

Los Angeles Unified School District

Beyond the Bell Branch
Division of Instruction
Division of Special Education
Multilingual Multicultural Ed. Dept.
Payroll Administration

**BTB HS Summer Term,
Summer School, ETK-8 Program,
Summer Enrichment, MMED International
Newcomer Enrichment, and ESY Programs**

2023

SUMMER PAYROLL PROCEDURAL GUIDE



June 23, 2023

2023 SUMMER PAYROLL PROCEDURAL GUIDE

LOS ANGELES UNIFIED SCHOOL DISTRICT

Foreword

Key personnel from the Beyond the Bell Branch, Division of Instruction, Multilingual and Multicultural Education Department, Division of Special Education, and Payroll Administration have combined subject matter expertise to produce this summer payroll procedural guide.

Key notable changes and guidelines for assignment record search, basic time entry, display of time records, and time approval are included in this guide as well as other program updates.

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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.

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GENERAL INFORMATION

IMPORTANT UPDATES AND REVISIONS

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, ETK-8, program will be offered at selected elementary and middle schools. Summer Enrichment will be offered online and is open to all TK – Grade 12 students.

- 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, ETK-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-121304.1, 2022-2023 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.
- 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.

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- 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, ETK-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 (Schools will not be in session on Monday, July 3, 2023 and Tuesday, July 4, 2023 for all programs.)

- BTB High School Summer Term *
- MMED International Newcomer Enrichment Summer Program *
 - Monday, June 26, 2023 – Tuesday, July 25, 2023

* A 5-hour pupil free day for certificated staff is scheduled on Friday, June 23, 2023.

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Summer Program DATES (continued)

- Extended School Year Program (ESY) **
 - Monday, June 26, 2023 – Tuesday, July 25, 2023 for students.
 - Friday, June 23, 2023 – Tuesday, July 25, 2023 for principal, SAA, SSEA and Office Technician.

** A 2-hour pupil free day for teachers, paraprofessionals, and campus aides is scheduled on Friday, June 23, 2023.

- Summer School, ETK-8, Program ***
 - Monday, June 26, 2023 – Tuesday, July 25, 2023

*** A 4-hour pupil free day for teachers, teacher assistants, and instructional aides is scheduled on Friday, June 23, 2023.

- Summer Enrichment
 - Monday, June 26, 2023 – Tuesday, July 25, 2023
 - Dates, times, and duration of PD for enrichment courses will vary based on each course

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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.

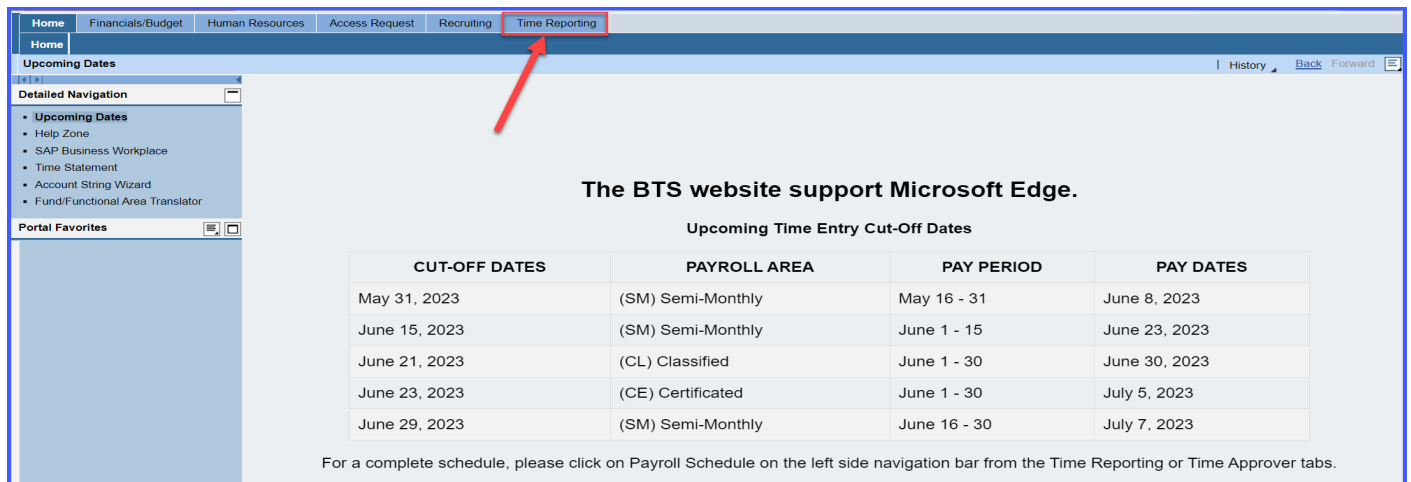
- **Paid Absence**

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 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.



CUT-OFF DATES	PAYROLL AREA	PAY PERIOD	PAY DATES
May 31, 2023	(SM) Semi-Monthly	May 16 - 31	June 8, 2023
June 15, 2023	(SM) Semi-Monthly	June 1 - 15	June 23, 2023
June 21, 2023	(CL) Classified	June 1 - 30	June 30, 2023
June 23, 2023	(CE) Certificated	June 1 - 30	July 5, 2023
June 29, 2023	(SM) Semi-Monthly	June 16 - 30	July 7, 2023

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

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.**

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

Monday, July 3, 2023 and Tuesday, July 4, 2023 are **unassigned days**. Programs are not in session for students or staff.

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-6638.1, *Time Reporting and Time Approval Policy* (May 24, 2021) 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.**

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TIME REPORTING ATTENDANCE/ABSENCE CODES

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

Prior to BTB High School Summer Term Start Date

Summer Term Preplanning and Professional Development

- *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	10642	SAXB	Emp #	20 hours maximum
Preplanning – Clerical OT	10642	OT	Emp #	20 hours maximum
Pupil Free Day – Administrators (B-basis), Counselors, Core Subject Teachers, Teacher Leaders	7472T	SAXB	Emp #	June 23 – 5 hours
Pupil Free Day – Teachers of Non-core Subjects	10642	SAXB	Emp #	June 23 – 5 hours

During BTB High School Summer Term June 26 – July 25, 2023

Position	Fund	Reporting Code	PERNR or EMP #	Other Notes
Principal	7472T	RG	PERNR	6.5 hrs. per day
Teacher (English, Math, Science, History/SS)	7472T	RG	PERNR	2.5 hrs. per period
Teacher (all other subjects)	10642	RG	PERNR	2.5 hrs. per period
Day-to-Day Subs (Eng., Math, Science, History/SS)	7472T	RG	PERNR	Sup-Teacher, K-12, Day-to-Day Substitute
Day-to-Day Subs (all other subjects)	10642	RG	PERNR	Sup-Teacher, K-12, Day-to-Day Substitute
Regular Teacher Summer Subs (core subjects)	7472T	RGSD	PERNR	Use Sub Assignment PERNR
Regular Teacher Summer Subs (all other subj.)	10642	RGSD	PERNR	Use Sub Assignment PERNR
Academic Counselor	7472T	RG	PERNR	5 hrs. per day
Teacher Leader	7472T	RG	EMP #	5 hrs. per day
School Administrative Assistant OR Senior Office Technician	7472T	RG	PERNR	6 hrs. per day (off-basis)
Campus Aide (multi-funded) for schools with 40 or more Title I sections allocated	11673 11449	RG	PERNR	4 hrs. per day: 3 hrs. - 11673 & 1 hr. - 11449
School Supervision Aide, School Climate Advocate and/or Campus Aide	10642	RG	PERNR	3 positions- each 4 hours/day

Administrators must complete Periodic Certifications for each fiscal year (2022-2023 & 2023-2024) per BUL- 2643.14 for all Summer Term employees paid from Title I.

