

DISTRICT PERSONNEL INFORMATION SERVICES DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION C

WORK CALENDARS

2024-2025 TRAINING MANUAL

An Official Publication



9300 Imperial Highway Downey, California 90242-2890 www.lacoe.edu

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

Karen Kimmel, Chief Financial Officer Business Services

Nkeiruka Benson, Director, School Financial Services

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

Los Angeles County Office of Education Date Published: June 2019 Last Updated: October 2022

Table of Contents

Agenda	
0	

I. Work Calendar Table (029)

a.	W	ork Calendar Table (029)	5-6
	0	Bulletins Related to Work Calendars	6

II. Building a Work Calendar

a.	a. Step 1 - Preparations to Building a Work Calendar	
	Master Calendar List	
b.	Step 2 - Build a Work Calendar	
c.	Step 3 – After Building Work Calendar	
d.	Calendar Examples	

III. Changes to Existing Work Calendars

a.	Editing an Existing Work Calendar	. 35-37
b.	Deleting an Existing Work Calendar	. 39-41

IV. Report Generated

a.	Work Calendar Table (AIMS029)	45-4	6
----	-------------------------------	------	---

Agenda

- Welcome and introductions
- ➤ What is an HRS Work Calendar?
- Preparations to build a work calendar
- > Steps to build a work calendar
- ➢ Hands-on exercises

**** BREAK ****

- > Purpose of work calendars
- ➤ Examples
- Editing an existing work calendar
- > Deleting an existing work calendar
- ➢ Questions
- Evaluation and close of session

SECTION I.

WORK CALENDAR TABLE (029)

Work Calendar Table (029)

		** CTL - DISTRICT U	IPDATE - MENU *	* 1100
TRANS	6	DESCRIPTION		- KEY(S)
000 004 009 011 024 025 026 027 028 029 031 034 035 036 039 040	* * * * *	CTL DISTRICT UPDATE MENU JOB CLASSIFICATION TABLE LEAVE ACCRUAL TABLE WORK LOCATION TABLE SALARY SCHEDULE C/S-TEACHER SALARY SCHEDULE R/S-OTHERS STIPENDS TABLE BENEFITS TABLE DISTRICT CODES TABLE WORK CALENDAR TABLE ORGANIZATIONAL CHART SALARY MASS CHANGE C/S-TEACHER SALARY MASS CHANGE R/S-OTHERS STIPEND MASS CHANGE REPORT REQUEST SPEED KEY/ACCOUNT CODE LINKUP ENTER "S" FOR TABLE SEARCH	JOB CLASS: PLAN: WORK LOC: VERSION VERSION VERSION CODE TYPE: CALENDAR: SUPV POS: VERSION: F VERSION: F VERSION: F SPEED KEY:	TYPE:
INTERRU	JPT:			
TRANS:	029	KEY 1: KEY 2: _	KEY 3:	DISTRICT: <u>00011</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 must be tied to a calendar. The calendar plays a significant role in time entry and payroll processing.

During payroll calculation, the system accesses the information from EDB, Salary/Pay Rate Screen (005), for the period being paid. After payroll processing, the transactions processed through pay calculation are posted to payroll history. The accuracy of the data on each work calendar is essential for the accuracy of the employee's payroll and the employee's retirement.

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

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

Bulletins Related to Work Calendars

Each year in April and in May, the HRS Employee Services Unit sends out two bulletins regarding work calendars for the upcoming year.

- The bulletin posted in April, *Certificated Summer Session Payroll Cycles*, contains information on selecting the certificated summer session payroll schedules and building the work calendars for the upcoming summer session. These work calendars must be built before the first time report is produced for the summer session.
- The bulletin posted in May, *HRS Work Calendar Tables*, contains information on building the work calendars for the upcoming school year. These work calendars must be built before the first time report is produced for the fiscal year.



<u>NOTE:</u> Work calendars are specific to each fiscal year. They cannot be used to pay an employee for any other fiscal year.

SECTION II.

BUILDING A WORK CALENDAR

Step 1 - Preparations to Building a Work Calendar

Step 1 – Preparations to Building a Work Calendar

There are five steps you will need to take before building a work calendar.

- 1. Determine which calendars need to be created for the upcoming fiscal year.
 - a. Search for a listing of your district's current and past work calendars from the Control Table Menu, Function 11 or 16. To search from the transaction menu,
 - 1. In the action field, type S to search.
 - 2. In the **TRANS field**, type **029** to go to the Work Calendar Table.
 - 3. Hit the Enter key on your keyboard.

		** CTL - DISTRICT U	IPDATE - MENU **	1100
TRANS	5	DESCRIPTION		KEY(S)
000		CTL DISTRICT UPDATE MENU		
004	ж	JOB CLASSIFICATION TABLE	JOB CLASS:	
009	ж	LEAVE ACCRUAL TABLE	PLAN:	TYPE: _
011	ж	WORK LOCATION TABLE	WORK LOC:	SUBSITE:
024	ж	SALARY SCHEDULE C/S-TEACHER	VERSION S	CHEDULE: _ STEP:
025	ж	SALARY SCHEDULE R/S-OTHERS	VERSION S	CHEDULE: _ RANGE:
026	ж	STIPENDS TABLE	VERSION S	TIPEND CD:
027	ж	BENEFITS TABLE	VERSION P	LAN CODE:
028		DISTRICT CODES TABLE	CODE TYPE: C	ODE (OPT):
029	ж	WORK CALENDAR TABLE	CALENDAR:F	S YEAR: MASTER: _
031		ORGANIZATIONAL CHART	SUPV POS:	TRL:
034		SALARY MASS CHANGE C/S-TEACHER	VERSION: F S	CHEDULE: _
035		SALARY MASS CHANGE R/S-OTHERS	VERSION: F S	CHEDULE: _
036		STIPEND MASS CHANGE	VERSION: F S	TIPEND CD:
039		REPORT REQUEST		
040	ж	SPEED KEY/ACCOUNT CODE LINKUP	SPEED KEY:	
	ж	ENTER "S" FOR TABLE SEARCH		
INTERRU	JPT:			~
				<u>S</u>
TRANS:	029	KEY 1: KEY 2: _	KEY 3:	DISTRICT: <u>00011</u>

- b. Order a listing of your district's calendars (last three years) using the Report Request Screen (039) in the Control Table Menu, Function 11 or 16. To request a report from the transaction menu,
 - 1. In the TRANS field, type 039 to go to the Report Request Screen.
 - 2. Hit the **Enter key** on your keyboard.

