

**Payroll Administration Branch
Payroll Education Training – Local District Northwest
Attendee Questions and Answers
February 28, 2017**

Note: All the questions below and follow-up clarifications were answered during the Q&A part of the training

1. How do we change the check delivery method as shown in the organizational assignment?
 - A. The employee needs to complete a request form and submit to Salary Delivery for any changes.
2. Who'll be left on classified payroll to time report?
 - A. All salaried employees will remain classified; currently they are not scheduled to move to semi-monthly.
3. Sometimes Sedgwick or banks asks about employees pay rates, where can we find that information?
 - A. Any information requested by the bank, Mortgage Company etc.... should be directed to TALX. If the employee is asking personally please refer them to Payroll, Human Resources or Personnel Commission.
4. For long term subs time reporting SBTM (Substitute/Temp Eligible for Sick Leave): Does the employee have to work 21 days before they can use the SBTM?
 - A. No. For new employees a 90 calendar day (includes weekends) probationary period must pass before they can use SBTM. In order for Subs to qualify for a Long Term assignment they must complete 21 consecutive work days.
5. For the EEC (Early Education Center) does the SBTM get reported centrally?
 - A. Yes.
6. Does the TK (Time Keeper) have to check if a sub is called to work before they use SBTM for the employee?
 - A. No. It is not necessary to verify if a sub is called prior to using SBTM. As long as the employee is an Active sub they can use the allotted 24 hours of SBTM.
7. X basis employees: If PN (Personal Necessity) or IL (Illness) is entered what happens if the system accepts the time reporting?
 - A. There are multiple reasons why the system will accept the PN or IL time reported:
 - a. The employee may have a balance from a previous illness earning assignment
 - b. The employee may have PNWD (Paid non-working time) available this could be your TA's (Teacher Assistant's), Campus Aides and Community Reps etc....
 - c. X Basis employees now have access to 24 hours of SBTM time. They receive these hours after a 90 calendar day probationary period.

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8. Can we forward the power point to the SAA's (School Administrative Assistant)?
A. Yes, we will be sending the presentation to the Local District and it will be forwarded to all in attendance.
9. Early Ed employee: If someone is on WC (Workers Compensation) during winter break do we still report WC during winter break?
A. Yes, you should continue to report workers comp, please do not report VA (Vacation) time. The workers comp unit does a pro-ration of the vacation time. Because workers comp cases vary we also suggest you contact the Workers Comp unit so a specialist can specifically review the case scenario.
10. My principal is not a friend of make-up time for any employee. Is there any policy from the District where it says that an employee can make up time? Or is it up to the principal?
A. No. The District does not provide these guidelines; these policies are set at the discretion of the Principal. It is important to have set Office Policies, Guidelines and Procedures so the staff is aware of the policy at that specific location.
11. Reporting Mileage: I do report mileage for cafeteria worker at the end of the month. Do I report at the end of the month or on the day it happened?
A. According to Bulletin 6638.0, Mileage should be reported once incurred.
12. Special Ed Aide Subs: Do special Ed Aides subs get paid illness even if they are at the location for only 2 months?
A. Yes. As long as the employee qualifies they should be reported SBTM time. For new employees a 90 calendar day (includes weekends) probationary period must pass before they can use SBTM.
13. I was told not to use UP (Unpaid) code for X basis people just leave it blank. Why then the reason for this code?
A. The code is an absence attendance code and is encoded in the system for other employees. X basis employees are at will so if you leave it blank they will not be paid. Entering UP in the record may cause an error and prevent payroll from processing correctly.
14. I have not been able to use KC (Kin Care) code for Kin Care computer doesn't allow me. I tried several times.
A. In order to report KC time, you need to have Full Pay Illness balance available. If you are in Half Pay you are not eligible to use KC. We also suggest you contact Quota unit so they can make sure and explain further.

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15. On Time Card: Teacher leaves early for a Dr. Appointment; how do I identify that on the timecard?
- A. Because they are salaried and they initial, you may have to keep a separate log to track the information. Also there is space on the right hand side of the time card, where you can notate what took place.
16. Differentials: The employee has two different funds and two different employee #'s (main/pernr) should we report the differential on two separate days or can we report it on the same day?
- A. Yes, you can report differentials on a split assignment. Yes, we suggest you report them on different days to ensure it is not cancelled out.
17. The cafeteria manager wants to keep her time card and the time card of the 2 cafeteria workers in the cafeteria rather than the main office. Should this be allowed?
- A. This is at the discretion of the location. We suggest meeting with the cafeteria manager and explaining the importance of payroll cut-offs and submitting the forms in a timely manner.
18. Can E basis Classified use vacation days on unassigned days or summer.
- A. No. Time is not part of the employee's assigned basis and not paid.
19. Effective July 1, 2017 how will TA illness benefits time reporting change?
- A. The Health Benefit changes should not affect the time reporting processes for TA's.
20. If an employee is leaving on WC due to stress does the SAA open a case with Sedgwick or provide the WC form only?
- A. Provide the employee the form, but we also suggest referring the employee to Risk Management for more information.
21. Can we suggest which benefit form an employee can use such as KC or PN because the employees may not know which one to use?
- A. We suggest referring the employee to the LAUSD website where they will find bulletins, union contracts, and the payroll concepts manual which explains KC and PN how it is used, what for etc....
22. What should we do if the employee whites out the time card?
- A. Explain to the employee that next time they should put a line through the error and initial only. The time card is a legal document and white out should not be used.

