

# **Payroll/Personnel System**

## **User Reference Manual**



**San Diego County Office of Education**

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# PURPOSE OF THIS MANUAL

---

This chapter answers some of the questions you may have about the manual.

Why was the manual written?

The **PAYROLL/PERSONNEL** System developed by the San Diego County Office of Education is a complex, computer-based system that provides payroll and personnel services to public education in San Diego County. The manual was written to serve the reference needs of users of the **PAYROLL/PERSONNEL** System.

For whom is the manual written?

The manual is written for all users of the **PAYROLL/PERSONNEL** System. Users who are not familiar with computers in general or with this **PAYROLL/PERSONNEL** System specifically, will find the manual most useful.

What will I learn in the manual?

The manual will give you some general information about the **PAYROLL/PERSONNEL** System. It will give you an overview of the system and then overviews of the main components, called modules. It will also provide detailed information about each screen to help you use them effectively.

What will I not find in the manual?

Since the manual is designed as a reference for the experienced user of the **PAYROLL/PERSONNEL** System, it is designed for those who are already familiar with payroll and for those who have received training from the County Office.

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# USING THIS MANUAL

---

This chapter answers some questions you may have regarding how to use this manual most effectively.

What conventions are used in this manual?

Throughout the manual, certain documentation conventions have been used to make it easier for you to understand how the **PAYROLL/PERSONNEL** System works.

Questions and answers have been separated so the questions can be easily identified. Chapter and other key names have been printed in large type at the top of the page so they can be found more easily. The chapter name, number, and page number appear on the bottom of each page. On this page, for example, the chapter name is “Using This Manual,” the chapter number is “2,” and the page number is “1.”

Whenever a certain keyboard key is referred to in text, it will appear as [Y]. That notation prompts you to press the key with a Y on it.

Whenever you are to enter a letter, word, or phrase, the text to be entered will appear as “**WORD.**” In this case, you are to enter the letters that appear in bold print. The quotation marks (“”) are not to be entered. The letters must be entered without pressing the space bar between them.

In the chapter on individual screens, there is reference to fields on the video display screen. Fields are areas on the screen where you may enter data or where the system displays data to you. The fields are identified in the text with large bold numbers: **3**. The number corresponds to the same number in italics on the screen figure.

Why is the manual organized the way it is?

A user reference manual is to provide you with reference information about the **PAYROLL/PERSONNEL** System. The first chapter tells the purpose of the manual. This is to let you know what you can expect to find in the manual.

Chapter 2 (this chapter) tells how to get the most from this manual. It describes the contents of the remainder of the manual so that you may get the most effective use for reference purposes.

Chapter 3 provides information on how to access the **PAYROLL/PERSONNEL** System using your terminal and modem. It specifically describes the computer terminals, getting into the system, passwords, help screens, and other information that will assist you in using the system.

# USING THIS MANUAL

---

Chapter 4 gives a broad overview of the **PAYROLL/PERSONNEL** System. It describes the major groupings of screens, called modules, and their relationships to one another. For example, one major grouping of screens is called “Time Reporting.” It consists of those screens used to report employee time. So, if you need to add, update, adjust, or just list employee time information, this is the group of screens you will use.

Chapter 5 begins the description of modules and screens. It gives overview information about the module and detailed information about each screen in the module. The first section, the module overview, gives a description of the module, its function in the system, the screens with a short description of each, and the primary procedures of the module follow. You should be able to follow the procedures to accomplish the stated goal. The last section in the module overview is the screen dependencies chart. It provides a list of screens on which a particular module screen is dependent. This means that if you use a screen and get error messages, you may need to look at the screens on which the current screen depends. For instance, if you enter a code in a screen field and the system tells you that code does not exist, you may have to check another screen to see if you have either entered the wrong code or have the correct code but it has not been entered into the system.

After the module overview, detailed information is given for each screen in the module. First is a summary description of the screen’s purpose that will help you to be sure that you are using the right screen to accomplish your task. For example, if the screen’s description tells you that it is a screen to be used only for listing information, then you know immediately that you will not be able to change any of the information that you retrieve with that screen.

The screen’s description is followed by a picture that depicts the actual screen. The screen includes all of the field labels as you will see them on your terminal with a significant addition: each field on the figure has an italic number in it. These are the field numbers that match with the field descriptions as described below.

After displaying the screen, you are presented with the functions (ADD, CHG, DEL, INQ, LIST) that may be performed with that screen and a brief description of each. Finally, each of the fields on that screen is defined so that you have a better understanding of what is being shown in the field or what kind of information you must enter in that field. For example,

5 – SOCIAL SEC. NO. – Required (9 A/N) – The employee’s social security number entered with or without a leading zero or hyphens.

# USING THIS MANUAL

---

This example tells you that field number five is the social security number of the employee. It is a required field (the system will not accept the screen transmitted if this field does not have an entry), and it will accept up to 9 alphanumeric characters.

The first item in the file definition is the field number. The number matches this definition to a field on the figure of the screen (described above). This will make it easier for you to match the definition with a field from the screen. Next is the field label. It appears on your screen, directly above or to the left of the field it labels. For example,

```
PAYCODE    ← label  
[   ]      ← field
```

After the field label comes information indicating whether the field may be used for data entry or is a display-only field. A field used for data entry will either be described as Required or Optional. This is because some fields require data entry and some do not. For a function of add, the field will be described as “Required.” (NOTE: if an entry is not made in some fields, the system supplied a default value for you. Default values are described in the field definition.) For data entry, Required or Optional are followed by information in parentheses giving the format required for the data. The number tells you the maximum number of characters allowed in the field. It is followed by a field type:

```
N      Numeric only (enter right to left)  
A/N    Alphanumeric: alphabetic or numeric (enter left to right)
```

Fields that are used only to display information to the user will be described as Display with no field type. Display-type fields will not accept input from your keyboard.

Following the field type is a description of the field. You should be aware that some fields are used on several different screens.

This overall organization was developed to allow you to take an operational role as a user of the **PAYROLL/PERSONNEL** System.

What will help me get the maximum benefit from the manual?

The most benefit will be obtained by starting at the beginning of the manual and reading the material up to the module overview and screen descriptions. The module descriptions can be read individually, depending on your needs as a user. The screen summaries in the module overview will help you use the screens you need.

information about employees necessary for processing the payroll. All of this information must exist in the system before an employee can be paid. Districts must update all employee information as changes occur.

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# OPERATING THE SYSTEM

---

## TROUBLESHOOTING

If you are having trouble logging on to the County system or your personal computer does not seem to be operating properly, please make the following checks before calling the County.

### CHECK FOR LOOSE CABLES

If your computer has been moved recently, there is a good possibility of having disconnected or loosened cables. All cables should be connected and screwed in.

### CHECK YOUR COMPUTER

Is your computer unplugged from wall receptacle?

Have your brightness or intensity controls been turned down?

### CHECK OPERATIONAL PROCEDURES

Did you establish a connection to the County Virtual Private Network (VPN)?

Did you log in with the proper user code and password?

Did you request the correct form (screen)?

Are you logged into the correct application system? (FINANCIAL, STUDENT, or PAYROLL)

To find out where you are at, type “?WRU” at the Home position (upper left hand corner of screen) and [XMIT].

Your screen should look something like this:

```
?WRU
V37040A1 AT SDCOEAT(17311) = LAN Station
Device Type = DEFAULTDEVICE
NX6830:7021 SDCOEAT *SYSTEM/COMS 50.189.8064
*SYSTEM/MARC/COMMANDER 50.189.8031
Window = PAYROLL/1
User = PAYTESTERS
Session = 20295.
```

The V37040A1 is the station number (also known as the address).

# OPERATING THE SYSTEM

---

The window statement tells you if you are in the proper system.  
In this example, the user is in the payroll window.

Please write down your station number for future reference.

## THE SCREEN

When the computer is on and functioning properly, you will be greeted with a screen that looks something like:



Figure 3.1 – Initial Screen

Sometimes a form will be on the screen. A form is like any paper form you use. Parts of the form may already be filled in. Some of the data on the screen is referred to as “protected.” Protected data usually includes items like the title of the screen and titles on fields. Just as with a paper form, you can type over the pre-printed instructions in the protected area of the form. But even though you have typed over them, they are really unchanged.

A field is a specific piece of data that appears on a screen. Fields are the blank spots on a form where you enter information. Sometimes the blanks are already filled in for you and sometimes they are not. Fields are bounded on the screen by delimiters (><). A field may be protected or unprotected. Protected fields are used to display information that can be changed only by the system. These are the blanks on a form that are already filled in and cannot be changed. Fields that are unprotected are the blank spots on a form. Data is entered here by using your keyboard.

One other item on the screen is the cursor. The cursor is the blinking or highlighted box or line on the screen that indicates where data is to be entered. When a key is pressed, the character representing the key is placed where the cursor is located. The cursor then moves on to a new place on the screen.

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# OPERATING THE SYSTEM

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## USING THE KEYBOARD

The keyboard is divided into two kinds of keys: typewriter keys and control keys. There are also some lights at the top of the keyboard to indicate special key positions (ex. CAPS lock).

The typewriter keys allow you to enter alphabetic and numerical information and to tell the computer what it is you wish to do.

The control keys allow you to 1) move the cursor to a specific place on the screen where you want to enter data through the keyboard, 2) return to the previous screen, 3) transmit to the system information you have entered, 4) help you correct or update the information on the screen. The following list explains these special keys:

[Tab] Moves the cursor to next input field on the screen. This key is referred to as the [Tab] key in the text of this document.

[Shift Tab] Moves the cursor to the previous input field on the screen.

[Enter] Moves the cursor to the first field on the next left line of the form.

[Home] Moves the cursor to the first field on the screen. If the screen is blank, this key will move the cursor to the top left position on the screen (the HOME position).

[Control][End] Erases the data in a field on the screen from the cursor to the end of the field. Both keys must be held down simultaneously. This method can be used to clear data in a numeric field. In this document, this key will be referred to as the [EOL] key.

[Shift][End] Holding down the [shift] key and the [End] key at the same time erases the data in all the fields from the cursor to the end of the screen. This document refers to this key as the [EOP].

[Page Down] Changes the screen to the next page. Some applications use many pages for displays. The PAYROLL/PERSONNEL System is limited by LINC to only pages 1 and 2. The rest of the pages will be blank. The page number appears on the bottom of your screen. This document refers to the key as the [Next Page] key.

[Page Up] Changes screen to previous page. This key will show you the contents of a lower-numbered screen from the one you are currently working on. If you are on screen 2 and you press this key, you will see screen 1. This document refers to this key as the [Prev Page] key.

[Print] If you have a printer attached to your personal computer and press the printer icon, the image displayed on the screen will be printed.

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[XMIT] or [+] To transmit data input on the screen back to the mainframe, Users can use either the [+] key or select the [XMIT] icon. Users should receive a confirmation on input screens “This records has been updated” or “Number of records added”.

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## LOGGING ON TO THE SYSTEM

What is meant by “logging on?”

Whenever you wish to do something using the computer (such as running the PAYROLL/PERSONNEL System), you must first tell the operating system who you are. This process of notifying the computer who you are is known as “logging on.” Once the system knows who you are, it will allow you to do those things that you are privileged to do. It will also prevent anyone from doing things they are not privileged to do. This helps the system maintain the integrity of your data.

How do I log on?

To log on, you must first turn on your PC and double-click on the County software Bridge. The monitor will display a screen similar to figure 3.1 and a cursor. Type in the user code and the password assigned to you by the County Office and [XMIT].

As you type in your password, you will find that the keys you press do not appear on the screen. That is because the computer is trying to help you maintain the secrecy of your password.

After entering the usercode and password and transmitting, you will receive the MARC screen (Figure 3.2). At the bottom of the screen, select the window that you wish to use, in this case, “PAY” and [XMIT].

```
MARC - MENU-ASSISTED RESOURCE CONTROL          13:26:43
Action: ▶ Home PRev GO PArnt COmnd                (Press SPCEY for Help)
-- WINDOWS --
CANDE  CANDE Window
FACS   Financial Accounting System
FIS    Financial Information System
PAY    Payroll System
SIS    Student Information System
-- SESSION CONTROL --
BYE    Logoff System
WRU    Identify Station

Choice: ▶
```

Figure 3.2 – MARC Screen



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When you access the PAYROLL/PERSONNEL System, you will see a screen such as the one in Figure 3.3. That screen contains a menu of options available. At the bottom of the screen, you will see the following message “Please enter district, user, password”. After entering a valid password the system will allow you to access screens in the Payroll/Personnel System associated with your password.

```
MENU T017872FEB2806 0602
$ WELCOME TO THE PAYROLL/PERSONNEL SYSTEM$ 11:02 AM
02.0819
Choice ▶ ◀ MAIN MENU
NEWS MONDAY, FEBRUARY 27, 2006 RT RETIREMENT MENU
C COUNTY CONTROL MENU WA WAGE ATTACHMENTS MENU
D DISTRICT CONTROL MENU RR REPORT REQUEST MENU
E EMPLOYEE / POSITION CONTROL MENU AC ACCRUALS MENU
CRE DISTRICT CREDENTIALS MENU OP OPERATIONS MENU
T TIME KEEPING / ADJUSTMENTS MENU S SYSTEMS MENU
KD EXP DISTRIBUTION/ENCUMBRANCE MENU QUIT Log off (Without exiting PAYROLL)
PP PRE PAYROLL MENU BYE Log off (And return to MARC)
TC TYPED / CANCELLED WARRANT MENU PW Password
I Inquiry Menu REL# 01.0915

Please enter district, user, password ▲ ◀ ██████████ ██████████ ▶@◀
```

Figure 3.3 – Initial Payroll Menu

Once you have logged on, you can now request a screen or module in the Choice field and [XMIT]. If you enter “E” for Employee Module, the Employee Sub-Menu in Figure 3.4 will appear. You may select any screen from this list by entering a screen name in Choice.

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```
◆MENU T006827FEB2201◆◆0102◆
          $ WELCOME TO THE  PAYROLL/PERSONNEL  SYSTEM $
                                     1:36 PM
                                     00.1.0

Choice ▶ ◀      EMPLOYEE / POSITION CONTROL MENU

EMPLY Employee Personal Data          POSIT Position Control Update
DEPEN Employee Dependents Update      FSCHD Fixed Schedules
EMPOS Employee Job Assignment Update  EXPAY Employee Extra Pay Update
LXPAY List Employee Extra Pay         BDEMP Benefits/Deductions Update
EARN  Employee Earnings Summary       BDEML Benefits/Deductions List
XREF  Employee Cross Reference        EMTSA Employee TSA Limits
EVNDR Employee / Vendor Inquiry       PREF  Position Cross Reference
LVMEN Vacation / Sick Leave Accounting CXREF County Cross Reference

▶@◀
```

Figure 3.4 – Employee Sub-Menu

What does it mean if I cannot log on?

There are many reasons why you might not be able to log on to the system. The reason has a lot to do with the message on the screen. If the log on failed, it was because the system did not recognize the usercode or password the way you entered it. This is a very important item to remember. The computer recognizes you by your user code and password combination which determines the screens available to you.

What do I do if I cannot log on?

If you cannot log on, the first thing to do is check the power and then all cable connections. Usually that will resolve your problem. If that fails, refer to Troubleshooting (3-1).

Should I protect my password?

You might think of your password as the key to your house. Anyone who has it can get in. Often we give friends or neighbors our key for emergency use, but we are highly selective and secretive. If we suspect the key has fallen into untrustworthy hands, we have the locks changed. The designated Payroll Representative is responsible for changing passwords at the district.

Often new users will write their user code and password on a piece of paper and tape it to the front of their screen. We strongly suggest placing your user code and password in a discreet location.

What is Page 2 used for?



Figure 3.5 – Page 2 Format

Whenever you are on page 1 and press the [Next Page] key, you will see what is on page 2. Page 2 usually contains a screen containing a single line as in Figure 3.5. This screen is referred to as the “LINC” screen. There are several things you can do when you are on page 2 that you might not be able to do when you are on some other page. The functions commonly accessed from page 2 are:

**GET ANOTHER SCREEN** - Page 2 can be used to request another screen. The screen will appear on page 1. For example, if you have the SMA screen on page 1 and want to change to the CRLST screen, you do so by first changing to page 2 by pressing [Next Page]. That will display the line as in Figure 3.5. Then type the name of the form you want and press [XMIT]. The system will automatically return you to page 1 with the requested screen.

**SEE ERROR MESSAGES** – If, in the course of filling out a screen, you make a mistake and inadvertently transmit bad data to the system, an error message may be generated to help you fix the problem. The screen as you sent it will remain on page 1 and if there is only one error message, it will appear on the bottom of page 1. However, if there is more than one message, usually all messages (or at least as many as will fit) will appear on page 2. The page will be automatically changed so you can see the messages. To return the screen to page 1, press [Prev Page].

**GET HELP ON A SCREEN** – To request HELP on a particular screen, enter the screen name in the first field and the word “HELP” in the second field and transmit.

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```
SYSTEM PAYROLL      Please enter your format ▶EMPLY◀◀ ◀▶HELP ◀▶@◀      16.3.300
```



Page 1 will have the requested screen and page 2 will have the HELP screen.

If there is more than one page for the HELP screen:

(On the bottom of the HELP screen, “For more information request: CJOBS><HELP1>” will be displayed.)

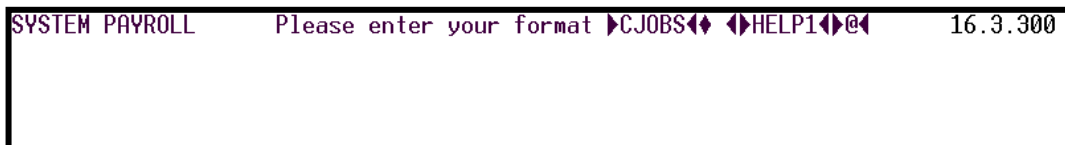
1. While the HELP screen is being displayed on page 2, hit [XMIT]. Page 2 will reappear with the format request fields.

```
SYSTEM PAYROLL      Please enter your format ▶      ◀▶ ◀▶      ◀▶@◀      16.3.300
```



2. Enter the screen name in the first field and the work “HELP1,” “HELP2,” or “HELP3,” etc. to get other pages of the HELP screen. [XMIT].

```
SYSTEM PAYROLL      Please enter your format ▶CJOBS◀◀ ◀▶HELP1◀▶@◀      16.3.300
```



[XMIT] while on page 2 to get the format request fields to display on page 2 in order to request another screen.

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How do I access other systems?

If you are authorized access to other applications such as SIS or FIS, and you are in PAYROLL, you must tell the system software what you want to do.

To change to FIS on a blank screen, enter:

“?ON FIS” in [HOME] position and [XMIT]

To change to FIS from the MARC screen, enter:

“FIS” in the Choice field and [XMIT]

To change back to PAYROLL/PERSONNEL on a blank screen, enter:

“?ON PAYROLL” in [HOME] position and [XMIT]

To change back to PAYROLL/PERSONNEL on the MARC screen, enter:

“PAY” in the Choice field and [XMIT]

It is advisable to log off one system prior to switching windows (requesting another system). See page 3.15 for Payroll Log Off Instructions.

## SCREENS AND THEIR NAMES

What screens are in this system?

The names of screens are listed in different categories on the menu. There are a large number of screens in this system. The user password, determines which screens a user can access.

For a complete list of screens and their functions, refer to the chapters on the individual modules. The screens are described in detail following a module summary.

What happens when I type a screen name on the main menu?

When you type in the name of a screen on the menu, you are identifying which screen you want to access next. To transmit [xmit] in Bridge you must press the plus key on the ten-key pad.

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Can I get a paper copy of what is on the screen?

If you have a printer attached to your computer, you can print a copy of what is on the screen. This is done by the following actions:

1. Turn on the printer.
2. Request the screen that you want.
3. Select the Printer icon or Select Print from the File Menu.

Is there a way to get more information about a screen?

There are two sources of more information about a particular screen. This manual is the first source; it will provide more detailed information on the screen in question. The second source is the HELP screens. See page 3.9 for HELP instructions.

How can I get back to the main menu from a screen?

To get the main menu on the computer, you must request it like you requested the current form. Begin by changing to page 2 to enter the main menu name.

1. Press [NEXT Page].

The screen should now be on page 2. You may now:

2. Enter "MENU."
3. Press [XMIT].

If you receive a blank screen on page 2, you may recall the screen by doing the following:

1. Enter "Home"
2. Press [XMIT].
3. Enter "MENU."
4. Press [XMIT].

Can I request another screen without going to the menu?

Yes. The menu is essentially another screen. To go to another screen, follow the steps as above substituting the new screen name for the work "MENU." The steps are:

1. Press [Next Page].

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If the LINC screen (Figure 3.5) is on page 2, you may now:

2. Enter the screen name.
3. Press [XMIT].

If the LINC screen is not on page 2 for some reason, you may recall the LINC screen by the following:

1. Enter "Home"
2. Press [XMIT].
3. Enter the screen name.
4. Press [XMIT].

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## REPORTS

How do I request a report?

### REPORT REQUEST SCREEN

The Payroll Report Request Screen PRQST is shown in figure 3.6. Please refer to the screen description when requesting reports.

```
◆PRQSTT006837FEB2201◆◆0102◆ PAYROLL REPORT REQUEST 98.4.0
-- Report --
Category No. Destination District Fiscal Year Run Date Copies
Parameter 1 Parameter 2 Parameter 3 Parameter 4

TRANSMIT TO LIST REPORT CATEGORIES
ENTER CATEGORY TO LIST REPORTS IN THAT CATEGORY
```

Figure 3.6 – Payroll Report Request Screen – PRQST

How do I know what reports are available to me?

Figure 3.7 displays the list of District reports that are available. By entering the name of the module in the report category field, the screen will display available reports.

```
◆PRQSTT006838FEB2201◆◆0102◆ PAYROLL REPORT REQUEST 98.4.0
-- Report --
Category No. Destination District Fiscal Year Run Date Copies
DISTRIC 1
Parameter 1 Parameter 2 Parameter 3 Parameter 4

Report No. Title Parameters
DISTRIC01 District SACS Chart of Accounts
DISTRIC02 DISTRICT BARGAINING UNITS
DISTRIC03 EMPLOYEE DEDUCTIONS / BENEFITS
DISTRIC04 DISTRICT VENDOR - SUB CODE ASSIGNMENTS
DISTRIC05 DISTRICT PAYROLL CALENDAR
DISTRIC06 DISTRICT JOB CLASS REPORT
DISTRIC07 DISTRICT AUTHORIZED VENDORS
DISTRIC08 DISTRICT EXTRA PAY TYPE/CODE MASTER LIST
DISTRIC09 DISTRICT EMPLOYEE CROSS REFERENCE
DISTRIC10 SACS DISTRICT EMPLOYEE / POSITION CONTROL REPORT
DISTRIC11 DISTRICT POSITION CONTROL REPORT
DISTRIC12 DISTRICT SALARY SCHEDULE REPORT 1
XMIT to continue list
```

Figure 3.7 – Payroll Report List



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How do I know if a report has been ordered?

## PAYROLL REPORT REQUEST STATUS SCREEN

This screen, PSTAT, is used to display the reports that have been ordered and the date the report was run at the County Office.

```
◆PSTAT006843FEB2201◆0102◆ LST◆
PAYROLL REPORT REQUEST STATUS
District: 98.4.0
Start: Category Number Run date
Del 'X' Category Number Run Date Copies Destination Fiscal Year Date Completed Ran Code
```

Figure 3.8 – Payroll Report Request Status Screen

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## LOGGING OFF THE SYSTEM

What is “logging off?”

Logging off is the opposite of logging on. You are telling the computer that you don't want to do anything else, that you are through for the day. The computer takes you out of its list of active users. If you need to get back on the system, all you have to do is log back on again. There are two ways to log off the system. To log off Payroll for a brief period of time, return to the MENU and enter “BYE” followed by [XMIT]. To get out of the Payroll system, go to page 2 and type “BYE” and [XMIT]. You will be returned to the MARC screen. Now you can request a different system or enter “BYE” in Choice and turn off your computer.

Do I have to log off?

In theory, you do not have to log off. In the evening when the nightly processes are run the computer operators will log you off if you forget. However, from a practical viewpoint, it is a good idea to log off. Leaving yourself logged on will allow unauthorized access to the Payroll Systems.

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The Password Maintenance screen (**PWMNT**) is used to create and maintain passwords within the Payroll/Personnel System. A user must have password privileges to access this screen. All districts will have a global user code; the password controls the screens a user can access in the Payroll/Personnel System.

The screenshot shows the PWMNT screen with the following details:

- Header: PWMNTT017871FEB28060602 (left), 123 ABC UNION SCHOOL (right)
- Sub-headers: User Code (4), Privilege (5), Password Maintenance (center), 05.0711 (right)
- Table Headers: Password (7), User Name (8), Privilege (9), Dept (10), P/W? (11)
- Table Content: Multiple rows of data, each represented by a vertical column of upward-pointing triangles.
- Navigation: Left and right arrows at the top, and a 'Next Screen' prompt (13) with a right arrow at the bottom right.

## PWMNT Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a new password and user name to the system.

**CHG**

Change or update existing information.

**DEL**

Delete an existing password and user name from the system.

**INQ**

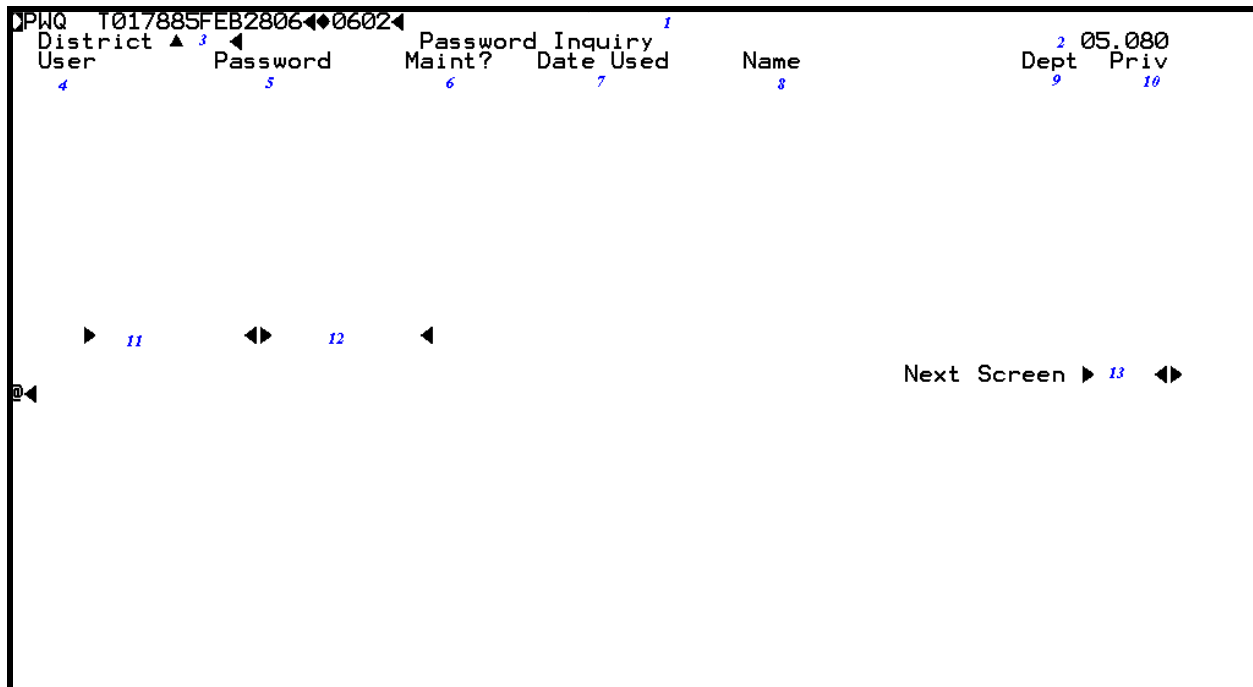
Inquire on an existing password and user name.

- 2 – **DISTRICT NAME** – Display - The name of the district.
- 3 – **VERSION NUMBER** – Display – The current version control number of the screen.
- 4 – **USER CODE** - Display - The district assigned User Code. All Users accessing the Payroll / Personnel System will have this User Code.
- 5 - **PRIVILEGE** - Display - The privilege level assigned for the User Code displayed. Privilege 75 is the maximum security level for district users.
- 6 - Optional (1 A/N) – An indicator to mark a line on the screen that is to be updated. When this field is marked with an “X”, the password will be changed or deleted.
- 7 - **PASSWORD** - Required (10 A/N) – Add a customize password for an individual user or a department. System allows alpha, numeric, or a combination. The password will be directly linked to the screens this user can access.
- 8 – **USER NAME** - Required (30 A/N) – District will assign a User Name. The User Name is the person or a department that is attached to the password.
- 9 - **PRIVILEGE** - Required (2 N) – Maximum level at a district is 75. Majority of screens in the payroll system are below a level of 70. The TYPED and CANCL are the only screens that require a privilege level of 75 to access and update.
- 10 - **DEPT** - Required (2 A\N) – Two character department code choices are:
  - AD** – All Departments
  - DI** – District Payroll
  - FA** – Financial Accounting
  - PE** - Personnel
- 11 – **P/W?** - Required (1 A/N) – Password Maintenance a “Y” indicates this User has access to (**PWMNT**) password maintenance. An “N” indicates this User does not have access to password maintenance. Strongly recommend only one user has access to password maintenance.
- 12 - **MESSAGE** - Display - The place where any messages from the system will be displayed.
- 13 - **NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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The Password Inquiry screen (**PWQ**) allows districts to view Users & Passwords assigned in the Payroll Personnel System. User must have password privileges to access this screen.



### PWQ Screen

- 1 - **FUNCTION** - Display – The function for this screen will always list.
- 2 - **VERSION NUMBER** – Display – The current version control number of the screen.
- 3 - **DISTRICT** - Required (3 N) – The unique number assigned to each district. Defaults to sign-on district number.
- 4 - **USER** - Display – The district assigned User Code. All Users accessing the Payroll / Personnel System will have this User Code.
- 5 - **PASSWORD** – Display – The customized password assigned to a user.
- 6 - **MAINT?** – Display – A “Y” indicates this User has access to password maintenance. An “N” indicates this User does not have access to password maintenance

**7 - DATE USED** - Display – The last date the system was accessed by this User Code and Password.

**8 - NAME** - Display – The User Name associated with this User code and password.

**9 - DEPT** – Display the two character department code. These are the descriptions:

**AD** – All Departments

**DI** – District Payroll

**FA** – Financial Accounting

**PE** – Personnel

**10 - PRIVILEGE** - Display – The level assigned to the user. Maximum level is 75.

**11 -** Display – The User Code of the user with which to begin the Password Inquiry on the next page.

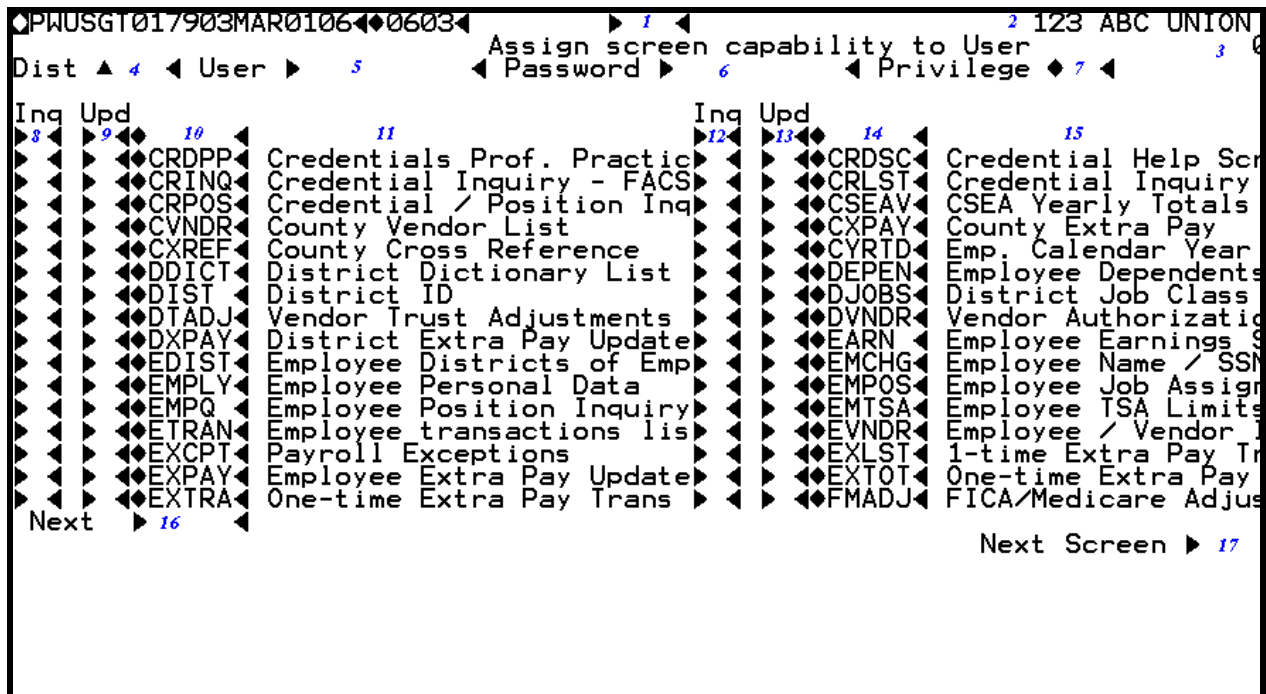
**12 -** Display – The Password of the user with which to begin the Password Inquiry on the next page.

**13 - NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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The Password assign screen capability access to users (**PWUSG**) is used to assign access to specific screens within the Payroll/Personnel System. This screen allows the district representative options of “Inquiry” access and/or “Update” capability. Districts will need to complete the **PWUSG** for each different password setup on the **PWMNT** screen.



**PWUSG Screen**

1 - **FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Inquire on an existing password and user name.

**UPD**

Change access or update capability to a screen(s).

2 – **DISTRICT NAME** – Display - The name of the district.

3 – **VERSION NUMBER** –Display – The current version control number of the screen.

- 4 – **DIST** – Required (3 N) - The unique number assigned to each district. Defaults to sign-on district number.
- 5 – **USER CODE** – Required (10 A/N) - The district assigned User Code.
- 6. - **PASSWORD** - Required (10 A/N) – Enter the customized password for an individual user or a department. The password will determine the screens a user can access and update.
- 7 - **PRIVILEGE** - Display - The privilege level assigned for the User Code and password displayed.
- 8 – **INQ** - Optional (1 A/N) – Allowing user inquiry access to this screen will require a “Y” input. If this field is left blank the User will not be allowed to view this screen.
- 9 - **UPD** - Optional (1 A/N) – Allowing a user to add, change or delete will require a “Y” input in this field.
- 10 – Display the name of the screen in the Payroll/Personnel System.
- 11 – Display a description of the screen in the Payroll/Personnel System.
- 12 - **INQ** - Optional (1 A/N) – Allowing user inquiry access to this screen will require a “Y” input. If this field is left blank the User will not be allowed to view this screen.
- 13 - **UPD** - Optional (1 A/N) – Allowing a user to add, change or delete will require a “Y” input in this field.
- 14 – Display the name of the screen in the Payroll/Personnel System.
- 15 - Display a description of the screen in the Payroll/Personnel System
- 16 – **NEXT** – Display (5 A/N) – The name of the screen with which to begin on the next page.
- 17 - **NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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## INTRODUCTION

The **PAYROLL/PERSONNEL** System was created by and is being maintained by the San Diego County Office of Education. Its purpose is to provide the County Office and districts with a comprehensive, fully-automated payroll system. The problem of processing a payroll as required by the districts of San Diego County is large and complex. Every effort has been made to place the burden of this complexity on the data processing system.

Menu screens have been created to allow you, the user, to add, update, delete, and list the information that is important to you. Many errors are detected upon data entry which can be corrected immediately in most cases and the correct data resubmitted. In addition, the edits internal to the system and the unique pre-payroll process detect other inconsistencies and errors in the data prior to the actual payroll run. In some cases, additional screens are provided for making adjustment to incorrect data.

The County Office operates and maintains the system for use by the various San Diego County school districts as well as several County Office departments (e.g. Payroll, Personnel, Retirement, etc.). The County Office is equipped to train users periodically and to respond to questions or problems regarding the system. It is anticipated that districts will provide some degree of training for their employees who are unfamiliar with the system. Districts will periodically receive system reports to aid them in monitoring the payroll and personnel processing. They may also use the screens to make on-line inquiries on most County or district established data in the system.

## ACCESS TO THE SYSTEM

Authorized employees of the County Office and the districts access the system using personal computers using “terminal emulation” (Bridge software). Must first log-in to the County Office VPN (virtual private network).

The personal computers should be set up and tested by qualified personnel. The testing demonstrates that the terminal, communications equipment, and the mainframe are properly configured. The mainframe system operated by the County Office contain information identifying the users and allows them access to the **PAYROLL/PERSONNEL** System based on their needs.

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Users must sign on to the system following the procedure taught in training classes. This process identifies the actual user to the system and verifies by means of a user code and a password that the user is authorized to use the system. Due to the nature of the **PAYROLL/PERSONNEL** System, it should be obvious that passwords must be safeguarded and not made public for the sake of convenience. Remember, the system cannot detect if someone else is using your password.

All users of the system should utilize this reference manual as a guide to the proper use and understanding of the system. The first four chapters of the manual should be read prior to using the system. Subsequently, users will refer to the specific information given in the MODULES overview and screen descriptions. In general, each module chapter contains the following:

## Module Overview

- Introduction to the module
- Summary of each screen's purpose
- Primary procedures of the module
- Dependence of certain screens on other screens

## Screen Descriptions

### Screen Overview

- Summary of a screen's purpose and function

### Screen picture

- Shows the screen as the user will see it

### Functions available

- Identified the functions available on the screen and any restrictions on their usage

### Definitions of the screen fields

#### Field number

#### Field name

#### Field Requirements

**Required** means an entry is required for an "Add" function

**Optional** means an entry is optional

**Display** means this is a display field only

#### Number of characters in field followed by their type:

**N** Numeric only

**A/N** Alphabetic or numeric

#### Field description

#### Explanation of the valid values used in the field

This makes it easy for the user to understand which value to enter or to interpret values being displayed

As the system changes over time, you will be sent updates (reflecting a current date at the bottom of the page) to the module chapters. It is especially important that these chapters be kept up-to-date.

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## MODULES & SCREENS

The **PAYROLL/PERSONNEL** System is divided into groups of screens called modules. Each module contains a number of related screens. For example, screens that primarily involve expense distribution are contained in the Expense Distribution module. The following is a list of the modules currently available in the system:

- COUNTY
- DISTRICT
- POSITION
- EMPLOYEE
- CREDENTIALS
- TIME REPORTING
- PRE-PAYROLL
- ADJUSTMENTS
- EXPENSE
- RETIREMENT
- WAGE ATTACHMENTS
- TYPED & CANCELED WARRANTS
- RETROACTIVE PAY
- REPORT/EXTRACT REQUEST
- LEAVE
- REFERENCE
- APPENDIX

The following descriptions of modules and the functions performed by them are meant to serve as an orientation only. Considerably more detail on the modules and their screens is contained in the chapters for individual modules elsewhere in this manual.

### COUNTY MODULE

The County Office has set up and will maintain certain information in the system that forms the basis for on-going operations. This information can be viewed by the districts, but cannot be modified by them:

- District Identification
- Subject Matter Areas
- Taxes
- County-established Rates
- County Job Classifications
- Extra Pay
- Payroll Calendar
- Fringe Benefits Objects
- Certificated Calendar
- Classified Hours

# SYSTEM OVERVIEW

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## **DISTRICT MODULE**

The districts set up their own specific files by using the county-established files and by creating some of their own files. Districts typically set up:

- Bargaining Units
- District Job Classifications (from County Office List)
- District-wide Benefits and Deductions (using County Office Vendor Lists)
- Salary Schedules
- District Extra Pay Information (from County Office List)
- Chart of Accounts Selection
- Warrant, Worksite and Timekeeping Locations

## **POSITION MODULE**

Information related to positions is found in this module.

- Position Data
- Expense Distribution for the Position
- Fixed Time Schedules

## **EMPLOYEE MODULE**

Employee information is kept in this model. The information is required for all facets of the system including personal data, deductions, and extra pay.

- Employee Data
- Employee/Position Job Assignment
- Employee Benefit/Deductions
- Employee Extra Pay
- Expense Distribution for Extra Pay
- Dependents & Beneficiaries
- Employee Earnings
- Employee Payment Records

## **CREDENTIALS MODULE**

The Credentials Module allows the updating of credential information at the County Office. This is used in the validation of credentials for certain positions and may be viewed by the district.

- Credential Exceptions
- Credential Inquiry
- Credential Documents
- Credential Data & Positions

# SYSTEM OVERVIEW

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## **TIME REPORTING MODULE**

This module includes the screens used for time worked input. It includes time input and time summary screens:

- Payroll Order Employee Time Input
- Employee Time Input and Update
- Time Input Lists and Totals
- Accrual Time Input and Update

## **PRE-PAYROLL MODULE**

A pre-payroll process is run by the County Office prior to each actual payroll. The purpose is to indicate any discrepancies in the payroll input data before the actual payroll is run. You may then use the appropriate screens to correct the data.

## **ADJUSTMENTS MODULE**

Whenever data is processed incorrectly through the payroll cycles, adjustments must be made. This module contains the screens necessary for these adjustments. The following types of adjustments are available:

- Gross Pay Adjustment
- Benefit/Deduction Adjustments
- Involuntary Deductions Adjustments
- Leave Adjustments
- Accrual one time payments
- Workers' Compensation Abatements

Note: Adjustment screens for Expense Distribution, Trust Deductions, Encumbrances, and Retirement are contained in the Trust, Encumbrance, and Retirement modules, respectively.

## **EXPENSE MODULE**

Expense distribution screens are used to set up the distribution of employee-related expenses. This allows the expenses to be distributed automatically according to the pre-defined amounts and percentages to the proper accounts:

- Expense Distribution Adjustments
- Retirement Benefit Expense Distribution
- Benefit Expense Distribution

# SYSTEM OVERVIEW

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## **RETIREMENT MODULE**

Employee retirement information is entered and maintained using this module. An employee's retirement plan information plus additional deduction and benefit information allows the system to properly process retirement-related payroll deductions.

- Employee Retirement Date
- Retirement Deduction Data
- Retirement Benefits
- Retirement Adjustments
- Early Retirement Incentives

## **WAGE ATTACHMENTS MODULE**

Wage Attachment screens are used to record and track attachments to an employee's wages. Wage attachment amounts are deducted from the employee's pay as specified by this module.

- List employee Districts of Employment with Wage Attachments
- Wage Attachment Set Up
- Wage Attachment Assignment
- Wage Attachment Transactions

## **TYPED & CANCELED WARRANT MODULE**

This module is used to enter information regarding typed and canceled warrants into the system. This is necessary since typed warrants affect the payroll process but, by their nature, are not accounted for unless the information is entered via Typed and Canceled Warrant screens.

## **RETRO MODULE**

The Retro module provides input and transaction list screens.

## **REPORTS MODULE**

The Reports module is different from the other modules. It produces hard-copy reports available from the County Office. The system automatically generates the reports during the nightly processing. Extract reports can be requested and are available for download the following day. The reports are then distributed to the **PAYROLL/PERSONNEL** System users.

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## OVERVIEW

The County Control module is the foundation of the PAYROLL/PERSONNEL System. It is used to set up and maintain all of the tables, descriptions, codes, rates, and dates that will be used county-wide and will apply to all districts using the system. All screens in this module will be maintained by the County Office, but may be viewed and used by the districts. The districts will be able to select information from the county-established data such as extra pay or job class information.

This information will be used by the districts in setting up their own data. However, districts are restricted to the information set up by the County Office since these codes and tables are the only ones known to the PAYROLL/PERSONNEL System. This means that, if a district must use a vendor that is not currently on the county vendor list (**CVNDR**), then the district must contact the County Office to have the vendor added.

Once the county control information has been created, it must be kept up to date. Some data requires updating either at the end of each fiscal year, at the end of the calendar year, or as the information changes during the year. The following is a list of the screens that are likely to be used for each of the three updating requirements stated above:

End of fiscal year:

**CALEN, CDAYS, CHRS, DIST, FRING/SFRNG**

End of calendar year:

**TAXES**

As needed:

**CJOBS, CXPAY, CVNDR, RATES, RDIST, SMA, VENDR**

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## SCREEN SUMMARIES

### **CALEN** - District Payroll Calendar

Allows County Office to establish and maintain pay dates for monthly and semi-monthly pay cycles.

### **CDAYS** - District Calendar

Certificated days and hours entered by the County Office for each district to maintain a school year schedule of the maximum number of days to be worked by certificated employees.

### **CDAYL** - District Calendar List

Use to list valid certificated tracks within a district as entered on **CDAYS**.

### **CHRS** - County Calendar - Classified Hours

Used by the County Office to maintain a fiscal year schedule of the maximum number of hours per month to be worked by classified employees.

### **CJOBS** - Job Classification

Used for creation and maintenance of valid county-level job class codes and descriptions.

### **CXPAY** - County Extra Pay Types/Audit Parameters

Used for creation and maintenance of valid county extra pay codes with descriptions and auditing/processing parameters.

### **DIST** - District ID/Policy

Identifies a district and the information unique to that district. Provides information used in all phases of payroll processing.

### **FRING** - Fringe Benefit Vendor/Object Assignment

Used to create and maintain vendor number/account object combinations corresponding to fringe benefits common to all Type 3 districts.

### **SFRNG** - SACS Fringe Benefit Vendor/Object Assignment

Used to create and maintain vendor number/account object combinations corresponding to fringe benefits common to all districts.

### **RATES** - County Established Rates/Limits

Used in creation and maintenance of county-established rates for employer contributions and employee withholdings and limits for payroll processing.

### **SMA** - Subject Matter Areas

Used in the creation and maintenance of countywide subject matter areas for certificated employees.



# COUNTY CONTROL

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**TAXES** - Tax Table

Used in the creation and maintenance of federal, state, and earned income credit (EIC) tables used in tax calculations.

**VENDR** - Vendor Name and Address

Used for creation and maintenance of valid county vendors.

**CVNDR** - County Vendor List

Used to list the valid county vendors by vendor number and short name.

**RDIST** - Retirement District Information

Identifies a district and the retirement information unique to that district. Provides information used in calculating social security, Medicare, and retirement contributions.

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## COUNTY CONTROL PROCEDURES LIST

### PRIMARY PROCEDURES:

1. **DIST** - Add information for the district for the current or future fiscal year. No district access or processing may take place until a district identification record for the current fiscal year has been created using this screen.
2. **CALEN** - For each payroll period, enter the dates that pre-payroll and payroll are to be run, and the issue date for the warrants.
3. **TAXES** - Enter each federal, state, and EIC tax tables.
4. **RATES** - Set up rates, effective dates, and limits for retirement and employment-related contributions and withholdings.
5. **SFRNG/FRING** - Enter fringe benefit vendor number and account object combinations.
6. **CJOBS** - Add county job classifications.
7. **SMA** - Set up types and descriptions for subject matter areas.
8. **CDAYS** - Input certificated district calendars.
9. **CHRS** - Set up classified hours.

### SUPPORT PROCEDURES:

1. **VENDR** - Set up county authorized vendors.
2. **CXPAY** - Set up types and descriptions for employee extra pay and indicate the auditing parameters to which the extra pay is subject.

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# COUNTY CONTROL

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## SCREEN DEPENDENCIES

Screen	Description	Depends on	Module
<b>CALEN</b>	District Payroll Calendar		
<b>CDAYS</b>	District Calendars		
<b>CDAYL</b>	District Calendar List		
<b>CHRS</b>	County Calendar - Classified Hours		
<b>CJOBS</b>	County Job Class		
<b>CXPAY</b>	County Extra Pay		
<b>DIST</b>	District ID		
<b>FRING</b>	Fringe Benefit Object Number		
<b>SFRNG</b>	Fringe Benefit Object Number		
<b>RATES</b>	County Established Rates		
<b>SMA</b>	Subject Matter Areas		
<b>TAXES</b>	Tax Tables		
<b>VENDR</b>	County Vendor Update		
<b>CVNDR</b>	County Vendor List	<b>VENDR</b>	<b>COUNTY</b>
<b>RDIST</b>	Retirement District Information		

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- 2 – TIME/VERSION** - Display – The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.
- 3 - FISCAL YEAR** - Required (4 A/N) - The fiscal year of the calendar displayed. Will default to the current year.
- 4 - DISTRICT** - Required (2 A/N) - The district number for the calendar being displayed.
- 5 - MONTHLY** - Optional (1 A/N) - An "X" in this field will display the month end payroll calendar.
- 6 - SECOND SEMI** - Optional (1 A/N) - An "X" in this field will display the 5th of the month payroll calendar.
- 7 - FIRST SEMI** - Optional (1 A/N) - An "X" in this field will display the 20th of the month payroll run dates. (Not in use at this time.)
- 8 - UPD "X"** - Optional (1 A/N) - An indicator to mark a calendar entry on the screen that is to be updated. When this field is marked with an "X", the fields on the line will be changed.
- 9 - PAYROLL NUMBER** - Display - The payroll code associated with a given pay cycle. For MONTHLY calendars the valid entries are M01 thru M12. For SEMI MONTHLY calendars the valid entries are S01 thru S24.
- 10 - PERIOD END DATE** - Display - The payroll period end date associated with a pay period.
- 11 - PRE-PAY RUN DATE** - Required (8 A/N) - The date the pre-payroll is to be run for a pay period. The date is in month, day, year format and can be entered as MM/DD/YYYY or MMDDYYYY. The date must be greater than the previous pre-pay run date.
- 12 - PAYROLL RUN DATE** - Required (8 A/N) - The date that the payroll is to be run for the period. The date is in month, day, year format and can be entered as MM/DD/YYYY or MMDDYYYY. The date must be greater than the previous payroll run date. It must be less than the corresponding issue date.
- 13 - PAYROLL ISSUE DATE** - Required (8 A/N) - The date that the payroll warrants are to be issued and signed. The date is in month, day, year format and can be entered as MM/DD/YYYY or MMDDYYYY. The date must be greater than the previous issue date and within 15 days of the period end date.
- 14 - PRE-PAY RAN** - Display - This field is a flag that indicates if the pre-payroll for the period was run. If it was run, the field will contain a "Y".

**15 - PAY RAN** - Display - This field is a flag that indicates if the payroll for the period was run. If it was run, the field will contain a "Y".

**16 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The District Calendar List screen (**CDAYL**) provides a list of valid tracks and corresponding parameters as displayed from **CDAYS** for a requested district.

District	Fiscal year	Teacher Hrs	Assignment		Description	Total days
Track	YRS	Per day	Start date	Stop date		
6	7	8	9	10	11	12

## CDAYL Screen

- 1 - FUNCTION** - Display - The function for this screen will always be LST.
- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.
- 4 - DISTRICT** - Required - (2 A/N) - The number of the district.
- 5 - FISCAL YEAR** - Required - (4 A/N) The fiscal year of the Certificated District Calendar to be displayed. Defaults to current fiscal year if left blank.
- 6 - TRACK** - Display - The code assigned to the track.

**7 - YRS** - Display - The year round school indicator.

**8 - TEACHER HOURS PER DAY** - Display - The number of hours worked in a normal day for a given track.

**9 - ASSIGNMENT START DATE** - Display - The date the school year begins for the track.

**10 - ASSIGNMENT STOP DATE** - Display - The date the school year ends for the track.

**11 - DESCRIPTION** - Display - The description associated with the track.

**12 - TOTAL DAYS** - Display - The total number of days of the track for a fiscal year.

**13 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The District Calendar - Certificated Days and Hours screen (**CDAYS**) is maintained at the county level with information provided by the school district. This screen is used to provide district information on certificated work schedules specifying the maximum days and hours to be worked in a fiscal year. This information will be used to determine retirement service credit eligibility by month.

```

CDAYST005425JAN260101011
DISTRICT CALENDAR - CERTIFICATED DAYS AND HOURS          2
Teacher Hours                                             98.4.0
Dist No.  Fiscal year  Teacher Hours
  3         4         5
--- Assignment ---
Track YRS  Start  Stop  Description
 6  7      8      9     10
11 JUL  AUG  SEP  OCT  NOV  DEC  JAN  FEB  MAR  APR  MAY  JUN  TOTAL
12
Hourly Instructors:  13
    JUL      AUG      SEP      OCT      NOV      DEC
    JAN      FEB      MAR      APR      MAY      JUN      TOTAL
14
    
```

### CDAYS Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a certificated track to the system. COUNTY OFFICE ONLY.

**CHG**

Change or update existing information. COUNTY OFFICE ONLY.

**DEL**

Delete future information. COUNTY OFFICE ONLY.

**INQ**

Inquire on a specific track.

**NXT**

Get the next sequential screen of information.

- 2 - DISTRICT NAME/VERSION** - Display - The name of the district. The current version control number of the screen.
- 3 - DIST NO.** - Required - (2 A/N) - District identifying number.
- 4 - FISCAL YEAR** - Required - (4 A/N) - Fiscal year of displayed information. Defaults to current fiscal year if this field is left blank. May inquire on prior or future fiscal years.
- 5 - TEACHER HOURS PER DAY** - Required - (6 N) - The number of hours teachers/ substitutes (CJOBS job type TE/SB only) work in a normal day. All other certificated employee tracks will be 8 hours per day.
- 6 - TRACK** - Required - (1 A/N) - The code assigned by the district to identify the various schedules. Valid values are A thru Z.
- 7 - YRS** - Optional - (1 A/N) - This field identifies the track as year round. Valid values are Y, N, or spaces.
- 8 - ASSIGNMENT START** - Required - (8 A/N) - This will indicate the date the school year begins for the track.
- 9 - ASSIGNMENT STOP** - Required - (8 A/N) - This will indicate the date the school year ends for the track. Must be greater than the start date.
- 10 - DESCRIPTION** - Required (12 A/N) - The description associated with the track.
- 11 - JUL - JUN (MONTHS)** - Required (2 A/N) - Indicates contract days per month. Valid values are 0 thru 23 days. (Must enter leading 0 when days are 0 thru 9. For example, five days is entered as 05).
- 12 - TOTAL** - Display - This field displays the total number of days for the fiscal year.
- 13 - HOURLY INSTRUCTORS** - Display - This area displays the total number of hours per month using TEACHER HOURS PER DAY times the number of days in a given month on a track.
- 14 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The County Calendar - Classified Hours (**CHRS**) is used to maintain a fiscal year schedule of the maximum number of hours per month to be worked by classified employees. This screen is used to determine maximum hours subject to retirement for a given month. The constant number of annual salary schedule hours is displayed here and is the system default in all rate calculations.

```

CHRS T005426JAN2601010101 1 2
COUNTY CALENDAR - CLASSIFIED HOURS 98.4.0
Fiscal year: 3
MAXIMUM HOURS: JUL AUG SEP OCT NOV DEC
4
JAN FEB MAR APR MAY JUN
TOTAL FISCAL YEAR HOURS: 5
ANNUAL SALARY SCHEDULE HOURS CONSTANT = 2080 hrs/year 6
7
    
```

**CHRS** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add the maximum hours for each month. COUNTY OFFICE ONLY.

**CHG**

Change or update future records. COUNTY OFFICE ONLY.

**DEL**

Delete a future fiscal year record. COUNTY OFFICE ONLY.

**INQ**

Inquire on an existing calendar.

- 2 – TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The version control number of the screen.
- 3 - FISCAL YEAR** - Optional (4 A/N) - The fiscal year of the displayed schedule. Default to current fiscal year if left blank. May inquire on prior or future fiscal years.
- 4 - MAXIMUM HOURS** - Required (3 N) - The maximum number of hours subject to retirement in a given month for a classified employee.
- 5 - TOTAL FISCAL YEAR HOURS** - Display - (4 N) - Total number of maximum hours for the fiscal year. Equals total of monthly hours.
- 6 - ANNUAL SALARY SCHEDULE HOURS CONSTANT = 2080 HRS/YEAR** - Display - Number of hours the classified annual salary will be divided by to calculate an hourly rate when using the system default.
- 7 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The County Job Classification screen (**CJOBS**) is used by the County Office to create and maintain a file of valid county-level job class codes and their respective descriptions. Job class codes provide valuable data to the districts primarily when creating position control records (**POSIT**). Districts create their own Job Class files (**DJOBS**) by selecting codes from the **CJOBS** screen.

```

♦CJOBST005427JAN2601♦♦0101◀          ▶ 1 ◀          2
                                     JOB CLASSIFICATIONS          98.4.0
Next: ▶ 3 ◀ ▶
Upd  Job Class  Job Type  Short Description  Full Description
"X"  6          7          8                9
5
Job Types: TE=Teacher          BM=Board Member      SW=Student Worker
           SB=Substitute Teacher TA=Teacher Assistant
           XT=Exchange Teacher  HD=Health & Development
10
    
```

**CJOBS** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a job class record. COUNTY OFFICE ONLY.

**CHG**

Change or update existing information. COUNTY OFFICE ONLY.

**DEL**

Delete information on the screen. COUNTY OFFICE ONLY.

**INQ**

Same as LST.

**LST**

Display a list of job classes.

- 2 - TIME/VERSION - Display** - The current time as maintained by the computer at the moment the screen was requested. The version control number of the screen.
- 3 - NEXT: JOB CLASS** - Optional (5 A/N) - Job class code. Job classes must be numeric. Certificated positions are 10000 - 19999. Classified positions are 20000 - 29999. This number is the starting number for the inquiry or list to appear on the screen. If this field is left blank, the list will start at the beginning of the file in numeric order.
- 4 - NEXT: SHORT DESCRIPTION** - Optional (18 A/N) - The short job class description is used as the key to begin the list if JOB CLASS is not entered. This option will display a list in alphabetic order beginning with the entered short description.
- 5 - UPD "X"** - Optional (1 A/N) - An indicator to mark a line or entry on a screen that is to be updated. When this field is marked with an "X", the description and job type codes associated with the job class on that line will be changed or deleted according to the entered screen function.
- 6 - JOB CLASS** - Required (5 A/N) - Job class code. Job classes must be numeric. Certificated positions are 10000 - 19999. Classified positions are 20000 - 29999.
- 7 - JOB TYPE** - Optional (2 A/N) - This field contains a two character alpha code to identify certain job types. The field is used to determine employee eligibility for State Unemployment Insurance (SUI) and/or retirement (STRS, PERS). Valid codes are:
- TE** - Teacher
  - BM** - Board Member
  - HD** - Health and Development
  - XT** - Exchange Teacher
  - SW** - Student Worker
  - SB** - Substitute Teacher
  - TA** - Teacher Assistant
- 8 - SHORT DESCRIPTION** - Required (18 A/N) - The short job class description is used for inquiry and reporting purposes where there is not enough room on the page or form to print the full description. The short description must be unique.
- 9 - FULL DESCRIPTION** - Required (36 A/N) - The full job class description is used for reporting and display purposes when there is enough room on the screen or report for the entire description. If not, the "Short Description" is used.
- 10 - MESSAGE** - Display - The place where any messages from the system are displayed.

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The County Vendor List screen (**CVNDR**) is used to list the county-wide vendors on the screen. Vendors on this screen are used to set up each district's District Vendor Authorization file (**DVNDR**). This screen is maintained by the County Office and may only be viewed by districts.

◆CVNDR T0724040CT1708◆0810◆												
COUNTY AUTHORIZED VENDOR LIST										2 04.0618		
Next: Vendor			Short Name			STRS			IRS		ARS CSEA Dist	
Vendor	Short Name	Vendor Name	VIN#	Compliant	ARS	CSEA	Dist	Count				
5	6	7	8	9	10	11	12					
Next Screen ▶ 14 ◀◀◀												

## CVNDR Screen

- 1 - FUNCTION** - Display - The function for this screen will always be LST.
- 2 - VERSION** - The current version control number of the screen.
- 3 - NEXT: VENDOR** - Optional (5 A/N) - A unique number associated with a vendor. If entered, this number is the starting number for the list on the screen.
- 4 - NEXT: SHORT NAME** - Optional - (12 A/N) - The short name associated with a vendor. This name is used to start the list if the vendor number is not entered. The list continues in alphabetic order by vendor short name.

---

**5 - VENDOR** - Display - The unique number associated with a vendor. The number ranges and their meaning are:

- 00001 - 00999** Involuntary Vendors
- 01000 - 19999** Wage Attachment Vendors
- 20000 - 28999** Tax Sheltered Annuities
- 29000 - 29999** Alternative Retirement Systems
- 30000 - 31999** Flexible Benefits
- 32000 - 39999** Health and Welfare
- 40000 - 49999** Life and Disability
- 50000 - 59999** Unions / Associations
- 60000 - 69999** Banks / Credit Unions
- 70000 - 79999** Charitable Organizations
- 80000 - 99999** Miscellaneous

**6 - SHORT NAME** - Display - The short name associated with a vendor. This name is used for reporting purposes where there is not enough room on the page or form to print the full vendor name.

**7 - VENDOR NAME** - Display - The full name of a vendor. This field is used when there is adequate space on a report or display for the full vendor name.

**8 - STRS VIN #** - Display - The registration number assigned by CalSTRS for the tax deferred product.

**9 - IRS COMPLIANT** - The date the tax deferred product was registered with CalSTRS. If the product is not current the word "**Inactive**" will be displayed.

**10 - ARS** - Display - Displays an "Y" if the vendor is an ARS vendor.

**11 - CSEA** - Display - Displays a "Y" if the vendor is a CSEA vendor.

**12 - DISTRICT COUNT** - Display - The number of districts authorized to use a particular vendor.

**13 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**14 - NEXT SCREEN** - Optional (5 A/N) - Use to request another system screen.

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The County Extra Pay Types / Audit Parameters screen (**CXPAY**) is used by the County Office to create and maintain a file of valid county-level extra pay types. Associated with each extra pay type is a description and audit parameters to be used during payroll processing. Extra pay types defined on this screen can be used by districts to set up their own subset file using the screen **DXPAY**.

```

CXPAYT102042SEP13020209          1
EXTRA PAY TYPES / AUDIT PARAMETERS          2  10:02 AM
Next Xpay 3
----- AUDIT PARAMETERS (Y or N) -----
Upd Xpay  Description  A B C D E F G H I J K L M N O  Expired
"X" Type 6          7 8 9 10 11 12 13 14 15 16 17 18 19 20 21  Date
4 5          22
A= Subj to Withhldg  E= Subj to SDI      I= Incl in Ann Slry  L= Subj to PERS
B= Subj to SS/Medi   F= Subj to Wkrs' Cmp  J= Non-Salary Acct  M= Subj to STRS
C= Subj to Retirmnt  G= Cred Validation   K= Suppl Wages      N= Time Wkd Reqd
D= Subj to SUI       H= Contract Reqd     O= % Use on DXPAY
23
    
```

**CXPAY** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add extra pay information on the screen. COUNTY OFFICE ONLY.

**CHG**

Change or update existing information. COUNTY OFFICE ONLY.

**DEL**

Delete information on the screen. COUNTY OFFICE ONLY.

**INQ**

Same as LST.

**LST**

Display a list of existing information.

- 2 - TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.
- 3 - NEXT: XPAY** - Optional (2 A/N) - The NEXT XPAY field is used to begin the list of extra pay types. If this field is left blank, the list will start at the beginning of the file.
- 4 - UPD "X"** - Optional (1 A/N) - This field is an indicator to mark a line on the screen that is to be updated. When this field is marked with an "X", the other fields associated with it on the line will be changed or deleted according to the entered screen function.
- 5 - XPAY TYPE** - Required (2 A/N) - This field contains a numeric code 01 through 99 that identifies a specific type of extra pay. Extra pay types 90 through 99 are reserved for salary overpayments.
- 6 - DESCRIPTION** - Required (18 A/N) - The description associated with the extra pay type.

**AUDIT PARAMETERS** - There are fifteen single character audit parameters associated with each type of extra pay. The parameters are identified as "A" through "O" and contain an indicator whether or not the parameter is valid for the extra pay on the line. A "Y" means that the parameter is valid; a blank equals no. The parameters indicate what is to be considered during the payroll processing for a particular type of extra pay. The description of each parameter is defined on the bottom of the screen.

- 7 - A** - Optional (1 A/N) - Subject to Federal and State Withholding
- 8 - B** - Optional (1 A/N) - Subject to Social Security/Medicare
- 9 - C** - Optional (1 A/N) - Subject to Retirement
- 10 - D** - Optional (1 A/N) - Subject to State Unemployment Insurance
- 11 - E** - Optional (1 A/N) - Subject to State Disability Insurance
- 12 - F** - Optional (1 A/N) - Subject to Worker's Compensation
- 13 - G** - Optional (1 A/N) - Requires Credential Validation
- 14 - H** - Optional (1 A/N) - Contract is Required

**15 - I** - Optional (1 A/N) - Include in Annual Salary

**16 - J** - Optional (1 A/N) - Non-Salary Account

**17 - K** - Optional (1 A/N) - Supplemental Wages

**18 - L** - Optional (1 A/N) - Subject to PERS

**19 - M** - Optional (1 A/N) - Subject to STRS

**20 - N** - Optional (1 A/N) - Time worked required

**21 - O** - Optional (1 A/N) - Percentage of time worked on DXPAY

**22 - Expired Date** - Optional (10, A/N) - Date input once Extra-Pay type is no longer valid.

**23 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The District Information screen (**DIST**) is used to establish and maintain information about a district. The fields on the screen are overall parameters which apply to the entire district. The parameters and rates are used for the control of district information and processing. There is one record for each fiscal year for every district. Information entered on this screen is provided by districts to the County Office on an annual basis.

```

DIST T247386SEP0607/0709
District No. 3 Fiscal Year 4 County 5 District Name 2 07.0330
Contact 8 Addr 1 6
Tele. 10 11 12 Addr 2 7
WCOMP Factor 17 ACH Name 18 City 13 Zip 15 16
Fed. Tax ID 20 State Tax ID 21 Soc. Sec. ID 22 SUI ID 23 SDI ID 24 Auditor ID 25
Dist Type SACS Type Pay Periods D/H Variable OPEB Tax Defer Eff Date
E,H,U 26 1,2 27 Monthly 28 M=Monthly 30 Ret 31 PERS 34
C,0 3,4 Semi-Mo 29 Z=2nd Semi Act 32 STRS 35
Ten/Twelve Pay 40 Employee Pay SDI 41 Use FTE 33 STRS CB 36
Auto Adv. Class. 42 Vac/Sick Sub System 43 ARS 37
Auto Adv. Cert. 44 Vac/Sick on Warrant 45 .CERT 38 .CLASS 39
Encumb D/H Fixed 46 PERS Contrib. Paid 47 403/457 Compliance Audit 48
Encumb Vacant Pos. 49 Soc Sec on STRS OT 50 Fringe Objt. Subs 51
Encumb Step Advnc 52 Medicare on STRS OT 53,54 Exp Non-Position Fringes 55
Encumb Fringes 56 STRS Buybacks Tx Dfr 57 Use Accrual Screens 58
59
  
```

**DIST** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a new district record. COUNTY OFFICE ONLY.

**CHG**

Change or update existing information. This can only be done after an inquiry.  
COUNTY OFFICE ONLY.

**DEL**

Delete the information on the screen. COUNTY OFFICE ONLY.

**INQ**

Inquire on existing information.

- 2 - VERSION NUMBER** - Display - Current version control number of the screen.
- 3 - DISTRICT NO.** - Required - (3 A/N) - The unique three digit number assigned to each district. Displays at district level.
- 4 - FISCAL YEAR** - Required - (4 A/N) - The fiscal year of the district information record. Defaults to current fiscal year.
- 5 - COUNTY** – Display – The two-digit number assigned to San Diego County Office of Education.
- 6 - DISTRICT NAME** - Required - (30 A/N) - The name of the district as it is to appear on reports, screens, and labels.
- 7 - ADDR 1** - Required - (30 A/N) - The first line of the mailing address of the district office.
- 8 - CONTACT** - Optional - (24 A/N) - The name of the primary contact person at the district office.
- 9 - ADDR 2** - Optional - (30 A/N) - The address qualification line for the district. This field is typically used to indicate a suite or room number or other address information that does not fit on the first line. This line must not be used for the city and state. If unnecessary, it should be left blank.
- 10 - TELE.** - Optional - (3 A/N) - The area code of the telephone number of the contact person at the district office.
- 11** - Optional - (3 A/N) - The first three digits of the telephone number of the contact person at the district office.
- 12** - Optional -(4 A/N) - The last four digits of the telephone number of the contact person at the district office.
- 13 - CITY** - Required - (18 A/N) - The city of the district's mailing address.
- 14 - STATE** - Required - (2 A/N) - The state of the district's mailing address.
- 15 - ZIP** - Required - (5 A/N) - Zip code of the district office.
- 16** - Optional - (4 A/N) - Zip code extension.
- 17 - WORKER COMP FACTOR** - Optional - (2,4 N) - This is the factor used to calculate workers compensation insurance. The factor is entered with four decimal places.

- 18 - ACH NAME** - Required - (16 A/N) - The Automated Clearing House name assigned by County Office. This name identifies the district to the ACH for deduction processing.
- 19 - AUDITOR ID** – Required – (5 A/N) – The County auditor ID number for the district.
- 20 - FED TAX ID** - Required - (10 A/N) - This field contains the federal tax ID number assigned to the district. The ID is entered including necessary dashes.
- 21 - STATE TAX ID** - Required - (10 A/N) - The state tax ID code assigned to the district including spaces and dashes.
- 22 - SOC. SEC. ID** - Optional - (10 A/N) - This field contains the Social Security ID number (including dashes) assigned to the district.
- 23 - SUI ID** - Required - (8 A/N) - The state unemployment insurance ID number as assigned to the district by the state.
- 24 - SDI ID** - Required - (8 A/N) - The state disability insurance ID number for the district.
- 25 - AUDITOR ID** - Required - (4 A/N) – The old County auditor district ID number.
- 26 - DISTRICT TYPE** - Required - (1 A/N) - The type of district.  
Valid values are:  
**E** - Elementary  
**H** - High School  
**U** - Unified  
**C** - Community College  
**O** - Other
- 27 - SACS TYPE** - Required - (1 A/N) - The type of SACS accounting structure for the district.  
Valid values are:  
**1** - Full account posting to FIS.  
**2** - On line format with summary object posting to FIS.  
**3** - Off-line format with summary object posting to FIS.  
**4** - Fiscally accountable districts with no validations performed on their accounts.
- 28 - MONTHLY PAY PERIODS** - Required - (1 A/N) - If the district allows pay on a month-end basis then this indicator must be “Y”. Monthly and fixed positions may only be paid at month-end.
- 29 - SEMI-MO PAY PERIODS** - Required - (1 A/N) - If the district allows pay on a semi-monthly basis or on a cycle other than month-end, this indicator contains a “Y”. If deferred pay is allowed for the district (see TEN/TWELVE PAY) this field must be “Y”. If supplemental wages (overtime, summer school, retro, etc.) for monthly employees are to be paid on the 5th of the month this field must be “Y”.

- 
- 30 - D/H VARIABLE** - Required - (1 A/N) - This field indicates the payroll cycle the daily and hourly employees are to be paid. If the field contains an “M”, they are paid on the monthly issue date. If it contains a “2”, they are paid on the second semi-monthly issue date. When the D/H Variable is a “2”, the **EMPLY PAY FREQ** field will determine whether the D/H Variable position will be paid at month-end or on the 5th of the month.
- 31 – OPEB Retirees Percentage** – Display – Percentage to be applied to gross pay for all active employees during payroll processing for OPEB.
- 32 – OPEB Act** – Display - Amount applied to employees marked as OPEB eligible on EMPLY screen. The payroll system will calculate the OPEB by multiplying this amount by the active employee’s FTE.
- 33 – OPEB Use FTE** – Display - If this field contains a “Y” the FTE from EMPOS will be applied to the OPEB Active \$\$ amount. “Blank” indicates that the OPEB active \$\$ amount will be multiplied by the number of active OPEB eligible employees.
- 34 - Tax Defer/Eff Date PERS** - Display - If this field contains a “Y”, every employee under PERS in the district will be included in the PERS pickup plan, and the effective date will be displayed. Contributions made under this provision are tax deferred for the employee. If “N”, no employees in this district for the fiscal year will have PERS picked up.
- 35- Tax Defer/Eff Date STRS** - Display - If this field contains a “Y”, every employee under STRS in the district will be included in the STRS pickup plan, and the effective date will be displayed. Contributions made under this provision are tax deferred. If “N”, no employees in this district for the fiscal year will have STRS picked up.
- 36 - Tax Defer/Eff Date STRS CB** - Display - If this field contains a “Y” all potential STRS members earnings will be subject to STRS CB and the effective date will be displayed.
- 37 - Tax Defer/Eff Date ARS** - Display - A “Y” with a date displayed in this field indicates that the district has chosen to participate in an alternative retirement system.
- 38 - CERT** - Display - If Alternative Ret Sys field is “Y”, indicates that alternative retirement system contributions are to be paid by certificated employees, or “N” that certificated employees are not subject to alternative retirement contributions.
- 39 - CLASS** - Display - Alternative Ret Sys field is “Y”, indicates that alternative retirement system contributions are to be paid by classified employees, or “N” that classified employees are not subject to alternative retirement contributions.

- 
- 40 - TEN/TWELVE PAY** - Required - (1 A/N) - This field indicates whether or not 10 month employees are authorized for 12 payments. If the field contains a “Y”, then, optionally by employee, 16 2/3% of the monthly net salary can be held in trust to be paid out in two equal payments the next succeeding July and August. An “N” signifies this option is not available for the district or any bargaining unit within the district.
- 41 - EMPLOYEE PAY SDI** - Required - (1 A/N) - This field indicates whether or not the district authorizes that employees may have State Disability Insurance. If the field contains “Y” then SDI is determined by bargaining unit. If the field contains “N” then there are no SDI deductions for the district.
- 42 - AUTO ADV. CLASS.** - Required - (1 A/N) - This field controls automatic step advances to classified employees according to their step advancement date on **EMPOS**. If the district wishes to have the system do automatic step increases, this field must be “Y”.
- 43 - VAC/SICK SUB SYSTEM** - Required - (1 A/N) - This field indicates whether the district uses the vacation and sick leave module. In order to access the module this field must be “Y”.
- 44 - AUTO ADV. CERT.** - Required - (1 A/N) - This field controls automatic step advances to certificated employees according to their step advancement date on **EMPOS**. If the district wishes to have the system do automatic step increases, this field must be “Y”.
- 45 - VAC/SICK ON WARRANT** - Required - (1 A/N) - This field indicates whether or not sick leave and vacation information is to be printed on the warrant stub. The field contains a “Y” if they are to be printed on the warrant stub.
- 46 - ENCUMB D/H FIXED** - Required - (1 A/N) - This field is an indicator whether or not daily and hourly fixed schedule salaries are to be encumbered.
- 47 - PERS CONTRIB. PAID** - Display - This flag contains a “Y” or an “N” to indicate whether or not the district authorizes paying the employees PERS contribution.
- 48 - 403/457 COMPLIANCE AUDIT** - Required (1 A/N) A “Y” indicates the district has agreed to participate in compliance testing by County Office Third Party Administrator. An “N” indicates the district has not selected County Office compliance testing.
- 49 - ENCUMB VACANT POS.** - Required - (1 A/N) - This indicator signifies if vacant monthly and fixed schedule daily/hourly positions are to be encumbered. The codes are “Y” for Yes and “N” for No.
- 50 - SOC SEC ON STRS OT** - Display - Indicates that gross pay sources for retirement overtime are subject to Social Security for current STRS members.



- 
- 51 - FRINGE OBJT SUBS** - Required - (1 A/N) - “Y” indicates that the expense distribution process will use the object sub code from the salary account when expensing fringes for the district. If “N”, fringe benefits will be expensed to object sub code 000.
- 52 - ENCUMB STEP ADVNC** - Optional - (1 A/N) - This field indicates with a “Y” that step advance dates are to be taken into account when encumbering salaries for the district. An “N” or a blank indicates that step advance dates are not to be taken into account in calculating encumbrances.
- 53 - MEDICARE ON STRS OT** - Display - Indicates that gross pay sources for overtime are subject to Medicare for current STRS members.
- 54** - Display - This field indicates with a “Y” that Medicare is mandated for all employees.
- 55 - EXPENSE NON-POSITION FRINGES** - Required - (1 A/N) - The method by which non-position fringes are to be expensed.  
Valid values are:  
**P** - Expense according to monthly and fixed schedule position distribution.  
**S** - Expense according to actual salary earned and expensed to each amount.
- 56 - ENCUMB FRINGES** - Optional - (1 A/N) - A “Y” indicates that the district wishes to have fringe accounts encumbered. An "N" or a blank indicates that fringes are not to be encumbered.
- 57 - STRS BUYBACKS TX DFR** - Display - A “Y” indicates that the district has elected to have STRS employee buyback amounts tax-deferred.
- 58 – USE ACCRUAL SCREENS** – Required (1 A/N) A “Y” indicates the district has selected the option to use the accrual process for M01 & S02 payroll cycles. A “N” indicates the district has not selected this option. The default is
- 59 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Fringe Benefit Vendor/Object Assignment screen (**FRING**) is used to set up and maintain a table of object numbers that correspond to fringe benefits common to all districts. According to the salary objects, the fringe benefit is broken down into instructional and non-instructional fringe objects.

```

◆FRINGT005430JAN2601◆0101◆ 1 ◆ 2
FRINGE BENEFIT VENDOR / OBJECT ASSIGNMENT 99.3.0
Fiscal Year ▶ 3 ◀ -- Districts -- ---- Community Colleges ---
Instructional Salary Objects: 11xx 21xx 11xx 13xx 22xx 24xx

Vendor Number(s)          ----- FRINGE OBJECTS -----
                          Instructional      Non-Instructional
Social Security (OASDI) 00100          ▶ 4 ◀          ▶ 5 ◀
Medicare                 00200          ▶ ◀          ▶ ◀
STRS                     00500          ▶ ◀          ▶ ◀
STRS Cash Balance       00500          ▶ ◀          ▶ ◀
PERS                     00600          ▶ ◀          ▶ ◀
PERS EPMC                00600          ▶ ◀          ▶ ◀
CERS                     00700          ▶ ◀          ▶ ◀
SUI                      00800          ▶ ◀          ▶ ◀
Worker's Comp           00900          ▶ ◀          ▶ ◀
                          -----
                          From          To
Employer Paid TSA       20000          28999          ▶ ◀          ▶ ◀
Employer Paid ARS       29000          29999          ▶ ◀          ▶ ◀
Health & Welfare        32000          49999          ▶ ◀          ▶ ◀
Professional Dues       50000          59999          ▶ ◀          ▶ ◀
6
    
```

### FRING Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a fringe object record for a new fiscal year. COUNTY OFFICE ONLY.

**CHG**

Change or update existing information. COUNTY OFFICE ONLY.

**INQ**

Inquire on the current fringe objects.

**2 - VERSION NUMBER** - Display - The current version control number of the screen.

**3 - FISCAL YEAR** - Required (4 A/N) - The fiscal year to add, inquire or update. If no fiscal year is entered, the default is the current fiscal year.

**FRINGE OBJECTS** - Fringe objects are the accounting object codes associated with various fringe benefits. For each type of benefit there are two fringe object numbers; instructional and non-instructional. When salary is distributed to an object, the associated benefit amounts will be distributed to the corresponding fringe objects.

**4 - INSTRUCTIONAL FRINGE OBJECTS** - Required (4 A/N) - Associated fringe object codes for instructional salaries for the fringe benefit categories are listed below:

**3110 - 3120** STRS  
**3130 - 3140** STRS CB  
**3210 - 3220** PERS  
**3230 - 3240** PERS EPMC  
**3310 - 3320** SOC SEC  
**3330 - 3340** Medicare  
**3350 - 3360** Employer Paid ARS  
**3410 - 3420** Health & Welfare  
**3510 - 3520** SUI  
**3610 - 3620** Worker's Compensation  
**3910 - 3920** CERS, Employer Paid TSA  
**5300 - 5399** Professional Dues

**5 - NON-INSTRUCTIONAL FRINGE OBJECTS** - Required (4 A/N) - Associated salary objects other than instructional salary for the fringe benefit category listed above.

**6 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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# RATES

The County Established Rates / Limits screen (**RATES**) is maintained by the County Office Payroll Audit and Retirement Units to establish and maintain variable rates, limits, and dates to be used in payroll processing.

```

RATEST101933SEP13020209 1
COUNTY ESTABLISHED RATES / LIMITS 2 02.0404
3 Current="C", Future="F" or Prior="Pn"(n= 0 thru 9)
Upd "X"
TYPE Percent Effective
Rate Date
4 SUI 5 6
WORKERS COMP
CERS Employer Dollar Limit
EIC 7
MEDICARE (Employee)
MEDICARE (Employer)
SDI (Employee)
Soc. Sec. (Employee)
Soc. Sec. (Employer)
STRS Employee Ret Earn Lim 8
STRS Employer (Regular)
STRS Employer (Reduced)
STRS Employer (Official)
PERS Employee Retired Hour Limit 9
PERS Employer (District)
PERS Employer Rdc (Dist)
PERS Employer (County)
PERS Employer Rdc (Cty)
10
  
```

**RATES** Screen

1 - **FUNCTIONS** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a new rate record to the system. Only one current and future record can exist.  
COUNTY OFFICE ONLY.

**CHG**

Change or update existing records. COUNTY OFFICE ONLY.

**DEL**

Delete the rate record. COUNTY OFFICE ONLY.

**INQ**

Inquire about an existing rate record.

- 2 - VERSION** - The current version control number of the screen.
- 3 - RATE STATUS** - Required (2 A/N) - An indicator to determine which rate record you wish to add, change, delete, or inquire on. Will default to "C" if left blank. The codes are:
- C** - the current rate record
  - F** - the future (not yet effective) rate record
  - P0** - the rate record in effect immediately prior to the current rate record
  - P1** - the rate record in effect prior to the record in P0
  - .
  - .
  - .
  - P9** - the oldest rate record maintained as historical information
- 4 - UPD "X"** - Optional (1 A/N) - An indicator to mark an entry on the screen that is to be updated. When this field is marked with an "X" the fields on the same line will be changed or deleted according to the entered screen function.
- 5 - PERCENT RATE** - Required (7 N) - These fields contain percentage rates associated with the various types of rates on the screen such as SUI and SDI. The rates are used during payroll processing to determine withholding and contribution amounts. The rates are expressed as two digits of whole percent followed by a period (.) followed by four digits of fractional percent. (For example, 99% is represented as 99.0000. 32.618% is represented as 32.6180.)
- 6 - EFFECTIVE DATES** - Required (8 A/N) - The dates the rates became or will become effective. Dates cannot be changed. Delete the record in error and then add a correct record. The date is in month, day, year format and can be entered as MM/DD/YYYY or MMDDYYYY.
- 7 - DOLLAR LIMIT** - Required (10 N) - The dollar limit field is associated with a type of contribution or deduction where there are maximum contribution limitations.
- 8 - RETIRED EARNINGS LIMIT** - Required (10 N) - STRS retirement earnings dollar limit. This field is required if a corresponding STRS rate is entered.
- 9 - RETIRED HOUR LIMIT** - Required (4 N) - PERS retirement hours limit. This field is required if a corresponding PERS rate is entered.
- 10 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Retirement District Information screen (**RDIST**) is used to establish and maintain retirement information about a district. The fields on the screen are overall parameters which apply to the entire district. The parameters and rates are used for the control of retirement district information and processing. There is one retirement record for each fiscal year for every district. Information entered on this screen is provided by districts to the County Office on an annual basis.

```

RDISTT005436JAN26010101  1  2
                          RETIREMENT DISTRICT INFORMATION  00.1.1

District No. : 3  4
Fiscal Year  : 5  6

Non SDCOE Payroll : 7
Soc Sec on STRS OT : 8
Medicare on STRS OT : 9  Medicare Mandated for all Employees : 10
PERS Contribs Paid : 11
STRS Bybck Tax-Dfr : 12
P/T Cert EE Default : 13  1 = SS , 2 = ARS , 3 = STRS CB Plan

STRS Cash Balance :      Eff Date  Stop Date  EE Rate  ER Rate
                    ▶ 14      ◀ ▶ 15      ◀ ▶ 16      ◀ ▶ 17      ◀

STRS Tax Deferred : 18  ▶ 19      ◀
PERS Tax Deferred : 20  ▶ 21      ◀

Alt Ret System : 22  ▶ 23      ◀
Cert : 24
Class : 25

Message :      26                               Next Screen : ▶ 27 ◀◀◀
28
    
```

### RDIST Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**CHG**

Change or update existing retirement district information. This can only be done after an inquiry. COUNTY OFFICE ONLY.

**INQ**

Inquire on existing retirement district information. Fields required on an INQ are:  
District No. and Fiscal Year.

**2 - VERSION NUMBER** - Display - Current version control number of the screen.

- 
- 3 - DISTRICT NO.** - Required (2 A/N) - The unique two digit number assigned to each district. Displays at district level.
- 4 - Display** - The place where the name of the district will display.
- 5 - FISCAL YEAR** - Required (4 A/N) - The fiscal year of the district retirement record. Displays current fiscal year at district level.
- 6 - Display** - The place where the complete fiscal year of district retirement record will display.
- 7 - NON SDCOE PAYROLL** - Optional (2 A/N) - A “Y” indicates that the district does not use the SDCOE Payroll/Personnel System to process their payroll.
- 8 - SOC SEC ON STRS OT** - Optional (2 A/N) - A “Y” indicates that gross pay sources for retirement overtime are subject to Social Security for current STRS members.
- 9 - MEDICARE ON STRS OT** - Optional (2 A/N) - A “Y” indicates that gross pay sources for overtime are subject to Medicare for current STRS members.
- 10 - MEDICARE MANDATED FOR ALL EMPLOYEES** - A “Y” indicates that all employees are subject to Medicare.
- 11 - PERS CONTRIB PAID** - Optional (2 A/N) - A “Y” indicates that the district pays the employee portion of member contributions to PERS.
- 12 - STRS BYBCK TAX-DFR** - Optional (2 A/N) - A “Y” indicates that the district has elected to have STRS employee buyback amounts tax-deferred.
- 13 - P/T CERT EE DEFAULT** - Required (2 A/N) - This field indicates the plan the district has chosen as the default plan for potential STRS member earnings. This applies to part-time certificated employees who are not currently members of STRS.  
Valid values are:  
    **1** - Social Security  
    **2** - Alternative Retirement System  
    **3** - STRS Cash Balance Plan
- 14 - STRS CASH BALANCE EFF DATE** - Optional (8 A/N) - The effective date of the STRS Cash Balance Plan. This field is required if **Field 13** is a “3”.
- 15 - STRS CASH BALANCE STOP DATE** - Optional (8 A/N) - The stop date of the STRS Cash Balance Plan.
- 16 - STRS CASH BALANCE EE RATE** - Optional (7 A/N) - The current employee rate of the STRS Cash Balance Plan. This field is required if **Field 13** is a “3”.

- 17 - STRS CASH BALANCE ER RATE** - Optional (7 A/N) - The current employer rate of the STRS Cash Balance Plan. This field is required if **Field 13** is a “3”.
- 18 - STRS TAX DEFERRED** - Optional (2 A/N) - If this field contains a “Y”, every employee under STRS in the district will be included in the STRS pickup plan. Contributions made under this provision are tax deferred. If “N”, no employees in this district for the fiscal year will have STRS picked up.
- 19 - STRS TAX DEFERRED EFF DATE** - Optional (2 A/N) - This field indicates the effective date of the STRS pickup plan. Required if **Field 18** is “Y”.
- 20 - PERS TAX DEFERRED** - Optional (2 A/N) - If this field contains a "Y", every employee under PERS in the district will be included in the PERS pickup plan. Contributions made under this provision are tax deferred for the employee. If "N", no employees in this district for the fiscal year will have PERS picked up.
- 21 - PERS TAX DEFERRED EFF DATE** - Optional (2 A/N) - This field indicates the effective date of the PERS pickup plan. Required if **Field 20** is “Y”.
- 22 - ALT RET SYSTEM** - Optional (2 A/N) - A "Y" with a date displayed in this field indicates that the district has chosen to participate in an alternative retirement system.
- 23 - ALT RET SYSTEM EFF DATE** - Optional (8 A/N) - This field indicated the effective date of the Alternative Retirement System. Required if **Field 22** is “Y”.
- 24 - CERT** - Optional (2 A/N) - If Alternative Ret Sys field is "Y", indicates that alternative retirement system contributions are to be paid by certificated employees, or “N” that certificated employees are not subject to alternative retirement contributions.
- 25 - CLASS** - Optional (2 A/N) - Alternative Ret Sys field is "Y", indicates that alternative retirement system contributions are to be paid by classified employees, or “N” that classified employees are not subject to alternative retirement contributions.
- 26 - MESSAGE** - Display - The place where any messages or information from the screen will be displayed.
- 27 - NEXT SCREEN** - Optional (5 A/N) - Use to request another system screen.
- 28 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The SACS Fringe Benefit Vendor/Object Assignment screen (**SFRNG**) is used to set up and maintain a table of object numbers that correspond to fringe benefits common to all districts. According to the salary objects, the fringe benefit is broken down into certificated and classified fringe objects.

Vendor Number(s)		FRINGE OBJECTS	
		Certificated	Classified
Social Security (OASDI)	00100	▶ 4 ◀	▶ 5 ◀
Medicare	00200	▶ ◀	▶ ◀
STRS	00500	▶ ◀	▶ ◀
STRS Cash Balance	00500	▶ ◀	▶ ◀
PERS	00600	▶ ◀	▶ ◀
PERS EPMC	00600	▶ ◀	▶ ◀
PERS Reduction	00600	▶ ◀	▶ ◀
CERS	00700	▶ ◀	▶ ◀
SUI	00800	▶ ◀	▶ ◀
Worker's Comp	00900	▶ ◀	▶ ◀
	From To		
Employer Paid TSA	20000 28999	▶ ◀	▶ ◀
Employer Paid ARS	29000 29999	▶ ◀	▶ ◀
Health & Welfare	32000 49999	▶ ◀	▶ ◀
Retiree H & W	32000 49999	▶ ◀	▶ ◀
Professional Dues	50000 59999	▶ ◀	▶ ◀
Record SHOWN ok			▶ ◀

## SFRNG Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a fringe object record for a new fiscal year. COUNTY OFFICE ONLY.

**CHG**

Change or update existing information. COUNTY OFFICE ONLY.

**INQ**

Inquire on the current fringe objects.

**2 - VERSION NUMBER** - Display - The current version control number of the screen.

**3 - FISCAL YEAR** - Required (4 A/N) - The fiscal year to add, inquire or update. If no fiscal year is entered, the default is the current fiscal year. To be entered as 2002 for fiscal year 2002-2003.

**FRINGE OBJECTS** - Fringe objects are the accounting object codes associated with various fringe benefits. For each type of benefit there are two fringe object numbers: certificated and classified. When salary is distributed to an object, the associated benefit amounts will be distributed to the corresponding fringe objects.

**4 - FRINGE OBJECTS Certificated** - Required (4 A/N) - Associated fringe object codes for certificated salaries for the fringe benefit categories are listed below:

- 3311 - 3312** Social Security
- 3321 - 3322** Medicare
- 3111 - 3112** STRS
- 3121 - 3122** STRS Cash Balance
- 3211 - 3212** PERS
- 3221 - 3222** PERS EPMC
- 3801 - 3802** PERS Reduction
- 3901 - 3902** CERS
- 3501 - 3502** SUI
- 3601 - 3602** Worker's Comp
- 3901 - 3902** Employer Paid TSA
- 3331 - 3332** Employer Paid ARS
- 3401 - 3402** Health & Welfare
- 3701 - 3702** Retiree Health & Welfare
- 3901 - 3902** Professional Dues

**5 - FRINGE OBJECTS Classified** - Required (4 A/N) - Associated classified salary objects for the fringe benefit category listed above.

**6 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Subject Matter Areas screen (**SMA**) is used by the County Office Credential Section to maintain a file of valid countywide subject matter areas and their descriptions. Subject Matter Areas are entered on District Position Control Records (**POSIT**) and are used for employee credential validation purposes.

◆SMA T005433JAN2601◆0101◆ SUBJECT MATTER AREAS 2  
98.4.0

Next: Code Description  
3 4

Upd  
"X"  
5

Code Description Rec used  
6 7 8

9

SMA Screen

1 - **FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add the SMA information on the screen. COUNTY OFFICE ONLY.

**CHG**

Change or update existing information. COUNTY OFFICE ONLY.

**DEL**

Delete information on the screen that has not been used. COUNTY OFFICE ONLY.

**LST**

Display a list of subject matter areas and descriptions.

**INQ**

Inquire on existing information.

- 2 – **TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.
- 3 - **NEXT: CODE** - Optional - (3 A/N) - The NEXT fields (CODE and DESCRIPTION) determine the starting place for the list. If both NEXT fields are left blank, the list will begin with the first SMA entry on the file and proceed in numeric SMA code sequence.
- 4 - **NEXT: DESCRIPTION** - Optional - (24 A/N) - The description to start the list of subject matter areas. If NEXT CODE is entered this field is not used. Otherwise it indicates the starting position for the list which will proceed in alphabetic order based on the description.
- 5 - **UPD "X"** - Optional - (1 A/N) - An indicator to mark a line on a screen that is to be updated or deleted. When this field is marked with an "X" the other fields associated with it on the same line will be changed or deleted according to the function entered.
- 6 - **CODE** - Required - (3 A/N) - A unique number to identify each Subject Matter Area. The number can be from 1 through 999.
- 7 - **DESCRIPTION** - Optional - (24 A/N) - The description associated with a particular SMA code. The description must be unique.
- 8 - **REC USED** - Display - This field indicates if the SMA code and description are in use. If the field contains a "Y" then the record is in use and cannot be changed or deleted.
- 9 - **MESSAGE** - Display - The place where any messages from the system will be displayed.

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# TAXES

The Tax Tables screen (**TAXES**) is used to create and update Federal, State, and EIC (Earned Income Credit) withholding tax tables for use in payroll calculations. There are three versions of each tax table maintained on the system. The table currently in effect, a future table which will become effective on a particular date, and the prior table. Monthly and Semi-monthly tax tables are available.

TAXEST005434JAN26010101		1		2			
Table I.D.		TAX TABLES		98.4.0			
3	4		8	9	10	11	12
Pay Period	Future/Prior/Current	Effective Date	Input Date	Value per Exemption		Low Income Exemption	
5	6	7					
Over Amount	But Not Over	Base Amount Withholding	Plus Percent	Of Excess Over		Line No.	
13	14	15	16	17	18	19	20
▲	▲	▲	▲	▲	▲	▲	1
▲	▲	▲	▲	▲	▲	▲	2
▲	▲	▲	▲	▲	▲	▲	3
▲	▲	▲	▲	▲	▲	▲	4
▲	▲	▲	▲	▲	▲	▲	5
▲	▲	▲	▲	▲	▲	▲	6
▲	▲	▲	▲	▲	▲	▲	7
▲	▲	▲	▲	▲	▲	▲	8
▲	▲	▲	▲	▲	▲	▲	9
▲	▲	▲	▲	▲	▲	▲	10
▲	▲	▲	▲	▲	▲	▲	11
▲	▲	▲	▲	▲	▲	▲	12
21							

**TAXES** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a new tax table to the system. COUNTY OFFICE ONLY.

**CHG**

Change or update an existing tax table. COUNTY OFFICE ONLY.

**DEL**

Delete a future tax table. COUNTY OFFICE ONLY.

**INQ**

Inquire on an existing tax table.

**2 – TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.

**3 - TABLE I.D.** - Required (4 A/N) - The tax table code used to uniquely identify every tax table. The allowable codes and their meanings are:

- FS** Federal Percentage Withholding Method - Single
- FM** Federal Percentage Withholding Method - Married
- EIC1** Federal Percentage Method Advanced EIC Payments - 1 Cert.
- EIC2** Federal Percentage Method Advanced EIC Payments – Married 2 Cert.
- EIC3** Federal Percentage Method Advanced EIC Payments –Married 1 Cert.
- SC-S** State Tax Credit Table - Allowance - Single
- SC-O** State Tax Credit Table - Allowance - Other
- SED** State Estimated Deduction Table
- SECS** State Exact Calculation Tax Rate/Standard Deduction - Single
- SECH** State Exact Calculation Tax Rate/Standard Deduction - Head of Household.
- SEC1** State Exact Calculation Tax Rate/Standard Deduction - Married - 1 Exemption
- SEC2** State Exact Calculation Tax Rate/Standard Deduction - 2 or more Exemptions

**4** - Display - The title of the selected tax table.

**5 - PAY PERIOD** - Required - (1 A/N) - This field contains an "M" if the tax table contains monthly amounts or an "S" if it contains semi-monthly amounts.

**6 - FUTURE/PRIOR/CURRENT** - Required - (1 A/N) - This field contains the tax table status. The status is "C" for the CURRENT tax table, "P" for the PRIOR tax table, and "F" for the FUTURE tax table. There can only be one future and one current tax table.

**7 - EFFECTIVE DATE** - Required - (8 A/N) - The date the tax table became or will become effective. The date is in month, day, year format and can be entered as MM/DD/CCYY or MMDDCCYY.

**8 - INPUT DATE** - Display - The date that the tax table was originally entered on the system.

**9 - VALUE PER EXEMPTION** - Required - (4,2 N) - The dollar value of one exemption for this tax table. The amount is in dollars and cents with the appropriate comma optional and the decimal required. Must be zero for EIC 1, EIC 2, SC-S, SC-O, and SED.

**10** - Required - Sign associated with VALUE PER EXEMPTION. The sign should always be "+" indicating that the value is positive.

- 11 - LOW INCOME EXEMPTION** - Required (6,2 N) - This field is required for State tax tables SECS, SEC1, SEC2, and SECH. An employee with gross pay less than or the same as this low income limit will not pay state taxes.
- 12** - Required - Sign associated with LOW INCOME EXEMPTION. The sign should always be "+" indicating that the value is positive.
- 13 - OVER AMOUNT** - Required (6,2 N) - This field is the bottom dollar boundary of a bracket for a tax table. The field is in dollar and cents with the decimal.
- 14 - BUT NOT OVER** - Required (6,2 N) - This field is the high dollar range of a bracket for a tax table. The field is in dollar and cents with the decimal.
- 15 - BASE AMOUNT WITHHOLDING** - Required (5,2 N) - Base dollar amount to withhold from the employee if the employees gross salary falls within this bracket. The field is in dollars and cents with appropriate commas and the decimal point. (For example, one thousand five hundred twenty dollars and thirty-two cents is entered as 1,520.32.)
- 16** - Required - Sign associated with BASE AMOUNT WITHHOLDING. The sign should always be "+" indicating that the value is positive.
- 17 - PLUS PERCENT** - Required (2,2 N) - The percent multiplier used in tax withholding computations. The entry in the field is in the format 99.99 for 99.99%.
- 18** - Required - Sign associated with PLUS PERCENT. The sign should always be "+" indicating that the percent is positive. EIC tables are an exception.
- 19 - OF EXCESS OVER** - Required (6,2 N) - Salary exceeding this dollar amount is subject to taxation at the rate (PLUS PERCENT) for the bracket. This field must equal the amount in the OVER AMOUNT for the line.
- 20 - LINE NO.** - Display - This field will contain number of exemptions on tables SC-O, SC-S, and SED. Otherwise it contains a reference line number.
- 21 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The County Vendor Name and Address screen (**VENDR**) is used to create and maintain a file of valid county vendors. The vendors on this file are the only vendors who can be paid by the payroll system.

```

♦VENDRT0724050CT1708♦♦0810♦
Vendor      Short Name      1  Vendor Name AND ADDRESS      2  08.0930
 3          4          5
-----
Addr1      6          ADDRESS      7          COMMENTS      8
Addr2      8
Addr3      9
City      10
State     11
Tele.    14
CALSTRS Registered TSA VIN# 16
Alternative Ret Sys 20
CSEA Vendor 21
                Zip      12
                Local Chapter 22
                Compliance Date 18
                Inactive      19
                District Count: 23
-----
Vendor Range  Description      Vendor Range  Description
1- 999      Involuntary      32000-39999  Health and Welfare
1000-19999  Wage Attachments 40000-49999  Life and Disability
20000-26999 Tax Sheltered Annuities 50000-59999  Unions / Associations
27000-28999 Tax Deferred 457 60000-69999  Banks / Credit Unions
29000-29999 Alternative Ret Sys (ARS) 70000-79999  Charitable Organizations
30000-31999 Flexible Benefits 80000-99999  Miscellaneous
24
                Next Screen ▶ 25 ◀◀◀
    
```

## VENDR Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a new vendor to the system. COUNTY OFFICE ONLY.

**CHG**

Change or update existing information. COUNTY OFFICE ONLY.

**DEL**

Delete a vendor from the system. If the vendor is active at the district level, the vendor cannot be deleted. COUNTY OFFICE ONLY.

**INQ**

Inquire about existing information on a vendor.



- 2 - VERSION** – The current version control number of the screen.
- 3 - VENDOR** - Required (5 A/N) - A unique number associated with a vendor. For an INQ function if the VENDOR number is entered, the SHORT NAME must be blank. The number ranges and their meaning are:
- 00001 - 00999** Involuntary Vendors
  - 01000 - 19999** Wage Attachment Vendors
  - 20000 - 28999** Tax Sheltered Annuities
  - 29000 - 29999** Alternative Retirement Systems
  - 30000 - 31999** Flexible Benefits
  - 32000 - 39999** Health and Welfare
  - 40000 - 49999** Life and Disability
  - 50000 - 59999** Unions / Associations
  - 60000 - 69999** Banks / Credit Unions
  - 70000 - 79999** Charitable Organizations
  - 80000 - 99999** Miscellaneous
- 4 - SHORT NAME** - Required (12 A/N) - The short name associated with a vendor. This must be a unique name. For an INQ function if the SHORT NAME is entered, the VENDOR number must be blank.
- 5 - VENDOR NAME** - Required (30 A/N) - The full name of a vendor. This field is used for when there is adequate space on a report or display for the full vendor name.
- 6 - ADDR1** - Optional (30 A/N) - First line of vendor street address.
- 7 - COMMENTS** - Optional (4 @ 24 A/N) - Up to four lines of free-form comments about the vendor or the record.
- 8 - ADDR2** - Optional (30 A/N) - Second line of vendor street address.
- 9 - ADDR3** - Optional (30 A/N) - Third line of vendor street address.
- 10 - CITY** - Required (18 A/N) - City of the vendor's mailing address.
- 11 - STATE** - Required (2 A/N) - State of the vendor's mailing address.
- 12 - ZIP** - Required (5 A/N) - The 5 digit zip code of the vendor.
- 13** - Optional (4 A/N) - Zip code extension.
- 14 - TELE.** - Optional (3 A/N) - The area code of the telephone number for the vendor.

- 15** - Optional (3 A/N) - The first three digits of the vendor's telephone number.
- 16** - Optional (4 A/N) - The last four digits of the vendor's telephone number.
- 17 - CALSTRS REGISTERED TSA VIN #** – Optional (6 A/N) – The registration number assigned by CALSTRS for the tax-deferred product.
- 18 – COMPLIANCE DATE** – Optional ( 10 A/N) – The date the tax deferred product was registered with CALSTRS for the tax deferred product..
- 19 - INACTIVE** – Optional (10 A/N) – The date the tax deferred product was not compliant.
- 20 - ALTERNATIVE RETIREMENT SYSTEM** - Required (1 A/N) - Identifies the vendor as being used for Alternative Retirement System contributions with a "Y" or not with an "N".
- 21 - CSEA VENDOR** - Required (1 A/N) – Identifies the vendor as CSEA with a “Y” or not with an “N”.
- 22 - LOCAL CHAPTER** – Optional (1 A/N) – A“Y” indicates this vendor is setup for local dues processing only.
- 23 - DISTRICT COUNT** - Display - The number of districts using this vendor. If the count is greater than zero the vendor cannot be deleted.
- 24 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 25 - NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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The County Warrant Cancellation Authorization screen (**PYMTC**) is used to create voided transactions for the County Auditors office. This screen will create voided records for employee/vendor cancellations, duplicate warrants, re-issuance and overage warrants. All of the voids created will process nightly and a file sent next business day to the County Auditor's office. This screen is used exclusively by the County Office and no district access is provided.

```

PYMTC019159MAY16030305
Warrant Cancellation Authorization      1 03.0514
  Req  Warr #  Issue Date  Warrant Amt Dist SS or Vendor Name  Void Date
  2    3      4           10           11           12           13           14
  5    6    7    8           9
Message : 15
NEXT SCREEN : 16
  
```

**PYMTC Screen**

- 1 – **VERSION** – The current version control number of the screen.
- 2 – **REQ** – Request (1 N) – Valid numbers are 1 thru 9. The numeric value input determines the type of transaction (ie cancellation, duplicate, and overage).
  - 1 - **Cancelled warrants via CANCL screen pending county paperwork.**
  - 2 - **Voids for cancelation, duplicates and overage warrants that will be FTP to County Auditor.**
  - 3 - **Previous cancelled warrants (Voids to County Auditor).**
  - 4 - **Warrants voided for duplicates.**
  - 5 - **Purge a voided warrant.**
  - 6 - **Re-issue a duplicate warrant previously voided.**
  - 7 - **Purge the reissue of a duplicate warrant.**
  - 8 - **Void warrant for overage.**
  - 9 - **Purge a void for overage.**

**3 – WARR #** - Required (6 N) – The six-digit warrant number that follows the two digit series number of the warrant.

**4 – ISSUE DATE** - Required (10 N) - The issue date of the warrant.

**5 – Upd** - Optional (1 A) – The alpha character input on this field will update the warrant number. Valid alpha characters are C, D, O, P, R, U, & V.

**C = Cancel**

**D = Duplicate**

**O = Overage**

**P = Purge**

**R = Retrieve**

**U = Uncancel**

**V = Void**

**6 – REQ** - Display - The warrant status in the cancellation process (numeric value 1 - 9).

**7 – D O** - Display – This field identifies the type of void. A value of “D” indicates this void is for a duplicate, a value of “O” indicates this void is for an overage warrant. A blank value indicates the void was generated from the cancelled process.

**8 – WARR #** - Display – The six digit warrant number.

**9 – ISSUE DATE** - Display – The issue date of the warrant.

**10 – WARRANT AMT** - Display – The net pay of the warrant.

**11 – DIST** – Display - The unique number assigned to each district.

**12 – SOC SEC NO.** - Display – The social security number of the employee, or the number associated with a vendor.

**13 – NAME** - Display – The employee name or the vendor name associated with either the social security number or the vendor number.

**14 – VOID DATE** - Display – The date the warrant was “Voided”.

**15 – MESSAGE** - Display - The place where any messages from the system will be displayed.

**16 – NEXT SCREEN** – Optional (5 A/N) – This field is used for navigation to other system screens.

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**5 – WARRANT AMT** – Display - The net pay of the warrant.

**6 – DIST** – Display – The unique number assigned to each district.

**7 – SOC SEC NO.** - Display – The social security number of the employee, or the number associated with a vendor.

**8 – VENDOR NAME** - Display – The employee name or the vendor name associated with either the social security number or the vendor name.

**9 – MESSAGE** – Display – The place where any messages from the system will be displayed.

**10 – NEXT SCREEN** – Optional (5 A/N) – This field is used for navigation to other system screens.

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## OVERVIEW

The District Control module allows users to set up and maintain control information that is unique to their district. This must be set up initially before any employee data can be added and before anyone can get paid. The district information must be updated as changes occur and certain updates must be made on an annual basis.

Districts must set up and maintain bargaining unit, benefit/deduction, chart of accounts, location, salary, job classification, and extra pay information. There are three categories of screen usage in the **DISTRICT** module:

District entry (district enters information):

**BARGN, BDSUB, SACTE/3, LOCAT, SALRY**

District selection (district selects information provided by county):

**DJOBS, DXPAY**

County update (district inquiry only):

**DDICT, DVNDR, CSEAV**

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## SCREEN SUMMARIES

### **BARGN** - Bargaining Unit

Used to maintain a list of valid bargaining unit codes and their associated parameters.

### **BRGNL** - Bargaining Unit List

Use to list the valid bargaining unit codes within a district as entered on **BARGN**.

### **BDSUB** - Benefit - Deduction Sub Code Assignment

Provides districts a way of attaching a sub code to an authorized vendor number. This process creates a master record for benefits and voluntary deductions.

### **BDSBL** - Benefit / Deduction Sub Code List

Provides districts the means to see which vendor sub codes have been assigned to a vendor number as entered on **BDSUB**. Also, it will show vendor address and telephone number information.

### **CSEAV** - CSEA Vendor

Display by vendor and sub code employee deductions withheld for CSEA.

### **DDICT** - District Account Dictionary List

Provides inquiry only access to the FIS district dictionary.

### **DJOBS** - District Authorized Job Classifications

Use to establish and maintain job classifications.

### **DVNDR** - District Vendor Authorization

Use to create and maintain a file of valid district vendors. Only these vendors may be used by the district in the payroll system. Districts may only list vendors.

### **DXPAY** - District Extra Pay Type - Code Authorization

Use to maintain a file of valid extra pay codes within each extra pay type and their associated percentages or amounts.

### **LOCAT** - Locations

Use to maintain locations where employee works, where employee's time is kept, and where warrant is to be sent.

### **SACTE/SACT3** - Chart of Accounts

Use to build and maintain a file of valid account numbers; validates against tables in the FIS system.

### **SALRY** - Salary Schedule

Provide a means of creating and maintaining hourly, daily, and annual salary schedules for a district.



# DISTRICT CONTROL

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## **SALST** - Salary Schedules List

Displays a list of salary schedules as entered on **SALRY**.

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## DISTRICT CONTROL PROCEDURES LIST

### PRIMARY PROCEDURES:

1. **BARGN** - Set up or change bargaining unit information. This screen is used to create records for groups of employees with like parameters for each fiscal year. Changes may be made at any time during the year according to contract negotiations.
2. **SALRY** - Add, adjust, or generate salary schedules.
3. **DJOBS** - Select district job classifications from **CJOBS**.
4. **LOCAT** - Enter location codes for warrant destination, worksite, and timekeeping.
5. **SACTE/3** - Input or change chart of accounts information. Type 1, 2 and 4 districts use the 38-digit account number format. The Type 3 districts use the 24-digit account number format. Type 1, and 2 districts validate against the FIS Fund-sub, Resouce-sub, Goal, Function-sub, Object-sub, School, and Location validation tables. Type 3 districts validate against the FACS Fund-Object validation table. Type 4 is fiscally accountable districts have no validations performed on their accounts.

### SUPPORT PROCEDURES

1. **DVNDR** - Inquire on the list of authorized vendors. Districts may request vendors not on file through the County Office Payroll Unit.
2. **BDSUB** - Assign sub codes to authorized vendors (**DVNDR**) with the corresponding employee / employer amounts or percentages.
3. **DXPAY** - Set up extra pay types and codes. The extra pay type must exist on **CXPAY**. Districts may request extra pay types not on file through the County Office Payroll Unit.

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# DISTRICT CONTROL

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## SCREEN DEPENDENCIES

<i>Screen</i>	<i>Description</i>	<i>Depends on</i>	<i>Module</i>
<b>BARGN</b>	Bargaining units	<b>DIST</b>	<b>COUNTY</b>
<b>BRGNL</b>	Bargaining unit list	<b>BARGN</b>	<b>DISTRICT</b>
<b>BDSUB</b>	Benefit/deduction sub code	<b>DVNDR</b>	<b>COUNTY</b>
<b>BDSBL</b>	Benefit/deduction sub code list	<b>BDSUB</b>	<b>DISTRICT</b>
<b>CSEA</b>	CSEA school year totals	<b>BDSUB</b>	<b>DISTRICT</b>
<b>DDICT</b>	District account dictionary list	<b>FIS</b>	
<b>DJOBS</b>	District job classifications	<b>CJOBS</b>	<b>COUNTY</b>
<b>DVNDR</b>	District vendor authorization	<b>CVNDR</b>	<b>COUNTY</b>
<b>DXPAY</b>	District extra pay type-code	<b>CXPAY</b>	<b>COUNTY</b>
<b>LOCAT</b>	Locations		
<b>SACTE</b>	Chart of accounts	<b>DDICT</b>	<b>COUNTY</b>
<b>SACT3</b>	Chart of accounts	<b>DDICT</b>	<b>COUNTY</b>
<b>SALRY</b>	Salary schedule		
<b>SALST</b>	Salary schedules list	<b>SALRY</b>	<b>DISTRICT</b>

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# BARGN

The Bargaining Unit screen (**BARGN**) is used to update bargaining unit information. It provides a way of maintaining a file of valid bargaining unit codes and their associated parameters. Each district must use this screen to provide information that refers to groups of positions. Whenever a unit negotiates for a change in benefits, this screen is used to update information for a given fiscal year. This screen allows changes any time in the fiscal year.

```

BARGNT005555FEB03010102
          1
          BARGAINING UNIT
          2
          00.1.1

Fiscal year      Bargaining Unit      Description      Input date
  3              4              5              6

Ten/Twelve Pay   Pay SDI   Overtime exempt   Pay ARS   ARS Effective Date
authorization Y/N 7   Y/N 8   Y/N 9   Y/N 10   11

----- Overtime rates -----
Overtime Type   Classified   Certificated   Vac/SL   Job Class Count
14 Regular      ▲           ▲           ▲           ▲ 12       ▲ 13
15 Holiday      ▲           ▲           ▲           ▲

----- DIFFERENCE PAY -----
Available   Affects Seniority   Partial   Full   Split
Y/N 16     Y/N 17             ▲ 18     ▲ 19     ▲ 20

----- EMPLOYER PAID MEMBER CONTRIBUTIONS TO RETIREMENT -----
PERS:  Y/N Effective Date   Percent   Amount
21     22             23       24
  
```

## BARGN Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add bargaining unit information.

**CHG**

Change or update existing information.