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TIME REPORTING ATTENDANCE/ABSENCE CODES (continued)

Prior to HS MMED International Newcomer Enrichment Summer Program Start Date

Position	Prog. Code	Reporting Code	PERNR or Emp #	Other Notes
Counselor Preplanning X-Time*	7488T	SAXB	Emp #	5 hours total allowed
SAA Clerical Overtime	10982	OT	Emp #	2 hours total allowed
PD – Teachers, Teacher Assistants* and Instructional Coaches*		SAXB	Emp #	18 hours maximum
Pupil Free Day – Teacher, Teacher Assistants* and Instructional Coaches*	7488T	SAXB	Emp #	5 hours maximum

During HS MMED International Newcomer Enrichment Summer Program (June 26 – July 25, 2023)

Position	Prog. Code	Reporting Code	PERNR or Emp #	Other Notes
Teacher	7488T	RG	PERNR	2.5 hours per period
Teacher Assistant	7488T	RG	PERNR	2.5 hours per period
Instructional Coaches (7)*		RG	PERNR	5 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 23- July 23) 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.

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TIME REPORTING ATTENDANCE/ABSENCE CODES (continued)

Prior to ESY Program Start Date (Pre-planning)

Position	Prog. Code	Reporting Code	PERNR or Emp #	Other Notes
ESY Principal	16682	SAXB	Emp #	20 hours maximum (shared) AND 4 hours for Curriculum Training (must submit voucher) AND 6 hours on June 23, 2023
Admin Support Provider*	16682	SAXB	Emp #	10 hours maximum (shared with E Basis ESY Principals) AND 4 hours for Curriculum Training (must submit voucher) AND 6 hours on June 23, 2023
Teacher, Special Education	16682	SAXB	Emp #	14 hours prior to June 26, 2023 AND 2 hours on June 23, 2023
Teacher, Special Education (Curriculum Training)^	16682	SAXB	Emp #	6 hours for Curriculum Training (must submit voucher)
SAA -School Administrative Assistant	16682	OT	Emp #	20 hours prior to June 23, 2023 AND 6 hours on June 23, 2023
Special Education Paraprofessional	16682	RG	Emp #	2 hours on June 23, 2023
Supervising Special Ed Assistant**	16682	RG	Emp #	12 hours prior to June 23, 2023 AND 6 hours on June 23, 2023
Campus Aide	16682	RG	Emp #	2 hours on June 23, 2023

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

** Assignment starts on June 23, 2023

^ - Certificate Required

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Administrators must complete Periodic Certifications for each fiscal year (2022-2023 & 2023-2024) per BUL- 2643.14 for all Summer Term employees.

TIME REPORTING ATTENDANCE/ABSENCE CODES (continued)

Prior to Summer School, ETK-8, Program

- Hours must be worked/completed before the first day of the program.
- Hours must be payroll reported by June 22nd and approved by June 30th.

Position	Fund	Reporting Code	PERNR or Emp #	NOTE: All pre-planning hours are reported by the home school
PRE-PLANNING TIME				
Preplanning - Clerical OT Sending School (Elementary School)	15310	OT	Emp #	20 hours maximum per site
Preplanning - Clerical OT Receiving School (Elementary School)	15310	OT	Emp #	20 hours maximum per site
Preplanning - Sending Principal (Home School)	15310	SAXB	Emp #	10 hours maximum per site
Preplanning - Receiving Principal (Host Site)	15310	SAXB	Emp #	10 hours maximum per site
Preplanning - Sending/Receiving Counselor (Middle School only)	15310	SAXB	Emp #	20 hours maximum per site
Preplanning - Teacher	15310	SAXB	Emp #	12 hours maximum per person
Preplanning - PSA*	15310	SAXB	Emp #	32 hours maximum per person (June 20-23)
Preplanning - PSW*	15310	SAXB	Emp #	32 hours maximum per person (June 20-23)
Preplanning - Region Summer Coordinator	15310	SAXB	Emp #	20 hours maximum
PROFESSIONAL DEVELOPMENT				
PD - ETK-8 Summer Principal (Receiving)	15310	SAXB	Emp #	Up to 12 hours maximum
PD - ETK-8 Teacher	15310	SAXB	Emp #	Up to 12 hours maximum
PUPIL FREE DAY				
Pupil Free Day – Administrators (B-basis)	15310	SAXB	Emp #	June 23 – 4 hours max
Pupil Free Day – Classroom Teacher, Counselor, Coordinator/CPA/TSP, PSA/PSW	15310	SAXB	Emp #	June 23 – 4 hours max
Pupil Free Day - Instructional Aide	15310	RG	Emp #	June 23 – 4 hours max
Pupil Free Day - Teacher Assistant	15310	RG	Emp #	June 23 – 4 hours max

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

TIME REPORTING ATTENDANCE/ABSENCE CODES (continued)

During Summer School, ETK-8, Program June 26 – July 25, 2023

Position	Fund	Reporting Code	PERNR or EMP #	Other Notes
Campus Aide	15310	RG	PERNR	5.5 hours per day
Instructional Aide	15310	RG	PERNR	4.5 hours per day
IT Support Technician	15310	RG	EMP #	4.5 hours per day
Principal, ETK-8 (Elementary/Middle)	15310	RG	PERNR	6 hours per day
PSA*	15310	RG	EMP #	5.5 hours per day
PSW*	15310	RG	EMP #	5.5 hours per day
Region Counselors (Support)	15310	RG	EMP #	4.5 hours per day
Region Summer Coordinator	15310	RG	EMP #	4.5 hours per day
School Administrative Assistant (SAA)	15310	RG	PERNR	5.5 hours per day (off basis)
School Climate Advocate	15310	RG	PERNR	5.5 hours per day
School Supervision Aide (SAA)	15310	RG	PERNR	5.5 hours per day
Senior Office Technician	15310	RG	PERNR	5.5 hours per day (off basis)
Substitute Teacher, Summer Regular	15310	RGSD	PERNR	Use Sub Assignment PERNR
Substitute, Day-To-Day	15310	RG	PERNR	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.

TIME REPORTING ATTENDANCE/ABSENCE CODES (continued)

Prior to Summer Enrichment Program

- Hours must be worked/completed before the first day of the program.
- Hours must be payroll reported and approved by June 30, 2023.

Position	Fund	Reporting Code	PERNR or Emp #	Notes - All Hours Reported by Summer Term Site
Preplanning – Teachers (Elementary/Secondary)	15391	SAXB	Emp #	Up to 6 hours
Preplanning - LD Enrichment Coordinator	15391	SAXB	Emp #	Up to 12 hours
Preplanning - LMS Champion	15391	SAXB	Emp #	Up to 12 hours



During Summer Enrichment June 26 – July 25, 2023

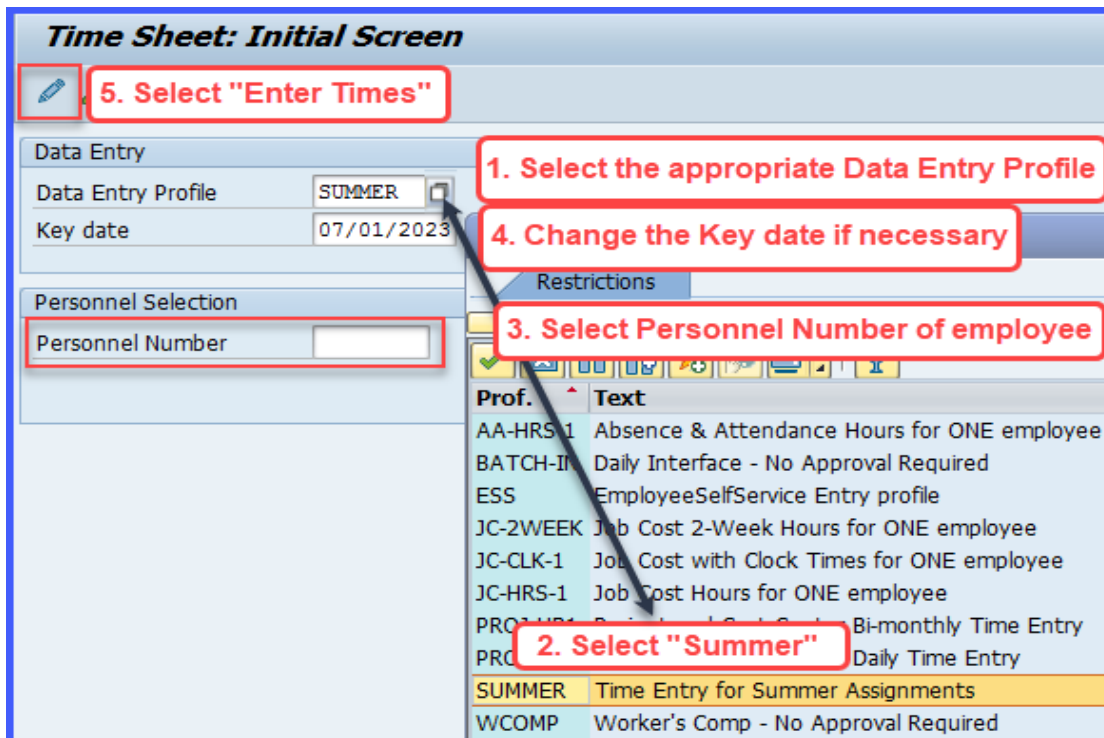
Please click on [Enrichment Courses](#) for contact information.

