



# BULLETIN

APRIL 18, 2005

## IMPORTANT NOTICE FOR STUDENT EMPLOYEES

- CAREER GUIDANCE COUNSELOR ASSISTANT
- POLICE CADET
- PROGRAM ASSISTANT
- STUDENT ADVERTISING MANAGER
- STUDENT ASSISTANT
- STUDENT LAW CLERK
- STUDENT TUTOR
- STUDENT VETERANS ADVISOR

### 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. Student employees will be paid semi-monthly, i.e., twice a month, rather than every two weeks as now occurs. The chart at the right identifies semi-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 be processed for the next regularly scheduled payday.

2005-06 FISCAL YEAR SEMI-MONTHLY PAYROLL CALENDAR				
MONTH	SEMI-MONTHLY PAY DATES			
July	Friday	July 15, 2005	Friday	July 29, 2005
August	Monday	August 15, 2005	Wednesday	August 31, 2005
September	Thursday	September 15, 2005	Friday	September 30, 2005
October	Friday	October 14, 2005	Monday	October 31, 2005
November	Tuesday	November 15, 2005	Wednesday	November 30, 2005
December	Thursday	December 15, 2005	Wednesday	December 28, 2005
January	Friday	January 13, 2006	Tuesday	January 31, 2006
February	Wednesday	February 15, 2006	Tuesday	February 28, 2006
March	Wednesday	March 15, 2006	Thursday	March 30, 2006
April	Friday	April 14, 2006	Friday	April 28, 2006
May	Monday	May 15, 2006	Wednesday	May 31, 2006
June	Thursday	June 15, 2006	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 (lacc.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. If you have a question, feel free to ask your location SPOC or just send an email directly to Project MAESTRO at MAESTROeditor@lacc.edu.