**DEL**

Delete all the information on this screen.

**INQ**

Inquire about existing bargaining unit information by fiscal year.

## **NXT**

Get the next sequential bargaining unit for the requested fiscal year.

- 2 - DISTRICT NAME/VERSION** - Display - The name of the district. The current version control number of the screen.
- 3 - FISCAL YEAR** - Required (4 A/N) - The fiscal year for the bargaining unit. The default is the current fiscal year. To be entered as 2000 for fiscal year 2000-2001.
- 4 - BARGAINING UNIT** - Required (3 A/N) - A value from 001 to 999 assigned to identify the bargaining unit.
- 5 - DESCRIPTION** - Required (24 A/N) - The description or name of the bargaining unit.
- 6 - INPUT DATE** - Display - The date the bargaining unit information was originally entered on the system.
- 7 - TEN/TWELVE PAY AUTHORIZATION** - Optional (1 A/N) - This field indicates whether a group of positions is authorized for deferred pay. If the field contains a "Y", then optionally, by employee (**EMPLY**) 1/6 of the monthly net salary can be deferred to provide 12 equal warrants over the year. An "N" signifies this option is not available for the bargaining unit. The default is "N".
- 8 - PAY SDI Y/N** - Optional (1 A/N) - This field contains an indicator whether the unit has bargained to pay State Disability Insurance. The default is "N".
- 9 - OVERTIME EXEMPT** - Optional (1 A/N) - If "Y", no entry is allowed to be made to **CLASSIFIED OVERTIME RATES**, and **CERTIFICATED OVERTIME RATES** will not be displayed. If "N", entry of **CLASSIFIED OVERTIME RATES** is required.
- 10 - PAY ARS** - Optional (1 A/N) – This field indicates whether the unit pays into Alternative Retirement System.
- 11 - ARS EFFECTIVE DATE** – Required (8 A/N) – The date that the ARS contributions began.
- 12 - VAC/SL** - Display - This field is not in use.
- 13 - JOB CLASS COUNT** - Display - A current count of the number of job classes assigned to the bargaining unit. The bargaining unit cannot be deleted if a job class is assigned.
- 14 - OVERTIME RATE REGULAR** - Optional (2,2 N) - This rate is a multiplier applied to the base rate for regular overtime. For a time-and-a-half rate enter 1.5.

- 15 - OVERTIME RATE HOLIDAY** - Optional (2,2 N) - The rate is a multiplier applied to the base rate for holiday overtime. For a two-and-a-half rate enter 2.5.
- 16 - DIFFERENCE PAY AVAIL** - Optional (1 A/N) - "Y" indicates difference pay is available to employees in positions assigned to this bargaining unit. The default is "N".
- 17 - DIFFERENCE PAY SENIORITY** - Optional (1 A/N) - "Y" indicates Difference Pay affects seniority. The default is "N".
- 18 - PARTIAL SHIFT PERCENT** - Optional (2,2 N) - The shift differential contains a percentage of regular pay received as a differential for working a partial shift. (Example: 5% = 5.00.)
- 19 - FULL SHIFT PERCENT** - Optional (2,2 N) - The shift differential contains a percentage of regular pay as a differential for working a full shift. (Example: 7 1/2% = 7.50.)
- 20 - SPLIT SHIFT PERCENT** - Optional (2,2 N) - The shift differential contains a percentage of regular pay as a differential for working a split shift. (Example: 2 1/2% = 2.50.)
- 21 - EPMC TO RETIREMENT Y/N** - Optional (1 A/N) - This flag indicates whether the district pays the member contributions to PERS. The field PERS CONTRIB PAID on the **DIST** screen must indicate this is a valid option for the district. The default is "N".
- 22 - EFFECTIVE DATE** - Required (8 A/N) - The date that the EPMC contributions to retirement began. If 20 is "Y", the date must be entered as MM/DD/CCYY or MMDDCCYY.
- 23 - PERCENT** - Optional (2,4 N) - The percent of the employee's retirement contribution which is paid to PERS by the employer. This field cannot be used if AMOUNT is used. The rate can never be greater than the rate for employee PERS contributions.
- 24 - AMOUNT** - Optional (6,2 N) - The amount of the employee's retirement contribution which is paid to PERS by the employer. This field cannot be used if PERCENT is used. The amount is in dollars and cents with the required decimal.
- 25 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Benefit / Deduction Sub Code List screen (**BDSBL**) is used to see all the vendor sub code assignments by vendor number that have been entered on the **BDSUB** screen.

```

BDSBLT005556FEB030101021
BENEFIT / DEDUCTION SUB CODE LIST 2
99.3.0
Vendor 3 Short name 4 Vendor name 5
----- Address -----
Addr1 6 ARS Vendor: 8
Addr2 7
Addr3 9 Phone number 10
City 11
State 12 Zip 13
Sub Code 14 Description 15 PCT 16 Employee paid 17 Employer paid 18
19
  
```

## BDSBL Screen

- 1 - **FUNCTION** - Display - Function for this screen will always list.
- 2 - **DISTRICT NAME/VERSION** - Display - The name of the district. The current version control number of the screen.
- 3 - **VENDOR** - Optional - (4 A/N) - This number will list all the sub codes associated with the vendor. The number ranges and descriptions are:
  - 20000 - 28999 Tax Sheltered Annuities
  - 29000 - 29999 Alternative Retirement Systems
  - 30000 - 31999 Flexible Benefits (Pre-Tax)
  - 32000 - 39999 Health and Welfare
  - 40000 - 49999 Life and Disability
  - 50000 - 59999 Unions / Associations
  - 60000 - 69999 Banks / Credit Unions
  - 70000 - 79999 Charitable Organizations
  - 80000 - 99999 Miscellaneous

- 4 - SHORT NAME** - Optional - (12 A/N) - The vendor short name.
- 5 - VENDOR NAME** - Display - The full name of the vendor.
- 6 - ADDR1** - Display - The first line of the vendor street address.
- 7 - ADDR2** - Display - Second line of the vendor street address.
- 8 - ARS VENDOR** - Display - "Y" if vendor is an Alternative Retirement Systems vendor.  
"N" if vendor is not an Alternative Retirement Systems vendor.
- 9 - ADDR3** - Display - Third line of the vendor street address.
- 10 - PHONE NUMBER** - Display - The area code and telephone number of the vendor.
- 11 - CITY** - Display - The city in which the vendor mailing address is located.
- 12 - STATE** - Display - The state in which the vendor mailing address is located.
- 13 - ZIP** - Display - The zip code of the vendor. Zip code is in the extended 9 digit format.
- 14 - SUB CODE** - Display - A number associated with a vendor to further identify a benefit or deduction of a vendor.
- 15 - DESCRIPTION** - Display - The description associated with a specific vendor/vendor-sub.
- 16 - PCT** - Display - This field is used to identify the figures in the contribution fields as percentages or amounts. A "Y" indicates a percent.
- 17 - EMPLOYEE PAID** - Display - Amount or percentage to be deducted from the employee's pay.
- 18 - EMPLOYER PAID** - Display - Amount or percentage to be paid by the employer on behalf of the employee.
- 19 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Benefit / Deduction Sub Code Assignment screen (**BDSUB**) is used to attach sub codes to district authorized vendor numbers (**DVNDR**). This screen is a master record for benefits and voluntary deductions with the associated employee/employer amounts or percentages. The sub codes are used to further group a specific vendor.

```

BDSUBT0724900CT20080810
BENEFIT / DEDUCTION SUB CODE ASSIGNMENT
                                05.0527

Vendor-sub      Short Name      Vendor Name      ARS   CSEA
 4             5             7             8     9
10            11            12

Sub Code Description      Employee is Liable for
13                        Withholding on Employer
                        Contribution Y/N 14

----- CONTRIBUTIONS -----
Contributions on Employee      Contributions are      Employee Paid      Employer Paid
Deduction Record Y/N 16      Percentages Y/N 17      18                19

Maximum Monthly Contribution : 20
Maximum Yearly Contribution   : 21

22                                Next Screen 23
  
```

## BDSUB Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add information on the screen.

**CHG**

Change or update existing information.

**DEL**

Delete all the information on the screen.

**INQ**

Inquire on existing information.

**NXT**

Get the next sequential vendor-sub information.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - VENDOR** - Required (5 A/N) - The vendor number must be on the district vendor list (**DVNDR**). **BDSUB** does not allow entry of vendors 00010 - 19999. For vendors 20000 - 29999, 32000 - 49999, and 50000 - 59999 employee and employer amounts allowed. All other vendors are employee amounts only. The number ranges and descriptions are:
  - 00001 - 00999** Involuntary vendors
  - 01000 - 19999** Wage attachment vendors
  - 20000 - 28999** Tax Sheltered Annuities
  - 29000 - 29999** Alternative Retirement Systems
  - 30000 - 31999** Flexible Benefits (Pre-Tax)
  - 32000 - 39999** Health and Welfare
  - 40000 - 49999** Life and Disability
  - 50000 - 59999** Unions / Associations
  - 60000 - 69999** Banks / Credit Unions
  - 70000 - 79999** Charitable Organizations
  - 80000 - 99999** Miscellaneous
- 5 - SUB** - Required (2 A/N) - This field is assigned by districts to further identify the benefit deduction.
- 6 - SHORT NAME** - Display - The vendor short name associated with a vendor. This name is used for reporting purposes when there is not enough room on the page or form to print the full vendor name.
- 7 - VENDOR NAME** - Display - The full name of a vendor. This field is used when there is adequate space on a report or display for the full vendor name. If not, SHORT NAME is used.
- 8 - ARS VENDOR** - Display - "Y" if vendor is an Alternative Retirement Systems vendor. "N" if vendor is not an Alternative Retirement Systems vendor.
- 9 - CSEA** - Display - "Y" if vendor is a Classified School Employees Association vendor.
- 10 - STRS COMPLIANCE** – Display – The registration number assigned by CALSTRS for the tax-deferred product.
- 11 - COMPLIANCE DATE** – Display – The date the tax deferred product was registered with CALSTRS for the tax deferred product.
- 12 - INACTIVE** – Display – The date the tax deferred product was not compliant.

- 13 - SUB CODE DESCRIPTION** - Required (24 A/N) - The description associated with a specific vendor-sub code supplied by the district.
- 14 - EMPLOYEE IS LIABLE...Y/N** - Optional (1 A/N) - Employee is liable for withholding on employer contributions. A "Y" indicates the employee is liable and withholding tax will be withheld for employer contributions. The default is "N".
- 15 - POLICY NUMBER** - Optional (10 A/N) - This field is to be used by the district as necessary.
- 16 - CONTRIBUTIONS ON EMPLOYEE...Y/N** - Required (1 A/N) - Contributions are on employee deduction record. If "Y", the deduction or benefit contributions will be entered using the **BDEMP** screen. This flag may not be changed if there is a **BDEMP** record on file with the same vendor and sub code combination. An "N" indicates that an amount/percentage is entered on the EMPLOYEE PAID/EMPLOYER PAID field on this screen (**BDSUB**).
- 17 - CONTRIBUTIONS ARE PERCENTAGES Y/N** - Required (1 A/N) - This field is used to identify the figures in the contribution fields as percentages rather than dollar amounts. If % = Y, percent is multiplied by EMPOS Base pay only. EXPAY amounts are not included in the calculation.
- 18 - EMPLOYEE PAID** - Optional (6,2 N) - Amount or percentage to be deducted from the employee's pay. Required when CONTRIBUTIONS ON EMPLOYEE DEDUCTION RECORD is "N". If this is a percent, it may not be greater than 100. If it is an amount, it is a monthly figure. The amount is divided by two for semi-monthly contributions if **DVNDR** semi frequency flag is "Y".
- 19 - EMPLOYER PAID** - Optional (6,2 N) - Amount or percentage to be paid by the employer on behalf of the employee. Required when CONTRIBUTIONS ON EMPLOYEE DEDUCTION RECORD is "N". If this is a percent, it may not be greater than 100. If it is an amount, it is a monthly figure. The amount is divided by two for semi-monthly contributions when **DVNDR** semi frequency flag is "Y".
- 20 - MAXIMUM MONTHLY CONTRIBUTION:** - Optional (6,2 N) – The total monthly CSEA contribution limit for an employee.
- 21 - MAXIMUM YEARLY CONTRIBUTION:** - Optional (6,2 N) - The total annual CSEA contribution limit per employee.
- 22 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 23 - NEXT SCREEN** - Optional (5 A/N) – Place to indicate the next screen to navigate.

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The Bargaining Unit List screen (**BRGNL**) provides a list of bargaining units and the corresponding parameters within the district for a specified fiscal year.

◆BRGNLT005555FEB0301◆◆0102◆

1  
BARGAINING UNIT LIST

2  
3 5:50 AM  
98.4.0

Fiscal year: ▶ 4 ◀      Next Bargaining unit: ▶ 5 ◀

Code	Description	10/12 Pay	O/T	Vac	PERS	Dif	Dif	Job Class
6	7	8	9	10	11	12	13	14
		Pay	Exm	S/L	EPMC	Pay	Sen	Count
6	7	8	9	10	11	12	13	14

16

## BRGNL Screen

- 1 - **FUNCTION** - Display - The function for this screen will always list.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.
- 4 - **FISCAL YEAR** - Optional (4 A/N) - The fiscal year that corresponds to the bargaining units to be listed. Defaults to current fiscal year.
- 5 - **NEXT BARGAINING UNIT:** - Optional (3 A/N) - The bargaining unit code that is to be the starting bargaining unit on the list. The bargaining units are listed in sequence beginning with this code. If no code is entered, the list will begin with the first bargaining unit on the file.

- 6 - CODE** - Display - The bargaining unit code number.
- 7 - DESCRIPTION** - Display - The description or name of the bargaining unit.
- 8 - 10/12 PAY** - Display - This field indicates whether or not this bargaining unit is authorized for deferred pay.
- 9 - PAY SDI** - Display - This field contains an indicator whether the unit has bargained to allow employees to pay State Disability Insurance.
- 10 - O/T EXM** - Display - Indicates whether this bargaining unit is exempt from overtime.
- 11 - VAC S/L** - Display - This indicator is for future use only.
- 12 - PERS EPMC** - Display - This flag contains a "Y" or "N" to indicate whether the district pays the PERS contribution for employees in this bargaining unit. EPMC is Employer Paid Member Contributions.
- 13 - DIF PAY** - Display - "Y" indicates difference pay is available.
- 14 - DIF SEN** - Display - "Y" indicates that difference pay affects seniority.
- 15 - JOB CLASS COUNT** - Display - A current count of the number of job classes assigned to this bargaining unit.
- 16 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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# CHART

The Chart of Accounts screen (**CHART**) allows districts to build and maintain a file of account numbers which represent the validated payroll chart of accounts which includes salaries, benefits, and dues. The screen is provided for Type 1 and 2 districts (as specified on **DIST**) whose account format is a 17-digit account number, the account code structure prior to SACS.

```

§CHARTT007921FEB1194<<§9402<<          >> 1 <<          2 02 TAMMY'S TEST DISTRICT
          CHART OF ACCOUNTS          3 92.1.0
Fiscal Year >> 4 <<          Fund Prog-sub Object-sub Loc
11 Next: >> 5 <<> 6 <<> 7 <<> 8 <<> 9 <<> 10 <<
Upd 12 13 14 15 16 17 18 19
"X" Fund Prog-sub Object-sub Loc R.C. Status Message
>> << >> <<> <<> <<> <<> <<> <<> <<> <<> <<> 20 <<
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21 ( 1, 1) Fm FX CAPSLOCK Ins L Page 1 >>@<<
  
```

## CHART Screen

1 - **FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Same as LST.

**LST**

Display a list of existing information.

2 - **DISTRICT NAME** - Display - The name of the district.

3 - **VERSION NUMBER** - Display - The current version control number of the screen.

- 4 - FISCAL YEAR** - Required (4 A/N) - The fiscal year of the chart of accounts. The default is the current year.
- NEXT:** - The following six fields indicate the next account number to be listed.
- 5 - FUND** - Optional - (2 A/N) - The two digit fund number.
- 6 - PROG** - Optional (3 A/N) - The program number.
- 7 - SUB** - Optional (3 A/N) - The sub program number.
- 8 - OBJECT** - Optional (4 A/N) - The object number.
- 9 - SUB** - Optional (2 A/N) - The sub object number.
- 10 - LOC** - Optional (3 A/N) - The location number.
- 11 - UPD "X"** - Optional (1 A/N) - An indicator to mark an account on the screen that is to be updated. When this field is marked with an "X", the R.C. and STATUS codes may be changed or the line may be deleted if the account number has not been paid against in the current fiscal year.
- 12 - FUND** - Required - (2 A/N) - The two digit fund number in the account structure. Funds can be from 01 through 49 and must be in **DDICT**. (Exceptions: district 99 may enter funds 50 - 99 and district 33 may enter funds 80 - 81.)
- 13 - PROG** - Required (3 A/N) - The program number in the account structure. Must exist in the district dictionary (**DDICT**) for Type 1 users in the current fiscal year.
- 14 - SUB** - Required (3 A/N) - The sub program number associated with the program. The full program-sub must exist in **DDICT** for Type 1 users.
- 15 - OBJECT** - Required (4 A/N) - The object number in the account structure. Objects can be from 1100 to 3999 and from 5200 to 5399. For Type 1 users objects must exist on **DDICT**. Summary objects (first two digits) must exist in **DDICT** for Type 2 users.
- 16 - SUB** - Required (2 A/N) - The sub object associated with the object number. The full object-sub must exist in **DDICT** for Type 1 users.
- 17 - LOC** - Required (3 A/N) - The location code in the account structure. Must exist in the district dictionary (**DDICT**).
- 18 - R.C.** - Optional (1 A/N) - The responsibility code associated with a payroll chart of accounts entry. Responsibility codes may be from 1 to 9 and from A to Z.

**19 - STATUS** - Optional (1 A/N) - The status code for the payroll chart of accounts entry used for fiscal year rollover. The codes are:

**B** - The account number will be copied over to the new fiscal year, provided that all account elements are present in the district dictionary (DDICT) for the new fiscal year.

**D** - Delete the account number at fiscal year rollover. Allow posting in the current year.

**R** - Copy over the account number to the new fiscal year, dropping the "R" status code. Do NOT allow posting in the current year.

**T** - Terminated account. Do NOT copy over to the new year and do NOT allow posting in the current year.

**Blank** - The account number may be posted to in the current year and will roll over to the new fiscal year if it has been used.

NOTE: When adding account numbers, enter only the information which is different from the preceding line (everything else will be copied down).

**20 - MESSAGE** - Display - This field will contain the message from the system for the data entered on the associated line.

**21 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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## **LST**

Display a list of existing information.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - FISCAL YEAR** - Required (4 A/N) - The fiscal year for the chart of accounts. The default is the current year.  
  
**NEXT:** - The following seven fields indicate the next account to be listed.
- 5 - FUND** - Optional (2 A/N) - The two digit fund number.
- 6 - OBJECT** - Optional (4 A/N) - The object number.
- 7 - SUB** - Optional (2 A/N) - The sub object number.
- 8 - FLD1** - Optional (4 A/N) - The first field of the account number.
- 9 - FLD2** - Optional (4 A/N) - The second field of the account number.
- 10 - FLD3** - Optional (4 A/N) - The third field of the account number.
- 11 - FLD4** - Optional (4 A/N) - The fourth field of the account number.
- 12 - UPD "X"** - Optional (1 A/N) - An indicator to mark an account on the screen that is to be updated. When this field is marked with an "X", the R.C. and STATUS codes may be changed or the line may be deleted if the account number has not been paid against in the current fiscal year.
- 13 - FUND** - Required (2 A/N) - The two digit fund number in the account structure. Funds can be from 01 through 49 and must exist on the **DDICT** screen.
- 14 - OBJECT** - Required (4 A/N) - The object number in the account structure. Objects can be from 1100 to 3999 and from 5200 to 5399; the first two digits of the object must exist on the **DDICT** screen.
- 15 - SUB** - Optional (2 A/N) - The sub object number associated with the object.
- 16 - FLD1** - Optional (4 A/N) - The first field of the account number.
- 17 - FLD2** - Optional (4 A/N) - The second field of the account number.
- 18 - FLD3** - Optional (4 A/N) - The third field of the account number.

**19 - FLD4** - Optional (4 A/N) - The fourth field of the account number.

**20 - R.C.** - Optional (1 A/N) - The responsibility code associated with a payroll chart of accounts entry.

**21 - STATUS** - Optional (1 A/N) - The status code for the payroll chart of accounts entry used for fiscal year rollover. The codes are:

**B** - The account number will be copied over to the new fiscal year, provided that all account elements are present in the district dictionary (**DDICT**) for the new fiscal year.

**D** - Delete the account number at fiscal year rollover. Allow posting in the current year.

**R** - Copy over the account number to the new fiscal year, dropping the "R" status code. Do NOT allow posting in the current year.

**T** - Terminated account. Do NOT copy over to the new year and do NOT allow posting in the current year.

**Blank** - The account number may be posted to in the current year and will roll over to the new fiscal year if it has been used.

NOTE: When adding account numbers, enter only the information which is different from the preceding line (everything else will be copied down).

**22 - MESSAGE** - Display - This field will contain the message from the system for the data entered on the associated line.

**23 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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## LST

Display a list of job classes.

- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **NEXT: JOB CLASS** - Optional (5 A/N) - Job class code. Job classes must be all numbers. Certificated positions are 10000 - 19999. Classified positions are 20000 - 29999. The job class number entered here is the starting job class for the list on the screen. Records will be listed in job class order.
- 4 - **NEXT: SHORT DESCRIPTION** - Optional (18 A/N) - The short job class description. If field 4 is blank, the description is used to begin the job class list by short job description.
- 5 - **SHORT DESCRIPTION** - Optional (1 A/N) - "X" indicates that the list of job classes is to be by the short job class description.
- 6 - **LONG DESCRIPTION** - Optional (1 A/N) - "X" indicates that the list of job classes is to be by the full job class description. Will default to long description if left blank.
- 7 - **UPD "X"** - Optional (1 A/N) - An indicator to mark a line or entry on the screen that is to be updated. When this field is marked with an "X", the line may be changed or deleted depending on the function.
- 8 - **JOB CLASS** - Required (5 A/N) - Job class code. Job classes must be numeric. Job classes are:
  - 10000-19999    Certificated
  - 20000-29999    Classified
- 9 - **MGT NON** - Required (1 A/N) - This field contains an indicator whether this position is a management position or non-management position. Codes are:
  - M - Management
  - N - Non-Management
- 10 - **BARG UNIT** - Required (3 A/N) - The bargain unit code must exist in the districts' **BARGN** file. Only one bargaining unit code may be attached to a specific district job class code.
- 11 - **O/T EXMPT** - Display - This field contains an indicator of position eligibility for overtime. The codes are:
  - Y - Exempt
  - N - Not Exempt

**12 - JOB FAM** - Optional (1 A/N) - This field contains job family codes for a job class. It is an occupational grouping used for reporting to the Equal Employment Opportunity Commission. Codes are:

- |  |                                    |
|--|------------------------------------|
| <b>1</b> - Administrators and Officers | <b>5</b> - Paraprofessionals       |
| <b>2</b> - Professionals               | <b>6</b> - Office/Clerical Workers |
| <b>3</b> - Technicians                 | <b>7</b> - Skilled Crafts          |
| <b>4</b> - Protective Services         | <b>8</b> - Service and Maintenance |

**13 - JOB TYPE** - Display - This field contains an alpha code to identify certain job types. The field is used by the County Office Retirement Unit to determine eligibility and for state unemployment insurance. The codes are:

- TE** - Teacher
- BM** - Board Member
- HD** - Health and Development
- XT** - Exchange Teacher
- SW** - Student Worker
- SB** - Substitute Teacher
- TA** - Teacher Assistant

**14 - SHORT DESCRIPTION** - Display - The short job class description.

**15 - FULL DESCRIPTION** - Display - The full description for the job class as it exists in the county job class file (**CJOBS**).

**16 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The District Vendor Authorization screen (**DVNDR**) is used to update the list of authorized vendors (from **CVNDR**) for a district. The list is maintained by the County Office and the districts have inquiry capability and may update the semi-frequency flag.

The screenshot displays the 'DISTRICT VENDOR AUTHORIZATION' screen. At the top, it shows 'Dist No.' as 0810 and '05.0527'. The main area is a table with the following columns: 'Upd' (with 'X' in the first row), 'Vendor', 'Semi Freq', 'ARS', 'CSEA', 'Short Name', 'Vendor Name', and 'STRS Vin#'. The table contains several rows of data, each starting with a downward-pointing arrow. Navigation arrows are present at the top and bottom of the screen, with 'Next Screen' indicated at the bottom right.

## DVNDR screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

### ADD

Add the district vendor number. COUNTY OFFICE ONLY.

### CHG

Change the SEMI FREQ flag on the screen.

### DEL

Delete vendor number not in use. COUNTY OFFICE ONLY.

### INQ

Same as LST.

### LST

Inquire about existing information.

**2 - DISTRICT NAME** – Display - The name of the district.

- 
- 3 - VERSION NUMBER** – Display – The current version control number of the screen.
  - 4 - DIST NO.** - Required (3 A/N) - The number of the district.
  - 5 - NEXT: VENDOR** - Optional (5 A/N) - A number associated with a vendor. If the vendor number is entered, then the list will be in order by vendor number. If VENDOR and SHORT NAME are left blank the first vendor on file is displayed.
  - 6 - NEXT SHORT NAME** - Optional (12 A/N) - The short name associated with a vendor. If vendor SHORT NAME is entered and VENDOR NUMBER is left blank, then the list will be in vendor name sequence.
  - 7 - UPD "X"** - Optional (1 A/N) - An indicator to mark a line on the screen that is to be updated. When this field is marked with an "X", the vendor may be changed or the line deleted.
  - 8 - VENDOR** - Required (5 A/N) - A number associated with a vendor. A vendor must be in **CVNDR** to be added to the list of authorized vendors for the district. The vendor number ranges and description:
    - 00001 - 00999** Involuntary vendors
    - 01000 - 19999** Wage attachment vendors
    - 20000 - 28999** Tax Sheltered Annuities
    - 29000 - 29999** Alternative Retirement Systems
    - 30000 - 31999** Flexible Benefits (Pre-Tax)
    - 32000 - 39999** Health and Welfare
    - 40000 - 49999** Life and Disability
    - 50000 - 59999** Unions / Associations
    - 60000 - 69999** Banks / Credit Unions
    - 70000 - 79999** Charitable Organizations
    - 80000 - 99999** Miscellaneous
  - 9 - SEMI FREQ** - Optional (1 A/N) - "Y" means that the deduction for the vendor will be taken on both semi-monthly pay cycles. The deduction will be divided by two. "N" indicates that the deduction will only be taken on the second semi-monthly pay cycle. Default is "Y". (Exception: Bonds - 9810 which will only be "N") This is only used for employees having a semi-monthly pay frequency. (currently not in use)
  - 10 - ARS** - Display - "Y" if vendor is an Alternative Retirement Systems vendor.
  - 11 - CSEA** – Display – “Y” if vendor is a CSEA vendor.
  - 12 - SHORT NAME** - Display - The short name associated with a vendor.
  - 13 - VENDOR NAME** - Display - The full name of a vendor.

**14 - STRS Vin #** – Display – The registration number assigned by CalSTRS for the tax deferred product. If the product is not compliant the word “**Inactive**” will be displayed.

**15 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**16 - NEXT SCREEN** – Optional (5 A/N) – Use to request another system screen.

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# DXPAY

The District Extra Pay Type - Code Authorization screen (**DXPAY**) is used to maintain a file of valid extra pay types and codes and their corresponding amounts or percentages. The district extra pay information is selected from the County extra pay file (**CXPAY**).

```

DXPAYT102074SEP13020209
DISTRICT EXTRA PAY TYPE-CODE AUTHORIZATION
91 COUNTY CONTROL
02.0416

Next Xpay   4 ←→ 5
Upd Xpay
X Type-Code 6 7 8 Description 9 Audit Parameters 10 Exp Date 11 On Emp Rec Pct Y/N Y/N 12 13 Amount 14 % of Pay 15 16
A= Subj to Withhldg E= Subj to SDI I= Incl in Ann Slry L= Subj to PERS
B= Subj to SS/Medi F= Subj to Wkrs' Cmp J= Non-Salary Acct M= Subj to STRS
C= Subj to Retirmnt G= Cred Validation K= Suppl Wages N= Time wkd reqd
D= Subj to SUI H= Contract Reqd 0= % Use okay
17

```

**DXPAY** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add district extra pay records.

**CHG**

Change or update existing information.

**DEL**

Delete the existing extra pay record. If an extra pay record is assigned to an employee it cannot be deleted.

**INQ**

Same as LST.

## LST

Display a list of existing extra pay types and codes.

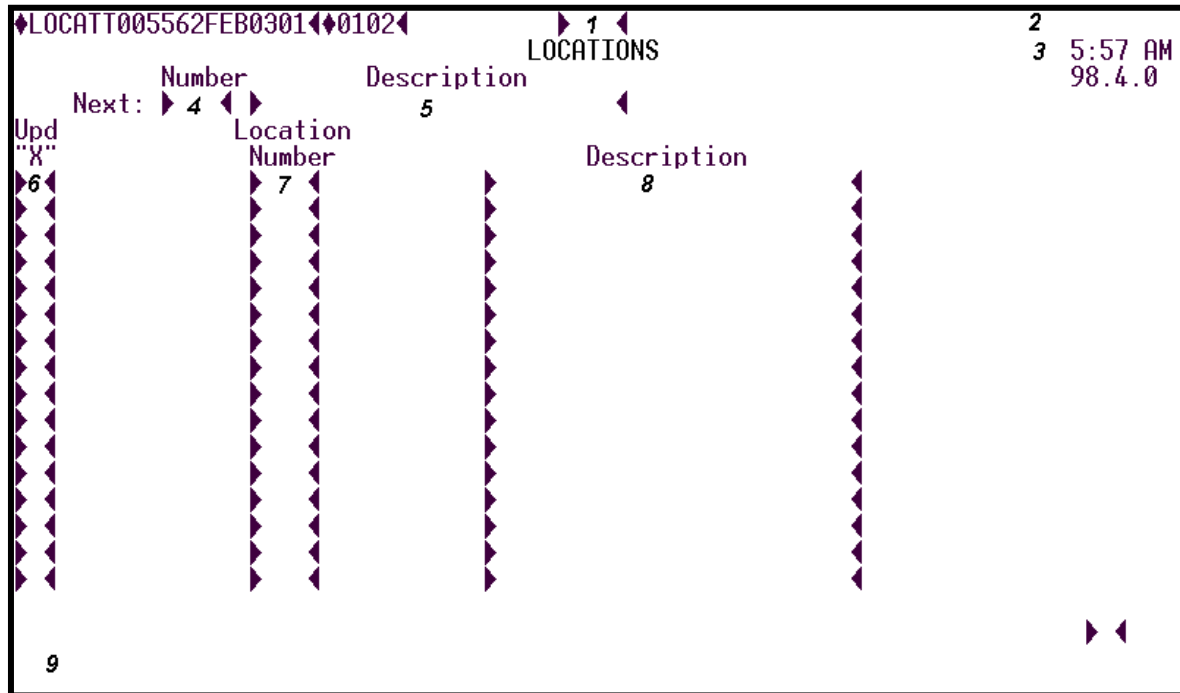
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - Current version control number of the screen.
- 4 - **NEXT XPAY** - Optional (2 A/N) - The extra pay type to begin the list. If left blank, the display will begin with the first extra pay type on the file.
- 5 - **NEXT CODE** - Optional (2 A/N) - This field contains the extra pay code which, associated with the extra pay type, creates an extra pay record for the district.
- 6 - **UPD "X"** - (1 A/N) - An indicator to mark a line on the screen that is to be updated. When this field is marked with an "X", the extra pay information may be changed or the line deleted.
- 7 - **XPAY TYPE** - Required (2 A/N) - This field contains the extra pay type from 01 through 99 that identifies a type of extra pay. 90-99 are reserved for salary repayment. The extra pay type must exist in the County extra pay file (**CXPAY**).
- 8 - **XPAY CODE** - Required (2 A/N) - The extra pay code used to further define the type of extra pay. This code is defined by the district.
- 9 - **XPAY DESCRIPTION** - Display - The description associated with the extra pay type.
- 10 - **AUDIT PARAMETERS** - Display - There are fifteen single character audit parameters associated with each type of extra pay. The parameters are identified as "A" through "O" and contain an indicator whether or not the parameter is valid for that line. The parameters qualify the payroll calculation on the type of extra pay (**CXPAY**).
- 11 - **Exp Date** - Display - A date will display on any Extra-pay type that no longer exist. The expiration date is from the (**CXPAY**).
- 12 - **ON EMP REC Y/N** - Optional (1 A/N) - If this field contains a "Y", the extra pay amount or percent is entered on the employee record (**EXPAY**) screen and stored on the employee extra pay record. If the field contains an "N", the amount or percent is added on this screen and is valid for the entire district. XPAY TYPES 90-99 must have a "Y" in this field.
- 13 - **PERCENT Y/N** - Optional (1 A/N) - If this field contains a "Y", then the extra pay indicated is a percentage. "N" indicates a dollar amount. This field may not be changed if there is an **EXPAY** record on file with the same extra pay type and sub-code combination. This indicator applies to amounts on either the **DXPAY** or **EXPAY** screens. XPAY TYPES 90-99 may not have a "Y" here.

- 14 - AMOUNT** – Optional (9 A/N) - This field contains the extra pay amount or extra pay percentage. If it is a percentage, the percentage cannot exceed 100. Any dollar amount is for an entire month regardless how often an employee receives extra pay. A decimal is required.
- 15 -** Required (1 A/N) - This field contains a plus (+) or minus (-) depending if the amount or percentage is positive or negative.
- 16 – % of Pay** Optional (2,2N) – Use this field for Extra-Pay records that have parameter “O” and the Extra-pay is a percentage of base pay. If it is a percentage, the percentage cannot exceed 100.
- 17 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Locations screen (**LOCAT**) is used to update and maintain location numbers. The locations are used to identify where an employee works, where their time is kept, or where their warrant is to be sent. The location number is used on position control (**POSIT**) and employee (**EMPLY**) screens.



LOCAT Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add locations on the screen.

**CHG**

Change or update existing information.

**DEL**

Delete the locations.

**INQ**

Same as LST.

## LST

Display a list of existing information.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.
- 4 - NEXT: NUMBER** - Optional (3 A/N) - If entered, this location is the first location to appear on the screen. The locations will be in numeric sequence.
- 5 - NEXT: DESCRIPTION** - Optional (24 A/N) - The description associated with a location where an employee works, time is kept, or warrant is distributed. If field 4 is left blank, and this field contains an entry, it is the first description to appear on the screen. The locations will be in alphabetic sequence by description.
- 6 - UPD "X"** - Optional (1 A/N) - An indicator to mark a location to be updated. When this field is marked with an "X", the description for the location will be changed or the location will be deleted from the file.
- 7 - LOCATION NUMBER** - Required (3 A/N) - The district assigned number from 001 to 999 which defines a location of the employee's worksite, timekeeping, or warrant location.
- 8 - DESCRIPTION** - Required (24 A/N) - The description associated with a location of the employee's worksite, timekeeping, or warrant location.
- 9 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The SACS Chart of Accounts screen (**SACTE**) allows districts add to build and maintain a file of account numbers which represent the validated payroll chart of accounts which includes salaries, benefits, and dues. The screen is provided for SACS type 1, 2 and type 4 districts (as specified on **DIST**).

**SACTE** is for SACS type 1, type 2, and type 4 users only; type 3 users must use **SACT3**.

```

SACTET004931APR0199 9904 1 2 03 THE TEST DISTRICT
SACS Chart of Accounts 3 99.1.1

Fiscal Year : 4
Fund No. : 7
Sub No. : 8
Resource No. : 9
Sub No. : 10
Goal : 11
Function : 12
Sub No. : 13
Object No. : 14
Sub No. : 15
School : 16
Location : 17
Cost Center : 18
Project Year : 19

Respon Code : 20
Status : 21

22

23 Next Screen : 24
```

## SACTE Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Inquire on a specific account number.

**ADD**

Add the information on the screen.

**CHG**

Change or update existing information.

**DEL**

Delete the information on the indicated line.

**NXT**

Get information for the next account in number sequence.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - Fiscal Year** - Required (4 A/N) - The fiscal year for the current payroll. Default to the current fiscal year. (Ex. 1999 is fiscal year 1999-2000)
- 5** - Display – “Y” indicates the element is selected on the FIS system.
- 6** - Display – The District Dictionary description is displayed here.
- 7 - Fund** - Required (2 A/N) - The two digit fund number used to describe a validated SACS payroll chart of accounts entry.
- 8 - Sub-Fund** - Required (2 A/N) - The sub-fund number for the SACS payroll chart of accounts number.
- 9 - Resource** – Required (4 A/N) – The four digit resource number.
- 10 - Sub-Resource** – Optional (3 A/N) - The three digit sub- resource.
- 11 - Goal** – Required (4 A/N) – The four digit goal.
- 12 - Function** – Required (4 A/N) – The four digit function.
- 13 - Sub- Function** – Required (3 A/N) – The 3 digit sub-function.
- 14 - Object** – Required (4 A/N) – The four digit object number.
- 15 - Sub**– Required (3 A/N) - The three digit object-sub.
- 16 - School** – Required (3 A/N) - The three digit school.
- 17 - Location** – Required (3 A/N) –The three digit location number.
- 18 - Cost Center** – Required (3 A/N) – The three digit cost center.
- 19 - Project Year** – Optional (1 A/N) – The project year.
- 20 - Respon Code** - Optional (1 A/N) - The responsibility code associated with a payroll chart of accounts entry. Responsibility codes may be from 1 to 9 and from A to Z.

- 21 - STATUS** - Optional (1 A/N) - The status code for the payroll chart of accounts entry used for fiscal year rollover. The codes are:
- B** - The account number will be copied over to the new fiscal year, provided that all account elements are present in the district dictionary (DDICT) for the new fiscal year.
  - D** - Delete the account number at fiscal year rollover. Allow posting in the current year.
  - R** - Copy over the account number to the new fiscal year, dropping the "R" status code. Do NOT allow posting in the current year.
  - T** - Terminated account. Do NOT copy over to the new year and do NOT allow posting in the current year.
  - Blank** - The account number may be posted to in the current year and will roll over to the new fiscal year if it has been used.
- 22 - Display** – A message is displayed here if the account is not used for expense distribution in the current fiscal year.
- 23 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 24 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate.

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The SACS Account Listing screen (**SACTL**) allows districts to view the file of account numbers which represent the validated payroll chart of accounts which includes salaries, benefits, and dues. The screen is provided for Type 1, 2 and 4 districts (as specified on **DIST**).

The screenshot displays the SACTL screen with the following elements:

- Header: SACTLT005576FEB03010102 (with navigation arrows), SACS ACCOUNT LISTING, and version 99.1.2.
- Fiscal Year: 4 (with navigation arrows).
- Table Headers: Fund (6), Resource (7), Goal (8), Function (9), Object (10), Sch (11), Loc (12), CC (13), PY (14), RC (15), SC (16).
- Navigation: Line numbers 17, 18, and 19 with arrows; a 'Next Screen : 20' prompt.

## SACTL Screen

- 1 - **FUNCTION** - Display – Function for this screen will always be list.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **FISCAL YEAR** - Required (4 A/N) - The fiscal year of the chart of accounts. The default is the current year. (Enter as 2000 for fiscal year 2000-2001)
- 5 - **Line Number** – Display – The line number associated with the account number and used to navigate to the **SACTE** screen.
- 6 - **Fund** – Display – The two digit fund number and two digit sub fund number in the account structure.

- 7 - Resource** – Display – The four digit resource number and three digit sub- resource.
- 8 - Goal** - Display – The four digit goal.
- 9 - Function** - Display – The four digit function and three digit sub-function.
- 10 - Object** - Display – The four digit object number and three digit object-sub.
- 11 - Sch** - Display - The three digit school.
- 12 - Loc** - Display –The three digit location number.
- 13 - CC** - Display – The three digit cost center.
- 14 - PY** – Display – The project year.
- 15 - RC** – Display – The responsibility code.
- 16 - SC** – Display – The status code to be used in fiscal year rollovers.
  - B** - The account number will be copied over to the new fiscal year, provided that all account elements are present in the district dictionary (**DDICT**) for the new fiscal year.
  - D** - Delete the account number at fiscal year rollover. Allow posting in the current year.
  - R** - Copy over the account number to the new fiscal year, dropping the "R" status code. Do NOT allow posting in the current year.
  - T** - Terminated account. Do NOT copy over to the new year and do NOT allow posting in the current year.
  - Blank** - The account number may be posted to in the current year and will roll over to the new fiscal year if it has been used.
- 17 - Line No:** - Optional – (2 A/N) – The field to indicate the associated line number for the account number chosen for navigation to the **SACTE** screen.
- 18 - Next Account :** - Optional - The following eight fields indicate the next account number to be listed. Use these fields in any combination to list from a specific account number.
- 19 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 20 - Next Screen :** - Optional – (5 A/N) – The place to indicate the next screen to navigate to the account number indicated in the Line No: field.

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# SALRY

The Salary Schedule screen (**SALRY**) is used to create and update hourly, daily, and annual salary schedules for the district. Multiple salary schedules (Prior, Current, and Future) may exist at any time.

```

§SALRYT009116FEB1194§9402<<          >> 1 <<          2  91 COUNTY CONTROL
          SALARY SCHEDULE          3  92.1.0
Group No. ± 4 << Name >>          5          <<
Current/Future/Prior >> 6 <<          Hourly/Daily/Annual >> 7 <<
Group Effective Date >> 8 <<          Certificated/Noncertificated >> 9 <<

GEN and ADJ: Start Range ± 10 << End Range ± 11 <<
              Start Step ± 12 << End Step ± 13 << Round to even dollars? >> 14 <<
GEN: Range difference percent ± 15 << or amount ± 16 << Starting Salary
     Step difference percent ± 17 << or amount ± 18 << $ ± 19 <<
ADJ: Adjustment percent ± 20 << or amount ± 21 << Inc >> 22 << Dec >> 23 <<

RANGE ± 24 << Contract Days ± 25 <<

Step Amount Step Amount Step Amount Step Amount Step Amount
 1 ± 26 << 2 ± << 3 ± << 4 ± << 5 ± <<
 6 ± << 7 ± << 8 ± << 9 ± << 10 ± <<
11 ± << 12 ± << 13 ± << 14 ± << 15 ± <<
16 ± << 17 ± << 18 ± << 19 ± << 20 ± <<
21 ± << 22 ± << 23 ± << 24 ± << 25 ± <<
26 ± << 27 ± << 28 ± << 29 ± << 30 ± <<
31 ± << 32 ± << 33 ± << 34 ± << 35 ± <<
36 ± << 37 ± << 38 ± << 39 ± << 40 ± <<
27 ( 1, 1)                               Fm FX CAPSLOCK Ins L Page 1
  
```

## SALRY Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

### ADD

Add all the information on the screen.

### CHG

Change or update existing information.

### DEL

Delete all the information on the screen.

### INQ

Inquire about existing information.

**NXT**

Get the next salary range of information.

**GEN**

Generate a new salary schedule group.

**COPY**

Copy a current salary group to a newer current or future table.

**ADJ**

Apply a percent or amount increase or decrease adjustment to a current or future salary schedule.

**GENERATING A SALARY SCHEDULE** - The generate function is used to automatically generate a new salary schedule group, including ranges, and multiple steps. This function can only be used to create future schedules and can only be used if the group to be generated does not exist in the current salary schedule. Only annual schedules may be generated.

To generate a new salary schedule you must enter:

- Group number
- Group name
- "F" for future table
- "A" for annual salary schedule
- "C" or "N" for certificated or non-certificated
- GEN and ADJ: start range and end range
- GEN and ADJ: start step and end step
- GEN: range difference percent or amount
- GEN: step difference percent or amount
- Starting salary

**COPYING A SALARY SCHEDULE** - An existing schedule may be copied as a newer current or future schedule by using the CPY function. The new group will be an exact copy of the current group and is used in conjunction with the ADJ function to adjust a group. Must INQ on the group to be copied.

To copy an existing salary schedule you must enter:

- "C" or "F" for current or future table
- New group effective date

**ADJUSTING A SALARY SCHEDULE** - Use to adjust a current or future group. This function may be used to adjust hourly, daily, and annual salaries. The ADJ maybe done after a newer current or future group has been copied (CPY). Must INQ on the new group before the ADJ.

To adjust an existing salary schedule you must enter:

- GEN and ADJ: start range and end range
- GEN and ADJ: start step and end step
- ADJ: Adjustment percent or amount
- "X" Inc or Dec (Increase or Decrease amounts)

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - Current version control number of the screen.
- 4 - GROUP NO.** - Required (2 N) - Salary schedule group number. The valid ranges are 1 through 99.
- 5 - SALARY GROUP NAME** - Required (30 A/N) - The description of the salary group.
- 6 - CURRENT/FUTURE/PRIOR** - Required (1 A/N) - Salary schedule status. Valid values are:
  - C** - Current (default)
  - F** - Future
  - P** - Prior
- 7 - HOURLY/DAILY/ANNUAL** - Required (1 A/N) - The type of salary schedule. Valid values are:
  - H** - Hourly
  - D** - Daily
  - A** - Annual
- 8 - GROUP EFFECTIVE DATE** - Required (8 A/N) - The date the salary schedule became or is to become effective. When adding a newer current schedule the date must be equal to or greater than the previous current salary schedule. The future schedule date must be greater than the current date. Date may be entered as MMDDCCYY or MM/DD/CCYY.
- 9 - CERTIFICATED/NON-CERTIFICATED** - Required (1 A/N) - The certificated - non-certificated indicator for the salary schedule group. Valid values are:
  - C** - Certificated
  - N** - Non-certificated



## GEN and ADJ:

- 10 - START RANGE** - Required (2 N) - The starting range used for a salary schedule ADJ or GEN.
- 11 - END RANGE** - Required (2 N) - The ending range used for a salary schedule ADJ or GEN.
- 12 - START STEP** - Required (2 N) - The starting step used for a salary schedule ADJ or GEN.
- 13 - END STEP** - Required (2 N) - The ending step used for a salary schedule ADJ or GEN.
- 14 - ROUND TO EVEN DOLLARS?** - Required (1 A/N) - This field indicates amounts automatically generated or adjusted are to be rounded to the nearest dollar. Default is "Y" for Annual schedules, "N" for Daily and Hourly schedules.

## GEN:

- 15 - RANGE DIFFERENCE PERCENT** - Required (2,2 N) - The percentage difference between the ranges in the group. Value can be from 0 through 99.99 with a maximum of two decimal places. Must be blank if **16** is used.
- 16 - OR AMOUNT** - Required (4,2 N) - The dollar amount difference between ranges in the group for generating salary schedules. Must be blank if **15** is used. Decimal is required.
- 17 - STEP DIFFERENCE PERCENT** - Required (2,2 N) - The percentage difference between the steps in a range for a group. Value can be from 0 through 99.99 with a maximum of two decimal places. Must be blank if **18** is used.
- 18 - OR AMOUNT** - Required (4,2 N) - The dollar amount difference between steps when generating salary schedules. Must be blank if **17** is used. Decimal is required.
- 19 - STARTING SALARY** - Required (6,2 N) - When generating a salary schedule this field contains the starting salary. Steps and ranges are calculated beginning with this salary.

## ADJ:

- 20 - ADJUSTMENT PERCENT** - Required (2,2 N) - The percentage to adjust salary steps. The value can be from 0 through 99.99 with a maximum of two decimals.
- 21 - OR AMOUNT** - Required (4,2 N) - The dollar amount adjustment for steps when adjusting salary schedules.

- 22 - INC** - Required (1 A/N) - This field indicates that a salary adjustment is to increase the amounts on the schedule by the percentage in ADJUSTMENT PERCENT or the amount in OR AMOUNT. This field will default to "X".
- 23 - DEC** - Optional (1 A/N) - This field indicates that a salary adjustment is to decrease the amounts on the schedule by the percentage in ADJUSTMENT PERCENT or the amount in OR AMOUNT. If INC contains an "X", this field must be blank.
- 24 - RANGE** - Required (2 N) - The pay range number. Required when adding a salary schedule number. Valid values are 1 through 99.
- 25 - CONTRACT DAYS** - Optional (3 N) - The number of days that the certificated employees assigned to this salary group and range have been contracted. Valid values are 0 through 300.
- 26 - AMOUNT** - Required (6,2 N) - The salary amount for a specific step in a range is required for an ADD. Value ranges are:  
Hourly - 0 through 999.99  
Daily - 0 through 999.99  
Annual - 0 through 199,999.99
- 27 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Salary Schedules List screen (**SALST**) provides a list of prior, current, and future salary schedules on file within a district.

◆SALSTT005563FEB0301◆◆0102◆							2
1 SALARY SCHEDULES LIST							3 98.4.0 5:59 AM
Group	Name	C/N	HDA	Status	# of Ranges	Effective Date	
4	5	6	7	8	9	10	
							▶▶
11							

## SALST Screen

- 1 - **FUNCTION** - Display - Function for this screen will always list.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION/TIME** - Display - The current version control number of the screen. The current time as maintained by the computer at the moment the screen was requested.
- 4 - **GROUP** - Display - The salary schedule group number.
- 5 - **NAME** - Display - The description of the salary group.
- 6 - **C/N** - Display - The indicator for certificated or classified salary schedules.
- 7 - **HDA** - Display - Indicates if salary schedules are hourly, daily, or annual.

**8 - STATUS** - Display - Indicates if the salary schedule is prior, current, or future.

**9 - # OF RANGES** - Display - Displays number of ranges on file for a specific group.

**10 - EFFECTIVE DATE** - Display - The date the salary schedule became or will become effective.

**11 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The CSEA Yearly Totals screen (**CSEAV**) provides a list of monthly contributions to CSEA. Classified School Employee Associations fiscal year is September through August. This screen allows districts to view the monthly deductions for this vendor by employee.

```

CSEAVT189682AUG1005<<0508<      1  CSEA School Year Totals      2 02.0826

  School Year : ▶ 3 ◀      4 ABC UNION ELEMENTARY
Vendor & Sub  : ▶ 5 ◀ - ▶ 6 ◀ 7 CSEA PERCENTAGE
Soc Sec No.  : ▶      8 ◀ 9 MONROE, ERICA

      2004  10
12  September : 36.75+  13
    October   : 36.75+
    November  : 36.75+
    December  : 36.75+

      2005  11
14  January   : 36.75+  15
    February  : 36.75+
    March     : 36.75+
    April     : 36.75+
    May       : 36.75+
    June      : 36.75+
    July      :
    August    :

                School Year Total : 367.50+  16

Message : 17                                Next Screen : ▶ 18 ◀@◀
  
```

## CSEAV Screen

- 1 - **FUNCTION** - Display - Function for this screen will always list.
- 2 - **VERSION/TIME** - Display – The current version control number of the screen. The current time as maintained by the computer at the moment the screen was requested.
- 3 - **SCHOOL YEAR** – Required (4, A/N) – The school year for the CSEA deductions. Default is the current fiscal year.
- 4 - Display - The name of the district.
- 5 - **VENDOR** – Required (5, A/N) - The number associated with the vendor.
- 6 - **VENDOR SUB CODE** – Required ( 2, A/N) – The number associated with a vendor to identify a specific type of deduction or benefit.

- 7 – Display – The description associated with a specific vendor and vendor sub code combination.
- 8 – **SOC SEC NO.** – Required (12 A/N) – The social security number of the employee. May be entered with or without hyphens (ex. 123-45-6789 or 123456789).
- 9 – Display – The place where the employee’s last name, followed by the first name will display.
- 10 – Display – The beginning calendar year in the fiscal year.
- 11 – Display – The ending calendar year in the fiscal year.
- 12 – Display – The first four months in the beginning fiscal year (September – December).
- 13 – Display – The deduction amount processed for the indicated month.
- 14 – Display - The eight months in the ending fiscal year (January – August).
- 15 – Display - The deduction amount processed for the indicated month.
- 16 – **School Year Total:** - Display – The accumulate total of the CSEA deductions for the requested school year.
- 17 – **MESSAGE** - Display - The place where any messages from the system will be displayed.
- 18 – **NEXT SCREEN** – Optional (5 A/N) – The place to indicate the next screen to navigate.

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The District Warrant Stub Notice screen (**STUBX**) allows districts to add customized messages to the warrant stub. The fiscal year and pay cycle are required items. Districts can add up to two lines of messages on the warrant stub.

The screenshot shows the STUBX screen with the following content:

```
STUBX1030109FEB13060602
District Warrant Stub Notice
091 COUNTY CONTROL
06.0112

Fiscal Year: ▲ 3 ◀
Pay Cycle: ▶ 4 ◀
Issue Date: 5

6
7

Next Screen ▶ 9 ◀@◀

8
```

## STUBX Screen

**1 - FUNCTION** – Required (3 A/N) – Valid functions for this screen are:

**ADD**

Add the information on the screen.

**CHG**

Change the information on the screen

**DEL**

Delete all the information listed on the screen.

**INQ**

Inquiry on existing information.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 – FISCAL YEAR** – Required (4 A/N) – The fiscal year for the current payroll. Default to the current fiscal year. (Ex. 2005 is fiscal year 2005-2006)
- 4 – PAY CYCLE** – Required (3 A/N) - The payroll cycle the message is to display on warrant. Default is the next upcoming pay cycle. Valid values are:
  - M01 – M12** – Transactions at the end of month
  - S02 – S24** – Transactions on a semi-monthly date
- 5 – ISSUE DATE** - Display - The date payroll warrants will be issued for the Pay Cycle listed.
- 6 – Optional** (78 A/N) – Customized message created by district to appear on the warrant stub.
- 7 - Optional** (78 A/N) – Customized message created by district to appear on the warrant stub. Messages input in this field will display in a line below the text field above.
- 8 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 9 - NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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The Supplementary District Data Items screen (**DISTU**) is used to enter amounts determined by district for Postemployment Benefits Other than Pensions (OPEB). A percentage can be added for current retirees and a fixed amount for future retiree liabilities. A percentage based on the POSIT screen may also be applied to the amount entered for future retiree liabilities. The percentage and amounts entered on this screen will be used for calculating OPEB liabilities during payroll processing.

```

DISTUT021389MAY140740705
Supplementary District Data Items          1  07.0402
Function : ▶ 2 ◀
Fiscal CCYY : ▶ 3 ◀
District No. : ▶ 4 ◀
OPEB Retirees Percentage : ▲ 5 ◀ Enter 1 % as 1.00
OPEB (Future) $$ Amount : ▲ 6 ◀
OPEB (Future) Use % FTE : 7 ◀

Message : Enter District &/or Fiscal Yr 8      ◀ Next Screen : ▶ 9 ◀◀◀
    
```

## DISTU Screen

- 1 - **VERSION NUMBER** - Display - Current version control number of the screen.
- 2 - **FUNCTION** - Required (3 A/N) - Valid functions for this screen are:
  - INQ**  
Inquire on existing information.
  - CHG**  
Change or update existing information. This can only be done after an inquiry.
- 3 - **FISCAL CCYY** - Required - (4 A/N) - The fiscal year of the district information record. Defaults to current fiscal year.
- 4 - **DISTRICT NO.** - Required - (3 A/N) - The unique three digit number assigned to each district. Displays at district level.

- 5 – OPEB RETIREES PERCENTAGE** – Optional – (3, 2 N) – Percentage to be applied to gross pay for all active employees for current retirees OPEB liability.
- 6 – OPEB (FUTURE) \$\$ AMOUNT** – Optional – (6, 2 N) – Amount applied to gross pay for employees marked as OPEB eligible on EMPLY screen.
- 7 – OPEB (FUTURE) USE % FTE** – Optional - (1 A/N) - "Y" indicates that the FTE from EMPOS will be applied to the OPEB (FUTURE) \$\$ AMOUNT. Default: blank.
- 8 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 9 - NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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The Chart of Accounts screen (**SACT3**) allows districts to build and maintain a file of account numbers that represent the validated payroll chart of accounts which includes salaries, benefits, and dues. The screen is provided for districts (Type 3) whose account structure does not use the SACS format.

```

SACT3T007566MAY1499 9905 1 2 03 A TEST DISTRICT
 4 Fiscal Year CHART OF ACCOUNTS 3 99.1.3
 5 6 7 8 9 10 11 Next Account No.
Upd
"X" Fund Object-Sub Fld1 Fld2 Fld3 Fld4 R.C. Status Message
12 13 14 15 16 17 18 19 20 21 22
23
Next Screen : 24 @
  
```

**SACT3** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add the information on the screen.

**CHG**

Change or update existing information.

**DEL**

Delete all the information on the indicated line.

**INQ**

Same as LST.

**LST**

Display a list of existing information.

- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **FISCAL YEAR** - Required (4 A/N) - The fiscal year for the chart of accounts. The default is the current year. (ex. 1999 is for fiscal year 1999-2000)
- Next Account No.** - The following seven fields indicate the next account to be listed.
- 5 - **FUND** - Optional (2 A/N) - The two digit fund number.
- 6 - **OBJECT** - Optional (4 A/N) - The object number.
- 7 - **SUB** - Optional (2 A/N) - The sub object number.
- 8 - **FLD1** - Optional (4 A/N) - The first field of the account number.
- 9 - **FLD2** - Optional (4 A/N) - The second field of the account number.
- 10 - **FLD3** - Optional (4 A/N) - The third field of the account number.
- 11 - **FLD4** - Optional (4 A/N) - The fourth field of the account number.
- 12 - **UPD "X"** - Optional (1 A/N) - An indicator to mark an account on the screen that is to be updated. When this field is marked with an "X", the R.C. and STATUS codes may be changed or the line may be deleted if the account number has not been paid against in the current fiscal year.
- 13 - **FUND** - Required (2 A/N) - The two digit fund number in the account structure. Funds must exist on the **DDICT** screen.
- 14 - **OBJECT** - Required (4 A/N) - The object number in the account structure. Objects can be from 1100 to 3999 and from 5200 to 5399; the first two digits of the object must exist on the **DDICT** screen.
- 15 - **SUB** - Optional (2 A/N) - The sub object number associated with the object.
- 16 - **FLD1** - Optional (4 A/N) - The first field of the account number.
- 17 - **FLD2** - Optional (4 A/N) - The second field of the account number.
- 18 - **FLD3** - Optional (4 A/N) - The third field of the account number.
- 19 - **FLD4** - Optional (4 A/N) - The fourth field of the account number.

□

**20 - R.C.** - Optional (1 A/N) - The responsibility code associated with a payroll chart of accounts entry.

**21 - STATUS** - Optional (1 A/N) - The status code for the payroll chart of accounts entry used for fiscal year rollover. The codes are:

**B** - The account number will be copied over to the new fiscal year, provided that all required account elements are present in the district dictionary (**DDICT**) for the new fiscal year.

**D** - Delete the account number at fiscal year rollover. Allow posting in the current year.

**R** - Copy over the account number to the new fiscal year, dropping the "R" status code. Do NOT allow posting in the current year.

**T** - Terminated account. Do NOT copy over to the new year and do NOT allow posting in the current year.

**Blank** - The account number may be posted to in the current year and will roll over to the new fiscal year if it has been used.

NOTE: When adding account numbers, enter only the information which is different from the preceding line (everything else will be copied down).

**22 - MESSAGE** - Display - This field will contain the message from the system for the data entered on the associated line.

**23 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**24 - Next Screen** - Optional (5 A/N) - Place to indicate the next screen to navigate.

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## OVERVIEW

The Position Control Module provides the districts with a means of entering position control information associated with a particular job. Positions may be Monthly, Fixed, Variable or Summer School. Fixed positions are Daily or Hourly positions that are assigned to fixed schedules (**FSCHD**) to be paid automatically. Variable positions are Daily or Hourly positions that are paid by time entries (**TMUPD&TMMAS**). Only one employee may be assigned to a monthly or fixed position at a time with no overlap of dates. Multiple employees may be assigned to a variable position at one time.

Position information is set up and maintained on the **POSIT** screen. The **EMPOS** screen will be used to assign the employee (**EMPLY**) to a position (**POSIT**). The following screens must be completed prior to entering of position control:

County Module (District selects from this list):

**CDAYS, SMA**

District Module (District must have these screens updated):

**BARGN, SACTE, DJOBS, LOCAT, SALRY**

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## SCREEN SUMMARIES

### **POSIT** - Position Control

Use to maintain position control information. Positions may be Monthly, Fixed (daily/hourly), Variable (daily/hourly) or Summer School.

### **FSCHD** - Fixed Time Schedule

Used by districts to create and update monthly and semi-monthly fixed time schedules that will be worked by a fixed scheduled daily/hourly position. Positions assigned to fixed schedules will have time automatically paid at payroll.

### **POSQ** – Position Control Inquiry

Used to view POSIT, EMPOS, and SXPOS on one screen.

### **SXPOS/SXPO3** - Position Expense Distribution

Use to assign a set of account numbers to each position.

### **SXPOL/SXPL3** - Position Expense Distribution List

Use to view SACS account number assigned to position.

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## POSITION PROCEDURES LIST

### PRIMARY PROCEDURES:

1. **POSIT** - Set up and maintain position control information.

### SUPPORT PROCEDURES:

1. **FSCHD** - Set up monthly and semi-monthly work schedules for fixed positions. Schedules may be updated according to the actual time worked by the employee.
2. **SXPOS/SXPO3** - Enter expense distribution lines for a position. For monthly and fixed schedule positions, an employee's pay may be distributed by percentages (must add up to 100%) to several accounts. Percentage is always "0" zero for variable positions.

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## SCREEN DEPENDENCIES

<i>Screen</i>	<i>Description</i>	<i>Depends on</i>	<i>Module</i>
<b>FSCHD</b>	Fixed time schedule	<b>POSIT</b>	<b>POSITION</b>
<b>POSIT</b>	Position control	<b>CDAYS SMA DJOBS LOCAT SALRY</b>	<b>COUNTY COUNTY DISTRICT DISTRICT DISTRICT</b>
<b>POSQ</b>	Position Control Inquiry	<b>POSIT EMPOS SXPOS</b>	<b>POSITION EMPLOYEE DISTRICT</b>
<b>SXPOS</b>	Position expense distribution	<b>SACTE POSIT</b>	<b>DISTRICT POSITION</b>
<b>SXPO3</b>	Position expense distribution	<b>SACT3 POSIT</b>	<b>DISTRICT POSITION</b>
<b>SXPOL</b>	Position expense distribution list	<b>SXPOS</b>	<b>DISTRICT</b>
<b>SXPL3</b>	Position expense distribution list	<b>SXPOS</b>	<b>DISTRICT</b>

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The Fixed Time Schedule screen (**FSCHD**) is used to create and update fixed time schedules of days or hours. These time schedules represent the time which can be worked by fixed schedule daily and hourly positions.

Positions assigned to fixed schedules will have the fixed time paid automatically from the schedule at payroll time rather than having to input on a time entry screen (**TMUPD & TMMAS**). This screen is used for positions that have predictable schedules of time worked.

```

♦FSCHDT005603FEB0301♦♦0102♦          1
                                     FIXED TIME SCHEDULE
                                     2
                                     3 8:14 AM
                                     98.4.0

Fiscal Year      Position      HDM
  4              5              6

Month           Monthly Time      Semi-Monthly Time
 7             8                8
JUL            M01 ▲ 9 ▲         S01 ▲ 10 ▲ S02 ▲ 11 ▲
AUG            M02 ▲          S03 ▲          S04 ▲
SEP            M03 ▲          S05 ▲          S06 ▲
OCT            M04 ▲          S07 ▲          S08 ▲
NOV            M05 ▲          S09 ▲          S10 ▲
DEC            M06 ▲          S11 ▲          S12 ▲
JAN            M07 ▲          S13 ▲          S14 ▲
FEB            M08 ▲          S15 ▲          S16 ▲
MAR            M09 ▲          S17 ▲          S18 ▲
APR            M10 ▲         S19 ▲          S20 ▲
MAY            M11 ▲         S21 ▲          S22 ▲
JUN            M12 ▲         S23 ▲          S24 ▲

12
    
```

### FSCHD Screen

**1 - FUNCTION** - Optional (3 A/N) - Valid functions for this screen are:

**ADD**

Add a new time schedule.

**CHG**

Change or update an existing time schedule.

**DEL**

Delete a time schedule.

**INQ**

Inquire on a time schedule.

**NXT**

Get the next sequential time schedule.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.
- 4 - FISCAL YEAR** - Required (4 A/N) - The fiscal year for the desired time schedule. Fiscal year is entered as a 4 digit number such as "2000" for fiscal year 2000-2001. This will default to the current fiscal year.
- 5 - POSITION** - Required (4 A/N) - The position number from **POSIT** for the fixed schedule.
- 6 - HDM** - Required (1 A/N) - This field must correspond with the position. Valid values are:  
     H - Hourly  
     D - Daily
- 7 - MONTH** - Display - The given month associated with the payroll cycle.
- 8 - PAYROLL CYCLES** - Display - Payroll cycle code. M01 through M12 indicate monthly time. S01 through S24 indicate semi-monthly time.
- 9 - MONTHLY TIME** - Required (6 N) - The amount of time that is to be paid on a particular pay cycle. The amount for a monthly cycle can not exceed 23 days for a daily schedule or 184 hours for an hourly schedule.
- 10 - FIRST SEMI MONTHLY TIME** - Required (6 N) - The amount of time that is to be paid on a particular pay cycle. The sum of the amount on the same line can not exceed 23 days for a daily schedule and 184 hours for an hourly schedule.
- 11 - SECOND SEMI-MONTHLY TIME** - Required (6 N) - The amount of time that is to be paid on a particular pay cycle. The sum of the amounts on the same line can not exceed 23 days for a daily schedule and 184 hours for an hourly schedule.
- 12 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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# POSIT

The Position Control screen (**POSIT**) is used to maintain position control information associated with a given job. There are four types of positions: monthly, fixed, variable and summer school.

A position number identifies each position in the district. This screen is used to add positions and update information related to a position.

```
POSITT002889JAN2099999011 1 2 03 THE TEST DISTRICT
                               POSITION CONTROL 3 98.4.0

Position Title 5 HDM F/V Shift 6 7 8
----- Starting -----
Job Class Type Description % F.T.E. Group Range Step 9 10 11 12 13 14 15
----- Locations ----- Bargain Subject ----- Starting Salary -----
Worksite Timekeeping Unit CSEA ? Base Annual FTE Annual D/H Rate 16 17 18 19 20 21 22

Sal Schd --Work Year-- -----Work Week----- Hours ---Shift Hours---
Months JASONDJFMAMJ Su M Tu W Th F Sa per day From To 23 24 25 26 27 28

-----Certificated Positions-----
G/L Grades Track ----- Subject Matter Areas ----- 29 30 31 32 33
Assign Date #Days 34 35 36
```

**POSIT Screen**

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add the position information on the screen.

**CHG**

Change or update existing information.

**DEL**

Delete a position that is entered in error. (Only positions that have not been paid against may be deleted.)

**INQ**

Inquire on an existing position.

**NXT**

Get the next sequential position on file.

**2 - DISTRICT NAME** - Display - The name of the district.

**3 - VERSION NUMBER** - Display - The current version control number of the screen.

**4 - POSITION** - Required (4 A/N) - Number of the position that is being established.  
Duplicate position numbers are not allowed.

**5 - TITLE** - Required (30 A/N) - A specific description of the position.

**6 - HDM** - Required (1 A/N) - Indicates type of pay rate.  
Valid values are:

- H** - Hourly
- D** - Daily
- M** - Monthly

**7 - F/V** - Required (1 A/N) - Indicates a fixed or variable work schedule. If "F" is entered, a valid time schedule (**FSCHD**) must be set up in order to be paid automatically. Blank when HDM = M.

Valid values are:

- V** - Variable (Hourly and Daily)
- F** - Fixed
- S** - Summer school

**8 - SHIFT** - Optional (1 A/N) - Shift differential that applies to the position (percent is indicated on **BARGN** record).

Valid values are:

- F** - Full shift
- P** - Partial shift
- S** - Split shift

**9 - JOB CLASS** - Required (5 A/N) - Job class code. Certificated positions are 10000 through 19999. Classified positions are 20000 through 29999. (Select job class code from **DJOBS**.)

**10 - TYPE** - Display - Two character alpha code (**DJOBS**) used to identify certain job types.  
Used for State Unemployment Insurance and Retirement qualifications.

- 
- 11 - DESCRIPTION** - Display - Full description of the job class from **CJOBS**.
  - 12 - % F.T.E.** - Required (5 N) - Percentage of full time equivalent. Entered with two decimal positions such as 50.00 for 50 percent. Used only for monthly positions. Default will be 100.00.
  - 13 - GROUP** - Required (2 N) - Salary schedule group. Salary schedule must be set up on the **SALRY** screen. Must not be entered for Summer School positions. (Edits for certificated or classified on the **SALRY** screen.)
  - 14 - RANGE** - Required (2 N) - Salary schedule range. Salary schedule must be set up on the **SALRY** screen. Must not be entered for Summer School positions.
  - 15 - STEP** - Required (2 N) - Salary schedule step. The starting pay step for the position. Salary schedule must be set up on the **SALRY** screen. Must not be entered for Summer School positions.
  - 16 - LOCATIONS: WORKSITE** - Required (3 A/N) - The work location of the position. The location must be present in the district location tables (**LOCAT**).
  - 17 - LOCATIONS: TIMEKEEPING** - Required (3 A/N) - The location where time is kept in the position. The location must be present in the district location tables (**LOCAT**).
  - 18 - BARGAIN UNIT** - Display - The bargain unit number assigned from **DJOBS**.
  - 19 - Subject CSEA?** - Required (1 A/N) – Indicates if the position is eligible for CSEA deductions.
  - 20 - BASE ANNUAL** - Display - For monthly positions only, displays base annual salary from **SALRY**.
  - 21 - FTE ANNUAL** - Display - The BASE ANNUAL salary times the % F.T.E.
  - 22 - D/H RATE** - Display - Daily (D) or hourly (H) rate for variable positions. Displayed from **SALRY**.
  - 23 - SAL SCHD MONTHS** - Required (2 A/N) - The number of months used in salary calculations for monthly positions. Valid values are:  
 Certificated employees - 5, 10, 11, 12  
 Classified employees - 12 (only)

NOTE: 10/12 Pay employees must be 10 months  
 10/12 Pay employees Work Year must be SONDJFMAMJ

**24 - WORK YEAR** - Required (12 A/N) - Months to be worked indicated by an "X" under the appropriate month letter starting with July. The number of "X"s must equal SAL SCHD MONTHS for Certificated employees. (Number of X's must be 5, 10, 11, or 12) an "X" indicates a warrant will be processed. If a month is left blank, pay will not be processed. NOTE: 10/12 Pay employees Work Year must be SONDJFMAMJ.

**25 - WORK WEEK** - Optional (1 A/N) - This field contains an "X" for each day that is a normal work day for this position.

**26 - HOURS PER DAY** - Optional (4 N) - Number of hours normally worked in a day:

1. Certificated Monthly and Fixed Daily Teachers -

Actual number of hours worked per day. Defaults to **CDAYS** hours per day.

2. Certificated Fixed Hourly Teachers -

Average number of hours worked per day. Must be between 0 and 12 if entered.

Defaults to **CDAYS** hours per day.

3. Certificated Monthly and Certificated Fixed Daily Non-Teachers, and Classified Monthly

-

Actual number of hours worked per day. Must be between 0 and 12 if entered.

Will default to 8 if not entered.

4. Certificated Fixed Hourly Non-Teachers and Classified Fixed Hourly -

Average number of hours worked per day. Must be between 0 and 12 if entered.

Defaults to 8 if not entered.

5. All Variable -

Hours per day can not be used for variable positions.

**27 - SHIFT HOURS FROM** - Optional (6 A/N) - Normal starting time for fixed schedule and monthly employees. Entered as 10:00A for 10 AM and 6:30P for 6:30 PM.

**28 - SHIFT HOURS TO** - Optional (6 A/N) - Normal ending time for fixed schedule and monthly employees. Entered as 10:00A for 10 AM and 6:30P for 6:30 PM

**CERTIFICATED POSITIONS** - This area is required only for certificated positions.

**29 - G/L** - Required (1 A/N) - Grade level code for certificated positions. Valid codes and descriptions are:

**0** ALL

**1** K-3

**2** K-6

**3** K-8

**4** K-9

- 5 K-12
- 6 7-9
- 7 7-12
- 8 7-14
- 9 9-12
- A 11-12
- B 13-14
- C 6-8
- D PREK
- E ADLT

**30 - GRADES** - Optional (5 A/N) - Grades associated with the grade level code. If left blank, this will default to the description for the associated grade level code described above.

**31 - TRACK** - Required (1 A/N) - Work schedule track for certificated positions indicating the number of contract days as indicated on **CDAYS**.

**32 - SUBJECT MATTER AREAS** - Required (3 A/N) - At least one subject matter area code is required for a certificated position with the exception of certificated administrators. The code must exist on **SMA**.

**33 - SUBJECT MATTER AREAS** - Display - The subject matter area description for the associated Subject Matter Area code.

**34 - ASSIGN DATE** - Display - The current fiscal year assignment date for the corresponding track according to **CDAYS**.

**35 - #DAYS** - Display - The number of days the position is to work (**CDAYS**) in the current fiscal year.

**36 - MESSAGE** - Display - The place where any messages from the system will be displayed.

NOTE: After a successful ADD of a position, the position expense distribution screen (**SXPOS/SXPO3**) will automatically display. The expense distribution for the position may be entered now or at a later time.

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The SACS Position Expense Distribution List screen (**SXPOL**) allows districts to view SACS account numbers assigned to each position

```

♦SXPOLT005735FEB0601♦♦0102♦          ▶ 1 ◀          2
Fiscal Year          SACS POSITION EXPENSE DISTRIBUTION LIST          3 99.1.3
▶ 4 ◀
Posit#      Position Title          JobClass  HDM  F/V  %FTE  G/L Grades
▶ 5 ◀          6          7          8    9    10    11    12
Job Class Description
Start at Line?  List Inactive Lines?          13
▲ 14 ◀          15 ◀          16

LINE ACTIVE
NO.  Y/N  PERCENT  Fund  Resource  Goal  Function  Object  Sch  Loc  CC  PY
17   18   19      20    21      22   23      24    25  26  27  28

NEXT SCREEN ▶ 30 ◀ ◀
29
    
```

## SXPOL Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**LST**

Use to continue a list of account numbers.

**NXT**

Gets expense distribution information for the next position in numeric sequence.

**2 - DISTRICT NAME** - Display - The name of the district.

**3 - VERSION NUMBER** - Display - The current version control number of the screen.

**4 - FISCAL YEAR** - Required (4 A/N) - The fiscal year for the position's expense distribution. Defaults to current fiscal year. (Ex. 1999 is entered for fiscal year 1999-2000)

**5 - POSIT#** - Required (4 A/N) - Number of the position. Defaults to first position number on file.

---

THE NEXT EIGHT FIELDS ARE DISPLAYED FROM **POSIT**:

- 6 - POSITION TITLE** - Display - Description of the position.
- 7 - JOB CLASS** - Display - Job class code.
- 8 - HDM** - Display - Indicates the type of pay rate.
- 9 - F/V** - Display - Indicates if the position is fixed, variable, or summer school.
- 10 - % F.T.E.** - Display - Percentage of full time equivalent.
- 11 - G/L** - Display - Grade level code for certificated positions.
- 12 - GRADE** - Display - Grades associated with grade level code.
- 13 - JOB CLASS DESCRIPTION** - Display - Description of the job class.
- 14 - START AT LINE?** - Optional (3 N) – The line number associated with the account number in which to start the list.
- 15 - LIST INACTIVE LINES?** - Optional (1 A/N) - "N" indicates inactive lines will not be displayed. Defaults to "Y".
- 16 -** Display - If the position is monthly or fixed the social security number and name of the current active employee will be displayed here.
- 17 - LINE NO.** - Display - The assigned number for a line of the position's expense distribution. Line numbers for added lines can be supplied by the system. 999 line numbers are allowed for a position with no duplications of line numbers within a position.
- 18 - ACTIVE Y/N** - Display - "Y" indicates the account number shown is active. Inactive account numbers do not display on time entry screens (**TMUPD**). The prior year account number (9511) will always be inactive.
- 19 - PERCENT** - Display - Percent of pay applied to the line of distribution. The sum of all percents entered must equal 100% and the decimal must be entered. Required for all monthly and fixed positions.
- 20 - FUND/SUB-FUND** - Display - The two digit fund number and two digit sub-fund number.
- 21 - RESOURCE/SUB-RESOURCE** - Display - The four digit resource number and the three digit sub-resource number.

- 22 - GOAL** - Display - The four digit goal number.
- 23 - FUNCTION/SUB-FUNCTION** - Display - The four digit function number and the three digit sub-function number.
- 24 - OBJECT/SUB-OBJECT** - Display - The object number and the three digit object-sub number.
- 25 - SCH** - Display - The three digit school.
- 26 - LOC** - Display - The location code.
- 27 - CC** - Display - The three digit cost center.
- 28 - PY** - Display - The project year.
- 29 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 30 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate to for expense distribution chosen in selection field.

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The SACS Position Expense Distribution screen (**SXPOS**) allows SACS account numbers to be assigned to each position. Monthly and fixed schedule positions may have pay distributed automatically by percentages to multiple account numbers. For variable positions, the account numbers will be distributed according to time entry (**TMUPD/TMMAS**) transactions.

**SXPOS** is for SACS type 1, type 2, and SACS type 4 users only; SACS type 3 users must use **SXPO3**.

```

SXPOST004929APR0199 9904 1 2 03 THE TEST DISTRICT
Fiscal Year          SACS POSITION EXPENSE DISTRIBUTION          3 99.1.1
 4
Posit#              Position title                Job Class  HDM  F/V  %FTE  G/L Grades
 5 6                7            8      9    10   11 12
                Job Class Description
Start at Line?      List Inactive Lines?
 14 15
Upd Line Act
"X" No  Y/N Percent
Fund  Resource  Goal  Function  Object  Sch  Loc  CC  Py
17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33
 34
Next Screen 35 @
    
```

**SXPOS** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add the position's expense distribution on the screen. Must exist in the district SACS chart of accounts.

**CHG**

Change or update existing information.

**DEL**

Delete an account number. (May not delete an account number that has been paid against in the current fiscal year.)

**INQ**

Inquire on expense distribution for a position.

**LST**

Use to continue a list of account numbers.

**NXT**

Gets expense distribution information for the next position in numeric sequence.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - Fiscal Year** - Required (4 A/N) - The fiscal year for the position's expense distribution. Defaults to current fiscal year. (Ex. 1999 is entered for fiscal year 1999-2000)
- 5 - Posit#** - Required (4 A/N) - Number of the position. Defaults to first position number on file.

THE NEXT EIGHT FIELDS ARE DISPLAYED FROM **POSIT**:

- 6 - Position Title** - Display - Description of the position.
- 7 - Job Class** - Display - Job class code.
- 8 - HDM** - Display - Indicates the type of pay rate.
- 9 - F/V** - Display - Indicates if the position is fixed, variable, or summer school.
- 10 - % F.T.E.** - Display - Percentage of full time equivalent.
- 11 - G/L** - Display - Grade level code for certificated positions.
- 12 - Grades** - Display - Grades associated with grade level code.
- 13 - Job Class Description** - Display - Description of the job class.
- 14 - Start at Line?** - Optional (3 N) – The line number associated with the account number in which to start the list.
- 15 - List Inactive Lines?** - Optional (1 A/N) - "N" indicates inactive lines will not be displayed. Defaults to "Y".
- 16 - Display** – If the position is monthly or fixed the social security number and name of the current active employee will be displayed here.

- 17 - Upd "X"** - Optional (1 A/N) - An indicator to mark a line on a screen that is to be updated. When this field is marked with an "X", the other fields associated with it will be changed or deleted.
- 18 - Line No** - Required (3 N) - The assigned number for a line of the position's expense distribution. Line numbers for added lines can be supplied by the system. 999 line numbers are allowed for a position with no duplications of line numbers within a position.
- 19 - Act Y/N** - (1 A/N) - "Y" indicates the account number shown is active. Inactive account numbers do not display on time entry screens (**TMUPD**). The prior year account number (9511) will always be inactive.
- 20 - Percent** - Required (3,2 N) - Percent of pay applied to the line of distribution. The sum of all percents entered must equal 100% and the decimal must be entered. Required for all monthly and fixed positions. Must be blank for variable positions.

THE FOLLOWING THIRTEEN FIELDS (ACCOUNT STRUCTURE) MUST EXIST IN SACTL:

- 21 - Fund** - Required (2 A/N) - The two digit fund number used to describe a validated SACS payroll chart of accounts entry.
- 22 - Sub-Fund** - Required (2 A/N) - The sub-fund number for the SACS payroll chart of accounts number.
- 23 - Resource** – Required (4 A/N) – The four digit resource number for the SACS payroll chart of accounts number.
- 24 - Sub-Resource** – Required (3 A/N) - The three digit sub- resource for the SACS payroll chart of accounts number.
- 25 - Goal** – Required (4 A/N) – The four digit goal for the SACS payroll chart of accounts number.
- 26 - Function** – Required (4 A/N) – The four digit function for the SACS payroll chart of accounts number.
- 27 - Sub- Function** – Required (3 A/N) – The 3 digit sub-function for the SACS payroll chart of accounts number.

**28 - Object** – Required (4 A/N) – The four digit object number for the SACS payroll chart of accounts number.

OBJECTS	JOB CLASS CODE
1100 through 1999	10000 through 19999
2100 through 2999	20000 through 29999

**29 - Sub-Object** – Required (3 A/N) - The three digit object-sub.

**30 - Sch** – Required (3 A/N) - The three digit school.

**31 - Loc** – Required (3 A/N) –The three digit location number.

**32 - CC** – Optional (3 A/N) – The three digit cost center.

**33 - Yr** – Optional (1 A/N) – The project year.

**34 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**35 - Next Screen** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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**INQ**

Inquire on expense distribution for a position.

**LST**

Use to continue a list of account numbers.

**NXT**

Get expense distribution information for the next position in numeric sequence.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version number of the screen.
- 4 - FISCAL YEAR** - Required (4 A/N) - The fiscal year for the position's expense distribution. Defaults to current fiscal year. (ex: 1999 is for fiscal year 1999-2000)
- 5 - POSIT#** - Required (4 A/N) - Number of the position. Defaults to first position number on file.

THE NEXT EIGHT FIELDS ARE DISPLAYED FROM **POSIT**:

- 6 - POSITION TITLE** - Display - Description of the position.
- 7 - JOB CLASS** - Display - Job class code.
- 8 - HDM** - Display - Indicates the type of pay rate.
- 9 - F/V** - Display - Indicates if the position is fixed or variable.
- 10 - % F.T.E.** - Display - Percentage of full time equivalent.
- 11 - G/L** - Display - Grade level code for certificated positions.
- 12 - GRADES** - Display - Grades associated with grade level code.
- 13 - JOB CLASS DESCRIPTION** - Display - Description of the job class.
- 14 - START AT LINE?** - Optional (3 N) - The line number associated with the account number in which to start the list.
- 15 - LIST INACTIVE LINES?** - Optional (1 A/N) - "N" indicates inactive lines will not be displayed. Defaults to "Y".
- 16** - Display - If the position is monthly of fixed the social security number and name of the current active employee will be displayed here.

- 17 - **UPD "X"** - Optional (1 A/N) - An indicator to mark a line on a screen that is to be updated. When this field is marked with an "X", the other fields associated with it will be changed or deleted.
- 18 - **LINE NO.** - Required (3 N) - The assigned number for a line of the position's expense distribution. Line numbers for added lines can be supplied by the system. 999 line numbers are allowed for a position with no duplications of line numbers within a position.
- 19 - **ACTIVE Y/N** - (1 A/N) - "Y" indicates the account number shown is active. Inactive account numbers do not display on time entry screens (**TMUPD**). The prior year account number (9511) will always be inactive.
- 20 - **PERCENT** - Required (3,2 N) - Percent of pay applied to the line of distribution. The sum of all percents entered must equal 100%. Required for all monthly and fixed positions. Must be blank for variable positions.

THE FOLLOWING SEVEN FIELDS (ACCOUNT STRUCTURE) MUST EXIST IN **SACT3**:

- 21 - **FUND** - Required (2 A/N) - The two digit fund number used to describe a validated payroll chart of accounts entry.
- 22 - **OBJECT** - Required (4 A/N) - The object number for the payroll chart of accounts number. Object/job class code validations are:

OBJECTS	JOB CLASS CODE
1100 through 1999	- 10000 through 19999
2100 through 2999	- 20000 through 29999

- 23 - **SUB** - Optional (2 A/N) - The sub object number for the payroll chart of accounts number.
- 24 - **FLD1** - Optional (4 A/N) - The first part of the account number for the payroll chart of accounts number.
- 25 - **FLD2** - Optional (4 A/N) - The second part of the account number for the payroll chart of accounts number.
- 26 - **FLD3** - Optional (4 A/N) - The third part of the account number for the payroll chart of accounts number.
- 27 - **FLD4** - Optional (4 A/N) - The fourth part of the account number for the payroll chart of accounts number.
- 28 - **MESSAGE** - Display - The place where any messages from the system will be displayed.
- 29 - **NEXT SCREEN** - Optional (5A/N) - Place to indicate the next screen to navigate to for expense distribution chosen in selection field.

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The Position Control Inquiry screen (**POSQ**) allows districts to view current fiscal year information associated with a specific position number. This screen will display position and annual salary information from the **POSIT**, expense information from the **SXPOS**, and salary information indicated on the **EMPOS**.

The first five active/inactive lines of distribution from the **SXPOS** screen will be displayed on this screen.

```

♦POSQ T039716SEP0401♦♦0109♦          1          2 ELEM SCH DIST
Position                               Position Control Inquiry          3 01.0515
  4
  Title                               Start GRS   Base Ann   FTE Ann   D/H Rate
  5                               6 %         7         8         9         10
Job                               Brgn Subj   Work Time
Class Type   Description          Unit Csea   Loc   Loc
 11          12          13          14          15          16          17
# Months   --Work Year--   Work Week   Hrs/Day   ----- Shift -----
 18          19          20          21          22          23
                               Curr GRS   Monthly   Annual
 24          25          26          27          28
-----Certificated Positions-----
G/L Grades   Track   ----- Subject Matter Areas -----
 29          30          31          32          33
Assign Date   #Days
 34          35
-----Expense Distribution-----
 36          37          38          39          40          41          42          43          44          45          46          47

 48
                               Next Screen ▶ 49 ◀@
  
```

## POSQ Screen

- 1 - **FUNCTION** – The function for this screen will always list.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **POSITION** - Required (4 A/N) - Number of the position.

- 
- 5 - **TITLE** - Display – A specific title assigned on the **POSIT** screen.
  - 6 - **%** – Display - Percentage of full time equivalent.
  - 7 - **START GRS** - Display – The starting Group, Range and Step listed on the **POSIT** screen for this position.
  - 8 - **BASE ANN** – Display – For monthly positions only, displays base annual salary from **SALRY**.
  - 9 - **FTE ANN** - Display – The **BASE ANNUAL** salary multiplied by the percentage.
  - 10 - **D/H RATE** - Display – Daily (D) or hourly (H) rate for variable positions. Displayed from **SALRY**.
  - 11 - **JOB CLASS** – Display - Job Class code. Certificated positions are 10000 through 19999. Classified positions are 20000 through 29999.
  - 12 - **TYPE** – Display – This field contains a two character alpha code to identify certain job types.
  - 13 - **DESCRIPTION** – Display – Full description of the job class from **CJOBS**.
  - 14 - **BRGN UNIT** – Display – The bargain unit number assigned from **DJOBS**.
  - 15 - **SUBJ CSEA** - Display – A “Y” indicates this position is eligible for CSEA deductions. A “N” indicates this position is not eligible for CSEA deductions.
  - 16 - **WORK LOC** - Display - The worksite location listed on **POSIT** for this position.
  - 17 - **TIME LOC** - Display - The location where time is kept for this position listed on **POSIT**.
  - 18 - **# MONTHS** - Display – The number of months worked in this position listed on **POSIT**.
  - 19 - **WORK YEAR** - Display – Months to be worked in this position indicated by the first letter of each month in fiscal year order.
  - 20 - **WORK WEEK** - Display – Days of the week to be worked indicated by the first letter of each day.
  - 21 - **HRS/DAY** - Display – Number of hours in a normal work day for the position.

- 
- 22 - SHIFT** – Display – The type of differential that applies to the position indicated on **BARGN** record.  
Valid values are:  
    **F** – Full shift  
    **P** – Partial shift  
    **S** – Split shift
- 23 - SHIFT** - Display – Time of day for shift work to begin and end for fixed schedule and monthly positions.
- 24 - EMPOS** – Display – If the position is monthly or fixed the social security number of current active will be displayed here.
- 25 - Display** – If the position is monthly or fixed the employee’s last name, followed by the first name and middle initial will be display here.
- 26 - CURR GRS** – The starting Group, Range and Step listed on the **EMPOS** screen for this position.
- 27 - MONTHLY** – Display – Pay rate from current salary schedule group, range, and step including %FTE and shift listed on the **EMPOS** screen for this position.
- 28 - ANNUAL** – Display – Annual pay for monthly positions only listed on the **EMPOS** screen for this position.
- 29 - G/L** - Display – Grade level code for the position listed on the **POSIT** screen.
- 30 - GRADES** – Display – Grades taught for the certificated position listed on the **POSIT** screen.
- 31 - TRACK** - Display – Work schedule track for certificated position listed on the **POSIT** screen.
- 32 - SUBJECT MATTER AREAS** - Display – The three digit subject matter area code for the position.
- 33 - SUBJECT MATTER AREAS** – Display – The subject matter area description for the associated Subject Matter Area code.
- 34 - ASSIGN DATE** - Display – Assignment start date for the corresponding track on the **CDAYS** screen.
- 35 - #DAYS** - Display – Indicates number of contract days associated with a track.

---

FIRST FIVE LINES OF EXPENSE DISTRIBUTION FROM THE SXPOS WILL DISPLAY ONLY.

- 36 - LINE** - Display – The line number associated with the account number on the **SXPOS**.
- 37 - ACT Y/N** - Display – A “Y” indicates the account number shown is active. A “N” indicates the account number shown is inactive on the **SXPOS**.
- 38 - PERCENT** - Display – Percent of pay applied to the line of distribution on the **SXPOS**.
- 39 - FUND/SUB-FUND** - Display - The two digit fund number and two digit sub-fund number.
- 40 - RESOURCE/SUB-RESOURCE** - Display – The four digit resource number and the three digit sub-resource number.
- 41 - GOAL** - Display – The four digit goal number.
- 42 - FUNCTION/SUB-FUNCTION** – Display – The four digit function number and the three digit sub-function number.
- 43 - OBJECT/SUB-OBJECT** – Display – The four digit object number and the three digit sub-object number.
- 44 - SCH** – Display – The three digit school number.
- 45 - LOC** – Display – The three digit location number.
- 46 - CC** – Display – The three digit cost center.
- 47 - PY** – Display – The project year.
- 48 - MESSAGE** – Display – The place where any messages from the system will display.
- 49 - NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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## OVERVIEW

The Employee module provides the districts with a means of entering and maintaining information about employees necessary for processing the payroll. All of this information must exist in the system before an employee can be paid. Districts must update all employee information as changes occur.

The major requirement in setting up and maintaining the employee module is in adding new employee information, updating their job assignments, maintaining their benefits/deductions, and setting up their extra pay and expense distribution.

The information to be kept in this module can be grouped into three major categories:

Employee personal data

### **EMPLY**

Assignment of employees to job positions

### **EMPOS**

Employee benefit, deduction, and extra pay information

### **BDEMP, DEPEN, EXPAY, SXEXP**

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## SCREEN SUMMARIES

**BDEMP** - Employee Benefits/Deductions Update

Districts set up and maintain information regarding employee and/or employer benefits and deductions.

**BDEML** - Employee Benefits/Deductions List

Use to list employee/employer benefits and deductions.

**EVNDR** - Employee List by Vendor/Sub

Use to list employees for a particular vendor/sub code combination.

**DEPEN** - Employee Beneficiary/Dependents Update

Use for setting up and maintaining information about an employee's beneficiary and dependents for insurance purposes.

**EARN** - Employee Total Earnings

Displays information on employee's current pay status.

**EMCHG** - Employee Social Security Number/Warrant Name Change

Provide a means of changing an employee's social security number and/or warrant name on a county-wide basis. Social Security Number changes are COUNTY OFFICE only.

**EMPLY** - Employee Personal Data

Used by districts to update and maintain personal information for each employee. This data is independent from information about any positions in which the employee may serve.

**EMPOS** - Employee Job Assignment Update

Links an employee with one or more previously established positions.

**EMPQ** – Employee Position Inquiry

Use to view employees current assignments.

**EDIST** - Employee Districts of Employment

Use to list all districts an employee works or has worked. COUNTY OFFICE ONLY.

**EMTSA** - Employee Tax Shelter Annuity

Use to maintain maximum exclusion allowance for current employees.

**EXPAY** - Employee Extra Pay

Assign and track extra pay information for an employee.

**SXEXP/3** - Extra Pay Expense Distribution

Use to set up expense distribution for extra pay.

**LXPAY** - List Employee Extra Pay By Type

Lists all employees for a particular extra pay.

**PREF** - Position Current Status.

Provides current status of positions.

**XREF** - Employee Cross Reference

Provides a historical cross reference check on employee/position.

## EMPLOYEE PROCEDURES LIST

### PRIMARY PROCEDURES:

1. **EMPLY** - Set up new employee information and maintain current information for each employee. All personal data including tax withholding information is entered here. This information is independent of data on any positions the employee might hold. An employee must be added to the system through this screen before any form of pay and/or benefits may be received.
2. **EMPOS** - Assign the employee to a position. An employee must be assigned to at least one position in order to be paid, but can be assigned to multiple positions. The start date for the position, the step the employee is currently on, and the step advancement date are entered on this screen. One employee may be assigned to monthly and fixed time schedule positions at any given time, while several employees may be assigned to a single variable position at the same time.

### SUPPORT PROCEDURES:

1. **EXPAY** - Set up employee extra pay. Valid extra pay codes/subcodes must be set up on **DXPAY** prior to adding here. Classified employees may not be assigned extra pay requiring credential validation.
2. **BDEMP** - Set up employee benefits and deductions including employer shares. Vendors and vendor/subcodes must be set up on **BDSUB** prior to adding here.
3. **DEPEN** - Set up employee dependent and beneficiary information. This is an informational screen only and is not required.
4. **EMCHG** - Correct employee social security number or warrant name. Districts correct warrant name only. Social security numbers are corrected at the County Office.

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## SCREEN DEPENDENCIES

<i>Screen</i>	<i>Description</i>	<i>Depends on</i>	<i>Module</i>
<b>BDEML</b>	Benefit/deduction list	<b>BDEMP</b>	<b>EMPLOYEE</b>
<b>BDEMP</b>	Benefit/deduction update	<b>BDSUB EMPLY</b>	<b>DISTRICT EMPLOYEE</b>
<b>DEPEN</b>	Dependent and beneficiary information	<b>EMPLY</b>	<b>EMPLOYEE</b>
<b>EARN</b>	Employee current pay information	<b>EMPOS</b>	<b>EMPLOYEE</b>
<b>EMCHG</b>	SS number and warrant name change	<b>EMPLY</b>	<b>EMPLOYEE</b>
<b>EMPLY</b>	Employee information	<b>LOCAT</b>	<b>DISTRICT</b>
<b>EMPOS</b>	Employee position assignment	<b>EMPLY POSIT</b>	<b>EMPLOYEE EMPLOYEE</b>
<b>EXPAY</b>	Employee extra pay	<b>DXPAY EMPOS</b>	<b>DISTRICT EMPLOYEE</b>
<b>EMTSA</b>	Employee Tax Shelter Annuity	<b>BDEMP CYRTD EMPLY EMPOS</b>	<b>EMPLOYEE REFERENCE EMPLOYEE EMPLOYEE</b>
<b>EVNDR</b>	Employee vendor list	<b>BDEMP RTBEN</b>	<b>EMPLOYEE RETIREMENT</b>
<b>LXPAY</b>	Employee extra pay list	<b>EXPAY</b>	<b>EMPLOYEE</b>
<b>SXEXP/3</b>	Extra pay expense distribution	<b>EXPAY SACTE</b>	<b>EMPLOYEE</b>
<b>PREF</b>	Position current status	<b>EMPOS POSIT</b>	<b>EMPLOYEE POSITION</b>
<b>XREF</b>	Cross-reference employee list	<b>EMPLY EMPOS RETIR</b>	<b>EMPLOYEE EMPLOYEE RETIREMENT</b>

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The Employee Benefit / Deduction List screen (**BDEML**) provides a way of listing all the benefits and voluntary deductions assigned to an employee.

```

♦BDEMLT005656FEB0301♦♦0102♦ 1 ♦ 2
                                EMPLOYEE BENEFIT / DEDUCTION LIST                                99.3.0
Soc. Sec. No.      Warrant last name      First name      Middle
 3                4                5                6
Pay cycle:      7                Vendor-sub
Next:          8  ←→ 9
Vendor-sb      Employee contribution      Employer contribution      Net      Dbd deducts
10            From      To      Amount      From      To      Amount      Pct      Vnd      ARS      To      From
                11      12      13      14      15      16      17      18      19      20      21
    
```

22

## BDEML Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Same as LST.

**LST**

Display a list of benefits and deductions for an employee beginning with the first vendor entered.

**NXT**

Get the next sequential employee on file beginning with the "NEXT" vendor-sub fields.

**2 - DISTRICT NAME/VERSION** - Display - The name of the district. The current version control number of the screen.

- 3 - SOC. SEC. NO.** - Optional (12 A/N) - The social security number of the employee with or without hyphens (ex. 123-12-1234 or 123121234). If entered, the INQ or LST will begin with this employee. If not, the first employee with a **BDEMP** record on file will display.
- 4 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 5 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 6 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 7 - PAY CYCLE:** - Display - Shows the employee's regular pay cycle "MONTH END" or "SECOND SEMI".
- 8 - NEXT: VENDOR** - Optional (4 A/N) - A number associated with a vendor. The number entered here is the starting point for the NXT or LST function.
- 9 - NEXT: VENDOR-SUB** - Optional (2 A/N) - The number associated with a vendor to further identify the benefit deduction. The number entered here is the starting point for the NXT or LST function.
- 10 - VENDOR-SUB** - Display - The vendor and vendor-sub number associated with a vendor.

## **EMPLOYEE CONTRIBUTION:**

- 11 - FROM** - Display - The start date of the employee's contribution.
- 12 - TO** - Display - The stop date of the employee's contribution.
- 13 - AMOUNT** - Display - The amount of the employee's contribution.

## **EMPLOYER CONTRIBUTION:**

- 14 - FROM** - Display - The start date of the employer's contribution.
- 15 - TO** - Display - The stop date of the employer's contribution.
- 16 - AMOUNT** - Display - The amount of the employer's contribution.
- 17 - PCT-** Display - If this field contains a "Y" then the contribution indicated is a percentage. Otherwise it is a dollar amount.
- 18 - NET VND** - Display - A "Y" here means the employee's net pay will be sent to the vendor.
- 19 - ARS** - Display - (Alternative Retirement System) If this field contains a "Y" then the vendor on this line is an ARS vendor.

## **DBD DEDUCTS:**

**20 - TO** - Display - Months for which double deductions are taken from the employee's pay and placed in trust.

**21 - FROM** - Display - Months for which deductions are taken from trust and paid to the vendor as employee contributions.

**22 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Employee Benefit/Deduction Assignment screen (**BDEMP**) is used to establish and maintain voluntary employee deductions and to assign benefits to employees. Deductions will process only on the employee's regular pay cycle.

```

BDEMP072403OCT17080810
EMPLOYEE BENEFIT / DEDUCTION ASSIGNMENT 06.0823

Emp / SS#      Warrant last name      First name      Middle
Vendor-sub     Vendor full name        Sub code description
TR/ABA        Ck/Sav      Account Number  Contrib on emp rec  Contrib is a Percent  ARS Vendor  CSEA Vendor
EMPLOYEE CONTRIBUTIONS:
- Start -- -- Stop --
Month Year  Month Year
EMPLOYER CONTRIBUTIONS:
- Start -- -- Stop --
Month Year  Month Year  Contribution  ACH PN Cycle  ACH Proc Cycle  Last UPD Date
Next Screen
    
```

## BDEMP Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

### ADD

Add deductions or benefits for an employee.

### CHG

Change or update information about a deduction or benefit.

### DEL

Delete the benefit or deduction.

### INQ

Same as LST.

### LST

List all of the employee benefit/deduction records on file for an employee in vendor-sub order.

### NXT

Display the first deduction or benefit for the next person on file.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - EMP ID/SS #** - Required (10 A/N) - The Employee 6 digit Identification number or the Social Security number of the employee. The Employee ID number may be entered with or without hyphens. (Ex: Employee ID number 123-456 or 123456). The Social Security number is entered without hyphens (Ex. 123-45-6789 is entered as 123456789).
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 8 - VENDOR** - Required (5 A/N) - The number associated with the vendor.
- 9 - VENDOR SUB CODE** - Required (2 A/N) - The number associated with a vendor to identify a specific type of deduction or benefit.
- 10 - VENDOR FULL NAME** - Display - The full name of a vendor.
- 11 - SUB CODE DESCRIPTION** - Display - The description associated with a specific vendor and vendor sub code combination.
- 12 - CALSTRS REGISTERED TSA VIN #** - Display - The registration number assigned by CalSTRS for the tax deferred product.
- 13 - COMPLIANCE DATE** - Display - The date the tax deferred product was registered with CALSTRS.
- 14 - INACTIVE DATE** - Display - The date the tax deferred product was not compliant.
- 15 - TR/ABA** - Required (9 A/N) - The Transit Routing/ABA number of the receiver's financial institution. This identification number is used to route entries to the appropriate RDFI (Receiving Depository Financial Institution).
- 16 - CK/SAV** - Required (1 A/N) - The flag indicating checking or savings account.
- 17 - ACCOUNT NUMBER** - Required (12 A/N) - The employee's account number at the RDFI (Receiving Depository Financial Institution).



**18 - CONTRIBUTION ON EMP RECORD Y/N** - Display - If this field contains a “Y”, the deduction or benefit contributions are entered using this screen and are stored on the employee deduction record. If it is an “N” the contribution is found on a **BDSUB** record.

**19 - CONTRIBUTION IS A PERCENTAGE Y/N** - Display - This field is used to identify the figures in the contribution fields as percentages.

**20 - ARS VENDOR** - Display - Displays an “Y” if the vendor number is an Alternative Retirement System (ARS).

**21 - CSEA Vendor** - Display - Displays an “Y” if the vendor number is CSEA (Classified School Employees Association).

**VALID CONTRIBUTION COMBINATIONS** - The following combinations of start and stop months and years are valid for fields 18 through 21 and 28 through 31:

	<i>Start Month</i>	<i>Start Year</i>	<i>Stop Month</i>	<i>Stop Year</i>
1.	blank	blank	blank	blank
2.	X	X	blank	blank
3.	blank	blank	X	X
4.	X	blank	X	blank
5.	X	X	X	blank
6.	X	blank	X	X
7.	X	X	X	X

1. Deduction will process each month beginning with the employee's next regular pay cycle.
2. Deduction will process continuously each month beginning with the start month and start year entered.
3. Deduction will process each month beginning with the next regular pay cycle and ending when the stop month and stop year are reached.
4. Deduction will process beginning with the start month processing through the stop month each year until a stop year is provided or the employee terminates.
5. Deduction will process beginning with the start month and start year processing through the stop month.
6. Deduction will process continuously beginning with the start month and ending with the stop month each year until the stop year is reached.

7. Deduction will process beginning with the start month and ending with the stop month each year beginning with the start year and ending with the stop year.
- 22 - EMPLOYEE CONTRIBUTIONS START MONTH** - Optional (2 A/N) - The month employee contributions are to start (ex. 09). See VALID CONTRIBUTION COMBINATIONS.
- 23 - EMPLOYEE CONTRIBUTIONS START YEAR** - Optional (4 A/N) - The year employee contributions are to start (ex. 1999). See VALID CONTRIBUTION COMBINATIONS.
- 24 - EMPLOYEE CONTRIBUTIONS STOP MONTH** - Optional (2 A/N) - The month employee contributions are to stop (ex. 06). See VALID CONTRIBUTION COMBINATIONS.
- 25 - EMPLOYEE CONTRIBUTIONS STOP YEAR** - Optional (4 A/N) - The year employee contributions are to stop (ex. 2001). See VALID CONTRIBUTION COMBINATIONS.
- 26 - EMPLOYEE CONTRIBUTION** - Optional (6 A/N) - The **Dollars** or **Percent** of employee contribution.
- 27 - NET PAY TO VENDOR** - Optional (1 A/N) - A “Y” means the employee's net pay after all deductions are taken will be sent to the vendor. Default is “N”. Only one deduction can have this field set to “Y” for an employee. This can only be used with vendor 69000.
- 28 - DOUBLE DEDUCTION MONTHS TO TRUST** - Optional (2 A/N) - First month for double deductions. The additional amount to be paid on the employee's behalf at a later date. This can only be used with health and welfare, life and disability, unions and associations, and charitable organization vendors. It requires that both a start and a stop month have been specified.
- 29 - DOUBLE DEDUCTION MONTHS TO TRUST** - Optional (2 A/N) - Second month for double deductions with the additional to be paid on the employee's behalf at a later date. This can only be used with health and welfare, life and disability, unions and associations, and charitable organization vendors. It requires that both a start and a stop month have been specified.
- 30 - DOUBLE DEDUCTION MONTHS FROM TRUST** - Optional (2 A/N) - First month to release the additional deduction to the vendor.
- 31 - DOUBLE DEDUCTION MONTHS FROM TRUST** - Optional (2 A/N) - Second month to release the additional deduction to the vendor.

- 32 - EMPLOYER CONTRIBUTIONS START MONTH** - Optional (2 A/N) - The month employer contributions are to start (ex. 09). See VALID CONTRIBUTION COMBINATIONS.
- 33 - EMPLOYER CONTRIBUTIONS START YEAR** - Optional (4 A/N) - The year employer contributions are to start (ex. 1999). See VALID CONTRIBUTION COMBINATIONS.
- 34 - EMPLOYER CONTRIBUTIONS STOP MONTH** - Optional (2 A/N) - The month employer contributions are to stop (ex. 06). See VALID CONTRIBUTION COMBINATIONS.
- 35 - EMPLOYER CONTRIBUTIONS STOP YEAR** - Optional (4 A/N) - The year employer contributions are to stop (ex. 2001). See VALID CONTRIBUTION COMBINATIONS.
- 36 - EMPLOYER CONTRIBUTION** - Optional (6 A/N) - Amount or percentage of the benefit to be paid by the employer on behalf of the employee.
- 37 - ACH PN CYCLE** - Display - The fiscal year and cycle of a successful pre notification.
- 38 - ACH PROC CYCLE** - Display - The fiscal year and cycle of deduction processing.
- 39 - LAST UPD DATE** - Display - Date of latest update to record.
- 40 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 41 - NEXT SCREEN** - Optional (5 A/N) - Use to request another system screen.

NOTE: **BDEMP** records will **NOT** process in the month of termination for employees terminated mid month.

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The Employee Beneficiary/Dependents screen (**DEPEN**) is used to maintain information about the employee's dependents and beneficiary. This screen is used by districts for informational purposes only.

```

DEPENT005659FEB03010102
EMPLOYEE BENEFICIARY / DEPENDENTS
Soc. Sec. No. 3 7 Warrant Last Name 4 First Name 5 Mid 6 98.4.0
----- Beneficiary -----
Name 8 Relation 9
Addr1 10 Beneficiary Tele. 11 12 13
Addr2 14
City 15 State 16 Zip 17 18
----- Dependents -----
Upd Dep. Last Name First Name Mid Birthdate Rel Soc. Sec. No
"X" No. 21 22 23 24 25 26
19 20
26
    
```

## DEPEN Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add the employee's beneficiary and/or dependent information.

**CHG**

Change or update information.

**DEL**

Delete the information.

**INQ**

Same as LST.

**LST**

Display a list of information for an employee.

**NXT**

Get the next sequential employee on file.

- 2 - DISTRICT NAME/VERSION** - Display - The name of the district. The current version control number of the screen.
- 3 - SOCIAL SECURITY NUMBER** - Required (12 A/N) - The social security number of the employee. The number may be entered with or without hyphens.
- 4 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee as it appears on the warrant. May use this field to INQ on an employee.
- 5 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 6 - MID** - Optional (12 A/N) - The middle name of the employee.
- 7 - DISPLAY** - Termination date, code, and description for an employee who is no longer actively employed at the district.

**BENEFICIARY:**

- 8 - NAME** - Optional (42 A/N) - Name of the beneficiary.
- 9 - RELATION** - Optional (16 A/N) - Relationship of the beneficiary to the employee.
- 10 - ADDR1** - Optional (30 A/N) - First line of the beneficiary address.
- 11 - BENEFICIARY TELE.** - Optional (3 A/N) - Beneficiary's telephone number area code. Default: "619".
- 12** - Optional (3 A/N) - Beneficiary's telephone number prefix.
- 13** - Optional (4 A/N) - Beneficiary's telephone number.
- 14 - ADDR2** - Optional (30 A/N) - Second line of the beneficiary address.
- 15 - CITY** - Optional (18 A/N) - City of the beneficiary.
- 16 - STATE** - Optional (2 A/N) - State of the beneficiary.
- 17 - ZIP** - Optional (5 A/N) - Zip code for the beneficiary.

- 18** - Optional (4 A/N) - Zip code extension to the beneficiary zip code.
- 19** - **UPD "X"** - Optional (1 A/N) - An indicator to mark a line on the screen that is to be updated. When this field is marked with an "X" the fields associated with it will be changed or deleted according to the entered screen function.
- 20** - **DEP. NO.** - Required (2 A/N) - Dependents line number. No two dependent line numbers may be the same.
- 21** - **LAST NAME** - Required (24 A/N) - The last name of the dependent.
- 22** - **FIRST NAME** - Optional (18 A/N) - The first name of the dependent.
- 23** - **MID** - Optional (1 A/N) - The middle initial of the dependent.
- 24** - **BIRTHDATE** - Required (8 A/N) - The birth date of the dependent. Birthdate may be entered MMDDYY or MM/DD/YY.
- 25** - **REL** - Optional (2 A/N) - Relationship of the dependent to employee. Valid values are:  
**SO** Son  
**DA** Daughter  
**SP** Spouse  
**FA** Father  
**MO** Mother  
**SS** Stepson  
**SD** Stepdaughter  
**OT** Other
- 26** - **SOCIAL SECURITY NUMBER** - Optional (12 A/N) - The social security number of the dependent. This number may be entered with or without hyphens.
- 27** - **MESSAGE** - Display - The place where any messages from the system will be displayed.

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# EARN

The Employee Total Earnings screen (**EARN**) is used to provide information on the employee's current month pay status.

```

EARN T000014FEB12040402          1          291 COUNTY CONTROL
EMPLOYEE TOTAL EARNINGS
Soc. Sec. No.      Last Name      First Name      Mid
 4                5                6                7
Posit  C/N  Retirement  HDM/  Monthly  Annual  Unit  Rate  OT
 8     9    Cd St S M   %FTE   Salary  Salary  17    18   Rate
                10 11 12 13   14     15     16

Estimated Total Monthly                20

Type Code Description  Posit  Start Dte  Stop Dte  %  Percent  Amount
21     22     23         24     25         26     27     28     29

Estimated Total EXPAY's                30
Next Screen▶ 32 ◀◀◀
31

```

## EARN Screen

- 1 - FUNCTION** - Display - The function for this screen will always list.
- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens.
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MID** - Optional (12 A/N) - The middle name of the employee.

**8 - POSIT** - Display - Number of employee's current position.

**9 - C/N** - Display - "C" indicates a certificated position. "N" indicates a non-certificated position.

**RETIREMENT:**

**10 - CD** - Display - The retirement code of the position.

**11 - ST** - Display - The retirement status of the position.

**12 - S** - Display - An "S" indicates that the employee is subject to Social Security.

**13 - M** - Display - An "M" indicates that the employee is subject to Medicare.

**14 - HDM/%FTE:**

**HDM** - Display - Indicates type of pay rate.

H - Hourly

D - Daily

M - Monthly

S - Summer School

**%FTE** - Display - Indicates percentage of full time equivalency.

**15 - MONTHLY SALARY** - Display - Pay rate from current salary schedule group, range, and step including %FTE and shift.

