



Believe ♦ Behave ♦ Become

Calendar Dates

Flag Day	6/14
Summer Institute	6/14-6/15
B Basis Ends	6/15
Father's Day	6/17
ELOS Summer Program Begins	6/18
CORE Summer Program Begins	6/18
ESY Summer Program Begins	6/27
E Basis Ends	6/25
Summer Graduation	8/3

What's Due

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

Friday Operation's Brief

Celebrations and Farewells

This week the Local District Central team had the opportunity to celebrate your students' accomplishments by attending culmination and graduation ceremonies throughout our local district. The pride and joy of not only the parents but, also of your team members was evident in each ceremony attended. Congratulations are in order for you, our local district leadership, for ensuring that our students are college and career ready.



Celebrating Students' Improved Attendance



Local District Central school leaders are highly encouraged to recognize students who have made significant improvement with school attendance. LD Central Executive team members convened an Attendance Improvement Recognition Ceremony on Wednesday, June 6, 2018 at Los Angeles Elementary School.

90 students and their parents from 32 Local District Central schools were recognized for their significant improvement in school attendance. LD Central Pupil Services, in

collaboration with the Operations team, recognized and celebrated these families to motivate and set them on the path of attaining proficient or advanced attendance levels for next school year. Each student and their perspective parents were presented with a certificate and attendance medal by the LD Central team members and PSA Counselors. The LD Central team would like to thank First Financial Credit Union and Los Angeles Elementary School for sponsoring and hosting our celebration!



Staff Relations Update

It is with mixed emotions that we announce that Mr. Isaias Martinez has been granted a transfer to Local District South as Staff Relations Field Director. Local District Central appreciates having had the opportunity to serve the students of our District along his side. He has been an inspiration to all. As he goes off into the next chapter of his LAUSD tenure, we are excited to know that with him he will take Local District Central's core beliefs and lead with the heart.

Beginning July 1st, Mr. Juan Alfayate, Staff Relations Field Director, will be joining the Local District Central team. Ms. Veronica Moscoso will continue serving our Local District. We look forward to working with them in the new school year.

End of Year Tips & Procedures

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. Feel free to contact your Operations Coordinator should you have any questions regarding the closing of your school site for Summer. Here are additional reminders that may be of assistance in closing out the 2017-18 school year.



Hours:	<ul style="list-style-type: none"> * Regular school office hours (recommended – 8:00 am – 4:30 pm). Hours should be posted on the school's front entrance. * Also, maintain a free and simple access to the school.
Phones:	* Please make sure phones are answered on a regular basis.
Campus:	* Keep the perimeter of the school clean 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.
Alarms:	* Ensure that the alarms are functioning and are set daily.
Equipment:	* Please refer to additional Storage Safety Tips list for your assistance (Attachment 1).
Keys:	* Make sure that keys are collected and inventoried for ease of reissue in August.
Securing Your Campus:	<ul style="list-style-type: none"> * Please plan to meet with your Plant Manager and Buildings and Grounds worker to discuss securing your campus. * Monitor to ensure the doors and windows are secured, including keeping adjoining doors locked. * Ensure that all exterior lights are lit during the evenings (this includes replacing bulbs and/or making trouble calls as needed).

Fiscal Updates

- With only weeks away from summer break we would like to remind you to continue to process Goods Receipts for all goods/services that have been received by your school. Please don't wait till the last day! We have attached MEM-6016.5 for your reference on deadlines for FY-2018 (Attachment 2).
- Please be reminded that June 11 is the last day for budget adjusts for schools (other than Title I – 6/4 deadline).
- Starting June 8, schools can place POs for FY-2019 using shopping cart based on the District's advanced Spending Policy. We have attached copies of the policy for your reference as well as the Job Aid for Future Fiscal Year Shopping Carts (Attachment 3 & 4).



MiSiS End of Year Checklist

Attachment 5 is an End of School Year Checklist for activities in MiSiS. This checklist is a reminder of the tasks schools will need to complete before closing out the school year.

Visit <http://misis.lausd.net> for the most up to date information regarding MiSiS.

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 6).



