



**Los Angeles County
Office of Education**



**HUMAN
RESOURCE
SYSTEM**

DISTRICT PERSONNEL INFORMATION SERVICES
DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION P

INTRODUCTION TO

PAYROLL 2024-2025 TRAINING

MANUAL

An Official Publication



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SECTION I.

PAYROLL OVERVIEW

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HRS Basic Overview Computer Navigation

FUNCTION MENU

```

ISRFNMNJ          ** PAYROLL/PERSONNEL/RETIREMENT SYSTEM **          000
                    FUNCTION MENU
** PERSONNEL **
01 DATA ENTRY AND UPDATE
04 INQUIRY
** POSITION CONTROL **
10 UPDATE AND INQUIRY
** CONTROL TABLE **
05 CENTRAL MAINTENANCE
11 DISTRICT MAINTENANCE
16 TABLE INQUIRY
** MISCELLANEOUS **
12 ADVANCED DATA SECURITY
15 RUN SPECIFICATIONS
18 FILE TRANSFER
** TIME REPORTING **
02 TIME INPUT
03 PAYROLL ADJUSTMENTS
06 INQUIRY/ERROR CORRECTION
** PAYROLL **
07 ONLINE HISTORY - INQUIRY
08 MISCELLANEOUS
09 AUTO. PAY CORRECTIONS/CALC - UPD
19 AUTO. PAY CORRECTIONS/CALC - INQ
** RETIREMENT **
13 DATA ENTRY AND UPDATE
14 INQUIRY
** REPORT SUMMARY INFORMATION **
17 INQUIRY
PLEASE ENTER THE NUMBER OF THE
FUNCTION YOU WISH TO PERFORM?
INTERRUPT:
GLINK6.15 VIP FORM NUML 023 068
32 mainway.lacoe.edu 09:10:48
    
```

The screenshot shows a terminal window with a menu of functions. Three callout boxes with arrows point to specific fields:

- Interrupt Field:** Points to the 'INTERRUPT:' label and its corresponding input box.
- Function Field:** Points to the input box for the function number, which is currently empty.
- Action Field:** Points to the input box for navigation commands, which is currently empty.

Quick Notes

- Use the **TAB** key to move from field to field.
- **Shift + TAB** moves backward from field to field.
- Arrow keys. (moves slower)
- Use the mouse to point and click on field.

Function Field

- The Function Field is used to enter the Function Number you wish to use.
- Function Numbers are always two digits.
- If the function number would be a single-digit, a “0” precedes the digit such as “02” or “07”.

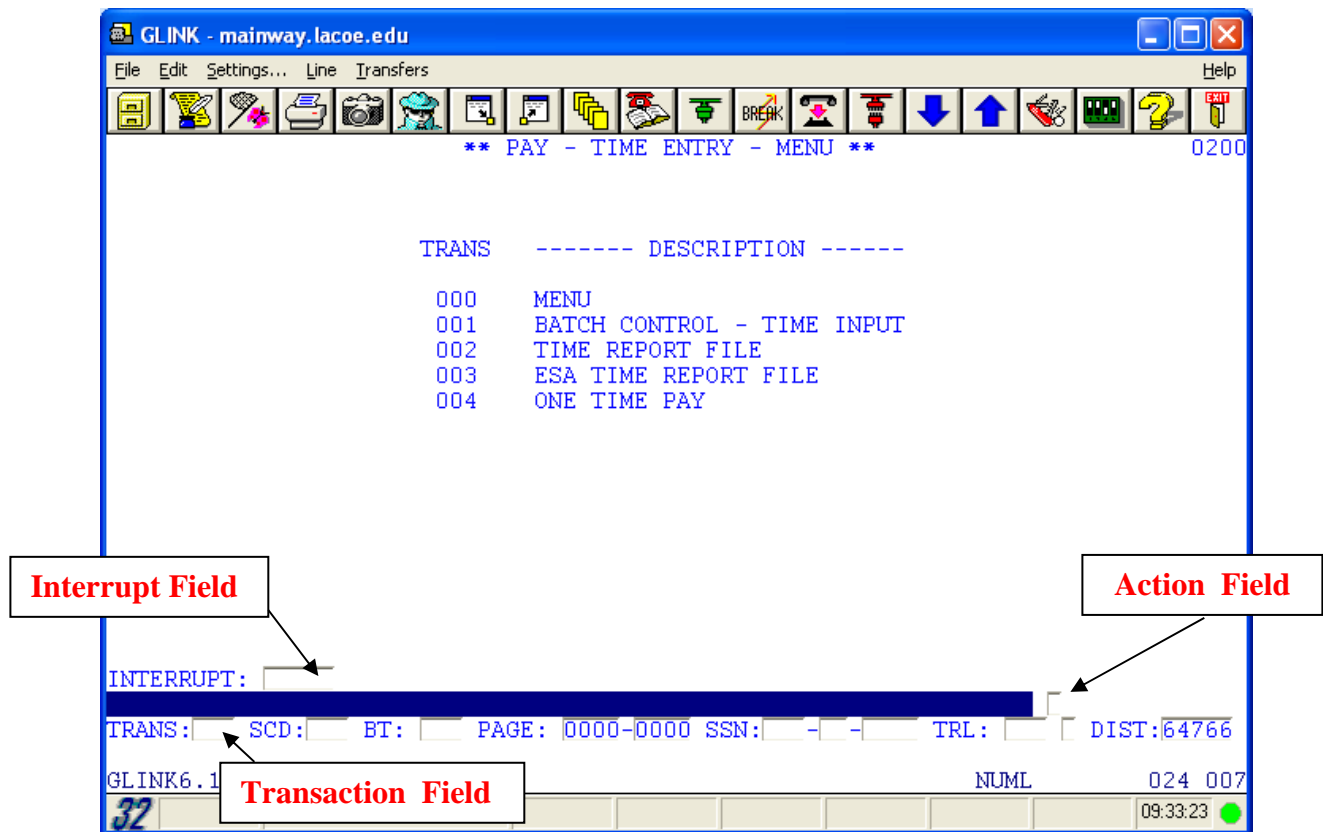
Interrupt Field

- On the Main Function Menu (above), the Interrupt field is used to enter “SO” to sign off.

Action Field

- The Action Field is where you can enter various navigation commands. A partial list of action commands follows:
 - “**J**” - Jump to a different transaction without saving.
 - “**Y**” - Yes, when prompted to save a transaction.
 - “**M**” - Menu.
 - “**R**” - Return to the previous screen on some screens.
 - “**F**” - Forward on some screens.
 - “**B**” - Backward on some screens.

TRANSACTION MENU



Interrupt Field (Transaction Menu Screen)

- The Interrupt Field can be used to move from one function to another. Enter the function number you wish to go to and **Transmit**.
- If you don't know the function number, you can enter "CF" in the Interrupt Field and you will be returned to the Function Menu screen.
- We recommend that you print the Function Menu screen and post it near your computer so you have all the function numbers viewable at a glance. (Or keep this handout as a reference.)

Transaction Field (Transaction Menu Screen)

- After you input the Function Number and Transmit, you will see the Transaction Menu.
- Each Function's Transaction Menu lists the available transactions for that Function, based on your individual security.
- Transaction numbers are always 3 digits.
- TAB from field to field as necessary.
- HRS will auto-tab if the field is filled completely.

SECTION II.

FUNCTION 02 – TIME REPORTING

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Payroll Processing

Time Reporting

Function 02

Reference: HRS Manual Section IV, Page 5

Function Menu

```

** PAYROLL/PERSONNEL/RETIREMENT SYSTEM **
                                FUNCTION MENU
** PERSONNEL **
01 DATA ENTRY AND UPDATE
04 INQUIRY
** POSITION CONTROL **
10 UPDATE AND INQUIRY
** CONTROL TABLE **
05 CENTRAL MAINTENANCE
11 DISTRICT MAINTENANCE
16 TABLE INQUIRY
** MISCELLANEOUS **
12 ADVANCED DATA SECURITY
15 RUN SPECIFICATIONS
18 FILE TRANSFER
** TIME REPORTING **
02 TIME INPUT
03 PAYROLL ADJUSTMENTS
06 INQUIRY/ERROR CORRECTION
** PAYROLL **
07 ONLINE HISTORY - INQUIRY
08 MISCELLANEOUS
** RETIREMENT **
13 DATA ENTRY AND UPDATE
14 INQUIRY
** REPORT SUMMARY INFORMATION **
17 INQUIRY
                                PLEASE ENTER THE NUMBER OF THE
                                FUNCTION YOU WISH TO PERFORM?  __
INTERRUPT: _____
OPERATOR ID          PASSWORD          DISTRICT
```

The above screen reflects the Main Function Menu.

