

Fiscal Services

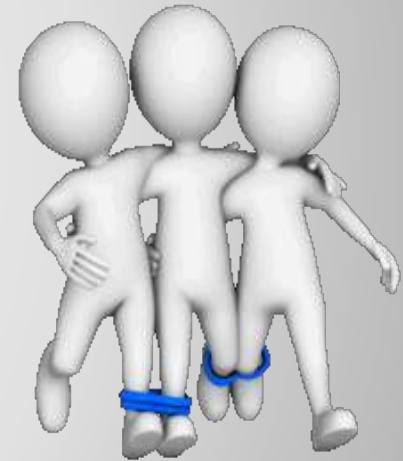
2015 - 2016



ELTS Workshop

AESOP transfers to ELTS

- Employee creates absence in AESOP
- Local leave attendant must create VACATION absences
- Must be entered into AESOP prior to, or on day of absence
- AESOP file with transfer over to ELTS

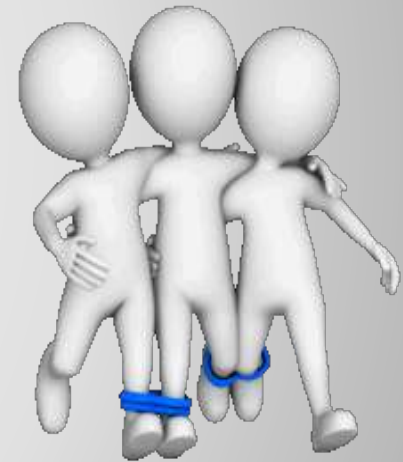


Financial 2000 Business Operating System

- Use Internet Explorer. Do not use Chrome.
- Make sure the "s" is on the address https://

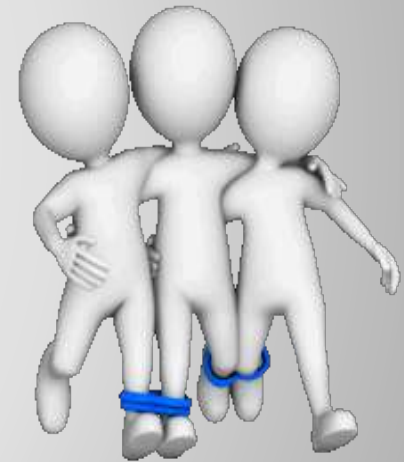


The screenshot shows the login interface for the Financial 2000 system. At the top left, there is a logo for the California Educational Computer Consortium. The main title "Financial 2000" is prominently displayed. Below the title, a message states: "The following area is restricted. Please enter the following information in order to proceed." To the left of the input fields is a padlock icon. The input fields are labeled "Username: JCarroll", "Password:" followed by a text box, and "District Number: 74". A "Login" button is located at the bottom right of the form area.



Financial 2000 Business Operating System

- ELTS (Employee Leave Tracking System)



Prepare to Print Affidavits



- Reconcile attendance report to ELTS
- Did all absences transfer over from AESOP to ELTS?
- Does your attendance records match up?

Review The Grid Before You Print



- Make adjustments if needed
- Check leave type
- Check hours to be sure they are rounded to the nearest $\frac{1}{4}$ hour
- Add Incident Notes/Transaction Notes

Affidavit New Look

BEST NET CONSORTIUM Affidavit Absence Report

74 Rialto Unified School District

EIN

EMPLOYEE NAME

CLASSIFICATION

CLASSIFIED CONTRACT

LOCATION

MAINTENANCE & OPERATIONS

CERTIFICATION FOR

8/1/2015 - 9/11/2015 by JCarroll

Affidavit	Rev	Status	Leave Type Description	Bank	From	To	Hours	Limit Remaining
32484	0		SICK LEAVE	SICK LEAVE	8/3/2015	8/3/2015	-2.5000	89.0000 Hours
32904	0		SICK LEAVE	SICK LEAVE	8/6/2015	8/6/2015	-8.0000	81.0000 Hours
39511	1	PENDING	VACATION LEAVE	VACATION LEAVE	8/13/2015	8/13/2015	-1.5000	99.0000 Hours
39511	1	PENDING	VACATION LEAVE	VACATION LEAVE	8/14/2015	8/14/2015	-8.0000	91.0000 Hours
44060	0		VACATION LEAVE	VACATION LEAVE	8/17/2015	8/17/2015	-8.0000	83.0000 Hours
44827	0	PENDING	SICK LEAVE	SICK LEAVE	8/24/2015	8/24/2015	-8.0000	73.0000 Hours
45489	0	PENDING	SICK LEAVE	SICK LEAVE	8/28/2015	8/28/2015	-3.0000	70.0000 Hours
47942	0	PENDING	PERSONAL NECESSITY	SICK LEAVE	9/11/2015	9/11/2015	-4.0000	6.5000 Days

