



# Employee Tip Sheet

## READING ILLNESS BALANCES DISPLAYED ON PAY STUB

**Illness balances displays on pay stubs are returning! Here's when and how.**

**For Classified employees paid semi-monthly, illness balances will be displayed on the January 12, 2007 pay stub. For Faculty, Classified Managers, Academic Administrators, and "Pure" Adjuncts, the illness balances will display at the end of January. Each month thereafter, the illness balances will usually update based on absence time reports.\* The new display will be in days, or fractions of days.**

Eight types of illness balances are possible within the Academic and Classified Services:

- Faculty Illness Full Pay
- Faculty Illness Half Pay
- Academic Administration Illness Full Pay
- Academic Administration Illness Half Pay
- Classified Illness Full Pay
- Classified Illness Full Pay on Probationary Assignment
- Classified Illness Half Pay
- Pre-2002 Faculty Illness Pay

Since employees may have more than one assignment eligible for illness absence, more than one type of illness balance can display on the pay stub. This display will occur even if an assignment is not active at this time and the illness balance cannot be used with the current assignment. An example of a multiple absence display is shown below:

**EXAMPLE**

LACCD CLASSIFIED EMPLOYEE WITH HOURLY TEACHING ASSIGNMENT ILLNESS BALANCES DISPLAYED IN <u>DAYS</u> FOR ALL ASSIGNMENTS	
Classified Illness FULL PAY balance	7
Classified Illness HALF PAY balance	88
Faculty Illness FULL PAY balance	10
Faculty Illness HALF PAY balance	90

*Note: Brackets on the left and right of the table indicate 'Illness Balance Type' and 'Illness Days Available' respectively.*

Please note the following:

- **Only the Illness balances will be shown at this time.** Employees will not see how many illness days with which they started each pay period, nor how many illness days USED in a pay period until additional programming is completed. Employees can, however, easily calculate this information by subtracting illness balance shown on the previous pay stub to arrive at the current balance.
- A later enhancement will display starting illness balances, illness days used as well as ending balances.

**FOR QUESTIONS ABOUT ILLNESS BALANCE CALCULATIONS, PLEASE EMAIL PAYROLL SERVICES VIA:**


Lynn Villamil ([VillamE@email.laccd.edu](mailto:VillamE@email.laccd.edu))

**FOR ALL OTHER SAP HR ASSIGNMENT ISSUES, PLEASE CONTACT:**

Mary Van Ginkle, HR Help Desk, (213) 891-2080, ([HRHelpdesk@email.laccd.edu](mailto:HRHelpdesk@email.laccd.edu))

**COMING SOON!**

**PRE 2002 FACULTY ILLNESS BALANCES!**



*\* In some cases when an employee has more than one assignment, the illness balances will not display because more research is needed to correct the balance. The needed research is handled manually. Classified with adjunct assignments may not display correct faculty illness balances until the end of the month.*