

Payroll Concepts Manual



January 2026

LOS ANGELES UNIFIED SCHOOL DISTRICT

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Mission Statement

“Our mission is to support the educational community by providing quality customer service to ensure reliable, accurate and timely compensation. We take pride in our continuous focus on the ever-changing needs of our customers to improve processes and accountability while fostering trust among the people we serve.”

Foreword

The Payroll Concepts Manual is a reference guide for administrators, office technicians, school administrative assistants, time reporters, and all District employees. The manual is a compilation of payroll information, documents, forms, sections of personnel policies and Collective Bargaining Unit Agreements.

The manual is not intended to replace Collective Bargaining Unit Agreements, Board Rules or Personnel Commission Rules, but rather to serve as a guide. This manual is divided into major payroll subjects that administrators and time reporting personnel commonly refer to.

Payroll Administration

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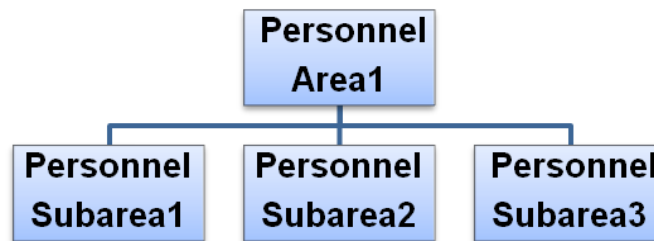
Enterprise and Personnel Structure

The Enterprise and Personnel Structure are critical components of the overall design of the SAP Human Resources system. It drives many of the business rules, processes, authorizations, benefits, timekeeping, payroll, and reporting activities.

SAP defines the groupings of LAUSD employees in the Enterprise and Personnel Structure. The structure typically divides an organization into functional and if applicable geographical groupings as well as employment classifications and groupings. It is comprised of the following elements:

- Personnel Area
- Personnel Subarea
- Employee Group
- Employee Subgroup

Enterprise Structure



Personnel Area

For LAUSD, the Personnel Area (PA) defines whether an employee is certificated, classified, or unclassified and the appropriate bargaining unit. Within SAP, the Personnel Area is used by HR, Benefits, Payroll, & Time modules. The Personnel Area is assigned to a single Company Code, which determines the country and currency of the Personnel Area. Personnel Area will be attached to a Position in Organizational Management, which will default to the employee’s master record when a person is assigned to a position.

Enterprise structure				
CoCode	1000	LAUSD	Leg.person	<input type="checkbox"/>
Pers.area	2FDX	FF-Teacher Asst (Degree)	Subarea	XXXX X Basis
Cost Ctr	<input type="text"/>		Bus. Area	<input type="text"/>
Fund	010-0000	GF-Unrestricted		
Grant	NOT_RELEVANT	NOT_RELEVANT		
Func. Area	0000-0000-00000	Not Applicable		

CoCode – Company code. This field will always be 1000 for LAUSD and is used for Financials and Controlling.

Leg.person – Legal Person. This field is not used by LAUSD.

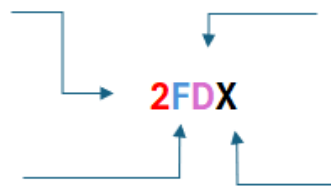
Key Term - Personnel Area

Payroll Area

- 1-Classified
- 2-Certificated
- 3-Unclassified
- 9-Non-Employee

Other Group Definition

- Within Bargaining Unit
- D-Degree-track TAs
- N-Non-Degree-track TAs



Bargaining Unit
F-Teacher Assistants

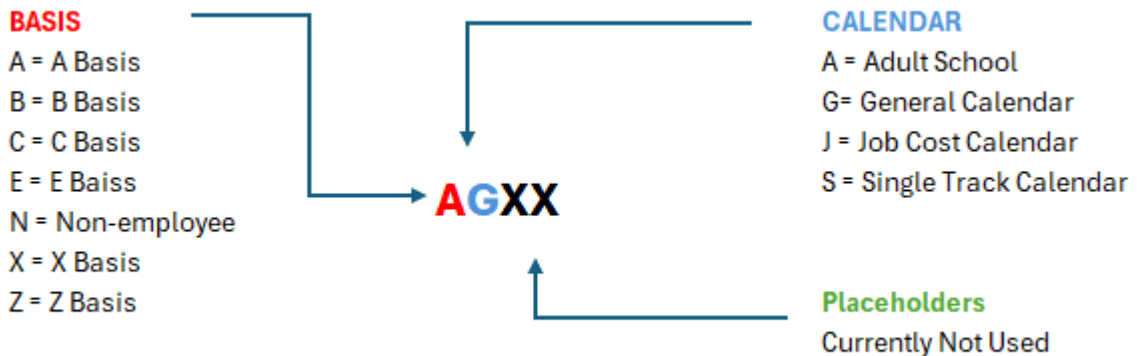
Placeholders
Currently not used by the District

Bargaining Unit	Description	SAP Personnel Area	Description
FF	Teacher Assistants	2FDX	Teacher Assistant, Degree-Track

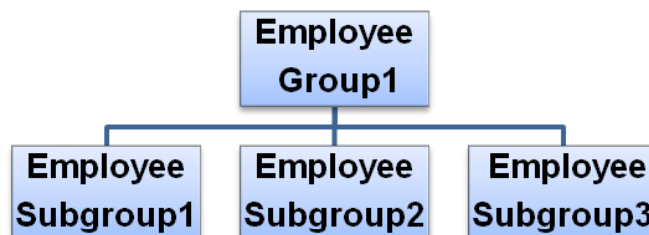
Personnel Subarea

For LAUSD, the Personnel Sub Area (PSA) defines the Pay Basis (number of days worked per year) and track. In addition, it defines the holiday calendar and work schedule. Within SAP, the Personnel Subarea groupings are used by Time and Payroll. Personnel Subarea is a subdivision of the Personnel Area. A personnel area can be associated with more than one personnel subarea. Personnel Subarea will be assigned to IT0001, Organizational Assignment.

Enterprise structure				
CoCode	1000	LAUSD	Leg.person	<input type="checkbox"/>
Pers.area	2UTK	UU-Teachers (K-12/Sp Ed)	Subarea	CTXX C Basis 3 track
Cost Ctr	<input type="text"/>		Bus. Area	<input type="text"/>
Fund	010-0000	GF-Unrestricted		
Grant	NOT_RELEVANT	NOT_RELEVANT		
Func. Area	0000-0000-00000	Not Applicable		



Personnel Structure



Employee Group

For LAUSD, the Employee Group (EG) is used to map the employee subgroup (Salaried and Hourly) in the pay scale structure. Within SAP, the employee group is used by Payroll and Benefits. The Employee Group is a logical grouping of persons in SAP based on certain common characteristics. Employee Groups are based on the nature of employment.

Personnel structure			
EE group	<input type="text" value="A"/>	FT Salaried	Payr.area <input type="text" value="CE"/> Monthly Certificated
EE subgroup	<input type="text" value="R1"/>	Regular/Permanent	Contract <input type="text"/>

A	Full time Salaried Monthly
C	Full-time Hourly
D	Full-time Hourly Semi-Monthly
E	Part-time Salaried Monthly
G	Part-time Hourly Monthly
H	Part-time Hourly Semi-Monthly
N	Non-Employee
P	Benefits (no pay)

Employee Subgroup

In LAUSD, Employee Subgroup (ESG) identifies the status of an employee’s assignment, i.e. probationary, regular, temporary, intern, retiree, or substitute. In SAP, the Employee subgroup is used by Payroll, Time, and HR. For example, in Payroll it is used to determine certain wage type eligibility.

Personnel structure			
EE group	<input type="text" value="A"/>	FT Salaried	Payr.area <input type="text" value="CE"/> Monthly Certificated
EE subgroup	<input type="text" value="R1"/>	Regular/Permanent	Contract <input type="text"/>

(Employee Subgroup Partial List)

B1	Probationary 1	Q2	Qualifying 2
E1	Extra Adult	R1	Regular Permanent
F2	University Intern 2	S1	Substitute
G1	District Intern 1	T1	Temporary
K1	Temporary Contract	V1	Provisional
L1	Limited Contract		

Enterprise Structure Functions in Payroll

Personnel Subarea Groupings

- Permissibility – The personnel subarea grouping for primary wage types defines which wage types are valid for which personnel subareas.

Employee Subgroup Groupings

- Personnel Calculation Rules - The employee subgroup grouping for the *personnel calculation rule* controls how an employee's payroll is processed, for example, whether an employee is to be paid on an hourly or salaried basis.
- Assignment to Pay scale - The employee subgroup for the collective agreement provisions specifies which pay scale groups are valid for which employee groups.
- Permissibility - The employee subgroup for primary wage types defines which wage types are valid for which employee subgroups.

Enterprise and Personnel Structure Design

	Personnel Area	Personnel Subarea	Employee Group	Employee Subgroup
Naming Convention	<p><u>1st position represents the service</u> 1= Classified 2= Certificated 3= Unclassified 9 = Non-employee</p> <p><u>2nd position represents the Bargaining unit</u></p> <p><u>3rd and 4th (if not an XX) represent the detail within bargaining unit (e.g. 2UTE = Teachers Early Ed)</u></p> <p><u>If 4th position is not needed for BU detail, then it is a Place holder (marked as an X) - can be used in future for new personnel areas</u></p>	<p><u>1st position represents the Basis</u></p> <p><u>2nd position represents the Site/School Calendar</u></p> <p><u>3rd and 4th positions are Place holders - can be used in future for new Personnel Subareas</u></p>	Employee group indicates full time, part time, hourly, salaried, or non-employees	Formerly Assignment Status Code

Personnel Area	Personnel Area Text
1APX	AA-Plant Security Aides
1APW	AA-Plant Security Aide Weekends
1AOX	AA-Detectives & Officers
1ASX	AA-School Safety Officers
1BXX	BB-Instructional Aides
1CXX	CC-Operations Support Svcs
1DXX	DD-Office, Technical and Bus Svcs
1DPX	DD-Student Integration Helper
1DTX	DD-TV Studio Assistant
1EXX	EE-Skilled Crafts
1GXX	GG - Playground Aides/Comm Rep
1SAX	HH-School Police Management
1SAS	HH-Safety Officer Sergeants
1LMX	LL-Classified Management
1LJX	JJ-Classified Mgmt (AALA) Lowr
1LVX	VE-Executive Officer, Board of Ed
1NAX	NN-Security Officer Non rep
1NXX	NN-Classified Non-represented
1SXX	SS-Classified Supv
1SLL	SS-Classified Supvy OT Exempt
1SLX	SS-Classified Supvy SDI Exempt
1VVX	VV-Classified Exec Management
1VEX	VE-Classified Exec Management-JR
1VJX	JJ-Classified Mgmt (AALA) High
1VSX	VS-Classified Exec Management-SR
1VAC	VS- Chief of Police
1VAD	VV- Deputy Chief of Police
1YLX	YY- Dirs B & F and Ed Policy, IAU
1ZXX	ZZ-Classified Confidential
1ZLX	ZZ- Classified Conf OT Exempt
1ZDX	ZZ-Classified Conf Off/Tech/Bu
1ZSX	ZZ-Classified Conf Supervisory
2FDX	FF-Teacher Asst (Degree)
2FNX	FF-Teacher Asst (Non-Degree)

Personnel Area	Personnel Area Text
2MZX	MM-Certificated Mgmt Conf
2MCX	MM-Certificated Contract Management
2MEX	Certificated Exec Management
2MSX	MS-Certificated Mgmt. Supvry
2PXX	PP-Physician
2USX	UU-Support Services
2UTA	UU-Teachers (Adult)
2UTE	UU-Teachers (ECE)
2UTH	UU-Teachers (Home School)
2UTK	UU-Teachers (K-12/Sp Ed)
3GXX	GG-Temp Out-of-School Staff
3NBX	NB-Community Reps
3NMX	NN-Medical Experts
3NBP	NN-Playground Supervisors
3NPX	NN-Professional Experts
3NSX	NN-Student Workers
3NXX	NN-Unclassified Non-represented
3YYX	YY-Board of Education Member
3YPX	YY-Personnel Commission Member
9NEC	Non-Employee Charter School
9NEX	Non-Employee
9REC	Retired Employee Conversion
Personnel Subarea	Personnel Subarea Description
AAXX	A-Basis/ Adult
AGXX	A-Basis/ General Calendar
AJXX	A-Basis/ Job Cost Calendar
AXSX	A-Basis/ Day-to-Day Sub
BAXX	B-Basis/ Adult
BGXX	B-Basis General Calendar
BJXX	B-Basis/ Job Cost Calendar
BSXX	B-Basis/ Single-Track
CAXX	C-Basis/ Adult
CGXX	C-Basis/ General Calendar

Personnel Subarea	Personnel Subarea Description
CJXX	C-Basis/ Job Cost Calendar
CSXX	C-Basis/ Single-Track
CXSX	C-Basis Day-to-Day Sub
EAXX	E-Basis/ Adult
EGXX	E-Basis/ General Calendar
EJXX	E-Basis/ Job Cost Calendar
ESXX	E-Basis/ Single-Track
NONE	Non-Employee
RXXX	Retiree
XJXX	X-Basis/ Job Cost Calendar
XXSX	X-Basis/ Day-to-Day Sub
XXXX	X Basis
ZJXX	Z-Basis/ Job Cost Calendar
ZXXX	Z-Basis

EE Group	Employee Group Description
A	Full Time Salaried (monthly)
C	Full Time Hourly (monthly)
D	Full Time Hourly (semi-monthly)
E	Part Time Salaried (monthly)
G	Part Time Hourly (monthly)
H	Part Time Hourly (semi-monthly)
N	Non-Employee
P	Benefits (no pay)

EE Subgroup	Employee Subgroup Description
A2	Student Body
B1	Probationary 1
B2	Probationary 2
D1	Detached Service
E1	Extra-Adult
F1	University Intern 1
F2	University Intern 2
G1	District Intern 1
G2	District Intern 2
K1	Temporary Contract
L1	Limited
N1	Non-Employee - Classified
N2	Non-Employee - Contractor
N3	Non-Employee - Certificated
Q2	Qualifying 1
R1	Qualifying 2
S1	Substitute
T1	Temporary
V1	Provisional
W1	Restricted
X1	Exchange - With Pay
X2	Exchange - Without Pay
Z1	Return Retiree
Z2	Return Retiree (Exempt)

Employee Subgroup Definitions

Employee Subgroup Definitions (Legacy to SAP Relationship)					
SAP Code	Employee Subgroup	Description	SAP Code	Employee Subgroup	Description
A1	Surviving Dependent/ Spouse	Non-employee spouse/dependent of a deceased employee who will receive decedent's benefits	A2	Student Body	Hired by Student Store at a school site; benefits paid with Student Body Funds
B1, B2	Probationary	Certificated: employee serving in probationary period; tenure not yet acquired	D1	Detached Service	Certificated: An employee on a leave to perform assignment with an approved organization/contract. Vacation accruals earned while on leave must be used before
E1	Extra-Adult	Certificated: Extra Assignment in Adult Ed while holding a regular assignment; non benefit earning; counts for step advancement	F1, F2	University Intern	Certificated: Employee working on a University Intern certificate, any year of service
G1, G2	District Intern	Certificated: employee working on a District Intern certificate, any year of service	K1	Temporary Contract	Certificated: a temporary contract to serve in place of an employee on leave or offered to candidates in shortage fields (do not qualify for probationary status) (formerly KT, KA)
L1	Limited	1) Non-substitute temporary assignment with no other basic assignment in the District; limited as to time and/or dates and/or benefits (formerly LT-adult ed) 2) Employee with a limited contract to serve in a certificated management position (usually assistant superintendent level and above) or as member of Board or Commission, or as staff assistant or field representative serving under EC Section 45112 (formerly CL, CLN)	N1 N2 N3	Non-Employee	N1 - Classified N2 - Contractor N3 - Certificated Person not employed by the District; for benefits or tracking purposes only
Q1, Q2	Qualifying	Certificated: 1) probationary or permanent employee who is serving a conditional period in another non-management class 2) employee serving the equivalent of a prob period in a class/job other than the one in which regular perm status was or would have been attained; not eligible for list by direct appt (formerly Q1, Q2) 3) An employee who is qualified for conversion to permanent status should a vacant position occur; allows for open-ended assignments until the employee is reached for conversion to permanent status (formerly SQ)	R1	Regular/Perm Employee	Classified: probationary or permanent unlimited assignment, including apprentice assignments (formerly RG) Certificated: An unlimited assignment, after completion of probationary or qualifying period (formerly CN)
			T1	Temporary	1) Classified: employee serving in a non-substitute limited assignment; may earn limited benefits (formerly TM, TA) 2) Certificated: employee on leave to a temporary assignment in a management position, such assignment not to extend beyond the end of the fiscal year
S1	Substitutes	Employee serving in place of an absent employee or vacant position with no other basic assignment in the District (formerly TS, SV, SX)	W1	Restricted	Employee (class/job by appt only) not to exam; pending qualifying for unrestricted status (formerly RW, Administrators under Board Rule 4214)
V1	Provisional	Certificated: 1) employee serving under an emergency-type permit; service does not count toward permanent status unless approved (formerly VY, V1...) 2) Administrators serving under Board Rule 4213 (non-exam) (formerly LA) Classified: non-sub assignment to a budgeted vacant position which cannot be filled by an employee in prob or reg/perm status; may earn benefits on the basis of a status in another class/job (formerly TR)	X1	Exchange - With Pay	Certificated: an exchange assignment paid by the District
			Z1	Return Retiree	Employee receiving a retirement allowance; restricted to salary and/or hours (formerly SZ, LZ, TZ)
			X2	Exchange - Without Pay	Certificated: an exchange assignment not paid by the District
			Z2	Return Retiree (Exempt)	Employee receiving a retirement allowance; exempt from STRS earnings limitations (formerly KZ, ZX)

Personnel Area/Personnel Subarea/Employee Group Relationships

Code	Personnel Area	Code	Personnel Sub Area	Code	Employee Group	Employee Subgroup
1AOX	AA-Safety (Detectives & Officers)	AGXX	A-Basis/ General Calendar	C	Full Time Hourly (monthly)	R1, S1, V1, T1, W1, Z1
		XXSX	X-Basis/Day-to-Day Sub	G	Part Time Hourly (monthly)	
		RXXX	Retiree			
1APX	AA-Misc (Plant Security Aides)	AGXX	A-Basis/ General Calendar	C	Full Time Hourly (monthly)	R1, S1, V1, T1, W1, Z1
		XXXX	X-Basis	G	Part Time Hourly (monthly)	
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1APW	AA-Plant Security Aide Weekends	AGXX	A-Basis/ General Calendar	C	Full Time Hourly (monthly)	R1, S1, V1, T1, W1, Z1
		XXXX	X-Basis	G	Part Time Hourly (monthly)	
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1ASX	AA-School Safety Officers	AGXX	A-Basis/ General Calendar	C	Full Time Hourly (monthly)	R1, S1, V1, T1, W1, Z1
		BGXX	B-Basis/ General Calendar	G	Part Time Hourly (monthly)	
		CGXX	C-Basis/ General Calendar			
		XXXX	X-Basis			
		ZXXX	Z-Basis			
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1BXX	BB-Instructional Support Aides	AAXX	A-Basis/ Adult	C	Full Time Hourly (monthly)	R1, S1, V1, T1, W1, Z1
				G	Part Time Hourly (monthly)	
		AGXX	A-Basis/ General Calendar			
		BGXX	B-Basis/ General Calendar			
		BSXX	B-Basis/ Single-Track			
		CAXX	C-Basis/ Adult			
		CGXX	C-Basis/ General Calendar			
		CSXX	C-Basis/ Single-Track			
		XXXX	X-Basis			
		ZXXX	Z-Basis			
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			

Code	Personnel Area	Code	Personnel Sub Area	Code	Employee Group	Employee Subgroup
1CXX	CC-Operations Support Svcs	AAXX	A-Basis/ Adult	D	Full Time Hourly (semi-monthly)	R1, S1, V1, T1, W1, Z1
				H	Part Time Hourly (semi-monthly)	
		AGXX	A-Basis/ General Calendar			
		AJXX	A-Basis/ Job Cost Calendar			
		BAXX	B-Basis/ Adult			
		BGXX	B-Basis/ General Calendar			
		BJXX	B-Basis/ Job Cost Calendar			
		BSXX	B-Basis/ Single-Track			
		CAXX	C-Basis/ Adult			
		CGXX	C-Basis/ General Calendar			
		CJXX	C-Basis/ Job Cost Calendar			
		CSXX	C-Basis/ Single-Track			
		EJXX	E-Basis/ Job Cost Calendar			
		XJXX	X-Basis/ Job Cost Calendar			
		XXXX	X-Basis			
		ZJXX	Z-Basis/ Job Cost Calendar			
		ZXXX	Z-Basis			
				XXSX	X-Basis/Day-to-Day Sub	
		RXXX	Retiree			
1DPX	DD-Student Integration Helper	AAXX	A-Basis/ Adult	C	Full Time Hourly (monthly)	R1, S1, V1, T1, W1, Z1
				G	Part Time Hourly (monthly)	
		AGXX	A-Basis/ General Calendar			
		AJXX	A-Basis/ Job Cost Calendar			
		BAXX	B-Basis/ Adult			
		BGXX	B-Basis/ General Calendar			
		BJXX	B-Basis/ Job Cost Calendar			
		BSXX	B-Basis/ Single-Track			
		CAXX	C-Basis/ Adult			
		CGXX	C-Basis/ General Calendar			
		CJXX	C-Basis/ Job Cost Calendar			
		CSXX	C-Basis/ Single-Track			
		EGXX	E-Basis/ General Calendar			
		EJXX	E-Basis/ Job Cost Calendar			
		ESXX	E-Basis/ Single-Track			
		XJXX	X-Basis/ Job Cost Calendar			
		XXXX	X-Basis			
		ZJXX	Z-Basis/ Job Cost Calendar			
ZXXX	Z-Basis					

Code	Personnel Area	Code	Personnel Sub Area	Code	Employee Group	Employee Subgroup
1DPX	DD-Student Integration Helper	XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1DXX	DD-Office, Technical and Bus Svcs	AAXX	A-Basis/ Adult	C	Full Time Hourly (monthly)	R1, S1, V1, T1, W1, Z1
				G	Part Time Hourly (monthly)	
		AGXX	A-Basis/ General Calendar			
		BAXX	B-Basis/ Adult			
		BGXX	B-Basis/ General Calendar			
		BJXX	B-Basis/ Job Cost Calendar			
		BSXX	B-Basis/ Single-Track			
		CAXX	C-Basis/ Adult			
		CGXX	C-Basis/ General Calendar			
		CJXX	C-Basis/ Job Cost Calendar			
		CSXX	C-Basis/ Single-Track			
		EGXX	E-Basis/ General Calendar			
		EJXX	E-Basis/ Job Cost Calendar			
		ESXX	E-Basis/ Single-Track			
		XJXX	X-Basis/ Job Cost Calendar			
		XXXX	X-Basis			
		ZJXX	Z-Basis/ Job Cost Calendar			
		ZXXX	Z-Basis			
		XXSX	X-Basis/Day-to-Day Sub			
RXXX	Retiree					
1DTX	DD-TV Studio Assistant	XXXX	X-Basis	C	Full Time Hourly (monthly)	R1, S1, V1, T1, W1, Z1
		XXSX	X-Basis/Day-to-Day Sub	G	Part Time Hourly (monthly)	
		RXXX	Retiree			
1EXX	EE-Skilled Crafts	AGXX	A-Basis/ General Calendar	D	Full Time Hourly (semi-monthly)	R1, S1, V1, W1, Z1
		AJXX	A-Basis/ Job Cost Calendar	H	Part Time Hourly (semi-monthly)	
		BJXX	B-Basis/ Job Cost Calendar			
		CGXX	C-Basis/ General Calendar			
		CJXX	C-Basis/ Job Cost Calendar			
		EJXX	E-Basis/ Job Cost Calendar			
		XJXX	X-Basis/ Job Cost Calendar			
		XXXX	X-Basis			
		ZJXX	Z-Basis/ Job Cost Calendar			
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1GXX	GG - School Supervision Aides	CGXX	C-Basis/ General Calendar			
		CSXX	C-Basis/ Single-Track			

Code	Personnel Area	Code	Personnel Sub Area	Code	Employee Group	Employee Subgroup
1LAX	LL-Safety (Captain)	AGXX	A-Basis/ General Calendar	C	Full Time Hourly (monthly)	R1, V1, Z1
		XXXX	X-Basis	G	Part Time Hourly (monthly)	
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1LJX	JJ-Classified Mgmt. (AALA) Lowr	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	R1, S1, T1, V1, Z1
		AJXX	A-Basis/ Job Cost Calendar	E	Part Time Salaried (monthly)	
		BGXX	B-Basis/ General Calendar			
		BJXX	B-Basis/ Job Cost Calendar			
		EGXX	E-Basis/ General Calendar			
		EJXX	E-Basis/ Job Cost Calendar			
		RXXX	Retiree			
		XJXX	X-Basis/ Job Cost Calendar			
		XXSX	X-Basis/Day-to-Day Sub			
		XXXX	X-Basis			
1LMX	LL-Classified Management	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	R1, S1, V1, Z1
		AJXX	A-Basis/ Job Cost Calendar	E	Part Time Salaried (monthly)	
		BJXX	B-Basis/ Job Cost Calendar			
		CJXX	C-Basis/ Job Cost Calendar			
		EJXX	E-Basis/ Job Cost Calendar			
		XJXX	X-Basis/ Job Cost Calendar			
		XXXX	X-Basis			
		ZJXX	Z-Basis/ Job Cost Calendar			
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1LVX	VE- Executive Officer, Board of Ed	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	R1, S1, V1, Z1
		XXSX	X-Basis/Day-to-Day Sub	E	Part Time Salaried (monthly)	
		RXXX	Retiree			
1NAX	NN-Safety (Security Officer)	XXXX	X-Basis	G	Part Time Hourly (monthly)	T1, Z1
		RXXX	Retiree			
1NXX	NN-Classified Non-represented	XXXX	X-Basis	C	Full Time Hourly (monthly)	T1, Z1
		RXXX	Retiree	G	Part Time Hourly (monthly)	
1SAX	HH-Safety (Lieutenants & Sergeants); promotional only positions	AGXX	A-Basis/ General Calendar	C	Full Time Hourly (monthly)	R1, V1, Z1
		XXXX	X-Basis	G	Part Time Hourly (monthly)	
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1SAS	HH-Supervising School Safety Officer	AGXX	A-Basis/ General Calendar	C	Full Time Hourly (monthly)	R1, S1, V1, Z1
		XXXX	X-Basis	G	Part Time Hourly (monthly)	
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			

Code	Personnel Area	Code	Personnel Sub Area	Code	Employee Group	Employee Subgroup
1SLL	SS-Classified Supervisory O/T Exempt	AAXX	A-Basis/ Adult	A	Full Time Salaried (monthly)	R1, S1, V1, Z1
				E	Part Time Salaried (monthly)	
		AGXX	A-Basis/ General Calendar			
		AJXX	A-Basis/ Job Cost Calendar			
		BAXX	B-Basis/ Adult			
		BGXX	B-Basis/ General Calendar			
		BJXX	B-Basis Job Cost Calendar			
		BSXX	B-Basis/Single Track			
		CGXX	C-Basis/General Calendar			
		CJXX	C-Basis/Job Cost Calendar			
		CSXXX	C-Basis/Single Calendar			
		EAXXX	E-Basis/Adult			
		EGXX	E-Basis/General Calendar			
		EJXX	E-Basis/ Job Cost Calendar			
		XJXX	X-Basis/ Job Cost Calendar			
		XXXX	X-Basis			
		ZJXX	Z-Basis/ Job Cost Calendar			
		ZXXX	Z-Basis			
		XXSX	X-Basis/Day-to-Day Sub			
RXXX	Retiree					
1SLX	SL-Classified Supervisory - SDI Exempt	AAXX	A-Basis/ Adult	C	Full Time Hourly (monthly)	R1, S1, V1, Z1
				D	Full Time Hourly (semi-monthly)	
		AGXX	A-Basis/ General Calendar	G	Part Time Hourly (monthly)	
		AJXX	A-Basis/ Job Cost Calendar	H	Part Time Hourly (semi-monthly)	
		BAXX	B-Basis/ Adult			
		BGXX	B-Basis/ General Calendar			
		BJXX	B-Basis/ Job Cost Calendar			
		BSXX	B-Basis/ Single-Track			
		CGXX	C-Basis/ General Calendar			
		CJXX	C-Basis/ Job Cost Calendar			
		CSXX	C-Basis/ Single-Track			
		EAXX	E-Basis/ Adult			
		EGXX	E-Basis/ General Calendar			
		EJXX	E-Basis/ Job Cost Calendar			
		XJXX	X-Basis/ Job Cost Calendar			
		XXXX	X-Basis			
		ZJXX	Z-Basis/ Job Cost Calendar			
		ZXXX	Z-Basis			
		XXSX	X-Basis/Day-to-Day Sub			

Code	Personnel Area	Code	Personnel Sub Area	Code	Employee Group	Employee Subgroup
1SLX	SL-Classified Supervisory - SDI Exempt	RXXX	Retiree			
1SXX	SS-Classified Supervisory	AAXX	A-Basis/ Adult	C	Full Time Hourly (monthly)	R1, S1, V1, Z1
				D	Full Time Hourly (semi-monthly)	
		AGXX	A-Basis/ General Calendar	G	Part Time Hourly (monthly)	
		AJXX	A-Basis/ Job Cost Calendar	H	Part Time Hourly (semi-monthly)	
		BAXX	B-Basis/ Adult			
		BGXX	B-Basis/ General Calendar			
		BJXX	B-Basis/ Job Cost Calendar			
		BSXX	B-Basis/ Single-Track			
		CGXX	C-Basis/ General Calendar			
		CJXX	C-Basis/ Job Cost Calendar			
		CSXX	C-Basis/ Single-Track			
		EAXX	E-Basis/ Adult			
		EGXX	E-Basis/ General Calendar			
		EJXX	E-Basis/ Job Cost Calendar			
		XJXX	X-Basis/ Job Cost Calendar			
		XXXX	X-Basis			
		ZJXX	Z-Basis/ Job Cost Calendar			
		ZXXX	Z-Basis			
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1VAC	VS-Safety (Chief of Police)	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	R1, S1, V1, Z1
		XXSX	X-Basis/Day-to-Day Sub	E	Part Time Salaried (monthly)	
		RXXX	Retiree			
1VAD	VV-Safety (Deputy Chief)	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	R1, S1, V1, Z1
		XXXX	X-Basis	E	Part Time Salaried (monthly)	
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1VEX	VE-Classified Exec Management	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	R1, S1, V1, Z1
		XXXX	X-Basis	E	Part Time Salaried (monthly)	
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1VJX	JJ-Classified Mgmt. (AALA) High	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	R1, S1, T1, V1, Z1
		AJXX	A-Basis/ Job Cost Calendar	E	Part Time Salaried (monthly)	
		BGXX	B-Basis/ General Calendar			
		BJXX	B-Basis/ Job Cost Calendar			
		EGXX	E-Basis/ General Calendar			
		EJXX	E-Basis/ Job Cost Calendar			
		RXXX	Retiree			

Code	Personnel Area	Code	Personnel Sub Area	Code	Employee Group	Employee Subgroup
1VJX	JJ-Classified Mgmt. (AALA) High	XXXX	X-Basis			
1VSX	VS-Classified Exec Management-SR	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	R1, S1, V1, Z1
		XXXX	X-Basis	E	Part Time Salaried (monthly)	
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1VVX	VV-Classified Exec Management	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	R1, S1, V1, Z1
		XXXX	X-Basis	E	Part Time Salaried (monthly)	
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1Y LX	YL-Program Analyst IAU, Director of Budget & Financial Policy and Director of Ed. Policy	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	R1, S1, Z1
		XXXX	X-Basis	E	Part Time Salaried (monthly)	
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1ZDX	ZD-Bargaining Unit D Confidential	AGXX	A-Basis/ General Calendar	C	Full Time Hourly (monthly)	R1, S1, V1, T1, W 1, Z1
		AJXX	A-Basis/ Job Cost Calendar	G	Part Time Hourly (monthly)	
		BJXX	B-Basis/ Job Cost Calendar			
		CJXX	C-Basis/ Job Cost Calendar			
		EJXX	E-Basis/ Job Cost Calendar			
		XJXX	X-Basis/ Job Cost Calendar			
		XXXX	X-Basis			
		ZJXX	A-Basis/ Job Cost Calendar			
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1ZLX	ZZ-Classified Confidential O/T Exempt	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	R1, V1, S1, Z1
		AJXX	A-Basis/ Job Cost Calendar	E	Part Time Salaried (monthly)	
		BJXX	B-Basis/ Job Cost Calendar			
		CJXX	C-Basis/ Job Cost Calendar			
		EJXX	E-Basis/ Job Cost Calendar			
		XJXX	X-Basis/ Job Cost Calendar			
		ZJXX	Z-Basis/ Job Cost Calendar			
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
1ZSX	ZS-Classified Confidential Supervisory	AGXX	A-Basis/ General Calendar	C	Full Time Hourly (monthly)	R1, V1, Z1
		XXSX	X-Basis/Day-to-Day Sub	G	Part Time Hourly (monthly)	
		RXXX	Retiree			

Code	Personnel Area	Code	Personnel Sub Area	Code	Employee Group	Employee Subgroup
1ZXX	ZZ-Classified Confidential	AGXX	A-Basis/ General Calendar	C	Full Time Hourly (monthly)	R1, S1, V1, T1, W 1, Z1
		AJXX	A-Basis/ Job Cost Calendar	G	Part Time Hourly (monthly)	
		BJXX	B-Basis/ Job Cost Calendar			
		CJXX	C-Basis/ Job Cost Calendar			
		EJXX	E-Basis/ Job Cost Calendar			
		XJXX	X-Basis/ Job Cost Calendar			
		ZJXX	Z-Basis/ Job Cost Calendar			
		XXSX	X-Basis/Day-to-Day Sub			
		RXXX	Retiree			
2FDX	FF-Teacher Assistants (Degree)	XXXX	X-Basis	C	Full Time Hourly (monthly)	T1
		RXXX	Retiree	G	Part Time Hourly (monthly)	
2FNX	FF-Teacher Assistants (Non-Degree)	XXXX	X-Basis	C	Full Time Hourly (monthly)	T1
		RXXX	Retiree	G	Part Time Hourly (monthly)	
2MCX	MM-Certificated Contract Management	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	D1, Q/2, B1/2, R1
		EGXX	E-Basis/ General Calendar			S1, Z1/2
		BGXX	B-Basis/ General Calendar			
		CGXX	C-Basis/ General Calendar			
		CXSX	C-Basis/Day-to-Day Sub			
		RXXX	Retiree			
2MEX	MM-Certificated Exec Management	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	D1, Q1/2, B1/2, R1
		EGXX	E-Basis/ General Calendar			
		BGXX	B-Basis/ General Calendar			
		CGXX	C-Basis/ General Calendar			
		CXSX	C-Basis/Day-to-Day Sub			S1, Z1/2
		RXXX	Retiree			
2MSX	MS-Administrators	AAXX	A-Basis/ Adult	A	Full Time Salaried (monthly)	D1, Q1/2, B1/2, R1
		AGXX	A-Basis/ General Calendar			
		BAXX	B-Basis/ Adult			
		BGXX	B-Basis/ General Calendar			
		BSXX	B-Basis/ Single-Track			
		EAXX	E-Basis/ Adult			
		EGXX	E-Basis/ General Calendar			
		ESXX	E-Basis/ Single-Track			
		CGXX	C-Basis/ General Calendar			
		XXXX	X-Basis			
		ZXXX	Z-Basis			
		RXXX	Retiree			

Code	Personnel Area	Code	Personnel Sub Area	Code	Employee Group	Employee Subgroup
2MZX	MZ- Management Confidential	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	D1, Q1/2, B1/2, R1
		EGXX	E-Basis/ General Calendar			
		BGXX	B-Basis/ General Calendar			
		CGXX	C-Basis/ General Calendar			
		XXXX	X-Basis			S1, Z1/2
		CXSX	C-Basis/Day-to-Day Sub			
		RXXX	Retiree			
2PXX	PP-Physicians	AGXX	A-Basis/ General Calendar	C	Full Time Hourly (monthly)	B1/2, R1, Z1
				G	Part Time Hourly (monthly)	
		CGXX	C-Basis/ General Calendar			
		CSXX	C-Basis/ Single-Track			
		EGXX	E-Basis/ General Calendar			
		ZXXX	Z-Basis			
		RXXX	Retiree			
2USX	UU-Support Services	BSXX	B-Basis/ Single-Track	A	Full Time Salaried (monthly)	D1, G1/2, F1/2, K1
		CSXX	C-Basis/ Single-Track	E	Part Time Salaried (monthly)	B1/2, Q1/2, R1, S1
		ESXX	E-Basis/ Single-Track			V1, Z1/2, X1/2
		AGXX	A-Basis/ General Calendar			
		BGXX	B-Basis/ General Calendar			
		CGXX	C-Basis/ General Calendar			
		EGXX	E-Basis/ General Calendar			
		XXXX	X-Basis			
		ZXXX	Z-Basis			
		CXSX	C-Basis/Day-to-Day Sub			
		RXXX	Retiree			
2UTA	UU-Teachers (Adult)	CAXX	C-Basis/ Adult	C	Full Time Hourly (monthly)	E1, L1, B1/2, R1
		AGXX	A-Basis/ General Calendar	G	Part Time Hourly (monthly)	S1, Z1
		BGXX	B-Basis/ General Calendar			
		EGXX	E-Basis/ General Calendar			
		XXXX	X-Basis			
		ZXXX	Z-Basis			
		RXXX	Retiree			
2UTE	UU-Teachers (ECE)	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	D1, G1/2, F1/2, K1
		BGXX	B-Basis/ General Calendar	E	Part Time Salaried (monthly)	B1/2, Q1/2, R1, S1
		CGXX	C-Basis/ General Calendar			V1, Z1/2, X1/2
		EGXX	E-Basis/ General Calendar			
		XXXX	X-Basis			
		ZXXX	Z-Basis			
		AXSX	A-Basis/Day-to-Day Sub			
		RXXX	Retiree			

Code	Personnel Area	Code	Personnel Sub Area	Code	Employee Group	Employee Subgroup	
2UTH	UU-Teachers (Home School)	CSXX	C-Basis/ Single-Track	A	Full Time Salaried (monthly)	D1, G1/2, F1/2, K1	
				E	Part Time Salaried (monthly)	B1/2, Q1/2, R1, S1	
		CGXX	E-Basis/ General Calendar				
		XXXX	X-Basis				
		ZXXX	Z-Basis				
		CXSX	C-Basis/Day-to-Day Sub				
		RXXX	Retiree				
2UTK	UU-Teachers (K12/Sp Ed)	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	D1, G1/2, F1/2, K1	
				E	Part Time Salaried (monthly)	B1/2, Q1/2, R1, S1	
		BGXX	B-Basis/ General Calendar			V1, Z1/2, X1/2	
		BSXX	B-Basis/ Single-Track				
		CSXX	C-Basis/ Single-Track				
		EGXX	E-Basis/ General Calendar				
		XXXX	X-Basis				
		ZXXX	Z-Basis				
		CXSX	C-Basis/Day-to-Day Sub				
RXXX	Retiree						
3GXX	GG-Playground Aides	XXXX	X-Basis	G	Part Time Hourly (monthly)	T1, Z1	
3NBP	NB-Playground Supervisors Non-represented	XXXX	X-Basis	G	Part Time Hourly (monthly)	T1, Z1	
		RXXX	Retiree				
3NBX	NB-Community Representatives	XXXX	X-Basis	G	Part Time Hourly (monthly)	T1, Z1	
		RXXX	Retiree				
3NMX	NP-Medical Experts	XXXX	X-Basis	G	Part Time Hourly (monthly)	T1, Z1	
		RXXX	Retiree				
3NPX	NN-Professional Experts	XXXX	X-Basis	G	Part Time Hourly (monthly)	T1, Z1	
		RXXX	Retiree				
3NSX	NN-Student Workers	XXXX	X-Basis	H	Part Time Hourly (semi-monthly)	T1	
		RXXX	Retiree				
3NXX	NN-Unclassified Non-represented	XXXX	X-Basis	G	Part Time Hourly (monthly)	T1, Z1	
		RXXX	Retiree				
3YPX	YY-Personnel Commission Member	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	T1	
		RXXX	Retiree				
3YYX	YY-Board of Education Member	AGXX	A-Basis/ General Calendar	A	Full Time Salaried (monthly)	T1	
		RXXX	Retiree				
9NEX	Non-Employee	NONE	Non-Employee	N	Non-Employee	A1, N2	
				P	Benefits (no pay)		
9NEC	Non-Employee-Charter School	NONE	Non-Employee	N	Non-Employee	N1, N3	
				P	Benefits (no pay)		
9REC	RC-Converted Retired Employees	RXXX	Retiree	P	Benefits (no pay)	N1, N3	

INFOTYPES

The SAP Human Resources component enables LAUSD to store employee data in an effective structure. Data fields are grouped into information units called Information Types, or infotypes, for short. A group of Infotypes forms an employee's file. Each Infotype has its own date range to create an employee history.

Infotypes are identified by their four-digit keys. (Example: Basic Pay Infotype 0008)
There are numerous Infotypes in SAP. The following are examples.

0000 Actions records all the important changes related to an employee, such as hiring, promotion, transfer, leaves, reassignments, resignation, termination, and retirement.

0001 Organizational Assignment defines the integration of the employee into the organizational and personnel structure. This Infotype contains the employee's position in the organization, including the position number, personnel area, personnel subarea, payroll area, employee group and employee subgroup.

0002 Personal Data stores data identifying the employee. This Infotype contains the name, gender, social security number, and birth date.

0003 Payroll Status contains data related to the payroll status and time management status for employees and controls an employee's payroll runs and time evaluations. This Infotype is automatically created when an employee is hired, and automatically updated when the payroll is run, time is evaluated, or changes are made to a prior payroll for the employee.

0006 Addresses stores the address data of the employee. Different address types may be stored but the standard is permanent residence, temporary residence, home address, emergency address, mailing address and phone numbers.

0007 Planned Working Time defines when and where an employee has to work for a personnel assignment. This Infotype displays an employee's work schedule rule and the Time Management status for a specific period.

0008 Basic Pay stores the employee's basic salary information. Infotype 0008 displays the employee's pay scale type, pay scale area, pay scale group and level, and annual salary. This Infotype maintains a history of payroll data, crucial for accurate retroactive accounting.

0009 Bank Details stores payment details of an employee's bank account so that direct deposit transfer can be made to the employee.

0014 Recurring Payments/Deductions stores a recurring amount and/or a value and a unit of measurement for a wage type that is to be repeatedly paid or deducted. (For example: longevity, shift, tax shelter, credit unions, union dues, professional organization fees, and

insurance) Infotype 0014 set-up for voluntary recurring deductions in payroll is restricted to organizations enrolled in the payroll deduction program. Permitted deductions may be established by an employee through the applicable credit union, union, or organization.

0015 Additional Payments stores an amount or value with a unit of measurement that should be paid or deducted in a certain period by Payroll. Examples of one-time payments or deductions are bonus payments, National Board Certifications, Semester Differentials.

0016 Contract Elements stores data that is related to the employee's employment contract. With the Contract type field, contracts of employment can be subdivided in accordance with the planned duration of the work relationship and the employee's legal status.

0019 Monitoring of Tasks allows creation of automatic monitoring of tasks for HR, Health Benefits, and Contract activities that need to be tracked.

0021 Family Member/Dependents stores data about the employee's family members and dependents. This Infotype records the name, gender, birthdate, and relation to the employee of the family member.

0022 Education stores education and training qualifications an employee has passed. This Infotype allows entry of certificates earned, institute, and branch of study.

0027 Cost Distribution allows for the determination of how costs for an employee are to be distributed to different account assignment objects. If the total sum of distributed costs is less than 100%, the master cost center of the employee is debited for the outstanding amount.

0028 Internal Medical Service stores results and dates referring to an employee's medical examination.

0034 Corporate Function allows maintenance of employees approved for a one-time extended illness benefit projection (10/90).

0041 Date Specifications stores date related information such as District Hire Date, Separation, Retirement Date.

0077 Additional Personal Data stores personal information not stored in the other master data Infotypes such as Ethnic Origin, Ethnicity, Veteran Status, and Disability.

0094 Residence Status stores information regarding an employee's residence status as well as information regarding the compliance with the Immigration Reform and Control Act (IRCA), which requires every employer to verify that each person hired can prove via documents their identity and their eligibility for employment.

0105 Communication stores the system username that is necessary for using SAP-Business-Workflow and SAP-Office and stores the employee's communication data such as the email address.

0128 Notifications defines additional information that should be printed on the employee's remuneration statement such as reminder or informational messages.

0167 Health Plans stores details of the medical, dental, and vision health plans in which the employee is enrolled. This Infotype is used for payroll and for evaluations of employee benefits data.

0168 Insurance Plans stores details of the insurance plans such as life insurance, optional life, spouse optional life, or dependent life insurance in which the employee is enrolled. This Infotype is used for payroll and for evaluations of employee benefits data.

0169 Savings Plans stores details of the savings plans like retirement plan or tax shelter annuities in which the employee is enrolled. This Infotype is used for payroll and for evaluations of employee benefits.

0170 Flexible Spending Accounts stores details of the Flexible Spending Accounts (FSA) in which the employee is enrolled. This Infotype is used for payroll and for evaluations of employee benefits.

0171 General Benefits Information stores the benefit area, first program grouping, and second program grouping assignments of the employee which determine which benefit program the employee is permitted to participate in.

0194 Garnishment Document stores garnishment document information including the case number, status, category, and vendor and originator information. This Infotype must be created before a garnishment order can be created.

0195 Garnishment Order works in conjunction with Infotype 0194 and stores the processing data for a garnishment request which consists of the order type and rule, initial balance of the claim, periodic deduction information, and supplementary information on non-exempt and exempt limits.

0207 Residence Tax Area (IT0207) stores the residence tax area, that is, the group of authorities to which an individual employee pays tax.

0208 Work Tax Area records the amount of time an employee spends in each locality other than their Residence Tax Area (IT0207) throughout the tax period; typically defaults to "CA" for California.

0209 Unemployment State records the state unemployment authority for an employee.

0210 Withholding Info W4/W5 US stores the details from an employee's Federal Employee Withholding Allowance Certificates (Form W-4) and from the employee's equivalent state and local Withholding Allowance Certificates, if applicable.

0216 Garnishment Adjustment stores the processing data for garnishment adjustments, such as a garnishment refund for overcollection of the deductions from the vendors.

0221 Payroll Results Adjustment allows processing of adjustments that cannot be achieved by regular master data maintenance. Uses include entering manual checks written outside SAP HR, performance of year-end adjustments to correct tax amount on W-2 and other tax forms or to update the table TCRT cumulated tax balances in a wage type.

0234 Add. With. Info. US stores information for an employee that is used in conjunction with the employee's W-4 Withholding Information Infotype 0210 to calculate withholding taxes for the employee from special payments.

0235 Other Taxes US records alternatives to the standard calculation of taxes for an employee.

0267 Additional Off-cycle Payments stores additional wage elements for one-time or irregular payments, enabling the entry of off-cycle payroll payments.

2010 Employee Remuneration Information stores manually computed wages, bonuses, or other non-standard wage types.

0302 Additional Actions enables the automatic logging of all the personnel action types that are performed for an employee on a specific date as long as there is only one employment status across all the actions.

0377 Miscellaneous Plans stores details of the miscellaneous plans in which the employee is enrolled, usually created and updated in the enrollment procedures. Infotype 0377 is used for payroll and for evaluations of employee benefits. At LAUSD the only miscellaneous plan is the Employee Assistance Program.

0378 Adjustment Reason stores adjustment reasons that determine the changes an employee can make to his/her benefits for tracking of processed adjustment reasons.

0709 Person ID stores a unique identifier for a person in the SAP system. In a concurrent employment SAP system, when a new employee is hired, the system automatically creates the external person ID and stores it in the Person ID Infotype 0709. If another personnel assignment is created, the person ID is transferred by the copy mechanism for Infotypes. The Person ID at LAUSD is equivalent to the initial PERNR the employee is assigned by the system. For employees who transferred to SAP from the legacy system on 1/1/2007, the Person ID and first PERNR are equal to their legacy employee number.

0712 Main Personnel Assignment stores the personnel assignment of an employee in concurrent employment that should be valid as the main personnel assignment for a certain grouping reason.

2001 Absence records periods during an employee's planned working time in which he or she is not on-site. Infotype 2001 records are created during the Time Transfer process during which the inputs that timekeepers make into CATS are transferred to this Infotype.

2002 Attendance records worked times for an employee. Infotype 2002 records are created from CATS entries during the Time Transfer process.

2003 Substitutions allows recording of short-term deviations to an employee's work schedule and pay.

2006 Absence Quotas records the number of days or hours during which employees are permitted to be off work and is used to manage time accounts that represent an employee's absence entitlements or time benefits.

2012 Time Transfer Specifications allows changes to be made to the time balances that have been calculated in time evaluation.

2013 Quota Corrections allows changes to the value and transfer of absence accrual entitlements that are generated by time evaluation.

2051 Monthly Calendar displays in a monthly format, an employee's working time or substitutions that have been made on Infotype 2003

Common Infotypes Impacting Payroll

At LAUSD, an employee is processed for payroll during a major payroll run, a scheduled off-cycle run, or special off-cycle run. During these runs, a large amount of data is used by the payroll program to calculate payment for work performed by each employee.

Required Infotypes for Payroll Processing

If the following Infotypes are not set-up correctly for an employee, payroll will generate errors or inaccurate results:

- Actions (IT0000)
- Organizational Assignment (IT0001)
- Personal Data (IT0002)
- Payroll Status (IT0003)
- Addresses (IT0006)
- Planned Working Time (IT0007)
- Basic Pay (IT0008)
- Bank Details (IT0009)
- Residence Tax Area (IT0207)
- Work Tax Area (IT0208)
- Unemployment State (IT0209)
- Withholding Info W4/W5 US (IT0210)

Infotypes Used in Time Management

- Planned Working Time (IT0007)
- Quota Compensation (IT0416)
- Absences (IT2001)
- Attendances (IT2002)
- Substitutions (IT2003)
- Absence Quotas (IT2006)
- Quota Corrections (IT2013)

Infotypes Used in Benefits

- Flexible Spending Accounts (IT0170)
- General Benefits Information (IT0171)
- Insurance Plans (IT0168)
- Saving Plans (IT0169)
 - Retirement Savings Plan
 - 403b
 - 457b
- Health Plans (IT0167)
 - Medical
 - Dental
 - Vision
- Family Member/Dependents (IT0021)
- Additional Personal Data (IT0077)
- Miscellaneous Plans (IT0377)
- Adjustment Reasons (IT0378)

Infotypes Linked to HR Action

Action

Refers to a specific business operation or process that creates or changes an employee's record. Each personnel action contains the Infotype(s) that must be maintained to perform that task. Actions may be triggered manually by the user, or automatically by the system. Some common actions include hiring, transfers, promotions, leaves, resignations, terminations, retirements, and rehires.

Dynamic Action

There are dynamic actions set up between certain HR actions and infotypes, and between infotypes. When data in a field is entered or changed in one Infotype, the change automatically updates a field in a different Infotype.

R - Rehire	
Infotype	Infotype Text
0000	Personnel Action *
0002	Personal Data *
0001	Organizational Assignment *
0006	Addresses *
0077	Additional Personal Data
0007	Planned Working Time *
0008	Basic Pay *
0009	Bank Details *
0014	Recurring Payments/Deductions
0210	Withholding Info W4/W5 US *
0028	Internal Medical Service
0094	Residence Status
9001	Licenses -9001
0022	Education
0016	Contract Elements
9000	Credentials - 9000
0019	Monitoring of Tasks **
0041	Date Specifications **
0105	Communications **
0169	Savings Plan **
0171	General Benefits Information **
0207	Residence Tax Area **
0208	Work Tax Area **
0209	Unemployment State **
0709	Person ID **
0712	Main Personnel Assignment

SR - Retirement	
Infotype	Infotype Text
0000	Personnel Action
0007	Planned Working Time
0008	Basic Pay
0105	Communication ***
0167	Health Plans ***
0168	Insurance Plans ***
0169	Savings Plans ***
0170	Flexible Spending Accounts ***
0377	Miscellaneous Plans ***
0027	Cost Distribution **
0712	Main Personnel Assignment

SS - Separation	
Infotype	Infotype Text
0000	Personnel Action
0001	Organizational Assignment
0007	Planned Working Time
0016	Contract Elements ***
0105	Communication (optional)
0167	Health Plans (optional)
0168	Insurance Plans (optional)
0169	Savings Plans (optional)
0170	Flexible Spending Accounts (optional)
0377	Miscellaneous Plans (optional)
0712	Main Personnel Assignment

RL - Return from Long Term Leave	
Infotype	Infotype Text
0001	Organizational Assignment
0007	Planned Working Time
0008	Basic Pay
0019	Monitoring of Tasks

TT - Termination	
Infotype	Infotype Text
0000	Personnel Action
0001	Organizational Assignment
0007	Planned Working Time
0008	Basic Pay
0019	Monitoring of Tasks
0712	Main Personnel Assignment

Key	
*	Mandatory Infotypes for Payroll
**	Created by System (Dynamic Action)
***	Will only display if previously created for employee; need to delimit

BASIS

A basis refers to the set number of paid days in a school or fiscal year. Job assignments are based on different calendars which conform to the Basis. Certificated paid days consist of instructional days and holidays (HO). Classified paid days consist of workdays, holidays, and vacation days (VA).

