TIME TYPE REQUIREMENTS

FOR HUMAN RESOURCES, PERSONNEL COMMISSION PROCESSES. HEALTH BENEFITS, RISK MANAGEMENT AND PAYROLL SERVICES

**LLSD**

Version 4.00

DOCUMENT ORIGIN

|  |  |
| --- | --- |
| AUTHORS | OPERATION UNIT |
| ***Phase I –***  ***Phase II*** *–* |  |

CHANGE HISTORY

|  |  |  |
| --- | --- | --- |
| VERSION | DATE | CHANGES |
| v0.02 | 12/10/2010 | Action items incorporated into the document; corrections with input from TT; reformatted document. |
| v1.0 | 1/19/2011 | Added District Intern progression table (input from HR) and Adult Ed “Two-Year Rule” exception for step advancement. |
| v1.01 | 1/24/2011 | Two-Year rule exception further refined. SPYR “uses” section edited. |
| v1.02 | 1/28/2011 | SPTS Certificated rules added. Action item “cues” deleted for all completed action items. District and University Intern scenarios moved to appendix. Additional PDAZ PAs removed. |
| v1.03 | 2/1/2011 | Minor refinements – input from core team. |
| v1.04 | 2/3/2011 | Added Career Increment process for Certificated Administrators and Support Services. |
| v1.05 | 2/4/2011 | Added Career Increment process for Early Childhood Ed and Development Center. |
| v1.06 | 2/9/2011 | Career Increment process for Early Ed and Development Center removed. Minor edits and final refinements. University/District intern progression moved to body of status tenure section – removed from appendix. |
| v1.106 | 06/13/2011 | Edited Time Type R130 to add CXSX and AXSX as excluded PSAs and to include S1 as eligible ESG if PA=2UTE |
| v1.106 | 06/14/2011 | Adding absence codes MS and PD to credit Time Types R136, D136 THRR, and THRS. |
| V1.107 | 6/15/2011 | S130 A/A changed-- added PD, MS, SAXB, BL. Meeting with Teri and TT group. Included Star Rating in Career Increment. |
| V1.107 | 6/21/2011 | Adult Ed Step Advancement changed per users. Ten year counter, AD3Y, should count as soon as EE is 2UTA. This makes proposed time type AD3H irrelevant and will be deleted. Two year rule altered as well. |
| V1.107 | 7/20/2011 | SU35 changed to exclude SAXB. |
| V1.108 | 10/18/2011 | * Eva requested additional logic for ANPP reset (see below screenshot) – For Reassignment action with reason code = EM, if the employee subgroup changes from S1 to R1, ANPP should be created if one doesn’t exist as of the effective date of the reassignment action. However if the employee subgroup changes from R1 to S1, ANPP shouldn’t reset. * Eva has confirmed that ANPP should only reset for a Rehire action if the reason code is ‘AC’ (Without Illness Accrual). |
| V1.109 | 10/19/2011 | Added the same clause of Rehire action with reason code ‘AC’ to the CPAA section |
| V1.109 | 01/20/2012 | R2548 - Correction of Time Types PDAY and CPAA when HO hours are paid on subsequent day for Classified part timers. For example, if Assign Hrs = 6 and employee is being paid for Admission and Labor Day holidays on 9/6/11, both time types are credited with 1.5 days instead of 2. This defect was found while testing R2537.  **R2571 - The Adult-Ed yearly counters (THR1, THRS, and THRR) in the** schema are maintained in hours. When synced across all assignments, the hours are multiplied with the number of all active Adult-Ed assignments. This will cause a time evaluation error when it reaches its threshold. In order to prevent this from happening, one of the schema rules will be manipulated so the time type values do not overflow. |
| V1.110 | 02/22/2012 | **R2548 – Schema change for Time Types PDAY and CPAA**  Moved the following from R2537 as of 11/30/11 Adding one more that Nancy found on 11/17/11 while testing for Admission & Labor holiday pay for CL C basis: When HO time is paid on subsequent day for part timer, **PDAY and CPAA** is not counted properly. ex:        - Calendar = 1capt      - assignment hour = 6      - paid HO 12 hours on 9/6/11 (paid HO time on          subsequent day since worked on subsequent day)         PDAY is 1.5 (s/d be 2 days  02/28/2012 - Chuck and Nancy presented to Teri and Ai the issue of concurrent assignments where perner 1 is paid a holiday on the actual ‘HO’ day while the other perners is paid on a different day for the same holiday. In this case, the schema is crediting PDAY with 2 days because it has no way of knowing that the holiday paid on PERNER 1 has been credited with 1. Since this is a corner scenario and this will rarely happen, it has been decided to let go of the additional credit which is actually beneficial to the employee. Per Chuck, correcting the schema to handle this scenario will require more development time on his end because he needs to make sure that all holiday-related rules are coded and tested properly. In addition, this request may not be ready for import to Production for the March release.  07/12/2012 - R2548 is now re-scheduled to get imported to PR1 in the July 2012 release date. With the issue of School Police employees being assigned 10 hours per day which will result to a more than a day credit, time types PDAY and PDAZ credit per day will not be capped to 1. For cases where a CL and CE assignments are worked on the same day, both assignments get a credit based on the hours paid on each assignment. |
|  | 06/01/2012 | Time type UTLA is part of phase 2 project. However, due to Base Payroll’s need to deduct the right amount of agency/dissenter fee or union due from an employee’s paycheck, a separate request was created to fix the rules that govern this time type in the time schema - to correctly cumulate for the eligible groups and with the correct absence and attendance codes.  **R2794 – Modification to time type UTLA**  Added Time Type UTLA for UTLA Certificated Subs/Retirees’ Agency Fee  6/20/2012 – Time type UTLA has been tested successfully and imported to PR1 on 6/20/12. |
|  | 06/27/2012 | **R2592 – Adult-ed longevity**  Received a request from Marjorie Josaphat and Alonzo Cienfuegos to include all PAID adult-ed hours (absence and attendance), excluding z-time, when determining a year accrual to Adult-Ed years of service. This modification has been validated and approved by Tom Killeen. Effective July 1, 2011, ADYR will be using the value of time type THR1 to increment its value. THRR will only be used prior to 7/1/2011 and will not be deactivated since it will do no harm in the employee’s record. The value of THRR will still cumulate as coded. |
|  | 07/26/2012 | After Time team’s meeting with Teri on 7/24/2012, it has concluded that there are 7 time types that need fixing for the Phase II project namely AD40 for adult-ed agency fee, INGO for CL & AALA attendance incentive plan, 9084 & 9085 for military leave process and CYCE, CYCL & CYAD for the nightly eligibility program on health benefits.  **R2430 – Time Type Project, Phase II**  Adding all phase 2 documentation. |
| V2.00 | 07/26/2012 | **R2828 – AD40 for Adult-Ed 40-hour rule**  The new time type will be created for the August 2012 release. |
| V2.00 | 09/06/2012 | **R2430 –** Added Appendix E – List of attendance and absence codes for CYCE, CYCL & CYAD credit. This list has been reviewed and approved by Benefit Administration (c/o Priti Kapoor and Mariam Hironimus) on a Detail Walkthrough meeting for attendance and absence for Benefit time types on 08/24/2012.    **02/04/2013** – The new list of absence and attendance codes will add to time types Z001 and Z002 effective 10/01/2012 (ZB10 rule). |
| V3.00 | 10/18/2013 | **R3270** - Reset HR Time Types when Rehire after 39 Months  Resetting HR time types - moved from R2916 and closed R2916. Reset time types with Rehire over 39 months: This resetting process in the Time Type project Phase 1 was never implemented and coded in the time schema because PC and HR did not provide the complete business rules in time for its release to Production.  After the release of the Time Type project Phase I, John Verayo and Tony Trujillo from BASE-HR met with Nancy (BASE-Time) on one of the issues with ANPP and CPAA and they have checked on some employees that were overpaid as a result of not resetting the time types properly.  The resetting of time types values with rehire after 39 months will coded be for the following time types: DYRS  SPYR ADYR ANPP CAPP, CAPG, CAPD SPTS P130 CPAA R130,  CEHR, CEHD, CEHG, etc  **7/29/2013** - UPDATE - John Verayo and Tess Emata are meeting with the business owners this week to verify the rules. They will provide Time team with reset rules after sign-off is provided. |
| **Copied over from 7/24/14 version** | 01/23/2014 | **R5295-** Track MD time properly, was a task to validate the reported issues related to MD leave of absence. While working on this task, it was discovered that the unpaid MD hours are not getting cumulated to the different HR time types. This spreadsheet is being added as Appendix F. A separate SharePoint request will be created to fix the listed time types. |
| V2.00  **Copied over from 7/24/14 version** | 02/13/14 | **R5537 –** Military Leave Wage Types and its relation to the various HR processes  **The different HR time types will be modified to cumulate UP military wage types which is scheduled for the March 20, 2014 release.** |
| V4.00 | 06/24/2014 | **R5855 -** Rehire Action after 39 months (Reason Code AC) - Resetting of Time Type Values such DYRS, SPYR, P130, SPTS  **BACKGROUND**:  When R3270 was worked on by Jason and Chuck, someone from the HR side told them that the above mentioned time types should not be included on that request. They only worked on the time types being used for the Annual Step Advancement and the Career Increment program. During the validation of Support Pack Level 67 in QR1, Nancy found out that these time types do not reset their values with HR/AC.  **UPDATE:** [Nancy] 05/15/2014  \* A meeting was held with the BASE Time team and PSB group headed by Elvie E. on 05/06/2014 at 3:00 PM to discuss R5855 - Rehire Action After 39 months: Reset time types DYRS, SPYR, SPTS, P130, the impact of doing this request and to ask for the date that should be used when the schema is coded. The following items were discussed in the meeting:  **1**. Per Elvie E, the going forward date will be July 1, 2014.  **2**. Chuck to code in DR1 with the going forward date and will import to QR1 after some testing. The 70 employees will be processed from running Time Evaluation up to running of Payroll in QR1 to know the impact of this time schema modification.  **3.** The 70 employees' time types namely DYR, SPYR, P130 & SPTS, will be manually fixed in PR1 with the begin date of 07/01/2014  **4**. Chuck will get the population of all employees with Action Code HR and Reason Code 'AC' going back 3 years with IT0001 attiributes.  **5**. It was brough up in the meeting that HR and PC are using Reason Code 'AC' even if rehire action is still within the 39 months from the time the employee retires or separates.  **6**. Payroll Services requested a copy of the spreadsheet reviewed by Nancy and to send a copy to BASE HR as well.  **NOTE:** On a May 7, 2014 meeting at 2:30 pm for Short term differential, the BTS Time team asked Eva Segee if she's aware that PC has been using Reason Code 'AC' even if rehire action is still within the 39 months from the time the employee retires or separates. She said that she's aware on the fact that 'AC' is being used irregardless of the separation/retirement action date, because those employees must reinstate due to the fact that they are coming back to the District under a different position. |
| Next version | 2/8/17 | R7693 - ZPRS ZSRS changes –  Adding new section for ZPRS and ZSRS retirement buckets being done for Payroll team (this was not documented here before) |
|  | 7/7/2017 | Adding the Paid Parental Leave (AB2393) time types under Appendix F.  For more information on the Paid Parental Leave, please refer to the Paid Parental Leave requirements document in SharePoint under Time. |
|  | 1/24/2019 | R7654 - Added TT BNF0 and BNG0 for benefits. |
|  | 6/20/19 | R9138 - S130 adj to 124 days per UTLA Strike Settlement was coded so Continuity starts paying for Fiscal Year 2018-2019 only. From 2019-2020 goes back to 130 days. |
|  | 4/15/21- | R9120 Exclude z-time, SAXB, and Beyond the Bell (BL) hours from certificated step advance credit (done in 3/18/20 or os. Updating now) |
|  | 8/15/23 | Changed “Synch Eligibility” to “No” for CYCE, CYCL, and CYAD |

REVIEW AND APPROVAL

|  |  |  |  |
| --- | --- | --- | --- |
| DEPARTMENT | NAME | DATE | SIGNATURE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Contents

[Contents 7](#_Toc100662772)

[Introduction (Phase I) 9](#_Toc100662773)

[Step Advancement for CERTIFICATED Non Adult Education Employees 10](#_Toc100662774)

[Step Advancement for Certificated ADULT EDUCATION Employees 12](#_Toc100662775)

[Certificated Employee Sub Group (ESG) Change (Status Tenure) 14](#_Toc100662776)

[Certificated District Status Change (Status Advance) 20](#_Toc100662777)

[Career Increment for K-12 Teachers 23](#_Toc100662778)

[Career Increment for Certificated Administrators 27](#_Toc100662779)

[Career Increment for Certificated Support Services 31](#_Toc100662780)

[Adult Education Years of Service 35](#_Toc100662781)

[Continuity Rate Differential for K-12 Substitutes 36](#_Toc100662782)

[Early Childhood Education/Support Services 35-Day Differential 37](#_Toc100662783)

[Step Advancement for CLASSIFIED Employees 39](#_Toc100662784)

[Classified Probationary Illness Leave Validations 42](#_Toc100662785)

[District Years of Service 44](#_Toc100662786)

[Sworn Officer’s District Years of Service 46](#_Toc100662787)

[Seniority Credits/Points 49](#_Toc100662788)

[Introduction (Phase II) 51](#_Toc100662789)

[Absence Quota Payouts 52](#_Toc100662790)

[Absence Quota Adjustments 57](#_Toc100662791)

[Agency Fees for Certificated Substitutes/Return Retirees (PY) 59](#_Toc100662792)

[UTLA – Agency Fees and Union Dues for CE Adult-Ed Employees 61](#_Toc100662793)

[Attendance Incentive Plan (Classified, AALA and District-Represented CL & CE) 62](#_Toc100662794)

[Catastrophic Illness 64](#_Toc100662795)

[Excess Vacation Process 69](#_Toc100662796)

[Family Medical Leave Act 72](#_Toc100662797)

[Furlough 77](#_Toc100662798)

[Holiday 82](#_Toc100662799)

[Military Leave Processing 84](#_Toc100662800)

[Nightly Eligibility Program: Health Benefits Qualification (BN) 91](#_Toc100662801)

[Retirements buckets ZPRS and ZSRS 95](#_Toc100662802)

[Benefit Time Buckets for Local 99 (Unit F & G) 96](#_Toc100662803)

[Time Type to Wage Type mapping for Remuneration Statement (paystub): 98](#_Toc100662804)

[Appendix A - Longevity Progression Table 98](#_Toc100662805)

[Appendix B – Absence and Attendance Table (Detail) 101](#_Toc100662806)

[Appendix C – Absence and Attendance Table for SU35 Credit (Detail) 105](#_Toc100662807)

[Appendix D – Absence and Attendance Table for AD40 & UTLA Credit (Detail) 107](#_Toc100662808)

[Appendix E – Absence and Attendance Table for CYCE, CYCL & CYAD Credit (Detail) 108](#_Toc100662809)

[Appendix F – Paid Parental Leave (AB2393) 110](#_Toc100662810)

# Introduction (Phase I)

The objective of this document is to describe, in detail, the Human Resources (HR) and Personnel Commission (PC) rules for processing time types in time evaluation at the (LLSD). A time type is a grouping of personnel times determined during time evaluation. The balances formed in time evaluation are posted to time types. They can be used to track hours, count days, flag eligibility, or hold any number with up to two decimal places. The business rules established in this document will be used as a basis for configuration management of time types and the further automation of business processes in SAP. This document deals solely with HR and PC business processes within LLSD, in which time type reporting is essential.

Step Advancement for CERTIFICATED Non Adult Education Employees**:**

***Objective of the business process:***

A salary step (pay scale level) advancement is granted to certificated employees, who have not yet reached the highest step of his or her schedule (pay scale group), provided the following service requirements are met.

1. Certificated employees must have been paid for service or for leave from service on his or her current or higher pay scale level for the number of hours corresponding to 130 full-time days during the preceding fiscal year. The number of paid days is captured in time type R130.
2. In addition, qualifying experience will be aggregated upon request by the employee to the Salary Allocation Unit, as specified below: (However the analysis corresponding to these steps is performed manually. This analysis is not under the scope of the project)
   1. Qualifying substitute and contract experience, which occurred within a single school year, will be aggregated in determining whether the employee has the equivalent of 130 full-time days of qualifying experience required for step advancement on the Teacher Preparation Salary (UT and UL) Tables, Administrator Preparation Salary Tables (MG), Support Services Salary Table (UD), and Children’s Center Table (UC).
   2. Qualifying experience from any two school years within a period of three consecutive school years will be aggregated in determining whether the employee has the equivalent of 130 full-time days of experience required to obtain credit for a year of experience for initial placement or step advancement on the Teacher Preparation Salary (UT and UL) Tables, Administrator Preparation Salary Tables (MG), Support Services Salary Table (UD), and Children’s Center Table (UC).
3. Paid time, while on leave to serve full time in another job that gets paid on the same or higher schedule, shall count as paid time in the job from which on leave.
4. Time spent on paid leaves shall count as paid time in the class from which on leave.
5. Time spent on UNPAID leaves does not count as paid time.

Employees who meet the above requirements (Value of R130 is at least 130 by June 30th) shall be granted step advancement effective the beginning of the following Fiscal Year (FY).

***Rules to populate the time type R130:***

*Note that R130 is also used for Certificated Employee Sub-Group (ESG) Change (Status Tenure) process. Since the same time type is used for both processes, the rules are the same as well. R130 is used for the employee sub-group change of certificated administrators – not teachers.*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for R130 credit** | |
| **Personnel Areas:** | First character begins with ‘2’ with the following exceptions:  1) Employees that fall under career increment program.  2) Employees from 2UTA and 2F\*. |
| **Personnel Subareas:** | - All except XXXX, XXSX, CXSX and AXSX. |
| **Employee Subgroups:** | B1, B2, D1, F1, F2, G1, G2, K1, L1, Q1, Q2, R1, S1, T1, V1, W1, X1.  ESG = S1 counts only for PA = 2UTE |
| **Eligible Attendances and Absences:** | All core hours (attendance/absence codes and system-generated holidays) – furlough hours **do** count. ~~Core hours entered on a Z-day should be counted and also special assignment (SAXB) and beyond the bell (BL) hours should be counted.~~ |
| **Ineligible Pay Scale Groups:** | If pay scale area is UT or UL, 27 (if level is above 9), C1, C2, C3, C4. |
| **Ineligible Pay Scale Levels:** | If pay scale area is MG, 51 and above. If pay scale area is UD, 11 and above. |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Days. † |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). If the employee is on inactive leave on July 1st, needs to be reset upon employee’s return to the active status. |
| **Sync Eligibility Across All Assignments:** | No. |

† Illustration of an R130 day relative to the job hours:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Hours** | **8** | **8** | **8** | **8** |
| **Paid Hours** | 8 | 4 | 2 | 1 |
| **R130 Credit (in Days)** | 1 | 0.5 | 0.25 | 0.125 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Hours** | **6** | **6** | **6** | **6** | **6** |
| **Paid Hours** | 6 | 3 | 2 | 1 | 6.6 |
| **R130 Credit (in Days)** | 1 | 0.5 | 0.33 | 0.167 | 1.1 |

Exceptions

*Exclude the employee from step advancement, if any one of the following conditions is met:*

1. If the employee’s pay scale level is already at the highest level within the current pay scale group.

2. If pay scale area is UT or UL and pay scale group is 27 and the level is greater than 09.

3. If pay scale area is UT or UL and pay scale group is C1 or C2 or C3 or C4.

Concurrent Assignment Scenarios:

R130 credit for multiple assignments can be combined if the pay scale attributes match.

*Refer to policy guide S15 2. d.*

# Step Advancement for Certificated ADULT EDUCATION Employees

***Objective of the business process:***

Adult Education assignments meeting certain eligibility criteria shall be granted step advancement on the basis of completion of 734 hours during a fiscal year together with completion of 30 hours of professional development training.

A salary step (Pay scale level) advancement is granted to an Adult Education employee who has not yet reached the highest step of her schedule (pay scale group), provided the following service requirements are met:

1. Must have been paid for at least 734 hours (**excluding** the hours paid for Z-Time) during the previous fiscal year. The number of paid hours is captured in time type **THR1 for all levels**.
2. Must complete professional development of 30 hours every fiscal year. The information on professional development training completion is maintained in Infotype 0022.

*Note: Step Advancement is only applicable to non-substitute assignments (Employee Sub-group is not equal to S1). While time worked in a substitute position counts towards step advancement in regular assignments, substitute assignments on their own are not eligible for step advancement.*

Adult Education employees who meet the above requirements (i.e., the value of THR1 is at least 734 by June 30th and professional development training has been completed) shall be granted step advancement effective the beginning of the following Fiscal Year (July 1st) as long as the employee is not on pay scale level 03. For employees on pay scale level 03, Step advancement from step 03 to 04 will occur if the employee is paid at least 734 hours during each year for 10 consecutive fiscal years. In other words, an employee must have served ten years as an Adult Education employee, meeting the 734-hour requirement each consecutive year. The ten year counter will begin the first year an Adult Education employee completes one full year of service. The employee must be on step 03 at the ten-year mark, but he or she does not need to be on step 03 to begin the ten-year counting process. . In addition, s/he must have also completed 30 hours of Staff Development during the five years immediately preceding the school year in which the 4th step is to become effective (time type **AD3Y** is proposed to capture this 10 consecutive year counter). AD3Y should be incremented by one on July 1st if the combined value of all eligible assignments, including substitute assignments, at the end of the fiscal year from THR1 is at least 734 hours.

**Exception to Business Rule:** *“Two-Year Rule”*

If the employee fails to accumulate 734 hours in time type THR1 in any particular fiscal year, then the employee will not receive step advancement credit for that fiscal year unless the employee contacts Adult Education and files a petition to combine two years of service. If the employee petitions to have two service years combined, then the value of THR1 collected in the petitioning year will be combined with the value of THR1 in the following year (i.e.,, the paid working days for both years will be combined). This is known as the “Two-Year Rule.” Employees petitioning must have their requests submitted to Adult Education by April 15th in order to enact the two-year rule. The petition process is maintained by Adult Education as this process is currently not mapped in SAP.

***Example: Employee is on step 03 and is unable to meet the 734 paid hour requirement in fiscal year 2010.***

**Case 1**: No request was made by the employee to consider current years’ paid hour credit in the next fiscal year. This will reset the value of the time type AD3Y to zero on July 1st, 2010.

