Sonoma County Office of Education

Position Control for FY27 Budget Development



March 20, 2026

Table of Contents

Checklist for Clean Up & Review Prior to New Fiscal Year....3

Account Review and Clean Up in Current Year....4

- Account Components 4
- Accounts 9
- Account Validation Errors 15

Review Current Year Calendars....16

Request to Open New Fiscal Year....17

HR/Payroll Setup for New Fiscal Year....18

- Bargaining Units 18
- Calendars 20
- Salary Schedules 24
- Addons 30
- Pay Cycles 32
- Benefit Providers 36
- Job Categories and Classes 38
- Vacancy Setup Records 40

Position Control for Budget Development....42

- Position Account Retro 50
- Position Control Reports 51
- Roll Forward Assignments Rules 55
  - Pos08 – Assignment Roll Forward Problem Review....57
- Request to Roll Forward Assignments 59
  - Pos07 – Assignment Roll Forward Review....60
- Setup Daily Initiate Payroll Requests for New Fiscal Year....62

Helpful ERP Documentation & Tools....66

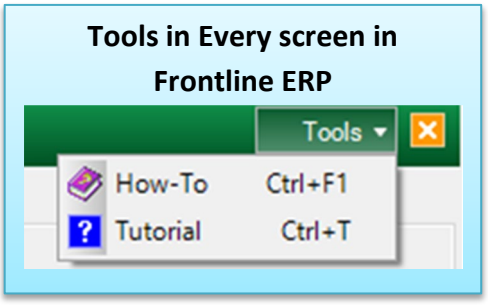
Clean Up & Review Prior to New Fiscal Year

The steps below outline the process for a successful budgeting cycle and are listed in the order they should be completed.

- ☐ Review/Clean up Account Components in current fiscal year
- ☐ Review/Clean up Accounts in current fiscal year
- ☐ Review Calendars in current fiscal year
- ☐ Request to open next fiscal year email helpdesk@scoe.org

  SCOE IT will create:

  - Next fiscal year
  - Roll forward accounts
  - Create pay schedules
  - Create pay cycles
  - Roll forward calendars



Position Control Steps for Budget Development

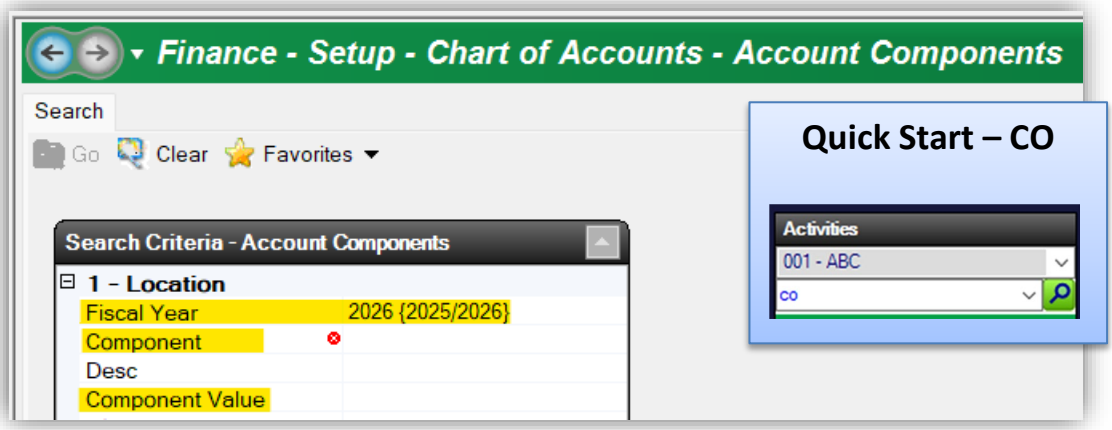
- ☐ Bargaining Units
- ☐ Update Calendars
- ☐ Salary Schedules
  - **Review Budget Column in Salary Schedules** IMPORTANT
- ☐ Addon Settings
- ☐ Pay Cycles
- ☐ Benefit Providers for Rate Changes
- ☐ Positions
- ☐ Review Reports Pos03, Pos04, Pos20, Pos22
- ☐ **Pos08 Report** – Assignment Roll Forward Problem Preview
- ☐ Request Roll Forward Assignments email **helpdesk@scoe.org**
- ☐ **Pos07 Report** – Assignment Roll Forward Review
- ☐ Set up Daily Initiate Payroll Request for new fiscal year

Account Review and Clean Up in Current Year

It is important to review account components and accounts strings prior to requesting new fiscal year and rolling forward accounts. Account Components that are no longer in use can be ended or merged into other Account Components. New Account Components can be created to have a clean chart of accounts for the new fiscal year.

Account Components

Go to Finance – Setup – Chart of Accounts – Account Components



Important notes to remember when updating or changing Account Components:

- ***Fund, Resource, Project Year, Goal and Function components*** must be requested to your District Fiscal Management Advisor
- District Users with permissions can make changes to the **Object, School or Management** components
- Changes made at the component level do not affect the current year, as long as the Fiscal Year Thru Date is 2026
- If changes are made using the component method, **ALL** account code strings associated with the component will **not roll** to the next fiscal year **including** Position accounts
- If you are changing a component record, but keeping the same value (for example, you are changing the description but not the value), you must "link" the old and new components by entering the Next Year Value and Prior Year Value fields in the component record.



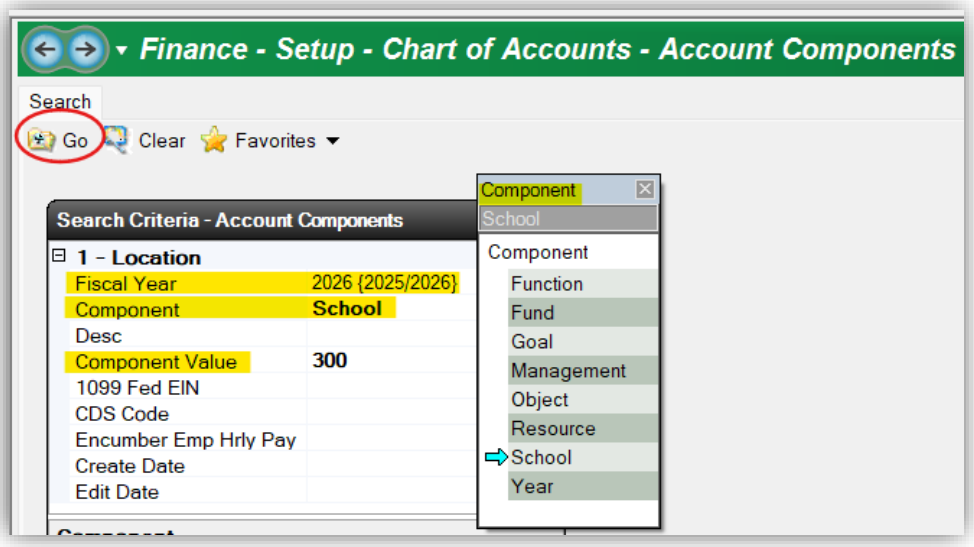
- **If merging into a new component must exist in the next fiscal year!**
- **Review Position accounts and update with new Account Strings!**

Example 1:
Ending an Account Component Value, and ALL its associated Account Strings

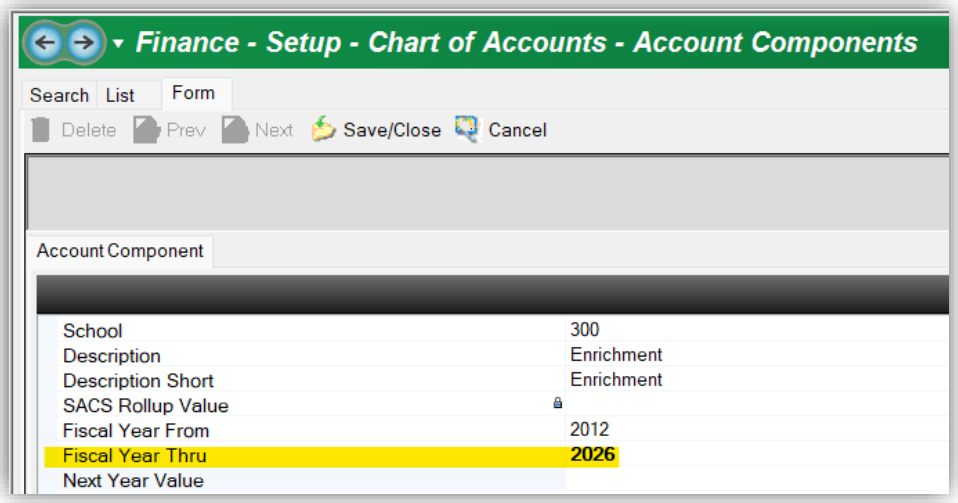
Go to Finance – Setup – Chart of Accounts – Account Components

- Select the Component you would like to end
- Enter Component Value
- Click Go to get to record

Example: School Component; Value 300



- From the list open the actual component record as shown below
- Enter the year **2026** in the Fiscal Year Thru field



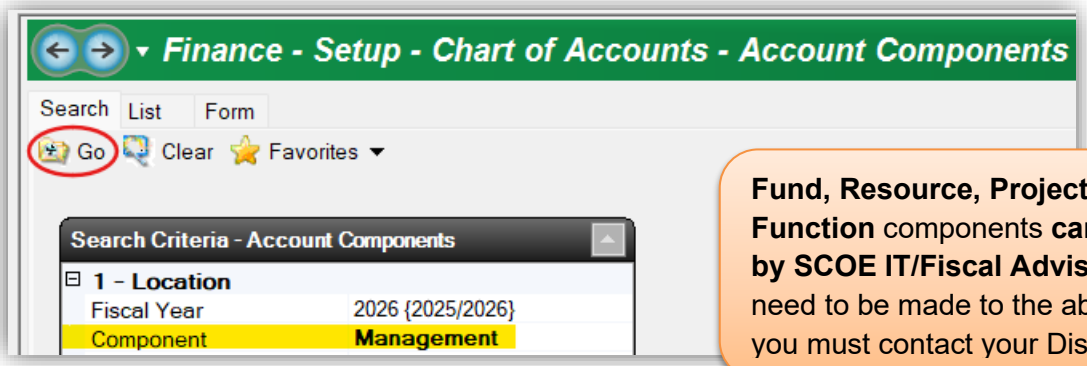
- Select Save/Close

At the time the "accounts roll" is completed by IT, the 300 component and all its associated account strings will be ended 06/30/2026 date and will not be rolled forward to the next fiscal year.

Example 2: Creating New Account Component

Go to Finance – Setup – Chart of Accounts – Account Components

- **Fiscal Year:** 2026 {2025/2026} Use Current Year
- **Component**: Select Component
- Click Go to get the list of existing Components

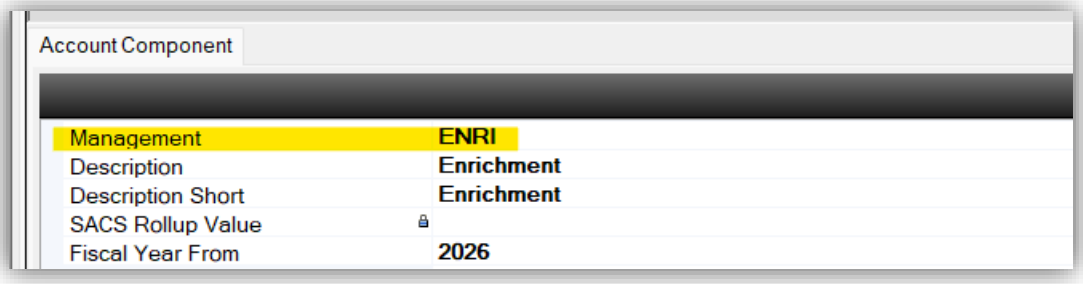


Fund, Resource, Project Year, Goal and **Function** components **can only be updated by SCOE IT/Fiscal Advisor**. If any changes need to be made to the above components you must contact your District Fiscal Advisor.

Example: Create a NEW Management component ENRI

- Select New from the Tool Bar
- Enter the NEW Management Code: ENRI
- Enter Description and Short Description
- Enter Fiscal Year From: 2026
- Enter Fiscal Year Thru: 9999
- Save/Close

NOTE: *NEW Management codes MUST BE four (4) Characters. System will allow creation with less characters, but will not process as expected. New Account Strings will not be created or link properly*.



When a new component is added, it will appear the next time a user opens the lookup. If the lookup window is already open, the user must close it and reopen it to see the new component.

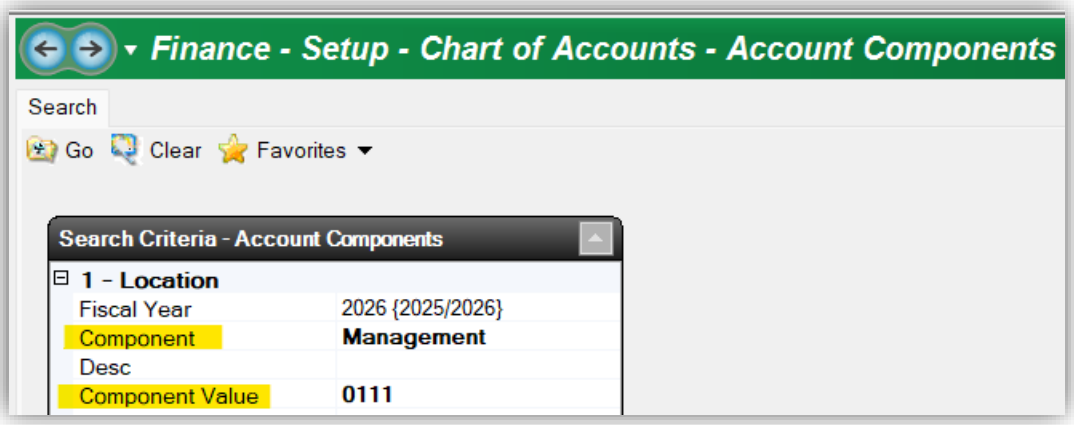
Example 3: Changing One Account Component to Another Component

When changing an Account Component Value and all of its associated Account Strings from one fiscal year to the next, they must be "linked" together.

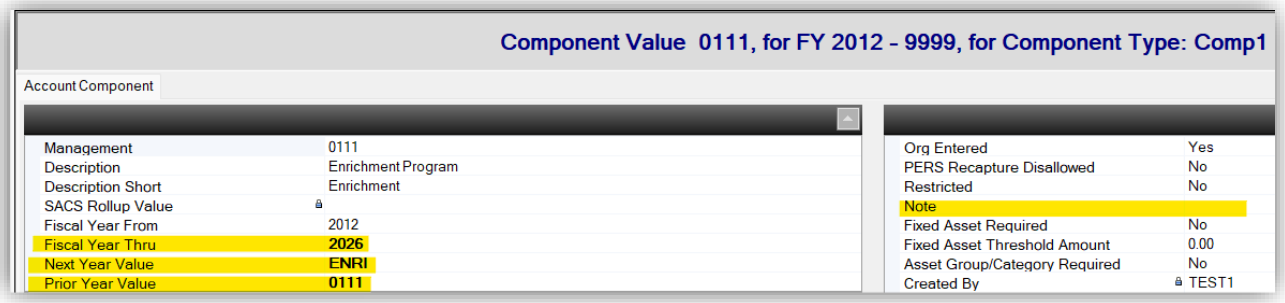
Go to Finance – Setup – Chart of Accounts – Account Components

- Create the New Component in 2027 (**New component for the Next Year Value must exist** in the next fiscal year). See previous for creating new account component.
- Select the Component you would like to change
- Click Go to get to record
- Open the record

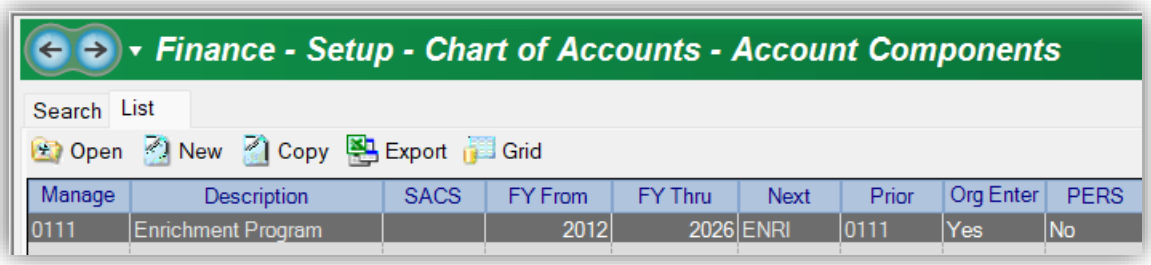
Example: Change Management 0111 Component Code into ENRI
Select the Current Management Code: 0111



Step 1. **Change the Fiscal Year Thru to 2026** *(**Very, Very Important)*
Step 2. Enter in the Next Year Value: ENRI *(The NEW Management code)*
Step 3. Enter in the Prior Year Value: 0111 *(The NEW Management code)*
Step 4. Use the Note Field to document history *(Recommended)*
Step 5. Save/Close



Important:
If account code is linked to a position, be sure to update account string in position with new account string



- At the time the first FY27 account roll is completed by SCOE IT, the 0111 component and all its associated account strings will be become ENRI in the new fiscal year.
- No changes will be made to the 0111 component or its associated account strings in current year.

IMPORTANT REMINDER:
If you are changing one component to a *new* component, the "new" account will have the same account alias (or link ID) as the original.

If you are changing one component to an *existing* component, the software checks to see if the new account exists for the new year. If it does not, the "new" account will have the same account alias (or link ID). If the account already exists in the new year, the account will not roll forward. In other words, it will have the account alias (or link ID) of the already existing account.

Example 4: Merging Multiple Components into a Single NEW Component
When changing multiple components, the software creates accounts in numerical order. The first account created picks up the account link ID from the original account.

Reminder: The account link ID provides a historical reference for reporting across fiscal years.

For example, if you merge functions 1110, 1120 and 1130 into 1110, this would be the result:

Original Accounts
01-6500-0-5770-1110-4310-121-2100 = Link ID 015221
01-6500-0-5770-1120-4310-121-2100 = Link ID 002267
01-6500-0-5770-1130-4310-121-2100 = Link ID 002271

Rolled Forward Account
01-6500-0-5770-1110-4310-121-2100 = Link ID 015221

Link ID 015221 is assigned to the new account because the software rolls forward that account first, based on numerical order. Link IDs 002267 and 002271 do not roll forward because the "new" 1110 account already exists.

You can also merge Multiple Components into an Existing Component, using the same process. Since the component you are rolling (merging) into already exists, the account link ID will be from the existing component.

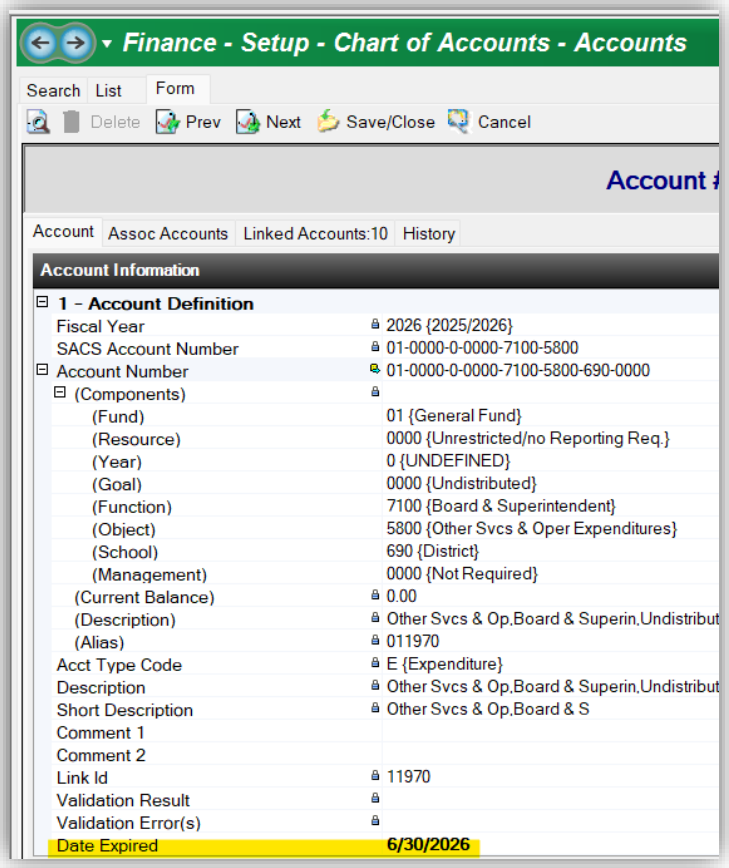
Accounts

Expiring Accounts

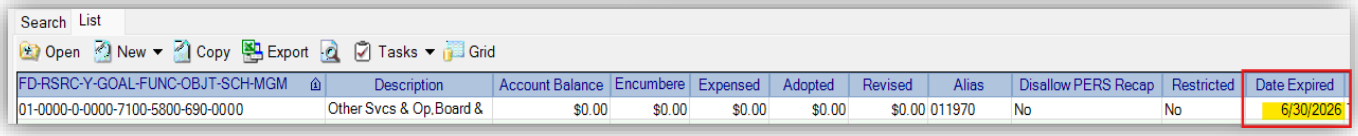
There are two ways that accounts can be expired. You can change the expiration date of an individual account or you can use the Set Expiration Date in Tasks from the list to expire a list of accounts.

Go to Finance – Setup – Chart of Accounts – Accounts

1. **Individual Account Method**
   - Enter the account code string and open it as shown below
   - Date Expired: 6/30/2026 (Can back date if no transactions)
   - Save/ Close



Expiration Date will now appear in the list



- Expiration date must be greater than or equal to the last activity date of the account
- **Do not expire** an account string that has ***any transactions*** after the date selected **even if they net to zero**
  - The previous year's reports will not be complete if there are expired accounts
  - The SACS statements will no longer reflect correct Frontline ERP balances
  - The individual account method will allow the account string to roll to the next fiscal year but it will not be visible on any drop-down screens unless you select to ***"Include Expired Accounts"*** in your account search selection

2. Mass Change Method to Expire or Clear Expiration

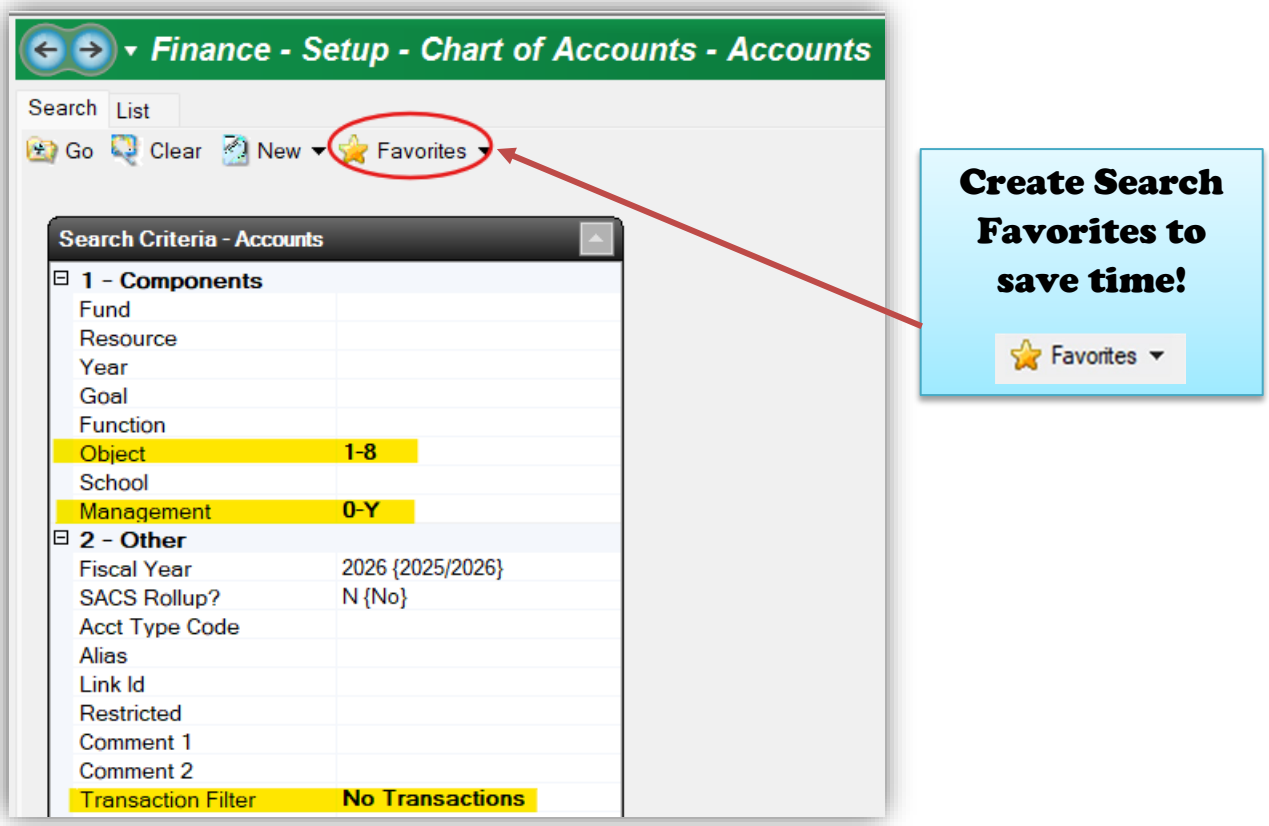
Create a list of accounts that need to be expired or unexpired. This method is recommended when Resource Components are ending.

Be VERY careful with the creation of the list since this method will expire all accounts on the list.

DO NOT EXPIRE ZERR Mgmt Codes used to process Payroll and AP if there are missing accounts or 9349 Object Codes used for preliminary Cash Roll on July 1

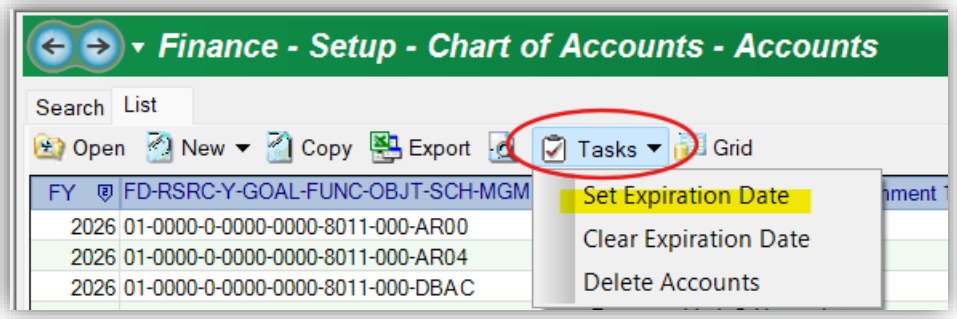
Go to Finance – Setup – Chart of Accounts – Accounts

- Search for accounts that need to be expired or unexpired
- **Object**: 1-8
- **Management**: 0-Y (Zero – Y; so that ZERR is not expired)
- **Transaction Filter:** No Transactions
- **Click Go** to get a list of accounts



This example will expire All Accounts without Transactions Narrow search by Account Components

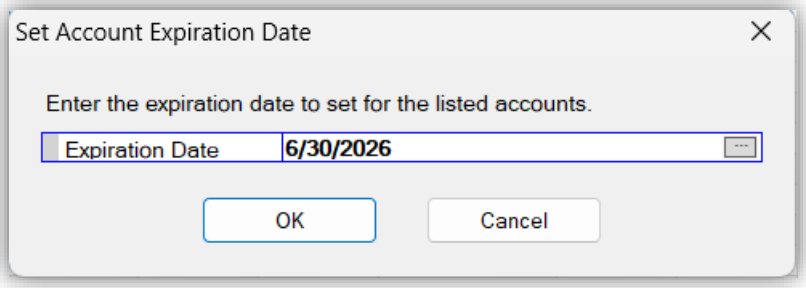
From the list go to the **Tasks Menu** to select **Set Expiration Date** or **Clear Expiration Date** to mass change accounts. Not recommended to Delete Accounts. This is based on user permissions Fiscal or higher.

