



**Los Angeles County
Office of Education**



**HUMAN
RESOURCE
SYSTEM**

DISTRICT PERSONNEL INFORMATION SERVICES
DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION E

TIME REPORTING

2024-2025 TRAINING MANUAL

An Official Publication



**Los Angeles County
Office of Education**

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

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Agenda

- **Welcome and Introductions**
 - What is covered in this training session

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

- **Evaluation and close of session**

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SECTION I.

PAY SCHEDULE AND TABLES

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



CYCLE	SCHEDULE	PAYROLL PERIOD FROM	PAYROLL PERIOD TO	MEMO	ISSUE DATE	PAYROLL PROD. DATE	TIME REPORT PRODUCTION	DD INPUT CUTOFF	SCHEDULE
C1	C1B	08-01-17	08-31-17	1STWD	09-01-17	08-29-17	08-18-17	08-22-17	C1B
V2	V2D	08-01-17	08-31-17	5TH	09-05-17	08-29-17	08-18-17	08-25-17	V2D
V1	V1G	08-16-17	08-31-17	5TH	09-05-17	08-29-17	08-18-17	08-25-17	V1G
E1	E1D	08-01-17	08-31-17	5TH	09-05-17	08-30-17	08-21-17	08-25-17	E1D
C5	C5B	08-01-17	08-31-17	5TH	09-05-17	08-30-17	08-21-17	08-25-17	C5B
E4	E4D	08-01-17	08-31-17	10TH	09-08-17	09-01-17	08-24-17	08-29-17	E4D
H1	H1D	08-16-17	08-31-17	10TH	09-08-17	09-01-17	08-24-17	08-29-17	H1D
C3	C3B	08-01-17	08-31-17	10TH	09-08-17	09-05-17	08-24-17	08-29-17	C3B
V2	V2E	09-01-17	09-15-17	20TH	09-20-17	09-14-17	09-05-17	09-08-17	V2E
V1	V1H	09-01-17	09-15-17	20TH	09-20-17	09-14-17	09-05-17	09-08-17	V1H
E1	E1E	09-01-17	09-30-17	ESA	09-20-17	09-15-17	09-06-17	09-08-17	E1E
E4	E4E	09-01-17	09-30-17	ESA	09-25-17	09-19-17	09-11-17	09-15-17	E4E
H1	H1E	09-01-17	09-15-17	25TH	09-25-17	09-20-17	09-11-17	09-15-17	H1E
C2	C2C	09-01-17	09-30-17	LWD	09-29-17	09-25-17	09-15-17	09-19-17	C2C
C1	C1C	09-01-17	09-30-17	1STWD	10-02-17	09-27-17	09-18-17	09-22-17	C1C
Issue Dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.									
Time Report Production Date Time reports are produced this day. Employees to be listed on time report/screen must be loaded in EDB by 7:00 pm this day. District will have time reports/screens available the next day.									
Payroll Production Date Payroll is produced on this day. Time entry must be completed by 7:00 pm this day.									
Issue Date Issue date printed on warrants. Warrants are not to be released to employees prior to this date, per County Treasurer's Office.									

If you have any questions regarding this schedule, please call the SFS-Payroll Section at (562) 922-6442.

See back page for Regular Verification & Supplemental Schedule

08-07-17

E – TIME REPORTING

SEPTEMBER 2017

HRS SUPPLEMENTAL PRODUCTION SCHEDULE

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

RETROACTIVE PRODUCTION SCHEDULE

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

LACOE 2017-2018 OBSERVED HOLIDAYS

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

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

08-07-17

Earnings Code Table (010)

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

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

Each earnings code has data fields which determine if:

- The transaction affects gross pay
- Pay is calculated as rate x time, rate x time x a factor or amount
- Pay contributes to subject grosses; federal withholding, state withholding, retirement, OASDI, Medicare, SUI, SDI, FUTA and Workers' Compensation.
- Pay is supplemental and if so, how it is to be taxed.

The earnings code determines whether:

- Time paid contributes to seniority or leave accrual;
- The labor distribution object code is overridden, e.g., for overtime;
- Pay is included in the distribution of fringe benefit amounts, e.g., health benefits;
- Pay is subject to retro pay.

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

Work Calendar Table (029)

** CTL - WORK CALENDAR TABLE - INQUIRY **												1629
CALENDAR: <u>A</u>			FISCAL YEAR: <u>15</u>			DESCRIPTION: ADMIN						
DISTRICT: 00132 HOURS PER DAY: 8.00 NUMBER OF PERIODS: 12 PAY CYCLE GROUP: G1												
BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	
07 01 14	07 31 14	07 14	13	0	0							
08 01 14	08 31 14	08 14	20	0	0							
09 01 14	09 30 14	09 14	21	0	0							
10 01 14	10 31 14	10 14	21	0	0							
11 01 14	11 30 14	11 14	18	0	0							
12 01 14	12 31 14	12 14	12	0	0							
01 01 15	01 31 15	01 15	20	0	0							
02 01 15	02 28 15	02 15	20	0	0							
03 01 15	03 31 15	03 15	22	0	0							
04 01 15	04 30 15	04 15	16	0	0							
05 01 15	05 31 15	05 15	22	0	0							
06 01 15	06 30 15	06 15	21	0	0							
ANNUAL:						07 01 14	06 30 15		226	0	0	
TRANS: <u>029</u> KEY 1: <u>A</u> KEY 2: <u>15</u> KEY 3: _____ DIST: <u>00111</u>												

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

The purpose of a work calendar is to tell HRS

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

In addition,

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

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

SECTION II.

