

Classified School Employee Summer Assistance Program

The Classified School Employee Summer Assistance Program (CSESAP) provides up to a dollar for dollar match on amounts withheld from a participating local educational agency's (LEA) classified school employees' monthly paychecks during the 2019-20 school year. The classified employees' pay withheld and the state match funds will be paid by LEAs to the LEA's eligible employees in the summer months following the 2019-20 school year.

<https://www.cde.ca.gov/fg/aa/ca/csesap.asp>

SACS Resource Detail

Use **7415 Resource** when creating the revenue account and classified salary account strings.



SACS Query

PCA/Resource Detail

SACS Resource Code:	7415
SACS Title:	Classified School Employee Summer Assistance Program
Friendly Title:	Classified School Employee Summer Assistance Program (CSESAP)
SACS Revenue Object Code:	8590
PCA Number:	25478
PCA Title:	CLASSIFIED SUMMER ASST PRGRM 51/19 85 GF
CFDA Number:	
Unearned Revenue/Ending Fund Balance:	F
Allowable Indirect Cost Rate	None Allowed
Program Unit:	School Fiscal Services
Program Contact:	Derrick Andrade 916-327-5922 dandrade@cde.ca.gov
Fiscal Unit:	School Fiscal Services
Fiscal Contact:	Derrick Andrade 916-327-5922 dandrade@cde.ca.gov
Comment on PCA:	
Enabling Legislation:	EC 45500
Education Code:	
Budget Act:	SB 75 (Chapter 51,2019) Sec. 27 and 85
For use in Districts:	Yes
For use in COEs:	Yes
For use in JPAs:	No
SACS Resource Code First Effective Year:	2019
SACS Resource Code Last Effective Year:	
SACS Resource Code Date Created:	10/23/2018
Last Modification:	9/24/2019 2:22:28 PM

Notes:

- U = Unearned Revenue F = Ending Fund Balance
- NA = Not Applicable
- V = Various

Escape Setup

System Deduction Codes have been setup for Districts to add to participants. The deduction will transfer from the employee's payroll to the Liability Object Code 9530. The total amount withheld will be need to be manually refunded June 30.

Deduction Codes

CLSAP: Fixed amount

CLSAP%: % of Base

Deduct Id	From	Thru	Method	Amt/Pct	Description On Check	Liab Obj	Option	Contract
CLSAP	7/1/2019		F2 (Fixed Amt Other)	0.0000	Summer Asst Program	9530	L	Yes
CLSAP%	7/1/2019		P2 (% of Base Other)	0.0000	Summer Asst Program	9530	L	Yes

Deduction Refund

To refund the amount withheld, run the Pay34 Payroll Deduction and Contribution Detail for the deduction code, exclude all contributions.

Go to HR/Payroll – Reports – Payroll – Pay34

The screenshot shows the 'Request/Report' section of the HR/Payroll - Reports - Payroll window. The 'Request' tab is active, and a tree view shows '1 - Report' expanded. The details for the report are:

- Report Number: Pay34
- Description: Payroll Deduction and Contribution Detail
- Report Sample: Pay34

The 'Favorites' button in the toolbar is circled in red.

Create a Report Favorite to Save Time!

- Starting Pay Date: 7/1/19 {BFY}
- Ending Pay Date: 6/30/2020 {EFY}
- Deduction Id(s): CLSAP,CLSAP%
- Exclude Contribution Group(s): **ALL**
- Sort/Group 1: Employee Name (To Subtotal by employee)

