



WHAT'S NEW

No. #30

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OUR NEW PAYROLL SYSTEM WORKS – WHAT'S NEXT?

The last issue of “What’s New” discussed the first pay checks issued in the new system on July 15th for two groups of employees—represented classified employees and unclassified Employees. These are the employees who are paid on the semi-monthly pay calendar. On July 29th employees on the monthly pay calendar—faculty, Academic administrators, Classified managers, and Professional Experts—will receive their first paycheck and semi-monthly employees will receive their second “level” paycheck. This issue reviews how the first payroll went and what monthly-paid employees should expect.

JULY 15 PAY RUN REVIEW

The July 15th payroll was successful. The software works. Semi-monthly employees were paid accurately and on time. While there were some errors and omissions, the issues were no more than typical in our legacy system for July of previous years. The success we had is the result of a large number of college and district employees working very hard.

LEGACY FOUR WEEK PAY PERIOD CHANGES

As discussed in previous “What’s News”, the legacy system’s four week pay period will be paid once a month on July 29. This change does not affect annual pay but does result in changed pay check amounts. Here’s how the changes work.

SUMMER FACULTY ASSIGNMENTS: All faculty assigned to teach during the summer session will receive half of their summer session pay on July 29.

- **Regular Summer Faculty:** Regular faculty assigned 1.0 FTE. during the summer will receive 60 percent of their regular legacy assignment pay period amount in two parts: once at the end of July and again at the end of August. Summer session pay and assignments were explained in detail in “[What’s New #23](#)” and can be computed using the Excel Payroll Calculator.
- **Adjunct Summer Faculty:** Adjunct summer faculty pay is based on the standard hours assigned. For summer, total pay for July is computed by multiplying standard hours by 20 by the hourly rate of pay and dividing the result by two. Adjunct pay was explained in detail in “[What’s New #22](#).” And can be computed using the Excel Payroll Calculator.

Full Year (D basis) Faculty: Full year faculty other than department chairs will be paid the same amount per month that they used to get per pay period in the legacy system.

Department Chairs: In the legacy system, the “C” and “D” portions of the assignment had different cycles and pay was reduced in the summer. In the new system, Department Chair pay is restructured so that pay is level throughout the year converting the legacy system’s “C” and “D” Basis assignments into new Job Codes as shown below. Each job will be paid a percentage factor of the 0788 full release chair every month July through June.

DEPARTMENT CHAIR JOB STRUCTURE CONVERSION FACTOR				
JOB CODE	TITLE	ASSIGNED (% MONTHS)		FACTOR
		10 ¹	12 ²	
0781	Department Chair, Teaching	1.00	.00	.8333
0782	Department Chair, 7 Hr Duty	.80	.20	.8667
0783	Department Chair, 14 Hr Duty	.60	.40	.9000
0784	Department Chair, 17.5 Hr Duty	.50	.50	.9167
0785	Department Chair, 21 Hr Duty	.40	.60	.9333
0786	Department Chair, 24.5 Hr Duty	.30	.70	.9500
0787	Department Chair, 28 Hr Duty	.20	.80	.9667
0788	Department Chair, 35 Hr Duty	.00	1.00	1.0000

¹ Legacy system Job Code 0798 C Basis, Teaching
² Legacy system Job Code 0711 D Basis, Non-Teaching

Worksheet to Calculate Pay: Using the Excel “[Payroll Calculator](#)” link, enter Gross Wages shown on your last legacy system paycheck (June 10) into the calculator. (For this calculation to work, your gross wages for June 10 must not have had any unpaid or half-pay absences during the previous four weeks.) The resulting calculation should be the same as your wages for July 29.

ADMINISTRATORS AND CLASSIFIED MANAGERS: To check your pay, enter your gross wages from your June 17 pay stub in the linked Excel Payroll Calculator.

PROFESSIONAL EXPERTS: To check your pay, enter your rate of pay and hours worked from July 1 through July 22 in the linked Excel Payroll Calculator.



ADDITIONAL RESOURCES: To view document, click on title.
• [“Your payroll stub” Employee Tip Sheet](#)



I find the harder I work, the more luck I seem to have.
--- Thomas Jefferson

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