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### **BU042 PAYROLL EXPENDITURES BY COST CENTER JOB AID**

This report displays payroll posting details by Posting Period/Fiscal Year.

### **Accessing the Report**



1. Log on to Business Tools for Schools (BTS).

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Weld	ome ROBIN FOSTER										2	I Log off
Hom	Financials/Budget	Human Resources	Access Request	Accounts Payable	Accts Recv / Cash Mgmt	Asset I	3 Int	Controlling	Funds Management	General Ledger	Reports	Time Reporting
Acco	ints Payable   Asset M	lanagement   Funds	Management   Ge	neral Ledger   Hum	an Resources   Material/	nventory [	Payroll	Procurement/C	ontracts   School	Travel		
Repor	5										Histo	ry <u>Back</u> Forv
Detaile	I Navigation											
• BU0	11 Pavroll A dres 12 Pavroll Expenditures #	by Cost Center										
<ul> <li>BU0</li> <li>BU0</li> </ul>	55 Payroll Expenditures - 57 Payroll Expenditures -	Differentials (by Posting SFS	Period)									

- 2. Go to the **Reports** tab
- 3. Click on **Payroll** sub-tab
- 4. Click on BU042 Payroll Expenditures # by Cost Center

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- 5. Enter *Fiscal Year* (default is current fiscal year). *This is a required field.*
- 6. Posting Period/Fiscal Year leaving this field blank will download all posting periods with payroll expenditures. To view a single or multiple posting period(s) click on the selection button <sup>1</sup> to choose and add a Posting Period/Fiscal Year.\*
- 7. Enter **Cost Center** to view.
- 8. Enter *G/L Account (Commitment Item)* leaving this field blank will download all commitment items with payroll postings.
- 9. Enter *LAUSD Program* leaving this field blank will download all programs with payroll postings.
- 10. Click Check to validate input and check for errors.
- **1.** Click **OK** to run the report.

\*NOTE: Should the report time out when leaving the *Posting Period/Fiscal Year* blank, use the selection button to select all desired posting periods to retrieve the report details. This will improve report performance.

	lable Variants: Save Save As.	Delete		Show Variable Personaliza
G	eneral Variables	_		
	Variable≜≂	Currention		Description
*	Fiscal Year (default Current FY, Selectio	2025	٥	2025
	Posting Period/Fiscal Year (Selection Opt	6	đ	
	Cost Center Hierarchy (Multiple Sile 7.	1000/1234501	đ	1000 /ABC Elementary
	G/L Account (Selection Options, Optional)	110001	٥	Tchr Sal-Reg Assgnmt 110001
	Fund (Selection Optional)		٥	
	LAUSD Program (Selection Optional)	13027	٥	13027
	Functional Area (Selection Optional)		٥	
	Grant (Selection Optional)		٥	
	Internal Order (Selection Optional)		٥	
	WBS Element Obj. (Selection Optional)		đ	
	Person ID (Selection Optional)		٥	
	Personnel Number (Selection Optional)		٥	
	Job (Selection Optional)		٥	
	Position (Selection Optional)		٥	
	For Period (Selection Optional)		٥	
	In Period (Selection Optional)		٥	
	Payroll Area (Selection Optional)		đ	
	Wage Type (Selection Optional)		٥	
	Wage Type Group (Selection Optional)		đ	