LAUSD Basis Chart

Certificated Basis

Basis	Instructional Days	Legal Holidays	School Holidays*	Total Paid Days
A	248	13	--	261
B	197	11	13	221
C	182	9	13	204
E	210	11	13	234

School Holidays* = Winter and Spring break holidays

Classified Basis

Basis	Workdays	Legal Holidays	Vacation @	Total Paid Days
A	248	13	--	261
B	197	11**	13	221
C	182	9*	13	204
E	210	11**	13	234

@ Mandatory vacation for school-based classified employees

* C Basis is entitled to HO when paid on one side of HO (Early start qualify for Admission and Labor Day reducing the mandatory VA count)

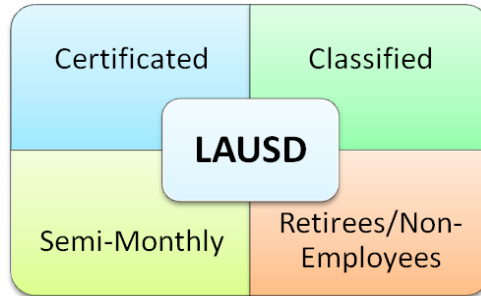
** B & E Basis is entitled to HO when paid on one side of HO (Based on the calendar, can be eligible for the Juneteenth holiday, reducing the mandatory VA count)

Assignment Basis Character

- A** 261 total paid days, excluding Saturdays and Sundays, but including legal and school holidays, occurring during the period of assigned time from July 1 to June 30, inclusive. Certificated and Classified employees are eligible to be assigned to this basis.
- B** 221 total paid days, excluding Saturdays and Sundays but including legal and school holidays. The total paid days can occur at any time between July 1 to June 30. A regular B-basis starts in the middle of August while Early Start, and Traditional can start as early as July. Notwithstanding any other provision to the contrary, the annual hours of paid holidays and related benefits for a unique B-basis are to commensurate with those for a regular B-basis. This basis is applicable to Certificated and Classified personnel.
- C** 204 total paid days, excluding Saturdays and Sundays but including legal and school holidays from the first day of the fall semester to the last day of the spring semester, inclusive.
- E** 234 total paid days, excluding Saturdays and Sundays but including legal and school holidays, occurring during the period of assigned time as designated by the Superintendent or his or her authorized representative. Such assignments shall include the period from the first day of the fall semester to the last day of the spring semester, inclusive.
- X** Periods of assignment, as needed, not otherwise defined herein, including assignments in substitute, temporary, and relief status and the unclassified service. For use when an employee is not performing regular duties or when the employee is performing regular duties, and the assignment is 10 consecutive working days or less.

PAYROLL AREA

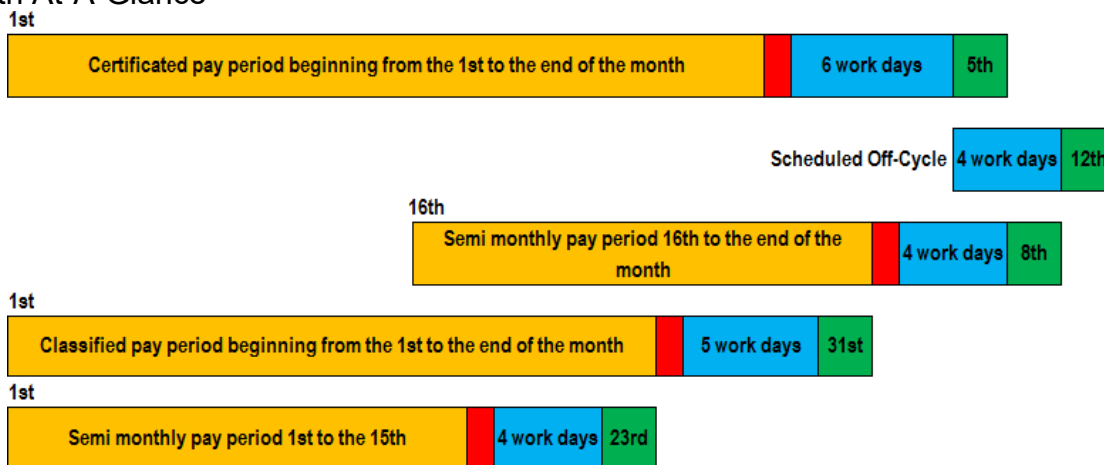
A grouping of employees with the same payroll requirement of covered pay period and pay date, for whom payroll is run together and at the same time. LAUSD is divided into (4) payroll areas namely: Certificated (CE), Classified (CL), Semi- monthly (SM), and Retirees (RN).



Payroll Frequency

- CE Payroll – Paid every 5th of the month. If the 5th falls on a weekend, the payday will be the Friday before the 5th. Covering the period from the 1st through the end of the month prior to the payday.
- CL Payroll - Paid on the last working day of the month. Covering the period from the 1st through the end of the month.
- SM Payroll – Paid every 8th and 23rd of the month. If the 8th or 23rd falls on a weekend, the payday will be the Friday prior to the scheduled date. Payday (8th) covering the period 16th through the end of the month. Payday (23rd) covering the period 1st through 15th day of the month.

Month At-A-Glance



CALENDARS

Payroll Calendar/Work Schedule Rule (WSR)

A payroll calendar is a schedule that designates workdays, holidays, off-track days, and unassigned/unpaid days in a school or fiscal year. The designated school and legal holidays vary according to the assigned work periods on each type of calendar.

In SAP, a payroll calendar is the equivalent of a Work Schedule Rule (WSR). It is an assignment feature used to define the period when work schedules are to be used and the day of the period when a reference date for a period work schedule.

All employees must be assigned to a defined work schedule in the system. The assigned work schedule determines how the employee should be time- reported in each period.

General Types of Payroll Schedules

- Single-Track (Traditional)
- Special Calendars (Non-Standard)
- 4/40 & 9/80

Single-Track

- a. A Single-Track calendar schedule provides (180) days of instruction for Elementary and Secondary schools in order to comply with Education Code Section 46200.
- b. Two Pupil-Free/teacher preparation days. The approved dates are provided annually by the Board of Education Report.
- c. Twenty-two Legal and School Holidays. The dates are provided annually by the Board of Education Report.
- d. Unassigned, non-workdays approved dates are provided annually by the Board of Education Report.

Special Calendars

- a. A Special or Unique calendar schedule that is created specifically according to the user or locations needs.
- b. Total Workdays, Legal & School Holidays are driven by the basis type. For example: Special C-basis calendar would still be equal to (204) paid days.
- c. Unassigned and non-workday dates must be specified by the user.

4/40 & 9/80

Most full-time classified employees are assigned to an eight-hour a day schedule, not including a lunch period, five days a week, Monday through Friday. Some offices, however, do have alternative work schedules.

- a. A 4/40 calendar schedule allows employees to work (4) days at (10) hours per day during a week and have one scheduled day off each week (total of 40 hours each week).
- b. A 9/80 calendar schedule involves pairing work weeks so that

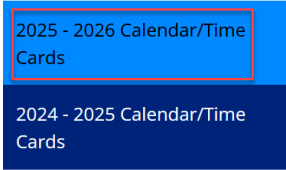
employees are allowed to work (9) days and have one scheduled day off. The (9) workdays consist of (8) days of (9) hours each day and (1) day of (8) hours (total of 80 hours for two weeks).

- c. For School Police (Unit A), employees may be assigned 4-day workweek (40 hours/week).

Where to Find Payroll Calendars

Payroll Administration provides the master payroll calendars and sign in/out card samples following the Board approved instructional calendar with the holidays & workdays. These templates are uploaded on the Payroll website each year, usually in the middle of June and can be accessed by all school and office sites for their use.

- Visit the Los Angeles Unified School District/Payroll Administration website at: <https://payroll.lausd.org/>
- Click on the “Calendar/Time Cards” link.



Guidance for Sign-In/Out Procedures

[2025-2026 Cut-Off and Pay Dates](#)

2025-2026 PAYROLL CALENDARS AND SIGN-IN/OUT CARDS

Certificated Calendars

- [2025-2026 CERTIFICATED A-BASIS](#)
- [2025-2026 CERTIFICATED ADULT SCHOOLS & CENTERS](#)
- [2025-2026 CERTIFICATED B-BASIS 6HR SPE](#)
- [2025-2026 CERTIFICATED B-BASIS 8HR SPE](#)
- [2025-2026 CERTIFICATED B-BASIS OPT. 6](#)
- [2025-2026 CERTIFICATED B-BASIS OPT. 7](#)
- [2025-2026 CERTIFICATED SINGLE TRACK B-BASIS](#)
- [2025-2026 CERTIFICATED SINGLE TRACK C-BASIS](#)
- [2025-2026 CERTIFICATED SINGLE TRACK E-BASIS](#)

Certificated Sign-In/Out Cards

- [2025-2026 CERTIFICATED A-BASIS](#)
- [2025-2026 CERTIFICATED ADULT SCHOOLS & CENTERS](#)
- [2025-2026 CERTIFICATED B-BASIS 6HR SPE](#)
- [2025-2026 CERTIFICATED B-BASIS 8HR SPE](#)
- [2025-2026 CERTIFICATED B-BASIS OPT. 6](#)
- [2025-2026 CERTIFICATED B-BASIS OPT. 7](#)
- [2025-2026 CERTIFICATED SINGLE TRACK B-BASIS](#)
- [2025-2026 CERTIFICATED SINGLE TRACK C-BASIS](#)
- [2025-2026 CERTIFICATED SINGLE TRACK E-BASIS](#)

Subsequent Payroll Activities

Pre-DME (Data Medium Exchange)

The Pre-DME program runs after every payroll to evaluate and process the information from the payroll results and from the master data in order to create payment data. This is then integrated with the payment medium program to produce the payment medium - checks and ACH file for direct deposits.

- Bank details from IT0009 are gathered for all employees who will receive a payment based on the payroll run.
- Employee's address information is gathered to be used in the check printing file, and warrant printing file.
- The information from IT0001 is gathered to help the programs know how to sort the checks and warrants.

3PR and FI/CO posting

After Pre-DME, Financials and Controlling (FICO) and Third Party (3PR) Remittance posting job runs are executed to transfer payroll results to Financial Accounting and Controlling modules. The jobs post the financial transactions and expenses, allocate payroll costs to various cost centers, and transfer and initiate 3PR vendor payments data including payments to Garnishment vendors.

- Payroll 3PR vendor deductions information from IT0014 and IT0015 are used.
- Garnishment information from IT0194 and IT0195 are used, along with payroll results for the withheld amount to create the garnishment payments.
- Cost allocations are pulled from IT0001, absences and attendances on IT2001 and IT2002, and cost allocations from IT0014 and IT0015 to create the posting documents for FI/CO.

WORK SCHEDULE RULE

An employee's Planned Working Time stored in Infotype 0007 is represented in a work schedule. The work schedule is generated from a period work schedule and public holiday calendar and comprises a set sequence of daily work schedules. The daily work schedule contains information on a day's working time. The work schedule rule encompasses all the specifications required to define a work schedule.

The Planned Working Time Infotype contains the time management information for the assignment, including the employee's work schedule rule (calendar/basis/track), daily hours, and time management status. The planned working time is the basis for payment calculation of actual working times relevant to payroll, and valuation of attendance and absences.

The Work Schedule Rule determines which period the work schedule is used and the day of the period as of which it applies. The work schedule rule consists of workdays, holidays (school & legal), off-track days and unassigned/unpaid days based on basis/plan/track and employee's work pattern. The work schedule is used as the basis for time data evaluation.

<i>Display Planned Working Time</i>			
Work schedule			
Pers. No.		Pers.Assgn	SECONDARY TEACHER / 11100736...
Personnel No		Name	
EE group	A FT Salaried mthly	Personnel ar	2UTR UU-Teachers (K-12/Sp Ed)
EE subgroup	R1 Regular/Permanent	Status	Active
Start	07/01/2012	To	12/31/9999
		Chg.	05/25/2012 MKOSTRIKI001
Work schedule rule			
Work schedule rule	1CA06JBB	Single,Ce,Cbas,6hr	
Time Mgmt status	9 - Time evaluation of planned times		
<input type="checkbox"/> Part-time employee			
Working time			
Employment percent	100.00		
Assignment Hours	6.00		
Weekly working hours	30.00		
Monthly working hrs	102.00		
Annual working hours	1224.00		
Weekly workdays	5.00		
Additional fields			
FTE	0.00		
Benefit Hours	0.00	/	

1st Character

G = General Calendar
 1 = Single Track
 A = Adult Ed
 B = B basis – three options

1E_08JBB

2nd Character

A = A Basis Assignment (260/261/262 Days)
 B = B Basis Assignment (221 days)
 C = C Basis Assignment (204 days)
 E = E Basis Assignment (234 days)
 X = X Basis Assignment (Sub, temporary & relief)
 Z = Z Basis Assignment (Unassigned periods)

3rd character

Assigned Track:
 “_” = no Track

4th and 5th Characters

Daily Planned Hours: 06, 08, 04, 03

Note: Daily planned hours may be different from Daily working hours

For Part Time Employees: The highest number of hours the employee can work in the assignment is selected.

6th thru 8th Characters

Special Calendars

OP1/2/3

Three different options for B-Basis CAF: Cafeteria C&Z

SPE: E-Basis related services (APE, AT, LAS, OT, PT)

JBB: Early Start Calendar

The Time Management status (TMS) indicator is assigned to employees who take part in time evaluation. It controls selection parameters for the time evaluation report RPTIME00. The indicator triggers different types of processing in time evaluation:

0 – No time will be allowed to be reported. This assignment does not run through time evaluation.

1 – This assignment is processed through time evaluation based only on the absences and attendances that are reported by the timekeeper. Payment is processed strictly based on reported time.

9 – This assignment is processed through time evaluation based on the hours the employee is scheduled for in their work schedule rule, and any additional absences or attendances that the timekeeper has reported.

Positive Time (TMS=1) vs. Negative Time (TMS=9)

Positive Time reporting involves the accurate recording and tracking of actual times. Timekeepers must report all attendance and absence codes and wage types for all hours. For example, employees who are working part-time, teacher's assistants, instructional aides, cafeteria workers, bus drivers, or substitutes are positively time reported.

Note: For annualized employees whose TMS=1, the employee must be time reported every pay period to avoid a negative annualization settlement at the end of the school year.

Negative Time reporting means that employees planned working times from their personal work schedule populate their regular time through the process of time evaluation. Only deviations from work schedule (i.e. absences, additional time, etc.) are required to be reported. Some examples of employees with a regular full-time work schedule include Principals, Teachers, Administrators, Custodians, and Plant Managers.

Special Notes on Anticipating Time

Bulletin 6053.2, Elimination of Advanced Reporting of Hours, Mileage and Differential Pay, states that office and school administrators are responsible for ensuring that the following are accomplished:

- All employees' time must be carefully reviewed and certified by the payroll cut-off.
- Anticipation of hours beyond the current pay period is not an acceptable practice and should not be performed.
- All non-core/additional pay such as differential and mileage pay must not be anticipated.
- Anticipation of time for employees that do not earn illness and/or vacation benefits, and/or that do not follow a regular work schedule, even in the current pay period, should not be done.

What Is Anticipated Time?

Pay periods for classified and certificated employees cover the first of the month through the last working day of the month. The cut-off and payroll process takes place prior to the last day of the pay period to ensure all classified and certificated employees are paid on their pay date. Anticipating time is reporting time (regular hours, benefits, and additional/non-core hours) for an employee by the payroll cut-off date before the day has been worked.

No employee is eligible to have any time anticipated past the current pay period. Employees who are eligible to have their time anticipated should only be time reported until the end of the current pay period. Employees who are not eligible to have their time anticipated will receive pay for all regular and additional hours worked up to the payroll cut-off date.

Employees Eligible for Anticipation of Time

- All negative reported (TMS 9) employees: Time is automatically anticipated until the end of the current pay period via their calendar/work schedule.
- Positive reported (TMS 1) employees who follow a District published calendar: A District published calendar is specifically designed to follow a particular work schedule and are assigned to A, B, C or E Basis calendars.

Employees Not Eligible for Time Anticipation

- Positive Reported (TMS 1) Employees that don't follow a District published calendar: TMS 1 employees that don't follow a District published calendar do not earn illness/vacation benefits. These employees have no definite work schedule and are assigned an X Basis work schedule rule.

Personnel Area	Job Classification
2FDX	Teacher Assistant, Degree
2FNX	Teacher Assistant, Non-Degree
3GXX	Community Representatives
	Supervision Aide
	School Supervision Aide
	Out of School Program Helper
	Out of School Program Worker
	Out of School Program Supervisor

ASSIGNMENTS

Certificated Assignment

A Certificated assignment is an appointment assigned to a certificated employee.

A certificated employee refers to an employee who holds one or more documents such as a certificate, a credential or a life diploma engaged in a school service as authorized in his/her license and as required by the position.

Classified Assignment

A Classified assignment is an appointment assigned to a classified employee.

A classified employee refers to an employee of the school district employed in a position not requiring certification qualifications.

Unclassified Assignment

An Unclassified assignment is an appointment assigned to an employee not identified as classified or certificated service. Unclassified assignments can be an appointment “as is” or in addition to a regular appointment.

X - Basis Assignment

A temporary assignment:

- When an employee is not performing regular ongoing duties
- When an employee is performing regular duties for ten (10) working days or less
- Assigned to all teacher assistants.
- In general, X basis employees do not receive holiday and illness benefits.

Z - Basis Assignment

- An assignment restricted to an employee in a regular status other than an A basis position during an off basis period. The period of assignment is for more than ten (10) working days.
- In general, a Z - basis employee receives holiday pay as well as illness/personal necessity benefits.
- A holiday occurring within the summer session is unassigned and unpaid for certificated employees, per agreements with UTLA and AALA.
- A holiday occurring during the Z basis assignment is paid for classified employees if it is a holiday that is not paid during the regular basis assignment, and the employees are in paid status on either side of the holiday.

Summer Assignment

- Applies to employees working at a Single-Track calendar school during their unassigned days (typically June, July, and/or August).

Certificated Assignments - As authorized by the UTLA and the District Collective Bargaining Unit Agreement Article XX, employees shall be paid only for the actual

days/hours of the summer assignment. Holidays that fall prior to or at the end of summer shall be unassigned and unpaid.

Classified Assignments - Non-A basis staff may be assigned as Z basis during summer session. Classified employees are entitled to holiday pay that occurs during a summer period only if it is *not* a holiday that is already paid during their regular school year assignment. The employee should not be paid twice for the same holiday.

Special notes for summer assignment

- Certificated Salary - A contract teacher assigned to a summer session position which is time-reported for four hours or less will receive a salary rate equal to 1.09224 times the hourly rate derived from his/her pay period rate.
- An administrator and/or teacher assigned to a full time (6-8 hours) position, such as at an extended year program or development center, will receive his/her regular hourly rate of pay.
- Pay is allowed for absences e.g., bereavement, illness, personal necessity, family care and medical absence leave under the same limitations that apply during the regular session.
- A principal assigned to more than one school and/or an employee that performs summer related duties requiring travel is entitled to mileage reimbursement.

Auxiliary Assignment

An auxiliary assignment is an appointment as a secondary school teacher or JROTC Instructor assigned to teach one additional regular class period each day.

- Auxiliary teachers shall be assigned on the appropriate basis and shall be paid at their contract hourly rate.
- Auxiliary teachers shall be paid only for time served. Auxiliary assignments are not paid when the employee is not physically present at the school i.e. illness, personal necessity, or miscellaneous. Assignment as an auxiliary teacher may be terminated at any time.

Relief Assignment

Relief assignment is an appointment to a limited-term position that is established for not more than six months in duration, to augment for special projects or during peak workload periods. This type of assignment applies to classified employees.

Substitute Assignment

A substitute assignment provides a temporary replacement in the absence of a regular employee. The substitute employee is only reported for actual time worked.

General Types of Substitutes

Certificated Substitutes

- Day-to-day Substitute. These substitutes are assigned as needed on a day-to-day

basis. A day-to-day substitute is paid a daily base rate. A substitute teacher/Resident Sub/Nurse is not entitled to holiday and illness/personal necessity benefits. Substitutes who serve in place of employees paid on the preparation Salary Table shall have their rates of pay increased by one hour of pro-rated pay per day effective the first day following the completion of service equivalent to 130 days during the school year. A certificated substitute who has previously accrued illness hours through another assignment has the option to use these illness hours during his/her substitute assignment only with the authorization of the administrator of the school site they are working at. Completion of 100 days (600 hours) of substitute service in a given school year entitles the employee to medical benefits in the following school year.

A contract teacher working as a day-to-day substitute is a teacher/nurse who works during his/her off-track or unassigned time. Substitute service is reported for the actual time worked by the location where the employee provides the substitute service. A contract teacher working as a day-to-day substitute is paid the substitute base rate or if eligible, the incentive substitute pay rate. The substitute pay is subject to retirement deduction. The provisions of AB 2700 effective July 1, 2002, enhanced members' benefits by expanding the types of service and compensation that are creditable to CalSTRS for retirement purposes. Compensation for summer school along with stipends for extra duties performed are now creditable. In addition, contributions by the member and the employer on compensation earned for service in excess of one year will be credited to the member's Defined Benefit Supplement, or DBS, account at the end of the fiscal year.

- An extended day-to-day substitute/nurse is a day-to-day substitute who serves for more than 20 consecutive working days in the same assignment in place of the same absent employee or in the same unfilled position, in regular K-12. After completion of the twenty (20) consecutive working days required, the school should follow the process and submit the request for extended day-to-day substitute. This form can be submitted online at <http://achieve.lausd.net/Page/1550> . The employee shall be paid the extended day-to-day substitute rate retroactive to the beginning date of the assignment. Days used by the substitute for illness or bereavement shall not be counted as extended service and shall not constitute a break in the consecutive working days requirement. Upon the termination of the extended assignment, the substitute shall return to and be paid as a day-to-day substitute.
- An incentive plan substitute/nurse is a substitute who serves in schools of particular needs as determined by the District and thereby qualifies for the daily incentive rate. The incentive plan is applicable to school nurses and to substitute teachers who are serving in place of regular K-12 program employees paid on Preparation Salary Table during the September-June academic year.
- Resident Substitute is a substitute who is assigned to the same school in a daily

capacity for the entire school year, as designated by the District's Resident Substitutes program. The resident substitute serves as the first substitute of the day and provides support to classes at the discretion of the site administrator.

Please refer to LAUSD Policy Guide; Certificated; Pers. Research (10-11-10). See Appendix A: Day to Day Substitute Information (Policy Guide A 5).

Notes on Salary Rates for Certificated Substitutes

Substitutes who serve in place of employees paid on the preparation Salary Table shall have their rates of pay increased by one hour of pro-rated pay per day effective the first day following the completion of service equivalent to 140 days during the school year. Employees serving in place of teachers at Development Center and Early Education Centers, will have the accrual rate factor of 0.11464 folded into their rate of pay retroactively after 45 full-time days of service retroactive to the beginning of the school year.

Classified Substitutes

A classified day-to-day substitute does not have a regular assignment and is only paid for time worked. A classified substitute is not entitled to holidays, illness/personal necessity benefits, bereavement (refer to Collective Bargaining Unit Agreement), and jury duty absences. Completion of 100 days (800 hours) of substitute service in a given school year entitles the substitute to medical benefits in the following year.

Teacher Assistant Assignment

This is a certificated assignment for an employee who assists in the preparation, presentation, and follow-up of instructional activities.

- All Teacher Assistants are, on a continuing basis, required to be enrolled in, and successfully complete, college courses as described below.
 - Degree Track: A minimum of 12 college semester units (or equivalent quarter units) must be successfully completed each school year. The units must be in courses leading toward a baccalaureate degree and a teaching credential.
 - Non-Degree Track: Enrollment in a college course at all times during the September-June school year. Such coursework must be successfully completed and result in receipt of college units or credit.
- Enrollment must be in a participating accredited public or private college, university, or community college at the time of employment approval, as well as during the period services are rendered as a Teacher Assistant. Enrollment during the previous semester or quarter qualifies for an assignment during the summer.
- Teacher Assistants who meet qualifications set forth may receive a differential. An employee shall be eligible for only one differential, and it shall be the highest amount for which the employee qualifies. All differentials require certification from the appropriate Local District Superintendent/Division or Branch Head that in addition to

regular duties, the employee is required routinely to speak, interpret and write a specific non-English language, or communicate fluently in sign language. If such certification is withdrawn due to the language skill no longer being required, the differential shall no longer be payable.

- All Teacher Assistants shall accrue paid non-workday benefits. Employees who have achieved "Degree Track" status shall accrue .0445 hours of credit for each hour of paid Teacher Assistant service. Non-Degree Track Teacher Assistants shall accrue at the rate of .0167 hours. However, the accrual shall exclude hours for which overtime premium is paid.
- Teacher Assistants who elected union membership are subject to union dues deduction based on the rate set by Local 99 (Unit F). They are also subject to the State Disability Insurance (SDI) deduction. SDI coverage is mandatory. The employee pays the full cost of this coverage. In addition, Teacher Assistants are covered by the Public Agency Retirement System (PARS).

Instructional Aide Assignment

This is a classified assignment. Instructional Aides work sixty (60) hours per pay period to assist in the preparation, presentation and follow-up of instructional activities. Instructional Aides are eligible for the same language differentials as other classified employees.

Instructional Aides who elected union membership are subject to union dues deduction based on the rate set by Local 99 (Unit B). They are also subject to the State Disability Insurance (SDI) deduction. SDI coverage is mandatory. The employee pays the full cost of this coverage. In addition, Instructional Aides are covered by the Public Agency Retirement System (PARS).

Hiring Hall

This is a temporary assignment. Employees are covered by PARS retirement. This position is eligible for SBTM (Substitute/Temporary Absence) hours. Employees are subject to SDI deductions and are paid in the Semi-Monthly (SM) payroll area

Summary of Benefit Payments for “X”, “Z” or Substitute Assignments for Certificated Employees

Benefits	X-Basis	Contract Teachers working as “Subs”	Z-Basis
Holiday	No	No	No (2) (6)
Illness	Yes (7)	Yes (7)	Yes (1)
Personal Necessity	No	No	Yes
Bereavement	Yes	Yes (2)	Yes
Industrial Accident Injury	Yes	Yes	Yes
Jury Duty	No	No (3)	No (3)
Subpoena as Witness	No	Yes (2)	Yes
Vacation	No	No	No (4) (5)

- (1) On an earned basis.
- (2) The leave is not valid if the employee has been released from the assignment before the effective date of the leave.
- (3) May be paid for jury duty within the period of assignment.
- (4) With the approval of the immediate administrator and division/branch head, the employee may use previously earned vacation.
- (5) Eligible to accrue vacation based on assignment eligibility.
- (6) Certificated employees will not get any holiday pay for z-time except Adult Ed teachers (PA=2UTA).
- (7) Temporary & Substitutes are entitled to 40 hours SBTM (Illness) effective January 1, 2024.

See Appendix K: Designation of Holidays for Certificated Employees (California Education Code 44988)

Summary of Benefit Payments for “X” or “Z” Assignments for Classified Employees

Benefits	X Basis	“Z” Basis
Holiday	No	Yes (3) (6)
Illness	Yes (7)	Yes (1)
Personal Necessity	No	Yes
Bereavement	Yes (2)	Yes
Industrial Accident Injury	Yes	Yes
Jury Duty	No	No
Subpoena as Witness	No	Yes
Vacation	No	No (4) (5)

- (1) On an earned basis.
- (2) The leave is not valid if the employee has been released from the assignment before the effective date of the leave.
- (3) Classified Z winter/summer qualify for holiday; will pay holiday on the base assignment or Z winter/summer assignment. No double pay of holiday.
- (4) With the approval of the immediate administrator and division/branch head, the employee may use previously earned vacation.
- (5) Eligible to accrue vacation based on assignment eligibility.
- (6) If the employee has been in paid status during any portion of the last working day of the assignment preceding the holiday, or during any portion of the first working day of the assignment following the holiday.
- (7) Temporary & Substitutes are entitled to 40 hours SBTM (Illness) effective 1/1/24.

Extra Duty Pay for Certificated Administrators (SAXB)

The policy of the District is to provide extra duty pay for school site and non-school site salaried certificated administrators to address emergency and exigent circumstances in accordance with the guidelines set forth in Policy Bulletin BUL-101500.1, Extra Duty Pay for Certificated Administrators Policy. (See Appendix U for Bul-101500.1)

Extra Duty Pay for Classified Management (SACL)

The policy of the District is to provide extra duty pay for Classified Administrators required to perform extra duty work in response to emergency and exigent circumstances in accordance with the guidelines set forth in Policy Bulletin - 117100.0, Guidelines for Extra Duty Pay for Classified Administrators. (See Appendix V for Bul-117100.0)

TIMECARD

A timecard is the District's official document of an employee's attendance/absence for time reporting purposes.

- The use of the timecard is mandated in the Board Rules and is subject to audit by the District designated auditors.
- Records substantiating the time reported to the Payroll Administration for salary payment must be kept on file and retained at the location for a period of five years in accordance with the Board of Education report.
- Completed and approved absence certification forms are required prior to reporting of absence time. The following certification forms should be retained on file at the location:
 - Certification of Illness, Family Illness, Or New Child*, Form 60.ILL
 - Certification of Absence for Non-Illness*, Form 60.NON-ILL
- Refer to the Appendix section for Certification of Absence Forms (BUL 6307.5) for samples of Certification of Absence forms.

Instructions for Completing Timecards

Certificated Employees

- Article IX, Section 2 of the UTLA Collective Bargaining Unit Agreement states that: "All employees shall, upon each arrival to and departure from their assigned work location, enter their initials on a form provided by the District. Itinerant employees serving less than a full day at a work location and Early Education Center employees shall also enter the correct time as part of their sign-in and sign-out."
- If the certificated employee has, in addition to his/her regular assignment, a supplemental assignment such as Adult Education, Driver Safety, etc., it is necessary for the employee to enter correct time for both the regular assignment and the supplemental assignment. The employee should have a separate timecard for each additional assignment. This is necessary to provide documentation to substantiate the District's claims for government funding. Semi Annual Certification Form and the Multi-Funded Time Report Form should be completed for the fiscal year.
- The Association of Administrators of Los Angeles (AALA) and the district-represented employees do not have provisions for sign-in and sign-out procedures. By precedent, these employees sign-in and sign-out usually by initialing a timecard.

Classified Employees

- Classified Collective Bargaining Agreements do not have provisions for sign-in and sign-out procedures. By precedence, all classified employees, except those identified in Personnel Commission Rule 596 (over-time exempt), sign in by recording the actual time of arrival but not earlier than the assigned start time and sign out by recording the actual time of departure but not later than the scheduled stop time from their assigned work location(s). This procedure helps to manage the calculation of overtime.

- Classified employees whose principal duties and responsibilities are designated as executive/administrative in Personnel Commission Rule 596 (over-time exempt), indicate daily attendance by initialing a time sheet or a timecard.

Unclassified Employees

- All unclassified employees are required to sign-in and sign-out showing the actual time of arrival but not earlier than the assigned start time and **sign out by recording the actual time of departure but no later than the scheduled stop time** from their assigned work location(s).

Where to Find Timecard Templates

Predated sign-in and sign-out cards can be obtained from the Payroll Administration website. Schools and offices may be able to download and print the time cards.

Website: <https://payroll.lausd.org/>

2025 - 2026 Calendar/Time Cards

2024 - 2025 Calendar/Time Cards

Guidance for Sign-In/Out Procedures

[2025-2026 Cut-Off and Pay Dates](#)

2025-2026 PAYROLL CALENDARS AND SIGN-IN/OUT CARDS

Certificated Calendars

- [2025-2026 CERTIFICATED A-BASIS](#)
- [2025-2026 CERTIFICATED ADULT SCHOOLS & CENTERS](#)
- [2025-2026 CERTIFICATED B-BASIS 6HR SPE](#)
- [2025-2026 CERTIFICATED B-BASIS 8HR SPE](#)
- [2025-2026 CERTIFICATED B-BASIS OPT. 6](#)
- [2025-2026 CERTIFICATED B-BASIS OPT. 7](#)
- [2025-2026 CERTIFICATED SINGLE TRACK B-BASIS](#)
- [2025-2026 CERTIFICATED SINGLE TRACK C-BASIS](#)
- [2025-2026 CERTIFICATED SINGLE TRACK E-BASIS](#)

Certificated Sign-In/Out Cards

- [2025-2026 CERTIFICATED A-BASIS](#)
- [2025-2026 CERTIFICATED ADULT SCHOOLS & CENTERS](#)
- [2025-2026 CERTIFICATED B-BASIS 6HR SPE](#)
- [2025-2026 CERTIFICATED B-BASIS 8HR SPE](#)
- [2025-2026 CERTIFICATED B-BASIS OPT. 6](#)
- [2025-2026 CERTIFICATED B-BASIS OPT. 7](#)
- [2025-2026 CERTIFICATED SINGLE TRACK B-BASIS](#)
- [2025-2026 CERTIFICATED SINGLE TRACK C-BASIS](#)
- [2025-2026 CERTIFICATED SINGLE TRACK E-BASIS](#)

Absence & Attendance Codes

In SAP, absences and attendances are used to track an employee's working time. Time is entered through the Cross Applications Time Sheets (CATS) and eventually resides in either Infotype 2001 (Absence) or 2002 (Attendance).

In these Infotypes, the employees' worked or *not* worked hours for an assignment on a given date (or date range) are recorded. The absence/attendance type defines the reason for the event and can be used to drive business rules and wage type and time type generation in time evaluation. Hours and/or a start and end time (for bus drivers) are specified.

Personnel Subarea Groupings for Absence and Attendance types are utilized to limit the absences and attendances. Each Absence type can be up to 4 characters and must be assigned to a grouping.

Below are the commonly used absence/attendance codes.

Regular Time (RG)

A code used to report actual time worked by an employee in each assignment for Certificated and Classified employees.

Replacement Time (RP)

A code used to report the type of service rendered by a teacher for replacing another classroom teacher or a librarian assigned to the same school or pool location who is reported as absent on the payroll records. For Certificated use only.

- Replacement service is to be authorized only when there is no qualified substitute available.
- Replacement time does not earn illness benefits.
- Replacement time is not added to the employee's fiscal hours.
- The rate of pay for replacement service shall be the replacement teacher's hourly rate on the regular assignment.

An elementary teacher shall receive 1.0 hour of salary for each 30 pupil hours of replacement service.

An elementary level special education teacher shall receive 1.0 hour of salary for each 15 pupil hours of replacement service.

A secondary or secondary special education or adult education teacher shall receive 1.0 hour of salary for each hour during which he or she teaches the class of an absent teacher regardless of the number of pupils in the class.

A children's center teacher shall receive 1.0 hour of salary for each 24 pupil-hours of replacement service rendered to students not normally assigned to that teacher.

Illness Time (IL)

A code used to report absence(s) of an employee due to illness.

- Absence code (IL) is used to report full-pay illness and half-pay illness. The system automatically deducts illness from the full-pay balance first. If the full-pay balance is exhausted, the system proceeds to deduct from available half-pay balance until there is zero balance. Further illness absence shall be unpaid absence.
- For annualized paid employees, each hour of half-pay illness reduces the salary by half the hourly rate. Refer to the example in the SALARY PAYMENT section of the manual.
- For annualized paid employees, an unpaid illness absence is reduced by the full-pay illness rate. Refer to the example in the SALARY PAYMENT section of the manual.
- Illness absences are reported during the on-track period only.
- If an employee is on extended illness leave, illness is not reported during the off-track period.
- Completed illness certifications are to be retained at the location for each absent employee for auditing purposes.

Personal Necessity (PN)

A code used to report absence(s) of an employee due to any of the reasons specified in the applicable Collective Bargaining Unit Agreement, Personnel Commission Rules or Board Rules.

Eligibility

PA	PSA	EEG	ESG
All PA's that start with '1' & '2'	All PSA's except the ones that start with 'X' and 'R' EXCEPTION: (If PA=1DTX and PSA=XXXX)	A, C, D, E, G, H	All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 EXCEPTION: (If ESG=Z1/Z2 and PA=2MCX PSA=AGXX)

Entitlement and Projection

Personnel Area	Days
1AOX, 1APW, 1APX, 1ASX, 1BXX, 1CXX, 1GXX 2UTA, 2UTE, 2UTH, 2UTK, 2USX	6
1LAX, 1LJX, 1LMX, 1LVX, 1NAX, 1NXX, 1SAS, 1SAX, 1SLL, 1SLX, 1SXX, 1VAC, 1VAD, 1VEX, 1VVX, 1VSX, 1YLX, 1ZDX, 1ZLX, 1ZSX, 1ZXX, 2MCX, 2MEX, 2PXX, 2MSX, 2MZX, 1DTX, 1DXX, 1DPX	7
1EXX	6 prior to 7/1/2008 7 effective 7/1/2008

- Death of a close friend or relative not included in the definition of immediate family
- Death or serious illness of a member of the employee's immediate family. Immediate family is defined as the employee's: Spouse, cohabitant Parent (includes in-law, step and foster), parent of cohabitant, Grandparent (includes in-law and step), grandparent of cohabitant child (includes son/daughter-in-law, step and foster), child

- of cohabitant, Grandchild (includes grandchild of spouse and step grandchild), grandchild of cohabitant, sibling, or a relative living in the employee's immediate household
- Accident involving the employee's person or property or the person or property of a member of the employee's immediate family
 - Birth of a child of an employee
 - Religious holiday of the employee's faith ***
 - Imminent danger to the home of the employee caused by a disaster such as flood, fire, or earthquake
 - Appearance in court as a litigant, or appearance in court or governmental agency as a non-litigant witness under subpoena ***
 - Attendance at a conference or convention which does not qualify as miscellaneous absence under the various Collective Bargaining Unit Agreements ***
 - Up to two hours for verifiable automobile failure if the employee's automobile is required to be used for work purposes on that day (applicable to classified employees only)
 - Up to one day a year for verifiable registration or final examinations at a District-recognized institution of higher learning (applicable to classified employees only)
 - Required attendance in the classroom of the employee's child or ward or a meeting with the school administrator because of the child's or ward's suspension.
 - Adoption of a child by the employee (including child of cohabitant)
 - Up to four hours of personal necessity leave and up to 36 hours of accrued vacation or unpaid leave not to exceed a total of eight (8) hours per calendar month or 40 hours per school year for each child or ward of the employee in kindergarten or grades 1 to 12 to visit the child's or ward's school provided under 230.8 of the Labor Code
 - Other significant events of a compelling nature to the employee, the gravity of which is comparable to the above, which demands the personal attention of the employee during assigned hours and which the employee cannot reasonably be expected to disregard, limited to one (1) occasion in any school year

***Five (5) days advance notice is required.

Notes on Personal Necessity

- The total number of days allowed in one school year (July 1-June 30) for such leave or leaves shall not exceed six/seven (6/7) days as stipulated in the respective Collective Bargaining Unit Agreement, Personnel Commission Rules or Board Rules.
- The time allowed shall be deducted from and may not exceed the number of hours of paid illness leave to which the employee is entitled. When the allowed personal necessity or the full-pay illness balance is exhausted, the employee is considered unpaid for those hours and for any additional absence due to personal necessity during that school year.
- Personal necessity leave shall not be granted during a vacation or leave of absence.

- The personal necessity leave shall not be granted during a strike, demonstration or any work stoppage.
- A Certification of Personal Necessity Absence must be completed by the employee and approved by the administrator if payment is to be authorized. The certification is to be retained at the location reporting the absence. The administrator or supervisor shall take whatever steps are necessary to substantiate that a personal necessity is within the limits of the Collective Bargaining Unit Agreement, Personnel Commission Rule/Board Rule.

Kin Care (KC)

Kin Care days are absences used for attending to the illness of a parent, spouse, or child.

Eligibility

PA	PSA	EEG	ESG
All PA's that start with '1' & '2'	All PSA's except the ones that start with 'X' and 'R' EXCEPTION: (If PA=1DTX and PSA=XXXX)	A, C, D, E, G, H	All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 EXCEPTION: (If ESG=Z1/Z2 and PA=2MCX PSA=AGXX)

Entitlement

- Employees are entitled to 6 Kin Care (KC) days per calendar year between January 1st and December 31st.
- Kin Care is projected on all eligible assignments on January 1st. To determine the projection amount, multiply the daily entitlement (6 days) by the assignment hours for each assignment. Exclude Z-basis assignments.
- Kin Care is also projected when an employee is hired, becomes eligible for kin care for the first time, or returns from a leave and receives an illness projection.
- Kin Care is adjusted when a change to the maximum job hours occurs.
- Employees that do not receive an illness projection do not receive a KC entitlement.

Usage

- To be able to use Kin Care, an employee must have both a sufficient full pay Illness and Kin Care balance. If either balance is zero, then the employee should not be paid.
- For Classified Employees on probationary status, only six days of illness absence are usable for all purposes, including kin care.

Carry Over

- Kin Care is not carried over from year to year. The balance is renewed every January 1st of the fiscal year.

Separation

- Kin Care is not paid out. Upon separation, the Kin Care balance should be wiped out.

Protected School Activities Personal Necessity (SAPN)

SAPN absence code can be used for the categories mentioned in Labor code 230.8 which entitles employees to take up to 40 hours off work each year for their children's school activities, as provided by a collective bargaining agreement agreed to on or after January 1, 1995.

Eligibility

Employees belonging to the following Enterprise structure are eligible for SAPN	
Personnel Areas	1* and 2* except 2F*
Personnel subareas:	All except X*, AXSX, CXSX, R*, and NONE Exception: PA=1DTX with PSA=XXXX is eligible
Employee Groups:	No restriction
Employee Subgroups:	All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2

Entitlement Limits

Union	CBA Article	Limit Per Day	Limit per Month	Limit Per School Year
A	XII-LOA	4 hours	8 hours	40 hours
B	XII-LOA	1 day	8 hours	40 hours
C	XIII-LOA	1 day	8 hours	40 hours
D	XI-LOA	4 hours	8 hours	40 hours
E	XII-LOA	4 hours	8 hours	40 hours
F	XIII-LOA	8 hours	8 hours	40 hours
G		8 hours	8 hours	40 hours
H	XIII-LOA	4 hours	10 hours	40 hours
J	XIII-LOA	1 day	8 hours	40 hours
S	XIII-LOA	1 day	8 hours	40 hours
AALA	XI- Leaves of Absence	4 hours	8 hours	40 hours
UTLA	XII-LOA	4 hours	8 hours	40 hours
Dist. Rep		8 hours	8 hours	40 hours

School Activities Unpaid Time (SAUP)

School Activities Unpaid Time, SAUP, will behave the same as Unpaid time, UP. This protected unpaid time can be used when Personal Necessity quota balance or Full Pay Illness quota is exhausted or the used SAPN hours reach the maximum hours limit. Refer to California Labor Code 230.8 for further information regarding this protection.

PROTECTED PERSONAL NECESSITY (PPN):

Protected Personal Necessity (PPN) can be used for the list of categories mentioned below:

- Court Appearance as Witness/Litigant Labor Code 230 b
- Domestic Abuse/Sexual Assault/Stalking
- Labor Code 230.1, Labor Code 230.2 b, Labor Code 230 c
- School Child Suspension Ed Code 48900.1
- Religious Accommodations Title VII FEHA 12940

Eligibility

Employees belonging to the following Enterprise structure are eligible for PPN	
Personnel Areas	1* and 2*
Personnel subareas:	All except X*, AXSX, CXSX, R*, and NONE Exception: PA=1DTX with PSA=XXXX is eligible
Employee Groups:	No restriction
Employee Subgroups:	All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2

Parental Leave (PL) for up to 12 weeks

Since January 1, 2017, the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provides eligible employees with protected and paid time off for the birth, adoption, or foster care placement of a child, for the purpose of child bonding. FMLA and CFRA absences run concurrently. When the employee exhausts all available illness time, the District will continue to provide the employee with 50 percent of their regular salary for the remaining portion of the rolling 12-week period of parental leave.

Eligibility

Paid Parental Leave: Employee must have been employed by the District for at least 12 months, at any time over the past 7 years. Newly hired and rehired employees will be eligible after being employed 12 months. Employees must be a classified or certificated employee. Substitute, temporary or unclassified employees are not eligible. If the District employs both parents, the period of paid parental leave is limited to 12 total weeks to be shared between both parents.

Unpaid Parental Leave: Employee must have been employed by the District for at least 12 months, at any time over the past 7 years. Worked at least 130 days (or 1250 hours for School Police, Skilled Craft Workers, Playground Aides, and Classified Subs/Temps) in the 12-month period prior to the first FMLA/CFRA absence or leave.

Substitute/Temporary Absence (SBTM)

A code used to report absence(s) of a part-time, temporary or substitute employee due to any of the reasons specified in Bulletin-6529.1, "Legally- Mandated Paid Sick Time for Eligible Employees".

For substitutes only:

Starting January 1, 2024, the amendment to Healthy Workplaces, Healthy Families Act 2014 (AB 1522) -provides any employee who is a substitute or who is not receiving any time compensation for sick days, 40 hours of illness. (Previously, 24 hours of illness were provided since July 1, 2015.) The Act serves to address employee health needs and health needs of his/her family.

These hours can be used for Workers' Compensation (WC). If the employee is in a pool location, Personnel Commission (Classified) and Human Resources (Certificated) will report the WC. SBTM will be used first before any full pay illness (FPI) earned in a previous regular assignment. Once all the SBTM and FPI are used then the employee will be paid directly by the WC Insurance carrier.

Eligibility

- Effective 1/1/24 - 40 hours of illness of mandated paid sick time is available for substitute, temporary, and part-time employees.
- Employees with an Illness eligible assignment will be excluded.
(Note: If an employee has multiple assignments, where at least one assignment is illness eligible, they are not eligible for mandatory paid sick time).
- Teacher Assistants, Personnel Commission Members, and CalPERS Retirees are not eligible for mandatory paid sick time.

PA	PSA	EEG	ESG
All eligible PA's	XXXX, CXSX, and AXSX	All	A2, N1, N2, N3, S1, T1, X2, Z1 & Z2
<u>EXCEPTION:</u> (2FDX, 2FNX & 3YPX)	<u>EXCEPTION:</u> (If PA=1DTX and PSA=XXXX)		<u>EXCEPTION:</u> (If ESG=Z1/Z2 and PA=2MCX, PSA=AGXX)

Usage

- Diagnosis, care or treatment of an existing health condition, or preventive care for the employee or the employee's family member.
- "Family member" means any of the following:
 - A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 - A spouse.
 - A registered domestic partner.
 - A grandparent.
 - A grandchild.
 - A sibling.
- For an employee who is a victim of domestic violence, sexual assault, or stalking.
- Attend to the illness of a child, parent, spouse, or domestic partner.
- Childcare or school emergency caused by a child's illness or injury, behavioral or discipline problems, closure of the facility, disaster, or extreme weather conditions.

Notes on Substitute/Temporary Absence

- The total number of hours allowed in one year for the mandatory paid sick time shall not exceed 24 hours as stipulated in bulletin 6529.1, "Legally- Mandated Paid Sick Time for Eligible Employees" prior to January 1, 2024. Hours were amended to 40 hours effective 1/1/24 by SB 616.
- The time allowed shall be deducted from and may not exceed the number of hours of paid sick time to which the employee is entitled.

- Eligible employees hired before 7/1/15 were allowed to use paid sick time immediately.
- Eligible employees hired after 7/1/15 were entitled to use the paid sick time on the 90th day of employment.
- The month in which the employee becomes eligible for mandatory paid sick time will be designated as the “Anniversary Month”.
- A new 40 hour paid sick balance will reload each year on the first day of the “Anniversary Month”.
- Unused paid sick balance from the previous year will NOT carry over to the next year.
- At the time of termination, resignation, or retirement the paid sick balance will NOT be paid out to the employee.
- Mandatory paid sick time balance will display on the employee’s pay warrant stub in the Leave HRS section as “Full Pay Illness”.
- Form No. 60.ILL “Certification of Absence for Illness, Family Illness, New Child” must be completed by the employee and approved by the administrator. The certification is to be retained at the location reporting the absence.

For additional information regarding reporting Substitute/Temporary Absences, refer to Reference-6528.2 “Reporting Paid Sick Leave for Substitute/Temp Eligible Employees”.

Bereavement Time (BV, BVPN, BVVA, BVUP)

BV, BVPN, BVVA, BVUP are codes used to report an approved absence due to the death of any member of the employee’s immediate family. Immediate family is defined as the employee’s Spouse, child, parent, sibling, grandparent, grandchild, domestic partner, parent-in-law, or one designated person within a 12-month period, related by blood or whose association with the employee is the equivalent of a family relationship as defined by California Government Code Section 12945.2.

Employees may also request bereavement leave for family members as defined within their collective bargaining agreement and for family members listed in the Personnel Commission Rules and Regulations.

Eligibility

Employees who have been employed for at least 30 days prior to the first date of requesting leave for the loss of a qualifying family member are eligible for bereavement leave.

Entitlement

Eligible employees may take up to 5 days of job protected time off work for the death of a qualifying family member. Leave may be consecutive days or intermittent, as long as the leave commences and is completed within 3 months from the qualifying members’ date of death unless the employee is under the collective bargaining unit that offers more than 3 months allowance.

Bereavement leave may be paid or unpaid:

- Bereavement absence (BV) is generally limited to three (3) working days. If out-of-state travel is required and requested, an additional two (2) working days shall be granted. For classified employees, the two (2) additional days may be granted if more than 200 miles of one-way travel is required and requested.
- AB 1949 which took effect on January 1, 2023, allows 5 days protected bereavement leave. An employee will be allowed to use Bereavement Personal Necessity (BVPN), Bereavement Vacation (BVVA) and Bereavement Unpaid (BVUP) for additional days. A Certification of Bereavement Absence must be completed by the employee and approved by the administrator if payment is to be authorized. The certification is to be retained at the location reporting the bereavement. Bereavement is reported during the on-track period only.
- Paid bereavement absence for certificated substitutes and temporary employees shall cease either upon the return of the absent employee whom the substitute was replacing or at the end of the projected assignment, whichever occurs first.
- Classified substitutes are not entitled to bereavement absence. Classified substitutes in Units B and C may take unpaid bereavement days if they have been in an assignment for longer than 40 days.

For additional information regarding Bereavement Leave, please refer to the employee's Collective Bargaining Agreement, Bulletin - 147710 Bereavement Leave and Personnel Commission Rule 800.

Miscellaneous Time (MS)

A code used to report an employee's absence due to reasons such as:

- Attendance at a District approved meetings that are indirectly related to or are an extension of the employees' regular tasks
- Attendance at a District approved conference or convention (see the specific Collective Bargaining Unit Agreement for conditions to charge this type of absence)
- Organizational leave - a paid leave granted to an employee to serve as an officer of a qualifying organization (e.g. CSEA, UTLA, etc.)
- District employment examination and interviews
- Administrative legal settlement payment
- Release time for negotiations – Prior Authorization required by the Office of Labor Relations (Cost borne by the District)
- Union Business Release – Prior Authorization required by the Office of Labor Relations (Cost reimbursed by the Union)

Miscellaneous Annual Physical (MSAP)

A code used to report absence granted to a regular permanent classified employee for taking a comprehensive annual physical check-up. Time is granted for up to one full day per school year, may be taken in increments not to exceed one full day.

MSAP absence must be preapproved, and verification of the medical examination must be submitted.

Miscellaneous Natural Disaster (MSND)

A code used to report absence due to identified natural disasters that hinders certificated and classified employees' ability to report to work. Absence code may only be used with proper authorization and approval.

- Example of emergencies (e.g. earthquake and other natural disasters, riots)

For additional information regarding Miscellaneous Time, please refer to Ref - 041184.0, Professional Development (PD) and Miscellaneous (MS) Time Reporting Codes.

Jury Service (JU)

A code used to report absence of an employee who is required to serve jury service in any court within the state.

- Leave may be granted for the days of attendance in court as certified by the clerk or its authorized officer.
- Jury duty or witness hours shall be reported as code "JU" absence for the on-track period only.
- All jury and witness fees received by the employee for the on-track days shall be forwarded to the Payroll Administration through the location time reporter. The employee keeps fees received for non-work/off-track days and all mileage reimbursements.
- A certificated employee keeps the jury duty fee received during winter/spring recess.
- Certificated employees other than A basis called to serve jury service during winter/spring recess are reported holiday (HO) not jury duty service.
- Classified substitutes are not entitled to jury service absence.
- A classified employee called to serve jury service while on an approved vacation time or during winter/spring recess should be reported jury service (JU).
- Certificated Employees - An employee summoned to involuntary jury duty which is to commence during the employee's work time shall promptly notify the immediate administrator and as a condition of paid absence, shall seek deferral of the service until the employee's non-work period (e.g., during unassigned days).
- Involuntary jury service that begins during a non-work period unavoidably extending into the employee's assigned days shall qualify as a paid absence for up to twenty (20) working days.
- An employee who does not wish to request deferral or excusal from the jury summons will be granted an unpaid absence for the jury service.
- An A basis Certificated employee, as a further condition of paid absence, shall request that the days of jury service be restricted to 10 consecutive days whenever possible. After exemption is petitioned and the request for the 10 consecutive days restriction is denied, a paid absence or leave shall be granted for up to 20 working days subject to exceptions as may be determined by the District.
- If the jury service is for a federal court and the request for deferral or excusal is denied, a paid absence is paid for the term of the service.

For additional information regarding Jury Duty, please refer to Personnel Commission Rule 782 and Bul - 4223.4 Jury Service for Certificated Employees and Teacher Assistants (Unit F Represented).

Mileage (MI)

A code used to report qualified employee's school business mileage.

- Mileage shall be calculated from the regular work location or headquarters of the employee to his or her various destinations and return to such regular headquarters. In the event an employee does not visit his or her regular headquarters prior to his or her first trip on school business in any one day, he or she shall deduct from his or her total mileage (1) the distance from his or her home to such first stop or (2) the distance from his or her home to his or her regular headquarters, whichever is the lesser.
- In the event the employee does not visit his/her regular office location prior to the school business trip, mileage should be deducted for the distance between home and the employee's regular office location.
- Mileage should not be reported for employee's assigned with a District Vehicle.
- Mileage reimbursement rate is based on the Collective Bargaining Unit agreement or on the annual IRS Standard Mileage Rates. *See Appendix F: Mileage Rates by Personnel Area*
- Daily reports of mileage driven must be recorded on the Daily Mileage Statement. The statement must be approved by the administrator.
- The Daily Mileage Statement form is available on the District Office of Transition Services Website. This form is to be submitted in conjunction with the timesheets.

