



**Los Angeles County
Office of Education**



**HUMAN
RESOURCE
SYSTEM**

DISTRICT PERSONNEL INFORMATION SERVICES
DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION I

PAYROLL PROCESSING

2024-2025 TRAINING MANUAL

An Official Publication



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

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SECTION I.

GENERAL INFORMATION

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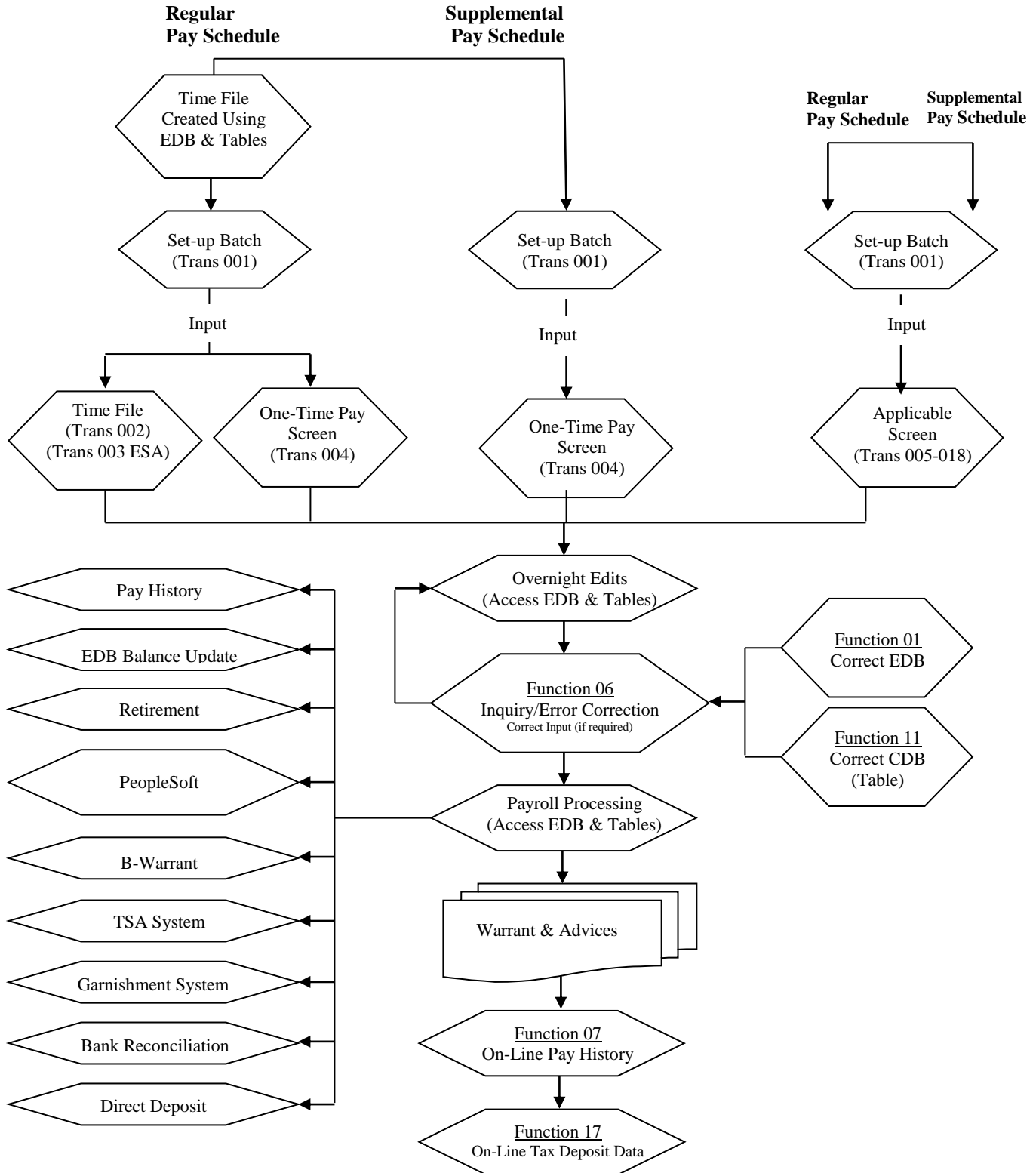
Payroll Processing

General Information

HRS Payroll Overview

Function 02 – Time Input
(Salary, Stipend Payments)

Function 03 – Payroll Adjustment
(Cancellation, Refund, Balance Adjustments)



Control Data Base (CDB)

General Information

Reference: HRS Manual Section II, Page 2

Function 11 - District Maintenance Transaction Menu

```

** 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  _____ KEY 1: _____ KEY 2: _____ KEY 3: _____ DIST 00111
    
```

Function 16 - Table Inquiry Transaction Menu

```

** CONTROL TABLE MENU - INQUIRY **
1600

TRANS  ----- DESCRIPTION ----- KEY(S) -----
002 *  GROSS TO NET TABLE           G-T-N NO: _____
004 *  JOB CLASSIFICATION TABLE     JOB CLS: _____
006 *  DATA ELEMENT TABLE         INPUT TYPE: _____ DATA ELEMENT: _____
009 *  LEAVE ACCRUAL TABLE         PLAN: _____ TYPE: _____
010 *  EARNINGS CODE TABLE         EARN TP: _____
011 *  WORK LOCATION TABLE         WORK LOC: _____ SUBSITE: _____
016 *  RETIREMENT RATE TABLE       VERSION: _____ BARG UNIT: _____
019 *  VENDOR TABLE               VENDOR: _____
020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
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: _____
029 *  DISTRICT CODES TABLE        CODE TP: _____ CODE (OPT): _____
029 *  WORK CALENDAR TABLE         CALENDAR: _____ FISCAL YEAR: _____
037 *  ORGANIZATIONAL CHART         SUPV POS: _____ TRL: _____
037 *  LABOR ACCOUNT LISTING ("S" ONLY)
037 *  REPORT REQUEST
040 *  SPEED KEY/ACCOUNT CODE LINKUP SPEED KEY _____

INTERRUPT: _____ * ENTER "S" FOR TABLE SEARCH
TRANS  _____ KEY 1: _____ KEY 2: _____ KEY 3: _____ DIST: 00111
    
```

I – PAYROLL PROCESSING

The Control Data Base (CDB) Section provides information on district and SFS-maintained tables. The table purpose is explained along with an example of how the table interfaces with other functions and how to make or request additions, changes, or deletions to each table.

A sample screen is displayed with the field descriptions for each table. If the table is maintained by School Financial Services, a copy of the request form for a table change is included with instructions on how to request changes. Tables are placed in table number order, i.e., the Gross-To-Net Table (002) is first, followed by the Job Classification Table (004).

Some tables in the CDB are used for internal system processing and are not accessible by districts, e.g., Tax Rate Tables, Vendor Table. These tables are maintained by the county office using Function 05, Central Maintenance, and are not included in this section.

Information is provided for the following tables:

Gross-To-Net (002)	Determines how deductions, reductions, and contributions are processed during payroll calculation. (SFS-maintained)
Job Classification (004)	Contains all job classification codes and data related to each classification. (District-maintained)
Earnings (010)	Determines how time transactions and retroactive pay adjustments process during payroll production. (SFS-maintained)
Work Location (011)	Stores work location information, which can be used for special reporting. (District-maintained)
Retirement Rate Table (016)	Used for internal processing for retirement reporting. (SFS maintained)
District Profile (020, 021)	Stores district information (e.g., pay cycles, workers' compensation rate, and factor, etc) which determines how a variety of data is processed. (SFS-maintained)
Salary Schedules (024, 025)	Used to determine salary rates for all job assignments. (District-maintained)
Stipend (026)	Used to determine stipend rates/amounts if input on a job assignment. (District-maintained)
Benefits (027)	Used to determine benefit amounts when benefits are input on EDB Benefit screens 020 or 021. (District-maintained)

I – PAYROLL PROCESSING

District Codes (028)	Identifies uniform descriptions for codes that are input on the EDB screens, e.g., termination reason, bargaining unit, etc. (District-maintained)
Work Calendar (029)	Stores pay period and annual information, which is used during time reporting and payroll processing. (District-maintained)
Bank Name Table (038)	Contains all bank account information and related data. (SFS-maintained)
Report Request (039)	Used to request copies of table reports on line.
Speed Key/Account (040)	Used to store labor distribution accounts with percentages to assist in data entry of account information on EDB Labor Distribution screen 006, EDB Future-Dated Labor Distribution screen 106, PCDB Labor Distribution screen 003 and Time Reporting (District-maintained)

Accessing the Tables

District-maintained tables can be accessed for additions, changes, or deletions by using Function 11, District Maintenance. District and SFS-maintained tables can be viewed using Function 16, Table Inquiry. See the applicable table section for instructions for making additions, changes, or deletions.

Control Data Base Relationship with the Employee Data Base and Payroll

The Control Data Base (CDB) is used to build and maintain the Employee Data Base (EDB) and greatly impacts time reporting and payroll calculations. The tables allow for automatic updating of EDB records. During time reporting and payroll processing, the tables provide the mandatory tax rates, the benefit amounts, salary rates and stipend amounts. The tables determine whether retirement is deducted, the order of processing for mandatory taxes and deductions, how earnings codes are processed, and the daily/hourly rate calculation.

Table Mass Change

There is a Table Mass Change Option for the Column/Step Salary Schedule (024), Range/Step Salary Schedule (025), and Stipend (026) tables. This option enables the user to create a "future" schedule/stipend by copying an existing schedule/stipend. The amounts on the future schedule/stipend can be modified or deleted. Modification would include applying a positive or negative percentage/amount; rounding specified pay basis to the desired number of decimal places; changing existing pay basis or adding a new pay basis by converting from other existing pay bases. See the Table Mass Change Section which follows.

Table Search Screens

Some tables have a Table Search Screen, which allows the user to view a list of records from the table rather than only one detail screen at a time. For example, the user can view all job classification records on the Job Classification Table (004). Only selected fields are displayed on the search screen. The detail screen can be accessed by entering an "X" next to the record. See the applicable table section for a sample screen and details on what information is displayed on each table search screen.

The search screen can list all records or begin with a selected record and display all records from that point. Districts can view all or selected records for the Gross-To-Net table (002), Job Classification table (004), Leave Accrual table (009), Earnings table (010), Work Location table (011), Retirement Rate table (016), Column/Step Salary Schedule table (024), Range/Step Salary Schedule table (025), Stipend table (026), Benefits table (027), Work Calendar table (029), and Speed Key/Account Code Linkup table (040).

The Salary Schedule tables (024, 025) have a List Screen which displays all steps/columns for Table 024 and ranges/steps for Table 025 for a selected pay basis on a schedule. Access information and a sample screen follow the salary schedule table search screen.

How To Access the Table Search Screens From the Transaction Menu

Select Function 11 Control Table District Maintenance (update) or Function 16 Control Table Inquiry (inquiry only). On the Transaction Menu:

Enter an "S" (search) in the Action field; enter the table number next to TRANS. Select tables may also be accessed by entering the table record code in KEY fields to access the search screen beginning with a selected record. See sample screen below.

Accessing table search from the Transaction Menu

```

** CONTROL TABLE MENU - INQUIRY **
1600

TRANS  ----- DESCRIPTION -----  ----- KEY(S) -----
002 *  GROSS TO NET TABLE             G-T-N NO:  _____
004 *  JOB CLASSIFICATION TABLE      JOB CLS:   _____
006 *  DATA ELEMENT TABLE          INPUT TYPE:  DATA ELEMENT:  _____
009 *  LEAVE ACCRUAL TABLE           PLAN:      _____ TYPE:      _____
010 *  EARNINGS CODE TABLE           EARN TP:   _____
011 *  WORK LOCATION TABLE          WORK LOC:  _____ SUBSITE:  _____
016 *  RETIREMENT RATE TABLE         VERSION:   _____ BARG UNIT:  _____
019 *  VENDOR TABLE                 VENDOR:    _____
020/021 DISTRICT PROFILE TABLE - 1 / DISTRICT PROFILE TABLE - 2
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:  _____
                                DISTRICT CODES TABLE          CODE TP:   CODE (OPT):  _____
029 *  WORK CALENDAR TABLE           CALENDAR:  FISCAL YEAR:  _____
                                ORGANIZATIONAL CHART          SUPV POS:  _____
                                REPORT REQUEST
037 *  LABOR ACCOUNT LISTING ("S" ONLY)
                                SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY  _____
040 *

INTERRUPT:  _____ * ENTER "S" FOR TABLE SEARCH

TRANS 002  KEY 1: _____ KEY 2: _____ KEY 3: _____ DIST: 00111
    
```

Table Search Screen (1671)

*** TABLE SEARCH ***										1671
GROSS-TO-NET TABLE										
	115	150	STRS REPAY (EE TO ER)	-D		114	0099	RESERVED FOR COUNTY USE		-D
<input checked="" type="checkbox"/>	005	0099	125 CASH IN LIEU RESERVED	-R		001	0100	ESA COLLECTION		-R
	030	0099	STRS EMPLOYEE DEDUCTION	-D		007	0145	STRS REIMBURSEMENT		-R
	031	0099	STRS EMPLOYER PICKUP	-R		034	0149	RESERVED ARP 457/FICA		-R
	032	0099	STRS EMPLOYER CONTRIBUT'N	-C		010	0150	DELTA DENTAL PLAN RED		-R
	033	0099	STRS OVER PAID BENEFITS	-D		011	0150	SAFEGUARD HEALTH PLAN RED		-R
	036	0099	STRS PAY BACK - EMPLOYER	-C		012	0150	VISION SERVICE PLAN RED		-R
	040	0099	PERS EMPLOYEE DEDUCTION	-D		013	0150	ACCIDENT INS PRE TAX		-R
	041	0099	PERS EMPLOYER PICKUP	-R		014	0150	IRC SECTION 125 PLAN #5		-R
	042	0099	RESVD. CALL RETIREMENT	-P		015	0150	UNREIMBURSED MEDICAL		-R
	043	0099	PERS EMPLOYER CONTRIBUT'N	-C		016	0150	AM FID CANCER INS		-R
	044	0099	RESVD. CALL RETIREMENT	-P		017	0150	DELTACARE - HMO RED		-R
	048	0099	PERS EMPLOYER PICKUP L/S	-R		172	0150	HEALTH NET PPO		-R
	052	0099	CERS EMPLOYER CONTRIBUT'N	-C		174	0150	HEALTH NET HMO		-R
	055	0099	CERS PAY BACK EMPLOYER	-C		176	0150	KAISER PERMANENTE RED		-R
	108	0099	STRS BUY BACK - NO TAX DEF	-D		298	0150	DEPENDENT CARE		-R
	109	0099	STRS BUY BACK	-R		020	0200	EMPLOYEE OASDI		-D
	110	0099	STRS BUY BACK	-R		021	0200	EMPLOYER PAID OASDI		-P
	111	0099	PERS BUY BACK	-R		022	0200	EMPLOYER OASDI		-C
	113	0099	PERS BUY BACK	-R		026	0200	EMPLOYEE MEDICARE		-D
<input checked="" type="checkbox"/> (X) DETAIL <input type="checkbox"/> (F)ORWARD <input type="checkbox"/> (B)ACKWARD <input type="checkbox"/> (T)OP <input type="checkbox"/> (E)ND <input type="checkbox"/> (M)ENU										
TRANS	002	KEY 1:	KEY 2:	KEY 3:	DIST:	00111				

Gross-to-Net Table Screen (1602)

CONTROL TABLE DATA INQUIRY
GROSS TO NET TABLE

1602

G-T-N NO: 005

DISTRICT: 10199 PRIORITY SEQ NO: 0099

DEDUCTION NAME	DED DESCRIP	TYPE	GROUP	REL	ELMT
125 CASH	CASH	R	M		

CYCLE	***** BALANCES *****						
TO DEDUCT	Y/P	S/R	Q	D	E	F	U
0	Y					F	

F/P	USAGE	BASE	RED	IND	CALC	RTN	C/M	UPDATE	RTN	V/C	S/D
F					26		M	26		0000003600	G

PRNT OPT ACCT NUM STATUS STOP AT TERM TIME REPORT

MONTHLY MAX DUES 0.00 ANNUAL MAX DUES 0.00

TRANS 002 KEY 1: 005 KEY 2: _____ KEY 3: _____ DIST: 00111

I – PAYROLL PROCESSING

Earning Table Report (AIMS010)

AIMS010/PP0100XV/090704		PERSONNEL/PAYROLL/RETIREMENT SYSTEM										PAGE NO. 0001	
RUN TIME 13:57:46		DIST: 00111 - TRAINING DISTRICT										RUN DATE 06/29/15	
		EARNINGS TABLE (10)										PROCESSING DATE 06/29/15	
		---SUBJECT GROSSES---											
		F M S P F C											
ERN	SEQ	CHECK DESC	S L / A R / T W C D W R R U D T M	CT F I E S T E S S U O	HOURS	DOLLAR	PRE CALC	PST	FIXED	OBJT FRG			
TYP	NUM	FULL DESCRIPTION	N V R T S	B L T A I T S S I I A P	---	---	CLC	RTN	CLC	RATE/	CLAS	BEN	RET U/D
DBS	001	DEF BEN SU DEFINED BENEFIT HRLY DLY	N N A O	Y + S + + S + + + + N +	5160 5116	5559	00 01-R	00	.000			Y	
REG	001	REGULAR REGULAR PAY	Y Y N R	Y + + + + + + + + + N +	5160 5116	5556 5559	00 01-R	00	.000			Y	Y
RND	001	REG NO DIS REGULAR NO DISTRIBUTION	Y Y N R	Y + + + + + + + + + N +	5160 5116	5556 5559	00 01-R	00	.000			N	
RNU	001	REG PAY NE REGULAR PAY - NO DUES	Y Y N R	Y + + + + + + + + + N +	5160 5116	5556 5559	00 01-R	00	.000			Y	
ESA	010	ESA EARNED SALARY ADVANCE	N N N R	Y + + + + + N N + + N N		5501 5502 5556 5559	00 03-A	14	.000			N	N
UOS	010	UOS YOU OWE US	N N Y O N	Y + + + + + + + + + N +		5556 5559	03-A		.000			N	
DKT	050	DOCK-TIME DOCK - TIME	Y N Y A U	Y - - + + - - - - - N -	5116	5559	00 01-R	15	.000			Y	Y
DNU	050	DOCK TM ND DOCK - TIME NO DUES	Y N Y A U	Y - - + + - - - - - N -	5116	5559	00 01-R	15	.000			Y	
ECL	050	LATE HIRE ED CODE ADJUST-LATE HIRE	Y Y Y A N	Y + + + + + + + + + N +	5116	5559	14 01-R	00	.000			Y	
ECT	050	EARLY TERM ED CODE ADJUST-EARLY TERM	Y Y Y A N	Y + + + + + + + + + N +	5116	5559	13 01-R	00	.000			Y	
EDK	050	ED DOCK ED CODE DOCK	N N Y A N	Y - - + + - - - - - N -		5559	00 03-A	00	.000			Y	
FRL	050	FURLOUGH FURLOUGH DAYS	Y N Y A U	Y - - + + - - - - - N -	5116	5559	00 01-R	15	.000			Y	Y
SPR	100	SUB PAY SUB PAY DEDUCTION	N N Y A N	Y - - + + - - - - - N -		5559	00 03-A	00	.000			Y	
ECA	150	ED CDE ADJ ED CODE LUMP SUM ADJ	N N Y A E	Y + + + + + + + + + N +		5559	00 03-A	00	.000			Y	
MCC	150	MED CAT RF	N N A R	Y + S N N S N N N N N N		5559	00 03-A	00	.000			N	N