** CTL - REPORT REQUEST **	1139
DISTRICT : 00111	
TABLE NUMBER : 29	1
DISTRICT MAINTENANCE TABLE	
02 GROSS TO NET	
04 JOB CLASSIFICATION	
09 LEAVE ACCRUAL	
10 EARNINGS	
11 WORK LOCATION	
20 DISTRICT PROFILE	
24 SALARY SCHEDULE - TEACHERS	
25 SALARY SCHEDULE - ALL OTHERS	
26 STIPENDS	
27 BENEFITS	
28 DISTRICT CODES	
29 WORK CALENDAR	
31 ORGANIZATIONAL CHART	
40 SPEED KEY/ACCOUNT CODE	-
(002) - ENTER YOUR CHANGES.	l _
TRANS: 039	DIST: <u>00011</u>

- 3. In the Table Number field, type 29 for Work Calendar.
- 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.

The following day, this report will be posted to HRS Personnel Reports in Reports and Data (RAD). If you do not have access to this feature in RAD, please contact the SFS Security Unit at SFSSecurity@lacoe.edu.

- c. Generate a report that lists calendars tied to active job assignments using PC Products-LLL or request a special ad hoc report through the HRS Operation and Security Unit. There is no charge to run an ad hoc report. For more information, please contact the following.
 - PC Products Letter, Lists, and Labels (LLL) Linda Williams (562) 922-6535
 - SFS Security Email SFSSecurity@lacoe.edu.

2. Choose the master calendar from the list provided below as a template for each work calendar to be created. The table below lists the current master calendars. Please refer to your HRS System Operations Manual, Page II-89, for more information.

Master Calendar List

Pay Cycle	Туре	Master Calendar No.
C1, C2, C3, C5, E1, E4	Calendar Month	1
H1	Half Month (1 – 15, 16 – end of month)	5
V1	Certificated Summer School (half month cycle)	6
V2	Certificated Summer School (full month cycle)	7

- 3. You will need to have:
 - The description text for each calendar.
 - The number of "Hours per day" for each calendar.
 - Have a list of the accrual periods for each calendar.
 - A list of the number of paid work days for each accrual period for each calendar.
 - Have the first and last days of the work year for each calendar.
- 4. Determine the Number of Paid Work Days to enter into the calendars.
 - <u>Classified jobs</u> Work calendars should represent the <u>total possible</u> work days in the accrual period excluding weekends and including
 - ➢ Holidays,
 - Vacation days
 - Furlough days
 - <u>Certificated jobs</u> Work calendars should represent the <u>required or actual</u> work days in the accrual period. It should not include holidays.



<u>NOTE:</u> Job type is based on the position not the employee.

5. Determine the dates that mark the beginning and ending of the work year for the employees tied to the work calendar.

•	Example #1	ANNUAL: <u>07 01 16</u>	<u>06 30 17</u>	12 MO Classified
•	Example #2	ANNUAL: <u>08 22 16</u>	<u>05 26 17</u>	10 MO Certificated
•	Example #3	ANNUAL: <u>06 18 16</u>	<u>06 02 17</u>	Summer Session

NOTE:





May and June accrual periods for the next fiscal year should remain on the calendar if:

- The summer session is starting in May or June -or-
- There is a possibility a retro will be produced in the next fiscal year

Step 2 - Build a Work Calendar

Step 2 - Build a Work Calendar

Each year, School Financial Services (SFS) builds Master Calendars that define the possible pay periods for all the pay cycles. Master calendars are used to build new calendars. Use Function 11, District Update Menu, to build new calendars. Here are the seven steps to building a work calendar.

1. Begin to build a new work calendar using Option A or Option B.

	** CTL - DISTRICT U	IPDATE - MENU **	1100
TRANS	DESCRIPTION	KEY(S)	
000 004 * 009 * 011 * 024 * 025 * 026 * 027 * 028 029 * 031 034 035 036 039 040 * INTERRUPT: Option B	CTL DISTRICT UPDATE MENU JOB CLASSIFICATION TABLE LEAVE ACCRUAL TABLE WORK LOCATION TABLE SALARY SCHEDULE C/S-TEACHER SALARY SCHEDULE R/S-OTHERS STIPENDS TABLE BENEFITS TABLE DISTRICT CODES TABLE WORK CALENDAR TABLE ORGANIZATIONAL CHART SALARY MASS CHANGE C/S-TEACHER SALARY MASS CHANGE R/S-OTHERS STIPEND MASS CHANGE REPORT REQUEST SPEED KEY/ACCOUNT CODE LINKUP ENTER "S" FOR TABLE SEARCH	JOB CLASS: PLAN:	2E: _ ITE: IGE: JGE: - <u>TER: 1</u> Option A

Option A Field Name	Option B Field Name	Field Description
	TRANS	Transaction Field. Enter 029.
Calendar name	Key 1	One or two-character calendar code (user-defined)
FS Year	Key 2	Fiscal year
Master	Key 3	The master calendar number.

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

<u>NOTE</u>: A space is not recommended as the first character in the calendar name field.

10 10 - English (10.00)	id Antol Stand Co	** CTI	W(DRK CAL	ENDAF	R TABLE -	- UPDATE **	8			1129
	CALENDA	R: T1	F	ISCAL Y	Year:	16 DE	SCRIPTION:				
DISTRICT:	00011 HO	URS PEI	R DAY:		NUME	BER OF PE	ERIODS: 12	Pay (CYCLE	GROUP	: G1
BEGIN	FND	APPI	PAID WORK	PAID N WRK	UN PAID	BEGIN	FND	APPI	PAID WORK	PAID N WRK	UN PATD
DATE	DATE	DATE	DAYS	DAYS	DAYS	DATE	DATE	DATE	DAYS	DAYS	DAYS
07 01 15 08 01 15	$ \begin{array}{c} 07 \\ 31 \\ 31 \\ 15 \end{array} $	<u>07</u> <u>15</u> 08 15	 0	<u>0</u> 0	<u>0</u> 0					_	_
09 01 15 10 01 15	$ \overline{09} \ \overline{30} \ \overline{15} \\ 10 \ 31 \ 15 $	$\begin{array}{r} \hline 09 \\ 10 \\ 10 \\ 15 \\ \end{array}$	0	0_0	0				_	_	=
11 01 15	11 30 15	<u>11</u> <u>15</u>	0	0	0				_	_	
<u>12 01 15</u>	<u>12</u> <u>31</u> <u>15</u>	<u>12</u> <u>15</u>	0	_0	_0_				_		
$01 01 16 \\ 02 01 16$	$\frac{01}{02}$ $\frac{31}{28}$ $\frac{16}{16}$	$\frac{01}{02}$ $\frac{16}{16}$	0	0	0				_		
03 01 16	03 31 16	03 16	0	0	0				_	_	
<u>04 01 16</u>	<u>04 30 16</u>	<u>04</u> <u>16</u>	0	_0	_0				—		_
06 01 16	06 30 16	05 16	0	0	0				—	_	_
				ANN	JAL:				0	0	0
(002) - EN	NTER YOUR	CHANG	ES.						_		
TRANS: 029	<u>9</u> KEY	1: <u>T1</u>		K	EY 2:	16	KEY 3:	_	DIST	r: <u>000</u>	11
м <mark>А</mark> b						NUM				2	1/027

