

**INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Human Resources Division**

**TO:** Administrator

**DATE:**

**FROM:** Director  
Certificated Administrative Services

**SUBJECT: NON-ROUTINE PAYMENT PROCEDURES**

Salary payments cannot be made to an employee or non-employee when an Assignment Action has not been approved and processed under California Education Code provisions. However, certain extenuating situations make it necessary to request such salary payments when administrators do not comply with Education Code. At such time, the Non-Routine Payment procedures must be followed.

Non-Routine Payment procedures must be used when one of the following situations occur:

1. When a non-employee works prior to completing the employment processing.
2. When a current employee works in a classification for which he/she is not qualified.
3. When the employee has not been approved by HR for the assignment.
4. When other unique circumstances occur.

To request a Non-Routine Payment, please complete the reverse side. Reminder, the requesting Administrator *and* District Superintendent must sign the request form. You must forward the completed form and sign in card to Certificated Administrative Services, Beaudry Building, 14<sup>th</sup> Floor.

There are no benefits or entitlement to any rights associated with a Non-Routine Payment.

If you have any questions, please telephone me at (213) 241-6365.

Los Angeles Unified School District  
Human Resources Division  
Certificated Administrative Services

**REQUEST FOR NON-ROUTINE PAYMENT**

**INSTRUCTIONS** Non-Routine salary payments must be authorized in accordance with LAUSD Board of Education policy.

Please provide all the information requested. Attach sign-in/out records. Requesting Administrator and Local District Superintendent must certify by signing below. *Forward the completed form to: Certificated Administrative Services , Beaudry Building, 14th Floor*

**REQUESTED BY**

\_\_\_\_\_  
*Administrator (Name & Title)* *Date*

*Local District/Division:* \_\_\_\_\_

**EMPLOYEE INFORMATION**

*Name:* \_\_\_\_\_ *Emp No. Pers ID:* \_\_\_\_\_

*Dates worked prior to eligibility: From* \_\_\_\_\_ *To* \_\_\_\_\_ *Total Days Worked:* \_\_\_\_\_

*Cost Ctr/Cost Ctr Code:* \_\_\_\_\_ *Basis:* \_\_\_\_\_ *Total Hours Worked:* \_\_\_\_\_

*Job/Class Code:* \_\_\_\_\_ *Status:* \_\_\_\_\_ *Salary Schedule:* \_\_\_\_\_

*Fund/Functional Area:* \_\_\_\_\_ / \_\_\_\_\_ *Estimated Rate:* \_\_\_\_\_ *Est. Pay:* \_\_\_\_\_

**Please explain the circumstances that led to this person working before approval by HR or eligibility:**

\_\_\_\_\_  
*Signature of Administrator* *Title* *Date*

\_\_\_\_\_  
*Signature of Local District Superintendent/Division Head* *Date*

**This section to be completed by Certificated Administrative Services**

**An Assignment action cannot be processed because of the following;**

- ( ) Worked prior to Employment Processing – Date Processed \_\_\_\_\_
- ( ) Worked prior to Health/TB Clearance – Date Cleared \_\_\_\_\_
- ( ) Worked prior to Fingerprint Clearance - Date Cleared \_\_\_\_\_
- ( ) Did not have employment eligibility to work
- ( ) Was not eligible to work because \_\_\_\_\_

**This section completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This section to be completed by Human Resources Division**

Approved for Payment  NOT Approved for Payment

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_