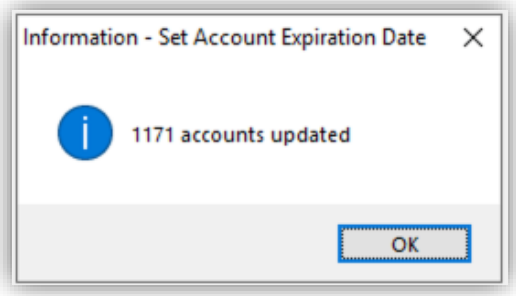


- **Tasks options will set (or clear) the expiration date for every account on the list**

Expire Accounts

- Go to Tasks to select *Set Expiration Date*
  - Not recommended to Delete Accounts
- Enter the Expiration Date



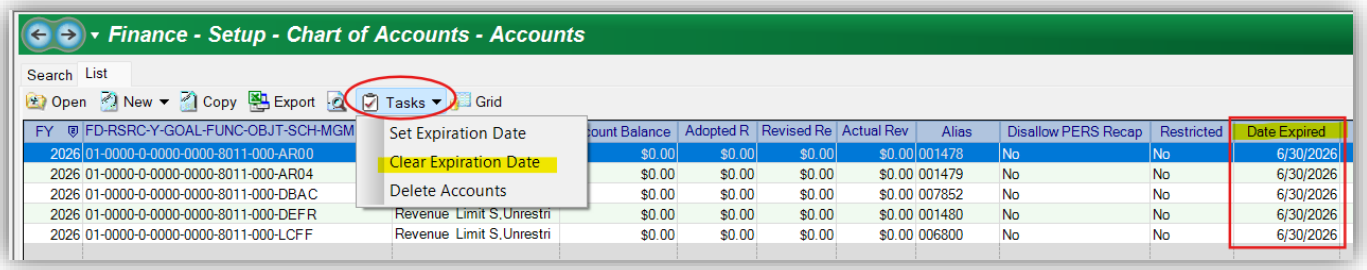


- Click OK

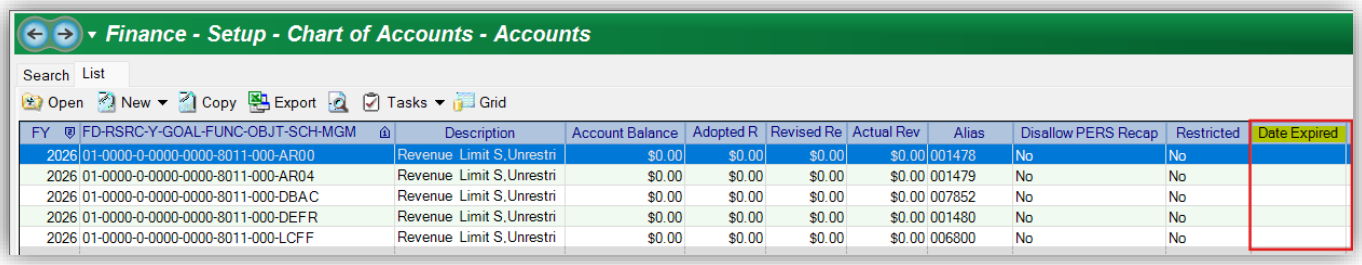
- The system will indicate how many accounts affected
- Click OK to continue

Clear Expiration

- Go to Tasks to select *Clear Expiration Date*
- Click Ok



The Date Expired column is no longer populated



FY	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGM	Description	Account Balance	Adopted R	Revised Re	Actual Rev	Alias	Disallow PERS Recap	Restricted	Date Expired
2026	01-0000-0-0000-0000-8011-000-AR00	Revenue Limit S,Unrestri	$0.00	$0.00	$0.00	$0.00	001478	No	No	
2026	01-0000-0-0000-0000-8011-000-AR04	Revenue Limit S,Unrestri	$0.00	$0.00	$0.00	$0.00	001479	No	No	
2026	01-0000-0-0000-0000-8011-000-DBAC	Revenue Limit S,Unrestri	$0.00	$0.00	$0.00	$0.00	007852	No	No	
2026	01-0000-0-0000-0000-8011-000-DEFR	Revenue Limit S,Unrestri	$0.00	$0.00	$0.00	$0.00	001480	No	No	
2026	01-0000-0-0000-0000-8011-000-LCFF	Revenue Limit S,Unrestri	$0.00	$0.00	$0.00	$0.00	006800	No	No	

NOTE: Regardless of the method used to set or clear expiration dates, the expiration date is copied to subsequent years (all linked accounts)

The system requires expired accounts to be inactive for three FULL fiscal years before it stops copying the account to the next fiscal year.

If you enter 06/30/2026 as the expiration date, the software marks the first day of the next fiscal year (7/1/2026) as the **"activity stop date"** and starts counting fiscal years from there. **If there is no activity** in FY 2026/2027, the FIRST anniversary of the stop date is 7/01/2027.

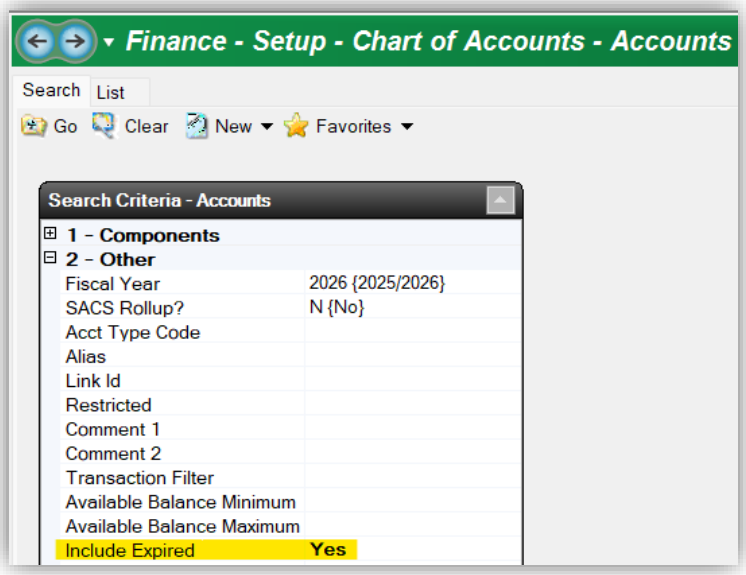
- FY 2026/2027 is year 1
- FY 2027/2028 is year 2
- FY 2028/2029 is year 3

This means that the account will not roll forward to 2029/2030.

If you clear an expiration date for a previous year, the account becomes available for the current and will roll to the next fiscal year.



If you want to view expired accounts, set the Include Expired flag to yes.

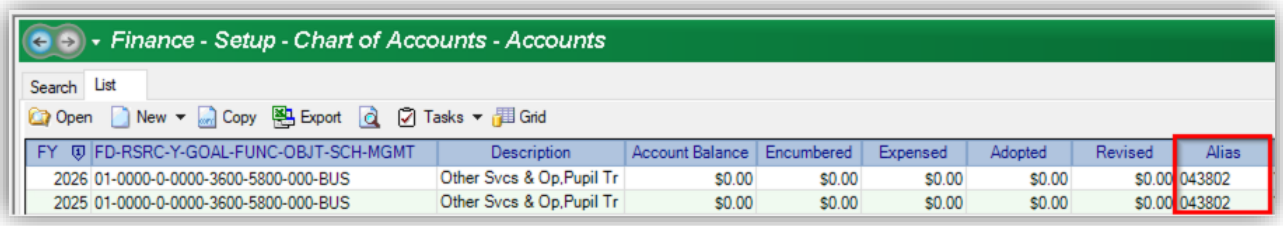


Create New Accounts

When the new fiscal year is created by SCOE IT, accounts are rolled. Accounts can be rolled multiple times. The first roll ALL accounts that are not expired will be rolled forward. If the district requests a reroll of accounts, the software will only create accounts in the next fiscal year that do not already exist.

When an account is created, the software will assign an Account Link ID. **It is important to understand the difference between creating an account that should be linked to the current Account Link ID vs creating a new account with a new Account Link ID.**

If district needs to create an account in current year, and next fiscal year is open, when the account is created the system will create FY26 and FY27 with the same alias.



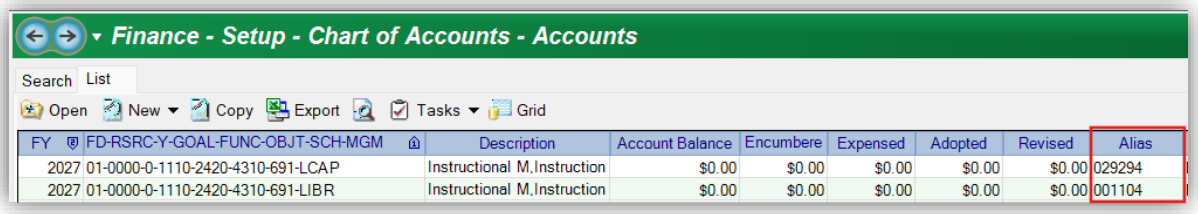
FY	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGMT	Description	Account Balance	Encumbered	Expensed	Adopted	Revised	Alias
2026	01-0000-0-0000-3600-5800-000-BUS	Other Svcs & Op,Pupil Tr	$0.00	$0.00	$0.00	$0.00	$0.00	043802
2025	01-0000-0-0000-3600-5800-000-BUS	Other Svcs & Op,Pupil Tr	$0.00	$0.00	$0.00	$0.00	$0.00	043802

There are **three** options to create a **new account with a New Account Link ID**. All can be done in current fiscal year, or next fiscal year.

Option 1: Copy current account, change components

Go to Finance – Setup – Chart of Accounts – Accounts

- Enter search criteria
- Click Go
- From List Tab Highlight Account Code
- Click Copy
  - If FY26 and FY27 are already open in the software, choose FY27
- Click Ok
- Update Component and Save/Close

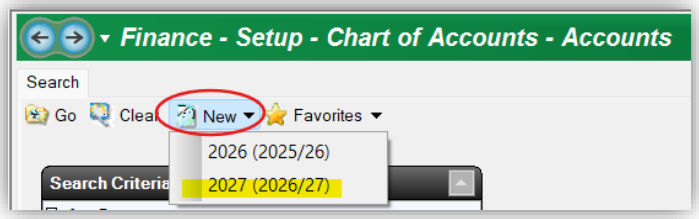


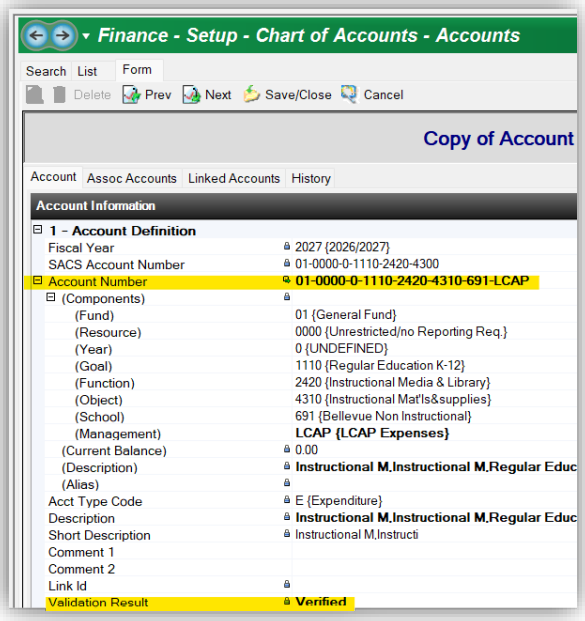
FY	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGM	Description	Account Balance	Encumbere	Expensed	Adopted	Revised	Alias
2027	01-0000-0-1110-2420-4310-691-LCAP	Instructional M,Instruction	$0.00	$0.00	$0.00	$0.00	$0.00	029294
2027	01-0000-0-1110-2420-4310-691-LIBR	Instructional M,Instruction	$0.00	$0.00	$0.00	$0.00	$0.00	001104

Option 2: Create manually

Go to Finance – Setup – Chart of Accounts – Accounts

- Click New
- FY27 is already open in the software, choose FY27
- Enter Account Number
  - Software will validate structure
- Save/Close





Option 3: Mass add new accounts using the Journal Entry Import feature

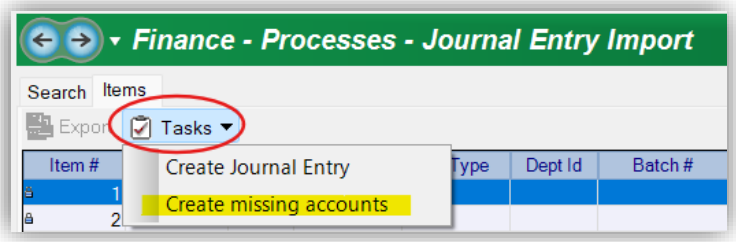
Download JE Import Template from Online Resources in Tools

	A	B	C	D	E	F	G	H	I	J
1	Org ID	Fiscal Yea	JE Type	Dept ID	Batch ID	Trans Date	Acct	Amount DR	Amount CR	Comment
2	5	2027				3/1/2026	01-0000-0-1110-1000-4310-000-ENRI	0	0.00	
3	5	2027				3/2/2026	01-0000-0-1110-1000-4390-000-ENRI			
4	5	2027				3/3/2026	01-0000-0-1110-1000-5800-000-ENRI			
5			JE Type Not Required							
6			DR & CR can be zero when creating new accounts							
7			Remove Header and Save as .CSV delimited and close file before importing							

Go to Finance – Processes – Journal Entry Import

- Upload File to Import
- Enter Comment
- Click Go
- From Items Tab Use Tasks to Create Missing Accounts
  - Message will change to "Account was created"





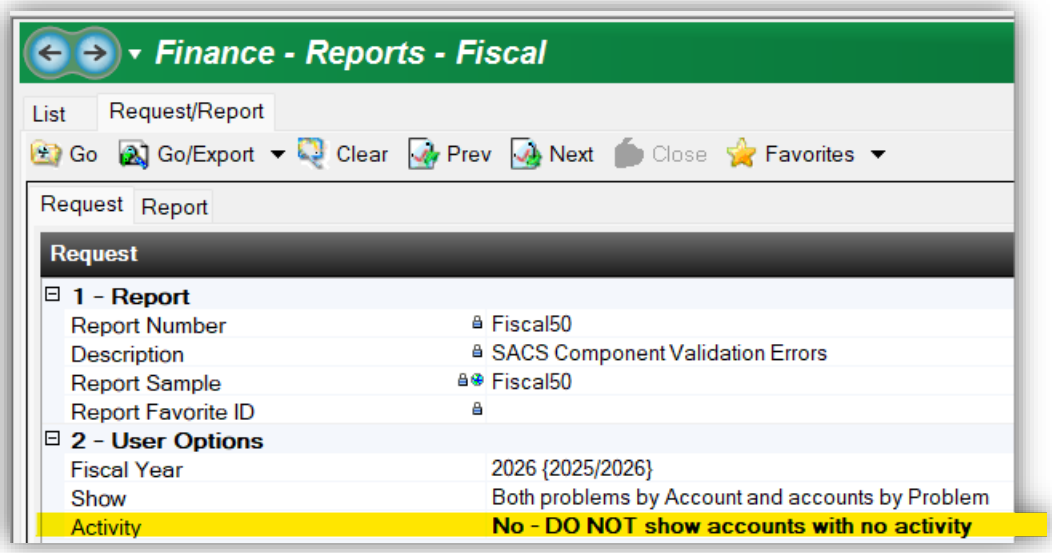
- **Associated accounts (3000 object codes) will not be created using this method unless accounts are listed in the import file**
- **If SACS validation flag is set to Required, accounts will not be created**

Account Validation Errors

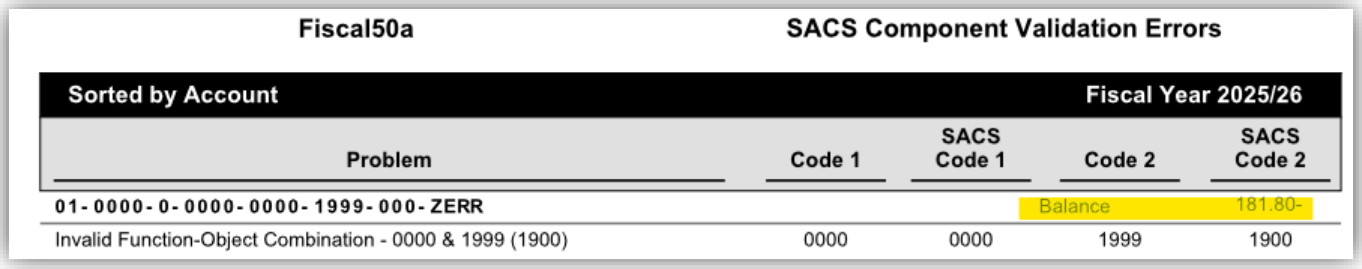
Run Fiscal50 SACS Component Validation Errors in FY26 for account validation errors to prevent invalid account rolling into FY27.

Go to Finance – Reports – Fiscal – Fiscal 50

- **Fiscal Year:** 2026 {2025/2026}
- **Activity:** NO – DO NOT show accounts with no activity
- **Click Go** to generate report



Verify and clear any invalid component combinations with balances



Fiscal50a — SACS Component Validation Errors

Sorted by Account — Fiscal Year 2025/26

Problem	Code 1	SACS Code 1	Code 2	SACS Code 2
01-0000-0-0000-0000-1999-000-ZERR			Balance	181.80-
Invalid Function-Object Combination - 0000 & 1999 (1900)	0000	0000	1999	1900

- If there is a balance, research and do a manual journal entry to transfer expenses to the correct accounts.



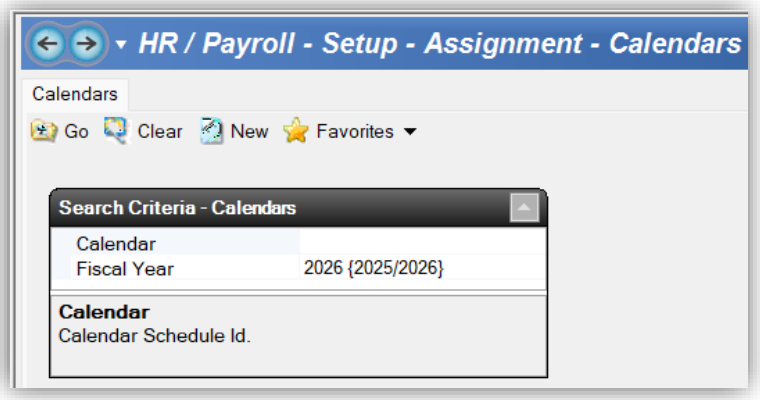
Be sure to review Position Accounts when ending or merging Account Components or expiring Account Strings!

Positions are not automatically updated and will cause missing accounts when Assignments are rolled!

Review Current Year Calendars

Review calendars in the current fiscal year to determine which are no longer needed or were created for a specific fiscal year. Flag any identified calendars so they do not roll forward to the next fiscal year. This step must be completed before requesting the opening of the next fiscal year.

Go to HR/Payroll – Setup – Assignments – Calendars

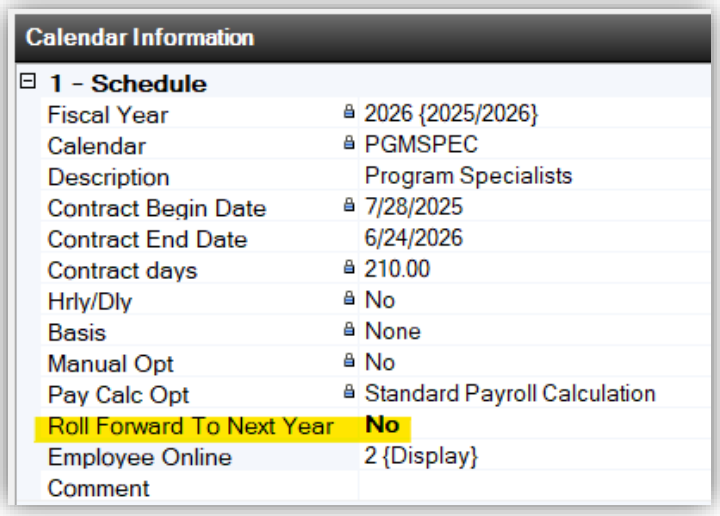


Create a list of calendars

- Fiscal Year: 2026 {2025/2026}
- Click go to get a list

Open the Calendar

- Roll Forward to Next Year: No
- Save/Close



Request to Open New Fiscal Year

After the District has completed the review and verification of account components, expired necessary accounts, reviewed Position Accounts, and confirmed calendars, the next fiscal year can be opened.

- Email helpdesk@scoe.org when ready to open the new fiscal year

- **SCOE IT** will do the following:
    - Create the new fiscal year
    - Roll forward Accounts
    - Roll forward Calendars
    - Create Pay Schedules
    - Create Pay Cycles

- **DISTRICT**
    - Update Calendars - Balance Contract Days
    - Review Salary Schedules

Users with *Fiscal* and higher permission levels will have both fiscal years open FY26 and FY27

HR/Payroll Setup for New Fiscal Year

Bargaining Units

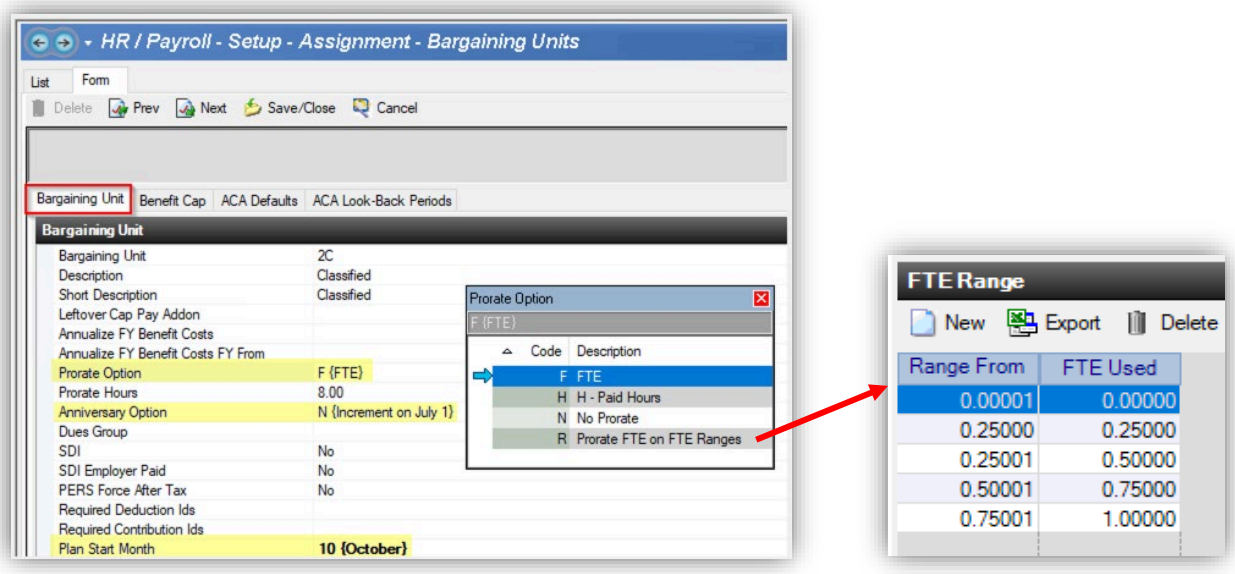
Bargaining units define groups of employees within a true "bargaining unit" or any group of employees that have "like" setup. The bargaining unit contains information about how employee health and welfare benefits are calculated (e.g., proration, caps, etc.), assignments increment, and ACA is reported.

Go to HR/Payroll – Setup – Assignments – Bargaining Units

Bargaining Unit Tab

- **Prorate Option**
  - Review the option to determine how benefit amounts are prorated for employees that are less than full time (required field).
    - F {FTE} Most common
    - R {Prorate FTE on FTE Ranges}
- **Anniversary Option**
  - Review to determine the treatment of assignment increment during the roll forward process (required field).
  - Y – Yes, use the anniversary date for rolling forward salary changes.
  - N – No, increment on 7/1. (Note: if the employee record or the assignment has an anniversary date set to the future, the system will honor that date and prevent step/column movement until that date passes.)

- **Plan Start Month**
  - Enter Month Benefit Rates Increment (ACA Reporting)



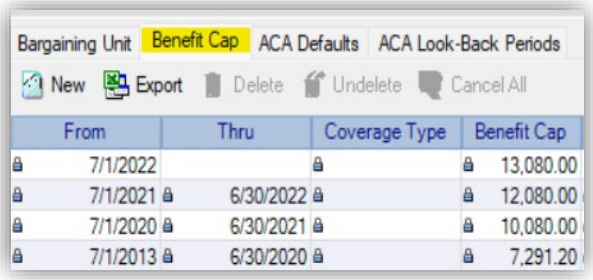
Benefit Cap Tab

Review the Benefit Cap setup. Determine the Benefit Cap process that your district uses. The Benefit Cap is a good option when benefit plan is lower than cap and employee is less than 1.0 FTE, the system will prorate on the cap instead of premium.

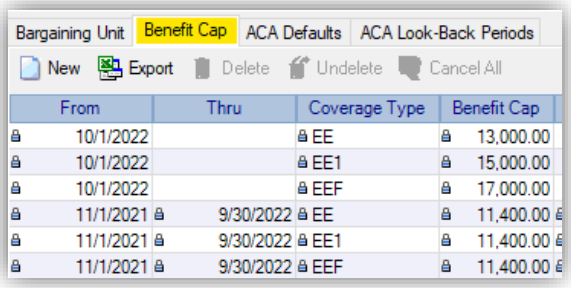
Examples:

Benefit Cap – The Bargaining Unit allows a single or multiple caps for benefits.

One Benefit Cap for Each BU



Tiered Benefit Cap for Each Coverage Type in BU



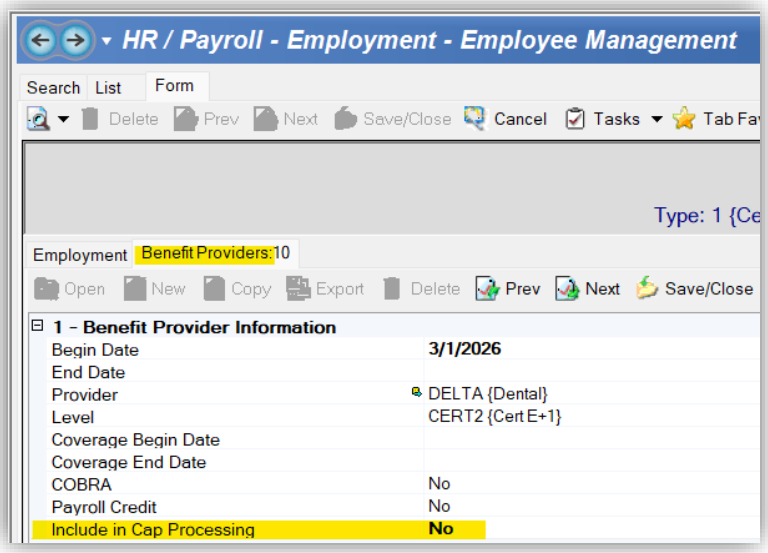
Set new Dates when Cap changes so adjustment to the FY27 pay detail can be used in your new budget models. End the current Benefit Cap and create a new line to enter in the updated Benefit Cap. Benefits will charge against the Cap in the largest to the smallest order.

Districts can exclude Benefit Providers from Cap Processing in Employee Mgmt:

Go to HR/Payroll – Employment – Employee Management – Benefit Providers

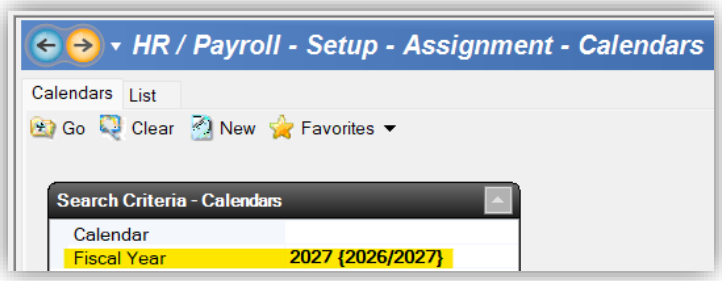
The Bargaining Unit Benefit Cap is applied to each employee's benefits. Therefore, to override the cap, override the FTE proration and turn off cap processing for a particular provider, you will need to do that in the **Employee Management** activity on the Benefit Provider Tab.

To **exclude** vision and dental benefits from the cap processing Set Flag to No



Calendars

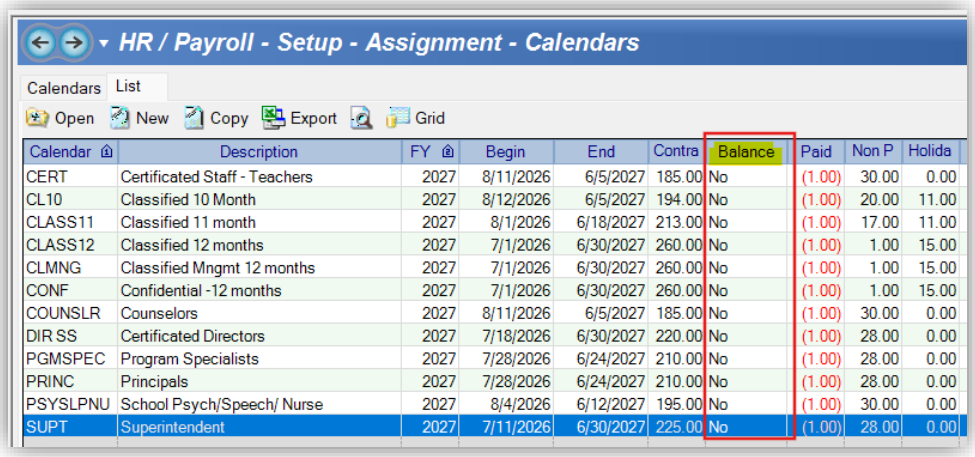
Once Calendars are rolled forward to the new fiscal year, they must be reviewed and balanced by District. The number of Contract days must equal the number of paid days, plus holidays. Review the Balance column. The date details must be reviewed as dates may shift in the new fiscal year.



Create a list of Calendars to review

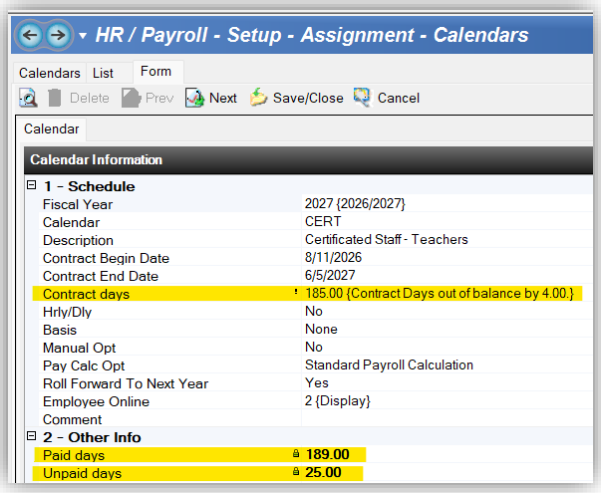
- Fiscal Year: 2027 {2026/2027}
- Click Go to get a list

From the list of Calendars, review the Balance columnn.



Calendar	Description	FY	Begin	End	Contra	Balance	Paid	Non P	Holida
CERT	Certificated Staff - Teachers	2027	8/11/2026	6/5/2027	185.00	No	(1.00)	30.00	0.00
CL10	Classified 10 Month	2027	8/12/2026	6/5/2027	194.00	No	(1.00)	20.00	11.00
CLASS11	Classified 11 month	2027	8/1/2026	6/18/2027	213.00	No	(1.00)	17.00	11.00
CLASS12	Classified 12 months	2027	7/1/2026	6/30/2027	260.00	No	(1.00)	1.00	15.00
CLMNG	Classified Mngmt 12 months	2027	7/1/2026	6/30/2027	260.00	No	(1.00)	1.00	15.00
CONF	Confidential -12 months	2027	7/1/2026	6/30/2027	260.00	No	(1.00)	1.00	15.00
COUNSLR	Counselors	2027	8/11/2026	6/5/2027	185.00	No	(1.00)	30.00	0.00
DIR SS	Certificated Directors	2027	7/18/2026	6/30/2027	220.00	No	(1.00)	28.00	0.00
PGMSPEC	Program Specialists	2027	7/28/2026	6/24/2027	210.00	No	(1.00)	28.00	0.00
PRINC	Principals	2027	7/28/2026	6/24/2027	210.00	No	(1.00)	28.00	0.00
PSYSLPNU	School Psych/Speech/ Nurse	2027	8/4/2026	6/12/2027	195.00	No	(1.00)	30.00	0.00
SUPT	Superintendent	2027	7/11/2026	6/30/2027	225.00	No	(1.00)	28.00	0.00

- Open calendar to view and update Begin/End Dates and Date Details to bring into balance



- ✓ **Adjust contract days if needed for FY27**
- ✓ **Review your Begin and End dates**
- ✓ **Review Contract Days**
- ✓ **Review Manual Opt**
- ✓ **Review Pay Calc Opt**
- ✓ **Review Date Details**

IMPORTANT

Contract days = Paid Days + Holidays
Must be in balance in order for pay calculations and leaves to generate correctly.