Restorative Justice



The following schools have been scheduled for Restorative Justice – Community Building training for the 2018/19 school year. The Restorative Justice Teacher Adviser will advise schools of training schedules and locations.

School Name
Allesandro El
Atwater Ave El
White El
Clifford St M/T Mag
Dahlia Hts El
Rockdale VAPA Mag
Yorkdale El
Trinity EL
Commonwealth EL
Delevan Drive El
Dorris Place El

School Name
Elysian Heights El
Franklin Ave El
Garvanza El
Ivanhoe El
Huerta EL
Eagle Rock El
Plasencia EL
Mariposa-Nabi PC
Jones PC
Lexington Ave PC
Riordan PC

School Name
Maple PC
Olympic PC
Lafayette Park PC
Hooper Ave PC
McAlister HS CYESIS
Arroyo Seco Mus/S Mag
Newmark SH
Soto Mayor LA LARS SH
Kahlo SH
Nava LA School Bus & Tech
Early Collage SH

Restorative Communities Lead Program

The Partnership for Los Angeles Schools invites elementary schools that feed into its secondary schools to apply for the Restorative Communities Leads @ Family Schools program to strengthen school culture across LD Central. This is a great opportunity to deepen support for restorative practices, social-emotional learning, and teacher leadership. Please review the attached role description and consider if someone on your campus would be a good fit for the role and if you would be willing to fulfill the principal requirements. If so, please encourage them to apply at <http://bit.ly/PartnershipTL>. If you have any questions or concerns, please contact tanya.franklin@partnershipla.org. For any questions you might have, feel free to contact Tanya Franklin, Director of School Culture & Restorative Communities at (310) 241-3182. The feeder schools listed are encouraged to participate in this program.



49th St ES	Hooper ES
Ascot ES	Ride ES
Harmony ES	West Vernon ES



Summer Night Lights 2018

It's that time of year again. The Summer Night Lights 2018 is here again. Fun for the whole family with 32 locations across the city of Los Angeles. Please refer to Attachment 7 for more information.

Attend 'till the End!



Over 400 students at Downtown Business Magnet were eligible to participate in the perfect attendance event coordinated by Donna Lee, A-G PSA Counselor. Students who were present from May 1st to May 25th received a ticket in their advisory class for an ice cream treat during lunch time.

On Wednesday, May 30th, at Weemes ES, PSA Counselor, Suceli Diaz, hosted an "Attend 'till the End" event where students who maintained perfect attendance from April 26th-May 30th were rewarded with a video game day at school. The event was hosted in collaboration with Hugo Villavicencio, Attendance Improvement Counselor and Isabel Cruz, Foster Youth Achievement Program PSA.



A Successful Career Day Event at Berendo Middle School



Congratulations to PSW Eugene Alper, YPI Community Schools Coordinator Erika Cabrera and Healthy Start Navigator Norma Chavez for a successful Career Day event with over 30 presenters from a wide variety of backgrounds on May 16, 2018.

Based on Student online survey results, students were assembled for classroom presentations.

Presenters delivered

presentations on their careers, followed by Q&A sessions. The students heard from college professors, artists, police officers, lawyers, builders, musicians, nurses, movie producers, actors, a social worker, a nurse, a veterinarian, a city council aide, store managers from Trader Joes and Starbucks, and a banker among others.

Through the collaboration of School Mental Health, Healthy Start, and YPI, Berendo Middle school students appreciated the opportunity to learn from people in the workforce. The Berendo team is excited to continue bringing these learning opportunities to student body and look forward to the continued collaboration with all presenters who have pledged to return for next year's event.





Handy Reminders



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 begins 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 8 & 9).

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.

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 10).

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 11).

Please refer to **Bulletin 2643.8, *Documentation for Employees Paid from Federal and State Categorical Programs*** (Attachment 12) 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.



