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:

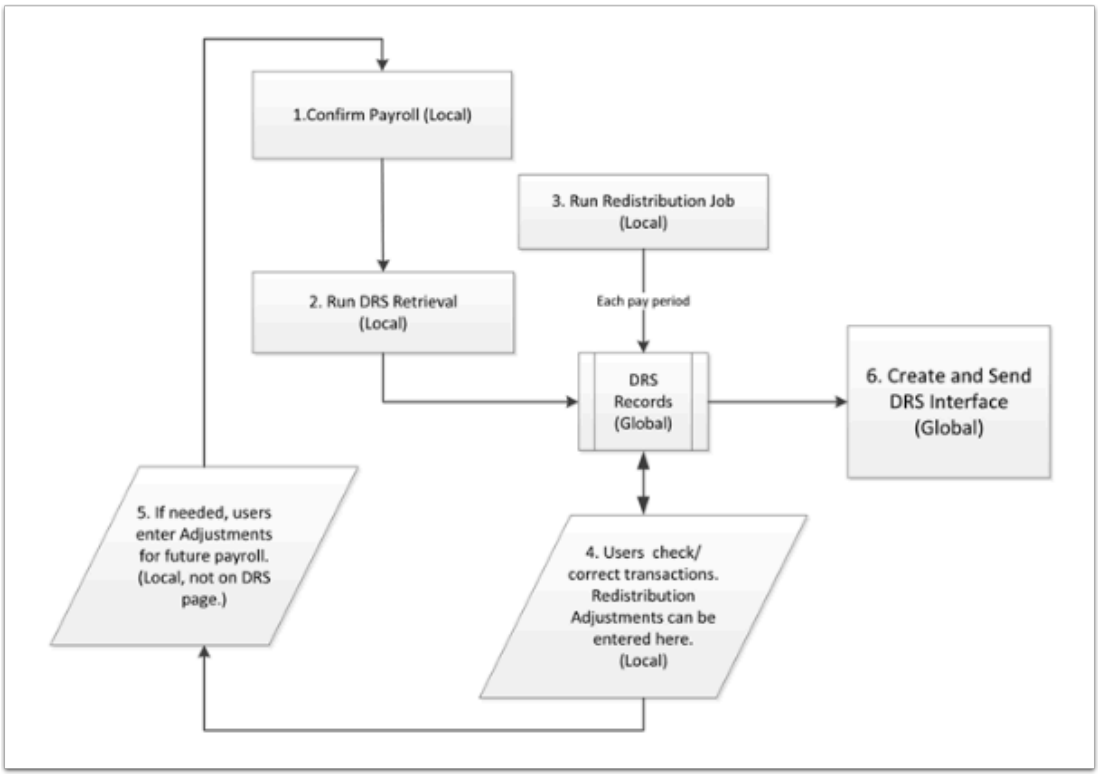
- Tacoma: Full-Time Faculty (01), Correctional Faculty (02), Part-Time Faculty (03)
- Spokane: Faculty (01), Summer Faculty (04), Part-Time Faculty (05)

