

SUMMER MONTH REMINDERS

SDCOE JOB DATA – CONTAINS THE ‘PAY SCHEDULE’. This pay schedule will determine if the employee should be paid in July or the subsequent month(s). If the employee is not scheduled to be paid the process will run and put them on a ‘Short Work Break’.

| Pay Schedule | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> January | <input checked="" type="checkbox"/> April | <input type="checkbox"/> July | <input checked="" type="checkbox"/> October |
| <input checked="" type="checkbox"/> February | <input checked="" type="checkbox"/> May | <input checked="" type="checkbox"/> August | <input checked="" type="checkbox"/> November |
| <input checked="" type="checkbox"/> March | <input checked="" type="checkbox"/> June | <input checked="" type="checkbox"/> September | <input checked="" type="checkbox"/> December |

Short Work Break – the short work break will put the employee in a non-paid status. When paysheets are created these employees will not have a paysheet created for them.

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

| Work Location | | Find | First | 2 of 8 | Last |
|--------------------|------------------|-----------|-------|--------|------|
| *Effective Date | 07/01/2016 | Go To Row | | | |
| Effective Sequence | 0 | | | | |
| HR Status | Active | | | | |
| Payroll Status | Short Work Break | | | | |
| *Action | Short Work Break | | | | |
| Reason | Schedule | | | | |
| *Job Indicator | Primary Job | | | | |

| Pay Schedule | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> January | <input checked="" type="checkbox"/> April | <input type="checkbox"/> July | <input checked="" type="checkbox"/> October |
| <input checked="" type="checkbox"/> February | <input checked="" type="checkbox"/> May | <input checked="" type="checkbox"/> August | <input checked="" type="checkbox"/> November |
| <input checked="" type="checkbox"/> March | <input checked="" type="checkbox"/> June | <input checked="" type="checkbox"/> September | <input checked="" type="checkbox"/> December |

Return from Work Break – In the subsequent month the process again reviews the pay schedule and if the employee is scheduled to be paid it ‘returns’ them from the work break. The return activates the employee so that a paysheet will be created for them in the next processing month.

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

| Work Location | | Find | First | 1 of 8 | Last |
|--------------------|------------------------|-----------|-------|--------|------|
| *Effective Date | 07/01/2016 | Go To Row | | | |
| Effective Sequence | 1 | | | | |
| HR Status | Active | | | | |
| Payroll Status | Active | | | | |
| *Action | Return from Work Break | | | | |
| Reason | Schedule | | | | |
| *Job Indicator | Primary Job | | | | |

QUERY – M_PY_JOB_INFO_V1 – WORK YEAR FOR EMPLOYEE

Employee Work Year – Shows active (Y) and inactive months (N).

