



**Los Angeles County  
Office of Education**



**HUMAN  
RESOURCE  
SYSTEM**

DISTRICT PERSONNEL INFORMATION SERVICES  
DIVISION OF SCHOOL FINANCIAL SERVICES

## **SESSION B**

# **TABLES – DISTRICT MAINTAINED**

## **2024-2025 TRAINING MANUAL**

An Official Publication



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## Agenda

- **Welcome and introductions**
  - What is covered in this training session, goal
- **Batch vs. Online Real Time**
- **Window for Processing**
- **District Maintained Tables**
  - Job Classification
  - Work Location
  - District Codes
  - Salary Schedules
  - Stipends
  - Speed Key/Account Code Table (040)
- BREAK ••••
- Table Mass Change (034, 035, and 036)
- CDB Space Limitation
- Mass Retro Generation Request
- **Evaluation and Close of Session**

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SECTION I.

**OVERNIGHT BATCH VS. ONLINE REAL TIME**

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### Control Data Base (CDB)

The Control Data Base (CDB) is a collection of table information that interfaces with other functions within HRS to produce a functioning human resource system. These tables are maintained by districts or by School Financial Services (SFS). Tables that are maintained by SFS are not accessible by districts.

Refer to the *HRS System Operations Manual* for the section and page numbers annotated at the end of each table description below.

#### District-Maintained Tables

- **004 – Job Classification Table** – This table assigns a job classification code to each position title and provides data fields to store information pertinent to that position, e.g., job type, EEO data, substitute indicator, FLSA code, bargaining unit, job family, seniority family, mass retro data. (II-17 to II-25)
- **011 – Work Location Table** – This table stores work location codes and descriptions used on the Employee Data Base (EDB) Job Assignment Screen 004. The table stores other data common to employees at a selected work location, such as manager, department phone number, address, and affirmative action plan. (II-35 to II-39)
- **024 – Column/Step Salary Schedule Table** – This salary schedule table stores salary schedules with a column-and-step format. Generally, these schedules are used for teacher salary placement. Each schedule allows for a maximum of 99 steps, with up to eight columns per step. Steps represent length of service with a district and columns show levels of formal education approved for salary placement. The monthly, daily, hourly, annual, and lump-sum pay basis may be stored for each column-step. The annual pay basis is for information only. (II-49 to II-56)
- **025 – Range/Step Salary Schedule Table** – This salary schedule table stores salary schedules with a range-and-step format. These schedules are generally used for all non-certificated employees. Each schedule allows up to 999 ranges, with a maximum of eight steps per range. The monthly, daily, hourly, annual, and lump-sum pay basis may be stored for each range-step. A step represents a successive salary increase based on length of service in the position, and a range is the series of steps for a position. The annual pay basis is for information only. (II-57 to II-64)
- **026 – Stipend Table** – This table is used to store amounts, percentages, or range increments for periodic stipends and lump-sum amounts for dated stipends. Each stipend has eight levels for different rates for each pay basis; monthly, hourly, daily, and lump sum. (Although it is listed, the annual basis is not used). (II-65 to II-71)
- **027 – Benefits Table** – The Benefits Table is used when the district wants benefit deductions and contributions to automatically update EDB records when there are rate changes. Generally a table is built when the benefit plan coverage level rates are the same for a number of employees. The concept is similar to the Salary or Stipend Tables. (II-73 to II-79)

**District-Maintained (continued)**

- **028 – District Codes Table** – This table stores six categories of codes and descriptions required for input on EDB screens for bargaining unit, leave reason, pay location, evaluation type, permanency indicator, and termination reason. The table has two optional sets of codes, District Code 1 and 2, which can be defined by the district and are used on the EDB Miscellaneous Personal Data Screen (014). (II-81 to II-84)
- **029 – Work Calendar Table** – The Work Calendar Table stores the pay periods, number of periods, paid work days, paid non-work days, and unpaid days for each pay period and the annual totals for each. Every EDB assignment must be tied to a calendar. The calendar plays a significant role in time entry and payroll processing. (II-85 to II-91)
- **040 – Speed Key/Account Code Linkup Table** – This is used to populate account (labor) information with percent on the 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. (II-97 to II-101)

**Mass Change Tables**

The mass change tables provide an automated method for adjusting or creating new salary schedule, range/step salary schedule, and stipend table. By using these mass change options, a user can create a “future” schedule/stipend or, after an existing schedule/stipend has been copied, modifications or deletions can be requested.

- **034 – Salary Mass Change - Column/Step Salary Schedule** (II-109 to II-111)
- **035 – Salary Mass Change - Range/Step Schedule** (II-112 to II-114)
- **036 – Stipend Mass Change** (II-115 to II-117)

### SFS-Maintained Tables

These tables are maintained by SFS and are not accessible by districts.

- **002 – Gross-To-Net Table (GTN)** – This table determines how all deductions, reductions or contributions are processed in payroll production. This includes taxes, retirement, OASDI, Medicare, TSAs, deferred compensation, workers’ compensation, garnishments, insurance, bonds, dues, credit unions, and charities. Coding on this table determines the calculation of an employee’s net pay. (II-9 to II-16)
- **010 – Earnings Table** – This table stores earnings codes and related data which determine how time transactions and retroactive pay adjustments process through payroll production. (II-27 to II-34)
- **016 – Retirement Rate Table** – During processing, the system reads the Retirement Tables to determine what the rate is for the employee. (Tables were developed because there are now multiple rates in some districts (police vs. regular employees) and the system was not geared to handle the different rates).
- **020/021 – District Profile Tables** – The District Profile Table is a two-screen table that stores a variety of district information which determines how data is processed. This data impacts seniority maintenance, processing of pay cycles, SDI coverage, position control, number of EIR and change register copies, retirement, health and welfare proration, leave accounting, classified payroll calculation, PeopleSoft fringe distribution, workers’ compensation rate and experience factor, labor tape, and fringe accounts. (II-41 to II-47)

**Overnight Batch vs. Online Real-time**

- HRS allows users to add, change, or delete information using online real-time processing which can be viewed immediately.
- Overnight batch processing updates CDB/EDB records based on that day's online updates and automated actions.

**Moving from Screen to Screen**

- **Y** – Changes information on Screen
- **J** – Jumps to another Screen
- **G** – Stores information on current screen and page forward to next screen
- **M** – Returns to Menu
- **R** – Restores Screen to Original status
- **N** – Screen remains AS IS

**Window for Processing**

The window for processing falls between the last payroll cycle production (not warrant issue date) and prior to the time file production for the next applicable time period.

SECTION II.

**WINDOW FOR PROCESSING**

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DIVISION OF SCHOOL FINANCIAL SERVICES  
**HRS DISTRICT PAYROLL SCHEDULE**  
**AUGUST 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	C1A	07-01-17	07-31-17	1STWD	08-01-17	07-27-17	07-18-17	07-21-17	C1A
V2	V2C	07-01-17	07-31-17	5TH	08-04-17	07-31-17	07-20-17	07-25-17	V2C
V1	V1E	07-16-17	07-31-17	5TH	08-04-17	07-31-17	07-20-17	07-25-17	V1E
E1	E1B	07-01-17	07-31-17	5TH	08-04-17	08-01-17	07-21-17	07-25-17	E1B
C5	C5A	07-01-17	07-31-17	5TH	08-04-17	08-01-17	07-21-17	07-25-17	C5A
E4	E4B	07-01-17	07-31-17	10TH	08-10-17	08-04-17	07-27-17	07-31-17	E4B
H1	H1B	07-16-17	07-31-17	10TH	08-10-17	08-04-17	07-27-17	07-31-17	H1B
C3	C3A	07-01-17	07-31-17	10TH	08-10-17	08-07-17	07-27-17	07-31-17	C3A
V1	V1F	08-01-17	08-15-17	20TH	08-18-17	08-14-17	08-03-17	08-08-17	V1F
E1	E1C	08-01-17	08-31-17	ESA	08-18-17	08-15-17	08-04-17	08-08-17	E1C
E4	E4C	08-01-17	08-31-17	ESA	08-25-17	08-21-17	08-11-17	08-15-17	E4C
H1	H1C	08-01-17	08-15-17	25TH	08-25-17	08-22-17	08-11-17	08-15-17	H1C
C2	C2B	08-01-17	08-31-17	LWD	08-31-17	08-25-17	08-17-17	08-21-17	C2B
C1	C1B	08-01-17	08-31-17	1STWD	09-01-17	08-29-17	08-18-17	08-22-17	C1B
<b>Issue Dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.</b>									
<b>Time Report Production Date</b>		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.							
<b>Payroll Production Date</b>		Payroll is produced on this day. Time entry must be completed by 7:00 pm this day.							
<b>Issue Date</b>		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**

**07-07-17**

**B – BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES**

**AUGUST 2017**

**HRS SUPPLEMENTAL PRODUCTION SCHEDULE**

<b>Production Date</b>	<b>For Verification Warrants Schedule</b>	<b>For Real Warrants Schedule</b>	<b>Issue Date Real Warrants</b>
08/01/17	215	213	08/03/17
08/02/17	E4B,H1B,216	214	08/04/17
08/03/17	C3A,219	215	08/07/17
08/04/17	220	216	08/08/17
08/05/17	----	SAT	----
08/06/17	----	SUN	----
08/07/17	221	219	08/09/17
08/08/17	222	220	08/10/17
08/09/17	223	221	08/11/17
08/10/17	V1F,226	222	08/14/17
08/11/17	E1C,227	223	08/15/17
08/12/17	----	SAT	----
08/13/17	----	SUN	----
08/14/17	228	226	08/16/17
08/15/17	229	227	08/17/17
08/16/17	230	228	08/18/17
08/17/17	E4C,233	229	08/21/17
08/18/17	H1C,234	230	08/22/17
08/19/17	----	SAT	----
08/20/17	----	SUN	----
08/21/17	235	233	08/23/17
08/22/17	236	234	08/24/17
08/23/17	C2B,237	235	08/25/17
08/24/17	----	236	08/28/17
08/25/17	C1B,V2D,V1G	237	08/29/17
08/26/17	----	SAT	----
08/27/17	----	SUN	----
08/28/17	E1D,C5B,242	----	----
08/29/17	243	----	----
08/30/17	E4D,H1D,244	242	09/01/17
08/31/17	C3B,248	243	09/05/17

**RETROACTIVE PRODUCTION SCHEDULE**

<b>Schedule</b>	<b>Transaction Gen Date</b>	<b>Production Date</b>	<b>Issue Date</b>
R03	07/28/17	08/03/17	08/07/17
R04	08/04/17	08/10/17	08/14/17
R05	08/11/17	08/17/17	08/21/17
R06	08/18/17	08/24/17	08/28/17
R07	08/25/17	----	----

**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.

07-07-17



SECTION III.

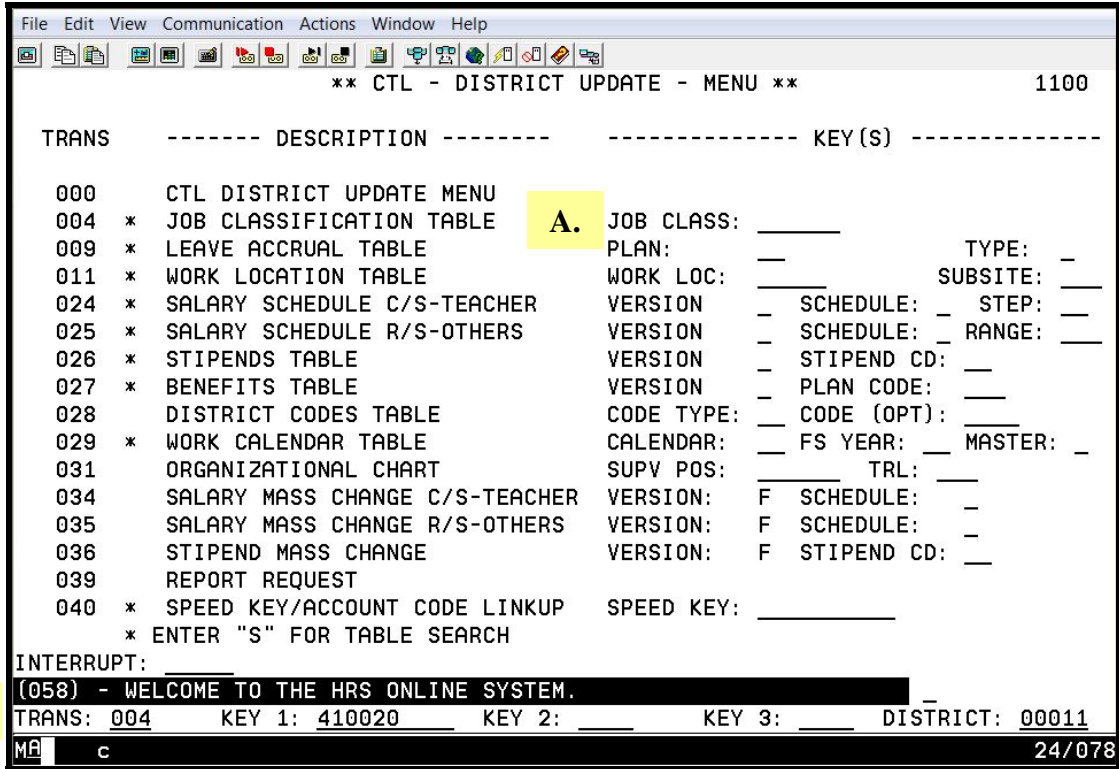
**DISTRICT MAINTAINED TABLES**

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## **Job Classification Table (004)**

See *HRS System Operations Manual* Pages II-17 to II-25

**District Update Menu - Addition of Job Classification**



Use Function 11 to access the District Update Menu. Then, use either option A or B to add a new job classification to the Job Classification Table.

Option A
<ol style="list-style-type: none"> <li>1. Enter the <b>new job classification code</b> in the Job Class field in the Job Classification Table line.</li> <li>2. Hit the <b>Enter</b> key on your keyboard.</li> </ol>
Option B
<ol style="list-style-type: none"> <li>1. In the <b>TRANS</b> field, enter <b>004</b>.</li> <li>2. In <b>KEY 1</b>, enter the <b>new job classification code</b>.</li> <li>3. Hit the <b>Enter</b> key on your keyboard.</li> </ol>

A blank job classification screen will appear. Refer to the *HRS System Operations Manual*, beginning with page II-20, for field descriptions and valid codes.