For additional information regarding Business Mileage, please refer to Board Rule 1532 and to Bul - 6873.0 Business Mileage Reimbursement.

Unpaid Absence (UP)

A code used to report an employee's absence for assigned time not worked and not paid.

- Upon request, an unpaid personal leave may be granted to a permanent employee for a period not to exceed 52 consecutive calendar weeks.
- Report unpaid time during the on-track period only.
- Per Personnel Commission, report unpaid absence for employees who do not have approved leave forms submitted to PC after 21st day.
- Unpaid absences can be unauthorized and authorized.

The unauthorized unpaid absence may be due to absence without leave (AWOL).

The authorized unpaid absence may be due to any of the following reasons:

- To be with a member of the immediate family who is ill (see Section 9 of this Article for the definition of the immediate family)
- To accept an opportunity of a superior character which will result in the employee rendering more effective service on return to the District.
- To rest, subject to the approval of the employee health coordinator

- To accompany a spouse, or a cohabitant who is the equivalent of a spouse, when change of residence is required.
- To pursue a program of study in residence in an approved institution of higher learning or under a fellowship foundation approved by the State Board of Education
- To serve in an elective position in the city, county, state, or federal government, other than the State Legislature. Applications may be submitted at any time but must be on file in the Personnel Office by April 15 for fall semester and November 15 for spring semester. Paragraphs a, c and d above are not subject to these deadlines.
- For additional information, refer to the appropriate Collective Bargaining Unit Agreement
- Maternity Leave - The absence must be reported unpaid until the Notice of Personnel Action for the maternity illness leave has been received at which time, unpaid time may be adjusted to paid illness benefit time, if available. Maternity absence is reported during the on-track period only. Optional Unpaid Portion: Upon request, a pregnant employee in active status shall be granted an unpaid pregnancy leave prior to the period of actual disability and still qualify for paid illness absence during the actual disability.
- Family Care and Medical Leave/Absence (Unpaid) shall be granted to a full time or part-time employee employed for at least 12 months and has served at least 130 workdays during the 12 months immediately preceding effective date of each separate family care and medical leave and is eligible for at least one benefit provided by the District. The Family Care Leave/Absence may be granted for the following reasons:
 - The birth of a child of the employee/cohabitant
 - The placement of a child with an employee/cohabitant in connection with the child's adoption or foster care
 - The serious illness of a child of an employee/cohabitant
 - The care of a parent or spouse who has a serious health problem (excluding parents-in-law)
 - Employee's own illness
 - Family Care Leave granted for birth or adoption of a child must occur within one year of that birth or adoption or foster care unless otherwise agreed to by the District
- Child Care Leave (Unpaid) shall be granted to a permanent employee to care for such an employee's own (including adopted) child of under five (5) years of age. The leave, together with any renewal thereof, shall not exceed four (4) semesters for permanent employees.

Note: An employee who has had three semesters of permissive leave during the six semesters immediately preceding the requested leave shall not be eligible for another permissive leave from the District.

Overtime (OT)

A code used to pay eligible employees time and one-half for hours worked in excess of 8 hours per day or 40 hours per week (for employees on a standard work week; 5 days, 8 hours per day).

Note: If an employee does not work a standard work week or the workday is greater than eight hours or less than eight hours, refer to the applicable collective bargaining unit agreement and/or Personnel Commission rules to determine the point at which the employee(s) should be reported for overtime pay.

- The policy of the District, in accordance with the Fair Labor Standards Act, is to provide overtime pay to eligible employees at time and one-half for all work in excess of eight hours a day or forty hours a week for employees on a standard workweek (5 days, 8 hours per day). Variation from this policy is implemented in a manner consistent with the existing Collective Bargaining Unit Agreements or Personnel Commission Rules.
- The only currently authorized exception to the provision of overtime pay for excess hours worked is for Bargaining Unit A (School Police Officers) and certain Unit A aligned employees who are authorized to receive a limited amount of compensatory time-off in lieu of overtime pay.
- Financial Managers who have been pre-authorized by their administrator to work overtime for an evening, weekend, or holiday student body activity shall be paid overtime from Student Body funds.
- Both regular and substitute classified hourly employees are eligible for overtime pay.
- Certificated employees and all classes whose principal duties and responsibilities are classified as executive/administrative are not entitled to overtime payment. See *Appendix G: Overtime - Personnel Commission Rule 596*.
- An employee in an executive/administrative class who is required to work on a holiday shall be granted compensatory time-off on a straight time hour-for-hour basis within 12 calendar months following the month in which the holiday was worked.
- A classified employee who is required to work any hours that the Superintendent has designated as excused time shall be given equivalent time-off by the end of the following pay period.
- Overtime shall be computed only based on working hours excluding mealtimes in excess of an established eight-, nine- or ten-hour work day or 40 hours in any calendar week.
- Basic Guidelines for Reporting Overtime:
 - The workweek for employees whose average workday is four hours or more shall consist of five (5) consecutive days with an overtime rate to be paid for work on the 6th and 7th day.
 - For employees whose average workday is less than four hours, overtime must be paid for work performed on the 7th day.
 - If a regular 8-hour employee is absent and reported as unpaid during the week and works on Saturday, the Saturday service shall be paid as regular

time for a total of 40 hours for the week with the excess being reported and paid as overtime.

Example: A full-time regular employee who was absent for personal business (unpaid) for four (4) hours during the week worked 8 hours on Saturday, the service on Saturday would be reported as four (4) hours regular time and four (4) hours as overtime.

For additional information regarding overtime for classified employees, please refer to Bul - 5996.1 Overtime Policy - Classified Employees, Fair Labor Standards Act (FLSA) Bulletin or the appropriate Collective Bargaining Unit Agreement.

Workers' Compensation Absence (WC)

A code used to report the time of an employee who is absent due to a work-related illness or injury.

Every injured worker is entitled to appropriate medical care to alleviate the effects of injury. If the job-related illness or injury requires medical care and/or makes it necessary to take time off work, the employee may make a claim for Workers' Compensation benefits. Workers Compensation provides state-mandated benefits to allow timely support to employees affected by work related injuries or illnesses. The "Employee's Claim for Workers' Compensation Benefits" form may be obtained from the employee's supervisor or timekeeper and filed promptly at the location.

Time Reporting

1. Report the day of injury as regular time.
2. The time reporter shall enter payroll code "FWC" on the employee's timecard for each date of absence attributed to the injury if the condition has been designated as FMLA. The "FWC" code will be used until the employee's FMLA time is exhausted. If the employee is not eligible for FMLA, or has exhausted their FMLA time, report time off as "WC".
3. Report time as FWC or WC if the employee reports time as industrial even if questionable. The third-party Administrator handling claims for the district, Sedgwick, will determine if workers' compensation benefits are due and will notify payroll directly. The employee will be paid illness benefits unless payroll receives WC authorization from Sedgwick.
4. Advise employees that, if they are off work due to the disability extends beyond 20 days, they must submit a formal leave "Request for Leave Form" as with any other absences.
5. Provide injured workers the "Salary Continuation Verification Form" to use when reporting partial days off of work for medical appointments. The injured worker must forward this form to Sedgwick to receive salary continuation, once the doctor signs it. A copy should be returned to the work site.
6. Notify Sedgwick immediately at 866-247-2287 if the injured worker returns to work

and/or is then taken off work again.

7. Report time off for depositions as regular time – (Sedgwick can verify the deposition date and time).
8. Report time off for court appearances as personal necessity (requires proof from the clerk of the court).

Paid Time-Off in Which to Recover

An employee who is off work because of a Workers' Compensation illness or injury will receive regular salary for up to 60 days. These 60 days are per injury, not per year.

Any time-off taken because of an injury or illness will be deducted from the illness leave balance until the industrial injury or illness is approved by the District's Workers' Compensation Administrator. Once the approval is granted, the illness time used will be restored up to 60 days. If an injured worker needs more than 60 days to recover, illness time and/or vacation time may be used.

After all benefits are used, a classified employee is separated from service and placed on a 39-month reemployment list. If able to return to work prior to the expiration of this 39-month period, an injured worker is entitled to be placed in the first available position in his/her job class.

The salary an employee receives from the District while out on an industrial injury or illness leave will be reduced by an amount equal to any temporary disability payments made directly to the employee by the Workers' Compensation Administrator. If the sum of the salary payments received from the District plus the temporary disability payments received from Workers' Compensation exceed the regular salary, the overpayment(s) will be deducted from the first available paycheck.

The District-paid health benefits will continue for as long as any part of the salary is received from the District. However, if an employee is placed on unpaid status, even though temporary disability payments are being received from the Workers' Compensation Administrator, a notice will be mailed requiring payment of premiums under COBRA if continuation of health coverage is desired.

What to Do – Summary

- Always report injuries promptly. State Law sets time limits for injuries to be deemed "accepted" and for benefits to be provided. If injuries are not reported in a timely manner, the District incurs financial penalties.
- Remember that injuries which do not result in time away from work and do not require more than first aid for medical treatment do not have to be reported.
- Call 1 (800) 528-7392 (LAUSD WC) to report injuries. This number is maintained by a claims administration company, Sedgwick CMS, and is available 24 hours a day.
- If you have doubts about the legitimacy of an injury reported to you, be sure to convey your doubts when you phone in the claim. Request an investigation.

- Don't forget to give the injured worker the DWC 1 form - Employee's Claim Form. State law requires employers to provide this form to any employee within 24 hours of notice of an on-the-job injury. If the employee is not available, mail the form regular U.S. mail within 24 hours.

Early Return to Work Program

- LAUSD has implemented an Early Return to Work Program. Under this program, an employee who has not reached 100% recovery, but is expected to do so within 90 days and who has a work restriction which can be accommodated, may return to work prior to being released with no restrictions by his/her medical provider. Each case is considered on an individual basis.
- For additional information, please call the Workers' Compensation Section at (213) 241-3139.
- IMPORTANT PHONE NUMBERS
 - To report injuries to Sedgwick CMS (800) LAUSDWC
 - To reach the local Sedgwick CMS (866) 247-2287
 - For assistance from the LAUSD Workers' Compensation Unit (213) 241-2570 or email us at payrollsupport@lausd.net.

FMLA Workers Comp (FWC):

A code used to report the time of an employee who is absent due to an FMLA work-related illness or injury.

For information regarding FMLA, please refer to the Division of Risk Management and Insurance Services website: [Division of Risk Management and Insurance Services/FMLA](#)

Holiday Time (HO)

In SAP, the legal and school holidays are pre-loaded into the employee's work schedule rule and processed through Time Evaluation (except 2UTA, 2UTH). An employee shall receive holiday pay by being in a "paid" status during the last working day prior to the holiday or the immediate first working day after the holiday (Bridging Rule).

Authorized Paid Holidays*

July 4 _____	Independence Day
Date declared by the Board _____	Admission Day
First Monday in September _____	Labor Day
November 11 _____	Veterans Day
Fourth Thursday in November _____	Thanksgiving Day
Friday following Thanksgiving _____	Thanksgiving - Friday
December 25 _____	Christmas Day
Day before New Years Day _____	Alternative Lincoln's Day
January 1 _____	New Year's Day
Third Monday in January _____	Dr. Martin Luther King, Jr. Day
Third Monday in February _____	Presidents' Day
Last Monday in May _____	Memorial Day
June 19 _____	Juneteenth

*For A-Basis. Please see LAUSD Basis Chart for holiday entitlement of non-A basis.

Employees Eligible for Holiday Pay

An employee serving in a regular assignment shall be paid for holidays under the following conditions:

- An employee is working on a regular assignment basis that includes the holiday(s). Example: A B-basis employee is paid for the Admission and Labor Day holidays, but a C-basis employee is not entitled to these holidays. A C-basis assignment does not include these holidays.
- A regular classified employee serving on multiple assignments shall receive pay for holidays in each assignment independently according to the employee's status in each assignment.
- An employee on "leave to higher" is entitled to all holidays that are included in the assignment basis of the higher position.
- A, B, and E basis certificated employees are eligible for Admission Day and Labor Day holiday pay. However, with the administrator/supervisor's approval, an employee required to work on Admission Day is to be reported for regular time for that day and the Admission Day holiday rescheduled before the end of the next pay period. See *Special Conditions "Holiday on Admission Day (HOAD)"*.

Special Conditions on HolidayCertificated Employees

- A legal holiday that occurs during the winter recess shall be paid as a holiday if the employee was in paid status on the last day that school was in session before the recess or on the first day of the school session after the recess.
- C-basis employees are not entitled to Admission and Labor Day holiday pay. If Admission Day is a regular workday for these employees, then they are paid regular salary for working that day.
- Adult Teachers (PA=2UTA) and Home School Teachers (PA=2UTH) must enter the (HO) code manually in the timesheet. The bridging rule is applied through the CATS time entry.
- Return Retiree (ESG=Z1, Z2) AALA (PA=2MSX) members are entitled to the holiday pay only if they worked (20) consecutive days immediately preceding the holiday.

Classified Employees

- If an employee works on a regular paid holiday, the time worked is reported as overtime in addition to the holiday pay.
- School Police Unit A and Unit H scheduled at 10 hours/day (4 days/week) will receive Comp Time at one and a half hours credit for the holiday that falls on their off day.

Certificated/Classified Employees

- An employee must have been in paid status for a portion of the working day immediately preceding or succeeding the holiday in order to be paid for the holiday.
- Employees in the executive/administrative classes shall be granted equal time-off for time worked on a holiday.
- A classified employee is not entitled to “double pay” or to be paid for the same holiday from both a regular assignment and a Z assignment.
- Employees in the following classes are excluded from holiday compensation and are to be paid at their regular rates of pay for time worked on holidays:
 - Non-Classified in the playground group, recreation series.
 - Plant Security Aide (Saturday, Sunday, and Holiday).
 Substitute, relief classified and unclassified employees are not eligible for holiday pay. If these employees work on a holiday, their service is to be time-reported as regular time.

Holiday On Admission Day (HOAD)

- Floating Admission Day Holiday for A, B, and E basis
- Applicable to Overtime exempt employees
 - All Certificated employees
 - Classified employees (PA= 1LAX, 1LJX, 1LMX, 1LVX, 1SLL, 1VAC, 1VAD, 1VEX, 1VSX, 1VVX, 1YLX, 1ZLX)
- If the employee is entitled to the Admission Day holiday, the system will automatically generate holiday pay.
- If the employee works on Admission Day, the time reporter enters RG, and the employee will be allowed HOAD within the next 2 payroll periods for CL/CE.
- An employee working on the Admission Day holiday shall not be allowed to take the holiday prior to the designated Admission Day holiday nor two pay periods after the holiday. HOAD cannot be entered before the designated Admission Day nor two pay periods after the holiday.
- If the employee worked on an Admission Day holiday and did not take the holiday or if no HOAD is reported within the given time, the employee will lose the Admission Day holiday pay.

Cross-Applications Time Sheet (CATS)

The Cross-Application Time Sheet (CATS) is a cross-application tool for recording working times and tasks. It enables one to control all business processes allowing posting of employee time to cost centers, projects, and other cost objects.

Features

- Functions for storing and transferring data to the target components are available with all user interfaces of the Time Sheet. CATS may be updated through SAP GUI transaction code CAT2 or through company web portal.
- Data entry may be done by an individual employee, interface uploads, or by an administrator for multiple employees.
- Allows integrated procedure for approving recorded working times.
- To protect personal data against unauthorized access, the *Time Sheet* uses the SAP Human Resources authorization concept.
- All data records are assigned to a unique document number, which allows audit at any time.

Steps in CATS Process

- Time entry in time sheet
- Release of time data for approval
- Approval of time data
- Data transfer to target applications

Time Data Entry Profile










A profile that controls the display of the CATS time entry screen by setting the process and determines the screen layout and targeting applications for time data transfer.

Examples of data entry profiles in SAP

- AA-HOURS Absence & Attendance Hours for MULTIPLE employees
- AA-HRS-1 Absence & Attendance Hours for ONE employee
- BATCH-IN Daily Interface - No Approval Required
- ESS Employee Self Service Entry profile
- JC-2WEEK Job Cost 2-Week Hours for ONE employee
- JC-CLK-1 Job Cost with Clock Times for ONE employee
- JC-CLOCK Job Cost with Clock Times for MULTIPLE employees
- JC-HOURS Job Cost Hours for MULTIPLE employees
- JC-HRS-1 Job Cost Hours for ONE employee
- PROJ-HR1 Project and Cost Center Bi-monthly Time Entry
- PROJ-HR2 Project and Cost Center Daily Time Entry
- SUMMER Time Entry for Summer Assignments
- WCOMP Worker's Comp - No Approval Required

Approval Process

- Data must be released before approval.
- Approval is done by using transaction code CATS_APPR. It can also be enabled via Workflow.
- Rejection will result in a new non approved entry in CATS database.
- Records in CATS are assigned statuses to indicate the stage of the processing, such as, 10 = in process, 20 = released, 30 = approved, etc

Status	Description	Icon	Meaning
10	In process		The record is being processed and is not yet ready for transfer to the target components.
20	Released for approval		The record has been released and is ready for approval or rejection by the person responsible.
30	Approved		The record has been  approved and is ready for transfer to the target components.
40	Approval denied		The record has been  rejected . It cannot be transferred to the target components.
50	Changed after approval		An approved record has been changed. The original record is assigned this status until the new record has been approved. A reference counter allows you to track the new record back to the original record. Once the new record has been approved, the original record is assigned status 60 (cancelled).
60	Cancelled		The record was  cancelled after approval. You cannot cancel a record if your profile settings determine that approved data may not be changed.

Benefits & Incentives

VACATION BENEFITS

PA	PSA	EG	ESG
All PA's that start with '1' & '2'	<p>For PAs that start with '1': All PSA's except the ones that start with 'X' and 'R' <u>EXCEPTION:</u> (If PA=1DTX and PSA=XXXX)</p> <p>For PAs that start with '2': PSA=A*** except AXSX for 2UTE</p>	A, C, D, E, G, H	<p>All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 <u>EXCEPTION:</u> (If ESG=Z1/Z2 and PA=2MCX PSA=AGXX)</p>

*Refer to Appendix E: Vacation Accrual Rates to view accruals and entitlements.

Employees Eligible to Earn Vacation

1. Certificated employees assigned on A basis.

- An A basis certificated employee who has served less than 19 school years shall earn .06923 hour of vacation for each hour assigned to active service; after 19 school years, the employee shall earn .07663 hour of vacation for each hour assigned to active service (UTLA), 0.07693 (AALA); after 24 school years, a certificated management (AALA) employee shall earn .08462 hour of vacation for each hour assigned to active service.
- Employees in classes designated as executive/administrative earn vacation credit at the rate of .09232 hours of credit for each hour for which pay is received. Executive and administrative employees will thus receive a maximum of 24 days of vacation credit per year.

2. Classified regular employees

- Full-time regular employees on 12-month assignments, except for those in certain administrative or executive classes earn 80 hours' vacation (ten days) annually. After four years, they earn vacation at the rate of 120 hours (15 vacation days) a year. After 15 years, they earn an extra 8 hours of vacation each year until at 20 years or more they earn 160 hours (20 vacation days) annually. Those who work fewer than 40 hours a week or fewer than 12 months a year will earn proportionally fewer hours. Employees may not accrue more vacation time than they can earn during 18 pay periods.
- Employees in classes designated as overtime exempt earn vacation credit at the rate of .09232 hours of credit for each hour for which pay is received. Executive and administrative employees will thus receive a maximum of 24 days of vacation credit per year.
- 1GXX School Supervision Aides earn vacation at 0.03846 for each core hour for which pay is received.

Vacation Usage Policy:

- A regular employee may take vacation up to the number of hours already earned. The rate of pay during vacation shall be the employee's current rate.
- Employees may be required to take vacation during the school year on days designated as school holidays (winter recess, spring recess). Refer to Collective Bargaining Unit Agreements for exceptions.
- No payment for vacation accumulation shall be made to employees who terminate employment prior to completion of 130 days of paid service.
- Vacation balance is shown on the pay warrant stub in the "vacation balance field" and should be checked when the employee receives the warrant. No audit of vacation balance will be made for an employee for a period greater than three prior school years.
- A permanent employee may be permitted to interrupt or terminate vacation to begin illness leave, bereavement leave, jury duty leave, or military leave (Supervisor should be notified when employee will request the change).
- Overtime hours do not accrue vacation earnings.
- An employee on a workers' comp leave may request to use vacation to avoid going over his/her vacation maximum cap.

Vacation Accumulation Policy

- All employees may accumulate unused vacation up to an amount not to exceed that which the employee earns in 18 pay periods (the employee's vacation maximum earnings").
- Vacation accrued through the 1993-94 school year shall be deemed vested. Thereafter, no employee shall be entitled to carry over vacation hours in excess of his/her vacation cap (maximum vacation earnings and vested bank) from one fiscal year to the next.

Vested Vacation Adjustment

- Maximum vacation allowed formula: 18-month cap + vested vacation
- For additional information regarding vacation usage, and when the employee's vested vacation balance is adjusted in a fiscal year, refer to your Collective Bargaining Unit Agreements.

Lump Sum Vacation

- An employee who retires, resigns, separates from service, or changes to a non-vacation earning assignment (upon request), shall be paid a lump-sum vacation if the following requirements are met:
 - The employee must have been in paid service for at least 130 days.
 - Separation action or a change of assignment was processed by the Personnel Division.
 - Lump sum vacation payment is processed only one time.
 - Employees who change assignment from earning to non-vacation earning assignment may request payment of lump-sum vacation by filling out the appropriate form.
- Lump Sum Vacation Payment Request Form is on the Payroll Administration website, under Payroll Forms. Email completed and signed forms to payrollvacation@lausd.net.

Rates Used for Lump-Sum Vacation Payment

- The vested vacation hours of the lump-sum balance will be computed at the employee's vested rate as of June 30, 1995. This balance is paid first.
- Any balance in addition to the vested vacation hours up to the maximum vacation earnings will be calculated at the rate in effect on the last day of paid time in the vacation-earning assignment.
- Any outstanding overpayment such as salary or illness over-usage will be deducted from lump-sum vacation payment, retirement bonus (RBX), or attendance incentive plan (AIP).

ILLNESS BENEFITS

Illness leave is an absence due to a health-related condition or injury. The business rules below describe how illness benefits are granted, used, and paid for an employee.

Eligibility

The following employee groups are eligible to receive illness benefits:

PA	PSA	EEG	ESG
All PA's that start with '1' & '2' except 2FDX & 2FNX	All PSA's except the ones that start with 'X' and 'R' EXCEPTION: (If PA=1DTX and PSA=XXXX)	A, C, D, E, G, H	All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 EXCEPTION: (If ESG=Z1/Z2 and PA=2MCX PSA=AGXX)

- All regular employees (working in an assignment with regular status) are entitled to illness benefits.
- An employee shall earn 0.05 hours of full-pay illness absence credit for each hour for which salary is paid.
- At the beginning of each school year, each regular employee will receive a projection of full-pay illness leave. The projection will equate to the number of full-pay illness hours an employee should earn in the school year.
- Hours worked as an auxiliary teacher, replacement teacher, or registration adviser does not accumulate illness credit.
- Unused full-pay illness absence credit shall be carried over from year to year without limitation. Half-pay illness credit is not carried over to the following year.
- An employee's full-pay balance is shown on the pay warrant stub in the "Illness Balance" field.

Full-Pay Projection

The Full-Pay Illness Entitlement projected on July 1st is based on the number of days on the basis contract, multiplied by the number of assignment hours, multiplied by the earnings factor.

Full-Pay Illness Projection = (assignment hours * contract days * earnings factor) * FTE%

Refer to Appendix E: Illness Projection Values by Personnel Subarea for the number of days per personnel subarea (basis) and the total number of projected illness hours for a 6 hour and 8-hour assignment. For assignments with different assignment hours and FTE percentage, projection is prorated accordingly. The maximum projection a person will receive is 104 hours.

- For mid-year projections, the entitlement is prorated based on the number of days remaining in the fiscal year for the basis contract hours (i.e. assignments hired mid-year).

Full-Pay Illness Projection = (assignment hours * (contract days*x) * earnings factor) * FTE% where x=the proportion of remaining fiscal hours in the contract year

- Home School Teachers (Personnel Area 2UTH) receive an illness projection based on one-half of their assignment hours. This is a part of the UTLA Bargaining Unit agreement, because these employee work hours can fluctuate based on student attendance.
 - Full-Pay Illness Projection = (assignment hours/2) * contract days * earnings factor) * FTE%
- Note:1GXX School Supervision Aides received a projection of 40 hours on July 1, 2024. Prior to July 1, 2024, the projection was 24 hours. For the mid-year projection the pro-ration was based on the remaining months.

Half-Pay Illness Balance

- A regular employee who is assigned for a full year and has accrued fewer than the number of full-pay illness absence hours equivalent to 100 days shall be credited with the number of half-pay illness absence days which, when added to the accrued full-pay illness balance, equals the equivalent of 100 days of full-pay and half-pay illness absence.
- 100 days is based on the assignment hours multiplied by 100, then multiplied by the FTE%.
- For employees with multiple assignments, the maximum number of illness hours should be 800 hours. If the total number of assignment hours across assignments exceeds 8 hours per day, the total illness projection (half plus full) is limited to 800 hours.
- For mid-year projections, half-pay illness projection is not prorated. The full 100 days (minus the full-pay projection days) is granted.
 - Half-Pay Illness Projection = (100 * FTE% * assignment hours) – Full-Pay Illness Projection
- If the full-pay illness is more than 100 days, no half-pay is projected.

Employees who are on leave must meet the following criteria.

- A certificated employee who is on leave due to illness, act of violence, workers' compensation, undetermined, mandatory illness, or disability must have one of the following to receive an illness projection:
 - Has full-pay illness balance to carryover, if not separated or
 - Has been returned to service in the new school year. The illness projection may not be used for time prior to the effective date of the return to service or
 - Has been approved for a once-in-a-career extended illness benefit (10 & 90) request.

- A classified employee must meet the following conditions to receive an illness projection:
 - If on paid leave, has an illness (full or half-pay) balance or vacation balance carryover or
 - Has returned and served in the new school/fiscal year. Illness projection may not be used for time served prior to the effective date of the return to service.
- An employee who is on a paid illness leave of absence is to be continuously time-reported until illness and vacation benefits are exhausted. They may not have unauthorized gaps (absence without approved leave) in a pay period, thereby extending District-paid benefits and allowing them to qualify for the new projection.

ATTENDANCE INCENTIVE PLAN (AIP)

This is an incentive for certain classified and certificated administrative employees to be credited with two (2) additional days of vacation for the first 50 days of unused full pay illness accumulated on a one-time basis.

Eligibility

PA	PSA	EG	ESG
1BXX, 1CXX, 1EXX, 1SLX, 1LAX, 1SAX, 1SXX, 1SLL, 1LVX, 1LMX, 1VAC, 1VAD, 1VSX, 1VVX, 1VEX, 1YLX, 1VJX, 1YLX, 1ZDX, 1ZSX, 1ZXX, 1ZLX, 1NXX, 1SAS	except PSA's that start with "X" and "Z"	A, C, D, E, G, H	All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2
2MCX, 2MEX, 2MSX, 2MZC	All PSAs that start with "A"	A, C, D, E, G, H	All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2

- The employee must be on a vacation earning status that has accumulated fifty (50) days or more of full-pay illness benefits subsequent to June 30, 1995, or by the prior year of the employee's qualifying year.
- An additional vacation day will be credited for each additional increment of twenty-five (25) days of unused full pay illness benefits. An employee whose full-pay illness absence credit earned subsequent to June 30, 1995, and thereafter, drops below 50 or more days shall not be entitled to additional vacation until they meet their new qualifying goal.
 - a. A vacation-earning employee who accumulates a total of fifty (50) days or more days of full-pay illness absence credit earned subsequent to June 30, 1995, shall, on a one-time basis as of June 30 of the school year in which he or she accumulated those fifty (50) days, be credited with two (2) additional days of vacation. An employee whose full-pay illness absence credit earned subsequent to June 30, 1995, and thereafter, drops below fifty (50) or more days shall not be entitled to additional vacation under this section, except pursuant to subparagraph (b).
 - b. Each additional increment of twenty-five (25) days of unused full pay illness absence credit beyond fifty (50) days and earned subsequent to June 30, 1995, shall entitle the employee to one (1) additional vacation day.

- On the option of the appropriate Division Head, B, C, and E basis employees may be paid for the additional days of vacation earned in A and B based on their daily rate of pay during the preceding fiscal year.
- The Certificated AIP has been suspended since July 1, 2005. (All AIP reserve funds were paid out to certificated employees on 5/17/17, 6/16/17 or 6/23/17 and at this time funds were exhausted).

PAID NON-WORKING DAYS (PNWD)

Teacher Assistant employees do not receive vacation, and illness benefits like other employees. Instead, they accrue generic days off called “Paid Non-Working Days” or PNWD.

Eligibility

PA	PSA	EEG	ESG
2FDX 2FNX	XXXX	C	T1

- Paid Non-Working Day is a system of payment in lieu of the paid benefits such as illness, holidays, and vacation (Winter/Spring Recess).
- The accrual factor for PNWD is equal to 0.11364 added to the employee’s base hourly rate.
- An eligible employee must be paid the equivalent of 35 days from the beginning of the school year in order to qualify.
 - 280 hours for 8-hour employees
 - 210 hours for 6-hour employees
 - 140 hours for 4-hour employees
- Accrued and unused paid non-worked time will be processed for lump-sum payment every 30th of June.

Employees Who Are Qualified to Accrue Paid Non-Working Days

- Certificated Special Services Substitutes

Title	Title
Audiometrist, Sub, D/D	Instr., JROTC, Sub, ext.
Psychologist, Sub, D/D	Instr., JROTC, Sub, D/D
Counselor, PSA, Sub, D/D	Instructor, Dvr Sfty, D/D
Psychiatrist Social Worker, D/D	

- Children Center/Development Center Substitutes

Title
Teacher, CC, Sub, D/D, L-T
Teacher, CC, Sub, D/D
Teacher, Dev. Ctr, D/D ext.

Entitlement and Projection

- Employees earn PNWD credit for each hour for which pay is received, excluding relief time (ZT).
- The PNWD accrual factors are:
 - Degree track employees (2FDX) accrue at 0.0445 hours of credit for each hour paid.
 - Non-degree track employees (2FNX) accrue at 0.0167 hours of credit for each hour paid.
- The higher accrual rate for the Degree Track employees (2FDX) becomes effective the first pay period following submission of a certified transcript or valid certificate from the college.

Usage

- The following absence reasons are valid for PNWD:
 - Any legal or school holiday
 - Illness
 - Vacation
 - Personal Necessity
 - Kin Care
 - Jury Duty Service
 - Bereavement
 - Other absences permitted under Article XIII of the Unit F Agreement, except industrial injury/illness and family care leave other than one's own serious health condition.
- PNWD is paid at the employee's hourly rate. This would also include any differentials. (example: Bilingual).

Carry Over

- Paid non-workdays are NOT carried over from year to year. The employees begin to accumulate at the start of every fiscal year on July 1st.<https://>

Payout

- Any accrued, unused time will be paid off in a lump sum after the close of the school year. This payment will be issued in the June pay period payroll run. Furthermore, if all of an employee's assignments are transferred to a non-TA job or terminate, the employee's PNWD balance is paid out on the last active day of the TA assignment.
- Employees that move to a non-earning PNWD position will have their accumulated balance paid as a lump sum payment on the next major pay-cycle.
- TAs with perfect attendance will earn 1 PNWD day at the end of the fiscal year, to be included in their PNWD payout. To determine if a TA has perfect attendance, they must work 180 days within the fiscal year. The number of hours in a day is equal to the employee's assigned hours. The PNWD calculation is performed at the assignment level only.

COMPENSATORY TIME-OFF

Compensatory time-off is time-off to be taken in the future in lieu of overtime pay. The use of compensatory time-off in lieu of paid overtime is prohibited for most classified employees. The only current exceptions to this provision are Bargaining Unit A (Sworn Officers) and Unit H (Sergeants and Lieutenants) employees who are authorized to receive a limited amount of compensatory time-off in lieu of overtime pay.

Eligibility

PA	PSA	EEG	ESG
PA = 1AOX, 1SAS & 1SAX	All PSA's except the ones that start with 'X' and 'R'	C, G	All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2

The following information is applicable to Unit A and Unit H employees:

- An employee who is eligible for compensatory time-off may request that overtime hours worked (maximum of 130 hours per year) each pay period be credited to a compensatory time-off balance account at the rate of one and one-half (1-1/2) hours for each hour reported.
- Compensatory time cap is at 195 hours per year.
- Once an employee reaches the 195 hours cap of compensatory time, the employee will automatically be paid overtime.
- An employee who does not want compensatory time-off may elect to receive regular overtime pay.
- An employee will be allowed to use accrued compensatory time-off in conjunction with scheduled vacation, holidays or at other times where such use will not unduly disrupt work schedules.
- Usage of compensatory time is reported as time code "CU."
- The employee's accumulated compensatory time-off balance will be indicated on the payroll pay stub under the heading "COMP BAL" which is located immediately below the illness balance box.
- Any compensatory time accrued but unused shall be paid to the employee as a cash payment every October.
- The rate of pay is at the employee's current hourly rate in effect during the pay period in which it is paid.
- Payment will be processed upon changing from an assignment eligible for compensatory time-off, retirement, or separation from the District employment.
- If the employee promotes out of the bargaining unit, the cash payment will be at the rate of the bargaining unit position last occupied.
- Pay code for unused compensatory time lump-sum pay is "CM".
- Gross payments are taxable.

AVERAGE PAID TIME (APT)

The Education Code section 45137 states:

A classified employee who works a minimum of 30 minutes per day in excess of his part-time assignment for a period of 20 consecutive working days or more shall have his basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis as specified in Section 45136.

If a part-time employee's average paid time, excluding overtime for which the employee receives compensation at a rate at least equal to time and one-half, exceeds his average assigned time by 50 minutes or more per working day in any quarter, the hours paid per day for compensable leaves of absence and holidays in the succeeding quarter shall be equivalent to the average hours paid per working day in the preceding quarter, excluding overtime.

The District pays part-time classified employees benefit hours based on their average work hours from a previous quarter. Since average work hours can vary from quarter to quarter, APT can be different from one quarter to the next.

Eligibility

- Part-time classified employees may qualify if their average work hours are more than their average assigned hours by 50 or more minutes per day within a quarter. A part-time person is someone who works less than seven (7) hours per day.
- Only classified employees are eligible; X-basis assignments are excluded.
- Working Hours are Regular (RG), Miscellaneous (MS), and Professional Development (PD) time.
- Benefit Hours and all absences including Holiday (HO) time.
- Quota accruals and projections are not affected by this education code.
- Teacher assistants and unclassified assignments are not included in the statute.

Calculation of Benefit Hours

The average assignment hours are a weighted average of assigned time during a three-month period. To calculate the average assignment hours for each day in the quarter, count the days in which time is reported. Exclude days in which the person (across all assignments) is full-time (7 hours or more) and any Z-time worked for each day, accumulate the assignment hours on the day in which time is reported. Then divide by the total number of days with time recorded.

$$\frac{\sum_{i=1}^n A}{Z}$$

Average Assignment Hours:

$$A = \frac{\sum_{i=1}^n A}{Z}$$

Where Z is the total number of days with time reported, and A is the assignment hours on I.

The Average Working Hours is the sum of all RG, MS, and PD hours divided by the total number of days with RG, MS, and PD reported.

$$\text{Average Working Hours: } W = \frac{(RG + MS + PD)}{Z}$$

If the average working hours minus the average benefit hours is greater than or equal to 50 minutes

$$[W - A \geq 0.83(0.83 = 50/60 \text{ which is 50 minutes decimalized})]$$

then the average working hours become the new benefit time for the next quarter. Otherwise, the assignment's current assignment hours are used for reporting benefit time for the next quarter. The maximum number for an assignment's benefit time is 8 hours.

Example:

Day	1	2	3	4	5	6	7	8	9	10	11
Asg Hrs	4	4	4	4	4	4	4	4	5.5	5.5	5.5
Rprt Hrs	RG 6	RG 1 IL 3	IL 4	UP 4	RG 5	Off	Off	VA 4	VA 5.5	RG 6	MS 4

$$A = \frac{4 + 4 + 4 + 4 + 4 + 4 + 4 + 4 + 4 + 5.5 + 5.5 + 5.5}{9} = \frac{40.5}{9} = 4.5 \text{ Hours}$$

$$W = \frac{6 + 1 + 5 + 6 + 4}{5} = \frac{22}{5} = 4.4 \text{ Hours}$$

TRANSPORTATION VACATION BIDDING (VBID)

Eligible bus driver bidders attending a bid meeting are entitled to receive vacation accrual as compensation. The District is required to give employees (in the below groupings) two hours vacation credit when they attend bids in June and August for a total of 4 hours of vacation credit.

Eligibility

PA	PSA	Job Key
1CXX	All PSA's except the ones that start with 'X' and 'R'	22305804 = Area Bus Supervisor 22305806 = Assistant Area Bus Supervisor 22305826 = Heavy Bus Driver 22305861 = Light Bus Driver 22305864 = Light Bus Driver

The Fleet Maintenance (groupings below) receives vacation accrual for bidding once a year (2 hours).

PA	PSA	Cost Center
1CXX	All PSA's except the ones that start with 'X' and 'R'	9128401

LONGEVITY - CLASSIFIED EMPLOYEES

Regular employees serving in classes and positions designated by the Board, Superintendent, or Superintendent's designee, as being eligible for longevity salary increments shall be paid longevity salary increments after completing the required years of District classified service.

Longevity Increment is an incentive paid to classified employees for a specified length of service of ten (10) years or more. The payment schedule varies according to the Collective Bargaining Unit Agreements.

- Eligible employees do not need to apply for their longevity increment. Eligibility for longevity pay is automated and is activated once the employee has completed ten years of service and every five years thereafter.
- Longevity pay is effective in the beginning of the fiscal year (July 1st) following completion of the qualifying number of years of service.
- For purposes of computing District years of service, only time paid in regular status in the classified service shall be counted. An employee must have been paid for at least 130 days of assigned time to be credited with a year of service.
- Prior years of service in regular status shall be counted in determining eligibility of an employee who is reinstated or re-employed from layoff.
- The longevity increment shall be part of the employee's base salary. An employee paid less than eight (8) hours per day or forty (40) hours per week shall receive a proportionate amount of the applicable increment.

- The longevity increment schedule for years of qualifying District service for eligible regular, non-management employees shall be:
 - \$25 per pay period (equivalent to \$.15625 per hour) after 10 years
 - \$30 per pay period (equivalent to \$.18750 per your) after 15 years
 - \$35 per pay period (equivalent to \$.21875 per hour) after 20 years
 - \$40 per pay period (equivalent to \$.25000 per hour) after 25 years
 - \$45 per pay period (equivalent to \$.28125 per hour) after 30 years
- ❖ Refer to Collective Bargaining Unit Agreements for longevity increment schedule for Units A and E employees.
- The longevity increment schedule for years of qualifying District service for eligible regular, management employees shall be:
 - \$40 per pay period after 10 years
 - \$55 per pay period after 15 years
 - \$70 per pay period after 20 years
- Currently, employees who belong to Bargaining Units A, B, C, D, E, S (except overtime-exempt employees) and Z, AALA and District Represented employees are eligible to receive a longevity increment.

Note: The PC rule 580 was amended and adopted April 23, 2019, to reflect agreement with AALA and the district, with the rule also applying to District-represented classified management employees.

MILITARY LEAVE OF ABSENCE (MD)

A military leave of absence is one granted to eligible employees ordered to active military duty.

Requirements for Military Leave of Absence

- Employees, except substitutes or temporary employees (e.g. categorical limited contract teacher, teacher assistant), may be granted a military leave of absence. Substitute and temporary employees will not be placed on military leave but will be considered as “not available” for a period not to exceed six (6) months. If they have not become available by that time, they will be separated and may reapply after completion of military service.
- Employees must be in active District service or on paid leave at the time of the requested military leave.

Length of Military Leave

- A temporary military leave is provided when the period of military order specifies duty for less than 180 calendar days (6 months), including travel time.
- An indefinite unpaid military leave may be granted up to six (6) months after the employee is discharged from military service or is released on inactive duty.

Request Procedure for Military Leave

The request procedure for military leave is as follows:

- Certificated Employees
 - Complete Certificated Request for Leave of Absence (Form 1065) and obtain the signature of the immediate administrator.
 - Attach official orders from the appropriate branch of military service to Form 1065.
Return completed Form 1065 and attachment to Certificated Assignments and Support Services. The mailing address is:
Los Angeles Unified School District Certificated Assignments and Support Services
333 S. Beaudry Ave, 15th Floor
Los Angeles, CA 90051
 - If due to the urgent nature of the activation, the employee is unable to complete Form 1065, the employee should send a copy of the military orders to the Certificated Assignments and Support Services of the Certificated Employment Operations Branch as soon as possible.
 - For certificated employees, refer to Bul -145909.0 - Military Leaves of Absence for Certificated Employees.

- Classified Employees

Note: The Leave of Absence Request for Classified Employees form and supporting documents (if applicable) must be submitted for all leaves over 20 consecutive workdays. For Laws and Rules on Leaves of Absences, refer to Personnel Commission Rule 803, which can be obtained by visiting the Personnel Commission home page at <https://www.lausd.org/Page/2135>

- Complete Leave of Absence Request for Classified Employees Form 5006 and Request for Military Leave Pay, Form B5048.
- Attach official military order from the appropriate branch of military service.
- Return completed forms and attachment to:
Los Angeles Unified School District Classified Personnel Assignment
P. O. Box 513307
Los Angeles, CA 90051-1307
- If, due to the urgent nature of the activation, the employee is unable to complete Forms 5006 and Form B5048, the employee should send a copy of the military orders to the Classified Placement Unit of the Classified Personnel Assignment Branch as soon as possible.
- Please refer to the FORMS Section of the manual for samples of military leave forms.

Time Reporting Procedure

- Time reporters or administrators should, as soon as they become aware that one of the employees on their payroll is going on military duty, advise the employee of the documents required to process the leave assignment.
- Absence in connection with military service is to be reported as Military Duty Leave (MD).
- If the employee is required to report on military duty prior to completion of the required forms, report military leave as Unpaid Absence (UP). Once the military order is received and approved by Certificated/Classified Personnel, adjust unpaid military absence to Military Duty Leave (MD).

Return Procedure from Military Leave

- A "Return to District" employment should be within the approved period of leave.
- An employee returning from any military leave or other Government Order Leave of over twenty days shall file with the appropriate Certificated/Classified Personnel Office a "request to return from leave" with official discharge papers.
- After completing military service, the employee will be returned to a position in the employee's classification or to a comparable vacant position for which qualified at the salary to which the employee would have been entitled.

- Failure to report for District duty at the expiration of the time permitted under pertinent education code and military and veteran's code sections is adequate cause for dismissal.

Salary and Benefits

An eligible certificated employee shall be paid regular salary for time on military leave up to set maximum days including travel time if specified in the orders, under conditions as specified in Bul – 145909.0

- Twenty (20) working days if the assignment period is 204 days or less per year for C- basis, or twenty-two (22) working days if the assignment period is for more than 204 days for all other basis. During the District-paid portion of the military leave, the employee receives all accompanying benefits such as illness accrual, holiday pay, vacation (if eligible) and health and welfare benefits.
- For substitutes and temporary employees, pay will be allowed for the number of days worked in the preceding school month in which compensation was earned subject to the above maximum limitation of 20 or 22 working days.

An eligible classified employee shall be paid as an employee of the District for the first calendar month of the military service, exclusive of time not included in the employee's assignment basis upon presentation of adequate evidence of military service for which pay is requested provided conditions specified in Personnel Commission Rule 820 are met.

- No more than the pay for one calendar month shall be allowed for any military leave or leaves involving continuous military service or during one fiscal year.

Effects on Benefits

- Time spent on paid and unpaid military leave will count toward salary step advancement for a certificated employee.
- Time spent on the district-paid portion of military leave will count toward retirement service credit.
- District-paid life insurance coverage for an employee on unpaid military leave will not be provided.
- For the employee-paid Optional Life Insurance Plan, an employee on the unpaid portion of military leave may continue coverage for a period not to exceed one year by making direct payments of the appropriate premiums.
- For further assistance concerning health benefits information, contact the Benefits Administration at (213) 241-4262.

RETIREMENT BONUS (RBX)

A retirement bonus is an incentive bonus payment to an employee who worked during the 1992-93 school year and who retired on or after July 1, 1994, under the State Teachers' Retirement System (STRS), or Public Employees' Retirement System (PERS).

- The amount of the bonus will correspond to the percentage that the employee's compensation was reduced in the 1992-93 school year based on the employee's salary band for that year.
- An eligible employee in Salary Band 3 will be paid a cash bonus for up to maximum of 20.4 days (10% of his/her annual salary based on a C basis year) for the school year preceding his/her retirement date.
- An eligible employee in Salary Bands 1 and 2 will receive a proportionately lower payment based on the percentage of compensation reduction in the 1992-93 school year (i.e. maximum of 6.12 days, 3% reduction for Band 1 and 19.38 days, 9.5% for Band 2 employees).
- Employees are only eligible for the RBX when they retire and have had continuous service from 92-93 school year with no break in service. RBX payments are not issued to employees who have a separation action after 7/1/1994.
- Any employee that has been separated from the District is not eligible for an RBX.
- A Salary Band 4 employee will receive a bonus based on the maximum rate paid to the highest paid Band 3 employee for the school year preceding the retirement date maximum pay out of 20.4 days.
- An eligible retired employee does not need to fill out any forms other than the retirement application and the District resignation forms to apply for the bonus.
- The retirement bonus (coded as RBX) is subject to deductions of Federal, State and other applicable taxes.
- RBX payment is not subject to retirement deductions.
- Payroll Administration will process the RBX payment within 45 working days.
- The retirement bonus payment will automatically be mailed to the employee's official home address.
- Any outstanding overpayment such as salary or illness over-usage will be deducted from retirement bonus payment.

PAY SCALE STRUCTURE

A Pay Scale Structure is essentially an employee’s basic pay attributes. It consists of a class code, bargaining unit, salary table, schedule, and step or level of the employee which is then used to pull associated salary.

The Personnel Area and Personnel Subarea are used to default the Pay Scale area on IT0008 (Basic Pay). The Employee Group and Employee Subgroup are used to put together the Employee Subgroup Grouping for PCR (Personnel Calculation Rule). This PCR determines how an employee is processed in Payroll. For example, 1=hourly, 3=salaried. The PCR is a pointer or key to the salary tables in SAP.

Infotype 0008 – Basic Pay

Subtype		0	Basic contract	
Pay scale				
Reason			Capacity Util. Level	100.00
PS type	01	Classified	Work hours/period	130.50 Monthly
PS Area	BX	BU B tables	Next increase	
PS group	4700	Level	05	Annual salary
				35,471.28 USD

Subtype – Basic contract to represent the record for the employee’s hourly rate or salary amount. LAUSD only uses subtype “0”

Reason – An indicator as to why IT0008 was changed. A blank indicates the record was part of the original action.

R1	Step Advance
R2	Rating In
R3	Schedule Advancement
R4	Restoration
R6	Accelerated Hiring Rate
R7	Remove from Star Rate
R9	Delayed Rating In
RA	Career Increment
RF	Rate Forgiveness
RY	Correction
RZ	2.75% Adjustment

PS Type – The highest level of definition for the employee

01	Classified
02	Certificated
03	Unclassified
ZZ	No Pay Scale

**PS Area – Represents the employee's assigned salary table
BU = Bargaining Unit**

AX	BU A tables	UA	Teachers - THR Table
BX	BU B tables	UC	Teachers - C Table
CX	BU C tables	UD	Spec Svcs - D Table
DX	BU D tables	UL	Teachers - L Table
EX	BU E tables	UN	Nurses - N Table
FX	Teacher Assistants	UP	Nurse Practitioner - NP Table
GX	BU G Tables	US	Special Ed Teacher SE Table
HX	BU H Tables	UT	Teachers - T Table
HX	BU H Tables	UU	Teachers - Sub Table
LX	BU L Tables	VX	BU V Tables
MG	Mgmt - G Table	XX	Unknown
NX	BU N Tables	YX	BU Y Tables
PJ	Physicians - J Table	ZX	BU Z Tables
SX	BU S Tables	ZZ	No Pay scale

PS group – The pay scale group is either the class code for a classified salary table, or the schedule for a certificated salary table.

PS level - The pay scale level represents the step or level from the salary table.

Capacity Util. Level – The capacity utilization level represents the percentage of the salary that the employee should receive.

Work hours/period – This field displays the work hours per pay period for the employee to help in calculating the hourly rate for a salaried employee, or the per pay period average pay for an hourly employee.

Next increase – This field is not used by LAUSD.

Annual salary – This field displays a calculated amount that either multiplies the hourly rate by the annual hours, or the monthly salary by 12.

IT0008 Basic Pay Wage types

Infotype	Basis
0001	A Basis Salary
0003	B Basis Salary
0005	C Basis Salary
0007	E Basis Salary
0021	Hourly Rate

DIFFERENTIALS

Salary differentials may be paid in addition to the employee's regular salary due to:

- An additional earned degree
- Longevity of service
- Extra assignments involving additional duties
- Specialist nurse duties
- Additional responsibilities
- Work location involving additional duties
- Temporary assignment of different duties
- Difference in assigned time

Such differentials may be computed per pay period, per season, by semester, by session, quarterly, daily, or on an hourly basis. Payment will be made in a lump sum following the end of the semester or season or as additional pay at the end of the pay period.

Differential Salary Rates

A salary differential may be paid for an additional assignment or responsibility per semester, season, or pay period.

Assignment Differential

An assignment differential is a supplemental payment to a school-based employee for performing additional duties related to his/her basic assignment.

- Assignment Differential Types:
 - Activity Assignment Differential – may be assigned each semester or season to an employee for service in the areas such as drama, drill team, journalism, student activities, yearbook, etc.
 - Athletics Coaching Differential – may be assigned each season to a secondary school employee for service as an athletic coach.
 - Coordinating Differential for Athletic Coordinator – may be assigned each semester to a secondary employee for school coordinating service in interscholastic athletics.
 - Coordinating Differential – may be assigned each semester to an employee for coordinating service in the areas such as counseling, gifted, health, library, reading, special education, student government, work experience, etc.
 - Bilingual Classroom Teacher Program (BCTP) Differential – A bilingual classroom teacher serving in a designated school participating in a Master Plan program for Limited-English-proficient students shall receive lump-sum differential pay for a full semester of service.
 - Urban Classroom Teacher Program (UCTP) Differential – An urban classroom teacher serving in a designated Educationally Impacted School and fulfilling all program requirements shall receive a lump sum differential payment for a full semester of service or a portion thereof.

- Mentor Teacher Program Differential – An incentive paid to a classroom teacher who assists a District intern or a new and inexperienced teacher at all grade levels.
- National Board Certification (NBC) - For probationary and permanent classroom teachers who possess an NBC, in an eligible position. For 100% eligibility, the teacher must be in the classroom providing direct instructions to students, serving a minimum of 60% of the day or 4 periods for secondary teachers, and working an additional 92 hours of professional eligible service and reporting the hours according to established guidelines. For 50% eligibility, the teacher must be in the classroom serving a minimum of 50% of the day or 3 periods for secondary teachers and working an additional 46 hours of professional eligible service and reporting the hours according to established guidelines.
- Responsibility Differential – A responsibility differential may be granted to an employee for duties regularly assigned to the position, which result in a higher level of responsibility.

Degree Differential

A degree differential is an incentive paid to an employee on the Preparation, Children's Center or Development Center Salary Table who possesses a master's or doctorate degree obtained at an accredited college or university. (If an employee possesses both, the employee will only be paid the doctorate degree)

Career Increment Differential

Eligible employees earn a career increment differential for longevity of service with LAUSD. It is an incentive paid to a certificated employee on the Preparation (T and L) Salary Table, Nurses (N), Nurse Practitioner (NP), Special Education (SE), Children's Center (C) Salary Table, Development Center (V) Salary Table, Special Services (D) Salary Table or Master (G) Salary Table for longevity of service.

Shift Differential

A shift differential is an increase in the regular salary to compensate for differences in assigned time.

- Types of Shift Differentials
 - A Shift - Regularly assigned time is during the day and no differential is authorized.
 - B Shift - One-half or more of the regularly assigned time is between the hours of 5:00 p.m. and 12:00 midnight.
 - C Shift - One-half or more of the regularly assigned time is between 12:00 midnight and 7:00 a.m.
- Please refer to the employees' collective bargaining agreement for B and C shift percentage rates.

Bilingual Differential

A differential authorized for regular employees if they are frequently required to converse fluently in a non-English language, use sign language at level II proficiency, speak, interpret, and write a non-English language fluently, or use sign language at level I proficiency, after passing the appropriate bilingual skills test.

Certificated bilingual differential will depend on employee qualifications, type of school assignment, services provided, and certification held.

Please refer to Bul-067100.3 Master Plan Salary Differentials and Incentive Stipends, Personnel Commission Rule 588, Bulletin R-6 (rev). Classified Bilingual Salary Differentials or the appropriate collective bargaining unit agreements for additional information.

Skill or Responsibility Differential

A differential paid to an employee based on the special requirements of a particular position or the authorized use of the employee's special skills. Differential rates vary according to the type of skills required in a particular position.

Premium BII Differential (Daily 5.5% Hourly Rate)

SEIU Memo of Understanding dated 3/24/23 states that Special Education Assistants with duties assigned to provide additional behavioral intervention support to a specific student through the IEP process (as defined by the District), will be provided with a 5.5% differential during the period of the assignment. Premium will only be paid during the time the employee is working with a student and being reported RG, Z-RG, OT, or Z-OT. Eligible Positions: 1BXX SPEC ED ASSIST/MALE in class codes 4571 & 4566, Special Ed Trainee/Male in class codes 4575 & 4562, and Spec Ed Assist (Deaf & Hard-of-Hearing) in class codes 4578 & 4573.

