

SCO DATA FILE LAYOUT GUIDE

V 01.27.15

Contacts:

Laura Gutierrez, HRS Coordinator 562/922-6471 or gutierrez_laura@lacoed.edu

April Reynolds, HRS Payroll Systems Coordinator 562/922-6424 or reynolds_april@lacoed.edu

Box [column] : Field	Remarks	Source	LACOE Contact for Information/Assistance
New Column: Elected Official	Left Blank (not provided)	District-Entry	Laura Gutierrez
Box 1 [col B] : Department – Work Location Name	Screen 01-04, possible exceptions printed: 1-SSN NOT FOUND 2-NO JOBS FOUND 3-NO PRIME JOB 4-WRK LOC NOT FND 5-JOB CLS NOT FND 6-NO WARRANTS FND 7-GROSS TOT ZERO	From SCO Data File	Laura Gutierrez
Box 2 [col C] : Classification – Job Title	Screen 01-04	From SCO Data File	Laura Gutierrez
Box 3 [col D] : Multiple Positions Footnote	District to assign a unique number for each employee who held multiple positions concurrently	District-Entry	Laura Gutierrez
Box 4 [col E] : Annual Salary Minimum Box 5 [col F] : Annual Salary Maximum	<ul style="list-style-type: none"> • Screen 1670 • Must be rounded to the nearest dollar • District to determine the salary range based on the supplied Rate Schedule and Range 	District-Entry	Laura Gutierrez
Box 6 [col G] : Total Regular Pay	<ul style="list-style-type: none"> • Screen 0434 • Must be rounded to the nearest dollar • Total 2013 Pay (element 5537) minus Overtime Pay and Lump Sum Pay. 	From SCO Data File	April Reynolds
Box 7 [col H] : Overtime Pay	<ul style="list-style-type: none"> • Screen 0703 • Must be rounded to the nearest dollar • Total 2013 ‘OVT’, ‘OT1’, ‘OT2’ and ‘OVL’ earnings in Pay History 	From SCO Data File	April Reynolds

Box 8 [col I] : Lump Sum Pay	<ul style="list-style-type: none"> • Screen 0703 • Must be rounded to the nearest dollar • Total 2013 pay basis 'L' earnings (excluding 'ESA' earnings) 	From SCO Data File	April Reynolds
Box 9 [col J] : Other Pay	Already included in Total Regular Pay – left as zero.	From SCO Data File	April Reynolds
Box 10 [col K] : Defined Benefit Pension Formula	<ul style="list-style-type: none"> • Retirement Status 'N', 'I' or 'R' – left blank • Non-Prime Job – 'Too Many Formulas To List' • LACOE – PERS Classic – '2.5% @ 55' • LACOE – PERS PEPRA – '2.5% @ 62' • LACOE – STRS Classic – '2% @ 60' • LACOE – STRS PEPRA – '2% @ 62' • Non-LACOE – STRS Classic – '2% @ 60' • Non-LACOE – STRS PEPRA – '2% @ 62' • Non-LACOE Others – 'Too Many Formulas To List' 	Field populated if info available in HRS; District-entry if blank	Laura Gutierrez
Box 11 [col L] : Share of Pension Benefits	<ul style="list-style-type: none"> • Screen 0705 • Total 2013 Employer Contribution (GTN 044 & 007) in Pay History 	Field populated if info available in HRS; District-entry if blank	Laura Gutierrez
Box 12 [col M] : Defined Benefit Plan	<ul style="list-style-type: none"> • Screen 0705 • Total 2013 Employer Contribution (GTN 043 & 032) in Pay History 	From SCO Data File	Laura Gutierrez
Box 13 [col N] : Deferred Compensation	<ul style="list-style-type: none"> • Not provided (left as zero) • Whole Dollars Only • Maximum = 99,999,999 	District-Entry	Laura Gutierrez
Box 14 [col O] : Health / Dental / Vision	<ul style="list-style-type: none"> • Total 2013 Employer Contribution (includes all GTN elements having Type 'C' and Group Code 'H') in Pay History • Note that both Dental and Vision cannot be accounted for as they are currently lumped in as Group Code (I) for Insurance 	From SCO Data File	Laura Gutierrez

Additional Data for Each Employee

- Information only
- To assist the districts
- Not part of the State Controller Office’s requirements

Col P	District
Col Q	EID
Col R	PEPRA Status
Col S	Job No.
Col T	Prime Job
Col U	Position
Col V	Job Class #
Col W	Job Status
Col X	Job Status Date
Col Y	Term Date
Col Z	Term Reason
Col AA	Leave Reason
Col AB	Pay Basis
Col AC	Rate Schedule
Col AD	Range
Col AE	Step
Col AF	Total Gross
Col AG	W2 Gross Wages
Col AH	W2 Medicare Wages
Col AI	Pay Month
Col AJ	RetPlan
Col AK	RetStat
Col AL	BU
Col AM	Employee Name