Updated 03/14/14

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

- 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.

		cal to HR046 and contains enrollment figures.
		 Where can I find Norm reports? Go to the SAP login page: <u>https://bts.lausd.net</u> Reports tab —>Human Resources tab —> Norm folder
		Why should I use these reports? HR039 for School Level HR039 Norm School Level HR039 Norm School Level HR039 Norm School Level
Sections Covered:		To view my site's projected norm data (based on ECAST estimated enrollment), that has
Who, <mark>W</mark> hat, Where, When, Why, & How	Pg 1	 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
Gettin <mark>g</mark> Started With Report Basics	Pg 2	 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
What <mark>M</mark> UST I know to run a <mark>sta</mark> ffing Report?	Pg 2	norm day of the current fiscal year.
		How to get access to the Norm reports?
Gettin <mark>g S</mark> tarted With Repo <mark>rt Ba</mark> sics (Cont'd)	Pg 3	 Go to the SAP Security Access website: <u>http://btssecform-1p.lausd.net/app/</u> SignIn.
		Select the HR—Human Resources
		Select BW—HR Norm Reporter role
Know your SAP Terms	Pg 5	ACCT - Accounting and
Norm <mark>Fundi</mark> ng Pro- grams	Pg 6	BW- HR Norm Reporter
Refer <mark>ence Ma</mark> terial	Pg 6	HR - Human Resources

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

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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.

A	vaila	ble Variants: Save Save As.	Delete	Show Variable Personalizatio
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		Norm Class (Selection Optional)	đ	

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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 clink on the print Version button.

				7		4								
	BIBBET Norm 1 Disclaimer:This information is the means, including email, to any aut	by Grade Group withrolliment (R	lunDt 09/13/2013) d School District and rganization. This info	is intended solely for interna malion is subject to conditio	I use by authorized emplo	yees with a reason Acceptable Use Pol	able need	to utilize it in order to perform the	ise duties	assigned by their olicy (Dulletin 1077	supervisors. This inf	ormation is not to be rail and State privac	Lar Das Upone reproduced in any f y laws.	brm or viewed
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	Cost Center		Result								11.00	11	0.00	
	Norm Class	1869301 Hollywood SH	AP	Norm Day	District	PHBAD	13027	General Fund School Program		ADM09	1.00	1	0.00	1,568
	Enrolment Report Type		AP_COUNSELOR	Norm Day	District	PHBAO	13027	General Fund School Program		APC04	1.00	1	0.00	1,568
	Norm indicator		CLASS_SIZE_RED	Norm Day	Gr. 9-10 CSR Teacher	PHEAD	13027	General Fund School Program		G9-G10	3.00	3	0.00	623
	Rom Category		CLERK	Norm Day	District	PHBAD	13027	General Fund School Program		CND05	4.00	4	0.00	1,568
	• Track		PRINCIPAL	Norm Day	District	PHBAD	13027	General Fund School Program		ADM09	1.00	1	0.00	1,568
	Grade Group		SEC_COUNSELOR	Norm Day	Secondary Counselors	PHBAD	13027	General Fund School Program		09-012	3.00	3	0.00	1,568
	* Free characteristics		TEACHER	Norm Day	Gr. 6-12 Teachers	PHBAO	13027	General Fund School Program		09-012	33.00	33	0.00	1,161
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8. After clicking of the Print Version button the "Export Dialog" will pop-up:

HR081 Norm b Disclaimer/Tria information is the means, including email, to any suffi	y Grade property torized or 8 Disp	Group wiEnrollment (F of the Los Angelos Unite unauthorized person or o injus (Table	tunDt 0t id Schor rgatiza	0/13/2013) of Diatrict and is intended solely for int dien. This information is subject to com info [Send] [Print Version] [Expert]	rmal use b itions set to Microso	vy suthricted enployees with a reasonable need to attice it in orde fram in the LAUSS Acceptable Use Polcy (Buildin 999), the LAUS of Excel Notes	r to perform th D Information F	ose duties rotection P	assigned by their blicy (Bulletin 107	supervisors. This in (), and relevant Fed	ormation is not to be real and State prived	List Data Upone a reproduced in any f ty laws.	form or viewed i
✓ Columns • Key Figures	Cost Cer	iler a	Norm	Class Enrolment Report Type Export Dialog	t a Norn	n Indicator A Norm Category A Program®*	×	Track A	Grade Group A	(= B + C) Norm Earned +* Positions (FTE)	(B) Norm Earned ** FULL Positions	(C) Norm Earned ** Partial Positions	Student Enrolment
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- C. In Margins section change Margin to "in inches" and set Top, Bottom, Left and Right to .75

Click on the OK button.

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.

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0.00	0.00	1	1.00	ADM09	#	General Fund School Program	13027	PHBAO	District	Norm Day	PRINCIPAL		
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0.00	0.00	46	46.00								Result		
		3 33 46	3.00 33.00 46.00	G9-G12 G9-G12	#	General Fund School Program General Fund School Program	13027 13027	PHBAO PHBAO	Secondary Counselors Gr. 6-12 Teachers	Norm Day Norm Day	SEC_COUNSELOR TEACHER Result		

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Know your SAP and Norm Terms

- 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.