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Calendar Dates

Last Day of Instruction	6/8
C Basis Ends	6/8
Flag Day	6/14
Summer Institute	6/14-6/15
B Basis Ends	6/15
Father's Day	6/17
E Basis Ends	6/25

What's Due

May Water Flushing Certification	6/1
May On-line Metal Detection	6/1
Administrator Assurances—Attachment H	7/31



Tdap Update #7

81.51%
compliant

Friday Operation's Brief

2017–2018 Closing of School Year

The end of the school year is not here yet! It is very important to ensure that a regular instructional schedule continues through Thursday, June 7, 2018.

- * The District Superintendent has directed all schools to continue a regular instructional program during the last week of the school year.
- * The transition to the next school year will be smoother when we adhere to timelines and due dates during this time.



Summer School Sessions

The Extended Learning Opportunity Summer program (ELOS) for elementary and middle schools begins Monday, June 18, 2018. Credit Recovery or Core Waiver High School Extended Learning Opportunities begins on Monday, June 18, 2018. Extended School Year (ESY) Special Education begin on Wednesday, June 27, 2018.

Summer School principals must complete Attachment G (Core) or Attachment I (ELOS) *Summer School Emergency Contact Information Form*, and submit via fax to the Beyond the Bell Branch at (213) 241-7562 by the end of the first day of Summer School (Attachments 1 & 2).

Emergency Drills, Fire Drills, Earthquake-Emergency Drop Drill and a Lockdown Drill are to be conducted during Summer Sessions.

Please refer to your Summer School Binder for any additional information. If you need further assistance or guidance, feel free to contact Beyond the Bell at (213) 241-7900.

Summer Security

Attached are year-end reminders that may be of assistance in closing out the 2017-18 school year. Please be sure to secure all items in locked facilities to prevent possible theft. Make sure that keys are inventoried for ease of reissue in August. The *Principal's Handbook Closing of the Year* (Attachment 3) contains a checklist of items that has proven to be very helpful. Testing carts need to be secured. To prevent damage, iPads should be powered down and unplugged over the summer . Please refer to additional Storage Safety Tips list for your assistance (Attachment 4).

Feel free to contact your Operations Coordinator should you have any questions regarding the closing of your school site.



Congratulations!

2018 Teacher of the Year

Annually, LAUSD selects 22 teachers who represent the exceptional educators in the LAUSD Teacher workforce. These award-winning teachers with eight or more years of experience, have been recognized for their exemplary and creative teaching which makes a difference in the lives of their students, their school, and the community. This year's TOY cohort reflects the wealth of diversity and talent in LAUSD. 2 of the 22 teachers are from LD Central. The LAUSD TOY's have endured a rigorous selection process which included essay writings that detailed and analyzed their philosophy of teaching, community involvement and rewards of the teaching profession. Congratulations to these teachers! They will move forward to the Los Angeles County Office of Education Teacher of the Year competition.



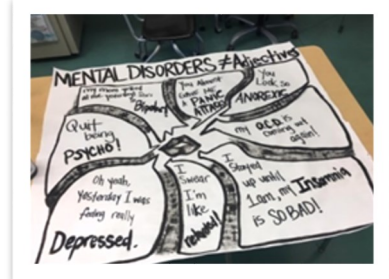
TEACHER'S NAME	CURRENT SCHOOL
Benjamin Feinberg	Luther Burbank Middle School
Susan Kacvinsky	32nd St. LAUSD/USC MAE Magnet High School



May is
Mental Health
Awareness
Month

Fighting Mental Health Stigma across LD Central

May was Mental Health Awareness month and LD Central school-based Psychiatric Social Workers (PSWs) launched campaigns to de-stigmatize mental health issues and increase "help seeking" behaviors involving mental health concerns with students and their families.



West Adams Preparatory HS PSWs Flor Chaidez, Melissa De La Cruz, and Andrea Moreno organized activities to build awareness of mental health issues surrounding children and youth. Banners, flyers, and posters were posted throughout campus and Mental Health Awareness Assemblies provided students the opportunity to learn about living with mental health issues. The West Adams Prep team: students, faculty, and staff have raised the awareness!

Water Flushing Certification, June 2018

As a reminder, June 2018 Water Flushing Certification is due by July 15th. However the certification window for June is open on June 15th for those site administrators whose last day is June 25th. Make sure your school is certified before you go off on summer break.



For your information, please read the attached safety Alert 16-03 (Attachment 5).

M & O Time Reporting for Plant Managers and B & G Employees

Please note that any school site open during the summer session is still responsible for reporting and approving time for their Building and Grounds employees. If your school site is closed for the summer, your respective M & O Area Offices will monitor and report time for school based Building & Ground employees during the summer beginning June 28th until your return from summer break.

Time keepers and approvers for school sites that will be closed for the summer should confer with their Plant Manager or Operations Program Manager (OPM) about the submission of timecards, specifically for employees that are part-time, provisional or on a paid leave. Any custodial payroll issues or questions should be referred to the Complex Project Managers in your area.

Payroll Updates

Contract Pool Teachers

To avoid overpayments, make sure time has been reported for each day that a Contract Pool Teacher has worked at your site. All benefitted time should be reported by Human Resources.

Lump Sum Payment of Differentials

Lump Sum Differentials must be reported at the end of June. For further information or instructions, please refer to REF 1802.14, *Time Reporting Instructions for Lump Sum Payment of Differentials* (Attachment 6).

Semi-Annual Certification

Semi-Annual Certifications (SAC) and Multi-Funded Time Reports (MFTR) for the January 1, 2018 through June 30, 2018 period are due soon. Having these forms compiled before you leave for summer break will help ensure that they are completed timely and accurately (Attachment 7).