Class Description	Fund	Functional Area
TEACHER	010-7425	1110-1000-15419
TEACHER SUBSTITUTE	010-7425	1110-1000-15419
INSTRUCTIONAL COACH	010-7425	1110-1000-15419
CATEGORICAL PROGRAM ADVISOR	010-7425	0000-2100-15391
TEACHER LIBRARIAN	010-7425	0000-2420-15391
OUT-OF-CLASSROOM TEACHER (0706)	010-7425	0000-2100-15391
LD COORDINATOR/ADMINISTRATOR	010-7425	0000-2100-15391
TRANSLATOR-INTERPRETER	010-7425	0000-7200-15391
EDGENUITY MENTOR (TEACHER)	010-7425	0000-2100-15391
EDGENUITY MENTOR (COORDINATOR)	010-7425	0000-2100-15391
EDGENUITY MENTOR (COUNSELOR)	010-7425	0000-3110-15391
LMS CHAMPION	010-7425	0000-2100-15391

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**.

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





The screenshot shows the 'Time Sheet: Initial Screen' interface. It includes a 'Data Entry' section with a 'Data Entry Profile' dropdown set to 'SUMMER' and a 'Key date' field set to '07/01/2023'. Below this is a 'Personnel Selection' section with a 'Personnel Number' input field. To the right is a 'Restrictions' table. Red callout boxes with arrows point to specific elements: '5. Select "Enter Times"' points to the 'Enter Times' icon; '1. Select the appropriate Data Entry Profile' points to the 'Data Entry Profile' dropdown; '4. Change the Key date if necessary' points to the 'Key date' field; '3. Select Personnel Number of employee' points to the 'Personnel Number' input field; and '2. Select "Summer"' points to the 'SUMMER' row in the 'Restrictions' table.

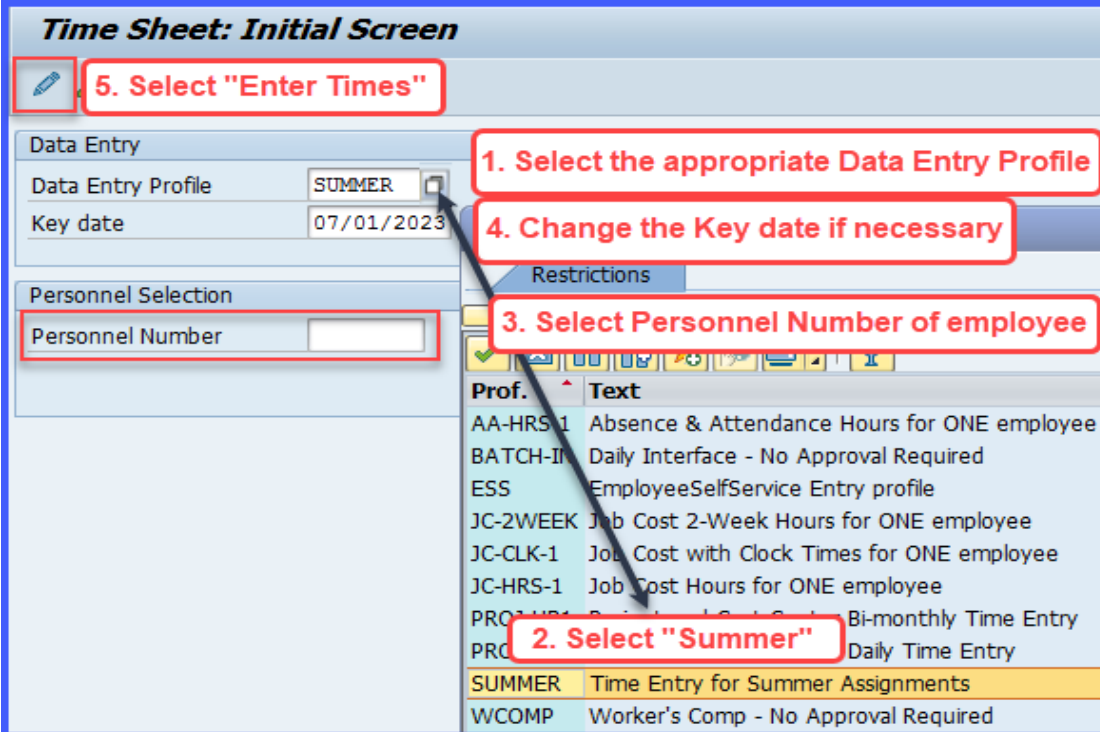
Prof.	Text
AA-HRS-1	Absence & Attendance Hours for ONE employee
BATCH-INT	Daily Interface - No Approval Required
ESS	EmployeeSelfService Entry profile
JC-2WEEK	Job Cost 2-Week Hours for ONE employee
JC-CLK-1	Job Cost with Clock Times for ONE employee
JC-HRS-1	Job Cost Hours for ONE employee
PROF-HRS-1	Professional Hours for ONE employee
PROF-HRS-2	Professional Hours for TWO employees
PROF-HRS-3	Professional Hours for THREE employees
PROF-HRS-4	Professional Hours for FOUR employees
PROF-HRS-5	Professional Hours for FIVE employees
PROF-HRS-6	Professional Hours for SIX employees
PROF-HRS-7	Professional Hours for SEVEN employees
PROF-HRS-8	Professional Hours for EIGHT employees
PROF-HRS-9	Professional Hours for NINE employees
PROF-HRS-10	Professional Hours for TEN employees
PROF-HRS-11	Professional Hours for ELEVEN employees
PROF-HRS-12	Professional Hours for TWELVE employees
PROF-HRS-13	Professional Hours for THIRTEEN employees
PROF-HRS-14	Professional Hours for FOURTEEN employees
PROF-HRS-15	Professional Hours for FIFTEEN employees
PROF-HRS-16	Professional Hours for SIXTEEN employees
PROF-HRS-17	Professional Hours for SEVENTEEN employees
PROF-HRS-18	Professional Hours for EIGHTEEN employees
PROF-HRS-19	Professional Hours for NINETEEN employees
PROF-HRS-20	Professional Hours for TWENTY employees
PROF-HRS-21	Professional Hours for TWENTY-ONE employees
PROF-HRS-22	Professional Hours for TWENTY-TWO employees
PROF-HRS-23	Professional Hours for TWENTY-THREE employees
PROF-HRS-24	Professional Hours for TWENTY-FOUR employees
PROF-HRS-25	Professional Hours for TWENTY-FIVE employees
PROF-HRS-26	Professional Hours for TWENTY-SIX employees
PROF-HRS-27	Professional Hours for TWENTY-SEVEN employees
PROF-HRS-28	Professional Hours for TWENTY-EIGHT employees
PROF-HRS-29	Professional Hours for TWENTY-NINE employees
PROF-HRS-30	Professional Hours for THIRTY employees
PROF-HRS-31	Professional Hours for THIRTY-ONE employees
PROF-HRS-32	Professional Hours for THIRTY-TWO employees
PROF-HRS-33	Professional Hours for THIRTY-THREE employees
PROF-HRS-34	Professional Hours for THIRTY-FOUR employees
PROF-HRS-35	Professional Hours for THIRTY-FIVE employees
PROF-HRS-36	Professional Hours for THIRTY-SIX employees
PROF-HRS-37	Professional Hours for THIRTY-SEVEN employees
PROF-HRS-38	Professional Hours for THIRTY-EIGHT employees
PROF-HRS-39	Professional Hours for THIRTY-NINE employees
PROF-HRS-40	Professional Hours for FORTY employees
PROF-HRS-41	Professional Hours for FORTY-ONE employees
PROF-HRS-42	Professional Hours for FORTY-TWO employees
PROF-HRS-43	Professional Hours for FORTY-THREE employees
PROF-HRS-44	Professional Hours for FORTY-FOUR employees
PROF-HRS-45	Professional Hours for FORTY-FIVE employees
PROF-HRS-46	Professional Hours for FORTY-SIX employees
PROF-HRS-47	Professional Hours for FORTY-SEVEN employees
PROF-HRS-48	Professional Hours for FORTY-EIGHT employees
PROF-HRS-49	Professional Hours for FORTY-NINE employees
PROF-HRS-50	Professional Hours for FIFTY employees
PROF-HRS-51	Professional Hours for FIFTY-ONE employees
PROF-HRS-52	Professional Hours for FIFTY-TWO employees
PROF-HRS-53	Professional Hours for FIFTY-THREE employees
PROF-HRS-54	Professional Hours for FIFTY-FOUR employees
PROF-HRS-55	Professional Hours for FIFTY-FIVE employees
PROF-HRS-56	Professional Hours for FIFTY-SIX employees
PROF-HRS-57	Professional Hours for FIFTY-SEVEN employees
PROF-HRS-58	Professional Hours for FIFTY-EIGHT employees
PROF-HRS-59	Professional Hours for FIFTY-NINE employees
PROF-HRS-60	Professional Hours for SIXTY employees
PROF-HRS-61	Professional Hours for SIXTY-ONE employees
PROF-HRS-62	Professional Hours for SIXTY-TWO employees
PROF-HRS-63	Professional Hours for SIXTY-THREE employees
PROF-HRS-64	Professional Hours for SIXTY-FOUR employees
PROF-HRS-65	Professional Hours for SIXTY-FIVE employees
PROF-HRS-66	Professional Hours for SIXTY-SIX employees
PROF-HRS-67	Professional Hours for SIXTY-SEVEN employees
PROF-HRS-68	Professional Hours for SIXTY-EIGHT employees
PROF-HRS-69	Professional Hours for SIXTY-NINE employees
PROF-HRS-70	Professional Hours for SEVENTY employees
PROF-HRS-71	Professional Hours for SEVENTY-ONE employees
PROF-HRS-72	Professional Hours for SEVENTY-TWO employees
PROF-HRS-73	Professional Hours for SEVENTY-THREE employees
PROF-HRS-74	Professional Hours for SEVENTY-FOUR employees
PROF-HRS-75	Professional Hours for SEVENTY-FIVE employees
PROF-HRS-76	Professional Hours for SEVENTY-SIX employees
PROF-HRS-77	Professional Hours for SEVENTY-SEVEN employees
PROF-HRS-78	Professional Hours for SEVENTY-EIGHT employees
PROF-HRS-79	Professional Hours for SEVENTY-NINE employees
PROF-HRS-80	Professional Hours for EIGHTY employees
PROF-HRS-81	Professional Hours for EIGHTY-ONE employees
PROF-HRS-82	Professional Hours for EIGHTY-TWO employees
PROF-HRS-83	Professional Hours for EIGHTY-THREE employees
PROF-HRS-84	Professional Hours for EIGHTY-FOUR employees
PROF-HRS-85	Professional Hours for EIGHTY-FIVE employees
PROF-HRS-86	Professional Hours for EIGHTY-SIX employees
PROF-HRS-87	Professional Hours for EIGHTY-SEVEN employees
PROF-HRS-88	Professional Hours for EIGHTY-EIGHT employees
PROF-HRS-89	Professional Hours for EIGHTY-NINE employees
PROF-HRS-90	Professional Hours for NINETY employees
PROF-HRS-91	Professional Hours for NINETY-ONE employees
PROF-HRS-92	Professional Hours for NINETY-TWO employees
PROF-HRS-93	Professional Hours for NINETY-THREE employees
PROF-HRS-94	Professional Hours for NINETY-FOUR employees
PROF-HRS-95	Professional Hours for NINETY-FIVE employees
PROF-HRS-96	Professional Hours for NINETY-SIX employees
PROF-HRS-97	Professional Hours for NINETY-SEVEN employees
PROF-HRS-98	Professional Hours for NINETY-EIGHT employees
PROF-HRS-99	Professional Hours for NINETY-NINE employees
PROF-HRS-100	Professional Hours for ONE HUNDRED employees
SUMMER	Time Entry for Summer Assignments
WCOMP	Worker's Comp - No Approval Required