Work Calendar Table Screen (1629)

** CTL - WORK CALENDAR TABLE - INQUIRY **													1629
CALENDAR: <u>T</u>		FISCAL YEAR: <u>18</u>		DESCRIPTION: <u>TEACHER</u>									
DISTRICT: <u>00111</u>		HOURS PER DAY:		NUMBER OF PERIODS: <u>10</u>		PAY CYCLE GROUP: <u>G1</u>							
BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS		
09/01/17	09/30/17	09/15	22	0	0	/ /	/ /	/					
10/01/17	10/31/17	10/15	21	0	0	/ /	/ /	/					
11/01/17	11/30/17	11/15	16	0	0	/ /	/ /	/					
12/01/17	12/31/17	12/15	12	0	0	/ /	/ /	/					
01/01/18	01/31/18	01/16	21	0	0	/ /	/ /	/					
02/01/18	02/29/18	02/16	20	0	0	/ /	/ /	/					
03/01/18	03/31/18	03/16	22	0	0	/ /	/ /	/					
04/01/18	04/30/18	04/16	16	0	0	/ /	/ /	/					
05/01/18	05/31/18	05/16	22	0	0	/ /	/ /	/					
06/01/18	06/30/18	06/16	11	0	0	/ /	/ /	/					
				0	0	/ /	/ /	/					
				0	0	/ /	/ /	/					
ANNUAL						09/01/17	06/30/18		183	0	0		
TRANS <u>029</u>	KEY 1: <u>T</u>		KEY 2: <u>16</u>		KEY 3: _____				DIST <u>00111</u>				

I – PAYROLL PROCESSING

Payroll Audit Register (PAYR095)

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

UC8199337 BEAN, LAWRENCE

ACTIVE

PAY LOC: 615

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

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

GROSS PAY:

RETIREMENT

BATCH	TYPE	BASIS	% ASGN	RATE	TIME	AMOUNT	POSN NO.	CLASS	PLAN/ST/SP	RET-RATE	MO.	-----PERIOD-----	PYR
524	REG	D	100.00	173.040	4.00-	692.16-	000003	000768	S5/M/	173.04	12	07/01/15 TO 07/31/15	
524	REG	D	100.00	233.520	4.00	934.08	000003	000768	S5/M/	233.52	12	07/01/15 TO 07/31/15	

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

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SECTION II.

PAY CALCULATION

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Certificated vs. Classified Daily Rates

Classified

Full-time 12-month classified employees generally have 261 days of service (365 days less 104 days for weekends). By statute, a legal holiday for a classified employee is a paid day of service. (E.C. 45203)

Certificated

Certificated employees are not paid for holidays (EC 37220 and 27 Ops. Atty. Gen 281 and 27 Ops. Atty. Gen. 36). Holidays are days on which schools must be closed. There is no requirement for paid compensation. Therefore, holidays are non-work days for certificated employees. As full-time (12-month) certificated employee will have about 248 days of required service (365 days, less 104 weekends days, less approximately 13 holidays).

Classified – Certificated

Due to the above, two full-time 12-month employees with the same annual salary, one *certificated* and one *classified*, have a different legal *daily* rate (Different divisors, e.g., standard days vs. contract days)

Vacation Days

Most 10-month certificated contracts (for example teachers) require approximately 185 days of service; excluding holidays, Christmas recess, semester break, and any other non-work days. Vacation leave is legally required for regular classified employees – EC 45197. However, there is no statutory entitlement to vacation leave of absence for certificated employees. If a certificated or classified contract (or policy) specifies vacation days, those days are included as days of service. Education Code adjustments (certificated) would also be based on total days of service. See next.

Taking a day of vacation from earned vacation entitlement, results in being on a day of leave of absence *from a day of required service* and in being paid for that day. This is well understood for classified employees. It is common for certificated employees to have a contract (most classified employees do not, but some do and this analysis will apply) in which the number of days of service and the number of vacation days are specified in separate contract provisions. For example, a contract might state 224 days of service in one clause and 24 days of vacation in another clause. This is a total of 248 days of service (+ holidays for a classified employee), unless and only if the 24 days of vacation are intended to be taken out of the 224 days. That would rarely be the case. A certificated contract for 224 days with no vacation (common and similar to a 10-month teacher contract) would be a true 224 day contract. Thus, if vacation leave is allowed, each day is an earned entitlement to a paid day off from a regular day of service. The total numbers of days including vacation are all days required to be served. Vacation leave entitlement not taken, is either forfeited, carried over to the next year pursuant to conditions, and/or subject to payoff upon termination.

In computing Education Code adjustments, the annual number of days of earned vacation leave of absence count as required days of service.

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Payroll Training

Exercise 1

Calculation of

**CLASSIFIED DOCK
100% SALARY RATE**

I – PAYROLL PROCESSING

CLASSIFIED DOCK CALCULATION 100% SALARY RATE			
Employee Name	EID	District	DATE
SAMPLE			
Retirement Status	Monthly	Pay Schedule	
P9M	12	E4	
(1) Print Screen: 16/021 to get the Standard Days in Month for your district. (2) Print Salary Screen: 04/005 prime job for employee.			

CALCULATING DAILY RATE FOR DKT		
100% SALARY RATE		1
District Standard Days in Month	1.000	2
DAILY RATE	0.00	3
DAILY RATE	0.00	3
NUMBER OF DAYS TO DKT		4
Total Amount to be Docked	0.00	5
Total GROSS PAY W/DKT	0.00	6

CALCULATING DAILY RATE	
1	Salary Rate from prime job screen, 04/005
2	Districts Standard Days in a Month, 16/021
3	Salary Rate Divided by District Standard Days.
4	Number of days to be docked.
5	Daily Rate Multiplied by Number of DKT days.
6	Salary Rate Minus Total Docking Amount.
Comments:	
TX M REG 22 DKT 2 \$4569.00	

ENTER DATA FIELD
FORMULA FIELD
FORMULA FIELD

I - PAYROLL PROCESSING

Salary/Pay Rate Screen (0405)

** PER - SALARY/PAY RATE - INQ ** 0405

FR7254018 BROWN, JANE EFFEC DATE: 07 01 01 ACTNS: PRIME JOB: P

JOB POSITION JOB CLASS

2 000823 003124 OFFICE MANAGER

CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	TIME RPT LOCN	TIME RPT CD	EARNINGS TYPES
E4	M	12	NA	NA	003	T	REG OVT -H -

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
B 036 05	07 01 07	100.00		4569.000	4569.000

STIPENDS: - - - - -

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
4569.000		264.0	A	8.00	S

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	STRS CLS CD	STRS BASE HRS
P9	M		11 08 01			.00

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.

TRANS: 005 EID: FR7254018 JOB: 2 DISTRICT 00111

District Profile Table 2 Screen (1621)

** CTL - DISTRICT PROFILE TABLE 2 - INQUIRY ** 1621

DISTRICT: 00111 TRAINING DISTRICT

CALPERS DIVISION ID: 1234567890

OASDI EMPLOYER OR EMPLOYEE PAID: E STANDARD DAYS IN MONTH: 22.0000

EFFECTIVE DATE: 09 01 59 STANDARD HOURS IN MONTH: 173.333

SCHOOL DISTRICT TYPE: 6	NEW HIRE OPTION: Y
PBA FRINGE OPTION: Y	WORKMEN'S COMP RATE: 2.000
DISTRICT LABOR TAPE OPTION: N	WORK EXPERIENCE FACTOR: 1.000
COMPUTER TYPE: 0	

PERS BUS PARTNER ID: 1234567890 BU AGENCY: 0245

CONTACT PERSONNEL	TELEPHONE
PAYROLL NAME: APRIL REYNOLDS	562 922 6424
RETIREMENT NAME: CLAUDETTE WIGGAN-REED	562 922 6429
PERSONNEL NAME: SCOTT PILCH	562 803 8366
POSN CONTRL NAME: LAURA GUTIERREZ	562 922 6471

[REDACTED]

TRANS 021 KEY 1: 00111 KEY 2: KEY 3: DIST 00111

I – PAYROLL PROCESSING

CLASSIFIED DOCK CALCULATION 100% SALARY RATE

Employee Name	EID	District	DATE
BROWN, JANE	FR7254018	00111	08/02/10
Retirement Status	Monthly	Pay Schedule	
P9M	12	210	

(1) Print Screen: 16/021 to get the Standard Days in Month for your district.
 (2) Print Salary Screen: 04/005 prime job for employee.

CALCULATING DAILY RATE FOR DKT		
100% SALARY RATE	4,569.00	1
District Standard Days in Month	22.000	2
DAILY RATE	207.68	3
DAILY RATE	207.68	3
NUMBER OF DAYS TO DKT	2.00	4
Total Amount to be Docked	415.36	5
Total GROSS PAY W/DKT DAYS	4,153.64	6

CALCULATING DAILY RATE
Salary Rate from prime job screen, 04/005
Districts Standard Days in a Month, 16/021
Salary Rate Divided by District Standard Days.
Number of days to be docked.
Daily Rate Multiplied by Number of DKT days.
Salary Rate Minus Total Docking Amount.
Comments:
TX M REG 22 DKT 2 \$4569.00

I - PAYROLL PROCESSING

Earning Detail Screen (0703)

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

703

WARRANT NO. : 1698294 EID: FR7254018 BROWN, JANE
ISSUE DATE : 08/02/15 SCHEDULE NO.: 210 SCHEDULE: 07/01/15 TO 07/31/15

PAY	POSI	EARN				PAY	--RETIREMENT--			-ACCRUAL-	P	
BAS	NO.	TYPE	UNITS	PAY RATE	AMOUNT	MO	P/S/SP	R.RATE	CAL	BEG	END	Y
M	200005	DKT	2.00	4569.000	415.36	12	P9M	4569.000	A	0701	073115	
M	200005	REG	22.00	4569.000	4569.00	12	P9M	4569.000	A	0701	073115	

PAGE 01 OF 01

[R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 003 EID: FR7254018 WARRANT NO: 1698294 ISS DATE: 080215 DISTRICT: 00111

I - PAYROLL PROCESSING

Payroll Audit Register (PAYR095)

PAYR095/PP4400XX/111501 PERSONNEL/PAYROLL/RETIREMENT SYSTEM PAGE NO. 0001
 SCHEDULE 210 ENDING / / --XX PAYROLL AUDIT REGISTER ISSUE DATE 08/02/15
 RUN TIME 22:56:49 DIST: 00111 TRAINING DISTRICT RUN DATE 07/29/15
 CERTIFICATED PROCESS DATE 07/29/15 h

UC8199337 BEAN,LAWRENCE

ACTIVE

PAY LOC: 615

CUR PAYMENT NET PAY: 1525.16 FWT GRS: 1737.89 SDI GRS: 0.00 PERS GRS: 4153.64 STRS GRS: 0.00
 W8753773 TTL GRS: 4153.64 SWT GRS: 1737.89 SUI GRS: 2028.64 FICA GRS: 2028.64 MEDI GRS: 2028.64
 08/02/15 TAX CD: FED-S04 ST-S04/ ANNUALIZATION MONTHS: 12
 PAY DISP: W BANK: PAY CYCLE: XX ACCRUALS: VACATION 0.00 SICK LEAVE 0.00

041 PERS RED	29.08 - R	041 PERS RED	319.83
001 ESA	2125.00 0	020 OASDI DED	125.77
026 MEDCAR DED	29.42	081 FWT	1.70
279 CSEA DUES	6.23 - R	279 CSEA DUES	11.20
223 CSEA	3.00	248 CPP	47.87
043 PERS CON	44.47 - RC	043 PERS CON	489.20 C
022 OASDI CON	125.77 C	027 MEDCAR CON	29.42 C
090 SUI	14.61 C	082 WARK COMP	37.58 C
137 HARTFORDLI	8.96 C	157 KAISER	1295.53 C
161 D D LARISA	178.09 C	167 VSP LARISA	20.60 C

GROSS PAY:

BATCH	TYPE	BASIS	% ASGN	RATE	TIME	AMOUNT	POSN NO.	CLASS	PLAN/ST/SP	RET-RATE MO.	-----PERIOD-----	PYR
234	DKT	M	100.00	4569.000	2.00 -	415.36 -	000823	003124	P9/M/	4569.000	07/01/15 TO 07/31/15	
234	REG	M	100.00	4569.000	22.00	4569.00	000823	003124	P9/M/	4569.000	07/01/15 TO 07/31/15	

NEW BALANCES											
5516	TOTAL HRS PD-F			160.00			5121	DAILY FY		20.00	
5160	REG HRS-F			176.00			5501	TOTAL GROSS YTD		27317.64	
5502	TOTAL FROSS QTD			2028.64			5503	OASDI GROSS YTD		27317.64	
5504	OASDI GROSS QTD			2028.64			5505	STATE GROSS YTD		25107.91	
5506	STATE GROSS QTD			1737.89			5507	SUI GROSS YTD		27317.64	
5508	SUI GROSS QTD			2028.64			5509	FED GROSS YTD		25107.91	
5510	FEDRL GROSS QTD			1737.89			5513	OASDI GR NL YTD		27317.64	
5515	OASDI GROSS-P			45690.00			5516	OASDI GR NL-P		45690.00	
5518	OASDI DED-P			2832.78			5519	OASDI CON-P		2832.78	
5529	ANN FEDRL GROSS			20854.68			5530	ANN FEDRL TAX		20.47	
5531	ANN STATE GROSS			20854.68			5533	SUI GR NL QTD		2028.64	
5537	TOTAL GROSS-P			45690.00			5538	FWT DED-P		3334.39	
5539	SWT DED-P			1363.22			5542	PERS GROSS QTD		4153.64	
5543	PERS GROSS YTD			31567.64			5556	REG GROSS FYTD		2444.00	
5559	TOTAL GR FYTD			2028.64			5563	TOTAL GRS-FY-P		45690.00	
5570	MED GR NL YTD			27317.64			5571	MED GR NL-P		45690.00	
5572	MED GROSS YTD			27317.64			5573	MED GROSS QTD		2028.64	
5574	MED GROSS-P			45690.00			5577	MED DED-P		662.51	
5578	MED CON-P			662.51			5580	FED GROSS-P		42491.70	
5581	STATE GROSS-P			42491.70			5583	PERS RED-P		3198.30	
5599	RESERVED BAL 99			27733.00			001 Q	ESA		2125.00	
001 Y	ESA			14875.00			001 U	ESA		2125.00	
020 Q	OASDI DED			125.77			020 Y	OASDI DED		1693.69	
022 Q	OASDI CON			125.77			022 Y	OASDI CON		1693.69	
026 Q	MEDCAR DED			29.42			026 Y	MEDCAR DED		396.11	
027 Q	MEDCAR CON			29.42			027 Y	MEDCAR CON		396.11	
028 Y	OASDI D-P			2832.78			029 Y	OASDI C-P		2832.78	
041 Q	PERS RED			290.75			041 Y	PERS RED		2209.73	
041 F	PERS RED			290.75			043 Q	PERS CON		444.73	
043 Y	PERS CON			3106.33			049 Y	MEDI D-P		662.51	

I – PAYROLL PROCESSING

Payroll Warrant Details

SCHOOL DISTRICT OF LOS ANGELES COUNTY					PAY LOCATION	PAY CYCLE	ISSUE DATE	WARRANT NUMBER		
00111 TRAINING DISTRICT					003	210	08/03/15	8788090		
EMPLOYEE NAME					EMPLOYEE ID	FEDERAL STATUS / ALLOWANCES	STATE STATUS / ALLOWANCES			
BEST, GAIL					CV0029192	S / 00	S / 00			
EARNINGS - COMPENSATION					E					
BASIS	DESCRIPTION	END DATE	RATE	UNITS	AMOUNT	EMPLOYEE DEDUCTIONS	CURRENT AMOUNT	YTD TOTALS		
N M	REGULAR	07-31-2010	4569.00	22.00	4569.00	<u>PRE-TAX REDUCTIONS</u>				
N M	DOCK-TIME	07-31-2010	4569.00	2.00-	415.36 -	PERS RED	29.08 -	2209.73		
						PERS RED	319.83	2209.73		
						ESA	2125.00	14875.00		
						<u>EMPLOYEE DEDUCTIONS</u>				
						OASDI DED	125.77	1693.68		
						MEDCAR DED	29.42	396.11		
						FWT	1.70	1863.22		
						CSEA DUES	6.23 -	225.47		
						CSEA DUES	11.20	225.47		
						CSEA	3.	21.00		
						CPP	47.87	239.35		
						<u>EMPLOYER CONTRIBUTIONS</u>				
						PERS CON	44.47 -	3106.33		
						PERS CON	489.20	3106.33		
						OASDI CON	125.77	1693.69		
						MEDCAR CON	29.42	396.11		
						SUI	14.61	90.49		
						WORK COMP	39.58	300.82		
						LARISAHART	8.96	62.72		
						ALL OTHER	1494.22			
*****LEAVE BALANCES*****					CURRENT TAXABLE BALANCES		YTD TAXABLE BALANCES		CURRENT PAY SUMMARY	
VACATION	FEDERAL			1737.89	FEDERAL	25107.91	GROSS PAY	4153.64		
SICK LEAVE	STATE MEDI GROSS			1737.89	STATE MEDI GROSS	25107.91	REDUCTIONS	2415.75		
COMP TIME	MEDI GROSS			2028.64	MEDI GROSS	27317.64	TAXES	156.89		
	OASDI GROSS			2028.64	OASDI GROSS	27317.64	DEDUCTIONS	55.87		
	CA SDI GROSS				CA SDI GROSS					
	GROSS EARN'S			4153.64	GROSS EARN'S	27317.64	NET PAY	\$1525.16		

