

Los Angeles Unified School District
Local District Central
SAA Meeting Payroll Questions
3/18/21

Question	
Q. <i>What payroll code do I need to report who uses 3 hours for Covid vaccine during the working time?</i>	A. See Administrator
Q. <i>How many days is an employee allowed to be out due to Covid?</i>	A. Office of COVID Response
Q. <i>If an employee got sick after the vaccine, how is it going to be report?</i>	A. See Administrator
Q. <i>How many hours do employees get to receive the covid vaccine without it being taken out of personal bank?</i>	A. See Administrator
Q. <i>If an employee is out due to Covid or because they were exposed, What code do we use?</i>	A. Office of COVID Response
Q. <i>What code do we use to report staff who take 3 hours during the day to get the vaccine?</i>	A. See Administrator
Q. <i>What fund do timekeepers use to pay subs who are covering teachers taking the covid vaccine?</i>	A. See Administrator
Q. <i>Will teachers be required to provide their COVID test appt confirmation to report MS when they take time to get tested outside of the regular work day?</i>	A. See Administrator
Q. <i>How are we paying teachers that need to leave during instructional time for the vaccine? Does the school have to use their own funding to pay the teacher covering the class or does the district provide a special fund?</i>	A. See Administrator
Q. <i>Are we getting a funding line to use for reporting subs who cover teachers when they take time off to get the vaccine?</i>	A. See Administrator

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Question	
Q.	<i>Are employees out on Covid related absence required to use benefit time? I'm getting contradictory information.</i>
A.	Office of COVID Response
Q.	<i>Are we still using MSND for those employees that still working remotely after the reopening?</i>
A.	MSND is never to used if a person is working.
Q.	<i>I understand teachers workdays will be extended by 30 minutes per day and they will be compensated. Will we have to enter that time? If so what will be the funding? If not, is it an automatic adjustment to their pay?</i>
A.	Contact HR
Q.	<i>I will be on vacation from March 18, 2021 to March 23, 2021. Will I be able to get answers to my questions I submit and any other information that will be provided in this meeting?</i>
A.	N/A
Q.	<i>If a teacher is working from home who will pay for sub?</i>
A.	Why do they need a sub if they are working
Q.	<i>If an employee has been out for a few months and has not turned in an absence certification or an FMLA for do we report it as unpaid?</i>
A.	Unpaid and contact HR/PC
Q.	<i>If an employee has moved locations, can I still report time for intervention at our school?</i>
A.	yes
Q.	<i>If an employee is going to be adopting grandchildren and has to go to court does she fill out FMLA Paperwork?</i>
A.	Contact Risk Management
Q.	<i>If employees do not report an absence to the timekeeper and do not turn in absence certification forms do we put as unpaid?</i>
A.	yes

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Question	
Q.	<i>Is EPSL obsolete for employee parents due to childcare?</i>
A.	Federal expiration 12/31/2020
Q.	<i>Is MSND used to report employees who must work at home due to their LAUSD child learning from home?</i>
A.	MSND is never to used if a person is working.
Q.	<i>Is staff required to show vaccine appt confirmation to report MSND for the time they take off to get the vaccine?</i>
A.	See Administrator
Q.	<i>Is there a new/update absent form in regards to experiencing side effects due to COVID-19 vaccine?</i>
A.	See Administrator
Q.	<i>Receiving the vaccine during work hours, does this apply to both classified as well as certificated?</i>
A.	See Administrator
Q.	<i>Substitute Teachers working in combo class are eligible for a self-care day per UTLA Contract?</i>
A.	N/A
Q.	<i>This year's Spring Break falls within 2 payperiods, how are we to report time?</i>
A.	Refer to Holiday Job Aid you recived via email
Q.	<i>Where do you find the different reporting codes for FMLA?</i>
A.	Contact Risk Management
Q.	<i>Will employees go back to signing in and out in paper form or will they continue to do so digitally?</i>
A.	See Administrator
Q.	<i>Will the District Wave our Vacation Time this year?</i>
A.	To Date - Vacation cap has not been waived for 20/21
Q.	<i>Cafeteria workers who work on site part of their time and leave home early per Food Services Branch but are paid overtime. How is this entered in the system?</i>
A.	Contact Brandee Verrett - Food Services Division

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Question	
Q.	<i>Do we still have to continue to manually enter Status 1 employee's time? (Example: SAA, Plant Manager)</i>
A.	Always
Q.	<i>Can employees continue using MSND if school sites don't have work for them? (Campus Aides/Supervisión Aides)</i>
A.	See Administrator
Q.	<i>Can provisional B&G workers be paid MSND? They accepted a job covering an 8 hour B & G on Workers Comp but it was during the time we shut down and he was asked to only report to work 1 day a week. Does he go unpaid for 4 days and paid 1 day or MSND 4 days and 1 RG day?</i>
A.	Contact PC
Q.	<i>Can we be provided with job aide instructions on how to pay employees are going to get the COVID-19 Vaccination. For both Certificated and Classified Employees.</i>
A.	See Administrator
Q.	<i>Can/Should someone who has been cleared by the District Doctor to return to work be told (Return to Work Specialist) to stay home until the schools reopen and be paid MSND?</i>
A.	N/A
Q.	<i>California overtime law states that OT is paid for hours worked in excess of 8 in a day or 40 in a week. If an employee is absent on a Wednesday and works Saturday of the same week, California law states that Saturday hours are paid as regular time not overtime (because overtime is based on hours physically worked and the employee hasn't physically worked over 40 hours in the week). Is LAUSD overtime policy different?</i>
A.	Please review the OT Policy and BU Contract
Q.	<i>For spring semester if employees are out due to covid are they required to use their personal time if they didn't use the two weeks last year?</i>
A.	Yes
Q.	<i>For Supervision Aide, We have been calling and left messages for him to report at the school, but not response. We know that the phone works. Can we Unpaid if they don't response?</i>
A.	Yes