**Case 2**: Employee requests the paid hour credit from the current fiscal to be carried forward to the next fiscal year (2011). This will not reset the value of AD3Y on July 1st, 2010. In this case the paid hours from fiscal year (value of THR1 as of June 30th, 2010) will be added to the paid hours from fiscal year 2011 (value of THR1 on June 30th, 2011) to determine eligibility towards 734 paid hours by the end of fiscal year 2011. From this, there are two possible scenarios:

* **Scenario A**: The combined value is at least 734:
  + Then AD3Y is incremented by 1 on July 1st, 2011.
* **Scenario B**: The combined value is less than 734:
  + AD3Y will be reset on July 1st 2011, unless the employee again requests the paid hour credit from fiscal year 2011 to be combined with the hours accrued in fiscal year 2012. (For employees on step 03, it is only possible to utilize the two-year rule once. For all other steps, there is no limit to how many times the employee can invoke the two-year rule, but the employee can only combine two consecutive fiscal years at a time).

***Rules to populate the time type THR1:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for THR1 credit** | |
| **Personnel Areas:** | 2UTA |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** | All except for Z1 and Z2. |
| **Eligible Attendances and Absences:** | All core hours (attendance/absence codes and holidays). Hours entered on a Z-day will not be counted, nor will additional time. |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Hours |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). If the employee is on inactive leave on July 1st, needs to be reset upon employee’s return to the active status. |
| **Sync Eligibility Across All Assignments:** | Yes |

***Rules to populate the time type AD3Y:***

*Note: AD3Y will need to be manually populated by Adult Education for those employees who are already in Certificated Adult Education Service.*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for AD3Y credit** | |
| **Personnel Areas:** | 2UTA |
| **Eligible Pay Scale Level:** | All |
| **Rule:** | Increments by 1 on July 1st, if the combined value of all eligible assignments at the end of the fiscal year from THR1 (plus any carried over THR1 credit from the prior FY on the flagged assignments) is at least 734 hours. |
| **Increment Frequency:** | Yearly |
| **Tracked in:** | Years |
| **Reset Rules:** | Resets on July 1st, if the value of THR1 (plus any carried over THR1 credit from the prior FY on the flagged assignments) is below 734 hours by the end of the Fiscal Year. |
| **Sync Eligibility Across All Assignments:** | Yes |

***Usage:***

Once the value of AD3Y reaches 10, then the employee is eligible to move from step 03 to 04.

*Note: The completion of professional development training is maintained in Info Type 0022. The indicator (Subtype = ‘Z4’ and certificate = ‘P’) has to be maintained every fiscal year upon the completion of Professional training.*

# 

# Certificated Employee Sub Group (ESG) Change (Status Tenure)

***Business Rules:***

A tenure year – which exists within the confines of a fiscal year – is a measurement of the amount of time worked by probationary employees as they work towards permanent status. It is defined by the length of service totaling at least 75% of the days per assigned basis.

***Objective of the Business Process:***

Certificated employees hired by LLSD in certain employee sub groups are not accredited with full-time employee tenure status for a minimum period of two years. During this two year period, the employee is required to work a set number of days each fiscal year to attain tenure. If the employee meets this requirement, they are eligible for permanent district status. The purpose of this process is to evaluate employees’ regular time during the fiscal year relative to the tenure requirement listed below (furlough days do count towards tenure). This process will result in an employee sub group change for those who meet the requirement at the end of the fiscal year.

Time evaluation tracks the number of hours that an employee worked within a fiscal year, then converts that number of hours into days and populates that number of days into either time type **R136** or **R130** or **THRS** depending on personnel area with the following exception:

* For Adult Education Employees, time evaluation does not convert the hours into days. It keeps the total number of work hours in time type **THRS**.

***Rules to populate the time type R136:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for R136 credit** | |
| **Personnel Areas:** | 2USX, 2UTE, 2UTK, 2UTH |
| **Personnel Subareas:** | All except Z\* and X\*. That means Summer school, intersession, and extended school year service is not counted |
| **Employee Subgroups:** | B1, B2, D1, F1, F2, G1, G2, K1, Q1, Q2. |
| **Eligible Attendances:** | Regular Time (RG), Regular-Make-up Time (RGMK), Professional Development (PD), Miscellaneous Time (MS) and Furlough (FH). RGMK entered on a Z-day should be counted. RG entered on a Z-day should not be counted. |
| **Eligible Absences:** | None. |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Days. † |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). If the employee is on inactive leave on July 1st, needs to be reset upon employee’s return to the active status. |
| **Sync Eligibility Across All Assignments:** | No. |

† Illustration of an R136 day relative to the job hours:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Hours** | **8** | **8** | **8** | **8** |
| **Paid Hours** | 8 | 4 | 2 | 1 |
| **R136 Credit (in Days)** | 1 | 0.5 | 0.25 | 0.125 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Hours** | **6** | **6** | **6** | **6** | **6** |
| **Paid Hours** | 6 | 3 | 2 | 1 | 6.6 |
| **R136 Credit (in Days)** | 1 | 0.5 | 0.33 | 0.167 | 1 |

Additional R136 Rules:

If the value of time type R136 equals or exceeds the required number of days (per the below matrix) then a personnel action (action code: CS, reason code: CS) needs to be performed on the employee to move employee from current subgroup to the next eligible subgroup effective the beginning of the next fiscal year (refer to the Progression Table near the end of this section). It is important to note that an employee must be in active status or on leave (employment status 1 or 3) on July 1 of the following fiscal year in order to be moved to the next employee subgroup. The value of time type R136 is reset at the beginning of each fiscal year.

**Threshold table for Time Type R136:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel Area** | **Personnel Area (Description)** | **Personnel Sub Area** | **Comparison Value (Days)** | **Exception Rule** |
| 2USX | UU - Support Services | All except Z\* and X\* | 136.5 | Exception if Personnel Subarea is CTXX - then the comparison value is 123.75 |
| 2UTE | UU - Teachers (ECE) | All except Z\* and X\* | 136.5 | Exception if Personnel Subarea is CTXX - then the comparison value is 123.75 |
| 2UTK | UU - Teachers (K12-Sp Ed) | All except Z\* and X\* | 136.5 | Exception if Personnel Subarea is CTXX - then the comparison value is 123.75 |
| 2UTH | UU - Teachers (Home School) | All except Z\* and X\* | 136.5 | Exception if Personnel Subarea is CTXX - then the comparison value is 123.75 |

***Rules to populate the time type R130:***

*Refer to* ***Certificated Step Advancement*** *requirements for the definition and details of time type R130.*

*As opposed to R136, R130 includes all paid time.*

Additional R130 Rules:

If the value of time type R130 equals or exceeds the required number of days (per the below matrix) then a personnel action (action code: CS, reason code: CS) needs to be performed on the certificated management employee to move the employee from current subgroup to the next eligible subgroup effective the beginning of the next fiscal year (refer to the Progression Table near the end of this section). Eligible subgroups are Q1 and Q2.

**Threshold table for Time Type R130:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel Area** | **Personnel Area (Description)** | **Personnel Sub Area** | **Comparison Value (Days)** | **Exception Rule** |
| 2MCX | MM - Certificated contract Management | all | 130 | None |
| 2MEX | MM - Certificated Exec Management | all | 130 | None |
| 2MSX | MS - Certificated Management Supervisory | all | 130 | None |
| 2MZX | MZ - Certificated management Confidential | all | 130 | None |

***Rules to populate time type THRS:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for THRS credit** | |
| **Personnel Areas:** | 2UTA |
| **Personnel Subareas:** | All except Z\* and X\*. That means Summer school, intersession, and extended school year service is not counted. |
| **Employee Subgroups:** | B1, B2. |
| **Eligible Attendances:** | Regular Time (RG), Professional Development (PD), Miscellaneous Time (MS) and Furlough (FH). RG entered on a Z-day should not be counted. |
| **Eligible Absences:** | None. |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Hours. |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). If the employee is on inactive leave on July 1st, needs to be reset upon employee’s return to the active status. |
| **Sync Eligibility Across All Assignments:** | No. |

Definition of THRS relative to the job hours: Not applicable

Additional THRS Rules:

If the value of time type THRS equals or exceeds the required number of hours (per the below threshold table) then a personnel action (action code: CS, reason code: CS) needs to be performed on the employee to move employee from current subgroup to the next eligible subgroup effective the beginning of the next fiscal year (refer to the Progression Table near the end of this section).

**Threshold table for Time Type THRS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel Area** | **Personnel Area (Description)** | **Personnel Sub Area** | **Comparison Value (Hours)** | **Exception Rule** |
| 2UTA | UU – Teachers (Adult) | All except Z\* and X\* | 546 (Formula is equal to 136.5 days multiplied by four hours per day.) | None |

**Progression Table (for all Personnel Areas)**

*Policy Guide E-18*

|  |  |
| --- | --- |
| **Current EE Subgroup (for entire Fiscal Year)** | **Target EE Subgroup** |
| G1 | G2 |
| F1 | F2 |
| B1 | B2 |
| Q1 | Q2 |
| Q2 | R1 |
| B2 | R1 |

**University/District Intern Status Advancement towards Tenure**

In general, status advancement is effective at the beginning of a fiscal year and is achieved by earning at least 136.5 days in a traditional school calendar or 123.75 days in a Concept 6 school within the prior fiscal year. However, there are exceptions wherein a status change from Intern (Employee Subgroup = F\* or G\*) to Probationary (Employee Subgroup = B\*) may occur during the middle of the fiscal year. This is a manual process performed by Certificated Assignments and Support Services unit.

A University or District Intern also must have served as a probationary employee in order to be eligible for District tenure or regular permanent status.

Listed below are various scenarios (provided by the Certificated Assignments and Support Services unit) in which an Intern may advance from probationary to regular permanent status.

**Note: The status program will continue to exclude status advancement from Intern to Probationary (from ESG = F\* or G\* to ESG = B\*) ---** specifically Scenario A: 1st year to 2nd year**. This is considered a reassignment action, manually entered by Certificated Assignments and Support Services unit.**

**However, the program will be enhanced to credit days served as an Intern towards status advancement from Probationary to Tenure (from ESG = B1 to ESG = B2 to ESG = R1) ---** specifically Scenario B: 1st year thru 2nd year and Scenario C: 1st year thru 3rd year**. This means that status advancement for District interns and university will remain an automated process.**

*Scenario A*: Intern (ESG = F1 or G1) completes a full year internship in the 1st year and becomes Probationary 2 (ESG = B2) at the beginning of the 2nd year through a reassignment action. He/she then completes probation in 2nd year thus becomes Tenure (ESG = R1) at the beginning of the 3rd year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Fiscal Year** | **1st semester** | **2nd semester** | **Minimum Days** |
| 1st | F1/G1 | F1/G1 |  |
| 2nd | B2 manual process as reassignment action | B2 | 136.5 or 123.75 |
| 3rd | R1 if minimum days in 2nd yr is > or = 136.5 or 123.75 | R1 |  |

*Scenario B*: Intern (ESG = F1 or G1) becomes Probationary 1 (ESG = B1) within the 1st year and meets the minimum requirement by combining days served as Intern and Probationary 1 should advance to Probationary 2 (ESG = B2) at the beginning of the 2nd year. He/she upon completion of minimum number of days (136.5 or 123.75) in 2nd year should advance to Tenure (ESG = R1) at the beginning of the 3rd year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Fiscal Year** | **1st semester** | **2nd semester** | **Minimum Days** |
| 1st | F1/G1 | B1 | 136.5 or 123.75 |
| 2nd | B2 if minimum days in 1st yr is > or = 136.5 or 123.75 | B2 | 136.5 or 123.75 |
| 3rd | R1 if minimum days in 2nd yr is > or = 136.5 or 123.75 | R1 |  |

*Scenario C*: Intern (ESG = F1 or G1) completes a full year internship in the 1st year and becomes Probationary 1 (ESG = B1) within the 2nd year. He/she then should advance to Probationary 2 (ESG = B2) at the beginning of the 3rd year if the combined days served as Intern (ESG = F1 or G1) and Probationary 1 (ESG = B1) in the 2nd year is at least 136.5 or 123.75 or if he/she completed a full year internship in the 1st year. He/she upon completion of minimum number of days (136.5 or 123.75) in the 3rd year should advance to Tenure (ESG = R1) at the beginning of the 4th year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Fiscal Year** | **1st semester** | **2nd semester** | **Minimum Days** |
| 1st | F1/G1 | F1/G1 | 136.5 or 123.75 |
| 2nd | F2/G2 if minimum days in 1st yr is > or = 136.5 or 123.75 | B1 | 136.5 or 123.75 |
| 3rd | B2 if:   1. Minimum days in 2nd yr is > or = 136.5 or 123.75   OR   1. Minimum days in 2nd yr is < 136.5 or 124 and minimum days in 1st yr is > or = 136.5 or 123.75 | B2 | 136.5 or 123.75 |
| 4th | R1 if minimum days in 3rd yr is > or = 136.5 or 123.75 | R1 |  |

**Other Notes:**

In cases in which an employee changes his/her job within a fiscal year, status advance program needs to be able to calculate the correct number of eligible hours for an employee based on his/her job during the effective date that status advancement is applied. See rule citation below.

*Per policy guide E21 section 3 a., a probationary employee who transfers to another job as a probationary or conditional contract employee will be given credit toward tenure for service rendered in the former job. Also per section 7, an employee who has completed the required probationary period will be classified as permanent at the beginning of the following school year (July 1).*

For example, an Assistant Principal (AP) w/Q1 status was reassigned as an Instructional Specialist (IS) w/Q1 status within ’09-’10 fiscal year. According to LLSD policy, the effective date of status advancement is at the beginning of a fiscal year (07/01/XXXX). Therefore the program should calculate the total hours worked as an IS within fiscal year ’09-’10 to determine eligibility for Q2 status advancement for the next fiscal year ’10-’11. The program should not use the hours worked as an AP to determine the qualification for Q2 status advancement.

# ****Certificated District Status Change (Status Advance)****

***Business Rules:***

All Certificated employees should have a status that is related to the employee rather than the assignment. District Status, which is employee based rather than assignment based, will track the employees probationary through permanent status on IT9009. Advancement will be accomplished by attaining a certain number of days worked in qualifying Employee Subgroups.

***Objective of the Business Process***

District Status (D136) is tracked for probationary certificated employees to see if they qualify for advancement at the end of the fiscal year.

***Usage:***

Once a Certificated employee reaches employee Subgroup B1 or B2, then all days worked across all assignments in ESG B1, B2, D1, F1, F2, G1, G2, K1, Q1, Q2, V1, and L1 should be counted toward District Status advancement. These days should accumulate in D136 throughout the year. At the end of the year, if the employee has worked the necessary number of days, they will be advanced to the next status.

***Rules to populate the time type D136:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for D136 credit** | |
| **Personnel Areas:** | 2\* Except 2UTA and 2F\* |
| **Personnel Subareas:** | All except Z\* and X\*. That means Summer school, intersession, and extended school year service is not counted |
| **Employee Subgroups:** | B1, B2, D1, F1, F2, G1, G2, K1, Q1, Q2, V1, L1 |
| **Eligible Attendances:** | Regular Time (RG), Regular-Make-up Time (RGMK), Professional Development (PD), Miscellaneous Time (MS) and Furlough (FH). RGMK entered on a Z-day should be counted. RG entered on a Z-day should not be counted. |
| **Eligible Absences:** | None. |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Days. † |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). If the employee is on inactive leave on July 1st, needs to be reset upon employee’s return to the active status. |
| **Sync Eligibility Across All Assignments:** | No. |

† Illustration of an D136 day relative to the job hours:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Hours** | **8** | **8** | **8** | **8** |
| **Paid Hours** | 8 | 4 | 2 | 1 |
| **R136 Credit (in Days)** | 1 | 0.5 | 0.25 | 0.125 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Hours** | **6** | **6** | **6** | **6** | **6** |
| **Paid Hours** | 6 | 3 | 2 | 1 | 6.6 |
| **R136 Credit (in Days)** | 1 | 0.5 | 0.33 | 0.167 | 1 |

Additional D136 Rules:

If the value of time type D136 equals or exceeds the required number of days (per the below matrix), then move employee from current district status to the next eligible status effective the beginning of the next fiscal year (refer to the Progression Table below). It is important to note that an employee must be in active status or on leave (employment status 1 or 3) on July 1 of the following fiscal year in order to be moved to the next District Status. The value of time type D136 is reset at the beginning of each fiscal year.

**Progression Table (District Status)**

|  |  |
| --- | --- |
| **Current EE District Status** | **Target EE District Status** |
| P1 | P2 |
| P2 | PM |

**Threshold table for Time Type D136:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel Area** | **Personnel Area (Description)** | **Personnel Sub Area** | **Comparison Value (Days)** | **Exception Rule** |
| 2USX | UU - Support Services | All except Z\* and X\* | 136.5 | Exception if Personnel Subarea is CTXX - then the comparison value is 123.75 |
| 2UTE | UU - Teachers (ECE) | All except Z\* and X\* | 136.5 | Exception if Personnel Subarea is CTXX - then the comparison value is 123.75 |
| 2UTK | UU - Teachers (K12-Sp Ed) | All except Z\* and X\* | 136.5 | Exception if Personnel Subarea is CTXX - then the comparison value is 123.75 |
| 2UTH | UU - Teachers (Home School) | All except Z\* and X\* | 136.5 | Exception if Personnel Subarea is CTXX - then the comparison value is 123.75 |

Career Increment for K-12 Teachers

***Business Rules:***

A career increment (CI) is an incentive granted to Certificated K-12 teachers paid on the Preparation Salary Table (pay scale area UT/UL).

***Objective of the Business Process:***

Each July 1st, K-12 teachers whose assignments are paid on 27T09 or 27L09 (Pay scale area = ‘UT’ or ‘UL’, Pay scale group = 27, Pay scale level = ‘09’) and has served 130 paid days in the previous fiscal year, are moved to pay scale level to ‘10’ as part of the certificated step advancement process. This step advancement process from level '09' to '10' establishes the career anniversary pay period for the employee. The anniversary pay period for these employees should be established as ‘7’ (July).

In addition to the above scenario, when HR moves a K-12 teacher from pay scale group ‘26’ to ‘27’ while on pay scale level 10, that change should establish career anniversary pay period. HR makes these changes in Basic Pay (Infotype 0008) by using the reason code 'RA (Career Increment)'. When HR makes such change, the career anniversary pay period should be established with the value that is equal to the month from the effective date of the change.

After the career anniversary pay period is established for an assignment, that assignment will no longer be part of the traditional step advance routine but will use the Career Increment routine for the yearly advancement of the pay scale level. The career anniversary pay period value is stored under the time type CAPP in the time cluster.

Once the employee is given a CAPP, then the total paid days should be calculated, which are captured in time type CEHR, from the effective date of anniversary period establishment until the end of the month that immediately precedes the anniversary pay period in the following year. If the number of paid days is at least 130, then the assignment is eligible to move from pay scale level 10 to level 11.This process will repeat itself every year during the anniversary period month (if paid days (CEHR) are at least 130) - to change the pay scale level from 11 to 12, 12 to 13, 13 to 14. Once the employee is on level 14 and meets the 130 day requirement, then a check should be done to verify the employee’s multicultural requirements. If the employee meets all these requirements, then employee is eligible to move to pay scale group C1 and level 15. An employee is eligible to move to the next higher pay scale level if he/she meets the 130 day requirement.  An employee who has met the 130 day requirement at the highest pay scale level (5th) in the current pay scale group is eligible to move to the next higher pay scale group.

Career Increment Progression Table (K-12 Teachers)

|  |
| --- |
| **First Career Increment** |
| Pay Scale Group C1 |
| Pay Scale Level 15-19 |
|  |
| **Second Career Increment** |
| Pay Scale Group C2 |
| Pay Scale Level 20-24 |
|  |
| **Third Career Increment** |
| Pay Scale Group C3 |
| Pay Scale Level 25-29 |
|  |
| **Fourth Career Increment** |
| Pay Scale Group C4 |
| Pay Scale Level 30-99 |

Concurrent Assignment Scenarios:

*Paid days from all eligible assignments should be added together in determining the 130 days requirement for the CI process. That means, time type CEHR is accumulated at the assignment level and the values of CEHR from all relevant assignments should be combined to identify the eligibility for CI.*

**Case 1**: If the pay scale attributes (pay scale type, pay scale area, pay scale group, pay scale level) within IT0008 from different assignments match together, the paid time (value of CEHR) from those assignments should be combined together to determine the eligibility towards 130 days of paid time. In this case, IT0008 records from all such assignments are qualified for Career Increment.

**Case 2**: If one of the assignments’ pay scale area is UT/UL, and other assignments’ pay scale area is UD/MG, then the time spent (number of paid days – R130 value that corresponds to the period of CEHR accumulation) in pay scale area UD/MG can be added to the time spent (number of paid days) in UT/UL to determine the total paid days for the career increment qualification of the UT/UL assignment. If the total paid days are at least 130, then the assignment from UT/UL is eligible for Career Increment.

Single Assignments:

Time spent in higher, non-K-12 teacher assignments counts towards the eligibility for Career Increment, if the employee is in the CI eligible K-12 teacher assignment by the career anniversary pay period.

Example: Employee with single assignment (with anniversary pay period of 7) on pay scale 27/14 transfers to UD/33 in August 1st and works in that assignment for 6 months, and then goes back to 27/14 on May 15th. Then the time that was spent on the higher assignment (this is captured in the time type R130 between August 1st and May 14th) counts for determining employee’s Career Increment eligibility by the anniversary pay period.

Current processes in SAP:

Multicultural FLAG is assigned to employees in IT0024 (as a qualification with object ID = 21000000).

***Rules to populate the time type CEHR:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for CEHR credit** | |
| **Personnel Areas:** | 2UTK, 2UTH. |
| **Personnel Subareas:** | All except XXXX, CXSX, XXSX. |
| **Employee Subgroups:** | All. |
| **Pay Scale Areas:** | UT, UL. |
| **Eligible Attendances and Absences:** | All core hours (attendance/absence codes and system-generated holidays). Core hours entered on a Z-day should be counted and also special assignment (SAXB) and beyond the bell (BL) hours are counted. |
| **Eligible Pay Scale Groups:** | 27(if the pay scale level is above 9), C1, C2, C3, C4. |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Days. † |
| **Reset Rules:** | The value of CEHR needs to reset on the first day of the career anniversary period during every year. If the EE is on inactive leave on that day, CEHR needs to be reset on the day of return from leave. |
| **Sync Eligibility Across All Assignments:** | Yes. |

† Illustration of a CEHR day relative to the job hours:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Hours** | **8** | **8** | **8** | **8** |
| **Paid Hours** | 8 | 4 | 2 | 1 |
| **CEHR Credit (in Days)** | 1 | 0.5 | 0.25 | 0.125 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Hours** | **6** | **6** | **6** | **6** | **6** |
| **Paid Hours** | 6 | 3 | 2 | 1 | 6.6 |
| **CEHR Credit (in Days)** | 1 | 0.5 | 0.33 | 0.167 | 1.1 |

***Rules to populate the time type CAPP:***

**Case 1**: Employee who moves to Pay scale Level 10 from 09 (while on Pay scale group ‘27’) as part of the certificated non-adult education step advancement process. This step advancement process from level '09' to '10' establishes the CAPP for the employee. The anniversary pay period for these employees should be established as ‘7’ (July). For concurrent Employment Scenario, if the sum of R130 values from eligible assignments equals or exceeds 130 on June 30th, then the employee should be established with a CAPP value of 7 on all eligible assignments.

