



BULLETIN

APRIL 18, 2005

IMPORTANT NOTICE FOR RECREATIONAL AND PROFESSIONAL EXPERT SERIES EMPLOYEES

RECREATION SERIES POSITIONS

- Athletic Coach
- Community Recreation Assistant
- Pool Lifeguard
- Sports Event Technician

PROFESSIONAL EXPERT POSITIONS

- Community Representative
- Community Services Teacher
- Lecturer, Staff Development
- Professional Expert
- Project MATCH Participant
- Unclassified Examination Proctor

Important New Payroll Changes Go Into Effect July 1, 2005

The LACCD is modernizing, revitalizing, and whenever possible, simplifying its Human Resource system. Some of the changes will affect when and how you get paid. Here's how:

1. Recreational and Professional Expert series employees will be paid monthly rather than every four weeks as now occurs. The chart at the right identifies monthly paydays for the 2005-06 fiscal year.
 - Supervisors will continue to report your time worked to your College Payroll Office.
 - Late time submittals will result in late pay.

2005-06 FISCAL YEAR MONTHLY PAYROLL CALENDAR		
MONTH	MONTHLY PAY DATES	
July	Friday	July 29, 2005
August	Wednesday	August 31, 2005
September	Friday	September 30, 2005
October	Monday	October 31, 2005
November	Wednesday	November 30, 2005
December	Wednesday	December 28, 2005
January	Tuesday	January 31, 2006
February	Tuesday	February 28, 2006
March	Thursday	March 30, 2006
April	Friday	April 28, 2006
May	Wednesday	May 31, 2006
June	Friday	June 30, 2006

2. Starting October 2005, all employee pay will be delivered electronically by direct deposit. "Paycheck stubs" will continue to be mailed. Employees may set up their direct deposit now, if desired. Contact your location Personnel-Payroll Office for assistance and an authorization card. An Employee Tip Sheet—Setting Up Your Direct Deposit "Paycheck"—is available on the Faculty and Staff Services tab on LACCD website (laccd.edu).
 - "Plastic payroll cards" which function somewhat like a debit card will be issued to employees who do not have bank accounts.
 - See Project MAESTRO "What's New" #19, "Plastic Paychecks Are Coming" printed on the reverse of this sheet for details.
 - Specific information on plastic payroll cards will be sent at a later date.

In 2006, employees will no longer receive paycheck stubs via the U.S. Postal Service but will receive them through the new Employee Self-Service system.
3. Staying informed of payroll changes underway is quite easy. Just look for the weekly Project MAESTRO newsletters posted on each of the three LACCD bulletin boards at your location and also sent through email. If you have a question, feel free to ask your location SPOC or just send an email directly to Project MAESTRO at MAESTROeditor@laccd.edu.