Function 02 – Time Entry Menu (0200)

```

** PAY - TIME ENTRY - MENU **                                0200

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

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

INTERRUPT: _____
(058) - WELCOME TO THE HRS ONLINE SYSTEM.
TRANS  001  SCD  E4E  BT  300  PAGE  0001  0006  EID  _____  TRL  ____  DIST  00111
```

Batch numbers 002-749 are available for use on the Time Report File for a regular schedule or on the One Time Pay Screen (004) for a regular or supplemental schedule. Batch numbers 000, 001, 750-799 and 900-999 are reserved for School Financial Services (SFS). Use a batch 800 to override data on a Time Report File transaction using the Time File Override Process. Use batch 800-899 to override salary rates which are different than the Employee Data Base (EDB) record or Job History for transaction input on the One time Pay Screen on a regular schedule. A batch 800-899 is not required to override data on a supplemental or Earned Salary Advance (ESA) schedule. The salary rate that is entered is the rate that is paid.

Transaction 001 – Batch Control Screen (0201)

```

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

BATCH      -ENTERED TOTALS-      -COMPUTED TOTALS-      EDIT      FATAL      STATUS
           TRANS      UNITS      TRANS      UNITS      GEN      ERRORS
300      42      0.00      000      00000

BALANCE   ?  _
RECALL    ?  _
DELETE    ?  _

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?  Y
TRANS  003  SCD  E4E  BT  300  PAGE  0001  0006  EID  _____  TRL  ___  DIST  00111
    
```

For this exercise we will be paying an ESA (Earned Salary Advance) time file.

NOTE: You will notice that we are creating a batch to reflect the number of transactions that we intend to process. We will not be entering any units since we are not paying any measurement of time. (i.e. days or hours)

PAYR009 – ESA TIME REPORT

PAYR009/PP30B0XX/080193		PERSONNEL/PAYROLL/RETIREMENT SYSTEM		PAGE NO. 1	
SCHEDULE E4E - PAY PERIOD 09/01/11 - 09/30/11		ESA TIME REPORT CHECK OFF		ISSUE DATE	09/06/11
REPORT TIME 22:15:07				REPORT DATE	08/29/11
DISTRICT 00111					
CLASSIFIED JOBS					
----TIME REPORTING LOCATION ----					
		PAGES	TOTAL COUNT	TOTAL AMOUNT	
*	004	1 - 1	28	15,029	
	009	2 - 2	1	623	
	040	3 - 3	4	3,207	
	045	4 - 4	5	2,251	
	046	5 - 5	2	1,228	
	047	6 - 6	2	1,213	
	049	7 - 7	1	107	
	052	8 - 8	1	1,320	
	053	9 - 9	1	765	
CLASSIFIED JOBS TOTAL EMPLOYEE COUNT		45	TOTAL AMOUNT	\$25,743	
* LOCATION HAS EMPLOYEE (5) WITH NO CALCULATED ESA AMOUNT.					

The above reflects the cover page from an ESA time file.

Transaction 003 – ESA Time Report File (0203)

** PAY - ESA TIME REPORT FILE - UPD **										0203				
SCHEDULE:	E4E	TRL:	004 C	PAY PERIOD:	09 01 11 TO 09 30 11	PAGE:	0001							
PAGE APPROVAL		-		POSITION		RATE	C	ESA	BAT					
								AMT						
BARNETT, HERBERT A.		RW3929358		1	200005 P	3485.000	X	1344						
BEAN, LAWRENCE E.		UC8199337		1	200005 P	3188.000	X	1325						
BEATTY, WILLIE E.		AF0914527		7	200005 P	2447.250	X	851						
BEST, GAIL E.		CV0029192		1	200005 P	3310.000	X	1381						
BROWNING, HOLLY R.		HJ1087634		1	200005 P	3648.000	X	1497						
BUCHANAN, CHRIS U.		BD8277595		3	200005 P	1438.500	X	170						
BUTLER, TIMOTHY U.		PM4597575		1	200005 P	7198.740								
CASE, MAX A.		BD5871189		9	200005 P	2760.333	X	577						
CHENG, JOYCE H.		YD5804426		2	200005 P	1615.000	X	3847						
CHUNG, HEIDI H.		KD4443632		2	200005 P	1594.000	X	290						
CLARKE, KRISTINE L.		UY6177450		3	200005 P	3049.000	X	701						
CRAVEN, BERNT R.		YN8393650		1	200005 P	2569.500	X	514						
DANIELS, ARNOLD A.		GS8376141		1	200005 P	1883.000	X	140						
DAIZ, RICKY I.		EW6007978		1	200005 P	1615.000	X	295						
DYER, STACEY Y.		FE8327206		1	200005 P	1883.000	X	154						
EDWARDS, BILL D.		RE5395645		1	200005 P	1589.438	X	289						
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?										Y				
TRANS	003	SCD	E4E	BT	300	PAGE	0001	0006	EID	_____	TRL	_____	DIST	00111

There are several different ways to pay on the ESA time file. For this example we will be placing an “X” in the “C” column to indicate the employees we intend to pay.

PAYR010 – REJECTED ESA TIME REPORT

PAYR010/PP30A0XX	PERSONNEL/PAYROLL/RETIREMENT SYSTEM	PAGE NO.	0001					
SCHEDULE E4E ENDING 09/30/11--E4	REJECTED ESA TIME REPORT	ISSUE DATE	09/06/11					
RUN TIME 21:59:29	DISTRICT: 00111 TRAINING DISTRICT	RUN DATE	08/29/11					
CLASSIFIED JOBS								
-----EMPLOYEE ID -----	POSITION	JOB CLASS	RATE	RETIRE	MO	DIST	FROM	TO
AB1234567 RICHARDS, CARRIE	3-000844-	509030	2061.280	P9-M-	12		09/01/11	09/25/11
BG9935115 WILLOW, ANDREW	4-200005-	200005	4885.000	S5-M-	12		09/20/11	09/30/11

NOTE: The system cannot calculate an ESA (Earned Salary Advance) for less than a full month.

$$ESA = (\text{Salary Rate} - \text{Pre-Tax Reductions}) / 2$$

Function 02 – Time Entry Menu (0200)

```

** PAY - TIME ENTRY - MENU **                                0200

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

INTERRUPT: _____

TRANS  001  SCD  E4F  BT  400  PAGE  0001  0003  EID  _____  TRL  _____  DIST  00111
```

Transaction 001 – Batch Control Screen (0201)

```

** PAY - BATCH CONTROL - TIME INPUT - UPD **                                0201
SCHEDULE:  E4F                      DISTRICT:  00111      ISSUE DATE:    09/06/11
                                           PAYROLL RUN DATE: 09/01/11

BATCH      -ENTERED TOTALS-      -COMPUTED TOTALS-      EDIT      FATAL      STATUS
           TRANS          UNITS      TRANS          UNITS      GEN        ERRORS
400      11          87.50
BALANCE   ?  _
RECALL    ?  _
DELETE    ?  _

(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.
TRANS 002 SCD E4F BT 400 PAGE 0001 0003 EID _____ TRL _____ Y
                                           DIST 00111
    
```

You will notice that for this batch we are entering “Units”. Since we are paying the final pay for the E4 cycle, we will now have units of time (i.e., days or hours).

