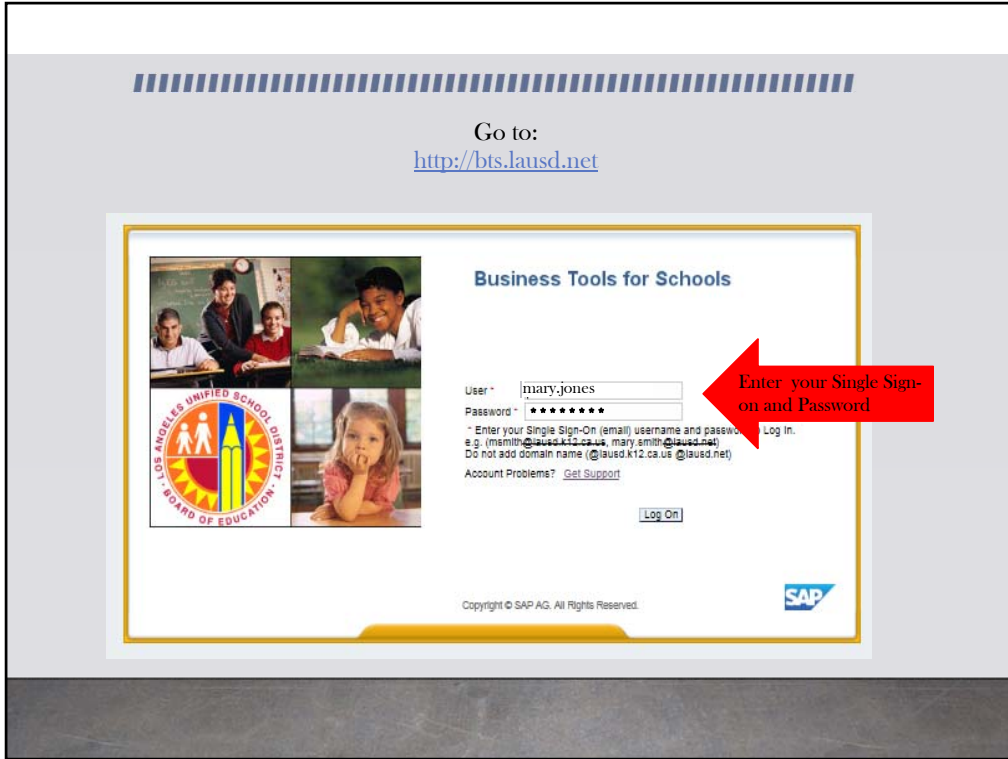
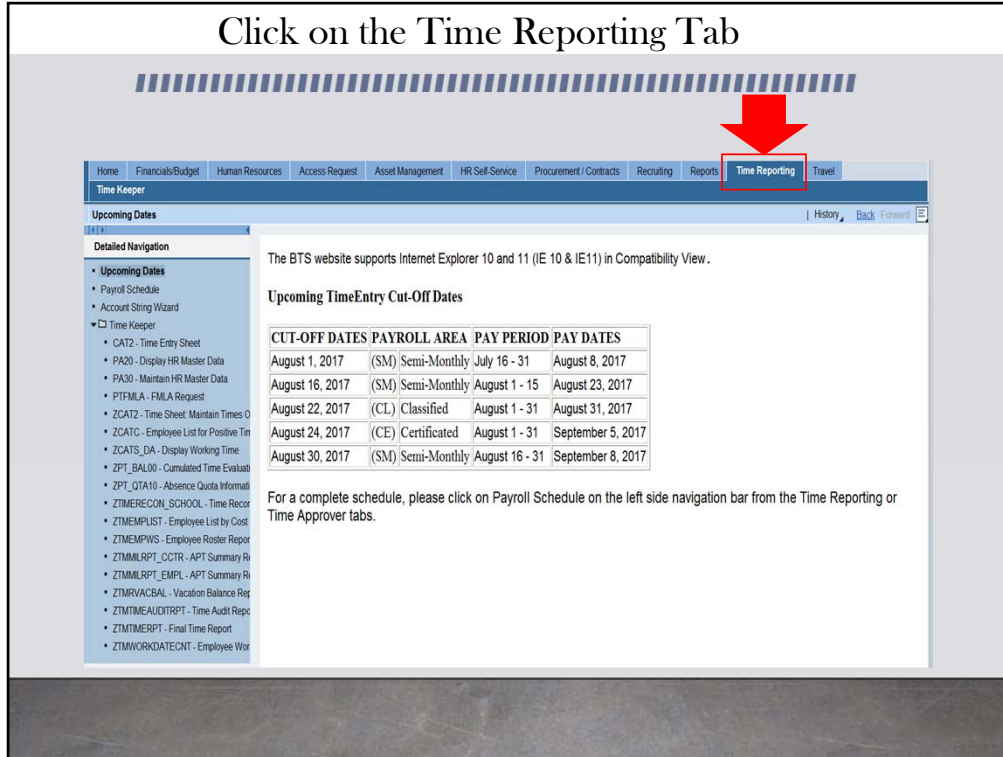


This module will help you verify the accuracy of the Employee List by Cost Center for your school site. If you are new to the school or to the role of a time reporter, it is good practice to first verify the accuracy of the employees on the Employee List by Cost Center before reporting payroll.



