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INFO TECH



PROJECT MAESTRO

MODERNIZING ALL EMPLOYEE SYSTEMS TO REVITALIZE OPERATIONS

FAQ

FREQUENTLY ASKED QUESTIONS

LAST UPDATE: APRIL 8, 2005

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Computers are useless. They
can only give you answers.
--- Pablo Picasso

DEDUCTIONS

Question: Will the same tax amount be withheld from each paycheck?

Answer: Yes, as long as taxable pay stays the same and the social security maximum has not been reached. Taxes withheld are based on federal and state tax table requirements. ESA will not be continued.

Question: Will the number of scheduled deductions for tax-sheltered annuities (TSAs) change from 10 to 12 for those of us on a “D” assignment?

Answer: Yes. In the future deductions will be based on your personal pay cycle. Since you will have 12 paychecks, you will have 12 deductions. The annual total amount deducted will be the same. In effect, the individual deductions will be 10/12 of the historical number.

Question: Will union dues and service fees be paid monthly or continue to be deducted on a tenthly basis?

Answer: Deductions will be based on each employee’s personal pay cycle. Employees paid on 12-month payroll calendar will have deductions taken from each paycheck. Employees opting to remain on the 10-month payroll calendar will have deductions taken on a tenthly basis. In both instances, the system is set-up so the annual total will be the same as it is in our legacy system.

DIRECT DEPOSIT

Question: I am currently signed up for electronic funds transfer (EFT). Do I have to file a new authorization form for the new system or will my current EFT continue as a direct deposit?

Answer: If you are currently signed up for EFT at a bank or credit union and have no changes, you do not need to complete a new authorization form. Your paycheck will continue to be deposited just as it is now.

Question: I want my current arrangements with the credit union to continue in the new system. I am not sure if I need to complete a new authorization card. How do I tell if I am set up with an EFT or deduction to the credit union?

Answer: Although each employee's specific paycheck arrangements are unique, credit union arrangements can be classified into three basic categories: EFT only; deduction only; and both EFT and deduction(s). Only deductions require any action for the arrangement to continue. Here's how to tell if you have a "deduction" arrangement to a credit union and the action needed.

- **EFT only:** Your entire net pay is transmitted to the credit union to one account. This arrangement will transfer exactly as currently set up. A new authorization card is not needed.
- **Deduction only:** The deduction portion of your paycheck "stub" shows code(s) 901, 902, 903, 904 and the dollar amount sent to the designated credit union. To continue this arrangement, you must submit a new authorization card and a voided check or bank statement for each deduction. If, for example, you have one deduction to credit union A and one deduction to credit union B, separate authorization cards and voided check or bank statements must be completed for each deduction to be processed as a direct deposit and continue as currently set-up.
- **Both EFT and deduction:** The EFT portion arrangement will transfer as currently set up but you do need to submit new authorization cards as outlined in "Deduction only" above.

Question: What happens to employees who take no action to set up direct deposit for their paycheck?

Answer: The payroll card will be issued to employees who do not select their own bank for direct deposit. In effect, the payroll card issued by the district-selected bank becomes the default.

Question: Can I set up direct deposit now? If so, how?

Answer: Yes, but only one direct deposit may be set up in the legacy system. On July 1, 2005 when the new system "goes live" up to five direct deposits may be set-up. Your college personnel / payroll office can provide you with an authorization card.

EMPLOYEE SELF-SERVICE

Question: What is Employee Self-Service?

Answer: Employee Self-Service (ESS) is an Internet password protected secure system that allows employees on-line access to personal data stored in the SAP system. ESS will allow you to view (and print) your paycheck stub; benefit plans; vacation and illness leave information; emergency contact information; home and mailing address, etc. ESS will be limited to personal and benefit information when the new system goes live. Assignment information will be phased in later.

To provide easy access for employees who typically do not have a computer at their desk, we've recommended placing a computer in three locations—the College Personnel Office, Operations Office, and Evening Office—on each campus. The exact location is a campus decision. The system is easy to use and after a brief orientation, is anticipated to be a convenient “walk-up self-service” for all.

Question: When is ESS scheduled to “go live?”

Answer: General employee information will be available July 1st. Information on specific employee assignments will be available during Fall 2005.

Question: Will employees be able to access ESS from home or other computers, as we are currently able to do with our worksite email?

Answer: On July 1, ESS will only be accessible from District computers. It is, however, intended that access from off-site computers will be made available later. There are technical issues affecting security that must be addressed before off-site access capability can be implemented.