SAMPLE ONLY

Intentionally left blank

Payroll Training

Exercise 1.2

Calculation of

**CLASSIFIED DOCK
75% SALARY RATE**

Salary/Pay Rate Screen (0405)

```

** PER - SALARY/PAY RATE - INQ **                                0405
FR7254018  BROWN,JANE                                           EFEC DATE: 07 01 01 ACTNS:
                                                                PRIME JOB: P
JOB          POSITION        JOB CLASS
 2          000224        003043 INTERMEDIATE TYPIST CLERK
CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  RPT LOCN  RPT CD  EARNINGS TYPES
 E4      M      12      NA          NA          003      T      REG OVT -H  -
SCHED/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
  B  023  04      07 01 07      75.00          3229.000      2421.750
STIPENDS:  -
           -
           -
RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
 3229.000    -      264.0      A          8.00        S
RETIREMENT:  PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  CLS CD  STRS  STRS
              P9   M        -   07 01 05  - - - - -  -   -   .00
(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS: 005          EID: FR7254018          JOB: 2          DISTRICT 00111
    
```

District Profile Table 2 Screen (1621)

```

** CTL - DISTRICT PROFILE TABLE 2 - INQUIRY **                    1621
DISTRICT: 00111 TRAINING DISTRICT
CALPERS DIVISION ID: 1234567890
OASDI EMPLOYER OR EMPLOYEE PAID: E
EFFECTIVE DATE: 09 01 59
STANDARD DAYS IN MONTH: 22.0000
STANDARD HOURS IN MONTH: 173.333
SCHOOL DISTRICT TYPE: 6
PBA FRINGE OPTION: Y
DISTRICT LABOR TAPE OPTION: N
COMPUTER TYPE: 0
NEW HIRE OPTION: Y
WORKMEN'S COMP RATE: 2.000
WORK EXPERIENCE FACTOR: 1.000
PERS BUS PARTNER ID: 1234567890
BU AGENCY: 0245
CONTACT PERSONNEL
PAYROLL NAME: APRIL REYNOLDS
RETIREMENT NAME: CLAUDETTE WIGGAN-REED
PERSONNEL NAME: SCOTT PILCH
POSN CONTRL NAME: LAURA GUTIERREZ
TELEPHONE
562 922 6424
562 922 6429
562 803 8366
562 922 6471
TRANS 021  KEY 1: 00111  KEY 2:  KEY 3:  DIST 00111
    
```

I – PAYROLL PROCESSING

CLASSIFIED DOCK CALCULATION SALARY RATE UNDER 100%

Employee Name SAMPLE	EID	District	DATE
Retirement Status PSM	Monthly 12	Pay Schedule E4	

(1) Print Screen: 16/021 to get the Standard Days in Month for your district.
 (2) Print Salary Screen: 04/005 prime job for employee.

CALCULATING DAILY RATE FOR DKT		
SALARY RATE	3,229.00	1
75% SALARY RATE	2,421.75	2
District Standard Days in Month	22.000	3
DAILY RATE	110.08	4
DAILY RATE	110.08	4
NUMBER OF DAYS TO DKT	2.00	5
Total Amount to be Docked	220.16	6
Total GROSS PAY W/DKT	2,201.59	7

CALCULATING DAILY RATE	
1	Salary Rate from prime job screen, 04/005
2	Change formula to percent needed or change manually. Salary Rate Multiplied by Percentage.
3	Districts Standard Days in a Month, 16/021
4	Salary Rate Divided by District Standard Days.
5	Number of days to be docked.
6	Daily Rate Multiplied by Number of DKT days.
7	Salary Rate Minus Total Docking Amount.
Comments:	
TX M REG 22.00 DKT 2.00	

Payroll Training

Exercise 1.3

Calculation of

HALF MONTH RULE DOCK DAYS vs POSITIVE PAY

I – PAYROLL PROCESSING

HALF-MONTH CALCULATION RULE #1			
Employee Name	EID	District	DATE
Retirement Status	Monthly	Pay Schedule	

Calculation Resources:

Screen 16/021: Standard Days in Month
 Screen 04/005: Employee Prime Job

Example 1

Employee works MORE than 1/2 Month (greater than 10 Days)

(Ex. 1A) Dock Days are 10 or less

(Ex. 1B) Positive Pay Days are greater than 10

Ex. 1A calculation will produce a greater Gross Pay benefit to the employee.

District policy must be followed. Calculation method should be consistent.

Half-Month Rule Ex. 1A: ____ day month		Half-Month Rule Ex. 1B: ____ day month	
DOCK DAYS		POSITIVE PAY	
100% SALARY RATE		1	100% SALARY RATE 0.00
District Standard Days in Month	1.000	2	District Standard Days in Month 1.000
DAILY RATE	0.000	3	DAILY RATE 0.000
HRS Truncates to 2 digits			HRS Truncates to 2 digits
100% SALARY RATE	0.00	1	100% SALARY RATE 0.00
NUMBER OF DAYS TO DKT		4	NUMBER OF DAYS WORKED
Total Amount to be Docked	-	5	
Total GROSS PAY W/DKT	0.00	6	Total GROSS PAY 0.00

CALCULATING GROSS WAGES	
1	Salary Rate from prime job screen, 04/005
2	Districts Standard Days in a Month, 16/021
3	Salary Rate Divided by District Standard Days.
4	Number of days to be docked.
5	Daily Rate Multiplied by Number of DKT days.
6	Salary Rate Minus Total Docking Amount.

Comments:
ENTER DATA FIELD
FORMULA FIELD
FORMULA FIELD

I - PAYROLL PROCESSING

Salary/Pay Rate Screen (0405)

```

** PER - SALARY/PAY RATE - INQ **                                0405
FR7254018  BROWN,JANE                                EFEC DATE: 07 01 01 ACTNS:
                                                    PRIME JOB: P

JOB          POSITION          JOB CLASS
2            000052          200212 SENIOR GROUNDSKEEPER

CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  TIME  TIME  EARNINGS TYPES
E4      M      12      NA          NA          004   T     REG OVT -H -

SCHD/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
B 021 06      08 08 10  100.00      S           2111.000      2111.00

STIPENDS:  -
           -
           -

RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
2111.000    -      261.0      B          8.00         S

RETIREMENT:  PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  STRS  STRS
              P9    M          07 01 05      CLS CD  BASE HRS
                                      .00

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS: 005          EID: FR7254018          JOB: 2          DISTRICT 00111
    
```

District Profile Table 2 Screen (1621)

```

** CTL - DISTRICT PROFILE TABLE 2 - INQUIRY **                                1621

DISTRICT: 00111 TRAINING DISTRICT
CALPERS DIVISION ID: 1234567890
OASDI EMPLOYER OR EMPLOYEE PAID: E
EFFECTIVE DATE: 09 01 59

STANDARD DAYS IN MONTH: 21.6670
STANDARD HOURS IN MONTH: 173.333

SCHOOL DISTRICT TYPE: 6
PBA FRINGE OPTION: Y
DISTRICT LABOR TAPE OPTION: N
COMPUTER TYPE: 0

NEW HIRE OPTION: Y
WORKMEN'S COMP RATE: 2.000
WORK EXPERIENCE FACTOR: 1.000

PERS BUS PARTNER ID: 1234567890          BU AGENCY: 0245

CONTACT PERSONNEL          TELEPHONE
PAYROLL NAME: APRIL REYNOLDS 562 922 6424
RETIREMENT NAME: CLAUDETTE WIGGAN-REED 562 922 6429
PERSONNEL NAME: SCOTT PILCH 562 803 8366
POSN CONTRL NAME: LAURA GUTIERREZ 562 922 6471

TRANS 021  KEY 1: 00111  KEY 2:  KEY 3:  DIST 00111
    
```

21.6670 Standard Days

HALF-MONTH CALCULATION RULE #1			
Employee Name	EID	District	DATE
Retirement Status	Monthly	Pay Schedule	
Calculation Resources:			
Screen 16/021: Standard Days in Month			
Screen 04/005: Employee Prime Job			
Example 1			
Employee works MORE than 1/2 Month (greater than 10 Days)			
(Ex. 1A) Dock Days are 10 or less			
(Ex. 1B) Positive Pay Days are greater than 10			
Ex. 1A calculation will produce a greater Gross Pay benefit to the employee. District policy must be followed. Calculation method should be consistent.			
Half-Month Rule Ex. 1A: 21 day month		Half-Month Rule Ex. 1B: 21 day month	
DOCK DAYS		POSITIVE PAY	
100% SALARY RATE	2,111.00	1	100% SALARY RATE
District Standard Days in Month	21.667	2	District Standard Days in Month
DAILY RATE	97.429	3	DAILY RATE
HRS Truncates to 2 digit	97.42		HRS Truncates to 2 digits
100% SALARY RATE	2,111.00	1	100% SALARY RATE
NUMBER OF DAYS TO D	5.00	4	NUMBER OF DAYS WORKED
Total Amount to be Docked	487.10	5	
Total GROSS PAY W/DKT	1,623.90	6	Total GROSS PAY
			1,558.72
If Paid As: TX M REG 21 DKT 5		If Paid As: TX M REG 16	
This pays the employee 16 days		This pays the employee 16 days	
CALCULATING GROSS WAGES			
1	Salary Rate from prime job screen, 04/005	Comments:	
2	Districts Standard Days in a Month, 16/021		
3	Salary Rate Divided by District Standard Days.		
4	Number of days to be docked.		
5	Daily Rate Multiplied by Number of DKT days.	ENTER DATA FIELD	
6	Salary Rate Minus Total Docking Amount.	FORMULA FIELD	
		FORMULA FIELD	

22.0000 Standard Days

Half-Month Rule Ex. 1A: 21 day month			Half-Month Rule Ex. 1B: 21 day month	
DOCK DAYS			POSITIVE PAY	
100% SALARY RATE	2,111.00	1	100% SALARY RATE	2,111.00
District Standard Days in Month	22.000	2	District Standard Days in Month	22.000
DAILY RATE	95.955	3	DAILY RATE	95.955
HRS Truncates to 2 digits	95.55		HRS Truncates to 2 digits	95.55
100% SALARY RATE	2,111.00	1	100% SALARY RATE	2,111.00
NUMBER OF DAYS TO DKT	5.00	4	NUMBER OF DAYS WORKED	16.00
Total Amount to be Docked	477.75	5		
Total GROSS PAY W/DKT DAYS	1,633.25	6	Total GROSS PAY	1,528.80

21.7500 Standard Days

Half-Month Rule Ex. 1A: 21 day month			Half-Month Rule Ex. 1B: 21 day month	
DOCK DAYS			POSITIVE PAY	
100% SALARY RATE	2,111.00	1	100% SALARY RATE	2,111.00
District Standard Days in Month	21.750	2	District Standard Days in Month	21.750
DAILY RATE	97.057	3	DAILY RATE	97.057
HRS Truncates to 2 digits	97.05		HRS Truncates to 2 digits	97.05
100% SALARY RATE	2,111.00	1	100% SALARY RATE	2,111.00
NUMBER OF DAYS TO DKT	5.00	4	NUMBER OF DAYS WORKED	16.00
Total Amount to be Docked	485.25	5		
Total GROSS PAY W/DKT DAYS	1,625.75	6	Total GROSS PAY	1,552.80

Intentionally left blank

Payroll Training

Exercise 2

Calculation of

CERTIFICATED DOCK

Education Code Salary Adjustments EC 45041, 87815

The legalistic jargon of these sections translates mathematically into the following:

1. A certificated monthly basis employee is contracted to serve a specified number of required duty days (including “institute days” and paid vacation days, if any) per year, for a specified annual contract salary.
2. Calculate the employee’s daily rate by dividing the annual contract salary by the required duty days.
3. If the employee is absent with unpaid days during the year, the employee shall receive as total gross pay for the year, the required duty days actually served (including 100% paid vacation leave days, paid sick leave days, or other paid leave days) multiplied by the daily rate specified in “2” above.

The effect of these sections is:

Docking Days of

1. Unpaid leave of absence on required duty days shall result in a reduction in gross pay* equal to the unpaid days multiplied by the daily rate specified in “2” above.
2. Late-hire employees or early-termination employees will require specially adjusted pay in the month of hire or termination. Simply docking for the days not served in the first or last month of service will not result in accurate pay per EC 45041 or 87815.

The necessity for a special calculation for late hires or early terminations results from the fact that an employee receives the same pay for each month fully served even though different months have different numbers of required duty days, Therefore different amounts of gross pay are actually earned.

* Docks for certificated monthly-basis employees are always posted as DKT or other unpaid leave earnings type which is posted with the number of days of absence.

HRS Compliance (Certificated Monthly-Basis Jobs)

The correct dock for unpaid leave other than for the first month of service (late hire) or last month of service (early termination), will be calculated correctly by HRS if the number of unpaid days are posted to earnings type DKT or other unpaid leave earnings type requiring posting of unpaid days.

The correct pay for the first month (late hire) or last month (early termination) will be calculated by HRS if the required duty days actually served in the first month are posted to earnings type ECL or the required duty days actually served in the last month are posted to earnings type ECT.

If the new hire job or job termination is posted to the EDB before the time file (report) is produced, the ECL or ECT will appear on the time file with blank number of days. Otherwise, the ECL must be manually posted on the One-Time Pay Screen (late hire), or ECT should be typed over the REG displayed on the time file for early termination.

CERTIFICATED DOCK CALCULATION					
		FUNCTION / SCREEN			
Monthly Salary		04/005			
Contract Months	1	04/005			
Annual Salary	-				
Contract days/annual	1	16/029			
Daily Rate	0.0000				
Daily Rate	-				
DAYS TO DOCKED					
DKT AMOUNT	-				
Comments:					
SAMPLE: ROGERS, DOUGRAY					
PAY AS: TX M REG 20 DKT 5 \$9,673.33					

I - PAYROLL PROCESSING

Salary/Pay Rate Screen (0405)

** PER - SALARY/PAY RATE - INQ ** 0405

FR7254018 ROGERS, DOUGRAY EFFEC DATE: 07 01 01 ACTNS: PRIME JOB: P

JOB	POSITION	JOB CLASS							
1	00696	012100 PRINCIPAL - ELEMENTARY							
CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS	TYPES	
C2	M	11	NA	NA	003	T	REG	-	-

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
M 006 01	07 01 09	100.00	S	9673.330	9673.330

STIPENDS: - - - - -

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
9673.330		200.0	P	8.00	S

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	STRS CLS CD	STRS BASE HRS
S5	M		07 01 09			.00

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.

TRANS: 005 EID: FR7254018 JOB: 1 DISTRICT: 00111

Work Calendar Table Screen (1629)

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

CALENDAR: P FISCAL YEAR: 16 DESCRIPTION: PRINCIPALS

DISTRICT: 00111 HOURS PER DAY: NUMBER OF PERIODS: 11 PAY CYCLE GROUP: G1

BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS
07/01/15	07/31/15	07/15	20	0	0	/ /	/ /	/			
09/01/15	09/30/15	09/15	18	0	0	/ /	/ /	/			
10/01/15	10/31/15	10/15	21	0	0	/ /	/ /	/			
11/01/15	11/30/15	11/15	18	0	0	/ /	/ /	/			
12/01/15	12/31/15	12/15	13	0	0	/ /	/ /	/			
01/01/16	01/31/16	01/16	20	0	0	/ /	/ /	/			
02/01/16	02/29/16	02/16	18	0	0	/ /	/ /	/			
03/01/16	03/31/16	03/16	22	0	0	/ /	/ /	/			
04/01/16	04/30/16	04/16	15	0	0	/ /	/ /	/			
05/01/16	05/31/16	05/16	21	0	0	/ /	/ /	/			
06/01/16	06/30/16	06/16	14	0	0	/ /	/ /	/			
ANNUAL						07/01/15	06/30/16		200	0	0

TRANS 029 KEY 1: P KEY 2: 16 KEY 3: DIST 00111

I – PAYROLL PROCESSING

CERTIFICATED DOCK CALCULATION						
		FUNCTION / SCREEN				
Monthly Salary	9,673.33	04/005				
Contract Months	11	04/005				
Annual Salary	106,406.63					
Contract days/annual	200	16/029				
Daily Rate	532.0332					
Daily Rate	532.0332					
DAYS TO DOCKED	5					
DKT AMOUNT	2,660.166					
Comments:						
SAMPLE: ROGERS, DOUGRAY						
PAY AS: TX M REG 20 DKT 5 \$9,673.33						

Intentionally left blank

Payroll Training

Exercise 3

Calculation of

ED CODE LATE HIRE (ECL)

I – PAYROLL PROCESSING

ED CODE LATE HIRE											
Actual Days to Work						ADJUSTED MONTH	DAYS WORKED				
Calendar 16/029						JULY	07-16-15 TO 07-30-15				
Monthly Salary		July				JULY 2015					
Contract Months	1	Aug				M	T	W	Th	F	
Annual Salary	-	Sept						1	2	3	
Contract days/annual	1	Oct				6	7	8	9	10	
Daily Rate	0.0000	Nov				13	14	15	16	17	
		Dec				20	21	22	23	24	
		Jan				27	28	29	30		
Monthly Salary	-	Feb									
# of mo to be paid (not including adj mo)	1	Mar									
Money Due	-	Apr									
		May									
		June			Daily Rate						
MONTHS WORKED			0	Adjusted Annual Days	0.0000						
JULY	7-16 TO 30-15	Money due employee(not including adj month)									
SEPTEMBER TO JUNE		Money due employee for adjustment month.									
Comments:											
SAMPLE: BROWN,JANE											
PAY AS: TX M ECL 11 \$8,373.80											

I - PAYROLL PROCESSING

Salary/Pay Rate Screen (0405)

** PER - SALARY/PAY RATE - INQ ** 0405

FR7254018 BROWN, JANE EFFEC DATE: 07 01 01 ACTNS: PRIME JOB: P

JOB	POSITION	JOB CLASS							
1	000040	000109 COUNSELOR							

CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS	TYPES	
C2	M	11	NA	NA	003	T	REG	-	-

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
T 004 23	07 01 10	100.00	<u>S</u>	8373.800	8373.800

STIPENDS: - - - - -

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
8373.800		200.0	P	8.00	S

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	CLS CD	STRS	STRS
S5	M		07 01 09				BASE HRS
							.00

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.