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
- ✚ Testing Cards need to be secured, iPads powered down and unplugged over the summer to prevent damage
- ✚ 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

TITLE: 2017-2018 Procurement Year-End Closing Timelines

NUMBER: MEM-6016.5

DOCUMENT VISIBILITY: ☐ PROTECTED ☒ PUBLIC

ISSUER: Sung Yon Lee, Interim Chief Procurement Officer
Procurement Services Division

Janice Sawyer, Interim Business Manager
Office of the Business Manager

DATE: March 1, 2018

PURPOSE: This Memorandum lists year-end closing timelines as a reference for schools and offices when processing procurement-related transactions online or through Procurement Services. Non-adherence to the timelines may result in the cancellation of orders or impact account balances for the following fiscal year. Therefore, it is highly recommended that schools and offices adhere to the cut-off dates provided.

MAJOR CHANGES: This Memorandum is issued annually to provide current year-end cut-off dates for processing various procurement-related transactions.

Information on cancellation of inactive open purchase orders created prior to July 1, 2016 is added.

GENERAL PROCEDURES: CURRENT YEAR ORDERING (2017-2018)
In order to ensure that the cost of goods and/or services ordered is posted to the current fiscal year (2017-2018), transactions must have an APPROVED status in the SAP Procurement System by the dates indicated below:

GUIDELINES: Cut-off Dates for all SAP Transactions:

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON-TITLE I)	Cut-Off Date
Shopping Cart for Non-Stock Purchases – Over \$250,000*	3/16/2018
Shopping Cart for Non-Stock Purchases – \$90,201 to 250,000*	4/2/2018
Shopping Cart for Non-Stock Purchases – Over \$25,000*	5/4/2018
Low Value Purchase Orders for Goods/Services – Up to \$25,000	5/10/2018 (8:00 pm)
P-Card and T-Card Purchases	5/18/2018
P-Card and T-Card Reconciliations	6/15/2018
Toshiba Ghost Account Reconciliation	6/15/2018 (Schools) 6/22/2018 (Offices)
Shopping Cart for Book and Instructional Materials Orders	5/21/2018
Shopping Cart for Book Orders - State Adopted	5/21/2018

ROUTING

All Employees
All Locations



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

Shopping Cart (STO) - Regular Warehouse Deliveries	6/21/2018 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/21/2018 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/22/2018 (12:00 pm)
Shopping Cart (STO) - Warehouse Will-Call	6/28/2018 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	6/13/2018
Travel Request Entries into SAP	6/1/2018
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/14/2018
Online Goods Receipts (Receivers)	6/30/2018 (4:30 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/11/2018
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/22/2018 (5:00 pm)

**NOTE: These cut-off dates allow time to conduct formal bidding and Board approval as required by law for purchases above the State bid limit \$90,200. Additionally, District policy requires informal bidding for purchases below the bid limit.*

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (TITLE I)	CUT-OFF DATE
P-Card and T-Card Purchases	5/4/2018
P-Card, T-Card, and Toshiba Ghost Account Reconciliations	6/15/2018
All Title I Shopping Cart Purchases except for technology equipment and software licenses	5/4/2018 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	5/4/2018
School Submission of Categorical Budget Adjustments for Review and Approval	6/4/2018 (5:00 pm)

TRANSACTION TYPE FOR OFFICES	CUT-OFF DATE
Shopping Carts with Job Numbers	5/25/2018
Vendor Table - New Vendor	5/25/2018
Purchase Orders with Job Numbers	5/31/2018
Purchase Orders (Contracts) with or without Job Numbers	5/31/2018
MCMS/VMS Transactions - Transportation Services Division only	6/9/2018
Shopping Cart (STO) with Job Numbers	6/22/2018

Shopping Cart transactions not converted to a purchase order by June 30, 2018 will be programmatically cancelled in order to clear 2017-2018 pre-commitments as part of closing out fiscal year 2017-2018 accounts. These Shopping Cart transactions will not be automatically reinstated (rolled over) in fiscal year 2018-2019.

Purchase orders created in 2017-2018 will roll over if completed and accepted in SAP prior to cut off dates. This may result in the loss of 2017-2018 funds and consumption of 2018-19



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

funds.

All purchase orders created prior to July 1, 2016 with no activity (e.g. Goods Receipt, invoice payment, modification, etc.), however, will not roll over and will be closed.

