



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

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

**NUMBER:** REF-1802.13

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

**DATE:** January 9, 2017

**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. Payment will be made in a lump sum amount following the end of the semester or season.

**MAJOR CHANGES:** This revision replaces and supersedes Reference Guide No. REF-1802.12 issued on January 20, 2016. It has been revised to reflect the pay dates and rates for the 2016 – 2017 school year.

**ROUTING**  
All Schools and Offices  
Administrators  
Time Reporters  
Fiscal Specialists

**INSTRUCTIONS: I. TIME ENTRY CUT-OFF 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 2017**

Certificated time entries for January 1, 2017 through January 31, 2017 are due on January 25, 2017. Payday is Friday, February 3, 2017.

**B. March 2017**

Certificated time entries for March 1, 2017 through March 31, 2017 are due on March 27, 2017. Payday is Wednesday, April 5, 2017.

**C. June 2017**

Certificated time entries for June 1, 2017 through June 30, 2017 are due on June 23, 2017. Payday is Wednesday, July 5, 2017.



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### **D. November 2017**

Certificated time entries for November 1, 2017 through November 30, 2017 are due on November 17, 2017. Payday is Tuesday, December 5, 2017.

### **II. TIME ENTRY INSTRUCTIONS**

For time entry instructions, please see the Job Aid *Entering Wage Type Differentials*, dated December 23, 2016 (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 HR 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 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	
1310	DIFF, GATE COORDINATOR	NEW	EFFECTIVE- JANUARY 2016	\$637	(a)	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 (g)	\$637	1110-1000-10156	Jan, June	
			Magnet	\$637	3100-2100-11301	Jan, June	
			TSP (e)	\$637	1110-2100-10183	Jan, June	
			TITLE 1 (e)	\$637	1110-2100-7S046	Jan, June	
			Testing (e)	\$637	1110-1000-13027	Jan, June	
			Testing, Options & Spec. Ed. Schs.	\$637	1110-1000-11192	Jan, June	
			Tutorial (e)	\$637	1110-1000-13027	Jan, June	
			Tutorial, Special Education (e)	\$637	5750-2700-12315	Jan, June	
			0910	DIFF, COORDINATING ASSMT	\$637	3100-2100-11301	Jan, June
			Proposition 39 Co-Location Site Coordinator (Out-of-Class Cert)	\$637	1110-1000-13027	Jan, June	
			Proposition 39 Co-Location Site Coordinator (Certificated Teacher)	\$637	1110-1000-13027	Jan, June	
DIFF, CRD, HLTH EDUC PROG (HEP) RATE 2		Discontinued per MEM-4842.0 (d)					
1386	RATE 2	0917	DIFF, LIBRARY MEDIA TEACHER	\$500	0000-2420-13027	Jan, June	
			DIFF, LIBRARY MEDIA TEACHER	\$500	1110-2420-10400	Jan, June	
1393	DIFF, CRD, EEC, HEAD TCH, 4-HR	0928	DIFF, CRD, EEC HEAD TCH, 4 HR	\$424	0001-1000-17597 (a)	Jan, June	
1393	DIFF, CRD, EEC, HEAD TCH, 4-HR	0928	DIFF, CRD, EEC HEAD TCH, 4 HR, C Basis	\$424	0001-1000-17579 (a)	Jan, June	
1394	DIFF, ACTIVITY, RATE 1	0929	DIFF, ACTIVITY, RATE 1	\$973	1110-1000-13027	Jan, June	
		0987	DIFF, DRILL TEAM SPN	\$973	1110-1000-13027	Jan, Jun	
1397	DIFF, CRD, EEC, HEAD TCH, 8-HR	0932	DIFF, CRD, EEC HEAD TCH, 8 HR	\$848	0001-1000-17597 (a)	Jan, June	
1397	DIFF, CRD, EEC, HEAD TCH, 8-HR	0932	DIFF, CRD, EEC HEAD TCH, 8 HR, C Basis	\$848	0001-1000-17579 (a)	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	
1401	DIFF, ACTIVITY, RATE 2	0930	DIFF, ACTIVITY, RATE 2	\$1,283	1110-1000-13027	Jan, June	
		0937	DIFF, ATHLETIC, RATE 2	\$1,283	1110-4000-13027	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
1402	DIFF, ACTIVITY, RATE 3	0931	DIFF, ACTIVITY, RATE 3	\$1,691	1110-1000-13027	Jan, June
		0938	DIFF, ATHLETIC, RATE 3	\$1,691	1110-4000-13027	Nov, March, June
1403	DIFF, ACTIVITY, RATE 4	0933	DIFF, ACTIVITY, RATE 4	\$2,102	1110-1000-13027	Jan, June
		0934	DIFF, SCHL ATHL COORD, ASST DIR (c)	\$2,102	1110-4000-13027	Jan, June
		0939	DIFF, ATHLETIC, RATE 4	\$2,102	1110-4000-13027	Nov, Mar, June
1404	DIFF, ACTIVITY, RATE 5	0940	DIFF, ATHLETIC, RATE 5	\$2,311	1110-4000-13027	Nov, Mar, June
		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, Mar, June
		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, Mar, June
		0935	DIFF, SCHL ATHLETIC COORD, DIR (c)	\$2,811	1110-4000-13027	Jan, June
		0979	DIFF, ACTIVITY, RATE 7	\$2,811	1110-1000-13027	Jan, June
			Stipend, ACADEMIC DECATHLON COACHING	\$2,811(f)	1110-4000-10108	Jan June
1403	DIFF, ACTIVITY, RATE 4	0933	Stipend, ACADEMIC DECATHLON COAHING	\$2,102	1110-4000-10108	June
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 Other programs designated by school.
- b Regular hourly rate for time actually served
- c 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 3856.5 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 4 (\$2,102) 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 Program 11047-Supplemental Teacher Assignment-Academic schools have flexibility in the use of funds allocated to this program. As such, schools 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.*