PAYR006 – TIME REPORT

PAYR006/PP3000XX/091092		PERSONNEL/PAYROLL.RETIREMENT SYSTEM							PAGE NO.		0001		
TIME REPORT													
SCHEDULE E4F					CERTIFICATED JOBS					ISSUE DATE 10/07/11			
DISTRICT 00111 TRN-HRS TRAINING DISTRICT										PAYROLL RUN DATE 10/02/11			
TIME REP LOCATION 004 -C- PURCHASING DEPT										PAY PERIOD 09/01/11 09/30/11			
REPORT TIME 21:47:51										REPORT DATE 09/01/11			
X	EMPLOYEE ID	POSITION	PAY/LOC	TR	P	ERN	TIME	ERN	TIME	RATE/	FROM	TO	BAT
	JOB CLASS	RETIREMENT MO	PERCNT	CD	B					AMOUNT	DATE	DATE	
BARNETT,HERNERT A.													
X	RW3929358	1-200005-P	045	TX	H	REG	21.00	DKT	3.00	3485.000	09/01/11	09/30/11	
	200005	CD-12	P9-M- 12	100.00%						3485.000	09/01/11	09/30/11	
										3485.000	09/01/11	09/30/11	
										3485.000	09/01/11	09/30/11	
										3485.000	09/01/11	09/30/11	
										12.0-00000.0-85000-10000-1110-4300000			100.000%
BARNETT,HERBERT A.													
	RW3929358	3-180151-	045	TX	H	REG				4147.000	09/01/11	09/30/11	
	180151	CD-12	P9-M- 12	100.00%						4147.000	09/01/11	09/30/11	
										4147.000	09/01/11	09/30/11	
										4147.000	09/01/11	09/30/11	
										12.0-00000.0-85000-10000-1110-4300000			100.000%
BEAN,LAWRENCE E.													
X	UC8199337	1-200005-P	047	TX	M	REG	21.00			3188.000	09/01/11	09/30/11	
X	200005	CD-12	S5-M- 12	100.00%	AP	L	AAL			150.000	09/01/11	09/30/11	
										3188.000	09/01/11	09/30/11	
										3188.000	09/01/11	09/30/11	
										12.0-00000.0-85000-10000-1110-4200000			100.000%
BEAN,LAWRENCE E.													
	UC8199337	3-180151-	047	TX	M	REG				3188.000	09/01/11	09/30/11	
	200005	CD-12	S5-M- 12	100.00%	AP	L	CRL			20.000	09/01/11	09/30/11	
										150.000	09/01/11	09/30/11	
										3188.000	09/01/11	09/30/11	
										12.0-00000.0-85000-10000-1110-4200000			100.000%
BEATTY,WILLIE E.													
	AF0914527	4-180151-	049	TX	M	RNU				2925.450	09/01/11	09/30/11	
	180151	CD-12	P9-M- 12	75.00%						2925.450	09/01/11	09/30/11	
										2925.450	09/01/11	09/30/11	
										2925.450	09/01/11	09/30/11	
										12.0-00000.0-85000-10000-1110-3900000			100.000%
BEATTY,WILLIE E.													
	AF0914527	6-180155-	049	TX	H	RNU				22.162	09/01/11	09/30/11	
	180151	CD-12	P9-M- 12	100.00%						22.162	09/01/11	09/30/11	
										22.162	09/01/11	09/30/11	
										22.162	09/01/11	09/30/11	
										12.0-00000.0-85000-10000-1110-3900000			100.000%

PAYR006 – TIME REPORT

PAYR006/PP3000XX/091092		PERSONNEL/PAYROLL RETIREMENT SYSTEM							PAGE NO.		0002	
TIME REPORT												
SCHEDULE E4F CERTIFICATED JOBS										ISSUE DATE		10/07/11
DISTRICT 00111 TRN-HRS TRAINING DISTRICT										PAYROLL RUN DATE		10/02/11
TIME REP LOCATION 004 -C- PURCASHING DEPT										PAY PERIOD		09/01/11 09/30/11
REPORT TIME 21:47:51										REPORT DATE		09/01/11
X EMPLOYEE ID	POSITION	PAY/LOC	TR	P	ERN	TIME	ERN	TIME	RATE/	FROM	TO	BAT
JOB CLASS	RETIREMENT MO	PERCNT	CD	B					AMOUNT	DATE	DATE	
BEATTY,WILLIE E.												
X AF0914527	7-200005-P	049	TX	M	RNU	21.00			2447.250	09/01/11	09/30/11	
200005	CD-12	P9-M- 12	75.00%						2447.250	09/01/11	09/30/11	
									2447.250	09/01/11	09/30/11	
									2447.250	09/01/11	09/30/11	
12.0-00000.0-85000-10000-1110-3900000 100.00%												
BEATTY,WILLIE E.												
X AF0914527	9-200055-	049	TX	M	RNU	7.00			18.540	09/01/11	09/30/11	
200005	CD-12	P9-M- 12	75.00%						18.540	09/01/11	09/30/11	
									18.540	09/01/11	09/30/11	
									18.540	09/01/11	09/30/11	
12.0-00000.0-85000-10000-1110-3900000 100.00%												
BEST,GAIL E.												
X CV0029192	1-200005-P	047	TX	M	REG	21.00			3310.000	09/01/11	09/30/11	
X 200005	CD-12	S5-M- 12	100.00%	TX	M	VPO	12.00		3310.000	09/01/11	09/30/11	
									3310.000	09/01/11	09/30/11	
									3310.000	09/01/11	09/30/11	
12.0-00000.0-85000-10000-1110-4200000 100.00%												
BEST,GAIL E.												
X CV0029192	2-200055-	047	TX	H	REG	5.50			18.810	09/01/11	09/30/11	
200005	CD-12	S5-M- 12	100.00%						18.810	09/01/11	09/30/11	
									18.810	09/01/11	09/30/11	
									18.810	09/01/11	09/30/11	
12.0-00000.0-85000-10000-1110-4200000 100.00%												
BEST,GAIL E.												
CV0029192	3-180151-	047	TX	M	REG				3972.000	09/01/11	09/30/11	
180151	CD-12	S5-M- 12	100.00%						3972.000	09/01/11	09/30/11	
									3972.000	09/01/11	09/30/11	
									3972.000	09/01/11	09/30/11	
12.0-00000.0-85000-10000-1110-4200000 100.00%												
BROWNING,HOLLY R.												
X HJ1087634	1-200005-P	040	TX	M	REG	21.00			3648.000	09/01/11	09/30/11	
X 200005	CD-12	S5-M- 12	100.00%	TX	L	VPL			4700.000	09/01/11	09/30/11	
									3648.000	09/01/11	09/30/11	
									3648.000	09/01/11	09/30/11	
12.0-00000.0-85000-10000-1110-3000000 100.00%												

Transaction 002 – Time Report File (0202)

** PAY - TIME REPORT FILE - UPD **											0202			
SCHEDULE:		E4F	TRL:	004	N	PAY PERIOD:		09 01 11	TO	09 30 11	PAGE:	0001		
C	TC	B	ERN	TIME	ERN	TIME	ERN	TIME	RATE/AMT	FROM DATE	TO DATE	BAT		
			BARNETT,HERBERT A.				RW3929358		1-200005-P					
X	TX	M	REG	21.00	DKT	3.00			3485.000			400		
									3485.000					
									3485.000					
									3485.000					
			BARNETT,HERBERT A.				RW3929358		3-180151-					
	TX	M	REG						4147.000					
									4147.000					
									4147.000					
									4147.000					
			BEAN, LAWRENCE				UC8199337		1-200005-P					
X	TX	M	REG	21.00					3188.000			400		
X	AP	L	LON						150.000			400		
									3188.000					
									3188.000					
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?											Y			
TRANS	002	SCD	E4F	BT	400	PAGE	0001	0003	EID		TRL		DIST	00111

This screen reflects how the time report file is viewed in HRS.

