

Sonoma County Office of Education

Escape Setup for Classified Summer Assistance

June 2023

Table of Contents

Classified School Employee Summer Assistance Program	2
Escape Setup	2
CLSAP Deduction Codes	2
Employee Deduction Setup in Employee Management	3
Pay34 – Payroll Deduction and Contribution Detail Report.....	6
Employee Deduction Refund Setup	8
Deduction Refund Additional Contrib/Deduct Activity.....	9
Verify Zero Balance – Pay34 Payroll Deduction and Contribution Detail	11
Employer Matching Funds Payout received from CDE	13
Employer Matching Additional Pay Batch Activity	13
Verify Matching Funds Costs for CDE Claim Filing.....	16

Classified School Employee Summer Assistance Program

The Classified School Employee Summer Assistance Program (CSESAP) provides up to a dollar for dollar match on amounts withheld from a participating local educational agency's (LEA) classified school employees' monthly paychecks during the school year. The classified employees' pay withheld and the state match funds will be paid by LEAs to the LEA's eligible employees in the summer months following the school year.

<https://www.cde.ca.gov/fg/aa/ca/csesap.asp>

Escape Setup

It is recommended to refund deductions and matching payout on June 30 Payroll and July 10 Liability Payroll if elected two installments. The matching payout would use Resource 0000 or 7415 depending on the District set up.

When creating the revenue account use 7415 Resource, 8590 Object. When creating the classified salary accounts use Resource 7415, 2000-2999 Object Codes. Statutory benefit accounts (3000 Object Code) are invalid with the 7415 Resource.

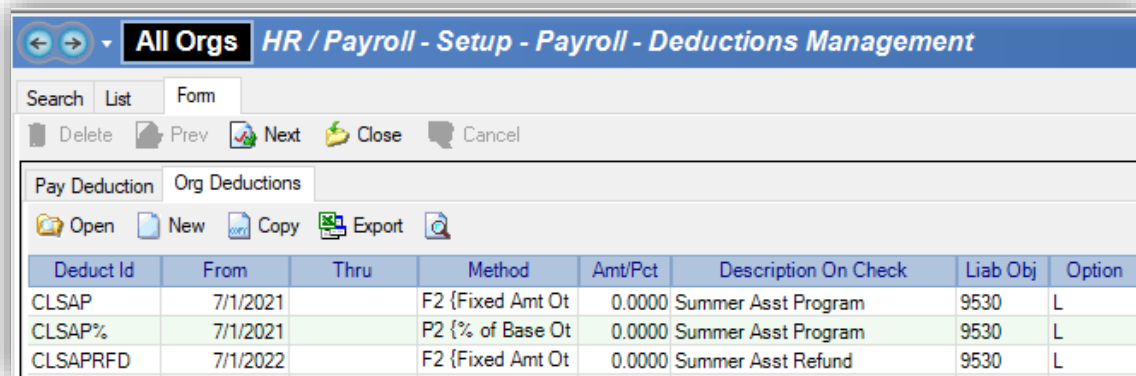
System Deduction Codes have been setup for Districts to add to participants. The deduction will transfer from the employee's payroll to the Liability Object Code 9530. The total amount withheld will be need to be manually refunded no later than June 30 if employee elected one installment, or June 30 and July 10 if employee elected two installments.

CLSAP Deduction Codes

CLSAP: Fixed amount, enter a manual amount to be deducted monthly

CLSAP%: % of Base, enter % amount to be deducted monthly

CLSAPRFD: Use to refund annual amount of total employee deduction



The screenshot shows a software interface for managing payroll deductions. The title bar reads "All Orgs HR / Payroll - Setup - Payroll - Deductions Management". Below the title bar are navigation buttons: Search, List, Form, Delete, Prev, Next, Close, and Cancel. There are two tabs: "Pay Deduction" and "Org Deductions". Under "Pay Deduction", there are buttons for Open, New, Copy, and Export. The main area contains a table with the following data:

Deduct Id	From	Thru	Method	Amt/Pct	Description On Check	Liab Obj	Option
CLSAP	7/1/2021		F2 {Fixed Amt Ot	0.0000	Summer Asst Program	9530	L
CLSAP%	7/1/2021		P2 {% of Base Ot	0.0000	Summer Asst Program	9530	L
CLSAPRFD	7/1/2022		F2 {Fixed Amt Ot	0.0000	Summer Asst Refund	9530	L

Employee Deduction Setup in Employee Management

Enter the Deduction and Deduction Refund in Employee Management in the employee record based on the amounts elected by the employee. Keep in the mind the employee's Pay Cycle for the last available pay date for the deduction and refund.

The **last pay cycle** for the Deduction should be the same as the employee's primary pay cycle. For example, a CL1A (11-pay August – June) should have deductions taken through June 20XX.



Additionally, the **maximum amount to withhold** is 10% of the monthly gross, not to exceed 2 times the full-time pay of a classified employee paid at the state minimum wage for an entire school year. If the employee chooses the fixed monthly amount and that will put them over the deduction threshold, the first and last deduction amount should be adjusted accordingly.

