


INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District

TO: Time Approvers
Time Reporters

DATE: May 29, 2020

FROM: V. Luis Buendia 
Interim Deputy Chief Financial Officer

SUBJECT: TIME REPORTING AND APPROVAL OF THE \$5.00/HOUR DIFFERENTIAL FOR CLASSIFIED HOURLY AND TEACHER ASSISTANTS REPORTING TO WORK SITES

Effective March 16th, all hourly classified employees and Teacher Assistants who are authorized to physically report to a worksite are eligible for a \$5.00/hour differential.

Employees are eligible to be paid the differential:

- If they have been directed by their supervisor to perform work physically in a worksite
- Only for the hours which were worked physically at a worksite
- The employee is hourly and classified or a teacher assistant
- The employee is not a Retired Annuitant

Please note:

- Employees are only eligible to receive either a stipend or a differential in a day, but NOT both
- Return to Work Retirees (Retired Annuitants) are not eligible for either the Grab and Go stipend or the \$5.00/hour differential
- Employees who have been provided with equipment (e.g. laptops) to work at home but prefer to work in the office will not be eligible for the \$5.00/hour differential
- Travel time to commute between work sites that are part of an employee's daily work day should be included in the \$5 differential. Traveling time to and from home is not included in the differential payment. For more information, refer to Policy Bulletin 6873.0, Business Mileage Reimbursement.
- The additional hours paid as a result of the \$5.00/hour differential is taxable income. All applicable taxes will be withheld.
- California Public Employees Retirement System (CalPERS) has determined the additional \$5 per hour is not reportable
- The Differential Payment Application (DPA) system will be open for time entry and approvals except between 2:00PM-8:00PM – Monday through Friday - for backup and analysis of data and for system maintenance. During this time, users may only use the "view" function.

In order to report and approve Differential time, time keepers and time approvers will need to use the DPA using their LAUSD Single Sign-On. The DPA could be accessed using the following link: https://lausd.sharepoint.com/sites/acct_disb_div/disb/payroll/salary_delivery A training/webinar on the DPA time reporting and approval procedures is available through the following link: <https://bit.ly/3gnyIzZ>

The following information is needed when reporting differential time:

- Employee number (not PERNR #) of the employee(s) being reported
- Date(s) worked by the employee
- Hours physically worked at the worksite

The access to enter and approve differentials in DPA have been predesignated based on BTS time reporter/approver roles - one time reporter and approver per location. If additional time reporter access is needed, complete and submit the DPA Access form using the following link - <https://forms.gle/SLJ1dmJCoYnMXGg1A>. All time reporters and approvers are required to complete the training/webinar.

Additional information:

- Time should be entered and approved daily.
- Employees are to inform their administrator/time-reporter of all days reported to a worksite. Locations may use the suggested Log Sheet, Attachment A, or create additional processes to ensure time is reported accurately and has audit trail.
- The pay will be retroactive to March 16th, please enter only the hours worked at a site for the prior pay periods. This may require an employee to research to confirm which hours were worked at a site.
- All time worked (other than differentials) must be reported in BTS. The DPA is to be used only for reporting differentials.
- Report the total hours worked at the site. Any time reported in excess of 8 hours per day will have a differential pay equivalent to one and half times (1 ½) rate applied.
- Job Aids for the DPA are attached. Refer to Attachments B and C.

Payroll Calendar for Payment of the \$5.00/Hour Differential:

- The time entry and approval payroll calendar shown below will be used to pay the \$5.00/hour differential.
- The pay periods and cut-off dates for differentials are **different** and therefore not aligned to the Semi-Monthly (SM) and Classified (CL) published payroll calendars.
- **In order not to interfere with the Major Payroll processes, ANY HOURS REPORTED AND OR APPROVED AFTER THE CUT-OFF DATES FOR DIFFERENTIAL TIME REPORTING LISTED BELOW WILL BE PAID ON THE EMPLOYEE’S NEXT SCHEDULED PAY DATE. NO EXCEPTIONS.**
- The hours are being time reported and approved using the DPA and not SAP/BTS.
- A DPA Administrator is assigned to work with Payroll to assemble and review all differential time entered and approved by the cutoff deadlines.
- The hours for differential time reported and paid will not be reflected on an employee’s Time Statement/warrant in LAUSD’s Employee Self Service.
- The payment description and line item shown below will display on the paystub as “\$5 Additional Hourly”.

Payments	Per End	SB	PS-Grp	PL	PERNR	Cost Ctr	Rate	Hours	Gross
Current Pay *									
\$5 Additional Hourly	05/31/20				00123456	1987601	5.00000	25.00	125.00

For questions on the Differential Payment Application System, please call ITD Help Desk at (213) 241-5200.

For Payroll related questions, please call Payroll Customer Services at (213) 241-2570 Monday – Friday, 8:30AM – 1:30PM.

If you need support on user access, please contact ekaz@lausd.net.

PAYROLL CALENDAR TIME ENTRY AND APPROVAL CUT-OFF AND PAY DATES CLASSIFIED HOURLY AND TEACHER ASSISTANTS \$5.00 DIFFERENTIAL ATTACHMENTS D & E			
Differential Pay Period	Cut-Off Dates by 2:00PM*	Pay Dates	Payroll Area
03/16/20 – 04/15/20	06/08/20	06/23/20	Semi-Monthly
04/16/20 – 06/30/20	06/30/20	07/08/20	Semi-Monthly
Adjustments	06/30/20	07/08/20	Semi-Monthly
Pay Period	Cut-Off Dates	Pay Dates	Payroll Area
03/16/20 – 04/15/20	06/12/20	06/30/20	Classified
04/16/20 – 06/30/20	06/30/20	07/10/20	Classified
Adjustments	06/30/20	07/10/20	Classified

*Cut-off for time reporting and approval in DPA