NOTE:

Transaction Codes (TC):

- TX – Current Pay
- LX – Late Pay
- RX – Reduction in Pay
- AP – Additional Pay

Transaction 002 – Time Report File (0202)

** PAY - TIME REPORT FILE - UPD **											0202			
SCHEDULE:		E4F	TRL:	004 C	PAY PERIOD:			09 01 11	TO	09 30 11	PAGE:	0002		
C	TC	B	ERN	TIME	ERN	TIME	ERN	TIME	RATE/AMT	FROM DATE	TO DATE	BAT		
BEATTY,WILLIE E.				AF0914527				7-200005-P						
X	TX	M	RNU	21.00					2447.250			400		
									2447.250					
									2447.250					
									2447.250					
BEATTY,WILLIE E.				AF0914527				9-200055-						
X	TX	M	RNU	7.00					18.540			400		
									18.540					
									18.540					
									18.540					
BEST,GAIL E.				CV0029192				1-200005-P						
X	TX	M	REG	21.00					3310.000			400		
X	TX	M	VPO	12.00					3310.000			400		
									3310.000					
									3310.000					
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?											Y			
TRANS	002	SCD	E4F	BT	400	PAGE	0001	0003	EID		TRL		DIST	00111

This screen reflects how the time report file is viewed in HRS.

Transaction 002 – Time Report File (0202)

** PAY - TIME REPORT FILE - UPD **											0202			
SCHEDULE:		E4F	TRL:	004 C	PAY PERIOD: 09 01 11 TO 09 30 11				PAGE: 0002					
C	TC	B	ERN	TIME	ERN	TIME	ERN	TIME	RATE/AMT	FROM DATE	TO DATE	BAT		
BEST, GAIL E.			CV0029192				2-200055-							
X	TX	H	REG	5.50					18.810			400		
									18.810					
									18.810					
									18.810					
BEST, GAIL E.			CV0029192				3-180151							
	TX	M	REG						3972.000					
									3972.000					
									3972.000					
									3972.000					
BROWNING, HOLLY R.			HJ1087634				1-200005-P							
X	TX	M	REG	21.00					3648.000			400		
X	TX	L	VPL						4700.000			400		
									3648.000					
									3648.000					
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?											Y			
TRANS	002	SCD	E4F	BT	400	PAGE	0001	0003	EID		TRL		DIST	00111

This screen reflects how the time report file is viewed in HRS.

P - INTRODUCTION TO PAYROLL

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

703

WARRANT NO. : 1898295 EID: CV0029192 BEST,GAIL E.
 ISSUE DATE : 10/07/11 SCHEDULE NO.: E4F SCHEDULE: 09/01/11 TO 09/30/11

PAY POSI	EARN				PAY	--RETIREMENT--		-ACCRUAL-	P
BAS NO.	TYPE	UNITS	PAY RATE	AMOUNT	MO	P/S/SP	R.RATE	CAL	BEG END Y
H 200055	REG	5.50	18.810	103.46	12	S5M	37018.080	CD 0901	093011
M 200005	VPO	12.00	3310.00	1937.52	12	S5M	3310.000	CD 0901	093011
M 200005	REG	21.00	3310.000	3310.00	12	S5M	3310.000	CD 0901	093011

PAGE 01 OF 01

[R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 003 EID: CV0029192 WARRANT NO: 1898295 ISS DATE: 100711 DISTRICT: 00111

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

703

WARRANT NO. : 1698292 EID: HJ1087634 BROWNING,HOLLY R.
 ISSUE DATE : 10/07/11 SCHEDULE NO.: E4F SCHEDULE: 09/01/11 TO 09/30/11

PAY POSI	EARN				PAY	--RETIREMENT--		-ACCRUAL-	P
BAS NO.	TYPE	UNITS	PAY RATE	AMOUNT	MO	P/S/SP	R.RATE	CAL	BEG END Y
L 200005	VPL		4700.000	4700.00	12	S5M	4700.000	CD 0901	093011
M 200005	REG	21.00	3648.000	3648.00	12	S5M	3648.000	CD 0901	093011

PAGE 01 OF 01

[R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 003 EID: HJ1087634 WARRANT NO: 1698292 ISS DATE: 100711 DISTRICT: 00111

PPESADSP – EMPLOYEES WITH NON-ZERO ESA AMOUNTS

PPESADSP 08/15/11		EMPLOYEES WITH NON-ZERO ESA AMOUNTS			
FOR DISTRICT 00111	TRAINING DISTRICT				
NAME	EID	STATUS	JOB	CYCLE	AMOUNT
ADLER, SETH D.	VM6434452	T	3	E4	771.00 +
BARNETT, HERBERT A.	RW3929358	A	1	E4	1621.00 +
BUCHANAN, CHRIS U.	BD8277595	A	3	E4	638.00 +
BURGESS, CHARLOTTE U.	YY5211933	T	1	E4	3803.00 +
DANIELS, ARNOLD A.	GS8376141	A	1	E4	866.00 +
DYER, STACEY Y.	FE8327206	A	1	E4	866.00 +
FERGUSON, SETH E.	XD5829001	T	4	E4	1226.00 +
HALE, NORMA A.	DA5356173	T	7	E4	1504.00 +

NOTE: This report is generated after production of final pay on E1 and E4 cycles.

Function 02 – Time Entry Menu (0200)

```

** PAY - TIME ENTRY - MENU **                                0200

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

INTERRUPT: _____

TRANS  001  SCD  249  BT  150  PAGE  0000  0000  EID  FR7254018  TRL  _____  DIST  00111
```

Transaction 001 – Batch Control Screen (0201)

```

** PAY - BATCH CONTROL - TIME INPUT - UPD **                                0201
SCHEDULE: 249                                DISTRICT: 00111    ISSUE DATE: 09/06/11
                                           PAYROLL RUN DATE: 09/01/11

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

  150      1      21.00

  BALANCE ? _
  RECALL  ? _
  DELETE  ? _

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y
TRANS 001 SCD 249 BT 150 PAGE 0000 0000 EID FR7254018 TRL         DIST 00111

```


Function 04 – Salary/Pay Rate (0405)

```

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

JOB      POSITION      JOB CLASS
1        100000      410020 DIRECTOR FISCAL SERVICES

CYCLE   BASIS   PAY MOS   ILL PLAN   VAC PLAN   TIME      TIME      EARNINGS TYPES
E4      M        12       NA         NA         103      T        REG - -

SCHED/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
3 350 01 07 01 11 100.00      7372.000      7372.000

STIPENDS: - - - - -

RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
7372.000     261.0    M          8.00      S

RETIREMENT: PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  STRS  STRS
P9      M          07 01 11  CLS CD  BASE HRS
                     .00

(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS: 005      EID: FR7254018      JOB: 1      DISTRICT 00111
    
```

Transaction 004 – One Time Pay Screen (0204)

```

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

SCHEDULE: 249   DISTRICT: 00111   BATCH: 150   ISSUE DATE: 09/08/11
EMPLOYEE NAME: BROWN, JANE   EID: FR7254018
POSITION NUMBER: 100000   PAY PERIOD: 07/01/11 - 07/31/11   PRIOR YEAR: __

(1) 01.0-00000.0-00000-27000-2461-1020000   100.00
FOR THE ABOVE ACCRUAL PERIOD THE FOLLOWING INFORMATION IS FROM THE EDB
RETIRES RPT. RATE   PERCENT   SESSN   BARG UNIT
7372.000   100.00 %   MG
JOB CLASS: 410020   PAY MO: 12   CAL: M/12   REISSUE: R   VOL: W
TC B ERN TIME ERN TIME RATE/AMT RET. RATE RETIRE
TX M REG 21.00 7372.000 7372.000 P9 -M -
DISTRIBUTION ACCT
DISTRIBUTION ACCT
DISTRIBUTION ACCT
DISTRIBUTION ACCT
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?
TRANS 004 SCD 249 BT 150 PAGE 0001 1000 EID FR7254018 TRL DIST 00111
    
```

Reissue Field Options:

“R” – Use if warrant for primary job is cancelled and reissued, or if paying primary job on supplemental. Using “R” resets the tax accumulator to zero. If “R” is not used, pay aggregates and the employee may be overtaxed.

NOTE: “R” should not be used for additional units of pay (i.e., hours or days)

Voluntary Field Options:

“E” – Deducts ESA only

“V” – Takes ESA and all voluntary deductions *except* additional withholdings.

“W” – Takes all ESA, all voluntary deductions *including* additional withholdings.

Blank – Nothing is taken

SECTION III.