**16 - ANNUAL SALARY** - Display - Annual pay for monthly positions only.

**17 - UNIT** - Display - Indicates the employee's time unit.

**18 - RATE** - Display - Daily or hourly pay rate from current salary schedule.

**19 - OT RATE** - Display - Overtime rate for the employee calculated from the current salary schedule times the overtime percentage rate on **BARGN**.

**20 - ESTIMATED TOTAL MONTHLY** - Display - Current total monthly salary.

**21 - TYPE** - Display - Indicates extra pay type from employee's extra pay record on **EXPAY**.

**22 - CODE** - Display - Indicates extra pay code from employee's extra pay record on **EXPAY**.

**23 - DESCRIPTION** - Display - The description associated with the extra pay type.



**24 - POSIT** - Display - Number of the position to which the employee's extra pay is assigned.

**25 - START DTE** - Display - The month/year for the extra pay to take effect.

**26 - STOP DTE** - Display - The month/year for the extra pay to stop.

**27 - %** - Display – “Y” indicates that extra pay is a percentage of base pay.

**28 – PERCENT** – Display – The extra pay percentage.

**29 - AMOUNT** - Display - Contains the extra pay amount.

**30 - ESTIMATED TOTAL EXPAY'S** - Display - Contains the estimated total of the employee's extra pay excluding percentage extra pays.

**31 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**32 – NEXT SCREEN** – Optional (5 A/N) – The place to indicate the next screen to navigate .

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The Employee Districts of Employment screen (**EDIST**) is used to list all the districts an employee works or has worked as long as **EMPLY** is on file in the district. FOR COUNTY USE ONLY.

Soc. Sec. No.	Warrant last name	First name	Middle	District No.	District Name	Original Hire Code	Original Hire Date	Start Code	Start Date	Terminate Code	Terminate Date
3	4	5	6	7	8	9	10	11	12	13	14

**EDIST** Screen

**1 - FUNCTION** - Required - The valid functions for this screen are:

**INQ**

Same as LST.

**LST**

Display a list of existing information.

**NXT**

List the next employee on file.

**2 - TIME** - Display - The current time as maintained by the computer at the moment the screen was requested.

**3 - SOC. SEC. NO.** - Optional (12 A/N) - The social security number of the employee. Use this field to INQ on a specific employee.

- 4 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee with which to start or continue the list.
- 5 - FIRST NAME** - Optional (18 A/N) - The first name of the employee with which to start or continue the list.
- 6 - MIDDLE** - Display (12 A/N) - The middle name of the employee with which to start or continue the list.
- 7 - DISTRICT NO.** - Display - The district number assigned to the district.
- 8 - DISTRICT NAME** - Display - The name of the district .
- 9 - ORIGINAL HIRE CODE** - Display - Employee original hire code from **EMPLY**.
- 10 - ORIGINAL HIRE DATE** - Display - The date the employee was first hired in the district.
- 11 - START CODE** - Display - The code identifying the employee's rehire status in the district.
- 12 - START DATE** - Display - The date of the employee's rehire in the district.
- 13 - TERMINATE CODE** - Display - The employee's termination code from the district.
- 14 - TERMINATE DATE** - Display - The date of the employee's termination from the district.
- 15 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Employee Social Security Number/Warrant Name Change screen (**EMCHG**) is used to change an employee's warrant name or social security number on a county-wide basis. Social security number may only be changed by the County Retirement Unit. The employee's warrant name may be changed by the district.

```

EMCHGT000941MAR05934593034      1  2 01 FLORA'S DISTRICT
EMPLOYEE SOCIAL SECURITY NUMBER / WARRANT NAME CHANGE      3 92.1.0

  Soc. Sec. No.      Warrant Last Name      First Name      Middle
  4      5      6      7
  SS Card Name:      8
      9

Employee Change ("X" One Choice Only)
X04 Change Social Security Number to:      11
X24 Change Employee Warrant Name to:
      Warrant Last Name      First Name      Middle
      13      14      15

16 ( 6, 2)      Fm FX CAPSLOCK Ins L Page 1
14:15:31:81 INPUT REQUEST      0.00
  
```

### EMCHG Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**CHG**

Change or update information.

**INQ**

Inquire on the current name and social security number for an employee.

**2 - DISTRICT NAME** - Display - The name of the district.

**3 - VERSION NUMBER** - Display - The current version control number of the screen.

- 4 - SOC. SEC. NO.** - Required (12 A/N) - The current social security number on file for the employee. This field is required for an INQ.
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee as it appears on **EMPLY**.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 8 - SS CARD NAME** - Display - This is the name of the employee exactly as it appears on the employee's social security card (last name followed by a comma and the first and middle names, if any).
- 9** - Display - This will list all districts in which the person is or has been employed.
- 10 - CHANGE SOCIAL SECURITY NUMBER TO:** - Optional (1 A/N) - An indicator if the social security number for the employee is to be changed. Valid value is "X". COUNTY OFFICE ONLY.
- 11 - SOCIAL SECURITY NUMBER** - Required (12 A/N) - The new social security number for the employee.
- 12 - CHANGE EMPLOYEE WARRANT NAME TO:** - Optional (1 A/N) - An indicator if the name for the employee is to be changed. Valid value is "X". (District use)
- 13 - WARRANT LAST NAME** - Required (24 A/N) - The new last name of the employee.
- 14 - FIRST NAME** - Required (18 A/N) - The new first name of the employee.
- 15 - MIDDLE NAME** - Required (12 A/N) - The new middle name of the employee.
- 16 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Employee Personal Data screen (**EMPLY**) is the primary screen used to update and maintain personal information about an employee. An employee must be added to this screen before any pay may be received. An Employee Identification Number will be assigned automatically to the employee by the Payroll/Personnel system when an EMPLY is added.

```

EMPLOYT247420SEP060740709
EMPLOYEE PERSONAL DATA
Emp / SS #      Warrant Last Name      First Name      Middle      SS Card Name
 4      8      5      6      7      3  07.0330
----- Home Address -----
Addr1 10      Addr1 16      Mailing Address
Addr2 11      Addr2 17
City 12      City 18      State 19
      Zip 14      State 15      Zip 20      State 21
Tele. 22      Zip 23      Unlisted 25      Work Tele. 26      Zip 27
Comment: 29
Ret 30
Sex 31      Birth Date 32      M/S 33      OPEB 34      Eth 35      BLS 36      Hdcp 37      P.E 38      Sys 39
Hire date 42      cd 43      Start date 44      cd 45      Term date 46      cd 47      WarrLoc 48      PayHid 49      PayFreq 50      10-12 51
----- Tax Withholding Allowances -----
Fed: IRS M/S #allow #EIC Extra amount      Name 52
State: M/S #allow. #xtra Extra amount      Emergency Tele. 59      Last paid 60      Update date 61
      62      63      64      65      66      TB Expires 67      Last paid 69      Update date 70
Next Screen 72
71
  
```

**EMPLY Screen**

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add all the information on the screen about an employee.  
(INQ on a new employee's social security number prior to adding.)

**CHG**

Change or update existing information about an employee.

**DEL**

Delete all the information on the screen. Once the employee has been paid the **EMPLY** must remain on file.

**INQ**

Inquire about existing information on an employee.

**NXT**

Get the next sequential employee on file.

**TRM**

Terminate an employee. The TERM CODE must be between 30 and 39 inclusive and the TERM DATE must be the last day of employment.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - EMP ID/SS#** - Required (10 A/N) – The employee 6 digit identification number or the social security number of the employee. The Employee ID number may be entered with or without hyphens. (Ex: Employee ID number 123-456 or 123456). The Social Security number is entered without hyphens. (Ex: Social Security number 123-45-6123 is entered as 123456123.)
- 5 - WARRANT LAST NAME** - Required (24 A/N) - The last name of the employee.
- 6 - FIRST NAME** - Required (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 8** – (Display) Social Security number of requested employee.
- 9 - SS CARD NAME** - Required (42 A/N) - The last, first, and middle names exactly as they appear on the employee's social security card. They must be entered in the format "Last name, all other names" with one comma.

## HOME ADDRESS:

- 10 - ADDR1** - Required (30 A/N) - First line of home address (street and number) for an employee.
- 11 - ADDR2** - Optional (30 A/N) - Second line of home address (street and number) for an employee.
- 12 - CITY** - Required (18 A/N) - City of employee's home address.
- 13 - STATE** - Required (2 A/N) - State of employee's home address. Default: "CA" if not entered.
- 14 - ZIP** - Required (5 A/N) - Zip code for the employee.
- 15** - Optional (4 A/N) - Zip code extension.

## MAILING ADDRESS:

NOTE: The Mailing Address displays from the Home Address when the employee is added but needs to be changed separately when an update is made.

- 16 - ADDR1** - Optional (30 A/N) - First mailing address line (street and number) for an employee. Default: first line of home address.

- 17 - ADDR2** - Optional (30 A/N) - Second mailing address line (street and number) for an employee. Default: second line of home address.
- 18 - CITY** - Optional (18 A/N) - City that employee mail is delivered. Default: home city.
- 19 - STATE** - Optional (2 A/N) - State the employee mail is delivered. Default: "CA" if not entered.
- 20 - ZIP** - Optional (5 A/N) - Zip code for the employee mailing address. Default: home zip code.
- 21** - Optional (4 A/N) - Zip code extension. Default: home zip code extension.
- 22 - TELE.** - Optional (3 A/N) - Employee's home telephone number area code.
- 23** - Optional (3 A/N) - Employee's home telephone number prefix.
- 24** - Optional (4 A/N) - Employee's home telephone number.
- 25 - UNLISTED** - Optional (1 A/N) - "X" indicates the home telephone number is not to be printed in any directory.
- 26 - WORK TELE.** - Optional (3 A/N) - Employee's work telephone number area code.
- 27** - Optional (3 A/N) - Employee's work telephone number prefix.
- 28** - Optional (4 A/N) - Employee's work telephone number.
- 29 - COMMENT** - Optional (15 A/N) – Field to store district information on the employee.
- 30 – Display** – Displays in text form the retirement system membership and effective dates for all systems of which the employee is currently assigned.
- 31 - SEX** - Required (1 A/N) - Sex of employee.  
M - Male  
F - Female.
- 32 - BIRTH DATE** - Required (8 A/N) - Employee birth date.
- 33 - M/S** - Required (1 A/N) - Employee marital status.  
S - Single  
M - Married  
D - Divorced  
W – Widowed  
X - Separated



- 34 – OPEB** – Required (1 A/N) – Optional Post Employee Benefits eligibility  
Y - OPEB eligible  
N – Not OPEB eligible, default is N
- 35 - ETHNIC** - Required (1 A/N) - Employee's ethnic code:  
A - Asian  
B - Black  
F - Filipino  
H - Hispanic  
I - American Indian or Native Alaskan  
P - Pacific Islander  
W - White  
O - Other
- 36 - BLS** - Required (1 A/N) - Bureau of Labor Statistics code:  
A - Non faculty  
F - Faculty  
N - Neighborhood government employees  
S - Work study enrollees  
E - Work experience enrollees  
J - Job corps enrollees  
V - VISTA volunteers
- 37 - HDCP** - Optional (1 A/N) - "Y" if employee is handicapped.
- 38 - P.E.** - Optional (1 A/N) - "Y" if district requires a pre-employment physical.
- 39 - RET SYS** - Optional - Retirement system indicator. Valid values are:  
S - STRS  
P - PERS
- 40 - Display** - Displays in text form payroll deductions including Social Security, Medicare, ARS, and STRS CB.
- 41 – TSA LIMIT** – Display – The employee TSA limit entered on the **EMTSA** screen.
- 42 - HIRE DATE** - Required (8 A/N) - Date employee is first hired in the district.
- 43 - CD** - Required (2 A/N) - Reason for original hiring. Valid codes and descriptions are:  
17 - Transfer in from another county  
18 - New hire  
19 - Transfer in from another San Diego county school district
- 44 - START DATE** - Optional (8 A/N) - Date of employee's rehire, or return from leave of absence.

**45 - CD** - Optional (2 A/N) - Employee start code. (Use CHG function to re-hire an employee.)

Valid codes and descriptions are:

- 20** - Returning from leave of absence
- 21** - Re-hired former employee
- 26** - Paid Sabbatical leave
- 28** - Retired and working

**46 - TERM DATE** - Required (8 A/N) - Date of employee's termination.

**47 - CD** - Required (2 A/N) - Employee termination code. (Use TRM function to terminate an employee.) Valid codes and descriptions are:

- 30** - Resigned
- 31** - Retired
- 32** - Death
- 33** - Transferred to other county school district
- 34** - On leave of absence
- 35** - Laid off
- 36** - Unpaid sabbatical leave
- 37** - Release with cause
- 38** - Other
- 39** - Early retirement

**48 - WARRLOC** - Required (3 A/N) - Warrant distribution code from **LOCAT**.

**49 - PAY HLD** - Display - A numeric value indicating the type of credential pay hold.

Valid values are:

- 01** - Employee has no credentials on file
- 02** - Employee only has expired or inactive credentials on file
- 03** - Credentials department has manually held the warrant

**50 - PAYFREQ** - Required (1 A/N) - Pay cycle on which employee will be paid. Valid values are:

- M** - Pay at end of month (For monthly, fixed or variable)
- V** - Variable (Indicated on **DIST**, for variable employees only)

**51 - 10-12** - Optional (1 A/N) - "Y" indicates that the employee is to receive "extended year pay". All positions assigned to the employee must be 10-month positions. Default: "N".

**52 - CALL IN EMERGENCY NAME** - Optional (30 A/N) - Name of person to be contacted in an emergency.

## **TAX WITHHOLDING ALLOWANCES:**

**53 - FED: IRS** - Optional (1 A/N) - "Y" indicates that the IRS mandated the filing status for the employee's taxes.

- 54 - M/S** - Required (1 A/N) - Marital status for federal tax purposes:  
    **M** - Married  
    **S** - Single
- 55 - #ALLOW** - Optional (2 N) - Number of exemptions declared on W-4 for federal tax withholding purposes.
- 56 - #EIC** - Optional (1 N) - Number of earned income credit certificates on file (0, 1, 2 or 3).
- 57 - EXTRA AMOUNT** - Optional (5,2 N) - Extra amount to be withheld from gross pay and forwarded to the IRS.
- 58** - Display - Sign (+ or -) for the extra amount.
- 59, 60, 61 - EMERGENCY TELE.** - Optional (10 A/N) - Area code and telephone number of the person to be contacted in an emergency.
- 62 - STATE: M/S** - Required (1 A/N) - Marital status for state tax purposes:  
    **M** - Married  
    **S** - Single  
    **H** - Head of household
- 63 - #ALLOW.** - Required (2 N) - Number of regular exemptions declared for state tax withholding purposes.
- 64 - #XTRA** - Optional (2 N) - Number of extra exemptions declared for state tax withholding purposes.
- 65 - EXTRA AMOUNT** - Optional (5,2 N) - Extra amount to be withheld from gross pay and forwarded to the Franchise Tax Board.
- 66** - Display - Sign (+ or -) for the extra amount.
- 67 - TB** - Required (4 A/N) - The month the employee's current TB exam expires.
- 68 - EXPIRES** - Required (4 A/N) - The year the employee's current TB exam expires.
- 69 - LAST PAID** - Display - Date of last pay for the employee.
- 70 - UPDATE DATE** - Display - Date of latest update to record.
- 71 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 72 - NEXT SCREEN** - Optional (5 A/N) - This field is used for navigation to other system screens.

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The Employee Job Assignment screen (**EMPOS**) is used to link an employee with one or more previously established positions. An employee must be assigned to at least one position in order to be paid. Monthly and fixed time schedule positions can be held by only one employee at a given time. Multiple employees may be assigned to a variable position.

```

EMPOST027207MAR14070703 EMPLOYEE JOB ASSIGNMENT 06.0817
Emp / SS # Warrant Last Name First Name Mid
Position # Start Date Stop Date T/P Primary Group Range Step Step Advance
Position Title HDM
Job Class Type Description
--- Locations --- Fixed Bargain Mgt O/T Pay Retirement Deductions
Work Time Warrant /vari Unit Non Exmpt Hold
Pay Freq #Months - Work Year- Work Week Hrs/Day From To Last Paid
----- Certified Positions ----- Updated
Track Assign Date #Days G/L Grades Subject Matter Areas
Next Screen
  
```

## EMPOS Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

### ADD

Add a new relationship between a position and an employee. After filling in the information and pressing [XMIT], the information about the position is displayed on the screen. Verify the information and press [XMIT] again. The screen will be added on the second transmit.

### CHG

Change or update current information regarding the status of the **EMPOS** record.

### DEL

Delete employee/position entries that were entered in error. Job assignments cannot be deleted once the employee has received pay for that position.

**INQ**

Inquire about existing employees and positions. You may inquire by position number, Social Security Number, Employee Identification Number, and/or name.

**NXT**

Get the next sequential screen of information.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - EMP/SOC. SEC. NO.** - Required (12 A/N) - The Employee Identification Number or the Social Security Number of the employee may be entered with or without hyphens. (Ex: Employee Identification Number 123-456 or 123456, Social Security Number 123-12-1234 or 123121234) Both the EMP and SOC. SEC. NO. will display.
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MID** - Optional (12 A/N) - The middle name of the employee.
- 8 - POSITION #** - Required (4 A/N) - Number of position to which employee is assigned or to be assigned.
- 9 - START DATE** - Required (8 A/N) - Date employee begins work in the position.
- 10 - STOP DATE** - Optional (8 A/N) - Date employee stops work in the position.
- 11 - T/P** - Required (1 A/N) - "T" indicates a temporary employee. "P" indicates a permanent employee.
- 12 - PRIMARY** - Required (1 A/N) - A "Y", for monthly and fixed employees, indicates the position expense distribution (**SXPOS**) will be used when expensing non-position related fringe benefits. (Ex: Health and Welfare) Defaults to "N".
- 13 - GROUP** - Display - Salary schedule group number displayed from **POSIT**.
- 14 - RANGE** - Display - The pay range number displayed from **POSIT**.
- 15 - STEP** - Optional (2 A/N) - Actual pay step to be used in computing pay for the employee. Default: step recorded on **POSIT** screen.
- 16 - STEP ADVANCE** - Optional (8 A/N) - This is the date the employee is to be advanced one salary step if the district has automatic step advancement. (Indicated on **DIST**.)

**17 - POSITION TITLE** - Display - Description of the position to which the employee is assigned.

**18 - HDM** - Display - Indicates type of pay rate.

Valid values are:

**H** - Hourly

**D** - Daily

**M** - Monthly

**S** - Summer School

## DISPLAY AREA

**19 - SHIFT-%** - Display - These shift differential fields contain a percentage of regular pay to be added to base pay as a differential for working a particular shift.

**20 - % F.T.E.** - Display - Percentage of full time equivalency.

## CURRENT SALARY:

**21 - MONTHLY** - Display - Pay rate from current salary schedule group, range, and step including %FTE and shift.

**22 - ANNUAL** - Display - Annual pay for monthly positions only.

**23 - D/H RATE** - Display - Daily or hourly rate from current salary schedule.

**24 - JOB CLASS** - Display - Job class code. Certificated positions are 10000 through 19999. Classified positions are 20000 - 29999.

**25 - TYPE** - Display - This field contains a two character alpha code to identify certain job types. The field is used by retirement and SUI to determine eligibility requirements.

**26 - DESCRIPTION** - Display - Full description of the county job class from **CJOBS**.

## LOCATIONS:

**27 - WORK** - Display - The worksite location for this position.

**28 - TIME** - Display - The location where time is kept for this position.

**29 - WARRANT** - Display - The location where the warrant for this employee is distributed.

**30 - FIXED/VARIABLE** - Display - Indicates a fixed (F) or variable (V) work schedule.

**31 - BARGAIN UNIT** - Display - Indicates the bargaining unit for the job class.

- 32 - **MGT NON** - Display - This field contains an indicator whether the position is a management (M) position or non-management (N) position.
- 33 - **O/T EXEMPT** - Display - Indicates if position is entitled to receive overtime pay (Y or N).
- 34 - **PAY HOLD** - Display - A numeric value indicating the type of credential pay hold.
- 35 - **RETIREMENT DEDUCTIONS** - Display - Displays the retirement system membership, including Social Security, Medicare, ARS, and STRS CB, and effective dates for the displayed position to which the employee is currently assigned.
- 36 - **PAY FREQ** - Display - An indicator of the employee's normal pay cycle.
- 37 - **# MONTHS** - Display - The number of months used in salary calculations for monthly positions. Display values: 5, 10, 11, and 12.
- 38 - **WORK YEAR** - Display - Months to be worked in this position indicated by the first letter of each month in fiscal year order.
- 39 - **WORK WEEK** - Display - Days of the week to be worked indicated by the first letter of each day.
- 40 - **HRS/DAY** - Display - Number of hours in a normal work day for the position.
- 41 - **FROM** - Display - Time of day for shift work to begin for fixed schedule and monthly employees.
- 42 - **TO** - Display - Time of day for shift work to end for fixed schedule and monthly employees.
- 43 - **LAST PAID** - Display - Date of last pay for the employee in the displayed position.
- 44 - Display - Message fields used to display credential exception status for certificated assignments. They will display warrant hold status (HOLD or STOP) and a brief description of any credential exceptions.
- 45 - **TRACK** - Display - Work schedule track for certificated positions.
- 46 - **ASSIGN DATE** - Display - Assignment date for the corresponding track on the **CDAYS** screen.
- 47 - **# DAYS** - Display - Indicates number of contract days associated with a track.
- 48 - **G/L** - Display - Grade level code for the position.
- 49 - **GRADES** - Display - Grades taught for the certificated position.

**50 - SUBJECT MATTER AREAS** - Display - The subject matter areas for the position.

**51 - NEXT SCREEN** - Optional (5 A/N) - Used to request another system screen. If used to request other screens, will display requested screen pre-filled with social security number and employee information. Default is the current screen.

**52 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Employee Tax Shelter Annuity screen (**EMTSA**) is used to maintain and update Maximum Exclusion Allowance for current employees. An employee must have a current BDEMP record for Vendors 20000 – 29999.

```

EMTSAT012643AUG280000008
District 3 Employee TSA Information
Soc. Sec. No. 4 Warrant Last Name 5 First 6 Middle 7
Employee TSA limit: 8 Calendar year : 9 10 + Gross earnings 11
+ TSA Contribs
Active EMPOS 12 Start 15 Stop 16
6000 SUMMER SCHOOL TEACHE 13 S/D 07-16-1990
TSA BDEMPs 17 18 19 20
21770-01 260.00 FIDELITY MANAGEMENT TRUST COMP 08 06
21 Next 22
  
```

## EMTSA Screen

- 1 - **FUNCTION** – Required (3 A/N) – Valid functions for this screen are:  
**INQ**  
 Inquire about existing information on an employee.  
  
**CHG**  
 Change or update existing information about an employee.
- 2 - **VERSION NUMBER** – Displays the current version control number of the screen
- 3 - **DISTRICT NUMBER** – Required (2 A/N) - The two digit number assigned to each district.
- 4 - **SOC. SEC. NO.** – Required (12 A/N) – The social security number of the employee may be entered with or without hyphens. (ex: 123-12-1234 or 123121234)
- 5 - **WARRANT LAST NAME** – Optional (24 A/N) – The last name of the employee.

- 6 - FIRST NAME** – Optional (18 A/N) – The first name of the employee.
- 7 - MIDDLE NAME** – Optional (12 A/N) – The middle name of the employee.
- 8 - EMPLOYEE TSA LIMIT** - Required (6 A/N) – Enter the amount listed on the Maximum Exclusion Allowance form. If left blank the system will use the current I.R.S. 403(b) limit to track TSA contributions.
- 9 - CALENDAR YEAR** – Optional (4 A/N) – System will display current Calendar year.
- 10 - GROSS EARNINGS** – Display – The current employee’s gross earnings for calendar year displayed.
- 11 - TSA CONTRIBS** – Display – The current Tax Shelter Annuity withholdings for the employee in the calendar year displayed.
- 12 - ACTIVE EMPOS** – Display - All active EMPOS the POSIT number followed by the POSIT description.
- 13 - EMPOS SALARY** – Display - The current salary on the EMPOS record.
- 14 - FTE** – Display – Percentage of full time equivalency
- 15 - START** – Display - The EMPOS start date.
- 16 - STOP** – Display – The EMPOS stop date.
- 17 - TSA BDEMPs** – Display - The TSA vendor number and sub code up to six records. If the employee has more than six TSA vendors, the “**NXT**” function will continue displaying the TSA vendors.
- 18 - AMOUNT FIELD** – Display - The monthly withholding amount for the TSA vendor.
- 19 - DESCRIPTION** – Display - The name of the TSA vendor.
- 20 - DATE FIELD** – Display – The beginning and ending months for TSA deduction.
- 21 - MESSAGE** – Display – The place where any messages from the system will be displayed.
- 22 - NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate to for expense distribution chosen in selection field.

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The Employee List by Vendor / Sub screen (**EVNDR**) is used to list all employees who have **BDEMP** (Employee Benefit / Deductions) or **RTBEN** (Retired and Terminated Employee Benefits) records on file for a specific vendor or vendor / vendor sub code combination.

```

♦EVNDR0724870CT2008♦0810♦ 1 EMPLOYEE LIST BY VENDOR / SUB 2 03.0709
Type ▶ 3 ◀
Vendor ▶ 4 ◀ 5 6
Sub Code ▶ 7 ◀
Include stopped? ▶ 9 ◀ Vendor Employee DBL Net Employee Employer
Warrant Name Emp No. Sub Start Stop Ded Vnd Amount Amount
10 11 12 13 14 15 16 17 18 19

Nxt ▶ 20 ◀
No More Employees; Next vendor on file ◀ 21 ◀ <--- Selection Next Screen ▶ 22 ◀
23

```

## EVNDR Screen

- 1 - **FUNCTION** - The function for this screen will always list.
- 2 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 3 - **TYPE** - Optional (5 A/N) - Indicates the type of records to list. The default is **BDEMP**.  
Valid values are:  
  - BDEMP** - Employee benefit /deductions
  - RTBEN** - Retirement and terminated employee benefits
- 4 - **VENDOR** - Optional (5 A/N) - The number associated with the vendor. The number ranges and their descriptions are:  
**BDEMP:**
  - 20000 - 28999** Tax Sheltered Annuities
  - 29000 – 29999** Alternative Retirement Systems
  - 30000 - 39999** Health and Welfare
  - 40000 - 49999** Life and Disability
  - 50000 - 59999** Unions / Associations
  - 60000 - 69999** Banks / Credit Unions
  - 70000 - 79999** Charitable Organizations
  - 80000 - 99999** Miscellaneous

**RTBEN:****30000 - 39999** Health and Welfare**40000 - 49999** Life and Disability

- 5** - Display - The full name of the requested vendor.
- 6** - Display - The short (abbreviated) name associated with a vendor.
- 7** - **SUB CODE** - Optional (2 A/N) - A unique number associated with a vendor to further identify different types of deductions or benefits for that vendor.
- 8** - Display - The description associated with a specific vendor/sub code pair displayed from **BDSUB**.
- 9** - **INCLUDE STOPPED?** - Optional (1 A/N) – Display stopped **BDEMP** or **RTBEN** records. Valid values are “Y” or “N”. Default is “N”.
- 10** - Display - Line number associated with employee, used for selection and navigation to other system screens.
- 11** - **WARRANT NAME** - Display - The last name, first name of the employee.
- 12** – **EMP NO.** - Display - The six digit employee identification of the individual.
- 13** - **VENDOR SUB** - Display - The sub code number associated with vendor displayed. Must exist on **BDSUB**.
- 14** - **EMPLOYEE START** - Display - The starting month and/or year of the deduction.
- 15** - **EMPLOYEE STOP** - Display - The stop month and/or year of the deduction.
- 16** - **DBL DED** - Display - Indicates which months a double deduction is taken.
- 17** - **NET-TO-VENDOR** - Display - "Y" indicates that the employee's net pay will go to this vendor.
- 18** - **EMPLOYEE AMOUNT** - Display - The employee amount to be deducted. Followed by the sign "+" or "+%" to indicate a positive dollar amount and/or positive percentage.
- 19** - **EMPLOYER AMOUNT** - Display - The employer amount to be deducted. Followed by the sign "+" or "+%" to indicate a positive dollar amount and/or positive percentage.
- 20** - **NXT** - Optional (16 A/N) - Place to indicate the next employee name to list. Defaults to next alphabetical sequential name.

**21 - SELECTION** - Optional (2 A/N) - Place to indicate associated line number of employee chosen for navigation to another system screen.

**22 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate to for employee chosen in selection field.

**23 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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# EXPAY

The Employee Extra Pay screen (**EXPAY**) is used to establish and maintain extra compensation for current employees. Extra pay records may be added for any employees with an active **EMPOS** on file in the district.

The screenshot displays the EXPAY screen for employee KAREN'S TEST in DISTRICT 93.1.0. The screen is divided into several sections:

- Header:** EXPAYTO00938MAR04934593034, EMPLOYEE EXTRA PAY, 02 KAREN'S TEST DISTRICT, 93.1.0
- Employee Information:** Soc. Sec. No. 4, Warrant 5, Last Name, First Name, Middle, List From: Xpay Type-Code 8 9
- Table:** A table with columns: Upd "X", Extra Pay Type-Code (11-12), Position (13), Start Month YR (14-15), Stop Month YR (16-17), Auto Pay (18), On Emp (19), Pct Y/N (20), Amount (21), Last paid (22-23). The table contains multiple rows of data, all with dashes in the Extra Pay Type-Code column.
- Footer:** 24 (21,20), Fm FX CAPSLOCK Ins L Page 1, 15:39:52:73 INPUT REQUEST 0.00

## EXPAY Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add extra pay for an employee.

**CHG**

Change or update information.

**DEL**

Delete extra pay information.

**INQ**

Same as LST.

**LST**

Display a list of extra pay types for an employee.

## **NXT**

Display the next employee with an extra pay record on file.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee with or without hyphens (ex. 123-12-1234 or 123121234). If specified, this is the number of the person to display.
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee. If specified (and social security number is not) this will be the name of the person to display. If the name does not exist, the display will be the person with the name alphabetically equal to or greater than the name entered.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee to display.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee to display.
- 8 - LIST FROM: XPAY TYPE** - Optional (2 A/N) - This field contains a numeric code from 01 through 99 that identifies a type of extra pay. For LST functions, this extra pay type will be the starting type on the list. If an INQ is requested for an employee with more extra pay codes than will fit on one display page, this field will contain the starting code to appear on the next page and the function will become LST.
- 9 - LIST FROM: XPAY CODE** - Optional (2 A/N) - The extra pay sub-code used to begin the list.
- 10 - UPD "X"** - Required (1 A/N) - An indicator to mark a line that is to be updated. When this field is marked with an "X", the other fields associated with it will be changed or deleted, according to the entered function.
- 11 - EXTRA PAY TYPE** - Required (2 A/N) - This field contains a numeric code from 01 through 99 that identifies a type of extra pay. Must be set up on the **DXPAY** screen prior to adding on this screen.
- 12 - EXTRA PAY CODE** - Required (2 A/N) - The extra pay sub code used to further define the type of extra pay. Must be set up on the **DXPAY** screen.
- 13 - POSITION** - Required (4 A/N) - Number of the position to which the employee is currently assigned. Extra pay requires an active **EMPOS** record on file.

VALID CONTRIBUTION COMBINATIONS - The following combinations of start and stop months and years are valid for fields 14 through 17:

	<i>Start Month</i>	<i>Start Year</i>	<i>Stop Month</i>	<i>Stop Year</i>
1.	blank	blank	blank	blank
2.	X	X	blank	blank
3.	blank	blank	X	X
4.	X	blank	X	blank
5.	X	X	X	blank
6.	X	blank	X	X
7.	X	X	X	X

1. Extra pay will process each month beginning with the employee's next regular pay cycle.
2. Extra pay will process continuously each month beginning with the start month and start year entered.
3. Extra pay will process each month beginning with the next regular pay cycle and ending when the stop month and stop year are reached.
4. Extra pay will process beginning with the start month processing through the stop month each year until a stop year is provided or the employee terminates.
5. Extra pay will process beginning with the start month and start year processing through the stop month.
6. Extra pay will process continuously beginning with the start month and ending with the stop month each year until the stop year is reached.
7. Extra pay will process beginning with the start month and ending with the stop month each year beginning with the start year and ending with the stop year.

**14 - START MONTH** - Optional (2 A/N) - Starting month from 01 to 12 to begin paying extra pay.

**15 - START YR** - Optional (2 A/N) - Starting year (last two digits of the year) to begin paying extra pay

**16 - STOP MONTH** - Optional (2 A/N) - Ending month from 01 to 12 for extra pay.

**17 - STOP YR** - Optional (2 A/N) - Ending year (the last two digits of the year) for extra pay.



- 18 - AUTO PAY** - Required (1 A/N) - If this field contains a "Y", the extra pay amount or percent will be paid automatically on the employee's regular pay cycle. If this field contains a "N", the extra pay has been paid through a transaction on the EXTRA screen, and is shown here for display only.
- 19 - ON EMP** - Display - If this field contains a "Y", the extra pay amount or percent is entered on this screen and stored on the employee extra pay record. Otherwise, the extra pay amount or percentage is established on the **DXPAY** screen.
- 20 - PCT Y/N** - Display - "Y" indicates that extra pay is a percentage of base pay. Negative percentages are not allowed.
- 21 - AMOUNT** - Required (9 A/N) - This field contains the extra pay amount or extra pay percentage. If it is a percentage, the percentage cannot exceed 100%. Dollar amount is a monthly figure paid on the employee's regular pay cycle. If the amount resides on **DXPAY**, this field is left blank.
- 22** - Required (1 A/N) - Indicates a "+" or "-" extra pay amount. Negative amounts are required for extra pay types 90-99.
- 23 - LAST PAID** - Display - Date employee extra pay was last paid.
- 24 - MESSAGE** - Display - The place where any messages from the system will be displayed.

NOTE: Expense distribution for extra pay can be entered on the **SXEXP/SXEX3** screen. If the expense distribution is not entered on **SXEXP/SXEX3** it will default to the expense distribution on **SXPOS** for monthly and fixed schedule employees.

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The List Employee Extra Pay By Type screen (**LXPAY**) is used to list all employees in a district who have records on file for a specific type of extra pay.

```

◆LXPAYT005674FEB0301◆◆0102◆          1          2
                                LIST EMPLOYEE EXTRA PAY BY TYPE          3 98.4.0 10:38 AM
LIST FROM:
Type-Code      Warrant Last Name      First Name      Middle
 4 ←→ 5 ←→      6          7          8
-----
XPAY Type-Code  Description      Audit          Percent
 9  -          10          Parameters    Y/N
                               11          12
Employee Name  Soc.Sec.No.  Auto          Amount/%  Start  Stop  Last Paid
 13          14          Pay          16          17    18    19
    
```

20 ▶@◀

## LXPAY Screen

- 1 - FUNCTION** - Display - Will always contain **LST** to display a list of extra pay.
- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION/TIME** - Display - The current version control number of the screen. The current time as maintained by the computer at the moment the screen was requested.
- 4, 5 - LIST FROM: TYPE-CODE** - Optional (2 + 2 A/N) - This field contains a numeric code from 01 through 99 that identifies a type of extra pay followed by a sub-code used to further define the type of extra pay.
- 6 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee with which to start or continue the list.

- 7 - **FIRST NAME** - Optional (18 A/N) - The first name of the employee with which to start or continue the list.
- 8 - **MIDDLE** - Display (12 A/N) - The middle name of the employee with which to start or continue the list.
- 9 - **XPAY TYPE-CODE** - Display - The extra pay type and a code used to further define the type of extra pay being listed.
- 10 - **XPAY DESCRIPTION** - Display - The description associated with the extra pay type and code displayed.
- 11 - **AUDIT PARAMETERS** - Display - There are 11 single character audit parameters associated with each type of extra pay (see **CXPAY**). The parameters are identified as "A" through "K".
- 12 - **PERCENT Y/N** - Display - "Y" identifies extra pay as a percentage, not an amount, to be calculated on the employee's base pay.
- 13 - **EMPLOYEE NAME** - Display - The full name of the employee for the displayed extra pay type and code.
- 14 - **SOC. SEC. NO.** - Display - The social security number of the employee.
- 15 - **AUTO PAY** - "Y" identifies the extra pay as being paid automatically for **EXPAY**. "N" indicates a manual transaction paid from **EXTRA** screen.
- 16 - **AMOUNT/%** - Display - This field contains the extra pay amount or extra pay percentage (depending on PERCENT Y/N).
- 17 - **START** - Display - The month/year for the extra pay to take effect.
- 18 - **STOP** - Display - The month/year for the extra pay to stop.
- 19 - **LAST PAID** - Display - Date employee extra pay was last paid.
- 20 - **MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Position Current Status screen (**PREF**) is used to provide a cross-reference check on current position and/or employee information.

1 2 02 KAREN'S TEST DISTRICT  
 3 92.2.0  
**POSITION CROSS REFERENCE**  
 List from position ▶ 4 ◀  
 HDM/ Job  
 %FTE Class Employee name Soc. Sec. No. Start Stop  
 ----EMPOS----  
 5 6 7 8 9 10 11  
 12 ( 3,24) Fm FX CAPSLOCK Ins R Page 1  
 17:03:55:93 INPUT REQUEST 0.00

## PREF Screen

- 1 - **FUNCTION** - Display - The function for this screen will always list.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **LIST FROM POSITION** - Optional (4 A/N) - Indicates the position number starting point for the list. If nothing is entered the list will start at the beginning.
- 5 - **POSIT** - Display - Position number.
- 6 - **TITLE** - Display - Title of position number shown.
- 7 - **HDM/%FTE** - Display - HDM for fixed or variable positions or %FTE for monthly positions.

**8 - JOB CLASS** - Display - Job classification number as shown on the **POSIT**.

**9 - EMPLOYEE NAME** - Display - The name of the employee assigned to the position.

**10 - SOC. SEC. NO.** - Display - The social security number of the employee shown.

**11 - EMPOS START STOP** - Display - The start and stop date as shown on **EMPOS** for the employee in this position.

**12 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Payment Inquiry Listing screen (**PYMTL**) is used to list warrant information. The selection feature allows the capability of selecting and displaying a second screen (**PYMST**) with payment detail for the selected line.

```

♦PYMTLT005947FEB1001♦♦0102♦      1 PAYMENT INQUIRY LISTING      2 95.3.1
SOCIAL SECURITY NO. : ▶      3      ◀      4
EFFECTIVE DATE : ▶      5      ◀
DISTRICT NO. : ▶ 6 ◀

LINE TRANS  TRANSACT EFFECTIV DI PAY  C CK/STUB  CAL  W-2 GROSS  NET
NO.  TYPE   DATE      DATE   ST  CYC   S  NUMBER  YEAR  EARNINGS  PAYMENT
-----
  7    8      9        10     11  12 13 14   15  16  17      18      19

▶20◀ SELECTION

22                                NEXT SCREEN : ▶ 21 ◀@◀
  
```

## PYMTL Screen

- 1 - **FUNCTION** - The function of this screen will always list.
- 2 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 3 - **SOCIAL SECURITY NO.:** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 4 - Display - The place where the employee's name will display.
- 5 - **EFFECTIVE DATE:** – Optional (10 A/N) – The effective date with which to begin the list.
- 6 - **DISTRICT NO.:** - Optional (2 A/N) - The unique two digit number assigned to each district. The district number displayed is associated with the employee payment detail.

- 7 - LINE NO.** - Display – Line number used for selection and navigation to selected screens.
- 8 - TRANS TYPE** - Display – The type of transaction.
- 9 - TRANSACT DATE** - Display – The date the transaction processed.
- 10 - EFFECTIV DATE** - Display – The date of the warrant issue date.
- 11 - DIST** - Display – The district for which the transaction processed.
- 12 - PAY CYC** - Display – The payroll cycle of the processed transaction.
- 13** - Display - The flag indicating the warrant was generated in the typed warrant process.
- 14 - C S** - Display - This field identifies the warrant as a negotiable or non-negotiable warrant.  
Valid displays:
  - C** - negotiable
  - S** - non-negotiable
- 15 - CK/STUB NUMBER** - Display - The six digit warrant number that follows the two digit series number of the warrant.
- 16** - Display - The flag indicating the warrant was canceled.
- 17 - CAL YEAR** - Display - The calendar year that the transaction affects.
- 18 - W-2 GROSS EARNINGS** - Display - The W-2 gross earnings of the warrant.
- 19 - NET PAYMENT** - Display - The net payment of the negotiable warrant.
- 20 - SELECTION** - Optional (2 A/N) - Place to indicate the associated line number chosen for navigation to another screen.
- 21 - NEXT SCREEN** - Optional (5 A/N) - Place to navigate to **PYMTS** screen to display payment detail for line number chosen in selection field.
- 22 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Payment Inquiry screen (**PYMTS**) displays pay information for a selected range of effective dates for a specified employee.

```

PYMTST022241FEB26010102          1 PAYMENT INQUIRY SCREEN          2 00.0.1
Social Security No. : ▶ 3          ◀ 4
District No. : ▶ 5 ◀
EFF DATES : ▶ 6          ◀ ▶ 6          ◀ Tran Type ▶ 7 ◀ Run Type ▶ 8 ◀ Pay Cycle ▶ 9 ◀ Ck/Stub ▶ 10 ◀ Warrant Number ▶ 11 ◀
GROSS 12          SS F GRO 24          TAX DEFERD 38
W2-GROSS 13          SS GROSS 25          STRS WH 39
NET PAY 14          SS WH 26          STRS ER WH 40
FEDERAL WH 15          SS ER WH 27          PERS WH 41
STATE WH 16          SS UNCOL 28          PERS ER WH 42
SUI GROSS 17          MEDI F GRO 29          CERS WH 43
SUI WH ER 18          MEDI GROSS 30          CERS ER WH 44
SDI 19          MEDI WH 31          ARS WH 45
W/C RECVD 20          MEDI ER WH 32          ARS ER WH 46
W/C ER PD 21          MEDI UNCOL 33          STCB WH 47
EIC RECVD 22          COST LIFE 34          STCB ER WH 48
SICK NINCL 23          DEP CARE 35          TSA WH 49
GOVT BUSEX 36          TSA ER WH 50
BENS INCLU 37          FLEX CTRBS 51
457f CTRBS 52
NEXT SCREEN : ▶ 53 ◀ ◀ ◀
54
    
```

## PYMTS Screen

- 1 – **FUNCTION** – The function of this screen will always list.
- 2 – **VERSION NUMBER** – Display – The current version control number of the screen.
- 3 – **SOCIAL SECURITY NO.** – Required (12 A/N) – The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 4 – Display – The place where the employee name will display.
- 5 – **DISTRICT NO.** – Required (2 A/N) the unique two digit number assigned to each district.

### SELECTED CRITERIA:

- 6 – **EFF DATES:** - Optional (10 A/N) – The beginning and ending dates. This screen will display the payment totals between the beginning and ending effective dates.
- 7 – **TRAN TYPE** – Optional (1 A/N) – The types of transactions. Valid values are:  
 Blank = All  
 I = Issue



C = Cancel  
J = Adjustments

- 8 – RUN TYPE** – Optional (1 A/N) – The type of warrant process. Valid values are:  
Blank = All  
N = Normal  
T = Typed
- 9 – PAY CYCLE** – Optional (1 A/N) – The warrant’s pay cycle.
- 10 – CK/STUB** – Optional (1 A/N) – The type of warrant. Valid values are:  
Blank = All  
C = Check  
S = Stub
- 11 – WARRANT NUMBER** – Optional (6 A/N) – The six digit number that follows the two digit series number.
- 12 – GROSS** – Display – The employee’s total gross dollar amount earned for the selected criteria.
- 13 – W2 GROSS** – Display – The employee’s W-2 gross dollar amount for the selected criteria.
- 14 – NET PAY** – Display – The employee’s net dollar amount for the selected criteria.
- 15 – FEDERAL WH** – Display – The amount of federal taxes that has been withheld from the employee’s wages for the selected criteria.
- 16 – STATE WH** – Display – The amount of state taxes that has been withheld from the employee’s wages for the selected criteria.
- 17 – SUI GROSS** – Display - The employee’s gross dollar amount subject to State Unemployment Insurance.
- 18 – SUI WH ER** – Display - The amount of State Unemployment Tax paid by the district.
- 19 – SDI** – Display – The amount of state disability insurance withheld from the employee’s wages for the selected criteria.
- 20 – W/C RECVD** – Display – The amount of worker’s compensation abatements processed for the employee for the selected criteria.
- 21 – W/C ER PD** – Display – The amount of worker’s compensation paid by the employer.
- 22 – EIC RECVD** – Display – The W-2 amount of earned income credit received by the employee for the selected criteria.

- 23 – SICK NINCL** – Display – The W-2 amount of 3<sup>rd</sup> party sick pay received by the employee from a 3<sup>rd</sup> party administrator (normally an insurance company) that is not taxable.
- 24 – SS F GRO** – Display – The full amount of an employee’s wages that are subject to social security.
- 25 – SS GROSS** – Display – The W-2 amount of social security wages.
- 26 – SS WH** – Display – The W-2 amount of social security tax withheld from the employee’s wages for the selected criteria.
- 27 – SS ER WH** – Display – The employer’s amount of social security tax.
- 28 – SS UNCOL** – Display – The W-2 amount of social security tax not withheld from the employee’s pay on premiums for group term life insurance in excess of \$50,000.00 paid for the employee by the district. (This is only for retirees not working.)
- 29 – MEDI F GRO** – Display – The full amount of an employee’s wages that are subject to Medicare.
- 30 – MEDI GROSS** – Display – The W-2 amount of Medicare wages.
- 31 – MEDI WH** – Display – The W-2 amount of Medicare tax withheld from the employee’s wages for the selected criteria.
- 32 – MEDI ER WH** – Display – The employer’s amount of Medicare tax.
- 33 – MEDI UNCOL** – Display – The W-2 amount of Medicare tax not withheld from the employee’s pay on premiums for group term life insurance in excess of \$50,000.00 paid for the employee by the district. (This is only for retirees not working.)
- 34 – COST LIFE** – Display – The W-2 amount of premiums for group term life insurance in excess of \$50,000 paid for the employee by the district.
- 35 – DEP CARE** – Display – The W-2 amount of dependent care premiums paid by the employer to the employee or incurred on employee’s behalf for the selected criteria.
- 36 – GOVT BUSEX** – Display – The W-2 amount of business expenses withheld from the employee for the selected criteria.
- 37 – BENS INCL** – Display – The amount of taxable benefits paid to the employee for the selected criteria.
- 38 – TAX DEFERD** – Display – The total amount of dollars that were taxed deferred for the selected criteria.

- 39 – STRS WH** – Display – The employee’s amount of STRS contributions that was withheld for the selected criteria.
- 40 – STRS ER WH** – Display - The employer’s amount of STRS contributions that was withheld for the selected criteria.
- 41 – PERS WH** – Display – The employee’s amount of PERS contributions that was withheld for the selected criteria.
- 42 – PERS ER WH** – Display - The employer’s amount of PERS contributions that was withheld for the selected criteria.
- 43 – CERS WH** – Display - The employee’s amount of CERS contributions that was withheld for the selected criteria.
- 44 – CERS ER WH** – Display - The employer’s amount of CERS contributions that was withheld for the selected criteria.
- 45 – ARS WH** – Display - The employee’s amount of ARS contributions that was withheld for the selected criteria.
- 46 – ARS ER WH** – Display - The employer’s amount of ARS contributions that was withheld for the selected criteria.
- 47 – STCB WH** – Display - The employee’s amount of STCB contributions that was withheld for the selected criteria.
- 48 – STCB ER WH** – Display - The employer’s amount of STCB contributions that was withheld for the selected criteria.
- 49 – TSA WH** – Display - The employee’s amount of TSA contributions that was withheld for the selected criteria.
- 50 – TSA ER WH** – Display - The employer’s amount of TSA contributions that was withheld for the selected criteria.
- 51 – FLEX CTRBS** – Display – The amount of employee’s contribution into 125c plans for the selected criteria.
- 52 – 457f CTRBS** – Display – The W-2 amount of 457(f) contributions by the employee for the selected criteria.
- 53 – NEXT SCREEN:** - Optional (5 A/N) – Used to request another system screen.
- 54 – MESSAGE** – Display – The place where any messages from the system will be displayed.

The SACS Extra Pay Expense Distribution List screen (**SXEXL**) allows districts to view the expense distribution for extra pay to be received by their employees.

**SXEXL** is for type 1, type 2, and type 4 users only; type 3 users must use **SXEL3**.

```

SXEXLT004924MAR3199<<9903<<          > 1 <<          2 03 THE TEST DISTRICT
Fiscal Year          SACS EXTRA PAY EXPENSE DISTRIBUTION LIST          3 99.1.0
  > 4 <<
  Soc. Sec. No      Warrant Last Name      First Name      Middle
  > 5 << >>          6          <<>>          7          <<>>          8 <<
  Xpay
  Type-Code      Position      Title      Audit
  > 9 << >> >> >>          11          12          Parameters
          <<>>          13
          List Inactive Lines? >14<<

LINE ACTIVE
NO.  Y/N  PERCENT
 15  16  17          18

19
NEXT SCREEN > 20 <<>>
  
```

## SXEXL Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Same as LST.

**LST**

Display a list of existing employee information.

**NXT**

Get information for the next employee in name sequence.

**2 - DISTRICT NAME** - Display - The name of the district.

**3 - VERSION NUMBER** - Display - The current version control number of the screen.

**4 - FISCAL YEAR** - Required (4 A/N) - The fiscal year for the current payroll. Default to the current fiscal year. (Ex. 1999 is fiscal year 1999-2000)

- 5 - SOC. SEC. NO.** - Optional (12 A/N) - The social security number of the employee.
- 6 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 7 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 8 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 9 - XPAY TYPE** - Optional (2 A/N) - This field contains a numeric code from 01 through 99 that identifies a type of extra pay. The listing will begin with this type, if entered.
- 10 - XPAY CODE** - Optional (2 A/N) - Contains a numeric code that further identifies extra pay type. The listing will begin with the extra pay type and code, if both are entered.
- 11 - POSITION** - Display - Number of the position to which the employee is assigned.
- 12 - TITLE** - Display - The description of the extra pay.
- 13 - AUDIT PARAMETERS** - Display - There are eleven single character audit parameters associated with each type of extra pay. (Audit parameters are identified as "A" through "K" and are established on the **CXPAY** screen.)
- 14 - LIST INACTIVE LINES?** - Optional (1 A/N) - "N" indicates inactive lines will not be displayed. Defaults to "Y".
- 15 - LINE NO.** - Display - The assigned number for a line of the Extra Pay's expense distribution. 999 line numbers are allowed for a position with no duplications of line numbers within a position.
- 16 - ACT Y/N** - Display- "Y" indicates the account number shown is active. The prior year account number (9511) will always be inactive.
- 17 - PERCENT** - Display - Percent of pay applied to the line of distribution. The sum of all percents entered must equal 100% and the decimal must be entered. Required for all monthly and fixed positions.
- 18 - Expense Distribution** -Display - The SACS expense distributions for the extra pay displayed.
- 19 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 20 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate.

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The SACS Extra Pay Expense Distribution screen (**SXEXP**) allows districts to create and maintain the expense distribution for extra pay to be received by their employees. This screen is optional except for extra pay with the audit parameter "J", non-salary account, and for employees in variable positions. If not designated on this screen extra pay will be expensed according to the position distribution on **SXPOS** for monthly and fixed positions.

**SXEXP** is for type 1, type 2, and type 4 users only; type 3 users must use **SXEX3**.

```

SXEXPT004928APR0199 9904 1 03 THE TEST DISTRICT
SACS EXTRA PAY EXPENSE DISTRIBUTION 3 99.1.1
Fiscal Year 4
Soc. Sec. No Warrant Last Name First Name Middle
5 6 7 8
Xpay Audit
Type-Code Position Title Parameters
9 10 11 12 13
Upd Line Act Include Inactive Lines? (Y/N) 14
"X" No Y/N Percent
Fund Resource Goal Function Object Sch Loc CC Py
15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
32 NEXT SCREEN 33 @
  
```

## SXEXP Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add all the information on the screen.

**CHG**

Change or update existing information.

**DEL**

Delete expense distribution information on the screen.

**INQ**

Same as LST.

**LST**

Display a list of existing employee information.

**NXT**

Get information for the next employee in name sequence.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - FISCAL YEAR** - Required (4 A/N) - The fiscal year for the current payroll. Default to the current fiscal year. (Ex. 1999 is fiscal year 1999-2000)
- 5 - SOC. SEC. NO.** - Optional (12 A/N) - The social security number of the employee.
- 6 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 7 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 8 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 9 - XPAY TYPE** - Optional (2 A/N) - This field contains a numeric code from 01 through 99 that identifies a type of extra pay. The listing will begin with this type, if entered.
- 10 - XPAY CODE** - Optional (2 A/N) - Contains a numeric code that further identifies extra pay type. The listing will begin with the extra pay type and code, if both are entered.
- 11 - POSITION** - Display - Number of the position to which the employee is assigned.
- 12 - TITLE** - Display - The description of the extra pay.
- 13 - AUDIT PARAMETERS** - Display - There are eleven single character audit parameters associated with each type of extra pay. (Audit parameters are identified as "A" through "K" and are established on the **CXPAY** screen.)
- 14 - INCLUDE INACTIVE LINES?** - Optional (1 A/N) - "Y" indicates that inactive expense distribution will be included. Default is "Y".
- 15 - UPD "X"** - Optional (1 A/N) - An indicator to mark a line or entry on a screen that is to be updated. When this field is "X", the other fields associated with it will be changed or deleted according to the entered screen function.
- 16 - LINE** - Optional (3 A/N) - Line number to which extra pay is charged. System will automatically enter the line number if none is entered.

**17 - ACTIVE** - Optional (1 A/N) - "Y" indicates the records that will be used during the expense distribution processing.

**18 - PERCENT** - Required (3,2 N) - Percent of pay applied to line of distribution. Required for all monthly and fixed positions. Note: Total for all lines must be 100%.

THE FOLLOWING THIRTEEN FIELDS (ACCOUNT STRUCTURE) MUST EXIST IN SACTL:

**19 - FUND** - Required (2 A/N) - The two digit fund number used to describe a validated SACS payroll chart of accounts entry.

**20 - Sub-Fund** - Required (2 A/N) - The sub-fund number for the SACS payroll chart of accounts number.

**21 - RESOURCE** – Required (4 A/N) – The four digit resource number for the SACS payroll chart of accounts number.

**22 - Sub-Resource** – Required (3 A/N) - The three digit sub- resource number for the SACS payroll chart of accounts number.

**23 - GOAL** – Required (4 A/N) – The four digit goal for the SACS payroll chart of accounts number.

**24 - FUNCTION** – Required (4 A/N) – The four digit function number for the SACS payroll chart of accounts number.

**25 - Sub- Function** – Required (3 A/N) – The 3 digit sub-function number for the SACS payroll chart of accounts number.

**26 - OBJECT** – Required (4 A/N) – The four digit object number for the SACS payroll chart of accounts number. Objects can be from 1000 to 2999 (salary extra pay types), from 3900 to 3999 or 5200 to 5299 (non-salary extra pay types), and 9511 (prior year). Non-salary extra pay expense distribution must be entered on this screen.

**27 - Sub-Object** – Required (3 A/N) - The three digit object-sub number for the SACS payroll chart of accounts number.

**28 - SCH** – Required (3 A/N) - The three digit school number for the SACS payroll chart of accounts number.

**29 - LOC** – Required (3 A/N) –The three digit location number for the SACS payroll chart of accounts number.

**30 - CC** – Required (3 A/N) – The three digit cost center number for the SACS payroll chart of accounts number.



**31 - PY** – Optional (1 A/N) – The project year number for the SACS payroll chart of accounts number.

**32 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**33 - NEXT SCREEN** – Optional (5 A/N) - The place to indicate the next screen to navigate.

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The Employee Time & Pay screen (**TPLST**) is used to list all time and pay records processed in the Payroll/Personnel System for a specific employee. Records may be displayed chronologically by Issue Date or Service Year and Month. The Employee Time and Pay screen also includes any time and pay records reported from the independent school districts. District may view time and pay information for their employees only. County office may view employee time and pay information for all districts of employment.

Employee Time & Pay													RET		EXPAY			
													C	S	TY	CD		
NO	DI	POSIT	C	YY/MM	FY	CYC	ISSUE	DT	H	HOURS	DAYS	T	PAY	AMOUNT	18	19	20	21
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		

NEXT KEYS : ▶ 22 ◀ ▶ 23 ◀  
 NEXT SCREEN : ▶ 25 ◀@◀  
 24

## TPLST Screen

- 1 - FUNCTION** - The function of this screen will always list.
- 2 - VERSION NUMBER** - Display - The place where the current version control number of the screen will display after an inquiry on any valid social security number.
- 3 - SOC SEC NO.** - Required (12 A/N) - The social security number of the employee to display. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 4 - Display** - The place where the employee's last name, followed by first name and middle initial will display.

- 
- 5 - NO** - Display - A line number used to identify the employee time and pay record displayed.
  - 6 - DI** - Display - The unique two digit number assigned to each district. The district number displayed is associated with employee time and pay information.
  - 7 - POSIT** - Display - The employee's position number for the employee time and paid record.
  - 8 - C** - Display - An indicator as to whether the position of the time and pay record displayed is certificated or classified. Valid values displayed are:
    - C** - Certificated
    - N** - Classified
  - 9 - SERVC YY/MM** - Display - This field identifies the service year and month of the time and pay record.
  - 10 - FY** - Display - The beginning year of the fiscal year associated with the time and pay record processed.
  - 11 - CYC** - Display - The field where the pay cycle in which the time and pay record was processed will display. Pay cycle for independent districts will be blank.
  - 12 - ISSUE DT** - Display - This field identifies the issue date in which the time and pay record was processed.
  - 13 - H** - Display - The HDM code associated with the position for the time and pay record processed. Valid values displayed are:
    - M** - Monthly
    - D** - Daily
    - H** - Hourly
    - S** - Summer School
  - 14 - HOURS** - Display - The number of hours associated with the time and pay record processed.
  - 15 - DAYS** - Display - The number of days associated with the time and pay record processed.
  - 16 - T** - Display - An indicator identifying the type of pay for time and pay record. Valid values displayed are:
    - A** - Gross Pay Adjustment - AWOP
    - D** - Gross Pay Adjustment - Differential Pay
    - H** - Holiday Overtime
    - O** - Regular Overtime
    - P** - Gross Pay Adjustment - Position Change
    - R** - Gross Pay Adjustment - Rate Change
    - T** - Regular Time worked

V - Leave Payoff

X - Gross Pay Adjustment - Extra Pay Adjustment

**17 - PAY AMOUNT** - Display - The dollar amount of the time and pay transaction paid to the employee. The dollar amount will be followed by the sign “+” or “-” to indicate a positive or negative amount.

**18 - RET C** - Display - Identifies the retirement system code associated for the position.

Valid values displayed are:

- 1 - STRS State Teachers' Retirement System
- 2 - PERS Public Employees' Retirement System
- 3 - CERS County Employees' Retirement System (County Office Only)
- 4 - Miscellaneous ( Time worked in this position will not be considered for retirement calculations.)

**19 - RET S** - Display - Identifies the retirement system status for the related code as identified in field **18**. Valid values displayed are:

- 1 - STRS, PERS, or CERS Member  
Retirement contributions are made for any time, up to 100%, worked in this position.
- 2 - Potential Member  
Time worked by the employee in this position is monitored for membership qualification in the retirement system identified by the retirement code.
- 3 - Overtime  
Time worked in this position is considered overtime because the employee is full time in another position in the same or different school district.
- 4 - Temporary Assignment (PERS Only)  
A position not expected to continue for more than six months. PERS memberships will be established for time worked of 50% or more and exceeding six months.
- 5 - Reduced Workload  
Contributions will be made by the employee and employer based on the employee's pay rate for the position.
- 6 - Retired Employee  
Time worked will be monitored.
- 7 - Full Time Member (STRS only)  
Full time member of another public Retirement System, such as PERS, City or County of San Diego.
- 8 - Invalid condition.  
Indicates employee has active monthly positions totaling more than 100%.

**20 - EXPAY TY** - Display - - The numeric code identifying the type of extra pay that was paid.

**21 - EXPAY CD** - Display - The extra pay sub code used to further define the type displayed on field **20** of extra pay paid.

## **NEXT KEYS:**

- 22** - Optional - (5 A/N) - This field is used to indicate the starting point by service year and month of the records to display.
- 23** - Optional - (8 A/N) This field is used to indicate the starting point of the list by issue date of the records to display.
- 24** - **MESSAGE** - Display - The place where any messages from the system will be displayed.
- 25** - **NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate to other system screens.

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The Employee Time & Pay Totals screen (**TPTOT**) is used to list summarized totals of time records. Payments may be listed by service date within the calendar or fiscal year or payments by issue date within the calendar or fiscal year.

**COUNTY OFFICE ONLY.**

```

♦TPTOTT006440FEB1601♦♦0102♦      1 Employee Time & Pay Totals      2
Soc Sec No. : ▶ 3 ◀ 4
District    : ▶ 5 ◀
Position    : ▶ 6 ◀
MONTH       YEAR      HOURS      DAYS      AMOUNT PAID      NO. PAYMENTS
-----
          7          8          9          10          11          12

Type C,F : 13 ◀ ▶ 14 ◀      15      16      17      18
S,I : 19 ◀

Next
Screen : ▶ 21 ◀@◀
20
    
```

## TPTOT Screen

- 1 - **FUNCTION** - The function of this screen will always list.
- 2 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 3 - **SOC. SEC. NO.:** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 4 - **Display** - The place where the employee name will display.
- 5 - **DISTRICT:** - Optional (2 A/N) - The unique two digit number assigned to each district. If left blank, defaults to all districts.
- 6 - **POSITION:** - Optional (4 A/N) - Enter the 4 digit position number here to restrict the list of totals to a specific position for an employee.

- 
- 7 - MONTH** - Display – This field identifies the month of the time and pay record.
- 8 - YEAR** - Display – This field identifies the year of the time and pay record.
- 9 - HOURS** - Display – The number of hours associated with the time and pay record processed for the month and year.
- 10 - DAYS** - Display – The number of days associated with the time and pay record processed for the month and year according to the service month or the issue date.
- 11 - AMOUNT PAID** - Display – The dollar amount of the time and pay records processed for the month and year.
- 12 - NO. PAYMENTS** - Display – The number of time and pay records processed for the month and year according to the service month of the issue date.

#### TYPE

- 13 - C, F** - Optional (1 A/N) – This field is used to define the 12 month time frame to be reviewed and displayed on the screen.  
Valid values are:  
    **C** – Calendar year (January – December)  
    **F** – Fiscal Year (July – June)
- 14** - Optional (4 A/N) – This field is used to enter the Calendar or Fiscal Year that is desired. Fiscal year is entered as a four digit number such as “2000” for fiscal year 2000-2001.
- 15** - Display - The total number of hours associated with the time and pay records processed.
- 16** - Display - The total number of days associated with the time and pay records processed.
- 17** - Display - The total dollar amount of the time and pay records processed.
- 18** - Display - The total number of time and pay records processed.
- 19 - S, I** - Optional (1 A/N) - This field is used to define the date associated with the payment during the time frame defined by the C/F code and year.  
Valid values are:  
    **S** – Service month  
    **I** – Issue date
- 20 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 21 - NEXT SCREEN** - Optional – This field is used for navigation to other system screens.

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The Employee Cross Reference screen (**XREF**) is used to provide a historical cross-reference check on employee / position data including stopped and/or terminated employees if indicated. This screen may be used to navigate to other screens within the Payroll/Personnel System. The requested screen will display employee's information.

◆XREF T009836NOU2894◆9411◆ 1 EMPLOYEE ASSIGNMENT CROSS REFERENCE 2 94.3.0										
No.	Employee Name	Soc.Sec.No.	Posit	%FTE	JClas	Start	Stop	C	S	M
3 1		5	6	7	8	9	10			11
2	4									
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
Nxt ▶ 12 ◀ Include: C/N/All ▶13◀ Stopped ▶14◀ Term ▶15◀ ▶16◀ <--- Selection Next Screen ▶ 17 ◀ 18										

## XREF Screen

- 1 - **FUNCTION** - Display - The function for this screen will always list.
- 2 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 3 - **NO.** - Display - Line number associated with employee, used for selection and navigation to selected screens.
- 4 - **EMPLOYEE NAME** - Display - The last name, first name and middle name of the employee whose information is displayed.

NOTE: An "\*" in front of the name indicates a terminated employee.

- 5 - **SOC. SEC. NO.** - Display - The social security number of the employee shown.

**6 - POSIT** - Display - The position number of the employee.

NOTE: A "P" after the position number indicates the employee's primary position as flagged on **EMPOS**.

**7 - %FTE** - Display - Will display actual %FTE if monthly position. If the position is not monthly, will display fixed, variable, or summer school code along with hourly or daily code.

**8 - JCLAS** - Display -The job classification number for the position.

**9 - START** - Display - The start date as shown on **EMPOS** for the employee in this position.

**10 - STOP** - Display - The stop date as shown on **EMPOS** for the employee in this position.

**11 - C S S M** - Display - Retirement codes for code, status, social security, and medicare as shown on **EMPOS** for the employee in this position.

**12 - NXT** - Optional (16 A/N) - Place to indicate the next employee name to list. Defaults to next alphabetical sequential name.

**13 - INCLUDE: C/N/ALL** - Required (1 A/N) - A flag to indicate display of certificated only, non-certificated only, or all employees. Default is "A". Valid values are:

A - All employees

C - Certificated only

N - Non-certificated only

**14 - STOPPED** - Required (1 A/N) - A flag to indicate display of stopped employee records. Default is "Y". Valid values are:

Y - Yes

N - No

**15 - TERM** - Required (1 A/N) - A flag to indicate display of terminated employee records as well as active employee records. Default is "N". Valid values are:

Y - Yes

N - No

**16 - SELECTION** - Optional (2 A/N) - Place to indicate associated line number for employee chosen for navigation to another screen.

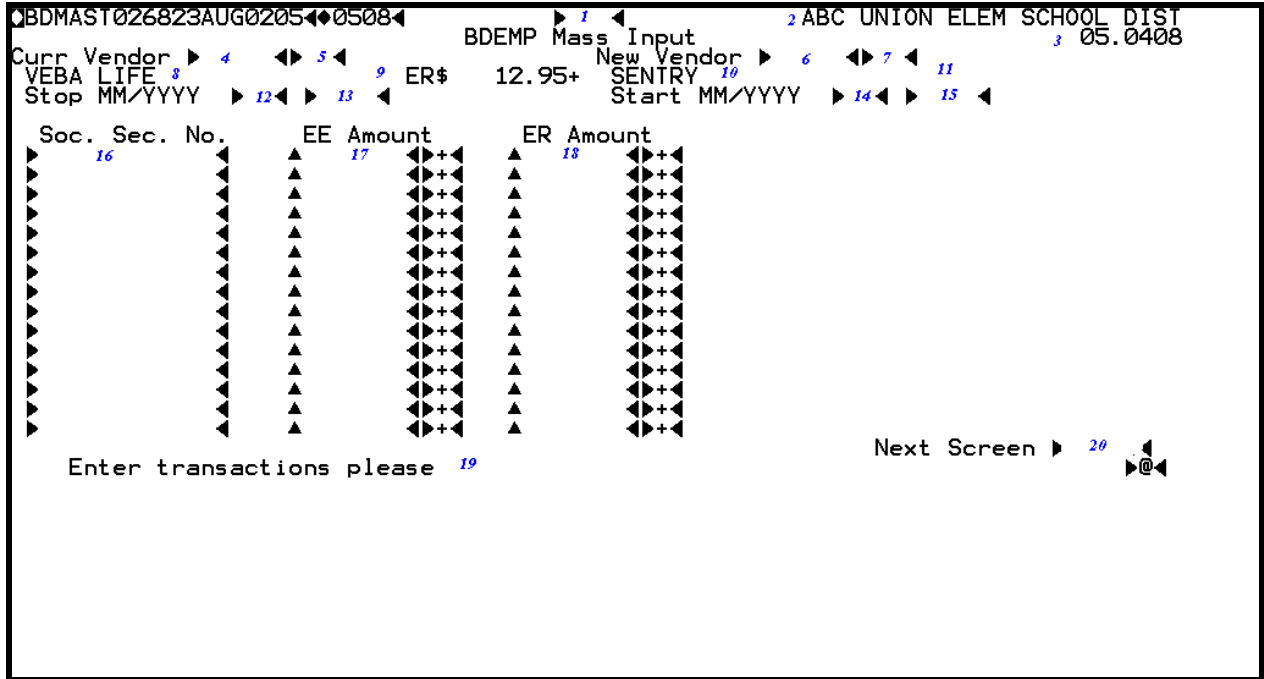
**17 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate to for employee chosen in selection field.

**18 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Benefit Deduction Mass Input screen (**BDMAS**) allows districts to create new vendor records and stop existing records on the **BDEMP** screen. The screen allows for future start dates. Screen also allows for EE or ER amounts that do not reside on the **BDSUB**. Screen will not allow usage for vendor 69000 (ACH).



### BDMAS Screen

**1 - FUNCTION** - Required (3 A/N) – Valid functions for this screen are:

**INQ** – Required.

Inquire on current vendor number and sub code assignment, new vendor number and sub code assignment. Stop month and year, start month and year are required items. Both vendor and sub code assignments must exist on the **DVNDR** and **BDSUB**.

**ADD**

Use to create multiple BDEMP records for the new vendor number and sub code. Stop existing BDEMP records for the current vendor.

**2 - DISTRICT NAME** – Display – The name of the district.

**3 - VERSION NUMBER** - Display - The current version control number of the screen.

- 4 - CURR VENDOR** – Required (5 A/N) – The number associated with the vendor.
- 5 – VENDOR SUB CODE** – Required (2 A/N) – The number associated with the vendor to identify a specific type of deduction or benefit.
- 6 –NEW VENDOR** – Required ( 5 A/N) – The number associated with the vendor.
- 7 – VENDOR SUB CODE** – Required (2 A/N) – The number associated with the vendor to identify a specific type of deduction or benefit.
- 8 – Display** – The name of the current vendor.
- 9 – Display** – The employer contribution amount that exist on the **BDSUB** for the current vendor. If contribution amount reside on employee record field will be blank.
- 10 – Display** – The name of the new vendor.
- 11 - Display** – The employer contribution amount that exist on the **BDSUB** for the new vendor. If contribution amount reside on employee record field will be blank.
- 12 – STOP MM/YYYY** – Required (2 A/N) – The month contributions are to stop with the current vendor.
- 13 – Required** (4 A/N) – The year contributions are to stop with the current vendor.
- 14 – START MM/YYYY** – Required (2 A/N) – The month contributions are to start with the new vendor.
- 15 – Required** (4 A/N) – The year contributions are to start with the new vendor.
- 16 – SOC. SEC. NO.** – Required (12 A/N) – The social security number of the employee. May be entered with or without hypens (ex. 123-12-1234 or 123121234).
- 17 – EE AMOUNT** – Optional (6,2 N) – Input an amount if the **BDSUB** record indicates a “Y” on the contribution on Employee Deduction record for the new vendor. If it is an amount, it is a monthly figure. If the **BDSUB** record is a setup to deduct a specific amount for this vendor and sub code the field maybe left blank.
- 18 – ER AMOUNT** – Optional (6,2 N) – Input an amount if the **BDSUB** record indicates a “N” on the contribution of Employee deduction records for the new vendor. If it is an amount, it is a monthly figure. If the **BDSUB** record is a setup to deduct a specific amount for this vendor and sub code the field maybe left blank.
- 19 – MESSAGE** – Display – The place where any messages from the system will be displayed.

**20 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate to for employee chosen in selection field.

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The Employee Position Inquiry screen (**EMPQ**) allows districts to view current assignments. This screen allows navigation to the **POSQ** screens within the Payroll/Personnel System. The requested screen will display salary information from the **EMPOS**.

```

EMPQ T026650AUG01050508 ABC UNION ELEM SCH DIST 03.0709
Employee Position Inquiry
Soc. Sec. No. Last Name First Name Middle
POSQ Position G R S Monthly Annual D/H Rate
J Cls Type Description Brgn Work Time --Work Year- Work Week
5001 SUB TEACHER V/D 09 01 01 80.00
J Cls Type Description Brgn Work Time --Work Year- Work Week
11220 SB SUBSTITUTE TEACHER 600 011 011
G/L 3 Grade K06 Track A
POSQ Position G R S Monthly Annual D/H Rate
J Cls Type Description Brgn Work Time --Work Year- Work Week
No more active positions Next Screen
  
```

## EMPQ Screen

- 1 - **FUNCTION** - Display - The function for this screen will always list.
- 2 - **DISTRICT NAME** – Display – The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **SOC. SEC. NO.** – Required (12 A/N) - The social security number of the employee may be entered with or without hyphens (ex: 123-12-1234 or 123121234).
- 5 - **LAST NAME** – Required (24 A/N) – The last name of the employee.
- 6 - **FIRST NAME** – Required (18 A/N) - The first name of the employee.
- 7 – **MIDDLE** – Optional (12 A/N) – The middle name of the employee.

- 
- 8 - POSQ** -Optional –An indicator marking this position will navigate to the **POSQ** screen for further positional detail.
- 9 - POSITION** - Display - The four digit position number and position title.
- 10 - %FTE** - Display – Will display actual %FTE if monthly position. If the position is not monthly, will display fixed, variable, or summer school.
- 11 - G** - Display – Salary schedule group number displayed from **EMPOS**.
- 12 - R** - Display – Salary schedule range displayed from **EMPOS**.
- 13 - S** - Display – Salary step displayed from **EMPOS**.
- 14 – MONTHLY** – Display – Pay rate from current salary schedule group, range and step including %FTE AND SHIFT.
- 15 – ANNUAL** - Display – Annual pay for monthly positions only.
- 16 – D/H RATE** - Display – Daily (D) or hourly (H) rate for variable positions. Displayed from **SALRY**.
- 17 – J CLS** – Display – Job Class code. Certificated positions are 10000 through 19999. Classified positions are 20000 through 29999.
- 18 – TYPE** – Display – This field contains a two character alpha code to identify certain job types. The field is used by retirement and SUI to determine eligibility requirements.
- 19 – DESCRIPTION** – Display – Full description of the county job class from **CJOBS**.
- 20 – BRGN** – Display – The bargaining unit for the job class.
- 21 – WORK** – Display – The worksite location for this position.
- 22 – TIME** – Display – The location where time is kept for this position.
- 23 – WORK YEAR** – Display – Months to be worked in this position indicated by the first letter of each month in fiscal year order.
- 24 – WORK WEEK** – Display – Days of the week to be worked indicated by the first letter of each day.

**25 – G/L** – Display – Grade level code for the position. Grades taught for the certificated position.

**26 – TRACK** – Display – Work schedule track for certificated positions.

**27 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**28 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate to for employee chosen in selection field.

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The Employee Cross Reference screen (**EMPID**) can be used to verify an Employees Identification Number and Social Security Number. An Employee Identification Number is assigned automatically to the employee by the Payroll/Personnel system when an EMPLOY is added.

```

EMPIDT023256SEP08060609
Employee Cross Reference 06.0630
No. Emp No. Soc Sec No. Last Name First MI Warr
-----
3 4 5 6 7 8 9

10 11 12 13 14 INCLUDE TERM : 15
16 SELECTION
MESSAGE : 17
NEXT SCREEN : 18 @
  
```

## EMPID Screen

- 1 - **FUNCTION** - Display – The function for this screen will always list.
- 2 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 3 – **NO.** - Display – Line number associated with employee, used for selection and navigation to selected screens.
- 4 – **EMP NO.** - Display – The Employee Identification number of the employee(s) shown.
- 5 – **SOC SEC NO.** – Display – The social security number of the employee(s) shown.
- 6 - **LAST NAME** - Display - The last name of the employee(s) shown.

- 7 – FIRST** – Display – The first name of the employee(s) shown.
- 8 - MI** – Display - The middle name of the employee(s) shown.
- 9 – WARR LOC** - Display - The three digit warrant location number for the employee(s) shown.
- 10** – Optional (7A/N) – Allows search by entering Employee Number in this field. Screen will display back in this sequence order. Screen default is active only.
- 11** – Optional (12 A/N) – Allows search by entering Social Security Number in this field. Screen will display back in this sequence order. Screen default is active only.
- 12** – Optional (15 A/N) - Allows search by entering Last Name or an alpha character in this field. Screen will display back in this sequence order. Screen default is active only.
- 13** – Optional ( 9 A/N) – Allows further defined search by entering Last Name and First Name or an alpha character in this field. Screen will display back in this sequence order. Screen default is active only.
- 14** – Optional (2 A/N) – Allows further defined search by entering Last Name, First Name, and Middle Initial in this field. Screen will display back in this sequence order. Screen default is active only.
- 15 – INCLUDE TERM** – Required (1 A/N) – A flag to include terminated employees. An “N” will display active employees only. A “Y” will display terminated employees too. Screen default is active only.
- 16 – SELECTION** – Optional (2 A/N) – Place to indicate associated line number for employee chose for navigation to another screen.
- 17 – MESSAGE** – Display – The place where any messages from the systems will be displayed.
- 18 – NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate to for employee choose in the selection field.

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The Employee Creation of EMP Records screen (**EEADD**) is used to assign an Employee Identification Number to an employee prior to adding an Employee Personal Data, **EMPLY** record.

```

EEADDT229116MAR120740703          1 07.0125
Employee Creation of EMP records

Function : ▶ 2 ◀
Employee No. : 3
Soc Sec No. : ▶ 4 ◀
Soc Sec Name : ▶ 5 ◀
Last Name : ▶ 6 ◀
First Name : ▶ 7 ◀
Middle Name : ▶ 8 ◀
Sex : ▶ 9 ◀
Date of Birth : ▶ 10 ◀

Message : 11                               Next Screen : ▶ 12 ◀@◀
    
```

## EEADD Screen

**1 - VERSION NUMBER** - Display - The current version control number of the screen.

**2 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

### ADD

Add all the information on the screen about an employee.  
(INQ on a new employee's social security number prior to adding.)

### INQ

Inquire about existing information on an employee.

**3 - EMPLOYEE NO.** - Display – The Employee Identification number of the employee(s) shown.

**4 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee may be entered with or without hyphens. (ex: 123-12-1234 or 123121234)

**5 - SOC. SEC. CARD NAME** - Required (42 A/N) - The last, first, and middle names exactly as they appear on the employee's social security card. They must be entered in the format "Last name, all other names" with one comma.

**6 - LAST NAME** - Required (24 A/N) - The last name of the employee.

**7 - FIRST NAME** - Required (18 A/N) - The first name of the employee.

**8 - MIDDLE NAME** - Optional (12 A/N) - The middle name of the employee.

**9 - SEX** - Required (1 A/N) - Sex of employee.

**M** - Male

**F** - Female.

**10 - DATE OF BIRTH** - Required (8 A/N) - Employee birth date.

**11 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**12 - NEXT SCREEN** - Optional (5 A/N) - This field is used for navigation to other system screens.

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The SACS Extra Pay Expense Distribution screen (**SXEX3**) allows districts to create and maintain the expense distribution for extra pay to be received by their employees. This screen is optional except for extra pay with the audit parameter "J", non-salary account, and for employees in variable positions. If not designated on this screen extra pay will be expensed according to the position distribution on **SXPOS** for monthly and fixed positions.

**SXEX3** is for type 3 users, type 1, type 2, and type 4 users must use **SXEXP**.

The screenshot shows the following fields and layout:

- Header: SXEX31239047JUN250740706 (left), 91 COUNTY CONTROL 03.1022 (right)
- Title: SACS EXTRA PAY EXPENSE DISTRIBUTION
- Fields: Fiscal Year (4), Soc. Sec. No. (5), Warrant Last Name (6), First Name (7), Middle (8)
- Field: Include Inactive Lines? (Y/N) (9)
- Table Headers: Xpay Type-Code (10, 11), Position (12), Title (13), Audit Parameters (14)
- Table Columns: Upd "X" (15), Active (16), Line (17), Percent (18), Fund (19), Object-Sub (20, 21), Fld1 (22), Fld2 (23), Fld3 (24), Fld4 (25)
- Footer: NEXT SCREEN (27)

**SXEX3** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add all the information on the screen.

**CHG**

Change or update existing information.

**DEL**

Delete expense distribution information on the screen.

**INQ**

Same as LST.

**LST**

Display a list of existing employee information.

**NXT**

Get information for the next employee in name sequence.

- 
- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - FISCAL YEAR** - Required (4 A/N) - The fiscal year for the current payroll. Default to the current fiscal year. (Ex. 1999 is fiscal year 1999-2000)
- 5 - SOC. SEC. NO.** - Optional (12 A/N) - The social security number of the employee.
- 6 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 7 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 8 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 9 - INCLUDE INACTIVE LINES?** - Optional (1 A/N) - "Y" indicates that inactive expense distribution will be included. Default is "Y".
- 10 - XPAY TYPE** - Optional (2 A/N) - This field contains a numeric code from 01 through 99 that identifies a type of extra pay. The listing will begin with this type, if entered.
- 11 - XPAY CODE** - Optional (2 A/N) - Contains a numeric code that further identifies extra pay type. The listing will begin with the extra pay type and code, if both are entered.
- 12 - POSITION** - Display - Number of the position to which the employee is assigned.
- 13 - TITLE** - Display - The description of the extra pay.
- 14 - AUDIT PARAMETERS** - Display - There are eleven single character audit parameters associated with each type of extra pay. (Audit parameters are identified as "A" through "K" and are established on the **CXPAY** screen.)
- 15 - UPD "X"** - Optional (1 A/N) - An indicator to mark a line or entry on a screen that is to be updated. When this field is "X", the other fields associated with it will be changed or deleted according to the entered screen function.
- 16 - LINE** - Optional (3 A/N) - Line number to which extra pay is charged. System will automatically enter the line number if none is entered.
- 17 - ACTIVE** - Optional (1 A/N) - "Y" indicates the records that will be used during the expense distribution processing.
- 18 - PERCENT** - Required (3,2 N) - Percent of pay applied to line of distribution. Required for all monthly and fixed positions. Note: Total for all lines must be 100%.

- 19 - FUND** - Required (2 A/N) - The two digit fund number used to describe a validated SACS payroll chart of accounts entry.
- 20 - OBJECT** – Required (4 A/N) – The four digit object number for the SACS payroll chart of accounts number. Objects can be from 1000 to 2999 (salary extra pay types), from 3900 to 3999 or 5200 to 5299 (non-salary extra pay types), and 9511 (prior year). Non-salary extra pay expense distribution must be entered on this screen.
- 21 - Sub-Object** – Required (3 A/N) - The three digit object-sub number for the SACS payroll chart of accounts number.
- 22 - Fld 1** - Optional (2 N) – The first part of the account number.
- 23 - Fld 2** - Optional (2 N) – The second part of the account number.
- 24 - Fld 3** - Optional (2 N) – The third part of the account number.
- 25 - Fld 4** - Optional (2 N) – The fourth part of the account number.
- 26 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 27 - NEXT SCREEN** – Optional (5 A/N) - The place to indicate the next screen to navigate.

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## OVERVIEW

The Credentials module allows the SDCOE Credential Office and districts to view and monitor all San Diego County registered credentials and all certificated job assignments (attached on **EMPOS**), as well as manually holding unauthorized job assignments. Job assignments must be "validated" by the Credential Office.

Examples of job assignment validation performed by the SDCOE Credentials department:

- No Credentials registered in San Diego County
- Credential expiration date check
- Assignment date validation
- Object and grade level combination check
- Check credential restrictions
- Check subject matter areas
- Extra Pay subject to credential validation (**CXPAY** parameter)

The Payroll/Personnel system will be updated from the Commission on Teacher Credentialing in Sacramento. Credentials registered in San Diego County will be downloaded weekly directly from the CTC.

If a credential exception exists, the Credential Office may indicate that an employee's warrant will be "held" until cleared by the Credential Office. This will be indicated by a warrant location of 990 on **CRDOK**, **EMPLY**, and the employees' warrant.

The credential process will produce the following reports:

- Employee Job Assignments & Credentials Report
- Expiring Credentials for Assigned Employees Report
- Certificated Employees Without Credentials Report
- Weekly Activity Report
  - Generated from weekly load process
- Credential Analysis of certificated Activity Report
  - Generated weekly, and at prepay and payroll run time.
- Credential Notices for Employees with Expiring Credentials

The districts have the ability to inquire about a current or prospective employee's credentials as maintained in the SDCOE system by using an inquiry-only screen (**CRLST**).



# CREDENTIALIALS

---

Screens in this module may be used to validate job assignments and check on credential status.

**CRCTL** – County Office Access Only

**CRDOC**

**CRDOK**

**CRDPP** – County Office Access Only

**CRDSC**

**CRLST**

**CRPOS**

**CRUPD** – County Office Access Only

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## SCREEN SUMMARIES

**CRCTL** – Credential Control Screen. – County Office Access Only. Will display all districts where the employee is currently active, including credential codes, authorizations and supplemental data.

**CRDOC** – Credentials Inquiry Screen. Zoom screen accessible from **CRPOS**. Provides detailed credential information to verify a current or prospective employee’s appropriate credentials.

**CRDOK** - Employee Credential Status Screen. Use to view an employee’s credential status including manual holds.

**CRDPP** – All Points Bulletin Screen - County Office Access Only. Displays professional standards and credential information, including replaced, inactive, expired and replaced credentials.

**CRDSC** - Credentials Help Screen. A credential help screen displaying detailed information on the codes and descriptions from the Commission on Teacher Credentialing as used on credentials.

**CRLST** - Credentials List Screen. Provides a method of viewing credentials for an individual registered with San Diego County. Does not need to be an employee of the inquiring district. May be used by districts to check on current or prospective employee’s credential status. May zoom on credentials, will display **CRDOC** screen.

**CRPOS** Positions and Credentials List Screen. Shows credentials and assigned positions simultaneously for employees in the inquiring district only. May zoom on positions; will display **EMPOS** or **CRDOC** screen as indicated.

**CRUPD** – Credential Document Screen. - County Office Access Only. Zoom screen accessible from **CRDPP** and **CRCTL**. Provides access to detailed credential information and allows updating of credential information.

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## CREDENTIALIALS PROCEDURES LIST

**CRCTL** - County Office Access Only. Process or update a manual hold due to a credential exception. If an update is necessary, use the appropriate function in the function field on the screen to hold or release a warrant.

**CRDOC** – District Access. Zoom screen accessible from the **CRPOS**. Provides detailed credential information. Used to verify if a current or prospective employee has appropriate credentials in SD County.

**CRDOK** – District Access. May be used to check the status of an employee's credentials and if any warrant holds have been cleared, therefore allowing a warrant release.

**CRDPP** – County Office Access Only. Displays professional standards and credentials. May include inactive, expired and replaced credentials.

**CRDSC** – District Access. Displays detailed information on the codes and descriptions used on credentials.

**CRLST** – District Access. May inquire about a prospective or current employee's credential. This screen displays the valid credentials including credential codes, term codes, authorized fields, supplementary fields, authorization codes, renewal codes, restrictions codes, expiration dates and status. Districts should refer to this screen when attaching an employee to a position (**EMPOS**) to confirm the accuracy of the job assignment.

**CRPOS** – District Access. Use to monitor certificated employee job assignments. This screen displays credential and positions and related information in a variety of formats.

**CRUPD** – County Office Access Only. Zoom screen accessible from **CRDPP** and **CRCTL**. Provides access to detailed credential information and allows updating of credential information.

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## SCREEN DEPENDENCIES

<i>Screen</i>	<i>Description</i>	<i>Depends on</i>	<i>Module</i>
<b>CRCTL</b>	Credential Control	Payroll Database	
<b>CRDOC</b>	Credentials Inquiry	Payroll Database	
<b>CRDOK</b>	Employee Credential Status	<b>EMPOS</b>	<b>EMPLOYEE</b>
<b>CRDPP</b>	All Points Bulletin	Payroll Database	
<b>CRDSC</b>	Credential Help	Payroll Database	
<b>CRLST</b>	Credentials List	Payroll Database	
<b>CRPOS</b>	Positions and Credentials List	<b>EMPOS</b>	<b>EMPLOYEE</b>
<b>CRUPD</b>	Credential Document	Payroll Database	

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The Credential Control screen (**CRCTL**) will display all districts where the employee is currently active. The screen displays credential code, authorizations and supplemental data. County Office Credential department process the payroll warrant holds and releases. Options are given to display active, classified, or inactive positions, and to include inactive and/or expired credentials. **COUNTY OFFICE ONLY.**

```

CRCTL068186JUN11080806
          CREDENTIAL CONTROL SCREEN
          08.0529
Dist. No. 3  Districts worked in : 4
Emp / SS # 5  Warrant Last Name 6  First Name 7  Mid 8
Incl: Classified? 9  Inactive? 12  SEID#: 10  Incl: Inact? 13  Exp? 14  Rep? 15
-----Positions-----|-----Credentials-----
Pos# 17  Class 18  Desc 19  FTE 20  Lpay 21  Date 22  Cred 23  Trm 24  Auth 25  Supp 26  Exp 27  Date 28  Stat 29  EL
Help: 30  31  32  33
Next Screen 34
35
  
```

**CRCTL Screen**

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a new credential record. Displays a second screen CRUPD to add detailed credential data.

**CHG**

Change or update existing information about an employee's credential details. Zooms to CRUPD to change a record

**DEL**

Delete employee credential information.

**HLD**

Place a hold on an employee's warrant for a specified district. **COUNTY OFFICE ONLY.**

**INQ**

Inquire on an employee's credential details. **COUNTY OFFICE ONLY.**

**NXT**

Get the next sequential employee record. **COUNTY OFFICE ONLY.**

**REL**

Release a hold on an employee's warrant for a specified district. **COUNTY OFFICE ONLY.**

- 2 – DISTRICT NAME/VERSION NUMBER** - Display - The district name and the current version control number of the screen.
- 3 - DIST. NO.** - Required (2 A/N) - The two digit district number.
- 4 – DISTRICTS WORKED IN:** - Display - The two digit district number(s) where the employee is currently active. An “h” by the district number denotes a manual pay hold in that district only.
- 5 – EMP / SS #.** - Required (12 A/N) – The employee 6 digit identification number or the social security number of the employee. The employee identification number and the social security number may be entered with or without hyphens. (Ex: Employee ID number 123-456 or 123456). (Ex: social security number 123-45-6123 or 123456123). Both the employee identification number and social security number will display.
- 6 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the individual. If specified, (and social security number is not) this will be the name of the person to display. If the name does not exist, the display will be the person with the name alphabetically equal to or greater than the name entered.
- 7 - FIRST NAME** - Optional (18 A/N) - The first name of the individual to display.
- 8 - MID** - Optional (12 A/N) - The middle name of the individual to display
- 9 – DOB** – Display (8 A/N) - The date of birth of the individual to display.
- 10 – SEID #** - Display (10 A/N) - The Statewide Educator Identifiers. The Commission on Teacher Credentialing assigns this number.

**INCL:**

- 11 - CLASSIFIED?** - Optional (1 A/N) - If “Y” is indicated any active classified positions for the employee will be displayed. Default is “N”.

**12- INACTIVE?** - Optional (1 A/N) - If “Y” is indicated all stopped and/or future positions for the employee will be displayed. Default is “N”.

## **INCL:**

**13 - INACTIVE?** - Optional (1 A/N) - If “Y” is indicated all inactive credentials for the employee will be displayed. Default is “Y”.

**14 - EXPIRED?** – Optional (1 A/N) – If “Y” is indicated all expired credentials for the employee will be displayed. Default is “Y”.

**15 - REP?** - Optional (1 A/N) - If “Y” is indicated all replaced credentials for the employee will be displayed. Default is “Y”.

**16 - ZOOM** - Optional (1A/N) - An indicator to mark a position to display a second screen to request detailed position data. Valid value is “X”.

## **POSITIONS**

**17 - POS#** - Display - The assigned position number of the employee. If “Include Inactive” positions is “Y” the inactive position number(s) will be indicated by an “X” after the position number.

**18 - CLASS** - Display - The job class number of the position.

**19 - DESC** - Display - The job class description.

**20 - FTE** - Display - Will display actual percentage of full time equivalency if a monthly position. If the position is not monthly, will display fixed, variable, or summer school code along with hourly or daily code.

**21 – LPAY DATE** - Display – Date of last pay for the employee.

## **CREDENTIALS**

**22 - CRED** - Display - The code identifying the type of Credential. (ex. Ryan, Standard, etc.)

**23 - TRM** - Display - The code representing the term or lifetime of the credential. (ex. Life, Partial, etc.)

- 24 - AUTH** - Display - The code identifying the authorized field (major) of the credential. The first code will display followed by an asterisk to indicate more than one major, if applicable. Up to seven authorized fields may be associated with a given credential.
- 25 - SUPP** - Display - The code identifying the supplementary field (minor) of the credential. The first code will display followed by an asterisk to indicate more than one minor, if applicable. Up to seven supplementary fields may be associated with a given credential.
- 26 - EXP DATE** - Display - The expiration date of the credential.
- 27 - STAT** - Display - The current status of the credential.
- 28 - EL** – Display – “Y” indicates an English Learner Credential.
- 29 - ZOOM** - Optional (1A/N) - An indicator to mark a credential to display a second screen with detailed credential data. Valid value is “X”.

**HELP:**

- 30 - CRED** - Optional (4 A/N) - Enter the Credential code that “Help” is needed on.
- 31 - TRM** - Optional (2 A/N) - Enter the Credential Term code that “Help” is needed on.
- 32 - AUTH** - Optional (4 A/N) - Enter the Authorization (Major) code that “Help” is needed on. “Cred” field is required when a value is entered in the “Auth” field.
- 33- SUPP** - Optional (4 A/N) - Enter the Supplementary Authorization (Minor) code that “Help” is needed on. “Cred” field is required when a value is entered in the “Supp” field.
- 34 – NEXT SCREEN** - Optional (5 A/N) - Use to request another system screen. If used to request other credential screens, will display requested screen pre-filled with social security number and employee information. Default is the current screen.
- 35 - MESSAGE** - Display - The place where messages reflecting the warrant hold status will be displayed.

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The Employee Credential Status screen (**CRDOK**) provides Districts with a method of viewing an employee's credential status. Optional criteria allows display of information on employees with no credential, employees with office holds, or employees with no valid credentials registered in San Diego County. The Zoom feature allows the capability of zooming to a second screen.

## CRDOK Screen

- 1 - **FUNCTION** - Display - The function for this screen will always be LST.
- 2 - **DISTRICT NAME/VERSION NUMBER** - Display - The district name and the current version control number of the screen.
- 3 - **DIST. NO.** - Required (2 A/N) - The number of the District. Default at district level is the district number.
- 4 - **ZOOM** - Optional (1 A/N) - An indicator to mark an employee to display a second screen of information. Valid value is "X".
- 5 - **NAME** - Display - The name of the individual.
- 6 - **EMP NO** - Display - The six digit employee identification number of the individual.

- 7 - LOC 990** - Display - An “X” in this field indicates a manual county office hold by the SDCOE Credentials Unit. The warrant location for the employee will be 990.
- 8 - REASON** - Display - A brief description explaining why an employee is displayed.
- 9 - PRO. PRCS** – Display – An “X” indicates the California Commission on Teaching Credentials has revoked or suspended the teachers credential for Professional Practices.
- 10 - NXT** - Optional (21 A/N) - Place to indicate the next employee name to list. Defaults to next alphabetical sequential name.

**INCLUDE:**

- 11 - EMPS W/NO CREDS** - Optional (1 A/N)) - An indicator to include employees with no credentials on file in San Diego County. Default is “Y”.

Valid values are:

**Y** = Yes

**N** = No

- 12 – OFFICE HOLDS** - Optional (1 A/N)) - An indicator to include employees with manual office holds set. Default is “Y”.

Valid values are:

**Y** = Yes

**N** = No

- 13 – NO VALID CREDS** - Optional (1 A/N) - An indicator to include employees that have no current valid credentials on file. Default is “Y”.

Valid values are:

**Y** = Yes

**N** = No

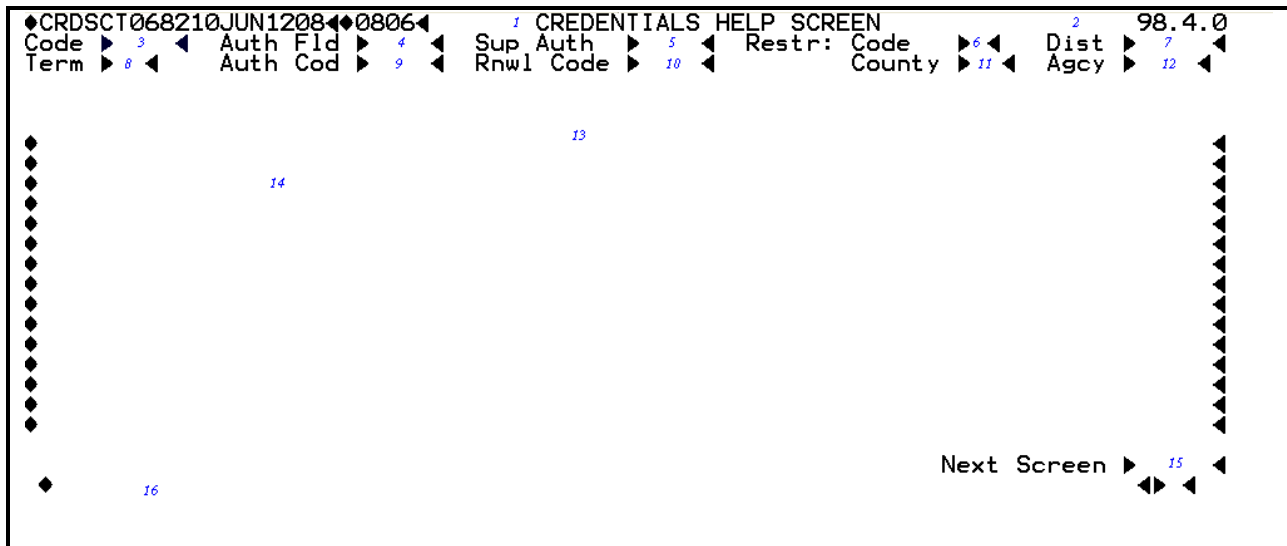
- 14 – NEXT SCREEN** - Optional (5 A/N) - Use to request another system screen. If used to request other credential screens, will display requested screen pre-filled with social security number and employee information. Default is the current screen.

- 15 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Credentials Help screen (**CRDSC**) displays detailed information on the codes and descriptions used on credentials issued by the State of California through the Commission on Teacher Credentialing (CTC). A code may be entered to determine the description. This screen maybe requested from the “HELP” fields on the credential screens or by entering the screen name in the next screen field or from the second page. When requested from a “HELP” field the screen will display with a list of codes and descriptions starting with the one requested from the previous screen.



## CRDSC Screen

**1 - FUNCTION** - Display - The function for this screen will always be LST.

**2 - VERSION NUMBER** - Display - The current version control number of the screen.

### HELP ON:

**3 - CODE** - Optional (4 A/N) - The code identifying the type of Credential. (ex. Ryan, Standard, etc.)

**4 – AUTH FLD** - Optional (4 A/N) - The code identifying the authorized field (major) of the credential.

**5 – SUP AUTH** - Optional (4 A/N) - The code identifying the supplementary field (minor) of the credential.

**RESTR:**

**6 - CODE** - Optional (1 A/N) - The code that identifies any restrictions on the credential.

Values displayed are:

- 2** - Restricted to the county schools
- 3** - Private schools in a county
- 5** - Employer and college for an internship
- 6** - County/district/agency

**7 - DIST** - Optional (5 A/N) - The code identifying the district of the restriction.

**8 - TERM** - Optional (2 A/N) - The code representing the term or lifetime of the credential.  
(ex. Life, Partial, etc.)

**9 - AUTH COD** - Optional (4 A/N) - The code identifying the authorization of the credential.  
(ex. R10 - This credential authorizes the holder to teach multiple-subject matter (self-contained) classes in grades kindergarten through eight)

**10 - RNWL CODE** - Optional (4 A/N) - The code that identifies the renewal restrictions and requirements for the credential.

**RESTR:**

**11 - COUNTY** - Optional (2 A/N) - The code identifying the county of the restriction.

**12 - AGCY** - Optional (4 A/N) - The code identifying agency of the restriction.

**13 - CODE** - Display - The credential code, authorization code, or supplementary code as previously requested.

**14 - DESCRIPTION** - Display - The detailed description related to the code displayed.

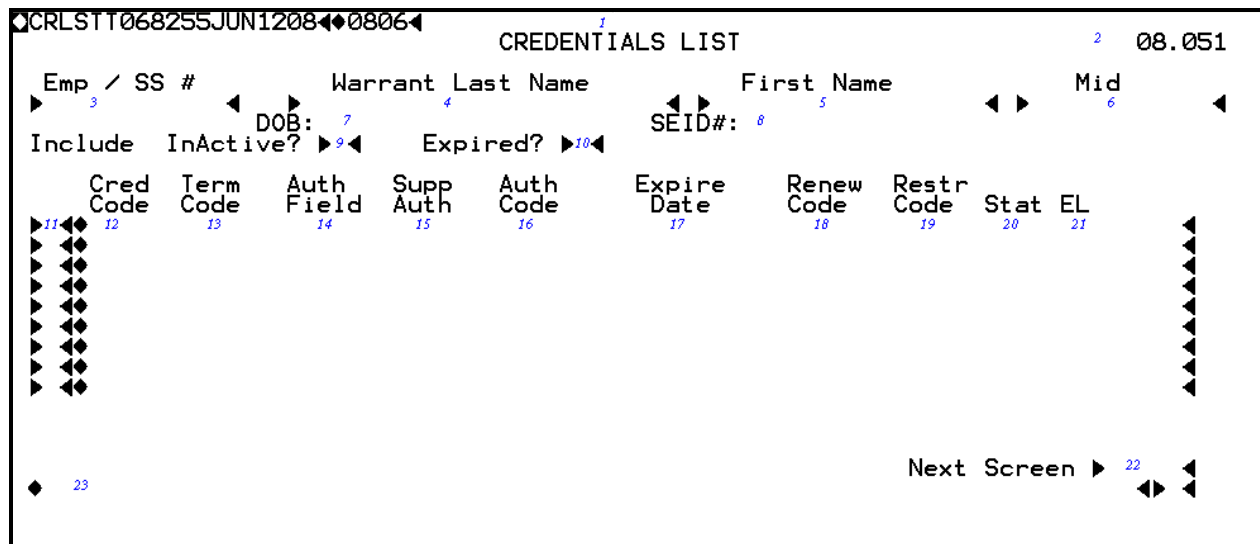
**15 - NEXT SCREEN** - Optional (5 A/N) - Use to request another system screen.

**16 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Credentials List screen (**CRLST**) provides Districts with a method of viewing credentials, which have been registered with San Diego County, for an individual. An optional criterion allows display of information on inactive, expired, and reinstated credentials. The Zoom feature allows the capability of zooming to a second screen (**CRDOC**) which will display detailed information for selected credentials.



## CRLST Screen

- 1 - **FUNCTION** - Display - The function for this screen will always be LST.
- 2 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 3 - **EMP / SS #** - Required (12 A/N) – The employee 6 digit identification number or the social security number of the employee. The employee identification number and the social security number may be entered with or without hyphens. (Ex: Employee ID number 123-456 or 123456). (Ex: social security number 123-45-6123 or 123456123. Both the employee identification number and social security number will display.
- 4 - **WARRANT LAST NAME** - Optional (24 A/N) - The last name of the individual. If specified, (and the employer identification or social security number are not) this will be the name of the person to display. If the name does not exist, the display will be the person with the name alphabetically equal to or greater than the name entered.

- 5 - **WARRANT FIRST NAME** - Optional (18 A/N) - The first name of the individual to display.
- 6 - **WARRANT MIDDLE NAME** - Optional (12 A/N) - The middle name of the individual to display.
- 7 - **DOB** - Display (8 A/N) - The date of birth of the individual to display.
- 8 - **SEID #** - Display (10 A/N) - The Statewide Educator Identifiers. The Commission on Teacher Credentialing assigns this number.

## INCLUDE?

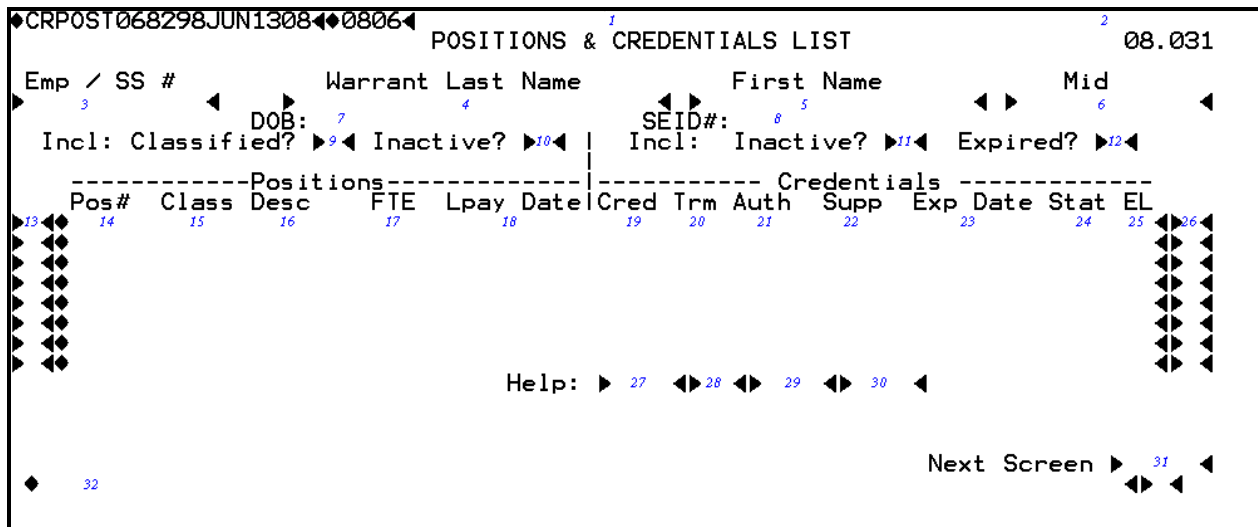
- 9 - **INACTIVE** - Optional (1 A/N)) - An indicator to include inactive credentials in the list of credentials for the individual. Default is "N".  
Valid values are:
  - Y = Yes
  - N = No
- 10 - **EXPIRED** - Optional (1 A/N)) - An indicator to include expired credentials in the list of credentials for the individual. Default is "N".  
Valid values are:
  - Y = Yes
  - N = No
- 11 - **ZOOM** - Optional (1 A/N) - An indicator to mark a credential to display a second screen (**CRDOC** with detailed credential data. Valid value is "X").
- 12 - **CRED CODE** - Display - The code identifying the type of Credential. (ex. Ryan, Standard, etc.)
- 13 - **TERM CODE** - Display - The code representing the term or lifetime of the credential. (ex. Life, Partial, etc.)
- 14 - **AUTH FIELD** - Display - The code identifying the authorized field (major) of the credential. The first code will display followed by an asterisk to indicate more than one major, if applicable. Up to seven authorized fields may be associated with a given credential.
- 15 - **SUPP AUTH** - Display - The code identifying the supplementary field (minor) of the credential. The first code will display followed by an asterisk to indicate more than one minor, if applicable. Up to seven supplementary fields may be associated with a given credential.

- 16 – AUTH CODE** - Display - The code identifying the authorization of the credential.  
(ex. R10 - This credential authorizes the holder to teach multiple-subject matter (self-contained) classes in grades kindergarten through eight.
- 17 – EXPIRE DATE** - Display - The expiration date of the credential.
- 18- RENEW CODE** - Display - The code that identifies the renewal restrictions and requirements for the credential. The first code will display followed by an asterisk to indicate more than one Renew Code, if applicable.
- 19 – RESTR CODE** - Display - The code that identifies any restrictions on the credential.  
Values displayed are:  
    **2** - Restricted to the county schools  
    **3** - Private schools in a county  
    **5** - Employer and college for an internship  
    **6** - County/district/agency
- 20 - STATUS** - Display - The current status of the credential.  
Values displayed are:  
    **R** - Revoked  
    **S** - Suspend  
    **E** - Expired  
    **P** - Replaced  
    **I** - Inactive
- 21 – EL** - Display – “Y” indicates an English Learner Credential.
- 22 – NEXT SCREEN** - Optional (5 A/N) - Used to request another system screen. If used to request other credential screens, will display requested screen pre-filled with social security number and employee information. Default is the current screen.
- 23 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Positions and Credentials list screen (**CRPOS**) provides a method of viewing employee credential information and job assignment information simultaneously. Options are given to display active, classified, or inactive positions, and to include inactive and/or expired credentials.



## CRPOS Screen

- 1 - FUNCTION** - Display - The function for this screen will always be LST.
- 2 - DISTRICT NAME/VERSION NUMBER** - Display - The district name and the current version control number of the screen.
- 3 - EMP / SS #** - Required (12 A/N) – The employee 6 digit identification number or the social security number of the employee. The employee identification number and the social security number may be entered with or without hyphens. (Ex: Employee ID number 123-456 or 123456). (Ex: social security number 123-45-6123 or 123456123). Both the employee identification number and social security number will display.
- 4 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the individual. If specified, (and social security number is not) this will be the name of the person to display. If the name does not exist, the display will be the person with the name alphabetically equal to or greater than the name entered.
- 5 - WARRANT FIRST NAME** - Optional (18 A/N) - The first name of the individual to display.



**6 - WARRANT MIDDLE NAME** - Optional (12 A/N) - The middle name of the individual to display.

**7 - DOB** – Display (8 A/N) – The date of birth of the individual to display.

**8 – SEID #** – Display (10 A/N) – The Statewide Educator Identifiers. The Commission on Teacher Credentialing assigns this number

**INCL:**

**9 - CLASSIFIED?** - Optional (1 A/N) - If “Y” is indicated any active classified positions for the employee will be displayed. Default is “N”.

**10 - INACTIVE?** - Optional (1 A/N) - If “Y” is indicated all stopped and/or future positions for the employee will be displayed. Default is “N”.

**INCL:**

**11 - INACTIVE?** - Optional (1 A/N) - If “Y” is indicated all inactive credentials for the employee will be displayed. Default is “N”.

**12 - EXPIRED** - Optional (1 A/N) - If “Y” is indicated all expired credentials for the employee will be displayed. Default is “N”.

**13 - ZOOM** - Optional (1A/N) - An indicator to mark a position to display a second screen (**EMPOS** to request detailed position data. Valid value is “X”.

**POSITIONS**

**14 – POS #** - Display - The assigned position number of the employee. If “Include Inactive” positions is “Y” the active position number(s) will be indicated by an “X” after the position number.

**15 - CLASS** - Display - The job class number of the position.

**16 - DESC** - Display - The job class description.

**17 - FTE** - Display - Will display actual percentage of full time equivalency if a monthly position. If the position is not monthly, will display fixed, variable, or summer school code along with hourly or daily code.

**18 – LPAY DATE** - Display – Date of last pay for the employee.

---

**CREDENTIALS**

- 19 - CRED** - Display - The code identifying the type of Credential. (ex. Ryan, Standard, etc.)
- 20 - TRM** - Display - The code representing the term or lifetime of the credential. (ex. Life, Partial, etc.)
- 21 - AUTH** - Display - The code identifying the authorized field (major) of the credential. The first code will display followed by an asterisk to indicate more than one major, if applicable. Up to seven authorized fields may be associated with a given credential.
- 22 - SUPP AUTH** - Display - The code identifying the supplementary field (minor) of the credential. The first code will display followed by an asterisk to indicate more than one minor, if applicable. Up to seven supplementary fields may be associated with a given credential.
- 23 - EXP DATE** - Display - The expiration date of the credential.
- 24 - STAT** - Display - The current status of the credential.
- 25 - EL** - Display - “Y” indicates an English Learner Credential.
- 26 - ZOOM** - Optional (1A/N) - An indicator to mark a credential to display a second screen (CRDOC with detailed credential data. Valid value is “X”.