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BU042 Payroll Expe claimer: This information is the proper choine means, including email, to any ew Analysis Open Save As.	nditures - rty of the L authorized splay As Tal	by Cost Center os Angeles Unified I or unauthorized pe	School Distric erson or orgar Tinfo St	ct and is intended so nization. This inform, end ] Print Version	lely for internal use by authori ation is subject to conditions s [Export to Microsoft Excel ]	zed employees w et forth in the LA <u>Notes</u>	ith a reasonable need to USD Acceptable Use Pol	utilize it in o icy (Bulletin !	rder to perform those duties a 999), the LAUSD Information	issigned b Protection	Lest Data by their supervisors. This info Policy (Bulletin 1077), and r	Update: rmation is not to be r relevant Federal and	eproduced in State privac	05/06 any form or laws.	5/2024 11:03 viewed by no	:01 on-authorize
T Columna												Posting Period/FY	001/2024		002/2024	
Posting Period/EV													Number≜≑	Amount≜≑	Number≜≑	Amount≜≂
Key Figures	Person	D≞	Fund ≟	Functional Area ±		G/L Account≜=	Personnel Sub Area ±	Job ≞		Wage Ty	pe Group (Symbolic Acct) ±	Hourly Rate ≟		S		S
Rows	111XXX	Olive Tree	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,169.24
Person ID												41.75			0.000	-61.46
• Fund												80.28			0.000	252.50
<ul> <li>Functional Area</li> </ul>												83.49			0.000	492.94
<ul> <li>G/L Account</li> </ul>						Result									0.000	4.853.22
Personnel Sub Area			Result												0.000	4.853 22
• Job	222XXX	Rod Knee	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4 370 42
<ul> <li>Wage Type Group (Symbolic Acct)</li> </ul>											-	81.63			0.000	305 54
<ul> <li>Hourly Rate</li> </ul>												84.90			0.000	355.55
' Free characteristics						Result									0.000	5 031 51
<ul> <li>Account Type</li> </ul>			Result			Result									0.000	5.031.51
Cost Center	333XXX	Rose Bush	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4 362 61
<ul> <li>Employee Group</li> </ul>												80.28			0.000	252.52
Employee Subgroup												83.49	-		0.000	266.30
Employment Status						Result									0.000	4 881 43
Fiscal Year			Desult			Result									0.000	4,001.43
- For Period	444XXX	Rita Book	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	3,814,21
In Deriod		Lad Dook	510 0000								goo ana oalanoo	76.45			0.000	200.42
Internal Order												79.51			0.000	200.42
LAUSD Program						Reput									0.000	4 6 4 9 9 4
Pay Date (For)			Deput			Result									0.000	4,040.01
Payment Date	EEEVVV	Art Doopo	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,040.81
Payroll Area	555222	Art Decco	01010000	1110-1000-10027	Sonorar rand Son Program		2011/00/14	11100751	ECEMENTARY TEACHER		rages and salaries	75.93			0.000	4,156.10
Personnel Area												77.62			0.000	0.01
<ul> <li>Personnel Number</li> </ul>												78.21			0.000	27.12
Position												/0.21			0.000	1/7.67
<ul> <li>Posting Date</li> </ul>	i i	A Page 1 o	of 7 💌 🖭	¥												
Posting Document																
Posting Run Number																
Wage Type																

The report is displayed in its default format.

Note: Free Characteristics can be added to the report using the Drag and Drop feature to provide additional report details. For assistance with Drag and Drop, see *How to Use Drag and Drop in Reports*.

Visit us at https://BudgetTraining.lausd.net for fiscal training information!

#### To Add or Remove Total Cost Results

											Posting Period/FY	001/2024		002/2024	
												Number≜≑	Amount≜≂	Number≜≑	Amount≜≑
Person	ID ≞	Fund -	Eunctional Area -		G/L Account≜≑	Personnel Sub Area 🛓	Job ≞		Wage Typ	pe Group (Symbolic Acct) ≞	Hourly Rate =		S		S
111XXX	Olive Tree	0 Filter		eral Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,169.24
		Chang	e Drilldown	•							41.75			0.000	-61.46
		Distrib	ute and Export								80.28			0.000	252.50
		Save \	/iew	12							83.49			0.000	492.94
		Persor	nalize Web Applicatio	on 🕨 🥣	Result									0.000	4,853.22
		R Proper	ties	Characteristic										0.000	4,853.22
222XXX	Rod Knee	0 Calcul	ations and Translatio	ns 🕨 Data Cell 🛛 gram	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,370.42
		Docum	nents	All Data Cells							81.63			0.000	305.54
		Sort Fi	und	Axis							84.90			0.000	355.55
					Result									0.000	5,031.51
		Result												0.000	5,031.51
333XXX	Rose Bush	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,362.61
											80.28			0.000	252.52
											83.49			0.000	266.30
					Result									0.000	4,881.43
		Result												0.000	4,881.43
444XXX	Rita Book	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	3,814.21
											76.45			0.000	200.42
											79.51	· · · · · ·		0.000	634.18
					Result									0.000	4,648.81
		Result												0.000	4,648.81
555XXX	Art Decco	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,156.10
											75.93			0.000	0.01
											77.62			0.000	27.12
											78.21			0.000	177.67
a a	Page 1 o	f7 💌 🖭	¥												