| Co | ID | Display Name | Empl Record | Position | Descr | Pay Status | Reg/Temp | Full/Part | Type | Sal Plan | Grade | Step | Std Hrs/Wk | FTE | Empl_Class Descr | Comp Freq | Annual Rt | Monthly Rt | Daily Rt | Hrly Rate | CDays | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Rate Code | Comp Rate | | |
|----|----|--------------|-------------|----------|-----------------------------|------------|-----------|---------------------|------|----------|-------|------|------------|------|------------------|-----------|-----------|------------|----------|-----------|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|-----------|----------|--|
| | | | | | Teacher | T | Permanent | Full-Time 11 months | S | 003 | 001 | 1 | 37.50 | 1.00 | Certificated | MTH11 | 44906.00 | 3742.17 | 244.05 | 32.54 | 184.00 | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | NAANNL 4 | | | |
| | | | | | Teacher | T | Permanent | Full-Time 11 months | S | 003 | 001 | 1 | 37.50 | 1.00 | Certificated | MTH11 | 44906.00 | 3742.17 | 244.05 | 32.54 | 184.00 | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | Y | Y | NAANNL 4 | |
| | | | | | Cn I | T | Permanent | Part-Time 11 months | S | 001 | 009 | 4 | 15.00 | 0.32 | Classified | M | 9179.48 | 764.96 | 108.94 | 13.62 | 0.00 | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | NAANNL 2 | | | |
| | | | | | Cn I | T | Permanent | Part-Time 11 months | S | 001 | 009 | 4 | 15.00 | 0.32 | Classified | M | 9179.48 | 764.96 | 108.94 | 13.62 | 0.00 | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | Y | NAANNL 2 | | |
| | | | | | Teacher | T | Temporary | Full-Time 11 months | S | 003 | 003 | 1 | 37.50 | 1.00 | Certificated | MTH11 | 44906.00 | 3742.17 | 244.05 | 32.54 | 184.00 | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | Y | NAANNL 4 | | |
| | | | | | Teacher | T | Temporary | Full-Time 11 months | S | 003 | 003 | 1 | 37.50 | 1.00 | Certificated | MTH11 | 44906.00 | 3742.17 | 244.05 | 32.54 | 184.00 | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | Y | NAANNL 4 | | |
| | | | | | EAK Teacher | T | Temporary | Full-Time 11 months | S | 003 | 004 | 1 | 40.00 | 1.00 | Certificated | MTH11 | 45297.00 | 3774.75 | 246.18 | 32.82 | 184.00 | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | NAANNL 4 | | | |
| | | | | | EAK Teacher | T | Temporary | Full-Time 11 months | S | 003 | 004 | 1 | 40.00 | 1.00 | Certificated | MTH11 | 45297.00 | 3774.75 | 246.18 | 32.82 | 184.00 | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | NAANNL 4 | | | |
| | | | | | Para-St Preschl | T | Permanent | Part-Time 11 months | S | 001 | 014 | 8 | 17.50 | 0.38 | Classified | M | 12387.94 | 1032.33 | 125.98 | 15.75 | 0.00 | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | NAANNL 3 | | | |
| | | | | | Para-St Preschl | T | Permanent | Part-Time 11 months | S | 001 | 014 | 8 | 17.50 | 0.38 | Classified | M | 12387.94 | 1032.33 | 125.98 | 15.75 | 0.00 | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | NAANNL 3 | | | |
| | | | | | CNW II | T | Permanent | Part-Time 11 months | S | 001 | 014 | 12 | 10.00 | 0.22 | Classified | M | 7432.33 | 619.36 | 132.28 | 16.54 | 0.00 | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | NAANNL 3 | | | |
| | | | | | CNW II | T | Permanent | Part-Time 11 months | S | 001 | 014 | 12 | 10.00 | 0.22 | Classified | M | 7432.33 | 619.36 | 132.28 | 16.54 | 0.00 | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | NAANNL 3 | | | |
| | | | | | Paraprofessional-Special Ed | T | Permanent | Part-Time 11 months | S | 001 | 021 | 1 | 30.00 | 0.65 | Classified | M | 17801.67 | 1483.47 | 105.61 | 13.20 | 0.00 | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | NAANNL 2 | | | |

OVERRIDE ADDITIONAL PAY

MAIN MENU > SDCOE CUSTOM > PAYROLL > PROCESSES > OVERRIRDE ADDITIONAL PAY (EMPLID)

Override Additional Pay (Employee)

Empl ID [REDACTED]

Empl Record 0

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code Shift Differential Lump Sum

Details Find | View All First 1 of 1 Last

Effective Date Addl Seq # 1

Additional Pay Period

| | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> January | <input checked="" type="checkbox"/> April | <input type="checkbox"/> July | <input checked="" type="checkbox"/> October |
| <input checked="" type="checkbox"/> February | <input checked="" type="checkbox"/> May | <input type="checkbox"/> August | <input checked="" type="checkbox"/> November |
| <input checked="" type="checkbox"/> March | <input checked="" type="checkbox"/> June | <input checked="" type="checkbox"/> September | <input checked="" type="checkbox"/> December |

Select All Deselect All

Override Additional Pay (Employee)

Empl ID [REDACTED]

Empl Record 0

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code Café-Plan Cash

Details Find | View All First 1 of 1 Last

Effective Date Addl Seq # 1

Additional Pay Period

| | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> January | <input checked="" type="checkbox"/> April | <input type="checkbox"/> July | <input checked="" type="checkbox"/> October |
| <input checked="" type="checkbox"/> February | <input checked="" type="checkbox"/> May | <input checked="" type="checkbox"/> August | <input checked="" type="checkbox"/> November |
| <input checked="" type="checkbox"/> March | <input type="checkbox"/> June | <input checked="" type="checkbox"/> September | <input checked="" type="checkbox"/> December |