**HELP:**

- 27 - CRED** - Optional (4 A/N) - Enter the Credential code that “Help” is needed on.
- 28 - TRM** - Optional (2 A/N) - Enter the Credential Term code that “Help” is needed on.
- 29 - AUTH** - Optional (4 A/N) - Enter the Authorization (Major) code that “Help” is needed on. “Cred” field is required when a value is entered in the “Auth” field.
- 30- SUPP** - Optional (4 A/N) - Enter the Supplementary Authorization (Minor) code that “Help” is needed on. “Cred” field is required when a value is entered in the “Supp” field.
- 31 - NEXT SCREEN** - Optional (5 A/N) - Use to request another system screen. If used to request other credential screens, will display requested screen pre-filled with social security number and employee information. Default is the current screen.
- 32 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Credentials Inquiry screen (**CRDOC**) is the ZOOM screen for the credentials side of the **CRPOS**. The screen provides access to detailed credential information. Districts will be able to quickly verify whether a current or prospective employee has the appropriate credentials registered in San Diego County. The screen displays Credential information as text including the codes and detailed descriptions in the same order as it resides on the credential document.

```

◆CRDOCT068341JUN1308◆0806◆
Document No. 3
Valid 6 7 8 Reg Date 9
AUTH FLDS: 10
SUP AUTHS: 11

12
◆ Transmit for Authorization/Renewal info More? 13 ◆

```

## CRDOC Screen

- 1 – **FUNCTION** - Display The function for this screen will always be list
- 2 - **VERSION CONTROL** - Display - The current version control number of the screen,.
- 3 - **DOCUMENT NO.** - Display - The document number assigned to the credential by the Commission of Teacher Credentialing.
- 4 – **DISPLAY** – The social security number of the employee.
- 5 – **DISPLAY** – The first name, middle initial, and last name of the employee.
- 6 – **DISPLAY** – The credential code identifying the type of Credential
- 7 – **DISPLAY** – The description of the credential code identifying the type of Credential.
- 8 - **VALID** - Display - The valid start and expiration dates of the credential.

- 9 - REG DATE** - Display - The date the credential was registered with the County Office.
- 10 - AUTH FLDS:** - Display - The code(s) identifying the authorized field (major) of the credential and the code description.
- 11 - SUP AUTHS:** - Display - The code identifying the supplementary field (minor) of the credential and the code description.
- 12 - MESSAGE** – Display – The place where any message from the system will be displayed. Message to indicate transmittal for additional information. Restriction codes, if applicable, will be displayed in this area.
- 13 - MORE?** - Optional (1 A/N) - An indicator to continue the display of information for the credential. The field will default to “Y”, which will continue the text, if more information is available. The screen will display a “N” if no further information, and will return to the requesting screen.

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The All Points Bulletin screen (**CRDPP**) will display professional standards and credential information. Options are given to display replaced professional standards, and to include inactive, expired and replaced credentials. The Zoom feature allows the capability of zooming from professional standards action items to display additional information, and to zoom from credentials items to a secondary screen (**CRUPD**). **COUNTY OFFICE ONLY.**

```

◊CRDPPT068360JUN1308◊◊0806◊
                                ALL POINTS BULLETIN
                                08.052
Soc. Sec. No.   Warrant Last Name   First Name   Mid
  3             4                     5           6
Birth Date     SEID #
  7             8
-----
Action Date    Action    Reinstatement Date
  9            10         11
Comments      12
Selected?     Replaced?
 13           14
Incl: Rep?   Incl: Inact?  Exp?  Rep?
 15           16     17    18
-----
Professional Stds-----Credentials-----
Action Date  Comments  Cred Trm  Auth  Supp  Exp Date  Stat
 19          20      21      22    23    24    25    26    27    28
 19          20      21      22    23    24    25    26    27    28
Help: 30 31 32 33
Next Screen 35
 34
  
```

## CRDPP Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a new credential record.

**CHG**

Change or update existing information about an employee's credential details.

**DEL**

Delete employee credential information.

**INQ**

Inquire on an employee's credential details.

**NXT**

Get the next sequential employee record.

- 2 – DISTRICT NAME/VERSION NUMBER** - Display - The district name and the current version control number of the screen.
- 3 – SOC SEC NO #.** – Required (12 A/N) – The employee social security number. The social security number may be entered with or without hyphens. (Ex: 123-45-6789 or 123456789).
- 4 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the individual. If specified, (and social security number is not) this will be the name of the person to display. If the name does not exist, the display will be the person with the name alphabetically equal to or greater than the name entered.
- 5 - FIRST NAME** - Optional (18 A/N) - The first name of the individual to display.
- 6 - MID** - Optional (12 A/N) - The middle name of the individual to display
- 7 - BIRTH DATE** – Display (8 A/N) - The date of birth of the individual to display.
- 8 - SEID #** - Display (10 A/N) - The Statewide Educator Identifiers. The Commission on Teacher Credentialing assigns this number.
- 9 –ACTION DATE** – Required (8A/N) – The date of action.
- 10 –ACTION** – Required (3A/N) - The three digit action code.
- 11 –REINSTATE DATE** – The date of reinstatement of the individual to display
- 12 –COMMENTS** – Optional (120 A/N)
- 13 –SELECTED** – Display (1 A/N)
- 14 -REPLACED** – Display (1A/N)

**INCL:**

- 15 - REP?** - Optional (1 A/N) - If “Y” is indicated all replaced professional standards for the employee will be displayed. Default is “Y”.

**INCL:**

- 16 - INACTIVE?** - Optional (1 A/N) - If “Y” is indicated all inactive credentials for the employee will be displayed. Default is “Y”.

**17 - EXPIRED?** – Optional (1 A/N) – If “Y” is indicated all expired credentials for the employee will be displayed. Default is “Y”.

**18 - REP?** - Optional (1 A/N) - If “Y” is indicated all replaced credentials for the employee will be displayed. Default is “Y”.

## PROFESSIONAL STANDARDS

**19 - ZOOM** - Optional (1A/N) - An indicator to mark a position to display additional detailed action data and the ability to update. Valid value is “X”.

**20 - ACTION** - Display – The three digit action code.

**21 - DATE** - Display – The date of action.

**22 – COMMENTS**- Display – An abbreviated (20 characters) comments

## CREDENTIALS

**23 - CRED** - Display - The code identifying the type of Credential. (Ex. Ryan, Standard, etc.)

**24 - TRM** - Display - The code representing the term or lifetime of the credential. (Ex. Life, Partial, etc.)

**25 - AUTH** - Display - The code identifying the authorized field (major) of the credential. The first code will display followed by an asterisk to indicate more than one major, if applicable. Up to seven authorized fields may be associated with a given credential.

**26 - SUPP** - Display - The code identifying the supplementary field (minor) of the credential. The first code will display followed by an asterisk to indicate more than one minor, if applicable. Up to seven supplementary fields may be associated with a given credential.

**27 - EXP DATE** - Display - The expiration date of the credential.

**28 - STAT** - Display - The status of the credential.

**29 - ZOOM** - Optional (1A/N) - An indicator to mark a credential to display a second screen (**CRUPD**) with detailed credential data and the ability to update. Valid value is “X”.

## **HELP:**

- 30 - CRED** - Optional (4 A/N) - Enter the Credential code on which “Help” is needed.
- 31 - TRM** - Optional (2 A/N) - Enter the Credential Term code on which “Help” is needed.
- 32 - AUTH** - Optional (4 A/N) - Enter the Authorization (Major) code on which “Help” is needed. “Cred” field is required when a value is entered in the “Auth” field.
- 33- SUPP** - Optional (4 A/N) - Enter the Supplementary Authorization (Minor) code that “Help” is needed on. “Cred” field is required when a value is entered in the “Supp” field.
- 34 - MESSAGE** - Display - The place where messages from the system will be displayed.
- 35 – NEXT SCREEN** - Optional (5 A/N) - Use to request another system screen. If used to request other credential screens, will display requested screen pre-filled with social security number and employee information. Default is the current screen.

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## OVERVIEW

The Time Reporting module is used by districts to enter and maintain control over time worked by their employees. The screens in this module allow the users to enter time for district employees.

Time entries may be made for employees who are not paid automatically according to their work schedule. Time may be entered for:

1. Variable positions
2. Summer school
3. Additional time for any positions (**POSIT**) %FTE less than 100% of **CDAYS/CHRS**
4. Additional time for fixed time (**FSCHD**) up to maximum time on **CDAYS/CHRS**
5. Overtime (unless employee is overtime exempt on **BARGN**)
6. Time paid at other than regular rate
7. Prior month time adjustments (may be positive or negative time)

The screens provided for this purpose allow time to be entered for multiple employees for a given pay cycle (**TMMAS**), or on an individual basis (**TMUPD**). Time transactions and expense distribution may be verified individually, by employee, on the time list screen (**TMLST**). Users may verify time totals in hours and/or days on the time totals screen (**TMTOT**). Time entered on these screens must not exceed maximums established by the County calendar for classified hours (**CHRS**) or the District calendar for certificated days/hours (**CDAYS**).

Accrual transactions for a prior fiscal year are processed using the **ACCRL** for mass input. Time transactions and expense distribution may be verified on **ACEMP**. To verify by account number use the **ACLST**. To delete an accrual transaction use the **ACUPD**. Users may verify accrual time transaction in hours and/or days on the accrual total screen (**ACTOT**).

Time reporting screens are grouped in three categories.

Input screens:

**ACCRL, TMMAS, TMUPD,**

Update screen:

**ACUPD**

Verification screens:

**ACEMP, ACLST, ACTOT, TMLST, TMTOT**

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## SCREEN SUMMARIES

**ACCRL** – Time Accrual Mass Input

Use to enter multiple transactions to accrue for a prior fiscal year.

**ACEMP** – List Time Accruals

Use for listing all accrual transactions entered by employee to be processed for a prior fiscal year.

**ACLST** – List Time Accruals

List by account number of accrual transactions to be processed for a prior fiscal year.

**ACUPD** – Time Accrual Update

To delete accrual transactions entered on the **ACCRL** screen.

**ACTOT** – Accrual Time Transaction Total

Districts may use this screen to verify that Accrual time input totals are correct.

**TMLST** - Time Transactions List

Use for listing all time transactions entered for employees for a specified period.

**TMMAS** - Time Transaction Mass Input

Used by districts to enter multiple time transactions for a given pay cycle.

**TMTOT** - Time Transaction Totals

Districts may use this screen to verify that time input totals are correct.

**TMUPD** - Employee Time Entry Update

Used by districts to input time transactions for individual employees and to delete time transactions entered in error.

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## TIME REPORTING PROCEDURES LIST

### PRIMARY PROCEDURES:

1. **ACCRL** - Enter mass accrual transactions for employees for a prior fiscal year.
2. **ACUPD** - Allows districts to delete accrual transactions entered on the **ACCRL** screen.
3. **TMMAS** - Enter mass payroll transactions for employees for a given pay cycle.
4. **TMUPD** - Enter payroll transactions for employees for the next upcoming regular or off-cycle including prior month positive or negative time adjustments.

Note: All employee earnings paid on the off-cycle will be taxed at 28% for federal taxes and 6% for state taxes.

### SUPPORT PROCEDURES:

1. **ACEMP** - Verify accrual transactions entered on the **ACCRL** and related expense distribution for a prior fiscal year.
2. **ACLST** - Verify accrual transaction by account number entered on the **ACCRL** for prior fiscal year.
3. **ACTOT** – Verify accrual time transaction totals. By using the select parameters the totals may be displayed in several formats (Ex. Within a location, a given position, or a specific input date).
4. **TMLST** - Use the time list to audit individual time transactions and related expense distribution for payroll verification.
5. **TMTOT** - Verify payroll time transaction totals. By using the select parameters the totals may be displayed in several formats (Ex. within a location, a given position, or a specific input date).

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# TIME REPORTING

## SCREEN DEPENDENCIES

<i>Screen</i>	<i>Description</i>	<i>Depends on</i>	<i>Module</i>
<b>ACCRL</b>	Time Accrual Mass Input	<b>CALEN</b> <b>CDAYS</b> <b>CHRS</b> <b>EMPOS</b> * <b>SACTE</b> <b>SXPOS</b>	<b>COUNTY</b> <b>COUNTY</b> <b>COUNTY</b> <b>EMPLOYEE</b> <b>DISTRICT</b> <b>POSITION</b>
<b>ACEMP</b>	List Time Accruals	<b>ACCRL</b>	<b>TIME REPORTING</b>
<b>ACLST</b>	List Time Accruals	<b>ACCRL</b>	<b>TIME REPORTING</b>
<b>ACUPD</b>	Time Accrual Update	<b>ACCRL</b>	<b>TIME REPORTING</b>
<b>ACTOT</b>	Accrual time transaction Total	<b>ACCRL</b>	<b>TIME REPORTING</b>
<b>TMLST</b>	Time transaction list	<b>TMMAS</b> <b>TMUPD</b>	<b>TIME REPORTING</b> <b>TIME REPORTING</b>
<b>TMMAS</b>	Time Transactions Mass Input	<b>CALEN</b> <b>CHRS</b> <b>CDAYS</b> <b>EMPOS</b> <b>SACTE</b> <b>SXPOS/3</b>	<b>COUNTY</b> <b>COUNTY</b> <b>COUNTY</b> <b>EMPLOYEE</b> <b>DISTRICT</b> <b>POSITION</b>
<b>TMTOT</b>	Time transaction totals	<b>TMMAS</b> <b>TMUPD</b>	<b>TIME REPORTING</b> <b>TIME REPORTING</b>
<b>TMUPD</b>	Employee time input	<b>BARGN</b> <b>CALEN</b> <b>CHRS</b> <b>CDAYS</b> <b>EMPOS</b> <b>SACTE</b> <b>SXPOS/3</b>	<b>DISTRICT</b> <b>COUNTY</b> <b>COUNTY</b> <b>COUNTY</b> <b>DISTRICT</b> <b>DISTRICT</b> <b>POSITION</b>

\* Note: Account must exist in Prior Fiscal Year

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- 
- 4 - FISCAL YEAR** - Display - The fiscal year of the payroll cycle to be processed.
- 5 - PAY CYCLE** - Required (3 A/N) - The payroll cycle of time transactions to be paid. Default is the next upcoming pay cycle.
- 6 - SOC SEC NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens. (Ex. 123-12-1234 or 123121234).
- 7 - POS#** - Required (4 A/N) - The employee's position number. The employee must be or have been assigned to the position. Transactions may be entered up to 90 days after termination.
- 8 - TYPE** - Required (1 A/N) - Indicates the type of time to be paid. The default is regular time "T". The valid values are:  
    **T** - Time worked  
    **O** - Regular overtime  
    **H** - Holiday overtime
- 9 - TIME** - Required (3,2 N) - Amount of time to be paid or docked. Regular and/or overtime hours worked in the month may be entered. Regular time worked must not exceed the maximums for the given month as established on **CHRS** for classified or **CDAYS** for certificated employees.
- 10** - Required (1 A/N) - Indicates a "+" or "-" time transaction. When negative time is posted, a "-" is required.
- 11 - RATE** - Optional (3,2 N) - The rate of pay for an employee. If left blank, the system will calculate the rate from **EMPOS** group, range, and step. The district may enter the rate. The overtime rate will automatically be calculated from **BARGN** when time TYPE is regular overtime ("O") or Holiday overtime ("H") and the rate is left blank. The rate is required when F/V flag is equal to "S".
- 12 - LINE** - Optional (3 N) - **The line number from SXPOS of the prior year for the time transaction.** If left blank, line number will copy down from the previous line. Account number must be entered if line number is left blank.
- 13 - MM WORKED** – Required (2 N) The two digit month in which the time was worked.
- 14 - CCYY WORKED** - Required (4 A/N) – The four digit year in which the time was worked.

---

The following thirteen fields are from the SACS Payroll Chart of Accounts. These validate against the prior fiscal year SACTE/SACTL.

- 15 - FUND** – Required (2 N) – The two digit fund number of the SACS payroll chart of accounts.
- 16 - Sub-Fund** – Required (2 N) – The sub-fund number of the SACS payroll chart of accounts.
- 17 - Resource** – Required (4 N) – The four digit resource number of the SACS payroll chart of accounts.
- 18 - Sub-Resource** – Required (3 N) – The three digit sub-resource of the SACS payroll chart of accounts.
- 19 - Goal** – Required (4 N) – The four digit goal number of the SACS payroll chart of accounts.
- 20 - Function** – Required (4 N) - The four digit function number of the SACS payroll chart of accounts.
- 21 - Sub-Function** – Required (3 N) - The three digit sub-function number of the SACS payroll chart of accounts.
- 22 - Object** – Required (4 N) - The four digit object number of the SACS payroll chart of accounts.
- 23 - Sub-Object** – Required (3 N) - The three digit sub-object number of the SACS payroll chart of accounts.
- 24 - School** – Required (3 N) - The three digit school number of the SACS payroll chart of accounts.
- 25 - Loc** – Required (3 A/N) - The three digit location of the SACS payroll chart of accounts.
- 26 - CC** – Required (3 A/N) - The three digit cost center of the SACS payroll chart of accounts.
- 27 - PY** – Optional (1 A/N) - The project year of the SACS payroll chart of accounts.
- 28 - Next Screen** – Optional (5 A/N) Place to indicate the next screen to navigate.
- 29 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Accrual Transactions List screen (**ACEMP**) is used to list accrual transactions entered on **ACADJ**, **ACCEX**, **ACCRL**, and **ACLVP** with the corresponding expense distribution. Transactions are displayed in last name sequence.

Name	Emp No.	Pos#	ExPay	Time	Rate	Amount	MM	CCYY	MM	CC	PY
	Acrl-Typ	Fund	Resource	Goal	Function	Object	Sch	Loc	Worked		

**ACEMP** Screen

- 1 - FUNCTION** - Display - The function for this screen will always list.
- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - FISCAL YEAR** – Display – Will display the fiscal year of the accrual transactions to be processed.
- 5 - CYCLE** – Optional (3 A/N) - Pay cycle for the accrual transactions to be processed.
- 6 - NAME** – Display – The name of the employee.
- 7 – EMP. NO** - Display - The 6 digit employee identification numer.
- 8 - POS. #** - Display - Position number.



**9 EXPAY** – The numeric code identifying the type; and the sub code used to further define the type of extra pay.

**10 - TYPE** Display – The type of the transaction.

**11 - TIME** - Display – Amount of time worked.

**12 - RATE** - Display - The rate of pay for an employee.

**13 - AMOUNT** - Display – The total pay amount of this transaction.

**14 - MM CCYY**- Display – The month and fiscal year for this accrual transaction.

**The following thirteen fields are from the SACS Payroll Chart of Accounts.**

**15 - FUND/SUB-FUND** – Display – The two digit fund and two digit sub fund number used for SACS payroll chart of accounts.

**16 - RESOUCES/SUB-RESOURCE** – Display – The four digit resource and three digit sub-resource number of the SACS payroll chart of accounts.

**17 - GOAL** – Display –The four digit goal of the SACS payroll chart of accounts.

**18 - FUNCTION/SUB-FUNCTION** – Display – The four digit function and three digit sub-function of the SACS payroll chart of accounts.

**19 - OBJECT/SUB-OBJECT** – Display - The four digit object and three digit sub-object of the SACS payroll chart of accounts.

**20 - SCH** – Display – The three digit school number of the SACS payroll chart of accounts.

**21 - LOC** – Display – The three digit location number of the SACS payroll chart of accounts.

**22 - CC** – Display – The three digit cost center of the SACS payroll chart of accounts.

**23 - PY** – Display – The project year of the SACS payroll chart of accounts.

**24** - Display – The name of the employee with which to begin the name on the next page.

**25 - NEXT SCREEN** – Optional – The place to indicate the next screen to navigate.

**26 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Accrual Transaction List screen (**ACLST**) is used to list accrual transactions entered on **ACADJ**, **ACCEX**, **ACCRL**, and **ACLVP** with the corresponding expense distribution. Transactions are displayed in account number sequence.

◆ACLSTT062910MAR2408◆0803◆																		
Accrual Transaction List																		
02.0816																		
Fiscal year    Cycle																		
Account																		
Amount																		
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20				
<span style="float: left;">▶ 21</span> <span style="float: right;">◀ Next Screen ▶ 23 ◀▶◀</span>																		

### ACLST Screen

- 1 - **FUNCTION** - Display - The function for this screen will always list.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **FISCAL YEAR** – Display – The fiscal year of the accrual transactions to be processed.
- 5 - **CYCLE** – Optional (3 A/N) Pay cycle for the transactions to be processed.

**The following thirteen fields are from the SACS Payroll Chart of Accounts.**

- 6 - Display – The two digit fund number of the SACS payroll chart of accounts.
- 7 - Display – The two digit sub-fund number of the SACS payroll chart of accounts.
- 8 - Display - The four digit resource number of the SACS payroll chart of accounts.

- 9** - Display – The three digit sub-resource number of the SACS payroll chart of accounts.
- 10** - Display – The four digit goal of the SACS payroll chart of accounts.
- 11** - Display – The four digit function number of the SACS payroll chart of accounts.
- 12** - Display – The three digit sub-function number of the SACS payroll chart of accounts.
- 13** - Display – The four digit object number of the SACS payroll chart of accounts.
- 14** - Display – The three digit sub-object number of the SACS payroll chart of accounts.
- 15** – Display – The three digit school number of the SACS payroll chart of accounts.
- 16** – Display – The three digit location number of the SACS payroll chart of accounts.
- 17** – Display – The three digit cost center number of the SACS payroll chart of accounts.
- 18** - Display – The project year of the SACS payroll chart of accounts.
- 19 - AMOUNT** – Display- The transaction amounts for this employee for the account number listed.
- 20** – Display – The last name, the first name and middle initial of the employee.
- 21** - Display – The next account number with which to begin the transaction list.
- 22 – MESSAGE** - Display - The place where any messages from the system will be displayed.
- 23 - NEXT SCREEN** – Optional – The place to indicate the next screen to navigate.

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The Employee Accrual Entry Update screen (**ACUPD**) is used to list, and delete time transactions for employees as entered on **ACCRL**. Time deleted on this screen will delete the record from **ACCRL** and the corresponding record on **TMLST**.

**ACUPD** is used for SACS Type 1 and Type 2 users only.

```

ACUPDT022076FEB14010102
Time Accrual Update
00.1201
Upd Name Soc.Sec.No. Pos# Time Amount MY Work
CAMPOS, ELIZABETH 0000-00-0000 6440 013.00+ T 000202.93+ 06/2000
03-00 0000-540 8600 2420-00 2400-000 500
Accruals displayed;
Next Screen
  
```

**ACUPD** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Same as LST.

**LST**

Display a list of accrual transactions entered on the ACCRL screen.

**NXT**

Display a list for the next sequential employee in name sequence.

**DEL**

Delete the timekeeping transaction on the screen.

- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **FISCAL YEAR** - Display - The fiscal year of the pay cycle.
- 5 - **PAY CYCLE** - Display - The current pay cycle of the **ACCRL** transactions.
- 6 - **UPD** - Optional (1 A/N) An indicator to mark a line on the screen that will be updated.  
**When this field is marked with an "X" , and the function is DElete, the accrual and time mass entries both will be deleted.**
- 7 - **NAME** - Display - The last and first name of the employee.
- 8 - **SOC.SEC.NO** - Display - The social security number of the employee.
- 9 - **POS#** - Display - Number of the position to which the employee is assigned or has been assigned.
- 10 - **TIME** - Display - Amount of time worked.
- 11 - Display - The time type of the transaction.
- 12 - **AMOUNT** - Display - The total pay amount of the transaction.
- 13, 14 - **MM/CCYY WORKED** - Display - The month and calendar year in which the work was performed.

The following thirteen fields are from the SACS Payroll Chart of Accounts.

- 15 - **FUND** - Display the two digit fund number of the SACS payroll chart of accounts.
- 16 - Sub-Fund - Display-The sub-fund number of the SACS payroll chart of accounts.
- 17 - **RESOURCE** - Display - The four digit resource number of the SACS payroll chart of accounts.
- 18 - Sub Resource - Display - The three digit sub-resource number of the SACS payroll chart of accounts.
- 19 - **GOAL** - Display - The four digit goal number of the SACS payroll chart of accounts.
- 20- **FUNCTION** - Display - The four digit function number of the SACS payroll chart of accounts.

- 21 – Sub-Function - Display - The three digit function number of the SACS payroll chart of accounts.
- 22 - **OBJECT** - Display - The four digit object number of the SACS payroll chart of accounts.
- 23 – Sub-Object - Display - The three digit object-sub number of the SACS payroll chart of accounts.
- 24 - **SCH** - Display - The three digit school number of the SACS payroll chart of accounts.
- 25 - **LOC** - Display – The three digit location number of the SACS payroll chart of accounts.
- 26 - **CC** – Display – The three digit cost center of the SACS payroll chart of accounts.
- 27 – **PY** – Display – The project year of the SACS payroll chart of accounts.
- 28 – Display – Optional (16 A/N) – **Place to indicate the next employee name to list. Defaults to next alphabetical sequential name.**
- 29 – **MESSAGE** – Display – The place where any messages from the system will be displayed.
- 30 – **NEXT SCREEN** - Optional (5 A/N) – Place to indicate the next screen to navigate.

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The Employee Transactions List screen (**ETRAN**) is used to list unprocessed transactions with the corresponding expense distribution on a given pay cycle for an employee. Screen will list transactions entered on the **BDADJ**, **DTADJ**, **EXTRA/3**, **GPADJ/3**, **LVPAY/3**, **RETRO**, **RTADJ/3**, **TMMAS/3**, and **TMUPD** screens.

ETRANT022068FEB13010102												
EMPLOYEE TRANSACTIONS LIST										99.2.1		
10	11	12	13	14	15	16	17	18	19	20	21	22
Trans Pos.	Time	Typ	MM	CCYY	Rate	EE Amount	Expay Line	ER Amt	Loc			

24

NEXT SCREEN ▶ 25 ◀◀

**ETRAN** Screen

- 1 - **FUNCTION** - Display - The function for this screen is always list.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** – Display - The current version control number of the screen.
- 4 - **PAY CYCLE** - Optional (3 A/N) - The pay cycle of the unprocessed transactions to list. Default is the next upcoming pay cycle for the employee. Valid values are:
  - M01 - M12** - Transactions at end of month
  - S02 - S24** - Transactions on a semi-monthly date

- 5 - FISCAL YEAR** - Display - The fiscal year of the payroll cycle for the transactions to be listed. Defaults to current year.
- 6 - SOC. SEC. NO.** - Optional (12 A/N) - The employee's social security number. If entered, the list will start with this number. Only the records for the pay cycle specified will be shown.
- 7 - LAST NAME** - Optional (24 A/N) - The last name of the employee to begin the list of transactions.
- 8 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 9 - M.I.** - Optional (1 A/N) - The middle initial of the employee.
- 10 - TRANS** - Display - The type of transaction displayed from **BDADJ, DTADJ, EXTRA/3, GPADJ/3, LVPAY/3, RETRO, RTADJ/3, TMMAS/3, and TMUPD** screens.
- 11 - POS.** - Display - Number of the position to which the employee's time transaction is attached to.
- 12 - TIME** - Display - Amount of time to be paid or docked. The transaction will display from **EXTRA/3, GPADJ/3, LVPAY/3, RETRO, TMMAS/3, and TMUPD** screens.
- 13** - Display - The HDM code.
- 14 - TYP** - Display - The type of time transaction or adjustment to be paid. The valid values displayed are:
  - A** - Absent without pay (AWOP)
  - H** - Holiday overtime
  - O** - Regular overtime
  - P** - Position change, New hire, Termination
  - S** - Salary/rate change (current month)
  - T** - Time worked
  - X** - Extra pay
- 15 - MM** - Display - The month in which time was worked or the month in which the adjustment is for.
- 16 - CCYY** - Display - The year in which time was worked or the year in which the adjustment is for.
- 17 - RATE** - Display - The rate of pay for the employee or the rate at which the adjustment is to be made.



- 18 - EE AMOUNT** - Display - The calculated or adjusted amount. Followed by a “+” or “-” to indicate a positive or a negative amount.
  
- 19 - EXPAY** - Display - The numeric code and the sub code identifying the type of extra pay and used to further define the type of extra pay.
  
- 20 - LINE** - Display - The line number assigned to an account number on **SXPOS** or **SXEXP**. This field will be blank if the transaction was **SPREAD ACROSS POSITION** as indicated on the **TMUPD** screen or **SPREAD ACROSS EXTRA PAY** as indicated on the **GPADJ/3** screen. This field will also be blank for adjustments entered on the **BDADJ/3**, **DTADJ/3**, and **RTADJ/3** screens.
  
- 21 - ER AMT** – Display – The amount of the adjustment for the employer. A positive amount will be taken from the employer and sent to the vendor on the specified pay cycle. A negative amount will be refunded to the employer on the specified pay cycle.
  
- 22 - LOC** – Display – The three digit timekeeping location number as indicated on **POSIT**.
  
- 23** - Display - The expense distribution for the adjustment from the account number. “**SPREAD ACROSS POSITION**” or “**EXTRA PAY**” will display when **SPREAD ACROSS POSITION** or **EXTRA PAY** is indicated on the **TMUPD** or **GPADJ/3** screens.
  
- 24 - MESSAGE** - Display - The place where any messages from the system will be displayed.
  
- 25 - NEXT SCREEN** – Optional (5 A/N) – The place to indicate the next screen to navigate to. Default is the current screen.

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The Time Transactions List screen (**TMLST**) is used to list time transactions with the corresponding expense distribution for employees in a district for a given pay cycle.

TIME TRANSACTIONS LIST										
Pay Cycle	Fiscal Year	C/N	HDM	Time Loc	Position	Input MDY	Starting Name			
4	5	6	7	8	9	10	11			
Name	Soc.	Sec.	No	Pos.	Typ	Time	Rate	MM	CCYY	Line
	Fund	Resource	Goal	Function	Object	Sch	Loc	CC	PY	
12	13	14	15	16,17	18	19	20	21	22	23
	22	23	24	25	26	27	28	29	30	
31										
NEXT SCREEN ▶ 32 ◀ ◀										

**TMLST Screen**

- 1 - FUNCTION** - Display - The function for this screen will always list.
- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.

**SELECT PARAMETERS:**

- 4 - PAY CYCLE** - Optional (3 A/N) - Pay cycle for the **TMUPD** transactions to be displayed. Default is the next upcoming pay cycle.
- 5 - FISCAL YEAR** - Display - The fiscal year of the time transactions to be displayed.
- 6 - C/N** - Optional (1 A/N) - To list time transactions by position type code. Valid values are:  
  - C - Certificated
  - N - Non-certificated

- 
- 7 - HDM** - Optional (1 A/N) - Indicate type of pay to list. Valid values are:  
    **H** - Hourly  
    **D** - Daily  
    **M** - Monthly
- 8 - TIME LOC** - Optional (3 A/N) - To list time transactions by time location.
- 9 - POSITION** - Optional (4 A/N) - To list time transactions by position number.
- 10 - INPUT MDY** - Optional (8 A/N) - Will list all time transactions entered on a particular date.
- 11 - STARTING NAME** - Optional (18 A/N) - The last name of the employee with which to begin the list.
- 12 - NAME** - Display - The name of the employee.
- 13 - SOC. SEC. NO** - Display - The social security number of the employee.
- 14 - POS.** - Display - Position number.
- 15 - TYP** - Display - The time type of the transaction.
- 16 - TIME** - Display - Amount of time worked.
- 17** - Display - The HDM code.
- 18 - RATE** - Display - Rate of pay for an employee.
- 19, 20 - MM/CCYY WRKED** - Display - The month and calendar year in which the work was performed.
- 21 - LINE** - Display - Line number of position to which time is charged.
- THE FOLLOWING THIRTEEN FIELDS (ACCOUNT STRUCTURE) MUST EXIST IN SACTL:
- 22 - FUND/SUB-FUND** - Display - **The two digit fund number and two digit sub-fund number.**
- 23 - RESOURCE/SUB-RESOURCE** - Display - The four digit resource number and the three digit sub-resource number.
- 24 - GOAL** - Display - The four digit goal number.

- 25 - FUNCTION/SUB-FUNCTION** - Display - The four digit function number and the three digit sub-function number.
- 26 - OBJECT/SUB-OBJECT** - Display - The object number and the three digit object-sub number.
- 27 - SCH** - Display - The three digit school.
- 28 - LOC** - Display - The location code.
- 29 - CC** - Display - The three digit cost center.
- 30 - PY** - Display - The project year.
- 31 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 32 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate to. Default is **TMLST** screen.

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The Time Transaction Mass Input screen (**TMMAS**) is used to enter multiple time transactions for a given pay cycle. Time may be entered for terminated and retired employees for 90 days following termination or retirement date. Use **TMUPD** to delete **TMMAS** transactions. To verify **TMMAS** transactions, use **TMLST** and/or **TMTOT**.

```

TMMAS006250FEB130101024 1
Fiscal year Cycle TIME TRANSACTION MASS INPUT 2
4 5 3 99.2.0
Soc Sec no. Pos# Typ Time Rate Line MM CCYY
Fund Resource Goal Function Object Sch Loc CC PY
6 15 15 16 16 17 18 18 19 19 20 21 22 23
24 Next Screen 25
  
```

**TMMAS Screen**

- 1 - **FUNCTION** - Display - The function for this screen will always ADD.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **FISCAL YEAR** - Display - The fiscal year of the payroll cycle to be processed.
- 5 - **CYCLE** - Required (3 A/N) - The payroll cycle of time transactions to be paid. Default is the next upcoming pay cycle.
- 6 - **SOC SEC NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens. (Ex. 123-12-1234 or 123121234).

- 
- 7 - POS#** - Required (4 A/N) - The employee's position number. The employee must be or have been assigned to the position.
- 8 - TYPE** - Required (1 A/N) - Indicates the type of time to be paid. The default is regular time "T". The valid values are:  
**T** - Time worked  
**O** - Regular overtime  
**H** - Holiday overtime
- 9 - TIME** - Required (3,2 N) - Amount of time to be paid or docked. Regular and/or overtime hours worked in the month may be entered. Regular time worked must not exceed the maximums for the given month as established on **CHRS** for classified or **CDAYS** for certificated employees.
- 10** - Required (1 A/N) - Indicates a "+" or "-" time transaction. When negative time is posted, a "-" is required.
- 11 - RATE** - Optional (3,2 N) - The rate of pay for an employee. If left blank, the system will calculate the rate from **EMPOS** group, range, and step. The district may enter the rate. The overtime rate will automatically be calculated from **BARGN** when time TYPE is regular overtime ("O") or Holiday overtime ("H") and the rate is left blank. The rate is required when F/V flag is equal to "S".
- 12 - LINE** - Optional (2 N) - The line number from **SXPOS** for the time transaction. If left blank, line number will copy down from the previous line. Account number must be entered if line number is left blank.
- 13, 14 – MM/CCYY WORKED** - Optional (2 A/N, 4 A/N) - Month and calendar year in which the time was worked. Will default to the current month and year. The month and year will copy down from the previous line when left blank.

THE FOLLOWING THIRTEEN FIELDS (ACCOUNT STRUCTURE) MUST EXIST IN SACTL:

- 15 - FUND/SUB-FUND - Required (2 A/N, 2 A/N) - The two digit fund number and two digit sub-fund number.**
- 16 - RESOURCE/SUB-RESOURCE - Required (4 A/N, 3 A/N) - The four digit resource number and the three digit sub-resource number.**
- 17 - GOAL - Required (4 A/N) - The four digit goal number.**
- 18 - FUNCTION/SUB-FUNCTION - Required (4 A/N, 3 A/N) - The four digit function number and the three digit sub-function number.**

- 19 - OBJECT/SUB-OBJECT** - Required (4 A/N, 3 A/N) - The four digit object number and the three digit object-sub number.
- 20 - SCH** - Required (3 A/N) - The three digit school.
- 21 - LOC** - Required (3 A/N) - The location code.
- 22 - CC** - Required (3 A/N) - The three digit cost center.
- 23 - PY** - Required (2 A/N) - The project year.
- 24 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 25 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate to.  
Default is **TMMAS** screen.

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The Time Transaction Totals screen (**TMTOT**) provides the districts with a means of verifying that its time input totals are correct. The user may specify totals for a pay cycle to be processed by a variety of selection parameters.

TIME TRANSACTION TOTALS					
Pay Cycle	Fiscal Year	C/N	Time Loc	Position	Input Date
4	5	6	7	8	9
Total Number of Transactions:			10		
			Hours	Days	Total
Regular Time:			11	12	13
Overtime:			14	15	16
Overall Total:			17	18	19

## TMTOT Screen

- 1 - FUNCTION** - Display - The function for this screen will always total.
- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.

### SELECT PARAMETERS:

- 4 - PAY CYCLE** - Required (3 A/N) - The payroll cycle of time transactions to be totaled. Default is the next upcoming pay cycle.
- 5 - FISCAL YEAR** - Display - The fiscal year for the payroll cycle to be totaled.



- 
- 6 - **C/N** - Optional (1 A/N) - The position type code to be totaled. Valid values are:
    - C - Certificated
    - N - Non-certificated
  - 7 - **TIME LOC** - Optional (3 A/N) - To total by timekeeping location code.
  - 8 - **POSITION** - Optional (4 A/N) - To total by position number.
  - 9 - **INPUT DATE** - Optional (8 A/N) - Will list all time transaction totals entered on a particular date.
  - 10 - **TOTAL NUMBER OF TIME TRANSACTIONS** - Display - The total number of time transactions entered.

TIME TOTALS ARE SHOWN IN HOURS AND/OR DAYS:

- 11 - **REGULAR TIME: HOURS** - Display - The sum of hours of regular time input for the specified pay cycle and SELECT parameters.
- 12 - **REGULAR TIME: DAYS** - Display - The sum of days of regular time input for the specified pay cycle and SELECT parameters.
- 13 - **REGULAR TIME: TOTAL** - Display - The total sum of hours and days of regular time input for the specified pay cycle and SELECT parameters.
- 14 - **OVERTIME: HOURS** - Display - The sum of hours of overtime time input for the specified pay cycle and SELECT parameters.
- 15 - **OVERTIME: DAYS** - Display - The sum of days of overtime time input for the specified pay cycle and SELECT parameters.
- 16 - **OVERTIME: TOTAL** - Display - The total sum of hours of overtime time input for the specified pay cycle and SELECT parameters.
- 17 - **OVERALL TOTAL: HOURS** - Display - Total of regular time and overtime worked in hours for a specified pay cycle and SELECT parameters.
- 18 - **OVERALL TOTAL: DAYS** - Display - Total of regular time and overtime worked in days for a specified pay cycle and SELECT parameters.
- 19 - **OVERALL TOTAL: TOTAL** - Display - Total of regular time and overtime worked in hours and days for a specified pay cycle and SELECT parameters
- 20 - **MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Employee Time Entry Update screen (**TMUPD**) is used to input, list, and delete time transactions for employees as entered on **TMMAS** and **TMUPD**. Time may be entered for terminated and retired employees for 90 days following the termination or retirement date.

```

TMUPDPT239061JUN26070706 91 COUNTY CONTROL 06.0811
EMPLOYEE TIME ENTRY UPDATE
Emp / SS # Warrant Last Name First Name Middle
Fiscal Year Pay Cycle LIST: Transactions Positions
Pos# Title C/N HDM F/V Line Function Object Sch Loc CC PY
12 13 18 14 15 16 17 20 21 22 23 24 25 26
-----
Position Time Unit Time Time Type Rate MM CCYY
27 28 29 30 31 32 33 34
Line Fund Resource Goal Function Object Sch Loc CC PY
35 36 37 38 39 40 41 42 43 44 45 46 47 48
50 All Lines 49 Next Screen 51 @
  
```

## TMUPD Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

### INQ

Same as LST.

### LST

Start a list of time transactions or positions for an employee. The type of transactions listed is determined by selecting fields **10** or **11**. The LST function will start the list wherever specified and display as many records as possible. The next [XMIT] will display additional positions or expense distribution lines, if any.

### NXT

Display a list for the next sequential employee in name sequence.

### DEL

Delete the time keeping transaction on the screen.

### ADD

Add a time transaction.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - EMP ID/SS#** - Required (10 A/N) – The employee 6 digit identification number or the social security number of the employee. The Employee ID number may be entered with or without hyphens. (Ex: Employee ID number 123-456 or 123456). The Social Security number is entered without hyphens. (Ex: Social Security number 123-45-6123 is entered as 123456123.)
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee to display. If neither social security number or name is entered, the display will be the first person on the file in name sequence.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 8 - FISCAL YEAR** - Display - The fiscal year the time is to be paid.
- 9 - PAY CYCLE** - Optional (3 A/N) - The next upcoming regular or off cycle on which the employee will be paid. If left blank, the employee's next regular cycle will be used.

LIST:

- 10 - TRANSACTIONS** - Optional (1 A/N) - "X" indicates that time keeping transactions are to be listed.
- 11 - POSITIONS** - Optional (1 A/N) - "X" indicates that the specified employee's positions and expense distributions are to be shown. The list will default to POSITIONS if nothing is entered here or in the TRANSACTIONS field.
- 12 - POS#** - Display - Number of the position to which employee is assigned or has been assigned.
- 13 - TITLE** - Display - Description of the position to which the employee is assigned.
- 14 - C/N** - Display - Position type code.
- 15 - HDM** - Display - Indicates type of pay rate.
- 16 - F/V** - Display - "F" indicates a fixed position; "V" indicates a variable position, "S" indicates a summer school position.

Note: The account number in the following fields is the active expense distribution number from the **SXPOS** screen.

- 17 - LINE** - Display - The line number from **SXPOS**.
- 18 - FUND/SUB-FUND** - Display - The two digit fund number and two digit sub-fund number.
- 19 - RESOURCE/SUB-RESOURCE** - Display - The four digit resource number and the three digit sub-resource number.
- 20 - GOAL** - Display - The four digit goal number.
- 21 - FUNCTION/SUB-FUNCTION** - The four digit function number and the three digit sub-function number.
- 22 - OBJECT/SUB-OBJECT** - Display - The object number and the three digit object-sub number.
- 23 - SCH** - Display - The three digit school.
- 24 - LOC** - Display - The location code.
- 25 - CC** - Display - The three digit cost center.
- 26 - PY** - Display - The project year.
- 27 - POSITION** - Required (4 A/N) - Number of the position for which the time transaction is being entered or updated.
- 28 - TIME UNIT** - Display - Indicates the unit of time to be paid.
- 29 - TIME** - Optional (3,2 N) - Amount of time to be paid or docked. Regular and/or overtime hours worked in the month are to be posted in this field. Regular time worked must not exceed the maximums for the given month as established on **CHRS** for classified or **CDAYS** for certificated employees.
- 30** - Required (1 A/N) - Indicates a "+" or "-" time transaction. When negative time is posted, a "-" is required.
- 31 - TIME TYPE** - Required (1 A/N) - Indicates the type of time to be paid. The default is "T". The valid values are:
  - T** - Time worked
  - O** - Regular overtime
  - H** - Holiday overtime

**32 - RATE** - Optional (3,2 N) - Rate of pay for an employee. If left blank, the system will calculate the rate from **EMPOS** group, range, and step. The district may enter an overriding rate. For monthly positions only, the overtime rates will automatically be calculated (from **BARGN**) when the TIME TYPE is Regular overtime or Holiday overtime and the RATE is left blank. The rate is required if the F/V flag on **POSIT** is "S". When time unit **28** is "D" the rate can not be less than \$50.

**33, 34 - MM/CCYY WORKED** - Optional (2 A/N, 4A/N) - Month and year in which the time was worked. Default is the month and year worked for the next regular pay cycle for the employee. Previous time worked must be entered as a separate entry targeted to the specific month and year when time was worked.

**35 - LINE** - Optional (2 A/N) - Line number of expense distribution for the transaction. This field must be blank if spread across position and account number are entered.

THE FOLLOWING THIRTEEN FIELDS (ACCOUNT STRUCTURE) MUST EXIST IN SACTL:

**36 - FUND** - Required (2 A/N) - The two digit fund number used to describe a validated SACS payroll chart of accounts entry.

**37 - Sub-Fund** - Required (2 A/N) - The sub-fund number for the SACS payroll chart of accounts number.

**38 - RESOURCE** - Required (4 A/N) - The four digit resource number for the SACS payroll chart of accounts number.

**39 - Sub-Resource** - Required (3 A/N) - The three digit sub- resource for the SACS payroll chart of accounts number.

**40 - GOAL** - Required (4 A/N) - The four digit goal for the SACS payroll chart of accounts number.

**41 - FUNCTION** - Required (4 A/N) - The four digit function for the SACS payroll chart of accounts number.

**42 - Sub-Function** - Required (3 A/N) - The 3 digit sub-function for the SACS payroll chart of accounts number.

**43 - OBJECT** - Required (4 A/N) - The four digit object number for the SACS payroll chart of accounts number.

**44 - Sub-Object** - Required (3 A/N) - The three digit object-sub.

**45 - SCH** - Required (3 A/N) - The three digit school.

**46 - LOC** - Required (3 A/N) - The three digit location number.

**47 - CC** - Optional (3 A/N) - The three digit cost center.

**48 - PY** - Optional (1 A/N) - The project year.

**49 - ALL LINES** - Optional (1 A/N) - "X" indicates that time is to be spread across all account numbers for a position based on the distribution percentages on **SXPOS**. This field must be blank if either LINE number or an account number is entered. Note: Cannot be used for variable positions or terminated employees.

**50 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**51 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate.

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The Accrual Time Transaction Totals screen (**ACTOT**) provides the districts with a means of verifying that its time input totals are correct. Transactions totals from input on the **ACCRL** screen. The user may specify totals for a pay cycle to be processed by a variety of selection parameters.

```

ACTOTT002856MAR13020203  1  2  91 COUNTY CONTROL
                        ACCRUAL TOTALS                        3  01.0709
Pay Cycle  Fiscal Year  C/N  Time Loc  Position  Input Date
  4         5         6     7     8         9

Total Number of Transactions: 10

                Hours           Days           Total
Regular Time:           11           12           13
Overtime:                14           15           16

Overall Total:           17           18           19

20
    
```

## ACTOT Screen

- 1 - **FUNCTION** - Display - The function for this screen will always total.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.

### SELECT PARAMETERS:

- 4 - **PAY CYCLE** - Required (3 A/N) - The payroll cycle of time transactions to be totaled. Default is the next upcoming pay cycle.

- 
- 5 - **FISCAL YEAR** - Display - The fiscal year for the payroll cycle to be totaled.
  - 6 - **C/N** - Optional (1 A/N) - The position type code to be totaled. Valid values are:
    - C - Certificated
    - N - Non-certificated
  - 7 - **TIME LOC** - Optional (3 A/N) - To total by timekeeping location code.
  - 8 - **POSITION** - Optional (4 A/N) - To total by position number.
  - 9 - **INPUT DATE** - Optional (8 A/N) - Will list all time transaction totals entered on a particular date.
  - 10 - **TOTAL NUMBER OF TIME TRANSACTIONS** - Display - The total number of accrual time transactions entered.

TIME TOTALS ARE SHOWN IN HOURS AND/OR DAYS:

- 11 - **REGULAR TIME: HOURS** - Display - The sum of hours of regular time input for the specified pay cycle and SELECT parameters.
- 12 - **REGULAR TIME: DAYS** - Display - The sum of days of regular time input for the specified pay cycle and SELECT parameters.
- 13 - **REGULAR TIME: TOTAL** - Display - The total sum of hours and days of regular time input for the specified pay cycle and SELECT parameters.
- 14 - **OVERTIME: HOURS** - Display - The sum of hours of overtime time input for the specified pay cycle and SELECT parameters.
- 15 - **OVERTIME: DAYS** - Display - The sum of days of overtime time input for the specified pay cycle and SELECT parameters.
- 16 - **OVERTIME: TOTAL** - Display - The total sum of hours of overtime time input for the specified pay cycle and SELECT parameters.
- 17 - **OVERALL TOTAL: HOURS** - Display - Total of regular time and overtime worked in hours for a specified pay cycle and SELECT parameters.
- 18 - **OVERALL TOTAL: DAYS** - Display - Total of regular time and overtime worked in days for a specified pay cycle and SELECT parameters.
- 19 - **OVERALL TOTAL: TOTAL** - Display - Total of regular time and overtime worked in hours and days for a specified pay cycle and SELECT parameters



**20 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Accrual Extra Pay Transactions screen (**ACCX3**) is used to enter prior year time transactions in a new fiscal year. In order to access this screen the district must have a "Y" on the district ID screen under Accruals. This screen is accessible during a specific period of time each year. Entries input on the **ACCX3** screen will create Extra transactions on **LXTRA** with Account Number of **Object 9511** by Fund. Use **ACUPX** to delete **ACCX3** transactions. To verify **ACCX3** transactions use **ACEMP** or **ACLST**.

**ACCX3** is used for SACS Type 3 users only.

ACCXEXT001949FEB25020202													2 91 COUNTY CONTROL			
Fiscal Year Cycle Type Code Description Audits													3 02.0212			
4	5	6	7	8	9	10	11									
MM/YY	Worked	Posit#														
Soc. Sec. No.	Fund	Resource	Goal	Rate	Function	Object	Line#	Sch	Loc	C	C	Y				
13	19	20	14	21	22	15	23	24	25	26	27	18	28	29	30	31
▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶

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### ACCX3 Screen

**1 - FUNCTION** – Required (3 A/N) - Valid functions for this screen are:

**INQ**

Inquire on a particular extra pay type and code (from **DXPAY**).

**ADD**

Use to add multiple extra pay transaction records.

- 
- 2 - **DISTRICT NAME** - Display - The name of the district.
  - 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
  - 4 - **FISCAL YEAR** - Display - The fiscal year of the payroll cycle to be processed.
  - 5 - **PAY CYCLE** - Required (3 A/N) - The payroll cycle of time transactions to be paid. Default is the next upcoming pay cycle.
  - 6 - **TYPE** - Required (2 A/N) - The numeric code identifying the type of extra pay. Must be set up on the **DXPAY**.
  - 7 - **CODE** - Required (2 A/N) - The extra pay sub code used to further define the extra pay. Must be set up on the **DXPAY**.
  - 8 - **DESCRIPTION** - Display - The description associated with each extra pay type.
  - 9 - **AUDITS** - Display - The single character audit parameters associated with each type of extra pay.
  - 10 - **ON EMP** - Display - If a "Y" is displayed the extra pay amount must be entered on this screen. Otherwise, the extra pay amount is established on the **DXPAY** screen.
  - 11 - **DXPAY AMT** - Display - If the amount resides on **DXPAY** (on employee record = "N"), the amount will be displayed here.
  - 12 - **MM/YY WORKED** - Required (6 A/N) - The month and year for which the extra pay is to be targeted for transactions entered on screen. The screen will default to the current month and year.
  - 13 - **SOC SEC NO.** - Required (12 A/N) - The social security number of the employee to be paid. Must be assigned to an active **EMPOS**.
  - 14 - **POSIT#** - Required (4 A/N) - The position that the original salary was paid under. If left blank will default to the primary position number. NOTE: If no primary position exist a position number is required.
  - 15 - **#OF UNITS** - Required (3,2 N) - The number of units of extra pay the employee is to be paid. Defaults to 1.00 if left blank.
  - 16 - **RATE** - Optional (5,2 N) - The rate of the extra pay to be paid. If the **DXPAY AMOUNT** (field 11) is displayed and is not on the employee record (**ON EMP** = "N"), the **RATE** will default to the **DXPAY AMOUNT**. If the rate is left blank, **AMOUNT** is required.

- 17 – AMOUNT** – Optional (6, 2 N) – The amount of extra pay to be paid to the employee. If left blank, rate is required.
- 18 - LINE** - Optional (3 N) - The line number for expense distribution from the **SXEXP**. If left blank, line number will copy down from the previous line. Account number must be entered if line number is left blank.
- 19 - FUND** – Required (2 N) – The two digit fund number used to describe a validated payroll chart of accounts entry.
- 20 – OBJECT/SUB** – Required (4 N) – The four digit object number and the two digit object-sub number.
- 21 – FIELD1** – Optional (4 N) – The first part of the account number for the payroll chart of accounts number.
- 22 – FIELD2** – Optional (4 N) – The second part of the account number for the payroll chart of accounts number.
- 23 – FIELD3** – Optional (4 N) – The third part of the account number for the payroll chart of accounts number.
- 24 – FIELD4** – Optional (4 N) - The fourth part of the account number for the payroll chart of accounts number.
- 25 - NEXT SCREEN** – Optional (5 A/N) Place to indicate the next screen to navigate.
- 26 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Employee Time Entry Update screen (**TMUP3**) is used to input, list, and delete time transactions for employees as entered on **TMMAS**, **TMPOE**, and **TMUPD**. Time may be entered for terminated and retired employees for 90 days following the termination or retirement date.

**TMUP3** is used for Type 3 users only. Type 1 and type 2 users must use **TMUPD**.

The screenshot displays the 'EMPLOYEE TIME ENTRY UPDATE' screen for '91 COUNTY CONTROL' on '06.08.11'. It includes fields for employee information (Emp / SS #, Warrant Last Name, First Name, Middle) and transaction details (Fiscal Year, Pay Cycle, Transactions, Positions). A 'LIST:' section is visible. Below this is a table with columns: Pos#, Title, Fund, C/N, HDM, F/V, Line, Fld1, Fld2, Fld3, Fld4. A dashed line separates this from a second table with columns: Position, Time Unit, Time, Time Type, Rate, MM Worked, CCYY. At the bottom, there are fields for Line, Fund, Object-Sub, Fld1, Fld2, Fld3, Fld4, and a 'Next Screen' option.

**TMUP3 Screen**

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Same as LST.

**LST**

Start a list of time transactions or positions for an employee. The type of transactions listed is determined by selecting fields 8 or 9. The LST function will start a list wherever specified and display as many records as possible. The next **[XMIT]** will display additional positions or expense distribution lines, if any.

**NXT**

Display a list for the next sequential employee in name sequence.

**DEL**

Delete the timekeeping transaction on the screen.

**ADD**

Add a time transaction.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - EMP ID/SS#** - Required (10 A/N) – The employee 6 digit identification number or the social security number of the employee. The Employee ID number may be entered with or without hyphens. (Ex: Employee ID number 123-456 or 123456). The Social Security number is entered without hyphens. (Ex: Social Security number 123-45-6123 is entered as 123456123.)
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee to display. If neither social security number or name is entered, the display will be the first person on the file in name sequence.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 8 - FISCAL YEAR** - Display - The fiscal year the time is to be paid.
- 9 - PAY CYCLE** - Optional (3 A/N) - The next upcoming regular or off cycle on which the employee will be paid. If left blank, the employee's next regular cycle will be used.

## LIST:

- 10 - TRANSACTIONS** - Optional (1 A/N) - "X" indicates that timekeeping transactions are to be listed.
- 11 - POSITIONS** - Optional (1 A/N) - "X" indicates that the specified employee's positions and expense distributions are to be shown. The list will default to POSITIONS if nothing is entered here or in the TRANSACTIONS field.
- 12 - POS#** - Display - Number of the position to which the employee is assigned or has been assigned.
- 13 - TITLE** - Display - Description of the position to which the employee is assigned.
- 14 - C/N** - Display - Position type code.
- 15 - HDM** - Display - Indicates type of pay rate.

**16 - F/V** - Display - "F" indicates a fixed position; "V" indicates a variable position, "S" indicates a summer school position.

Note: The account number in the following fields is the active expense distribution number from the **XDPO3** screen.

**17 - LINE** - Display - The line number from **XDPO3**.

**18 - FUND** - Display - The two digit fund number.

**19 - OBJECT** - Display - The object number.

**20- SUB** - Display - The sub object number.

**21 - FLD1** - Display - The first part of the account number.

**22 - FLD2** - Display - The second part of the account number.

**23 - FLD3** - Display - The third part of the account number.

**24 - FLD4** - Display - The fourth part of the account number.

**25 - POSITION** - Required (4 A/N) - Number of the position for which the time transaction is being entered or updated.

**26 - TIME UNIT** - Display - Indicates the unit of time to be paid.

**27 - TIME** - Optional (3,2 N) - Amount of time to be paid or docked. Regular and/or overtime hours worked in the month are to be posted in this field. Regular time worked must not exceed the maximums for the given month as established on **CHRS** for classified or **CDAYS** for certificated employees.

**28** - Required (1 A/N) - Indicates a "+" or "-" time transaction. When negative time is posted, a "-" is required.

**29 - TIME TYPE** - Required (1 A/N) - Indicates the type of time to be paid. The default is "T". Valid values are:

**T** - Time worked

**O** - Regular overtime

**H** - Holiday overtime

- 30 - RATE** - Optional (3,2 N) - Rate of pay for an employee. If left blank, the system will calculate the rate from **EMPOS** group, range, and step. The district may enter an overriding rate. The overtime rate will automatically be calculated (from **BARGN**) when the **TIME TYPE** is Regular overtime or Holiday overtime and the **RATE** is left blank. The rate is required if the F/V flag on **POSIT** is "S". When time unit is "D" the rate cannot be less than \$50.
- 31/32 - MONTH/YEAR** - Optional (4 A/N) - Month and year in which the time was worked. Default is the month and year worked for the next regular pay cycle for the employee. Previous time worked must be entered as a separate entry targeted to the specific month and year when time was worked.
- 33 - LINE** - Optional (2 N) - Time transaction is to be charged to this line number from **XDPO3**.
- 34 - FUND** - Optional (2 A/N) - The two digit fund number. Funds can be from 01 through 49. This field may be used to override the displayed fund. The new account number must exist in the chart of accounts.
- 35 - OBJECT** - Optional (4 A/N) - The object number. Objects can be from 1000 to 2999 and 9511 (must be 9511 when the month/year worked is a prior fiscal year). This field may be used to override the displayed object. The new account number must exist in the chart of accounts.
- 36 - SUB** - Optional (2 A/N) - The sub object number.
- 37 - FLD1** - Optional (4 A/N) - The first part of the account number.
- 38 - FLD2** - Optional (4 A/N) - The second part of the account number.
- 39 - FLD3** - Optional (4 A/N) - The third part of the account number.
- 40 - FLD4** - Optional (4 A/N) - The fourth part of the account number.
- 41 - ALL LINES** - Optional (1 A/N) - "X" indicates that time is to be spread across all account numbers for a position based on the distribution percentages on **XDPO3**. This field must be blank if either **LINE** number or an account number is entered. Note: Cannot be used for variable positions or terminated employees.
- 42 - MESSAGE** - Display - The place where any messages from the system will be displayed.

NOTE: If the entered expense distribution is not on **XDPO3**, it will be automatically added to the **XDPO3** as an inactive line.

- 43 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate.

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- 
- 6 - EMP ID/SS#** - Required (10 A/N) – The employee 6 digit identification number or the social security number of the employee. The Employee ID number may be entered with or without hyphens. (Ex: Employee ID number 123-456 or 123456). The Social Security number is entered without hyphens. (Ex: Social Security number 123-45-6123 is entered as 123456123.)
- 7 - POS#** - Required (4 A/N) - The employee's position number. The employee must be or have been assigned to the position. Transactions may be entered up to 90 days after termination.
- 8 - TYPE** - Required (1 A/N) - Indicates the type of time to be paid. The default is regular time "T". The valid values are:  
    **T** - Time worked  
    **O** - Regular overtime  
    **H** - Holiday overtime
- 9 - TIME** - Required (3,2 N) - Amount of time to be paid or docked. Regular and/or overtime hours worked in the month may be entered. Regular time worked must not exceed the maximums for the given month as established on **CHRS** for classified or **CDAYS** for certificated employees.
- 10** - Required (1 A/N) - Indicates a "+" or "-" time transaction. When negative time is posted, a "-" is required.
- 11 - RATE** - Optional (3,2 N) - The rate of pay for an employee. If left blank, the system will calculate the rate from **EMPOS** group, range, and step. The district may enter the rate. The overtime rate will automatically be calculated from **BARGN** when time TYPE is regular overtime ("O") or Holiday overtime ("H") and the rate is left blank. The rate is required when F/V flag is equal to "S".
- 12 - LINE** - Optional (3 N) - **The line number from SXPO3 of the prior year for the time transaction.** If left blank, line number will copy down from the previous line. Account number must be entered if line number is left blank.
- 13 – ACCOUNT NUMBER** – Optional (24 N) – The Fund, Object, Object-Sub, Fld1, Fld2, Fld3, Fld4 account number.
- 14 - MMYW WORKED** - Required (4 A/N) – The two digit month and two digit year in which the time was worked.
- 15 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 16 – NEXT SCREEN** – Optional (5 A/N) Place to indicate the next screen to navigate.

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- 7 - **POS#** - Required (4 A/N) - The employee's position number. The employee must be or have been assigned to the position.
  
- 8 - **TYPE** - Required (1 A/N) - Indicates the type of time to be paid. The default is regular time "T". The valid values are:
  - T - Time worked
  - O - Regular overtime
  - H - Holiday overtime
  
- 9 - **TIME** - Required (3,2 N) - Amount of time to be paid or docked. Regular and/or overtime hours worked in the month may be entered. Regular time worked must not exceed the maximums for the given month as established on **CHRS** for classified or **CDAYS** for certificated employees.
  
- 10 - Required (1 A/N) - Indicates a "+" or "-" time transaction. When negative time is posted, a "-" is required.
  
- 11 - **RATE** - Optional (3,2 N) - The rate of pay for an employee. If left blank, the system will calculate the rate from **EMPOS** group, range, and step. The district may enter the rate. The overtime rate will automatically be calculated from **BARGN** when time TYPE is regular overtime ("O") or Holiday overtime ("H") and the rate is left blank. The rate is required when F/V flag is equal to "S".
  
- 12 - **LINE** - Optional (2 N) - The line number from **SXPO3** for the time transaction. If left blank, line number will copy down from the previous line. Account number must be entered if line number is left blank.
  
- 13 - **ACCOUNT NUMBER** - Optional (24 N) - The Fund, Object, Object-Sub, Fld1, Fld2, Fld3, Fld4 account number.
  
- 14 - **MM/YY WORKED** - Optional (2 A/N, 2 A/N) - Month and calendar year in which the time was worked. Will default to the current month and year. The month and year will copy down from the previous line when left blank.
  
- 15 - **MESSAGE** - Display - The place where any messages from the system will be displayed.
  
- 16 - **NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate to. Default is **TMMAS** screen.

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## OVERVIEW

The Adjustments module gives the districts and the County Office a means to make adjustments for gross pay, benefits and deductions, sick leave and vacation pay, involuntary deductions, and one time extra pay.

## GROSS PAY ADJUSTMENTS

Adjustments can be made by districts whenever an error has occurred in an employee's gross pay. The gross pay adjustment screen can be used to dock a monthly employee, enter difference pay, make adjustments for position changes, adjust pay for new hires and terminations, correct rate and salary changes, and adjust extra pays (**GPADJ/3**). The gross pay adjustment list screen (**GPAJL**) and the gross pay adjustment totals screen (**GPTOT**) may be used to verify gross pay adjustment transactions.

Note: For positions changes, new hires, and terminations, full monthly salary will automatically process for each position. Adjustments may be needed.

## BENEFIT/DEDUCTION ADJUSTMENTS

A screen is provided to make adjustments to benefits paid by the employer, and both voluntary and involuntary deductions to the employee's salary. Adjustments and pay can be made, as necessary, for the employer, employee, or vendor. The districts may view any existing adjustments for a specific pay cycle. When necessary, districts may add or update adjustments for active individual employees (**BDADJ**). Retired or terminated employee benefits must be adjusted on **RTADJ**. List and total screens are used to verify benefit and deduction adjustments. Deduction trust adjustments are entered on (**DTADJ**).

## LEAVE ADJUSTMENTS

This screen provides a means to pay off sick leave, vacation, compensatory time, and any other leave time (**LVPAY/3**). This screen may also be used to adjust any leave time paid in error. List and total screens are used to verify benefit and deduction adjustments.

## ONE TIME EXTRA PAYS

One time multiple extra pay transactions are entered on (**EXTRA**). List and total screens are used to verify one time extra pay transactions.

Accrual one time multiple extra pay transactions for a prior fiscal year are entered on (**ACCEX**). List and total screens are used to verify one time accrual extra pay transactions.

## ABATEMENTS

Worker's compensation salary abatements are entered and maintained on the (**ABATE**) screen by **COUNTY OFFICE ONLY**. Districts may only inquire on salary abatements.

# ADJUSTMENTS

---

There are three categories in the adjustment module:

Adjustment and transaction screens:

**ABATE, ACCEX, BDADJ, DTADJ, EXTRA, GPADJ/3, LVPAY/3, RTADJ**

List screens:

**ABATL, ABATQ, BDLST, EXLST, GPAJL, LVLST, LXTRA, RTAJL**

Update screen:

**ACUPX**

Total screens:

**AXTOT, BDTOT, EXTOT, GPTOT, LVTOT**

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## SCREEN SUMMARIES

### **ABATE** - Workers' Compensation Abatements

Provides **COUNTY OFFICE ONLY** with a means of entering and maintaining salary abatements.

### **ABATL** – Abatement History List

Allows districts to view processed Abatements by fiscal year and payroll cycle.

### **ABATQ** – Abatement History

Allows districts to view processed Abatements by employee.

### **ACCEX** – Accrual Extra pay Transaction input

Used to input prior year one time extra pay transactions for multiple employees at a time.

### **ACUPX** – Extra Pay Accrual Update

To delete accrual extra pay transactions entered on the **ACCEX** screen.

### **AXTOT** – Accrual Extra Pay Transaction Total

Provides districts a means of verifying accrual extra pay transactions by auditing input totals.

### **BDADJ** - Benefit / Deduction Adjustments

Provides districts a means of entering benefit/deduction adjustments for several employees at a time.

### **BDLST** - Benefit / Deduction Adjustment List

Allows districts to list adjustments to benefit/deductions for a given pay cycle.

### **BDTOT** - Benefit / Deduction Adjustments Transaction Totals

Allows a means of verifying adjustments to benefits/deductions by auditing input totals.

### **DTADJ** - Deduction Trust Fund Adjustments

Used to enter adjustments to deduction trust fund amounts for an employee.

### **EXLST** - Extra Pay Transaction List

Used to list unprocessed extra pay transactions for a given pay cycle and employee name.

### **EXTOT** - One-Time Extra Pay Totals

Provides districts a means of verifying extra pay transactions by auditing input totals.

### **EXTRA** - Extra Pay Transaction Input

Used to enter one-time extra pay transactions for several employees at a time.

# ADJUSTMENTS

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**GPADJ/3** - Gross Pay Adjustment Districts may use this screen to enter adjustments to monthly employees' gross pay or extra pay.

**GPAJL** - Gross Pay Adjustments List

Provides a means of listing employees' gross pay or extra pay adjustments.

**GPTOT** - Gross Pay Adjustment Totals

Gives districts a way to verify the input totals to insure that it's gross pay adjustment input is correct.

**LVLST** - Leave Pay Transactions List

Allows districts to list leave pay transactions for a given pay cycle for an employee.

**LVPAY/3** - Leave Time Payoff

Provides districts a means to pay off or adjust vacation, compensatory time, sick leave or other leave time.

**LVTOT** - Leave Transactions Totals

Allows districts a means of verifying leave pay transactions by auditing input totals.

**LXTRA** - Extra Pay Transaction List

Used to list and delete extra pay transactions by extra pay type and code for a given pay cycle.

**RTADJ** - Retired and Terminated Employee Benefits Adjustments

May enter benefit / deduction adjustments for retired / terminated employees.

**RTAJL** - Retired and Terminated Employee Benefits Adjustments

Allows districts to list unprocessed retired and terminated benefit adjustments.

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## ADJUSTMENTS PROCEDURES LIST

### PRIMARY PROCEDURES:

1. **ABATE** - Enter or maintain salary abatements for a district employee. **COUNTY OFFICE ONLY.**
2. **ACCEX** – Enter accrual extra pays for multiple employees by Extra Pay Type & Code.
3. **BDADJ** - Enter benefit/deduction adjustments for employee and/or employer amounts for prior months.
4. **DTADJ** - Enter adjustments to deduction trust fund amounts for an employee.
5. **EXTRA** - Enter one time extra pays for multiple employees by Extra Pay Type & Code.
6. **GPADJ/3** - Make adjustments to monthly employee's gross pay.
7. **LVPAY** - Enter leave payoffs or adjustments to sick leave, vacation, or compensatory time.
8. **RTADJ** - Enter benefit / deduction adjustments to **RTBEN** records.

### SUPPORT PROCEDURES:

1. **ACUPX** – Verify, delete and list accrual extra pay transactions entered on **ACCEX**.
2. **ABATL** – List processed abatements entered on **ABATE** by payroll cycle.
3. **ABATQ** – List processed abatements entered on **ABATE** by employee.
4. **AXTOT** – Verify totals of accrual extra pay transactions entered on **ACCEX**.
5. **BDLST** - Verify and list benefit / deduction adjustments entered on **BDADJ**.
4. **BDTOT** - Verify totals of benefit / deduction adjustments entered on **BDADJ**.
5. **EXLST** - Verify and list extra pay transactions entered on **EXTRA**.
6. **LXTRA** - Verify, delete, and list extra pay transactions entered on **EXTRA**.
7. **EXTOT** - Verify totals of extra pay transactions entered on **EXTRA**.
8. **GPAJL** - Verify and list gross pay adjustments entered on **GPADJ/3**.

# ADJUSTMENTS

9. **GPTOT** - Verify totals of adjustments entered on **GPADJ/3**.
10. **LVLST** - Verify and list leave pay transactions entered on **LVPAY/3**.
11. **LVTOT** - Verify totals of leave pay transactions entered on **LVPAY/3**.
12. **RTAJL** - Verify and list retired and terminated benefit / deduction adjustments entered on **RTADJ**.

## SCREEN DEPENDENCIES

<i>Screen</i>	<i>Description</i>	<i>Depends on</i>	<i>Module</i>
<b>ABATE</b>	Workers' Compensation Abatements	<b>EMPOS SACTE/3</b>	<b>EMPLOYEE DISTRICT</b>
<b>ABATL</b>	Abatement History List	<b>ABATE</b>	<b>ADJUSTMENT</b>
<b>ABATQ</b>	Abatement History	<b>ABATE</b>	<b>ADJUSTMENT</b>
<b>ACCEX</b>	Accrual one time extra pay transactions	<b>*SACTE DXPAY</b>	<b>DISTRICT DISTRICT</b>
<b>ACUPX</b>	Extra pay Accrual update	<b>ACCEX</b>	<b>ADJUSTMENTS</b>
<b>AXTOT</b>	Accrual ACCEX totals	<b>ACCEX</b>	<b>ADJUSTMENTS</b>
<b>BDADJ</b>	Benefit / deduct adjustments	<b>BDSUB EMPLY BDEMP</b>	<b>DISTRICT EMPLOYEE EMPLOYEE</b>
<b>BDLST</b>	Benefit / deduction adjustment list	<b>BDADJ</b>	<b>ADJUSTMENTS</b>
<b>BDTOT</b>	Benefit / deduction adjustment transaction totals	<b>BDADJ</b>	<b>ADJUSTMENTS</b>
<b>DTADJ</b>	Deduction trust fund adjustments	<b>BDEMP</b>	<b>EMPLOYEE</b>
<b>EXLST</b>	Extra pay transaction list	<b>EXTRA</b>	<b>ADJUSTMENTS</b>
<b>EXTOT</b>	One-time extra pay totals	<b>EXTRA</b>	<b>ADJUSTMENTS</b>
<b>EXTRA</b>	Extra pay transaction input	<b>DXPAY</b>	<b>DISTRICT</b>

# ADJUSTMENTS

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<b>GPADJ/3</b>	Gross pay adjustment	<b>BARGN</b> <b>DXPAY</b> <b>EXPAY</b> <b>EMPLY</b> <b>EMPOS</b>	<b>DISTRICT</b> <b>DISTRICT</b> <b>EMPLOYEE</b> <b>EMPLOYEE</b> <b>EMPLOYEE</b>
<b>GPAJL</b>	Gross pay adjustments list	<b>GPADJ/3</b>	<b>ADJUSTMENTS</b>
<b>GPTOT</b>	Gross pay adjustment totals	<b>GPADJ/3</b>	<b>ADJUSTMENTS</b>
<b>LVLST</b>	Leave pay transaction list	<b>LVPAY</b>	<b>ADJUSTMENTS</b>
<b>LVPAY/3</b>	Leave time payoff	<b>EMPLY</b>	<b>EMPLOYEE</b>
<b>LVTOT</b>	Leave transaction totals	<b>LVPAY</b>	<b>ADJUSTMENTS</b>
<b>LXTRA</b>	Extra pay transaction list	<b>EXTRA</b>	<b>ADJUSTMENTS</b>
<b>RTADJ</b>	Retired and terminated employee benefit adjustments	<b>RTBEN</b>	<b>RETIREMENT</b>
<b>RTAJL</b>	Retired and terminated employee benefits adjustments	<b>RTADJ</b>	<b>ADJUSTMENTS</b>

**\*Note: Account must exist in Prior Fiscal Year.**

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The Workers' Compensation Abatements screen (**ABATE**) allows the County Office to add or maintain salary abatements for a district employee (districts may only inquire about abatements). Only worker's compensation abatements will be handled (all other involuntary adjustments will be made using the **FMADJ** screen). Abatements entered on this screen will take effect during a specified pay cycle and fiscal year. Abatements have the following effects:

- 1) Social Security, Medicare, and SDI if applicable refunded to employee.
- 2) Difference in Federal & State taxes, and EIC if applicable from before and after abatement refunded to employee.
- 3) Salary expense reduced for district.
- 4) Social Security, Medicare, SUI, and Worker's Comp. expense abated to district.
- 5) Reduction of employee's year-to-date gross earnings by abatement amount.

The screenshot shows the ABATE screen with the following fields and controls:

- Header: ABATET197576NOV230540511 (left), 91 COUNTY CONTROL 03.0728 (right)
- Title: WORKERS' COMPENSATION ABATEMENTS (center)
- Fields: Soc. Sec. No. (4), Warrant Last Name (5), First Name (6), Middle (7), Pay Cycle (8), Fiscal Year (9), Abate MM/CCYY (10, 11), Taxable Gross (12), Abatement Amount (13, 14), Position (15), Spread Across Position (16)
- Bottom Fields: Line (17), Fund (18), Resource (19, 20, 21), Goal (22), Function (23, 24), Object (25, 26), Sch (27), Loc (28), CC (29), PY (30)
- Navigation: Next Screen (32) with arrow and @ symbols

## ABATE Screen

**1 - FUNCTIONS** - Required (3 A/N) - Valid functions for this screen are:

### ADD

Add a salary abatement record for an employee. Only abatements for active employees or those terminated within the current year will be added. **COUNTY OFFICE ONLY.**

**CHG**

Change or update existing abatement records. **COUNTY OFFICE ONLY.**

**DEL**

Delete existing abatement records. **COUNTY OFFICE ONLY.**

**INQ**

Inquire about abatement information by social security number or warrant name.

**LST**

Continue a list of existing abatement records for an employee.

**NXT**

Begin a list of abatement information for the next employee with abatements.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - The current version control number of the screen.
- 4 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens. (Ex. 123-12-1234 or 123121234).
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee. If a social security number is not specified, the list will start with this name or the next name in alphabetical order which has a record on file.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 8 - PAY CYCLE** - Required (3 A/N) - Pay cycle on which the abatement will take effect. The abatements to be processed are limited to the employee's current pay cycle or next off cycle. Valid values are:
  - M01 - M12** - Pay at end of month
  - S01 - S24** - Pay on a semi-monthly date
- 9 - FISCAL YEAR** - Optional (4 A/N) - The fiscal year associated with the current pay cycle. Default is to current fiscal year.
- 10 - ABATE MM** - Required (2 A/N) - The month the abatement represents.
- 11 - ABATE CCYY** - Required (4 A/N) - The year the abatement represents.
- 12 - ORIGINAL SALARY** - Represents the original salary amount that employee received while out on worker's compensation.

- 13 - ABATEMENT AMOUNT** - Required (10 N) - Abatement amount represents the amount of the original salary that will be covered by the worker's compensation insurer. A positive amount results in a refund of taxes. A negative amount results in an adjustment of previously refunded taxes.
- 14 - Display** - The sign "+" or "-" to indicate a positive or negative abatement amount.
- 15 - POSITION** - Required (4 A/N) - The position number that the original salary was paid under. A current position number is required for expense distribution.
- 16 - SPREAD ACROSS POSITION** - Optional (1 A/N) - "X" indicates that abatement is to be spread across all distributions for a position based on the distribution percentages on **SXPOS**. This field must be blank if either line number or account number are entered.
- 17 - LINE** - Optional (2 A/N) - Line number of expense distribution for the abatement. This field must be blank if spread across position and account number are entered.

THE FOLLOWING THIRTEEN FIELDS (ACCOUNT STRUCTURE) MUST EXIST IN SACTL:

- 18 - FUND** - Optional (2 A/N) - The two digit fund number used to describe a validated SACS payroll chart of accounts entry.
- 19 - Sub-Fund** - Optional (2 A/N) - The sub-fund number for the SACS payroll chart of accounts number.
- 20 - RESOURCE** - Optional (4 A/N) - The four digit resource number for the SACS payroll chart of accounts number.
- 21 - Sub-Resource** - Optional (3 A/N) - The three digit sub- resource for the SACS payroll chart of accounts number.
- 22 - GOAL** - Optional (4 A/N) - The four digit goal for the SACS payroll chart of accounts number.
- 23 - FUNCTION** - Optional (4 A/N) - The four digit function for the SACS payroll chart of accounts number.
- 24 - Sub- Function** - Optional (3 A/N) - The 3 digit sub-function for the SACS payroll chart of accounts number.
- 25 - OBJECT** - Optional (4 A/N) - The four digit object number for the SACS payroll chart of accounts number.

**26** - Sub-Object - Optional (3 A/N) - The three digit object-sub.

**27** - **SCH** - Optional (3 A/N) - The three digit school.

**28** - **LOC** - Optional (3 A/N) - The three digit location number.

**29** - **CC** - Optional (3 A/N) - The three digit cost center.

**30** - **YR** - Optional (1 A/N) - The project year.

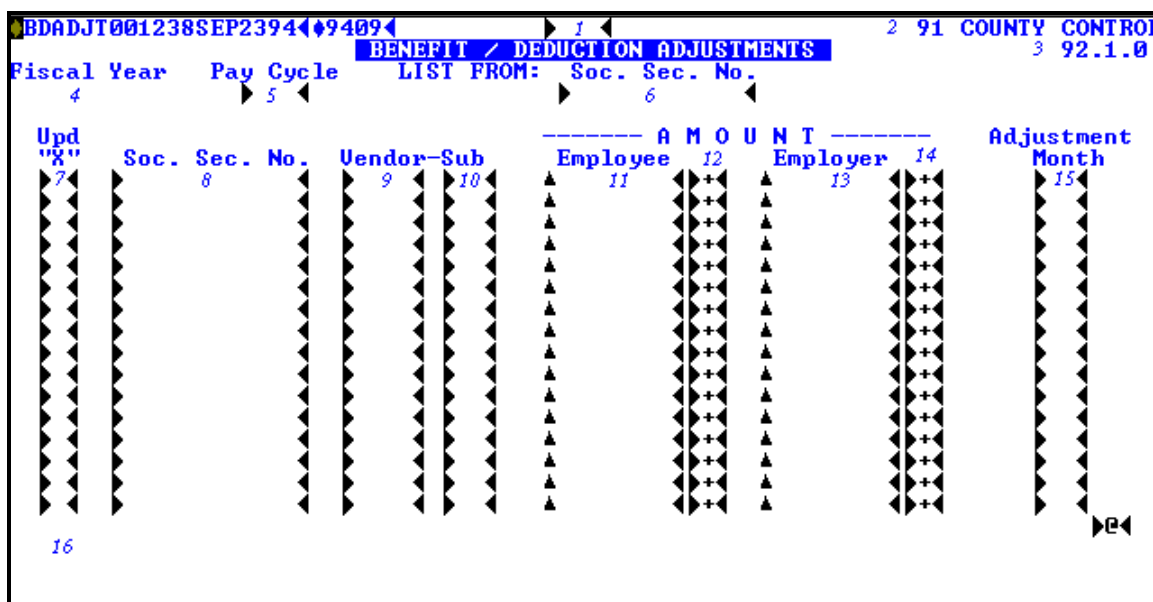
**31** - **MESSAGE** - Display - The place where any messages from the system will be displayed.

**32** - **NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate.

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The Employee Benefit / Deduction Adjustments screen (**BDADJ**) allows districts to add or maintain benefit/deduction adjustments for multiple employees at a time. All adjustments entered on the screen will take effect on the same fiscal year and pay cycle. Adjustments on this screen are used to correct errors in vendor amounts for an employee on a previous payroll or series of payrolls.



**BDADJ** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add all the benefit/deduction information on the screen. Only information for an employee paid on the cycle specified may be added.

**CHG**

Change or update existing benefit/deduction information.

**DEL**

Delete the benefit/deduction information that is indicated with an "X".

**INQ**

Inquire about existing benefit/deduction information by fiscal year and pay cycle.



**LST**

Continue a list of existing benefit/deduction information.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - FISCAL YEAR** - Display - The fiscal year for the given pay cycle.
- 5 - PAY CYCLE** - Required (3 A/N) - Pay cycle on which adjustments will take effect. The default is the next upcoming pay cycle. Valid values are:
  - M01-M12** - Pay at end of month
  - S01-S24** - Pay on a semi-monthly date
- 6 - LIST FROM: SOC. SEC. NO.** - Optional (12 A/N) - The employee's social security number. If entered, the list will start with this number. Only the records for the pay cycle specified will be shown.
- 7 - UPD "X"** - Optional (1 A/N) - An indicator to mark a line or entry on a screen that is to be updated. When this field is marked with an "X", the other fields associated with it will be changed or deleted. When it is blank, they will not be changed.
- 8 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee to be adjusted. May be entered with or without hyphens. (Ex. 123-12-1234 or 123121234).

The following two fields must be set up on the **BDSUB** screen prior to entering a benefit / deduction adjustment.

- 9 - VENDOR** - Required (5 A/N) - A number associated with a vendor. The number ranges and their descriptions are:
  - 20000 - 28999** Tax Sheltered Annuities
  - 29000 - 29999** Alternative Retirement Systems
  - 30000 - 31999** Flexible Benefits (Pre-Tax)
  - 32000 - 39999** Health and Welfare
  - 40000 - 49999** Life and Disability
  - 50000 - 59999** Unions / Associations
  - 60000 - 69999** Banks / Credit Unions
  - 70000 - 79999** Charitable Organizations
  - 80000 - 89999** Miscellaneous
- 10 - SUB** - Required (2 A/N) - A number associated with a vendor from **BDSUB** to identify different types of deductions or benefits for a specific vendor.

- 11 - EMPLOYEE AMOUNT** - Optional (5,2 N) - The amount of the adjustment to the employee. A positive amount will be taken from the employee and sent to the vendor on the specified pay cycle. A negative amount indicates a refund to the employee. Required entry if EMPLOYER (field 13) amount is blank or "0".
- 12** - Required (1 A/N) - "+" means the EMPLOYEE adjustment amount will be taken from the employee and sent to the vendor; "-" means the EMPLOYEE adjustment amount will be refunded to the employee.
- 13 - EMPLOYER AMOUNT** - Optional (5,2 N) - The amount of the adjustment for the employer. A positive amount will be taken from the employer and sent to the vendor on the specified pay cycle. A negative amount will be refunded to the employer. Required entry if EMPLOYEE (field 11) amount is blank or "0".
- 14** - Required (1 A/N) - "+" means the EMPLOYER adjustment amount will be taken from the employer and sent to the vendor; "-" means the EMPLOYER adjustment amount will be refunded to the employer.
- 15 - ADJUSTMENT MONTH** - Required (2 A/N) - The month that the error was made. Valid values are:  
**01-12** January through December
- 16 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Benefit / Deduction Adjustment List screen (**BDLST**) allows districts to list adjustments to benefits/deductions for a given pay cycle. The adjustments are entered on the **BDADJ** screen.

```

♦BDLSTT005694FEB0301♦♦0102♦
                                1
                                2
BENEFIT / DEDUCTION ADJUSTMENT LIST          99.3.0
Fiscal Year   Pay Cycle   Starting name
  3           4           5
Name          Soc. Sec. No. Vendor-Sub   Employee   Employer   Adjust
  6           7           8           9          10        Mnth
                                11
                                12
                                ▶◀
  
```

## BDLST Screen

- 1 - FUNCTION** - The function for this screen will always list.
- 2 - DISTRICT NAME/VERSION** - Display - The name of the district. The current version control number of the screen.
- 3 - FISCAL YEAR** - Display - The fiscal year of the payroll cycle. Defaults to current year.
- 4 - PAY CYCLE** - Optional (3 A/N) - The pay cycle of the unprocessed adjustments to list. Default is the next upcoming pay cycle.
- 5 - STARTING NAME** - Optional - The last name of the employee with which to begin the list.
- 6 - NAME** - Display - The last name, first name and middle name of the employee shown.

- 7 - SOC. SEC. NO.** - Display - The social security number of the employee shown.
- 8 - VENDOR-SUB** - Display - The vendor and sub number associated with the vendor to be adjusted.
- 9 - EMPLOYEE AMOUNT** - Display - The amount of the employee adjustment. Will be followed by a "+" or "-" to indicate a positive or negative amount. Positive amount will be taken from employee and sent to vendor. Negative amount will be taken from vendor and refunded to employee.
- 10 - EMPLOYER AMOUNT** - Display - The amount of the employer adjustment. Will be followed by a "+" or "-" to indicate a positive or negative amount. Positive amount will be taken from employer and sent to vendor. Negative amount will be taken from vendor and refunded to employer.
- 11 - ADJUST MNTH** - Display - The month to be adjusted.
- 12 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Benefit / Deduction Adjustment Transaction Totals screen (**BDTOT**) allows a means of verifying adjustments to benefits/deductions by auditing input totals. All benefit/deductions adjustments entered on **BDADJ** screen for a given pay cycle will be totaled for the district.

Note: Totals can only be calculated for a payroll that has not been run.

```
◆BDTOT005694FEB0301◆◆0102◆          1          2
      BENEFIT / DEDUCTION ADJUSTMENT TRANSACTION TOTALS          99.3.0

          Fiscal Year          Pay Cycle
              3              ▶ 4 ◀

Total EMPLOYEE Amount:          5

Total EMPLOYER Amount:          6

Total Number Transactions:      7

8
```

## BDTOT Screen

- 1 - FUNCTION** - The function for this screen will always total.
- 2 - DISTRICT NAME/VERSION** - Display - The name of the district. The current version control number of the screen.
- 3 - FISCAL YEAR** - Display - The fiscal year of the payroll cycle to be totaled. Defaults to current year.
- 4 - PAY CYCLE** - Required (3 A/N) - The payroll cycle of the adjustments to be totaled. Default is next upcoming pay cycle.

- 5 - TOTAL EMPLOYEE AMOUNT** - Display - The sum of the employee adjustments entered.
- 6 - TOTAL EMPLOYER AMOUNT** - Display - The sum of the employer adjustments entered.
- 7 - TOTAL NUMBER TRANSACTIONS** - Display - The total number of transactions entered.
- 8 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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**NXT**

Continue a list of unprocessed deduction trust adjustment information in name sequence.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.
- 4 - PAY CYCLE** - Required (3 A/N) - Payroll cycle on which adjustments will take effect. The default is the next upcoming pay cycle. Valid values are:
  - M01 - M12** - Pay at end of month
  - S01 - S24** - Pay on a semi-cycle date
- 5 - FISCAL YEAR** - Display - The fiscal year for the given pay cycle.

**LIST FROM:**

- 6 - SOC. SEC. NO.** - Optional (12 A/N) - The social security number of the employee with which to begin list. May be entered with or without hyphens. (Ex. 123-12-1234 or 123121234).
- 7 - VENDOR** - Optional (5 A/N) - A number associated with a vendor with which to begin list. The number ranges and their descriptions are:
  - 32000 - 39999** Health and Welfare
  - 40000 - 49999** Life and Disability
  - 50000 - 59999** Unions / Associations
  - 70000 - 79999** Charitable Organizations
- 8 - VENDOR-SUB** - Optional (2 A/N) - A number associated with a vendor from **DVNDR** to identify different types of deductions or benefits for a specific vendor with which to begin list. Must exist on **BDSUB**.
- 9 - UPD "X"** - Optional (1 A/N) - An indicator to mark a line or entry on a screen that is to be updated. When this field is marked with an "X", the other fields associated with it will be changed or deleted. When it is blank, they will not be changed.
- 10 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee to be adjusted. May be entered with or without hyphens. (Ex. 123-12-1234 or 123121234).
- 11 - VENDOR** - Required (5 A/N) - A number associated with a vendor. The number ranges and their descriptions are:
  - 32000 - 39999** Health and Welfare
  - 40000 - 49999** Life and Disability
  - 50000 - 59999** Unions / Associations
  - 70000 - 79999** Charitable Organizations



- 
- 12 - VENDOR-SUB** - Required (2 A/N) - A number associated with a vendor from **DVNDR** to identify different types of deductions or benefits for a specific vendor. Must exist on **BDSUB**.
- 13 - EMPLOYEE AMOUNT** - Optional (7 A/N) - The amount of the adjustment to the employee trust fund. Positive amount will be taken from the employee and sent to the trust fund for the employee. Negative amount will be taken from the trust and refunded to the employee.
- 14 - Display** - The sign “+” or “-” to indicate a positive or negative amount.
- 15 - TO TRUST MONTH** - Optional (2 A/N) - The double deduction month on which the error was made. This month must match one of the double deduction months on the **BDEMP** record. This is a required field if Refund All Months (field 16) is blank.
- 16 - REFUND ALL MONTHS** - Optional (1 A/N) - Indicator whether entire amount in trust fund is to be refunded to the employee. If this field is used, Employee Amount (field 13) must be blank.
- 17 - MESSAGE** - The place where any messages from the system will be displayed.

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The Extra Pay Transactions List screen (**EXLST**) is used to list unprocessed extra pay transactions entered on the **EXTRA** screen by pay cycle and employee name.

```

◆EXLSTT005695FEB0301◆◆0102◆          1
EXTRA PAY TRANSACTIONS LIST          2
00.1101
Fiscal Year  Pay Cycle  Starting name
  3           4         5
Name          Soc. Sec. No #Units  Rate  Amount  Pos#  Xpay  -XD-
  6           7           8      9    10    11   12   Ln Typ
                                     13
                                     ▶◀
14
    
```

## EXLST Screen

- 1 - **FUNCTION** - The function for this screen will always list.
- 2 - **DISTRICT NAME/VERSION** – Display - The name of the district. The current version control number of the screen.
- 3 - **FISCAL YEAR** - Display - The fiscal year of the pay cycle to be listed.
- 4 - **PAY CYCLE** - Required (3 A/N) - The pay cycle of the **EXTRA** transactions to be listed. Defaults to the next upcoming pay cycle.
- 5 - **STARTING NAME** - Optional (18 A/N) The last name of the employee with which to begin the extra pay transactions list. After a transmit, if there are more than 17 **EXTRA** transactions, the next name to be displayed will appear in this field.

- 6 - NAME** - Display - The last name, first name, middle name of the employee shown. Transactions are displayed in name sequence.
- 7 - SOC. SEC. NO.** - Display - The social security number of the employee shown.
- 8 - #UNITS** - Display - The number of units of extra pay the employee is to be paid as entered on **EXTRA**.
- 9 - RATE** - Display - The rate of the extra pay to be paid.
- 10 - AMOUNT** - Display - The amount of extra pay to be paid to the employee for the extra pay type and code shown. Followed by the sign "+" to indicate a positive extra pay transaction.
- 11 - POS#** - Display - The position that the original salary was paid under.
- 12 - XPAY TYP-CD** - Display - The numeric code identifying the type of extra pay; and the sub code used to further define the type of extra pay.
- 13 - XD LN TYPE** - The line number assigned to an account number on **SXEXP**. Will be followed by "X" - Expense distribution for an extra pay.
- 14 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The One-Time Extra Pay Totals screen (**EXTOT**) is used to total extra pay transactions entered on the **EXTRA** screen by extra pay type and code.

ONE-TIME EXTRA PAY TOTALS						
Fiscal Year	Pay Cycle	Type	Code	Description	Audits	On Emp
3	4	5	6	7	8	9
Total Amount:					10	
Total Number of Transactions:					11	

12

### EXTOT Screen

- 1 - FUNCTION** - Display - The function for this screen will always total.
- 2 - DISTRICT NAME/VERSION** - Display - The name of the district. The current version control number of the screen.
- 3 - FISCAL YEAR** - Display - The fiscal year of the pay cycle to be totaled.
- 4 - PAY CYCLE** - Required (3 A/N) - The pay cycle of the EXTRA transactions to be totaled. Defaults to the next upcoming pay cycle.
- 5 - TYPE** - Required (2 A/N) The extra pay type to be totaled.
- 6 - CODE** - Required (2 A/N) The sub code of the extra pay type to be totaled.
- 7 - DESCRIPTION** - Display - The description of the extra pay type.

- 8 - AUDITS** - Display - The audit parameters associated with each type of extra pay.
- 9 - ON EMP** - Display - If a "Y" is displayed, the extra pay amount was entered on the **EXTRA** screen. Otherwise, the extra pay amount was established on the **DXPAY** screen.
- 10 - TOTAL AMOUNT:** - Display - The total amount of extra pay for a given extra pay type and code.
- 11 - TOTAL NUMBER OF TRANSACTIONS:** - Display - The total number of extra pay transactions for a given extra pay type and code.
- 12 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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# EXTRA

The Extra Pay Transaction Input screen (**EXTRA**) is used for one time multiple extra pay transactions. Extra pay codes that are a % of annual salary or which are extra pay codes 90 or above must be entered on **EXPAY** and cannot be paid on this screen.

Must **INQUIRE** on the Extra Pay TYPE and CODE before adding extra pay transactions.

EXTRAT013559SEP19000009  
 Fiscal Year Cycle Type Code Description Audits On EMP DXPAY AMT  
 MM/YY Worked  
 Soc. Sec. No. Posit# #of units Rate Amount Line#  
 Fund Resource Goal Function Object Sch Loc C C Y  
 Next Screen

## EXTRA Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Inquire on a particular extra pay type and code (from **DXPAY**).

**ADD**

Use to add multiple extra pay transaction records.

**2 - DISTRICT NAME** - Display - The name of the district.

**3 - VERSION NUMBER** - Display - The current version control number of the screen.

- 4 - FISCAL YEAR** - Display - The fiscal year of the payroll calendar in which the extra pay will be paid.
- 5 - CYCLE** - Required (3 A/N) - Pay cycle for the **EXTRA** transactions to be paid, defaults to next pay cycle.
- 6 - TYPE** - Required (2 A/N) - The numeric code identifying the type of extra pay. Must be set up on **DXPAY**.
- 7 - CODE** - Required (2 A/N) - The extra pay sub code used to further define the type of extra pay. Must be set up on **DXPAY**.
- 8 - DESCRIPTION** - Display - The description associated with the extra pay type.
- 9- AUDITS** - Display - The single character audit parameters associated with each type of extra pay.
- 10 - ON EMP** - Display - If a "Y" is displayed the extra pay amount must be entered on this screen. Otherwise, the extra pay amount is established on the **DXPAY** screen.
- 11 - DXPAY AMT** - Display - If the amount resides on **DXPAY** (on employee record = "N"), the amount will be displayed here.
- 12 - MM/YY WORKED** - Required (4 A/N) - The month and year for which the extra pay is to be targeted for transactions entered on screen. Will default to the current month and year.
- 13 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee to be paid. Must be assigned to an active **EMPOS**.
- 14 - POSIT#** - Optional (4 A/N) – The position that the original salary was paid under. If left blank will default to the primary position number. NOTE: If no primary position exist a position number is required.
- 15 - #OF UNITS** - Required (3,2 N) - The number of units of extra pay the employee is to be paid. Defaults to 1.00 if left blank.
- 16 - RATE** - Optional - (5,2 N) - The rate of the extra pay to be paid. If the **DXPAY AMOUNT** (field 11) is displayed and is not on the employee record (**ON EMP** = "N"), the **RATE** will default to the **DXPAY AMOUNT**. If the rate is left blank, **AMOUNT** is required.
- 17 - AMOUNT** - Optional (6,2 N) - The amount of extra pay to be paid to the employee. If left blank, rate is required.
- 18 - LINE#** - Optional (3 A/N) - Line number for expense distribution from the **SXEXP**. If left blank account number is required.

THE FOLLOWING THIRTEEN FIELDS (ACCOUNT STRUCTURE) MUST EXIST IN SACTL:

- 19 - **FUND** - Required (2 A/N) - The two digit fund used to describe a validated SACS payroll chart of accounts entry.
- 20 - **Sub-Fund** – Required (2 A/N) - The sub-fund number for the SACS payroll chart of accounts number.
- 21 - **RESOURCE** – Required (4 A/N) - The four digit resource number for the SACS payroll chart of accounts number.
- 22 - **Sub-Resource** – Required (3 A/N) - The three digit sub-resource number for the SACS payroll chart of accounts number.
- 23 - **GOAL** – Required (4 A/N) - The four digit goal for the SACS payroll chart of accounts number.
- 24 - **FUNCTION** – Required (4 A/N) - The four digit function number for the SACS payroll chart of accounts.
- 25 - **Sub-Function** – Required (3 A/N) - The three digit sub-function number for the SACS payroll chart of accounts.
- 26 - **OBJECT** – Required (4 A/N) - The four digit object number & 3 digit sub-object number for the SACS payroll chart of accounts.
- 27 - **Sub-Objection** – Required (3 A/N) - The three digit sub-object number for the SACS payroll chart of accounts.
- 28 - **SCH** – Required (3 A/N) - The three digit school number for the SACS payroll chart of accounts number.
- 29 - **LOC** – Required (3 A/N) - The three digit location number for the SACS payroll chart of accounts number.
- 30 - **CC** – Required (3 A/N) - The three digit cost center number for the SACS payroll chart of account
- 31 - **Y** – Optional (1 A/N) - The project year number for the SACS payroll chart of accounts number.
- 32 - **MESSAGE** – Display - The place where any messages from the system will be displayed.

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The Gross Pay Adjustment screen (**GPADJ**) allows districts to enter adjustments to gross pay for monthly employees. These adjustments are made to correct an error that occurred in the employee's gross pay on a prior pay cycle and to adjust pay for the current pay cycle. Absent without pay, difference pay, position change, new hire, termination, rate change, and extra pay adjustments will be entered on this screen. Use **TMUPD** for prior month adjustments to time and regular/holiday overtime.

```

GPADJT005697FEB03010102
GROSS PAY ADJUSTMENT
Soc. Sec. No. 4 Warrant 5 Last Name 6 First Name 7 Middle 3 00.0727
Pay Cycle 8 Fiscal Year 9
Position 10 Adjustment Type 11 Extra Pay Type 12 Code 13
Time 14 Time Unit 15 16 Rate 17 Amount 18 19
Spread Across Month/Year Certificated
Position Extra Pay Worked Contract Days
22 23 20 20 21
Line Fund Resource Goal Function Object Sch Loc CC PY
24 25 26 27 28 29 30 31 32 33 34 35 36 37
NXT SCREEN 39
38
    
```

## GPADJ Screen

**1- FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

### ADD

Add a gross pay adjustment record for an employee.

### DEL

Delete a gross pay adjustment record for an employee.

### INQ

Inquire on gross pay adjustment records for the next upcoming regular or off cycle for an employee. This function will select the first record for the employee, then the **LST** function must be used to continue the list if there are more adjustments on file for the employee.

**LST**

Continue a list of existing gross pay adjustment records for an employee.

**NXT**

Get the next employee (in name sequence) on file who has gross pay adjustment records.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - The current version control number of the screen.
- 4 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee. If a social security number is not specified, the list will start with this name or the next name in alphabetical order which has a record on file.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 8 - PAY CYCLE** - Required (3 A/N) - Pay cycle on which the adjustment will take effect. The adjustments to be processed are limited to the employee's current pay cycle or next off cycle. Valid values are:  
**M01 - M12** - Pay at end of month  
**S01 - S24** - Pay on a semi-monthly date
- 9 - FISCAL YEAR** - Display - The fiscal year associated with the current pay cycle.
- 10 - POSITION** - Required (4 A/N) - The position number of the adjustment.
- 11 - ADJUSTMENT TYPE** - Required (1 A/N) - The type of adjustment. Valid values are:
- A** - Awop - This adjustment is entered with a monthly, daily or hourly rate. A negative sign will automatically display. Must enter time and rate, or rate and amount, or amount only and rate will default.
  - P** - Position change, New hire, and Termination - Full monthly salary will automatically process for the position. Adjustment(s) will be required. CONTRACT DAYS (field 21) must be entered for certificated positions. Must enter rate and amount or amount only and rate will default.
  - R** - Rate (salary) change - Current monthly salary change. Rate and amount must be entered. (Ex. Current mid-month step advance.)

- 
- X** - Extra pay - Use to adjust extra pay. When adjusting an extra pay, the extra pay type and code must exist on the **EXPAY** screen. Amount is required. Salary repayment (extra pay types 90-99) cannot be adjusted.
- 12 - EXTRA PAY TYPE** - Optional (2 A/N) - The extra pay type. Must exist on **EXPAY** to adjust an extra pay.
- 13 - EXTRA PAY CODE** - Optional (2 A/N) - The extra pay code. Must exist on **EXPAY** to adjust an extra pay.
- 14 - TIME** - Optional (3,2 N) - The adjusted time.
- 15 - DISPLAY** - The sign "+" or "-" to show positive or negative time.
- 16 - TIME UNIT** - Display - Unit of time in which time adjustment was reported:  
**HOURS** - Classified positions  
**DAYS** - Certificated positions
- 17 - RATE** - Required (6,2 N) - Rate at which the adjustment is to be made. Must be blank if extra pay is being adjusted. May not exceed \$11,000.
- 18 - AMOUNT** - Optional (6,2 N) - The adjustment amount. The valid values are from 0 through \$19,999.99.
- 19 - Display** - The sign "+" or "-" to show a positive or negative amount.
- 20 - MONTH/YEAR WORKED** - Required (6 A/N) - The month and year worked in which the error occurred. Defaults to current month and year.
- 21 - CERTIFICATED CONTRACT DAYS** - Optional (3 N) - Number of certificated days. This field is required for certificated positions when adjustment type is "P". Valid entries are for:  
 Position change - enter contract days worked or to be worked in the respective position.  
 New Hires - enter contract days to be worked.  
 Termination - enter contract days worked.
- 22 - SPREAD ACROSS POSITION** - Optional (1 A/N) - "X" indicates that the adjustment is to be spread across all account numbers for a position based on the distribution percentages on **SXPOS**. This field must be blank if either line number or an account number is entered.
- 23 - SPREAD ACROSS EXTRA PAY** - Optional (1 A/N) - "X" indicates that the adjustment is to be spread across all extra pay distribution lines based on the extra pay distribution percentages on **SXEXP**.

Note: SPREAD ACROSS POSITION OR EXTRA PAY cannot be used for terminated employees.

**24 - LINE** - Optional (2 A/N) - Line number of the expense distribution for the adjustment from **SXPOS** or **SXEXP**. The line number will default to **SXPOS**. If an extra pay adjustment is entered, the default will be to **SXEXP**. If no **SXEXP** line number exists, the default will be **SXPOS**.

THE FOLLOWING THIRTEEN FIELDS (ACCOUNT STRUCTURE) MUST EXIST ON **SXPOS** or **SXEXP**:

**25 - FUND** - Required (2 A/N) - The two digit fund number used to describe a validated SACS payroll chart of accounts entry.

**26 - Sub-Fund** - Required (2 A/N) - The sub-fund number for the SACS payroll chart of accounts number.

**27 - RESOURCE** - Required (4 A/N) - The four digit resource number for the SACS payroll chart of accounts number.

**28 - Sub-Resource** - Required (3 A/N) - The three digit sub- resource for the SACS payroll chart of accounts number.

**29 - GOAL** - Required (4 A/N) - The four digit goal for the SACS payroll chart of accounts number.

**30 - FUNCTION** - Required (4 A/N) - The four digit function for the SACS payroll chart of accounts number.

**31 - Sub- Function** - Required (3 A/N) - The 3 digit sub-function for the SACS payroll chart of accounts number.

**32 - OBJECT** - Required (4 A/N) - The four digit object number for the SACS payroll chart of accounts number. Object 9511 is only valid for prior fiscal year adjustments.

**33 - Sub-Object** - Required (3 A/N) - The three digit object-sub.

**34 - SCH** - Required (3 A/N) - The three digit school.

**35 - LOC** - Required (3 A/N) - The three digit location number.

**36 - CC** - Optional (3 A/N) - The three digit cost center.

**37 - PY** - Optional (1 A/N) - The project year.

**38 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**39 - NXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate.

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The Gross Pay Adjustments List screen (**GPAJL**) allows districts to list adjustments to gross pay with the corresponding expense distribution on a given pay cycle for an employee. These gross pay adjustments were entered on the **GPADJ/3** screen.

1  
2 01.0207

GPAJLT006745FEB21010102

GROSS PAY ADJUSTMENTS LIST

Pay Cycle	Fiscal Year	C/N	Adjust Type	Starting Name							
3	4	5	6	7							
Name	- Time Fund	- Rate Resource	Amount Goal	Pos#	-XPAY- Tp Cd	MM/YYYY	Worked	Sch	Loc	CC	PY
8	9	10	11	12	13	14	15	16	17		
		18	19	20	21	22	23	24	25	26	

27

## GPAJL Screen

**1 - FUNCTION** - Display - The function for this screen will always list.

**2 - DISTRICT NAME/VERSION NUMBER** - Display - The name of the district and the current version control number of the screen.

### SELECT PARAMETERS:

**3 - PAY CYCLE** - Optional (3 A/N) - Pay cycle of the employee to list. Default is the next upcoming pay cycle. Valid values are:

**M01 - M12** - Pay at end of month

**S01 - S24** - Pay on a semi-monthly date

**4 - FISCAL YEAR** - Display - The fiscal year of the payroll cycle for the adjustments to be listed.

- 
- 5 - C/N** - Optional (1 A/N) - The type of position to be listed. Valid values are:  
C - Certificated position  
N - Non-certificated position
- 6 - ADJUST TYPE** - Optional (1 A/N) - The type of adjustment to be listed. Valid values are:  
A - Absent without pay (AWOP)  
P - Position change, New hire, Termination  
S - Salary/rate change (current month)  
X - Extra pay
- 7 - STARTING NAME** - Optional (18 A/N) - The last name to begin the adjustment list.
- 8 - NAME** - Display - The employee's warrant name.
- 9 - Display** - The adjustment type
- 10 - TIME** - Display - The adjusted time.
- 11 - RATE** - Display - The adjusted rate.
- 12 - AMOUNT** - Display - The adjusted amount.
- 13 - POS#** - Display - The position number associated with the gross pay adjustment.
- 14 - XPAY TP** - Display - The extra pay type associated with the gross pay adjustment.
- 15 - XPAY CD** - Display - The extra pay code associated with the extra pay type.
- 16 - MM WORKED** - **Display - The month in which the adjustment occurred.**
- 17 - YYYY WORKED** - **Display - The year in which the adjustment occurred.**
- 18 - FUND/SUB-FUND** - **Display - The two digit fund number and two digit sub-fund number.**
- 19 - RESOURCE/SUB-RESOURCE** - Display - The four digit resource number and the three digit sub-resource number.
- 20 - GOAL** - Display - The four digit goal number.
- 21 - FUNCTION/SUB-FUNCTION** - Display - The four digit function number and the three digit sub-function number.

**22 - OBJECT/SUB-OBJECT** - Display - The four digit object number and the three digit object-sub number.

**23 - SCH** - Display - The three digit school number.

**24 - LOC** - Display - The three digit location code.

**25 - CC** - Display - The three digit cost center.

**26 - PY** - Display - The project year.

**27 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Gross Pay Adjustment Totals screen (**GPTOT**) allows districts a means of verifying adjustments to gross pay by auditing input totals. All gross pay adjustments for a given pay cycle will be totaled for the district.

Note: Totals can only be calculated for a payroll that has not been processed.

```

1
2
3 11:53 AM
4 98.4.0
5
6
7
8
9
10
11

```

GROSS PAY ADJUSTMENT TOTALS

Pay Cycle	Fiscal Year	C/N	Adjust Type
4	5	6	7

Total Time: 8

Total Amount: 9

Total Number Transactions: 10

## GPTOT Screen

- 1 - FUNCTION** - Display - The function for this screen will always total.
- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.
- 4 - PAY CYCLE** - Required (3 A/N) - The payroll cycle of gross pay adjustments to be totaled. Default is the next upcoming pay cycle.
- 5 - FISCAL YEAR** - Display - The fiscal year for the payroll cycle to be totaled.

**6 - C/N** - Optional (1 A/N) - The position type code to be totaled. Valid values are:

**C** - Certificated

**N** - Non-certificated

**7 - ADJUST TYPE** - Optional (1 A/N) - The type of adjustment to be totaled. Valid values are:

**A** - Awop

**P** - Position change, New hire, and Termination

**R** - Rate (salary) change

**X** - Extra pay

**8 - TOTAL TIME:** - Display - Total of time entered on **GPADJ** for selected parameters.

**9 - TOTAL AMOUNT:** - Display - Total amount of gross pay adjustments entered on **GPADJ** for selected parameters.

**10 - TOTAL NUMBER TRANSACTIONS:** - Display - The total number of transactions entered on **GPADJ** for selected parameters.

**11 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Leave Pay Transactions List screen (**LVLST**) allows districts to list leave pay transactions for a given pay cycle for employees. The leave pay transactions are entered on **LVPAY** screen.

LEAVE PAY TRANSACTIONS LIST											
1										2	
99.2.1											
3	4	5									
Fiscal Year	Pay Cycle	Starting name									
6		Soc.	Sec.	No.	Pos.	Typ	D/H	Time	Rate	Amount	-XD- Line
7	8	9	10	11	12	13	14				
▶ ◀											

15

## LVLST Screen

- 1 - FUNCTION** – Display - The function for this screen will always list.
- 2 - DISTRICT/VERSION** - Display - The name of the district. The current version control number of the screen.
- 3 - FISCAL YEAR** - Display - The fiscal year of the payroll cycle. Defaults to current year.
- 4 - PAY CYCLE** - Required (3 A/N) - The payroll cycle of the unprocessed leave pay transactions to be displayed. Default is next upcoming pay cycle.
- 5 - STARTING NAME** - Optional (18 A/N) - The last name with which to begin the list.
- 6 - NAME** - Display - The last name, first name and middle name of the employee shown.

- 7 - SOC. SEC. NO.** - Display - The social security number of the employee shown.
- 8 - POS.** - Display - The number of the position to which the employee is assigned, or if terminated, the position held at the time of termination.
- 9 - LV TYP** - Display - The type of leave to be paid off or adjusted. Values displayed are:
  - V** - Vacation
  - S** - Sick leave
  - C** - Compensatory time
  - O** - Other
- 10 - UNITS D/H** - Display - Unit of time of leave to be paid off or adjusted. Values displayed are:
  - D** - Days
  - H** - Hours
- 11 - TIME** - The time that is to be paid off or adjusted.
- 12 - RATE** - Rate at which leave time payoff is to be paid.
- 13 - AMOUNT** - The total amount of the time transaction.
- 14 - XD LINE** - The line number associated with the expense distribution for the leave pay transaction. "000" line number indicates spread across all lines.
- 15 - MESSAGE** - The place where any messages from the system will be displayed.

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The Leave Time Payoff screen (**LVPAY**) is used to provide the districts with a way to pay off all or part of an employee's vacation, sick leave, compensatory time, or other leave time. The screen may also be used to adjust a leave payoff.

```

LVPAYT005698FEB03010102
LEAVE TIME PAYOFF
2
3 00.0801
Soc. Sec. No.      Warrant Last Name  First Name  Middle
4                5                6          7
Time              Unit (D,H)  Leave Type  Rate  Amount  Pay Cycle  F Year
8                9          10         11   12     13      14     15
EXPENSE DISTRIBUTION
Position
16                All Lines  17
Line No.          Fund  Resource  Goal  Function  Object  Sch  Loc  CC  PY
18              19  20  21  22  23  24  25  26  27  28  29  30  31
32
  
```

**LVPAY** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a single leave time payoff record for an employee.

**DEL**

Delete a leave time payoff record.

**INQ**

Same as LST.

**LST**

List an employee's leave time payoff records.

**NXT**

Begin a list of leave time payoff records for the next employee on file.

**2 - DISTRICT NAME** - Display - The name of the district.

- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee to display with or without hyphens (ex. 123-12-1234 or 123121234).
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 8 - TIME** - Required (3,2 N) - Time that is to be paid off or adjusted. Must not exceed employee's leave balance.
- 9 -** Required - (1 A/N) - The sign "+" or "-" associated with the time transaction. A positive sign indicates a leave payoff; a negative sign indicates the employee is to pay back a leave payoff.
- 10 - TIME UNIT** - Required (1 A/N) - Unit of time of leave to be paid off or adjusted. Valid values are:
  - D** - Days
  - H** - Hours
- 11 - LEAVE TYPE** - Required (1 A/N) - The type of leave to be paid off or adjusted. Valid values are:
  - V** - Vacation
  - S** - Sick leave
  - C** - Compensatory time
  - O** - Other
- 12 - RATE** - Required (5,2 N) - Rate at which leave time payoff is to be paid.
- 13 - AMOUNT** - Display - The total amount of the time transaction.
- 14 - PAY CYCLE** - Display - Displays the next upcoming regular pay cycle for the employee.
- 15 - F YEAR** - Display (4 A/N) - The fiscal year of the pay cycle for the leave payoff.
- 16 - POSITION** - Required (4 A/N) - Number of the position to which the employee is assigned, or if terminated, the position held at the time of termination.