Sample of Common Differentials in SAP

Percentage (%) differentials from Infotype 14/15

WT	DESCRIPTION	PAYROLL AREA	INFOTYPE
1101	U-A Sworn Basic Cert	CL/SM	IT0014
1102	U-A Sworn Intermediate Cert	CL/SM	IT0014
1103	U-A Sworn Advanced Cert	CL/SM	IT0014
1104	U-A SSO Safety Cert	CL/SM	IT0014
1106	U-H SSO Safety Cert	CL/SM	IT0014
1107	U-H Sworn Intermediate Cert	CL/SM	IT0014
1108	U-H Sworn Advanced Cert	CL/SM	IT0014
1109	U-H Sworn Supervising Cert	CL/SM	IT0014
1110	U-H Sworn Management Cert	CL/SM	IT0014
1318	Scarcity Differential	CL	IT0014
1319	4% Salary Differential	CL	IT0014
1321	Additional 4% Salary Diff	CL	IT0014
1370	0903 Diff Natl Board Cert	CE	IT0014

Fixed rate differentials from Infotype 14/15

WT	DESCRIPTION	PAYROLL AREA	INFOTYPE
1006	Bilingual (SPK,RD,WRT)	CL/SM/CE (TA's only)	IT0014
1008	Bilingual (SPEAK ONLY)	CL/SM/CE (TA's only)	IT0014
1015	Teacher Assistant Diff-V	CE	IT0014
1038	Notary Public Diff-Y	CL	IT0014
1046	BAL-SSO 10 yrs Longevity U-A	CL/SM	IT0014
1047	BAM-SSO 15 yrs Longevity U-A	CL/SM	IT0014
1048	BAN-SSO 20 yrs Longevity U-A	CL/SM	IT0014
1049	BAO-SSO 25 yrs Longevity U-A	CL/SM	IT0014
1050	BAP-SSO 5 yrs Longevity U-A	CL/SM	IT0014
1051	BAS-PSA 10 yrs Longevity U-A	CL/SM	IT0014
1052	BAT-PSA 15 yrs Longevity U-A	CL/SM	IT0014
1053	BAU-PSA 20 yrs Longevity U-A	CL/SM	IT0014
1054	BAV-PSA 25 yrs Longevity U-A	CL/SM	IT0014
1055	BAW-PSA 30 yrs Longevity U-A	CL/SM	IT0014
1059	BBA-10 yrs Longevity U-B	CL/SM	IT0014
1060	BBB-15 yrs Longevity U-B	CL	IT0014
1061	BBC -20 yrs Longevity U-B	CL	IT0014
1062	BBD- 25 yrs Longevity U-B	CL	IT0014

WT	DESCRIPTION	PAYROLL AREA	INFOTYPE
1063	BBE-30 yrs Longevity U-B	CL	IT0014
1064	BCA-10 yrs. Longevity U-C	CL/SM	IT0014
1065	BCB-15 yrs. Longevity U-C	CL/SM	IT0014
1066	BCC-20 yrs Longevity U-C	CL/SM	IT0014
1067	BCD-25 yrs Longevity U-C	CL/SM	IT0014
1068	BCE-30 yrs. Longevity U-C	CL/SM	IT0014
1069	BDA-10 yrs. Longevity U-D	CL	IT0014
1070	BDB-15 yrs. Longevity U-D	CL	IT0014
1071	BDC-20 yrs. Longevity U-D	CL	IT0014
1072	BDD-25 yrs. Longevity U-D	CL	IT0014
1073	BDE-30 yrs. Longevity U-D	CL	IT0014
1074	BEA-10 yrs. Longevity U-E	CL/SM	IT0014
1075	BEB-15 yrs. Longevity U-E	CL/SM	IT0014
1076	BEC-20 yrs. Longevity U-E	CL/SM	IT0014
1077	BED-25 yrs. Longevity U-E	CL/SM	IT0014
1078	BEE-30 yrs. Longevity U-E	CL/SM	IT0014
1079	BEF-35 yrs. Longevity U-E	CL/SM	IT0014
1080	BSA-10 yrs. Longevity U-S	CL	IT0014
1081	BSB-15 yrs. Longevity U-S	CL	IT0014
1082	BSC-20 yrs. Longevity U-S	CL	IT0014
1083	BSD-25 yrs. Longevity U-S	CL	IT0014
1084	BSE-30 yrs. Longevity U-S	CL	IT0014
1085	BZA-10 yrs. Longevity U-Z	CL	IT0014
1086	BZB-15 yrs. Longevity U-Z	CL	IT0014
1087	BZC-20 yrs. Longevity U-Z	CL	IT0014
1088	BZD-25 yrs. Longevity U-Z	CL	IT0014
1089	BZE-30 yrs. Longevity U-Z	CL	IT0014
1090	BHA-10 yrs. Longevity U-H	CL/SM	IT0014
1091	BHB-15 yrs. Longevity U-H	CL/SM	IT0014
1092	BHC-20 yrs. Longevity U-H	CL/SM	IT0014
1093	BHD-25 yrs. Longevity U-H	CL/SM	IT0014
1094	BHE-30 yrs. Longevity U-H	CL/SM	IT0014
1095	BHJ Sworn Supervising Cert U-H	CL/SM	IT0014
1096	BHK Sworn Advanced Cert U-H	CL/SM	IT0014
1097	SGT/LT 7 yrs Longevity U-H	CL/SM	IT0014
1098	BLA- Intermd Post Cert	CL/SM	IT0014
1099	BLB - Adv. Postt	CL/SM	IT0014
1105	BH1-5 yrs Longevity U-H	CL/SM	IT0014

Fixed Rate differentials from Time Result (ZL table)

WT	DESCRIPTION	PAYROLL AREA	TABLE
0117	B-Shift	CL/SM	Time
0119	B-Shift OT	CL/SM	Time
0210	ECE & Cld.Dev. Sub. 35 da	CE	Time
0212	Continuity for subs	CE	Time
1500	0916 Diff, JTPAwrk Exprnc	CL	Time

Seasonal and Semester differentials from Infotype 15

WT	DESCRIPTION	PAYROLL AREA	INFOTYPE
0946	Early Declaration Incentive	CE	IT0015
1200	Coach Stipend \$2500	CE	IT0015
1220	Master Teacher Stipend	CE	IT0015
1305	CSMP Stipend	CE	IT0015
1308	Coord Assignment Rate 1	CE	IT2010
1309	Diff, Climate Lit Champ	CE	IT2010
1310	Gate Coordinator Diff	CE	IT2010
1311	Coord Assignment Rate 2	CE	IT2010
1330	0963 Diff Bilingual	CE	IT0015
1340	Diff UCTP	CE	IT0015
1342	0978 Diff Bilingual	CE	IT0015
1343	0981 Diff Bilingual	CE	IT0015
1344	Dual Lng in Stipend	CE	IT0015
1345	Bilng MP Diff Elem	CE	IT0015
1346	Bilng MP Diff Sec 1	CE	IT0015
1347	Bilng MP Diff Sec 2	CE	IT0015
1357	0994 Diff Bilingual MPPr13	CE	IT0015
1358	0995 Diff Bilingual MPPr14	CE	IT0015
1367	8886 Diff Bilingual MP	CE	IT0015
1370	National Board Cert Diff	CE	IT0014
1375	National Board Supp Assessment	CE	IT0015
1386	Diff Lib MDI Tchr	CE	IT2010
1393	Diff Crd ErlyEd Tch4	CE	IT2010
1394	Diff Activity Rate 1	CE	IT2010
1397	Diff Crd ErlyEd Tch8	CE	IT2010
1401	Diff Activity Rate 2	CE	IT2010
1402	Diff Activity Rate 3	CE	IT2010
1403	Diff Activity Rate 4	CE	IT2010

WT	DESCRIPTION	PAYROLL AREA	INFOTYPE
1404	Diff Activity Rate 5	CE	IT2010
1405	Lit Stipnd Train/ProfDev	CE	IT0015
1406	Math Stipnd Train/ProfDev	CE	IT0015
1407	Diff Activity Rate 6	CE	IT2010
1408	Diff, Prof Dev (Delta)	CE	IT2010
1409	Stipend/Training	CE	IT0015
1410	Diff Activity Rate 7	CE	IT2010
1419	TR1 8299 CE Management	CE	IT2010
1420	TR1 8302 CE Non Mngmnt	CE	IT2010
1421	TR2 8303	CE	IT2010
1423	8809 Stipnd Mntor Prn Rt1	CE	IT2010
1424	8810 Stipnd Mntor Prn Rt2	CE	IT2010
1429	8826 NBPTS Incent Tch LPS	CE	IT0015
1430	Diff PAR Program	CE	IT0015
1432	Diff Support Provider	CE	IT0015
1452	Diff Train Tchr	CE	IT0015
1460	8860 Diff. Bilng Mstr Plm	CE	IT0015
1461	8861Diff. Bilng Mstr Plm	CE	IT0015
1462	8862 Diff. Bilng Mstr Plm	CE	IT0015
1464	8864 Diff. Bilng Mstr Plm	CE	IT0015
1465	8865 Diff. Bilng Mstr Plm	CE	IT0015
1501	Advance Placement	CE	IT2010
1510	Coord Assignment,Lead Tchr	CE	IT2010

Job-based differentials initialized with Payroll

WT	DESCRIPTION	PAYROLL AREA	DESCRIPTION
1320	Diff, Temp Advsr	CE	Job code
1322	8850 Diff Instruct Coach	CE	Job code

Master's and Doctorate differentials

WT	DESCRIPTION	PAYROLL AREA	INFOTYPE
1301	Master's Degree	CE/CL	IT0014
1323	Doctorate Degree	CE/CL	IT0014

Premium Tools (Daily Flat Rate)

Employees assigned to specific classes specified in the collective bargaining agreement, who regularly use their own vehicle to haul District materials, tools, supplies and equipment, shall be eligible for “flat rate” mileage in addition to the per mile reimbursement. Flat rate mileage shall be authorized for eligible field assigned employees for each day or part of a day of such use of their personal vehicle. Those eligible employees regularly assigned to shops shall receive flat rate mileage each day their personal vehicle is driven in District service. Rate varies based on a passenger car or station wagon, and for a pick-up truck or van and for the weight of equipment carried.

SALARY PAYMENTS

Annualization

Annualization is the process of spreading a certificated employee's annual salary equally over all pay periods in the fiscal year.

- An annualized employee works less than 12 months, but their salary is spread over 12 months. Employees are paid a level amount of money each month regardless of the number of hours worked each month (fiscal year salary /12 pay periods).
- Worked hours in relation to salary received are tracked and summarized by the system. The amounts are displayed on the remuneration statement as Annualized Status and Hours Summary fields.
- At the end of the fiscal year or when the employee is no longer annualized, the system will “settle” the contract.
- If the employee works all his/her assigned hours, the settlement should be as close to zero. Settlement may not be zero due to rounding. If the employee has not worked all the assigned hours, the employee will have a negative settlement and will be overpaid.
- Subsequently, over the course of a year there is often a difference between what is paid and what is earned. If an employee does not work the required hours, then the system needs to recover the overpayments.

Eligibility

- Eligibility defines which employee’s assignments may participate in the annualization process. This is the first and highest level of annualization status determination in the system.

PA	PSA	ESG
2MSX, 2USX, 2UTE, 2UTK	B***, C***, E***, Except the ones that start with 'X' and 'R'	All ESG's except S1, T1, Z1, Z2

- See Appendix B: Annualization Eligibility to view the complete list of eligible PA/PSA/ESG combination.

Processes associated with Annualization

CASBO Projection

- The California Association of School Business Officials (CASBO) has a recommended method for paying Annualized employees. The main concept is the first pay period salary will be adjusted such that the remaining pay period salaries match the Basic Pay Infotype 0008.
- LAUSD has employed an alternate version of the CASBO formula. The system will check the projected earnable salary for the remainder of the fiscal year and try to pay the employee the basic pay salary from the next period forward but not cause the current pay period to be negative or more than the basic pay.

- If the current pay period salary (after the CASBO projection) turns out to be negative (insufficient), then the employee should be paid as worked.
- Regardless of whether the employee will be paid with a zero amount or not, and the remaining monthly pay is equal to their Base Pay from Infotype 0008, the employee will be annualized.
- If the salary for the current pay period is more than the pay period salary in the Basic Pay Info-type 0008, then cap the current amount to the pay period salary and spread the difference over the remainder of the fiscal year.
- See Appendix C: Annualization Formulas to see the CASBO Calculation.

Late Starter Spread

- Late starter spread is generated when an employee enters annualization and the current calculated pay period salary (after the CASBO projection) is greater than the salary on the Basic Pay Infotype 0008. In this case, the District only pays the contract pay period salary and spreads the excess over the remaining periods in the fiscal year.
- The initial threshold value is set at \$200, which means that if an employee enters the spread process and the total value to be spread is less than this limit, then the spread process is stopped, and the full amount is processed in the current payroll.
- See Appendix C: Annualization Formulas to view Late Starter Spread Calculation.

Salary Spread

- Salary spread is needed if there is a change in the remaining projected salary for the rest of the fiscal year excluding any possible negative shortfall or positive excess in contract hours. Some examples that will trigger a salary spread are:
 - Salary Change - The system will calculate the projected earnable salary based on the new rate and subtract the projected earnable salary based on the old rate and spread the difference over the remaining pay periods in the fiscal year (including the current pay period).
 - Work Schedule Change - Change of assigned hours from six to three hours per day. The system will prorate the hours going forward that the employee will not be able to earn. The unearned hours multiplied by the hourly rate will give the negative earnings. This negative earning will be spread the difference over the remaining pay periods in the fiscal year (including the current pay period).
- The initial threshold value is set at \$200, which means that if an employee enters the spread process and the total value to be spread is less than this limit, then the spread process is stopped, and the full amount is processed in the current payroll.
- See Appendix C: Annualization Formulas to view Salary Spread Calculation.

Salary Spread (Positive) Example:

A 6-hour E Basis employee switches from salary schedule 33d to 34d on October 1, will have a salary spread of \$174.57 per month. See Calculation below.

Change in salary for fiscal year = total earnable salary for fiscal year – old base salary

Change in salary for fiscal year = $\$72,039.15 - 70,468.00 = \$1,571.15$

Number of checks to spread the increase = 9 checks (from October – June; includes current check)

Salary spread = $\$1,571.15 / 9 \text{ checks} = \174.57 per check

Settlement Spread

- The process of closing out an annualization set and collecting the difference between the earned and paid amounts up to the date when the settlement is triggered.
- The settlement spread is applicable to the following:
 - When an employee re-annualizes in the middle of the fiscal year (and therefore remains active).
 - When an employee returns from inactive status, the settlement was not previously processed but there is a settlement holding.
- The initial threshold value is set at \$200, which means that if an employee enters the spread process and the total value to be spread is less than this limit, then the spreading process is stopped, and the full amount is processed in the current payroll.
- See Appendix C: Annualization Formulas to view Settlement Spread Calculation

Core Hours

A group of attendances and absences (wage types in payroll) which are considered “core work hours”. During payroll processing, all wage types will be checked if they have either of the following two values:

- 1) Hours for Annualization – Wage types with this value will be considered as core work hours. The hours will be evaluated with the contract hourly rate to determine the earned amount. Each earned amount is added to the “earned” bucket.
- 2) Unpaid Absence – Wage types with this value will be evaluated as negative earning when it occurs. There will be no update on the “earned” bucket.
(Paid bucket will be reduced by the negative earnings.)

Earned vs. Paid Amounts

An annualized employee’s pay stub shows three monetary fields. Below is a brief description of each field:

- Earnings- This amount represents the dollars earned based on the actual hours paid (for the assigned calendar) multiplied by the effective contract hourly rate.
- Paid- This amount represents the actual dollar amount paid including the monthly salary payment and any salary spread amount.
- Difference- This amount represents the difference between the “Earnings” amount and the “Paid” amount.

Example: A C-basis certificated teacher works at a single-track school and earns \$5,000 each month. In August, she would have a “paid” field of \$5,000, but an “earnings” field of \$0, since she did not work in July. The “difference” field would be -\$5000, since earnings-paid = difference.

Half-Pay Illness

When an annualized employee uses their half-pay illness time, they earn half of their contract hourly rate for those hours, but their pay is deducted by an equal amount.

Example: A C-basis certificated teacher works at a single-track school and earns \$60,000 annually. Since C-basis employees work 1224 contract hours per year, this would translate into:

- A contract hourly rate of \$49.02 ($\$60,000 \text{ per year} / 1224 \text{ hours per year} = \49.02 an hour) and
- A \$5,000 monthly salary ($\$60,000 \text{ per year} / 12 \text{ months per year} = \$5,000 \text{ per month}$).

Suppose, in September, this teacher works 100 hours and uses 3 hours of half-pay illness time. The teacher’s earnings and payment amounts would be updated as follows:

Earnings for June	Payment for June
=93 hours @ contract rate + 3 hours @ half of the contract rate	=\$5,000 monthly salary – 3 hours @ half of the contract rate
= $(93 * \$49.02) + (3 * .5 * \$49.02)$	=\$5,000 - $(3 * .5 * \$49.02)$
= \$4558.82 + \$73.53	=\$5,000 - 73.53
=\$4632.35	=\$4926.47

Unpaid Time

If an annualized employee has unpaid time, there is no adjustment to his or her earnings, but their payment for that month will be reduced accordingly. For example, if the same above employee worked 36 hours in June and had 30 hours of unpaid time for that month, their earnings and payment amounts would be updated as follows:

Earnings for June	Payment for June
=36 hours @ contract rate + 30 hours unpaid time	=\$5,000 monthly salary – 30 hours unpaid time
= (36*\$49.02) + 0	=\$5,000-(30*\$49.02)
=\$1,764.41	=\$5,000-\$1,470.59
	=\$3,529.41

Paid-As-Worked

An employee is paid-as-worked for the following reasons:

- The employee is classified (except for salaried employees).
- The certificated employee is approved for a Reduced Workload leave and is working one semester on, one semester off.
- The employee is not following a District published calendar.
- There is a future-dated settlement action, such as retirement, that caused HR to request that an opt-out flag be loaded to prevent the employee from being overpaid.
- The employee has an assignment that starts after the beginning of the fiscal year (late start) and the first check calculation amount is negative.

SALARY TABLES

Certificated Salary Tables

Please refer to the Human Resources Division www.lausd.org/hr and webpage www.lausd.org/Page/4045, and the collective bargaining agreement for information regarding Certificated salary tables, salary schedules, and requirements.

Preparation (T and L) Salary Table

The Preparation (T and L) Salary Table is a schedule of payments applicable to Elementary, Secondary, School Counselors, and Adult Education (class code 0837) employees on a Pay Period Rate. An employee paid on the Preparation (T and L) Salary Table is assigned to the A, B, or C basis.

- The table indicates monthly and annual salary rates.
- The salary table is based on salary point credits earned/completed training and years of experience.
- An additional \$584 annually is paid for one or more earned master's degrees or an additional \$1,168 for one or more earned doctorate degrees based on a C basis assignment.
- An employee with both a master's degree and a doctorate or equivalent degree will receive the \$1,168 doctorate differential only.
- An eligible employee allocated to the Preparation (T/L) Salary Table shall receive a career increment after five years of meeting maximum step advancements PS level 10 -14 on PS Schedule 27 of the Preparation Salary Table, provided the employee has met the multicultural requirement.
- To be eligible for the second career increment, the employee must have been paid on the first career increment for five years while meeting step advance requirements.
- To be eligible for the third career increment, the employee must have been paid on the second career increment for five years while meeting step advance requirements.
- To be eligible for the fourth career increment, the employee must have been paid on the third career increment for five years while meeting step advance requirements.

Special Education (SE) Salary Table

Special Education Teachers Salary Table is assigned to the A, B, or C basis.

- The table indicates monthly and annual salary rates.
- The salary table is based on salary point credits earned/completed training and years of experience.
- An additional \$584 annually is paid for one or more earned master's degree or an additional \$1,168 for one or more earned doctorate degree based on a C basis assignment.
- An employee with both a master's degree and a doctorate or equivalent degree will receive the \$1,168 differential only.
- An eligible employee allocated to the Special Education (SE) Salary Table shall receive a career increment after five years of meeting maximum step advancements

Pay Scale Level 15-19, PS Group C1 on Schedule 27SE14 of the Special Education Table, provided the employee has met the multicultural requirement.

- To be eligible for the second career increment, the employee must have been paid on the first career increment for five years while meeting step advance requirements.
- To be eligible for the third career increment, the employee must have been paid on the second career increment for five years while meeting step advance requirements.
- To be eligible for the fourth career increment, the employee must have been paid on the third career increment for five years while meeting step advance requirements.

Nurse (N) Salary Table

Nurses Salary Table is assigned to the B or C basis.

- The table indicates monthly and annual salary rates.
- The salary table is based on salary point credits earned/completed training and years of experience.
- An additional \$584 annually is paid for one or more earned master's degrees or an additional \$1,168 for one or more earned doctorate degrees based on a C basis assignment.
- An employee with both a master's degree and a doctorate or equivalent degree will receive the \$1,168 differential only.
- An eligible employee allocated to the School Nurse (N) Salary Table shall receive a career increment after five years of meeting maximum step advancements Pay Scale Level 15-19, PS Group C1 on Schedule 27N14 of the Nurses Table, provided the employee has met the multicultural requirement.
- To be eligible for a second career increment, the employee must have been paid on the first career increment for five years while meeting step advance requirements.
- To be eligible for a third career increment, the employee must have been paid on the second career increment for five years while meeting step advance requirements.
- To be eligible for a fourth career increment, the employee must have been paid on the third career increment for five years while meeting step advance requirements.

Day-to-Day Substitutes Salary Rates

Substitute salary (teacher/ nurse) is a flat rate paid to a substitute employee based on six (6) hours a day assignment. The basic rate of pay for a substitute employee shall be increased based on the following conditions:

- Participation in the District Incentive Plan Program and service in a designated school in the K-12 program (Incentive Plan Rate),
- Completion of service equivalent to 130 days during the year (Continuity Rate), or
- Continuous service for more than twenty (20) consecutive working days in the same assignment in place of the same absent employee or after 10 consecutive days to an unfilled position in which the substitute opens a class at the beginning of the school year (Extended Rate).

A substitute teacher/nurse serving in place of a contract teacher/nurse assigned during summer school/intersession is paid at an hourly rate, depending on the hours per day. A substitute employee who serves for more than twenty (20) consecutive working days in place of the same absent employee during summer school/intersession is entitled to an extended rate of pay.

Resident Substitute Salary Rates

Substitute salary is a flat rate paid to a substitute employee based on six (6) hours a day assignment. The basic rate of pay for a substitute employee shall be increased based on the following conditions:

- Completion of service equivalent to 130 days during the year (Continuity Rate)

Development Center/Early Education Center (V AND C) Salary Table

- V Table applies to C basis employees who are assigned at a Development Center.
- C Table applies to A, C and E basis employees who are assigned to an Early Education Center.
- The salary rates are for both annual and monthly payments for full-time employees.
- The salary schedule is determined by the number of semester units of credit submitted or completion of a bachelor's degree or completion of requirements for the appropriate teaching credential.
- An eligible C basis employee allocated to either the V or C Salary Table shall receive a career increment differential of \$73.00 per pay period provided the employee has met the pay scale level advancement requirements for five or more years while allocated to the maximum pay scale level and pay scale group of the V or C Table, or a higher rate while paid on another salary table.

Hourly Rate (THR) Schedule

This schedule displays hourly rates for a teacher assigned at a Community Adult School or Occupational Skill Center.

- An adult education employee who is not paid on a pay period rate salary table is paid either on the Hourly Rate (THR) Schedule or the Flat Hourly Rate.
- THR Schedule is a seven-step salary schedule applicable to an adult teacher serving in a certain classification such as an academic instructor, ESL teacher, counselor, adviser, etc.
- A new hourly rate employee and a day-to-day substitute are placed on the first step of the seven-step schedule.

Physicians (J) Salary Table

- This salary table has a three-step schedule of payments.
- A new physician is assigned to the first step of the salary table.
- One step advance is granted per school year provided that the number of hours corresponding to 130 full-time days is served the previous year.

Special Service (D) Salary Table

This schedule is for certificated employees who provide a special service such as a psychologist, psychiatrist, audiologist, physical therapist, audiometrist, social worker, etc. Employees paid on the Special Service (D) Salary Table include those assigned to the A, B, C, and E basis.

- The rates indicated reflect annual and monthly salaries.
- An eligible employee allocated to the Special Services Salary Table shall receive a career increment differential because of longevity of service.

Nurse Practitioner (NP) Salary Table

This schedule is for certificated employees who provide a special service Nurse Practitioner. Employees paid on the Nurse Practitioner (NP) Salary Table include those assigned to the C basis.

- The rates indicated reflect annual and monthly salaries.
- An eligible employee allocated to the Nurse Practitioner Salary Table shall receive a career increment differential because of longevity of service.

Master (G) Salary Table

This table displays the payment schedule for certificated management positions, including directors, specialists, coordinators, elementary and secondary school principals, assistant principals, and nurse administrators. Employees paid on the G salary table include those to the A, B, C, and E basis.

- The salary rates indicated on the G Salary Table reflect annual and monthly salaries.
- An eligible employee paid at the G Salary Table shall receive a career increment amount added to the base salary for each pay scale group. Applicable differential rate is identified in the Master Salary (G) table.
- Nurse Administrators on step 61 are only E Basis and steps 62-64 are only A Basis.
- An elementary, secondary school principal and an assistant principal may be eligible

to receive responsibility differentials based on student enrollment, compensatory education, and urban impact designations.

Executive Flat Rates

- General Superintendent
- Deputy Superintendents
- Certain Executive Positions

Classified Employees Salary Table

A salary step for a classified employee is a schedule of payment rates applicable to classified employees.

- Includes monthly and hourly rates based on full-time employment, depending on the position.
- A new employee is placed at the lowest step and is paid on the next step after completion of 130 workdays.
- An employee is paid the next step increase each year thereafter until the maximum step is reached.
- A salary differential may be authorized for an employee who uses bilingual skills, who is assigned to other than the day shift, or who is assigned certain responsibilities. A differential can be a flat (fixed amount) rate or a percent of the base pay.

For more information, please refer to the Personnel Commission website at <http://achieve.lausd.net/PC> and collective bargaining unit agreements for the Classified Salary table, schedules, and requirements.

Unclassified Salary Rates

A schedule of salary rates for an employee who is neither classified nor certificated. The salary for these classifications is a flat rate and is paid by the hour, day, meeting, or session worked.

Most common classes of unclassified assignments paid on this salary schedule include the following:

- Professional Experts
- Part-time Playground Positions and Out of School Program Employees
- Community Representatives
- Forum Lecturers
- Student Aides and Student Workers
- Elected and Appointed Officers
 - Board of Education Members
 - Personnel Commission Members
- Medical Expert

- Teacher Assistants - The salary is a flat rate and is paid by the hour.
 - Teacher Assistant – Degree Track
 - Teacher Assistant – Non-Degree Track
 - Teacher Assistant – Degree Track – Continuing

A degree track teacher assistant may be eligible for an additional one-time 5% salary step above his/her base hourly rate following successful completion of 15 qualifying units begun and completed during a 12-month period.

- Counseling Assistant

OVERPAYMENTS

An overpayment occurs when one receives monies to which one was not entitled to. In SAP Payroll, the amount owed by the employee to the employer is also called a “claim” and is grouped under a specific wage type. Overpayments have many causes, but oftentimes occur because of retroactive time adjustments, annualization settlements, Personnel/Human Resources changes to assignments, and salary/deduction corrections.

The Los Angeles Unified School District, like many California based employers, suppresses or plugs claims following a specific process to defer the negative impact to the employee.

Identifying an Overpayment

An overpayment is identified by a negative line item on the employee remuneration statement. Most often, the negative line item is reflected under “Prior Pay Adjustments”.

A positive offset identified as “Adjusted Overpayment” is created to prevent the collection of the overpaid amount until the district is able to notify the employee and the response time period specified in the notification has elapsed. The amount of offset may not necessarily be the same as the negative line item because of other adjustments that may have factored in the computation such as retirement and other time adjustments.

Notification

The employee will be notified in writing of the overpayment and given options of repayment. The employee may choose to have the entire overpayment amount deducted from the next paycheck, agree to the repayment plan set forth by the District, or request a different repayment plan subject to District approval.

The employee must return the repayment agreement within thirty calendar days after the notification date. Repayment responses and requests for research of the overpayment must be sent via email to Payroll Administration Overpayments email OPResolutionForm@lausd.net. While it may take several weeks to respond to an employee’s request for research, the employee should be aware that collection of the overpayment will begin as stated in the letter.

Tax Implications

All taxes associated with any current year overpayment paid within the year and through automatic payroll deductions are adjusted systematically to produce correct wage and tax statements at the end of the year.

Current year overpayments are recovered as gross deductions to the full amount of the overpayment plug and allowed to reduce the employee's current year taxable gross.

Overpayments which occurred in a prior year and are repaid in the current calendar year are recovered as net deductions and are reduced by Social Security and Medicare taxes, if applicable. An Overpayment Remittance Statement will be sent to the employee at the end of the year reflecting the amount repaid in the current year. The Remittance statement may be used to obtain a credit (or deduction in some cases) when filing federal and state tax returns for the current tax return year.

DEDUCTIONS

Payroll Deductions are a set amount deducted from the employee's salary.

The three general types of payroll deductions are:

- Mandatory Payroll Deductions - payroll deductions required by law
- Voluntary Payroll Deductions
- Other Deductions

MANDATORY PAYROLL DEDUCTIONS

Examples of mandatory payroll deductions include:

- Federal and State Withholding Tax
- Medicare Tax, if applicable
- Social Security Tax, if applicable
- State Disability Insurance, if applicable
- Retirement Contributions (STRS, PERS, PARS)
- Fingerprints, if applicable

Federal and State Taxes

Applicable Federal and State taxes are withheld each time salary is paid to an employee. The employee, upon start of employment must complete and submit his/her federal and state withholding allowance certificates as part of the HR/PC onboarding to enable the district to withhold taxes.

Due to changes in law, personal and dependent exemptions are no longer used. For more information on Form W-4, see IRS Publication 15-T at <https://www.irs.gov/forms-pubs/about-publication-15-t>.

Form W-4 Employee's Withholding Certificate can be obtained at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>.

The Federal Income Tax withholding tables are revised every year. For the Federal Income Tax tables in effect for the current calendar year, visit the Internal Revenue Service at <https://www.irs.gov/pub/irs-pdf/p15t.pdf>.

Form DE-4 Employee's Withholding Allowance Certificate can be obtained at http://www.edd.ca.gov/pdf_pub_ctr/de4.pdf.

The State Income Tax withholding tables are revised every year. For the State Income Tax tables in effect for the current calendar year, visit the California Employment Development Department, Withholding Schedules at – [Contribution Rates, Withholding Schedules, and Meals and Lodging Values](#).

Changes to the amount of Federal Income Tax or State Income Tax withholdings are to be made via Employee Self Service (ESS). Employee Self Service may be accessed using the following link: <https://ess.lausd.net>.

Instructions on how to view/update withholdings for Form W-4 and/or DE-4 via Employee Self Service (ESS) are available on the Payroll Administration website, LAUSD MyPay at <https://payroll.lausd.org/>.

If claiming an exempt status

The current year Form W-4 and/or DE-4 must be completed and can be downloaded from the Payroll Administration website, W2/Tax Info. Submit completed Form W-4 and/or DE-4 to Payroll Administration via US mail. Generally, a Form W-4 and/or DE-4 received by Payroll Administration Branch on or before the 10th of the month will be effective for the next payday.

Mail completed forms to:

Los Angeles Unified School District
Payroll Administration – Deduction Reconciliation
P.O. Box 513307, Terminal Annex Los Angeles, CA 90051-1307

Failure to complete Form W-4 and/or DE-4 accurately may result in over-withholding or under-withholding of taxes from salary payments. Any excess withholding due to inaccurate W-4 and/or DE-4 cannot be refunded by the District. The District does not provide tax advice. Please consult a tax accountant for advice.

Annual withholding tax statements (Form W-2) are distributed to employees no later than January 31 each year to be compliant with the IRS W-2 form delivery deadline. However, information on accumulated gross wages, Federal and State withholding taxes is available on the last warrant stub issued in that calendar year.

Medicare Tax

This deduction applies to the following employees:

- Employees hired or rehired after April 1, 1986 (Medicare only)
- Certificated employees hired prior to April 1, 1986, and elected Medicare coverage in September 2001
- PERS members who contribute to Social Security
- PERS members who pay Medicare tax even if the employee is not paying Social Security tax

Rate is calculated at 1.45% of True Gross (including overtime, TSA, differentials).

Social Security Tax

This deduction applies to employees who are PERS members.

- Deduction is computed at 6.2% of true gross (including overtime, TSA, differentials)
- District pays matching 6.2% towards the fund
- Maximum taxable amount varies every year

State Disability Insurance (SDI)

This applies to employees in the following bargaining units:

- Unit B - Instructional Aides
- Unit C - Operations - Support Services
- Unit D - Office -Technical and Business Services
- Unit F - Teacher Assistants
- Unit G - School Supervision Aides
- Unit S – Some Classified Supervisory Employees

The employee pays for the cost of this insurance through payroll deduction. SDI is deducted from salary payments received starting in January of each year up to the maximum contribution per the wage ceiling, which varies from year to year prior to 2024. Starting January 1, 2024, California's State Disability Insurance (SDI) program eliminated the wage ceiling for contributions, meaning all covered wages are subject to SDI tax. This also removed the maximum contribution amount.

Tax Table Updates

To comply with the law, it is the District's standard operating procedure to apply new regulatory bulletins every quarter or as necessary, to reflect new tax rates. The District subscribes to the Business Software, Inc. (BSI) Tax Factory, a tax calculation software that computes payroll taxes to be applied based on complex regulations of the Internal Revenue Service (IRS), Franchise Tax Board (FTB), and Employment Development Department (EDD). This eliminates the burden of tracking regulatory rules manually. The District receives email and notifications via the BSI Tax Update Bulletins (TUB), regarding system enhancements related to general taxation, including Federal, State,

Social Security, Medicare, Unemployment, and State Disability Insurance (SDI).

Tax Tables are posted for employee reference through the Payroll Administration webpage as shown below.

Payroll Administration

[Home](#) [Payroll Administration](#)

[LAUSD MyPay](#)

[Payroll Forms](#)

[Retirement Information](#)

[W-2 / Tax Information](#)

[Time Reporting and Communications](#)

[Helpful Links](#)

Every attempt has been made to ensure accuracy of the 2024 W-2 statement information. However, any employee who feels the information is inaccurate may complete a W-2 Inquiry Form, Attachment B of the 2024 W-2 Wage and Tax Statements, and submit the completed form to the Payroll Support Services office by fax at (866) 761-7413. If the W-2 is inaccurate, an amended W-2 (W-2C) will be issued.

W-2 / Tax Information

- [2024 General Instructions for Forms W-2 and W-3](#) - Access the IRS's instructions, definitions, and codes for W-2 forms
- [2025 State Withholding Tax Table](#) - Access the withholding tax table and tax rate schedules for the current tax year
- [2025 Federal Withholding Tax Table](#) - Access the withholding tax table and tax rate schedules
- [View and Print Your W-2](#) - View W-2 and reprint W-2
- [W-2 Memorandum](#) - This memo provides assistance to employees in understanding their Form W-2 Wage and Tax Statement for 2024

Forms

- [How to View and Print Your W-2](#) - View W-2 and reprint W-2 using LAUSD Employee Self Service
- [W-2 Duplicate Form](#) - Form to request a duplicate W-2 Statement
- [W-2 Inquiry Form](#) - Form to fax with concerns you may have regarding your W-2 Statement
- [W-4 Form](#) - Please use this form to change your Federal tax exemptions in compliance with Bulletin 121904.3 - Payroll Tax Withholdings and Disability Insurance Rates
- [DE-4 Form](#) - Please use this form to change your California tax exemptions in compliance with Bulletin 121904.3 - Payroll Tax Withholdings and Disability Insurance Rates

Bulletins

- [Bulletin 121904.3 - Payroll Tax Withholdings and Disability Insurance Rates](#)

Quick Links

- [Internal Revenue Service](#)
- [California Franchise Tax Board](#)

Retirement Deductions

State Teachers' Retirement System (STRS) deductions are contributions to the retirement funds of the following certificated employees:

- Regular contract certificated employees
- Substitute teachers who completed 100 workdays in any given school year
- Children/Development Center teachers (Assigned 4 or more hours per day)
- Adult Education and part-time Adult Education employees who completed 60 hours or 10 days of service in a pay period
- Any substitute or part-time certificated employees may elect to become STRS members, if the mandatory membership provisions do not apply. This election is irrevocable.
- Established members of STRS

*Please note: As of January 1, 2013, STRS members have two membership categories; Classic and New. The new members' withholding and retirement reporting follow the Public Employees' Pension Reform Act (PEPRA) 2013. A new member is any employee that came into STRS membership on or after January 1, 2013 with no prior service reported.

STRS contributions are collected from the employee's basic assignment and are not deducted from the following:

- Retirement Bonus payment
- Attendance Incentive payment
- Mileage
- Lump-Sum Vacation Payment
- Automobile Allowance
- Opt Out

Public Employees' Retirement System (PERS) deductions are contributions to the retirement funds of the following qualifying classified employees:

- Employees working in a regular assignment for 4 hours per day or more.
- Substitute or temporary employees that work 1,000 or more hours in a given school year.

PERS contributions are collected from the employee's assignment(s) and are not deducted from the following:

- Mileage
- Lump-Sum Vacation payment
- Retirement Bonus payment
- Overtime*
- Any additional assignment over 173.33 hours per month
- Tools differentials

*Employees whose assignment is less than 173.33 per month, will have overtime credited up to 173.33 hours of reported time.

PERS is deducted from the following:

- Salary from a regular assignment up to 173.33 hours per month
- Uniform allowance (Unit A) -Classic Members only

* Please note: As of January 1, 2013, PERS members have two membership categories; Classic and New. The new members' withholding and retirement reporting follow the Public Employees' Pension Reform Act (PEPRA) 2013.

Public Agency Retirement System (PARS) deductions are contributions to the retirement funds of part-time, seasonal, or temporary employees (with exception of student workers). Any employee who is not a member of STRS or PERS automatically becomes a PARS participant, such as teacher assistants, and student aides. PARS contributions are collected from the employee's gross salary (including overtime, differential).

Fingerprint Fees

The following employees must be fingerprinted by the Los Angeles Unified School District and receive clearance from the Los Angeles Unified School District prior to reporting for work:

- All new employees
- All former employees, if their most recent employment with the Los Angeles Unified School District was prior to January 25, 1992.
- All former employees who have not worked for the Los Angeles Unified School District within the last 39 months.
- Current employees who were initially hired before January 25, 1992, who are changing their employment status or classification.
- The authorization file to deduct the fingerprinting fees are received and processed by Payroll Administration from HR Credentials, Contracts, and Compliance or from the Classified Employment Transaction Services Branch. The amount deducted for fingerprint fees ranges from \$32.00 to \$88.00.

VOLUNTARY PAYROLL DEDUCTIONS

Voluntary payroll deductions are deductions taken as a result of a specific request by the employee (*see Appendix – P for details*). Voluntary Payroll Deductions include:

Employee Organization Dues

The District shall deduct union dues for employees who elected union membership and established appropriate dues deduction authorization with their respective bargaining units.

Union membership dues cancellation must be arranged with the bargaining unit organization. Dues may continue to be deducted from an employee even if the employee is no longer a member of the bargaining unit. It is the responsibility of the employee to submit a cancellation form to the union to terminate the deduction.

Below are the different collective bargaining units of employees:

- UTLA (Teachers)
United Teachers Los Angeles
3303 Wilshire Blvd., 10th Floor, Los Angeles, CA 90010
(213) 487-5560
<http://www.utla.net>
- AALA/Teamsters 2010 Certificated Administrators & Unit J (Classified Management)
Associated Administrators of Los Angeles
1910 W. Sunset Blvd., Suite 850, Los Angeles, CA 90026
(213) 484-2226
<http://www.aala.us>
- Unit A (School Police)
Los Angeles School Police Association (LASPA)
227 East Pomona Blvd., Monterey Park, CA 91755
(800) 541-9395
<http://www.laspa.org>
- Unit B (Instructional Aides), Unit C (Operations - Support Services), Unit F (Teacher Assistants), and Unit G (Playground Aides)
Service Employee's International Union (SEIU Local 99)
3530 Wilshire Blvd., Suite 1800, Los Angeles, CA 90010
(213) 387-8393
<https://www.seiu.org>
- Unit D (Office - Technical & Business Services)
California School Employees Association (CSEA)
1505 Gardena Avenue, Glendale, CA 91204
(818) 244-1545
www.csea.com

- Unit E (Skilled Crafts)
L.A./Orange Counties Building & Construction Trades Council
1626 Beverly Blvd., Los Angeles, CA 90026
(213) 483-4222
- Unit H (School Police - Sergeants & Lieutenants)
Los Angeles School Police Management Association
2202 South Figueroa St., #724, Los Angeles, CA. 90007
(213) 737-1700
- Unit S (Classified Supervisors)
Teamsters Local Union 572
450 East Carson Plaza Drive, Suite A, Carson, CA 90746
(310) 515-0601
www.teamsters572.org

Additionally, there are professional organizations that employees may join. For example: California Association of School Psychologists and Southern California Social Science Association

Credit Union

There are four Credit Unions available for which district employees may have dollar- amount deductions coming from their payroll.

- The California Credit Union
- First Financial Federal Credit Union
- Los Angeles Classified School Employee – Federal Credit Union
- Schools First Federal Credit Union

Charitable Contributions

Each year, the Los Angeles Unified School District gives back to the community through its annual employee giving campaign. The fundraising efforts encourage employees to donate through payroll deductions. Payroll Giving Cards to set-up, change, or cancel deductions are usually distributed during the campaign period. Currently, there are ten fund distribution agencies representing over 400 non-profit groups.

- Asian Pacific Community Fund
- Brotherhood Crusade
- Earth Share of California
- Kathryn L. Kurka Children's Health Fund
- Auxiliary Services Trust Fund - LAUSD
- The Los Angeles Trust for Children's Health
- United Latino Fund
- United Negro College Fund
- United Teachers Educational Foundation
- LAUSD Scholarship Fund

To enroll, change, or discontinue any type of voluntary payroll deductions, contact the specific office/organization directly. Allow a minimum of four (4) weeks for the requested action to become effective the following pay period.

Tax Shelter Annuities (TSA)

- Flexible Spending (FSA) (Health Care and Dependent Care)
- Flexible Dependent Care Plan

Tax Shelter Annuities, Flexible Medical Plan and Flexible Dependent Care Plan are handled and maintained by Benefits Administration.

All deductions are on a calendar basis (January - December). The Voluntary Deductions Schedule - Appendix P identifies the payroll area, the deduction schedule, and frequency per year for voluntary deductions.

OTHER DEDUCTIONS

Health and life insurances are under Benefits Administration. Employees should contact the Benefits Administration at (213) 241-4262 or email benefits@lausd.net for any health and welfare, and life insurance questions.

Health Insurance

District-Paid Health and Welfare deductions are divided into three (3) groups:

- Medical Insurance
- Dental Insurance
- Vision Insurance

Employees may change insurance companies for a given type of deduction only once a year. Benefits Administration sends out information packages with the various health plan services and benefits options available to eligible employees during the annual enrollment period.

Life Insurance

Life Insurance deductions are divided into two (2) groups:

District-Paid Basic Life Insurance. All eligible active employees automatically receive \$20,000 basic life insurance coverage at no cost.

In general, employees who work at least half of a full-time regular assignment in one classification are eligible. Other employees may qualify under certain circumstances. Teacher Assistants and Playground Aids do not qualify for the basic life insurance.

Employee-Paid Optional Life Insurance. Employees who are eligible are allowed to purchase a greater level of life insurance than the \$20,000 basic life coverage provided by the District. The voluntary Optional Life Insurance coverage allows coverage for eligible dependents and allows employee coverage option of up to five times (5x) the employee's basic annual earnings to a maximum of \$500,000.

Visit the Benefits Administration website for additional information and contact information of the current insurance underwriters.

GARNISHMENTS

Garnishments are deductions taken from an employee's salary following a court order or as demanded by government agencies such as the Franchise Tax Board (FTB), Internal Revenue Service (IRS) and United States Superior Courts.

Reasons for Garnishments:

- Delinquent Taxes – Federal, State, Property Tax
- Child Support/Alimony
- Unpaid Vehicle Registration/ Court Ordered Debt Collection
- Unpaid Student Loans
- Civil Judgments

Most garnishments are a percentage of the employee's disposable net. The garnished amount may be anywhere from 15% (student loan) up to 50% (support) of disposable earnings. Federal tax levies provide the employee an amount exempt from the levy, after which the remainder of employee's earnings will be garnished. Federal tax levies remain in effect until a release is received from the IRS. Until the District receives a release or termination of the order from the IRS, the employee's pay will continue to be garnished even if the levy is paid in full.

Garnishment orders should only be served to Payroll Customer Services located at 333 S. Beaudry Ave. 27th Floor.

A release, termination, or modification of the order by the issuing agency can be mailed to Payroll Administration at 333 S. Beaudry Ave. 27th floor, Los Angeles, CA 90017 or faxed to (213) 241-8937. The release must be received by Payroll Administration no less than 7 business days prior to the payroll cutoff to be effective for the next pay date. It is the responsibility of the employee to ensure that this document was received by Payroll Administration.

For compliance reasons, if an employee has a garnishment with a set monthly amount, he/she will be unable to receive off-cycle payments. Any payment due to the employee from a previous period will be paid on their next regular pay date.

Payroll Administration is obligated to carry out the terms of the order within the legal requirements. Any alternate payment requests must be directed to the garnishing agency. The garnished employee should consult the agency contact information provided in the garnishment order.

- Attach a voided check, or a monthly bank statement showing employee's bank account number and routing number (routing number must be provided on bank statement); or bank letterhead showing the account holder's name, bank's routing number, type of account, and bank account number if APD is to any account where the employee does not use checks or receive conventional bank statements. Forms where the account number is handwritten or typed in by the employee are not accepted.

The Warrant Reconciliation Unit at the Payroll Administration Branch will complete Part II of the APD card using the information contained on the voided check, statement, or bank letter.

- When an account is changed, the employee must submit a new APD card, marking the change acct # box, and providing the required attachment for the new account. The new form will supersede previous information.
- If an APD is to be canceled entirely, the employee must submit an APD card, marking the cancel APD box. No attachments are required to cancel.
- Faxes, e-mails, or electronic signatures on the APD form are not accepted. Must be original wet signature.
- An employee may walk-in to Payroll Administration Branch located on the 27th floor in the Beaudry Bldg. to fill out and/or drop off the APD form with the required attachment.
- Signed forms with required attachments may also be submitted via school mail to:

Payroll Administration Branch
Attn: Payroll Accounting Unit
Beaudry Bldg. 27th Floor

Expect the APD to be in effect within one to two pay periods from the time the card is received.

PAYROLL CARD OR “PAY CARD”

LAUSD has partnered up with the California Credit Union (CCU) to offer exclusively LAUSD employees with the CCU Pay Card. Instead of receiving paper checks each payday, pay will be electronically loaded onto the employees' CCU Pay Card on payday.

The California Credit Union Pay Card offers the following benefits:

- No monthly maintenance, minimum balance or reloading fees
- Receive your pay on time, every time – no matter where you are
- Withdraw your entire pay or Cash Out from a CCU ATM or bank branch free of charge
- No checking account or membership required
- Access to over 85,000 fee-free ATMs nationwide
- Make purchases anywhere the Visa® logo is accepted - including online transactions

Enrollment is easy. Simply visit www.ccupaycard.org to sign up and choose “Enroll Today”.

Viewing Your Pay Stub Information

With APD or the Pay Card, you will be part of LAUSD's paperless initiative and payment details can be viewed by doing the following:

1. Go to the Employee Self-Service web site (ESS) <https://ess.lausd.net> or from the LAUSD home page click on “District Employees” on the menu bar select “Employee Self Service” on any computer connected to the internet (on a designated My Pay computer, in your classroom, at home, in a school or public library, etc.).
2. Log in with your Single Sign On and password.
3. Click on My Paystubs and select by clicking on the pay date you want to view or print.
4. Under Payment you will see DD* (direct deposit) followed by the last four digits of the account in which the funds were deposited into.

Name	EE ID	Payroll Period	Pay Date	Payroll	Payment	PS-A
LAST, FIRST	123456	06/01/25 To:06/30/25	07/03/25	Cert	DD*XXXX	U

WARRANTS

If an employee receives paper warrant (check) payments, the check will be mailed to the employee's home address on file via the U.S Postal Service.

Note: Payroll Administration does not hold checks for pickup. Any delay or loss is the responsibility of the employee.

LOST WARRANTS

If an employee has not received a warrant by the end of the payday, the employee may complete a “Replacement Warrant Request Form” and submit it to the Salary Delivery Unit. This form is located on the LAUSD website, under Payroll Administration, Payroll Forms. The form may be emailed to checkreplacement@lausd.net, walked-in, or mailed to Payroll Administration Salary Delivery at 333 South Beaudry Avenue, 27th Floor, Los Angeles, CA, 90017. The affidavit must be signed by the employee, witnessed and verified by the School Site Administration, Payroll Administration or Public Notary.

If the fully completed lost warrant affidavit is received by the Salary Delivery Unit before 10:30 a.m. on any weekday, a replacement warrant will be issued within 4-5 business days following receipt. Once a stop payment is placed on the original warrant, it cannot be cashed even if it is subsequently received by the employee.

If the stop payment order is rejected by the bank because the warrant has been cashed, the employee will receive a notification letter along with an image of the cashed warrant. Thereafter, regardless of whether the payee wishes to proceed or not proceed with the dispute, the payee is required to inform Payroll Administration so the file can be either closed or escalated. For items requiring escalation, a letter of instruction regarding the procedure for filing a forgery affidavit shall be mailed to the employee disputing cashing the warrant. The County Warrant Investigation Office will determine if an employee’s claim of forgery is legitimate and will approve the replacement of the warrant accordingly. This process can take 3-6 months as the County is responsible for the investigation and determination of fraud. It is highly recommended that employees sign up for direct deposit or a pay card to avoid fraudulent activities.

VERIFICATION OF IDENTIFICATION

Employees submitting forms or opting to pick up items related to payroll warrants must be prepared to present valid picture identification. The following are acceptable identifications:

- Driver's license
- California ID or Other State ID
- U.S. Passport

CHANGE IN OFFICIAL HOME ADDRESS

Change in "Official Home Address" and/or telephone number must be updated via the Employee Self Service at <https://ess.lausd.net>

If you are an active employee but unable to access the Employee Self Service, contact Payroll Customer Services for additional guidance.

All salary warrants will be U.S. mailed to the official home address. It is important that the employee ensures that the address on file is current and complete.

Returned salary warrants are forwarded to the employee's current address if the information is provided by the U.S. Postal Services. If there is no current address information available, the Salary Delivery Unit will hold the warrant until the employee contacts the unit.

Stale Dated Warrants

Warrants 6 months and older are stale dated. For stale dated checks/warrants over 4 years, the status of a stale-dated warrant must be verified and approved by the Governing Board of the School District prior to the warrant replacement issuance.

If the status of a warrant can no longer be verified due to the records retention period, a replacement warrant cannot be issued as provided by the California Code of Regulations, Title 5: Education, Division 1: California Department of Education, Chapter 16: Governing Board of Schools Districts, Subchapter 2: Destruction of Records of School Districts.

Stale dated checks/warrants - Staled for over 6 months to less than 4 years

- Process can take up to 1-2 weeks or less depending on the issue date.
- An affidavit must be completed indicating the reason for the stale.
- Form must be witnessed and verified by School Site Administration or Payroll Administration or Public Notary.

Stale dated checks/warrants - Staled for 4 years or more

- Process can take up to 4-6 months or less depending on the issue date.
- An affidavit must be completed indicating the reason for the stale.
- The stale dated warrant(s) must be surrendered.

- A “Stale Dated Reason Form” or written statement providing the reason(s) why you let the check(s) stale date. The Stale Dated Reason Form can be found online under Payroll Administration>Payroll Forms.

DECEASED EMPLOYEES

Payroll Administration must be notified promptly by telephone as soon as a school or office is informed of the death of an employee. Call Payroll Administration at (213) 241-0758. The following information should be provided to Payroll Administration

- Employee's payroll name and employee number
- School/section and location number where the employee last worked
- Employee's status and classification
- Name and address of next of kin, if known
- Date of demise

Warrants of Deceased Employees

Under the provisions of California Government Code Section 53245 that took effect on November 13, 1968, an employee should file a Warrant(s) Recipient Designation (Form 60.466) with the Accounting and Disbursements Division, Payroll Administration. The form is available at the Payroll Administration website under Payroll Forms.

On the death of the employee, the person named as designee shall be entitled to receive the warrant(s) that would have been payable to the deceased and/or the W2 had he/she survived. Payments made under this section are limited to warrants for salary, mileage, travel expense reimbursement, and similar purposes. The process for disbursements to a beneficiary can take 3-4 weeks.

The form may show the name(s) of the person(s) as designee(s) who may be of any age. Filing the form does not serve to change the beneficiary designated to receive death benefits under the applicable retirement system or any other designation of beneficiary.

All employees should have a "Warrant(s) Recipient Designation" form on file with the Payroll Administration to avoid probate for money due, in case of death. A new form should be filed if any of the following items have changed:

- Name of Employee
- Person(s) named as Designee(s)
- Address of Employee or Person Named as Designee(s)

If a person is not certain as to whether a Warrant Recipient Designation form has been filed or the information on the form has been updated, a new one should be completed and forwarded to Payroll Administration. The new submission will supersede prior submission and will remain in effect until canceled in writing by the employee.