**Job Classification Table (004) - Sample Screen**

The screenshot shows a software application window with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main content area displays the following information:

```

** CTL - JOB CLASSIFICATION TABLE - UPDATE **          1104

JOB CLASS: 410020

DISTRICT          TITLE          JOB  JOB  STAT  BUDGET
00011          DIRECTOR FISCAL SERVICES  N    A    05 99    -

PAY  --SALARY SCHEDULE--  STND HRS  STND HRS  PERS WORK  OVERTIME
BASIS  SCHED  RANGE  IN A WEEK  IN A DAY  SCHED  FLSA  ELIGIBIL
M      3      295    40.00     8.00     173    A      N

---EEO--- WORK  BARG  ILL  VAC  RET  RET  SUB  BOARD  COMMISSION
CAT  SUB  COMP  UNIT  PLAN  PLAN  PLAN  STAT  IND  DATE  DATE
-    -    -    MG  -    -    P9  M    -    -    -

ACAD  TENURE  REPORT  JOB  SENIORITY  PRIOR  -----MASS RETRO-----
RANK  ELIG  GROUPS  FAMILY  FAMILY  JOB CLASS  SUBJ  STEPS  RANGES
-    -    -    -    -    -    -    -    -

(093) - NEW RECORD - ENTER YOUR DATA
TRANS: 004  KEY 1: 410020  KEY 2:  KEY 3:  DIST: 00011
MA  c  A  07/023
    
```

Refer to the *HRS System Operations Manual*, beginning with page II-20, for the description of each field shown on the table.



## **Work Location Table (011)**

See *HRS System Operations Manual* Pages II-35 to II-39

Work Location Table (011) - Sample Screen

```

File Edit View Communication Actions Window Help
** CTL - WORK LOCATION TABLE - INQUIRY **      1611

  WORK LOCATION: 00003   SUBSITE: ____   DISTRICT: 00011

  STATUS: A
  STATUS DATE: 07 01 11   LEVEL 1:   LEVEL 2:

  WORK LOCATION DESCRIPTION   MANAGER
  DISTRICT OFFICE            JANET BROWN
                              DEPT PHONE: 555 121 2122 EXT:

  STREET/BUILDING           CITY           STATE       ZIP
  9300 IMPERIAL HWY         DOWNEY           CA          90242

  AFFIRMATIVE ACTION        --REPORT GROUPS--   -----EE0-4-----
  PLAN GROUP                CONTROL           FUNCTION

  TRANS: 011   KEY 1: 00003   KEY 2: ____   KEY 3: ____   DIST: 00011
  MA c                NUM                23/030
  
```

Refer to the *HRS System Operations Manual*, beginning with page II-37, for the description of each field shown on the table.



B - BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES

AIMS011/PP0100XY/090704

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

PAGE NO. 0001

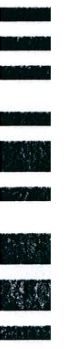
RUN TIME 20:30:15

DIST: 00011 SFS TRAINING DISTRICT

RUN DATE 08/19/11  
PROCESS DATE 08/19/11 h

WORK LOCATION TABLE (11)

WORK LOCATION	SUB SITE	LEVEL-1	LEVEL-2	STATUS/DATE	CITY	STATE	ZIP	WORK LOCATION DESCRIPTION	AFFIRMATIVE ACTION PLAN GROUP	MANAGER	DEPT PHONE	EXT
00002	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240	MAIL CHECKS		BARNEY REBEL		(555) 121-2122	
00003	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240	DISTRICT OFFICE		JANE BROWN		(310) 121-2121	
00004	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240	PURCHASING DEPARTMENT		STUART LYTLE		(562) 555-1212	
00005	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240	PUBLIC INFORMATION OFFICE		BARNEY REBEL		(310) 121-2122	
00006	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240	ADMINISTRATIVE SERVICES		LINDA JONES		(310) 555-1212	
00007	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240	INSTRUCTIONAL SERVICES		TONY SMITH		(310) 555-1212	
00008	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240	STUDENT SERVICES		JAN SMITH		(310) 555-1212	
00009	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240-3999	ELEMENTARY SCHOOL		FRED RANGO		(310) 555-1212	
00010	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240	HIGH SCHOOL		FRED PEELE		(562) 555-1212	
00010	012 IMPERIAL HWY			00/00/00 DOWNEY	CA	90240	ADULT EDUCATION		YETTA TIGGER		(310) 555-1212	
00011	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240	MAINTENANCE & OPERATIONS		STEVE WHITE		(310) 555-1212	
00012	9300 IMPERIAL HWY			C 07/01/11 DOWNEY	CA	90240-3999	TWIN LAKES SCHOOL		JEFFERY DAY		(310) 555-1212	
00013	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240	HUMAN RESOURCE SERVICES		ANN REBEL		(310) 551-2121	
00014	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240	CHILDREN CENTERS		FRED REBEL		(310) 555-1212	
00015	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240	BOARD OF EDUCATION		WILMA REBEL		(310) 555-1212	
00016	9300 IMPERIAL HWY			A 07/01/11 DOWNEY	CA	90240	BUSINESS ADMINISTRATION		FANNY MARCH		(310) 555-1212	



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## **District Codes Table (028)**

See *HRS System Operations Manual* Pages II-81 to II-84

**District Codes Table (028) – Sample Screen**

\*\* CTL - DISTRICT CODES TABLE - UPDATE \*\* 1128

CODE TYPE: PL PAY LOCATION CODE:  
 DISTRICT: 00011

CODE	DESCRIPTION	CODE	DESCRIPTION
002	MAIL CHECKS	016	BUSINESS ADMIN
003	DISTRICT OFFICE	017	SUPT OFFICE
004	PURCHASING DEPT	019	BAKER SCHOOL
005	PUBLIC INFO OFFICE	020	COGSWELL SCHOOL
006	ADMINISTRATIVE OFF	021	WILLIAMS SCHOOL
007	INSTRUCTION OFFICE	025	RAMONA SCHOOL
008	STUDENT SERVICES	027	WHITNEY ACADEMY
009	HALE ELEMENTARY SCHL	030	ED C. LEWIS
010	KIM ACADEMY	032	PARK AVENUE SCHOOL
011	MAINT & OPERATIONS	033	C.C. CARPENTER SCHL
012	TWIN LAKES SCHOOL	037	SOUTH MIDDLE SCHOOL
013	HUMAN RESOURCE SERV	038	PARKVIEW MIDDLE SCHL
014	FROST CHILDREN CTR	039	HOOVER ELEMENTARY
015	BOARD OF EDUCATION	040	HARVARD ELEMENTARY

(269) - (F)ORWARD, (B)ACKWARD, (T)OP, (M)ENU

TRANS: 028 KEY 1: PL KEY 2: KEY 3: DIST: 00011

MA c A 23/067

Refer to the *HRS System Operations Manual*, beginning with page II-83, for the description of each field shown on the table.

B - BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES

AIMS028/PP0100XV/090704

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

PAGE NO. 0001

RUN TIME 20:30:15

DIST: 00011 SFS TRAINING DISTRICT  
DISTRICT CODES TABLE (28)

RUN DATE 08/19/11  
PROCESS DATE 08/19/11 h

CODE TYPE	DESCRIPTION	CODE TYPE	DESCRIPTION	CODE
BU	ADULT ED CERT TCHRS	BU	AM.FEDERATION/TCHRS	AF
BU	ADULT ED CLASS TCHRS	BU	CONFIDENTIAL	CN
CS	CA.SCHL.EMPLS.ASS.	BU	IND. STUDY TUTORS	IS
MG	MANAGEMENT	BU	NOON AIDE	NA
NE	NOT ELIGIBLE	BU	PENDING	PD
RB	RBCTA/SBUT	BU	SUB CLASSIFIED	SC
SS	SUMMER SWIM	BU	SUB TEACHERS	ST
SU	SUPERVISOR	BU	STUDENT WORKER	SW
D1	DEPARTMENT JUSTICE	D2	POSTIVE TB TEST	PT
A	ANNUAL	H	HOURLY	H
M	MONTHLY	N	NONE	N
S	SPECIAL	I	12 MO PROBATION	I
3	3 MO PROB	5	6 MO PROB	5
AD	ADMINISTRATIVE	ED	EDUCATION	ED
FR	FAMILYRESPONSIBILITY	HL	HEALTH	HL
JR	JURY DUTY	LR	MILITARY	LR
PG	MATERNITY	LR	PERSONAL	LR
PT	PATERNITY	LR	39 MONTH RE-EMPLMNT	LR
SB	SABBITICAL	LR	SUSPENSION	LR
WI	WORK INJURY	LR	EXTENDING LEAVE	LR
A	ACTING	PI	CLASS TEMP POSTN	PI
C	TEMP CONTRACT TCHR	PI	SUB/RETIREE	PI
E	CLASS HRLY	PI	CERT. HRLY	PI
G	CERT OT ASSGNMNTS	PI	HALF TIME TEACHER	PI
J	JOB SHARING TCHR	PI	AE SUB	PI
L	LONG TERM SUB 23DAY	PI	MENTOR	PI
N	NOT ELIGIBLE	PI	PERMANENT	PI
N	SUMMER SESSION	PI	REGULAR CONTRACT	PI
Q	SUBSTITUTE	PI	TENURED	PI
S	UNCLASSIFIED	PI	CLASS. OT ASSIGNMENT	PI
U	CLASS C.S. OT. ASSGN	PI	CLASS PROB	PI
W	CERT PROB 1	PI	CERT PROB 2	PI
1	MAIL CHECKS	PL	DISTRICT OFFICE	003
002	PURCHASING DEPT	PL	PUBLIC INFO OFFICE	005
004	ADMINISTRATIVE OFF	PL	INSTRUCTION OFFICE	007
006	STUDENT SERVICES	PL	HALE ELEMENTARY SCHL	009
008	KIM ACADEMY	PL	MAINT & OPERATIONS	011
010	TWIN LAKES SCHOOL	PL	HUMAN RESOURCE SERV	013
012	FROST CHILDREN CTR	PL	BOARD OF EDUCATION	015
014	BUSINESS ADMIN	PL	SUPT OFFICE	017
016	BAKER SCHOOL	PL	COGSWELL SCHOOL	020
019	WILLIAMS SCHOOL	PL	RAMONA SCHOOL	025
021	WHITNEY ACADEMY	PL	ED. C. LEWIS	030
027	PARK AVENUE SCHOOL	PL	C.C. CARPENTER SCHL	033
032	SOUTH MIDDLE SCHOOL	PL	PARKVIEW MIDDLE SCHL	038
037	HOOVER ELEMENTARY	PL	HARVARD ELEMENTARY	040
039	MANCHESTER MIDDLE	PL	MAYWOOD ELEMENTARY	042
041	BELVEDERE HIGH SCHL	PL	CARVER MIDDLE SCHL	044
043	CARNEGIE HIGH SCHL	PL	BYRD CHILDREN CTR	046
045	KLINTON CHILD CTR	PL	VISTA CHILD CTR	049
047	HOLMES ELEMENTARY	PL	BLARNEY CHILDREN CTR	052
050	EDISON MIDDLE SCHL	PL	GOMPERS HIGH SCHOOL	080

B - BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES

AIMS028/PP0100XV/090704

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

PAGE NO. 0002

RUN TIME 20:30:15

DIST: 00011 SFS TRAINING DISTRICT

RUN DATE 08/19/11  
PROCESS DATE 08/19/11 h

DISTRICT CODES TABLE (28)

CODE TYPE	DESCRIPTION	CODE TYPE	DESCRIPTION	CODE
PL	MISC	PL	COLUMBUS PREP SCHL	102
PL	WILSHIRE PRIMARY CTR	PL	WOODLAKE PREP SCHL	125
PL	JOHN H GLENN HIGH	PL	CURTIS MIDDLE SCHL	230
PL	CLAY PREP SCHOOL	PL	AUDUBON MUSIC SCHL	237
PL	WASHINGTON PRIMARY	PL	NEW RIVER PREP SCHL	325
PL	HAMILTON MUSIC ACAD	PL	HUGHES MATH ACAD	343
PL	KESTER SCIENCE ACAD	PL	SBAS - MAIL	825
PL	RETIREMENT UNIT	PN	002003	P00
R00	00000000	PN	00000000	R01
R02	00000000	PN	00000000	R03
AC	IN ACCORD W/CONTRACT	PN	DECEASED	DD
EA	END OF ASSIGNMENT	TR	RESIGN EDUCATION	ED
FR	RESIGN FAMILY NEEDS	TR	TERM PER ED CODE	F0
GO	RESIGN MOVING	TR	RESIGN HEALTH	HL
MR	MEDICAL RETIREMENT	TR	EXPIRED CREDENTIAL	NC
PR	RESIGN PERSONAL	TR	UNABLE TO SERVE	P0
RE	RESIGNATION	TR	RETIREMENT	RT
T0	RETURN TO REG ASSIGN	TR	39 MONTH RE-EMPLOYMN	39

## **Column/Step Salary Schedule Table (024)**

See *HRS System Operations Manual* Pages II-49 to II-56



**Column/Step Salary Schedule Table (024) – Sample Screen**

\*\* CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - INQUIRY \*\* 1624

VERSION: C SCHEDULE: U STEP: 01

DISTRICT	MAX STEP	EFFECTIVE DATE	IMPLEMENT DATE	ADOPTION DATE			
00011	30	07 01 06	07 02 07	11 28 06			
EDCODE	MINS: MO	0.00 HR	0.000 DA	0.00 AN	0.00 LU	0.00	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
-----							
MONTHLY:							
	4762.27	4762.36	4762.45	4772.27	4999.18	5225.91	0.00 0.00
HOURLY:							
	36.970	36.970	36.970	37.050	38.810	40.570	0.000 0.000
DAILY:							
	272.84	272.84	272.85	273.41	286.41	299.40	0.00 0.00
ANNUAL:							
	52385.00	52386.00	52387.00	52495.00	54991.00	57485.00	0.00 0.00
LUMP:							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00

TRANS: 024 KEY 1: C KEY 2: U KEY 3: 01 DIST: 00011

MA d NUM 24/076

Refer to the *HRS System Operations Manual*, beginning with page II-54, for the description of each field shown on the table.



B - BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

AIMS024/PP0100XV/090704

PAGE NO. 0023

RUN TIME 20:30:15

DIST: 00011 SFS TRAINING DISTRICT  
COLUMN/STEP SALARY TABLE (24)

VERSION: C

ADoption DATE: 11/28/06

MAX STEP: 30

EFFECTIVE DATE: 07/01/06  
IMPL DATE: 07/02/07  
HOURLY: 0.000  
DAILY: 0.000  
MONTHLY: 0.000  
ANNUAL: 0.000  
LUMP: 0.000

STEP	BASIS	COLUMNS							
		1	2	3	4	5	6	7	8
1	MONTHLY	4762.270	4762.360	4762.450	4772.270	4999.180	5225.910	0.000	0.000
	HOURLY	36.970	36.970	36.970	37.050	38.810	40.570	0.000	0.000
	DAILY	272.840	272.840	272.850	273.410	286.410	299.400	0.000	0.000
	ANNUAL	52385.000	52386.000	52387.000	52495.000	54991.000	57485.000	0.000	0.000
	LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
2	MONTHLY	4762.360	4762.450	4762.550	4985.820	5212.730	5439.270	0.000	0.000
	HOURLY	36.970	36.970	36.970	38.710	40.470	42.230	0.000	0.000
	DAILY	272.840	272.850	272.850	285.650	298.650	311.630	0.000	0.000
	ANNUAL	52386.000	52387.000	52388.000	54844.000	57340.000	59832.000	0.000	0.000
	LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
3	MONTHLY	4762.450	4762.550	4960.910	5187.450	5414.730	5653.550	0.000	0.000
	HOURLY	36.970	36.970	38.510	40.270	42.040	43.890	0.000	0.000
	DAILY	272.850	272.850	284.220	297.200	310.220	323.900	0.000	0.000
	ANNUAL	52387.000	52388.000	54570.000	57062.000	59562.000	62189.000	0.000	0.000
	LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
4	MONTHLY	4762.550	4958.730	5185.550	5412.730	5639.000	5867.550	0.000	0.000
	HOURLY	38.400	38.490	40.260	42.020	43.780	45.550	0.000	0.000
	DAILY	272.850	284.090	297.090	310.100	323.070	336.160	0.000	0.000
	ANNUAL	52388.000	54546.000	57041.000	59540.000	62029.000	64543.000	0.000	0.000
	LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
5	MONTHLY	4946.450	5171.820	5399.000	5626.640	5852.640	6080.360	0.000	0.000
	HOURLY	38.400	40.150	41.910	43.680	45.430	47.200	0.000	0.000
	DAILY	283.390	296.300	309.320	322.360	335.310	348.350	0.000	0.000
	ANNUAL	54411.000	56890.000	59389.000	61893.000	64379.000	66884.000	0.000	0.000
	LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
6	MONTHLY	5158.090	5385.550	5613.000	5840.090	6066.640	6294.090	0.000	0.000
	HOURLY	40.040	41.810	43.570	45.340	47.100	48.860	0.000	0.000
	DAILY	295.520	308.550	321.580	334.570	347.570	360.600	0.000	0.000
	ANNUAL	56739.000	59241.000	61743.000	64241.000	66733.000	69235.000	0.000	0.000
	LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
7	MONTHLY	5371.360	5599.090	5826.270	6053.090	6280.550	6506.730	0.000	0.000
	HOURLY	41.700	43.470	45.230	46.990	48.760	50.510	0.000	0.000
	DAILY	307.730	320.780	333.800	346.790	359.820	372.780	0.000	0.000
	ANNUAL	59085.000	61590.000	64089.000	66584.000	69086.000	71574.000	0.000	0.000
	LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
8	MONTHLY	5585.910	5812.360	6039.550	6267.000	6493.550	6720.640	0.000	0.000
	HOURLY	43.360	45.120	46.890	48.650	50.410	52.170	0.000	0.000
	DAILY	320.030	333.000	346.020	359.050	372.030	385.040	0.000	0.000
	ANNUAL	61445.000	63936.000	66435.000	68937.000	71429.000	73927.000	0.000	0.000
	LUMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

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## **Range/Step Salary Schedule Table (025)**

See *HRS System Operations Manual* Pages II-57 to II-64

**Range/Step Salary Schedule Table (025) – Sample Screen**

\*\* CTL - SALARY SCHEDULE-RANGE/STEP-ALL OTHERS - INQUIRY \*\* 1625

VERSION: C SCHEDULE: 3 RANGE: 190

DISTRICT	MAX STEP	EFFECTIVE DATE	IMPLEMENT DATE	ADOPTION DATE			
00011	05	07 01 09	04 22 11	08 25 09			
EDCODE	MINS: M0	0.00 HR	0.000 DA	0.00 AN	0.00 LU	0.00	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
-----							
MONTHLY:							
6029.00	6347.00	6680.00	7036.00	7406.00	0.00	0.00	0.00
HOURLY:							
34.260	36.070	37.980	39.980	42.090	0.000	0.000	0.000
DAILY:							
274.08	288.57	303.81	319.87	336.68	0.00	0.00	0.00
ANNUAL:							
LUMP:							
-----							
TRANS: <u>025</u> KEY 1: <u>C</u> KEY 2: <u>3</u> KEY 3: <u>190</u> DIST: <u>00011</u>							
MAR d NUM 24/076							

Refer to the *HRS System Operations Manual*, beginning with page II-62, for the description of each field shown on the table.

B - BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES



PAGE NO. 0024

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

AIMS025/PP0100XV/090704

RUN TIME 20:30:15  
 DIST: 00011 SFS TRAINING DISTRICT  
 RANGE/STEP SALARY TABLE (25)

VERSION: C EFFECTIVE DATE: 07/01/09  
 IMPL DATE: 04/22/11

ADOPTION DATE: 08/25/09  
 MAX STEP: 5  
 MINIMUM RATES ANNUAL: 0.000 MONTHLY: 0.000 DAILY: 0.000 HOURLY: 0.000 LUMP: 0.000

RUN DATE 08/19/11  
 PROCESS DATE 08/19/11 h

RANGE	PAY BASIS	STEPS								
		1	2	3	4	5	6	7	8	
190	MONTHLY	6029.000	6347.000	6680.000	7036.000	7406.000	0.000	0.000	0.000	0.000
	HOURLY	34.260	36.070	37.980	39.980	42.090	0.000	0.000	0.000	0.000
	DAILY	274.080	288.570	303.810	319.870	336.680	0.000	0.000	0.000	0.000
197	MONTHLY	6108.000	6432.000	6772.000	7127.000	7501.000	0.000	0.000	0.000	0.000
	HOURLY	34.710	36.550	38.480	40.490	42.620	0.000	0.000	0.000	0.000
	DAILY	277.650	292.380	307.860	323.930	340.990	0.000	0.000	0.000	0.000
200	MONTHLY	6153.000	6478.000	6819.000	7177.000	7555.000	0.000	0.000	0.000	0.000
	HOURLY	34.960	36.800	38.740	40.790	42.930	0.000	0.000	0.000	0.000
	DAILY	279.710	294.370	309.930	326.330	343.470	0.000	0.000	0.000	0.000
290	MONTHLY	6214.000	6542.000	6887.000	7247.000	7628.000	0.000	0.000	0.000	0.000
	HOURLY	35.330	37.170	39.140	41.180	43.360	0.000	0.000	0.000	0.000
	DAILY	282.610	297.350	313.080	329.470	346.870	0.000	0.000	0.000	0.000
295	MONTHLY	6711.000	7063.000	7434.000	7827.000	8241.000	0.000	0.000	0.000	0.000
	HOURLY	38.120	40.120	42.250	44.480	46.840	0.000	0.000	0.000	0.000
	DAILY	304.970	320.950	338.010	355.810	374.690	0.000	0.000	0.000	0.000
300	MONTHLY	6836.000	7196.000	7575.000	7973.000	8393.000	0.000	0.000	0.000	0.000
	HOURLY	38.850	40.890	43.040	45.290	47.690	0.000	0.000	0.000	0.000
	DAILY	310.770	327.080	344.300	362.350	381.480	0.000	0.000	0.000	0.000
350	MONTHLY	7372.000	7741.000	8127.000	8533.000	8960.000	0.000	0.000	0.000	0.000
	HOURLY	41.890	43.980	46.180	48.490	50.910	0.000	0.000	0.000	0.000
	DAILY	335.110	351.840	369.470	387.940	407.310	0.000	0.000	0.000	0.000
402	MONTHLY	8142.000	8549.000	8976.000	9425.000	9895.000	0.000	0.000	0.000	0.000
	HOURLY	46.260	48.590	51.000	53.550	56.220	0.000	0.000	0.000	0.000
	DAILY	370.050	388.680	407.970	428.430	449.790	0.000	0.000	0.000	0.000
490	MONTHLY	8198.000	8443.000	8696.000	8960.000	9228.000	0.000	0.000	0.000	0.000
	HOURLY	46.580	47.970	49.410	50.910	52.430	0.000	0.000	0.000	0.000
	DAILY	372.640	383.770	395.270	407.270	419.450	0.000	0.000	0.000	0.000

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## **Stipend Table (026)**

See *HRS System Operations Manual* Pages II-65 to II-71

**Stipend Table (026) – Sample Screen**

\*\* CTL - STIPEND TABLE - INQUIRY \*\* 1626

VERSION: C STIPEND CODE: AL

DISTRICT	STIPEND NAME	CALC IND	EFFECTIVE DATE	IMPLEMENT DATE	ADOPTION DATE		
00011	ADMLONG	A	07 01 93	07 21 11	07 01 93		
LEVELS							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
-----							
MONTHLY:	41.67	83.33	125.00	45.45	90.91	136.36	0.00 0.00
HOURLY:	0.000	0.000	0.000	0.000	0.000	0.000	0.000 0.000
DAILY:	0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00
ANNUAL:	0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00
LUMP:	41.67	83.33	125.00	45.45	90.91	136.36	0.00 0.00

TRANS: 026 KEY 1: C KEY 2: AL KEY 3: \_\_\_\_\_ DIST: 00011

MA d NUM 24/076

Refer to your *HRS System Operations Manual*, beginning with page II-70, for the description of each field shown on the table.



B - BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

PAGE NO. 0001

AIMS026/PP0100XV/090704

RUN TIME 20:30:15

DIST: 00011 SFS TRAINING DISTRICT

STIPEND TABLE (26)

STIPEND CODE	STIPEND NAME	VERSION	CALC. INDI.	LEVEL	MONTHLY	HOURLY	AMOUNTS DAILY	ANNUAL	LUMP	EFFECT DATE	IMPL DATE	ADOPTION DATE
AL	ADMLONG	C	A	1	41.670	0.000	0.000	0.000	41.670	07/01/93	07/21/11	07/01/93
				2	83.330	0.000	0.000	0.000	83.330			
				3	125.000	0.000	0.000	0.000	125.000			
				4	45.450	0.000	0.000	0.000	45.450			
				5	90.910	0.000	0.000	0.000	90.910			
				6	136.360	0.000	0.000	0.000	136.360			
				7	0.000	0.000	0.000	0.000	0.000			
				8	0.000	0.000	0.000	0.000	0.000			
AL	ADMLONG	1	A	1	41.670	0.000	0.000	0.000	0.000	07/01/93	07/01/93	07/01/93
				2	83.330	0.000	0.000	0.000	0.000			
				3	125.000	0.000	0.000	0.000	0.000			
				4	45.450	0.000	0.000	0.000	0.000			
				5	90.910	0.000	0.000	0.000	0.000			
				6	136.360	0.000	0.000	0.000	0.000			
				7	0.000	0.000	0.000	0.000	0.000			
				8	0.000	0.000	0.000	0.000	0.000			
AR	ADDRESSP	C	A	1	0.000	0.000	0.000	0.000	300.000	01/01/98	02/25/98	02/17/98
				2	0.000	0.000	0.000	0.000	500.000			
				3	0.000	0.000	0.000	0.000	0.000			
				4	0.000	0.000	0.000	0.000	0.000			
				5	0.000	0.000	0.000	0.000	0.000			
				6	0.000	0.000	0.000	0.000	0.000			
				7	0.000	0.000	0.000	0.000	0.000			
				8	0.000	0.000	0.000	0.000	0.000			
CL	CLASLNG	C	R	1	2.000	0.000	0.000	0.000	0.000	07/01/11	08/16/11	07/01/11
				2	4.000	0.000	0.000	0.000	0.000			
				3	5.000	0.000	0.000	0.000	0.000			
				4	6.000	0.000	0.000	0.000	0.000			
				5	0.000	0.000	0.000	0.000	0.000			
				6	0.000	0.000	0.000	0.000	0.000			
				7	0.000	0.000	0.000	0.000	0.000			
				8	0.000	0.000	0.000	0.000	0.000			
DR	DRDGREE	C	A	1	83.340	0.000	0.000	0.000	83.340	07/01/93	07/21/11	07/01/93
				2	90.910	0.000	0.000	0.000	90.910			
				3	100.000	0.000	0.000	0.000	100.000			
				4	125.000	0.000	0.000	0.000	125.000			
				5	133.340	0.000	0.000	0.000	133.340			
				6	166.670	0.000	0.000	0.000	166.670			
				7	0.000	0.000	0.000	0.000	0.000			
				8	111.120	0.000	0.000	0.000	111.120			

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## **Speed Key/Account Code Table (040)**

See *HRS System Operations Manual* Pages II-97 to II-101

**Speed Key Table (040) – Sample Screen**

\*\* CTL - SPEED KEY / ACCOUNT CODE LINKUP-UPDATE \*\* 1140

DISTRICT: 00011 SPEED KEY: DRIVER

	FUND	RESRCE/PROJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT
1	01 0	00000 0	00000	75400	2260	0000007	50.000
2	01 0	00000 0	00000	37000	2265	0000050	50.000
3	---	---	---	---	---	---	---
4	---	---	---	---	---	---	---
5	---	---	---	---	---	---	---
6	---	---	---	---	---	---	---
7	---	---	---	---	---	---	---
8	---	---	---	---	---	---	---
9	---	---	---	---	---	---	---
10	---	---	---	---	---	---	---
11	---	---	---	---	---	---	---
12	---	---	---	---	---	---	100.000 100.000

FISCAL YEAR 13

(002) - ENTER YOUR CHANGES.

TRANS: 040 KEY 1: DRIVER KEY 2:   KEY 3:   DISTRICT 00011

MA d A 24/077

Refer to the *HRS System Operations Manual*, beginning with page II-97, for the description of each field shown on the table.