Go to [HR/Payroll – Employment – Employee Management – Deduction Tab](#)

Example 1: Employee who has a primary pay cycle of **10-pay** using the **CLSAP Deduction** with monthly fixed amount of \$250.00 on a Standard Payroll Calculation calendar.

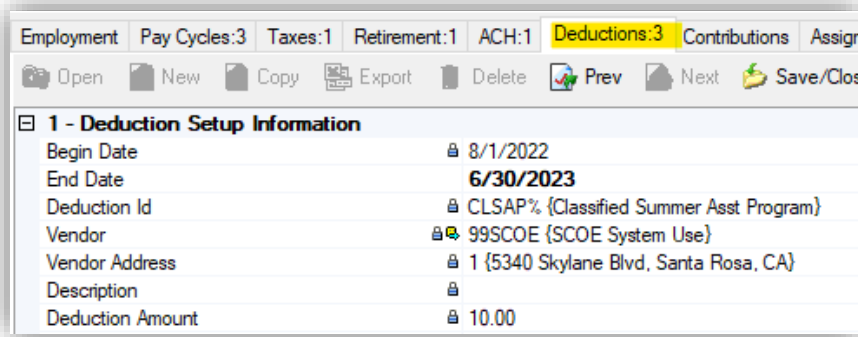
1 - Deduction Setup Information	
Begin Date	8/1/2022
End Date	5/31/2023
Deduction Id	CLSAP {Classified Summer Asst Program}
Vendor	99SCOE {SCOE System Use}
Vendor Address	1 {5340 Skylane Blvd, Santa Rosa, CA}
Description	
Deduction Amount	250.00

**Example: 10 Pay Periods
8/1/2022-5/31/2023 CLSAP
fixed monthly amount.
Standard Payroll
Calculation Calendar**

Total Annual deduction - \$2500.00

Pay34a				Payroll Deduction and Contribution Detail					
Pay Date 07/11/2022 through 07/10/2023									
Employee	(ID) SSN	Pay Cycle/ Period	Pay Date	Deduction ID	Deduction Description	Deduction Group Code	Deduction Group Description	Deduction Gross Amt	Deduction Amount
Employee Name Mouse, Minnie									
Mouse, Minnie	(001234)	CL1A/1	08/31/2022	CLSAP	Summer Asst Program M			0.00	250.00
	(001234)	CL1A/2	09/30/2022	CLSAP	Summer Asst Program M			0.00	250.00
	(001234)	CL1A/3	10/31/2022	CLSAP	Summer Asst Program M			0.00	250.00
	(001234)	CL1A/4	11/30/2022	CLSAP	Summer Asst Program M			0.00	250.00
	(001234)	CL1A/5	12/29/2022	CLSAP	Summer Asst Program M			0.00	250.00
	(001234)	CL1A/6	01/31/2023	CLSAP	Summer Asst Program M			0.00	250.00
	(001234)	CL1A/7	02/28/2023	CLSAP	Summer Asst Program M			0.00	250.00
	(001234)	CL1A/8	03/31/2023	CLSAP	Summer Asst Program M			0.00	250.00
	(001234)	CL1A/9	04/28/2023	CLSAP	Summer Asst Program M			0.00	250.00
	(001234)	CL1A/10	05/31/2023	CLSAP	Summer Asst Program M			0.00	250.00
Employee Count for 001 - ABC School District >>> 1									2,500.00

Example 2: Employee who has a primary pay cycle of **11-pay** using the **CLSAP% Deduction**. The system will generate a percentage deduction of monthly subject gross based on the percentage entered in the Employee Management deduction. Remember, the percentage **CANNOT** exceed 10%.



1 - Deduction Setup Information

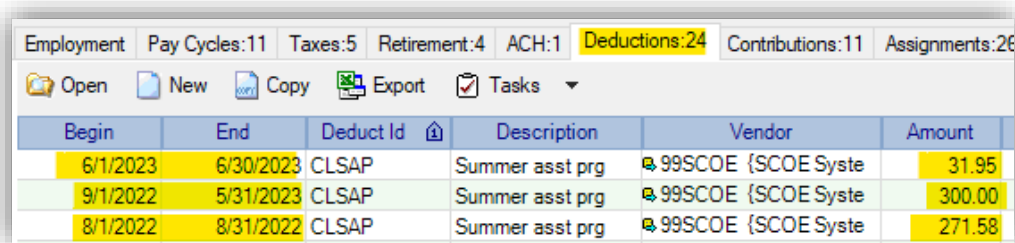
Begin Date	8/1/2022
End Date	6/30/2023
Deduction Id	CLSAP% {Classified Summer Asst Program}
Vendor	99SCOE {SCOE System Use}
Vendor Address	1 {5340 Skylane Blvd, Santa Rosa, CA}
Description	
Deduction Amount	10.00