WAGE AND TAX STATEMENT FORM (FORM W-2)

Wage and Tax Statements(W2's) for the previous calendar year are mailed out towards the end of January, via U.S. mail to the employee's home addresses on file. Any Wage and Tax Statements returned by the United States Postal Service (USPS) and received by Payroll Administration prior to the end of January, may be mailed to the forwarding address if information is available. All W-2's returned and postmarked by USPS after January 31st, will be held by Payroll Administration to be forwarded to the current address, upon the employee updating their address in the Employee Self Service (ESS) site. All returned items without forwarding addresses or insufficient addresses will be mailed once the employee provides a correct and complete mailing address. For more information regarding updating employee mailing addresses, please refer to the section "Change in Official Home Address". For assistance in understanding the Wage and Tax Statement (Form W-2), please refer to memorandum MEM - 4090.20 or contact Payroll Customer Services.

W-2 Inquiry

Every attempt has been made to ensure the accuracy of the information on the W-2. However, any employee who feels the information is inaccurate may complete the W-2 Inquiry Form attached to the yearly MEM - 4090.20. This form is also available online on the LAUSD Payroll Administration Branch webpage, under W-2/Tax Information or can be accessed using this web address: [W-2 / Tax Information](#). Submit the completed form via fax to (213) 241-8986.

If an employee receives a letter from the IRS or Social Security office, the employee will need to provide a copy of the letter or form received from the agency with the W2 Inquiry Form. Detailed information as to the specific issues and concerns with the W-2 received must be specified on the form. If additional information is necessary, the employee will be contacted by a member of the payroll team. The employee will be notified of the outcome of District research via the contact information provided on the inquiry form.

Employees requiring additional information regarding a W-2 Inquiry should contact Payroll Customer Services at (213) 241- 2570, between the hours of 8:00 am – 4:00 pm.

EMPLOYEE SELF SERVICE (ESS)

The Employee Self Service (ESS) Website was designed to assist employees to:

- View Time Statements
- View Online Pay Stubs
- Update Tax Withholding for W-4 (Federal) and DE-4 (State)
- Update Profile such as address, telephone number and emergency contact information
- Reprint of W2 - Only the last five years from the current year are available
- View Vacation Balance

To access Employee Self Service, go to <https://www.lausd.org/> and in the District Employees section, click on Employee Self Service.

Your User ID is your Single Sign-On LAUSD email and password.

Need Help On	Recommended Action
ESS Help	
Problem using the Employee Self Service website?	Go to ITS Helpdesk at ITS HelpDesk / HOME or call (213) 241-5200
Operating System and Browser Requirements for Employee Self Service Website	Read Accessing Employee Self Service using a Personal Computer or Laptop.pdf (lausd.org) or go to ITS Helpdesk
Time Statement Help	
View and Print	Go to Payroll Administration / LAUSD MyPay and click on How to View/Print your Time Statement.
Incorrect Time Entry	Contact the location time keeper
Online Pay Stub Help	
View and Print	Go to Accessing Employee Self Service using a Personal Computer or Laptop.pdf (lausd.org)
Incorrect Pay Stub	Call Payroll Customer Service at (213) 241-2570 or email payrollsupport@lausd.net .
Latest Payroll Information (Payroll Customer Services Hours, Payroll Calendar)	Visit Payroll Website

Change Tax Withholdings for W-4 and DE-4	
How to Change my Tax Withholding for Federal and State (W-4 and DE-4)	<ol style="list-style-type: none"> 1. Click My Tax Withholdings for W-4 and DE-4. 2. Most recent California and Federal Tax Withholdings are displayed. 3. Select California or Federal, then click "Edit" button to change your Tax Withholdings. 4. Read the provided document from IRS. 5. Click the Reviewed button below the document in order to continue. 6. Make the desired changes, then place a check mark in "Declaration Box" and click "Save" button to save the changes. 7. Review W2/Tax information for detailed instructions. W-2 / Tax Information
Problems changing your Tax Withholdings? Questions?	Call Payroll Customer Services at (213) 241-2570 or email payrollsupport@lausd.net
Latest Tax Information	Visit W-2 / Tax Information
Change of Address Help	
How to Change Address	<ol style="list-style-type: none"> 1. Click the My Profile link in Home page. 2. Your current district record for home address and phone number appears. 3. Click "Edit" button to change your address and phone number. 4. Click "Save button" to save the changes. 5. Message will appear, "The changes you made to your Address data were saved". Visit Payroll Administration / LAUSD MyPay
Problems changing your address? Questions?	Call ITD Services Desk (213) 241-5200 Option 6 and then Option 7. You may also contact Payroll Customer Services at (213) 241-2570 or via email at payrollsupport@lausd.net .
W2 Help	
View and Reprint W2	<ol style="list-style-type: none"> 1. Click the My W2 link on the Home page. 2. Your W2 can be reprinted from 2021-2025. Visit W-2 / Tax Information
Questions on W2 or W2-Corrections?	Visit W-2 / Tax Information

PAYROLL CUSTOMER SERVICES

Payroll Customer Services (PCS) assists current and former District employees with payroll related inquiries and concerns. The goal of PCS is to ensure that each employee receives exceptional customer service, while providing responses to inquiries and solutions to issues in an efficient and time effective manner.

What can PCS do for employees?

Payroll Customer Services (PCS) serves to provide a comprehensive resource for employees, Time Reporters, and Time Approvers to assist with their payroll inquiries. Our dedicated Payroll Specialists carefully review employee records to offer explanations of paychecks based on what was reported and assignment details or determine the appropriate Unit or Department to resolve the specific question. PCS also provides guidance on various payroll-related topics, including pay structure, pay frequency, cut-off dates and pay dates.

Additionally, the PCS team is committed to delivering timely and effective support by acting as a resource between employees and payroll processing teams. PCS prioritizes effective communication to ensure employees are aware of payroll policies and procedures, fostering a transparent and efficient payroll experience.

Address questions regarding:

- Payroll
- Benefits Time (Quota)
- Certificated and classified payroll concerns
- Retirement
- Frequently asked questions

Direct employee to LAUSD online resources regarding:

- District policies and procedures

Payroll Administration PCS accepts payroll inquiries received by email, fax, and U.S. or School Mail.

Contact address:

Payroll Customer Services
LAUSD Administration Building
333 S. Beaudry Avenue, 27th Floor
Los Angeles, CA 90017
Telephone:(213) 241-2570 (Hours: 8:00 am - 4:00 pm)
E-mail: payrollsupport@lausd.net

BUSINESS RULES AND POLICY

LACOE Fiscal Monitoring Review Compliance - Payroll System

It is the policy of the District to immediately notify LACOE before a new payroll system is implemented.

When a new payroll system is implemented, the following procedures shall occur:

- The District will initiate an action to obtain Board approval of an anticipated implementation of a payroll system. Board approval shall be obtained prior to allowing any action of consideration that a new system be adopted.
- Upon receipt of Board approval, the District shall notify LACOE in writing within 45 days of consideration for the implementation of a new payroll system.
- The District shall consult and involve LACOE of any action that will impact employee pay and the District financial standing.

LACOE Fiscal Monitoring Review Compliance - Signatory

It is the policy of the District to immediately notify LACOE when any authorized signatory such as a board member or employee signatory officer under the authority of Office of the Chief Financial Officer who is authorized to sign orders for employees or vendor warrants on behalf of the District leaves the District.

When a board member or official employee signatory officer leaves the District, the following procedures shall occur:

- The District will notify LACOE in writing within 45 days of the departing board member or employee signatory officer
- The District will initiate an action to obtain Board approval of an amendment to the current Certification Signatures for All Orders document. Board approval shall be obtained prior to allowing a new board member or official employee signatory officer to sign orders for employees or vendor warrants on behalf of the District.

Appendix A: Day to Day Substitute Information (Policy Guide A5)

LOS ANGELES UNIFIED SCHOOL DISTRICT	A 5
POLICY GUIDE	ASSIGNMENT
SERVICE: Certificated	DAY-TO-DAY SUBSTITUTE INFORMATION
ISSUED BY: Pers. Research (12-06-11)	
REPLACES: PG: A 5 (10-11-10)	
REFERENCE: LAUSD - UTLA Collective Bargaining Agreement, Article XIX	
CHANGES: Requires mandatory use of SubFinder system. Compliance with Office of Civil Rights (OCR) Settlement.	

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Substitute teachers play an important role in providing classroom instruction at the highest level of consistency in the absence of the regular classroom teacher. It is required that teachers and principals identify a list of preferred substitute teachers who will ensure that the quality of instruction for our students remains consistent during the absence of a regular teacher.

All substitute teaching assignments must be filled by utilizing the SubFinder system. Failure to use the SubFinder system for any substitute teaching vacancies at a school site can result in disciplinary action. To review, create, cancel absences and jobs, and to modify preference lists please refer to the [SubFinder Site Administrator Instructions](#).

1. Day-To-Day Assignment Defined. A day-to-day substitute is assigned as needed on a day-to-day basis to replace a regular certificated employee who is absent from service or to fill an unfilled position for which there is no available contract employee. Regular credential or emergency 30 day substitute permits authorize the holder to serve as day-to-day substitute teachers in any classroom, including preschool, kindergarten, and grades 1-12. Permits are valid for one year.
2. Day-To-Day Assignment, Extended. Any day-to-day substitute who serves for more than twenty (20) consecutive working days in the same assignment in place of the same absent employee or in the same unfilled position shall be classified as a day-to-day substitute, extended employee retroactive to the beginning date of the assignment. Also, a substitute teacher who is assigned for ten (10) consecutive days to an unfilled position in which the substitute teacher opens a class in the regular K-12 program. at the beginning of the school year shall be paid at extended substitute rate.
 - a. Days used by the substitute for illness, personal necessity, or bereavement shall not count toward, but shall not constitute a break in, the consecutive working days requirement.
 - b. Upon the termination of the extended assignment, the substitute shall return to, and be paid as, a day-to-day substitute. Should that same substitute, within five (5) working days of the termination date be returned to the previous extended assignment and continue in that same assignment for a minimum of ten (10) additional working days, the substitute shall again be classified and paid as an extended substitute retroactive to the beginning date of the return to the position.
 - c. A substitute may not be released from an assignment as the 21st day approaches, for the sole purpose of preventing the substitute from qualifying for the extended substitute pay rate.
 - d. The school administrator shall certify the service dates for each extended substitute assignment by submitting the Request for Extended Day-to-Day Substitute form ([HR Form 2139](#)), on-line in a current payroll cycle to ensure the substitute is paid correctly and on time for the assignment.

DAY-TO-DAY SUBSTITUTE INFORMATION
A5 (12-06-11)

3. Credential.
 - a. Must hold a regular credential or a valid day-to-day permit to teach thirty (30) days or less.
 - b. If serving on a day-to-day permit, cannot teach beyond twenty (20) days in a Special Education class.
 - c. If in an extended assignment for more than twenty (20) consecutive days, must hold a valid credential for the level/subject to be taught.

4. Preferred Substitute Calling List (Name Request).

- a. Definition. A school's Preferred Substitute Calling List (Name Request List) contains the names and employee numbers of day-to-day substitutes who may be specifically requested for assignment and off-track, year-round school teachers specifically requested for assignment to their home school. In order to be eligible for placement on a school's Preferred Substitute Calling List, the employee must be available a minimum of Monday and Friday, and approved by the site administrator in consultation with the faculty.

In developing a school's Preferred Substitute Calling List, consideration must be given to the substitute's credential and subject matter expertise and prior successful service at the school site. Additionally, substitutes should be identified based on their ability to provide instruction at the highest level of consistency with the regular classroom teacher.

- (1) The procedures described in this guide are not applicable to Child Development, Early Education, or Adult and Occupational Education Division substitutes. These divisions compile their individual calling lists.
 - (2) Name requests for substitutes serving concurrently as Categorical Limited Contract (CLC) teachers may be honored if the combined service meets the minimum Monday and Friday (two days per week) requirement.
- b. Compilation of Preferred Substitute Calling List.
The Preferred Substitute Calling List will be developed cooperatively by the regular faculty and the principal. Priority shall be given to individuals holding a valid regular credential. The principal shall have the responsibility for final approval of the list and the right to add or delete from the list as deemed necessary. The number of names on the list shall not normally exceed the equivalent of one-third of the regular teaching faculty. The approved lists for each school shall include names and employee numbers and shall be posted and a copy distributed to each faculty member.
 - c. Use of Lists.
 - (1) Name requests will be honored by the Certificated Substitute Assignment (CSA) Unit only under the following circumstances:
 - (a) The substitute is requested by name and employee number.
 - (b) The requested substitute has not been previously assigned on the requested day.
 - (c) The name and employee number of the requested substitute is on the school's Preferred Substitute Calling List, and the assignment coincides with the substitute's designated subject fields or grade level availability.
 - (d) The requested day is one of the days of stated availability.
 - (e) The requested substitute is not on the "Standby List".
 - (f) The request was made through SubFinder system.
 - (2) Substitutes whose names appear on the school's Preferred Substitute Calling List shall be called before their regular order for assignment only when they are requested by name and employee number by an absent teacher or the principal/designee from the school. If they are not requested by name and employee number for that particular day, they are called according to their regular calling order priority outlined in Section 6, below.

DAY-TO-DAY SUBSTITUTE INFORMATION
A5 (12-06-11)

5. Assignment Procedures for Substitutes.
 - a. Day-to-day substitutes may apply to only one geographic Service Area (South, Central, or North) for assignment.
 - b. Upon request, day-to-day substitutes will be placed on a calling list within the geographic Service Area, but are subject to assignment to any school within the geographic Service Area. In addition, when necessary, substitutes may be assigned to any school in an adjacent calling area.
 - c. Substitutes must be available for at least two consecutive days per week (Friday-Monday meets the consecutive days requirement). Substitutes who are unable to comply with the consecutive days availability requirement because they are also Categorical Limited Contract (CLC) teachers are exempt from this requirement.
 - d. All initial assignments for substitute teachers, including those who are name-requested, must be requested through SubFinder and come from the CSA Unit.
 - e. The school administrator or designee (not the substitute teacher) shall call the SubFinder system for any extension. For reduction of initial assignment days the administrator or designee must call the CSA Unit and notify the substitute.
 - f. When a substitute receives a Certificated Day-to-Day Substitute Teacher Inadequate Service Report (ISR) ([HR Form 1079](#)) at a school, either the principal or the substitute may request that the substitute not be assigned to that particular school in the future.
 - g. An elementary substitute must be available to teach grades K through 6.
 - h. Separate calling lists will be maintained for Child Development and Early Education. Centers.
 - i. A substitute who should have been assigned, but was not assigned due to a clerical error, shall be granted one of the following remedies, at the employee's option:
 - (1) A make-up assignment on a day the employee would not normally be called, such as during winter or spring recess or during summer session; or
 - (2) Cancellation of an "unavailable" charge against the employee.
 - j. Substitutes who are assigned by SubFinder or the CSA Unit have a right to work and be paid for the service they provide whether at the school site to which originally assigned or, if necessary, to an alternate assignment specified by the District. If assigned to an alternate assignment, the substitute shall be reported from the time of arrival at the original school site. If a substitute declines an alternate assignment, the substitute shall not be entitled to pay for that day; however, such substitute shall not receive an "unavailable" charge.
6. Calling Order.
 - a. Substitute teachers shall be called for assignment in the following priority order:
 - (1) Contract Pool (Displaced) Teachers temporarily assigned to substitute pools, and year-round school teachers newly assigned or whose track is changed and who therefore need to make up time in order to complete one full year of retirement service credit.
 - (2) Incentive Plan substitutes. (Currently not in effect)
 - (3) Substitutes requested by name and employee number (Preferred Substitute Calling List), and available year-round school teachers, who are off-track and requested by name and employee number at their home school. The request list is limited to those who are available at least Friday and Monday, and are approved by the school administrator in consultation with the faculty.

DAY-TO-DAY SUBSTITUTE INFORMATION
A5 (12-06-11)

6. Calling Order. (Cont'd)

a. Substitute teachers (Cont'd)

(4) All remaining openings shall be filled from geographic Service Area pools. Substitutes' names shall be ranked by the date of election to certificated service on separate lists for each pool according to service category (K-6 or a given secondary subject field), and called in the following priority order:

(a) Substitutes available five (5) days per week

(b) Substitutes available at least two (2) consecutive days per week but less than five (5) days.

(5) Remaining year-round school teachers who are off-track and not assigned in accordance with (3) or (4) above, off-track teachers not available to substitute at their home school, or teachers on traditional calendars serving as substitutes during unassigned periods.

(6) Year-round school teachers, who are off-track and available to substitute at least two (2) days per week at their home school, but need not remain available each week of their off-track period. These teachers shall be ranked by their seniority date within the service category (K-6 or a given secondary subject field) for assignment at their home school.

Note: A day-to-day substitute who also serves as a Categorical Limited Contract (CLC) teacher will not be considered to have a break in the consecutive days of service for calling priority.

(7) Standby List. Substitutes on a Standby List shall be assigned by rank by date of election to certificated service within service category - see Section 8.a.

b. Upon request, substitutes shall be advised of their rank on the calling priority list.

c. During the summer hiatus and off-track periods for year-round schools (i.e., Z Basis - refer to Agreement, Article IX, Section 10.0), the calling order shall be as described above, but will be restricted to a limited number of substitutes who have volunteered and have been selected for summer duty, again based upon the above priority order.

d. During emergencies, the above priorities may be temporarily suspended.

7. Unavailability. An "unavailable" will be recorded on the service record each time the substitute:

a. Refuses an assignment within the geographic Service Area set forth in Section 6.a. above. However, if the call is received before 5:30 a.m. or after 8:30 a.m. or if the call is for an assignment of less than a full day, an "unavailable" will not be charged.

b. Refuses to accept the extension of an assignment within availability designation. However, a substitute may decline to accept extension of an assignment without penalty as an "unavailable" in any of the following circumstances:

(1) If the extended assignment conflicts with a previous commitment by the substitute for a different name-requested assignment; or

(2) If the substitute has already served ten (10) consecutive days in the assignment; or

(3) If the assignment is for a subject field other than that designated on the availability form.

c. Fails to answer the telephone personally between 5:30 a.m. and 8:30 a.m. In the case of Children's Centers, the hours are 7:30 a.m. to 9:30 a.m.

d. Is unreachable by telephone during two attempted calls within the hours specified in c. above.

e. Declares unavailability. However, if the substitute satisfies the District that the unavailability was for more than one day because of a continuing illness (or compelling personal reason), only one "unavailable" will be charged for that period.

DAY-TO-DAY SUBSTITUTE INFORMATION
A5 (12-06-11)

8. Standby Lists.

- a. A substitute may be changed from any higher priority to a Standby List for the following causes:
 - (1) Ten (10) "unavailables" in any one semester or four (4) "unavailables" during summer session from July 1 through the start of the fall semester (three (3) in any intersession period for a year-round school teacher substituting during his/her off-track period).
 - (2) Receipt of a second Inadequate Service Report (ISR) in any one semester or summer session from July 1 through the start of the fall semester.
 - (3) Receipt of a second report of late arrival in any one semester or summer session from July 1 through the start of the fall session, which has been determined to be the fault of the substitute.
- b. Names of substitutes on the Standby List shall be called after all other available substitutes have been assigned. Name requests will not be honored for those on the Standby List. A substitute who is placed on the Standby List shall be given immediate notice thereof and an opportunity for prompt administrative review by the administrator in charge of the CSA Unit. Such review shall be without prejudice to any rights the substitute may have under the grievance procedure. After a period equivalent to six (6) working months, a substitute on the Standby List may be returned to a regular priority, provided that he/she does not receive an Inadequate Service Report (ISR) during that period.
- c. Each school shall post and distribute to teachers a copy of its substitute Preferred Substitute Calling List (Name Request List) and a copy of the list of off-track teachers (if any) available to substitute during their off-track period. These lists shall include the teacher's employee number to ensure that the proper substitute is requested and assigned.

9. Commendation

The school administrator should memorialize substitute employee's outstanding performance by commendation by completing the Certificated Day-to-Day Substitute Teacher Commendation Report ([HR Form 1081](#)).

10. Late Arrivals.

If a substitute cannot reasonably expect to reach a school before class begins, he/she must notify the CSA Unit upon receiving the assignment call and must also attempt to call the school.

If a regularly assigned teacher in a secondary school is providing replacement service for the class of a late arrival substitute, the regularly assigned teacher may complete the period of replacement service if one-half of the period has already been completed.

11. Time Reporting.

- a. A substitute teacher must serve a full teaching day to receive a full day's pay. Time should be reported to the nearest tenth of an hour (6 minutes) from the time instruction begins.
- b. A substitute who serves a full day shall be time-reported for the same number of hours as the employee for whom he/she is substituting. A substitute who is assigned duties beyond the regular assignment for which the regular employee is compensated (e.g., UCTP duties) shall be time reported for the full time of the additional assignment.

DAY-TO-DAY SUBSTITUTE INFORMATION
A5 (12-06-11)

11. Time Reporting. (Cont'd)

- c. Service for less than a full day will be compensated proportionately unless the late arrival is due to a late call from SubFinder or the CSA Unit which does not permit the substitute to reach the school before class begins. If the substitute has complied with the provisions of Section 10 above, and the school confirms the time of the Unit's call, the substitute will be given an opportunity to make-up the late time (up to a maximum of one hour) at the end of the school day.
- d. A substitute who is assigned for less than a full teaching day, but was not so informed at the time of the assignment offer (and it was not otherwise apparent), shall be entitled to a full day's pay provided that he/she performs other duties as assigned for the balance of the workday. For example, if it is determined that a substitute was not informed of a half-day assignment, the substitute will be permitted to serve and be paid for a full day. The school must confirm the terms of the assignment offer with the CSA Unit.

12. Release from Assignment.

Any employee serving as a substitute may be released from a particular substitute assignment by the immediate administrator or designee at the end of any working day. The Daily Time Report for Substitutes which is completed by the school administrative assistant or designee, reflects hours worked, and indicates whether the substitute has been held over or released from the assignment. This procedure shall not be applicable to substitutes serving in extended substitute assignment status.

13. Termination. Although there are no legal constraints that restrict the dismissal of a substitute, District practice is that a substitute will usually be terminated based upon, but not limited to, an unsatisfactory act, criminal activity, issuance of Inadequate Service Report (ISR), expiration of permit of credential, out of compliance with Child Abuse Awareness Training (CAATS), or non-availability.

14. Duties. A substitute is expected to perform in a competent manner all of the regular instructional duties of the absent teacher and other duties reasonably assigned by the principal. Failure to satisfactorily perform these duties may result in an Inadequate Service Report (ISR). Instructional and other duties include but are not limited to:

- a. Arrive at school on time (substitutes should be ready to leave home immediately upon receiving an assignment) and remain on site for the full day;
- b. Present the Payroll Authorization Card to the principal or school administrative assistant/office manager and report the name of the absent teacher;
- c. Review lesson plans for the day, if available. If no plans are available, determine areas currently being studied and the activities to be pursued;
- d. Account for pupil attendance as prescribed by the school;
- e. Conduct class and enforce rules in accordance with school and Board of Education policies;
- f. Perform classroom and special duties as assigned (e.g., lunch, hall, yard duty, etc.). Such special duties may be assigned either during or outside normal conference periods;
- g. Leave classroom in good order with a summary of the day's accomplishments;
- h. Inform the principal or office staff when ready to leave the school at the completion of the assignment.

DAY-TO-DAY SUBSTITUTE INFORMATION
A5 (12-06-11)

15. Substitute Photo Identification Card. The Photo Identification card serves as identification and authorizes time reporter to report time to Payroll.
 - a. In the event a substitute reports to the school without his/her Photo Identification Card, the school administrator shall make every effort to verify the substitute teacher's assignment with the CSA Unit before permitting the employee to work.
 - b. If an original Photo Identification Card is lost, a substitute must request a replacement card from the CSA Unit.
16. School Site Responsibility.

A substitute shall be provided with the information needed to perform the duties of the position, including but not limited to student attendance information, lesson plans, class roster, appropriate keys, seating charts, and security and emergency plans.

DAY-TO-DAY SUBSTITUTE INFORMATION

Anticipated Time: Because anticipated time cannot be reported for substitute teachers, approved time worked at the end of each month will be paid on the next pay date for the following month or the next off cycle pay date scheduled.

Appendix B: Annualization Eligibility

Personnel Area	Personnel Subarea	Employee Subgroup exception
2MSX	BGXX	S1, Z1 & Z2
2MSX	BSXX	S1, Z1 & Z2
2MSX	EGXX	S1, Z1 & Z2
2MSX	ESXX	S1, Z1 & Z2
2USX	BFXX	S1, T1,Z1 & Z2
2USX	BGXX	S1, T1,Z1 & Z2
2USX	BSXX	S1, T1,Z1 & Z2
2USX	CFXX	S1, T1,Z1 & Z2
2USX	CGXX	S1, T1,Z1 & Z2
2USX	CSXX	S1, T1,Z1 & Z2
2USX	EFXX	S1, T1,Z1 & Z2
2USX	EGXX	S1, T1,Z1 & Z2
2USX	ESXX	S1, T1,Z1 & Z2
2UTE	CFXX	S1, T1,Z1 & Z2
2UTE	CGXX	S1, T1,Z1 & Z2
2UTE	CSXX	S1, T1,Z1 & Z2
2UTK	BFXX	S1, T1,Z1 & Z2
2UTK	BGXX	S1, T1,Z1 & Z2
2UTK	BSXX	S1, T1,Z1 & Z2
2UTK	CFXX	S1, T1,Z1 & Z2
2UTK	CGXX	S1, T1,Z1 & Z2
2UTK	CSXX	S1, T1,Z1 & Z2
2UTK	EGXX, ESXX	S1, T1,Z1 & Z2

Appendix C: Annualization Formulas

Input:	Rate Calculations
<p>X = Pay Period Salary</p> <p>Y = Daily Contract Hours</p> <p>Z = Number of Contract Days in Fiscal Year for Basis</p> <p>D = Master and/or Doctorate Differential</p> <p>N = Total number of pay periods in Fiscal Year</p>	
<p>Output:</p> <p>A = Hourly Contract Rate (wage type /004)</p> <p>B = Total Hourly Rate (wage type /005)</p>	
<p>Formulas:</p> $A = (X * N) / (Y * Z)$ $B = A + D$	
<p>Notes:</p> <ul style="list-style-type: none"> ➤ Wage types 0003, 0005, 0006, 0007 and 0009 are taken from the payroll input table and used to determine the pay period salary. ➤ The Job key is from Organizational Assignment Infotype (0001) of the personnel assignment and used to determine the daily contract hours of the job through Infotype 1010 (Maximum daily hours). ➤ Depending on the Personnel Subarea of Infotype 0001, the Basis is determined and the fiscal year 'contract days' constants are used. ➤ Master/Doctorate Differential is determined at the start of the pay period. 	

CASBO Calculation

Components:

Earnable Salary = (Contract Salary / Contract Hours) * (Remaining Hours in the FY)

Salary on Remaining Periods = (Pay Period Salary on Basic Pay Infotype) *

(Remaining Pay Periods in Fiscal Year)

Input:

X = Earnable Salary

Y = Salary on Remaining Periods

Z = Pay Period Salary on Basic Pay Infotype (0008)

Output:

F = Pay period salary when entering annualization

Formula:

$$F = \min \{ \max [(X - Y), 0], Z \}$$

Notes:

- Remaining Hours in the Fiscal Year – this is the number of hours in the employee's work schedule from a specific date to the end of the fiscal year. This is also called "anticipation" of hours in the fiscal year.
- Remaining Pay Periods do not include the current pay period
- If X is less than Y, employee will be paid as worked (i.e. hourly).
- If the remaining earnable salary is 0, then switch to PAW (June)

Late Starter Spreading

Input:

A = projected earnable salary for remainder of fiscal year

B = CASBO projection for remaining pay periods in year

C = pay period salary (contract salary divided by pay periods in year)

D = number of pay periods remaining in fiscal year excluding current one

Output:

LSS = late starter spreading per pay period for remainder of FY (including current period)

Formula:

$$LSS = \max [(A - B - C), 0] / (D + 1)$$

Input:	Projected Z-time
<p>S = scaling factor $\{(new\ daily\ hours * new\ FTE) / (old\ daily\ hours * old\ FTE)\}$ A = current YTD planned hours (wage type 4017) B = projected planned hours remaining in the fiscal year C = total fiscal hours for current basis (wage type 4006)</p>	
<p>Output: Z = projected Z-time hours</p>	
<p>Formula: $Z = \max \{[(S * A) + B - C], 0\}$ [only project positive hours]</p>	
<p>FTE is the field from Infotype 0007 and when it is 0 it is replaced with 1 in the formula.</p>	

Input:	Salary Spreading
<p>S = scaling factor $\{(new\ daily\ hours * new\ FTE) / (old\ daily\ hours * old\ FTE)\}$ A = old hourly rate B = new hourly rate C = projected planned hours remaining in the fiscal year D = number of pay periods remaining in fiscal year excluding current one Z = projected Z-time hours (total)</p>	
<p>Output: SLS = salary spread per pay period</p>	
<p>Formula: $SLS = (C - Z) * (B - A/S) / (D + 1)$</p>	
<p>FTE is the field from Infotype 0007 and when it is 0 it is replaced with 1 in the formula.</p>	

Input:	Settlement Spreading
A = settlement amount	
B = number of pay periods remaining in fiscal year excluding current one	
Output:	
STS = settlement spread per pay period	
Formula:	
$STS = A / (B + 1)$	

Appendix D: Vacation Accrual Rates

VAC CODE	A	I ₁	I ₂	C ₃	C ₄	F	B	B ₅	D	E	G	H	J	K	N	M
Accrual Rate	0.09232	0.08462	0.08462	0.07663	0.07693	0.06923	0.07693	0.07693	0.07308	0.06923	0.06539	0.06155	0.05770	0.03846	0.04087	0.04379
District Years of Service	Executive Class	19 and up	24 and up	19 and up	19 and up	0-18	19 and up	19 thru 23	18	17	16	15	4-14	0-3 <35hrs/wk > 40hrs/wk	0-3 37.50 – 39.50 hrs/wk	0-3 35-37 hrs/wk
1AOX							x		x	x	x	x	x	x	x	x
1APW							x		x	x	x	x	x	x	x	x
1APX							x		x	x	x	x	x	x	x	x
1ASX							x		x	x	x	x	x	x	x	x
1BXX							x		x	x	x	x	x	x	x	x
1CXX							x		x	x	x	x	x	x	x	x
1DPX							x		x	x	x	x	x	x	x	x
1DTX							x		x	x	x	x	x	x	x	x
1DXX							x		x	x	x	x	x	x	x	x
1EXX							x		x	x	x	x	x	x	x	x
1GXX							x		x	x	x	x	x	x	x	x
1LAX	x															
1LJX	x															
1LMX	x															
1LVX	x															
1NAX																
1NXX																
1SAS							x		x	x	x	x	x	x	x	x
1SAX							x		x	x	x	x	x	x	x	x
1SLL	x															
1SLX							x		x	x	x	x	x	x	x	x
1SXX							x		x	x	x	x	x	x	x	x
1VAC	x															
1VAD	x															
1VEX	x															

VAC CODE	A	I ₁	I ₂	C ₃	C ₄	F	B	B ₅	D	E	G	H	J	K	N	M
Accrual Rate	0.09232	0.08462	0.08462	0.07663	0.07693	0.06923	0.07693	0.07693	0.07308	0.06923	0.06539	0.06155	0.05770	0.03846	0.04087	0.04379
District Years of Service	Executive Class	19 and up	24 and up	19 and up	19 and up	0-18	19 and up	19 thru 23	18	17	16	15	4-14	0-3 <35hrs/wk >40hrs/wk	0-3 37.50 – 39.50 hrs/wk	0-3 35-37 hrs/wk
1VJX	x															
1VSX	x															
1VVX	x															
1YLX	x															
1ZDX							x		x	x	x	x	x	x	x	x
1ZLX	x															
1ZSX							x		x	x	x	x	x	x	x	x
1ZXX							x		x	x	x	x	x	x	x	x
2MCX	x															
2MEX		x	x		x	x		x								
2MSX		x	x		x	x		x								
2MZX		x	x		x	x		x								
2PXX				x	x	x										
2USX				x	x	x										
2UTA				x	x	x										
2UTE				x	x	x										
2UTH				x	x	x										
2UTK				x	x	x										

¹ 2M* effective from 7/1/2007 to 6/30/14 only

² 2M* effective after 7/1/14

³ 2U* & 2P* effective after 10/1/2009

⁴ 2M* effective before 7/1/2007. 2U* & 2P* effective before 10/1/2009

⁵ 2M* effective before 7/1/2004

Appendix E: Illness Projection Values by Personnel Subarea

Personnel Subarea	Personnel Subarea Description	No of Days	6/DAY	0.05 (Accrual Factor)	8/DAY	0.05 (Accrual Factor)
AAXX	A-Basis/ Adult	260	1560	78	2080	104
AGXX	A-Basis/ General Calendar	260	1560	78	2080	104
AJXX	A-Basis/ Job Cost Calendar	260	1560	78	2080	104
BAXX	B-Basis/ Adult	221	1326	66.3	1768	88.4
BGXX	B-Basis/ General Calendar	221	1326	66.3	1768	88.4
BJXX	B-Basis/ Job Cost Calendar	221	1326	66.3	1768	88.4
BSXX	B-Basis/Single-Track	221	1326	66.3	1768	88.4
CAXX	C-Basis/ Adult	204	1224	61.2	1632	81.6
CGXX	C-Basis/General Calendar	204	1224	61.2	1632	81.6
CJXX	C-Basis/ Job Cost Calendar	204	1224	61.2	1632	81.6
CSXX	C-Basis/ Single-Track	204	1224	61.2	1632	81.6
EAXX	E-Basis/ Adult	234	1404	70.2	1872	93.6
EGXX	E-Basis/ General Calendar	234	1404	70.2	1872	93.6
EJXX	E-Basis/ Job Cost Calendar	234	1404	70.2	1872	93.6
ESXX	E-Basis/ Single-Track	234	1404	70.2	1872	93.6

Appendix F: Mileage Rates by Personnel Area

Mileage rates for all Personnel Areas listed below are established in accordance with IRS standard mileage rates.

PA	DESCRIPTION
1AOX	AA-Safety (Detectives & Officers)
1APW	AA- Plant Security Aide Weekends
1APX	AA- Misc (Plant Security Aides)
1ASX	AA- School Safety Officers
1BXX	BB- Instructional Aides
1CXX	CC- Operations Support Svcs
1DPX	DD- Student Integration Helper
1DTX	DD- TV Studio Assistant
1DXX	DD- Office, Technical and Bus Svcs
1EXX	EE- Skilled Crafts
1GXX	GG- School Supervision Aides
1LAX	LL- Safety (Captain)
1LJX	JJ-Classified Management (AALA) I
1LMX	LL- Classified Management
1LVX	VE- Executive Officer, Board of Education
1NAX	NN- Safety (Security Officer)
1NXX	NN- Classified Non-represented
1SAS	HH- Supervising School Safety Officer
1SAX	HH- Safety (Lieutenants & Sergeants)
1SLL	SS- Classified Supervisory O/T Exempt
1SLX	SL- Classified Supervisory - SDI Exempt
1SXX	SS- Classified Supervisory
1VAC	VS- Safety Chief of Police
1VAD	VV- Safety Deputy Chief
1VEX	VE- Classified Exec Management-JR
1VJX	JJ-Classified Management (AALA) High
1VSX	VS- Classified Exec Management-SR
1VVX	VV- Classified Exec Management
1YLX	YL- Program Analyst IAU, Director of Budget Financial Policy and Director of Ed. Policy
1ZDX	ZD- Bargaining Unit D Confidential
1ZLX	ZZ- Classified Confidential O/T Exempt
1ZSX	ZS- Classified Confidential Supervisory
1ZXX	ZZ- Classified Confidential
2FDX	FF- Teacher Assistants (Degree)
2FNX	FF- Teacher Assistants (Non-degree)
2MCX	MM- Certificated Contract Management
2MEX	MM- Certificated Exec Management
2MSX	MS- Certificated Management Supervisory
2MZX	MZ- Certificated Management Confidential

PA	DESCRIPTION
2PXX	PP- Physician
2USX	UU- Support Services
2UTA	UU- Teachers (Adult)
2UTE	UU- Teachers (ECE)
2UTH	UU- Teachers (Home School)
2UTK	UU- Teachers (K12/Sp Ed)
3GXX	GG- Playground Aides
3NBP	NB- Playground Supervisors Non-represented
3NBX	NB- Community Representatives
3NMX	NP- Medical Experts
3NPX	NN- Prof Experts
3NSX	NN- Student Workers
3NXX	NN- Unclassified Non-represented
3YPX	YY- Personnel Commission Member
3YYX	YY- Board Education Member

Appendix G: Overtime - Personnel Commission Rule 596

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES(Reissue) August 4, 1986

596 OVERTIME

Education Code 45127

The workweek of a classified employee, as defined in Section 45103 or Section 45256, shall be 40 hours. The workday shall be eight hours. These provisions do not restrict the extension of a regular workday or workweek on an overtime basis when such is necessary to carry on the business of the district. Nothing in this section shall be deemed to bar the district from establishing a workday of less than eight hours or a workweek of less than 40 hours for all or any of its classified positions.

Notwithstanding the provisions of this section and Section 45128, a governing board may, with the approval of the personnel commission, where applicable, exempt specific classes of positions from compensation for overtime in excess of eight hours in one day, provided that hours worked in excess of 40 in a calendar week shall be compensated on an overtime basis. Such exemption shall be applied only to those classes which the governing board and personnel commission, where applicable, specifically find to be a subject to fluctuations in daily working hours not susceptible to administrative control, such as security patrol and recreation classes, but shall not include food service and transportation classes.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

Education Code 45128

The governing board of each district shall provide the extent to which, and establish the method by which ordered overtime is compensated. The board shall provide for such compensation or compensatory time off at a rate at least equal to time and one-half the regular rate of pay of the employee designated and authorized to perform the overtime.

Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week. If a governing board establishes a workday of less than eight hours but seven hours or more and a workweek of less than 40 hours but 35 hours or more for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday and workweek shall be deemed to be overtime. The foregoing provisions do not apply to classified positions for which a workday of fewer than seven hours and a workweek of fewer than 35 hours has been established, nor to positions for which a workday of eight hours and a workweek of 40 hours has been established, but in which positions employees are temporarily assigned to work fewer than eight hours per day or 40 hours per week when such reduction in hours is necessary to avoid layoffs for lack of work or lack of funds and the consent of the majority of affected employees to such reduction in hours has been first obtained.

CHANGE:

Correction of error.

Remove: August 4, 1986, page 1 of 10. Add: (Reissue) August 4, 1986, page 1 of 10.

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LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

August 4, 1986

For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensating time off, or other paid leave of absence shall be considered as time worked by the employee.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

Education Code 45129

When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the employing district.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

Education Code 45130

Notwithstanding the provisions of Sections 45127 and 45128, a personnel commission, when applicable, or a governing board of a school district may specify certain positions or classes of positions as supervisory, administrative, or executive and exclude the employees serving in such positions and the positions from the overtime provisions.

To be excluded from such overtime provisions, the positions or classes of positions must clearly and reasonably be management positions. In approving positions or classes of positions for exclusion from the overtime provisions, the personnel commission, when applicable, or the governing board of a school district shall certify, in writing, that the duties, flexibility of hours, salary, benefit structure, and authority of the positions or classes of positions are of such a nature that they should be set apart from those positions which are subject to the overtime provisions, and that employees serving in such excluded positions or classes of positions will not be unreasonably discriminated against as a result of the exclusion.

Notwithstanding the provisions of this section, if a person serving in an excluded position is required to work on a holiday, as provided for in this code, or by action of a governing board, he shall be paid, in addition to his regular pay for the holiday, compensation, or given compensating time off, at a rate not less than his normal rate of pay.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

CHANGE:

Editorial changes. No changes in text.

Remove: June 3, 1973, page 2 of 10. Add: August 4, 1986, page 2 of 10.

Overtime

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LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

LAW AND RULES

596
(Reissue)* August 4, 1986

Education Code 45131

Notwithstanding the provisions of Section 45127, the workweek shall consist of not more than five consecutive working days for any employee having an average workday of four hours or more during the workweek. Such an employee shall be compensated for any work required to be performed on the sixth or seventh day following the commencement of the workweek at the rate equal to 1-½ times the regular rate of pay of the employee designated and authorized to perform the work.

An employee having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following the commencement of his workweek, be compensated for at a rate equal to 1- ½ times the regular rate of pay of the employee designated and authorized to perform the work.

Positions and employees excluded from overtime compensation pursuant to Section 45130 shall likewise be excluded from the provisions of this section.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

Education Code 45132

Notwithstanding the provisions of Section 45131, a governing board of a district may establish a 10-hour-per-day, 40-hour, four-consecutive-day workweek for all, or certain classes of its employees, or for employees within a class when, by reason of the work location and duties actually performed by such employees, their services are not required for a workweek of five consecutive days, provided the establishment of such a workweek has the concurrence of the concerned employee, class of employees, or classes of employees as ascertained through the employee organization representing a majority of the concerned employees or class or classes, of employees, as determined by the payroll deduction authorizations for dues in classified employee organizations on file with the district on the last day of the month next preceding the date the board action was taken.

Where a board has previously established the workweek of not less than 35 hours, it may require the established workweek to be performed in four consecutive days by any class or classes of employees or by employees within a class, when by reason of the work location and duties actually performed by such employees their services are not required for a workweek of five consecutive days, with the concurrence of employee personnel as provided herein.

When a four-day workweek is established, the overtime rate shall be paid for all hours worked in excess of the required workday, which shall not exceed 10 hours. Work performed on the fifth, sixth and seventh days shall be compensated for at a rate equal to 1-1/2 times the regular rate of pay of the employee designated and authorized to perform the work.

CHANGES:

Correction of clerical error.

Remove:(Reissue) August 4, 1986, page 3 of 10. Add:(Reissue)* August 4,1986,page 3 of 10.

Overtime

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LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

(Reissue) November 19, 1990

An employee working an average workday of five hours or less during a workweek shall, for any work required to be performed on the sixth or seventh day following the commencement of his workweek, be compensated for at a rate equal to 1-½ times the regular rate of pay of the employee designated and authorized to perform the work.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

Education Code 45133

- (a) Notwithstanding sections 45127 and 45131, a governing board of a school district or a county superintendent of schools may establish a 9-hour-per-day, 80-hour-per-2-week work schedule, provided the establishment of the work schedule has the concurrence of the employee organization, or in the absence of an employee organization, the concurrence of the affected employee.
- (b) When a 9-hour-per-day, 80-hour-per-2-week work schedule is established, it shall consist of nine work days, eight of which shall be nine-hour days, and one of which shall be an eight-hour day. The overtime rate shall be paid for all hours worked in excess of the required work day, which shall not exceed nine hours, at a rate equal to one and one-half times the regular rate of pay for the employee designated and authorized to perform the work.
- (c) When a 9-hour-per-day, 80-hour-per-2-week work schedule is established, the workweek shall be defined in either of two ways, as follows:
- (1) The workweek shall begin on noon Friday and will end at noon the following Friday, with the employee working nine hours each day except on alternate Thursdays when the employee will work eight hours, and on alternate Fridays when the employee will not work; or,
 - (2) The workweek shall begin at noon on any other day of the week and shall be defined so that no employee will be required to work more than 40 hours during any given workweek.
- (d) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

CHANGE:

Adding to Education Code Section 45133.

Remove: November 19,1990, page 4 of 10. Add:(Reissue) November 19,1990, page 4 of 10.

Overtime

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LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

596

LAW AND RULES

(Reissue) November 30, 1992

- A. Overtime shall be paid at the rate of time and one-half. Overtime shall be computed only on the basis of working hours exclusive of meal time in excess of an established eight, nine, or ten hour work day or 40 hours in any calendar week. Less than 15 minutes overtime in any one day shall not be counted.
- B. An employee who is in paid status for an average of four hours or more a day for five consecutive days shall be paid at time and one-half for any work required to be performed on the sixth or seventh day of the workweek. An employee who is in paid status for an average of less than four hours a day for five consecutive days shall be paid overtime for work performed on the seventh day of the workweek.
- C. An equitable distribution of overtime shall be made among qualified members of a given office or unit as the circumstances permit. Need, seniority, availability, and fitness are proper factors for consideration in making this distribution.
- D. Classes whose principal duties and responsibilities are classified as executive/administrative in terms of the following definitions shall be excluded from the overtime payment provisions of this Rule:

The primary duties and responsibilities consist of management or supervision of a customarily recognized division or subdivision and the following characteristics:

1. Customarily and regularly direct the work of employees in the division or subdivision.
2. Have authority to hire and discharge employees or make recommendations as to the hiring and discharging and as to the advancement and promotion or any other change of status of employees, which recommendations are given particular weight.
3. Customarily and regularly exercise discretionary powers.
4. Do not devote more than 20 percent of total hours worked to activities that are not directly and closely related to the performance of the work described in Paragraph D.1. through 3. above.

The Personnel Commission may designate other classes as executive/administrative when special circumstances warrant exceptions to these definitions.

CHANGE:

Amending Paragraph A. Deleting Paragraph C. Relettering Paragraph D. & E. to C. & D.

Remove: (Reissue) August 4, 1986, page 5 of 10. Add: (Reissue) November 30, 1992, page 5 of 10.

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PERSONNEL COMMISSION

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LAW AND RULES

September 5, 2024

E. Incumbents of positions in the classes listed below are assigned as executive/administrative and are thereby exempt from the overtime payment provisions of this Rule:

Executive/Administrative Classes

ADA Compliance Administrator	Chief Broadcasting Engineer
Administrative Services Manager	Chief Building/Construction Inspector
Adult Education Administrative Specialist	Chief Compliance Officer (1237)
Appeals and Hearing Supervisor	Chief Eco-Sustainability Officer (1770)
Application Server Administrator	Chief Estimator
Application Server Specialist	Chief Executive to the General Counsel (5664)
Area Facilities Services Director	Chief Facilities Executive
Area Food Services Supervisor	Chief Financial Officer (1008)
Area Operations Supervisor	Chief Human Resources Officer
Assistant Budget Director	Chief Information Officer
Assistant Chief Human Resources Officer	Chief Information Security Officer (1227)
Assistant Contract Administration Manager	Chief Inventory Analyst
Assistant Director, Design Standards and Technical Specifications	Chief of Communications, Engagement, and Collaboration (12)
Assistant Director, Personnel	Chief of Legislative Affairs and Governmental Relations (1966)
Assistant Director of Labor Relations	Chief Medical Director (2300)
Assistant Fleet Maintenance Manager (5754)	Chief of Police
Assistant General Counsel I	Chief of School Culture, Climate, and Safety
Assistant General Counsel II	Chief of Staff
Assistant Inspector General (1408)	Chief of Staff to Board Member (Staff Assistant to Board Member VIII)
Assistant Project Manager	Chief Procurement Officer
Assistant Stores Operations Manager	Chief Risk Officer
Assistant Transportation Services Manager (2304)	Claims Coordinator
Assistant Truck Operations Manager	Classified Assignments Coordinator
Associate General Counsel I	Complex Project Manager
Associate General Counsel II	Computer Applications Administrator SAP
Associate IT Solutions Architect	Computer Applications Administrator
Associate Strategic Planning Systems Engineer	Computer Applications Specialist
Audit Manager	Computer Applications Specialist (Accounting)
Autonomous Schools Operations Coordinator	Computer Applications Specialist (Internet/Intranet)
Benefits Manager	Computer Applications Specialist (Pupil Services/AB922)
Bond Oversight Administrator	Construction Claims Manager
Branch Human Resources Manager	Construction Manager
Budget Policy Analyst	Contract Administration Manager
Carpentry Technical Supervisor	Controller
Charter Schools Director	Coordinator, IT Organizational Change Management (1217)
Charter Schools Fiscal Administrator	Coordinator of Legislative Advocacy
Charter Schools Fiscal Oversight Manager (2398)	Coordinator of Policy Research and Development
Charter Schools Operations Coordinator	Culinary Events Manager
Charter Schools Operations Manager (2314)	Data Base Administrator
Chief Accountant	Data Base Specialist
Chief Boundary Coordinator	Data Center Architect
	Deputy Budget Director

CHANGES: Remove: April 18, 2024, page 6 of 10. Add: September 5, 2024 page 6 of 10.

LOS ANGELES UNIFIED SCHOOL DISTRICT
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LAW AND RULES

October 17, 2024

Executive/Administrative Classes (Continued)

E. (Continued)

Deputy Chief Building/Construction Inspector	Director of Development and Civic Engagement (2312)
Deputy Chief Business Officer (2006)	Director of Emergency Management (4026)
Deputy Chief Facilities Executive	Director of Employee Relations (4979)
Deputy Chief Financial Officer (1009)	Director of Environmental Health and Safety
Deputy Chief Human Resources Officer	Director of Facilities Legislation, Grants, and Funding
Deputy Chief Information Security Officer (1231)	Director of Facilities Maintenance & Operations
Deputy Chief of Police	Director of Facilities Planning and Development
Deputy Chief of Staff (1222)	Director of Facilities Program Support Services
Deputy Chief of Staff to Board Member (Staff Assistant to Board Member VII)	Director of Facilities Project Execution
Deputy Chief Procurement Officer	Director of Facilities Technology Services
Deputy Chief Procurement Officer (Facilities)	Director of Finance Policy
Deputy Chief Risk Officer	Director of Food Services
Deputy Controller	Director of IT, Asset and Software Compliance
Deputy Director of Architectural Engineering Services	Director of IT, Customer Support
Deputy Director of Data Center Operations (4805)	Director of IT, Finance and Administration
Deputy Director of Employee Relations (4994)	Director of IT, Infrastructure Project Management
Deputy Director of Facilities Legislation, Grants, and Funding	Director of IT, Network Operations
Deputy Director of Facilities Maintenance and Operations	Director of IT, Software Project Management
Deputy Director of Facilities Planning and Development	Director of IT, Strategic Planning & Implementation
Deputy Director of Facilities Program Support Services	Director of IT, Telecommunications
Deputy Director of Facilities Project Execution	Director of Insurance
Deputy Director of Food Services	Director of Integrated Disability Management
Deputy Director of IT, Customer Support	Director of LA's BEST
Deputy Director of IT, Infrastructure Project Management	Director of Labor Relations
Deputy Director of Masterplanning and Demographics (1480)	Director of Leasing and Asset Management
Deputy Director of Materiel Management	Director of Masterplanning and Demographics
Deputy Director of Payroll Administration	Director of Materiel Management
Deputy Director of Real Estate and Business Development (2166)	Director of Non-Academic Facilities Planning
Deputy Director of Transportation	Director of Payroll Administration
Deputy Director, Insurance Risk and Finance	Director of Program and Project Controls
Deputy Director, Student Information Systems	Director of Programming and Operations
Deputy Environmental Health & Safety Director	Director of Property Management (1512)
Deputy General Counsel	Director of Real Estate and Business Development (1858)
Deputy Inspector General, Audits	Director of School Information Management
Deputy Inspector General, Investigations	Director of Strategic Data and Evaluation (5089)
Deputy Personnel Director	Director of Student Records and Data Management
Deputy Superintendent, Business Services and Operations	Director of Television Engineer and Technical Operations
Design and Technical Specification Coordinator	Director of Translations
Director of Accounting	Director of Transportation
Director of Accounts Payable	Director of Treasury/Capital Fund Compliance
Director of Architectural Engineering Services	Director, Enterprise Project Management Office
Director of Benefits Administration	Director, Family and Community Engagement (1232)
Director of Budget Services and Financial Planning	Director, Independent Analysis Unit (Staff Assistant to Board Member IX) (5987)
Director of Capital Planning and Budgeting (1233)	Director, Multimedia and Learning Systems (4780)
Director of Community Outreach	Director, Partnerships and Grants
Director of Contracts Administration	Director, Student Information Systems
Director of Contracts Administration and Procurement Services	Disability Manager
Director of Contracts Administration (Facilities)	District Property Administrator
Director of Data Center Operations	Division Human Resources Administrator
	Division Human Resources Administrator II

CHANGES: Remove: September 5, 2024 page 7 of 10 Add: October 17, 2024, page 7 of 10.

Overtime

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LAW AND RULES

November 7, 2024

E. (Continued)

Executive/Administrative Classes (Continued)

Electrical Technical Supervisor	IT Project Manager
Electronics Technical Supervisor	IT Release Manager I
Emergency Management & Business Continuity Manager (4028)	IT Release Manager II
Energy and Sustainability Program Manager (1772)	IT Solutions Architect
Enterprise Cloud Administrator (4871)	IT Technical Systems Specialist (4729)
Environmental Health Manager, Environmental Programs	IT Warehouse Manager
Environmental Health Manager, Safety & Industrial Hygiene	Inspector General
ERP Director of Change Management	Insurance Coordinator
ERP Manager	Insurance Manager (2351)
Ethics Officer	Labor and Contract Compliance Administrator
Executive Coordinator, Office of the Superintendent	Labor Relations Administrator
Executive Director, Beyond the Bell Programs (2164)	Landscape Architect
Executive Director, Office of Data and Accountability	Landscape Technical Supervisor
Executive Officer of the Board of Education	Legislative Advocate
Facilities Access Compliance Manager	Legislative Liaison II (2010)
Facilities Asset Development Director	Litigation Research Coordinator
Facilities Development Manager	Local Control Accountability Plan Administrator
Facilities Estimating Administrator (1406)	Local Control Accountability Plan Coordinator (2204)
Facilities Environmental Technical Manager (2203)	Mail Operations Manager
Facilities Financial Operations Manager (1907)	Maintenance Planner
Facilities Partnership and Development Manager	Manager of IT, Technical Support (1063)
Facilities Project Manager I	Manager of Customer Support Services
Facilities Project Manager II	Manager of Telecommunications
Facilities Support Services Financial Specialist	Marketing Director
Facilities Technology Services Manager (1442)	Medi-Cal Reimbursement and Cost Recovery Manager
Fire/Life Safety Systems Manager (3652)	Metal Technical Supervisor
Fiscal Reports Specialist	Mobile Device Management Administrator
Fiscal Resources and Training Manager	Mobile Device Management Specialist
Fiscal Services Manager	Network Operations Manager
Fleet Maintenance Manager	Network Systems Engineer (3526)
Food Production Manager	OCIP Coordinator
Food Services Program Manager	Open Data Officer (3802)
Forensic and Support Services Manager, Inspector General's Office (1300)	Operating Systems Administrator
Furniture and Interior Design Director (3240)	Operating Systems Specialist
General Counsel	Operations Program Manager
General Manager, KLCS	Operations Support Coordinator (1258)
Grants and Funding Program Manager (5904)	Operations Training Specialist
Head Accountant	Oracle Developer
Health Operations Administrator (2302)	Outdoor-Education Center Manager
Heating and Air Conditioning Technical Supervisor	Painting Technical Supervisor
Human Resources Officer	Payroll Administration Manager
Information Security Risk Manager (4786)	Personnel Director
Information Systems Business Coordinator (1224)	Personnel Manager
IT Administrator, Shared Technical Services	Plumbing Technical Supervisor
IT Enterprise Release Manager	Principal Administrative Analyst
IT Infrastructure Project/Program Manager	Principal Administrative Assistant
IT Infrastructure Security Manager (1235)	Principal Administrative Assistant, Office of the Superintendent
IT Operations Manager (1234)	Principal Facilities Project Manager (1412)
	Principal Financial Analyst
	Principal Human Resources Specialist

CHANGE: Remove: April 18, 2024, page 8 of 10. Add: November 7, 2024 page 8 of 10.

