



## Cash Collection Processing

<b>Process</b>	Cash Collection Processing
<b>HCM Activity Folder(s)</b>	Payroll Accounting Management (PAYM) Deduction Management (DEDM)
<b>HCM Document(s)</b>	External Adjustment Document (EADJC) Miscellaneous Document (MISC)

### Cash Collection Processing

District/agency calculates the pay and deduction amount that needs to be adjusted, and notifies the employee about the overpayment. Employee will pay back either by cash, check or payroll deduction. Once the payment has been collected, the pay and deduction adjustments need to be recorded in HCM. Recording of this transaction is completed by using the External Adjustment Document – Cash Collection (EADJC). Do not use the EADJ document for cash collections.

The EADJC requires one level of workflow approval internally and then workflows to School Financial Services (SFS) for final approval.

#### Step 1: Financial (FIN) System

If the overpayment is deposited into County Treasury, then it is entered as JVDEP. There is an optional reclassification using a JVDT. District/agencies also must complete a JVA to redistribute the repaid wages to the appropriate expenditure objects. For more assistance with JVDEP, JVDT, or JVA; please contact the help desk at [helpdesk@lacoed.edu](mailto:helpdesk@lacoed.edu) or (562) 922-6447.

#### Step 2: Human Capital Management (HCM) System

If employee agrees to repayment through deduction, create a MISC document using the district specific repayment code to collect the net overpayment calculation to recover the overpayment as an after-tax deduction.

#### Processing Activities:

Establish Payroll Deduction (MISC)

Record the Repayment (EADJC)

External Adjustment documents are processed during the No Pay Calc payroll process in the nightly cycle. This cycle always runs prior to any supplemental or regular payroll cycle production runs. The finalized transactions will appear in the employees' pay history screen under Issued Checks/Advices. Employees will also be able to see these transactions on the Employee Self-Service (ESS) Screen.

#### Report ID: HCM-HPCD-0011 External Adjustments

The External Adjustments report displays a comprehensive list of pay and deduction adjustment activity done within the EADJ/EADJC document for each applicable employee within the selected time period. Employees are grouped by payroll group, payroll number, pay location, and cancelled warrant. The report prompts for GTN Run Number and Payroll Group.



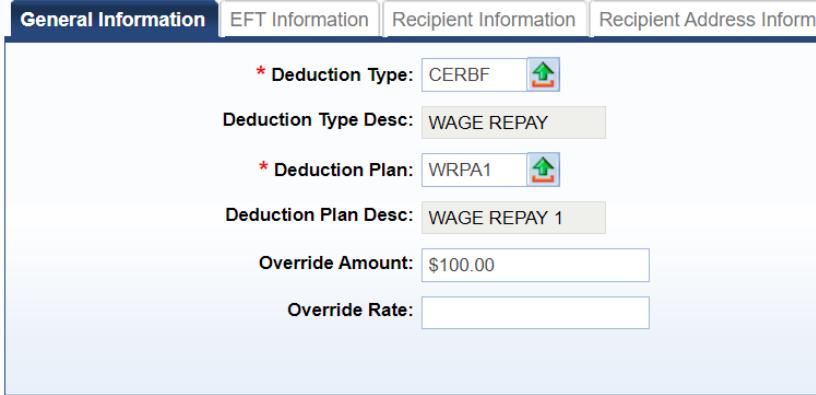
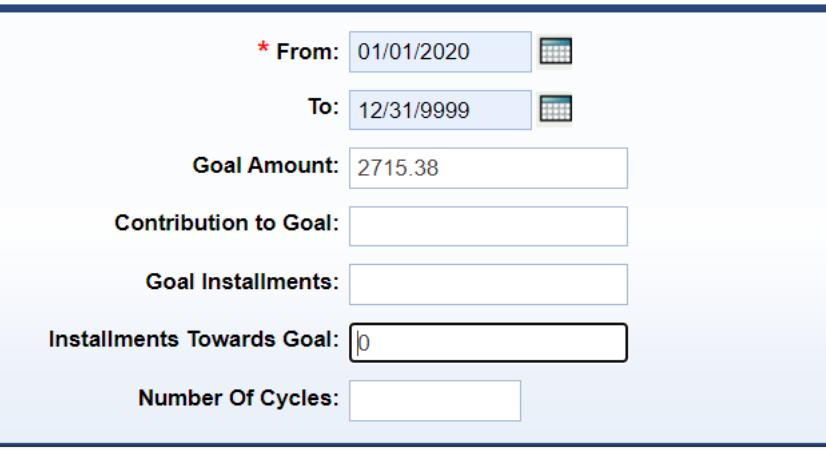
## Cash Collection Processing

Activity: Establish the payroll deduction to collect the overpayment. (*Skip if payment was made by cash or personal check*)

Step	Description	Screenshots
01	In the Jump To Box, enter DEDM to access the Deduction Management Activity Folder. The Search Box is displayed.	
02	Enter the appropriate criteria to locate the employee and select the appropriate appointment Id.	
04	Select Miscellaneous Deductions from the secondary navigation pane.	
05	Select the Create Miscellaneous Deduction link	
	Click on the Miscellaneous Deductions tab.	
	Select the appropriate Appointment Id.	