Review Calendar Options

- Contract Begin Date can be July 1 or Actual Calendar start date
  - For less than 12-month calendars recommendation is to use actual start date (Changes can then be made up until the first payroll of fiscal year is processed)
- Contract End Date can be June 30 or Actual Calendar end date
  - For less than 12-month calendars recommendation is to use actual end date
  - The Date section can be used to identify Unpaid Days
- Go to the **Date** section to review the Date Details to update and bring the Contract Days in Balance.

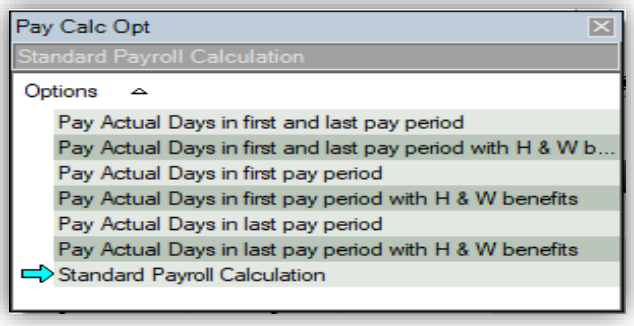
Hrly/Daily – Defaults to No. Use the lookup window to change this to Yes to use hourly rates from monthly salary schedules with hours per month or daily rates from annual schedules with days per year.

Basis – Use the lookup window to select the rate conversion basis. This field can affect which salary schedule rate is used when calculating pay and what rate conversion is used.

- **Contract Days** – Uses the number of contract days in the calendar, regardless of the number of basis value set in the salary schedule.
- **None** – Same as Contract Days
- **Salary Schedule** – Scales the salary amount by the basis value set in the salary schedule (as opposed to the number of contract days in the calendar)

Manual Opt – This can accommodate a calendar that uses the dates 7/1 thru 6/30 with total contract days. An example would be Administrators that work anytime between these dates and will work 220 days, but the days vary for each employee. It allows users to edit the days at any time for late start/early termination. Manual option not recommended to use when there is a set calendar.

Pay Calc Opt – Standard Payroll Calculation is the Default. *Pay Actual Days* is for classified calendars for employees that only work a few days at the beginning and/or end of the calendar. For example, if a Classified employee works on an 11-month calendar that starts August 15, a District may want to pay the actual days in the first period. Choose the option based on the Bargaining Unit agreement.



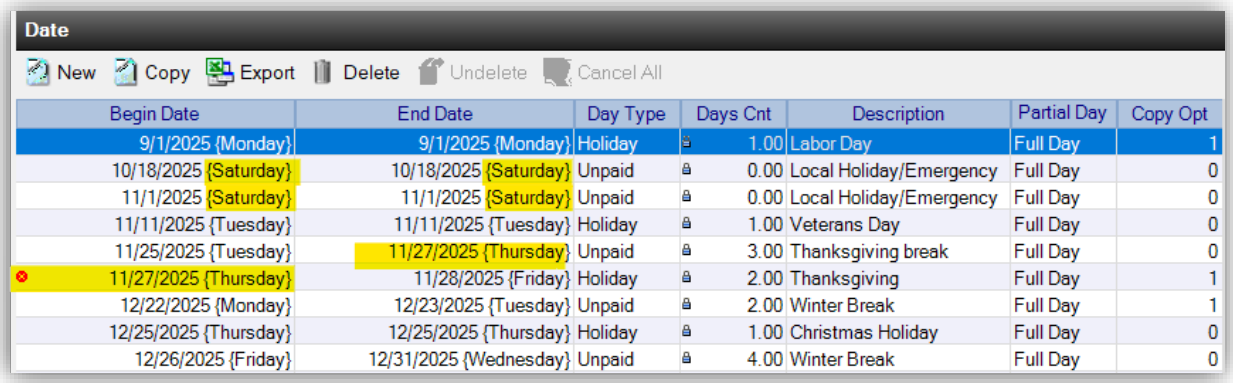
Pay Actual Days Options allow the District to choose to included H&W (Health & Welfare)

Be careful deductions don't exceed earnings

Other Info – Paid days plus Holidays Days equals the Contract days. These must be in balance. In the Date detail you may need to modify the Begin and End Dates. Review the holidays or any changes due to Bargaining Unit Contracts.

Review Date Section

- **Begin Date and End Date:** Click in the field to enter date or select from calendar
  - Be sure there are no Saturdays or Sundays
- **Day Type:** Choose Holiday, Holiday/Unpaid, Paid, Unpaid
- **Description:** Enter Description max 30 Characters
- **Partial Days:** Choose Full or Half Day



Begin Date	End Date	Day Type	Days Cnt	Description	Partial Day	Copy Opt
9/1/2025 {Monday}	9/1/2025 {Monday}	Holiday	1.00	Labor Day	Full Day	1
10/18/2025 {Saturday}	10/18/2025 {Saturday}	Unpaid	0.00	Local Holiday/Emergency	Full Day	0
11/1/2025 {Saturday}	11/1/2025 {Saturday}	Unpaid	0.00	Local Holiday/Emergency	Full Day	0
11/11/2025 {Tuesday}	11/11/2025 {Tuesday}	Holiday	1.00	Veterans Day	Full Day	0
11/25/2025 {Tuesday}	11/27/2025 {Thursday}	Unpaid	3.00	Thanksgiving break	Full Day	0
11/27/2025 {Thursday}	11/28/2025 {Friday}	Holiday	2.00	Thanksgiving	Full Day	1
12/22/2025 {Monday}	12/23/2025 {Tuesday}	Unpaid	2.00	Winter Break	Full Day	1
12/25/2025 {Thursday}	12/25/2025 {Thursday}	Holiday	1.00	Christmas Holiday	Full Day	0
12/26/2025 {Friday}	12/31/2025 {Wednesday}	Unpaid	4.00	Winter Break	Full Day	0

Depending on the value in the **Copy Opt** field for each line entry, the Begin and End Date will either populate with the same month and day(s) for next calendar year OR closest same day of the week in the same month for the next calendar year.

0 – (Default) The holiday will keep the same month and day in the next calendar year. Examples include Christmas and New Year's Day

1 – The holiday will move to the closest same day of the week in the same month for the next calendar year. Examples include Thanksgiving, Labor Day and consistent non-work days, like every Wednesday. For New Year's Day, you may want to consider what day of the weekday it will be next year. For example, if NYD is on a Friday, then you will want to set to 1, so that the copy to next year will not move it to Saturday

Leave Granting Information

The leave months must be set to "Yes" to Grant Leaves when the Leave Balance Profile is setup with "Leave Months in Position Calendar".

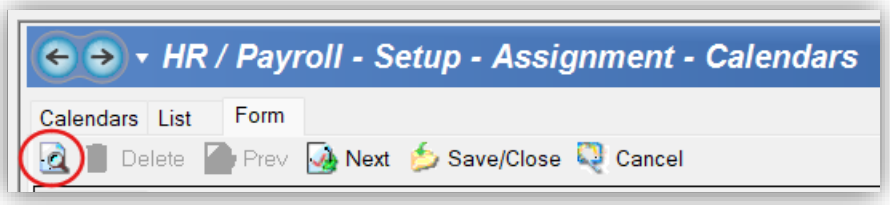
The Total Leave Months field should equate to the number of days allocated for Sick Leave. This is an open field that has the number manually entered.



- ✓ **Enter Total number of days allocated for Sick Leave**
  - **This is not a system generated number**

Review Calendar Snapshot

You can always view a snapshot of the calendar by going to the magnifying glass on the calendar task bar. This is actually a great visual tool to review the actual work days (paid days). Especially when trying to calculate late starts or early terminations.



Calendar99 **Calendar Snapshot**

CERT - Certificated Staff - Teachers **Fiscal Year 2026/27**

Contract Dates	Contract Days	Hourly Daily	Basis	Leave Months	Manual Opt	Paid Days	Unpaid Days	Holidays
08/11/26 - 06/05/27	185.00	No	Calendar From the Calendar table	10.00	No	185.00 (1.00)	66.00 30.00	.00

Standard Payroll Calculation — Will Roll Forward to Next Year

	1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1	Paid Days	Holidays	Grants Occur
July	U U U U U U U U U U U U U U U U U U U U U U U U U U U U U U U	.0	.0	No
August	U U U U U U U U U . . . . . U U . . . . . U U . . . . . U U	15.0	.0	Yes
September	U . . . . U U . . . . . U U . . . . . U U . . . . . U U . .	21.0	.0	Yes
October	. . . U U . . . . . U U . . . . . U U . . . . . U U	23.0	.0	Yes
November	U U . . . . . U U . U . . . U U . . . . . U U U U U U U U U	14.0	.0	Yes
December	. . . . . U U . . . . . U U . . . . U U U U U U U U U U U U U	14.0	.0	Yes
January	U U U U . . . . . U U . . . . . U U U . . . . U U . . . . . U	19.0	.0	Yes
February	U . . . . . U U U . . . . U U U . . . . U U . . . . . U	18.0	.0	Yes
March	U . . . . . U U . . . . . U U U U U U U U U . . . . . U U U U	15.0	.0	Yes
April	. . . U U . . . . . U U . . . . . U U . . . . U U U	21.0	.0	Yes
May	. U U . . . . . U U . . . . . U U . . . . . U U U . . . . U U	20.0	.0	Yes
June	. . . . . U U U U U U U U U U U U U U U U U U U U U U U U U	5.0	.0	No

. = Paid Day; ½ = Half Paid Day; H = Holiday; \ = ½ Paid Day:½ Holiday; & = ½ UnPaid Day:½ Holiday; U = Unpaid

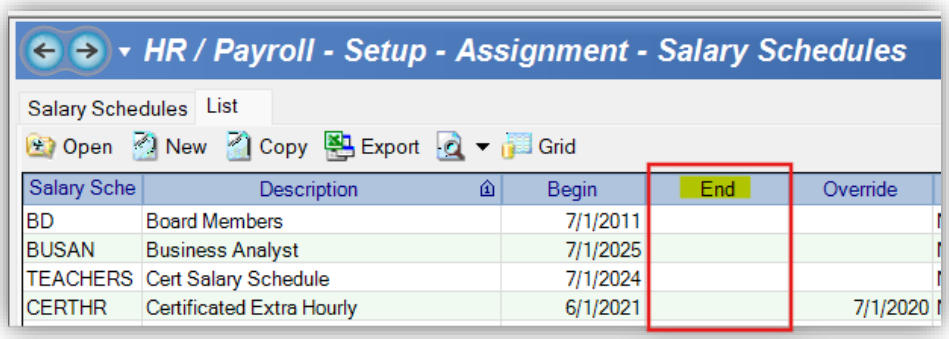
Salary Schedules

Salary Schedules allow you to define pay rates, time units (daily, hourly, monthly, annual), anniversary movement and Budget salary amounts. During contract negotiations, there may be mass changes needed for salary schedule, which can be done with several "tasks" to help accomplish this. **Salary schedules do not need to be updated unless there is a change, be sure to leave the End Date Blank.**

Update Salary Schedules

Go to HR/Payroll – Setup – Assignment – Salary Schedules

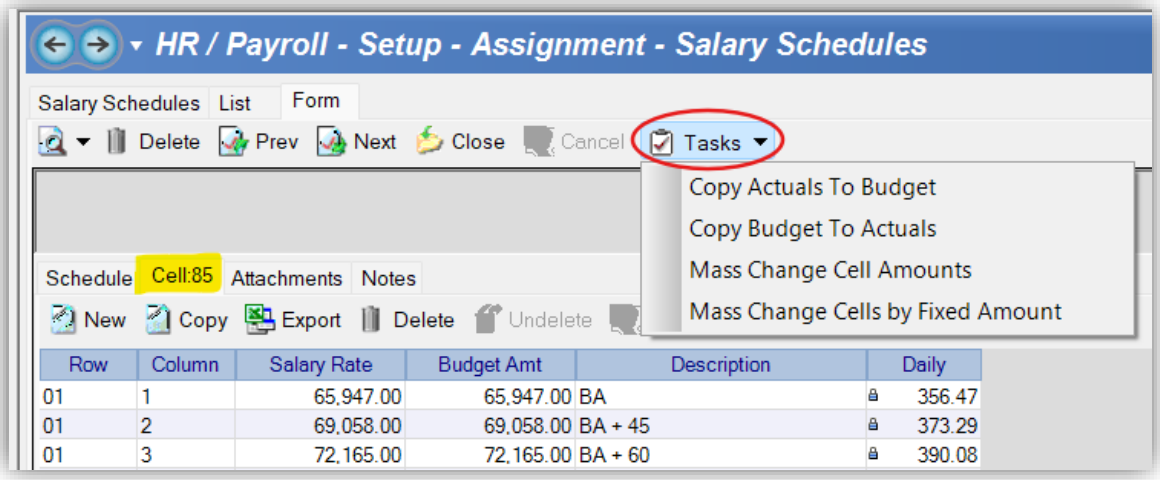
- Determine if the Salary Schedule is going to remain the same
- If it is not going to change make sure there is not an End Date
- If there are changes, end the salary schedule and copy to update



Be careful when changing the <u>Salary Schedule Code</u>. If code changed, it will need to be updated in the Job Categories/ Classes Setup and Employee Records!

We recommend to use generic codes

- End Date: Enter End Date if there is change
- Save/Close
- Copy the Salary Schedule
- Save/Close
- Open the new Salary Schedule
- Click on the Cell Tab to manually edit or go to Tasks to Mass Change



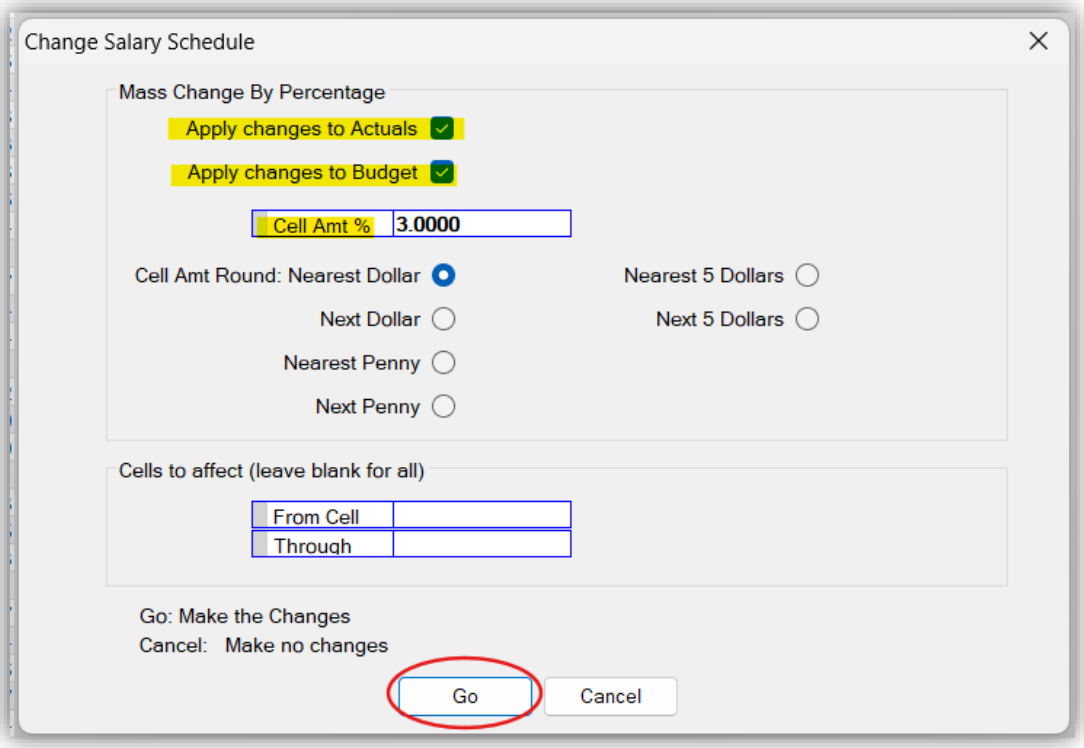
- Description: Enter Column Header or Position to match Board Approved Salary Schedule

Mass Change Salary Schedule Rates

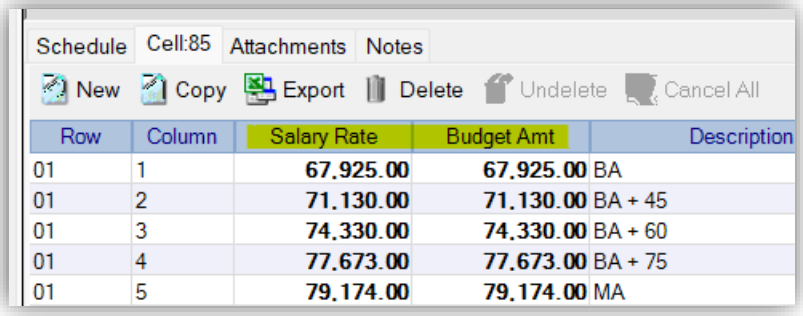
If there is a percentage increase the Mass Change Cell Amounts can be used. If there is a set amount change, then Mass Change Cells by Fixed Amount can be used.

Example: Bargaining Unit agreement is 3% increase 7/1/2026

- Go to Tasks to select Mass Change Cell Amounts
- Apply changes to Actuals and Budget
  - Ability to Apply to Budget only for budget scenarios
- Cell Amt%: 3
- Cell Amt Round: Annual Salary Schedules Nearest Dollar, Hourly Salary Schedules Nearest Penny
- Click Go to make the changes



- Review the Salary Rate and Budget Amt in Bold
  - Some fields may need to be manually edited due to rounding differences based on the Board Approved Salary Schedule

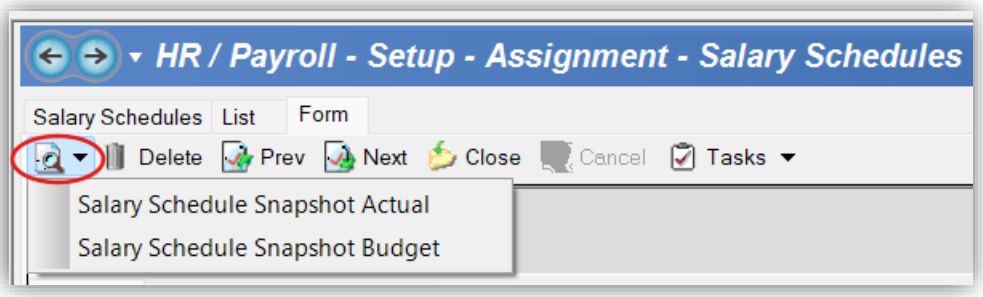


Row	Column	Salary Rate	Budget Amt	Description
01	1	**67,925.00**	**67,925.00**	BA
01	2	**71,130.00**	**71,130.00**	BA + 45
01	3	**74,330.00**	**74,330.00**	BA + 60
01	4	**77,673.00**	**77,673.00**	BA + 75
01	5	**79,174.00**	**79,174.00**	MA

- Save/Close and review the snapshot to compare

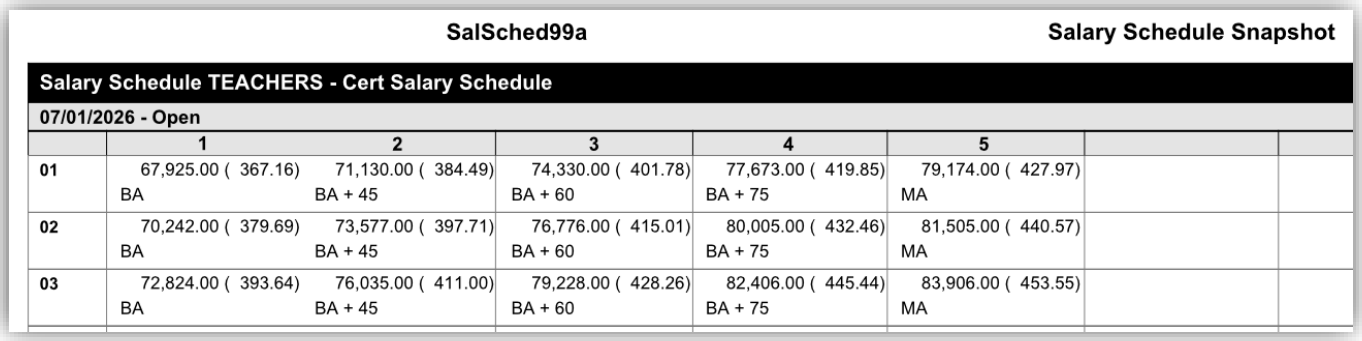
Review Salary Schedule Snapshot

Be sure to review the Salary Schedule snapshot to compare to the Board Approved Salary Schedule. Some Salary Rates may need to be manually edited due to rounding differences.



- Click on the preview button
- Select Actual or Budget to review

Example: Salary Schedule Snapshot



SalSched99a — Salary Schedule Snapshot

Salary Schedule TEACHERS - Cert Salary Schedule

07/01/2026 - Open

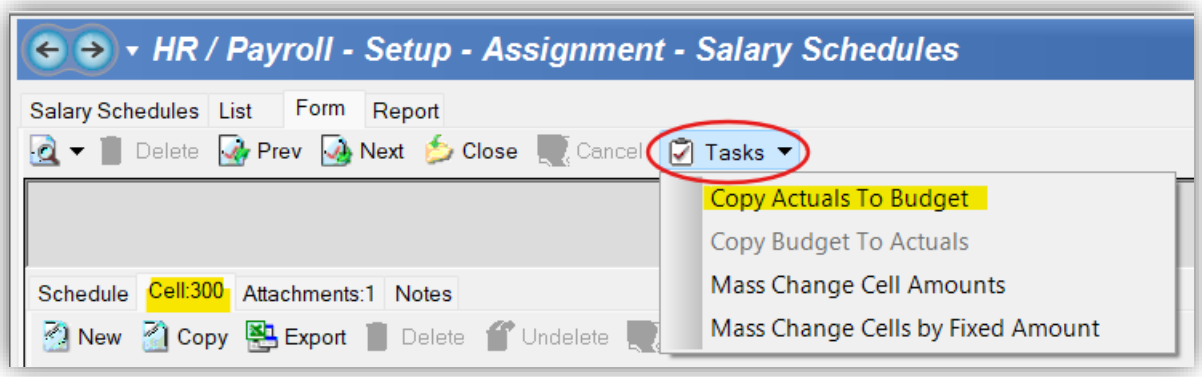
	1	2	3	4	5		
01	67,925.00 (367.16) BA	71,130.00 (384.49) BA + 45	74,330.00 (401.78) BA + 60	77,673.00 (419.85) BA + 75	79,174.00 (427.97) MA		
02	70,242.00 (379.69) BA	73,577.00 (397.71) BA + 45	76,776.00 (415.01) BA + 60	80,005.00 (432.46) BA + 75	81,505.00 (440.57) MA		
03	72,824.00 (393.64) BA	76,035.00 (411.00) BA + 45	79,228.00 (428.26) BA + 60	82,406.00 (445.44) BA + 75	83,906.00 (453.55) MA		

- Description of Column Header or Position should match Board Approved Salary Schedule

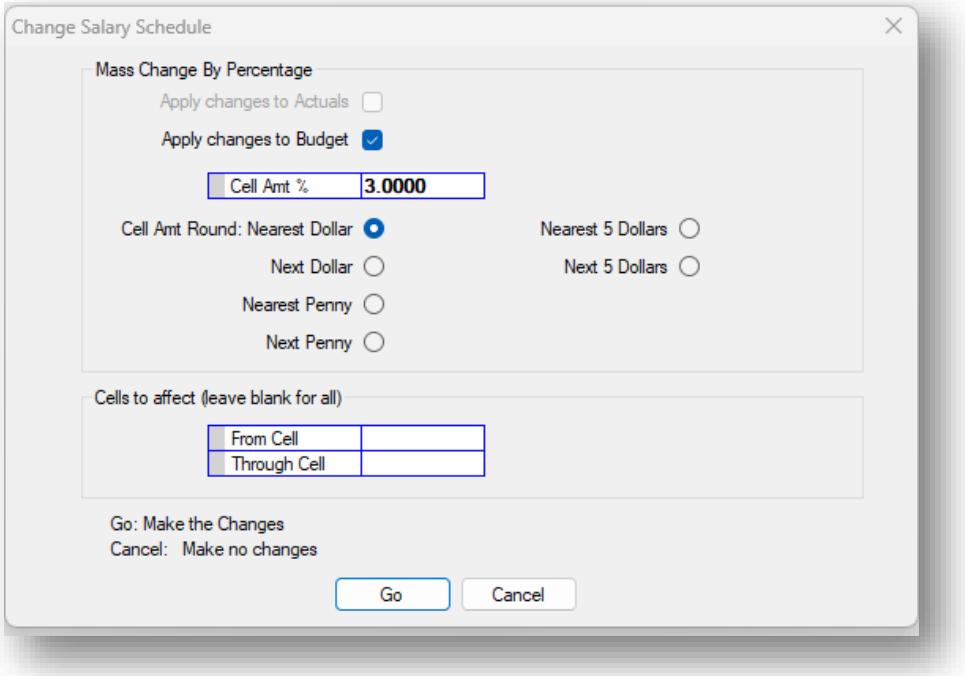
Update Salary Schedule Budget Only

Salary schedules can be updated without affecting the current salaries, this can be used to estimate budgets for different scenarios. From the list of Salary Schedules, open the current salary schedule to update the Budget Column only.

- Open the Salary Schedule
- Click on Cell Tab to open
- Go to Tasks to update

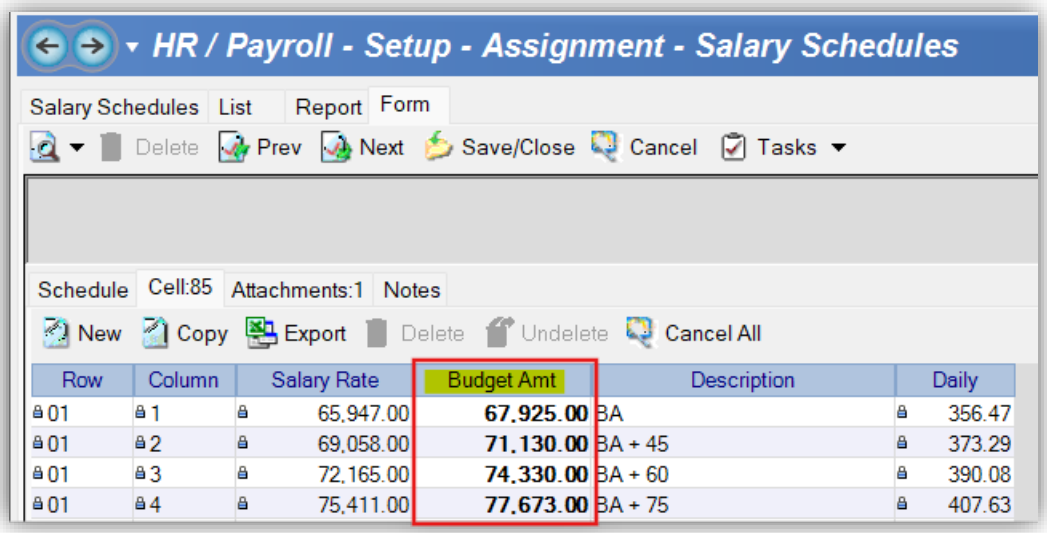


- Click Apply changes to Budget



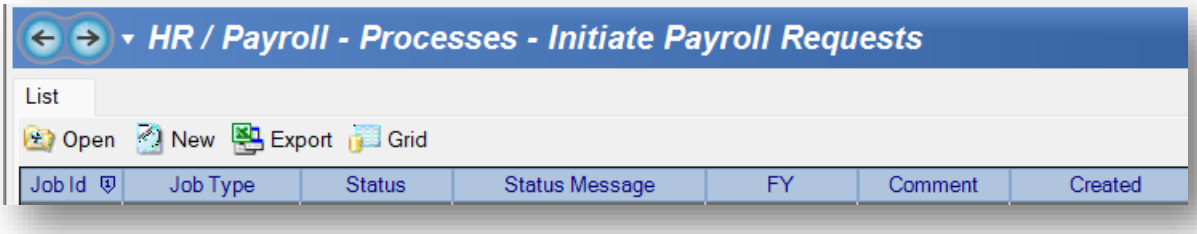
- Cell Amt %: Example 3% increase enter 3
- Cell Amt Round: Nearest Dollar for Annual Salary Schedules, Nearest Penny for Hourly
- Click Go to apply increase

- Review Budget Amount column in Bold

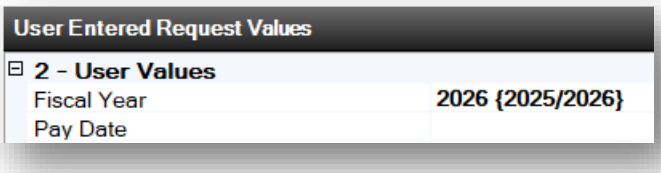


- Budget amt column will be bold to show the change
- Review calculations
    - Due to rounding differences, fields may need to be manually edited to match the Board Approved Salary Schedule
- Save/Close
- Initiate Payroll Request to recalculate salaries in Budget column

Go to HR/Payroll – Processes – Initiate Payroll Requests



- Click New to Open
- Fiscal Year: Enter 2026 or 2027 depending year of salary schedule update
- Save/Close to recalculate salaries



Minimum Wage Increased January 1, 2026

Be sure that Salary Schedules comply with the CA Minimum Wage. School Districts are exempt from local minimum wage ordinance.

