



Sonoma County
Office of Education



Escape Tips

DBUG February 24, 2022



Escape Setup for 2022 SPSL



The Supplemental Paid Sick Leave existing law has been extended under the Healthy Families Act of 2014 effective February 19, 2022, retroactive to January 1, 2022 – September 30, 2022. Employers with more than 25 employees, must provide SPSL for all employees who are unable to work or telework for COVID related leaves.

Tracked in two Banks:

- SPSL for Qualifying Reasons – 40hrs
- SPSL for Positive COVID-19 Test – 40hrs

- Requires District to set up 2 additional **Sick Leave Balances** for each **Leave Group** in Escape

Need Assistance?

Send ticket to helpdesk@scoe.org



Preparing for FY23 Budget Development



It is recommended for Districts to clean up accounts strings and components **before** requesting to open FY23 in Escape to make sure the most accurate data is created.

Timeline to Opening Fiscal Year 2023

Districts:

- Review/Clean up Components in FY22
- Review/Clean up Accounts in FY22
- Request to open next fiscal year, FY23
Send email to helpdesk@scoe.org

SCOE IT:

- Create FY23 fiscal year
- Roll forward accounts
- Create pay schedules
- Create pay cycles
- Roll Forward Calendars



Upcoming Workshops



Escape Position Control for Budget Development

Thursday, March 17, 2022

9:00am-12:00pm

Via Zoom

Topics to be covered include

- Creating Fiscal Year 2023
- Calendar Review and Balance
- Position Review
- Job Class Review
- Vacancy Set up
- Assignment Roll
- Position Control Reports

Go to scoe.org classes to register or [Click Here](#)

Upcoming Workshops



Escape Budget Development

Thursday, March 31, 2022

9:00am-12:00pm

Via Zoom

Topics to be covered include

- Create Original Budget Models
- Review Contributions
- Load Salary Records from HR
- Load Vacancies
- Importing from Excel
- Modifying Budget Items
- Budget Reports

Go to scoe.org classes to register or [Click Here](#)