

9.2 Using DRS Calendars

Purpose: Use this document as a reference for how to understand the DRS calendar's relationship to jobs and payroll.

Audience: Benefits Administrators, Payroll Administrators, HR Administrators.

! You must have at least one of these local college managed security roles:

- ZC Payroll Data Maintenance
- ZD DRS Processing Inquiry
- ZD HR Local Config Vw
- ZZ DRS Processing
- ZZ HR Local Configuration
- ZZ Payroll Data Maintenance
- ZZ Payroll Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Custom tables were created in PeopleSoft to accommodate the need for a calendar that defines the actual number of hours worked in a day as well as the number of days worked in a given month for the year for academic employees. This is because DRS requires retirement funding to be reported "as earned" as opposed to "as paid".

When creating new DRS calendars, note the following:

- DRS Calendars are developed/updated by individual colleges on annual basis.
- Are created for academic employees only.
- Need to be created/updated before first payment of the new fiscal year.
- Colleges may create as many DRS calendars as needed to capture different numbers of valid working days in a single month per contracted timeframe.

Examples of college created DRS calendars:

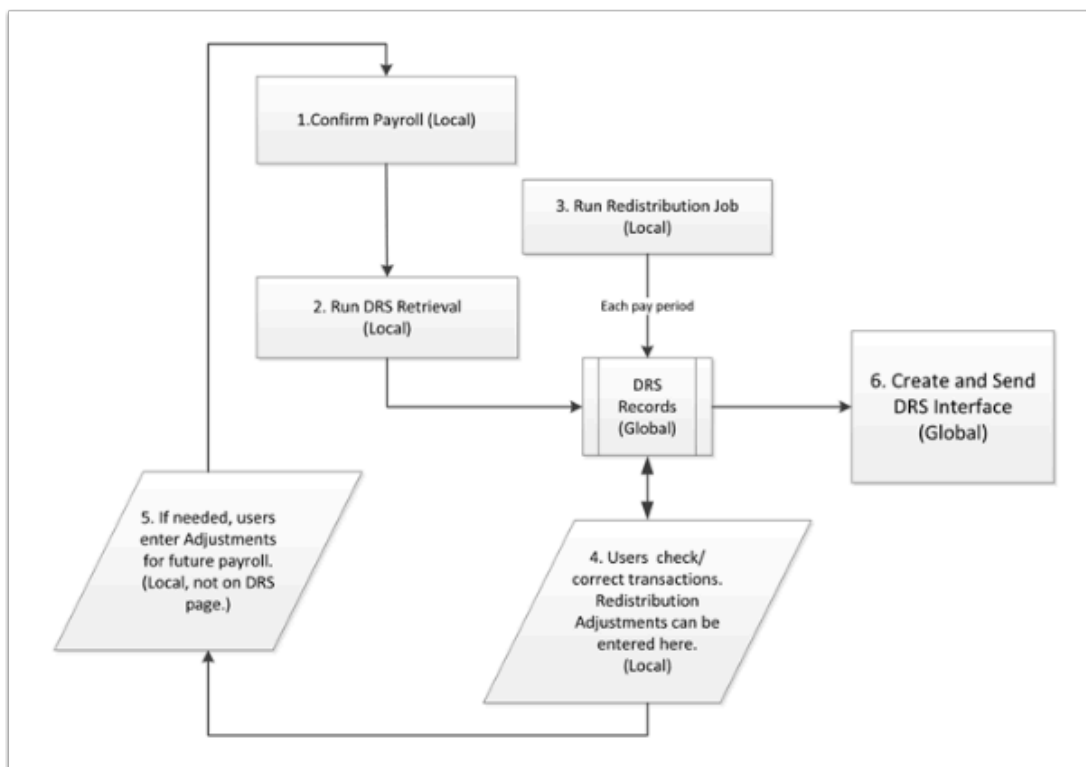
- Tacoma: Full-Time Faculty (01), Correctional Faculty (02), Part-Time Faculty (03)
- Spokane: Faculty (01), Summer Faculty (04), Part-Time Faculty (05)

- Peninsula: FT Faculty 2021-2022 (01), PTF 2021-2022 (02)
- Skagit: FTF Annual Calendar (FA), PTF DRS Calendar (PF)
- Bellevue: FTF Annual Calendar (01), Counselors Annual Calendar (02), PTF DRS Calendar (PF)

A college configuration specialist is expected to create new DRS Calendars prior to the Fiscal Year (though additional calendars could be required as the year progresses depending on need).