BANK BALANCES AS OF DATE REPORT PRINTED

SICK	VACATION	NON-DUTY	EXCESS USE
66.0000	83.0000	0	0.0000

Employees that work at 2 locations

- System Configuration – Hours reported to AESOP are uploaded to the primary position first. The balance, if any, is then uploaded to the secondary position.
- Full day absences reported in AESOP will transfer to both locations correctly.
- Partial day absences reported in AESOP may need to be communicated and adjusted between both sites.

Employees with more than 1 position

- System errors can occur when an employee has multiple positions attached to his/her name.

Example: Teacher and Home/Hospital Teacher

Example: Teacher and ROP Teacher

Example: Security Officer and Patrol Officer

- Please be aware of employees that may fall under these circumstances.

Family Medical Leave Act (FMLA)

- Site/Department receives FMLA/CFRA letter from Personnel.
- Note whether FMLA/CFRA was approved for the employee or his/her family member and the duration of time approved.
- Note what leave type(s) the employee is allowed to use (sick, family illness, PN, vacation, etc.)
- Employee must enter their absence into AESOP with the exception of vacation (local leave attendant must enter vacation in AESOP).
- Employee must notify his/her local leave attendant that his/her absence is FMLA/CFRA approved.
- When the absence is transferred over to ELTS, the local leave attendant must add FMLA to the transaction note.
- Affidavit is then printed with the transaction note FMLA for the employee to sign.

FMLA Transaction Note

- Click on **Affidavit Detail**, then click on the + sign to expand the date of absence.

Home | Entry | District Leave Banks | Sub Calling Import Log | Accrual Roll | Configuration | Reports | Close

Employee Search | Leave Entry | **Affidavit Detail** | Employee Detail | Employee Banks | Affidavit Review | Position Sync

Affidavit Detail

Employee:

Period Start: End: Refresh Export

	AffID	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered
+	14036		TEACHHS267	Leave Used	01/12/2015	01/12/2015	7.0000			01/13/2015
+	13321	1	TEACHHS267	Leave Used	01/06/2015	01/06/2015	2.0000			01/07/2015
+	11576	0	TEACHHS2...	Leave Used	12/04/2014	12/04/2014	6.0000			12/17/2014
+	10136		TEACHHS2...	Transaction Import	12/01/2014	12/01/2014	21.0000			12/15/2014

FMLA Transaction Note

- Click on **Transaction Note**.

Home Entry District Leave Banks Sub Calling Import Log Accrual Roll Configuration Reports Close

Employee Search Leave Entry Affidavit Detail Employee Detail Employee Banks Affidavit Review Position Sync