FUNCTION 03 – PAYROLL ADJUSTMENTS

Intentionally left blank

Payroll Processing

Payroll Adjustments

Function 03

Reference: HRS Manual Section IV, Page 77

Payroll Adjustment Menu Screen (0300)

```

** PAY - PAYROLL ADJUSTMENTS - MENU **                                0200

000  MENU

001  PAYROLL BATCH CONTROL
    --- WARRANT ADJUSTMENTS ---
002  CANCELLATION/OVERPAYMENT (C/O)
005  AUTOMATIC CANCELLATION (AC)

    --- OTHER PAYROLL ADJUSTMENTS ---

007  RETROACTIVE ADJUSTMENT (RA)

                                --- GROSS-TO-NET INPUT ---
012  ONE-TIME DEDUCTION (DS)
013  REFUND (RF)

                                --- BALANCE ADJUSTMENTS ---
016  HOURS BALANCES (HA)
017  DOLLAR BALANCES (DA)
018  GROSS-TO-NET BALANCES (GA)

INTERRUPT: _____

TRANS  001                      EID XX1234567  SCD 252  BT 300  DIST 00111
```

NOTE: You will need to enter the EID that is associated with the district you logged in with on the next page

P – INTRODUCTION TO PAYROLL

<u>District No.</u>	<u>Warrant No.</u>	<u>EID</u>	<u>Issue Date</u>
00111	W5283607	VU4185281	08/22/11
00112	W5283580	VZ0452761	08/22/11
00113	W5283582	WK2270112	08/22/11
00114	W5283583	KD4443632	08/22/11
00115	W5283584	YN8393650	08/22/11
00116	W5283586	RE5365645	08/22/11
00117	W5283587	TQ0896079	08/22/11
00118	W5283590	PG8225602	08/22/11
00119	W5283592	BX8262829	08/22/11
00120	W5283593	CZ9825743	08/22/11
00121	W5283595	DT5488837	08/22/11
00122	W5283601	AV1666158	08/22/11
00123	W5283602	NM5829323	08/22/11
00124	W5283603	EJ9698746	08/22/11
00125	W5283604	WX0914461	08/22/11
00126	W5283605	XG8504310	08/22/11
00127	W5283606	ZR6154423	08/22/11
00128	W5283610	SX0541917	08/22/11
00129	W5283577	NA0272054	08/22/11
00130	W5283578	PM4597575	08/22/11
00131	W5283579	GM5465696	08/22/11

Employee Payroll History Inquiry (0701)

** PAY - EMPLOYEE PAYROLL HISTORY INQUIRY - INQ **								0701		
EID:		UC8199337			BEAN, LAWRENCE E.			PRIOR EID:		
S	ISSUE	SCH	-WARRANT-	-----ACCRUAL-----			GROSS	NET		
E	DATE	NO.	TP	NBR	BGN DATE	END DATE	CANCELED	PAY	PAY	
	08/29/11	E4D	D	1698294	08/01/11	08/31/11		3338.00	1507.56	
	08/26/11	236	W	5283659	08/26/11	08/26/11			244.21	
-	08/26/11	E4C	D	1698274	08/01/11	08/31/11		1466.00	1242.92	
-	08/22/11	E4B	D	1697772	07/01/11	07/31/11		3188.00	1327.94	
-	07/25/11	E4A	D	1390122	07/01/11	07/31/11		1535.00	1226.78	
-	07/08/11	198	W	6483151	07/01/05	06/30/06		1074.58	842.42	
-	07/08/11	E4X	D	1343640	06/01/11	06/30/11		3556.71	1428.87	
-	06/24/11	E4W	D	1271737	06/01/11	06/30/11		1394.00	1177.91	
-	06/10/11	E4V	D	1218892	05/01/11	05/31/11		3459.77	1351.98	
-	05/25/11	E4U	D	1143748	05/01/11	05/31/11		1394.00	1102.03	
-	05/10/11	E4T	D	1090734	04/01/11	04/30/11		3409.87	1312.02	
-	05/09/11	125	W	6358130	07/01/10	11/30/10		2125.42	1628.31	
-	04/25/11	E4S	D	1015806	04/01/11	04/30/11		1394.00	1173.06	
-	04/08/11	E4R	D	4062550	03/01/11	03/31/11		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

Batch Control Payroll Adjustments Update Screen (0301)

```

** PAY - BATCH CONTROL - PAYROLL ADJ. - UPD **                                0301
SCHEDULE:  252                                DISTRICT:  00111    ISSUE DATE:    09/13/11
                                                PAYROLL RUN DATE:  09/09/11

TYPE      BATCH    -ENTERED TRANS-  -COMPUTED TRANS-  EDIT    FATAL    STATUS
C         300      _____1      _____      GEN     ERRORS
                                                000     00000

BALANCE  ?  _
DELETE   ?  _

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?  Y
TRANS  005                                EID  XX1234567  SCD  252  BT  300  DIST  00111
    
```

Batch Types:

“C” – Cancellation

“A” - Adjustments

NOTE: Please remember to use the EID that corresponds to the district number you logged on with.

Automatic Cancellations – Update Screen (0305)

** PAY - AUTOMATIC CANCELLATIONS - UPD **				0305						
SCHEDULE:	252	PAYROLL RUN DATE:	09/09/11	BATCH:	300					
EMPLOYEE NAME:	BEAN, LAWRENCE E.		EID:	<u>UC8199337</u>						
WARRANT:	<u>W5283659</u>	ISSUE DATE:	<u>08/22/11</u>							
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?										
TRANS	<u>005</u>	EID	<u>UC8199337</u>	SCD	<u>252</u>	BT	<u>300</u>	<u>Y</u>	DIST	<u>00111</u>

Payroll Adjustment Menu Screen (0300)

```

** PAY - PAYROLL ADJUSTMENTS - MENU **                                0200

000  MENU

001  PAYROLL BATCH CONTROL
    --- WARRANT ADJUSTMENTS ---
002  CANCELLATION/OVERPAYMENT (C/O)
005  AUTOMATIC CANCELLATION (AC)

    --- OTHER PAYROLL ADJUSTMENTS ---

007  RETROACTIVE ADJUSTMENT (RA)

    --- GROSS-TO-NET INPUT ---
012  ONE-TIME DEDUCTION (DS)
013  REFUND (RF)

    --- BALANCE ADJUSTMENTS ---
016  HOURS BALANCES (HA)
017  DOLLAR BALANCES (DA)
018  GROSS-TO-NET BALANCES (GA)

INTERRUPT: _____

TRANS 001          EID UC8199337   SCD 252   BT 400   DIST 00111
```

Batch Control Payroll Adjustments Update Screen (0301)

```

** PAY - BATCH CONTROL - PAYROLL ADJ. - UPD **                                0301
SCHEDULE:  252                                DISTRICT:  00111    ISSUE DATE:    09/13/11
                                                PAYROLL RUN DATE:  09/09/11

TYPE      BATCH    -ENTERED TRANS-  -COMPUTED TRANS-  EDIT    FATAL    STATUS
  A       400      _____1_____  000      00000

BALANCE  ?  _
DELETE   ?  _

(001) - PLEASE REVIEW DATA ON SCREEN.  OK TO PROCEED?  Y
TRANS  013                                EID  UC8199337    SCD  252    BT  400    DIST  00111
    
```

NOTE: Enter 'Y' to save changes, but before you press enter change TRANS to 013.