Please refer to your HRS System Operations Manual, beginning on Page II-90, for descriptions of each field shown on the Work Calendar Table Screen.

- 3. In the DESCRIPTION field, enter calendar's description.
 - Up to 12 characters
 - Informational only
- 4. In the HOURS PER DAY field, enter the number of hours worked per day
 - Should be standard full time hours for a full-time employee
 - Informational only
- 5. Delete any accrual periods for which the group of employees tied to this calendar **will not be paid** including the zero on the Paid Work Days, Paid Non-Work Days, and Unpaid Days columns.

IMPORTANT: <u>Summer sessions for certificated employees</u>: For the last two or three months, the accrual periods with zeros in the Paid Work Days field should remain on the calendar. See examples <u>Pages 30 and 31</u>.

- 6. For the remaining accrual periods, replace the zero in the Paid Work Days column with the number of paid work days for that accrual period. All accrual periods must have a value from 0 to 23. Classified and certificated work calendars are defined as follows.
 - **Classified calendars** should represent the **possible** work days in the accrual periods worked by the classified employees including holidays, vacation, and furlough days.
 - Certificated calendars should represent the <u>required or actual</u> work days in the accrual period. It should not include holidays.
- 7. In the **BEGIN DATE field** and the **END DATE field**, enter the dates that determine the beginning and ending work dates for those tied to this calendar.
- 8. Hit the **Enter key** on your keyboard to have the calendar edited.
 - If there are errors, HRS will highlight those errors. You will need to correct them and hit the Enter key on your keyboard to have the calendar edited again for errors.

If there are no errors, HRS will prompt, "PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?"

9. In the **action field**, type **Y** to save your calendar.

The process is now complete. You have now successfully built a work calendar. Since it is done in real time, your calendar is active and can now be used.

Step 3 – After Building Work Calendars

Step 3 - After Building Work Calendars

After building your work calendars, make sure the information on the work calendars is accurate. The accuracy is important because it is used to tell HRS:

- How many working days constitute a full accrual period
- The total number of working days in a fiscal year
- The first day and last day of work for those tied to this calendar

Also, HRS looks at the Salary/Pay Rate Screen (005) in EDB for the work calendar to use during retro transaction generation. It does not look at pay history.

IMPORTANT: As a safety precaution, we strongly recommend you review the accuracy of the data contained in the work calendars. You can search for a listing of your calendars using Function 11 or 16. Refer to the "Before Building a Work Calendar" section in this manual for more information on how to search for a work calendar. To access the detail screen for a specific work calendar from the transaction menu, refer to the "Build a Work Calendar" section in this manual.

<u>NOTE</u>: Work calendars are applicable for one fiscal year only.

Calendar Examples

12-month classified

		** CT	L - W(DRK CAL	ENDA	R TABLE -	· UPDATE **			1129
	CALENDA	AR: T1	F	SCAL	EAR:	15 DE	SCRIPTION:	<u>12 MO C</u>	LASS	
DISTRICT:	00011 HC	URS PE	R DAY:	8.00	<u>d</u> Nume	BER OF PE	RIODS: 12	PAY CYC	LE GROUP	9: G1
			PAID	PAID	UN			PA	ID PAID	UN
BEGIN	END	APPL	WORK	N WRK	PAID	BEGIN	END	APPL WO	RK N WRK	PAI
DATE	DATE	DATE	DAYS	DAYS	DAYS	DATE	DATE	DATE DA	YS DAYS	DAY
07 01 14	07 31 14	<u>1 07 14</u>	23	0	<u> </u>					
08 01 14	08 31 14	08 14	21	O	Ο					
09 01 14	09 30 14	09 14	22	0	0					
10 01 14	10 31 14	10 14	23	0	0					
11 01 14	11 30 14	11 14	20	0	0					
12 01 14	12 31 14	12 14	23	0	0					
01 01 15	01 31 15	5 01 15	22	0	0					
02 01 15	02 28 15	5 02 15	20	0	0					
03 01 15	03 31 15	5 03 15	22	0	0					
04 01 15	04 30 15	5 04 15	22	0	0					
05 01 15	05 31 15	5 05 15	21	0	0					
06 01 15	06 30 15	5 06 15	22	0	0					
					JAL :	07 01 14	06 30 15		1 0	-0
(005) - U	PDATE FRO	M PREV	IOUS S	SCREEN	SUCCE	SSFUL.				-
TRANS: 029	9 KEY	1: <u>T1</u>		K	Y 2:	15	KEY 3:	D	IST: <u>000</u>	11

