

**Payroll Administration Branch  
Payroll Education Training – Local District West  
Attendee Questions and Answers  
March 30, 2017**

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

1. I have an employee that's on bonding leave. I was first told by HR (Human Resources) to pay 6 days PN (Personal Necessity) and the rest UP (Unpaid). Before this, I was told that they will have a chance to use their IL (Illness) but it hasn't become a policy yet. Then I was told by someone in Risk Management that I should pay him IL. Which is correct?
  - A. As of 1/1/17 a new Law was passed so Bonding will be a paid leave. Report this time as FCIL (FMLA Illness). More information and a Bulletin is coming soon, please contact Risk Management with any other questions.
2. If a teacher reported PN when they called the sub desk, but the absence was for their child which is KC (Kin Care), and the teacher already notified the SAA it was KC, can I report KC? (By the way there is no option for KC when employees call the sub desk to report absence)
  - A. You should report the time based upon the Illness Certification Form the employee submitted and signed. If the teacher requested KC then KC should be reported as long as they have FPI (Full Pay Illness) available.
3. If a classified employee no longer has FPI and needs to use a KC day, would it be Unpaid?
  - A. Yes, Employees must have FPI balance available in order to report the KC days.
4. What do you mean when you say; it is not protected if we are entitled to receive that benefit like WC (Worker's Compensation)/IL /PN? What documentation for FWC (FMLA Workers Comp) is needed?
  - A. By law KC is a protected absence code. Other absence codes such as WC/IL/PN require FMLA documentation to be provided so those absences can be protected. Without the FMLA protection according to the Districts policy on Attendance, the unprotected absences can lead to discipline. The Documentation needed for FWC is the completed FMLA Documentation (Health Care Physician Statement) and the Certification of Illness form requesting FMLA, and WC.
5. How long can you be on an unpaid leave before being separated from District?
  - A. The District will separate the employee after they have exhausted all benefit time, vacation and illness hours.

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6. Do you need FMLA forms to enter KC? Does BV (Bereavement) come out of your illness hours?
  - A. KC is a protected absence by LAW. Additional FMLA documentation is not required. No, BV does not come out of your illness balance. Please refer to the Collective Bargaining Unit Agreement for the amount of days employees may be entitled to.
7. Day to Day sub: Who submits their time?
  - A. RG (Regular) time is reported by the location, use ZCAT2 to report time.
8. For Certificated Employees attending PD (Professional Development), when they do not receive PD form, can we use the Absence Certification form?
  - A. Yes, you may use the certification form for documentation. Check "Other", and indicate the Reason as PD.
9. Can we do an adjustment for APT (Average Paid Time)?
  - A. Yes you can make time adjustments to reported APT hours. We suggest when changes are made to have the hours approved at the same time to avoid overpayments/underpayments.
10. What type of verification is accepted to verify an employee's BV absence? Certificated is not allowed to work on a Holiday, what about Administrators?
  - A. According to Educational Code 45194, employees are to give their supervisor prior notice of the need for bereavement leave. Upon request the employee shall provide evidence acceptable to the immediate supervisor. Please refer to the Collective Bargaining Unit Agreement for the amount of days employees may be entitled to. Administrators can work on Admissions Day, but not on a Legal Holiday.
11. If a Supervision Aide is out due to a WC injury is this employee eligible for FWC? I reported WC for this employee because she is out due to a surgery for the injury. The employee did not receive any pay. Is it because she is a Temp Personnel?
  - A. FWC is FMLA protected absence, if the employee did not submit FMLA documents then report WC and contact Workers Comp unit to determine if the employee is eligible to receive payment from Sedgwick or LAUSD.
12. If an employee has 2 different titles; 3 hours each. For Differentials should we pay 50/50%?
  - A. Yes. Total percentage reported cannot exceed 100%.

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13. The print is so small. Is there a way in the manual it can be adjusted?
- A. Contact ITD if you are having issues printing. The size of the report is small, there are other options such as taking a screen shot and printing that, or exporting the report to an excel spreadsheet and adjusting the size.
14. If a regular teacher requests a sub with Principal's approval because the teacher needs to work on testing or other things, Do I report the teacher as MS (Miscellaneous)?
- A. Yes, if the teacher is on campus report MS.
15. Do you still get 2 Bonus Vacation days (based on # of absences) at the end of the year if you are at your vacation cap?
- A. If an employee has reached their vacation cap at the end of the fiscal year, the employee will not receive the 2 extra days. Please note: Project additional earnings and the 2 days so you can take the time before the end of the fiscal year, so you don't lose the additional time.
16. If I miss 3 plus days of illness, will I have enough hours for the year to get the 2 extra days of vacation?
- A. If you have 50 plus days of full pay illness time available then yes you should receive the additional vacation days.
17. Assistant Principal is working at 2 schools and is time status 1. Why are they TMS1 if it is a regular permanent assignment?
- A. When employees are working a split assignment, HR's policy is to make them a time status 1 so that they are not overpaid and to ensure that both locations are accounting for the employee.
18. Where do I get Instructional Days information?
- Need additional information. No one was available to provide Payroll Administration presenters with their specific question. Questions regarding Instructional days can be referred to HR Division at 213-241-5100.
19. If an employee is a regular 6 hour at a location and works an additional hour at another location, who is responsible to report the additional hour?
- A. The location where the employee worked the 1 hour is responsible for reporting the time. If the employee is not part of that location's roster they can report the employee using ZCAT2.