TRANS: 005 EID: FR7254018 JOB: 1 DISTRICT: 00111

Work Calendar Table Screen (1629)

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

CALENDAR: P FISCAL YEAR: 16 DESCRIPTION: PRINCIPALS

DISTRICT: 00111 HOURS PER DAY: NUMBER OF PERIODS: 11 PAY CYCLE GROUP: G1

BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS
07/01/15	07/31/15	07/15	20	11	0	/ /	/ /	/			
09/01/15	09/30/15	09/15	18	0	0	/ /	/ /	/			
10/01/15	10/31/15	10/15	21	0	0	/ /	/ /	/			
11/01/15	11/30/15	11/15	18	0	0	/ /	/ /	/			
12/01/15	12/31/15	12/15	13	0	0	/ /	/ /	/			
01/01/16	01/31/16	01/16	20	0	0	/ /	/ /	/			
02/01/16	02/29/16	02/16	18	0	0	/ /	/ /	/			
03/01/16	03/31/16	03/16	22	0	0	/ /	/ /	/			
04/01/16	04/30/16	04/16	15	0	0	/ /	/ /	/			
05/01/16	05/31/16	05/16	21	0	0	/ /	/ /	/			
06/01/16	06/30/16	06/16	14	0	0	/ /	/ /	/			
			191	ANNUAL		07/01/15	06/30/16		200	0	0

TRANS 029 KEY 1: P KEY 2: 16 KEY 3: DIST 00111

I – PAYROLL PROCESSING

		ED CODE LATE HIRE							
		Actual Days to Work				ADJUSTED MONTH		DAYS WORKED	
		Calendar 16/029				JULY		07-16-15 TO 07-30-15	
Monthly Salary	8,373.80	July	11		JULY 2015				
Contract Months	11	Aug			M	T	W	Th	F
Annual Salary	92,111.80	Sept	18				1	2	3
Contract days/annual	200	Oct	21		6	7	8	9	10
Daily Rate	460.5590	Nov	18		13	14	15	16	17
		Dec	13		20	21	22	23	24
		Jan	20		27	28	29	30	
Monthly Salary	8,373.80	Feb	18						
# of mo to be paid (not including adj mo)	10	Mar	22						
Money Due	83,738.00	Apr	15						
		May	21						
		June	14						
				Daily Rate					
MONTHS WORKED			191	Adjusted Annual Days	460.5590	87,966.77			
JULY	7-16 TO 30-15	Money due employee(not including adj month)			83,738.00				
SEPTEMBER TO JUNE		Money due employee for adjustment month.			4,228.77				
Comments:									
SAMPLE: BROWN,JANE									
PAY AS: TX M ECL 11 \$8,373.80									

Payroll Training

Exercise 4

Calculation of

ED CODE TERMINATION (ECT)

I – PAYROLL PROCESSING

ECT CALCULATION									
Actual Days to Work					ADJUSTED MONTH		DAYS WORKED		
Calendar 16/029					MARCH		03-01-15 TO 03-17-15		
Monthly Salary		July			MARCH 2015				
Contract Months	1	Aug			M	T	W	Th	F
Annual Salary	\$0.00	Sept			1	2	3	4	5
Contract Days/Annual	1	Oct			8	9	10	11	12
Daily Rate	0.0000	Nov			15	16	17		
		Dec							
		Jan							
Monthly Salary	\$0.00	Feb							
# of months paid (not including adj mo)		Mar							
Paid Previously	\$0.00	Apr							
		May							
		June		Daily Rate					
	Days Actually Worked	0		0	\$0.00				
ADJUSTED MONTH	DAYS WORKED			Paid Previously	\$0.00				
MARCH	03-01-15 TO 03-17-15			Due to Employee	\$0.00				
Comments:									
SAMPLE: THOMAS,ANDREA									
PAY AS: TX M ECT 13 \$7,796.80									

I - PAYROLL PROCESSING

Salary/Pay Rate Screen (0405)

** PER - SALARY/PAY RATE - INQ ** 0405

FR7254018 BROWN, JANE EFFEC DATE: 07 01 01 ACTNS: PRIME JOB: P

JOB POSITION JOB CLASS

1 000180 000109 COUNSELOR

CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	TIME RPT LOCN	TIME RPT CD	EARNINGS TYPES
C2	M	11	NA	NA	003	T	REG - -

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
T 004 23	07 01 10	100.00	<u>S</u>	7796.800	7796.800

STIPENDS: - - - - -

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
7796.800		200.0	P	6.00	S

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	STRS CLS CD	STRS BASE HRS
S5	M		07 01 09			.00

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.

TRANS: 005 EID: FR7254018 JOB: 1 DISTRICT: 00111

Work Calendar Table Screen (1629)

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

CALENDAR: P FISCAL YEAR: 16 DESCRIPTION: PRINCIPALS

DISTRICT: 00111 HOURS PER DAY: NUMBER OF PERIODS: 11 PAY CYCLE GROUP: G1

BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS
07/01/15	07/31/15	07/15	20	0	0	/ /	/ /	/			
09/01/15	09/30/15	09/15	18	0	0	/ /	/ /	/			
10/01/15	10/31/15	10/15	21	0	0	/ /	/ /	/			
11/01/15	11/30/15	11/15	18	0	0	/ /	/ /	/			
12/01/15	12/31/15	12/15	13	0	0	/ /	/ /	/			
01/01/16	01/31/16	01/16	20	0	0	/ /	/ /	/			
02/01/16	02/29/16	02/16	18	0	0	/ /	/ /	/			
03/01/16	03/31/16	03/16	22	13	0	/ /	/ /	/			
04/01/16	04/30/16	04/16	15	0	0	/ /	/ /	/			
05/01/16	05/31/16	05/16	21	0	0	/ /	/ /	/			
06/01/16	06/30/16	06/16	14	0	0	/ /	/ /	/			
			141			ANNUAL	07/01/15	06/30/16	200	0	0

TRANS 029 KEY 1: P KEY 2: 16 KEY 3: DIST 00111

Payroll Training

Exercise 5

Calculation of

VACATION PAY OFF LUMP SUM (VPL)

(Manual calculation when paying more than monthly salary)

Vacation Pay Calculation for Certificated

VPL CALCULATION	
Monthly Salary	
Contract Months	1
Annual Salary	\$0.00
Contract Days/Annual	1
Daily Rate	0.0000
Daily Rate	\$0.0000
VACATION DAYS	
VPL AMOUNT	\$0.00
Comments:	
SAMPLE: SCOTT,CRYSTAL	
Pay as: TX L VPL \$9,313.33	

I - PAYROLL PROCESSING

Salary/Pay Rate Screen (0405)

** PER - SALARY/PAY RATE - INQ ** 0405

TN0911179 SCOTT,CRYSTAL EFFEC DATE: 07 01 01 ACTNS: PRIME JOB: P

JOB POSITION JOB CLASS
 1 015002 012100 PRINCIPAL - ELEMENTARY

CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES
C2	M	11	NA	NA	003	T	REG - -

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
M 001 01	07 01 10	100.00	<u>S</u>	5333.330	5333.330

STIPENDS: - - -

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
5333.330		200.0	P	6.00	S

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	CLS CD	STRS BASE HRS
S5	M		07 01 09			.00

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.

TRANS: 005 EID: TN0911179 JOB: 1 DISTRICT: 00111

Work Calendar Table Screen (1629)

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

CALENDAR: P FISCAL YEAR: 16 DESCRIPTION: PRINCIPALS

DISTRICT: 00111 HOURS PER DAY: NUMBER OF PERIODS: 11 PAY CYCLE GROUP: G1

BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL MO/YR	PAID WORK DAYS	PAID N WORK DAYS	UN PAID DAYS
07/01/15	07/31/15	07/15	20	0	0	/ /	/ /	/			
09/01/15	09/30/15	09/15	18	0	0	/ /	/ /	/			
10/01/15	10/31/15	10/15	21	0	0	/ /	/ /	/			
11/01/15	11/30/15	11/15	18	0	0	/ /	/ /	/			
12/01/15	12/31/15	12/15	13	0	0	/ /	/ /	/			
01/01/16	01/31/16	01/16	20	0	0	/ /	/ /	/			
02/01/16	02/29/16	02/16	18	0	0	/ /	/ /	/			
03/01/16	03/31/16	03/16	22	0	0	/ /	/ /	/			
04/01/16	04/30/16	04/16	15	0	0	/ /	/ /	/			
05/01/16	05/31/16	05/16	21	0	0	/ /	/ /	/			
06/01/16	06/30/16	06/16	14	0	0	/ /	/ /	/			
ANNUAL						07/01/15	06/30/16		200	0	0

TRANS 029 KEY 1: P KEY 2: 16 KEY 3: DIST 00111

Vacation Pay Calculation for Certificated

VPL CALCULATION	
Monthly Salary	\$5,333.33
Contract Months	11
Annual Salary	\$58,666.63
Contract Days/Annual	200
Daily Rate	293.3332
Daily Rate	\$293.3332
VACATION DAYS	31.75
VPL AMOUNT	\$9,313.33
Comments:	
SAMPLE: SCOTT,CRYSTAL	
Pay as: TX L VPL \$9,313.33	

Vacation Pay Calculation for Classified

VPL CALCULATION							
Monthly Salary	\$0.00						
Standard Days	\$0.00						
Daily Rate	#DIV/0!						
Daily Rate	\$0.0000						
VACATION DAYS							
VPL AMOUNT	\$0.00						
Comments:							

I - PAYROLL PROCESSING

Salary/Pay Rate Screen (0405)

** PER - SALARY/PAY RATE - INQ ** 0405

FR7254018 BROWN, JANE EFFEC DATE: 07 01 01 ACTNS: PRIME JOB: P

JOB	POSITION	JOB CLASS								
2	000052	200212	SENIOR GROUNDSKEEPER							

CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES		
E4	M	12	NA	NA	004	T	REG OVT -H	-	

SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE
B 021 06	08 08 10	100.00	S	2111.000	2111.00

STIPENDS: - - - - -

RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE
2111.000		261.0	B	8.00	S

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	STRS CLS CD	STRS BASE HRS
P9	M		07 01 05			.00

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.

TRANS: 005 EID: FR7254018 JOB: 2 DISTRICT 00111

District Profile Table 2 Screen (1621)

** CTL - DISTRICT PROFILE TABLE 2 - INQUIRY ** 1621

DISTRICT: 00111 TRAINING DISTRICT

CALPERS DIVISION ID: 1234567890

OASDI EMPLOYER OR EMPLOYEE PAID: E STANDARD DAYS IN MONTH: 21.6670

EFFECTIVE DATE: 09 01 59 STANDARD HOURS IN MONTH: 173.333

SCHOOL DISTRICT TYPE: 6	NEW HIRE OPTION: Y
PBA FRINGE OPTION: Y	WORKMEN'S COMP RATE: 2.000
DISTRICT LABOR TAPE OPTION: N	WORK EXPERIENCE FACTOR: 1.000
COMPUTER TYPE: 0	

PERS BUS PARTNER ID: 1234567890 BU AGENCY: 0245

CONTACT PERSONNEL	TELEPHONE
PAYROLL NAME: APRIL REYNOLDS	562 922 6424
RETIREMENT NAME: CLAUDETTE WIGGAN-REED	562 922 6429
PERSONNEL NAME: SCOTT PILCH	562 803 8366
POSN CONTRL NAME: LAURA GUTIERREZ	562 922 6471

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.

TRANS 021 KEY 1: 00111 KEY 2: _____ KEY 3: _____ DIST 00111

Vacation Pay Calculation for Classified

VPL CALCULATION	
Monthly Salary	\$2,111.00
Standard Days	21.6670
Daily Rate	\$ 97.429
Daily Rate	\$97.4293
VACATION DAYS	25
VPL AMOUNT	\$2,435.73
Comments:	

Intentionally left blank

Payroll Training

Exercise 6

Calculation of

FEDERAL AND STATE TAX WITHHOLDING

I – PAYROLL PROCESSING

2017 TAX CALCULATION WORKSHEET

Employee Name	EID	District	DATE
1	2	3	4
CALCULATED AMOUNTS SUMMARY			Marital Status
FWT	#DIV/0!	Retirement Status	Federal Exemption
SWT	#DIV/0!	10 SSM	5
OASDI (Soc.Sec.)	XXXXXXXX XXXXXXXX	PRODUCTION	6
MEDICARE	0.00	ISSUE DATE	7
SDI	0.00		8
(1) Print Screens: 07/001, 002, 003, 004 and 04/020, 021, 023, 030, 034, 035			No. of Months
(2) Obtain Total Gross Pay from 07/002. (3) Obtain Tax Status from 04/030.			9

Calculate Pay Period Taxable Wages (FWT)	
Total Gross Pay:	11
- 125 PLANS/MEDI	12
- 125 PLANS/MEDI	13
- 125 PLANS/MEDI	13
- 125 PLANS/MEDI	13
STRS	14
- TSA	15
- TSA	15
FWT & SWT GROSS	16 0.00

Calculate Pay Period OASDI/Medicare (OASDI)	
Total Gross Pay:	11A 0.00
- 125 PLANS/MEDI	12A 0.00
- 125 PLANS/MEDI	13A 0.00
- 125 PLANS/MEDI	0.00
- 125 PLANS/MEDI	0.00
- 125 PLANS/MEDI	
- 125 PLANS/MEDI	
- 125 PLANS/MEDI	
OASDI & MEDICARE GROSS	17 0.00

Calculate Federal Tax (FWT) 2017 Tax Sheet:	
FWT GROSS	0.00
Annual Multiply by #Mths	0.00
Total Annual Amt.	0.00
2017 Tax Sheet (\$Dep X 4	0.00
Total Amt. after Adj.	0.00
Step 1 Tax Chart (Minus)	18
Total Amt after Step 1	0.00
Step 2 Tax Chart Mult. %	19
Total Amt. after Step 2	0.00
+ Step 3 Plus Amt Chart	20
Total Federal Tax for Pay Period	0.00
Divide by Number of Months	21 0.00
FWT for that Pay	22 #DIV/0!

Calculate State Tax (SWT) 2017 Tax Sheet:	
SWT GROSS	0.00
Annual Multiply by No. of Months	0.00
Total Annual Amt	0.00
(b) Standard Ded (Minus)	23
Total Amt. after Minus (b)	0.00
Step 1 Tax Chart Enter as (Minus)	24
Total Amt after Step 1	0.00
Step 2 Tax Chart Mult. Enter %	25
Total Amt. after Step 2	0.00
+ Step 3 Plus Amt Chart	26
Total Amt. after Step 3	0.00
(c) Reduce Allowances \$122.10 x 4	0.00
Total State Tax for Pay Period	0.00
Divide by Number of Months	27 0.00
SWT for that Pay	28 #DIV/0!

Calculate OASDI (Soc.Sec.) 2017 Tax Sheet:	
OASDI & SDI GROSS	0.00
Soc.Sec. Rate 6.2%	29 0.062
OASDI for that Pay	0.000
SDI Rate 0.9%	30 0.009
SDI for that Pay	0.000

Calculate Medicare 2017 Tax Sheet:	
Medicare GROSS	0.00
Medicare Rate 1.45%	31 0.0145
Medicare for that Pay	0.000

YEAR 2017 TAX RATES

and Other Employee Deductions

See Reverse for General Tax Calculation Procedures

FEDERAL ANNUAL TAX RATES

Table "A"

Rates are applied to *annual taxable earnings** (annual gross earnings less salary reductions) less \$4,050 times number of exemptions claimed.

SINGLE person — including HEAD OF HOUSEHOLD

If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to be withheld is:	
Not over \$2,300		\$0	
Over—	But not over—	Computed tax is:	Of excess over—
\$ 2,300—	\$ 11,625	\$ 0.00 plus 10.0%	\$ 2,300
\$ 11,625—	\$ 40,250	\$ 932.50 plus 15.0%	\$ 11,625
\$ 40,250—	\$ 94,200	\$ 5,226.25 plus 25.0%	\$ 40,250
\$ 94,200—	\$ 193,950	\$ 18,713.75 plus 28.0%	\$ 94,200
\$ 193,950—	\$ 419,000	\$ 46,643.75 plus 33.0%	\$ 193,950
\$ 419,000—	\$ 420,700	\$120,910.25 plus 35.0%	\$ 419,000
\$ 420,700		\$121,505.25 plus 39.6%	\$ 420,700

MARRIED person

If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to be withheld is:	
Not over \$8,650		\$0	
Over—	But not over—	Computed tax is:	Of excess over—
\$ 8,650—	\$ 27,300	\$ 0.00 plus 10.0%	\$ 8,650
\$ 27,300—	\$ 84,550	\$ 1,865.00 plus 15.0%	\$ 27,300
\$ 84,550—	\$ 161,750	\$ 10,452.50 plus 25.0%	\$ 84,550
\$ 161,750—	\$ 242,000	\$ 29,752.50 plus 28.0%	\$ 161,750
\$ 242,000—	\$ 425,350	\$ 52,222.50 plus 33.0%	\$ 242,000
\$ 425,350—	\$ 479,350	\$112,728.00 plus 35.0%	\$ 425,350
\$ 479,350		\$131,628.00 plus 39.6%	\$ 479,350

OTHER RATES

OASDI Tax Rate—Employee and Employer (Not including Medicare)	6.2 percent
OASDI maximum wage base—Employee and Employer	\$127,200.00
Maximum OASDI contribution—Employee and Employer	\$7,886.00
Medicare Tax Rate	1.45 percent
Additional Medicare Tax—Employee wages over \$200,000	0.90 percent
Medicare maximum wage base	No limit
Medicare maximum contribution	No limit
S.U.I. Rate (FY16-17)	0.05 percent
CA Disability Insurance (SDI)	0.9 percent
SDI maximum wage base	\$110,902.00
CalSTRS/CalPERS	See employer
IRS Standard Mileage Rate (1-1-17)	53.5 cents per mile
Federal Supplemental Tax Rate	25 percent
State Supplemental Tax Rate	6.6 percent

SALARY REDUCTIONS

Salary reductions which reduce taxable earnings include Employee contributions to:

Deferred Tax Sheltered Annuity (403b/TSA)	Deferred Compensation (457b)
Employee portion of CalSTRS/CalPERS	Section 125 Plan benefits
Alternative Retirement Plans	

Attachment No: 1
Inf. Bul. No. 4504
SFS-A26-2016-2017 Rev. 12/14/16-B

STATE ANNUAL TAX RATES

Table "B"

Rates apply to *annual taxable earnings** (annual gross earnings less salary reductions) as follows:

