

Los Angeles Unified School District

2024

SUMMER PAYROLL PROCEDURAL GUIDE



V1 June 13, 2024

This Summer Payroll Procedural Guide is subject to updates and changes in summer assignments, funding, and/or time codes. Be sure to look for time reporter e-mail communications for any revisions.

GENERAL INFORMATION

The District will offer the Beyond the Bell (BTB) High School Summer Term program at identified high schools. The Extended School Year (ESY) Program will be offered at selected preschools, special education centers, elementary and secondary schools. The MMED International Newcomer Enrichment Summer Program will be offered at selected high schools. The Summer School, UTK-8, program will be offered at selected elementary and middle schools. Summer Enrichment will be offered online and in-person and is open to all TK – Grade 12 students. Edgenuity mentors will also support students at selected high school sites.

- **BTB High School Summer Term** will be offered to eligible students who may enroll in up to two in-person courses in periods 1 and 2 and two additional fully virtual asynchronous Edgenuity courses in periods 3 and 4 over 20 days.
- Summer School, **UTK-8**, will be offered at designated elementary and middle schools throughout the district. Participating students will receive instruction and academic intervention services over the course of 20 days.
- **ESY** will be offered for eligible students with disabilities as designated in MEM-121304.2, 2023-2024 Special Education Summer Session Extended School Year (ESY) Manual. Eligible elementary, middle, and high school students will participate in a four (4) hours per day instructional program over 20 days.
- **Senior High Local Design** is designed for selected high schools. Payroll is reported by the Summer Term SAA using the appropriate cost center. Most of the Local Design programs are housed at the magnet center of the school hosting. For example, Summer Term at Gardena SH, will be time reported at Gardena SH, while Local Design will be time reported at Gardena Law Magnet.
- **Edgenuity Mentors** consists of three separate programs, which are time reported differently.
 - Credit Recovery EDGVP - This program is designed for students who are repeating a previously taken course and are trying to recover credit or improve their grade. Students are enrolled in courses ending in EDGVP (e.g., English 9B EDGVP) meaning they are taking a prescriptive (repeated and shorter) class. Courses occur for the duration of the summer term, (i.e., 20 days). Time is reported by the school sites Credit Recovery mentors are assigned.
 - Initial Credit or Full Course EDGL - This program is designed for students taking an initial credit (first time taking) course or who are repeating a course to ensure they earn NCAA credit. Students are enrolled in courses ending in EDGL (e.g., English 9B EDGL) meaning they are taking the full, non-abridged class. Courses occur for the duration of the summer term, (i.e., 20 days). Time is reported by the regions.

- Virtual Enrichment Electives EDGL - This program is designed for students who signed up for elective courses through the enrichment program. Students are enrolled in elective courses ending in EDGL (e.g., Criminology EDGL). Courses occur for the duration of the summer term, (i.e., 20 days). Time is reported by the regions.
- **Edgenuity Counselors** are assigned to regions to support students with programming in Edgenuity. Time is reported in the regions.
- The **Summer School Pool Cost Center (1014801)** houses the assignment records created for employees working during the summer session.
- Employees, with limited exceptions, must apply online for summer employment for the various summer programs. The process to validate staffing will be completed via the Summer School Staffing Roster. Please verify that each employee on your roster has an assignment record within the Summer Pool Cost Center in the job class for which he/she is providing service. An employee may have multiple summer Personnel Number Records (PERNRs).
- Assignment records within cost center 1014801 are assigned to positive time reporting, as indicated by Time Management Status (TMS) "1". This means that SAP will perform time evaluation on *actual* reported time only. Timekeepers will be required to access each employee record, enter the total hours worked or applicable absences, and input the receiver account string (or funding line).
- In order to view Personnel Number Records (PERNRs) or time reports for employees assigned to the Summer School Pool Cost Center, you must have access to cost center 1014801. Summer School access is required for time reporters working for their home school site and for time reporters working for other school sites. For assignment related issues, please contact Human Resources or Personnel Commission to inquire about summer school access.
- Access to the Summer School Pool Cost Center 1014801 **MAY** be required of staff returning to their sites for the new school year. This will be necessary at all summer session sites that have administrative and/or clerical staff that weren't assigned to work at their home location during summer school. Please log-in to SAP and select the Access Request tab to complete the SAP Access Request form.
- Funding lines displayed in the position window of a timesheet assigned to cost center 1014801 are populated with a "dummy" functional area (program). A list of receiver account strings is provided in the Funding section of this guide. **Please remember to enter the receiver account string with the cost center of your summer school location, NOT the Summer Pool Cost Center 1014801.**
- **All certificated contract employees participating in the BTB High School Summer Term, MMED International Newcomer Enrichment Program, Summer School UTK-8 program, Summer Enrichment, or ESY Programs MUST have an active summer assignment in the Summer Pool Cost Center 1014801 to receive the summer incentive differential, if eligible.**

- Payment of the summer incentive differential (1.09224 times the hourly pay rate) for **eligible** certificated contract employees with active summer assignments in the Summer Pool Cost Center 1014801 will be generated through the time evaluation process and is contingent upon the number of hours that have been reported and approved by their assigned site.
- **No OVERLAP may be reported for any employee assigned to work during the summer session.**
 - All summer personnel must return to their regular assignment when their basis begins. Returning administrative and clerical staff will be required to support summer program operations at their site.

Summer Program DATES

All schools will not be in session on Thursday, July 4, 2024 and Friday, July 5, 2024 for all programs in observance of the Independence Day Holiday.

BTB High School Summer Term

MMED International Newcomer Enrichment Summer Program

- Thursday, June 20, 2024 – Friday, July 19, 2024 for students.
- A 5-hour pupil free day for certificated staff is scheduled on Tuesday, June 18, 2024.

Extended School Year Program (ESY)

- Thursday, June 20, 2024 – Friday, July 19, 2024 for students.
- Tuesday, June 18, 2024 – Friday, July 19, 2024 for principal, SAA, SSEA and Office Technician.
- A 2-hour pupil free day for teachers, paraprofessionals, and campus aides is scheduled on Tuesday, June 18, 2024.

Summer School UTK-8 Program

- Thursday, June 20, 2024 – Friday, July 19, 2024
- A 4-hour pupil free day for teachers, teacher assistants, and instructional aides is scheduled on Tuesday, June 18, 2024.

Summer Enrichment

- Thursday, June 20, 2024 – Friday, July 19, 2024 for students.
- Dates, times, and duration of PD for enrichment courses will vary based on each course
- Program includes Arts, Math Camp, Steam Camp, Local Design, STEAM, Cultural Heritage

Migrant Program

- Thursday, June 20, 2024 – Friday, July 19, 2024
- Program may be attended either virtually or in person at Malabar Elementary School

The following matrices display the Position, Program Code, Attendance Code, and Assignment in order to accurately time report Summer Program employees.

BTB High School Summer Term

Prior to BTB High School Summer Term Start Date (Preplanning and PD)

- *Preplanning hours require employees to maintain a log of hours worked.*
- *Hours must be worked/completed before the first day of the program.*
- *Hours must be payroll reported and approved by June 30th.*

Position	Fund	Reporting Code	PERNR or Emp #	Notes - All Hours Reported by Summer Term Site
Preplanning – Admin & Counselor	754T0	SAXB	Emp #	20 hours max per position
Preplanning – Clerical OT	754T0	OT	Emp #	20 hours max per position
Summer PD & Pupil Free Day – Administrators, Counselors, Core Subject Teachers, Teacher Leaders	754T0	SAXB	Emp #	Virtual PD: 6/8, 13, 14 or 17 - 3 hrs Kagan In-person PD: 6/15 - 6 hrs Pupil Free Day: 6/18 - 5 hrs
Summer PD & Pupil Free Day – Teachers of Non-core Subjects	10641	SAXB	Emp #	Virtual PD: 6/8, 13, 14 or 17 - 3 hrs Kagan In-person PD: 6/15 - 6 hrs Pupil Free Day: 6/18 - 5 hrs

During BTB High School Summer Term (June 20 – July 19, 2024)

Position	Fund	Reporting Code	PERNR or EMP #	Other Notes
Principal	754T0	RG	PERNR	6.5 hrs. per day
Teacher (English, Math, Science, History/SS)	754T0	RG	PERNR	6 hrs. (2 prds.); 3 hrs. (1 prd.)
Teacher (all other subjects)	10641	RG	PERNR	6 hrs. (2 prds.); 3 hrs. (1 prd.)
Day-to-Day Subs (Eng., Math, Science, History/SS)	754T0	RG	PERNR	Sup-Teacher, K-12, Day-to-Day Substitute
Day-to-Day Subs (all other subjects)	10641	RG	PERNR	Sup-Teacher, K-12, Day-to-Day Substitute
Regular Teacher Summer Subs (core subjects)	754T0	RGSD	PERNR	Use Sub Assignment PERNR
Regular Teacher Summer Subs (all other subjects)	10641	RGSD	PERNR	Use Sub Assignment PERNR
Academic Counselor	754T0	RG	EMP #	6 hrs. per day
Teacher Leader	754T0	RG	EMP #	6 hrs. per day
School Administrative Assistant OR Senior Office Technician	754T0	RG	PERNR	6 hrs. per day (off-basis)
Campus Aide (multi-funded) for schools with 38 or more Title I sections allocated	11673 11449	RG	PERNR	6 hrs. per day: 4.5 hrs. - 11673 1.5 hr. - 11449
School Supervision Aide, School Climate Advocate and/or Campus Aide	10641	RG	PERNR	6 hrs. per day

Administrators must complete Periodic Certifications for each fiscal year (2023-2024 & 2024-2025) per BUL- 2643.15 for all Summer Term employees paid from Title I.