- 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

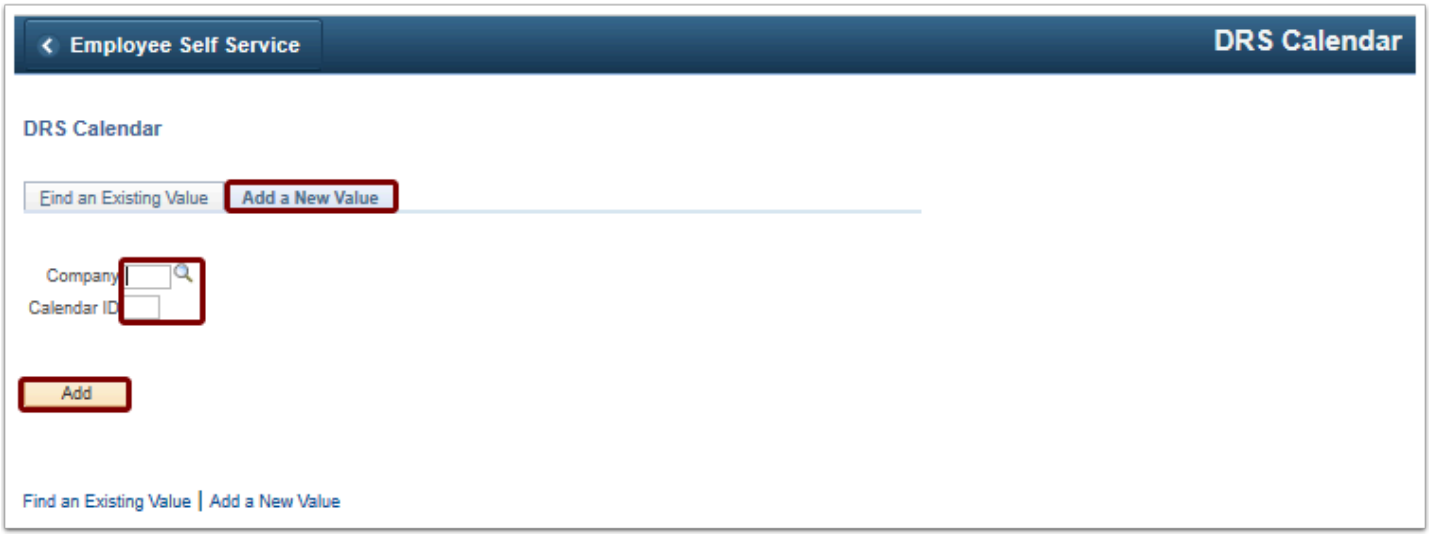


DRS Calendars

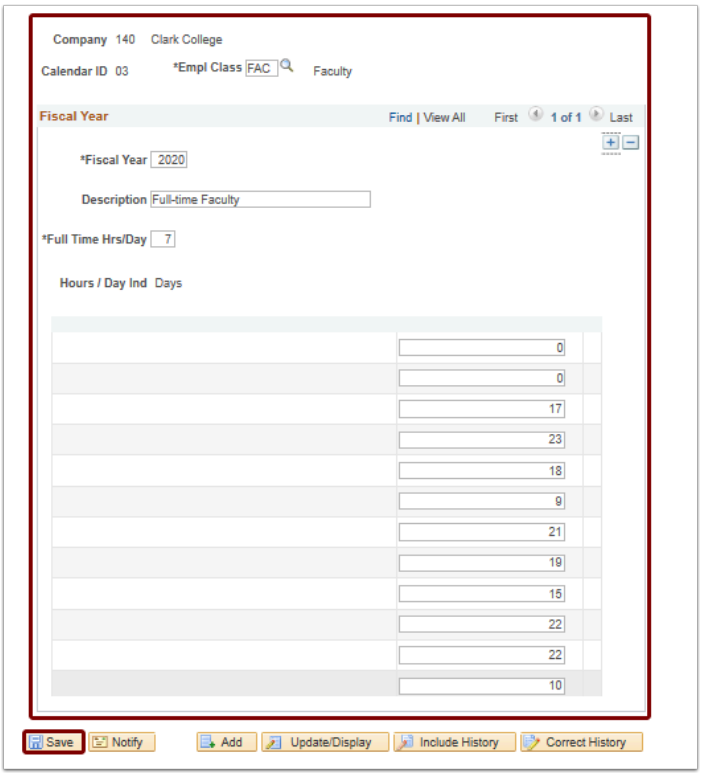
Create a New DRS Calendar

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.