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. 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' interface. It includes a 'Data Entry' section with a 'Data Entry Profile' dropdown set to 'SUMMER' and a 'Key date' field set to '07/01/2023'. Below this is a 'Personnel Selection' section with a 'Personnel Number' input field. A list of profiles is displayed on the right, with 'SUMMER' highlighted. Red callout boxes with arrows point to specific elements: '5. Select "Enter Times"' points to the top-left icon; '1. Select the appropriate Data Entry Profile' points to the 'SUMMER' dropdown; '4. Change the Key date if necessary' points to the 'Key date' field; '3. Select Personnel Number of employee' points to the 'Personnel Number' input field; and '2. Select "Summer"' points to the 'SUMMER' profile in the list.

Time Sheet: Initial Screen

5. Select "Enter Times"

Data Entry

Data Entry Profile: SUMMER

Key date: 07/01/2023

Restrictions

Personnel Selection

Personnel Number:

1. Select the appropriate Data Entry Profile

4. Change the Key date if necessary

3. Select Personnel Number of employee

2. Select "Summer"

Prof.	Text
AA-HRS-1	Absence & Attendance Hours for ONE employee
BATCH-II	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-HRS-2	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 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 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

8. Enter Rec. CCtr 9. Enter RecFund and Rec.FuncAr

7. Enter Hours Worked

6. Enter RGSD

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	

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)

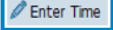
Time Sheet: Maintain Times for Other EEs (ZCAT2) is used to report time for an employee not assigned to your location.

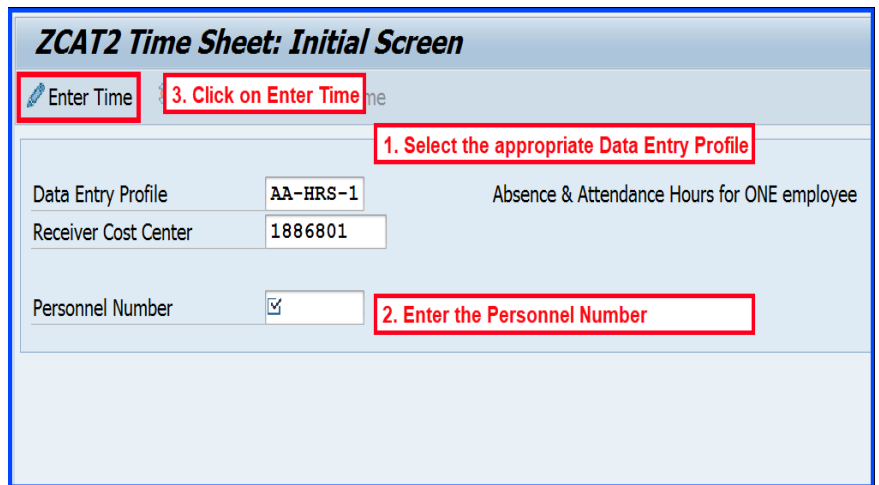
Use the following instructions to generate **Time Sheet: Maintain Times for Other EEs**. The instructions begin from the **ZCAT2 Time Sheet: Initial Screen**.

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.

