD5871189     9   200005   P     2760.333  X    577
 CHENG,JOYCE H.                        YD5804426     2   200005   P     1615.000  X   3847
 CHUNG,HEIDI H.                        KD4443632     2   200005   P     1594.000  X    290
 CLARKE,KRISTINE L.                    UY6177450     3   200005   P     3049.000  X    701
 CRAVEN,BERNT R.                       YN8393650     1   200005   P     2569.500  X    514
 DANIELS,ARNOLD A.                     GS8376141     1   200005   P     1883.000  X    140
 DAIZ,RICKY I.                         EW6007978     1   200005   P     1615.000  X    295
 DYER,STACEY Y.                        FE8327206     1   200005   P     1883.000  X    154
 EDWARDS,BILL D.                       RE5395645     1   200005   P     1589.438  X    289
 (001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?                          Y
 TRANS  003  SCD  E4E    BT  300    PAGE  0001  0006  EID ___________       TRL ____ _  DIST  00111
```

There are several different ways to pay on the ESA time file. For this example we will be placing an “X” in the “C” column to indicate the employees we intend to pay.

Transaction 003 – ESA Time Report File (0203)

```
                         ** 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   X                                                   ESA
                                                POSITION         RATE      C   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
 ROBERTSON,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    3533.333  _   813
 WALTERS,KATE A.                      VJ8369359     7   200005  P    1607.000  _   303
 WILKINS,FLORENCE I.                  UW9800762     4   200005  P    2743.000  _   577
                                                                               _  _____
                                                                               _  _____
                                                                               _  _____
                                                                                  _____
 (001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?                         Y
 TRANS  003  SCD  E4E   BT  300    PAGE  0001  0006  EID __________       TRL ___ _   DIST  00111
```

For this example we will be using the Page Approval field. By using this field the system will automatically place an “X” in the “C” column to pay all the employees on this screen.

NOTE: On the printed time reports that are sent to the district, page one would reflect 32 transactions. Since the system doesn’t have enough space to reflect all 32 transactions at one time, it will divide them in two screens of 16 transactions each.

Transaction 003 – ESA Time Report File (0203)

```
                              ** PAY - ESA TIME REPORT FILE - UPD **                  0203
SCHEDULE:   E4E     TRL:  009-C     PAY PERIOD:   09 01 11   TO  09 30 11    PAGE:  0002

             PAGE APPROVAL   X                                                   ESA
                                                    POSITION         RATE     C  AMT     BAT

 BEST,COLLEEN E.                     KV4275575     1   200005  P    20889.00  _   623
                                                                              _  _____
                                                                              _  _____
                                                                              _  _____
                                                                              _  _____
                                                                              _  _____
                                                                              _  _____
                                                                              _  _____
                                                                              _  _____
                                                                              _  _____
                                                                              _  _____
                                                                              _  _____
                                                                              _  _____
                                                                              _  _____
                                                                              _  _____
                                                                                 _____
 (001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?                        Y
 TRANS  003  SCD  E4E   BT  300   PAGE  0001  0006  EID  __________     TRL ___ _  DIST  00111
```

This screen reflects placing an “X” in the page approval field.

Transaction 003 – ESA Time Report File (0203)

```
                              ** 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

 LASSITER,JIMMY A.                     JR2775550     2   200005   P     1593.000   N     84
 RILEY,JULIAN I.                       VG8834226     4   200005   P     3295.250   _   1516
 SAUNDERS,CHRIS A.                     DT2550140     5   200005   P     6410.000   _   1488
 UNDERWOOD,ANN N.                      EU6759834     2   200005   P     1766.000   _    119

 (001) - PLEASE REVIEW DATA ON SCREEN.   OK TO PROCEED?                            Y
 TRANS  003  SCD  E4E   BT  300   PAGE  0001  0006  EID  __________      TRL ___ _  DIST  00111
```

For this example we will be using the Page Approval field in conjunction with the “N”(No Pay) in the “C” column. By placing the “N” for Lassiter you are indicating to the system that you do not intend to pay this employee.

Transaction 003 – ESA Time Report File (0203)

```
                          ** PAY - ESA TIME REPORT FILE - UPD **                      0203
SCHEDULE:   E4E     TRL:  045-C     PAY PERIOD:    09 01 11   TO  09 30 11   PAGE:  0004

             PAGE APPROVAL   X                                                     ESA
                                                   POSITION        RATE     C   AMT    BAT

 ALBRIGHT,KARA L.                     AB9229790     8  200005  P    3310.000  _    693
 GIBBS,JEFFREY I.                     FS8808942     1  200005  P    1548.500  _      9    950
 MCCLURE,SHEILA C.                    QA6433706     5  200005  P    2503.500  _    308   1164
 PAGE,ASHELY A.                       GM5465696     1  200005  P    3426.000  _    614   1528
 PETERSON,ALLEN E.                    MV9854643     1  200006  P    3188.000  _    627   1466

 (001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?                        Y
 TRANS  003  SCD  E4E   BT  300   PAGE  0001  0006  EID ___________     TRL ___  _  DIST  00111
```

For this example we will be using Page Approval and override ESA amounts.

PAYR010 – REJECTED ESA TIME REPORT

```
PAYR010/PP30A0XX                         PERSONNEL/PAYROLL/RETIREMENT SYSTEM              PAGE NO.          0001
SCHEDULE E4E     ENDING 09/30/11--E4       REJECTED ESA TIME REPORT                       ISSUE DATE    09/06/11
                                                                                          RUN DATE      08/29/11
RUN TIME  21:59:29                        DISTRICT:  00111       TRAINING DISTRICT

              CLASSIFIED JOBS
-----------------EMPLOYEE ID -----------------   POSITION    JOB CLASS    RATE      RETIRE   MO   DIST   FROM        TO

AB1234567   RICHARDS,CARRIE                      3-000844-   509030     2061.280   P9-M-    12          09/01/11    09/25/11
BG9935115   WILLOW,ANDREW                        4-200005-   200005     4885.000   S5-M-    12          09/20/11    09/30/11
```

NOTE: The system cannot calculate an ESA (Earned Salary Advance) for less than a full month.

ESA = (Salary Rate – Pre-Tax Reductions) / 2

Function 02 – Time Entry Menu (0200)

```
                         ** 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  E4F   BT  400   PAGE  0001  0003  EID ___________      TRL ___ _  DIST  00111
```

Transaction 001 – Batch Control Screen (0201)

```
               ** PAY - BATCH CONTROL - TIME INPUT - UPD **                  0201

SCHEDULE:   E4F                       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

   400           11        87.50                                000       00000

        BALANCE   ? _

        RECALL    ? _

        DELETE    ? _



(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.                                Y
TRANS  002  SCD  E4F   BT  400   PAGE  0001  0003  EID             TRL     _  DIST  00111
```

You will notice that for this batch we are entering “Units”. Since we are paying the final pay for the E4 cycle, we will now have units of time (i.e., days or hours).

PAYR006 – TIME REPORT

```
PAYR006/PP3000XX/091092              PERSONNEL/PAYROLL.RETIREMENT SYSTEM                   PAGE NO.    0001
                                           TIME    REPORT
SCHEDULE E4F                         CERTIFICATED JOBS                                 ISSUE DATE  10/07/11
DISTRICT 00111 TRN-HRS TRAINING DISTRICT                                         PAYROLL RUN DATE  10/02/11
TIME REP LOCATION 004  -C-  PURCHASING DEPT                               PAY PERIOD  09/01/11  09/30/11
REPORT TIME 21:47:51                                                              REPORT DATE  09/01/11
X EMPLOYEE ID    POSITION     PAY/LOC   TR   P   ERN    TIME   ERN    TIME    RATE/      FROM       TO       BAT
   JOB CLASS   RETIREMENT MO  PERCNT    CD   B                                AMOUNT     DATE      DATE

  BARNETT,HERNERT A.
X RW3929358      1-200005-P     045     TX   H   REG    21.00  DKT    3.00    3485.000  09/01/11   09/30/11
   200005   CD-12    P9-M-   12  100.00%                                       3485.000  09/01/11   09/30/11
                                                                               3485.000  09/01/11   09/30/11
                                                                               3485.000  09/01/11   09/30/11
            12.0-00000.0-85000-10000-1110-4300000    100.000%
  BARNETT,HERBERT A.
  RW3929358      3-180151-      045     TX   H   REG                           4147.000  09/01/11   09/30/11
   180151   CD-12    P9-M-   12  100.00%                                       4147.000  09/01/11   09/30/11
                                                                               4147.000  09/01/11   09/30/11
                                                                               4147.000  09/01/11   09/30/11
            12.0-00000.0-85000-10000-1110-4300000    100.000%
  BEAN,LAWRENCE E.
X UC8199337      1-200005-P     047     TX   M   REG    21.00                  3188.000  09/01/11   09/30/11
X  200005   CD-12    S5-M-   12  100.00%  AP   L   AAL                          150.000  09/01/11   09/30/11
                                                                               3188.000  09/01/11   09/30/11
                                                                               3188.000  09/01/11   09/30/11
            12.0-00000.0-85000-10000-1110-4200000   100.000%
  BEAN,LAWRENCE E.
  UC8199337      3-180151-      047     TX   M   REG                           3188.000  09/01/11   09/30/11
   200005   CD-12    S5-M-   12  100.00%  AP   L   CRL                           20.000  09/01/11   09/30/11
                                          AP   L   AAL                          150.000  09/01/11   09/30/11
                                                                               3188.000  09/01/11   09/30/11
            12.0-00000.0-85000-10000-1110-4200000   100.000%
  BEATTY,WILLIE E.
  AF0914527      4-180151-      049     TX   M   RNU                           2925.450  09/01/11   09/30/11
   180151   CD-12    P9-M-   12  75.00%                                        2925.450  09/01/11   09/30/11
                                                                               2925.450  09/01/11   09/30/11
                                                                               2925.450  09/01/11   09/30/11
            12.0-00000.0-85000-10000-1110-3900000   100.000%
  BEATTY,WILLIE E.
  AF0914527      6-180155-      049     TX   H   RNU                             22.162  09/01/11   09/30/11
   180151   CD-12    P9-M-   12  100.00%                                         22.162  09/01/11   09/30/11
                                                                                 22.162  09/01/11   09/30/11
                                                                                 22.162  09/01/11   09/30/11
            12.0-00000.0-85000-10000-1110-3900000   100.000%
```

PAYR006 – TIME REPORT

