

ABCs of Norm (Schools & Offices)

Updated 03/14/14

Who, What, Where, When, Why, and How?

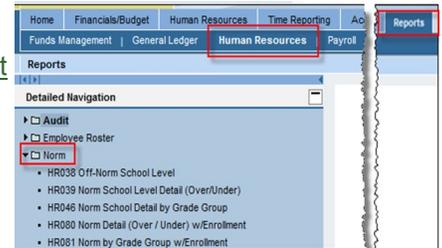
Available Reports:

- HR038 Off-Norm School Level
- HR039 Norm School Level Detail (Over/Under)
- HR046 Norm School Detail by Grade Group
- HR080 Norm Detail (Over/Under) w/ Enrollment
- HR081 Norm by Grade Group w/Enrollment

- **Who should have access to Norm reports?** School Site Administrators (Principals, APs, SAAs), Budget Services Division, Human Resources Division, ESC, and other Divisions in Central Office.
- **What Norm reports are available?**
 - **HR038 Off-Norm School Level:** Provides off-norm categorically funded positions that are currently available at the site, as well as the status of each (full, partial, vacant, occupied).
 - **HR039 Norm School Level Detail (Over/Under):** Whole-site over/under report for norm generated positions. It indicates positions earned by norm indicator (Gr. K-5/(6) Teachers, Gr. 6-12 Teachers, Gr. 9-10 Class Size Reduction Teachers, 6-9th Accelerating Acad. Literacy (AAL), etc.). An added feature displays total norm earned positions, sorted into whole positions and fractional auxiliary periods.
 - **HR046 Norm School Detail by Grade Group:** Shows the exact number of norm positions (whole and fractional) that have been earned at a site, based on ECAST/SIS enrollment data. Earned positions are categorized by norm indicator (e.g., Gr. K-5/(6) Teachers, Gr. 6-12 Teachers, AAL, etc.).
 - **HR080 Norm Detail (Over/Under) w/Enrollment :** A fixed layout report nearly identical to HR039 and contains enrollment figures.
 - **HR081 Norm by Grade Group w/Enrollment:** A fixed layout report nearly identical to HR046 and contains enrollment figures.

Where can I find Norm reports?

- Go to the SAP login page: <https://bts.lausd.net>
- Reports tab → Human Resources tab → Norm folder



Why should I use these reports?

- To view my site's projected norm data (based on ECAST estimated enrollment), that has been determined as it relates to personnel (teachers, administrators, counselors and clerical support)
- To determine if my school has too many or too few teachers, administrators, counselors and / or clerical support

When should I view the reports?

- The school administrator, at a minimum, should review Norm reports twice a year. Once before their budget development session for the next fiscal year and after norm day of the current fiscal year.

How to get access to the Norm reports?

- Go to the **SAP Security Access** website: <http://btssecform-1p.lausd.net/app/SignIn>.
- Select the **HR—Human Resources**
- Select **BW—HR Norm Reporter** role

Sections Covered:

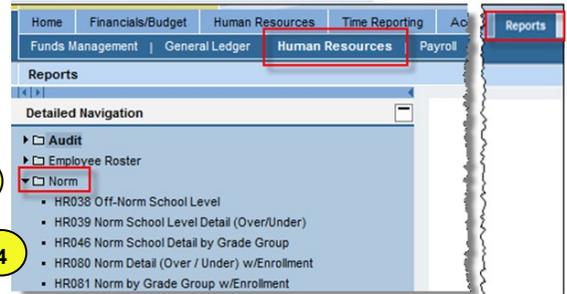
| | |
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Getting Started With Report Basics

Accessing, Executing, and Printing the Reports:

1. After logging in, click the **Reports** tab
2. Click the **Human Resources** tab.
3. Click the **Norm** folder to access the reports.
4. Click on the name of the desired report to launch the criteria entry screen.
5. The **Variable Entry** window is for users to enter selection criteria. Enter the Run Date.