**Case 2**: Employee who moves from pay scale group ‘26’ to ‘27’ while on pay scale level 10. When HR moves a K-12 teacher from pay scale group ‘26’ to ‘27’ while on pay scale level 10, such change establishes a CAPP. HR makes these changes in Basic Pay (IT0008) by using the reason code 'RA'. When HR makes such change, the CAPP should be established with the value of the month from the effective date of the change.

|  |  |
| --- | --- |
| **CAPP credit rules** | |
| **Increment Frequency:** | Once. |
| **Reset Rules:** | Employees rehired after 39 months of separation loses the CAPP. So, the value of time type CAPP for a rehire after 39 months needs to be reset. Then HR needs to have the salary allocation team manually reestablish the CAPP for such rehires. |
| **Sync Eligibility Across All Assignments:** | Yes. |

Career Increment for Certificated Administrators

***Business Rules:***

A career increment (CI) is an incentive granted to certain certificated administrators paid on the Master Salary (G) Table (pay scale area MG).

***Objective of the Business Process:***

Salary Allocations Unit will be responsible for setting up the employee’s record for their career increment by entering any pay scale level of 51-55, with reason code “RA Career Increment” in the basic pay Infotype. This basic pay change should establish the anniversary period (to be captured in time type CAPG). The Anniversary period will be represented by the month in which the Career Increment was established. The effective date for the initial career increment, as well as subsequent career increments, will always be the 1st of the month.

Once the employee is given a CAPG, then the total paid days should be calculated, which are captured in time type CEHG, from the effective date of anniversary period establishment until the end of the month that immediately precedes the anniversary pay period in the following year. If the number of paid days is at least 130, then the assignment is eligible to move from the current pay scale level to the next higher pay scale level (up to the maximum pay scale level under the current career increment group). This process will repeat itself every year during the anniversary period month (if paid days (CEHG) are at least 130) - to change the pay scale level from 51 to 52, 52 to 53, 53 to 54, and 54 to 55. Each time the employee meets this requirement (CEHG value is equal to, or greater than, 130), the career increment years is increased by one, which should be captured by proposed time type CAYG. Once the employee has accrued five years of career increment credit (CAYG equal to five), then the employee will move to the next career increment level that corresponds to the employee’s current pay scale level (as illustrated in the table below).

However, if the employee is simultaneously eligible for step advancement and a movement to the next career increment group on the same day, then the step advancement will precede the career increment movement. For example, an employee has a pay scale level of 53 and a CAYG value of four. Upon employee’s next anniversary period, if he meets the CEHG requirement of 130 days, employee moves first to pay scale level 54 and then receives then next career increment (level 64, which corresponds to pay scale level 54).

**Career Increment Progression Table (Certificated Administrators)**

|  |  |  |
| --- | --- | --- |
|  | **First Career Increment Group (Levels 51-55)**  *(Employee reaches this group manually.)* | **Second Career Increment Group (Levels 61-65)**  *(Employee reaches this group through career increment process)* |
| **Progression** | **51**  - Employee accrues 130 days in **CEHG** **(Moves Down)**  - Employee accrues five years in **CAYG** **(Moves )** | **61**  - Employee accrues 130 days in **CEHG** **(Moves Down)** |
| **Progression** | **52**  - Employee accrues 130 days in **CEHG** **(Moves Down)**  - Employee accrues five years in **CAYG** **(Moves )** | **62**  - Employee accrues 130 days in **CEHG** **(Moves Down)** |
| **Progression** | **53**  - Employee accrues 130 days in **CEHG** **(Moves Down)**  - Employee accrues five years in **CAYG** **(Moves )** | **63**  - Employee accrues 130 days in **CEHG** **(Moves Down)** |
| **Progression** | **54**  - Employee accrues 130 days in **CEHG** **(Moves Down)**  - Employee accrues five years in **CAYG** **(Moves )** | **64**  - Employee accrues 130 days in **CEHG** **(Moves Down)** |
| **Progression** | **55**  - Employee accrues five years in **CAYG** **(Moves )** | **65** |

Concurrent Assignment Scenarios:

*Paid days from all eligible assignments should be added together in determining the 130 days requirement for the CI process. In other words, time type CEHG is accumulated at the assignment level and cumulated at each assignment.*

Single Assignment Scenario

If an employee goes through different jobs in the pay scale area MG in the same fiscal year, and if the pay scale group and level are eligible for career increment, then the credit from all jobs should be combined for identifying the 130 paid day credit requirement.

***Rules to populate the time type CEHG:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for CEHG credit** | |
| **Personnel Areas:** | 2M\*. |
| **Personnel Subareas:** | All except XXXX, CXSX, XXSX. |
| **Employee Subgroups:** | All. |
| **Pay Scale Areas:** | MG |
| **Eligible Attendances and Absences:** | All core hours (attendance/absence codes and system-generated holidays). Core hours entered on a Z-day should be counted and also special assignment (SAXB) and beyond the bell (BL) hours are counted. |
| **Eligible Pay Scale Levels:** | 51 and above. (Exclude XX. Include SR if employee is already in Career Increment.) |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Days. † |
| **Reset Rules:** | The value of CEHG needs to reset on the first day of the career anniversary period during every year. If the EE is on inactive leave on that day, CEHG needs to be reset on the day of return from leave. |
| **Sync Eligibility Across All Assignments:** | Yes. |

† Illustration of a CEHG day relative to the job hours:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Hours** | **8** | **8** | **8** | **8** |
| **Paid Hours** | 8 | 4 | 2 | 1 |
| **CEHG Credit (in Days)** | 1 | 0.5 | 0.25 | 0.125 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Hours** | **6** | **6** | **6** | **6** | **6** |
| **Paid Hours** | 6 | 3 | 2 | 1 | 6.6 |
| **CEHG Credit (in Days)** | 1 | 0.5 | 0.33 | 0.167 | 1.1 |

***Rules to populate the time type CAYG*:**

*Note: CAYG will need to be manually populated by Salary Allocation for those employees who have already reached their career increments prior to July 1, 2010.*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for CAYG credit** | |
| **Personnel Areas:** | All. |
| **Personnel Subareas:** | All. |
| **Employee Subgroups:** | All. |
| **Increment Rule:** | Increments by 1 on the first day of the anniversary period if the value of time type CEHG is at least 130 by previous day. |
| **Increment Frequency:** | Yearly. |
| **Tracked in:** | Years. |
| **Reset Rules:** | The value of CAYG should reset upon reaching five, except after employee arrives at the second career increment group. In this case, the value should not be reset after reaching five.  CAYG will always be reset by a rehire action processed with reason code AC (Without Illness Accrual) to not restore benefits or if the rehire action happens after a period of 39 months from the separation. |
| **Sync Eligibility Across All Assignments:** | Yes, the CAYG value when synched should be using the assignment with the highest value (among all active assignments) as the basis for synching. |

***Rules to populate the time type CAPG:***

When employees are placed in pay scale levels 51-55, with reason code “RA Career Increment” in the basic pay Infotype, this basic pay change should establish the career increment anniversary period (to be captured in time type CAPG). The anniversary period will be represented by the month in which the career increment was established. The effective date will always be the 1st of the month. CAPG will need to be manually populated by Salary Allocation for those employees who have already reached their career increments prior to July 1st, 2011.

|  |  |
| --- | --- |
| **CAPG credit rules** | |
| **Increment Frequency:** | Once. |
| **Reset Rules:** | Employees rehired after 39 months of separation loses the CAPG. So, the value of time type CAPG for a rehire after 39 months needs to be reset. Then HR needs to have the salary allocation team manually reestablish the CAPG for such rehires (if required). |
| **Sync Eligibility Across All Assignments:** | Yes. |

Career Increment for Certificated Support Services

***Business Rules:***

A career increment (CI) is an incentive granted to certain certificated support services staff paid on the Support Services (D) Table (pay scale area UD).

***Objective of the Business Process:***

Salary Allocations Unit will be responsible for setting up the employee’s record for their career increment by entering any pay scale level of 11-15, with reason code “RA Career Increment” in the basic pay Infotype. This basic pay change should establish the anniversary period (to be captured in time type CAPD). The Anniversary period will be represented by the month in which the Career Increment was established. The effective date will always be the 1st of the month.

Once the employee is given a CAPD, then the total paid days should be calculated, which are captured in time type CEHD, from the effective date of anniversary period establishment until the end of the month that immediately precedes the anniversary pay period in the following year. If the number of paid days is at least 130, then the assignment is eligible to move from the current pay scale level to the next highest pay scale level (up to the maximum pay scale level under the current career increment group). This process will repeat itself every year during the anniversary period month (if paid days (CEHD) are at least 130) - to change the pay scale level from 11 to 12, 12 to 13, 13 to 14, and 14 to 15, etc. Each time the employee meets this requirement (CEHD value is equal to, or greater than, 130), the career increment years is increased by one, which should be captured by proposed time type CAYD. Once the employee has accrued five years of career increment credit (CAYD equal to five), then the employee will move to the next career increment level that corresponds to the employee’s current pay scale level (**as illustrated in the table below**).

However, if the employee is simultaneously eligible for step advancement and a movement to the next career increment group on the same day, then the step advancement will precede the career increment movement. For example, an employee has a pay scale level of 13 and a CAYD value of four. Upon employee’s next anniversary period, if he meets the CEHD requirement of 130 days, employee moves first to pay scale level 14 and then receives then next career increment (level 24, which corresponds to pay scale level 14).

**Career Increment Progression Table (Certificated Support Services)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **First Career Increment Group (Levels 11-15)**  *(Employee reaches this group manually.)* | **Second Career Increment Group (Levels 21-25)**  *(Employee reaches this group through career increment process)* | **Third Career Increment Group (Levels 31-35)**  *(Employee reaches this group through career increment process)* | **Fourth Career Increment Group (Levels 41-45)**  *(Employee reaches this group through career increment process)* |
| **Progression** | **11**  - Employee accrues 130 days in **CEHD** **(Moves Down)**  - Employee accrues five years in **CAYD** **(Moves )** | **21**  - Employee accrues 130 days in **CEHD** **(Moves Down)**  - Employee accrues five years in **CAYD** **(Moves )** | **31**  - Employee accrues 130 days in **CEHD** **(Moves Down)**  - Employee accrues five years in **CAYD** **(Moves )** | **41**  - Employee accrues 130 days in **CEHD** **(Moves Down)** |
| **Progression** | **12**  - Employee accrues 130 days in **CEHD** **(Moves Down)**  - Employee accrues five years in **CAYD** **(Moves )** | **22**  - Employee accrues 130 days in **CEHD** **(Moves Down)**  - Employee accrues five years in **CAYD** **(Moves )** | **32**  - Employee accrues 130 days in **CEHD** **(Moves Down)**  - Employee accrues five years in **CAYD** **(Moves )** | **42**  - Employee accrues 130 days in **CEHD** **(Moves Down)** |
| **Progression** | **13**  - Employee accrues 130 days in **CEHD** **(Moves Down)**  - Employee accrues five years in **CAYD** **(Moves )** | **23**  - Employee accrues 130 days in **CEHD** **(Moves Down)**  - Employee accrues five years in **CAYD** **(Moves )** | **33**  - Employee accrues 130 days in **CEHD** **(Moves Down)**  - Employee accrues five years in **CAYD** **(Moves )** | **43**  - Employee accrues 130 days in **CEHD** **(Moves Down)** |
| **Progression** | **14**  - Employee accrues 130 days in **CEHD** **(Moves Down)**  - Employee accrues five years in **CAYD** **(Moves )** | **24**  - Employee accrues 130 days in **CEHD** **(Moves Down)**  - Employee accrues five years in **CAYD** **(Moves )** | **34**  - Employee accrues 130 days in **CEHD** **(Moves Down)**  - Employee accrues five years in **CAYD** **(Moves )** | **44**  - Employee accrues 130 days in **CEHD** **(Moves Down)** |
| **Progression** | **15**  - Employee accrues five years in **CAYD** **(Moves )** | **25**  - Employee accrues five years in **CAYD** **(Moves )** | **35**  - Employee accrues five years in **CAYD** **(Moves )** | **45** |

Concurrent Assignment Scenarios:

*Paid days from all eligible assignments should be added together in determining the 130 days requirement for the CI process. In other words, time type CEHD is accumulated at the assignment level and cumulated at each assignment.*

Single Assignments

If an employee goes through different jobs in the pay scale area UD in the same fiscal year, and if the pay scale group and level are eligible for career increment, then the credit from all jobs should be combined for identifying the 130 paid day credit requirement.

***Rules to populate the time type CEHD:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for CEHD credit** | |
| **Personnel Areas:** | 2USX. |
| **Personnel Subareas:** | All except XXXX, CXSX, XXSX. |
| **Employee Subgroups:** | All. |
| **Pay Scale Areas:** | UD |
| **Eligible Attendances and Absences:** | All core hours (attendance/absence codes and system-generated holidays). Core hours entered on a Z-day should be counted and also special assignment (SAXB) and beyond the bell (BL) hours are counted. |
| **Eligible Pay Scale Levels:** | 11 and above. (Exclude XX. Include SR if employee is already in Career Increment.) |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Days. † |
| **Reset Rules:** | The value of CEHD needs to reset on the first day of the career anniversary period during every year. If the EE is on inactive leave on that day, CEHD needs to be reset on the day of return from leave. |
| **Sync Eligibility Across All Assignments:** | Yes, as long as they are in the same pay scale area, group, and level. (This is contingent upon the capabilities of the reclassification program) |

† Illustration of a CEHD day relative to the job hours:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Hours** | **8** | **8** | **8** | **8** |
| **Paid Hours** | 8 | 4 | 2 | 1 |
| **CEHD Credit (in Days)** | 1 | 0.5 | 0.25 | 0.125 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Hours** | **6** | **6** | **6** | **6** | **6** |
| **Paid Hours** | 6 | 3 | 2 | 1 | 6.6 |
| **CEHD Credit (in Days)** | 1 | 0.5 | 0.33 | 0.167 | 1.1 |

***Rules to populate the time type CAYD*:**

*Note: CAYD will need to be manually populated by Salary Allocation for those employees who have already reached their career increments prior to July 1, 2010.*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for CAYD credit** | |
| **Personnel Areas:** | All. |
| **Personnel Subareas:** | All. |
| **Employee Subgroups:** | All. |
| **Increment Rule:** | Increments by 1 on the first day of the anniversary period if the value of time type CEHD is at least 130 by previous day. |
| **Increment Frequency:** | Yearly. |
| **Tracked in:** | Years. |
| **Reset Rules:** | The value of CAYD should reset upon reaching five, except after employee arrives at fourth career increment group. In this case, the value should not be reset after reaching five.  CAYD will always be reset by a rehire action processed with reason code AC (Without Illness Accrual) to not restore benefits or if the rehire action happens after a period of 39 months from the separation. |
| **Sync Eligibility Across All Assignments:** | Yes, the CAYD value when synched should be using the assignment with the highest value (among all active assignments) as the basis for synching. |

***Rules to populate the time type CAPD:***

When employees are placed in pay scale levels 11-15, with reason code “RA Career Increment” in the basic pay Infotype, this basic pay change should establish the career increment anniversary period (to be captured in time type CAPD). The anniversary period will be represented by the month in which the career increment was established. The effective date will always be the 1st of the month. CAPD will need to be manually populated by Salary Allocation for those employees who have already reached their career increments.

|  |  |
| --- | --- |
| **CAPD credit rules** | |
| **Increment Frequency:** | Once. |
| **Reset Rules:** | Employees rehired after 39 months of separation loses the CAPD. So, the value of time type CAPD for a rehire after 39 months needs to be reset. Then HR needs to have the salary allocation team manually reestablish the CAPD for such rehires (if required). |
| **Sync Eligibility Across All Assignments:** | Yes. |

Adult Education Years of Service

***Objective of the Business Process:***

Adult Education Years of Service (ADYR) is tracked for all Adult Education assignments meeting certain eligibility criteria (see below). All ~~regular~~ PAID time worked (absence and attendance), excluding summer time, counts towards Adult Education years of service credit. To qualify for one year of ADYR credit, the individual must have been paid ~~in regular time~~ for at least 734 hours during the prior fiscal year – excluding summer, intercession, and extended year of service time – which will be captured in time type ~~THRR~~ THR1.

***Usage:***

ADYR tracking is used to measure Adult Education longevity for reduction in force (RIF) purposes.

***Rules to populate time type ADYR:***

If the value of time type ~~THRR~~ THR1 is at least 734 hours by the end of FY (June 30th), then the employee is eligible for one year of credit in ADYR. For employees with concurrent assignments, ~~THRR~~ THR1 from all assignments should be combined towards the eligibility check for ADYR credit.

*Note: Adult Education Years of Service will need to be manually assessed for employees who should have a value in ADYR prior to July 1, 2010.*

|  |  |
| --- | --- |
| **ADYR credit rules** | |
| **Increment Frequency:** | Yearly (at the beginning of the FY). |
| **Tracked in:** | Years. |
| **Reset Rules:** | ADYR will be reset by a rehire action, or if an employee fails to meet 734 hours within a fiscal year (as captured by time type ~~THRR~~, THR1). |
| **Sync Eligibility Across All Assignments:** | Yes. |

*Effective July 1, 2011, time type ADYR should be incremented based on the value of time type THR1 from prior fiscal year.*

***Rules to populate time type THRR:***

*Note: Currently THRR does not exist in SAP. It will be created and maintained as per the specified business rules and it will replace the time type THR1 in the calculation of ADYR credit*.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for THRR credit** | |
| **Personnel Areas:** | 2UTA |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** | B1, B2, E1, L1, T1, R1, S1 |
| **Eligible Attendances and Absences:** | Regular time (RG), Furlough (FH), Professional Development (PD), Miscellaneous Time (MS). No eligible absences. |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Hours. |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). If the employee is on inactive leave on July 1st, needs to be reset upon employee’s return to the active status. |
| **Sync Eligibility Across All Assignments:** | Yes. |

**Note**: An employee will receive a year of service credit in ADYR even if he or she is not in an eligible Adult Education assignment at the beginning of the following FY if the required hours are met in the prior fiscal year.

*Business rules drafted according to Article XXI Section 4.7b of the LLSD & UTLA 2006-2009 Agreement*

Continuity Rate Differential for K-12 Substitutes

***Objective of the Business Process:***

Certificated substitutes who temporarily serve in place of employees in the K12 program are eligible for the continuity rate differential after completion of service equivalent to 130 days, which is captured and maintained in time type S130, during the fiscal year (July 1 to June 30). Service rendered during summer/intersession periods are counted toward the 130 days requirement. Effective 131st day, Continuity Rate Differential (wage type 0212) will be generated for the employee for the remainder of the FY.

All qualified hours served are maintained on Time Type S130 at the assignment level.

***Rules to populate time type S130:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for S130 credit** | |
| **Personnel Areas:** | 2UTK. |
| **Personnel Subareas:** | All. |
| **Employee Subgroups:** | S1, Z1, Z2. |
| **Eligible Attendances and Absences:** | Regular time (RG) Miscellaneous time (MS), Professional Development (PD), Auxiliary Time (AA) Special Assignment (SAXB) and Beyond the Bell (BL). No eligible absences.  (Note: MS and PD are currently configured as absence types in SAP.) |
| **Increment Frequency:** | Daily. |
| **Pay scale attributes:** | Pay scale area = ‘UU’ and pay scale group = ‘SUB\*’ for personnel area 2UTK |
| **Tracked in:** | Hours. *(The accumulation of the S130 time type is currently tracked in hours, which began July 1, 2007.)* |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). If the employee is in inactive status on July 1st, needs to be reset upon employee’s return to the active status. |
| **Sync Eligibility Across All Assignments:** | No. |

Max of 6.6 hrs per day S130 is coded.

For Fiscal year 2018-2019 only 124 days is coded to pay continutity.

# Early Childhood Education/Support Services 35-Day Differential

***Business Rules:***

Early Childhood Education/Support Services 35-Day Differential is a method of compensating Early Childhood Education and Support Services substitutes in order to make up for non-payment for illness days, holidays, and vacation (including Winter/Spring recesses). The higher compensation factor for this differential is equal to 11.364% of employee’s base hourly rate.

***Objective of the Business Process:***

Certificated substitutes assigned to personnel areas 2UTE and 2USX will have the compensation rate factor folded into their rate of pay retroactively, after they have been in paid status as a substitute for the equivalent of 35 full-time days from the beginning of the fiscal year (defined further below). This value is captured in the time type SU35 and is reset at the beginning of each fiscal year. It pays wage type 0210.

***Rules to Populate Time Type SU35***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for SU35 credit** | |
| **Personnel Areas:** | 2UTE and 2USX |
| **Personnel Subareas:** | All. |
| **Employee Subgroups:** | S1, Z1, Z2. |
| **Eligible Attendances and Absences:** | All core hours (attendance/absence codes). Core hours entered on a Z-day should be counted, and also beyond the bell (BL) hours. All paid attendance and absences – MS, BV, and MSND. For a complete list of paid absences, please see **Appendix C**. |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Days. † |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). If the employee is on inactive status on July 1st, needs to be reset upon employee’s return to the active status. |
| **Sync Eligibility Across All Assignments:** | No. |

† Illustration of an SU35 day relative to the job hours:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Hours** | **8** | **8** | **8** | **8** |
| **Paid Hours** | 8 | 4 | 2 | 1 |
| **SU35 Credit (in Days)** | 1 | 0.5 | 0.25 | 0.125 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Hours** | **6** | **6** | **6** | **6** | **6** |
| **Paid Hours** | 6 | 3 | 2 | 1 | 6.6 |
| **SU35 Credit (in Days)** | 1 | 0.5 | 0.33 | 0.167 | 1.1 |

Assumption: ***We do not need to be concerned with substitute employees having concurrent assignments in personnel areas 2UTE and 2USX because this will never occur****. There is also not an issue with employees with concurrent assignments in either 2UTE and 2USX and another area (such as 2UTA).*

Step Advancement for CLASSIFIED Employees**:**

***Objective of the Business Process:***

Classified employees (*in Employee Subgroup R1 or W1*) are eligible to move to the next pay scale level within the current pay scale group, upon completion of 130 days of paid time from the hire date. The month following the completion of the first 130 days of paid time is established as the anniversary pay period. Then the employee is eligible for the step advancement on the first day of the anniversary pay period. This means, employee moves to the next pay scale level within the current pay scale group, unless the EE is already assigned to the highest pay scale level.