BTB HIGH SCHOOL SUMMER TERM

PROGRAM CODE: 10641 (General Fund)

Class Description	Fund	Functional Area
SUP-SECONDARY TEACHER (HEALTH,WORLD LANG, ART & PE)	010-0000	1110-4000-10641
DAY-TO-DAY SUBSTITUTE (HEALTH, WORLD LANG, ART & PE)	010-0000	1110-4000-10641
CAMPUS AIDE, SCH SUPERVISION AIDE & SCH CLIMATE ADVOCATE	010-0000	1110-4000-10641

PROGRAM CODE: 754T0 (Title I)

Class Description	Fund	Functional Area
SUP-PRINCIPAL, SECONDARY	010-3010	1110-2700-754T0
SUP- ASSISTANT PRINCIPAL, SECONDARY	010-3010	1110-2700-754T0
SUP- ASSISTANT PRINCIPAL, SCS	010-3010	1110-3110-754T0
SUP- COUNSELOR, SECONDARY	010-3010	1110-3110-754T0
SUP-INSTRUCTIONAL COACH (TEACHER LEADER)	010-3010	1110-1000-754T0
SUP-CATEGORICAL PROGRAM COORDINATOR (TEACHER LEADER)	010-3010	1110-2100-754T0
SUP- SECONDARY TEACHER (ENG, MATH, SCI & HIST/SS)	010-3010	1110-1000-754T0
DAY-TO-DAY SUBSTITUTE (ENG, MATH, SCI & HIST/SS)	010-3010	1110-1000-754T0
SUP- SCHOOL ADMINISTRATIVE ASSISTANT or SENIOR OFFICE TECH	010-3010	1110-2700-754T0
CLERICAL OVERTIME (PREPLANNING HOURS ONLY)	010-3010	1110-2700-754T0

Employees must maintain a log of all tasks/activities completed as part of the Summer Term pre-planning hours. Pre-planning hours must be worked outside of the employee's regular work schedule and time reported by June 30.

PROGRAM CODES: 11449 & 11673 (Division of School Operations)

Class Description	Fund	Functional Area
CAMPUS AIDE (Multi-funded 6 hrs./day) *	25% (1.5 hr.)	010-0000
	75% (4.5 hrs.)	010-0000
		0000-8100-11449
		0000-8100-11673

* This Campus Aide position is only funded at schools with 38 or more allocated sections of Title I credit recovery.

SENIOR HIGH LOCAL DESIGN

PRIOR TO: SENIOR HIGH LOCAL DESIGN

Preplanning hours require employees to maintain a log of hours worked.

- *Hours must be worked/completed before the first day of the program.*
- *Hours must be payroll reported and approved by June 30th.*

POSITION	REPORTING CODE	PERNR OR EMP#	NOTE: Instructions regarding time reporting are included on each pre-planning log
Pre-planning- Teacher	SAXB	Emp #	8 hours maximum per person
Pupil Free Day – Classroom Teacher	SAXB	Emp #	June 18 – 5 hours max

DURING SENIOR HIGH LOCAL DESIGN

June 20-July 19, 2024

POSITION	REPORTING CODE	PERNR or EMP #	COMMENTS
Secondary Teacher	RG	PERNR	3 hours per course

SENIOR HIGH LOCAL DESIGN

Class Description	Fund	Functional Area	Cost Center
SECONDARY TEACHER	010-4127	1110-1000-7T624	Cost Centers Click Here

SENIOR HIGH VIRTUAL ENRICHMENT

PRIOR TO: SENIOR HIGH VIRTUAL ENRICHMENT

- *Preplanning hours require employees to maintain a log of hours worked.*
- *Hours must be worked/completed before the first day of the program.*
- *Hours must be payroll reported and approved by June 30th.*

POSITION	REPORTING CODE	PERNR or EMP #	COMMENTS
Secondary Teacher	RG	PERNR	4 hours planning
Secondary Teacher	RG	EMP #	2 Hour pupil free day
Secondary Counselor	RG	EMP #	2 Hour pupil free day

DURING SENIOR HIGH VIRTUAL ENRICHMENT

June 20-July 19, 2024

POSITION	REPORTING CODE	PERNR or EMP #	COMMENTS
Secondary Teacher	RG	PERNR	3 hours per day per class
Secondary Counselor	RG	EMP #	2 Hours per day
Principal	RG	EMP #	5 hours per day (off-basis)

SENIOR HIGH VIRTUAL ENRICHMENT

POSITION	Fund	Functional Area	Cost Center
Secondary Teacher	010-3219	1110-1000-17754	Region Cost Center
Secondary Counselor	010-3219	1110-2100-17754	Region Cost Center
Principal	010-3219	1110-2700-17754	Region Cost Center

EDGENUITY PROGRAM

PRIOR TO: EDGENUITY PROGRAM

June 18, 2024

POSITION	REPORTING CODE	PERNR or EMP #	COMMENTS
Edgenuity Mentor Credit Recovery Periods 3 & 4 EDGVP Program	RG	Emp #	5 hours pupil free day
Edgenuity Counselor Credit Recovery Periods 3 & 4 EDGVP Program	RG	Emp #	5 hours pupil free day
Edgenuity Mentor Initial Credit or Full Course EDGL Program	RG	Emp #	5 hours pupil free day

DURING: EDGENUITY PROGRAM

June 20 – July 19, 2024

POSITION	REPORTING CODE	PERNR or EMP #	COMMENTS
Edgenuity Mentor Credit Recovery Periods 3 & 4 EDGVP Program	RG	Emp #	4 hours per day
Edgenuity Counselor Credit Recovery Periods 3 & 4 EDGVP Program	RG	Emp #	4 hours per day
Edgenuity Mentor Initial Credit or Full Course EDGL Program	RG	Emp #	4 hours per day
Edgenuity Mentor Virtual Enrichment Electives EDGL Program	RG	Emp #	Ratio 1 hour per 10 students assigned

EDGENUITY ALL PROGRAMS

Class Description	Fund	Functional Area	Cost Center
Edgenuity Mentor Credit Recovery EDGVP Program	010-3010	1110-1000-7T631	Summer Term Cost Center
Edgenuity Mentor Initial Credit or Full Course EDGL Program	010-3219	1110-1000-17754	Region Cost Center
Edgenuity Mentor Virtual Enrichment Electives EDGL Program	010-3219	0000-2100-17754	Region Cost Center
Edgenuity Counselor EDGVP Program	010-3010	1110-3110-7631U	Region Cost Center

2024 HS International Newcomer (MMED)

Prior to HS MMED International Newcomer

Position	Prog. Code	Reporting Code	PERNR or Emp #	Other Notes
Counselor Preplanning X-Time*	7T625	SAXB	Emp #	5 hours total allowed
SAA Clerical Overtime	10982	OT	Emp #	2 hours total allowed
PD – Teachers, Teacher Assistants and Instructional Coaches*	Time Reported Centrally	SAXB	Emp #	12 hours maximum
Pupil Free Day – Teacher, Teacher Assistants and Instructional Coaches*	7488T	SAXB	Emp #	5 hours maximum

During HS MMED International Newcomer

June 20 – July 19, 2024

Position	Prog. Code	Reporting Code	PERNR or Emp #	Other Notes
Teacher	7T625	RG	PERNR	6 hours per day
Teacher Assistant	7T625	RG	PERNR	5 hours per day
Instructional Coaches (6)*	Time Reported Centrally	RG	PERNR	6 hours/day

Refer to the Summer School Roster to identify the Summer School PERNR or the Regular Employee Number.

If a summer program position has not been created for an employee, contact the Personnel Commission or Human Resources for assistance.

Administrators must complete Periodic Certifications for length of summer session (June 20- July 19) per BUL- 2643.14 for all MMED International Newcomer Enrichment Program employees paid from Title I.

*Newcomer Instructional Coaches and Counselors will be time reported centrally.

HIGH SCHOOL INTERNATIONAL NEWCOMER (MMED)

Class Description	Fund	Functional Area
SUP- SUMMER PRINCIPAL, SECONDARY (PD)	010-3010	1110-2700-7488T
SUP-ASSISTANT PRINCIPAL SECONDARY	010-3010	1110-2700-7488T
SUP-ASSISTANT PRINCIPAL SEC COUN SV	010-3010	1110-3110-7488T
SUP-COUNSELOR, SECONDARY	010-3010	1110-3110-7488T
CLERICAL OVERTIME	010-0000	1110-2700-10982
SUP-SECONDARY TEACHER	010-3010	1110-1000-7488T
INSTRUCTIONAL COACHES	010-3010	1110-1000-7488T
DAY-TO-DAY SUBSTITUTE	010-3010	1110-1000-7488T
TEACHER ASSISTANT	010-3010	1110-1000-7488T

Summer School, UTK-8 Program

PRIOR TO Summer School, UTK-8 Program

- *Preplanning hours require employees to maintain a log of hours worked. A detailed description of duties and funding information may be found on each Pre-Planning Log.*
- *Hours must be completed before the first day of the program and time reported/approved by June 30th.*

POSITION	FUND	REPORTING CODE	PERNR OR EMP#	NOTES
PRE-PLANNING TIME				
Pre-planning - Clerical OT Sending School (Elementary School)	15310	OT	Emp #	20 hours maximum per site
Pre-planning- Clerical OT Receiving School (Elementary School)	15310	OT	Emp #	20 hours maximum per site
Pre-planning- Principal (Sending School)	15310	SAXB	Emp #	10 hours maximum per site
Pre-planning - Principal (Receiving School)	15310	SAXB	Emp #	20 hours maximum per site
Pre-planning - Counselor Middle School <i>only</i> (Sending School)	15310	SAXB	Emp #	20 hours maximum per site
Pre-planning - Counselor Middle School <i>only</i> (Receiving School)	15310	SAXB	Emp #	20 hours maximum per site
Pre-planning- Teacher	15310	SAXB	Emp #	12 hours maximum per person
Pre-planning - PSA*	15310	SAXB	Emp #	June 17 8 hours maximum per person
Pre-planning - PSW*	15310	SAXB	Emp #	June 17 8 hours maximum per person
PROFESSIONAL DEVELOPMENT				
PD - UTK-8 Summer Principal (Receiving)	15310	SAXB	Emp #	4 hours maximum
PD - UTK-8 Teacher (must have an assignment to request PD hours)	15310	SAXB	Emp #	4 hours maximum
PUPIL FREE DAY				
Pupil Free Day – Administrators (B-basis)	15310	SAXB	Emp #	June 18 – 4 hours max
Pupil Free Day – Classroom Teacher, MS Counselor, Coordinator/CPA/TSP, PSA/PSW	15310	SAXB	Emp #	June 18 – 4 hours max
Pupil Free Day – PSA/PSW	15310	SAXB	Emp #	June 18 – Up to 8 hours max
Pupil Free Day - Instructional Aide	15310	RG	Emp #	June 18 – 4 hours max
Pupil Free Day - Teacher Assistant	15310	RG	Emp #	June 18 – 4 hours max

* PSW and PSA hours will be time reported centrally by Student Health and Human Services.