**B – BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES**

Account Numbers Listing

Classified Salary

	FUND	RESRC/PRJYR	GOAL	FUNC	OBJ	SCH/LOC
1	010	000000	00000	27000	<b>2461</b>	1020000
2	010	000000	00000	27000	<b>2461</b>	1030000
3	010	000000	00000	27000	<b>2461</b>	1040000
4	010	000000	00000	31300	<b>2417</b>	1040000
5	010	000000	00000	31300	<b>2461</b>	1040000
6	010	000000	00000	31400	<b>2419</b>	0000122
7	010	000000	00000	37000	<b>2215</b>	0000050
8	010	000000	00000	37000	<b>2245</b>	0000050
9	010	000000	00000	37000	<b>2265</b>	0000050
10	010	000000	00000	37000	<b>2265</b>	0000051
11	010	000000	00000	37000	<b>2266</b>	0000050
12	010	000000	00000	37000	<b>2266</b>	0000051
13	010	000000	00000	37000	<b>2310</b>	0000050
14	010	000000	00000	37000	<b>2310</b>	0000051

**B – BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES**

Account Numbers Listing

Certificated Salary

	FUND	RESRC/PRJYR	GOAL	FUNC	OBJ	SCH/LOC
1	010	000000	11100	10000	<b>1170</b>	4200000
2	010	000000	11100	10000	<b>1170</b>	4300000
3	010	000000	11100	10000	<b>1175</b>	1040000
4	010	000000	11100	10000	<b>1175</b>	2000000
5	010	000000	11100	10000	<b>1175</b>	2100000
6	010	000000	11100	10000	<b>1175</b>	3200000
7	010	000000	11100	10000	<b>1175</b>	4200000
8	010	000000	11100	10000	<b>1110</b>	1040000
9	010	000000	11100	10000	<b>1110</b>	2000000
10	010	000000	11100	10000	<b>1110</b>	2100000
11	010	000000	11100	10000	<b>1110</b>	3000000
12	010	000000	11100	10000	<b>1110</b>	3200000
13	010	000000	11100	10000	<b>1110</b>	3300000
14	010	000000	11100	10000	<b>1110</b>	3700000

SECTION IV.

**TABLE MASS CHANGE (034, 035, AND 036)**

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## Table Mass Change

The Table Mass Change provides an automated method for adjusting or creating new Column/Step Salary Schedule (024), Range/Step Salary Schedule (025), and Stipend Table (026).

Using the salary schedule/stipend table mass change option, a user can create a “future” schedule/stipend by copying an existing schedule/stipend. While copying from an existing schedule/stipend or after an existing schedule/stipend has been copied, modifications or deletions can be requested.

The modifications include deleting or zeroing out part of a future schedule/stipend; applying positive or negative percentage/amounts; rounding specific pay basis to the desired number of decimal places; changing existing pay bases or adding new pay bases by converting from other existing pay bases.

Table Mass Change can be used to:

- **Update an existing schedule/stipend when new rates are adopted by the Board**

Copy the “current” version of the existing schedule/stipend to the “future.” Percents and other changes may be made as the copy is produced or the “future” version may be updated with percents and other calculations after the copy is done.

- **Create a “new” salary schedule or stipend**

Copy the “current” version of the existing schedule/stipend to a “new” schedule/stipend code.

- **Split a current schedule into two schedules**

Copy the “current” version of the schedule to the “future” using the same schedule code.

Copy the “current” version of the schedule to a new “future” schedule with a new schedule code.

Make changes to the “future” version of the old schedule. Zero out columns or steps, delete unneeded ranges or steps, apply percentages or other calculations.

Make changes to the “future” version of the new schedule. Zero out columns or steps, delete unneeded ranges or steps, apply percentages or other calculations.

Allow both schedules to be implemented (roll to “current”).

Use EDB Mass Change to automatically adjust the salary schedule codes on Salary/Pay Rate Screen 005, based on the job classification or, manually change employee jobs that must be tied to the new schedule.

- **Adjust certificated teaching schedules for a new school year**

Copy “monthly” salaries from the “current” version to the “future” version including the percent increase when the copy is made. Annual, Daily, Hourly and Lump Sum rates will be established as zero rates.

Use the pay basis conversion calculation feature to develop the appropriate salary rates for the annual salary first (e.g., 10 times the monthly salary), and then divide the annual salary by the number of days in the contract year to develop the daily salary rates (e.g., annual salary divided by 182).

- **Add a new column to an existing salary schedule**

Copy the “current” version of the schedule to the “future.”

Copy a current column with a percentage to a new column on the “future” schedule (e.g., copy column 5 to column 6 with 4% increase).

After the schedule is rolled to “current,” manually change employee jobs that must be tied to the new column.

- **Add a range to an existing salary schedule**

Copy the “current” version of the schedule to the “future.”

Copy a current range with a percentage to a new range on the “future” schedule (e.g., copy range 155 to range 178 with a 5.5% increase).






After the schedule is rolled to “current,” manually change employee jobs that must be tied to the new range.


- **Add \$20.00 to an existing lump-sum stipend**

Copy “current” version of the schedule to the “future” with the Basis “L” and the increase amount “20.00.”

**Copying/Updating Rules**

When copying or updating past versions, current versions, or future versions of a schedule to a future schedule that already exists, everything in the existing future schedule is wiped out and replaced by the data being copied. This includes the following:

<u>PAST</u> schedule “ <u>J</u> ”		to <u>FUTURE</u> schedule “ <u>J</u> ”
<u>PAST</u> schedule “ <u>J</u> ”		to <u>FUTURE</u> schedule “ <u>K</u> ”
<u>CURRENT</u> schedule “ <u>J</u> ”		to <u>FUTURE</u> schedule “ <u>J</u> ”
<u>CURRENT</u> schedule “ <u>J</u> ”		to <u>FUTURE</u> schedule “ <u>K</u> ”
<u>FUTURE</u> schedule “ <u>J</u> ”		to <u>FUTURE</u> schedule “ <u>K</u> ”

 **EXCEPTION:** When updating the same future schedule, everything in the schedule remains the same except the updated values:

<u>FUTURE</u> schedule “ <u>J</u> ”		to <u>FUTURE</u> schedule “ <u>J</u> ”
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The District Update Menu, Function 11, is used to access the mass change screens.

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File Edit View Communication Actions Window Help
** CTL - DISTRICT UPDATE - MENU **                               1100

TRANS  ----- DESCRIPTION ----- KEY(S) -----
000    CTL DISTRICT UPDATE MENU
004 *  JOB CLASSIFICATION TABLE      JOB CLASS: _____
009 *  LEAVE ACCRUAL TABLE            PLAN: _____ TYPE:  _
011 *  WORK LOCATION TABLE          WORK LOC: _____ SUBSITE:  _
024 *  SALARY SCHEDULE C/S-TEACHER    VERSION  _ SCHEDULE:  _ STEP:  _
025 *  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
INTERRUPT:  _____

TRANS: 034 KEY 1: F KEY 2: G KEY 3:  DISTRICT: 00011
MA b A 06/055
    
```

**Salary Mass Change – Column/Step (034)**

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File Edit View Communication Actions Window Help
** CTL - SALARY MASS CHANGE-COLUMN/STEP-TEACHERS - UPDATE ** 1134

UPDATE SCHED  IMPLEMENT DATE  EFFECTIVE DATE  ADOPTION DATE  MAX STEP
  G           - - - - -      FROM - - - - - TO  DELETED/ZERO  -
COPY/DELETE:  VERSION/SCHEDULE  _ / _          -
              STEP             - - - - -          -
              COLUMN           - - - - -          -
              BASIS            _

INCREASE:     PERCENTAGE _____ AMOUNT _____
ROUNDING RULES:  _ (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)

PAY BASIS:     MONTHLY TO HOURLY:  HOURS/MONTH _____
              MONTHLY TO DAILY:   DAYS/MONTH _____
              MONTHLY TO ANNUAL:  MONTHS/YEAR _____
              HOURLY TO DAILY:    HOURS/DAY _____
              DAILY TO MONTHLY:  DAYS/MONTH _____
              DAILY TO HOURLY:   HOURS/DAY _____
              DAILY TO ANNUAL:   DAYS/YEAR _____
              ANNUAL TO MONTHLY: MONTHS/YEAR _____
              ANNUAL TO DAILY:   DAYS/YEAR _____

(002) - ENTER YOUR CHANGES.
TRANS: 034 KEY 1: F KEY 2: G KEY 3:  DIST: 00011
MA b NUM 04/020
    
```

Salary Mass Change – Range/Step (035)

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File Edit View Communication Actions Window Help
** CTL - SALARY MASS CHANGE-RANGE/STEP-ALL OTHERS - UPDATE **      1135

UPDATE SCHED      IMPLEMENT DATE      EFFECTIVE DATE      ADOPTION DATE      MAX STEP
  3                - - - - -          - - - - -          - - - - -          -
COPY/DELETE:      VERSION/SCHEDULE    FROM              TO              DELETE/ZERO
RANGE              - / -
STEP              - - -
BASIS              -

INCREASE:         PERCENTAGE          AMOUNT
ROUNDING RULES:   _ (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)

PAY BASIS:        MONTHLY TO HOURLY:  HOURS/MONTH
                  MONTHLY TO DAILY:      DAYS/MONTH
                  MONTHLY TO ANNUAL:    MONTHS/YEAR
                  HOURLY TO DAILY:      HOURS/DAY
                  DAILY TO MONTHLY:    DAYS/MONTH
                  DAILY TO HOURLY:     HOURS/DAY
                  DAILY TO ANNUAL:     DAYS/YEAR
                  ANNUAL TO MONTHLY:  MONTHS/YEAR
                  ANNUAL TO DAILY:    DAYS/YEAR

(002) - ENTER YOUR CHANGES.
TRANS: 035      KEY 1: F      KEY 2: 3      KEY 3:      DIST: 00011
MA      b      NUM      04/020
    
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Stipend Mass Change (036)

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File Edit View Communication Actions Window Help
** CTL - STIPEND MASS CHANGE - UPDATE **      1136

UPDATE STP      STP NAME      IMPLEMENT DATE      EFFECTIVE DATE      ADOPTION DATE      CALC IND.
  LG            - - - - -          - - - - -          - - - - -          -
COPY/DELETE:      VERSION/STIPEND CD  FROM              TO              DELETE/ZERO
LEVEL              - / -
BASIS              -

INCREASE:         PERCENTAGE          AMOUNT
ROUNDING RULES:   _ (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)

PAY BASIS:        MONTHLY TO HOURLY:  HOURS/MONTH
                  MONTHLY TO DAILY:      DAYS/MONTH
                  MONTHLY TO ANNUAL:    MONTHS/YEAR
                  HOURLY TO DAILY:      HOURS/DAY
                  DAILY TO MONTHLY:    DAYS/MONTH
                  DAILY TO HOURLY:     HOURS/DAY
                  DAILY TO ANNUAL:     DAYS/YEAR
                  ANNUAL TO MONTHLY:  MONTHS/YEAR
                  ANNUAL TO DAILY:    DAYS/YEAR

(002) - ENTER YOUR CHANGES.
TRANS: 036      KEY 1: F      KEY 2: LG     KEY 3:      DIST: 00011
MA      b      A      04/013
    
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**View a Schedule List by Pay Basis**

View a Schedule List by Pay Basis

Current Salary Schedule G – Monthly Basis

FILE Edit View Communication Actions Window Help

COLUMN/STEP SCHEDULE LIST 1670

VERSION: **C** SCHEDULE: **G** PAY BASIS: **M** EFFECTIVE: 09/01/11  
 IMPLEMENT: 09/02/11

SEL STEP	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
001	4762.27	4762.36	4762.45	4772.27	4999.18	5225.91		
002	4762.36	4762.45	4762.55	4985.82	5212.73	5439.27		
003	4762.45	4762.55	4960.91	5187.45	5414.73	5653.55		
004	4762.55	4958.73	5185.55	5412.73	5639.00	5867.55		
005	4946.45	5171.82	5399.00	5626.64	5852.64	6080.36		
006	5158.09	5385.55	5613.00	5840.09	6066.64	6294.09		
007	5371.36	5599.09	5826.27	6053.09	6280.55	6506.73		
008	5585.91	5812.36	6039.55	6267.00	6493.55	6720.64		
009		6025.82	6253.36	6480.91	6707.36	6934.82		
010		6239.82	6466.55	6693.82	6921.00	7147.91		
011			6679.73	6907.27	7134.36	7361.64		
012			6894.00	7120.18	7347.82	7575.18		
013			7107.45	7334.00	7561.36	7788.64		
014			7107.45	7334.00	7561.36	7788.64		
015			7213.73	7440.27	7667.64	7894.91		
016			7213.73	7440.27	7667.64	7894.91		
017			7213.73	7440.27	7667.64	7894.91		

(X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU

TRANS: 024 KEY 1: C KEY 2: G KEY 3: DIST: 00011

MA d NUM 24/076

Current Salary Schedule G – Hourly Basis

FILE Edit View Communication Actions Window Help

COLUMN/STEP SCHEDULE LIST 1670

VERSION: **C** SCHEDULE: **G** PAY BASIS: **H** EFFECTIVE: 09/01/11  
 IMPLEMENT: 09/02/11

SEL STEP	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
001	36.970	36.970	36.970	37.050	38.810	40.570		
002	36.970	36.970	36.970	38.710	40.470	42.230		
003	36.970	36.970	38.510	40.270	42.040	43.890		
004	36.970	38.490	40.260	42.020	43.780	45.550		
005	38.400	40.150	41.910	43.680	45.430	47.200		
006	40.040	41.810	43.570	45.340	47.100	48.860		
007	41.700	43.470	45.230	46.990	48.760	50.510		
008	43.360	45.120	46.890	48.650	50.410	52.170		
009		46.780	48.550	50.310	52.070	53.840		
010		48.440	50.200	51.960	53.730	55.490		
011			51.860	53.620	55.380	57.150		
012			53.520	55.280	57.040	58.810		
013			55.180	56.930	58.700	60.460		
014			55.180	56.930	58.700	60.460		
015			56.000	57.760	59.520	61.290		
016			56.000	57.760	59.520	61.290		
017			56.000	57.760	59.520	61.290		