Yearly routine: Then every year, the number of paid days is verified on the day prior to the first day of the anniversary pay period and if the employee completes 130 paid days by then, the employee is eligible to move to the next pay scale level. The effective date for this change is the first day of the anniversary pay period. If the employee doesn’t meet the 130 paid day requirement, then the employee is not eligible for the step advancement.

The number of paid days is captured in the time type CPAA and the anniversary pay period is captured in time type ANPP. Paid day counter starts on the first day of the anniversary pay period. That means the value of CPAA should be reset to zero on the first day of the anniversary pay period.

However, the personnel action OR (Reassignment), when performed using one of the following reason codes, resets employees’ anniversary pay period (ANPP) and the paid day counter (CPAA):

*Action Code: OR (Reassignment)*

*Reason codes: ER (Promotion), EM (Change in Status), EN (Change in Status from Exam List-not RIF),*

*EU (Reclassification higher job)*

*For reason code EM (Change in Status), S1 to R1 only to create ANPP if one doesn’t exist as of that day. From R1 to S1, ANPP should not reset.*

When the HR/PC performs the above personnel actions, a new value should be established for the anniversary pay period. That means, upon the completion of 130 paid days *from the effective date of such action,* the following month should be established as the anniversary pay period. Then the employee is eligible for the step advancement on the first day of the newly established anniversary pay period. From that point onwards, employee is part of the yearly step advancement routine (as explained above under the ‘*yearly routine’ section*) until the current anniversary pay period is re-established as a result of an eligible Reassignment action on the employee.

Special Scenarios:

**Case 1**: If a permanent employee ( *ESG = R1 or W1*) is reassigned to a higher or equal job (Action code ‘Reassignment’ (OR), using ‘Position Leave’ reason code *ESG = T1 or V1*) and goes back to the lower assignment before the end of the anniversary pay period; then the Paid days (CPAA) from both assignments are combined together to determine 130 days of paid time. If the combined paid days reach a minimum of 130 days by the anniversary paid period, then the employee is eligible for the step advancement.

**Case 2**: If a permanent employee ( *ESG = R1 or W1*) is reassigned to a lower job (using ‘position Leave’ action) and goes back to the higher assignment before the end of the ANPP; then the Paid days (CPAA) from the lower assignment should not be considered to determine 130 days of paid time. If the combined paid days reach a minimum of 130 days by the ANPP then the paid days spent on the lower assignment should be **subtracted** from the CPAA value when determining the eligibility towards the step advancement.

How to identify if the EE moves to higher/equal/lower jobs:

This will be performed by comparing the hourly rate or hourly rate equivalent (for salaried jobs) of the highest pay scale level that is assigned to the job in the planned compensation. (IT1005) This comparison is done between the old job and the new job.

Concurrent Assignment Scenario:

If the pay scale attributes (Pay scale type, pay scale area, pay scale group, and pay scale level) from the basic pay record of multiple assignments match, the paid days (value of CPAA) from those assignments should be combined together to determine the eligibility for 130 paid days. In this case, IT0008 records from all such assignments are qualified for step advancement.

***Rules to populate time type CPAA:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for CPAA credit** | |
| **Personnel Areas:** | First character begins with ‘1.’ |
| **Personnel Subareas:** | All except X\* and Z\* |
| **Employee Subgroups:** | R1, T1, V1, W1 |
| **Eligible Attendances and Absences:** | All core hours (attendance/absence codes and system-generated holidays). Hours entered on a Z-day will not be counted. |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Days. † |
| **Reset Rules:** | * Resets on the first day of the anniversary pay period. If the employee is in inactive status on that day, needs to be reset upon employee’s return to the active status. * Resets upon performing the Reassignment action (OR) with one of the following reason codes:   + ER (Promotion)   + EM (Change in Status)   + EN (Change in Status from Exam List-not RIF)   + EU (Reclassification higher job) * Resets upon Rehire action with reason code ‘AC’ |
| **Sync Eligibility Across All Assignments:** | No. |

*Any paid time gets one day of credit for Classified Employees. The only time employees do not get credit is for full day of unpaid absence. Paid hours up to eight hours qualify for one day credit. Any paid hours that exceed eight hours qualify for additional credit* ***in proportion of the paid hours that exceed the job hours to job hours.***

***Note****: The paid hours from multiple assignments must be added together before credit is counted. For example, two assignments of four hours each will count as one 8-hour day.*

† Illustration of a CPAA day relative to the job hours:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Hours** | **8** | **8** | **8** | **8** | **8** |
| **Paid Hours** | Any Paid Hours up to 8 | 9 | 10 | 12 | 13.3 |
| **CPAA Credit (in Days)** | 1 | 1.125 | 1.25 | 1.5 | 1.6625 |

**Exceptions to the normal processing:**

Employees that are assigned to the Job of Office Technician (SAP job ID = 24102828) and Office Technician Confidential (SAP job ID = 24102829) receive step advancement (upon the completion of 130 paid days per each step) until they reach pay scale level 4 irrespective of the anniversary pay period, after which they will move to the traditional once a year step advancement program. That means until they reach pay scale level 4, the paid day counter (CPAA) will be reset on the 1st day of the following month after they reach 130 paid days.

*Note: These special job codes are identified in SAP by placing those on the TVARVC table with the name ‘ZHR\_OFFICE\_TECHNICIAN’.*

***Rules to populate the time type ANPP:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ANPP credit** | |
| **Personnel Areas:** | First character begins with ‘1.’ |
| **Tracked in:** | Number that indicates the month of the year. For example, if the anniversary period is February then the associated number would be ‘2.’ |
| **Reset Rules:** | * ANPP will be reset by a rehire action with reason code ‘AC’ (Without Illness Accrual). * Resets upon performing the Reassignment action (OR) with one of the following reason codes:   + ER (Promotion)   + EM (Change in Status)   + EN (Change in Status from Exam List-not RIF)   + EU (Reclassification higher job) |
| **Sync Eligibility Across All Assignments:** | No. |

Additional ANPP Rules:

ANPP is established for the following cases:

1. When an eligible classified employee completes of 130 days of paid time from the hire date.
2. Upon the completion of 130 paid days from the effective date of an eligible reassignment action*. Reassignment action (OR) with reason codes ER/EM/EN/EU resets ANPP*

# Classified Probationary Illness Leave Validations

***Objective of the Business Process:***

Classified employees serving in their initial probationary period with the District are entitled to a maximum of six illness days’ usage – including personal necessity and kin care – while on initial probation. If they have completed 130 paid days (including furlough days) in their assignment – captured in time type P130 – they are then entitled to use their available illness balance beyond six days.

Regardless of length of time separated from the District, a rehired employee who is not reinstated or reemployed, but is appointed from an eligibility list, must serve a probationary period in the same manner as a new employee. Thus, if the Personnel Commission performs a rehire action with reason code AC, then P130 will then need to be reset to zero.

***Rules to Populate Time Type P130:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for P130 credit** | |
| **Personnel Areas:** | First character begins with ‘1’ and ‘2’ except ‘2F\*’ |
| **Personnel Subareas:** | All except X\* and Z\*. (Employees with PSA of X\* are only eligible if PA is 1DTX). |
| **Employee Subgroups:** | All except A1, A2, N1, N2, N3, S1, X2, Z1 & Z2. |
| **Eligible Attendances and Absences:** | All core hours (attendance/absence codes and system-generated holidays). Hours entered on a Z-day will not be counted. |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Days. † |
| **Reset Rules:** | Resets upon rehire (reason code AC). |
| **Sync Eligibility Across All Assignments:** | Yes. |

*Any paid time gets one day of credit for Classified Employees. The only time employees do not get credit is for full day of unpaid absence. Paid hours up to eight hours qualify for one day credit. Any paid hours that exceed eight hours qualify for additional credit* ***in proportion of the paid hours that exceed the job hours to job hours.***

***Note:*** *The paid hours from multiple assignments must be added together before credit is counted. For example, two assignments of four hours each will count as one 8-hour day.*

† Illustration of a P130 day relative to the job hours for **classified** employees:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Hours** | **8** | **8** | **8** | **8** | **8** |
| **Paid Hours** | Any Paid Hours up to 8 | 9 | 10 | 12 | 13.3 |
| **P130 Credit (in Days)** | 1 | 1.125 | 1.25 | 1.5 | 1.6625 |

*For Certificated employees, daily credit is based upon paid hours relative to job hours*.

† Illustration of a P130 day relative to the job hours for **certificated** employees:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Hours** | **8** | **8** | **8** | **8** |
| **Paid Hours** | 8 | 4 | 2 | 1 |
| **P130 Credit (in Days)** | 1 | 0.5 | 0.25 | 0.125 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Hours** | **6** | **6** | **6** | **6** | **6** |
| **Paid Hours** | 6 | 3 | 2 | 1 | 6.6 |
| **P130 Credit (in Days)** | 1 | 0.5 | 0.33 | 0.167 | 1.1 |

Additional rules as they relate to certificated employees:

*For former certificated employees who get transferred to the classified service, their P130 needs to be set to 130 if they were in regular (R1) status when they moved from the certificated service. Since this impacts just a small number of people, this process will be manually done by payroll in coordination with HR (on a case by case basis).*

# District Years of Service

***Objective of the Business Process:***

For the purpose of this rule, a year is defined as the period of time between July 1 and June 30 of consecutive calendar years for both classified and certificated processes.

In order to be credited with one district year of service (which is captured in Time Type ‘DYRS’), an employee must accrue 130 paid days (including Furlough days) within the fiscal year. Number of paid days are captured in Time Type ’PDAY’ (more details below).

Time Type DYRS holds employee’s District years of service. DYRS should be incremented by one on the 1st day of the Fiscal Year, when the employee completes 130 paid days (PDAY >= 130) by the end of the previous Fiscal Year. Otherwise, DYRS retains the existing value.

***Usage*:**

DYRS is used for calculating the vacation accrual factors and the classified longevity process.

***Rules to populate the time type DYRS*:**

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for DYRS credit** | |
| **Personnel Areas:** | All. |
| **Personnel Subareas:** | All. |
| **Employee Subgroups:** | All. |
| **Increment Rule:** | Increments by 1 on July 1st, if the value of time type PDAY is at least 130 by June 30th. |
| **Increment Frequency:** | Yearly. |
| **Tracked in:** | Years. |
| **Reset Rules:** | The value of DYRS should never reset to zero unless a rehire action was processed with reason code AC (Without Illness Accrual) or if the rehire happens after period of 39 months from the separation. |
| **Sync Eligibility Across All Assignments:** | Yes, the DYRS value when synched should be using the assignment with the highest value (among all active assignments) as the basis for synching. |

NOTE – DYRS works for Classified only. For Certificated it was turned in year 2012 or so. But prior values were NOT converted. So if there is Certificated New hire it will work, or If they were classified and after 2012 moved to Certificated it will work. But certificated prior to this year DYRS values will be off.

This was primarily built for Classified.

*Rules to populate the time type PDAY*:

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for PDAY credit** | |
| **Personnel Areas:** | All PAs that begin with 1 and 2 except 2FDX & 2FNX. |
| **Personnel Subareas:** | Personnel Subareas: All PSAs are eligible with the following2 exceptions:  1)     Employees with PSA of X\*\*\* are only eligible if PA is 1DTX.  2)      Employees with PSA of Z\*\*\* are only eligible if PA is ‘2\*’ |
| **Employee Subgroups:** | All except A1, A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Eligible Attendances and Absences(Classified):** | All core hours (attendance/absence codes and system-generated holidays). Core hours entered on a Z-day should not be counted. |
| **Eligible Attendances and Absences(Certificated):** | All core hours (attendance/absence codes and system-generated holidays). Core hours entered on a Z-day should be counted and also special assignment (SAXB) and beyond the bell (BL) hours should be counted. |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Days. † |
| **Reset Rules:** | The value of PDAY needs to reset on the first day of the fiscal year. If the employee is not in active status on that day, PDAY needs to be reset on the day of return to active status. |
| **Sync Eligibility Across All Assignments:** | Yes, regardless of whether assignments are eligible or not. |

*Any Paid time up to 8 hours on a given day gives one day of credit into PDAY for Classified employees. Only time employees do not get PDAY credit is for full day unpaid absence (outside of furlough). Paid hours up to eight hours qualify for one day credit. Any paid hours that exceed eight hours qualify for additional credit in* ***proportion of the paid hours that exceed the job hours to job hours***.

***Note:*** *The paid hours from multiple assignments must be added together before credit is counted. For example, two assignments of four hours each will count as one 8-hour day.*

† Illustration of a PDAY day relative to the job hours for **Classified** employees:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Hours** | **8** | **8** | **8** | **8** | **8** |
| **Paid Hours** | Any Paid Hours up to 8 | 9 | 10 | 12 | 13.3 |
| **PDAY Credit (in Days)** | 1 | 1.125 | 1.25 | 1.5 | 1.6625 |

*NOTE: When HO time is paid on subsequent day for part timer,* ***PDAY and CPAA*** *is not counted properly.*

*For example:    
     - Calendar = 1capt  
     - assignment hour = 6  
     - paid HO 12 hours on 9/6/11 (paid HO time on subsequent day since worked on subsequent day)   
       PDAY is 1.5 and should be 2 days*

*For Certificated employees, daily credit is based upon paid hours relative to job hours*.

† Illustration of a PDAY day relative to the job hours for **certificated** employees:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Hours** | **8** | **8** | **8** | **8** |
| **Paid Hours** | 8 | 4 | 2 | 1 |
| **PDAY Credit (in Days)** | 1 | 0.5 | 0.25 | 0.125 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Hours** | **6** | **6** | **6** | **6** | **6** |
| **Paid Hours** | 6 | 3 | 2 | 1 | 6.6 |
| **PDAY Credit (in Days)** | 1 | 0.5 | 0.33 | 0.167 | 1.1 |

Other DYRS Business Rules:

Assignments do not get DYRS increments on their own if they do not get credit in PDAY.

*GENERAL INFO / Usage for DYRS*

See progression table in Appendix.

# Sworn Officer’s District Years of Service

***Objective of the business process:***

For the purpose of this rule, a year is defined as the period of time between July 1 and June 30 of consecutive calendar years.

In order to be credited with one year of sworn officer service, an employee must have been in regular paid status as sworn officer for at least 130 days (including Furlough days) within the year which is captured in Time Type ’PDAZ’. Time Type SPYR holds Sworn Officers’ District years of service. SPYR should be incremented by one on the 1st day of the Fiscal Year, when the employee completes 130 paid days as a sworn officer (PDAZ >= 130) by the end of the previous Fiscal Year. Otherwise, SPYR retains the existing value.

***Usage*:**

A longevity increment shall be paid to each unit member in a sworn officer position (PA=1AOX or 1SAX) after the unit member has attained an SPYR value of five or eight.

***Rules to populate the time type SPYR*:**

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for SPYR credit** | |
| **Personnel Areas:** | All. |
| **Personnel Subareas:** | All. |
| **Employee Subgroups:** | All. |
| **Increment Rule:** | Increments by 1 on July 1st, if the value of time type PDAZ is at least 130 by June 30th. |
| **Increment Frequency:** | Yearly. |
| **Tracked in:** | Years. |
| **Reset Rules:** | The value of SPYR should never reset to zero unless a rehire action was processed with reason code AC (Without Illness Accrual) to not restore benefits or if the rehire happens after period of 39 months from the separation. |
| **Sync Eligibility Across All Assignments:** | Yes, the SPYR value when synched should be using the assignment with the highest value (among all active assignments) as the basis for synching. |

***Rules to populate the time type PDAZ*:**

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for PDAZ credit** | |
| **Personnel Areas:** | 1AOX and 1SAX. |
| **Personnel Subareas:** | All PSAs except X\* and Z\* |
| **Employee Subgroups:** | All except A1, A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Eligible Attendances and Absences:** | All core hours (attendance/absence codes and system-generated holidays). Core hours entered on a Z-day should not be counted. |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Days. † |
| **Reset Rules:** | The value of PDAZ needs to reset on the first day of the fiscal year. If the EE is in inactive status on that day, PDAZ needs to be reset on the day of return to active status. |
| **Sync Eligibility Across All Assignments:** | Yes, regardless of whether assignments are eligible or not. |

*Any paid time gets one day of credit for Classified Employees. The only time employees do not get credit is for full day of unpaid absence. Paid hours up to eight hours qualify for one day credit. Any paid hours that exceed eight hours qualify for additional credit* ***in proportion of the paid hours that exceed the job hours to job hours.***

***Note:*** *The paid hours from multiple assignments must be added together before credit is counted. For example, two assignments of four hours each will count as one 8-hour day.*

† Illustration of a PDAZ day relative to the job hours for **classified** employees:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Hours** | **8** | **8** | **8** | **8** | **8** |
| **Paid Hours** | Any Paid Hours up to 8 | 9 | 10 | 12 | 13.3 |
| **PDAZ Credit (in Days)** | 1 | 1.125 | 1.25 | 1.5 | 1.6625 |

Other SPYR Business Rules:

• Assignments do not get SPYR increments on their own if they do not get credit in PDAZ.

*NOTE: If an employee moves out of the personnel area ‘1AOX’ or ‘1SAX’, then the employee’s longevity wage type should get delimited in IT0014. (This should be done as part of the reassignment action)*  
  
*GENERAL INFO / Usage:*

A longevity increment of 5% above the base pay rate shall be paid to each unit member in a sworn peace officer position (belongs to personnel areas 1AOX) after the unit member serves 5 years (Time type SPYR = 5) in a sworn peace officer classification with the District. The wage type in IT0014 for this is 1039.  
A longevity increment of 5% above the base pay rate shall be paid to each unit member in a sworn peace officer position (belongs to personnel areas 1SAX) after the unit member serves 5 years (Time type SPYR = 5 ) in a sworn peace officer classification with the District. The wage type in IT0014 for this is 1058.

A longevity increment of 11 % above the base pay rate shall be paid to each unit member in a sworn peace officer position (belongs to personnel areas 1AOX) after the unit member serves 8 years (Time SPYR = 8) in a sworn peace officer classification with the District. The wage type in IT0014 for this is 1042.  
A longevity increment of 11 % above the base pay rate shall be paid to each unit member in a sworn peace officer position (belongs to personnel areas 1SAX) after the unit member serves 8 years (Time type SPYR = 8) in a sworn peace officer classification with the District. The wage type in IT0014 for this is 1097.

# Seniority Credits/Points

***Objective of the Business Process:***

Regular classified employees (ESG = R1, V1 and T1) accrue seniority credits, computed at the rate of 0.00012 points per hour, for all paid non-overtime service up to 2,088 hours per year (this includes Furlough Hours). Thus, employees receive seniority credits only for time actually worked in regular paid service. Eligible employees get seniority credit of 0.00012 points per every hour of non-overtime service provided (*refer to PC rule 705 B., 1a*). The value of the Seniority Credits is captured in the time type SPTS. An employee may accrue no more than 2.5 points*.*

Regular certificated employees who are in ESG R1 accrue seniority credits, computed at the rate of 0.00012 points per hour, for all paid non-overtime service up to 2,088 hours per year (this includes Furlough Hours). Thus, employees receive seniority credits only for time actually worked in regular paid service. The value of the Seniority Credits is captured in the time type SPTS. An employee may accrue no more than 2.5 points*.*

***Usage*:**

Seniority credit, which is only utilized for employees in the classified service, is added to the final score of each promotional candidate who passes all parts of a promotional examination.

***Rules to populate the time type SPTS (for Classified)*:**

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for SPTS credit** | |
| **Personnel Areas:** | All PAs that begin with 1. |
| **Personnel Subareas:** | Personnel Subareas: All PSAs are eligible with the following two exceptions:  1)       Employees with PSA of X\* are only eligible if PA is 1DTX.  2)      Employees with PSA of Z\* are ineligible. |
| **Employee Subgroups:** | R1, V1, T1 |
| **Eligible Attendances and Absences:** | Regular time (RG) and Furlough (FH). |
| **Increment Frequency:** | On the last day of the pay period. |
| **Tracked in:** | Points. |
| **Reset Rules:** | The value of this time type should never reset to zero unless a rehire action was processed with reason code AC (Without Illness Accrual) or if the rehire happens after 39 months of the separation. |
| **Sync Eligibility Across All Assignments:** | Yes, SPTS value when synched should be using the assignment with the highest value (among all active assignments) as the basis for synching. |

***Rules to populate the time type SPTS (for Certificated)*:**

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for SPTS credit** | |
| **Personnel Areas:** | All PAs that begin with 2 except 2F\*. |
| **Personnel Subareas:** | All PSAs except X\* and Z\*. |
| **Employee Subgroups :** | R1. |
| **Eligible Attendances and Absences:** | Regular time (RG), Regular make-up time (RGMK), Furlough (FH). |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Points. |
| **Reset Rules:** | The value of this time type should never reset to zero unless a rehire action was processed with reason code AC (Without Illness Accrual) or if the rehire happens after 39 months of the separation. |
| **Sync Eligibility Across All Assignments:** | Yes, SPTS value when synched should be using the assignment with the highest value (among all active assignments) as the basis for synching. |

# 

# 

# Introduction (Phase II)

The objective of this document is to describe, in detail, the Payroll, Benefits, and Risk Management rules for processing time types in time evaluation at the (LLSD). A time type is a grouping of personnel times determined during time evaluation. The balances formed in time evaluation are posted to time types. They can be used to track hours, count days, flag eligibility, or hold any number with up to two decimal places. The business rules established in this document will be used as a basis for configuration management of time types and the further automation of business processes in SAP. This document deals solely with Payroll, Benefits, and Risk Management business processes within LLSD, in which time type reporting is essential.

# 

# Absence Quota Payouts

These rules for each absence quota are covered in the Absence Quota requirements document.

