



WHAT'S NEW

No. 2

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NEW PAYROLL CALENDAR ON ITS WAY!

A major payroll change rolls out on January 1, 2005 when The Los Angeles Community College District's new payroll calendar goes into effect. This modernization of payroll brings many benefits to District employees at both work and home. This issue of "What's New" explains why the change is needed and how the new payroll calendar affects your paycheck.

Why Change Our Payroll Calendar?

In today's world, the banking and financial industry operates on monthly calendar cycles. Consequently, most private and public sector agencies now operate on monthly financial cycles. Aligning the District's payroll cycle to current industry practices is quite logical. There are two aspects to this change that deserve special note:

- **Your personal finances:** You will receive the same annual salary. Paydays will change to the last working day of the month for all employees now paid every four weeks. For example, the January 2005 Pay Period begins January 1 and ends January 31. Payday will be January 31, not a week later as occurs with our current four-week payroll calendar. Employees now paid every other week will be paid semi-monthly on the 15th and the last working day of the month. It's that simple!



The amount paid each month will be exactly the same regardless of the number of days each month. Since bill paying and banking is based on the calendar month, the monthly payroll cycle will make it much easier to reconcile personal finances each month

- **Your department's finances:** Monthly salary payments will make it much easier for all department heads and managers to reconcile district and college monthly budget reports. Historically, for example, our legacy "DEC" system, four-week pay period cycle results in considerable "mismatch" with the monthly budget cycles. Much manual effort is devoted to reconciling the mismatch. Aligning the processes to the same cycle allows human efforts to be devoted to more important problem-solving activities rather than spending time manually matching paycheck to budget cycles.



December 2004: What to Expect

December 2004 is the transition month to the new calendar. After December, paychecks will "jump" from the old normal paydays in December to new paydays in January. A summary of pay cycle changes follows:

- **A-Basis employees:** A special payroll run will be made to cover the gap between the two pay cycles. The special run means that A-Basis employees will receive their regular paycheck on December 29 and an additional special paycheck on the same day.
- **C-Basis employees** will receive the same number of paychecks and they will be the same size, but will be distributed over 10 months instead of 40 weeks. For C-Basis employees, the last check in 2004 will be on December 23.

The Pay Period Comparison Chart highlights differences between the old and new pay cycles for all assignments.

PAY PERIOD COMPARISON CHART					
EMPLOYEE ASSIGNMENT		PAY CYCLE CONVERSION			
BASIS	WORK YEAR IN DAYS	OLD SYSTEM PAY CYCLE	NEW SYSTEM PAY CYCLE	FREQUENCY	SALARY CONVERSION FACTOR ^{1,2}
A	260 / 261	13 - 4 Wk PP	12 Mo	12 or 24	1.0875
M	260 / 261	13 - 4 Wk PP	12 Mo	12 or 24	1.0875
G ³	239	12 - 4 Wk PP	12 Mo	12 or 24	1.00
D ³	240	12 - 4 Wk PP	12 Mo	12	1.00
C	200	10 - 4 Wk PP	10 Mo	10 or 20 ⁴	1.00
K	192	10 - 4 Wk PP	10 Mo	10 or 20 ⁴	1.00
B	213	10 - 4 Wk PP	10 Mo	10 or 20 ⁴	1.00
Notes:	¹ Including Differentials and Longevity Pay ² Salary Conversion Factor: 13.05 Pay Periods By 12 Months Divided ³ Non-Duty Days: G =21, 22 or 23; D = 20, 21 or 22 depending on year. ⁴ Employees paid 10 / 20 frequency will have a 12 / 24 Option in Sept. 2005.				

In every case, pay cycles and pay will be reconciled so the total annual pay for 2004-05 will be exactly the same as it would have been had there been no change in pay cycles. To see the detailed calendar, click on the link below.



ADDITIONAL RESOURCES: To view document, click on title.
 • [2004-05 Payroll Calendar](#)

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.

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