



WHAT'S NEW

No. 1

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EMPLOYEE-CENTERED SYSTEM ON ITS WAY!

A Message from the Chancellor

When January 1, 2005 arrives, Los Angeles Community College District will begin to experience what Project MAESTRO is all about: modernizing, revitalizing, and whenever possible, simplifying the District's complex and vast human resource, payroll, and employee benefit systems. The new systems involve much more than installing new computer hardware and software on employee desktops throughout the District. The new systems are employee-centered in that technology allows employees direct web access to easily and accurately submit changes or to review personal information on their assignment, payroll, and benefits. It is important for all employees to be aware and informed of the many changes underway. To help with this process, Project MAESTRO is launching its new newsletter "What's New." Since many of the changes will affect the way the District will handle your employment information and pay, I encourage you to read the newsletter weekly.

Peter Landsberger

Project MAESTRO: More than a Computer Upgrade

Computer technology has always been apart of the LACCD. The District's computer systems have undergone changes. Project MAESTRO is more than a computer upgrade. Project MAESTRO is updating many of the District's business practices. The newly revitalized business operations take advantage of improvements made possible with new technology available today and the result of a cooperative effort of district and campus employees, union representatives, and management staff working together to improve the way we work.



The traditional approach to technology focuses on the computer. Employees complete and submit a variety of forms to various offices throughout the LACCD. Processing staff then review, correct, approve or reject each transaction for the computer. Some of the data on each form might be copied for departmental records or, in recent years, entered into a shadow system, a departmental computer designed to "fill in the gaps" of the main computer system. As each transaction makes it way to its final step, numerous hands manually push each paper-form through what amounts to a maze of people, procedures, and processes. Despite the best of intentions complicated processes can result in late and inaccurate transactions.

Today's technology allows a focus on the employee rather than the computer.

Employees will be able to accurately and easily enter a request directly into the District's computer system and to even review their records. Processing staff will have immediate access to the



information needed to do their job. The new focus allows work processes to be simplified and transactions to be completed accurately and in less time than was possible in the past. Employees will devote their time to assisting others and problem solving instead of hunting for a "lost" paper-form.

Putting the Pieces Together



Changing from a paper-based to an information-based organization involves much more than changing technology. Business operations must also change. Project MAESTRO brought campus and district employees together to review existing procedures and develop new ways of doing things. For example, current procedures require five steps for employees if they wish to change their "W-4" exemptions for tax withholding purposes. First, they must obtain the special card. Second, they must fill it out correctly. Third, they submit the card to the location payroll office. Fourth, the payroll office keys in the information into the "DEC" computer system. Finally, the card is filed. Since the new system permits direct entry by employees of "W-4" information, one step is all that is necessary.



ADDITIONAL RESOURCES:

- To learn more about the new system, click on the District Website at <http://albacore.laccd.edu/hr/>

Project MAESTRO is about change. "What's New" and other Project MAESTRO communications are sent primarily through email. Until all employees have computer access, hard copy will also be posted on the LACCD Bulletin Boards at each location.

- To send a comment, email: MAESTROeditor@laccd.edu