Use Mnemonics in place of dates

Example Report Criteria Pay 34 – Payroll Deduction and Contribution Detail

HR / Payroll - Reports - Payroll

List Request/Report

Go Go/Export Clear Prev Next Close Favorites

Request Report

Request

1 - Report	
Report Number	Pay34
Description	Payroll Deduction and Contribution Detail
Report Sample	Pay34
Report Favorite ID	CLSAP
2 - User Options	
Fiscal Year	
Starting Pay Date	7/1/2019 {BFY}
Ending Pay Date	6/30/2020 {EFY}
Pay Schedule Type(s)	
Pay Cycle(s)	
Pay Period(s)	
Employee Id(s)	
Person Type(s)	
Bargaining Unit(s)	
3 - W2 Filtering	
W2 Box(s)	
W2 Box Category(s)	
4 - Select Deductions	
Deduction Id(s)	CLSAP, CLSAP%
Deduction Id(s)	
Deduction Group(s)	
5 - Select Contributions	
Contribution Id(s)	
Contribution Id(s)	
Contribution Group(s)	
6 - Exclude Deductions	
Exclude Deduction Id(s)	
Exclude Deduction Group(s)	
7 - Exclude Contributions	
Exclude Contribution Id(s)	
Exclude Contribution Group(s)	All
8 - Sort/Group Options	
Sort/Group 1	Employee Name
Sort/Group 2	
Sort/Group 3	
Sort/Group 4	

Example Report Pay 34 Sorted by Employee for Subtotal

Need to Refund the total amount withheld in the Employee Deduction Tab

Pay34a				Payroll Deduction and Contribution Detail					
Pay Date 07/01/2019 through 06/30/2020									
Employee	(ID) SSN	Pay Cycle/ Period	Pay Date	Deduction ID	Deduction Description	Deduction Group Code	Deduction Group Description	Deduction Gross Amt	Deduction Amount
Employee Name ██████████									
		CL1A/2	09/30/2019	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/3	10/31/2019	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/4	11/27/2019	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/5	12/30/2019	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/6	01/31/2020	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/7	02/28/2020	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/8	03/31/2020	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/9	04/30/2020	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/10	05/29/2020	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/11	06/30/2020	CLSAP	Summer Asst Program M			0.00	236.75
Employee Count for Employee Name ██████████ >>> 1									2,367.50
Employee Name ██████████									
		CL1A/2	09/30/2019	CLSAP	Summer Asst Program M			0.00	279.80
		CL1A/3	10/31/2019	CLSAP	Summer Asst Program M			0.00	279.80
		CL1A/4	11/27/2019	CLSAP	Summer Asst Program M			0.00	279.80
		CL1A/5	12/30/2019	CLSAP	Summer Asst Program M			0.00	279.80
		CL1A/6	01/31/2020	CLSAP	Summer Asst Program M			0.00	279.80
		CL1A/7	02/28/2020	CLSAP	Summer Asst Program M			0.00	279.80
		CL1A/8	03/31/2020	CLSAP	Summer Asst Program M			0.00	279.80
		CL1A/9	04/30/2020	CLSAP	Summer Asst Program M			0.00	279.80
		CL1A/10	05/29/2020	CLSAP	Summer Asst Program M			0.00	279.80
		CL1A/11	06/30/2020	CLSAP	Summer Asst Program M			0.00	279.80
Employee Count for Employee Name ██████████ >>> 1									2,798.00
Employee Name ██████████									
		CL1A/2	09/30/2019	CLSAP	Summer Asst Program M			0.00	138.79
		CL1A/3	10/31/2019	CLSAP	Summer Asst Program M			0.00	138.79
		CL1A/4	11/27/2019	CLSAP	Summer Asst Program M			0.00	138.79
		CL1A/5	12/30/2019	CLSAP	Summer Asst Program M			0.00	138.79
		CL1A/6	01/31/2020	CLSAP	Summer Asst Program M			0.00	138.79
		CL1A/7	02/28/2020	CLSAP	Summer Asst Program M			0.00	138.79
		CL1A/8	03/31/2020	CLSAP	Summer Asst Program M			0.00	138.79
		CL1A/9	04/30/2020	CLSAP	Summer Asst Program M			0.00	138.79
		CL1A/10	05/29/2020	CLSAP	Summer Asst Program M			0.00	138.79
		CL1A/11	06/30/2020	CLSAP	Summer Asst Program M			0.00	138.79
Employee Count for Employee Name ██████████ >>> 1									1,387.90
Selection User defined sort, Filtered by (Org = ██████ Starting Pay Date = 7/1/2019, Ending Pay Date = 6/30/2020, Deduction Id(s) IN ('CLSAP','CLSAP%'), Exclude Contribution Group(s) = All)								ESCAPE ONLINE	
Page 1 of 7									

