

TITLE: Time Reporting Instructions for Lump Sum Payment of Differentials

NUMBER: REF-1802.21

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ROUTING
All Schools
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DATE: January 12, 2024

PURPOSE: The purpose of this Reference Guide is to provide information to administrators, time-reporting personnel, and affected employees, on time entry instructions for lump sum payment of differentials. Such differentials are paid on a semestral or seasonal basis. Payment will be made in a lump sum amount following the end of the semester or season.

MAJOR CHANGES This revision replaces and supersedes REF-1802.20 issued on February 27, 2023. It has been revised to reflect the pay dates and rates for the 2023-24 school year.

INSTRUCTIONS: I. TIME ENTRY CUTOFF DATES

The column ‘SAP Reporting Period’ on the *Master List of Differentials* dated January 12, 2024 (Attachment A) indicates the pay period or month when lump sum differentials are to be reported. Below are the cutoff dates for time entry.

- A. January 2024**
Certificated time entries for January 1, 2024, through January 31, 2024 are due on January 26, 2024. Payday is Monday, February 5, 2024.
- B. March 2024**
Certificated time entries for March 1, 2024, through March 31, 2024, are due on March 22, 2024. Payday is Friday, April 5, 2024.
- C. June 2024**
Certificated time entries for June 1, 2024, through June 30, 2024, are due on June 24, 2024. Payday is Friday, July 5, 2024.
- D. November 2024**
Certificated time entries for November 1, 2024, through November 30, 2024, are due on the scheduled payroll cut-off date. Payday is Thursday, December 5, 2024.

II. TIME ENTRY INSTRUCTIONS

For time entry instructions, please see Job Aid *Entering Wage Type Differentials*, dated January 12, 2024 (Attachment B).

III. PAYROLL DEDUCTIONS

Withholding for income taxes on these lump sum payments will be determined using the same withholding schedule as the regular salary payment based on the withholding allowances of the employee. These payments are subject to California State Teachers' Retirement System deductions.

ATTACHMENTS: Attachment A - Master List of Differentials Requiring Time Entry
Attachment B - Job Aid - Entering Wage Type Differentials

ASSISTANCE: For assistance with:

- Assignment questions, please call your Personnel Specialist
- Funding questions, please call your Fiscal Specialist
- Time entry, please call Payroll Customer Services at (213) 241-2570


MASTER LIST OF DIFFERENTIALS REQUIRING TIME ENTRY

Unless otherwise noted, if one employee is to receive the entire differential, report 100%. If two employees share an assignment, or if the differential is funded from two sources, 100% should be allocated proportionately to the nearest whole percent.