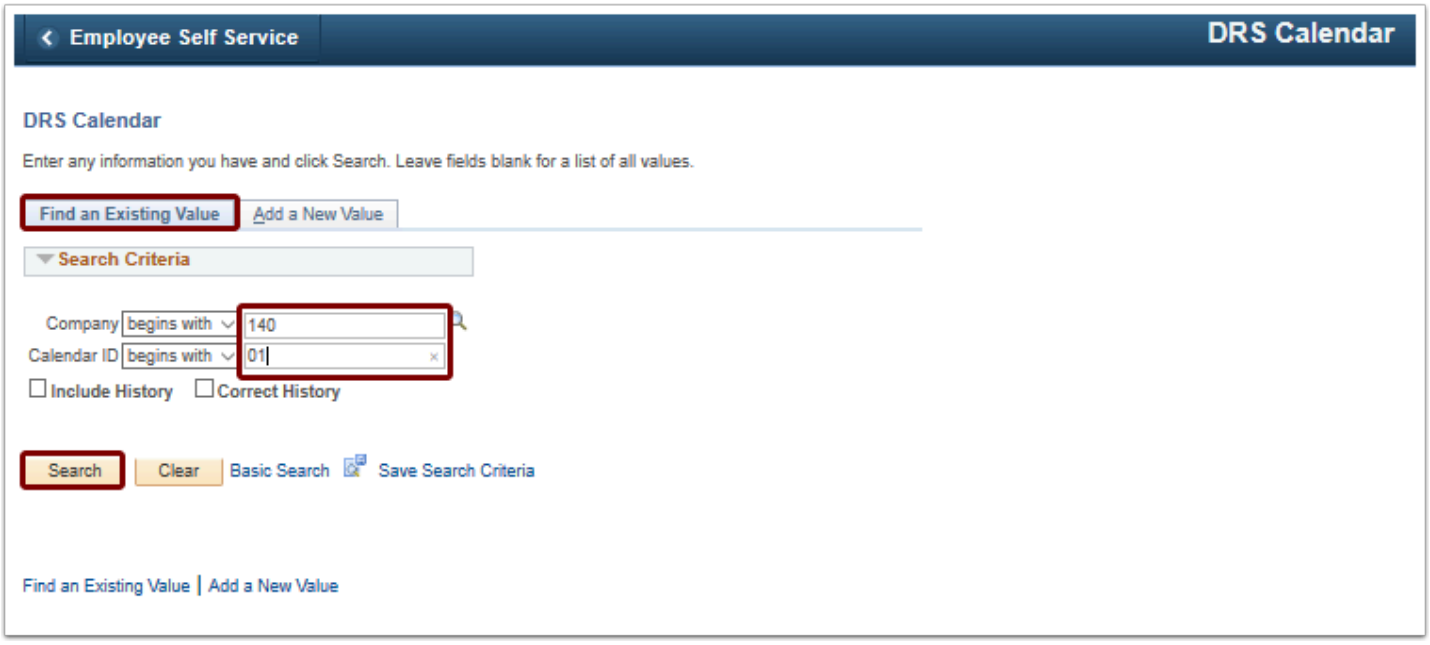
6. The **DRS Calendar** page displays.
7. Select an **Empl Class**. The DRS Calendars can be created for all types of employees. An individual DRS Calendar can be created for a single employee as well if needed.
8. Enter the **Fiscal Year** (ex: use 2023 for reporting timeframe 7/1/22-6/30/23).
9. Enter 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.



Add to Existing DRS Calendar

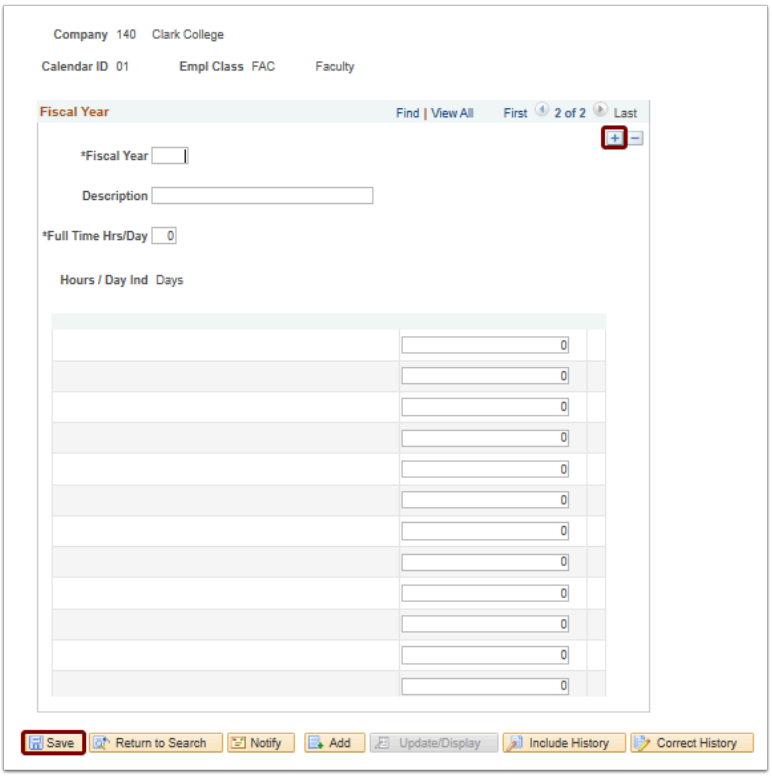
Navigation: NavBar > Navigator > Set Up HCM > CTC Custom > DRS Calendar