Minimum Wage	Effective Date: > 25 Employees	Effective Date: ≤ 25 Employees	Exempt Minimum Salary (Weekly)	Exempt Minimum Salary (Monthly)	Exempt Minimum Salary (Annually)
$16.50/hour	January 1, 2025		$1,320	$5,720	$68,640
$16.90/hour	January 1, 2026		$1,352	$5,859	$70,304
$17.40/hour	January 1, 2027		$1,392	$6,032	$72,384
$17.80/hour	January 1, 2028		$1,424	$6,171	$74,052
$18.30/hour	January 1, 2029		$1,464	$6,344	$76,128
$18.80/hour	January 1, 2030		$1,504	$6,517	$78,204

© School Services of California

Addons

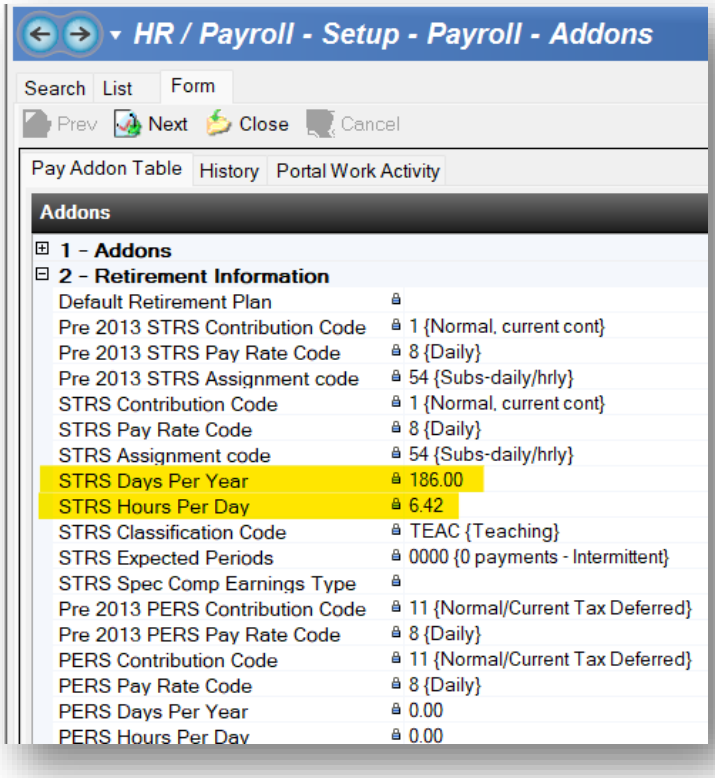
Addons define any employee pay that does not come from Position Assignments. Examples are stipends, longevity and substitute pay (non-regular employees). Addons affect the pay an employee receives and budget.

Go to HR/Payroll – Setup – Payroll – Addons

- Review Addons, some fields are open for edit
- Email helpdesk@scoe.org to make the necessary changes

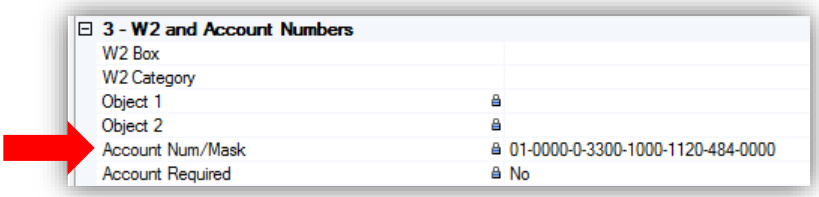
- **Section 1 – Addons**
  - Review addon Description to make sure still valid

- **Section 2 – Retirement Information**
  - Review Contribution Codes, Pay Rate Codes, Assignment Codes
  - STRS Information should be updated with STRS NFF project
  - Classification Codes, Expected Periods, Spec Comp Earnings Type, STRS Days and Hours per Year

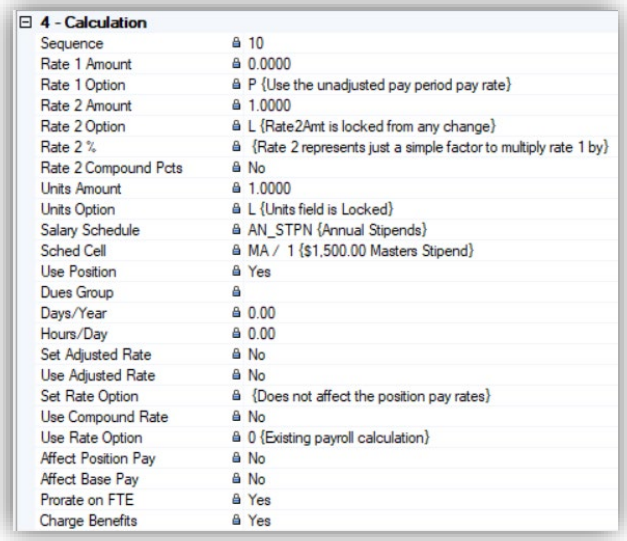


If contract days change then the STRS Days fields need to be updated, send request to helpdesk@scoe.org and cc Alli Britton

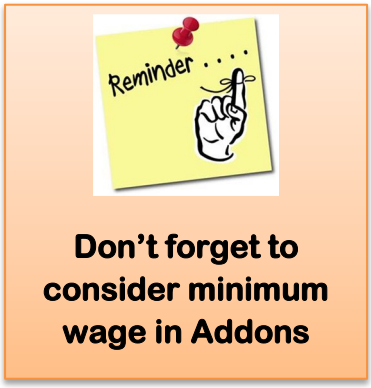
- **Section 3 – W2 and Account Number**
  - Review Account Number Mask has a valid account code



- **Section 4 – Calculation**
  - Review that Rate 1 Option is set to Hourly or Daily
  - Review Lump Sum Addons
  - Review that Salary Schedule and cells are valid
  - Review Prorate on FTE
  - Review Charge Benefits – positional addons will split out the health and welfare benefits if the Charge Benefits Flag = Yes

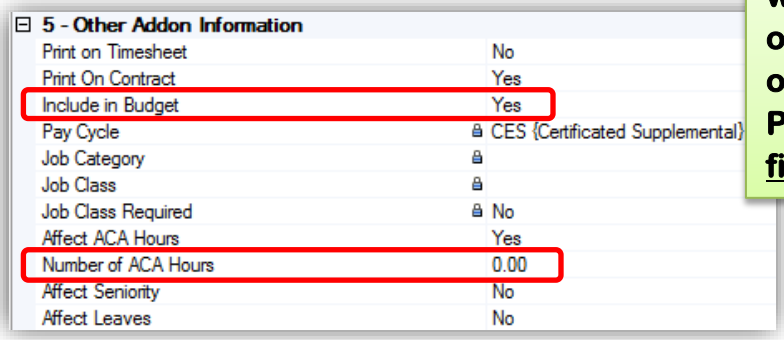


4 - Calculation	
Sequence	10
Rate 1 Amount	0.0000
Rate 1 Option	P {Use the unadjusted pay period pay rate}
Rate 2 Amount	1.0000
Rate 2 Option	L {Rate2Amt is locked from any change}
Rate 2 %	{Rate 2 represents just a simple factor to multiply rate 1 by}
Rate 2 Compound Pcts	No
Units Amount	1.0000
Units Option	L {Units field is Locked}
Salary Schedule	AN_STPN {Annual Stipends}
Sched Cell	MA / 1 {$1,500.00 Masters Stipend}
Use Position	Yes
Dues Group	
Days/Year	0.00
Hours/Day	0.00
Set Adjusted Rate	No
Use Adjusted Rate	No
Set Rate Option	{Does not affect the position pay rates}
Use Compound Rate	No
Use Rate Option	0 {Existing payroll calculation}
Affect Position Pay	No
Affect Base Pay	No
Prorate on FTE	Yes
Charge Benefits	Yes



Don't forget to consider minimum wage in Addons

- **Section 5 – Other Addon Information**
  - Review that addon is set to Include in Budget if applicable to District
  - If units cannot be calculated the addon will not budget even if you have the "Include in Budget" set to YES
  - Review if Affects ACA Hours



5 - Other Addon Information	
Print on Timesheet	No
Print On Contract	Yes
Include in Budget	Yes
Pay Cycle	CES {Certificated Supplemental}
Job Category	
Job Class	
Job Class Required	No
Affect ACA Hours	Yes
Number of ACA Hours	0.00
Affect Seniority	No
Affect Leaves	No

Lump Sum Addons would need the Number of ACA Hours populated or override in Adjust Payroll in the ACA Hours field

- **Section 6 – Active Months**
  - Review that Active Months are still valid



6 - Active Months	
Active On Arrears	No
January	Yes
February	Yes
March	Yes
April	Yes
May	Yes
June	Yes
July	Yes
August	Yes
September	Yes
October	Yes
November	Yes
December	Yes

Pay Cycles

Go to HR/Payroll-Setup-Payroll-Pay Cycles

NOW

Is the time to setup Benefits to ***Annualize*** for next fiscal year using the Benefit Adv Months fields in the Pay Cycle for 10 and 11 pay periods

Send an email to helpdesk@scoe.org

Pay Cycles are set up by SCOE IT

- Enter the Fiscal Year
- Click Go, to create the list to review

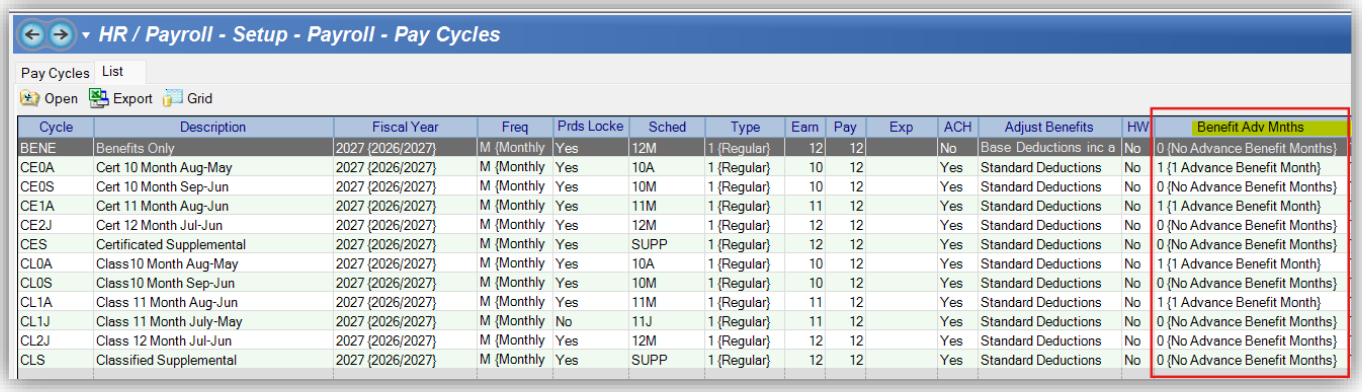
Review the current Benefit Annualization setup

- Review the Number of Benefit Advance Months
  - 0 = No Advance Benefit Month
  - 1 = 1 Advance Benefit Month
  - 2 = 2 Advance Benefit Months

Advance: Districts pay summer amounts in the current year, and the cost are recovered in the subsequent earnings periods. Example July 2026 premiums collected August-June.

Arrears: Districts pay summer amounts with prior year dollars, so costs are accumulated prior to payment, and set up as a liability. Example July 2027 premiums are collected August-June.

Example: Benefit Annualization Setup



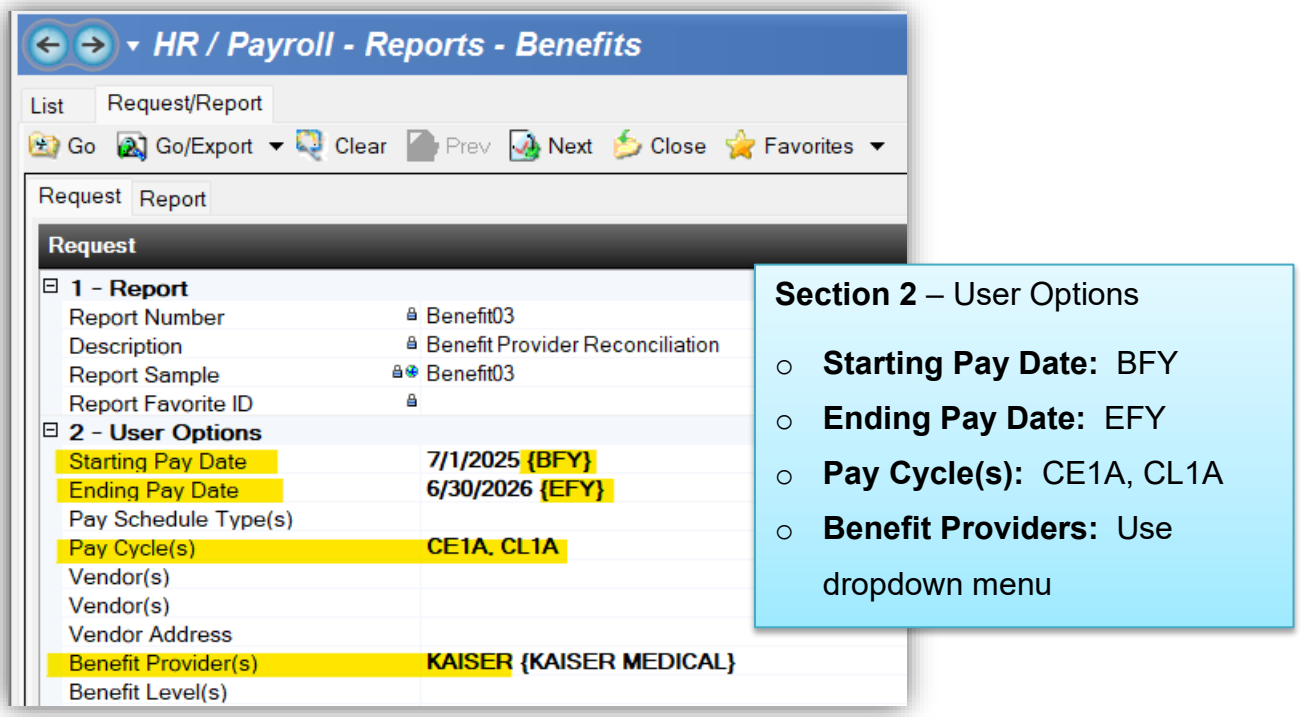
Cycle	Description	Fiscal Year	Freq	Prds Locke	Sched	Type	Earn	Pay	Exp	ACH	Adjust Benefits	HW	Benefit Adv Mnths
BENE	Benefits Only	2027 {2026/2027}	M {Monthly	Yes	12M	1 {Regular}	12	12		No	Base Deductions inc a	No	0 {No Advance Benefit Months}
CE0A	Cert 10 Month Aug-May	2027 {2026/2027}	M {Monthly	Yes	10A	1 {Regular}	10	12		Yes	Standard Deductions	No	1 {1 Advance Benefit Month}
CE0S	Cert 10 Month Sep-Jun	2027 {2026/2027}	M {Monthly	Yes	10M	1 {Regular}	10	12		Yes	Standard Deductions	No	0 {No Advance Benefit Months}
CE1A	Cert 11 Month Aug-Jun	2027 {2026/2027}	M {Monthly	Yes	11M	1 {Regular}	11	12		Yes	Standard Deductions	No	1 {1 Advance Benefit Month}
CE2J	Cert 12 Month Jul-Jun	2027 {2026/2027}	M {Monthly	Yes	12M	1 {Regular}	12	12		Yes	Standard Deductions	No	0 {No Advance Benefit Months}
CES	Certificated Supplemental	2027 {2026/2027}	M {Monthly	Yes	SUPP	1 {Regular}	12	12		Yes	Standard Deductions	No	0 {No Advance Benefit Months}
CL0A	Class10 Month Aug-May	2027 {2026/2027}	M {Monthly	Yes	10A	1 {Regular}	10	12		Yes	Standard Deductions	No	1 {1 Advance Benefit Month}
CL0S	Class10 Month Sep-Jun	2027 {2026/2027}	M {Monthly	Yes	10M	1 {Regular}	10	12		Yes	Standard Deductions	No	0 {No Advance Benefit Months}
CL1A	Class 11 Month Aug-Jun	2027 {2026/2027}	M {Monthly	Yes	11M	1 {Regular}	11	12		Yes	Standard Deductions	No	1 {1 Advance Benefit Month}
CL1J	Class 11 Month July-May	2027 {2026/2027}	M {Monthly	No	11J	1 {Regular}	11	12		Yes	Standard Deductions	No	0 {No Advance Benefit Months}
CL2J	Class 12 Month Jul-Jun	2027 {2026/2027}	M {Monthly	Yes	12M	1 {Regular}	12	12		Yes	Standard Deductions	No	0 {No Advance Benefit Months}
CLS	Classified Supplemental	2027 {2026/2027}	M {Monthly	Yes	SUPP	1 {Regular}	12	12		Yes	Standard Deductions	No	0 {No Advance Benefit Months}

Benefit Annualization can be overridden in Bargaining Unit and Employee Management Pay Cycle Tab, if needed.

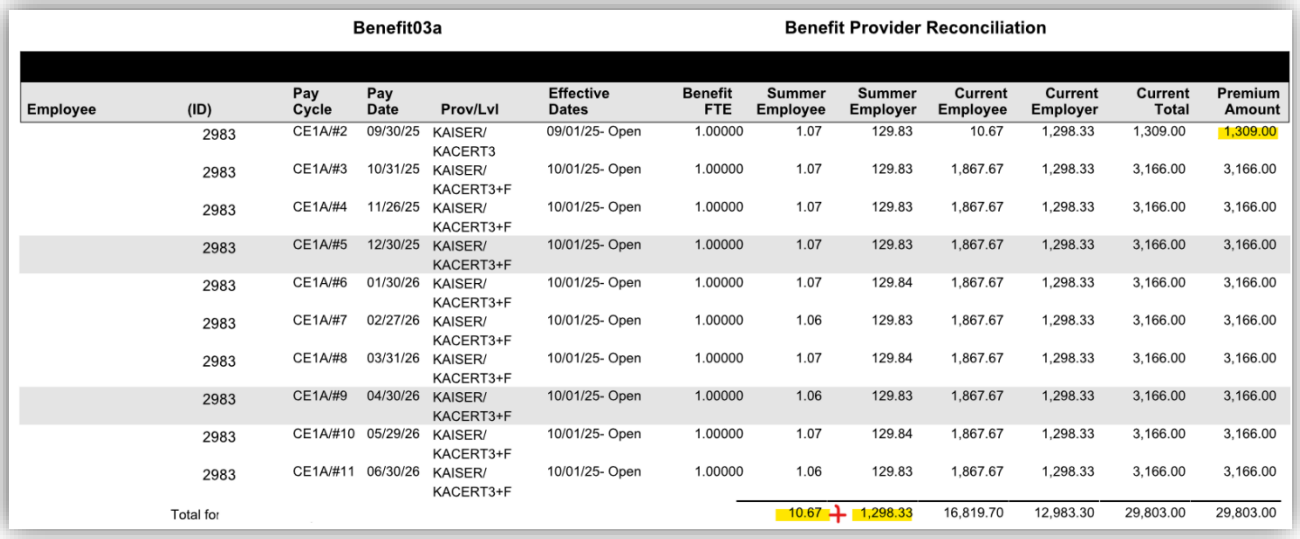
Benefit03 Benefit Provider Reconciliation

Use this report to help verify the setup of benefits summer bucket amounts.

Go to HR/Payroll – Reports – Benefits – Benefit03



Example: Benefit Annualization is turned on. Summer bucket is for July 2026. Rate Change in Oct 2026. Pay Cycle setup is 1 Advance Benefit Month.



Benefit03a — Benefit Provider Reconciliation

Employee	(ID)	Pay Cycle	Pay Date	Prov/Lvl	Effective Dates	Benefit FTE	Summer Employee	Summer Employer	Current Employee	Current Employer	Current Total	Premium Amount
	2983	CE1A/#2	09/30/25	KAISER/ KACERT3	09/01/25- Open	1.00000	1.07	129.83	10.67	1,298.33	1,309.00	1,309.00
	2983	CE1A/#3	10/31/25	KAISER/ KACERT3+F	10/01/25- Open	1.00000	1.07	129.83	1,867.67	1,298.33	3,166.00	3,166.00
	2983	CE1A/#4	11/26/25	KAISER/ KACERT3+F	10/01/25- Open	1.00000	1.07	129.83	1,867.67	1,298.33	3,166.00	3,166.00
	2983	CE1A/#5	12/30/25	KAISER/ KACERT3+F	10/01/25- Open	1.00000	1.07	129.83	1,867.67	1,298.33	3,166.00	3,166.00
	2983	CE1A/#6	01/30/26	KAISER/ KACERT3+F	10/01/25- Open	1.00000	1.07	129.84	1,867.67	1,298.33	3,166.00	3,166.00
	2983	CE1A/#7	02/27/26	KAISER/ KACERT3+F	10/01/25- Open	1.00000	1.06	129.83	1,867.67	1,298.33	3,166.00	3,166.00
	2983	CE1A/#8	03/31/26	KAISER/ KACERT3+F	10/01/25- Open	1.00000	1.07	129.84	1,867.67	1,298.33	3,166.00	3,166.00
	2983	CE1A/#9	04/30/26	KAISER/ KACERT3+F	10/01/25- Open	1.00000	1.06	129.83	1,867.67	1,298.33	3,166.00	3,166.00
	2983	CE1A/#10	05/29/26	KAISER/ KACERT3+F	10/01/25- Open	1.00000	1.07	129.84	1,867.67	1,298.33	3,166.00	3,166.00
	2983	CE1A/#11	06/30/26	KAISER/ KACERT3+F	10/01/25- Open	1.00000	1.06	129.83	1,867.67	1,298.33	3,166.00	3,166.00
	Total for						10.67	1,298.33	16,819.70	12,983.30	29,803.00	29,803.00

Summer Bucket $10.67 (EE) + $1,298.33 (ER) = $1,309 premium total for July 2026

Benefit03 Benefit Provider Reconciliation

Example: Benefit Annualization is turned on. Summer bucket is for July 2027. Rate Change in Oct 2026. Pay Cycle setup is 1 Arrears Benefit Month.

Summer Bucket $1,058.18 (EE) + $1,187 (ER) = $2,245.18 premium total for July 2026

Benefit03a — **Benefit Provider Reconciliation**

Provider MEDICAL1 - Kaiser

Employee	(ID)	Pay Cycle	Pay Date	Lvl	Effective Dates	Benefit FTE	Summer Employee	Summer Employer	Current Employee	Current Employer	Current Total	Premium Amount
	4288	CE1A/#3	10/31/25	E41A	10/01/25- Open	1.00000	212.97	131.89	1,916.73	1,187.00	3,103.73	3,103.73
	4288	CE1A/#4	11/26/25	E41A	10/01/25- Open	1.00000	212.97	131.89	1,916.73	1,187.00	3,103.73	3,103.73
	4288	CE1A/#5	12/30/25	EE2CL	12/01/25- Open	1.00000	90.32	131.89	1,058.18	1,187.00	2,245.18	2,245.18
	4288	CE1A/#6	01/30/26	EE2CL	12/01/25- Open	1.00000	90.32	131.89	1,058.18	1,187.00	2,245.18	2,245.18
	4288	CE1A/#7	02/27/26	EE2CL	12/01/25- Open	1.00000	90.32	131.89	1,058.18	1,187.00	2,245.18	2,245.18
	4288	CE1A/#8	03/31/26	EE2CL	12/01/25- Open	1.00000	90.32	131.89	1,058.18	1,187.00	2,245.18	2,245.18
	4288	CE1A/#9	04/30/26	EE2CL	12/01/25- Open	1.00000	90.32	131.89	1,058.18	1,187.00	2,245.18	2,245.18
	4288	CE1A/#10	05/29/26	EE2CL	12/01/25- Open	1.00000	90.32	131.89	1,058.18	1,187.00	2,245.18	2,245.18
	4288	CE1A/#11	06/30/26	EE2CL	12/01/25- Open	1.00000	90.32	131.88	1,058.18	1,187.00	2,245.18	2,245.18
	Total						1,058.18	1,187.00	11,240.72	10,683.00	21,923.72	21,923.72



- Manual Adjustments may be required when Employees change Benefit Providers
- Manual Adjustments may be required when employees are on leave, and are placed on the Benefit Cycle
- Manual Adjustments may be required when employee's FTE changes mid-month

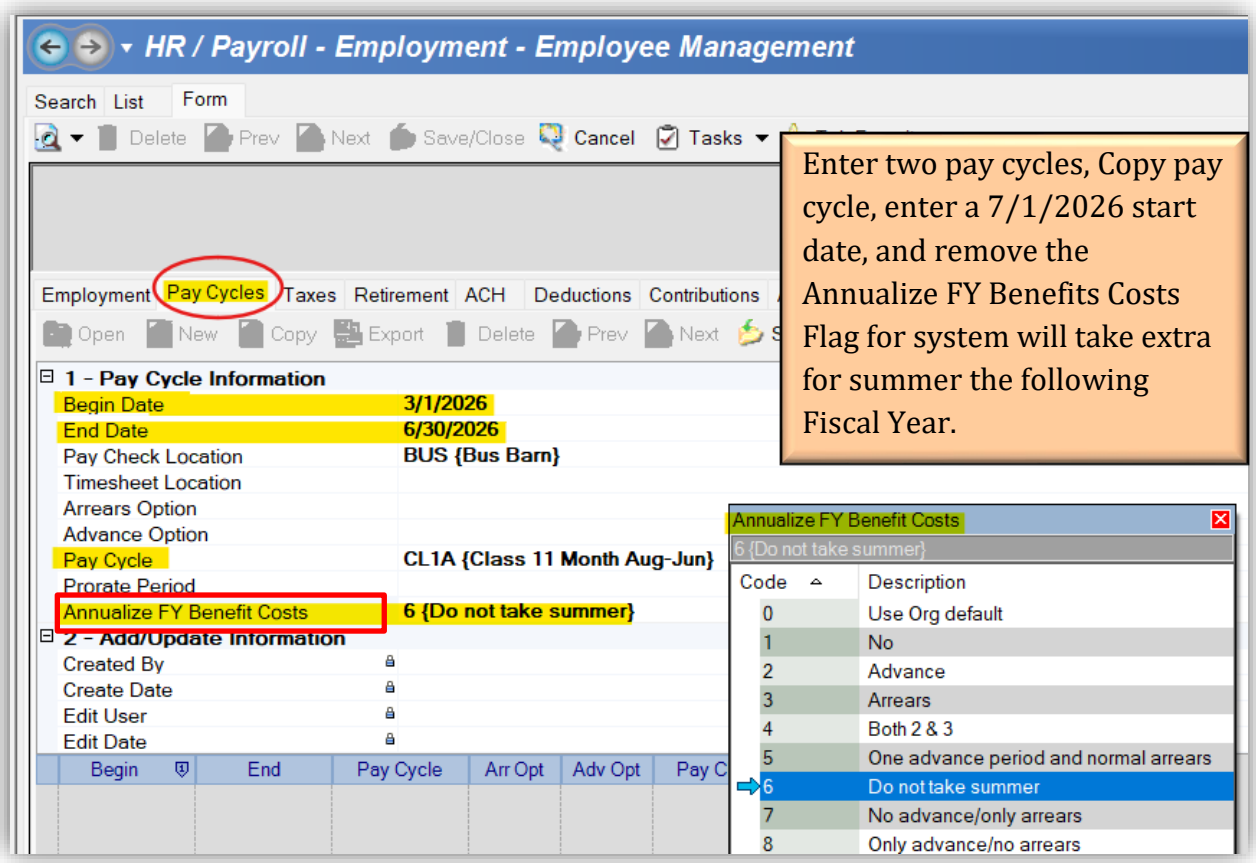
Benefits for Late Starts and Early Terminations

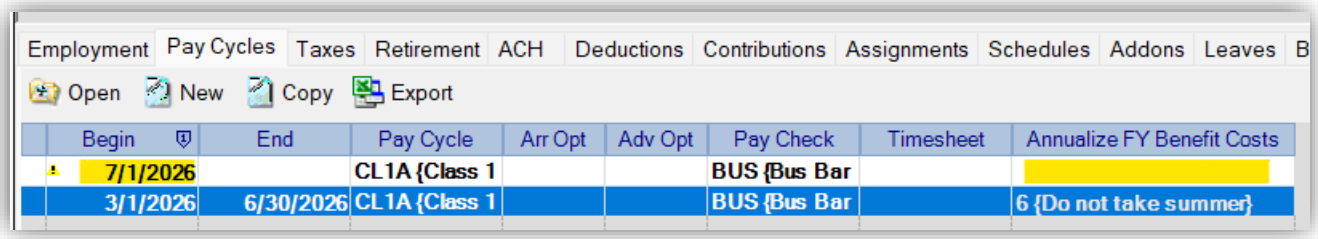
Employees who are Late Starts or Early Terminations that are on a 10 or 11 month pay cycle need to have the in Annualize FY Benefit Costs options field overridden in the Employee Management Pay Cycle Tab.

- Create a list of late starts, or changes in assignment

Go to HR/Payroll – Employment – Employee Management – Pay Cycle Tab

Example: New Hire 2/15/2026, benefits start 3/1/2026, no prior July premium needs to be collected. ***Note: this example assumes the district fronts the July coverage and collects August-June. Each district is different, refer to district policies and procedures.***



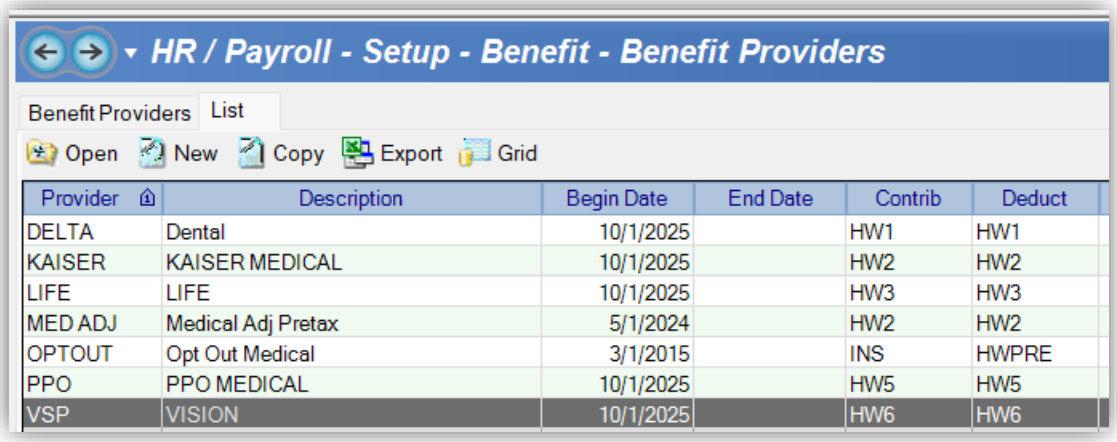


Benefit Providers

Defines the kind of benefit deductions for both Employer and Employee and the costs. Benefit Providers are then attached to employee records and deducted based on pay periods.