Overtime

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LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

February 13, 2025

Executive/Administrative Classes (Continued)

E. (Continued)

Principal Realty Agent	Senior Developer (3804)
Procurement Policy Officer	Senior Director of Communications (1920)
Program Associate L	Senior Director of Engagement (1229)
Program and Policy Development Advisor	Senior Director, Information Systems
Program and Policy Development Advisor, Budget	Senior Director, Information Technology
Program and Policy Development Advisor, Construction Programs	Senior Director, Office of the Deputy Superintendent, Business Services & Operations (1256)
Program and Policy Development Advisor, Employee Performance Management	Senior Director, Office of the Superintendent (1246)
Program and Policy Development Advisor, Enterprise Project Management (5440)	Senior Director, System Data Analytics
Program and Policy Development Advisor, Innovation and Improvement Sciences	Senior Employment Services Manager
Program Evaluation and Research Coordinator	Senior ERP Director, Business Systems
Project Management Administrator	Senior ERP Project Director, School Management Systems (1167)
Property Manager (1525)	Senior Executive Director of Finance Policy (1157)
Psychometrician	Senior Facilities Development Manager
Purchasing Services Manager	Senior Facilities Project Manager
Real Estate Project Director	Senior IT Infrastructure Project/Program Manager
Records Manager	Senior IT Operations Manager (1252)
Region Support Coordinator (1240)	Senior Maintenance Planner
Regional Construction Director	Senior Resident Construction Engineer
Regional Facilities Director	Senior Sustainability Specialist
Regional Food Services Manager	Senior Systems Specialist
Regional Transportation Manager	Senior Technical Project Manager
Relocatable Housing Program Manager	Senior Technical Project Manager-Facilities
Reports and Data Analysis Manager (2220)	Site Assessment Program Administrator
Reprographic Services Manager	Small Business Manager
Resident Construction Engineer	Special Assistant, Facilities Services
Roofing Technical Supervisor	Special Assistant to the Chief Academic Officer (1153)
SAP ABAP Developer	Special Assistant to the Chief Facilities Executive
SAP Basis Administrator	Special Assistant to the Chief Financial Officer (2306)
SAP Enterprise Portal Specialist	Special Assistant to the Chief Information Officer
SAP Functional Analyst (BN, BW, Security)	Special Assistant to the Inspector General
SAP Functional Analyst (eRC, ESS, MSS, PA/OM)	Staff Relations Manager (4981)
SAP Functional Analyst (FI/CO, Budget)	Strategic Data Analyst
SAP Functional Analyst (Procurement)	Strategic Enrollment Administrator (5117)
SAP Functional Analyst (TMP/Y)	Strategic Operations Administrator
SAP Schema Architect (Payroll/Time)	Strategic Operations Administrator – IT (1244)
SAP Technical Test Coordinator	Strategic Partnerships Coordinator (5126)
School Business and Operations Manager	Strategic Planning Network Engineer
School Systems Manager (4888)	Superintendent's Administrative Assistant (2055)
Senior Administrative Assistant, Office of the Superintendent	Supervising Building/Construction Inspector
Senior Administrator, Enterprise Applications (1208)	Supervising Investigator
Senior Administrator, IT Customer Support (1214)	Supervising Purchasing Services Coordinator
Senior Administrator, IT Infrastructure (1210)	Systems and Programming Director
Senior Advisor to the Superintendent (1898)	Systems Standards Manager
Senior Advisor, Office of Communications (2313)	Technical Project Manager
Senior Construction Claims Manager	Technical Specialist
Senior Contract Administration Manager	Textbook Services Manager
Senior Data Strategist (2180)	Transportation Services Manager
	Treasury Manager
	Truck Operations Manager
	Unemployment Claims Coordinator (2178)
	Web Architect

CHANGE: Remove: October 17, 2024 page 9 of 10. Add: February 13, 2025, page 9 of 10.

Overtime

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LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

LAW AND RULES

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April 14, 2022

Executive/Administrative Classes (Continued)

F. An employee in an executive/administrative class who is required to work on a holiday shall be granted compensating time off on a straight time hour-for-hour basis within 12 calendar months following the month in which the holiday was worked.

G. Classified employees who work any hours that the Board of Education has designated as excused time shall be given equivalent time off by the end of the following pay period.

CHANGE: Add: April 14, 2022 page 10 of 10.

Overtime

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Appendix H: Overtime Policy – Classified Employees (BUL-5996.1)



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Overtime Policy – Classified Employees

NUMBER: BUL-5996.1

ISSUER: Alma Peña-Sanchez, Chief of Staff
Office of the Superintendent

V. Luis Buendia
Controller, Accounting & Disbursements Division

ROUTING
All Schools and Offices
Administrators
Time Reporters
All Employees

DATE: July 7, 2017

POLICY: The policy of the District, in accordance with the federal Fair Labor Standards Act and California law, is to provide overtime pay to eligible employees at time and one-half for all work in excess of eight hours a day or forty hours a week for employees on a standard workweek (5 days, 8 hours per day). Variation from this policy is described under Section II and III of this bulletin.

Regular and probationary classified employees are eligible for overtime pay. Classified administrative and executive employees (as described in Personnel Commission Rule 596) are not eligible for overtime pay. Certificated employees are not eligible for overtime pay.

MAJOR CHANGES: This revision replaces BUL-5996.0 regarding the same subject, dated March 12, 2013. The bulletin has been revised to remove obsolete references and to remind time reporters and administrators of the importance of complying with overtime policies. In addition, a reminder is provided about documentation for employees paid from federal and state categorical programs including an updated overtime form.

GUIDELINES: I. PURPOSE

This bulletin provides information to administrators, time reporting personnel, and affected employees regarding the District’s overtime pay policy and how time should be reported.

II. OVERTIME GUIDELINES

A. Overtime must be approved in advance except in the case of extreme circumstances. The approval must **always** be confirmed in writing by the site administrator within the next three working days. Administrators must ensure that funds are available for authorized overtime, except when the health and safety of students and/or staff members is in severe and immediate danger. For audit purposes, written authorization for overtime must be retained at the work location for five years from the date that the overtime is worked. In addition, if overtime is paid from federal or state categorical programs, time and effort documentation is required. Please

refer to Bulletin 2643.8 for further instructions regarding this reporting requirement. Attached for your convenience is a sample overtime request form (Attachment A).

- B. Each division must have a defined, written internal policy that identifies the approval limit of the branch head, and the required approver for overtime in excess of that threshold.
- C. Employees should not be assigned to work more than 44 hours of overtime per month or more than 528 hours of overtime per fiscal year. It is the responsibility of the branch director or head administrator to review regularly the overtime hours charged by employees to ensure they are not going over the monthly overtime limit.
- D. In extreme emergencies, employees may work more than 44 hours of overtime per month with the administrator's prior written approval. The division administrators must review on a regular basis overtime usage to ensure compliance with the overtime threshold. In addition, the Director of the department/branch must approve individual employee overtime charges if it is more than 44 hours in a month. Unsupported overtime charges may be subject to further investigation and possible disciplinary action.
- E. If an employee does not work a standard workweek or the workday is greater than or less than eight hours, refer to the applicable collective bargaining agreement and/or Personnel Commission rules to determine the point at which employees should be reported for overtime pay.
- F. Supervisors must practice fiscal prudence and apply reasonableness factors such as need, availability, and qualifications in assigning overtime to employees with consideration given to District need. It shall be the responsibility of the location and division administrator to review all overtime usage to determine if the overtime was authorized and worked. It shall also be the responsibility of the location and division administrator to ensure that the limitations stated in this bulletin have been followed.
- G. Each Local District or Division must develop and document criteria for overtime approval within the department.

For instructions on time report preparation, please refer to the Payroll Administration, Payroll Concepts Manual on Inside LAUSD. Overtime is to be reported to the nearest minute. A conversion chart is included as Attachment B to this document to assist in entering minutes as decimal portions of hours.

III. EXCEPTIONS

- A. The only currently authorized exception to the provision of overtime pay for overtime hours worked is Bargaining Unit A (School Police Officers) and certain Unit A aligned employees who are authorized to receive a

limited amount of compensatory time off in lieu of overtime pay.

- B. Financial Managers who have been pre-authorized by their administrator to work overtime as a result of evening, weekend, or holiday student body activities shall be paid overtime from Student Body funds.

RELATED Attachment A – Overtime Request Form
RESOURCES: Attachment B – Conversion Table: Minutes to Decimals

Attachment A

BULLETIN NO. 2643.8
June 22, 2017

LOS ANGELES UNIFIED SCHOOL DISTRICT
Overtime Request Form

REQUEST FOR PRE-APPROVAL TO WORK OVERTIME	
Name: _____	Employee #: _____
Requested Date(s): _____	Estimated Total Hours: _____
Reason for Overtime (Project/Activity): _____	
Overtime Charged to Fund: _____ Program Code: _____ Name of Program Code: _____	
<small>(If funding source is from a federal or state categorical program, activities performed must be an allowable cost.)</small>	
APPROVED BY: _____ Supervisor	Date: _____ Total Est. Hours Approved: _____

The information below is to be completed by the employee after prior approval has been obtained and overtime work is completed.

OVERTIME REPORT

Date(s) Worked: _____ Actual Hours Worked: _____ Week-to-date: _____ Month-to-date: _____

I hereby certify that the overtime worked was solely (100%) related to activities for the above program.

Employee's Signature _____ Date: _____

Approved By: _____ Date: _____
Administrator

Attachment B
Conversion Table for Time Reporting

MINUTES TO HOURS (IN DECIMAL FORMAT)					
01 = .02	11 = .18	21 = .35	31 = .52	41 = .68	51 = .85
02 = .03	12 = .20	22 = .37	32 = .53	42 = .70	52 = .87
03 = .05	13 = .22	23 = .38	33 = .55	43 = .72	53 = .88
04 = .07	14 = .23	24 = .40	34 = .57	44 = .73	54 = .90
05 = .08	15 = .25	25 = .42	35 = .58	45 = .75	55 = .92
06 = .10	16 = .27	26 = .43	36 = .60	46 = .77	56 = .93
07 = .12	17 = .28	27 = .45	37 = .62	47 = .78	57 = .95
08 = .13	18 = .30	28 = .47	38 = .63	48 = .80	58 = .97
09 = .15	19 = .32	29 = .48	39 = .65	49 = .82	59 = .98
10 = .17	20 = .33	30 = .50	40 = .67	50 = .83	60 = 1.00

Appendix I: Documentation for Employees Paid from Federal and State Categorical Programs (BUL 2643.15)



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE:	Documentation for Employees Paid from Federal and State Categorical Programs	ROUTING Region Superintendents Region Administrator of Operations Central Office Coordinators Directors Principals School Admin. Asst. Fiscal Services Managers Time Reporters/Approvers Community of Schools Administrators
NUMBER:	BUL-2643.15	
ISSUER:	David D. Hart, Chief Business Officer Office of the Chief Business Officer V. Luis Buendia, Deputy Chief Business Officer, Business and Finance Office of the Chief Business Officer	
DATE:	October 23, 2023	
POLICY:	Federal and State regulations require time and effort documentation, in addition to timecards, for all personnel who receive any payment (compensation) from federal funds or from state categorical funds. This documentation will vary depending upon the funding source(s) or nature of the job duties. Payroll time reporting must reflect actual hours worked on each program as indicated in the time and effort certification documentation.	
MAJOR CHANGES:	This Bulletin updates Bulletin 2643.14 of the same subject, issued on January 23, 2023, with the following changes: <ul style="list-style-type: none"> • Update the Resource code range from 3XXX-7XXX to 2XXX-7XXX 	
GUIDELINES:	<p>I. DETERMINING REQUIRED TIME AND EFFORT DOCUMENTATION</p> <p>Employees who receive compensation from federal or state categorical programs are required to complete additional supporting documentation which confirms that the activities or work that was completed was indeed for the program that funded the activity. Required supporting documentation will vary depending upon the funding source(s) and/or nature of the employee's job duties.</p> <p>A Time Reporting Documentation Matrix (Attachments A1-A4) is included to assist school sites, regions and central office staff in identifying the required documentation for federal and/or state categorical funded personnel.</p> <p>Failure to complete and/or provide this documentation results in penalties that must be paid for by using your school/office's General Fund resources.</p>	



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II. DETERMINING AFFECTED EMPLOYEES

There are several ways to determine which employees must complete some form of time and effort documentation for their main assignment. Two of the most common are:

- a) Timekeepers can look on the CAT2 screen (time-approvers can look on the CAT3 screen) under "Fund". If the ending four digits are "0000", the employee is not required to complete the additional documentation. If the ending four digits are "2xxx-7xxx" then it means the position is funded from a federal or state categorical program. (See screen shot below for example.)

The screenshot shows the SAP 'Time Sheet: Data Entry View' interface. A table is displayed with the following data:

Person ID	155	Cost Center	Fund	Functional Area		Grant		Per...	
Job	53		00 0000						
Daily work hrs	8.00								

Below the table, additional details are shown: Personnel Number: 155, Norma_4 Payroll, Cost Ctr: 1008101, LOCAL DISTRICT 1, #D1. Data Entry Period: 5/001/2006 - 5/005/2006, Week: 09 2006.

- b) Time reporters also have access to the Position With Incumbent (PWI) report showing the employees funded by federal or state categorical programs and BU042 - Payroll Expenditures by Cost Center in SAP that can be generated throughout the year showing employee payroll charges to a program.

For pay other than an employee's main assignment, (such as PD, SAXB, Overtime, etc.), the funding source must be identified prior to the activity.

In addition, each January and May, a listing of employees compensated from federal or state categorical funds is posted in MyLAUSD (for schools) and directly emailed to respective Division/ Region Administrators (for offices).

III. COMPLETING TIME AND EFFORT CERTIFICATION FORMS

Time and effort certification documentation must be an after-the-fact certification of actual time worked and must be completed in a timely manner. Moreover, for those employees who are required to complete a Multi-Funded Time Report (MFTR), the entire workday must be reflected, not just the hours funded by federal and/or state categorical resources. Attachments A1-A4



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provide the frequency for when the various time and effort certifications must be completed.

In addition, please refer to Attachments D1-D2 for additional guidance on completing Periodic Certifications (formerly referred to as Semi-Annual/Blanket Semi-Annual Certifications) and MFTRs.

IV. PAYROLL ADJUSTMENTS

Timekeepers should review MFTRs each month. If the actual hours worked documented per this bulletin are different than the employee's budgeted time, adjustments must be entered into the payroll system by the timekeeper so that actual time worked is reflected and charged to the program.

V. RETENTION OF DOCUMENTATION

Completed documents should be retained with the timekeeper for five (5) years. Copies can be kept with a program coordinator or another individual if so desired by the site.

Overtime forms should be attached to any other time and effort documentation.

The overall guiding principle is that site administrators must know where the documents are kept and that the documents must be readily available for audit purposes.

VI. MONITORING COMPLIANCE

The California Department of Education has requested that procedures to monitor compliance with these federal and state documentation requirements be included in District policies. As such, the following procedures have been implemented.

- A. Each January and May, the Accounting & Disbursements Division will provide administrators with a listing of their employees who must complete additional time and effort certification. This listing will be provided as an additional resource and does not replace any monitoring procedures that schools and offices should have in place. Reporting locations should continuously verify appropriate documentation and/or reports to ensure that time and effort certifications are completed accurately and timely, reviewed, and properly approved.



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- B. Administrators should remind affected employees that periodic certifications should be completed and signed by the last working day of December (but no later than January 31st), and last working day of June (but no later than July 31st), and that monthly MFTRs be completed if required. This documentation should be retained by the time-reporter at the site along with other payroll time-reporting documentation for a period of five (5) years.
- C. By January 31st and July 31st, school site administrators and offices should submit to their Region Administrator of Operations or Division Administrator a written assurance (Attachment F) that they have received the appropriate documentation for each listed employee and that any necessary payroll adjustments have been made.
- D. By February 15th and August 15th, the Region Administrator of Operations and Division Administrators should provide a written assurance (Attachment G) to the Accounting Controls & Oversight Branch that they have received assurances from their schools/offices that appropriate supporting documentation has been obtained and any necessary payroll adjustments have been made.

VII. TIME AND EFFORT DOCUMENTATION UNDER EXTRAORDINARY CIRCUMSTANCES

When an extended period of emergency or extraordinary circumstances, such as, but not limited to, public health crisis and natural disaster, is declared by the Superintendent or designee as disrupting normal work activities and resulting in closure of schools, facilities, or programs, time and effort documentation requirements will remain in effect during that period. However, steps to adjust time and effort reporting may be necessary to meet the immediate health and safety needs of students and employees while ensuring documentation is maintained to support the use of federal and state categorical program funds during this period. Thus, the following guidelines will take effect:

A. Documenting Time and Effort During Extraordinary Circumstances

A Time Reporting Documentation Matrixes (Attachment A3 and Attachment A4) are included to summarize the required documentation for federal and/or state categorical funded personnel during extraordinary circumstances and for other payment types.



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B. Monitoring and Submitting Time and Effort During Extraordinary Circumstances.

Time and effort documentation should be reviewed and approved by the employee's supervisor. Time and effort may be submitted electronically or may be scanned for submission to timekeepers for reporting and record keeping purposes. Retention policies stated in Section V. above remain the same.

Timekeepers will review completed time and effort documentation. If the actual hours worked documented per the time and effort certification are different from the employee's budgeted time, adjustments must be entered into the payroll system so that actual time worked is reflected and charged to the program.

Depending on the situation, deadlines to complete time and effort documentation may be adjusted accordingly and will be communicated as appropriate.

C. Waivers

Any waivers of time and effort reporting requirements from federal awarding agencies will be applied to the procedures when appropriate.

AUTHORITY: Federal and State Requirements

RELATED RESOURCES: 2 CFR 200 Uniform Guidance - [eCFR :: 2 CFR Part 200](#)
California School Accounting Manual Procedure 905 - [CSAM 905](#)

ATTACHMENTS: Attachment A1-A4 – Time Reporting Documentation Matrix
Attachment B1-B2 – Periodic Certification
Attachment B3-B4 – Periodic Certification (Extraordinary Circumstances)
Attachment B5 – Periodic Certification (Collective Bargaining Agreements)
Attachment B6– Periodic Certification (Black Student Achievement Program)
Attachment B7– Periodic Certification (Class Size Reduction)
Attachment C1-C2 – Multi-funded Time Report Template
Attachment D1-D2 – Do's and Don'ts
Attachment E – Overtime Request Form
Attachment F – Admin Assurances
Attachment G – Division and Region Admin Assurances



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ASSISTANCE: For assistance or further information please contact Accounting Controls and Oversight Branch at (213) 241-2150 or Acctg-Controls@lausd.net

For assistance with entering payroll adjustments, please call Payroll Customer Service at (213) 241-2570

TIME REPORTING DOCUMENTATION MATRIX FOR BASE ASSIGNMENT

FUNDING SOURCE	DOCUMENTATION REQUIRED	FREQUENCY	CERTIFIER
100% by Single Federal or State Categorical Fund	Attachment B1-B2* – <i>Periodic Certification</i> (formerly referred to as Semi-Annual Certification) (check Periodic Certification box) This form can be used for an individual or individuals with the same funding source (i.e., program code/s).	Usually for the period: July – December January – June Completed and signed by the last working day of December (but no later than January 31st) and last working day of June (but no later than July 31st).	Administrator/supervisor with firsthand knowledge of the work performed by the employee(s).
Combination of Federal/State/Local Funds that is an approved Single Cost Objective (SCO)** Most common SCO for schools are programs in the Schoolwide Program (SWP)	Attachment B1-B2* – <i>Periodic Certification</i> (formerly referred to as Semi-Annual Certification) (check Periodic Certification box) This form can be used for an individual or individuals with the same funding source (i.e., program code/s).	Usually for the period: July – December January – June Completed and signed by the last working day of December (but no later than January 31 st) and last working day of June (but no later than July 31 st).	Administrator/supervisor with firsthand knowledge of the work performed by the employee(s).
Combination of Federal/State Funds but NOT Single Cost Objective	Attachment C1 – <i>Multi-Funded Time Report (MFTR)</i> (sample template activities can be edited)	Monthly – MFTR Recorded daily and signed at the end of each month	Employee <u>and</u> administrator/supervisor with firsthand knowledge of the work performed by the employee.
Time documentation should be reviewed and approved by supervisor and be submitted to timekeepers for reporting purposes.			

* Previously issued forms (Periodic Certification, Blanket Periodic Certification, and Training or Occasional Assignments Certification) have now been consolidated to one form – Periodic Certification (Attachment B1). Additional sheets which should have the certification language and supervising official signature line may be used as necessary (see Attachment B2).

** A Single Cost Objective (SCO) can be considered when all populations served and services provided are allowed by each of the programs funding the position. A Single Cost Objective application can be submitted to the Deputy Controller for review. Applications can be obtained from the Accounting Controls & Oversight Branch at (213) 241-2150.

TIME REPORTING DOCUMENTATION MATRIX FOR OTHER PAY TYPES

PAY TYPE	FUNDING SOURCE	DOCUMENTATION REQUIRED	FREQUENCY
Overtime	Federal or State Categorical Fund	Attachment E or similar document that includes all fields of Attachment E	As Needed
SAXB, Training, PD	Federal or State Categorical Funds	Attachment B1-B2* – <i>Periodic Certification</i> (check Training, Occasional or Substitute Assignment box) <i>Or</i> Similar document that includes all fields of Attachment B1-B2	As Needed
Day-to-Day Substitute	Federal or State Categorical Funds	Attachment B1-B2* – <i>Periodic Certification</i> (check Training, Occasional or Substitute Assignment box) <i>Or</i> Similar document that includes all fields of Attachment B1-B2 <i>Or</i> Substitute Log that includes substitute name, employee number, program code and substitute signature (all on same line)	Daily

* Previously issued forms (Periodic Certification, Blanket Periodic Certification, and Training or Occasional Assignments Certification) have now been consolidated to one form – Periodic Certification (Attachment B1). Additional sheets which should have the certification language and supervising official signature line may be used as necessary (see Attachment B2).

TIME REPORTING DOCUMENTATION MATRIX UNDER EXTRAORDINARY CIRCUMSTANCES

FUNDING SOURCE	WHO	DOCUMENTATION REQUIRED	FREQUENCY	CERTIFIER
100% by Single Federal or State Categorical Fund; or Combination of Federal/State/Local Funds that is an approved Single Cost Objective	Employees who were approved to work remotely and whose duties align with the employee's budgeted program.	Attachment B1-B2 – <i>Periodic Certification</i> This form can be used for an individual or individuals with the same funding source (i.e., program code/s).	Usually for the period: July – December January – June (May be adjusted accordingly.) Completed and signed by the last working day of December (but no later than January 31st) and last working day of June (but no later than July 31st). Submission deadlines may be adjusted accordingly.	Administrator/supervisor with firsthand knowledge of the work performed by the employee(s).
	Employees who were not able to work remotely and placed on paid leave (i.e., MSND) during the school, facilities, or program closure.	Attachment B3-B4 – <i>Periodic Certification During Extraordinary Circumstances</i> (Indicate the program(s) served, if applicable.)		
	Employees whose duties changed to support activities involving other program(s) during the school, facilities, or program closure, in whole or in part.	This form can be used for an individual or individuals with the same funding source (i.e., program code/s).		
100% by Single Federal or State Categorical Fund; or Combination of Federal/State/Local Funds that is an approved Single Cost Objective	Employees who received payments per the Board of Education Approval, not specified elsewhere Employees who received payments per the terms of the fully executed collective bargaining agreement/s, not specified elsewhere.	Attachment B5 or similar document that includes all fields of Attachment B5	As applicable, for payments made by the last working day of December (but no later than January 31 st) and last working day of June (but no later than July 31 st). After the fact certification which may be completed for prior fiscal periods. Submission deadlines may be adjusted accordingly.	Administrator with knowledge of the employee's eligibility for payments received.

TIME REPORTING DOCUMENTATION MATRIX UNDER EXTRAORDINARY CIRCUMSTANCES

FUNDING SOURCE	WHO	DOCUMENTATION REQUIRED	FREQUENCY	CERTIFIER
100% by Single Federal or State Categorical Fund; or Combination of Federal/State/Local Funds that is an approved Single Cost Objective	Employees assigned to support the Black Student Achievement Program	Attachment B6-B7 Periodic Certification During Extraordinary Circumstances (Indicate the program(s) served, if applicable)	Usually for the period: July – December January – June (May be adjusted accordingly.)	Administrator/supervisor with knowledge of the work performed by the employee(s)
	Employees assigned to support the Class Size Reduction Program	This form can be used for an individual or individuals with the same funding source (i.e. program code/s)	After the fact certification which may be completed for prior fiscal periods. Submission deadlines may be adjusted accordingly.	

TIME REPORTING DOCUMENTATION MATRIX FOR OTHER PAYMENT TYPES

FUNDING SOURCE	WHO	DOCUMENTATION REQUIRED	FREQUENCY	CERTIFIER
Combination of Federal/State Funds but NOT Single Cost Objective	Employees who were approved to work remotely and whose duties align with the employee's budgeted program.	Attachment C1 – <i>Multi-Funded Time Report (MFTR)</i>	Monthly – MFTR Recorded daily and signed at the end of each month	Employee <u>and</u> administrator/supervisor with firsthand knowledge of the work performed by the employee.
	Employees who were not able to work remotely and placed on paid leave (i.e., MSND) during the school, facilities, or program closure.	Attachment C2 – <i>Multi-Funded Time Report (MFTR) During Extraordinary Circumstances</i> (Indicated the program(s) served, if applicable.)		
	Employees whose duties changed to support activities involving other program(s) during the school, facilities, or program closure, in whole or in part.			
Time documentation should be reviewed and approved by supervisor and be submitted to timekeepers for reporting purposes.				

BULLETIN NO. 2643.15
October 23, 2023

ATTACHMENT B3

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

PERIODIC CERTIFICATION DURING EXTRAORDINARY CIRCUMSTANCES

School/Office Name: _____

Program Name(s): _____ Program Code(s): _____

Cost Objective Name, if applicable: _____ [e.g., Title I Schoolwide plan (SWP)]

CHECK ONE ONLY	
<input type="checkbox"/> Periodic Certification Fiscal Year: _____ Period Covered: _____ (e.g. March 16 – June 30)	<input type="checkbox"/> Training, Occasional or Substitute Assignment Certification Fiscal Year: _____ Date(s) Worked: _____ Hour(s) Worked: _____ Description of Activity: _____ NOTE: If multiple employees from the same cost center attend a training, this certification could be completed as a cover sheet and the sign-in sheet and agenda could be attached. The sign-in sheet should include training description, funding source(s), employee name, employee number, signature, hours worked, and date(s) of training.
I hereby certify that the individual(s) listed below (attach additional sheets as necessary) who is/are funded by a single source (i.e. program code) or an approved single cost objective/activity was/were:	
<input type="checkbox"/> not able to work for the program listed above or other programs during the period/date(s) specified above.	
<input type="checkbox"/> working with a different program during the period/date(s) specified above. Identify the specific program/activity (e.g. Grab & Go, Help Desk)	
If the second box is checked, timekeepers should enter payroll adjustments to reflect the appropriate program(s) served. If you have questions regarding funding for the appropriate program served, please contact Acctg-Controls@lausd.net .	
I hereby certify that this report is an after-the-fact determination of actual effort expended for the period/date(s) indicated.	

Name	Position
_____	_____
_____	_____

Supervising Official with first-hand knowledge of the work performed by the employee(s):

_____	_____	_____
Name & Title	Signature	Date

BULLETIN NO. 2643.15
 October 23, 2023

ATTACHMENT B6

LOS ANGELES UNIFIED SCHOOL DISTRICT
 Accounting and Disbursements Division

PERIODIC CERTIFICATION DURING EXTRAORDINARY CIRCUMSTANCES

School/Office Name: _____

Program Name(s): _____ Program Code(s): _____

Cost Objective Name, if applicable: _____ [e.g., Title I Schoolwide plan (SWP)]

CHECK ONE ONLY	
<input type="checkbox"/> Periodic Certification Fiscal Year: _____ Period Covered: _____ (e.g. March 16 – June 30)	<input type="checkbox"/> Training, Occasional or Substitute Assignment Certification Fiscal Year: _____ Date(s) Worked: _____ Hour(s) Worked: _____ Description of Activity: _____ NOTE: If multiple employees from the same cost center attend a training, this certification could be completed as a cover sheet and the sign-in sheet and agenda could be attached. The sign-in sheet should include training description, funding source(s), employee name, employee number, signature, hours worked, and date(s) of training.
<p>I hereby certify that the individual(s) listed below have worked 100% of their time during the period/date(s) specified above under a single funding source (i.e. program code/s) or an approved single cost objective/activity. The Black Student Achievement Plan Final provides an overview and personnel roles and responsibilities.</p> <p>I hereby certify that this report is an after-the-fact determination of actual effort expended for the period/date(s) indicated.</p>	

Name

Position

Administrator with knowledge of the work performed by the employee(s):

 Name and Title

 Signature

 Date

BULLETIN NO. 2643.15
October 23, 2023

ATTACHMENT B7

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

PERIODIC CERTIFICATION DURING EXTRAORDINARY CIRCUMSTANCES

School/Office Name: _____

Program Name(s): _____ Program Code(s): _____

Cost Objective Name, if applicable: _____ [e.g., Title I Schoolwide plan (SWP)]

CHECK ONE ONLY	
<input type="checkbox"/> Periodic Certification Fiscal Year: _____ Period Covered: _____ (e.g. March 16 – June 30)	<input type="checkbox"/> Training, Occasional or Substitute Assignment Certification Fiscal Year: _____ Date(s) Worked: _____ Hour(s) Worked: _____ Description of Activity: _____ NOTE: If multiple employees from the same cost center attend a training, this certification could be completed as a cover sheet and the sign-in sheet and agenda could be attached. The sign-in sheet should include training description, funding source(s), employee name, employee number, signature, hours worked, and date(s) of training.
I hereby certify that the individual(s) listed below have worked 100% of their time during the period/date(s) specified above under a single funding source (i.e. program code/s) or an approved single cost objective/activity. The CSR teacher(s) provide direct services, plan and deliver appropriate instruction, provide direct instruction and intervention to address the targeted needs of specific students, and possess knowledge of the multi-tiered approach to instruction/problem-solving model that differentiates instruction for students not meeting grade-level standards.	
I hereby certify that this report is an after-the-fact determination of actual effort expended for the period/date(s) indicated.	

Name	Position
_____	_____
_____	_____

Administrator with knowledge of the work performed by the employee(s):

_____	_____	_____
Name & Title	Signature	Date

I hereby certify that the individual(s) listed (attach additional sheets as necessary) are Class Size Reduction (CSR) teachers assigned to different schools in grades 4 through 12 per the January 22, 2019 UTLA agreement ([Los Angeles Unified Reaches Agreement with UTLA \(01-22-19\)](#)).

_____	_____	_____
Name & Title (Budget)	Signature	Date

MULTI-FUNDED TIME REPORT*
*Activities and programs can be edited for specific needs.

Employee Name: _____ Class Code: _____ Month, Year: _____
Employee #: _____ Position: _____ School/Office: _____

Date:	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	PROGRAM 1: [ENTER PROGRAM NAME HERE]										[ENTER PROGRAM CODE HERE]														
# of Hrs																									
Activity # (s)																									
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	PROGRAM 2: [ENTER PROGRAM NAME HERE]										[ENTER PROGRAM CODE HERE]														
# of Hrs																									
Activity # (s)																									
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	PROGRAM 3: [ENTER PROGRAM NAME HERE]										[ENTER PROGRAM CODE HERE]														
# of Hrs																									
Activity # (s)																									
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	PROGRAM 4: [ENTER PROGRAM NAME HERE]										[ENTER PROGRAM CODE HERE]														
# of Hrs																									
Activity # (s)																									

***Categorical Program Funded Activities (1-18) :**

Check with Program Administrator for allowable program activities (based on Federal, State, and/or local requirements) and list below.

- | | |
|---------|----------|
| 1 _____ | 10 _____ |
| 2 _____ | 11 _____ |
| 3 _____ | 12 _____ |
| 4 _____ | 13 _____ |
| 5 _____ | 14 _____ |
| 6 _____ | 15 _____ |
| 7 _____ | 16 _____ |
| 8 _____ | 17 _____ |
| 9 _____ | 18 _____ |

***General Program Funded Activities (a-i):** Check with

Program Administrator for activities and list below.

- | |
|---------|
| a _____ |
| b _____ |
| c _____ |
| d _____ |
| e _____ |
| f _____ |
| g _____ |
| h _____ |
| i _____ |

Program Name	Program Code	# of Hours	%
Total			

Certification: I certify that the information recorded on this Daily Time Report is true and correct to the best of my knowledge.

Signature of Employee _____ Date: _____

Signature of Supervisor _____ Date: _____

MULTI-FUNDED TIME REPORT DURING EXTRAORDINARY CIRCUMSTANCES*
*Activities and programs can be edited for specific needs.

Employee Name: _____ Class Code: _____ Month, Year: _____
Employee #: _____ Position: _____ School/Office: _____

Date:	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	PROGRAM 1: [ENTER PROGRAM NAME HERE]										[ENTER PROGRAM CODE HERE]									
# of Hrs																				
Activity # (s)																				
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	PROGRAM 2: [ENTER PROGRAM NAME HERE]										[ENTER PROGRAM CODE HERE]									
# of Hrs																				
Activity # (s)																				
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	PROGRAM 3: [ENTER PROGRAM NAME HERE]										[ENTER PROGRAM CODE HERE]									
# of Hrs																				
Activity # (s)																				
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	PROGRAM 4: [ENTER PROGRAM NAME HERE]										[ENTER PROGRAM CODE HERE]									
# of Hrs																				
Activity # (s)																				

***Categorical Program Funded Activities (1-18) :**
Check with Program Administrator for allowable program activities (based on Federal, State, and/or local requirements) and list below.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____

- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____
- 17 _____
- 18 _____

***General Program Funded Activities (a-i):** Check with Program Administrator for activities and list below.

- a _____
- b _____
- c _____
- d _____
- e _____
- f _____
- g _____
- h _____
- i _____

Program Name	Program Code	# of Hours	%
Total			

Certification: I hereby certify that I was not able to work for the programs listed above or other programs during the period/date(s) specified above.
 I hereby certify that I was working with a different program during the period/date(s) specified above.
 If the second box is checked, timekeepers should enter payroll adjustments to reflect the appropriate program(s) served. If you have questions regarding funding for the appropriate program served, please contact Acctg-Controls@lausd.net.

I certify that the information recorded on this Daily Time Report is true and correct to the best of my knowledge.

Signature of Employee _____ Date: _____

Signature of Supervisor _____ Date: _____

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 October 23, 2023

Attachment D1

Federal/State Time Documentation Do's and Don'ts

PERIODIC CERTIFICATION		
Field	Don'ts	Do's
Period Covered	Although Periodic Certifications must be prepared at least every 6 months, <u>do not</u> indicate July – Dec or Jan – June, if the employee(s) was/were not compensated for the entire period.	Indicate only the months compensated. For example, if the employee was compensated from Aug 18 – Sep 15 at your location, and was then transferred to another location, indicate Aug – Sep only.
Name	When preparing a Periodic Certification, <u>do not</u> write "see attached" and attach the listing of Fed/State funded employees downloaded from MyLAUSD. <u>Do not</u> group employees funded from different programs on the same Periodic Certification.	Complete a Periodic Certification for each program. Group employees who are funded under the same federal or state categorical program on the same certification.
Position		There are cases where positions have different titles than the official title or what is listed in SAP/BTS. Indicate the official title in addition to the non-official title. For example, an employee who is a "ASMT, NONCLSRM, PREP" may also be called a Program Director – both "Director" and "ASMT, NONCLSRM, PREP" may be indicated to avoid confusion.
Program Codes	If filling out a Periodic Certification due to single cost objective, and listing multiple programs, it is not required to indicate the percentage of each programs that the employee is paid.	
Signature	<u>Do not</u> leave the form unsigned.	For a Periodic Certification, do have the responsible supervising official with full knowledge of the activities sign the form.
Date Signed	<u>Do not</u> leave the date blank. <u>Do not</u> date the certification early.	To determine whether the certification was prepared timely, date must be noted. Certification must be dated near the end of the period covered. For example, first semester certification can be dated the last day worked (Dec. 19) or end of the certification period (Dec. 31) or a few days after (Jan. 10), but no later than Jan. 31. The idea is to certify that the employee worked and was paid by the said program after-the-fact.

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 October 23, 2023

Attachment D2

Federal/State Time Documentation Do's and Don'ts

MULTI-FUNDED TIME REPORT (MFTR)		
Field	Don'ts	Do's
Programs	<u>Do not</u> leave the program(s) blank.	Do list all programs, regardless of the source. For example, if the employee is paid by S046 (Federal Fund) and 3027 (General Fund), indicate both programs, even though one of the programs is not Federal or State funds.
Hours	<u>Do not</u> reflect budgeted hours.	Do reflect actual hours.
Percentage	<u>Do not</u> leave the percentage(s) blank.	Do total the percentages. The percentages should add up to 100%.
Signature	<u>Do not</u> leave the form unsigned.	For a MFTR, do have the employee <u>and</u> responsible supervising official with full knowledge of the activities sign the form.
Date Signed	<u>Do not</u> leave the date blank. <u>Do not</u> date the certification early.	To determine whether the certification was prepared timely, date must be filled out. Certification must be dated near the end of the period covered. For example, pay period month October cannot be signed Oct. 1 (beginning of the month), but rather Oct. 31 (end of the month) or a few days after (Nov. 2). The idea is to certify that the employee worked and was paid by the said program after-the-fact.

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 October 23, 2023

ATTACHMENT E

LOS ANGELES UNIFIED SCHOOL DISTRICT
Overtime Request Form

REQUEST FOR PRE-APPROVAL TO WORK OVERTIME	
Name: _____	Employee #: _____
Requested Date(s) _____	Estimated Total Hours: _____
Reason for Overtime (Project/Activity): _____	
Overtime Charged to Fund: _____ Program Code: _____ Name of Program Code: _____	
<small>(If funding source is from a federal or state categorical program, activities performed must be an allowable cost.)</small>	
APPROVED BY: _____ Supervisor	Date: _____ Total Est. Hours Approved: _____

The information below is to be completed by the employee after prior approval has been obtained and overtime work is completed.

OVERTIME REPORT

Date(s) Worked: _____ Actual Hours Worked: _____

I hereby certify that the overtime worked was solely (100%) related to activities for the above program.

Employee's Signature _____ Date: _____

Approved By: _____ Date: _____
 Administrator

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ATTACHMENT F

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

ADMINISTRATOR ASSURANCES

Period Ending _____ Fiscal Year _____
(e.g. July-Dec, Jan-June)

School/Office _____

I hereby certify that I have obtained the appropriate supporting documentation, as outlined in this bulletin, for those employees who were paid using federal and/or state categorical funds. All necessary adjustments have been entered in the payroll system so that actual hours worked are properly reflected.

These documents have been retained by the time-reporter at my location and are available for review.

Administrator's Name

Administrator's Signature

Date

A copy of this signed assurance must be sent to your Region Administrator of Operations or Division Administrator by January 31st and July 31st of each fiscal year.

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October 23, 2023

ATTACHMENT G

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

REGION ADMINISTRATOR OF OPERATIONS /
DIVISION ADMINISTRATOR ASSURANCES

I hereby certify that:

I have received the Administrator Assurances form from each school within my Region or each office under my responsibility and that the appropriate supporting documentation as outlined in this bulletin has been obtained.

Region or Division Name

Region Administrator of Operations /
Division Administrator Name

Region Administrator or Operations /
Division Administrator Signature

Date

Please email a copy to Acctg-Controls@lausd.net or you may fax a copy of this signed assurance to the Accounting Controls and Oversight Branch at (213) 241-6829 and/or (213) 241-4810 by February 15th and August 15th of each fiscal year.

Appendix J: Mapping of Personnel Area to Bargaining Unit

<i>Personnel Area</i>	<i>Personnel Area Description</i>	<i>Affiliated Bargaining Union</i>
1AOX	AA-Safety (Detectives & Officers)	Los Angeles School Police Association
1APW	AA-Plant Security Aide Weekends	Los Angeles School Police Association
1APX	AA-Misc (Plant Security Aides)	Los Angeles School Police Association
1ASX	AA-School Safety Officers	Los Angeles School Police Association
1BXX	BB-Instructional Aides	SEIU - Local 99
1CXX	CC-Operations Support Svcs	SEIU - Local 99
1DLX	DD-Office, Technical OT Exempt	CSEA
1DPX	DD-Student Integration Helper	CSEA
1DTX	DD-TV Studio Assistant	CSEA
1DXX	DD-Office, Technical and Bus Svcs	CSEA
1EXX	EE-Skilled Crafts	LA/Orange Counties Building and Construction Trades Council
1GXX	GG-School Supervision Aides	SEIU - Local 99
1LAX	LL-Safety (Captain)	District Represented
1LJX	JJ-Classified Management (AALA)	AALA
1LMX	LL-Classified Management	District Represented
1LVX	VE-Executive Officer, Board of Education	Non-represented
1NAX	NN-Safety (Security Officer)	Non-represented
1NXX	NN-Classified Non-represented	Non-represented
1SAS	HH Supervising School Safety Officer	Los Angeles School Police Management Association
1SAX	HH-Safety (Lieutenants & Sergeants)	Los Angeles School Police Management Association
1SLL	SS-Classified Supervisory O/T Exempt	Teamsters Local Union 572
1SLX	SL-Classified Supervisory SDI Exempt	Teamsters Local Union 572
1SXX	SS-Classified Supervisory	Teamsters Local Union 572
1VAC	VS-Safety Chief of Police	District Represented
1VAD	VV-Safety Deputy Chief	District Represented
1VEX	VE-Classified Exec Management-JR	District Represented
1VJX	JJ-Classified Management (AALA) High	AALA
1VSX	VS-Classified Exec Management-SR	District Represented
1VVX	VV-Classified Exec Management	District Represented
1YLX	YL-Program Analyst IAU, Director of Budget & Financial Policy and Director of Ed. Policy	District Represented
1ZDX	ZD-Bargaining Unit D Confidential	District Represented
1ZLX	ZZ-Classified Confidential O/T Exempt	District Represented
1ZSX	ZS-Classified Confidential Supervisory	District Represented
1ZXX	ZZ-Classified Confidential	District Represented
2FDX	FF-Teacher Assistants (Degree)	SEIU - Local 99
2FNX	FF-Teacher Assistants (Non-Degree)	SEIU - Local 99
2MCX	MM-Certificated Contract Management	District Represented
2MEX	MM-Certificated Exec Management	District Represented
2MSX	MS-Certificated Management Supervisory	AALA
2MZX	MZ-Certificated Management Confidential	District Represented
2PXX	PP-Physician	District Represented
2USX	UU-Support services	UTLA
2UTA	UU-Teachers (Adult)	UTLA
2UTE	UU-Teachers (ECE)	UTLA

<i>2UTH</i>	<i>UU-Teachers (Home School)</i>	<i>UTLA</i>
<i>2UTK</i>	<i>UU-Teachers (K12/Sp Ed)</i>	<i>UTLA</i>
<i>3GXX</i>	<i>GG-Playground Aides</i>	<i>SEIU - Local 99</i>
<i>3NBP</i>	<i>NB-Playground Supervisors Non-represented</i>	<i>District Represented</i>
<i>3NBX</i>	<i>NB-Community Representatives</i>	<i>District Represented</i>
<i>3NMX</i>	<i>NP-Medical Experts</i>	<i>District Represented</i>
<i>3NPX</i>	<i>NN-Prof Experts</i>	<i>District Represented</i>
<i>3NSX</i>	<i>NN-Student Workers</i>	<i>District Represented</i>
<i>3NXX</i>	<i>NN-Unclassified Non-represented</i>	<i>District Represented</i>
<i>3YYX</i>	<i>YY-Board/Commission Member</i>	<i>Not a district employee</i>
<i>9NEC</i>	<i>Non Employee-Charter School</i>	<i>Not a district employee</i>
<i>9NEX</i>	<i>Non Employee</i>	<i>Not a district employee</i>
<i>9REC</i>	<i>Converted Retiree</i>	<i>Non-represented</i>

Appendix K: Designation of Holidays for Certificated Employees (California Education Code 44988)

(44988). Prior to July 1 of any school year, the governing board of any school district may designate other days during such year as the holidays to which certificated employees are entitled in lieu of the holidays on February 12 known as "Lincoln Day," the third Monday in February known as "Washington Day," the last Monday in May known as "Memorial Day," or November 11 known as "Veterans Day," provided that such designated days will provide for at least a three-day weekend. Certificated employees shall be required to work on the regular holiday, for which another day is designated pursuant to this section, and for work of eight hours or less, shall be paid compensation at their regular rate of pay. If any certificated employee would be entitled to the regular paid holiday but would not be in a paid status during any portion of the working day immediately preceding or succeeding the day so designated in lieu of such holiday and therefore would not be entitled to such day in lieu of the holiday, he or she shall be entitled to the regular holiday.

This section shall not be construed to authorize the maintenance of schools on holidays other than as provided in Article 3(commencing with Section 37220) of Chapter 2 of Part 22.

Appendix L: Designation of Holidays for Classified Employees (California Education Code 45205)

(45205). Prior to July 1 of any school year, the governing board of any school district may designate other days during such year as the holidays to which classified employees are entitled in lieu of the holidays on February 12 known as "Lincoln Day," the third Monday in February known as "Washington Day," the last Monday in May known as "Memorial Day," or November 11 known as "Veterans Day" as specified in Section 45203, provided that such designated days will provide for at least a three-day weekend. Classified employees shall be required to work on the regular holiday for which another day is designated pursuant to this section, and for work of eight hours or less, shall be paid compensation at their regular rate of pay. If any classified employee would be entitled to the regular paid holiday but would not be in a paid status during any portion of the working day immediately preceding or succeeding the day so designated in lieu of such holiday and therefore would not be entitled to such day in lieu of the holiday, he shall be entitled to the regular holiday; however, if he is required to work on such holiday, he shall be paid compensation at the rate of time and one-half of his regular rate of pay in addition to the regular pay received for the holiday.

This section shall not be construed to authorize the maintenance of schools on holidays other than as provided in Article 3 (commencing with Section 37220) of Chapter 2 of Part 22 of this division.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

Appendix M: Time Reporting and Time Approval Policy – (BUL-6638.2)



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE: Time Reporting and Time Approval Policy

NUMBER: BUL-6638.2

ISSUER: Pedro Salcido, Deputy Superintendent
Office of Deputy Superintendent, Business Services and Operations

David D. Hart, Chief Business Officer
Office of the Chief Business Officer

DATE: June 19, 2023

ROUTING
All Locations
Time Reporters
Time Approvers
Administrators

POLICY: This bulletin is to advise all time reporters, time approvers, and administrators of their payroll responsibilities. Principals have oversight responsibility to ensure school site time reporters are in compliance with payroll policies and procedures. Region Offices have oversight responsibilities to ensure school time approvers are in compliance with payroll policies and procedures.

Directors and Division level administrators have oversight responsibility to ensure non-school time reporters and non-school time approvers are in compliance with payroll policies and procedures.

The primary goal of the Payroll Administration Branch is to administer the payroll fiscal affairs of the District efficiently and to compensate employees for time worked in an accurate and timely manner in accordance with applicable laws and to maintain the required supporting documents and records.

The Deputy Superintendent’s Office has directed Payroll Administration that all employees are to be compensated in a timely manner. In order to follow this directive, it is critical that time reporters and time approvers follow the policies and procedures in this bulletin.

MAJOR CHANGES: This revision replaces Bulletin No. 6638.1 of the same subject issued on May 24, 2021. Payroll has outlined various supportive measures that will be taken to assist and prompt timekeepers and approvers to facilitate timely and accurate pay checks through adherence to payroll procedures. Continued non-compliance with payroll policies and procedures may result in progressive disciplinary action.



Adherence to the time reporting and time approval policies and procedures will ensure employees are compensated in a timely manner, increase efficiency, reduce errors, improve accountability, and facilitate compliance.

Non-compliance with the payroll policies and procedures can ultimately lead to revocation of SAP Payroll access as a time reporter or time approver.

Furthermore, Payroll Administration is directed to closely monitor and report all time reporters, time approvers, and locations that have not followed the payroll policies and procedures outlined below.

BACKGROUND: Salaries, wages, payroll taxes and associated benefits constitute a significant portion of the District's overall expenditures and are subject to regulations imposed by the Federal Government, various state governments, and other agencies. The District has an established payroll system and processes to promote compliance with all applicable regulations and with its own fiscal management responsibilities and objectives.

Payroll Administration has experienced high volumes of requests from employees that received partial pay or no pay as a result of late time reporting and time approval. Time reported and approved after the designated payroll cut-off dates has caused the District to pay thousands of dollars in penalty fees and caused either an underpayment or overpayment for employees. Finance and payroll audits have determined that the improper application of time entry and time approval procedures is the most common cause of the problem.

Time Management Status

All employees have a Time Management Status designation of either negative time-entry, "TMS 9" or positive time- entry "TMS 1". The Time Management Status indicates how the employee's time entries are reported.

Time Management Status 9, "TMS 9", denotes negative time reporting. A negative time entry employee has a work schedule rule assigned. Negative time reporting does not require the time reporter to manually report all hours worked. Time is automatically populated from the pre-designated work schedule through the process of time evaluation. The only time entries needed on the time sheet are exceptions/deviation to their work schedule (i.e. absences, additional time, funding changes, etc.) and are manually reported by the time reporter.



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Examples of negative time reported employees include regular Teachers, Principals, School Administrative Assistants, Food Service Managers, Accountants, and School Facilities Attendants.

Time Management Status 1, "TMS 1", denotes positive time reporting. Positive time entry employees have no specific work schedule assigned. Positive time reporting requires the time reporter to manually report all attendance codes, absence codes and wage types for all hours worked. Examples of positive time reported employees include Adult Ed Teachers, Food Service Workers, Teacher's Assistants, Library Aides, School Supervision Aides, and Education Aides.

A subset of employees that are positively time reported are those who DO NOT earn illness and/or vacation benefits. Examples of these employees include certificated, classified, and semi-monthly substitutes, professional experts, and at-will and relief employees assigned to temporary assignments.

Time Reporter Responsibilities

Below is a list of time reporter guidelines that must be followed in order to ensure compliance. Principals and District administrators have oversight responsibility over time reporters to ensure that the guidelines are being followed.

1. Register for the Payroll Basics Online Revised training program in My Professional Learning Network (MyPLN).
2. Complete each of the training modules and the two assessments that are part of the Payroll Basics Online Revised training program.
3. Time report all employees on a weekly basis. Time entries must be entered every Friday by 6:00 PM.
4. Accurately time report all employees by the 6:00 PM cut-off deadline for each payroll area: Classified (CL), Certificated (CE), and Semi-Monthly (SM) per the established payroll calendar.
5. All Payroll timecards/timesheets, must be signed and dated by both employee and supervisor by the payroll cut-off deadline for each



LOS ANGELES UNIFIED SCHOOL DISTRICT
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payroll area: Certificated (CE), Classified (CL), Semi-Monthly (SM) and no later than one week after the end of each month.

6. Be in possession of a completed and approved Certification of Absence Form (60. ILL or 60.NON-ILL, revised 9/14/2020) for each absence prior to reporting.
7. Designate a back-up time reporter that is available to fulfill the duties of the time reporter at all times.
8. The Time Sheet must indicate the correct time adjustment for any TMS 9 (negative time reported) employee that has not worked on an assigned day according to their work schedule.
9. Report positive time reported employees "TMS 1" who do not earn illness and/or vacation benefits and/or do not follow a regular work schedule (X Basis) through the payroll cut-off date only. Any work scheduled after the cut-off date for these employees must be reported after the time is worked. Pay for time reported after the payroll cut-off date will be accounted for and processed during the next regular off-cycle or payroll run.
10. Report positive time reported employees "TMS 1" who earn illness and/or vacation benefits and who follow a regular work schedule for work to be performed and/or scheduled approved absences through the end of the pay period.
11. Report non-core/additional hours (overtime, Z time, SAXB, replacement time, relief time, etc.) that are worked through the payroll cut-off date only. Make certain that corresponding preapproval and supporting documents are on file. Any noncore/additional hours scheduled after the cut-off date must be reported after the time is worked. Pay for time reported after the payroll cut-off date will be accounted for and processed during the next regular off-cycle or payroll run.
12. Enter differentials and mileage only when incurred.
13. Do not anticipate time beyond the current pay period per the established payroll calendar. Do not time report in advance for

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POLICY BULLETIN

employees that DO NOT earn illness and/or vacation benefits, and/or that DO NOT follow a regular work schedule, even in the current pay period.

