

Los Angeles Unified School District
Human Resources Division
Certificated Assignments and Support Services

REQUEST FOR CHANGE IN EMPLOYEE'S PAY STATUS (ANNUALIZED TO PAID-AS-WORKED)

EMPLOYEE INFORMATION

Employee Name: _____ Employee ID #: _____
Cost Center (site): _____ Date Effective: July 1, 2025

PAYROLL CHANGE

NOTE: The purpose for this request is to avoid possible overpayment of salary, which would otherwise result from one of the changes in employment status listed below.

I hereby request that my payroll calculation for the school year 2025-2026 be changed as follows:

Instead of receiving annualized salary payments during both worked and unworked periods (such as summer, off-track, and certain non-holiday recesses), I am requesting that my salary be changed so that I am paid my contract salary rate for only those days actually worked because I anticipate not working the complete school year, or I will not be following a published pay calendar.

I am submitting this request because (check all that apply and provide supporting documents):

- ☐ I plan to **resign / retire** from the District on _____
- ☐ I plan to **take an unpaid / paid leave** that will be longer than twenty consecutive workdays:
Type of Leave _____ Date(s) _____
- ☐ I will not follow a published pay calendar – Attached Work Schedule
- ☐ Second semester will not follow a published pay calendar – Attached Work Schedule

Employee Signature: _____ Date: _____

Immediate Supervisor (Please Print): _____ Date: _____

Immediate Supervisor's Signature: _____

PLEASE VERIFY YOUR REGION AND EMAIL THE FORM TO HRASSIGNMENTS@LAUSD.NET

- ☐ Region North ☐ Region East ☐ Region West ☐ Region South
☐ Special Ed/Itinerants ☐ Support Services