Go to HR/Payroll – Setup – Benefit – Benefit Providers

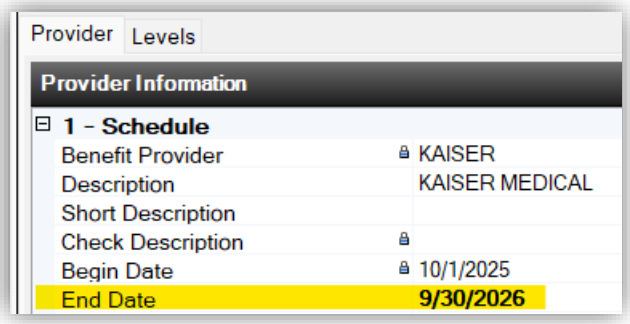
- **Active On Date:** TDY to default to today's date
- Click Go, to create the list

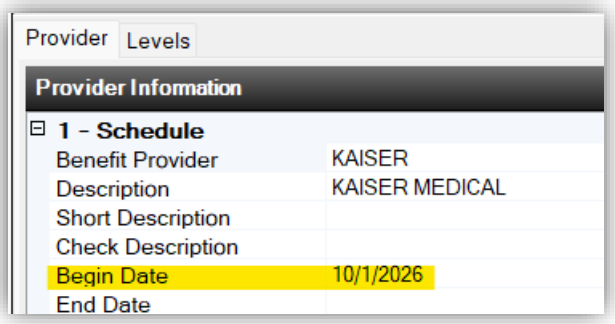


Provider	Description	Begin Date	End Date	Contrib	Deduct
DELTA	Dental	10/1/2025		HW1	HW1
KAISER	KAISER MEDICAL	10/1/2025		HW2	HW2
LIFE	LIFE	10/1/2025		HW3	HW3
MED ADJ	Medical Adj Pretax	5/1/2024		HW2	HW2
OPTOUT	Opt Out Medical	3/1/2015		INS	HWPRE
PPO	PPO MEDICAL	10/1/2025		HW5	HW5
VSP	VISION	10/1/2025		HW6	HW6

Review current provider setup

- Verify that the current contribution and deduction setup for benefits are still applicable
- Review the Proration Allowed field is correct, this may change depending upon contract language. If set to Yes, then will prorate on FTE
- If rates are known, you can update actuals or use the Budget Amt fields
- To make changes, End the current record
- Save/Close
- **Copy** from the list, new record will have editable fields



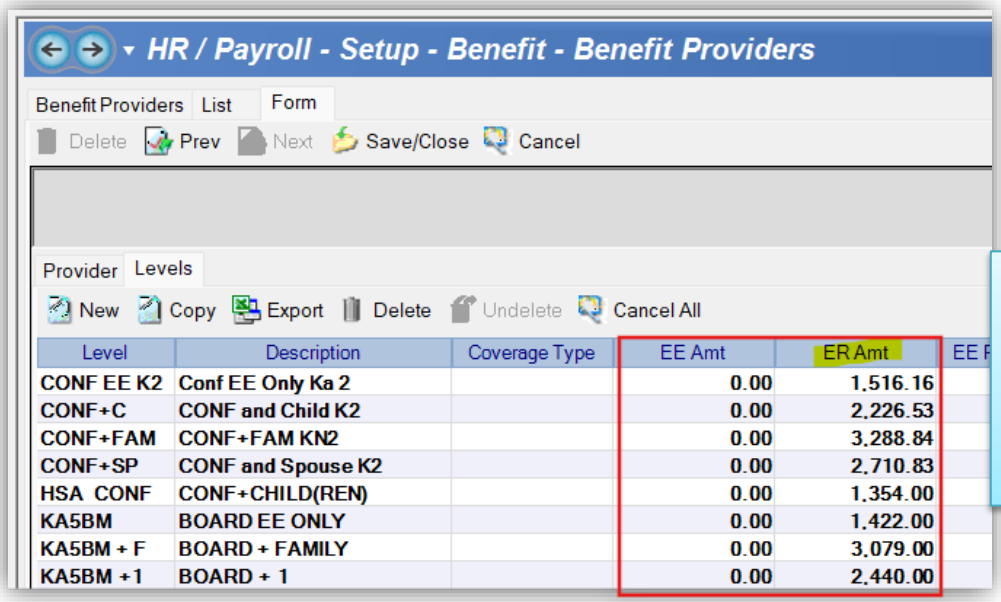


- Review the Vendor Information (Section 2 – in the benefit provider record)

Benefit Provider Levels

Levels provide for the ability to have a different premiums for benefit providers based on bargaining unit agreements. The most common levels are based on whether the employer is covering just an employee, employee +1, family, etc. The levels will match the premiums based on the rate sheet received from the Benefit Provider.

- **EE Amt** is the **Employee** Paid Portion at 1.0 FTE
- **ER Amt** is the **Employer** Paid Portion at 1.0 FTE
  - If the District uses a Cap in the Bargaining Unit, then the full premium goes in the ER amt and the system will calculate based on what benefit providers are included in the cap
- If the Proration Allowed is Yes, the it will prorate on FTE



Example of Benefit Provider setup when using the Benefit Cap in the BU, full premium in the ER Amt

- If the ER Budget column is 0.00, the budget will use the actual column amounts
- Eenter in the projected FY27 amounts in the ER Budget column to use those amounts in the budget projections
- The Premium Amount should reflect the total premium paid to the vendor



- **Be careful if there is a change to the Benefit Provider and/or Level name**. If this happens, an update/change will need to be made in ALL the benefit provider records on EACH employee in employee management.
- **DO NOT end your Benefit Provider records on 9/30/2026** without setting up new provider records for the remaining FY27 pay periods because the system will not budget the remained of the fiscal year

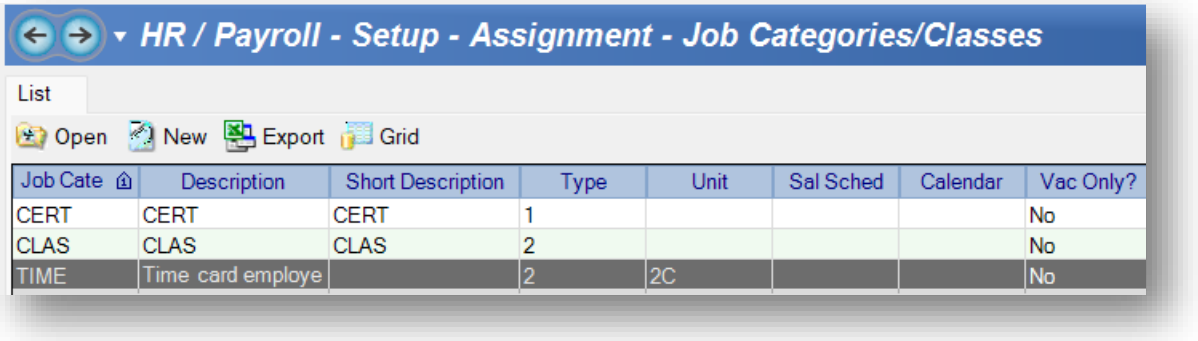
Job Categories and Classes

Positions are categorized in a number of ways: by a bargaining unit for example. Another way of grouping Positions is by Job Category. For example, a category of "Teacher" for all teaching Positions.

Within each category, Positions are divided into Job Classes, which are more specific than categories. For example, the category Teacher could contain job classes such as Regular Ed Teacher, Special Ed Teacher, RSP Teacher; etc…

Go to HR/Payroll – Setup – Assignment – Job Categories/Classes

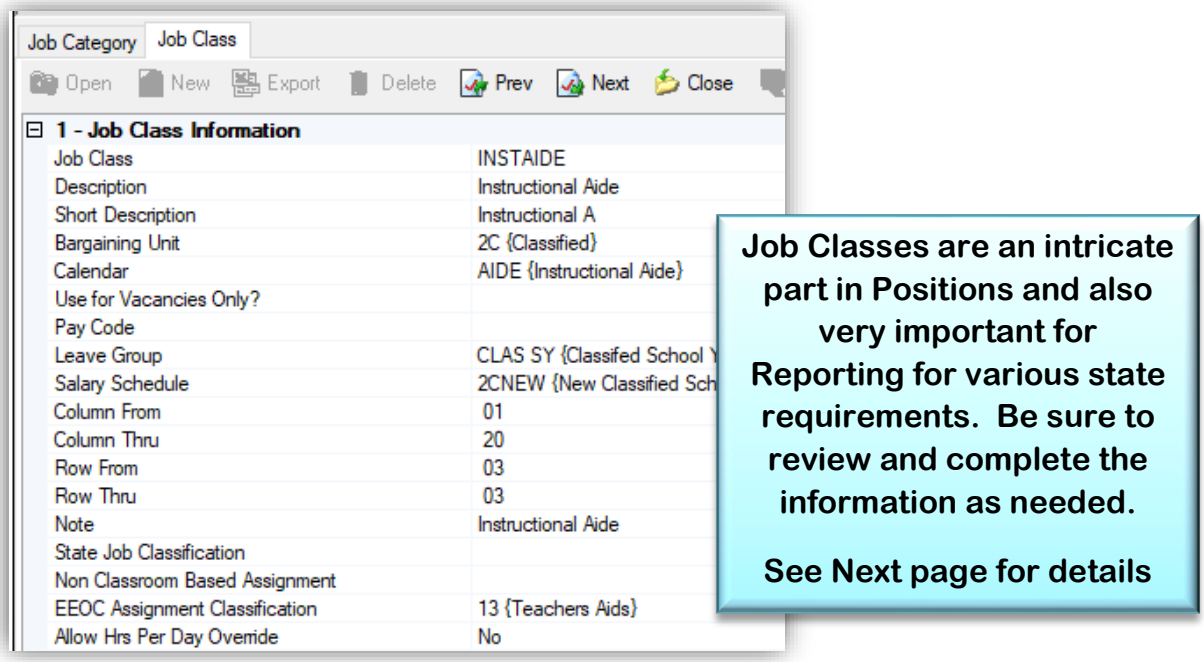
- Click Open to review each Job Category/Class



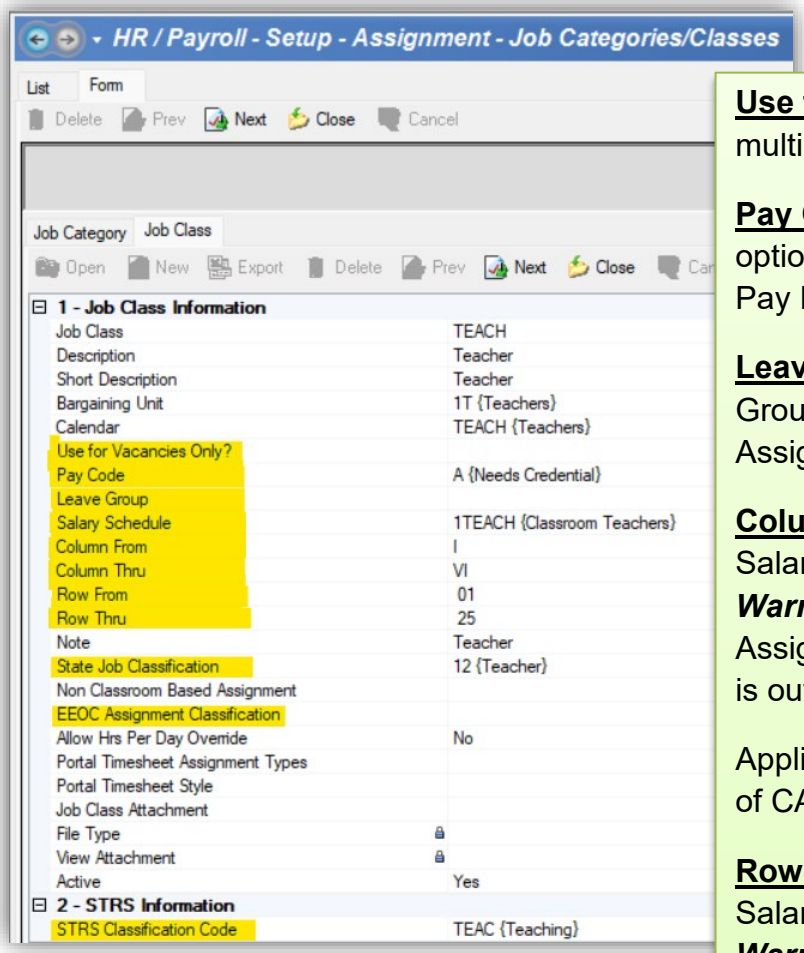
From within the Job Category, review the Job Classes individually

- Click Job Class Tab to review all fields

Job Class Example: Classified Instructional Aide



Job Class Example: Certificated Teacher



Keep in mind, when a new Job Class is created, the **Vacancy Setup** should be updated for Budget purposes.

Use for Vacancies Only? Use when multiple calendars for the same Job Class

Pay Code: Certificated Positions must have option A {Needs Credentials}; this controls Pay Holds for missing or invalid credentials

Leave Group: Will automatically add Leave Group to the employee record when the Assignment is added

Column From & Thru: Associated with the Salary Schedule Columns. This will create a ***Warning Error*** when adding in the Assignment record if the Salary Schedule Cell is out of Range

Applies to **Pay54** Government Compensation of CA Reporting

Row From & Thru: Associated with the Salary Schedule Range. This will create a ***Warning Error*** when adding in the Assignment record if the Salary is out of Range

Applies to **Pay54** Government Compensation of CA Reporting

State Job Classification:
CalPADS reporting

Non-Classroom Based Assignment:
CalPADS reporting

EEOC Assignment Classification:
Employee51 EEO-5 Reporting; Elementary-Secondary Staff Information Survey

STRS Classification Code: Required for STRS NFF Reporting

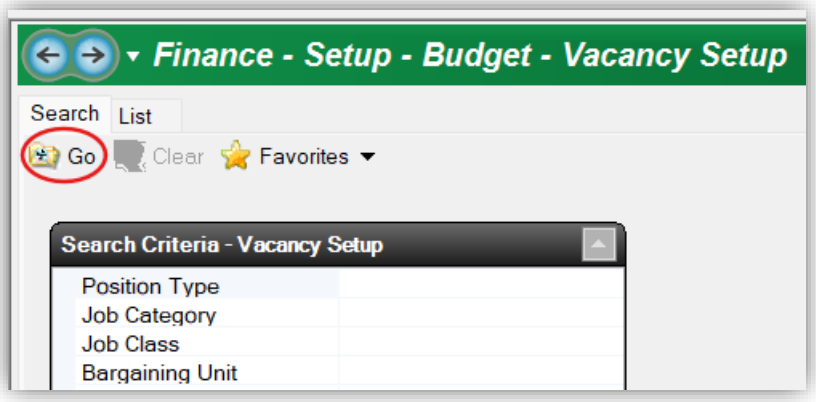
Vacancy Setup Records

When a new Job Class is created, a Vacancy Setup record is automatically generated. This activity allows budget users access to the budgeting portion of job category/class records without requiring access to the records used by payroll processing.

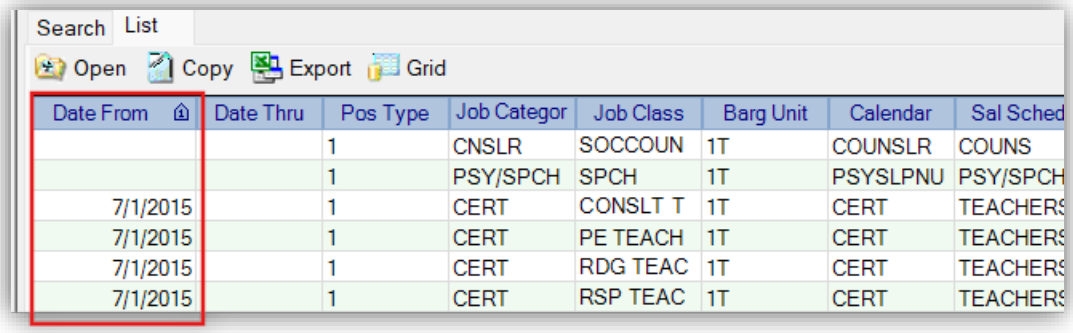
What is needed: Salary Schedule, Salary Placement, Retirement Plan, Subject Grosses, Extra Pay, Contributions.

Districts that load vacancies into their Budget Models must enter assumptions for each Job Class. If assumptions are missing, vacancies will fail to load and an error will occur.

Go to Finance – Setup – Budget – Vacancy Setup



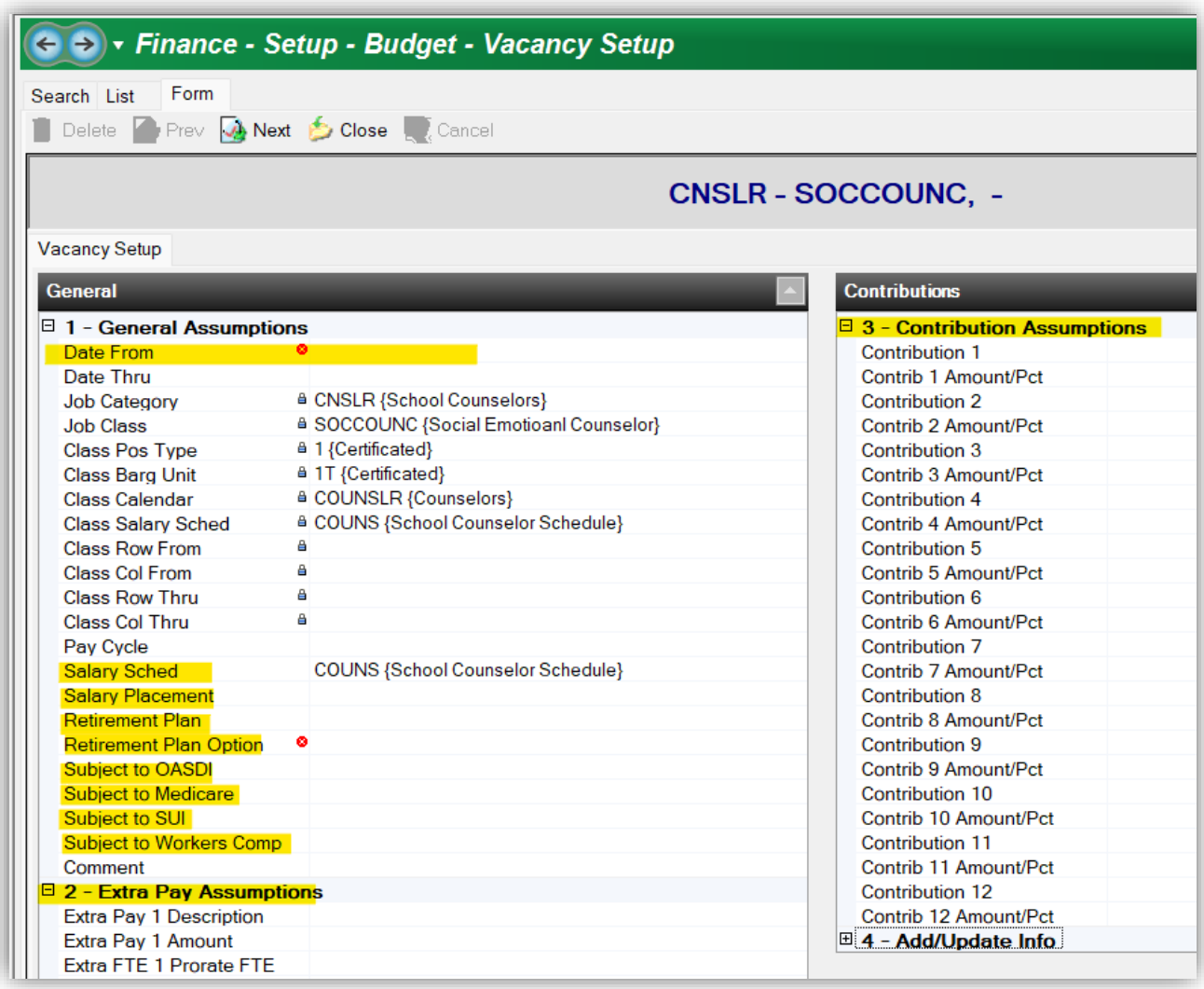
- Click go to get a list of current vacancy setup records or filter by Job Category or Class



- Click on Date From to sort
- If the Date is Blank, these are new Job Classes that need Vacancy Setup
- If the Date From is “old” then it’s recommended to review
- Open the record to update

Review Vacancy Setup

Review missing and invalid data. Locked records are from the Job Class setup.



- Date From: Enter Current Begin Date
- Salary Schedule
- Salary Placement
- Retirement Plan {PERS or STRS}
- Retirement Plan Option {New or Pre 2013}
- Subject to taxes, enter Yes for those that apply to the position
    - Subject to OASDI: STRS Members **No** or PERS Members **Yes**
    - Subject to Medicare: Yes
    - Subject to SUI: Yes
    - Subject to Workers Comp: Yes
- Extra Pay Assumptions – Example Stipends: Bilingual, Car, Masters, Phone, etc…
- Contribution Assumptions: Health & Welfare Benefits

Position Control for Budget Development

What is a Position?

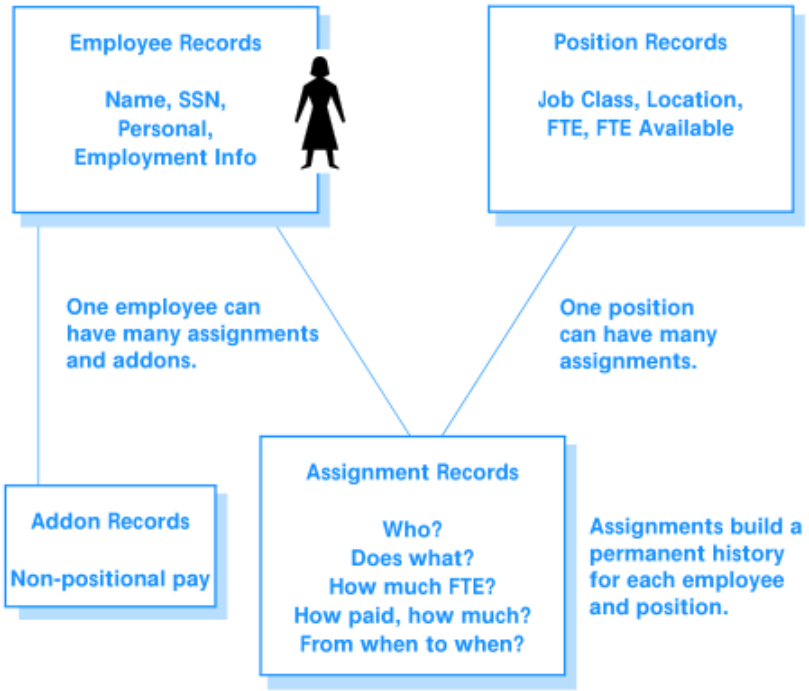
Positions are budgeted and funded by one or more accounts. They are usually permanent, although people in a Position may change.

One Position record can have many assignment records. It may be associated with an employee record or not (i.e., a Position that is vacant). Employees fill assignments in a Position for a specified period of time, for some amount of FTE, at a specified salary. If a Position is not filled, it is treated as a vacancy. Both types of Positions (filled or vacant) can be tracked, reported and budgeted.

Understanding the difference between a Position and Assignment:

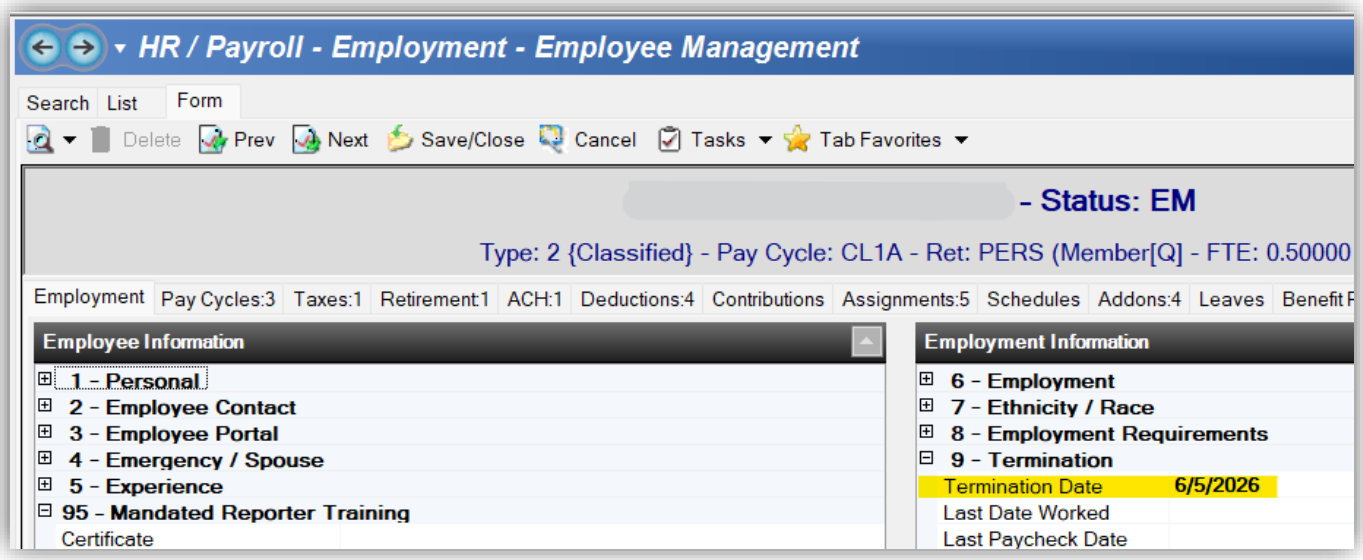
Positions are usually permanent, and affect the budget. They can be used to determine vacancies and can assist with negotiations regarding FTE. Position records contain information about Positions that have been authorized by your district. Position records are defined by fields that do not generally change, even when people in the Position do. Although employees are paid, Positions are budgeted.

Assignments are assigned to employees to determine who, what, FTE, pay and a period of time. There can be many assignments within a Position. Assignments are part of the employee record indicating from/thru dates, calendar, salary schedule placement, FTE, etc.… It is essential for payroll that assignments accurately reflect hiring, promotion and termination of an employee.



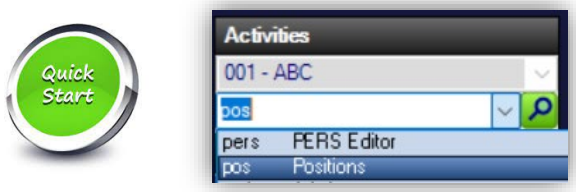
Position and Assignment

- If a **POSITION r**ecord has an end date of 6/30/2026, the software will not create a future assignment
- If a **POSITION** record has a start date of 7/1/2026, the software will not create a Vacancy and will not load into the Budget Model. To include in the Budget, change the Position Record start date to current fiscal year, ie 6/30/2026
- If an **ASSIGNMENT** has an end date prior to 6/30/2026, and the position exists in new fiscal year, the software will create a vacancy
- If **ASSIGNMENT** has end date of 6/30/2026, the software will create future year assignment
- If an employee has a termination date, the assignment will not roll forward

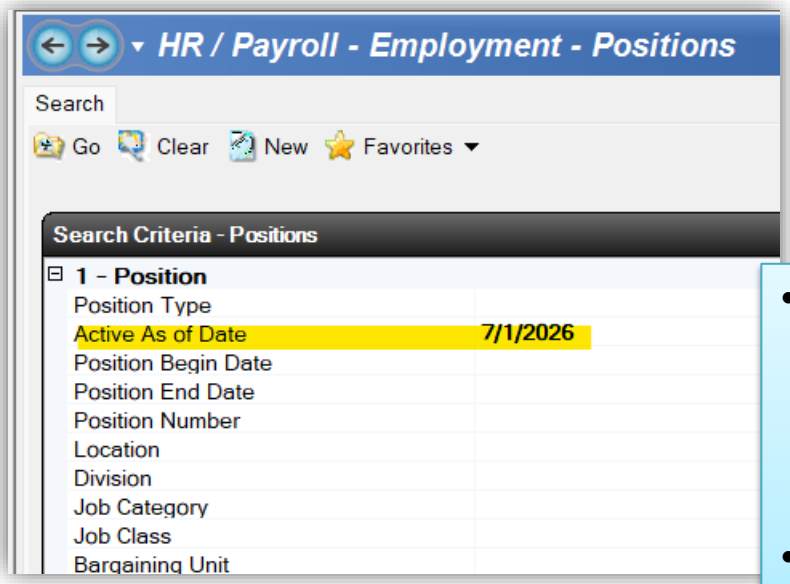


Review Current Positions

There are several ways to create a list of Positions. Enter search filters by type, bargaining unit, fiscal year of the assignment, fiscal year, Position accounts, etc... to narrow the list.