**Example: 11 Pay Periods
8/1/22-6/30/2023
CLSAP% - 10% of monthly
subject gross**

Monthly deduction is 10% of gross earnings

Pay34a				Payroll Deduction and Contribution Detail					
Pay Date 07/11/2022 through 07/10/2023									
Employee	(ID) SSN	Pay Cycle/ Period	Pay Date	Deduction ID	Deduction Description	Deduction Group Code	Deduction Group Description	Deduction Gross Amt	Deduction Amount
Employee Name Mouse, Minnie									
Mouse, Minnie	(001234)	CL1A/1	08/31/2022	CLSAP%	Summer asst prgm	M		2,346.00	234.60
	(001234)	CL1A/2	09/30/2022	CLSAP%	Summer asst prgm	M		2,852.00	285.20
	(001234)	CL1A/3	10/31/2022	CLSAP%	Summer asst prgm	M		2,852.00	285.20
	(001234)	CL1A/4	11/30/2022	CLSAP%	Summer asst prgm	M		2,852.00	285.20
	(001234)	CL1A/5	12/29/2022	CLSAP%	Summer asst prgm	M		2,852.00	285.20
	(001234)	CL1A/6	01/31/2023	CLSAP%	Summer asst prgm	M		2,852.00	285.20
	(001234)	CL1A/7	02/28/2023	CLSAP%	Summer asst prgm	M		2,852.00	285.20
	(001234)	CL1A/8	03/31/2023	CLSAP%	Summer asst prgm	M		2,852.00	285.20
	(001234)	CL1A/9	04/28/2023	CLSAP%	Summer asst prgm	M		2,852.00	285.20
	(001234)	CL1A/10	05/31/2023	CLSAP%	Summer asst prgm	M		2,852.00	285.20
	(001234)	CL1A/11	06/30/2023	CLSAP%	Summer asst prgm	M		138.00	13.80
Employee Count for 001 - ABC School District >>> 1								2,815.20	

Example 3: Employee who has a primary pay cycle of **11-pay** using the **CLSAP Deduction** with monthly fixed amount and is on a **Pay Actual Days in First and Last Pay Period Calendar**. **Each employee in this scenario should be reviewed individually. The system will not take the normal deduction if there are not enough earnings in the pay period. Recommendation is to manually calculate 10% of gross earnings for the first and last periods and set up multiple records using the CLSAP deduction.**



Begin	End	Deduct Id	Description	Vendor	Amount
6/1/2023	6/30/2023	CLSAP	Summer asst prg	99SCOE {SCOE Syste	31.95
9/1/2022	5/31/2023	CLSAP	Summer asst prg	99SCOE {SCOE Syste	300.00
8/1/2022	8/31/2022	CLSAP	Summer asst prg	99SCOE {SCOE Syste	271.58

First and Last Pay period with separate deduction records for Aug and June based on 10% of Gross earnings.

Pay34a				Payroll Deduction and Contribution Detail					
Pay Date 07/11/2022 through 07/10/2023									
Employee	(ID) SSN	Pay Cycle/ Period	Pay Date	Deduction ID	Deduction Description	Deduction Group Code	Deduction Group Description	Deduction Gross Amt	Deduction Amount
Employee Name Mouse, Minnie									
Mouse, Minnie	(001234)	CL1A/1	08/31/2022	CLSAP	Summer asst prg	M		0.00	271.58
	(001234)	CL1A/2	09/30/2022	CLSAP	Summer asst prg	M		0.00	300.00
	(001234)	CL1A/3	10/31/2022	CLSAP	Summer asst prg	M		0.00	300.00
	(001234)	CL1A/4	11/30/2022	CLSAP	Summer asst prg	M		0.00	300.00
	(001234)	CL1A/5	12/29/2022	CLSAP	Summer asst prg	M		0.00	300.00
	(001234)	CL1A/6	01/31/2023	CLSAP	Summer asst prg	M		0.00	300.00
	(001234)	CL1A/7	02/28/2023	CLSAP	Summer asst prg	M		0.00	300.00
	(001234)	CL1A/8	03/31/2023	CLSAP	Summer asst prg	M		0.00	300.00
	(001234)	CL1A/9	04/28/2023	CLSAP	Summer asst prg	M		0.00	300.00
	(001234)	CL1A/10	05/31/2023	CLSAP	Summer asst prg	M		0.00	300.00
	(001234)	CL1A/11	06/30/2023	CLSAP	Summer asst prg	M		0.00	31.95
Employee Count for Org 01 - ABC School District >>> 1									3,003.53



Pay34 – Payroll Deduction and Contribution Detail Report

Run the Pay34 to get total Employee deduction balances. This report data will be used for both the Employee Deduction Refund and the Employer Addon Match received from the CDE.

Pay34 data can be manually entered in Adjust Payroll on June 30/July 10 OR use the Additional Deduction Contribution Activity and Additional Pay Activity.