## Cash Collection Processing

Step	Description	Screenshots
	Click on Miscellaneous Deductions Detail tab.	
	Click Insert New Line	
06	On the left side of the General Information tab, enter the following:  <i>Deduction Type:</i> Enter the deduction type code for repayments. This is a district specific code.  <i>Deduction Plan:</i> Enter the deduction type code for repayments.  <i>Override Amount:</i> Enter the amount the employee is going to pay each pay period.	
07	On the right side of the General Information tab, enter the following:  <i>From:</i> Enter the first day of the pay period deductions should begin.  <i>To:</i> Enter 12/31/9999.  <i>Goal Amount:</i> Enter the total amount the employee owes.  No Additional fields or tabs need to be completed.	



## Cash Collection Processing

Step	Description	Screenshots
	Optional – attach the signed agreement and cash collection form to the document.	
10	Select Validate	
11	Click Close to close the document.	



## Cash Collection Processing

Activity: Entering the External Adjustment Document (EADJC).

Step	Description	Screenshots
01	Click the HOME button on the tool bar.	
02	Enter the appropriate criteria to locate the employee and select the appropriate appointment Id.	
04	Expand the +Search in the secondary navigation pane.	
05	Click on Document Catalog in the secondary navigation pane.	
	Enter the following information:  <b>Code:</b> EADJC <b>Doc District/Agency:</b> 5 digit agency code	
	Click the Create link.	



## Cash Collection Processing

Step	Description	Screenshots
	Check the Auto Numbering box.  Click the Create link.	
	On the Employee Tab, enter/select the employee and the appropriate appointment Id.	
06	Click on the External Pay Adjustments tab.	
	Click Insert New Line	



## Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the data from the Cash Collection form Adjustment column related to earnings.</p> <p>Adjustment Date: Check Date</p> <p>Pay Type: REG or pay event that was overpaid.</p> <p>Pay Units: If hours need to be adjusted enter hours associated to the pay adjustment.</p> <p>Adjustment Amount: Enter the total gross from the form to be adjusted.</p>	<p>* Adjustment Date: 07/31/2020 <input type="button" value="Calendar"/></p> <p>* Pay Type: REG <input type="button" value="Up"/></p> <p>Pay Type Desc: REGULAR PAY</p> <p>Pay Units: -23:00</p> <p>* Adjustment Amount: -4,545.85</p> <p>Cafeteria Adjustment: Not Applicable <input type="button" value="Down"/></p> <p>State ID: <input type="button" value="Up"/></p> <p>State ID Desc:</p> <p>Local ID: <input type="button" value="Up"/></p> <p>Local ID Desc:</p>
		<ul style="list-style-type: none"><li>• Reference Cash Collection form at end of document.</li></ul>
10	Select Save	<p><input type="button" value="Copy"/> <input checked="" type="button" value="Validate"/> <input type="button" value="Submit"/> <input type="button" value="Discard"/></p>
	Click Insert New Line	<p><input type="button" value="Insert New Line"/> <input type="button" value="Insert Copied Line"/></p>



## Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the data from the Cash Collection form Adjustment column related to earnings.</p> <p>Adjustment Date: Check Date</p> <p>Pay Type: OASDX – Employer Social Security Pay Event Expense.</p> <p>Adjustment Amount: Enter the amount of the employer social security deduction from the form to be adjusted.</p>	<p>* Adjustment Date: 07/31/2020 <input type="button" value="Calendar"/></p> <p>* Pay Type: OASDX <input type="button" value="Up"/></p> <p>Pay Type Desc: OASDI TAX EXP</p> <p>Pay Units: <input type="text"/></p> <p>* Adjustment Amount: -281.91</p> <p>Cafeteria Adjustment: Not Applicable <input type="button" value="Down"/></p> <p>State ID: <input type="button" value="Up"/></p> <p>State ID Desc: <input type="text"/></p> <p>Local ID: <input type="button" value="Up"/></p> <p>Local ID Desc: <input type="text"/></p>
	Click Insert New Line	<p><input type="button" value="Insert New Line"/> <input type="button" value="Insert Copied Line"/></p>



## Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the data from the Cash Collection form Adjustment column related to earnings.</p> <p>Adjustment Date: Check Date</p> <p>Pay Type: MEDEX – Employer Medicare Pay Event Expense.</p> <p>Adjustment Amount: Enter the amount of the employer social security deduction from the form to be adjusted.</p>	<p>* Adjustment Date: 07/31/2020 <input type="button" value="Calendar"/></p> <p>* Pay Type: MEDEX <input type="button" value="Upload"/></p> <p>Pay Type Desc: MEDICARE TAX EX</p> <p>Pay Units: <input type="text"/></p> <p>* Adjustment Amount: -65.91</p> <p>Cafeteria Adjustment: Not Applicable <input type="button" value="Down"/></p> <p>State ID: <input type="button" value="Upload"/></p> <p>State ID Desc: <input type="text"/></p> <p>Local ID: <input type="button" value="Upload"/></p> <p>Local ID Desc: <input type="text"/></p>
	Click Insert New Line	<p><input type="button" value="Insert New Line"/> <input type="button" value="Insert Copied Line"/></p>