12. Right click on column name to add or remove results, select Properties, then select Characteristic.

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	Properties of Characteristic Fund (Result Set	Context)								Posting Period/EY	001/2024		002/2024	
										, compromotion (	Numberat	Amountas	Numberar	Amounter
Person ID =	General Attributes Hierard	hy Sorting	Advance	d	+ Job +			Wage T	vne Group (Symbolic Acct) =	Hourly Rate -	Tumber	S	Humber	S
111XXX Olive Tree	Diaplay				11100	0731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00		~	0.000	4 160 24
	Display. Key	(Partially Compo	ounded)	•		11.7.00		1057	ringer sine seconds	41.75			0.000	C4,105.24
	Alwa	iys								80.28			0.000	252.50
	Access Mode for Result Set. New	er								83.49			0.000	402.04
	With	More Than One	e Value							00.10			0.000	452.54
													0.000	4.055.22
222XXX Rod Knee					11100	0731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4.033.22
					100000	97.555				81.63			0.000	305.54
		- 6	3							84 90			0.000	355.55
										0.000			0.000	E 024 E4
													0.000	5,001.51
333XXX Rose Bush					11100	0731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4 362 61
					10.000	1.75				80.28			0.000	252.52
				OK Cancel						83 49			0.000	266.30
		0	Daeutt										0.000	4 881 43
	Deput		(Gount)										0.000	4,001.40
444XXX Rita Book	010-0000 1110-1000-13027 General Fund 1	Sch Program 1	110001	2UTK/CSXX	11100	0731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	3 814 21
										76.45			0.000	200.42
										79.51			0.000	634.18
			Zesult										0.000	4 648 81
	Result	1.00	coour										0.000	4 648 81
555XXX Art Decco	010-0000 1110-1000-13027 General Fund !	Sch Program 1	110001	2UTK/CSXX	11100	0731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4 156 10
										75.93			0.000	0.01
										77.62			0.000	27.12
										78.21			0.000	177.67

From Display Results, click the dropdown and select Never to remove results OR select Always to add results. Click OK.

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											Posting Period/FY	001/2024		002/2024	
												Number≜≑	Amount≜≂	Number≜≂	Amount≜≑
Person	ID ≞	Fund ≞	Functional Area 🛓		G/L Account≜≑	Personnel Sub Area 🛓	Job ≞		Wage Typ	be Group (Symbolic Acct) ≞	Hourly Rate =		S		S
111XXX	Olive Tree	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,169.24
											41.75			0.000	-61.46
											80.28			0.000	252.50
											83.49			0.000	492.94
					Result									0.000	4,853.22
222XXX	Rod Knee	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,370.42
											81.63			0.000	305.54
											84.90			0.000	355.55
					Result									0.000	5,031.51
333XXX	Rose Bush	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,362.61
											80.28			0.000	252.52
											83.49			0.000	266.30
					Result									0.000	4,881.43

Here's the report with the Result removed from the Fund column.

