



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE**

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**TITLE:** Time Reporting Instructions for Lump Sum Payment of Differentials

**NUMBER:** REF-1802.16

**ISSUER:** V. Luis Buendia, Controller  
Accounting and Disbursements Division

**DATE:** January 6, 2020

**ROUTING**  
All Schools and Offices  
Administrators  
Time Reporters  
Time Approvers

**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 paid on a semestral or seasonal basis. Payment will be made in a lump sum amount following the end of the semester or season.

**MAJOR CHANGES:** This revision replaces and supersedes REF-1802.15 issued on January 24, 2019. It has been revised to reflect the pay dates and rates for the 2019-2020 school year.

**INSTRUCTIONS: I. TIME ENTRY CUTOFF DATES**

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.

**A. January 2020**

Certificated time entries for January 1, 2020 through January 31, 2020 are due on January 28, 2020. Payday is Wednesday, February 5, 2020.

**B. March 2020**

Certificated time entries for March 1, 2020 through March 31, 2020 are due on March 26, 2020. Payday is Friday, April 3, 2020.

**C. June 2020**

Certificated time entries for June 1, 2020 through June 30, 2020 are due on June 23, 2020. Payday is Thursday, July 2, 2020.

**D. November 2020**

Certificated time entries for November 1, 2020 through November 30, 2020 are due on November 20, 2020. Payday is Friday, December 4, 2020.



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## II. TIME ENTRY INSTRUCTIONS

For time entry instructions, please see the Job Aid *Entering Wage Type Differentials*, dated November 1, 2019 (Attachment A).

## III. PAYROLL DEDUCTIONS

Withholding for income taxes on these lump sum payments will be determined using the same withholding schedule as the regular salary payment based on the withholding allowances of the employee. These payments are subject to California State Teachers' Retirement System deductions.

### ASSISTANCE:

For assistance with:

- Assignment questions, please call your Personnel Specialist
- Funding questions, please call your Fiscal Specialist
- Time entry, please call Payroll Customer Services at (213) 241-2570



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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 Code	Prior Class Title	Rate Per Semester	Functional Area	SAP Reporting Period
1308	DIFF, COORDINATING ASSIGNMENT RATE 1	0908	DIFF, SPECIALIST SCHOOL NURSE	\$297	0000-3140-11517	Jan, June
1310	DIFF, GATE COORDINATOR	N/A	EFFECTIVE – JANUARY 2016	\$637	(a)	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	COORDINATING ASSMT, SEM Alternative Schools	\$637	3100-2100-11052	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	CHEMICAL SAFETY (g)	\$637	1110-1000-10156	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	MAGNET	\$637	3100-2100-11301	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	TSP (e)	\$637	1110-2100-10552	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	TSP (e)	\$637	1110-2100-10397	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	TITLE 1 (e)	\$637	1110-2100-7S046	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	TESTING (h)	\$637	1110-1000-13027	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	TESTING, OPTIONS & SPEC. ED. SCHS	\$637	1110-1000-11192	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0909	TUTORIAL (e)	\$637	1110-1000-13027	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0910	DIFF, COORDINATING ASSMT	\$637	3100-2100-11301	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0910	PROPOSITION 39 CO-LOCATION SITE COORDINATOR (OUT-OF-CLASS CERT)	\$637	0000-2100-13027	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT RATE 2	0910	PROPOSITION 39 CO-LOCATION SITE (CERTIFICATED TEACHER)	\$637	1110-1000-13027	Jan, June
1311	DIFF, CRD, HLTH EDUC PROG (HEP) RATE 2	N/A	DISCONTINUED PER MEM-4842.0 (d)	N/A	N/A	N/A
1386	DIFF, LIBRARY MEDIA TEACHER	0917	DIFF, LIBRARY MEDIA TEACHER	\$500	1110-2420-10989	Jan, June
1386	DIFF, LIBRARY MEDIA TEACHER	0917	DIFF, LIBRARY MEDIA TEACHER	\$500	1110-2420-10552	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	DIFF, ACTIVITY, RATE 1	\$973	1110-1000-13027	Jan, June
1394	DIFF, ACTIVITY, RATE 1	0987	DIFF, DRILL TEAM SPN	\$973	1110-1000-13027	Jan, June
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	8500-1000-17727	Jan, June
1397	DIFF, CRD, 8-HR	0790	INCLUSION FACILITATOR (SPED)	\$848	5770-1120-12002	Jan, June
1401	DIFF, ACTIVITY, RATE 2	0930	DIFF, ACTIVITY, RATE 2	\$1,283	1110-1000-13027	Jan, June