OVERVIEW

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Time Reports

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

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

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

District Profile Table (1620)

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

```

** CTL - DISTRICT PROFILE TABLE 1 - INQUIRY **                1620

DIST NAME: TRAINING DISTRICT                                DISTRICT: 00111
ADDRESS: 1234 MAIN STREET
CITY: ANYTOWN      ST: CA  ZIP: 99999
PHONE: 562 922 9999  EXT:

LONGEVITY/SENIORITY: N          VALID CYCLES: C1 E4 C3 V1 H1 C2
SDI COVERAGE: N                N U M B E R   O F   C O P I E S
POSITION CONTROL: 1            POSITION CONTROL: 1  EIR: A  CHANGE REG: A
POSTN CNTRL REQ FLG: N                PERS CONTRACT: 0245
FED EMPLOYR IDENT NO: 999999999      PERS OASDI CONTRCT INDICATOR: N
STATE EMPLR IDENT NO: 999999999      EFFECTIVE DATE: 00 00 00
UNEMPLOYMENT: 999999999             PERS PICKUP OR EMPLOYEE PAID: P
SDI REPT-NO:                       EFFECTIVE DATE: 02 01 86

PBA-HW-PRORATION: A                STRS PICKUP OR EMPLOYEE PAID: P
LEAVE ACCT USE: N                   EFFECTIVE DATE: 02 01 86
LEAVE IN HOURS: H                   STRS OASDI CONTRCT INDICATOR:
CSEA UNION DUES : Y                 EFFECTIVE DATE: 00 00 00

TRANS: 020  KEY 1: 00111  KEY 2:  KEY 3:  DIST: 00111
    
```

E – TIME REPORTING

Salary /Pay Rate Screen (005) – EDB

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

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

** PER - SALARY/PAY RATE -UPD **										0105	
RW3929358		BARNETT, HERBERT A.			EFFEC DATE: 07 01 13			ACTNS: _ _ _		PRIME JOB: P	
JOB	POSITION	JOB CLASS		TIME		TIME					
1	200005	200005 TEACHER CHILD CENTER									
CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES				
E4	M	12	NA	NA	004	I	REG				
SCHED/RANGE/STEP		EFF DATE		%FULL-TIME	CALC METH	FULL-TIME RATE		SALARY RATE			
6 004 08		07 01 07		100.00	-	3485.000		3485.000			

** PAY - TIME REPORT FILE - UPD **										0202		
SCHEDULE: E4F		TRL: 004 C		PAY PERIOD: 09 01 11 TO 09 30 11				PAGE: 0001				
-----1-----		-----2-----		-----3-----								
C	TC	B	ERN	TIME	ERN	TIME	ERN	TIME	RATE/AMT	FROM DATE	TO DATE	BAT
			BARNETT, HERBERT A.			RW3929358			1-200005-P			
-	TX	M	REG	21.00					3485.000			
-									3485.000			
-									3485.000			
-									3485.000			

E – TIME REPORTING

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

** PER - SALARY/PAY RATE -UPD **										0105	
UN0846668		BOYER, MELVIN O.			EFFEC DATE: 07 01 13			ACTNS: __ __		PRIME JOB: P	
JOB	POSITION	JOB CLASS									
2	200015	200015 HOME TEACHER									
				TIME	TIME						
CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES				
C3	H	12	NA	NA	010	P	REG	__ __			
SCHED/RANGE/STEP		EFF DATE		%FULL-TIME	CALC METH	FULL-TIME RATE		SALARY RATE			
0 006 14		09 01 11		100.00	-	59.200		59.200			

** PAY - TIME REPORT FILE - UPD **										0202		
SCHEDULE: C3C		TRL: 010 C		PAY PERIOD: 10 01 11 TO 10 31 11				PAGE: 0003				
-----1-----		-----2-----		-----3-----								
C	TC	B	ERN	TIME	ERN	TIME	ERN	TIME	RATE/AMT	FROM DATE	TO DATE	BAT
			BOYER, MELVIN O.		UN0846668		2-200015-P					
-	TX	H	REG						59.200			
-									59.200			
-									59.200			
-									59.200			

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

Messages on Time Transaction

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

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

E – TIME REPORTING

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

Navigating from Screen To Screen

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

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

E – TIME REPORTING

ESA Time Report File - Online

Page 1 – First online screen.

** PAY - ESA TIME REPORT FILE - UPD **										0203
SCHEDULE: E4E		TRL: 010 N	PAY PERIOD: 09 01 11 TO 09 30 11		PAGE: 0015					
PAGE APPROVAL _										
			POSITION		RATE	C	ESA	AMT	BAT	
ARCHER, GRETCHEN R.	RJ7871049	3	622042 P		3942.000	_		<u>1833</u>		
ATKINSON, JENNIFER T.	UT0858262	2	622044 P		4546.000	_		<u>2114</u>		
BALDWIN, RANDY A.	UU9135970	4	622042 P		3817.000	_		<u>1698</u>		
BARBER, GLORIA A.	PD0848079	1	410005 P		7378.000	_		<u>3354</u>		
BAREFOOT, EDGAR A.	DQ0455463	8	670002 P		4443.000	_		<u>956</u>		
BENTON, BONNIE E.	BX8262829	2	621043 P		3690.800	_		<u>1592</u>		
BOWDEN, EUGENE O.	CZ9825743	1	621041 P		3419.800	_		<u>1513</u>		
BOWDEN, JEFFREY O.	MV4755278	4	622043 P		4067.000	_		<u>1814</u>		
BOWEN, LINDA O.	CU3943828	1	670002 P		4443.000	_		<u>1869</u>		
BURNS, KEITH U.	DG5964061	1	621041 P		3442.000	_		<u>1426</u>		
CHAPMAN, BETTY H.	SH7185954	2	621041 P		3392.000	_		<u>1290</u>		
CLARK, FRED L.	PJ7264283	2	621041 P		3392.000	_		<u>1500</u>		
CLEMENTS, JUDY L.	TZ9253394	7	622044 P		4421.000	_		<u>1800</u>		
CONRAD, PETER O.	QP1990409	1	670002 P		4568.000	_		<u>1762</u>		
COWAN, BROOKE O.	ZG7270865	2	621041 P		3369.800	_		<u>1339</u>		
DALY, JUANITA A.	ZC0771568	2	621041 P		3234.800	_		<u>1379</u>		
(002) - ENTER YOUR CHANGES.										
TRANS 003 SCH E4E BT 110 PAGE 0015 0100 EID _____ TRL ___ _ DIST 00111										

Page 1 – Second online screen.

