



This module will guide you in how to enter Lump Sum Differentials and how often they need to be entered in the system.

Important Information to know:



- Funding for differentials should be in place prior to reporting lump sum differentials
- Salary differentials paid for extra assignment or additional responsibilities
- Lump Sum Differentials are calculated on a seasonal or semester basis
- The Absence and Attendance (A/A) column is not used when reporting lump sum differentials
- Payments will be made in a lump sum amount following the end of the semester or season- Time Keeper reports wage type in **January, June**

It is a good practice to check the school budgets at the beginning of each year to verify that the funding for the differentials is in place. The funding must be in place before reporting the differentials. Reporting the differential without securing the funding to pay it, will result in negative balances on the commitment item line for the differential. When reporting differentials, the A/A (or Absence and Attendance) column on the time sheet on BTS is not used. Instead, the Wage Type and Measure Unit columns are used to report the codes for differentials. Lump Sum Differentials are reported for the first and/or second semester. The first semester differential is reported on the January pay period and the second semester differential is reported in the June pay period.

LUMP SUM DIFFERENTIALS

- The percentage amount is entered on the last working day of January for the first semester and the last working day in June for the second semester.
- If an employee is entitled to the entire differential, enter the % sign in the MU column of the time sheet and 100 on the last date of the month
- If two employees share an assignment it must be allocated proportionately. E.g. 50% and 50%, 70% and 30%, etc.
- If the differential is being shared by two or more people, enter the correct percentage for that employee.
 - Example: An activity rate for Student Body Sponsor is being shared by two teachers. The percentage for each employee would be 50

Enter the percentage number on the 31st of January for the first semester differentials and the 30th of June for the second semester differentials. If the 31st of January or June fall on a weekend, enter the percentage number on the Friday before.

If the differential is shared by two or more employees, enter the correct percentage for each employee. For example if two teachers shared the differential for the first semester, each teacher would be reported 50% on January 31st.

Download and print the most current reference guides and bulletins on Time Reporting Instructions for Lump Sum Payment of Differentials, Entering Wage Type Differentials, Guidelines for Supplemental Assignment Differentials, and a completed copy of the Coordinating, Activity and Athletic Assignment Differentials form for each differential you report. Keep in mind that District documents are updated regularly.

Make sure you are using the most current Bulletins and Reference Guides. These documents are important because they provide information you will need to report the differentials.

REPORTING LUMP SUM DIFFERENTIALS

The screenshot shows a web application interface for reporting lump sum differentials. The navigation bar includes tabs for Home, Financials/Budget, Human Resources, Access Request, Asset Management, HR Self-Service, Procurement / Contracts, Recruiting, Reports, Time Reporting, and Travel. The 'Time Reporting' tab is active, and the 'Time Keeper' section is selected. The 'Detailed Navigation' sidebar on the left lists various options, with 'CAT2 - Time Entry Sheet' highlighted in red. A yellow callout box points to this item with the text: "Click on either on CAT2 - Time Entry Sheet or Employee List by Cost Center". Below the sidebar is a table with the following data:

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.

Once you have all your funding and differential information, you are ready to input the differentials into BTS. Refer to the most current reference guide on Entering Wage Type Differentials, for step-by-step instructions.

Click on CAT2 – Time Entry Sheet

REPORTING LUMP SUM DIFFERENTIALS - CONTINUED

Time Sheet: Initial Screen

Time Sheet: Initial Screen

Data Entry

Data Entry Profile: AA-HRS-1 Absence & Attendance Hours for ONE employee

Key date: 01/31/2018

Personnel Selection

Personnel Number: 801945 OMAR ROMERO

Enter the Data Entry Profile – AA-HRS-1 (Absence and Attendance Hours for One Employee) and enter the Personnel Number. The Key date could be today's date or the Specific Day when the coordinators are due.

REPORTING LUMP SUM DIFFERENTIAL 6

Time Sheet: Data Entry View

Time Sheet: Data Entry View

Person ID: 801945 Cost Center: 1123401 Fund: 010-0000 Functional Area: 1110-1000-13027 Perc...: 100.00

Job: 11100731 ELEM TCHR / ELEM Personn... Assignment: 801945 ELEMENTARY TEACHER / 11100

Assignment Hrs.: 6.00 978408 ELEMENTARY TEACHER / 11100

W/S rule: 1CA06JBB TM status: 9

Payroll area: CE Personnel area: 2UTK Pers. subarea: CSXX EE group: A EE subgroup: R1 Average Benefit Hours: 0.00

DWS: 6 6 6 6 OFF OFF 6 6 6 6 6 6 OFF OFF 6 6 6

Personnel Number: 801945 OMAR ROMERO Cost Ctr: 1123401 WONDERFUL ES

Data Entry Period: 01/16/2018 - 01/31/2018 Week: 03.2018

Data Entry Area																	Rec. Cctr	RecFund	Rec.FuncAr				
LT	A/...	W...	MU	P...	01/16	01/17	01/18	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26	01/27	01/28	01/29	01/30	01/31			
		H			6	6	6	6	0	0	6	6	6	6	6	0	0	6	6				
		H			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
		1311	%																	100	1123401	010-0000	1110-2100-13027

This is an example of how to enter the reporting information on the BTS time sheet for a teacher being paid a lump sum differential for testing (wage type 1311). Notice that you are using a Wage Type and Measure Unit to report lump sum differentials. In this example, the Wage Type is 1311 and the Measure Unit is %. This information is obtained from the Time Reporting Instructions for Lump Sum Payment of Differentials document. Percentage amount is entered on January 31st and/or June 30th of the current school year. In this example, the percentage amount is 100. Enter the funding information and press save. In this example, the Receiver cost center is 1123401, the Receiver Fund is 010-0000, and the Receiver Functional Area is 1110-2100-13027.

In elementary level, we have coordinatorships reported twice per school year once in the Fall the last day of January and Spring semester which is reported the last day in June. Timer reporter need to report the coordinatorships for the Spring Semester before leaving for the summer vacation.

In Secondary level, we have Coordinatorships paid in the Fall, Spring and at the end of each sports season, which are Fall, winter and Spring. My suggestion for Secondary level time reporters is to work closely with your Principal and the Athletics director and get the information for the sports season for the school year so the time reporter will know when to

report the coordinators at the end of each sport season.

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. Go to oelausd.org. Click on the Employee Resources Tab, then click on Just-In-Time Training and scroll down to payroll.