***VACATION:***

***Objective of the business process:***

Vacation is a period of suspension of work taken at a time convenient to the employee provided that it is scheduled in advance and, as determined by his/her supervisor, would not interfere with the operation of the unit.

Vested vacation is the amount of vacation from the 1994 accrual bank which may be utilized by an employee. The District tracks this balance as a grandfathered amount which is above the 1994 established vacation accrual maximum.

Upon separation from employment, a permanent employee[[1]](#footnote-1) is entitled to a lump sum compensation for all unused vacation time. In computing pay for vacation, all applicable salary differentials shall be included and vacations shall be paid at the base salary rate in effect at the time the vacation is paid.

Employees who have moved out of a vacation eligible assignment are entitled to a lump sum compensation of their vacation balance either upon request or on June 30th after they have been out of the assignment for more than a year. The vacation balance should be paid at the salary rate the employee held when they were vacation eligible.

The vested vacation hours of the lump-sum balance will be computed at the employee’s vested rate as of June 30, 1994. This balance is paid first. Any balance in excess of the vested vacation hours up to the maximum vacation earnings will be calculated at the rate in effect on the last day of paid time in the vacation-earning assignment.

No payment for vacation accumulation shall be made to classified employees who terminate employment prior to completion of 130 days of paid service.

***Time Type ZSEP - Lump Sum Vacation Payout flag***

***Usage:***

This time type is generated by a dynamic action for all employees when they separate from LLSD to generate the LSV payout in the Time schema . It will payout all quotas and calculates unearned illness. The hour’s value should be 1.

***Rules to create the time type ZSEP via Dynamic Action:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ZSEP** | |
| **Personnel Areas:** | All PA’s that start with ‘1’ & ‘2’ |
| **Personnel Subareas:** | For PAs that start with 1 – All PSAs except the ones that start with ‘X’ & ‘R’  Exception: (If PA=1DTX and PSA=XXXX)  For PAs that start with 2 = PSA = A\*\*\* except AXSX for 2UTE |
| **Employee Subgroups:** | All except A1, A2, N1, N2, N3, S1, X2, Z1 & Z2.  EXCEPTION: (If ESG=Z1/Z2 and PA=2MCX and PSA=AGXX) |
| **Action Codes:** | SR (Retirement), SS (Separation) |
| **Reason Codes:** | All except ‘AC’ and ‘AS’ |
| **Absence Quota Types Affected:** | QT 08 (Vacation Balance), QT10 (Vested Vacation Balance, QT01 (Full Pay Illness Balance), QT02 (Half Pay Illness Balance) |
| **Wage Type:** | **0484** – Lump Sum Vac Pay  **0477** – Lump Sum Vac Bank Hrs Pay  **0443** – Unearned Illness (Half) - This wage type is used to collect the unearned illness amount when an employee separates. It collects at the half pay rate.  **0445** – Unearned Illness (Full) – This wage type is used to collect the unearned illness amount when an employee separates. It collects at the full pay rate.  **0478** – Lump Sum Vacation Bank Rate - This wage type is loaded in IT0015 for employees with vested vacation. It holds the rate to pay out the vested vacation hours. |

***Time Type ACAE – Compensatory time payout flag***

***Usage:***

This time type is generated by a dynamic action on assignments that separate for the reason "Completion of Assignment" to retract the time schema from collecting the unearned illness hours. It will reset all quotas on the assignment (but not pay out). The hour’s value should be 1.

***Rules to create the time type ACAE via Dynamic Action:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ACAE credit** | |
| **Personnel Areas:** | All |
| **Personnel Subareas:** | All |
| **Employee Subgroups:** |  |
| **Triggering Action Codes:** | SS (Separation), SR (Retirement) |
| **Triggering Reason Codes:** | AC (Completion of Assignment), AE (Deceased), DA or DB (Disability Retirement) |
| **Absence Quota Types Affected:** | QT01 (Full Pay Illness Balance), QT02 (Half Pay Illness Balance) |
| **Wage Type:** | The following wage types will not be generated by the time schema if ACAE is created with ZSEP with the same effective date:  0443 – Unearned Illness (Half)  0445 – Unearned Illness (Full) |

***Time Type VOUT – Vacation payout flag / Moving out of Group payout flag***

***Usage:***

This time type triggers a vacation payout for vacation ineligible employees to generate the LSV payout wage types in the time schema. The hour’s value should be 1. See work instructions for *ZHRVACPAYOUT* for the proper way to process for managing this time type.

***Rules to create the time type VOUT via Dynamic Action:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for VOUT credit** | |
| **Personnel Areas:** | All PA’s that start with ‘1’ & ‘2’ |
| **Personnel Subareas:** | For PAs that start with 1 – All PSAs except the ones that start with ‘X’ & ‘R’  Exception: (If PA=1DTX and PSA=XXXX)  For PAs that start with 2 = PSA = A\*\*\* except AXSX for 2UTE |
| **Employee Subgroups:** | All except A1, A2, N1, N2, N3, X2, Z1 & Z2. |
| **Triggering Action:** | Using ZHRVACPAYOUT report will automatically generate VOUT in the employee’s IT2012. This will trigger vacation payout for employees with vacation balances that are not eligible for vacation accruals. |
| **Main Function:** | To manually generate the LSV payout without the employee separating or retiring from the District. |
| **Absence Quota Types Affected:** | QT 08 (Vacation Balance), QT10 (Vested Vacation Balance |
| **Wage Type:** | 0484 – Lump Sum Vac Pay  0477 – Lump Sum Vac Bank Hrs Pay  **0478** – Lump Sum Vacation Bank Rate - This wage type is loaded in IT0015 for employees with vested vacation. It holds the rate to pay out the vested vacation hours. |

***PNWD:***

***Objective of the business process:***

Teacher Assistant employees do not receive vacation and illness benefits like other employees. Instead, they accrue generic days off the District terms “Paid Non-Working Days” or PNWD.

Any accrued, unused time will be paid off in a lump sum after the close of the school year. This payment will be issued in the June pay period payroll run. Furthermore, if all of an employee’s assignments are transferred to a non-TA job or terminate the employee’s PNWD balance is paid out on the last active day of the TA assignment.

TAs with perfect attendance will earn 1 PNWD day at the end of the fiscal year, to be included in their PNWD payout. To determine if a TA has perfect attendance, they must work 180 days within the fiscal year. The number of hours in a day is equal to the employee’s assigned hours. The PNWD AIP calculation is performed at the assignment level only.

***Time Type ZPNW – PNWD balance payout flag***

***Usage:***

This time type is generated by a dynamic action for PNWD eligible employees when they change to a grouping that is not PNWD eligible (or separated) to generate the PNWD payout wage type in the Time schema. It will pay out any existing PNWD balance. The hour’s value should be 1.

***Rules to create the time type ZPNW via Dynamic Action:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ZPNW** | |
| **Personnel Areas:** | 2F\*\* |
| **Personnel Subareas:** | All |
| **Employee Subgroups:** | T1 |
| **Action Codes:** | OR(Reassignment), SR (Retirement), SS (Separation) |
| **Triggering Function:** | Change of begin date of IT0001 record, and if the personnel area on the changed record doesn’t begin with ‘2F’, and if the PA on the prior IT0001 record begins with ‘2F’. |
| **Absence Quota Types Affected:** | QT 12 (PNWD Balance) |
| **Wage Type:** | 0915 PNWD Pay |

***COMPENSATORY TIME:***

***Objective of the business process:***

Compensatory time is time off (at a later date) in lieu of overtime pay. This applies to Sworn School Police Officers only. Compensatory time (known as comp time), accrues at a rate of one and one half hours (1.5) for each hour reported. School police officers can accrue a maximum balance of 195 comp time hours per year (defined as October 1 through September 30), which equals 130 hours reported.

Once the balance maximum is reached, accrual should stop within the fiscal year even if absences are taken to reduce the balance.

Any compensatory time accrued but unused (up to 195 hours) is paid to the employee as a lump sum payment every September 30th, at the current hourly rate. Payment will also be processed upon changing from an assignment eligible for compensatory time, retirement or separation from the District.

**Note:** Sworn officers who are assigned a 4/40 work schedule will be credited with 15 hours of Comp Time if a Legal Holiday falls during their off day. (If the 195 hour maximum has been reached, these hours should be compensated as overtime pay.)

***Time Type ZCMP – Compensatory time payout flag***

***Usage:***

This time type is generated by a dynamic action for Comp Time eligible employees when they change to a grouping that is not comp Time-eligible (or separated) to generate the comp time payout wage type. It will pay out any existing comp time balance. The hour’s value should be 1.

***Rules to create the time type ZCMP via Dynamic Action:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ZCMP** | |
| **Personnel Areas:** | 1AOX, 1SAX |
| **Personnel Subareas:** | All PSA’s except the ones that start with ‘X’ and ‘R’ |
| **Employee Subgroups:** | All except A1, A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Action Codes:** | OR(Reassignment), SR (Retirement), SS (Separation) |
| **Triggering Function:** | Change of begin date of IT0001 record, and if the personnel area on the changed record is neither 1AOX nor 1SAX, and if the PA on the prior IT0001 record is either 1AOX or 1SAX. |
| **Main Function:** | Generate lump sum vacation payout wage type in the Time schema |
| **Absence Quota Types Affected:** | QT 11 (Compensatory Time Balance) |
| **Wage Type:** | 0140 Compensatory Pay Lump sum |

# Absence Quota Adjustments

***Time Type Z709 – Quota changes retro from 07/01/09 flag***

***Usage:***

This time type can be used to set the effective date for quota project changes from 7/1/2010 to 7/1/2009. Create it on all assignments with a begin date of 7/1/2009 (or first active date) and an end date of 6/30/2010 (or last active date). The hour’s value should be 1.

For employees with concurrent assignments, this flag must exist on all assignments.

***Rules to create the time type Z709:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for Z709 credit** | |
| **Personnel Areas:** | All |
| **Personnel Subareas:** | All |
| **Employee Subgroups:** | All |
| **Triggering Action** | Manual creation in the employee’s IT2012 record via PA30 |
| **Absence Quota Types Affected:** | All applicable absence quotas |
| **Wage Type:** | Not applicable |

***Time Type ZQ03 – Quota accruals from the main assignment flag***

***Usage:***

This time type is set for a non-main assignment when the main assignment is not active. As of 7/1/2010, this time type is no longer needed. The hour’s value should be 1.

***Rules to create the time type ZQ03:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ZQ03 credit** | |
| **Personnel Areas:** | All |
| **Personnel Subareas:** | All |
| **Employee Subgroups:** | All |
| **Triggering Action:** | Manual creation in the employee’s IT2012 record via PA30 |
| **Absence Quota Types Affected:** | All applicable absence quotas |
| **Wage Type:** | Not applicable |

***Time Type ZIHR – Total Illness hours per year/person flag***

***Usage:***

Total illness hours (FP + HP) the employee was given in the fiscal year

**R2285** – RH004\_000 – Time Data Maintainers of PSB have given access to this time type in order to change HPI balance via IT2013.This time type is set to increase the value of employee’s (as a person) Half-Pay illness balance for the fiscal year.

***Rules to create the time type ZIHR:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ZIHR credit** | |
| **Personnel Areas:** | All |
| **Personnel Subareas:** | All |
| **Employee Subgroups:** | All |
| **Triggering Action:** | Manual creation in the employee’s IT2012 record |
| **Absence Quota Types Affected:** | QT02 (Half Pay Illness balance)  QT03 (Illness Projection) |
| **Wage Type:** | Not applicable |

***Time Type QI10 – 10/90 Indicator***

***Usage:***

This time type is used to indicate an employee has used their 10/90 benefit prior to SAP go-live. The hour’s value should be 1.

***Rules to create the time type QI10:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for QI10 credit** | |
| **Personnel Areas:** | 2\*\*\* |
| **Personnel Subareas:** | All |
| **Employee Subgroups:** | All |
| **Triggering Action:** | Manual creation in the employee’s IT2012 record |
| **Absence Quota Types Affected:** | QT01 (Full Pay Illness balance), QT02 (Half Pay Illness balance), QT03 (Illness Projection) |
| **Wage Type:** | Not applicable |

# Agency Fees for Certificated Substitutes/Return Retirees (PY)

***These rules are covered in the Union dues and agency fees master requirements document.***

**PART Time Rules for UTLA**

**Certificated (Non-Adult Education)**

Certificated employees PA (2USX, 2UTE, 2UTK, and 2UTH); non- sub with greater than 89 assigned/work hours pays full rate. (Union Dues Amount) UTLA provide the deduction rate to PSB.

|  |  |
| --- | --- |
| **Number of Hours Paid Per Month** | **Action to be Taken** |
| *Non-substitute paid for less than 89 hours.* | Deduct part-time agency fees or union dues (maintained as a constant). |
| *Non-substitute paid for more than 89 hours.* | Deduct full agency fees or union dues (UTLA provides LLSD with the amount to be deducted). |

***Objective of the business process:***

Certificated substitutes and Certificated return retirees meeting certain eligibility requirements (see below) pay a flat amount agency fee /dissenter fee or union due. If the employee is paid for at least 100 days in the previous fiscal year, the time type (UTLA) will trigger a wage type to deduct from the employee’s paycheck.

* Note that if an employee is a new substitute or return retiree, no agency fees or union dues are taken until the following fiscal year, regardless of how many days are worked in that initial fiscal year.
* For employees who move to a substitute or return retiree assignment, paid hours from July 1st to June 30th in the personnel area (PA) 2U\* for the previous year should be considered, regardless of employee subgroup.

**Further Explanation: 100-Day Rule for Certificated Substitutes and/or Return Retirees**

If a Certificated employee worked less than 100 days in the previous fiscal school year (July 1st to June 30th), no agency fee or union due is taken. However, if an employee worked 100 days or more in the previous fiscal school year, based on the latest Work Place Basic Pay (WPBP) record, then a part-time deduction is taken (note that the deduction is maintained as a constant).

*For example, if the employee’s latest WPBP work schedule is 6-hour days, then the employee should work 600 hours or more to qualify for the part-time deduction.*

Note:*If an employee works any hours in a day, regardless of their work schedule or assigned hours, then for the purposes of the 100-day rule, it will count as a ‘Day.’*

At the end of the fiscal year (June 30th), if the employee reached 100 days within the fiscal year, then s/he will be paying the Agency Fee in the new fiscal year

***Rules to populate the time type UTLA:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for UTLA credit** | |
| **Personnel Areas:** | 2U\*\* |
| **Personnel Subareas:** | All. |
| **Employee Subgroups:** | All except A1, A2, N1, N2, N3 |
| **Eligible Attendances and Absences:** | All core hours in a day, regardless of work schedule or assigned hours, including z-time as long as hours reported are core hours. This does not include additional attendances such as RP, SAXB, etc. See **Appendix D**. |
| **Increment Frequency:** | Daily. |
| **Tracked in:** | Days. \* |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). If the employee is on inactive status on July 1st, needs to be reset upon employee’s return to the active status |
| **Sync Eligibility Across All Assignments:** | NO. The count of 1 day is stored on the 1st active assignment. For example, if an employee has 3 active assignments and works on each assignment then time type UTLA will have a value of 1 ONLY on the first active assignment. The other assignments will not have any value stored. |

† Illustration of a UTLA day relative to the paid hours:

|  |  |
| --- | --- |
| **Paid Hours** | Any Paid Hours |
| **UTLA Credit (in Days)** | 1 |

***Day Count –***

* *If an employee works any hours in a day, regardless of their work schedule or assigned hours, then for the purposes of the 100-day rule, it will count as a ‘Day’. If employee works more than 6 hrs (their job hours = 6), then s/he still gets only a day count.*
* *If employee has concurrent assignments with PA=2U\*, and works on all the assignments, still for the day as a person they will get 1 day count.*
* *Additional work hours will NOT count. For example SAXB, RP hours will not constitute towards the day count.*

How to get the total UTLA days for the fiscal year –

Take the sum total of all SALDO UTLA values as a person (i.e. you add up all UTLA totals from each assignment). The ABAP function ZHRFM\_TIMETYPE\_TOTALS\_CE will be used for summing all the totals which also handles EE being inactive throughout the year.

# UTLA – Agency Fees and Union Dues for CE Adult-Ed Employees

***These rules are covered in the Union Dues and Agency Fees Master requirements document.***

***Objective of the business process:***

If a Certificated employee works a certain amount of hours each month, then, according to contractual agreements between LLSD and the United Teachers of Los Angeles (UTLA) union, these employees should pay union dues (or agency fees) in the following month. The hourly breakdown is listed below.

**Certificated (Adult Education)**

|  |  |
| --- | --- |
| **Number of Hours Paid Per Month** | **Action to be Taken** |
| *Paid for less than 40 hours.* | No agency fee deduction. |
| *Paid between 40-49 hours.* | Deduct part-time agency fees or union dues (maintained as a constant). |
| *Non-substitute paid for more than 49 hours.* | Deduct full agency fees or union dues (maintained as a constant). |

**Note:**

* Eligible 2UTA employees on formal paid leave pays the part-time due amount, which is maintained as a constant in SAP.
* For 2UTA employees with substitute adult-ed assignments only at the beginning of the fiscal year will be determined, if entitled to agency fees, using time type **UTLA**.

***Usage:***

This time type will be used on a monthly basis to determine whether Certificated Adult-Ed Employees pay UTLA union dues or agency fees.

***Rules to populate the time typeAD40:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for AD40 credit** | |
| **Personnel Areas:** | 2UTA |
| **Personnel Subareas:** | All |
| **Employee Subgroups:** | All except S1 |
| **Eligible Attendances and Absences:** | All 2UTA core hours in a day, regardless of work schedule or assigned hours, including z-time as long as hours reported are core hours. This does not include additional attendances such as RP, PX, etc. See **Appendix D**. |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Hours |
| **Reset Rules:** | Every month |
| **Sync Eligibility Across All Assignments:** | No. Hours will be stored on the assignment level for each period/month. |
| **Accumulation of Balances** | Values should be cumulated per period/month and should not be transferred to the next period/month. |

# Attendance Incentive Plan (Classified, AALA and District-Represented CL & CE)

***Objective of the business process:***

The attendance incentive plan (AIP) grants additional vacation days for certain bargaining group employees who achieve a true full pay illness balance goal. Initially, all employees have a goal of 50 days of illness. On June 30th, if the true full-pay illness balance is greater than or equal to the AIP goal of 50 days, 2 additional vacation days are granted. Going forward, the illness goal is incremented by 25 days. Each year on June 30th, if the illness goal is achieved, 1 additional day of vacation is granted and the goal is incremented again by 25 days. [Note: 1 day of vacation is capped at 8 hours]. The illness balance on June 30th should be reduced by the employee's true illness balance for fiscal year 1994-1995. These hours are loaded into time type **INHR**.

**NOTE:**   
Prior to 1/1/2010, INGO (and thus AIP) may have been miscalculated if the employee had multiple assignments or was newly hired. Furthermore, prior to 1/1/2010, AIP was calculated based on the full-pay balance and not the true illness balance.

***INDA- Classified Attendance Incentive days***

This time type contains the true illness balance in days on the last June 30th AIP calculation which is compared to INGO to determine AIP eligibility. Hours are converted to days by using the total assignment hours of all eligible assignments (but more than 8 hours total). If the employee has not been processed on June 30th yet, this value will be zero. This time type does not reset unless employee is rehired after 39 months.

***Rules to populate the time type INDA:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for INDA credit** | |
| **Personnel Areas:** | 1BXX, 1CXX, 1EXX, 1L\*\*, 1NXX, 1S\*\*, 1V\*\*, 1YLX, 1Z\*\*  2MCX, 2MEX, 2MSX, 2MZX, 2PXX |
| **Personnel Subareas:** | PA=1\*\*\* - All except PSAs that start with ‘X’ and ‘Z’  PA=2\*\*\* - All PSAs that start with ‘A’ |
| **Employee Subgroups:** | All ESGs except A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Triggering Action Codes:** | New Hire, Rehire Action, Reassignment Action to eligible PAs |
| **Eligible Attendances and Absences:** | All core hours (attendance/absence codes and system-generated holidays). Hours entered on a Z-day will not be counted, nor will additional time. |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Hours |
| **Reset Rules:** | Resets when employee gets rehired after 39 months or with reason code ‘AC’. |
| **Sync Eligibility Across All Assignments:** | Yes |

***INHR- Classified Attendance Incentive hours***

This time type contains the true illness balance in hours as of the 1993-1994 fiscal year that are not to be used for determining if the employee has met their AIP goal. These hours are input on the employee’s record in IT2012. This time type does not reset unless employee is rehired after 39 months.

All newly-hired employees assigned to eligible Personnel Areas after the above fiscal year will not have this time type in the SALDO table.

***Rules to populate the time type INHR:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for INHR credit** | |
| **Personnel Areas:** | All employees assigned to the following PAs in and prior to Fiscal Year 94-95: 2MCX, 2MEX, 2MSX, 2MZX, 2PXX; 1\*\*\* except 1A\*\*(School Police);  1D\*\*(CSEA-Represented/Unit D, 2F\*\*, 3\*\*\*, 9\*\*\* |
| **Personnel Subareas:** | For PAs that start with "1", all except PSA's that start with "X" For PAs that start with "2", all PSA's that start with "A" |
| **Employee Subgroups:** | N/A |
| **Action Codes:** | N/A |
| **Eligible Attendances and Absences:** | N/A |
| **Increment Frequency:** | N/A |
| **Tracked in:** | Hours |
| **Reset Rules:** | Resets when employee gets rehired after 39 months or with reason code ‘AC’. |
| **Sync Eligibility Across All Assignments:** | Yes if applicable |

***INGO- Classified Attendance Incentive Goal***

This time type contains the AIP true illness balance goal in days to receive the incentive. If the employee has not been processed on June 30th yet, this value will be zero. Going forward, it will start at 50 days, then 75, etc as the employee reaches each year’s incentive goal. This time type does not reset unless employee is rehired after 39 months.

***Rules to populate the time type INGO:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for INGO credit** | |
| **Personnel Areas:** | 2MCX, 2MEX, 2MSX, 2MZX, 2PXX 1\*\*\* except 1A\*\*(School Police),1D\*\*(CSEA-Represented/Unit D, 2F\*\*, 3\*\*\*, 9\*\*\* |
| **Personnel Subareas:** | All PSAs except those that start with “X” and “Z” |
| **Employee Subgroups:** | All ESGs except A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Triggering Action Codes:** | New Hire (NH), Reassignment to an eligible PA (OR) |
| **Increment Frequency:** | Employee starts with 50, then 75, etc as the employee reaches each year’s incentive goal |
| **Tracked in:** | Days |
| **Reset Rules:** | Resets when employee gets rehired after 39 months or with reason code ‘AC’. |
| **Sync Eligibility Across All Assignments:** | Yes |

***0061- Vacation Credit for AIP***

This is the amount of vacation credit the employee is awarded for reaching the AIP goal on June 30th. The hours in this time type are used to transfer hours to the employee’s vacation quota. The time type will accumulate in SALDO, but does not transfer across calendar years. Time type does not reset.