```
PAYR006/PP3000XX/091092           PERSONNEL/PAYROLL.RETIREMENT SYSTEM                    PAGE NO.    0002
                                       TIME    REPORT
SCHEDULE E4F                      CERTIFICATED JOBS                                  ISSUE DATE  10/07/11
DISTRICT 00111 TRN-HRS TRAINING DISTRICT                                       PAYROLL RUN DATE  10/02/11
TIME REP LOCATION 004  -C-  PURCASHING DEPT                               PAY PERIOD  09/01/11  09/30/11
REPORT TIME 21:47:51                                                                REPORT DATE  09/01/11
X EMPLOYEE ID    POSITION     PAY/LOC   TR    P   ERN    TIME    ERN    TIME    RATE/     FROM      TO       BAT
   JOB CLASS   RETIREMENT MO  PERCNT    CD    B                                 AMOUNT    DATE      DATE

 BEATTY,WILLIE E.
X AF0914527      7-200005-P     049      TX    M   RNU    21.00                 2447.250  09/01/11  09/30/11
   200005   CD-12    P9-M-  12  75.00%                                          2447.250  09/01/11  09/30/11
                                                                                2447.250  09/01/11  09/30/11
                                                                                2447.250  09/01/11  09/30/11
            12.0-00000.0-85000-10000-1110-3900000   100.00%
 BEATTY,WILLIE E.
X AF0914527      9-200055-      049      TX    M   RNU    7.00                    18.540  09/01/11  09/30/11
   200005   CD-12    P9-M-  12  75.00%                                            18.540  09/01/11  09/30/11
                                                                                  18.540  09/01/11  09/30/11
                                                                                  18.540  09/01/11  09/30/11
            12.0-00000.0-85000-10000-1110-3900000   100.00%
 BEST,GAIL E.
X CV0029192      1-200005-P     047      TX    M   REG    21.00                 3310.000  09/01/11  09/30/11
X  200005   CD-12    S5-M-  12  100.00%  TX    M   VPO    12.00                 3310.000  09/01/11  09/30/11
                                                                                3310.000  09/01/11  09/30/11
                                                                                3310.000  09/01/11  09/30/11
            12.0-00000.0-85000-10000-1110-4200000   100.000%
 BEST,GAIL E.
X CV0029192      2-200055-      047      TX    H   REG    5.50                    18.810  09/01/11  09/30/11
   200005   CD-12    S5-M-  12  100.00%                                           18.810  09/01/11  09/30/11
                                                                                  18.810  09/01/11  09/30/11
                                                                                  18.810  09/01/11  09/30/11
            12.0-00000.0-85000-10000-1110-4200000   100.00%
 BEST,GAIL E.
 CV0029192       3-180151-      047      TX    M   REG                          3972.000  09/01/11  09/30/11
   180151   CD-12    S5-M-  12  100.00%                                         3972.000  09/01/11  09/30/11
                                                                                3972.000  09/01/11  09/30/11
                                                                                3972.000  09/01/11  09/30/11
            12.0-00000.0-85000-10000-1110-4200000   100.00%
 BROWNING,HOLLY R.
X HJ1087634      1-200005-P     040      TX    M   REG    21.00                 3648.000  09/01/11  09/30/11
X  200005   CD-12    S5-M-  12  100.00%  TX    L   VPL                          4700.000  09/01/11  09/30/11
                                                                                3648.000  09/01/11  09/30/11
                                                                                3648.000  09/01/11  09/30/11
            12.0-00000.0-85000-10000-1110-3000000   100.00%
```

Transaction 002 – Time Report File (0202)

```
                         ** PAY - TIME REPORT FILE - UPD **                    0202
SCHEDULE:  E4F   TRL:  004  N     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
  X  TX  M   REG   21.00  DKT    3.00                  3485.000                              400
                                                       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                           UC8199337        1-200005-P
  X  TX  M   REG   21.00                               3188.000                              400
  X  AP  L   LON                                        150.000                              400
                                                       3188.000
                                                       3188.000

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?                        Y
TRANS  002  SCD  E4F   BT  400   PAGE  0001  0003  EID                  TRL        DIST  00111
```

This screen reflects how the time report file is viewed in HRS.

NOTE:

<u>Transaction Codes (TC):</u>
TX – Current Pay
LX – Late Pay
RX – Reduction in Pay
AP – Additional Pay

Transaction 002 – Time Report File (0202)

```
                        ** PAY - TIME REPORT FILE - UPD **                    0202
SCHEDULE:  E4F    TRL:  004  C      PAY PERIOD:   09 01 11  TO  09 30 11     PAGE:  0002
           ----1----    ----2----    ----3----
 C  TC  B   ERN   TIME    ERN   TIME    ERN   TIME      RATE/AMT    FROM DATE    TO DATE     BAT

     BEATTY,WILLIE E.                         AF0914527        7-200005-P
  X  TX  M   RNU   21.00                                 2447.250                              400
                                                         2447.250
                                                         2447.250
                                                         2447.250

     BEATTY,WILLIE E.                         AF0914527        9-200055-
  X  TX  M   RNU    7.00                                   18.540                              400
                                                           18.540
                                                           18.540
                                                           18.540

     BEST,GAIL E.                             CV0029192        1-200005-P
  X  TX  M   REG   21.00                                 3310.000                              400
  X  TX  M   VPO   12.00                                 3310.000                              400
                                                         3310.000
                                                         3310.000

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?                          Y
TRANS  002  SCD  E4F   BT  400   PAGE  0001  0003  EID                 TRL        DIST  00111
```

This screen reflects how the time report file is viewed in HRS.

Transaction 002 – Time Report File (0202)

```
                        ** PAY - TIME REPORT FILE - UPD **                    0202
SCHEDULE:  E4F    TRL:  004  C      PAY PERIOD:   09 01 11  TO  09 30 11     PAGE:  0002
                ----1----    ----2----    ----3----
 C  TC  B   ERN   TIME   ERN   TIME   ERN   TIME      RATE/AMT     FROM DATE    TO DATE     BAT

    BEST,GAIL E.                              CV0029192        2-200055-
 X  TX  H   REG    5.50  ___  _______  ___  _______    18.810   __ __ __  __ __ __    400
 _  __  _   ___  _______  ___  _______  ___  _______    18.810   __ __ __  __ __ __
 _  __  _   ___  _______  ___  _______  ___  _______    18.810   __ __ __  __ __ __
 _  __  _   ___  _______  ___  _______  ___  _______    18.810   __ __ __  __ __ __

    BEST,GAIL E.                              CV0029192        3-180151
 _  TX  M   REG  _______  ___  _______  ___  _______  3972.000   __ __ __  __ __ __
 _  __  _   ___  _______  ___  _______  ___  _______  3972.000   __ __ __  __ __ __
 _  __  _   ___  _______  ___  _______  ___  _______  3972.000   __ __ __  __ __ __
 _  __  _   ___  _______  ___  _______  ___  _______  3972.000   __ __ __  __ __ __

    BROWNING,HOLLY R.                         HJ1087634        1-200005-P
 X  TX  M   REG   21.00  ___  _______  ___  _______  3648.000   __ __ __  __ __ __    400
 X  TX  L   VPL  _______  ___  _______  ___  _______  4700.000   __ __ __  __ __ __    400
 _  __  _   ___  _______  ___  _______  ___  _______  3648.000   __ __ __  __ __ __
 _  __  _   ___  _______  ___  _______  ___  _______  3648.000   __ __ __  __ __ __

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?                          Y
TRANS  002  SCD  E4F   BT  400   PAGE  0001  0003  EID  __________      TRL  ___  _  DIST  00111
```

This screen reflects how the time report file is viewed in HRS.

