

Teachers and Instructional Aides generally receive their pay on a 10-month or 11-month pay cycle.

If a district provides a Summer School session, there are options for paying Summer School employees outside of their designated primary pay cycle.

Pay these employees using a 12-month Pay Cycle such as 1VAR-Certificated Various or 2VAR-Classified Various using one of the Options from the examples below.

OPTION 1

HR/Payroll – Employment – Employee Management – Addon Tab

- Select which Addon to use.
 - Use existing Addons already setup for certificated or classified daily or hourly time and input a **12-month Pay Cycle**; or
 - Create an Addon specifically for summer school.
- Attach the existing or Summer School Addon to employees working the session.

OPTION 2

***HR/Payroll – Employment – Additional Pay
(input data directly into Additional Pay)***

- Add summer school employees into the Additional Pay-Batch Info Tab screen with a **12-month Pay Cycle** (not the employees' 10-month or 11-month primary pay cycle).
- Setup the employees' applicable Addons and Budget accounts in advance to reduce the amount of data entry necessary in June, July, or August.

OPTION 3

***HR/Payroll – Employment – Additional Pay
(using a spreadsheet to import data)***

- Create an Additional Pay spreadsheet for the summer school time. Use the template provided by Escape. Use a **12-month Pay Cycle** (not the employees' 10-month or 11-month primary pay cycle).
- Test the spreadsheet format by importing a small amount of data into the Additional Pay activity.
- Populate the spreadsheet with each summer school employee's information including Addons and Budget accounts in advance to minimize data entry in June, July, or August.
- In June, July, or August input time units for each employee into the already prepared spreadsheet.
- Import the completed spreadsheet into the Additional Pay activity.

Example

Pay Cycle in Additional Pay/Batch Info Tab must be a 12-month Pay Cycle when manually inputting or importing employee data

(Verify correct Fiscal Year, Pay Date, and Pay Cycle before inputting or importing data)

The screenshot shows the 'Additional Pay Entry Batch # 1392167, Status: Posted' window. The 'Batch Information' tab is active, showing the following details:

1 - Batch information	
Fiscal Year	2018 (2017/2018)
Pay Date	7/31/2017
Location	
Submitted By	7/20/2017 8:37:39 AM
Description	July Summer School
File Name	
Note	
Default Effective Date	

The 'Posting Information' tab is also visible, showing:

2 - Posting information	
Primary Pay Cycle?	No
Pay Cycle	ZVAR (Classified Various)
Pay Period	1 (Paid 07/31/17 (Closed))
Status Message	Posted 158 additional batch pay items.
Posted	7/24/2017 10:30:12 AM
Posted By	33PEREZP
Locked Count	156

Example

Additional Pay Batch import results

The screenshot shows the 'Additional Pay Entry Batch # 1392167, Status: Posted' window with a detailed table of employee data. The table includes columns for Employee, AI, Add On Code, Units, Effective Dat, Rate 1, Description, Dys Wrkd, FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMMM-UU, Type, PC, Salary Sched, Sched cell, Rate 2, Job Category, and Job Class.

Employee	AI	Add On Code	Units	Effective Dat	Rate 1	Description	Dys Wrkd	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMMM-UU	Type	PC	Salary Sched	Sched cell	Rate 2	Job Category	Job Class
		CL-XHOUR {	29.0000	7/31/2017	23.9100	July Summer		01-0723-0-0000-3600-2200-900-1645-0000	H				1.0000		
		VCPAYOFF	9.8700	7/31/2017	23.9100	Summer Sch		01-0723-0-0000-3600-2200-900-1645-0000					1.0000		
		CL-XHOUR {	42.0000	7/31/2017	23.9100	July Summer		01-0723-0-0000-3600-2200-900-1645-0000	H				1.0000		
		VCPAYOFF	12.4400	7/31/2017	23.9100	Summer Sch		01-0723-0-0000-3600-2200-900-1645-0000					1.0000		
		CL-XHOUR	45.0000	7/31/2017	27.0500	July Summer		13-5330-0-0000-3700-2200-900-1645-0000	H				1.0000		
		VCPAYOFF	8.4200	7/31/2017	27.0500	Summer Sch		13-5330-0-0000-3700-2200-900-1645-0000					1.0000		
		CL-HOURLY	36.0000	7/31/2017	19.1500	July Summer		13-5330-0-0000-3700-2200-900-1645-0000	H		CLAS	09/E	1.0000		
		VCPAYOFF	6.7400	7/31/2017	19.1500	Summer Sch		13-5330-0-0000-3700-2200-900-1645-0000					1.0000		
		CL-XHOUR	23.7500	7/31/2017	21.6900	July Summer		01-0723-0-0000-3600-2200-900-1645-0000	H				1.0000		
		VCPAYOFF	4.0000	7/31/2017	21.6900	Summer Sch		01-0723-0-0000-3600-2200-900-1645-0000					1.0000		
		CL-HOURLY	22.5000	7/31/2017	19.1800	July Summer		01-3310-0-5750-1110-2120-900-1645-0000	H		CLAS	15/B	1.0000		
		VCPAYOFF	4.4000	7/31/2017	19.1800	Summer Sch		01-3310-0-5750-1110-2120-900-1645-0000					1.0000		
		CL-XHOUR	22.5000	7/31/2017	19.1800	July Summer		01-3310-0-5750-1110-2120-900-1645-0000	H				1.0000		