***AIPI – AIP Full Pay Ill balance for calculation***

This time type contains the full pay illness balance on June 30th including new projection values generated on June 30th. It is used to calculate the true illness balance for INDA.

# Catastrophic Illness

***Objective of the business process:***

The Catastrophic Illness program is intended for employees who are on a long-term illness leave and in danger of exhausting their illness and vacation benefits. The catastrophic illness process allows active employees to donate their full-pay illness balance to these employees so they may continue to get paid during their leave.

|  |
| --- |
| Eligibility Parameters for Illness Recipients |
| * **Only certificated and classified employees who are eligible to receive illness quota are eligible to participate in the catastrophic illness program.** |
| * Employee must be on a **leave** and must **use all full-pay illness hours and all vacation balance** **before requesting catastrophic illness**. |
| * **If employee is on any type of District leave and receiving any compensation related to** LLSD **employment (e.g., worker’s compensation or disability retirement allowance), the employee is not eligible for a leave donation.** |
|  |

|  |
| --- |
| Eligibility Parameters for Illness Donators |
| * **Only full-pay illness hours that have been accrued by donating employee can be donated. Half-pay illness and vacation cannot be donated. Employees cannot donate illness that has not yet been earned.** |
| * **A donating employee** cannot donate more than 20 days of illness**.** |
| * **Donated hours will count as though employee used the hours him or herself.** |

**Illness Donation Process**

Donated time is transferred in units of days, not hours. For example, if a 6-hour employee donates one day to an 8-hour employee, 6 hours is reduced from the donating employee’s balance, and 8 hours is added to receiving employee’s balance. (See table below)

After an initial donation of illness time, receiving employees may receive additional donations only during a 12 consecutive month period. The beginning date of this 12 consecutive month period will begin at the first day of use of donated time. Employees will not be eligible for any additional donations after the exhaustion of the 12 consecutive month period.

### Illness Recipient

* The receiving employee must be on a leave and must use all full-pay illness hours and all vacation balance before requesting catastrophic illness donations.
* If the receiving employee is on any type of District leave and receiving any compensation related to LLSD employment (for example, workers’ compensation or disability retirement allowance), the employee is not eligible for a leave donation.
* After an initial donation of illness time, employees may receive additional donations only during a 12 consecutive month period. The beginning date of this 12 consecutive month period will begin at the first day of use of donated time. Employees will not be eligible for any additional donations after the exhaustion of the 12 consecutive month period.
* On the date of donation, if there is a half-pay illness balance, it should be reduced by the donated amount.
* Donation of illness time is intended to assist the employee with salary only. Employees on a catastrophic illness leave using donated hours do not continue to accrue vacation or earn illness, do not accumulate years of service, and do not receive step advancement or career increment. However, if the donated illness hours reduced the employee’s half-pay balance, these benefits continue to accrue for the number of hours the employee would have received half pay.
* Donated hours used **do** count towards STRS and PERS creditability.
* Bridging rules for holidays still apply during a catastrophic leave; therefore holidays are still paid. However, holiday pay does not earn illness, accrue vacation, etc (unless the illness hours used to bridge the holiday are earning illness, etc because they offset half-pay or were generated through a 7/1 projection).
* Donated time will not be included for determining eligibility for an illness projection for the following fiscal year. However, for classified employees, if the donated illness hours reduced the employee’s half-pay balance, if there would have been a half-pay balance remaining at the end of the fiscal year, the employee should still receive an illness projection.
* For a classified employee on a catastrophic illness leave, who still qualifies for a projection on 7/1, the projection is processed normally by adding the projected full-pay hours to the full-pay quota reduced by the unearned hours in the previous year.
* If an employee receives a roll-over full pay illness adjustment, this balance will add to the balance normally.
* Certificated employees on a catastrophic illness leave must request their 10/90 illness projection. The projection only becomes effective on the following July 1st.
* For an employee who requests a 10/90 on July 1st :
  + If the true illness balance is greater than the projected amount (QT03) because there is a full-pay balance remaining from donations, reduce the FP balance by the unearned portion. The resulting full-pay balance will be less than or equal to the full pay balance before the projection.
  + If the true illness balance with the 10/90 is less than the projected amount because of unearned illness (with or without a donation carry-over), but is still greater than zero, increase the FP balance to equal the projected amount. (Forgive unearned illness). The resulting full-pay balance will be greater than or equal to the full pay balance before the projection, but not greater than the projected quota amount (QT03).
  + If the true illness balance with the 10/90 is less than less than zero (with or without a donation carry-over), reduce the FP balance by the unearned portion. A negative full-pay illness balance may result.
* When a projection occurs for an employee on catastrophic illness (10/90 or regular), the half-pay balance is generated using the 100 days rule.
* When a projection occurs for an employee on catastrophic illness (10/90 or regular), full-pay illness hours used (up to a maximum of 100 days) will earn illness, accrue vacation, etc.
* When an employee returns from leave, the donated hours will remain in the employee's quota and can be used as normal full-pay illness quota. Usage of this illness will earn illness; accrue vacation; etc. regardless of the employee's illness standing when the donation was received.
* When an employee returns from leave, if they are eligible for a projection, process the projection normally; however, the half-pay projection should be reduced by the number of illness hours used before the projection (no less than zero) to align with the 100 days of illness rules.

### Illness Donator

* Only full-pay illness hours that have been accrued by the donating employee can be donated. Half-pay illness and vacation cannot be donated.
* Employees cannot donate illness that has not yet been earned.
* Donated time is transferred in units of days. For example, a 6 hours employee donates 1 day to an 8 hours employee. In this case, 6 hours is reduced from the donating employee’s balance, and 8 hours is added to the receiving employee’s balance.
* A donating employee cannot donate more than 20 days of illness.
* Once made, any donation/transfer of illness time made by an employee is irrevocable. Donated time will not be returned to the donating employee under any circumstances.
* The donation will affect the number of days calculated for the Attendance Incentive Award Program. The hours donated should be counted as if they were absence hours used.

***CATASTROPHIC ILLNESS INDICATOR:***

***Usage:***

This time type indicates an employee is on a Catastrophic Illness leave. The begin date should be the start of the leave, and the end date is the return date. 12/31/9999 indicates the employee has no returned. The hour’s value should be 1. See work instructions for *ZHR\_DONATION* for the proper process for managing this time type.

***Rules to populate the time type ZQI1:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ZQI1 credit** | |
| **Personnel Areas:** | All |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** | All core hours in a day, regardless of work schedule or assigned hours, including z-time as long as hours reported are core hours. This does not include additional attendances such as RP, SAXB, etc. |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Days |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). If the employee is on inactive leave on July 1st, needs to be reset upon employee’s return to the active status. |
| **Sync Eligibility Across All Assignments:** |  |

***CATASTROPHIC ILLNESS DONATION:***

***Usage:***

This time type indicates the number of hours donated to an employee on a catastrophic illness leave. See work instructions for *ZHR\_DONATION* for the proper process for managing this time type.

***Rules to populate the time type ZQI2:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ZQI2 credit** | |
| **Personnel Areas:** | All |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** | All core hours in a day, regardless of work schedule or assigned hours, including z-time as long as hours reported are core hours. This does not include additional attendances such as RP, SAXB, etc. |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Days |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). If the employee is on inactive leave on July 1st, needs to be reset upon employee’s return to the active status. |
| **Sync Eligibility Across All Assignments:** |  |

***CATASTROPHIC ILLNESS HPI ADJUSTMENT:***

***Usage:***

Illness hours reported that still receive earned illness, accrue vacation, count towards step advance, etc can be tracked in time type ZQI3.

***Rules to populate the time type ZQI3:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ZQI3 credit** | |
| **Personnel Areas:** | All |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** | All core hours in a day, regardless of work schedule or assigned hours, including z-time as long as hours reported are core hours. This does not include additional attendances such as RP, SAXB, etc. |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Days |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). If the employee is on inactive leave on July 1st, needs to be reset upon employee’s return to the active status. |
| **Sync Eligibility Across All Assignments:** |  |

### 

# Excess Vacation Process

***Objective of the business process:***

At the beginning of each fiscal year, a calculation is done to ensure that an employee’s total vacation balance (unused vacation hours) does not exceed the number of vacation hours that an employee would earn in 18 months. This is the employee’s vacation maximum earnings. (Note: Z-basis assignments are excluded from this calculation.)

An employee’s vacation maximum earning value can be calculated using the formula below based on the June 30th values:   
18-MONTH CAP = [21.75 x assignment hours x VA accrual factor x 18]

**Multiple Assignments**  
For employees with multiple assignments, the 18-month cap is calculated for each vacation-eligible assignment, excluding personnel subareas beginning with Z (Z-basis).

**Other Requirements**  
• The total 18-month cap for the person is the sum of each assignment’s cap.   
• The maximum 18-month vacation cap for a person is 290 hours.   
• If a person's assignment hours or vacation factor ever decrease, the employee retains the highest 18-month cap value attained in their career until the vacation balance becomes zero. Once the vacation balance is zero, a new vacation cap is calculated based on their current assignment(s).   
• The true maximum vacation a person allowed is this value plus any vested vacation hours the employee earned.

***Usage:***

At the end of the fiscal year, if the employee has accrued vacation in an amount in excess to the employee’s vacation cap amount, the employee's excess vacation will be removed from the quota balance. However, the District is choosing to only to enforce this rule in SAP effective 7/1/2010. Prior to that date, the excess vacation amount should be tracked and reported to each employee.

## Vested Vacation Adjustment

On June 30th, employees’ vested vacation balance is adjusted based on the prior year’s usage. If the vested vacation balance is greater than the total vacation balance remaining at the end of the year, the vested vacation balance is reduced to equal the total vacation balance.

***Rules to populate the time type TCAP:***

Total CAP-18 Months Vacation+Vested - The employee's total vacation maximum (18-month vacation maximum + vested hours.)

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for TCAP credit** | |
| **Personnel Areas:** | All |
| **Personnel Subareas:** | All |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type VACP:***

18 Months Vacation Cap - The employee's 18-month vacation maximum.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for VACP credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type VZAP:***

Excess Vacation Zapped - The number of excess vacation hours zapped in the fiscal year (on June 30th)

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for VZAP credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type QVAC:***

Vacation Accrual Rate - The employee's vacation accrual rate.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for QVAC credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type DYRS:***

District Years of Service - District years of service used to determine vacation accrual rate.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for DYRS credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

# Family Medical Leave Act

***Objective of the business process:***

**Basic Leave Entitlement**   
The Family Medical Leave Act (FMLA) requires the District to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

· Incapacity due to pregnancy, prenatal medical care or child birth.  
· To care for the employee's spouse, son or daughter, or parent with a serious health condition.  
· A serious health condition that makes the employee unable to perform the employee’s job.

**Military Family Leave Entitlements**   
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies.   
  
FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**Eligibility Requirements**   
Employees are eligible if they have worked for LLSD for at least one year, and worked the equivalent of 130 workdays or 1,250 hours over the previous 12 months.   
  
Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.   
   
**Substitution of Paid Leave for Unpaid Leave**   
LLSD requires the use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with LLSD’s normal paid leave policies.

***FM60 - FMLA 60-Day Counter***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for XXXX credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** | All |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Days |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***FM90 - FMLA 90-Day Counter***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for XXXX credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** | All |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Days |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***FMLA - Total of all hours***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for XXXX credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** | All |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Days |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***FMUP - FMLA Unpaid Days***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for XXXX credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** | All |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Days |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***PF60 - FMLA 60-Day Counter-Prev***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for XXXX credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** | All |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Days |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***P***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for XXXX credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** | All |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Days |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***F90 - FMLA 90-Day Counter-Prev***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for XXXX credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** | All |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Days |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***PFUP - FMLA UP Days-Prev***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for XXXX credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** | All |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Days |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type XXXX:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for XXXX credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** | All |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Days |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type XXXX:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for XXXX credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** | All except Z\* |
| **Employee Subgroups:** | All |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Days |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Usage:***

# Furlough

***Objective of the business process:***

***Refer to the Furlough requirements document for detailed references to this process.***

Furlough days, which are unpaid, forced-vacation days for LLSD employees, are treated as a paid attendance from a time type/quota perspective. Time type counters such as R130, PDAY, etc., will accrue credit just as they would for paid time (such as RG).

**Furloughs and Holidays**

A furlough day which is not on a holiday will bridge just like any other paid time reported (such as regular time). If the furlough day is on the day of the holiday then the holiday will not pay and instead will generate the furlough wage type 0602.

**From Furlough Requirements Document**

Due to the budget crisis in LLSD/ /USA, the Board of Education approved all LLSD employees take 7 furlough days during the fiscal year 2010-2011.

There is requirement to automate the Furlough deduction by SAP System instead of Timekeepers reporting the Furlough for the Certificated and possibly other classified population. The rest will report FH time in CATS. The automated FH solution will involve the FH daily work schedule to be coded into the Calendar itself on the certificated population.

In general, a Furlough day will behave like a Paid day from Time Buckets/Quota accruals/Holiday/Counting planned hour’s etc point of view but pay-wise it will be Unpaid.

**FR1: Design of the Automated FH implementation**

a. A new Daily Work Schedules (DWS) of FH1 through FH8, FH10, FHPT and FH12 will be created as a scheduled work day (DWS class=1). These will be built into 1 hr through 8 hrs Work schedules etc.

b. Build the Work Schedules Rules/calendars with the above FH days. Example GB\_06 will have FH6 on its schedules Furlough days

c. Schema will generate the Assignment hours equivalent of FH wage type 0602 (FTE factor will be considered where applicable)

d. Timekeepers will not be able to change the FH daily work schedule on the calendar except:

a. For FTE employees (Infotype 0007 has FTE)  
 b. Username in the User Over-ride TVARVC table such selected staff from Payroll Services Branch can make the changes to FH day as needed  
 c. 2UTH to be clarified

**FR2: The Specific calendars that will have FH coded for Fiscal Year 2010-11**For now filename: Calendar Workbook 2010-11 Final-by-TERI.xls is attached to the Shared drive: V:\ERP Project (LLSD & DE)\Release 2 - HR\BTS Time Production Support\Time Request Tracking\R1584 - Furlough Schema and Technical Objects Change\detail requirements.  
Note - As of 5/14/10, FH days in the calendar have been built in only for certificated calendars. We are still waiting for direction about any other classified calendars.

**FR3: The Pay impact for Furlough day**It will act like unpaid wage type. So for salaried it will deduct like UP. Since hourly are paid only for the paid wage types, and unpaid wage type will actually not deduct anything but simply not pay.   
Currently FH will show on remuneration statement as following:  
 a. Annualized – hour, hourly rate and amount  
 b. Salaried - hour, and amount

**FR4: Buckets that are to be updated like Benefits time types, Retirement time types, R130, PDAY etc on a Furlough day.**

Benefit time types like CYCE/CYCL etc, Retirement time types like ZPRS etc and various others will accumulate like they would for Paid time like RG time.  
Note – we are not spelling each of the time types but to get an idea.  
Exception: Look at FR10 for the groups that will not accumulate these time types

**FR5: Quota Accruals on a Furlough day**Illness, Vacation etc will accrue as long as they are eligible for that like for any other paid time like RG time.  
Exception: Look at FR10 for the groups that will not accrue in case they even eligible

**FR6: Furlough and Holiday impact**Furlough day which is not on a holiday will bridge like as any other paid time like RG time reported.   
If FH is on the day of the Holiday then it will NOT pay the holiday but will generate the Furlough wage type 0602.   
Exception: Look at FR10 for the groups that will not bridge for holiday in case they get. Most do not get holidays anyways. Only 3GXX get just 1 holiday the Memorial Day.

**FR7: Overtime/Other Attendances and Furlough:**We will prevent FH hours to be reported in CATS if the calendar already is FH.  
Summary of the Cat2 validation related to Furlough whether it’s in Calendar or its being reported in CATS:

**Certificated (Allowed)** 1) Additional hours such as SAXB  
 2) RGZN/RGZD for Z time for on-track day.   
 3) CTXX is allowed to enter partial furlough and any other codes   
 4) No edits for FTE employee.   
 5) During Worker’s Comp or Military, payroll will review this and be able to do whatever they want to  
**Certificated (Not Allowed)** 1) Absence   
 2) RG  
 3) RGHO is not allowed.   
 4) Partial furlough except for 3 track calendar with C basis (CTXX)   
 5) No edits for FTE employee   
**Classified (Allowed)** 1) MS for miscellaneous   
 2) MSND for miscellaneous natural disaster is allowed to handle emergency situations.   
 3) During Worker’s Comp or Military, payroll will review this and be able to do whatever they want to  
**Classified (Not Allowed)** 1) Absence   
 2) RG is not allowed.   
 3) Overtime  
 4) No partial furlough is allowed.   
 5) No additional codes are allowed.   
**Maximum FH hours/Day - Certificated**No cap is implemented for furlough. System will generate FH hours based on the calendar. Yet, Cat2 will NOT stop the FH time entry is TK enters FH time on other work day(s).

**Maximum FH hours/Day - Classified**No cap is implemented for furlough. System will not prevent time keepers from enter more furlough days than required  
**Exception:**1) For 3 Track School (PA= 2\*, PSA=CTXX) – If FH is not in the calendar and they report FH in CATS with any other attendances/absences, there will be no validations. But if FH is on calendar all the above validations will apply.   
2) FTE population – There are no validations.

**FR8: Type of day on which FH reporting is allowed**Furlough will not be allowed to be reported on Off-track days (Z-Time) and OFF days (weekends). Furlough may be entered ONLY on all Scheduled On-track days including Holidays/Winter and Spring/Forced Vacation Days.

**FR9: APT hours employees**For employees who have APT hours,   
a. If FH is on calendar, assignment hour equivalent FH wage type 0602 will be generated in Time evaluation.   
b. If FH is not on calendar, time keeper can report FH hours between assignment hour and APT hour.

**FR10: Groupings who can report FH hours for the reportable Furlough population in CATS**The following groupings are the refined requirement to allow reporting FH in CATS:   
FH reportable in CATS? Will FH accumulate Time type Buckets / Accrue Quota / Bridge Holidays?  
Can NOT enter FH in CATS   
PSA = Z\* N/A  
ESG = Z1/Z2/S1 N/A  
Can enter FH in CATS   
PA=3\* No  
PSA=X\* No  
PA=2F\* for TA No  
PA=1N\* No  
All other PA/PSAs YES

**FR11: Processes to be placed to handle retro-active/regular assignment/Work schedule changes**We spoke of another couple of issues which HR assignment processors should be aware and deal with these before putting in Change of Work Schedules:  
 1) WSR change going forward that results in Employee getting too many FH days or too less  
 a. Example Too many FH days: Employee is XXX WSR which already finished all 7 FH days and then moves to YYY WSR where that schedule still has few more days left in its own 7 FH days. In this case EE will have more than 7 days of FH.  
 b. Example Too little FH days: Employee is XXX WSR which has not completed the 7 FH days and then moves to YYY WSR where that schedule already finished the 7 FH days. In this case EE will have less than 7 days of FH.  
 2) Retro-active WSR change resulting in incorrect overpayment or incorrect collection   
 a. Example of Incorrect Overpayment - EE did not work in the past due to FH in calendar but now a retro calendar change for the past month has no FH in the calendar, the docked FH payment will correct based on what the employee actually did)  
 b. Example of Incorrect Collection - EE worked last month as there is no FH in the calendar but a retro calendar change results in FH in the past month. Then EE has already worked but now system will collect FH as it is in calendar. (Note - this may or may not be correct based on what the employee actually did)  
  
It was agreed to give the following reports with instructions to the Assignment Technicians as to how to handle these scenarios prior to putting in the assignment changes. This will be worked on as a separate task part of this project.  
The following reports will assist them:  
 a. CAT\_DA  
 b. ZTMTIMEAUDITRPT  
 c. ZTMWORKTATECNT   
3) There will be no CAP placed on the FH hours generated in case of WSR changes.  
**FR12: Other Items** 1) School based Classified:  
It’s been decided that Classified Work schedule could also have FH in their calendar at some point in future. All technical programs will be changed to accommodate FH in the calendar.  
 2) Code changes to the following items will NOT be done since at this point FH will not be built in to the Calendar.   
a. School Police who have special holiday rules to be addressed if we load FH in their calendar   
 3) Unit G playground (PA=3G\*) will report FH in CATS. But this should NOT bridge to pay the Holiday. Schema changes will be done to accommodate this.  
 4) PA=2UTH have enterable Holidays. These will have FH in the calendar so the Technical CATS user exits etc will be changed to handle FH to bridge the holidays.   
 5) If FH is calendar since it is not reported in CATS it will not show up in ZCATS\_DA or any other CATS related reports. It will show in ZPT\_BAL00 or any other Time evaluation results (ZL) based reports. Furlough Audit report will show the Furlough whether it’s on Calendar or reported in CATS.

**FR13: Communication to employees/Timekeepers/Others to get understanding of the impact of new design and Furlough in general**Need to work with Employee Service Center/Payroll branch etc so they have good understanding on the Design of the System for Furlough and also to communicate the impact to Employees/Timekeepers and whoever else needs to be notified.

**FR14: Summary of changes to be done in the system for new calendar FH day implementation or any other changes for even the reported FH in CATS**The analysis of the impact for Schema is in the Excel “R1584 - Schema rules impact analysis.xlsx”.  
The analysis of the impact for Technical objects is still going on. Findings so far in Excel “FH impact Technical Objects Ron 5-11-10.xls”.

***Usage:***

***Rules to populate the time type FH01:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for FH01 credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

# Holiday

***Objective of the business process:***

There are rules dictating LLSD holiday eligibility, based primarily on the basis to which employees are assigned.