11-month classified with no July accrual peri

		** CT	L - W(DRK CAI	ENDAF	R TABLE -	- UPDATE **			1129
	CALEND	AR: T2	F	ISCAL	YEAR:	15 DE	SCRIPTION:	<u>11 MO CLAS</u>	S	
DISTRICT:	00011 H	OURS PE	R DAY	: 8.00	<u>ə</u> nume	BER OF PE	ERIODS: 11	PAY CYCLE	GROUP	: G1
			PAID	PAID	UN			PAID	PAID	UN
BEGIN	END	APPL	WORK	N WRK	PAID	BEGIN	END	APPL WORK	N WRK	PAID
DATE	DATE	DATE	DAYS	DAYS	DAYS	DATE	DATE	DATE DAYS	DAYS	DAYS
08 01 14	<u>08 31 1</u>	4 08 14	21	0	0	10				
09 01 14	09 30 1	4 09 14	22	0	O					
10 01 14	10 31 1	4 10 14	23	0	0					10
11 01 14	11 30 1	4 11 14	20	0	O	8				
12 01 14	12 31 1	4 12 14	23	0	O	8				
01 01 15	01 31 1	5 01 15	22	0	O	8				
02 01 15	02 28 1	<u>5 02 15</u>	20	0	Θ					
03 01 15	03 31 1	5 03 15	22	0	Ο	-				
04 01 15	<u>04 30 1</u>	<u>5 04 15</u>	22	0	0					
05 01 15	<u>05 31 1</u>	<u>5 05 15</u>	21	0	0	lei -				
<u>06 01 15</u>	<u>06 30 1</u>	<u>5 06 15</u>	22	0			+ :			
<u></u>			a <u></u> ia		·				F	-
				ANN	JAL:	08 01 14	<u>4 06 30 15</u>	238	Θ	0
(005) - UP	PDATE FR	OM PREV	IOUS S	SCREEN	SUCCE	SSFUL.				
TRANS: 029	9 KEY	1: T2		KI	EY 2:	15	KEY 3:	DIS	T: 000	11

11-month classified with no June accrual period

		** CT	L - WI	DRK CAI	ENDA	R TABLE -	- UPDATE **				1129
	CALENDA	R: T3	F	ISCAL Y	YEAR:	15 DE	ESCRIPTION:	<u>11MO</u>	CL NO	<u>06</u>	
DISTRICT:	00011 HO	URS PE	R DAY	: 8.00		BER OF PE	ERIODS: 11	PAY	CYCLE	GROUP	: G1
			PAID	PAID	UN				PAID	PAID	UN
BEGIN	END	APPL	WORK	N WRK	PAID	BEGIN	END	APPL	WORK	N WRK	PAI
DATE	DATE	DATE	DAYS	DAYS	DAYS	DATE	DATE	DATE	DAYS	DAYS	DAYS
07 01 14	<u>07 31 14</u>	<u>07 14</u>	23	<u> </u>	<u> </u>						
08 01 14	<u>08 31 14</u>	08 14	21	0	0			0	60 - 60 		
09 01 14	<u>09 30 14</u>	<u>09 14</u>	22	<u> </u>	_0				<u></u>	<u> </u>	
10 01 14	<u>10 31 14</u>	<u>10 14</u>	23		_0	82	<u> </u>		<u></u>	<u></u>	
<u>11 01 14</u>	<u>11 30 14</u>	<u>11 14</u>	<u>20</u>	_0	_0						
<u>12 01 14</u>	<u>12 31 14</u>	<u>12 14</u>	23	0	0	00 U					
<u>01 01 15</u>	<u>01 31 15</u>	01 15	22		0				<u></u>		
02 01 15	<u>02 28 15</u>	<u>02 15</u>	20		0	80	<u> </u>	<u> 11 10</u>	<u>an 1</u> 7	<u></u>	3
<u>03 01 15</u>	<u>03 31 15</u>	<u>03 15</u>	<u>22</u>	_0	_0						
<u>04 01 15</u>	<u>04 30 15</u>	<u>04 15</u>	22	_0	_0						
05 01 15	<u>05 31 15</u>	<u>05 15</u>	21	_0	_0	×		<u>11</u>	<u></u> 3	<u></u>	
· · · · · · · · · · · · · · · · · · ·	<u> </u>	<u> </u>	<u></u>		<u>—</u>	07 01 1/	1 05 31 15		239		
(005) - W	DATE ERO	M PREV		SCREEN	SUCC		<u>- 03 31 13</u>		200	0	0
TRANS: 029	<u>9</u> KEY	1: <u>T3</u>	1000	KI	EY 2:	<u>15</u>	KEY 3:	1	DIS	T: <u>000</u>	11

10-month classified with no July and August accrual periods

		** CT	L - W0	ORK CAI	ENDAF	R TABLE -	UPDATE **			1129
	CALEN	DAR: CO	F	SCAL	YEAR:	15 DE	SCRIPTION:	<u>10 MO CLAS</u>	<u>ss</u>	
DISTRICT:	00011	HOURS PE	R DAY:	8.00	<u>.</u> NUME	BER OF PE	RIODS: 10	PAY CYCLE	GROUP	: G1
			PAID	PAID	UN			PAID	PAID	UN
BEGIN	END	APPL	WORK	N WRK	PAID	BEGIN	END	APPL WORK	N WRK	PAID
DATE	DATE	DATE	DAYS	DAYS	DAYS	DATE	DATE	DATE DAYS	DAYS	DAYS
09 01 14	<u>09 30</u>	<u>14 09 14</u>	22	<u> </u>	_0					
10 01 14	10 31	14 10 14	23	O	Θ				_	
11 01 14	11 30	14 11 14	20	0	Θ				_	_
12 01 14	12 31	14 12 14	23	0	0					
01 01 15	01 31	15 01 15	22		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	22	0	O				_	_
05 01 15	05 31	15 05 15	21	0	0				_	_
06 01 15	06 30	15 06 15	22	0	O				_	_
		= $=$ $=$	_	_	_				_	_
			_	_	_				_	_
					JAL:	09 01 14	06 30 15		0	0
(005) - UI	PDATE F	ROM PREV	IOUS S	SCREEN	SUCCE	SSFUL.				
TRANS: 02	<u>9</u> KE	Y 1: <u>CO</u>		KI	EY 2:	15	KEY 3:	DIS	T: <u>000</u>	<u>11</u>