Please refer to **Bulletin 2643.8, *Documentation for Employees Paid from Federal and State Categorical Programs*** (Attachment 8) help clarify time documentation requirements For assistance or further information please contact the following the Accounting Controls and Oversight Branch at (213) 241-2150

M & O Time Reporting for Building & Grounds Employees

Please note that any school site open during the summer session is still responsible for reporting and approving time for their Building and Grounds employees. If your school site is closed for the summer, do not anticipate time for Building & Ground employees. M & O Field Offices will monitor and report time for school based Building & Ground employees during the summer beginning June 26st until your return from summer break. Time keepers and approvers for school sites that will be closed for the summer should confer with their Plant Manager or Operations Program Manager (OPM) about the submission of timecards, specifically for employees that are part-time, provisional or on a paid leave.

Payroll Questions or Issues

Contact Payroll Support Services at (213) 241-2570 between 8:00 am – 4:30 pm Monday – Friday.

Prop39 Co-Location Meeting

Administrators are encouraged to invite their Chapter Chairs to all of the Prop39 Co-Location meetings so that they are included in the conversation and development of their respective Shared Use Agreements.



Additional Reminders

It is important that the public, parents, US Mail, and delivery trucks have access to the school's office your school site while on "E" basis. Here are additional reminders:

Hours:	Regular school office hours (recommended – 8:00 am – 4:30 pm). Hours should be posted on the school's front entrance.
Phones:	Please make sure phones are answered on a regular basis.
Flags:	Please remember to raise the United States and California flags when the school's office is open. (Don't forget to take down the flags at 4:30 pm).
Bells:	Please turn off bells.
Securing Your Campus:	Please plan to meet with your Plant Manager and Buildings and Grounds worker to discuss securing your campus.
Keys:	Make sure that keys are inventoried for ease of reissue in August.
Equipment:	Testing carts need to be secured, iPads powered down and unplugged over the summer to prevent damage. Please be sure to secure all items in locked facilities to prevent possible theft.

Feel free to contact your Operations Coordinator should you have any questions regarding the closing of your school site for Summer.

Tips for LAUSD Employees Regarding Election Activities



As the primary election is rapidly approaching, followed by the general election in November, it is important that all employees are aware of the guidelines for activities related to elections, campaigning, fundraising, etc. For a quick summary, the *Tip Sheet* lists the following things that employees are allowed or not allowed to do:

Employees May:

- Work on a campaign when not at work or on work time
- Make contributions to candidates using personal funds (for donation limits to Los Angeles City candidates, see the *Tip Sheet*; for donations to candidates for State offices, click [HERE](#))
- Advocate for a position after clearly stating that you are doing so on your own behalf and not in your capacity as an employee

Employees May Not:

- Use any District resources at any time for campaign work (District resources include funding, computers, copiers, email, vendor lists, telephones, printers, fax machines, bulletin boards, mail, vehicles, servers, websites)
- Place campaign materials on bulletin boards, web pages, or other LAUSD premises
- Add links from LAUSD's website to a campaign website
- Advocate on behalf of a candidate during duty hours
- Ask subordinates or other staff to work on campaign materials
- Conduct fundraising during work hours
- Drive a District vehicle to a campaign event

Furthermore, employees are advised that there can be criminal as well as civil consequences for misusing public resources. Please consult the Office of the General Counsel at 213.241.7600 or the Ethics Office at 213.241.3330 for questions or clarifications about election guidelines.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

REF-6824.0

February 24, 2017

ATTACHMENT G



STAFF EMERGENCY CONTACT INFORMATION FORM

High School 2017 Summer Term

Accurate contact information for appropriate school site personnel is extremely important in the event of an emergency-related incident before, during or after school during Summer Term. Therefore, the Summer Term Principal must:

1. Complete this form and fax to BTB at 213-241-7562 or email btb-intervention@lausd.net **by the end of the first day of Summer Term.**
2. Fax a copy of the completed form to the Local District office by the end of the first day of Summer Term.
3. Ensure updated emergency contact information for each Summer Term student and staff member is available in the office.

SCHOOL

LOCAL DISTRICT

POSITION	NAME	SCHOOL PHONE	HOME PHONE	CELL PHONE	LAUSD E-MAIL @lausd.net
Principal (A-Basis)					
Principal (B-Basis)					
Principal (E-Basis)					
SAA					
Counselor					
Teacher Leader					
Plant Manager					
Supervision Aide 1					
Supervision Aide 2					
Supervision Aide 3					
Campus Aide					



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

MEM-046781.0

March 16, 2018



STAFF EMERGENCY CONTACT INFORMATION ROSTER 2018 EXTENDED LEARNING OPPORTUNITY SUMMER (ELOS) PROGRAM

Accurate contact information for appropriate school site personnel is extremely important in the event of an emergency-related incident before, during or after school during the ELOS program. Therefore, the ELOS Principal must:

1. Complete this form and fax to BTB at 213-241-7562 or email btb-intervention@lausd.net **by the end of the first day of ELOS.**
2. Fax a copy of the completed form to the Local District office by the end of the first day of ELOS.
3. Ensure updated emergency contact information for each ELOS student and staff member is available in the office.