Summer School, UTK-8, Program

DURING Summer School, UTK-8, Program

June 20 – July 19, 2024

POSITION	FUND	REPORTING CODE	PERNR or EMP #	COMMENTS
Campus Aide	15310	RG	PERNR	5.5 hours per day + 30-minute <u>unpaid</u> lunch
Counselor, Middle School	15310	RG	PERNR	4.5 hours per day
Instructional Aide	15310	RG	PERNR	4.5 hours per day
Principal, UTK-8 (Elementary/Middle)	15310	RG	PERNR	6 hours per day
PSA*	15310	RG	EMP #	5.5 hours per day + 30-minute <u>unpaid</u> lunch
PSW*	15310	RG	EMP #	5.5 hours per day + 30-minute <u>unpaid</u> lunch
Region Coordinator, Summer School	15310	RG	EMP #	5 hours per day
School Admin Assistant (SAA) - Off Basis	15310	RG	PERNR	5.5 hours per day + 30-minute <u>unpaid</u> lunch
School Climate Advocate	15310	RG	PERNR	5.5 hours per day + 30-minute <u>unpaid</u> lunch
School Supervision Aide (SAA)	15310	RG	PERNR	5.5 hours per day + 30-minute <u>unpaid</u> lunch
Senior Office Technician - off basis	15310	RG	PERNR	5.5 hours per day + 30-minute <u>unpaid</u> lunch
Substitute Teacher (Teacher of Record)	15310	RGSD	PERNR	4.5 hours per day Use Sub Assignment PERNR
Substitute, Day-To-Day	15310	RG	PERNR	4.5 hours per day Sup - Teacher, K-12, Day-to-Day Substitute
Teacher (Elementary and Middle School)	15310	RG	PERNR	4.5 hours per day
Teacher Assistant	15310	RG	PERNR	4.5 hours per day

* PSW and PSA hours will be time reported centrally by Student Health and Human Services.

Summer School, UTK-8, Program
Program Code: 15310

CLASS DESCRIPTION	FUND	FUNCTIONAL AREA
PRINCIPAL, ELEMENTARY	010-2600	1110-2700-15310
PRINCIPAL, SECONDARY	010-2600	1110-2700-15310
ASSISTANT PRINCIPAL	010-2600	1110-2700-15310
ASSIST PRIN, SEC COUNSELING SERVICES	010-2600	1110-3110-15310
COUNSELOR, MIDDLE SCHOOL	010-2600	1110-3110-15310
TEACHER, ELEMENTARY/SECONDARY	010-2600	1110-1000-15310
CATEGORICAL PROGRAM ADVISOR	010-2600	1110-2100-15310
OUT-OF-CLASSROOM TEACHER (0706)	010-2600	1110-2100-15310
TEACHER LIBRARIAN	010-2600	1110-2420-15310
SUBSTITUTE TEACHER (TEACHER OF RECORD)	010-2600	1110-1000-15310
SUBSTITUTE, DAY-TO-DAY	010-2600	1110-1000-15310
PSYCHIATRIC SOCIAL WORKER (PSW)	010-2600	1110-3110-15310
TEACHER ASSISTANT	010-2600	1110-1000-15310
PUPIL SERVICES ATTENDANCE COUNSELOR (PSA)	010-2600	1110-3110-15310
REGION COORDINATOR, SUMMER	010-2600	1110-2100-15310
SCHOOL ADMINISTRATIVE ASSISTANT	010-2600	1110-2700-15310
SENIOR OFFICE TECHNICIAN	010-2600	1110-2700-15310
CAMPUS AIDE	010-2600	1110-2100-15310
SCHOOL SUPERVISION AIDE	010-2600	1110-2100-15310
SCHOOL CLIMATE ADVOCATE	010-2600	1110-2100-15310
INSTRUCTIONAL AIDE	010-2600	1110-1000-15310
TRANSLATOR-INTERPRETER	010-2600	1110-2700-15310

JO BOALER MATH CAMP

PRIOR to JO BOALER MATH CAMP

POSITION	REPORTING CODE	PERNR OR EMP#	NOTE: Instructions regarding time reporting are included on each pre-planning log
PRE-PLANNING TIME			
Pre-planning- Teacher	SAXB	Emp #	12 hours maximum per person
PUPIL FREE DAY			
Pupil Free Day – Classroom Teacher	SAXB	Emp #	June 18 – 4 hours max

DURING JO BOALER MATH CAMP

June 20-July 19, 2024

POSITION	REPORTING CODE	PERNR or EMP #	COMMENTS
Teacher (Elementary and Middle School)	RG	PERNR	4.5 hours per day
Teacher Planning Time	RG	PERNR	12 hours maximum per teacher

JO BOALER Math Camp

Class Description	Fund	Functional Area	Cost Center
TEACHER	010-2600	1110-1000-15259	School Cost Center

STEAM CAMP

DURING STEAM CAMP

June 20-July 19, 2024

POSITION	REPORTING CODE	PERNR or EMP #	COMMENTS
Teacher (Elementary and Middle School)	RG	PERNR	8 hours per day
Teacher ASSISTANT	RG	PERNR	8 hours per day
ADMINISTRATOR / COORDINATOR	RG	EMPNR	8 hours per day

STEAM Camp

Class Description	Fund	Functional Area	Cost Center
TEACHER	010-2600	1110-1000-13286	1023301
TEACHER ASSISTANT, INSTRUCTIONAL AIDE	010-2600	1110-1000-13286	1023301
ADMINISTRATORS / COORDINATORS	010-2600	1110-2100-13286	1023301

SUMMER ENRICHMENT PROGRAM

PRIOR TO SUMMER ENRICHMENT PROGRAM

POSITION	REPORTING CODE	PERNR or EMP #	COMMENTS All Hours Reported by Summer Term Site
Preplanning – Teachers (Elementary/Secondary)	SAXB	Emp #	Up to 6 hours
Preplanning - LD/Region Enrichment Coordinator	SAXB	Emp #	Up to 12 hours

DURING SUMMER ENRICHMENT PROGRAM

June 20 – July 19, 2024

Please click on [Enrichment Courses](#) for contact information.

POSITION	REPORTING CODE	PERNR or EMP #	Compensated Hours/Day
Teacher	RG	PERNR	Varies based on course
Teacher Substitute	RGSD	PERNR	Varies based on course
Instructional Coach	RG	PERNR	Up to 2 hours (based on need)
Categorical Program Advisor	RG	PERNR	Up to 2 hours (based on need)
Teacher Librarian	RG	PERNR	Up to 2 hours (based on need)
Out-of-Classroom Teacher (0706)	RG	PERNR	Up to 2 hours (based on need)
Counselor	RG	EMPNR	Up to 2 hours (based on need)
Clerical OT	RG	PERNR	Varies based on course
LD/Region Coordinator/Administrator/P	RG	PERNR	Up to 4 hours daily
Principal, Elementary	RG	PERNR	Up to 3 hours daily
Principal, Secondary	RG	PERNR	Up to 5 hours daily

Summer Enrichment

Class Description	Fund	Functional Area
Teacher	010-3219	1110-1000-17754
Teacher Substitute	010-3219	1110-1000-17754
Instructional Coach	010-3219	1110-1000-17754
Categorical Program Advisor	010-3219	1110-2100-17754
Teacher Librarian	010-3219	1110-2420-17754
Out-of-Classroom Teacher (0706)	010-3219	1110-2100-17754
LD/Region Coordinator/Administrator	010-3219	1110-2100-17754
Edgenuity Mentor (Teacher)	010-3219	1110-2100-17754
Edgenuity Mentor (Coordinator)	010-3219	1110-2100-17754
Edgenuity Mentor (Counselor)	010-3219	1110-3110-17754
Principal, Elementary	010-3219	1110-2700-17754
Principal, Secondary	010-3219	1110-2700-17754

Early Childhood Education Division CaliforniaPreschool Program (CSPP)

Program	Program Dates	Job Classification	Hours	On Campus hours
California State Preschool Program (CSPP)	Thursday, June 20, 2024 to Friday, July 19, 2024 No class on July 4 and 5	Teacher, Early Childhood	4.5 hours	8:00am - 12:30pm
		Early Education Center Aide	4.5 hours	8:00am - 12:30pm
		Schedule		
		8:00am- 8:30am	Teacher/Aide Prep	
		8:30am	Student arrival	
		8:30am - 12:00pm	Instruction	
		12:00pm	Student dismissal	
		12:00pm -12:30pm	Teacher/Aide Planning	

From start of the Summer Program up to June 30, 2024 use the following funding line information:

Job Title	Job	Program	Program Description	Fund	Functional Area
Teacher, Early Childhood	11107043	17579	California SPS - PartDay	120-6105	0001-1000-17579
EARLY ED CENTER AIDE I &	21104520	17579	California SPS - PartDay	120-6105	0001-1000-17579

Beginning July 1, 2024 up to the end of the Program switch to the following funding information:

Job Title	Job	Program	Program Description	Fund	Functional Area
Teacher, Early Childhood	11107043	14406	California SPS - PartDay	120-7810	0001-1000-14406
EARLY ED CENTER AIDE I &	21104520	14406	California SPS - PartDay	120-7810	0001-1000-14406

2024 Extended School Year (ESY)

Program	Program Dates	Job Classification	Hours	Compensated Hours/Day
Extended School Year (ESY) All Programs	June 20, 2024 to July 19, 2024	Principal	6 hours/day	6
		Admin Support Provider*	6 hours/day	6*
		Teachers	4 hours/day	4
		Paraprofessionals	5 hours/day	5
		Campus Aide	6 hours/day	6
		Supervisor of Special Education Assistant	6 hours/day	6
		School Admin. Asst.	6 hours/day	6
		Office Technician	80 Total hours per site	4-6

*Admin Support Providers work from June 18 - June 27 (7 days) and July 17 - July 19 (3 days) or as determined by the Region Special Education Administrator.