Online History – Menu 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 Inquiry 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
—	08/29/11	E4D	D 1698294	08/01/11	08/31/11		3338.00	1507.56
—	08/26/11	236	W 5283659	08/26/11	08/26/11			244.21
—	08/26/11	E4C	D 1698274	08/01/11	08/31/11		1466.00	1242.92
—	08/22/11	E4B	D 1697772	07/01/11	07/31/11		3188.00	1327.94
—	07/25/11	E4A	D 1390122	07/01/11	07/31/11		1535.00	1226.78
—	07/08/11	198	W 6483151	07/01/05	06/30/06		1074.58	842.42
4	07/08/11	E4X	D 1343640	06/01/11	06/30/11		3556.71	1428.87
—	06/24/11	E4W	D 1271737	06/01/11	06/30/11		1394.00	1177.91
—	06/10/11	E4V	D 1218892	05/01/11	05/31/11		3459.77	1351.98
—	05/25/11	E4U	D 1143748	05/01/11	05/31/11		1394.00	1102.03
—	05/10/11	E4T	D 1090734	04/01/11	04/30/11		3409.87	1312.02
—	05/09/11	125	W 6358130	07/01/10	11/30/10		2125.42	1628.31
—	04/25/11	E4S	D 1015806	04/01/11	04/30/11		1394.00	1173.06
—	04/08/11	E4R	D 4062550	03/01/11	03/31/11		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

Deduction Detail – Payroll History Inquiry (0704)

** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **							704
WARRANT NO. :		1343640	EID: UC8199337		BEAN, LAWRENCE E.		
ISSUE DATE :		07/08/11	SCHEDULE NO.: E4X		SCHEDULE: 06/01/11 TO 06/30/11		
G-T-N	NAME	VENDOR NUMBER	AMOUNT	P Y	TRAN TYPE	SRCE CODE	----- ACCRUAL -----
NO.							BEGIN DATE END DATE
031	STRS RED	0000000120	91.57 -		R		06/01/11 06/30/11
031	STRS RED	0000000120	109.07				06/01/11 06/30/11
031	STRS RED	0000000120	480.00				06/01/11 06/30/11
001	ESA	0000000015	1394.00				06/01/11 06/30/11
010	DDP RED	0000001977	35.48				06/01/11 06/30/11
176	KAISER RED	0000002079	247.81				06/01/11 06/30/11
026	MEDCAR DED	0000000110	27.25				06/01/11 06/30/11
081	FWT	0000000200	62.82				06/01/11 06/30/11
082	SWT	0000000205	6.22				06/01/11 06/30/11
221	AFT	0000001120	44.72				06/01/11 06/30/11
281	CENT SB CU	0000003046	25.00				06/01/11 06/30/11

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

(075) - LAST SCREEN - NO MORE DATA

TRANS: 004 EID: UC8199337 WARRANT NO: 1343640 ISS DATE: 070811 DISTRICT: 00111

Refunds – Update Screen (0313)

** PAY - REFUNDS - UPD **								0313
DISTRICT:	00111	SCHEDULE:	252	BATCH:	400	BATCH:	300	
EMPLOYEE NAME:	BEAN, LAWRENCE E.			EID:	UC8199337			
GTN	VENDOR	AMOUNT	Y	GTN	VENDOR	AMOUNT	Y	PERIOD
176		247.81	--				--	06/01/11 - 06/30/11
			--				--	/ / - / /
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?								Y
TRANS	013	EID	UC8199337	SCD	252	BT	400	DIST 00111

SECTION IV.

FUNCTION 06 – INQUIRY ERROR/CORRECTION

Intentionally left blank

Payroll Processing

Inquiry Error/Correction

Function 06

Reference: HRS Manual Section IV, Page 99

Inquiry Error Corrections Menu (0600)

```

** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                                0600

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

000      MENU
020      TIME ENTRY ERROR CORRECTION
021      PAYROLL ADJUSTMENT CORRECTION
022      OVERNIGHT FATAL ERROR MESSAGES
023      OVERNIGHT WARNING ERROR MESSAGES
024      TIME FILE REVIEW
025      EMPLOYEE TRANSACTIONS SUMMARY
026      BATCH TRANSACTION SUMMARY
027      BATCH STATUS INQUIRY
028      SCHEDULE CONTROL
029      SCHEDULE STATUS INQUIRY

INTERRUPT: _____

TRANS  022  SCD  204  BT  _____  SEQ  _____  TRL  _____  PG  _____  EID  _____  DIST  00111
```

NOTE: Fatal Errors will not produce pay. If errors are not corrected before the night of production, transactions will have to be re-entered.

Inquiry Error Corrections Menu (0600)

```

** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                                0600

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

000      MENU
020      TIME ENTRY ERROR CORRECTION
021      PAYROLL ADJUSTMENT CORRECTION
022      OVERNIGHT FATAL ERROR MESSAGES
023      OVERNIGHT WARNING ERROR MESSAGES
024      TIME FILE REVIEW
025      EMPLOYEE TRANSACTIONS SUMMARY
026      BATCH TRANSACTION SUMMARY
027      BATCH STATUS INQUIRY
028      SCHEDULE CONTROL
029      SCHEDULE STATUS INQUIRY

INTERRUPT: _____

TRANS  023  SCD  H1D  BT  _____  SEQ  _____  TRL  _____  PG  _____  EID  _____  DIST  00111
```

NOTE: Warning messages will produce pay. These messages are intended to ensure that the transactions you have entered are what is intended to pay.

Salary / Pay Rate Screen (0405)

** PER - SALARY/PAY RATE - INQ **										0405
BA3416767										MCINTYRE,CLYDE C.
										PRIME JOB: P
JOB	POSITION		JOB CLASS							
2	622040		622040- CAMPUS SAFETY ASSISTANT							
CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	TIME	TIME	EARNINGS TYPES		
H1	H	12	NA	NA	004		P	REG	- -	
SCHED/RANGE/STEP	EFF DATE		%FULL-TIME	CALC METH	FULL-TIME RATE		SALARY RATE			
1 085 04	05 01 09		100.00		13.350		13.350			
STIPENDS: - LG 2 LONGVTY - - -										
RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE					
13.35		217.00	N2	6.00						

RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	STRS	STRS	BASE HRS			
P9	M		07 01 98							
(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.										
TRANS: 005	EID: BA3416767			JOB: 2		DISTRICT 00111				

NOTE: This employee works 6 hours per day and is on work calendar N2.

Work Calendar Table – Inquiry Screen (1629)

** CTL - WORK CALENDAR TABLE - INQUIRY **												1629
CALENDAR:		<u>N2</u>	FISCAL YEAR:		<u>12</u>	DESCRIPTION:		CLAS-2X-12MO				
DISTRICT:		<u>00111</u>	HOURS PER DAY:		<u>8.00</u>	NUMBER OF PERIODS:		<u>24</u>	PAY CYCLE GROUP:			<u>G5</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	
07/01/11	07/15/11	07/11	10	0	0	01/01/12	01/15/12	01/12	12	0	0	
07/16/11	07/31/11	07/11	11	0	0	01/16/12	01/31/12	01/12	11	0	0	
08/01/11	08/15/11	08/11	12	0	0	02/01/12	02/15/12	02/12	12	0	0	
08/16/11	08/31/11	08/11	11	0	0	02/16/12	02/29/12	02/12	10	0	0	
09/01/11	09/15/11	09/11	11	0	0	03/01/12	03/15/12	03/12	10	0	0	
09/16/11	09/30/11	09/11	10	0	0	03/16/12	03/31/12	03/12	10	0	0	
10/01/11	10/15/11	10/11	11	0	0	04/01/12	04/15/12	04/12	12	0	0	
10/16/11	10/31/11	10/11	11	0	0	04/16/12	04/30/12	04/12	11	0	0	
11/01/11	11/15/11	11/11	12	0	0	05/01/12	05/15/12	05/12	11	0	0	
11/16/11	11/30/11	11/11	11	0	0	05/16/12	05/31/12	05/12	11	0	0	
12/01/11	12/15/11	12/11	10	0	0	06/01/12	06/15/12	06/12	10	0	0	
12/16/11	12/31/11	12/11	10	0	0	06/16/12	06/30/12	06/12	11	0	0	
ANNUAL						07/11/11	06/30/15		261	0	0	
TRANS <u>029</u> KEY 1: <u>N2</u> KEY 2: <u>12</u> KEY 3: _____ DIST <u>00111</u>												

NOTE: For the accrual period of 07/16/17 – 07/31/17 there are 11 possible work days. The system takes the hours per day and multiplies by the work days to arrive at the total possible hours for that accrual period.