Go to HR/Payroll – Employment – Positions



- **Active As of Date:** Defaults today

  A 7/1/2026 date will produce a list where all positions show as Vacancies until FY27 is open AND Assignments have been rolled

- Select filters to narrow search

- Or click Go to create a list of current positions

Example list of current Positions:



HR / Payroll - Employment - Positions

Search | List

Open | Export | Grid | Tab Favorites

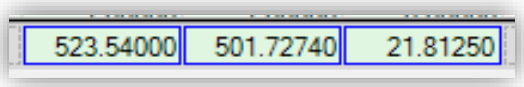
Pos #	Prev Pos #	Type	Job Category	Job Class	Loc	Unit	FTE Auth	FTE Used	FTE Avail
1	1NURSE00	1	CERT	School Nurse	1AVS {	1T	0.14050	0.50000	(0.35950)
3	1SUPT0000	1	CERT	Superintendent	1AVS {	1S	1.00000	1.00000	0.00000
4	1TEACH00	1	CERT	Teacher	1AVS {	1T	1.00000	1.00000	0.00000
5	1TEACH00	1	CERT	Teacher	1AVS {	1T	1.00000	0.00000	1.00000
6	1TEACH00	1	CERT	Teacher	1AVS {	1T	1.00000	1.00000	0.00000
7	1TEACH00	1	CERT	Teacher	1AVS {	1T	1.00000	1.00000	0.00000
8	1TEACH00	1	CERT	Teacher	1AVS {	1T	1.00000	1.00000	0.00000
9	1TEACH00	1	CERT	Teacher	1AVS {	1T	1.00000	1.00000	0.00000
10	1TEACH00	1	CERT	RSP teacher	1AVS {	1T	0.00000	0.00000	0.00000
11	1TEACH00	1	CERT	Teacher	1AVS {	1T	1.00000	1.00000	0.00000
12	2AFTR0000	2	CLAS	Auxiliary Programs	1AVS {	2C	0.75000	1.00000	(0.25000)
13	2AIDE0000	2	CLAS	Full Inclusion aide	1AVS {	2C	0.81250	0.81250	0.00000
14	ELD	2	CLAS	Bilingual aide/Behavioral Aide	1AVS {	2C	0.00000	0.00000	0.00000
16	Reading	2	CLAS	Instructional Aide	1AVS {	2C	0.46875	0.46875	0.00000
18	Early Lit	2	CLAS	Instructional Aide	1AVS {	2C	0.48813	0.46875	0.01937
19	2BUS00000	2	CLAS	Bus Driver	1AVS {	2C	0.43750	0.00000	0.43750
20	2CAFE0000	2	CLAS	Food Service	1AVS {	2C	0.25000	0.25000	0.00000
21	2CUST000	2	CLAS	Custodian	1AVS {	2C	0.75000	0.75000	0.00000
22	2CUST000	2	CLAS	Custodian	1AVS {	2C	0.75000	0.75000	0.00000
23	2LIBR0000	2	CLAS	Library technician	1AVS {	2C	0.18750	0.18750	0.00000
24	2OFF00000	2	CLAS	Office Manager	1AVS {	2C	1.00000	1.00000	0.00000
26	Music tchr	1	CERT	Certificated Support Staff	1AVS {	1T	0.00000	0.00000	0.00000
27	Art instr	2	CLAS	Art program	1AVS {	2C	0.22500	0.37500	(0.15000)
32	Wed-Scienc	1	CERT	Certificated Support Staff	1AVS {	1T	0.00000	0.00000	0.00000
34	Maint/Grnds	2	CLAS	Maintenance/Grounds	1AVS {	2C	0.75000	0.68750	0.06250
35	Office Asst	2	CLAS	Office Assistant	1AVS {	2C	0.50000	0.75000	(0.25000)
38	Math Int/Sci	1	CERT	Teacher	1AVS {	1T	0.54000	0.54000	0.00000

Review your list for probable issues

- Negative amount is caused when a Position exceeds the authorized FTE
- Positive amount is when a Position is below the authorized FTE
  - Available FTE are Vacant Positions
- Adjust Positions if necessary to reflect accurately in the budget

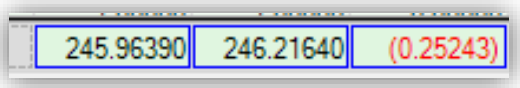
Examples:

This example shows that the district has 523.54000 authorized FTE and 21.81250 available FTE.



523.54000	501.72740	21.81250

This example show that the district has 245.96390 authorized and exceeds the authorized FTE by 0.25243.



245.96390	246.21640	(0.25243)

These should be reviewed and adjusted so that Positions reflect accurately in the budget.

Adding a New Position

Negotiations may warrant the need to add a new Position. Create after new fiscal year and accounts have rolled so accounts are available. This will not be a vacancy on the current year list because its being created in next fiscal year.

Go to HR/Payroll – Employment – Positions

- Click New or Copy to open a new Position Record

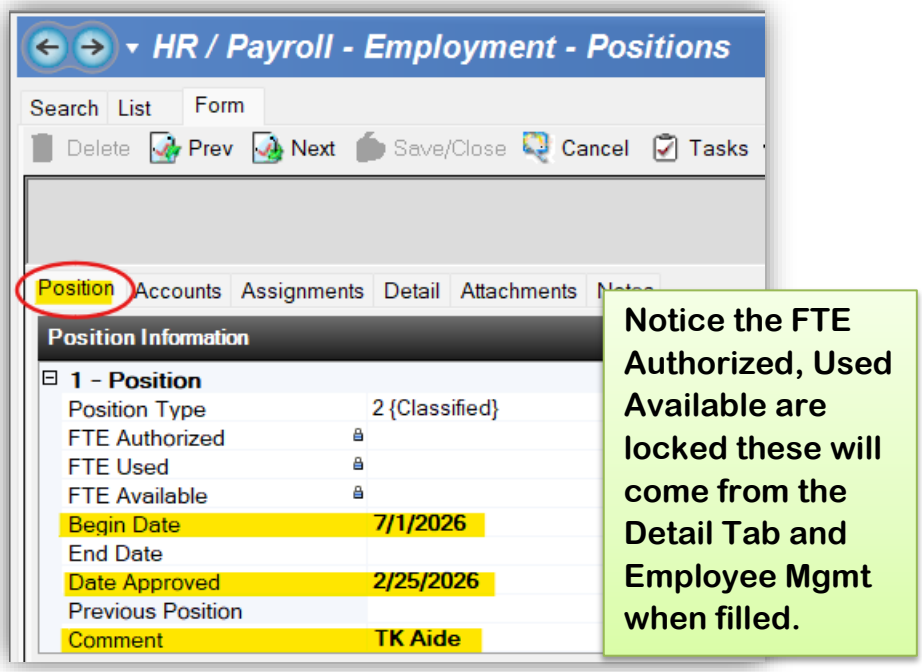
Position Tab

Section 1 – Position

- Enter Position Type (required)
- Begin Date (required)
- Date Approved (optional)
- Comment (optional)
- Save/Close

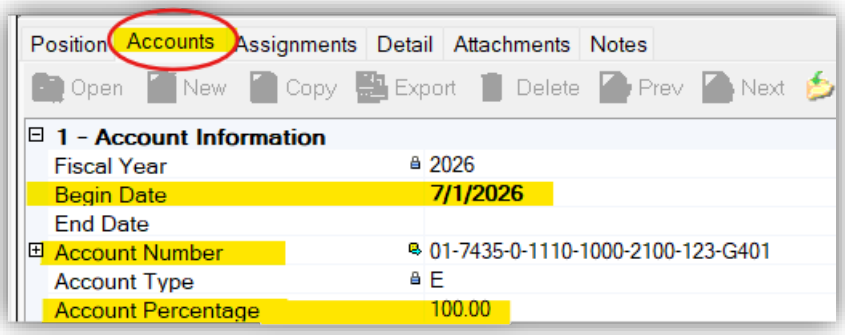
Section 2 – Position Detail

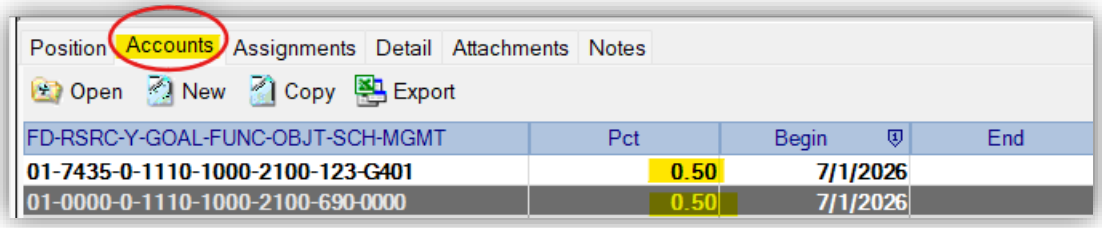
- Information in this is populated on the Tab



Accounts Tab - Section 1 – Account Information

- Click New to add account(s)
- Begin Date (required) – Must be same as Position Start Date
- Account Number (required)
- Account Percentage (required) – Must equal 100%
- For multiple accounts, the total must be 100%
- Save/Close

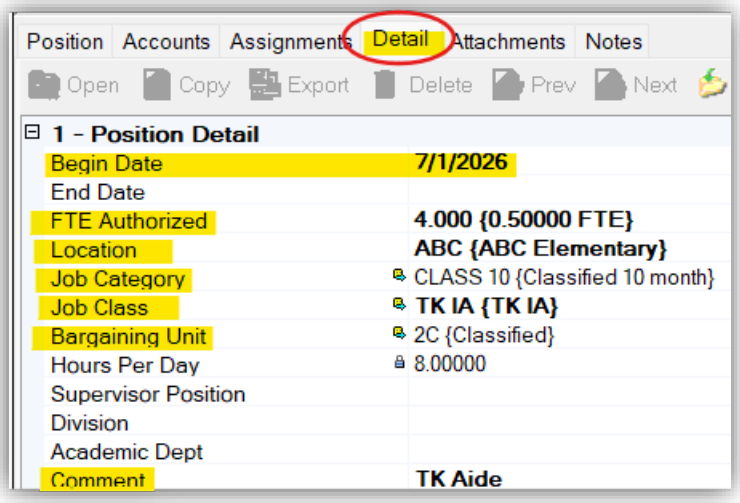




Assignments Tab

- Record will populate when Assignment is attached to Employee in Employee Management Assignment Tab

Detail Tab



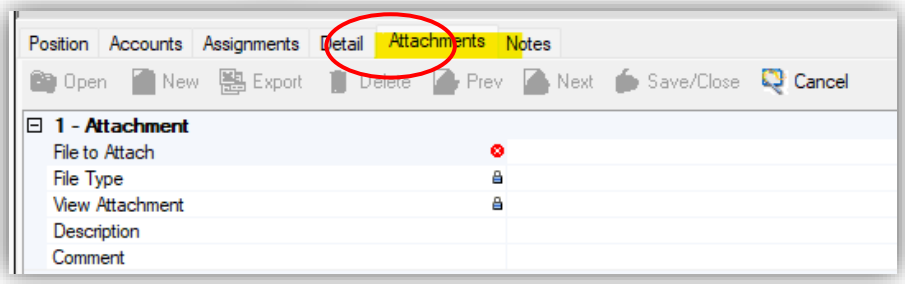
- Click New to open a new Detail Record
- Begin Date: Defaults to Position Begin Date on Position Tab
- FTE Authorized: Enter approved FTE
- Location: Select from drop down menu
- Job Category: Select from drop down menu
- Job Class: Select from drop down menu
- Populates from Job Class
- Hours Per Day: Defaults to *Position Types* value

Attachments Tab

- Click New to open a new Attachment Record
- Click in the File to Attach field to locate the file



- Upload documentation justifying new Position
- Enter Description and Comment
- Save/Close
- Big Save/Close



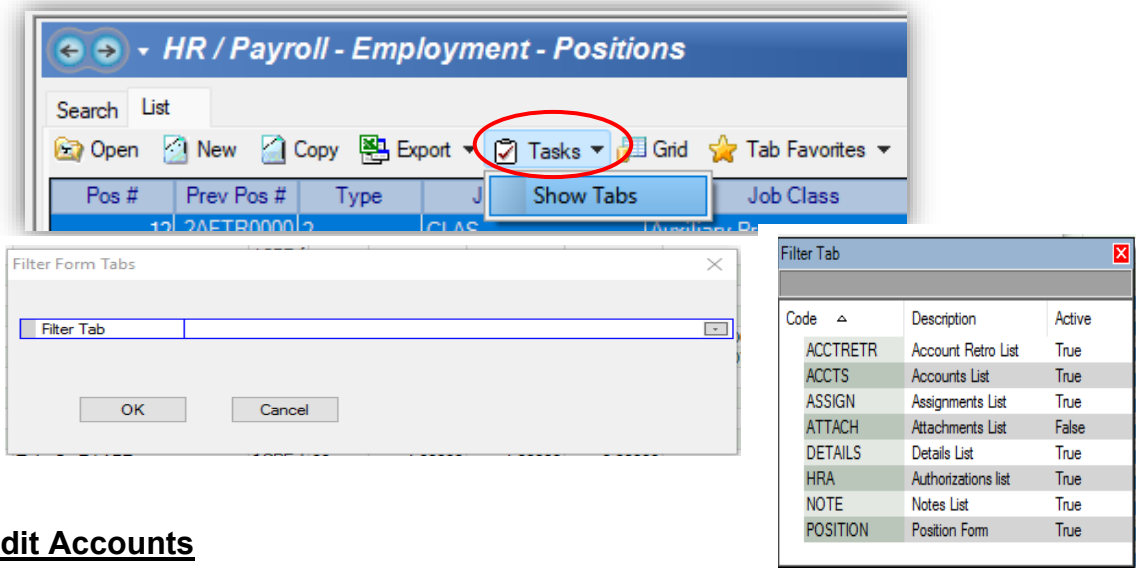
NOTE: The Positions list will display FTE on actual date, open the new position to see the details. A new Position effective on or after July 1, 2026 will NOT create a vacancy and will NOT load into a Budget Model. To include the new position as a vacancy and roll into the Budget Model, create with a begin date in current fiscal year.

Editing Positions

There is a filter feature if you are performing the same function in multiple Positions to limit the tabs to only those that need to be edited.

Go to HR/Payroll – Employment – Positions

- Click Go to create your list of Positions
- From the list, select Task to Show Tabs
- Select the Filter Tab from the dropdown menu

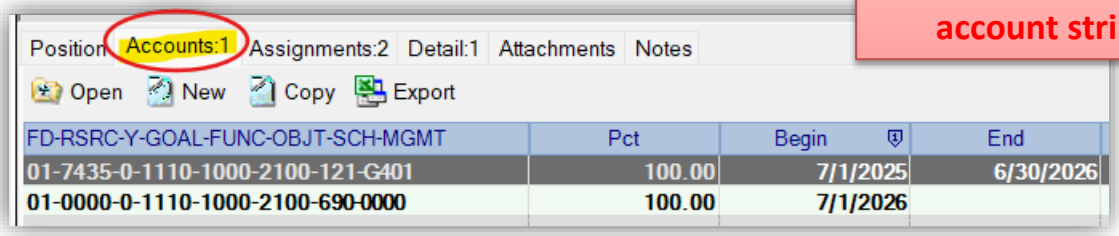


Edit Accounts

Go to HR/Payroll – Employment – Positions – Account Tab

- Enter the Position number click Go
- Open the record, Go to the Accounts Tab
- End the current account string (Make sure to enter the correct date)
- Changes here are independent of the other Position tabs and will *affect payroll immediately* depending on the date
- Select New from the Task bar
- Enter in the new account string
- Enter in the Account Percentage - Must equal 100%
- Enter in Note on Notes Tab
- Small Save/Close, Big Save/Close

Important:
If account components were merged be sure to update account string in position with new account string



Changing Authorized FTE

Changes to an FTE can be updated in the Detail Tab. Be mindful of the effective dates if you do not want to affect current payroll.

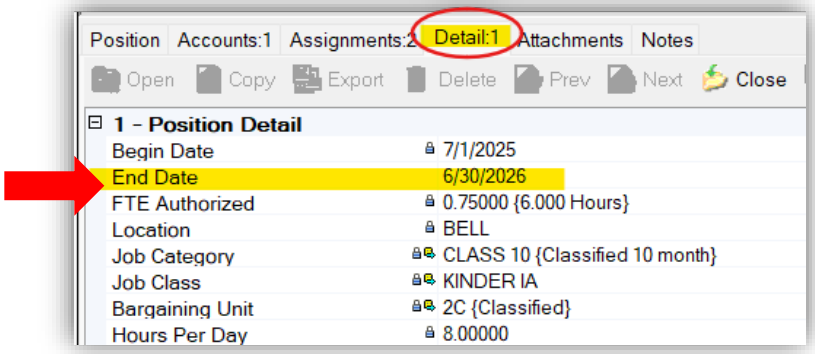
Sometimes you may want to "temporarily" suspend a position, but not have a vacancy, then the Position authorized FTE can be changed to 0.00. This will not create a budget item in a Budget Model but will keep the position open.

Go to HR/Payroll – Employment – Positions – Detail Tab

- Enter the Position number and click *Go*
- Open the record, Go to the Detail tab
- End the current Detail record with the same end date as the assignment
- Copy and Change the Authorized FTE
- Enter in Note in Notes Tab
- Save/Close
- Big Save/Close

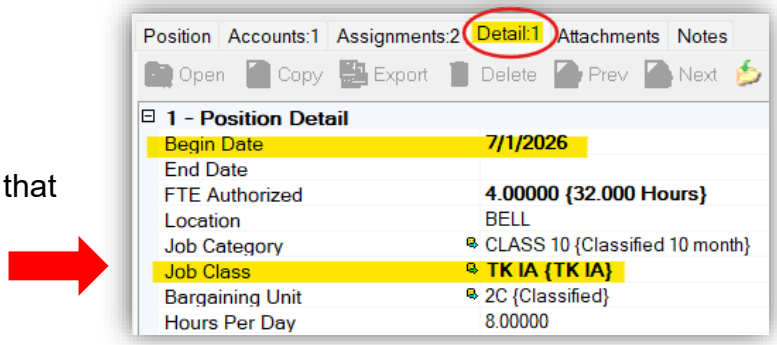
Edit Job Categories/Classes

- End the Detail record
- Save/Close



- Copy to update Job Categories/Classes changes

The description will not update on the Position list until the actual date. Prior to that date, you can open to view the updated details.

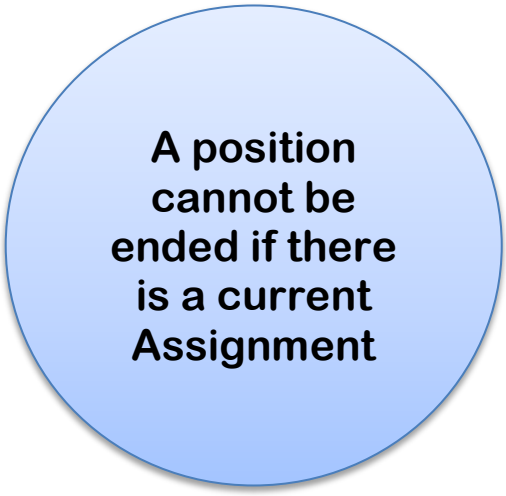


Ending a Position

If a Position is no longer needed or has been eliminated, then you would want to end the Position. It can be reopened at a later date. A Position cannot be ended if there is a current Assignment for the period.

Go to HR/Payroll – Employment – Positions

- Enter the Position number, click ***Go***
- Open the Position record
- Enter End date for the Position
- Open the Position accounts and reset the dates, using the same date as the Position end date
- Go to the assignments tab
- End all current assignments
  - Recommended to end in Employee Management Assignment Tab
- Go to the detail tab and end the Position detail, with the same date as the Position end date
- Save/Close the Position record



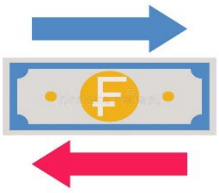
Position Account Retro

The Position Account Retro activity allows you to make changes to position and associated addon accounts for prior periods that have already been processed through payroll. Using this activity, you can correct those accounts without having to create manual journals. You can define which positional accounts you want to retroactively change and what the accounts should be changed to, as well as what period should be changed (within the fiscal year).

Go to HR/Payroll – Process – Position Account Retro

Link to Position Account Manual:

https://resources.finalsite.net/images/v1762462300/scoeorg/cv26gccykbk4p9oqp35z/PositionAccountRetroAddonAccountRetroNovember2025.pdf

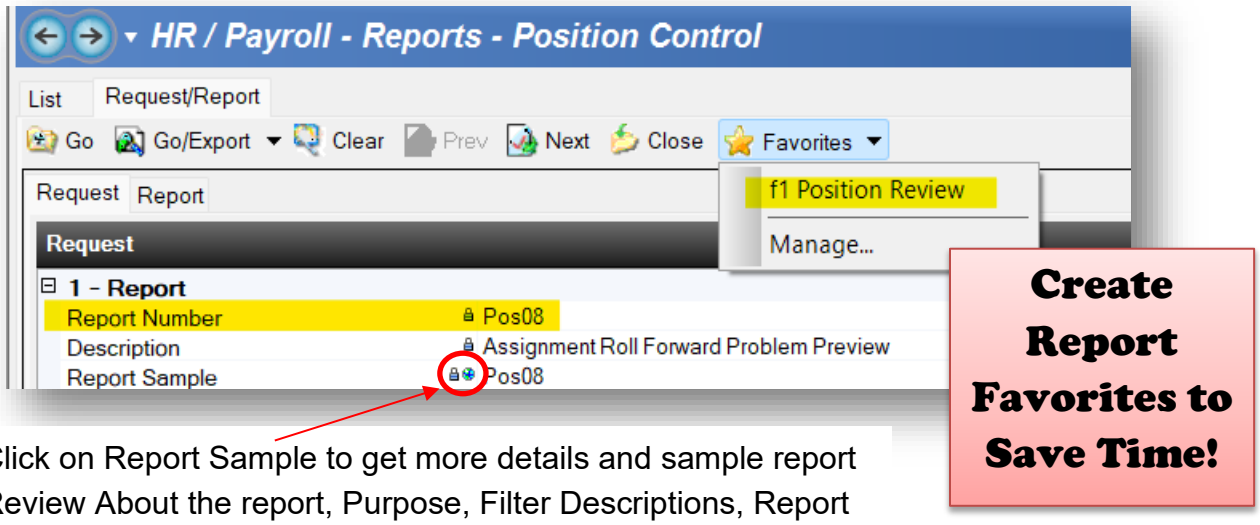


Position Control Reports

Go to HR/Payroll – Reports – Position Control

- Pos01 – FTE Summary by Job Class
- **Pos02 – Position Staffing by Account***
- **Pos03 – Position Assignments – Date Range***
- **Pos04 – Position Assignments – Fiscal Year***
- Pos06 – Cost of Step and Column Adjustments
- **Pos07 – Assignment Roll Forward Review***
- **Pos08 – Assignment Roll Forward Problem Review***
- Pos09 – Assignment with Calendar
- Pos10 – Salary Matrix
- Pos11 – Position Funding
- Pos12 – Calendar Snapshot
- Pos13 – Position Assignment Changes – Date Range
- Pos14 – Position Assignment Changes – Fiscal Year
- **Pos16 – Cost of Step and Column Adjustments – Detail***
- Pos17 – Costs of Step and Column Adjustment by Acct
- **Pos20 – Position Cost Account Report***
- **Pos22 – Employee Assignment Funding***
- Pos23 – Funding FTE Summary

**Example report search and output follows in documentation*



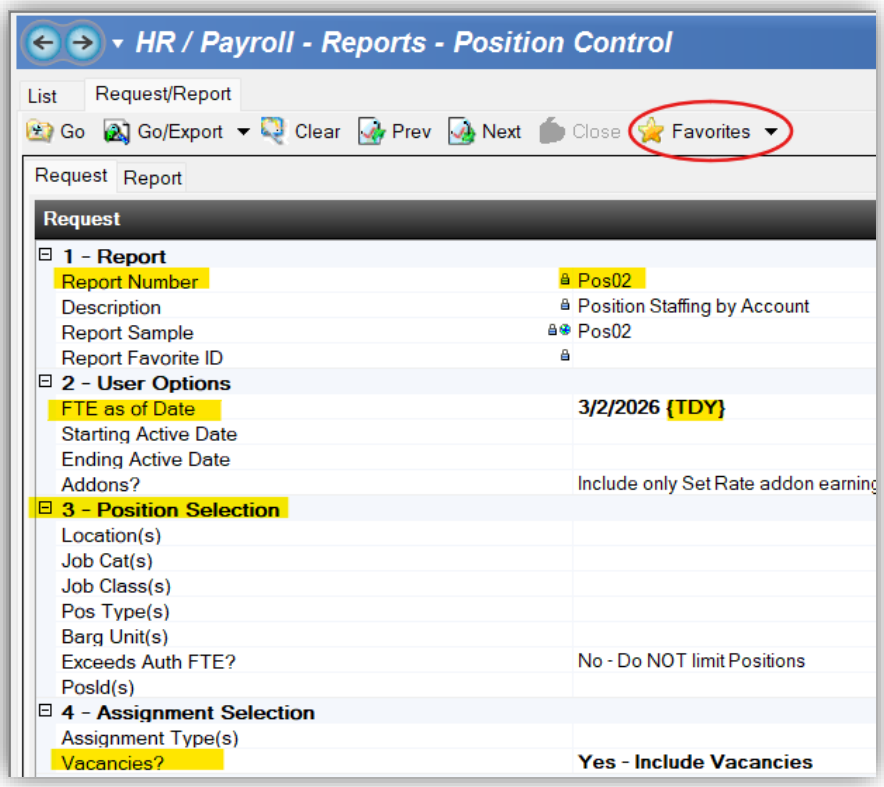
- Click on Report Sample to get more details and sample report
- Review About the report, Purpose, Filter Descriptions, Report Options, Special Considerations

Reports for Position Review

Go to HR/Payroll – Reports – Position Control

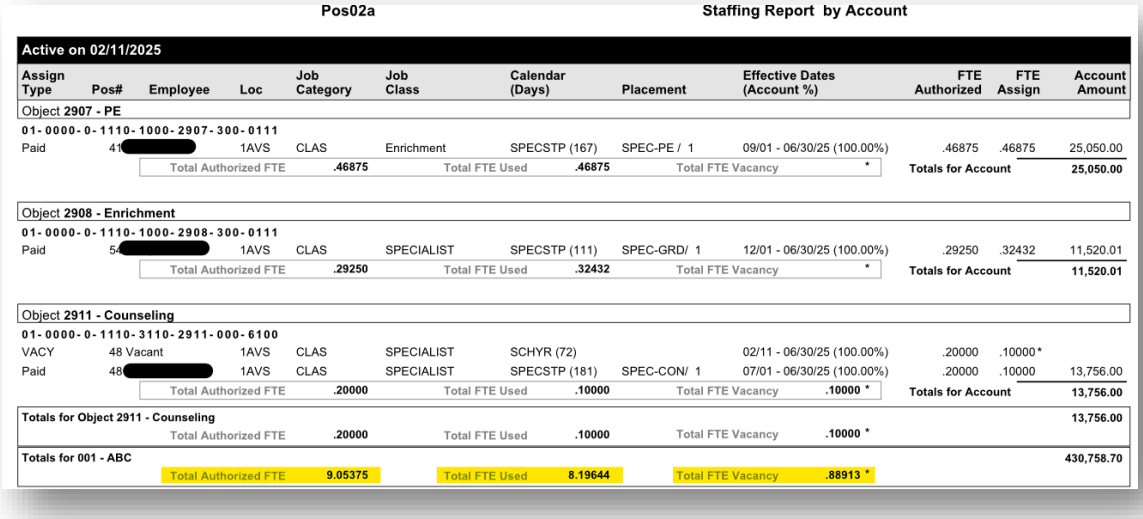
Pos02 – Position Staffing by Account

This report lists active Position accounts with assignments, grouped and sorted by Position number. It includes Position information, employee information, and assignment information, including location, job category, job class, calendar, placement, FTE and account amounts.



