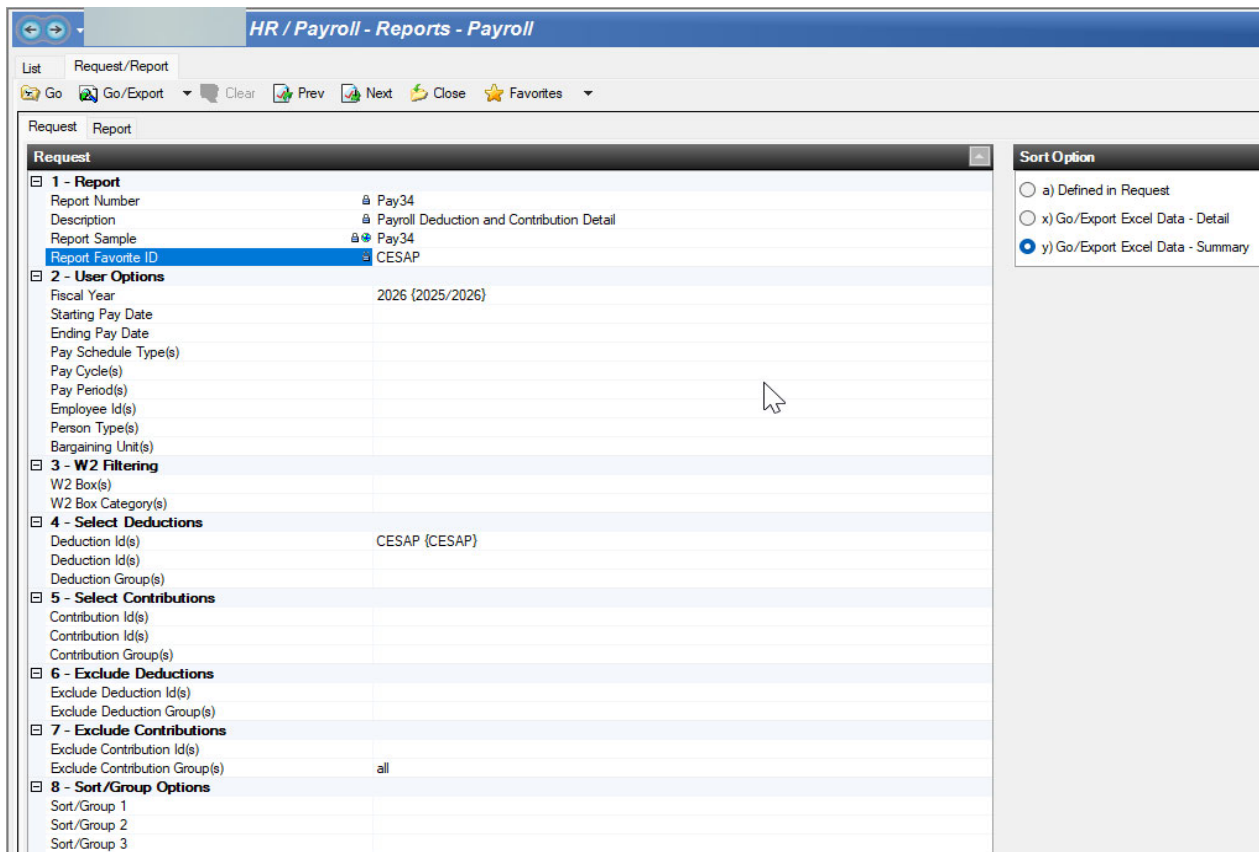


Instructions for Processing CSESAP Payments in CA ERP

Step 1: Run Pay34y Payroll Deduction and Contribution Detail report to determine the amount due to the employee.

- Define Fiscal Year or Entering Starting Pay Date
- Entering Ending Pay Date
- Select Deduction ID “CESAP”
- Exclude Contribution Groups “ALL”
- Go/Export to Excel Data format