Setup Refund in Employee Management

Go to HR/Payroll – Employment – Employee Management – Deductions Tab

- Begin Date: 6/1/2020
- End Date: 6/30/2020
- Deduction Id: CLSAP
- Description: **Refund CLSAP**
- Deduction Amount: Credit Amount from Pay34
- Save/Close

CDE allows one or two installments for the refund pay out

HR / Payroll - Employment - Employee Management

Search List Form

Delete Prev Next Save/Close Cancel Tasks Tab Favorites

Employment Pay Cycles:2 Taxes:1 Retirement:2 ACH:2 **Deductions:7** Contributions Assignments:8 Addons:5

Open New Copy Export Delete Prev Next Save/Close Cancel

1 - Deduction Setup Information

Begin Date ⚠ 6/1/2020

End Date ⚠ 6/30/2020

Deduction Id CLSAP {Classified Summer Asst Program}

Vendor 99SCOE {SCOE System Use}

Vendor Address 1 {5340 Skylane Blvd, Santa Rosa, CA}

Description Refund CLSAP

Deduction Amount (2,367.50)

Deduction Amount Goal

Re-run the Pay34 to verify total is 0.00 for fiscal year; use the favorite that you created!

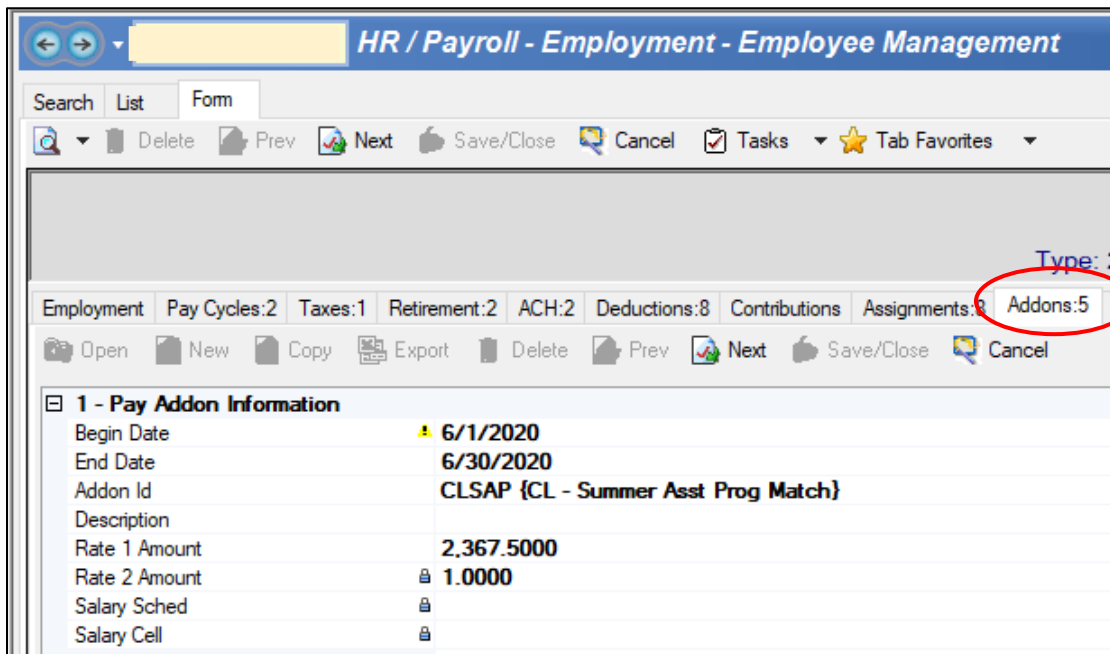
Pay34a			Payroll Deduction and Contribution Detail						
Pay Date 07/01/2019 through 06/30/2020									
Employee	(ID) SSN	Pay Cycle/Period	Pay Date	Deduction ID	Deduction Description	Deduction Group Code	Deduction Group Description	Deduction Gross Amt	Deduction Amount
Employee Name									
		CL1A/2	09/30/2019	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/3	10/31/2019	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/4	11/27/2019	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/5	12/30/2019	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/6	01/31/2020	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/7	02/28/2020	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/8	03/31/2020	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/9	04/30/2020	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/10	05/29/2020	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/11	06/30/2020	CLSAP	Summer Asst Program M			0.00	236.75
		CL1A/11	06/30/2020	CLSAP	Refund CLSAP	M		0.00	2,367.50-
Employee Count for									0.00