- 17 - ALL LINES** - Optional (1 A/N) - "X" indicates the time transaction is to be spread across all expense distribution for a position based on the distribution percentages (**SXPOS**).  
Note: Cannot be used for variable positions or terminated employees.
- 18 - LINE NO.** - Optional (2 N) - Line number of the employee's expense distribution (**SXPOS**) to charge the time transaction. If left blank, the account number must be specified.
- 19 - FUND** - Required (2 A/N) - The two digit fund number used to describe a validated SACS payroll chart of accounts entry.
- 20 - Sub-Fund** - Required (2 A/N) - The sub-fund number for the SACS payroll chart of accounts number.
- 21 - RESOURCE** - Required (4 A/N) - The four digit resource number for the SACS payroll chart of accounts number.
- 22 - Sub-Resource** - Required (3 A/N) - The three digit sub- resource for the SACS payroll chart of accounts number.
- 23 - GOAL** - Required (4 A/N) - The four digit goal for the SACS payroll chart of accounts number.
- 24 - FUNCTION** - Required (4 A/N) - The four digit function for the SACS payroll chart of accounts number.
- 25 - Sub- Function** - Required (3 A/N) - The 3 digit sub-function for the SACS payroll chart of accounts number.
- 26 - OBJECT** - Required (4 A/N) - The four digit object number for the SACS payroll chart of accounts number.
- 27 - Sub-Object** - Required (3 A/N) - The three digit object-sub.
- 28 - SCH** - Required (3 A/N) - The three digit school.
- 29 - LOC** - Required (3 A/N) - The three digit location number.
- 30 - CC** - Required (3 A/N) - The three digit cost center.
- 31 - PY** - Required (1 A/N) - The project year.

Note: Expense distribution is required on terminated employees.

- 32 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Leave Transactions Totals screen (**LVTOT**) allows districts a means of verifying leave pay transactions by auditing input totals. All leave pay transactions for a given pay cycle will be totaled for the district. Leave pay transactions are entered on **LVPAY**.

Note: Totals can only be calculated for a payroll that has not been run.

```

LVTOTT005698FEB03010102
LEAVE TRANSACTIONS TOTALS          98.4.0
Fiscal Year          Pay Cycle
      3                ▶ 4 ◀

Total Time:          5

Total Amount:        6

Total Number Transactions:  7

8
    
```

## LVTOT Screen

- 1 - FUNCTION** - The function of this screen will always total.
- 2 - DISTRICT NAME/VERSION** - Display - The name of the district. The current version control number of the screen.
- 3 - FISCAL YEAR** - Display - The fiscal year of the payroll cycle. Defaults to current year.
- 4 - PAY CYCLE** - Display - The payroll cycle of unprocessed leave pay transactions to be totaled. Default is the next upcoming pay cycle.
- 5 - TOTAL TIME** - Display - The total time of leave pay transactions entered.



**6 - TOTAL AMOUNT** - Display - The sum of leave pay transactions entered.

**7 - TOTAL NUMBER TRANSACTIONS** - Display - The total number of transactions entered.

**8 - MESSAGE** - The place where any messages from the system will be displayed.

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The Extra Pay Transactions List screen (**LXTRA**) is used to list, by extra pay type and code, all transactions entered on **EXTRA** for a given pay cycle and to delete any transactions entered in error.

◆LXTRAT005699FEB0301◆0102◆1◆2

Fiscal Cycle Type Code List From Name Description On 3 00.1101  
Year 4 5 6 7 8 9 EMP 10 DXPAY AMT 11

Del	Name	Soc sec no	Pos#	Units	Rate	Amount						
12	13	14	15	16	17	18	22	23	24	25	26	27

28

## LXTRA Screen

1 - **FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Inquire on transactions entered on the **EXTRA** screen.

**LST**

Same as INQ.

**DEL**

Delete an extra pay transaction entered in error.

2 - **DISTRICT NAME** - Display - The name of the district.

3 - **VERSION NUMBER** - Display - The current version control number of the screen.

- 4 - FISCAL YEAR** - Display - The fiscal year of the payroll calendar in which the extra pay will be paid.
- 5 - CYCLE** - Required (3 A/N) - Pay cycle for the **EXTRA** transactions to be paid, defaults to next pay cycle.
- 6 - TYPE** - Required (2 A/N) - The type of extra pay.
- 7 - CODE** - Required (2 A/N) - The extra pay sub code used to further define the type of extra pay.
- 8 - LIST FROM NAME** - Display - The name of the employee with which to begin the list.
- 9 - DESCRIPTION** - Display - The description of the extra pay type.
- 10 - ON EMP** - Display - If a "Y" is displayed, the extra pay rate and/or amount was entered on the extra screen. Otherwise, the extra pay rate was established on the **DXPAY** screen.
- 11 - DXPAY AMT** - Display - If the amount was established on **DXPAY** (on employee record = "N"), the rate of the extra pay will be displayed here.
- 12 - DEL** - Optional (1 A/N) - An indicator to mark an extra pay transaction to be deleted. When this field is marked with an "X", and the function is DELEte, the extra pay transaction will be deleted.
- 13 - NAME** - Display - The warrant name of the employee.
- 14 - SOC. SEC. NO.** - Display - The social security number of the employee.
- 15 - POS#** - Display - The position number associated with the extra pay type and code.
- 16 - UNITS** - Display - The number of units of extra pay the employee is to be paid.
- 17 - RATE** - Display - The rate of extra pay to be paid to the employee. If the **DXPAY AMOUNT** (field 11) is displayed and is not on the employee record (**ON EMP** = "N"), the **RATE** will default to the **DXPAY AMOUNT**.
- 18 - AMOUNT** - Display - The amount of extra pay to be paid to the employee.
- 19 - FUND/SUB-FUND** - Display - **The two digit fund number and two digit sub-fund number.**
- 20 - RESOURCE/SUB-RESOURCE** - Display - The four digit resource number and the three digit sub-resource number.

- 21 - GOAL** - Display - The four digit goal number.
- 22 - FUNCTION/SUB-FUNCTION** - Display - The four digit function number and the three digit sub-function number.
- 23 - OBJECT/SUB-OBJECT** - Display - The four digit object number and the three digit object-sub number.
- 24 - SCH** - Display - The three digit school number.
- 25 - LOC** - Display - The three digit location code.
- 26 - CC** - Display - The three digit cost center.
- 27 - PY** - Display - The project year.
- 28 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Retired and Terminated Employee Benefits Adjustments screen (**RTADJ**) allows districts to add or maintain benefit/deduction adjustments. Adjustments on this screen are used to correct errors in vendor amounts for retired and terminated employees on a previous payroll or series of payrolls.

2  
3 99.3.0

**RETIRE AND TERMINATED EMPLOYEE BENEFITS ADJUSTMENTS**

Soc. Sec. No.	Last Name	First Name	Middle Name	Update "X"	Vendor-sub	Process Cycle	Adjmt Month	EE adjmnt Amount	ER adjmnt Amount				
4	5	6	7	8	9	10	11	12	13	14	15	16	17

18

**RTADJ Screen**

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add the retired and terminated employee benefit/deduction adjustments on the screen. Only information for an employee with an active **RTBEN** record may be added.

**CHG**

Change or update existing retired and terminated employee benefit/deduction adjustments.

**DEL**

Delete the retired and terminated employee benefit/deduction adjustment that is indicated with an "X".

**INQ**

Inquire about existing retired and terminated employee benefit/deduction adjustments.

**LST**

Continue a list of existing retired and terminated employee benefit/deduction adjustments.

**NXT**

Get the next employee (in name sequence) on file who has retired and terminated benefit adjustments.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens. (Ex 123-12-1234 or 123121234).
- 5 - LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MIDDLE NAME** - Optional (12 A/N) - The middle name of the employee.
- 8 - UPDATE "X"** - Optional (1 A/N) - An indicator to mark a line or entry on a screen that is to be updated. When this field is marked with and "X", the other fields associated with it will be changed or deleted. When it is blank, they will not be changed.
- 9 - VENDOR** - Required (5 A/N) - A number associated with a vendor. The only vendors entered on this screen are:
  - 32000 - 39999** Health and Welfare
  - 40000 - 49999** Life and Disability
- 10 - SUB** - Required (2 A/N) - A unique number associated with a vendor from **DVNDR** to identify different types of deductions or benefits for a specific vendor.
- 11 - PROCESS CYCLE** - (Required 3 A/N) - Pay cycle on which adjustments will take effect. Valid values are:
  - M01-M12** - Pay at end of month.
  - S01 - S24** - Pay on a semi-monthly date.

Note: **RTADJ** transactions will not process if the transaction cycle is the same month as the employee's termination date.

- 12 - ADJMT MONTH** - Required (2 A/N) - The calendar month in which the error was made. Valid values are:
  - 01-12** January through December

- 13 - EE ADJMT AMOUNT** - Optional (5,2 N) - The amount of the adjustment to the employee funds. Required entry if EMPLOYER (field 15) amount is blank or "0".
- 14** - Required (1 A/N) - The sign "+" or "-" to indicate a positive or negative employee funds adjustment.
- 15 - ER ADJMT AMOUNT** - Optional (5,2 N) - The amount of the adjustment to the employer funds. Required entry if EMPLOYEE (field 13) amount is blank or "0".
- 16** - Required (1 A/N) - The sign "+" or "-" to indicate a positive or negative employee funds adjustment.
- 17** - Display - The place where the short name associated with the vendor number will display. Vendor short name displays when doing an inquiry of adjustments entered.
- 18 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Retired / Terminated Benefits Adjustments List screen (**RTAJL**) allows districts to list unprocessed retired and terminated benefit adjustments. Adjustments are entered on **RTADJ** screen.

RTAJLT005700FEB03010102								2
RETIRE/TERMINATED BENEFITS ADJUSTMENTS LIST								3 99.3.0
District		Process Cycle						
6	7	8	9	10	11	12	13	

RTAJL Screen

- 1 - **FUNCTION** - Required (3 A/N) - Valid functions for this screen are:  
**INQ**  
 Inquire about unprocessed retired and terminated benefit adjustments by pay cycle.  
  
**LST**  
 Continue a list of existing retired and terminated benefit adjustments.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **DISTRICT** - Required (2 A/N) - The two digit number assigned to each district. Defaults to current district.
- 5 - **PROCESS CYCLE** - Required (3 A/N) - Payroll cycle of the adjustments with which to begin list. Must be next regular or off cycle. Defaults to next upcoming pay cycle.



- 6 - CYC** - Display - The payroll cycle of the adjustment shown.
- 7 - VND-SUB** - Display - The number and sub number associated with a vendor to identify different types of deductions or benefits.
- 8 - NAME** - Display - The last name, first name and middle name of the employee.
- 9 - SOC. SEC. NO.** - Display - The social security number of the employee shown.
- 10 - MTH** - Display - The calendar month to be adjusted.
- 11 - EE AMT** - Display - The amount of employee adjustment. Will be followed by a "+" or "-" to indicate a positive or negative amount.
- 12 - ER AMT** - Display - The amount of employer adjustment. Will be followed by a "+" or "-" to indicate a positive or negative amount.
- 13 - VENDOR** - Display - The short name associated with vendor number.
- 14 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Workers' Compensation Abatement History screen (**ABATQ**) allows the districts to view processed abatements by employee. Only worker's compensation abatements will be displayed. Abatements have the following effects:

- 1) Social Security, Medicare, and SDI, if applicable, refunded to employee.
- 2) Difference in Federal & State taxes, and EIC, if applicable, from before and after abatement refunded to employee.
- 3) Salary expense reduced for district.
- 4) Social Security, Medicare, SUI, and Worker's Comp. expense abated to district.
- 5) Reduction of employee's year-to-date gross earnings by abatement amount.

The screenshot shows the ABATQ screen with the following data and controls:

- Header: ABATQ197611NOV23050511 (left), 091 COUNTY CONTROL 05.0526 (right)
- Field 1: Abatement History
- Field 2: District Name (091)
- Field 3: Version Number (0526)
- Field 4: Soc Sec No (197611NOV23050511)
- Table Headers:
 

Dist	FY	Cycle	Pos#	Taxable Gross	Abatement	Abate MM/CCYY
6	7	8	9	10	11	12
- Field 13: (Empty)
- Field 14: Next Screen

## ABATQ Screen

- 1 - FUNCTION** – The function for this screen will always list.
- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - The current version control number of the screen.
- 4 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens. (Ex. 123-12-1234 or 123121234).
- 5 - NAME** - Display - The last name, first name and middle name of the employee.

- 6 - DIST** – Display – The two digit number assigned to each district. The district number displayed is associated with the abatement record.
- 7 - FY** – Display – The beginning year of the fiscal year associated with the time and pay record processed.
- 8 - CYCLE** – Display – The pay cycle in which the Abatement records was processed.
- 9 - POS#** - Display - The four digit position number processed with the abatement.
- 10 - TAXABLE GROSS** – Display – Represents the taxable gross amount that employee received while out on worker’s compensation.
- 11 - ABATEMENT** - Display - Abatement represents the amount of the original salary that will be covered by the worker’s compensation insurer. A positive amount results in a refund of taxes. A negative amount results in an adjustment of previously refunded taxes.
- 12 – ABATE MM/CCYY** – Display the month and year the abatement represents.
- 13 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 14 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate.

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The Accrual Extra Pay Transactions screen (**ACCEX**) is used to enter prior year time transactions in a new fiscal year. In order to access this screen the district must have a "Y" on the district ID screen under Accruals. This screen is accessible during a specific period of time each year. Entries input on the **ACCEX** screen will create Extra transactions on **LXTRA** with Account Number of **Object 9511** by Fund and Resource. Use **ACUPX** to delete **ACCEX** transactions. To verify **ACCEX** transactions use **ACEMP** or **ACLST**.

```

ACCEXT001964MAR01020203          1
Fiscal Year Cycle Type Code      2 91 COUNTY CONTROL
Accrual Extra Pay Transactions    3 02.0212
Description Audits                On EMP DXPAY AMT
4 5 6 7 8 9 10 11
MM/YY Worked
Soc. Sec. No. Posit# #of units   Rate   Amount   Line#
Fund Resource Goal Function Object Sch Loc C C Y
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Next Screen 32
33
    
```

## ACCEX Screen

**1 - FUNCTION** – Required (3 A/N) - Valid functions for this screen are:

### INQ

Inquire on a particular extra pay type and code (from **DXPAY**).

### ADD

Use to add multiple extra pay transaction records.

**2 - DISTRICT NAME** - Display - The name of the district.

**3 - VERSION NUMBER** - Display - The current version control number of the screen.

- 
- 4 - **FISCAL YEAR** - Display - The fiscal year of the payroll cycle to be processed.
  - 5 - **PAY CYCLE** - Required (3 A/N) - The payroll cycle of time transactions to be paid. Default is the next upcoming pay cycle.
  - 6 - **TYPE** – Required (2 A/N) – The numeric code identifying the type of extra pay. Must be set up on the **DXPAY**.
  - 7 - **CODE** – Required (2 A/N) – The extra pay sub code used to further define the extra pay. Must be set up on the **DXPAY**.
  - 8 - **DESCRIPTION** – Display – The description associated with each extra pay type.
  - 9 - **AUDITS** – Display – The single character audit parameters associated with each type of extra pay.
  - 10 - **ON EMP** – Display – If a “Y” is displayed the extra pay amount must be entered on this screen. Otherwise, the extra pay amount is established on the **DXPAY** screen.
  - 11 - **DXPAY AMT** – Display – If the amount resides on **DXPAY** (on employee record = “N”), the amount will be displayed here.
  - 12 - **MM/YY WORKED** – Required (6 A/N) – The month and year for which the extra pay is to be targeted for transactions entered on screen. The screen will default to the current month and year.
  - 13 - **SOC SEC NO.** - Required (12 A/N) - The social security number of the employee to be paid. Must be assigned to an active **EMPOS**.
  - 14 - **POSIT#** - Optional (4 A/N) – The position that the original salary was paid under. If left blank will default to the primary position number. NOTE: If no primary position exist a position number is required.
  - 15 - **#OF UNITS** – Required (3,2 N) – The number of units of extra pay the employee is to be paid. Defaults to 1.00 if left blank.
  - 16 - **RATE** – Optional (5,2 N) – The rate of the extra pay to be paid. If the **DXPAY AMOUNT** (field 11) is displayed and is not on the employee record (**ON EMP** = “N”), the **RATE** will default to the **DXPAY AMOUNT**. If the rate is left blank, **AMOUNT** is required.
  - 17 - **AMOUNT** – Optional (6, 2 N) – The amount of extra pay to be paid to the employee. If left blank, rate is required.

---

**18 - LINE** - Optional (3 N) - The line number for expense distribution from the **SXEXP**. If left blank, line number will copy down from the previous line. Account number must be entered if line number is left blank.

The following thirteen fields are from the SACS Payroll Chart of Accounts. These validate against the prior fiscal year SACTE/SACTL.

**19 - FUND** – Required (2 N) – The two digit fund number of the SACS payroll chart of accounts.

**20 - Sub-Fund** – Required (2 N) – The sub-fund number of the SACS payroll chart of accounts.

**21 - Resource** – Required (4 N) – The four digit resource number of the SACS payroll chart of accounts.

**22 - Sub-Resource** – Required (3 N) – The three digit sub-resource of the SACS payroll chart of accounts.

**23 - Goal** – Required (4 N) – The four digit goal number of the SACS payroll chart of accounts.

**24 - Function** – Required (4 N) - The four digit function number of the SACS payroll chart of accounts.

**25 - Sub-Function** – Required (3 N) - The three digit sub-function number of the SACS payroll chart of accounts.

**26 - Object** – Required (4 N) - The four digit object number of the SACS payroll chart of accounts.

**27 - Sub-Object** – Required (3 N) - The three digit sub-object number of the SACS payroll chart of accounts.

**28 - School** – Required (3 N) - The three digit school number of the SACS payroll chart of accounts.

**29 - Loc** – Required (3 A/N) - The three digit location of the SACS payroll chart of accounts.

**30 - CC** – Required (3 A/N) - The three digit cost center of the SACS payroll chart of accounts.

**31 - PY** – Optional (1 A/N) - The project year of the SACS payroll chart of accounts.

**32 - Next Screen** – Optional (5 A/N) Place to indicate the next screen to navigate.

**33 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **FISCAL YEAR** - Display - The fiscal year of the pay cycle.
- 5 - **PAY CYCLE** – Display – The current pay cycle of the **ACCRL** transactions.
- 6 - **UPD** - Optional (1 A/N) An indicator to mark a line on the screen that will be updated.  
**When this field is marked with an “X” , and the function is DELeTe, the accrual extra transation and LXTRA transaction will be deleted.**
- 7 - **NAME** - Display - The last and first name of the employee.
- 8 - **SOC SEC NO** - Display - The social security number of the employee.
- 9 - **POS#** - Display – Number of the position to which the employee is assigned or has been assigned.
- 10 - **EXPAY** – Display – The numeric code identifying the type of extra pay; and the sub code used to further define the type of extra pay.
- 11 - **TIME** - Display – Amount of time worked.
- 12 - **AMOUNT** – Display - The total pay amount of the transaction.
- 13, 14 - **MY WORK** - Display – The month and calendar year in which the work was performed.

The following thirteen fields are from the SACS Payroll Chart of Accounts.

- 15 - **FUND** – Display the two digit fund number of the SACS payroll chart of accounts.
- 16 - Sub-Fund – Display-The sub-fund number of the SACS payroll chart of accounts.
- 17 - **RESOURCE** - Display - The four digit resource number of the SACS payroll chart of accounts.
- 18 - Sub Resource - Display - The three digit sub-resource number of the SACS payroll chart of accounts.
- 19 - **GOAL** - Display - The four digit goal number of the SACS payroll chart of accounts.
- 20 - **FUNCTION** - Display - The four digit function number of the SACS payroll chart of accounts.



- 21 - Sub-Function - Display -** The three digit function number of the SACS payroll chart of accounts.
- 22 - OBJECT - Display -** The four digit object number of the SACS payroll chart of accounts.
- 23 - Sub-Object - Display -** The three digit object-sub number of the SACS payroll chart of accounts.
- 24 - SCH - Display -** The three digit school number of the SACS payroll chart of accounts.
- 25 - LOC - Display –** The three digit location number of the SACS payroll chart of accounts.
- 26 - CC – Display –** The three digit cost center of the SACS payroll chart of accounts.
- 27 - PY – Display –** The project year of the SACS payroll chart of accounts.
- 28 - MESSAGE – Display –** The place where any messages from the system will be displayed.
- 29 - NEXT SCREEN - Optional (5 A/N) –** Place to indicate the next screen to navigate.

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The One-Time Extra Pay Accrual Totals screen (**AXTOT**) is used to total extra pay transactions entered on the **ACCEX** screen by extra pay type and code.

Fiscal Year	Pay Cycle	One Time Extra Pay Accrual Totals					91 COUNTY CONTROL
4	5						3 02.0311
6	7	8	9	10	11	12	
Description	Audits	On Emp	Units	Total \$	Trans		
19-01	CONFNTL-CLASS	ABCDEF I	N	5.86	586.00	4	
54-01	OFFSKD PY-PERS	ABCDEF I	Y	3.00	1,259.00	3	
58-01	LEAD TEACHER	ABCDEF I	Y	8.00	1,381.25	4	
63-01	MENTOR/PAR	ABCDEF I	Y	3.80	1,216.00	2	
89-01	KCURR ACT-CERT	ABCDEF I	Y	6.70	910.80	5	

13  
No more EXTRA PAY accruals on file for cycle

Next Screen ▶ 14 ◀▶@◀

### AXTOT Screen

- 1 - **FUNCTION** - Display - The function for this screen will always total.
- 2 - **DISTRICT NAME/VERSION** - Display - The name of the district.
- 3 - **VERSION NUMBER** – Display - The current version control number of the screen.
- 4 - **FISCAL YEAR** - Display - The fiscal year of the pay cycle to be totaled.
- 5 - **PAY CYCLE** - Required (3 A/N) - The pay cycle of the Accrual EXTRA transactions to be totaled. Valid pay cycles are M01 & S02.
- 6 - **EXTRA PAY TYPE & CODE** – Display - The two-digit extra pay type and code to be totaled.

- 7 - DESCRIPTION** – Display – The description associated with the Extra pay typed from the **CXPAY** screen.
- 8 - AUDITS** - Display - The audit parameters associated with each type of extra pay.
- 9 - ON EMP** - Display - If a "Y" is displayed, the extra pay amount was entered on the **EXTRA** screen. Otherwise, the extra pay amount was established on the **DXPAY** screen.
- 10 - UNITS** – Display – The number of units to be paid.
- 11 - TOTAL \$** - Display - The total amount of accrual extra pay for each extra pay type and code.
- 12 - TRANS** - Display - The total number of accrual extra pay transactions for each extra pay type and code.
- 13 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 14 - NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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The Workers' Compensation Abatement List screen (**ABATL**) allows the districts to view processed abatements by payroll cycle. Only worker's compensation abatements will be displayed. Screen has a zoom feature that allows zooming in and displaying a second screen (**ABATQ**) with detail data for the selected employee.

ABATLT190652AUG17050508 002 ABC UNION ELEMENTARY 05.0526

Abatement History List

Zoom	Soc Sec No	Name	Pos#	Taxable Gross	Abatement	Abate MM/CCYY
◆	0123-44-5032	VALLEONE, FRAN	6106	4916.96+	480.00+	03 / 2005

No more abatements for this payroll cycle

Next Screen

## ABATL Screen

- 1 – **FUNCTION** – Display – The function for this screen will always list.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - The current version control number of the screen.
- 4 – **FISCAL YEAR** - Display – The fiscal year of the payroll cycle to be processed.
- 5 - **CYCLE** – Required (3 A/N) – The payroll cycle of the processed abatements.
- 6 - **ZOOM** - Optional – An indicator to mark a line to display a second screen (**YTDZM**) with detail data for the selected employee.
- 7 – **SOC SEC NO** – Display – The social security number of the employee shown.

- 8 - NAME** – Display – The last name, first name and middle name of the employee.
- 9 – POS#** – Display – The four digit position number processed with the abatement.
- 10 – TAXABLE GROSS** - Display - Represents the taxable gross amount that employee received while out on worker's compensation.
- 11 - ABATEMENT** – Display – Abatement represents the amount of the original salary that will be covered by the worker's compensation insurer. A positive amount results in a refund of taxes. A negative amount results in an adjustment of previously refunded taxes.
- 12 – ABATE MM/CCYY** - Display – The month and year the abatement represents.
- 13 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 14 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate.

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The Gross Pay Adjustment Accrual screen (**ACADJ**) is used to enter prior year adjustment transactions for monthly employees in a new fiscal year. In order to access this screen the district must have a “Y” on the district ID screen under Accruals. This screen is accessible during a specific period of time each year. Entries input on the **ACADJ** screen will create an adjustment transaction on **GPADJ** with Account Number of **Object 9511** by Fund and Resource. Use **ACUPJ** to delete **ACADJ** transactions. To verify **ACADJ** transactions use **ACEMP** or **ACLST**.

**ACADJ** is used for SACS Type 1 and Type 2 users only. SACS Type 3 users must use **ACAJ3**.

The screenshot shows the ACADJ screen with the following fields and data:

- Header: ACADJT036076MAR22070703
- Fiscal Yr/Cycle: 4
- Emp / SS: 6
- Pos#: 7
- ExPay: 8
- AdjTyp: 9
- Time: 10
- Rate: 13
- Amount: 14
- MY: 15
- Wrkd: 16
- C Days: 17
- Version Number: 06.0829

The screen also displays a table with columns: Line, Acct, ExPay, AdjTyp, Time, Rate, Amount, MY, Wrkd, C Days. The 'Next Screen' button is located at the bottom right.

**ACADJ** Screen

- 1 - **FUNCTION** – The function of this screen will always be add.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **FISCAL YEAR** - Display - The fiscal year of the payroll cycle to be processed.
- 5 - **CYCLE** - Optional (3 A/N) - The payroll cycle the adjustment will be paid. Default is the district’s next upcoming cycle.
- 6 – **EMP/SS** - Required (10 A/N) – The 6 digit Employee Identification Number or the 10 digit Social Security Number. The Employee Identification Number may be entered with or without hyphens. (Ex: Employee ID number 123-456 or 123456). The Social Security Number is entered without hyphens. (Ex. Social Security Number 123-456-7890 is entered as 1234567890).

- 
- 7 – POS #** - Required (4 A/N) - Number associated with the gross pay adjustment.
- 8, 9 - EXPAY** – Optional (2 A/N) – The extra pay type and code associated with the gross pay adjustment.
- 10 - ADJ TYPE** – Required (1 A/N) - The type of adjustment. Valid values are:
- A** - Awop - This adjustment is entered with a monthly, daily or hourly rate. A negative sign will automatically display. Must enter time and rate, or rate and amount, or amount only and rate will default.
  - P** - Position change, New hire, and Termination - Full monthly salary will automatically process for the position. Adjustment(s) will be required. CONTRACT DAYS (field 21) must be entered for certificated positions. Must enter rate and amount or amount only and rate will default.
  - R** - Rate (salary) change - Current monthly salary change. Rate and amount must be entered. (Ex. Current mid-month step advance.)
  - X** - Extra pay - Use to adjust extra pay. When adjusting an extra pay, the extra pay type and code must exist on the **EXPAY** screen. Amount is required. Salary repayment (extra pay types 90-99) cannot be adjusted.
- 11, 12 - TIME** - Optional (3, 2 N) - Amount of time to be paid or docked. Followed by a “+” or “-“ to indicate a positive or a negative amount.
- 13 - RATE** - Optional (3, 2 N) - Rate at which the adjustment is to be made. If left blank, the system will calculate the rate from **EMPOS** group, range, and step. The district may enter an overriding rate.
- 14, 15 - AMOUNT** – Optional – The adjustment amount for this employee. Followed by a “+” or “-“ to indicate a positive or a negative amount.
- 16, 17 – MY WRKD** – Required – (2, 2 N) – The month and calendar year in which the adjustment is for.
- 18 – C DAYS** – Optional – (3 N) – Number of certificated days. This field is required for certificated positions where adjustment type is “P”. Valid entries are:  
Position Change – enter contract days worked or to be worked in the respective position.  
New Hires – enter contract days to be worked.  
Termination – enter contract days worked.
- 19 – LINE #** - Optional (3 A/N) – Line number for expense distribution from the **SXPOS** or **SXEXP**. If left blank, the account number is required.

---

**The following thirteen fields are from the SACS Payroll Charge of Accounts.**

- 20 - FUND** - Required (2 A/N) - The two-digit fund used to describe a validated SACS payroll chart of accounts entry.
- 21 - SUB-FUND** – Required (2 A/N) - The sub-fund number for the SACS payroll chart of accounts number.
- 22 - RESOURCE** – Required (4 A/N) - The four-digit resource number for the SACS payroll chart of accounts number.
- 23 - SUB-RESOURCE** – Required (3 A/N) - The three-digit sub-resource number for the SACS payroll chart of accounts number.
- 24 - GOAL** – Required (4 A/N) - The four-digit goal for the SACS payroll chart of accounts number.
- 25 - FUNCTION** – Required (4 A/N) - The four-digit function number for the SACS payroll chart of accounts.
- 26 - SUB-FUNCTION** – Required (3 A/N) - The three-digit sub-function number for the SACS payroll chart of accounts.
- 27 - OBJECT** – Required (4 A/N) - The four-digit object number for the SACS payroll chart of accounts.
- 28 - SUB-OBJECT** – Required (3 A/N) - The three-digit sub-object number for the SACS payroll chart of accounts.
- 29 - SCH** – Required (3 A/N) - The three-digit school number for the SACS payroll chart of accounts number.
- 30 - LOC** – Required (3 A/N) - The three-digit location number for the SACS payroll chart of accounts number.
- 31 - CC** – Required (3 A/N) - The three digit cost center number for the SACS payroll chart of account
- 32 - PY** – Optional (1 A/N) - The project year number for the SACS payroll chart of accounts number.
- 33 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate.

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The Gross Pay Adjustment Accrual screen (**ACUPJ**) is used to list, and delete accrual adjustment transactions for employees as entered on **ACADJ**. Accruals deleted on this screen will delete the record from **ACADJ** and the corresponding record on **GPADJ**.

The screenshot shows the ACUPJ screen with the following data and controls:

Fiscal Yr/Cycle	Pos#	ExPay	Typ	Time	Rate	Amount	MY	Wrkd
4	8	9	10	11	12	13	14	15
		16	17	18	19	20	21	22
							23	24

Additional screen elements include:
 

- Header: ACUPJT036075MAR22070703
- Version: 06.1016
- Navigation: Next (25), Next Screen (26)

## ACUPJ Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Inquire about existing information.

**DEL**

Delete the accrual transaction on the screen.

**2 - DISTRICT NAME** - Display - The name of the district.

**3 - VERSION NUMBER** - Display - The current version control number of the screen.

**4 - FISCAL YEAR** - Display - The fiscal year of the pay cycle.

**5 - PAY CYCLE** - Display - The current pay cycle of the **ACUPJ** transactions.

- 
- 6 – UPDT** - Optional (1 A/N) - An indicator to mark a line on the screen that will be updated.  
**When this field is marked with an “X”, and the function is DEL, the accrual and adjustment will be deleted.**
- 7 - NAME** - Display - The last and first name of the employee.
- 8 – POS #** - Display – Number associated with the adjustment and gross pay adjustment.
- 9 – EXPAY** – Display – The extra pay type and code associated with the gross pay adjustment.
- 10 - TYPE** – Display – The time type of the transaction.
- 11 - TIME** - Display – Amount of time worked.
- 12 – RATE** - Display – The pay rate of the transaction.
- 13 – AMOUNT** – Display - The adjustment amount.
- 14, 15 – M/Y WORKED** - Display – The month and calendar year in which the adjustment is for

**The following thirteen fields are from the SACS Payroll Chart of Accounts.**

- 16 - FUND/SUB-FUND** – Display – The two-digit fund and two-digit sub fund number used for SACS payroll chart of accounts.
- 17 - RESOUCES/SUB-RESOURCE** – Display – The four-digit resource and three-digit sub-resource number of the SACS payroll chart of accounts.
- 18 - GOAL** – Display –The four-digit goal of the SACS payroll chart of accounts.
- 19 - FUNCTION/SUB-FUNCTION** – Display – The four-digit function and three digit sub-function of the SACS payroll chart of accounts.
- 20 - OBJECT/SUB-OBJECT** – Display - The four-digit object and three digit sub-object of the SACS payroll chart of accounts.
- 21 - SCH** – Display – The three-digit school number of the SACS payroll chart of accounts.
- 22 - LOC** – Display – The three-digit location number of the SACS payroll chart of accounts.
- 23 - CC** – Display – The three-digit cost center of the SACS payroll chart of accounts.
- 24 - PY** – Display – The project year of the SACS payroll chart of accounts.

**25 – NEXT** – Optional (18 A/N) - Place to indicate the next employee name to list. Defaults to next alphabetical sequential name.

**26 – NEXT SCREEN** – Optional (5 A/N) – This field is used for navigation to other system screens.

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The Workers' Compensation Abatements screen (**ABAT3**) allows the County Office to add or maintain salary abatements for a district employee (districts may only inquire about abatements). Only worker's compensation abatements will be handled (all other involuntary adjustments will be made using the **FMADJ** screen). Abatements entered on this screen will take effect during a specified pay cycle and fiscal year. Abatements have the following effects:

- 1) Social Security, Medicare, and SDI if applicable refunded to employee.
- 2) Difference in Federal & State taxes, and EIC if applicable from before and after abatement refunded to employee.
- 3) Salary expense reduced for district.
- 4) Social Security, Medicare, SUI, and Worker's Comp. expense abated to district.
- 5) Reduction of employee's year-to-date gross earnings by abatement amount.

**ABAT3** is for type 3 users. Type 1, type 2, and type 4 users must use ABATE.

```

ABAT3T239056JUN26070706
WORKERS' COMPENSATION ABATEMENTS          91 COUNTY CONTROL
                                           03.0728
Soc. Sec. No.      Warrant Last Name      First Name      Middle
 4                5                        6              7
Pay Cycle          Fiscal Year
 8                9
Abate MM/CCYY      Taxable Gross      Abatement Amount
10 11             12              13 14
Position          Spread Across
15              16
Line      Fund      Object-Sub      Fld1      Fld2      Fld3      Fld4
17 18      19 20    21      22      23      24
25
Next Screen 26
  
```

## ABAT3 Screen

**1 - FUNCTIONS** - Required (3 A/N) - Valid functions for this screen are:

### ADD

Add a salary abatement record for an employee. Only abatements for active employees or those terminated within the current year will be added. **COUNTY OFFICE ONLY.**

### CHG

Change or update existing abatement records. **COUNTY OFFICE ONLY.**

**DEL**

Delete existing abatement records. **COUNTY OFFICE ONLY.**

**INQ**

Inquire about abatement information by social security number or warrant name.

**LST**

Continue a list of existing abatement records for an employee.

**NXT**

Begin a list of abatement information for the next employee with abatements.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - The current version control number of the screen.
- 4 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens. (Ex. 123-12-1234 or 123121234).
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee. If a social security number is not specified, the list will start with this name or the next name in alphabetical order which has a record on file.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 8 - PAY CYCLE** - Required (3 A/N) - Pay cycle on which the abatement will take effect. The abatements to be processed are limited to the employee's current pay cycle or next off cycle. Valid values are:
  - M01 - M12** - Pay at end of month
  - S01 - S24** - Pay on a semi-monthly date
- 9 - FISCAL YEAR** - Optional (4 A/N) - The fiscal year associated with the current pay cycle. Default is to current fiscal year.
- 10 - ABATE MM** - Required (2 A/N) - The month the abatement represents.
- 11- ABATE CCYY** - Required (4 A/N) - The year the abatement represents.
- 12- TAXABLE GROSS** - Represents the original salary amount that employee received while out on worker's compensation.

- 13- ABATEMENT AMOUNT** - Required (10 N) - Abatement amount represents the amount of the original salary that will be covered by the worker's compensation insurer. A positive amount results in a refund of taxes. A negative amount results in an adjustment of previously refunded taxes.
- 14- Display** - The sign "+" or "-" to indicate a positive or negative abatement amount.
- 15- POSITION** - Required (4 A/N) - The position number that the original salary was paid under. A current position number is required for expense distribution.
- 16- SPREAD ACROSS POSITION** - Optional (1 A/N) - "X" indicates that abatement is to be spread across all distributions for a position based on the distribution percentages on **XDPOS**. This field must be blank if either line number or account number are entered.
- 17- LINE** - Optional (2 A/N) - Line number of expense distribution for the abatement. This field must be blank if spread across position and account number are entered.
- 18 - FUND** - Optional (2 A/N) - The fund number.
- 19 - OBJECT** - Optional (4 A/N) - The object number. Valid object numbers are 1000-2999, 9511 and 9161. Object 9511 is only valid for a prior fiscal year abatement.
- 20 - OBJECT-SUB** - Optional (2 A/N) - The sub object number.
- 21 - FLD1** - Optional (4 A/N) - The first part of the account number.
- 22 - FLD2** - Optional (4 A/N) - The second part of the account number.
- 23- FLD3** - Optional (4 A/N) - The third part of the account number.
- 24 - FLD4** - Optional (4 A/N) - The fourth part of the account number.
- 25 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 26 - NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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The Gross Pay Adjustment screen (**GPAJ3**) allows districts to enter adjustments to gross pay for monthly employees. These adjustments are made to correct an error that occurred in the employee's gross pay on a prior pay cycle and to adjust pay for the current pay cycle. Absent without pay, difference pay, position change, new hire, termination, rate change, and extra pay adjustments will be entered on this screen. Use **TMUP3** for prior month adjustments to time and regular/holiday overtime.

The **GPAJ3** screen can only be used by Type 3 users. Type 1, type 2 and type 4 users must use the **GPADJ** screen.

```

GPAJ3T239057JUN26070706
GROSS PAY ADJUSTMENT          91 COUNTY CONTROL
Emp / SS #      Warrant Last Name      First Name      Middle
      4          5          6          7
      Pay Cycle      Fiscal Year
      8          9
      Position      Adjustment      Extra Pay
      10          Type      Type      Code
      11          12          13
      Time      Time Unit      Rate      Amount
      14      15      16      17      18      19
      Spread Across      Month/Year      Certificated
      Position      Extra Pay      Worked      Contract      Days
      22      23      20      20      21
      Line      Fund      Object-Sub      Fld1      Fld2      Fld3      Fld4
      24      25      26      27      28      29      30      31
      32
      NXT SCREEN      33
  
```

## GPAJ3 Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

### ADD

Add a gross pay adjustment record for an employee.

### DEL

Delete a gross pay adjustment record for an employee.

### INQ

Inquire on gross pay adjustment records for the next upcoming regular or off cycle for an employee. This function will select the first record for the employee, then the **LST** function must be used to continue the list if there are more adjustments on file for the employee.



**LST**

Continue a list of existing gross pay adjustment records for an employee.

**NXT**

Get the next employee (in name sequence) on file who has gross pay adjustment records.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee. If a social security number is not specified, the list will start with this name or the next name in alphabetical order which has a record on file.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 8 - PAY CYCLE** - Required (3 A/N) - Pay cycle on which the adjustment will take effect. The adjustments to be processed are limited to the employee's current pay cycle or next off cycle. Supplemental wages (employee award and back pay award extra pays) are the only off cycle pay that can be processed on this screen. Valid values are:
  - M01 - M12** - Pay at end of month
  - S01 - S24** - Pay on a semi-monthly date
- 9 - FISCAL YEAR** - Display - The fiscal year associated with the current pay cycle.
- 10 - POSITION** - Required (4 A/N) - The position number of the adjustment.
- 11 - ADJUSTMENT TYPE** - Required (1 A/N) - The type of adjustment. Valid values are:
  - A** - Awop - This adjustment is entered with a monthly, daily or hourly rate. A negative sign will automatically display. Must enter time and rate, or rate and amount, or amount only and rate will default.
  - P** - Position change, New hire, and Termination - Full monthly salary will automatically process for the position. Negative adjustment(s) will be required. CONTRACT DAYS (field 21) must be entered for certificated positions. Must enter rate and amount or amount only and rate will default.
  - R** - Rate (salary) change - Current monthly salary change. Rate and amount must be entered. (Ex. Current mid-month step advance.)

- 
- X** - Extra pay - Use to adjust extra pay. When adjusting extra pay, the extra pay type and code must exist on the **EXPAY** screen. Amount is required. Salary repayment (extra pay types 90-99) cannot be adjusted.
- 12 - EXTRA PAY TYPE** - Optional (2 A/N) - The extra pay type. Must exist on **EXPAY** to adjust an extra pay.
- 13 - EXTRA PAY CODE** - Optional (2 A/N) - The extra pay code. Must exist on **EXPAY** to adjust an extra pay.
- 14 - TIME** - Optional (3,2 N) - The adjusted time.
- 15 - DISPLAY** - The sign "+" or "-" to show positive or negative time.
- 16 - TIME UNIT** - Display - Unit of time in which time adjustment was reported:  
**HOURS** - Classified positions  
**DAYS** - Certificated positions
- 17 - RATE** - Required (6,2 N) - Rate at which the adjustment is to be made. Must be blank if extra pay is being adjusted. May not exceed \$10,000.
- 18 - AMOUNT** - Optional (6,2 N) - The adjustment amount. The valid values are from 0 through \$19,999.99.
- 19 - Display** - The sign "+" or "-" to show a positive or negative amount.
- 20 - MONTH/YEAR WORKED** - Required (4 A/N) - The month and year worked in which the error occurred. Defaults to current month and year.
- 21 - CERTIFICATED CONTRACT DAYS** - Optional (3 N) - Number of certificated days. This field is required for certificated positions when adjustment type is "P". Valid entries are for:  
Position change - enter contract days worked or to be worked in the respective position.  
New Hires - enter contract days to be worked.  
Termination - enter contract days worked.
- 22 - SPREAD ACROSS POSITION** - Optional (1 A/N) - "X" indicates that the adjustment is to be spread across all account numbers for a position based on the distribution percentages on **XDPO3**. This field must be blank if either line number or an account number is entered.
- 23 - SPREAD ACROSS EXTRA PAY** - Optional (1 A/N) - "X" indicates that the adjustment is to be spread across all extra pay distribution lines based on the extra pay distribution percentages on **XDEX3**.

Note: SPREAD ACROSS POSITION OR EXTRA PAY cannot be used for terminated employees.

**24 - LINE** - Optional (2 A/N) - Line number of the expense distribution for the adjustment from **XDPO3** or **XDEX3**. The line number will default to **XDPO3**. If an extra pay adjustment is entered, the default will be to **XDEX3**. If no **XDEX3** line number exists, the default will be **XDPO3**.

**25 - FUND** - Optional (2 A/N) - The fund number.

**26 - OBJECT** - Optional (4 A/N) - The object number.

**27 - SUB** - Optional (2 A/N) - The sub object number.

**28 - FLD1** - Optional (4 A/N) - The first part of the account number.

**29 - FLD2** - Optional (4 A/N) - The second part of the account number.

**30 - FLD3** - Optional (4 A/N) - The third part of the account number.

**31 - FLD4** - Optional (4 A/N) - The fourth part of the account number.

Note: If the account number is entered, it must exist on **XDPO3** or **XDEX3**.

**32- MESSAGE** - Display - The place where any messages from the system will be displayed.

**33- NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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The Leave Time Payoff screen (**LVPY3**) is used to provide the districts with a way to pay off all or part of an employee's vacation, sick leave, compensatory time, or other leave time. The screen may also be used to adjust the leave payoff.

**LVPY3** is for Type 3 users. Type 1 and type 2 users must use **LVPAY**.

```

LVPY3T239077JUN2707◀◀0706◀          LEAVE TIME PAYOFF          2 91 COUNTY CONTROL
                                     3 06.0814
Emp / SS #      Warrant Last Name      First Name      Middle
 4           5           6           7
Time           Unit (D,H)      Leave Type      Rate      Amount      Pay Cycle      F Year
 8           9◀          10◀          11◀      12           13           14◀          15
EXPENSE DISTRIBUTION
Position
 16           All Lines      17◀
Line No.      Fund      Object-Sub      Fld1      Fld2      Fld3      Fld4
 18           19◀      20◀ 21◀      22           23           24           25
26                                     Next Screen 27 ◀◀
  
```

## LVPY3 Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a single leave time payoff record for an employee.

**DEL**

Delete a leave time payoff record.

**INQ**

Same as LST.

**LST**

List an employee's leave time payoff records.

**NXT**

Begin a list of leave time payoff records for the next employee on file.

**2 - DISTRICT NAME** - Display - The name of the district.

- 
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - EMP ID/SS#** - Required (10 A/N) – The employee 6 digit identification number or the social security number of the employee. The Employee ID number may be entered with or without hyphens. (Ex: Employee ID number 123-456 or 123456). The Social Security number is entered without hyphens. (Ex: Social Security number 123-45-6123 is entered as 123456123.)
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 8 - TIME** - Required (3,2 N) - Time that is to be paid off or adjusted. Must not exceed employee's leave balance.
- 9 -** Required - (1 A/N) - The sign "+" or "-" associated with the time transaction. A positive sign indicates a leave payoff; a negative sign indicates the employee is to pay back the leave payoff.
- 10 - TIME UNIT** - Required (1 A/N) - Unit of time of leave to be paid off or adjusted. Valid values are:  
**D** - Days  
**H** - Hours
- 11 - LEAVE TYPE** - Required (1 A/N) - The type of leave to be paid off or adjusted. Valid values are:  
**V** - Vacation  
**S** - Sick leave  
**C** - Compensatory time  
**O** - Other
- 12 - RATE** - Required (5,2 N) - Rate at which leave time payoff is to be paid.
- 13 - AMOUNT** - Display - The total amount of the time transaction.
- 14 - PAY CYCLE** - Display - Displays the next upcoming regular pay cycle for the employee.
- 15 - F YEAR** - Display (4 A/N) - The fiscal year of the pay cycle for the leave payoff.
- 16 - POSITION** - Required (4 A/N) - Number of the position to which the employee is assigned, or if terminated, the position held at the time of termination.

---

**17 - ALL LINES** - Optional (1 A/N) - "X" indicates the time transaction is to be spread across all expense distribution for a position based on the distribution percentages (**XDPO3**).

Note: Cannot be used for variable positions or terminated employees.

**18 - LINE NO.** - Optional (2 N) - Line number of the employee's expense distribution (**XDPO3**) to charge the time transaction. If left blank, the account number must be specified.

**19 - FUND** - Optional (2 A/N) - The two digit fund number.

**20 - OBJECT** - Optional (4 A/N) - The object number.

**21 - SUB** - Optional (3 A/N) - The sub object number.

**22 - FLD1** - Optional (4 A/N) - The first part of the account number.

**23 - FLD2** - Optional (4 A/N) - The second part of the account number.

**24 - FLD3** - Optional (4 A/N) - The third part of the account number.

**25 - FLD4** - Optional (4 A/N) - The fourth part of the account number.

Note: Expense distribution is required on terminated employees.

**26 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**26 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate.

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The Gross Pay Adjustment Accrual screen (**ACAJ3**) is used to enter prior year adjustment transactions for monthly employees in a new fiscal year. In order to access this screen the district must have a “Y” on the district ID screen under Accruals. This screen is accessible during a specific period of time each year. Entries input on the **ACAJ3** screen will create an adjustment transaction on **GPAJ3** with Account Number of **Object 9511** by Fund and Resource. Use **ACUPJ** to delete **ACAJ3** transactions. To verify **ACAJ3** transactions use **ACEMP** or **ACLST**.

**ACAJ3** is used for Type 3 users only. Type 1 and type 2 users must use **ACADJ**.

```

ACAJ3T048639JUN2707♦♦0706◀
1
2 91 COUNTY CONTROL
3 06.0829
Fiscal Yr/Cycle 4 ▶ 5 ◀ Gross Pay Adjustment Accrual
Emp / SS # Pos# ExPay AdjTyp Time Rate Amount C Days
▶ 6 7 8 9 10 11 12 13 14 15 16
MY Wrkd ▶ 17 ◀ 18 ▶ 19 ◀
Acct ▶ 20 ◀ 21 ▶ 22 ◀ 23 ▶ 24 ◀ 25 ▶ 26 ◀
MY Wrkd ▶ 27 ◀
Acct ▶ 28 ◀
MY Wrkd ▶ 29 ◀
Acct ▶ 30 ◀
MY Wrkd ▶ 31 ◀
Acct ▶ 32 ◀
MY Wrkd ▶ 33 ◀
Acct ▶ 34 ◀
MY Wrkd ▶ 35 ◀
Acct ▶ 36 ◀
Next Screen ▶ 37 ◀
  
```

ACAJ3 Screen

- 1 - **FUNCTION** – The function of this screen will always be add.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **FISCAL YEAR** - Display - The fiscal year of the payroll cycle to be processed.
- 5 - **CYCLE** - Optional (3 A/N) - The payroll cycle the adjustment will be paid. Default is the district’s next upcoming cycle.
- 6 – **EMP/SS #** - Required (10 A/N) – The 6 digit Employee Identification Number or the 10 digit Social Security Number. The Employee Identification Number may be entered with or without hyphens. (Ex: Employee ID number 123-456 or 123456). The Social Security Number is entered without hyphens. (Ex. Social Security Number 123-456-7890 is entered as 1234567890).

- 
- 7 – POS #** - Required (4 A/N) - Number associated with the gross pay adjustment.
- 8, 9 - EXPAY** – Optional (2 A/N) – The extra pay type and code associated with the gross pay adjustment.
- 10 - ADJ TYPE** – Required (1 A/N) - The type of adjustment. Valid values are:
- A** - Awop - This adjustment is entered with a monthly, daily or hourly rate. A negative sign will automatically display. Must enter time and rate, or rate and amount, or amount only and rate will default.
  - P** - Position change, New hire, and Termination - Full monthly salary will automatically process for the position. Adjustment(s) will be required. CONTRACT DAYS (field 21) must be entered for certificated positions. Must enter rate and amount or amount only and rate will default.
  - R** - Rate (salary) change - Current monthly salary change. Rate and amount must be entered. (Ex. Current mid-month step advance.)
  - X** - Extra pay - Use to adjust extra pay. When adjusting an extra pay, the extra pay type and code must exist on the **EXPAY** screen. Amount is required. Salary repayment (extra pay types 90-99) cannot be adjusted.
- 11, 12 - TIME** - Optional (3, 2 N) - Amount of time to be paid or docked. Followed by a “+” or “-“ to indicate a positive or a negative amount.
- 13 - RATE** - Optional (3, 2 N) - Rate at which the adjustment is to be made. If left blank, the system will calculate the rate from **EMPOS** group, range, and step. The district may enter an overriding rate.
- 14, 15 - AMOUNT** – Optional – The adjustment amount for this employee. Followed by a “+” or “-“ to indicate a positive or a negative amount.
- 16 – C DAYS** – Optional – (3 N) – Number of certificated days. This field is required for certificated positions where adjustment type is “P”. Valid entries are:  
 Position Change – enter contract days worked or to be worked in the respective position.  
 New Hires – enter contract days to be worked.  
 Termination – enter contract days worked.
- 17, 18 – MY WRKD** – Required – (2, 2 N) – The month and calendar year in which the adjustment is for.
- 19 – LINE #** - Optional (3 A/N) – Line number for expense distribution from the **SXPO3** or **SXEX3**. If left blank, the account number is required.



- 20- FUND** - Optional (2 A/N) - The fund number.
- 21- OBJECT** - Optional (4 A/N) - The object number. Valid object numbers are 1000-2999, 9511 and 9161. Object 9511 is only valid for a prior fiscal year abatement.
- 22 - OBJECT-SUB** - Optional (2 A/N) - The sub object number.
- 23 - FLD1** - Optional (4 A/N) - The first part of the account number.
- 24 - FLD2** - Optional (4 A/N) - The second part of the account number.
- 25 - FLD3** - Optional (4 A/N) - The third part of the account number.
- 26 - FLD4** - Optional (4 A/N) - The fourth part of the account number.
- 27 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 28 – NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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The Gross Pay Accrual Adjustment Totals screen (**AJTOT**) allows districts a means of verifying adjustments to gross pay by auditing input totals. All gross pay accrual adjustments for a given pay cycle will be totaled for the district.

Note: Totals can only be calculated for a payroll that has not been processed.

```

♦AJTOT048699JUN2707♦♦0706♦
                                1
                                GROSS PAY ACCRUAL ADJUSTMENT TOTALS
                                2 91 COUNTY CONTROL
                                3 4:00 PM
                                07.0409

Pay Cycle      Fiscal Year      C/N      Adjust Type
  ▶ 4 ◀        5                ▶ 6 ◀        ▶ 7 ◀

Total Time:    8
Total Amount:  9
Total Number Transactions: 10

11

Next Screen ▶ 12 ◀ ◀
    
```

## AJTOT Screen

- 1 - FUNCTION** - Display - The function for this screen will always total.
- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.
- 4 - PAY CYCLE** - Required (3 A/N) - The payroll cycle of gross pay adjustments to be totaled. Default is the next upcoming pay cycle.
- 5 - FISCAL YEAR** - Display - The fiscal year for the payroll cycle to be totaled.
- 6 - C/N** - Optional (1 A/N) - The position type code to be totaled. Valid values are:
  - C - Certificated
  - N - Non-certificated

**7 - ADJUST TYPE** - Optional (1 A/N) - The type of adjustment to be totaled. Valid values are:

**A** - Awop

**P** - Position change, New hire, and Termination

**R** - Rate (salary) change

**X** - Extra pay

**8 - TOTAL TIME:** - Display - Total of time entered on **ACADJ** for selected parameters.

**9 - TOTAL AMOUNT:** - Display - Total amount of gross pay adjustments entered on **ACADJ** for selected parameters.

**10 - TOTAL NUMBER TRANSACTIONS:** - Display - The total number of transactions entered on **ACADJ** for selected parameters.

**11 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**12 - NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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The Extra Pay Transaction Input screen (**XTRA3**) is used for one time multiple extra pay transactions. Extra pay codes that are a % of annual salary or which are extra pay codes 90 or above must be entered on **EXPAY** and cannot be paid on this screen.

Must **INQUIRE** on the Extra Pay TYPE and CODE before adding extra pay transactions.

The screenshot displays the XTRA3 screen with the following data and layout:

- Header:** XTRA3 239306 JUN2807 0706 91 COUNTY CONTROL 06.0814
- Section:** EXTRA PAY TRANSACTION INPUT
- Fields:**
  - Fiscal Year: 239306
  - Cycle: JUN2807
  - Type: 07
  - Code: 06
  - Description: EXTRA
  - Audits: 1
  - On EMP: 91
  - DXPAY AMT: 06.0814
- Table Headers:**
  - MM/YY Emp / SS #
  - Worked
  - Type Code
  - Posit#
  - #of units
  - Rate
  - Fund Object-Sub
  - Amount
  - Line#
  - Fld1 Fld2 Fld3 Fld4
- Table Content:** The table contains several rows of data with arrows indicating field boundaries. The first row shows values for #of units (13), Rate (14), Fund (15), Object-Sub (16), Amount (17), and Line# (18).
- Navigation:** Arrows are used for navigating between fields. A 'Next Screen' prompt is located at the bottom right.

## XTRA3 Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

### INQ

Inquire on a particular extra pay type and code (from **DXPAY**).

### ADD

Use to add multiple extra pay transaction records.

**2 - DISTRICT NAME** - Display - The name of the district.

**3 - VERSION NUMBER** - Display - The current version control number of the screen.

**4 - FISCAL YEAR** - Display - The fiscal year of the payroll calendar in which the extra pay will be paid.

**5 - CYCLE** - Required (3 A/N) - Pay cycle for the **EXTRA** transactions to be paid, defaults to next pay cycle.

- 6 - TYPE** - Required (2 A/N) - The numeric code identifying the type of extra pay. Must be set up on **DXPAY**.
- 7 - CODE** - Required (2 A/N) - The extra pay sub code used to further define the type of extra pay. Must be set up on **DXPAY**.
- 8 - DESCRIPTION** - Display - The description associated with the extra pay type.
- 9- AUDITS** - Display - The single character audit parameters associated with each type of extra pay.
- 10 - ON EMP** - Display - If a "Y" is displayed the extra pay amount must be entered on this screen. Otherwise, the extra pay amount is established on the **DXPAY** screen.
- 11 - DXPAY AMT** - Display - If the amount resides on **DXPAY** (on employee record = "N"), the amount will be displayed here.
- 12 - MM/YY WORKED** - Required (4 A/N) - The month and year for which the extra pay is to be targeted for transactions entered on screen. Will default to the current month and year.
- 13 – EMP ID/SS#** - Required (10 A/N) – The employee 6 digit identification number or the social security number of the employee. The Employee ID number may be entered with or without hyphens. (Ex: Employee ID number 123-456 or 123456). The Social Security number is entered without hyphens. (Ex: Social Security number 123-45-6123 is entered as 123456123.)
- 14 - POSIT#** - Optional (4 A/N) – The position that the original salary was paid under. If left blank will default to the primary position number. NOTE: If no primary position exist a position number is required.
- 15 - #OF UNITS** - Required (3,2 N) - The number of units of extra pay the employee is to be paid. Defaults to 1.00 if left blank.
- 16 - RATE** - Optional - (5,2 N) - The rate of the extra pay to be paid. If the DXPAY AMOUNT (field 11) is displayed and is not on the employee record (ON EMP = "N"), the RATE will default to the DXPAY AMOUNT. If the rate is left blank, AMOUNT is required.
- 17 - AMOUNT** - Optional (6,2 N) - The amount of extra pay to be paid to the employee. If left blank, rate is required.
- 18 - LINE#** - Optional (3 A/N) - Line number for expense distribution from the SXEX3. If left blank account number is required.

- 19 - FUND** - Optional (2 A/N) - The fund number.
- 20 - OBJECT** - Optional (4 A/N) - The object number. Valid object numbers are 1000-2999, 9511 and 9161. Object 9511 is only valid for a prior fiscal year abatement.
- 21 - OBJECT-SUB** - Optional (2 A/N) - The sub object number.
- 22 - FLD1** - Optional (4 A/N) - The first part of the account number.
- 23 - FLD2** - Optional (4 A/N) - The second part of the account number.
- 24- FLD3** - Optional (4 A/N) - The third part of the account number.
- 25 - FLD4** - Optional (4 A/N) - The fourth part of the account number.
- 26 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 27 - NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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The Leave Time Payoff Accrual screen (**ACLVP**) is used to enter prior year leave payoff transactions for employees in a new fiscal year. In order to access this screen the district must have a “Y” on the district ID screen under Accruals. This screen is accessible during a specific period of time each year. Entries input on the **ACLVP** screen will create an adjustment transaction on **LVPAY** with Account Number of **Object 9511** by Fund and Resource. Use **ACUPL** to delete **ACLVP** transactions. To verify **ACLVP** transactions use **ACEMP** or **ACLST**.

**ACLVP** is for Type 1 and Type 2 users only; Type 3 users must use **ACLV3**.

◆ACLVP T062947MAR2408 0803◆

1 2 3 08.0314

Fiscal Yr/Cycle 4 ▶ 5 ◀ Leave Time Payoff Accrual

Emp / SS #	Pos#	Time	Unit (D,H)	Leave Type	Rate	Line
▶ Acct	▶	▶	▶	▶	▶	▶
▶ Acct	▶	▶	▶	▶	▶	▶
▶ Acct	▶	▶	▶	▶	▶	▶
▶ Acct	▶	▶	▶	▶	▶	▶
▶ Acct	▶	▶	▶	▶	▶	▶
▶ Acct	▶	▶	▶	▶	▶	▶
▶ Acct	▶	▶	▶	▶	▶	▶
▶ Acct	▶	▶	▶	▶	▶	▶
▶ Acct	▶	▶	▶	▶	▶	▶

27 Next Screen ▶ 28 ◀ ◀

## ACLVP Screen

- 1 - **FUNCTION** – The function of this screen will always be add.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **FISCAL YEAR** - Display - The fiscal year of the payroll cycle to be processed.
- 5 - **CYCLE** - Optional (3 A/N) - The payroll cycle the leave payoff will be paid. Default is the district’s next upcoming cycle.
- 6 – **EMP/SS** - Required (10 A/N) – The 6 digit Employee Identification Number or the 10 digit Social Security Number. The Employee Identification Number may be entered with or

without hyphens. (Ex: Employee ID number 123-456 or 123456). The Social Security Number is entered without hyphens. (Ex. Social Security Number 123-456-7890 is entered as 1234567890).

- 7 – POS #** - Required (4 A/N) - Number associated with the leave time payoff.
- 8 – TIME** -Required (3,2 A/N) – Leave time that is to be paid off or adjusted. Must not exceed employees leave balance.
- 9** – Required (1 A/N) – The sign “+” or “-“ associated with the leave time transaction. A positive sign indicates a leave payoff; a negative sign indicates the employee is to pay back a leave payoff.
- 10 – UNIT** - Required (1 A/N) – Unit of time of leave to be paid off or adjusted. Valid values are:  
**D** – Days  
**H** - Hours
- 11 – LEAVE TYPE** - Required (1 A/N) – The type of leave to be paid. Valid values are:  
**V** – Vacation  
**S** – Sick Leave  
**C** – Compensatory time  
**O** - Other
- 12 - RATE** - Required (3, 2 N) - Rate at which leave time payoff is to be paid.
- 13 – LINE #** - Optional (3 A/N) – Line number for expense distribution from the **SXPOS**. If left blank, the account number is required.
- The following thirteen fields are from the SACS Payroll Charge of Accounts.**
- 14 - FUND** - Required (2 A/N) - The two-digit fund used to describe a validated SACS payroll chart of accounts entry.
- 15 – SUB-FUND** – Required (2 A/N) - The sub-fund number for the SACS payroll chart of accounts number.
- 16 - RESOURCE** – Required (4 A/N) - The four-digit resource number for the SACS payroll chart of accounts number.
- 17 – SUB-RESOURCE** – Required (3 A/N) - The three-digit sub-resource number for the SACS payroll chart of accounts number.
- 18 - GOAL** – Required (4 A/N) - The four-digit goal for the SACS payroll chart of accounts number.



- 19 - FUNCTION** – Required (4 A/N) - The four-digit function number for the SACS payroll chart of accounts.
- 20 – SUB-FUNCTION** – Required (3 A/N) - The three-digit sub-function number for the SACS payroll chart of accounts.
- 21 - OBJECT** – Required (4 A/N) - The four-digit object number for the SACS payroll chart of accounts.
- 22 - SUB-OBJECT** – Required (3 A/N) - The three-digit sub-object number for the SACS payroll chart of accounts.
- 23 - SCH** – Required (3 A/N) - The three-digit school number for the SACS payroll chart of accounts number.
- 24 - LOC** – Required (3 A/N) - The three-digit location number for the SACS payroll chart of accounts number.
- 25 - CC** – Required (3 A/N) - The three digit cost center number for the SACS payroll chart of account
- 26 - PY** – Optional (1 A/N) - The project year number for the SACS payroll chart of accounts number.
- 27 - MESSAGE** - Display – The place where any message from the system will be displayed.
- 28 - NEXT SCREEN** - Optional (5 A/N) - Place to indicate the next screen to navigate.

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# ACLV3

The Leave Time Payoff Accrual screen (**ACLV3**) is used to enter prior year leave payoff transactions for employees in a new fiscal year. In order to access this screen the district must have a “Y” on the district ID screen under Accruals. This screen is accessible during a specific period of time each year. Entries input on the **ACLV3** screen will create an adjustment transaction on **LVPY3** with Account Number of **Object 9511** by Fund and Resource. Use **ACUPL** to delete **ACLV3** transactions. To verify **ACLV3** transactions use **ACEMP** or **ACLST**.

**ACLV3** is for Type 3 users only; Type 1 and 2 users must use **ACLVP**.

The screenshot shows the ACLV3 screen with the following fields and data:

- Header: ACLV3T063012MAR25080803 (with navigation arrows)
- Field 1: 1 (Function)
- Field 2: 08.0314 (District Name)
- Field 4: Fiscal Yr/Cycle (4) with arrows pointing to 5
- Field 5: Leave Time Payoff Accrual
- Table Headers: Emp (6), SS # (7), Pos# (7), Time (8), Unit(D,H) (10), Leave Type (11), Rate (12), Line (13)
- Table Content: Multiple rows with 'Acct' in the Pos# column and arrows in other columns.
- Field 21: 21 (at bottom left)
- Field 22: Next Screen (22) with navigation arrows (at bottom right)

## ACLV3 Screen

- 1 - FUNCTION** – The function of this screen will always be add.
- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - FISCAL YEAR** - Display - The fiscal year of the payroll cycle to be processed.
- 5 - CYCLE** - Optional (3 A/N) - The payroll cycle the adjustment will be paid. Default is the district’s next upcoming cycle.
- 6 – EMP/SS** - Required (10 A/N) – The 6 digit Employee Identification Number or the 10 digit Social Security Number. The Employee Identification Number may be entered with or

without hyphens. (Ex: Employee ID number 123-456 or 123456). The Social Security Number is entered without hyphens. (Ex. Social Security Number 123-456-7890 is entered as 1234567890).

- 7 – POS #** - Required (4 A/N) - Number associated with the leave time payoff.
- 8 – TIME** -Required (3,2 A/N) – Leave time that is to be paid off or adjusted. Must not exceed employees leave balance.
- 9** – Required (1 A/N) – The sign “+” or “-“ associated with the leave time transaction. A positive sign indicates a leave payoff; a negative sign indicates the employee is to pay back a leave payoff.
- 10 – UNIT** - Required (1 A/N) – Unit of time of leave to be paid off or adjusted. Valid values are:
  - D** – Days
  - H** - Hours
- 11 – LEAVE TYPE** - Required (1 A/N) – The type of leave to be paid. Valid values are:
  - V** – Vacation
  - S** – Sick Leave
  - C** – Compensatory time
  - O** - Other
- 12 - RATE** - Required (3, 2 N) - Rate at which leave time payoff is to be paid.
- 13 – LINE #** - Optional (3 A/N) – Line number for expense distribution from the **SXPO3**. If left blank, the account number is required.
- 14- FUND** - Optional (2 A/N) - The fund number.
- 15- OBJECT** - Optional (4 A/N) - The object number. Valid object numbers are 1000-2999, 9511 and 9161. Object 9511 is only valid for a prior fiscal year abatement.
- 16 - OBJECT-SUB** - Optional (2 A/N) - The sub object number.
- 17 - FLD1** - Optional (4 A/N) - The first part of the account number.
- 18 - FLD2** - Optional (4 A/N) - The second part of the account number.
- 19 - FLD3** - Optional (4 A/N) - The third part of the account number.
- 20 - FLD4** - Optional (4 A/N) - The fourth part of the account number.
- 21 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**22 – NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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The Leave Payoff Accrual UPD/List screen (**ACUPL**) is used to list, and delete leave payoff accrual transactions for employees as entered on **ACLVP**. Accruals deleted on this screen will delete the record from **ACLVP** and the corresponding record on **LVPAY**.

ACUPLT063021MAR2508◀◀0803▶▶

Leave Payoff Accrual UPD/List 2 08.0314

Fiscal Yr/Cycle	Updt Name	Pos#	Time	Unit	Leave Type	Rate	Amount			
3	4	7	8	9	10	11	12			
		13	14	15	16	17	18	19	20	21

Next ▶ 22 ◀

Next Screen ▶ 24 ◀◀

## ACUPL Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

### INQ

Inquire about existing information.

### DEL

Delete the accrual transaction on the screen.

**2 - VERSION NUMBER** - Display - The current version control number of the screen.

**3 - FISCAL YEAR** - Display - The fiscal year of the pay cycle.

**4 - PAY CYCLE** - Display - The current pay cycle of the **ACUPL** transactions.

---

**5 – UPDT** - Optional (1 A/N) - An indicator to mark a line on the screen that will be updated. **When this field is marked with an “X”, and the function is DEL, the accrual and adjustment will be deleted.**

**6 - NAME** - Display - The last and first name of the employee.

**7 – POS #** - Display – Number associated with the adjustment and gross pay adjustment.

**8 - TIME** - Display – The time that is to be paid off or adjusted.

**9 – UNIT** – Display – Unit of time of leave to be paid off or adjusted. Valid values are:

**D** - Days

**H** - Hours

**10 – LEAVE TYPE** - Display – The type of leave to be paid. Valid values are:

**V** - Vacation

**S** - Sick

**C** - Compensatory time

**O** - Other

**11 – RATE** - Display – The pay rate of the transaction.

**12 – AMOUNT** – Display - The adjustment amount.

**The following thirteen fields are from the SACS Payroll Chart of Accounts.**

**13 - FUND/SUB-FUND** – Display – The two-digit fund and two-digit sub fund number used for SACS payroll chart of accounts.

**14- RESOUCE/SUB-RESOURCE** – Display – The four-digit resource and three-digit sub-resource number of the SACS payroll chart of accounts.

**15 - GOAL** – Display –The four-digit goal of the SACS payroll chart of accounts.

**16 - FUNCTION/SUB-FUNCTION** – Display – The four-digit function and three digit sub-function of the SACS payroll chart of accounts.

**17 - OBJECT/SUB-OBJECT** – Display - The four-digit object and three digit sub-object of the SACS payroll chart of accounts.

**18 - SCH** – Display – The three-digit school number of the SACS payroll chart of accounts.

**19 - LOC** – Display – The three-digit location number of the SACS payroll chart of accounts.

**20 - CC** – Display – The three-digit cost center of the SACS payroll chart of accounts.

- 21 - PY** – Display – The project year of the SACS payroll chart of accounts.
- 22 – NEXT** – Optional (18 A/N) - Place to indicate the next employee name to list. Defaults to next alphabetical sequential name.
- 23– MESSAGE** – Display – The place where any message from the system will be displayed.
- 24– NEXT SCREEN** – Optional (5 A/N) – This field is used for navigation to other system screens.

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The Leave Payoff Accrual Totals screen (**ALTOT**) allows districts a means of verifying leave payoff accruals by auditing input totals. Transactions totals are from input on the **ACLVP** screen. The user may specify totals for a pay cycle to be processed by a variety of selection parameters.

Note: Totals can only be calculated for a payroll that has not been processed.

```

♦ALTOTT062935MAR2408♦♦0803♦
LEAVE PAYOFF ACCRUAL TOTALS
                                     1
Pay Cycle      Fiscal Year          C/N      Leave Type
  ▶ 4 ◀        5                    ▶6 ◀      ▶7 ◀

Total Time:           8
Total Amount:         9
Total Number Transactions: 10

11
Next Screen ▶ 12 ◀◀ ◀
    
```

## ALTOT Screen

- 1 - FUNCTION** - Display - The function for this screen will always total.
- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.
- 4 - PAY CYCLE** - Required (3 A/N) - The payroll cycle of the leave payoff to be totaled. Default is the next upcoming pay cycle.
- 5 - FISCAL YEAR** - Display - The fiscal year for the payroll cycle to be totaled.
- 6 - C/N** - Optional (1 A/N) - The position type code to be totaled. Valid values are:
  - C - Certificated
  - N - Non-certificated



**7 - LEAVE TYPE** - Optional (1 A/N) - The type of leave to be totaled. Valid values are:

**V** - Vacation

**S** – Sick leave

**C** – Compensatory time

**O** - Other

**8 - TOTAL TIME:** - Display - Total of time entered on **ACLVP** for selected parameters.

**9 - TOTAL AMOUNT:** - Display - Total amount of gross pay entered on **ACLVP** for selected parameters.

**10 - TOTAL NUMBER TRANSACTIONS:** - Display - The total number of transactions entered on **ACLVP** for selected parameters.

**11 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**12 - NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate.

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## OVERVIEW

The Pre-payroll process is run by the County Office to list potential errors on the upcoming payroll cycle. The Pre-payroll module provides districts with a means of examining the exceptions from the pre-payroll process before the actual payroll is run. The screen (**EXCPT**) provided will allow the districts to view the exception categories and the associated severity codes attached to each exception. The totals screen (**PPTOT**) allows the districts to verify payroll totals for a given pay cycle.

The major types of exceptions and their causes are listed below:

### **BARGAINING UNITS (BARGN)**

Missing **BARGN** unit

### **CERTIFICATED DAYS (CDAYS)**

Track not found

### **CREDENTIALS (CREDX)**

Unauthorized assignment  
Part time assignment  
Substitute assignment  
Object/grade level validation  
District Restriction  
Expired credential  
Credential office hold  
No active credentials

### **DEDUCTIONS (BDADJ, BDEMP, DTADJ, RDUCT, TAXES )**

Deductions not taken  
Extra withholding not taken

### **EXPENSE DISTRIBUTION (RNCTV, RTBEN, SXEXP/3, SXPOS/3, SXBEN)**

Positions without Distribution  
Positions with Distribution Percentage Errors  
Extra Pay without Distribution  
Extra Pay with Distribution Percentage Errors  
Retirement Benefits without Distribution  
No SXBEN for employee

### **EXTRA PAY (EXPAY)**

Prior job assignment  
Negative pay

### **SALARY SCHEDULE (SALRY)**

Missing salary step

# PRE-PAYROLL

---

## TERMINATED EMPLOYEES (**BDADJ, EMPOS, TMUPD/3**)

- Terminated Employees with Time Input
- Terminated Employees with Money in Trust
- Terminated Employees with Benefit/Deduction Adjustments

## TIME (**EMPOS, GPADJ/3, RETRO, TMPOE/3, TMUPD/3**)

- Negative pay
- Excessive gross pay

## WAGE ATTACHMENTS (**WASGN**) COUNTY OFFICE ONLY

- Insufficient funds
- Attachment not taken

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## SCREEN SUMMARIES

### **EXCPT** - Payroll Exceptions List

Districts use to list exceptions after a pre-payroll run.

### **PPTOT** - Payroll Expense Totals

Use to list payroll expense totals for a district by fund number and display a grand total of salary and fringe expenses.

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## PRE-PAYROLL PROCEDURES LIST

### PRIMARY PROCEDURES:

1. **EXCPT** - List pre-payroll exceptions for district employees. This screen needs to be viewed by districts after prepay runs (**CALEN**) in order for the district to correct any errors to the upcoming payroll.

### SUPPORT PROCEDURES:

1. **PPTOT** - List pre-payroll expense totals by fund number for verification of payroll totals.

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## SCREEN DEPENDENCIES

<i>Screen</i>	<i>Description</i>	<i>Depends on</i>	<i>Module</i>
EXCPT	Prepay exceptions	<b>CDAYS BARGN SALRY FSCHD SXPOS/3 BDEMP EXPAY SXEXP/3 CREDX RDUCT RNCTV RTBEN TMMAS/3 TMUPD/3 BDADJ GPADJ/3 RETRO DTADJ SXBEN WASGN</b>	<b>COUNTY DISTRICT DISTRICT POSITION POSITION EMPLOYEE EMPLOYEE EMPLOYEE CREDENTIAL RETIREMENT RETIREMENT RETIREMENT TIME TIME ADJUSTMENT ADJUSTMENT RETRO ADJUSTMENT EXPENSE WAGE</b>
PPTOT	Prepay totals	PRE-PAYROLL	PRE-PAYROLL

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**7 - TYPE:** - Optional (5 A/N) - Use to list exceptions by type.

Valid types are:

BARGN    BDADJ    BDEMP    CDAYS    CREDX    DTADJ  
EMPOS    EXPAY    FSCHD    GPADJ    RETRO    RNCTV  
RTBEN    SALRY    TMUPD    TAXES    SXBEN    SXEXP/3  
SXPOS/3  
WASGN (COUNTY USE ONLY)

**8 - SEVERITY** - Optional (1 A/N) - Use to list exceptions by severity code. If this field is specified, only exceptions with the specified severity will be listed. If it is left blank, then all exceptions will be shown.

Valid values are:

- A** - Attention    Calls attention to a potential problem.
- W** - Warning       Indicates a condition that may cause undesirable results.
- E** - Error         An exception that will cause transactions not to be processed. Needs to be corrected.
- F** - Fatal         This indicates a condition that will cause an employee's job assignment not to be paid. Needs to be corrected or the employee will not be paid.

**9 - SEV.** - Display - The code to indicate the severity of the exception.

**10 - EMPLOYEE NAME** - Display - The name of the employee with exceptions. (Exceptions are listed alphabetically by employee name.)

**11 - SSNO** - Display - The employee's social security number.

**12 - TYPE** - Display - The name of the screen where the exception originated. (ex. **CDAYS**, **CREDX**, **SXPOS** etc.)

**13 - KEYS** - Display - This field will display position numbers, vendor numbers or extra pay numbers to help identify the employee's exception.

**14 - DESCRIPTION** - Display - A short description of the exception.

**15 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Payroll Expense Totals screen (**PPTOT**) is used by districts to verify totals after a pre-payroll run for certificated and classified employees.

Pre-payroll expense totals are listed for gross pay, fringe benefits, and total expenditures. The totals are listed in order by fund number.

♦PPTOTT005701FEB0301♦0102♦					
Pay Cycle	Fiscal Year	PAYROLL C/N	EXPENSE	TOTALS	
4	5	6			3 12:00 PM 99.2.1
Fund	Description		Gross Pay	Fringe Benefits	Total Expenditure
7	8		9	10	11
GRAND TOTAL:			12		
13					

## PPTOT Screen

- 1 - FUNCTION** - The function for this screen will always total.
- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - TIME/VERSION** - Display - The current time as maintained by the computer at the moment the screen was requested. The current version control number of the screen.
- 4 - PAY CYCLE** - Optional (3 A/N) - Payroll cycle for which pre-payroll exceptions will be listed. Default is the next upcoming pay cycle.
- 5 - FISCAL YEAR** - Display - The fiscal year for the payroll to be totaled.

**6 - C/N** - Optional (1 A/N) - The position type code to be totaled. Lists all totals if left blank.

Valid values are:

**C** - Certificated only

**N** - Non-certificated

**7 - FUND** - Display - The two digit fund number.

**8 - DESCRIPTION** - Display - The description of the fund number.

**9 - GROSS PAY** - Display - Gross pay total for the fund number.

**10 - FRINGE BENEFITS** - Display - Fringe benefit totals for the fund number.

**11 - TOTAL EXPENDITURE** - Display - Total expenditures (GROSS PAY and FRINGE BENEFITS) for the fund number.

**12 - GRAND TOTAL:** - Display - Grand totals of the GROSS PAY, FRINGE BENEFIT, and TOTAL EXPENDITURE columns for all funds listed.

**13 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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## OVERVIEW

The Retroactive pay module is used by district to input transactions for retroactive pay rate changes.

When an employee's pay status has changed and the effective date is earlier than the current month, a retroactive payment is required. These changes may occur due to a new position, professional growth, or a contract settlement.

A retroactive pay rate change is normally caused by a salary schedule change. The Retroactive Pay module would also be used if an employee's PAY RATE has been increased or decreased in a prior month. Changes, other than pay rate changes, are to be handled through the Adjustment or Time modules.

Input screen

RETRO

Verification screens:

RTLST, RTTOT

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## **SCREEN SUMMARIES**

### **RETRO** – Retroactive Pay Input

Use to enter retroactive pay rate changes.

### **RTLST** – Retro Pay List

Use for listing of all retro transactions entered for employees.

### **RTTOT** – Retro Pay Totals

Districts may use this screen to verify time input totals.

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## RETROACTIVE PAY PROCEDURES LIST

### PRIMARY PROCEDURES:

1. **RETRO** – Use to enter retroactive pay transactions for employees

### SUPPORT PROCEDURES:

1. **RTLST** – Use the retro list to audit individual retro transactions and related expense distribution for payroll verification.
2. **RTTOT** – Use to verify retro transaction totals.

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# RETROACTIVE PAY

---

## SCREEN DEPENDENCIES

<i>Screen</i>	<i>Description</i>	<i>Depends on</i>	<i>Module</i>
<b>RETRO</b>	Retroactive Pay Input	<b>CALEN CDAYS CHRS EMPLOY EMPOS EXPAY SXPOS SXEXP</b>	<b>COUNTY COUNTY COUNTY EMPLOYEE POSITION EMPLOYEE POSITION EMPLOYEE</b>
<b>RTLST</b>	Retro Pay List	<b>RETRO</b>	<b>RETRO</b>
<b>RTTOT</b>	Retro Pay Totals	<b>RETRO</b>	<b>RETRO</b>

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# RETRO

The Retroactive Pay Transactions screen (**RETRO**) is used to enter retroactive pay rate changes. Time, regular and holiday overtime, and “include in annual salary” (CXPAY audit parameter “I”) extra pay retro may be paid. Retroactive pay may be paid on the employee’s regular or off cycle.

◆RETROT005757FEB0701◆◆0102◆ 1 ◆ 2  
 RETROACTIVE PAY TRANSACTIONS 3 99.2.0

Fiscal Year 4 Pay Cycle 5  
 Soc. Sec. No. 7 Pos# 8  
 List from New Rate 9 SSNO: Retro Amount 10 Xtra Pay TypeCode 6  
 -XD- LinTyp 14 Time Typ 15 -From- MM--YY 17 -Thru- MM--YY 19

Next Screen 22

21

## RETRO Screen

1 – **FUNCTION** – Required (3 A/N) – Valid functions for this screen are:

**ADD**

Add retro pay transactions for a given pay cycle.

**LST**

List retro pay transactions.

2 – **DISTRICT NAME** – Display – The name of the district.

3 – **VERSION NUMBER** – Display – The current version control number of the screen.

4 – **FISCAL YEAR** – Display – The fiscal year of the pay cycle the retro will be paid.

- 5 – PAY CYCLE** – Required (3A/N) – The payroll cycle for the retro to be paid. Retro may be paid on the employee’s off cycle.
- 6 – LIST FROM SSNO:** - Optional (12 A/N) – If the social security number is entered, then the list will begin with the social security number indicated.
- 7 – SOC. SEC. NO.** – Required (12 A/N) – The social Security number of the employee with or without hyphens. (Ex. 123121234 or 123-12-1234)
- 8 – POS#** - Required (4 A/N) – The employee’s position number. Employee must be or have been assigned to the position.
- 9 – NEW RATE** – Required (8 N) – The employee’s new rate. May enter hourly, daily, or monthly rates. In calculating a new monthly rate, include any extra pay when the **CXPAY** audit parameter is “I”. When entering extra pay retro separately, the new rate must match the extra pay amount.
- 10 – RETRO AMOUNT** – Required (8 N) – Total retroactive pay amount for this position or extra pay record.
- 11 – Display** (1 A/N) – The sign “+” or “-” indicates a positive or negative retro amount.
- 12 – XTRA PAY TYPE** – Optional (2 A/N) – The extra pay type. Must exist on the **EXPAY** screen for the employee.
- 13 – XTRA PAY CODE** – Optional (2 A/N) – The extra pay code. Must exist on the **EXPAY** screen for the employee.
- 14 – XD LIN** – Optional (2 A/N) Use to charge to a specific line number on **SXPOS** or **SXEXP**. If this field is left blank, the retro amount will spread across position according to the percentages on **SXPOS** for monthly and fixed positions or across **SXEXP** for extra pay, if applicable. Must enter line number for variable positions.
- 15 – XD TYP** – Optional (1 A/N) – The type of expense distribution. Valid entries are:  
**P** – Position distribution (**SXPOS**)  
**X** – Extra pay distribution (**SXEXP**)  
**Blank** – Defaults to P
- 16 – TIME TYP** – Optional (1 A/N) – The time type of the original transaction. Valid entries are:  
**T** – Time entry (**TMPOE/TMUPD/TMMAS**)  
**O** – Overtime (**TMPOE/TMUPD/TMMAS**)  
**H** – Holiday overtime (**TMPOE/TMUPD/TM**)  
**Blank** – Automatic pay (**EMPOS/EXPAY**)

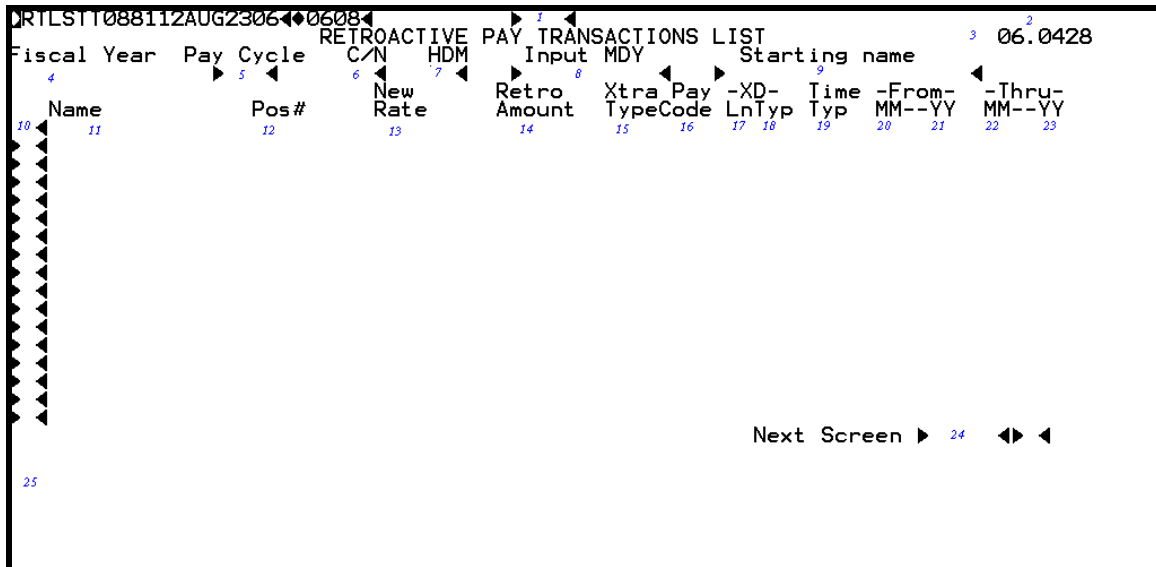


- 17 – FROM MM** – Required (2A/N) – The starting month of the retro. Must be entered on the first line. From month fields will be copied down from the previous line if left blank.
- 18 – FROM YY** – Required (2 A/N) – The starting year of the retro. Must be entered on the first line. From year fields will be copied down from the previous line if left blank.
- 19 – THRU MM** – Required (2A/N) – The ending month of the retro. Must be entered on the first line. Thru month field will be copied down from the previous line if left blank.
- 20 – THRU YY** – Required (2 A/N) – The ending year of the retro. Must be entered on the first line. Thru year field will be copied down from previous line if left blank.
- 21 – MESSAGE** – Display – The place where any messages from the system will be displayed.
- 22 – NEXT SCREEN** – Optional (5 A/N) – Please to indicate the next screen to navigate.

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The Retro Pay List screen (**RTLST**) is used to list retro transactions with the corresponding retro type, expense distribution, line number, and dates. This screen lists in alphabetic order and is intended as a tool for verifying data entered on the RETRO screen.



## RTLST Screen

1 - **FUNCTION** – Required (3 A/N) – Valid functions for this screen are:

### DEL

Delete retro pay transactions entered in error.

### LST

List retro pay transactions.

2 - **DISTRICT NAME** – Display – The name of the district.

3 - **VERSION NUMBER** – Display – The current version control number of the screen.

4 - **FISCAL YEAR** – Display – The fiscal year of the pay cycle the retro will be paid.

5 - **PAY CYCLE** – Required (3A/N) – The payroll cycle for the retro to be paid. Retro may be paid on the employee's off cycle.

---

**6 - C/N** – Optional (1 A/N) – To list retro transactions by position code. Valid values are:  
    **C** – Certificated  
    **N** – Non-certificated

**7 - HDM** – Optional (1 A/N) – Indicate type of retro pay to list. Valid entries are:  
    **H** – Hourly  
    **D** – Daily  
    **M** – Monthly

**8 – INPUT MDY** – Optional (8 A/N) – Will list all retro transactions entered on a particular date.

**9 – STARTING NAME** - Optional (18 A/N) – The last name of the employee with which to begin the list.

**10** – Optional (1 A/N) – An indicator to mark a line on the screen that is to be updated. When this field is marked with an “X”, the retro pay transaction will be deleted.

The following thirteen fields display from entries made on the **RETRO** screen:

**11 NAME** – Display – The last and first name of the employee.

**12 – POS#** – Display – The employee’s position number. Employee must be or have been assigned to the position.

**13 – NEW RATE** – Display – The employee’s new rate.

**14 – RETRO AMOUNT** – Display – Total retroactive pay amount for this position or extra pay record.

**15 – XTRA PAY TYPE** – Display – The extra pay type.

**16 – XTRA PAY CODE** – Display – The extra pay code.

**17 – XD LN** – Display – The line number used to charge the retroactive pay.

**18 – XD TYPE** – Display – The type of expense distribution.

**19 – TIME TYP** – Display – The time type of the original transaction.

**20 – FROM MM** – Display – The starting month of the retro.

**21 – FROM YY** – Display – The starting year of the retro.

**22 – THRU MM** – Display – The ending month of the retro.

**23 – THRU MM** – Display – The ending month of the retro.

**24 – THRU YY** – Display – The ending year of the retro.

**25 – NEXT SCREEN** – Optional (5 A/N) – Place to indicate the next screen to navigate to. Default is **RTLST** screen.

**26 - MESSAGE** – Display – The place where any messages from the system will be displayed.

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The Retro Pay Totals screen (**RTTOT**) Provides the district with a means of verifying retro transactions by auditing data input totals. The user may specify totals for a pay cycle to be processed.

Note: Totals can be only calculated for a payroll that has not been processed.

◆RTTOT005758FEB0701◆◆0102◆		1	2
		RETROACTIVE PAY TOTALS	99.2.0
Fiscal Year		Pay Cycle	
3		▶ 4 ◀	
		Transactions	Amount
Total time	5		
Total overtime	6		
Total holiday overtime	7		
Total automatic pay	8		
	Total: 9	-----	-----
10		▶◀	

### RTTOT Screen

- 1-- **FUNCTION** – Display – The function for this screen will always total.
- 2--**FISTRIC NAME/VERSION** – Display – The name of the district and the current version control number of the screen.
- 3--**FISCAL YEAR** – Display – The fiscal year of the pay cycle the retro will be paid.
- 4--**PAY CYCLE** – Required (3A/N) – The payroll cycle for the retro to be paid. Retro may be paid on the employee’s off cycle.
- 5--**TOTAL TIME** – Display – The total of all transactions and retro amounts entered for all regular time transactions.

**6--TOTAL OVERTIME** – Display – The total of all transactions and retro amounts entered for overtime transactions.

**7--TOTAL HOLIDAY OVERTIME** – Display – The total of all transactions and retro amounts entered for holiday overtime transactions.

**8--TOTAL AUTOMATIC PAY** – Display – The total of all transactions and retro amounts entered for automatic pay transactions.

**9--TOTAL:** – Display – The overall total of all transactions and retro amounts entered for regular time, overtime, holiday overtime and automatic pay transactions.

**10--MESSAGE** – Display – The place where any messages from the system will be displayed.

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## OVERVIEW

The retirement module is used primarily by the County Office to maintain information that will determine employee membership eligibility enrollment for: Public Employees' Retirement System (PERS), State Teachers' Retirement System (STRS), County Employees' Retirement System (CERS), Social Security, and Medicare. Information pertaining to contributions to these systems is also maintained in this module.

Additional retirement deductions are maintained here and may be viewed by Districts. Currently only available for members of the Public Employees' Retirement System.

Districts use screens in this module to set up retirement incentive pay for retired employees, and health and welfare benefit continuation payments for terminated and retired employee.

County Office enters information:

**FMADJ, RDUCT, RPADJ, RSADJ**

County Office inquires and adjusts information:

**PEDIT, PSPLT, RDEMP, RETEE, SEDIT, SSPLT, W2ADJ**

County Office lists information:

**FMAJL, RCTBS, RHIST, RIDJD, RPAJL, RSAJL, W2TOT**

District enters information:

**RNCTV, RNCTV3, RTBEN**

District lists information:

**RDCTL, RDUCL, RTBEL**

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## SCREEN SUMMARIES

**FMADJ** - Social Security / Medicare Adjustments

Use to enter adjustments to an employee's year-to-date Social Security and Medicare information.

**FMAJL** - Social Security / Medicare Adjustments List

Use to list adjustments/corrections to employee Social Security and Medicare contributions.

**PEDIT** - PERS Edit Report Corrections

Use to edit certain fields on an employee's PERS contribution record.

**PSPLT** - PERS Edit Line Split

Use to split a single monthly retirement contribution record into two or more records.

**RCTBS** - Retirement Contributions List

Use to view on-line employee earnings and contributions as reported to PERS and/or STRS.

**RDCTL** - Additional Retirement Deductions List

Used to list additional retirement deductions per district.

**RDEMP** - Retirement District Employee Updates

Used to determine an employee's retirement system membership eligibility and contributions.

**RDUCL** - Additional Retirement Deductions List

Use to list additional retirement deductions assigned to an employee.

**RDUCT** - Additional Retirement Deductions

Use to set up an additional employee deduction for one of the retirement systems (PERS, STRS, or CERS). Currently only PERS available.

**RETEE** - Employee Retirement Information

Use to view and maintain information relevant to an employee's retirement system membership eligibility and contributions.

**RHIST** - Retirement Position History

Used to list positions held by an employee.

**RIDJD** - Independent District Job Description

Used to list jobs and their descriptions for independent districts.

**RNCTV/RNCTV3** - Employee Retirement Incentive Pay

Use to continue pay for a retired employee.



# RETIREMENT

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**RPADJ** - PERS Retirement Contribution Adjustments

Use to make adjustments to employee PERS contributions.

**RPAJL** - PERS Retirement Contribution Adjustment List

Use to list adjustments that have been made to employee PERS contributions.

**RSADJ** - STRS Retirement Contribution Adjustment

Use to make adjustments to employee STRS contributions.

**RSAJL** - STRS Retirement Contribution Adjustment List

Use to list adjustments that have been made to employee STRS contributions.

**RTBEL** - Retired and Terminated Benefit Continuation List

Use to list employee benefit continuation records.

**RTBEN** - Retire and Terminated Benefits Continuation

Use to set up and maintain continuing benefits for retired or terminated employees.

**SEEDIT** - STRS Edit Report Correction

Use to edit certain fields on an employee's contribution record.

**SSPLT** - STRS Edit Line Split

Use to split a single retirement contribution record into two or more records.

**W2ADJ** - Employee Year-to-Date/W-2 Adjustments

Used to adjust the W-2 information of an employee

**W2TOT** - District W-2 Adjustment Totals

Used to list total W-2 adjustments

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## RETIREMENT PROCEDURES LIST

### PRIMARY PROCEDURES:

1. **FMADJ** - Enter adjustments to year-to-date Social Security and Medicare information.
2. **PEDIT / SEDIT** - Edit certain fields on contributions records on PERS and STRS reports.
3. **PSPLT / SSPLT** - Split a single retirement contribution record into two or more records on PERS and STRS reports.
4. **RCTBS** - View on-line earnings and contributions as reported to PERS and/or STRS.
5. **RDEMP** - View and determine an employee's retirement system membership eligibility and contributions.
6. **RETEE** - View and maintain information relevant to employee's retirement membership eligibility and contribution.
7. **RPADJ / RSADJ** - Make adjustments to employee PERS and STRS contributions.
8. **RTBEN** - Set up and maintain continuing benefits for retired or terminated employees.
9. **W2ADJ** - Make adjustments to an employee's W-2 information.

### SUPPORT PROCEDURES:

1. **FMAJL** - List adjustments and corrections to employee Social Security and Medicare contributions.
2. **RDCTL** - List additional retirement deductions assigned to an employee.
3. **RDUCL** - List additional retirement deductions for all employees of a specified district.
4. **RDUCT** - Set up additional employee deductions for one of the retirement systems (PERS, STRS, or CERS). Currently only PERS available.
5. **RNCTV / RNCTV3** - Set up continuing pay for retired employees.
6. **RPAJL** - List adjustments that have been made to employee PERS contributions.
7. **RSAJL** - List adjustments that have been made to employee STRS contributions.

8. **RTBEL** List the continuing benefits for terminated or retired employees.
9. **RTBEN** - Use to set up and maintain continuing benefits for retired or terminated employees.
10. **RHIST** - Lists various positions held by an employee.
11. **RIDJD** - Lists jobs and their descriptions for independent districts.
12. **W2TOT** - Totals W-2 adjustments by transaction code per district.

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# RETIREMENT

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## SCREEN DEPENDENCIES

<i>Screen</i>	<i>Description</i>	<i>Depends On</i>	<i>Module</i>
<b>FMADJ</b>	Social Security/Medicare Adjustments		
<b>FMAJL</b>	Social Security/Medicare Adjustments List	<b>FMADJ</b>	<b>RETIREMENT</b>
<b>PEDIT</b>	PERS Edit Report Corrections		
<b>PSPLT</b>	PERS Edit Line Split		
<b>RCTBS</b>	Retirement Contributions List		
<b>RDCTL</b>	Additional Retirement Deductions List	<b>RDUCT</b>	<b>RETIREMENT</b>
<b>RDEMP</b>	Retirement District Employee Updates	<b>RETEE</b>	<b>RETIREMENT</b>
<b>RDUCL</b>	Additional Retirement Deductions List	<b>RDUCT</b>	<b>RETIREMENT</b>
<b>RDUCT</b>	Additional Retirement Deductions	<b>EMPLY</b>	<b>EMPLOYEE</b>
<b>RETEE</b>	Employee Retirement Information	<b>EMPLY</b>	<b>EMPLOYEE</b>
<b>RHIST</b>	Retirement Position History	<b>EMPOS</b> <b>RETEE</b>	<b>RETIREMENT</b>
<b>RIDJD</b>	Independent District Job Description		
<b>RNCTV</b>	Retirement Incentive Pay	<b>EMPLY</b>	<b>EMPLOYEE</b>
<b>RNCTV3</b>	Retirement Incentive Pay		
<b>RPADJ</b>	PERS Adjustments		
<b>RPAJL</b>	PERS Adjustments List	<b>RPADJ</b>	<b>RETIREMENT</b>
<b>RSADJ</b>	STRS Adjustments		
<b>RSAJL</b>	STRS Adjustments List	<b>RSADJ</b>	<b>RETIREMENT</b>

**RTBEN**

# RETIREMENT

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	Retire/Term Benefit Continuation	<b>SACTE EMPLY VENDR</b>	<b>DISTRICT EMPLOYEE COUNTY</b>
<b>RTBEL</b>	Retire/Term Benefit Continuation List	<b>RTBEN RTBN3</b>	<b>RETIREMENT RETIREMENT</b>
<b>SEDIT</b>	STRS Edit Report Corrections		
<b>SSPLT</b>	STRS Edit Line Split		
<b>W2ADJ</b>	Employee Year-to-Date/W-2 Adjustments		
<b>W2TOT</b>	Districts W-2 Adjustment Totals	<b>W2ADJ</b>	<b>RETIREMENT</b>

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The FICA/Medicare Adjustments screen (**FMADJ**) is used to enter adjustments to an employee's year-to-date Social Security and Medicare information. Information is entered on this screen by **COUNTY OFFICE ONLY**.

```

FMADJT005840FEB07010102
FICA / MEDICARE ADJUSTMENTS                2 99.3.0

Calendar year: 3
District: 4
Soc. Sec. No: 5

YTD Soc Sec wages:  CURRENT  YTD WAGES  NEW  DEL
                   6        ADJ AMT      9    10
YTD Medicare wages: 11      7  8      14   15
                   12  13

YTD Soc Sec Contribs: 16
YTD MEDI Contribs:    17

18
    
```

**FMADJ Screen**

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add Social Security and/or Medicare adjustments. **COUNTY OFFICE ONLY**.

**DEL**

Delete Social Security and/or Medicare adjustments waiting to be processed. This can only be done after an inquiry. **COUNTY OFFICE ONLY**.

**INQ**

Inquire on an employee's current unprocessed adjustments, and calendar year Social Security/Medicare wages and contributions. **COUNTY OFFICE ONLY**.

**2 - VERSION NUMBER** - Display - The current version control number of the screen.

- 
- 3 - CALENDAR YEAR** - Required (4 A/N) - The calendar year to add, delete, or inquire. Enter the four digit calendar year. Calendar year will default to current year on the first time screen is requested.
  - 4 - DISTRICT** - Required (2 A/N) - The unique two digit number assigned to each district.
  - 5 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).

#### **YTD SOC SEC WAGES**

- 6 - CURRENT** - Display - The employee's current YTD Social Security wages.
- 7 - YTD WAGES ADJ AMT** - Required - The amount of the Social Security adjustment.
- 8 - Display** - The sign "+" or "-" to indicate a positive or negative amount.
- 9 - NEW** - Display - The new YTD Social Security wages of the employee.
- 10 - DEL** - Optional (1 A/N) - "X" indicates Social Security adjustment will be deleted when used with DEL function.

#### **YTD MEDICARE WAGES**

- 11 - CURRENT** - Display - The employee's current YTD medicare wages.
- 12 - YTD WAGES ADJ AMT** - Required - The amount of the medicare adjustment.
- 13 - Display** - The sign "+" or "-" to indicate a positive or negative amount.
- 14 - NEW** - Display - The new YTD medicare wages of the employee.
- 15 - DEL** - Optional (1 A/N) - "X" indicates Medicare adjustment will be deleted when used with DEL function.
- 16 - YTD SOC SEC CONTRIBS** - Display - The employee's YTD Social Security contributions.
- 17 - YTD MEDI CONTRIBS** - Display - The employee's YTD Medicare contributions.
- 18 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The FICA/Medicare Adjustments List screen (**FMAJL**) allows the County Office Retirement Department to list adjustments/corrections to employees Social Security/Medicare contributions. Social Security/Medicare adjustments are made on the **FMADJ** screen. This screen is used by **COUNTY OFFICE ONLY**.

```

♦FMAJLT005840FEB0701♦♦0102♦          1
          FICA / MEDICARE ADJUSTMENTS LIST          2 99.3.0

Calendar year: ▲ 3 ◀ District: ▶4 ◀
Start Name: ▶ 5 ◀

Name          SSNO      Vendor      YTD wages      Wages      Amount
 6            7          8          9             10         11

----- ADJUSTMENT -----

12
    
```

FMAJL Screen

- 1 - **FUNCTION** - Display - The function for this screen will always list. **COUNTY OFFICE ONLY**.
- 2 - **VERSION** - Display - The current version control number of the screen.
- 3 - **CALENDAR YEAR** - Optional (4 A/N) - The four digit calendar year desired. The default is the current calendar year.
- 4 - **DISTRICT** - Optional (2 A/N) - The number of the district for which Social Security and Medicare adjustment information is to be listed.
- 5 - **START NAME** - Optional (18 A/N) - The name of the employee that the list will start with.
- 6 - **NAME** - Display - The name of the employee.



**7 - SSNO** - Display - The social security number with hyphens and leading zeroes.

**8 - VENDOR** - Display - The number associated with a vendor to identify the type of adjustment.  
The valid values displayed are:

**00100** - Social Security

**00200** - Medicare

**9 - YTD WAGES** - Display - The employee's current YTD Social Security or Medicare wages.

**10 - ADJUSTMENT WAGES** - Display - The employee's Social Security or Medicare wages that were subject to the adjustment.

**11 - ADJUSTMENT AMOUNT** - Display - The amount of Social Security or Medicare adjusted for the employee.

**12 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The PERS Edit Report Corrections screen (**PEDIT**) provides the County Office Retirement Department the ability to edit certain fields on an employee's contributions record. It is used during the correction process before the final monthly report is sent to PERS. This screen is used by **COUNTY OFFICE ONLY**.

```

♦PEDITT005841FEB0701♦♦0102♦          ▶ 1 ◀          2
                                     PERS EDIT REPORT CORRECTIONS          3 99.3.0

FISCAL YEAR: ▶ 4 ◀          REPORT MONTH: ▲5 ◀

LINE: ▲ 6 ◀          DISTRICT: 7          SSNO: 8
                       9

SERVICE          ----- PAY -----
MM  YYYY          CODE  RATE          EARNINGS
▲10◀ ▶ 11 ◀      12◀ ▲ 13 ◀          14

----- CONTRIBUTION -----
RATE  CODE  AMOUNT          SDB AMOUNT          WORK SCHEDULE          COVERAGE
▲ 15 ◀ ▲16◀ 17          18          ▲19 ◀          ▲ 20 ◀

NEXT LINE: ▲ 21 ◀

22
    
```

## PEDIT Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Inquire on an employee's contribution details. **COUNTY OFFICE ONLY.**

**CHG**

Change or update PERS contribution records. **COUNTY OFFICE ONLY.**

**DEL**

Delete PERS contribution records. **COUNTY OFFICE ONLY.**

**NXT**

Get the next sequential contribution record. **COUNTY OFFICE ONLY.**

**2 - DISTRICT NAME** - Display - The name of the district.

- 3 - VERSION** - Display - The current version control number of the screen.
- 4 - FISCAL YEAR:** - Required (4 A/N) - The fiscal year for the desired contribution record. The current fiscal year is the default.
- 5 - REPORT MONTH** - Required (2 A/N) - The month of the contribution report.
- 6 - LINE:** - Required (6 A/N) - The line number of the report.
- 7 - DISTRICT:** - Display - The two digit number of the district .
- 8 - SSNO:** - Display - The social security number with hyphens and leading zeroes.
- 9 - SOCIAL SECURITY NAME** - Display - The last, first and middle names exactly as they appear on the employee's social security card.

**SERVICE**

- 10 - MM** - Optional (2 A/N) - The service month.
- 11 - YYYY**- Optional (4 A/N) - The service year.
- 12 - PAY CODE** - Optional (1 A/N) - The pay code used to identify the pay rate. Valid values are:
  - 1** - Monthly
  - 4** - Hourly
  - 8** - Daily
- 13 - PAY RATE** - Optional (6 A/N) - The employee's pay rate.
- 14 - EARNINGS** - Display - The employee earnings followed by a "+" or "-" sign.
- 15 - CONTRIBUTION RATE** - Optional (4 A/N) - The contribution rate of the employee.
- 16 - CONTRIBUTION CODE** - Optional (2 A/N) - It identifies the type of contribution. Required if contribution amount is entered. Valid values are: **0#** for Taxable contributions, **1#** for Tax Deferred contributions.
  - 01, 11** - Normal current month contributions
  - 02, 12** - Contributions only
  - 03, 13** - Prior month contributions
  - 04, 14** - Receivable payments
  - 05, 15** - Retroactive pay contributions
  - 06, 16** - Special compensation

- 17 - CONTRIBUTION AMOUNT** - Display - The amount of the contribution followed by a "+" or "-".
- 18 - SDB** - Display - The employee's Survivor Death Benefit amount.
- 19 - WORK SCHEDULE** - Optional (3 A/N) - The code to indicate what employer considers to be full-time employment for each group of employees. Valid values displayed are:
- 000** - Retro & Extra Compensation for all employees
  - 050** - Daily employees
  - 173** - Monthly employees
  - 400** - Hourly employees
- 20 - COVERAGE GROUP** - Optional (5 A/N) - The code to indicate PERS coverage group. Valid values displayed are:
- 60001** - PERS with out Social Security for Agency 0269
  - 60002** - PERS with Social Security for Agency 0269
  - 60004** - PERS with Social Security for Agency 0269 effective 1/1/2001
  - 70001** - PERS with out Social Security for Agency 0246
  - 70002** - PERS with Social Security for Agency 0246
- 21 - NEXT LINE:** - Optional (5 A/N) - Use to transmit on the current screen and request another line of contributions record.
- 23 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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**4 - REPORT MONTH** - Required (2 A/N) - The month of the contribution report. The default is the current month.

## ORIGINAL

**5 - LINE:** - Required - The report line number of the record.

**6 - SSNO:** - Display - The social security number with hyphens and leading zeroes.

**7 - SOCIAL SECURITY NAME** - Display - The last, first and middle names exactly as they appear on the employee's social security card.

**8 - SERVICE MM** - Display - The employee's service month.

**9 - SERVICE YR** - Display - The employee's service year.

**10 - PAY CODE** - Display - The pay code used to identify the pay rate. Valid values displayed are:

1 - Monthly

4 - Hourly

8 - Daily

**11 - PAY RATE** - Display - The employee's pay rate.

**12 - EARNINGS** - Display - The employee earnings.

**13 - CONTRIBUTION RATE** - Display - The contribution rate.

**14 - CONTRIBUTION CODE** - Display - It identifies the type of contribution. Valid values displayed are: **0#** for Taxable contributions, **1#** for Tax Deferred contributions.

**01, 11** - Normal current month contributions

**02, 12** - Contributions only

**03, 13** - Prior month contributions

**04, 14** - Receivable payments

**05, 15** - Retroactive pay contributions

**06, 16** - Special compensation

**15 - CONTRIBUTION AMOUNT** - Display - The amount of the contribution followed by "+" or "-" sign.

**16 - SDB** - Display - The amount of Survivor Death Benefit.

---

**17 - WORK SCHED** - Display - The code to indicate what employer considers to be full-time employment for each group of employees. Valid values displayed are:

- 000** - Retro & Extra Compensation for all employees
- 050** - Daily employees
- 173** - Monthly employees
- 400** - Hourly employees

**18 - COVER GROUP** - Display - The code to indicate PERS coverage group. Valid values displayed are:

- 60001** - PERS with out Social Security for Agency 0269
- 60002** - PERS with Social Security for Agency 0269
- 60004** - PERS with Social Security for Agency 0269 effective 1/1/2001
- 70001** - PERS with out Social Security for Agency 0246
- 70002** - PERS with Social Security for Agency 0246

#### NEW

**19 - SERVICE MM** - Required (2 A/N) - The service month of employee's contribution.

**20 - SERVICE YR** - Required (2 A/N) - The service year of employee's contribution.

**21 - PAY CODE** - Optional (1 A/N) - The pay code used to identify the pay rate. Valid values are:

- 1** - Monthly
- 4** - Hourly
- 8** - Daily

**22 - PAY RATE** - Optional (6,2 N) - The employee's pay rate.

**23 - EARNINGS** - Optional (6,2 N) - The employee earnings.

**24 - Display** - The sign "+" or "-" to indicate a positive or negative amount.

**25 - CONTRIBUTION RATE** - Required (,4 N) - The contribution rate.

**26 - CONTRIBUTION CODE** - Required (2 A/N) - It identifies the type of contribution. Valid values are: **0#** for Taxable contributions, **1#** for Tax Deferred contributions.

- 01, 11** - Normal current month contributions

- 02, 12** - Contributions only
- 03, 13** - Prior month contributions
- 04, 14** - Receivable payments
- 05, 15** - Retroactive pay contributions
- 06, 16** - Special compensation

**27 - CONTRIBUTION AMOUNT** - Optional (4,2 N) - The amount of the contribution.

**28 - Display** - The sign "+" or "-" to indicate a positive or negative amount.

**29 - WORK SCHED** - Optional (3 A/N) - The code to indicate what employer considers to be full-time employment for each group of employees. Valid values are:

- 000** - Retro & Extra Compensation for all employees
- 050** - Daily employees
- 173** - Monthly employees
- 400** - Hourly employees

**30 - COVER GROUP** - Optional (5 A/N) - The code to indicate PERS coverage group. Valid values are:

- 60001** - PERS with out Social Security for Agency 0269
- 60002** - PERS with Social Security for Agency 0269
- 60004** - PERS with Social Security for Agency 0269 effective 1/1/2001
- 70001** - PERS with out Social Security for Agency 0246
- 70002** - PERS with Social Security for Agency 0246

**31 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Employee Retirement Information screen (**RCTBS**) provides the County Office Retirement Department the ability to view on-line employee earnings and contributions as reported to PERS and/or STRS. This screen is used by **COUNTY OFFICE ONLY**.

```

♦RCTBST006926FEB2401♦♦0102♦      1                               2
                                EMPLOYEE RETIREMENT INFORMATION      3 00.0814
Soc Sec No. : ▶                4 ◀                               5
Sort by Srvc(S) or Rpt(R) date: ▶6◀ From MMY ▶7◀ ▶8◀ To MMY ▶9◀ ▶10◀

Ret  Dist Report  Service      MB AC --- Pay ---      Contribution
Type No.  Period  Period          CD CD CD   Rate  Earnings      CD   Amount
 11  12    13    14           15 16 17   18   19       20   21   22

                                         Next Screen: ▶ 23 ◀
24
  
```

## RCTBS Screen

- 1 - **FUNCTION** - Display - The function for this screen will always list.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **SOC SEC NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 5 - **SOCIAL SECURITY NAME** - Display - The last, first and middle names exactly as they appear on the employee's social security card.
- 6 - **SORT BY SRVCE (S) OR RPT (R) DATE:** - Optional (1 A/N) - "S" displays the records sorted by service date and "R" displays the records sorted by report date. Defaults to service if not entered.

**FROM MMY**

**7** - Optional (2 A/N) - The month in which to begin the list.

**8** - Optional (4 A/N) - The year in which to begin the list.

**TO MMY**

**9** - Optional (2 A/N) - The month in which to end the list.

**10** - Optional (4 A/N) - The year in which to end the list.

**11 - RET TYPE** - Display - The type of retirement contribution. Valid values displayed are:  
(nn = Re-purchase vendor subcode)

**PERS** - Public employees Retirement System.

**PERSnn** - Public Employees Retirement System Re-purchases

**STRS** - State Teachers Retirement System

**STRSnn** - State Teachers Retirement System Re-purchases

**STRS CB** - State Teachers Retirement System Cash Balance

**12 - DIST NO.** - Display - The number of the district.

**13 - REPORT PERIOD** - Display - The month and the year of the report. Display as YY MM.

**14 - SERVICE PERIOD** - Display - The beginning and ending service dates for STRS. The beginning service date only for PERS.