Select All Deselect All

QUERY – M_PY_ADDL_PAY_OVERRIDE

This schedule will determine if the employee should receive Addition Pay. Y = Pay, N = Don't Pay

| ID | Empl Record | Earn Code | Eff Date | Addl Seq # | January | February | March | April | May | June | July | August | September | October | November | December | Co | Group | Earn End Dt |
|----|-------------|-----------|------------|------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|----|-------|-------------|
| | | CF2 | 09/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | 11/01/2015 |
| | | CFC | 01/18/2014 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | 09/23/2015 |
| | | CFC | 08/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | | | |
| | | CFC | 09/01/2015 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | 12/31/2015 |
| | | CFC | 08/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | | | |
| | | XAR | 01/01/2015 | 1 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | | 06/30/2016 |
| | | EXA | 08/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | | | |
| | | CFC | 09/01/2015 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | |
| | | CFC | 07/01/2014 | 1 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | | |
| | | CFC | 01/22/2014 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | 06/30/2014 |
| | | CFC | 08/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | | | |
| | | CFC | 08/01/2015 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | 01/29/2016 |
| | | CFC | 08/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | | | |
| | | EDS | 07/01/2015 | 1 | Y | Y | Y | Y | Y | Y | N | N | N | N | N | N | | | 06/30/2016 |
| | | BNR | 10/01/2014 | 1 | Y | Y | Y | Y | Y | N | N | N | N | Y | Y | Y | | | 07/01/2016 |
| | | CFC | 09/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | 12/31/2015 |
| | | EDS | 08/01/2015 | 1 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | | 06/29/2016 |
| | | CFC | 09/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | 09/26/2015 |
| | | OOC | 07/01/2015 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | 11/17/2015 |
| | | EXA | 09/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | |
| | | BNR | 10/01/2014 | 1 | Y | Y | Y | Y | Y | N | N | N | N | Y | Y | Y | | | 07/01/2016 |
| | | EDS | 08/01/2015 | 1 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | | 07/01/2016 |
| | | CFC | 09/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | 12/31/2015 |
| | | XAR | 07/01/2015 | 1 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | | 06/30/2016 |
| | | CFC | 09/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | |
| | | EXA | 04/30/2015 | 1 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | | |
| | | CFC | 09/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | 12/31/2015 |
| | | XAR | 05/01/2016 | 1 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | | 05/31/2016 |
| | | OOC | 08/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | Y | Y | Y | Y | Y | | | |
| | | CFC | 09/01/2014 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | |
| | | CFC | 09/01/2015 | 1 | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | | | |
| | | CFC | 07/01/2014 | 1 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | | |
| | | BNI | 08/01/2014 | 1 | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y | Y | | | |

OVERRIDE DEDUCTION - Uncheck months in which the deduction should not process

MAIN MENU > SDCOE CUSTOM > PAYROLL > PROCESSES > OVERRIDE DEDUCTIONS (EMPLOYEE)

Override Deductions (Employee)

Empl ID [REDACTED]

Company 035 South Bay Union Elem

Deduction Override Settings Find | View 1 First 1-3 of 3 Last

*Plan Type: 10 Benefit Plan: UN04 *Ded Code: SDMEDA *Ded Class: A [+ -]

Deduction Taken In

| | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> January | <input checked="" type="checkbox"/> April | <input type="checkbox"/> July | <input checked="" type="checkbox"/> October |
| <input checked="" type="checkbox"/> February | <input checked="" type="checkbox"/> May | <input type="checkbox"/> August | <input checked="" type="checkbox"/> November |
| <input checked="" type="checkbox"/> March | <input checked="" type="checkbox"/> June | <input checked="" type="checkbox"/> September | <input checked="" type="checkbox"/> December |

*Plan Type: 20 Benefit Plan: LF01 *Ded Code: SDLIFA *Ded Class: T [+ -]

