Sonoma County Office of Education

Escape Setup for Classified Summer Assistance

June 2023
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**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 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 school year.

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

**Escape Setup**

It is recommended to refund deductions and matching payout on June 30 Payroll and July 10 Liability Payroll if elected two installments. The matching payout would use Resource 0000 or 7415 depending on the District set up.

When creating the revenue account use 7415 Resource, 8590 Object. When creating the classified salary accounts use Resource 7415, 2000-2999 Object Codes. Statuatory benefit accounts (3000 Object Code) are invalid with the 7415 Resource.

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 no later than June 30 if employee elected one installment, or June 30 and July 10 if employee elected two installments.

**CLSAP Deduction Codes**

CLSAP: Fixed amount, enter a manual amount to be deducted monthly

CLSAP%: % of Base, enter % amount to be deducted monthly

CLSAPRFD: Use to refund annual amount of total employee deduction
**Employee Deduction Setup in Employee Management**

Enter the Deduction and Deduction Refund in Employee Management in the employee record based on the amounts elected by the employee. Keep in the mind the employee’s Pay Cycle for the last available pay date for the deduction and refund.

The **last pay cycle** for the Deduction should be the same as the employee’s primary pay cycle. For example, a CL1A (11-pay August – June) should have deductions taken through June 20XX.

Additionally, the **maximum amount to withhold** is 10% of the monthly gross, not to exceed 2 times the full-time pay of a classified employee paid at the state minimum wage for an entire school year. If the employee chooses the fixed monthly amount and that will put them over the deduction threshold, the first and last deduction amount should be adjusted accordingly.

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

**Example 1:** Employee who has a primary pay cycle of 10-pay using the CLSAP Deduction with monthly fixed amount of $250.00 on a Standard Payroll Calculation calendar.

![Deduction Tab](image)

Total Annual deduction - $2500.00

![Payroll Deduction and Contribution Detail](image)
Example 2: Employee who has a primary pay cycle of 11-pay using the CLSAP% Deduction. The system will generate a percentage deduction of monthly subject gross based on the percentage entered in the Employee Management deduction. Remember, the percentage CANNOT exceed 10%.

Monthly deduction is 10% of gross earnings

Example 3: Employee who has a primary pay cycle of 11-pay using the CLSAP Deduction with monthly fixed amount and is on a Pay Actual Days in First and Last Pay Period Calendar. Each employee in this scenario should be reviewed individually. The system will not take the normal deduction if there are not enough earnings in the pay period. Recommendation is to manually calculate 10% of gross earnings for the first and last periods and set up multiple records using the CLSAP deduction.
First and Last Pay period with separate deduction records for Aug and June based on 10% of Gross earnings.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Pay Cycle/Period</th>
<th>Deduction ID</th>
<th>Deduction Description</th>
<th>Deduction Group Code</th>
<th>Deduction Group Description</th>
<th>Deduction Gross Amt</th>
<th>Deduction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mouse, Minnie</td>
<td>CLIA/1</td>
<td>08/01/2022</td>
<td>CLSAP</td>
<td>Summer assit org</td>
<td>M</td>
<td>0.00</td>
<td>271.56</td>
</tr>
<tr>
<td></td>
<td>CLIA/2</td>
<td>09/30/2022</td>
<td>CLSAP</td>
<td>Summer assit org</td>
<td>M</td>
<td>0.00</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>CLIA/3</td>
<td>10/31/2022</td>
<td>CLSAP</td>
<td>Summer assit org</td>
<td>M</td>
<td>0.00</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>CLIA/4</td>
<td>11/30/2022</td>
<td>CLSAP</td>
<td>Summer assit org</td>
<td>M</td>
<td>0.00</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>CLIA/5</td>
<td>12/29/2022</td>
<td>CLSAP</td>
<td>Summer assit org</td>
<td>M</td>
<td>0.00</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>CLIA/6</td>
<td>01/31/2023</td>
<td>CLSAP</td>
<td>Summer assit org</td>
<td>M</td>
<td>0.00</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>CLIA/7</td>
<td>02/29/2023</td>
<td>CLSAP</td>
<td>Summer assit org</td>
<td>M</td>
<td>0.00</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>CLIA/8</td>
<td>03/31/2023</td>
<td>CLSAP</td>
<td>Summer assit org</td>
<td>M</td>
<td>0.00</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>CLIA/9</td>
<td>04/28/2023</td>
<td>CLSAP</td>
<td>Summer assit org</td>
<td>M</td>
<td>0.00</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>CLIA/10</td>
<td>05/31/2023</td>
<td>CLSAP</td>
<td>Summer assit org</td>
<td>M</td>
<td>0.00</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>CLIA/11</td>
<td>06/30/2023</td>
<td>CLSAP</td>
<td>Summer assit org</td>
<td>M</td>
<td>0.00</td>
<td>301.56</td>
</tr>
</tbody>
</table>