Prior to ESY Program Start Date (Pre-planning)

Position	Prog. Code	Reporting Code	PERNR or Emp #	Other Notes
ESY Principal	17307	SAXB	Emp #	20 hours maximum AND 4 hours for Curriculum Training (must submit voucher) AND 6 hours on June 18, 2024
Admin Support Provider*	17307	SAXB	Emp #	20 hours maximum AND 4 hours for Curriculum Training (must submit voucher) AND 6 hours on June 18, 2024
Teacher, Special Education	17307	SAXB	Emp #	14 hours prior to June 19, 2024 AND 2 hours on June 18, 2024
Teacher, Special Education (Curriculum Training)^	17307	SAXB	Emp #	6 hours for Curriculum Training (must submit voucher)
SAA -School Administrative Assistant	17307	OT	Emp #	20 hours prior to June 18, 2024 AND 6 hours on June 18, 2024
Special Education Paraprofessional	17307	RG	Emp #	2 hours on June 18, 2024
Supervising Special Ed Assistant**	17307	RG	Emp #	12 hours prior to June 18, 2024 AND 6 hours on June 18, 2024
Campus Aide	17307	RG	Emp #	2 hours on June 18, 2024

* Identified Admin Support Providers are eligible for pre-planning hours

** Start date is on June 18, 2024

^ - Certificate Required

2024 EXTENDED SCHOOL YEAR (ESY)

Class Description	Fund	Functional Area
SUP-PRINCIPAL ELEMENTARY	010-3219	5760-2700-17307
SUP-PRINCIPAL, SPECIAL EDUCATION	010-3219	5760-2700-17307
SUP-PRINCIPAL, SCHOOL DEAF HRD/HRNG	010-3219	5760-2700-17307
SUP-PRINCIPAL, SCHOOL VISUAL HNDCPD	010-3219	5760-2700-17307
SUP-ADMIN SUPPORT PROVIDER	010-3219	5760-2100-17307
SUP-TEACHER, SPECIAL EDUCATION	010-3219	5760-1110-17307
SUP-TEACHER, K-12, ADPT PE	010-3219	5760-1190-17307
SUP-TEACHER, HOME SCHOOL	010-3219	5760-1110-17307
SUP-SPECIAL EDUCATION ASSISTANT	010-3219	5760-1110-17307
SUP-SPECIAL EDUCATION TRAINEE	010-3219	5760-1110-17307
SUP-HEALTH CARE ASSISTANT	010-3219	5760-1110-17307
SIGN LANGUAGE INTERPRETER	010-3219	5760-1110-17307
SUP-SUPERVISING SPEC ED ASSISTANT	010-3219	5760-1110-17307
SUP-INSTRUCTIONAL AIDE FOR DHH-ORAL	010-3219	5760-1110-17307
SUP-INSTRUCTIONAL AIDE FOR DHH-SIGN	010-3219	5760-1110-17307
SUP-SPEC EDUCATION TRAINEE (MALE)	010-3219	5760-1110-17307
SUP-SPEC EDUCATION ASST (MALE)	010-3219	5760-1110-17307
SUP-SPEC ED TRAINEE - HEARING IMPAIR & R	010-3219	5760-1110-17307
SUP-SPEC ED ASST - HEARING IMPAIRED	010-3219	5760-1110-17307
SUP-DEAF & HH INSTRUCTIONAL AIDE & R	010-3219	5760-1110-17307
DAY-DAY/EXTENDED SUBSTITUTE	010-3219	5760-1110-17307
ORIENTATION MOBILITY INSTRUCTOR	010-3219	5760-1190-17307
OCCUPATIONAL THERAPIST	010-3219	5760-3140-17307
SCHOOL NURSES	010-3219	5760-3140-17307
CLERICAL	010-3219	5760-2700-17307
CAMPUS AIDE	010-3219	5760-2100-17307

Administrators must complete Periodic Certifications for each fiscal year (2023-2024 & 2024-2025) per BUL- 2643.15 for all Summer Term employees.

2024 ESY PROGRAM RESOURCES-AT-A-GLANCE

- **PA20 Display HR Master Data**

- Use the correct summer PERNR for the correct assignment (some employees have multiple summer PERNRs)
- If the employee does not have a summer Special Education certificated assignment, please visit <https://achieve.lausd.net/domain/268> or call 213-241-5100 for your Personnel Specialist.
- **Time Reporting**
In CAT2, use the Data Entry Profile 'SUMMER'
Use 'RG' time code and use program 17307

CATEGORY	BEFORE ESY
Planning and Preparation	Planning and preparation. All time must be used exclusively for the planning and preparation of ESY programs and completed outside of the employee's regular assignment. Administrators and Clerical staff pre-planning hours must be worked prior to June 18, 2024. Teachers pre-planning hours must be worked prior to June 19, 2024.
CATEGORY	DURING ESY
Principal	The summer assignment at ESY sites is a six (6) hour assignment. E-basis administrators may only be time-reported from June 27 – July 17 when they are off basis. B-basis administrators may be time-reported for the entire ESY session.
Admin Support Provider	The Division of Special Education will provide ESY Admin Support to ESY sites on the following dates unless otherwise determined by the Region Special Education Administrator: <ul style="list-style-type: none"> - June 18 - June 27 (7 days) - July 17 - July 19 (3 days)
Teacher	Teachers are paid for a four (4) hour assignment, including a stipend of .09224 per hour. Selected teachers must report to work each day at least ten (10) minutes before their first class begins, serve the entire instructional day, exclusive of break periods, must remain on site for at least ten (10) minutes after dismissal of their last class, and provide reasonable supervision as assigned.
Supervising Special Education Assistant (SSEA)	SPED Centers and a limited number of additional ESY sites will be provided one SSEA position for their ESY program. ESY assignments for SSEA positions will be 6.0 hours per day. ESY administrators may schedule start and end times to ensure adequate program support is available throughout the school day.
Paraprofessionals	ESY assignments for paraprofessionals will be 5 hours. If an assistant is assigned to provide program support on the bus, hours may exceed the 5-hour assignment, but should not exceed 6 hours. Any exceptions must be pre-approved by the Division of Special Education Operations. ESY administrators may schedule start and end times to ensure adequate program support is available throughout the school day.
Campus Aide	Each ESY site will be assigned a school campus aide for 6 hours for the entire ESY session (20 days). ESY administrators may adjust daily schedules to meet the operational needs of the school.
School Administrative Assistant	The summer assignment at ESY sites is a six (6) hour assignment. E-basis SAA may only be time reported from June 27–July 17 when they are off basis.
Office Technician	A total of 80 hours of clerical relief per site may be scheduled, as needed, from June 18 - July 19. Assignment hours should not exceed 6 hours per day.
Custodian and Custodial Supplies	Custodial support and supplies are provided by Maintenance & Operations, contact the Complex Plant Manager (CPM) for the ESY site to review site needs.
IMA	IMA is dispersed to the host site to be used for basic instructional supplies and supplemental instructional materials for ESY programs. All IMA orders will be handled centrally by the Division of Special Education Operations. If schools need additional materials not included in their original order they should submit a request to mieisha.woods@lausd.net for review and approval.

TIME ENTRY

CODE USAGE/ENTITLEMENT

- **Holidays**

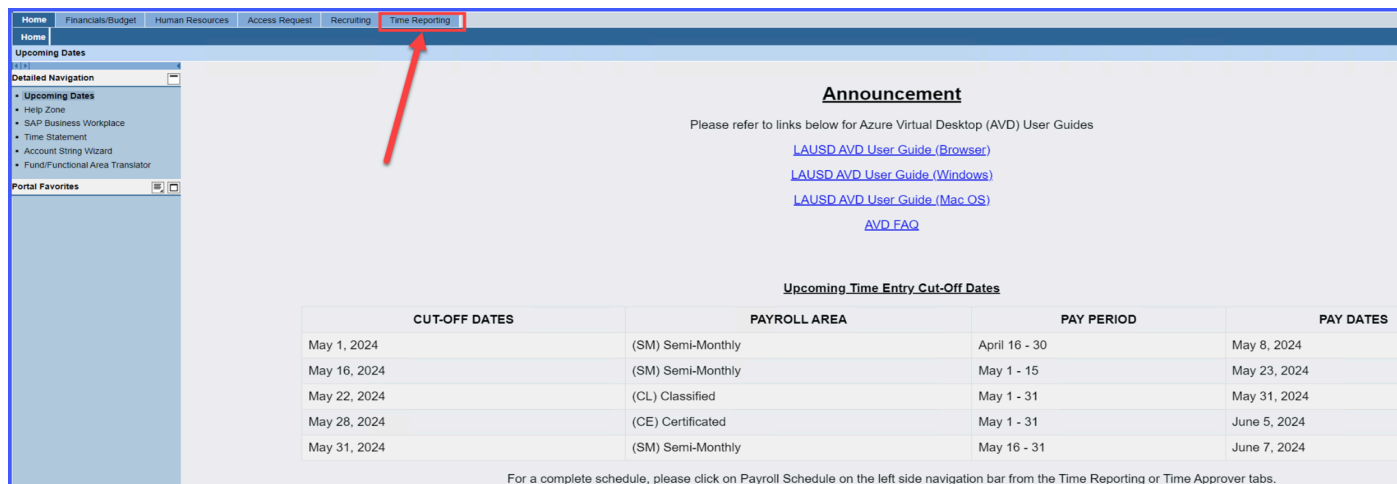
Legal holiday entitlement during the summer session is determined by the work schedule in an employee's assignment record. SAP automatically generates holiday pay for eligible employees.

- **Paid Absence**

Pay is allowed for absence due to bereavement, jury duty, illness, personal necessity, and military service, under the same limitations that apply during the regular school year. Illness is deducted from the employee's illness quota balance on an hour-by-hour basis. Refer to the appropriate bargaining unit contract for the number of days per fiscal year allowed for personal necessity absence. Use of personal necessity is charged to both the personal necessity and full-pay illness quota balances.

Note: All time reported for absences is **not** eligible for the summer incentive differential.

PAYROLL SCHEDULE



The screenshot shows the Time Reporting portal interface. A red arrow points to the 'Time Reporting' tab in the top navigation bar. The main content area displays an 'Announcement' about Azure Virtual Desktop (AVD) User Guides, with links for Browser, Windows, Mac OS, and FAQ. Below this is a table titled 'Upcoming Time Entry Cut-Off Dates' with four columns: CUT-OFF DATES, PAYROLL AREA, PAY PERIOD, and PAY DATES. The table lists cut-off dates from May 1, 2024, to May 31, 2024, with corresponding payroll areas, pay periods, and pay dates.

CUT-OFF DATES	PAYROLL AREA	PAY PERIOD	PAY DATES
May 1, 2024	(SM) Semi-Monthly	April 16 - 30	May 8, 2024
May 16, 2024	(SM) Semi-Monthly	May 1 - 15	May 23, 2024
May 22, 2024	(CL) Classified	May 1 - 31	May 31, 2024
May 28, 2024	(CE) Certificated	May 1 - 31	June 5, 2024
May 31, 2024	(SM) Semi-Monthly	May 16 - 31	June 7, 2024

For a complete schedule, please click on Payroll Schedule on the left side navigation bar from the Time Reporting or Time Approver tabs.