ATTACHMENT I

SCHOOL

LOCAL DISTRICT

POSITION	NAME	SCHOOL PHONE	HOME PHONE	CELL PHONE	LAUSD E-MAIL @lausd.net
Principal (A-Basis)					
Principal (B-Basis)					
Principal (E-Basis)					
SAA (June 18-25)					
SAA (June 26 - July 18)					
Senior Office Technician or Office Technician					
Plant Manager					
Campus Aide					
Counselor					

Los Angeles Unified School District
INTEROFFICE CORRESPONDENCE
Local District Central
OPERATIONS UNIT

TO: Principals
Plant Managers
School Administrative Assistants

DATE: June 1, 2018

FROM: Eugene L. Hernandez 
Administrator of Operations

SUBJECT: CAMPUS SECURITY DURING THE SUMMER BREAK

This memorandum is intended to provide you with effective practices and procedures to mitigate crimes during the summer break. As site administrators and year-round staff prepare for the Summer Break, the following tasks will assist in maximizing security at schools. It is by no means a comprehensive list and each school may have unique features to take into consideration.

1. On the last day of school
 - a. All adjoining doors are locked, windows are secured and all the exterior doors to the buildings and perimeter gates are locked
 - b. A letter is sent home with students informing the community of the school's summer hours, contact information to report suspicious activity, and the opening date for the 2018-2019 School Year (template attached)
 - c. Ensure that keys are collected per policy (attached)
 - d. Ensure that the alarms are functioning
2. During the Summer Break
 - a. Keep the perimeter of the school clean on a regular basis
 - b. Monitor to ensure the doors and windows are secured, including keeping adjoining doors locked
 - c. Ensure that all exterior lights are lit during the evenings (this includes replacing bulbs and/or making trouble calls as needed)
 - d. Ensure that the flags are up daily
 - e. Post summer office hours at the entrance to the school (office hours should be 8:00 a.m. to 4:30 p.m. daily)
 - f. Maintain a free and simple access to the school
 - g. Ensure that alarm is set daily
3. Arrange a meeting with Beyond the Bell if your school is hosting a Summer Program to review the security protocols.

Please consult with your Operations Coordinator should you need additional assistance.

[insert school letterhead]

Dear Parents,

I am writing to remind you that [insert school name] will close during the summer break from/during [insert dates]. The school office will remain open until Monday, June 25, 2018 to continue daily school business, such as enrollments. Office hours will be 8:00 a.m. to 4:30 p.m. **[If you are hosting Summer School please include the following:** As you are aware, [school name] will be hosting a Summer School Program which will operate from [insert date] to [insert date].

During our summer break and especially when the schools are not in session, crime tends to increase. To mitigate such incidents, I am seeking the support of residents in our community to report any unusual activities on campus during nights, weekends, and/or holidays. Please call the main office during regular business hours and/or call School Police at 213-625-6631. You may also contact your local law enforcement agency [insert the appropriate information].

The first day of school for the 2018-2019 school year will be on Tuesday, August 14th 2018. School will begin at [insert time] a.m.

I am looking forward to seeing in August.

Sincerely,

Principal



LOS ANGELES UNIFIED SCHOOL DISTRICT
Policy Bulletin

TITLE: School Site Key Control

NUMBER: BUL-2374.2

ISSUER: James Morris, Chief Operating Officer
Office of the Chief Operating Officer

DATE: December 23, 2009

ROUTING

Local District
Superintendents
Local District Directors
Local District Operations
Coordinators
School-Site Administrators
Plant Managers

MAJOR CHANGES: This bulletin replaces Bulletin 2374.1, "School Site Key Control", dated March 1, 2007 to update contact information.

GUIDELINES: The following guidelines apply.

I. PURPOSE

The purpose of this bulletin is to delineate District policies and procedures governing the issuance and control of keys at District school sites, as well as the responsibilities of central office and school site personnel.

II. GENERAL INFORMATION

The systems and schedules for keying elementary and secondary schools are prescribed by the Maintenance and Operations Area 10 Lock Department of the Los Angeles Unified School District.

All keys are to be numbered and stamped with the school location code and "DO NOT DUPLICATE."

In the event of the loss of a master key, the Maintenance and Operations Area 10 Lock Department will only re-key only the sensitive areas, such as the library, computer lab, cum room, etc. The cost of total site re-keying, when necessary, must be borne by the individual site.

III. MASTER KEYS

The following master keys are authorized for each school site:

A. Masters ("A" and "K" keys)

The "A" key opens all doors except to special rooms. The "K" key opens doors to all special rooms.



B. Sub Masters

These keys open doors to a smaller group of special rooms.

C. Elevator Keys

Keys to be issued to authorized site personnel only. Keys to access the elevator machine room, elevator and various special keys for use by the elevator contractor are to be secured in a special lock box at the site that is usually located in the Administrative Office area. Site personnel are not to have access to this lock box. The site will be issued one set of keys which will include as a minimum, a key to the machine room that shall be kept on its red identification tag in the brown Maintenance and Operations Fire Log Book.

IV. CHANGE KEYS

Change keys will be stamped with a set number which identifies keys for a specific department, or activity. In general, each change key opens only the door(s) to the rooms identified.

V. KEY SAFE OR SCHOOL VAULT

Each school shall have a key safe or school vault in which all unassigned keys are stored. Contact the Maintenance and Operations Area 10 Lock Department for information regarding purchasing key safes and vaults.

VI. PROCEDURES TO BE FOLLOWED

- A. The site administrator shall designate one administrator as the person responsible for the control, issuance, and return of all keys, and maintenance of appropriate records of key distribution.
- B. The site key administrator shall maintain an up-to-date record of the distribution of all keys.
- C. All keys, including custodial keys, are to be kept in a locked key safe or vault when not physically in the possession of authorized school staff.
- D. The issuance and receipt of all keys shall be acknowledged in writing and only with the written approval of the site key administrator. An up-to-date record of such information shall be on file in the Local District Office.