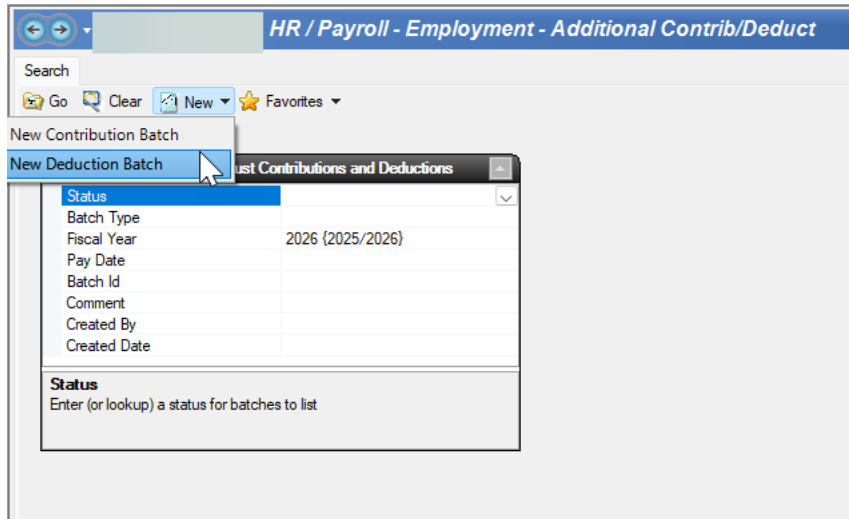


Sample Report:

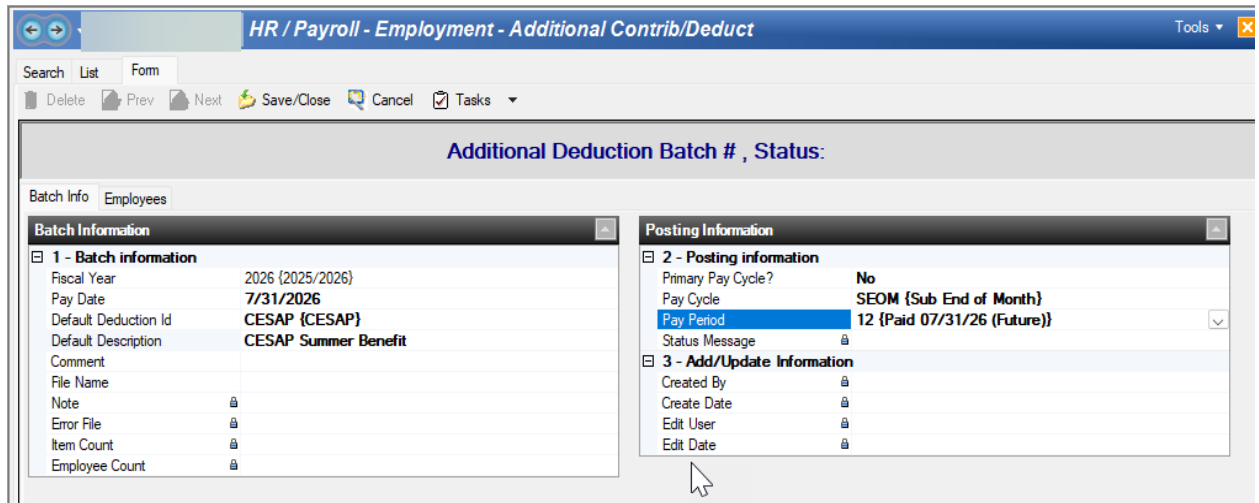
A	B	C	D	E	F	G	H	I	J	K
OrgId	Employee		Code	Description	GroupCode	GroupDescr	ContribGrossAmt	ContribAmt	DeductGrossAmt	DeductAmt
	COFFEY, SHAWNA T		CESAP	Class Emp Smr Asst	V		0.00	0.00	0.00	1,500.00
	GARCIA, MARIA D		CESAP	Class Emp Smr Asst	V		0.00	0.00	0.00	1,500.00
	GUDINO, DINORAH		CESAP	Class Emp Smr Asst	V		0.00	0.00	0.00	4,061.50
	LUCK, REBEKAH R		CESAP	Class Emp Smr Asst	V		0.00	0.00	0.00	2,000.00
	SERRANO, ADRIANA N		CESAP	Class Emp Smr Asst	V		0.00	0.00	0.00	3,000.00
	SERRATOS DE GONZALEZ, YESENIA A		CESAP	Class Emp Smr Asst	V		0.00	0.00	0.00	2,000.00
	SWANK, HOPE W		CESAP	Class Emp Smr Asst	V		0.00	0.00	0.00	3,500.00

Step 2: Process the employee's CESAP deduction through Additional Contrib/Deduct by entering the amount as a negative number.

- Navigate to HR/Payroll→Employment →Additional Contrib/Deduct
- Click on the “New” button to create a “New Deduction Batch”



- Enter the Pay Date
- Select Default Deduction ID=CESAP
- Enter Default Description (optional)
- Set Primary Pay Cycle to “No”
- Default the Pay Cycle to “SEOM” (add this pay cycle to inactive employee)
- Select a future date as the Pay Period.