14. Report time using the Employee List by Cost Center Report (ZTMEMPLIST) to ensure all employees listed are currently at the location and are time reported properly. Contact your Human Resources Specialist or Assignment Technician if there are employees listed but are no longer assigned to your location.
15. Run/generate the report option Reported Hours vs. Planned Hours for TMS 1 in Time Reconciliation by Cost Center (ZTIMERECON_SCHOOL) before time is approved to identify TMS 1 employees with differences between hours reported and planned hours.
16. Run/generate the report option Time in CATS Not Yet Approved in Time Reconciliation by Cost Center (ZTIMERECON_SCHOOL) immediately after approval to confirm that all time entries have been approved.
17. Ensure that the employee's timecard reflects the benefit reported, such as illness, personal necessity, kin care, vacation, etc.
18. Make certain that supporting documents are on file for every absence such as Certification of Absence Forms, Physician Statements or Family Medical Leave Act (FMLA) Certification of Health Care Provider if FMLA/California Family Rights Act (CFRA) protection is requested.
19. Confirm that the timecard used corresponds with the assigned basis and work schedule for each employee.
20. Verify that employees are signing in and out or initialing on a daily basis. Hourly employees such as classified employees should sign in and out.
21. Manage and maintain the pre-designated monthly calendar for each employee.



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22. Review and audit reported time regularly to ensure compliance with time keeping policies.
23. Review and refer to policy bulletins, memorandums, reference guides, job aids, and email blasts for information, clarification, and training.

Time Approver Responsibilities

Below is a list of time approver guidelines that must be followed in order to ensure compliance. Region Offices and Division administrators have oversight responsibility over administrators to ensure that the guidelines are being followed.

1. View the [How to Approve Time Reported](#) training video on the Payroll Administration website.
2. Review and approve all employees by the cut-off deadline for each payroll area: Classified (CL), Certificated (CE), and Semi-Monthly (SM).
3. Approve time entries on a weekly basis. Time entries should be approved every Friday by 6:00 PM.
4. Time approve all employees by 6:00 P.M. on the cut-off deadline for each payroll area and Scheduled Off-Cycles per the established payroll calendar.
5. Have an Illness (60. ILL) or Non-Illness (60. NON-ILL, revised 9/14/2020) Certification Form for every employee reported as absent.
6. Approve or deny Certification of Absence Forms (60. ILL or 60. NON-ILL, revised 9/14/2020) for each pay period and return to the time reporter.
7. Approve or deny requests for non-core/additional hours and mileage (Overtime, Z-time, SAXB, SACL, replacement time, relief time, etc.) for each pay period and return to the time reporter on a weekly basis. Make certain that corresponding pre-approval and supporting documents are on file.



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8. Run/generate the report option Time in CATS Not Yet Approved in Time Reconciliation by Cost Center (ZTIMERECON_SCHOOL) immediately after approval to confirm that all time entries have been approved.
9. Designate a back-up time approver that is available to fulfill the duties of the time approver at all times.
10. Contact your Region Office or Division designee time approver for assistance in the event the principal, site administrator, or the backup is unavailable to approve the time entries by the cut-off deadline.

Payroll Administration is directed to monitor the following activities to ensure compliance with payroll policies and procedures so that employees can be paid timely and accurately on their assigned payroll pay date.

- a) Time is reported and approved by the cut-off deadline.
- b) Time is reported and approved weekly by 6:00 P.M. every Friday.
- c) The frequency of checks requested outside of normal payroll runs.
- d) Anticipation of time.

Payroll Administration staff will contact any time reporter or time approver who appears on the reports listed above for noncompliance with time reporting and time approving policies. The Region Administrator or its designee or Division Chief will also be notified of employees that are non-compliant. Once time reporters and time approvers have incurred the 4th level for noncompliance within a fiscal year, it may result in written notification and revocation of their SAP Payroll access.



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Payroll Administration is directed to implement the following plan to address the time reporter's and time approver's failure to comply with the procedures mentioned in this bulletin.

COMPLIANCE AND SUPPORT PLAN	
1st Level	Contact the time reporter and/or time approver via email regarding failure to comply with the policy bulletin.
	Provide available resources and payroll guidance.
2nd Level	Send non-compliance notification to the time reporter, time approver, and Region Administrator or District management staff.
	Time Reporter/Time Approver will be required to review the policy bulletin and Payroll check list. Completion of Bulletin-6638.2, Time Reporting and Time Approval Policy Acknowledgement document required.
3rd Level	Send non-compliance notification to the Region Administrator or District management staff regarding continual failure to comply with the policy bulletin.
	Address time reporting and time approving areas of concern.
4th Level	Region Administrator or Division Chief or Designee to address noncompliance issues with principal or director and to support their respective schools and cost centers per the established process. May result in revocation of SAP Payroll access.

All administrators are responsible for ensuring that the proper time reporting and time approval policies and procedures are implemented immediately at their school site or work locations. Failure to follow this administrative directive may lead to disciplinary action such as, but not limited to, a Notice of Unsatisfactory Acts(s), Notice of Unsatisfactory Service, and/or Suspension and/or dismissal.

AUTHORITY: This is a policy of the Los Angeles Unified School District.
Fair Labor Standards Act
California Labor Law
California Education Code
Employment Development Department State of California
Internal Revenue Service



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RELATED RESOURCES: Payroll Administration website – <https://www.lausd.org/payroll>
 Payroll Calendars/Time Cards – <https://www.lausd.org/Page/19181>
 Payroll Concepts Manual – <https://www.lausd.org/payroll>
 Payroll Training Videos – <https://www.lausd.org/Page/13593>
 Payroll Job Aids – <https://www.lausd.org/Page/14219>
 BUL-5996.1, Overtime Policy and Form – <https://www.lausd.org/Page/14220>
 BUL-101500.1, Extra Duty Pay for Certificated Administrators Policy – https://my.lausd.net/webcenter/portal/LAUSD/pages_documents
 BUL-117100.0, Guidelines for Extra Duty Pay for Classified Administrators – https://my.lausd.net/webcenter/portal/LAUSD/pages_documents
 My Professional Learning Network – https://www.lausd.org/cms/lib/CA01000043/Centricity/domain/644/mypln_login/

ASSISTANCE: For assistance, please contact Payroll Customer Services at (213) 241-2570, Monday thru Friday, 8:00 AM – 4:00 PM or via email at payrollsupport@lausd.net.

Each Region Office has the ability to support their schools by time reporting and time approval for any school site within their respective geographic area. For assistance with designating back-up time approvers/reporters issues, please contact your Region Office.

North	(818) 252-5400
South	(310) 354-3515
East	(323) 224-3100
West	(310) 914-2102

For non-school sites, each Division has the ability to support their cost centers by time reporting and time approval. For assistance, please contact your division office.

For assistance with calendar or assignment issues, please contact Certificated Assignments at (213) 241-5300, Classified Assignments at (213) 241-6300 or Certificated Administrative Assignments at (213) 241-6365.

For assistance with contract or disciplinary matters, please contact the Office of Staff Relations at (213) 241-6056.

For assistance with any bargaining unit agreement questions, please contact the Office of Labor Relations at (213) 241-8322.

Appendix N: Elimination of Advance Reporting of Hours, Mileage and Differential Pay (BUL-6053.1)



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE:	Elimination of Advance Reporting of Hours, Mileage and Differential Pay	ROUTING All Schools and Offices
NUMBER:	BUL-6053.1	
ISSUER:	Michelle King, Superintendent of Schools Alma Peña-Sanchez, Chief of Staff	
DATE:	January 9, 2017	
PURPOSE:	The purpose of this Bulletin is to bring awareness to the elimination of advance time reporting of hours for LAUSD employees and request your adherence in addressing this important issue with your timekeepers. Non-compliance may result in progressive disciplinary action.	
MAJOR CHANGES:	This revision replaces and supersedes BUL-6053.0 issued on May 2, 2013.	
BACKGROUND:	Trend and analysis of payroll data showed that a great amount of an employee’s overpayment is caused by advanced reporting of their time and other supplemental pay including mileage and differentials beyond the current pay period. This causes an increase in administrative costs to recoup the overpayment. It is the District’s goal to continuously lessen these overpayments. Hence, the practice of advanced reporting of time, mileage and differentials beyond the current pay period should be discontinued.	
GUIDELINES:	Time keepers must ensure that all employees’ time is accurately submitted for their respective work locations by the payroll cut-off date. The office and school administrators are responsible for ensuring that the following are accomplished: <ul style="list-style-type: none"> • All employees’ time MUST be carefully reviewed and certified by the payroll cut-off dates and times. • Advanced reporting of hours beyond the current pay period is not an acceptable practice and should not be done. • All differential pay as well as mileage MUST NOT be reported in advance. Approved differentials and mileage must be reported only when incurred. • Review and audit the time regularly to ensure compliance with the policy. 	



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- Do not time report in advance for employees that DO NOT earn illness and/or vacation benefits, and/or that DO NOT follow a regular work schedule, even in the current pay period (Attachment A).

Payroll Administration Branch, in conjunction with the Local Districts and the Administrators of Operations, will provide important information to you on training sessions and materials that will be available for educating your timekeeper(s) on the District's policies related to advanced time reporting of hours. It will be important for your timekeepers to attend the sessions and/or review the materials carefully.

We are directing all administrators to ensure that the proper timekeeping procedures are followed and that all advance reporting beyond the current period is discontinued immediately at their school site or work locations. The advanced reporting of hours, mileage and differentials will be carefully monitored. Failure to follow this administrative directive may lead to disciplinary action such as, but not limited to, a Notice of Unsatisfactory Act(s), Notice of Unsatisfactory Service, and/or Suspension and/or dismissal.

AUTHORITY: This is a policy issued from the Office of the Superintendent.

RELATED RESOURCES: BUL-6638.0, *Time Reporting and Time Approval Policy*, dated April 4, 2016.
Attachment A - Time Management Status

ASSISTANCE: For assistance or further information please contact the Payroll Customer Services at (213) 241-2570.

For assistance with contract or disciplinary matters, please contact the Office of Staff Relations at (213) 241-6056.

For assistance with any bargaining unit agreement questions, please contact the Office of Labor Relations at (213) 241-8322.

For assistance with calendar or assignment issues, please contact Certificated Assignments and Support Services at (213) 241-5100, Classified Employment Services at (213) 241-6300 or Certificated Administrative Assignments at (213) 241-6365.



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ATTACHMENT A

Time Management Status (TMS)

Payroll Area	TMS	Description
Classified/Semi-Monthly	Positive (TMS 1)	All assignments less than 7 hours per day.
Classified/Semi-Monthly	Positive (TMS 1)	All substitutes, provisional, temporary and summer assignments (X Basis).
Classified/Semi-Monthly/ Certificated	Positive (TMS 1)	All unclassified assignments, including Teacher Assistants and School Supervision Aides.
Certificated	Positive (TMS 1)	K-12 teachers and support services assigned to flexible schedules (60%, 80%), split assignments or assigned less than 6 hours per day.
Certificated	Positive (TMS 1)	Early Childhood Education assignments less than 8 hours per day.
Certificated	Positive (TMS 1)	All Adult Education assignments.
Certificated	Positive (TMS 1)	Administrators, contract management and confidential assignments less than 8 hours per day.
Classified/Semi-Monthly/ Certificated	Positive (TMS 1)	All employees on an approved leave of absence
Classified/Semi-Monthly	Negative (TMS 9)	All assignments 7 hours per day or more.
Certificated	Negative (TMS 9)	K-12 teachers and support services 6 hours per day.
Certificated	Negative (TMS 9)	Administrators, contract management and confidential assignments 8 hours per day.



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Time Management Status (TMS) *Effective February 16, 2016, time keepers are restricted from time reporting beyond the current date for Personnel Areas 1BXX, 1CXX, 3GXX, 2FDX, and 2FNX

Employee Subgroup	Employee Subgroup Description
S1	Substitutes
T1	Temporary
Z1	Return Retiree
Z2	Return Retiree (Exempt)

Appendix O: Longevity Salary Increment (PC Rule 580)

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSIONLAW AND RULES580
June 13, 2019

580 LONGEVITY SALARY INCREMENTS

- A. Regular non-management employees serving in classes and positions designated by the Board, Superintendent, or Superintendent's designee, as being eligible for longevity salary increments shall be paid longevity salary increments after completing the required years of District classified service as follows:

Non-Management Increment

<u>Years</u>	<u>Per Hour</u>
after 10	\$.15625
after 15	\$.18750
after 20	\$.21875
after 25	\$.25000
after 30	\$.28125

- B. Regular management employees serving in classes and positions designated by the Board, Superintendent, or Superintendent's designee, as being eligible for longevity salary increments shall be paid longevity salary increments after completing the required years of District classified service as follows:

Management Increment

<u>Years</u>	<u>Per Pay Period</u>
after 10	\$40
after 15	\$55
after 20	\$70

- C. For the purpose of this Rule, a year of service is a 12-month period of time starting from the first date an employee is assigned in regular status. In order to be credited with a year of service, an employee must have been in regular paid status for 130 days. Only regular time spent in either the Classified or Certificated Service shall count toward years of service.
- D. A longevity salary increment shall become effective on the first day of the fiscal year following completion of the qualifying number of years of service.

CHANGE:

Rule amended to reflect the agreement with AALA and LAUSD, adopted April 23, 2019, which shall also apply to District-represented classified management employees.

Remove: (Reissue) September 18, 2017, page 1 of 2. and 2 of 2. Add: June 13, 2019.

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LAW AND RULES

June 26, 2017

- E. Time served prior to a break in service shall not be counted toward years of service unless the employee is reinstated in accordance with Rule 771 or reemployed in accordance with Rule 740, in regular status.
- F. Longevity salary increments shall be part of an employee's base salary for the purpose of computing overtime.
- G. Individual employees are responsible for monitoring their eligibility for a longevity salary increment. Failure to do so does not constitute a waiver of the employee's right to receive a longevity salary increment, up to three year rights to recovery.

CHANGE:

Rule amended to implement a two-step salary increment for District represented management and modifications.

Remove: (Reissue) September 28, 2015, page 1 of 2. and 2 of 2. Add: June 26, 2017.

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Appendix P: Voluntary Deductions Schedule

Voluntary Deductions Schedule									
TYPE	WAGE TYPES	3PR	SAP GL ACCT.	VENDOR NAME	FREQUENCY	PAY DATE			
		VENDOR #				CALENDAR YEAR	SM (23rd)	SM (8th)	CL
① Bargaining Units	6020, 800(1,3) B, C, F, G	9500052	962021	LOCAL 99 Dues/ Agency Fee [B-C-F-G]	each applicable pay	x	x	x	x
	6021	9500052	962021	LOCAL 99 Premium	12 times per yr.	x		x	x
	6065, 6066, 800(1) J-M	9500030	962021	AALA Dues/ Agency Fee	12 times per yr.	x		x	x
	6025, 6026, 800(1)U	9500074	962021	UTLA	12 times per yr.	x		x	x
	6035, 6036, 6037, 800(1)D	9500076	962021	CSEA Dues/Agency Fee	10 times per yr.	x		x	
	6040, 6041, 800(1)E	9500056	962021	LA BDG & TRADE Dues/Agency Fee	12 times per yr.	x		x	
	6110, 8005, 8015	9500064	962021	TEAMSTERS Dues/Agency Fee	12 times per yr.	x		x	
	6070, 6071, 800(1)A	9500105	962021	PEACE OFFICER ASSN Dues/Agency Fee	12 times per yr.	x		x	
	800H	9500019	962021	LA SCHOOL POLICE ASSOC. / Agency Fee	12 times per yr.	x		x	
	① 3rd PARTY VENDORS	6000	9500049	962021	HORACE MANN INS (EDUCATORS LIFE INS)	12 times per yr.	x		x
6005		9500036	962021	CA. ASSOC. SCHOOL PSYCHOLOGIST	10 times per yr.	x			x
6010		9500063	962021	SO CALIFORNIA SOCIAL SCIENCE ASSOC.	10 times per yr.	x			x
6015		9500035	962021	AEOE (Bulger, Lenardson & Assoc, Inc.)	10(SM)/10(CL,CE) times per yr.	x		x	x
6030		9500031	962021	ASSOC. CA SCHOOL ADMINISTRATORS	12 times per yr.	x		x	x
6045		9500041	962021	COUNCIL OF BLACK ADMINISTRATORS	10 times per yr.	x		x	x
6050		9500044	962021	EDUCARE c/o ELLIE TOSTADO SECT.	10 times per yr.	x			x
6060		9500077	962021	COUNCIL of MEXICAN AMERICAN ADMIN.	10 times per yr.	x		x	x
6075		9500032	962021	ASSOC of MEXICAN AMERICAN EDUCATORS	* times per yr.	x		x	x
6080, 834U		9500067	962021	THE UCLA FOUNDTN	12 times per yr.	x			x
6090		9500046	962021	FRIENDS OF THE SCHOOL OF EDUC. - CSULA	10 times per yr.	x			x
6095		9500025	962021	ALLIANCE OF ASIAN/PACIFIC ADMIN.	10 times per yr.	x		x	x
6100		9500037	962021	CA COUNCIL FOR ADULT EDUCATION	10 times per yr.	x		x	x
6115		9500053	962021	LA CITY ELEM. SCH. MUSIC ASSOC. -LACESMA	10 times per yr.	x		x	x
② Credit Unions		9000	9500045	962021	FIRST FINANCIAL FEDERAL CREDIT UNION	20-24 (SM), 10-12 (CL,CE) per yr.*	x	x	x
	9005	9500020	962021	LACSE - FEDERAL CREDIT UNION	20-24 (SM), 10-12 (CL,CE) per yr.*	x	x	x	x
	9014	9500123	962021	SCHOOLS FIRST FEDERAL CREDIT UNION	20-24 (SM), 10-12 (CL,CE) per yr.*	x	x	x	x
	9015	9500079	962021	THE CALIFORNIA CREDIT UNION	20-24 (SM), 10-12 (CL,CE) per yr.*	x	x	x	x

③ Charitable Contributions	810D, 810U, 9200	9500070	962021	UNITED CRUSADE/UNITED WAY	12 times per yr.	x	x	x	x
	9205	9500018	962021	BROTHERHOOD CRUSADE	12 times per yr.	x	x	x	x
	9210, 803D, 803U	9500072	962021	UNITED NEGRO COLLEGE FUND	12 times per yr.	x	x	x	x
	9215	9500034	962021	AUXILIARY SERVICES TRUST FUND	12 times per yr.	x	x	x	x
	9220	9500029	962021	ASIAN PACIFIC COMMUNITY FUND	12 times per yr.	x	x	x	x
	9230	9500043	962021	EARTH SHARE OF CALIFORNIA	12 times per yr.	x	x	x	x
	9245	9500078	962021	LA TRUST FOR CHILDRENS HEALTH	12 times per yr.	x	x	x	x
	9250	9500071	962021	UNITED LATINO FUND	12 times per yr.	x	x	x	x
	9270	9500050	962021	KATHRYN L. KURKA CHILDREN'S HLTH FUND	12 times per yr.	x	x	x	x
	9275	9500073	962021	UNITED TEACHERS EDUC. FOUNDATION	12 times per yr.	x	x	x	x
④ Tax Shelter Annuities - TSA	2103, 2123	9500126	962021	403B WELLS FARGO TSA	24(SM) / 12(CL,CE) per yr.*	x	x	x	x
	2113, 2123, 2117	9500127	962021	457B VOYA	24(SM) / 12(CL,CE) per yr.*	x	x	x	x
	2116	9500129	962090	457B ROTH	24(SM) / 12(CL,CE) per yr.*	x	x	x	x
⑤ Flexible Spending	397E, (381E)	9500003	962021	DEPENDENT CARE FLEX	24 (SM) / 12(CL,CE) times per yr.	x	x	x	x
	398E, (382E)	9500003	962021	HEALTH CARE FLEX	24 (SM) / 12(CL,CE) times per yr.	x	x	x	x
						<i>* Deduction frequency determined by employee</i>			

Appendix Q: District Policy for Travel and Attendance at Conferences, Conventions, or Meetings (BUL-5525.4)



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE:	District Policy for Travel and Conference Attendance	ROUTING All Employees All Locations
NUMBER:	BUL-5525.4	
ISSUER:	Matthew Friedman Interim Chief Procurement Officer Procurement Services Division	
DATE:	April 7, 2025	
POLICY:	This bulletin provides the updated policy for District-authorized travel. For the purposes of this document: <ul style="list-style-type: none"> “Travel,” “event,” “conference,” and “trip” are used interchangeably to represent all official travel, including, but not limited to, conferences, seminars, meetings, and trainings. “Administrator” refers to principals and District office Administrators. “Concur” refers to the SAP Concur Travel System used to enter all District employee travel. “Worksite” refers to an employee’s work location whether it be a District school or office. 	
MAJOR CHANGES:	This bulletin replaces BUL-5525.3 and is updated as policy changes. <ul style="list-style-type: none"> The SAP Concur Travel System is the system used for entering all employee travel requests. District employees may access the Concur travel module via the Employee Self-Service website. School/Office Administrator approval is required for all travel. Final approval will depend on the type of travel (e.g., local, out of state, etc.). Travel freeze approval (when required) will be processed through Concur; additional time and documentation are required when a travel freeze is in effect. Airfare and hotel accommodations can be booked in Concur after the travel request is in “Approved” status in Concur. Administrators should designate at least one (1) Site Travel Specialist (STS) to assist with entering travel in Concur on behalf of employees and securing funding. The STS should have access to the appropriate cost centers within their worksite. By default, the STS will only have access to employees within the same cost center he/she reports to. Contact the Procurement Travel Desk if additional access is needed. Refer to the “Assistance” section of this bulletin for more information. Employees may also enter their own trip request into Concur. For a 	



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step-by-step overview see *Attachment A – Employee Travel Process Overview* for more information or visit the [Travel & Conference](#) section of the [Procurement Services Division \(PSD\)](#) website for other resources such as Job Aids.

- The paper-based travel request and approval (i.e., Form 10.12.1) is no longer required/accepted. The approval process for schools and offices will be based on workflow approval within Concur.
- The maximum hotel rate per night has been increased to \$400/per night.
- Employees may receive reimbursement for tips related to allowable transportation (e.g., Taxi, Uber, Lyft) incurred while on District approved travel for up to 10% of the tippable receipt.
- Travel request submission deadlines have changed. A travel request must be in the Travel Desk's queue in Concur with all the required documents **at least 30 calendar days** prior to the event for local and in-state travel, and **at least 45 calendar days** prior to the event for out-of-state and international travel.
- Travel expense reports must be submitted in Concur **within 45 days of the trip end date**. After 45 days, open trips will be automatically closed by the Concur system and encumbrances will be released. After the trip is closed, any outstanding reimbursement claim will require submission of a "Retro Expense Report" in Concur (see "Reimbursement" section for more information).
- The District will cover travel expenses for employees traveling directly from their current location (outside Los Angeles) to a District approved travel destination, provided the cost does not exceed the equivalent fare from Los Angeles. If the cost is higher, the employee is responsible for the difference.
- Fieldtrip chaperones are not required to submit a trip request in Concur. However, if reimbursement is required and approved by the administrator, the District employee must submit a "Retro Expense Report" post fieldtrip (see "Reimbursement" section for more information).

PURPOSE:

The purpose of this bulletin is to inform all District employees of the most up-to-date policy for District-authorized travel.

It is at the Administrator's discretion to impose more restrictive procedures for additional administrative control or budgetary reasons.

NOTE: This bulletin does not address travel for students or parents. For student travel, refer to [REF-2111.1 – Field Trips Handbook & Revised](#)



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Procedures. For the policy on parent travel, please refer to [BUL-6748.2 – Parent Conference Attendance](#).

BACKGROUND: This bulletin addresses the changes in the District’s travel process and policy due to the release of Concur in 2024.

GUIDELINES: **I. PRIOR TO TRAVEL**

A. Strategic Travel

Employees must ensure all District travel to any event is necessary, appropriate, and aligned with the Superintendent’s Strategic Goals. Per Board Rules, the attendance must benefit the District through the achievement of the following outcomes:

1. Attendance leads directly to the professional or technical growth of the individual and to the improvement of District programs.
2. Attendance is important to the interests and welfare of the District.
3. Attendance leads directly to the improvement of efficiency in the operations of the District.
4. Attendance leads directly to the expansion and improvement of the District’s resources.

B. Planning

Per Board Rules, if multiple employees request to travel to the same event, the Administrator must ensure there is no unnecessary duplication of participation by District personnel. The attendance of employees must not seriously impair the capacity of the District to function effectively. Therefore, the absence of an employee due to travel should be minimized to have the least amount of impact on the employee’s work assignment or worksite business operations. Travel is only allowed one day prior and one day following the date of the event. Employees are personally responsible for expenses or any applicable vacation time for additional days beyond those required for District approved travel. District funds may not be used to cover expenses related to personal travel, lodging or food. This includes travel expenses paid for by a third party.

When an event is offered in multiple locations, the employee should attend the one closest to their worksite. For example, if an event is offered in Anaheim and San Diego, the selected location should be Anaheim.



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The selection of trip itineraries and hotel reservation should be cost-effective and the most economical option. Hotel expenses must not exceed \$400 per night, including related taxes and fees. The airfare should be coach. Upgrades to seats, standby service and priority boarding are not permitted.

Employees are responsible for excess costs and expenses incurred for personal selection or preferences beyond those listed in this bulletin. The traveler runs the risk of not receiving reimbursement if the policies in this bulletin are not followed.

C. Funding Considerations

It is the responsibility of the requesting school or District office Administrator to ensure appropriate use of funding and that guidelines regarding specially funded programs are followed.

Only appropriate funding lines and allocations are to be used for expenditures related to travel. Adequate funding in the correct program and general ledger (GL) account (520002 Travel/Conference Attendance) must be available at the time of entry into Concur.

Employees should confirm the spending limit and fund availability for travel with their worksite fiscal specialist or approving Administrator, prior to submitting a travel request in Concur.

Further, if travel is being paid for by a third party, which may include vendors, non-profit 501(c)(3)'s or educational institutions, please contact the Ethics Office prior to submitting a documented request. Email requests for assistance may be submitted to AskEthics@lausd.net with all details available related to the travel payment [e.g., name and title of employee(s) traveling, purpose of travel, source of funding, travel expenses covered, date(s) and location of travel, employee participation during travel engagement (speaker, presenter, etc.)]. The Ethics Office will require five (5) business days to complete the review.

D. Estimates and Supporting Documentation

To submit a travel request in Concur, provide an estimate of all expected travel expenses. For travel mileage using a personal car, attach a Google Map print out showing the distance from the traveler's worksite to the event location (see [BUL-6873.0 – Business Mileage Reimbursement](#) for more information). For meetings, an



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email invitation will suffice. Only allowable expenses as indicated in *Attachment B – Allowable Expenditures and Reimbursement Documentation* will be eligible for reimbursement. All other travel expenses will be the responsibility of the traveler.

For schools/offices using Title I funds (7S046, 7T691), supporting documentation must include a copy of the school's approved School Plan for Student Achievement (SPSA) pages. These pages should list the conference and show the budget aligned to staff conference travel.

E. Determine Payment Methods

Schools and District offices must use appropriate payment methods as authorized by the District. The list of prepaid expense types and acceptable payment methods is provided in *Attachment C – Prepaid Expense Types and Payment Methods*.

Payment methods or “Payment Type” are required to be entered in Concur. If the traveler selects “self-paid” and request reimbursement, a District credit card may not be used.

F. Per Diem

Per diem is an allowance paid to employees to cover expenses for meals incurred while on District approved travel. The District allows per diem payments if the travel location is 30 miles or more from an employee’s worksite and lunch or dinner is not provided at the event. Per diem is not allowed for personal extended stays that are not part of the District approved travel.

TRAVEL/TRIP INFORMATION FROM WORKSITE	PER DIEM AMOUNT/RATE
Less than 30 miles each way	\$0/no per diem
30 miles or more each way AND...	
leaving before noon, meal is not provided	\$90/full day
leaving after noon, meal is not provided	\$45/half day
returning after noon, meal is not provided	\$90/full day
returning before noon, meal is not provided	\$45/half day



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G. Timeline

A travel request must be in the Travel Desk's queue in Concur with all the required documents **at least 30 calendar days** prior to the event for local and in-state travel, and **at least 45 calendar days** prior to the event for out-of-state and international travel. Travel requests with missing or incorrect information will be rejected and the approval workflow will be reset. Travel requests that are not submitted within the timelines will not have sufficient time to be approved and will be rejected. If the travel freeze is in place, travel requests will include an extended submission timeline.

H. Requesting Approval

Travel requests must be in "Approved" status in Concur before making any travel arrangements/purchases. An employee's trip information should be entered into and approved in Concur prior to the event.

I. Combined Business and Personal Travel

Employees attending a District approved conference may elect to extend their trip to include a personal leg of travel prior or after the official travel subject to the items outlined below. The District assumes no liability or responsibility for personal travel.

1. Prior to booking, an employee must obtain approval via the process provided herein.
2. Employees are personally responsible for expenses or any applicable vacation time for additional days beyond those required for District approved travel. Airfare reimbursement is capped at the cost of a round-trip flight between Los Angeles and the business travel location. Any additional expenses are the employee's responsibility. A comparative roundtrip airfare quote is required.
3. Any personal travel must not interfere with the business purpose related to the conference or meeting.

II. AFTER TRAVEL/AFTER ATTENDING AN EVENT

A. After the Trip

Upon returning from an event/trip, the traveler must take steps to ensure that the trip can be closed and settled in Concur. The traveler should gather any receipts from "self-paid" purchases and District pre-paid expenses paid with a District credit card, Imprest or Purchase Order (PO) and upload them to Concur. Proof of



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attendance must be included along with all receipts (e.g., PowerPoint presentation, Sign-in with traveler's name, ID badge, Confirmation email).

Schools and District offices should ensure that expenses paid with a District credit card, Imprest or Purchase Order (PO) are reconciled in SAP appropriately. All travel expenses are to be reconciled to GL account 520002 Travel/Conference Attendance.

Travel accommodation booked in Concur (airfare and hotel) will be paid for with the virtual card. After the trip takes place, the STS or Traveler will have to submit an expense report to reconcile the purchases in the travel request and to reimburse the traveler.

Any travel cost paid with a PO must have a goods receipt entered in SAP upon returning from the event. Any District credit card transaction must be reconciled with a receipt and travel request approval by the 21st of the following month.

Per Board Rule 1503, if the school or District office Administrator requires it, the traveler should prepare a written or oral report of the event attended.

B. Reimbursement

As stated in Board Rule 1500, "approved reimbursable expenses incurred during attendance at conferences, conventions, and meetings may be reimbursed not exceeding District limits, with proper documentation of such expenses (as authorized in District bulletins)." This means District employees are only eligible for reimbursement if they obtain approval prior to travel for "self-paid" travel expenses. All requests for reimbursements must follow District-approved guidelines and receive authorization from the Administrator before processing payment.

Approved travel requests must be closed by creating an expense report in Concur. Travel expense reports must be submitted in Concur **within 45 days of the trip end date**. After 45 days, open trips will be automatically closed by the Concur system and encumbrances will be released. When closed, any outstanding reimbursement claim will require submission of a "Retro Expense Report" in Concur along with all pertinent receipts/attachments.

Only approved expenditures detailed on the expense report in Concur will be reimbursed; refer to *Attachment B – Allowable*



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Expenditures and Reimbursement Documentation. “Self-paid” expenditures submitted for reimbursement in Concur will be reimbursed through the employee’s payroll process.

Traveling and incurring expenses without prior approval in Concur is against District policy. Any payment or reimbursement request for a trip that occurred prior to trip approval will require retroactive travel approval. To request retroactive travel approval, you must submit *Attachment D – Retroactive Travel Request Memo* to Procurement.Traveldesk@lausd.net. This request will be processed as an exception and may delay the reimbursement process. Approval is NOT guaranteed, and repeated violations of the travel policy may prohibit approval of subsequent travel requests.

NOTE: District employees chaperoning fieldtrips are not required to submit trip requests in Concur prior to a fieldtrip; approval is through [iFieldtrip](#). If reimbursement is required and the administrator pre-approved reimbursement, you may submit a “Retro Expense Report” in Concur along with the [iFieldtrip](#) approval, and applicable receipts/attachments. The “Retro Expense Report” must be clearly identified in the *Report Name* (e.g., “Fieldtrip Reimbursement – California Science Center” or Fieldtrip Reimbursement – Museum of Tolerance) and the *Trip Activity Type* (i.e., Fieldtrip – Chaperone). For fieldtrip inquiries, contact the Office of Risk Management (see “Assistance” section for contact information).

C. Reminder Email/Notifications

The Concur system will send email notifications to the STS and the traveler as a reminder to complete the pending tasks every seven (7) days until the trip is closed.

AUTHORITY: This is a policy enacted by the Procurement Services Division in its authority for centralized management of District procurement and in accordance with [Board Rule 1500 Conferences, Conventions and Meetings Attendance](#) and [Board Rule 1503 Informal Leave of Absence for Attendance at a Conference or Convention](#).

RELATED RESOURCES:

- [REF-2111.1 – Field Trips Handbook & Revised Procedures, December 14, 2015](#)
- [BUL-6748.2 – Parent Conference Attendance, May 24, 2021](#)
- [BUL-6873.0 – Business Mileage Reimbursement, July 7, 2017](#)
- [REF-1706.4 – Imprest Funds, September 15, 2015](#)

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ATTACHMENTS: Attachment A – Employee Travel Process Overview
Attachment B – Allowable Expenditures and Reimbursement Documentation
Attachment C – Prepaid Expense Types and Payment Methods
Attachment D – Retroactive Travel Request Memo Template

ASSISTANCE: For assistance or further information, please contact the appropriate department/unit:

- Procurement Travel Desk Unit
(562) 654-9058 or e-mail at Procurement.Traveldesk@lausd.net
- Procurement Credit Card Unit
(562) 654-9401 or for specific points of contact visit:
www.lausd.org/Page/19809
- Accounts Payable Customer Service
(213) 241-4800 or e-mail at Accounts-Payable@lausd.net
- Payroll Customer Service
(213) 241-2570 or e-mail at PayrollSupport@lausd.net
- Office of Risk Management
(213) 241-0329 or e-mail at ifieldtrip@lausd.net



ATTACHMENT A

**LOS ANGELES UNIFIED SCHOOL DISTRICT
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Employee Travel Process Overview

Step-by-Step Overview for Travel Requests

1	2	4	5	6	7
<ol style="list-style-type: none"> 1. Create travel request to request for approval to attend the conference/event. 2. Enter all "expected expenses" 3. Enter funding allocation(s) 4. Upload required documents 	<p>Request will go through budget check</p> <p>If budget check fails, an email notification is sent to STS and employee</p>	<p>Routes to Principal/Site Administrator for approval. Then to the Region Superintendent's Office/Division Chief</p> <p>If using a different funding cost center, request will also route to that cost center's administrator</p>	<p>Routes to Travel Unit for review</p> <p>Travel Desk is required to reject if information is entered incorrectly or missing documents, or if Request not received 30 days before local/in-state or 45 days before out-of-state/international trips.</p>	<p>Routes to Deputy Superintendent and Deputy Superintendent of Instructions.</p> <p>If out-of-state, then to the Office of Superintendent</p>	<p>Upon obtaining approval, Concur request status will change to "Approved". Email notification of approval will be sent to STS and employee.</p> <p>*Email approval replaces ATRN</p>



Step-by-Step Overview for Expense Reports

1	2	3	4	5
<p>Traveler compiles all supporting receipts, flyers & other supporting documents.</p> <p>*The Conference Flyer must be attached again, even if it was attached in the Request.</p>	<p>Traveler or Site Travel Specialist (SAA or alternate) enters the expense report into Concur and uploads the required back-up documents. The request is then submitted.</p>	<p>Expense report will go through a budget check.</p> <p>*If the budget check fails, an email notification is sent to STS and employee</p>	<p>Routes to Principal/Site Administrator for approval. The report then routes to Accounts Payable for processing of the reimbursement.</p> <p>*If the funds are coming out of a different cost center, the request will also route to the Administrator of that fund cost center</p>	<p>Employee is reimbursed for any out-of-pocket expenses reported via a non-taxable payment in their paycheck.</p>



**ATTACHMENT B**
**LOS ANGELES UNIFIED SCHOOL DISTRICT
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Allowable Expenditures and Reimbursement Documentation

For reimbursement of travel expense claims, Accounts Payable requires receipts/supporting documents (as indicated below) and proof of payment. Proof of payment is provided by submitting a valid receipt for the travel expense. **Expenses pre-paid by the District are NOT reimbursable. Contact Accounts Payable for reimbursement questions.**

- Airfare:** Itinerary with traveler's name, dates of travel, amount paid.
- Baggage Fees:** Baggage receipt with traveler's name.
- Conference Fees:** Receipt from the organization with traveler's name.
- Per Diem:** NO RECEIPTS REQUIRED; DO NOT SUBMIT FOOD RECEIPTS. Details on Per Diem allowances are provided in the Per Diem section, Section I. F. of this bulletin.
- Hotel:** Hotel Folio with traveler's name and dates of stay.
- Parking:** Parking receipt/stub with proof of payment. Note, parking expenses are not allowed on District credit cards.
- Car Rental:** With pre-approval from the Administrator, expenses related to a car rental for travel are reimbursable with supporting receipts. Receipts received upon rental return are acceptable.
- Gasoline:** Gasoline expenses are reimbursable only if a rental car was approved by the Administrator prior to travel.
- Taxi/Shuttle/Uber/Lyft:** Receipts required.
- Gratuity:** Tips are reimbursable, up to 10% of the tippable receipt.
- Mileage for Personal Vehicle:** Reimbursement will be based on the shortest route calculated from school/work location using Google Maps. Refer to [BUL-6873.0 – Business Mileage Reimbursement](#).
- Internet:** Internet charges are reimbursable for all employees.
- Miscellaneous:** Miscellaneous travel expenses are reimbursable if they are business-related, deemed appropriate, and are approved by the Administrator.



ATTACHMENT C
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Prepaid Expense Types and Payment Methods

PREPAID EXPENSE TYPE	PAYMENT METHOD			
	Self-Paid	Concur Booking	P-Card	Imprest Check, Shopping Cart
Fees for Conferences, Seminars, Meetings, Trainings, etc.	Allowed	Not Allowed	Allowed	Allowed
Airfare	Allowed	Allowed	Allowed	Not Allowed
Hotel/Lodging	Allowed	Allowed	Allowed	Not Allowed
Car Rental	Allowed	Not Allowed	Not Allowed	Not Allowed
Taxi/Uber/Lyft	Allowed	Not Allowed	Not Allowed	Not Allowed
Gasoline (For Rental Cars Only)	Allowed	Not Allowed	Not Allowed	Not Allowed
Tips for Transportation	Allowed	Not Allowed	Not Allowed	Not Allowed

Rental Cars

- Must only be operated by the approved LAUSD traveler.
Note: An [Exception Request](#) may be submitted to the Credit Card Unit to request use of the P-Card.

Self-paid

- Permitted self-paid expenses will be reimbursed through the employee's payroll as a non-taxable reimbursement.
- Gasoline for travel in a personal car is provided only through mileage reimbursement using "Personal Car Mileage" expense type with "Travel Mileage" selected in Concur.

P-Cards

- May be used for pre-payment of hotel/lodging. However, travelers are personally responsible for any incidental room charges and must provide their personal credit/debit card at check-in. Incidental room charges are the cost of items and services that are not part of the main bill, such as phone calls and room service.
- The P-Card is NEVER to be used for incidental room charges including those items for which the "per diem" allowance is intended to cover.

Appendix R: Certification of Absence Forms (BUL-6307.5)



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TITLE:	Certification of Absence Forms	ROUTING All Offices and Schools Administrators Principals Time Reporters Risk Management
NUMBER:	BUL-6307.5	
ISSUER:	Alma Peña-Sanchez, Chief of Staff Office of the Superintendent V. Luis Buendia, Controller Accounting & Disbursements Division	
DATE:	April 2, 2018	
PURPOSE:	The purpose of this bulletin is to advise administrators and time-reporters of the updated Certification of Absence Forms.	
MAJOR CHANGES:	This revision replaces Bulletin No. 6307.4 of the same subject issued on July 10, 2017. The updated forms replace Certification/Request of Absence for Illness, Family Illness, New Child (Form No. 60.ILL; 7/10/2017) and Certification/Request of Absence for Non-Illness (Form No. 60.NON-ILL; 7/10/2017). Form No. 60.ILL is a reissue to include the same revised date as Form No. 60.NON-ILL and the latter has been revised to include the options for Court Appearance, School Activity, and 1994 Vacation Bank Hours.	
GUIDELINES:	<p>The following guidelines are provided for the use of the new forms:</p> <p>A. Certification/Request of Absence for Illness, Family Illness, New Child (See Attachment A)</p> <p>This form consists of five sections: Employee Information, Reason for Absence, FMLA/CFRA Information, Important LAUSD Information, and Administrator/Supervisor’s Acknowledgment/Approval.</p> <p>1. Employee Information section requires the following employee data:</p> <ul style="list-style-type: none"> a) Name b) Employee number c) Work location d) Job title e) Substitute/temporary status f) Employee’s telephone number 	



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2. Reason for Absence section requires the employee to provide absence data as follows:

- a) The starting date and last date of absence or expected last date of absence.
- b) Total time or expected total time of absence (days or hours).
- c) The selection of the type of absence (Time reporters may refer to the FMLA Supervisors' Reference Guide or Payroll Concepts Manual for the appropriate time/pay codes).

Note: All types of absence selections must be made according to the applicable Board Rules, Personnel Commission Rules, Collective Bargaining Agreements and District Policies governing the employee.

The types of absence are:

- i. Employee's personal illness/injury/disability/Medical Appointment/Accident
- ii. Employee's occupational illness/injury or act of violence.
- iii. Employee's pregnancy-related illness/disability – *employee may request for the absence to be paid or unpaid.*
- iv. Parental Leave (Birth of a child/Newly adopted/New foster care) – *For eligible Classified or Certificated employees covered under the Paid Parental Leave. The employee may request for the absence to be paid or unpaid. If the request is for the absence to be paid, time code PLIL must be used for time reporting.*
- v. Illness/injury/disability/accident of employee's family member – *the employee may request to use up to six (6) days per their collective bargaining agreement or up to seven (7) days per their collective bargaining agreement of personal necessity per fiscal year, or the employee may request to use up to six (6) days of kin care per calendar year. However kin care is restricted for the use of illness for a parent, child, registered domestic partner or spouse, per Labor Code Section 233 (kin care).*

3. FMLA/CFRA Information Section addresses the requirements for a "serious health condition" absence.

4. Important LAUSD Information Section addresses the requirement for a Certification of Health Care Provider. The certification is required when requested by the Administrator/Supervisor under FMLA, District rules or if absence is over five consecutive working days.



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5. The Administrator/Supervisor Section addresses the following:

- a) Confirmation that FMLA supporting documentation has been received and is on file.
- b) Administrator/supervisor's acknowledgment/approval which requires the name and signature of supervisor.
- c) Approval/disapproval of the absence.

B. Certification and/or Request of Absence for Non-Illness (See Attachment B)

This form consists of three sections: Employee Information, Reason for Absence, For Administrator/Supervisor, and Administrator/Supervisor's Acknowledgement/Approval.

1. Employee Information section requires employee data as follows:

- a) Name
- b) Employee number
- c) Work location
- d) Job title
- e) Employee's telephone number

2. Reason for Absence section requires employee to provide absence data as follows:

- a) The starting date and last date of absence or expected last date of absence.
- b) The total time or expected total time of absence (days or hours).
- c) The selection of the type of absence. Time reporters may refer to the Payroll Concepts Manual for the appropriate time/pay codes.

Note: All types of absence selections must be made according to the applicable Board Rules, Personnel Commission Rules, Collective Bargaining Agreements and District Policies governing the employee.

The types of absence are:

- i. Accident or imminent danger to employee's personal property
- ii. Accident to employee's family members' property
- iii. Automobile failure if required for work performance on that day (for employees in bargaining units A, B, C, D & S)
- iv. Registration or final exam in higher education (for employees in bargaining units A, C & S)
- v. Religious holiday of employee's faith



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- vi. Court Appearance
 - vii. School Activity
 - viii. Bereavement
 - ix. Conference approved by the District
 - x. Jury duty or appearance in court under order – *is an acknowledgment, but employee must provide the appropriate notification and documentation.*
 - xi. Vacation – *For eligible regular classified and certificated “A” basis employees. This request is subject to approval only. The certification statement does not apply and no additional explanation is required. Employee has the option to request the usage of their regular accrued vacation or their 1994 Vacation Bank hours.*
 - xii. Paid Vacation Parental Leave (Birth of a child/Newly adopted/New foster care) – *For eligible Classified or Certificated employees covered under the Paid Parental Leave. Employee has the option to request the usage of their regular accrued vacation or their 1994 Vacation Bank. Refer to 1994 Vested Vacation Bank job aid dated 10/1/2017 for available time codes.*
 - xiii. Other absences – not specifically indicated above but provided in the collective bargaining agreement and PC Rules.

3. The Administrator/Supervisor Section addresses the following:

- a) Confirmation that FMLA supporting documentation has been received and is on file.
- b) Administrator/supervisor’s acknowledgment/approval which requires the name and signature of supervisor.
- c) Approval/disapproval of the absence.

C. Employee’s Signature (Authorization)

Employees agree and authorize that if they do not have sufficient benefit time to cover their absences, any unearned wages they receive for hours they did not work will be collected from their next paycheck.

The form must be signed and dated by employees under penalty of perjury.

D. Time Reporter and Time Approver Responsibility

A time card is the District’s official document of an employee’s attendance/absence for time reporting purposes. The use of the time card is mandated in the Board Rules and is subject to the District designated auditors.



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Records substantiating the time reported to the Payroll Administration for salary payment must be kept on file and retained at the location for a period of five years in accordance with the Board of Education report.

Employee must complete and submit a Certification and/or Request of Absence Form for approval. Completed and approved absence certification forms are required prior to the reporting of absence time.

Effective 10/1/2017, the time reporter shall distribute and accept only the following certification forms from the employee. Therefore, the time reporter shall destroy all Certification forms dated 7/10/2017.

Certification/Request of Absence for Illness, Family Illness, New Child Form No. 60.ILL; Reissued 10/1/2017

Certification and/or Request of Absence for Non-Illness Form No.60.NON-ILL; Revised 10/1/2017

Utilization of the revised certification forms will be closely monitored for compliance. Failure to use the revised certification forms above is in violation of proper time reporting procedures and will be addressed with those time reporters and time approvers that are non-compliant.

- E. Copy of the forms and reference guide may be downloaded via MyLAUSD by following these steps:
1. Log-on to MyLAUSD at <http://my.lausd.net>.
 2. Click the LOGIN button in the upper right corner.
 3. Enter your LAUSD email address and password to sign in.
 4. Once logged-in, you will be directed to the e-Library Documents Page.
 5. Use the e-Library search box by typing in 60.ILL or 60.NON-ILL and select enter.
 6. Check the box of the document you want to download.
 7. Proceed to complete and print the form.
- F. These new forms replace form numbers: 60.ILL; Revised 7/10/2017 Certification/Request of Absence for Illness, Family Illness, New Child and 60.NON-ILL; Revised 7/10/2017 Certification/Request of Absence for Non-Illness.

These new forms must be maintained on file with the sign-in and sign-out documents for auditing purposes of time cards.



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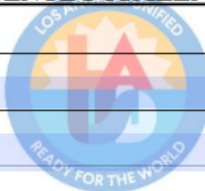
RELATED RESOURCES:	<p>Office of the General Counsel, Policy Bulletin No. BUL-6529.1, <i>Legally-Mandated Paid Sick Leave for Eligible Employees</i></p> <p>Accounting and Disbursements Division, Reference Guide No. REF-6528.1, <i>Reporting Paid Sick Leave for Substitute/Temp Eligible Employees</i></p> <p>Division of Risk Management & Insurance Services, Reference Guide No. REF- 6022.0, <i>“Family and Medical Leave Act/California Family Rights Act – Supervisors’ FMLA/CFRA Reference Guide</i></p> <p>Division of Risk Management & Insurance Services, Policy Bulletin No. BUL-6861.0, <i>California Paid Parental Leave for Eligible District Employees</i></p> <p>Accounting and Disbursements Division, Reference Guide No. REF-6874.0, <i>Reporting California Paid Parental Leave for Eligible District Employees</i></p> <p>Payroll Concepts Manual dated February 1, 2017</p> <p>Attachment A – Certification and/or Request of Absence for Illness, Family Illness, New Child</p> <p>Attachment B – Certification and/or Request of Absence for Non-Illness</p>
ASSISTANCE:	<p>For time reporting assistance or questions regarding 1994 Vacation Bank Hours and/or Protected Personal Necessity, contact Payroll Customer Services at (213) 241-2570 or by email at payrollsupport@lausd.net.</p> <p>For additional information and/or questions on Protected Personal Necessity, please contact the Absence Management Unit by calling 213-241-3954 or email staffattendance@lausd.net.</p>

Los Angeles Unified School District

CERTIFICATION/REQUEST OF ABSENCE FOR ILLNESS, FAMILY ILLNESS, NEW CHILD

EMPLOYEE INFORMATION (Please Print)

Last Name	First Name	M.I.	Employee No.
Work Location Name	Job Title	Substitute/Temporary <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee's Telephone ()



REASON FOR ABSENCE

1. Starting date of absence / / Last date of absence (expected) / /
Mo. Day Yr. Mo. Day Yr.

2. Total time (expected) of absence: days; hours. AM PM

NOTE: This form does not supersede or replace the Leave of Absence Request Form (PC Form 5006 or HR Form 1065), when required.

3. Select appropriate type of leave:
 The following types of absence may qualify for protection under the Family and Medical Leave Act ("FMLA") and/or the California Family Rights Act ("CFRA"). You may request protection if the absence is covered under the qualifying conditions. LAUSD may also, on its own, designate an absence/leave as FMLA/CFRA, if the absence meets legal requirements.

A) My Personal Illness/Injury/Disability/Medical Appointment/Accident

B) My Occupational Illness/Injury or Act of Violence

C) My Pregnancy-related Illness/Disability..... Paid Unpaid

D) Parental Leave (Birth of a child/Newly adopted/New foster care)..... Paid Unpaid

E) Illness/Injury/Disability/Accident-My Family Member (relation)
 Personal Necessity Kin-Care

NOTE: Absences "A" through "D" may qualify as Illness leave; "D", and "E" as Personal Necessity; "E" may also be Kin-Care.

FMLA/CFRA INFORMATION

4. Is the absence due to a "serious health condition" (see separate FMLA form for Definitions)..... Yes No
Note: To confirm serious health condition, you are required to return "FMLA Certification of Health Provider within 15 calendar days

5. Do you request FMLA/CFRA protections for serious health condition or other qualifying reason? Yes No
(See District website or your supervisor for FMLA facts)

IMPORTANT LAUSD INFORMATION

'Physician Statement' is required if absence is over 5 consecutive days or if required by Administrator under LAUSD Rules. 'FMLA Certification of Health Care Provider' is required if FMLA/CFRA protections are being requested for serious health condition. Birth certificate or legal documentation is required for birth of a child/newly adopted/new foster care.

6. Is the appropriate documentation submitted with this request?..... Yes No
NOTE: If the answer is "No", the correct documentation must be submitted separately and promptly.

I certify I was/will not be employed elsewhere during my regular work hours within the time period claimed on this certification, unless taking vacation. I certify my absence during this period was not and is not for participating in a strike/work stoppage or because of my unwillingness to cross picket lines and I would have been available for duty if it had not been for the reason cited above. Furthermore, I certify my absence during my hours of assigned duty is because of the above listed reason in accordance with any applicable Board/PC rule or Collective Bargaining Agreement. I also agree and authorize that once the correct benefit usage charged above is processed, any unearned wages paid as a result will be collected from the next paycheck. I declare under the penalty of perjury that the foregoing is true and correct.

Employee's Signature: **Date:**

For Administrator/Supervisor: Is the FMLA supporting documentation received/on file? Yes No

Administrator/Supervisor's Acknowledgment/Approval:

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Print Name	Signature	Date

For Administrator/Supervisor: Do you approve the requested absence? Yes No

Explanation (If No):

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Los Angeles Unified School District

CERTIFICATION AND/OR REQUEST OF ABSENCE FOR NON-ILLNESS

EMPLOYEE INFORMATION (Please Print)

Last Name	First Name	M.I.	Employee No.
Work Location Name	Job Title	Employee's Telephone ()	



REASON FOR ABSENCE

1. Starting date of absence ___/___/___ Last date of absence (expected) ___/___/___
 Mo. Day Yr. Mo. Day Yr.

2. Total time (expected) of absence: ___ days; ___ hours. ___ AM / ___ PM

NOTE: This form does not supersede or replace the Leave of Absence Request Form (PC Form 5006 or HR Form 1065), when required.

3. Select the appropriate type of absence:

- A) Accident or Imminent Danger to My Person/Property (see rule¹)..... Explain _____
- B) Accident to Family Member's Property (see rule¹)..... Explain _____
- C) Auto failure (up to 2 hours) if car used for work on that day (see rule²)..... Explain _____
- D) Registration or Final Exam in Higher Education (see rule³)..... Explain _____
- E) Religious Holiday of My Faith..... Paid Unpaid
- F) Court Appearance..... Paid Unpaid Provide Verification _____
- G) School Activity..... Paid Unpaid Provide Verification _____
- H) Bereavement (see rule⁴)..... Identify Family Relation _____
- I) Conference Approved by District..... Provide verification; Explain _____
- J) Jury Duty..... Provide documentation from the Court
- K) Vacation (All regular classified employees & Certificated A basis)..... Subject to Approval
 Accrued Vacation Hours Requested 1994 Vacation Bank Hours Requested
- L) Paid Parental Leave (Birth of a child/Newly adopted/New foster care)..... Provide birth certificate or legal document
 Accrued Vacation Hours Requested 1994 Vacation Bank Hours Requested
- M) Other Absences (identify _____)..... Explain _____

NOTE: Absences "A" through "G" may qualify as Personal Necessity. Absences "K" and "L" may qualify for FMLA/CFRA.