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- E. Keys are never to be kept in classroom or office cupboards, filing cabinets, in or on desks, or in faculty mail boxes.
- F. Keys are never to be in the possession of students. Keys are not loaned to students to open doors or gates.
- G. All requests for keys are in writing on a completed Key Production Request form and signed by the school site key administrator. These forms may be obtained from Maintenance and Operations Area 10 at (213) 745-1400.
- H. As designated by the principal, master keys ("A" and "K") shall be issued only to the plant manager, administrative staff, and resident School Police Officer. Additionally, a maximum of five master keys may be requested for use by disaster emergency teams. These shall be maintained on a single ring at the site for emergency use only and are not to be issued in advance.

It is important to keep the number of master and specialized keys to a minimum to maintain site security.

- I. Sub masters are to be issued only to school personnel who absolutely need them in the daily course of their responsibilities. They must be returned to the key safe or vault nightly.
- J. The classroom teacher is to be issued only the keys to his/her classroom, storeroom, and/or cabinets. The teacher will be responsible for the designated keys. A classroom teacher cannot be issued a master key.
- K. The site key administrator will arrange to have all exterior doors of buildings opened and closed as necessary
- L. Keys issued to substitute teachers and other District employees (maintenance, etc.) must be returned daily.
- M. Authorized personnel needing keys for weekend or holiday activities will be issued only the specific keys needed to access the necessary room(s)/area(s) for the weekend assignment. Prior written approval by the site key administrator must be obtained.
- N. In sites equipped with intrusion alarm systems, the School Police must be notified a week in advance of the weekend or holiday that



LOS ANGELES UNIFIED SCHOOL DISTRICT
Policy Bulletin

authorized personnel are scheduled to enter the site. See BUL-2426.1 (Rev.), Procedures to Access Sites During Non-Business Hours, dated December 8, 2009, from the Office of the Chief Operating Officer. The School Police must also be telephoned upon the arrival and departure of the personnel.

- O. The loss or theft of keys shall be reported to the Local District Office and School Police. After so reporting, the Maintenance and Operations Area 10 Lock Department shall be notified, via the trouble call line. The Lock Department will immediately re-key sensitive areas only.
- P. All keys shall be checked and turned in to the site key administrator at the end of the school year or in the event of an assignment change.
- Q. Staff members shall be notified that unauthorized possession by any person, including employees, of any site key or unauthorized duplicate key is a misdemeanor (Penal Code 469.).
- R. School Police will issue three alarm keys to the site administrator who will be responsible for these keys. The administrator will assign the keys accordingly. The District will maintain the three-key policy to insure the integrity of the alarm system.

No site will be issued more than three intrusion alarm keys without approval of the School Police Chief.

If an alarm key is lost or stolen, a report shall be made to School Police. A school police report number will be required when requesting a replacement.

- S. The principal/site administrator shall take whatever action necessary to ensure these procedures are followed.

AUTHORITY: This is a policy of the Los Angeles Unified School District.

RELATED RESOURCES: None.



LOS ANGELES UNIFIED SCHOOL DISTRICT Policy Bulletin

ASSISTANCE: For assistance, please call Maintenance and Operations Area 10 Lock Department at (213) 745-1650 or your Local District Operations Coordinator. For further assistance, please contact Karen O'Riley, Director, Wayne Scott Moore, Director, or Cheri Thomas, Coordinator, Office of School Operations at (213) 241-5337.



Safety First!

Keep your devices safe over the Summer Break



With the storage of extra technology on your campus, the concern for security of the devices, and of your school arises. Here are a few tips to remember when securing your devices for Spring Break:

- ✚ Make sure that storage carts are locked and secure and that the wheel lock is in place.
- ✚ Double check to assure that the classroom or designated storage room is securely locked (door is latched, lock is intact). Secure any windows and inspect security grates to ensure that they are properly affixed to the window.
- ✚ If using classrooms for storage, store carts out of sight (i.e.; push cart up against a wall that does not have windows, or cover windows)
- ✚ If there are alarmed areas on your campus, use these areas for storage
- ✚ Double check that alarms are turned on before the closing of school each day and prior to going on long school breaks
- ✚ Speak with your staff about properly securing their class room devices inside of the storage carts, and properly securing the carts (i.e.; checking that lock is secure and affixing wheel lock)
- ✚ Itemize the Serial Numbers of each device contained in each storage cart and place a copy of the inventory inside the cart
- ✚ When possible utilize your designated "Safe Room" to secure devices.
- ✚ If you decide your Safe Room should be relocated, contact LASPD to arrange for a site survey.
- ✚ Please use only your approved Safe Room for storage.

Please share these tips with your staff to ensure that theft is minimized and that the safety of your campus is optimized.



Office of Environmental Health & Safety
333 S. Beaudry Avenue, 21st Floor
Los Angeles, CA 90017
Phone: (213) 241-3199
Fax: (213) 241-6816



SAFETY ALERT

No. 16-03

Summer Flushing Procedures for Drinking Water

May 2016

REV. 3/2018

Lead is toxic when ingested and can cause serious health problems, particularly in young children. To prevent lead exposure from drinking water sources, the District implemented a flushing policy in 1988.

This policy ([Reference Guide 3930.6, Daily Flushing Requirements for Drinking Water Fountains and Faucets](#)) requires daily flushing of all drinking water sources. The site administrator must ensure designated staff flush drinking water sources daily and maintain the "Monthly Drinking Water Flushing Log." The site administrator must also certify monthly these tasks have been completed.

All site administrators must certify for the month of June by July 15th. However, the certification window for June will be open early (June 8th) for those site administrators whose last day is June 25th. Certification for June is required of all regular site administrators.