Deduction Taken In

| | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> January | <input checked="" type="checkbox"/> April | <input type="checkbox"/> July | <input checked="" type="checkbox"/> October |
| <input checked="" type="checkbox"/> February | <input checked="" type="checkbox"/> May | <input type="checkbox"/> August | <input checked="" type="checkbox"/> November |
| <input checked="" type="checkbox"/> March | <input checked="" type="checkbox"/> June | <input checked="" type="checkbox"/> September | <input checked="" type="checkbox"/> December |

*Plan Type: 46 Benefit Plan: SD403B *Ded Code: SD403B *Ded Class: B [+ -]

Deduction Taken In

| | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> January | <input checked="" type="checkbox"/> April | <input checked="" type="checkbox"/> July | <input checked="" type="checkbox"/> October |
| <input checked="" type="checkbox"/> February | <input checked="" type="checkbox"/> May | <input checked="" type="checkbox"/> August | <input checked="" type="checkbox"/> November |
| <input checked="" type="checkbox"/> March | <input checked="" type="checkbox"/> June | <input checked="" type="checkbox"/> September | <input checked="" type="checkbox"/> December |

1. QUERY FOR BENEFIT OVERRIDES –

a. M_BN_EMPL_DED_PROC_HLTH - HEALTH PLAN (MEDICAL/DENTAL/VISION)

Health Plan deductions (Medical, Dental and Vision) and status for corresponding month.
Y = Active, N = Inactive.

| | Co | ID | Last | First Name | Plan Typ | Plan | Deductn Cd | Descr | Dedn Class | January | February | March | April | May | June | July | August | September | October | November | December |
|----|----|----|------|------------|----------|--------|------------|----------------------------|------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| 1 | | | | | 10 | KAISEV | SDMED | Medical Deductions Pre-Tax | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 2 | | | | | 10 | KAISEV | SDMED | Medical Deductions Pre-Tax | N | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 3 | | | | | 11 | DELTA | SDDENT | Dental Deductions Pre Tax | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 4 | | | | | 11 | DELTA | SDDENT | Dental Deductions Pre Tax | N | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 5 | | | | | 10 | UHCN1V | SDMED | Medical Deductions Pre-Tax | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 6 | | | | | 10 | UHCN1V | SDMED | Medical Deductions Pre-Tax | N | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 7 | | | | | 11 | DELTA | SDDENT | Dental Deductions Pre Tax | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 8 | | | | | 11 | DELTA | SDDENT | Dental Deductions Pre Tax | N | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 9 | | | | | 10 | UHCN1V | SDMED | Medical Deductions Pre-Tax | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 10 | | | | | 10 | UHCN1V | SDMED | Medical Deductions Pre-Tax | N | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 11 | | | | | 11 | DELTA | SDDENT | Dental Deductions Pre Tax | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 12 | | | | | 11 | DELTA | SDDENT | Dental Deductions Pre Tax | N | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 13 | | | | | 10 | UHCN1V | SDMED | Medical Deductions Pre-Tax | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |

b. M_BN_EMPL_DED_PROC_NONHLTH (DISABILITY/LIFE/LONG TERM CARE/LEGAL PLANS)
Non-Health Plan Deductions (Disability, Life, Long Term and Legal plans) and status for corresponding month.

Y = Active, N = Inactive.

| | Co | ID | Last | First Name | Plan Typ | Plan | Deductn Cd | Descr | Dedn Class | January | February | March | April | May | June | July | August | September | October | November | December |
|----|----|----|------|------------|----------|--------|------------|--------------------------|------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| 1 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 2 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | N | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 3 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | T | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 4 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 5 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | N | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 6 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | T | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 7 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 8 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | N | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 9 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | T | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 10 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 11 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | N | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 12 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | T | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 13 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 14 | | | | | | RSL50K | SDLIFE | Life Insurance Deduction | N | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |

c. M_BN_EMPL_DED_PROC_SVNGS – 403B/457/ROTH

Saving plan deduction status for corresponding month.