6 hours x 11 days = 66 (total for this accrual period)

Inquiry Error Corrections Menu (0600)

```

** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                                0600

TRANS  ----- DESCRIPTION -----
000    MENU
020    TIME ENTRY ERROR CORRECTION
021    PAYROLL ADJUSTMENT CORRECTION
022    OVERNIGHT FATAL ERROR MESSAGES
023    OVERNIGHT WARNING ERROR MESSAGES
024    TIME FILE REVIEW
025    EMPLOYEE TRANSACTINS SUMMARY
026    BATCH TRANSACTION SUMMARY
027    BATCH STATUS INQUIRY
028    SCHEDULE CONTROL
029    SCHEDULE STATUS INQUIRY

INTERRUPT: _____
████████████████████████████████████████████████████████████████████████████████
TRANS  024  SCD  E4F  BT  ___  SEQ  ___  TRL  ___  PG  0001  EID  _____  DIST  00111
```

Time File Review Screen (0624)

** PAY - TIME FILE REVIEW - UPD **										0624				
SCHEDULE:		E4F	TRL:	004	N	PAY PERIOD: 09 01 11 TO 09 30 11				PAGE: 0001				
C	TC	B	ERN	TIME	ERN	TIME	ERN	TIME	RATE/AMT	FROM DATE	TO DATE	BAT		
			BARNETT, HERBERT A.				RW3929358		1-200005-P					
X	TX	M	REG	21.00	DKT	3.00			3485.000			400		
-	-	-	-	-	-	-	-	-	3485.000	-	-	-		
-	-	-	-	-	-	-	-	-	3485.000	-	-	-		
-	-	-	-	-	-	-	-	-	3485.000	-	-	-		
			BARNETT, HERBERT A.				RW3929358		3-180151-					
-	TX	M	REG						4147.000					
-	-	-	-	-	-	-	-	-	4147.000	-	-	-		
-	-	-	-	-	-	-	-	-	4147.000	-	-	-		
-	-	-	-	-	-	-	-	-	4147.000	-	-	-		
			BEAN, LAWRENCE				UC8199337		1-200005-P					
X	TX	M	REG	21.00					3188.000			400		
X	AP	L	LON						150.000			400		
-	-	-	-	-	-	-	-	-	3188.000	-	-	-		
-	-	-	-	-	-	-	-	-	3188.000	-	-	-		
<div style="background-color: black; height: 15px; width: 100%;"></div>											Y			
TRANS	024	SCD	E4F	BT	400	PAGE	0001	0003	EID		TRL		DIST	00111

Inquiry Error Corrections Menu (0600)

```

** PAY - INQUIRY/ERROR CORRECTIONS - MENU **
                                                    0600

TRANS  ----- DESCRIPTION -----
000    MENU
020    TIME ENTRY ERROR CORRECTION
021    PAYROLL ADJUSTMENT CORRECTION
022    OVERNIGHT FATAL ERROR MESSAGES
023    OVERNIGHT WARNING ERROR MESSAGES
024    TIME FILE REVIEW
025    EMPLOYEE TRANSACTIONS SUMMARY
026    BATCH TRANSACTION SUMMARY
027    BATCH STATUS INQUIRY
028    SCHEDULE CONTROL
029    SCHEDULE STATUS INQUIRY

INTERRUPT: _____

```

TRANS 025 SCD E4F BT SEQ TRL PG EID CV0029192 DIST 00111

Inquiry Error Corrections Menu (0600)

```

** PAY - INQUIRY/ERROR CORRECTIONS - MENU **                                0600

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

000    MENU
020    TIME ENTRY ERROR CORRECTION
021    PAYROLL ADJUSTMENT CORRECTION
022    OVERNIGHT FATAL ERROR MESSAGES
023    OVERNIGHT WARNING ERROR MESSAGES
024    TIME FILE REVIEW
025    EMPLOYEE TRANSACTIONS SUMMARY
026    BATCH TRANSACTION SUMMARY
027    BATCH STATUS INQUIRY
028    SCHEDULE CONTROL
029    SCHEDULE STATUS INQUIRY

INTERRUPT: _____

```

TRANS 026 SCD E4E BT 300 SEQ _____ TRL _____ PG _____ EID _____ DIST 00111

Batch Transaction Summary Screen (0626)

** PAY - BATCH TRANSACTION SUMMARY - INQ **												0626
SCHEDULE: E4E						RUN DATE: 09 01 11						
BATCH: 300 TYPE: T - TIME TRANSACTIONS						ISSUE DATE: 09 06 11						
S	SEQ	EMPL	EID	TC	POS #	B	ERN	TIME/AMT	ERN	TIME/AMT	ERN	TIME/AMT
-	00001	RW3929358		TX	200005	L	ESA	\$ 1344.00				
-	00002	UC8199337		TX	200005	L	ESA	\$ 1325.00				
-	00003	AF0914527		TX	200005	L	ESA	\$ 851.00				
-	00004	CV0029192		TX	200005	L	ESA	\$ 1381.00				
-	00005	HJ1087634		TX	200005	L	ESA	\$ 1497.00				
-	00006	BD8277595		TX	200005	L	ESA	\$ 170.00				
-	00007	BD5871189		TX	200005	L	ESA	\$ 577.00				
-	00008	YD5804426		TX	200005	L	ESA	\$ 384.00				
-	00009	KD4443632		TX	200005	L	ESA	\$ 290.00				
-	00010	UY6177450		TX	200005	L	ESA	\$ 701.00				
-	00011	YN8393650		TX	200005	L	ESA	\$ 514.00				
-	00012	GS8376141		TX	200005	L	ESA	\$ 140.00				
-	00013	EW6007978		TX	200005	L	ESA	\$ 295.00				
-	00014	FE8327206		TX	200005	L	ESA	\$ 154.00				

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

TRANS 026 SCD E4E BT 300 SEQ _____ TRL _____ PG _____ EID _____ DIST 00111

Inquiry Error Corrections Menu (0600)

```

** PAY - INQUIRY/ERROR CORRECTIONS - MENU **
                                                    0600

TRANS  ----- DESCRIPTION -----
000    MENU
020    TIME ENTRY ERROR CORRECTION
021    PAYROLL ADJUSTMENT CORRECTION
022    OVERNIGHT FATAL ERROR MESSAGES
023    OVERNIGHT WARNING ERROR MESSAGES
024    TIME FILE REVIEW
025    EMPLOYEE TRANSACTIONS SUMMARY
026    BATCH TRANSACTION SUMMARY
027    BATCH STATUS INQUIRY
028    SCHEDULE CONTROL
029    SCHEDULE STATUS INQUIRY

INTERRUPT: _____

```

TRANS 027 SCD C1B BT _____ SEQ _____ TRL _____ PG _____ EID _____ DIST 00111

Batch Status Inquiry Screen (0627)

** PAY - BATCH STATUS INQUIRY - INQ **										0627
SCHEDULE: C1B				EID: PM4226527			RUN DATE: 08/29/11			
STATUS: UNLOCKED							ISSUE DATE: 08/26/11			
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	814		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 C1B BT SEQ 00000 TRL PG EID DIST 00111

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SECTION V.