12-month classified paid on a semi monthly basis

			**	СТІ	L - W(DRK CAL	ENDA	r ta	IBLE	-	UPE	DATE	*>	K				1129
	CALEN	IDAR	?: ⊺	Τ5	F	ISCAL Y	YEAR:	15		DES	SCRI	[PT]	[ON :	: <u>CL</u>	AS	S SUB		
DISTRICT:	00011	ноц	JRS	PE	R DAY:	8.00	<u>ə</u> nume	BER	OF	PEF	R I OE	S:	24	Pf	AY (CYCLE	GROUP	: G5
					PAID	PAID	UN									PAID	PAID	UN
BEGIN	END		APF	٦L	WORK	N WRK	PAID	BE	EGIN	1	E	END		AF	PL	WORK	N WRK	PAID
DATE	DATE		DAT	ΤE	DAYS	DAYS	DAYS	0	ATE		0	DATE	Ξ	Df	ΑTE	DAYS	DAYS	DAYS
07 01 14	07 15	14	07	14	11	Θ	Θ	01	01	15	01	15	15	01	15	11	Θ	Ο
07 16 14	07 31	14	07	14	12	0	0	01	16	15	01	31	15	01	15	11	0	0
08 01 14	08 15	14	08	14	11	0	0	02	01	15	02	15	15	02	15	10	0	0
08 16 14	08 31	14	08	14	10	0	0	02	16	15	02	28	15	02	15	10	0	0
09 01 14	09 15	14	09	14	11	0	0	03	01	15	03	15	15	03	15	10	0	0
09 16 14	09 30	14	09	14	11	0	0	03	16	15	03	31	15	03	15	12	0	0
10 01 14	10 15	14	10	14	11	0	0	04	01	15	04	15	15	04	15	11	0	0
10 16 14	10 31	14	10	14	12	0	0	04	16	15	04	30	15	04	15	11	0	0
11 01 14	11 15	14	11	14	10	0	0	05	01	15	05	15	15	05	15	11	0	0
11 16 14	11 30	14	11	14	10	0	0	05	16	15	05	31	15	05	15	10	0	0
12 01 14	12 15	14	12	14	11	0	0	06	01	15	06	15	15	06	15	11	0	0
12 16 14	12 31	14	12	14	12	0	0	06	16	15	06	30	15	06	15	11	0	0
							JAL:	07	01	14	06	30	15			261	0	0
(005) - UP	DATE F	ROM	1 PF	REV	IOUS S	SCREEN	SUCCI	SSF	UL.									
TRANS: 029	KE	EY 1	.: 1	Τ5		K	EY 2:	15			KE١	/ 3:				DIS	T: <u>000</u>	11

11-month teachers

		**	CTL	- WC	ORK CAL	ENDAR	R TABLE -	UPDATE **			1	1129
	CALEN	IDAR:	Т6	FI	SCAL	/EAR:	15 DES	SCRIPTION:	<u>11 MC</u>) TEAC	<u>H_</u>	
DISTRICT:	00011	HOURS	PER	DAY:	7.00		BER OF PE	RIODS: 11	PAY (YCLE	GROUP	G1
				חזמ		EIN						ЦŅ
BEGIN	END	API	PL W	IORK	N WRK	PAID	BEGIN	END	APPL	WORK	N WRK	PAID
DATE	DATE	DA	TE C	DAYS	DAYS	DAYS	DATE	DATE	DATE	DAYS	DAYS	DAYS
08 01 14	<u>08 31</u>	<u>14 08</u>	<u>14</u>	5	_0	<u> </u>						
<u>09 01 14</u>	<u>09 30</u>	14 09	<u>14</u>	<u>21</u>								
<u>10 01 14</u>	<u>10 31</u>	<u>14 10</u>	<u>14</u>	23		_0	5 				1 <u>40</u> 78	3 — 3
<u>11 01 14</u>	<u>11</u> <u>30</u>	<u>14</u> <u>11</u>	<u>14</u>	<u>16</u>	_0	_0	<u>en</u>	<u> </u>	<u> </u>		<u></u>	8 <u> </u> 8
$\frac{12 01 14}{01 01 15}$	$\frac{12}{01} \frac{31}{21}$	<u>14</u> <u>12</u> 15 01	14	<u>15</u> 20		<u> </u>	10					20 20
02 01 15	01 31	15 02	15	18	0	<u> </u>	. <u></u>				no s á	33 33
03 01 15	03 31	15 03	15	22	0	0	1 		<u> </u>		2000-00	33 <u>—</u> 33
04 01 15	04 30	15 04	15	22	0	0				_	_	
<u>05 01 15</u>	<u>05 31</u>	<u>15 05</u>	<u>15</u>	20	<u> </u>							23 22
<u>06 01 15</u>	<u>06 30</u>	<u>15 06</u>	<u>15</u>	6	_0	_0	5 <u></u> /C				<u></u>	n <u>—</u> n
<u></u>		n <u> </u>	3 <u>0 - 80</u>				00.00.14			1 00	_	_
(005) - U	DNATE E		PEVIC				<u>U8 22 14</u>	<u>06 09 15</u>		198	U	U
TRANS: 02	9 KE	Y 1:	T6	,00 C	K	EY 2:	15	KEY 3:	012	DIS	Γ: 0001	11

		** CT	L - W(DRK CAI	ENDA	R TABLE -	UPDATE **			1129
	CALEN	DAR: T8	F	ISCAL '	YEAR:	15 DE	SCRIPTION:	<u>11 MO PAY</u>	TE	
DISTRICT:	00011	HOURS PE	R DAY	: 7.00	<u>.</u> NUMI	BER OF PE	RIODS: 11	PAY CYCL	E GROUP	: G1
			PAID	PAID	UN			PAI	D PAID	UN
BEGIN	END	APPL	WORK	N WRK	PAID	BEGIN	END	APPL WOR	K N WRK	PAID
DATE	DATE	DATE	DAYS	DAYS	DAYS	DATE	DATE	DATE DAY	S DAYS	DAYS
<u>08 01 14</u>	<u>08 31</u>	<u>14 08 14</u>	0	_0	_0					
09 01 14	<u>09 30</u>	<u>14 09 14</u>	21	_0	_0				······································	
10 01 14	<u>10 31</u>	<u>14 10 14</u>	23		_0					
<u>11 01 14</u>	<u>11 30</u>	<u>14 11 14</u>	<u>16</u>	_0	_0	1 <u>0</u>		<u> </u>	<u>a - a</u>	<u></u>
<u>12 01 14</u>	<u>12 31</u>	<u>14 12 14</u>	<u>15</u>	_0	_0				· · · · ·	
<u>01 01 15</u>	<u>01 31</u>	<u>15 01 15</u>	20	0						
02 01 15	02 28	<u>15 02 15</u>	<u>18</u>		_0					
03 01 15	<u>03 31</u>	<u>15 03 15</u>	22		_0	1 <u>0. v</u>		<u></u>	<u>a a</u>	13 <u></u>
<u>04 01 15</u>	<u>04 30</u>	<u>15 04 15</u>	<u>22</u>	_0	_0					
05 01 15	<u>05 31</u>	<u>15 05 15</u>	21	0	_0					
06 01 15	<u>06 30</u>	<u>15 06 15</u>	<u>10</u>		_0				· · · · · ·	33 —— 33
<u></u>	n			<u></u>	8 <u></u> 8				<u>n a</u> r	
				ANN	JAL:	<u>08 31 14</u>	<u>06 15 15</u>	188	Θ	Θ
(005) - UI	PDATE F	ROM PREV	IOUS S	SCREEN	SUCC	ESSFUL.				
TRANS: <u>02</u>	<u>9</u> KE	Y 1: <u>T8</u>		KI	EY 2:	15	KEY 3:	DI	ST: <u>000</u>	11