(X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU

TRANS: 024 KEY 1: C KEY 2: G KEY 3: DIST: 00011

MA d NUM 24/076



**B – BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES**

Current Salary Schedule G – Daily Basis

COLUMN/STEP SCHEDULE LIST									1670
VERSION:	<b>C</b>	SCHEDULE:	<b>G</b>	PAY BASIS:	<b>D</b>	EFFECTIVE: 09/01/11			
						IMPLEMENT: 09/02/11			
SEL	STEP	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
-	001	272.84	272.84	272.85	273.41	286.41	299.40		
-	002	272.84	272.85	272.85	285.65	298.65	311.63		
-	003	272.85	272.85	284.22	297.20	310.22	323.90		
-	004	272.85	284.09	297.09	310.10	323.07	336.16		
-	005	283.39	296.30	309.32	322.36	335.31	348.35		
-	006	295.52	308.55	321.58	334.59	347.57	360.60		
-	007	307.73	320.78	333.80	346.79	359.82	372.78		
-	008	320.03	333.00	346.02	359.05	372.03	385.04		
-	009		345.23	358.27	371.30	384.28	397.31		
-	010		357.49	370.48	383.50	396.52	409.52		
-	011			382.69	395.73	408.74	421.76		
-	012			394.97	407.93	420.97	433.99		
-	013			407.20	420.18	433.20	446.22		
-	014			407.20	420.18	433.20	446.22		
-	015			413.29	426.27	439.29	452.31		
-	016			413.29	426.27	439.29	452.31		
-	017			413.29	426.27	439.29	452.31		

(X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU

TRANS: 024 KEY 1: C KEY 2: G KEY 3: DIST: 00011

MA d NUM 24/076

Current Salary Schedule G – Annual Basis

COLUMN/STEP SCHEDULE LIST									1670
VERSION:	<b>C</b>	SCHEDULE:	<b>G</b>	PAY BASIS:	<b>A</b>	EFFECTIVE: 09/01/11			
						IMPLEMENT: 09/02/11			
SEL	STEP	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
-	001	52,385	52,386	52,387	52,495	54,991	57,485		
-	002	52,386	52,387	52,388	54,844	57,340	59,832		
-	003	52,387	52,388	54,570	57,062	59,562	62,189		
-	004	52,388	54,546	57,041	59,540	62,029	64,543		
-	005	54,411	56,890	59,389	61,893	64,379	66,884		
-	006	56,739	59,241	61,743	64,241	66,733	69,235		
-	007	59,085	61,590	64,089	66,584	69,086	71,574		
-	008	61,445	63,936	66,435	68,937	71,429	73,927		
-	009		66,284	68,787	71,290	73,781	76,283		
-	010		68,638	71,132	73,632	76,131	78,627		
-	011			73,477	75,980	78,478	80,978		
-	012			75,834	78,322	80,826	83,327		
-	013			78,182	80,674	83,175	85,675		
-	014			78,182	80,674	83,175	85,675		
-	015			79,351	81,843	84,344	86,844		
-	016			79,351	81,843	84,344	86,844		
-	017			79,351	81,843	84,344	86,844		

(X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU

TRANS: 024 KEY 1: C KEY 2: G KEY 3: DIST: 00011

MA d NUM 24/076

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## **Salary Schedule Increase**

### Salary Schedule Increase

1. Create a future Schedule G.

File Edit View Communication Actions Window Help

\*\* CTL - DISTRICT UPDATE - MENU \*\* 1100

TRANS	DESCRIPTION	KEY(S)
000	CTL DISTRICT UPDATE MENU	
004	* JOB CLASSIFICATION TABLE	JOB CLASS: _____
009	* LEAVE ACCRUAL TABLE	PLAN: _____ TYPE: _
011	* WORK LOCATION TABLE	WORK LOC: _____ SUBSITE: _____
024	* SALARY SCHEDULE C/S-TEACHER	VERSION _ SCHEDULE: _ STEP: _
025	* 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

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

TRANS: 034 KEY 1: F KEY 2: G KEY 3: \_\_\_\_\_ DISTRICT: 00011

MA b A 06/055

2. Copy the current version of G to future Schedule G.

File Edit View Communication Actions Window Help

\*\* CTL - SALARY MASS CHANGE-COLUMN/STEP-TEACHERS - UPDATE \*\* 1134

UPDATE SCHED	IMPLEMENT DATE	EFFECTIVE DATE	ADOPTION DATE	MAX STEP
G	09 01 15	09 01 15	08 25 15	30

COPY/DELETE: VERSION/SCHEDULE C / G

STEP: \_\_\_\_\_

COLUMN: \_\_\_\_\_

BASIS: \_

INCREASE: PERCENTAGE \_\_\_\_\_ AMOUNT \_\_\_\_\_

ROUNDING RULES: \_ (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)

PAY BASIS:

MONTHLY TO HOURLY:	HOURS/MONTH	_____
MONTHLY TO DAILY:	DAYS/MONTH	_____
MONTHLY TO ANNUAL:	MONTHS/YEAR	_____
HOURLY TO DAILY:	HOURS/DAY	_____
DAILY TO MONTHLY:	DAYS/MONTH	_____
DAILY TO HOURLY:	HOURS/DAY	_____
DAILY TO ANNUAL:	DAYS/YEAR	_____
ANNUAL TO MONTHLY:	MONTHS/YEAR	_____
ANNUAL TO DAILY:	DAYS/YEAR	_____

(002) - ENTER YOUR CHANGES.

TRANS: 034 KEY 1: F KEY 2: G KEY 3: \_\_\_\_\_ DIST: 00011

MA c NUM 24/076

**B – BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES**

3. Copy the current Schedule G annual rates to future Schedule G and increase the rates by 2%.

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File Edit View Communication Actions Window Help
** CTL - SALARY MASS CHANGE-COLUMN/STEP-TEACHERS - UPDATE ** 1134

UPDATE SCHED      IMPLEMENT DATE    EFFECTIVE DATE    ADOPTION DATE    MAX STEP
   G              09 01 15      09 01 15      08 25 15        30
                FROM          TO          DELETE/ZERO
COPY/DELETE:     VERSION/SCHEDULE  _ / _
                STEP          - - -
                COLUMN        - - -
                BASIS        A

INCREASE:        PERCENTAGE  2.00          AMOUNT
ROUNDING RULES:  D (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)

PAY BASIS:       MONTHLY TO HOURLY:    HOURS/MONTH
                MONTHLY TO DAILY:    DAYS/MONTH
                MONTHLY TO ANNUAL:    MONTHS/YEAR
                HOURLY TO DAILY:      HOURS/DAY
                DAILY TO MONTHLY:    DAYS/MONTH
                DAILY TO HOURLY:      HOURS/DAY
                DAILY TO ANNUAL:      DAYS/YEAR
                ANNUAL TO MONTHLY:    MONTHS/YEAR
                ANNUAL TO DAILY:      DAYS/YEAR

(002) - ENTER YOUR CHANGES.
TRANS: 034 KEY 1: F KEY 2: G KEY 3: DIST: 00011
MA b NUM 24/076
    
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4. Convert annual to monthly, e.g. 10 months.

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File Edit View Communication Actions Window Help
** CTL - SALARY MASS CHANGE-COLUMN/STEP-TEACHERS - UPDATE ** 1134

UPDATE SCHED      IMPLEMENT DATE    EFFECTIVE DATE    ADOPTION DATE    MAX STEP
   G              09 01 15      09 01 15      08 25 15        30
                FROM          TO          DELETE/ZERO
COPY/DELETE:     VERSION/SCHEDULE  _ / _
                STEP          - - -
                COLUMN        - - -
                BASIS        -

INCREASE:        PERCENTAGE          AMOUNT
ROUNDING RULES:  D (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)

PAY BASIS:       MONTHLY TO HOURLY:    HOURS/MONTH
                MONTHLY TO DAILY:    DAYS/MONTH
                MONTHLY TO ANNUAL:    MONTHS/YEAR
                HOURLY TO DAILY:      HOURS/DAY
                DAILY TO MONTHLY:    DAYS/MONTH
                DAILY TO HOURLY:      HOURS/DAY
                DAILY TO ANNUAL:      DAYS/YEAR
                ANNUAL TO MONTHLY:    MONTHS/YEAR  10.000
                ANNUAL TO DAILY:      DAYS/YEAR

(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.
TRANS: 034 KEY 1: F KEY 2: G KEY 3: DIST: 00011
    