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



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.



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.

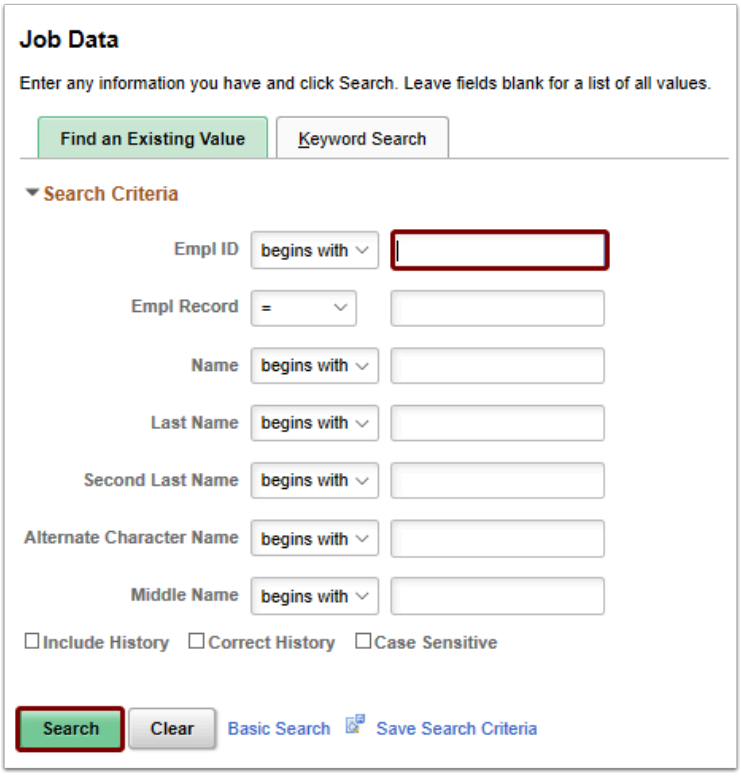
A custom page in Job Data was created to accommodate information not delivered in PeopleSoft. This custom page, CTC Job Data, is where DRS calendar code is entered for academic employees.

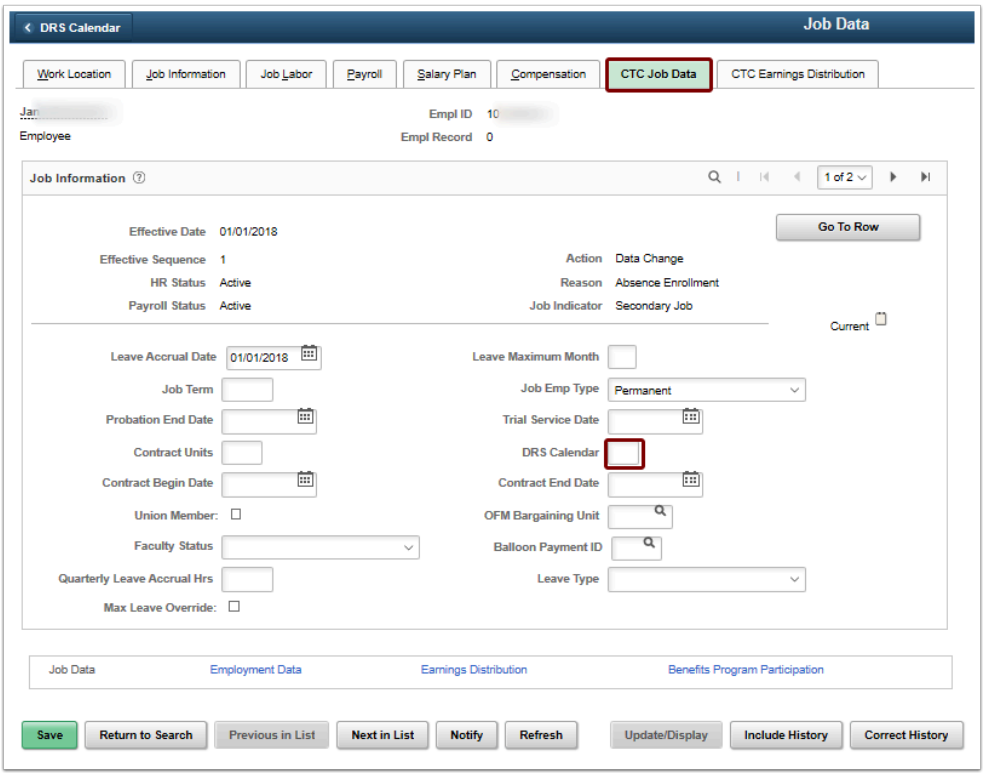
The field DRS Calendar should be populated with the college specific DRS Calendar code that is outlined by the custom tables which were defined in the setup page. DRS Calendar code should be populated only on full-time and part-time job data records used in calculation of in class teaching hours. For 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.

