



WHAT'S NEW

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UPDATE ON NEW PAYROLL CALENDAR

A major payroll change rolls out on July 1, 2005 when The Los Angeles Community Colleges' new payroll calendar goes into effect. This issue of "What's New" is similar to What's New #2, but is updated based on the new "Go Live" date of July 1.

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 July 2005 Pay Period begins July 1 and ends July 31. Payday will be July 29, 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. If the 15th falls on a weekend or holiday, payday will be on the previous working day.



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.

June 2005: What to Expect

June 2005 is the transition month to the new calendar. After June, paychecks will "jump" from the old legacy paydays in June to new paydays in July. 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 June 17 and an additional special paycheck on June 30. The special check will include pay for period of June 18 - 30. In effect, this improves employee "cash flow" since it does not have the normal five-day delay. Pay on each check will be 8.75 percent higher starting in July, 2005 since there will be a total of 12 rather than 13.05 pay cycles in a year.

C-Basis employees will receive the last check for the 2005 Spring Semester on June 10. Their next paycheck will be September 30, 2005 and the last day of every month thereafter for ten months until June 30, 2006. (Semi-monthly employees will also receive checks on or about the 15th of each month). There will be no paychecks for July and August. C-Basis employees will also have the option to select deferred pay so that they can get 12 monthly checks instead of 10 beginning September 2005 (paid at a 10/12 rate).

D-Basis employees will receive the last check on the old system on June 10, 2005. Their next paycheck will be July 31, 2005 and the last day of every month thereafter with no gaps and no "unpaid" days.

Summer Term (Z-Basis) employees will receive two equal checks on July 31 and August 31 regardless of when summer classes are scheduled.

In every case, pay cycles and pay will be reconciled so the total annual pay for 2005-06 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.

To send a comment email: MAESTROeditor@laccd.edu



ADDITIONAL RESOURCES: To view document, click on title.
[2005-06 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.