Wage Type	Job Code	Prior Class Code	Class Title	Rate Per Semester	Functional Area	SAP Reporting Period
1308	DIFF, COORDINATING ASSIGNMENT RATE 1	0908	DIFF, SPECIALIST SCHOOL NURSE	\$297	0000-3140-11517	Jan, June
1310	DIFF, GATE COORDINATOR	N/A	DIFF, GATE COORDINATOR	\$637	(a)	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	COORDINATING ASSMT, SEM Alternative Schools	\$637	3100-2100-11052	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	CHEMICAL SAFETY (f)	\$637	1110-1000-10156	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	MAGNET	\$637	3100-2100-11301	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	TSP (d)	\$637	1110-2100-xxxxx (h)	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	TITLE 1 (d)	\$637	1110-2100-7S046	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	TESTING (g)	\$637	1110-1000-13027	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	TESTING, OPTIONS & SPEC. ED. SCHS	\$637	1110-1000-11192	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	TUTORIAL (d)	\$637	1110-1000-13027	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0910	DIFF, COORDINATING ASSMT	\$637	3100-2100-11301	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0910	PROPOSITION 39 CO-LOCATION SITE COORDINATOR (OUT-OF-CLASS CERT)	\$637	0000-2100-13027	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0910	PROPOSITION 39 CO-LOCATION SITE (CERTIFICATED TEACHER)	\$637	1110-1000-13027	Jan, June
1386	DIFF, LIBRARY MEDIA TEACHER	0917	DIFF, LIBRARY MEDIA TEACHER	\$500	1110-2420-10989	Jan, June
1393	DIFF, CRD, EEC, HEAD TCH, 4 HR	0928	DIFF, CRD, EEC, HEAD TCH, 4 HR	\$424	0001-1000-17597	Jan, June
1393	DIFF, CRD, EEC, HEAD TCH, 4 HR	0928	DIFF, CRD, EEC, HEAD TCH, 4 HR, C BASIS	\$424	0001-1000-17579	Jan, June
1394	DIFF, ACTIVITY, RATE 1	0929	DIFF, ACTIVITY, RATE 1	\$973	1110-1000-13027	Jan, June
1394	DIFF, ACTIVITY, RATE 1	0987	DIFF, DRILL TEAM SPN	\$973	1110-1000-13027	Jan, June
1397	DIFF, CRD, 8-HR	0790	INCLUSION FACILITATOR (SPED)	\$848	5760-1120-12494	Jan, June
1397	DIFF, CRD, EEC, HEAD TCH, 8 HR	0932	DIFF, CRD, EEC, HEAD TCH, 8 HR	\$848	0001-1000-17597	Jan, June
1397	DIFF, CRD, EEC, HEAD TCH, 8 HR	0932	DIFF, CRD, EEC, HEAD TCH, 8 HR, C BASIS	\$848	0001-1000-17579	Jan, June


MASTER LIST OF DIFFERENTIALS REQUIRING TIME ENTRY

Wage Type	Job Code	Prior Class Code	Class Title	Rate Per Semester	Functional Area	SAP Reporting Period
1397	DIFF, CRD, EEC, HEAD TCH, 8 HR	0932	DIFF, CRD, EEC, HEAD TCH, 8 HR, C BASIS	\$848	0001-1000-13282	Jan, June
1401	DIFF, ACTIVITY, RATE 2	0930	DIFF, ACTIVITY, RATE 2	\$1,283	1110-1000-13027	Jan, June
1401	DIFF, ACTIVITY, RATE 2	0937	DIFF, ATHLETIC, RATE 2	\$2,566	1110-4000-13027	Nov, Feb, May
1402	DIFF, ACTIVITY, RATE 3	0931	DIFF, ACTIVITY, RATE 3	\$1,691	1110-1000-13027	Jan, June
1402	DIFF, ACTIVITY, RATE 3	0938	DIFF, ATHLETIC, RATE 3	\$3,382	1110-4000-13027	Nov, Feb, May
1403	DIFF, ACTIVITY, RATE 4	0933	DIFF, ACTIVITY, RATE 4	\$2,102	1110-1000-13027	Jan, June
1403	DIFF, ACTIVITY, RATE 4	0934	DIFF, SCHL ATHL CRD, ASST DIR (c)	\$4,204	1110-4000-13027	Jan, June
1403	DIFF, ACTIVITY, RATE 4	0939	DIFF, ATHLETIC, RATE 4	\$4,204	1110-4000-13027	Nov, Feb, May
1404	DIFF, ACTIVITY, RATE 5	0933	STIPEND, ACADEMIC DECATHLON COACHING	\$2,311 (e)	1110-4000-10108	June
1404	DIFF, ACTIVITY, RATE 5	0940	DIFF, ATHLETIC, RATE 5	\$4,622	1110-4000-13027	Nov, Feb, May
1404	DIFF, ACTIVITY, RATE 5	0977	DIFF, ACTIVITY, RATE 5	\$2,311	1110-1000-13027	Jan, June
1407	DIFF, ACTIVITY, RATE 6	0941	DIFF, ATHLETIC, RATE 6	\$5,024	1110-4000-13027	Nov, Feb, May
1407	DIFF, ACTIVITY, RATE 6	0944	DIFF, ACTIVITY, RATE 6	\$2,512	1110-1000-13027	Jan, June
1410	DIFF, ACTIVITY, RATE 7	0925	DIFF, ATHLETIC, RATE 7	\$5,622	1110-4000-13027	Nov, Feb, May
1410	DIFF, ACTIVITY, RATE 7	0935	DIFF, SCHL ATHLETIC CRD, DIR (c)	\$5,622	1110-4000-13027	Jan, June
1410	DIFF, ACTIVITY, RATE 7	0979	DIFF, ACTIVITY, RATE 7	\$2,811	1110-1000-13027	Jan, June
1410	DIFF, ACTIVITY, RATE 7	0979	STIPEND, ACADEMIC DECATHLON COACHING	\$2,811 (e)	1110-4000-10108	Jan
1423	STIPEND, MENTOR PRINCIPAL RATE 1	8809	STIPEND, MENTOR PRINCIPAL, RATE 1	\$2,040	(a)	Jan, June
1424	STIPEND, MENTOR PRINCIPAL, RATE 2	8810	STIPEND, MENTOR PRINCIPAL, RATE 2	\$3,060	(a)	Jan, June
1501	ADVANCED PLACEMENT	0936	ADVANCED PLACEMENT	(b)	(a)	Jan, June