```

5. Convert annual to daily, e.g. 187 days.

File Edit View Communication Actions Window Help

\*\* CTL - SALARY MASS CHANGE-COLUMN/STEP-TEACHERS - UPDATE \*\* 1134

UPDATE SCHED	IMPLEMENT DATE	EFFECTIVE DATE	ADOPTION DATE	MAX STEP
<b>G</b>	09 01 15	09 01 15	08 25 15	30
		FROM TO	DELETE/ZERO	

COPY/DELETE: VERSION/SCHEDULE \_ / \_  
 STEP \_ - \_  
 COLUMN \_ - -  
 BASIS \_

INCREASE: PERCENTAGE \_\_\_\_\_ AMOUNT \_\_\_\_\_  
 ROUNDING RULES: **P** (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)

PAY BASIS: MONTHLY TO HOURLY: HOURS/MONTH \_\_\_\_\_  
 MONTHLY TO DAILY: DAYS/MONTH \_\_\_\_\_  
 MONTHLY TO ANNUAL: MONTHS/YEAR \_\_\_\_\_  
 HOURLY TO DAILY: HOURS/DAY \_\_\_\_\_  
 DAILY TO MONTHLY: DAYS/MONTH \_\_\_\_\_  
 DAILY TO HOURLY: HOURS/DAY \_\_\_\_\_  
 DAILY TO ANNUAL: DAYS/YEAR \_\_\_\_\_  
 ANNUAL TO MONTHLY: MONTHS/YEAR \_\_\_\_\_  
 ANNUAL TO DAILY: DAYS/YEAR **187.00**

(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.

TRANS: 034 KEY 1: F KEY 2: **G** KEY 3: \_\_\_\_\_ DIST: 00011

MA d NUM 24/076

6. Convert daily to hourly, e.g. 6 hours.

File Edit View Communication Actions Window Help

\*\* CTL - SALARY MASS CHANGE-COLUMN/STEP-TEACHERS - UPDATE \*\* 1134

UPDATE SCHED	IMPLEMENT DATE	EFFECTIVE DATE	ADOPTION DATE	MAX STEP
<b>G</b>	09 01 15	09 01 15	08 25 15	30
		FROM TO	DELETE/ZERO	

COPY/DELETE: VERSION/SCHEDULE \_ / \_  
 STEP \_ - \_  
 COLUMN \_ - -  
 BASIS \_

INCREASE: PERCENTAGE \_\_\_\_\_ AMOUNT \_\_\_\_\_  
 ROUNDING RULES: **T** (D = DOLLAR, P = PENNY, T = 1/10 OF PENNY)

PAY BASIS: MONTHLY TO HOURLY: HOURS/MONTH \_\_\_\_\_  
 MONTHLY TO DAILY: DAYS/MONTH \_\_\_\_\_  
 MONTHLY TO ANNUAL: MONTHS/YEAR \_\_\_\_\_  
 HOURLY TO DAILY: HOURS/DAY \_\_\_\_\_  
 DAILY TO MONTHLY: DAYS/MONTH \_\_\_\_\_  
 DAILY TO HOURLY: HOURS/DAY **6**  
 DAILY TO ANNUAL: DAYS/YEAR \_\_\_\_\_  
 ANNUAL TO MONTHLY: MONTHS/YEAR \_\_\_\_\_  
 ANNUAL TO DAILY: DAYS/YEAR \_\_\_\_\_

(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.

TRANS: 034 KEY 1: F KEY 2: **G** KEY 3: \_\_\_\_\_ DIST: 00011

MA d NUM 24/076



**B – BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES**

Future Schedule G – Annual Basis

COLUMN/STEP SCHEDULE LIST									
VERSION: <b>F</b>		SCHEDULE: <b>G</b>		PAY BASIS: <b>A</b>		EFFECTIVE: 09/01/15			
						IMPLEMENT: 09/01/15			
SEL	STEP	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>X</b>	001	53,433	53,434	53,435	53,545	56,091	58,635		
-	002	53,434	53,435	53,436	55,941	58,487	61,029		
-	003	53,435	53,436	55,661	58,203	60,753	63,433		
-	004	53,436	55,637	58,182	60,731	63,270	65,834		
-	005	55,499	58,028	60,577	63,131	65,667	68,222		
-	006	57,874	60,426	62,978	65,526	68,068	70,620		
-	007	60,267	62,822	65,371	67,916	70,468	73,005		
-	008	62,674	65,215	67,764	70,316	72,858	75,406		
-	009		67,610	70,163	72,716	75,257	77,809		
-	010		70,011	72,555	75,105	77,654	80,200		
-	011			74,947	77,500	80,048	82,598		
-	012			77,351	79,888	82,443	84,994		
-	013			79,746	82,287	84,839	87,389		
-	014			79,746	82,287	84,839	87,389		
-	015			80,938	83,480	86,031	88,581		
-	016			80,938	83,480	86,031	88,581		
-	017			80,938	83,480	86,031	88,581		

(X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU

TRANS: **024** KEY 1: **F** KEY 2: **G** KEY 3: DIST: **00011**

MA d NUM 24/076

** CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE **								
VERSION: F		SCHEDULE: G		STEP: 01				
DISTRICT	MAX STEP	EFFECTIVE DATE	IMPLEMENT DATE	ADOPTION DATE				
00011	30	09 01 15	09 01 15	08 25 15				
EDCODE	MINS: MO	0.00 HR	0.000 DA	0.00 AN	0.00 LU	0.00		
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
MONTHLY:	5343.00	5343.00	5344.00	5355.00	5609.00	5864.00	0.00	0.00
HOURLY:	47.623	47.623	47.625	47.723	49.991	52.260	0.000	0.000
DAILY:	285.74	285.74	285.75	286.34	299.95	313.56	0.00	0.00
ANNUAL:	53433.00	53434.00	53435.00	53545.00	56091.00	58635.00	0.00	0.00
LUMP:								

(002) - ENTER YOUR CHANGES.

TRANS: **024** KEY 1: **F** KEY 2: **G** KEY 3: **01** DIST: **00011**

MA c NUM 24/076

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## **Change a Column**

### **Add a Step**

### Change a Column

Salary Schedule – Column/Step – Teachers (024) – Sample Screen

File Edit View Communication Actions Window Help										
** CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE ** 1124										
VERSION: F		SCHEDULE: G			STEP: 01					
DISTRICT	MAX STEP	EFFECTIVE DATE	IMPLEMENT DATE	ADOPTION DATE						
00011	30	09 01 15	09 01 15	08 25 15						
EDCODE	MINS: MO	0.00	HR	0.000	DA	0.00	AN	0.00	LU	0.00
COLUMNS										
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)			
MONTHLY:										
5333.00	5343.00	5344.00	5355.00	5609.00	5864.00	0.00	0.00			
HOURLY:										
47.623	47.623	47.625	47.723	49.991	52.260	0.000	0.000			
DAILY:										
285.74	285.74	285.75	286.34	299.95	313.56	0.00	0.00			
ANNUAL:										
53433.00	53434.00	53435.00	53545.00	56091.00	58635.00	0.00	0.00			
LUMP:										
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y										
TRANS: 024	KEY 1: F	KEY 2: G	KEY 3: 01	DIST: 00011						
MA	d	NUM	24/008							

Add a Step

Salary Schedule – Column/Step – Teachers (024) – Sample Screen

File Edit View Communication Actions Window Help

\*\* CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE \*\* 1124

VERSION: F SCHEDULE: G STEP: 31

DISTRICT	MAX STEP	EFFECTIVE DATE	IMPLEMENT DATE	ADOPTION DATE
00011	31	09 01 15	09 01 15	08 25 15

EDCODE MINS: MO 0.00 HR 0.000 DA 0.00 AN 0.00 LU 0.00

COLUMNS

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
MONTHLY:							
				9550.00	10000.00		
HOURLY:							
DAILY:							
ANNUAL:							
LUMP:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y

TRANS: 024 KEY 1: F KEY 2: G KEY 3: 31 DIST: 00011

MA d NUM 24/008

Updated Future Schedule G

File Edit View Communication Actions Window Help

COLUMN/STEP SCHEDULE LIST 1670

VERSION: F SCHEDULE: G PAY BASIS: M EFFECTIVE: 09/01/15  
IMPLEMENT: 09/01/15

SEL	STEP	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
-	018			8094.00	8348.00	8603.00	8858.00		
-	019			8094.00	8348.00	8603.00	8858.00		
-	020			8213.00	8467.00	8722.00	8977.00		
-	021			8213.00	8467.00	8722.00	8977.00		
-	022			8213.00	8467.00	8722.00	8977.00		
-	023			8213.00	8467.00	8722.00	8977.00		
-	024			8213.00	8467.00	8722.00	8977.00		
-	025			8332.00	8587.00	8842.00	9097.00		
-	026			8332.00	8587.00	8842.00	9097.00		
-	027			8332.00	8587.00	8842.00	9097.00		
-	028			8332.00	8587.00	8842.00	9097.00		
-	029			8332.00	8587.00	8842.00	9097.00		
-	030			8463.00	8718.00	8973.00	9228.00		
-	031					9550.00	10000.00		

(X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU

TRANS: 024 KEY 1: F KEY 2: G KEY 3: DIST: 00011

MA d NUM 24/076

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**Delete a Step**

**Delete an Entire Salary Schedule**

### Delete a Step

For this example, the Salary Schedule – Column/Step – Teachers (024) is used.

1. In the **Action field**, type **D** for delete.
2. Hit the **Enter key** on your keyboard.

File Edit View Communication Actions Window Help

\*\* CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE \*\* 1124

VERSION: F SCHEDULE: G STEP: 31

DISTRICT	MAX STEP	EFFECTIVE DATE	IMPLEMENT DATE	ADOPTION DATE
00011	31	09 01 15	09 01 15	08 25 15

EDCODE MINS: MO 0.00 HR 0.000 DA 0.00 AN 0.00 LU 0.00

COLUMNS (1) (2) (3) (4) (5) (6) (7) (8)

MONTHLY: 0.00 0.00 0.00 0.00 9550.00 10000.00 0.00 0.00

HOURLY:

DAILY:

ANNUAL:

LUMP:

(002) - ENTER YOUR CHANGES. **D**

TRANS: 024 KEY 1: F KEY 2: G KEY 3: 31 DIST: 00011

MA d NUM 24/076

A message displays, “Request to delete step displayed – OK to delete?”

3. In the **Action field**, type an **asterisk (\*)**.
4. Hit the **Enter key** on your keyboard.

File Edit View Communication Actions Window Help

\*\* CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE \*\* 1124

VERSION: F SCHEDULE: G STEP: 31

DISTRICT	MAX STEP	EFFECTIVE DATE	IMPLEMENT DATE	ADOPTION DATE
00011	31	09 01 15	09 01 15	08 25 15

EDCODE MINS: MO 0.00 HR 0.000 DA 0.00 AN 0.00 LU 0.00

COLUMNS (1) (2) (3) (4) (5) (6) (7) (8)

MONTHLY: 0.00 0.00 0.00 0.00 9550.00 10000.00 0.00 0.00

HOURLY:

DAILY:

ANNUAL:

LUMP:

(162) - REQUEST TO DELETE STEP DISPLAYED - OK TO DELETE? \*

TRANS: 024 KEY 1: F KEY 2: G KEY 3: 31 DIST: 00011

MA d NUM 24/076

### Delete an Entire Salary Schedule

For this example, the Salary Schedule – Column/Step – Teachers (024) is used.

1. Enter **asterisks (\*)** in the **date fields** and, in the **Action field**, type **D**.
2. Hit the **Enter key** on your keyboard.

File Edit View Communication Actions Window Help

\*\* CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE \*\* 1124

VERSION: F SCHEDULE: G STEP: 01

DISTRICT MAX STEP EFFECTIVE DATE IMPLEMENT DATE ADOPTION DATE  
 00011 31 \*\* \*\* \*\* \*\* \*\* \*\* \*\* \*\* \*\* \*\* \*\*

EDCODE MINS: MO 0.00 HR 0.000 DA 0.00 AN 0.00 LU 0.00

COLUMNS  
 (1) (2) (3) (4) (5) (6) (7) (8)

MONTHLY:  
 5333.00 5343.00 5344.00 5355.00 5609.00 5864.00 0.00 0.00

HOURLY:  
 47.623 47.623 47.625 47.723 49.991 52.260 0.000 0.000

DAILY:  
 285.74 285.74 285.75 286.34 299.95 313.56 0.00 0.00

ANNUAL:  
 53433.00 53434.00 53435.00 53545.00 56091.00 58635.00 0.00 0.00

LUMP:

(002) - ENTER YOUR CHANGES. **D**

TRANS: 024 KEY 1: F KEY 2: G KEY 3: 01 DIST: 00011

NUM 24/076

A message displays, “Entire schedule delete requested. OK to delete schedule?”

3. In the **Action field**, type an **asterisk (\*)**.
4. Hit the **Enter key** on your keyboard.

File Edit View Communication Actions Window Help

\*\* CTL - SALARY SCHEDULE-COLUMN/STEP-TEACHERS - UPDATE \*\* 1124

VERSION: F SCHEDULE: G STEP: 01

DISTRICT MAX STEP EFFECTIVE DATE IMPLEMENT DATE ADOPTION DATE  
 00111 31 \*\* \*\* \*\*^ ^ ^ ^

EDCODE MINS: MO 0.00 HR 0.000 DA 0.00 AN 0.00 LU 0.00

COLUMNS  
 (1) (2) (3) (4) (5) (6) (7) (8)

MONTHLY:  
 5333.00 5343.00 5344.00 5355.00 5609.00 5864.00 0.00 0.00

HOURLY:  
 47.623 47.623 47.625 47.723 49.991 52.260 0.000 0.000

DAILY:  
 285.74 285.74 285.75 286.34 299.95 313.56 0.00 0.00

ANNUAL:  
 53433.00 53434.00 53435.00 53545.00 56091.00 58635.00 0.00 0.00

LUMP:

(161) - ENTIRE SCHEDULE DELETE REQUESTED; OK TO DELETE SCHEDULE? **\***

TRANS: 024 KEY 1: F KEY 2: G KEY 3: 01 DIST: 00011

NUM 24/076

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SECTION V.

**CDB SPACE LIMITATIONS**

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Los Angeles County Office of Education

(Sample)

Darline P. Robles, Ph.D.  
Superintendent

September 5, 2022

Los Angeles County  
Board of Education

**HRS DISTRICT COORDINATOR COPY**

Rudell S. Freer  
President

Leslie K. Gilbert-Lurie  
Vice President

TO: HRS District Coordinators  
District Name and District Number

Sharon R. Beauchamp

Angie Papadakis

FROM: Laura Gutierrez  
HRS Employee Service Coordinator  
Division of School Financial Services

Ronald D. Rosen

Thomas A. Saenz

SUBJECT: CONTROL DATA BASE SPACE ALLOCATION LIMITS

Sophia Waugh

A review of space allocations in the Control Data Base (CDB) Tables (district-maintained, Function 11) indicates that your district has exceeded or is very close to exceeding the maximum space. **Please do not add any new tables in the following area(s) at this time. If additions are made in this/these area(s) it may cause payroll generation problems.**

The table(s) identified under Function 11, Control Data Base - District Maintenance for your district is:

CDB Table: SAL/HDR - 24/25

The maximum space allowed for this table is 200. Currently, your district's count is \_\_\_\_\_. It is **very important** that you contact my office in writing as soon as possible to indicate what tables can be deleted from the above area(s). If you have any questions regarding the above, please call Janet Parsons at (562) 922-6176.

IR/PT:bc

cc: Business Administrator  
Payroll Supervisor  
Personnel Administrator

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SECTION VI.

**MASS RETRO GENERATION REQUEST**

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Los Angeles County Office of Education

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(Sample)

August 11, 2000

TO: HRS Coordinators  
Los Angeles County School and Community College Districts

FROM: Donald Dobrow, HRS Systems and Training Coordinator  
Division of School Financial Services

SUBJECT: MASS RETRO GENERATION REQUEST FORM REPLACEMENTS

Enclosed are replacement forms for use in requesting mass retroactive pay in HRS. Please discard all prior forms and use only the enclosed forms from now on. You may photocopy from the originals as needed or contact the Employee Services section of the County Office at (562) 922-6178 for additional copies.

It is important to remember that *one form is needed for each bargaining unit* if multiple bargaining units are involved in retroactive salary changes. It is critical that the appropriate board action corresponding to the mass retro request be attached to the Mass Retro Generation Request Form.

Use of HRS future tables is encouraged during the bargaining process to both maintain consistency between calculated pay and the agreed percentage increase, and to reduce the workload of your staff by eliminating duplication of effort in external systems. Please refer to Informational Bulletin #19 dated June 14, 1998, for details regarding the Mass Retro-Pay Process.

You may contact me with any questions regarding the enclosed forms or mass retro processing at (562) 922-6671.

DD:dmv  
Attachments

cc: Business Administrator  
Personnel Administrator  
Payroll Supervisor

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# MASS RETRO GENERATION REQUEST FORM

**\*\* ONE REQUEST FORM PER BARGAINING UNIT \*\***

Date Submitted to LACOE: \_\_\_\_\_

District No.: \_\_\_\_\_ District Name: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Ext: \_\_\_\_\_  
Name Title

Authorized By: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Ext: \_\_\_\_\_  
Name Title

Bargaining Unit Code: \_\_\_\_\_ BU Description: \_\_\_\_\_

Approximate Number Of Employees To Be Paid: \_\_\_\_\_

**\*\*List only pay cycles tied to the above bargaining unit. If other pay cycles are included, the system will abend causing no retro generation for all districts. Please confirm that the listed Pay Cycles are valid for the selected Bargaining Unit before submitting the Retro Request form. \*\***

Pay cycle:					
Beginning Accrual Date:					
Ending Accrual Date:					

Range or Step Change? (Y or N): \_\_\_\_\_  
 Job Class Exclusions? (Y or N): \_\_\_\_\_  
 Object Code 9519? (Y or N): \_\_\_\_\_  
 Control Report? (Y or N): \_\_\_\_\_

Retro Dollar Warning Limit: \_\_\_\_\_ (\*\*No Greater than \$9,999\*\*)

Tax Option? (Check one)  Aggregate  OR  22/6.6 percent

024/025			Effective Date:	Implement Date:	024/025			Effective Date:	Implement Date:
Table:	Salary Schedule:				Table:	Salary Schedule:			
Table:	Salary Schedule:				Table:	Salary Schedule:			
Table:	Salary Schedule:				Table:	Salary Schedule:			
Table:	Salary Schedule:				Table:	Salary Schedule:			
Table:	Salary Schedule:				Table:	Salary Schedule:			
Table:	Salary Schedule:				Table:	Salary Schedule:			
Table:	Salary Schedule:				Table:	Salary Schedule:			

Districts MUST attach the following documents to this request form or request CANNOT be processed.

- **ONE** copy of the **Approved BOARD RESOLUTION** for individuals not covered by a bargaining unit.
- **ONE** certified copy of the **BOARD ACTION** approving increase associated with this request.

**PLEASE EMAIL ALL COMPLETED FORMS AND SUPPORTING DOCUMENTS TO: [SFSEmployeeServices@lcoe.edu](mailto:SFSEmployeeServices@lcoe.edu)**

FOR LACOE USE ONLY					
Date Received by SFS:		By:		Report Gen. Run Date:	
Copies to Payroll Date:		By:		Schedule:	R-
Copies to Retirement Date:		By:			

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Los Angeles County Office of Education  
Division of School Financial Services

**Changes to Informational Bulletin 19 - Contact List**

<b><u>SUBJECT</u></b>	<b><u>SFS STAFF PERSON</u></b>	<b><u>EMAIL</u></b>
Employee Data Base Issues	Laura Gutierrez	SFSEmployeeServices@lacoed.edu
Payroll Issues	Luis Batson	SFS_Payroll_Manager@lacoed.edu
Retirement Issues		
STRS	Talina Ornelas	Dist-SFS-STRSUnit@lacoed.edu
PERS	Claudette Wiggan	SFS_PERS_Unit@lacoed.edu

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**Los Angeles County  
Office of Education**

**INFORMATIONAL  
BULLETIN # 19**

9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Donald W. Ingwerson, Superintendent

July 14, 1998

TO: Business, Payroll, and Personnel Administrators  
HRS Coordinators  
Los Angeles County School and Community College Districts

FROM: Donald M. Dobrow, HRS Systems and Training  
Division of School Financial Services

SUBJECT: MASS RETRO-PAY PROCESS: DISTRICT & COUNTY COORDINATION

Collective bargaining often results in employee retroactive salary changes. This bulletin is intended to explain mass retro-pay processing in order to deal with the following:

- When will employees be paid?
- What resources are needed by the district?
- How can the district insure accurate payments?

Please see Informational Bulletin No. 469, dated May 15, 1998, “1998-99 RETROACTIVE PAY” for *legal* issues related to retroactive pay. This bulletin explains the mass retro process with emphasis on timing, school district payroll and personnel staff work effort, and coordination with the Division of School Financial Services (SFS).

**Bargaining Activities - District Level**

Pay Date for Retro?

When a bargaining unit reaches agreement there is high expectation to set a date by which employees can expect to receive retro-pay checks. Although it is strongly recommended that districts not make commitments as to issue dates for retro pay, if it is necessary to do so, please only use estimated dates.