Go to [HR/Payroll – Reports – Payroll](#)

Search Criteria:

Section 2 – User Options

- Starting Pay Date: **BFY+10**
- Ending Pay Date: **EFY+10**

Section 4 – Select Deductions

- Deduction ID: **CLSAP, CLSAP%**

Section 7 – Exclude Contributions

- Exclude Contribution Group(s):
all

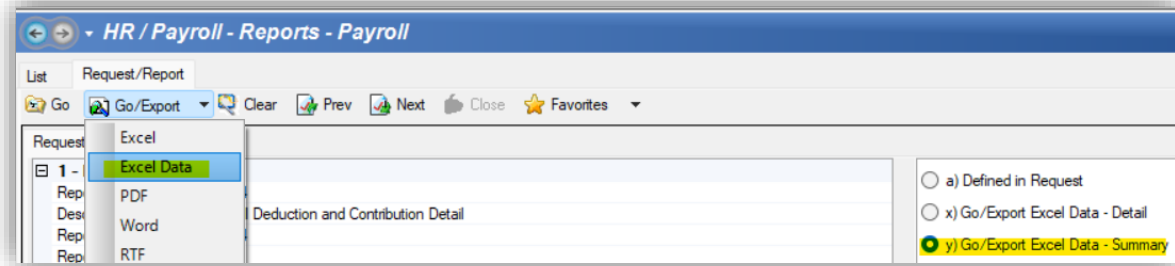
Section 8 – Sort/Group Options

Sort/Group 1: **Employee Name**

The screenshot shows the 'Request/Report' configuration window for 'Pay34'. The window title is 'All Orgs HR / Payroll - Reports - Payroll'. The 'Request' tab is active, showing a tree view of sections 1 through 8. Section 1 is 'Report', Section 2 is 'User Options', Section 3 is 'W2 Filtering', Section 4 is 'Select Deductions', Section 5 is 'Select Contributions', Section 6 is 'Exclude Deductions', Section 7 is 'Exclude Contributions', and Section 8 is 'Sort/Group Options'. The values for each section are: Section 1: Report Number (Pay34), Description (Payroll Deduction and Contribution Detail), Report Sample (Pay34), Report Favorite ID (CLSAP); Section 2: Org, Fiscal Year, Starting Pay Date (7/11/2022 {BFY+10}), Ending Pay Date (7/10/2023 {EFY+10}), Pay Schedule Type(s), Pay Cycle(s), Pay Period(s), Employee Id(s), Person Type(s), Bargaining Unit(s); Section 3: W2 Filtering; Section 4: Deduction Id(s) (CLSAP, CLSAP%), Deduction Id(s), Deduction Group(s); Section 5: Select Contributions; Section 6: Exclude Deductions; Section 7: Exclude Contribution Id(s), Exclude Contribution Group(s) (all); Section 8: Sort/Group 1 (Employee Name).

Save a Favorite with Mnemonics (BFY+10 and EFY+10) so the report can be used year after year

- Export the Pay34 detail using the Sort Option “Y” and Go/Export Excel Data Task



Pay34 Export – keep this open as the master to copy and paste data into the Additional Deduction, and Additional Pay Batches.

OrgId	Employee	ID(SSN)	Code	Description	GroupCode	GroupDescr	ContribGrossAmt	ContribAmt	DeductGrossAmt	DeductAmt
1	Mouse, Minnie	(002527) 1234	CLSAP	CLSAP	M		0.00	0.00	0.00	1,350.00
1	Mouse, Mickey	(002632) 5678	CLSAP	CLSAP	M		0.00	0.00	0.00	1,800.00
1	Duck, Donald	(002598) 1234	CLSAP	CLSAP	M		0.00	0.00	0.00	1,800.00
1	Duck, Daisy	(002444) 5678	CLSAP	CLSAP	M		0.00	0.00	0.00	900.00
1	Lightyear, Buzz	(000132) 1234	CLSAP	CLSAP	M		0.00	0.00	0.00	2,000.00



- Values in **DeductAmt** column will be entered as a Negative Deduction (CLSAP or CLSAP%) for the EE Refund Amount
- Values in **DeductAmt** column will be entered as a Positive Addon (CLSAPRFD) for the ER Contribution Amount
 - If the ER match received from CDE is dollar for dollar the amounts will be the same. If not, the ER Match will still be entered with a Positive Addon, but the amount should be adjusted accordingly.


Employee Deduction Refund Setup

Pay34 data can be manually entered in Adjust Payroll on June 30/July 10 OR use the Additional Deduction Contribution Activity and Additional Pay Activity.

If using the import feature enter the employee data from the Pay34 export, enter the CLSAPRFD Deduction with a negative amount into the Contrib/Deduct Import file to refund the Employee portion of the monthly deduction taken throughout the year.