```
          ** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **              703

WARRANT NO. :    1898295      EID:  CV0029192           BEST,GAIL E.
ISSUE DATE  :    10/07/11     SCHEDULE NO.:  E4F        SCHEDULE:  09/01/11  TO  09/30/11

PAY  POSI  EARN                                   PAY  --RETIREMENT--         -ACCRUAL-   P
BAS   NO.  TYPE    UNITS    PAY RATE      AMOUNT   MO  P/S/SP    R.RATE  CAL   BEG   END   Y

H  200055  REG     5.50       18.810      103.46   12  S5M     37018.080  CD  0901  093011
M  200005  VPO    12.00      3310.00     1937.52   12  S5M      3310.000  CD  0901  093011
M  200005  REG    21.00     3310.000     3310.00   12  S5M      3310.000  CD  0901  093011

PAGE 01 OF 01                                               [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS:  003  EID:  CV0029192   WARRANT NO:   1898295   ISS DATE:   100711    DISTRICT:   00111
```

```
          ** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **              703

WARRANT NO. :    1698292      EID:  HJ1087634           BROWNING,HOLLY R.
ISSUE DATE  :    10/07/11     SCHEDULE NO.:  E4F        SCHEDULE:  09/01/11  TO  09/30/11

PAY  POSI  EARN                                   PAY  --RETIREMENT--         -ACCRUAL-   P
BAS   NO.  TYPE    UNITS    PAY RATE      AMOUNT   MO  P/S/SP    R.RATE  CAL   BEG   END   Y

L  200005  VPL              4700.000     4700.00   12  S5M      4700.000  CD  0901  093011
M  200005  REG    21.00     3648.000     3648.00   12  S5M      3648.000  CD  0901  093011

PAGE 01 OF 01                                               [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS:  003  EID:  HJ1087634   WARRANT NO:   1698292   ISS DATE:   100711    DISTRICT:   00111
```

PPESADSP – EMPLOYEES WITH NON-ZERO ESA AMOUNTS

```
 PPESADSP                 EMPLOYEES WITH NON-ZERO ESA AMOUNTS
 08/15/11

FOR DISTRICT  00111          TRAINING DISTRICT

 NAME                    EID            STATUS    JOB       CYCLE         AMOUNT

 ADLER,SETH D.           VM6434452        T         3       E4             771.00  +

 BARNETT,HERBERT A.      RW3929358        A         1       E4            1621.00  +

 BUCHANAN,CHRIS U.       BD8277595        A         3       E4             638.00  +

 BURGESS,CHARLOTTE U.    YY5211933        T         1       E4            3803.00  +

 DANIELS,ARNOLD A.       GS8376141        A         1       E4             866.00  +

 DYER,STACEY Y.          FE8327206        A         1       E4             866.00  +

 FERGUSON,SETH E.        XD5829001        T         4       E4            1226.00  +

 HALE,NORMA A.           DA5356173        T         7       E4            1504.00  +
```

NOTE: This report is generated after production of final pay on E1 and E4 cycles.

Function 02 – Time Entry Menu (0200)

```
                         ** 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:  ______
[redacted]                                                                      _
TRANS  001  SCD  249   BT  150   PAGE  0000  0000  EID  FR7254018      TRL  ___  _  DIST  00111
```

Transaction 001 – Batch Control Screen (0201)

```
                   ** PAY - BATCH CONTROL - TIME INPUT - UPD **                        0201

SCHEDULE:   249                        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

   150        ____1     _____21.00

       BALANCE   ? _

       RECALL    ? _

       DELETE    ? _


(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?                             Y
TRANS  001  SCD  249   BT  150   PAGE  0000  0000  EID  FR7254018      TRL  ___  _  DIST  00111
```

Function 04 – Salary/Pay Rate (0405)

```
                    ** PER - SALARY/PAY RATE - INQ **                         0405
FR7254018    BROWN,JANE                               EFFEC DATE:  07  01  01  ACTNS:
                                                                      PRIME   JOB: P
 JOB         POSITION       JOB CLASS
  1           100000        410020  DIRECTOR FISCAL SERVICES
                                                TIME         TIME
CYCLE    BASIS    PAY MOS    ILL PLAN   VAC PLAN    RPT LOCN    RPT CD    EARNINGS TYPES
 E4        M         12         NA         NA          103         T      REG         -      -

SCHED/RANGE/STEP      EFF DATE    %FULL-TIME   CALC METH    FULL-TIME RATE    SALARY RATE
   3   350   01       07  01  11    100.00                     7372.000          7372.000

  STIPENDS:      -              -              -              -              -
                 -
                 -

RETIRE RATE   O/RIDE   WORK DAYS    WORK CAL     WORK HRS/DY     SESS TYPE
 7372.000               261.0          M           8.00            S
                                                                STRS       STRS
RETIREMENT:  PLAN    STATUS    SPL   EFF DATE    PERS CASE STS   CLS CD    BASE HRS
              P9       M             07  01  11                                 .00

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS:  005           EID:  FR7254018             JOB:  1            DISTRICT   00111
```

Transaction 004 – One Time Pay Screen (0204)

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

SCHEDULE:   249    DISTRICT:   00111       BATCH:  150       ISSUE DATE:      09/08/11

EMPLOYEE NAME:     BROWN,JANE                              EID:  FR7254018

 POSITION NUMBER:  100000               PAY PERIOD:  07/01/11 - 07/31/11   PRIOR YEAR: _

  (1)  01.0-00000.0-00000-27000-2461-1020000     100.00
 FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM      THE EDB
     RETIRE RPT. RATE             PERCENT        SESSN       BARG UNIT
        7372.000                  100.00 %         _            MG
  JOB CLASS:   410020     PAY MO:  12        CAL:  M /12     REISSUE:  R   VOL:  W
 TC  B  ERN   TIME     ERN   TIME      RATE/AMT      RET. RATE       RETIRE
 TX  M  REG   21.00                     7372.000        7372.000  P9 -M -
                          DISTRIBUTION ACCT   __._-_____._-_____-______-_____-________
                          DISTRIBUTION ACCT   __._-_____._-_____-______-_____-________
                          DISTRIBUTION ACCT   __._-_____._-_____-______-_____-________
                          DISTRIBUTION ACCT   __._-_____._-_____-______-_____-________
(001) - PLEASE REVIEW DATA ON SCREEN.   OK TO PROCEED?
TRANS  004  SCD  249   BT  150   PAGE  0001  1000  EID  FR7254018     TRL  ___ _  DIST  00111
```

Reissue Field Options:

"R" – Use if warrant for primary job is cancelled and reissued, or if paying primary job on supplemental. Using "R" resets the tax accumulator to zero. If "R" is not used, pay aggregates and the employee may be overtaxed.

NOTE: "R" should not be used for additional units of pay (i.e., hours or days)

Voluntary Field Options:

"E" – Deducts ESA only

"V" – Takes ESA and all voluntary deductions ***except*** additional withholdings.

"W" – Takes all ESA, all voluntary deductions ***including*** additional withholdings.

Blank – Nothing is taken

SECTION III.

FUNCTION 03 – PAYROLL ADJUSTMENTS

Intentionally left blank

Payroll Processing

Payroll Adjustments

Function 03

Reference: HRS Manual Section IV, Page 77

Payroll Adjustment Menu Screen (0300)

```
                    ** PAY - PAYROLL ADJUSTMENTS - MENU **                      0200

 000    MENU

 001    PAYROLL BATCH CONTROL
        --- WARRANT ADJUSTMENTS ---                      --- GROSS-TO-NET INPUT  ---
 002    CANCELLATION/OVERPAYMENT (C/O)              012  ONE-TIME DEDUCTION (DS)
 005    AUTOMATIC CANCELLATION (AC)                 013  REFUND (RF)


        --- OTHER PAYROLL ADJUSTMENTS ---                --- BALANCE ADJUSTMENTS ---

                                                    016  HOURS BALANCES (HA)
 007    RETROACTIVE ADJUSTMENT (RA)                 017  DOLLAR BALANCES (DA)
                                                    018  GROSS-TO-NET BALANCES (GA)





INTERRUPT: ______

TRANS  001                        EID  XX1234567   SCD  252     BT  300  _  DIST  00111
```

NOTE: You will need to enter the EID that is associated with the district you logged in with on the next page

District No.	Warrant No.	EID	Issue Date
00111	W5283607	VU4185281	08/22/11
00112	W5283580	VZ0452761	08/22/11
00113	W5283582	WK2270112	08/22/11
00114	W5283583	KD4443632	08/22/11
00115	W5283584	YN8393650	08/22/11
00116	W5283586	RE5365645	08/22/11
00117	W5283587	TQ0896079	08/22/11
00118	W5283590	PG8225602	08/22/11
00119	W5283592	BX8262829	08/22/11
00120	W5283593	CZ9825743	08/22/11
00121	W5283595	DT5488837	08/22/11
00122	W5283601	AV1666158	08/22/11
00123	W5283602	NM5829323	08/22/11
00124	W5283603	EJ9698746	08/22/11
00125	W5283604	WX0914461	08/22/11
00126	W5283605	XG8504310	08/22/11
00127	W5283606	ZR6154423	08/22/11
00128	W5283610	SX0541917	08/22/11
00129	W5283577	NA0272054	08/22/11
00130	W5283578	PM4597575	08/22/11
00131	W5283579	GM5465696	08/22/11

Employee Payroll History Inquiry (0701)

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

      EID:   UC8199337     BEAN,LAWRENCE E.                     PRIOR EID:
S
E    ISSUE    SCH  -WARRANT-   -----ACCRUAL-----                  GROSS              NET
L    DATE     NO.  TP   NBR    BGN DATE  END DATE  CANCELED        PAY               PAY
_  08/29/11   E4D  D 1698294   08/01/11  08/31/11                3338.00           1507.56
_  08/26/11   236  W 5283659   08/26/11  08/26/11                                   244.21
_  08/26/11   E4C  D 1698274   08/01/11  08/31/11                1466.00           1242.92
_  08/22/11   E4B  D 1697772   07/01/11  07/31/11                3188.00           1327.94
_  07/25/11   E4A  D 1390122   07/01/11  07/31/11                1535.00           1226.78
_  07/08/11   198  W 6483151   07/01/05  06/30/06                1074.58            842.42
_  07/08/11   E4X  D 1343640   06/01/11  06/30/11                3556.71           1428.87
_  06/24/11   E4W  D 1271737   06/01/11  06/30/11                1394.00           1177.91
_  06/10/11   E4V  D 1218892   05/01/11  05/31/11                3459.77           1351.98
_  05/25/11   E4U  D 1143748   05/01/11  05/31/11                1394.00           1102.03
_  05/10/11   E4T  D 1090734   04/01/11  04/30/11                3409.87           1312.02
_  05/09/11   125  W 6358130   07/01/10  11/30/10                2125.42           1628.31
_  04/25/11   E4S  D 1015806   04/01/11  04/30/11                1394.00           1173.06
_  04/08/11   E4R  D 4062550   03/01/11  03/31/11                3565.42           1435.78