- a) \$0 tax if annual taxable earnings are equal to or less than \$13,687 if SINGLE or MARRIED—0 or 1 exemption \$27,373 if UNMARRIED HEAD of HOUSEHOLD or MARRIED—2 or more exemptions
- b) Apply rate to annual taxable earnings less standard deduction and less \$1,000 for each Estimated Deduction** Allowance
- | Standard deduction | Of amount over— |
|------------------------------|-----------------|
| MARRIED—0 or 1 exemption | \$ 4,129 |
| 2 or more exemptions | \$8,258 |
| SINGLE— | \$ 4,129 |
| UNMARRIED HEAD of HOUSEHOLD— | \$8,258 |

SINGLE, MARRIED WITH DUAL INCOME, or MARRIED WITH MULTIPLE EMPLOYERS

If the taxable income is:		Computed tax is:		Of amount over—	
Over—	But not over—	Computed tax is:	Of amount over—	Over—	But not over—
\$ 0—	\$ 8,015	\$ 0.00 plus 1.10%	\$ 0	\$ 0—	\$ 8,015
\$ 8,015—	\$ 19,001	\$ 88.17 plus 2.20%	\$ 8,015	\$ 8,015—	\$ 19,001
\$ 19,001—	\$ 29,989	\$ 329.86 plus 4.40%	\$ 19,001	\$ 19,001—	\$ 41,629
\$ 29,989—	\$ 41,629	\$ 813.33 plus 6.60%	\$ 29,989	\$ 41,629—	\$ 52,612
\$ 41,629—	\$ 52,612	\$ 1,581.57 plus 8.80%	\$ 41,629	\$ 52,612—	\$ 268,750
\$ 52,612—	\$ 268,750	\$ 2,548.07 plus 10.23%	\$ 52,612	\$ 268,750—	\$ 322,499
\$ 268,750—	\$ 322,499	\$ 24,658.99 plus 11.33%	\$ 268,750	\$ 322,499—	\$ 537,498
\$ 322,499—	\$ 537,498	\$ 30,748.75 plus 12.43%	\$ 322,499	\$ 537,498—	\$1,000,000
\$ 537,498—	\$1,000,000	\$ 57,473.13 plus 13.53%	\$ 537,498	\$1,000,000 and over	\$1,000,000
\$1,000,000 and over		\$120,049.65 plus 14.63%	\$1,000,000		

MARRIED person —

If the taxable income is:		Computed tax is:		Of amount over—	
Over—	But not over—	Computed tax is:	Of amount over—	Over—	But not over—
\$ 0—	\$ 16,030	\$ 0.00 plus 1.10%	\$ 0	\$ 0—	\$ 16,030
\$ 16,030—	\$ 38,002	\$ 176.33 plus 2.20%	\$ 16,030	\$ 16,030—	\$ 59,978
\$ 38,002—	\$ 59,978	\$ 659.71 plus 4.40%	\$ 38,002	\$ 59,978—	\$ 83,258
\$ 59,978—	\$ 83,258	\$ 1,626.65 plus 6.60%	\$ 59,978	\$ 83,258—	\$ 105,224
\$ 83,258—	\$ 105,224	\$ 3,163.13 plus 8.80%	\$ 83,258	\$ 105,224—	\$ 537,500
\$ 105,224—	\$ 537,500	\$ 5,096.14 plus 10.23%	\$ 105,224	\$ 537,500—	\$ 644,998
\$ 537,500—	\$ 644,998	\$ 49,317.97 plus 11.33%	\$ 537,500	\$ 644,998—	\$1,000,000
\$ 644,998—	\$1,000,000	\$ 61,497.49 plus 12.43%	\$ 644,998	\$1,000,000—	\$1,074,996
\$1,000,000—	\$1,074,996	\$105,624.24 plus 13.53%	\$1,000,000	\$1,074,996 and over	\$1,074,996
\$1,074,996 and over		\$115,771.20 plus 14.63%	\$1,074,996		

UNMARRIED/HEAD OF HOUSEHOLD—

If the taxable income is:		Computed tax is:		Of amount over—	
Over—	But not over—	Computed tax is:	Of amount over—	Over—	But not over—
\$ 0—	\$ 16,040	\$ 0.00 plus 1.10%	\$ 0	\$ 0—	\$ 16,040
\$ 16,040—	\$ 38,003	\$ 176.44 plus 2.20%	\$ 16,040	\$ 16,040—	\$ 48,990
\$ 38,003—	\$ 48,990	\$ 659.63 plus 4.40%	\$ 38,003	\$ 48,990—	\$ 60,630
\$ 48,990—	\$ 60,630	\$ 1,143.06 plus 6.60%	\$ 48,990	\$ 60,630—	\$ 71,615
\$ 60,630—	\$ 71,615	\$ 1,911.30 plus 8.80%	\$ 60,630	\$ 71,615—	\$ 365,499
\$ 71,615—	\$ 365,499	\$ 2,877.98 plus 10.23%	\$ 71,615	\$ 365,499—	\$ 730,997
\$ 365,499—	\$ 438,599	\$ 32,942.31 plus 11.33%	\$ 365,499	\$ 438,599—	\$ 730,997
\$ 438,599—	\$ 730,997	\$ 41,224.54 plus 12.43%	\$ 438,599	\$ 730,997—	\$1,000,000
\$ 730,997—	\$1,000,000	\$ 77,569.61 plus 13.53%	\$ 730,997	\$1,000,000 and over	\$1,000,000
\$1,000,000 and over		\$113,965.72 plus 14.63%	\$1,000,000		

- c) Reduce result of b) by personal allowance tax credit to arrive at annual tax: Personal allowance credit*** for Single, Married, and Head of Household
0 Allowance — \$0
1 or More Allowances — \$122.10 for each allowance

* See reverse side for calculation of annual taxable earnings.

** Estimated deductions are not the same as the personal allowances on Form DE-4, California "Employee's Withholding Allowance Certificate." Apply personal allowances credit only in step (c) of the computation.

*** Credit is for personal allowances only; exclude estimated deduction allowances.

Payroll Tax Status Screen (0430)

UC8199337 **** PER - PAYROLL TAX STATUS - INQ **** 0430

BEAN, LAWRENCE E. EMPL STATUS: ACTIVE

-- TAXING INFORMATION --

FEDERAL: REG ALLOW: 1 TAX MARITAL STATUS: M ADDITIONAL W/HOLDING:
STATE: REG ALLOW: 1 TAX MARITAL STATUS: M ADDITIONAL W/HOLDING:
STATE ADDITIONAL ALLOW:

SUPPLEMENTAL TAXING OPTN: A SDI COVERAGE:
AEIC: SUI EXEMPTION:
REQUEST W2: W/C EXEMPTION:

PRIMARY JOB: 1
JOB PAY CYCLES 1: E1 2: 3: 4: 5: 6: 7: 8: 9:

-- PAYMENT DISPOSITION --

PAY LOCATION: 133 TRAINING HIGH

(075) - LAST SCREEN - NO MORE DATA

TRANS: 030 EID: UC8199337 JOB: 1 DISTRICT: 00111

Warrant Summary Screen (0702)

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* * PAY - WARRANT SUMMARY--PAYROLL HISTORY INQUIRY - INQ * *
                                                    0702

WARRANT NO. : 1234567      EID: UC8199337 [2]      BEAN,LAWRENCE E. [1]
ISSUE DATE  : 05/05/17     SCHEDULE NO.: E1T [8]      SCHEDULE: 04/01/17 TO 04/30/17
PAYMENT TYPE: AUTOMATIC PAYROLL DEPOSIT

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

TOT GRS PAY : 5210.00 [11]      FWT : 2443.30      PERS GROSS: 5210.00
REDUCTIONS  : 2766.70      SWT : 2443.30 [16]      STRS GROSS: .00
TAXES       : 374.93      SDI : .00      OASDI GROSS: 2808.00
VOL DED     : 285.05      GARN D/E : 3807.38      MEDI GROSS: 2808.00 [17]
NET PAY     : 1783.63 [31]

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

FIN INST: 12220002 8      OASDI: 5210.00
ACCT NBR: 11200-00055      MEDI: .00
ACCT TYP: CHECKING

                                                    [R=RETURN 001 M=MENU]
TRANS: 002 EID: UC8199337 WARRANT NO: 1234567 ISS DATE: 050517 DISTRICT: 00111
    
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Earning Detail Screen (0703)

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

WARRANT NO. : 1234567      EID: UC8199337      BEAN,LAWRENCE E.
ISSUE DATE  : 05/05/17     SCHEDULE NO.: E4T      SCHEDULE: 04/01/17 TO 04/30/17

  P  POSNO EARN      UNITS  PAY RATE      AMOUNT      PAY      --RETIREMENT--      CAL
  S B  ACCR  BEG -  ACCR  END      PY          MO          P/S/SP      R.RATE
  _ M 200005 REG      22.00   5210.000   5210.00   12      P9M          5210.000   CD
      04/01/17 - 04/30/17
                               [11] [9] [10]

PAGE 01 OF 01
                                                    [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 003 EID: UC8199337 WARRANT NO: 1234567 ISS DATE: 050517 DISTRICT: 00111
    
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I - PAYROLL PROCESSING

Deduction Detail (0704)

** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ ** 0704

WARRANT NO. : 1234567 EID: UC8199337 BEAN, LAWRENCE E.
 ISSUE DATE : 05/05/17 SCHEDULE NO.: E4T SCHEDULE: 04/01/17 TO 04/30/17

G-T-N	VENDOR	P	TRAN	SRCE	----- ACCRUAL -----			
NO.	NAME	NUMBER	AMOUNT	Y	TYPE	CODE	BEGIN DATE	END DATE
041	PERS RED	000000135	364.70	14			04/01/17	04/30/17
001	ESA	000000015	2402.00	12			04/01/17	04/30/17
020	OASDI DED	000000100	174.09	32			04/01/17	04/30/17
026	MEDCAR DED	000000110	40.72	31			04/01/17	04/30/17
081	FWT	000000200	138.50	22			04/01/17	04/30/17
082	SWT	000000205	21.31	28			04/01/17	04/30/17
0122	LINA	000001733	5.49				04/01/17	04/30/17
130	UNUM LIFE	000001861	5.52				04/01/17	04/30/17
262	SEIU-AGFP	000001328	74.04				04/01/17	04/30/17
295	SCHFIRSTCU	000003371	200.00				04/01/17	04/30/17

PAGE 01 OF 01 [R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 004 EID: UC8199337 WARRANT NO: 1234567 ISS DATE: 050517 DISTRICT: 00111

Contribution Detail (0705)

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

WARRANT NO. : 1234567 EID: UC8199337 BEAN, LAWRENCE E.
 ISSUE DATE : 05/05/17 SCHEDULE NO.: E4T SCHEDULE: 04/01/17 TO 04/30/17

G-T-N	VENDOR	P	TRAN	SRCE	----- ACCRUAL -----			
NO.	NAME	NUMBER	AMOUNT	Y	TYPE	CODE	BEGIN DATE	END DATE
043	PERS CON	000000135	770.98				04/01/17	04/30/17
022	OASDI CON	000000100	174.09				04/01/17	04/30/17
027	MEDCAR CON	000000110	40.72				04/01/17	04/30/17
090	SUI	000000250	1.40				04/01/17	04/30/17
092	WORK COMP	000000260	411.07				04/01/17	04/30/17
093	OPEB 1	000004500	52.47				04/01/17	04/30/17
150	BENEFITS	000002325	803.30				04/01/17	04/30/17
237	OPEB 2	000004500	18.75				04/01/17	04/30/17

PAGE 01 OF 01 [R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 005 EID: UC8199337 WARRANT NO: 1234567 ISS DATE: 050517 DISTRICT: 00111

I – PAYROLL PROCESSING

2017 TAX CALCULATION WORKSHEET										
1	Employee Name	2	EID	3	District	4	DATE			
	JEAN, LAWRENCE		UC8199337		00111- TRAINING SD		05/05/17			
CALCULATED AMOUNTS SUMMARY							5	Marital Status	Calc. Net Pay	
								MARRIED	Total Gross	
							10	Retirement Status	5,210.00	
								P9M	FWT	
FWT	138.50						6	Federal Exemption	(138.50)	
SWT	21.31						7	State Exemption	(21.31)	
OASDI (Soc. Sec.)	174.10	PRODUCTION						1	OASDI	
MEDICARE	40.72						8	Pay Schedule	(174.10)	
SDI	25.27	ISSUE DATE						E1T	MEDI	
							9	No. of Months	(40.72)	
(1) Print Screens: 07/001, 002, 003, 004 and 04/020, 021, 023, 030, 034, 035								12	ESA Gross	
(2) Obtain Total Gross Pay from 07/002. (3) Obtain Tax Status from 04/030.									(2,402.00)	
Calculate Pay Period Taxable Wages (FWT Gr					Calculate Pay Period OASDI/Medicare (OASDI					
Total Gross Pay:	11	5,210.00	Total Gross Pay:		11A	5,210.00	PERS			
- ESA GROSS	12	2,402.00	- ESA GROSS		12A	2,402.00	TSA			
- 125 PLANS/MEDI	13		- 125 PLANS/MEDI		13A	0.00	LINA			
- 125 PLANS/MEDI	13		- 125 PLANS/MEDI				LAW/LIFE			
- 125 PLANS/MEDI	13		- 125 PLANS/MEDI				SEU			
PERS	14	364.70	- 125 PLANS/MEDI				SCHFRST			
- TSA	15		- 125 PLANS/MEDI				NET PAY			
- TSA	15		- 125 PLANS/MEDI				1,783.63			
FWT & SWT GROSS	16	2,443.30	OASDI & MEDICARE GROSS		17	2,808.00				
Calculate Federal Tax (FWT) 2017 Tax Sheet:					Calculate State Tax (SWT) 2017 Tax Sheet:					
FWT GROSS		2,443.30	SWT GROSS			2,443.30				
Annual Multiply by No. of Month		12.00	Annual Multiply by No. of Months			12.00				
Total Annual Amount		29,319.60	Total Annual Amount			29,319.60				
2017 Tax Sheet (\$Dep X 4		(4,050.00)	(b) Standard Ded (Minus)		23	(4,129.00)				
Total Amt. after Adj.		25,269.60	Total Amt. after Minus (b)			25,190.60				
Step 1 Tax Chart (Minus)	18	(8,650.00)	Step 1 Tax Chart Enter as (Minus)		24	(16,030.00)				
Total Amt after Step 1		16,619.60	Total Amt after Step 1			9,160.60				
Step 2 Tax Chart Mult. %	19	10.0%	Step 2 Tax Chart Mult. Enter %		25	2.20%				
Total Amt. after Step 2		1,661.96	Total Amt. after Step 2			201.53				
+ Step 3 Plus Amt Chart	20	0.00	+ Step 3 Plus Amt Chart		26	176.33				
Total Federal Tax for Pay Period		1,661.96	Total Amt. after Step 3			377.86				
Divide by Number of Months	21	12.00	(c) Reduce Allowances \$122.10.90			(122.10)				
FWT for that Pay	22	138.497	Total State Tax for Pay Period			255.76				
Calculate OASDI (Soc. Sec.) 2017 Tax Sheet:					Divide by Number of Months					
OASDI & SDI GROSS		2,808.00	Total State Tax for Pay Period		27	12.00				
Soc. Sec. Rate 6.2%	29	0.062	SWT for that Pay		28	21.314				
OASDI for that Pay		174.096	Calculate Medicare 2017 Tax Sheet:							
SDI Rate 0.3%	30	0.009	Medicare GROSS			2,808.00				
SDI for that Pay		25.272	Medicare Rate 1.45%		31	0.0145				
					Medicare for that Pay					
					40.716					

I - PAYROLL PROCESSING

PAYR095/PP4400XX/111501		PERSONNEL/PAYROLL/RETIREMENT SYSTEM				PAGE NO. 0001	
SCHEDULE E1T ENDING 04 /30 /15 --E1		PAYROLL AUDIT REGISTER				ISSUE DATE 05/05/17	
RUN TIME 22:56:49		DIST: 00111 TRAINING DISTRICT				RUN DATE 04/30/17	
UC8199337 BEAN, LAWRENCE		ACTIVE		PAY LOC: 615			

CUR PAYMENT	NET PAY: 1783.63	FWT GRS: 2443.30	SDI GRS: 0.00	PERS GRS: 5210.00	STRS GRS: 0.00		
W8753773	TTL GRS: 5210.00	SWT GRS: 2443.30	SUI GRS: 2808.00	FICA GRS: 2808.00	MEDI GRS: 2808.00		
05/05/15	TAX CD: FED-M01	ST-M01/	ANNUALIZATION MONTHS: 12				
PAY DISP:D		BANK: 122200028	PAY CYCLE: E1	ACCRUALS: VACATION	0.00	SICK LEAVE	0.00
		11200-00055					
041	PERS RED	364.70		001	ESA	2402.00	
020	OASDI DED	174.10		026	MEDCAR DED	40.72	
081	FWT	138.50		082	SWT	21.31	
122	LINA	5.49		130	UNUM LIFE	5.52	
262	SEIU - AGFP	74.04		295	SCHFIRSTCU	200.00	
043	PERS CON	770.98	C	022	OASDI CON	174.09	C
027	MEDCAR CON	40.72	C	090	SUI	1.40	C
082	WORK COMP	411.07	C	093	OPEB 1	52.47	C
150	BENEFITS	803.30	C	237	OPEB 2	18.75	C
GROSS PAY:							
BATCH	TYPE	BASIS	% ASGN	RATE	TIME	AMOUNT	POSN NO. CLASS PLAN/ST/SP RET-RATE MO. -----PERIOD----- PYR
234	REG	M	100.00	5210.00	22.00	5210.00	200005 200005 P8/M/ 5210.00 12 04/01/15 TO 04/30/15
NEW BALANCES							
5516	TOTAL HRS PD-F					1746.00	5120 HOURLY FY 2.00
5521	DAILY FY					218.00	5160 REG HRS-F 1760.00
5161	OVERTIME HRS-F					2.00	5501 TOTAL GROSS YTD 23041.83
5502	TOTAL FROSS QTD					8107.83	5503 OASDI GROSS YTD 23041.83
5504	OASDI GROSS QTD					8107.83	5505 STATE GROSS YTD 21076.94
5506	STATE GROSS QTD					7295.57	5507 SUI GROSS YTD 23041.83
5508	SUI GROSS QTD					8107.83	5509 FED GROSS YTD 21076.94
5510	FEDRL GROSS QTD					7295.57	5513 OASDI GR NL YTD 23041.83
5515	OASDI GROSS-P					57616.00	5516 OASDI GR NL-P 57616.00
5518	OASDI DED-P					3572.19	5519 OASDI CON-P 3572.19
5529	ANN FEDRL GROSS					29319.60	5530 ANN FEDRL TAX 1622.24
5531	ANN STATE GROSS					29319.60	5532 ANN STATE TAX 256.99
5533	SUI GR NL QTD					8107.83	5537 TOTAL GROSS-P 57616.00
5538	FWT DED-P					2994.14	5539 SWT DED-P 706.72
5542	PERS GROSS QTD					10420.00	5543 PERS GROSS YTD 25228.00
5556	REG GROSS FYTD					50361.88	5557 OVERTIME GR FYTD 89.83
5559	TOTAL GR FYTD					49997.83	5563 TOTAL GRS-FY-P 54594.00
5570	MED GR NL YTD					23041.83	5571 MED GR NL-P 57616.00
5572	MED GROSS YTD					23041.83	5573 MED GROSS QTD 8107.83
5574	MED GROSS-P					57616.00	5577 MED DED-P 835.43
5578	MED CON-P					835.43	5580 FED GROSS-P 53171.88
5581	STATE GROSS-P					53171.88	5583 PERS RED-P 4444.12
5599	RESERVED BAL 99					22952.00	001 Q ESA 4804.00
001 Y	ESA					11632.00	020 Q OASDI DED 502.68
020 Y	OASDI DED					1428.59	022 Q OASDI CON 502.68
022 Y	OASDI CON					1428.59	026 Q MEDCAR DED 117.57
026 Y	MEDCAR DED					334.11	027 Q MEDCAR CON 117.57
027 Y	MEDCAR CON					334.11	028 Y OASDI D-P 3572.19
029 Y	OASDI C-P					3572.19	041 Q PERS RED 812.26
041 Y	PERS RED					1964.89	041 F PERS RED 3885.94
043 Q	PERS CON					1541.96	043 Y PERS CON 3733.25