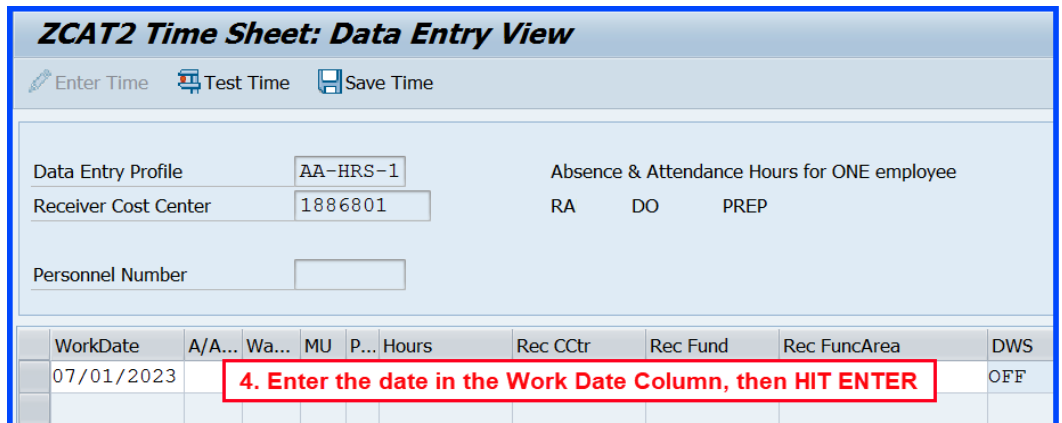
2. Enter the **Personnel Number**.

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 Profile AA-HRS-1

Receiver Cost Center 1886801

Personnel Number

Absence & Attendance Hours for ONE employee

RAN DOI PREP

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

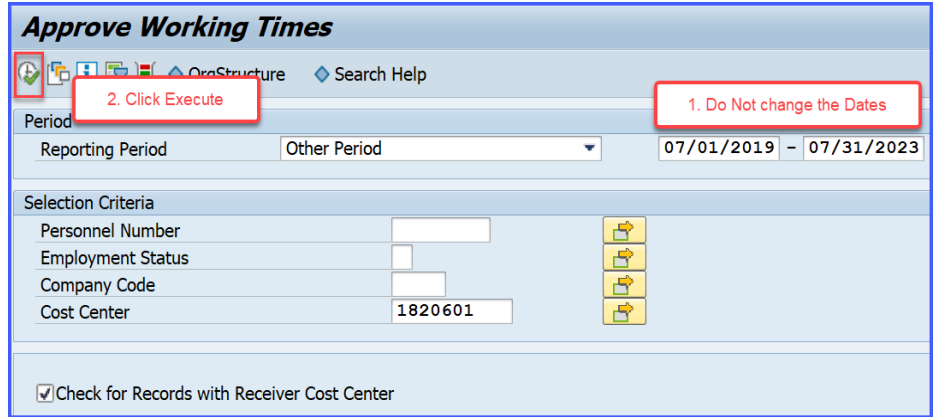
Employee time entries can be approved by generating the **Approve Working Times Report**.

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.

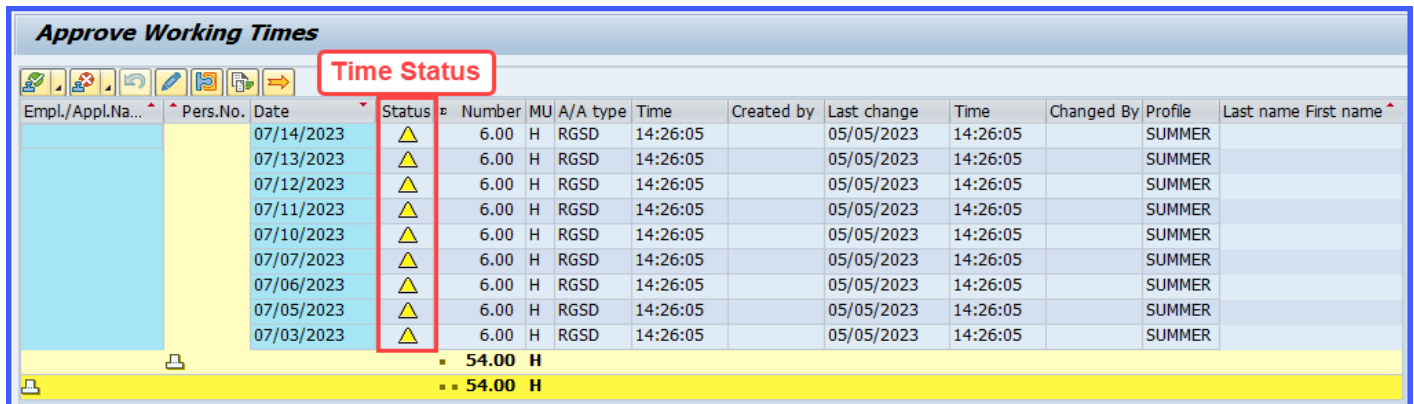
NOTE: The Cost Center will default to your assigned profile.

2. Select Execute. 



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.



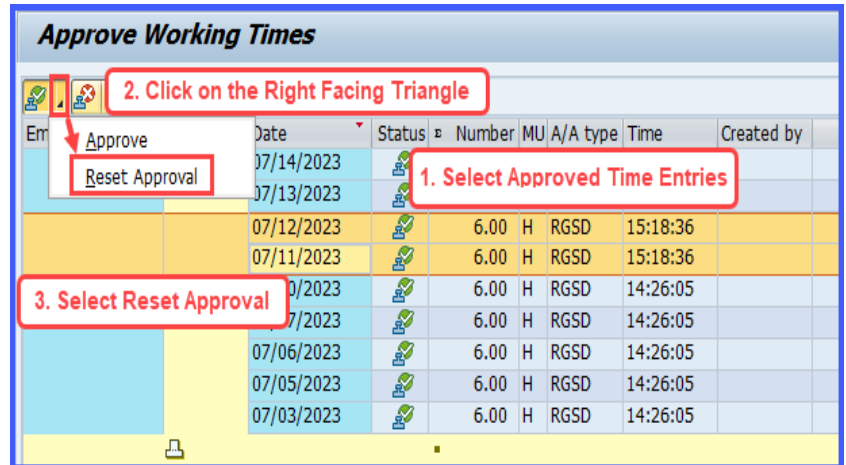
Empl./Appl.Na...	Pers.No.	Date	Status	Number	MU	A/A type	Time	Created by	Last change	Time	Changed By	Profile	Last name First name
		07/14/2023	▲	6.00	H	RGSD	14:26:05		05/05/2023	14:26:05		SUMMER	
		07/13/2023	▲	6.00	H	RGSD	14:26:05		05/05/2023	14:26:05		SUMMER	
		07/12/2023	▲	6.00	H	RGSD	14:26:05		05/05/2023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

APPROVE WORKING TIMES (continued)

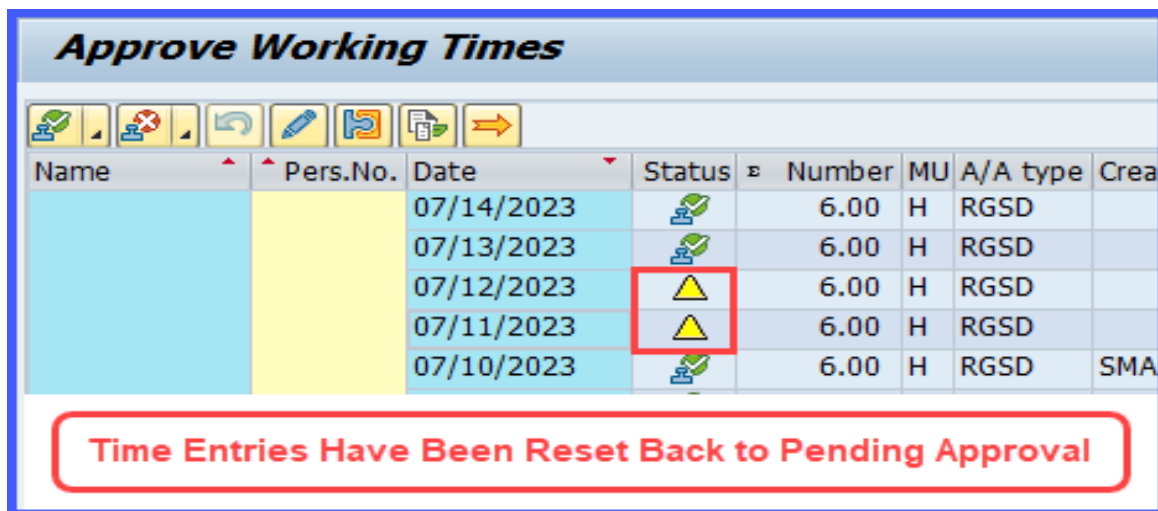
How to Reset Time Approval:

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**.