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

E - TIME REPORTING

ESA Time Report File - Printed Copy

PAYR007/PP30BOX/030188		PERSONNEL/PAYROLL/RETIREMENT SYSTEM		PAGE NO.	1
SCHEDULE E4E		CLASSIFIED JOBS		ISSUE DATE	08/25/11
DISTRICT 00111 TRAINING DISTRICT		POSITION NO.		PAYROLL RUN DATE	08/19/11
TIME REP LOCATION 010 EDUCATION TECHNOLOGY		RATE		PAY PERIOD	09/01/11-09/30/11
REPORT TIME 21:57:08		% FT		REPORT DATE	08/11/11
EMPLOYEE NAME	EID	POSTION NO.	RATE	NEW GARN	PAY/LOC
ES	AMT	C		ESA	
ARCHER, GRETCHEN	RJ7871049	3-622042-P	3942.000	1833	010
ATKINSON, JENNIFER T.	UT0858262	2-622044-P	4546.000	2114	010
BALDWIN, RANDY A.	UU9135970	4-622042-P	3817.000	1698	010
BARBER, GLORIA A.	PD0848079	1-410005-P	7378.000	3354	010
BAREFOOT, EDGAR A.	DQ0455463	8-670002-P	4443.000	956	010
BENTON, BONNIE E.	BX8262829	2-621043-P	3690.800	1592	010
BOWDEN, EUGENE O.	CZ9825743	1-621041-P	3419.800	1513	010
BOWDEN, JEFFREY O.	MV4755278	4-622043-P	4067.000	1814	010
BOWEN, LINDA O.	CU3943828	1-670002-P	4443.000	1869	010
BURNS, KEITH U.	DG5964061	1-621041-P	3442.000	1426	010
CHAPMAN, BETTY H.	SH7185954	2-621041-P	3392.000	1290	010
CLARK, FRED L.	PJ7264283	2-621041-P	3392.000	1500	010
CLEMENTS, JUDY L.	TZ9253394	7-622044-P	4421.000	1800	010
CONRAD, PETER O.	QP1990409	1-670002-P	4568.000	1762	010
COWAN, BROOKE O.	ZG7270865	2-621041-P	3369.800	1339	010
DALY, JUANITA A.	ZC0771568	2-621041-P	3234.800	1379	010
DEAN, CONNIE E.	XM6669616	2-621041-P	3369.800	1368	010
DIXON, ROSEMARY I.	PF8267114	1-670002-P	4443.000	1993	010
DYER, VERNON Y.	PK1453837	5-621041-P	3234.800	1438	010
FAIRCLOTH, GAYLE A.	VU4185281	3-621041-P	3392.000	1291	010
FINK, LAURENCE I.	AX6282365	1-622042-P	3992.000	1671	010
GARDNER, LORRAINE A.	AS0049161	3-621041-P	3369.800	1494	010
GILLIAM, TAMMY I.	YY5522413	4-621041-P	3442.000	1391	010
GLASS, GLORIA L.	JU0105598	4-621041-P	3419.000	1513	010
GOODWIN, LARRY O.	TV2028045	5-621043-P	3713.000	1527	010
HAAS, HERMAN A.	FC2010299	1-670002-P	4443.000	1924	010
HALE, NORMA A.	DA5356173	7-621041-P	3369.800	542	010
HALL, DON A.	GW0042898	2-670002-P	4568.000	2124	010
HERNDON, JOHN E.	PG8225602	7-621041-P	3369.800	1490	010
KEMP, LAURENCE E.	FY5509655	1-621043-P	3813.000	1700	010

E – TIME REPORTING

Regular Time Report File - Online

Page 1 – First online screen.

** PAY - TIME REPORT FILE - UPD **										0202		
SCHEDULE: E4F		TRL: 004 C		PAY PERIOD: 09 01 11 TO 09 30 11				PAGE: 0001				
----1----		----2----		----3----								
C	TC	B	ERN	TIME	ERN	TIME	ERN	TIME	RATE/AMT	FROM DATE	TO DATE	BAT
BARNETT, HERBERT A.			RW3929358				1-200005-P					
-	<u>TX</u>	<u>M</u>	<u>REG</u>	<u>21.00</u>					<u>3485.000</u>			
-	-	-	-	-	-	-	-	-	<u>3485.000</u>	-	-	-
-	-	-	-	-	-	-	-	-	<u>3485.000</u>	-	-	-
-	-	-	-	-	-	-	-	-	<u>3485.000</u>	-	-	-
BARNETT, HERBERT A.			RW3929358				3-180151-					
-	<u>TX</u>	<u>M</u>	<u>REG</u>						<u>4147.000</u>			
-	-	-	-	-	-	-	-	-	<u>4147.000</u>	-	-	-
-	-	-	-	-	-	-	-	-	<u>4147.000</u>	-	-	-
-	-	-	-	-	-	-	-	-	<u>4147.000</u>	-	-	-
BEAN, LAWRENCE E.			UC8199337				1-200005-P					
-	<u>TX</u>	<u>M</u>	<u>REG</u>	<u>21.00</u>					<u>3188.000</u>			
-	<u>AP</u>	<u>L</u>	<u>LON</u>						<u>150.000</u>			
-	-	-	-	-	-	-	-	-	<u>3188.000</u>	-	-	-
-	-	-	-	-	-	-	-	-	<u>3188.000</u>	-	-	-
(002) - ENTER YOUR CHANGES.												
TRANS 002 SCD E4F BT 110 PAGE 0001 0001 EID _____ TRL _____ DIST: 00111												

Page 1 – Second online screen.

