



# Payroll Administration Training and Communications

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August 1, 2016



## Semi-Monthly Conversion

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### Employee Count

- 24,418 SEIU employees were successfully converted from a once-a-month (CL/CE) to a twice-a-month pay cycle (SM)
- 7,499 employees were paid on their 1<sup>st</sup> SM pay day



*Thank  
you*



# Employee Population Converted

## Population by Basis

PSA	Percent	Employee Count *
X Basis	44.0%	10,754
C Basis 1 track	36.9%	9,011
D/D Class Sub	6.8%	1,655
Retiree	6.4%	1,552
A Basis Gen Cal	4.8%	1,170
C Basis Gen Cal	0.8%	194
C Basis 4 track	0.1%	29
B Basis Gen Cal	0.1%	16
C Basis Adult	0.1%	14
Non Employee	0.0%	10
Z Basis	0.0%	6
E Basis Gen Cal	0.0%	5
Retirees	0.0%	1
A Basis Adult	0.0%	1
<b>Grand Total</b>		<b>24,418</b>

\* Employee count represents main assignment.

## Population by Bargainin Unit (B, C, F, G for SEIU)

PA	Percent	Employee Count *
1BXX	55.8%	13,636
3GXX	27.1%	6,626
2FDX	16.5%	4,036
2FNX	0.4%	103
1CXX	0.1%	16
9REC	0.0%	1 (exception)
<b>Grand Total</b>		<b>24,418</b>

\* Employee count represents main assignment.



# First Semi-Monthly Pay Check Dates

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## Basis

### A basis

*July 22, 2016*

### B basis

*August 23, 2016*

### C basis

*August 23, 2016*

### E basis

*August 8, 2016*



# We Need Your Help

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## Please help us with the following:

- Make every pay day a success
- Enter time for all payroll areas on a weekly basis
- Adhere to the 6:00 PM hard cut-off deadline
- Run your reports to verify that all time has been entered and approved by the designated cut-off dates



# Session Objectives

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## ➤ **Employee List by Cost Center report**

- Ability to filter by payroll area in the selection criteria
- Ability to sort report results by last name, first name
- Ability to filter report results by work schedule rule

## ➤ **Time in CATS Not Yet Approved report**

- Know what to do if there are report results

# ZTMEEMPLIST: Employee List by Cost Center

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## **Why should I use Employee List by Cost Center to report time?**

- Identify and validate all employee's listed are active and work at your site.
- Verify or detect TMS status changes, work schedule rule changes, and daily work schedule changes
- Determine time anticipation eligibility
- Ability to jump to time sheet (CAT2) and report time

## **When should I run Employee List by Cost Center?**

- Weekly
- Each payroll cut-off date



# ZTMEEMPLIST: Employee List by Cost Center

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## Live Demonstration

- ✓ Filter payroll area in the selection criteria
- ✓ Sort report results by last name, first name
- ✓ Filter report results by work schedule rule

## Scenario

- Run Employee List by Cost Center to identify your SM employees





## ZTIMERECON\_SCHOOL: Time in CATS Not Yet Approved

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# ZTIMERECON\_SCHOOL: Time in CATS Not Yet Approved

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## Why should I use Time in CATS Not Yet Approved?

- Verify all time reported by designated date has been approved

## When should I run Time in CATS Not Yet Approved?

- Every Friday after Administrator confirms time has been approved
- First thing Monday morning (if not ran on Friday)
- Every designated payroll cut-off day after Administrator confirms time has been approved
- The next morning after the payroll cut-off day (if not ran on actual day)



# ZTIMERECON\_SCHOOL: Time in CATS Not Yet Approved

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What do I do if I see unapproved time entries on the report?

Report Ran	What to do
Friday afternoon	<ul style="list-style-type: none"><li>• Get time approved ASAP!</li></ul>
Monday morning	<ul style="list-style-type: none"><li>• Get time approved</li><li>• Will receive weekly email message</li></ul>
Payroll cut-off (before 6 pm)	<ul style="list-style-type: none"><li>• Get time approved ASAP!</li></ul>
Morning after payroll cut-off	<ul style="list-style-type: none"><li>• Get time approved ASAP!</li><li>• Email a list of affected employees to <a href="mailto:payrollsupport@lausd.net">payrollsupport@lausd.net</a></li><li>• Notify employees of no pay or partial pay</li><li>• Will appear on monthly late time entries report</li></ul>



# ZTIMERECON\_SCHOOL: Time in CATS Not Yet Approved

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## Live Demonstration

- ✓ Run Time in CATS Not Yet Approved report

## Scenario

- Run CATS Not Yet Approved report for SM for 08/01/16



# Contact Us

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## Payroll Customer Services

**(213) 241-2570**

**Monday – Friday**

**8:00 AM – 4:30 PM**

**[payrollsupport@lausd.net](mailto:payrollsupport@lausd.net)**



# Questions?

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