**15 - MB CD** - Display - The membership code. This field will always be blank for PERS records. Valid values displayed for STRS records only are:

**1** - Member

**2** - Non-Member

**6** - STRS Cash Balance

**16 - AC CD** - Display - The account code used to identify the type of employee. This field will always be blank for PERS records. Valid values displayed for STRS records only are:

**36** - Reduced workload

**44** - Daily substitutes in year round school

**45** - Hourly part-time employees in year round school

**46** - Employees on paid sabbatical leave in a year round school

**47** - Monthly employees in a year round school

**54** - Daily substitutes in conventional school

**55** - Hourly part-time employees in conventional school

**56** - Employees on paid sabbatical leave in conventional school

**57** - Full or part-time monthly employees in conventional school

**58** - Hourly part-time members of a community college

- 61** - Retirees, disability retirees, and disabilitants who are employed subsequent to their benefit effective date
- 62** - STRS non-members who are full-time members of another public retirement system

## PAY

**17 - CD** - Display - The pay code used to identify the pay rate. Valid values displayed are:

### STRS:

- 0** - Annual
- 1** - Twelve payments per fiscal year
- 2** - Eleven payments per fiscal year
- 3** - Ten payments per fiscal year
- 4** - Hourly
- 8** - Daily

### PERS:

- 1** - Monthly
- 4** - Hourly
- 8** - Daily (certificated PERS member)
- 9** - Extra Compensation

**18 - RATE** - Display - The employee's pay rate.

**19 - EARNINGS** - Display - Employee earnings subject to PERS or STRS. Negative earnings are followed by “-”.

## CONTRIBUTION

**20 - CD** - Display - Identifies the type of contribution. Valid values displayed for both PERS & STRS records are: **0#** for Taxable contributions, **1#** for Tax Deferred contributions.

- 01, 11** - Normal current contributions
- 02, 12** - Contribution adjustment only
- 03, 13** - Prior month contributions
- 04, 14** - Receivable payments
- 05, 15** - Retroactive pay rate contributions
- 06, 16** - Special compensation contributions.

**21 - AMOUNT** - Display - The amount of contributions. Negative contribution amounts are followed by “-”.

**23** - Display - Indicates type of retirement adjustment and if Employer paid member contributions. Valid values displayed are:

### EP - EPMC

- 1** - Employee adjustment
- 2** - Report only adjustment

**23 - NEXT SCREEN** - Optional (5 A/N) - Use to request another system screen.

**24 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Additional Retirement Deductions List screen (**RDCTL**) lists additional employee deductions payable to PERS or STRS. This screen lists by district. The additional employee deductions are set up on the **RDUCT** screen.

◆RDCTL006419FEB1601◆◆0102◆													
1													
ADDITIONAL RETIREMENT DEDUCTIONS LIST													
2 00.1.3													
▶3◀ District 4													
Soc. Sec. No.	Name	Vendor	Amount	Dfr	Start	Stop	Orig	Rem	Paymt				
5	6	7	8	9	10	11	12	13	14				
Next screen ▶ 15 ◀													
16													

### RDCTL Screen

- 1 - **FUNCTION** - Display – The function for this screen will always list.
- 2 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 3 - Optional (2 A/N) - The two digit district number.
- 4 - **DISTRICT NAME** - Display - The name of the district.
- 5 - **SOC. SEC. NO.** - Display - The social security number of the employee.
- 6 - **NAME** - Display - The last name, first name and middle initial of the employee.
- 7 - **VENDOR** - Display - The vendor number and vendor-sub number associated with the Retirement system.

- 8 - AMOUNT** - Display - The amount or percentage of the employee's additional retirement deductions followed by a “+”.
- 9 - DFR** - Display - The indicator for tax deferment.
- 10 - START** - Display - The start month/year of the deduction.
- 11 - STOP** - Display - The stop month/year of the deduction.
- 12 - ORIG** - Display - The original number of payment deductions.
- 13 - REM** - Display - The remaining number of payment deductions.
- 14 - PAYMT** - Display - The month/year of the last payment.
- 15 - NEXT SCREEN** - Optional (5 A/N) - Use to request another system screen.
- 16 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Retirement District Employee Updates screen (**RDEMP**) is used to maintain retirement information regarding an employee. The information on this screen is used to determine an employee's retirement system membership eligibility and contributions. Information entered on this screen is provided by districts to the County Office on an as needed basis.

```

RDDEMP017540OCT1596<<9610<      | 1 |
                                     | 2 96.3.0
                                     |
      RETIREMENT DISTRICT EMPLOYEE UPDATES |
      District No. : > 3 <                | 4
      Soc Sec No. : > 5 <                | 6
                                     | 7
      Employees Retirement Status :        | 8
      -----
      Def Plan for Cert Positions :        | 9
      -----
      Override for Emp Cert Posit : >10<   | 11
      Medicare Election : >12<            | 13
      Message : 14                        |
      Next Screen : > 15 <<<            |
      16
  
```

## RDEMP Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**CHG**

Change or update retirement information. COUNTY OFFICE ONLY.

**INQ**

Inquire on retirement information by employee.

**2 - VERSION NUMBER** - Display - The current version control number of the screen.

**3 - DISTRICT NO.** - Required (2 A/N) - The unique two digit number assigned to each district. Displays at district level.

**4** - Display - Place where district name will display.

**5 - SOC SEC NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).

**6 - WARRANT** - Display - The place where the warrant last name, first name, and middle name of the employee will display.

**7 - SS NAME** - Display - The place where the social security last name, first name, and middle name of the employee will display. Social security name will only display if different from warrant name.

**8 - EMPLOYEES RETIREMENT STATUS** - Display - The place where the employee's main retirement status will display.

Valid displays are:

- Member of CERS Defined Benefit Plan
- Member of PERS Defined Benefit Plan
- Member of STRS Defined Benefit Plan
- Member of another Retirement System
- Not currently a member of any plan

**9 - DEF PLAN FOR CERT POSITIONS** - Display - The place where the default plan which the district has chosen for potential STRS member earnings (certificated positions) will display. This field is maintained by the SDCOE Retirement unit on the **RDIST** screen.

Valid displays are:

- 1 Social Security is the default Plan
- 2 An Alternative Retirement System is the default Plan
- 3 STRS Cash Balance is the default Plan

**10 - OVERRIDE FOR EMP CERT POSIT** - Optional (2 A/N) - The Override for potential STRS member earnings (certificated positions). Must be different from default plan maintained on **RDIST** screen.

Valid values are:

- 1 - Social Security
- 2 - Alternative Retirement System
- 3 - STRS Cash Balance

**11 - Display** - The place where the description of the Override for potential STRS member earnings (certificated positions) will display.

Valid displays are:

If Field **10** is Blank:

- Employee has District Default
- Not eligible, member of STRS DB Plan

If Field **10** has "2" or "3" and Field **9** has "1 Social Security is the default Plan"

- Employee has an ARS instead of Soc Sec
- Employee has STRS CB instead of Soc Sec

If Field **10** has "1" or "3" and Field **9** has "2 An ARS is the default Plan"

- Employee has Soc Sec instead of an ARS
- Employee has STRS CB instead of an ARS

If Field **10** has “1” or “2” and Field **9** has “3 STRS Cash Balance is the default Plan”  
Employee has Soc Sec instead of STRS CB  
Employee has Soc Sec instead of STRS CB

**12 - MEDICARE ELECTION** - Optional (2 A/N) - A “Y” indicates that the employee has elected medicare.

**13 - Display** - The place where the description of the Medicare election will display.  
Valid display is:  
Employee has Elected Medicare

**14 - MESSAGE** - Display - The place where any messages or information from the screen will be displayed.

**15 - NEXT SCREEN** - Optional (5 A/N) - Use to request another system screen.

**16 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Additional Retirement Deductions List screen (**RDUCL**) is used to provide a list of additional retirement deductions assigned to an employee. This screen list by employee.

The screenshot shows the RDUCL screen with the following details:

- Title Bar:** RDUCL019715DEC1196496124 1 2 90 RETIREMENT 3 96.3.0
- Section Header:** ADDITIONAL RETIREMENT DEDUCTIONS LIST
- Field Labels:**
  - Soc. Sec. No. (4)
  - Warrant last name (5)
  - First name (6)
  - Middle name (7)
- Table Headers:**
  - Dist (8)
  - Vendor-sub (9)
  - Amount (10)
  - Start -- (11, 12)
  - Month Year (13)
  - Stop --- (14, 15)
  - Month Year (16)
  - Payments (17)
  - Orig Rem (18)
  - Most recent payment (18)
- Table Content:** The table is currently empty, showing only the header row.
- Page Number:** 19

## RDUCL Screen

**1 - FUNCTION** - Optional (3 A/N) - Valid functions for this screen are:

**INQ**

Inquire on deduction information for an employee.

**LST**

Display a list of deductions by employee.

**NXT**

Get the next sequential screen of information. If no function is entered, the default is to list the next employee in name sequence.

**2 - DISTRICT NAME** - Display - The name of the district.

**3 - VERSION NUMBER** - Display - The current version control number of the screen.

- 4 - SOC. SEC. NO.** - Optional (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234). If entered, the LST will begin with this employee. If not, the first employee with a **RDUCL** record on file will display.
  - 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
  - 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
  - 7 - MIDDLE NAME** - Optional (12 A/N) - The middle name of the employee.
  - 8 - DIST** - Display - The two digit number assigned to each district.
  - 9 - VENDOR-SUB** - Display - The vendor and vendor-sub number associated with a vendor.
  - 10 - AMOUNT** - Display - The amount or percentage of the employee's additional retirement deductions followed by a "+" or "-".
  - 11** - Display - An asterisk (\*) to denote if the service credit repurchase amount is tax deferred.
  - 12 - START MONTH** - Display - The start month of the employee's additional retirement deductions.
  - 13 - START YEAR** - Display - The start year of the employee's additional retirement deductions.
  - 14 - STOP MONTH** - Display - The stop month of the employee's additional retirement deductions.
  - 15 - STOP YEAR** - Display - The stop year of the employee's additional retirement deductions.
- PAYMENTS:**
- 16 - ORIG** - Display - The number of monthly payments the employee has contracted for with a retirement system.
  - 17 - REM** - Display - The number of monthly payments remaining in the employee's contract with a retirement system.
  - 18 - MOST RECENT PAYMENT** - Display - The payroll cycle period ending date of the most recent retirement deduction.
  - 19 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Additional Retirement Deductions (**RDUCT**) screen is used to set up and maintain additional employee deductions payable to PERS, STRS, or CERS. These additional deductions will be taken once a month on the employee's first regular payroll after involuntary deductions and wage attachments have been taken. This screen should not be used for adjustments or for lump-sum payment of past contributions.

```

RDUCTT005845FEB070101021
                                2
                                3 99.3.0
                                1
                                ADDITIONAL RETIREMENT DEDUCTIONS
Soc. Sec. No.      Warrant last name      First name      Middle
 4                5                    6              7
District  Vendor-sub      Vendor full name      Sub code description
 8            9 10        11                    12
Number of monthly payments      Start      Stop      Date of most
Original      Remaining      Month Year      Month Year      recent payment
13            14        15 16      17 18          19
SDB amount      Service credit      CERS member      Tax-deferred
20            21      repurchase amount      Contribution      Repurchase
                22 23          24 25          26
Vendor numbers      STRS Repurchase
00500 = STRS      Ident 27
00600 = PERS      Code 28
00700 = CERS
29
    
```

**RDUCT Screen**

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a new additional retirement deduction. **COUNTY OFFICE ONLY.**

**CHG**

Change or update existing information about an additional retirement deduction.  
**COUNTY OFFICE ONLY.**

**DEL**

Delete an additional retirement deduction. **COUNTY OFFICE ONLY.**

**INQ**

Inquire about a specific additional retirement deduction.

**LST**

Same as INQ.

**NXT**

Display the next additional retirement deduction on file.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 5 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 6 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 8 - DISTRICT** - Required (2 A/N) - The two digit number assigned to each district.
- 9 - VENDOR** - Required (5 A/N) - The number associated with the vendor. Valid values are:
  - 00500** - STRS (State Teachers Retirement System)
  - 00600** - PERS (Public Employees Retirement System)
  - 00700** - CERS (County Employees Retirement System)
- 10 - SUB** - Required (2 A/N) - The number associated with a vendor to identify a specific type of deduction. If a STRS buyback the sub code must not be less than 04.
- 11 - VENDOR FULL NAME** - Display - The full name of a vendor.
- 12 - SUB CODE DESCRIPTION** - Display - The description associated with a specific vendor and vendor sub code combination.

**NUMBER OF MONTHLY PAYMENTS**

- 13 - ORIGINAL** - Optional (3 A/N) - The number of monthly payments the employee has contracted for with a retirement system.
- 14 - REMAINING** - Display - The number of monthly payments remaining in the contract.

VALID DEDUCTION COMBINATIONS - The following combinations of start and stop months and years are valid for fields **15** through **18**:

	<i>Start Month</i>	<i>Start Year</i>	<i>Stop Month</i>	<i>Stop Year</i>
1.	blank	blank	blank	blank
2.	X	X	blank	blank
3.	blank	blank	X	X
4.	X	X	X	X

Contributions will be processed on the employee's regular pay frequency (**EMPLY**).

1. Deduction will process each month beginning with the employee's next regular pay cycle.
2. Deduction will process continuously each month beginning with the start month and start year entered.
3. Deduction will process each month beginning with the next regular pay cycle and ending when the stop month and stop year are reached.
4. Deduction will process beginning with the start month and ending with the stop month each year beginning with the start year and ending with the stop year.

**15 - START MONTH** - Optional (2 A/N) - The month employee deductions are to start (ex. 09). See VALID DEDUCTION COMBINATIONS.

**16 - START YEAR** - Optional (4 A/N) - The year employee deductions are to start (ex. 2000). See VALID DEDUCTION COMBINATIONS.

**17 - STOP MONTH** - Optional (2 A/N) - The month employee deductions are to stop (ex. 06). See VALID DEDUCTION COMBINATIONS.

**18 - STOP YEAR** - Optional (4 A/N) - The year employee deductions are to stop (ex. 2000). See VALID DEDUCTION COMBINATIONS.

**19 - DATE OF MOST RECENT PAYMENT** - Display - Payroll cycle period ending date of the most recent retirement deduction.

**20 - SDB AMOUNT** - Optional (2,2 N) - PERS survivor death benefit amount. Maximum value is "99.99". This is a monthly amount associated only with vendor "0060".

**21** - Optional (1 A/N) - The sign "+" or "-" to indicate a positive or negative survivor death benefit amount.

- 22 - SERVICE CREDIT REPURCHASE AMOUNT** - Required (4,2 N) - Employee service credit buy-back amount. This is a monthly amount used only for vendor numbers "00500" and "00600".
- 23** - Optional (1 A/N) - The sign "+" or "-" to indicate a positive or negative service credit repurchase amount.
- 24 - CERS MEMBER CONTRIBUTION** - Required (4,2 N) - Employee retirement contribution to CERS. May be used only with vendor number "00700".
- 25** - Optional (1 A/N) - The sign "+" or "-" to indicate a positive or negative CERS member contribution amount.
- 26 - TAX-DEFERRED REPURCHASE** - Required (1 A/N) - Indicator if the service credit repurchase amount is tax-deferred.

## **STRS REPURCHASE**

- 27 - IDENT** - Optional (6 A/N) - The 6 digit identifier for the STRS repurchase.
- 28 - CODE** - Optional (2 A/N) - The 2 digit identifier for the STRS repurchase.
- 29 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Employee Retirement Information screen (**RETEE**) is used to view and maintain retirement information regarding an employee. The information on the **RETEE** screen is used to determine an employee's retirement system membership eligibility and contributions. This screen is for use by **COUNTY OFFICE ONLY**.

```

♦RETEET006807FEB2201♦♦0102♦ 1 ♦ 2
EMPLOYEE RETIREMENT INFORMATION
  Soc. Sec. No. 3  Warrant last name 4  First name 5  Middle name 6
  Former name 7
  Soc. Sec. Name 8  Sex 10  Birth Date 11
  Former SSNO 9
  Membership date 13  Elected membership Y/N 14  ROE code 15  ROE date 16
  Elected out date 18  Refund date 19  Retire date 20  I-30 Date 21
  Comments: 25
  STRS 12
  PERS 17 w/SDB 18
  CERS 19 OTHER 20
  CHG Dst Retire A Soc E Posit HDM T Start Stop
  X No. Cd/Sta R Sec Md M No. TP Class FVS % FTE K Date Date
  26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43
  MESSAGE : 44
  NEXT SCREEN : 45
  46
  
```

**RETEE** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a retirement record for an employee.

**CHG**

Change or update retirement information.

**INQ**

Inquire on retirement information by employee.

**NXT**

Get the next sequential retirement record in warrant name sequence.

- 2 - VERSION NUMBER** - Display - The current version control number of the screen.
- 3 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 4 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 5 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 6 - MIDDLE NAME** - Optional (12 A/N) - The middle name of the employee.
- 7 - FORMER NAME** - Display - Previous warrant last name.
- 8 - SOC. SEC. NAME** - Optional (42 A/N) - The last, first, and middle names exactly as they appear on the employee's social security card. (Must be entered in the format "Last name, all other names" with one comma.)
- 9 - FORMER SSNO** - Optional (12 A/N) - Previous social security number.
- 10 - SEX** - Required (1 A/N) - Sex of employee.  
Valid values are:
  - M** - Male
  - F** - Female
- 11 - BIRTHDATE** - Required (8 A/N) - Employee birth date.
- 12 - STRS** - Optional - Displays an "X" if the employee belongs to the State Teachers' Retirement System. This field is required when **14** has a value.
- 13 - MEMBERSHIP DATE** - Optional (8 A/N) - The date the employee became a member or elected membership in a retirement plan. This field is required when **14** has a value.
- 14 - ELECTED MEMBERSHIP Y/N** - Optional (1 A/N) - "Y" indicates the employee elected to become a member of STRS.
- 15 - ROE CODE** - Optional (1 A/N) - The right of election code for a retirement system. This field is required when **16** has a value.  
Valid values are:
  - P** - PERS
  - S** - STRS
- 16 - ROE DATE** - Optional (8 A/N) - The right of election date. This field is required when **15** has a value.



- 17 - PERS** - Optional (1 A/N) - Displays an "X" if the employee belongs to the Public Employees Retirement System.
- 18 - w/SDB** - Optional (1 A/N) - An "X" indicates that survivor death benefits have been selected for a PERS member.
- 19 - CERS** - Optional (1 A/N) - Displays an "X" if the employee is a member of the County Employees' Retirement System.
- 20 - OTHER** - Optional (1 A/N) - An "X" indicates the employee is a member of another retirement system.
- 21 - ELECTED OUT DATE** - Optional (8 A/N) - Date a STRS member elected to withdraw from STRS.
- 22 - REFUND DATE** - Optional (8 A/N) - Date the employee's request to withdraw contributions from PERS or STRS was signed and forwarded by the County Office Retirement Unit to the appropriate retirement system.
- 23 - RETIRE DATE** - Optional (8 A/N) - Date the employee retired from STRS or PERS.
- 24 - I-30 DATE** - Optional (8 A/N) - The date of the retired employee's I-30 form, Certification of Freedom from Contagious or Infectious Disease.
- 25 - COMMENTS** - Optional (132 A/N) - Freeform comments concerning the employee's retirement data.
- 26 - CHG X** - Optional (1 A/N) - An indicator to mark a line on the screen that is to be updated. When this field is marked with an "X", the other fields associated with it will be changed or deleted.
- 27 - DST NO.** - Display- The two digit number assigned to each district.

## RETIRE

- 28 - CD** - Required ( 1 A/N) - Identifies the retirement system code for the associated position. Valid values are:
  - 1** - STRS State Teachers' Retirement System
  - 2** - PERS Public Employees' Retirement System
  - 3** - CERS County Employees' Retirement System (County Office Only)
  - 4** - Miscellaneous ( Time worked in this position will not be considered for retirement calculations.)

---

**29 - STA** - Required (1 A/N) - Identifies the retirement system status for the related code as identified in 28

Valid values are:

**1** - STRS, PERS, or CERS Member

Retirement contributions are made for any time, up to 100%, worked in this position.

**2** - Potential Member

Time worked by the employee in this position is monitored for membership qualification in the retirement system identified by the retirement code.

**3** - Overtime

Time worked in this position is considered overtime because the employee is full time in another position in the same or different school district.

**4** - Temporary Assignment (PERS Only)

A position not expected to continue for more than six months. PERS memberships will be established for time worked of 50% or more and exceeding six months.

**5** - Reduced Workload (STRS Only)

Contributions will be made by the employee and employer based on the employee's pay rate for the position.

**6** - Retired Employee

Time worked will be monitored.

**7** - Full Time Member (STRS only)

Full time member of another public Retirement System, such as PERS, City or County of San Diego.

**8** - Invalid condition.

Indicates employee has active monthly positions totaling more than 100%.

**30 - AR** - Display - Will display a code if the employee is a member of an alternative retirement system. Valid values are "A" for Alternative Retirement System or "C" for Cash Balance.

**31 - SOC SEC** - Required (1 A/N) - An indicator if the employee pays social security on the earnings in the position.

Valid values are:

**Y** - yes

**N** - no

**32 - MD** - Required (1 A/N) - An indicator if the employee pays medicare on the earnings in the position. Valid values are:

**Y** - yes

**N** - no

**33 - EM** - Display - Will display a "Y" if the employee has elected to pay medicare.

**34 - POSIT NO.** - Display - The position number assignment of the employee.

**35 - TP** - Display - The two character code to identify certain job types. The field is used to determine employee eligibility for State Unemployment Insurance (SUI) and/or retirement (STRS, PERS). Valid values are:

- TE** - Teacher
- BM** - Board Member
- HD** - Health and Development
- XT** - Exchange Teacher
- SW** - Student Worker
- SB** - Substitute Teacher
- TA** - Teacher Assistant

**36 - CLASS** - Display - Job class code. Certificated positions are 10000 - 19999. Classified positions are 20000 - 29999.

**37 - HDM** - Display - Indicates the type of pay rate. Valid values are:

- H** - Hourly
- D** - Daily
- M** - Monthly

**38 - FVS** - Display - Indicates a fixed or variable work schedule. Blank when HDM = M. Valid values are:

- V** - Variable (Hourly and Daily)
- F** - Fixed
- S** - Summer school

**39 - %FTE** - Display - Percentage of full time equivalent.

**40 - TK** - Display - Work schedule track for certificated positions indicating the number of contract days as indicated on **CDAYS**.

**41 - START DATE** - Display - The starting month, day, and year for the position.

**42 - STOP DATE** - Display - The ending month, day, and year for the position.

**43** - Display - An asterisk (\*) indicates the retirement codes were changed by the Retirement Unit.

**44 - MESSAGE** - Display - The place where any messages or information from the screen will be displayed.

**45 -NEXT SCREEN** - Optional (5 A/N) - Used to request another system screen. If used to request other screens, will display requested screen pre-filled with social security number and employee information. Default is the current screen.

**46- MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Retirement Position History screen (**RHIST**) allows the County Office Retirement Department to list the positions held by a specific employee. This screen is for **COUNTY OFFICE ONLY**.

RHISTT006426FEB16010102																										
1 RETIREMENT POSITION HISTORY																										
2 GROUP BY POSIT : 5																										
SSNO : 3 4																										
Dist Position						Start Dt		Stop Dt		Retire 0				Job		C				%						
6 7						8		15		CodSta v SS Med TP				Class		N TR FV HDM				FTE						
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
29																								NEXT SCREEN : 28 @		

**RHIST Screen**

- 1 – **FUNCTION** – The function of this screen will always list.
- 2 – **VERSION NUMBER** – Display – The current version control number of the screen.
- 3 – **SSNO:** - Required (12 A/N) – The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 4 – Display – The last, first and middle names of the employee.
- 5 – **GROUP BY POSIT:** - Optional (1 A/N) – The flag that indicates the list sequence by position. Valid values are:  
     Blank – List by district  
     Y – List by position or district
- 6 – **DIST** – Optional (2 A/N) – The district number with which to begin the list. Field 5 must be **Y**.

- 7 – POSITION** – Optional (7 A/N) – The position number with which to begin the list. Field 5 must be **Y**, Field 6 must contain a value.
- 8 – START DT** – Optional (6 A/N) – The start date with which to begin the list.
- 9 – Display** – Line number assigned to the position.
- 10 – DIST** – Display – The district to which the position was assigned.
- 11 – Display** – A flag which indicates **RETEE** screen was updated by the County Office Retirement Department.
- 12 – POSITION** – Display – The position of the employee.
- 13 – Display** – Indicates if the position is **A** – active or **I** – inactive.
- 14 – START DT** – Display – The start date of the position.
- 15 – STOP DT** – Display – The stop date of the position.
- 16 – RETIRE COD** – Display – Identifies the retirement system code for the associated position.
- 17 – RETIRE STA** – Display – Identifies the retirement system status for the related codes as identified in Field 16.
- 18 – OV** – Display – The Override for potential STRS member earnings (certificated positions). See Field 10 of the **RDEMP** screen description for valid displays.
- 19 – SS** – Display - Indicates if the employee pays social security on the earnings of the position.
- 20 – MED** – Display – Indicates if the employee pays Medicare on the earnings of the position.
- 21 – TP** – Display – The two character job type of the position.
- 22 – JOB CLASS** – Display – Job class code. Certificated positions are 10000-19999. Classified positions are 20000-29999.
- 23 – CN** – Display – Identifies the position as **C** – certificated or **N** – classified.
- 24 – TR** – Display – Work schedule track for assigned to the position.
- 25 – FV** – Display – Indicates a fixed or variable work schedule.

**26 – HDM** – Display – Indicates the type of pay rate. Valid values are:

**H – Hourly**

D – Daily

M - Monthly

**27 – % FTE** – Display – Percentage of full time equivalent.

**28 – NEXT SCREEN** – Optional (5 A/N) – Use to request another system screen.

**29 – MESSAGE** – Display – The place where any messages from the system will be displayed.

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The Independent District Job Descriptions screen (**RIDJD**) lists and describes the various jobs of independent districts. These districts process and maintain payroll systems independent of the County Office. This is used by **COUNTY OFFICE ONLY**.

◆RIDJDT006431FEB1601◆◆0102◆										1 INDEPENDENT DISTRICT JOB DESCRIPTIONS																			
DIST : ▶ 3 ◀										4										2									
NO.		POS NO.		JOB DESCRIPTION				TYPE		JOB CLASS																			
5		6		7				8		9																			
NEXT : ▶ 10 ◀◀										◀																			
12										NEXT SCREEN : ▶ 11 ◀◀@◀																			

## RIDJD Screen

- 1 – **FUNCTION** – The function of this screen will always list.
- 2 – **VERSION NUMBER** – Display – The current version control number of the screen.
- 3 – **DISTRICT NO.** – Required (2 A/N) the unique two digit number assigned to the independent district.
- 4 – Display – The name of the district.
- 5 – **NO.** – Display – The line number.
- 6 – **POS NO.** – The position number.
- 7 – **JOB DESCRIPTION** – Display – The description of position.
- 8 – **TYPE** – Display – The job type.

**9 – JOB CLASS** – Display – The type of job classification.

**10 – NEXT:** - Optional (7 A/N) – The next position number to list from.

**11 – NEXT SCREEN:** - Optional (5 A/N) – Used to request another system screen.

**12 – MESSAGE** – Display – The place where any messages from the system will be displayed.

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The Employee Retirement Incentive Pay screen (**RNCTV**) is used to continue pay for a retired employee. This screen specifies the monthly pay received as an incentive for retiring and the corresponding expense distribution. (An employee may have only one retirement incentive on file per district.) The employee must be retired on the **EMPLY** screen. If work is required for the retirement incentive to be paid it is identified on this screen.

**RNCTV** is used for Type 1, Type 2 and Type 4 users only; Type 3 users must use **RNCTV/3**.

```

♦RNCTVT005847FEB0701♦♦0102♦ 1 ♦ 2
EMPLOYEE RETIREMENT INCENTIVE PAY 3 99.2.0
  Soc. Sec. No.  Warrant last name  First name  Middle
  ▶ 4 ◀ ▶ 5 ◀ ▶ 6 ◀ ▶ 7 ◀
  Termination:  Code  Date  Pay cycle  Date last paid
             8      9      10      11
  Work required  Time:  Hours  Days  Rate
  Y/N 12▲      ▲ 13 ◀ ▲ 14 ◀ ▲ 15 ◀ 16◀
  Start  Stop
  Month Year  Month Year  Amount
  ▶17◀ ▶18◀ ▶19◀ ▶20◀ ▲ 21 ◀
  F Yr Fund  Resource  Goal  Function  Object  Sch  Loc  C C  Prj
  ▲ 22 ◀ ▶23◀▶23◀ ▶24 ◀▶24◀ ▶25 ◀▶26◀▶26◀ ▶27◀▶27◀ ▶28◀ ▶29◀ ▶30◀▶31◀
  32
  
```

## RNCTV Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add all the information on the screen about an employee.

**CHG**

Change or update existing information about an employee.

**DEL**

Delete all the information on the screen. Once the employee has been paid the **RNCTV** must remain on file.

**INQ**

Inquire about existing information.

**NXT**

Get the next sequential **RNCTV** on file.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens. (Ex. 123-12-1234 or 123121234).
- 5 - WARRANT LAST NAME** - Required (24 A/N) - The last name of the employee.
- 6 - FIRST NAME** - Required (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.

**TERMINATION:**

- 8 - CODE** - Display - Employee termination code for a given district. Valid codes and descriptions are:
  - 28** - Retired and working
  - 31** - Retired
  - 39** - Early retirement
- 9 - DATE** - Display - Date of retirement.
- 10 - PAY CYCLE** - Display - Employee's regular pay cycle as indicated on **EMPLY**.
- 11 - DATE LAST PAID** - Display - Payroll cycle period ending date of the most recent retirement incentive payment.
- 12 - WORK REQUIRED** - Required (1 A/N) - The flag used to identify if the retirement incentive requires work at the district. Valid values are:
  - Y** - yes
  - N** - no

**TIME:**

- 13 - HOURS** - Optional (3,2 N) - The number of hours to be worked if work is required.
- 14 - DAYS** - Optional (3,2 N) - The number of days to be worked, if work is required.
- 15 - RATE** - Optional (5,2 N) - The rate to be used with work HOURS or work DAYS, if work is required.

---

**16 - Display** - The sign "+" or "-" to indicate a positive or negative dollar amount.

**17 - START MONTH** - Required (2 A/N) - The starting month.

**18 - START YEAR** - Required (4 A/N) - The starting year.

**19 - STOP MONTH** - Required (2 A/N) - The ending month.

**20 - STOP YEAR** - Required (4 A/N) - The ending year.

(Note: The retirement incentive will be paid each month from start month/year through the stop month/year.)

**21 - AMOUNT** - Required (5,2 A/N) - The monthly retirement incentive pay amount.

**22 - F YR** - Required (4 A/N) - The current fiscal year. Fiscal year is entered as a 4 digit number such as "2000" for fiscal year 2000-2001.

THE FOLLOWING THIRTEEN FIELDS (ACCOUNT STRUCTURE) MUST EXIST IN SACTL:

**23 - FUND/SUB-FUND - Required (2 N), (2 N) - The two digit fund number and two digit sub-fund number.**

**24 - RESOURCE/SUB-RESOURCE** - Required (4 N), (3 N) - The four digit resource number and the three digit sub-resource number.

**25 - GOAL** - Required (4 N) - The four digit goal number.

**26 - FUNCTION/SUB-FUNCTION** - Required (4 N), (3 N) - The four digit function number and the three digit sub-function number.

**27 - OBJECT/SUB-OBJECT** - Required (4 N), (3 N) - The four digit object number and the three digit object-sub number.

**28 - SCH** - Required (3 A/N) - The three digit school.

**29 - LOC** - Required (3 A/N) - The location code.

**30 - CC** - Required (3 A/N) - The three digit cost center.

**31 - PRJ** - Required (1 A/N) - The project year.

**32- MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Employee Retirement Incentive Pay screen (**RNCTV3**) is used to continue pay for a retired employee. This screen specifies the monthly pay received as an incentive for retiring and the corresponding expense distribution. (An employee may have only one retirement incentive on file per district.) The employee must be retired on the **EMPLY** screen. If work is required for the retirement incentive to be paid it is identified on this screen.

**RNCTV3** is used for Type 3 users only; Type 1, Type 2 and Type 4 users must use **RNCTV**.

```

♦RNCTVT005852FEB0701♦0102♦          ▶ 1 ◀          2
                                EMPLOYEE RETIREMENT INCENTIVE PAY          3 99.2.0

  Soc. Sec. No.      Warrant last name      First name      Middle
  ▶ 4 ◀ ◀ ▶          5 ◀ ▶ ◀ ▶          6 ◀ ▶ ◀ ▶          7 ◀ ▶ ◀ ▶

  Termination:      Code      Date      Pay cycle      Date last paid
                   8          9          10         11

  Work required      Time:      Hours      Days      Rate
  Y/N 12 ◀          ▲ 13 ◀ ▲ 14 ◀ ▲ 15 ◀ 16 ◀

  Start      Stop
  Month Year  Month Year      Amount
  ▶17◀ ▶18◀ ▶19◀ ▶20◀ ▲ 21 ◀

  F Yr Fund      Object      Obj Sub      Fld 1      Fld 2      Fld 3      Fld 4
  ▶22◀ ▶23◀ ▶24◀ ▶25◀ ▶26◀ ▶27◀ ▶28◀ ▶29◀

  30
  
```

## RNCTV3 Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add all the information on the screen about an employee.

**CHG**

Change or update existing information about an employee.

**DEL**

Delete all the information on the screen. Once the employee has been paid the **RNCTV** must remain on file.

**INQ**

Inquire about existing information.

**NXT**

Get the next sequential **RNCTV** on file.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 5 - WARRANT LAST NAME** - Required (24 A/N) - The last name of the employee.
- 6 - FIRST NAME** - Required (18 A/N) - The first name of the employee.
- 7 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.

**TERMINATION:**

- 8 - CODE** - Display - Employee termination code for a given district. Valid values are:
  - 28** - Retired and working
  - 31** - Retired
  - 39** - Early retirement
- 9 - DATE** - Display - Date of retirement.
- 10 - PAY CYCLE** - Display - Employee's regular pay cycle as indicated on **EMPLY**.
- 11 - DATE LAST PAID** - Display - Payroll cycle period ending date of the most recent retirement incentive payment.
- 12 - WORK REQUIRED** - Required (1 A/N) - The flag used to identify if the retirement incentive requires work at the district. Valid values are:
  - Y** - yes
  - N** - no

**TIME:**

- 13 - HOURS** - Optional (3,2 N) - The number of hours to be worked if work is required.
- 14 - DAYS** - Optional (3,2 N) - The number of days to be worked, if work is required.

**15 - RATE** - Optional (5,2 N) - The rate to be used with work HOURS or work DAYS, if work is required.

**16 - Display** - The sign "+" or "-" to indicate a positive or negative dollar amount.

**17 - START MONTH** - Required (2 A/N) - The starting month.

**18 - START YEAR** - Required (4 A/N) - The starting year.

**19 - STOP MONTH** - Required (2 A/N) - The ending month.

**20 - STOP YEAR** - Required (4 A/N) - The ending year.

(Note: The retirement incentive will be paid each month from start month/year through the stop month/year.)

**21 - AMOUNT** - Required (5,2 N) - The monthly retirement incentive pay amount.

**22 - F YR** - Required (4 N) - The current fiscal year. Fiscal year is entered as a 4 digit number such as "2000" for fiscal year 2000-2001.

**23 - FUND** - Required (2 A/N) - The two digit fund number.

**24 - OBJECT** - Required (4 A/N) - The object number. Objects may be from 1100 through 2900.

**25 - OBJ SUB** - Required (2 A/N) - The sub object number.

**26 - FLD1** - Required (4 A/N) - The first field of the account number.

**27 - FLD2** - Required (4 A/N) - The second field of account number.

**28 - FLD3** - Required (4 A/N) - The third field of account number.

**29 - FLD4** - Required (4 A/N) - The fourth field of account number.

**30 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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**LST**

Used to continue a list when there are more records to display on the screen. **COUNTY OFFICE ONLY.**

**2 - TIME/VERSION** - Display - The current time and version control of the screen as maintained by the system at the moment the screen was requested

**ADJUSTMENT TYPE**

**3 - EMPLOYEE:** - Optional (1 A/N) - "X" indicates that the adjustment affects the employee's warrant. This is the default if field **3** or field **4** is blank.

**4 - REPORT:** - Optional (1 A/N) - "X" indicates that the adjustment does NOT affect the employee's warrant. This adjustment will only affect PERS contributions report.

**5 - SOC. SEC. NO.** - Optional (12 A/N) - The social security of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).

**6 - SOCIAL SECURITY NAME** - Display - The last, first and middle names exactly as they appear on the employee's social security card.

**7 - UPD "X"** - Required for **CHG/DEL** (1 A/N) - "X" indicates that a line or a field is to be changed or deleted. When this field is marked, the other fields associated with it may be affected. When it is blank, they will not be changed.

**8 - DIST** - Required (2 A/N) - The number of the district to which the adjustment applies.

**9 - SERVICE MM** - Required (2 A/N) - The service month to be adjusted.

**10 - SERVICE YYYY** - Required (4 A/N) - The service year to be adjusted.

**11 - PAY CODE** - Optional (1 A/N) - The pay code used to identify the pay rate. Required if pay rate in field **12** is entered.

Valid values are:

**1** - Monthly

**4** - Hourly

**8** - Daily

**12 - PAY RATE** - Optional (5,2 N) - The employee's pay rate. An entry is required in this field if a pay code in field **11** is entered.

**13 - EARNINGS** - Optional (5,2 N) - The employee earnings subject to the adjustment.

**14** - Optional (1 A/N) - The sign "+" or "-" to indicate a positive or negative amount.

**15 - CONTRIBUTION CODE** - Optional (2 A/N) - It identifies the type of contribution. Required if contribution amount is entered. Valid values are: **0#** for Taxable contributions, **1#** for Tax Deferred contributions.

- 01, 11** - Normal current month contributions
- 02, 12** - Contributions adjustment only
- 03, 13** - Prior month contributions adjustment
- 04, 14** - Receivable payments
- 05, 15** - Retroactive pay contributions adjustment
- 06, 16** - Special compensation adjustment

**16 - CONTRIBUTION AMOUNT** - Optional (4, 2 N) - The amount of the contribution.

**17** - Optional (1 A/N) - The sign "+" or "-" to indicate a positive or negative amount. Must be same sign as earnings.

**18 - SDB** - Optional (1 A/N) - "X" indicates that adjustment is Survivor Death Benefits.

**19 - EPMC** - Optional (1 A/N) - "X" indicates that adjustment is EPMC (Employer Paid Member Contributions).

**20 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The PERS Retirement Contribution Adjustment List screen (**RPAJL**) allows the County Office Retirement Department to list adjustments/corrections to employee PERS contributions. PERS contribution adjustments are made on the **RPADJ** screen. This screen is for use by **COUNTY OFFICE ONLY**.

```

♦RPAJLT005853FEB0701♦♦0102♦          1          2  2:44 PM
                                PERS RETIREMENT CONTRIBUTION ADJUSTMENT LIST
                                99.3.0

---- Adjustment type ----      District      Next SSNO
Employee: ▶3◀ Report: ▶4◀      ▶5◀ ▶      6      ◀

Soc. Sec. No.  Service  ---- Pay ----      Contribution
   7         8  9  10   11  12      Earnings      Code  Amount  SDB EPMC
   7         8  9  10   11  12      13          14    15    16  17

18
    
```

**RPAJL** Screen

**1 - FUNCTION** - Display - The function for this screen will always list. **COUNTY OFFICE ONLY**.

**2 - TIME/VERSION** - Display - The current time and version control number as maintained by the system at the moment the screen was requested.

### ADJUSTMENT TYPE

**3 - EMPLOYEE:** - Optional (1 A/N) - "X" indicates that adjustments which affect the employee's warrant are to be listed. This is the default if fields **3** or field **4** are not marked.

**4 - REPORT:** - Optional (1 A/N) - "X" indicates that adjustments which do NOT affect the employee's warrant are to be listed.

- 
- 5 - DISTRICT** - Optional (2 A/N) - The number of the district for which PERS adjustment information is to be listed.
- 6 - NEXT SSNO** - Optional (12 A/N) - The social security number of the next employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 7 - SOC. SEC. NO.** - Display - The social security number of the employee with hyphens and leading zeroes (Ex. 0123-12-1234).
- 8 - DIST** - Display - The number of the district to which the adjustment applies.
- 9 - SERVICE MM** - Display - The service month adjusted.
- 10 - SERVICE YY** - Display - The service year adjusted.
- 11 - PAY CODE** - Display - The pay code used to identify the pay rate. Valid values displayed are:
- 1 - Monthly
  - 4 - Hourly
  - 8 - Daily
- 12 - PAY RATE** - Display - The employee's pay rate.
- 13 - EARNINGS** - Display - The employee earnings subject to the adjustment followed by "+" or "-" sign.
- 14 - CONTRIBUTION CODE** - Display - Identifies the type of contribution. Valid values displayed are: **0#** for Taxable contributions, **1#** for Tax Deferred contributions.
- 01, 11** - Normal current month contribution
  - 02, 12** - Contributions adjustment only
  - 03, 13** - Prior month contributions adjustment
  - 04, 14** - Receivable payments
  - 05, 15** - Retroactive pay contributions adjustment
  - 06, 16** - Special compensation adjustment
- 15 - CONTRIBUTION AMOUNT** - Display - The amount of contribution followed by "+" or "-" sign.
- 16 - SDB** - Display - "X" indicates that the adjustment is Survivor Death Benefits.
- 17 - EPMC** - Display - 'X' indicates that the adjustment is EPMC (Employer Paid Member Contributions).
- 18 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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**LST**

Used to continue a list when there are more records to display on the screen. **COUNTY OFFICE ONLY.**

**2 - VERSION NUMBER** - Display - The current version control number of the screen.

**ADJUSTMENT TYPE**

**3 - EMPLOYEE:** - Optional (1 A/N) - "X" indicates that the adjustment affects the employee's warrant. This is the default if field **3** or field **4** is blank.

**4 - REPORT:** - Optional (1 A/N) - "X" indicates that the adjustment does NOT affect the employee's warrant. This adjustment will only affect STRS contributions report.

**5 - SOC. SEC. NO.** - Optional (12 A/N) - The social security of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).

**6 - SOCIAL SECURITY NAME** - Display - The last, first, and middle name exactly as it appears on the employee's social security card.

**7 - UPD "X"** - Required for **CHG/DEL** (1 A/N) - "X" indicates that a line or a field is to be changed or deleted. When this field is marked, the other fields associated with it may be affected. When it is blank, they will not be changed.

**8 - DST** - Required (2 A/N) - The number of the district to which the adjustment applies.

**9 - MBR CD** - Required (1 A/N) - The membership code.

Valid values are:

- 1** - Member
- 2** - Non-member
- 6** - STRS CB

**10 - ACT CD** - Required (2 A/N) - The STRS account code used to identify the type of employee.

Valid values are:

- 36** - Reduced workload
- 44** - Daily substitutes in year round school
- 45** - Hourly part-time employees in year round school
- 46** - Employees on paid sabbatical leave in a year round school
- 47** - Monthly employees in a year round school
- 54** - Daily substitutes in conventional school
- 55** - Hourly part-time employees in conventional school
- 56** - Employees on paid sabbatical leave in conventional school
- 57** - Full or part-time monthly employees in conventional school

- 
- 61** - Retirees, disability retirees, and disabilitants who are employed subsequent to their benefit effective date
- 62** - STRS non-members who are full-time members of another public retirement system
- 11 - PAY RATE** - Optional (6, 2 A/N) - Employee's pay rate. This field is required if earnings in field **13** is entered.
- 12 - PAY CODE** - Optional (1 A/N) - Pay code used to identify the pay rate. Required if pay rate in field **10** is entered.  
Valid values are:
- 0** - Annual
  - 1** - Twelve payments per fiscal year
  - 2** - Eleven payments per fiscal year
  - 3** - Ten payments per fiscal year
  - 4** - Hourly
  - 8** - Daily
- 13 - EARNINGS** - Optional (6, 2 A/N) - The employee earnings subject to the adjustment.
- 14** - Required (1 A/N) - The sign "+" or "-" to indicate a positive or negative amount. It must be the same sign as contribution amount.
- 15 - CONTRIBUTION AMOUNT** - Optional (5,2 N) - The amount of the contribution. It is required if contribution code is entered.
- 16** - Required (1 A/N) - The sign "+" or "-" to indicate a positive or negative amount. It must be the same sign as earnings.
- 17 - CONTRIBUTION CODE** - Optional (2 A/N) - It identifies the type of contribution. Required if contribution amount is entered. Valid values are: **0#** for Taxable contributions, **1#** for Tax Deferred contributions.
- 01, 11** - Normal current month contributions
  - 02, 12** - Contribution adjustment only
  - 03, 13** - Prior month contributions adjustment
  - 04, 14** - Receivable payments
  - 05, 15** - Retroactive pay contributions adjustment
  - 06, 16** - Special compensation adjustment
- 18 - SERVICE FROM** - Optional (6 A/N) - Beginning date of service period being adjusted entered as MMDDYY.
- 19 - SERVICE TO** - Optional (6 A/N) - Ending date of service period being adjusted entered as MMDDYY.
- 20 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The STRS Retirement Contribution Adjustment List screen (**RSAJL**) allows the County Office Retirement Department to list adjustments/corrections to employee STRS contributions. STRS contribution adjustments are made on the **RSADJ** screen. This screen is for use by **COUNTY OFFICE ONLY**.

◆RSAJLT005854FEB0701◆0102◆																		
STRS RETIREMENT CONTRIBUTION ADJUSTMENT LIST															2	99.3.0		
----- Adjustment type -----				District			Next SSNO											
Employee: ▶3◀				Report: ▶4◀			▶5◀ ▶		6 ◀									
Soc	Sec no.	Dst	Mbr	Act	---	Pay	---	Contribution		-- Service --								
7	8	9	10		Rate	Cd	Earnings	Amount	Cd	From	To							

18

**RSAJL** Screen

- 1 - FUNCTION - Display** - The function for this screen will always list. **COUNTY OFFICE ONLY**.
- 2 - VERSION NUMBER** - The current version control number of the screen.
- 3 - ADJUSTMENT TYPE - EMPLOYEE:** - Optional (1 A/N) - "X" indicates that adjustments which affect the employee's warrant are to be listed. This is the default if fields **3** or **4** are not marked.
- 4 - ADJUSTMENT TYPE - REPORT:** - Optional (1 A/N) - "X" indicates that adjustments which do NOT affect the employee's warrant are to be listed.
- 5 - DISTRICT** - Optional (2 A/N) - The number of the district for which STRS adjustment information is to be listed.



- 
- 6 - NEXT SSNO** - Optional (12 A/N) - The social security number of the next employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
  - 7 - SOC. SEC. NO** - Display - The social security number with hyphens and leading zeroes.
  - 8 - DST** - Display - The number of the district to which the adjustment applies.
  - 9 - MBR CD** - Display - The membership code.  
Valid values displayed are:
    - 1** - Member
    - 2** - Non-Member
    - 6** - STRS Cash Balance
  - 10 - ACT CD** - Display - The STRS account code used to identify the type of employee.
  - 11 - PAY RATE** - Display - The employee's pay rate.
  - 12 - PAY CD** - Display - The pay code used to identify the pay rate.  
Valid values displayed are:
    - 0** - Annual
    - 1** - Twelve payments per fiscal year
    - 2** - Eleven payments per fiscal year
    - 3** - Ten payments per fiscal year
    - 4** - Hourly
    - 8** - Daily
  - 13 - EARNINGS** - Display - The employee earnings subject to the adjustment followed by "+" or "-".
  - 14 - CONTRIBUTION AMOUNT** - Display - The amount of contribution followed by "+" or "-".
  - 15 - CONTRIBUTION CODE** - Display - Identifies the type of contribution. Valid values displayed are: **0#** for Taxable contributions, **1#** for Tax Deferred contributions.
    - 01, 11** - Normal current month contributions
    - 02, 12** - Contribution adjustment only
    - 03, 13** - Prior month contributions adjustment
    - 04, 14** - Receivable payments
    - 05, 15** - Retroactive pay contributions adjustment
    - 06, 16** - Special compensation adjustment
  - 16 - SERVICE FROM** - Display - Beginning date of service period being adjusted displayed as MMDDYY.

**17 - SERVICE TO** - Display - Ending date of service period being adjusted displayed as MMDDYY.

**18 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Retired and Terminated Employee Benefits Continuation List screen (**RTBEL**) provides a way of listing all the continuing benefits on file for terminated or retired employees.

```

RTBELT005854FEB07010102 1 2
      RETIRED AND TERMINATED EMPLOYEE BENEFIT CONTINUATION LIST 99.3.0
Soc. Sec. No.  Warrant last name  First name  Middle name
 3             4                 5           6
Start/Term: Code: 7  Date: 8

----- Employee -----
Vend-Sub  Start  Stop  Amount Available  Start  Stop  Amount  Date last
 9         10    11    12         13    14    15    16
processed

17
    
```

## RTBEL Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Same as LST.

**LST**

Display a list of benefits and deductions for a retired or terminated employee beginning with the first vendor entered.

**NXT**

Get the next sequential employee on file beginning with the "NEXT" vendor-sub fields.

**2 - DISTRICT NAME/VERSION** - Display - The name of the district and the current version control number of the screen.

**3 - SOC. SEC. NO.** - Optional (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234). If entered, the INQ or LST will begin with this employee. If not, the first employee with a **RTBEN** record on file will display.

**4 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.

**5 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.

**6 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.

## **START/TERM:**

**7 - CODE:** - Display - The two digit Start/Termination code of the employee.

**8 - DATE:** - Display - The Start/Termination date of the employee.

**9 - VENDOR-SUB** - Display - The vendor and vendor-sub number associated with a vendor.

## **EMPLOYEE**

**10 - START** - Display - The start date of the employee's contribution.

**11 - STOP** - Display - The stop date of the employee's contribution.

**12 - AMOUNT AVAILABLE** - Display - The amount of the employee's contribution.

## **EMPLOYER**

**13 - START** - Display - The start date of the employer's contribution.

**14 - STOP** - Display - The stop date of the employer's contribution.

**15 - AMOUNT** - Display - The amount of the employer's contribution.

**16 - DATE LAST PROCESSED** - Display - Date the employee or employer contribution was last processed.

**17 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Retired and Terminated Employee Benefits Continuation screen (**RTBEN**) is used to set up and maintain continuing health, welfare and life insurance benefits for retired or terminated employees including the associated expense distribution. The employee must be terminated or retired on the **EMPLY** screen and the PAY FREQ should equal "M". (This insures the record will be processed at month end.)

```

♦RTBENT006628FEB2101♦♦0102♦          1 ♦          2 00.0914
      RETIRED AND TERMINATED EMPLOYEE BENEFITS CONTINUATION
  Soc. Sec. No.   Warrant last name   First name   Middle name
  3             4                   5           6
  Vendor-sub     Vendor full name     Sub code description
  7             8                   9           10
  ----- Termination -----
  Code: 11 Date: 12           Contribution   Date last processed
                               on emp rec Y/N 13         14

EMPLOYEE CONTRIBUTIONS:
- Start -- -- Stop --
Month/Year Month/Year   Amount   Funds provided   Funds currently
 15         16         17         18         19         20         21         22         23
EMPLOYER CONTRIBUTIONS:
- Start -- -- Stop --
Month/Year Month/Year   Amount   28

EXPENSE DISTRIBUTION:
F Yr Fund Resource Goal Function Object Sch Loc C C Prj
 29     30     31     32     33     34     35     36     37     38     39     40     41     42
 43
  
```

## RTBEN Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a benefit continuation record for a retired or terminated employee.

**CHG**

Change or update benefit continuation information.

**DEL**

Delete benefit continuation records.

**INQ**

Inquire about benefit continuation information.

**LST**

Same as INQ.

**PAY**

Update the FUNDS CURRENTLY AVAILABLE field by the amount entered in the FUNDS PROVIDED BY THE EMPLOYEE field.

**NXT**

Get the next sequential benefit continuation record in warrant name sequence.

NOTE: Use the ADD function to enter the initial **RTBEN** record. As a separate transaction, after the initial record is added, use the PAY function to enter the amount received from the employee in the FUNDS PROVIDED BY EMPLOYEE field. After the XMIT, this amount will be displayed in the FUNDS CURRENTLY AVAILABLE field.

- 2 - DISTRICT NAME/VERSION NUMBER** - Display - The name of the district and the current version control number of the screen.
- 3 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 4 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee to display. If name or social security number is not entered, the lookup is by the first person in name sequence.
- 5 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 6 - MIDDLE NAME** - Optional (12 A/N) - The middle name of the employee.
- 7 - VENDOR** - Required (5 A/N) - A number associated with a vendor. The only vendors entered on this screen are:
  - 32000 - 39999** - Health and Welfare
  - 40000 - 49999** - Life and Disability
- 8 - SUB** - Required (2 A/N) - A number associated with a vendor to further identify the type of benefit deduction.
- 9 - VENDOR FULL NAME** - Display - The full name of a vendor.
- 10 - SUB CODE DESCRIPTION** - Display - The description associated with a specific vendor/sub vendor.

**TERMINATION**

**11 - CODE:** - Display - Employee termination code. Valid codes and descriptions are:

- 28 - Retired and working
- 30 - Resigned
- 31 - Retired
- 32 - Death
- 33 - Transferred to other county district
- 34 - On leave of absence
- 35 - Laid off
- 36 - Unpaid sabbatical leave
- 37 - Release with cause
- 38 - Other
- 39 - Early retirement

**12 - DATE:** - Display - Date of the employee's termination.

**13 - CONTRIBUTION ON EMP REC Y/N** - Display - Contributions on employee deduction record Y/N. If this field contains a "Y" the deduction or benefit contributions are entered using this screen. If it is an "N" the contribution is found on the **BDSUB** record.

**14 - DATE LAST PROCESSED** - Display - This is the period ending date the **RTBEN** record was last processed.

**VALID CONTRIBUTION COMBINATIONS** - The following combinations of start and stop months and years are valid for fields **15** through **18** and **24** through **27**:

	<i>Start</i>	<i>Start</i>	<i>Stop</i>	<i>Stop</i>
	<i>Month</i>	<i>Year</i>	<i>Month</i>	<i>Year</i>
1.	blank	blank	blank	blank
2.	X	X	blank	blank
3.	blank	blank	X	X
4.	X	X	X	X

Contributions will be processed on the employee's regular pay frequency as indicated on **EMPLY**.

1. Benefit will process each month beginning with the employee's next regular pay cycle.
2. Benefit will process continuously each month beginning with the start month and start year entered.
3. Benefit will process each month beginning with the next regular pay cycle and ending when the stop month and stop year are reached.

4. Benefit will process each month beginning with the start month and start year entered and ending when the stop month and stop year are reached.
- 15 - EMPLOYEE CONTRIBUTIONS START MONTH** - Optional (2 A/N) - The month employee contributions are to start (ex. 09). See VALID CONTRIBUTION COMBINATIONS.
- 16 - EMPLOYEE CONTRIBUTIONS START YEAR** - Optional (4 A/N) - The year employee contributions are to start (ex. 2000). See VALID CONTRIBUTION COMBINATIONS.
- 17 - EMPLOYEE CONTRIBUTIONS STOP MONTH** - Optional (2 A/N) - The month employee contributions are to stop (ex. 06). See VALID CONTRIBUTION COMBINATIONS.
- 18 - EMPLOYEE CONTRIBUTIONS STOP YEAR** - Optional (4 A/N) - The year employee contributions are to stop (ex. 2000). See VALID CONTRIBUTION COMBINATIONS.
- 19 - EMPLOYEE CONTRIBUTIONS AMOUNT** - Optional (4,2 N) - The amount paid by the retired or terminated employee each month to continue the employee benefit.
- 20 - FUNDS PROVIDED BY EMPLOYEE** - Optional (4,2 N) - The amount of the personal check paid by the retired or terminated employee to continue benefits.
- 21 - Display** - The sign "+" or "-" to indicate a positive or negative amount.
- 22 - FUNDS CURRENTLY AVAILABLE** - Display - Total amount of funds made available by the employee to the district as the employee contribution for continuing benefits. This field automatically displays a reduction in funds available as payments are made to the vendor.
- 23 - Display** - The sign "+" or "-" to indicate a positive or negative amount.
- 24 - EMPLOYER CONTRIBUTIONS START MONTH** - Optional (2 A/N) - The month employer contributions are to start (ex. 09). See VALID CONTRIBUTION COMBINATIONS.
- 25 - EMPLOYER CONTRIBUTIONS START YEAR** - Optional (4 A/N) - The year employer contributions are to start (ex. 2000). See VALID CONTRIBUTION COMBINATIONS.
- 26 - EMPLOYER CONTRIBUTIONS STOP MONTH** - Optional (2 A/N) - The month employer contributions are to stop (ex. 06). See VALID CONTRIBUTION COMBINATIONS.



**27 - EMPLOYER CONTRIBUTIONS STOP YEAR** - Optional (4 A/N) - The year employer contributions are to stop (ex. 2000). See VALID CONTRIBUTION COMBINATIONS.

**28 - EMPLOYER CONTRIBUTIONS AMOUNT** - Optional (4,2 N) - The amount paid by the employer each month to continue the employee benefit.

**EXPENSE DISTRIBUTION:** Required for EMPLOYER AMOUNT.

**29 - F YR** - Optional (4 N) – Default to the current fiscal year.

THE FOLLOWING ACCOUNT STRUCTURE MUST EXIST IN **SACTE**:

**30 - FUND** - Optional (2 N) - The two digit fund number used to describe a validated SACS payroll chart of accounts entry.

**31 - SUB FUND** - Optional (2 N) - The sub-fund number for the SACS payroll chart of accounts number.

**32 - RESOURCE** - Optional (4 N) - The four digit resource number.

**33 - SUB-RESOURCE** - Optional (3 N) - The three digit sub-resource

**34 - GOAL** - Optional (4 N) - The four digit goal.

**35 - FUNCTION** – Optional ( 4 N) - The four digit function.

**36 - SUB-FUNCTION** – Optional (3 N) - The three digit sub-function

**37 - OBJECT** – Optional (4 N) - The four digit object number. Retired employees with a term code 31 & 39 must use **OBJECT # 3701 or 3702**. Employees termed with code 34 use **OBJECT # 3401 or 3402**.

**38 - SUB-OBJECT** – Optional (3 N) - The three digit object –sub.

**39 - SCHOOL** – Optional (3 N) - The three digit school.

**40 - LOC** - Optional (3 A/N) - The three digit location number.

**41 - COST CENTER** – Optional (3 A/N) - The three digit cost center.

**42 - PROJECT YEAR** – Optional (1 A/N) – The project year.

**43 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The STRS Edit Report Correction screen (**SEEDIT**) provides the County Office Retirement Department the ability to edit certain fields on an employee's contribution record. It is used during the correction process before the final monthly report is sent to STRS. This screen is for use by **COUNTY OFFICE ONLY**.

```

♦SEEDIT005858FEB0701♦♦0102♦          ▶ 1 ◀          2 99.3.0
                                STRS EDIT REPORT CORRECTION

FISCAL YEAR: ▶ 3 ◀          REPORT MONTH: ▲ 4 ◀
LINE: ▲ 5 ◀          DISTRICT: 6          SSNO: 7
                                8

MEMB      ACCT      ----- PAY -----
CODE      CODE      CODE      RATE          EARNINGS
▲9 ◀      ▲10 ◀      11 ◀ ▲      12 ◀          13

----- CONTRIBUTION -----          --- SERVICE PERIOD ---
RATE      CODE      AMOUNT          BEGIN DATE      END DATE
▲ 14 ◀    ▲15 ◀      16          ▶ 17 ◀ ◀ ▶ 18 ◀ ◀

                                NEXT LINE: ▲ 19 ◀

20
  
```

## SEEDIT Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

### INQ

Inquire on an employee's contribution details. **COUNTY OFFICE ONLY.**

### CHG

Change or update STRS contribution records. **COUNTY OFFICE ONLY.**

### DEL

Delete STRS contribution records. **COUNTY OFFICE ONLY.**

### NXT

Get the next sequential contribution record. **COUNTY OFFICE ONLY.**

**2 - VERSION NUMBER** - Display - The current version control number of the screen.

- 3 - FISCAL YEAR:** - Required (4 A/N) - The fiscal year of the contribution record. The current fiscal year is the default.
- 4 - REPORT MONTH** - Required (2 A/N) - The month of the contribution report.
- 5 - LINE:** - Required (6 A/N) - The line number of the report.
- 6 - DISTRICT:** - Display - The two digit number of the district.
- 7 - SSNO:** - Display - The social security with hyphens and leading zeroes.
- 8 - SOCIAL SECURITY NAME** - Display - The last, first and middle names exactly as they appear on the employee's social security card.
- 9 - MEMB CODE** - Optional (1 A/N) - The membership code. Valid values are:
  - 1 - Member
  - 2 - Non-member
- 10 - ACCT CODE** - Optional (2 A/N) - The STRS account code used to identify the type of employee. Valid values are:
  - 36 - Reduced workload
  - 44 - Daily substitutes in year round school
  - 45 - Hourly part-time employees in year round school
  - 46 - Employees on paid sabbatical leave in a year round school
  - 47 - Monthly employees in a year round school
  - 54 - Daily substitutes in conventional school
  - 55 - Hourly part-time employees in conventional school
  - 56 - Employees on paid sabbatical leave in conventional school
  - 57 - Full or part-time monthly employees in conventional school
  - 61 - Retirees, disability retirees, and disabilitants who are employed subsequent to their benefit effective date
  - 62 - STRS non-members who are full-time members of another public retirement system
- 11 - PAY CODE** - Optional (1 A/N) - Pay code used to identify the pay rate. Valid values are:
  - 0 - Annual
  - 1 - Twelve payments per fiscal year
  - 2 - Eleven payments per fiscal year
  - 3 - Ten payments per fiscal year
  - 4 - Hourly
  - 8 - Daily
- 12 - PAY RATE** - Optional (6 A/N) - The employee's pay rate.

- 13 - EARNINGS** - Display - The employee earnings followed by a "+" or "-" sign.
- 14 - CONTRIBUTION RATE** - Optional (,4 A/N) - The contribution rate of the employee.
- 15 - CONTRIBUTION CODE** - Optional (2 A/N) - It identifies the type of contribution. Required if contribution amount is entered. Valid values are: **0#** for Taxable contributions, **1#** for Tax Deferred contributions
- 01, 11** - Normal current month contributions
  - 02, 12** - Contributions only
  - 03, 13** - Prior month contributions
  - 04, 14** - Receivable payments
  - 05, 15** - Retroactive pay contributions
  - 06, 16** - Special compensation
- 16 - CONTRIBUTION AMOUNT** - Display - The amount of the contribution followed by a "+" or "-".

## SERVICE PERIOD

- 17 - BEGIN DATE** - Optional (10 A/N) - Beginning date of service period displayed as MM-DD-YYYY.
- 18 - END DATE** - Optional (10 A/N) - Ending date of service period displayed as MM-DD-YYYY.
- 19 - NEXT LINE:** - Optional (5 A/N) - Use to transmit on the current screen and request another line of contributions record.
- 20 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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**4 - REPORT MONTH** - Required (2 A/N) - The month of the contribution report. The default is the current month.

**ORIGINAL**

**5 - LINE:** - Required - The report line number of the record.

**6 - SSNO:** - Display - The social security number with hyphens and leading zeroes.

**7 - SOCIAL SECURITY NAME** - Display - The last, first and middle names exactly as they appear on the employee's social security card.

**8 - MEMB** - Display - The membership code. Valid values displayed are:

- 1 - Member
- 2 - Non-Member

**9 - ACCT** - Display - The STRS account code used to identify the type of employee. Valid values displayed are:

- 36 - Reduced workload
- 44 - Daily substitutes in year round school
- 45 - Hourly part-time employees in year round school
- 46 - Employees on paid sabbatical leave in a year round school
- 47 - Monthly employees in a year round school
- 54 - Daily substitutes in conventional school
- 55 - Hourly part-time employees in conventional school
- 56 - Employees on paid sabbatical leave in conventional school
- 57 - Full or part-time monthly employees in conventional school
- 61 - Retirees, disability retirees, and disabilitants who are employed subsequent to their benefit effective date
- 62 - STRS non-members who are full-time members of another public retirement system

**10 - PAY CD** - Display - Pay code used to identify the pay rate. Valid values displayed are:

- 0 - Annual
- 1 - Twelve payments per fiscal year
- 2 - Eleven payments per fiscal year
- 3 - Ten payments per fiscal year
- 4 - Hourly
- 8 - Daily

**11 - PAY RATE** - Display - The employee's pay rate.

**12 - EARNINGS** - Display - The employee earnings.

---

**13 - CONTRIBUTION RATE** - Display - The contribution rate.

**14 - CONTRIBUTION CD** - Display - It identifies the type of contribution. Valid values displayed are: **0#** for Taxable contributions, **1#** for Tax Deferred contributions.

**01, 11** - Normal current month contributions

**02, 12** - Contribution only

**03, 13** - Prior month contributions

**04, 14** - Receivable payments

**05, 15** - Retroactive pay contributions

**06, 16** - Special compensation

**15 - CONTRIBUTION AMOUNT** - Display - The amount of the contribution followed by "+" or "-" sign.

### **SERVICE PERIOD**

**16 - BEGIN** - Display - Beginning date of service period displayed as MM-DD-YYYY.

**17 - END** - Display - Ending date of service period displayed as MM-DD-YYYY.

### **NEW**

**18 - MEMB** - Required (1 A/N) - The membership code. Valid values are:

**1** - Member

**2** - Non-Member

**19 - ACCT** - Required (2 A/N) - The STRS account code used to identify the type of employee. Valid values are:

**36** - Reduced workload

**44** - Daily substitutes in year round school

**45** - Hourly part-time employees in year round school

**46** - Employees on paid sabbatical leave in a year round school

**47** - Monthly employees in a year round school

**54** - Daily substitutes in conventional school

**55** - Hourly part-time employees in conventional school

**56** - Employees on paid sabbatical leave in conventional school

**57** - Full or part-time monthly employees in conventional school

**61** - Retirees, disability retirees, and disabilitants who are employed subsequent to their benefit effective date

**62** - STRS non-members who are full-time members of another public retirement system

**20 - PAY CODE** - Required (1 A/N) - Pay code used to identify the pay rate. Valid values are:

- 0** - Annual
- 1** - Twelve payments per fiscal year
- 2** - Eleven payments per fiscal year
- 3** - Ten payments per fiscal year
- 4** - Hourly
- 8** - Daily

**21 - PAY RATE** - Required (6,2 N) - The employee's pay rate.

**22 - EARNINGS** - Optional (6,2 N) - The employee earnings.

**23 - Display** - The sign "+" or "-" to indicate a positive or negative amount.

**24 - CONTRIBUTION RATE** - Required (,4 N) - The contribution rate.

**25 - CONTRIBUTION CODE** - Required (2 A/N) - It identifies the type of contribution. Valid values are: **0#** for Taxable contributions, **1#** for Tax Deferred contributions.

- 01, 11** - Normal current month contributions
- 02, 12** - Contribution only
- 03, 13** - Prior month contributions
- 04, 14** - Receivable payments
- 05, 15** - Retroactive pay contributions
- 06, 16** - Special compensation

**26 - CONTRIBUTION AMOUNT** - Display - The amount of contribution.

**27 - Display** - The sign "+" or "-" to indicate a positive or negative amount.

**28 - SERVICE BEG/END** - Required (10 A/N)/(10 A/N) - Beginning and ending date of service period entered as MM-DD-YYYY.

**29 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Employee Year-to-Date / W-2 Adjustments screen (**W2ADJ**) provides a method to adjust the W-2 information for an employee in a specified district. Valid transaction codes for W-2 adjustments are displayed at the bottom of the screen. **COUNTY OFFICE ONLY.**

```

W2ADJT017844NOU189609611
EMPLOYEE YEAR-TO-DATE / W-2 ADJUSTMENTS 2 96.3.0
C-year Dist Soc. Sec. No. Soc. Sec. Name
Trans code: 7
Full Gross 8 Flexben Ctrbs 21
W-2 Gross 10 EIC Recvd 22
Soc Sec Gro 11 W/C Recvd 23
Soc Sec W/H 12 Grp Trm Life 24
Medicare Gro 13 457(f) Ctrbs 25
Medicare W/H 14 Sck not Incl 26
Federal W/H 15 BusExp = Govt 27
State W/H 16 Uncol Soc Sec 28
Tax Def Ret 17 Uncol Medicare 29
TSA Contribs 18 Dep Care Benft 30
ARS Contribs 19 Frng Incl Gro 31
STRS Cash Bal 20
Comments: 32

Trans codes: 33
A - Reimbursements D - Vehicle/persnl use H - 125c Dependent care
B - Auto allow thru P/R E - Moving expenses I - Adjmts / Error correction
C - Auto allow not thru P/R F - Excess life ins J - Uncoll. SocSec / Medicare
G - 3rd party sick pay K - Persnl ck - salry ovrrpynt
Next screen 34
35
    
```

W2ADJ Screen

1 - **FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add an adjustment.

**CHG**

Change or update existing information.

**DEL**

Delete the record.

**INQ**

Inquire on an existing record.

2 - **VERSION NUMBER** - Display - The current version control number of the screen.

- 
- 3 - C-YEAR** - Required (4 A/N) - The four digit calendar year desired. The default is the current calendar year.
- 4 - DIST** - Required (2 A/N) - The two digit district number.
- 5 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens. (Ex. 123-12-1234 or 123121234)
- 6 - SOC. SEC. NAME** - Display - The social security name of the employee.
- 7 - TRANS CODE:** - Required (1 A/N) - The transaction code for the W-2 adjustment.  
Valid values are:
- A** - Reimbursements
  - B** - Auto allowance through P/R
  - C** - Auto allowance not through P/R
  - D** - Vehicle/personal use
  - E** - Moving expenses
  - F** - Excess life insurance
  - G** - 3rd party sick pay
  - H** - 125c Dependent care
  - I** - Adjustments/Error correction
  - J** - Uncollected Social Security/Medicare
  - K** - Personal check - salary overpayment
- 8 - FULL GROSS** - Optional (10,2 N) - The employee's W-2 adjustment transaction total gross dollar amount for the selected calendar year.
- 9 - Display** - The sign "+" or "-" to indicate a positive or negative amount.
- 10 - W-2 GROSS** - Optional (10,2 N) - The employee's W-2 adjustment transaction gross dollar amount for the selected calendar year.
- 11 - SOC SEC GRO** - Optional (10,2 N) - The W-2 adjustment transaction for the employee's wages that are subject to social security for the selected calendar year.
- 12 - SOC SEC W/H** - Optional (10,2 N) - The W-2 adjustment transaction amount of social security that has been withheld from the employee's wages for the selected calendar year.
- 13 - MEDICARE GRO** - Optional (10,2 N) - The W-2 adjustment transaction for the employee's wages that are subject to medicare for the selected calendar year.
- 14 - MEDICARE W/H** - Optional (10,2 N) - The W-2 adjustment transaction amount of medicare that has been withheld from the employee's wages for the selected calendar year.

- 15 - FEDERAL W/H** - Optional (10,2 N) - The W-2 adjustment transaction amount of federal taxes that has been withheld from the employee's wages for the selected calendar year.
- 16 - STATE W/H** - Optional (10,2 N) - The W-2 adjustment transaction amount of state taxes that has been withheld from the employee's wages for the selected calendar year.
- 17- TAX DEF RET** - Optional (10,2 N) - The W-2 adjustment transaction amount of PERS, STRS or CERS that has been withheld from the employee's wages for the selected calendar year.
- 18 - TSA CONTRIBS** - Optional (10,2 N) - The W-2 adjustment transaction amount of the employee's contributions into tax shelter annuities for the selected calendar year.
- 19 - ARS CONTRIBS** - Optional (10,2 N) - The W-2 adjustment transaction amount of the employee's contributions into an alternative retirement system for the selected calendar year.
- 20 - STRS CASH BAL** - Optional (10,2 N) - The W-2 adjustment transaction amount of the employee's contributions into STRS Cash Balance retirement system for the selected calendar year.
- 21 - FLEXBEN CTRBS** - Optional (10,2 N) - The W-2 adjustment transaction amount of the employee's contributions into 125c plans for the selected calendar year.
- 22 - EIC RECVD** - Optional (10,2 N) - The W-2 adjustment transaction amount of the earned income credit received by the employee for the selected calendar year.
- 23 - W/C RECVD** - Optional (10,2 N) - The W-2 adjustment transaction amount of the worker's compensation abatements processed for the employee for the selected calendar year.
- 24 - GRP TRM LIFE** - Optional (10,2 N) - The W-2 adjustment transaction amount of the premiums for Group Term Life insurance in excess of \$50,000.00 paid for the employee by the district.
- 25 - 457(F) CTRBS** - Optional (10,2 N) - The W-2 adjustment transaction amount of the 457(f) contributions by the employee for the selected calendar year.
- 26 - SCK NOT INCL** - Optional (10,2 N) - The W-2 adjustment transaction amount of 3rd party sick pay received by the employee from a 3rd party (normally an insurance company) that is not taxable.
- 27 - BUSEXP = GOVT** - Optional (10,2 N) - The W-2 adjustment transaction amount of the business expenses withheld from the employee for the selected calendar year.

- 28 - UNCOL SOC SEC** - Optional (10,2 N) - The W-2 adjustment transaction amount of social security tax not withheld from the employee's pay on premiums for group term life insurance in excess of \$50,000.00 paid for the employee by the district. (This is for retirees not working only)
- 29- UNCOL MEDICARE** - Optional (10,2 N) - The W-2 adjustment transaction amount of medicare tax not withheld from the employee's pay on premiums for group term life insurance in excess of \$50,000.00 paid for the employee by the district. (This is for retirees not working only).
- 30- DEP CARE BENFT** - Optional (10,2 N) - The W-2 adjustment transaction amount of dependent care premiums paid by the employer to the employee or incurred on employee's behalf for the selected calendar year.
- 31- FRING INCL GRO** - Optional (10,2 N) - The W-2 adjustment transaction amount of taxable benefits paid to the employee.
- 32 - COMMENTS:** - Optional (60 A/N) - A freeform area for comments to be entered.
- 33 - TRANS CODES** - Display - The valid transaction codes and descriptions for W-2 adjustments.
- 34 - NEXT SCREEN** - Optional (5 A/N) - Use to request another system screen.
- 35 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The District W-2 Adjustment Totals screen (**W2TOT**) is used to list total W-2 adjustments by calendar year, district number, transaction code, and processed status for a specific date range. Information may be requested on this screen by **COUNTY OFFICE ONLY**.

```

W2TOT019263NOU259649611
DISTRICT W-2 ADJUSTMENT TOTALS                2 963.0
Calendar Year : >3<
District No.  : >4<      5
Trans Code   : >6<      7
Processed(U,P,B) : >8<
Date Range(Blank = YTD) >11< <> 12 <
(U)rocessed 9
(P)rocessed 10
(B)otl 13
-----
FULL GROSS : 14
W2 GROSS   : 15
SOC SEC GROSS : 16
SOC SEC WITHHELD : 17
MEDICARE GROSS : 18
MEDICARE WITHHELD : 19
FEDERAL WITHHELD : 20
STATE WITHHELD : 21
TAX DEF RET : 22
TSA CONTRIBUTIONS : 23
ARS CONTRIBUTIONS : 24
CB CONTRIBUTIONS : 25
FLEX BEN CONTRIBS : 26
EIC RECEIVED : 27
WORK COMP RECEIVED : 28
GROUP TERM LIFE : 29
457 (f) CONTRIBS : 30
SICK NOT INCL : 31
BUS EXP = GOUT : 32
UNCOLL SOC SEC : 33
UNCOLL MEDICARE : 34
DEP CARE BENEFIT : 35
FRING INCL IN GROSS : 36
NEXT SCRE.I: >38<
37
39
  
```

### W2TOT Screen

- 1 - FUNCTION** - The function of this screen will always list.
- 2 - VERSION NUMBER** - Display - The current version control number of the screen.
- 3 - CALENDAR YEAR** - Required (4 A/N) - The calendar year of district W-2 adjustments to display. Default is current calendar year.
- 4 - DISTRICT NO.** - Required (2 A/N) - The unique two digit number assigned to each district.
- 5 - Display** - The place where the district name will display.

- 
- 6 - TRANS CODE:** - Optional (1 A/N) - Transaction code of W-2 adjustments to display. Default is blank for total of all codes.  
Valid values are:
- Blank** - All Transaction Codes
  - A** - Reimbursements
  - B** - Auto Allowance through Payroll
  - C** - Auto Allowance not through Payroll
  - D** - Vehicle for Personal Use
  - E** - Moving Expenses
  - F** - Excess Life Insurance
  - G** - 3rd Party Sick Pay
  - H** - 125C Dependent Care
  - I** - Adjustments / Error Correction
  - J** - Uncollected Soc. Sec. / Medicare
  - K** - Personal Check - Salary Overpayment
- 7 - Display** - The place where the description of the specific transaction code requested will display.
- 8 - PROCESSED (U,P,B)** - Optional (1 A/N) - The processed code of W-2 adjustment totals to display. Default is "B" for both.  
Valid values are:
- U** - Unprocessed
  - P** - Processed
  - B** - Both
- 9 - (U)NPROCESSED** - The place where the total count of unprocessed W-2 adjustment transactions will display.
- 10 - (P)ROCESSED** - The place where the total count of processed W-2 adjustment transactions will display.
- 11 - DATE RANGE(BLANK = YTD)** - Optional (10 A/N) - The beginning MM/DD/YYYY date range of W-2 adjustment transactions displayed.
- 12 - DATE RANGE(BLANK = YTD)** - Optional (10 A/N) - The ending MM/DD/YYYY of date range of W-2 adjustment transactions displayed.
- 13 - BOTH** - The place where the total count of unprocessed and processed W-2 adjustment transactions will display.
- 14 - FULL GROSS** - Display - The employee's W-2 adjustment transaction total gross dollar amount for the selected calendar year.

- 15 - W2 GROSS** - Display - The employee's W-2 adjustment transaction gross dollar amount for the selected calendar year.
- 16 - SOC SEC GROSS** - Display - The employee's W-2 adjustment transaction wages that are subject to social security for the selected calendar year.
- 17 - SOC SEC WITHHELD** - Display - The W-2 adjustment transaction amount of social security that has been withheld from the employee's wages for the selected calendar year.
- 18 - MEDICARE GROSS** - Display - The employee's W-2 adjustment transaction wages that are subject to medicare for the selected calendar year.
- 19 - MEDICARE WITHHELD** - Display - The W-2 adjustment transaction amount of medicare that has been withheld from the employee's wages for the selected calendar year.
- 20 - FEDERAL WITHHELD** - Display - The W-2 adjustment transaction amount of federal taxes that has been withheld from the employee's wages for the selected calendar year.
- 21 - STATE WITHHELD** - Display - The W-2 adjustment transaction amount of state taxes that has been withheld from the employee's wages for the selected calendar year.
- 22 - TAX DEF RET** - Display - The W-2 adjustment transaction amount of PERS, STRS or CERS that has been withheld from the employee's wages for the selected calendar year.
- 23 - TSA CONTRIBUTIONS** - Display - The W2 adjustment transaction amount of employee's contributions into tax shelter annuities for the selected calendar year.
- 24 - ARS CONTRIBUTIONS** - Display - The W2 adjustment transaction amount of employee's contributions into an alternative retirement system for the selected calendar year.
- 25 - CB CONTRIBUTIONS** - Display - The cash balance adjustment amount of the employee's contributions in the STRS Cash Balance system for the selected calendar year.
- 26 - FLEX BEN CONTRIBS** - Display - The W2 adjustment transaction amount of employee's contributions into 125c plans for the selected calendar year.
- 27 - EIC RECEIVED** - Display - The W2 adjustment transaction amount of earned income credit received by the employee for the selected calendar year.
- 28 - WORK COMP RECEIVED** - Display - The W2 adjustment transaction amount of worker's compensation abatements processed for the employee for the selected calendar year.
- 29 - GROUP TERM LIFE** - Display - The W2 adjustment transaction amount of premiums for Group Term Life insurance in excess of \$50,000.00 paid for the employee by the district.

- 30 - 457 (F) CONTRIBS** - Display - The W2 adjustment transaction amount of 457(f) contributions by the employee for the selected calendar year.
  
- 31 - SCK NOT INCL** - Display - The W2 adjustment transaction amount of 3rd party sick pay received by the employee from a 3rd party (normally an insurance company) that is not taxable.
  
- 32 - BUS EXP = GOVT** - Display - The W2 adjustment transaction amount of business expenses withheld from the employee for the selected calendar year.
  
- 33 - UNCOLL SOC SEC** - Display - The W2 adjustment transaction amount of social security tax not withheld from the employee's pay on premiums for group term life insurance in excess of \$50,000.00 paid for the employee by the district. (This is for retirees not working only)
  
- 34 - UNCOLL MEDICARE** - Display - The W2 adjustment transaction amount of medicare tax not withheld from the employee's pay on premiums for group term life insurance in excess of \$50,000.00 paid for the employee by the district. (This is for retirees not working only)
  
- 35 - DEP CARE BENEFIT** - Display - The W2 adjustment transaction amount of dependent care premiums paid by the employer to the employee or incurred on employee's behalf for the selected calendar year.
  
- 36 - FRING INCL IN GROSS** - Display - The W2 adjustment transaction amount of taxable benefits paid to the employee.
  
- 37** - Display - The place where any messages or information from the screen will be displayed.
  
- 38 - NEXT SCREEN** - Optional - Use to request another system screen.
  
- 39 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Retired and Terminated Employee Benefits Continuation screen (**RTBN3**) is used to set up and maintain continuing health, welfare and life insurance benefits for retired or terminated employees including the associated expense distribution. The employee must be terminated or retired on the **EMPLY** screen and the PAY FREQ should equal "M". (This insures the record will be processed at month end.)

```

RTBENT001013MAR0394<<§9403<<      >> 1 <<      2  DI FLORA'S DISTRICT SCHOOL DIS
RETIRED AND TERMINATED EMPLOYEE BENEFITS CONTINUATION
  Soc. Sec. No.      Warrant last name      First name      Middle name
>> 3 << >>      4 << >>      5 << >>      6
Vendor-sub      Vendor full name      Sub code description
>> 7 <<->> 8 <<      9      10
      11      12      Contribution      Date last processed
      on emp rec Y/N §13<      § 14 <<
EMPLOYEE CONTRIBUTIONS:
- Start -- -- Stop --
Month Year  Month Year      Amount      Funds provided      Funds currently
>>15<< >>16<< >>17<< >>18<< ± 19 <<      ± 20 <<21<      § 22 <<§23<
EMPLOYER CONTRIBUTIONS:
- Start -- -- Stop --
Month Year  Month Year      Amount
>>24<< >>25<< >>26<< >>27<< ± 28 <<
EXPENSE DISTRIBUTION:
F Yr      Fund Object-Sub  Fld1  Fld2  Fld3  Fld4
±29<<      >>30<< >> 31 <<>32<< >> 33 <<> 34 <<> 35 <<> 36 <<
37
( 1, 1)      Fm FX CAPSLOCK Ins L Page 1 >>@<<
  
```

## RTBN3 Screen

1 - **FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a benefit continuation record for a retired or terminated employee.

**CHG**

Change or update benefit continuation information.

**DEL**

Delete benefit continuation records.

**INQ**

Inquire about benefit continuation information.

**LST**

Same as INQ.

**PAY**

Update the FUNDS CURRENTLY AVAILABLE field by the amount entered in the FUNDS PROVIDED BY THE EMPLOYEE field.

**NXT**

Get the next sequential benefit continuation record in warrant name sequence.

NOTE: Use the ADD function to enter the initial RTBEN record. As a separate transaction, after the initial record is added, use the PAY function to enter the amount received from the employee in the FUNDS PROVIDED BY EMPLOYEE field. After the XMIT, this amount will be displayed in the FUNDS CURRENTLY AVAILABLE field.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - SOC. SEC. NO.** - Required (12 A/N) - The social security of the employee. May be entered with or without hyphens (Ex. 0123-12-1234, 123121234).
- 4 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee to display. If name or social security number are not entered, the default is the first person on file.
- 5 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 6 - MIDDLE NAME** - Optional (12 A/N) - The middle name of the employee.
- 7 - VENDOR** - Required (4 A/N) - A number associated with a vendor. The only vendors entered on this screen are:
  - 3200-3999** - Health and Welfare
  - 4000-4999** - Life and Disability
- 8 - SUB** - Required (2 A/N) - A number associated with a vendor to further identify the type of benefit deduction.
- 9 - VENDOR FULL NAME** - Display - The full name of a vendor.
- 10 - SUB CODE DESCRIPTION** - Display - The description associated with a specific vendor/sub vendor.

**TERMINATION**

**11 - CODE:** - Display - Employee termination code. Valid codes and descriptions are:

- 28 - Retired and working
- 30 - Resigned
- 31 - Retired
- 32 - Death
- 33 - Transferred to other county district
- 34 - On leave of absence
- 35 - Laid off
- 36 - Unpaid sabbatical leave
- 37 - Release with cause
- 38 - Other
- 39 - Early retirement

**12 - DATE:** - Display - Date of termination.

**13 - CONTRIBUTION ON EMP REC Y/N** - Display - Contributions on employee deduction record Y/N. If this field contains a "Y" the deduction or benefit contributions are entered using this screen. If it is an "N" the contribution is found on the **BDSUB** record.

**14 - DATE LAST PROCESSED** - Display - This is the period ending date the **RTBEN** record was last processed.

**VALID CONTRIBUTION COMBINATIONS** - The following combinations of start and stop months and years are valid for fields **15** through **18** and **24** through **27**.

	<i>Start</i>	<i>Start</i>	<i>Stop</i>	<i>Stop</i>
	<i>Month</i>	<i>Year</i>	<i>Month</i>	<i>Year</i>
1.	blank	blank	blank	blank
2.	X	X	blank	blank
3.	blank	blank	X	X
4.	X	X	X	X

Contributions will be processed on the employee's regular pay frequency as indicated on **EMPLY**.

1. Benefit will process each month beginning with the employee's next regular pay cycle.
2. Benefit will process continuously each month beginning with the start month and start year entered.

- 
3. Benefit will process each month beginning with the next regular pay cycle and ending when the stop month and stop year are reached.
  4. Benefit will process each month beginning with the start month and start year entered and ending when the stop month and stop year are reached.
- 15 - EMPLOYEE CONTRIBUTIONS START MONTH** - Optional (2 A/N) - The month employee contributions are to start (ex. 09). See VALID CONTRIBUTION COMBINATIONS.
- 16 - EMPLOYEE CONTRIBUTIONS START YEAR** - Optional (2 A/N) - The year employee contributions are to start (ex. 94). See VALID CONTRIBUTION COMBINATIONS.
- 17 - EMPLOYEE CONTRIBUTIONS STOP MONTH** - Optional (2 A/N) - The month employee contributions are to stop (ex. 06). See VALID CONTRIBUTION COMBINATIONS.
- 18 - EMPLOYEE CONTRIBUTIONS STOP YEAR** - Optional (2 A/N) - The year employee contributions are to stop (ex. 94). See VALID CONTRIBUTION COMBINATIONS.
- 19 - EMPLOYEE CONTRIBUTIONS AMOUNT** - Optional (4,2 N) - The amount paid by the retired or terminated employee each month to continue the benefit.
- 20 - FUNDS PROVIDED BY EMPLOYEE** - Optional (4,2 N) - The amount of the personal check paid by the retired or terminated employee to continue benefits.
- 21 - Display** - The sign "+" or "-" to indicate a positive or negative amount.
- 22 - FUNDS CURRENTLY AVAILABLE** - Display - Total amount of funds made available by the employee to the district as the employee contribution for continuing benefits. This field automatically displays a reduction in funds available as payments are made to the vendor.
- 23 - Display** - The sign "+" or "-" to indicate a positive or negative amount.
- 24 - EMPLOYER CONTRIBUTIONS START MONTH** - Optional (2 A/N) - The month employer contributions are to start (ex. 09). See VALID CONTRIBUTION COMBINATIONS.
- 25 - EMPLOYER CONTRIBUTIONS START YEAR** - Optional (2 A/N) - The year employer contributions are to start (ex. 94). See VALID CONTRIBUTION COMBINATIONS.

- 
- 26 - EMPLOYER CONTRIBUTIONS STOP MONTH** - Optional (2 A/N) - The month employer contributions are to stop (ex. 06). See VALID CONTRIBUTION COMBINATIONS.
- 27 - EMPLOYER CONTRIBUTIONS STOP YEAR** - Optional (2 A/N) - The year employer contributions are to stop (ex. 94). See VALID CONTRIBUTION COMBINATIONS.
- 28 - EMPLOYER CONTRIBUTIONS AMOUNT** - Optional (4,2 N) - The amount paid by the employer each month to continue the employee benefit.

**EXPENSE DISTRIBUTION:** Required for EMPLOYER AMOUNT.

- 29 - F YR** - Optional (2 N) - The first two digits of the current fiscal year.

THE FOLLOWING SEVEN FIELDS (ACCOUNT STRUCTURE) MUST EXIST IN **CHRT3**:

- 30 - FUND** - Optional (2 A/N) - The two digit fund number used to describe a validated payroll chart of accounts entry. Funds can be from 01 through 49.
- 31 - OBJT** - Optional (4 A/N) - The object number for the payroll chart of accounts. Objects can be from 3400 to 3499.
- 32 - SUB** - Optional (2 A/N) - The sub object number for the payroll chart of accounts.
- 33 - FLD1** - Optional (4 A/N) - The first part of the account number for the payroll chart of accounts.
- 34 - FLD2** - Optional (4 A/N) - The second part of the account number for the payroll chart of accounts.
- 35 - FLD3** - Optional (4 A/N) - The third part of the account number for the payroll chart of accounts.
- 36 - FLD4** - Optional (4 A/N) - The fourth part of the account number for the payroll chart of accounts.
- 37 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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## OVERVIEW

The Typed/Canceled module is used by districts to enter requests to process typed warrants. Time transactions or adjustments are first entered on time or adjustments screens. Inquiry on **TYPED** screen will display approximate information. Typed warrants are processed as part of a nightly process only on predetermined dates. Typed Warrant Processing Schedules are available from County Office Payroll Audit.

The County office uses the Typed/Canceled module to enter requests to process typed vendor warrants on **TYVND**. Typed vendor warrants are processed as part of a nightly process.

Both districts and the County Office may list unprocessed requests for employee and/or vendor warrants on **LTYPD**.

Districts and the County Office use the warrant cancellation request screen (**CANCL**) to enter requests to cancel employee and/or vendor warrants. Cancellation of warrants is only done by the individual in possession of the warrant. Cancellation requests are processed as part of a nightly process. Unprocessed cancellations may be listed on **LCANC**.

Typed/Canceled screens are grouped in two categories.

Update screens:

**CANCL, TYPED, TYVND**

Inquiry/List screens:

**LCANC, LTYPD**

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## SCREEN SUMMARIES

**CANCL** - Warrant Cancellation Request

Used by districts and county office to cancel employee and/or vendor warrants.

**LCANC** - List Cancellation Requests

Allows districts and county office to list canceled warrants.

**LTYPD** - List Typed Warrant Requests

Allows districts and county office to list unprocessed typed employee and vendor warrant requests.

**TYPED** - Typed Warrant Update

Used by districts as a request to process typed warrants.

**TYVND** - Type Vendor Warrants

Used by county office as a request to process typed vendor warrants.

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## TYPED/CANCELED PROCEDURES LIST:

### PRIMARY PROCEDURES:

1. **CANCL** - Districts and/or county office use to cancel or uncancel employee warrants. Used by county office only to cancel or uncancel vendor warrants. Warrants may only be canceled by person who has physical possession of warrant. Inquire on complete warrant information. Use **CAN** function to cancel. Use **UNC** function to uncancel a warrant canceled in error (on the same say as canceled).
2. **TYPED** - Enter employee transactions in the Time Reporting and/or Adjustment modules. Districts use the TYPED screen to add a request to process typed warrants. Use to request a deletion of an unprocessed request for typed warrants. Use **ADD** function to add a request to process a typed warrant. Use **DEL** function to delete an unprocessed request for a typed warrant.
3. **TYVND** - Used by county office only to add a request to process a typed vendor warrant. County office may also use to request a deletion of an unprocessed request for a typed vendor warrant. Use **ADD** function to add request for typed vendor warrant. Use **DEL** function to delete an unprocessed request for typed vendor warrant.

### SUPPORT PROCEDURES:

1. **LCANC** - Transmit to list unprocessed canceled employee and/or warrant requests. For the County Office, these will be in district number order.
2. **LTYPD** - Transmit to list unprocessed typed employee and/or vendor warrant requests. For the County Office, these will be in district number order.

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# TYPED/CANCELED

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## SCREEN DEPENDENCIES

<i>Screen</i>	<i>Description</i>	<i>Depends on</i>	<i>Module</i>
<b>CANCL</b>	Warrant Cancellation Request	<b>TYPED</b> <b>TYVND</b>	<b>TYPED/CANCELED</b> <b>TYPED/CANCELED</b>
<b>LCANCL</b>	List Cancellation Requests	<b>CANCL</b>	<b>TYPED/CANCELED</b>
<b>LTYPD</b>	List Typed Warrant Requests	<b>TYPED</b> <b>TYVND</b>	<b>TYPED/CANCELED</b> <b>TYPED/CANCELED</b>
<b>TYPED</b>	Typed Warrant Update	<b>EMPOS</b> <b>EXPAY</b> <b>EXTRA</b> <b>GPADJ</b> <b>LVPAY</b> <b>RETRO</b> <b>TMMAS</b> <b>TMUPD</b>	<b>EMPLOYEE</b> <b>EMPLOYEE</b> <b>ADJUSTMENT</b> <b>ADJUSTMENT</b> <b>ADJUSTMENT</b> <b>RETRO</b> <b>TIME REPORTING</b> <b>TIME REPORTING</b>
<b>TYVND</b>	Type Vendor Warrants	<b>CVNDR</b>	<b>COUNTY</b>

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The Warrant Cancellation Request screen (**CANCL**) is used to cancel employee and/or vendor warrants. Vendor warrants are canceled on this screen by **COUNTY OFFICE ONLY**.

```

CANCLT005780FEB07010102
WARRANT CANCELLATION REQUEST                2 99.3.0
Warrant Type  Cycle  Issue Date  Warrant Number  Warrant Amount
E/V  3  4  5  6  7  8

Employee Warrants (E/V = E)
  District  9
  Location  10
  Soc. Sec. No.  11

Vendor Warrants (E/V = V)
  Vendor sub
  12  13

14
  
```

**CANCL** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**CAN**

Cancel an employee and/or vendor warrant.

**INQ**

Inquire on existing information.

**LST**

Same as INQ.

**UNC**

Uncancel a warrant canceled in error.

**2 - VERSION** - Display - The current version control number of the screen.

**3 - WARRANT TYPE E/V** - Required (1 A/N) - Type of warrant to be canceled. Valid values are:

**E** - Employee

**V** - Vendor

**4 - CYCLE** - Required (3 A/N) - The payroll cycle of the warrant to be canceled.

**5 - ISSUE DATE** - Required (8 A/N) - The issue date of the warrant to be canceled.

**6 - WARRANT NUMBER** - Required (7 A/N) - The warrant number of the warrant to be canceled. Non-negotiable warrant numbers would be entered with a space in the far-left position of the field, followed by only the digits in the warrant number.

**7 - WARRANT AMOUNT** - Required (10,2 N) - The net amount of the warrant to be canceled.

**8** - Required - (1 A/N) - The sign "+" or "-" to indicate a positive or negative warrant amount.

## EMPLOYEE WARRANTS (E/V = E)

**9 - DISTRICT** - Required (2 A/N) - The district number of the employee warrant to be canceled. Also, required for a cancellation of a vendor wage attachment warrant.

**10 - LOCATION** - Required (3 A/N) - The warrant location of the employee warrant to be canceled.

**11 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee warrant to be canceled. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234). Also required for cancellation of a vendor wage attachment warrant.

## VENDOR WARRANTS (E/V = V)

**12 - VENDOR** - Required (4 A/N) - The vendor number associated with the vendor.

**13 - SUB** - Required (2 A/N) - The vendor sub code number. Required when vendor warrant is a wage attachment.

**14 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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- 9 - NUMBER** - Display - The warrant number of the cancelled warrant.
- 10 - AMOUNT** - Display - The dollar amount of the cancelled warrant. Will be followed by a "-" to indicate a negative cancelled warrant.
- 11 - LOC.** - Display - The warrant location of the cancelled warrant.
- 12 - TYPED?** - Display - "Y" or "N" to indicate if the cancelled warrant displayed was a typed warrant.
- 13 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Typed Warrant List screen (**LTPD**) allows districts to list unprocessed typed employee and vendor warrant requests. Employee typed warrant requests are entered on the **TYPED** screen. Vendor typed warrant requests are entered on the **TYVND** screen by **COUNTY OFFICE ONLY**.

◆LTPDPT005800FEB0701◆◆0102◆ 1

LIST TYPED WARRANT REQUESTS 2 99.3.0

District ▶3◀

Dist	Name	Soc. Sec. No.	Fiscal Year	Cycle	Amount	Incl. Auto?	Vendor-sub
4	5	6	7	8	9	10	11

12

## LTPD Screen

- 1 - **FUNCTION** - Display - The function for this screen will always list.
- 2 - **VERSION** - Display - The current version control number of the screen.
- 3 - **DISTRICT** - Required (2 A/N) - The two digit number assigned to each district. List will begin with district number entered. Defaults to user's district number.
- 4 - **DIST** - Display - The two digit number assigned to each district.
- 5 - **NAME** - Display - The name of the employee on the typed warrant.

- 6 - SOC. SEC. NO.** - Display - The social security number of the employee on the typed warrant.
- 7 - FISCAL YEAR** - Display - The fiscal year of the typed warrant.
- 8 - CYCLE** - Display - The payroll cycle of the typed warrant.
- 9 - AMOUNT** - Display - The dollar amount of the typed warrant, followed by the sign "+" to indicate a positive amount.
- 10 - INCL. AUTO?** - Display - "Y" or "N" to indicate if the typed warrant request includes automatic pay.
- 11 - VENDOR-SUB** - Display - The vendor and sub code number of the typed vendor warrant. Typed vendor warrants display vendor-sub and amount only.
- 12 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Typed Warrant Update screen (**TYPED**) is used at the district level to request typed warrants. This process will be generated twice a month allowing the warrants to be available the following morning. Please review the Typed Warrant Process Schedule for dates. Transactions will first be entered in the Time Reporting and/or Adjustment module. **TYPED** screen will display approximate dollar amounts.

```

TYPEDT009928DEC149409412 1 2 01 FLORA'S DISTRICT 3 94.3.0
District          TYPED WARRANT UPDATE
Pay Cycle        F Year      Include Auto Pay
Soc. Sec. No.    Warrant Last Name  First Name  Middle Name
-----
Type  Pos#  Time  HDM  Rate  Amount  Vendor#  Description  Amount
13   14   15   16   17   18   19       20          21
-----
22
23
-----
Soc Sec  INUOLUNTARY DEDUCTIONS  NET PAY
Medi     W/H     State
24       25     26     27     28     $ 29
30
  
```

## TYPED Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a typed warrant request.

**DEL**

Delete a request for typed warrant entered in error.

**INQ**

Inquire on existing information.

**2 - DISTRICT NAME** - Display - The name of the district.

**3 - VERSION** - Display - The current version control number of the screen.



- 4 - DISTRICT** - Required (2 A/N) - The two digit number assigned to each district. Defaults at District level.
- 5 - Display** - The district name associated with district number will display.
- 6 - PAY CYCLE** - Required (3 A/N) - Pay cycle for the typed warrant. Will default to the next upcoming regular cycle.
- 7 - F YEAR** - Required (4 A/N) - The fiscal year the typed warrant is to be paid. Will default to the current fiscal year.
- 8 - INCLUDE AUTO PAY** - Required (1 A/N) - Flag indicates if automatic pay is to be included in the typed warrant. Valid values are:
  - Y** - Yes
  - N** - No

Note: This flag (“Y”) should be used with caution, usually only used for terminating employees. Will cause automatic pay not to pay at month end. The default flag is “N”.

- 9 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex.123-12-1234 or 123121234).
- 10 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 11 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 12 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.

GROSS PAY:

- 13 - TYPE** - Display - The type of pay transaction displayed from **EMPOS, EXPAY, EXTRA, GPADJ, LVPAY, RETRO, TMMAS, and TMUPD.**
- 14 - POS#** - Display - Number of the position to which the employee is assigned.
- 15 - TIME** - Display - Amount of time to be paid or docked. The transaction will display from **EMPOS, EXPAY, EXTRA, GPADJ, LVPAY, RETRO, TMMAS, and TMUPD.**
- 16 - HDM** - Display - Type of pay.
- 17 - RATE** - Display - Rate of pay for the time to be paid.
- 18 - AMOUNT** - Display - The amount of pay for the transaction to be paid.

## DEDUCTIONS:

- 19 - VENDOR#** - Display - The vendor number and sub-code associated with vendor.
- 20 - DESCRIPTION** - Display - The vendor name of the voluntary deduction.
- 21 - AMOUNT** - Display - The amount of the voluntary deduction displayed from **BDEMP** and/or **BDADJ**.
- 22 - TOTAL** - Display - The total gross pay amount to be paid.
- 23 - TOTAL** - Display - The total of the voluntary deductions to be taken.

Note: Vendors 60000 - 69999 (Credit unions / banks) will not process on **TYPED**.

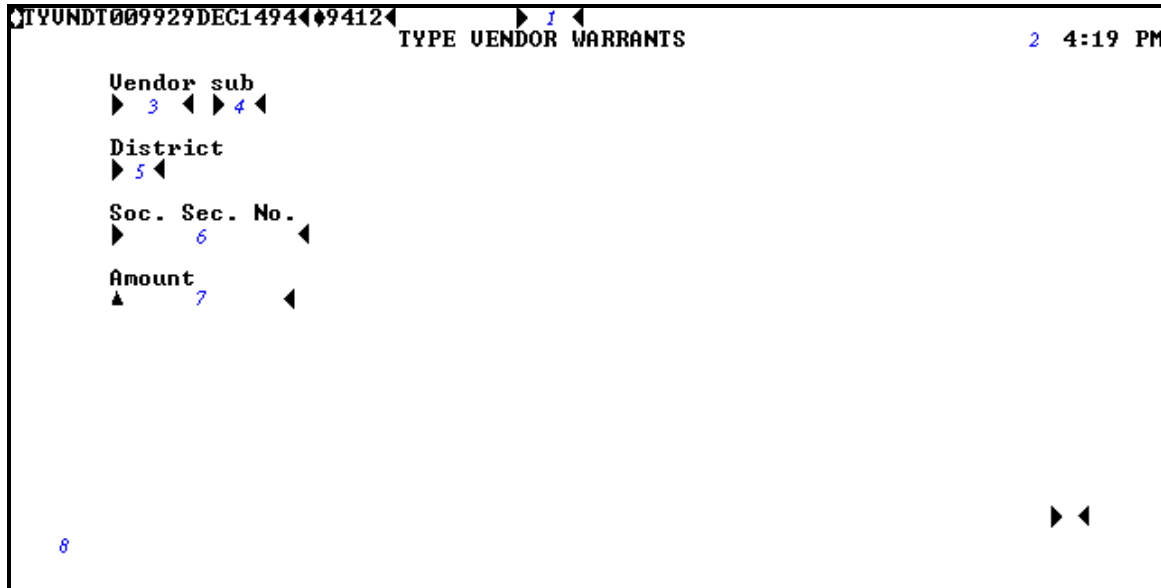
## INVOLUNTARY DEDUCTIONS:

- 24 - SOC. SEC. NO.** - Display - The dollar amount of Social Security to be taken.
- 25 - MEDI** - Display - The dollar amount of Medicare to be taken.
- 26 - W/H** - Display - The dollar amount of Federal withholding tax to be taken.
- 27 - STATE** - Display - The dollar amount of State withholding tax to be taken.
- 28 - PERS/STRS** - Display - The dollar amount of State Teachers' Retirement or Public Employees' Retirement to be taken.
- 29 - NET PAY** - Display - The approximate net pay of the typed warrant request.
- 30 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Type Vendor Warrants screen (**TYVND**) allows **COUNTY OFFICE ONLY** to request vendor warrants.



**TYVND** Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**ADD**

Add a typed vendor warrant request.

**DEL**

Delete an unprocessed request for vendor warrant entered in error.

**INQ**

Inquire on existing information for a specific vendor number.

**NXT**

Get the next typed vendor request for a specific vendor number.

**2 - TIME** - Display - The current time as maintained by the computer at the moment the screen was requested.

**3 - VENDOR** - Required (5 A/N) - A number associated with a vendor.

- 4 - SUB** - Optional (2 A/N) - A number associated with a vendor to further identify.
- 5 - DISTRICT** - Optional (2 A/N) - The two digit number assigned to each district. Required for wage attachment vendor warrant.
- 6 - SOC. SEC. NO.** - Optional (12 A/N) - The social security number of the employee. May be entered with or without hyphens. (Ex. 123-12-1234 or 123121234). Required for wage attachment vendor warrant.
- 7 - AMOUNT** - Required (8,2 N) - The dollar amount of the typed vendor warrant request.
- 8 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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## OVERVIEW

The Expense module is used by districts to inquire and adjust as necessary expense distribution amounts for employee salary and fringe benefit amounts. Information displayed is as of last payroll cycle processed. Inquiry of expense distribution is by employee or account number. Current year and one prior year are available for display.

Adjustments to expense distribution for employee salary and fringe benefit amounts are made on **SXADJ/SXAJ3 (XDADJ/3)**. Expense distribution information displays for entered social security number, position number, extra pay code (if applicable), and account number. If no account number is entered, any Fund 01,03, & 06 suspense for the employee requested will display. Current year and one prior year are available for display.

Detailed information of salary and fringe benefits accounts are also available for expense distribution and encumbrance. This information is displayed by selecting an account number or employee and zooming to **YTDZM (XDMP)** screen. **YTDZM (XDMP)** screen can only be retrieved by zooming to it from expense distribution/encumbrance screens, **YTDAC/YTDEM, (XDACT/3 or XDEMP)**. Current year and one prior year are available for display.

Districts may also inquire about encumbrance amounts for employee salary and fringe benefit amounts. Information displayed is as of last payroll cycle processed. Inquire of encumbrance is by employee or account number. Current year and one prior year are available for display.

Totals of expense distribution and encumbrance are displayed on **YTDAC, YTDEM, and YTDZM (XDACT/3, XDEMP, and XDMP)**.

The Expense module provides the districts with a means of entering expense distribution for fringe benefits for employees in multiple positions, and employees in variable positions. Information entered can then be listed by vendor and vendor-sub code. Current year and one prior year are available for display.

Expense screens are grouped in two categories.

Update screens:

**SXADJ/3 (XDADJ/3), SXBEN/3 (XDBEN/3)**

Inquiry/List screens:

**YTDAC (XDACT/3), SXBEL (XDBEL), YTDEM (XDEMP), YTDZM (XDMP)**

**NOTE: Screen names in parenthesis are screens prior to SACS conversion.**

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## SCREEN SUMMARIES

**YTDAC/YTDA3** - Account Expense Distribution / Encumbrance Inquiry

Use for listing all expenditures and encumbrances by account number for a given fiscal year.

**SXADJ/SXAJ3** - Account Expense Distribution / Encumbrance Inquiry

Used by districts to inquire and adjust expense distribution for employee salary and fringe benefit amounts.

**SXBEL** - Employee Fringe Benefit Expense Distribution List

Used to list all fringe benefit expense distribution records for an employee by vendor and vendor-sub code.

**SXBEN/SXBN3** - Employee Fringe Benefit Expense Distribution Update

Used by districts to set up expense distribution for fringe benefits by vendor and vendor-sub code for an employee.

**YTDEM** - Employee Expense Distribution / Encumbrance Inquiry

Used by districts to list all expenditures and encumbrances by employee for a given fiscal year.

**YTDZM** - Account Detail for Employee

Zoom screen for **YTDAC/YTDA3** and/or **YTDEM**. Used to list fringe benefit object detailed information for the account selected.

### Screens prior to SACS conversion:

**XDACT/3-** Account Expense Distribution / Encumbrance Inquiry

Use for listing all expenditures and encumbrances by account number for a given fiscal year.

**XDADJ/3** - Expense Distribution Adjustment Update

Used by districts to inquire and adjust expense distribution for employee salary and fringe benefit amounts.

**XDBEL** - Employee Fringe Benefit Expense Distribution List

Used to list all fringe benefit expense distribution records for an employee by vendor and vendor-sub code.

**XDBEN/3** - Employee Fringe Benefit Expense Distribution Update

Used by districts to set up expense distribution for fringe benefits by vendor and vendor-sub code for an employee.

**XDEMP** - Employee Expense Distribution / Encumbrance Inquiry

Used by districts to list all expenditures and encumbrances by employee for a given fiscal year.

**XDMP** - Account Detail for Employee

Zoom screen for **XDACT** /**XDAC3** and/or **XDEMP**. Used to list fringe benefit object detailed information for the account selected.

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## EXPENSE PROCEDURES LIST:

### PRIMARY PROCEDURES:

1. **SXADJ/SXAJ3** - Inquire on account number for employee. Use **FIX** function to correct payroll only. (Note: Can be used for transfers between all funds.) Use **ADJ** function to correct both **Payroll** and **FIS**. May transfer between same funds or from fund 03 to 06 or 06 to 03. Note: Posting to FIS will occur on a nightly basis.
2. **SXBEN/SXBN3** - Enter expense distribution records for employee by vendor and vendor-sub. Enter line number, position number, percent, and account number.

### SUPPORT PROCEDURES:

1. **YTDAC/YTDA3** - List expense distribution / encumbrance by account number.
2. **SXBEL** - List fringe benefit expense distribution records for an employee by vendor and vendor-sub.
3. **YTDEM** - List expense distribution / encumbrance by employee.
4. **YTDZM** - List object detail including fringe benefits for account number selected. Screen may only be retrieved from **YTDAC/YTDA3** and/or **YTDEM**.

### Procedures prior to SACS Conversion:

#### PRIMARY PROCEDURES:

1. **XDADJ/3** - Inquire on account number for employee. Use **FIX** function to correct payroll only. Use **ADJ** function to correct both payroll and FACS. May move amounts from fund 01 to 03 or 03 to 01. Note: Posting to FACS will occur on a nightly basis.
2. **XDBEN/3** - Enter expense distribution records for employee by vendor and vendor-sub. Enter line number, position number, percent, and account number.

#### SUPPORT PROCEDURES:

1. **XDACT/3** - List expense distribution / encumbrance by account number.
2. **XDBEL** - List fringe benefit expense distribution records for an employee by vendor and vendor-sub.
3. **XDEMP** - List expense distribution / encumbrance by employee.



- 4. XDMP** - List object detail including fringe benefits for account number selected. Screen may only be retrieved from **XDACT/3** and/or **XDEMP**.

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## SCREEN DEPENDENCIES

<i>Screen</i>	<i>Description</i>	<i>Depends on</i>	<i>Module</i>
<b>YTDAC/ YTDA3 (XDACT/3)</b>	Account Expense Distribution / Encumbrance Update	<b>SACTE/ SACT3 (CHART/3)</b>	<b>DISTRICT</b>
<b>SXADJ/ SXAJ3 (XDADJ/3)</b>	Expense Distribution Adjustment Update	<b>SACTE (CHART) EMPOS EXPAY</b>	<b>DISTRICT EMPLOYEE EMPLOYEE</b>
<b>SXBEL (XDBEL)</b>	Employee Fringe Benefit Expense Distribution List	<b>SXBEN/ SXBN3 (XDBEN/3)</b>	<b>EXPENSE</b>
<b>SXBEN/ SXBN3 (XDBEN/3)</b>	Employee Fringe Benefit Expense Distribution Update	<b>BDEMP</b>	<b>EMPLOYEE</b>
<b>YTDEM (XDEMP)</b>	Employee Expense Distribution / Encumbrance Inquiry	<b>EMPLY</b>	<b>EMPLOYEE</b>
<b>YTDZM (XDMP)</b>	Account Detail for Employee	<b>YTDAC/ YTDA3 (XDACT/3) YTDEM (XDEMP)</b>	<b>EXPENSE EXPENSE</b>

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**FIX**

Adjust expense distribution amounts in Payroll ONLY.  
(Note: Can be used for transfers between all funds.)