Additional Explanation, if needed _____

I certify I was/will not be employed elsewhere during my regular work hours within the time period claimed on this certification, unless taking vacation. I certify my absence during this period was not and is not for participating in a strike/work stoppage or because of my unwillingness to cross picket lines and I would have been available for duty if it had not been for the reason cited above. Furthermore, I certify my absence during my hours of assigned duty is because of the above listed reason in accordance with any applicable Board/PC rule or Collective Bargaining Agreement. I also agree and authorize that once the correct benefit usage charged above is processed, any unearned wages paid as a result will be collected from the next paycheck. I declare under the penalty of perjury that the foregoing is true and correct.

Employee's Signature _____ Date _____

Is there an FMLA/CFRA/PDL Approved Designation Notice on file that covers this absence? Yes No

Administrator/Supervisor's Acknowledgment:

_____	_____	_____
Print Name	Signature	Date

For Administrator/Supervisor: Do you approve the requested absence? Yes No

Explanation (If No): _____

¹ Rule to #3.A or B: Accident to property must be either your property or immediate family member's (either your family or spouse's, such as, parent, child, grandparent, grandchild, brother, sister, step/foster child or other relative living in employee's immediate household). Reference the specific section of the bargaining unit agreement or any applicable Board/PC rule if another relationship is claimed. Imminent danger to property includes only your property, and is occasioned by disaster such as flood, fire, or earthquake.

² Rule to #3.C, F, G: Refer to applicable bargaining unit agreement or any applicable Board/PC rule.

³ Rule to #3.D: Upon at least two days' notice to their immediate supervisor, a classified employee shall be permitted to take any examination and to participate in other District employment procedures during working hours without loss of pay or other penalty. If less than two days' notice is provided, permission to participate without loss of pay is subject to approval by the employee's immediate supervisor. (PC Rule 807)

⁴ Rule to #3.H: The rule requires that the relationship be an immediate family member meaning under LAUSD's definition for bereavement. The immediate family is defined as the parent, grandparent or grandchild of the employee or the employee's spouse, and the spouse, child (including foster child), brother, sister, daughter-in-law, or son-in-law of the employee, or any relative living in the immediate household of the employee. Reference the specific section of the bargaining agreement or any applicable Board/PC rule for further information.

NON-ILLNESS

Appendix S: Reporting Paid Sick Leave for Substitute/Temp Eligible Employees (REF-6528.2)



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE:	Reporting Paid Sick Leave for Substitute/Temp Eligible Employees	ROUTING All Employees All Locations
NUMBER:	REF-6528.2	
ISSUER:	Kristen K. Murphy, Ed.D. Associate Superintendent Talent and Labor Relations Francisco J. Serrato, Ed.D. Chief Human Resources Officer Human Resources Division	
DATE:	September 23, 2024	
DUE DATE:	Not Applicable	
PURPOSE:	The purpose of this Reference Guide is to provide District employees with updated information about the procedures for notification, reporting and approval of California mandatory paid sick leave for eligible employees who currently do not receive sick days. The Healthy Workplaces, Healthy Families Act of 2014 (commencing with Section 245 of the Labor Code), provides mandatory paid sick days for specific eligible employees who currently do not have paid sick days. Effective January 1, 2024, eligible employees are entitled to up to five (5) protected paid sick days or 40 hours in a 12-month period, for the diagnosis, care, or treatment of a health condition, or for preventative care for an employee or an employee’s family member. The change in the law does not provide additional sick days to District employees who already receive paid sick days. The Act also provides paid sick days to an employee for certain purposes related to being a victim of domestic violence, sexual assault or stalking. The Act defines employee eligibility, prescribes use of mandatory paid sick days, eligible family members, notice requirements and contains non-retaliation provisions. The legislative intent of the Healthy Workplaces, Healthy Families Act is to ensure workers in California can address their own health needs and the health needs of their families by requiring employers to provide a minimum level of paid sick days, including time for family care. The Act is also intended to decrease public and private health care costs by enabling workers to seek early and routine medical care for themselves	



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and their family members, and to address domestic violence or sexual assault; to provide economic security to those who take time off from work for reasons related to domestic violence or sexual assault; and, safeguard the welfare, health, safety and prosperity of the people of California.

The provisions of the Act are in addition to and independent of any other rights, remedies or procedures available under any other law and do not diminish, alter or negate any other legal rights, remedies or procedures available to an aggrieved person.

MAJOR CHANGES:

This Reference Guide replaces REF-6528.1 issued on August 31, 2015.

- This version reflects changes necessitated by the October 4, 2023, amendment to the Healthy Workplaces, Healthy Families Act of 2014. The amendment excludes a retired annuitant of a public agency from the definition of employees eligible for mandatory paid sick leave. More specifically, the definition of “employee” does not include an employee who is a recipient of a retirement allowance and employed without reinstatement in the Public Employees’ Retirement System (PERS).

INSTRUCTIONS: The following instructions are provided:

Day-to-Day K-12 Substitutes

All illness time for Day-to-Day K-12 substitute teachers will be reported and approved by staff in the Certificated Substitute Unit. For procedures regarding time reporting of illness for extended substitutes, please refer to additional information within this Reference Guide.

A Day-to-Day K-12 substitute teacher may request to use their illness benefit by declining a call in SmartFindExpress as a result of illness and by completing and submitting the Certification/Request of Absence for Illness, Family Illness, New Child form (Form No. 60.ILL) to the Certificated Substitute Unit within thirty days of the absence to ensure timely payroll reporting. Form No. 60.ILL may be obtained online at <http://achieve.lausd.net/Page/1083>. In addition, school office personnel will be required to make the forms available to substitute teachers. The completed form must be faxed or emailed to the Certificated Substitute Unit at (213) 241-8410 or Subillnessreporting@lausd.net. Once an Absence Request Form is received, Certificated Substitute Unit staff will verify that the substitute received a call from SmartFindExpress on the requested date and ensure that time is reported. SmartFindExpress on the requested date and ensure that time is reported. K-12 substitutes who become ill after reporting to a school site and request to leave before



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the assignment day ends may request to use hours equivalent to the portion of the day that remains. Form No. 60.ILL must be submitted following the directions outlined above.

Day-to-Day Early Childhood Education Substitutes

All illness time for Day-to-Day Early Childhood Education substitute teachers will be reported and approved by staff in the Early Childhood Education Certificated Unit. For procedures regarding time reporting of illness for extended substitutes, please refer to additional information within this Reference Guide.

An Early Childhood Education Day-to-Day substitute teacher may request to use their illness benefit by declining a call from SmartFindExpress or canceling themselves out of a previously accepted substitute assignment in SmartFindExpress for reason of illness and by completing and submitting the Certification/Request of Absence for Illness, Family Illness, New Child form (Form No. 60.ILL) to the Early Childhood Education Certificated Substitute Unit as soon as practicable to ensure timely payroll reporting. Form No. 60.ILL may be obtained online at <http://achieve.lausd.net/ece-hr>. In addition, school office personnel will be required to make the forms available to substitute teachers. The completed form must be faxed or emailed to the Early Childhood Education Certificated Substitute Unit at (213) 241-2479 or earlychildhood@lausd.net. Once an Absence Request form is received, Early Childhood Education Certificated Substitute Unit staff will verify that the substitute received a call from Smart Find Express on the requested date and ensure that time is reported.

Early Childhood Education substitute teachers who become ill after reporting to a school site and request to leave before the assignment day ends may request to use hours equivalent to the portion of the day that remains. Form No. 60.ILL must be submitted following the directions outlined above.

Adult Education Substitutes

Adult Education substitute teachers may request to use their illness benefit by declining a call from the requesting school site and by completing and submitting the Certification/Request of Absence for Illness, Family Illness, New Child form (Form No. 60.ILL) to the requesting school site as soon as practicable to ensure timely payroll reporting. Form No. 60.ILL may be obtained online at <https://www.lausd.org/Page/1083>. In addition, school office personnel will be required to make the forms available to substitute teachers. Once an Absence Request form is



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received, the requesting school site will verify that the substitute received a call on that date and ensure that time is reported and certified. Mandatory paid sick days shall be reported under the time reporting code Substitute/Temporary Absence (SBTM).

Adult Education substitute teachers who become ill after reporting to a school site and request to leave before the assignment day ends may request to use hours equivalent to the portion of the day that remains. Form No. 60.ILL must be submitted following the directions outlined above.

K-12, Early Education, and Adult Education Extended Substitutes, Professional Experts and Return Retirees

Illness time for substitute teachers in extended assignments, of 21 days or more, professional experts and return retirees must be reported by the school or office at which the employee is assigned. Prior to entering time, time reporters must be in receipt of a Certification/Request of Absence for Illness, Family Illness, New Child form (Form No. 60.ILL) for each substitute employee, professional expert or return retiree requesting paid sick leave. Mandatory paid sick days shall be reported under the time reporting code Substitute/Temporary Absence (SBTM). Please report the appropriate hours by the deadline established on the Cut-Off and Pay Dates for CATS Time Reporting payroll calendar.

Time records for certificated substitute teachers in extended assignments, professional experts and return retirees will be approved by the administrator at the assigned location.

Classified Day to Day Substitutes

A substitute or temporary employee may request to use their illness benefit by completing and submitting the Certification/Request of Absence for Illness, Family Illness, New Child form (Form No. 60.ILL) to the Classified Employment Services Branch as soon as practicable to ensure timely payroll reporting. The completed form may be faxed to the Classified Employment Services Branch (213) 241-6808 or may be scanned and emailed to classifiedpersonnel@lausd.net. Form No. 60.ILL may be obtained online at <http://achieve.lausd.net/Page/1083>. In addition, school office personnel will be required to make the forms available to substitute and temporary employees. Once an Absence Request form is received, Personnel Commission staff will verify that the substitute received a call from SmartFindExpress on the requested date and ensure that time is reported. Employees may contact the time reporter at (213) 241-6337 to check the status of their request.



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Classified Long Term Substitutes

Substitutes assigned to a site for more than five (5) days may submit the Certification of Absence Request Form to the time reporter at the site.

Substitutes who become ill after reporting to a school site and request to leave before the assignment day ends may submit a request to the timekeeper to use hours equivalent to the portion of the day that remains. Form No. 60.ILL must be submitted following the directions outlined above.

Time records for substitutes on long term assignments will be approved by the administrator at the assigned location.

Part-Time, Unclassified Employees (Includes Beyond the Bell, LA's BEST, School-Based Employees)

A part-time, unclassified employee may request to use their illness benefit by completing and submitting the Certification/Request of Absence for Illness, Family Illness, New Child form (Form No. 60.ILL) to the school or office at which the employee is assigned. Form No. 60.ILL may be obtained online at <http://achieve.lausd.net/Page/1083>. In addition, school office personnel will be required to make the forms available to part-time, unclassified employees. Once an Absence Request form is received, the time reporter will review, submit to the administrator for approval and ensure that time is reported. For procedures regarding time reporting of illness for part-time, unclassified employees, please refer to additional information within this Reference Guide.

Employees

As an eligible employee, following the instructions outlined below will enable the timekeeper and time approver to perform the functions necessary to facilitate timely compensation.

1. Follow the procedures as outlined in prior sections for notification purposes according to your classification; certificated, classified or unclassified.
2. Complete the Certification/Request of Absence for Illness, Family Illness, New Child form (Form No. 60.ILL).
3. When completing Form No. 60.ILL, mark/select A under #3 for the appropriate type of leave.
4. Form No. 60.ILL can be found at <https://www.lausd.org/Page/1083>
5. Submit Form No. 60.ILL to the applicable office or site as outlined in prior sections according to your classification; certificated, classified or unclassified.



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6. Verify or view the status of hours reported and approved via the Time Statement and/or viewing the Online Pay Stub by logging into the LAUSD Employee Self Service website at <https://selfservice.lausd.net>.
7. Print the payroll calendar that is most applicable; Certificated (CE), Classified (CL) or Semi-Monthly (SM).
8. Be mindful of the payroll cut-off deadlines and the date in which forms are submitted to the applicable office or site. Hours that are reported by the timekeeper and approved by the administrator for each payroll area deadline (CE, CL, SM) will be paid according to the designated calendar pay dates; no exceptions.

Timekeepers

As the timekeeper, following the instructions outlined below will help eligible employees receive timely compensation.

1. School and office personnel are required to make Form No. 60.ILL available to substitute and temporary employees.
2. Must be in receipt of a completed and administrator acknowledged Form No. 60.ILL for each employee requesting paid sick leave prior to time entry.
3. Use the four-character time entry absence code "SBTM" which is an abbreviation for Substitute/Temporary Absence.
4. Verify employee eligibility and available SBTM balance.
5. Time report the appropriate hours by the deadline established on the Cut-Off and Pay Dates for CATS Time Reporting payroll calendar.
6. The allocation of funds used to report the absence time code SBTM has been established and will automatically default with funding line information for eligible employees.
7. Maintain the records substantiating the time reported to Payroll Administration for five years.
8. Failure to report the time and have it approved by 6:00 p.m. per the payroll deadline, will delay compensation to employees.

Time Approvers

As the administrator and time approver, following the instructions outlined below will help eligible employees receive timely compensation.

1. Authorize by signing the Administrator/Supervisor's acknowledgement on the employee submitted Certification/Request of Absence for Illness, Family Illness, New Child form (Form No. 60.ILL). A request to use mandatory paid sick leave cannot be denied.
2. Time approve the appropriate hours by the deadline established on the Cut-Off and Pay Dates for CATS Time Reporting payroll calendar.



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3. Failure to approve the time by 6:00 p.m. per the payroll deadline, will delay compensation to employees.

RELATED RESOURCES:

BUL-6529.1, Legally-Mandated Paid Sick Leave for Eligible Employees issued on August 3, 2015 - <https://my.lausd.net/webcenter/wccproxy/d?dID=37216>

Access e-Library at <http://my.lausd.net/>

Payroll Calendars:

The 2024-2025 payroll calendars for Certificated (CE), Classified (CL), Semi-Monthly (SM) and Cut-Off and Pay Dates for CATS Time Reporting as seen below can be found on the Calendar/Time Cards section on the Payroll Administration website at <https://www.lausd.org/payroll>. Payroll calendars are posted to the Payroll Administration website every fiscal year.

ATTACHMENTS: Attachment A – Sample Certification/Request of Absence For Illness, Family Illness, New Child form (Form No. 60.ILL)

When completing the Certification/Request of Absence For Illness, Family Illness, New Child form (Form No. 60.ILL), mark/select A under #3 for the appropriate type of leave as seen in ATTACHMENT A:

A) My personal Illness/Injury/Disability/Medical Appointment/Accident

ASSISTANCE: For assistance or further information please contact the following offices:

Office	Telephone
Certificated Substitute Unit	(213) 241-6117
Certificated Early Childhood Education Unit	(213) 241-2404
Adult Education Unit	(213) 241-4953
Classified Assignments	(213) 241-6337
Beyond the Bell	(213) 633-3535
Payroll Administration	(213) 241-2570



ATTACHMENT A

**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

Los Angeles Unified School District

CERTIFICATION/REQUEST OF ABSENCE FOR ILLNESS, FAMILY ILLNESS, NEW CHILD

EMPLOYEE INFORMATION (Please Print)

Last Name	First Name	M.I.	Employee No.
Work Location Name	Job Title	Substitute/Temporary <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee's Telephone ()

REASON FOR ABSENCE

1. Starting date of absence: Mo. Day Yr. Last date of absence (expected): Mo. Day Yr.

2. Total time (expected) of absence: days; hours. AM PM

NOTE: This form does not supersede or replace the Leave of Absence Request Form (PC Form 5006 or HR Form 1065), when required.

3. Select appropriate type of leave:
The following types of absence may qualify for protection under the Family and Medical Leave Act ("FMLA") and/or the California Family Rights Act ("CFRA"). You may request protection if the absence is covered under the qualifying conditions. LAUSD may also, on its own, designate an absence/leave as FMLA/CFRA if the absence meets legal requirements.

A) My Personal Illness/Injury/Disability/Medical Appointment/Accident

B) My Occupational Illness/Injury or Act of Violence

C) My Pregnancy-related Illness/Disability..... Paid Unpaid

D) Parental Leave (Birth of a child/Newly adopted/New foster care)..... Paid Unpaid

E) Illness/Injury/Disability/Accident-My Family Member (relation)
 Personal Necessity Kin-Care

NOTE: Absences "A" through "D" may qualify as Illness leave; "D", and "E" as Personal Necessity; "E" may also be Kin-Care.

FMLA/CFRA INFORMATION

4. Is the absence due to a "serious health condition" (see separate FMLA form for Definitions)..... Yes No
Note: To confirm serious health condition, you are required to return "FMLA Certification of Health Provider within 15 calendar days

5. Do you request FMLA/CFRA protections for serious health condition or other qualifying reason? Yes No
(See District website or your supervisor for FMLA facts)

IMPORTANT LAUSD INFORMATION

'Physician Statement' is required if absence is over 5 consecutive days or if required by Administrator under LAUSD Rules. 'FMLA Certification of Health Care Provider' is required if FMLA/CFRA protections are being requested for serious health condition. Birth certificate or legal documentation is required for birth of a child/newly adopted/new foster care.

6. Is the appropriate documentation submitted with this request?..... Yes No
NOTE: If the answer is "No", the correct documentation must be submitted separately and promptly.

I certify I was/will not be employed elsewhere during my regular work hours within the time period claimed on this certification, unless taking vacation. I certify my absence during this period was not and is not for participating in a strike/work stoppage or because of my unwillingness to cross picket lines and I would have been available for duty if it had not been for the reason cited above. Furthermore, I certify my absence during my hours of assigned duty is because of the above listed reason in accordance with any applicable Board/PC rule or Collective Bargaining Agreement. I also agree and authorize that once the correct benefit usage charged above is processed, any unearned wages paid as a result will be collected from the next paycheck. I declare under the penalty of perjury that the foregoing is true and correct.

Employee's Signature: _____ Date: _____

For Administrator/Supervisor: Is the FMLA supporting documentation received/on file? Yes No

Administrator/Supervisor's Acknowledgment/Approval:

Print Name Signature Date

For Administrator/Supervisor: Do you approve the requested absence? Yes No
Explanation (If No): _____

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Form No. 60.ILL; 01/31/24

Appendix T: Legally-Mandated Paid Sick Leave for Eligible Employees (BUL-6529.1)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Legally-Mandated Paid Sick Leave for Eligible Employees

NUMBER: BUL-6529.1

ISSUER: David Holmquist, General Counsel
Office of the General Counsel

DATE: August 3, 2015

ROUTING

All Employees
All Locations

PURPOSE: The purpose of this Bulletin is to provide District employees with information and guidance in regard to California mandatory paid sick leave for eligible employees who currently do not receive sick days.

**MAJOR
CHANGES:**

This bulletin replaces BUL-6529.0, dated June 26, 2015, on the same subject and issued by the Office of the General Counsel. This revised bulletin reflects change necessitated by the July 2015, amendment to the Healthy Workplaces, Healthy Families Act of 2014, and includes an updated related resources. The amendment excludes a retired annuitant of a public agency from the definition of employees eligible for mandatory paid sick leave.

BACKGROUND: The Healthy Workplaces, Healthy Families Act (“Act”) of 2014 (commencing with Section 245 the Labor Code), provides mandatory paid sick days for specific eligible employees who currently do not have paid sick days. Effective July 1, 2015, eligible employees are entitled to up to three (3) protected paid sick days or 24 hours in a 12-month period, for the diagnosis, care or treatment of a health condition, or for preventative care for an employee or an employee’s family member. The new law does not provide additional sick days to District employees who already receive paid sick days. The Act also provides paid sick days to an employee for certain purposes related to being a victim of domestic violence, sexual assault or stalking. The Act defines employee eligibility, prescribes use of mandatory paid sick days, eligible family members, notice requirements and contains non-retaliation provisions.

The legislative intent of the Healthy Workplaces, Healthy Families Act is to ensure workers in California can address their own health needs and the health needs of their families by requiring employers to provide a minimum level of paid sick days, including time for family care. The Act is also intended to decrease public and private health care costs by enabling workers to seek early and routine medical care for themselves and their family members, and to address domestic violence or sexual assault; to provide economic security to those who take time off from work for reasons related to domestic violence or



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sexual assault; and, safeguard the welfare, health, safety and prosperity of the people of California.

The provisions of the Act are in addition to and independent of any other rights, remedies or procedures available under any other law and do not diminish, alter or negate any other legal rights, remedies or procedures available to an aggrieved person.

GUIDELINES: The following guidelines apply:

I. Definitions

1. "Employee" does not include the following:
 - a) an employee covered by a valid collective bargaining agreement if the agreement expressly provides for the wages, hours of work, and working conditions of employees, and expressly provides for paid sick days or a paid leave or paid time off policy that permits the use of sick days for those employees, final and binding arbitration of disputes concerning the application of its paid sick days provisions, premium wage rates for all overtime hours worked, and regular hourly rate of pay not less than 30 percent more than the state minimum wage rate.
 - b) an employee who is a recipient of a retirement allowance and employed without reinstatement into the Public Employees' Retirement System.
2. "Employer" means any person employing another under any appointment or contract of hire and includes the state, political subdivisions of the state, and municipalities.
3. "Family member" means any of the following:
 - a) Child – biological, adopted, foster child, stepchild, legal ward or a child to whom the employee stands *in loco parentis*. This definition of child is applicable regardless of age or dependency status;
 - b) Parent – biological, adoptive, foster parent, stepparent or legal guardian of an employee or the employee's spouse or registered domestic partner or a person who stood in *loco parentis* when the employee was a minor child;
 - c) Spouse;
 - d) Registered domestic partner;
 - e) Grandparent;



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- f) Grandchild; or,
 - g) Sibling.
4. “Health care provider” means:
- a) An individual holding either a physician’s or surgeon’s certificate issued, an osteopathic physician’s and surgeon’s certificate issued pursuant to specified sections of the Business and Professions Code, or an individual duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, who directly treats or supervises the treatment of the serious health condition; or,
 - b) Any other person determined by the United States Secretary of Labor to be capable of providing health care services under the FMLA.
5. “Paid sick days” means time that is compensated at the same wage as the employee normally earns during regular work hours and is provided by an employer to an employee for the purpose of mandatory paid sick days.

II. Eligibility

1. District employees who did not previously earn illness time or personal necessity, including substitutes, professional experts, return retirees, paid interns, paid student workers and temporary workers, who work for 30 or more days within a year of the first day worked, are entitled to mandatory paid sick days.
2. Mandatory paid sick days are not in addition to sick days granted to certain employees under the Education Code or bargaining unit agreements.
3. The District is not required to, and does not provide additional paid sick days under the Act to employees who already earn an illness bank.
4. This bulletin applies to employees who are eligible to receive mandatory paid sick days under the Act. All further references to employees refer to employees eligible to receive mandatory paid sick days.

III. Mandatory Paid Sick Days

1. The District has elected to “front load”, or advance, the annual allotment of mandatory paid sick days. With respect to eligible employees (see Eligibility, Section II above) who worked before July 1, 2015, the full annual allotment of 24 hours will be available on July 1, 2015. The employment year for purposes of mandatory paid sick days, for these employees will start on July 1, 2015.



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2. An employee who starts work on or after July 1, 2015, is entitled to use mandatory paid sick days beginning on the 90th day of employment. The District is using a “rolling” employment year for employees hired on or after July 1, 2015. The employment year will start on the employee’s first day of work.
3. Eligible employees will receive a new annual allotment of mandatory paid sick days every July 1, or on the first day of their anniversary month of their hire date, depending on the start of their employment year.
4. Mandatory paid sick days do not carry over to the next employment year and do not accrue. Unused paid sick days remaining at the end of the employment year are forfeited.
5. The maximum entitlement to mandatory paid sick days is 3 days or 24 hours, per employment year.
6. The maximum number of paid illness hours an employee can use per absence day is based on the employee’s assignment hours per day on the day the employee will receive mandatory paid sick time.
7. Mandatory paid sick days may only be used on days the employee is scheduled to work or offered an assignment.
8. The District will not lend or advance mandatory paid sick days/hours to an employee prior to the employee’s eligibility to receive the days.

IV. Purpose of Mandatory Paid Sick Days

Upon oral or written request, an employee can use mandatory paid sick days for the following purposes:

1. Diagnosis, care or treatment of an existing health condition, or preventative care for an employee or an employee’s family member (See Family Member, section I above).
2. For an employee who is a victim of domestic violence, sexual assault or stalking.

V. Notice

1. An employee must make an oral or written request to use mandatory paid sick days for a purpose consistent with the Act (see Purpose, section IV).
2. An oral or written request for mandatory paid sick days must be documented on the “Certification/Request of Absence for Illness, Family Illness, New Child, Form No. 60.ILL (Certification of Absence form).
3. If the need for the use of mandatory paid sick days is foreseeable, an employee must provide reasonable advance notice.



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4. If the need for mandatory paid sick days is not foreseeable, the employee must give notice as soon as practicable.
5. An employee request to use mandatory paid sick leave for a prescribed purpose, as outlined in this bulletin, cannot be denied.

VI. Notice of Available Sick Leave

Paycheck stubs will indicate an employee's unused sick leave balance.

VII. Protected Time Off – Anti-Retaliation

Time taken off work for mandatory paid sick days is job protected. The District shall not deny an employee the right to use the 3 mandatory paid sick days or 24 hours, discharge, threaten to discharge, demote, suspend or in any manner discriminate against an employee for using the accrued mandatory sick days, attempting to exercise the right to use the mandatory accrued sick days, filing a complaint with the department or alleging a violation of the Healthy Workplaces, Healthy Families Act of 2014. This does not mean that employees with excessive absenteeism outside of the job protected absences are exempt from discipline. Employees with excessive absenteeism beyond the job protected absences are still subject to discipline, up to and including dismissal.

RECORDKEEPING:

The District requires that records substantiating the time reported to the Payroll Administration Branch for payments must be kept on file and retained at the location for a period of five years for audit purposes.

SEPARATION/ REINSTATEMENT:

The District will not provide compensation to an employee for unused mandatory paid sick days received under the Healthy Workplaces, Healthy Families Act, upon termination, resignation, retirement, or other separation from District employment.

If an employee separates from the District and is rehired by the District within one year from the date of separation, previously unused mandatory paid sick days will be reinstated upon rehiring. The rehired employee will be able to use those previously unused mandatory paid sick days.

POSTERS:

Every District worksite must post in an area frequented by employees the "Healthy Workplaces/ Healthy Families Act of 2014 Paid Sick Leave" poster. This poster is included in the District's "Mandatory Employment Notices," 3-part poster revised January 2015.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

AUTHORITY: This is a policy of the Superintendent of Schools. This policy is established in accordance with the Healthy Workplaces, Healthy Families Act of 2014.

RELATED

RESOURCES: Family and Medical Leave Act/California Family Rights Act – Supervisors’ FMLA/CFRA Reference Guide, REF-6022.0, March 25, 2013, Division of Risk Management and Insurance Services.

Mandatory Posting of Regulatory Notices Relating to Federal and State Employment Laws, BUL-4991.3, February 18, 2015, Division of Risk Management and Insurance Services.

New Certification of Absence Forms, BUL-6307.1, Office of the Superintendent, July 8, 2015.

Reporting Paid Sick Leave for Substitute/Temp Eligible Employees, REF-6528.0, Accounting and Disbursements Division.

Uniform Complaint Procedures (UCP), BUL-5159.3, Office of the General Counsel, dated May 15, 2014.

ASSISTANCE: Adult Education Unit at (213) 241-4953.

Beyond the Bell at (213) 633-3535.

California Department of Industrial Relations –
<http://www.dir.ca.gov/dlse/resource.html>

Certificated Substitute Unit at (213) 241-6117.

Certificated Early Childhood Education Unit at (213) 241-2204.

Classified Personnel at (213) 241-6337, Monday through Friday, 8:00 a.m. – 5:00 p.m., for assistance or questions regarding the Certification/Request of Absence form.

Equal Opportunity Section of the Office of General Counsel at (213) 241-7685 for assistance with alleged discrimination.

SubFinder User Guide for Certificated Substitutes –
<http://achieve.lausd.net/Page/4747>

Employee Service Center at (213) 241-6670 or via email at employeeservices@lausd.net for assistance with payroll related issues.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Integrated Disability Management at (213) 241-3954 for information and assistance regarding protected leaves.

Office of the General Counsel (213) 241-7600 for administrator assistance regarding legal issues.

Appendix U: Extra Duty Pay for Certificated Administrators Policy
(BUL-101500.1)



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE: Extra Duty Pay for Certificated Administrators Policy
NUMBER: BUL-101500.1
ISSUER: Ileana M. Dávalos
Chief Human Resources Officer
Human Resources
DATE: June 19, 2023

ROUTING
All Employees
All Locations

POLICY: The policy of the District is to provide extra duty pay for school site and non-school site salaried certificated administrators to address emergency and exigent circumstances in accordance with the guidelines set forth below.

MAJOR CHANGES: This Policy Bulletin replaces Human Resources Division BUL-101500, of the same subject issued on November 9, 2020, and reflects changes to requirements related to District sponsored professional development.

GUIDELINES: School site and non-school site administrators are expected to perform all duties in their job description. The Collective Bargaining Agreement (CBA) between LAUSD and AALA recognizes that the District can require hours which are reasonable. District administration has determined that an eight-hour day is reasonable to provide necessary services to the students we serve and in order to provide adequate supervision to hourly employees the majority of which are assigned to eight-hour days. Duties performed by administrators do not always fall within their prescribed eight-hour day and as such, it is a District expectation and practice that all administrators (school site and school support administrators) devote the sufficient time necessary to perform their duties and complete assignments. Supervisors should consider the use of extra duty pay only when adjustments to work hours and/or flex time options are not practical to address emergency, exigent circumstances, and/or special circumstances.

I. Extra Duty Pay Guidelines

A. Extra Duty Pay shall only be utilized for:

1. Emergency/exigent circumstances which include unforeseen occurrences that can immediately affect the health and safety of students, employees, parents and/or the school community;



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

2. Unforeseen circumstances that may cause a substantive detrimental impact to the instructional program and/or academic success of students; and/or
3. Under special circumstances, when principals/administrators are requested to perform special projects outside the scope of their regularly assigned duties by their immediate supervisor and/or other Division Head, they may be compensated with extra duty pay.

An employee shall not be eligible for extra duty pay for additional work resulting from the employee's inefficiencies or inattention to their duties nor shall it be authorized by the Regional Superintendent/Division Head. Extra duty pay is not to be approved or reported for any extended work hours in which regular time pay hours are reported unless administrators are explicitly requested to complete the emergency/exigent or unforeseen (as defined above) by their supervisors.

- B. In advance of performing any extra duty work as a result of emergency/exigent or unforeseen circumstances, the request and pre-approval form must be obtained from the immediate supervisor. The Regional Superintendent/Division Head will then review and determine whether to authorize and approve before service commences and time reporting takes place. This authorization is not to be delegated to a designee unless the Regional Superintendent/Division Head is utilizing benefitted time and is unavailable because he/she is out of the office. As part of the approval process, appropriate funding must be identified and readily available in the school or office budget. There shall be no after-the-fact approval for extra duty pay.

II. Limits on Additional Assignments for Certificated Employees

Certificated employees are limited to additional assignments in which regular time pay hours and additional assignment(s) hours do not exceed 200 hours in any pay period for employees who work an assignment (i.e., no more than 40 hours of extra duty pay per pay period as specified in Policy Guide A7 – Assignment Multiple-Attachment B).

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- A. The maximum per pay period limit applies to all certificated assignments.
- B. The signature of a Regional Superintendent or Division Head on [HR Form 9051 – Request for Extra Duty Pay for Certificated Administrators](#) is considered by the Human Resources Division as verification that the assignment will not exceed the maximum per pay period limit.
- C. In emergency situations where an assignment will cause the certificated employee to exceed the maximum per pay period limit, the requesting school/office **must** obtain written pre-approval from the Superintendent or respective Deputy Superintendent on [HR Form 9051A – Request for Extra Duty Pay for Certificated Administrators in Excess of Stated Limits](#).
- D. A copy of the written approval (HR Form 9051A) by the Superintendent or respective Deputy Superintendent to exceed the maximum per pay period limit is to be provided to the applicable time reporter and kept on file at the school/time reporting location as part of the required payroll support documentation for audit purposes for five years.
- E. Employees who submit requests and/or supervisors who approve requests that do not adhere to the above rules and limits may be subject to discipline up to and including dismissal.

III. Exception(s): E/B Basis Employees

- A. Work performed during an administrator's off-basis time is exempt from the 40-hour maximum (for employees on E or B-basis) but must adhere to all other guidelines contained herein.
- B. Summer School, Extended Learning Opportunity Summer (ELOS), Summer Term, and other summer programs are paid as part of an approved additional assignment that occurs during an administrator's off-basis time and are not considered extra duty pay. However, any extra duty pay for which an administrator is paid during Summer School, ELOS, and/or Summer Term, must adhere to the guidelines set forth in this policy bulletin.



IV. Professional Development

Payment for professional development that takes place outside of an administrator's regularly scheduled workday is not considered extra duty pay. Administrators will be compensated as follows for participating in District sponsored professional development:

- A. Participant – Training that takes place outside of the administrator's regularly scheduled workday/calendar.
- B. Presenter – Professional development delivery that takes place outside of the administrators' regularly scheduled workday and/or outside of their regular duties and/or sponsored by an office other than their regularly assigned office.

HR Form 9051 – *Request for Extra Duty Pay for Certificated Administrators* is **not** required for District sponsored professional development. Effective July 1, 2021, the voluntary training rate of pay was established at \$50.00 per hour plus benefits.

V. Process to Request Extra Duty Pay for Certificated Administrators

- A. Before commencing service and time reporting, prior written approval (HR Form 9051 – *Request for Extra Duty Pay for Certificated Administrators*) for all extra duty pay must be pre-approved by the Regional Director/Supervisor with the final approval obtained expressly from the applicable Regional Superintendent/Division Head. This approval form is not to be authorized and/or signed by a designee unless the Regional Superintendent/Division Head is utilizing benefitted time and is unavailable because he/she is out of the office.
- B. The completed HR Form 9051 must be sent by the principal/site administrator to the respective Regional Director/Supervisor for pre-approval and the Regional Superintendent/Division Head for final approval.



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- C. All extra duty work performed in a pay period shall be included on the same HR Form 9051 for that pay period. All approved extra duty work performed in a pay period shall be time reported/approved before the time-reporting cutoff and no later than five calendar days after the pay period.
- D. The approved HR Form 9051 should be returned to the requesting principal/site administrator, with a copy retained by the applicable Regional Superintendent/Division Head.
- E. A copy of the approved HR Form 9051 is to be provided to the time reporter and kept on file at the school/time reporting location as part of the required payroll support documentation for audit purposes for five years.

VI. Funding

- A. Appropriate funding must be identified and readily available in the school or office budget as certified by the Regional Superintendent/Division Head.
- B. Imprest Funds or the P-Card cannot be used to pay any extra duty pay, salary payment, or professional services of any kind.
- C. Please refer to Attachment C: "Extra Duty Pay Guidelines for the Use of State and/or Federal Categorical Funds" for guidelines for extra duty pay for certificated administrators funded with state and/or federal categorical funds.

VII. Monitoring

- A. Principals/Administrators will monitor and keep track of their extra duty pay hours to ensure they are not exceeding extra duty pay limits as specified in Section II. Work performed for another school/division must be cleared with the administrator's immediate supervisor before it is initiated.
- B. Regional Superintendents/Division Heads will implement a monthly monitoring system for ensuring that employees do not exceed extra duty pay limits as specified in Section II.



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- C. On a quarterly basis, Fiscal Services will send Regional Superintendents/ Division Heads an Interoffice Correspondence notifying them of any employees who have exceeded extra duty limits. In addition, this correspondence will include a reminder to ensure that all extra duty pay hours have been approved, comply with the policy bulletin, and that all documents showing approvals are kept on file for audit purposes.

AUTHORITY: Legal Mandates, Collective Bargaining Agreement, Board Policies, and the Chief Human Resources Officer, Human Resources Division.

RELATED RESOURCES: LAUSD/AALA Collective Bargaining Agreement

ATTACHMENTS: Attachment A – [Request for Extra Duty Pay for Certificated Administrators – HR Form 9051](#)
Attachment B – [Request for Extra Duty Pay for Certificated Administrators in Excess of Stated Limits – HR Form 9051A](#)
Attachment C – LAUSD HR Policy Guide A7
Attachment D – Extra Duty Pay Guidelines for the Use of State and/or Federal Categorical Funds
Attachment E – Fiscal Services Payroll Monitoring Form (Sample)

ASSISTANCE: For assistance, please contact:

- Francisco J. Serrato, Ed.D., Deputy Chief Human Resources Officer, at (213) 241-6313 or at fserrato@lausd.net
- Maria Voigt, Director, Administrative Assignments, at (213) 241-6536 or at maria.voigt@lausd.net



ATTACHMENT A
LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

REQUEST FOR EXTRA DUTY PAY FOR CERTIFICATED ADMINISTRATORS
REQUEST FOR PRE-APPROVAL TO WORK EXTRA DUTY PAY HOURS

Principal/Administrator _____ Employee Number _____ Location Code _____

School/Office Name _____ Email _____ Telephone _____

Current Position: _____ Basis: _____ Location: _____

Description of services provided, rationale, and dates of service (*Provide specific information and supporting details. Services are not to extend an employee's workday or for the completion of ongoing administrative responsibilities. Attach additional sheets/calendars as needed*):

Date(s) of Services: _____ Start Date: _____ End Date: _____

Day(s) of the Week: _____ Start Time: _____ End Time: _____

Total Hours Requested: _____

Principal/Administrator Signature _____ Date _____

My signature above indicates that this request for extra duty pay is in alignment with District policy and will not cause me to exceed the 40-hour per pay period limit or the 200-hour total per pay period limit. I have also informed my immediate supervisor of any additional hours I may be performing outside of my regular duties.

REQUEST AND PRE-APPROVAL

Regional Director/Supervisor Name _____ Region/Division _____

Regional Director/Supervisor Signature _____ Date _____

My signature above indicates that this request and pre-approval for extra duty pay are in alignment with District policy and will not cause the employee to exceed the 40-hour per pay period limit or the 200-hour total per pay period limit.

Cost Center to be Charged:

School/Office: _____ Location: _____

Cost Center: _____ **Fund: _____ Functional Area: _____

*** Use of Categorical Funds (Title I and ELA) also requires written approval on the Budget Adjustment Request (BAR) from the appropriate central office categorical personnel, either Federal & State Education Programs or Multilingual & Multicultural Education.*

Approved **Not Approved**

Regional Superintendent/Division Head Signature _____ Date _____

My signature approving this request for extra duty pay is also verification that this assignment, in combination with any other assignment(s), does not exceed the 200-hour per pay period limit for this employee (per Human Resources Policy Guide A7 – Assignment Multiple). For assignments exceeding the 200-hour limit, please complete and attach HR Form 9051A to this form.

This approval form is be authorized by a Regional Superintendent/Division Head and/or their designee only in adherence to all stated guidelines.

Note: This approved HR Form 9051 is to be kept on file at the school office/time reporting location as part of the required payroll support documentation. Any after-the-fact changes made to this form must reflected in an amended form and must be attached to the original.

LAUSD/HR Form 9051 07/2023

BUL-101500.1

Human Resources Division



ATTACHMENT B
LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

**REQUEST FOR EXTRA DUTY PAY FOR CERTIFICATED ADMINISTRATORS
 IN EXCESS OF STATED LIMITS**

Regional Superintendent/Division Head _____ Region _____ Email _____

Signature _____ Telephone _____

I am requesting approval for the principal/administrator named below to work extra duty pay hours exceeding the 40-hour per pay period limit or the 200-hour total pay period limit and have attached the completed HR Form 9051 indicating the description of services to be provided and a rationale.

Principal/Administrator: _____ Basis: _____ Total Hours Requested: _____

Cost Center to be Charged:

School/Office: _____ Location Code: _____

Cost Center: _____ **Fund: _____ Functional Area: _____

Approved **Not Approved**

Superintendent/Deputy Superintendent Signature _____ Date _____

My signature above indicates that I approve the above-named employee to work extra duty pay hours exceeding the 40-hour pay period time limit or the 200-hour total pay period limit based on an emergency and/or exigent/special circumstance.

***This approval form is to be authorized and/or signed by the Superintendent or
 Deputy Superintendent***

Note: This approved HR Form 9051A is to be kept on file at the school office/time reporting location as part of the required payroll support documentation.

LAUSD/HR Form 9051A 07/2023



ATTACHMENT C
LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

LOS ANGELES UNIFIED SCHOOL DISTRICT	A7
POLICY GUIDE	ASSIGNMENT
SERVICE: Certificated	MULTIPLE
ISSUED BY: Personnel Research and Analysis (9-28-2020)	
REPLACES: PG: A 7 (1-30-13)	
REFERENCE:	
CHANGES: Removed Board Rule 1910, Administrative Regulation 1910-1. Revised Section 1.b. Revised Section 3.c.	

Multiple Assignments for Certificated Employees

1. Policy

Employees assigned full-time may be employed in additional assignments. However, employees are limited to additional assignment(s), certificated or non-certificated, in which regular time pay hours and additional assignment(s) hours do not exceed 200 hours in any pay period. This 200 hour per pay period limit applies to all certificated assignments, regardless of whether the employee is certificated, classified, or unclassified.

- a. Certificated administrators may only be assigned to multiple assignments (either during or outside their assignment basis) if pre-approved by the appropriate local district superintendent or division head. If the multiple assignments are to exceed the 200-hour limitation, the requesting office must obtain a written pre-approval from the local district superintendent or division head and a respective deputy superintendent.
- b. An employee on a basis other than "A" ("B," "C," "D," "E", or equivalent annualized basis) may have an additional assignment(s) during summer recess totaling up to 200 hours per pay period.
- c. Professional Expert assignment(s) for certificated employees are subject to the multiple assignments limitation of 200 hours per pay period during on-or-off-basis periods.

2. Certification of 200-hour Limitation

A signature of a local district superintendent or division head on a *Request for Personnel Action* (HR Form 9073) or a *Request for Extra Duty Pay for Administrators* (HR Form 9051) is considered by the Human Resources Division as verification that the assignment will not exceed the 200 hour per pay period limit.



ATTACHMENT C
 LOS ANGELES UNIFIED SCHOOL DISTRICT
 POLICY BULLETIN

3. Exceptions to Policy

- a. The following assignments are not considered as multiple assignments and do not need to be considered in computing the hours limitation described in Section 1, above:

Adviser (when in lieu of regular assignment while on leave)	Registration Adviser
Auxiliary Teacher	Replacement Teacher
Day-to-day Substitute Teacher	Salary Differentials
Demonstration Teacher	Teaching Multi-Track School Intersession or Special Education ESY
District-Sponsored Training Rates	Training Teacher (District Intern/BTSA)

- b. In order to permit the operation of playgrounds at specified times when schools are not in session, an assignment to unclassified classes in the playground series may exceed the 200-hour per pay period limitation.
- c. In emergency situations, assignments in excess of the limits stated herein may be made upon the approval of the Superintendent or respective deputy superintendent by completing a *Request for Extra Duty Pay for Certificated Administrators in Excess of Stated Limits* (form 9051A).

4. Time of Assignments

Any service in multiple assignments must be rendered at hours other than those for which pay is received for service in the regular full-time assignment. However, multiple assignments in the same or a different class may be served during or outside normal working hours of regular assignment on non-working holidays.

5. Termination

Additional (multiple) assignment(s) above a full-time position may be terminated at any time.

6. Audit

All records of employee's work hours and approvals to exceed the 200-hour limitation are to be kept on file at the school site or office time reporting location to be made available for audit purposes.



ATTACHMENT D
LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

**EXTRA DUTY PAY GUIDELINES FOR THE USE OF STATE AND/OR FEDERAL
 CATEGORICAL FUNDS**

In addition to the guidelines that have been set herein with respect to extra duty pay, the following will apply for the use of State and/or Federal categorical funds:

- A. The **prior** approval of the applicable advisory council, the School Site Council, and written approval from the Executive Director of Multilingual and Multicultural Education is required on the Budget Adjustment form.
- B. Categorical funds expended prior to written approval on the Budget Adjustment Request (BAR) from the appropriate central office categorical program personnel as noted above must be repaid to the applicable Federal and/or State funding source.
- C. When using categorical funds, the professional development and/or intervention must be focused on: 1) English Language Arts (ELA); 2) Math; or 3) English Language Development (ELD). ELD intervention may only be funded with resources for English Learners as part of the school and/or Region school plan aligned to District LCAP goals.
- D. Administrative salaries for intervention and/or site-based professional development on unassigned days cannot be budgeted (allocated) during the categorical budget development process. As a result, categorical funds cannot be used for extra duty pay for administrators for work performed between the period of time when the administrator's regular basis ends (for one school year) and begins for the new school year (Summer Break).
 1. After approval of the applicable advisory council and the School Site Council, a budget adjustment request is to be prepared and these salaries must be factored into the indirect cost.
 2. For professional development pertaining to: 1) ELA; 2) mathematics; 3) science; 4) social studies; and/or 5) ELD, the agenda(s) must be attached to the Budget Adjustment Request (BAR).
 3. For intervention programs, a flyer or notification to parents describing the intervention must be attached to the Budget Adjustment Request (BAR). The description should include the following:
 - a. The date(s) and time
 - b. Number of sessions/days
 - c. Approximate number of students
- E. Questions regarding the use of categorical funds for administrator X Basis and categorical fund expenditure approval should be directed to the Executive Director, Multilingual and Multicultural Education.



ATTACHMENT E
LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

FISCAL SERVICES PAYROLL MONITORING FORM (SAMPLE)

INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District
Accounting & Disbursements Division

VIA EMAIL

TO: _____
Title, School Site/Division/Office

DATE: _____

FROM: _____, Controller

SUBJECT: EXCESS EXTRA DUTY PAY FOR CERTIFICATED ADMINISTRATORS

The report below lists employee(s) within your Division/School/Office, that have been time reported for more than 40 hours of extra duty pay per month during the first quarter in fiscal year 2022-23.

Please ensure that all extra duty hours reported have been approved and are in compliance with the BUL-101500.1. Also, all documents showing approvals for extra duty hours must be kept on file for audit purposes.

If you have any questions, please call me at (213) 241-2150.

If you have any Staff Relations questions, please contact Juan Alfayate, Administrator of Staff Relations, at jalfayat@lausd.net.

Attachment

- c: Alberto M. Carvalho
- Pedro Salcido
- Karla V. Estrada, Ed.D.
- Kristen K. Murphy, Ed.D.
- David D. Hart
- V. Luis Buendia
- Francisco J. Serrato, Ed.D.

Appendix V: Extra Duty Pay for Classified Administrators (BUL-117100)



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE:	Guidelines for Extra Duty Pay for Classified Administrators	ROUTING All Administrators Time Reporters
NUMBER:	BUL-117100	
ISSUER:	Karla M. Gould, Personnel Director Personnel Commission	
DATE:	November 8, 2021	
POLICY:	This Bulletin provides guidelines for processing requests for extra duty pay for Classified Administrators required to perform extra duty work. Extra duty pay is defined as pay at the employee’s regular rate of pay for extra work performed in response to emergency/exigent circumstances which include unforeseen occurrences that can immediately affect the health and safety of students, employees, parents and/or the school community; unforeseen circumstances that may cause a substantive detrimental impact to the instructional program and/or academic success of students; and/or when requested by managers, under special circumstances, to perform special projects beyond the normal workweek that are outside of the scope of regularly-assigned duties. Before approving extra duty pay, managers must be aware of the requirements for requesting, funding, and monitoring of extra duty pay for Classified Administrators.	
MAJOR CHANGES:	This Extra Duty Pay Policy for District-represented, classified management employees is a new policy for classified employees, authorized by Board approval on June 8, 2021. The new policy brings equity with certificated administrators who are eligible for extra duty pay.	
GUIDELINES:	I. <u>Extra Duty Pay applies to District-represented management employees and may be utilized for:</u> <ol style="list-style-type: none"> A. Emergency/exigent circumstances which include unforeseen occurrences that can immediately affect the health and safety of students, employees, parents and/or the school community; B. Unforeseen circumstances that may cause a substantive detrimental impact to the instructional program and/or academic success of students; and/or C. Under special circumstances, when managers are requested to perform special projects beyond the normal workweek outside the scope of their regularly assigned duties by their immediate supervisor and/or other Division head, they may be compensated with extra duty pay. 	



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

school/time reporting location as part of the required payroll support documentation for audit purposes for five years.

- E. Employees who submit requests and/or supervisors who approve requests that do not adhere to the above rules and limits may be subject to discipline up to and including dismissal.

III. Exception(s): E/B Basis Employees

Work performed during an administrator's off-basis time is exempt from the 40-hour maximum (for employees on E or B-basis) but must adhere to all other guidelines contained herein.

IV. Process to Request Extra Duty Pay for Classified Administrators

- A. Before commencing service and time reporting, prior written approval (PC Form 9076 – *Request For Extra Duty Pay For District-Represented, Classified Administrators* - Attachment A) for all extra duty pay must be pre-approved by the Supervisor with the approval obtained expressly from the applicable Local District Superintendent/Division Head. This approval form is not to be authorized and/or signed by a designee unless the Local District Superintendent/Division Head is utilizing benefitted time and is unavailable because he/she is out of the office.
- B. The signed and completed PC Form 9076 must be sent to the Superintendent, Deputy Superintendent, or designee for final approval.
- C. All extra duty work performed in a pay period shall be included on the same PC Form 9076 for that pay period. All approved extra duty work performed in a pay period shall be time reported/approved before the time-reporting cutoff and no later than five calendar days after the pay period.
- D. The approved PC Form 9076 should be returned to the requesting site administrator, with a copy retained by the applicable Local District Superintendent/Division Head.
- E. A copy of the approved PC Form 9076 is to be provided to the time reporter and kept on file at the school/time reporting location as part of the required payroll support documentation for audit purposes for five years.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

V. Funding

- A. Appropriate funding must be identified and readily available in the school or office budget as certified by the Local District Superintendent/Division Head.
- B. Imprest Funds or the P-Card cannot be used to pay any extra duty pay, salary payment, or professional services of any kind.

VI. Monitoring

- A. Classified managers will monitor and keep track of their extra duty pay hours to ensure they are not exceeding extra duty pay limits as specified in Section II. Work performed for a different school/division must be cleared with the manager's immediate supervisor before it is initiated.
- B. Local District Superintendents/Division Heads will implement a monthly monitoring system for ensuring that employees do not exceed extra duty pay limits as specified in Section II.
- C. On a quarterly basis, Fiscal Services will send Local District Superintendents/ Division Heads an Interoffice Correspondence notifying them of any employees who have exceeded extra duty limits. In addition, this correspondence will include a reminder to ensure that all extra duty pay hours have been approved, are in compliance with the policy bulletin, and that all documents showing approvals are kept on file for audit purposes.

AUTHORITY: Board approval on June 8, 2021, for an Extra Duty Pay policy for Classified, District-represented employees.

RELATED RESOURCES: BUL-5996.1 *Overtime Policy – Classified Employees, dated July 7, 2017*

ATTACHMENTS: Attachment A, Form 9076, *Request For Extra Duty Pay For District-Represented, Classified Administrators*

ASSISTANCE: For assistance, please email the Personnel Commission at perscomm@lausd.net.

Los Angeles Unified School District
Personnel Commission

ATTACHMENT A (PDF)

**REQUEST FOR EXTRA DUTY PAY FOR DISTRICT-REPRESENTED, CLASSIFIED ADMINISTRATORS
REQUEST FOR PRE-APPROVAL TO WORK EXTRA DUTY PAY HOURS**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Manager/Administrator	Employee Number	Location Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
School/Office Name	Email	Telephone
Current Position:	Basis: <input type="text"/>	Location: <input type="text"/>

Description of services provided, rationale, and dates of service (*Provide specific information and supporting details. Services are not for the completion of ongoing administrative responsibilities. Attach additional sheets as needed:*)

Date(s) of Services:	Start Date: <input type="text"/>	End Date: <input type="text"/>
Day(s) of the Week:	<input type="text"/>	Start Time: <input type="text"/> End Time: <input type="text"/>
Total Hours Requested:	<input type="text"/>	<input type="text"/>

Manager/Administrator Signature Date
My signature above indicates that this request for extra duty pay is in alignment with District policy and will not cause me to exceed the 40-hour per pay period limit for extra duty pay or the 200-hour total-hours-per-pay period limit. I have also informed my immediate supervisor of any additional hours I may be performing outside of my regular duties.

REQUEST AND PRE-APPROVAL

<input type="text"/>	<input type="text"/>
Supervisor's Name/Title	Local District/Division
<input type="text"/>	<input type="text"/>
Supervisor's Signature	Date

My signature above indicates that this request and pre-approval for extra duty pay are in alignment with District policy and will not cause the employee to exceed the 40-hour per pay period limit or the 200-hour total per pay period limit.

Cost Center to be Charged:

School/Office: <input type="text"/>	Location Code: <input type="text"/>
Cost Center: <input type="text"/> **Fund: <input type="text"/>	Functional Area: <input type="text"/>

*** Use of Categorical Funds (Title I and ELA) also requires written approval on the Budget Adjustment Request (BAR) from the appropriate central office categorical personnel, either Federal & State Education Programs or Multilingual & Multicultural Education.*

Approved Not Approved

<input type="text"/>	<input type="text"/>
Local District Superintendent/Division Head Signature	Date

My signature approving this request for extra duty pay is also verification that this assignment, in combination with any other assignment(s), does not exceed the 200-hour per pay period limit for this employee.

(This approval form is not to be authorized and/or signed by a designee unless the Local District Superintendent/Division Head is unavailable because he/she is utilizing benefitted time and is out of the office.)

Note: This approved Form is to be kept on file at the school office/time reporting location as part of the required payroll support documentation. Any after-the-fact changes made to this form must be reflected in an amended form and must be attached to the original.

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