Affidavit Detail

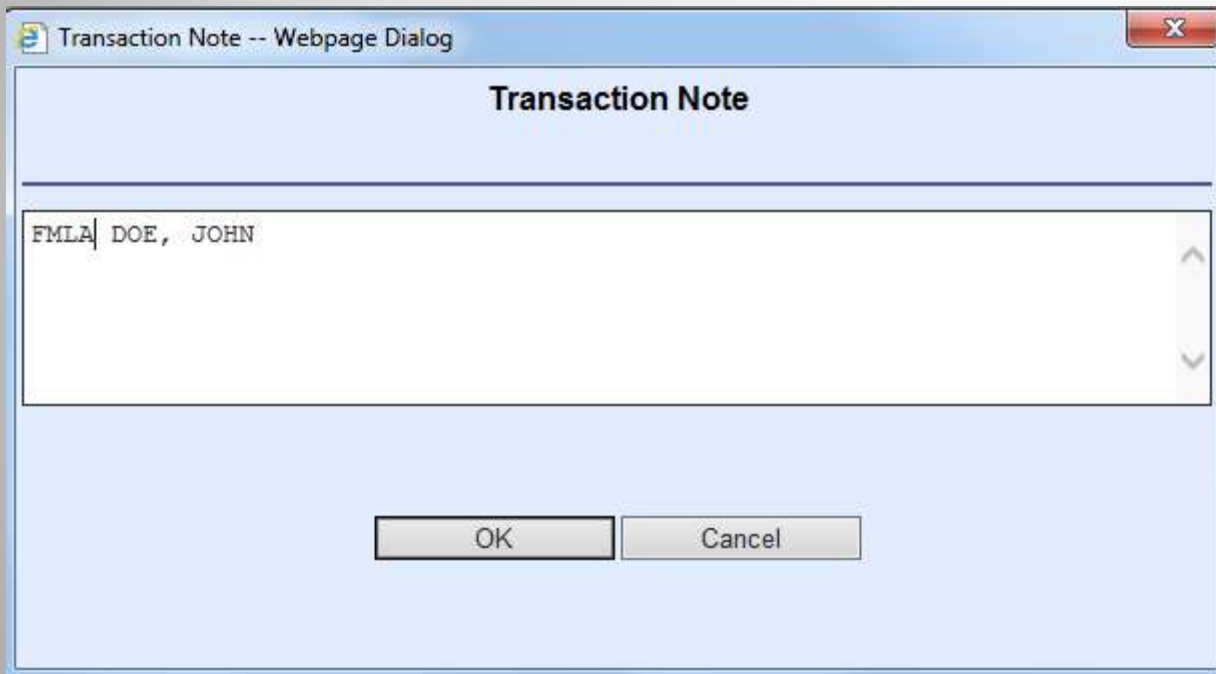
Employee:

Period Start: End: Refresh Export

	AffID	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered
-	14036		TEACHHS267	Leave Used	01/12/2015	01/12/2015	7.0000			01/13/2015
			Absence	Reported Leave Type / Bank	Exceptions	Hours	Transaction Note	Entered	Budget Code	
+			01/12/2015	SL / SICK LEAVE / SICK		-7.0000	DOE, JOHN	01/13/2015		
+	13321	1	TEACHHS267	Leave Used	01/06/2015	01/06/2015	2.0000			01/07/2015
+	11576	0	TEACHHS2...	Leave Used	12/04/2014	12/04/2014	6.0000			12/17/2014
+	10136		TEACHHS2...	Transaction Import	12/01/2014	12/01/2014	21.0000			12/15/2014

FMLA Transaction Note

- Insert **FMLA** in front of Substitute Name



The image shows a screenshot of a web browser dialog box titled "Transaction Note -- Webpage Dialog". The dialog box has a light blue background and a title bar with a close button (X). The main content area is titled "Transaction Note" and contains a text input field. The text "FMLA" is inserted at the beginning of the field, followed by "DOE, JOHN". The cursor is positioned at the end of "FMLA". Below the text input field are two buttons: "OK" and "Cancel".

Bereavement Incident Note

- Incident notes are used to count the number of days for a specific incident.
- Bereavement is the only leave type that requires an incident note. Effective 2015-2016, Industrial Injury leave type does NOT require an incident note.
- On the Leave Entry Screen, double click on B3/B5. Or, on the Affidavit Detail Screen, click on the affidavit.

Bereavement Incident Note

- Click on the + sign to expand the date of absence.

Home Entry District Leave Banks Sub Calling Import Log Accrual Roll Configuration Reports Close

Employee Search Leave Entry Affidavit Detail Employee Detail Employee Banks Affidavit Review Position Sync

Affidavit Detail

Employee:

Period Start: End: Refresh Export

	AffID	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered
+	13572	0	CSOII02	Leave Used	01/08/2015	01/09/2015	16.0000			01/09/2015
	12159	0	CSOII02	Leave Used	12/18/2014	12/18/2014		FUTURE DATE AESOP WILL TRA...		12/19/2014

Bereavement Incident Note

- Click on **Incident Note**.

