



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE:	Time Reporting Instructions For Lump Sum Payment of Differentials	ROUTING All Schools and Offices Administrators Time Reporters Fiscal Specialists
NUMBER:	REF-1802.9	
ISSUER:	V. Luis Buendia, Interim Controller Accounting and Disbursements Division	
DATE:	February 13, 2013	
PURPOSE:	The purpose of this Reference Guide is to provide information to administrators, time-reporting personnel, and affected employees, on time entry instructions for lump sum payment of differentials. Such differentials are calculated on a seasonal or semestral basis, and payment will be made in a lump sum amount following the end of the semester or season.	
MAJOR CHANGES:	<p>This revision replaces and supersedes Reference Guide No. REF-1802.8 issued on January 22, 2013. It has been revised to reflect the updated information to the Master List of Differentials for Chemical Safety Coordinator.</p> <p>The allocation of activity assignment resources to Per Pupil school sites is included in the Per Pupil Funding Model.</p>	
INSTRUCTIONS:	<p>I. TIME ENTRY INSTRUCTIONS</p> <p>For time entry instructions, please see the Job Aid <i>Entering Wage Type Differentials</i>, dated March 18, 2011 (Attachment B).</p> <p>II. PAYROLL DEDUCTIONS</p> <p>Withholding for income taxes on these lump sum payments will be at the same rate as the regular salary payment which is based on the withholding allowances of the employee. These payments are subject to State Teachers' Retirement System deductions.</p> <p>III. TIME ENTRY CUTOFF DATES</p> <p>The column 'SAP Reporting Period' on the MASTER LIST OF DIFFERENTIALS at the end of this document indicates the pay period or month when lump sum differentials are to be reported. Below are the cutoff dates for time entry.</p>	



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A. January 2013

Time entry for January 2013 closes at end of the CE (certificated) 07-2013 pay period, January 25, 2013. Payday is Tuesday, February 5, 2013.

B. March 2013

Time entry for March 2013 closes at end of the CE (certificated) 09-2013 pay period, March 22, 2013. Payday is Friday, April 5, 2013.

C. June 2013

Time entry for June 2013 closes at end of the CE (certificated) 12-2013 pay period, June 24, 2013. Payday is Friday, July 5, 2013.

D. November 2013

Time entry for November 2013 closes at end of the CE (certificated) 05-2014 pay period, November 20, 2013. Payday is Thursday, December 5, 2013.

**RELATED
RESOURCES:**

Bulletin BUL-3856.4, "Guidelines for Supplemental Assignment Differentials," dated September 24, 2012.

ASSISTANCE:

For assistance with:

- Assignment questions, please call your HR Specialist.
- Time entry, please call the Service Center at, 213-241-6670 and open a service ticket.
- Funding questions, please call your Fiscal Specialist.



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MASTER LIST OF DIFFERENTIALS REQUIRING TIME ENTRY

Unless otherwise noted, if one employee is to receive the entire differential, report 100%. If two employees share an assignment, or if the differential is funded from two sources, the 100% should be allocated proportionately to the nearest whole percent.

Wage Type	Job Code	Prior Class Codes	Prior Class Titles	Rate Per Semester	Functional Area	SAP Reporting Period
1308	DIFF, SPECIALIST SCHOOL NURSE	0908	DIFF, SPECIALIST SCHOOL NURSE	\$297	0000-3140-11517	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT	0902 0909	DIFF, SPECIALIST TCHR, Z	\$637	4110-1000-11040	Jan, June
			COORDINATING ASSMT, SEM			
			Alternative Schools	\$637	3100-2100-11052	Jan, June
			Chemical Safety@	\$637	1110-1000-10156	Jan, June
			Magnet	\$637	3100-2100-11301	Jan, June
			Specially Funded Program@:			
			EIA/LEP	\$637	4760-1000-7S536	Jan, June
			TITLE 1	\$637	1110-1000-7S046	Jan, June
			EIA/EDY	\$637	1110-1000-7V462	Jan, June
			Testing@	\$637	1110-1000-11192	Jan, June
Tutorial@	\$637	1110-2100-11824	Jan, June			
Tutorial (Special Education)@	\$637	5750-2700-12315	Jan, June			
1311	DIFF, CRD,HLTH EDUC PROG (HEP) RATE 2	0910	DIFF, COORDINATING ASSMT	\$637	3100-2100-11301	Jan, June
			Discontinued per MEM-4842.0 ****			3100-2100-11052
1386	RATE 2	0917	DIFF, LIBRARY MEDIA TEACHER	\$500	1110-1000-11034&	Jan, June
1393	DIFF, CRD, EEC, HEAD TCH, 4-HR	0928	DIFF, CRD, EEC HEAD TCH, 4 HR	\$424	0001-1000-17597*	Jan, June
1393	DIFF, CRD, EEC, HEAD TCH, 4-HR	0928	DIFF, CRD, EEC HEAD TCH, 4 HR, C Basis	\$424	0001-1000-17579*	Jan, June
1394	DIFF, ACTIVITY, RATE 1	0929 0987	DIFF, ACTIVITY, RATE 1	\$973	1110-4000-11047% 0000-1000-13027#	Jan, June
			DIFF, DRILL TEAM SPN	\$973	1110-4000-11047% 0000-1000-13027#	Jan, Jun
1397	DIFF, CRD, EEC, HEAD TCH, 8-HR	0932	DIFF, CRD, EEC HEAD TCH, 8 HR	\$848	0001-1000-17597*	Jan, June
1397	DIFF, CRD, EEC, HEAD TCH, 8-HR	0932	DIFF, CRD, EEC HEAD TCH, 8 HR, C Basis	\$848	0001-1000-17579*	Jan, June
1397	DIFF, CRD, EEC, HEAD TCH, 8-HR	0932	DIFF, CRD, EEC HEAD TCH, 8 HR, C Basis	\$848	8500-1000-7A456*	Jan, June
1401	DIFF, ACTIVITY, RATE 2	0930 0937	DIFF, ACTIVITY, RATE 2	\$1,283	1110-4000-11047% 0000-1000-13027#	Jan, June
			DIFF, ATHLETIC, RATE 2	\$1,283	1110-4000-11081	Nov, Mar, June
1402	DIFF, ACTIVITY, RATE 3	0931 0938	DIFF, ATHLETIC, RATE 3	\$1,691	1110-4000-11047% 0000-1000-13027#	Jan, June
			DIFF, ATHLETIC, RATE 3	\$1,691	1110-4000-11081	Nov, Mar, June