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Wage Type	Job Code	Prior Class Code	Prior Class Title	Rate Per Semester	Functional Area	SAP Reporting Period
1401	DIFF, ACTIVITY, RATE 2	0937	DIFF, ATHLETIC, RATE 2	\$1,283	1110-4000-13027	Nov, Feb, May
1402	DIFF, ACTIVITY, RATE 3	0931	DIFF, ACTIVITY, RATE 3	\$1,691	1110-1000-13027	Jan, June
1402	DIFF, ACTIVITY, RATE 3	0938	DIFF, ATHLETIC, RATE 3	\$1,691	1110-4000-13027	Nov, Feb, May
1403	DIFF, ACTIVITY, RATE 4	0933	DIFF, ACTIVITY, RATE 4	\$2,102	1110-1000-13027	Jan, June
1403	DIFF, ACTIVITY, RATE 4	0934	DIFF, SCHL ATHL COORD, ASST DIR (c)	\$2,102	1110-4000-13027	Jan, June
1403	DIFF, ACTIVITY, RATE 4	0939	DIFF, ATHLETIC, RATE 4	\$2,102	1110-4000-13027	Nov, Feb, May
1404	DIFF, ACTIVITY, RATE 5	0933	STIPEND, ACADEMIC DECATHLON COACHING	\$2,311(f)	1110-4000-10108	June
1404	DIFF, ACTIVITY, RATE 5	0940	DIFF, ATHLETIC, RATE 5	\$2,311	1110-4000-13027	Nov, Feb, May
1404	DIFF, ACTIVITY, RATE 5	0977	DIFF, ACTIVITY, RATE 5	\$2,311	1110-1000-13027	Jan, June
1407	DIFF, ACTIVITY, RATE 6	0941	DIFF, ATHLETIC, RATE 6	\$2,512	1110-4000-13027	Nov, Feb, May
1407	DIFF, ACTIVITY, RATE 6	0944	DIFF, ACTIVITY, RATE 6	\$2,512	1110-1000-13027	Jan, June
1410	DIFF, ACTIVITY, RATE 7	0925	DIFF, ATHLETIC, RATE 7	\$2,811	1110-4000-13027	Nov, Feb, May
1410	DIFF, ACTIVITY, RATE 7	0935	DIFF, SCHL ATHLETIC COORD, DIR (c)	\$2,811	1110-4000-13027	Jan, June
1410	DIFF, ACTIVITY, RATE 7	0979	DIFF, ACTIVITY, RATE 7	\$2,811	1110-1000-13027	Jan, June
1410	DIFF, ACTIVITY, RATE 7	0979	STIPEND, ACADEMIC DECATHLON COACHING	\$2,811(f)	1110-4000-10108	Jan
1423	STIPEND, MENTOR PRINCIPAL, RATE 1	8809	STIPEND, MENTOR PRINCIPAL, RATE 1	\$2,040	(a)	Jan, June
1424	STIPEND, MENTOR PRINCIPAL, RATE 2	8810	STIPEND, MENTOR PRINCIPAL, RATE 2	\$3,060	(a)	Jan, June
1501	ADVANCED PLACEMENT	0936	ADVANCED PLACEMENT	(b)	(a)	Jan, June

- a. Funding is determined by school
- b. Regular hourly rate for time actually served
- c. If one employee is to receive the entire Year-Round Coordinating Assignment on the Year-Round School Athletics Coordinator/Assistant Coordinator for the semester, report 120%. Refer to "Guidelines for Supplemental Assignment Differentials," Bulletin 3856.5 dated May 15, 2013 for more information
- d. 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
- e. May be reported only if funded from local school budget
- f. Schools participating in the Academic Decathlon are provided a coaching stipend. Coaching support stipend allocations will be at Rate 7 (\$2,811) for fall and Rate 5 (\$2,311) for spring
- g. Requires written approval from the Office of Environmental Health and Safety. OEHS will issue a payment authorization letter to the SAA/designee when payment is approved
- h. Regular Schools

*Differentials through Teacher Support Programs (NBC, PAR Consulting, etc.) and/or Bilingual Master Plan differential are time reported centrally for the reporting periods of January and June*