



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Elimination of Advance Reporting of Hours, Mileage and Differential Pay

NUMBER: BUL-6053.1

ISSUER: Michelle King, Superintendent of Schools

Alma Peña-Sanchez, Chief of Staff

DATE: January 9, 2017

PURPOSE: The purpose of this Bulletin is to bring awareness to the elimination of advance time reporting of hours for LAUSD employees and request your adherence in addressing this important issue with your timekeepers. Non-compliance may result in progressive disciplinary action.

MAJOR CHANGES: This revision replaces and supersedes BUL-6053.0 issued on May 2, 2013.

BACKGROUND: Trend and analysis of payroll data showed that a great amount of an employee's overpayment is caused by advanced reporting of their time and other supplemental pay including mileage and differentials beyond the current pay period. This causes an increase in administrative costs to recoup the overpayment. It is the District's goal to continuously lessen these overpayments. Hence, the practice of advanced reporting of time, mileage and differentials beyond the current pay period should be discontinued.

GUIDELINES: Time keepers must ensure that all employees' time is accurately submitted for their respective work locations by the payroll cut-off date. The office and school administrators are responsible for ensuring that the following are accomplished:

- All employees' time MUST be carefully reviewed and certified by the payroll cut-off dates and times.
- Advanced reporting of hours beyond the current pay period is not an acceptable practice and should not be done.
- All differential pay as well as mileage MUST NOT be reported in advance. Approved differentials and mileage must be reported only when incurred.
- Review and audit the time regularly to ensure compliance with the policy.

ROUTING
All Schools and
Offices



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- Do not time report in advance for employees that DO NOT earn illness and/or vacation benefits, and/or that DO NOT follow a regular work schedule, even in the current pay period (Attachment A).

Payroll Administration Branch, in conjunction with the Local Districts and the Administrators of Operations, will provide important information to you on training sessions and materials that will be available for educating your timekeeper(s) on the District's policies related to advanced time reporting of hours. It will be important for your timekeepers to attend the sessions and/or review the materials carefully.

We are directing all administrators to ensure that the proper timekeeping procedures are followed and that all advance reporting beyond the current period is discontinued immediately at their school site or work locations. The advanced reporting of hours, mileage and differentials will be carefully monitored. Failure to follow this administrative directive may lead to disciplinary action such as, but not limited to, a Notice of Unsatisfactory Act(s), Notice of Unsatisfactory Service, and/or Suspension and/or dismissal.

AUTHORITY: This is a policy issued from the Office of the Superintendent.

RELATED RESOURCES: BUL-6638.0, *Time Reporting and Time Approval Policy*, dated April 4, 2016. Attachment A - Time Management Status

ASSISTANCE: For assistance or further information please contact the Payroll Customer Services at (213) 241-2570.

For assistance with contract or disciplinary matters, please contact the Office of Staff Relations at (213) 241-6056.

For assistance with any bargaining unit agreement questions, please contact the Office of Labor Relations at (213) 241-8322.

For assistance with calendar or assignment issues, please contact Certificated Assignments and Support Services at (213) 241-5100, Classified Employment Services at (213) 241-6300 or Certificated Administrative Assignments at (213) 241-6365.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

ATTACHMENT A

Time Management Status (TMS)

Payroll Area	TMS	Description
Classified/Semi-Monthly	Positive (TMS 1)	All assignments less than 7 hours per day.
Classified/Semi-Monthly	Positive (TMS 1)	All substitutes, provisional, temporary and summer assignments (X Basis).
Classified/Semi-Monthly/ Certificated	Positive (TMS 1)	All unclassified assignments, including Teacher Assistants and School Supervision Aides.
Certificated	Positive (TMS 1)	K-12 teachers and support services assigned to flexible schedules (60%, 80%), split assignments or assigned less than 6 hours per day.
Certificated	Positive (TMS 1)	Early Childhood Education assignments less than 8 hours per day.
Certificated	Positive (TMS 1)	All Adult Education assignments.
Certificated	Positive (TMS 1)	Administrators, contract management and confidential assignments less than 8 hours per day.
Classified/Semi-Monthly/ Certificated	Positive (TMS 1)	All employees on an approved leave of absence
Classified/Semi-Monthly	Negative (TMS 9)	All assignments 7 hours per day or more.
Certificated	Negative (TMS 9)	K-12 teachers and support services 6 hours per day.
Certificated	Negative (TMS 9)	Administrators, contract management and confidential assignments 8 hours per day.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Time Management Status (TMS) *Effective February 16, 2016, time keepers are restricted from time reporting beyond the current date for Personnel Areas 1BXX, 1CXX, 3GXX, 2FDX, and 2FNX

Employee Subgroup	Employee Subgroup Description
S1	Substitutes
T1	Temporary
Z1	Return Retiree
Z2	Return Retiree (Exempt)