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

Function 02 – Time Entry

```

** PAY - TIME ENTRY - MENU **                                0200

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

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

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

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

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

Intentionally left blank

SECTION III.

ESA TIME REPORT FILE

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E – TIME REPORTING

ESA Time File (003)

** PAY - ESA TIME REPORT FILE - UPD **						0203
SCHEDULE: E4E		TRL: 004 C	PAY PERIOD: 09 01 11 TO 09 30 11		PAGE: 0001	
PAGE APPROVAL	_				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	
ROBERSON, KEVIN O.	XS9445126	1 200005 P	3533.000	_	398	
ROSE, FRANCIS O.	JA4188635	1 200005 P	2391.000	_	546	
ROTH, FRANCIS O.	MP6835981	1 200005 P	3533.000	_	813	
WALTERS, KATE A.	VJ8369359	7 200005 P	1607.000	_	303	
WILKINS, FLORENCE I.	UW9800762	4 200005 P	2743.000	_	577	
					_	_
					_	_
					_	_
					_	_
(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.						
TRANS 003 SCH E4E BT 110 PAGE 0001 0100 EID _____ TRL _____ DIST 00111						

What is an ESA Payroll?

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

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

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

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

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

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

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

Rejected ESA Time Report (PAYR010)

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

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

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

E - TIME REPORTING

PAYR010/PP30A0XX
 SCHEDULE E4E ENDING 09/30/16--E4

PERSONNEL/PAYROLL/RETIREMENT SYSTEM
 REJECTED ESA TIME REPORT

PAGE NO. 0001
 ISSUE DATE 09/23/16

RUN TIME 22:21:20

DIST: 00111 TRAINING DISTRICT

RUN DATE 09/09/16

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

Employees with Non-Zero ESA Amounts (PPERSADSP)

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

EMPLOYEES WITH NON-ZERO ESA AMOUNTS

PPESADSP
09/02/16

FOR DISTRICT 00111 TRAINING DISTRICT

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

Create a batch for the ESA Time File

```

** PAY - TIME ENTRY - MENU **                                0200

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

INTERRUPT: _____
TRANS 001 SCD E4E BT 110 PAGE 0000 0 EID TRL DIST 00111
```

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

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



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

E – TIME REPORTING

```

                ** PAY - BATCH CONTROL - TIME INPUT - UPD **                                0201
SCHEDULE: E4E                                DISTRICT: 00111        ISSUE DATE:      09/06/11
                                           PAYROLL RUN DATE:    09/01/11

BATCH      -ENTERED TOTALS-        -COMPUTED TOTALS-        EDIT   FATAL   STATUS
           TRANS          UNITS          TRANS          UNITS          GEN     ERRORS
110        20           20.00                000     00000   UNBALC

BALANCE ? _
RECALL  ? _
DELETE  ? _

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

```

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

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

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

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



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

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



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

E – TIME REPORTING

Methods of Paying an ESA

ESA Individual Pay

```

** PAY - ESA TIME REPORT FILE - UPD **                                0203
SCHEDULE: E4E      TRL: 004 C    PAY PERIOD: 09 01 11 TO 09 30 11  PAGE: 0001

PAGE APPROVAL  _

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

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

Page Approval Option

```

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


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

To approve all the transactions on the screen,

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

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

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


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

E – TIME REPORTING

Manual Calculation of an ESA

** PAY - ESA TIME REPORT FILE - UPD **							0203
SCHEDULE: E4E		TRL: 004 C	PAY PERIOD: 09 01 11 TO 09 30 11		PAGE: 0001		
PAGE APPROVAL		POSITION	RATE	C	ESA AMT	BAT	
	BARNETT, HERBERT A.	RW3929358 1 200005 P	3485.000	_	1344		
	BEAN, LAWRENCE E.	UC8199337 1 200005 P	3188.000	_	1325		
	BEATTY, WILLIE E.	AF0914527 7 200005 P	2447.250	_	851		
	BEST, GAIL E.	CV0029192 1 200005 P	3310.000	_	1381		
	BROWNING, HOLLY R.	HJ1087634 1 200005 P	3648.000	_	1497		
	BUCHANAN, CHRIS U.	BD8277595 3 200005 P	1438.500	_	170		
	BUTLER, TIMOTHY U.	PM4597575 1 200008 P	7198.740	_			
	CASE, MAX A.	BD5871189 9 200005 P	2760.333	_	577		
	CHENG, JOYCE H.	YD5804426 2 200005 P	1615.000	_	384		
	CHUNG, HEIDI H.	KD4443632 2 200005 P	1594.000	_	290		
	CLARKE, KRISTINE L.	UY6177450 3 200005 P	3049.000	_	701		
	CRAVEN, BRENT R.	YN8393650 1 200005 P	2569.500	_	514		
	DANIELS, ARNOLD A.	GS8376141 1 200005 P	1883.000	_	140		
	DIAZ, RICKY I.	EW6007978 1 200005 P	1615.000	_	295		
	DYER, STACEY Y.	FE8327206 1 200005 P	1883.000	_	154		
	EDWARDS, BILL D.	RE5395645 1 200005 P	1589.438	_	289		
(002) - ENTER YOUR CHANGES.							
TRANS 003 SCH E4E BT 110 PAGE 0000 0000 EID RW3929358 TRL _ _ DIST 00111							

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

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

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

SECTION IV.

REGULAR TIME REPORT FILE

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E – TIME REPORTING

Time Report File (002)

** PAY - TIME REPORT FILE - UPD **											0202	
SCHEDULE: E4F		TRL: 004 C	PAY PERIOD: 09 01 11 TO 09 30 11				PAGE: 0001					
----1----		----2----		----3----								
C	TC	B	ERN	TIME	ERN	TIME	ERN	TIME	RATE/AMT	FROM DATE	TO DATE	BAT
BARNETT, HERBERT A.			RW3929358				1-200005-P					
TX	M	REG	21.00						3485.000			
									3485.000			
									3485.000			
									3485.000			
BARNETT, HERBERT A.			RW3929358				3-180151-					
TX	M	REG							4147.000			
									4147.000			
									4147.000			
									4147.000			
BEAN, LAWRENCE E.			UC8199337				1-200005-P					
TX	M	REG	21.00						3188.000			
AP	L	LON							150.000			
									3188.000			
									3188.000			
(002) - ENTER YOUR CHANGES.												
TRANS 002 SCD E4F BT 110 PAGE 0001 0001 EID _____ TRL _____ DIST: 00111												

The Time Report File Screen 002 can be used to:

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

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

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

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

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

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

Create a Batch for a Regular Time Report File