SELECT OPTIONS: [2-3= DETAIL SCREEN] [F=FORWARD B=BACK T=TOP M=MENU]
(015) - MORE INFORMATION IS WAITING, HIT TRANSMIT WHEN READY.
TRANS:  001  EID:  UC8199337   WARRANT NO:  ________  ISS DATE:  _______  DISTRICT:  00111
```

Batch Control Payroll Adjustments Update Screen (0301)

```
                 ** PAY - BATCH CONTROL - PAYROLL ADJ. - UPD **                 0301

SCHEDULE:   252                      DISTRICT:   00111      ISSUE DATE:       09/13/11
                                                       PAYROLL RUN DATE:      09/09/11

 TYPE    BATCH       -ENTERED TRANS-    -COMPUTED TRANS-       EDIT     FATAL      STATUS
                                                               GEN      ERRORS

  C       300              1                                   000      00000


       BALANCE   ? _

       DELETE    ? _




(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?                          Y
TRANS  005                             EID  XX1234567   SCD  252     BT  300    DIST  00111
```

Batch Types:

"C" – Cancellation
"A" - Adjustments

NOTE: Please remember to use the EID that corresponds to the district number you logged on with.

Automatic Cancellations – Update Screen (0305)

```
                 ** PAY - AUTOMATIC CANCELLATIONS - UPD **                          0305

SCHEDULE:   252        PAYROLL RUN DATE:  09/09/11                     BATCH:  300

EMPLOYEE NAME:   BEAN,LAWRENCE E.                                EID:   UC8199337

WARRANT:  W5283659           ISSUE DATE:   08/22/11











(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?                          Y
TRANS  005                            EID  UC8199337    SCD  252     BT  300    DIST  00111
```

Payroll Adjustment Menu Screen (0300)

```
                 ** PAY - PAYROLL ADJUSTMENTS - MENU **                        0200

 000    MENU

 001    PAYROLL BATCH CONTROL
        --- WARRANT ADJUSTMENTS ---                    --- GROSS-TO-NET INPUT  ---
 002    CANCELLATION/OVERPAYMENT (C/O)           012   ONE-TIME DEDUCTION (DS)
 005    AUTOMATIC CANCELLATION (AC)              013   REFUND (RF)


        --- OTHER PAYROLL ADJUSTMENTS ---              --- BALANCE ADJUSTMENTS ---

                                                 016   HOURS BALANCES (HA)
 007    RETROACTIVE ADJUSTMENT (RA)              017   DOLLAR BALANCES (DA)
                                                 018   GROSS-TO-NET BALANCES (GA)




INTERRUPT: ______

TRANS  001                              EID  UC8199337   SCD  252     BT  400  _  DIST  00111
```

Batch Control Payroll Adjustments Update Screen (0301)

```
                  ** PAY - BATCH CONTROL - PAYROLL ADJ. - UPD **                    0301

SCHEDULE:   252                       DISTRICT:   00111      ISSUE DATE:       09/13/11
                                                   PAYROLL RUN DATE:       09/09/11

 TYPE    BATCH       -ENTERED TRANS-    -COMPUTED TRANS-       EDIT      FATAL      STATUS
                                                               GEN       ERRORS

  A       400               1                                  000       00000


       BALANCE   ? _

       DELETE    ? _




(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?                       Y
TRANS  013                            EID  UC8199337   SCD  252     BT  400    DIST  00111
```

NOTE: Enter ‘Y” to save changes, but before you press enter change TRANS to 013.

Online History – Menu Screen (0700)

```
                         ** PAY - ONLINE HISTORY - MENU **                        0700


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

                      000     ONLINE HISTORY MENU
                      001     EMPLOYEE INQUIRY
                      002     WARRANT SUMMARY INQUIRY
                      003     EARNINGS DETAIL INQUIRY
                      004     DEDUCTION DETAIL INQUIRY
                      005     CONTRIBUTION DETAIL INQUIRY
                      006     BALANCE ADJUSTMENTS INQUIRY
                      007     PERS DETAIL INQUIRY
                      008     STRS DETAIL INQUIRY
                      097     COUNTY NAME SEARCH
                      098     NAME SEARCH (ACTIVE ASSIGNMENTS)
                      099     NAME SEARCH (ALL ASSIGNMENTS)

                      NAME:  __________________________________

INTERRUPT:  _____
[redacted]
TRANS:  001  EID:  UC8199337   WARRANT NO:  ________  ISS DATE:  _______   DISTRICT:  00111
```

Employee Payroll History Inquiry Screen (0701)

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

     EID:   UC8199337    BEAN,LAWRENCE E.                      PRIOR EID:
S
E   ISSUE    SCH  -WARRANT-   -----ACCRUAL-----                GROSS              NET
L   DATE     NO.  TP   NBR    BGN DATE  END DATE  CANCELED      PAY               PAY
_ 08/29/11  E4D  D 1698294  08/01/11  08/31/11                 3338.00          1507.56
_ 08/26/11  236  W 5283659  08/26/11  08/26/11                                   244.21
_ 08/26/11  E4C  D 1698274  08/01/11  08/31/11                 1466.00          1242.92
_ 08/22/11  E4B  D 1697772  07/01/11  07/31/11                 3188.00          1327.94
_ 07/25/11  E4A  D 1390122  07/01/11  07/31/11                 1535.00          1226.78
_ 07/08/11  198  W 6483151  07/01/05  06/30/06                 1074.58           842.42
4 07/08/11  E4X  D 1343640  06/01/11  06/30/11                 3556.71          1428.87
_ 06/24/11  E4W  D 1271737  06/01/11  06/30/11                 1394.00          1177.91
_ 06/10/11  E4V  D 1218892  05/01/11  05/31/11                 3459.77          1351.98
_ 05/25/11  E4U  D 1143748  05/01/11  05/31/11                 1394.00          1102.03
_ 05/10/11  E4T  D 1090734  04/01/11  04/30/11                 3409.87          1312.02
_ 05/09/11  125  W 6358130  07/01/10  11/30/10                 2125.42          1628.31
_ 04/25/11  E4S  D 1015806  04/01/11  04/30/11                 1394.00          1173.06
_ 04/08/11  E4R  D 4062550  03/01/11  03/31/11                 3565.42          1435.78

SELECT OPTIONS: [2-3= DETAIL SCREEN] [F=FORWARD B=BACK T=TOP M=MENU]
(015) - MORE INFORMATION IS WAITING, HIT TRANSMIT WHEN READY.                    _
TRANS:  001 EID:  UC8199337  WARRANT NO:  ________  ISS DATE:  _______   DISTRICT:  00111
```

Deduction Detail – Payroll History Inquiry (0704)

```
          ** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **                 704

WARRANT NO. :    1343640      EID:  UC8199337           BEAN,LAWRENCE E.
ISSUE DATE  :    07/08/11     SCHEDULE NO.:  E4X        SCHEDULE:  06/01/11  TO  06/30/11

 G-T-N                   VENDOR                   P   TRAN   SRCE   ------ ACCRUAL ------
  NO.      NAME          NUMBER        AMOUNT     Y   TYPE   CODE   BEGIN DATE    END DATE
  031   STRS RED     0000000120       91.57 -        R              06/01/11      06/30/11
  031   STRS RED     0000000120      109.07                         06/01/11      06/30/11
  031   STRS RED     0000000120      480.00                         06/01/11      06/30/11
  001   ESA          0000000015     1394.00                         06/01/11      06/30/11
  010   DDP RED      0000001977       35.48                         06/01/11      06/30/11
  176   KAISER RED   0000002079      247.81                         06/01/11      06/30/11
  026   MEDCAR DED   0000000110       27.25                         06/01/11      06/30/11
  081   FWT          0000000200       62.82                         06/01/11      06/30/11
  082   SWT          0000000205        6.22                         06/01/11      06/30/11
  221   AFT          0000001120       44.72                         06/01/11      06/30/11
  281   CENT SB CU   0000003046       25.00                         06/01/11      06/30/11


PAGE 01 OF 01                                                [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS:  004  EID:  UC8199337   WARRANT NO:   1343640   ISS DATE:   070811   DISTRICT:   00111
```

Refunds – Update Screen (0313)

```
                        ** PAY - REFUNDS - UPD **                                   0313

DISTRICT:  00111    SCHEDULE:  252    BATCH:  400                   BATCH:  300

EMPLOYEE NAME:   BEAN,LAWRENCE E.                               EID:   UC8199337


 GTN    VENDOR        AMOUNT  Y  GTN    VENDOR        AMOUNT  Y  PERIOD
 176  __________    247.81  _  ___  __________  _________  _  06/01/11-06/30/11
 ___  __________  _________  _  ___  __________  _________  _  __/__/__-__/__/__









(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?                         Y
TRANS  013                        EID  UC8199337   SCD  252     BT  400    DIST  00111
```

SECTION IV.