- Save and Close the record
- Under the employee tab , Enter the employee ID

- Enter a Negative Amount based on the Pay34 report
 - If one payment, use the total withholding amount
 - If two payments, use ½ of the total withholding amount
- Repeat the same entries for each employee

Employee	Effective Date	Deduct Id	Vendor	Vendor Addr	Amount	Description
{COFFEY, SHAWNA}	3/17/2026	CESAP (CESAP)	9999999	14	(1,500.00)	cesap summer Benefit
{GARCIA, MARIA D}	3/17/2026	CESAP (CESAP)	9999999	14	(1,500.00)	cesap summer Benefit
{GUDINO, DINORAH}	3/17/2026	CESAP (CESAP)	9999999	14	(4,061.50)	cesap summer Benefit
{LUCK, REBEKAH R}	3/17/2026	CESAP (CESAP)	9999999	14	(2,000.00)	cesap summer Benefit
{SERRANO, ADRIAN}	3/17/2026	CESAP (CESAP)	9999999	14	(3,000.00)	cesap summer Benefit
{SERRATOS DE GON}	3/17/2026	CESAP (CESAP)	9999999	14	(2,000.00)	cesap summer Benefit
{SWANK, HOPE W}	3/17/2026	CESAP (CESAP)	9999999	14	(3,500.00)	cesap summer Benefit

- Save and Close the batch
- Post the batch

Additional Deduction Batch # 873903, Status: Unposted

Batch Information		Posting Information	
1 - Batch information		2 - Posting information	
Fiscal Year	2026 (2025/2026)	Primary Pay Cycle?	
Pay Date	7/31/2026	Pay Cycle	
Default Deduction Id	CESAP (CESAP)	Pay Period	
Default Description	cesap summer Benefit	Status Message	
Comment		Unposted	
File Name	14	Unposted By	
Note	14	3 - Add/Update Information	
Error File	14	Created By	
Item Count	14 7	Create Date	
Employee Count	14 7	Edit User	
		Edit Date	

*Please note that you may also use the attached import template to process the payments.

[ContribDeductImport.xls](#)

Step 3: Verify deduction in Adjust payroll.

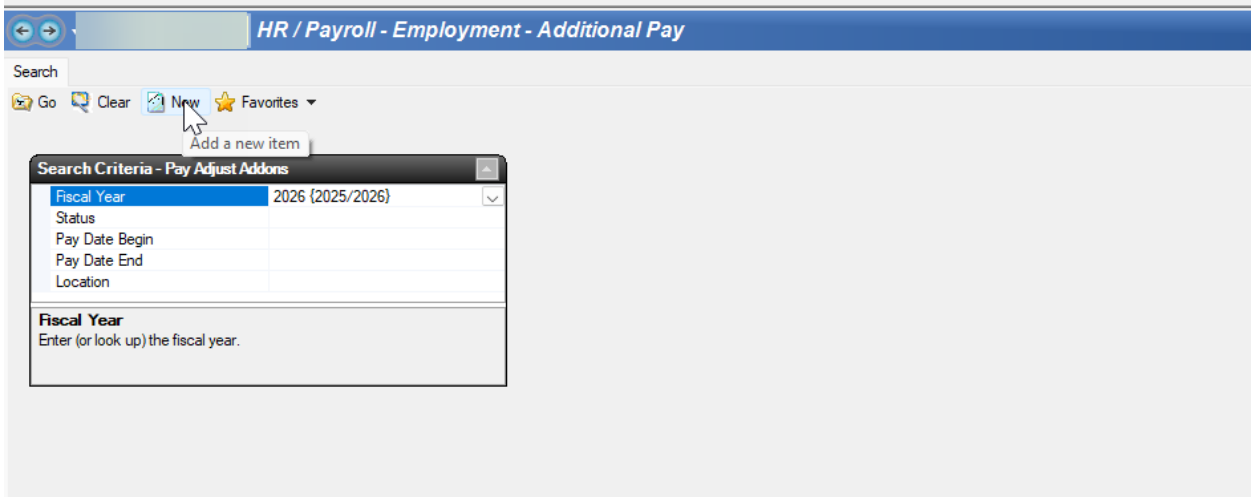
A	Adj	Hold	d	Gross Pay	Net Pay	FY	Cyc	Prd	Pay Date	Timesheet	Paycheck	Errors	Check Location
B			32	1,890.42	4,573.62	2026	12CE	1	7/31/2025		DO		DISTRICT OFFICE
B			32	2,995.70	5,042.60	2026	11CL	1	8/29/2025		DO		DISTRICT OFFICE
E			32	5,479.14	3,857.48	2026	11CL	2	9/30/2025		DO	1	DISTRICT OFFICE
E			32	5,565.80	3,918.61	2026	11CL	3	10/31/2025		DO	1	DISTRICT OFFICE
E			32	374.84	333.41	2026	SUPP	4	11/10/2025		DO		DISTRICT OFFICE
E			32	5,576.64	3,926.24	2026	11CL	4	11/26/2025		DO	1	DISTRICT OFFICE
E			32	0.00	0.00	2026	MANL	2	12/18/2025		DO		DISTRICT OFFICE
E			32	4,952.14	3,462.95	2026	11CL	5	12/19/2025		DO	1	DISTRICT OFFICE
E			32	1,171.70	1,049.29	2026	SUPP	6	1/9/2026		DO		DISTRICT OFFICE
E			32	4,273.45	2,797.77	2026	11CL	6	1/30/2026		DO	1	DISTRICT OFFICE
B			32	5,743.66	3,950.24	2026	11CL	7	2/27/2026		DO	1	DISTRICT OFFICE
			32	3,520.16	2,156.06	2026	11CL	8	3/31/2026		DO	1	DISTRICT OFFICE
			32	3,520.16	2,156.06	2026	11CL	9	4/30/2026		DO	1	DISTRICT OFFICE
			32	3,520.16	2,156.06	2026	11CL	10	5/29/2026		DO	1	DISTRICT OFFICE
			32	3,520.16	2,183.65	2026	11CL	11	6/30/2026		DO	1	DISTRICT OFFICE
			32	0.00	2,237.61	2026	11CL	12	7/31/2026		DO		DISTRICT OFFICE
D			32	0.00	1,500.00	2026	SEOM	12	7/31/2026		DO	2	DISTRICT OFFICE