```

** 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 110 PAGE 0000 0000 EID _____ TRL _ _ DIST 0011

```

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

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



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

E – TIME REPORTING

```

** 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
110      20      20.00                               000      00000      UNBALC

BALANCE ? _
RECALL  ? _
DELETE  ? _


(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?  Y
TRN 002 SCD E4F BT 110 PAGE 0000 0000 EID _____ TRL ___ _ DIST 00111

```


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

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

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

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

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

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

Approving the Time Report File

** PAY - TIME REPORT FILE - UPD **											0202	
SCHEDULE: E4F		TRL: 004 C		PAY PERIOD: 09 01 11 TO 09 30 11				PAGE: 0001				
----1----		----2----		----3----								
C	TC	B	ERN	TIME	ERN	TIME	ERN	TIME	RATE/AMT	FROM DATE	TO DATE	BAT
BARNETT, HERBERT A.			RW3929358				1-200005-P					
	<u>TX</u>	<u>M</u>	<u>REG</u>	<u>21.00</u>					<u>3485.000</u>			
									<u>3485.000</u>			
									<u>3485.000</u>			
									<u>3485.000</u>			
BARNETT, HERBERT A.			RW3929358				3-180151-					
<input checked="" type="checkbox"/>	<u>TX</u>	<u>M</u>	<u>REG</u>						<u>4147.000</u>			
									<u>4147.000</u>			
									<u>4147.000</u>			
									<u>4147.000</u>			
BEAN, LAWRENCE E.			UC8199337				1-200005-P					
<input checked="" type="checkbox"/>	<u>TX</u>	<u>M</u>	<u>REG</u>	<u>21.00</u>					<u>3188.000</u>			
<input checked="" type="checkbox"/>	<u>AP</u>	<u>L</u>	<u>LON</u>						<u>150.000</u>			
									<u>3188.000</u>			
									<u>3188.000</u>			
(002) - ENTER YOUR CHANGES.												
TRANS <u>002</u> SCD <u>E4F</u> BT <u>110</u> PAGE <u>0000</u> <u>0000</u> EID <u>RW3929358</u> TRL <u> </u> <u> </u> DIST: <u>00111</u>												

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

Enter the following data to approve the transaction.

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

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

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



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

SECTION V.

OVERRIDE PROCESS

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Time Report File Override Process

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

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

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

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

Create an Override Batch

```

** PAY - TIME ENTRY - MENU **                                0200

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

INTERRUPT: _____

TRANS 001 SCD C2B BT 800 PAGE 0000 0000 EID _____ TRL _____ DIST 00111
```

Enter the data below to create a batch override.

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



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

E – TIME REPORTING

```

** PAY - BATCH CONTROL - TIME INPUT - UPD **                                0201
SCHEDULE: C2B                                DISTRICT: 00111          ISSUE DATE:      09/06/11
                                           PAYROLL RUN DATE: 09/01/11

BATCH   -ENTERED TOTALS-          -COMPUTED TOTALS-          EDIT   FATAL   STATUS
        TRANS          UNITS          TRANS          UNITS          GEN     ERRORS
110      20     20.00          000    00000    UNBALC

BALANCE ? _
RECALL  ? _
DELETE  ? _

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?  Y
TRN 002 SCD C2B BT 110 PAGE 0008 0500 EID _____ TRL __ _ DIST 00111
```

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

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

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

E - TIME REPORTING

Before Change

```

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

E – TIME REPORTING

After Change

```

** PAY - OVERRIDE TIME ENTRY - UPD **                                0205
SCHEDULE: C2B                ISSUE DATE: 09 07 11                BATCH: 800
EMPLOYEE NAME: WADE,DEWAYNE                EID: TR1894696
POSITION NO: 621041  JOB CLASS: 621041  RETIRE: P9 M _  RET.RATE: 500
PAY MONTHS: 10                PRCNT: 100 %  CAL: N 12  SESSN: _
BARG UNIT: RB                DISTR ACCT: 01 0 00000 0 00000 82000 2211 1040000
TC B ERN  TIME  ERN  TIME  ERN  TIME  RATE/AMT  PERIOD
TX D REG  2.00  _    _    _    _    500.00  _ 09 01 11 09 30 11
(002) - ENTER YOUR CHANGES.
TRN 002  SCD C2B  BT 110  PAGE 0008 0500  EID _____  TRL ___ _ DIS 00111
```

On the Override Screen,

1. **Override time and/or job information.**

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

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

3. In the **action field**, type **Y**.

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

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

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SECTION VI.