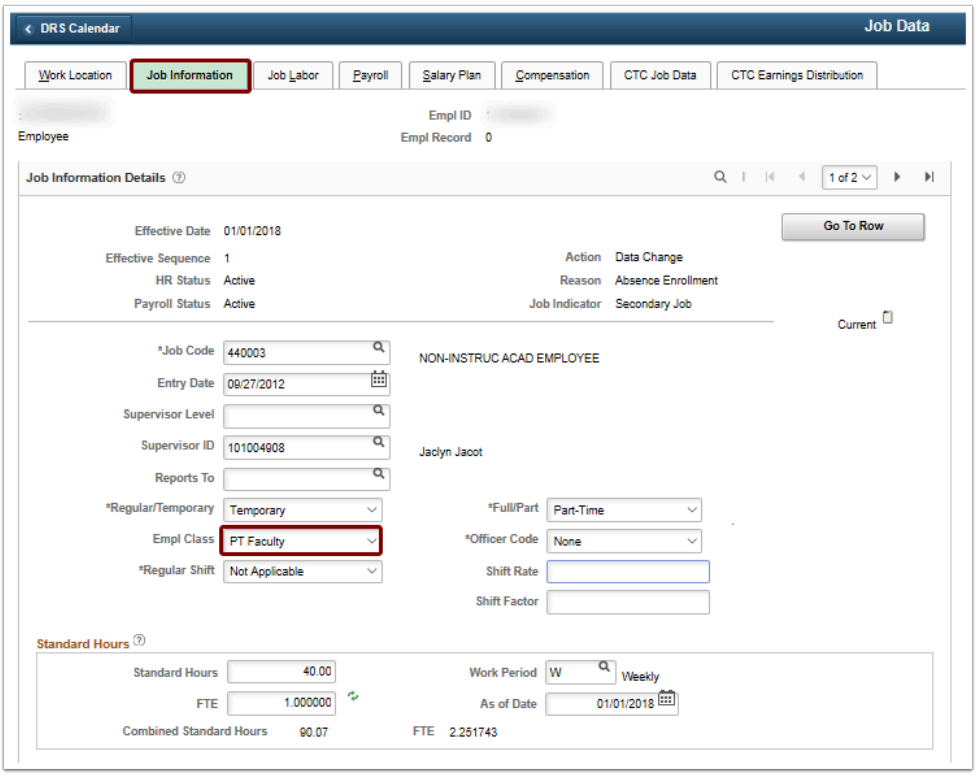
Definition: "In-class teaching hours" means contact classroom and lab hours in which full-time or part-time academic employees are performing contractually assigned teaching duties. The in-class teaching hours shall not include any duties performed in support of, or in addition to, those contractually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

Navigation: NavBar > Navigator > Workforce Administration > Job Information > Job Data







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

Redistribution and Termination

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

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.