To ensure full compliance with these requirements during the summer months, the following procedures have been developed:

- The summer site administrator must designate staff responsible for the daily flushing of drinking water sources that may be used or are accessible for consumption or food preparation throughout the summer. The summer site administrator for each school shall be the acting principal. At sites where there is no administrator, the Beyond the Bell site coordinator will be responsible for the certification process.
- **Every morning**, designated staff must flush all of those fixtures and fountains. If the site will not be occupied until later in the day, then flushing must be completed immediately upon arrival at the site and prior to first use. Sites with no students present still require daily flushing for accessible fixtures that may be used by staff.
- Staff that conducts the daily flushing must complete the "Monthly Drinking Water Flushing Log" on a daily basis ([Attachment A](#)). These logs shall be kept in the main office and provided to the regular Site Administrator at the end of the summer program.

DISTRIBUTION: All Schools

- At the end of the month or when the program (summer school or Beyond the Bell) ends each month, the site administrator shall certify that daily flushing has been completed. Summer administrators must certify for June if any part of their program falls in June using the instructions listed below.
 - Principals overseeing the summer sessions at their regular assignment may use the Principals portal to certify each month as discussed in [REF-3930.6](#).
 - Principals assigned to a different location for the summer or Beyond the Bell staff in the absence of a site administrator, must follow the instructions listed below.

INSTRUCTIONS ON HOW TO CERTIFY FLUSHING DURING THE SUMMER:

1. Click onto the link below to access the certification form each month.

[LAUSD 2018 Summer School Drinking Water Flushing Certification](#)

2. The following form will appear.

LAUSD 2018 Summer School Drinking Water Flushing Certification

All site administrators must certify - via this electronic form - all drinking fountains and faucets have been flushed daily and a log has been maintained on site in accordance with Reference Guide 3930.6 "Daily Flushing Requirements for Drinking Fountains and Faucets."

NOTE: DO NOT CERTIFY EARLY. Only certify when the month or the program has ended, whichever comes first.

For questions about these procedures, please contact the Office of Environmental Health and Safety at (213) 241-3199.

* Required

Select the month you are certifying for: *

Choose ▼

3. Enter the following information into the form.
 - a. Select the month (June, July or August)
 - b. Site location code (4-digit)
 - c. School Name
 - d. Your LAUSD e-mail address
 - e. Your title
 - f. Your name

4. Click on the Submit button at the end of the form. You will receive the following confirmation message once the form is received.

LAUSD 2018 Summer School Drinking Water Flushing Certification

Your response has been recorded.

[Submit another response](#)

These procedures do not apply to schools that have been exempted from daily flushing. To view the current list of exempted schools, please visit <http://achieve.lausd.net/Page/3956>. For more information on the Lead in Drinking Water Program, please contact OEHS at (213) 241-3199 or visit <http://achieve.lausd.net/Page/3450>.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Time Reporting Instructions for Lump Sum
Payment of Differentials

NUMBER: REF-1802.14

ISSUER: V. Luis Buendia, Controller
Accounting and Disbursements Division

DATE: January 24, 2018

PURPOSE: The purpose of this Reference Guide is to provide information to administrators, time-reporting personnel, and affected employees, on time entry instructions for lump sum payment of differentials. Such differentials are paid on a seasonal or semestral basis. Payment will be made in a lump sum amount following the end of the semester or season.

MAJOR CHANGES: This revision replaces and supersedes Reference Guide No. REF-1802.13 issued on January 9, 2017. It has been revised to reflect the pay dates and rates for the 2017 - 2018 school year.

ROUTING

All Schools and Offices
Administrators
Time Reporters
Fiscal Specialists

INSTRUCTIONS: I. **TIME ENTRY CUT-OFF DATES**

The column 'SAP Reporting Period' on the MASTER LIST OF DIFFERENTIALS at the end of this document indicates the pay period or month when lump sum differentials are to be reported. Below are the cutoff dates for time entry.

A. **January 2018**

Certificated time entries for January 1, 2018 through January 31, 2018 are due on January 25, 2018. Payday is Monday, February 5, 2018.

B. **March 2018**

Certificated time entries for March 1, 2018 through March 31, 2018 are due on March 23, 2018. Payday is Thursday, April 5, 2018.

C. **June 2018**

Certificated time entries for June 1, 2018 through June 30, 2018 are due on June 25, 2018. Payday is Thursday, July 5, 2018.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

D. November 2018

Certificated time entries for November 1, 2018 through November 30, 2018 are due on November 16, 2018. Payday is Wednesday, December 5, 2018.

II. TIME ENTRY INSTRUCTIONS

For time entry instructions, please see the Job Aid *Entering Wage Type Differentials*, dated November 1, 2017 (Attachment A).

III. PAYROLL DEDUCTIONS

Withholding for income taxes on these lump sum payments will be determined using the same withholding schedule as the regular salary payment based on the withholding allowances of the employee. These payments are subject to California State Teachers' Retirement System deductions.

ASSISTANCE:

For assistance with:

- Assignment questions, please call your HR Specialist.
- Funding questions, please call your Fiscal Specialist.
- Time entry, please call Payroll Customer Services at (213) 241-2570.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

MASTER LIST OF DIFFERENTIALS REQUIRING TIME ENTRY

Unless otherwise noted, if one employee is to receive the entire differential, report 100%. If two employees share an assignment, or if the differential is funded from two sources, the 100% should be allocated proportionately to the nearest whole percent.