Y = Active, N = Inactive.

| | Co | ID | Last | First Name | Plan Typ | Plan | Deductn Cd | Descr | Dedn Class | January | February | March | April | May | June | July | August | September | October | November | December |
|----|----|----|------|------------|----------|--------|------------|-------|------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| 1 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 2 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 3 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 4 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 5 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 6 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 7 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 8 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 9 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 10 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 11 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 12 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 13 | | | | | 49 | SD457 | SD457 | 457 | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 14 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 15 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 16 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 17 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 18 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 19 | | | | | 49 | SD457 | SD457 | 457 | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 20 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 21 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 22 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 23 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 24 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 25 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 26 | | | | | 49 | SD457 | SD457 | 457 | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 27 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 28 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 29 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 30 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 31 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 32 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 33 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 34 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 35 | | | | | 46 | SD403B | SD403B | 403B | B | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |

2. QUERY FOR GENERAL DEDUCTIONS (BENEFIT AND NON-BENEFIT) –

a. M_BN_EMPL_DED_PROC_GENDED

General deduction status for corresponding Month.

Y = Active, N = Inactive.

| | Co | ID | Last | First Name | Plan Type | Plan | Deductn Cd | Descr | Dedn Class | January | February | March | April | May | June | July | August | September | October | November | December |
|----|----|----|------|------------|-----------|------|------------|----------------------------|------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| 1 | | | | | 00 | | CSE1 | CSEA Percentage | A | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 2 | | | | | 00 | | CSEA | CSEA | A | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 3 | | | | | 00 | | CSE1 | CSEA Percentage | A | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 4 | | | | | 00 | | CSEA | CSEA | A | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 5 | | | | | 00 | | CTA7 | CTA Dues | A | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 6 | | | | | 00 | | SIDISA | Standard Ins Disability AT | A | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 7 | | | | | 00 | | AEOP | ASSN OF EDUC OFFICE PROF | A | N | Y | N | N | N | N | N | N | N | N | N | N |
| 8 | | | | | 00 | | CSE1 | CSEA Percentage | A | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 9 | | | | | 00 | | CSEA | CSEA | A | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 10 | | | | | 00 | | DHFD | CHD FND | A | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 11 | | | | | 00 | | CTA7 | CTA Dues | A | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 12 | | | | | 00 | | DHFD | CHD FND | A | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 13 | | | | | 00 | | MNSPLA | MN Life Spouse Life | A | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 14 | | | | | 00 | | RSSPLA | Reliance Spouse Life | A | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 15 | | | | | 00 | | SDUWAY | United Way of San Diego | A | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 16 | | | | | 00 | | SIDISA | Standard Ins Disability AT | A | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |
| 17 | | | | | 00 | | CTA7 | CTA Dues | A | Y | Y | Y | Y | Y | Y | N | N | Y | Y | Y | Y |

STEP ADVANCE

QUERY – M_HR_NAANNL_STEP_ENTRY_DT FOR ANNUAL/SALARIED EMPLOYEES

Example Date Range used: 7/1/2015 TO 7/31/2015. Lists Step for date range selected for Salaried employees.

