

Credential Audit Pay Holds in Escape

SCOE HR Credentials let Districts know that Credential Audit Pay Holds were going to be implemented in order to comply with CA Education Code 45037 that a certificated employee must have a valid teaching credential with the CA Commission on Teacher (CTC).

More information: <https://www.cde.ca.gov/fg/au/ag/teachercredpenalty.asp>

Some of you may have noticed a recent Pay Hold. Don't be alarmed, majority of the time this will clear with the weekly upload from CTC into Escape for missing or expired credentials.

Districts will only be notified if there is a real issue with a credential well before payroll is processed. Pay will not actually be held, but a paper check will be processed instead of Direct Deposit. The check will be available for pick up at SCOE.



Are you curious about Pay Holds?

Do you know where you can see an employee with a Pay Hold?

Pay Holds can be found in Adjust Payroll or on the Cred94 County Holders with Pay Holds Report. The Credential records can also be viewed in Employee Management in the Creds Tab.

Go to HR/Payroll – Payroll – Adjust Payroll

Search Criteria - Payroll Adjustments

1 - Employee	
Employee Id	
Social Security Number	
Last Name	
Include Previous Name	Yes - include in last name search
First Name	
Barg Unit Id	
Job Category	
Job Class	
Location	
Person Type	
Employment Type	
2 - Addons and Assignments	
Assignment Type	
Addon	
Addons with Units?	
Addon Adjustments Only?	No
Batch Id	
HRA #	
HRA Item #	
3 - Pay Date	
Pay Date	
Pay Schedule Type	
Calendar Year	
Being Paid?	
With Pay Hold?	Yes
Pay Changed?	
Pay Change Type	
4 - Pay Cycle	
Fiscal Year	2021 {2020/2021}

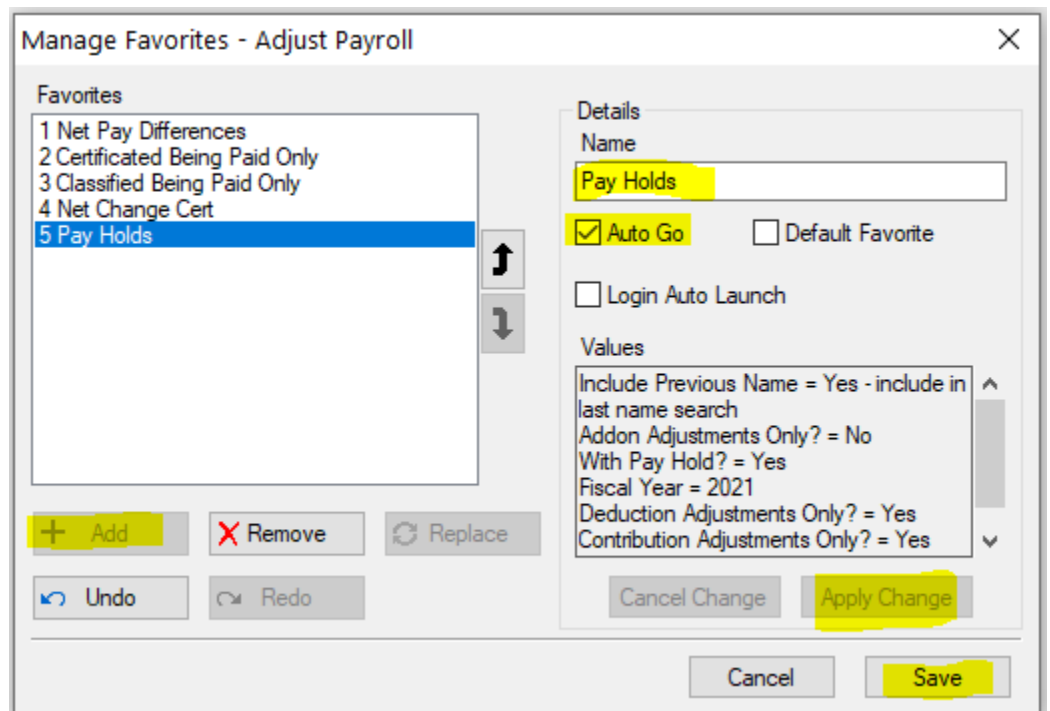
Search Criteria
Add Yes in With Pay Hold?
Add Pay Date to narrow search
Create a Favorite to Save Time!

Create a Favorite to Save Time!

- Add in search criteria
- Click Favorites then select Manage



- Click +Add to create
- Name the Favorite
- Auto Go will auto launch when Favorite selected
- Click Apply Change
- Save
- Now the Pay Hold Favorite will be added to you list of Favorites
- 20 Favorites allowed in every activity and report



Example in Adjust Payroll from a list format notice the **Hold** column, can click on header to sort by all pay holds.

A	Adj	Hold	Chg	Last Name	First Name	MI	Emp Id	Gross Pay	Net Pay	FY	Cyc
				Car				8,803.64	6,372.67	2021	CE1A
				Car				6,925.30	4,303.73	2021	CE0A
				Car				9,854.40	6,074.51	2021	CE0A
				Car				9,636.40	7,072.47	2021	CE0A
				Car				6,697.10	3,847.66	2021	CE0A
		Yes		Car				8,201.40	5,711.17	2021	CE0A
				Car				8,179.10	4,531.80	2021	CE0A
				Car				9,730.35	6,814.47	2021	CE0A

Review Report for Pay Holds

The other option to review Pay Holds is by the **Cred94 Report County Holders with Pay Holds**. This report prints all credential holders who have a hold on their paychecks. This may be due to a problem with their credentials (e.g., it is expired or missing).