**For reference, the following table lists all District holidays:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| New Year’s Day | Dr. Martin Luther King, Jr. Day | Lincoln’s Day | President’s Day | Memorial Day | Independence Day |
| Admissions Day | Labor Day | Veteran’s Day | Thanksgiving I (Thursday) | Thanksgiving II(Friday) | Christmas Day |

**Eligibility Rules (By Assignment Basis)**

|  |  |
| --- | --- |
| **A Basis** | Holidays listed above which fall within the assignment period and any other holidays or excused days declared by the Board or Superintendent to apply to these employees. |
| **B, D, & E Basis** | Holidays listed above and any school holidays or excused days declared by the Board or Superintendent that fall within the assigned days (does not include Independence Day). |
| **C & K Basis** | Holidays listed above and any school holidays or excused days declared by the Board or Superintendent that fall within the assigned days (does not include Independence Day, Admissions Day, or Labor Day). |
| **X Basis** | No holiday benefits are provided. |
| **Z Basis** | Certificated employees assigned on Z Basis receive certain benefits pursuant to the District’s collective bargaining agreements with UTLA and AALA. 1. A holiday occurring within the summer session or multi-track intersession Z Basis assignment is unassigned and unpaid, unless the employee is paid for the holiday as part of the regular, basic assignment (e.g., Martin Luther King, Jr. Day). 2. A holiday occurring within the Z Basis assignment of an employee performing regular duties is paid, provided the holiday does not begin or end the Z Basis assignment, and provided the holiday is not designated as a furlough day. |
| **Adult Education** | Adult Education employees may combine hours in different classifications in order to qualify for holiday pay as follows:   * No pay for a holiday period exceeding two (2) days shall be allowed an hourly rate employee assigned for a total of 40 hours or less per month in one or more class codes except in the following case: If a winter holiday period exceeds ten days and January 1 falls on Sunday or Monday, such employee, if regularly assigned on Monday, shall receive holiday pay for the number of hours assigned on Monday, January 1 or Monday, January 2 (Effective 7-1-01). |
| **Substitutes** | Substitute employees (including extended day-to-day substitutes) do not receive holiday pay. |

**Additional Eligibility Rules for Holiday Pay (Not X or Z Basis)**   
Employees are eligible for holiday pay if:   
 A. The holiday is one of the employee’s regularly assigned days (including paid and unpaid absence).  
 b. The employee has been in paid status during any portion of either the last working day of the assignment preceding the holiday or during any portion of the first working day of the assignment following the holiday.  
 c. The first day of the employee’s assignment basis is a holiday and the employee has been in paid status during any portion of the next following working day.  
 d. The last day of the employee’s assignment basis is a holiday and the employee has been in paid status during any portion of the last working day preceding the holiday.

***Usage:***

***Rules to populate the time type HOLI (Holiday Pay Adjustment):***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for HOLI credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Ineligible Pay Scale Groups:** |  |
| **Ineligible Pay Scale Levels:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type HOLZ (ZHoliday Pay Adjustment):***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for HOLZ credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Ineligible Pay Scale Groups:** |  |
| **Ineligible Pay Scale Levels:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

# Military Leave Processing

***Objective of the business process:***  
Military Leave processing encompasses all the business rules associated with the MD (Military Duty) absence type.

Employees who are to be paid for Military Service must have been employed with the District for at least one year. If MD is reported for an employee with less than 1 year of service (based on IT0041 or IT0000 if IT0041 is absent), the hours will always be unpaid.

* Intermittent Military Leaves - Less than 20 consecutive days

Employees are entitled to 22 fully paid days off for intermittent military leaves (20 days for CD-basis employees) per fiscal year. No HR action is input for employees who are absent on military duty for less than 20 consecutive days. Time reporting sites will be responsible for reporting said absence (MD) and keeping the necessary documents on file for the auditors.

* Extended Military Leaves – Over 20 Days

Regular employees (not Substitutes or Temporary) who are on an extended military leave for 20 days or more will have an action input on their record to indicate one of two types of military leave

**Board Approved** (Orders to Iraq, Kuwait or Afghanistan) – PC and HRD will process a Leave of Absence – Paid (LA)/Military-Board Approved (AP) with the effective date being the same date indicated on the orders. Employees are still entitled to 22 fully paid days off for intermittent military leaves (20 days for CD-basis employees) per fiscal year (per leave) plus 180 days in which they receive pay from the district minus any military pay. After 180 days, any MD hours are unpaid. If a leave crosses a fiscal year the 20/22 full paid MD days are only granted each leave.

Time reporters will be responsible for reporting MD time for the duration of the leave.

**Non-Board Approved** (Orders to other than Iraq, Kuwait or Afghanistan) **-** PC and HRD will process a Leave of Absence – Paid (LA)/Military-Non-Board Approved (AR) with the effective date being the same date indicated on the orders. In this case, the employee receives the 22/20 paid days for the leave for the fiscal year, and any time afterwards, is unpaid.

Time reporters will be responsible for reporting MD time for the duration of the leave.

For substitute or temporary employees, a different set of actions is used.

**Board Approved** (Orders to Iraq, Kuwait or Afghanistan) – PC and HRD will process an Absence – Paid (AA)/Military-Board Approved (PT) with the effective date being the same date indicated on the orders. Designated PC and HRD Time reporters will be responsible for reporting MD time for the leave. The number of days to report is determined by counting the number of days the employee worked in the previous month manually. The employee receives Health Benefits for leaves up to 180 days; therefore, we must track this threshold with a time type and flag the day in which benefits should cease.

**Non-Board Approved** (Orders to other than Iraq, Kuwait or Afghanistan)  **-** PC and HRD will process an Absence – Paid (AA)/Military-Non-Board Approved (PU) with the effective date being the same date indicated on the orders.

Designated PC and HRD Time reporters will be responsible for reporting MD time for the leave. The number of days to report is determined by counting the number of days the employee worked in the previous month.

***These rules are covered in the Military Leave requirements document.***

## Current SAP Time Types

9084 – Flag to Reset 9086 on Return

When a Military Leave/Absence Action is processed Time Evaluation will set a flag in this time type to prevent time type 9086 from being reset on July 1st. When a Return Action is processed Time Evaluation will clear the flag in this time type and if the effective date of the return is within the same fiscal year as the effective date of the Military Leave/Absence Time Evaluation will not clear time type 9086 unless the effective date of the return is in next fiscal year from the effective date of the Military Leave/Absence.

9085 – Flag to Terminate Health Benefits – Military Leaves

For regular and substitute employees on a board approved leave/absence, when time type 9086 reaches 181 days Time Evaluation will set a flag in this time type to have Benefits Administration delimit the employee’s health benefit records at the end of the month. For regular employees on a non-board approved leave, time type 9085 is set when time type 9086 reaches 21/23days. When a Return Action is processed Time Evaluation will clear the flag in this time type.

9086 – MD Counting in Days

This time type will track, by days, MD time that is reported. When MD time is reported and eligible has been met Time Evaluation has been configured to create Wage Type 0605 (full pay), 0606 (different pay), 0607 (unpaid less than 180 days) or 0608 (unpaid more than 180 days). Additionally, the following time type may be updated: CEHR (Career Increment Eligible Hours), CPAA (Classified Progressive Advancement Accrual), CYCL (Classified Current Year – Benefits), CYCE (Certificated Current Year - Benefits), CYAD (Adult Education Current Year - Benefits), DYRS (District Years of Service), R130 (130 day Certificated Step Advancement)

Time type 9086 can be set in IT2012 using time transfer subtype 9086.

9087 – MD Difference Pay Hours

This time type will track for each period; MD hours reported starting with the 21/23 day and up to the 180th day.

9088 – MD Unpaid (20/22+) Hours

This time type will track unpaid MD time of more than 20/22 days and less than 180 days. (i.e. non-board approved leaves longer than 20/22 days).

9089 - MD Unpaid (180+) Hours

This time type will track excess of hours reported over 180 days.

### 9098 - Status Flag - MD

This time type tracks the type of military leave an employee is on.

1. LA/AP - Paid Leave - Board Approved Military Duty
2. LA/AR - Paid Leave - Non-Board Approved Military Duty
3. AA/PT - Paid Absence - Board Approved Military Duty
4. AA/PU - Paid Absence - Non-Board Approved Military Duty

### 9099 - Reset Flag - MD

This time type is used as a flag to indicate a return from a military leave. When this time type has a value of one, time types 9084 and 9086 are reset.

***Usage:***

***Rules to populate the time type 9084:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for 9084 credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Ineligible Pay Scale Groups:** |  |
| **Ineligible Pay Scale Levels:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type 9085:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for 9085 credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Ineligible Pay Scale Groups:** |  |
| **Ineligible Pay Scale Levels:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type 9086:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for 9086 credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Ineligible Pay Scale Groups:** |  |
| **Ineligible Pay Scale Levels:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type 9087:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for 9087 credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Ineligible Pay Scale Groups:** |  |
| **Ineligible Pay Scale Levels:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type 9088:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for 9088 credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Ineligible Pay Scale Groups:** |  |
| **Ineligible Pay Scale Levels:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type 9089:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for 9089 credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Ineligible Pay Scale Groups:** |  |
| **Ineligible Pay Scale Levels:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type M180:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for M180 credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Ineligible Pay Scale Groups:** |  |
| **Ineligible Pay Scale Levels:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

***Rules to populate the time type ML20:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ML20 credit** | |
| **Personnel Areas:** |  |
| **Personnel Subareas:** |  |
| **Employee Subgroups:** |  |
| **Eligible Attendances and Absences:** |  |
| **Ineligible Pay Scale Groups:** |  |
| **Ineligible Pay Scale Levels:** |  |
| **Increment Frequency:** |  |
| **Tracked in:** |  |
| **Reset Rules:** |  |
| **Sync Eligibility Across All Assignments:** |  |

Nightly Eligibility Program: Health Benefits Qualification (BN)

***Objective of the Business Process:***

The nightly eligibility program will determine if Regular Adult Education, Substitute Adult-Ed, Certificated, and Classified employees in regular, substitute or temporary positions have enough assigned work hours, previous fiscal year hours, or previous fiscal hours (earned from applicable assignments) to remain qualified for benefits. A cancellation notice (along with a COBRA notification) will be sent to the employee by the fulfillment vendor if the employee becomes ineligible.

Benefit plans will be automatically cancelled for adult ed., regular and substitute employees that do not maintain eligibility. A new plan year for regular/substitutes starts on October 1st, regular adult-ed and substitute adult-ed start on January 1st. Fiscal hours worked from previous assignment(s) will be used to determine the employee eligibility.

The rules to determine eligibility are below –separated by personnel area.

**Adult Education and Adult Education Substitutes**

Adult Education is the only group that is eligible for either full or part-time health benefits. In order to qualify for **full health benefits**, an employee should be in paid status for 120 hours per pay period in one or more class codes other than substitute or temporary or have been in paid status for 1,200 during the previous fiscal year for one or more class codes. Likewise, in order to qualify for **part-time health benefits**, an employee should be in paid status for 72 hours per pay period in one or more class codes other than substitute or temporary or have been in paid status for 720 during the previous fiscal year for one or more class codes. Hours accrued during the fiscal year should be counted (in time type CYAD) and stored for use in the next fiscal year.

|  |  |  |
| --- | --- | --- |
| **Type of Eligibility** | **Required Hours** | **Time Type** |
| Full health and welfare program | 120 hours **paid status** per pay period in one or more class codes other than substitute or temporary or 1,200 hours during previous fiscal year for one or more class codes. | **CYAD** (Current Year, Adult-Ed); |
| Part-time health plan | 72 hours **paid status** per pay period in one or more class codes than substitute or temporary or 720 hours during previous fiscal year for one or more class codes. | **CYAD** (Current Year, Adult-Ed); |

79/80 Employees (Adult Education)

40 hours per pay period or 400 previous fiscal hours – tracked using the same time types. Full benefits (do not qualify for partial). Regular by current and previous fiscal; substitute only previous fiscal year.

00/01 Employees (Adult Education)

80 hours per pay period or 800 previous fiscal hours (same time types). Also get partial – 40 hours per pay period, or 480 previous fiscal hours. Regular by current and previous fiscal; substitute only previous fiscal year.

**Classified or Classified Substitutes**

Classified employees (regular or substitute) are eligible for full health benefits only. In order to qualify for **full health benefits**, an employee should have been in paid status for 100 days or 800 classified hours. Hours accrued during the fiscal year should be counted (in time type CYCL) and stored for use in the next fiscal year.

|  |  |  |
| --- | --- | --- |
| **Type of Eligibility** | **Required Hours** | **Time Type** |
| Full health and welfare program | 100 days in **paid status** or 800 regular hours. | **CYCL** (Current FY); |

**Certificated or Certificated Substitutes**

Certificated employees (regular or substitute) are eligible for full health benefits only. In order to qualify for **full health benefits**, an employee should have been in paid status for 100 days or 600 certificated hours. Hours accrued during the fiscal year should be counted (in time type CYCE) and stored for use in the next fiscal year.

|  |  |  |
| --- | --- | --- |
| **Type of Eligibility** | **Required Hours** | **Time Type** |
| Full health and welfare program | 100 days **paid status** in Certificated service or 600 regular hours. | **CYCE** (Current Year);  Employees) |

***Usage:***

These time types are used by the Benefits plan eligibility programs to cancel the plans for employees who do not maintain eligibility.

***Rules to populate the time type CYCE:***

*Note: PYCE and P2CE will no longer be maintained in the time schema since the eligibility programs have been modified to ignore these time types and instead grab the CYCE values based on the dates entered.*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for CYCE credit** | |
| **Personnel Areas:** | 2UTK, 2UTE, 2UTH, 2USX, 2MSX, 2PXX |
| **Personnel Subareas:** | All |
| **Employee Subgroups:** | All except A1, A2, N1, N2, N3. |
| **Eligible Attendances and Absences:** | All core hours (attendance/absence codes and holidays). Hours entered on a Z-day will be counted and additional time. See **Appendix E**. |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Hours |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). |
| **Sync Eligibility Across All Assignments:** | No |

***NOTE:***

*To adjust the value of CYCE:*

*Use IT2012 subtype “X2CY” for dates prior to 10/1/2012*

*Use IT2012 subtype “CYCE for 10/1/2012 and after*

***Rules to populate the time type CYCL:***

*Note: PYCL and P2CL will no longer be maintained in the time schema since the eligibility programs have been modified to ignore these time types and instead grab the CYCE values based on the dates entered.*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for CYCL credit** | |
| **Personnel Areas:** | 1A\*\* TO 1E\*\*, 1L\*\*, 1N\*\*, 1S\*\*, 1V\*\*, 1Y\*\*, 1Z\*\* |
| **Personnel Subareas:** | All |
| **Employee Subgroups:** | All except A1, A2, N1, N2, N3. |
| **Eligible Attendances and Absences:** | All core hours (attendance/absence codes and holidays). Hours entered on a Z-day will be counted and additional time. See **Appendix E**. |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Hours |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). |
| **Sync Eligibility Across All Assignments:** | No |

***NOTE:***

*To adjust the value of CYCL:*

*Use IT2012 subtype “X12CY” for dates prior to 10/1/2012*

*Use IT2012 subtype “CYCL for 10/1/2012 and after*

***Rules to populate the time type CYAD:***

*Note: PYAD and P2AD will no longer be maintained in the time schema since the eligibility programs have been modified to ignore these time types and instead grab the CYCE values based on the dates entered.*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for CYAD credit** | |
| **Personnel Areas:** | 2UTA |
| **Personnel Subareas:** | All |
| **Employee Subgroups:** | All except A1, A2, N1, N2, N3. |
| **Eligible Attendances and Absences:** | All core hours (attendance/absence codes and holidays). Hours entered on a Z-day will be counted and additional time. See **Appendix E**. |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Hours |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). |
| **Sync Eligibility Across All Assignments:** | No |

***NOTE:***

*To adjust the value of CYAD:*

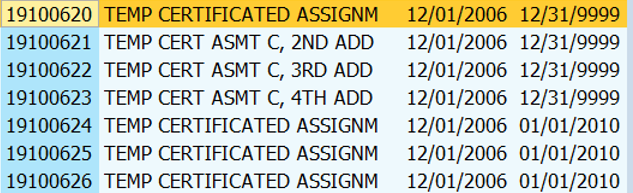
*Use IT2012 subtype “ADC1” for dates prior to 10/1/2012*

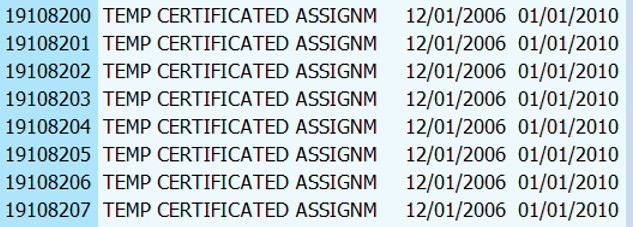
*Use IT2012 subtype “CYAD for 10/1/2012 and after*

Retirements buckets ZPRS and ZSRS

***Objective of the Business Process:***

* + Retirement Change and Audit Program, i.e. T-Code ZHREH0500\_ENROLL, used Time Type ZPRS (Total PERS hours) and ZSRS (Total STRS hours) in conjunction with ZHRTT\_RET\_ELIG table (Retirement Eligibility) to propose retirement plan for the employee.
  + It is requested the Time Rule, i.e. ZPER (now copied to new rule ZRTR), to be updated as following:
    - The effective date of the Time rule change is 7/1/2016.
    - Applicable hours to add to Time Type ZPRS and ZSRS and store in ZES table (Time balances for each day) as they occur.
    - Applicable hours to accumulate to Time Type ZPRS and ZSRS and store in SALDO table (Cumulated time balances) with hours reset each fiscal year, i.e. July 1st.
    - Adding/Accumulating hours to Time Type ZPRS and ZSRS should be considered based on the Personnel Area of the assignment (PERNR).
    - Classified assignment (Personnel Area 1\*\*\* and 3\*\*\* with exception 3NSX, 3YPX and 3YYX) should have applicable hours added/accumulated to Time Type ZPRS.
    - Certificated assignment (Personnel Area 2\*\*\* with exception of 2F\*\*) should have applicable hours added/accumulated to Time Type ZSRS.
    - Personnel Area 3NPX have both Certificated or Classified EEs, differentiated by Job Codes. For assignment under the following list of Job Codes, applicable hours should be added to Time Type ZSRS; otherwise, hours should go to Time Type ZPRS.





* + - Applicable Attendances/Absences hours for Time Type ZPRS and ZSRS are defined on the spreadsheet separately attached.
      * Please see list of attendance absences in sharepoint in the same Folder as Time type requirements document – “20170123\_Time type ZPRS ZSRS analysis v1.xlsx”.
    - Example: a full-time Classified EE is changing to Certificated within the same fiscal year. His applicable hours as a Classified EE should be accumulated to ZPRS, whereas his Certificated hours should be accumulated to ZSRS.
    - Note – prior to 7/1/16 it was adding both buckets etc.
    - Also this change is done part of February 2017 release but payroll will NOT retro everybody, they may do on adhoc basis, so requested 7/1/16 going forward date.

Benefit Time Buckets for Local 99 (Unit F & G)

***Objective of the Business Process:***

Two new time types will be used to determine if Local 99 employees have worked enough hours in the fiscal year to qualify for benefits in the next fiscal year.

BNF0 – all 2F\* employees

BNG0 – all 3G\* employees

***Usage:***

These time types will be used by the Benefits plan eligibility programs to deterimine if an employee is eligible for health benefits.

***Rules to populate the time type BNF0:***

1) Time buckets need to be generated for the FY and will get reset at the end of the FY.

2) If there is a break in service, the time bucket remains and should get reset at the end of the FY.

3) If employee comes back before the end of the FY, the bucket should be updated with the hours.

4) Employee with both unit G and unit F assignments will have both time buckets.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for BNF0 credit** | |
| **Personnel Areas:** | 2F\* |
| **Personnel Subareas:** | All |
| **Employee Subgroups:** | All |
| **Eligible Attendances and Absences:** | All core hours (See Appendix E) minus IL, PN, VA, SBTM, BV, and MS. Hours entered on a Z-day will be counted and additional time. |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Hours |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). |
| **Sync Eligibility Across All Assignments:** | No |

***NOTE:***

*None*

***Rules to populate the time type BNG0:***

1) Time buckets need to be generated for the FY and will get reset at the end of the FY.

2) If there is a break in service, the time bucket remains and should get reset at the end of the FY.

3) If employee comes back before the end of the FY, the bucket should be updated with the hours.

4) Employee with both unit G and unit F assignments will have both time buckets.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for BNG0 credit** | |
| **Personnel Areas:** | 3G\* |
| **Personnel Subareas:** | All |
| **Employee Subgroups:** | All |
| **Eligible Attendances and Absences:** | Same as BNF0 above |
| **Increment Frequency:** | Daily |
| **Tracked in:** | Hours |
| **Reset Rules:** | Resets at the beginning of fiscal year (July 1st). |
| **Sync Eligibility Across All Assignments:** | No |

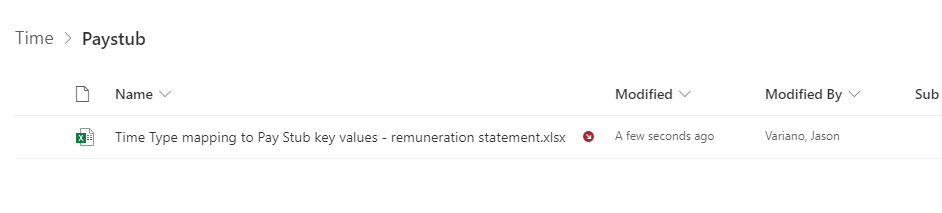
***NOTE:***

*None*

# Time Type to Wage Type mapping for Remuneration Statement (paystub):

Go to file “Time Type mapping to Pay Stub key values – remuneration statement.xlsx” for a complete enumeration of all the time types that are maintained in the Time Schema that populate Wage Types. These Wage Types are used in the Payroll Schema to populate the remuneration statement.