ONE-TIME PAY SCREEN

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E – TIME REPORTING


One Time Pay (004)

```

** PAY - ONE TIME PAY - UPD **                                0204
SCHEDULE: C2B   DISTRICT: 00111   BATCH: 110   ISSUE DATE: 09 07 11
EMPLOYEE NAME: JAIN, PENNY A.   EID: BG6772119
POSITION NUMBER: _____   PAY PERIOD: _ _ _ _ _   PRIOR YEAR: _
FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM
RETIRE RPT. RATE   PERCENT   SESSN   BARG UNIT
                                _____ %
JOB CLASS: _____   PAY MO: _   CAL: _ _   REISSUE: _   VOL: _
TC B ERN TIME ERN TIME   RATE/AMT   RET. RATE RETIRE
-----
DISTRIBUTION ACCT
DISTRIBUTION ACCT
DISTRIBUTION ACCT
DISTRIBUTION ACCT
(002) - ENTER YOUR CHANGES.
TRN 004 SCD C2B BT 110 PAGE 0008 0100 EID BG6772119 TRL _ _ DIST 00111
    
```

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

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

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

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

Create a Batch for One-Time Pay

```

** PAY - TIME ENTRY - MENU **                                0200

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

INTERRUPT: _____

TRANS 001 SCD C2B BT 110 PAGE 0000 0000 EID _____ TRL ___ _ DIST 00111
    
```

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

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



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

E – TIME REPORTING

```

** PAY - BATCH CONTROL - TIME INPUT - UPD **                                0201
SCHEDULE: C2B                                DISTRICT: 00111          ISSUE DATE:      09/06/11
                                           PAYROLL RUN DATE: 09/01/11

BATCH   -ENTERED TOTALS-          -COMPUTED TOTALS-          EDIT   FATAL   STATUS
        TRANS          UNITS          TRANS          UNITS          GEN     ERRORS
110      20      20.00          000    00000    UNBALC

BALANCE ? _
RECALL  ? _
DELETE  ? _

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?  Y
TRN 004 SCD C2B BT 110 PAGE 0000 0000 EID BG6772119 TRL ___ _ DIST 00111

```

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

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

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



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

Using the One-Time Pay Screen

```

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

Enter the following data.

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

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

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

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

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



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


E – TIME REPORTING

Reissue Field

```

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

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

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

E – TIME REPORTING

VOL Field

```

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

```

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

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

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SECTION VII.

Z TIME FILE

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E – TIME REPORTING

Z Time Report File

```

ISR0206  **  PAY - TIME REPORT FILE - CURRENT MONTH POSITIVE PAY  **  0206
SCHEDULE: C3C      TRL: 017 D    PAY PERIOD: 10 01 11 10 31 11      PAGE: 0188
BEST, GAIL E.      CV0029192      4-290015-
(01)      12.0-000000.0-85000-10000-1160-3800000 100.000%

SPEED KEY: _____

YEAR: 12

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

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

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

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

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

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

Create a Batch for the Z Time Report File

```

** PAY - TIME ENTRY - MENU **                                0200

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

INTERRUPT: _____

TRANS 001 SCD C3C BT 800 PAGE 0000 0000 EID _____ TRL ___ _ DIST 00111
    
```

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

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



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

E – TIME REPORTING

```

                ** PAY - BATCH CONTROL - TIME INPUT - UPD **                                0201
SCHEDULE: C3C                                DISTRICT: 00132        ISSUE DATE:      09/07/11
                                           PAYROLL RUN DATE:      09/02/11

BATCH      -ENTERED TOTALS-        -COMPUTED TOTALS-        EDIT      FATAL      STATUS
           TRANS          UNITS          TRANS          UNITS          GEN        ERRORS

  800      20          20.00                                000      00000

BALANCE ? _
RECALL  ? _
DELETE  ? _


(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?      Y
TRN 002  SCD C3C  BT 800  PAGE 0000 0000  EID CV0029192  TRL _ _  DIST 00111
    
```

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


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

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

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

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

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

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

Two methods to enter data on the Z Time Report File

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

Method 1. Manual Entry

```

ISR0206  ** PAY - TIME REPORT FILE - CURRENT MONTH POSITIVE PAY ** 0206
SCHEDULE: C3C   TRL: 008 D   PAY PERIOD: 10 01 11 10 31 11   PAGE: 0100
HUMPHREY, GERALD U.   EK4327363   1-290010-
(01)   01.0-00000.0-11100-10000-1160-0000008 100.000%

SPEED KEY: _____

YEAR: 12
C B ERN TIME  RATE/AMT  RETIREMENT ACCOUNT DIST. CODE  CAL BA
D REG 10.00  347.580  63607.14 01 0 00000 0 11100 10000 1160 0000008 T
D REG      125.000  22875.00      T
H WKS 8.00   35.00   38430.00 01 0 00000 0 11100 10000 1110 3900000 T
D REG      125.000  22875.00      T
D REG      125.000  22875.00      T
D REG      125.000  22875.00      T
D REG      125.000  22875.00      T
D REG      125.000  22875.00      T
D REG      125.000  22875.00      T
D REG      125.000  22875.00      T
D REG      125.000  22875.00      T
D REG      125.000  22875.00      T
D REG      125.000  22875.00      T
D REG      125.000  22875.00      T
D REG      125.000  22875.00      T
(002) - ENTER YOUR CHANGES.
TRN 002 SCH: C3C BT 800 PAGE 0100 0150 EID: _____ TRL: _ _ DIS 00111
    
```

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

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

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

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



NOTE: You can also navigate to a specific record if

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

Method 2. Speed Key

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

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