I – PAYROLL PROCESSING

2017 AGGREGATE TAX CALCULATION WORKSHEET					
Employee Name	EID	District	DATE		
1 SAN, LAWRENCE E.	2 UC8199337	3 00111 - TRAINING SD	4 05/20/17		
CALCULATED AMOUNTS SUMMARY			Marital Status	Calc. ESA Net Pay	
			5 MARRIED	SA Gross	2,404.00
			Retirement Status	Federal Exemption	FWT (352.14)
FWT	352.14	10 P9M	6 1	SWT	(82.29)
SWT	82.29		State Exemption	OASDI	(149.05)
OASDI (Soc.Sec.)	149.05	PRODUCTION	7 1	MEDI	(34.86)
MEDICARE	34.86		Pay Schedule	SDI	
SDI	21.64	ISSUE DATE	8 EIU	NET PAY	1,785.67
(1) Print Screens: 07/001, 002, 003, 004 and 04/020, 021, 023, 030, 034, 035			No. of Months		
(2) Obtain Total Gross Pay from 07/002. (3) Obtain Tax Status from 04/030.			9 12		
Calculate Pay Period Taxable Wages (FWT Gross)			Calculate Pay Period OASDI/Medicare (OASDI Gross):		
ESA Gross:	11 2,404.00		ESA Gross:	12 2,404.00	
- 125 PLANS/MEDI			- 125 PLANS/MEDI		
- 125 PLANS/MEDI			- 125 PLANS/MEDI		
- 125 PLANS/MEDI			- 125 PLANS/MEDI		
- ESA GROSS			- 125 PLANS/MEDI		
- PERS			- 125 PLANS/MEDI		
- TSA			- 125 PLANS/MEDI		
+ Aggreg Prior Sch FWT Gross	13 2,443.30		- 125 PLANS/MEDI		
FWT & SWT GROSS	4,847.30		OASDI & MEDICARE GROSS	2,404.00	
Calculate Federal Tax (FWT) 2017 Tax Sheet:			Calculate State Tax (SWT) 2017 Tax Sheet:		
FWT GROSS	4,847.30		SWT GROSS	4,847.30	
Annual Multiply by No. of Month	12.00		Annual Multiply by No. of Months	12.00	
Total Annual Amount	58,167.60		Total Annual Amount	58,167.60	
2017 Tax Sheet (\$Dep X 4)	(4,050.00)		(b) Standard Ded (Minus)	19 (4,129.00)	
Total Amt. after Adj.	54,117.60		Total Amt. after Minus (b)	54,038.60	
Step 1 Tax Chart (Minus)	14 (27,300.00)		Step 1 Tax Chart Enter as (Minus)	20 (38,002.00)	
Total Amt after Step 1	26,817.60		Total Amt after Step 1	16,036.60	
Step 2 Tax Chart Mult. %	15 15.0%		Step 2 Tax Chart Mult. Enter %	21 4.40%	
Total Amt. after Step 2	4,022.64		Total Amt. after Step 2	705.61	
+ Step 3 Plus Amt Chart	16 1,865.00		+ Step 3 Plus Amt Chart	22 659.71	
Total Federal Tax for Pay Period	5,887.64		Total Amt. after Step 3	1,365.32	
Divide by Number of Months	17 12.00		(c) Reduce Allowances \$122.10x3	(122.10)	
FWT Total:	490.637		Total State Tax for Pay Period	1,243.22	
FWT Prior sch Aggreg	18 138.500		Divide by Number of Months	23 12.00	
FWT Aggregate Total	352.137		SWT Total:	103.602	
			SWT Prior Schedule Aggreg	24 21,310	
Calculate OASDI (Soc.Sec.) 2017 Tax Sheet:			SWT Aggregate Total	82.292	
OASDI & SDI GROSS	2,404.00				
Soc.Sec. Rate 6.2%	25 0.062		Calculate Medicare 2017 Tax Sheet:		
OASDI for that Pay	149.048		Medicare GROSS	2,404.00	
SDI Rate 0.9%	26 0.009		Medicare Rate 1.45%	27 0.0145	
SDI for that Pay	21.636		Medicare for that Pay	34.858	

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Payroll Training

Exercise 7

Calculation of

EARNED SALARY ADVANCE (ESA) GROSS

I – PAYROLL PROCESSING

INSTRUCTIONS BELOW			
CALCULATION OF ESA GROSS			
Employee Name	EID	District	DATE
Retirement Status	Monthly	Pay Schedule	Marital Status
			Federal Exemptions
			State Exemptions
(1) Print Screens: 07/001, 002, 003, 004 of last final schedule paid. (2) Print Standard Benefits Screens: 04/020, 021, 023 & 030 (3) Print Salary Screen: 04/005 prime job.			
	Enter Amounts		
SALARY RATE		1	
125 CASH (MINUS)		2	
PRE-TAX		2.1	
PRE-TAX			
PRE-TAX			
PRE-TAX			
PRE-TAX			
PERS OR STRS		3	
BUY PERS OR STRS		4	
TSA 403B, 457		5	
TSA 403B, 457			
TSA 403B, 457			
TSA 403B, 457			
Sum of Deductions	0.00	6	
TOTAL GROSS:	0.00	7	
ESA GROSS CALC:	0	8	
CALCULATING ESA INSTRUCTIONS		The ESA Gross Calc. amt. should match the Time File amount.	
1	Salary Rate from prime job screen 04/005	Comments:	
2	For districts that have 125 Cash enter as a negative		
2	Enter 125 Plans (pre tax) from screen 04/020, 021		
3	Enter Retirement Amount PERS or STRS		
4	PERS or STRS Buy Back (pre tax)	ENTER DATA FIELD	
5	Enter TSA 403b, 457 (pre tax) from screen 04/023	FORMULA FIELD	
6	All deductions amounts get added	FORMULA FIELD	
7	Deduction amount subtracted from Salary Rate		
8	Total Gross amount gets divided by 2 to get ESA Gros		
Get copy of Time File Report where employee shows up before any changes to the ESA amount.			
Note: Once the ESA Gross is calculated, if desired the District may calculate the Federal & State Withholding Taxes, OASDI, MEDI, and SDI if appropriate. To obtain the Total Net for that ESA, simply subtract the Taxes from the ESA Gross.			

Salary / Pay Rate Screen (0405)

```

** PER - SALARY/PAY RATE - INQ **                                0405
TN0911179  SCOTT,CRYSTAL                                EFFEC DATE: 07 01 01 ACTNS:
                                                    PRIME JOB: P

JOB          POSITION          JOB CLASS
1           015002          012100 OFFICE MANAGER

CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  TIME  TIME  EARNINGS TYPES
E4     M      11      NA         NA         003   T     REG - -

SCHED/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
M 001 01          07 01 10   100.00       S              7972.340       7972.340

STIPENDS:  - - - - -

RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
7972.340     -      200.0      P          6.00         S

RETIREMENT: PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  STRS  STRS
              P9     M      07 01 05  CLS CD  BASE HRS
              -     -     -     -     -     -     .00

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS: 005          EID: TN0911179          JOB: 1          DISTRICT 00111
    
```

Standard Benefits Screen (0420)

```

** PER - STANDARD BENEFITS DATA - INQ **                        0420
FR7254018  BROWN, JANE                                EMPL STATUS: ACTIVE

PRIMARY JOB: 1          JOB TITLE: TEACHER-10 MO.
BENEFIT ELIG: F        DATE OF BIRTH: 12 21 80          FIRST PROB SERVICE: 08 31 05
FULL/PART: F           DEPENDENTS:          BARGAINING UNIT: 01          CAFE MAX:

PLAN/COVERG  DESCRIPTION  --DEDUCTION--  CONTRIBUTION-  EFFECTIVE
BSR 01  BLUE125  EMPLYR  NBR  EMPLOYEE  NBR  EMPLOYER  DATE  END DATE P
MEDICAL  BSR 01  BLUE125  EMPLYR  142  0.00  142  1199.10  09/01/05
PAYROLL:
DENTAL   DDP 01  DELTDEN  EMPLYR  160  0.00  161  115.00  09/01/05
PAYROLL:
VISION   VSP 01  VISION   EMPLYR  162  0.00  163  23.00  09/01/05
PAYROLL:
LIFE 1   CP1 01  UNM DLF  EMPLYR  120  0.00  121  3.41  09/01/05
PAYROLL:
LIFE 2
PAYROLL:
DEP LIFE
PAYROLL:
INC PROT
PAYROLL1

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS: 020          EID: FR7254018          JOB: 1          DISTRICT 00111
    
```

Additional Standard Benefits Screen (0421)

```

** PER - ADTL. STANDARD BENEFITS DATA - INQ **                                0421
FR7254018  BROWN, JANE                                                         EMPL STATUS: ACTIVE

PRIMARY JOB: 1                        JOB TITLE: TEACHER-10 MO.
BENEFIT ELIG: F                      DATE OF BIRTH: 12 21 80      FIRST PROB SERVICE: 08 31 05
FULL/PART: F                          DEPENDENTS:                BARGAINING UNIT: 01      CAFE MAX:
PLAN/                                  --DEDUCTION--           CONTRIBUTION-           EFFECTIVE
COVERG  DESCRIPTION                   NBR  EMPLOYEE  NBR  EMPLOYER  DATE      END DATE P
MEDICAL MHN 01  MGDHLTH  EMLYR    158    0.00    159    26.57    09/01/05
PAYROLL:
PAYROLL:
PAYROLL:
PAYROLL:
PAYROLL:
PAYROLL:
RET FRNG GAS 01  GAS                    000    0.00    237    2.60
PAYROLL1

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS: 021                            EID: FR7254018                JOB: 1                        DISTRICT 00111
    
```

Voluntary Deduction Screen (0423)

```

** PER - VOLUNTARY DEDUCTIONS - INQ **                                0423
FR7254018  BROWN, JANE                                                         EMPL STATUS: ACTIVE

PRIMARY JOB: 1                        JOB TITLE: TEACHER-10 MO.
BENEFIT ELIG: F                      DATE OF BIRTH: 12 21 80      FIRST PROB SERVICE: 08 31 05
FULL/PART: F                          DEPENDENTS:                BARGAINING UNIT: 01      CAFE MAX:

GTN          VENDOR  DEDUCTION  BALANCE  DEDUCTION  BEGINNING  END
NUMBER  DESCRIPTION  TYP      CODE    AMOUNT    STATUS    BALANCE    DATE      DATE
226    CTA          D  0000001152  107.90
251    AFA IP       D  0000002309   59.76
060    TSA #1 RED    R  0000008242  1000.00
                                11/01/14

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS: 023                            EID: FR7254018                JOB: 1                        DISTRICT 00111
    
```


I – PAYROLL PROCESSING

INSTRUCTIONS BELOW			
CALCULATION OF ESA GROSS			
Employee Name SAMPLE	EID	District	DATE 07/22/10
Retirement Status P9M	Monthly 12	Pay Schedule E4S	Marital Status MARRIED
			Federal Exemptions 3
			State Exemptions 3
<p>(1) Print Screens: 07/001, 002, 003, 004 of last final schedule paid. (2) Print Standard Benefits Screens: 04/020, 021, 023 & 030 (3) Print Salary Screen: 04/005 prime job.</p>			
	Enter Amounts		
SALARY RATE	7,972.340	1	
125 CASH (MINUS)		2	
PRE-TAX		2.1	
PRE-TAX			
PRE-TAX			
PRE-TAX			
PERS OR STRS	558.06	3	
BUY PERS OR STRS		4	
TSA 403B, 457	1,000.00	5	
TSA 403B, 457			
TSA 403B, 457			
TSA 403B, 457			
Sum of Deductions	1,558.06	6	
TOTAL GROSS:	6,414.28	7	
ESA GROSS CALC:	3,207	8	
CALCULATING ESA INSTRUCTIONS		The ESA Gross Calc. amt. should match the Time File amount.	
1	Salary Rate from prime job screen 04/005	Comments:	
2	For districts that have 125 Cash enter as a negative		
2	Enter 125 Plans (pre tax) from screen 04/020, 021		
3	Enter Retirement Amount PERS or STRS		
4	PERS or STRS Buy Back (pre tax)	ENTER DATA FIELD	
5	Enter TSA 403b, 457 (pre tax) from screen 04/023	FORMULA FIELD	
6	All deductions amounts get added	FORMULA FIELD	
7	Deduction amount subtracted from Salary Rate		
8	Total Gross amount gets divided by 2 to get ESA Gross		
Get copy of Time File Report where employee shows up before any changes to the ESA amount.			
<p>Note: Once the ESA Gross is calculated, if desired the District may calculate the Federal & State Withholding Taxes, OASDI, MEDI, and SDI if appropriate. To obtain the Total Net for that ESA, simply subtract the Taxes from the ESA Gross.</p>			

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SECTION III.

PAY SCENARIO

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Payroll Training

Pay Scenario of

What happens when an employee
is paid on a non-prime schedule
for several months?

I - PAYROLL PROCESSING

Employee Payroll History Screen (0701)

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

EID: UC8199337 BEAN, LAWRENCE E. PRIOR EID:

S	ISSUE	SCH	-WARRANT-	-----ACCRUAL-----			GROSS	NET	
L	DATE	NO.	TP	NBR	BGN DATE	END DATE	CANCELED	PAY	PAY
-	08/05/17	215	W	1698294	07/01/17	07/31/17		7379.91	3728.74
-	08/03/17	211	W	5283659	06/01/17	06/30/17		7379.91	4061.61
-	07/02/17	181	W	1698274	05/01/17	05/31/17		7379.91	4273.58
-	06/01/17	C1K	D	1697772	05/01/17	05/01/17		7379.91	5003.35
-	05/03/17	C1J	D	1390122	04/01/17	04/30/17		7379.91	5003.35
-	04/01/17	C1I	D	6483151	03/01/17	03/31/17		7379.91	5003.35
-	03/01/17	C1H	D	1343640	02/01/17	02/28/17		7379.91	5003.35
-	02/01/17	C1G	D	1271737	01/01/17	01/31/17		7379.91	5003.35
-	01/04/17	C1F	D	1218892	12/01/16	12/31/16		7379.91	5003.35
-	12/01/16	C1E	D	1143748	11/01/16	11/30/16		7379.91	5025.28
-	11/02/16	C1D	D	1090734	10/01/16	10/31/16		7379.91	5025.28
-	10/01/16	C1C	D	6358130	09/01/16	09/30/16		7379.91	5018.20
-	09/01/16	C1B	D	1015806	08/01/16	08/31/16		7379.91	4521.70
-	07/10/16	C3L	D	4062550	06/01/16	06/30/16		1500.00	947.19

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

Payroll Tax Status Screen (0430)

** PER - PAYROLL TAX STATUS - INQ ** 0430

UC8199337 BEAN, LAWRENCE E. EMPL STATUS: ACTIVE

-- TAXING INFORMATION --

FEDERAL: REG ALLOW: 0 TAX MARITAL STATUS: M ADDITIONAL W/HOLDING:
 STATE: REG ALLOW: 0 TAX MARITAL STATUS: S ADDITIONAL W/HOLDING:
 STATE ADDITIONAL ALLOW:

SUPPLEMENTAL TAXING OPTN: A SDI COVERAGE:
 AEIC: SUI EXEMPTION:
 REQUEST W2: W/C EXEMPTION:

PRIMARY JOB: 1
 JOB PAY CYCLES 1: C1 2: 3: C3 4: C3 5: 6: C3 7: 8: 9: V1

-- PAYMENT DISPOSITION --

PAY LOCATION: 133 TRAINING HIGH

(075) - LAST SCREEN - NO MORE DATA
 TRANS: 030 EID: UC8199337 JOB: 1 DISTRICT: 00111

Earning Details Screen (0703)

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

WARRANT NO. : 1234567 EID: UC8199337 BEAN,LAWRENCE E.
 ISSUE DATE : 06/01/17 SCHEDULE NO.: C1K SCHEDULE: 05/01/17 TO 05/31/17

P	POSNO	EARN	UNITS	PAY RATE	AMOUNT	PAY	--RETIREMENT--	CAL
S B	ACCR	BEG - ACCR	END	PY		MO	P/S/SP R.RATE	
_M	000051	REG	20.00	5210.000	7379.910	11	S5M 5210.000	F1
	05/01/17 - 05/31/17							

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 003 EID: UC8199337 WARRANT NO: 1234567 ISS DATE: 060117 DISTRICT: 00111

Deduction Detail Screen (0704)

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

WARRANT NO. : 1234567 EID: UC8199337 BEAN,LAWRENCE E.
 ISSUE DATE : 06/01/17 SCHEDULE NO.: C1K SCHEDULE: 05/01/10 TO 05/31/10