Wage Type	Job Code	Prior Class Codes	Prior Class Titles	Rate Per Semester	Functional Area	SAP Reporting Period
1308	DIFF, SPECIALIST SCHOOL NURSE	0908	DIFF, SPECIALIST SCHOOL NURSE	\$297	0000-3140-11517	Jan, June
1310	DIFF, GATE COORDINATOR	NEW	EFFECTIVE- JANUARY 2016	\$637	(a)	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT	0902 0909	DIFF, SPECIALIST TCHR, Z	\$637	4110-1000-11040	Jan, June
			COORDINATING ASSMT, SEM Alternative Schools	\$637	3100-2100-11052	Jan, June
			Chemical Safety (g)	\$637	1110-1000-10156	Jan, June
			Magnet	\$637	3100-2100-11301	Jan, June
			TSP (e)	\$637	1110-2100-10183	Jan, June
			TITLE 1 (e)		1110-2100-10397	
			Testing (h)	\$637	1110-2100-7S046	Jan, June
			Testing, Options & Spec. Ed. Schs.	\$637	1110-1000-13027	Jan, June
			Tutorial (e)	\$637	1110-1000-11192	Jan, June
				\$637	1110-1000-13027	Jan, June
		0910	DIFF, COORDINATING ASSMT	\$637	3100-2100-11301	Jan, June
			Proposition 39 Co-Location Site Coordinator (Out-of-Class Cert)	\$637	1110-1000-13027	Jan, June
			Proposition 39 Co-Location Site Coordinator (Certificated Teacher)	\$637	1110-1000-13027	Jan, June
			Discontinued per MEM-4842.0 (d)			
1386	RATE 2	0917	DIFF, LIBRARY MEDIA TEACHER	\$500	0000-2420-13027	Jan, June
			DIFF, LIBRARY MEDIA TEACHER	\$500	1110-2420-10400	Jan, June
1393	DIFF, CRD, EEC, HEAD TCH, 4-HR	0928	DIFF, CRD, EEC HEAD TCH, 4 HR	\$424	0001-1000-17597 (a)	Jan, June
1393	DIFF, CRD, EEC, HEAD TCH, 4-HR	0928	DIFF, CRD, EEC HEAD TCH, 4 HR, C Basis	\$424	0001-1000-17579 (a)	Jan, June
1394	DIFF, ACTIVITY, RATE 1	0929	DIFF, ACTIVITY, RATE 1	\$973	1110-1000-13027	Jan, June
		0987	DIFF, DRILL TEAM SPN	\$973	1110- 1000-13027	Jan, Jun
1397	DIFF, CRD, EEC, HEAD TCH, 8-HR	0932	DIFF, CRD, EEC HEAD TCH, 8 HR	\$848	0001-1000-17597 (a)	Jan, June
1397	DIFF, CRD, EEC, HEAD TCH, 8-HR	0932	DIFF, CRD, EEC HEAD TCH, 8 HR, C Basis	\$848	0001-1000-17579 (a)	Jan, June
1397	DIFF, CRD, EEC, HEAD TCH, 8-HR	0932	DIFF, CRD, EEC HEAD TCH, 8 HR, C Basis	\$848	8500-1000-17727	Jan, June
1401	DIFF, ACTIVITY, RATE 2	0930	DIFF, ACTIVITY, RATE 2	\$1,283	1110-1000-13027	Jan, June
		0937	DIFF, ATHLETIC, RATE 2	\$1,283	1110-4000-13027	Nov, Mar, June



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

Wage Type	Job Code	Prior Class Codes	Prior Class Titles	Rate Per Semester	Functional Area	SAP Reporting Period
1402	DIFF, ACTIVITY, RATE 3	0931	DIFF, ACTIVITY, RATE 3	\$1,691	1110-1000-13027	Jan, June
		0938	DIFF, ATHLETIC, RATE 3	\$1,691	1110-4000-13027	Nov, March, June
1403	DIFF, ACTIVITY, RATE 4	0933	DIFF, ACTIVITY, RATE 4 Stipend, ACADEMIC DECATHLON COACHING	\$2,102 \$2,102	1110-1000-13027 1110-4000-10108	Jan, June June
		0934	DIFF, SCHL ATHL COORD, ASST DIR (c)	\$2,102	1110-4000-13027	Jan, June
		0939	DIFF, ATHLETIC, RATE 4	\$2,102	1110-4000-13027	Nov, Mar, June
1404	DIFF, ACTIVITY, RATE 5	0940	DIFF, ATHLETIC, RATE 5	\$2,311	1110-4000-13027	Nov, Mar, June
		0977	DIFF, ACTIVITY, RATE 5	\$2,311	1110-1000-13027	Jan, June
1407	DIFF, ACTIVITY, RATE 6	0941	DIFF, ATHLETIC, RATE 6	\$2,512	1110-4000-13027	Nov, Mar, June
		0944	DIFF, ACTIVITY, RATE 6	\$2,512	1110-1000-13027	Jan, June
1410	DIFF, ACTIVITY, RATE 7	0925	DIFF, ATHLETIC, RATE 7	\$2,811	1110-4000-13027	Nov, Mar, June
		0935	DIFF, SCHL ATHLETIC COORD, DIR (c)	\$2,811	1110-4000-13027	Jan, June
		0979	DIFF, ACTIVITY, RATE 7	\$2,811	1110-1000-13027	Jan, June
			Stipend, ACADEMIC DECATHLON COACHING	\$2,811(f)	1110-4000-10108	Jan June
1423	STIPEND, MENTOR PRINCIPAL, RATE 1	8809	Stipend, MENTOR PRINCIPAL, RATE 1	\$2,040	(a)	Jan, June
1424	STIPEND, MENTOR PRINCIPAL, RATE 2	8810	Stipend, MENTOR PRINCIPAL, RATE 2	\$3,060	(a)	Jan, June
1501	ADVANCED PLACEMENT	0936	ADVANCED PLACEMENT	(b)	(a)	Jan, June