- ◆ The run date for certificated/administrative and classified staffing based on ECAST projected enrollment for FY 2015 = **02/04/2014**
- ◆ The run date for certificated/administrative and classified staffing based on Norm Day enrollment for FY 2014= **9/13/2013**

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

| General Variables | | |
|---|------------------------|---|
| Variable** | Current Selection | Description |
| * Run Date (Single Value Required) | | |
| * Program Group Selection (Multi Single Value f | +ZGEN_NORM_GRP(Text) | ZGEN_NORM_GRP |
| Cost Center Hierarchy (Multiple Single Values | +1000LAUSD_HR(Text) No | Los Angeles Unified; ANALYSIS AND FOREC |
| Norm Class (Selection Optional) | | |

OK Check

6. The report default includes all Norm Classes (administrators, counselors, teachers, and clerical). To run the report for all Norm Classes click on the button.

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

| General Variables | | |
|---|-----------------------|---------------|
| Variable** | Current Selection | Description |
| * Run Date (Single Value Required) | 09/13/2013 | 09/13/2013 |
| * Program Group Selection (Multi Single Value f | +ZGEN_NORM_GRP(Text) | ZGEN_NORM_GRP |
| Cost Center Hierarchy (Multiple Single Values | +1000HOLLYWOODS(Text) | HOLLYWOOD SH |
| Norm Class (Selection Optional) | | |

OK Check

Getting Started With Report Basics (cont'd.)

Accessing, Executing, and Printing the Reports:

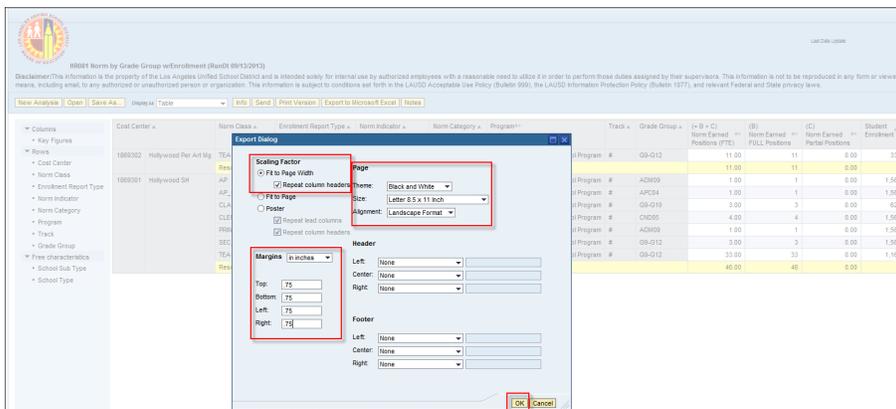
7. The results will be displayed on the screen. The results can be printed and/or exported to Excel. To print the report click on the



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| Cost Center | Norm Class | Enrollment Report Type | Norm Indicator | Norm Category | Program | Track | Grade Group | (A) Norm Earned Positions (FTE) | (B) Norm Earned FULL Positions | (C) Norm Earned Partial Positions | Student Enrollment | |
|-------------|----------------------|------------------------|----------------------|-------------------|----------------|-------------------------------|-------------------------------|---------------------------------|--------------------------------|-----------------------------------|--------------------|-----|
| 1889302 | Hollywood Per Art Mg | TEACHER | Norm Day | Gr. 6-12 Teachers | Magnet Group 1 | 13027 | General Fund School Program # | 09-G12 | 11.00 | 11 | 0.00 | 339 |
| 1889301 | Hollywood SH | Result | | | | | | | 11.00 | 11 | 0.00 | |
| | AP | Norm Day | District | PHBAO | 13027 | General Fund School Program # | ADW09 | 1.00 | 1 | 0.00 | 1,568 | |
| | AP_COUNSELOR | Norm Day | District | PHBAO | 13027 | General Fund School Program # | APC04 | 1.00 | 1 | 0.00 | 1,568 | |
| | CLASS_SIZE_RED | Norm Day | Gr. 9-10 CSR Teacher | PHBAO | 13027 | General Fund School Program # | 09-G10 | 3.00 | 3 | 0.00 | 623 | |
| | CLERK | Norm Day | District | PHBAO | 13027 | General Fund School Program # | CND05 | 4.00 | 4 | 0.00 | 1,568 | |
| | PRINCIPAL | Norm Day | District | PHBAO | 13027 | General Fund School Program # | ADW09 | 1.00 | 1 | 0.00 | 1,568 | |
| | SEC_COUNSELOR | Norm Day | Secondary Counselors | PHBAO | 13027 | General Fund School Program # | 09-G12 | 3.00 | 3 | 0.00 | 1,568 | |
| | TEACHER | Norm Day | Gr. 6-12 Teachers | PHBAO | 13027 | General Fund School Program # | 09-G12 | 33.00 | 33 | 0.00 | 1,161 | |
| | Result | | | | | | | 46.00 | 46 | 0.00 | | |