G-T-N		VENDOR		P	TRAN	SRCE	-----	ACCRUAL	-----
NO.	NAME	NUMBER	AMOUNT	Y	TYPE	CODE	BEGIN DATE	END DATE	
031	STRS RED	0000000120	590.39				05/01/17	05/31/17	
010	KAISER R	0000002079	165.38				05/01/17	05/31/17	
026	MEDCAR DED	0000000110	104.61				05/01/17	05/31/17	
060	TSA #1 RED	0832908733	300.00				05/01/17	05/31/17	
081	FWT	0000000200	712.25				05/01/17	05/31/17	
082	SWT	0000000205	402.63				05/01/17	05/31/17	
222	CTA	0000001152	101.30				05/01/17	05/31/17	

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 004 EID: UC8199337 WARRANT NO: 1234567 ISS DATE: 060117 DISTRICT: 00111

Earning Details Screen (0703)

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

WARRANT NO. : 1234567 EID: UC8199337 BEAN,LAWRENCE E.
 ISSUE DATE : 07/02/17 SCHEDULE NO.: 181 SCHEDULE: 05/01/17 TO 05/31/17

P	POSNO	EARN	UNITS	PAY RATE	AMOUNT	PAY	--RETIREMENT--	CAL
S B	ACCR	BEG - ACCR	END	PY		MO	P/S/SP R.RATE	
_M	000051	REG	20.00	5210.000	7379.910	11	S5M 5210.000	F1
	05/01/17 - 05/31/17							

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 003 EID: UC8199337 WARRANT NO: 1234567 ISS DATE: 070217 DISTRICT: 00111

Deduction Detail Screen (0704)

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

WARRANT NO. : 1234567 EID: UC8199337 BEAN,LAWRENCE E.
 ISSUE DATE : 07/02/17 SCHEDULE NO.: 181 SCHEDULE: 05/01/10 TO 05/31/10

G-T-N	VENDOR	P	TRAN	SRCE	-----	ACCRUAL	-----	
NO.	NAME	NUMBER	AMOUNT	Y	TYPE	CODE	BEGIN DATE	END DATE
031	STRS RED	0000000120	590.39				05/01/17	05/31/17
026	MEDCAR DED	0000000110	107.01				05/01/17	05/31/17
081	FWT	0000000200	1695.70				05/01/17	05/31/17
082	SWT	0000000205	713.23				05/01/17	05/31/17

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 004 EID: UC8199337 WARRANT NO: 1234567 ISS DATE: 070317 DISTRICT: 00111

Earning Details Screen (0703)

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

WARRANT NO. : 1234567 EID: UC8199337 BEAN,LAWRENCE E.
 ISSUE DATE : 08/03/17 SCHEDULE NO.: 211 SCHEDULE: 06/01/17 TO 06/30/17

P	POSNO	EARN	UNITS	PAY RATE	AMOUNT	PAY	--RETIREMENT--	CAL
S B	ACCR	BEG - ACCR	END	PY		MO	P/S/SP R.RATE	
_M	000051	REG	20.00	5210.000	7379.910	11	S5M 5210.000	F1
	06/01/17 - 06/30/17							

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 003 EID: UC8199337 WARRANT NO: 1234567 ISS DATE: 080317 DISTRICT: 00111

Deduction Detail Screen (0704)

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

WARRANT NO. : 1234567 EID: UC8199337 BEAN,LAWRENCE E.
 ISSUE DATE : 08/03/17 SCHEDULE NO.: 211 SCHEDULE: 06/01/17 TO 06/30/17

G-T-N	VENDOR	P	TRAN	SRCE	-----	ACCRUAL	-----	
NO.	NAME	NUMBER	AMOUNT	Y	TYPE	CODE	BEGIN DATE	END DATE
031	STRS RED	0000000120	590.39				06/01/17	06/30/17
026	MEDCAR DED	0000000110	107.01				06/01/17	06/30/17
081	FWT	0000000200	1907.67				06/01/17	06/30/17
082	SWT	0000000205	713.23				06/01/17	06/30/17

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 004 EID: UC8199337 WARRANT NO: 1234567 ISS DATE: 080317 DISTRICT: 00111

Earning Details Screen (0703)

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

WARRANT NO. : 1234567 EID: UC8199337 BEAN,LAWRENCE E.
 ISSUE DATE : 08/05/17 SCHEDULE NO.: 215 SCHEDULE: 07/01/17 TO 07/31/17

P	POSNO	EARN	UNITS	PAY RATE	AMOUNT	PAY	--RETIREMENT--	CAL
S B	ACCR	BEG - ACCR	END	PY		MO	P/S/SP R.RATE	
_M	000051	REG	20.00	5210.000	7379.910	11	S5M 5210.000	F1
	07/01/17 - 07/31/17							

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 003 EID: UC8199337 WARRANT NO: 1234567 ISS DATE: 080517 DISTRICT: 00111

Deduction Detail Screen (0704)

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

WARRANT NO. : 1234567 EID: UC8199337 BEAN,LAWRENCE E.
 ISSUE DATE : 08/05/17 SCHEDULE NO.: 215 SCHEDULE: 07/01/17 TO 07/31/17

G-T-N	VENDOR	P	TRAN	SRCE	-----	ACCRUAL	-----	
NO.	NAME	NUMBER	AMOUNT	Y	TYPE	CODE	BEGIN DATE	END DATE
031	STRS RED	0000000120	590.39				07/01/17	07/31/17
026	MEDCAR DED	0000000110	107.01				07/01/17	07/31/17
081	FWT	0000000200	2240.54				07/01/17	07/31/17
082	SWT	0000000205	713.23				07/01/17	07/31/17

PAGE 01 OF 01 [R=RETURN 001 M=MENU]
 (075) - LAST SCREEN - NO MORE DATA
 TRANS: 004 EID: UC8199337 WARRANT NO: 1234567 ISS DATE: 080510 DISTRICT: 00111

Payroll Training

Pay Scenario of

PAYR059 REPORT (GROSS PAY DERIVATION)

I - PAYROLL PROCESSING

Employee Transaction Summary Screen (0625)

** PAY - EMPLOYEE TRANSACTION SUMMARY - INQ **

0625

SCHEDULE: 218

RUN DATE: 08/04/17

EMPL NAME: BEST,GAIL E.

EID: CV0029192

ISSUE DATE: 08/06/17

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

		POS #	TC	B	ERN	TIME/AMT	ERN	TIME/AMT	ERN	TIME/AMT	PRD END
X	800-00024	2000005	RX	M	REG	22.00	DKT	9.00			07/31/17
	800-00025	2000005	LX	M	REG	22.00	DKT	12.00			07/31/17
	800-00104	2000005	TX	L	VPL \$	247.95					07/31/17

(075) - LAST SCREEN - NO MORE DATA

TRANS 025 SCD 218 BT SEQ TRL PG EID CV0029192 DIST 00111

Employee Payroll History Screen (0701)

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

0701

EID: UC8199337

BEAN,LAWRENCE E.

PRIOR EID:

S

E	ISSUE	SCH	-WARRANT-	-----ACCRUAL-----		GROSS	NET		
L	DATE	NO.	TP	NBR	BGN DATE	END DATE	CANCELED	PAY	PAY
	08/05/17	215	W	1698294	07/01/17	07/31/17		7379.91	3728.74
	08/03/17	211	W	5283659	06/01/17	06/30/17		7379.91	4061.61
	07/02/17	181	W	1698274	05/01/17	05/31/17		7379.91	4273.58
	06/01/17	C1K	D	1697772	05/01/17	05/01/17		7379.91	5003.35
	05/03/17	C1J	D	1390122	04/01/17	04/30/17		7379.91	5003.35
	04/01/17	C1I	D	6483151	03/01/17	03/31/17		7379.91	5003.35
	03/01/17	C1H	D	1343640	02/01/17	02/28/17		7379.91	5003.35
	02/01/17	C1G	D	1271737	01/01/17	01/31/17		7379.91	5003.35
	01/04/17	C1F	D	1218892	12/01/16	12/31/16		7379.91	5003.35
	12/01/16	C1E	D	1143748	11/01/16	11/30/16		7379.91	5025.28
	11/02/16	C1D	D	1090734	10/01/16	10/31/16		7379.91	5025.28
	10/01/16	C1C	D	6358130	09/01/16	09/30/16		7379.91	5018.20
	09/01/16	C1B	D	1015806	08/01/16	08/31/16		7379.91	4521.70
	07/10/16	C3L	D	4062550	06/01/16	06/30/16		1500.00	947.19

SELECT OPTIONS: [2-3= DETAIL SCREEN] [F=FORWARD B=BACK T=TOP M=MENU]

(015) - MORE INFORMATION IS WAITING, HIT TRANSMIT WHEN READY.

TRANS: 001 EID: UC8199337 WARRANT NO: ISS DATE: DISTRICT: 00111

Batch Status Screen (0627)

** PAY - BATCH STATUS INQUIRY - INQ **									
SCHEDULE: 218					RUN DATE: 08/04/15				
STATUS: UNLOCKED					EID: CV00292192				
					ISSUE DATE: 08/06/15				
TYPE	BAT	FATAL ERRORS	STATUS	NBR TRANS	TYPE	BAT	FATAL ERRORS	STATUS	NBR TRANS
T	101	1	OUTBAL	4	T	227		OUTBAL	6
C	236		UNBAL		T	326	5	INBAL	475
T	328	5	INBAL	475	T	350		OUTBAL	736
T	351	2	OUTBAL	609	A	800		INBAL	21
T	816		OUTBAL	35	A	821		OUTBAL	7
T	851		UNBAL		A	926		OUTBAL	18

(075) - LAST SCREEN - NO MORE DATA

TRANS 027 SCD 218 BT SEQ 00000 TRL PG EID DIST 00111

I – PAYROLL PROCESSING

Gross Pay Derivation Report (PAYR059)

PAYR059/PP3900XX/090186
 RUN TIME 22:42:46
 SCHEDULE 218

PERSONNEL/PAYROLL/RETIREMENT SYSTEM
 PAYROLL PROCESSING
 GROSS PAY DERIVATION

PAGE NO. 0001
 RUN DATE 08/04/17
 ISSUE DATE 08/06/17

DISTRICT: 00111

ERROR REPORT

EMPLOYEE ID	EMPLOYEE NAME	MESSAGE NUMBER	MESSAGE SEVERITY	MESSAGE TEXT
CV8829192	BEST,GAIL	39-039	SERIOUS ERROR	NEGATIVE GROSS CALCULATION; EMPLOYEE NOT PAID
		39-041	SERIOUS ERROR	CURRENT PAY AND DEDUCTION ACTIVITY NOT PROCESSED

GROSSES
 FWT GROSS 30.63 -
 STATE GROSS 30.63 -
 TOTAL GROSS 30.63 -
 FICA GROSS .00
 RETR GROSS .00
 UI-FD GROSS .00
 UI-ST GROSS 30.63 -
 SDI GROSS .00
 ADVANCES
 ADVANCE PAY .00
 ADDNL ADVNC .00
 EARNINGS
 ACCOUNT NO

PERIOD	JOB	EARN	TP	HR	IND	HRS	AMOUNT
201507	000051	VPL				.00	247.95
201507	000051	DKT				12.00 -	1114.32 -
201507	000051	REG				22.00 -	2043.00
201507	000051	DKT				9.00	835.74
201507	000051	REG				22.00 -	2043.00 -

SECTION IV.

FUNCTION 07 – ONLINE PAY HISTORY

Intentionally left blank

Online History Screen (0700)

```

** PAY - ONLINE HISTORY - MENU **                                0700

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

NAME: _____

INTERRUPT: _____

```

TRANS: 001 EID: UC8199337 WARRANT NO: _____ ISS DATE: _____ DISTRICT: 00111

Employee Payroll History Screen (0701)

```

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

EID: UC8199337 BEAN, LAWRENCE E. PRIOR EID:
S
E  ISSUE  SCH -WARRANT-  -----ACCRUAL-----  GROSS  NET
L  DATE   NO. TP  NBR  BGN DATE  END DATE  CANCELED  PAY      PAY
- 08/29/17 E4D D 1698294 08/01/17 08/31/17          3338.00 1507.56
- 08/26/17 236 W 5283659 08/26/17 08/26/17          244.21
- 08/26/17 E4C D 1698274 08/01/17 08/31/17          1466.00 1242.92
- 08/22/17 E4B D 1697772 07/01/17 07/31/17          3188.00 1327.94
- 07/25/17 E4A D 1390122 07/01/17 07/31/17          1535.00 1226.78
- 07/08/17 198 W 6483151 07/01/17 06/30/17          1074.58 842.42
- 07/08/17 E4X D 1343640 06/01/17 06/30/17          3556.71 1428.87
- 06/24/17 E4W D 1271737 06/01/17 06/30/17          1394.00 1177.91
- 06/10/17 E4V D 1218892 05/01/17 05/31/17          3459.77 1351.98
- 05/25/17 E4U D 1143748 05/01/17 05/31/17          1394.00 1102.03
- 05/10/17 E4T D 1090734 04/01/17 04/30/17          3409.87 1312.02
- 05/09/17 125 W 6358130 07/01/17 11/30/17          2125.42 1628.31
- 04/25/17 E4S D 1015806 04/01/17 04/30/17          1394.00 1173.06
- 04/08/17 E4R D 4062550 03/01/17 03/31/17          3565.42 1435.78

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

```

I - PAYROLL PROCESSING

Warrant Summary Screen (0702)

```

** PAY - WARRANT SUMMARY--PAYROLL HISTORY INQUIRY - INQ **
                                                    0702

WARRANT NO. : 1698294      EID: UC8199337      BEAN, LAWRENCE E.
ISSUE DATE  : 08/29/17    SCHEDULE NO.: E4D    SCHEDULE: 08/01/17 TO 08/31/17
PAYMENT TYPE: AUTOMATIC PAYROLL DEPOSIT

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

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

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

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

[R=RETURN 001 M=MENU]
TRANS: 002 EID: UC8199337 WARRANT NO: 1698294 ISS DATE: 082917 DISTRICT: 00111
    
```

Earning Detail Screen (0703)

```

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

WARRANT NO. : 1698294      EID: UC8199337      BEAN, LAWRENCE E.
ISSUE DATE  : 08/29/17    SCHEDULE NO.: E4D    SCHEDULE: 08/01/17 TO 08/31/17

PAY POSI  EARN
BAS NO.  TYPE  UNITS  PAY RATE      AMOUNT  PAY --RETIREMENT--      -ACCRUAL- P
                P/S/SP  R.RATE  CAL  BEG  END  Y
-----
L 200005  LON                150.000    150.00   12 S5M    150.000  CD 0801 083117
M 200005  REG    22.00    3188.000    3188.00   12 S5M    3188.000  CD 0801 083117

PAGE 01 OF 01
[R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 003 EID: UC8199337 WARRANT NO: 1698294 ISS DATE: 082917 DISTRICT: 00111
    
```

Deduction Detail Screen (0704)

** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ ** 0704

WARRANT NO. : 1698294 EID: UC8199337 BEAN, LAWRENCE E.
 ISSUE DATE : 08/29/17 SCHEDULE NO.: E4D SCHEDULE: 08/01/17 TO 08/31/17

G-T-N		VENDOR	P	TRAN	SRCE	----- ACCRUAL -----	
NO.	NAME	NUMBER	Y	TYPE	CODE	BEGIN DATE	END DATE
031	STRS RED	0000000120				08/01/17	08/31/17
031	STRS RED	0000000120				08/01/17	08/31/17
001	ESA	0000000015				08/01/17	08/31/17
026	MEDC	0000000110				08/01/17	08/31/17
081	FWT	0000000200				08/01/17	08/31/17
082	SWT	0000000205				08/01/17	08/31/17

PAGE 01 OF 01 [R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA
 TRANS: 004 EID: UC8199337 WARRANT NO: 1698294 ISS DATE: 082917 DISTRICT: 00111

Contribution Detail Screen (0705)

** PAY - CONTRIBUTION DETAIL-PAYROLL HISTORY INQUIRY - INQ ** 0705

WARRANT NO. : 1698294 EID: UC8199337 BEAN, LAWRENCE E.
 ISSUE DATE : 08/29/17 SCHEDULE NO.: E4D SCHEDULE: 08/01/17 TO 08/31/17

G-T-N		VENDOR	P	TRAN	SRCE	----- ACCRUAL -----	
NO.	NAME	NUMBER	Y	TYPE	CODE	BEGIN DATE	END DATE
032	STRS CON	0000000120				08/01/17	08/31/17
032	STRS CON	0000000120				08/01/17	08/31/17
027	MEDCAR CON	0000000111				08/01/17	08/31/17
090	SUI	0000000250				08/01/17	08/31/17
092	WORK COMP	0000000260				08/01/17	08/31/17

PAGE 01 OF 01 [R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA
 TRANS: 005 EID: UC8199337 WARRANT NO: 1698294 ISS DATE: 082917 DISTRICT: 00111

I - PAYROLL PROCESSING

Gross Dollar Balances Screen (0434)

0434

UC8199337 BEAN, LAWRENCE E. ** PER - GROSS DOLLAR BALANCES - INQ **

EMPL STATUS: ACTIVE
PRIMARY JOB: 1

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

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

TRANS: 034 EID: UC8199337 JOB: 1 DISTRICT 00111

Gross-to-Net Balances Screen (0435)

0435

UC8199337 BEAN, LAWRENCE E. ** PAY - GROSS-TO-NET BALANCES - INQ **

EMPL STATUS: ACTIVE
PRIMARY JOB: 1

CODE	DESCRIPTION	BALANCE	CODE	DESCRIPTION	BALANCE		
001Q	ESA	-QTD	4395.00	082Q	SWT	-QTD	124.25
001Y	ESA	-YTD	12724.00	082Y	SWT	-YTD	418.36
001U	ESA	-USR	1278.00	090Q	SUI	-QTD	157.18
010Y	DDP RED	-YTD	248.36	090Y	SUI	-QTD	323.03
026Q	MEDCAR DED	-QTD	141.05	090F	SUI	-FYD	105.06
026Y	MEDCAR DED	-YTD	450.41	092Q	WORK COMP	-QTD	293.10
027Q	MEDCAR CON	-QTD	141.05	092Y	WORK COMP	-YTD	897.30
027Y	MEDCAR CON	-YTD	450.41	092F	WORK COMP	-FYD	171.44
031Q	STRS RED	-QTD	892.59	157Y	KAISER	-YTD	4914.00
031Y	STRS RED	-YTD	2732.57	161Y	DDP	-YTD	792.26
031F	STRS RED	-FYD	522.08	165Y	VSP	-YTD	125.16
032Q	STRS CON	-QTD	920.48	176Y	KAISER RED	-YTD	1486.86
032Y	STRS CON	-YTD	2818.00	176F	KAISER RED	-FYD	-247.81
049Y	MEDI D-P	-YTD	576.46	221Y	AFT	-YTD	313.04
050Y	MEDI C-P	-YTD	576.46	269Y	PRU	-YTD	76.09
081Q	FWT	-QTD	679.50	270Y	ING	-YTD	31.08
081Y	FWT	-YTD	2308.71				

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

TRANS: 035 EID: UC8199337 JOB: 1 DISTRICT 00111

SECTION V.