| | ID | Empl Record | Last | First Name | Position | Posn Dt | Rate Code | Class/Uncl | Step Date | Sal Plan | Grade | Step | Comp Rate | Co | HR Status |
|----|----|-------------|------|------------|----------|------------|-----------|--------------|------------|----------|-------|------|---------------|----|-----------|
| 1 | | | | | | 07/01/2012 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 15 | 84119.000000 | | A |
| 2 | | | | | | 07/01/2014 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 14 | 83516.000000 | | A |
| 3 | | | | | | 07/01/2008 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 25 | 98330.000000 | | A |
| 4 | | | | | | 07/01/2011 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 33 | 98330.000000 | | A |
| 5 | | | | | | 08/12/2014 | NAANNL | Certificated | 07/01/2015 | 003 | 004 | 2 | 52814.000000 | | A |
| 6 | | | | | | 09/03/2004 | NAANNL | Certificated | 07/01/2015 | 008 | 006 | 12 | 78171.000000 | | A |
| 7 | | | | | | 01/20/2015 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 10 | 72678.000000 | | A |
| 8 | | | | | | 08/15/2011 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 20 | 91276.000000 | | A |
| 9 | | | | | | 07/01/2005 | NAANNL | Certificated | 07/01/2015 | 052 | 001 | 12 | 130232.000000 | | A |
| 10 | | | | | | 08/17/2015 | NAANNL | Certificated | 07/01/2015 | 003 | 004 | 5 | 53641.000000 | | A |
| 11 | | | | | | 12/03/2015 | NAANNL | Certificated | 07/01/2015 | 003 | 001 | 1 | 52814.000000 | | A |
| 12 | | | | | | 07/01/2007 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 20 | 91276.000000 | | A |
| 13 | | | | | | 08/29/2001 | NAANNL | Certificated | 07/01/2015 | 003 | 005 | 15 | 76494.000000 | | A |
| 14 | | | | | | 08/14/2012 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 28 | 98330.000000 | | A |
| 15 | | | | | | 07/06/2015 | NAANNL | Classified | 07/06/2015 | 001 | 072 | 1 | 45594.000000 | | A |
| 16 | | | | | | 07/01/2014 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 23 | 95445.000000 | | A |
| 17 | | | | | | 07/01/2014 | NAANNL | Classified | 07/01/2015 | 001 | 026 | 14 | 38972.000000 | | A |
| 18 | | | | | | 07/01/2010 | NAANNL | Certificated | 07/01/2015 | 005 | 006 | 26 | 98330.000000 | | A |
| 19 | | | | | | 09/28/2015 | NAANNL | Classified | 07/01/2015 | 001 | 014 | 5 | 31462.000000 | | A |
| 20 | | | | | | 07/01/2008 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 23 | 95445.000000 | | A |
| 21 | | | | | | 08/10/2010 | NAANNL | Certificated | 07/01/2015 | 003 | 005 | 22 | 85233.000000 | | A |
| 22 | | | | | | 07/01/2014 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 25 | 98330.000000 | | A |
| 23 | | | | | | 07/01/2014 | NAANNL | Certificated | 07/01/2015 | 051 | 001 | 14 | 128059.000000 | | A |
| 24 | | | | | | 07/01/2011 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 19 | 89927.000000 | | A |
| 25 | | | | | | 09/09/2015 | NAANNL | Certificated | 07/01/2015 | 003 | 005 | 7 | 61270.000000 | | A |
| 26 | | | | | | 07/01/2010 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 29 | 98330.000000 | | A |
| 27 | | | | | | 08/23/2002 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 30 | 98330.000000 | | A |
| 28 | | | | | | 08/01/2007 | NAANNL | Certificated | 07/01/2015 | 003 | 006 | 20 | 91276.000000 | | A |

QUERY – M_HR_NAHRLY_STEP_ENTRY_DT FOR HOURLY EMPLOYEES (IF APPLICABLE)

Example Date Range used: 7/1/2015 TO 7/31/2015. Lists Step for date range selected for Hourly employees.

| | ID | Empl Record | Last | First Name | Position | Posn Dt | Rate Code | Class/Uncl | Step Date | Sal Plan | Grade | Step | Comp Rate | Co | HR Status |
|----|----|-------------|------|------------|----------|------------|-----------|------------|------------|----------|-------|------|-----------|----|-----------|
| 1 | | | | | | 07/01/2015 | NAHRLY | Classified | 07/01/2015 | 009 | 040 | 1 | 16.070000 | | A |
| 2 | | | | | | 07/01/2015 | NAHRLY | Classified | 07/01/2015 | 009 | 091 | 1 | 26.050000 | | A |
| 3 | | | | | | 07/10/2015 | NAHRLY | Classified | 07/10/2015 | 009 | 098 | 1 | 10.650000 | | A |
| 4 | | | | | | 07/29/2015 | NAHRLY | Classified | 07/29/2015 | 009 | 017 | 1 | 12.800000 | | A |
| 5 | | | | | | 07/23/2015 | NAHRLY | Classified | 07/23/2015 | 009 | 042 | 1 | 16.370000 | | A |
| 6 | | | | | | 07/01/2015 | NAHRLY | Classified | 07/01/2015 | 009 | 021 | 1 | 13.330000 | | A |
| 7 | | | | | | 07/01/2015 | NAHRLY | Classified | 07/01/2015 | 009 | 091 | 1 | 26.050000 | | A |
| 8 | | | | | | 07/28/2015 | NAHRLY | Classified | 07/28/2015 | 009 | 099 | 1 | 10.630000 | | A |
| 9 | | | | | | 07/01/2015 | NAHRLY | Classified | 07/01/2015 | 009 | 098 | 1 | 10.650000 | | A |
| 10 | | | | | | 07/16/2015 | NAHRLY | Classified | 07/16/2015 | 009 | 098 | 1 | 10.650000 | | A |
| 11 | | | | | | 07/16/2015 | NAHRLY | Classified | 07/16/2015 | 009 | 098 | 1 | 10.650000 | | A |
| 12 | | | | | | 07/14/2015 | NAHRLY | Classified | 07/14/2015 | 009 | 018 | 1 | 12.930000 | | A |