In order for goods and/or services to be charged to Fiscal Year 2017-2018, please ensure that the vendor can deliver the requested goods and/or services and Goods Receipts are posted prior to June 30, 2018. For a complete list of all outstanding purchase orders, download the PO History (PC010) report from SAP. Schools and offices may go to https://psd.lausd.net/lrp_shopping_cart/ to obtain a list of their purchase orders (with invoices remitted) with pending Goods Receipts.

ASSISTANCE: For all procurement assistance, please contact your Local District Buyer or central office representative. The contact list is available at <http://achieve.lausd.net/Page/3263>.

For P-Card Assistance, please contact the P-Card Unit at 562-654-9401 or email pcard@lausd.net.

For budget-related questions, please contact your Fiscal Specialist.

For Accounts Payable-related questions, please contact the Accounts Payable Customer Service Center at (213) 241-4800.



Advance Spending Policy Guidelines

Purpose:

Advance spending is a feature in SAP Procurement that enables schools and offices to create future-dated shopping carts. Advance spending is intended to be used during the transition period between fiscal years, usually from June to July, by tapping into funds for the next fiscal year to create future-dated shopping carts while still in the current fiscal year.

For example, a school plans to have staff attend professional development on July 24, 2018 and needs to provide a purchase order number by June 25, 2018 to be eligible for a vendor discount. With advance spending, the school can create a shopping cart or purchase order in June 2018 with a July 2018 effective date, encumbering available funds for fiscal year 2018-19.

Scope:

Advance spending is available for shopping carts. It is not an available feature for P-Cards or Travel Cards.

Timeline:

Advance spending requires access to future year budgets.

- 2018-19 funds based on the Final Budget will be accessible on June 8, 2018.
- 2018-19 funds based on the Estimated Carryover will be accessible on June 15, 2018.

Restriction:

District policy prohibits the receipt of goods before the effective date of a purchase order. Accordingly, schools and offices cannot request or accept the delivery of goods before the authorized date on the purchase order. To support this policy, the system has been designed to return a hard error if a goods receipt is entered for the current fiscal year for a purchase order dated for the following fiscal year. Schools and offices are required to comply with this policy.

Business Process Procedures:

A job aid is attached which provides procedures on how to create a future-dated shopping cart.

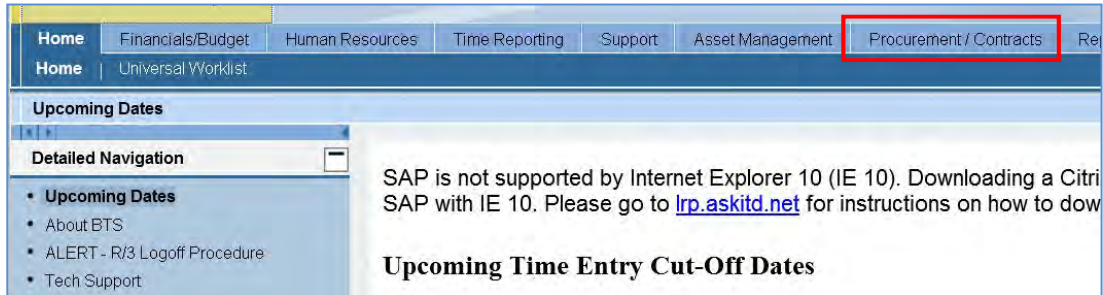
Contacts:

For budget questions, please contact your fiscal specialist or fiscal support team.
For procurement questions, please contact the Shopping Cart Support Center.

Use this job aid to process a Shopping Cart for a future fiscal year. The prerequisite is that the budget is available.