Employee Count for Org 01 - ABC School District >>> 1

Total Deduction Amount: 3,093.53
Pay34 – Payroll Deduction and Contribution Detail Report

Run the Pay34 to get total Employee deduction balances. This report data will be used for both the Employee Deduction Refund and the Employer Addon Match received from the CDE.

Pay34 data can be manually entered in Adjust Payroll on June 30/July 10 OR use the Additional Deduction Contribution Activity and Additional Pay Activity.

Go to HR/Payroll – Reports – Payroll

Search Criteria:

Section 2 – User Options
- Starting Pay Date: BFY+10
- Ending Pay Date: EFY+10

Section 4 – Select Deductions
- Deduction ID: CLSAP, CLSAP%

Section 7 – Exclude Contributions
- Exclude Contribution Group(s): all

Section 8 – Sort/Group Options
Sort/Group 1: Employee Name

Save a Favorite with Mnemonics (BFY+10 and EFY+10) so the report can be used year after year
• Export the Pay34 detail using the Sort Option “Y” and Go/Export Excel Data Task

Pay34 Export – keep this open as the master to copy and paste data into the Additional Deduction, and Additional Pay Batches.

<table>
<thead>
<tr>
<th>OrgId</th>
<th>Employee</th>
<th>ID(SSN)</th>
<th>Code</th>
<th>Description</th>
<th>GroupCode</th>
<th>GroupDescr</th>
<th>ContribGrossAmt</th>
<th>ContribAmt</th>
<th>DeductGrossAmt</th>
<th>DeductAmt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mouse, Minnie</td>
<td>(002527) 1234</td>
<td>CLSAP</td>
<td>CLSAP</td>
<td>M</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,350.00</td>
</tr>
<tr>
<td>1</td>
<td>Mouse, Mickey</td>
<td>(002632) 5678</td>
<td>CLSAP</td>
<td>CLSAP</td>
<td>M</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,800.00</td>
</tr>
<tr>
<td>1</td>
<td>Duck, Donald</td>
<td>(002598) 1234</td>
<td>CLSAP</td>
<td>CLSAP</td>
<td>M</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,800.00</td>
</tr>
<tr>
<td>1</td>
<td>Duck, Daisy</td>
<td>(002444) 5678</td>
<td>CLSAP</td>
<td>CLSAP</td>
<td>M</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>900.00</td>
</tr>
<tr>
<td>1</td>
<td>Lightyear, Buzz</td>
<td>(000132) 1234</td>
<td>CLSAP</td>
<td>CLSAP</td>
<td>M</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

• Values in **DeductAmt** column will be entered as a **Negative Deduction (CLSAP or CLSAP%)** for the EE Refund Amount

• Values in **DeductAmt** column will be entered as a **Positive Addon (CLSAPRFD)** for the ER Contribution Amount
  - If the ER match received from CDE is dollar for dollar the amounts will be the same. If not, the ER Match will still be entered with a Positive Addon, but the amount should be adjusted accordingly.
**Employee Deduction Refund Setup**

Pay34 data can be manually entered in Adjust Payroll on June 30/July 10 OR use the Additional Deduction Contribution Activity and Additional Pay Activity.

If using the import feature enter the employee data from the Pay34 export, enter the CLSAPRFD Deduction with a negative amount into the Contrib/Deduct Import file to refund the Employee portion of the monthly deduction taken throughout the year.