WORK SCHEDULE

QUERY – M_TL_SCHED_VALIDATION

Lists work schedule assigned to corresponding employee position.

| Set ID | ID | Type | Last | First Name | Empl Record | Location | Std Hrs/Wk | Std Hrs/Day | Sched ID | Use Default | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Position | Descr | Full/Part |
|--------|----|------|------|------------|-------------|----------|------------|-------------|----------|-------------|------|------|------|------|------|------|------|----------|--------------------------------|------------|
| 1 | | S | | | | 100 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0126 | Director Of Classified Person | FT 12 mths |
| 2 | | E | | | | 300 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 3353 | Secretary | Hourly |
| 3 | | S | | | | 100 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0109 | Executive Assistant | FT 12 mths |
| 4 | | S | | | | 100 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0283 | Payroll Technician | FT 12 mths |
| 5 | | E | | | | 121 | 12.50 | 2.50 | M-F2.5 | N | 2.50 | 2.50 | 2.50 | 2.50 | 2.50 | 0.00 | 0.00 | 0825 | Nutrition Services Assistant I | Hourly |
| 6 | | S | | | | 500 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 9204 | Custodian | FT 12 mths |
| 7 | | E | | | | 130 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 1558 | Lead Library Media Technician | Hourly |
| 8 | | S | | | | 014 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 5007 | Assistant Principal - Hs | FT 12 mths |
| 9 | | E | | | | 705 | 25.00 | 5.00 | M-F5.33 | N | 5.33 | 5.33 | 5.33 | 5.33 | 5.33 | 0.00 | 0.00 | 7828 | Bus Driver | Hourly |
| 10 | | S | | | | 710 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0281 | Lead Maintenance Worker | FT 12 mths |
| 11 | | S | | | | 130 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 2449 | Custodian Crew Leader | FT 12 mths |
| 12 | | S | | | | 702 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0207 | Grounds Maint/Equip Operator | FT 12 mths |
| 13 | | S | | | | 705 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0346 | Transportation Dispatcher | FT 12 mths |
| 14 | | E | | | | 705 | 37.90 | 7.58 | M-F7.58 | N | 7.58 | 7.58 | 7.58 | 7.58 | 7.58 | 0.00 | 0.00 | 7837 | Bus Driver | Hourly |
| 15 | | S | | | | 500 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 1012 | Assistant Principal - Hs | FT 12 mths |
| 16 | | E | | | | 705 | 34.15 | 6.83 | M-F6.83 | N | 6.83 | 6.83 | 6.83 | 6.83 | 6.83 | 0.00 | 0.00 | 7806 | Bus Driver | Hourly |
| 17 | | E | | | | 014 | 19.50 | 3.90 | M-F3.9 | N | 3.90 | 3.90 | 3.90 | 3.90 | 3.90 | 0.00 | 0.00 | 9202 | Secretary | Hourly |
| 18 | | S | | | | 710 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0257 | Maintenance Worker II | FT 12 mths |
| 19 | | S | | | | 100 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0001 | Superintendent | FT 12 mths |
| 20 | | S | | | | 100 | 40.00 | 8.00 | M-F8 | N | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 2312 | Custodian | FT 12 mths |