#### **Default Report Format**

											Posting Period/FY	001/2024		002/2024	
												Number≜≑	Amount≜≂	Number≜≑	Amount≜≑
Person	ID ≞	Fund ≞	Functional Area 🛓		G/L Account≜≑	Personnel Sub Area 🛓	Job ≞		Wage Typ	e Group (Symbolic Acct) ≞	Hourly Rate ≞		S		S
111XXX	Olive Tree	010-0000	1110-1000-13027	General Fund Sch Program	1100	Wages and salaries	0.00			0.000	4,169.24				
	1XXX Olive Tree 010-0000 1110-1000-13027 General Fund Sch Program 110001 2UTK/CSXX 11100731 ELEMENTARY TEACHER 1100 Wages and sale										41.75			0.000	-61.46
											80.28			0.000	252.50
											83.49			0.000	492.94
					Result									0.000	4,853.22
		Result												0.000	4,853.22

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#### <u>Commonly Used Report Format (Customized)</u>

																		Number	Amount=*
LAUSE	Program≜∓	G/L Account≜≑	Fund ±	Functional Area ±		Job ≞		Person I	D≞	Position ±		Posting Period/FY $\triangleq$	For Period $\triangleq$	Pay Date (For) ≞	Wage Typ	e Group (Symbolic Acct) $\doteq$	Hourly Rate ±		S
13027	General Fund School Program	110001	010-0000	1110-1000-13027	General Fund Sch Program	11100731	ELEMENTARY TEACHER	111XXX	Olive Tree	30003208	ELEM TCHR	002/2024	202208	08/05/2022	1100	Wages and salaries	0.00	0.000	238.50
													202209	09/02/2022	1100	Wages and salaries	0.00	0.000	224.48
																	80.28	0.000	14.02
													202210	10/05/2022	1100	Wages and salaries	0.00	0.000	231.48
																	80.28	0.000	7.02
													202211	11/04/2022	1100	Wages and salaries	0.00	0.000	224.48
																	80.28	0.000	14.02
													202212	12/05/2022	1100	Wages and salaries	0.00	0.000	182.40
																	80.28	0.000	56.10
													202301	01/05/2023	1100	Wages and salaries	0.00	0.000	77.16
																	80.28	0.000	161.34
													202302	02/03/2023	1100	Wages and salaries	0.00	0.000	508.49
																	83.49	0.000	83.24
													202303	03/03/2023	1100	Wages and salaries	0.00	0.000	525.15
																	83.49	0.000	66.58
													202304	04/05/2023	1100	Wages and salaries	0.00	0.000	491.84
																	83.49	0.000	33.31
													202305	05/05/2023	1100	Wages and salaries	0.00	0.000	358.66
																	83.49	0.000	233.07
													202306	06/05/2023	1100	Wages and salaries	0.00	0.000	514.88
																	41.75	0.000	-61.46
																	83.49	0.000	76.85
													202307	07/05/2023	1100	Wages and salaries	0.00	0.000	591.72
																	83.49	0.000	-0.11
								222XXX	Rod Knee	30364695	ELEMENTARY TEACHER	002/2024	202208	08/05/2022	1100	Wages and salaries	0.00	0.000	242.52

This format can be achieved by using the Drag and Drop feature.

For assistance with drag and drop, refer to the *How to Use Drag and Drop in Reports* job aid for additional information.

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#### **Printing the Report**

BU042 Payroll Expe Disclaimer:This information is the prope electronic means, including email, to any New Analysis Open Save As or	inditures - rhy of the L authorized aptay As Tal	by Cost Center os Angeles Unifie d or unauthorized ble	ed School Distri person or orga	et and nization	ely for internal use by authori ation is subject to conditions s Export to Microsoft Excel ]	zed employees v et forth in the LA Notes	vith a reasonable need to USD Acceptable Use Po	utilize it in c icy (Bulletin	irder to perform those duties 999), the LAUSD Information	assigned i Protectio	Last Data by their supervisors. This info Policy (Bulletin 1077), and	updae rmation is not to be r elevant Federal and	eproduced in State privacy	05/04 any form or laws.	V2024 11:03:1	D1 m-authorized p
* Columns												Posting Period/FY	001/2024		002/2024	
Posting Period/FY													Number**	Amountes	Number**	Amounter
Key Figures	Person I	ID .	Fund .	Functional Area		G/L Account+=	Personnel Sub Area +	Job #		Wage T	pe Group (Symbolic Acct) +	Hourly Rate +		5		S
* Rows	111XXX	Olive Tree	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,169.24
Person ID												41.75			0.000	-61.46
Fund												80.28			0.000	252.50
Functional Area												83.49			0.000	492.94
G/L Account						Result									0.000	4,853.22
Personnel Sub Area			Result												0 000	4,853.22
• Job	222XXX	Rod Knee	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,370.42
Wage Type Group (Symbolic Acct)												81.63			0.000	305.54
Hourly Rate												84.90			0.000	355.55
Free characteristics						Result									0.000	5,031.51
Account Type			Result												0.000	5.031.51
Cost Center     Employee Group     Employee Subgroup	333XXX	Rose Bush	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4.362.61
												80.28			0.000	252.52
Employment Status												83.49			0.000	266.30
Fiscal Vear						Result									0.000	4,881.43
* For Period			Result												0.000	4.881.43