Go to the Escape Activity Tree

Online Resources – Tools – Import Templates – Contrib/Deduct Import

- Find and Click on link to Open Template 
- Clear all sample data
- Copy or enter employee data from Pay34 export file into Additional Deduction import template
 - Emp Id
 - Date Effective
 - CLSAPRFD Deduction
 - Amount must be Negative and cannot have commas
 - Vendor ID and Vendor Address can be left blank, will populate from Deduction record setup
- Keep all Headers
- Save as CSV file format

Deduction Import File:

SSNumId	Empld	DateEffective	ContribDeduc	VendorId	VendorAddr	ContribDeduc	Descr	
	2527	6/30/2023	CLSAPRFD			-1350	FY23 CLSAP EE REFUND	
	2632	6/30/2023	CLSAPRFD			-1800	FY23 CLSAP EE REFUND	
	2598	6/30/2023	CLSAPRFD			-900	FY23 CLSAP EE REFUND	
	2444	6/30/2023	CLSAPRFD			-2000	FY23 CLSAP EE REFUND	
	132	6/30/2023	CLSAPRFD			-1620	FY23 CLSAP EE REFUND	

When creating deduction refund, the amount should be a credit which is a negative number

Deduction Refund Additional Contrib/Deduct Activity

The Additional Contrib/Deduct activity can be used for adding one-time Contributions and Deductions to a specific pay date. This is a batch format that will post to Adjust Payroll. Multiple employees can be added in the batch.

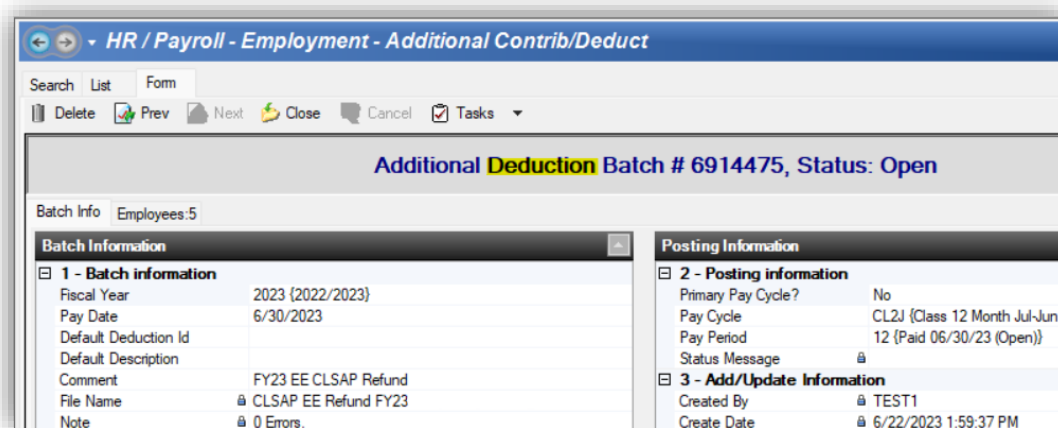
Example: Create Batch using the Pay34 export and subsequent Contrib/Deduct Import template

Go to [HR/Payroll – Employment – Additional Contrib/Deduct](#)

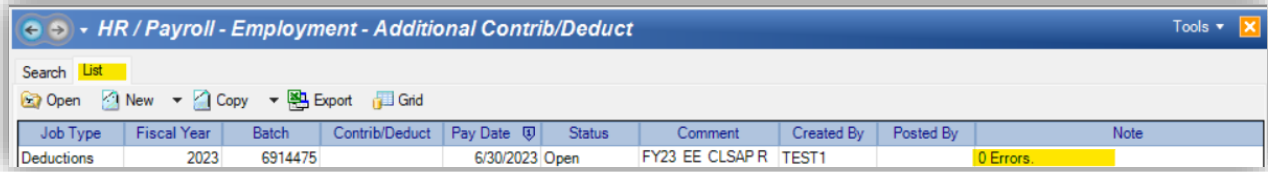
- Click **New** to create a batch
- Select the **New Deduction Batch**



