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PROJECT MAESTRO
MODERNIZING ALL EMPLOYEE SYSTEMS TO REVITALIZE OPERATIONS

WHAT'S NEW

| NO. 28 | JULY 5, 2005 |

TIME REPORTING SIMPLIFIED

Time reporting in the new system has become simplified. In the new system, when an employee is absent an Absence Certification form is completed, approved by the supervisor, and sent to the Location's Time Reporting Office so that the absence can be submitted to District Payroll Services through the SAP time entry system. Absence reporting has become simplified. The legacy system's multiple absence cards have been combined into one form. This issue of what's New explains how the new time reporting and absence systems work.

THE BASICS

The new system uses two types of type reporting: negative and positive. Which system an employee uses is dependent upon the type of work schedule an employee is assigned—salaried or hourly. (These concepts were first introduced in What's New No. 3.)

NEGATIVE TIME REPORTING

In a negative time reporting system, employees assigned to positions designated as salaried will report their time using a negative time reporting system. This system means that only exceptions—absences and overtime worked—to an employee's designated Regular Work Schedule (RWS) are reported to the location's time reporting Office. RWS exceptions are handled as follows.

- *Absence Reporting:* An Absence Certification / Request form is required to be completed by the employee and submitted via the supervisor, or for faculty, the Academic Affairs Office, to the Location Time reporting office within two business days of the absence. An Employee Tip Sheet—Requesting and Certifying Absences—explains how this form is used.

- *Overtime:* Documentation of overtime worked is required to be submitted to the Location Time Reporting Office by the Monday following the week in which the over time is worked. Overtime will be paid on every paycheck.

The new absence reporting system combines the legacy system's multiple absence certification and request cards into one easy-to-complete form!

POSITIVE TIME REPORTING

In a positive time reporting system, hourly employees must record actual hours worked on a time report and submit the form to the Location Time Reporting Office weekly. An Excel Department time report has been created to assist with this task.

THE BOTTOM LINE

The new system does not change departmental time reporting practices. Department supervisors should continue using current time reporting practices such as sign-in sheets and time clocks and must maintain auditable records. Time reporting will evolve a bit more when the Employee Self-Service (ESS) becomes available.

What the new system does is to:
- Standardize methods used to report time to the location time reporting office;
- Reduce the number of forms used to document absences;
- Require supervisors to report tardiness as specified in applicable collective bargaining contracts.
- Reduce backlogs associated with weekly or payroll "lock-out" deadlines;
- Support timely and accurate absence processing;
- Strengthen accountability for accurate time reporting.

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.

To send a comment email: MAESTROeditor@laccd.edu

Change is a challenge and an opportunity, not a threat.
--- Prince Phillip of England