

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Food Services Division

TO: Principals
School-Based Time Reporters

DATE: March 15, 2019

FROM: Mimi Trinh
Branch Human Resources Manager
Food Services Division

**SUBJECT: EFFECTIVE APRIL 1, 2019 - NEW TIME REPORTING PROCEDURE
FOR FOOD SERVICE EMPLOYEES**

To be in compliance with California Department of Education (CDE) requirements, Food Services employees have been utilizing a Personal Activity Report (PAR) to account for time spent in various programs. Time reporters have been assisting with the process by inputting time based on these forms. In efforts to simplify and streamline the process, the Food Services Division and the CDE have reached an agreement to modify the process.

Effective April 1, 2019, Food Service employees will no longer use the PAR forms. Employees will no longer need to separate their activities and will be paid out of a single cost objective. Short cut keys will no longer be needed and should not be utilized. Time reporting will be similar to all other employees.

Ex: Employee is a 4 hour worker. Time reporter will enter RG- 4 hrs on the day worked.

A new Food Services Timesheet has been created and will be available on the Food Services website by Friday March 22, 2019. This will be Food Services' official attendance and time reporting documentation and will be housed in the cafeteria. Copies can be provided to the time reporter as needed. Employees will still be required to have a District Time card that can be housed in the main office with the time reporter. Time cards should be filled out at minimum prior to every payroll cut off. Additionally, Food Services has modified the Additional Time/Overtime form as well as the Mileage/Flat Rate form.

A PowerPoint training with additional details will be available on the Food Service Division website on Friday, March 22, 2019 along with the new and modified forms. Please click on the link, sign in utilizing your single sign on, select "Human Resources," and look under the heading "New Time Reporting Training."

If you have any questions, please contact us at 213-241-6419.

Attachments

c: Scott Price, Chief Financial Officer
Manish Singh, Director of Food Services
Local District Superintendents
Administrators of Operations
Budget Services and Financial Planning Division
Accounting and Disbursement Division
Payroll Administration Branch
Regional Food Services Managers
Area Food Services Supervisors