Understanding System Limitations

The Human Resources System (HRS) has limitations. Agreement at the bargaining table as to salary schedules, pay rates, stipend amounts, special assignment rates, and other forms of compensation must often be converted to conform to and operate within HRS processing capabilities.

(over)

MASS RETRO-PAY PROCESS: DISTRICT & COUNTY COORDINATION

Page 25

July 14, 1998

The following is an example of a potential problem related to HRS limitations:

- A district agrees to a percentage salary increase with revised *annual* salary amounts which have been calculated outside of HRS and with rounding rules not recognized by HRS.
- The district calculates *monthly* rates as closely as possible to the agreed annual salaries and builds new HRS salary tables.
- The actual pay calculated by HRS may not exactly match bargained annual amounts.

This is an example attempting to illustrate that agreements at the bargaining table must often be converted or otherwise made to work within HRS.

It is also worth mentioning that almost any type of pay situation that may exist for a district, can be paid in HRS in more than one way. For example, a coaching assignment could be handled as a separate job in HRS, or set up as a periodic stipend, or be paid through a one-time pay feature. Each district makes its own decisions about how it uses HRS. Methods and solutions may differ and there can be different advantages or disadvantages to choices made.

Based upon the fact that HRS has many features, it may be desirable for those involved in the bargaining process to have a general understanding of how various aspects of the district contract are made to work in HRS, through use of tables, jobs, and other features and the choices the district has made.

**Suggestions for Administrators**

1. Pre-Bargaining Technical Briefing

Consider allowing appropriate district technical staff (payroll and/or personnel) to meet with those involved in the bargaining process and discuss typical problems which have occurred in the past due to system limitations.

This discussion will allow for consideration of factors at the bargaining table that may facilitate implementation of the agreement. **It also may aid in improving the *timeliness* of retroactive salary payment.** There may be concepts discussed at the bargaining table for which more than one HRS capability may exist. If handled correctly, advantageous choices may aid in improved administrative effort and reduced delay in retro-pay processing.

2. Use Human Resources System (HRS)

Consider using HRS as a tool in finalizing proposed salary schedules.

Explanation:

The final bargaining process typically concludes with a joint final sign-off of salary schedules. The purpose is for parties to verify that all new salary rate values are correct. However, data in HRS and system rules will control what will actually be paid.

A district may consider a joint review of salary tables generated using HRS. HRS does produce *hard copy reports* of “future” table versions. A future version remains in “edit” status until implemented. This HRS feature is designed to allow entry and loading of new table values, editing, and correcting. When verified by the district and authorized for implementation, a future table can be “rolled” and made operationally effective on the date specified by the district.

MASS RETRO-PAY PROCESS: DISTRICT & COUNTY COORDINATION

Page 3

July 14, 1998

If HRS tables are reviewed by parties involved in the bargaining process, any necessary corrections can be made before implementation *within* HRS.

This type of review process may also have the advantage of allowing district staff to explain issues of conversions, how stipend tables work, and other system aspects or limitations thereby permitting both sides of the bargaining table to best achieve the end result: paying employees according to the agreement.

**Attachments**

The attached material is provided to assist in dealing with general questions about retroactive pay processing:

1. Mass Retro Processing - An Administrative Perspective
2. Mass Retro Processing - A Technical Perspective
3. Mass Retro Processing - Example and Timeline

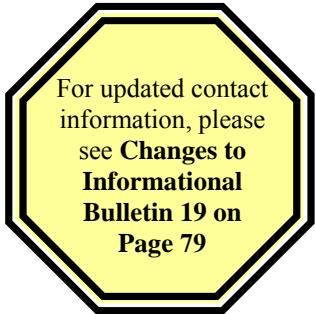
The Division of School Financial Services will make every effort to comply with scheduling requirements of districts. However, we strongly urge that responsible parties within districts plan retro pay requests in advance and according to procedures described in this bulletin and attachments.

**Retro pay issue dates are subject to personnel and payroll constraints, county schedules, and HRS limitations.**

If you have questions concerning this bulletin, please contact me at (562) 922-6671 or you may email whomever below will best serve your needs.

- |                            |                  |                             |
|----------------------------|------------------|-----------------------------|
| - Employee Database issues | Laura Gutierrez  | SFSEmployeeServices@lacoedu |
| - Payroll issues           | Luis Batson      | SFS_Payroll_Manager@lacoedu |
| - Retirement issues        | Talina Ornelas   | Dist-SFS-STRSUnit@lacoedu   |
|                            | Claudette Wiggan | SFS_PERS_Unit@lacoedu       |

Approved:  
Bruce N. Zentil, Director  
Division of School Financial Services



DD:sb/dmv  
Attachments

Bul. No. 19  
SFS, A4, 1998-99

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**B – BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES**

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Los Angeles County Office of Education  
Division of School Financial Services

<p><i>MASS RETRO PROCESSING</i> <b>AN ADMINISTRATIVE PERSPECTIVE</b></p>
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This publication discusses pay rate changes using HRS with impact focused on retroactive pay. Step one addresses implementing new pay rates while steps two through eight focus on the retroactive impact of pay rate changes. Attached is a technical perspective on mass retro-pay, which deals with the subject in greater detail. It is followed by an example and typical timeline.

PAY RATE CHANGES

Timing Decision for Implementing Pay Rate Changes

What will be the first pay date reflecting new salary rates?

District considerations for this decision:

- a) Acknowledge prevailing payroll production schedules
- b) Be aware of lead time for necessary district activity
- c) Fully understand when new salary tables are to be rolled in HRS
- d) Determine the start and end dates of the retroactive pay period

Example

Assume negotiations are completed in early February and salary rates are to be retroactive to July. It is decided that February earnings (accruals) paid March 1 will be the first payroll with the new rates. This decision also fixes the retro period of July through January earnings.

The decision as to the first pay date with new rates can be complex. There may be more than one payroll impacted resulting in different timing considerations. There may have to be a staggered effect: monthly pay rates updated for primary assignments on March 1, payrolls for coaching and other assignments changing on March 10, etc.

It is important to fully consider all impacts of a possible target date along with production and system limitations.

Preliminary Input of Salary Rate Changes in HRS

Once the decision regarding the first pay date with new rates is made, it is necessary to revise all appropriate tables and salary schedules and jobs in HRS and in accordance with the county production schedules.

The HRS “future” table version allows districts to develop, proof and edit table data and rates before the tables are actually implemented.

Attachment No. 1  
Bul. No. 19  
SFS, A4, 1998-99

(over)



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## B – BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES

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### Step 1 - Table Roll Making New Salaries Operational in HRS

Salary table revisions are made in “future” table version status but have no effect on the system until rolled by the district. This is merely an “edit” phase. Once the tables are determined to be final and all editing by district staff is complete, the actual roll of all necessary tables must be coordinated with the county and within the payroll production schedule. The table roll process causes “future” tables to become “current” tables. This must often be carefully controlled so as not to create other effects not intended. Once rolled, prior tables become inactive but are retained in HRS for other purposes.

SFS Employee Services Section is available to assist and monitor this process. If there is to be a staggered effect and multiple payroll impact, it may be necessary to separately time the roll of selected tables. Also, HRS has a salary override capability (e.g. “Y” rate). All override situations require manual and individual attention, if necessary.

If this process is handled correctly, new rates for employees will become active on the target pay date. From this point forward, employees will be paid at new rates.

### MASS RETRO PROCESS

### Step 2 - Formal Mass Retro Request To SFS

In order to initiate the process for mass retro-pay, the school district must submit a Mass Retro Generation Request Form with supporting governing board action to SFS.

The request must include necessary and important key elements needed for HRS production. These elements typically include: bargaining units impacted, effective period, pay cycles impacted, percent increase in salaries, salary schedules impacted, job classification exclusions, etc.

### Step 3 - Review of Request Package by SFS

The district Mass Retro Generation Request Form is reviewed by three operating sections in SFS: Payroll, Retirement, and Employee Services. This review generally takes no less than two business days. It is focused on legal aspects, retirement reporting implications, and processing issues, and possible problems. Complicated retro requests or legal issue resolution may take more time and involve contact with officials at STRS and/or PERS.

### Step 4 - Scheduled Production of Working Transaction File by SFS

SFS and the school district coordinate the timing schedule for the production of the retro working file. This is commonly called Mass Retro “generation.” This process only produces a transaction file. It does not produce pay. The process involves massive file transaction which captures all past pay records for all employees impacted and for all pay periods covered as determined by criteria on the Mass Retro Generation Request Form. This file is usually created in HRS on a Friday evening to allow weekend processing. It involves considerable county level effort.

Once the transaction file is created, hard copy reports generated by the process are reviewed by SFS the following activity day, usually Monday, and are delivered to the district usually on Tuesday. The file can also be viewed on-line in HRS directly by the district on Monday morning.

Step 5 - Review and Change Process - Mass Retro Working Transaction File

If an employee was incorrectly paid for a month, HRS allows transactions to be entered in HRS manually. When those transactions are processed, corrected pay will result. The Mass Retro Working Transaction File contains *system generated* correction transactions. These are in the same format as manual input transactions for each person and for each pay period included in the retro period. This transaction file eliminates tedious input and calculations, which would otherwise have to occur manually.

This file is available for on-line review by appropriate district staff. Corrections are made on-line until the district is satisfied with the accuracy of all retro transactions. This may take several weeks depending on a variety of factors: district staff workload and meeting other pay deadlines; complexity of the retro pay request; complexity of the bargaining agreement; and complexity of assignments and tables in HRS. SFS reviews mass retro file reports and transaction file data *on request* and advises the school district regarding any processing problems. All transaction corrections must be entered or revised by district staff.

Step 6 - Intent to Lock

Once the District is satisfied that the Mass Retro Working Transaction File is accurate based on the terms and conditions of the bargaining agreement, the district then notifies SFS of its intent to produce retro-pay warrants. HRS normally schedules retro-pay warrant production on Thursday nights. Typically, several districts lock in any given week. With limited exceptions, retro-pay production requests are “slotted” into the next available county-wide production run. SFS requires two-day advance notice. There are occasions when the volume of retro-pay production requests prohibits slotting additional districts. If so, production must be slotted into the next retro-pay production cycle the following week.

The district must notify SFS of intention to lock no less than two business days prior to the target production date. Since production is normally scheduled on Thursday evenings, the notice of intent to lock must be received no later than the close of business (5:00 p.m.) on the preceding Tuesday.

Step 7 - Mass Retro Warrant Production

Locking is synonymous with activating “production.” Intent to lock, Step 6, is a preliminary step for slotting purposes. SFS requires formal authorization to actually lock. This authorization must be received no later than 4:00 p.m. on the target lock date, usually Thursday. Once locked, warrants will be produced during the production cycle on the evening of the lock date. The issue date is usually the following Monday

Step 8 - Pre-Release and Post-Production Activities - District & SFS

The morning following production, SFS reviews warrants in preparation for release to the district. Delivery is scheduled on the issue date of the warrants which is always two business days following production. Again, based on Thursday production, mass retro-pay warrants are usually delivered via Jet Bag delivery on the following Monday morning.

**IMPORTANT:**

Each district is responsible for final review before release of warrants to employees. SFS should be notified of any problems discovered during this process. Assistance will be provided accordingly.

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It is common that certain individual employee situations are more complex than others. Districts often determine that selected warrants must be canceled/reentered and/or corrected. Supplemental payroll schedules are provided to process pay for these selected employees. The use of a supplemental schedule may take a few days. Because most districts find it very undesirable to release retro checks piece-meal, they usually hold mass retro payments until all corrections are complete and all retro pay can be released at one time.

**Final Note**

Successful and timely mass retro pay processing is a cooperative effort. Pressure to meet deadlines can be lessened by careful planning. The process begins at the bargaining table and can be improved through understanding of system limitations. Consideration of workload and adequate resources is important. Payroll and personnel staff must continue with their normal daily workload and Mass retro-pay must be sandwiched within existing schedules and work effort. Overtime or additional time is often needed.

*The “MASS RETRO PROCESSING - A TECHNICAL PERSPECTIVE,”  
is attached to this material . It contains more detailed information and may also aid in the process.*

## B – BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES

Los Angeles County Office of Education  
Division of School Financial Services

### *MASS RETRO PROCESSING* **A TECHNICAL PERSPECTIVE FOR PERSONNEL AND PAYROLL STAFF**

The purpose of the following information is to describe *procedures* and *timing considerations* for the mass retro-pay process and to facilitate coordinated efforts between district and SFS staff.

Each step in the process is explained. Where appropriate, HRS and internal processing time constraints are identified to give school district staff a realistic view of the joint effort required.

LEGAL ISSUES: Please see Information Bulletin 469 dated May 15, 1998, concerning legal issues relating to retroactive pay.

#### **Time Frame of Mass Retro Process**

##### **IMPORTANT**

The greatest timeserver, aside from carefully following mass-retro procedures, is the on-going proper use of HRS with consistent emphasis on proper use of tables and other HRS features. For example, whenever a short cut is taken in order to pay a person it often creates a set of file records that cannot be processed by HRS when a later mass-retro process is attempted. See next:

##### Example

An employee has a monthly rate of \$2,000. For one month the rate should have been \$2,100. There are different methods in HRS to pay the employee the additional \$100.

A short cut is to pay the employee \$100. In a subsequent Mass Retro Transaction Work File, \$100 paid using the short cut method will produce a retro exception. Research and manual corrections will be necessary.

The correct method involves using the one-time pay method and entering transactions in HRS to reverse the \$2,000 paid and then using the correct rate of \$2,100. The salary rate tables without override system ability should be used.

