



# BULLETIN

APRIL 4, 2005R

## IMPORTANT REMINDER FOR STAFF

### NEW PAYDAYS GO INTO EFFECT JULY 1, 2005

*Project MAESTRO communications are sent primarily through email. The purpose of this special bulletin is to ensure employees are reminded of important changes underway.*

The new monthly payroll calendar goes into effect July 1, 2005. Staff who had been paid every four weeks will receive their salary in one monthly check on the last working day of the month. Staff who received an ESA check will be paid semi-monthly. There will be no ESA payments in the new system.

1. The chart at the right identifies staff paydays for the 2005-06 fiscal year.

2005-06 FISCAL YEAR MONTHLY AND SEMI-MONTHLY PAYROLL CALENDAR PAYDAYS				
MONTH	SEMI-MONTHLY PAY		MONTHLY / SEMI-MONTHLY PAY	
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. Announcements on the payroll calendar change are on readily available on the LACCD website.

PROJECT MAESTRO NEWSLETTERS ON PAYROLL CALENDAR CHANGES	
<b>Go To</b>	<a href="http://www.laccd.edu">www.laccd.edu</a>
<b>CLICK TAB</b>	Intranet (District Network Only)
<b>CLICK</b>	Project MAESTRO (New HR System)
<b>SELECT</b>	#3 Monthly Salary Replaces Hourly Pay #4 Work Schedules, Quotas, and Absences #7 Your Questions and MAESTRO's Answers #8 The Work Year and Basis Redefined: Part I #9 The Work Year and Basis Redefined: Part II #11 How Much Am I Going to Be Paid? #17 Update on New Payroll Calendar #18 Direct Deposit is Coming #19 "Plastic" Paychecks are Coming!

3. Staying informed of payroll and other changes underway is quite easy—just watch your email for the weekly Project MAESTRO newsletter. Until all employees have computer access, hard copy is also posted on the LACCD Bulletin Boards at each location. 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](mailto:MAESTROeditor@laccd.edu).