



This module provides information on the Employee List By Cost Center Report available in BTS.

# Employee List by Cost Center Selection Screen

The screenshot displays a web application interface. At the top, there is a navigation bar with tabs for 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-navigation bar for 'Time Keeper'. The main content area is titled 'Upcoming TimeEntry Cut-Off Dates' and contains 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

Below the table, there is a note: 'For a complete schedule, please click on Payroll Schedule on the left side navigation bar from the Time Reporting or Time Approver tabs.'

The left side navigation bar includes a 'Detailed Navigation' section with a list of items. The item 'ZTMEMPLIST - Employee List by Cost' is highlighted with a red box.

From the detailed navigation click on ZTMEMPLIST – Employee list by cost center and the employee list by cost center is a report that lists all employees currently at your cost center.

## EMPLOYEE LIST BY COST CENTER SELECTION SCREEN

The screenshot shows a software interface titled "Employee list by Cost center". At the top, there is a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area contains several sections:

- Period:** Reporting Period dropdown set to "Other Period", with date fields for "09/01/2017" and "09/30/2017".
- Selection Criteria:** A list of fields including Person ID, Personnel Number, Employment Status (set to "3"), Personnel area, Personnel subarea, Employee group, Employee subgroup, Payroll area, and Cost Center (set to "1123401"). A yellow callout box with a red "2" points to the Payroll area field, containing the text "Choose a pay area or leave blank for all employees".
- Cost Distribution Selection Criteria:** Two checkboxes for "ITT1018 Distribution" and "ITT0027 Distribution", both unchecked.
- File Details:** Radio buttons for "ALV Display" (selected) and "Download to file". Below, radio buttons for "Application Server" (selected) and "Presentation Server". The "Output File Name" field contains the path "/interfaces/DR5/HR/outbound/ZHRAR0008/work/ZHRAR...".

Four red circles with numbers 1, 2, 3, and 4 are placed on the screen. Callout boxes with yellow backgrounds and black text provide instructions:

- Callout 1: "Defaults to your Cost Center" (points to the Cost Center field).
- Callout 2: "Choose a pay area or leave blank for all employees" (points to the Payroll area field).
- Callout 3: "Click the green arrow if you have more than one Cost Center" (points to a green arrow icon next to the Cost Center field).
- Callout 4: A green arrow icon (points to the execute icon in the toolbar).

This is a sample of the selection screen. The required selection criteria for this report are the reporting period and the cost center. Enter a specific reporting period or select "today" for current reporting period. You have the option to select a pay area (CE, CL, SM) or leave the payroll area blank for all employees at your location. The cost center defaults to your cost center. If there is more than one cost center, click on the green box under the yellow arrow to the right of the cost center. Choose the desired cost center from the drop down list and click on the execute icon.

## 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	PA	Job No	Job Text	DWHrs	WS Rule	PA
588812	9	588812	BRANDA, BENERANDA	1123401	CE	24102680	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	1BX
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	1BX
433114	9	433114	BIGLER, LILIANA	1123401	SM	24102500	SCH ADMINISTRATIVE ASSIST	8.00	1E 08JBB	1SXX

Double Click on a Name  
 to leap to the CAT2 –  
 Time Sheet: Initial Screen

The default view displays records in numerical order by Person ID. Each of the columns can be sorted in ascending or descending order by clicking on the appropriate button on the menu bar. The Employee List by Cost Center provides information on each employee, such as the person ID, personnel number, first and last name, cost center, pay area, job number, job text, daily working hours, and work schedule rule. The time reporter can use this report to determine eligibility for time anticipation, as well as to report time for employees. To access a time sheet, double click on an employee record and you will leap to the CAT2 Time Sheet: Initial Screen for that employee.

## EMPLOYEE LIST BY COST CENTER REPORT INITIAL SCREEN

**Time Sheet: Initial Screen**

Time Sheet Edit Goto System Help

Click Enter Time

Data Entry

Data Entry Profile  AA-HRS-1

Personnel Selection

Personnel Number 688889 Joseph Martin

As you can see, the employee's information is populated in the initial screen. The key date defaults to the current date. Click on the Enter Times button to proceed to the employee's time sheet.

**Time Sheet: Data Entry View**

Time Sheet: Data Entry View

Click Save

Person ID: 688889  
 Job: 24102828 OFFICE TECH / Of  
 Assignment Hrs: 8.00  
 W/S rule: 1E\_08JBB TM status: 9  
 Payroll area: SM Personnel area: 1DXX Pers. subarea: ESXX EE group: C EE subgroup: R1 Average Benefit Hours: 0.00  
 DWS: 8 OFF OFF 8 8 8 8 8 OFF OFF 8 8 8 8 8  
 Personnel Number: 688889 JOSEPH MARTIN Cost Ctr: 1123401 Wonderful ES  
 Data Entry Period: 09/01/2017 - 09/15/2017 Week: 35, 2017

LT	A	W...	MU	P..	09/01	09/02	09/03	09/04	09/05	09/06	09/07	09/08	09/09	09/10	09/11	09/12	09/13	09/14	09/15	Rec. Cctr	RecFund	Rec.FuncAr
		H			0	0	0	0	8	8	8	8	0	0	0	8	8	8	8			
		H			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
		PN		H	6																	

Enter Time

At the time sheet, enter time as needed, then click on the save Icon.

## EMPLOYEE LIST BY COST CENTER REPORT



### Employee List by Cost center

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**You will be back at the  
 Employee List By Cost  
 Center. Click twice on the  
 next employee.**

Person ID	TMS	Pers. No	Lastname Firstname	CostCtr	PAre		DWHrs	WS Rule	PA
588812	9	588812	BRANDA, BENERANDA	1123401	CE		6.00	1CA06JBB	2UTK
633751	1	633751	STONE, JESSICA	1123401	SM	2402680	3.00	1CAPTJBB	1DXX
688889	9	688889	JOSEPH MARTIN	1123401	SM	24102828	8.00	1E_08JBB	1DXX
722211	1	722211	BRAVO, MIREYA	1123401	SM	21104571	6.00	1CAPTJBB	1BXX
470224	1	470224	SALDANA, FRANCOISE	1123401	CE	1910076	3.00	1CA03JBB	2UTK
636488	9	636488	GAGLIONE, CLAUDIA	1123401	CE	11100740	6.00	1CA06JBB	2UTK
612821	1	612821	ZAMUDIO, BERNITA	1123401	SM	22204391	6.50	1CAPTJBB	1CXX
795817	9	795817	CRUZ, FERMIN	1123401	SM	22104054	8.00	GA_08	1CXX
512326	9	512326	DURAN, SOYLA	1123401	CE	13100650	8.00	1E 08JBB	2MSX
756655	1	756655	SANCHEZ, MONICA	1123401	SM	29208447	3.75	GX_PT	3GXX
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433114	9	433114	BIGLER, LILIANA	1123401	SM	24102500	8.00	1E 08JBB	1SXX

After the record is saved, the system returns you to the Employee List by Cost Center. Click twice on the next employee and repeat the previous steps.

## 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](https://oelausd.org). Click on the Employee Resources Tab, then click on Just-In-Time Training and scroll down to payroll.