Using DRS Calendars

DRS Process Flow

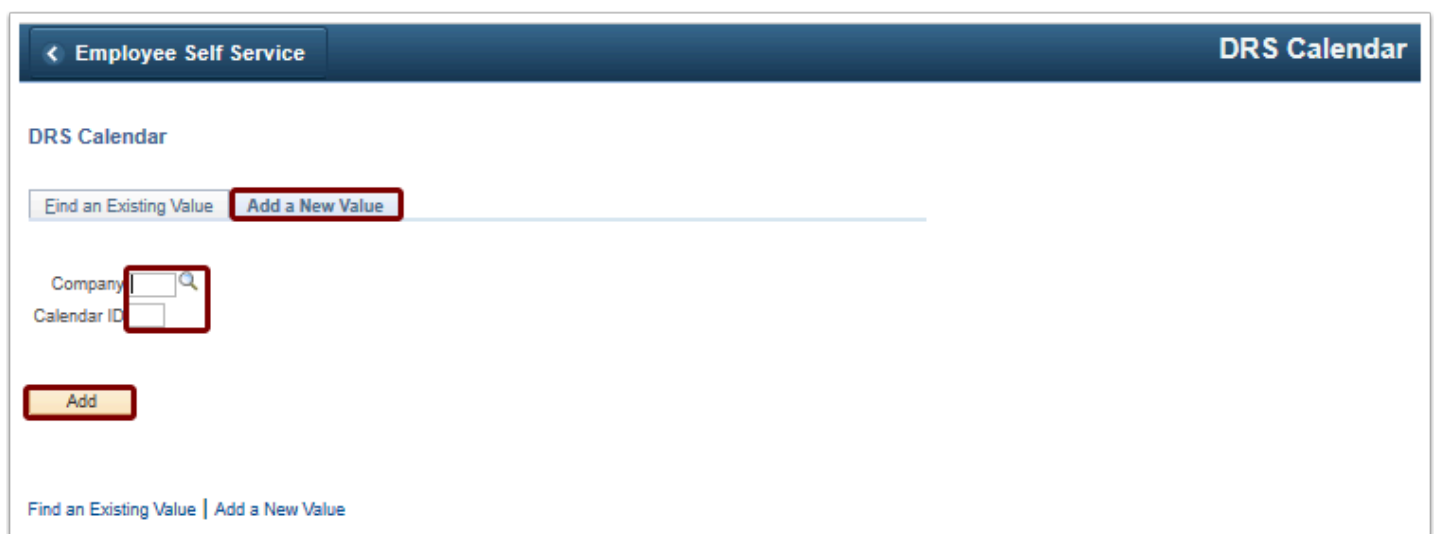


DRS Calendars

Create a New DRS Calendar

Navigation: NavBar > Navigator > Set Up HCM > CTC Custom > DRS Calendar

1. The **DRS Calendar** search page displays.
2. Select **Add a New Value** tab.
3. Select the appropriate **Company**.
4. Assign a **Calendar ID** (can only be 2 characters, should abide by your college's naming convention).
5. Select the **Add** button.



The screenshot shows the 'Employee Self Service' interface with a 'DRS Calendar' header. Below the header, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there are two input fields: 'Company' and 'Calendar ID'. The 'Company' field has a search icon and is highlighted with a red box. Below these fields is an 'Add' button, also highlighted with a red box. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

6. The **DRS Calendar** page displays.
7. Select an **Empl Class**. The DRS Calendars can be created for all types of employees. An individual DRS Calendar can be created for a single employee as well if needed.
8. Enter the **Fiscal Year** (ex: use 2023 for reporting timeframe 7/1/22-6/30/23).
9. Enter a **Description**.
10. Enter **Full Time Hrs/Day** (for most FAC or PTF this will be 7, but differences in contracts exist).
11. Enter the number of valid working days in each month for the DRS Calendar.
12. Select the **Save** button.