Teachers that work 10 months but get paid over 11 months with 11 equal payments

12-month certificated Superintendent

		** CTL	WC	DRK CAI	ENDAF	R TABLE -	UPDATE **			:	1129
	CALENDA	R: T7	F	ISCAL Y	YEAR:	15 DE	SCRIPTION:	<u>12 MO</u>	SUPE	<u>R_</u>	
DISTRICT: (00011 HO	URS PE	R DAY	8.00	<u>ə</u> nume	BER OF PE	RIODS: 12	PAY C	YCLE	GROUP	: G1
DECIN			PAID	PAID	UN	DECIN	END		PAID		UN
BEGIN	ENU	DOTE	NOKK		PHID	BEGIN		DOTE	NOKK		PHID
	07 21 14	07 14	22		DHTS	DHIE	DHIE	DHIE	DHIS	DHIS	DHIS
08 01 14	07 <u>31 14</u> 09 31 14	00 14	21	0	0				—	—	
09 01 14	00 <u>31 14</u> 00 30 1/	00 14	21	0	0				—		
10 01 14	10 31 14	10 14	23	0	0				—		
10 01 14	<u>10 31 14</u> 11 30 14	11 14	16	0	<u> </u>				—		—
12 01 14	$\frac{11}{12}$ $\frac{30}{31}$ $\frac{14}{14}$	12 14	20	0	_ <u>_</u>				—	—	—
01 01 15	<u>12 01 17</u> 01 31 15	01 15	20	 0	_ <u>_</u>				—	—	
02 01 15	02 28 15	02 15	18	0	0				_	_	_
03 01 15	03 31 15	03 15	22	0	0				_		
04 01 15	04 30 15	04 15	22	0	0						_
05 01 15	05 31 15	05 15	20	0	0				_	_	
06 01 15	06 30 15	06 15	22	0	0				_		
					JAL:	07 01 14	06 30 15		247	0	0
(005) - UPI	DATE F <u>RO</u>	M PREVI	IOUS_S	SCREEN	SUCCE	ESSFUL .					
TRANS: <u>029</u>	KEY	1: <u>T7</u>		KI	EY 2:	15	KEY 3:		DIS	T: <u>0001</u>	11

It includes all possible work days <u>excluding</u> holidays. This calendar should also include vacation days if they are stated in their contract.



<u>NOTE</u>: 12-month classified management would use a 12-month classified calendar. Refer to the screenshot for 12-month classified employees on <u>Page 22</u>.

Semi-monthly	Summer	Session	for ce	ertificated	employees
•/					

		** CTL	WC	DRK CAL	LENDAF	R TABLE -	UPDATE **			1	1129
	CALENDA	R: S1	F	ISCAL Y	YEAR:	16 DE	SCRIPTION:	SUMME	ER SCI	<u>+</u>	
DISTRICT: 0	00011 HOU	URS PER	R DAY:	6.00	<u>d</u> nume	BER OF PE	RIODS: 8	PAY (CYCLE	GROUP	: G6
			PAID	PAID	UN				PAID	PAID	UN
BEGIN	END	APPL	WORK	N WRK	PAID	BEGIN	END	APPL	WORK	N WRK	PAID
DATE	DATE	DATE	DAYS	DAYS	DAYS	DATE	DATE	DATE	DAYS	DAYS	DAYS
<u>05 16 15 0</u>	<u>95 31 15</u>	<u>05 15</u>	_5	_0	_0				_	_	
06 01 15 0	<u> 15 15</u>	<u>06 15</u>	10	0	0					_	_
06 16 15 0	<u>36 30 15</u>	<u>06 15</u>	10	0	0					_	_
<u>07 01 15 0</u>	<u>97 15 15</u>	<u>07 15</u>	<u>10</u>	_0	_0					_	
<u>07 16 15 0</u>	<u>97 31 15</u>	<u>07 15</u>	<u>10</u>	_0							_
<u>05 16 16 0</u>	<u>95 31 16</u>	<u>05 16</u>	_0	_0							_
<u>06 01 16 0</u>	<u>96 15 16</u>	<u>06 16</u>	_0		<u> </u>						_
<u>06 16 16 0</u>	<u>36 30 16</u>	<u>06 16</u>	_0	_0	_0						_
											_
											_
			_								_
			_	—							
				ANN	JAL:	<u>05 25 15</u>	<u>06 16 16</u>		45	0	0
(005) - UPC	DATE FROM	M PREV.	IOUS S	SCREEN	SUCCE	ESSFUL.			_		
TRANS: <u>029</u>	KEY 1	1: <u>S1</u>		КВ	EY 2:	<u>16</u>	КЕҮ З:		DIS	T: <u>0001</u>	11



IMPORTANT: **Summer sessions for certificated employees**: The last three accrual periods with zeros in the Paid Work Days field should remain on the calendar.

Monthly	Summer	Session	for	certificated	employees
			-		

		** CTL	W(DRK CAI	LENDAF	R TABLE -	UPDATE **			-	1129
	CALENDA	R: T1	F	SCAL	YEAR:	16 DE	SCRIPTION:	SUMME	ER SCH	<u> </u>	
DISTRICT:	00011 HO	URS PEF	R DAY:	6.00		BER OF PE	RIODS: 5	PAY (CYCLE	GROUP	: G7
					LIM						LIN
REGIN	END		HUBK	N URK		REGIN	END		PUDK	N URK	
DATE	DATE	DATE	DAYS	DAYS	DAYS	DATE	DATE	DATE	DAYS	DAYS	DAYS
05 01 15	05 31 15	05 15	5	0	0	2	5	5E	50	2	50
06 01 15	06 30 15	06 15	20	0	0						_
07 01 15	07 31 15	07 15	20	0	0					_	
05 01 16	<u>05 31 16</u>	<u>05 16</u>	0	Θ	Θ					_	_
<u>06 01 16</u>	<u>06 30 16</u>	<u>06 16</u>	_0	_0						_	
				_						_	
				_					_		
				_						—	_
			—	—	—				—	—	—
			—	—	—				—	—	—
			—	—					—	—	—
			—		UAL:	05 25 15	$\frac{1}{06}$ $\frac{1}{01}$ $\frac{1}{16}$		45	0	0
(005) - UP	PDATE F <u>RO</u>	M PREVI	IOUS	SCREEN	SUCCE	SSFUL.				-	-
TRANS: 029	<u>9</u> KEY	1: <u>T1</u>		K	EY 2:	16	KEY 3:		DIS	Г: <u>000</u> 1	11



•

IMPORTANT: <u>Summer sessions for certificated employees</u>: The last two accrual periods with zeros in the Paid Work Days field should remain on the calendar.