Re-run the PAY34 report after the process to confirm the Deduction Amount = \$0.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
OrgId	Employ ID	SE	Code	Descrip	GroupC	GroupD	Contrib	Contrib	Deduct	GrossAmt	DeductAmt	Selectic	Generated for					
42	COFFE		CESAP Class EV				0.00	0.00	0.00	0.00	0.00	Org = 4	Generated for Rachel Ye (RYE), Mar 17 2026 4:55PM					
42	GARCIA		CESAP Class EV				0.00	0.00	0.00	0.00	0.00	Org = 4	Generated for Rachel Ye (RYE), Mar 17 2026 4:55PM					
42	GUDINC		CESAP Class EV				0.00	0.00	0.00	0.00	0.00	Org = 4	Generated for Rachel Ye (RYE), Mar 17 2026 4:55PM					
42	LUCK, F		CESAP Class EV				0.00	0.00	0.00	0.00	0.00	Org = 4	Generated for Rachel Ye (RYE), Mar 17 2026 4:55PM					
42	SERRA		CESAP Class EV				0.00	0.00	0.00	0.00	0.00	Org = 4	Generated for Rachel Ye (RYE), Mar 17 2026 4:55PM					
42	SERRA		CESAP Class EV				0.00	0.00	0.00	0.00	0.00	Org = 4	Generated for Rachel Ye (RYE), Mar 17 2026 4:55PM					
42	SWANK		CESAP Class EV				0.00	0.00	0.00	0.00	0.00	Org = 4	Generated for Rachel Ye (RYE), Mar 17 2026 4:55PM					

Step 4: Process State-Matching Portion pay out

- Navigate to HR/Payroll→Employment→Additional Pay
- Create a new batch
- Enter the Pay Date
- Enter a Description
- Set Primary Pay Cycle to “No”
- Default the Pay Cycle to “SEOM” (add this pay cycle to inactive employee)
- Select a future day as the Pay Period
- Save and Close the record



- Under the Employee tab, enter the following information for each CSESAP participant:
 - Employee=EmpID
 - Addon code: CESM
 - Default unit to 1
 - Effective Date
 - Rate 1 amount= State Funding dollar amount
 - Account code
- Submit and post addon pay

Step 5: Run Addon report to verify CSESAP state-match payments

- Navigate to HR/Payroll>Reports
- Run Addon Report (Pay33)
- Enter the Start Pay Date
- Enter the End Pay Date
- Enter the Addon ID(s)=CESM
- <click> the “Go” button