Setup Matching Funds Employee Management

Go to *HR/Payroll – Employment – Employee Management – Addons Tab*

- Begin Date: 6/1/2020
- End Date: 6/30/2020
- Addon Id: CLSAP
- Rate 1 Amount: Total from Pay34
- **Account: 7415 Resource**
- Save/Close

CDE allows one or two installments for the matching pay out



The screenshot shows the 'HR / Payroll - Employment - Employee Management' interface. The 'Addons:5' tab is selected and circled in red. Below the tab, the '1 - Pay Addon Information' section is visible, containing the following data:

Begin Date	6/1/2020
End Date	6/30/2020
Addon Id	CLSAP {CL - Summer Asst Prog Match}
Description	
Rate 1 Amount	2,367.5000
Rate 2 Amount	1.0000
Salary Sched	
Salary Cell	

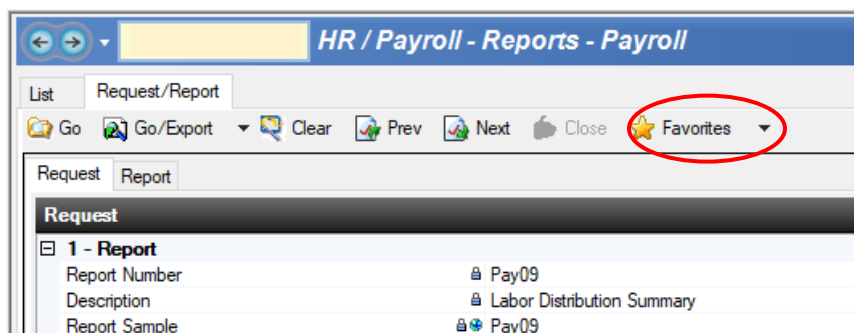
Verify Matching Funds Costs

Run the Pay09 Labor Distribution Summary for costs of Payroll Statutory Benefits.

Go to *HR/Payroll – Reports – Payroll – Pay09*

- Starting Pay Date: 7/1/19 {BFY}
- Ending Pay Date: 6/30/2020 {EFY}
- Resource Code: 7415