- a Funding determined by school.
- b Regular hourly rate for time actually served
- c If one employee is to receive the entire Year-Round Coordinating Assignment or the Year-Round School Athletics Coordinator/Assistant Coordinator for the semester, report 120%. Refer to "Guidelines for Supplemental Assignment Differentials," Bulletin 3856.5 dated May 15, 2013 for more information.
- d Discontinued per Memorandum MEM-4842.0 Elimination of Health Education Programs (HEP) Coordinators Stipend at Elementary Schools and Title IV- Tobacco Use Prevention Education (TUPE) Coordinators Stipend at Middle Schools for 2009–2010
- e May be reported only if funded from local school budget.
- f Schools participating in the Academic Decathlon are provided a coaching stipend. Coaching support stipend allocations will be at Rate 7 (\$2,811) for fall and Rate 4 (\$2,102) for spring.
- g Requires written approval from the Office of Environmental Health and Safety. OEHS will issue a payment authorization letter to the SAA/designee when payment is approved.
- h Regular Schools

Differentials through Teacher Support Programs (NBC, PAR Consulting, CSMP, etc.) and/or Bilingual Master Plan differentials are time reported centrally for the reporting periods of January and June.

BULLETIN NO. 2643.8
June 7, 2017

ATTACHMENT H

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 LD Operations Administrator or Division Administrator by January 31st and July 31st of each fiscal year.



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

TITLE: Documentation for Employees Paid from Federal and State Categorical Programs

NUMBER: BUL-2643.8

ISSUER: V. Luis Buendia, Controller
Accounting and Disbursements Division

DATE: June 7, 2017

ROUTING

LD Superintendents
LD Operations Administrators
Central Office Coordinators
Directors
Principals
School Admin. Asst.
Fiscal Services Managers
Time Reporters/Approvers

POLICY: Federal and State regulations require time and effort documentation, in addition to time cards, 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: The California Department of Education has provided guidance that future federal time reports must contain certain information in order to be compliant and accordingly several versions of multi-funded time reports (MFTRs) have been removed from the bulletin. Bulletin 2643.7 issued in March 2017 has been revised to update Attachment D. Attachment D provides a template of an approved MFTR which can be edited to reflect changes to activities and programs. In addition, Semi-Annual Certifications are now referred to as Periodic Certifications in accordance with federal and state guidance. Please be aware that previously issued attachments have been renumbered.

GUIDELINES: I. DETERMINING REQUIRED TIME AND EFFORT DOCUMENTATION

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.

A Time Reporting Documentation Matrix (Attachments A1-2) is included to assist school sites, Local Districts, and central office staff in identifying the required documentation for federal and/or state categorical funded personnel.

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.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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 “3xxx-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 Enterprise Portal 6.0 interface. The title bar indicates the URL is http://sapdp1-3d.lausd.net:50000. The main window is titled "Time Sheet: Data Entry View". It features a menu bar with options like Save, Back, Cancel, Tools, Select All, Deselect All, Sort Ascending, Sort Descending, and Total. Below the menu bar, there are input fields for Person ID (155), Job (53), and Daily working hrs (0.00). The Job field is labeled "TV STUDIO AST". To the right, there is a table with columns: Cost Center, Fund, Functional Area, Grant, and Perc... The 'Fund' column contains the value "010-0000", which is circled in red. Below the table, there are fields for Personnel Number (155), Norm_4 Payroll, Cost Ctr (1008101), LOCAL DISTRICT 1, and #D1. At the bottom, there is a section for Data Entry Period (10/01/2006 to 10/15/2006) and a Week field (39 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 on Inside LAUSD.

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 an MFTR, the entire workday must be reflected, not just the hours funded by federal and/or state categorical resources. Attachment A1-2 provide the frequency for when the various time and effort certifications must be completed.

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



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

IV. PAYROLL ADJUSTMENTS

Time Keepers should review Multi-Funded Time Reports 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 so that actual time worked is reflected and charged to the program.

V. RETENTION OF DOCUMENTATION

Completed documents should be retained with the time-keeper for five 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 must be 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.
- B. Administrators should remind affected employees that periodic certifications (formerly referred to as semi-annual certifications) should be completed by January 31st and July 31st, and that monthly multi-funded time reports 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 LD Operations Administrator or Division Administrator a written assurance (Attachment H) 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 LD Operations Administrator and Division Administrators should provide a written assurance (Attachment I) 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

RELATED 2 CFR 200 Uniform Guidance
RESOURCES: California School Accounting Manual Procedure 905

ASSISTANCE: For assistance or further information please contact the following the
Accounting Controls and Oversight Branch at (213) 241-2150.

For assistance with entering payroll adjustments, please call Payroll Support
Services 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	Periodic Certification (formerly referred to as Semi-Annual Certification) <i>Or</i> Blanket Periodic Certification for individuals with same funding source.	Usually for the period: July – December January – June Completed and signed last working day of December and last working day of June.	Periodic – employee or knowledgeable administrator. Blanket Periodic – knowledgeable administrator
Combination of Federal/State/Local Funds that is an approved Single Cost Objective (SCO)* Most common SCO for schools are programs in the School Wide Program (SWP)	Periodic Certification (formerly referred to as Semi-Annual Certification) <i>Or</i> Blanket Periodic Certification for individuals with same funding source.	Usually for the period: July – December January – June Completed and signed last working day of December and last working day of June.	Periodic – employee or knowledgeable administrator. Blanket Periodic – knowledgeable administrator
Combination of Federal/State Funds but NOT Single Cost Objective	MFTR (sample template in Attachment D)	Monthly – MFTR Recorded Daily/Weekly and signed at the end of each month	Employee
Time Documentation should be submitted to timekeepers and made available to supervisors for their review.			