Note: *The "FM Posting Date" should only be changed when ordering for a future fiscal year!!!*

Click the **Procurement/Contracts** tab:



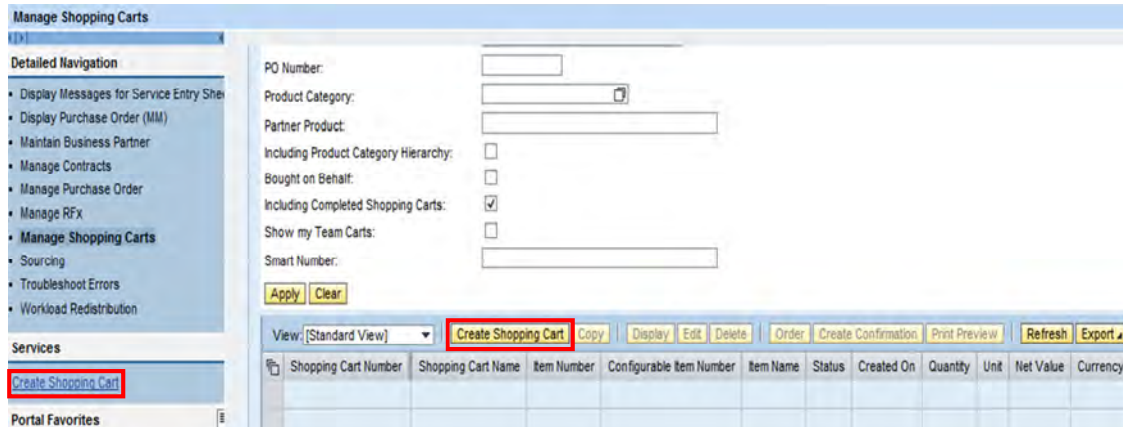
1. Click the **Process Transaction** sub-tab:



2. Click the **Manage Shopping Cart** link:

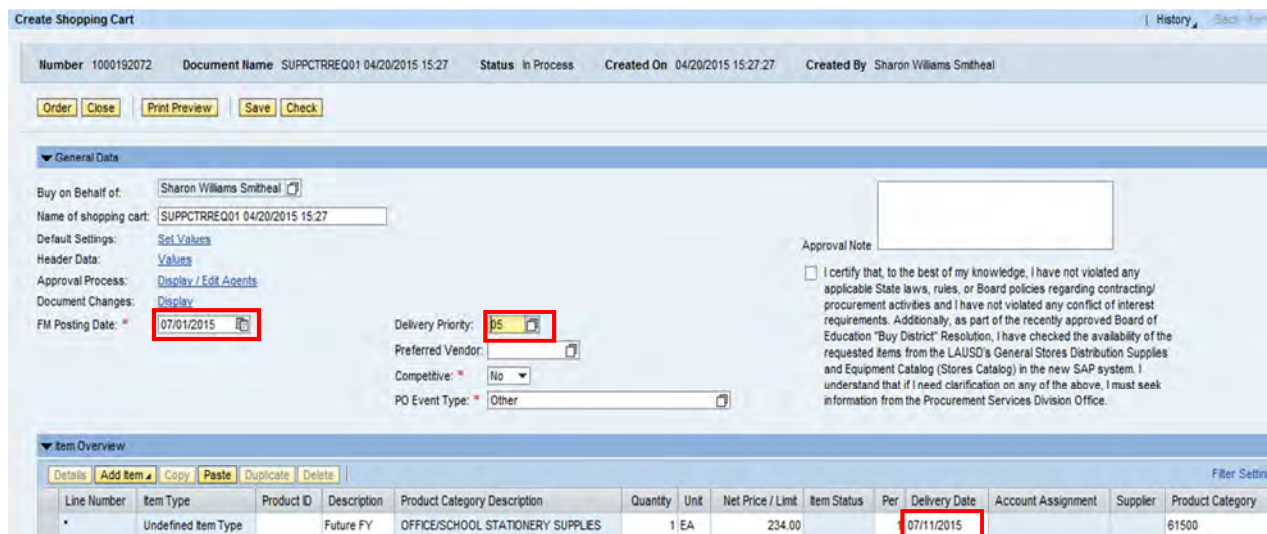


- Click on “Create Shopping Cart” to begin your transaction.



- Once on the create Shopping Cart, change the FM Posting Date to **July 1, XXXX (July 1st is the start of the new fiscal year)** to post the encumbrance to the Future Fiscal Year. Also, change the **delivery date** to a date that is later than the “FM Posting Date”.