FUNCTION 06 – INQUIRY ERROR/CORRECTION

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Payroll Processing

Inquiry Error/Correction

Function 06

Reference: HRS Manual Section IV, Page 99

Inquiry Error Corrections Menu (0600)

```
                ** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                0600


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

                         000      MENU
                         020      TIME ENTRY ERROR CORRECTION
                         021      PAYROLL ADJUSTMENT CORRECTION
                         022      OVERNIGHT FATAL ERROR MESSAGES
                         023      OVERNIGHT WARNING ERROR MESSAGES
                         024      TIME FILE REVIEW
                         025      EMPLOYEE TRANSACTIONS SUMMARY
                         026      BATCH TRANSACTION SUMMARY
                         027      BATCH STATUS INQUIRY
                         028      SCHEDULE CONTROL
                         029      SCHEDULE STATUS INQUIRY



INTERRUPT:  ______
[redacted]                                                                    _
TRANS  022  SCD  204  BT ___  SEQ _____  TRL ___ _  PG ____  EID __________  DIST  00111
```

NOTE: Fatal Errors will not produce pay. If errors are not corrected before the night of production, transactions will have to be re-entered.

Overnight Fatal Error Message – Inquiry Screen (0622)

```
                   ** PAY - OVERNIGHT FATAL ERROR MESSAGES - INQ **                0622

  SCHEDULE:  204                                           BATCH:  110


S   SEQ        EID        TC   MSG-NO
X   00004   DB2261682     TX   36-940
          *ACCRUAL PERIOD DOES NOT MATCH CALENDAR
_

_

_

_

_

_

_
(075) - LAST SCREEN - NO MORE DATA                                              _
TRANS  022  SCD  204  BT  000  SEQ ______   TRL ___ _  PG ____  EID __________    DIST  00111
```

NOTE: Message will prompt you as to what information will need to be fixed prior to production.

Time Entry Error Corrections Screen (0620)

```
                ** PAY - TIME ENTRY ERROR CORRECTIONS - UPD **                  0620

SCHEDULE:   204              ISSUE DATE:   07/27/11                    BATCH:   100


EMPLOYEE NAME:  FISHER,FILICIA                                    EID:  DB2261682
  POSITION NO:  100203    JOB CLASS:   000001   RETIRE:  S5-M-_  RET RATE:       3400.00
   PAY MONTHS:  10      CAL:  T/12   PRCNT: 100.00 %    REISSUE:  _    SESSN:  S   VOL:  _
BARG UNIT:   CS      DISTR ACCT    __._-_____._-_____-_____-____-________    PRIOR YEAR: _

TC  B  ERN   TIME     ERN   TIME       RATE/AMT     RET. RATE          PERIOD

TX  M  REG   20.00    ___  _______   ____________       3400.00   07/01/11 - 07/31/11







(002) - ENTER YOUR CHANGES.                                                  _
TRANS  020  SCD  204  BT  100  SEQ  00004  TRL  ___ _  PG  ____  EID  DB2261682    DIST  00111
```

Work Calendar Table – Inquiry Screen (1629)

** CTL - WORK CALENDAR TABLE - INQUIRY ** 1629

CALENDAR: T FISCAL YEAR: 12 DESCRIPTION: TEACHER

DISTRICT: 00111 HOURS PER DAY: NUMBER OF PERIODS: 10 PAY CYCLE GROUP: G1

BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS
09/01/11	09/30/11	09/11	22	0	0	/ /	/ /	/			
10/01/11	10/31/11	10/11	21	0	0	/ /	/ /	/			
11/01/11	11/30/11	11/11	16	0	0	/ /	/ /	/			
12/01/11	12/31/11	12/11	12	0	0	/ /	/ /	/			
01/01/12	01/31/12	01/12	21	0	0	/ /	/ /	/			
02/01/12	02/29/12	02/12	20	0	0	/ /	/ /	/			
03/01/12	03/31/12	03/12	22	0	0	/ /	/ /	/			
04/01/12	04/30/12	04/12	16	0	0	/ /	/ /	/			
05/01/12	05/31/12	05/12	22	0	0	/ /	/ /	/			
06/01/12	06/30/12	06/12	11	0	0	/ /	/ /	/			
				0	0	/ /	/ /	/			
				0	0	/ /	/ /	/			
				ANNUAL		09/01/11	06/30/12		183	0	0

TRANS 029 KEY 1: T KEY 2: 12 KEY 3: DIST 00111

Calendar reflects September 2017 through June 2018 accrual periods.

Inquiry Error Corrections Menu (0600)

```
                    ** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                    0600


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

                          000     MENU
                          020     TIME ENTRY ERROR CORRECTION
                          021     PAYROLL ADJUSTMENT CORRECTION
                          022     OVERNIGHT FATAL ERROR MESSAGES
                          023     OVERNIGHT WARNING ERROR MESSAGES
                          024     TIME FILE REVIEW
                          025     EMPLOYEE TRANSACTIONS SUMMARY
                          026     BATCH TRANSACTION SUMMARY
                          027     BATCH STATUS INQUIRY
                          028     SCHEDULE CONTROL
                          029     SCHEDULE STATUS INQUIRY




 INTERRUPT:  ______
 [redacted]                                                                       _
 TRANS  023  SCD  H1D  BT ___  SEQ ______  TRL ___ _  PG ____  EID __________  DIST  00111
```

NOTE: Warning messages will produce pay. These messages are intended to ensure that the transactions you have entered are what is intended to pay.

Overnight Warning Error Messages – Inquiry Screen (0623)

```
               ** PAY - OVERNIGHT WARNING ERROR MESSAGES - INQ **           0623

  SCHEDULE:  H1D                                        BATCH:  991


S   SEQ        EID        TC   MSG-NO
X   00001   BA3416767     LX   36-099
          HOURS IN EXCESS OF WORK ASSIGNMENT

_

_

_

_

_

_

_
(075) - LAST SCREEN - NO MORE DATA
TRANS  023  SCD  H1D  BT  000  SEQ ______  TRL ___ _  PG ____  EID __________ _  DIST  00111
```

Time Entry Error Corrections Screen (0620)

```
                ** PAY - TIME ENTRY ERROR CORRECTIONS - UPD **                    0620

SCHEDULE:   204              ISSUE DATE:   07/27/11                     BATCH:  100


EMPLOYEE NAME:  MCINTYRE,CLYDE C.                                     EID:  BA3416767
  POSITION NO:  622040      JOB CLASS:   622040   RETIRE:  P9 -M _  RET RATE:        13.350
   PAY MONTHS:  12      CAL: N2 / 12   PRCNT: 100.00 %     REISSUE:  _   SESSN:  _   VOL:  _
BARG UNIT:   CS     DISTR ACCT    __ ._ -_____ ._ -_____ -_____ -____ -________  PRIOR YEAR: _

TC  B  ERN   TIME     ERN   TIME       RATE/AMT     RET. RATE          PERIOD

LX  H  REG   100.00   ___  _______  _____________   _______13.350   07/16/11 - 07/31/11




TRANS  020  SCD  H1D  BT  991  SEQ  00001  TRL  ___ _  PG  ____  EID  BA3416767  _  DIST  00111
```

Salary / Pay Rate Screen (0405)

```
                    ** PER - SALARY/PAY RATE - INQ **                           0405
BA3416767    MCINTYRE,CLYDE C.
                                                                       PRIME   JOB: P
 JOB         POSITION      JOB CLASS
  2           622040       622040- CAMPUS SAFETY ASSISTANT
                                                 TIME       TIME
CYCLE    BASIS    PAY MOS    ILL PLAN   VAC PLAN    RPT LOCN    RPT CD    EARNINGS TYPES
 H1        H        12          NA         NA         004         P       REG         -      -

SCHED/RANGE/STEP     EFF DATE    %FULL-TIME   CALC METH    FULL-TIME RATE    SALARY RATE
   1   085   04      05  01  09    100.00                        13.350             13.350

  STIPENDS:      -LG 2 LONGVTY    -              -              -              -
                 -
                 -

RETIRE RATE    O/RIDE    WORK DAYS   WORK CAL      WORK HRS/DY    SESS TYPE
    13.35                 217.00         N2            6.00
                           ***                                   STRS        STRS
RETIREMENT:  PLAN    STATUS    SPL    EFF DATE    PERS CASE STS   CLS CD    BASE HRS
               P9      M              07  01  98

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS:   005            EID:  BA3416767                JOB:  2            DISTRICT   00111
```

NOTE: This employee works 6 hours per day and is on work calendar N2.

Work Calendar Table – Inquiry Screen (1629)

** CTL - WORK CALENDAR TABLE - INQUIRY ** 1629

CALENDAR: N2 FISCAL YEAR: 12 DESCRIPTION: CLAS-2X-12MO

DISTRICT: 00111 HOURS PER DAY: 8.00 NUMBER OF PERIODS: 24 PAY CYCLE GROUP: G5

BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS
07/01/11	07/15/11	07/11	10	0	0	01/01/12	01/15/12	01/12	12	0	0
07/16/11	07/31/11	07/11	11	0	0	01/16/12	01/31/12	01/12	11	0	0
08/01/11	08/15/11	08/11	12	0	0	02/01/12	02/15/12	02/12	12	0	0
08/16/11	08/31/11	08/11	11	0	0	02/16/12	02/29/12	02/12	10	0	0
09/01/11	09/15/11	09/11	11	0	0	03/01/12	03/15/12	03/12	10	0	0
09/16/11	09/30/11	09/11	10	0	0	03/16/12	03/31/12	03/12	10	0	0
10/01/11	10/15/11	10/11	11	0	0	04/01/12	04/15/12	04/12	12	0	0
10/16/11	10/31/11	10/11	11	0	0	04/16/12	04/30/12	04/12	11	0	0
11/01/11	11/15/11	11/11	12	0	0	05/01/12	05/15/12	05/12	11	0	0
11/16/11	11/30/11	11/11	11	0	0	05/16/12	05/31/12	05/12	11	0	0
12/01/11	12/15/11	12/11	10	0	0	06/01/12	06/15/12	06/12	10	0	0
12/16/11	12/31/11	12/11	10	0	0	06/16/12	06/30/12	06/12	11	0	0
				ANNUAL		07/11/11	06/30/15		261	0	0

[redacted]

TRANS 029 KEY 1: N2 KEY 2: 12 KEY 3: DIST 00111

NOTE: For the accrual period of 07/16/17 – 07/31/17 there are 11 possible work days. The system takes the hours per day and multiplies by the work days to arrive at the total possible hours for that accrual period.