- a. Funding is determined by school.
- b. Regular hourly rate for time actually served.
- c. If one employee is to receive the entire Year-Round Coordinating Assignment on the Year-Round School Athletics Coordinator/Assistant Coordinator for the semester, report 120%. Refer to "Guidelines for Supplemental Assignment Differentials", Bulletin 6744.1 dated April 17, 2018, for more information.
- d. May be reported only if funded from local school budget.
- e. Schools participating in the Academic Decathlon are provided a coaching stipend. Coaching support stipend allocations will be at Rate 7 (\$2,811) for Fall and Rate 5 (\$2,311) for Spring
- f. Requires written approval from the Office of Environmental Health and Safety. OEHS will issue a payment authorization letter to the SAA/designee when payment is approved.
- g. Regular Schools
- h. 10983- 100% Graduation, 10984- Proficiency For All, 10985- 100% Attendance, 10987- Parent and Community Engagement, 10988- School Safety

Differentials through Teacher Support Programs (NBC, PAR Consulting, etc.) and/or Bilingual Master Plan differential are time reported centrally for the reporting periods of January and June

Lump Sum Payment of Differentials

The purpose of this Job Aid is to provide information to time-reporting personnel, on time entry instructions for lump sum payment of differentials. Such differentials are calculated on a seasonal or semestral basis, and payment will be made in a lump sum amount following the end of the semester or season.

Please refer to the following Reference Guide for more details regarding the 2023-24 Lump Sum Payment.

- ❖ REF-1802.21 **Time Reporting Instructions for Lump Sum Payment of Differentials**



Use the following instructions to time report seasonal or semestral basis Lump Sum Payment of Differentials. The instructions begin from the **CAT2 Time Sheet: Initial Screen**.

The Time Sheet: Initial Screen will display. The Key date default is the current date.

Note: In this example, we are using Data Entry Profile AA-HRS-1 and Key date 1/12/2024.

1. From the Drop-Down, select the appropriate Data Entry Profile for Regular Assignment.
2. Enter the Personnel Number.
3. Change the Key date if necessary.
4. Click on Enter Times to access the timesheet.

Time Sheet: Initial Screen	
4. Select Enter Times	
1. Select the appropriate Data Entry Profile	
Data Entry Profile	AA-HRS-1 Absence & Attendance Hours for ONE employee
Key date	01/12/2024 3. Change the Key date if necessary
Personnel Selection	
Personnel Number	2. Enter Personnel Number

NOTE: Monthly differentials are system-generated and do not require entry by the timekeeper. Contact Human Resources or Personnel Commission for assistance.

The Time Sheet: Data Entry View will display as shown below.