Home Entry District Leave Banks Sub Calling Import Log Accrual Roll Configuration Reports Close

Employee Search Leave Entry Affidavit Detail Employee Detail Employee Banks Affidavit Review Position Sync

Affidavit Detail

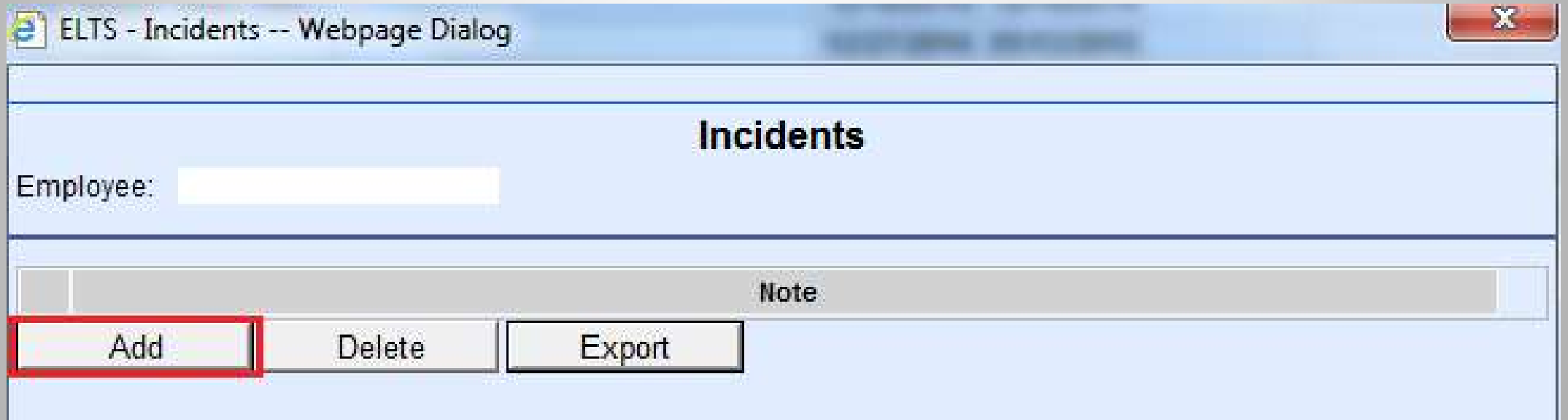
Employee:

Period Start: 07/01/2014 End: 06/30/2015 Refresh Export

	AffID	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered	Printed	Received
-	13614	0	CSOII01	Leave Used	01/08/2015	01/08/2015	5.5000			01/09/2015	01/13/2015	
			Absence	Reported Leave Type / Bank	Exceptions	Hours	Transaction Note	Entered	Budget Code	Incident Note		
+			01/08/2015	B3 / BEREAVEMENT 3 DAYS / OTHER		5.5000		01/09/2015				

Bereavement Incident Note

- Click on **Add**.



ELTS - Incidents -- Webpage Dialog

Incidents

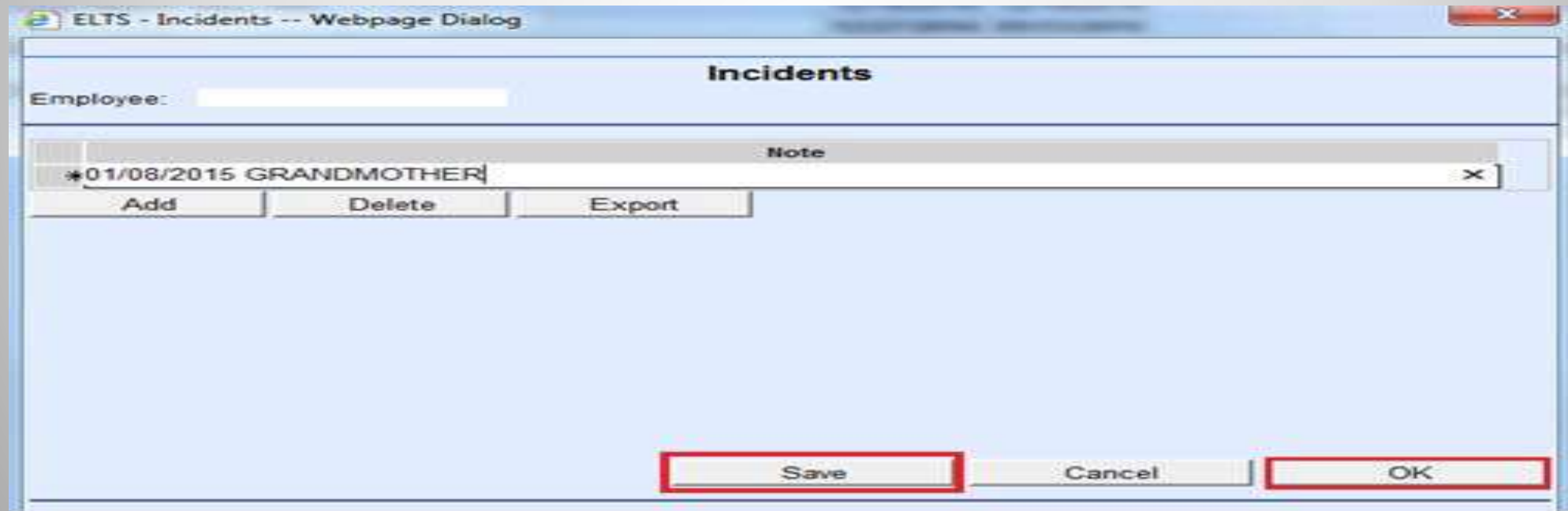
Employee:

Note

Add Delete Export

Bereavement Incident Note

- Add note as "xx/xx/2015 Relationship" example: "01/08/2015 GRANDMOTHER"
- Click on **Save** to add to Incident log, then click on **OK** to apply Incident Note.



The screenshot shows a web browser window titled "ELTS - Incidents -- Webpage Dialog". The main content area is titled "Incidents" and contains an "Employee:" label followed by a text input field. Below this is a "Note" section with a text input field containing the text "*01/08/2015 GRANDMOTHER". Underneath the note input field are three buttons: "Add", "Delete", and "Export". At the bottom of the dialog, there are three buttons: "Save", "Cancel", and "OK". The "Save" and "OK" buttons are highlighted with red rectangular boxes.

Bereavement Incident Note

- Once an Incident Note has been entered on the Incident Log, it will NEVER need to be added again.
- Only “add” the Incident Note to the log ONE TIME. YOU SHOULD NEVER HAVE DUPLICATED ENTRIES.

ADD = Create new note to log **OK** = Apply note to absence

Wrong Bereavement Incident Notes

03/30/2015 BROTHER PASSED

04/22/2015 UNCLE

04/22/2015 UNCLE 2ND DAY

05/08/2015 BEREAVEMENT MOTHER

06/16/15, BROTHER

1/22 GRANDFATHER

1/22/15 - G-FATHER

12/29/14 BROTHER

12/29/2014 BROTHER

2/5/15 - GRANDFATHER-IN-LAW (WIFE'S GRANDFATHER)

3 DAY BEREAVEMENT/AUNT

3 DAY BEREAVEMENT/UNCLE

3/30-3/31/15 MOM

4/13-4/20- FATHER PASSED AWAY

4/1-4/3 UNCLE PASSED AWAY

AUNT

AUNT 04/09/2015

AUNT 2/23/2015

AUNT 6/27/15

AUNT, 03/01/2015

AUNT, 2/10/2015

B3-01/09/2015

BEREAVEMENT 3 DAY/AUNT

BEREAVEMENT-UNCLE

BEREAVEMENT - FATHER

BROTHER

BROTHER IN LAW

BROTHER IN LAW - 12/25/14

BROTHER IN LAW; BROTHER IN LAW

BROTHER PASSED 5-5-2015

DEATH OF UNCLE OUT OF STATE AZ

FATHER DIED

FATHER IN LAW

FATHER IN LAW PASSED AWAY

GRANDMOTHER

GRANDMOTHER, 02/12/15

GRANDMOTHER, 03/07/2015

HUSBAND

HUSBAND - 4/13/15

MOTHER

MOTHER IN LAW 01/15/2015

MOTHER IN LAW 01/20/2015

MOTHER IN LAW PASSED AWAY

MOTHER-IN-LAW

MOTHER-IN-LAW PASSED AWAY

OUT OF STATE; GRANDMOTHER, 02/12/15

OUT OF STATE; GRANDMOTHER, 03/07/2015

RELATIONSHIP, GRANDMOTHER

SISTER-IN-LAW

UNCLE

UNCLE 01/12/2015

UNCLE, 02/10/2015

UNCLE, 02/16/2015

UNCLE, 4/20

UNCLE, 4/28/2015

WIFE'S GRANDMOTHER



What's the big fuss about AFFIDAVITS?