Company 140 Clark College
 Calendar ID 03 *Empl Class FAC Faculty

Fiscal Year Find | View All First 1 of 1 Last

*Fiscal Year 2020

Description Full-time Faculty

*Full Time Hrs/Day 7

Hours / Day Ind Days

	0
	0
	17
	23
	18
	9
	21
	19
	15
	22
	22
	10

Save Notify Add Update/Display Include History Correct History

Add to Existing DRS Calendar

Navigation: NavBar > Navigator > Set Up HCM > CTC Custom > DRS Calendar

1. The **DRS Calendar** search page displays.
2. Select the appropriate **Company**.
3. Select a **Calendar ID**.
4. Select the **Search** button.

< Employee Self Service DRS Calendar

DRS Calendar

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Company begins with 140


Calendar ID begins with 01

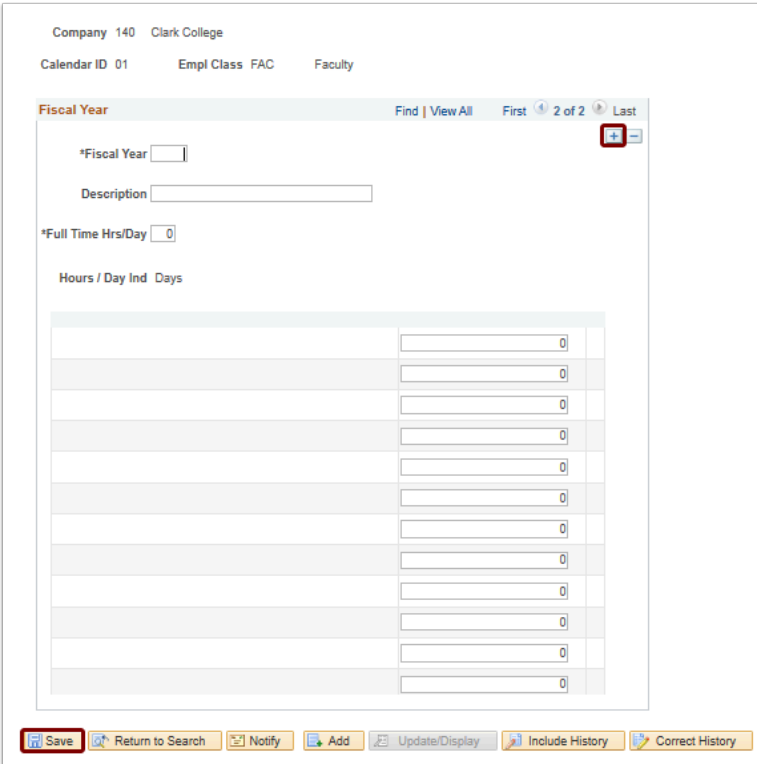
☐ Include History ☐ Correct History

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

5. The **DRS Calendar** page displays.
6. Add a new row to update the existing DRS calendar. Select the **[+]** icon in the upper right hand corner and enter the same information as creating a new DRS Calendar from the Fiscal Year field down.
7. Select the **Save** button.

 As many DRS Calendars should exist as needed. For example, if Faculty, Correctional Faculty, and Counselors all have different numbers of valid working days in a single month, then three different calendars must exist to serve each population.



Company 140 Clark College

Calendar ID 01 Empl Class FAC Faculty

Fiscal Year Find | View All First 2 of 2 Last

*Fiscal Year

Description


*Full Time Hrs/Day

Hours / Day Ind Days


<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	0

Save Return to Search Notify Add Update/Display Include History Correct History

8. The process to create and update existing DRS calendars is now complete.


 **NOTE:** Faculty, Correctional Faculty, and Part Time Faculty DO need a DRS Calendar reflected on each teaching job data record, as well as Contract Begin and End Dates so that reporting of hours and redistribution will occur accurately.

Assigning a DRS Calendar

 You must have at least one of these local college managed security roles:

- ZC HR Employee Maintenance
- ZD FWL HCM View Pay
- ZD HR Central Config VW
- ZD HR Admin View Job Data
- ZD Benefits Employee Data Inq
- ZD HR Employee Maintenance VW
- ZD HR Limited Person Job Info
- ZZ HR Employee Maintenance
- ZZ SS Workforce Administrator
- ZZ FWL HCM Pay Process

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 A custom page in Job Data was created to accommodate information not delivered in PeopleSoft. This custom page, CTC Job Data, is where DRS calendar code is entered for academic employees.