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



APPROVE WORKING TIMES (continued)

Verifying Time Approval is Complete:

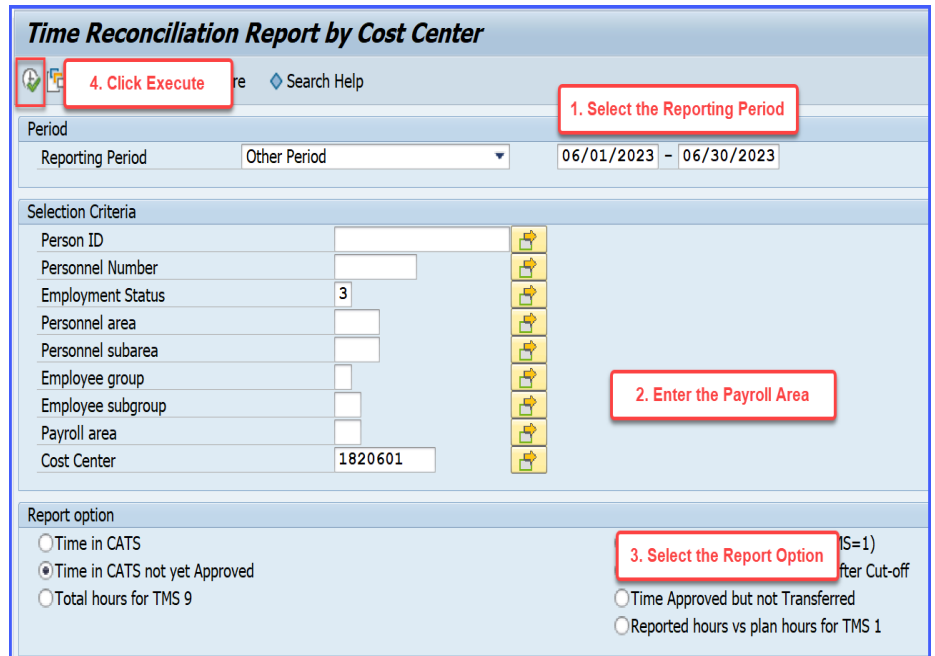
Time Approvers should generate the **Time in CATS not yet Approved** report to identify employees that have reported time entries, but are not approved. Use the following instructions to generate the report **Time in CATS not yet Approved (ZTIMERECON_SCHOOL)**.

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

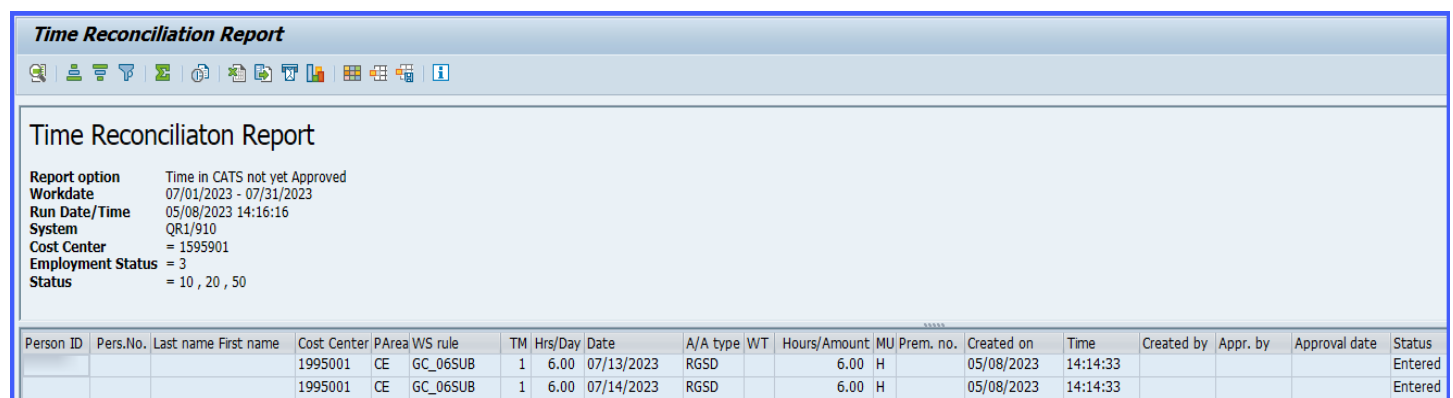
☐ Total hours for TMS 9

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.

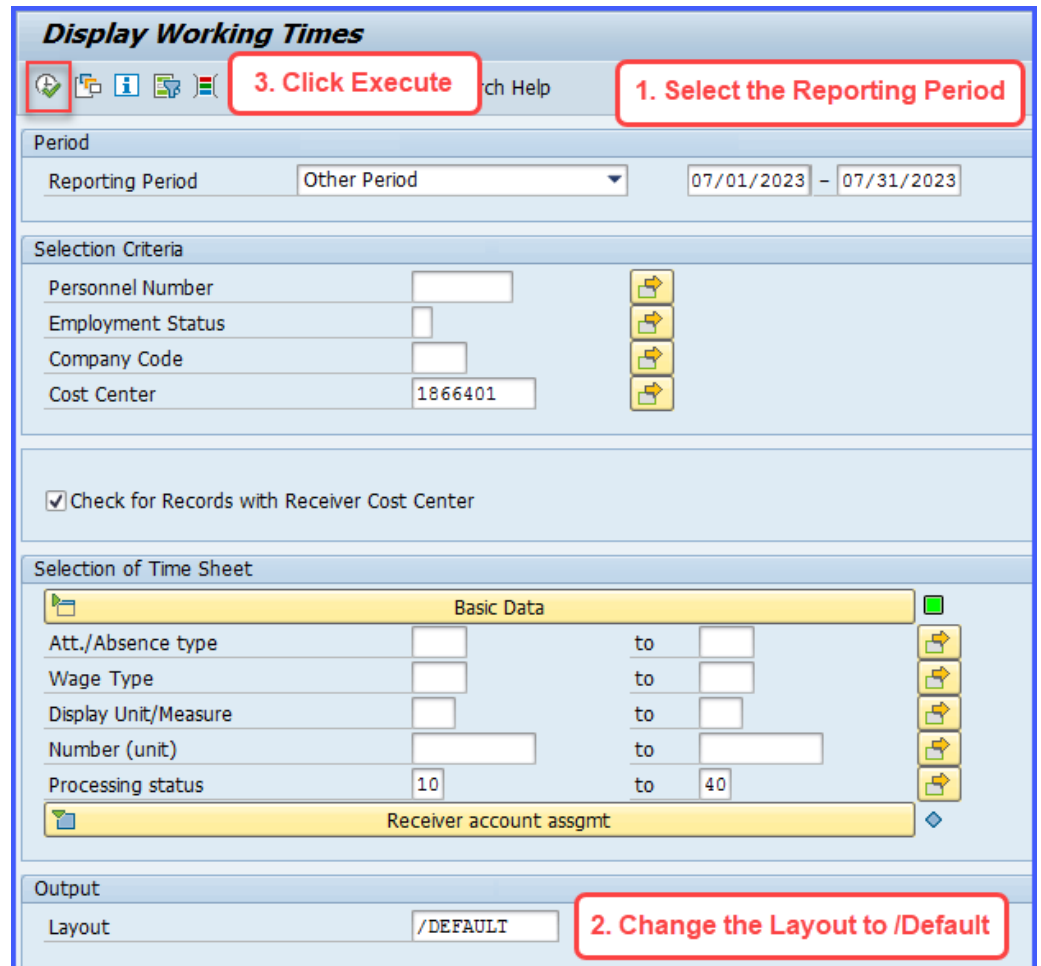
Use the following instructions to generate the **Display Working Times Report**. The instructions begin from the **Display Working Times (ZCATS_DA) Initial Screen**.