Create Report Favorites with date mnemonics to use each year

- **FTE as of Date:** TDY to default to today's date
- Use filters to narrow report
- **Vacancies?** Yes, Include Vacancies
- **Click Go to generate report**



Pos02a **Staffing Report by Account**

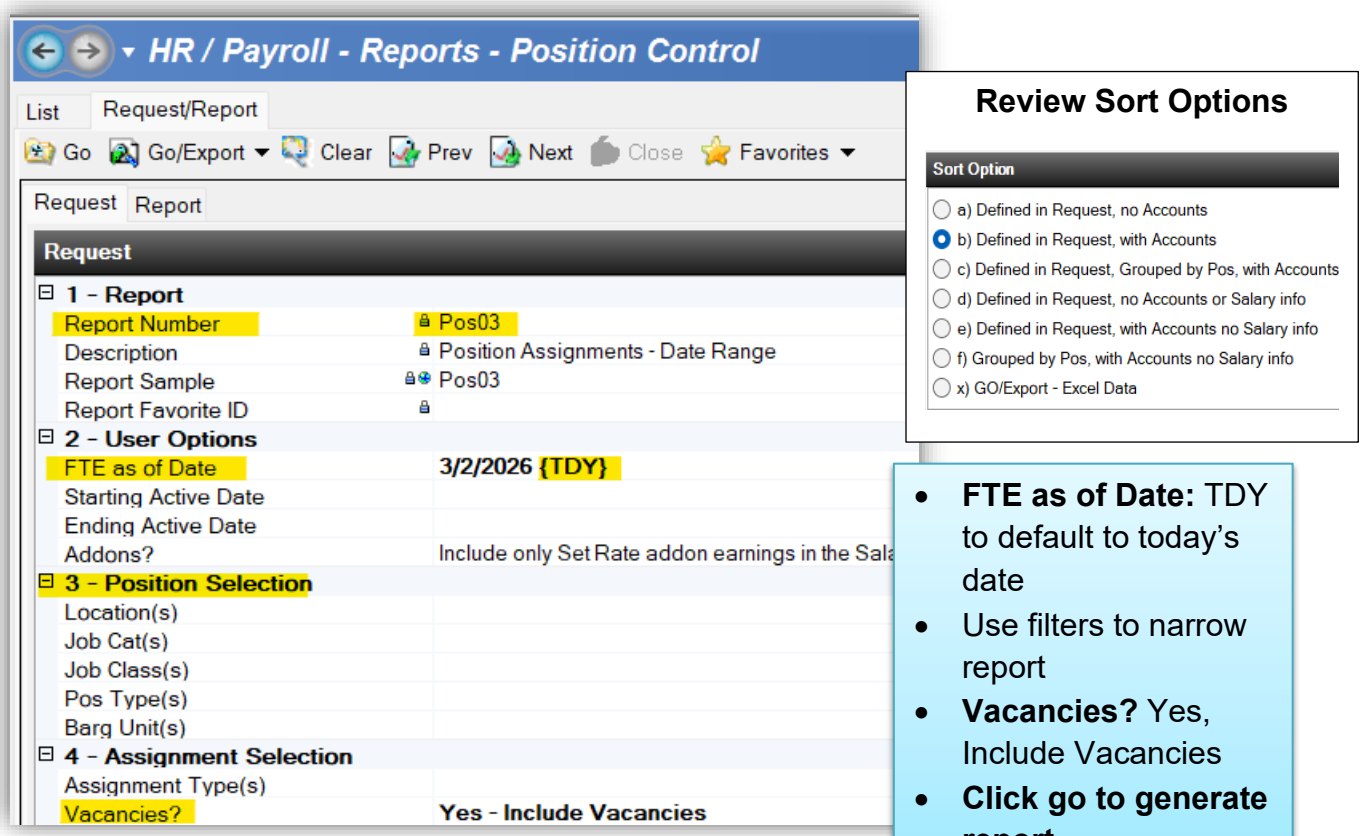
Active on 02/11/2025

Assign Type	Pos#	Employee	Loc	Job Category	Job Class	Calendar (Days)	Placement	Effective Dates (Account %)	FTE Authorized	FTE Assign	Account Amount
Object **2907 - PE**											
01-0000-0-1110-1000-2907-300-0111											
Paid	41[redacted]		1AVS	CLAS	Enrichment	SPECSTP (167)	SPEC-PE / 1	09/01 - 06/30/25 (100.00%)	.46875	.46875	25,050.00
	Total Authorized FTE .46875				Total FTE Used .46875			Total FTE Vacancy *		Totals for Account	25,050.00
Object **2908 - Enrichment**											
01-0000-0-1110-1000-2908-300-0111											
Paid	54[redacted]		1AVS	CLAS	SPECIALIST	SPECSTP (111)	SPEC-GRD/ 1	12/01 - 06/30/25 (100.00%)	.29250	.32432	11,520.01
	Total Authorized FTE .29250				Total FTE Used .32432			Total FTE Vacancy *		Totals for Account	11,520.01
Object **2911 - Counseling**											
01-0000-0-1110-3110-2911-000-6100											
VACY	48 Vacant		1AVS	CLAS	SPECIALIST	SCHYR (72)		02/11 - 06/30/25 (100.00%)	.20000	.10000 *	
Paid	48[redacted]		1AVS	CLAS	SPECIALIST	SPECSTP (181)	SPEC-CON/ 1	07/01 - 06/30/25 (100.00%)	.20000	.10000	13,756.00
	Total Authorized FTE .20000				Total FTE Used .10000			Total FTE Vacancy .10000 *		Totals for Account	13,756.00
Totals for Object 2911 - Counseling											13,756.00
	Total Authorized FTE .20000				Total FTE Used .10000			Total FTE Vacancy .10000 *			
Totals for 001 - ABC											430,758.70
	Total Authorized FTE 9.05375				Total FTE Used 8.19644			Total FTE Vacancy .88913 *			

Note: FTE Recap on last page of report

Pos03 – Position Assignments – Date Range

This report lists active assignments within a user-specified date range. It includes position information, employee information, and assignment information, including location, job category, job class, calendar, placement, and FTE.



- **FTE as of Date:** TDY to default to today's date
- Use filters to narrow report
- **Vacancies?** Yes, Include Vacancies
- **Click go to generate report**

Pos03a **Position Assignments**

Active on 03/02/2026

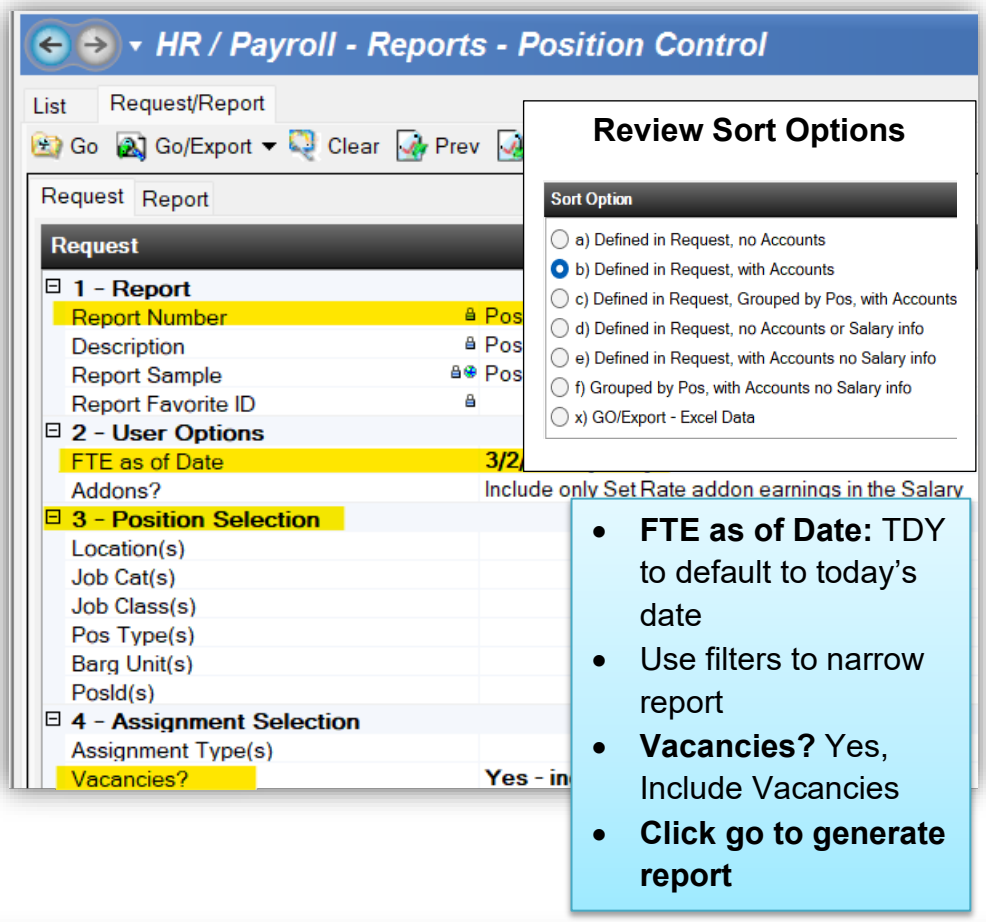
Assign Type	Pos#	Employee	Effective	Loc	Job Category	Job Class	Calendar (Days)	Placement (Rate)	FTE Authorized	FTE Assign	Hours per Day
Paid	64	Walker, Genevi	07/01 - 06/30/26	TMNT	CERT	TEACHERS	CERT (185)	TEACHERS-11 /5 (100494.00)	1.00000	1.00000	7.00
Paid	158	West, Carolyn	07/01 - 06/30/26	TMNT	CLASS 10	KITCH OP	CL10 (194)	CSEA-14 /08 (27.53)	.75000	.75000	6.00
Paid	412	West, Megan	08/28 - 06/30/26	TMNT	CLASS 10	DISHWSR	CL10 (182)	CSEA-01 /05 (18.75)	.50000	.50000	4.00
Paid	92	Wilson, Christ	07/01 - 06/30/26	MEAD	CERT	TEACHERS	CERT (185)	TEACHERS-21 /4 (126651.00)	1.00000	1.00000	7.00
Paid	7	Yates, Andrea	10/01 - 06/30/26	MEAD	PSY/SPCH	SPCH	PSYSLPNU (154)	PSY/SPCH-05 /5 (102179.00)	1.00000	1.00000	7.00
Paid	480	Zimmerman, Ste	01/05 - 06/30/26	ELC	CLASS 10	SDC IA	CL10 (102)	CSEA-03 /07 (21.40)	.62500	.62500	5.00
Paid	72	Zoia Buescher,	07/01 - 06/30/26	MEAD	CERT	TEACHERS	CERT (185)	TEACHERS-03 /2 (73820.00)	1.00000	1.00000	7.00
VACY	403	Vacant	03/02 - 06/30/26	KAWA	CLASS 10	SDC IA	CL10 (62)	CSEA-05 /07 (23.60)	.75000	.75000 *	6.00
VACY	545	Vacant	03/02 - 06/30/26	DIST	CLASS 10	NURSE ASST	CL10 (57)	CSEA-01 /14 (22.23)	.75000	.75000 *	6.00
								Totals for Org 005		**188.67500**	**1,412.40**
								Total Authorized FTE		**188.42500**	

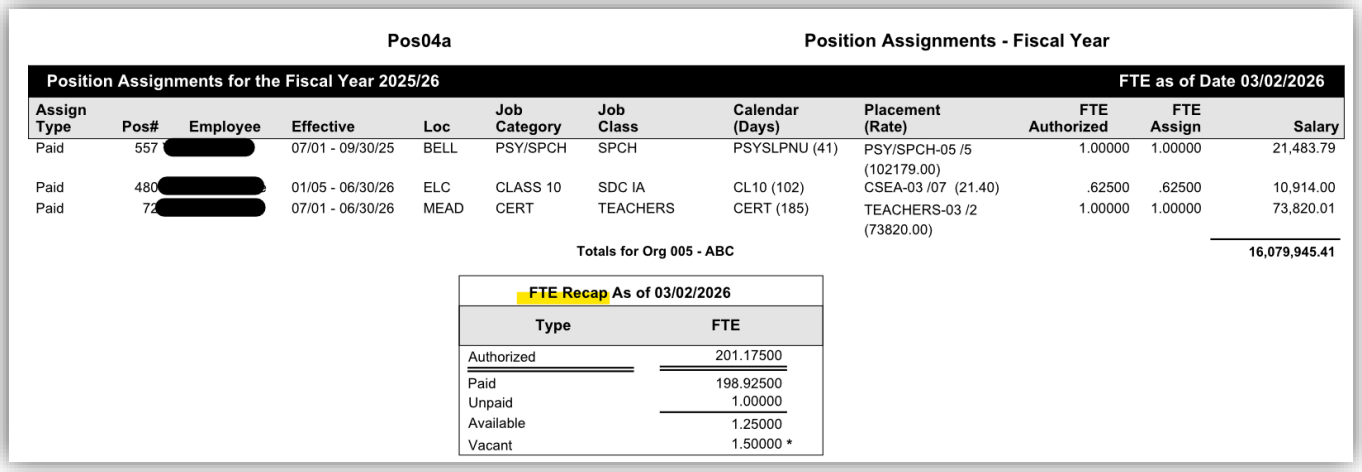
FTE Recap as of 03/02/2026

Type	FTE
Authorized	188.42500
Paid	186.17500
Unpaid	1.00000
Available	1.25000
Vacant	1.50000 *

Pos04 – Position Assignments – Fiscal Year

This report lists position assignments for a fiscal year. It includes position information, employee information, and assignment information, including location, job category, job class, calendar, placement, and FTE.





Pos04a — Position Assignments - Fiscal Year

Position Assignments for the Fiscal Year 2025/26 — FTE as of Date 03/02/2026

Assign Type	Pos#	Employee	Effective	Loc	Job Category	Job Class	Calendar (Days)	Placement (Rate)	FTE Authorized	FTE Assign	Salary
Paid	557	[redacted]	07/01 - 09/30/25	BELL	PSY/SPCH	SPCH	PSYSLPNU (41)	PSY/SPCH-05 /5 (102179.00)	1.00000	1.00000	21,483.79
Paid	480	[redacted]	01/05 - 06/30/26	ELC	CLASS 10	SDC IA	CL10 (102)	CSEA-03 /07 (21.40)	.62500	.62500	10,914.00
Paid	72	[redacted]	07/01 - 06/30/26	MEAD	CERT	TEACHERS	CERT (185)	TEACHERS-03 /2 (73820.00)	1.00000	1.00000	73,820.01
											16,079,945.41

Totals for Org 005 - ABC

FTE Recap As of 03/02/2026

Type	FTE
Authorized	201.17500
Paid	198.92500
Unpaid	1.00000
Available	1.25000
Vacant	1.50000 *

Roll Forward Assignments Rules

The **Pos08** - Assignment Roll Forward Problem Review report is designed to run **BEFORE** Assignments are rolled forward to the next fiscal year. It provides a list of Assignments that may not roll forward and why.

Roll Forward Position Assignment Rules:

- If a **Position** has an End Date of 6/30/2025 or earlier in base year, the system will not generate any future assignments in the roll forward process
- If an **Assignment** has an End Date of 6/29/2025 or earlier in base year, the system will not generate a future assignment in the roll forward process
    - If an Assignment should be ended 6/30/2025 and not rolled forward then the Termination Date must be added in the Employee Management record prior to the roll forward of assignments.

The **Pos07** - Assignment Roll Forward Review should always be reviewed **AFTER** Assignments are rolled forward.

Override Salary Step/Column Movement

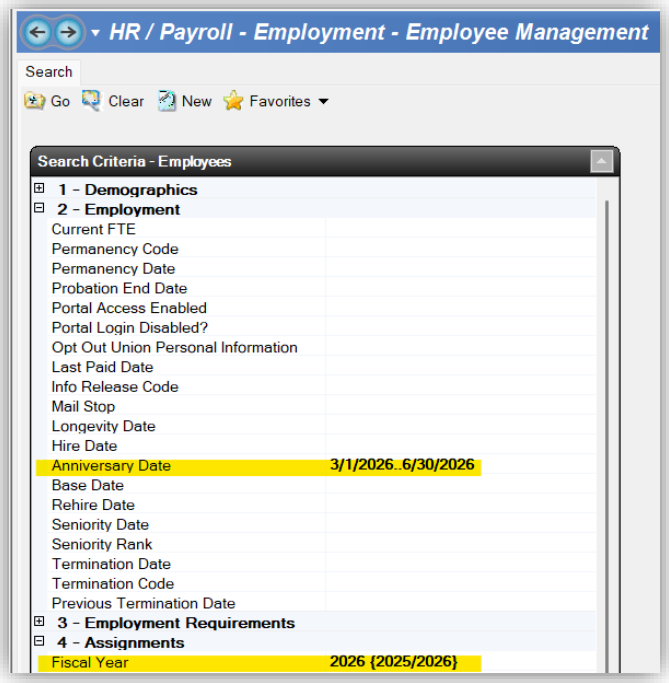
This is great option when a District has a cutoff date for new hires late in the fiscal year and should not advance on the salary schedule. The option is found in the employee's Assignment record in the Increment Override field.

Use the lookup to override the step/column movement for this assignment to "skip" the first year or never increment. This field is applicable only if the Anniversary Option in the Bargaining Unit record is set to No (increment on July 1). It is not applicable if the Anniversary Option is set to increment on the anniversary.

Go to HR/Payroll - Employment – Employee Management

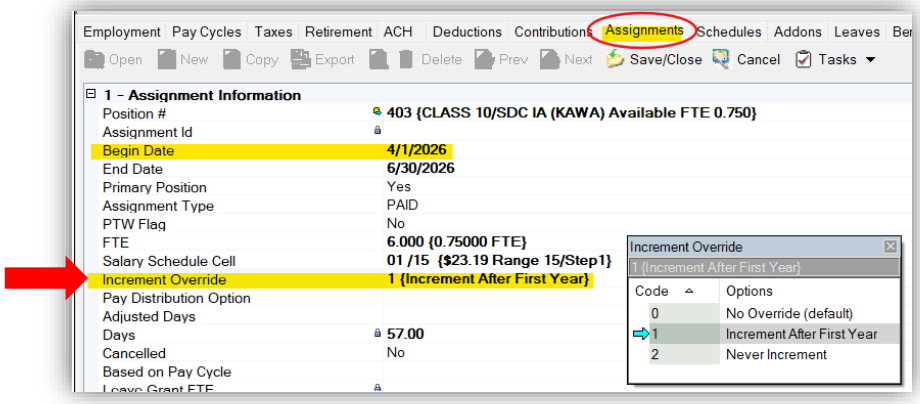
Search Criteria

- Section 2 - Employment
  - Hire Date: Use Date Range using .. between the dates
- Section 5 - Assignment
  - Fiscal Year: 2026



Assignment Tab

- Increment Override: 1 Increment After First Year



- Increment Override Select option
- This would need to be done prior to the roll of assignments
- If Assignments already rolled and there should not be movement, then the salary cell will need to be corrected before loading into a Budget Model

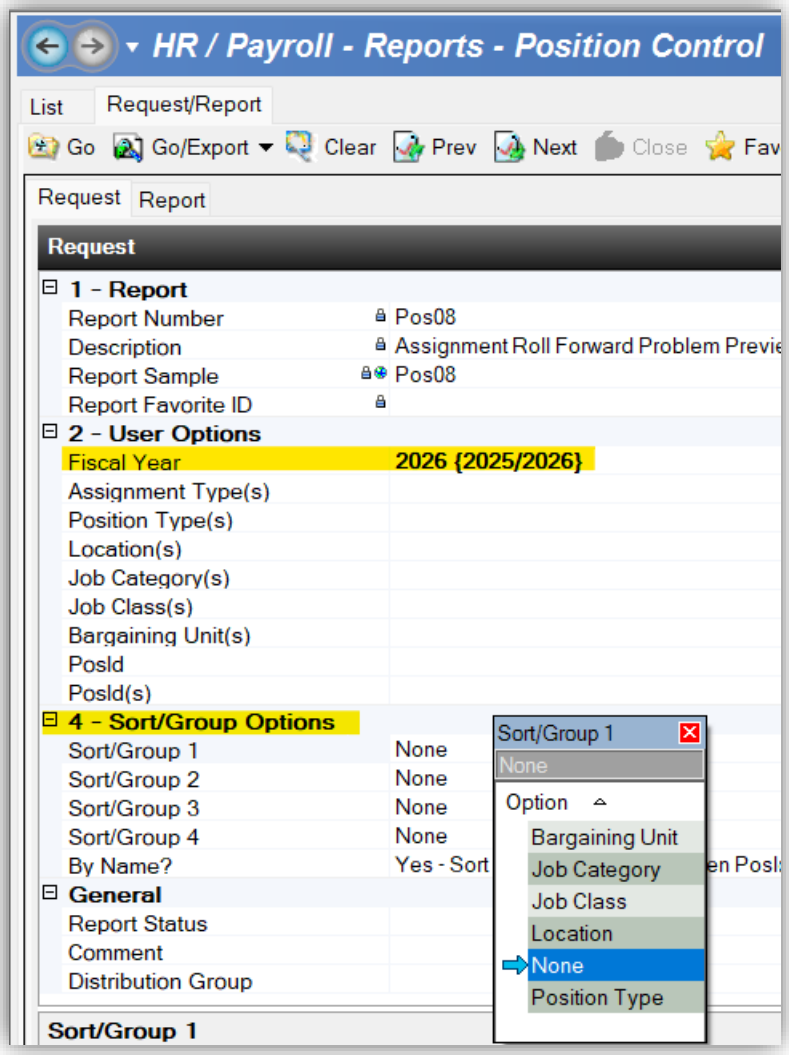
NOTE: If Assignments are already rolled forward the future Assignment must be updated

Pos08 – Assignment Roll Forward Problem Review

The purpose is to identify assignments that will not roll forward (using the same logic the Roll Forward Pos Assignments task), giving the district the opportunity to change setup of assignments if they want certain assignments to roll forward.

Go to HR/Payroll – Reports – Position Control – Pos08

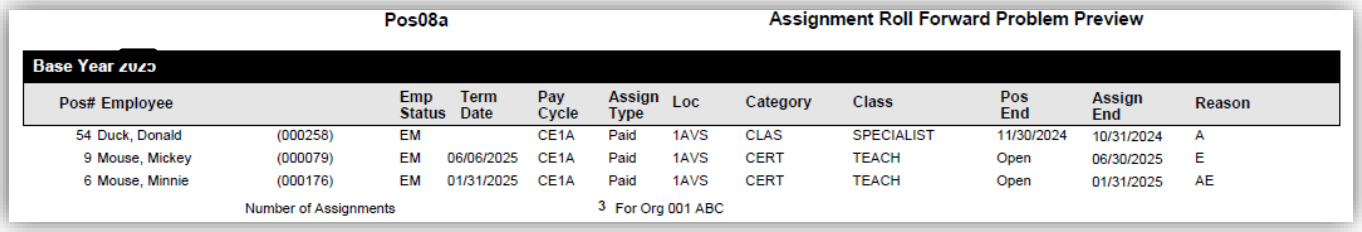
- Fiscal Year: **2026** {2025/2026}
  Enter ***Base*** Year
- Filter report to narrow search for easier review
- Position Type
- Location
- Job Category
- Job Class
- Bargaining Unit
- Select Sort Options
- Click Go to generate report



Review Pos08 Report

This report does not have to be clear in order to Roll Assignments; there are valid reasons as to why employees are listed, such as terminations, assignment changes during the year or positions ended.

- Review the Legend Notations and research the reason of the notation before you request Roll Forward Assignments



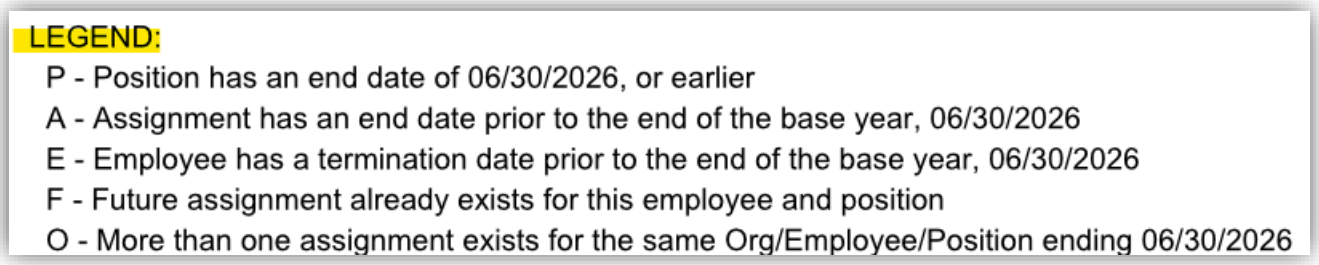
Pos08a — Assignment Roll Forward Problem Preview

Base Year 2025

Pos#	Employee		Emp Status	Term Date	Pay Cycle	Assign Type	Loc	Category	Class	Pos End	Assign End	Reason
54	Duck, Donald	(000258)	EM		CE1A	Paid	1AVS	CLAS	SPECIALIST	11/30/2024	10/31/2024	A
9	Mouse, Mickey	(000079)	EM	06/06/2025	CE1A	Paid	1AVS	CERT	TEACH	Open	06/30/2025	E
6	Mouse, Minnie	(000176)	EM	01/31/2025	CE1A	Paid	1AVS	CERT	TEACH	Open	01/31/2025	AE

Number of Assignments 3 For Org 001 ABC

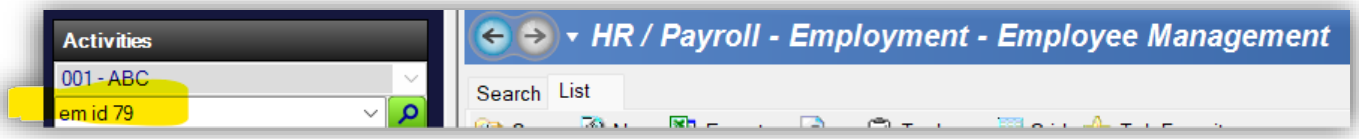
Description of Reason Codes are listed at bottom of report in the Legend



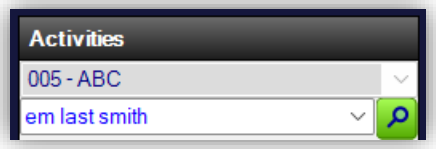
LEGEND:
P - Position has an end date of 06/30/2026, or earlier
A - Assignment has an end date prior to the end of the base year, 06/30/2026
E - Employee has a termination date prior to the end of the base year, 06/30/2026
F - Future assignment already exists for this employee and position
O - More than one assignment exists for the same Org/Employee/Position ending 06/30/2026

Quick access to review or update a record in Employee Management, use the Quick Start field in the Activity Tree by the employee number or last name:

Enter ***em id xxxx***



Enter ***em last name***



Request to Roll Forward Assignments

After the District has verified the Position Control setup is accurate, it's time for the next step!

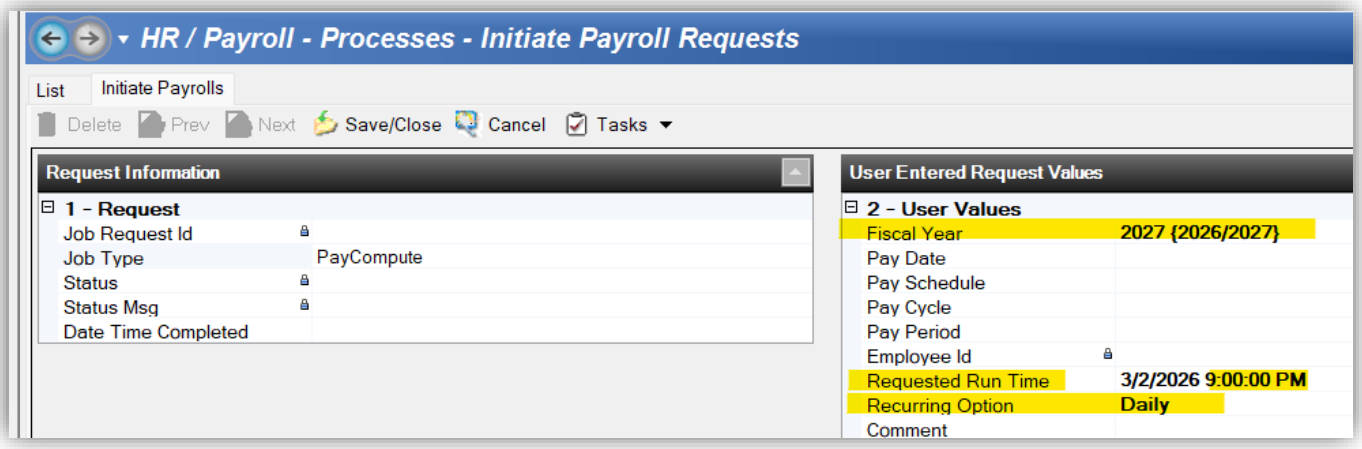
- Submit request to Roll Forward Assignments to: helpdesk@scoe.org
- SCOE IT will process the Roll Forward of Assignments and will generate Initiate Payroll Requests for Fiscal Year 2027 {2026/2027}
- District will be notified that Assignments have rolled forward, then run the Pos07 Assignment Roll Forward Review



Changes made to Salary Schedules and Calendars after the Assignments rolled forward, the District will need to process an Initiate Payroll Request to recalculate the changes. It's recommended to set up with a recurring option as Daily to capture changes made in setup.

Go to HR/Payroll – Processes – Initiate Payroll Requests

- Click New
- **Fiscal Year: 2027** {2026/2027}
- Requested Run Time: Enter time and the date with populate
- Recurring Option: Daily
- Save/Close to calculate pay for new fiscal year
- Always review the status message field when the job is complete
    - If error occurs contact SCOE IT
    - Unresolved errors will mean that the new FY27 pay detail needed for your budget models **will not** be correct



Review Assignment Roll Forward

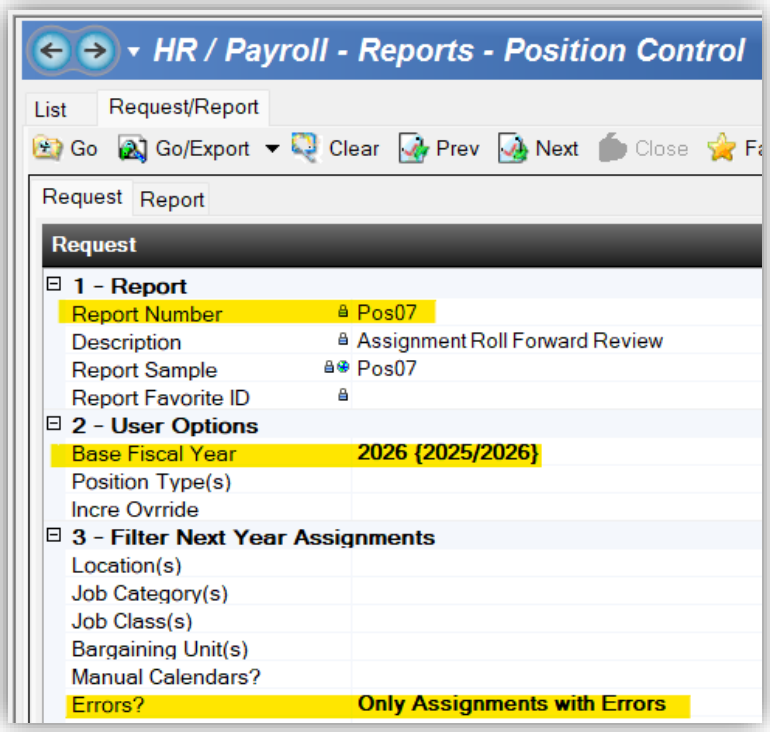
After the District has been notified that the Assignments Roll forward is complete, then run the Pos07 Assignment Roll Forward review to verify that they have rolled as expected.