The field DRS Calendar should be populated with the college specific DRS Calendar code that is outlined by the custom tables which were defined in the setup page. DRS Calendar code should be populated only on full-time and part-time job data records used in calculation of in class teaching hours. For more information on the use of DRS calendar codes and their impact on calculation of service credit for part-time academic employees please refer to [WAC 415-112-335](#).

Definition: "In-class teaching hours" means contact classroom and lab hours in which full-time or part-time academic employees are performing contractually assigned teaching duties. The in-class teaching hours shall not include any duties performed in support of, or in addition to, those contractually assigned in-class teaching hours.

The DRS Calendar chosen must correspond with the Empl Class as defined on the delivered PeopleSoft field Empl Class, contained in the Job Information tab of the Job Data page.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#)

▼ **Search Criteria**

Empl ID **begins with**

Empl Record **=**

Name **begins with**

Last Name **begins with**

Second Last Name **begins with**

Alternate Character Name **begins with**

Middle Name **begins with**

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[< DRS Calendar](#) [Job Data](#)

[Work Location](#) [Job Information](#) [Job Labor](#) [Payroll](#) [Salary Plan](#) [Compensation](#) [CTC Job Data](#) [CTC Earnings Distribution](#)

Jan Employee Empl ID 10 Empl Record 0

Job Information [?](#) [Q](#) [|](#) [<](#) [1 of 2](#) [>](#) [>|](#)

Effective Date 01/01/2018

Effective Sequence 1

HR Status Active

Payroll Status Active

Action Data Change

Reason Absence Enrollment

Job Indicator Secondary Job

[Go To Row](#)

Leave Accrual Date 01/01/2018 [📅](#)

Job Term

Probation End Date [📅](#)

Contract Units

Contract Begin Date [📅](#)

Union Member: ☐

Faculty Status

Quarterly Leave Accrual Hrs

Max Leave Override: ☐

Leave Maximum Month

Job Emp Type Permanent

Trial Service Date [📅](#)

DRS Calendar

Contract End Date [📅](#)

OFM Bargaining Unit [🔍](#)

Balloon Payment ID [🔍](#)

Leave Type

Current [📅](#)

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

DRS Calendar **Job Data**

Work Location **Job Information** Job Labor Payroll Salary Plan Compensation CTC Job Data CTC Earnings Distribution

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0

Job Information Details 1 of 2

Effective Date: 01/01/2018 Go To Row

Effective Sequence: 1 Action: Data Change

HR Status: Active Reason: Absence Enrollment

Payroll Status: Active Job Indicator: Secondary Job

*Job Code: 440003 NON-INSTRUC ACAD EMPLOYEE

Entry Date: 09/27/2012

Supervisor Level: [Redacted]

Supervisor ID: 101004908 Jaclyn Jacot

Reports To: [Redacted]

*Regular/Temporary: Temporary *Full/Part: Part-Time

Empl Class: **PT Faculty** *Officer Code: None

*Regular Shift: Not Applicable Shift Rate: [Redacted]

Shift Factor: [Redacted]

Standard Hours

Standard Hours: 40.00 Work Period: W Weekly

FTE: 1.000000 As of Date: 01/01/2018

Combined Standard Hours: 90.07 FTE: 2.251743

1. The process of using DRS Calendars is now complete.
2. End of procedure.

Redistribution and Termination

NOTE: Earnings redistribution must be completed for faculty participating in DRS retirement plans. Redistribution is completed at the end of faculty's contracted time-frame. At present time, this process is completed outside of PeopleSoft.

Here is a link to a manual distribution template to assist in this process: [DRS Redistribution Template](#)

1. Redistribution will only happen if DRS Calendar AND Contract Begin Date AND End Date are populated and are present during the processing of the current Payroll period.

WARNING: DRS can fine the college if there is an external audit and it is determined that processes are not handling hours correctly. Colleges should conduct regular internal audits of CTC Job Data to ensure these fields are populated together, in a timely fashion.

2. In the case of termination, if there is no Contract Begin & End Date but a DRS Calendar is referenced, college HR staff must make a manual adjustment to match the actual as reported by Payroll. If the adjustment is not made, the calendar will take the “usual” ½ month pay period.