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20. Is it possible to open the payroll window to the end of the month for all employees? I realize that it has been closed due to forecasting, but this would be a tremendous help for us that report time (for example, we are here today and the window date for today opened today).
- A. No, it is not possible to open the payroll window for everyone. This was set in place due to a large amount of overpayments that were occurring due to forecasting. You are able to forecast only up to the end of the pay period for regular employees only for core hours, no overtime or mileage. X-Basis employees cannot be forecasted.
21. Instructional Coach – Title 1 Coordinator Differential is built into their salary?
- A. Contact your fiscal specialist to make arrangements to build into their salary.
22. Why are some Special Education Assistants listed as 6 hours per day and others as 6.95 per day?
- A. The daily work schedule is determined by PC (Personnel Commission) and based on the number of hours that your location budgeted for the assignment.
23. Why are SAA meetings on the same day as Payroll due dates? Why do we talk about the same topics we never learn new information? Why do the meetings start at 7:45 – 8:00 am when we have children that we need to get to school?
- A. Please discuss with your Local District Administration. Payroll Administration is here as guests to provide information and guidance. The topics we are discussing today are to provide a refresher and expand your knowledge. What might be same information to you might be something new to others. The meeting times are designated by the Local District Administrator.
24. What does “protected” mean? Is it still considered an infraction towards attendance?
- A. A protected absence means that it cannot be used against the employee for an attendance infraction.
25. Sign in and out cards, how do you print them double sided?
- A. You will need to take the paper out and turn it around and put it back into the printer. Each printer is different therefore you might need to ask a computer technician for assistance.
26. Will there be a Semi- Monthly time card for the different basis? Like E or C?

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A. Yes, Payroll is creating Semi-Monthly time cards for the different basis for the 2017-2018 fiscal year.

27. Is it district policy for classified employees to complete a non-illness certification form requesting vacation for winter and spring break?

A. Yes, it is a policy. All employees who are out need to submit an absence certification form and appropriate documentation if required. Please review Bulletin 6307.3 – Certification of Absence Forms. Section D states, Completed and approved absence certification forms are required prior to the reporting of absence time.

28. How many times can you use Bereavement in one year?

A. There is no set number of times you can use bereavement in one year. You do however have to ensure that the bereavement days qualify based on the eligible family members and that you provide qualifying documentation. Refer to the appropriate Bargaining Unit Agreement to see the qualifications.

29. Do we have to notify employees that SBTM hours will not carry over? If yes, that promotes absences?

A. If employees have questions about their SBTM hours you can refer them to the bulletin and frequently asked questions regarding SBTM.

30. I avoid calling Payroll if I don't have to, but when I really need to do so, more than not, representatives that answer the phone are abrupt and sometimes speak to you in a condescending tone. They are there to guide and support. Please address this with them.

A. We apologize for this unfortunate experience with our customer service. We will address this issue as soon as we return to the office. In the future if you experience this same situation again, please ask to speak with the overseeing Supervisor or Manager so that we can address this serious issue.

31. Why can't we view a list of employees who got paid?

A. Time reporters no longer have access to the payroll workbench because there is confidential information. There are many other tools to use if you are trying to see the number of hours an employee was time reported and approved for. Please contact Payroll Customer Services if you need assistance. Also, employees are able to log in to the ESS (Employee Self Service) to see their paycheck and all hours entered and approved.

32. Is KC protected for evaluation?

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A. Yes, kin care is a protected absence and cannot be used for the evaluation.

33. For principal meetings is it MS or PD? Teacher conference, is it MS or PD?

A. For a principal's meeting it is MS. For a teacher's conference it is PD. Payroll is currently working on updating a reference guide on the differences of when to use MS or PD.

34. Vacation – Can classified employees (C/B/E basis) use Vacation time during anytime of the year (other than winter/spring break)?

A. As long as the employee is a vacation earning employee they can use their vacation on any other day besides winter and spring recess. Remember that pre-approval is needed before using the vacation hours. Also, employees should be mindful of their balance to avoid unpaid time during winter or spring recess.

35. I reported a differential 50% on 1/31 and 50% on 1/31 for a certificated employee. Can I go back and change one of the 50% to 1/30 so they are on different days?

A. Yes, but first check with the employee to make sure that they are missing the other half of their differential. If they are missing the other half of their differential go ahead and make the change but make sure it is approved at the same time you make the adjustment to avoid any overpayment/underpayment issues.