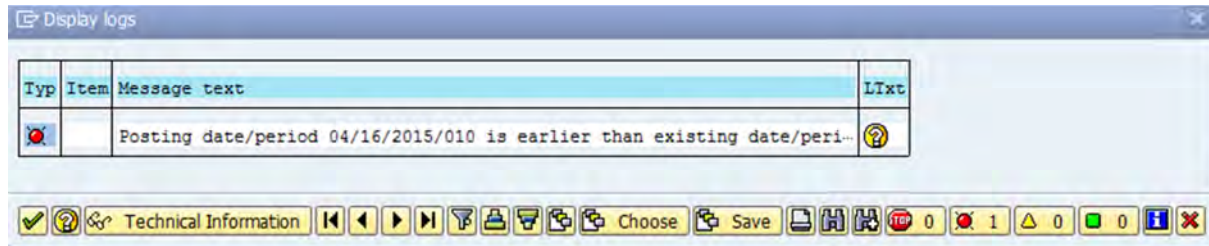
If the order is for **General Stores Distribution Center**; change the “**Delivery Priority**” to “**05: Future Dated**”.



Line Number	Item Type	Product ID	Description	Product Category Description	Quantity	Unit	Net Price / Limit	Item Status	Per	Delivery Date	Account Assignment	Supplier	Product Category
*	Undefined Item Type		Future FY	OFFICE/SCHOOL STATIONERY SUPPLIES	1	EA	234.00			07/11/2015			61500

NOTE: If you change the posting date to a future posting date for a vendor **PO-related shopping cart**, the system will **not** let you enter the goods receipt until the posting date is the same as or older than the actual date.

Similarly with an **STO shopping cart (order from the Stores Distribution Center for supplies and equipment)**, the Distribution Center staff **will not** be able to process and ship your order until that posting date has been reached or passed by the actual date. Make sure that when changing the **FM Posting Date** it is for the purpose of receiving on a future date (and use **delivery priority 5** to choose the appropriate future delivery date if the shopping cart is for an STO). Otherwise, the system will provide the error below when trying to receive an order (or when Distribution Center staff is trying to process the outbound STO) that has a future FM Posting Date:





MiSiS Closing of School Year Checklist 2017-2018



Attendance	<ul style="list-style-type: none"><input type="checkbox"/> Ensure all teachers have submitted attendance. There should be NO Attendance Not Submitted (ANS).<input type="checkbox"/> Enter all attendance previously submitted on manual rosters.<input type="checkbox"/> Clear all uncleared absences.<ul style="list-style-type: none">○ Absences need to be cleared by June 9th in order for attendance to be reflected on the Statistical Report.<input type="checkbox"/> Run Teacher Discrepancy Report and ensure there are no attendance discrepancies.
English Learner	<ul style="list-style-type: none"><input type="checkbox"/> Ensure all students who meet reclassification criteria are reclassified.<input type="checkbox"/> Issue reclassification letters for students who have reclassified.
Enrollment	<ul style="list-style-type: none"><input type="checkbox"/> Students on a permit may need to renew the permit for the next school year.<ul style="list-style-type: none">○ Refer to <u>BUL-5341.2 Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary Schools & BUL-5347.1 Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools</u><input type="checkbox"/> Withdraw students who will not be attending LAUSD next school year on the last day of attendance with the appropriate L Code and L Reason. Students attending a charter school next year should be withdrawn on the last day of attendance.
Grades	<ul style="list-style-type: none"><input type="checkbox"/> Only courses that are issued final grades will post to the transcripts.<ul style="list-style-type: none">○ 'P' should not be issued to academic subjects, such as Math.○ Any course issued a grade of 'P' is excluded from all GPA calculations○ M cannot be issued as a final mark<input type="checkbox"/> Remember to print the report cards by grade level to avoid performance issues.<input type="checkbox"/> Run the Teacher Verification Report, Missing Grades Report, and Report Cards after all grades have been submitted.<input type="checkbox"/> If a student had a schedule change during the final grading period, make sure that only the current teacher is providing a final mark.<input type="checkbox"/> Print cum labels to post on the student cumulative record.<input type="checkbox"/> Update cumulative record for all students.<input type="checkbox"/> For Elementary Schools only –<ul style="list-style-type: none">○ If a student will be retained, the administrator will need to set the Retention Warning Indicator for Grading Period 3 to "Will be retained".○ When generating the Elementary Schools Report Card, be sure that the Grade level of TK is deselected from the grade level selection parameter otherwise an error will result.<input type="checkbox"/> For Options Schools only – Students who have not completed a course should not be issued a grade for the 4th grading period and teachers should use comment 25.