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - FISCAL YEAR** - Required (4 A/N)- Fiscal year of the distribution adjustment. Defaults to current fiscal year.
- 5 - SOC. SEC. NO.** - Required (12 A/N) - The social security number with or without hyphens (Ex. 123-12-1234 or 1234121234).
- 6 - WARRANT LAST NAME** - Display - The last name of the employee.
- 7 - FIRST NAME** - Display - The first name of the employee.
- 8 - MIDDLE NAME**- Display - The middle name of the employee.

**FROM**

- 9 - POSITION** - Required (4 A/N) - The position where the employee is or has been assigned as displayed on the Payroll Expenditure Detail Report.
- 10 - EXTRA PAY** Optional (2 A/N) - The extra pay type as displayed on the Payroll Expenditure Detail Report. This field is required if clearing extra pay funds.
- 11 - EXTRA PAY** Optional (2 A/N) - The extra pay code as displayed on the Payroll Expenditure Detail Report. This field is required if clearing extra pay funds.

**TO**

- 12 - POSITION** - Required (4 A/N) - The position where the employee is or has been assigned as displayed on the Payroll Expenditure Detail Report.
- 13 - EXTRA PAY** - Optional (2 A/N) - The extra pay type as displayed on the Payroll Expenditure Detail Report. This field is required if clearing extra pay funds.
- 14 - EXTRA PAY** - Optional (2 A/N) - The extra pay code as displayed on the Payroll Expenditure Detail Report. This field is required if clearing extra pay funds.

---

**FROM** (Must match Payroll Expenditure Detail Report for the employee)

- 15 - FUND/SUB-FUND - Required (2 A/N), (2 A/N) - The two digit fund number and two digit sub-fund number.**
- 16 - RESOURCE/SUB-RESOURCE - Required (4 A/N), (3 A/N) - The four digit resource number and the three digit sub-resource number.**
- 17 - GOAL - Required (4 A/N) - The four digit goal number.**
- 18 - FUNCTION/SUB-FUNCTION - Required (4 A/N), (3 A/N) - The four digit function number and the three digit sub-function number.**
- 19 - OBJECT/SUB-OBJECT - Required (4 A/N), (3 A/N) - The four digit object number and the three digit object-sub number.**
- 20 - SCH - Required (3 A/N) - The three digit school.**
- 21 - LOC - Required (3 A/N) - The three digit location code.**
- 22 - CC - Required (3 A/N) - The three digit cost center.**
- 23 - PY - Required (1 A/N) - The project year.**

**TO** (Must exist on **SACTE** and not be restricted or terminated)

- 24 - FUND/SUB-FUND - Required (2 A/N), (2 A/N) - The two digit fund number and two digit sub-fund number.**
- 25 - RESOURCE/SUB-RESOURCE - Required (4 A/N), (3 A/N) - The four digit resource number and the three digit sub-resource number.**
- 26 - GOAL - Required (4 A/N) - The four digit goal number.**
- 27 - FUNCTION/SUB-FUNCTION - Required (4 A/N), (3 A/N) - The four digit function number and the three digit sub-function number.**
- 28 - OBJECT/SUB-OBJECT - Required (4 A/N), (3 A/N) - The four digit object number and the three digit object-sub number.**
- 29 - SCH - Required (3 A/N) - The three digit school.**
- 30 - LOC - Required (3 A/N) - The three digit location code.**

- 31 - CC** - Required (3 A/N) - The three digit cost center.
- 32 - PY** - Required (1 A/N) - The project year.
- 33 - DISPLAY** - The place where dollar amounts for the account number will display.
- 34 - AMOUNT** - Required (7,2 N) - The amount to be subtracted from the account under **FROM** on the screen and added to the account under **TO** on the screen. Valid values are 0 to 999,999.99.
- 35 - SIGN** - Required (1 A/N) - Must be "+" or "-". "+" means **FROM** account balance will be decreased and **TO** account balance will be increased. "-" means **FROM** account will be increased and **TO** account will be decreased.
- 36 - FROM FRINGE** - Optional (4 A/N) - The fringe number to be corrected. The **FROM FRINGE** number must show on the Expenditure Detail Report. Leave blank when correcting salary.
- 37 - TO FRINGE** - Optional (4 A/N) - The correct fringe number. Defaults to **FROM FRINGE** if left blank.
- 38 - PAY CYCLE** - Required (3 A/N) - Pay cycle for the adjustment. Must be an already-processed cycle. Required on the first line; will repeat for each succeeding line.
- 39 - POSTING NUMBER** - Required (6 A/N) - Transaction number required on first line; will repeat for each succeeding line.
- 40 - REASON** - Required (18 A/N) - Reason for the adjustment is required on first line; will repeat for each succeeding line.
- 41 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 42 - NEXT SCREEN** - Optional (5 A/N) - Used to request another system screen. Defaults to **SXADJ** screen.

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The Expense Distribution Adjustment Update screen (**SXAJ3**) allows districts to inquire and adjust expense distribution for employee salary and fringe benefit amounts. The adjustment will be from one account to another to correct charges to the wrong account during a previous payroll. The Payroll system will be updated immediately. The ADJ transactions will also be posted to FIS during the regular nightly processing.

This screen is used for adjustments in the current fiscal year only.

**SXAJ3** is for type 3 users only; type 1 and type 2 users must use **SXADJ**.

```

SXAJ3T000016FEB140101021
SACS EXPENSE DISTRIBUTION ADJUSTMENT
Fiscal Year 4
  Soc. Sec. No. 5
  Warrant Last Name 6
  First Name 7
  Middle 8
  FROM POSITION EXTRA PAY TO POSITION EXTRA PAY
  9 10 11 12 13 14
FUND OBJECT FLD1 FLD2 FLD3 FLD4 FUND OBJECT FLD1 FLD2 FLD3 FLD4
15 16 17 18 19 20 21 22 23 24 25 26
  27
  Amount 28
  FROM Fringe 30
  TO Fringe 31
  Pay Cycle 32
  Posting Number 33
  Reason 34
  35
  Next Screen 36
  
```

SXAJ3 Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Will display current expense distribution information on file for the entered SSN, POSIT number, extra pay code (if applicable), and account number. If no account number is entered any Fund 01 suspense for the given employee will display.

**ADJ**

Adjust expense distribution amounts in Payroll and FIS.

---

**FIX**

Adjust expense distribution amounts in Payroll ONLY.  
(Note: Can be used for transfers between all funds.)

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - FISCAL YEAR** - Required (4 A/N)- Fiscal year of the distribution adjustment. Defaults to current fiscal year.
- 5 - SOC. SEC. NO.** - Required (12 A/N) - The social security number with or without hyphens (Ex. 123-12-1234 or 1234121234).
- 6 - WARRANT LAST NAME** - Display - The last name of the employee.
- 7 - FIRST NAME** - Display - The first name of the employee.
- 8 - MIDDLE** - Display - The middle name of the employee.

**FROM**

- 9 - POSITION** - Required (4 A/N) - The position where the employee is or has been assigned as displayed on the Payroll Expenditure Detail Report.
- 10 - EXTRA PAY** Optional (2 A/N) - The extra pay type as displayed on the Payroll Expenditure Detail Report. This field is required if clearing extra pay funds.
- 11 - EXTRA PAY** Optional (2 A/N) - The extra pay code as displayed on the Payroll Expenditure Detail Report. This field is required if clearing extra pay funds.

**TO**

- 12 - POSITION** - Required (4 A/N) - The position where the employee is or has been assigned as displayed on the Payroll Expenditure Detail Report.
- 13 - EXTRA PAY** - Optional (2 A/N) - The extra pay type as displayed on the Payroll Expenditure Detail Report. This field is required if clearing extra pay funds.
- 14 - EXTRA PAY** - Optional (2 A/N) - The extra pay code as displayed on the Payroll Expenditure Detail Report. This field is required if clearing extra pay funds.



**FROM** (Must match Payroll Expenditure Detail Report for the employee)

**15 - FUND - Required (2 A/N) - The two digit fund number of the account to be adjusted. Funds can be from 01 through 49.**

**16 - OBJECT/SUB-OBJECT - Required (4 A/N), (2 A/N) - The four digit object number and the two digit object-sub number.**

**17 - FLD1 - Required (4 A/N) - The first part of the number of the payroll account to be adjusted.**

**18 - FLD2 - Required (4 A/N) - The second part of the number of the payroll account to be adjusted.**

**19 - FLD3 - Required (4 A/N) - The third part of the number of the payroll account to be adjusted.**

**20 - FLD4 - Required (4 A/N) - The fourth part of the number of the payroll account to be adjusted.**

**TO** (Must exist on **CHART** and not be restricted or terminated)

**21 - FUND - Required (2 A/N) - The two digit fund number of the account to be adjusted. Funds can be from 01 through 49.**

**22 - OBJECT/SUB-OBJECT - Required (4 A/N), (3 A/N) - The four digit object number and the two digit object-sub number.**

**23 - FLD1 - Required (4 A/N) - The first part of the number of the payroll account to be adjusted.**

**24 - FLD2 - Required (4 A/N) - The second part of the number of the payroll account to be adjusted.**

**25 - FLD3 - Required (4 A/N) - The third part of the number of the payroll account to be adjusted.**

**26 - FLD4 - Required (4 A/N) - The fourth part of the number of the payroll account to be adjusted.**

**27 - DISPLAY - The place where dollar amounts for the account number will display.**

- 28 - AMOUNT** - Required (7,2 N) - The amount to be subtracted from the account under **FROM** on the screen and added to the account under **TO** on the screen. Valid values are 0 to 999,999.99.
- 29 - SIGN** - Required (1 A/N) - Must be "+" or "-". "+" means **FROM** account balance will be decreased and **TO** account balance will be increased. "-" means **FROM** account will be increased and **TO** account will be decreased.
- 30 - FROM FRINGE** - Optional (4 A/N) - The fringe number to be corrected. The **FROM FRINGE** number must show on the Expenditure Detail Report. Leave blank when correcting salary.
- 31 - TO FRINGE** - Optional (4 A/N) - The correct fringe number. Defaults to **FROM FRINGE** if left blank.
- 32 - PAY CYCLE** - Required (3 A/N) - Pay cycle for the adjustment. Must be an already-processed cycle. Required on the first line; will repeat for each succeeding line.
- 33 - POSTING NUMBER** - Required (6 A/N) - Transaction number required on first line; will repeat for each succeeding line.
- 34 - REASON** - Required (3 A/N) - Reason for the adjustment is required on first line; will repeat for each succeeding line.
- 35 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 36 - NEXT SCREEN** - Optional (5 A/N) - Used to request another system screen. Defaults to **SXAJ3** screen.

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The Employee Fringe Benefit Expense Distribution List screen (**SXBEL**) is used to list all SACS **SXBEN/SXBN3** records for an employee's vendor and vendor-sub code.

```

♦SXBELT006744FEB2101♦♦0102♦          ▶ 1 ◀          2
          SACS EMPLOYEE FRINGE BENEFIT EXPENSE DISTRIBUTION LIST 3 01.0221
Fiscal Year ▶ 4 ◀
Soc. Sec. No. ▶ 5 ◀ Warrant Last Name          First Name          Middle
▶ 6 ◀          ▶ 7 ◀          ▶ 8 ◀
Vendor Sub-Vendor          9
▶ 10 ◀ ▶ 11 ◀          12
Start at Line No. ▲ 13 ◀

Line  Position Percent  Fund  Resource Goal Function  Object  Sch Loc CC  PY
 14    15      16      17    18      19    20      21    22 23 24 25

26
NEXT SCREEN ▶ 27 ◀ ◀
    
```

## SXBEL Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**LST**

List first record on file by vendor-sub for an employee.

**NXT**

Get next sequential employee with **SXBEN/SXBN3** record.

**2 - DISTRICT NUMBER** - Display - The name of the district.

**3 - VERSION NUMBER** - Display - The current version control number of the screen.

**4 - FISCAL YEAR** - Required (4 A/N) - Fiscal year of the fringe benefit's expense distribution to list. (Ex. 2000 is for fiscal year 2000-2001)

**5 - SOC. SEC. NO.** - Optional (12 A/N) - The social security number of the employee. Used with LST function. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).

- 6 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 7 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 8 - MIDDLE NAME** - Optional (12 A/N) - The middle name of the employee.
- 9 - Display** - The place where the full name of the vendor will display.
- 10 - VENDOR** - Optional (4 A/N) - The number associated with a vendor. The VENDOR and VENDOR SUB must exist on **SXBEN** for SACS type 1 and 2 users, or **SXBN3** for SACS type 3 users.
- 11 - VENDOR-SUB** - Optional (2 A/N) - A number associated with a vendor to identify a specific type of deduction or benefit.
- 12 - Display** - The place where the description associated with a vendor and vendor sub is displayed.
- 13 - Start at Line No.** - Optional (3 N) - The line number associated with the account number in which to start the list.
- 14 - LINE** - Display - The assigned number for a line of the fringe benefit's expense distribution.
- 15 - POSITION** - Display - Number of the position to which the expense distribution is assigned.
- 16 - PERCENT** - Display - Percent of fringe benefit applied to line of distribution.
- 17 - FUND/SUB-FUND** - Display - The two digit fund number and two digit sub-fund number.
- 18 - RESOURCE/SUB-RESOURCE** - Display - The four digit resource number and the three digit sub-resource number.
- 19 - GOAL** - Display - The four digit goal number.
- 20 - FUNCTION/SUB-FUNCTION** - Display - The four digit function number and the three digit sub-function number.
- 21 - OBJECT/SUB-OBJECT** - Display - The four digit object number and the three digit object-sub number.
- 22 - SCH** - Display - The three digit school number.
- 23 - LOC** - Display - The three digit location code.

**24 - CC** - Display - The three digit cost center.**25 - PY** - Display - The project year.

**26 - MESSAGE** - Display - The place where any messages from the system will be displayed.

**27 - NEXT SCREEN** - Optional (A/N) - Place to indicate the next screen to navigate.

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**DEL**

Used to delete SACS fringe benefit expense distribution information for an employee.

**INQ**

Same as LST.

**LST**

List employee SACS fringe benefit expense distribution information for the employee specified by social security number or by name.

**NXT**

Begin a list of employee SACS fringe benefit expense distribution information.

- 2 - DISTRICT NAME** - Display - The name of the district.
- 3 - VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - FISCAL YEAR** - Required (4 A/N) - The fiscal year for the fringe benefit's expense distribution. Defaults to current fiscal year. (Ex: 2000 is for fiscal year 2000-2001)
- 5 - SOC. SEC. NO.** - Optional (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 6 - WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 7 - FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 8 - MIDDLE NAME** - Optional (12 A/N) - The middle name of the employee.
- 9 - VENDOR** - Required (5 A/N) - The number associated with a vendor. The VENDOR and VENDOR SUB must be exist on **BDEMP**.
- 10 - SUB-VENDOR** - Required (2 A/N) - A number associated with a vendor to identify a specific type of deduction or benefit.
- 11 - Display - The full name of the vendor.
- 12 - Display - The description associated with a vendor and vendor sub code combination.
- 13 - UPD "X"** - Optional (1 A/N) - An indicator to mark a line or entry on the screen to be updated. When this field is an "X", the fields associated with it will be changed or deleted.
- 14 - LINE** - Required (3 A/N) - Line number to which fringes are being charged. If left blank, the system will assign the next line number available.

- 15 - POSIT** - Required (4 A/N) - Number of position to which employee is assigned.
- 16 - PERCENT** - Required (3,2 N) - Percent applied to line of distribution. The total for all active lines must be 100%. (Note: The record will display a warning if the percent does not total 100%.)

THE FOLLOWING NINE FIELDS (ACCOUNT STRUCTURE) MUST EXIST IN **SACTL**:

- 17 - FUND/SUB-FUND - Required (2 A/N), (2 A/N) - The two digit fund number and two digit sub-fund number.**
- 18 - RESOURCE/SUB-RESOURCE** - Required (4 A/N), (3 A/N) - The four digit resource number and the three digit sub-resource number.
- 19 - GOAL** - Required (4 A/N) - The four digit goal number.
- 20 - FUNCTION/SUB-FUNCTION** - Required (4 A/N), (3 A/N) - The four digit function number and the three digit sub-function number.
- 21 - OBJECT/SUB-OBJECT** - Required (4 A/N), (3 A/N) - The four digit object number and the three digit object-sub number.
- 22 - SCH** - Required (3 A/N) - The three digit school.
- 23 - LOC** - Required (3 A/N) - The three digit location code.
- 24 - CC** - Required (3 A/N) - The three digit cost center.
- 25 - PY** - Required (1 A/N) - The project year.

Note: If account number does not currently exist on **SXPOS**, it will be added as an inactive line.

- 30 - NEXT SCREEN** - Optional - Use to request another system screen. If used to request other expense screens, will display pre-filled with social security number and employee information. Default is the current screen.
- 31 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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**CHG**

Use to change fringe benefit expense distribution information for an employee.

**DEL**

Used to delete fringe benefit expense distribution information for an employee.

**INQ**

Same as LST.

**LST**

List employee fringe benefit expense distribution information for the employee specified by social security number or by name.

**NXT**

Begin a list of employee fringe benefit expense distribution information.

- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **FISCAL YEAR** - Required (4 A/N) - The fiscal year for the fringe benefit's expense distribution. Defaults to current fiscal year.
- 5 - **SOC. SEC. NO.** - Optional (12 A/N) - The social security number of the employee. May be entered with or without hyphens (Ex. 123-12-1234 or 123121234).
- 6 - **WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 7 - **FIRST NAME** - Optional (18 A/N) - The first name of the employee.
- 8 - **MIDDLE NAME** - Optional (12 A/N) - The middle name of the employee.
- 9 - Display - The full name of the vendor.
- 10 - **VENDOR** - Required (5 A/N) - The number associated with a vendor. The **VENDOR** and **VENDOR SUB** must be exist on **BDEMP**.
- 11 - **SUB-VENDOR** - Required (2 A/N) - A number associated with a vendor to identify a specific type of deduction or benefit.
- 12 - Display - The description associated with a vendor and vendor sub code combination.
- 13 - **UPD "X"** - Optional (1 A/N) - An indicator to mark a line or entry on the screen to be updated. When this field is an "X", the fields associated with it will be changed or deleted.

- 14 - LINE** - Required (3 A/N) - Line number to which fringes are being charged. If left blank, the system will assign the next line number available.
- 15 - POSITION** - Required (4 A/N) - Number of position to which employee is assigned.
- 16 - PERCENT** - Required (3,2 N) - Percent applied to line of distribution. The total for all active lines must be 100%. (Note: The record will display a warning if the percent does not total 100%.)

THE FOLLOWING SEVEN FIELDS (ACCOUNT STRUCTURE) MUST EXIST IN **SACT3**:

- 17 - FUND** - Required (2 A/N) - The two digit fund number used to describe a validated payroll chart of accounts entry.
- 18 - OBJECT/SUB** - Required (4 A/N, 2 A/N) - The four digit object number and the two digit object-sub number.
- 19 - FIELD1** - Optional (4 A/N) - The first part of the account number for the payroll chart of accounts number.
- 20 - FIELD2** - Optional (4 A/N) - The second part of the account number for the payroll chart of accounts number.
- 21 - FIELD3** - Optional (4 A/N) - The third part of the account number for the payroll chart of accounts number.
- 22 - FIELD4** - Optional (4 A/N) - The fourth part of the account number for the payroll chart of accounts number.

Note: If account number does not currently exist on **SXPOS**, it will be added as an inactive line.

- 23 - NEXT SCREEN** - Optional - Use to request another system screen. If used to request other expense screens, will display pre-filled with social security number and employee information. Default is the current screen.
- 24 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Summary Expense Distribution Inquiry (**SXSUM**) is used to list salary and fringe benefit amounts with the corresponding salary and fringe benefit objects by fund and resource. The amounts expensed are for a given pay cycle and can be inquired upon after a processed pay cycle.

SXSUMT000189OCT119949910										2 91 COUNTY CONTROL	
Summary Expense Distribution Inquiry											
F Yr	Cycle	Sort by	District:	Salary	Fringe	3 99.2.1					
4	5	6	F(und), R(src)	7	8						
Fund-Sub	Resource	Object	Salary Expensed	Fringe Expensed							
9	10	11	12	13	14	15	16	17	18		

Next Screen ▶ 20 ◀

19

## SXSUM Screen

- 1 - **FUNCTION** - Display - The function for this screen is always list.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 4 - **F YR** - Required (4 A/N) - Fiscal year of the expense distribution to list. (Ex. 2000 is for fiscal year 2000-2001). Defaults to current fiscal year.
- 5 - **CYCLE** - Required (3 A/N) - Pay cycle for the expenditures to be displayed. Default is the last monthly pay cycle processed.  
**M01 – M12** – Month end cycle  
**S02 – S24** – Semi-monthly cycle
- 6 - **SORT BY**- Optional (1 A/N) - To sort salary and fringe benefit amounts by object number. The default for this field is F. Valid values are:  
**F** - Fund  
**R** – Resource

- 7 - DISTRICT: SALARY** - Display - The total salary amount expended for the given pay cycle.
- 8 - DISTRICT: FRINGE** - Display - The total fringe benefit amount expended for the given pay cycle.
- 9 - FUND** - Optional (2 A/N) - The two digit fund number of the object to display. This field also displays the next object fund number to display.
- 10 - SUB** - Optional (2 A/N) - The two digit fund-sub number of the object to display. This field also displays the next fund-sub number to display.
- 11 - RESOURCE** - Optional (4 A/N) - The four digit resource number of the account number to display. This field also displays the next resource number to display.
- 12 - OBJECT** - Optional (4 A/N) - The four digit object number to display. This field also displays the next object number to display.
- 13 - Display - The fund number detail for the fiscal year and payroll cycle requested.
- 14 - Display - The fund-sub number detail for the fiscal year and payroll cycle requested.
- 15 - Display - The resource number detail for the fiscal year and payroll cycle requested.
- 16 - Display - The object number detail for the fiscal year and payroll cycle requested.
- 17 - SALARY EXPENSED** - Display - The salary amount expended for the corresponding object number.
- 18 - FRINGE EXPENSED** - Display - The fringe benefit amount expended for the corresponding object number.
- 19 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 20 - NEXT SCREEN** - Optional (5 A/N) - The place to indicate the next screen to navigate to. Default is the current screen.

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- 
- 5 - GOAL** - Required (4 A/N) - The four digit goal number.
- 6 - FUNCTION/SUB-FUNCTION** - Required (4 A/N), (3 A/N) - The four digit function number and the three digit sub-function number.
- 7 - OBJECT/SUB-OBJECT** - Required (4 A/N), (3 A/N) - The four digit object number and the three digit object-sub number.
- 8 - SCH** - Required (3 A/N) - The three digit school.
- 9 - LOC** - Required (3 A/N) - The three digit location code.
- 10 - CC** - Required (3 A/N) - The three digit cost center.
- 11 - YR** - Required (1 A/N) - The project year.
- 12 - SALARY ONLY?** - Required (1 A/N) - The field to indicate whether the amounts on the detail lines should contain salary amounts only "Y", or salary and fringe benefit amounts "N". The default for this field is "N". Valid values are:  
N - No  
Y - Yes
- 13 - FISCAL YEAR** - Required (4 A/N) - The fiscal year of the expenditure detail and encumbrance information requested. The default is the current fiscal year. Only current and one prior year may be displayed.
- 14 - SAL EXPENSED** - Display - All salary expenditures for the account number displayed.
- 15 - SAL ENCUMBERED** - Display - All salary encumbrances for the account number displayed for the remainder of the year.
- 16 - SAL TOTAL** - Display - The sum of all salary expenditures and salary encumbrances for the account number shown.
- 17 - FRG EXPENSED** - Display - All fringe expenditures for the account number displayed.
- 18 - FRG ENCUMBERED** - Display - All fringes encumbered for the account number displayed for the remainder of the year.
- 19 - FRG TOTAL** - Display - The sum of all fringe expenditures and fringes encumbered for the account number displayed.
- 20 - ACCOUNT TOTAL EXPENSED** - Display - The total of all salary and fringe benefit expenditures for the account number displayed.

- 
- 21 - ACCOUNT TOTAL ENCUMBERED** - Display - The total of all salary and fringes encumbered for the account number displayed for the remainder of the year.
- 22 - ACCOUNT TOTAL TOTAL** - Display - The total of all expenditures and encumbrances for the account number displayed.
- 23 - ZOOM** - Optional (1 A/N) - An indicator to mark a line to display a second screen (YTDZM), with detail data for the selected employee.
- 24 - EMPLOYEE** - Display - The last name, first name, and middle name of the employee(s) associated with the salary account number displayed. Vacant positions will display position title in this field.
- Note: Any vacant positions with encumbrance amounts will be shown in position number sequence after all employee data.
- 25 - SOC. SEC. NO** - Display - The social security number of the employee(s) associated with the salary account number displayed.
- 26 - POS#** - Display - The position number associated with the salary account number.
- 27 - EXPAY** - Display - The type and code of the extra pay associated with the position number.
- 28 - EXPENSED** - Display - The amount expensed during the fiscal year for the account number displayed for the employee.
- 29 - ENCUMBERED** - Display - The amount encumbered by employee for the account number displayed for the remainder of the fiscal year.
- 30 - TOTAL** - Display - The total amount of the expenses and encumbrances for the employee by fiscal year for the account number displayed.
- 31 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 32 - NEXT SCREEN** - Optional - Use to request another system screen. If used to request other expense screens, will display pre-filled with social security number and employee information. Default is the current screen.

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- 4 - OBJT** - Required (4 A/N) - The object number of the account number to be displayed.  
(Note: This field is always a salary object).
- 5 - SUB** - Required (2 A/N) - The sub object number of the account number to be displayed.
- 6 - FLD1** - Required (4 A/N) - The first part of the account number to be displayed.
- 7 - FLD2** - Required (4 A/N) - The second part of the account number to be displayed.
- 8 - FLD3** - Required (4 A/N) - The third part of the account number to be displayed.
- 9 - FLD4** - Required (4 A/N) - The fourth part of the account number to be displayed.
- 10 - SALARY ONLY?** - Required (1 A/N) - The field to indicate whether the amounts on the detail lines should contain salary amounts only "Y", or salary and fringe benefit amounts "N". The default for this field is "N". Valid values are:  
N - No  
Y - Yes
- 11 - FISCAL YEAR** - Required (4 A/N) - The fiscal year of the expenditure detail and encumbrance information requested. The default is the current fiscal year. Only current and one prior year will display.
- 12 - SAL EXPENSED** - Display - All salary expenditures for the account number displayed.
- 13 - SAL ENCUMBERED** - Display - All salary encumbrances for the account number displayed for the remainder of the year.
- 14 - SAL TOTAL** - Display - The sum of all salary expenditures and salary encumbrances for the account number displayed.
- 15 - FRG EXPENSED** - Display - All fringe expenditures for the account number displayed.
- 16 - FRG ENCUMBERED** - Display - All fringes encumbered for the account number displayed for the remainder of the year.
- 17 - FRG TOTAL** - Display - The sum of all fringe expenditures and fringes encumbered for the account number displayed.
- 18 - ACCOUNT TOTAL EXPENSED** - Display - The total of all salary and fringe benefit expenditures for the account number displayed.
- 19 - ACCOUNT TOTAL ENCUMBERED** - Display - The total of all salary and fringes encumbered for the account number displayed for the remainder of the year.

- 
- 20 - ACCOUNT TOTAL TOTAL** - Display - The total of all expenditures and encumbrances for the account number displayed.
- 21 - ZOOM** - Optional (1 A/N) - An indicator to mark a line to display a second screen (**YTDZM**) with detail data for the selected employee.
- 22 - EMPLOYEE** - Display - The last name, first name, and middle name of the employee(s) associated with the salary account number displayed.
- 23 - SOC. SEC. NO** - Display - The social security number of the employee(s) associated with the salary account number displayed.
- 24 - POS#** - Display - The position number associated with the salary account number.
- 25 - EXPAY** - Display - The type and code of the extra pay associated with the position number.
- 26 - EXPENSED** - Display - The amount expensed during the fiscal year for the account number displayed for the employee.
- 27 - ENCUMBERED** - Display - The amount encumbered for the account number displayed for the remainder of the fiscal year for the employee.
- 28 - TOTAL** - Display - The total amount of the expenditures and encumbrances for the fiscal year for the account number displayed for the employee.
- 29 - NEXT SCREEN** - Optional - Use to request another system screen. If used to request other expense screens, will display pre-filled with social security number and employee information. Default is the current screen.
- 30 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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- 
- 6 - FY** - Required (4 A/N) - The fiscal year of the expenditure detail and encumbrance information requested. The default is the current fiscal year.
- 7 - SAL EXPENSED** - Display - All salary expenditures for the employee shown.
- 8 - SAL ENCUMBERED** - Display - All salary encumbrances for the employee displayed for the remainder of the year.
- 9 - SAL TOTAL** - Display - The sum of all salary expenditures and salary encumbrances for the employee displayed.
- 10 - FRG EXPENSED** - Display - All fringe expenditures for the employee displayed.
- 11 - FRG ENCUMBERED** - Display - All fringes encumbered for the employee displayed for the remainder of the year.
- 12 - FRG TOTAL** - Display - All sum of all fringe expenditures and fringes encumbered for the employee displayed.
- 13 - EMPLOYEE TOTAL EXPENSED** - Display - The total of all salary and fringe benefit expenditures for the employee displayed.
- 14 - EMPLOYEE TOTAL ENCUMBERED** - Display - The total of all salary and fringes encumbered for the employee displayed for the remainder of the year.
- 15 - EMPLOYEE TOTAL TOTAL** - Display - The total of all expenditures and encumbrances for the employee displayed.
- 16 - ZOOM** - Optional (1 A/N) - An indicator to mark a line to display a second screen (YTDZM) with detail data for the selected salary account.
- 17 - SALARY ACCOUNT** - Display - The salary account number of the detail.
- 18 - POS#** - Display - The position number associated with the salary account number for the employee.
- 19 - EXPAY** - Display - The type and code of the extra pay associated with the position number for the employee.
- 20 - EXPENSED** - Display - The amount expensed for the fiscal year for the account number displayed.
- 21 - ENCUMBERED** - Display - The amount encumbered for the account number displayed for the remainder of the fiscal year.

**22 - TOTAL** - Display - The total amount of the expenses and encumbrances for the fiscal year for the account number displayed.

**23 - NEXT SCREEN** - Optional - Use to request another system screen. If used to request other expense screens, will display pre-filled with social security number and employee information. Default is the current screen.

**24 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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- 7 - **DISPLAY** - The place where the extra pay type and code (if any) for the position will display.
- 8 - **DISPLAY** - The place where the salary account number will display.
- 9 - **SALARY EXPENSED** - The salary expenditure for the account number displayed.
- 10 - **SALARY ENCUMBERED** - The salary encumbered for the account number displayed for the remainder of the year.
- 11 - **SALARY TOTAL** - The sum of salary expenditure and encumbrance for the account number displayed.
- 12 - **Display** - The associated fringe object numbers will display for the salary account number shown.
- 13 - **EXPENSED** - Display - The associated fringe object number expenditure for the account number displayed.
- 14 - **ENCUMBERED** - Display - The associated fringe object number encumbrance for the account number displayed for the remainder of the year.
- 15 - **TOTAL** - Display - The sum of the fringe object expenditure and encumbrance for the account number displayed.
- 16 - **TOTAL EXPENSED** - Display - The employee's total of all salary and fringe expenditures for the account number displayed.
- 17 - **TOTAL ENCUMBERED** - Display - The total of all salary and fringe encumbrances for the employee displayed for the remainder of the year.
- 18 - **TOTAL TOTAL** - Display - The sum of all salary and fringe expenditures and encumbrances for the employee displayed.
- 19 - **NEXT SCREEN** - Display - Use to request another system screen. If used to request other expense screens, will display pre-filled with social security number and employee information. When used to request screen name "**BACK**", will return to the original screen **YTDAC/YTDA3** and/or **YTDDEM**, which will contain the same data displayed when detail was requested. Default is "**BACK**".
- 20 - **MESSAGE** - Display - The place where any messages from the system will be displayed.

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## OVERVIEW

The Report Request module provides a means for districts and the County Office to order payroll reports and processes on request and to check the status of reports and/or processes ordered. The content is limited to elements contained in the San Diego County Office of Education Payroll/Personnel data structures.

There are two screens in this module to be used to request reports needed by the district and to verify report or process status.

Payroll Report Request

**PRQST**

Payroll Report Status

**PSTAT**

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## **SCREEN SUMMARIES**

### **PRQST - Payroll Report Request**

Use to order payroll reports and/or processes as needed. May also be used to determine what reports, processes and extracts are available.

### **PSTAT - Payroll Report Status**

Displays report requests entered by the district by report category, number, and/or run date. May be used by the district to determine the status of the request or to delete an unwanted request if it has not been run.

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## REPORT REQUEST PROCEDURES LIST

### PRIMARY PROCEDURES:

1. **PRQST** - Use to order requestable payroll reports and processes by request. A list of the report categories available may be obtained by listing (LST) with the category field (Field 4) left blank. Districts may inquire on the list of reports available by entering the desired category name in Field 4 and transmitting. Parameters required for a specific report may be displayed by entering the report category and number for the desired report in Fields 4 and 5 and transmitting with the INQ function. The title "Parameter X" will change to display the title of the data required when applicable. The reports or extracts run over night.

### REPORTS

The reports are printed over night and are available for pickup or delivery the following work day.

### EXTRACT

The actual extract generally occurs overnight. The selection criteria on the request includes several options. Please refer to applicable data structure for the available options. There can be as many files requested and created as there are combinations of options.

(If there is a need to extract during the day, that need can be facilitated. Please call the Systems Utilization Unit at the SDCOE for assistance.)

Transfer of extracted files is controlled by the User. This will usually be handled by Unisys terminal emulation software (Used for communication between the micro and mainframe) such as CORE. The normal procedures are followed to transfer a file from mainframe to micro. Please refer to Appendix under Data Transfer for further instructions.

Once the extracted files are located at a district site, this information is free for use with whatever tools are available. The standard format of comma or tab delimited allows the file to be used by a variety of tools on either MAC or DOS/Windows/NT computer platforms. The format facilitates the integration of the information with other systems. It also makes it easier to relate components and create a local database at the site. Reports and inquiries can be readily created using tools on or in the system hosting the local data.

The formats for the files and information described in this section are defined in the Appendix. The content is limited to elements contained in the SDCOE Payroll/Personnel System data structures. The consistent use of social security number and name allow the information to be related using custom in-house applications. Additional elements may be inserted by District personnel in local data bases fed by these extract files. All structures contain, on each record, the date the information was extracted to be used for local verification and control purposes.

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# REPORT REQUEST

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## SUPPORT PROCEDURES:

1. **PSTAT** - Use to display payroll report requests. The screen displays the report category, number of copies ordered, the requested run date, destination and the date the request was completed. The "Ran Code" field displays a flag to indicate if the report has run. Prior and future requests are displayed. If the report has not been completed, the district may delete the request by entering the "DEL" function and entering an "X" next to the request to be deleted in the "Del X" column.

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# REPORT REQUEST

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## SCREEN DEPENDENCIES

<i>Screen</i>	<i>Description</i>	<i>Depends on</i>	<i>Module</i>
<b>PRQST</b>	Payroll Report Request		
<b>PSTAT</b>	Payroll Report Status	<b>PRQST</b>	<b>REPORTS</b>

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The Payroll Report Request screen (**PRQST**) allows districts to order their own reports or request certain processes to be run as needed.

```

PRQSTT007011FEB24010102 1 2
PAYROLL REPORT REQUEST 3 98.4.0

-- Report --
Category No. Destination District Fiscal Run Date Copies
 4 5 6 7 8 9 10
      Parameter 1 Parameter 2 Parameter 3 Parameter 4
      11 12 13 14

TRANSMIT TO LIST REPORT CATEGORIES
ENTER CATEGORY TO LIST REPORTS IN THAT CATEGORY

15
    
```

## PRQST Screen

**1 - FUNCTION** - Required (3 A/N) - Valid functions for this screen are:

**INQ**

Inquire about existing reports or processes.

**LST**

Display a list of reports or processes for a specified report category.

**RUN**

Use to request the report or process to be run.

**2 - DISTRICT NAME** - Display - The name of the district.

**3 - VERSION NUMBER** - Display - The current version control number of the screen.

## REPORT:

- 4 - CATEGORY** - Required (8 A/N) - The category of the report. (Note: If left blank, will display all categories.)
- 5 - NO.** - Required (2 A/N) - The report number of the report being requested. (Note: If left blank, will display all the reports for the category chosen.)
- 6 - DESTINATION** - Required (8 A/N) - The destination of the report. This will appear on the report banner page.
- 7 - DISTRICT** - Required (2 A/N) - The district's identification number.
- 8 - FISCAL YEAR** - Required (4 A/N) - The fiscal year for the report. Defaults to the current fiscal year.
- 9 - RUN DATE** - Required (8 A/N) - The date the report is to be run. Must be a current or future date. Defaults to the current date. (Note: The report will run the evening of the entered date.)
- 10 - COPIES** - Required (1 N) - The requested number of copies.
- 11 - PARAMETER 1** - Optional (10 A/N) - Used for specified parameters. (ex. salary schedules: C=current, P=prior, F=future)
- 12 - PARAMETER 2** - Optional (10 A/N) - Used for specified parameters.
- 13 - PARAMETER 3** - Optional (10 A/N) - Used for specified parameters.
- 14 - PARAMETER 4** - Optional (10 A/N) - Used for specified parameters.
- 15 - MESSAGE** - Display - The place where any message from the system will be displayed.

**Note:** The following pages give an example and brief description of the reports currently available in the District Category. The report name is indicated directly below the sample. The corresponding category and number are indicated in parenthesis. Where applicable, the parameters required by a report are listed with an explanation of the appropriate entries to receive the report needed by the district.

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[\[Back to Alphabetical Screen Listing\]](#)

S.D. COUNTY OFFICE OF EDUCATION										PAYROLL/PERSONNEL SYSTEM										PAGE								
1																												
REPORT: SACCT01					99.1.2					District SACS Chart Of Accounts					PREPARED ON MAR 09,													
2001																												
DISTRICT: 12										XYZ UNION SCHOOL DISTRICT										AS OF 10:53								
AM																												
FUND: 03					GENERAL FUND UNRESTR					* - Salary Object , N - Non-Salary Object					FISCAL YEAR: 2000													
-----ACCOUNT NUMBER-----										RC		ST		-----ACCOUNT NUMBER-----										RC		ST		
FUND	RSRC	SUB	GOAL	FUNC	SUB	OBJT	SUB	SCH	LOC	CC	Y	CD	CD	FUND	RSRC	SUB	GOAL	FUNC	SUB	OBJT	SUB	SCH	LOC	CC	Y	CD	CD	
03-00	0000-000	0000	0000-000	3111-000	000									03-00	0000-000	0000	0000-000	3901-000	000									
03-00	0000-000	0000	0000-000	3112-000	000									03-00	0000-000	0000	0000-000	3902-000	000									
03-00	0000-000	0000	0000-000	3121-000	000									03-00	0000-000	0000	0000-000	9511-000	000									
03-00	0000-000	0000	0000-000	3122-000	000									03-00	0000-010	4900	1000-000	1100-000	400									*
03-00	0000-000	0000	0000-000	3211-000	000									03-00	0000-010	4900	1000-000	1100-010	400									*
03-00	0000-000	0000	0000-000	3212-000	000									03-00	0000-010	4900	1000-000	1100-030	400									*
03-00	0000-000	0000	0000-000	3221-000	000									03-00	0000-010	4900	1000-000	2100-000	400									*
03-00	0000-000	0000	0000-000	3222-000	000									03-00	0000-010	4900	1000-000	2100-010	400									*

**DISTRICT SACS CHART OF ACCOUNTS  
(District 01)**

For Type 1, 2 and 4 districts only: This report displays each full SACS account number in the district’s payroll chart of accounts sorted in numeric order first by fund, then resource, resource-sub, goal, function, function-sub, object, object-sub, school, location, and by cost center. Also displays project year, responsibility code, and status code if entered.

An asterisk (\*) by an account number indicates a salary account.

The last page of the report will display a separate totals of salary accounts and fringe accounts.

Parameters required: None.

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S. D. COUNTY OFFICE OF EDUCATION		PAYROLL / PERSONNEL SYSTEM						PAGE 1	
REPORT: BARGN0192.1.0		DISTRICT BARGAINING UNITS						PREPARED ON MAR 17, 1993	
DISTRICT: 03		XYZ UNION SCHOOL DISTRICT						AS OF 9:27 PM	
Barg. Unit	Description	10/12 PAY	PAY SDI	O/T XMPT	-- O/T RATES:	CLASS	CERT --		
100	CLASSIFIED	N	N	N	Regular :	1.50	1.00		
					Holiday :	1.50	1.00	Employer Contributions to Retirement:	
								Y/N	Eff/Date Percent Amount
		DIFFERENCE PAY		SHIFT DIFFERENTIAL PERCENTS		PERS:		Y07-01-92	7.000 0.00
	Avail:	Y	Senior:	N	Part:	2.50	Full:	5.00	Split: 5.00
-----									
Barg. Unit	Description	10/12 PAY	PAY SDI	O/T XMPT	-- O/T RATES:	CLASS	CERT --		
100	CERTIFICATED	Y	N	Y	Regular :	0.00	1.00		
					Holiday :	0.00	1.00	Employer Contributions to Retirement:	
								Y/N	Eff/Date Percent Amount
		DIFFERENCE PAY		SHIFT DIFFERENTIAL PERCENTS		PERS:		N	0.000 0.00
	Avail:	Y	Senior:	N	Part:	0.00	Full:	0.00	Split: 0.00
-----									
Barg. Unit	Description	10/12 PAY	PAY SDI	O/T XMPT	-- O/T RATES:	CLASS	CERT --		
100	MANAGERS	N	N	N	Regular :	0.00	1.00		
					Holiday :	0.00	1.00	Employer Contributions to Retirement:	
								Y/N	Eff/Date Percent Amount
		DIFFERENCE PAY		SHIFT DIFFERENTIAL PERCENTS		PERS:		N	0.000 0.00
	Avail:	N	Senior:	N	Part:	0.00	Full:	0.00	Split: 0.00
-----									

**DISTRICT BARGAINING UNITS  
(DISTRICT 02)**

This report displays information for each bargaining unit for the district sorted numerically by bargaining unit number including bargaining unit number and description, flags for 10/12 pay, SDI, overtime exempt and difference pay availability, and overtime rates, shift differential percentages, and PERS employer paid member contribution information where applicable.

Parameters required: None.

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S. D. COUNTY OFFICE OF EDUCATION		PAYROLL / PERSONNEL SYSTEM							PAGE 1							
REPORT: BDEMP01 92.1.0		EMPLOYEE DEDUCTIONS / BENEFITS							PREPARED ON MAR 17, 1993							
DISTRICT:03		XYZ UNION SCHOOL DISTRICT							AS OF 9:27 PM							
EMPLOYEE	SOC SEC NO	VNDR	SUB	-----EMPLOYEE-----			-----EMPLOYER-----			FROM TRUST	TO TRUST	NET2 VNDR	PCT FLG	EMP REC		
				CONTRIB	STRT	STOP	CONTRIB	STRT	STOP							
BAKER, ERLA	0001-58-9450	33030	04	128.06	07	05				06	07	N	N	N		
		33490	03				415.95					N	N	N		
		33550	01				7.60					N	N	N		
		33650	02				84.22					N	N	N		
		66050	01	200.00									N	N	Y	
CRONKITE, WALLY	0002-06-2756	20310	01	100.00	0692	0593						N	N	Y		
		29000	01	3.00			3.00					N	Y	N		
		30170	01	30.00	08	07						N	N	Y		
		32530	01	50.00								N	N	Y		
		33030	07				403.81					N	N	N		
		33030	04	128.06	06	03				04	05	06	07	N	N	N
		33490	06				584.76						N	N	N	
		33550	01				7.60						N	N	N	
		33650	02				84.22						N	N	N	
		66080	01				0892	0793					Y	N	Y	
O'SULLIVAN, GIL	0003-22-9004	20980	01	200.00								N	N	Y		
		29000	01	3.00			3.00					N	Y	N		
		33650	01				33.09					N	N	N		
		66050	01	85.00	12	04						N	N	Y		
SELLECK, THOMAS	0004-46-2010	32530	01									N	N	Y		
		33030	01				142.59					N	N	N		
		33550	01				7.60					N	N	N		
		88100	01	50.00	08	12						N	N	Y		

**EMPLOYEE DEDUCTION/BENEFITS  
(DISTRICT 03)**

This report displays a list of employees with benefit deduction records on file sorted in alphabetic order by employee last name. The information displayed includes the employee's social security number, vendor number and sub code, employee and employer contribution amounts with start and stop dates, from and to trust months, and net to vendor, percentage, and on employee record flags.

Parameters required:

1 – Active Only - Y – Optional – Enter “Y” report will included active BDEMP records only. Default is blank report, will process active BDEMP records only.

2 – Include Terms - N – Optional – Enter “N” report will excluded terminated employees. Defaults is blank, report will process with active employees only.

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S. D. COUNTY OFFICE OF EDUCATION		P A Y R O L L / P E R S O N N E L S Y S T E M				PAGE 1			
REPORT: BDSUB01		DISTRICT VENDOR - SUB CODE ASSIGNMENTS				PREPARED ON MAR 17, 1993			
DISTRICT: 03		XYZ UNION SCHOOL DISTRICT				AS OF 9:16 PM			
VENDOR-SUB	SHORT NAME	VENDOR NAME	SUB CODE DESCRIPTION	W/H	POLICY NBR	ON EMP REC	%	EMPLOYEE CONTRIB	EMPLOYER CONTRIB
20980-01	BSL TSA	BENEFICIAL STANDARD LIFE	TSA	N		Y	N	0000.00	0000.00
21150-01	CAPITOL	THE CAPITOL LIFE INS COM	TSA	N		Y	N	0000.00	0000.00
21620-01	OPPENHMR TSA	OPPENHEIMER INVENTOR SVC	TSA	N		Y	N	0000.00	0000.00
21760-01	FAM LIFE TSA	FAMILY LIFE INSURANCE COM	TSA	N		Y	N	0000.00	0000.00
21880-01	STATE BOND	STATE BOND & MORTGAGE LI	BOND	N		Y	N	0000.00	0000.00
22170-01	JOHN ALDEN	JOHN ALDEN LIFE INS COMP	TSA	N		Y	N	0000.00	0000.00
29000-01	ARS	ALTERNATIVE RETIRE SYSTEM	APPLE	N		N	Y	0003.00	0003.00
29010-01	APPLE-MC	TRANSAMERICA OCCIDENTAL	ARS	N		N	Y	0004.00	0004.00
30170-01	JPA DTL	SAN DIEGO CO. DENTAL JPA	DENTAL	N		Y	N	0000.00	0000.00
30170-02	JPA DTL	SAN DIEGO CO. DENTAL JPA	DENTAL	N		Y	N	0000.00	0000.00
30190-01	JPA HLTH	SAN DIEGO CO. HEALTH JPA	HEALTH	N		Y	N	0000.00	0000.00
30190-02	JPA HLTH	SAN DIEGO CO. HEALTH JPA	HEALTH	N		Y	N	0000.00	0000.00

**DISTRICT VENDOR - SUB CODE ASSIGNMENTS  
(DISTRICT 04)**

This report displays the vendor/sub codes set up by the district, sorted in numeric order by vendor number and sub code. The information displayed includes the vendor name and short name, the sub code description, withholding flag, policy number, on employee record flag, percent flag, and employee and employer contribution amounts.

Parameters required: None.

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S. D. COUNTY OFFICE OF EDUCATION		P A Y R O L L / P E R S O N N E L S Y S T E M			PAGE 1	
REPORT: CALEN01		DISTRICT PAYROLL CALENDAR			PREPARED ON MAR 17, 1993	
DISTRICT:03		XYZ UNION SCHOOL DISTRICT			AS OF 9:27 PM	
CALENDAR for Fiscal Yr: 9293						
Payroll Cycle	Period Begin Date	Period End Date	Payroll Issue Date	Run Pre-Payroll	Run Payroll	
M01	07-01-92	07-31-92	07-31-92	07-22-92	07-24-92	
S02	07-16-92	07-31-92	08-05-92	07-27-92	07-29-92	
M02	08-01-92	08-31-92	08-31-92	08-19-92	08-21-92	
S04	08-16-92	08-31-92	09-04-92	08-26-92	08-28-92	
M03	09-01-92	09-30-92	09-30-92	09-16-92	09-18-92	
S06	09-16-92	09-30-92	10-05-92	09-24-92	09-28-92	
M04	10-01-92	10-31-92	10-30-92	10-21-92	10-23-92	
S08	10-16-92	10-31-92	11-05-92	10-27-92	10-30-92	
M05	11-01-92	11-30-92	11-30-92	11-18-92	11-20-92	

**DISTRICT PAYROLL CALENDAR  
(DISTRICT 05)**

This report shows the scheduled run dates for all payroll cycles for the district for the fiscal year. Other information displayed includes the period begin and end dates and the payroll issue date.

Parameters required: None.

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S. D. COUNTY OFFICE OF EDUCATION		P A Y R O L L / P E R S O N N E L S Y S T E M				PAGE 1	
REPORT: DJOBS01		DISTRICT JOB CLASS REPORT				PREPARED ON MAR 17, 1993	
DISTRICT:03		XYZ UNION SCHOOL DISTRICT				AS OF 9:16 PM	
JOB CLASS	MGT/ NON	BARG UNIT	O/T EXEMPT	JOB FAM	JOB TYPE	ABBREVIATED DESCRIPTION	FULL DESCRIPTION
11070	N	006	Y		XT	EXCHANGE TEACHER	EXCHANGE TEACHER
11150	N	006	Y		TE	MENTOR TEACHER	MENTOR TEACHER
11175	N	006	Y		TE	PRESCHOOL TEACHER	PRESCHOOL TEACHER
11190	N	006	Y		TE	RESRCE SPEC-SP ED	RESOURCES SPECIALIST - SPECIAL EDU
11220	N	006	Y		SB	SUBSTITUTE TEACHER	SUBSTITUTE TEACHER
11240	N	006	Y		TE	SUMMER SCHOOL TCHR	SUMMER SCHOOL TEACHER
11300	N	006	Y		TE	TEACHER	TEACHER
JOB TYPES:		TE = Teacher SB = Substitute Teacher		XT = Exchange Teacher BM = Board Member		TA = Teacher's Assistant HD = Health & Development	SW = Student Worker

**DISTRICT JOB CLASS REPORT  
(DISTRICT 06)**

This report shows in numeric order the job classes chosen by the district on **DJOBS** and displays the bargaining unit, management and overtime exempt flags, job family and type when applicable, as well as the abbreviated and full description associated with each job class. Job type abbreviation descriptions are shown for reference.

Parameters required: None.

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S. D. COUNTY OFFICE OF EDUCATION	P A Y R O L L / P E R S O N N E L S Y S T E M		PAGE 1
REPORT: DVNDR01	DISTRICT AUTHORIZED VENDORS		PREPARED ON MAR 17, 1993
DISTRICT:03	XYZ UNION SCHOOL DISTRICT		AS OF 9:16 PM
VENDOR NUMBER	VENDOR NAME and ADDRESS	ABBREVIATION	AUTHORIZED FOR SEMI-MONTHLY PAY
02500	MARSHALL OF SAN DIEGO COUNTY 8950 CLAIREMONT MESA BLVD.  SAN DIEGO, CA 92123	MARSHALL	Y
02750	COURT TRUSTEE P. O. BOX 3544 TERMINAL ANNEX LOS ANGELES, CA 90051	COURT TRUSTEE	Y
04000	DEPARTMENT OF REVENUE & RECOVER P. O. BOX 2808  SAN DIEGO, CA 92112	DEPT REV&REC	Y
12000	FRANCHISE TAX BOARD P. O. BOX 942867  SACRAMENTO, CA 94267-2021	FTB	Y

**DISTRICT AUTHORIZED VENDORS  
(DISTRICT 07)**

This report displays in numeric order by vendor number the vendors set up for the district and available for use. The information displayed includes the vendor name and address, vendor name abbreviation and the semi-monthly pay authorization flag.

Parameters required: None.

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EXTRA PAY TYPE CODE		DESCRIPTION	AUDIT PARAMETERS ABCDEFGHIJ	ON EMPLOY RECORD	% or \$	AMOUNT
04	01	BACKPAY AWARD	AB DEF	Y		
13	01	CAFE-PLAN CASH	AB DEF J	Y		
25	02	DOCTORAL STPND	ABCDEF I	N	\$	125.00
	03	"		N	\$	136.36
	04	"		N	\$	150.00
31	01	EDUC INC-PERS	ABCDEF I	Y		
37	01	EMPLOYEE AWARD	AB DEF J	Y		
	02	"		N	\$	75.00
	03	"		N	\$	150.00

A = Subj to Withholding      C = Subj to Retirement      E = Subj to SDI      G = Credential Validation      I = Incl in Annual Salary  
 B = Subj to FICA/Medicare      D = Subj to SUI      F = Subj to Work Comp      H = Contract Required      J = Non Salary Account

**DISTRICT EXTRA PAY TYPE/CODE MASTER LIST  
(DISTRICT 08)**

This report displays the extra pay types and codes set up by the district on **DXPAY** in numeric order. It shows the description, audit parameters, the on employee record flag, the percentage/dollar amount flag, and the amount of the dollars or percentage to be paid if the on employee record flag is set N. Audit parameter flag descriptions are shown for reference.

Parameters required: None.

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S. D. COUNTY OFFICE OF EDUCATION			P A Y R O L L / P E R S O N N E L S Y S T E M							PAGE 1							
REPORT: EMPLOY01 92.1.0			DISTRICT EMPLOYEE CROSS REFERENCE							PREPARED ON MAR 17, 1993							
DISTRICT:03			XYZ UNION SCHOOL DISTRICT							AS OF 9:27 PM							
EMPLOYEE	SOC SEC NO	SEX	BIRTH DATE	M/S	--- HIRE ---		--- TERM ---		WARR LOC	PAY CYC	LAST PAID	---- TAX WITHHOLDING ----					
					DATE	CODE	DATE	CODE				M/S	#ALW	EIC	M/S	#ALW	#XTR
BAKER, ANITA	0001-48-3063	F	04-05-39	M	08-30-90	18	10-30-90	30	001	M	09-28-90	M	00	0	M	00	00
COLLINS, PHIL	0002-44-0161	M	03-25-32	M	09-01-63	18	06-20-91	39	001	M	01-31-92	M	01	0	M	10	00
COOPER, GARY	0003-20-9633	M	06-24-25	M	10-01-66	18	09-30-90	30	002	M	09-28-90	S	00	0	M	00	00
COSTNER, KEVIN	0004-78-6993	M	04-20-61	M	09-03-86	18	09-25-92	34	001	M	09-30-92	M	00	0	M	02	00
CRUISE, TOM	0005-82-0438	M	04-08-51	M	03-01-88	18	09-05-89	30	002	M		S	01	0	S	01	00
DANSON, TED	0006-58-9450	M	12-21-41	M	02-11-85	18			001	M	04-30-93	M	04	0	M	03	00
GERE, RICHARD	0007-02-6356	M	06-07-52	M	07-01-86	18	06-30-89	30	002	M	04-30-93	S	01	0	S	01	00
GIBSON, MEL	0008-069-5054	M	09-30-66	M	12-17-90	18	02-28-91	30	001	M		S	01	0	S	01	00
GRANT, CARY	0009-22-9004	M	03-31-27	S	10-20-92	18	12-14-92	30	002	M	01-29-93	S	00	0	S	00	00
HAWN, GOLDIE	0010-39-3426	F	09-26-59	S	03-01-88	18	06-30-89	30	002	M		M	01	0	M	01	00
HOFFMAN, DUSTIN	0011-26-0614	M	04-04-36	S	10-01-89	18	03-30-90	30	002	M		S	00	0	S	00	00
HOPKINS, TONY	0012-94-8817	M	07-15-62	M	03-01-88	18	06-30-91	34	001	M	09-28-90	M	00	0	M	01	00

**DISTRICT EMPLOYEE CROSS REFERENCE  
(DISTRICT 09)**

This screen displays employee information in alphabetic order by employee last name. The data displayed includes social security number, sex, birthdate, marital status, hire date and code, termination date and code, warrant location, pay cycle, last paid date, and federal and state withholding status.

Parameters required: None.

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S.D. COUNTY OFFICE OF EDUCATION		PAYROLL / PERSONNEL SYSTEM				PAGE 1					
REPORT: EMPOS 02 99.1.2		SACS DISTRICT EMPLOYEE / POSITION CONTROL REPORT				PREPARED ON AUG 22, 2000					
DISTRICT: 12		XYZ UNION SCHOOL DISTRICT				AS OF 9:27 PM					
ADAMS, SAMUAL		0452-23-9450		PAY FREQ: M		10/12: N					
Position #	Position Title	Start Date	Stop Date	T/P	Group Range	Step	Step Advance				
9030	INSTR AIDE	11-01-1981		T	09 01	21					
Job Class & Description		Shift -%	HDM	%FTE	D/H Rate	- Current Salary -					
21090 INSTRUCTIONAL AIDE			H		12.50	Monthly	Annual				
---Locations---		Fixed /Vari	Mgt Non	O/T Exmpt	Sal Sched # Months	- Work Year -					
Work Time Warrant		V	N	N		JASONDJFMAMJ					
001 001 991						Last Paid					
Line #	Active	Percent	Fund	Resource	PY	Goal	Function	Object	Schl	Loc	C C
1	Y	0.00	03-00	0000-000		1110	1000-000	2100-005	000		
2	Y	0.00	06-00	7140-000		1110	1000-000	2100-002	000		
3	Y	0.00	06-00	7260-000		1110	1000-000	2100-002	000		
4	Y	0.00	06-00	7260-000		1110	1000-000	2100-004	000		
5	Y	0.00	06-00	3010-000		1110	1000-000	2100-002	000		

**SACS DISTRICT EMPLOYEE/POSITION CONTROL REPORT  
(DISTRICT 10)**

This report displays each employee hired in the district in alphabetic order by last name. It displays social security number, pay frequency, 10/12 pay status, the EMPOS information, and extra pay information for each position and extra pay to which the employee is attached. Expense distribution information is also shown where applicable for the position or extra pay.

Parameters required:

1 – C/N – Optional – Enter “C” for Certificated employees only, “N” for Classified employees only, Default is blank for both Certificated and Classified employees.

2 – HDM Code – Optional – Enter “H” for hourly employees only, “D” for daily employees only, and a “M” for monthly employees only. Defaults is blank for all employees.

3 – Work Site – Optional – Enter the specific (three digit) work site number of employees. Default is blank for all employees.

4 – Incl Term? Y/N – Optional – Enter “Y” report will include terminated employees. Enter “N” report will not include terminated employees.

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S. D. COUNTY OFFICE OF EDUCATION P A Y R O L L / P E R S O N N E L S Y S T E M											
PAGE 1		REQUESTABLE POSITION REPORT						PREPARED ON JUL			
REPORT: POSIT02 01.0517								27, 2001			
DISTRICT: 03		XYZ UNION SCHOOL DISTRICT						AS			
OF 9:27 AM											
POSITION	TITLE	HDM	F/V	CSEA	SHIFT-%	%FTE	D/H Rate	Group	Range	Step	---SMA CODES ----
6640	NIGHT CUSTODIAN	M		Y		100.00		02	18	01	
Job Class Description		Barg	Locations		- Starting Salary -		Sal Sched	-Work Year -		Track	
Days	G/L	Unit	Work	Time	Monthly	Annual	#Months	JASONDJFMAMJ			
24435	Night Custodian	200	010	000	2122.00	25,464.00	12	XXXXXXXXXXXX			
Line#	Active	Percent	Fund	Resource	PY	Goal	Function	Object	Schl	Loc	CC
1	Y	100.00	03-00	0000-000	0000	8200-000	2222-000	000			
2	N	0.00	03-00	0000-000	0000	8200-000	2294-000	000			
Employee Name		Soc. Sec. No.	Start	Stop	Advance	Step	- Current Salary -				
Annual	Grant, Cary	0009-22-9004	03-01-1998		03-01-2002	4	D/H Rate	Monthly	2456.42		
29,477.00											

**DISTRICT POSITION CONTROL REPORT (WITH OPTIONS)  
(DISTRICT 11)**

The report displays each position set up by the district in numeric order. **POSIT** and **SXPOS** information is displayed for each position as well as the person or people attached to the position. Social security number, start, stop, step advance dates, salary step, daily, hourly rate and current monthly and annual rate display. One of the report options is to display the lines of expense distribution from the SXPOS when requesting this report.

Parameters required:

- 1 – C/N – Optional – Enter “C” for Certificated employees only, “N” for Classified employees only, default is blank for both Certificated and Classified employees.
- 2 – Work Site – Optional – Enter the specific (three digit) work site number of employees. Default is blank for all employees.
- 3 – Exclude **SXPOS** ACCT INFO Y/N – Enter “N” the report will display the lines of expense distribution from the SXPOS. Enter “Y” the report will not display the expense distribution.
- 4 – Options – If left **blank** only **active positions** will display. Enter “Y” **all POSIT** records will display. Enter “V” the report will display only **vacant positions**. Enter “E” for **Encumbered vacant positions\***.

\* Encumbered vacant positions option applies only to Monthly and Fixed positions. The **SXPOS** must have at least one active line of distribution. District ID screen must have the flag set to Encumber Vacant position for this selection.

**NOTE:** See pages 17-5 and 17-6 (fields 11-14) for information on the Parameter fields. Use function ‘INQ’ to change “Parameter” to the heading that indicates what information is needed.

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S. D. COUNTY OFFICE OF EDUCATION		P A Y R O L L / P E R S O N N E L S Y S T E M								PAGE 1	
REPORT: SALRY01		DISTRICT SALARY SCHEDULE REPORT								PREPARED ON MAR 17, 1993	
DISTRICT:01		XYZ UNION SCHOOL DISTRICT								AS OF 9:27 PM	
GROUP	1	CLASSIFIED EMPLOYEES - ANNUAL			CURRENT SCHEDULE		CLASSIFIED	ANNUAL RATES		EFFECTIVE DATE 05-13-93	
STEP NO		Range 01	Range 02	Range 03	Range 04	Range 05	Range 06	Range 07	Range 08	Range 09	Range 10
1		12,757.95	13,077.29	13,395.51	13,730.64	14,065.79	14,417.86	14,768.80	15,137.79	15,506.79	15,894.97
2		13,395.51	13,730.64	14,065.79	14,417.86	14,768.80	15,137.79	15,506.79	15,894.97	16,283.15	16,689.37
3		14,065.79	14,417.86	14,768.80	15,137.79	15,506.79	15,894.97	16,283.15	16,689.37	17,096.73	17,523.27
4		14,768.80	15,137.79	15,506.79	15,894.97	16,283.15	16,689.37	17,096.73	17,523.27	17,950.95	18,400.07
5		15,506.79	15,894.97	16,283.15	16,689.37	17,096.73	17,523.27	17,950.95	18,400.07	18,849.18	19,320.85
6		16,283.15	16,689.37	17,096.73	17,523.27	17,950.95	18,400.07	18,849.18	19,320.85	19,792.54	20,286.79
7		16,283.15	16,689.37	17,096.73	17,523.27	17,950.95	18,400.07	18,849.18	19,320.85	19,792.54	20,286.79
8		16,283.15	16,689.37	17,096.73	17,523.27	17,950.95	18,400.07	18,849.18	19,320.85	19,792.54	20,286.79
9		16,283.15	16,689.37	17,096.73	17,523.27	17,950.95	18,400.07	18,849.18	19,320.85	19,792.54	20,286.79
10		17,096.76	17,523.27	17,950.95	18,400.07	18,849.18	19,320.85	19,792.54	20,286.79	20,782.15	21,300.10
11		17,096.76	17,523.27	17,950.95	18,400.07	18,849.18	19,320.85	19,792.54	20,286.79	20,782.15	21,300.10
12		17,096.76	17,523.27	17,950.95	18,400.07	18,849.18	19,320.85	19,792.54	20,286.79	20,782.15	21,300.10
13		17,096.76	17,523.27	17,950.95	18,400.07	18,849.18	19,320.85	19,792.54	20,286.79	20,782.15	21,300.10
14		17,096.76	17,523.27	17,950.95	18,400.07	18,849.18	19,320.85	19,792.54	20,286.79	20,782.15	21,300.10
15		17,950.95	18,400.07	18,849.18	19,320.85	19,792.54	20,286.79	20,782.15	21,300.10	21,820.31	22,366.47

**DISTRICT SALARY SCHEDULE REPORT  
(DISTRICT 12)**

This report displays salary schedules as entered by the district including the salary schedule description, current, future or prior status, employee type, hourly, daily or annual status, and the schedule effective date. Only one schedule is reflected on each page although a schedule may require multiple pages.

Parameters required: 1 - Enter "C" for current, "F" for future, or "P" for prior schedule to be printed.

**NOTE:** See pages 17-1 and 17-2 (fields 11-14) for information on the Parameter fields. Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.

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S. D. COUNTY OFFICE OF EDUCATION			P A Y R O L L / P E R S O N N E L S Y S T E M										PAGE 1					
REPORT: CDAYSLIST 92.1.0			CERTIFICATED CONTRACT DAYS LIST										PREPARED ON MAR 17, 1993					
DISTRICT:03			XYZ UNION SCHOOL DISTRICT										AS OF 9:27 PM					
FISCAL YEAR: 9293																		
TRACK	YRS	TEACHER HOURS	ASSIGNMENT START	ASSIGNMENT STOP	DESCRIPTION	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
A		06.75	09-01-92	06-18-93	TEACHERS	000	000	020	022	018	014	019	018	023	017	020	014	185
B		06.75	09-01-92	06-18-93	NEW HIRE	000	000	020	022	018	014	019	018	023	017	020	014	185
C	Y	08.00	07-01-92	06-30-93	SUPT	021	021	021	022	018	020	020	018	023	021	020	022	247
D		08.00	07-01-92	06-30-93	PRINCIPAL	022	021	021	022	018	017	019	019	023	022	020	022	246
E		06.50	08-18-92	06-30-93	VICE PRINC	000	010	021	022	018	014	019	018	023	017	020	022	204
F	Y	06.75	09-01-92	08-30-93	PSCH	015	021	021	022	018	014	019	018	023	017	020	018	226
G	Y	08.00	07-01-92	06-30-93	HLT/LBR	015	005	010	019	018	017	018	018	020	019	019	019	197
H		06.75	09-01-92	06-18-93	HR INST	000	000	020	022	018	014	019	018	023	017	020	014	185
I	Y	08.00	07-01-92	06-30-93	AST SUPT	022	021	020	022	018	021	020	018	023	021	020	022	248
J		06.50	08-18-92	06-30-93	DIR	000	010	021	022	018	014	019	018	023	017	020	022	204

**CERTIFICATED CONTRACT DAYS LIST  
(DISTRICT 13)**

This report displays the certificated contract days (CDAYS) records entered for the district. Information shown includes the track letter, year-round school flag, teacher hours per day, assignment start and stop dates, track description, number of work days in each month, and the total number of days for the fiscal year.

Parameters required: None.

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S. D. COUNTY OFFICE OF EDUCATION		P A Y R O L L / P E R S O N N E L S Y S T E M		PAGE 1	
REPORT: MONTHLY SAL		MONTHLY EMPLOYEE ANNUAL EARNINGS REPORT		PREPARED ON MAR 17, 1993	
DISTRICT: 03		XYZ UNION SCHOOL DISTRICT		AS OF 9:27 AM	
BARGAINING UNIT: 001 CERTIFICATED MONTHLY					
EMPLOYEE NAME	SOC. SEC. NO.	XTRA PAY	TITLE/DESCRIPTION	ANNUAL AMOUNT	
ALADDIN, PRINCE	0001-32-1615	2910	RESOURCE SPEC	\$45,020.63	
		60-01	LONGEVITY	\$1250.00	
		61-05	OFFSKD BNS LMP		
AURORA, PRINCESS	0002-25-1755	2151	TEACHER - JMMS - GR 7	\$25,825.50	
		61-05	OFFSKD BNS LMP		
BELL, TINKER	0003-16-7566	8110	TEACHER - BOES - GR 2	\$47,355.00	
		13-02	CAFE-PLAN CASH		
		61-05	OFFSKD BNS LMP		
CINDERELLA	0004-66-5533	2930	P.E. TEACHER - JMMS	\$33,550.00	
		61-05	OFFSKD BNS LMP		
		63-06	MENTOR STIPEND	\$20,556.00	
DUCK, DONALD	0005-32-7891	6100	TEACHER - BOES - GR K	\$45,333.00	
		13-02	CAFE-PLAN CASH		
		61-05	OFFSKD BNS LMP		
		63-02	MENTOR STIPEND	\$20,556.00	
MOUSE, MICKEY	0006-23-1670	7812	TEACHER - SHS - SP ED PR	\$46,311.00	
		61-05	OFFSKD BNS LMP		
		63-06	MENTOR STIPEND	\$20,556.00	
PINOCCHIO	0007-15-5555	2905	COUNSELOR - JMMS	\$43,003.50	
		13-05	CAFE-PLAN CASH		
		60-03	LONGEVITY	\$1,100.00	
		61-02	OFFSKD BNS LMP		
POTTS, MRS	0008-11-2233	2180	TEACHER - JMMS - GR 8	\$28,135.00	
		61-05	OFFSKD BNS LMP		

**MONTHLY EMPLOYEE ANNUAL EARNINGS REPORT  
(DISTRICT 14)**

This report displays the annual earnings for each monthly employee in the district. The report is sorted by bargaining unit. Each bargaining unit is arranged in alphabetic order by employee last name. The information displayed includes the employee's name, social security number, position number, description, and salary, and any automatic extra pay type and code, description, and pay amount.

Parameters required: None.

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S. D. COUNTY OFFICE OF EDUCATION			P A Y R O L L / P E R S O N N E L S Y S T E M										PAGE 1		
REPORT: EMPLOYREF1			DISTRICT EMPLOYEE CROSS REFERENCE BY NAME										PREPARED ON MAR 17, 1993		
DISTRICT:03			XYZ UNION SCHOOL DISTRICT										AS OF 9:27 PM		
----- E M P L Y -----			----- E M P O S -----												
EMPLOYEE NAME	SOC SEC NO	ORIG HIRE DATE	CODE	-- START-- DATE	CODE	TERMINATE DATE	CODE	CYC	POS#	HDMF/V	%FTE	CLASS	JOB -- POSITION -- START	STOP	RETIREMENT C S SS M
AGASID, FRANK	0001-55-2233	12-17-90	18	07-01-92	21	06-30-89	30	M	5001	M	100.00	26050	07-01-92		2 1 X X
AHADIAN, HALEH	0002-28-0604	07-06-88	18					M	3100	H F		22210	07-01-92		2 2 X
AHADIAN, HALEH	0002-28-0604	07-06-88	18					M	4220	H F		12200	08-01-92		1 2 X
AMIRI, LORA	0128-93-0129	08-01-92	18					M	5320	M	045.00	24565	08-01-92		2 4 X
AMIRI, LORA	0128-93-0129	08-01-92	18					M	6300	M	030.00	11300	08-01-92		1 1 X
DARBANI, NAZI	0930-22-5131	05-20-87	18					M	5130	H F		24060	08-01-92		2 1 X X
DARBANI, NAZI	0930-22-5131	05-20-87	18					M	5800	M	100.00	25100	08-20-92		2 1 X X
ERICSON, AL	0500-23-8830	08-30-90	18			10-30-90	30	M	1001	D V		11320	09-04-90	10-30-90	1 1 X
FRANK, JIM	0005-04-8720	10-01-76	18	09-04-85	20			M	1002	H V		11325	10-01-76		1 3
FRANK, JIM	0005-04-8720	10-01-76	18	09-04-85	20			M	2925	M	100.00	11130	10-01-76		1 1
GOADY, TOM	0153-55-9977	05-23-88	18					M	1050	D V		11140	05-23-88		1 1 X
GOADY, TOM	0153-55-9977	05-23-88	18					M	1060	H V		11133	01-28-91		1 1 X
GOADY, TOM	0153-55-9977	05-23-88	18					M	3500	D S		12345	07-01-91		1 3 X
HANSEN, BILL	0111-04-8866	09-10-80	18					M	1150	M	100.00	11350	09-10-80	06-22-90	1 1
HANSEN, BILL	0111-04-8866	09-10-80	18					M	8130	M	100.00	11350	09-04-90		1 1
HUDSON, AMY	0200-05-6677	01-07-80	18	09-01-87	20			M	1020	H V		11302	01-07-80		1 3
HUDSON, AMY	0200-05-6677	01-07-80	18	09-01-87	20			M	1920	M	100.00	11142	01-07-80	06-22-90	1 1
HUDSON, AMY	0200-05-6677	01-07-80	18	09-01-87	20			M	7950	M	100.00	11142	09-04-90		1 1
HUDSON, AMY	0200-05-6677	01-07-80	18	09-01-87	20			M	9920	D S		11320	07-02-90		1 3
HUDSON, AMY	0200-05-6677	01-07-80	18	09-01-87	20			M	9930	D S		11320	06-22-92		1 3
KARIS, KATHY	0007-02-8610	04-18-90	18					M	1100	D V		11221	04-18-90	06-22-90	1 3 X

**DISTRICT EMPLOYEE CROSS REFERENCE BY NAME  
(DISTRICT 15)**

This report is sorted in alphabetic order by employee last name and displays a separate complete line of data for each position to which the employee is attached. The information displayed includes employee name, social security number, original hire date and code, start date and code, termination date and code, pay cycle, position number, HDM code, fixed/variable status, %FTE, job class, position start and stop date, and retirement flags.

Parameters required: None.

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S. D. COUNTY OFFICE OF EDUCATION		P A Y R O L L / P E R S O N N E L					FY: 2000		PAGE 1	
REPORT: XDYDTTLLS 99.2.1		YTD EXPENDITURE TOTALS BY ACCOUNT NUMBER					PREPARED ON FEB 09, 2001		AS OF 9:52 PM	
DISTRICT 12		XYZ UNION SCHOOL DISTRICT								
SORT SELECTION: RESOURC										
FUND	RESOURCE	PY	GOAL	FUNCTION	OBJECT	SCH	LOC	CC	YTD EXPENDITURE	
03 00	0000 000		0000	0000 000	3212 000	000			208.29	
03 00	0000 000		0000	0000 000	3312 000	000			120.11	
03 00	0000 000		0000	0000 000	3322 000	000			28.09	
03 00	0000 000		0000	0000 000	3502 000	000			1.94	
03 00	0000 000		0000	0000 000	3602 000	000			20.91	
03 00	0000 000		0000	0000 000	9511 000	000			1,937.26	

**YTD EXPENDITURE TOTALS BY ACCOUNT NUMBER  
(Totals sorted by Resource)  
(DISTRICT 16)**

This report displays fiscal year-to-date SACS expenditure amounts for each payroll account used by the district in the current fiscal year. Accounts with no fiscal year expense are not displayed. Totals may be obtained by program, object, or location. Fund totals are also displayed.

Parameters required: 1 – enter “PROG” for totals by program, “OBJT” for totals by object, or “LOC” for totals by location.

NOTE: See PRQST screen description, Fields 11-14, for information on the Parameter fields. Use function “INQ” to display “Parameter” headings.

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S. D. COUNTY OFFICE OF EDUCATION		P A Y R O L L / P E R S O N N E L S Y S T E M				PAGE 1	
REPORT: RTBENLIST		RETIRE / TERMINATED BENEFITS CONTINUATION				PREPARED ON MAR 17, 1993	
DISTRICT:03		XYZ UNION SCHOOL DISTRICT				AS OF 9:27 AM	
EMPLOYEE NAME	SOC.SEC.NO.	EMPL PAY FREQ	VENDOR-SUB	CONTRIBUTION ON EMP REC	EMPLOYEE AMOUNT	CURRENT FUNDS AVAILABLE	EMPLOYER AMOUNT
ADAMS, JOHN	0001-23-3563	M	32950-01	N	0.00	0.00	75.00
			32960-01	N	0.00	0.00	22.00
			32970-20	N	0.00	0.00	600.00
			33550-10	N	0.00	0.00	517.00
			33650-14	N	0.00	0.00	75.00
JEFFERSON, THOMAS	0002-15-5364	M	33720-02	N	0.00	0.00	10.50
			33030-01	Y	350.00	0.00	0.00
			33550-01	Y	10.33	0.00	0.00
			33890-01	Y	26.50	0.00	0.00
			44810-01	Y	18.15	0.00	0.00
KENNEDY, JOHN	0003-12-1113	M	33550-01	Y	7.30	27.20	0.00
			34000-01	Y	0.00	0.00	245.53
			32960-02	Y	22.00	0.00	0.00
LINCOLN, ABRAHAM	0004-18-3348	M	33030-01	Y	135.22	0.00	0.00
			33550-01	Y	10.33	0.00	0.00
ROOSEVELT, TEDDY	0005-13-2468	M	33890-01	Y	26.51	0.00	0.00
			33030-01	Y	160.21	490.21	0.00
			33890-01	Y	12.11	25.10	0.00
WASHINGTON, GEORGE	0006-11-8900	M	33550-01	Y	7.66	14.53	0.00
			32950-11	N	0.00	0.00	76.22
			32960-11	N	0.00	0.00	19.51
			33260-13	N	0.00	0.00	414.12
			33260-14	N	0.00	0.00	414.12
			33550-15	N	0.00	0.00	19.20
			33650-15	N	0.00	0.00	76.05

**RETIRE/TERMINATED BENEFITS CONTINUATION  
(DISTRICT 17)**

This report displays a list of employees with retired and terminated benefit records on file sorted alphabetically by employee last name. Information displayed includes employee name, social security number, pay frequency, vendor and sub code, on employee record flag, employee and employer contribution amounts and current funds available.

Parameters required: None.

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S. D. COUNTY OFFICE OF EDUCATION		PAYROLL / PERSONNEL SYSTEM				PAGE	
1	REPORT: BDEMP LIST	00.0801	List selected BDEMPs		PREPARED ON NOV 29,		
	2005						
	DISTRICT: 003		XYZ UNION SCHOOL DISTRICT		AS OF 9:27		
	PM						
	Vendor: 27000 FBC-457(B)		Include stopped				
Sb	Soc. Sec.	Name	Amount	Employee Start	Employee Stop	Employer Start	Employer Stop
01	0023-46-7826	ADAMS, ARTHUR	500.00				
01	0052-42-8093	ANDERSON, SUSAN	400.00				
01	0600-04-1964	BALDWIN, ALEX	300.00				
01	0545-11-2222	BENCH, JEFF	700.00		01/2005		
01	0333-34-0000	CLAUS, ANDREW	4000.00				
01	0444-50-1234	COYOTE, WYLIE	125.00		06/2005		
01	0333-35-1234	DUCK, DAFFY	400.00				
01	0549-11-3333	FOX, FARLYE	200.00				
01	0444-44-0000	HOPKINS, ANTHONY	700.00				
01	0564-55-3434	KING, BARBARA	190.91				
01	0555-55-0000	MERRIWEATHER, ME	200.00				
01	0333-33-1930	MOUSE, MINI	475.00				
01	0456-78-9101	NORRIS, SAM	150.00				
01	0601-44-1970	ROBERTS, JULIA	250.00				
01	0555-25-4041	SLICK, GRACE	300.00				
01	0601-34-5678	SMITH, TAMMY	100.00				
01	0551-12-3459	TURNER, TED	735.00				
01	0777-77-0000	WOODS, TIGER	750.00				
		18 Employees listed					

**LIST SELECTED BDEMPs  
(DISTRICT 18)**

This report displays by Vendor a list of employees with BDEMP (Employee Benefit/Deductions). The information displayed includes the Vendor sub number, employee's social security number, social security name, amount, employee and employer start and stop dates.

Parameters required:

1. – Vendor Number - Enter the 5-digit vendor number for the requested vendor.
2. – Incl Stopped? - Enter “Y” the report will include stopped BDEMP’s records. Enter “N” the report will include active BDEMP’s records including current month stopped records.
3. No parameters.
4. No parameters.

NOTE: See pages 17-5 and 17-6 (fields 11-14) for information on the Parameter fields. Use function “INQ” to change “Parameter” to the heading that indicates what information is needed.

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S. D. COUNTY OFFICE OF EDUCATION		P A Y R O L L / P E R S O N N E L S Y S T E M				PAGE 1			
REPORT: BDEMPSTOP 93.2.0		MASS UPDATE OF BDEMP & RTBEN STOP DATES - USE CAUTION				PREPARED ON MAR 17, 1993			
DISTRICT:03		XYZ UNION SCHOOL DISTRICT				AS OF 9:27 AM			
VENDOR: 21220		SUB: 01		NEW STOP MONTH: 04		NEW STOP YEAR: 93			
----- P R E V I O U S V A L U E S -----									
EMPLOYEE NAME	SOC SEC NO	VENDOR	SUB	EMPLOYEE START MONTH	EMPLOYEE START YEAR	EMPLOYEE STOP MONTH	EMPLOYEE STOP YEAR	EMPLOYER START MONTH	EMPLOYER STOP YEAR
BREATH, BABYS	0001-74-8321	21220	01	07		06			
CROCUS, PURPLE	0002-28-8511	21220	01	08		06			
DAFFODIL, YELLOW	0003-56-0774	21220	01	07		01	91		
DAISY, WHITE	0004-66-3839	21220	01	07		06			
GLADIOLA, YELLOW	0005-44-4001	21220	01	07		06			
HYACINTH, FUCHSIA	0006-54-8295	21220	01	07		06			
JASMINE, WHITE	0007-30-8944	21220	01	07		06			
MARIGOLD, GOLD	0008-50-9472	21220	01	09		06			
ORCHID, WHITE	0009-98-9937	21220	01	07		06			
PANSY, PINK	0010-88-1040	21220	01	08		06			
PETUNIA, PINK	0011-54-9373	21220	01	08		01	91		

**MASS UPDATE OF BDEMP & RTBEN STOP DATES  
(DISTRICT 20)**

This request enters a stop date on the **BDEMP** or **RTBEN** records for the chosen vendor(s) as requested by the district and produces a report for audit purposes. The report displays the vendor and sub code updated and the new stop month and year. Each employee attached to the affected vendor and sub code is listed in alphabetic order by employee last name. The employee's social security number, and the previous values for the employee and employer start and stop month and year are also shown.

- Parameters required:
- 1 - Enter the 5-digit vendor number for which a change is desired.
  - 2 - Enter the 2-digit sub code for which a change is desired.
  - 3 - Enter the stop month to be input on the **BDEMP** or **RTBEN** records with the chosen vendor and sub code. Month must be 2 digits (example: June should be entered as "06").
  - 4 - Enter the stop year to be input on the **BDEMP** or **RTBEN** records with the chosen vendor and sub code. Year must be 4 digits (example: 2001 should be entered as "2001").

**NOTE:** See pages 17-1 and 17-2 (fields 11-14) for information on the Parameter fields. Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.

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S. D. COUNTY OFFICE OF EDUCATION		P A Y R O L L / P E R S O N N E L S Y S T E M		PAGE
1	REPORT: LVBALRPT 98.4.0	VACATION AND SICK LEAVE BALANCES REPORT		PREPARED ON SEP 15, 2000
	DISTRICT: 03	XYZ UNION SCHOOL DISTRICT		AS OF 9:27 AM
Employee Last Name, First Middle	Soc Sec Nbr	Vacation Balance	Sick Leave Balance	
ADAMS, ARTHUR	0553-22-9111	120.00	93.82	
ANDERSON, SUSAN	0054-15-0315	47.11	73.90	
BALDWIN, ALEX	0600-04-1964	0.00	0.00	
BENCH, JEFF	0545-11-2222	0.00	0.00	
CLAUS, ANDREW	0333-34-0000	0.00	0.00	
COYOTE, WYLIE	0444-50-1234	0.00	21.00	
DUCK, DAFFY	0333-35-1234	0.00	0.00	
FOX, FARLEY	0549-11-3333	0.00	0.00	
HOPKINS, ANTHONY	0444-44-0000	54.89	54.89	
KING, BARBARA	0564-55-3434	84.35	64.95	
MERRIWEATHER, ME	0555-55-0000	0.00	36.00	
MOUSE, MINI	0333-33-1930	192.00	272.00	
NORRIS, SAM	0456-78-9101	57.63	79.06	
ROBERTS, JULIA	0601-44-1970	0.00	0.00	
SLICK, GRACE	0555-25-4041	0.00	47.62	
SMITH, TAMMY	0601-34-5678	0.00	0.00	
TURNER, TED	0551-12-3459	0.00	383.25	
WOODS, TIGER	0777-77-0000	0.00	78.50	

**VACATION AND SICK LEAVE BALANCES REPORT  
(DISTRICT 21)**

This report displays employee vacation and sick leave balance from the LVINQ screen. The information displayed includes employee name, social security number vacation balance and sick leave balance on file

Parameters required:

1. – Enter “Y” this will exclude terminated employees. Enter “N” this will include terminated employees.
2. – Enter “Y” this will create an extract file.
3. - Enter “Y” this report will exclude employees with zero balances. Enter “N” the report will display employees with zero balances.

NOTE: See pages 17-5 and 17-6 (fields 11-14) for information on the Parameter fields. Use function ‘INQ’ to change “Parameter” to the heading that indicates what information is needed.

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S. D. COUNTY OFFICE OF EDUCATION		P A Y R O L L / P E R S O N N E L S Y S T E M				PAGE
1	REPORT: LVTRANRPT 98.4.0					PREPARED ON SEP 15,
	2000					AS OF 9:27
	DISTRICT: 03	XYZ UNION SCHOOL DISTRICT				
	AM					
DATE RANGE: 07-01-00 THRU 07-31-00						
EMPLOYEE LAST NAME, FIRST MIDDLE	SOC SEC NO.	TRANS TYPE	FROM DATE	TIME AMOUNT IN HOURS	DESCRIPTION	
ADAMS, ARTHUR	0559-22-9111	S	07-01-2000	3.50	P BAL	
		S	07-01-2000	31.50	NEW00/01	
		S	07-01-2000	80.00-	DUP	
ANDERSON, SUSAN	0558-29-5470	S	07-01-2000	80.00	DUP ERR	
		S	07-01-2000	125.50	C/O 9900	
		S	07-01-2000	16.00	2 PDAYCO	
		S	07-01-2000	96.00	NEW 0001	
		S	07-01-2000	16.00	P BAL	
		S	07-01-2000	80.00	NEW00/01	
		S	07-01-2000	16.00-	DUP	
		S	07-01-2000	96.00-	DUP	
BALDWIN, ALEX	0600-04-1964	S	07-01-2000	125.50-	DUP	
		S	07-01-2000	120.00	C/O 9900	
		S	07-01-2000	4.00	PDAYCO	
		S	07-01-2000	96.00	NEW 0001	
		S	07-01-2000	12.00	P BAL	
		S	07-01-2000	84.00	NEW00/01	
		S	07-01-2000	4.00-	DUP	
		S	07-01-2000	96.00-	DUP	
		S	07-01-2000	124.00	ERROR	
		S	07-01-2000	120.00-	ERROR	

**VACATION AND SICK LEAVE TRANSACTIONS REPORT  
(DISTRICT 22)**

This report displays employee transactions entered on the LVENT OR LVMAS for a specified period of time. The report list employee name, social security number, the type of transaction, the date, the time amount in hours and the description identified with the transaction.

Parameters required:

1. – Enter “V” the report will list transactions for vacation, enter “S” the report will list transactions for sick leave, enter “B” the report will list both type of transactions.
2. – Required (8 N) Enter the beginning date for the period of transactions (Ex: 07012000).
3. – Required (8 N) Enter the ending date for this period of transactions (Ex: 07312000).
4. – Enter “Y” an extract file will be created.

NOTE: See pages 17-5 and 17-6 (fields 11-14) for information on the Parameter fields. Use function “INQ” to change “Parameter” to the heading that indicates what information is needed.

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S. D. COUNTY OFFICE OF EDUCATION		P A Y R O L L / P E R S O N N E L S Y S T E M						PAGE 1					
REPORT: BDEMPCONV 94.2.5		MASS CONVERSION OF BDEMP & XDBEN BETWEEN VENDOR-SUB: CAUTION						PREPARED ON SEP 12, 1994					
DISTRICT: 03		XYZ UNION SCHOOL DISTRICT						AS OF 9:27 AM					
OLD VENDOR-SUB: 38880-01		HEALTH COVERAGE PROVIDER				NEW VENDOR-SUB: 39990-01		NEW PROVIDER					
EMPLOYEE	SOC. SEC. NO	-- EMPLOYEE --		-- EMPLOYER --		NEW SXBEN RECORDS							
		START MM-YY	STOP MM-YY	START MM-YY	STOP MM-YY	POSIT	PERCENT	LINE	FUND	PROG-SUB	OBJT-SUB	LOC	
BREATH, BABYS	0001-74-8321	09	06	09	06	2013	100.00	01	01	550 760	1500 55	002	
CROCUS, PURPLE	0002-28-8511	09	06	09	06	2014	050.00	01	01	550 760	1500 55	002	
DAFFODIL, YELLOW	0003-56-0774	09	06	09	06	2015	050.00	02	01	550 762	1500 55	002	
DAISY, WHITE	0004-66-3839	09	06	09	06	** NEW VENDOR-SUB ALREADY EXISTS **							
GLADIOLA, YELLOW	0005-44-4001	09	06	09	06	BDEMP NOT UPDATED: EMPLOYEE TERMINATED							
JASMINE, WHITE	0007-30-8944	09	12 88	09	12 88	BDEMP NOT UPDATED: EMPLOYEE TERMINATED							
MARIGOLD, GOLD	0008-50-9472	09	06	09	06	** NEW VENDOR-SUB ALREADY EXISTS **							
ORCHID, WHITE	0009-98-9937	09	06	09	06	BDEMP NOT UPDATED: HAS FUTURE START DATE							
PANSY, PINK	0010-88-1040	10	94	06	10 94	BDEMP NOT UPDATED: HAS FUTURE START DATE							
PETUNIA, PINK	0011-54-9373	09	06	09	06	2016	100.00	01	01	550 760	1500 55	004	
PRIMROSE, GOLD	0012-44-3298	09	06	09	06	BDEMP NOT UPDATED: RECORD NOT ACTIVE							
ROSE, RED	0013-76-3863	02	95	02	95	BDEMP NOT UPDATED: RECORD NOT ACTIVE							
TULIP, FUCHSIA	0014-17-4940	09	06 94	09	06 94	BDEMP NOT UPDATED: RECORD NOT ACTIVE							
VIOLET, PURPLE	0015-16-4629	09	06 94	09	06	BDEMP NOT UPDATED: RECORD NOT ACTIVE							
WISTERIA, PURPLE	0016-72-4433	09	06	09	06 94	BDEMP NOT UPDATED: RECORD NOT ACTIVE							

**MASS CONVERSION OF BDEMP & XDBEN BETWEEN VENDOR-SUB  
(DISTRICT 23)**

This request enters a mass change for **BDEMP** and **SXBEN** records for the chosen vendor(s) as requested by the district and produces a report for audit purposes. Old vendor-sub will be stopped with the date entered on parameter 3. Old vendor-sub information will be copied over to new vendor-sub. New vendor-sub will process the month following the stop date entered for old vendor-sub.

The report displays the **BDEMP** records including **SXBEN** records if applicable. Each employee attached to the affected vendor and sub code is listed in alphabetic order by employee last name.

Vendor ranges must be within the same range (Ex: 30000's to 30000's). Alternative Retirement System (ARS) Vendor Flag **Y / N** must be the same for both old and new vendor.

Old and new **BDSUB** records must exist prior to running this process. Both **BDSUB** records must have CONTRIBUTION ON EMPLOYEE RECORD = "N" and the CONTRIBUTIONS ARE PERCENTAGES field must be the same for both records prior to running this request.

Parameters required:

- 1 - Enter the current 5-digit vendor number and 2-digit sub number with no spaces for which a change is desired (Ex: 388801).

- 2 - Enter the new 5-digit vendor number and 2-digit sub code with no spaces for which a change is desired (Ex: 3999901).
- 3 - Enter the stop month and year for the old **BDEMP** records with the chosen vendor and sub code. Date must be 6-digits with no spaces (Ex: August 2000 is entered as "082000"). The date must be current MMYYYY or prior month.  
If payroll has been run for the current month: must be current MMYYYY.  
If payroll has not run for the current month: must be prior MMYYYY.
- 4 - Enter "Y" for updating and reporting; enter "N" for reporting only.

**NOTE:** See pages 17-1 and 17-2 (fields 11-14) for information on the Parameter fields. Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.

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S. D. COUNTY OFFICE OF EDUCATION		PAYROLL / PERSONNEL							FY: 2000			
PAGE 1		EMPLOYEE YTD PAYROLL EXPENDITURE REPORT							RUN: AUG 22, 2000 AS OF 9:18 PM			
REPORT: XDYTDMP 99.2.5		XYZ UNION SCHOOL DISTRICT										
DISTRICT 12												
ACCOUNT #	POS#	GROSS	EXPAY	PERS	EPMC	SS	MED	STRS/CB/ IARS	H&W	SU	WC	OTHR
WASHINGTON, GEORGE		0214-56-1776										
03 00	0000 000	0000 7200 000	2400 004	001								
		6704	1,620.66			100.48	23.50			1.62	22.04	
		YTD		YTD		YTD		YTD		YTD		YTD
	3111	0.00	3211	0.00	3311	0.00	3401	0.00		3701		0.00
	3112	0.00	3212	0.00	3312	100.48	3402	0.00		3702		0.00
	3 121	0.00	3221	0.00	3321	0.00	3501	0.00		3901		0.00
	3122	0.00	3222	0.00	3322	23.50	3502	1.62		3902		0.00
	GROSS	1,620.66 **	EXPAY	0.00 **	3331	0.00	3601	0.00				
					3332	0.00	3602	0.00		22.04		

**EMPLOYEE YTD PAYROLL EXPENDITURE REPORT  
(DISTRICT 24)**

This report displays year-to-date payroll expenditures by employee. It shows the employee's name, social security, SACS salary accounts and fringe accounts, and the year-to-date totals for those accounts. The employees are listed in alphabetical order by last name.

Parameters required: None.

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S.D. COUNTY OFFICE OF EDUCATION		PAYROLL/PERSONNEL SYSTEM			
PAGE 1				PREPARED ON AUG 29,	
REPORT: CJOBS 01 98 . 4. 0		COUNTY AUTHORIZED JOB CLASSES BY NUMBER		AS OF 12:20 AM	
2000					
Job Class	Abbreviated Description	Full Description	Job Class	Abbreviated Description	Full Description
11010	ADAPTIVE PE HANDICAPPED	ADAPTIVE PHYSICAL EDUCATION	11420	TCHER-ORTHPED HANDC	TEACHER ORTHOPEDICALLY
11020	ADULT TCHR-AC SUB	ADULT TEACHER-ACADEMIC SUBJECTS	11430	TEACHER-SPEC ASSGN	TEACHER SPECIAL ASSIGNMENT
11030	ADULT TEACHER-NAS	ADULT TEACHER-NONACADEMIC SUBJECTS	11440	TUTOR SERVICE	TUTOR SERVICE
11040	COACH	COACH	11450	VOCATIONAL TEACHER	VOCATIONAL TEACHER
11060	TCHR-EDUC HANDICPD	TEACHER-EDUCATIONALLY HANDICAPPED	12010	ACTING PRINCIPAL	ACTING PRINCIPAL
11080	HEAD TEACHER	HEAD TEACHER	12030	ADMINISTRATOR-CERT	ADMINISTRATOR - CERTIFICATED
11090	HEARING THERAPIST	HEARING THERAPIST	12031	ADMIN IN RESIDENCE	ADMINISTRATOR IN RESIDENCE
11100	HOME TEACH SVC	HOME TEACHER	12040	ADMIN SUP ED SVC	ADMINISTRATOR SUPPLEMENTAL ED
11110	INSTRUCTOR - CC	INSTRUCTOR-COMMUNITY COLLEGE	12050	ASST PRINCIPAL	ASSISTANT PRINCIPAL
11111	INSTRUCTOR-HRLY SUB			INSTRUCTOR-HOURLY SUBSTITUTE (CC)	
		12052 ASST PRINC-ELEM		ASSISTANT PRINCIPAL-ELEMENTARY	

**COUNTY AUTHORIZED JOB CLASSES BY NUMBER  
(DISTRICT 25)**

This report lists all the job classes that are authorized by the County Office. The job classes are listed in numeric order.

Parameters required: None.

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S. D. COUNTY OFFICE OF EDUCATION  
REPORT: CJOBS01

PAYROLL / PERSONNEL SYSTEM  
COUNTY AUTHORIZED JOB CLASSES BY DESCRIPTION

PAGE 1  
PREPARED ON AUG 29, 2000  
AS OF 12:20 AM

Abbreviated Description	Job Class	Full Description	Abbreviated Description	Job Class	Full Description
A.V. REPAIR TECH	24024	AUDIO VISUAL REPAIR TECHNICIAN	ADMIN ASSISTANT	18020	ADMINISTRATIVE ASSISTANT
ACCOMPANIST	29005	ACCOMPANIST	ADMIN ASSISTANT I	23064	ADMINISTRATIVE ASSISTANT II
ACCOUNT CK I JR	23012	ACCOUNT CLERK I JUNIOR	ADMIN BUS SERVICES	22070	ADMINISTRATOR OF BUSINESS SERVICES
ACCOUNT CK III SR	23028	ACCOUNT CLERK III SENIOR	ADMIN COORDINATOR	13005	ADMINISTRATIVE COORDINATOR
ACCOUNT CLERK	23003	ACCOUNT CLERK	ADMIN IN RESIDENCE	12031	ADMINISTRATOR IN RESIDENCE
ACCOUNT CLERK I	23004	ACCOUNT CLERK I	ADMIN SEC-CONFNTL	23106	ADMINISTRATIVE SECRETARY-CONFIDENTL
ACCOUNT CLERK II	23016	ACCOUNT CLERK II	ADMIN SUP ED SVC	12040	ADMINISTRATOR SUPPLEMENTAL ED SVC
ACCOUNT CLERK III	23024	ACCOUNT CLERK III	ADMIN/SCHOOL FAC	22050	ADMINISTRATOR/SCHOOL FACILITIES
ACCOUNT CLERK IV	23032	ACCOUNT CLERK IV	ADMINISTRATIVE CLK	23068	ADMINISTRATIVE CLERK
ACCOUNT CLK II INT	23020	ACCOUNT CLERK II INTERMEDIATE	ADMINISTRATIVE SEC	23091	ADMINISTRATIVE SECRETARY
ACCOUNTANT	23036	ACCOUNTANT	ADMINISTRATOR-CERT	12030	ADMINISTRATOR-CERTIFICATED

**COUNTY AUTHORIZED JOB CLASSES BY DESCRIPTION  
(DISTRICT 26)**

This report lists all the job classes that are authorized by the County Office. The job classes are listed in alphabetical order.

Parameters: None

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S. D. COUNTY OFFICE OF EDUCATION				PAYROLL / PERSONNEL SYSTEM						
PAGE 1				DIRECT DEPOSIT BDAMP CONVERSION WORKSHEET				PREPARED ON FEB 23,		
REPORT: ACHWKSHEET 99. 3. 0								2000		
DISTRICT: 12				XYZ UNION SCHOOL DISTRICT				AS OF		
12:20 AM										
Employee Number	Coc Sec No.	Vendor	Vendor Name	From MM/CCYY	Thru MM/CCYY	Net	EE Amount	TR/ABA #	Ck/Sav	Account
ABBOTT, RYAN L	0112-33-4444 0897269098	69000-01	ACH DEPOSIT			Y		322281507	C	
		69000-02	ACH DEPOSIT			Y	100.00	121000358	S	002378388
		69000-03	ACH DEPOSIT		12 2000	N		322281507	S	
	40997956000									
ACOSTA, EMILY	0112-44-5555 000000099012756	69000-01	ACH DEPOSIT			Y		121000358	C	
ADAMS, SAMUEL	0222-33-4545	69000-01	ACH DEPOSIT			Y		121000358	C	941194009
ASTOR, DENNIS	0333-44-5555	69000-01	ACH DEPOSIT			Y	500.00	322281507	C	15926720
BENJAMIN, HERBERT	0444-55-6789	69000-01	ACH DEPOSIT			Y		322281507	C	33988432
CASTRO, IRENE	0555-66-1234	69000-01	ACH DEPOSIT			Y		121000358	C	21675763
DAVIS, CHARLES	0565-11-2345 00198765510	69000-01	ACH DEPOSIT			Y		322281507	C	

**DIRECT DEPOSIT BDAMP CONVERSION WORKSHEET  
(DISTRICT 27)**

This report was created during the conversion process and served as a worksheet for data collection and data entry. This report is available to audit your ACH Bdemp records. Information included employee name, social security number, vendor number and sub, start and stop dates, net to vendor, employee amount, transit number, checking or savings and the account number.

Parameters required:

1 – Incl Terminated (Y/N) – Enter “Y” to include terminated employees or a “N” to exclude terminated employees.

2 – No Parameters

3 – No Parameters

4 – No Parameters

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function “INQ” to change “Parameter” to the heading that indicates what information is needed).

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S. D. COUNTY OFFICE OF EDUCATION		P A Y R O L L / P E R S O N N E L S Y S T E M				PAGE		
1		SUBJECT MATTER AREAS MASTER LIST				PREPARED ON SEPT		
REPORT: SMA01		XYZ UNION SCHOOL DISTRICT				AS OF 9:27		
15,2000								
DISTRICT: 03								
AM								
SMA Code	Description	sma Code	Description	sma Code	Description	sma Code	Description	
----	57C	ALCOHOL ABUSE	121	CHINESE	409	GENERAL SHOP	778	PIPE WELDING
370	AGRICULT SCI	707	CIVIL ENGINEERG	123	GERMAN	571	POLITICAL SCIENCE	
159	ALL SUBJECTS	194	COACHING	600	HEALTH SCIENCES	335	PUBLIC SERVICE	
731	ARCHIT DRAFTG	57D	CRIMINOLOGY	485	HOME NURSING	683	RADIO BROADCAST	
191	ATHLETICS	210	DANCE	942	INDUSTR SCIENCE	308	RETAILING	
212	BALLET	621	DENTAL	143	LANGUAGE ARTS	838	ROOFING	
294	BANK TELLER	407	DOG JUDGING	577	LAW ENRORCEMENT	115	RELIGION	
416	BICYCLING	393	ECOLOGY	950	LIBRARIAN	316	SECRETARIAL TNG	
106	BLACK STUDIES	220	EDUCATIONAL	146	LITERATURE	318	SHORTHAND	
561	BOAD SAFETY	656	ELECT CONSTRUCT	761	MACHINERY	150	SPEECH	
311	BOOKKEEPING	439	EMER ROAD SRV	720	MECHANICAL ENGR	728	SURVEYING	
830	CARPENTRY	480	FAMILY LIFE	562	NAVIGATION	348	TAXI DRIVER ED	
511	CHECKSTAND TECH	444	FASHION DESIGN	617	NUTRITION	19F	TENNIS	
705	CHEMICAL ENGR	484	FIRST AID	488	PARENT EDUCATION	337	TRAVEL	
482	CHILD DEVELOP	211	FOLK DANCING	550	PHOTOGRAPHY	56b	UFO'S	

**SUBJECT MATTER AREA MASTER LIST  
(DISTRICT 28)**

This report displays the Subject Matter Area (SMA) code and description used by the County Office Credential Section. The Subject Matter Area codes are entered on the District Position Control Records (POSIT) for employee credential validation.

Parameters required: 1 –Enter “Code” for a listing in numerical order by code. Enter “Desc” for a listing in alphabetical order by description. If left blank the report will print in order by description.

NOTE: See pages 17-5 and 17-6 (fields 11-14) for information on the Parameter fields. Use function “INQ” to change “Parameter” to the heading that indicates what information is needed.

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S. D. COUNTY OFFICE OF EDUCATION P A Y R O L L / P E R S O N N E L S Y S T E M										PAGE	
1										PREPARED ON SEPT 15,	
REPORT: EVNDRLIST 00.0801		List BDEMP by Vendor						2000			
DISTRICT: 03		XYZ UNION SCHOOL DISTRICT						AS OF 9:27			
PM											
VENDOR 32190 CIGNA HEALTH PLAN											
WARRANT NAME EMPLOYER	SOC.SEC. NO	CIGNA HLTH		TYPE BDEMP		EMPLOYER		TO	NET TO	EMPLOYEE	EMPLOYEE
		VENDOR	EMPLOYEE	EMPLOYER	EMPLOYER	TRUST	VENDOR				
		SUB	START	STOP	START	STOP					
ADAMS, ARTHUR	553-22-9111	02			09	06					379.50
ANDERSON, SUSAN	054-15-0315	02			09	06					379.50
BALDWIN, ALEX	600-04-1964	02			09	06					379.50
BENCH, JEFF	545-11-2222	02			09	04/2000					379.50
CLAUS, ANDREW	333-34-0000	02			09	06					379.50
COYOTE, WYLIE	444-50-1234	02			09	06					379.50
DUCK, DAFFY	333-35-1234	02			09	06					379.50
FOX, FARLYE	549-11-3333	02			09	06					379.50
HOPKINS, ANTHONY	444-44-0000	02			09	06					379.50
KING, BARBARA	564-55-3434	02			09	06					379.50
MERRIWEATHER, ME	555-55-0000	02			09	06					379.50
MOUSE, MINI	333-33-1930	02			09	06					379.50
NORRIS, SAM	456-78-9101	02			09	06					379.50
ROBERTS, JULIA	601-44-1970	02			09	06					379.50
SLICK, GRACE	555-25-4041	02			09	06					379.50
SMITH, TAMMY	601-34-5678	02			09	06					379.50
TURNER, TED	551-12-3459	02			09	06					379.50
WOODS, TIGER	777-77-0000	02			09	06					379.50

**LIST BDEMP BY VENDOR  
(DISTRICT 29)**

This report displays by Vendor/Sub a list of employees with BDEMP (Employee Benefit/Deductions) or RTBEN (Retired and Terminated Employee Benefits) records. The information displayed includes the employee’s social security number, vendor name, vendor sub code, employee and employer start and stop dates, to trust, net to vendor, and employee and employer amount

Parameters required:

5. – Enter “Y” the report will include stopped BDEMP’s or RTBEN’s records. Enter “N” the report will include active BDEMP’s or RTBEN’s records including current month stopped records.
6. – Enter the 5-digit vendor number and 2-digit sub code (Ex: 32190/02) for the requested vendor.
7. – Enter BDEMP report will list all employees for this vendor and sub code with BDEMP records. Enter RTBEN report will list all employees for this vendor and sub code with RTBEN records.

NOTE: See pages 17-5 and 17-6 (fields 11-14) for information on the Parameter fields. Use function “INQ” to change “Parameter” to the heading that indicates what information is needed.

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S. D. COUNTY OFFICE OF EDUCATION PAYROLL / PERSONNEL SYSTEM										PAGE 1					
REPORT:ACCT01					DISTRICT CHART OF ACCOUNTS					PREPARED ON MAR 17, 1993					
DISTRICT:03					XYZ UNION SCHOOL DISTRICT					AS OF 9:27 PM					
FUND: 01 GENERAL FD-UNRESTRICTED										FISCAL YEAR: 92-93 .					
ACCOUNT NUMBER					RESP.					STATUS					
ACCOUNT NUMBER					RESP.STATUS										
FUND	OBJECT	SUB	FLD 1	FLD 2	FLD 3	FLD 4	CODE	CODE	FUND	OBJECT	SUB	FLD 1	FLD 2	FLD 3	FLD 4
CODE	CODE														
01	1100-00	0440	0210	1190	0000		B	01	1101-00	0220	0210	1190	0000	G	B
01	1101-00	0000	0000	0000	0000		B	01	1101-00	0220	0270	2715	0000	G	B
01	1101-00	0110	0210	1119	0000	G	B	01	1101-00	0230	0210	1190	0000	G	B
01	1101-00	0110	0210	1190	0000	G	B	01	1101-00	0230	0270	2715	0000	G	B
01	1101-00	0110	0270	2472	0000	G	B	01	1101-00	0240	0210	1190	0000	G	B
01	1101-00	0110	0270	2715	0000	G	B	01	1101-00	0240	0270	2715	0000	G	B
01	1101-00	0130	0210	1190	0000	G	B	01	1101-00	0250	0210	1190	0000	H	B
01	1101-00	0130	0270	2715	0000		B	01	1101-00	0250	0270	2715	0000		B
01	1101-00	0140	0210	1190	0000	G	B	01	1101-00	0310	0210	1190	0000		B

**DISTRICT CHART OF ACCOUNTS (TYPE 3)  
(DISTRICT 51)**

For Type 3 Districts: Displays each account number in the district's payroll chart of accounts numeric order first by fund, then object, sub-object, and fields 1, 2, 3, and 4. The responsibility and status codes are also displayed if entered.

Parameters required: None.

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S. D. COUNTY OFFICE OF EDUCATION P A Y R O L L / P E R S O N N E L S Y S T E M											PAGE
1											
REPORT: YTEMPREP 95.1.0				EMPLOYEE YTD PAYROLL EXPENDITURE REPORT				PREPARED ON APR 5,			
1996				XYZ UNION SCHOOL DISTRICT				AS OF			
DISTRICT:											
9:27 AM											
ACCOUNT#	POS#	GROSS	EXPAY	PERS	EPMC	SS	MEDI	ARS	H&W	SUI	WC
	OTHR										
-----											
BRADLEY, JON											
-----											
01 999 000 7999 00 000	5567-N		25.00				35	.50	189.32	.11	.40
		YTD	YTD		YTD			YTD			YTD
3110	0.00	3230	0.00	3330	0.00	3410		0.00	3610		0.00
3120	0.00	3240	0.00	3340	0.36	3420		183.28	3620		0.40
3210	0.00	3310	0.00	3350	0.00	3510		0.00	3910		0.00
3220	0.00	3320	0.00	3360	0.75	3520		0.11	3920		0.00
GROSS	0.00 **	EXPAY	25.00 **								
-----											
JONES, BETTY											
-----											
01 640 100 2400 22 000	1234-N	1,144.42	74.39								
01 999 000 7999 00 000	1234-N			89.90 P	75.98	75.57	17.67		150.19	5.24	19.61
		YTD	YTD		YTD			YTD			YTD
3110	0.00	3230	0.00	3330	0.00	3410		0.00	3610		0.00
3120	0.00	3240	75.98	3340	17.67	3420		150.19	3620		19.61
3210	0.00	3310	0.00	3350	0.00	3510		0.00	3910		0.00
3220	89.90	3320	75.57	3360	0.00	3520		5.24	3920		0.00
GROSS	1,144.42 **	EXPAY	74.39 **								
-----											
ROLEA, ANN M											
-----											
01 999 000 7999 00 000	1001								371.23		
		YTD	YTD		YTD			YTD			YTD
3110	0.00	3230	0.00	3330	0.00	3410		0.00	3610		0.00
3120	0.00	3240	0.00	3340	0.00	3420		371.23	3620		0.00
3210	0.00	3310	0.00	3350	0.00	3510		0.00	3910		0.00
3220	0.00	3320	0.00	3360	0.00	3520		5.24	3920		0.00
GROSS	0.00 **	EXPAY	0.00 **								
-----											

**DISTRICT YTD EXPENSE DISTRIBUTION by EMPLOYEE  
(DISTRICT 56)**

This report displays year to date expenditures by employee. It shows the employee's name, social security, FACS salary accounts and fringe accounts, and the year-to-date totals for those accounts. The employees are listed in alphabetical order by last name.

Parameters required: None.

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S. D. COUNTY OFFICE OF EDUCATION		P A Y R O L L / P E R S O N N E L S Y S T E M					PAGE	
1		REPORT: TSALMTRPT TAX SHELTERED ANNUITY CONTRIBUTION REPORT					PREPARED ON SEP 18,	
2000		DISTRICT: 03 XYZ UNION SCHOOL DISTRICT					AS OF 9:27	
PM		CALENDAR YEAR: 2000						
T	SOC. SEC. NO	EMPLOYEE NAME	DISTRICT YTD TOTAL	DISTRICT LIMIT	COUNTY YTD TOTAL	MESSAGE		
----	553-22-1111	ADAMS, ARTHUR	1,200.00	10,500.00				
	Stop				TSA BDEMP (s):	Vend-Sub	Description	Amount Start
	600-04-1964	BALDWIN, ALEX	1,600.00	9,600.00	22530-01	NATL HLTH CO.	150.00	
	Stop				TSA BDEMP (s):	Vend-Sub	Description	Amount Start
					20860-01	NORTHERN LF	100.00	09 06
	* 545-11-2222	BENCH, JEFF	400.00	10,500.00	21620-01	OPPENHMT TSA	100.00	09 06
	Stop				TSA BDEMP (s):	Vend-Sub	Description	Amount Start
			04 2000			21490-01	AMER FIDLT	100.00
	444-50-1234	COYOTE, WYLIE	1,950.00	10,500.00				
	Stop				TSA BDEMP (s):	Vend-Sub	Description	Amount Start
					22170-01	JOHN ALDEN	250.00	
	444-44-0000	HOPKINS, ANTHONY	800.00	8,000.00				
					TSA BDEMP (s):	Vend-Sub	Description	Amount Start
					20510-01	VAR ANN LIFE	100.00	Stop
	333-33-1930	MOUSE, MINI	2,400.00	10,500.00				
					TSA BDEMP (s):	Vend-Sub	Description	Amount Start
					20420-01	LINCOLN NATL	300.00	Stop
	601-00-1234	ROBERTS, JANE	4,000.00	10,500.00				
					TSA BDEMP (s):	Vend-Sub	Description	Amount Start
					21630-01	METROPOLITAN	500.00	Stop
---								

**List Employees with TSA Contributions  
(DISTRICT 70)**

This report displays a list of employees with Tax Sheltered Annuities on file sorted in alphabetical order by employee last name for the current year. Information shown includes Social Security number, employee name, and district year to date total, district limit, county limit, vendor number and vendor name, the amount withheld, and the effective dates for the deductions.