PAYCHECKS

Question: Will it be possible for employees to spread the payroll distribution over 12 months instead of 10?

Answer: Yes. The “year round level pay” program will begin in September 2005. A letter will go out in late Spring 2005 informing all C-Basis faculty and staff of the details and how deductions for taxes, retirement, and 403b contributions are handled.

Question: How will payment for additional teaching assignments on top of a faculty member’s regular load be handled?

Answer: Adjunct pay will be added to the regular paycheck using the “level” pay method: Five equal installments in fall and/or spring when assigned. Summer assignments will be paid in two equal installments in summer. The objective is for employees to receive the consolidated, level paychecks. However, winter intersession will be an exception to level pay since it will be an addition to the normal paycheck.

Question: Will paychecks vary each month because the days in the month vary?

Answer: Employees designated as salaried will be paid the same amount each month regardless of how many workdays there are in a month.

Employees who are not designated as salary will receive pay for the hours worked.

Question: How and when will overtime be paid in the new system?

Answer: Overtime will appear on paycheck stubs as an addition to the employee’s base salary in much the same manner as it now does. In the new system overtime will be paid on every paycheck rather than every four weeks as occurs with our legacy system.

Question: How will differentials be paid?

Answer: Any differential that an employee is eligible to receive will appear as a separate entry on the paycheck stub. This change will make it very easy for employees to identify exactly differential pay. In our legacy system, differentials are included in the hourly rate calculation, a process that makes it difficult for employees to quickly identify their differential pay.

LOS ANGELES COMMUNITY COLLEGES
PROJECT MAESTRO FAQ

PAYROLL CALENDAR

Question: Will faculty receive a partial check in September 2005 as has been done in past years?

Answer: No. We are working towards providing stable (level pay) and accurate (pay by class) pay for all employees. The Level Pay Program goes into effect in September 2005 and will make the partial (ESA) check concept obsolete. We realize that the transition period will be somewhat awkward but also believe that achieving the long-term objective of achieving stability and accuracy with paychecks will more than compensate for any inconveniences that may arise.

Question: When will we receive our first paycheck in the new system?

Answer:

Work Year	Basis	Paydays	Date
10 Month	C, B	Monthly	September 30
		Semi-Monthly	September 15
12 Month	A, D, G	Monthly	July 29
		Semi-Monthly	July 15
Summer Faculty		Monthly	July 29

Question: Will payday be the same day of the month in the new system?

Answer: Payday is the last working day of the month. The new payroll calendar is available on the LACCD website as follows:

Go To: www.laccd.edu

Select Tab: Faculty & Staff Resources

Select Tab: Resources From Any Computer

Click: [Payroll Calendar](#)

TIME AND ABSENCE REPORTING

Question: Will employees who currently sign in and out on a time sheet to record time worked each day continue to do so?

Answer: Yes. There is no intention to change location time keeping practices at this time. The change will only affect how time is accounted for in the computer system.

There is a plan to eventually incorporate time keeping into Employee Self-Service, but that is not going to happen until some time in the future.

Question: How are “fractions of days” counted?

Answer: Teaching faculty will report absences in fractions of days as specified in the collective bargaining agreement based on duty time. All other employees will report absences of less than one day giving the exact time of absence rounded to the nearest 15 minutes, i.e., 8:00 AM to 9:15 AM. The system will convert the time of absence to the appropriate fraction of a day based on the work schedule on file for that employee.

Question: Will the new system change how vacation days accumulate?

Answer: No. The change affects how time is reported and recorded in the computer system. When we get paid 12 months instead of the 13 pay periods, each paycheck will be 8.75 percent bigger and the vacation accrual will also be 8.75 percent bigger.

Question: Will the new system changes affect the “Attendance Incentive Program?”

Answer: No. The change affects only how the computer works, not how people work. Daily and weekly hours on the job remain the same.

Question: Will the vacation hours earned calculation be the same in the new system as it is in the legacy system?

Answer: Yes. The annual accrual rate will be exactly the same as it was in the legacy system. When we get paid based on 12 months instead of 13 pay periods, each paycheck will be 8.75% bigger and the vacation accrual will also be 8.75% bigger.

Question: Will Classified employees working a 4/10 or 9/80 workweek be required to return to a five day a week schedule?

Answer: No. The time reporting changes that are occurring affect only how time is reported to and recorded in the computer system.

Question: Will the number of hours reported and paid still appear on paycheck stubs for hourly employees such as student employees, Community Services instructors, Recreational Aides, etc.

Answer: Yes.