

## PAYROLL SLIDES

### Slide 1

#### SPECIAL NOTES ON TIME REPORTING AND TIME ANTICIPATION

There is a revision to the Time Reporting and Approval Policy. Because the summer session is offered for a brief period, it is imperative to report and approve hours worked during this time accurately and punctually. Adherence to the time reporting and time approval policy and procedures will ensure employees are compensated in a timely manner, increase efficiency, reduce errors, improve accountability, and facilitate compliance.

Please read the guidelines from BUL-6638.1, Time Reporting and Time Approval Policy (May 24, 2021) to ensure successful time keeping and time approval processes are practiced

### Slide 2

The 2021 - 2022 payroll calendars and fillable sign-in/out cards are available on the Payroll Administration website at <https://achieve.lausd.net/Page/17637>. Should you have questions, please contact Payroll Customer Services at (213) 241-2570, Monday through Friday, 8:00AM – 4:00PM or email [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net).

### Slide 3

A new Personnel Number (PERNR) with the extended rate has been added to the record of each K-12 substitute. Time reporting for eligible K-12 substitutes is to be entered for the day in-person service is provided, using the employee's PERNR containing the following job text:

#### **Tchr, Spec Ext Rate, K-12 Sub, In-Person Sv**

The complete description is Teacher, Special Extended Rate, K-12, Substitute, In-Person Services. Any hours reported not using the PERNR with the above abbreviate description for a K-12 substitute that provided in-person services as part of the physical reopening of schools for hybrid instruction will not be paid the extended rate and therefore will be underpaid. Carefully select the appropriate PERNR for the services being provided.

#### **REPORTING SUMMER HOURS IN CAT2 FOR SUBSTITUTE TEACHERS**

The new Personnel Number (PERNR) with the description - **Tchr, Spec Ext Rate, K-12 Sub, In-Person Sv**, will be used for eligible K-12 Substitute Teachers to receive payment of the summer incentive differential (1.09224 times the hourly pay rate). The Personnel Number (PERNR) with the extended rate description can be found in the upper right hand corner of

the CAT2 Time Sheet.

**Note:** **RG** will be the correct A/A code to use. The previous A/A code, RGSD should not be used.