Parameters required: 1 – Enter the four-digit year for report (example 2000). The default is current year.

NOTE: See pages 17-5 and 17-6 (fields 11-14) for information on the Parameter fields. Use function “INQ” to change “Parameter” to the heading that indicates what information is needed.

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REPORT: POSIT01 92.2.0		DISTRICT POSITION CONTROL REPORT							PREPARED ON MAR 17, 1993				
DISTRICT:01		XYZ UNION SCHOOL DISTRICT							AS OF 9:27 PM				
Position	Title	HDM	F/V	Shift-%	% FTE	D/H Rate		Group	Range	Step	SMA Codes		
4520	HEALTH EDUCATOR	H	F			94.00		40	12	02			
Job Class	Description	Barg Unit	Locations Work Time		- Starting Salary -		Sal Sched	- Work Year -					
16030	HEALTH EDUCATOR	005	011	011	Monthly	Annual	# Months	JASONDJFMAMJ	Track	Days	G/L		
										G		3	
Position	Title	HDM	F/V	Shift-%	% FTE	D/H Rate		Group	Range	Step	SMA Codes		
4700	TEACHER/PRINCIPAL	M			100.00			06	06	19	030 027 026 056 120 082		
Job Class	Description	Barg Unit	Locations Work Time		- Starting Salary -		Sal Sched	- Work Year -					
12180	TEACHER/PRINCIPAL	004	012	012	4,626.60	46,266.00	10	XXXXXXXXXXA	185	4			
	Employee Name	Soc. Sec. No.	Start	Stop	Advance	Step	D/H Rate		- Current Salary -		Monthly	Annual	
	DOUBLEDAY, ABNER	0001-20-8199	08-01-92			21			5,100.80	51,008.00			

**DISTRICT POSITION CONTROL REPORT  
(DISTRICT 71)**

This report displays each position set up by the district in numeric order. **POSIT** information is displayed for each position as well as the person or people attached to the position and social security number, start, stop, and step advance dates, salary step, daily or hourly rate, and current monthly and annual rate.

Parameters required: None.

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**PERSONNEL DATA**  
**(EXTRACT 01) - COMMA DELIMITED**  
**(EXTRACT 31) - TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/PSNLFILE**

This extract file contains employee personal data. Each record contains the name and social security number for relating and control purposes, as well as other **EMPLY** screen information. There is one record created per person who matches the request selection parameters.

Refer to Extract File Layouts in Appendix C for complete file contents.

- Parameters:
- 1 - C/N CODE** - Optional - Enter "C" for certificated employees only, "N" for classified employees only. Default is blank for both certificated and classified employees.
  - 2 - BARGAINING UNIT** - Optional - Enter the specific (three digit) bargaining unit number of employees to extract. The extract file will be based on the bargaining unit of each employee's position. Default is blank for all bargaining units.
  - 3 - HDM CODE** - Optional - Enter "H" for hourly employees only, "D" for daily employees only, "M" for monthly employees only. Default is blank for all employees.
  - 4 - TERMINATED** - Optional - Enter "YES" to include terminated employees in the extract, "ONLY" to include only terminated employees and to exclude all active employees. Default is blank to include active employees only.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.) See **PSTAT** for information on the functions.

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**MONTHLY / FIXED ASSIGNMENTS DATA  
(EXTRACT 02) - COMMA DELIMITED  
(EXTRACT 32) - TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/MFASGFILE**

This extract file contains employee job assignment information and related salary expense distribution information. The file only contains employees assigned to a monthly or fixed position. Each record contains the name, social security number, and position number for relating and control purposes.

Refer to Extract File Layouts in Appendix C for complete file contents.

There is one record created for each combination of name, position, and account number in the Payroll/Personnel System. For example, if a person has one position which is expensed to two accounts, there are two records created for that person in the extract file. Both records contain all information and only the account number, line number, and percent will vary.

Only active positions are extracted.

- Parameters:
- 1 - C/N CODE** - Optional - Enter "C" for certificated employees only, "N" for classified employees only. Default is blank for both certificated and classified employees.
  - 2 - BARGAINING UNIT** - Optional - Enter the specific (three digit) bargaining unit number of employees to extract. The extract file will be based on the bargaining unit for each employee's position.
  - 3 - HDM CODE** - Optional - Enter "H" for hourly employees only, "D" for daily employees only, "M" for monthly employees only. The extract file will be based on the HDM code for each employee's position.
  - 4 - SITE** - Optional - Enter the specific (three digit) work site number of employees to extract. The extract file will be based on the work site of each employee's position.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.)

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**VARIABLE / SUMMER ASSIGNMENTS DATA  
(EXTRACT 03) - COMMA DELIMITED  
(EXTRACT 33) - TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/VSASGFILE**

This extract file contains employee job assignment information and related salary expense distribution information. The file only contains employees assigned to a variable or summer school position. Each record contains the name, social security number, and position number for relating and control purposes.

Refer to Extract File Layouts in Appendix C for complete file contents.

There is one record created for each combination of name, position, and account number in the Payroll/Personnel System. For example, if a person has one position which is expensed to two accounts, there are two records created for that person in the extract file. Both records contain all information and only the account number, line number, and percent will vary.

Only active positions are extracted.

- Parameters:
- 1 - C/N CODE** - Optional - Enter "C" for certificated employees only, "N" for classified employees only. Default is blank for both certificated and classified employees.
  - 2 - BARGAINING UNIT** - Optional - Enter the specific (three digit) bargaining unit number of employees to extract. The extract file will be based on the bargaining unit for each employee's position.
  - 3 - HDM CODE** - Optional - Enter "H" for hourly employees only, "D" for daily employees only. The extract file will be based on the HDM code for each employee's position.
  - 4 - SITE** - Optional - Enter the specific (three digit) work site number of employees to extract. The extract file will be based on the work site of each employee's position.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.)

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**CURRENT PAYROLL EXPENDITURE DETAIL  
(EXTRACT 04) - COMMA DELIMITED  
(EXTRACT 34) - TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/PEDRFILE/M  
(DISTnn)DATA/EXT/PEDRFILE/S**

This extract file contains information regarding current payroll cycle expenditures as displayed on the Payroll Expense Distribution Report (PEDR). Each record contains current cycle information only. Each record contains the name, social security number, and position number for relating and control purposes. The account, the pay cycle, and the actual amount make up the rest of this record. For fringe benefit distribution, the salary object is also on this record.

Refer to Extract File Layouts in Appendix C for complete file contents.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function “INQ” to change “Parameter” to the heading that indicates what information is needed.)

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**BENEFITS AND DEDUCTIONS DATA  
(EXTRACT 05) - COMMA DELIMITED  
(EXTRACT 35) - TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/BDEMPFILE**

This file contains information about benefits and deductions for each employee. The information is that which appears on the **BDEMP** screen. Each record contains the name and social security number for relating and control purposes.

Refer to Extract File Layouts in Appendix C for complete file contents.

- Parameters
- 1 - C/N CODE** - Optional - Enter "C" for certificated employees only, "N" for classified employees only. Default is blank for both certificated and classified employees.
  - 2 - BARGAINING UNIT** - Optional - Enter the specific (three digit) bargaining unit number of employees to extract. The extract file will be based on the bargaining unit for each employee's position.
  - 3 - VENDOR CODE** - Optional - Two options: 1) Enter the specific (six digit) vendor/sub code combination of employees to extract. 2) Enter the specific (four digit) vendor code of employees to extract. When only a four digit vendor code is entered, extract file will include all sub codes for that vendor.
  - 4 - SITE** - Optional - Enter the specific (three digit) work site number of employees to extract. The extract file will be based on the work site of each employee's position.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.)

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## EXTRA PAY DETAILS (EXTRACT 06) - COMMA DELIMITED (EXTRACT 36) - TAB DELIMITED

---

Host File Name:

**(DISTnn)DATA/EXT/XPAYFILE**

This file contains information about all active employees' automatic extra pay. The information comes primarily from the **EXPAY** screen. Each record contains the name, social security number, and position number for relating and control purposes.

Refer to Extract File Layouts in Appendix C for complete file contents.

- Parameters:
- 1 - C/N CODE** - Optional - Enter "C" for certificated employees only, "N" for classified employees only. Default is blank for both certificated and classified employees.
  - 2 - BARGAINING UNIT** - Optional - Enter the specific (three digit) bargaining unit number of employees to extract. The extract file will be based on the bargaining unit for each employee's position.
  - 3 - EXTRA PAY TYPE** - Optional - Enter the specific (two digit) extra pay type of employees to extract. The extract file will be based on the extra pay type of each employee. Extract will include all codes for the specific type requested.
  - 4 - SITE** - Optional - Enter the specific (three digit) work site number of employees to extract. The extract file will be based on the work site of each employee's position.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.)

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**DEPENDENTS DATA**  
**(EXTRACT 07) - COMMA DELIMITED**  
**(EXTRACT 37) - TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/DEPENFILE**

This file contains information about an employees dependents and beneficiaries. There is one record for each dependent. The information comes primarily from the **DEPEN** screen.

Records are created for each person who matches the request selection parameters. You may select a file of employee's dependent and beneficiary information for those employees with a specific C/N Code, Bargaining Unit, or Vendor Code. However, file will not include these fields.

Refer to Extract File Layouts in Appendix C for complete file contents.

- Parameters:
- 1 - C/N CODE** - Optional - Enter "C" for certificated employees only, "N" for classified employees only. Default is blank for both certificated and classified employees.
  - 2 - BARGAINING UNIT** - Optional - Enter the specific (three digit) bargaining unit number of employees to extract. The extract file will be based on the bargaining unit for each employee's position.
  - 3 - VENDOR CODE** - Optional - Two options: 1) Enter the specific (six digit) vendor/sub code combination of employee's dependent information to extract. 2) Enter the specific (four digit) vendor code of employee's dependent information to extract. When only a four digit vendor code is entered, extract file will include dependent information for all employees with any sub codes for that vendor.
  - 4 - TERMINATED** - Optional - Enter "YES" to include terminated employees in the extract, "ONLY" to include only terminated employees and to exclude all active employees. Default is blank to include all benefit and deductions for active employees only.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.)

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**EMPLOYEE PAY RATES DATA  
(EXTRACT 08) - COMMA DELIMITED  
(EXTRACT 38) - TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/RATESFILE**

This is a file of positions and the corresponding pay rates. It's primary purpose is to provide information that can be combined with a file created by the micro leave system to calculate value of excess leave. Each record contains name, social security number, and position number for relating and control purposes.

Refer to Extract File Layouts in Appendix C for complete file contents.

- Parameters
- 1 - FXD/MTH OR ALL** - Optional - Enter "F" to extract fixed and monthly employees only. Default is blank to extract fixed, monthly and variable employees.
  - 2 - C/N CODE** - Optional - Enter "C" for certificated employees only, "N" for classified employees only. Default is blank for both certificated and classified employees.
  - 3 - BARGAINING UNIT** - Optional - Enter the specific (three digit) bargaining unit number of employees to extract. The extract file will be based on the bargaining unit of each employee's position.
  - 4 - INCL EXD ACCT#** - Optional - Enter "Y" to include expense distribution for position. Default is blank to NOT include expense distribution for position.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.)

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**YTD EXP DISTRIBUTION / ENCUMBRANCES  
(EXTRACT 09) - COMMA DELIMITED  
(EXTRACT 39) - TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/XDYTDFILE**

This file contains all Year-to-Date expense distribution and encumbrance information. The information is the same as found on the Salary and Encumbrance Distribution Report. Each record will also contain name, social security number, position number, and extra pay types and codes. For the fringe benefit distribution records the salary object is included. Vacant positions are encumbered if this is a selected District option on the **DIST** screen.

Refer to Extract File Layouts in Appendix C for complete file contents.

Parameters    **1** - No Parameters.

**2** - No Parameters.

**3** - No Parameters.

**4** - No Parameters.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function “INQ” to change “Parameter” to the heading that indicates what information is needed.)

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**RETIRED / TERMINATED BENEFITS  
(EXTRACT 10) - COMMA DELIMITED  
(EXTRACT 40) - TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/RTBENFILE**

This file contains retirement benefit records paid through the Payroll/Personnel system for Retired, COBRA, and Leave of Absence employees. Each record contains name, social security number, vendor numbers, dates, and contributions. Name and social security number may be used for developing relationships with other files.

Refer to Extract File Layouts in Appendix C for complete file contents.

Parameters    **1 - VENDOR CODE** - Optional - Two options: 1) Enter the specific (seven digit) vendor/sub code combination of employee's retired/terminated benefits information to extract. 2) Enter the specific (four digit) vendor code of employee's retired/terminated benefits information to extract. When only a four digit vendor code is entered, extract file will include retire/terminated benefits information for all employees with any sub codes for that vendor.

**2** - No Parameters.

**3** - No Parameters.

**4** - No Parameters.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.)

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**FIXED SCHEDULE DATA  
(EXTRACT 11) - COMMA DELIMITED  
(EXTRACT 41) - TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/FSCHDFILE**

The Fixed Schedule extract contains all Fixed Schedule information based upon the selected criteria, the associated position information, as well as employee information for currently assigned fixed positions.

Refer to Extract File Layouts in Appendix C for complete file contents.

- Parameters
- 1 - C/N CODE** - Optional - Enter "C" for certificated employees only, "N" for classified employees only. Default is blank for both certificated and classified employees.
  - 2 - HDM CODE** - Optional - Enter "D" for daily, "H" for hourly, or "B" for both. Default is blank for both daily and hourly.
  - 3 - ALL POSITS?** - Optional - Enter "Y" for all positions, assigned and vacant, or "N" to received assigned only. Default is "N".
  - 4 - PAY FREQ** - Enter "M" for monthly pay cycle fixed schedules, "S" for semi-monthly, or "B" for both. Default is blank for both.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.)

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**POSITION DATA**  
**(EXTRACT 12) - COMMA DELIMITED**  
**(EXTRACT 42) - TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/POSITFILE**

The District Position extract file extracts all position records for a requested fiscal year. This file includes all position information based upon the selected criteria. The records will include name and social security number if the position is currently assigned.

Refer to Extract File Layouts in Appendix C for complete file contents.

- Parameters
- 1 - C/N CODE** - Optional - Enter "C" for certificated employees only, "N" for classified employees only. Default is blank for both certificated and classified employees.
  - 2 - BARGAINING UNIT** - Optional - Enter the specific (three digit) bargaining unit number of employees to extract. The extract file will be based on the bargaining unit of each employee's position.
  - 3 - HDM FREQ** - Optional - Enter "H" for hourly, "D" for daily, or "M" for monthly. Default is blank for all.
  - 4 - WORK SITE** - Optional - Enter the specific (three digit) work site number of employees to extract. The extract file will be based on the work site of each employee's position.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.)

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**WORKSITE DATA**  
**(EXTRACT 13) - COMMA DELIMITED**  
**(EXTRACT 43) TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/WKSTFILE/M**  
**(DISTnn)DATA/EXT/WKSTFILE/S**

The Worksite extract file selects information based upon the selected criteria. This file is only available after a payroll has processed and prior to the completion of the next payroll processing. This file will assist in reconciling the Multiple Worksite Report (MWR) required by EDD. The records will include name, social security number, worksite location and payroll cycle.

Refer to Extract File Layouts in Appendix C for complete file contents.

Parameter:   **1 - MONTHLY OR SEMI** - Optional - Enter “M” for current monthly payroll expenditure detail, “S” for current semi-monthly payroll expenditure detail. Default is blank for current monthly payroll expenditure detail.

**2** - No Parameter.

**3** - No Parameter.

**4** - No Parameter.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function “INQ” to change “Parameter” to the heading that indicates what information is needed.)

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**ACCRUAL DATA**  
**(EXTRACT 16) - COMMA DELIMITED**  
**(EXTRACT 44) TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/ACCRLEXT**  
**(DISTnn)DATA/EXT/ACCRLEXT**

The Accrual data extract file selects information based upon the selected criteria. This file is only available after a payroll has processed and prior to the completion of the next payroll processing. This file will assist in reconciling the 9511 accounts in Payroll to the 9510 accounts in the Financial System. The records will include name, social security number, position number, account distribution, amount, and payroll cycle.

Refer to Extract File Layouts in Appendix C for complete file contents.

- Parameter:   **1 - MONTHLY OR SEMI** - Optional - Enter “M” for current monthly payroll expenditure detail, “S” for current semi-monthly payroll expenditure detail. Default is blank for current monthly.
- 2** - No Parameter.
- 3** - No Parameter.
- 4** - No Parameter.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function “INQ” to change “Parameter” to the heading that indicates what information is needed.)

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**CURRENT ACCRL DATA IN PEDR FORMAT  
(EXTRACT 17) - COMMA DELIMITED  
(EXTRACT 45) TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/ACRLPEDRT  
(DISTnn)DATA/EXT/ACRLPEDR**

The Accrual data in PEDR format extract file selects information based upon the selected criteria. This file is only available after a payroll has processed and prior to the completion of the next payroll processing. This file will assist in reconciling the 9511 accounts in Payroll to the 9510 accounts in the Financial System. The records will include name, social security number, position number, account distribution, amount, and payroll cycle. The format for this extract is the same as the monthly and semi-monthly PEDR format.

Refer to Extract File Layouts in Appendix C for complete file contents.

Parameter: **1 - MONTHLY OR SEMI** - Optional - Enter “M” for current monthly payroll expenditure detail, “S” for current semi-monthly payroll expenditure detail. Default is blank for current monthly.

**2** - No Parameter.

**3** - No Parameter.

**4** - No Parameter.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function “INQ” to change “Parameter” to the heading that indicates what information is needed.)

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**TSA DATA**  
**(EXTRACT 18) - COMMA DELIMITED**  
**(EXTRACT 46) TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/TSAFILE**  
**(DISTnn)DATA/EXT/TSAFILE**

The TSA data extract file selects information based upon the selected criteria. This file will assist in helping districts determine which employees are assigned to a TSA vendor, and if the TSA vendor has registered with CALSTRS. The records will include name and social security number of each employee assigned to the TSA vendor, and also the CALSTRS registration number if applicable.

Refer to Extract File Layouts in Appendix C for complete file contents.

- Parameter:   **1 – REGISTERED ONLY Y OR N** – A “Y” value will create a file that contains registered vendors and employees attached - An “N” value will create a file that contains all TSA vendors (unregistered/registered) and the employees assign to each vendor
- 2 - No Parameter.**
- 3 - No Parameter.**
- 4 - No Parameter.**

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function “INQ” to change “Parameter” to the heading that indicates what information is needed.)

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**SXBEN DATA**  
**(EXTRACT 19) - COMMA DELIMITED**  
**(EXTRACT 47) TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/SXBENFILE**  
**(DISTnn)DATA/EXT/SXBENFILE**

The SXBEN data extract file contains all current SXBEN's assigned to an employee. Each record contains the social security number, employee name, vendor number, position number, and account distribution assigned to the SXBEN.

Refer to Extract File Layouts in Appendix C for complete file contents.

Parameter:   **1** – No parameter

**2** - No Parameter.

**3** - No Parameter.

**4** - No Parameter.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.)

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## MONTHLY / FIXED CURR & FUTURE ASSIGNMENTS (EXTRACT 60) - COMMA DELIMITED (EXTRACT 62) - TAB DELIMITED

---

Host File Name:

**(DISTnn)DATA/EXT/MFASGFFILE**

This extract file contains current and future employee job assignment information and related salary expense distribution information. The file only contains employees assigned to a monthly or fixed position. Each record contains the name, social security number, and position number for relating and control purposes.

Refer to Extract File Layouts in Appendix C for complete file contents.

There is one record created for each combination of name, position, and account number in the Payroll/Personnel System. For example, if a person has one position which is expensed to two accounts, there are two records created for that person in the extract file. Both records contain all information and only the account number, line number, and percent will vary.

Only active positions are extracted.

- Parameters:
- 1 - C/N CODE** - Optional - Enter "C" for certificated employees only, "N" for classified employees only. Default is blank for both certificated and classified employees.
  - 2 - BARGAINING UNIT** - Optional - Enter the specific (three digit) bargaining unit number of employees to extract. The extract file will be based on the bargaining unit for each employee's position.
  - 3 - HDM CODE** - Optional - Enter "H" for hourly employees only, "D" for daily employees only, "M" for monthly employees only. The extract file will be based on the HDM code for each employee's position.
  - 4 - SITE** - Optional - Enter the specific (three digit) work site number of employees to extract. The extract file will be based on the work site of each employee's position.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.)

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**VARIABLE / SUMMER CURR & FUTURE ASSIGNMENTS  
(EXTRACT 61) - COMMA DELIMITED  
(EXTRACT 63) - TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/VSASGFFILE**

This extract file contains current and future employee job assignment information and related salary expense distribution information. The file only contains employees assigned to a variable or summer school position. Each record contains the name, social security number, and position number for relating and control purposes.

Refer to Extract File Layouts in Appendix C for complete file contents.

There is one record created for each combination of name, position, and account number in the Payroll/Personnel System. For example, if a person has one position which is expensed to two accounts, there are two records created for that person in the extract file. Both records contain all information and only the account number, line number, and percent will vary.

Only active positions are extracted.

- Parameters:
- 1 - C/N CODE** - Optional - Enter "C" for certificated employees only, "N" for classified employees only. Default is blank for both certificated and classified employees.
  - 2 - BARGAINING UNIT** - Optional - Enter the specific (three digit) bargaining unit number of employees to extract. The extract file will be based on the bargaining unit for each employee's position.
  - 3 - HDM CODE** - Optional - Enter "H" for hourly employees only, "D" for daily employees only. The extract file will be based on the HDM code for each employee's position.
  - 4 - SITE** - Optional - Enter the specific (three digit) work site number of employees to extract. The extract file will be based on the work site of each employee's position.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.)

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## DISTRICT LIST OF TIME INPUT (EXTRACT 80)

---

Host File Name:

**(DISTnn)DATA/EXT/TIMEFILE**

The District List of Time Input extract will create a file of all transactions displayed on **TMLST**. These are transactions that were input via the **TMMAS** or **TMUPD** screen. Each record contains the name, social security number, position number, time, type, rate, and expense distribution. This extract creates two reports, one comma delimited and one tab delimited.

Refer to Extract File Layouts in Appendix C for complete file contents.

Parameters: **1** - No Parameters.

**2** - No Parameters.

**3** - No Parameters.

**4** - No Parameters.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function “INQ” to change “Parameter” to the heading that indicates what information is needed.)

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**6 - RUN DATE** - Optional (8 A/N) - If entered, the list will begin with this run date.

**7 - DEL "X"** - Optional (1 A/N) - An indicator to mark a report request for deletion.

(The following fields display from the **PRQST** screen)

**8 - CATEGORY** - Display - The category of the report requested.

**9 - NUMBER** - Display - The identifying number of the report requested.

**10 - RUN DATE** - Display - The date requested to run the report.

**11 - COPIES** - Display - The number of copies requested.

**12 - DESTINATION** - Display - The destination of the report requested.

**13 - FISCAL YEAR** - Display - The fiscal year of the report requested.

**14 - DATE COMPLETED** - Display - The date the report was run.

**15 - RAN CODE** - Display - The indicator to show if the report ran.

Valid values are:

Y - yes

N - no

**16 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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**CHART OF ACCOUNTS  
(EXTRACT 19) – COMMA DELIMITED  
(EXTRACT 48) – TAB DELIMITED**

---

Host File Name:

**(DISTnn)DATA/EXT/SACCTFILE**

For Type 1, 2 and 4 districts only. This extract file contains a listing of SACS account number in the district's payroll chart of accounts sorted in numeric order first by fund, then resource, sub-resource, project yea, goal, function, function-sub, object object-sub, school, location, and by cost center. File also includes the responsibility code and status code if entered.

Refer to Extract File Layouts in Appendix C for complete file contents.

Parameters: **1 – Include Fringes Y or N** – Enter a “Y” the file will include the fringe accounts. Enter an “N” the file will only contain salary accounts.

**2 – Include R/T** – Enter an “R” the file will include restricted accounts. Enter a “T” the file will include terminated account.

**3 - No Parameters.**

**4 - No Parameters.**

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function “INQ” to change “Parameter” to the heading that indicates what information is needed.)

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## EMPLOYEE NO/SOCIAL SECURITY NO CROSS REFERENCE (EXTRACT 81) COMMA AND TAB DELIMITED

---

Host File Name:

**(DISTnn)DATA/EMPIDEXT/COM**  
**(DISTnn)DATA/EMPIDEXT/TAB**

This extract file is a cross reference between Employee Identification Number and Social Security Number. It contains Employee Identification Number, Social Security Number, Employee's Name, and Warrant Location. This report has the option of including terminated employees.

Refer to Extract File Layouts in Appendix C for complete file contents.

Parameter: **1 – INCLUDE TERMS Y** - Optional - Enter "Y" to include terminated employee in extract. Default is blank to only include active employees.

**2** - No Parameter.

**3** - No Parameter.

**4** - No Parameter.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function "INQ" to change "Parameter" to the heading that indicates what information is needed.)

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S. D. COUNTY OFFICE OF EDUCATION REPORT: FTREPORT 06.0221 DISTRICT: 335 AM	PAYROLL/PERSONNEL SYSTEM FTE Report ABC UNION SCHOOL DISTRICT	PAGE 1 PREPARED ON MAR 10, 2006 AS OF 08:20						
Fund: 03 / 0000								
Name	FTE	Hrs/Dy	Pos#	Tim	Wrk	Title	XD%	Account
ACOSTA, ANN	1.000	7.00	1501	002	002	TEACHER	100.00	03-00 0000-000 0 1110 1000-000 1100-000 002
BROWN, SAMUEL	.800	7.00	1428	002	002	TEACHER	100.00	03-00 0000-000 0 1110 1000-000 1100-000 002
FOX, DENNIS	1.000	7.00	1497	005	005	TEACHER - BERRY	100.00	03-00 0000-000 0 1110 1000-000 1100-000 005
MORGAN, CINDY	1.000	7.00	1488	003	003	TEACHER	100.00	03-00 0000-000 0 1110 1000-000 1100-000 003
RIOS, DEBORAH	1.000	7.00	1209	020	020	TEACHER - KROC	100.00	03-00 0000-000 0 1110 1000-000 1100-000 020
SUTTON, LOUISE	1.000	7.00	1348	010	010	TEACHER	100.00	03-00 0000-000 0 1110 1000-000 1100-000 010
WADELL, SHERRY	1.000	7.00	1640	008	008	TEACHER	100.00	03-00 0000-000 0 1110 1000-000 1100-000 008
	6.800	FTE Total						

## FTE (Full Time Equivalency) Report (DISTRICT 30)

This report will produce a listing of employee's full time equivalency by account number object or school. The FTE from the **POSIT** screen is on this report. Report options allow report to be separated by Certificated or Classified, and by bargain unit. Report can be sorted by object number or school within the account code structure. During the creation of the report an extract can be created for downloading. Report will display in Fund number order. Inactive vacant position will display at the end of the report. Information includes employee name, FTE, hours worked per day, position number, timekeeping location code, worksite location code, position title, expense distribution percent, and the account number.

### Parameters required:

1 – Cert or Class or All – Enter “CERT” for certificated employees only, “Class” for classified employees only. Enter “ALL”; report/file will include both certificated and classified employees.

2 – Bargain Unit – Optional – Enter the specific (three digit) bargaining unit number of employees for the report. Default is blank for all bargaining units.

3 – Sort by OBJT or SCHL – Enter “OBJT” report will sort the FTE's by Fund and Object. Enter “SCHL” report will sort the FTE's by Fund and School.

4 – Create Extract Y/N – Enter a “Y” an extract will be created along with the report. Enter an “N” only the paper report is generated. If left blank only the paper report will be generated.

**NOTE:** See pages 17-5 and 17-6 for information on the **PRQST** screen. (Use function “INQ” to change “Parameter” to the heading that indicates what information is needed).

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## OVERVIEW

The Leave module provides districts with a means of entering and maintaining information about employee Vacation and Sick Leave balances. It also provides a method of including Leave balances on an employee's pay warrant. All Leave balances are updated immediately following the completion of Leave activities entries.

This module provides four screens. The Leave Tracking Menu is the required method of initial access to the Leave Tracking screens. This menu provides access to the three screens and provides the ability to begin entering transactions or to view employee information immediately when the requested screen is displayed. The leave activities on these screens do not affect any other screens in payroll system.

There are four screens in this module:

Vacation / Sick Leave Activity Selection Menu

**LVMEN**

Employee Leave Balances and Activities List

**LVINQ**

Vacation / Sick Leave Activity Entry

**LVENT**

Vacation / Sick Leave Mass Activity Entry

**LVMAS**

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## SCREEN SUMMARIES

**LVMEN** - Vacation / Sick Leave Activity Selection Menu

Provides the ability to request desired screen within the Leave Module.

**LVINQ** - Employee Leave Balances And Activities List

Provides a way of displaying leave balances and recorded activity by a specific employee.

**LVENT** - Vacation / Sick Leave Activity Entry

Use to record multiple leave transactions for a single employee.

**LVMAS** - Vacation / Sick Leave Mass Activity Entry

Use to record similar vacation or sick leave activities for a number of employees in a single transaction.

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## LEAVE PROCEDURES LIST

### PRIMARY PROCEDURES:

1. **LVENT** - Record multiple leave transactions for a single employee. This screen is for updates only. The balances are immediately updated based on leave type and as transactions are entered in the system. There are two activity types "vacation" and "sick leave". The screen requires entry of a social security number, Action (ACC/USE), transaction type (Vacation, Sick leave), activity time in hours, date and description.
2. **LVMAS** - Record similar vacation or sick leave activity for a number of employees in a single transaction. The screen is for updates only and the balances are immediately updated based on leave type and as transactions are entered in the system. There are two activity types "vacation" and "sick leave". This screen allows entry of a starting name. It displays all active employees in alphabetic order and the current leave balances for the type selected for each employee.

### SUPPORT PROCEDURES:

1. **LVINQ** - Display leave balances and recorded activity by a specific employee selected by name or social security number. This screen performs inquiry functions only. It displays individual employee balances; will next through all employees in alphabetical sequence displaying balances; list employee leave activities base on selected options (vacation and/or sick leave) and list the leave activities based on the beginning date selected. When list activities is selected, the default is to display all recorded activities in ascending date sequence.

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**SCREEN DEPENDENCIES**

<i>Screen</i>	<i>Description</i>	<i>Depends on</i>	<i>Module</i>
<b>LVMEN</b>	Vacation / Sick Leave Activity Selection Menu	<b>DIST EMPLY</b>	<b>COUNTY EMPLOYEE</b>
<b>LVINQ</b>	Employee Leave Balances And Activities List	<b>DIST EMPLY LVMEN LVENT LVMAS</b>	<b>COUNTY EMPLOYEE LEAVE LEAVE LEAVE</b>
<b>LVENT</b>	Vacation / Sick Leave Activity Entry	<b>DIST EMPLY LVMEN</b>	<b>COUNTY EMPLOYEE LEAVE</b>
<b>LVMAS</b>	Vacation / Sick Leave Mass Activity Entry	<b>DIST EMPLY LVMEN</b>	<b>COUNTY EMPLOYEE LEAVE</b>

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The Vacation / Sick Leave Activity Entry screen (**LVENT**) is used to record multiple leave transactions for a single employee. The screen is used for entries of vacation and/or sick leave transactions. Balances are immediately updated based on leave type and displayed as transactions are entered in the system.

```

LVENTT001905JAN3194<<89401<<          >> 1 <<          2          93.3.0
VACATION / SICK LEAVE ACTIVITY ENTRY

Name >>          3          << >>          4          <<
SSNO >>          5          <<          6          <<

  Action   Type   ACC/USE   Time in   Description
  ACC/USE  U/S    Date      Hours
  >> 7 <<   >> 8 <<   >> 9 <<   ± 10 <<   >> 11 <<
  >> <<   >> <<   >> <<   ± <<   >> <<
  >> <<   >> <<   >> <<   ± <<   >> <<
  >> <<   >> <<   >> <<   ± <<   >> <<
  >> <<   >> <<   >> <<   ± <<   >> <<
  >> <<   >> <<   >> <<   ± <<   >> <<
  >> <<   >> <<   >> <<   ± <<   >> <<
  >> <<   >> <<   >> <<   ± <<   >> <<
  >> <<   >> <<   >> <<   ± <<   >> <<

  Vacation Balance: 12          Sick Leave Balance: 13

15          Next Screen >> 14 <<
          >>␣<<
( 1, 1)          Fm FX CAPSLOCK Ins L Page 1
  
```

## LVENT Screen

**1 - FUNCTION** - Required (3A/N) - Valid functions for this screen are:

**INQ**

Inquire about existing information on an employee. Leave balances for the employee are displayed.

**NXT**

Get the next sequential employee on file. This function returns active and terminated employees and their balances.

**UPD**

Record leave transactions for a single employee. Each line may be an accrual or usage of vacation or sick leave.

- 2 - VERSION NUMBER** - Display - The current version control number of the screen.
- 3 - Name** - Required (24 A/N) - The last name of the employee.
- 4 - Name** - Required (18 A/N) - The first name of the employee.
- 5 - SSNO** - Required (12 A/N) - The social security number of the employee may be entered with or without hyphens. (Ex: 123-45-6789 or 123456789)
- 6 - Display** - Displays the termination date if the employee is terminated.
- 7 - Action ACC/USE** - Required (3 A/N) - Record the actions for the leave transactions for the employee. Enter "ACC" if the leave transaction is accrued by the employee (This option increases the employee's leave balance). Enter "USE" if the leave transaction is used by the employee (This option decreases the employee's leave balance).
- 8 - Type V/S** - Required (1 A/N) - The type of the leave transaction entered for the employee. Valid values are:
  - V** = Vacation leave transactions
  - S** = Sick leave transactions.
- 9 - ACC/USE Date** - Required (8 A/N) - The date when leave is accrued for the employee or when leave is used by the employee.
- 10 - Time in Hours** - Required (4,2 N) - The time in hours which was accrued for the employee or used by the employee.
- 11 - Description** - Optional (8 A/N) - A specific description related to the leave transaction for the employee.
- 12 - Vacation Balance** - Display - Displays the vacation balance for the employee.
- 13 - Sick Leave balance** - Display - Displays the sick leave balance for the employee.
- 14 - Next Screen** - Optional (5 A/N) - Used to request another Leave Tracking System screen.
- 15 - MESSAGE** - Display - The place where any messages from the system will be displayed

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The Employee Leave Balances and Activities List screen (**LVINQ**) provides a way of displaying leave balances and recorded activity by a specific employee selected by name or social security number. The list is based on the selected criteria with a default of all recorded activities. Options available to limit the list are Vacation only, Sick Leave only, and from a specific date forward.

LVINQ Screen

```

LVINQ T006542 FEB2001 0102 1 2 98.4.0
EMPLOYEE LEAVE BALANCES AND ACTIVITIES LIST
Name : 3
SSNO : 6
From Date : 8
Balances :
          11
          12
          13
          14
          15
          16
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**BAK**

Displays fourteen records per screen backward through leave transaction records for an employee.

- 2 - VERSION NUMBER** - Display - The current version control number of the screen.
- 3 - Name** - Required (24 A/N) - The last name of the employee.
- 4 - Name** - Optional (18 A/N) - The first name of the employee.
- 5 - Name** - Optional (12 A/N) - The middle name of the employee.
- 6 - SSNO** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens. (Ex: 123-45-6789 or 123456789)
- 7 - Display** - Displays the termination date if the employee is terminated.
- 8 - From Date** - Optional (8 A/N) - The employee's leave transaction record list from this date forward. If left blank, the fourteen most current records will be displayed.
- 9 - Vacation** - Optional (1 A/N) - A "V" in this field will display only the vacation transaction records for the employee. The default is to list all leave transactions for the employee.
- 10 - Sick Leave** - Optional (1 A/N) - An "S" in this field will display only the Sick Leave transaction records for the employee. The default is to list all leave transactions for the employee.
- 11 - Balances** - Display - Displays the Vacation balance for the employee.
- 12 - Balances** - Display - Displays the Sick Leave balance for the employee.
- 13 - Acc/Use Date** - Display - Displays the date when a leave transaction for the employee was accrued or used.
- 14 - Time in hours** - Display - Displays in hours the Vacation time accrued or used by the employee.
- 15 - Time in hours** - Display - Displays in hours the Sick Leave time accrued or used by the employee.
- 16 - Description** - Display - Displays the description related to the leave transactions for the employee.
- 17 - Next Screen** - Optional (5 A/N) - Use to request another Leave Tracking System screen.
- 18 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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- 3 - Name - Display** - Displays all active employees (those who are not terminated on **EMPLY**) in alphabetic sequence. (The list begins with the name entered in the "list from name" field, starting name from **LVMEN** or any other screen in the leave system.)
- 4 - Soc.Sec.No. - Display** - Displays the social security number of the employee.
- 5 - Curr. Bal. - Display** - Displays the employee's current balance for the leave displayed in the screen title.
- 6 - Acc/Use Date - Required (8 A/N)** - Use to enter the leave activity date for the employee. (Will carry down from the previous line if time has been entered on the current line.)
- 7 - Time (in hrs) - Required (4,2 N)** - Use to enter time in hours for the leave activity selected.
- 8 - Description - Optional (8 A/N)** - Use to enter the description related to the leave transaction for the employee.
- 9 - LIST FROM NAME - Optional (18 A/N)** - Use to enter the name of the employee to start the list of active employees in alphabetic order.
- 10 - Next leave type - Required (1 A/N)** - Used to enter the leave type desired. Default is "V".  
Valid values are:
  - V - Vacation leave type
  - S - Sick leave type
- 11 - Next screen - Optional (5 A/N)** - Use to request another screen in the Leave Tracking System.
- 12 - MESSAGE - Display** - The place where any messages from the system will be displayed.

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The Vacation / Sick Leave Activity Selection Menu (**LVMEN**) provides the ability to request a desired screen within the Leave Module and begin entering transactions, or to view employee information immediately. The menu is the required method of initial access to the Leave System and provides selections for three screens. This screen is available only to Districts whose District I.D /Policy screen (**DIST**) indicates a "Y" in the Vac/Sick Sub System option.

```

LUMENT001905JAN3194<<§9401<<          1  93.3.0
          VACATION / SICK LEAVE ACTIVITY SELECTION MENU

Select desired activity, enter appropriate values, and transmit.

Inquiry          Single employee          Mass employee
                  activity entry          activity entry

  LVINQ          LVENT          LVMAS
  >>2<<          >>3<<          >>4<<

Type U/S >>5<<

Last name >>          6          << First >>          7          <<

SSNO          >>          8          <<

10

Next Screen >>          9          <<
>>[a]<<

( 1, 1)          Fm FX CAPSLOCK Ins L Page 1
  
```

## LVMEN Screen

- 1 - VERSION NUMBER** - The current version control number of the screen.
- 2 - Inquiry LVINQ** - Optional (1 A/N) - Inquiry on leave balances and transactions for a single employee. An "X" in this field is required if **LVINQ** is the desired screen.
- 3 - Single employee activity entry LVENT** - Optional (1 A/N) - Entry of leave transactions for a single employee. An "X" in this field is required if **LVENT** is the desired screen.
- 4 - Mass employee activity entry LVMAS** - Optional (1 A/N) - Mass entry of leave transactions. An "X" in this field is required if **LVMAS** is the desired screen.

- 5 - Type V/S** - Optional (1 A/N) - (for **LVMAS** option only) - Insert "V" if the desired mass entry transactions are for vacation leave, or insert an "S" if the desired mass entry transactions are for sick leave.
  
- 6 - Last name** - Optional (24 A/N) - This gives the ability to start with a screen of prefilled information beginning with the last name entered here.
  
- 7 - First** - Optional (18 A/N) - This gives the ability to start with a screen of prefilled information beginning with the last name entered on the previous field and the first name entered here.
  
- 8 - SSNO** - Optional (12 A/N) - This gives the ability to start with this social security number on the desired screen. (Ex: 123456789 or 123-45-6789)
  
- 9 - Next Screen** - Optional (5 A/N) - Use to request the next screen within the Leave Tracking module.
  
- 10 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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## OVERVIEW

The Reference module contains screens that provide districts and the County Office with employee information. This information can be useful in researching various employees' situations within the scope of payroll.

There are four screens in this module. The County Cross Reference screen (**CXREF**) is viewable by the County Office only. The Employee Calendar Year-to-Date Information (**CYRTD**) is available to both the County Office and districts. The W2 re-printing screen (**W20YY**) is used by districts to create a duplicate W2 for a specific calendar year. Active Wage Attachments screen (**WTCHE**) provides a list of employees with active wage attachments.

## SCREEN SUMMARIES

### **CXREF** – County Cross Reference

Provides historical cross-reference check on employees and their districts of employment.

### **CYRTD** – Calendar Year-to-Date Information

Used to view up to three years of calendar year-to-date information for the employee.

### **W20YY** – W2 Re-print request

Used to request a duplicate W2 for an employee.

### **WTCHE** – Active Wage Attachments

Used to view employees with active wage attachments.

## SCREEN DEPENDENCIES

<i>Screen</i>	<i>Description</i>	<i>Depends on</i>	<i>Module</i>
<b>CXREF</b>	County Cross Reference	<b>EMPLY</b> <b>EMPOS</b>	<b>EMPLOYEE</b> <b>EMPLOYEE</b>
<b>CYRTD</b>	Calendar Year-to-Date Information	<b>ABATE</b> <b>BDEMP</b> <b>EMPOS</b>	<b>ADJUSTMENT</b> <b>EMPLOYEE</b> <b>EMPLOYEE</b>
<b>W20YY</b>	W2 Re-print request	<b>CYRTD</b>	<b>REFERENCE</b>
<b>WTCHE</b>	Active Wage Attachments	<b>EMPLY</b> <b>WATCH</b>	<b>EMPLOYEE</b> <b>GARNISHMNT</b>

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The County Cross Reference screen (**CXREF**) is used to provide a historical cross-reference check on employees and their districts of employment including last paid date if indicated. This screen may be used to navigate to other screens within the Payroll/Personnel System. The requested screen will display the selected employee's information. COUNTY OFFICE ONLY.

CXREF018132NOU229649611							1
COUNTY CROSS REFERENCE							
NO.	SOC SEC NO.	LAST NAME	FIRST	MI	DISTRICTS WORKED	LAST PD	
2	3		4		5	6	
	7	8	9	10			
SELECTION							
MESSAGE : 12							13
14							

**CXREF** Screen

- 1 - **FUNCTION** - Display - The function for this screen will always list. COUNTY OFFICE ONLY.
- 2 - **NO.** - Display - Line number associated with employee, used for selection and navigation to selected screens.
- 3 - **SOC SEC NO.** - Display - The social security number of the employee shown.
- 4 - **LAST NAME FIRST MI** - Display - The last name, first name and middle name of the employee whose information is displayed. This screen displays warrant name.
- 5 - **DISTRICTS WORKED** - Display - The district(s) of employment for the employee shown.
- 6 - **LAST PD** - Display - The last paid date of any of the districts displayed for the employee shown.



- 7 - Display - Optional** - The social security number with which to begin list. May be entered with or without hyphens. (Ex. 123-45-6789 or 123456789). When listing by social security number, this field will display next social security number on file.
- 8 - Display - Optional** - The last name of the employee with which to begin list. List default is alphabetical by last name. This field will display next last name on file.
- 9 - Display - Optional** - The first name of the employee with which to begin list. When listing by last name, this field will display the first name of the next employee on file.
- 10 - Display - Optional** - A portion of the middle name of the employee with which to begin list. When listing by last name, this field will display a portion of the middle name of the next employee on file.
- 11 - SELECTION - Optional (2 A/N)** - Place to indicate associated line number for employee chosen for navigation to another screen.
- 12 - MESSAGE:** - Display - The place where any messages or information from the screen will be displayed.
- 13 - NEXT SCREEN:** - Optional (5 A/N) - Place to indicate the next screen to navigate to for employee chosen in selection field.
- 14 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The Employee Calendar Year-to-Date Information screen (**CYRTD**) provides calendar year-to-date information by employee. Previous calendar years may be displayed.

```

CYRTDT007125FEB270101021
EMPLOYEE CALENDAR YEAR-TO-DATE INFORMATION 2 00.1212
C-year  Dist  Soc. Sec. No.
 3      4      5
Warrant Last name  First name  Middle
 6              7              8
Full Gross      ▲      9      10      SDI W/H      ▲      24
W-2 Gross      ▲      11      EIC Recvd   ▲      25
Soc Sec Gross  ▲      12      W/C Recvd   ▲      26
Soc Sec W/H    ▲      13      Dep Care Bnft ▲      27
Medicare gro   ▲      14      Frng Incl Gro ▲      28
Medicare W/H   ▲      15      Grp Trm Life ▲      29
Federal W/H    ▲      16      Sck not Incl ▲      30
State W/H      ▲      17      457(f) ctrbs ▲      31
Tax Def Ret    ▲      18      Busexp = govt ▲      32
STRS Contribs  ▲      19      SSec on GTL  ▲      33
PERS Contribs  ▲      20      Medi on GTL  ▲      34
CERS Contribs  ▲      21      Flexben Ctrbs ▲      35
ARS Contribs   ▲      22      TSA Contribs  ▲      36
STRS CB Ctrbs ▲      23
37
    
```

**CYRTD Screen**

- 1 - **FUNCTION** - Display - The function for this screen will always list.
- 2 - **VERSION NUMBER** - Display - The current version control number of the screen.
- 3 - **C-YEAR** - Required (2 A/N) - The two digit calendar year desired. The default is the current calendar year.
- 4 - **DIST** - Required (2 A/N) - The two digit district number.
- 5 - **SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens. (Ex. 123-12-1234 or 123121234)
- 6 - **WARRANT LAST NAME** - Optional (24 A/N) - The last name of the employee.
- 7 - **FIRST NAME** - Optional (18 A/N) - The first name of the employee.

- 
- 8 - MIDDLE** - Optional (12 A/N) - The middle name of the employee.
- 9 - FULL GROSS** - Display - The employee's total gross dollar amount earned for the selected calendar year.
- 10** - Display - The sign "+" or "-" to indicate a positive or negative amounts.
- 11 - W-2 GROSS** - Display - The employee's W-2 gross dollar amount for the selected calendar year.
- 12 - SOC SEC GROSS** - Display - The employee's wages that are subject to social security for the selected calendar year.
- 13 - SOC SEC W/H** - Display - The amount of social security that has been withheld from the employee's wages for the selected calendar year.
- 14 - MEDICARE GRO** - Display - The employee's wages that are subject to medicare for the selected calendar year.
- 15 - MEDICARE W/H** - Display - The amount of medicare that has been withheld from the employee's wages for the selected calendar year.
- 16 - FEDERAL W/H** - Display - The amount of federal taxes that has been withheld from the employee's wages for the selected calendar year.
- 17 - STATE W/H** - Display - The amount of state taxes that has been withheld from the employee's wages for the selected calendar year.
- 18 - TAX DEF RET** - Display - The amount of PERS, STRS or CERS that has been withheld from the employee's wages for the selected calendar year.
- 19 - STRS CONTRIBS** – Display – The amount of STRS that has been withheld from the employee's wages for the selected calendar year.
- 20 - PERS CONTRIBS** – Display – The amount of PERS that has been withheld from the employee's wages for the selected calendar year.
- 21 - CERS CONTRIBS** – Display – The amount of CERS that has been withheld from the employee's wages for the selected calendar year.
- 22 - ARS CONTRIBS** - Display - The amount of employee's contributions into an alternative retirement system for the selected calendar year.
- 23 - STRS CB CTRBS** - Display - The amount of employee's contributions into STRS Cash Balance retirement system for the selected calendar year.

- 24 - SDI W/H** - Display - The amount of state disability insurance withheld from the employee's wages for the selected calendar year.
- 25 - EIC RECVD** - Display - The amount of earned income credit received by the employee for the selected calendar year.
- 26 - W/C RECVD** - Display - The amount of worker's compensation abatements processed for the employee for the selected calendar year.
- 27 - DEP CARE BNFT** - Display - The amount of dependent care premiums paid by the employer to the employee or incurred on employee's behalf for the selected calendar year.
- 28 - FRNG INCL GRO** - Display - The amount of taxable benefits paid to the employee.
- 29 - GRP TRM LIFE** - Display - The amount of premiums for Group Term Life insurance in excess of \$50,000.00 paid for the employee by the district.
- 30 - SCK NOT INCL** - Display - The amount of 3rd party sick pay received by the employee from a 3rd party (normally an insurance company) that is not taxable.
- 31 - 457(F) CTRBS** - Display - The amount of 457(f) contributions by the employee for the selected calendar year.
- 32 - BUSEXP = GOVT** - Display - The amount of business expenses withheld from the employee for the selected calendar year.
- 33 - SSEC ON GTL** - Display - The amount of social security tax not withheld from the employee's pay on premiums for group term life insurance in excess of \$50,000.00 paid for the employee by the district. (This is for retirees not working only)
- 34 - MEDI ON GTL** - Display - The amount of medicare tax not withheld from the employee's pay on premiums for group term life insurance in excess of \$50,000.00 paid for the employee by the district. (This is for retirees not working only)
- 35 - FLEXBEN CTBS** - Display - The amount of employee's contributions into 125c plans for the selected calendar year.
- 36 - TSA CONTRIBS** - Display - The amount of employee's contributions into tax shelter annuities for the selected calendar year.
- 37 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The W20YY screen (**W20YY**) provides information necessary to produce a duplicate W-2.

```

W20YYT192517AUG2905<<0508<< 1
      W2's for Tax Year 20YY 2
District No. : ▶ 5 ◀
Soc Sec No. : ▶ 8 ◀
Print Dupe ? : ▶11◀
d Soc Sec No. 14
e Employee's Name & address 17

1 Wages,tips 2 Fed Tax w/h
3 Soc Sec Wages 4 Soc Sec w/h
5 Medicare wages 6 Medicare w/h
7 Soc Sec tips 8 Allocated tips
9 Advance EIC 10 Dep Care benes
11 Non Qual plans 12a 16
13 Stat Ret 3rd 12b 21
12c 22
12d 23

15 ST Er State ID 16 State Wages 17 State Tax w/h
24 25 26 27
Message : 28 Next Screen : ▶ 29 ◀@◀
    
```

**W20YY Screen**

- 1 - **FUNCTION** - Display - The function for this screen will always list.
- 2 – **DISPLAY** – W2’s for Tax Year 20YY.
- 3 – **WAGES, TIPS** – Display – The Employees taxable wages for the year displayed.
- 4 – **FED TAX W/H** – Display- The employee’s Federal Income Tax withheld for the year displayed.
- 5 – **DISTRICT NUMBER** - Display – The three digit district number.
- 6 – **SOC SEC WAGES** – Display – The employee’s wages that are subject to social security for the selected calendar year.

- 
- 7 – SOC SEC W/H** - Display - The amount of Social Security taxes withheld from the employee's wages for the selected calendar year.
- 8 - SOC. SEC. NO.** - Required (12 A/N) - The social security number of the employee. May be entered with or without hyphens. (Ex. 123-12-1234 or 123121234)
- 9 – MEDICARE WAGES** - Display -. The employee's wages that are subject to Medicare for the selected calendar year.
- 10 – MEDICARE W/H** - Display - The amount of Medicare taxes withheld from the employee's wages for the selected calendar year.
- 11 – PRINT DUP?** - Optional (1 N) – “N” or blank will display the W2004. “Y” will request a duplicate W-2 for the social security number requested.
- 12 – SOCIAL SECURITY TIPS** - Display - The employee's tips received that are subject to Social Security for the selected calendar year.
- 13 – ALLOCATED TIPS** – Display - Tips received during the calendar year requested.
- 14 – SOC SEC NO** - Display - The requested employee's social security number as it appears on the W-2.
- 15 –ADVANCE EIC** - Display – Amount of advanced earned income credit payments for the selected calendar year.
- 16 – DEP CARE BENES** - Display - The amount of dependent care premiums paid by the employer to the employee or incurred on employee's behalf for the selected calendar year.
- 17 – EMPLOYEE'S NAME & ADDRESS** - Display - The employee's name and address displayed on the W-2 for the selected calendar year.
- 18 – NON QUAL PLANS** - Display - The amount of a distribution made to the requested employee from a nonqualified deferred compensation or nongovernmental section 457(b) plan or a prior year deferral under a nonqualified or section 457(b) plan that became taxable for social security and Medicare taxes this year that are on the employee's W-2 for the selected calendar year..
- 19 – TAXABLE FRINGE BENEFITS** - Display -.Reportable fringe benefits for the requested employee with appropriate letter code per IRS for the selected calendar year.
- 20 – STAT RET 3RD** - Display – X displayed in the appropriate box. Statutory Employee, Retirement Plan, or Third Party Sick Pay for the requested employee for the selected calendar year.

- 21 – TAXABLE FRINGE BENEFITS** - Display – Reportable fringe benefits for the requested employee with appropriate letter code per IRS for the selected calendar year
- 22 – TAXABLE FRINGE BENEFITS** – Display – Reportable fringe benefits for the requested employee with appropriate letter code per IRS for the selected calendar year
- 23 – TAXABLE FRINGE BENEFITS** – Display –. Reportable fringe benefits for the requested employee with appropriate letter code per IRS for the selected calendar year
- 24 - ST** – Display –The state the employees’ wages were earned for the selected calendar year.
- 25 – STATE ID** - Display – Employer’s State ID Number for displayed employee for selected year.
- 26 – STATE WAGES-** Display - The amount of reportable state wages for the requested employee for the selected calendar year.
- 27 – STATE TAX W/H** - Display - The amount of state taxes withheld from the employee's wages for the selected calendar year.
- 28 - MESSAGE** - Display - The place where any messages from the system will be displayed.
- 29 - NEXT SCREEN:** - Optional (5 A/N) - Place to indicate the next screen to navigate to for employee chosen in selection field.

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The Active Wage Attachments screen (**WTCHE**) provides a list of wage attachments by employee, on file within a district.

WTCHE 075696JAN2006 0601 Active Wage Attachments 091 COUNTY PAYROLL OFFICE 05.1212

Employee	Soc Sec No	Att Date	Vendor

Next Employee Name      Next Screen

## WTCHE Screen

- 1 - **FUNCTION** - Display - Function for this screen will always list.
- 2 - **DISTRICT NAME** - Display - The name of the district.
- 3 - **VERSION/TIME** - Display - The current version control number of the screen. The current time as maintained by the computer at the moment the screen was requested.
- 4 - **EMPLOYEE** - Display - Name of employee who has a wage attachment.
- 5 - **SOC SEC NO** - Display - Social Security number associated with employee.
- 6 - **ATT DATE** - Display - The date printed on the wage garnishment order.



**7 – VENDOR** - Display – The name of the vendor.

**8 – NEXT EMPLOYEE NAME** - Optional – Place to indicate the next employee name to list.  
Defaults to the next alphabetical sequential name.

**9 – NEXT SCREEN** - Optional – Place to indicate the next screen to navigate to.

**10 - MESSAGE** - Display - The place where any messages from the system will be displayed.

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The PCS Transition Data screen (**PCSLD**) is used to create an EEMPLY screen from the web based Position Control System (PCS). Upon the completion of a new or replacement requisition in the Position Control System a link is created to transfer data to the Payroll/Personnel System.

```

PCSLDT086305AUG17060608  PCS Transition Data  03.1217
  3  4  Display History? (Y/N):  5
-----
No. Type  Soc Sec No.  Employees Name  Pos # PCS Link Dt
  6      7          8          9          10    11          12
-----
  13  Choice          14  To remove from list
Message : Enter Line No. desired & transmit  14      Next Screen :  15  @
  
```

## PCSLD Screen

- 1 - **FUNCTION** - Display - The function for this screen will always list
- 2 **VERSION** - Display – The current version control number of the screen
- 3 - **NO.** - Display - Line number associated with employee, used for selection and navigation to selected screens.

- 3 - SOC SEC NO.** - Display - The social security number of the employee shown.
- 4 - LAST NAME FIRST MI** - Display - The last name, first name and middle name of the employee whose information is displayed. This screen displays warrant name.
- 5 - DISTRICTS WORKED** - Display - The district(s) of employment for the employee shown.
- 6 - LAST PD** - Display - The last paid date of any of the districts displayed for the employee shown.

- 7 - Display - Optional** - The social security number with which to begin list. May be entered with or without hyphens. (Ex. 123-45-6789 or 123456789). When listing by social security number, this field will display next social security number on file.
- 8 - Display - Optional** - The last name of the employee with which to begin list. List default is alphabetical by last name. This field will display next last name on file.
- 9 - Display - Optional** - The first name of the employee with which to begin list. When listing by last name, this field will display the first name of the next employee on file.
- 10 - Display - Optional** - A portion of the middle name of the employee with which to begin list. When listing by last name, this field will display a portion of the middle name of the next employee on file.
- 11 - SELECTION - Optional (2 A/N)** - Place to indicate associated line number for employee chosen for navigation to another screen.
- 12 - MESSAGE:** - Display - The place where any messages or information from the screen will be displayed.
- 13 - NEXT SCREEN:** - Optional (5 A/N) - Place to indicate the next screen to navigate to for employee chosen in selection field.
- 14 - MESSAGE** - Display - The place where any messages from the system will be displayed.

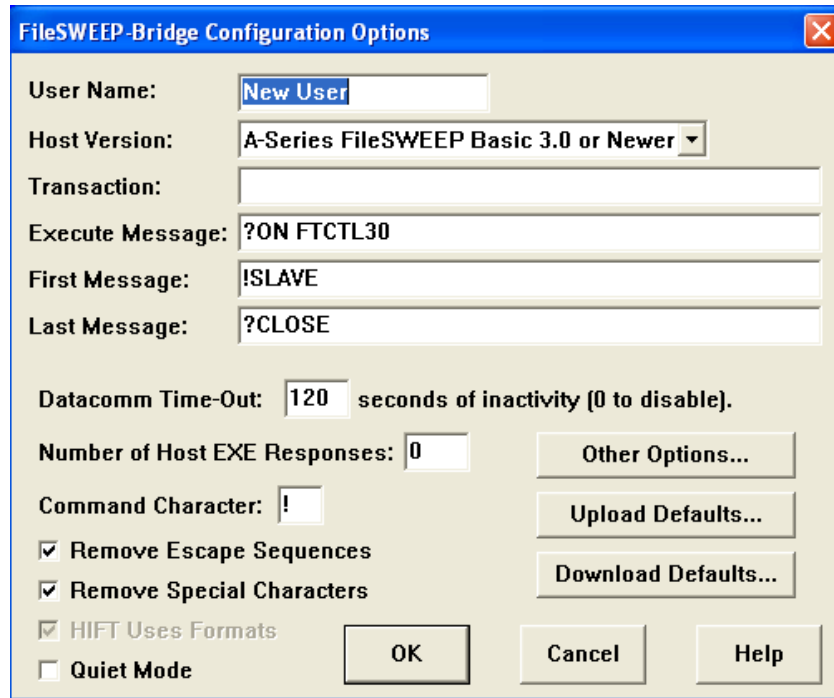
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# CTC Bridge Configuration - FileSWEEP

The following screen displays should be used in verifying accurate configuration settings for file transfers in **CTC Bridge FileSWEEP for Windows v5.00.01**. Verify all fields, correct as necessary.

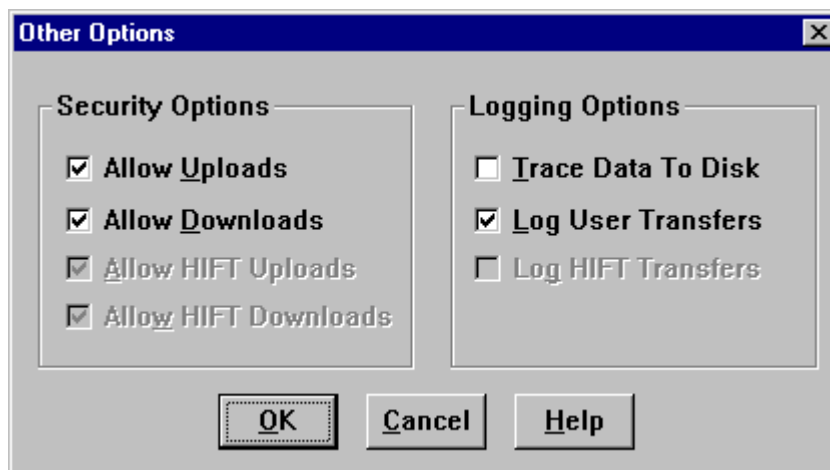
From the CTC Bridge Menu Bar, Click on **FileSWEEP**. Then Click on **Configure FileSWEEP-Bridge...** to display the following screen:



The screenshot shows the 'FileSWEEP-Bridge Configuration Options' dialog box. It contains the following fields and options:

- User Name:
- Host Version:
- Transaction:
- Execute Message:
- First Message:
- Last Message:
- Datcomm Time-Out:  seconds of inactivity (0 to disable).
- Number of Host EXE Responses:
- Command Character:
- Remove Escape Sequences
- Remove Special Characters
- HIFT Uses Formats
- Quiet Mode
- Buttons: Other Options..., Upload Defaults..., Download Defaults..., OK, Cancel, Help

From the **FileSWEEP-Bridge Configuration Options** screen, Click on **Other Options...** to display the following screen:



The screenshot shows the 'Other Options' dialog box, which is divided into two sections:

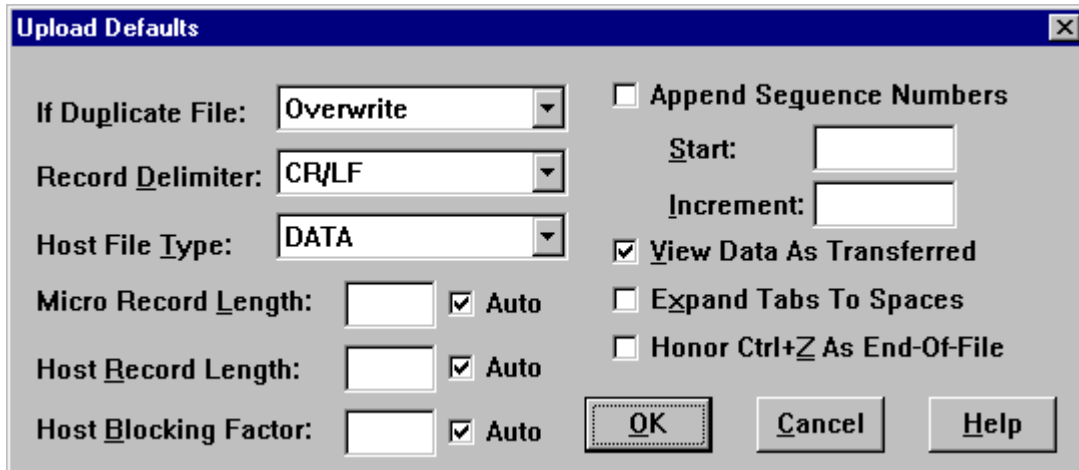
- Security Options:**
  - Allow Uploads
  - Allow Downloads
  - Allow HIFT Uploads
  - Allow HIFT Downloads
- Logging Options:**
  - Trace Data To Disk
  - Log User Transfers
  - Log HIFT Transfers

Buttons: OK, Cancel, Help

# CTC Bridge Configuration - FileSWEEP

Click on **OK** to return to **FileSWEEP-Bridge Configuration Options** screen.

From the **FileSWEEP-Bridge Configuration Options** screen, Click on **Upload Defaults...** to display the following screen:



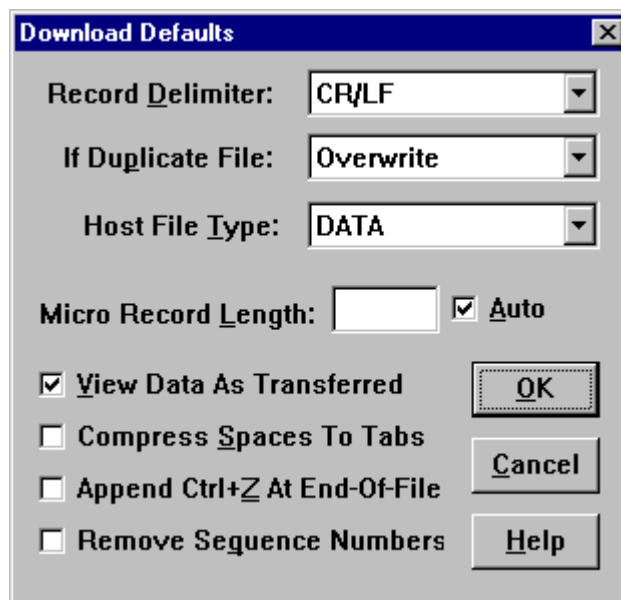
The 'Upload Defaults' dialog box contains the following settings:

- If Duplicate File: **Overwrite** (dropdown)
- Record Delimiter: **CR/LF** (dropdown)
- Host File Type: **DATA** (dropdown)
- Micro Record Length: [ ]  **Auto**
- Host Record Length: [ ]  **Auto**
- Host Blocking Factor: [ ]  **Auto**
- Append Sequence Numbers**
  - Start: [ ]
  - Increment: [ ]
- View Data As Transferred**
- Expand Tabs To Spaces**
- Honor Ctrl+Z As End-Of-File**

Buttons: **OK**, **Cancel**, **Help**

Click on **OK** to return to **FileSWEEP-Bridge Configuration Options** screen.

From the **FileSWEEP-Bridge Configuration Options** screen, Click on **Download Defaults...** to display the following screen:



The 'Download Defaults' dialog box contains the following settings:

- Record Delimiter: **CR/LF** (dropdown)
- If Duplicate File: **Overwrite** (dropdown)
- Host File Type: **DATA** (dropdown)
- Micro Record Length: [ ]  **Auto**
- View Data As Transferred**
- Compress Spaces To Tabs**
- Append Ctrl+Z At End-Of-File**
- Remove Sequence Numbers**

Buttons: **OK**, **Cancel**, **Help**

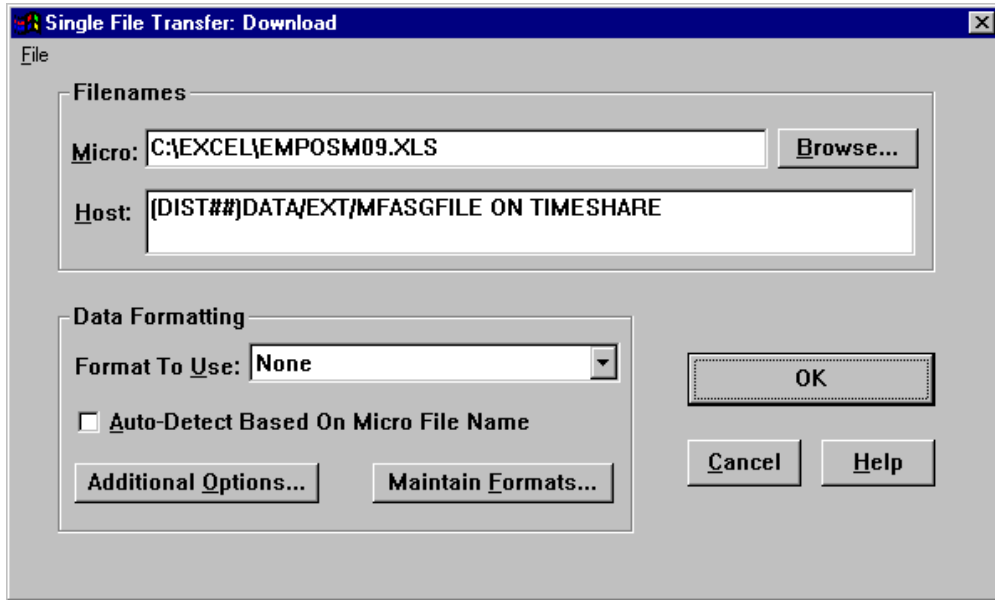
Click on **OK** to return to **FileSWEEP-Bridge Configuration Options** screen.

From **FileSWEEP-Bridge Configuration Options** screen, Click on **OK** to return to emulation screen.

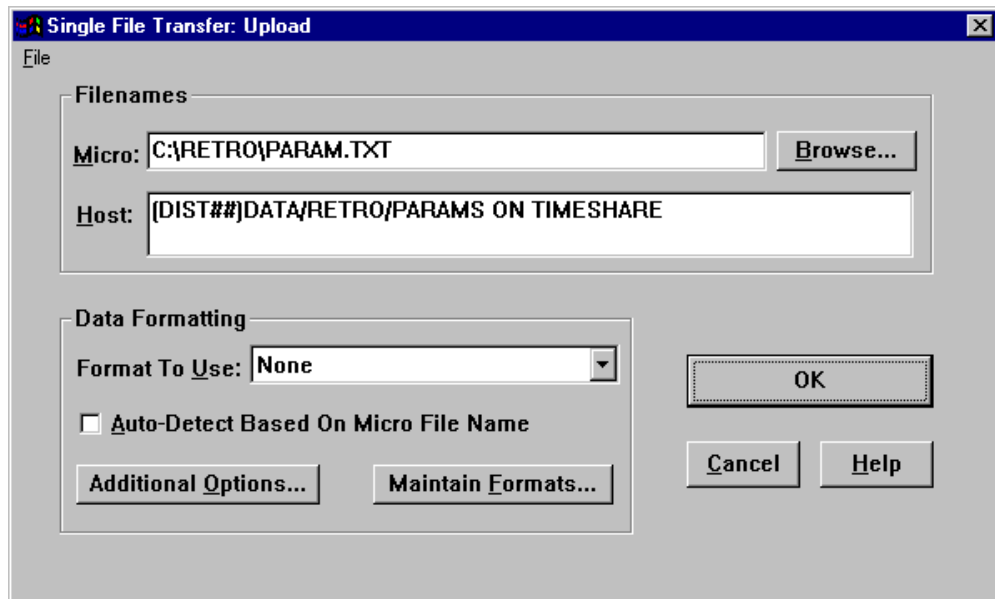
# CTC Bridge Configuration - FileSWEEP

With this configuration, there is an additional step required when doing download and uploads. On the host file name, type **(DIST##)** (where ## = district number) before file name, and type **ON TIMESHARE** after file name.

Single File Transfer: Download should look like this:



Single File Transfer: Upload should look like this:



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# CTC Bridge Download

---

CTC Bridge / FileSWEEP for Windows v1.50.01 File Transfer

Procedures for File Transfer Download are described below.

1. Run your CTC Bridge emulator program and log on to **SDCOE** mainframe with your user code and password.
2. From the **MARC** menu request the **CANDE** window.
3. Locate the file to be downloaded.
  - A. Press <**Home**> key.
  - B. Type in **FILES**, Press <**Xmit**> key.
  - C. To continue list, Press <**Home**>, <**Space Bar**>, <**Xmit**> in sequence.
  - D. Find the file name and path. {This is the exact file name to be entered in the “Host:” field during the download process. Note: Separate with forward slash (/).}

Example:

```
(DISTnn) ON TIMESHARE
.      DATA
.      .      EXT
.      .      .      MFASGFILE
```

4. At CTC Bridge Menu Bar: Select **FileSWEEP**
5. At FileSWEEP Menu: Select **Download Single File**
6. At Single File Transfer: Download Screen:

**Micro:** **Type in the destination** including the drive, the directory must be the folder name, and file name. (Ex. C:\(folder name)\EMPOSM09.XLS) Press <**Tab**>, <**Tab**> to get to “Host:” field.

(Notes: 1 - The file name is in a standard MS-DOS format.  
2 - Incorrect pathing will cause the file transfer to fail.)

**Host:** **Type in the mainframe file name** as explained in figure 3 D excluding the “DISTnn” portion. (Ex. DATA/EXT/MFASGFILE)

Click on **OK**

7. At Confirmation Request screen: Click on **Yes**



## CTC Bridge Download

---

8. At Transfer Information screen: View progress on status bar. When file transfer is complete, will get another screen.
9. At File Transfer Summation screen: Click on **OK**
10. At Transfer Information screen: Click on **Signoff Host**
11. After a successful transfer, log out of **CANDE** window by entering at home position:  
**?CLOSE <XMIT>**
12. Import the file to your selected application.

## **To import common delimited files into EXCEL 5.0:**

### **File**

**Open**, (click on filename), will bring up Text Import Wizard

Step 1 Select:

**Delimited**, then **NEXT**

Step 2 Select:

**Comma**, (take off Tab), then **NEXT**

Step 3 Select:

**General** (default), then **FINISH**

File will then come up.

To select all, use **Ctrl + A**, or **click on box** to the left of “A” (or up from “1”)

### **Format**

#### **Column**

**Auto Fit Selection**

### **File**

#### **Page Setup**

**Landscape**

### **File**

#### **Save As**

“Save File as Type” Select **Microsoft Excel Workbook**

With appropriate Drive, and Directory location for Excel files.

(Rename if you want a duplicate copy)

### **Data**

#### **Sort**

Choose up to 3 columns at a time

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# CTC Bridge Upload

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## CTC Bridge / FileSWEEP for Windows v1.50.01 File Transfer

Procedures for File Transfer Upload are described below.

1. Run your CTC Bridge emulator program and log on to **SDCOE** mainframe with your user code and password.
2. From the **MARC** menu request the **CANDE** window.
3. At CTC Bridge Menu Bar: Select **FileSWEEP**
4. At FileSWEEP Menu: Select **Upload Single File**
5. At Single File Transfer: Upload Screen:
  - Micro:** **Type in the destination** including the drive, directory, and file name.  
(Ex. C:\DATA\RETRO\PARAMS) Press <**Tab**>, <**Tab**> to get to “Host:” field.  
  
(Notes: 1 - The file name is in a standard MS-DOS format.  
2 - Incorrect pathing will cause the file transfer to fail.)
  - Host:** **Type in the mainframe file name** as explained in figure 10 D excluding the “DISTnn” portion. (Ex. DATA/RETRO/PARAMS)  
  
Click on **OK**
6. At Confirmation Request screen: Click on **Yes**
7. At Transfer Information screen: View progress on status bar. When file transfer is complete, will get another screen.
8. At File Transfer Summation screen: Click on **OK**
9. At Transfer Information screen: Click on **Signoff Host**
10. Verify that the file is uploaded.
  - A. Press <**Home**> key.
  - B. Type in **FILES**, Press <**Xmit**> key.
  - C. To continue list, Press <**Home**>, <**Space Bar**>, <**Xmit**> in sequence.

# CTC Bridge Upload

---

- D. Find the file name and path. {This is the exact file name that was entered in the “Host:” field during the upload process. Note: File name was separated with forward slash (/).}

Example:

```
(DISTnn) ON TIMESHARE
.      DATA
.      .      RETRO
.      .      .      PARAMS
```

11. After a successful transfer, log out of **CANDE** window by entering at home position:  
**?CLOSE <Xmit>**

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# EXTRACT FILE LAYOUTS

---

## Data Structures

All employee names contained in the following file descriptions are Warrant Name.

Due to mainframe limitations, all records have a blank field at the end. The fields contain spaces and vary in length.

The filename is indicated in all caps underlined.

## Account Numbers

Account number format in all records varies by district type.

For Type 1, 2 and 4 users only:

<b>Description</b>	<b>Max Length</b>	<b>Type</b>
Fund	2	A/N
Sub Fund	2	A/N
Resource	4	A/N
Resource-sub	3	A/N
Project Year	1	A/N
Goal	4	A/N
Function	4	A/N
Function-sub	3	A/N
Object	4	A/N
Object-sub	3	A/N
School	3	A/N
Location	3	A/N
Cost Center	3	A/N
Blank Field	-	
	<b>39</b>	

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# EXTRACT FILE LAYOUTS

---

For Type 3 users only:

<b>Description</b>	<b>Max Length</b>	<b>Type</b>
Fund	2	A/N
Object	4	A/N
Object-Sub	2	A/N
Field1	4	A/N
Field2	4	A/N
Field3	4	A/N
Field4	4	A/N
Blank Field	15	A/N
		<b>39</b>

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# EXTRACT FILE LAYOUTS

## Personnel Data - DATA/EXT/PSNLFILE

(EXTRACT 01) – Comma delimited

(EXTRACT 31) – Tab delimited

Description	Max Length	Type
District Number	3	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Employee Identification Number (nnn-nnn)	7	A/N
OPEB Flag	1	A/N
Home Address Line 1	30	A/N
Home Address Line 2	30	A/N
Home Address City	18	A/N
Home Address State	2	A/N
Home Address Zip (nnnnn-nnnn)	10	A/N
Home Phone [(nnn) nnn-nnnn]	14	A/N
Unlisted Indicator	1	A/N
Mailing Address Line 1	30	A/N
Mailing Address Line 2	30	A/N
Mailing Address City	18	A/N
Mailing Address State	2	A/N
Mailing Address Zip (nnnnn-nnnn)	10	A/N
Sex	1	A/N
Birth Date (mm/dd/yyyy)	10	A/N
Marital Status	1	A/N
Ethnic	1	A/N
BLS Code	1	A/N
Handicapped Code	1	A/N
Physical Exam Required	1	A/N

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# EXTRACT FILE LAYOUTS

**Personnel Data - DATA/EXT/PSNLFILE continued**  
**(EXTRACT 01) – Comma delimited**  
**(EXTRACT 31) – Tab delimited**

Hire Date (mm/dd/yyyy)	10	A/N
Hire Code	2	A/N
Start Date (mm/dd/yyyy)	10	A/N
Start Code	2	A/N
Term Date (mm/dd/yyyy)	10	A/N
Term Code	2	A/N
Warrant Location	3	A/N
Pay Frequency	1	A/N
10-12 Trust	1	A/N
Federal Tax Married/Single	1	A/N
Federal Tax Allowances	2	A/N
Federal Tax Earned Income Credit	1	A/N
Federal Tax Extra Amount (+nnnn.nn)	8	N
IRS Letter on File	1	A/N
State Tax Married/Single	1	A/N
State Tax Allowances	2	A/N
State Tax Extra Allowances	2	A/N
State Tax Extra Amount (+nnnn.nn)	8	N
TB Expiration Month (mm)	2	A/N
TB Expiration Year (ccyy)	4	A/N
Miscellaneous Data	15	A/N
Extract Creation Date (mm/dd/yy)	8	A/N
Blank Field	-	

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# EXTRACT FILE LAYOUTS

**Monthly/Fixed Assignments Data - DATA/EXT/MFASGFILE**  
**Variable/Summer Assignments Data - DATA/EXT/VSASGFILE**  
**(EXTRACT 02) - Comma delimited – monthly/fixed**  
**(EXTRACT 03) - Comma delimited – variable/summer**  
**(EXTRACT 32) – Tab delimited – monthly/fixed**  
**(EXTRACT 33) – Tab delimited – variable/summer**

All fields exist in both the Monthly/Fixed Assignments file and the Variable/Summer Assignments file unless otherwise noted. Fields marked in one of the two right columns will be blank in that type of record but a placeholder exists so the same formatting templates may be applied.

Description	Max Length	Type	Monthly Fixed	Variable Summer
District Number	3	A/N		
Last Name	18	A/N		
First Name	12	A/N		
Middle Name	10	A/N		
SS No. (nnnn-nn-nnnn)	12	A/N		
Employee ID Number (nnn-nnn)	7	A/N		
Work Location (Site)	3	A/N		
FTE Percent (nnn.nn)	6	N		Blank
Position Number	4	A/N		
Position Title	18	A/N		
Primary Position Flag	1	A/N		
Job Class	5	A/N		
Job Type	2	A/N		
Job Class Description	18	A/N		
Certificated/Non-certificated	1	A/N		
Mgmt/NonMgmt	1	A/N		
Temporary/Permanent	1	A/N		
Start Date (mm/dd/yyyy)	10	A/N		
Stop Date (mm/dd/yyyy)	10	A/N		
Bargaining Unit	3	A/N		
Bargain Unit Description	18	A/N		
Retirement Membership Code	1	A/N		
Membership Date (mm/dd/yyyy)	10	A/N		
Membership Status	1	A/N		

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# EXTRACT FILE LAYOUTS

**Monthly/Fixed Assignments Data - DATA/EXT/MFASGFILE**  
**Variable/Summer Assignments Data - DATA/EXT/VSASGFILE continued**  
**(EXTRACT 02) – Comma delimited – monthly/fixed**  
**(EXTRACT 03) – Comma delimited – variable/summer**  
**(EXTRACT 32) – Tab delimited – monthly/fixed**  
**(EXTRACT 33) – Tab delimited – variable/summer**

Social Security	1	A/N	
Medicare	1	A/N	
EPMC Y/N	1	A/N	
EPMC Effective Date (mm/dd/yyyy)	10	A/N	
EPMC Percent (nn.nnnn)	7	N	
EPMC Amount (nnnn.nn)	7	N	
HDM Code	1	A/N	
Fixed/Variable/Summer Code	1	A/N	
Number of HDM Units In Year (nnnn.nn)	7	N	Blank
Salary Group	2	A/N	
Salary Range	2	A/N	
Salary Step	2	A/N	
Step Advancement Date - mm/dd/yyyy	10	A/N	
Unit Rate (nnnnnn.nn)	9	N	
Annual Salary (nnnnnn.nn)	9	N	Blank
Shift Differential	1	A/N	
Shift Start Time	6	A/N	
Shift Stop Time	6	A/N	
Position Work Year	12	A/N	Blank
Position Number Of Months	2	N	Blank
Track	1	A/N	
Number of Days	3	N	
Hours per Day (nn.nn)	5	N	Blank
Grade Level	1	A/N	
Grades	5	A/N	
SMA 1	3	A/N	

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# EXTRACT FILE LAYOUTS

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**Monthly/Fixed Assignments Data - DATA/EXT/MFASGFILE**

**Variable/Summer Assignments Data - DATA/EXT/VSASGFILE continued**

**(EXTRACT 02) – Comma delimited – monthly/fixed**

**(EXTRACT 03) – Comma delimited – variable/summer**

**(EXTRACT 32) – Tab delimited – monthly/fixed**

**(EXTRACT 33) – Tab delimited – variable/summer**

SMA 2	3	A/N
SMA 3	3	A/N
SMA 4	3	A/N
SMA 5	3	A/N
SMA 6	3	A/N
Line Number	3	N
Distribution Percent (nnn.nn)	6	N
Account Number	39	A/N
Extract Creation Date - mm/dd/yyyy	10	A/N
Blank Field	-	
		<b>356</b>

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# EXTRACT FILE LAYOUTS

## Current Payroll Expenditure Detail Report - DATA/EXT/PEDRFILE/M DATA/EXT/PEDRFILE/S

**(EXTRACT 04) – Comma delimited**

**(EXTRACT 34) – Tab delimited**

Description	Max Length	Type
District Number	3	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Employee Identification Number (nnn-nnn)	7	A/N
Position Number	4	A/N
Primary Job Flag	1	A/N
Extra Pay Type	2	A/N
Extra Pay Code	2	A/N
Job Class	5	A/N
Transaction Type: A – abatement C – canceled warrant E – extra pay N – normal pay T – typed warrant X –SACS Exp Dist Adjustment	1	A/N
Payroll Cycle	3	A/N
Amount (+nnnnnn.nn)	10	A/N
Salary Object	4	N
Salary Object-Sub	3	N
Account Number	39	A/N
Extract Creation Date (mm/dd/yyyy)	10	A/N
Blank Field	-	

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# EXTRACT FILE LAYOUTS

## Benefits and Deductions Data - DATA/EXT/BDEMPFILE

(EXTRACT 05) – Comma delimited

(EXTRACT 35) – Tab delimited

Description	Max Length	Type
District Number	3	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Employee Identification Number (nnn-nnn)	7	A/N
Vendor Code	5	A/N
Sub-Vendor Code	2	A/N
Vendor Description	30	A/N
Sub-Vendor Description	24	A/N
Account or Policy Number	20	A/N
Employee Contribution Start (mm/yyyy)	7	A/N
Employee Contribution Stop (mm/yyyy)	7	A/N
Employee Percent Contrib. (nnn.nn)	6	N
Employee Contribution (nnnnn.nn)	8	N
Net To Vendor Flag	1	A/N
Double Deduct To Trust Month 1	2	N
Double Deduct To Trust Month 2	2	N
Pay From Trust Month 1	2	N
Pay From Trust Month 2	2	N
Employer Contribution Start (mm/yyyy)	7	A/N
Employer Contribution Stop (mm/yyyy)	7	A/N
Employer Percent Contrib. (nnn.nn)	6	N
Employer Contribution (nnnnn.nn)	8	N
Extract Creation Date (mm/dd/yyyy)	10	A/N
Blank Field	-	

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# EXTRACT FILE LAYOUTS

## Extra Pay Details - DATA/EXT/XPAYFILE

(EXTRACT 06) – Comma delimited

(EXTRACT 36) – Tab delimited

Description	Max Length	Type
District Number	3	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Employee Identification Number (nnn-nnn)	7	A/N
Work Location	3	A
Position Number	4	A/N
Extra Pay Type	2	A/N
Extra Pay Code	2	A/N
Description	14	A/N
Start Month	2	N
Start Year	4	N
Stop Month	2	N
Stop Year	4	N
Auto Pay Flag	1	A/N
Percent (nnn.nn)	6	N
Amount (nnnnnn.nn)	9	N
Date Last Paid (mm/dd/yyyy)	10	A/N
Source of Account SXEXP or SXPOS	1	A/N
Line Number	3	N
Distribution Percent (nnn.nn)	6	N
Account Number	39	A/N
Extract Creation Date (mm/dd/yyyy)	10	A/N
Blank Field	-	
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# EXTRACT FILE LAYOUTS

## Dependents Data - DATA/EXT/DEPENFILE

(EXTRACT 07) – Comma delimited

(EXTRACT 37) – Tab delimited

Description	Max Length	Type
District number	3	A/N
Last name	18	A/N
First name	12	A/N
Middle name	10	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Beneficiary Name (Last, First, Middle)	42	A/N
Beneficiary Address Line 1	30	A/N
Beneficiary Address Line 2	30	A/N
Beneficiary City	18	A/N
Beneficiary State	2	A/N
Beneficiary Zip (nnnnn-nnnn)	10	A/N
Beneficiary Phone	14	A/N
Beneficiary Relation	16	A/N
Dependent Last Name	24	A/N
Dependent First Name	12	A/N
Dependent Middle Initial	1	A/N
Dependent Birthdate (mm/dd/yyyy)	10	A/N
Dependent Relation	2	A/N
Dependent SSNO (nnnn-nn-nnnn)	12	A/N
Line number	3	A/N
Extract Creation Date (mm/dd/yyyy)	10	A/N
Blank Field	-	
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# EXTRACT FILE LAYOUTS

## Employee Pay Rates Data - DATA/EXT/RATESFILE

(EXTRACT 08) – Comma delimited

(EXTRACT 38) – Tab delimited

Description	Max Length	Type
District Number	3	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Birth Date (mm/dd/yyyy)	10	A/N
Hire Date (mm/dd/yyyy)	10	A/N
Position Number	4	A/N
Position Description	18	A/N
Work Location (Site)	3	A/N
Primary Position Flag	1	A/N
Certificated/Non-certificated	1	A/N
HDM Code	1	A/N
Fixed/Variable/Summer Code	1	A/N
FTE Percent (nnn.nn)	6	N
Bargaining Unit	3	A/N
Bargain Unit Description	18	A/N
Track: Number of Days	3	N
Track: Hours per Day (nn.nn)	5	N
Position: Number of Months	2	N
Unit Rate (nnnnn.nn)	8	N
Unit ( (H)ourly or (D)aily )	1	A/N
Monthly Rate (nnnnnn.nn)	8	N
Line Number	3	N
Distribution Percent (nnn.nn)	6	N
Account Number	39	A/N
Extract Creation Date (mm/dd/yyyy)	10	A/N
Blank Field	-	
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# EXTRACT FILE LAYOUTS

**YTD SACS Exp Distribution / Encumbrances - DATA/EXT/XDYTDFILE**  
**(EXTRACT 09) – Comma delimited**  
**(EXTRACT 39) – Tab delimited**

Description	Max Length	Type
Fiscal Year	4	N
District Number	3	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Employee Identification Number (nnn-nnn)	7	A/N
Position Number	4	A/N
Primary Job Flag	1	A/N
Extra Pay Type	2	A/N
Extra Pay Code	2	A/N
Job Class	5	A/N
S(alary) or F(ringe)	1	A/N
Last cycle expensed	3	A/N
Last amount expensed (+nnnnnn.nn)	11	A/N
YTD amount expensed (+nnnnnnnnn.nn)	13	A/N
Remaining encumbrance amount (+nnnnnnnnn.nn)	13	A/N
Salary Object	4	N
Account	39	N
Extract Creation Date (mm/dd/yyyy)	10	A/N
Blank Field	-	

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# EXTRACT FILE LAYOUTS

## Retired / Terminated Benefits - DATA/EXT/RTBENFILE

(EXTRACT 10) – Comma Delimited

(EXTRACT 40) – Tab Delimited

Description	Max Length	Type
District Number	3	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Vendor Code	5	A/N
Sub-Vendor Code	2	A/N
Vendor Description	30	A/N
Sub-Vendor Description	24	A/N
Policy No.	20	A/N
Employee Contribution Start (mm/yyyy)	7	A/N
Employee Contribution Stop (mm/yyyy)	7	A/N
Employee Percent (nnn.nn)	6	N
Employee Contribution (nnnnn.nn)	8	N
Net to Vendor	1	A/N
To Trust 1	2	N
To Trust 2	2	N
From Trust 1	2	N
From Trust 2	2	N
Employer Contribution Start (mm/yyyy)	7	A/N
Employer Contribtuion Stop (mm/yyyy)	7	A/N
Employer Percent (nnn.nn)	6	N
Employer Contribution (nnnnn.nn)	8	A/N
Extract Creation Date (mm/dd/yyyy)	10	A/N
Blank Field	-	

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# EXTRACT FILE LAYOUTS

## Fixed Schedule Data - DATA/EXT/FSCHDFILE

(EXTRACT 11) – Comma delimited

(EXTRACT 41) – Tab delimited

Description	Max Length	Type
Fiscal Year	4	A/N
District Number	3	A/N
Position Number	4	A/N
Position Desc	18	A/N
Work Location (Site)	3	A/N
HDM Code	1	A/N
Schedule Cycle	3	A/N
Schedule Time (nnn.nn)	6	A/N
Salary Group	2	A/N
Salary Range	2	A/N
Salary Step	2	A/N
GRS Amount (nnnnnn.nn)	9	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Last name	18	A/N
First Name	12	A/N
Middle name	10	A/N
Job Class	5	A/N
Has Fixed Schedule Flag	1	A/N
Extract Creation Date - mm/dd/yy	10	A/N
Blank Field	-	
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# EXTRACT FILE LAYOUTS

## **Position Data - DATA/EXT/POSITFILE**

**(EXTRACT 12) – Comma delimited**

**(EXTRACT 42) – Tab delimited**

Description	Max Length	Type
District Number	3	A/N
Certificated/Non-certificated	1	A/N
Position Number	4	A/N
Position Title	18	A/N
Job Class	5	A/N
Job Type	2	A/N
Job Class Description	18	A/N
HDM Code	1	A/N
Fixed/Variable/Summer Code	1	A/N
FTE Percent (nnn.nn)	6	N
Salary Group	2	A/N
Salary Range	2	A/N
Salary Step	2	A/N
Annual Salary (nnnnnn.nn)	9	N
Shift Differential	1	A/N
Unit Rate (nnnnnn.nn)	9	N
Line Number	3	N
Distribution Percent (nnn.nn)	6	N
Account Number	39	A/N
Work Location (Site)	3	A/N
Mgmt/NonMgmt	1	A/N
Bargaining Unit	3	A/N
Bargain Unit Description	18	A/N
Position Work Year	12	A/N
Position Number Of Months	2	N

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# EXTRACT FILE LAYOUTS

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## Position Data - DATA/EXT/POSITFILE continued

(EXTRACT 12) – Comma delimited

(EXTRACT 42) – Tab delimited

Description	Max Length	Type
Track	1	A/N
Number of Days	3	N
Shift Start Time	6	A/N
Shift Stop Time	6	A/N
Extract Creation Date - mm/dd/yyyy	10	A/N
Blank Field	-	
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# EXTRACT FILE LAYOUTS

**Work Site Data - DATA/EXT/WKSTFILE/M (Current Cycle Only)**

**DATA/EXT/WKSTFILE/S (Current Cycle Only)**

**(EXTRACT 13) – Comma delimited**

**(EXTRACT 43) – Tab delimited**

Description	Max Length	Type
District Number	3	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Position Number	4	A/N
Primary Position Flag	1	A/N
Extra Pay Type	2	A/N
Extra Pay Code	2	A/N
Job Class	5	A/N
Full Time Percent (nnn.nn)	6	N
Fixed Variable Flag	1	A/N
Warrant Location	3	A/N
Worksite Location	3	A/N
Payroll Cycle	3	A/N
Amount (+nnnnnn.nn)	10	N
Extract Creation Date (mm/dd/ccyy)	10	A/N
Blank Field	-	
<b>105</b>		

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# EXTRACT FILE LAYOUTS

**Accruals Data - DATA/EXT/ACCRLEXT/M  
DATA/EXT/ACCRLEXT/S**

**(EXTRACT 16) – Comma delimited**

**(EXTRACT 44) – Tab delimited**

<b>Description</b>	<b>Max Length</b>	<b>Type</b>
District number	3	A/N
Fiscal year	4	N
Payroll Cycle	3	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Last name	18	A/N
First name	12	A/N
Middle name	10	A/N
Position Number	4	A/N
Cancelled Flag	1	A/N
Typed Flag	1	A/N
Invalid account Flag	1	A/N
“S”alary or “F”ringe	1	A/N
Amount (+nnnnnn.nn)	10	A/N
Salary Object	4	N
Salary Object-Sub	3	N
EPMC Flag	1	A/N
Extra Pay Type (Not used)	2	A/N
Extra Pay Code (Not used)	2	A/N
Account	39	N
Extract Creation Date (mm/dd/yy)	10	A/N
Blank field	-	
	<b>141</b>	

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# EXTRACT FILE LAYOUTS

## Accrual Payroll Expenditure Detail Report - DATA/EXT/ACRLPEDR/M DATA/EXT/ACRLPEDR/S

**(EXTRACT 17) - Comma delimited**

**(EXTRACT 45) – Tab delimited**

Description	Max Length	Type
District Number	3	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Position Number	4	A/N
Primary Job Flag	1	A/N
Extra Pay Type	2	A/N
Extra Pay Code	2	A/N
Job Class	5	A/N
Blank Field	1	A/N
Payroll Cycle	3	A/N
Amount (+nnnnnn.nn)	10	A/N
Salary Object	4	N
Salary Object-Sub	3	N
Account Number	39	A/N
Extract Creation Date (mm/dd/yyyy)	10	A/N
Blank Field	-	
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# EXTRACT FILE LAYOUTS

## 403bCompare TSA File – DATA/EXT/TSAFILE

(EXTRACT 18) – Comma delimited

(EXTRACT 46) – Tab delimited

Description	Max Length	Type
Vendor Code	5	A/N
Sub-Vendor Code	2	A/N
Compare ID Number	6	A/N
Vendor short name description	12	A/N
SS Card Name	18	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
District Number	3	A/N
Blank Field	-	
	<b>58</b>	

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# EXTRACT FILE LAYOUTS

## District Chart of Accounts File – DATA/EXT/SACCTFILE

(EXTRACT 19) – Comma delimited

(EXTRACT 48) – Tab delimited

Description	Max Length	Type
District Number	3	A/N
Fiscal Year	4	A/N
Fund	2	A/N
Sub-Fund	2	A/N
Resource	4	A/N
Resource-Sub	3	A/N
Project Year	1	A/N
Goal	4	A/N
Function	4	A/N
Function-Sub	3	A/N
Object	4	A/N
Object-Sub	3	A/N
School	3	A/N
Location	3	A/N
Cost Center	3	A/N
Object-Sub	2	A/N
Field 1	4	A/N
Field 2	4	A/N
Field 3	4	A/N
Field 4	4	A/N
Status Code	1	A/N
Extract Creation Date (mm/dd/yyyy)	10	A/N
Blank Field	-	
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# EXTRACT FILE LAYOUTS

## Quarterly EDD Data by Site- DATA/EXT/OEDDFILE

**(EXTRACT 20) - Comma delimited**

**(EXTRACT 70) - Tab delimited**

Description	Max Length	Type
District Number	3	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Employee Identification Number (nnn-nnn)	7	A/N
Position Number	4	A/N
Site Code	3	A/N
Site Description	24	A/N
Month Indicator	1	A/N
Month Indicator	1	A/N
Month Indicator	1	A/N
Monthly Amount	10	A/N
Quarterly Amount	12	A/N
Extract Creation Date - mm/dd/yyyy	10	A/N
Blank Field	-	
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# EXTRACT FILE LAYOUTS

## OPEB Data - DATA/EXT/OPEBFILE

(EXTRACT 21) - Comma delimited

(EXTRACT 71) - Tab delimited

Description	Max Length	Type
District Number	3	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Employee Identification No. (nnn-nnn)	7	A/N
Position Number	4	A/N
FTE Percent (nnn.nn)	6	A/N
Primary Position Flag	1	A/N
Certificated/Non-certificated	1	A/N
Temporary/Permanent	1	A/N
Bargaining Unit	3	A/N
Bargain Unit Description	18	A/N
OPEB Flag	1	A/N
OPEB District Retirement % (nnn.nn)	5	A/N
OPEB Active Amount (nnnnnn.nn)	9	A/N
OPEB Use FTE Percentage	1	A/N
HDM Code	1	A/N
Fixed/Variable/Summer Code	1	A/N
Unit Rate (nnnnnn.nn)	9	N
Annual Salary (nnnnnn.nn)	9	N
Position Number Of Months	2	N
Hours per Day (nn.nn)	5	N
Line Number	3	N
Distribution Percent (nnn.nn)	6	N
Account Number	39	A/N
Extract Creation Date - mm/dd/yyyy	10	A/N
Blank Field	-	

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# EXTRACT FILE LAYOUTS

**SXBEN Data – DATA/EXT/SXBENFILE  
(EXTRACT 47) – Tab delimited**

Description	Max Length	Type
District Number	3	A/N
SS No. (nnnn-nn-nnnn)	12	A/N
Last Name, First Name M.I.	18	A/N
Vendor number	5	A/N
Sub-Vendor code	2	A/N
Position Number	4	A/N
Line Number	3	N
Distribution Percent (nnn.nn)	6	N
Extract Creation Date – mm/dd/yyyy	10	A/N
Fund	2	A/N
Sub Fund	2	A/N
Resource	4	A/N
Resource-sub	3	A/N
Project Year	1	A/N
Goal	4	A/N
Function	4	A/N
Function-sub	3	A/N
Object	4	A/N
Object – sub	3	A/N
School	3	A/N
Location	3	A/N
Cost Center	3	A/N
Blank Field	-	
<b>102</b>		

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# EXTRACT FILE LAYOUTS

## Budget File of Monthly Employees – DATA/BUDGET/INFO (EXTRACT 51) – Non delimited

Description	Max Length	Type
District Number	3	N
Last Name	12	A/N
First Name	10	A/N
Middle Name	8	A/N
SS No. (nnnnnnnnnn)	10	A/N
Position Number	4	A/N
Position Title	18	A/N
Percent F.T.E. (nnn.nn)	5	N
Salary Group	2	A/N
Salary Range	2	A/N
Salary Step	2	A/N
Gross Amount (nnnnnn.nn)	8	N
Shift	1	A/N
Worksite	3	A/N
Shift Hours From	6	A/N
Shift Hours To	6	A/N
Warrant Location	3	A/N
Fill	4	A/N
Line Number	3	N
Distribution Percent (nnn.nn)	5	N
Account Number	39	A/N
Blank Field	1	A/N
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# EXTRACT FILE LAYOUTS

**File of Salary Schedules – DATA/EXT/SALRYFILE/ALL  
DATA/EXT/SALRYFILE/CURRENT  
DATA/EXT/SALRYFILE/FUTURE  
DATA/EXT/SALRYFILE/PRIOR**

**(EXTRACT 53) – Non delimited**

Description	Max Length	Type
District Number	3	N
Salary Group	2	A/N
Record Type 1 = Salary Group Data 2 = Group/Range/Step Data	1	A/N
Certificated/Non-certificated Code	1	A/N
Hourly/Daily/Monthly Code	1	A/N
Salary Effective Date – (MMDDCCYY)	2	A/N
If Record Type = 1 Salary Group Name	30	A/N
If Record Type = 2 Salary Range	2	A/N
Salary Step	2	A/N
Amount (nnnnnn.nn)	8	N
Filler	17	A/N
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# EXTRACT FILE LAYOUTS

**Monthly/Fixed Curr & Future Assignments - DATA/EXT/MFASGFFILE**  
**Variable/Summer Curr & Future Assignments - DATA/EXT/VSASGFFILE**  
**(EXTRACT 60) - Comma delimited – monthly/fixed**  
**(EXTRACT 61) - Comma delimited – variable/summer**  
**(EXTRACT 62) – Tab delimited – monthly/fixed**  
**(EXTRACT 63) – Tab delimited – variable/summer**

All fields exist in both the Monthly/Fixed Assignments file and the Variable/Summer Assignments file unless otherwise noted. Fields marked in one of the two right columns will be blank in that type of record but a placeholder exists so the same formatting templates may be applied.

Description	Max Length	Type	Monthly Fixed	Variable Summer
District Number	3	A/N		
Last Name	18	A/N		
First Name	12	A/N		
Middle Name	10	A/N		
SS No. (nnnn-nn-nnnn)	12	A/N		
Work Location (Site)	3	A/N		
FTE Percent (nnn.nn)	6	N		Blank
Position Number	4	A/N		
Position Title	18	A/N		
Primary Position Flag	1	A/N		
Job Class	5	A/N		
Job Type	2	A/N		
Job Class Description	18	A/N		
Certificated/Non-certificated	1	A/N		
Mgmt/NonMgmt	1	A/N		
Temporary/Permanent	1	A/N		
Start Date (mm/dd/yyyy)	10	A/N		
Stop Date (mm/dd/yyyy)	10	A/N		
Bargaining Unit	3	A/N		
Bargain Unit Description	18	A/N		
Retirement Membership Code	1	A/N		
Membership Date (mm/dd/yyyy)	10	A/N		
Membership Status	1	A/N		

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# EXTRACT FILE LAYOUTS

**Monthly/Fixed Curr & Future Assignments - DATA/EXT/MFASGFFILE**  
**Variable/Summer Curr & Future Assignments - DATA/EXT/VSASGFFILE**  
**continued**

- (EXTRACT 60) – Comma delimited – monthly/fixed**
- (EXTRACT 61) – Comma delimited – variable/summer**
- (EXTRACT 62) – Tab delimited – monthly/fixed**
- (EXTRACT 63) – Tab delimited – variable/summer**

Social Security	1	A/N	
Medicare	1	A/N	
EPMC Y/N	1	A/N	
EPMC Effective Date (mm/dd/yyyy)	10	A/N	
EPMC Percent (nn.nnnn)	7	N	
EPMC Amount (nnnn.nn)	7	N	
HDM Code	1	A/N	
Fixed/Variable/Summer Code	1	A/N	
Number of HDM Units In Year (nnnn.nn)	7	N	Blank
Salary Group	2	A/N	
Salary Range	2	A/N	
Salary Step	2	A/N	
Step Advancement Date - mm/dd/yyyy	10	A/N	
Unit Rate (nnnnnn.nn)	9	N	
Annual Salary (nnnnnn.nn)	9	N	Blank
Shift Differential	1	A/N	
Shift Start Time	6	A/N	
Shift Stop Time	6	A/N	
Position Work Year	12	A/N	Blank
Position Number Of Months	2	N	Blank
Track	1	A/N	
Number of Days	3	N	
Hours per Day (nn.nn)	5	N	Blank
Grade Level	1	A/N	
Grades	5	A/N	
SMA 1	3	A/N	

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# EXTRACT FILE LAYOUTS

Monthly/Fixed Curr & Future Assignments - DATA/EXT/MFASGFFILE  
Variable/Summer Curr & Future Assignments - DATA/EXT/VSASGFFILE  
continued

**(EXTRACT 60) – Comma delimited – monthly/fixed**

**(EXTRACT 61) – Comma delimited – variable/summer**

**(EXTRACT 62) – Tab delimited – monthly/fixed**

**(EXTRACT 63) – Tab delimited – variable/summer**

SMA 2	3	A/N
SMA 3	3	A/N
SMA 4	3	A/N
SMA 5	3	A/N
SMA 6	3	A/N
Line Number	3	N
Distribution Percent (nnn.nn)	6	N
Account Number	39	A/N
Extract Creation Date - mm/dd/yyyy	10	A/N
Blank Field	-	
		<b>356</b>

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# EXTRACT FILE LAYOUTS

**List of Time Input - TMLST - DATA/TIMEFILE/COM  
DATA/TIMEFILE/TAB  
DATA/TIMEFILE/REPORT**

**(EXTRACT 80) – Comma & Tab delimited, and Report**

Description	Max Length	Type
Fiscal Year	4	N
Payroll Cycle	3	A/N
Transaction number	10	N
Name	18	A/N
SS No. (nnnnnnnnnn)	10	N
Position Number	4	N
HDM	1	A
Time Type	1	N
Time (xxx.xx)	6	N
Rate (xxxxxx.xx)	9	A
Line number	3	N
Month	2	N
Year (CCYY)	4	N
Fund	2	N
Sub-Fund	2	N
Resource	4	N
Sub-Resource	3	N
Goal	4	N
Function	4	N
Sub-Function	3	N
Object	4	N
Sub-Object	3	N
School	3	A/N
Location	3	A/N
Cost Center	3	A/N
Project Year	1	N
Blank Field	-	
<b>114</b>		

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# EXTRACT FILE LAYOUTS

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**Employee ID No./ SS No. Cross Reference - DATA/EMPIDEXT/COM  
DATA/EMPIDEXT/TAB**  
**(EXTRACT 81) – Comma & Tab delimited**

<b>Description</b>	<b>Max Length</b>	<b>Type</b>
District Number	3	N
Employee Identification Number	8	N
SS No. (nnnnnnnnnn)	10	N
Last Name	24	A/N
First Name	18	A/N
Middle Name	12	A/N
Warrant Location	3	N
Blank Field	22	N
	<b>100</b>	

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# EXTRACT FILE LAYOUTS

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**Employee Data (Specialized) - DATA/EXT/EMP/COM  
DATA/EXT/EMP/TAB  
(EXTRACT 95) – Comma & Tab delimited**

<b>Description</b>	<b>Max Length</b>	<b>Type</b>
District Number	3	N
Employee Identification Number	8	N
SS No. (nnnnnnnnnn)	10	N
Last Name	24	A/N
First Name	18	A/N
Middle Name	12	A/N
Birth Date (CCYYMMDD)	8	N
Credential SEID Number	10	N
	<b>93</b>	

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# EXTRACT FILE LAYOUTS

## **Credentials: District Download File - DATA/EXT/CRD/CRED94/DOWNLOAD (CRED 94) – Fixed Width**

<b>Description</b>	<b>Max Length</b>	<b>Type</b>
District Number	3	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
Social Security Number (nnnn-nn-nnn)	12	A/N
Credential Code	4	A/N
Credential Temporary Code	1	A/N
Credential Description	70	A/N
Term Code	2	A/N
Authorized Field 1	4	A/N
Authorized Field 2	4	A/N
Authorized Field 3	4	A/N
Authorized Field 4	4	A/N
Authorized Field 5	4	A/N
Authorized Field 6	4	A/N
Authorized Field 7	4	A/N
Supplemental Authorization Field 1	4	A/N
Supplemental Authorization Field 2	4	A/N
Supplemental Authorization Field 3	4	A/N
Supplemental Authorization Field 4	4	A/N
Supplemental Authorization Field 5	4	A/N
Supplemental Authorization Field 6	4	A/N
Supplemental Authorization Field 7	4	A/N
Authorization Code 1	4	A/N
Authorization Code 2	4	A/N
Authorization Code 3	4	A/N

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# EXTRACT FILE LAYOUTS

## **Credentials: District Download File – DATA/EXT/CRD/CRED94/DOWNLOAD (CRED 94) - Fixed Width**

<b>Description</b>	<b>Max Length</b>	<b>Type</b>
Authorization Code 4	4	A/N
Authorization Code 5	4	A/N
Authorization Code 6	4	A/N
Authorization Code 7	4	A/N
Authorization Code 8	4	A/N
Authorization Code 9	4	A/N
Authorization Code 10	4	A/N
Issue Date (mm/dd/yyyy)	10	A/N
Expiration Date (mm/dd/yyyy)	10	A/N
Renewal Code 1	4	A/N
Renewal Code 2	4	A/N
Renewal Code 3	4	A/N
Renewal Code 4	4	A/N
Renewal Code 5	4	A/N
Renewal Code 6	4	A/N
Renewal Code 7	4	A/N
Renewal Code 8	4	A/N
Renewal Code 9	4	A/N
Renewal Code 10	4	A/N
Restriction Code	2	A/N
Status	1	A/N
Document Number	12	A/N
Space	1	A/N
Unique Document Number – Non Standard Credential Codes and Waivers	12	N
Space	1	A/N

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# EXTRACT FILE LAYOUTS

## Credentials: District Download File – DATA/EXT/CRD/CRED94/DOWNLOAD (CRED 94) - Fixed Width

Description	Max Length	Type
SEID Number	10	A/N
Staff Recommendation	24	A/N
TC Requirements	12	A/N
English Learner	1	A/N
Extract Creation Date (mm/dd/yyyy)	10	A/N
Blank Field	-	
	<b>374</b>	

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# EXTRACT FILE LAYOUTS

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## Credentials: District Download File – DATA/EXT/CRD/CRED94/SUBJECTS (CRED 94) – Fixed Width

Description	Max Length	Type
District Number	3	A/N
Subject ID (MJR or MNR)	3	A/N
Credential Code	4	A/N
Unique Document number	12	A/N
Document short credential description	4	A/N
Document long credential description	66	A/N
Extract Creation Date (mm/dd/yyyy)	10	A/N
Blank Field	-	
<b>102</b>		

## Credentials: District Download File – DATA/EXT/CRD/CRED94/WAIVERS (CRED 94) – Fixed Width

Description	Max Length	Type
District Number	3	A/N
Unique Document number	12	A/N
Document Waiver Condition	672	A/N
Extract Creation Date (mm/dd/yyyy)	10	A/N
Blank Field	-	
<b>697</b>		

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# EXTRACT FILE LAYOUTS

## Credentials: District Download File – DATA/EXT/CRD/DISTRICT/DOWNLOAD (CRED 95) – Fixed Width

Description	Max Length	Type
District Number	3	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
Social Security Number (nnnn-nn-nnnn)	12	A/N
Credential Code	5	A/N
Credential Description	70	A/N
Term Code	2	A/N
Authorized Field 1	4	A/N
Authorized Field 2	4	A/N
Authorized Field 3	4	A/N
Authorized Field 4	4	A/N
Authorized Field 5	4	A/N
Authorized Field 6	4	A/N
Authorized Field 7	4	A/N
Supplemental Authorization 1	4	A/N
Supplemental Authorization 2	4	A/N
Supplemental Authorization 3	4	A/N
Supplemental Authorization 4	4	A/N
Supplemental Authorization 5	4	A/N
Supplemental Authorization 6	4	A/N
Supplemental Authorization 7	4	A/N
Authorization Code 1	4	A/N
Authorization Code 2	4	A/N
Authorization Code 3	4	A/N

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# EXTRACT FILE LAYOUTS

## Credentials: District Download File – DATA/EXT/CRD/DISTRICT/DOWNLOAD (CRED 95) – Fixed Width

Description	Max Length	Type
Authorization Code 4	4	A/N
Authorization Code 5	4	A/N
Authorization Code 6	4	A/N
Authorization Code 7	4	A/N
Authorization Code 8	4	A/N
Authorization Code 9	4	A/N
Authorization Code 10	4	A/N
Issue Date (mm/dd/yyyy)	10	A/N
Expiration Date (mm/dd/yyyy)	10	A/N
Renewal Code 1	4	A/N
Renewal Code 2	4	A/N
Renewal Code 3	4	A/N
Renewal Code 4	4	A/N
Renewal Code 5	4	A/N
Renewal Code 6	4	A/N
Renewal Code 7	4	A/N
Renewal Code 8	4	A/N
Renewal Code 9	4	A/N
Renewal Code 10	4	A/N
Restriction Code	2	A/N
Status	1	A/N
Document Number	12	A/N
SEID Number	10	A/N
Staff Recommendation	24	A/N
TC Requirements	12	A/N
Extract Creation Date (mm/dd/yyyy)	10	A/N
Blank Field	-	
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