The payroll schedule of current/upcoming time entry cut-off dates is posted in the message window of the Time Reporting portal tab. To see the full payroll schedule for the current school year, click on the "Payroll Schedule" link in the Detailed Navigation panel to the left of the screen

IMPORTANT

**ALWAYS LOOK AT THE TIME ENTRY/TIME APPROVAL CUT-OFF DATES
ANNOUNCEMENT SCREEN IN SAP. DATES MAY CHANGE.
THIS WILL PROVIDE THE MOST CURRENT INFORMATION.**

SUMMER SCHOOL ROSTERS

Refer to the Summer School Roster to validate employees assigned to your location. If employees are excluded from the roster, immediately contact the Human Resources or Personnel Commission for assistance. **If you haven't obtained a copy of the Summer School Roster, refer to your School Administrator to obtain a copy.** List of CSPP Teachers and EEC Aides will be provided directly to SAA, this staff is not included in the Summer School Roster since they did not apply directly using the LAUSD Summer Portal.

TIME REPORTING ERRORS

If you are unable to time report an employee and the error generated displays the message "**No Authorization for Personnel Number**" or "**Not Authorized to Maintain Data for Personnel Number**", immediately email a screenshot of the error displayed to SAP Security Team at sapsecurityteam@lausd.net for review and resolution.

UNASSIGNED DAY

Thursday, July 4, 2024 and Friday, July 5, 2024 are **unassigned days**. Programs are not in session for students or staff.

SUMMER PAYROLL CUT-OFF AND PAY DATES SCHEDULE

Payroll Area	Payroll Cut-Off Date	Payroll Reporting Period	Pay Dates
Certificated	Monday, June 24, 2024	June 20 - June 24	Friday, July 5, 2024
Semi-Monthly	Friday, June 28, 2024	June 20 - June 28	Monday, July 8, 2024
Off-Cycle (Classified & Certificated)	Friday, July 5, 2024	June 20 - June 30	Friday, July 12, 2024
Semi-Monthly	Tuesday, July 16, 2024	July 1 - July 15	Tuesday, July 23, 2024
Classified	Tuesday, July 23, 2024	July 1 - July 19	Wednesday, July 31, 2024
Certificated	Friday, July 26, 2024	July 1 - July 19	Monday, August 5, 2024
Semi-Monthly	Thursday, August 1, 2024	July 16 - July 19	Thursday, August 8, 2024
Off-Cycle (Classified & Certificated)	Monday, August 5, 2024	July 1 - July 19	Monday, August 12, 2024

SPECIAL NOTES ON TIME REPORTING AND TIME ANTICIPATION

Because the summer session is offered for a brief period, it is imperative to report and approve hours worked during this time accurately and punctually. Please read the following guidelines from BUL-6638.2, *Time Reporting and Time Approval Policy* (June 19, 2023) to ensure successful time keeping and time approval processes are practiced.

- Time must be reported and approved every Friday by 6:00 p.m.
- Time must be reported and approved by 6:00 p.m. on the payroll cut-off date for each payroll area.
- Report non-core/additional hours (Z-time, overtime, SAXB, etc.) that are worked through the payroll cut-off date only. Any non-core/additional hours scheduled after the cut-off date should be reported after the time has been worked. Pay for time worked after the payroll cut-off date will be accounted for and processed during the next regular off-cycle or major payroll run.
- All employees' time **MUST** be carefully reviewed and certified by the payroll cut-off.
- Anticipation of hours beyond the current pay period is not an acceptable practice and should not be performed.
- As a reference, certificated and classified A-basis time cards can be found on the Payroll Administration Branch website.





Your **Region has the responsibility to report and approve all time as necessary in the absence of the regular timekeeper and/or time approver during the summer months.**

REPORTING SUMMER HOURS IN CAT2 FOR SUMMER ASSIGNMENT


Use the following instructions to access the **CAT2 Time Sheet**. The instructions begin from the **CAT2 Time Sheet: Initial Screen**.

(Please note that the following screenshots are an example of Summer time reporting)

1. Select the appropriate **Data Entry Profile** by clicking on the Match Code icon  to see a list of available profiles.
2. Select **"SUMMER"** from the Data Entry Profile.
3. Enter the **Personnel Number**.
4. Press Enter to display the **"Key date"**. The Key date will display the current date. If necessary, change the Key date.

5. Select **Enter Times**  to access the employee's Timesheet

Time Sheet: Initial Screen

 **5. Select "Enter Times"**

Data Entry

Data Entry Profile

Key date

Personnel Selection

Personnel Number

Restrictions

Prof.	Text
AA-HRS-1	Absence & Attendance Hours for ONE employee
BATCH-1	Daily Interface - No Approval Required
ESS	EmployeeSelfService Entry profile
JC-2WEEK	Job Cost 2-Week Hours for ONE employee
JC-CLK-1	Job Cost with Clock Times for ONE employee
JC-HRS-1	Job Cost Hours for ONE employee
PRO1-HRS-1	Bi-monthly Time Entry
PRO2-HRS-1	Daily Time Entry
SUMMER	Time Entry for Summer Assignments
WCOMP	Worker's Comp - No Approval Required

1. Select the appropriate Data Entry Profile

4. Change the Key date if necessary

3. Select Personnel Number of employee

2. Select "Summer"

REPORTING SUMMER HOURS IN CAT2 FOR SUMMER ASSIGNMENTS (continued)

The system will display the corresponding data entry period based on the Key date entered on the Timesheet – Initial Screen page.

Time Sheet: Data Entry View

Maintain Calendar Display Master data Quota Report

Person ID: 11100736 SEC TCHR / SECON Cost Center: 1014801 Fund: 010-0000 Functional Area: 1110-2100-1ZZZZ Percen...: 100.00 Personnel... Assignment: SECONDARY TEACHER / 1110073
 Assignment Hrs.: 4.00 WS rule: GZ_04WH TM status: 1 Payroll area: CE Personnel area: 2UTK Pers. subarea: ZXXX EE group: E EE subgroup: T1 Average Benefit Hours: 0.00
 DWS: OFF OFF Z4 Z4 Z4 Z4 Z4 OFF OFF Z4 Z4 Z4 Z4 Z4 OFF
 Personnel Number: 1014801 Summer School Pool
 Data Entry Period: 07/01/2023 - 07/15/2023 Week: 26.2023

6. Enter **RG** in the first available cell under A/A Type in the Data Entry Area.
7. Enter the **number of hours worked**.
8. Enter the **Rec.CCtr** for the site where the employee worked. (**Do not use the Summer Pool CCtr**).
9. Enter **RecFund** and **RecFuncAr**. For the correct funding line, refer to the list in the Funding section of this guide.
10. Select **Save**.

10. Select Save

Time Sheet: Data Entry View

Maintain Calendar Display Master data Quota Report

Person ID: 11100736 SEC TCHR / SECON Cost Center: 1014801 Fund: 010-0000 Functional Area: 1110-2100-1ZZZZ Percen...: 100.00 Personnel... Assignment: SECONDARY TEACHER / 1110073
 Assignment Hrs.: 4.00 WS rule: GZ_04WH TM status: 1 Payroll area: CE Personnel area: 2UTK Pers. subarea: ZXXX EE group: E EE subgroup: T1 Average Benefit Hours: 0.00
 DWS: OFF OFF Z4 Z4 Z4 Z4 Z4 OFF OFF Z4 Z4 Z4 Z4 Z4 OFF
 Personnel Number: 1014801 Summer School Pool
 Data Entry Period: 07/01/2023 - 07/15/2023 Week: 26.2023

Worklist

Rec. CCtr	Receiver fund	Receiving Func. Area	Receiver WBS element	Rec. Order	07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14	07/15

7. Enter Hours Worked 8. Enter Rec. CCtr 9. Enter RecFund and Rec. FuncAr

Data Entry Area

A/A...	Wa...	MU	P...	07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14	07/15	Rec. CCtr	RecFund	Rec.FuncAr
RG				0.00	0.00	4.00	0.00	4.00	4.00	0.00	0.00	0.00	0.00	4.00	4.00	4.00	4.00	0.00	1820601	010-0000	1110-1000-7472T

6. Enter RG

The system takes you back to the Time Sheet – Initial Screen Page.
 The message "Your data has been saved" will display in the bottom-left corner of the screen.

✓ Your data has been saved



REPORTING SUMMER HOURS IN CAT2 FOR SUBSTITUTE TEACHERS

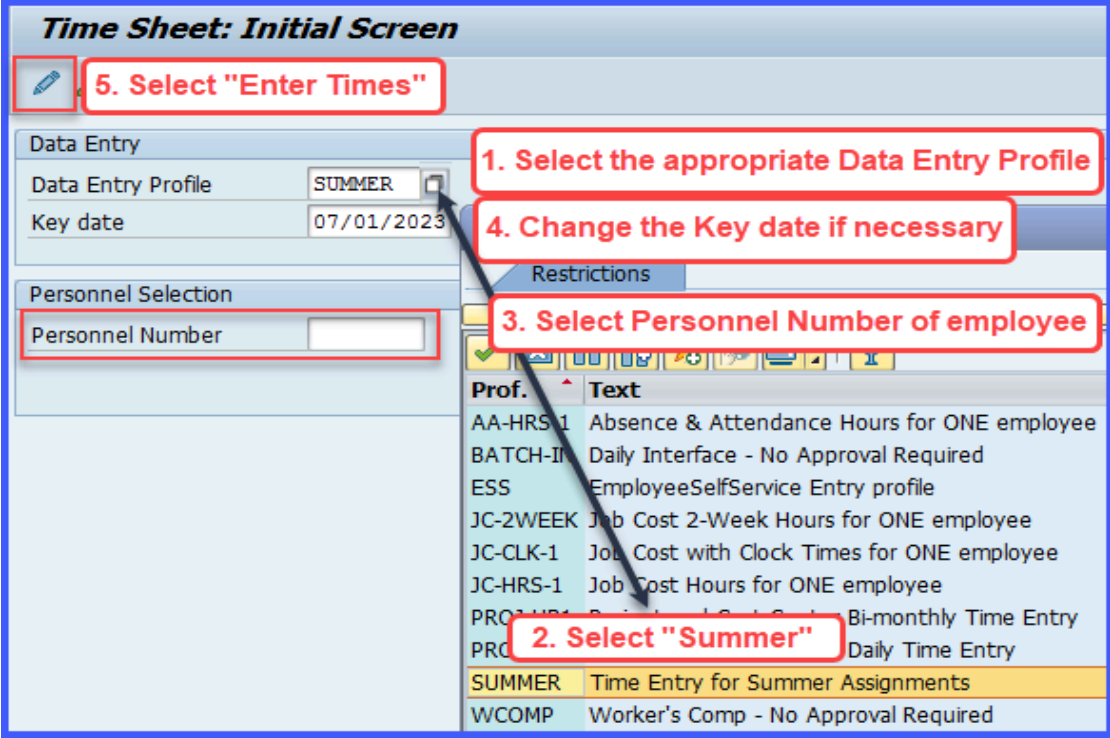
The time code, 'RGSD', was developed to enable eligible Substitute Teachers to receive payment of the summer incentive differential (1.09224 times the hourly pay rate). To obtain the appropriate time reporting attendance codes, please refer to the list in the Funding section of this guide.