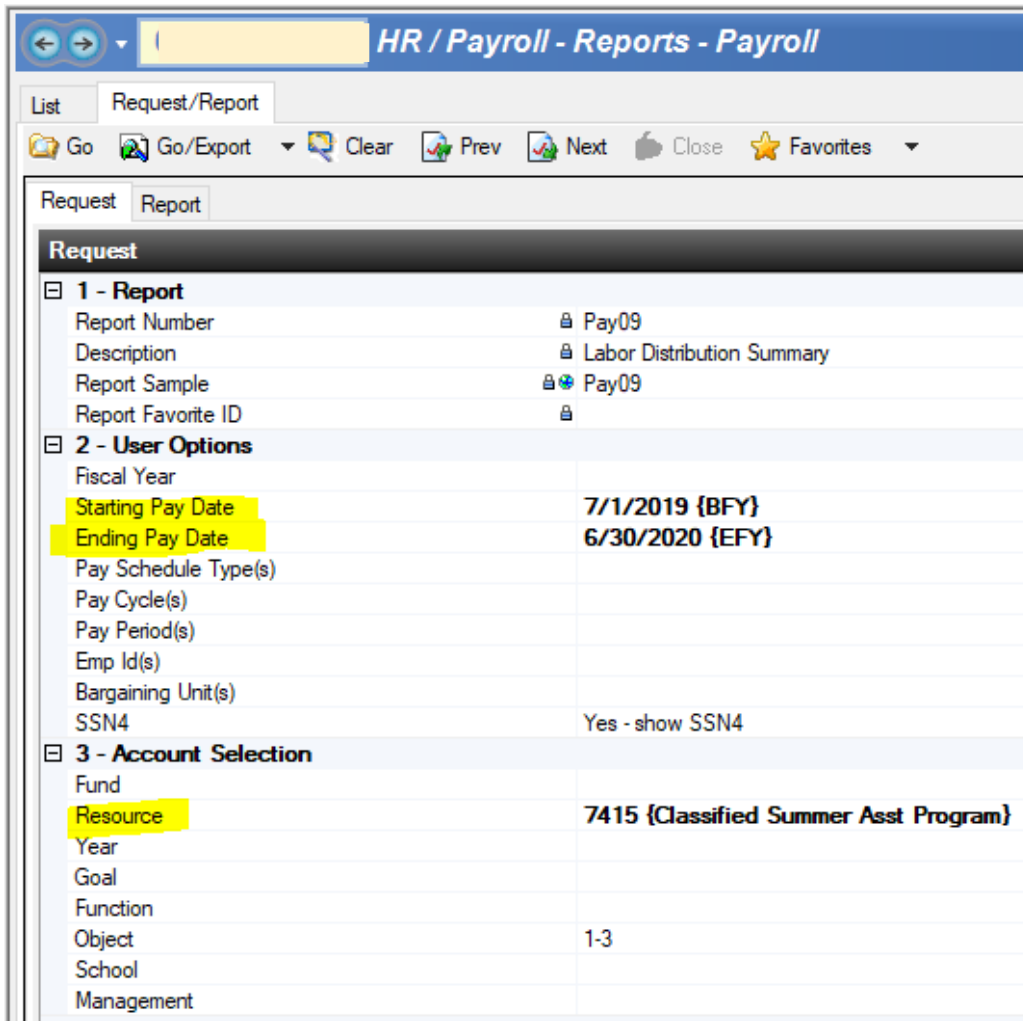
Create a Report Favorite using Mnemonics!



The screenshot shows the 'HR / Payroll - Reports - Payroll' interface. The 'Request/Report' tab is selected and circled in red. Below the tab, the '1 - Report' section is visible, containing the following data:

Report Number	Pay09
Description	Labor Distribution Summary
Report Sample	Pay09

Example Report Criteria – Pay09 Labor Distribution Summary



Example Report Pay09

Pay09a			Labor Distribution Summary									
From 07/01/2019 through 06/30/2020												
Name	(ID) SSN4	Earnings	STRS 3100	PERS 3200	SS/Medi 3300	H/W 3400	SUI 3500	WC 3600	Ret Bnfts 3700	Pers Red 3800	Othr Bens 3900	Total
Fund 01 - General Fund, Object 2930 - Other Class Sal												
01-7415-0-1110-1000-2930-600-0000, Other Class Sal, Instruction, Regular Educati, Not Required												
		2,367.50			181.11		1.18	44.27				2,594.06
		2,798.00			214.03		1.38	52.33				3,065.74
Account Totals		5,165.50		.00	395.14	.00	2.56	96.60	.00	.00	.00	5,659.80

**NOTE: At Year End review that the Liability Object Code 9530 is 0.00 Balance
A Manual Journal Entry will need to be done to transfer the payroll taxes out of 7415 Resource prior to submitting report to CDE for reimbursement**