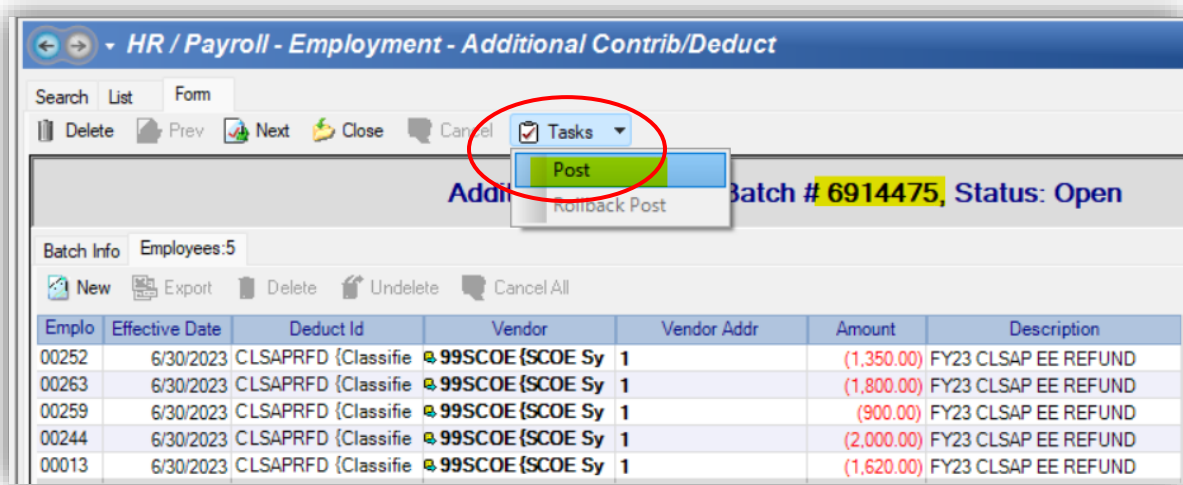
- Enter the Batch Information
 - Pay Date: **June 30 and/or July 10 (can only have 1 pay date per batch)**
 - Comment: **Create your own comment**
 - File Name: locate saved Contrib/Deduct import file created in previous step
- Posting Information
 - Primary Pay Cycle: Yes, if paid June 30, No, if paid July 10
 - Pay Cycle: **CL2J**
 - Pay Period: **June 30 and/or July 10 (can only have 1 pay date per batch)**
 - If using July 10 Pay Cycle should be CLS



- Save/Close to import the file
- From List Tab Verify 0 errors



- Reopen batch
- Go to the Employees Tab verify data
 - Note Batch number
 - Use Tasks to Post to Adjust Payroll



- Go to **HR/Payroll – Payroll – Adjust Payroll** to verify batch posted as expected



Verify Zero Balance – Pay34 Payroll Deduction and Contribution Detail

Verify the full amount has been refunded, run the Pay34 Payroll Deduction and Contribution Detail for the deduction codes CLSAP, CLSAP%, and CLSAPRFD, exclude all contributions. This will provide a list of employees with the deduction and refund to balance to 0.00. If the report doesn't balance to 0.00 for each employee then there is an error in the setup.

Go to HR/Payroll – Reports – Payroll – Pay34

Create a Report Favorite using Date Mnemonics!

The screenshot shows the 'Request/Report' configuration window for 'Pay34 Payroll Deduction and Contribution Detail'. The 'Request' tab is active, and the 'Report Favorite ID' field is highlighted with a red circle. The configuration is as follows:

Request	Report
1 - Report	
Report Number	Pay34
Description	Payroll Deduction and Contribution Detail
Report Sample	Pay34
Report Favorite ID	
2 - User Options	
Fiscal Year	
Starting Pay Date	7/11/2022 {BFY+10}
Ending Pay Date	7/10/2023 {EFY+10}
Pay Schedule Type(s)	
Pay Cycle(s)	
Pay Period(s)	
Employee Id(s)	
Person Type(s)	
Bargaining Unit(s)	
3 - W2 Filtering	
4 - Select Deductions	
Deduction Id(s)	CLSAP, CLSAP%, CLSAPRFD
Deduction Id(s)	
Deduction Group(s)	
5 - Select Contributions	
6 - Exclude Deductions	
7 - Exclude Contributions	
Exclude Contribution Id(s)	
Exclude Contribution Group(s)	all
8 - Sort/Group Options	
Sort/Group 1	Employee Name

2 – User Options

Starting Pay Date: **BFY+10** (this will omit prior year payout date)

Ending Pay Date: **EFY+10** (this will pick up June Supplemental Pay Date)

Use Date Mnemonics to use report year after year!

4 – Select Deductions

Deduction Id(s): **CLSAP,CLSAP%, CLSAPRFD**

7 – Excluded Contributions

Excluded Contribution Group(s): **Type All**

8 – Sort/Group Options

Sort/Group 1: **Employee Name**

- Verify total is 0.00 for fiscal year; use the favorite that you created!

Pay34a			Payroll Deduction and Contribution Detail						
Pay Date 07/11/2022 through 07/10/2023									
Employee	(ID) SSN	Pay Cycle/ Period	Pay Date	Deduction ID	Deduction Description	Deduction Group Code	Deduction Group Description	Deduction Gross Amt	Deduction Amount
Employee Name Mouse, Minnie									
	(002527)	CL1A/2	09/30/2022	CLSAP	CLSAP	M		0.00	150.00
	(002527)	CL1A/3	10/31/2022	CLSAP	CLSAP	M		0.00	150.00
	(002527)	CL1A/4	11/30/2022	CLSAP	CLSAP	M		0.00	150.00
	(002527)	CL1A/5	12/29/2022	CLSAP	CLSAP	M		0.00	150.00
	(002527)	CL1A/6	01/31/2023	CLSAP	CLSAP	M		0.00	150.00
	(002527)	CL1A/7	02/28/2023	CLSAP	CLSAP	M		0.00	150.00
	(002527)	CL1A/8	03/31/2023	CLSAP	CLSAP	M		0.00	150.00
	(002527)	CL1A/9	04/28/2023	CLSAP	CLSAP	M		0.00	150.00
	(002527)	CL1A/10	05/31/2023	CLSAP	CLSAP	M		0.00	150.00
	(002527)	CL2J/12	06/30/2023	CLSAPRFD	FY23 CLSAP EE REFI M			0.00	1,350.00-
Employee Count for Employee Name-Mouse, Minnie>>> 1								0.00	