Use the following instructions to report summer hours for K-12 Substitute Teachers.

(Please note that the following screenshots are an example of Summer time reporting)

The instructions begin from the **CAT2 Time Sheet: Initial Screen**.

1. Select the appropriate **Data Entry Profile** by clicking on the Match Code icon  to see a list of available profiles.
2. Select **"SUMMER"** from the Data Entry Profile.
3. Enter the **Personnel Number**.
4. Press Enter to display the **"Key date"**. The Key date will display the current date. If necessary, change the Key date
5. Select **Enter Times**  to access the employee's Time Sheet.



The screenshot shows the 'Time Sheet: Initial Screen' with the following fields and annotations:

- 5. Select "Enter Times"**: Points to the pencil icon in the top left corner.
- 1. Select the appropriate Data Entry Profile**: Points to the 'Data Entry Profile' dropdown menu.
- 4. Change the Key date if necessary**: Points to the 'Key date' field.
- 3. Select Personnel Number of employee**: Points to the 'Personnel Number' field.
- 2. Select "Summer"**: Points to the 'SUMMER' option in the 'Data Entry Profile' dropdown menu.

Prof.	Text
AA-HRS-1	Absence & Attendance Hours for ONE employee
BATCH-1	Daily Interface - No Approval Required
ESS	EmployeeSelfService Entry profile
JC-2WEEK	Job Cost 2-Week Hours for ONE employee
JC-CLK-1	Job Cost with Clock Times for ONE employee
JC-HRS-1	Job Cost Hours for ONE employee
PRO-HRS-1	Bi-monthly Time Entry
PRO-CLK-1	Daily Time Entry
SUMMER	Time Entry for Summer Assignments
WCOMP	Worker's Comp - No Approval Required

REPORTING SUMMER HOURS IN CAT2 FOR SUBSTITUTE TEACHERS (continued)

The system will display the corresponding data entry period based on the Key date entered on the Time Sheet – Initial Screen page.

Time Sheet: Data Entry View

Person ID: [] Cost Center: 1995001 Fund: 010-0000 Functional Area: 1110-1000-12ZZZ Perc...: 100.00

Job: 11200762 TCHR,EL,SUB / TC Assignment Hrs.: 6.00


WS rule: GC_06SUB TM status: 1

Payroll area: CE Personnel area: 2UTK Pers. subarea: CXSX EE group: C EE subgroup: S1 Average Benefit Hours: 0.00

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

Personnel Number: [] Cost Ctr: 1995001 HR-Cert-K-12 Sub

Data Entry Period: 07/01/2023 - 07/15/2023 Week: 26.2023

6. Enter **RGSD** in the first available cell under A/A Type in the Data Entry Area.
7. Enter the **number of hours worked**.
8. Enter the **Rec.CCtr** for the site where the employee worked. (**Do not use the HR-Cert Pool CCtr.**)
9. Enter **RecFund** and **RecFuncAr**. For the correct funding line, refer to the list in the Funding section of this guide.
10. Select Save. 

Time Sheet: Data Entry View 10. Select Save

Person ID: [] Cost Center: 1995001 Fund: 010-0000 Functional Area: 1110-1000-12ZZZ Perc...: 100.00

Job: 11200762 TCHR,EL,SUB / TC Assignment Hrs.: 6.00

WS rule: GC_06SUB TM status: 1

Payroll area: CE Personnel area: 2UTK Pers. subarea: CXSX EE group: C EE subgroup: S1 Average Benefit Hours: 0.00

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

Personnel Number: [] Cost Ctr: 1995001 HR-Cert-K-12 Sub

Data Entry Period: 07/01/2023 - 07/15/2023 Week: 26.2023

Worklist

Rec. CCtr	Receiver fund	Receiving Func. Area	Receiver WBS element	Rec. Order

7. Enter Hours Worked

LT	A/...	W...	MU	P..	07...	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14	07/15
						0.00	6.00	0.00	6.00	6.00	6.00	0.00	0.00	6.00	6.00	6.00	6.00	6.00	0.00
						0.00	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
						RGSD	6.00		6.00	6.00	6.00			6.00	6.00	6.00	6.00	6.00	


6. Enter RGSD

8. Enter Rec. CCtr

9. Enter RecFund and Rec.FuncAr

Rec. CCtr	RecFund	Rec.FuncAr
1995901	010-0000	1110-1000-13027

The system takes you back to the Time Sheet – Initial Screen Page.
The message **"Your data has been saved"** will display in the bottom-left corner of the screen.


 Your data has been saved

TIME SHEET: MAINTAIN TIMES FOR OTHER EMPLOYEES (ZCAT2)

Time Sheet: Maintain Times for Other EEs (ZCAT2) is used to report time for an employee not assigned to your location.

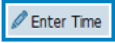
Use the following instructions to generate **Time Sheet: Maintain Times for Other EEs**.
(Please note that the following screenshots are an example of Summer time reporting)

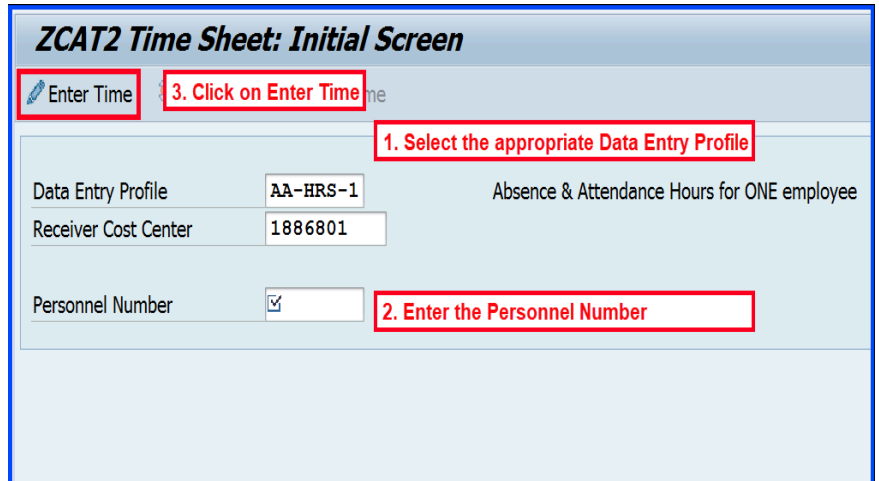
The instructions begin from the **ZCAT2 Time Sheet: Initial Screen**.

1. Select the appropriate **Data Entry Profile** by clicking on the Match Code icon  to see a list of available profiles.

The cost center will **Default** to your assigned profile.

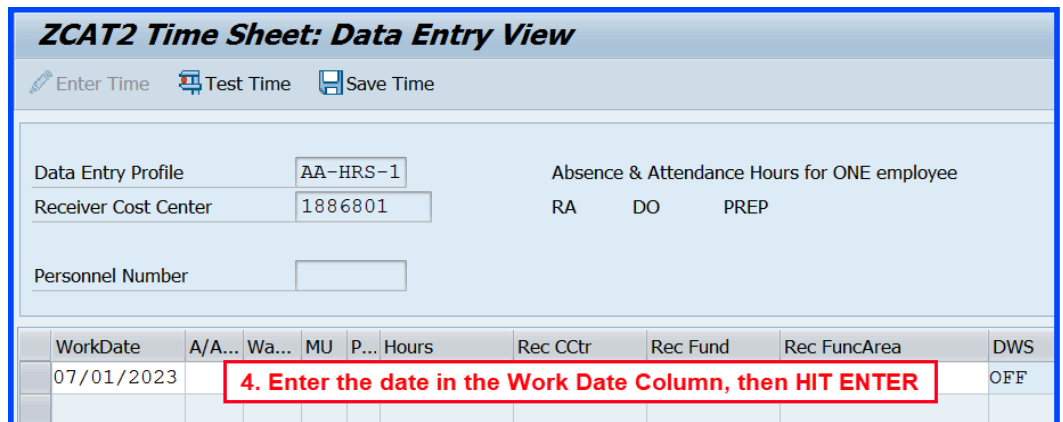
2. Enter the **Personnel Number**.

3. Click on **Enter Time**  to access the employee's time sheet.



The ZCAT2 Time Sheet: Data Entry View will display as shown below.

4. Enter the date in the WorkDate column, then **hit Enter**.




TIME SHEET: MAINTAIN TIMES FOR OTHER EMPLOYEES (ZCAT2) (continued)



Time entry fields will not be accessible unless you hit the **ENTER** key after typing the date in the **WORKDATE** box.

5. Enter the **A/A Type**.




NOTE: Only **Attendance Codes** are applicable to A/A Type. Click on the Match Code  to view a list of values.

6. Enter the number of **Hours** worked.

7. Enter the **Rec Fund** and **Rec FuncArea**.

8. Click on the **Save Time**  button to save your entries. Look for the system message “**Data Saved Ok**” in the bottom left corner.

ZCAT2 Time Sheet: Data Entry View

 Enter Time  Test Time  Save Time **8. Click Save Time**

Data Entry ProfileAA-HRS-1

Absence & Attendance Hours for ONE employee

Receiver Cost Center1886801

RAN DOI PREP

Personnel Number

5. Enter A/A Type

6. Enter the Hours Worked

7. Enter RecFund and Rec FuncArea

	WorkDate	A/A...	Wa...	MU	P...	Hours	Rec CCtr	Rec Fund	Rec FuncArea
	07/01/2023	RG		H		6.00	1886801	010-0000	1110-4000-10642



The Receiver Cost Center cannot be modified. The ZCAT2 Time Sheet is restricted to your assigned cost center in order to identify the expenditures.