Example

Certificated Summer School Addon

All Orgs HR / Payroll - Setup - Payroll - Addons Tools

Search List Form

Delete Prev Next Save/Close Cancel

Pay Addon Table History

Addons

1 - Addons

Org	Ⓜ	
Addon Id	Ⓜ	SUMM SCH
Description		Summer School Certificated
Earnings Table	Ⓜ	REGULAR (Regular)
Description on Check		Summer School
Group Code		S (Stipends)
Date From	Ⓜ	7/1/2016
Date Through		
Note		

2 - Retirement Information

Default Retirement Plan	Ⓜ	STRS
Pre 2013 STRS Contribution Code	Ⓜ	1 (Normal, current cont)
Pre 2013 STRS Pay Rate Code	Ⓜ	4 (Hourly)
Pre 2013 STRS Assignment code	Ⓜ	55 (Part-time Employees)
STRS Contribution Code	Ⓜ	1 (Normal, current cont)
STRS Pay Rate Code	Ⓜ	4 (Hourly)
STRS Assignment code	Ⓜ	55 (Part-time Employees)
STRS Days Per Year	Ⓜ	185.00
STRS Hours Per Day	Ⓜ	7.25
Pre 2013 PERS Contribution Code	Ⓜ	11 (Normal/Current Tax Deferred)
Pre 2013 PERS Pay Rate Code	Ⓜ	4 (Hourly)
PERS Contribution Code	Ⓜ	11 (Normal/Current Tax Deferred)
PERS Pay Rate Code	Ⓜ	4 (Hourly)
PERS Days Per Year	Ⓜ	0.00
PERS Hours Per Day	Ⓜ	0.00
PERS Special Comp Category	Ⓜ	
PERS Special Comp Type	Ⓜ	

3 - W2 and Account Numbers

W2 Box		
W2 Category		
Object 1	Ⓜ	
Object 2	Ⓜ	
Account Num/Mask	Ⓜ	
Account Required	Ⓜ	No

Calculation and Other Information

4 - Calculation

Sequence	Ⓜ	50
Rate 1 Amount	Ⓜ	0.0000
Rate 1 Option	Ⓜ	H (Use an hourly rate)
Rate 2 Amount	Ⓜ	1.0000
Rate 2 Option	Ⓜ	{Rate2Amt is open for editing}
Rate 2 %	Ⓜ	{Rate 2 represents just a simple factor to multiply rate 1 by}
Rate 2 Compound Pcts	Ⓜ	No
Units Amount	Ⓜ	0.0000
Units Option	Ⓜ	A (Automatic Adjustment will be generated)
Salary Schedule	Ⓜ	CERT HR (CERT HOURLY)
Sched Cell	Ⓜ	? / ? {Emp setup requires valid value}
Use Position	Ⓜ	No
Dues Group	Ⓜ	
Days/Year	Ⓜ	0.00
Hours/Day	Ⓜ	0.00
Set Adjusted Rate	Ⓜ	No
Use Adjusted Rate	Ⓜ	No
Set Rate Option	Ⓜ	{Does not affect the position pay rates}
Use Compound Rate	Ⓜ	No
Use Rate Option	Ⓜ	0 (Existing payroll calculation)
Affect Position Pay	Ⓜ	No
Affect Base Pay	Ⓜ	No
Prorate on FTE	Ⓜ	No
Charge Benefits	Ⓜ	No

5 - Other Addon Information

Print on Timesheet		No
Portal Timesheet Style	Ⓜ	0 (Do not show)
Print On Contract	Ⓜ	Yes
Include in Budget	Ⓜ	No
Pay Cycle	Ⓜ	1VAR (Certificated Various)
Job Category	Ⓜ	
Job Class	Ⓜ	
Job Class Required	Ⓜ	No
Affect ACA Hours	Ⓜ	Yes
Number of ACA Hours	Ⓜ	0.00
Affect Seniority	Ⓜ	No
Affect Leaves	Ⓜ	No

6 - Active Months

7 - History