Employer Matching Funds Payout received from CDE

The Employer match will vary each year based on the CDE allotment up to a dollar for dollar match. Be sure to check the CDE before processing the Employer Matching Funds payout. CDE history shows an updated match rate being announced in August, after the initial payout has already been made. In this case, the additional due will need to be processed in current Fiscal Year.

CDE allows one or two installments for the matching pay out

Pay34 data can be manually entered in Adjust Payroll on June 30/July 10 OR use the Additional Deduction Contribution Activity and Additional Pay Activity.

The Additional Pay activity can be used for adding one-time Addon Pay to a specific pay date. This is a batch format that will post to Adjust Payroll. Multiple employees can be added in the batch.

Using the employee data from the Pay34 export, enter the CLSAP Addon with a positive amount into the Additional Pay Import file to pay the Employer Match from the CDE.

If the CDE is matching dollar for dollar the amounts for the Addon pay will be the same as the amounts for the deduction refund. Go to the following link to verify matching dollar amount <https://www.cde.ca.gov/fg/aa/ca/csesap.asp>

Employer Matching Additional Pay Batch Activity

Go to the Escape Activity Tree

Online Resources – Tools – Import Templates – Additional Pay Import

- Find and Click on link to Open Template
- Clear all sample data
- Copy or enter employee data from Pay34 export file into Additional Pay import template
 - Emp Id
 - Date Effective
 - CLSAP Addon
 - Amount must be Positive and cannot have commas
 - Vendor ID and Vendor Address can be left blank, will populate from Deduction record setup
- Keep all Headers
- Save as CSV file format



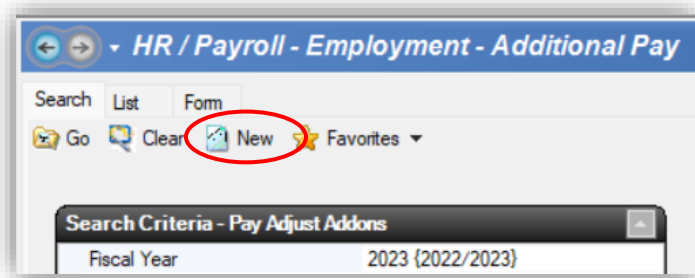
Additional Pay Import File: Example when CDE will reimburse the district \$1.00 on the dollar. Employee is paid full Employer Match.

SSN	Empld	Addon	Units	Rate1	Rate2	Acct	Effective	Comment
	2527	CLSAP	1	1350			6/30/2023	FY23 CLSAP ER Match
	2632	CLSAP	1	1800			6/30/2023	FY23 CLSAP ER Match
	2598	CLSAP	1	900			6/30/2023	FY23 CLSAP ER Match
	2444	CLSAP	1	2000			6/30/2023	FY23 CLSAP ER Match
	132	CLSAP	1	1620			6/30/2023	FY23 CLSAP ER Match

ER Contribution is paid out with an Addon, amount should be positive.

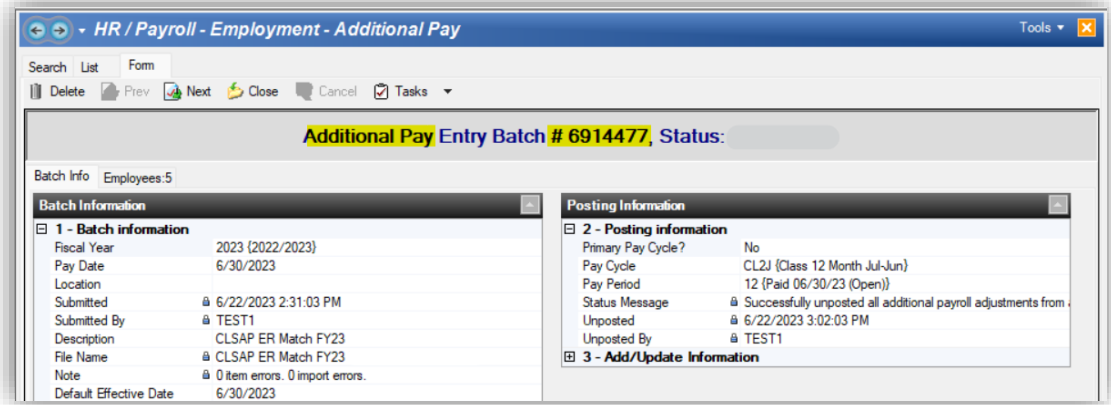
Go to **HR/Payroll – Employment – Additional Pay**