APPROVE WORKING TIMES

Employee time entries can be approved by generating the **Approve Working Times Report**. (Please note that the following screenshots are an example of Summer time reporting)








Use the following instructions to generate the **Approve Working Times Report**. The instructions begin from the **Approve Working Times Report (ZCATS_APPR_LITE)** initial screen.

1. The **Reporting Period** will default to the current month. **Do Not Change the Dates.**

NOTE: The Cost Center will default to your assigned profile.

2. Select **Execute**. 

Approve Working Times







 OrgStructure
  Search Help





2. Click Execute

1. Do Not change the Dates

Period

Reporting Period: 07/01/2019 - 07/31/2023

Selection Criteria

Personnel Number	<input type="text"/>	
Employment Status	<input type="text"/>	
Company Code	<input type="text"/>	
Cost Center	<input type="text" value="1820601"/>	

☒ Check for Records with Receiver Cost Center

The **Approve Working Time** report will display as shown below.

In the Status column, a yellow triangle symbol  indicates time entries that are pending approval.

[illegible]

APPROVE WORKING TIMES (continued)

To Approve Time Entries:

1. Highlight the desired time entries for approval (**See shortcuts below**).

2. Click on **Approve**.




Empl./Appl.Na...	Pers.No.	Date	Status	Number	MU	A/A type	Time	Created by	Last change
		07/14/2023	⚠	6.00	H	RGSD	14:26:05		05/05/2023
		07/13/2023	⚠	6.00	H	RGSD	14:26:05		05/05/2023
		07/12/2023	⚠	6.00	H	RGSD	14:26:05		05/05/2023
		07/11/2023	⚠	6.00	H	RGSD	14:26:05		05/05/2023
		07/10/2023	⚠	6.00	H	RGSD	14:26:05		05/05/2023
		07/07/2023	⚠	6.00	H	RGSD	14:26:05		05/05/2023
		07/06/2023	⚠	6.00	H	RGSD	14:26:05		05/05/2023
		07/05/2023	⚠	6.00	H	RGSD	14:26:05		05/05/2023
		07/03/2023	⚠	6.00	H	RGSD	14:26:05		05/05/2023
				54.00	H				
				54.00	H				

Shortcuts:

You may use the methods below to select time entries for approval.

Function	Action
Shift + ↓	Highlight multiple rows
Ctrl + Shift + ↓	Highlight entire page
Ctrl + A	Highlight entire page

Line items with the approve icon  in the status column, indicates that the time entries have been approved. The time approval process has been completed.

Empl./Appl.Na...	Pers.No.	Date	Status	Number	MU	A/A type	Time	Created by
		07/14/2023	✅	6.00	H	RGSD	14:26:05	
		07/13/2023	✅	6.00	H	RGSD	14:26:05	
		07/12/2023	✅	6.00	H	RGSD	14:26:05	
		07/11/2023	✅	6.00	H	RGSD	14:26:05	
		07/10/2023	✅	6.00	H	RGSD	14:26:05	
		07/07/2023	✅	6.00	H	RGSD	14:26:05	
		07/06/2023	✅	6.00	H	RGSD	14:26:05	
		07/05/2023	✅	6.00	H	RGSD	14:26:05	
		07/03/2023	✅	6.00	H	RGSD	14:26:05	
				54.00	H			



Time Entries Should Not Be Rejected.

APPROVE WORKING TIMES (continued)

How to Reset Time Approval:

If a mistake happens, time entries can be reset for approval.

1. Select approved time entries that need to be reset.
2. Click the right side of the Approve button (**right facing triangle**) to choose the reset option from the dropdown menu.
3. Select **Reset Approval**.

The screenshot shows the 'Approve Working Times' window. A dropdown menu is open from the right-facing triangle on the 'Approve' button, showing 'Approve' and 'Reset Approval' options. A red box highlights the 'Reset Approval' option. Another red box highlights the 'Approve' button. A third red box highlights the 'Status' column, which shows 'Approved' (green checkmark) for the selected entries. A fourth red box highlights the 'Date' column, which shows dates from 07/14/2023 to 07/03/2023. A fifth red box highlights the 'Number' column, which shows '6.00' for the selected entries.

Em	Approve	Date	Status	Number	MU	A/A type	Time	Created by
		07/14/2023	Approved					
		07/13/2023	Approved					
		07/12/2023	Approved	6.00	H	RGSD	15:18:36	
		07/11/2023	Approved	6.00	H	RGSD	15:18:36	
		07/10/2023	Approved	6.00	H	RGSD	14:26:05	
		07/09/2023	Approved	6.00	H	RGSD	14:26:05	
		07/08/2023	Approved	6.00	H	RGSD	14:26:05	
		07/07/2023	Approved	6.00	H	RGSD	14:26:05	
		07/06/2023	Approved	6.00	H	RGSD	14:26:05	
		07/05/2023	Approved	6.00	H	RGSD	14:26:05	
		07/04/2023	Approved	6.00	H	RGSD	14:26:05	
		07/03/2023	Approved	6.00	H	RGSD	14:26:05	

Notice in the Status column the line item has been reset back to pending approval.

The screenshot shows the 'Approve Working Times' window. The 'Status' column now shows 'Pending' (yellow triangle) for the selected entries. A red box highlights the 'Status' column. A red box highlights the 'Date' column, which shows dates from 07/14/2023 to 07/10/2023. A red box highlights the 'Number' column, which shows '6.00' for the selected entries. A red box highlights the 'MU' column, which shows 'H' for the selected entries. A red box highlights the 'A/A type' column, which shows 'RGSD' for the selected entries. A red box highlights the 'Crea' column, which shows 'SMA' for the selected entries. A red box highlights the 'Time Entries Have Been Reset Back to Pending Approval' message.

Name	Pers.No.	Date	Status	Number	MU	A/A type	Crea
		07/14/2023	Pending	6.00	H	RGSD	
		07/13/2023	Pending	6.00	H	RGSD	
		07/12/2023	Pending	6.00	H	RGSD	
		07/11/2023	Pending	6.00	H	RGSD	
		07/10/2023	Pending	6.00	H	RGSD	SMA

Time Entries Have Been Reset Back to Pending Approval

APPROVE WORKING TIMES (continued)

Verifying Time Approval is Complete:

Time Approvers should generate the **Time in CATS not yet Approved** report to identify employees that have reported time entries, but are not approved. Use the following instructions to generate the report **Time in CATS not yet Approved (ZTIMERECON_SCHOOL)**.

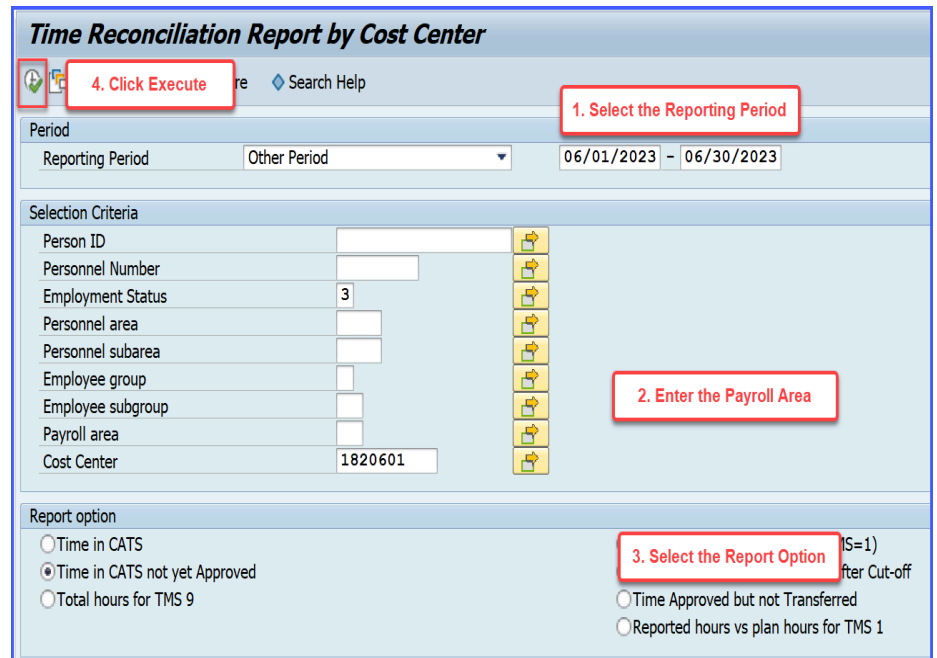
1. Select the **Reporting Period**. The system default is the current month.

2. Enter the specific **Payroll Area** (CE, CL, SM).

NOTE: The Cost Center will default to your assigned profile.

3. Select the Report Option **Time in CATS not yet Approved**.

4. Click **Execute**. 



Time Reconciliation Report by Cost Center

4. Click Execute

1. Select the Reporting Period

Reporting Period: 06/01/2023 - 06/30/2023

Selection Criteria

Person ID		
Personnel Number		
Employment Status	3	
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		
Payroll area		
Cost Center	1820601	

2. Enter the Payroll Area

Report option

☐ Time in CATS

☒ Time in CATS not yet Approved

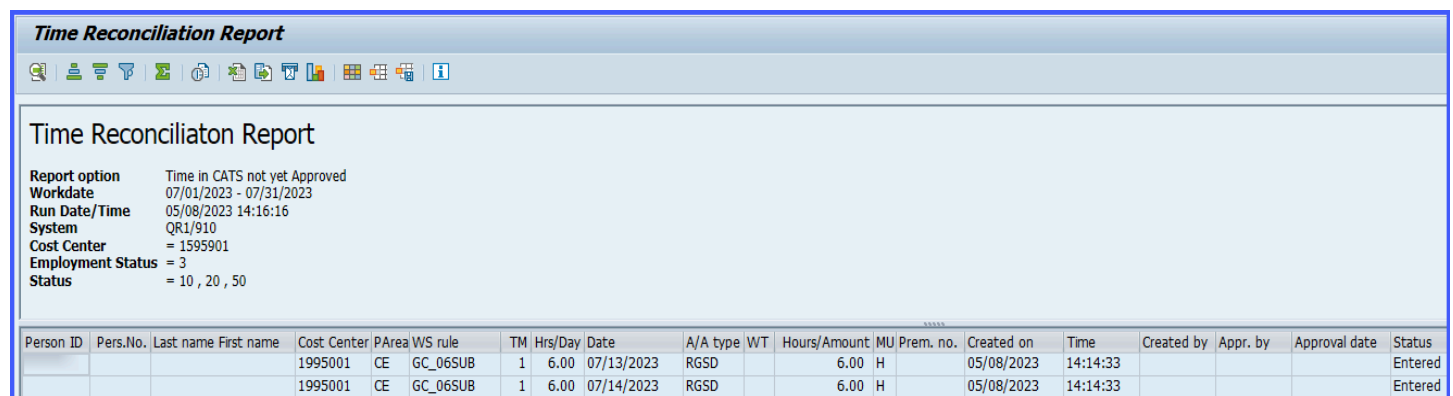
☐ Total hours for TMS 9

3. Select the Report Option

☐ Time Approved but not Transferred

☐ Reported hours vs plan hours for TMS 1

The **Time Reconciliation Report** for **Time in CATS not yet Approved** is shown below.