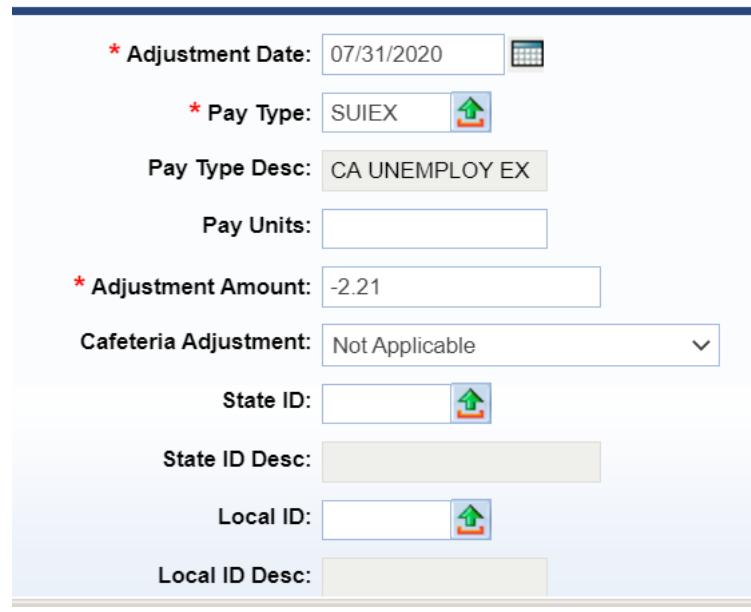
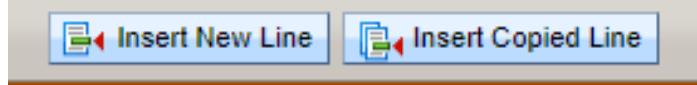


## Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the data from the Cash Collection form Adjustment column related to earnings.</p> <p>Adjustment Date: Check Date</p> <p>Pay Type: Pension – Enter the appropriate employer pay event expense.</p> <p>For this example: 2P60X</p> <p>Adjustment Amount: Enter the amount of the employer social security deduction from the form to be adjusted.</p>	<p>* Adjustment Date: <input type="text" value="07/31/2020"/> </p> <p>* Pay Type: <input type="text" value="2P60X"/> </p> <p>Pay Type Desc: STRSER 2P60 EXP</p> <p>Pay Units: <input type="text"/></p> <p>* Adjustment Amount: <input type="text" value="-239.39"/></p> <p>Cafeteria Adjustment: Not Applicable </p> <p>State ID: <input type="text"/> </p> <p>State ID Desc: <input type="text"/></p> <p>Local ID: <input type="text"/> </p> <p>Local ID Desc: <input type="text"/></p> <ul style="list-style-type: none"><li>Reference Cash Collection form at end of document.</li></ul>
	Click Insert New Line	
	<p>Enter the data from the Cash Collection form Adjustment column related to earnings.</p> <p>Adjustment Date: Check Date</p> <p>Pay Type: WRKCX – Workers' Compensation employer pay event expense.</p> <p>Adjustment Amount: Enter the amount of the employer social security deduction from the form to be adjusted.</p>	<p>* Adjustment Date: <input type="text" value="07/31/2020"/> </p> <p>* Pay Type: <input type="text" value="WRKCX"/> </p> <p>Pay Type Desc: WORK COMP RATE</p> <p>Pay Units: <input type="text"/></p> <p>* Adjustment Amount: <input type="text" value="-144.56"/></p> <p>Cafeteria Adjustment: Not Applicable </p> <p>State ID: <input type="text"/> </p> <p>State ID Desc: <input type="text"/></p> <p>Local ID: <input type="text"/> </p> <ul style="list-style-type: none"><li>Reference Cash Collection form at end of document.</li></ul>

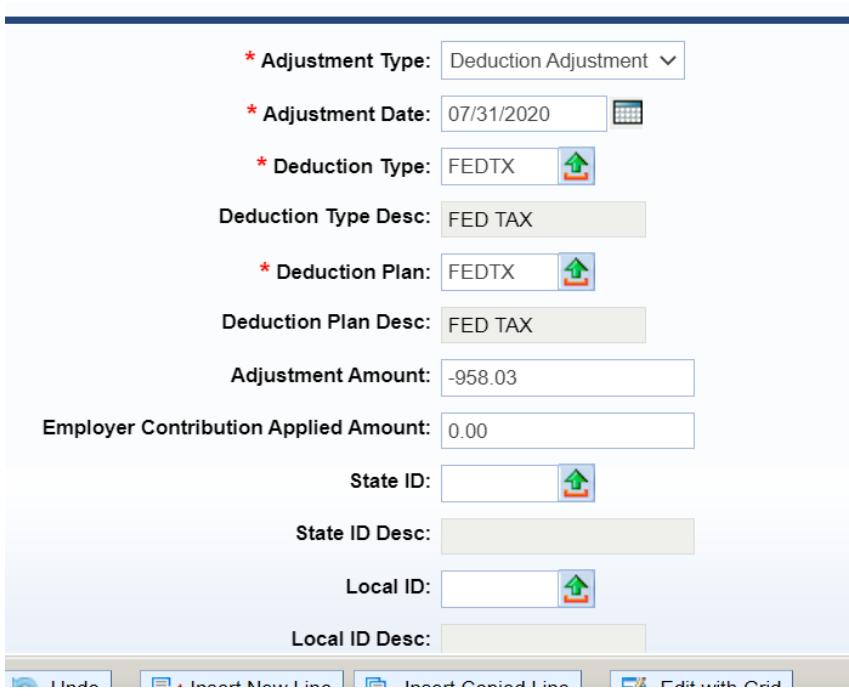


## Cash Collection Processing

Step	Description	Screenshots
	Click Insert New Line	
	Enter the data from the Cash Collection form Adjustment column related to earnings.  Adjustment Date: Check Date  Pay Type: SUIEX – California employer pay event expense.  Adjustment Amount: Enter the amount of the employer social security deduction from the form to be adjusted.	 <ul style="list-style-type: none"><li>Reference Cash Collection form at end of document.</li></ul>
	Click on the External Deduction Adjustments tab.	
	Click Insert New Line	



## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Deduction Adjustment – this is the deduction.</li></ul> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> FEDTX – Federal Tax</p> <p><b>Deduction Plan:</b> FEDTX- Federal Tax</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

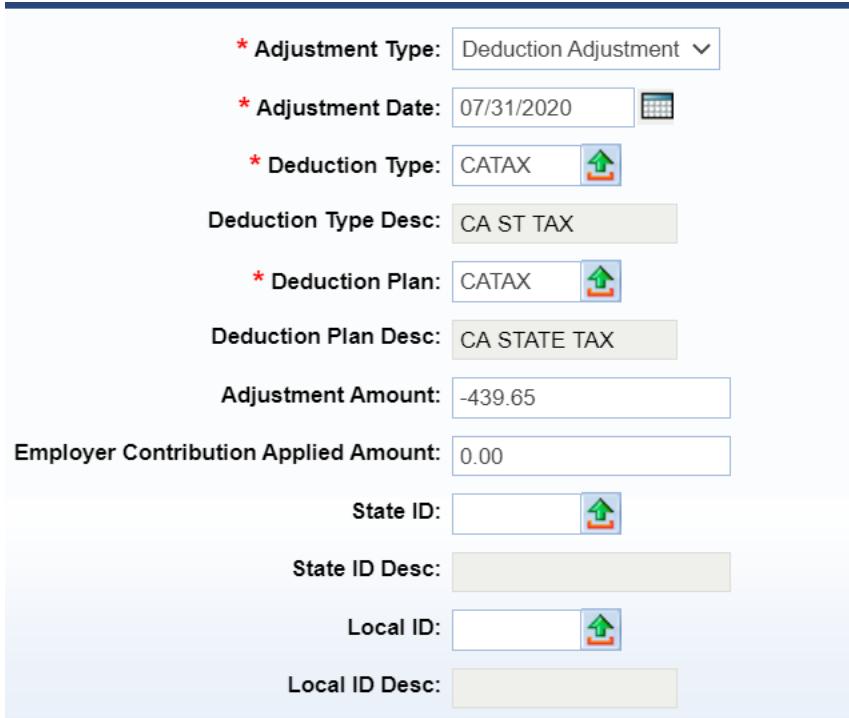


## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Entity Adjustment – this is the subject gross amount.</li></ul> <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> FEDTX – Federal Tax</p> <p><b>Deduction Plan:</b> FEDTX- Federal Tax</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>Entity amounts are the amounts used to calculate the related deduction.</p>
	Click Insert New Line	



## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Deduction Adjustment – this is the deduction.</li></ul> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> CATAX – California Tax</p> <p><b>Deduction Plan:</b> CATAX – California Tax</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

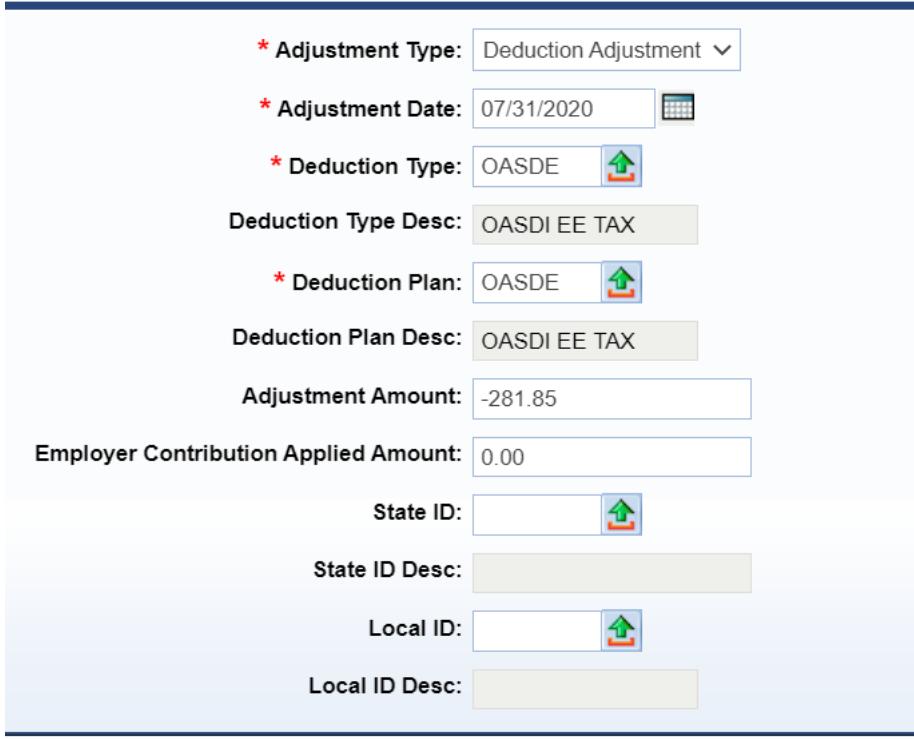
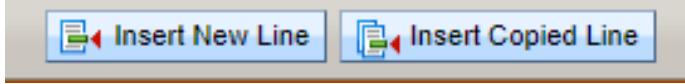


## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Entity Adjustment – this is the subject gross amount.</li></ul> <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> CATAX – California Tax</p> <p><b>Deduction Plan:</b> CATAX – California Tax</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>The screenshot shows the 'Cash Collection Processing' interface. The 'Step' column is 07. The 'Description' column contains instructions for entering adjustment information. The 'Screenshots' column displays a form with the following fields:<ul style="list-style-type: none"><li>* Adjustment Type: Entity Adjustment</li><li>* Adjustment Date: 07/31/2020</li><li>* Deduction Type: CATAX (with an upload icon)</li><li>Deduction Type Desc: CA ST TAX</li><li>* Deduction Plan: CATAX (with an upload icon)</li><li>Deduction Plan Desc: CA STATE TAX</li><li>Adjustment Amount: -4,545.85</li><li>Employer Contribution Applied Amount: 0.00</li><li>State ID: (with an upload icon)</li><li>State ID Desc: </li><li>Local ID: (with an upload icon)</li><li>Local ID Desc: </li></ul>A note at the bottom states: 'Entity amounts are the amounts used to calculate the related deduction.'</p>
	Click Insert New Line	<p>The screenshot shows two buttons: 'Insert New Line' and 'Insert Copied Line'. Both buttons feature a blue icon of a clipboard with a red arrow pointing left.</p>



## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Deduction Adjustment – this is the deduction.</li></ul> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> OASDE – Employee Social Security Tax</p> <p><b>Deduction Plan:</b> OASDE – Employee Social Security Tax</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	



## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Deduction Adjustment – this is the deduction.</li></ul> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> OASDR – Employer Social Security Tax</p> <p><b>Deduction Plan:</b> OASDR – Employer Social Security Tax</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Deduction Adjustment ▾</p> <p>* Adjustment Date: 07/31/2020 </p> <p>* Deduction Type: OASDR </p> <p>Deduction Type Desc: OASDI ER TAX</p> <p>* Deduction Plan: OASDR </p> <p>Deduction Plan Desc: OASDI ER TAX</p> <p>Adjustment Amount: -281.85</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID: </p> <p>State ID Desc:</p> <p>Local ID: </p> <p>Local ID Desc:</p>
	Click Insert New Line	<p> Insert New Line</p> <p> Insert Copied Line</p>



## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Entity Adjustment – this is the subject gross amount.</li></ul> <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> OASDE – Employee Social Security Tax</p> <p><b>Deduction Plan:</b> OASDE – Employee Social Security Tax</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Entity Adjustment</p> <p>* Adjustment Date: 07/31/2020</p> <p>* Deduction Type: OASDE</p> <p>Deduction Type Desc: OASDI EE TAX</p> <p>* Deduction Plan: OASDE</p> <p>Deduction Plan Desc: OASDI EE TAX</p> <p>Adjustment Amount: -4,545.85</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID: </p> <p>State ID Desc: </p> <p>Local ID: </p> <p>Local ID Desc: </p> <p>Entity amounts are the amounts used to calculate the related deduction.</p>
	Click Insert New Line	



## Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Entity Adjustment – this is the subject gross amount.</li></ul> <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> OASDR – Employer Social Security Tax</p> <p><b>Deduction Plan:</b> OASDR – Employer Social Security Tax</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Entity Adjustment</p> <p>* Adjustment Date: 07/31/2020</p> <p>* Deduction Type: OASDR</p> <p>Deduction Type Desc: OASDI ER TAX</p> <p>* Deduction Plan: OASDR</p> <p>Deduction Plan Desc: OASDI ER TAX</p> <p>Adjustment Amount: -4,545.85</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID:</p> <p>State ID Desc:</p> <p>Local ID:</p> <p>Local ID Desc:</p>
	Click Insert New Line	<p>Insert New Line</p> <p>Insert Copied Line</p>



## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Deduction Adjustment – this is the deduction.</li></ul> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> MEDEE – Employee Medicare Tax</p> <p><b>Deduction Plan:</b> MEDEE – Employee Medicare Tax</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Deduction Adjustment ▾</p> <p>* Adjustment Date: 07/31/2020 <input type="button" value="Calendar"/></p> <p>* Deduction Type: MEDEE <input type="button" value="Upload"/></p> <p>Deduction Type Desc: MEDICARE EE TAX</p> <p>* Deduction Plan: MEDEE <input type="button" value="Upload"/></p> <p>Deduction Plan Desc: MEDICARE EE TAX</p> <p>Adjustment Amount: -65.91</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID: <input type="button" value="Upload"/></p> <p>State ID Desc:</p> <p>Local ID: <input type="button" value="Upload"/></p> <p>Local ID Desc:</p>
	Click Insert New Line	<p><input type="button" value="Insert New Line"/> <input type="button" value="Insert Copied Line"/></p>



## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Deduction Adjustment – this is the deduction.</li></ul> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> MEDER – Employer Medicare Tax</p> <p><b>Deduction Plan:</b> MEDER – Employer Medicare Tax</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Deduction Adjustment ▾</p> <p>* Adjustment Date: 07/31/2020 </p> <p>* Deduction Type: MEDER </p> <p>Deduction Type Desc: MEDICARE ER CON</p> <p>* Deduction Plan: MEDER </p> <p>Deduction Plan Desc: MEDICARE ER CON</p> <p>Adjustment Amount: -65.91</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID: </p> <p>State ID Desc:</p> <p>Local ID: </p> <p>Local ID Desc:</p>
	Click Insert New Line	



## Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Entity Adjustment – this is the subject gross amount.</li></ul> <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> MEDEE – Employee Medicare Tax</p> <p><b>Deduction Plan:</b> MEDEE – Employee Medicare Tax</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Entity Adjustment</p> <p>* Adjustment Date: 07/31/2020</p> <p>* Deduction Type: MEDEE</p> <p>Deduction Type Desc: MEDICARE EE TAX</p> <p>* Deduction Plan: MEDEE</p> <p>Deduction Plan Desc: MEDICARE EE TAX</p> <p>Adjustment Amount: -4,545.85</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID:</p> <p>State ID Desc:</p> <p>Local ID:</p> <p>Local ID Desc:</p>
	Click Insert New Line	<p>Insert New Line</p> <p>Insert Copied Line</p>



## Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Entity Adjustment – this is the subject gross amount.</li></ul> <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> MEDER – Employer Medicare Tax</p> <p><b>Deduction Plan:</b> MEDER – Employer Medicare Tax</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Entity Adjustment <input type="button" value="▼"/></p> <p>* Adjustment Date: 07/31/2020 <input type="button" value="Calendar"/></p> <p>* Deduction Type: MEDER <input type="button" value="Upload"/></p> <p>Deduction Type Desc: MEDICARE ER CON</p> <p>* Deduction Plan: MEDER <input type="button" value="Upload"/></p> <p>Deduction Plan Desc: MEDICARE ER CON</p> <p>Adjustment Amount: -4,545.85</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID: <input type="button" value="Upload"/></p> <p>State ID Desc: <input type="text"/></p> <p>Local ID: <input type="button" value="Upload"/></p> <p>Local ID Desc: <input type="text"/></p>
	Click Insert New Line	



## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b> Deduction Adjustment – this is the deduction.</p> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> Employee Pension Member Contribution Type</p> <p><b>Deduction Plan:</b> Employee Pension Member Contribution Plan</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Deduction Adjustment ✓</p> <p>* Adjustment Date: 07/31/2020 </p> <p>* Deduction Type: ST01M </p> <p>Deduction Type Desc: STRS CLASS MEM</p> <p>* Deduction Plan: ST01M </p> <p>Deduction Plan Desc: STRS CLASS MEM</p> <p>Adjustment Amount: -84.97</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID: </p> <p>State ID Desc:</p> <p>Local ID: </p> <p>Local ID Desc:</p>
	Click Insert New Line	



## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Deduction Adjustment – this is the deduction.</li></ul> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> Employer Pension Contribution Type</p> <p><b>Deduction Plan:</b> Employer Pension Contribution Plan</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Deduction Adjustment ▾</p> <p>* Adjustment Date: 07/31/2020 </p> <p>* Deduction Type: ST01D </p> <p>Deduction Type Desc: STRS CLASS DIST</p> <p>* Deduction Plan: ST01D </p> <p>Deduction Plan Desc: STRS CLASS DIST</p> <p>Adjustment Amount: -239.39</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID: </p> <p>State ID Desc:</p> <p>Local ID: </p> <p>Local ID Desc:</p>
	Click Insert New Line	 

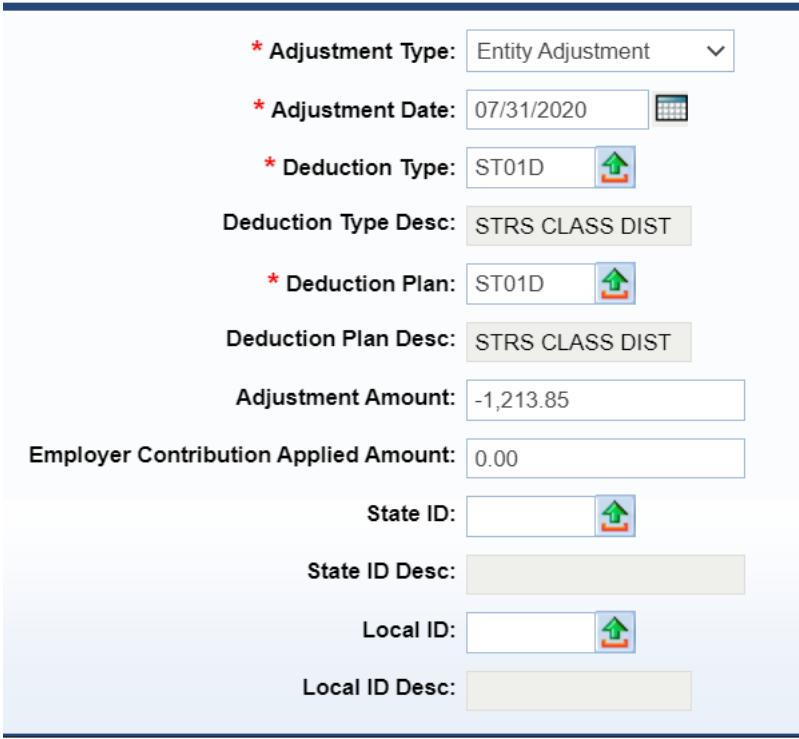
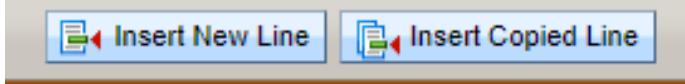


## Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Entity Adjustment – this is the subject gross amount.</li></ul> <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> Employee Pension Contribution Type</p> <p><b>Deduction Plan:</b> Employee Pension Contribution Plan</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Entity Adjustment</p> <p>* Adjustment Date: 07/31/2020</p> <p>* Deduction Type: ST01M</p> <p>Deduction Type Desc: STRS CLASS MEM</p> <p>* Deduction Plan: ST01M</p> <p>Deduction Plan Desc: STRS CLASS MEM</p> <p>Adjustment Amount: -1,213.85</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID: [ ]</p> <p>State ID Desc: [ ]</p> <p>Local ID: [ ]</p> <p>Local ID Desc: [ ]</p>
	Click Insert New Line	<p>Insert New Line</p> <p>Insert Copied Line</p>



## Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Entity Adjustment – this is the subject gross amount.</li></ul> <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> Employer Pension Contribution Type</p> <p><b>Deduction Plan:</b> Employer Pension Contribution Plan</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	



## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Deduction Adjustment – this is the deduction.</li></ul> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> Net Pay Type</p> <p><b>Deduction Plan:</b> Net Pay Plan</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Deduction Adjustment ▾</p> <p>* Adjustment Date: 07/31/2020 </p> <p>* Deduction Type: 99999 </p> <p>Deduction Type Desc: NET PAY</p> <p>* Deduction Plan: 99999 </p> <p>Deduction Plan Desc: NET PAY</p> <p>Adjustment Amount: -2,715.38</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID: </p> <p>State ID Desc:</p> <p>Local ID: </p> <p>Local ID Desc:</p>
	Click Insert New Line	

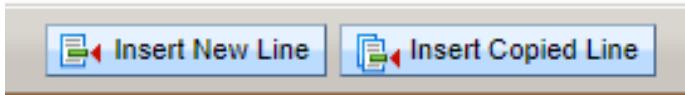


## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Deduction Adjustment – this is the deduction.</li></ul> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> CA Unemployment – Employer Specific Code</p> <p><b>Deduction Plan:</b> CA Unemployment – Employer Specific Code</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Deduction Adjustment ▾</p> <p>* Adjustment Date: 07/31/2020 </p> <p>* Deduction Type: CERE3 </p> <p>Deduction Type Desc: CA UNEMPLOYMEN</p> <p>* Deduction Plan: CERE3 </p> <p>Deduction Plan Desc:</p> <p>Adjustment Amount: -2.27</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID: </p> <p>State ID Desc:</p> <p>Local ID: </p> <p>Local ID Desc:</p>
	Click Insert New Line	<p> Insert New Line</p> <p> Insert Copied Line</p>



## Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Entity Adjustment – this is the subject gross amount.</li></ul> <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> CA Unemployment – Employer Specific Code</p> <p><b>Deduction Plan:</b> CA Unemployment – Employer Specific Code</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Entity Adjustment</p> <p>* Adjustment Date: 07/31/2020</p> <p>* Deduction Type: CERE3</p> <p>Deduction Type Desc: CA UNEMPLOYMEN</p> <p>* Deduction Plan: CERE3</p> <p>Deduction Plan Desc:</p> <p>Adjustment Amount: -4,545.85</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID:</p> <p>State ID Desc:</p> <p>Local ID:</p> <p>Local ID Desc:</p>
	Click Insert New Line	



## Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"><li>Deduction Adjustment – this is the deduction.</li></ul> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> Workers Comp – Employer Specific Code</p> <p><b>Deduction Plan:</b> Workers Comp – Employer Specific Code</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: <input type="button" value="Deduction Adjustment ▾"/></p> <p>* Adjustment Date: <input type="text" value="07/31/2020"/> <input type="button" value="Calendar"/></p> <p>* Deduction Type: <input type="text" value="CERE1"/> <input type="button" value="Upload"/></p> <p>Deduction Type Desc: <input type="text" value="WORK COMP"/></p> <p>* Deduction Plan: <input type="text" value="CERE1"/> <input type="button" value="Upload"/></p> <p>Deduction Plan Desc: <input type="text"/></p> <p>Adjustment Amount: <input type="text" value="-144.56"/></p> <p>Employer Contribution Applied Amount: <input type="text" value="0.00"/></p> <p>State ID: <input type="text"/> <input type="button" value="Upload"/></p> <p>State ID Desc: <input type="text"/></p> <p>Local ID: <input type="text"/> <input type="button" value="Upload"/></p> <p>Local ID Desc: <input type="text"/></p>
	Click Insert New Line	



## Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p><b>Adjustment Type:</b></p> <ul style="list-style-type: none"> <li>Entity Adjustment – this is the subject gross amount.</li> </ul> <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p><b>Adjustment Date:</b> Check Date</p> <p><b>Deduction Type:</b> Workers Comp – Employer Specific Code</p> <p><b>Deduction Plan:</b> Workers Comp – Employer Specific Code</p> <p><b>Adjustment Amount:</b> Enter the total from the form to be adjusted.</p>	<p>* Adjustment Type: Entity Adjustment</p> <p>* Adjustment Date: 07/31/2020</p> <p>* Deduction Type: CERE1</p> <p>Deduction Type Desc: WORK COMP</p> <p>* Deduction Plan: CERE1</p> <p>Deduction Plan Desc:</p> <p>Adjustment Amount: -4,545.85</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID:</p> <p>State ID Desc:</p> <p>Local ID:</p> <p>Local ID Desc:</p>
	Click on the Employee tab.	<p>Employee</p> <p>External Deduction Adjustments Total Lines: 21</p> <p>External Pay Adjustments Total Lines: 6</p>
10	Select Validate	<p>Copy Validate Submit Discard</p>
	Confirm the Fringe Payment is equal to the Fringe Deductions and Non-fringe Payment is equal to Non-Fringe Deductions. If there is a difference, the document will not validate.	<p>Fringe Payment: -733.98      Fringe Deductions: -733.98</p> <p>Non-fringe Payment: -4,545.85      Non-fringe Deductions: -4,545.85</p> <p>Entity Adjustments: -38,794.50</p> <p>Fringe Payment = Employer Expense Pay Events Fringe Deductions = Employer Paid Deductions Non-Fringe Payment = Employee Pay Events Non-Fringe Deductions = Employee Deductions</p>