Location of file is in folder directory: Time > Paystub



***NOTE:***

*None*

# Appendix A - Longevity Progression Table

|  |  |
| --- | --- |
| **Years of Service** | **PA   - Wage Type ID** |
| 0-4 | Not Applicable |
| 5-9 | 1SAS   1105 |
| 1ASX   1050 |
| 10-14 | 1APX   1051 |
| 1ASX   1046 |
| 1BXX   1059 |
| 1CXX   1064 |
| 1DTX   1069 |
| 1DXX   1069 |
| 1EXX   1074 |
| 1SAX   1080 |
| 1SAS   1090 |
| 1SLL   1080 |
| 1SLX   1080 |
| 1SXX   1080 |
| 1ZDX   1085 |
| 1ZSX   1085 |
| 1ZXX   1085 |
| 15-19 | 1APX   1052 |
| 1ASX   1047 |
| 1BXX   1060 |
| 1CXX   1065 |
| 1DTX   1070 |
| 1DXX   1070 |
| 1EXX   1075 |
| 1SAX   1081 |
| 1SAS   1091 |
| 1SLL   1081 |
| 1SLX   1081 |
| 1SXX   1081 |
| 1ZDX   1086 |
| 1ZSX   1086 |
| 1ZXX   1086 |
| 20-24 | 1APX   1053 |
| 1ASX   1048 |
| 1BXX   1061 |
| 1CXX   1066 |
| 1DTX   1071 |
| 1DXX   1071 |
| 1EXX   1076 |
| 1SAX   1082 |
| 1SAS   1092 |
| 1SLL   1082 |
| 1SLX   1082 |
| 1SXX   1082 |
| 1ZDX   1087 |
| 1ZSX   1087 |
| 1ZXX   1087 |
| 25-29 | 1APX   1054 |
| 1ASX   1049 |
| 1BXX   1062 |
| 1CXX   1067 |
| 1DTX   1072 |
| 1DXX   1072 |
| 1EXX   1077 |
| 1SAX   1083 |
| 1SAS   1093 |
| 1SLL   1083 |
| 1SLX   1083 |
| 1SXX   1083 |
| 1ZDX   1088 |
| 1ZSX   1088 |
| 1ZXX   1088 |
| 30-99 | 1APX   1055 |
| 1BXX   1063 |
| 1CXX   1068 |
| 1DTX   1073 |
| 1DXX   1073 |
| 1SAX   1084 |
| 1SLL   1084 |
| 1SLX   1084 |
| 1SXX   1084 |
| 1ZDX   1089 |
| 1ZSX   1089 |
| 1ZXX   1089 |
| 30-34 | 1EXX   1078 |
| 35-99 | 1EXX   1079 |

# Appendix B – Absence and Attendance Table (Detail)

The following table provides a detailed list of those absences which are “core hours” and which are labeled “additional time.”

|  |  |  |  |
| --- | --- | --- | --- |
| A/AType | A/AType | Att./abs. type text | CATEGORY |
| AA |  | Auxiliary Assignment | additional hours |
| BB |  | Buy Back | additional hours |
| BL |  | Beyond Bell -ClassRm Diff | att: additional zhrs |
| BLNC |  | Bynd Bell -NonCl no Diff | additional hours |
| BV |  | Bereavement Time | core-abs |
| CA |  | Comp Accrual | additional hours (equivalent to OT) |
| CU |  | Comp Time Usage | core-abs |
| DF26 |  | 0926 - Supv Elem-Voluntar | additional-diff |
| DF27 |  | 0927 Sup Elem-Non-Vol | additional-diff |
| DH |  | Dead Head (Regular Time) | core-att  (schema generated) |
| ECAS |  | ECAS -Extend Couns Asgnmt | additional hours |
| ETAS |  | ETAS -Extend Teach Asgnmt | additional hours |
| FCHO |  | FMLA-CFRA Holiday | core-abs |
| FCIL |  | FMLA-CFRA Illness | core-abs |
| FCIL | FCIH | FMLA-CFRA Illness | core-abs |
| FCKC |  | FMLA-CFRA Kin Care | core-abs |
| FCPN |  | FMLA-CFRA PN | core-abs |
| FCUP |  | FMLA-CFRA Unpaid | unpd-abs:unpaid hrs |
| FCVA |  | FMLA-CFRA Vacation | core-abs |
| FH |  | Furlough | core-att |
| FNIL |  | FMLA-CFRA ILL Non-Deduct | core-abs |
| FNIL | FNIH | FMLA-CFRA ILL Non-Deduct | core-abs |
| FNKC |  | FMLA-CFRA KC Non-Deduct | core-abs |
| FNPN |  | FMLA-CFRA PN Non-Deduct | core-abs |
| FNUP |  | FMLA-CFRA UP Non-Deduct | unpd-abs:unpaid hrs |
| FNVA |  | FMLA-CFRA VA Non-Deduct | core-abs |
| FWA |  | FMLA Workers’ Comp Unit A | Wcsp-abs: FMLA Wk Comp-Sch police-TK reported only eff 07/01/2012. |
| FWC |  | FMLA Workers’ Comp | wcal-abs: FMLA Wk Comp-TKeeper only-Conv to WR/WI/WV by PSB-WCunit eff 7/1/12 |
| FWI |  | Payroll Use Only- FMLA ILL | core-abs, eff 07/01/2012 |
| FWI | FWH | Payroll Use Only- FMLA ILL | core-abs, eff 07/01/2012 |
| FWR |  | Payroll Use Only – FMLA RG | core-att, eff 07/01/2012 |
| FWV |  | Payroll Use Only – FMLA VA | core-abs, eff 07/01/2012 |
| HO |  | Holiday - Legal Holiday | core-abs |
| HOAD |  | Holiday -Admission Day | core-abs |
| HOSB |  | Holiday - Spring Break | core-abs (delimited eff 7/1/2012) |
| HOWB |  | Holiday - Winter Break | core-abs (delimited eff 7/1/2012) |
| IL | IH | Illness | core-abs |
| IL |  | Illness | core-abs |
| JA |  | Job Action | core-abs |
| JU |  | Jury Duty | core-abs |
| KC |  | Kin Care Pay | core-abs |
| MD |  | Military Duty Leave | core-abs |
| MD |  | Military Duty Leave | core-abs |
| MD |  | Military Duty Leave | core-abs |
| MD |  | Military Duty Leave | core-abs |
| MS |  | Miscellaneous Time | core-abs |
| MSAP |  | MS-Annual Physical Exam | core-abs |
| MSND |  | Misc. Natural Disaster | core-abs |
| OT |  | Overtime | additional hours |
| PD |  | Professional Development | core-abs |
| PDHO |  | Preg Dis HO w/o FMLA | core-abs |
| PDIL |  | Preg Dis ILL w/o FMLA | core-abs |
| PDIL | PDIH | Preg Dis ILL w/o FMLA | core-abs |
| PDUP |  | Preg Dis UP w/o FMLA | unpd-abs:unpaid hrs |
| PDVA |  | Preg Dis VA w/o FMLA | core-abs |
| PDVP |  | Preg Dis Vac Non-Deduct | core-abs |
| PFHO |  | Preg/FMLA Dis Holiday | core-abs |
| PFIL |  | Preg/FMLA Dis Illness | core-abs |
| PFIL | PFIH | Preg/FMLA Dis Illness | core-abs |
| PFUP |  | Preg/FMLA Dis Unpaid | unpd-abs:unpaid hrs |
| PFVA |  | Preg/FMLA Dis Vacation | core-abs |
| PN |  | Personal Necessity | core-abs |
| PX |  | Professional Expert | additional hours |
| PX |  | Temp Cert Asmt | additional hours |
| PXE |  | 0625 - Prof Exp E $16.00 | additional hours |
| PXF |  | 0626 - Prof Exp F $12.80 | additional hours |
| PXG |  | 8200 - Prof Exp G $20.00 | additional hours |
| PXH |  | 8201 - Prof Exp H $25.00 | additional hours |
| PXJ |  | 8202 - Prof Exp J $30.00 | additional hours |
| PXK |  | 8203 - Prof Exp K $35.00 | additional hours |
| PXL |  | 8204 - Prof Exp L $40.00 | additional hours |
| PXM |  | 8205 - Prof Exp M $47.55 | additional hours |
| PXN |  | 8206 - Prof Exp N $32.00 | additional hours |
| PXP |  | 8207 - Prof Exp P $38.00 | additional hours |
| READ |  | 0947thru 0950 Reg Advsr | additional hours |
| RG |  | Regular Time | core-att |
| RGHO |  | RG Time for Legal Holiday | core-att |
| RGMK |  | Regular - Make-up Time | core-att |
| RGSA |  | RG-Cert Substitute Asgn | additional hours |
| RGZD |  | Z-Time w/ Diff; Prog=1246 | att: additional zhrs |
| RGZN |  | Z-Time during 'ON' Time | att: additional zhrs |
| RP |  | Replacement Time | additional hours |
| SA95 |  | 0695 A Prin, Sp Asn 8hr/d | additional hours |
| SA96 |  | 0696 Prin, Spc Asn 8hr/d | additional hours |
| SAXB |  | Special Asgn X-Basis | att: additional zhrs |
| ST27 |  | 8827 Diff Cons Tchr Par | additional hours |
| STRK |  | Strike | additional hours |
| TR01 |  | 8302 Dist Spon Trng Rt 1 | additional hours |
| TR02 |  | 8303 Dist Spon Trg Rt 2 | additional hours |
| TR03 |  | 8304 Dist Sponrd Trg Rt 3 | additional hours |
| TR04 |  | 8299 Dist Spon Trng Rt 1 | additional hours |
| UP |  | Unpaid Time | unpd-abs:unpaid hrs |
| VA |  | Vacation Time Pay | core-abs |
| VBID |  | BID Bus Dr/Fleet Mnt ONLY | additional hours |
| WA |  | Workers’ Comp – Unit A | wcsp-abs:Wk Comp-Sch police-TK only-Conv to WR/WI/WV by PSB-WCunit,0K00 11/18/11 |
| WC |  | Workers’ Comp | wcal-abs: Wk Comp-All others -Time Keeper only-Conv to WR/WI/WV by PSB-WCunit |
| WI | WH | PAYROLL USE ONLY-Illness | core-abs |
| WI |  | PAYROLL USE ONLY-Illness | core-abs |
| WR |  | PAYROLL USE ONLY-Regular | core-att |
| WV |  | PAYROLL USE ONLY-Vacation | core-abs |
| ZT |  | RG- Relief Time for TAs | additional hours |

# Appendix C – Absence and Attendance Table for SU35 Credit (Detail)

|  |  |  |  |
| --- | --- | --- | --- |
| **PSG** | **A/AType** | **Att./abs. type text** | **Credit to SU35** |
| 17 | AA | Auxiliary Assignment | **NO** |
| 17 | BL | Beyond Bell - w/ Stipend | **NO** |
| 17 | BLNC | Beyond Bell -no Stipend | **NO** |
| 17 | RG | Regular Time | YES |
| 17 | RGHO | RG Time on Legal Holiday | **NO** |
| 17 | RP | Replacement Time | **NO** |
| 17 | SAXB | Special Asgn X-Basis | **NO** |
| 17 | TR01 | 8302 Dist Spon Trg Rt 1 | **NO** |
| 17 | TR02 | 8303 Dist Spon Trg Rt 2 | **NO** |
| 17 | BV | Bereavement Time | **YES** |
| 17 | FCIL | FMLA-CFRA Illness | **YES** |
| 17 | FCUP | FMLA-CFRA Unpaid | **NO** |
| 17 | FNIL | FMLA-CFRA ILL Non-Deduct | **YES** |
| 17 | FNUP | FMLA-CFRA UP Non-Deduct | **NO** |
| 17 | IL | Illness | **YES** |
| 17 | MD | Military Duty Leave | **NO** |
| 17 | MSND | Misc. Natural Disaster | **YES** |
| 17 | PD | Professional Development | **YES** |
| 17 | PDIL | Preg Dis ILL w/o FMLA | **YES** |
| 17 | PDUP | Preg Dis UP w/o FMLA | **NO** |
| 17 | PFIL | Preg/FMLA Dis Illness | **YES** |
| 17 | PFUP | Preg/FMLA Dis Unpaid | **NO** |
| 17 | UP | Unpaid Time | **NO** |
| 17 | WC | Worker's Comp | **NO** |
| 17 | WI | PAYROLL USE ONLY-Illness | **YES** |
| 17 | WR | PAYROLL USE ONLY-Regular | **YES** |
| 17 | WV | PAYROLL USE ONLY-Vacation | **YES** |

# Appendix D – Absence and Attendance Table for AD40 & UTLA Credit (Detail)

|  |  |
| --- | --- |
| **Wage Types** | **TEXT** |
| 0410 | Bereavement Pay |
| 0430 | FMLA/CFRA Full Illness |
| 0432 | FMLA/CFRA Half-Illness |
| 0434 | FMLA/CFRA Kin Care PN |
| 0436 | FMLA/CFRA Pers. Necessity |
| 0438 | FMLA/CFRA Vacation Pay |
| 0444 | Full pay Illness |
| 0602 | Furlough Unpaid/Unworked |
| 0442 | Half Pay Illness |
| 0440 | Holiday Pay |
| 0135 | Jury Duty Pay |
| 0514 | Kin Care Pers Necessity |
| 0230 | Make Up Time |
| 0606 | Milt. Lv.<180 Paid |
| 0605 | Milt. Lv.21/23 Paid |
| 0449 | Misc Natural Disaster |
| 0448 | Miscellaneous Time Pay |
| 0518 | Personal Necessity Pay |
| 0458 | Preg. Disabl. ABS. Full ill |
| 0450 | Professional Development |
| 0175 | Regular Auxiliary Assignment |
| 0179 | Regular Beyond the Bell |
| 0177 | Regular Buy Back Time |
| 0182 | Regular CE SUB Assignment |
| 0100 | Regular Time Pay |
| 0102 | Special Assignment (SAXB) |
| 0474 | Vacation pay |
| 0512 | Workers Cmp.Reg. Time |
| 0504 | Workers Comp. Vac Pay |
| 0506 | Workrs Cmp. half pay ill |
| 0508 | Workrs Cmp.Full pay ill |
| 0634 | Z- Worker's comp vacation |
| 0611 | Z-Bereavement Pay |
| 0613 | Z-FMLA/CFRA Full Illness |
| 0612 | Z-FMLA/CFRA Half-Illness |
| 0614 | Z-FMLA/CFRA KinCare PN |
| 0615 | Z-FMLA/CFRA Pers. Necsity |
| 0627 | Z-FMLA/CFRA Unpd. Abs. |
| 0617 | Z-FMLA/CFRA Vacation Pay |
| 0620 | Z-Full pay Illness |
| 0619 | Z-Half Pay Illness |
| 0618 | Z-Holiday Pay |
| 0232 | Z-Jury Duty Pay |
| 0621 | Z-Kin Care Pers. Necessity |
| 0238 | Z-MD Time LV<21/23 Paid |
| 0624 | Z-Misc Annual Physical |
| 0625 | Z-Misc Natural Disaster |
| 0622 | Z-Miscellaneous Time Pay |
| 0626 | Z-Personal Necessity Pay |
| 0623 | Z-Professional Development |
| 0231 | Z-Regular Time Pay |
| 0629 | Z-Vacation pay |
| 0631 | Z-Wrkrs Cmp. half pay ill |
| 0632 | Z-Wrkrs Cmp.Full pay ill |
| 0633 | Z-Wrkrs. Cmp.Reg. Time |

# Appendix E – Absence and Attendance Table for CYCE, CYCL & CYAD Credit (Detail)

|  |  |  |  |
| --- | --- | --- | --- |
| **A/AType** | **Att./Abs. type text** | **Hours Credited in SAP (including Z-time)** | **Notes/Remarks** |
| AA | Auxiliary Assignment |  |  |
| BB | Buy Back |  |  |
| BL | Beyond Bell - w/ Stipend |  |  |
| BLNC | Beyond Bell -no Stipend |  |  |
| BV | Bereavement Time | **X** | **CYCE, CYCL, CYAD** |
| CA | Comp Accrual |  |  |
| CU | Comp Time Usage | **X** | **CYCL** |
| DF26 | Sup Elem-Voluntar |  |  |
| DF27 | Sup Elem-Non-Vol |  |  |
| DH | Deadhead Time | **X** | **CYCL** |
| ECAS | Extended Couns Asgnmt |  |  |
| ETAS | Extended Teach Asgnmt |  |  |
| FCHO | FMLA-CFRA Holiday | **X** | **CYCE, CYCL, CYAD** |
| FCIL | FMLA-CFRA Illness | **X** | **CYCE, CYCL, CYAD** |
| FCKC | FMLA-CFRA Kin Care | **X** | **CYCE, CYCL, CYAD** |
| FCPN | FMLA-CFRA PN | **X** | **CYCE, CYCL, CYAD** |
| FCUP | FMLA-CFRA Unpaid |  |  |
| FCVA | FMLA-CFRA Vacation | **X** | **CYCE, CYCL, CYAD** |
| FH | Furlough Unwrkd/unpaid | **X** | **CYCE, CYCL, CYAD** |
| FNIL | FMLA-CFRA ILL Non-Deduct | **X** | **CYCE, CYCL, CYAD** |
| FNKC | FMLA-CFRA KC Non-Deduct | **X** | **CYCE, CYCL, CYAD** |
| FNPN | FMLA-CFRA PN Non-Deduct | **X** | **CYCE, CYCL, CYAD** |
| FNUP | FMLA-CFRA UP Non-Deduct |  |  |
| FNVA | FMLA-CFRA VA Non-Deduct | **X** | **CYCE, CYCL, CYAD** |
| FWA | FMLA Workers' Comp Unit A | **X** | **CYCE, CYCL, CYAD** |
| FWC | FMLA Worker's Comp |  |  |
| FWI | PAYROLL USE ONLY-FMLA ILL | **X** | **CYCE, CYCL, CYAD** |
| FWR | PAYROLL USE ONLY-FMLA RG | **X** | **CYCE, CYCL, CYAD** |
| FWV | PAYROLL USE ONLY-FMLA VA | **X** | **CYCE, CYCL, CYAD** |
| HO | Holiday - Legal Holiday | **X** | **CYCE, CYCL, CYAD** |
| HOAD | Holiday -Admission Day | **X** | **CYCE, CYCL, CYAD** |
| HOSB | Holiday - Spring Break | **X** | **CYCE, CYCL, CYAD** |
| HOWB | Holiday - Winter Break | **X** | **CYCE, CYCL, CYAD** |
| IL | Illness - Full Pay | **X** | **CYCE, CYCL, CYAD** |
| JA | Job Action |  |  |
| JU | Jury Duty | **X** | **CYCE, CYCL, CYAD** |
| KC | Kin Care Pay | **X** | **CYCE, CYCL, CYAD** |
| MD | Military Duty Leave | **X** | **CYCE, CYCL, CYAD** |
| MS | Miscellaneous Time | **X** | **CYCE, CYCL, CYAD** |
| MSAP | MS-Annual Physical Exam | **X** | **Only adds to CYCL** |
| MSND | Misc. Natural Disaster | **X** | **CYCE, CYCL, CYAD** |
| OT | Overtime |  |  |
| PD | Professional Development | **X** | **CYCE, CYCL, CYAD** |
| PDHO | Preg Dis HO w/o FMLA | **X** | **CYCE, CYCL, CYAD** |
| PDIL | Preg Dis ILL w/o FMLA | **X** | **CYCE, CYCL, CYAD** |
| PDUP | Preg Dis UP w/o FMLA |  |  |
| PDVA | Preg Dis VA w/o FMLA | **X** | **CYCE, CYCL, CYAD** |
| PDVP | Preg Dis Vac Non-Deduct | **X** | **CYCE, CYCL, CYAD** |
| PFHO | Preg/FMLA Dis Holiday | **X** | **CYCE, CYCL, CYAD** |
| PFIL | Preg/FMLA Dis Illness | **X** | **CYCE, CYCL, CYAD** |
| PFUP | Preg/FMLA Dis Unpaid |  |  |
| PFVA | Preg/FMLA Dis Vacation | **X** | **CYCE, CYCL, CYAD** |
| PN | Personal Necessity | **X** | **CYCE, CYCL, CYAD** |
| PX | Prof Expert/Temp Cert Asm |  |  |
| READ | Registration Advsr |  |  |
| RG | Regular Time | **X** | **CYCE, CYCL, CYAD** |
| RGHO | RG Time on Legal Holiday | **X** | **CYCE, CYCL, CYAD** |
| RGMK | Regular - Make-up Time | **X** | **Only adds to CYCE** |
| RGSA | RG-Cert Substitute Asgn | **X** | **Only adds to CYCE** |
| RGZD | Z-Time w/ Diff; Prog=1246 |  |  |
| RGZN | Z-Time during 'ON' Time |  |  |
| RP | Replacement Time |  |  |
| SA95 | 0695 A Prin, Sp Asn 8hr/d |  |  |
| SA96 | 0696 Prin, Spc Asn 8hr/d |  |  |
| SAXB | Special Asgn X-Basis |  |  |
| ST27 | 8827 Dif Cons Tchr Par |  |  |
| STRK | Strike |  |  |
| TR01 | Dist Sponrd Trg Rt 1 |  |  |
| TR02 | Dist Spon Trg Rt 2 |  |  |
| TR03 | Dist Sponrd Trg Rt 3 |  |  |
| TR04 | 8299 Dist Spon Trng Rt 1 |  |  |
| UP | Unpaid Time |  |  |
| VA | Vacation Time Pay | **X** | **CYCE, CYCL, CYAD** |
| VBID | BID Bus Dr/Fleet Mnt ONLY |  |  |
| WA | Workers' Comp - Unit A | **X** | **Only adds to CYCL** |
| WC | Worker's Comp |  |  |
| WI | PAYROLL USE ONLY-Illness | **X** | **CYCE, CYCL, CYAD** |
| WR | PAYROLL USE ONLY-Regular | **X** | **CYCE, CYCL, CYAD** |
| WV | PAYROLL USE ONLY-Vacation | **X** | **CYCE, CYCL, CYAD** |
| ZT | RG- Relief Time for TAs |  |  |

# Appendix F – Paid Parental Leave (AB2393)

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME TYPE** | **TIME TYPE DESCRIPTION** | **REMARKS** |  |
| PLEM | PL employment eligibility | This is set everyday - based on 365 day employment | Value is 1 if it meets the condition |
| PLEL | PL eligibility per groupings | This is set based on eligibilty groupings If as a person employee is eligible then: Return 2 if any one assignment is eligible AND also this assignment is eligible. Return 1 if this assignment is not eligible but as a person is eligible. Return 1 for Z assignment if as person its eligible. |  |
| PLYR | PLIL Rolling Year - Year | Only on Main assignment | SALDO |
| PLMN | PLIL Rolling Year - Month | Only on Main assignment | SALDO |
| PLDY | PLIL Rolling Year - Day | Only on Main assignment | SALDO |
| PHRA | Assign hrs for PL quota | Only on Main assignment | ZES |
| PHRT | Total Assign hrs PL Quota | Only on Main assignment | ZES |
| PLRM | PL days Remaining | Only on Main assignment | SALDO |
| PLUS | PL days Used | Only on Main assignment | SALDO |
|  |  |  |  |
|  |  |  |  |

1. [↑](#footnote-ref-1)