Time Reconciliation Report

Report option: Time in CATS not yet Approved
Workdate: 07/01/2023 - 07/31/2023
Run Date/Time: 05/08/2023 14:16:16
System: QR1/910
Cost Center: 1595901
Employment Status: 3
Status: 10, 20, 50

Person ID	Pers.No.	Last name First name	Cost Center	PArea	WS rule	TM	Hrs/Day	Date	A/A type	WT	Hours/Amount	MU	Prem. no.	Created on	Time	Created by	Appr. by	Approval date	Status
			1995001	CE	GC_06SUB	1	6.00	07/13/2023	RGSD		6.00	H		05/08/2023	14:14:33				Entered
			1995001	CE	GC_06SUB	1	6.00	07/14/2023	RGSD		6.00	H		05/08/2023	14:14:33				Entered

In order to ensure all employees are compensated for time worked in an accurate and timely manner, it is important that time approvers generate the Time in CATS Not Yet Approved report on a weekly basis and on the scheduled cut-off dates to validate that all time entries are approved.



If time is not approved by the **Payroll Cut-Off deadline**, the system will not generate payment for the hours reported.

DISPLAY WORKING TIMES

All time entries must be carefully reviewed and certified by the payroll cut-off. Use Display Working Times (ZCATS_DA) to view time entries made by the timekeeper.

(Please note that the following screenshots are an example of Summer time reporting)

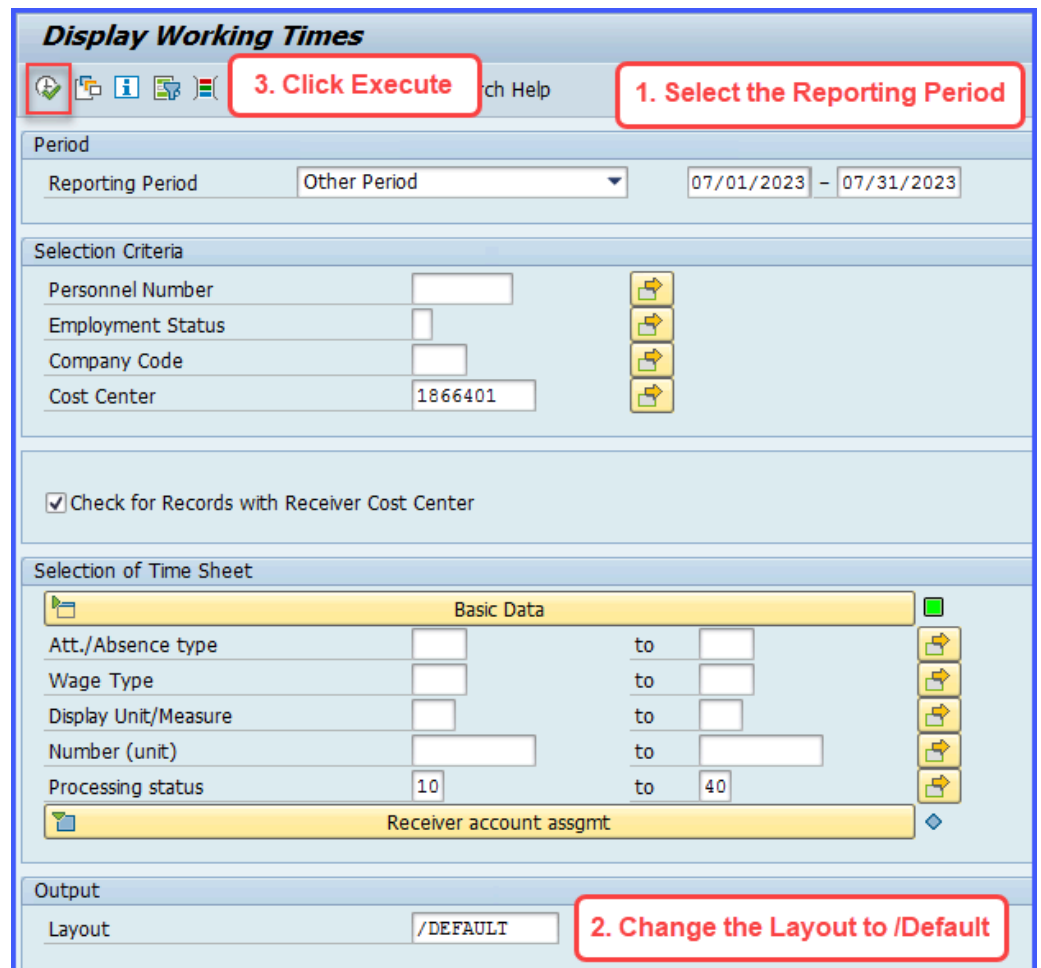
Use the following instructions to generate the **Display Working Times Report**. The instructions begin from the **Display Working Times (ZCATS_DA) Initial Screen**.

1. Select the **Reporting Period**. The system default is the current month.

NOTE: The Cost Center will default to your assigned profile.

2. Click inside the layout dialog box to see the match code. Click on the match code to view layout selections and select **"/DEFAULT"**.

3. Click on **Execute**. 



The screenshot shows the 'Display Working Times' initial screen. It includes a title bar, a toolbar with an 'Execute' button (circled in red and labeled '3. Click Execute'), and a 'Period' section with a 'Reporting Period' dropdown set to 'Other Period' and date fields for '07/01/2023' to '07/31/2023' (labeled '1. Select the Reporting Period'). Below this is the 'Selection Criteria' section with fields for 'Personnel Number', 'Employment Status', 'Company Code', and 'Cost Center' (set to '1866401'). A checkbox 'Check for Records with Receiver Cost Center' is checked. The 'Selection of Time Sheet' section has a 'Basic Data' table with fields for 'Att./Absence type', 'Wage Type', 'Display Unit/Measure', 'Number (unit)', and 'Processing status' (set to '10'). To the right of these fields are 'to' fields and a column of icons. Below this is a 'Receiver account assgmt' section. At the bottom, the 'Output' section has a 'Layout' dropdown set to '/DEFAULT' (labeled '2. Change the Layout to /Default').

DISPLAY WORKING TIMES (continued)

The **Display Working Times Report** is shown below.

Display Working Times													
Processing Status													
Name	Pers.No.	Date	Status	F/S	Number	MU	A/A type	Rec. Cctr	Rcvr Fund	Receiving Func. Area	Rec. Order	Created on	Approval date
		07/14/2023			4.00	H	RG					05/01/2023	05/02/2023
		07/13/2023			4.00	H	RG					05/01/2023	05/02/2023
		07/12/2023			4.00	H	RG					05/01/2023	05/02/2023
		07/11/2023			4.00	H	RG					05/01/2023	05/02/2023
		07/10/2023			4.00	H	RG					05/01/2023	05/02/2023
		07/07/2023			4.00	H	RG					05/01/2023	05/02/2023
		07/06/2023			4.00	H	RG					05/01/2023	05/02/2023
		07/05/2023			4.00	H	RG					05/01/2023	05/02/2023

Below are brief descriptions of frequently seen icons on the **Display Working Times Report**.

Icon	Description
	Time reported has been approved
	Time reported is pending approval
	Time approval denied (rejected).
	Time originally reported has been adjusted.

To view the adjustment, double click on the red flag icon (shown above) and the original time reported along with the current time adjustments will display.

Date	Status	Number	MU	Status	Created on	Created by	Last change	Changed By	Approval date	Appr. by	Doc. No.	Trans.
07/05/2023		4.00	H	Approved	05/02/2023		05/02/2023		05/02/2023		211826392	HR
		4.00	H	Cancelled	05/01/2023		05/02/2023		05/02/2023		211826375	HR

CONTACT INFORMATION

ITD HELPDESK – (213) 241-5200; Monday - Friday, 7:30 AM – 4:45 PM

MAIN MENU OPTIONS	
Computers or Hybrid classroom equipment	Option 1
All password issues	Option 2
Payroll or Benefits support	Option 3
Facilities Services Division support	Option 4
Student Information Systems, MiSiS, Schoology, DACE-SIS, or Independent Charter Suspension Expulsion, Welligent	Option 5
Budget and Financial assistance	Option 6
Procurement questions including travel	Option 7
Other issues not listed	Option 8

PAYROLL SUPPORT SERVICES

LAUSD Administrative Headquarters
333 South Beaudry Avenue, 27th Floor
Los Angeles, CA 90017

Monday – Friday
8:00 AM – 4:00 PM

Phone: (213) 241-2570

Fax: (866) 761-7413

Email: payrollsupport@lausd.net

Web Page: <http://achieve.lausd.net/payroll>

ONLINE SUPPORT AND RESOURCES

SAP SECURITY TEAM – sapsecurityteam@lausd.net

SAP SECURITY ACCESS REQUEST – [Request for SAP Security Access Job Aid](#)

ITD HELPDESK – <http://helpdesk.lausd.net>

CLASSIFIED EMPLOYMENT SERVICES BRANCH

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NOTE: If you have questions regarding personnel assignments or funding lines, please contact the appropriate office listed for assistance.

REFERENCES

BUL-2643.15 *Documentation for Employees Paid from Federal and State Categorical Programs*

BUL-6053.1 *Elimination of Advance Reporting of Hours, Mileage and Differential Pay*

BUL-6638.2 *Time Reporting and Time Approval Policy*

MEM-121304.2 2023-24 Special Education Summer Session Extended School Year (ESY) Manual