6 hours x 11 days = 66 (total for this accrual period)

Inquiry Error Corrections Menu (0600)

```
                 ** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                  0600


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

                        000     MENU
                        020     TIME ENTRY ERROR CORRECTION
                        021     PAYROLL ADJUSTMENT CORRECTION
                        022     OVERNIGHT FATAL ERROR MESSAGES
                        023     OVERNIGHT WARNING ERROR MESSAGES
                        024     TIME FILE REVIEW
                        025     EMPLOYEE TRANSACTINS SUMMARY
                        026     BATCH TRANSACTION SUMMARY
                        027     BATCH STATUS INQUIRY
                        028     SCHEDULE CONTROL
                        029     SCHEDULE STATUS INQUIRY



INTERRUPT: ______

TRANS  024  SCD  E4F  BT ___  SEQ ______  TRL ___ _  PG 0001  EID __________ _  DIST  00111
```

Time File Review Screen (0624)

```
                              ** PAY - TIME FILE REVIEW - UPD **                     0624
SCHEDULE:  E4F   TRL:  004  N     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
  X  TX  M   REG   21.00  DKT    3.00                   3485.000                              400
                                                        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                        UC8199337         1-200005-P
  X  TX  M   REG   21.00                                3188.000                              400
  X  AP  L   LON                                         150.000                              400
                                                        3188.000
                                                        3188.000

                                                                              Y
TRANS  024  SCD  E4F   BT  400   PAGE  0001  0003  EID              TRL        DIST  00111
```

Inquiry Error Corrections Menu (0600)

```
                ** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                    0600


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

                         000     MENU
                         020     TIME ENTRY ERROR CORRECTION
                         021     PAYROLL ADJUSTMENT CORRECTION
                         022     OVERNIGHT FATAL ERROR MESSAGES
                         023     OVERNIGHT WARNING ERROR MESSAGES
                         024     TIME FILE REVIEW
                         025     EMPLOYEE TRANSACTIONS SUMMARY
                         026     BATCH TRANSACTION SUMMARY
                         027     BATCH STATUS INQUIRY
                         028     SCHEDULE CONTROL
                         029     SCHEDULE STATUS INQUIRY



INTERRUPT:  ______

TRANS  025  SCD  E4F  BT  ___  SEQ  _____  TRL  ___ _  PG  ___  EID  CV0029192  _  DIST  00111
```

Employee Transaction Summary – Inquiry screen (0625)

```
                 ** PAY - EMPLOYEE TRANSACTION SUMMARY - INQ **                  0625

   SCHEDULE:  E4F                                                 RUN DATE:  09/02/11
  EMPL NAME:  BEST,GAIL E.             EID:  CV0029192          ISSUE DATE:  09/07/11

 S   BAT-SEQ    -------------------- V A R I A B L E   D A T A   ------------------------

                 POS #     TC  B  ERN   TIME/AMT    ERN   TIME/AMT    ERN   TIME/AMT    PRD END
 X   400-00006   2000005   TX  M  REG      21.00                                        09/30/11
 _   400-00007   2000005   TX  M  VPO      12.00
 _
 _
 _
 _
 _
 _
 _
 _
 _
 _
 _
(075) - LAST SCREEN - NO MORE DATA                                             _
 TRANS  025  SCD  E4F  BT ___  SEQ _____  TRL ___ _  PG ____  EID  CV0029192     DIST  00111
```

Time Entry Error Corrections – Update Screen (0620)

```
                 ** PAY - TIME ENTRY ERROR CORRECTIONS - UPD **                   0620

 SCHEDULE:   E4F             ISSUE DATE:   09/07/11                      BATCH:   400


 EMPLOYEE NAME:  BEST,GAIL E.                                        EID:  CV0029192
   POSITION NO:  2000005   JOB CLASS:   2000005  RETIRE:  S5-M-_  RET RATE:       3310.000
    PAY MONTHS:  10     CAL:  T/12   PRCNT: 100.00 %    REISSUE:   _    SESSN:  S   VOL:  _
 BARG UNIT:   CS     DISTR ACCT    __._-_____._-_____-_____-____-________   PRIOR YEAR: _

 TC  B  ERN   TIME    ERN   TIME      RATE/AMT     RET. RATE             PERIOD

 TX  M  REG   21.00   ___  ______   ____________     3310.000    09 /01/11-09 /30/ 11






(002) - ENTER YOUR CHANGES.                                                     _
TRANS  020  SCD  E4F  BT  400  SEQ  00006  TRL  ___ _  PG  ____  EID  CV0029192    DIST  00111
```

Inquiry Error Corrections Menu (0600)

```
                  ** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                    0600


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

                        000     MENU
                        020     TIME ENTRY ERROR CORRECTION
                        021     PAYROLL ADJUSTMENT CORRECTION
                        022     OVERNIGHT FATAL ERROR MESSAGES
                        023     OVERNIGHT WARNING ERROR MESSAGES
                        024     TIME FILE REVIEW
                        025     EMPLOYEE TRANSACTIONS SUMMARY
                        026     BATCH TRANSACTION SUMMARY
                        027     BATCH STATUS INQUIRY
                        028     SCHEDULE CONTROL
                        029     SCHEDULE STATUS INQUIRY


 INTERRUPT:  _____

 TRANS  026  SCD  E4E  BT  300  SEQ ______  TRL ___ _  PG ___  EID __________ _ DIST  00111
```

Batch Transaction Summary Screen (0626)

```
                  ** PAY - BATCH TRANSACTION SUMMARY - INQ **                  0626

  SCHEDULE:  E4E                                                RUN DATE:  09 01 11
     BATCH:  300   TYPE:  T - TIME TRANSACTIONS               ISSUE DATE:  09 06 11

S  SEQ    EMPL   EID   TC   POS #    B  ERN   TIME/AMT   ERN   TIME/AMT   ERN   TIME/AMT

_ 00001   RW3929358    TX   200005   L  ESA $  1344.00
_ 00002   UC8199337    TX   200005   L  ESA $  1325.00
_ 00003   AF0914527    TX   200005   L  ESA $   851.00
_ 00004   CV0029192    TX   200005   L  ESA $  1381.00
_ 00005   HJ1087634    TX   200005   L  ESA $  1497.00
_ 00006   BD8277595    TX   200005   L  ESA $   170.00
_ 00007   BD5871189    TX   200005   L  ESA $   577.00
_ 00008   YD5804426    TX   200005   L  ESA $   384.00
_ 00009   KD4443632    TX   200005   L  ESA $   290.00
_ 00010   UY6177450    TX   200005   L  ESA $   701.00
_ 00011   YN8393650    TX   200005   L  ESA $   514.00
_ 00012   GS8376141    TX   200005   L  ESA $   140.00
_ 00013   EW6007978    TX   200005   L  ESA $   295.00
_ 00014   FE8327206    TX   200005   L  ESA $   154.00

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.                    _
TRANS  026  SCD  E4E  BT  300  SEQ ______  TRL ___ _  PG _____  EID __________   DIST  00111
```

Inquiry Error Corrections Menu (0600)

```
                ** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                    0600


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

                      000     MENU
                      020     TIME ENTRY ERROR CORRECTION
                      021     PAYROLL ADJUSTMENT CORRECTION
                      022     OVERNIGHT FATAL ERROR MESSAGES
                      023     OVERNIGHT WARNING ERROR MESSAGES
                      024     TIME FILE REVIEW
                      025     EMPLOYEE TRANSACTIONS SUMMARY
                      026     BATCH TRANSACTION SUMMARY
                      027     BATCH STATUS INQUIRY
                      028     SCHEDULE CONTROL
                      029     SCHEDULE STATUS INQUIRY



INTERRUPT:  ______

TRANS  027  SCD  C1B  BT ___  SEQ ______  TRL ___ _  PG  ___  EID __________  _  DIST  00111
```

Batch Status Inquiry Screen (0627)

```
                  ** PAY - BATCH STATUS INQUIRY - INQ **                         0627

 SCHEDULE:  C1B                                                      RUN DATE:  08/29/11
STATUS:   UNLOCKED                         EID:  PM4226527         ISSUE DATE:  08/26/11

TYPE    BAT    FATAL     STATUS      NBR         TYPE    BAT    FATAL     STATUS      NBR
               ERRORS                TRANS                      ERRORS                TRANS

  T     101      1       OUTBAL        4           T     227              OUTBAL        6
  C     236              UNBAL                     T     326      5       INBAL       475
  T     328      5       INBAL       475           T     350              OUTBAL      736
  T     351      2       OUTBAL      609           A     814              INBAL        21
  T     816              OUTBAL       35           A     821              OUTBAL        7
  T     851              UNBAL                     A     926              OUTBAL       18








(075) - LAST SCREEN - NO MORE DATA                                           _
TRANS  027  SCD  C1B  BT ___  SEQ  00000  TRL ___ _  PG ____  EID __________    DIST  00111
```

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SECTION V.