If the \$100 correction is processed correctly, HRS mass retro will normally also handle it correctly. There will be no further system corrections needed and no research required.

Again, the greatest contribution to timely mass-retro pay with minimal work is not the Mass Retro process itself, but the on-going overall quality of day-to-day work using proper tables and other HRS features.

#### **Mass Retro Timing Issues:**

- Ratification and Board Approval (timelines are determined by district)
- HRS Tables set-up, review and table Roll (typically takes from two to five days)
- Completion of Mass Retro Generation Request Forms packets (district determined)
- SFS review of request packets including set up of working transaction file generation (takes approximately two business days)
- Report production and delivery (takes one business day)
- Correction process (typically takes two to six weeks to complete)

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## B – BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES

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- Notice of Intent to Lock period and final review by SFS (takes a minimum of two days prior to scheduled production run for mass retro)
- Scheduling of request among other district mass retro-pay production requests

*All of the preceding items represent a process that may take several days to many weeks for completion depending on available district resources, SFS assistance, and the scope and nature of the bargaining agreement.*

### **Basic Requirements for Successful Mass Retro Processing**

- Compatibility of bargained salary schedules and HRS schedules, tables, and jobs.
- Accurately completed forms with separate forms submitted for **each** bargaining unit
- All required attachments with appropriate number of copies
- Clean transaction files affecting regular pay, stipends, etc.
- Adequate time, staff, and other resources available at both district and SFS
- Following prescribed procedures

### **STEP BY STEP MASS RETRO PROCESS**

#### Step 1 - Table Roll to Make New Salaries Operational in HRS

The district identifies which salary schedules and stipend tables will be effected by the bargaining agreement. The implementation date is determined by the district.

The table implementation (roll) date must be coordinated to take place as follows:

1. **After** the Payroll Production Date of the last accrual period within the retro period, and
2. **Before** the Time Report Production Date of the next pay period for which payroll has not yet been processed (with the new rates).

Districts are encouraged to call SFS Employee Services section for assistance with table rolls.

#### Step 2 - Request Pre-Production of Mass Retro Pay Through SFS

One Mass Retro Generation Request Form is to be completed per bargaining unit. Detail is important. Incomplete information will delay the process and/or cause errors. Required attachments include:

- Two copies of the supporting Board Action including Notice of Ratification and stating the effective mass retro period and the percent increase with appropriate authorization
- Declaration of Indefinite Wages and Fringe Benefits for non-represented employees

Mass Retro generation is normally set for Friday evening. The Mass Retro Generation Request Form and package must be received at least two business days prior to the planned generation date. Late receipts will result in postponement of the mass retro generation to the following week.

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**Step 3 - Review of Request Package by SFS**

Immediately upon receipt of the mass retro package, the form and attachments are reviewed by SFS. Problems are resolved between the district and SFS staff, if necessary.

SFS reviews request materials only as they impact retro pay processing. *Compliance with bargaining agreements and timelines are the responsibility of the district.*

Once the request package is received by SFS, three sections review and verify the following:

<b><u>Employee Services</u></b>	<b><u>Payroll</u></b>	<b><u>Retirement</u></b>
Accrual period Salary and stipend table rolls Pay cycles, salary/stipend effective dates Work calendars Range/step changes Bargaining units Job class exclusions Accounting treatment including prior period object codes	Accrual period Board action compliance with legal options Work calendars Appropriate tax option Bargaining units Compliance with education codes Preparation of system run specifications Pay cycles, salary/stipend effective dates	Accrual period Requested retro supported by Board approval including % of increase, bonuses, etc. Bargaining units Various PERS/STRS issues Other stipulations including pay type * Effective date

**Step 4 - Scheduled Production of Working Transaction File by SFS**

Once the steps described above are completed, mass retro-pay generation is scheduled in HRS by SFS Payroll staff.

Typically, retro-pay transaction file and report generation is pre-scheduled to run on Friday evenings. Occasionally, retro-pay requests must be rescheduled around regular payroll processing for which the Friday production slot has been reserved.

Retro-pay Reports are described below:

**PAYR198 Mass Retro Control Report**

- Parameters for the payroll production which were specified by the District.
- The number of bargaining unit employees on the reports.
- The number of transactions that met the mass retro criteria (PAYR 196).
- The number of exceptions (PAYR197).

**PAYR196 Preliminary Mass Retro Report**

- The results of processing the retro by employee in social security number sequence.
- The calculated dollar amount of retro due per month/pay period for each earnings code affected.
- Totals per position and per employee.

**PAYR197 Mass Retro Detail Exception Report**

- The results of processing the retro by employee in social security number sequence.
- Exceptions which result from pay calculations such as lump sums, overrides and error conditions.

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## B – BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES

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SFS will examine these reports to identify any problems related to *processing*, which will be brought to the attention of the district. However, **it is the district's responsibility to validate the accuracy of the data.**

The reports are delivered to the districts via Jet Bag following review, typically Tuesday morning.

### Step 5 - District Review and Change Process - Mass Retro Working Transaction File

Districts are cautioned to carefully examine the accuracy of **ALL** retro results on **BOTH** the Preliminary Mass Retro Report and the Mass Retro Exception Report.

Based on a thorough review of the above reports, including tests for accuracy on the Preliminary Mass Retro Report, districts are to make necessary corrections on-line to insure the accuracy of retro warrants. During the correction process, SFS will also review the reports for purposes of:

- Examining all negative pay situations and zero transactions (Retirement section)
- Assisting the district with manual calculations and corrections (Retirement and Payroll sections)

Note: Pre-scheduling staff resources in advance of a mass retro promotes timely completion of the process as discussed earlier in this publication.

### Step 6 - Intent to Lock - Important Notification

The foregoing steps, particularly the correction phase, are a *process* which may take many days to several weeks to complete, depending on:

- Available District resources
- Available SFS resources
- The scope and nature of the board action with respect to the retro
- Effective communication between district and SFS

To insure that SFS and district activities are coordinated, it is essential that the district formally notify SFS of their *intent* to lock a retro. This notice allows SFS sufficient time to complete the final validation process. **Notice of intent to lock a retro is required no later than two days prior to any targeted retro production date.**

Since production is usually scheduled for Thursday evening, the notice of intent must be received no later than the close of business (5:00 p.m.) on the preceding Tuesday.

SFS will determine whether or not a target retro production date is feasible. The criteria of feasibility is:

- Review process is complete in terms of both SFS and district activities
- On-line transactions are clean
- Date selected by district is not in conflict with other scheduled activity

SFS **cannot** alter this two-day review time. If there is less than two days notice for this final review, the transactions **must** be scheduled to run the following week.

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### Step 7 - Mass Retro Warrant Production

Notice of intent to lock does not by itself cause the production of mass retro-pay. SFS requires formal authorization from the district to lock the mass retro production transaction file in addition to the preceding notice of intent to lock. The formal authorization for production must be received no later than 4:00 p.m. on the lock date, again typically Thursday.

Retro pay authorizations include:

- Formal authorization from the district to produce mass retro warrants based on their completion of the review process attesting that ALL transactions are correct. Presently, this is provided via telephone to the SFS Payroll section.
- Authorization from involved SFS sections, indicating that the internal final review has been completed and that all zero and negative balance exceptions have been addressed.

After all requirements are met, the Payroll section staff formally locks the retro schedule in HRS to produce pay.

### Step 8 - Pre-Release and Post-Production Activities - District & SFS

Mass-retro pay is typically scheduled for warrant production on Thursday evening. Warrants are usually delivered to SFS on Friday morning with an issue date of the following Monday. The SFS Payroll section completes the preliminary examination of warrants as it does with all payroll warrants. Warrants are usually delivered to districts on the issue date.

Once released to the district, care must be taken in the examination of warrants prior to distribution to employees.

**IMPORTANT:** Each school district is responsible for final review before release of warrants to employees. SFS should be notified of any problems discovered during this process. Assistance will be provided accordingly.

If a district determines that a retro warrant is incorrect, a correction should be made on a supplemental schedule. Releasing all retro pay or waiting until all corrections are made is a district decision.

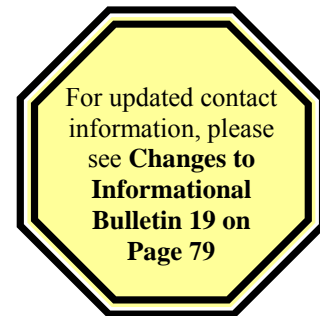
### **Comments: District/SFS Cooperation**

The overall mass retro process is a cooperative effort between the district and functional areas within SFS. It requires adherence to established procedure and timelines. The pressure to meet deadlines can be lessened by careful planning, beginning at the bargaining table. We strongly urge responsible parties at each district to plan retro pay requests well in advance and to perform processing according to procedures described in this publication.

### **SFS Contacts:**

If you have questions concerning this bulletin, please call the following individuals:

- |                            |                  |                |
|----------------------------|------------------|----------------|
| - Payroll issues           | Terrie Luevano   | (562) 922-6447 |
| - Retirement issues        |                  |                |
| STRS                       | Talina Ornelas   | (562) 922-6295 |
| PERS                       | Claudette Wiggan | (562) 922-6565 |
| - Employee Database issues | Laura Gutierrez  | (562) 922 6471 |





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Los Angeles County Office of Education  
Division of School Financial Services

**MASS RETRO PROCESSING  
EXAMPLE AND TIMELINE**

The following example explains how the mass retro process works assuming normal resources and conditions necessary to complete the process.

**EXAMPLE**

District XYZ negotiates a salary increase for a specific employee bargaining unit. Preliminary salary tables are generated using the HRS future tables option are they are verified as correct.

Information about needed retro pay is developed by the district and a Mass Retro Generation Request Form is prepared for the bargaining unit. In this example, the request package includes:

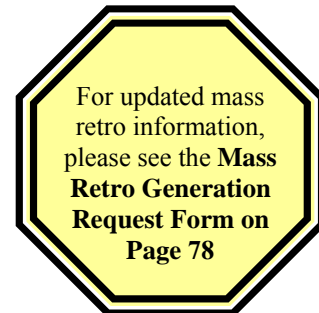
- Mass Retro Generation Request Form dated 4-9-98
- Ratification dated 2-27-98.
- Approval of the Governing Board with specific retro addendum dated 3-11-98.
- Declaration of Indefinite Wages and Fringe Benefits dated 5-28-97

Following is a summary of the information pertaining to this mass retro request. Most of this information is recorded on the Mass Retro Generation Request Form.

**Retro Pay Generation Form Information:**

Retro Period:	January 1 through February 28, 1998
Employee Group Effected:	Classified Management
Bargaining Unit:	AD (Administrative)
Salary Schedule(s) Effected:	C2 (full month accrual period)
Salary Table/Schedule:	025/M
Number of Employees:	30
Percent Increase Approved:	3%
Board Approval Date:	3-11-98
Last Sched. Accrual Period/Prod. Date:	2-1-98 through 2-28-98 / 2-23-98
Next Accrual Per./Time Report Prod. Date:	3-1-98 through 3-31-98 / 3-17-98
Salary Roll Date set by District:	3-16-98

Other Table Modifications:	
Range/Step Change?	No
Job Class Exclusions?	No
Prior Year Object <del>95010?</del>	No
Retro Dollar Waning Limit:	\$900.00



Notice that the salary increase for this bargaining unit was approved on March 11 and the new table was implemented on March 16. The very next payroll produced on March 25 is the first to be impacted by the new rates. The “roll” of the new table takes place **after the last production date in this pay cycle** (February 23) and **before the Time Report Production date for the upcoming accrual period** (March 17).

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**Retro Processing Steps**

- Step 1 Table Roll takes place on 3-16-98.
- Step 2 Mass Retro Generation Request Form is submitted to SFS on 4-8-98. The form is has been completed in a comprehensive manner with the above referenced attachments.
- Step 3 SFS receives the packet on 4-9-98 and validates the attachments.
- Step 4 The retro transaction working file and report generation is scheduled by SFS for Friday, 4-10-98. Reports are produced Friday evening, reviewed by SFS Monday morning, 4-13-98, and delivered to the district the following Tuesday, 4-14-98.
- Step 5 The district makes corrections as needed on-line in HRS. [In this example the correction process takes one week]
- Step 6 The district is satisfied with the results of on-line corrections and, before close of business (5:00 p.m.) on 4-21-98, notifies SFS by phone of their intention to lock the schedule and produce warrants. [The two-day notice period has been observed by the district]
- Step 7 The district calls to lock the retro schedule on the morning of Thursday, 4-23-98. The SFS Payroll section confirms that it has received the required approvals from all SFS sections on the Mass Retro Generation Request Form and schedules warrant production (“locks” the retro) before 4:00 p.m. on 4-23-98.
- Step 8 The retro warrants are produced the evening of Thursday, 4-23-98. The warrants are reviewed by the SFS Payroll section the following morning Friday, 4-24-98. Retro warrants are released for delivery to the district in the next available Jet Bag delivery on Monday, 4-27-98.

The attached calendar chronicles the above events.

**B – BUILDING, CHANGING, AND MAINTAINING DISTRICT TABLES**

Source of Activity	MONDAY	TUESDAY	WEDNESDAY 4-8-98	THURSDAY 4-9-98	FRIDAY 4-10-98
District ⇒			Retro request is submitted by District		
SFS ⇒				<i>Retro request is received and reviewed by SFS</i>	<i>Retro reports are generated if all documents are in order</i>
			(#2 & 3)		
				(#4)	

Source of Activity	MONDAY 4-13-98	TUESDAY 4-14-98	WEDNESDAY 4-15-98	THURSDAY 4-16-98	FRIDAY 4-17-98
District ⇒		Reports are received by District	District reviews reports and makes changes	District continues the correction process	District continues the correction process
SFS ⇒	<i>Reports are delivered to District</i>	<i>SFS monitors process</i>	<i>SFS monitors process</i>	<i>SFS monitors process</i>	<i>SFS monitors process</i>
		(#4)	(#5)	(#5)	(#5)

Source of Activity	MONDAY 4-20-98	TUESDAY 4-21-98	WEDNESDAY 4-22-98	THURSDAY 4-23-98	FRIDAY 4-24-98
District ⇒	District continues the correction process	First chance for District to notify SFS of intent to lock	District continues to review reports and on-line data	District authorizes SFS to lock retro	
SFS ⇒	<i>SFS monitors process</i>	<i>SFS begins final review</i>	<i>SFS continues final review</i>	<i>SFS approves and locks retro Warrants are produced</i>	<i>Warrants are reviewed by SFS</i>
		(#6 & 7)	(#6 & 7)	(#6, 7 & 8)	(#8)

Source of Activity	MONDAY 4-27-98	TUESDAY 4-28-98	WEDNESDAY 4-29-98	THURSDAY 4-30-98	FRIDAY 5-1-98
District ⇒	Warrants are reviewed by District upon receipt	If District is <b>not</b> ready to lock in by the end of the third week, the review process continues until both the District and SFS determine that the retro calculations are accurate and complete.			
SFS ⇒	<i>Warrants are delivered to District via Jet Bag</i>				
		(#8)			

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