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 icons, and several input sections. Red boxes and arrows highlight specific steps: '1. Select the Reporting Period' points to the 'Reporting Period' dropdown; '2. Change the Layout to /Default' points to the 'Layout' dropdown; and '3. Click Execute' points to the 'Execute' button icon in the toolbar.

Display Working Times

3. Click Execute

1. Select the Reporting Period

Period

Reporting Period Other Period 07/01/2023 - 07/31/2023

Selection Criteria

Personnel Number Employment Status Company Code Cost Center 1866401

☒ Check for Records with Receiver Cost Center

Selection of Time Sheet

Basic Data

Att./Absence type to Wage Type to Display Unit/Measure to Number (unit) to Processing status 10 to 40

Receiver account assgmt

Output

Layout /DEFAULT

2. Change the Layout to /Default

DISPLAY WORKING TIMES (continued)

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

Display Working Times

Processing Status												Created Date	Approval Date		
Name	Pers.No.	Date	Status	F/S	Number	MU	A/A type	Rec. Cctr	Rcvr Fund	Receiving Func. Area	Rec. Order	Created on	Created by	Approved by	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	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>

2023 SUMMER PAYROLL PROCEDURAL GUIDE

CONTACT INFORMATION (continued)

CLASSIFIED EMPLOYMENT SERVICES BRANCH

(213) 241-7800

CERTIFICATED SUBSTITUTE HELPDESK (SUB UNIT)

Jorge Amador, Assistant Director
Carlos Romero

(213) 241-6117

jorge.amador@lausd.net
carlos.romero@lausd.net

HUMAN RESOURCES DIVISION (CERTIFICATED PERSONNEL)

REGION	PERSONNEL SPECIALIST	EMAIL
East	William Masis Edward Salazar Patricia Camacho	william.masis@lausd.net exs3827@lausd.net patricia.camacho@lausd.net
North	Elise Cho Oscar Hernandez Michelle Campos	esc8642@lausd.net oherna2@lausd.net mcamp6@lausd.net
South	Michael Thompson Thomas Ramirez Karen Castro William Masis	michael.a.thompson@lausd.net thomas.ramirez@lausd.net karen.castro@lausd.net william.masis@lausd.net
West	Karen Castro Michael Thompson Thomas Ramirez Patricia Camacho William Masis	karen.castro@lausd.net michael.a.thompson@lausd.net thomas.ramirez@lausd.net patricia.camacho@lausd.net william.masis@lausd.net

BEYOND THE BELL

Betsy Castillo, Director, BTB HS Summer Term Program
Ana Estevez, Director, ETK-8 Program

bac9874@lausd.net
ana.estevez@lausd.net

MULTILINGUAL & MULTICULTURAL EDUCATION DEPARTMENT (MMED)

(213) 241-5582

Carla Gutierrez, Admin. Coordinator, UTK-12 EL Instruction
Rafael Escamilla, Admin. Coordinador, Federal & State Programs

carla.gutierrez@lausd.net
rafael.escamilla@lausd.net

DIVISION OF SPECIAL EDUCATION

(213) 241-6701

To:

Ra'Daniel McCoy, Administrative Coordinator
Oscar Rodriguez, Coordinator
Jeffery Chen, Coordinator

RaDaniel.McCoy@lausd.net
oscar.x.rodriguez@lausd.net
jchen2@lausd.net

Cc:

Extended School Year Shared Email Box

esy@lausd.net

CONTACT INFORMATION (continued)

Summer School ETK-8 Program

Pedro Garcia, Senior Executive Director, Division of Instruction
Ana Estevez, Director, Beyond the Bell

pag0011@lausd.net
ana.estevez@lausd.net

Summer School Virtual Enrichment

Vernail Skaggs, Program and Policy Advisor
Katherine Trainor, Administrative Secretary

vernail.skaggs@lausd.net
Katherine.trainor@lausd.net

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

OTHER RESOURCES

HOURS BY PROGRAM AND ASSIGNMENT

BTB High School Summer Term

Program Date	Assignment	Compensated Hours/Day
June 26, 2023– July 25, 2023 (20 days)	Principal	6.5 hrs.
	Counselor	5 hrs.
	Teachers	2.5 hrs. per period
	Teacher Leader	5 hrs.
	School Administrative Assistant OR Senior Office Technician	6 hrs. (off-basis)
	Campus Aides	4 hrs.
	School Supervision Aides	4 hrs.
	School Climate Advocates	4 hrs.

2023 HS International Newcomer Enrichment Summer Program (MMED)

Program Date	Assignment	Compensated Hours/Day
June 26, 2023– July 25, 2023 (20 days)	Teachers	2.5 hrs. per period
	Teacher Assistants	2.5 hrs. per period
	Instructional Coaches/Counselors	5 hrs.

HOURS BY PROGRAM AND ASSIGNMENT (continued)

2023 Extended School Year (ESY)

Program	Program Dates	Job Classification	Hours	Compensated Hours/Day
Extended School Year (ESY) All Programs	June 26, 2023 to July 25, 2023	Principal	6 hours/day	6
		Admin Support Provider*	6 hours/day	6*
		Teachers	4 hours/day	4
		Paraprofessionals and Campus Aide	4.5 hours/day	4.5
		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 are to work from June 23 - June 30 (6 days) and July 20 - July 25 (4 days).

Summer Enrichment Program

Program Date	Assignment	Compensated Hours/Day
June 26, 2023 – July 25, 2023 (20 days)	Teachers	Varies based on course
	Clerical Overtime	Varies based on course
	Region (LD) Enrichment Coordinator	4 hours daily

HOURS BY PROGRAM AND ASSIGNMENT (continued)

Summer School, ETK-8, Program

Program Date	Assignment	Compensated Hours per Day
June 26 - July 25, 2023 (20 days)	PRINCIPAL (ELEMENTARY/MIDDLE SCHOOL)	6 hrs.
	COUNSELOR, ACADEMIC (MIDDLE SCHOOL)	4.5 hrs.
	TEACHER (ELEMENTARY/MIDDLE SCHOOL)	4.5 hrs.
	PSW	5.5 hrs.
	PSA	5.5 hrs.
	SCHOOL ADMINISTRATIVE ASSISTANT (SAA)	5.5 hrs. (off basis)
	SENIOR OFFICE TECHNICIAN	5.5 hrs. (off basis)
	CAMPUS AIDE	5.5 hrs.
	SCHOOL SUPERVISION AIDE (SSA)	5.5 hrs.
	SCHOOL CLIMATE ADVOCATE	5.5 hrs.
	IT SUPPORT TECHNICIAN	4.5 hrs.
	TEACHER ASSISTANT	4.5 hrs.
	INSTRUCTIONAL AIDE	4.5 hrs.
	REGION SUMMER COORDINATOR	4.5 hrs.

FUNDING

BTB HIGH SCHOOL SUMMER TERM PROGRAM CODE: 10642 (General Fund)

Class Description	Fund	Functional Area
SUP-SECONDARY TEACHER (HEALTH,WORLD LANG & PE)	010-0000	1110-4000-10642
DAY-TO-DAY SUBSTITUTE (HEALTH, WORLD LANG & PE)	010-0000	1110-4000-10642
CAMPUS AIDE, SCH SUPERVISION AIDE & SCH CLIMATE ADVOCATE	010-0000	1110-4000-10642
SUP- PRINCIPAL, SECONDARY *	010-0000	1110-2700-10642
SUP- ASSISTANT PRINCIPAL, SECONDARY *	010-0000	1110-2700-10642
SUP- ASSISTANT PRINCIPAL, SCS *	010-0000	1110-4000-10642
SUP-COUNSELOR, SECONDARY *	010-0000	1110-4000-10642
CLERICAL OVERTIME *	010-0000	1110-4000-10642

* Pre-planning hours only. 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.