5. Enter or select the Wage Type in the first available cell under **Wage Type** column.
6. Enter or select the Percentage, (example: 25, 50, 100) in the first available cell under the **MU** column.
7. On the **last day** of the month, enter the percentage for the reported Wage Type.
8. Enter Rec CCtr, RecFund, and Rec.FuncAr.
9. Select Save.

NOTE: Multi-funded differentials must be entered on separate data entry lines for each applicable funding string and the percentage must be applied to different dates with the reporting month.

Time Sheet: Data Entry View

Person ID: [] Cost Center: 1687001 Fund: 010-0000 Functional Area: 1110-1000-11020 Perce...: 100.00

Job: 11100731 ELEM TCHR / ELEM Assignment Hrs.: 6.00

WS rule: 1CA06JBB TM status: 9

Payroll area: CE Personnel area: 2UTK Pers. subarea: CSXX EE group: A EE subgroup: R1 Average Benefit Hours: 0.00

DWS: 6 6 6 6 OFF OFF 6 6 6 6 6 OFF OFF 6 6 6

Personnel Number: [] Cost Ctr: 1687001

Data Entry Period: 01/16/2024 - 01/31/2024 Week: 03.2024

Data Entry Area		01/16	01/17	01/18	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26	01/27	01/28	01/29	01/30	01/31	Rec. CCtr	RecFund	Rec.FuncAr		
5. Enter Wage Type		6.00	6.00	6.00	6.00	0.00	0.00	6.00	6.00	6.00	6.00	6.00	0.00	0.00	6.00	6.00	6.00					
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			8. Enter Rec. CCtr, RecFund, and Rec. FuncAr		
	1310 %																	50	1687001	010-0000	1110-1000-11141	
	1311 %																		50	1687001	010-0000	1110-1000-13027

*** Enter funding as directed if the differential will be paid from an account other than the one displayed in the position window at the top of the Time Sheet: Data Entry View (Cost Center, Fund, Functional Area, and Percentage) enter the appropriate budget information.**

Examples of Wage Types

Wage Type (1) 29 Entries found				
Restrictions				
WT	Wage Type Long Text	Start Date	End Date	
0112	Mileage Pay	01/01/1900	12/31/9999	
0432	FMLA/CFRA Half-Illness	01/01/2017	12/31/9999	
0471	Comp-Prior Per Temp Disab	01/01/1900	12/31/9999	
0472	Offst-Prior Per TempDisab	01/01/1900	12/31/9999	
1308	Coord Assignment Rate 1	01/01/1990	12/31/9999	
1310	GATE Coordinator Diff	01/01/2016	12/31/9999	
1311	Coord Assignment Rate 2	01/01/1900	12/31/9999	
1313	Tchr, Suppl Home Tchr	01/01/1990	12/31/9999	

 For a complete list of lump sum differentials, please refer to **REF-1802.21**.

Differentials Reported as Hours:

1. Enter or select the Wage Type in the first available cell under **Wage Type** column.
2. Enter or select "HR" in the **MU** column.
3. Type the number of hours of the differential that the employee worked (example: 5, 6, or 8) on the appropriate day of the month.
4. Select Save.

4. Select Save

Time Sheet: Data Entry View

Person ID	11100731	ELEM TCHR / ELEM	1687001	010-0000	1110-1000-11020	100.00
Job	Assignment Hrs.	6.00	Cost Center	Fund	Functional Area	Perce...
WS rule	1CA06JBB	TM status	9			
Payroll area	CE	Personnel area	2UTK	Pers. subarea	CSXX	EE group
DWS	6	6	6	6	OFF	OFF
Personnel Number			Cost Ctr	1687001		
Data Entry Period	01/16/2024 - 01/31/2024		Week	03.2024		

LT	A/...	Wa...	MU	P..	01/16	01/17	01/18	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26	01/27	01/28	01/29	01/30	01/31	Rec. CCtr	RecFund	Rec.Fu
			H		6.00	6.00	6.00	6.00	0.00	0.00	6.00	6.00	6.00	6.00	6.00	0.00	0.00	6.00	6.00	6.00			
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
			1313	HR	6	6	6																