	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR H-330
		PAY FREQUENCY (PAYROLL AREA)
ISSUE DATE: September 8, 2009	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide H-330 Dated September 13, 2007	CHANGES: Technical correction to definition of Pay Period to distinguish from Pay Frequency; Delete Table H-330B.	

I. POLICY

It is the policy of the District to pay employees using a monthly or semi-monthly payroll cycle based on job assignment.

II. DEFINITIONS

- **Additional assignment** is the personnel action that assigns a current employee to a new (additional) position while the employee continues in his/her basic (current) position. In the SAP software computer system, this is called “concurrent employment.” In the legacy system, this process was called an “extra assignment.”
- **Assign employee** is the type of personnel action procedure which places a person in a position.
- **Employee Sub-Group (ESG)** is a group of employees whose position assignments are characterized by common employment duration, receipt of medical benefits, payroll frequency, retirement deductions, general ledger account, and wage type.
- **Monthly** pay frequency means one pay check per month on the last working day of the month.
- An **Organizational Change assignment** is the personnel action that ends the assignment of a current employee in a particular position and begins an assignment to a new position on the subsequent day, i.e., promotion, demotion, return to previous assignment, etc.
- A **Pay Period** is a calendar month. There are twelve monthly pay periods each year, one for each month.
- **Pay Frequency** is the interval between pay checks. There are two possible intervals: once a month (Monthly) and twice a month (semi-monthly).
- **Payroll Area** is the technical term used in the SAP computer system for pay frequency. Payroll Area 1 means monthly. Payroll Area 2 means semi-monthly.
- **Semi-monthly** pay frequency means two pay checks per month. One is paid on the last working day of the month. The other is paid on the last working day on or prior to the 15th of each month.

III. REQUIREMENTS

A. **Applicability:** When an employee is initially assigned to a job code, the Employee Sub-Group (ESG) associated with that job determines pay frequency. This determination occurs when the employee's assignment is entered into the SAP system. ESG selection is determined by the nature of job assignments an employee holds as follows:

1. **New Hire:** When an employee is initially hired, the employee typically has a single job assignment. Determining pay frequency is relatively simple because only one ESG needs to be considered. Table H-330A, New Hire Pay Frequencies, below identifies, the basic ESG – Pay Frequency relationships for new hire / rehire personnel actions.

TABLE H-330 NEW HIRE PAY FREQUENCIES		
ESG	EMPLOYEE SUB-GROUP	PAYROLL FREQUENCY
SM	Salaried Regular	1/ Monthly
SL	Salaried Academic Temporary Contract	1/ Monthly
S2	Salaried Classified Regular	2 / Semi-Monthly
S3	Salaried Classified Regular Instructional	2 / Semi-Monthly
PM	Pooled Salaried Academic Adjunct	1 / Monthly
PE	Pooled Elected Officer	1 / Monthly
HL	Hourly Academic Adjunct	1 / Monthly
HN	Hourly Classified and Unclassified	2 / Semi-Monthly
H3	Hourly Classified Instructional	2 / Semi-Monthly

2. **Additional Assignment (Concurrent Employment):** When an additional (concurrent) assignment is processed for an employee, the pay frequency of the additional assignment remains the same as the employee's initial assignment. There are certain conditions where the pay frequency may be changed to match the default for the employee sub-group, but generally the pay frequency remains the same as the initial assignment. Changing frequencies impacts retroactive payrolls and is not advised.

B. **Timing of ESG Change:** Any changes to an ESG begin on the first of the month following posting of the ESG in the SAP system. This processing results in:

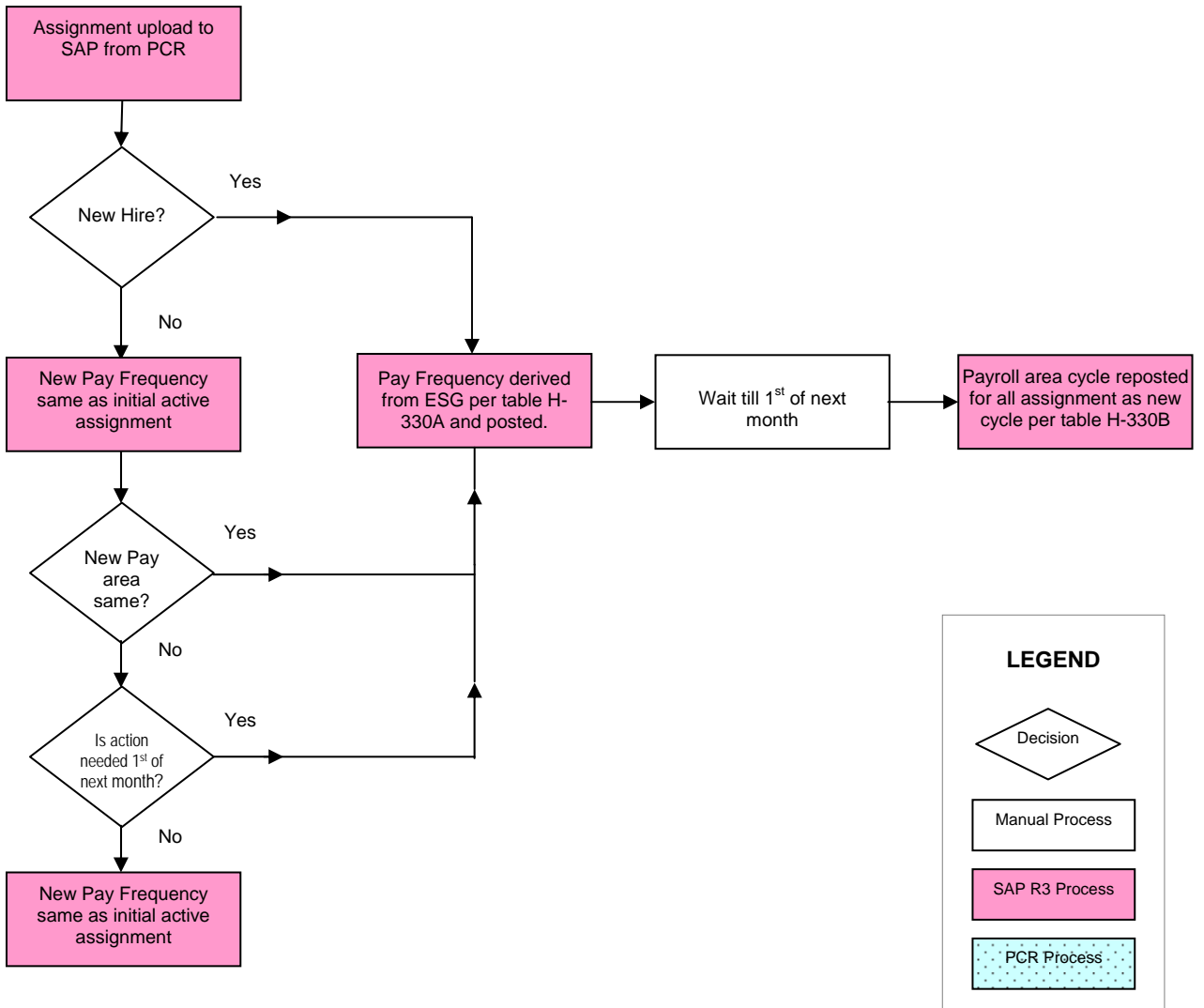
1. Both assignments temporarily having the payroll frequency of the previous assignment until the change takes effect.
2. On the first of the month following posting, the new and old assignment are changed to the payroll frequency specified above.

C. An employee's payroll frequencies must always be the same for a particular date. Payroll frequencies:

1. Can only be changed for all assignments on the first day of a month.
2. Cannot be changed retroactively.

D. Figure H-330 Pay Frequency Workflow, below, illustrates the overall process:

FIGURE H-330 PAY FREQUENCY WORKFLOW



IV. ADDITIONAL SOURCES

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[H-300 Employee Sub-Group](#)