Go to HR/Payroll – Reports – Credentials – Cred94

- Enter the Starting and Ending Pay Date
- Click Go to generate the report

Request	Report
Request	
1 - Report	
Report Number	Cred94
Description	County Holders with Pay Holds
Report Sample	Cred94
Report Favorite ID	
2 - User Options	
Page Break on Org?	No
Starting Pay Date	10/30/2020
Ending Pay Date	10/30/2020
Payment Approved	No Restriction
Direct Deposit	No Restriction

Example Cred94 Reports:

Review the Hold Reason column. ExpCred indicates that the credential is expired.

SCOE HR Credentials has not reviewed because the Pay Apprv, Approval Status and Notes are blank. Review in CTC to verify the status. If there is a valid credential, it's possible it will be in the next download or may require a manual request from SCOE.

Cred94a							Holders with Pay Holds			
Pay Date 11/30/2020 through 11/30/2020										
Holder Name Employee Name	SSN	Hire Date	Always Hold	Dir Dep	Job Class Pay Code	Hold Reason	Pay Appr	Approval		
								Status	Note	
001 - ABC Schools										
MICKEY, MOUSE	###	08/07/2020	N	Y	Secondary 195 day Counselor A	ExpCred				
Total Persons for ABC SCHOOL: 01										

This example, HR credentials has reviewed because the Pay Apprv is changed to Y for Yes to approve pay. There is no longer a Pay Hold for these employees. Also notice the Approval Status or Note have notations.

Cred94a							Holders with Pay Holds			
Pay Date 09/30/2020 through 09/30/2020										
Holder Name Employee Name	SSN	Hire Date	Always Hold	Dir Dep	Job Class Pay Code	Hold Reason	Pay Appr	Approval		
								Status	Note	
001 - ABC SCHOOL DISTRICT										
DONALD, DUCK	###	08/10/2020	N	Y	Teacher- Jr. High A	RstrDist	Y	DLCR Download Credential		
009- ABCD SCHOOL DISTRICT										
MOUSE, MINNIE	###	07/01/2019	N	Y	Principal A	ExpCred	Y	DLRQ Download Requested		
010 - ABC City Schools										
SMITH, JANE	###	10/01/2010	N	Y	Adult School Tchr (Reg Cycle) A	NoMatch	Y			Credential OK

See next page for Hold Reasons and Descriptions

Hold Reason	Description
ExpCred	All credentials that match the Cred Pay Code in the pay matrix are expired
NoMatch	Person's credentials do not match credentials required by Cred Pay Code in the pay matrix
RstrCty	A restricted county was specified in the credential and it does not match the California COE number for this county
RstrDist	A restricted district was specified in the credential and it does not match the CDS number for the district where this assignment is held
RstrAgy	A restricted agency was specified in the credential and it does not match the agency where this assignment is held. Or, there is no restricted district specified in the credential or a restricted district that is not equal to the employee's assignment
NoPerson	<p>This error only appears in the Cred Validation field when adding an assignment that requires a credential for an employee that does not have an associated Credential Holder record. As soon as you save/close the Employee or Position record, the software automatically creates the Credential Holder record, copying in the appropriate fields from the Employee record.</p> <p>Once the Employee or Position record is saved, the error will change to NoCreds</p>
BadTerm	The Term in the credential does not match any term defined in the Term List, or the <i>Hold Pay</i> field in the Term record is set to yes. If this is the case, all persons with a credential with this term will generate a pay hold every time the Credential Audit process is run.
BadPayCd	The pay code in credential does not match any of the pay codes in the Pay Matrix
NeverPay	The <i>Hold Pay</i> field in the Holder record is set to Yes. The Credential Audit process will generate a Pay Hold for the employee every time it is run
NoCreds	Person has no credentials in Escape

Review Escape Documentation for more details:

https://www.escapetech.com/eol5links/documentation/Content/hr/Credentials/Pay%20Holds/Understanding_Pay_Hold_R.htm?Highlight=hold%20reason

Employee Management

Credentials can be viewed in Employee Management in the Creds Tab. This Tab is read only for Districts. Ability to search by employee or by Credential information, such as Expired Credentials.

Go to HR/Payroll – Employment – Employee Management

- Section 14 – Credential
- Enter Date Start
- Enter Date End to get a range
- Include Archived: No

The screenshot shows the 'Search Criteria - Employees' window with the following details for Section 14 - Credential:

Doc Type	
Document #	
Title	
Term	
Issue Date Start	
Issue Date End	
Expiration Date Start	11/1/2020
Expiration Date End	12/30/2020
Include Archived	No
Authorization	

- Go to the Creds Tab to review
- Example this document is set to expire 11/1/2020

Type: 1 {Certificated} - Pay Cycle: CE0A - Ret: STRS-Pre 2013 (Member[Y]) - FTE: 1.00000

Employment Pay Cycles:4 Taxes:4 Retirement:2 ACH:1 Deductions:20 Contributions Assignments:14 Schedules Addons:4 Leaves Benefit Providers:8 Dependents Benefits:2 Subjects **Creds:11** Seniority

Open Export

Status	Doc Type	Document #	Issued	Expires	Category	Cred Title	Term
State		L01001587	6/11/2001		L	1969 (Certificate of Comp	
State		150195301	10/2/2015	11/1/2020	R (Ryan)	TC2 (Multiple Subject Te	CL (Clear)