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23. How many extra hours a pay period can a Special Ed assistant work?
A. Depending on the locations budget, speak with your fiscal specialist.
24. How do we know who is eligible to charge mileage?
A. Eligibility is based on the bargaining unit agreement (union contract).
25. Can I report MS (Miscellaneous) for plant managers, Building and Grounds workers, and cafeteria managers?
A. Refer to the bargaining unit agreement (union contract) for eligibility.
26. My principal turns in miles twice a year; can you please talk with her?
A. We suggest you refer the principal to Bulletin 6638.0 which states mileage should be reported once incurred.
27. Can we change WC time once it has been changed to WI? I need to add the FMLA (Family Medical Leave Act) protection to it?
A. No. Please contact the Workers Comp Unit for any adjustments needed to be made after they have adjusted the codes in the system. All changes should be made together to avoid overpayment/underpayment issues.
28. If a teacher attends a conference what code do we use, MS or PD (Professional Development)?
A. Report PD for certificated employees.
29. Is SBTM for classified and certificated subs? i.e.: Special Ed assistant sub
A. Yes. As long as the employee qualifies they should be reported SBTM time. For new employees a 90 calendar day (includes weekends) probationary period must pass before they can use SBTM.
30. Do part time or just full time employees qualify for the RBX (Retirement Bonus Payment)?
A. There are qualifying terms and agreements to being entitled to the RBX (Retirement Bonus Payment). Entitlement is based upon individual assignments during the 1992/1993 Fiscal Year. We suggest contacting the Quota Unit for verification of entitlement.
31. If a cafeteria worker is scheduled for 4 hours but works 6 hours do we report VA for 4 hours or 6 hours?
A. The system will only allow you to report up to the amount of assigned hours, so 4 hours should be reported.

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32. Can my coordinator receive 2 different differentials testing and Title 1?
A. Refer to the Reporting Time for Lump Sum Differentials bulletin. As long as the employee's class code is eligible, yes they may be able to receive multiple differentials totaling 100%.
33. Please explain Z-Time for TA's i.e.....relief time?
A. TA's can work Z-time up to 15 hours per pay period, but there is a 2 month wait before they can work Z-time again.
34. Who would sign mileage for a cafeteria worker going to the bank? The Principal or Food Services?
A. Food Services has their own mileage form, and it is signed by Food Services however, the Principal or Administrator should also sign the form.
35. Is it true that sub SAA will not be allowed to enter payroll?
A. If this is a Long Term Sub, an online request needs to be completed for GRC access. If this is a short term sub (few days) it may not be effective requesting access. Requesting access for a back-up time reporter may be the better option.
36. Cafeteria worker used all full illness pay can I pay her vacation time so that it isn't half pay illness even though she called in sick?
A. It is at the discretion of the administrator if they approve the vacation time. However, if the employee is calling in sick, then it should be reported as illness.
37. How do I change size of the way the report comes out? Specifically reported vs. TMS1?
A. The size of the report cannot be modified, we suggest exporting the report to excel then you can adjust as needed.
38. Can TA's use PNWD for partial day absence?
A. As long as the TA has PNWD balance and they complete the certification request form they can use the time.
39. The time card holders are old, where can we purchase new ones?
A. See the Local District Admin for information on how and where to order new time card holders.
40. I have a 6 hour TA which works .5 Z hours every day. He does not work more than 15 hours Z time a pay period. Do I still have to skip a month?
A. Yes, you need to skip every 2 months before you can report Z-time again.

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41. I thought we receive 10 illness hours beginning of the year. Power point shows 100 days of illness.
- A. 10 days of full pay per fiscal year, however total amount is 100 days for combination of full and half pay.
42. I noticed on the slide that employees are allowed 7 PN a fiscal year; we have been informed previously that it is 6 PN and 6 KC please clarify.
- A. Employees are given 6 or 7 PN days per fiscal year (depending on their bargaining unit), and 6 days of KC per calendar year. Employees may take PN and KC as long as they have full illness balance.
43. Does APT (Average paid Time) time need to be approved by administrator before reporting?
- A. No, APT time is a calculated average based on the employees time worked in the previous quarter.
44. Can we go back to last school year to adjust APT?
- A. The amount SAP calculates as APT time cannot be adjusted. Time reporting can be adjusted so you can go back and make changes however be aware that vacation balance and the budget will also be adjusted based on changes made.
45. If an employee does not have IL balance and wants to use VA benefit, can we call a sub for their absence?
- A. Yes, based on the administrators discretion.
46. Can we pay classified TA's illness
- A. Yes, if they have PNWD balance available.
47. Cafeteria manager has submitted mileage since the beginning of the year.
- A. Please refer the employee to bulletin 6638 which specifies time should be reported as incurred.
48. How do I report workers comp for a TA?
- A. TA's are not entitled to workers comp, please contact the workers comp unit for further information.
49. Differentials Special Ed....who pays for that differential?
- A. Contact the Special Education Department for further information.
50. When trying to run the report, SAA is getting printer error, who can assist?

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A. Ability to run the report is based on your computer, so please contact ITD help desk.

51. When administrators go to meetings for partial day do we report the time as MS? Do they need approval? When teachers go to PD do they need an absence certification form, does it need pre-approval?

A. Yes, they should submit a form and document the absence.

52. Can we split an employee's direct deposit between 2 accounts, checking and savings?

A. No.

53. Clarification on the 1993/1994 vacation bank time (RBX)

A. There is a bulletin and information in the payroll concepts manual, please refer to the Payroll Administration website.