- Affidavits **MUST** be turned in weekly!
- AESOP does **not** feed into the payroll system automatically. Absences will not be properly recorded without a completed and signed Affidavit.



- In the event of **long term absences** (Off-Work Orders, Industrial Injury, and Maternity Leave), affidavits are to be completed immediately and sent to Payroll, noting **“Signature Unavailable”** on the Employee Signature line.

A delay in **Affidavit** processing can result in salary overpayment. **NOTE:** Classified employees are paid current; therefore overpayments may happen very easily if communication is not present. **Let's work together to prevent these situations.**



PAYROLL FREQUENTLY ASKED QUESTIONS

1. When is an affidavit required?

Whenever an employee is absent from work other than for school business.
(Example: Maternity Leave, FMLA, Worker's Compensation, CFRA, etc.)

2. If an employee has called into the AESOP system, does an affidavit still need to be submitted?

Yes. AESOP does not feed into the Payroll system.

3. How often should affidavits be sent up to Payroll?

Weekly



4. How many Family Illness, Personal Necessity, and General Leave days are employees entitled to use per fiscal year?

	Certificated	Classified
	Days per Fiscal Year	Days per Fiscal Year
Family Illness	6	6
Personal Necessity	8	7
General Leave	2	0

5. If an employee leaves work early because their child is ill, is “FMLA” an acceptable reason to list on an affidavit?

No. “FMLA” stands for Family Medical Leave Act and must be requested and approved through Personnel.



6. If an employee needs to change an affidavit that has already been submitted to Payroll, what should the employee do?
 - Obtain a copy of his/her original affidavit
 - Make changes as needed
 - Write "Revised" on the top of the affidavit
 - Submit to his/her administrator for approval
 - Forward to Payroll for change(s) to be made

7. Will Payroll accept an affidavit without an employee's signature?
 - Yes, when the dates are covered by an acceptable doctor's off work order (including Industrial Injury) and when an employee has been absent for an extended period.
 - "Signature Unavailable" must be written on the "Signature of Employee" line.

Employee Monthly Report

74 Rialto Unified School District

BEST NET CONSORTIUM Pending Affidavits

EIN	EMPLOYEE NAME	Affidavit	Start Date	End Date	Total Hours	Status	Entered	Printed	Received	Days Outstanding
Position	Location									
	ELEMENTARY	30639	07/14/2015	07/14/2015	3.5000	PENDING	07/15/2015		No	34
	ELEMENTARY	30994	07/21/2015	07/21/2015	7.0000	PENDING	07/22/2015		No	27
	ELEMENTARY	31368	07/23/2015	07/23/2015	7.0000	PENDING	07/24/2015		No	25
	ELEMENTARY	31573	07/27/2015	07/28/2015	10.5000	PENDING	07/28/2015		No	21
	ELEMENTARY	31782	07/30/2015	07/30/2015	7.0000	PENDING	07/31/2015		No	18
	ELEMENTARY	29914	07/01/2015	07/02/2015	8.0000	EXCEPTIO N	07/02/2015		No	47
	ELEMENTARY	30159	07/06/2015	07/06/2015	4.0000	EXCEPTIO N	07/07/2015		No	42
	ELEMENTARY	30694	07/15/2015	07/15/2015	4.0000	PENDING	07/17/2015		No	33
	ELEMENTARY	31759	07/30/2015	07/31/2015	8.0000	PENDING	07/31/2015		No	18
	ELEMENTARY	32930	08/06/2015	08/07/2015	8.0000	PENDING	08/07/2015		No	11

Attach all affidavits listed on your report, sign by admin, and submit to Payroll by the 15th of each month.

RIALTO UNIFIED SCHOOL DISTRICT

"TODAY'S SCHOLARS, TOMORROW'S LEADERS"

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ELTS

[Round to the Nearest Quarter](#)[Request For Leave](#)[Review Before Printing](#)[ELTS Notes for Local Leave Attendants](#)[How To Read Your Affidavit](#)[Local Leave Attendant Leave Types REVISED 1-15-15](#)

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ANY QUESTIONS?