14. Select Print Version.

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		Export Dialog				×			Posting Period/FY	001/2024		002/2024	
										Number≜≂	Amount≜≂	Number≜≂	Amount≜≂
Person I	D≞	Scaling Factor     Fit to Page Width	Page				Wage Ty	vpe Group (Symbolic Acct) ≞	Hourly Rate =		S		S
111XXX	Olive Tree	Repeat column head	lers Theme Black ar	d White		EMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,169.24
		○ Fit to Page	Size: Letter 8	5 x 11 loch					41.75			0.000	-61.46
		O Poster	Alignment: Landsca	ne Format					80.28			0.000	252.50
		Repeat lead columns	s	peromat					83.49			0.000	492.94
		Repeat column head	lers									0.000	4,853.22
			Header									0.000	4,853.22
222XXX	Rod Knee	Margins in mm 👻	Left: None	•		EMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,370.42
			Center: None	▼					81.63			0.000	305.54
		Top: 6.35	Right: None	•					84.90			0.000	355.55
		Bottom: 6.35										0.000	5,031.51
		Left: 6.35	Frates									0.000	5,031.51
333XXX	Rose Bush	Right: 6.35	Footer			EMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,362.61
			Left: None	•					80.28			0.000	252.52
			Center: Page 1 of ?	•					83.49			0.000	266.30
			Right: Date Time	<b>•</b>								0.000	4,881.43
					15							0.000	4,881.43
444XXX	Rita Book					EMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	3,814.21
					OK	10			76.45			0.000	200.42
									79.51			0.000	634.18
				Result								0.000	4,648.81
		Result										0.000	4,648.81
555XXX	Art Decco	010-0000 1110-1000-13027 Gen	neral Fund Sch Program	110001 2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,156.10
									75.93			0.000	0.01
									77.62			0.000	27.12
									78.21			0.000	177.67

#### 15. Select OK.

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#### **16.** Click the pop-up pdf file in the Downloads pane.

Query D	escription BU042 Payroll	Expenditure	es - by Cost Center												
											Posting Period/FY	001/202	4	002/202	4
												Number	Amount	Number	Amount
Person I	D \$	Fund 🖨	Functional Area 🕏		G/L Account	Personnel Sub Area 🕏	Job 🖨		Wage Type	e Group (Symbolic Acct) 🕏	Hourly Rate 🕏		\$		\$
111XXX	Olive Tree	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,169.24
											41.75			0.000	-61.46
											80.28			0.000	252.50
											83.49			0.000	492.94
					Result									0.000	4,853.22
		Result												0.000	4,853.22
222XXX	Rod Knee	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,370.42
											81.63			0.000	305.54
											84.90			0.000	355.55
					Result									0.000	5,031.51
		Result												0.000	5,031.51

#### File opens. It can be printed or saved.

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#### **Downloading the Report to Excel**

