



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Retroactive Processing Period Guidelines for the SAP System

NUMBER: BUL-6306.1

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DATE: February 8, 2016

PURPOSE: The purpose of this bulletin is to establish a date in the SAP system to allow retroactive processing for a specified period.

MAJOR CHANGES: This revision replaces and supersedes BUL-6306.0 issued on June 16, 2014. The content has been updated to reflect the new Control Record Change date.

BACKGROUND: The SAP system control record (“Control Record”) defines the current payroll period. One of the Control Record’s functions is to determine the earliest date for systematic retroactive accounting. For the past nine (9) years, payroll has been processed without modifying the retroactive accounting period.

Retroactive processing is triggered by master data changes made to an employee’s assignment by Human Resources, Personnel Commission and/or Risk Management. In addition, retroactive time and payroll adjustments may result in payroll processing prior to current year.

Regulating the earliest date for systematic retroactive accounting will improve the performance of SAP as it will eliminate the accumulation of unnecessary data which can drastically slow down payroll processing time. In addition to ensuring that available system resources are properly managed, changing the dates of the Control Record allows payroll processes to stay in compliance with District policies and bargaining unit contract agreements.

GUIDELINES: Effective January 1, 2016, the Control Record was set to January 1, 2012 and will change every month thereafter on a rolling basis. System users attempting to update master data or report or edit time adjustments for a date prior to the Control Record date will receive a system error message which will thereby prevent an employee record or time sheet from being saved.

ROUTING

All Administrators
School Administrative Assistants
Time Keepers
Time Approvers
Personnel Commission
Human Resources
Risk Management
Benefits Administration



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ASSISTANCE: For assistance or further information about time related adjustments or payroll processing, please contact Payroll Support Services at (213) 241-2570.

For assistance or further information about assignment issues (master data), please contact Human Resources at (213) 241-5300, Personnel Commission at (213) 241-6300 or Certificated Administrative Assignments at (213) 241-6365.

For assistance or further information about benefits issues (master data), please contact Risk Management at (213) 241-4262.