```

** CTL - SPEED KEY / ACCOUNT CODE LINKUP-INQUIRY **
1640
DISTRICT: 00111  SPEED KEY: CSUB

FUND  RESRCE/PROJYR  GOAL  FUNC  OBJ  SCH/LOC  PERCENT
1  01 0  00000 0  11100 10000 1160 0000008  25.000
2  01 0  00000 0  11100 10000 1160 1040000  25.000
3  01 0  00000 0  32000 10000 1160 1030000  25.000
4  01 0  65000 0  57700 11100 1160 0000125  25.000
5
6
7
8
9
10
11
12                                100.000 100.000

FISCAL YEAR 14

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



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

E – TIME REPORTING

```

ISR0206    **  PAY - TIME REPORT FILE - CURRENT MONTH POSITIVE PAY  **   0206
SCHEDULE: C3C    TRL: 017 D    PAY PERIOD: 10 01 11 10 31 11    PAGE: 0188
BEST, GAIL E.    CV0029192    4-290015-
(01)    12.0-00000.0-85000-10000-1160-3800000 100.000%

                SPEED KEY: CSUB

                                YEAR: 12
C  B  ERN  TIME    RATE/AMT  RETIREMENT  ACCOUNT  DIST.  CODE    CAL  BA
H  REG  _____  17.110  33672.48  01 0 00000  0 11100 10000 1160 0000008  D  ____
H  REG  _____  17.110  33672.48  01 0 00000  0 11100 10000 1160 1040000  D  ____
H  REG  _____  17.110  33672.48  01 0 00000  0 32000 10000 1160 1030000  D  ____
H  REG  _____  17.110  33672.48  01 0 65000  0 57700 11100 1160 0000125  D  ____
H  REG  _____  17.110  33672.48  _____  _____  _____  _____  _____  D  ____
H  REG  _____  17.110  33672.48  _____  _____  _____  _____  _____  D  ____
H  REG  _____  17.110  33672.48  _____  _____  _____  _____  _____  D  ____
H  REG  _____  17.110  33672.48  _____  _____  _____  _____  _____  D  ____
H  REG  _____  17.110  33672.48  _____  _____  _____  _____  _____  D  ____
H  REG  _____  17.110  33672.48  _____  _____  _____  _____  _____  D  ____
H  REG  _____  17.110  33672.48  _____  _____  _____  _____  _____  D  ____

(002) - ENTER YOUR CHANGES.
TRN 002 SCH: C3C BT 800 PAGE 0000 0000 EID: CV0029192 TRL: ____ _ DIS 00111
    
```

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

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

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

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

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

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

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

 **NOTE:** To navigate to a specific record,

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

SECTION VIII.

AUTOMATED RX FEATURE

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Automated RX Feature

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

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

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

Create a Batch for the Automated RX Feature

```

** PAY - TIME ENTRY - MENU **                                0200

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

INTERRUPT: _____

TRANS 001 SCD C2B BT 111 PAGE 0000 0000 EID _____ TRL _____ DIST 00111

```

Enter the following data:

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



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

E – TIME REPORTING

```

** PAY - BATCH CONTROL - TIME INPUT - UPD **                                0201
SCHEDULE: C2B                                DISTRICT: 00132    ISSUE DATE:    09/07/11
                                           PAYROLL RUN DATE: 09/07/11

BATCH   -ENTERED TOTALS-          -COMPUTED TOTALS-          EDIT   FATAL   STATUS
        -TRANS          UNITS      -TRANS          UNITS      GEN     ERRORS
800      20       20.00
                                     000     00000

BALANCE ? _
RECALL  ? _
DELETE  ? _

(024) - ENTER TRANSACTION DATA.
TRN 001 SCD C2B BT 111 PAGE 0000 0000 EID _____ TRL ___ _ DIST 00111

```

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

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

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

Step-by-Step Process of the Automated RX Feature

```

** PAY - BATCH CONTROL - TIME INPUT - UPD **                                0201
SCHEDULE: C2B                                DISTRICT: 00132          ISSUE DATE:      09/07/11
                                           PAYROLL RUN DATE: 09/07/11

BATCH   -ENTERED TOTALS-   -COMPUTED TOTALS-   EDIT   FATAL   STATUS
        TRANS      UNITS   TRANS      UNITS   GEN    ERRORS
111    20      20.00          000    00000    UNBALC

BALANCE ? _
RECALL  ? _
DELETE  ? _

(002) - ENTER YOUR CHANGES.
TRN 001 SCD C2B BT 111 PAGE 0000 0000 EID ED4801900 TRL ___ _ DIST 00111
    
```

The system displays, “Enter your changes.”

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

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

E – TIME REPORTING

```

** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **          0703
WARRANT NO.: 1321665          EID.: ED4801900          FOLEY,NINA O.
ISSUE DATE : 07 01 11        SCHEDULE NO.: C1L          SCHEDULE: 06 01 11 TO 06 30 11

  P POSNO  EARN   UNITS   PAY RATE   AMOUNT   PAY  --RETIREMENT--   CAL
  S B ACCR BEG - ACCR END   PY           MO P/S/SP  R.RATE
X M 200001  REG    12.000   4748.330   4748.33   12  S5M    4748.330  X
    06/01/11 - 06/30/11

PAGE 01 OF 01                                [R=RETURN 001 M=MENU]
(647) - ENTER Y TO SWITCH TO ONE-TIME PAY OR SCROLL (F) OR (B)  Y
TRANS: 003 EID: ED4801900 WARRANT NO: 1321665 ISS DATE: 070111 DISTRICT: 00111
```