## Cash Collection Processing

Step	Description	Screenshots
	Attach the Cash Collection form to the EADJC document before validating and submitting. This will submit the form to SFS for review and final approval	
10	Select Validate and Submit	
	When Document is submitted, it enters workflow approval.  EADJC documents require approval from SFS before they are in Final status.	
11	Click Close to close the document.	



**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities • Leading Educators

## Cash Collection Processing

Print Form

### PAYROLL CASH COLLECTION

ATTN: **Division of School Financial Services  
Accounting Section**

Note the following:

- 1.) Do not merge a payroll cash collection with other types of deposit.  
Please prepare a separate sheet for each pay period.
- 2.) Deposit should be made to the Clearance Fund when cash collection  
is for OASDI/Medi/Retirement contribution only.

Date: \_\_\_\_\_

(Check One)  Salary Collection

Retirement, Medi, OASDI Contribution

ESA Collection Only

District No.: \_\_\_\_\_

District Name: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Phone No. \_\_\_\_\_

Ext. \_\_\_\_\_

#### A. REFERENCE AREA

Employee Classification:  C - Certificated

N - Non-Certificated

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Pay Period: From: \_\_\_\_\_

To: \_\_\_\_\_

Warrant No.: \_\_\_\_\_

Schedule: \_\_\_\_\_

#### B. DEPOSIT JOURNAL REFERENCE

PSFS JOURNAL ID: PAYCC

#### C. ESA OVERPAYMENT

ESA Collected

Accounting Distribution: \_\_\_\_\_

Fund \_\_\_\_\_

Object 9342

The data in the Adjustment  
Column is entered in the  
EADJC document in HCM.

SECTION D.		As Paid	Should Be	Adjust
1 Basis of Pay (M, D, H, L)	1a)	M	1b)	M
2 Type of Period (S, C, H, Y, 4)	2a)	S	2b)	S
3 Number of Months (10, 11, 12)	3a)	12	3b)	12
4 Salary Rate	4a)	8,768.33	4b)	4,222.48
5 Retirement Reporting Rate	5a)	4,545.85	5b)	3,332.00
6 Percent Time (Monthly Only)	6a)	100.00	6b)	100.00
7 Retirement Plan	7a)	P9M	7b)	P9M
8 Units (No. of Days or Hours)	8a)	23.00	8b)	23.00
9 Retirement Gross	9a)	4,545.85	9b)	3,332.00
10 OASDI Gross	10a)	8,768.33	10b)	4,222.48
11 Medicare Gross	11a)	8,768.33	11b)	4,222.48

SECTION E.	12 Total Gross	12a)	8,768.33	12b)	4,222.48	12c)	- 4,545.85	REG
	13 Federal Withholding Tax	13a)	1,298.57	13b)	340.54	13c)	- 958.03	FEDTX
	14 State Withholding Tax	14a)	575.16	14b)	135.51	14c)	- 439.65	CATAX
	15 OASDI Deduction	15a)	543.64	15b)	261.73	15c)	- 281.91	OASDE
	16 Medicare Deduction	16a)	127.14	16b)	61.23	16c)	- 65.91	MEDEE
	17 SDI	17a)		17b)		17c)	0.00	CASDI
	18 PERS/STRS Reductions	18a)	318.21	18b)	233.24	18c)	- 84.97	
	19 Alt. Ret. Plan (ARP)	19a)		19b)		19c)	0.00	
	20 Voluntary Deductions (+) (Enter same amount in 20a and 20b)	20a)		20b)				
	21 NET PAY	21a)	5,905.61	21b)	3,190.23	21c)	- 2,715.38	

Voluntary Deductions Use One-Time Refund to refund misc. voluntary deductions to employee.  
Use B-Warrant to refund 403b/457 b and prepare W-2 balance adjustment.

#### F. DISTRICT CONTRIBUTIONS

1 Retirement	1a)	896.49	1b)	657.10	1c)	- 239.39
2 OASDI	2a)	543.64	2b)	261.79	2c)	- 281.85
3 Medicare	3a)	127.14	3b)	61.23	3c)	- 65.91
4 SUI	4a)	4.38	4b)	2.11	4c)	- 2.27
5 Worker's Comp	5a)	278.83	5b)	134.27	5c)	- 144.56
6 Worker's Comp Rate	6a)	3.18 %				

#### G. ADJUSTMENT REASON - District Use Only

Overpayment

#### County Use Only - DO NOT COMPLETE

Payroll YTDE Corrected by:

Deposit No.: \_\_\_\_\_

Name: \_\_\_\_\_

Retirement Records Corrected by:

Name: \_\_\_\_\_

Deposit Date: \_\_\_\_\_

Schedule: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_