Go to HR/Payroll – Reports – Position Control – Pos07

Pos07 – Assignment Roll Forward Review

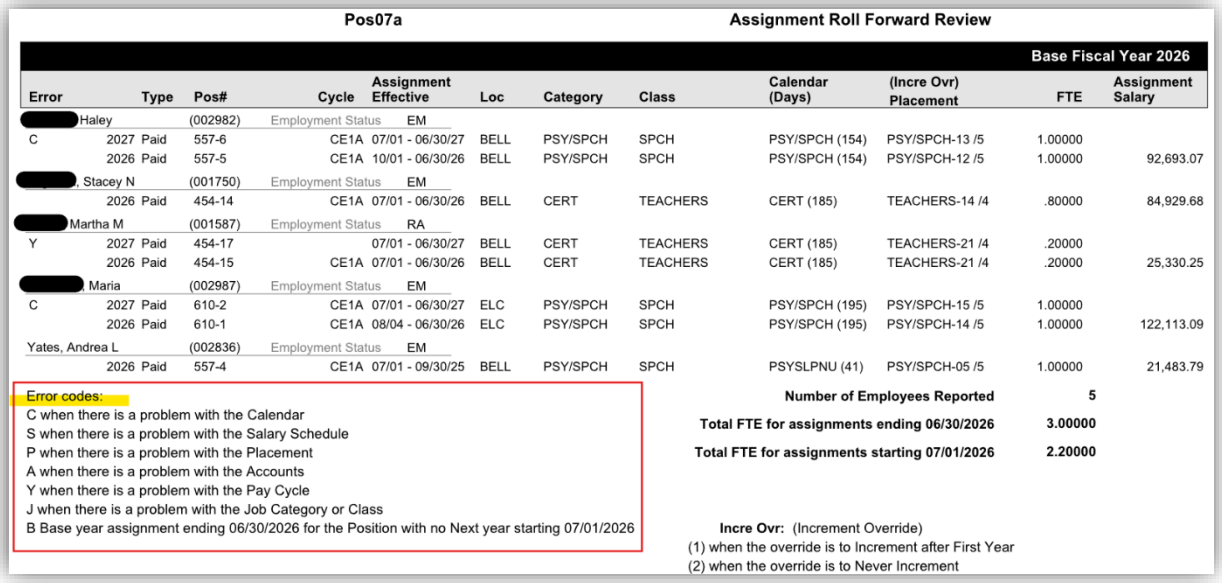
First run the Pos07 *with errors*

- **Base Fiscal Year:** 2026 {2025/2026}
- **Errors?** Only Assignment with Errors
- Click Go to generate report
- Review errors, make corrections as needed
- Initiate Payroll for FY 2027



Example Pos07:

- Review the Error Codes to help resolve errors



Pos07a **Assignment Roll Forward Review**

Base Fiscal Year 2026

Error	Type	Pos#	Cycle	Assignment Effective	Loc	Category	Class	Calendar (Days)	(Incre Ovr) Placement	FTE	Assignment Salary
[redacted] Haley		(002982)	Employment Status	EM							
C	2027 Paid	557-6	CE1A	07/01 - 06/30/27	BELL	PSY/SPCH	SPCH	PSY/SPCH (154)	PSY/SPCH-13 /5	1.00000	
	2026 Paid	557-5	CE1A	10/01 - 06/30/26	BELL	PSY/SPCH	SPCH	PSY/SPCH (154)	PSY/SPCH-12 /5	1.00000	92,693.07
[redacted], Stacey N		(001750)	Employment Status	EM							
	2026 Paid	454-14	CE1A	07/01 - 06/30/26	BELL	CERT	TEACHERS	CERT (185)	TEACHERS-14 /4	.80000	84,929.68
[redacted] Martha M		(001587)	Employment Status	RA							
Y	2027 Paid	454-17		07/01 - 06/30/27	BELL	CERT	TEACHERS	CERT (185)	TEACHERS-21 /4	.20000	
	2026 Paid	454-15	CE1A	07/01 - 06/30/26	BELL	CERT	TEACHERS	CERT (185)	TEACHERS-21 /4	.20000	25,330.25
[redacted] Maria		(002987)	Employment Status	EM							
C	2027 Paid	610-2	CE1A	07/01 - 06/30/27	ELC	PSY/SPCH	SPCH	PSY/SPCH (195)	PSY/SPCH-15 /5	1.00000	
	2026 Paid	610-1	CE1A	08/04 - 06/30/26	ELC	PSY/SPCH	SPCH	PSY/SPCH (195)	PSY/SPCH-14 /5	1.00000	122,113.09
Yates, Andrea L		(002836)	Employment Status	EM							
	2026 Paid	557-4	CE1A	07/01 - 09/30/25	BELL	PSY/SPCH	SPCH	PSYSLPNU (41)	PSY/SPCH-05 /5	1.00000	21,483.79

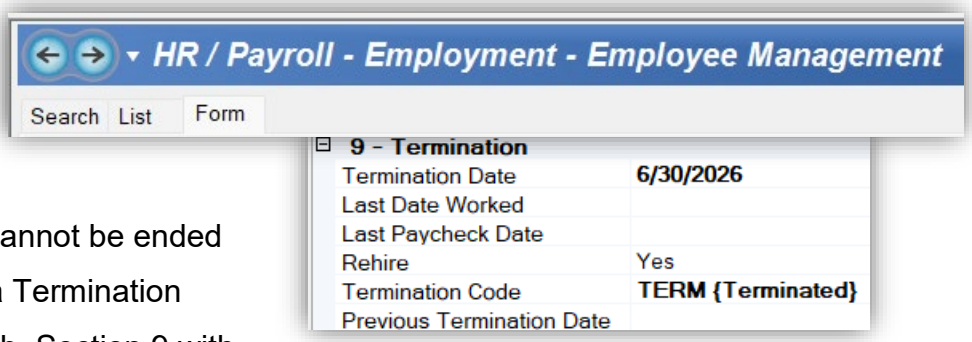
Error codes:
C when there is a problem with the Calendar
S when there is a problem with the Salary Schedule
P when there is a problem with the Placement
A when there is a problem with the Accounts
Y when there is a problem with the Pay Cycle
J when there is a problem with the Job Category or Class
B Base year assignment ending 06/30/2026 for the Position with no Next year starting 07/01/2026

Number of Employees Reported	5
Total FTE for assignments ending 06/30/2026	3.00000
Total FTE for assignments starting 07/01/2026	2.20000

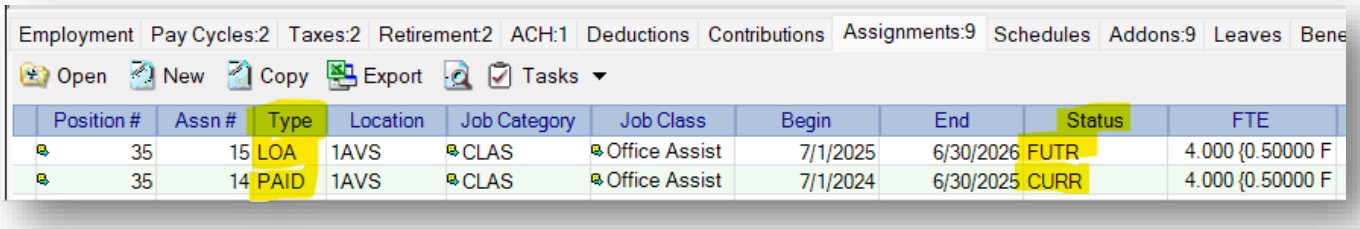
Incre Ovr: (Increment Override)
(1) when the override is to Increment after First Year
(2) when the override is to Never Increment

Special Considerations

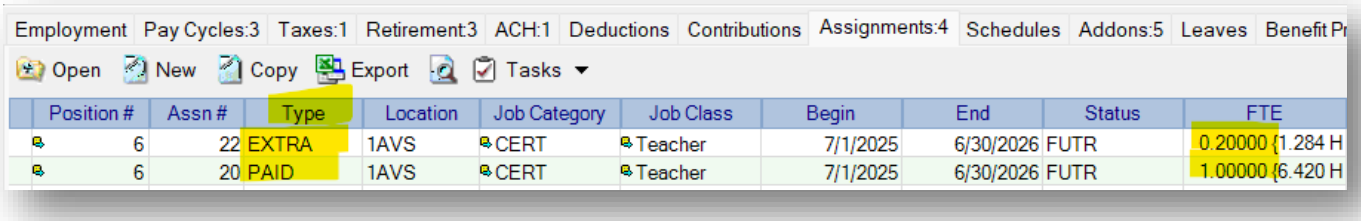
- Assignments that are ended prior to 6/30 will not roll forward .
- If 6/30/2026 is a calendar work day, the assignment cannot be ended before then, instead enter a Termination Date in the Employment Tab, Section 9 with a 6/30 date.



- Employees with a date in the Termination Date field will not roll forward
- If employees are rehired and are expected to roll forward, the term date needs to be moved to the Previous Termination Date field before assignments are rolled forward
- Assignments other than PAID will roll forward as such (LOA, EXTRA, UNPAID)



- Certificated Assignments that are over 1.0 FTE must have another assignment for the additional FTE in order for STRS retirement to report correctly.



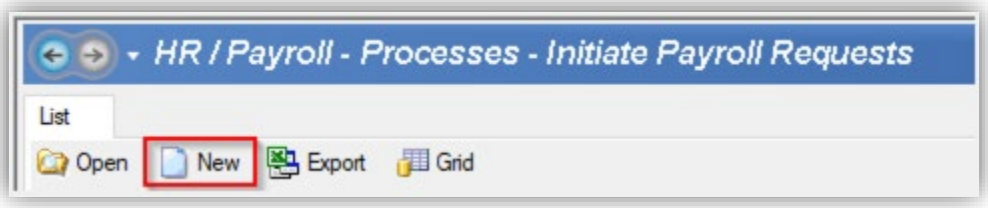
- If there are changes to Calendars, Salary Schedules or Positions, be sure to Initiate Payroll Requests for Fiscal Year 2027 to recalculate earnings
- **If there are changes to a Current Year Assignment after the roll has been made, be sure to apply to the Future Assignment in Employee Management if applicable**

Setup Daily Initiate Payroll Requests for New Fiscal Year

Whenever there are changes to any activity that affects payroll calculations, for example, Bargaining Unit, Calendars, Salary Schedules, etc. an Initiate Payroll Request must be done for the software to recognize the change. The initiate payroll request can be done as often as needed.

The recommendation is to schedule a **Daily Initiate Payroll Request** to ensure that any changes made that affect payroll records will be recorded on a daily basis.

Go to HR/Payroll – Processes – Initiate Payroll Requests

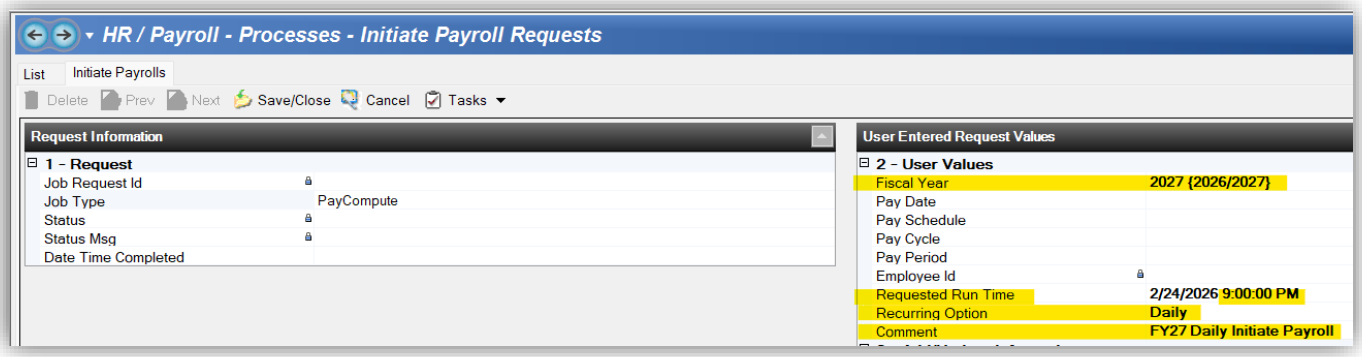


- Click New

Section 2 – User Values

- **Fiscal Year:** 2027 {2026/2027}
- **Requested Run Time:** Enter the time, or it will automatically populate with the date and time as 12:00:00 AM.
    - The System updates between 11:00 PM and 5:30 AM
    - Choose a time between 6:00 AM and 10:45 PM
- **Recurring Option:** Daily
- **Comment:** Optional

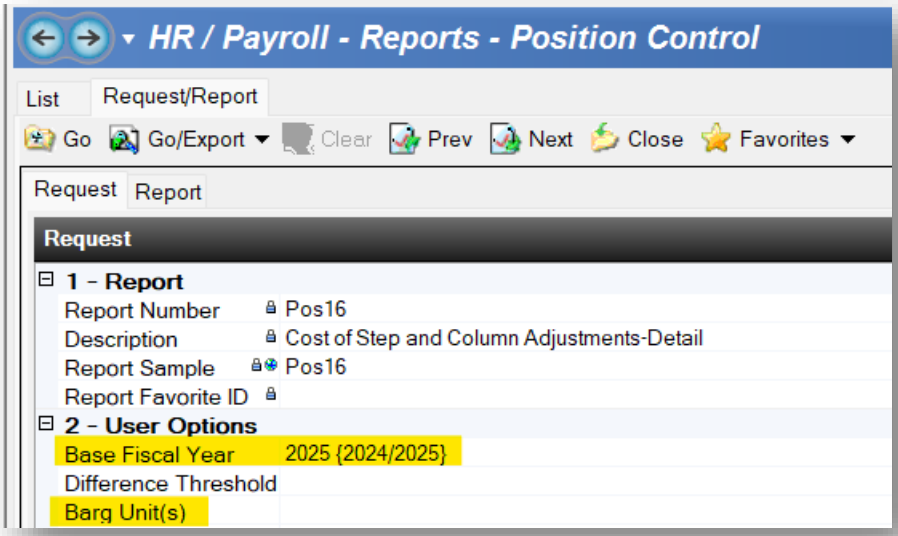
- Save/Close

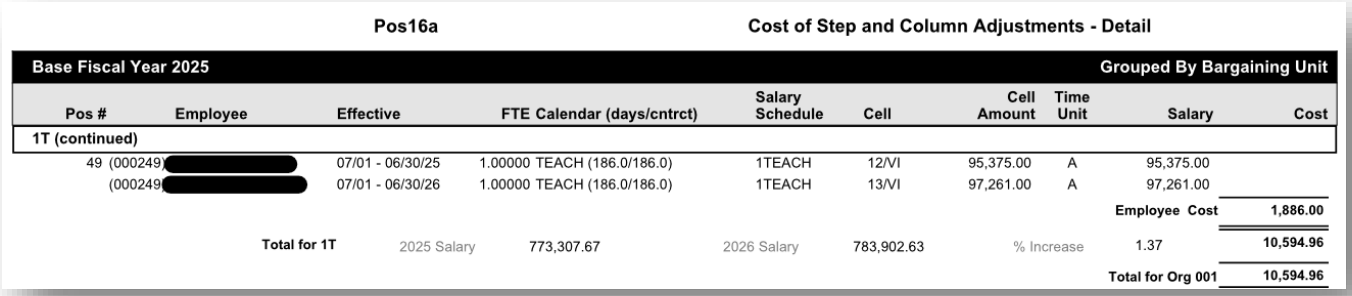


The recurring option must be created each Fiscal Year

Pos16 – Cost of Step and Column Adjustments – Detail

This report is similar to Pos06, audit summary, but Pos16 has the ability to filter the detail by amount difference, employee and Position data. The purpose is a detailed cost report to help estimate costs difference due to step and column movement in the next fiscal year for bargaining unit negotiations.





Pos16a — Cost of Step and Column Adjustments - Detail

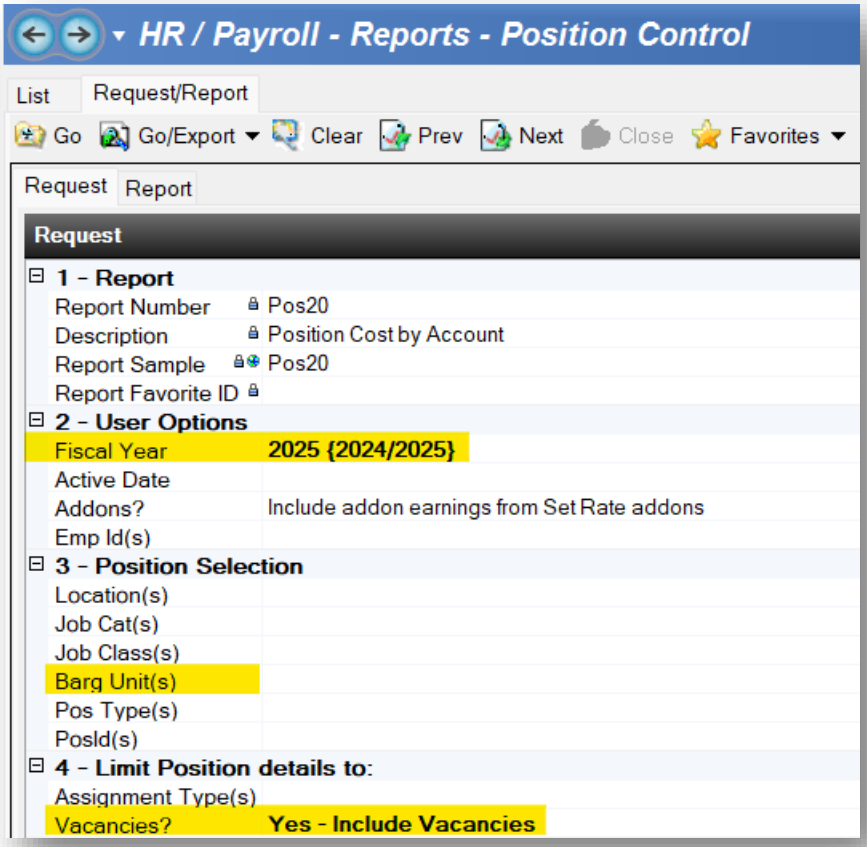
Base Fiscal Year 2025 — Grouped By Bargaining Unit

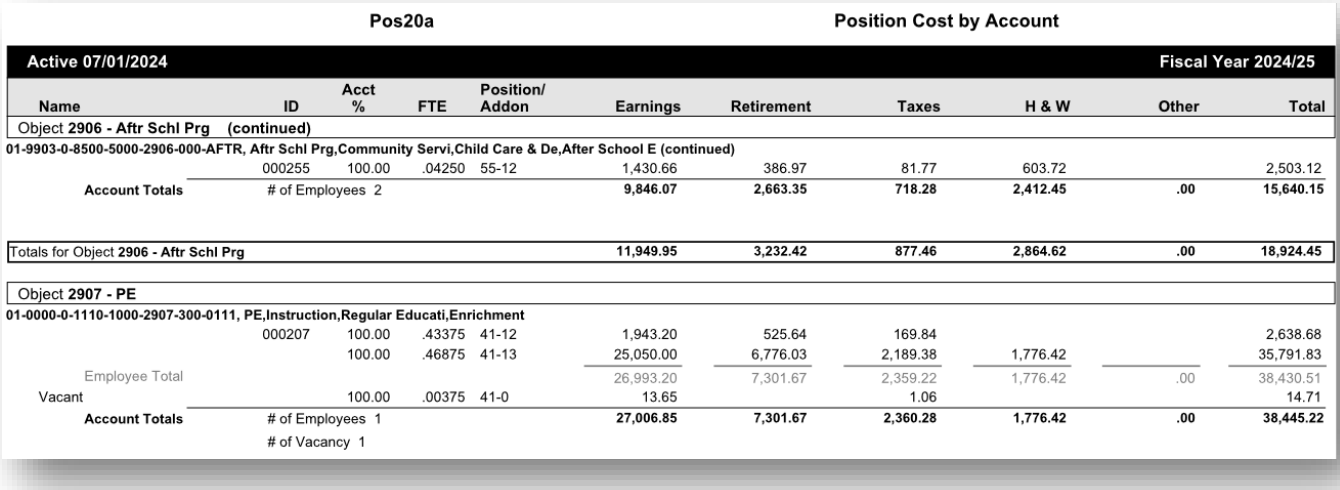
Pos #	Employee	Effective	FTE Calendar (days/cntrct)	Salary Schedule	Cell	Cell Amount	Time Unit	Salary	Cost
1T (continued)									
49 (000249	[redacted]	07/01 - 06/30/25	1.00000 TEACH (186.0/186.0)	1TEACH	12/VI	95,375.00	A	95,375.00	
(000249	[redacted]	07/01 - 06/30/26	1.00000 TEACH (186.0/186.0)	1TEACH	13/VI	97,261.00	A	97,261.00	
								Employee Cost	1,886.00
	Total for 1T	2025 Salary	773,307.67	2026 Salary	783,902.63	% Increase		1.37	10,594.96
								Total for Org 001	10,594.96

Important: If vacancies are not calculating as expected, review vacancy setup found in ***Finance-Setup-Budget-Vacancy Setup*** and populate fields as needed. For example, salary schedule placement, retirement plan, etc.

Pos20 – Position Cost by Account

This report is an account report that allows you to see Position costs for filled and vacant Positions. This report is similar to the *PayDtl02 – Employee Cost Distribution by Account* report with the addition of vacant Positions.





Pos20a **Position Cost by Account**

Active 07/01/2024 **Fiscal Year 2024/25**

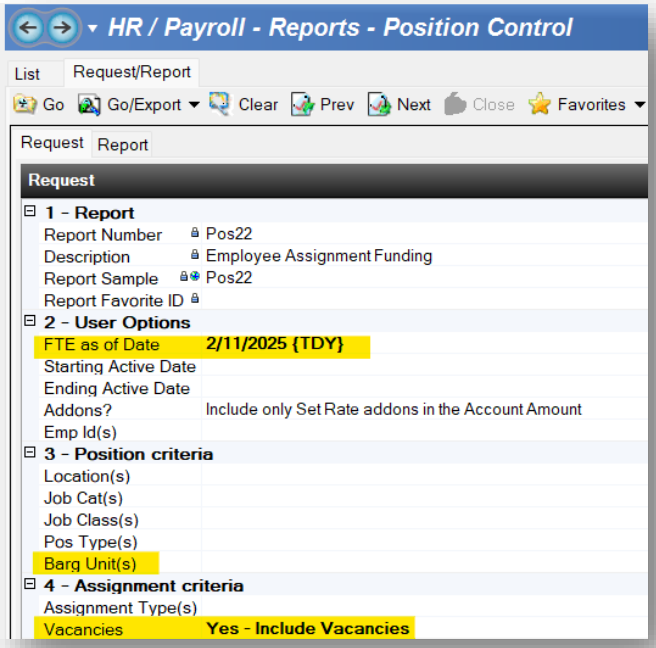
Name	ID	Acct %	FTE	Position/ Addon	Earnings	Retirement	Taxes	H & W	Other	Total
Object **2906 - Aftr Schl Prg (continued)**										
01-9903-0-8500-5000-2906-000-AFTR, Aftr Schl Prg,Community Servi,Child Care & De,After School E (continued)										
	000255	100.00	.04250	55-12	1,430.66	386.97	81.77	603.72		2,503.12
Account Totals	# of Employees 2				**9,846.07**	**2,663.35**	**718.28**	**2,412.45**	**.00**	**15,640.15**
Totals for Object **2906 - Aftr Schl Prg**					**11,949.95**	**3,232.42**	**877.46**	**2,864.62**	**.00**	**18,924.45**
Object **2907 - PE**										
01-0000-0-1110-1000-2907-300-0111, PE,Instruction,Regular Educati,Enrichment										
	000207	100.00	.43375	41-12	1,943.20	525.64	169.84			2,638.68
		100.00	.46875	41-13	25,050.00	6,776.03	2,189.38	1,776.42		35,791.83
Employee Total					26,993.20	7,301.67	2,359.22	1,776.42	.00	38,430.51
Vacant		100.00	.00375	41-0	13.65		1.06			14.71
Account Totals	# of Employees 1				**27,006.85**	**7,301.67**	**2,360.28**	**1,776.42**	**.00**	**38,445.22**
	# of Vacancy 1									

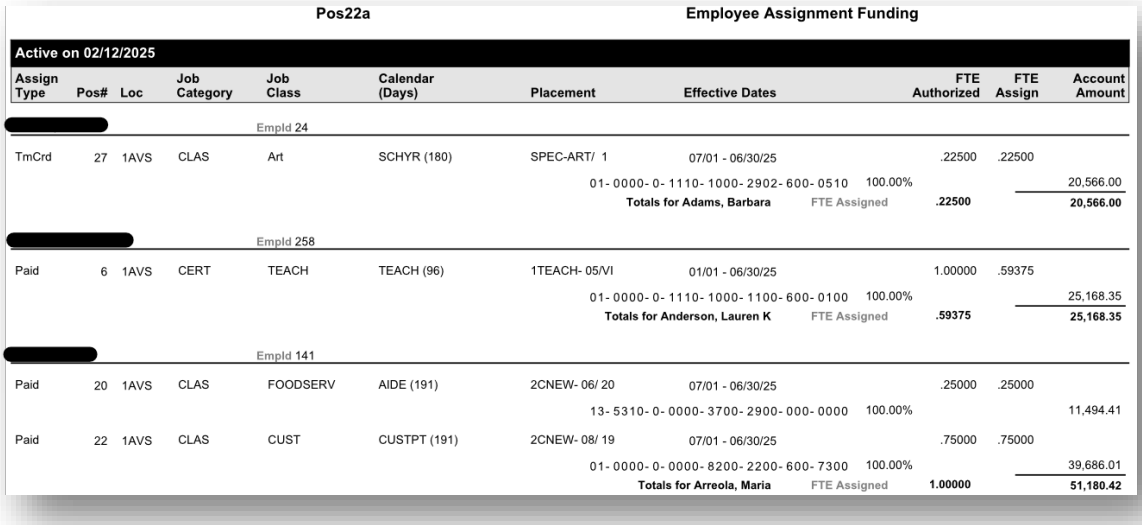
Pos22 – Employee Assignment Funding

This report shows employee assignment funding grouped and sorted by Position number. It includes Position information, employee information, and assignment information, including location, job category, job class, calendar, placement, FTE and account amounts.

This report selects employees and assignments based on the active dates and criteria specified in the report parameters.

This report is similar to the *Pos02 – Position Staffing by Account* report. While this report shows employees with assignment accounts; the Pos02 shows assignment accounts with employees.





Pos22a **Employee Assignment Funding**

Active on 02/12/2025

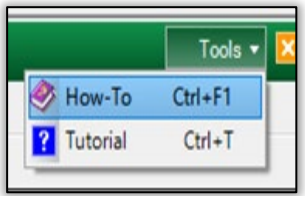
Assign Type	Pos#	Loc	Job Category	Job Class	Calendar (Days)	Placement	Effective Dates		FTE Authorized	FTE Assign	Account Amount
[redacted]				Empld 24							
TmCrd	27	1AVS	CLAS	Art	SCHYR (180)	SPEC-ART/ 1	07/01 - 06/30/25		.22500	.22500	
						01- 0000- 0- 1110- 1000- 2902- 600- 0510		100.00%			20,566.00
						Totals for Adams, Barbara		FTE Assigned	**.22500**		**20,566.00**
[redacted]				Empld 258							
Paid	6	1AVS	CERT	TEACH	TEACH (96)	1TEACH- 05/VI	01/01 - 06/30/25		1.00000	.59375	
						01- 0000- 0- 1110- 1000- 1100- 600- 0100		100.00%			25,168.35
						Totals for Anderson, Lauren K		FTE Assigned	**.59375**		**25,168.35**
[redacted]				Empld 141							
Paid	20	1AVS	CLAS	FOODSERV	AIDE (191)	2CNEW- 06/ 20	07/01 - 06/30/25		.25000	.25000	
						13- 5310- 0- 0000- 3700- 2900- 000- 0000		100.00%			11,494.41
Paid	22	1AVS	CLAS	CUST	CUSTPT (191)	2CNEW- 08/ 19	07/01 - 06/30/25		.75000	.75000	
						01- 0000- 0- 0000- 8200- 2200- 600- 7300		100.00%			39,686.01
						Totals for Arreola, Maria		FTE Assigned	**1.00000**		**51,180.42**

Helpful ERP Documentation & Tools

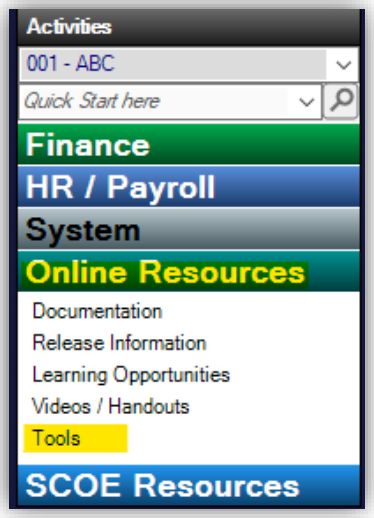
Use Tools in any screen in Frontline ERP (Top Right Corner)

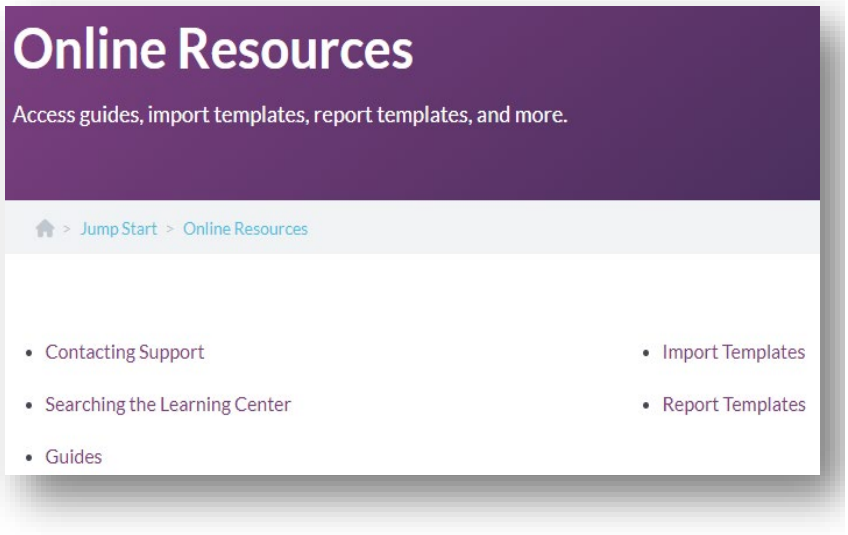
How-To: Web base documentation search

Tutorials: Short Videos

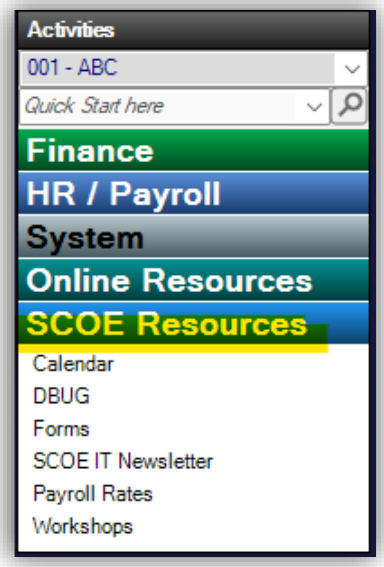


Go to Activity Tree – Online Resources – Tools





Go to Activity Tree – SCOE Resources



Frontline ERP questions, send email to helpdesk@scoe.org