Go to the Escape Activity Tree

*Online Resources – Tools – Import Templates – Contrib/Deduct Import*

- Find and Click on link to Open Template
- Clear all sample data
- Copy or enter employee data from Pay34 export file into Additional Deduction import template
  - Emp Id
  - Date Effective
  - CLSAPRFD Deduction
  - Amount must be Negative and cannot have commas
  - Vendor ID and Vendor Address can be left blank, will populate from Deduction record setup
- Keep all Headers
- Save as CSV file format

**Deduction Import File:**

<table>
<thead>
<tr>
<th>SSNumId</th>
<th>Emp Id</th>
<th>DateEffective</th>
<th>ContribDeduction</th>
<th>VendorId</th>
<th>VendorAddr</th>
<th>ContribDeduction Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>2527</td>
<td>6/30/2023</td>
<td>CLSAPRFD</td>
<td>-1350 FY23 CLSAP EE REFUND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2632</td>
<td>6/30/2023</td>
<td>CLSAPRFD</td>
<td>-1800 FY23 CLSAP EE REFUND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2596</td>
<td>6/30/2023</td>
<td>CLSAPRFD</td>
<td>-900 FY23 CLSAP EE REFUND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2444</td>
<td>6/30/2023</td>
<td>CLSAPRFD</td>
<td>-2000 FY23 CLSAP EE REFUND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>132</td>
<td>6/30/2023</td>
<td>CLSAPRFD</td>
<td>-1820 FY23 CLSAP EE REFUND</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When creating deduction refund, the amount should be a credit which is a negative number.
**Deduction Refund Additional Contrib/Deduct Activity**

The Additional Contrib/Deduct activity can be used for adding one-time Contributions and Deductions to a specific pay date. This is a batch format that will post to Adjust Payroll. Multiple employees can be added in the batch.

**Example:** Create Batch using the Pay34 export and subsequent Contrib/Deduct Import template

Go to **HR/Payroll – Employment – Additional Contrib/Deduct**

- Click **New** to create a batch
- Select the **New Deduction Batch**

[Image of HR/Payroll – Employment – Additional Contrib/Deduct interface]

- Enter the Batch Information
  - Pay Date: **June 30 and/or July 10 (can only have 1 pay date per batch)**
  - Comment: **Create your own comment**
  - File Name: locate saved Contrib/Deduct import file created in previous step

- Posting Information
  - Primary Pay Cycle: Yes, if paid June 30, No, if paid July 10
  - Pay Cycle: **CL2J**
  - Pay Period: **June 30 and/or July 10 (can only have 1 pay date per batch)**
    - If using July 10 Pay Cycle should be CLS

[Image of Additional Deduction Batch # 6914475, Status: Open]
• Save/Close to import the file
• From List Tab Verify 0 errors

• Reopen batch
• Go to the Employees Tab verify data
  o Note Batch number
  o Use Tasks to Post to Adjust Payroll

• Go to **HR/Payroll – Payroll – Adjust Payroll** to verify batch posted as expected
Verify Zero Balance – Pay34 Payroll Deduction and Contribution Detail

Verify the full amount has been refunded, run the Pay34 Payroll Deduction and Contribution Detail for the deduction codes CLSAP, CLSAP%, and CLSAPRFD, exclude all contributions. This will provide a list of employees with the deduction and refund to balance to 0.00. If the report doesn’t balance to 0.00 for each employee then there is an error in the setup.

Go to HR/Payroll – Reports – Payroll – Pay34

Create a Report Favorite using Date Mnemonics!

2 – User Options
Starting Pay Date: BFY+10 (this will omit prior year payout date)
Ending Pay Date: EFY+10 (this will pick up June Supplemental Pay Date)

Use Date Mnemonics to use report year after year!

4 – Select Deductions
Deduction Id(s): CLSAP,CLSAP%, CLSAPRFD

7 – Excluded Contributions
Excluded Contribution Group(s): Type All

8 – Sort/Group Options
Sort/Group 1: Employee Name
- Verify total is 0.00 for fiscal year; use the favorite that you created!
Employer Matching Funds Payout received from CDE

The Employer match will vary each year based on the CDE allotment up to a dollar for dollar match. Be sure to check the CDE before processing the Employer Matching Funds payout. CDE history shows an updated match rate being announced in August, after the initial payout has already been made. In this case, the additional due will need to be processed in current Fiscal Year.

Pay34 data can be manually entered in Adjust Payroll on June 30/July 10 OR use the Additional Deduction Contribution Activity and Additional Pay Activity.

The Additional Pay activity can be used for adding one-time Addon Pay to a specific pay date. This is a batch format that will post to Adjust Payroll. Multiple employees can be added in the batch.