8. After clicking of the Print Version button the “Export Dialog” will pop-up:



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- A. In Scaling Factor section select “Fit to Page Width”
- B. In Page section select
 - i. Theme: Black and White
 - ii. Size: Letter 8.5 X 11 inch
 - iii. Alignment: Landscape Format
- C. In Margins section change Margin to “in inches” and set Top, Bottom, Left and Right to .75

Click on the OK button.



ABCs of Norm (Schools & Offices)

Getting Started With Report Basics

Accessing, Executing, and Printing the Reports:

9. To print report, click on the printer icon. To save as PDF click on the save icon.

| Cost Center | Norm Class | Enrollment Report Type | Norm Indicator | Norm Category | Program | Track | Grade Group | (= B + C) Norm Earned Positions (FTE) | (B) Norm Earned FULL Positions | (C) Norm Earned Partial Positions | Student Enrollment | |
|-------------|----------------------|------------------------|----------------|----------------------|----------------|-------|-------------------------------|---|--------------------------------------|---|-----------------------|-------|
| 1869302 | Hollywood Per Art Mg | TEACHER | Norm Day | Gr. 6-12 Teachers | Magnet Group 1 | 13027 | General Fund School Program # | G9-G12 | 11.00 | 11 | 0.00 | 339 |
| | | Result | | | | | | | 11.00 | 11 | 0.00 | |
| 1869301 | Hollywood SH | AP | Norm Day | District | PHBAO | 13027 | General Fund School Program # | ADM09 | 1.00 | 1 | 0.00 | 1,568 |
| | | AP_COUNSELOR | Norm Day | District | PHBAO | 13027 | General Fund School Program # | APC04 | 1.00 | 1 | 0.00 | 1,568 |
| | | CLASS_SIZE_RED | Norm Day | Gr. 9-10 CSR Teacher | PHBAO | 13027 | General Fund School Program # | G9-G10 | 3.00 | 3 | 0.00 | 623 |
| | | CLERK | Norm Day | District | PHBAO | 13027 | General Fund School Program # | CND05 | 4.00 | 4 | 0.00 | 1,568 |
| | | PRINCIPAL | Norm Day | District | PHBAO | 13027 | General Fund School Program # | ADM09 | 1.00 | 1 | 0.00 | 1,568 |
| | | SEC_COUNSELOR | Norm Day | Secondary Counselors | PHBAO | 13027 | General Fund School Program # | G9-G12 | 3.00 | 3 | 0.00 | 1,568 |
| | | TEACHER | Norm Day | Gr. 6-12 Teachers | PHBAO | 13027 | General Fund School Program # | G9-G12 | 33.00 | 33 | 0.00 | 1,161 |
| | | Result | | | | | | | 46.00 | 46 | 0.00 | |