SECTION III.

CHANGES TO EXISTING WORK CALENDARS

Editing an Existing Work Calendar Table

Editing an Existing Work Calendar

Any of the fields that were input on a work calendar can be changed.

IMPORTANT:

Avoid making calendar code changes on the EDB or making changes in the paid workdays on the calendar after a time file has been generated and before the payroll has been produced. This can result in an employee receiving an incorrect pay.



If you change a work calendar after the fiscal year has started and the employee has started work, you will need to contact the SFS Retirement Unit to make sure the change does not adversely affect the employee's retirement.

1. Refer to the "Build a Work Calendar" section in this manual to access the detail screen from the transaction menu.

		** CTL - DISTRICT U	PDATE - MENI	U **	1100
TRANS	\$	DESCRIPTION		KEY (S)	
000		CTL DISTRICT UPDATE MENU			
004	ж	JOB CLASSIFICATION TABLE	JOB CLASS:		
009	ж	LEAVE ACCRUAL TABLE	PLAN:	TYPE	: _
011	ж	WORK LOCATION TABLE	WORK LOC:	SUBSIT	E:
024	ж	SALARY SCHEDULE C/S-TEACHER	VERSION	_ SCHEDULE: _ STE	P:
025	*	SALARY SCHEDULE R/S-OTHERS	VERSION	_ SCHEDULE: _ RANG	E:
026	ж	STIPENDS TABLE	VERSION	_ STIPEND CD:	
027	ж	BENEFITS TABLE	VERSION	_ PLAN CODE:	
028		DISTRICT CODES TABLE	CODE TYPE:	CODE (OPT):	
029	ж	WORK CALENDAR TABLE	CALENDAR:	FS YEAR: MAST	ER: _
031		ORGANIZATIONAL CHART	SUPV POS:	TRL:	
034		SALARY MASS CHANGE C/S-TEACHER	VERSION:	F SCHEDULE:	
035		SALARY MASS CHANGE R/S-OTHERS	VERSION:	F SCHEDULE: _	
036		STIPEND MASS CHANGE	VERSION:	F STIPEND CD:	
039		REPORT REQUEST			
040	*	SPEED KEY/ACCOUNT CODE LINKUP	SPEED KEY:		
	*	ENTER "S" FOR TABLE SEARCH			
INTERRU	JPT:				
				_	
TRANS:	<u>029</u>	KEY 1: <u>C</u> KEY 2: <u>1</u>	<u>5</u> KEY	3: DISTRICT:	00011
MA b	5				24/044

** CTL - WC	ORK CALENDAR	TABLE -	UPDATE **			1129					
CALENDAR: C FISCAL YEAR: 15 DESCRIPTION: K-8 AST PRIN											
DISTRICT: 00011 HOURS PER DAY:	8.00 NUMB	ER OF PEF	RIODS: 12	PAY CYCLE	GROUP	: G1					
PAID	PAID UN	DEATH	-	PAID	PAID	UN					
BEGIN END APPL WURK	N WRK PHID	BEGIN	END	HPPL WURK	N WRK	PHID					
		DHIE	DHIE	DHIE DHYS	DHIS	DHYS					
$\begin{array}{cccccccccccccccccccccccccccccccccccc$:) 						
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$			— — — ·			-					
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	0 0		<u> </u>								
11 01 14 11 30 14 11 14 16					10 	_					
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				· · · · · · · · · · · · · · · · · · ·						
<u>04 01 15 04 30 15 04 15 16</u>	0 0					_					
<u>05 01 15 05 31 15 05 15 22</u>	<u> 0 0</u> 0										
<u>06 01 15 06 30 15 06 15 <mark>21</mark></u>											
	ANNUAL:	<u>07 01 14</u>	<u>06 30 15</u>	210	0	0					
(002) - ENTER YOUR CHANGES.											
TRANS: 029 KEY 1: C	KEY 2: [15	KEY 3:	DIS	T: <u>000</u>	<u>11</u>					
M <u>A</u> b		NUM			2	4/076					

You can change or remove any of the following fields.

- Description text (memo only)
- Hours per day text (memo only)
- Paid work days value(s)
- Delete an accrual period
- Any of the annual date values

You cannot

- Change accrual period dates
- Add an accrual period

Once you have made all of your changes, hit the Enter key on your keyboard.

Deleting an Existing Work Calendar Table

Deleting an Existing Work Calendar Table

Use caution when deleting a calendar. This could have a disastrous effect on payroll processing.

<u>IMPORTANT</u>: Once the table is deleted, you cannot undo the delete process.

1. Refer to the "Build a Work Calendar" section in this manual to access the detail screen from the transaction menu.

		** CTL - DISTRICT U	PDATE - MENU	J ** 1100
TRANS	6	DESCRIPTION		KEY(S)
000		CTL DISTRICT UPDATE MENU		
004	ж	JOB CLASSIFICATION TABLE	JOB CLASS:	
009	ж	LEAVE ACCRUAL TABLE	PLAN:	TYPE:
011	ж	WORK LOCATION TABLE	WORK LOC:	SUBSITE:
024	ж	SALARY SCHEDULE C/S-TEACHER	VERSION	_ SCHEDULE: _ STEP:
025	ж	SALARY SCHEDULE R/S-OTHERS	VERSION	SCHEDULE: RANGE:
026	*	STIPENDS TABLE	VERSION	STIPEND CD:
027	*	BENEFITS TABLE	VERSION	PLAN CODE:
028		DISTRICT CODES TABLE	CODE TYPE:	CODE (OPT):
029	*	WORK CALENDAR TABLE	CALENDAR:	FS YEAR: MASTER:
031		ORGANIZATIONAL CHART	SUPV POS:	TRL:
034		SALARY MASS CHANGE C/S-TEACHER	VERSION:	F SCHEDULE:
035		SALARY MASS CHANGE R/S-OTHERS	VERSION:	F SCHEDULE:
036		STIPEND MASS CHANGE	VERSION:	F STIPEND CD:
039		REPORT REQUEST		
040	*	SPEED KEY/ACCOUNT CODE LINKUP	SPEED KEY:	
	*	ENTER "S" FOR TABLE SEARCH		
INTERRU	JPT:			
TRANS:	<u>029</u>	KEY 1: <u>C</u> KEY 2: <u>1</u>	<u>5 KEY</u>	3: DISTRICT: 00011
MA b)			24/044