FUNCTION 07 – HISTORY AND INQUIRY

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Payroll Processing

Payroll Online

History and Inquiry

Function 07

Reference: HRS Manual Section IV, Page 143

Online History – Menu Screen (0700)

```
                         ** PAY - ONLINE HISTORY - MENU **                        0700



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

                       000      ONLINE HISTORY MENU
                       001      EMPLOYEE INQUIRY
                       002      WARRANT SUMMARY INQUIRY
                       003      EARNINGS DETAIL INQUIRY
                       004      DEDUCTION DETAIL INQUIRY
                       005      CONTRIBUTION DETAIL INQUIRY
                       006      BALANCE ADJUSTMENTS INQUIRY
                       007      PERS DETAIL INQUIRY
                       008      STRS DETAIL INQUIRY
                       097      COUNTY NAME SEARCH
                       098      NAME SEARCH (ACTIVE ASSIGNMENTS)
                       099      NAME SEARCH (ALL ASSIGNMENTS)

                       NAME: __________________________________

INTERRUPT: ______

TRANS: 001  EID: UC8199337  WARRANT NO: ________  ISS DATE: _______  DISTRICT: 00111
```

Employee Payroll History Screen (0701)

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

      EID:   UC8199337     BEAN,LAWRENCE E.                     PRIOR EID:
S
E    ISSUE    SCH  -WARRANT-   -----ACCRUAL-----                  GROSS              NET
L    DATE     NO.  TP   NBR    BGN DATE   END DATE   CANCELED       PAY                PAY
_  08/29/11   E4D  D 1698294  08/01/11   08/31/11                   3338.00          1507.56
_  08/26/11   236  W 5283659  08/26/11   08/26/11                                     244.21
_  08/26/11   E4C  D 1698274  08/01/11   08/31/11                   1466.00          1242.92
_  08/22/11   E4B  D 1697772  07/01/11   07/31/11                   3188.00          1327.94
_  07/25/11   E4A  D 1390122  07/01/11   07/31/11                   1535.00          1226.78
_  07/08/11   198  W 6483151  07/01/05   06/30/06                   1074.58           842.42
_  07/08/11   E4X  D 1343640  06/01/11   06/30/11                   3556.71          1428.87
_  06/24/11   E4W  D 1271737  06/01/11   06/30/11                   1394.00          1177.91
_  06/10/11   E4V  D 1218892  05/01/11   05/31/11                   3459.77          1351.98
_  05/25/11   E4U  D 1143748  05/01/11   05/31/11                   1394.00          1102.03
_  05/10/11   E4T  D 1090734  04/01/11   04/30/11                   3409.87          1312.02
_  05/09/11   125  W 6358130  07/01/10   11/30/10                   2125.42          1628.31
_  04/25/11   E4S  D 1015806  04/01/11   04/30/11                   1394.00          1173.06
_  04/08/11   E4R  D 4062550  03/01/11   03/31/11                   3565.42          1435.78

SELECT OPTIONS: [2-3= DETAIL SCREEN] [F=FORWARD B=BACK T=TOP M=MENU]
(015) - MORE INFORMATION IS WAITING, HIT TRANSMIT WHEN READY.             _
TRANS:  001  EID:  UC8199337   WARRANT NO:  ________   ISS DATE:  _______   DISTRICT:  00111
```

Warrant Summary Screen (0702)

```
          * * PAY - WARRANT SUMMARY--PAYROLL HISTORY INQUIRY - INQ * *            702

WARRANT NO. :   1698294      EID:  UC8199337           BEAN,LAWRENCE E.
ISSUE DATE  :   08/29/11     SCHEDULE NO.:  E4D        SCHEDULE:   08/01/11 TO 08/31/11
PAYMENT TYPE:   AUTOMATIC PAYROLL DEPOSIT

----- EMPLOYEE  PAY -----     ------------- SCHEDULE SUBJECT GROSSES ----------------

 TOT GRS PAY :    3,338.00         FWT :     1,604.96      PERS GROSS:            .00
 REDUCTIONS  :    1,733.04         SWT :     1,604.96      STRS GROSS:       3,338.00
      TAXES  :       97.40         SDI :          .00     OASDI GROSS:            .00
    VOL DED  :         .00    GARN D/E :     2,750.48      MEDI GROSS:       1,872.00
    NET PAY  :    1,507.56

-AUTOMATIC PAYROLL DEPOSIT-   ---------------- ADJUSTMENT GROSSES -------------------

FIN INST:   12220002 8                                           OASDI:           .00
ACCT NBR:   11200-00055                                           MEDI:      3,338.00
ACCT TYP:   CHECKING


                                                          [R=RETURN 001 M=MENU]
[redacted]
TRANS:  002  EID:  UC8199337   WARRANT NO:   1698294   ISS DATE:   082911   DISTRICT:   00111
```

Earnings Detail Screen (0703)

```
          ** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **                 703

WARRANT NO. :    1698294       EID:  UC8199337           BEAN,LAWRENCE E.
ISSUE DATE  :    08/29/11      SCHEDULE NO.:  E4D        SCHEDULE:   08/01/11  TO  08/31/11

  PAY  POSI  EARN                                    PAY  --RETIREMENT--         -ACCRUAL-   P
  BAS   NO.  TYPE   UNITS    PAY RATE       AMOUNT    MO  P/S/SP    R.RATE  CAL   BEG   END   Y

_ L  200005  LON             150.000       150.000    12  S5M       150.000  CD  0801  083111
_ M  200005  REG    22.00   3188.000      3188.000    12  S5M      3188.000  CD  0801  083111










PAGE 01 OF 01                                                   [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA                                                   _
TRANS:  003  EID:  UC8199337   WARRANT NO:   1698294   ISS DATE:   082911   DISTRICT:   00111
```

Deduction Detail Screen (0704)

```
          ** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **                 704

WARRANT NO. :    1698294       EID:  UC8199337            BEAN,LAWRENCE E.
ISSUE DATE  :    08/29/11      SCHEDULE NO.:  E4D         SCHEDULE:   08/01/11  TO  08/31/11

 G-T-N                 VENDOR                     P   TRAN   SRCE   ------ ACCRUAL ------
  NO.       NAME       NUMBER       AMOUNT        Y   TYPE   CODE   BEGIN DATE    END DATE
  031   STRS RED     0000000120       255.04                        08/01/11      08/31/11
  031   STRS RED     0000000120        12.00                        08/01/11      08/31/11
  001   ESA          0000000015     1,466.00                        08/01/11      08/31/11
  026   MEDC         0000000110        27.14                        08/01/11      08/31/11
  081   FWT          0000000200        63.82                        08/01/11      08/31/11
  082   SWT          0000000205         6.44                        08/01/11      08/31/11

PAGE 01 OF 01                                                  [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS:  004  EID:  UC8199337   WARRANT NO:   1698294   ISS DATE:   082911   DISTRICT:   00111
```

Contribution Detail Screen (0705)

```
         ** PAY - CONTRIBUTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **             705

WARRANT NO. :   1698294      EID:  UC8199337            BEAN,LAWRENCE E.
ISSUE DATE  :   08/29/11     SCHEDULE NO.:  E4D         SCHEDULE:   08/01/11 TO  08/31/11

 G-T-N              VENDOR                  P   TRAN   SRCE   ------ ACCRUAL ------
  NO.     NAME      NUMBER       AMOUNT     Y   TYPE   CODE   BEGIN DATE    END DATE
  032   STRS CON   0000000120     263.01                      08/01/11      08/31/11
  032   STRS CON   0000000120      12.38                      08/01/11      08/31/11
  027   MEDCAR CON 0000000111      27.14                      08/01/11      08/31/11
  090   SUI        0000000250      30.14                      08/01/11      08/31/11
  092   WORK COMP  0000000260      87.69                      08/01/11      08/31/11









PAGE 01 OF 01                                               [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS:  005  EID:  UC8199337  WARRANT NO:   1698294  ISS DATE:  082911   DISTRICT:  00111
```

Online History Menu Screen (0700)

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                    ** PAY - ONLINE HISTORY - MENU **                        0700


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

                 000     ONLINE HISTORY MENU
                 001     EMPLOYEE INQUIRY
                 002     WARRANT SUMMARY INQUIRY
                 003     EARNINGS DETAIL INQUIRY
                 004     DEDUCTION DETAIL INQUIRY
                 005     CONTRIBUTION DETAIL INQUIRY
                 006     BALANCE ADJUSTMENTS INQUIRY
                 007     PERS DETAIL INQUIRY
                 008     STRS DETAIL INQUIRY
                 097     COUNTY NAME SEARCH
                 098     NAME SEARCH (ACTIVE ASSIGNMENTS)
                 099     NAME SEARCH (ALL ASSIGNMENTS)

                 NAME: _________________________________

INTERRUPT: 04

TRANS: ___  EID: __________  WARRANT NO: ________  ISS DATE: _______  DISTRICT: 00111
```

Personnel Inquiry Menu Screen (0400)

```
                        ** PER - PERSONNEL INQUIRY - MENU **                    0400

TRANS   -------- DESCRIPTION --------        TRANS   -------- DESCRIPTION --------
 000    PERSONNEL INQUIRY MENU                021    ADTL. STANDARD BENEFITS
 003    PERSONNEL ACTION DATA                 022    DEPENDENTS BY NAME
 004    JOB ASSIGNMENT       (104-FUTURE)     023    VOLUNTARY DEDUCTIONS
 005    SALARY/PAY RATE      (105-FUTURE)     025    DIRECT DEPOSIT
 006    LABOR DISTRIBUTION   (106-FUTURE)     030    PAYROLL TAX STATUS
 007    JOB HISTORY                           031    LEAVE ACCOUNT BALANCES
 008    JOB HISTORY - SUMMARY                 032    GARNISHMENTS
 010    CREDENTIAL INFORMATION                033    TIME BALANCES
 011    SENIORITY STATUS                      034    GROSS DOLLAR BALANCES
 012    CONTACT DATA                          035    GROSS-TO-NET BALANCES
 013    CONFIDENTIAL INFORMATION              036    RETIREMENT BALANCES
 014    MISC PERSONAL DATA                    037    UNION DUES BALANCES
 015    EDUCATION                             038    REINSTATE ARCHIVED EMPLOYEE
 016    EXPERIENCE AND ORGANIZATION           039    RETIREMENT PLANS
 017    SKILLS AND LANGUAGES                  097    COUNTY NAME SEARCH
 018    LICENSES, HONORS AND COMMENTS         098    DIST NAME SEARCH(ACTIVE ASSIGN)
 019    EMPLOYEMENT VERIFICATION              099    DIST NAME SEARCH(ALL ASSIGN)
 020    STANDARD BENEFITS                     NAME: ________________________________
INTERRUPT: ______
[redacted]
TRANS: 034         EID: UC8199337          JOB: 1          DISTRICT 00111
```