TAX DEPOSITS AND REPORTS

Intentionally left blank

Payroll Training

Function 17 - Tax Deposit

Report Group Menu Screen (1700)

```

** PAYROLL/PERSONNEL/RETIREMENT SYSTEM **                               1700
                                REPORT GROUP MENU

                                TRANS   DESCRIPTION
                                010    PAYROLL
                                020    PERSONNEL
                                030    RETIREMENT

INTERRUPT: _____
████████████████████████████████████████████████████████████████████████████████
TRANS: 010  REPORT NAME _____ SCHED/DATE _____ DISTRICT: 00111

```

Reports Available Screen (1710)

```

** PAYROLL/PERSONNEL/RETIREMENT SYSTEM **                               1710
                                PAYROLL
                                REPORTS AVAILABLE

                                X  DEPOSIT RECAP
                                -  FRINGE FUND
                                -
                                -
                                -
                                -
                                -
                                -
                                -

                                [ENTER X TO SELECT OPTION]

████████████████████████████████████████████████████████████████████████████████
TRANS: 010  REPORT NAME _____ SCHED/DATE _____ DISTRICT: 00111

```


I - PAYROLL PROCESSING

Schedules / Cycles Available Screen (1711)

** PAYROLL/PERSONNEL/RETIREMENT SYSTEM ** 1711

PAYROLL
SCHEDULES/CYCLES AVAILABLE

SCHEDULE	ISSUE DATE	SCHEDULE	ISSUE DATE	SCHEDULE	ISSUE DATE
- 242	09/01/17	- 241	08/31/17	- 238	08/30/17
- C3B	08/29/17	- C1B	08/29/17	- E4D	08/29/17
- 237	08/29/17	- H1D	08/26/17	- C3A	08/26/17
- 236	08/26/17	- E4C	08/26/17	X 235	08/25/17
- 234	08/24/17	- 231	08/23/17	- E4B	08/22/17
- 230	08/22/17	- 229	08/19/17	- 227	08/17/17
- 222	08/12/17	- E4C	08/05/17	- V1C	07/27/17
- H1A	07/25/17	- E4A	07/25/17	- 200	07/21/17
- 193	07/14/17	- 187	07/08/17	- C3L	07/08/17
- V1B	07/08/17	- H1X	07/08/17	- E4X	07/08/17
- 180	07/01/17	- C1L	07/01/17	- 174	06/27/17
- H1W	06/24/17	- E4W	06/24/17	- 166	06/17/17
- 165	06/16/17	- 161	06/14/17	- C2K	06/10/17
- H1V	06/10/17	- E4V	06/10/17	- 152	06/03/17

[ENTER X TO SELECT OPTION]

TRANS: 011 REPORT NAME DEPOSIT RECAP SCHED/DATE _____ DISTRICT: 00111

Tax Deposit Recap Current Pay Screen (1712)

* * T A X D E P O S I T R E C A P * * 1712

SCHEDULE 235 ISSUE DATE 08/26/17

CURRENT PROCESS DATE/TIME 08-24-17 00:48

TTL GRS:	10,696.40	FWT GRS:	8,916.11	SWT GRS:	8,916.11
SDI GRS:	.00	SUI GRS:	10,696.40	PERS GRS:	10,456.13
STRS GRS:	.00	FICA GRS:	9,724.00	MEDI GRS:	9,724.00
WRK GRS:	10,696.40				

TYP	DESCRIPTION	AMOUNT	TYP	DESCRIPTION	AMOUNT
D	OASDI DED	581.60	C	OASDI CON	858.58
D	MEDCAR DED	200.80	C	MEDCAR CON	200.80
R	STRS RED	0.00	C	STRS CON	.00
R	PERS RED	807.89	C	PERS CON	1,142.12
D	FWT	716.29	D	SWT	164.31
D	SDI	.00	C	SUI	172.21
C	WORK COMP	281.00	D	AEIC	.00

[ENTER X TO SELECT OPTION]

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.

TRANS: 012 REPORT NAME DEPOSIT RECAP SCHED/DATE 235082617 DISTRICT: 00111

Tax Deposit Recap Current Calculations Screen (1712)

* * T A X D E P O S I T R E C A P * *										1712
SCHEDULE		235		ISSUE DATE		08/26/17				
CURRENT	CALCULATIONS			FULL			HALF			
OASDI GRS:	9,724.00	X	10.4000 %	=	1,011.30					
MEDI GRS:	9,724.00	X	2.9000 %	=	282.00				141.00	
SUI GRS:	10,696.40	X	1.6100 %	=	172.21					
SDI GRS:	.00	X	1.2000 %	=	.00					
WRK CMP:	10,696.40	X	2.6270 %	=	280.99					

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.

TRANS: 012 REPORT NAME DEPOSIT RECAP SCHED/DATE 235082617 DISTRICT: 00111

Tax Deposit Recap Cancellations Screen (1712)

* * T A X D E P O S I T R E C A P * *										1712
SCHEDULE		235		ISSUE DATE		08/26/17				
CANCELLATIONS		PROCESS DATE/TIME		08-24-11		00:48				
TTL GRS:	.00	FWT GRS:	.00	SWT GRS:	.00					.00
SDI GRS:	.00	SUI GRS:	.00	PERS GRS:	.00					.00
STRS GRS:	.00	FICA GRS:	.00	MEDI GRS:	.00					.00
WRK GRS:	.00									

TYP	DESCRIPTION	AMOUNT	TYP	DESCRIPTION	AMOUNT
D	OASDI DED	.00	C	OASDI CON	.00
D	MEDCAR DED	.00	C	MEDCAR CON	.00
R	STRS RED	.00	C	STRS CON	.00
R	PERS RED	.00	C	PERS CON	.00
D	FWT	.00	D	SWT	.00
D	SDI	.00	C	SUI	.00
C	WORK COMP	.00	D	AEIC	.00

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.

TRANS: 012 REPORT NAME DEPOSIT RECAP SCHED/DATE 235082617 DISTRICT: 00111

Tax Deposit Recap Cancellation Calculations (1712)

* * T A X D E P O S I T R E C A P * *										1712	
SCHEDULE		235		ISSUE DATE		08/25/17					
CANCELLATION CALCULATIONS					FULL	HALF					
OASDI	GRS:	.00	X	10.4000 %	=	.00					
MEDI	GRS:	.00	X	2.9000 %	=	.00					
SUI	GRS:	.00	X	1.6100 %	=	.00					
SDI	GRS:	.00	X	1.2000 %	=	.00					
WRK	CMP:	.00	X	2.6270 %	=	.00					

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.

TRANS: 012 REPORT NAME DEPOSIT RECAP SCHED/DATE 235082517 DISTRICT: 00111

Tax Deposit Recap Prior Year Screen (1712)

* * T A X D E P O S I T R E C A P * *										1712
SCHEDULE		235		ISSUE DATE		08/25/17				
PRIOR YEAR		PROCESS DATE/TIME		08-24-17		00:48				
TTL	GRS:	.00	FWT	GRS:	.00	SWT	GRS:	.00		
SDI	GRS:	.00	SUI	GRS:	.00	PERS	GRS:	.00		
STRS	GRS:	.00	FICA	GRS:	.00	MEDI	GRS:	.00		
WRK	GRS:	.00								

TYP	DESCRIPTION	AMOUNT	TYP	DESCRIPTION	AMOUNT
D	OASDI DED	.00	C	OASDI CON	.00
D	MEDCAR DED	.00	C	MEDCAR CON	.00
R	STRS RED	.00	C	STRS CON	.00
R	PERS RED	.00	C	PERS CON	.00
D	FWT	.00	D	SWT	.00
D	SDI	.00	C	SUI	.00
C	WORK COMP	.00	D	AEIC	.00

(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.

TRANS: 012 REPORT NAME DEPOSIT RECAP SCHED/DATE 235082511 DISTRICT: 00111

Reports Available Screen (1710)

```

** PAYROLL/PERSONNEL/RETIREMENT SYSTEM **                1710
      PAYROLL
      REPORTS AVAILABLE

      _  DEPOSIT RECAP
      X  FRINGE FUND
      _
      _
      _
      _
      _
      _

      [ENTER X TO SELECT OPTION]

TRANS:  010  REPORT NAME _____ SCHED/DATE _____ DISTRICT: 00111
    
```

Schedules / Cycles Available Screen (1711)

```

** PAYROLL/PERSONNEL/RETIREMENT SYSTEM **                1711
      PAYROLL
      SCHEDULES/CYCLES AVAILABLE

SCHEDULE  ISSUE DATE      SCHEDULE  ISSUE DATE      SCHEDULE  ISSUE DATE
_  242     09/01/17      _  241     08/31/17      _  238     08/30/17
_  C3B     08/29/17      _  C1B     08/29/17      _  E4D     08/29/17
_  237     08/29/17      _  H1D     08/26/17      _  C3A     08/26/17
_  236     08/26/17      _  E4C     08/26/17      X  235     08/25/17
_  234     08/24/17      _  231     08/23/17      _  E4B     08/22/17
_  230     08/22/17      _  229     08/19/17      _  227     08/17/17
_  222     08/12/17      _  E4C     08/05/17      _  V1C     07/27/17
_  H1A     07/25/17      _  E4A     07/25/17      _  200     07/21/17
_  193     07/14/17      _  187     07/08/17      _  C3L     07/08/17
_  V1B     07/08/17      _  H1X     07/08/17      _  E4X     07/08/17
_  180     07/01/17      _  C1L     07/01/17      _  174     06/27/17
_  H1W     06/24/17      _  E4W     06/24/17      _  166     06/17/17
_  165     06/16/17      _  161     06/14/17      _  C2K     06/10/17
_  H1V     06/10/17      _  E4V     06/10/17      _  152     06/03/17

      [ENTER X TO SELECT OPTION]

TRANS:  011  REPORT NAME FRINGE FUND _____ SCHED/DATE _____ DISTRICT: 00111
    
```

Employer Fringe Benefits Screen (1712)

* *		EMPLOYER FRINGE BENEFITS		* *		1712
SCHEDULE		235	ISSUE DATE		08/25/17	
235-N	TOTALS BY FUND					
	OASDI	MEDI	SUI	W/C		
	3300	3300	3500	3600		
01.0	984.05	230.15	204.79	334.16		
11.0	125.47 -	29.35 -	32.58 -	53.16 -		
(075) - LAST SCREEN - NO MORE DATA						
TRANS:	<u>012</u>	REPORT NAME	<u>FRINGE FUND</u>	SCHED/DATE	<u>235082517</u>	DISTRICT: <u>00111</u>

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Payroll Training Reports

Payroll Accounting Report by Employee (PP6600)

PP6600-R1 PAYROLL ACCOUNTING REPORT BY EMPLOYEE 09-24-17 PAGE NO. 1
 FROM TO ISSUED CYCLE REGISTER NO. 00111 TRAINING DISTRICT
 0-00-00 0-00-00 9-28-15 XX 267-N

EMPLOYEE NAME	EMPL ID NO.	WARR. NO.														
RET.CD	ASGN.NUM	DIST.PERC	FUND	RES/PRJ	YR	GOAL	FUNC	OBJ	SCH/LOC	GROSS SALARY		O BEN	ARP	OPEB2	OPEB1	
			STRS	PERS	OASDI	MEDI	H & W	SUI	W/C							
BEST,GAIL			3100	3200	3300	3330	3400	3500	3600	3900	3340	3710	3750			
			KP5799238	8798783												
P9	004051	100.000	01.0	65000.0	57500	11100	2110	4200000		1,690.17						
		.00	163.63	88.73	20.76	2,126.74	.72	52.23	.00	.00	.00	.00				
P9	004051	100.000	01.0	65000.0	57500	11100	2110	4200000		183.70-						
		.00	21.76-	9.64-	2.26-	231.15-	.08-	5.68-	.00	.00	.00	.00				

I – PAYROLL PROCESSING

Payroll Deposit Recap (PAYR130)

PAYR130/PP5700XX/041588

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

PAGE NO. 0001

RUN TIME 23:19:55

PAYROLL PROCESSING

RUN I

PROCESS DATE 09/24/17 h

SCHEDULE 267

PAYROLL DEPOSIT RECAP

DISTRICT: 00111 TRAINING DISTRICT

*** DEPOSIT RECAP FOR DISTRICT ***

----- F E D E R A L E A R N I N G S *-----*

	-----F--U--T--A-----			*-----O--A--S--D--I-----*			
	WAGES	TAXABLE	RATE	DEPOSIT	TAXABLE	RATE	DEPOSIT
CURRENT	2,707.75	.00	.800	.00	600.40	12.400	74.45
COH/ADJ EFF QTD	.00	.00		.00	.00		.00
COH/ADJ EFF YTD	.00	.00		.00	.00		.00
QTD	37,542,354.76	.00		.00	22,443,829.32		2,783,034.84
YTD	115,394,946.93	.00		.00	69,385,370.27		8,603,785.91

-----M--E--D--I--C--A--R--E-----

	TAXABLE	RATE	DEPOSIT
CURRENT	2,755.77	2.900	79.92
COH/ADJ EFF QTD	.00		.00
COH/ADJ EFF YTD	.00		.00
QTD	40,393,035.31		1,171,398.02
YTD	125,230,759.56		3,631,692.03

----- F E D E R A L T A X E S & P A Y M E N T S *-----*

	FWT TAKEN	OASDI TAKEN	MEDICARE TAKEN	AEIC PAYMENTS
CURRENT	577.96	37.23	39.96	.00
COH/ADJ EFF QTD	.00	.00	.00	.00
COH/ADJ EFF YTD	.00	.00	.00	.00
QTD	4,413,825.01	1,391,517.29	585,933.71	.00
YTD	13,202,535.91	4,301,892.14	1,816,081.09	.00

----- S T A T E E A R N I N G S & U N E M P L O Y M E N T C O N T R I B U T I O N S *-----*

	SWT WAGES	SUI TAXABLE	SUI RATE	EMPLOYER CONTRIB
CURRENT	2,707.75	2,755.77	.050	1.38
COH/ADJ EFF QTD	.00	.00		.00
COH/ADJ EFF YTD	.00	.00		.00
QTD	37,542,272.76	41,201,420.15		20,600.71
YTD	115,390,875.93	127,953,102.24		63,976.55

----- S T A T E T A X E S & D E P O S I T S *-----*

	SWT TAKEN	SDI TAKEN	SUI DEPOSIT
CURRENT	189.05	.00	1.38
COH/ADJ EFF QTD	.00	.00	.00
COH/ADJ EFF YTD	.00	.00	.00
QTD	1,425,166.25	.00	20,600.71
YTD	4,187,180.12	.00	63,976.55

Prior Year Payroll Deposit Recap (PAYR131)

PAYR131/PP5700PY/010196	PERSONNEL/PAYROLL/RETIREMENT SYSTEM	PAGE NO. 1
RUN TIME 23:23	PAYROLL PROCESSING	RI
SCHEDULE 267	PRIOR YEAR PAYROLL DEPOSIT RECAP	
DISTRICT 00111 TRAINING DISTRICT		

CANCELLATIONS AND PRIOR YEAR RX/LX	MAY INCLUDE	MAY INCLUDE
NO PRIOR YEAR ACTIVITY IN THIS SCHEDULE	BALANCE ADJ	BALANCE ADJ
***** END OF REPORT *****		

I – PAYROLL PROCESSING

Payroll Input Register (PAYR035)

PAYR035/PP3800XX/101002	PERSONNEL/PAYROLL/RETIREMENT SYSTEM	PAGE NO. 0001
RUN TIME	PAYROLL PROCESSING	RUN DATE 09/24/17
SCHEDULE 267 ENDING / / --XX	PAYROLL INPUT REGISTER	ISSUE D:

DISTRICT: 00111 -TRAINING DISTRICT

EMPLOYEE ID	NAME	BATCH NO GEN TC	ACCRUAL DATE FROM TO	POSITION NO	ACCOUNT/DESCRIPTION	RATE OR AMOUNT	-EARNINGS TYPES- AND TIME
CT1597534	BOWE,GARRE	881 003 TX	09/01/15 09/30/15	0-000100-			
					VOL: PB:L CAL:B 16	10000.000	BON/000.00
FZ7534562	SHELDON,CORI	881 003 TX	09/01/15 09/30/15	0-000100-			
					VOL: PB:L CAL:B 16	5000.000	BON/000.00
KH4563217	MUN,SHAUN	881 003 TX	09/01/15 09/30/15	0-000100-			
					VOL: PB:L CAL:B 16	5000.000	BON/000.00

I – PAYROLL PROCESSING

Detail Deduction Report (PAYR121)

PAYR121/PP4900XX/090186	PERSONNEL/PAYROLL/RETIREMENT SYSTEM	PAGE NO.	0001
SCHEDULE 267	DETAILED DEDUCTION REPORT	RUN DATE	09/24/17
	OASDI	ISSUE DATE	09/28/15
REPORT ID 020	DISTRICT NAME L A CO. OFFICE OF EDUCATION		
DISTRICT NO 10199	VENDOR NAME OASDI		
VENDOR NO 0000000100			

EMPLOYEE IDENT	NAME	LST4 TRN	END DATE	ELEM ACTION	CONTR AMOUNT	DED AMOUNT	+ SUSPENSE - PREPAID	QUARTER TO-DATE	YEAR TO-DATE
WZ1478523	ESPINOZA, MARY	4680	PAY 08-31-15	022 CONTRIBUTION	1.41	Y		964.04	2,756.46
			PAY 08-31-15	020 DEDUCTION		1.41	Y	964.04	2,756.46
QG8523699	OCHOA, BERTHA	1481	PAY 07-31-15	022 CONTRIBUTION	35.82	Y		504.86	2,288.74
			PAY 07-31-15	020 DEDUCTION		35.82	Y	504.86	2,288.74
2 EMPLOYEES									
TOTAL PAYROLL DEDUCTIONS						37.23			
TOTAL CONTRIBUTIONS					37.23				
TOTAL DEDUCT & CONTRS							74.46		
TOTAL QTD AMOUNTS -								2,937.80	
TOTAL YTD AMOUNTS -									10,090.40
TOTAL DEDUCTIONS (FOR REPORT 020)						37.23			
TOTAL CONTRIBUTIONS (FOR REPORT 020)					37.23				
TOTAL DED & CONTR (FOR REPORT 020)							74.46		

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