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- **Cost Center:** Equivalent to LAUSD's location code and the name of the site.
- **Enrollment Report Type:** Identifies the type of enrollment data being used in the report:
 - **E-CAST enrollment data:** ECAST estimated enrollment used to calculate # of positions for the new school year
 - **Pre-Norm:** Actual enrollment data before norm day. This is used to calculate and monitor over/under position(s).
 - **Norm Day:** Actual enrollment at designated norm dates (see reference guides issued by Attendance and Enrollment)
- **Grade Group:** Number of students for specific grade levels (e.g. Grade 9-12) used as the basis to calculate the number of positions.
- **Job:** An 8-digit code equivalent to LAUSD's Job Class Code. The first 3 digits of the job (key) is the SACS CODE. The next digit is a place-holder for future expansion. The last 4 digits are equivalent to the legacy job class code.
- **Norm Category:** The lowered class size averages are based on the school's norm categories (Desegregated Receiver, Predominantly Hispanic, Black, Asian and Other Non Anglo [PHBAO], and Magnet program).
- **Norm Class:** Provides a grouping of jobs (AP, AP_COUNSELOR, CLASS_SIZE_RED, CLERK, PRINCIPAL, TEACHER, etc.)
- **Norm Earned Positions (Full Time Equivalent [FTE]):** The number of positions earned based on enrollment and norm tables of positions.
- **Norm Indicator:** Identifies Gr. K-5/(6) Teachers, Gr. 6-12 Teachers, Gr. 9-10 CSR Teachers, 6-9th Accelerated Acad. Literacy, Off-Norm, etc. For HR038, it identifies whether the position is Off-Norm.
- **Over/Under Positions:** **Norm Earned Positions (FTE)** minus **Current Actual Positions (FTE)** = **Over/Under Positions**. If the result is a positive number then the schools should INCREASE the number of positions. If the result is a NEGATIVE number then the school should REDUCE the number of positions.
- **Personnel Area:** Defines the class of the employee: Classified (1), Certificated (2), Unclassified (3), and the appropriate Bargaining Unit.
- **Personnel Sub Area:** School basis and track.
- **Program Group:**
 - **ZGEN_NORM_GRP:** Report default. Program codes included in the report default:
 - ◆ 11448 Accelerating Academic Literacy
 - ◆ 13027 General Fund School Program
 - ◆ 13723 Charter School Categorical Block Grant
- **Position:** An 8-character code, assigned to the position by Budget. The Position text describes the position, similar to job description but for certain positions, has greater detail on the subject. Attached to Position are Full-Time Equivalent (FTE), Position Funding %1, and Position Funding %2. To be meaningful, FTE should be used with Position Funding % and Program.
- **Position Program 1-12:** Since positions can be multi-funded, Program 1 represents the first funding line for Program and should be used with Position Funding %1. Program 2 represents the second funding line and should be used with Position Funding %2, and so on. Program 3 through 12 is not in the default layout but can be added from the Free Characteristics.
- **Position Vacant:** An indicator that identifies whether the position is Filled or Vacant.
- **Run Date:** The date of the data. The date is to be typed directly into Run Date field using format MM/DD/YYYY,(eg. 02/04/2014)
- **School Type:** School Level. (i.e. elementary, middle, senior high, etc.)
- **Student Enrollment:** The number of students used as the basis to calculate the number of positions.

Norm Funding - Programs

- Teacher positions (Programs 13027 & 13723)
- Teacher—Accelerating Acad. Literacy (Program 11448)
- Administrative positions (Program 13027)
- Counselor positions (Program 13027)
- Clerical position (Program 13027)

Reference Material (Inside LAUSD)

- **Staffing Ratios for Certificated/Administrative Personnel and Classified Personnel.** The following policy for school staffing for FY 2014-15 are published in School Fiscal Services website:
 - Elementary School Staffing (03-05-14)
Board Approved Staffing Ratios for 2014-15—Elementary Schools—March 7, 2014
 - Middle School Staffing (03-05-14)
Board Approved Staffing Ratios for 2014-15—Middle Schools—March 7, 2014
 - Senior HS Staffing (03-05-14)
Board Approved Staffing Ratios for 2014-15—Senior High Schools—March 7, 2014
 - Magnet School Staffing (03-05-14)
Board Approved Staffing Ratios for 2014-15—Magnet Schools—March 7, 2014
 - Magnet Center Staffing (03-05-14)
Board Approved Staffing Ratios for 2014-15—Magnet Centers—March 7, 2014
 - Options Schools Staffing (TBD)
Board Approved Staffing Ratios for 2014-15—Options Schools—March, 2014
- **Reference Guides (Norm Dates):**
 - Norm Dates, Calendars of Classification & Statistical Reports for schools are published in Inside LAUSD.