FUNCTION 07 – HISTORY AND INQUIRY

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Payroll Processing

Payroll Online

History and Inquiry

Function 07

Reference: HRS Manual Section IV, Page 143

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

Earnings Detail Screen (0703)

```

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

WARRANT NO. : 1698294      EID: UC8199337      BEAN,LAWRENCE E.
ISSUE DATE  : 08/29/11    SCHEDULE NO.: E4D   SCHEDULE: 08/01/11 TO 08/31/11

  PAY POSI  EARN
  BAS  NO.  TYPE  UNITS  PAY RATE      AMOUNT  PAY  --RETIREMENT--      -ACCRUAL-  P
                                     MO P/S/SP  R.RATE  CAL  BEG  END  Y
-  L 200005  LON                150.000   150.000  12 S5M    150.000  CD 0801 083111
-  M 200005  REG   22.00   3188.000  3188.000  12 S5M    3188.000  CD 0801 083111

PAGE 01 OF 01
[R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 003 EID: UC8199337 WARRANT NO: 1698294 ISS DATE: 082911 DISTRICT: 00111
    
```

Deduction Detail Screen (0704)

```

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

WARRANT NO. : 1698294      EID: UC8199337      BEAN,LAWRENCE E.
ISSUE DATE  : 08/29/11    SCHEDULE NO.: E4D    SCHEDULE: 08/01/11 TO 08/31/11

G-T-N
NO.      NAME      VENDOR      P   TRAN   SRCE  ----- ACCRUAL -----
          NAME      NUMBER      Y   TYPE   CODE  BEGIN DATE  END DATE
031  STRS RED    0000000120  255.04
031  STRS RED    0000000120  12.00
001  ESA         0000000015  1,466.00
026  MEDC        0000000110  27.14
081  FWT         0000000200  63.82
082  SWT         0000000205  6.44
          08/01/11  08/31/11
          08/01/11  08/31/11
          08/01/11  08/31/11
          08/01/11  08/31/11
          08/01/11  08/31/11
          08/01/11  08/31/11

PAGE 01 OF 01
                                                    [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 004  EID: UC8199337  WARRANT NO: 1698294  ISS DATE: 082911  DISTRICT: 00111
    
```

Contribution Detail Screen (0705)

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

WARRANT NO. : 1698294 EID: UC8199337 BEAN, LAWRENCE E.
 ISSUE DATE : 08/29/11 SCHEDULE NO.: E4D SCHEDULE: 08/01/11 TO 08/31/11

G-T-N		VENDOR	P	TRAN	SRCE	----- ACCRUAL -----	
NO.	NAME	NUMBER	Y	TYPE	CODE	BEGIN DATE	END DATE
032	STRS CON	0000000120				08/01/11	08/31/11
032	STRS CON	0000000120				08/01/11	08/31/11
027	MEDCAR CON	0000000111				08/01/11	08/31/11
090	SUI	0000000250				08/01/11	08/31/11
092	WORK COMP	0000000260				08/01/11	08/31/11

PAGE 01 OF 01

[R=RETURN 001 M=MENU]

(075) - LAST SCREEN - NO MORE DATA

TRANS: 005 EID: UC8199337 WARRANT NO: 1698294 ISS DATE: 082911 DISTRICT: 00111

Online History Menu 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: 04

TRANS: _____ EID: _____ WARRANT NO: _____ ISS DATE: _____ DISTRICT: 00111
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Personnel Inquiry Menu Screen (0400)

** PER - PERSONNEL INQUIRY - MENU **		0400																																																																									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">TRANS</th> <th style="text-align: left;">----- DESCRIPTION -----</th> </tr> </thead> <tbody> <tr><td>000</td><td>PERSONNEL INQUIRY MENU</td></tr> <tr><td>003</td><td>PERSONNEL ACTION DATA</td></tr> <tr><td>004</td><td>JOB ASSIGNMENT (104-FUTURE)</td></tr> <tr><td>005</td><td>SALARY/PAY RATE (105-FUTURE)</td></tr> <tr><td>006</td><td>LABOR DISTRIBUTION (106-FUTURE)</td></tr> <tr><td>007</td><td>JOB HISTORY</td></tr> <tr><td>008</td><td>JOB HISTORY - SUMMARY</td></tr> <tr><td>010</td><td>CREDENTIAL INFORMATION</td></tr> <tr><td>011</td><td>SENIORITY STATUS</td></tr> <tr><td>012</td><td>CONTACT DATA</td></tr> <tr><td>013</td><td>CONFIDENTIAL INFORMATION</td></tr> <tr><td>014</td><td>MISC PERSONAL DATA</td></tr> <tr><td>015</td><td>EDUCATION</td></tr> <tr><td>016</td><td>EXPERIENCE AND ORGANIZATION</td></tr> <tr><td>017</td><td>SKILLS AND LANGUAGES</td></tr> <tr><td>018</td><td>LICENSES, HONORS AND COMMENTS</td></tr> <tr><td>019</td><td>EMPLOYEMENT VERIFICATION</td></tr> <tr><td>020</td><td>STANDARD BENEFITS</td></tr> </tbody> </table>	TRANS	----- DESCRIPTION -----	000	PERSONNEL INQUIRY MENU	003	PERSONNEL ACTION DATA	004	JOB ASSIGNMENT (104-FUTURE)	005	SALARY/PAY RATE (105-FUTURE)	006	LABOR DISTRIBUTION (106-FUTURE)	007	JOB HISTORY	008	JOB HISTORY - SUMMARY	010	CREDENTIAL INFORMATION	011	SENIORITY STATUS	012	CONTACT DATA	013	CONFIDENTIAL INFORMATION	014	MISC PERSONAL DATA	015	EDUCATION	016	EXPERIENCE AND ORGANIZATION	017	SKILLS AND LANGUAGES	018	LICENSES, HONORS AND COMMENTS	019	EMPLOYEMENT VERIFICATION	020	STANDARD BENEFITS	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">TRANS</th> <th style="text-align: left;">----- DESCRIPTION -----</th> </tr> </thead> <tbody> <tr><td>021</td><td>ADTL. STANDARD BENEFITS</td></tr> <tr><td>022</td><td>DEPENDENTS BY NAME</td></tr> <tr><td>023</td><td>VOLUNTARY DEDUCTIONS</td></tr> <tr><td>025</td><td>DIRECT DEPOSIT</td></tr> <tr><td>030</td><td>PAYROLL TAX STATUS</td></tr> <tr><td>031</td><td>LEAVE ACCOUNT BALANCES</td></tr> <tr><td>032</td><td>GARNISHMENTS</td></tr> <tr><td>033</td><td>TIME BALANCES</td></tr> <tr><td>034</td><td>GROSS DOLLAR BALANCES</td></tr> <tr><td>035</td><td>GROSS-TO-NET BALANCES</td></tr> <tr><td>036</td><td>RETIREMENT BALANCES</td></tr> <tr><td>037</td><td>UNION DUES BALANCES</td></tr> <tr><td>038</td><td>REINSTATE ARCHIVED EMPLOYEE</td></tr> <tr><td>039</td><td>RETIREMENT PLANS</td></tr> <tr><td>097</td><td>COUNTY NAME SEARCH</td></tr> <tr><td>098</td><td>DIST NAME SEARCH(ACTIVE ASSIGN)</td></tr> <tr><td>099</td><td>DIST NAME SEARCH(ALL ASSIGN)</td></tr> </tbody> </table>	TRANS	----- DESCRIPTION -----	021	ADTL. STANDARD BENEFITS	022	DEPENDENTS BY NAME	023	VOLUNTARY DEDUCTIONS	025	DIRECT DEPOSIT	030	PAYROLL TAX STATUS	031	LEAVE ACCOUNT BALANCES	032	GARNISHMENTS	033	TIME BALANCES	034	GROSS DOLLAR BALANCES	035	GROSS-TO-NET BALANCES	036	RETIREMENT BALANCES	037	UNION DUES BALANCES	038	REINSTATE ARCHIVED EMPLOYEE	039	RETIREMENT PLANS	097	COUNTY NAME SEARCH	098	DIST NAME SEARCH(ACTIVE ASSIGN)	099	DIST NAME SEARCH(ALL ASSIGN)
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INTERRUPT: _____		NAME: _____																																																																									
TRANS: <u>034</u>	EID: <u>UC8199337</u>	JOB: <u>1</u> DISTRICT <u>00111</u>																																																																									

Gross Dollar Balances Screen (0434)

** PER - GROSS DOLLAR BALANCES - INQ **						0434
UC8199337		BEAN, LAWRENCE E.		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: <u>034</u>	EID: <u>UC8199337</u>	JOB: <u>1</u>	DISTRICT <u>00111</u>
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Gross-to-Net Balances Screen (0435)

UC8199337		BEAN, LAWRENCE E.		** PAY - GROSS-TO-NET BALANCES - INQ **		0435	
				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	

NOTE: If an employee's name appears on the Non-Zero ESA list this GTN will remain until the next time the employee is paid their final pay on the prime assignment.

P – INTRODUCTION TO PAYROLL

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
300	REG	D	100.00	173.040	4.00-	692.16-	000003	000768	S5/M/	173.04	12	07/01/15 TO 07/31/15	
300	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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