- Click **New** to create a batch

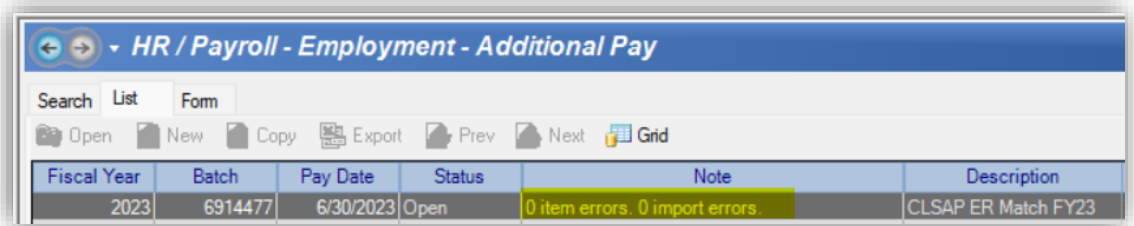


- Click **New** to create a batch
- Enter the Batch Information
 - Pay Date: **June 30 and/or July 10 (can only have one pay date per batch)**
 - Description: **ER Match**
 - File Name: Locate saved ER Match import file created in previous step
 - Default Effective Date: **6/30/20XX**
- Posting Information
 - Primary Pay Cycle: Yes, if paid June 30, No, if paid July 10
 - Pay Cycle: **CL1A**
 - Pay Period: **June 30 and/or July 10 (can only have 1 pay date per batch)**
 - If using July 10 Pay Cycle should be CLS

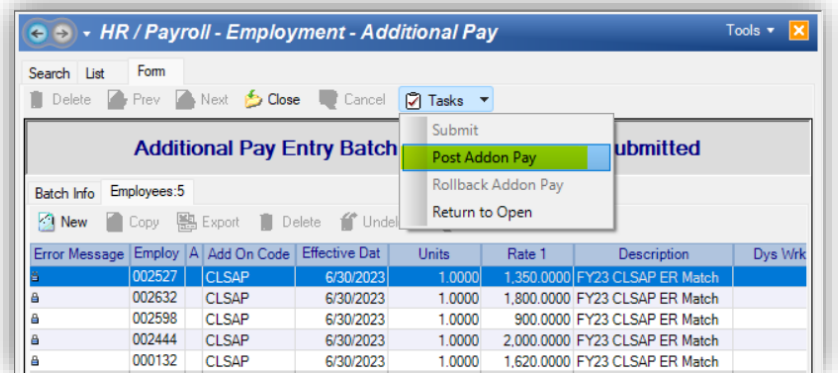
- Save/Close to import the file



- From List Tab Verify 0 errors



- Reopen batch
- Go to the Employees Tab verify data
 - Note Batch number
 - Use Tasks to **Submit**
 - Reopen and use Tasks to **Post Addon Pay** to Adjust Payroll



Go to **HR/Payroll – Payroll – Adjust Payroll** to verify batch posted as expected



Verify Matching Funds Costs for CDE Claim Filing

CLSAP Employer Matching Funds should be posted to the 7415 Resource. The CDE will reimburse the district for the **salary expense**, less statutory benefits.

- Districts can decide to pay the funds to the employees from Resource 0000 using their position account codes, and manually **move the salary expense to Resource 7415**.
- Alternately, districts can pay the funds out of a 7415 Resource, and **move the statutory benefits to Resource 0000**.
- In either case, an Accounts Receivable will need to be set up for the revenue for the exact amount of the **salary expense** (do not include statutory benefits) balance in the Resource 7415.

Run the Pay09 Labor Distribution Summary for costs of Payroll Statutory Benefits.

Go to [HR/Payroll – Reports – Payroll – Pay09](#)

- Starting Pay Date: BFY
- Ending Pay Date: EFY
- Resource Code: 7415

The screenshot shows the 'Request/Report' configuration window for 'Pay09 Labor Distribution Summary'. The 'Request' section is expanded, showing the following details:

Field	Value
Report Number	Pay09
Description	Labor Distribution Summary
Report Sample	Pay09
Report Favorite ID	

The '2 - User Options' section is expanded, showing the following details:

Field	Value
Fiscal Year	
Starting Pay Date	7/1/2022 {BFY}
Ending Pay Date	6/30/2023 {EFY}
Pay Schedule Type(s)	
Pay Cycle(s)	
Pay Period(s)	
Emp Id(s)	
Bargaining Unit(s)	
SSN4	Yes - show SSN4

The '3 - Account Selection' section is expanded, showing the following details:

Field	Value
Fund	
Resource	7415 {Class Emp Sum Assist Prg}

The 'Favorites' button in the top right corner of the window is circled in red.

Create a Report Favorite using Mnemonics!

NOTE: At Year End review that the Liability Object Code 9530 is 0.00 Balance