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

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

7. In the **action field**, type “**Y**.”

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

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

E - TIME REPORTING

Before change

```

** PAY - ONE TIME PAY - UPD **                                0204
SCHEDULE: C2B   DISTRICT: 00111   BATCH: 111   ISSUE DATE: 09 07 11
EMPLOYEE NAME: FOLEY,NINA O.                                EID: ED4801900
POSITION NUMBER: 200001   PAY PERIOD: 06 01 11 06 30 11   PRIOR YEAR: _
( 1) 01.0-24300.0-35500-10000-1110-1020000 100.00
FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB
RETIRE RPT. RATE   PERCENT   SESSN   BARG UNIT
    4748.330       100.00 %       S       RB
JOB CLASS: 200001   PAY MO: 12   CAL: X 11   REISSUE: _   VOL: _
TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE
RX M REG 12.00 _ _ _ _ 4748.330 4748.330 S5 M _
      DISTRIBUTION ACCT _ _ _ _ _
      DISTRIBUTION ACCT _ _ _ _ _
      DISTRIBUTION ACCT _ _ _ _ _
      DISTRIBUTION ACCT _ _ _ _ _
(002) - ENTER YOUR CHANGES.
TRN 004 SCD C2B BT 111 PAGE 0001 0001 EID ED4801900 TRL _ _ DIST 00132

```

After change

```

** PAY - ONE TIME PAY - UPD **                                0204
SCHEDULE: C2B   DISTRICT: 00111   BATCH: 111   ISSUE DATE: 09 07 11
EMPLOYEE NAME: FOLEY,NINA O.                                EID: ED4801900
POSITION NUMBER: 200001   PAY PERIOD: 06 01 11 06 30 11   PRIOR YEAR: _
( 1) 01.0-24300.0-35500-10000-1110-1020000 100.00
FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB
RETIRES: 4748.330   PERCENT: 100.00 %   SESSN: S   BARG UNIT: RB
JOB CLASS: 200001   PAY MO: 12   CAL: X 11   REISSUE: _   VOL: _
TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE
RX M REG 12.00 _____ 4748.330 4748.330 S5 M _
DISTRIBUTION ACCT _____
LX M REG 12.00 _____ 4748.330 4748.330 S5 M _
DISTRIBUTION ACCT _____
LX M SPR _____ 150.00 4748.330 S5 M _
DISTRIBUTION ACCT _____
DISTRIBUTION ACCT _____
(002) - ENTER YOUR CHANGES.
TRN 004 SCD C2B BT 111 PAGE 0001 0001 EID ED4801900 TRL _ _ DIST 00111
    
```

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

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

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



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

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

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

E – TIME REPORTING

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

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

E – TIME REPORTING

Cancelling the Automated RX Feature

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

```

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

SCHEDULE: C2B   DISTRICT: 00111   BATCH: 111   ISSUE DATE: 09 07 11

EMPLOYEE NAME: FOLEY,NINA O.                                EID: ED4801900

POSITION NUMBER: 200001   PAY PERIOD: 05 01 11 05 31 11   PRIOR YEAR: _

( 1) 01.0-24300.0-35500-10000-1110-1020000 100.00
FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB
  RETIRE RPT. RATE   PERCENT   SESSN   BARG UNIT
    4748.330         100.00 %     S       RB
JOB CLASS: 200001   PAY MO: 12   CAL: X 11   REISSUE: _   VOL: _
TC B ERN TIME ERN TIME   RATE/AMT   RET. RATE RETIRE
RX H REG 32.00   _____ 25.000 45387.000 S5 M _
          DISTRIBUTION ACCT 01 0 01000 0 11400 31600 1210 1041000
-----
          DISTRIBUTION ACCT _____
-----
          DISTRIBUTION ACCT _____
-----
          DISTRIBUTION ACCT _____
-----
(002) - ENTER YOUR CHANGES.                                [C]
TRN 004 SCD C2B BT 111 PAGE 0001 0001 EID ED4801900   TRL ___ _ DIST 00111
  
```

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

```

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

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

P POSNO EARN   UNITS   PAY RATE   AMOUNT   PAY  --RETIREMENT--   CAL
S B ACCR BEG - ACCR END   PY           MO P/S/SP R.RATE
[ ] H 200001 REG   32.000   25.000   800.00   12 S5M 45387.000 X
    05/01/11 - 05/31/11

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

E – TIME REPORTING



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

```

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

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

EMPLOYEE NAME: FOLEY,NINA O.                                EID: ED4801900

   POSITION NUMBER: 200001   PAY PERIOD: 05 01 11 05 31 11   PRIOR YEAR: _

( 1) 01.0-24300.0-35500-10000-1110-1020000 100.00
FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB
   RETIRE RPT. RATE   PERCENT   SESSN   BARG UNIT
       4748.330       100.00 %       S       RB
JOB CLASS: 200001   PAY MO: 12   CAL: X 11   REISSUE: _   VOL: _
TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE
RX M REG 21.00 _ _ _ 4748.330 4748.330 S5 M _
   DISTRIBUTION ACCT _ _ _ _ _
   DISTRIBUTION ACCT _ _ _ _ _
   DISTRIBUTION ACCT _ _ _ _ _
   DISTRIBUTION ACCT _ _ _ _ _
PENDING SCREEN ENTRIES, SCROLLING/SCREEN JUMP NOT ALLOWED
TRN 004 SCD C2B BT 115 PAGE 0001 0001 EID ED4801900   TRL _ _ DIST 00111
    
```



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

```

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

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

   P POSNO EARN   UNITS   PAY RATE   AMOUNT   PAY  --RETIREMENT--   CAL
S  B ACCR BEG - ACCR END   PY           MO P/S/SP R.RATE
   M 200001 REG    23.000   4748.330   4748.33   12  S5M   4748.330 X
   03/01/11 - 03/31/11

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

Intentionally left blank