		** CTI	WI	ORK CAI	LENDAI	R TABLE	- UPDATE	**			1129
	CALENDA	AR: C	F	ISCAL Y	YEAR:	15 D	ESCRIPTIO	DN: <u>K-8</u>	AST P	RIN	
DISTRICT:	00011 HC	URS PEI	r day	8.0	<u>0</u> NUMI	BER OF P	ERIODS: 1	L2 PAY	CYCLE	GROUP	: G1
DEGIN		000	PAID	PAID	UN	DECTN	END		PAID	PAID	UN
BEGIN	END	HPPL	WURK	N WRK	PHID	BEGIN	END	HPPL		N WRK	PHID
07 01 14	07 91 14		DHYS	DHIS	DHTS	DHIE	DHIE	UHIE	DHIS	DHIS	DHIS
08 01 14	08 31 14	07 14	14	0	0	S 					
09 01 14	09 30 14		21	0	0	3 .				·	
$\frac{00}{10}$ 01 14	$\frac{00}{10}$ $\frac{00}{31}$ $\frac{14}{14}$	10 14	21	0	0	3 					
11 01 14	11 30 14	11 14	16	0	0	0 					
12 01 14	12 31 14	12 14	12	0	0					_	_
<u>01 01 15</u>	<u>01 31 15</u>	<u>01 15</u>	20	_0	_0						
<u>02 01 15</u>	02 28 15	<u>02 15</u>	20	_0	_0	0			-aa		
<u>03 01 15</u>	<u>03 31 15</u>	<u>03 15</u>	22	_0	_0	o 					
04 01 15	04 30 15	<u>04 15</u>	<u>16</u>	_0	_0						
06 01 15	06 20 15	$\frac{05}{06}$ $\frac{15}{15}$	22	0	<u> </u>						
00 01 15	00 30 15	00 15	<u>21</u>			07 01 1	4 06 30 1		210	<u> </u>	
(002) - EN	TER YOUR	CHANG	ES.	1 11414		01 01 1	<u>- 00 00 1</u>			5	U
TRANS: 029	KEY	1: C		K	EY 2:	15	KEY 3:		DIS	T: 000	11
MA b		1232705 4		6.552		NUM	639 0 —91 — 52,53,53			2	4/076

1. In the **action field**, type **D** to delete.

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

** CTL - 1	WORK CALENDAR TABLE - UPDATE	** 1129
CALENDAR: C	FISCAL YEAR: 15 DESCRIPTIO	DN: <u>K-8 AST PRIN</u>
DISTRICT: 00011 HOURS PER DA	Y: <u>8.00</u> NUMBER OF PERIODS: :	12 PAY CYCLE GROUP: G1
PAI BEGIN END APPL WOR DATE DATE DATE DAY	DPAID UN KN WRK PAID BEGIN END SDAYS DAYS DATE DATE	PAID PAID UN APPL WORK N WRK PAID DATE DAYS DAYS DAYS
07 01 14 07 31 14 07 14 5 08 01 14 08 31 14 08 14 14 09 01 14 09 30 14 09 14 21 10 01 14 10 31 14 10 14 21	0 0 1 0 0 1 0 0	
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$		
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	
<u>06 01 15 06 30 15 06 15 21</u> (001) - PLEASE REVIEW DATA C	<u>000</u> ANNUAL: <u>0701140630</u> DN SCREEN - OK TO DELETE?	
TRANS: <u>029</u> KEY 1: <u>C</u>	KEY 2: <u>15</u> KEY 3: NUM	DIST: <u>00011</u> 24/076

The system generates a message, "(001) – PLEASE REVIEW DATA ON SCREEN – OK TO DELETE?"

- 3. In the **action field**, type * (asterisk) to confirm deletion.
- 4. Hit the **Enter key** on your keyboard.

SECTION IV.

REPORT GENERATED

Work Calendar Table (AIMS029)

When a calendar is created, changed, or deleted, a Work Calendar Table Report (AIMS029) is generated for all affected calendars. This report is posted to HRS Personnel Reports in RAD. If you do not have access to this feature in RAD, please contact the HRS Operations and Security Unit at <u>SFSSecurity@lacoe.edu</u>.

0001	2/03/15 2/03/15 h	11 0 + / 70 / 7		TOTAL	DAYS	23	21	22	23	20	23	22	20	22	22	23	239
PAGE NO.	RUN DATE O Cess date o			UNPAID	DAYS	0	0	0	0	0	0	0	0	0	0	0	0
			תדגת	NON-WORK	DAYS	0	0	0	0	0	0	0	0	0	0	0	0
				WORK	DAYS	23	21	22	23	20	23	22	20	22	22	21	239
'EM				APPL	MO/YR	07/14	08/14	09/14	10/14	11/14	12/14	01/15	02/15	03/15	04/15	05/15	
IREMENT SYST	DISTRICT	ABLE (29)	1MO CL NO06	ENDING	DATE	07/31/14	08/31/14	09/30/14	10/31/14	11/30/14	12/31/14	01/31/15	02/29/15	03/31/15	04/30/15	05/31/15	06/30/15
NEL/PAYROLL/RET:	1 SFS TRAINING I	WORK CALENDAR TI	DESCRIPTION: 1	BEGINNING	DATE	07/01/14	08/01/14	09/01/14	10/01/14	11/01/14	12/01/14	01/01/15	02/01/15	03/01/15	04/01/15	05/01/15	07/01/14
PERSON	DIST: 0001				PERIOD	Ч	7	ε	4	D	9	7	8	σ	10	11	
				LAI CYCLE	GROUP G1												ANNUAL
04				TOTAL	PERIOD 11												
1100XV/0907	10:43:25			HOURS	PER DAY 8.00												
AIMS029/PP(RUN TIME				CAL YEAR T3 15												

C – WORK CALENDARS