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Wage Type	Job Code	Prior Class Codes	Prior Class Titles	Rate Per Semester	Functional Area	SAP Reporting Period
1403	DIFF, ACTIVITY, RATE 4	0933	DIFF, ACTIVITY, RATE 4	\$2,102	1110-4000-11047%	Jan, June
		0934	DIFF, SCHL ATHL COORD, ASST DIR ***	\$2,102	1110-4000-11081	Jan, June
		0939	DIFF, ATHLETIC RATE 4	\$2,102	1110-4000-11081	Nov, Mar, June
1404	DIFF, ACTIVITY, RATE 5	0940	DIFF, ATHLETIC, RATE 5	\$2,311	1110-4000-11081	Nov, Mar, June
		0977	DIFF, ACTIVITY, RATE 5	\$2,311	1110-4000-11047% 0000-1000-13027#	Jan, June
1407	DIFF, ACTIVITY, RATE 6	0941	DIFF, ATHLETIC, RATE 6	\$2,512	1110-4000-11081	Nov, Mar, June
		0944	DIFF, ACTIVITY, RATE 6	\$2,512	1110-4000-11047% 0000-1000-13027#	Jan, June
1410	DIFF, ACTIVITY, RATE 7	0925	DIFF, ATHLETIC, RATE 7	\$2,811	1110-4000-11081	Nov, Mar, June
		0935	DIFF, SCHL ATHLETIC COORD, DIR ***	\$2,811	1110-4000-11081	Jan, June
		0979	DIFF, ACTIVITY, RATE 7	\$2,811	1110-4000-11047% 0000-1000-13027#	Jan, June
			Stipend, ACADEMIC DECATHLON COACHING	\$2,811^	1110-4000-10108	Jan, June
1423	STIPEND, MENTOR PRINCIPAL, RATE 1	8809	Stipend, MENTOR PRINCIPAL, RATE 1	\$2,040	*	Jan, June
1424	STIPEND, MENTOR PRINCIPAL, RATE 2	8810	Stipend, MENTOR PRINCIPAL, RATE 2	\$3,060	*	Jan, June
1501	ADVANCED PLACEMENT	0936	ADVANCED PLACEMENT	**	*	Jan, June

* Other programs designated by school.

** Regular hourly rate for time actually served.

*** If one employee is to receive the entire Year-Round Coordinating Assignment or the Year-Round School Athletics Coordinator/Assistant Coordinator for the semester, report 120%. Refer to "Guidelines for Supplemental Assignment Differentials," Bulletin 3856.4 dated September 24, 2012 for more information.

**** Discontinued per Memorandum MEM-4842.0 Elimination of Health Education Programs (HEP) Coordinators Stipend at Elementary Schools and Title IV- Tobacco Use Prevention Education (TUPE) Coordinators Stipend at Middle Schools for 2009-2010

@ May be reported only if funded from local school budget.

& District-funded Teacher Librarians in program 11034 only.

^ Schools participating in the Academic Decathlon are provided a one-time allocation of \$2,811 coaching stipend. The Principal has discretion to allow a one-time payment of the stipend or to split the stipend to provide half the amount at the end of each semester.

Functional Area to be used by Per Pupil school sites for various activity differentials.

% Program 1047-Supplemental Teacher Assignment-Academic is included in School Community Budgeting, therefore allowing schools flexibility in the use of funds allocated to this program. As such, school may pay this differential in this or another school-determined program.

Please note: Employees who qualify for differentials through Teacher Support Programs (NBC, PAR Consulting, CSMP, etc.) and/or Bilingual Master Plan differentials are entered centrally in the reporting periods of January and June.