Using the employee data from the Pay34 export, enter the CLSAP Addon with a positive amount into the Additional Pay Import file to pay the Employer Match from the CDE.

If the CDE is matching dollar for dollar the amounts for the Addon pay will be the same as the amounts for the deduction refund. Go to the following link to verify matching dollar amount https://www.cde.ca.gov/fg/aa/ca/csesap.asp

Employer Matching Additional Pay Batch Activity

Go to the Escape Activity Tree

Online Resources – Tools – Import Templates – Additional Pay Import

- Find and Click on link to Open Template
- Clear all sample data
- Copy or enter employee data from Pay34 export file into Additional Pay import template
  - Emp Id
  - Date Effective
  - CLSAP Addon
  - Amount must be Positive and cannot have commas
  - Vendor ID and Vendor Address can be left blank, will populate from Deduction record setup
- Keep all Headers
- Save as CSV file format
**Additional Pay Import File:** Example when CDE will reimburse the district $1.00 on the dollar. Employee is paid full Employer Match.

<table>
<thead>
<tr>
<th>SSN</th>
<th>EmpId</th>
<th>Addon</th>
<th>Units</th>
<th>Rate1</th>
<th>Rate2</th>
<th>Acct</th>
<th>Effective Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2527</td>
<td>CLSAP</td>
<td>1</td>
<td></td>
<td>1350</td>
<td></td>
<td>6/30/2023</td>
<td>FY23 CLSAP ER Match</td>
<td></td>
</tr>
<tr>
<td>2632</td>
<td>CLSAP</td>
<td>1</td>
<td></td>
<td>1800</td>
<td></td>
<td>6/30/2023</td>
<td>FY23 CLSAP ER Match</td>
<td></td>
</tr>
<tr>
<td>2598</td>
<td>CLSAP</td>
<td>1</td>
<td></td>
<td>900</td>
<td></td>
<td>6/30/2023</td>
<td>FY23 CLSAP ER Match</td>
<td></td>
</tr>
<tr>
<td>2444</td>
<td>CLSAP</td>
<td>1</td>
<td></td>
<td>2000</td>
<td></td>
<td>6/30/2023</td>
<td>FY23 CLSAP ER Match</td>
<td></td>
</tr>
<tr>
<td>132</td>
<td>CLSAP</td>
<td>1</td>
<td></td>
<td>1620</td>
<td></td>
<td>6/30/2023</td>
<td>FY23 CLSAP ER Match</td>
<td></td>
</tr>
</tbody>
</table>

ER Contribution is paid out with an Addon, amount should be positive.

Go to **HR/Payroll – Employment – Additional Pay**

- Click **New** to create a batch

- Click **New** to create a batch
- Enter the Batch Information
  - Pay Date: **June 30 and/or July 10** (can only have one pay date per batch)
  - Description: **ER Match**
  - File Name: Locate saved ER Match import file created in previous step
  - Default Effective Date: **6/30/20XX**

- Posting Information
  - Primary Pay Cycle: Yes, if paid June 30, No, if paid July 10
  - Pay Cycle: **CL1A**
  - Pay Period: **June 30 and/or July 10** (can only have 1 pay date per batch)
    - If using July 10 Pay Cycle should be **CLS**
• Save/Close to import the file

• From List Tab Verify 0 errors

• Reopen batch
• Go to the Employees Tab verify data
  o Note Batch number
  o Use Tasks to Submit
  o Reopen and use Tasks to Post Addon Pay to Adjust Payroll

Go to HR/Payroll – Payroll – Adjust Payroll to verify batch posted as expected
Verify Matching Funds Costs for CDE Claim Filing

CLSAP Employer Matching Funds should be posted to the 7415 Resource. The CDE will reimburse the district for the salary expense, less statutory benefits.

- Districts can decide to pay the funds to the employees from Resource 0000 using their position account codes, and manually move the salary expense to Resource 7415.
- Alternately, districts can pay the funds out of a 7415 Resource, and move the statutory benefits to Resource 0000.
- In either case, an Accounts Receivable will need to be set up for the revenue for the exact amount of the salary expense (do not include statutory benefits) balance in the Resource 7415.

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

Go to HR/Payroll – Reports – Payroll – Pay09

- Starting Pay Date: BFY
- Ending Pay Date: EFY
- Resource Code: 7415

NOTE: At Year End review that the Liability Object Code 9530 is 0.00 Balance