*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.

Periodic Certification, Attachment B

Blanket Periodic Certification, Attachment C

MFTR=Multi-Funded Time Report, Attachment D (template activities can be edited)

TIME REPORTING DOCUMENTATION MATRIX FOR OTHER PAY TYPES

PAY TYPE	FUNDING SOURCE	DOCUMENTATION REQUIRED	FREQUENCY
Overtime	Federal or State Categorical Fund	Attachment F or similar document that includes all fields of Attachment F	As Needed
SAXB, Training, PD	Federal or State Categorical Funds	Attachment G or similar document that includes all fields of Attachment G	As Needed
Day-to-Day Substitute	Federal or State Categorical Funds	Attachment G or similar document that includes all fields of Attachment G Or Substitute Log that includes substitutes name, employee number, program code and substitutes signature (all on same line)	Daily Daily

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

PERIODIC CERTIFICATION

Period Covered _____ Fiscal Year _____
(e.g. July-Dec, Jan-June)

Name _____ Position _____

School/Office _____

Program(s) Name or Single Cost Objective (e.g. SWP schoolwide plan) _____

Program Code(s) _____

I hereby certify that I was funded solely (100%) from the above program funds or worked solely on these program(s), single cost objective or single indirect cost activity. (Please note that EITHER the employee signature OR the responsible supervisor signature satisfies the compliance requirement.)

☐ _____
Employee Signature

Date

OR

☐ _____
*Responsible Supervisor Signature

Date

*Supervisor having first-hand knowledge of the activities.

Los Angeles Unified School District**Blanket Periodic Certification**

Period Covered: _____ Fiscal Year: _____
(e.g. July-Dec, Jan-June)

School Name: _____

The following individuals have worked 100% of their time during the period covered (not more than six months) under a single funding source or an approved single cost objective.

Program Code(s): _____

Cost Objective Name, if applicable: _____ (e.g. SWP schoolwide plan)

<u>Name</u>	<u>Position</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated.

Supervising Official:

Signature

Date

Name, Title

MULTI-FUNDED TIME REPORT*
*Activities and programs can be edited for specific needs.

Employee Name: _____ Class Code: _____ Month: _____
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:																									
# 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:																									
# 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:																									
# 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:																									
# of Hrs																									
Activity # (s)																									

*Categorical Program Funded Activities (1-18) :
Check with Program Administrator for allowable program activities 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 (required by State & District policies) 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: _____

June 7, 2017

Federal/State Time Documentation Do's and Don'ts

PERIODIC CERTIFICATION /BLANKET PERIODIC CERTIFICATION		
Field	Don'ts	Do's
Period Covered	Although Periodic/Blanket Periodic Certifications must be prepared at least every 6 months, <u>do not</u> indicate July – Dec or Jan – June, if the employee(s) did not work the entire period.	Indicate only the months worked. For example, if the employee worked from Aug 18 – Sep 15 at your location, and was then transferred to another location, indicate Aug – Sep only.
Name	When preparing a Blanket Periodic Certification, <u>do not</u> write “see attached” and attach the listing of Fed/State funded employees downloaded from Inside LAUSD. Do not group employees funded from different programs on the same Blanket Periodic Certification.	Complete a Blanket Periodic Certification for each program. Group employees who are funded under the same federal or state categorical program on the same Blanket 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 either the employee or responsible supervisor sign the form. For a Blanket certification, do have the supervising official with full knowledge of the activities sign the form.
Date Signed	<u>Do not</u> leave the date blank.	To determine whether the certification was prepared timely, date must be noted.
Date Signed	<u>Do not</u> date the certification early.	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). The idea is to certify that the employee worked and was paid by the said program after-the-fact.

June 7, 2017

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%.
Date Signed	<u>Do not</u> leave the date blank.	To determine whether the certification was prepared timely, date must be filled out.
Date Signed	<u>Do not</u> date the certification early.	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.

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: _____

(If funding source is from a federal or state categorical program, activities performed must be an allowable cost.)

APPROVED BY: _____ Date: _____ Total Est. Hours Approved: _____
Supervisor

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

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

FEDERAL AND STATE CATEGORICAL FUNDED CERTIFICATION
(Training or Occasional Assignments)

Fiscal Year _____ Date(s) Worked _____

Hours Worked _____

Description of Activity _____

Name _____

School/Office _____

Categorical Program _____

Program Code _____

I hereby certify that I was funded solely (100%) from the above program funds and received training/performed work as set forth on this program(s), single cost objective or single indirect cost activity.

Employee Signature

Date

NOTE: If multiple employees from the same cost center attend a training, Attachment G 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, and date(s) of training.

BULLETIN NO. 2643.8
June 7, 2017

ATTACHMENT H

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 LD Operations Administrator or Division Administrator by January 31st and July 31st of each fiscal year.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

LD OPERATIONS ADMINISTRATOR/DIVISION
ADMINISTRATOR ASSURANCES

I hereby certify that:

I have received the Administrator Assurances form from each school within my LD or each office under my responsibility that the appropriate supporting documentation as outlined in Bulletin 2643.8 has been obtained.

LD or Division Name

LD Operations Administrator/Division Administrator Name

LD Operations/Division Administrator Signature

Date

Please fax a copy of this signed assurance to the Accounting Controls and Oversight Branch at (213) 241-6829 by February 15th and August 15th of each fiscal year.