PROGRAM CODE: 7472T (Title I)

Class Description	Fund	Functional Area
SUP-PRINCIPAL, SECONDARY	010-3010	1110-2700-7472T
SUP- ASSISTANT PRINCIPAL, SECONDARY	010-3010	1110-2700-7472T
SUP- ASSISTANT PRINCIPAL, SCS	010-3010	1110-3110-7472T
SUP- COUNSELOR, SECONDARY	010-3010	1110-3110-7472T
SUP-INSTRUCTIONAL COACH (TEACHER LEADER)	010-3010	1110-1000-7472T
SUP-CATEGORICAL PROGRAM COORDINATOR (TEACHER LEADER)	010-3010	1110-2100-7472T
SUP- SECONDARY TEACHER (ENG, MATH, SCI & HIST/SS)	010-3010	1110-1000-7472T
DAY-TO-DAY SUBSTITUTE (ENG, MATH, SCI & HIST/SS)	010-3010	1110-1000-7472T
SUP- SCHOOL ADMINISTRATIVE ASSISTANT or SENIOR OFFICE TECH	010-3010	1110-2700-7472T

FUNDING (continued)

BTB HIGH SCHOOL SUMMER TERM (continued)

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

Class Description		Fund	Functional Area
CAMPUS AIDE (Multi-funded 4 hrs./day) **	25% (1 hr.)	010-0000	0000-8100-11449
	75% (3 hrs.)	010-0000	0000-8100-11673

** This Campus Aide position is only funded at schools with 40 or more allocated sections of Title I credit recovery.

2023 HIGH SCHOOL INTERNATIONAL NEWCOMER ENRICHMENT SUMMER PROGRAM (MMED)

PROGRAM CODE: 7488T

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

2023 EXTENDED SCHOOL YEAR (ESY)

Class Description	Fund	Functional Area
SUP-PRINCIPAL ELEMENTARY	010-3218	5760-2700-16682
SUP-PRINCIPAL, SPECIAL EDUCATION	010-3218	5760-2700-16682
SUP-PRINCIPAL, SCHOOL DEAF HRD/HRNG	010-3218	5760-2700-16682
SUP-PRINCIPAL, SCHOOL VISUAL HNDCPD	010-3218	5760-2700-16682
SUP-ADMIN SUPPORT PROVIDER	010-3218	5760-2100-16682
SUP-TEACHER, SPECIAL EDUCATION	010-3218	5760-1110-16682
SUP-TEACHER, K-12, ADPT PE	010-3218	5760-1190-16682
SUP-TEACHER, HOME SCHOOL	010-3218	5760-1110-16682
SUP-SPECIAL EDUCATION ASSISTANT	010-3218	5760-1110-16682
SUP-SPECIAL EDUCATION TRAINEE	010-3218	5760-1110-16682
SUP-HEALTH CARE ASSISTANT	010-3218	5760-1110-16682
SIGN LANGUAGE INTERPRETER	010-3218	5760-1110-16682
SUP-SUPERVISING SPEC ED ASSISTANT	010-3218	5760-1110-16682
SUP-INSTRUCTIONAL AIDE FOR DHH-ORAL	010-3218	5760-1110-16682
SUP-INSTRUCTIONAL AIDE FOR DHH-SIGN	010-3218	5760-1110-16682
SUP-SPEC EDUCATION TRAINEE (MALE)	010-3218	5760-1110-16682
SUP-SPEC EDUCATION ASST (MALE)	010-3218	5760-1110-16682
SUP-SPEC ED TRAINEE - HEARING IMPAIR & R	010-3218	5760-1110-16682
SUP-SPEC ED ASST - HEARING IMPAIRED	010-3218	5760-1110-16682
SUP-DEAF & HH INSTRUCTIONAL AIDE & R	010-3218	5760-1110-16682
DAY-DAY/EXTENDED SUBSTITUTE	010-3218	5760-1110-16682
ORIENTATION MOBILITY INSTRUCTOR	010-3218	5760-1190-16682
OCCUPATIONAL THERAPIST	010-3218	5760-3140-16682
SCHOOL NURSES	010-3218	5760-3140-16682
CLERICAL	010-3218	5760-2700-16682
CAMPUS AIDE	010-3218	5760-2100-16682

Administrators must complete Periodic Certifications for each fiscal year (2022-2023 & 2023-2024) per BUL- 2643.14 for all Summer Term employees.

2023 ESY PROGRAM RESOURCES-AT-A-GLANCE

- **PA20 Display HR Master Data**

- Use 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.

CATEGORY	BEFORE ESY
Planning and Preparation	Planning and preparation. This extra time is to be shared with other staff assisting with the planning and preparation of ESY under the direction of the ESY principal. 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 23, 2023. Teachers pre-planning hours must be worked prior to June 26, 2023. All pre-planning hours should be time reported by June 26, 2023. Instructions and time sheets/logs will be provided to the selected ESY principal.
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 29 – July 19 due to basis overlap on June 23 - 28 and July 20 - 25. 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: <ul style="list-style-type: none"> - June 23 - June 30 (6 days) - July 20 - July 25 (4 days)
Teacher	Teachers are paid for a four (4) hour assignment, including 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 4.5 hours. If an assistant is assigned to provide program support on the bus, hours may exceed the 4.5-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 4.5 hours for the entire ESY session (20 days). ESY administrator may adjust daily schedule to meet 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 29–July 19 due to basis overlap on June 23-28 and July 20-25.
Office Technician	A total of 80 hours of clerical relief per site may be scheduled, as needed, from June 23 - July 25. 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 and must be used before June 26, 2023. All IMA funds will be handled centrally by the Division of Special Education-Operations. Hired SAA and ESY Administrators will be provided the <ul style="list-style-type: none"> • \$800 IMA +\$200 repro per site with a projected enrollment of 150 students or less. • \$1000 IMA +\$200 repro per site with a projected enrollment of 151- 350 students. • \$1200 IMA +\$200 repro per site with a projected enrollment of 351 plus students.

- **Time Reporting**

- In CAT2, use the Data Entry Profile 'SUMMER'
- ✓ Use 'RG' time code

✓ Use program 16682

FUNDING (continued)

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

Class Description	Fund	Functional Area
PRINCIPAL, ELEMENTARY	010-2600	1110-2700-15310
PRINCIPAL, SECONDARY	010-2600	1110-2700-15310
ASSIST PRIN, SEC COUNSELING SERVICES (APSCS)	010-2600	1110-3110-15310
ASSISTANT PRINCIPAL	010-2600	1110-2700-15310
COUNSELOR (SUP)	010-2600	1110-3110-15310
TEACHER, SECONDARY (SUP)	010-2600	1110-1000-15310
TEACHER, ELEMENTARY (SUP)	010-2600	1110-1000-15310
TEACHER, REGULAR SUMMER SUBSTITUTE	010-2600	1110-1000-15310
SUBSTITUTE, DAY-TO-DAY	010-2600	1110-1000-15310
PSW	010-2600	1110-3110-15310
PSA	010-2600	1110-3110-15310
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
IT SUPPORT TECHNICIAN	010-2600	1110-2700-15310
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
INSTRUCTIONAL AIDE	010-2600	1110-1000-15310
TEACHER ASSISTANT	010-2600	1110-1000-15310
REGION SUMMER COORDINATOR	010-2600	1110-2100-15310
TRANSLATOR-INTERPRETER	010-2600	1110-2700-15310

FUNDING (continued)

Summer Enrichment Program Codes: 15419 & 15391

Class Description	Fund	Functional Area
TEACHER	010-7425	1110-1000-15419
TEACHER SUBSTITUTE	010-7425	1110-1000-15419
INSTRUCTIONAL COACH	010-7425	1110-1000-15419
CATEGORICAL PROGRAM ADVISOR	010-7425	0000-2100-15391
TEACHER LIBRARIAN	010-7425	0000-2420-15391
OUT-OF-CLASSROOM TEACHER (0706)	010-7425	0000-2100-15391
LD COORDINATOR/ADMINISTRATOR	010-7425	0000-2100-15391
TRANSLATOR-INTERPRETER	010-7425	0000-7200-15391
EDGENUITY MENTOR (TEACHER)	010-7425	0000-2100-15391
EDGENUITY MENTOR (COORDINATOR)	010-7425	0000-2100-15391
EDGENUITY MENTOR (COUNSELOR)	010-7425	0000-3110-15391
LMS CHAMPION	010-7425	0000-2100-15391

REFERENCES

BUL-2643.14 *Documentation for Employees Paid from Federal and State Categorical Programs*

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

BUL-6638.1 *Time Reporting and Time Approval Policy*

MEM-121304.1 2022-23 Special Education Summer Session Extended School Year (ESY) Manual