BU042 Payroll Expt Disclaimer:This information is the prope electronic means, including email, to any New Analysis [Open] Save As.	nditures - rly of the L authorized aplay As Tat	by Cost Center os Angeles Unifie or unauthorized ble	ed School Distri person or orga	ct and is intended so nization. This inform end.] Print Version	siely for 17 , author after is Export to Microsoft Excel	ized employees v set forth in the LA Notes	rifh a reasonable need to USD Acceptable Use Po	) utilize it in ( licy (Bulletin	order to perform those duties 999), the LAUSD Information	assigned Protectio	Lee Des by their supervisors. This info n Policy (Builetin 1077), and	Update rmation is not to be relevant Federal and	reproduced in State privacy	05/06 any form or laws.	v2024 11:03:0	)1 n-authorized
-										_		Posting Period/FY	001/2024		002/2024	
Columns     Portion Review/EV													Number**	Amount**	Number#*	Amountes
Key Figures	Person I	DA	Fund .	Functional Area		G/L Account**	Personnel Sub Area	Job .		Wage T	ype Group (Symbolic Acct) +	Hourly Rate +		\$		\$
* Rows	111XXX	Olive Tree	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,169.24
Person ID												41.75			0.000	-61.46
Fund												80.28			0.000	252.50
Functional Area												83.49			0.000	492.94
<ul> <li>G/L Account</li> </ul>						Result									0.000	4.853.22
Personnel Sub Area			Result												0 000	4,853.22
• Job	222XXX	Rod Knee	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,370.42
Wage Type Group (Symbolic Acct)												81.63			0.000	305.54
Hourly Rate												84.90			0.000	355.55
* Free characteristics						Result							-		0.000	5.031.51
Account Type			Result												0.000	5.031.51
Cost Center	333XXX	Rose Bush	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4.362.61
Employee Group     Employee Subaroup												80.28			0.000	252.52
Employee Subgroup												83.49			0.000	266.30
Fiscal Vear						Result									0.000	4,881.43
* For Period			Result												0.000	4.881.43

#### **T**. Select **Print Version**.

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**18.** Click the pop-up pdf file in the Downloads pane.



**19.** Click the pop-up pdf file in the Downloads pane.

											Posting Period/FY	001/2024	001/2024	002/2024	002/2024
												Number	Amount	Number	Amount
Person ID		Fund	Functional Area		G/L Account	Personnel Sub Area	Job		Wage T	Type Group (Symbolic Acct)	Hourly Rate		S		S
111XXX	Olive Tree	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,169.24
111XXX	Olive Tree	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	41.75			0.000	-61.46
111XXX	Olive Tree	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	80.28			0.000	252.50
111XXX	Olive Tree	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	83.49			0.000	492.94
111XXX	Olive Tree	010-0000	1110-1000-13027	General Fund Sch Program	Result									0.000	4,853.22
111XXX	XXX Olive Tree Result										0.000	4,853.22			
222XXX	Rod Knee	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00			0.000	4,370.42
222XXX	Rod Knee	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	81.63			0.000	305.54
222XXX	Rod Knee	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	84.90			0.000	355.55
222XXX	Rod Knee	010-0000	1110-1000-13027	General Fund Sch Program	Result									0.000	5,031.51
222XXX	Rod Knee	Result												0.000	5,031.51

The report displays.

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#### **Report Fields Descriptions**

**Amount** = Amount charged for time reported

**For Period** = Year and month time reported (201511 = November 2015)

Fund = Fund used to time report hours. Includes a 3-digit Fund number and a 4-digit Resource number, 010-0000

**Functional Area** = Accounting string used to report hours. Includes 3 groups of numbers, Goal- Function-Program Code (1110-1000-13027)

**G/L Account** = Commitment item charged for time reported. Composed of 6 digits that represent all things whether goods or service (ex. salaries, employee benefits, supplies, contracts, and equipment)

**Hourly Rate** = Hourly rate charged for the employee that was time reported

**Job** = Job Code and Job Description

**LAUSD Program** = 5-digit program code used to time report

**Number** = Number of hours reported

**Pay Date (For)** = Date reported hours are paid

**Personnel Sub Area** = Personnel Area (Bargaining Unit) and Sub Area (basis and track)

Person ID = Employee number and Name

**Position** = Position number employee is assigned to

Posting Period/FY = Fiscal year month and year of time reporting posting (001/2024 = July 2023)

**Wage Type** = Specific description of time reported

**Wage Type Group** = General description of wage type for time reported

LAST UPDATED JULY 2024