



# WHAT'S NEW

No. 20

MARCH 25, 2005

## YOUR QUESTIONS AND MAESTRO'S ANSWERS II!

The Project MAESTRO team appreciates the positive responses to our newsletter, What's New and the questions employee ask. We do attempt to respond to individual questions and will, as we indicated in the September 10, 2004 issue, periodically compile some of the more general interest questions into a question and answer format for all employees to see. The questions in this issue are based on What's New issues 15 – 19.

### DIRECT DEPOSIT

**Question:** I am currently signed up for electronic funds transfer (EFT). Do I have to file a new authorization form for the new system or will my current EFT continue as a direct deposit?

**Answer:** If you are currently signed up for EFT at a bank or credit union and have no changes, you do not need to complete a new authorization form. Your paycheck will continue to be deposited just as it is now.

**Question:** I want my current arrangements with the credit union to continue in the new system. I am not sure if I need to complete a new authorization card. How do I tell if I am set up with an EFT or deduction to the credit union?

**Answer:** Although each employee's specific paycheck arrangements are unique, credit union arrangements can be classified into three basic categories: EFT only; deduction only; and both EFT and deduction(s). Only deductions require any action for the arrangement to continue. Here's how to tell if you have a "deduction" arrangement to a credit union and the action needed.

- **EFT only:** Your entire net pay is transmitted to the credit union to one account. This arrangement will transfer exactly as currently set up. A new authorization card is not needed.
- **Deduction only:** The deduction portion of your paycheck "stub" shows code(s) 901, 902, 903, 904 and the dollar amount sent to the designated credit union. To continue this arrangement, you must submit a new authorization card and a voided check or bank statement for each deduction. If, for example, you have one deduction to credit union A and one deduction to credit union B, separate authorization cards and voided check or bank statements must be completed for each deduction to continue as currently set-up.
- **Both EFT and deduction:** The EFT portion arrangement will transfer as currently set up but you do need to submit new authorization cards as outlined in "Deduction only" above.

### YEAR ROUND LEVEL PAY (10/12) PROGRAM

**Question:** If a C-Basis employee opts for the new 10 / 12 pay program that begins September 2005, how are tax, retirement, and 403b contributions affected?

**Answer:** In late spring all C-Basis employees will receive a letter giving specific details. An overview of the plan is that retirement will be taken on only 10 paychecks (not the summer months), 403b will be taken on all 12 paychecks and federal and state taxes will generally be greater during the summer months when no retirement is taken and lower in the months that retirement is taken.

**Question:** How is pay handled for faculty who select the 10/12-pay program and who teach summer and/or winter?

**Answer:** Winter pay is added to the January paycheck and summer session pay is added to July and August paychecks as an additional payment.

### EMPLOYEE SELF-SERVICE

**Question:** What is Employee Self-Service?

**Answer:** Employee Self-Service (ESS) is an Internet password protected secure system that allows employees on-line access to personal data stored in the SAP system. ESS will be limited to personal pay stub and benefit information when the new system goes live. Assignment information will be phased in later.

To provide easy access for employees who typically do not have a computer at their desk, we've recommended placing a computer in three locations—the College Personnel Office, Operations Office, and Evening Office—on each campus. The exact location is a campus decision. The system is easy to use and after a brief orientation, is anticipated to be a convenient "walk-up self-service" for all.



**ADDITIONAL RESOURCES:** To view document, click on title.  
[2005-06 Payroll Calendar](#)  
[What's New](#) (Previous issues)

**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.



Hoare's Law of Large Problems  
 Inside every large problem is a small problem struggling to get out.

To send a comment email: [MAESTROeditor@lacc.edu](mailto:MAESTROeditor@lacc.edu)