36. Can you please provide a clear explanation of the vested vacation hours and the capped vacation hours?

A. Vested vacation hours are the vacation earnings of the employee as of 1994-95. Capped hours are the vacation earnings in an 18 pay period. Example, an employee who earns 8 hours vacation per pay period, has a cap of 144 hours at the end of the fiscal year (8 hrs. X 18 pay periods).

37. When you retire are you paid vacation balance? Are you paid out illness?

A. Yes, when you retire, leave the district or go into a non -vacation earning position, you are paid your vacation balance. No, illness hours are not paid out but they can be used towards Retirement Service Credit.

38. If an employee works through lunch, how much do I pay, 30 minutes or 50 minutes?

A. Employees should not be working through their lunch unless it has been pre-approved. Legally all employees who work 6 hours or more per day, are required to take a 30 minute lunch and a 20 minute break. Lunch is not a paid break unlike the 20 minutes. Please refer to your administrator as to how to pay the

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employee as the employee is likely eligible to receive overtime if working more than their assigned hours.

39. A classified employee is absent on the last two days of the pay period, I do not have the absence certification form, do I time report?

A. Yes, if the employee has not returned by the payroll cut-off date, you still need to report the time if the employee has called in and notified you of the benefit they are using. Immediately upon their return the employee needs to submit their absence certification form along with any supporting documents.

40. Does payroll get input from SAA's before changes are made to the payroll system?

A. Many upgrades to the system are because of the phone calls we receive from time reporters/time approvers. Other payroll upgrades are because of new Policies or Laws that require us to upgrade our system.

41. How do you print the reports, example display working time?

A. If you are having trouble printing the reports, please refer to the job aids provided in our emails regarding Win Gui conversion. If you are still having issues after setting up your printer in Win Gui, you will need to contact ITD help desk as this will be a compatibility issue with your computer/browser. We suggest exporting your reports to excel.

42. Do we anticipate integration workers' pay?

A. For Regular, Permanent employees you can only anticipate time up to the end of the pay period. X-basis employees are not to be anticipated.

43. Mileage Statement Form? Vested Vacation? Deductions for 3 hour employees (SS and state tax)?

A. Mileage statement forms are available on LAUSD website. Vested vacation will now be displayed on your remuneration statement. For classified employees, 6.2% is deducted for Social Security. For State Taxes the deduction is based on withholding exemptions specified by the employee.

44. When will certificated be on a Semi-monthly payroll? I tried to download Citrix on my phone but I was unable to. How do I do that?

A. There is no plan yet to convert Certificated employees to Semi-Monthly. Citrix is not available for use on phones.

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45. Are 3 hour Student Aides able to take FMLA leave? Should this be paid IL after FMLA 12 weeks end?
- A. Student Aides are not eligible for benefits. Please report SBTM time when illness is requested.
46. Please go over TA Benefits 6 hour TA's. Can 3 hour TA be grandfathered in, if they are not in school/college?
- A. In order for TA's to be eligible for Benefits, they must work 800 hours. Please refer to Benefits or Labor Relations regarding being able to be grandfathered in.
47. The RBX (Retirement Bonus Payment) 10% raise, will it still apply in two years?
- A. As long as the employee was regular/permanent during the 1992/1993 fiscal year, and has not had a break in service since; Yes the RBX will be paid.
48. How does the District expect school sites to be able to manage the expectations that are put upon us, with only one 8 hour or a 4 hour employee? We need to be either back on A-Basis or our pay should be annualized.
- A. Please speak with your Administrator or your Local District regarding these issues.
49. Why can't an employee have two bank accounts that APD uses? Why is there a hard deadline of 6 pm? When SAA's are usually overworked and don't have time to enter payroll and Principals are off campus a lot of times when Payroll is due. Why does the Payroll department close at 4 pm on days Payroll is due? Suggestion: Go back to giving SAA's/Administrators until 12 pm the next day to make sure the time is in and accurate.
- A. Payroll does not offer that option, however you could set up a voluntary deduction so the funds are deposited into another account. As demonstrated in the presentation, Payroll is completed over a span of 5 days, having cut-offs and deadlines are necessary in order to process Payroll timely and effectively. We suggest weekly time reporting to avoid unforeseen circumstances, and alleviate the stress of reporting time and getting time approved on the payroll cut-off day. Payroll is available Monday – Friday 8 am – 4:30 pm. You can also email [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net). We suggest always reviewing the time entered so it is accurate and helps avoid overpayments/underpayments.
50. On Differentials: What is the pay rate equivalent to each payroll code? Example 1401 or TR01. There should be resources to check how much the employee will be paid versus the budgeted amount.
- A. Please review the Differential Bulletin 1802.13 for payment amounts.



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51. Why Semi-Monthly for Teamsters? We didn't vote on that.

A. Teamsters signed an agreement with the District to transition all hourly Teamsters members to semi-monthly. Please see your Union Representative.

52. Are we getting handouts through email?

A. Yes we will provide the slide show to Tanya Arias so that she can email to all of you.