



# WHAT'S NEW

No. 15

NOVEMBER 22, 2004

## CHANGES BROUGHT ABOUT BY THE DELAY

The last issue of "What's New" reviewed Project MAESTRO's accomplishments, outlined the work that still needs to be done, and announced the Project's 'go live' date is postponed to July 1, 2005. This issue of "What's New" explains how the old four week payroll cycle will be extended from January 1, 2005 to June 30, 2005.

### D-Basis Assignments

- **Non-Teaching Faculty** received Level Pay letters dated July 22, 2004 notifying them that their pay will be spread evenly through December 31, 2004 by reporting 20 paid days for the six pay periods in 2004 (PP3204 – 2405) and then monthly for six months (January – June 2005) for a total of 240 paid days and 20 non-duty days.
- **Department Chairs** were also notified that the D-Basis portion of their assignment would be handled using the same Level Pay practices as Non-Teaching Faculty.



#### Change brought about by the postponement:

None needed because the business practice was changed! It is a good practice. Continuing the practice will make a nice transition to the new computer system. The key to the practice is to report D-Basis employee time into the payroll system so that D-basis employees receive 12 equal paychecks with 20 paid days reported on each check. By doing so, the total paid days for the year equals 240 by the last check on June 10, and the 13<sup>th</sup> paycheck is eliminated. Please plan accordingly.

### G-Basis Assignments

- Classified employees received a letter dated October 4, 2004 which was very similar to the Level Pay letter Certificated employees received. The difference between the two letters was due to slight differences in number of paid / non-duty days worked each year. G-Basis employees were told that from July 1 to December 31, 2004 (Pay Periods 0805 through 1305), their pay is based on 119.5 days and that starting January 1, 2005, they would be on the semi-monthly cycle.



#### Change brought about by the postponement:

Virtually none needed. G-Basis employees will receive their "normal" full (20 day) paychecks through June 17, 2005, and the 13<sup>th</sup> paycheck is eliminated. Please plan accordingly.

**College Time Recording Practices:** D and G Basis have an non-duty day component. Each college is expected to continue to use whatever method it currently uses for manually recording time for D and G basis employees that ensures these employees end the fiscal year with the correct number of duty days: D Basis = 240 G Basis = 239 days.

### A-Basis Assignments

- **Certificated and Classified A-Basis** employees were told via "What's New No. 2" that a special payroll run will be made in December to cover a gap that would occur when the "old" 13-pay period calendar converted to the new 12 month calendar.



#### Change brought about by the postponement:

The scheduled "mid-year" adjustment merely moves to the end of the fiscal year as follows.

The 1305 paycheck will be paid on June 17, 2005. An adjustment check for the 14 days that make up the 0105 pay period (June 13-30, 2005) will be issued on June 30, 2005. This paycheck closes out the 2004-05 fiscal year. An ESA check will not be needed as the adjustment check includes the ESA time period. The new monthly and semi-monthly pay cycles will start on July 1, 2005.

### Other Basis Assignments

- **C and B-Basis** Certificated and Classified employee assignments are within the academic year and are not affected by either the original or postponed "go-live" dates except that pay will revert to the four week cycle.
- **M-Basis** Certificated assignments parallel the concepts associated with A-Basis assignments. An adjustment check will be issued on or about June 30, 2005 for the 19-day pay period, June 6 – 30<sup>th</sup>, needed to close the fiscal year.

#### Student Workers and Unclassified Employees

will continue to be paid using the positive time reporting methods established at each location. These employees will receive their final paycheck of the fiscal year on June 30, 2005 based on the time reported through the lockout schedule that will be distributed to location time reporting personnel shortly.



**ADDITIONAL RESOURCES:** To view document, click on title.

- [2004-05 Payroll Calendar - Revised](#)
- [Previous issues of What's New](#)

**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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