Go to <http://bts.lausd.net> and enter your single sign-on username and password.

## Click on the Time Reporting Tab



The screenshot shows the top navigation bar of the BTS website. The 'Time Reporting' tab is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the 'Time Keeper' section is visible, containing a 'Detailed Navigation' sidebar and a main content area. The main content area displays 'Upcoming TimeEntry Cut-Off Dates' with a table of dates, payroll areas, pay periods, and pay dates. A note below the table instructs users to click on 'Payroll Schedule' for a complete schedule.

CUT-OFF DATES	PAYROLL AREA	PAY PERIOD	PAY DATES
August 1, 2017	(SM) Semi-Monthly	July 16 - 31	August 8, 2017
August 16, 2017	(SM) Semi-Monthly	August 1 - 15	August 23, 2017
August 22, 2017	(CL) Classified	August 1 - 31	August 31, 2017
August 24, 2017	(CE) Certificated	August 1 - 31	September 5, 2017
August 30, 2017	(SM) Semi-Monthly	August 16 - 31	September 8, 2017

For a complete schedule, please click on Payroll Schedule on the left side navigation bar from the Time Reporting or Time Approver tabs.

You will be directed to the BTS time reporting home page. In the top blue ribbon, click on the Time Reporting tab.

Click on:

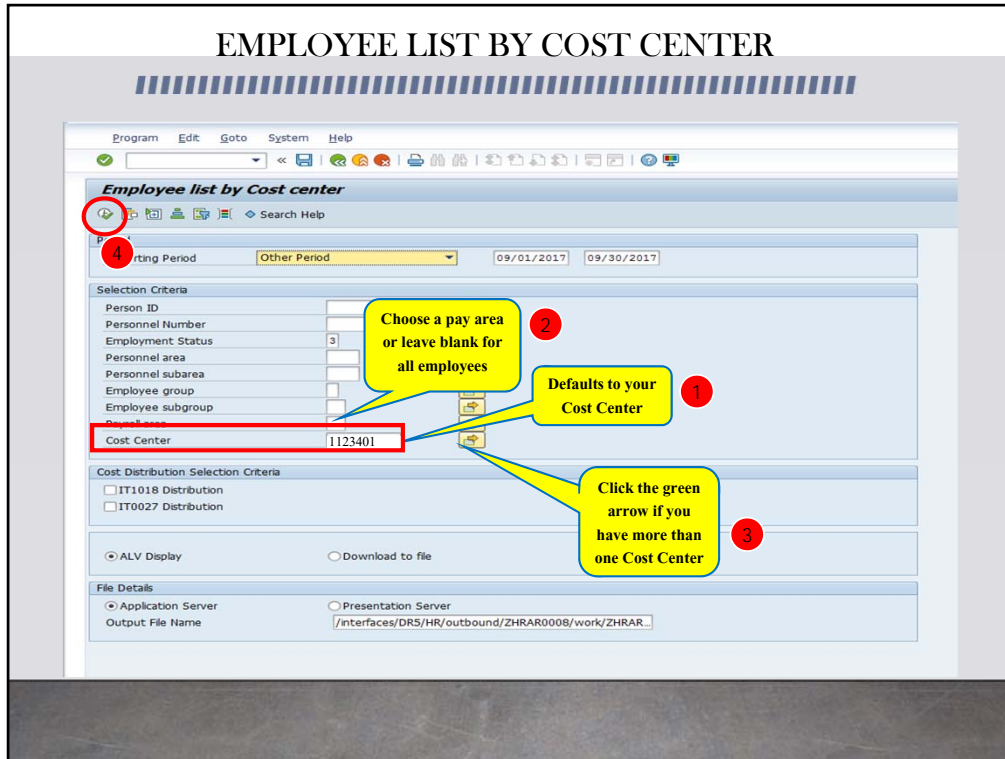
## ZTMEMPLIST-Employee List by Cost Center

The screenshot shows a web application interface. At the top, there is a navigation bar with links: Home, Financials/Budget, Human Resources, Access Request, Asset Management, HR Self-Service, Procurement / Contracts, Recruiting, Reports, Time Reporting, and Travel. Below this is a sub-header 'Time Keeper' with a 'History' link and a 'Back Forward' button. The main content area is titled 'Upcoming Dates' and contains a message: 'The BTS website supports Internet Explorer 10 and 11 (IE 10 & IE11) in Compatibility View.' Below this is a section 'Upcoming TimeEntry Cut-Off Dates' with a table:

CUT-OFF DATES	PAYROLL AREA	PAY PERIOD	PAY DATES
August 1, 2017	(SM) Semi-Monthly	July 16 - 31	August 8, 2017
August 16, 2017	(SM) Semi-Monthly	August 1 - 15	August 23, 2017
August 22, 2017	(CL) Classified	August 1 - 31	August 31, 2017
August 24, 2017	(CE) Certificated	August 1 - 31	September 5, 2017
August 30, 2017	(SM) Semi-Monthly	August 16 - 31	September 8, 2017

Below the table, there is a message: 'For a complete list of cut-off dates, click on the navigation bar from the Time Reporting or Time Reporting page.' A red arrow points from this message to the 'ZTMEMPLIST - Employee List by Cost Center' item in the left-hand navigation menu.

From the detailed navigation list, click on the ZTMEMPLIST-Employee List by Cost Center.



You will be directed to the Employee List by Cost Center screen. The reporting period is defaulted to the current month. You have the option to change the reporting period. The cost center defaults to your cost center. If you are at a school that has more than one cost center, click on the yellow arrow to the right of the cost center and choose from the desired cost center from the drop down list. Click the execute icon at the top of the screen to direct you to the Employee List by Cost Center.

## EMPLOYEE LIST BY COST CENTER REPORT

### Employee List by Cost center

Period 11/18/16 - 11/18/16  
 Run Date/Time 11/19/16 11:31:26  
 System PR1/910

Person ID	TMS	Pers. No	Lastname Firstname	CostCtr	PArea	Job	Job Text	DWHrs	WS Rule	PA
588812	9	588812	BRANDA, BENERANDA	1123401	CE	11100731	ELEMENTARY TEACHER	6.00	1CA06JBB	2UTK
633751	1	633751	STONE, JESSICA	1123401	SM	24102680	LIBRARY AIDE	3.00	1CAPTJBB	1DXX
688889	9	688889	JOSEPH MARTIN	1123401	SM	24102828	Office Technician	8.00	1E_08JBB	1DXX
722211	1	722211	BRAVO, MIREYA	1123401	SM	21104571	SPEC EDUCATION ASSISTANT	6.00	1CAPTJBB	1BXX
470224	1	470224	SALDANA, FRANCOISE	1123401	CE	1910076	ASMT, NONCLSRM, PREP	3.00	1CA03JBB	2UTK
636488	9	636488	GAGLIONE, CLAUDIA	1123401	CE	11100740	SPECIAL EDUCATION TEACHER	6.00	1CA06JBB	2UTK
612821	1	612821	ZAMUDIO, BERNITA	1123401	SM	22204391	Food Services Worker	6.50	1CAPTJBB	1CXX
795817	9	795817	CRUZ, FERMIN	1123401	SM	22104054	BLDG & GROUNDS WORKER	8.00	GA_08	1CXX
512326	9	512326	DURAN, SOYLA	1123401	CE	13100650	PRINCIPAL, ELEMENTARY	8.00	1E 08JBB	2MSX
756655	1	756655	SANCHEZ, MONICA	1123401	SM	29208447	SCHOOL SPVN AIDE	3.75	GX_PT	3GXX
1005119	1	1005119	ROMERO, HECTOR	1123401	SM	29104691	CAMPUS AIDE MALE & RESTRI	3.00	1CAPTJBB	1BXX
433114	9	433114	BIGLER, LILIANA	1123401	SM	24102500	SCH ADMINISTRATIVE ASSIST	8.00	1E 08JBB	1SXX

Verify with your administrator that every employee on your Employee List by Cost Center is currently at your cost center. Contact assignments if you find any discrepancies.

This is the Employee List by Cost Center. You have the option to print the Employee List By Cost Center. Verify with your administrator that every employee on your list is currently at your school. In addition, you should check that no employees are missing from your list. If you find a discrepancy, contact the appropriate assignment office for assistance.

After you verify employees on the list:



- You are now ready to report time for the employees at your cost center.
- It is recommended that you use the Employee List by Cost Center to report time
- See Payroll module # 4 for information on how to report payroll from the Employee List by Cost Center

Once you verify your list, you are ready to report time. It is recommended that you use the Employee List by Cost Center to report payroll. Please refer to “Entering Time Using the Employee List by Cost Center” module for information on how to report payroll from the employee List by Cost Center.

## Payroll Resources

- MyLAUSD
- <https://oelausd.org>

Click on **Employee Resources**.

Select **Just-in-Time Training** from the drop down list and look for

**Payroll**.



For more resources, please refer to the most updated payroll manual and bulletins located in MyLAUSD. Don't forget to visit the Organizational Excellence webpage for more tools and resources. [oelausd.org](https://oelausd.org). Click on the Employee Resources Tab, then click on Just-In-Time Training and scroll down to payroll.