MiSiS Closing of School Year Checklist 2017-2018



Graduation Standards	<input type="checkbox"/> Run the Graduation Eligibility Status Report for 2016 & Beyond to monitor graduation status.
Next Year Enrollment	<input type="checkbox"/> Transfer records must be entered for students who will not be attending their boundary school in 2017-2018. <ul style="list-style-type: none"> ○ Refer to REF-6646.1 2017-2018 Next Year Enrollment for all Students ○ For directions to enter a transfer for individual student in MiSiS refer to Entering A Transfer Job Aide. ○ For directions to enter a transfer for multiple students in MiSiS refer to Enter a Transfer Mass Update.
Student Support	<input type="checkbox"/> Review and update all Discipline referrals.
State Reporting	<input type="checkbox"/> For all schools whose school year ends by June 9 th , submit signed Statistical Reports to the Attendance & Enrollment Branch by deadline. <input type="checkbox"/> For all other schools whose year ends by June 30 th , submit signed Statistical Reports to the Attendance & Enrollment Branch by deadline.
Scheduling	<input type="checkbox"/> Ensure that all students have been scheduled in the appropriate course before final marks are posted. <input type="checkbox"/> Run Scheduling Reports to check for completed student schedules and class size.
Transcripts	<input type="checkbox"/> Update transcripts for any off-site final marks or any post-secondary schools that issue high school credit. <input type="checkbox"/> Courses taken at LAUSD Adult Schools should automatically post. <input type="checkbox"/> After all final grades have been submitted, print transcript for any student, as requested.
Year End Coding for 12th Graders	<input type="checkbox"/> For students not returning after 12 th grade, use the Mass Leave Entry Reason Code screen to enter a leave reason. <ul style="list-style-type: none"> ○ Refer to Mass Leave Reason Entry Screen job aid <input type="checkbox"/> For returning 12 th grade students, update the Year End Flag (YEF) screen with leave date. This also applies to Special Education students – Returning, Prior Completer, or Certificate of Completion. <input type="checkbox"/> Refer to REF-6501.3 2016-2017 YEAR END CODING FOR 12TH GRADE STUDENTS



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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>.



MAYOR'S OFFICE OF GANG
REDUCTION & YOUTH
DEVELOPMENT PRESENTS

FREE

FOOD, SPORTS, AND ACTIVITIES

FUN BEGINS:

JUNE 27TH TO AUGUST 4TH
WEDNESDAY THROUGH SATURDAY

AUGUST 10TH TO AUGUST 24TH
FRIDAY AND SATURDAY



FUN

FOR THE WHOLE FAMILY

32 LOCATIONS ACROSS
THE CITY OF LOS ANGELES

EACH LOCATION WILL BE OPEN
7:00PM - 11:00PM

**Algin Sulton
Recreation Center**
8800 S. HOOVER ST.
LOS ANGELES, CA 90044

**Costello
Recreation Center**
3141 E. OLYMPIC BLVD.
LOS ANGELES, CA 90023

**Cypress Park
Recreation Center**
2630 PEPPER AVE.
LOS ANGELES, CA 90044

**Delano
Recreation Center**
15100 ERWIN ST.
VAN NUYS, CA 91411

**El Sereno
Recreation Center**
4721 KLAMATH ST.
LOS ANGELES, CA 90032

**Glassell Park
Recreation Center**
3650 VERDUGO RD.
LOS ANGELES, CA 90065

**Green Meadows
Recreation Center**
431 EAST 89TH ST.
LOS ANGELES, CA 90003

**Hazard
Recreation Center**
2230 NORFOLK ST.
LOS ANGELES, CA 90033

**Highland Park
Recreation Center**
6150 PIEDMONT AVE.
LOS ANGELES, CA 90042

**Hubert Humphrey
Recreation Center**
12560 FILMORE ST.
LOS ANGELES, CA 91331

**Imperial Court's
Recreation Center**
2250 E. 114TH ST.
LOS ANGELES, CA 90059

**Jackie Tatum Harvard
Recreation Center**
1535 W. 62ND ST.
LOS ANGELES, CA 90047

**Jim Gilliam
Recreation Center**
4000 S. LA BREA AVE.
LOS ANGELES, CA 90008

**Lanark
Recreation Center**
21816 LANARK ST.
LOS ANGELES, CA 91304

**Lemon Grove
Recreation Center**
4959 LEMON GROVE AVE.
LOS ANGELES, CA 90029

**Martin Luther King Jr.
Recreation Center**
3916 S. WESTERN AVE.
LOS ANGELES, CA 90062

**Montecito Heights
Recreation Center**
4545 HOMER ST.
LOS ANGELES, CA 90031

**Mount Carmel
Recreation Center**
830 WEST 10TH ST.
LOS ANGELES, CA 90044

**Nickerson Gardens
Recreation Center**
11251 COMPTON AVE.
LOS ANGELES, CA 90059

**Normandale
Recreation Center**
1550 S. NORMANDIE AVE.
TORRANCE, CA 90501

**Normandie
Recreation Center**
1550 S. NORMANDIE AVE.
LOS ANGELES, CA 90006

**Ramon Garcia
Recreation Center**
1016 FRESNO ST.
LOS ANGELES, CA 90023

**Ross Snyder
Recreation Center**
1501 EAST 41ST ST.
LOS ANGELES, CA 90011

**Sepulveda
Recreation Center**
8801 KESTER AVE.
PANORAMA CITY, CA 91402

**Slauson
Recreation Center**
5306 S. COMPTON AVE.
LOS ANGELES, CA 90011

**South Park
Recreation Center**
345 EAST 51ST ST.
LOS ANGELES, CA 90011

**Sun Valley
Recreation Center**
8133 VINELAND AVE.
SUN VALLEY, CA 91352

**Toberman
Recreation Center**
1725 TOBERMAN ST.
LOS ANGELES, CA 90015

**Valley Plaza
Recreation Center**
12240 ARCHWOOD ST.
N. HOLLYWOOD, CA 91606

**Van Ness
Recreation Center**
5720 2ND AVE.
LOS ANGELES, CA 90043

**Wilmington
Recreation Center**
325 N. NEPTUNE AVE.
WILMINGTON, CA 90744

**109TH
Recreation Center**
1464 E. 109TH ST.
LOS ANGELES, CA 90059



GANG REDUCTION &
YOUTH DEVELOPMENT



DEPARTMENT OF CULTURAL AFFAIRS
200 N. GATE AVENUE





LA OFICINA DE REDUCCION DE
PANDILLAS Y DESARROLLO
JUVENIL PRESENTA

ALIMENTOS, DEPORTES, Y ACTIVIDADES

GRATIS

LA DIVERSION COMIENZA:

27 DE JUNIO HASTA 4 DE AGOSTO
MIÉRCOLES A SABADO

10 DE AGOSTO HASTA 24 DE AGOSTO
VIERNES A SABADO



DIVERSION
PARA TODA LA FAMILIA

32 LOCALIDADES EN LA CIUDAD
DE LOS ANGELES

CADA LOCALIDAD ESTARA ABIERTA
7:00PM - 11:00PM

**Algin Sutton
Recreation Center**
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LOS ANGELES, CA 90044

**Costello
Recreation Center**
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Recreation Center**
325 N. NEPTUNE AVE.
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**109th
Recreation Center**
1464 E. 109TH ST.
LOS ANGELES, CA 90059





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

ATTACHMENT I



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.

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

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.



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

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

*General Program Funded Activities (a-i): Check with Program Administrator for activities (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.