Gross Dollar Balances Screen (0434)

** PER - GROSS DOLLAR BALANCES - INQ ** 0434

UC8199337 BEAN,LAWRENCE E. EMPL STATUS: ACTIVE

PRIMARY JOB: 1

CODE	DESCRIPTION	BALANCE	CODE	DESCRIPTION	BALANCE
5501	TOTAL GROSS YTD	32798.05	5556	REG GROSS FYTD	6376.00
5502	TOTAL GROSS QTD	9763.29	5559	TOPTAL GR FYTD	6526.00
5505	STATE GROSS YTD	28330.26	5563	TOTAL GRS-FY-P	45040.77
5506	STATE GROSS QTD	8835.22	5570	MED GR NL YTD	31062.83
5507	SUI GROSS YTD	32798.005	5571	MED GR NL-P	39755.92
5508	SUI GROSS QTD	9763.29	5572	MED GROSS YTD	31062.83
5509	FED GROSS YTD	28330.26	58573	MED GROSS QTD	9727.81
5510	FEDRL GROSS QTD	8835.22	5574	MED GROSS-P	39755.92
5529	ANN FEDRL GROSS	19259.52	5577	MED DED-P	576.46
5530	ANN FEDRL TAX	765.95	5578	MED CON-P	576.46
5531	ANN STATE GROSS	19259.52	5580	FED GROSS-P	36393.71
5532	ANN STATE TAX	77.34	5581	STATE GROSS-P	36393.71
5533	SUI GR NL QTD	9763.29	5584	STRS RED-P	3362.21
5537	TOTAL GROSS-P	41983.46	5599	RESERVED BAL 99	34873.20
5538	FWT DED-P	2344.45	5604	STRS/PERS CON-P	3467.29
5539	SWT DED-P	562.31	5605	YTD SWT PR QTD	294.11

(085) - FIRST SCREEN - 'F' FOR FORWARD

TRANS: 034 EID: UC8199337 JOB: 1 DISTRICT 00111

Gross-to-Net Balances Screen (0435)

```
                         ** PAY - GROSS-TO-NET BALANCES - INQ **                         0435
UC8199337    BEAN,LAWRENCE E.                                          EMPL STATUS:  ACTIVE
                                                                       PRIMARY JOB:  1
 CODE     DESCRIPTION        BALANCE             CODE     DESCRIPTION        BALANCE

 001Q   ESA           -QTD      4395.00          082Q   SWT           -QTD        124.25
 001Y   ESA           -YTD     12724.00          082Y   SWT           -YTD        418.36
 001U   ESA           -USR      1278.00          090Q   SUI           -QTD        157.18
 010Y   DDP RED       -YTD       248.36          090Y   SUI           -QTD        323.03
 026Q   MEDCAR DED    -QTD       141.05          090F   SUI           -FYD        105.06
 026Y   MEDCAR DED    -YTD       450.41          092Q   WORK COMP     -QTD        293.10
 027Q   MEDCAR CON    -QTD       141.05          092Y   WORK COMP     -YTD        897.30
 027Y   MEDCAR CON    -YTD       450.41          092F   WORK COMP     -FYD        171.44
 031Q   STRS RED      -QTD       892.59          157Y   KAISER        -YTD       4914.00
 031Y   STRS RED      -YTD      2732.57          161Y   DDP           -YTD        792.26
 031F   STRS RED      -FYD       522.08          165Y   VSP           -YTD        125.16
 032Q   STRS CON      -QTD       920.48          176Y   KAISER RED    -YTD       1486.86
 032Y   STRS CON      -YTD      2818.00          176F   KAISER RED    -FYD       -247.81
 049Y   MEDI D-P      -YTD       576.46          221Y   AFT           -YTD        313.04
 050Y   MEDI C-P      -YTD       576.46          269Y   PRU           -YTD         76.09
 081Q   FWT           -QTD       679.50          270Y   ING           -YTD         31.08
 081Y   FWT           -YTD      2308.71
(085) - FIRST SCREEN - 'F' FOR FORWARD
TRANS:  035             EID:  UC8199337            JOB:  1          DISTRICT   00111
```

NOTE: If an employee's name appears on the Non-Zero ESA list this GTN will remain until the next time the employee is paid their final pay on the prime assignment.

```
PAYR095/PP4400XX/111501                  PERSONNEL/PAYROLL/RETIREMENT SYSTEM                        PAGE NO.    0001
SCHEDULE E4E ENDING   /  /  --XX              PAYROLL AUDIT REGISTER                             ISSUE DATE 08/26/15
RUN TIME   22:56:49                      DIST: 00111 TRAINING DISTRICT                              RUN DATE 08/24/15
                                                      CERTIFICATED                                PROCESS DATE 08/24/15 h

UC8199337 BEAN,LAWRENCE
*****************************             ACTIVE                                     PAY LOC: 615

CUR PAYMENT    NET PAY:     194.19   FWT GRS:     219.66   SDI GRS:       0.00    PERS GRS:       0.00    STRS GRS:     241.92
W8753773       TTL GRS:     241.92   SWT GRS:     219.66   SUI GRS:     241.92    FICA GRS:       0.00    MEDI GRS:     241.92
 08/26/15  TAX CD: FED-S01 ST-S01/                                                       ANNUALIZATION MONTHS: 12
             PAY DISP: W    BANK:            PAY CYCLE: XX         ACCRUALS: VACATION    0.00  SICK LEAVE    0.00

                      031  STRS RED           63.68- R                   031  STRS RED           85.94
                      026  MEDCAR DED          3.51                      081  FWT                21.96
                      032  STRS CON           74.27- RC                  032  STRS CON          100.23   C
                      027  MEDCAR CON          3.51   C                  090  SUI                  .12   C

 GROSS PAY:                                                                                RETIREMENT
 BATCH  TYPE   BASIS    % ASGN     RATE       TIME       AMOUNT   POSN NO. CLASS  PLAN/ST/SP  RET-RATE MO. -------PERIOD------- PYR

   300  REG      D      100.00    173.040     4.00-      692.16-  000003  000768    S5/M/      173.04 12  07/01/15 TO 07/31/15
   300  REG      D      100.00    233.520     4.00       934.08   000003  000768    S5/M/      233.52 12  07/01/15 TO 07/31/15

        NEW BALANCES  5116  TOTAL HRS PD-F      105.60                      5121  DAILY FY             16.00
                      5160  REG HRS-F           105.60                      5501  TOTAL GROSS YTD  16,531.20
                      5502  TOTAL GROSS QTD   4,567.92                      5505  STATE GROSS YTD  15,152.30
                      5506  STATE GROSS QTD   4,164.02                      5507  SUI GROSS YTD    16,531.20
                      5508  SUI GROSS QTD     4,567.92                      5509  FED GROSS YTD    15,152.30
                      5510  FEDRL GROSS QTD   4,164.02                      5529  ANN FEDRL GROSS  10,177.68
                      5530  ANN FEDRL TAX       387.77                      5531  ANN STATE GROSS  10,177.68
                      5533  SUI GR NL QTD     4,567.92                      5537  TOTAL GROSS-P    26,265.12
                      5538  FWT DED-P         2,089.14                      5539  SWT DED-P           405.54
                      5556  REG GROSS FYTD    3,010.56                      5559  TOTAL GR FYTD     3,010.56
                      5563  TOTAL GRS-FY-P   23,903.04                      5570  MED GR NL YTD    16,531.20
                      5571  MED GR NL-P      26,265.12                      5572  MED GROSS YTD    16,531.20
                      5573  MED GROSS QTD     4,567.92                      5574  MED GROSS-P      26,265.12
                      5577  MED DED-P           380.84                      5578  MED CON-P           380.84
                      5580  FED GROSS-P      24,148.33                      5581  STATE GROSS-P    24,148.33
                      5584  STRS RED-P        2,116.79                      5599  RESERVED BAL 99  16,531.20
                       026Q MEDCAR DED           66.23                       026Y MEDCAR DED          239.70
                       027Q MEDCAR CON           66.23                       027Y MEDCAR CON          239.70
                       031Q STRS RED            403.90                       031Y STRS RED          1,378.90
                       031F STRS RED            276.98                       032Q STRS CON            461.33
                       032Y STRS CON          1,523.68                       049Y MEDI D-P            380.84
                       050Y MEDI C-P            380.84                       081Q FWT                 295.29
                       081Y FWT               1,295.50                       082Q SWT                  24.77
                       082Y SWT                 218.89                       090Q SUI                   2.29
                       090Y SUI                   8.26                       090F SUI                   1.51
                       125Y MEDPLANW2         8,855.20                       125F MEDPLANW2         1,106.90
                       224Y UTLA                231.36                       224F UTLA                 28.92
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