

Los Angeles Unified School District  
Human Resources Division  
Certificated Administrative Services

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

EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_  
Cost Center (site): \_\_\_\_\_ Date Effective: July 01, 2019

PAYROLL CHANGE

**NOTE:** The purpose for this request is only 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 2019-2020 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 wish my salary to 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 one & provide relevant information):

- I plan to **resign** from the District on \_\_\_\_\_
- I plan to **retire** from the District on \_\_\_\_\_
- I plan to **take an unpaid leave** of longer than twenty work-days' duration:  
Type of Leave \_\_\_\_\_  
Date(s) of Leave \_\_\_\_\_
- I will not be following a published pay calendar

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor (Print Name): \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor's Signature: \_\_\_\_\_

Email this completed form to [maria.voigt@lausd.net](mailto:maria.voigt@lausd.net) or fax the form to (213) 241-8403.

For further information contact Certificated Administrative Services at (213) 241-6365.

